

Popular Threads on Solosez

Billing Verbiage

I'm in the process of completing a bill in a divorce case, and as I go through it and edit, I feel almost uneasy with some of the verbiage; most notably referring to my client as "client" as in, "Letter to client regarding XXX" or "E-mail to client regarding tomorrow's hearing".

I want to make my bills communicate what I actually did. What seems to be the "cutting edge" here? Is it more like "E-mail to (client's name is) Dave Smith regarding tomorrow's hearing". What about something radical like "E-mail to you regarding tomorrow's hearing"?

Not intending to start a "thread of the month", but accepting I probably am, I remain as always,

Barry W. Kaufman, Jacksonville, Florida

Prepare and send email to [client name] re: division of property settlement

Prepare Interrogatories, Set One to Defendant Jones

Prepare cover letter for Interrogatories, Set One to Defendant Jones

Prepare Response to Interrogatories, Set Two for Plaintiff Akins

Prepare Notice of Motion (.4); prepare Motion to Do Something (1.2); prepare

Affidavit of Counsel Macomber for Motion to Do Something (.5)

As much detail as possible is best.

Best regards, Arthur B. Macomber, Coeur d'Alene, Idaho

Over the years, most of my practice has been matrimonial. My bills go out with "client" or "Mr./Ms. Smith" and a brief description of the service. Always remember that, in Florida, you need to strike a balance between getting too descriptive and not descriptive enough, because the bill will be reviewed if you are seeking fees from the other party. You don't want to have any information considered privileged communications in your bills; however, you don't want OC to argue that the time/charges should be disallowed because the court can't determine whether the services were "reasonable and necessary."

In dissolution cases, my suggestion is that you shouldn't get too "cutting edge" with the verbiage. Now, with my entertainment practice clients.....
Regards,

Howard Raab, Fort Lauderdale, Florida



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Early in my practice, utilizing a purchased form that already had "code," I would write "Draft," "telephone conference," "Review file," "Appear for", (e.g. "hearing on motion for temporary order of support," "trial," "Deposition" etc.

I continue to use them now. When I draft e-mail correspondence I write "Draft correspondence (e-mail) with so-and-so.

Whenever I refer to my client I use his or her initials, as in "Telephone Conference with S.W." I refer to opposing counsel as "Atty Jones"

Jo Fray, Massachusetts

I never use "client." I use a first initial and last name. If I suspect that the client won't recognize a name (opposing counsel, for example), I'll put the ID in parentheses the first two or so time I use the name.

Meyer Silber, New York, New York

I also use the word client. I say teleconference with client regarding XXXXXXX.

Nina S. Willis

I use the same method that Meyer does ... that's how they taught me in my former life at the big firm.

Peter Clark

Good question!

I use "telephone call with client re status of xxxxx" or "letter to client re status of xxxxx."

I'm interested to hear what others do.

Scott Barer, California

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