Custody Case Cost Tracker

One row for each bill, invoice or fee in your custody case: who billed it, what it was for, the hours and rate if listed, what was billed and paid, and where the invoice or receipt is kept. Copy the numbers from the invoice; this sheet does not judge any bill or estimate what a case costs.

How to use it

- One row per invoice line or fee, entered the day it arrives. Copy amounts exactly as they appear on the invoice or receipt.
- If an attorney's invoice lists hours and a rate, copy both. If it doesn't, leave them blank and enter the amount billed.
- When a retainer statement shows a remaining balance, copy it into "Retainer balance (from statement)". Don't calculate it yourself.
- Keep every invoice, receipt and fee-waiver paper, and write exactly where each one is kept.
- Questions about a bill go to whoever sent it. Questions about waivers or reduced fees go to your court's self-help center or clerk.

Date	Billed by	What it was for	Category	Hours	Rate	Amount billed	Amount paid	Date paid	Retainer balance (from statement)	Invoice / receipt (where it's kept)	Notes
03/14	*[Attorney or firm]*	*Phone call and email review (per invoice)*	*Attorney time*	*0.6*	*$[rate]*	*$[amount]*	*$[amount]*	*03/20*	*$[balance]*	*Invoice PDF in "Case costs" folder*	*Invoice # [number]*

Date	Billed by	What it was for	Category	Hours	Rate	Amount billed	Amount paid	Date paid	Retainer balance (from statement)	Invoice / receipt (where it's kept)	Notes

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General template for organizing your own information. It is not legal advice and not a court-approved form. Court rules and required forms vary by state and county, so check your court's local rules and self-help center. Custody Commander is optional self-help software for keeping your own records, documents and messages together in one case file. Free plan with no card, or try Full Suite free for 7 days, at custodycommander.com.