

**NOTIFICATION OF LAY MAGISTRATE DIVISIONAL MEETINGS AND VISITS**

To be submitted to Judicial Studies Board for approval in advance of event

MEETING

DATE OF MEETING	
TIME OF MEETING	
VENUE	
NUMBER OF LMs EXPECTED TO ATTEND	
COST OF ROOM HIRE	
TRAINING TOPIC.	
NAME OF SPEAKER	
HAS SPEAKER CONFIRMED ATTENDANCE?	

VISIT

DATE OF VISIT	
TIME OF VISIT	
VENUE	
NUMBER OF LMs EXPECTED TO ATTEND	

NAME \_\_\_\_\_

POSITION \_\_\_\_\_

DIVISION \_\_\_\_\_

For Office Use

Security clearance granted. \_\_\_\_\_

Expenditure authorised \_\_\_\_\_