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| **Paralegal's Name:** |   |   | **Month:** |  |
| **Case Number:** |   |   | **Rate Per Hour:** |  |
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| **Week Starting** | **Hours Worked** | **Total Pay** |   |   |
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| **TOTAL** |  |  |   |   |
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| **Weekly Breakdown** |   |   |   |   |   |   |
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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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| **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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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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| **Paralegal's Signature:** |   |   |  |  |  |  |
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|  |  |  |  |   |   |   | Brought to you by TimeDoctor.com |