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Your Business: Seven Habits of Effective Billers, The Recorder

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As clients and insurance carriers more closely scrutinize firms' bills, it becomes imperative for attorneys to carefully craft billing statements that not only explain their work product but also demonstrate the value these tasks add to the client's case. Additionally, any attorney who may need to collect on his or her fees and costs will want billing statements that cannot be attacked and reduced by an expert witness claiming the fees were unreasonable.

After defending many firms' legal bills in fee disputes and in allegations of legal malpractice, I have some suggestions for any lawyer who bills time. These seven habits are a means to help bulletproof your billing statements and make them less vulnerable to attack.

1. Enter your time as you do the work: When you are in the office, keep your billing program open on your desktop and record your time after each task. It is extremely …

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