



# CLAIMING AND COLLECTING ATTORNEYS' FEES: AN INTRODUCTION

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Barry Litt

Partner in Litt, Estuar, Harrison, & Kitson, LLP

# Time Keeping

- Think Private.
- Maintain all time, whether billable or not.
- Enter time daily.
- Account for all time every day.
- Use a billing program or, at a minimum, a spread sheet.
- Do not block bill.
- Bill in 1/10 hour increments.

# Sample Time Sheet

Date	Activity	Activity Name	Person	Hrs	Amnt	Description
05/07/07	A105	Communication	Barrett S. Litt	0.8	\$580.00	Sobel, Mann re complaint, team issues
05/08/07	A108	Appear for/attend	Barrett S. Litt	2.8	\$2,030.00	Initial team meeting
05/08/07	A103	Draft/revise	Barrett S. Litt	2.7	\$1,957.50	Complaint; rvw re same; emails re same
05/08/07	A105	Communication	Barrett S. Litt	0.8	\$580.00	Emails, calls to co-counsel re complaint, team, intake issues
05/09/07	A105	Communication	Barrett S. Litt	1.2	\$870.00	Calls (with Sobel) and emails re questionnaire, database issues, complaint
05/11/07	A104	Review / Analyze	Barrett S. Litt	0.2	\$145.00	Team Emails and responses re handling client issues
05/14/07	A104	Review / Analyze	Barrett S. Litt	0.1	\$72.50	Notice of Related Case
05/14/07	A105	Communication	Barrett S. Litt	0.4	\$290.00	With CS re related case, interview, database, settlement issues
05/14/07	A104	Review / Analyze	Barrett S. Litt	0.3	\$217.50	Day's team emails
05/15/07	A105	Communication	Barrett S. Litt	0.9	\$652.50	Sobel, Yates re handling of his case, coordination
05/15/07	A104	Review / Analyze	Barrett S. Litt	1	\$725.00	Re dismissal under Rule 41 of Yates case; email re same with citations
05/15/07	A104	Review / Analyze	Barrett S. Litt	0.7	\$507.50	Emails re witness, complaint, coordination issues (including replies)
05/16/07	A104	Review / Analyze	Barrett S. Litt	0.3	\$217.50	Team emails; BSL response re Yates
05/16/07	A103	Draft/revise	Barrett S. Litt	1.7	\$1,232.50	Co-counseling agreement
05/17/07	A104	Review / Analyze	Barrett S. Litt	0.3	\$217.50	Emails re client, treatment, co-counseling issues; response to Sobel on co-counseling agreement