

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

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

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