

# How To Do Court Report Forms

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## **What is a Court Report form?**

A Court Report form is used to document what awards and ceremonial honors happened at events in Ansteorra so that the information can be correctly placed into the Order of Precedence (or OP). Other kingdoms do court reports as well – but each kingdom has their own method. This is ours.

## **Who needs to do a Court Report form?**

If your event is on the Kingdom Calendar, you need to provide a court report or send an email to Zodiacus saying “No court happened” or “No awards were presented”. Or something similar to that.

The herald serving as the Court Herald should make sure it gets done. A designated deputy can work just as well as the actual Court Herald. The preferred method is to take a blank court report form and fill it in before court ever starts. As court progresses, “not present” boxes can be filled in as appropriate and anything impromptu can be added at the bottom. The Crown’s Herald, Golden Staff, will usually do the Crown’s Court Report. If the group is a Barony and the Baron/Baroness also hold court, the local herald needs to fill in a court report documenting everything that happened in the court of the Baron/Baroness. The Baronial Herald is responsible for the Baronial Court and Golden Staff is responsible for the Royal Court. So ultimately Zodiacus Herald should receive two court reports for baronial groups that have the Crown holding court at their events. If your local event does not have the Crown attending and you are not a barony – sometimes someone else is tapped to do court (Duke, Baron from nearby group, Prince/Princess, etc.) – the local herald or whoever is acting as the court herald needs to make sure those events are reported too.

## **Where do I get a Court Report form?**

There is one located on the College of herald’s website at <http://heraldry.ansteorra.org/OP/> or ask Zodiacus for one via email: [zodiacus@herald.ansteorra.org](mailto:zodiacus@herald.ansteorra.org).

[Example form on next page]



## How do I fill out the Court Report form?

Well, we've gone to a retro, old-school, simplistic form now.

1. The first column is for the name of the recipient.
2. Second column is a check box for if the recipient is not present. If not present, please check it.
3. Third column is for the name of the award. While you don't need to put the entire name there, enough needs to be there to be clearly identified from any other award. No plain "Sable" or "Merit". All the award names are listed at the top in their short forms. Those with **\*\*asterisks\*\*** need more information to be provided in the fourth column.
4. Final, and fourth, column is titled "Miscellaneous". This is for other bits of information that are very necessary for some awards. Those awards are listed at the top & what is needed for each one. Technically the Ceremonial Honors go here as well but most everyone puts those in the third column.
5. At the bottom of the form on the right is a section titled "Notes". This is for addition information that doesn't neatly fit any of the columns above, but is something Zodiacus ought to be told – alternate names, different date on a scroll, etc.
6. At the bottom on the left is a section for identifying the specific court report. First box is for the herald's name that is sending in this report. Next box the herald's email. Third one – the date of the court (month – day – year). Fourth line – The event name & the Branch hosting it. Fifth line – name(s) of the noble(s) holding court. And Sixth & final line – the signature of (one of) the person holding court. Get that signature if you can – but don't worry if you missed them at the event.

## I've filled out everything that happened in court. Now what?

Did you get the form signed by one of the presiding nobles?

**Yes!** – Then scan it and send it to Zodiacus Herald: [zodiacus@herald.ansteorra.org](mailto:zodiacus@herald.ansteorra.org) (No physical forms have been received since about 2016, though Zodiacus is still listed with an address in the Black Star).

**No!** – No problem. Scan it and send it to Zodiacus Herald **and** TRM Ansteorra [Crown@ansteorra.org](mailto:Crown@ansteorra.org) (if appropriate) or whichever Baron/ness or other person held court. The Crown or noble can then confirm it via email with Zodiacus.

If Zodiacus has questions about something, you will get an email from them.