



NOTIFICATION OF EMPLOYMENT STATUS

Submitted pursuant to Indiana Administrative Rule 5(C)

State paid Judicial Officers and Prosecutors employed by the court must complete and return this form if they are newly elected/appointed or experience a change in their employment status. New employees should also submit a copy of their **Social Security card** and **Driver's License**. If you are a new judge who is eligible to receive a county supplement, please **upload a letter from your county auditor certifying your eligibility and the amount you will be entitled**.

Completed payroll form and all supporting documents should be returned at least two weeks prior to the effective date of hire, transfer, or termination using the [Courts Portal Document Uploader](#). Upload the completed form under the document type **Notification of Employment Status**. Upload any requested attachments under the document type **Judicial Payroll & Benefit Documents**. For help with the Document Uploader, [review instructions here](#).

Full Name (First, Middle, Last):

SSN:

Date of Birth:

County:

Court:

Employment Change:

Assuming Office

Terminating Employment

Changing Employment Status

Which role are you assuming?

Trial Court Judge

Magistrate

Prosecutor

Senior Judge

Juvenile Magistrate

Chief Deputy Prosecutor

Deputy Prosecutor

Effective Date (First or Last Day Worked):

Employment Type:

Full Time

Part Time

Gender:

Male

Female

Prefer not to answer

Marital Status:

Single

Married

Divorced

Street Address:

City:

State:

Zip Code:

County of Residence:

Preferred Email:

Other Email:

Preferred Phone Number:

Other Phone Number:

Name of person you are replacing (if applicable):

I affirm that the information set forth is accurate and that I am entitled to compensation.

Signature:

Date:

Contact Valerie Brooks at INJP-payroll@courts.IN.gov if it is not feasible to provide a two-week notice. The form should be filled out and uploaded as soon as a change in employment is known.

Updated March 2026