

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 (Comp	lete items 1-0	5)					
Total Days Served		2. Total Day	/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	Dates Served	Dates Excused*		Hour of Day Excused
Postmaster or Acco	unting Service						
Amount Received Date		Date Receiv	ed	Received By			