

## **Law Clerk Human Resource Action Form**

Employee Information					
Name:					
Name:First		MI	Last		
Home Address:	Street				
	Street	City	State	Zip	
Email Address:		Primary P	Primary Phone:		
Person	nel Action				
New Appointment: Start Date:  (must be at the beginning of a pay page)					
		-	(must be at the be	ginning of a pay period)	
Transfer to another Judge or State Agency: Last Day in Chambers:					
Separation:		Last Day on	Payroll:		
Law Clerk Signature (only needed if Transferring or Separating)					
Judge's Chambers					
Judge's Administrative Assistant Name:					
Phone number (	)	Email address:			
Court Location: (Kent County, Alle	gany County, etc.)	Print Judge	e's Name		
ludge or Designe	e's Signature:		Date:		