



**Law Clerk Payroll Form**  
*The Maryland Judiciary is an Equal Opportunity Employer*  
 Please print or type all information.

**Judge's Chambers Complete this section:**

**Paralegal, Secretary or Administrative Assistant Name:** \_\_\_\_\_

**Phone number** (\_\_\_\_) \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Court Location:** \_\_\_\_\_ **Print Judge's Name** \_\_\_\_\_  
 (Kent County, Allegany County, etc)

**Judge or Designee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**New Appointment** **Start Date:** \_\_\_\_\_

**Transfer to or from another Judge** **Effective Date:** \_\_\_\_\_

(The separation and start date must be coordinated between the two Judges so there is no break in pay or health benefits.  
 Each office must complete the appropriate form.)

**PERSONAL IDENTIFICATION DATA (to be completed by the Law Clerk):** This information is required in order to place employees on the State of Maryland Judiciary payroll. Proof of employment eligibility will be required.

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
           First                          MI                          Last

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Primary Phone: (\_\_\_\_) \_\_\_\_\_

Home Address (Street and Number): \_\_\_\_\_

City, County, State & Zip Code: \_\_\_\_\_  
   City  County  State  Zip

Email address: \_\_\_\_\_

**Law School Graduate:** \_\_\_\_\_ No--anticipated graduation date \_\_\_\_\_ \_\_\_\_\_ Yes

**Maryland Bar Member:** \_\_\_\_\_ No \_\_\_\_\_ Yes (If yes, attach bar certificate copy)

**Currently a State Employee:** \_\_\_\_\_ No \_\_\_\_\_ Yes (If yes, attach a copy of pay stub)

**Currently a member of the State Retirement System:** \_\_\_\_\_ No \_\_\_\_\_ Yes  
 (See instructions on reverse side)

**WHICH JUDGE WILL YOU Be WORKING FOR:** Judge's Name \_\_\_\_\_

(Please check) \_\_\_\_\_ Appellate Court \_\_\_\_\_ Circuit Court \_\_\_\_\_ District Court

Are you transferring employment from one Maryland Judge to another? \_\_\_\_\_ Yes \_\_\_\_\_ No

Previous Judge's name: \_\_\_\_\_

I understand that my Judiciary Law Clerk appointment is for **one term**. Reappointment to an additional term is at the discretion of the Judge/Administrative Judge. I understand that I will serve at the pleasure of the Judge, and that my employment may be terminated at any time.

Law Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For HR use**  
**PIN:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Return all completed law clerk forms to:**  
**Law Clerk Coordinator, Human Resources**  
**Maryland Judiciary,**  
**580 Taylor Ave., A-1, Annapolis, MD 21401**