

MONTHLY SCHEDULE REPORT

OFFICIAL COURT REPORTER

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

NAME OF OFFICIAL COURT REPORTER _____ JUDICIAL DISTRICT _____

CIRCUIT JUDGE _____ MONTH _____ YEAR _____

I hereby certify, pursuant to the Supreme Court Administrative Order Number 9, that my Official Court Reporter is scheduled to work full-time during the specified payroll period, except for any absence(s) due to annual or sick leave as indicated below.

MONTH	DAY	ANNUAL	SICK	OTHER
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			

MONTH	DAY	ANNUAL	SICK	OTHER
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			

MONTH	DAY	ANNUAL	SICK	OTHER
	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			

OTHER TYPES OF LEAVE
Refer to the Trial Court Employee Guide Pages 2, 7-10

FAIR LABOR STANDARDS ACT (FLSA)

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.

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.

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.

CERTIFICATION

I certify that the reported information is correct:

Employee Signature _____ Date _____

Approve: _____ Date _____

Circuit Judge Signature _____ Date _____

FAX FORMS TO:
501-682-9412
OR
501-682-9413

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