



NOTIFICATION OF EMPLOYMENT STATUS

Submitted pursuant to Indiana Administrative Rule 5(C)

State paid Judicial Officers and Prosecutors employed by the court must complete and return this form if they are newly elected/appointed or experience a change in their employment status.

New employees should also submit a copy of their **Social Security card** and **Driver's License**. If you are a new judge who is eligible to receive a county supplement, please be prepared to upload a letter from your county auditor that certifies your eligibility and the amount you will be entitled.

Completed payroll form and all supporting documents should be returned at least two weeks prior to the effective date of hire using the Courts Portal Document Uploader. For help with the Document Uploader, [review instructions here](#).

Full Name (First, Middle, Last):

SSN:

County:

Court:

Employment Change:

Assuming Office
Terminating Employment
Changing Employment Status

Which role are you assuming?

Judge
Magistrate
Juvenile Magistrate
Prosecutor
Chief Deputy Prosecutor
Deputy Prosecutor

Effective Date:

Employment Type: Full Time
Part Time

Gender: Male
Female
Prefer not to answer

Marital Status: Single
Married
Divorced

Street Address:

City: State: Zip Code:

County of Residence:

Home/Cell Phone Number: Work Phone Number:

Name of former Judge or Prosecutor (if applicable):

I affirm that the information set forth is accurate and that I am entitled to compensation.

Signature: Date:

Contact INJP-payroll@courts.in.gov if it is not feasible to provide a two-week notice. The form should be filled out and uploaded as soon as a change in employment is known.