

**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 ½ 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
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Date	Specify Time Charged	
	a.m.	p.m.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Date	Specify Time Charged	
	a.m.	p.m.
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

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 _____ Date _____
Judge/Family Support Magistrate