

The Family Court of the State of Delaware

**MONTHLY TIME & CASE REPORT**

**FOR FAMILY COURT CONTRACT COUNSEL**

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**From:**

**E-mail to:** FC\_AttorneySubmission@delaware.gov

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Place an X next to contract type:** |  | Indigent Parent |  | Child Support Arrears | | | | |
| **Place an X next to County:** |  | New Castle |  | Kent | |  | Sussex | |
| **Contract period (month and year):** |  | | | |  | | |

|  |  |
| --- | --- |
| 1. Time spent preparing cases: |  |
| 2. Time spent in court: |  |
| **Total Hours (will autofill):** | 0 |
|  |  |
|  |  |
| **Total number of cases under management at the end of the month:** |  |
| **Total number of cases worked during the month:** |  |
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|  |
| Signature |

**Guidelines for preparing time records:**

* Provide the total number of cases under management at the end of the month and the total number of cases worked on during the month for which you are submitting this report. You do not need to break it down by case.
* Provide the total monthly hours performed under the contract. You do not need to break it down by case.
* Time can be measured in one-half hour increments. You do not need to be more specific.
* Every effort should be made to ensure that the number of cases and hours you report are an accurate reflection of the caseload and total amount of time spent under the contract. The reported information is needed to understand the demands placed upon the contract attorneys and provides statistical data in support of any request for additional funding or new positions.