



COURT DUTY ATTENDANCE SUMMARY

Lawyer:

Date of duty:

Court:

Swapped duty? Y/N

Court Code:

With whom?

Number of clients *advised* as duty: ____ Adults ____ Youths

Number of clients *represented* as duty: ____ Adults ____ Youths

Rates	Times		Total time
	Arrival at Court	Departure	
Normal			
Saturday / Bank Hols			
Travel			
TOTAL			

NB. This time should not include time spent on any non-duty cases.

If travel allowed:

MILEAGE	
Number of miles at 45p/mile	

Reasons for travel/mileage:

- Non-Business Day
- Called Out
- Called to Return
- Other.....(please specify)