

<i>Attorney Name:</i>	<h1 style="margin: 0;">SECURE LEAVE FORM</h1>		
<i>Address:</i>			
<i>Telephone Number:</i>			
<i>State Bar Number:</i>			
<i>Notice: Secure Leave shall consist of one or more calendared weeks, but in any even shall not consist of more than three (3) calendared weeks during any calendar year.</i>			
<b>Statement of Attorney</b>			
I hereby certify that the secure leave period designated below is not being designated for the purpose of delaying, hindering or interfering with the timely disposition of any matter in any pending action or proceeding.			
I further certify that no action or proceeding in which I have entered an appearance has been scheduled, peremptorily set or noticed for trial hearing, deposition or other proceeding during the designated leave period.			
<b>Designated Secure Leave Dates</b>			
<i>Indicate the dates you are noticing as Secure Leave Dates:</i>			
<b>Monday</b>	<i>Beginning Date:</i>	<b>Until Friday</b>	<i>Ending Date:</i>
Indicate any previously designated Secure Leave periods during the current calendar year that have previously been designated pursuant to Rule 26 and Rule 3A of the Rules of Appellate Procedure.			
<i>Beginning Date(s):</i>		<i>Ending Date(s):</i>	
<i>This Secure Leave Notification must be filed not later than ninety (90) days before the beginning of the secured leave period and before any trial, hearing, deposition or other matter has been regularly scheduled, peremptorily set or noticed for a time during the designated secure leave period.</i>			
<i>Date:</i>		_____	
		<b>Attorney Signature</b>	
<b>This form is required</b> to be filed in each of the following offices if the attorney has entered an appearance of record as follows: <i>(please check the offices filed.)</i>			
<input type="checkbox"/> District Attorney [Criminal Cases]		<input type="checkbox"/> Clerk of Superior Court [All Cases]	
<b>NOTICE TO ATTORNEY:</b> Should any matter be set during your Secure Leave Period, you are required to serve notice on the official calendaring the matter, and the parties of record to the matter. This Notice shall contain the following: (1) A copy of this form (2) The case number and name of case set (3) A certificate of service.			
<i>Filing a Designation of Secured Leave with the Clerk of Superior Court is deemed sufficient notice to the Superior Court pursuant to Rule 26 of the Superior Court and District Court Rules.</i>			