

JD-MS-7 Rev. 9-14

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1. Each Unit Judicial Marshal Lieutenant, or Judicial Marshal Sergeant in the absence of the Judicial Marshal Lieutenant, must complete and maintain an up to date roster of all employees in his/her unit.
2. A copy of the Roster must be provided to the Chief Judicial Marshal.
3. Indicate if employee has been accounted for during an evacuation.
4. Give completed copy to Marshal after roster check.

Judicial Marshal Lieutenant, or Judicial
Marshal Sergeant in the absence of
the Judicial Marshal Lieutenant

Court/Facility	Unit Name	Unit Assembly Area	the Judicial Marshal Lieutenant
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(Evacuation) Indicate if each assigned employee has been accounted for:

[illegible]

Prepared By	Title	Time	Date	All Accounted For
Received By	Title	Time	Date	Incident Number