MONTHLY

SCHEDULE REPORT

OFFICIAL COURT REPORTER

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

Circuit Judge Signature	1	Approve:	Employee Signature			I certify that the reported information is correct:	CERTIFICATION	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.	FAIR LABOR STANDARDS ACT (FLSA)	10	9	00	7	ס ע	n 4		2			MONTH	<u>full-time</u> during the specified payroll period, except for any absence(s) due to annual or sick leave as indicated below.	I hereby certify, pursuant to the Supreme Court Administrative Order Number 9, that my Official Court Reporter is scheduled to work	CIRCUIT JUDGE	NAME OF OFFICIAL COURT REPORTER	
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leanie.stopaugn@arcourts.gov	pam.stewart@arcourts.gov	501-682-9413		501-682-9412	FAX FORMS TO:			ÿē.	e judge											Ш	OTHER	Ē					
arcourts. <u>gov</u>	<u>ourts.gov</u> arcourts.gov			2	0.				ir i				Refer to the Trial Court Employee Guide Pages 2, 7-10	OTHER TYPES OF LEAVE	***												