

State of Alabama Unified Judicial System Form PERS -25 Rev. 05/2017	REQUEST FOR CERTIFICATION	Date of Request
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PART I - REQUEST

A. POSITION INFORMATION

Class of Position (Check One)	Position Number	Previous Incumbent	Date Position Vacated
Court Specialist I 05001			
Court Specialist II 05002			
Court Specialist III 05003			
Court Specialist IV 05004			
Court Spec/Supv 05005			

ADDRESS OF OFFICE ORIGINATING REQUEST:	Contact:

	Phone Number:

B. TYPE OF APPOINTMENT: Original Promotion Reinstatement Temporary Trainee
TYPE OF EMPLOYEE: Full Time Part Time

C. FURNISH THE FOLLOWING INFORMATION ON SPECIFIC APPLICANTS DESIRED FOR CONSIDERATION

Complete Name(s)	Soc. Sec. No.	Current Address	Attach Application
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

D. REMARKS: NOTE: FORMS CAN BE OBTAINED FROM <http://eforms.alacourt.gov/> and click on Human Resources.

E. TYPED NAME & TITLE OF ADMINISTRATOR	SIGNATURE OF ADMINISTRATOR
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PART II – CERTIFICATION AND APPROVAL

A. Job Code	Entrance Salary	SIGNATURE OF JUDICIAL HUMAN RESOURCES DIRECTOR	DATE
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B. REMARKS:

PART III – CERTIFICATION RETURNED

SIGNATURE OF ADMINISTRATOR	DATE
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