

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 14-21**

**Magistrate Judges' Monthly Time Reports**

**WHEREAS**, pursuant to D.C. Code § 11-906(a), the chief judge shall administer and superintend the business of the Superior Court; and

**WHEREAS**, pursuant to D.C. Code § 11-909(b), each associate judge is required to submit a monthly written report to the chief judge and the Commission on Judicial Disabilities and Tenure, setting forth the duties performed by the reporting judge during the month covered, including: (1) the number of days in attendance in court; (2) the division and branch (if any) of the court which the judge attended; (3) the number of hours per day of the judge's attendance; (4) the number and type of matters disposed of by the judge during the month covered; and (5) such other data as the chief judge may require; and

**WHEREAS**, pursuant to the Policies and Procedures for Service and Compensation of Superior Court of the District of Columbia Senior Judges, issued on February 27, 2011, and amended March 27, 2014, each senior judges is required to submit a time report for each service period; and

**WHEREAS**, it is in the best interests of the administration of justice for every judicial officer to provide a written accounting of their time and attendance;

**NOW, THEREFORE**, it is by the Court,

**ORDERED**, that each magistrate judge shall furnish a monthly time report by emailing the attached form to the chief judge and the chair of the Committee on the Selection and Tenure of Magistrate Judges by the second Friday of every month; and it is further

**ORDERED**, that this order shall take effect on January 1, 2015, and the first monthly time report shall be submitted by February 13, 2015.

**SO ORDERED.**

**DATE: December 18, 2014**

\_\_\_\_\_  
/s/  
Lee F. Satterfield  
Chief Judge

**Copies to:**

**All Judges  
Executive Officer  
Clerk of the Court  
Division Directors  
Librarian**

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
**Time Sheet For Magistrate Judge \_\_\_\_\_**  
**For the Month of \_\_\_\_\_**

Date	Arrival at Courthouse	Departure from Courthouse	Total Hours in Chambers	Total Hours on Bench
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Total No. Days Worked \_\_\_\_\_ Annual Leave \_\_\_\_\_  
 Total Hrs. in Chambers \_\_\_\_\_ Sick Leave \_\_\_\_\_  
 Total Hrs. on Bench \_\_\_\_\_ Admin. Leave \_\_\_\_\_  
 Hrs. Sat/Sun/Hol in Chambers \_\_\_\_\_ Military Leave \_\_\_\_\_  
 Hrs. Sat/Sun/Hol out of Chambers \_\_\_\_\_

**COURTROOM ACTIVITY**

Total No. of Trials (Jury and Non-Jury) \_\_\_\_\_  
 Non-Trial Matters (e.g., BW, SH, Pleas, ARR, SC, etc.) \_\_\_\_\_  
 Misc Matters \_\_\_\_\_

\_\_\_\_\_  
 Magistrate Judge

\_\_\_\_\_  
 Date