

### **UF Law Conservation Clinic Billing Policies**

- Students are expected to log 140 hours over the course of the semester. This represents approximately 10 hours per week per semester or 3 hours for each credit hour received, and is consistent with national clinical practice.
- Time sheets are available on the clinic website under resources/resources for current students/
- Time sheets are to be timely and turned in every two weeks in accordance with the Clinic calendar
- Honesty and integrity in the billing process should go without saying

### **Billing Practices and Terminology**

- Start each description of work with term that reflects a professional activity (see some suggested terms below).
- Accurately describe work performed while keeping the description under 2 lines.
- Use the active voice. Say what you did and what (or who) you did it for/with/to.
- Be specific. Break down your work to the lowest activity increment possible (while using good judgment).
- Keep in mind that in the real world the client (and probably in-house counsel) will review the itemization and may question your billing. So make sure the work you bill for is relevant to their case and describes why it is relevant.
  - This also holds true for judges and opposing counsel who may review your billing form in malpractice and fee shifting litigation, such as federal environmental and civil rights citizen suits.
- Type your billing form.
- Record your time spent on administrative tasks (see below)

### **Suggested Terms to Use**

- Research re:
- Review
- Meeting/Met
- Attend
- Telecon with
- Conference call with
- Email to
- Letter to
- Corresponded or Correspondence with
- Travel to
- Draft
- Revise
- Edit
- Finalize
- Clinic Admin re

With instructor approval, you may also be able to bill for time spent at conferences and project-related “Continuing Clinic Education” activities, which may including all or part of field trips.