Tulane Environmental Law Clinic Weekly Work Report
Due Every Monday, 11:00 A.M.

(Please turn in to Linda Swanner, provide a copy to your supervising attorney, and keep a copy for yourself)

For Week Ending: Sunday, _____

Name: _____ **Date Turned In**:_____

Part I

1. Date of Weekly Meeting with Supervising Attorney : _____, 20____
2. Supervising Attorney: *[check one]* __AB __ JW __ CVD __LJ __LC
3. Pending Assignments and Deadlines (please include both internal and filing/hearing deadlines; please include moot court appearances):

Case No.	Pending Assignments	Deadline	Is this Deadline Internal or External?
_____	_____	_____	☐ Int. ☐ Ext.
_____	_____	_____	☐ Int. ☐ Ext.
_____	_____	_____	☐ Int. ☐ Ext.
_____	_____	_____	☐ Int. ☐ Ext.

Part II – Please record time in 6 minute increments (*e.g.* 12 minutes = 0.2 hrs; 42 minutes = 0.7 hrs)

Date	Description of Work (For case-specific work, indicate case number and clearly describe in detail the tasks performed. Also include Clinic meetings and meetings with supervisors.):	Time Spent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL HOURS SPENT THIS WEEK	_____