



INSTRUCTIONS

1. Judges/Family Support Magistrates are to complete Part I.
2. Professional Tailor of your choice must complete Part II.
3. Fax completed form to: **Judge Support Services – 860-706-5086.**

Part I – To Be Completed By Judge/Family Support Magistrate

Name of Judge or Family Support Magistrate	Telephone number
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Tailored for (*check one*): ☐ Male ☐ Female

Fabric (*check preference*): ☐ Viva (*polyester*) ☐ Tissue Faille (*polyester – silky texture*)
(see Judges' Secretary for fabric swatches)

Sleeve style (*check one*): ☐ Open sleeve ☐ Double bell with cuff ☐ Tapered (*similar to a coat sleeve*)

Pockets (*available in all sleeve styles*): ☐ Yes ☐ No

Part II – To Be Completed By Professional Tailor (*please read measurement instructions on reverse side*)

Height with shoes: _____ ft. _____ inches Waist measurement: _____ inches

Chest measurement: _____ inches Approximate weight: _____ lbs.

Sleeve measurement: _____ inches

Floor clearance: _____ inches (*How far off the floor do you want your robe to be with shoes?*)
(recommended length is 8 inches from floor to bottom of robe)

Robe for Male: Shirt size collar _____ Suit coat size _____

Robe for Female: Shirt size collar _____ Suit coat size _____

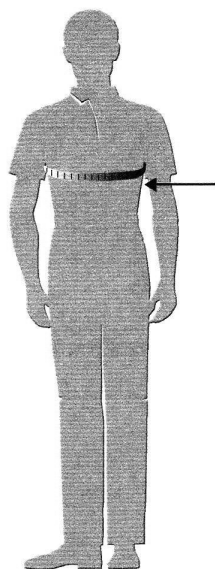
Professional Tailor's name: _____ **Phone:** _____

Signature: _____ **Date:** _____
Judge or Family Support Magistrate

NOTE: The estimated delivery time for robes is approximately 10-12 weeks.
All alterations to robes are the responsibility of the Judge or Family Support Magistrate.

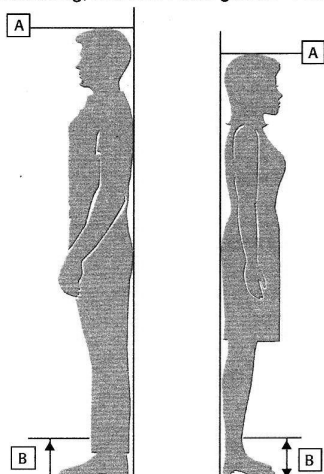
Measuring for Custom Attire

Accurate measurements are required in order to offer you the best possible fit. Please refer to the Custom Pulpit Attire Order Form to see which measurements are required for your particular garment. Follow the instructions shown here on how to take the various measurements you need. Your garment will only fit as good as your measurements, so take care in measuring, and don't ever guess. Your order will not be started until all necessary measurements have been received.



Chest:

Stand naturally. Measure around the fullest part of the chest, keeping tape under arms and also around shoulder blades. Tape should be snug, but not tight. Record measurement in inches.

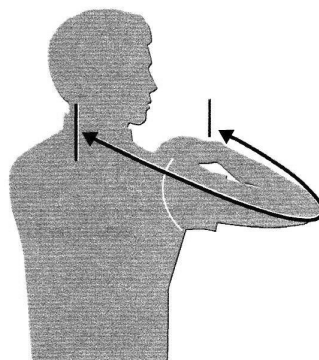


Height: [A]

Attach a measuring tape or height chart to the wall, and stand against it with heels and back of head against wall, while wearing dress shoes. Place a ruler on top of the head, parallel to the floor. Record measurement in feet and inches (6'1").

Floor Clearance: [B]

Measure up from the floor to the point at which you want your robe to end. Record measurement in full inches. (Most pulpit robes are ordered with a 6" to 8" floor clearance, most cassocks and albs with a 4" to 6" floor clearance.)



Sleeve:

Record correct shirt sleeve length if known. To measure, bend elbow and measure from center of back at base of neck, over the shoulder and around the elbow to the wrist bone, with lower arm parallel to the floor. Record measurement in inches.