

## Tip of the Month

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### Billing Statements Can Help Avoid Claims

In any legal malpractice case (and often in an investigation into a Bar grievance), the lawyer's file and billing records will be used to show what the lawyer did or failed to do. Because they may become evidence, your invoices should be drafted to create a perception of fairness, competence and professionalism in the mind of the reviewer, including members of a jury. Billing statements should be neat and clean, should tell a story about what the lawyer was doing and why, should show the progress that has been made in the client's matter, and should be accurate. This last point cannot be overstated. An inaccurate billing statement can result in a loss of credibility.