FREE CHECKLIST

AI-Drafted Time Entry Review Checklist

What a lawyer or billing reviewer checks before releasing an AI-drafted entry, with common drafting errors and how to fix them

MIRA · miranow.ai · Updated October 2026

1 The review pass, in order

1 **Matter**
Confirm client and matter. Shared documents and internal meetings are the usual mix-ups.

2 **Duration**
Compare the draft time with what you actually spent. Adjust up or down.

3 **Task split**
Make sure one entry covers one task with its own time.

4 **Narrative**
Check that every fact in the text is true and specific.

5 **Codes**
Pick the task and activity codes your client requires from

6 **Client guidelines**
Apply the matter's outside counsel guidelines, including staffing limits

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7 **Privilege**
Remove strategy, advice and sensitive detail from the narrative.

8 **Release**
Approve and release only when every check passes.

2 Before you release an AI-drafted entry

- [ ] Client and matter number are correct
- [ ] Work date is the day the work was done
- [ ] Duration reflects time actually spent, in the firm's increment
- [ ] Overlapping signals were not counted twice (for example a meeting and a call)
- [ ] Time a document sat open unused is removed
- [ ] Entry covers one task; several tasks are split into separate entries
- [ ] Narrative names the action, the object and the purpose
- [ ] Every document, person or issue named actually appears in the work
- [ ] No vague phrases such as work on, attention to or review file
- [ ] Task and activity codes match the work described
- [ ] Client rules on minimum increments, staffing and billable tasks are met
- [ ] Clerical or administrative work is marked non-billable
- [ ] No privileged advice, strategy or sensitive client facts in the text
- [ ] People are named by role where the client prefers it
- [ ] Same work is not billed on another matter or by another timekeeper
- [ ] Entry is written so the client can understand it without context

3 Common AI drafting errors and fixes

Error	Example	Fix
Wrong matter	Shared template edit assigned to a client matter	Reassign or exclude; confirm matter on shared files
Inflated duration	Document open 2 hours, worked 25 minutes	Set time to actual work; 25 minutes is 0.5 on round-up
Double counting	Calendar meeting and Teams call both drafted	Merge into one entry with the real length
Block billing	One 3.0 entry for drafting, call and research	Split into three entries with their own time
Vague verb	Worked on agreement	Name the action: drafted, revised, reviewed, analyzed
Invented detail	Narrative names a document that was never opened	Delete anything you cannot confirm
Privileged detail	Narrative states the litigation strategy	Describe the task in neutral terms
Wrong code	Drafting coded as review	Recode to match the narrative (A103 vs A104)
Billing admin work	Organized file folders, billed as legal work	Mark non-billable or follow firm policy
Personal activity	Non-work browsing drafted as research	Exclude and add the site to exclusions

4 UTBMS activity codes quick reference

Code	Activity
A101	Plan and prepare for
A102	Research
A103	Draft/revise
A104	Review/analyze
A105	Communicate (in firm)
A106	Communicate (with client)
A107	Communicate (other outside counsel)
A108	Communicate (other external)
A109	Appear for/attend
A110	Manage data/files

Activity codes pair with a task code from the client's code set, such as L100 to L500 for litigation.

5 Judgments only the reviewer can make

Was it necessary

AI sees that work happened. It cannot judge whether the client should pay for it.

Is the time reasonable

Model Rule 1.5 requires a reasonable fee for the work done.

Staffing

Work done by a senior lawyer that a junior could do may need a write-down.

Client sensitivities

Some clients query certain tasks, such as internal conferences, every time.

Privilege risk

Invoices can be seen by auditors, insurers and courts in fee disputes.

Write-downs

Decide before release, so the client never sees time you would cut.

6 Narrative rules for AI drafts

Do

- ✓ Start with a past-tense action verb
- ✓ Name the document or issue and the purpose
- ✓ Keep one task per entry
- ✓ Edit the draft until you would sign it

Avoid

- ✕ Accept a narrative you cannot verify
- ✕ Leave the AI's guess on durations unchecked
- ✕ Combine tasks under one total time
- ✕ Put legal advice or strategy in the description

7 Weak vs reviewed narrative

AI draft: Research re contract. After review: Researched enforceability of non-solicitation clause under governing law for revised employment agreement (0.8).

8 How MIRA supports this review

MIRA drafts descriptions and suggests codes from captured activity, and draft durations come from that activity rather than end-of-week recall. Lawyers can adjust every draft, and entries move to the billing system only after approval. MIRA+ includes OCG compliance features.

Sources and references: ABA Model Rule 1.5 (Fees); ABA Model Rule 1.6 (Confidentiality of Information); ABA Formal Opinion 93-379 (billing for time actually spent); ABA Formal Opinion 512 (Generative Artificial Intelligence Tools, July 2024); UTBMS Litigation Code Set (task codes L100 to L500, activity codes A101 to A110 shown).
General information, not legal advice. Check your jurisdiction's rules and your client billing guidelines.

MIRA
www.miranow.ai/solutions/ai-billable-time-entry-for-law-firms