

APPROVED BILLING EXAMPLES

Acme Manufacturing Corporation

The following examples represent billing narratives that meet or exceed Acme Manufacturing's billing guidelines. These entries demonstrate proper detail, specificity, and professional language. Use these as models for your own billing submissions.

Example 1: Discovery Correspondence

"Reviewed and analyzed correspondence from opposing counsel regarding discovery dispute over production of financial records for fiscal years 2021-2023; prepared detailed response outlining basis for objections to overly broad requests; conferred with client regarding privilege log preparation timeline."

Why this works: Specifies the subject (discovery dispute), the documents (financial records), the time period, the action taken (prepared response), and follow-up with client.

Example 2: Motion Practice

"Drafted motion to compel production of email communications between defendant and third-party consultant regarding product defect; researched applicable case law on work product doctrine and trade secret protections; prepared supporting memorandum with citations to controlling circuit court decisions."

Why this works: Clear description of the motion subject, specific legal research performed, and deliverables created.

Example 3: Contract Review

"Reviewed proposed master services agreement with Supplier XYZ focusing on limitation of liability provisions, indemnification clauses, and intellectual property ownership terms; drafted detailed redline with suggested modifications to reduce exposure; prepared summary memo for business team outlining key risk areas and recommended changes."

Why this works: Identifies specific contract provisions reviewed, actions taken (redline and memo), and purpose (risk reduction).

Example 4: Litigation Strategy

"Participated in strategy conference call with client and co-counsel regarding approach to depositions of three key fact witnesses scheduled for next month; discussed anticipated testimony, potential impeachment materials, and coordination of questioning among counsel; prepared outline of topics to cover and documents to use in examination."

Why this works: Describes the participants, subject matter (deposition strategy), specific topics discussed, and work product created.

Example 5: Regulatory Compliance

"Researched recent FDA guidance on medical device labeling requirements for Class II devices; analyzed impact of new guidelines on client's current labeling practices; prepared compliance memorandum with specific recommendations for label modifications to ensure regulatory compliance; coordinated with regulatory affairs team regarding implementation timeline."

Why this works: Identifies regulatory authority and specific guidance, describes analysis performed, deliverables created, and coordination with client team.

Example 6: Client Communication

"Prepared comprehensive status report for client summarizing developments in patent litigation matter, including court's recent claim construction ruling, impact on case strategy, revised damages analysis, and recommended next steps for summary judgment motion practice."

Why this works: Clearly describes the communication created, its content (case developments and strategy), and forward-looking recommendations.