CASECLOCK

GOAL: Use CaseClock to capture billable time in seconds and reduce the headache of billing admin for myself and my associates.

INSTALL LINKS

iOS: https://testflight.apple.com/join/agKNEPmV

Android: https://play.google.com/store/apps/details?id=com.caseclock.mobile

OTHER LINKS

FAQ: https://caseclock.ai/support/faq

Get Started Guide: https://caseclock.ai/support/get-started

QUICK START (2-3 MINS)

1. **Install CaseClock** (iOS/Android link above).
2. **Create your account** (or sign in).
3. **If you use Clio:** go to **Settings → Integrations → Clio → Connect** and authorize.
4. Tap **Record** and **Start Talking** (describe what you just did, or all your work today).
5. **Review** the draft → **edit if needed** → **sync to Clio** or **export via CSV.**

WHAT TO SAY (SIMPLE FORMULA)

Action + Topic + Matter/Client + Time (optional)

Examples:

- *"I spent 20 minutes on a call John Smith to discuss the settlement offer"*

- *"0.3 reviewing the contract markups and noted revisions for the Chen matter"*

- *"Today I spent 30 minutes on Maple Grove Holdings, reviewing the latest commercial lease draft and noting a few items on renewal. Then 1 hour on Northern Tech Innovations' seed financing round reviewing the updated term sheet and drafting a brief email to investor counsel. Then 45 minutes on Northern Tech's software licensing terms to tighten the liability language. I ended with, 40 minutes on Cityview Medical's employment agreement terms, and flagged a few policy issues."*

OTHER HELPFUL RESOURCES

Clio Sync: https://caseclock.ai/support/clio-sync-expectations

CSV Sync: https://caseclock.ai/support/csv-import-export-guide