

LEGAL RETAINER PAYROLL AND BILLING STATEMENT

ATTORNEY / PROFESSIONAL:
BAR NUMBER:
DEPARTMENT / GROUP:
PAY PERIOD START:
PAY PERIOD END:
PAYMENT DATE:

RETAINER & CLIENT INFORMATION

CLIENT NAME:
MATTER NUMBER:
RETAINER AGREEMENT DATE:
TOTAL RETAINER HELD:

BILLABLE HOURS & RETAINER DRAWDOWN

DATE	DESCRIPTION OF SERVICES RENDERED	HOURS	HOURLY RATE	TOTAL AMOUNT

PAYROLL CALCULATION & TRUST RECONCILIATION

Total Billable Earnings (A)	
Firm Share / Overhead Deduction (____ %) (B)	
Gross Attorney Payroll Payout (A - B)	
Taxes / Withholdings (If Applicable)	
Net Attorney Payout	

RETAINER ACCOUNT BALANCE SUMMARY

Starting Retainer Trust Balance	
Less: Total Billable Earnings Applied (A)	
Less: Other Disbursements / Expenses Charged	
Remaining Retainer Trust Balance	

PREPARED BY (PAYROLL ADMINISTRATOR)

APPROVED BY (MANAGING PARTNER / ATTORNEY)