UNIVERSITY OF THE PACIFIC
McGEORGE SCHOOL OF LAW

Field Placement Program
Timesheet

Student:_____ Placement: _____

Supervising Attorney's Signature:_____ Hours this week: _____

For week (Sunday) _____ ending (Saturday) _____ Total Hours to date **=** _____

ACTIVITY CODE	CONTACTS	DECIMAL CONVERSION	
A – Appear/Observe: Court/Admin. Hrg./Depo	AG - Agency	6 minutes = .1 hour	36 minutes = .6 hour
C – Conference / Interview	CL - Client	12 minutes = .2 hour	42 minutes = .7 hour
D – Draft/Revise	INV- Investigation	18 minutes = .3 hour	48 minutes = .8 hour
R – Research	OC - Opposing Counsel	24 minutes = .4 hour	54 minutes = .9 hour
TC – Telephone Conversation	OP - Opposing Party	30 minutes = .5 hour	60 minutes = 1 hour
	SA - Supervising Attorney		
	V - Victim		
	W - Witness		

Date	Nature of Activity	Time Required to Accomplish Activity