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| **Paralegal's Name:** |   |   |  |  |
| **Case Number:** |   |   | **Week Starting:** |  |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|   |   |   |  |  |  | **Total Hours** |  |
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| **Paralegal's Signature:** |   |   |  |  | **Total Pay** |  |
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