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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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|  |  |  |  |  |  | Total Hours (This Week) |  |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|  |  |  |  |  |  | Total Hours (This Week) |  |
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|  |  |  |  |  |  | **Total Hours** |  |
|  |  |  | |  |  | Rate Per Hour |  |
| **Paralegal's Signature:** | |  |  |  |  | **Total Pay** |  |
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