



## OFFICE OF THE DISTRICT ATTORNEY

*State Of North Carolina*

*Fourteenth Prosecutorial District*

*510 S. Dillard St. 8<sup>th</sup> Floor*

*Durham, North Carolina 27701*

*Roger A. Echols*  
*District Attorney*

*Tel. (919) 808-3010*

*Fax (919) 808-3034*

### NOTIFICATION TO DISTRICT ATTORNEY'S OFFICE VACATION/MEDICAL/SCHOOLS

Memo to: District Attorney's Office: Attn: Candy Clark

VIA: Fax: 808-3034 or Email: [candy.e.clark@nccourts.org](mailto:candy.e.clark@nccourts.org)

From Officer: \_\_\_\_\_ Dist \_\_\_\_\_ Squad \_\_\_\_\_

Date Submitted: \_\_\_\_\_

*If you have received a subpoena for Superior Court also contact the legal assistant. For Grand Jury, contact Gloria Alexander at 808-3150.)*

Date unavailable: From \_\_\_\_\_ to \_\_\_\_\_

Reason: \_\_\_\_\_ Vacation \_\_\_\_\_ School (list type) \_\_\_\_\_

\_\_\_\_\_ Medical \_\_\_\_\_ Paternity/Maternity leave

\_\_\_\_\_ Military Leave \_\_\_\_\_ Conference (list type) \_\_\_\_\_

\_\_\_\_\_ Received by Candy Clark

**NOTE: WORKING NIGHTS ON SUBPOENAED CASES DOES NOT EXCUSE  
APPEARANCE.**

Once this request is processed, if you wish to have a copy verifying the District Attorney's Office has this information  
Complete this: District/Unit \_\_\_\_\_ Squad \_\_\_\_\_ Fax # \_\_\_\_\_

If you have any questions, call Candy Clark at 808-3153