

**JUDGE/FAMILY SUPPORT MAGISTRATE
INDIVIDUAL MONTHLY ATTENDANCE
REPORT**

JD-ES-97 Rev. 10-21

**CONNECTICUT JUDICIAL BRANCH
OFFICE OF THE
CHIEF COURT ADMINISTRATOR**



Instructions

1. Complete for each month.
2. Specify W (or leave blank) for any day in which you are working in the assigned location or another location, including attendance at Judicial sponsored educational programs and attendance at Judicial or non-Judicial meetings of committees, boards, commissions, etc. to which you are a member, participant or speaker.
3. If leave was taken, specify V - Vacation, P - Personal Leave, S - Sick, FS - Family Sick, E - Educational. (Must be recorded in full or 1/2 day increments.)
4. Sign, date and provide the original to Administrative Judge/Chief Family Support Magistrate. Scan a copy to benchattendance@jud.ct.gov. (The district's Administrative Judge Secretary will maintain original.)
5. Retain copy for your records.

To: Administrative Judge/Chief Family Support Magistrate

From (Name of Judge/Family Support Magistrate)		Judicial District	Month/Year				
Date	Specify Time Charged		Specify Time Charged				
	a.m.	p.m.		a.m.	p.m.		
1			17				
2			18				
3			19				
4			20				
5			21				
6			22				
7			23				
8			24				
9			25				
10			26				
11			27				
12			28				
13			29				
14			30				
15			31				
16			Total Leave Taken This Month:				
			V	P	S	FS	E

Certification: I hereby certify to the best of my knowledge and belief that the information recorded above is accurate.

Signed

Judge/Family Support Magistrate

Date