

How To's – from Hawai'i ODC
Client Subsidiary Ledgers ~ SAMPLE

Client Name: John Lee

Matter: Personal Injury

File/Case No.: 20-120

Date	Transaction	Ref/ Check No.	Funds Paid	Funds Received	Balance
2-15-20	Initial Retainer			30,000.00	30,000.00
3-11-20	Transcripts	710	3,000.00		27,000.00
3-25-20	Transfer to Operating Acct. – Earned Fees	714	12,000.00		15,000.00
3-30-20	Expert Fees	716	5,000.00		10,000.00

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Client Name: Sue Kim Matter: Real Estate Purchase File/Case No.: 20-230

Date	Transaction	Ref/ Check No.	Funds Paid	Funds Received	Balance
3-15-20	AFB Savings			20,000.00	20,000.00
3-15-20	BH Mortgage			15,000.00	35,000.00
3-15-20	Sue Kim			12,000.00	47,000.00
3-17-20	Downtown Properties Co.	711	15,000.00		32,000.00
3-17-20	Island Realty Commission	712	1,000.00		31,000.00
3-25-20	Transfer to Operating Acct. – Earned Fees	713	1,000.00		30,000.00

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Client Name: Mel Singh **Matter:** Employment **File/Case No.:** 20-028

Date	Transaction	Ref/ Check No.	Funds Paid	Funds Received	Balance
2-15-20	Singh Initial Retainer			6,000.00	6,000.00
2-25-20	Transfer to Operating Acct. – Earned Fees	698	1,000.00		5,000.00
3-25-20	Transfer to Operating Acct. – Earned Fees	715	2,000.00		3,000.00
3-29-20	Recovered Attorneys' Fees (Disc. Mtn.)			3,000.00	6,000.00