

Fee Code Short List

AMD Amend
APR Appear
APA Appear at
APP Appearance
ACT Appear in Court
ACH Appear at Court Hearing
ATT Attend
ATC Attempted Telephone Call
CON Conference
COR Correspondence
CIO Conference in Office
DIE Dictate
DIC Dictation of
DRF Draft
DLT Dictation of Letter to
FIL File
FMO File Motion
ICO Initial Consultation
ITS Instructions to Staff
LTR Letter
LBT Letter to
LBF Letter from
MET Meeting with
OBN Obtain
ONF Open New File
PRP Prepare
PPF Prepare for
PRE Preparation
PLS Professional Legal Services
RPT Receipt
ROC Receipt of Correspondence
RCC Receive and Review
RES Research
RUU Review
RAR Review and Revise
RUW Review Answer
RUR Review Correspondence
RUL Review Current Law
STR Serve and Transmit
TTY Telephone Call
TBT Telephone Call to
TBF Telephone Call from
TTR Telephone Conference

Cost Code Short List

AF Airfare
AR Automobile Rental
BM Business Meal
CF Clerk's Fee
CS Costs
CI Courier Services
CT Court Costs
DU Delivery Charges
DE Deposition Expenses
DC Document Production Costs
EM Entertainment
EW Expert Witness Fee
EC Expedited Mail Charges
FF Filing Fee
FX Facsimile Transmission Charges
HE Hotel and Meal Expenses
JF Jury Fees
MF Marshal's Fee
ML Mileage
MS Messenger Service
MR Medical Records Costs
NF Notary Fee
PS Paralegal Services
PK Parking
PC Photocopy Charges
PO Postage
PU Proof of Service
RF Recorder's Fee
RR Records Reproduction
RS Research Fee
SS Secretarial Services
SP Service of Process Fee
SC Survive of Summons and Complaint
TX Telegram/Telex/Mailgram Charges
TC Telephone Time and Charges
TS Transcription Costs
TU Travel Expenses
WF Witness Fee
WP Word Processing Costs

Short List of Payment & Automatic Trust/Retainer Codes

Payment Code

PMT Payment was received, Thank You. (Monies apply to all old costs, all old fees and then late charges 1st, then new costs and fees.)
 (Alternative Payment Codes - Call Customer Service)