

**JUDICIAL OFFICER ASSIGNMENT PAYROLL FORM**  
 (Magistrates, Commissioners, Hearing Officers, Referees)

*Required by Administrative Rule 5(C)*



Office of Judicial Administration

**JUDGE:** \_\_\_\_\_  
**COURT:** \_\_\_\_\_  
**COUNTY:** \_\_\_\_\_

**Check one:**                      Appointment                      Termination                      Change in Employment Status

Employee's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Work Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Work Phone Number: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ (New hires--Attach copy of SS Card & Driver's License)

**Complete this section for "Newly" appointed state paid positions**

HOME STREET ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 HOME PHONE NUMBER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
**GENDER:**    MALE    FEMALE    **MARITAL STATUS:**    SINGLE    MARRIED    DIVORCED

**Select Position**

Magistrate (State Paid)  
 Juvenile Magistrate (State Paid)

**Select One**

Small Claims Referee (State Paid)	Part-time	Full-time
Small Claims Referee (Not State Paid)	Part-time	Full-time
Referee (Not State Paid)	Part-time	Full-time
Commissioner (Not State Paid)	Part-time	Full-time
Hearing Officer (Not State Paid)	Part-time	Full-time

Name of Employee being replaced: \_\_\_\_\_

**Court(s) the employee will be serving**

**Days per week in this court**

Court: \_\_\_\_\_  
 Court: \_\_\_\_\_  
 Total hours served per week: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Judge's Signature

\_\_\_\_\_  
 Date

Completed form should be returned, at least **two weeks PRIOR** to effective date, to: **Office of Judicial Administration - Attn: Payroll, 251 N Illinois St, Ste 1600, Indianapolis, IN 46204** or scanned/emailed to: [Valerie.Brooks@courts.IN.gov](mailto:Valerie.Brooks@courts.IN.gov). (If a two-week notice is not feasible, form should be submitted immediately upon becoming aware of change.) Copies of this form are also available at: <http://www.in.gov/judiciary/admin/2458.htm>.