

**DECLARATION OF INTENTION TO  
ASSUME SUPERNUMERARY STATUS**  
(Clerk's and Register's Supernumerary)

Date:

**TO: Director, Human Resources Division  
Administrative Office of Courts  
300 Dexter Avenue  
Montgomery, Alabama 36104-3741**

**FROM: Name:** \_\_\_\_\_

**Supernumerary Mailing Address:**

**Title:** \_\_\_\_\_

**Circuit:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Spouse's Name:** \_\_\_\_\_

**Retirement Phone Number:( )** \_\_\_\_\_

**e-mail Address:** \_\_\_\_\_

1. I hereby elect to become a supernumerary  **CIRCUIT**  **DISTRICT** Clerk, effective \_\_\_\_\_  
(Check One) (Date)
2. I certify that I have made the appropriate monthly contributions into the Clerk's and Register's Supernumerary Fund and that I have served as Circuit or District Clerk for the following period or periods of time: \_\_\_\_\_ to \_\_\_\_\_; \_\_\_\_\_ to \_\_\_\_\_.
3. I certify that I have purchased prior service credit and/or made monthly contributions into the Clerk's and Register's Supernumerary Fund for a total of \_\_\_\_\_ years.
4. I certify that I am \_\_\_\_\_ years of age. (Attached is a copy of my birth certificate and other such documentation, i.e. marriage certificate, change of name, which provides sufficient proof of the date of my birth.)
5. I certify that I am eligible for supernumerary status in accordance with Section 12-17-140, Code of Alabama (1975). (Check the applicable statement of eligibility)
  - Served as much as five (5) years as **Circuit District** Clerk, and have become permanently physically or mentally unable to carry out the duties of the office on a full-time basis and have attained the age fifty-five (55). (Attached are certificates signed by three (3) reputable physicians establishing proof of **disability**).
  - Served for twelve (12) years as **Circuit District** Clerk and have reached the age of sixty-five (65).
  - Served for fifteen (15) years as **Circuit District** Clerk and have reached the age of sixty-two (62).
  - Served as **Circuit District** Clerk for more than fifteen (15) years and have attained age sixty-two (62), less one year for each year of service in excess of fifteen (15) (minimum age of 55).
  - Served as **Circuit District** Clerk eighteen (18) years, or 3 full terms and have attained age fifty-five (55).

6. Yes  No  I certify that I have taken the oath of office for supernumerary clerks in accordance with Section 12-17-141, **Code of Alabama (1975)**, and that once I have assumed supernumerary status, I shall accept appointment by the Chief Justice of the Supreme Court of Alabama to any vacancy in the office of Circuit Clerk in the county which I have previously served. (Attached is my completed supernumerary Oath of Office)

Sworn to and subscribed before me this the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Signature of Clerk

### ENDORSEMENT OF THE ADMINISTRATIVE DIRECTOR OF COURTS

I, \_\_\_\_\_, in my capacity as Administrative Director of Courts for the State of **Alabama**, find that \_\_\_\_\_ clerk of circuit court, is **eligible to assume supernumerary** status on \_\_\_\_\_, pursuant to the **provisions of Section 12-17-140 et seq., Code of Alabama 1975.**

Done this the \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Administrative Director of Courts

**Copy to:**

(1) AOC Human Resources

(2) Secretary of State

(3) Comptroller

(4) Hon. \_\_\_\_\_ Chairman, Board of County Commission)

(5) Judge of Probate

(6) Clerk/Register

(7) Presiding Circuit Judge