

I, _____, do solemnly swear (or affirm, as the case may be) that I will support
 (print or type name of person receiving oath)
 the Constitution of the United States, and the Constitution of the State of Alabama, so long as I continue a citizen thereof;
 and that I will faithfully and honestly discharge the duties of the office of court clerk/magistrate/warrant clerk upon which I
 am about to enter, to the best of my ability. So help me God.

City of Residence	State of Residence	Social Security Number
Note: Before filing your oath of office with your County Probate Office or the Secretary of State's Office it is recommended that your social security number and any other personal information be redacted.		
Signature		

CERTIFICATE OF OFFICER ADMINISTERING OATH

The oath of office was administered by me to the above-named court clerk/magistrate/warrant clerk, in compliance with Article XVI, §279, *Constitution of Alabama 1901*.

Print of Type Name of Administering Officer	Signature of Administering Officer	DATE (must be dated)
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Choose Only One

- District Court Magistrate for the District Court of _____ County
- or
- District Court Warrant Clerk for the District Court of _____ County
- or
- Juvenile Court Magistrate for the Juvenile Court of _____ County
- or
- Municipal Court Clerk for the Municipal Court of _____
- or
- Acting Municipal Court Clerk for the Municipal Court of _____
- or
- Municipal Court Magistrate for the Municipal Court of _____

Court Address _____	Phone: _____
Street	City State Zip Code Area Code Number

Work Email Address _____

Check Appropriate Box

- New Position (if not a replacement)
- Person Replaced _____

OATH FILING PROCEDURES

District Court Magistrates and Warrant Clerks:

Pursuant to §36-4-4, *Ala Code 1975*, these persons should file their oaths in the office of the probate judge in their respective county. In addition, a copy of this oath of office should be filed with the UJS Magistrate Program of the Administrative Office of Courts, and, according to Rule 18 IV., Alabama Rules of Judicial Administration, a copy shall be filed in the office of the district court clerk.

Juvenile Court Magistrates:

Pursuant to Rule 8.1(D), Alabama Rules of Juvenile Procedure, except when persons have already taken oaths of office as district court magistrates, these persons shall file their oaths in the office of the probate judge in their respective county, and a copy shall be filed in the office of the circuit court clerk. Additionally, a copy shall be filed with the UJS Magistrate Program in the Administrative Office of Courts.

Municipal Court Clerks and Magistrates:

Pursuant to Rule 18 IV., Rules of Judicial Administration, and §12-14-30(f), *Ala Code 1975*, these persons should file their oaths in the "Office of the Secretary of State, with the UJS Magistrate Program of the Administrative Office of Courts, and, with the municipal court clerk". And, if their duties are limited to one county, pursuant to §36-4-4, *Ala Code 1975*, they must also file a copy of their oaths in the office of the probate judge in their respective county.

Mail Copies To: Administrative Office of Courts UJS Magistrate Program 300 Dexter Avenue Montgomery, AL 36104-3741 or Fax to Joy Evans at 334.954.3142 or Email to joy.evans@alacourt.gov	Secretary of State PO Box 5616 Montgomery, AL 36103
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