AJPA FORM S / SERVICE DESK CLIENT SUMMARY

Year _____ **Month** _____ Page _____

***NOTE to JPs**: After each duty please transfer details from your FORM P (Personal Log) to this form together with hours worked. FORM S is retained at the service desk.*

***NOTE to SD Rosterer:** At end of each month use this form to enter totals in FORM R (Monthly Return). Begin a new FORM S for each month.*

Location of Service Desk					**Support Group**				
Date	**Name of Justice of the Peace**	**No of Clients seen**	**No of hours worked**	**Certified copies – no. signed**	**Statutory Declarations**	**Signature witnessed**	**Affidavits**	**Other**	**JP's initials**
	TOTALS for page								