

Task List Template

**R – v- [Insert Case Name]
 Stage [Insert Stage]
 12 WEEKS FROM [Insert Date]**

Task No.	Task	Team Member	Agreed Prep Hours	Actual Prep Hours	Agreed Court Hours	Actual Court Hours	Agreed Travel/Waiting Hours	Actual Travel/Waiting Hours	Mileage	Agreed Travel Disb Hours	Actual Travel Disb Hours	Comments
1												
2												
3												
4												
5												
6												
7												
8												

Task List Template