

How to Review Attorney Time by Date Report

This report can be used to verify time billed across multiple cases on a given day or period of time. The attorney version of this report displays time for both submitted and unsubmitted vouchers. To run this report, complete the following steps:

Step
1

From the menu bar, select **Reports**. On the reports page, select **Attorney Time by Date - Attorney** report.



Step
2

On the attorney time by date report parameter page,

- (1) Select the **Start Date** and **End Date**. If you are verifying one day, enter same date in both fields. If you are verifying for a longer period of time, enter desired start and end dates.
- (2) For best results leave default selection for **Detail** field as "Complete Detail" and **Amounts** field as "Fee calculations". For **Fees Expenses**, select "Fees only" unless you want to determine which cases you have billed expenses to. For **Group by Date with Subtotals**, select "Yes" (Note: this field works only with "Fees only" selection in **Fees Expenses** field).
- (3) For **Cases to Include** field, click "Select All" which will allow all time entered for all cases for the date(s) entered to display results. If you want to view all your time by date for a selected case, then select only that case.
- (4) Click **Run Report** button.

Report Name: Attorney Time by Date - Attorney

[Run Report](#)

Start Date: 6/1/2022

End Date: 6/2/2022

Detail: * Complete Detail

Amounts: * Fee calculations

Fees Expenses: * Fees only

Group by Date with Subtotals: * Yes

Cases to Include: *

Select All	Name
Select	A Sample DefendantName (2:18-CR-00001)
Select	A Sample DefendantName3 (3:20-CR-08100)

You have selected 0 item(s).

Please select from the entries on the left

How to Review Attorney Time by Date Report (cont'd)

Step 3

Resulting report will display. If you selected multiple dates and "Yes" for **Group by Date with Subtotals**, the report will display with work completed on given dates with a subtotal per day. There will be a grand total for hours and compensation submitted for the total period of time selected at the bottom of the report.

Attorney Time Report by Date for Jones, Bob

Start Date: 6/1/2022
End Date: 6/2/2022

Detail: Complete Detail
Amounts: Fee calculations
Fees / Expenses: Fees only

Case Number	Appt ID	Person Represented	Voucher #	Service or Expense Type	Date	Description	Hours / Miles	Rate	Amount
2:22-CR-00001-1	669895	Sample Defendant 1		OtherHours	6/1/2022	Status conference	0.20	\$158.00	\$31.60
2:22-CR-00001-1	669895	Sample Defendant 1		InterviewHours	6/1/2022	Meet with client at USMS prior to hearing	0.50	\$158.00	\$79.00
2:22-CR-00001-1	669895	Sample Defendant 1		TravelHours	6/1/2022	Travel to/from court	0.40	\$158.00	\$63.20
2:22-CR-00001-1	669895	Sample Defendant 1		RecordHours	6/1/2022	Review file prior to hearing	0.20	\$158.00	\$31.60
2:22-MJ-08000-1	673774	Sample Defendant 2		ResearchWritingHours	6/1/2022	Drafted Joint Motion for Extension of Time to Indict (and Proposed Order).	0.10	\$158.00	\$15.80
2:22-MJ-08000-1	673774	Sample Defendant 2		InvestigativeOtherHours	6/1/2022	E-mail(s) to/from AUSA with attachment(s).	0.10	\$158.00	\$15.80
6/1/2022 Total							1.50		\$237.00
2:22-CR-00001-1	669895	Sample Defendant 1		InterviewHours	6/2/2022	Tel call with AUSA re plea	0.30	\$158.00	\$47.40
2:22-MJ-08000-1	673774	Sample Defendant 2		RecordHours	6/2/2022	Reviewed Court Document(s) / Docket Text(s) 8	0.10	\$158.00	\$15.80
6/2/2022 Total							0.40		\$63.20
Compensation							1.90		\$300.20
Grand Total							1.90		\$300.20

Step 4

To run the report with different parameters, click **Return to Parameters**. To close this report, click red "X" in upper right corner.

Report Name: Attorney Time by Date - Attorney Prepared for: Bob Jones (Attorney)

[Return To Parameters](#)

To run report again with new parameters

Attorney Time Report by Date for Jones, Bob

Start Date: 6/1/2022
End Date: 6/2/2022

Detail: Complete Detail
Amounts: Fee calculations
Fees / Expenses: Fees only

Case Number	Appt ID	Person Represented	Voucher #	Service or Expense Type	Date	Description	Hours / Miles	Rate	Amount
2:22-CR-00001-1	669895	Sample Defendant 1		OtherHours	6/1/2022	Status conference	0.20	\$158.00	\$31.60

To close report