



Jury Duty/Pre-trial Attendance Form

Payroll Office

Employee Name: _____

Last Name

First Name

Middle Initial

Name of Court Served/Attended: _____

Court Address: _____

Street Address

Town/City

State

Zip Code

Chart of Attendance:

Date (MM/DD/YY)	Time-in (am/pm)	Time-out (am/pm)

Signature of Court Representative: _____

Printed Name of Court Representative: _____