

Thursday, March 16, 2023 (class 14 of 30!!)

Today:

- Midterm exam preview!
- *Start* workings of a law office – timekeeping assignment!
- Guest speaker Kate Dove, employment recruiter!

For next class (Tu March 21):

- Post timekeeping assignment on OL **by 8am!**
- Review everything for midterm exam!

Th March 23: MIDTERM EXAM!

* * *

Workings of a (private) law office!

Timekeeping!! Paralegals' and attorneys' practice of keeping track of the time they spend on professional tasks, like meetings, phone calls, and legal research.

- They record the time in fractions of hours, such as quarter-hours (15 minute increments) or tenths of an hour (6 minute increments).
- Law offices use these records to bill their clients for time spent working on those clients' cases.