

NOTIFICATION OF CHANGE IN MUNICIPAL COURT PERSONNEL - 2009

Please Print

COURT/CITY _____

(List each municipal court this information applies to, if known)

A. Delete a Person

- Person no longer employed by court/city – Full Name: _____
Effective date: _____ If replacement is known, please complete **Part B** below. **If not, sign, date & fax to AOC**
- Person is deceased - Name: _____ Effective date: _____ If replacement is known, please complete **Part B** below. **If not, sign, date & Fax to AOC**
- Other: _____

B. Add or Change a Person: Check the appropriate box and give current contact information.

- New Person in Court. (Beginning date: _____)
Replacing someone? If so, who: _____
Is this person still with the court? If not, check here If so, complete Contact Information for new position.
- Address/contact correction
- Name Change - former name: _____
Please complete Contact Information below in new name
- Change of Position/Title - Position began on: _____ (date)

Contact Information

NAME: _____

Gender: Male Female

Attorney: Yes No Practicing? Yes No

TITLE: Chief Judge Chief Court Clerk ** Court Administrator
 Associate Judge Clerk Solicitor/Prosecutor
 Judge Deputy Clerk City Clerk
 Judge Pro Tem Assistant Clerk Other: _____
 Judge Pro Hac Court Secretary
 Judge Pro Hac Vice

** Chief Court Clerk is the person most responsible for the operations of the Court other than the judge.

Mailing Address: _____
Street or P.O. City ZIP

Physical Address: _____
Street Suite # City ZIP

Phone: _____ Fax: _____

Email: _____

May this e-mail address be published? Yes No

- Appointed
- Elected
- Neither

Term began on: _____(date)
Expiration of term:_____

- Part-time
- Full-time

(Optional) RACE:

- Euro American (white)
- American Indian or Alaska Native
- Multi Racial
- African American (Black)
- Asian/Pacific
- Some other race

Submitted by: Name: _____ Phone #: _____
Date: _____

Send completed form to:

Administrative Office of the Courts
Suite 300
244 Washington St, SW
Atlanta, GA 30334

Or FAX to: 404-651-6449 Questions? 404-651-6327 or municipal@gaaoc.us

(Rev Jan. 2009)