

**OATH OF OFFICE for DISTRICT COURT MAGISTRATE or DISTRICT COURT WARRANT CLERK  
or MUNICIPAL COURT CLERK or MUNICIPAL COURT MAGISTRATE**

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 clerk/magistrate upon which I am about to enter,  
to the best of my ability. So help me God.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Area Code Number

**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

**Choose Only One**

- District Court Magistrate for \_\_\_\_\_ County  
or  
 District Court Warrant Clerk for \_\_\_\_\_ County  
or  
 District Court Magistrate for Juvenile Court Intake Office for \_\_\_\_\_ County

**Choose Only One**

- Municipal Court Clerk for the Municipality of \_\_\_\_\_  
or  
 Acting Municipal Court Clerk for the Municipality of \_\_\_\_\_  
or  
 Municipal Court Magistrate for the Municipality of \_\_\_\_\_

**Court Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Street 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 with the judge of probate of their respective counties. 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.

**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 oath with the judge of probate in their respective county.

**Mail Copies To:** Administrative Office of Courts Secretary of State  
UJS Magistrate Program 11 South Union Street  
300 Dexter Avenue Montgomery, AL 36130  
Montgomery, AL 36104-3741