AO 38
(Rev. 12/89)

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

ATTENDANCE LEDGER

REPORTING PERIOD

DATE	PLACE (City and State if Other than Official Duty Station)	HOURS		TRAVEL HOURS AWAY FROM OFFICIAL DUTY STATION	HOURS RECORDING BEFORE [1]									
		Administrative Duties	Transcript Preparation Duties		JUDGE			MAGISTRATE JUDGE			OTHER			
					Official	Substitute	TOTAL	Official	Substitute	TOTAL	Official	Substitute	TOTAL	SPECIFY [2]
							0.0			0.0			0.0	
							0.0			0.0			0.0	
							0.0			0.0			0.0	
							0.0			0.0			0.0	
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							0.0			0.0			0.0	
							0.0			0.0			0.0	
							0.0			0.0			0.0	
							0.0			0.0			0.0	
							0.0			0.0			0.0	
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							0.0			0.0			0.0	
							0.0			0.0			0.0	

(All previous editions of this form are cancelled and should be destroyed.)

[1] Do not include lunch periods, recesses, preparation or set-up time, waiting outside the courtroom for the jury, or standby time. For a scheduled trial which settled after you reported for duty, count as a day of attendance if you recorded the settlement.

[2] Specify "Other" court officials.

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