SAN FRANCISCO TRIAL COURTS
MENTEE FEE WORKSHEET

CASE NAME AND # _____

Each column must be completed for each entry. The explanation column should include the names of persons contacted and a brief description of subject matter. Attorneys must also provide the actual times and department number related to any in-court appearances. All hours should be listed in tenths (.10) or quarters (.25 or .75) of an hour. Attorneys and mentees are expected to combine smaller tasks within these time increments. **If reviewing documents or recordings, please list number of pages reviewed and/or length of recording.**

DATE	IN-COURT TIME		TIME BILLED	PHASE CODE	TASK CODE	DEPARTMENT or EXPLANATION of TASK
	FROM	TO				

Date _____ Mentor name _____ Mentor signature _____

Date _____ Mentee name _____ Mentee signature _____

Please indicate hourly rate paid to mentee: _____