

Nishnawbe-Aski Legal Services Corporation Attention: Accounts Payable

138B Mission Road

Fort William First Nation, ON P7J 1K7 Tel: (807) 622-1413 Fax: (807) 622-3024

Employee Timesheets

003820

Total

Requested By	Date
Sarah Munsch	2023-06-04

Pay Period	Start Date	End Date
2023-06-03 / 2023-06-16	2023-06-03	2023-06-16

Hours															
Description		Sat		Sun		Mon		Tues		Wed		Thurs		Fri	Subtotal
Week 1	202	2023-06-03		2023-06-04		2023-06-05		2023-06-06		2023-06-07		2023-06-08		23-06-09	0.00
															0.00
Week 2 2023-06-2		23-06-10	202	23-06-11	2023-06-12		2023-06-13		2023-06-14		2023-06-15		2023-06-16		0.00
															0.00
Total									0.00						

Total	0.00
Accumulated	1
2023-06-04 - 2023-06-04 / Lieu Time	
Lieu Time accumulated:	
June 3rd - 6 hours	
June 4th - 5 hours	
(See email sent June 4th)	
There were a few clients I had tried to reach this week that responded this week-end unexpectedly, so I called them back	11.00
to avoid having to ask Kevin, and this added a bit more to my to-do list. I also had about one dozen client files that I	
needed to send detailed notes + documents to Kevin Romyn and the RJ Program about in order to keep their matters on	
track.Lawyers often have access to sensitive information such as client disclosure and court dockets. We are not meant to	
keep this information once we no longer need it, so I spent quite a bit of time going through my inbox (and sent folder) to	
make sure I wasn't accidentally hanging on to information I was not supposed to keep. I also had a bit of time sensitive	
research to complete yesterday which took a bit longer than anticipated. I also wanted to make sure that all client	
documents and detailed notes (not just for the files I transitioned to Kevin or the RJ Program) were on our legal database	
(Sharepoint) before deleting documents, so there were several steps involved before closing outstanding files.	

Deducted	
2023-06-05 - 2023-06-06 / Lieu Time Lieu time request - June 5th & 6th 2023	14.00
Total	14.00

11.00

Tota	al	14.00
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Authorized Signature		
Colette Shwetz		