

***LAWYER ACTIVITY LOG, BILLING, PAYMENT
VOUCHER, AND TRANSACTION DETAIL
EXAMPLES***

██████████ LLC
██████████ Suite 201
Parker, CO ██████████
United States
██████████

██████████ LLC

Balance \$750.00
Invoice # 00219
Invoice Date January 23, 2018
Payment Terms
Due Date

Lawyers for Victims Program

Flat Fees

Date	Item	Description	Amount
01/23/2018	Flat Fee		750.00

Flat Fee Total: **\$750.00**

Time Entries

Date	EE	Activity	Description	Rate	Hours	Line Total
Non-billable Time Entries:						
11/14/2017	VR	Legal Services	Download protection order documents and review; telephone call with client re: hearing.	250.00	0.4	100.00
11/14/2017	VR	Legal Services	Drafted documents; 1) Consent to Represent, 2) Notice of Completion and 3) Notice of Limited Appearance	250.00	0.3	75.00
11/14/2017	VR	Legal Services	Called client to review case. Left a message.	250.00	0.1	25.00
11/15/2017	VR	Legal Services	Telephone call with witness for client.	250.00	0.5	125.00
11/16/2017	VR	Legal Services	Telephone call with client re: proof of service and police report.	250.00	0.1	25.00
11/16/2017	VR	Legal Services	Telephone call with client re: testimony.	250.00	1.0	250.00
11/16/2017	VR	Legal Services	Called client at 1:17 PM Regarding Proof and Copy of report. Left a message	250.00	0.1	25.00
11/16/2017	VR	Legal Services	Sent Copy of Service in the mail and copy of police report.	250.00	0.2	50.00
11/18/2017	VR	Legal Services	Review police report; draft testimony for client and witnesses; prepare exhibits.	250.00	1.0	250.00
11/18/2017	VR	Legal Services	Called witness, ██████████	250.00	0.2	50.00
11/20/2017	VR	Legal Services	Talked to witness, ██████████	250.00	0.5	125.00

11/20/2017	VR	Legal Services	Called client to review the case. Left a message.	250.00	0.1	25.00
11/20/2017	VR	Legal Services	Called witness, ██████████ regarding testimony.	250.00	0.4	100.00
11/20/2017	CAB	Legal Services	drafted Subpoena to Attend	125.00	0.3	37.50
01/22/2018	VR	Legal Services	Attend permanent protection order hearing 9:15 a.m. - 11:15 a.m.	250.00	2.0	500.00

Totals: 7.2 \$0.00

Notes:

██████████ LLC has provided serviced as part of the Lawyers for Victims Program

Flat Fee Sub-Total:	750.00
Time Entry Sub-Total:	0.00
Sub-Total:	750.00
Total:	750.00
Amount Paid:	0.00
Balance Due:	\$750.00

2016-VA
[Redacted]

CO 80304

CONSULT/CONTRACT #2

VOUCHER

Date: 2.8.18

Voucher Number: 20-18 076

To: [Redacted] Law Firm

For: LFVP Check #: 30676

Date Written: 2-8-18 Date Mailed: 2/9 Authorized by: Suzy Smith, LVP Program Manager

Account Charged To	Amount
<u>5175-095-005</u>	<u>750.00</u>

Total Amount of Check: 750.00

30676

[Redacted] Law Firm	Original Amt.	Balance Due	2/8/2018 Discount	Payment
Date	750.00	750.00		750.00
1/23/2018	Bill	00219	Check Amount	750.00

Cash - Checking

750.00

Transaction Detail VOCA-LFVP 095

January 1 through March 30, 2018

Source Reference	Date	Name	Source Name	MATCH	VOCA	TOTAL
PROFESSIONAL SERVICES						
5175 - LFVP Attorneys						
CONSULTANT/CONTRACT #1	01/10/2018	095 - OVP-VOCA LFVP Grant	The [REDACTED]		104.30	104.30
CONSULTANT/CONTRACT #2	01/23/2018	095 - OVP-VOCA LFVP Grant	[REDACTED] Law Firm		750.00	854.30
CONSULTANT/CONTRACT #3	01/30/2018	095 - OVP-VOCA LFVP Grant	[REDACTED] LLC		1,500.00	2,354.30
CONSULTANT/CONTRACT #4	02/09/2018	095 - OVP-VOCA LFVP Grant	The [REDACTED]		784.70	3,139.00
CONSULTANT/CONTRACT #5	02/22/2018	095 - OVP-VOCA LFVP Grant	[REDACTED] LLC		750.00	3,889.00
CONSULTANT/CONTRACT #6	03/09/2018	095 - OVP-VOCA LFVP Grant	The [REDACTED]		818.70	4,707.70
CONSULTANT/CONTRACT #7	03/12/2018	095 - OVP-VOCA LFVP Grant	[REDACTED] Law Firm		1,500.00	6,207.70
CONSULTANT/CONTRACT #8	03/20/2018	095 - OVP-VOCA LFVP Grant	[REDACTED] Justice		3,000.00	9,207.70
CONSULTANT/CONTRACT #9	03/20/2018	095 - OVP-VOCA LFVP Grant	The [REDACTED]		750.00	9,957.70
CONSULTANT/CONTRACT #10	03/28/2018	095 - OVP-VOCA LFVP Grant	[REDACTED] Law, LLC		750.00	10,707.70
CONSULTANT/CONTRACT #11	03/29/2018	095 - OVP-VOCA LFVP Grant	Law Office of [REDACTED] LLC		750.00	11,457.70
Total 5175 - LFVP Attorneys					11,457.70	11,457.70
Total PROFESSIONAL SERVICES				0.00	11,457.70	11,457.70
SALARIES/BENEFITS/PR TAXES						
5001 - Salaries						
PAYROLL #1	01/12/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	218.55	546.38	764.93
PAYROLL #1	01/12/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	344.96		344.96
PAYROLL #1	01/12/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]		603.03	603.03
PAYROLL #2	01/31/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	218.55	546.38	764.93
PAYROLL #2	01/31/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	344.96		344.96
PAYROLL #2	01/31/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]		630.45	630.45
PAYROLL #3	02/15/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	218.55	546.38	764.93
PAYROLL #3	02/15/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	344.96		344.96
PAYROLL #3	02/15/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]		594.42	594.42
PAYROLL #4	02/28/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	218.55	546.38	764.93
PAYROLL #4	02/28/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]	344.96		344.96
PAYROLL #4	02/28/2018	095 - OVP-VOCA LFVP Grant	[REDACTED]		578.59	578.59