



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.

☐ New Appointment Start Date: _____

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

Chambers Last day in current chambers: _____

Hire / Int. Trsf

☐ 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: _____

Agency Transfers

Transfer TO County/Baltimore City County/City: _____
(A CONNECT POI request is required for Judiciary
system access) First day with County/City: _____

County Trsf/ 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 April 2025