## **END OF THE MONTH CONFIRMATION REPORT**

## **OFFICIAL COURT REPORTER**

PLEASE SUBMIT THIS FORM TO THE AOC BY NOON ON THE 1ST THURSDAY OF EACH MONTH.

Circuit Judge Signature	Approve:		Employee Signature		I certify that the reported information is correct:	CERTIFICATION	To ensure co It is required	Hours worke requires the or the court:	Court reporters earn compensatory time at the rate of one and one-half the r Holidays and other time off are not counted in the 40 hours FLSA work week.	FAIR LABOR STANDARDS ACT (FLSA)	10	9	00	7	5	4	3	2	<b>P</b>	DAY	MONTH	<u>full-time</u> dur	I hereby cert	CIRCUIT JUDGE	NAME OF OFFICIAL COURT REPORTER	
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							ord and the presiding ju	e court repo lace. Any h not be cou	one and or ours FLSA		20	19	18	16	15	14	13	12	11	DAY	MONTH	any absen	istrative Or			
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Date			Date				To ensure compliance with the FLSA, complete this record and the record must be signed by the court reporter and the presiding judge. It is required that these records be maintained by the presiding judge and forwarded to the Administrative Office of the Courts.	Hours worked for FLSA purposes are those in which the court reporter performs official work for the court or hours in which the judge requires the court reporter's attendance at the work place. Any hours worked in transcript preparation that are not required by the judge or the court are not considered FLSA hours and should not be counted as hours worked for FLSA purposes.	Court reporters earn compensatory time at the rate of one and one-half the number of FLSA hours worked in the excess of 40 hours. Holidays and other time off are not counted in the 40 hours FLSA work week.				-		_	-				ANNUAL SICK		I hereby certify, pursuant to the Supreme Court Administrative Order Number 9, that my Official Court Reporter worked <u>full-time</u> during the specified payroll period, except for any absence(s) due to annual or sick leave as indicated below.	er 9, that п	MONTH	JUDIC	IIIDICIAI DISTRI
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jeanie.stobaugh@arcourts.gov