

2024 Court Recess Form

Name: _____ Title: _____

Work Location: _____ Phone: _____

Email (Print clearly) _____

(Please coordinate your attendance at the recess with your supervisor.)

Circle days you plan to attend

December 26th (Program T/B/A)

December 27th (Program T/B/A)

Court Reporters Circle One (Both will be on the 27th)

Eclipse

Case Catalyst

EVERYONE who is attending on the 26th and/or 27th **MUST** email courtrecess2024@aol.com the morning of the training, each day you attend. (Please do this as early as possible so you are not rushed).

In order to receive credit for attendance, you must email your full name, the time you are entering the meeting, a number where you can be reached and what device you are using during the training. We will confirm attendance quietly while training is in session. Please do this simple step, as it saves us a lot of time. Also, once you sign in, please make sure your name is visible, that would help us a lot.

E-mail this form to Courtrecess2024@aol.com