



Judicial Branch Education

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Personnel Change Form

Please use this form to inform JBE of new employees as well as employees that leave your staff.

Employee Information

Personal Information

Full Name: _____
Last First M.I.

Work Address: _____
Street Address Suite/Room #

City State ZIP Code

Court Name Judicial District #

Email _____

Job Information

Title: _____ Supervisor: _____

Work Location _____ Work phone _____

Start Date _____ End Date _____

Resigned

Reason for Leaving (circle one) *Retired*

Terminated _____

Supervisor Signature Date mm/dd/yyyy