

Court Duty Leave — Statement of Service

Employee: Read ELM 516 and HBK F-21, *Time and Attendance*, Subchapter 350. If you are excused from court duty for all, or a part, of anyday on which you may report for work and perform any appreciable part of your regularly scheduled tour, you are obliged to report. Have this form completed by an officer of the court and return it to your installation head or designee at the end of your court duty.

From (Installation Head or Designee)				Date		Employee's SSN	
To (Employee reporting for court duty)				Roster Designation and Position Title			
Court Officer (Complete items 1-6)							
1. Total Days Served			's Excused*	3a. Gross Fees Paid		3b. Gross Travel Amount Paid	
4. Signature of Court Official				5. Title of Court Official and Court Name			
Dates Served Dates Excus		sed*	Hour of Day Excused Day	Dates Served	Dates Excus	sed*	Hour of Day Excused
Postmaster or Accourt	nting Servic	e Center				_	
		Date Receive	ed	Received By			