

Sample Legal Billing Narratives

Date: 2024-10-01

Timekeeper: Partner 1

Narrative: Review, comment on SMS terms regarding TCPA compliance and enforceability of arbitration and class waiver terms; review select FCC orders and TCPA regulations regarding same

Date: 2024-10-02

Timekeeper: Partner 1

Narrative: Confer with [name] regarding TCPA compliance and arbitration issues associated with planned SMS marketing campaign

Date: 2024-10-02

Timekeeper: Associate 1

Narrative: Prepare for and conference with [name] and [name] regarding proposed SMS marketing campaign related to [company]'s coupons and promotions/related call-to-action disclosures and potential TCPA compliance issues and strategies for resolving same

Date: 2024-10-04

Timekeeper: Partner 1

Narrative: Analyze and assess planned SMS text-keyword consent protocol for TCPA compliance issues; draft summary of TCPA compliance issues associated with same; email with [name] regarding same

Date: 2024-10-08

Timekeeper: Associate 1

Narrative: Analyze email from [name] to [name] regarding proposed SMS marketing campaign call-to-action disclosure and potential TCPA compliance issues with same; follow-up emails with [name] regarding same and next steps to review related campaign terms and conditions