

**SENIOR JUDGE/REFEREE
BI-WEEKLY ATTENDANCE
SALARY INVOICE**

JD-ES-105 Rev. 3-07

**STATE OF CONNECTICUT
JUDICIAL BRANCH**

FOR OFFICE USE ONLY

Instructions to Senior Judge/Referee

1. Complete for each payroll period.
2. Specify the J.D. Location and Work Performed by using the location codes below.
3. Sign, date and provide original to Payroll at 90 Washington Street, 4th Floor, Hartford, CT 06106.
4. Send one copy to the Administrative Judge of the primary Judicial District/Chief Judge of the Appellate Court who shall retain a copy.
5. Retain a copy for your record.

From ("x" one): ☐ Referee ☐ Senior Judge

Name and address to which check is to be sent

↓ This number **MUST** be completed or this invoice will be returned to you.

Employee payroll number

Services Rendered for Payroll Period Dates

From

Through

Thursday (Date)

Wednesday (Date)

Week 1, Beginning on Thursday (date) _____

Day	Specify J.D. Location*	Specify Work Performed**
Thursday		
Friday		
Monday		
Tuesday		
Wednesday		

Week 2, Beginning on Thursday (date) _____

Day	Specify J.D. Location*	Specify Work Performed**
Thursday		
Friday		
Monday		
Tuesday		
Wednesday		

***Judicial District
Location Code:**

AC - Appellate Court
AM - Ansonia/Milford J.D.
DB - Danbury J.D.
FF - Fairfield J.D.
HF - Hartford J.D.

LF - Litchfield J.D.
MX - Middlesex J.D.
NB - New Britain J.D.
NH - New Haven J.D.
NL - New London J.D.

SN - Stamford/Norwalk J.D.
TD - Tolland J.D.
WY - Waterbury J.D.
WM - Windham J.D.

****Work Performed
Code:**

AA - Administrative Appeal
AC - Appellate Court
CM - Criminal/Motor Vehicle
CV - Civil
FA - Family

HS - Housing
JV - Juvenile
SE - Support Enforcement
OT - Other

Total Days for Week 1	
Total Days for Week 2	
Total Days for Pay Period	

X

Rate Per Day

=

Total Amount Due

Certification

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

Signed (Senior Judge/Referee)

Date signed