

# 2019 - 2020 FISCAL YEAR THIRTEEN (4) WEEK BILLING PERIODS FOR ATTORNEYS & INVESTIGATORS

| FISCAL BILLING PERIOD | CYCLE CODE | WEEK # | START DATE | END DATE   | BILLS DUE TO CAC |
|-----------------------|------------|--------|------------|------------|------------------|
| 1                     | 300        | 1      | 6/2/2019   | 6/8/2019   | 6/14/2019        |
|                       |            | 2      | 6/9/2019   | 6/15/2019  | 6/21/2019        |
|                       |            | 3      | 6/16/2019  | 6/22/2019  | 6/28/2019        |
|                       |            | 4      | 6/23/2019  | 6/29/2019  | 7/5/2019         |
| 2                     | 301        | 1      | 6/30/2019  | 7/6/2019   | 7/12/2019        |
|                       |            | 2      | 7/7/2019   | 7/13/2019  | 7/19/2019        |
|                       |            | 3      | 7/14/2019  | 7/20/2019  | 7/26/2019        |
|                       |            | 4      | 7/21/2019  | 7/27/2019  | 8/2/2019         |
| 3                     | 302        | 1      | 7/28/2019  | 8/3/2019   | 8/9/2019         |
|                       |            | 2      | 8/4/2019   | 8/10/2019  | 8/16/2019        |
|                       |            | 3      | 8/11/2019  | 8/17/2019  | 8/23/2019        |
|                       |            | 4      | 8/18/2019  | 8/24/2019  | 8/30/2019        |
| 4                     | 303        | 1      | 8/25/2019  | 8/31/2019  | 9/6/2019         |
|                       |            | 2      | 9/1/2019   | 9/7/2019   | 9/13/2019        |
|                       |            | 3      | 9/8/2019   | 9/14/2019  | 9/20/2019        |
|                       |            | 4      | 9/15/2019  | 9/21/2019  | 9/27/2019        |
| 5                     | 304        | 1      | 9/22/2019  | 9/28/2019  | 10/4/2019        |
|                       |            | 2      | 9/29/2019  | 10/5/2019  | 10/11/2019       |
|                       |            | 3      | 10/6/2019  | 10/12/2019 | 10/18/2019       |
|                       |            | 4      | 10/13/2019 | 10/19/2019 | 10/25/2019       |
| 6                     | 305        | 1      | 10/20/2019 | 10/26/2019 | 11/1/2019        |
|                       |            | 2      | 10/27/2019 | 11/2/2019  | 11/8/2019        |
|                       |            | 3      | 11/3/2019  | 11/9/2019  | 11/15/2019       |
|                       |            | 4      | 11/10/2019 | 11/16/2019 | 11/22/2019       |
| 7                     | 306        | 1      | 11/17/2019 | 11/23/2019 | 11/29/2019       |
|                       |            | 2      | 11/24/2019 | 11/30/2019 | 12/6/2019        |
|                       |            | 3      | 12/1/2019  | 12/7/2019  | 12/13/2019       |
|                       |            | 4      | 12/8/2019  | 12/14/2019 | 12/20/2019       |
| 8                     | 307        | 1      | 12/15/2019 | 12/21/2019 | 12/27/2019       |
|                       |            | 2      | 12/22/2019 | 12/28/2019 | 1/3/2020         |
|                       |            | 3      | 12/29/2019 | 1/4/2020   | 1/10/2020        |
|                       |            | 4      | 1/5/2020   | 1/11/2020  | 1/17/2020        |
| 9                     | 308        | 1      | 1/12/2020  | 1/18/2020  | 1/24/2020        |
|                       |            | 2      | 1/19/2020  | 1/25/2020  | 1/31/2020        |
|                       |            | 3      | 1/26/2020  | 2/1/2020   | 2/7/2020         |
|                       |            | 4      | 2/2/2020   | 2/8/2020   | 2/14/2020        |

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|-----------------------|------------|--------|------------|-----------|------------------|
| 10                    | 309        | 1      | 2/9/2020   | 2/15/2020 | 2/21/2020        |
|                       |            | 2      | 2/16/2020  | 2/22/2020 | 2/28/2020        |
|                       |            | 3      | 2/23/2020  | 2/29/2020 | 3/6/2020         |
|                       |            | 4      | 3/1/2020   | 3/7/2020  | 3/13/2020        |
| 11                    | 310        | 1      | 3/8/2020   | 3/14/2020 | 3/20/2020        |
|                       |            | 2      | 3/15/2020  | 3/21/2020 | 3/27/2020        |
|                       |            | 3      | 3/22/2020  | 3/28/2020 | 4/3/2020         |
|                       |            | 4      | 3/29/2020  | 4/4/2020  | 4/10/2020        |
| 12                    | 311        | 1      | 4/5/2020   | 4/11/2020 | 4/17/2020        |
|                       |            | 2      | 4/12/2020  | 4/18/2020 | 4/24/2020        |
|                       |            | 3      | 4/19/2020  | 4/25/2020 | 5/1/2020         |
|                       |            | 4      | 4/26/2020  | 5/2/2020  | 5/8/2020         |
| 13                    | 312        | 1      | 5/3/2020   | 5/9/2020  | 5/15/2020        |
|                       |            | 2      | 5/10/2020  | 5/16/2020 | 5/22/2020        |
|                       |            | 3      | 5/17/2020  | 5/23/2020 | 5/29/2020        |
|                       |            | 4      | 5/24/2020  | 5/30/2020 | 6/5/2020         |

## IMPORTANT REMINDER:

### **PRIOR TO SUBMITTING TIMESHEETS TO CAC, PLEASE BE SURE TO CHECK FOR THE FOLLOWING:**

- \* The time sheets are signed by the attorney. (Auditor requires original ink.)
- \* Only the original recap sheet is needed
- \* Color scanned recap with **signature in blue ink** can be e-mailed
- \* A weekly billing cycle begins on Sunday and ends on Saturday.
- \* Only one recap (invoice) sheet per week.
- \* One timesheet per attorney - All work for that attorney on the same weekly timesheet.
- \* Time shall be calculated to the closest tenth of an hour.
- \* Timesheets are due 6 days after the weekly billing period, not every 55 days.
- \* **On the 7th day timesheets will be late and charged a late fee as per the PPM.**
- \* Any bill for work after 56 days from the date the work was performed shall be *void*.

## STANDARD BILLING CODES

CA - COURT APPEARANCE  
CC - CLIENT CONFERENCE  
CW - CONFERENCE W/  
REV - REVIEW  
RED - READINESS CONF  
PPX - PRE-PRELIM

JV - JAIL VISIT  
PE - PRELIM  
PX - PRELIM  
PTC - PRE TRIAL CONF  
TS - TRIAL SETTING  
PPC - PRE-PRELIM CONF