Court Leave Statement of Service

From:			Date:
First Name	Last Name	M.I.	

To:	Title:	Grade:
First Name Last Name M.I.		

Form Guidance:

-Read COMNAVRESFORINST 12630.3, paragraph 3d
-This form must be completed and returned to your immediate supervisor at the end of your court day.
-If you fail to follow proper procedures, you will be charged annual leave for the period not actually spent in court.
-All fees paid to you, except travel expenses, will be returned to your command in the form of a personal check to the U.S. Treasury.

Date	Arrival Time in Court	Time Excused by Court or Adjournment	Court Officials Initials

Directions: Employees complete columns 1 and 2 and Court Officer completes columns 3 and 4.