Clerk of the Court
Long Distance Telephone and Fax Log

Month/Year _____ **Employee's Name** _____ **Phone #** _____

DATE	TIME	NAME OF PERSON CONTACTED	PHONE NUMBER CALLED	CITY	STATE OR COUNTRY	CASE #	APPROXIMATE DURATION OF CALL	REASON FOR CALL	CALLER'S INITIALS

REVIEWED BY: _____ (Manager's Signature) **DATE:** _____