

To find out how to create your own, please call 800-733-9933

<b>A</b>	<b>A</b>	<b>CIN</b> Conference, Initial, in Office	<b>FXT</b> Faxing Documents Time	<b>MEF</b> Memorandum to File
<b>ADO</b> Administrative Office Work		<b>CTR</b> Conference, Intra-Office	<b>FIA</b> Field Investigative Activities	<b>MIS</b> Miscellaneous
<b>AMD</b> Amend		<b>COS</b> Conference Outside Office	<b>FIL</b> File	<b>MCC</b> Municipal Court Appearance
<b>AMA</b> Amend Agreement		<b>COW</b> Conference with	<b>FAS</b> File and Serve Documents	<b>MSS</b> Prepare Mandatory Settlement Conference Statement
<b>AMS</b> Amend Answer		<b>CAC</b> Conference with Accountant	<b>FAR</b> File Articles of Incorporation	<b>N</b>
<b>AMB</b> Amend Brief		<b>CAJ</b> Conference with Adjuster	<b>FCO</b> File Complaint	<b>N</b>
<b>AMC</b> Amend Claim		<b>CBC</b> Conference with Business Consultant	<b>FXC</b> File Cross-Complaint	<b>NEG</b> Negotiate
<b>AMK</b> Amend Contract		<b>CCL</b> Conference with Client	<b>FDO</b> File Documents	<b>NTD</b> Notice to Identify and Produce Documents
<b>AMO</b> Amend Memorandum		<b>CCN</b> Conference with Co-Counsel	<b>FEL</b> File Evaluation and Status Report	<b>O</b>
<b>AMM</b> Amend Motion		<b>CWD</b> Conference with Debtor	<b>FLI</b> File Lien on Real Property	<b>O</b>
<b>AMP</b> Amend Petition		<b>CDF</b> Conference with Defendant	<b>FMO</b> File Motion	<b>OBN</b> Obtain
<b>ASK</b> Amend Schedules		<b>CHU</b> Conference with Husband	<b>GLW</b> General Ledger Work	<b>OAJ</b> Obtain Abstract of Judgment
<b>AST</b> Amend Statement		<b>CIL</b> Conference with Investigator	<b>GOW</b> General Office Work	<b>OCN</b> Obtain Continuance
<b>AMU</b> Amend Stipulation		<b>COC</b> Conference with Opposing Counsel	<b>I</b>	<b>OCO</b> Obtain Court Order
<b>APR</b> Appear		<b>CAP</b> Conference with Opposing Party	<b>ICO</b> Initial Consultation	<b>ODC</b> Obtain Documents
<b>APA</b> Appear at		<b>CPL</b> Conference with Plaintiff	<b>ILA</b> Instruct Legal Assistant	<b>ORO</b> Obtain Restraining Order
<b>AAH</b> Appear at Adversary Hearing		<b>CWT</b> Conference with Trustee	<b>ITS</b> Instructions to Staff	<b>OBR</b> Obtaining Reports
<b>AFH</b> Appear at Confirmation Hearing		<b>CWF</b> Conference with Wife	<b>L</b>	<b>ONF</b> Open New File
<b>ACH</b> Appear at Court Hearing		<b>CWI</b> Conference with Witness	<b>LER</b> Legal Research	<b>P</b>
<b>ADN</b> Appear at Deposition		<b>CSL</b> Consultation(s)	<b>LTR</b> Letter	<b>PSV</b> Paralegal Services
<b>AHG</b> Appear at Hearing		<b>COR</b> Correspondence	<b>LBF</b> Letter from	<b>PAR</b> Payroll
<b>APM</b> Appear at Meeting		<b>CWA</b> Correspondence with Accountant	<b>LFJ</b> Letter from Adjuster	<b>PRT</b> Payroll Taxes
<b>ASC</b> Appear at Settlement Conference		<b>CRJ</b> Correspondence with Adjuster	<b>LFA</b> Letter from Attorney	<b>PAD</b> Pick-up and Delivery
<b>ASN</b> Appear at Settlement Negotiations		<b>CTC</b> Correspondence with Creditor	<b>LFW</b> Letter from Attorney with Enclosures	<b>PRE</b> Preparation
<b>ATR</b> Appear at Trial		<b>CTD</b> Correspondence with Debtor	<b>LFC</b> Letter from Client	<b>PRP</b> Prepare
<b>APH</b> Appear at 341 (A) Hearing		<b>CRF</b> Correspondence with Family	<b>LFE</b> Letter from Client with Enclosures	<b>POW</b> Prepare a Will
<b>ACT</b> Appear in Court		<b>CWH</b> Correspondence with Husband	<b>LFT</b> Letter from Court	<b>PAC</b> Prepare Accounting
<b>APP</b> Appearance		<b>CWL</b> Correspondence with Lender	<b>LFK</b> Letter from Court Clerk	<b>PAG</b> Prepare Agreement
<b>ABK</b> Appearance in Bankruptcy Court		<b>CWT</b> Correspondence with Trustee	<b>LDA</b> Letter from District Attorney	<b>PAM</b> Prepare Amended Agreement
<b>ATC</b> Attempted Telephone Call		<b>CWW</b> Correspondence with Wife	<b>LFD</b> Letter from Doctor	<b>PAL</b> Prepare Amended Claim
<b>ATT</b> Attend		<b>D</b>	<b>LFN</b> Letter from Doctor with Enclosures	<b>PAN</b> Prepare Answer
<b>ATB</b> Attend Board Of Director's Meeting		<b>DIE</b> Dictate	<b>LFI</b> Letter from Insurance Company	<b>PAS</b> Prepare Answer to Complaint
<b>ATD</b> Attend Deposition(s)		<b>DIC</b> Dictation of	<b>LIN</b> Letter from Investigator	<b>PAI</b> Prepare Answers to Interrogatories
<b>ATH</b> Attend Hearing		<b>DLT</b> Dictation of Letter to	<b>LTO</b> letter to Opposing Counsel	<b>PAB</b> Prepare Appellate Brief
<b>ATS</b> Attend Shareholder's Meeting		<b>DLC</b> Dictation of Letter to Client	<b>LOP</b> Letter to Opposing Party	<b>PAP</b> Prepare Application
<b>C</b>	<b>C</b>	<b>DLO</b> Dictation of Letter to Opposing Counsel	<b>LWN</b> Letter to Witness	<b>PAT</b> Prepare At Issue Memorandum
<b>CNA</b> Conduct Arbitration Hearing		<b>DRF</b> Draft	<b>LTX</b> Letter with Enclosures	<b>PCL</b> Prepare Claim
<b>CND</b> Conduct Deposition(s)		<b>E</b>	<b>LRF</b> Review Letter From	<b>PCO</b> Prepare Complaint
<b>CNU</b> Conduct Investigation of Matter		<b>EMF</b> E-mail From	<b>LRT</b> Write Letter To	<b>PKT</b> Prepare Contract
<b>CNT</b> Conduct Meeting		<b>EMT</b> E-mail To	<b>M</b>	<b>PCM</b> Prepare Corporate Minutes
<b>CNG</b> Conduct Negotiations		<b>F</b>	<b>MTG</b> Meeting	<b>PCR</b> Prepare Correspondence
<b>CON</b> Conference		<b>FMF</b> Fax Transmission From	<b>MET</b> Meeting with	<b>PDL</b> Prepare Declaration
<b>CIO</b> Conference in Office		<b>FMT</b> Fax Transmission To		<b>PDF</b> Prepare Default
				<b>PDI</b> Prepare Discovery Request
				<b>PDP</b> Prepare Discovery Response

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<b>PDM</b> Prepare Documents	<b>PRR</b> Prepare Response to Motion	<b>RUF</b> Review File	<b>TTU</b> Telephone Call to Court
<b>POG</b> Prepare Draft of Agreement	<b>PRS</b> Prepare Schedules	<b>RUN</b> Review Financial Statement	<b>TTK</b> Telephone Call to Court Clerk
<b>PRF</b> Prepare Fee Application	<b>PSS</b> Prepare Statement	<b>RUS</b> Review Incoming Correspondence	<b>TCR</b> Telephone Call to Creditor
<b>PPF</b> Prepare for	<b>PSR</b> Prepare Status Report	<b>RUB</b> Review Medical Records and Bills	<b>TTB</b> Telephone Call to Debtor
<b>PAH</b> Prepare for Adversary Hearing	<b>PSP</b> Prepare Stipulation	<b>RUO</b> Review Notice	<b>TTG</b> Telephone Call to District Attorney
<b>PFA</b> Prepare for Appearance at Court	<b>PDT</b> Prepare Subpoena Duces Tecum	<b>RUX</b> Review Tax Returns	<b>TTD</b> Telephone Call to Doctor
<b>PFR</b> Prepare for Arbitration Meeting	<b>PSC</b> Prepare Summons and Complaint	<b>S</b>	<b>TTH</b> Telephone Call to Husband
<b>PCN</b> Prepare for Conference	<b>PTR</b> Prepare Trial Brief	<b>SST</b> Secretarial Time	<b>TTS</b> Telephone Call to Insurance Co.
<b>PCS</b> Prepare for Consultation	<b>PUC</b> Prepare Unanimous Written Consent	<b>STR</b> Serve and Transmit	<b>TTL</b> Telephone Call to Investigator
<b>PDF</b> Prepare for Deposition	<b>PWE</b> Prepare Writ of Execution	<b>SCC</b> Superior Court Appearance	<b>TCL</b> Telephone Call to Lender
<b>PFH</b> Prepare for Hearing	<b>PLS</b> Professional Legal Services	<b>T</b>	<b>TTO</b> Telephone Call to Opposing Counsel
<b>PFM</b> Prepare for Meeting	<b>R</b>	<b>TTY</b> Telephone Call	<b>TTF</b> Telephone Call to Title Insurance Co.
<b>PFU</b> Prepare for Meeting of Board of Directors	<b>RPT</b> Receipt	<b>TTX</b> Telephone Call Attempted Left Message to Call Back	<b>TTT</b> Telephone Call to Trustee
<b>PFC</b> Prepare for Meeting of Creditors	<b>ROC</b> Receipt of Correspondence	<b>TBF</b> Telephone Call from	<b>TTW</b> Telephone Call to Wife
<b>PFN</b> Prepare for Negotiations	<b>RCC</b> Receive and Review	<b>TFA</b> Telephone Call from Accountant	<b>TCW</b> Telephone Call With
<b>PFF</b> Prepare for Settlement Conference	<b>RCE</b> Representation in Chapter 11	<b>TFJ</b> Telephone Call from Adjuster	<b>TWC</b> Telephone Call with Client
<b>PFG</b> Prepare for Settlement Negotiations	<b>RCT</b> Representation in Chapter 13	<b>TFP</b> Telephone Call from Adverse Party	<b>TCK</b> Telephone Call with Court Clerk
<b>PFS</b> Prepare for Shareholders	<b>RCS</b> Representation in Chapter 7	<b>TFZ</b> Telephone Call from Attorney	<b>TWO</b> Telephone Call with Opposing Counsel
<b>PFT</b> Prepare for Trial	<b>REQ</b> Request for Admissions	<b>TFM</b> Telephone Call from Case Analyst	<b>TWW</b> Telephone Call with Witness
<b>PIE</b> Prepare Income and Expense Declaration	<b>RES</b> Research	<b>TFC</b> Telephone Call from Client	<b>TTR</b> Telephone Conference
<b>PIG</b> Prepare Interrogatories	<b>RHR</b> Research and Review	<b>TFN</b> Telephone Call from Co-Counsel	<b>TRT</b> Travel Time
<b>PRJ</b> Prepare Judgment	<b>RSD</b> Research and Analysis of Documents	<b>TFU</b> Telephone Call from Court	<b>U</b>
<b>PJD</b> Prepare Judgment of Dissolution of Marriage	<b>RSL</b> Research and Review Current Law	<b>TFK</b> Telephone Call from Court Clerk	<b>UDF</b> Update File
<b>PMS</b> Prepare Marital Settlement Agreement	<b>RSC</b> Research Citations	<b>TFR</b> Telephone Call from Creditor	<b>UDW</b> Update Will
<b>PME</b> Prepare Memorandum	<b>RSS</b> Research Code Sections	<b>TFB</b> Telephone Call from Debtor	<b>V</b>
<b>PPA</b> Prepare Memorandum of Points and Authorities	<b>RSH</b> Research History of Action	<b>TFG</b> Telephone Call from District Attorney	<b>VML</b> Voicemail
<b>PMM</b> Prepare Memorandum to File	<b>RLA</b> Research of Law	<b>TFD</b> Telephone Call from Doctor	<b>W</b>
<b>PMO</b> Prepare Motion	<b>RSJ</b> Research Prior Judgment	<b>TFH</b> Telephone Call from Husband	<b>WTM</b> Waiting Time
<b>PMJ</b> Prepare Motion of Summary Judgment	<b>REV</b> Review	<b>TFI</b> Telephone Call from Insurance Co.	<b>WPS</b> Word Processing Services
<b>PNO</b> Prepare Notice	<b>RUA</b> Review Accounting	<b>TFJ</b> Telephone Call from Investigator	
<b>PRK</b> Prepare Notice of Deposition	<b>RUG</b> Review Agreement	<b>TFY</b> Telephone Call from Lender	
<b>PNT</b> Prepare Notice of Motion	<b>RAR</b> Review and Revise	<b>TFO</b> Telephone Call from Opposing Counsel	
<b>PRN</b> Prepare Opposition	<b>RUW</b> Review Answer	<b>TFT</b> Telephone call from Title Insurance Co.	
<b>PRO</b> Prepare Order	<b>RUT</b> Review Answer to Complaint	<b>TCT</b> Telephone Call from Trustee	
<b>POC</b> Prepare Order Confirming Plan	<b>RUI</b> Review Answer to Interrogatories	<b>TFW</b> Telephone Call from Wife	
<b>POJ</b> Prepare Order of Judgment	<b>RUC</b> Review Claim	<b>TBT</b> Telephone Call to	
<b>POS</b> Prepare Order to Show Cause	<b>CRS</b> Review Complaint for Relief from Stay	<b>TTA</b> Telephone Call to Accountant	
<b>PPT</b> Prepare Petition	<b>RUK</b> Review Contract	<b>TTJ</b> Telephone Call to Adjuster	
<b>PDS</b> Prepare Petition for Dissolution of Marriage	<b>RUR</b> Review Correspondence	<b>TTP</b> Telephone Call to Adverse Party	
<b>PPO</b> Prepare Plan	<b>RUL</b> Review Current Law	<b>TTZ</b> Telephone Call to Attorney	
<b>PPS</b> Prepare Pretrial Statement	<b>RUD</b> Review Declaration	<b>TCN</b> Telephone Call to Case Analyst	
<b>POR</b> Prepare Reports	<b>RUP</b> Review Depositions	<b>TTC</b> Telephone Call to Client	
<b>PDR</b> Prepare Response for Dissolution of Marriage	<b>RUH</b> Review Documents	<b>TTN</b> Telephone Call to Co-Counsel	