UF Law Conservation Clinic Billing Policies

• Students are expected to log 130 hours over the course of the semester. This represents 10 hours per week per semester; a little less than 3 hours for each credit hour received, and is consistent with national clinical practice.
• Time sheets are available on the clinic website under forms and applications.
• 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.
  o 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 include all or part of field trips and authorized public service activities such as the law school woods clean up.