Law Clerk Human Resource Action Form

Employee Information

Name: _____
First MI Last

Home Address: _____
Street City State Zip

Email Address: _____ Primary Phone: _____

Personnel Action

Note: All law clerks must begin on a State of Maryland payroll start date.

Hire / Int. Trsfr

☐ New Appointment — Start Date: _____

☐ Transfer to another Judge's Chambers — Name of new judge: _____

Last day in current chambers: _____

Agency Transfers

☐ Transfer TO another State Agency — Name of agency: _____

Last day in chambers: _____

☐ Transfer FROM another State Agency — Name of agency: _____

Last day in other agency: _____

Term

☐ 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:_____ Print Judge's Name _____
(Kent County, Allegany County, etc.)__

Judge or Designee's Signature:_____Date: _____

Please return this form to: Law Clerk Coordinator lawclerkcoordinator@mdcourts.gov

Revised March 2021