

## EQUAL OPPORTUNITY

_____ Judicial District _____ Judicial Circuit _____ County Probate	<b>REQUEST FOR          APPOINTMENT          AS COURT OFFICER          PURSUANT TO MCR 3.106          (INDEPENDENT          CONTRACTOR)</b>	Appointment Period: _____ to _____ (Not to exceed 2 years) <hr/> Renewal Application? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---	--

**ALL QUESTIONS MUST BE ANSWERED**

**PLEASE PRINT**

## GENERAL INFORMATION

DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Street City State Zip

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Pager No.: \_\_\_\_\_ Cellular No.: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 Street City State Zip

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

1. Are you authorized to work in the United States? [ ] Yes [ ] No  
Please submit copies of your driver's license and social security card.
2. Are you a resident of the State of Michigan? [ ] Yes [ ] No
3. Are you over 18 years of age? [ ] Yes [ ] No
4. Did you graduate high school or obtain a G.E.D. certificate? [ ] Yes [ ] No
5. Specify the type of service you are requesting:

## Orders for Seizure of Property

6. List all courts in which you are currently appointed to serve process under MCR 3.106. Include the name of the court, the date(s) of appointment, the approximate expiration date of the appointment, and the nature of services you performed, are performing or are authorized to perform.

<u>Court</u>	<u>Appointment</u> From: To:	<u>Services Performed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use Separate Sheet, If Needed)

7. List all counties in which you are currently deputized to serve process under MCR 3.106. Include the name of the department, the date(s) of appointment, the expiration date of the appointment, and the nature of services you performed, are performing or are authorized to perform.

<u>Court</u>	<u>Appointment</u> From: To:	<u>Services Performed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use Separate Sheet, If Needed)

8. List all previous court appointments where you were appointed to serve process under MCR 3.106 (excluding current court appointments). Include the name of the court, the dates of appointment and the services you performed.

<u>Court</u>	<u>Appointment</u> From: To:	<u>Services Performed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use Separate Sheet, If Needed)

9. List all previous counties that you were deputized to serve process under MCR 3.106 (excluding current counties where you are deputized). Include the name of the department, the dates of appointment and the services you performed.

<u>Court</u>	<u>Appointment</u> From: To:	<u>Services Performed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Use Separate Sheet, If Needed)

10. Have you ever been denied appointment or re-appointment as a court officer or had your appointment or employment revoked or terminated by any court? ☐ Yes ☐ No  
(If yes, provide details on a separate sheet).
11. Have you ever been convicted of a felony (or misdemeanor within the last 10 years)?  
☐ Yes ☐ No (If yes, provide details on a separate sheet).
12. Have you had a civil judgment (excluding civil infractions) entered against you in the past ten years? ☐ Yes ☐ No  
(If yes, provide details on a separate sheet).
13. Are any lawsuits pending or have there been any lawsuits or judgments filed against you as result of your duties as a Court Officer, Bailiff or Deputy? ☐ Yes ☐ No  
(If yes, provide details on a separate sheet).
14. Have you ever filed for bankruptcy? ☐ Yes ☐ No  
(If yes, provide the date of filing, name of court, case number and other relevant details).
15. Do you have a permit to carry a concealed weapon? ☐ Yes ☐ No  
If yes,  
(a) attach a copy of your CCW Permit.  
(b) do you or would you carry a weapon in the course of your duties as a Court Officer?  
☐ Yes ☐ No
16. Have you ever had a complaint against you filed with a court or a law enforcement agency regarding the use of your weapon during the performance of your duties as a Court Officer?  
☐ Yes ☐ No If yes, provide the date and circumstances on an additional sheet of paper.
17. Have you ever had your license to carry a concealed weapon revoked?  
If yes, please state the date and describe the circumstances of the incident(s).

---



---

18. List any special skills, training or certifications that are related to this appointment:

---

---

---

19. List any professional organizations to which you belong that are related to this appointment:

---

---

---

20. Were you in active U.S. Military Service ☐ Yes ☐ No

If yes, type of separation: \_\_\_\_\_

21. When are you available to begin an appointment as a Court Officer?

☐ Immediately ☐ Need notice, time required \_\_\_\_\_

22. Why do you want to enter into an agreement to perform the services of a Court Officer?

---

---

23. **EDUCATION**

School	Name of School	Location City/state	Highest Yr. Completed	Major, Degree, Credential(s)	Graduate?
High School			1 2 3 4		
College					Yes <input type="checkbox"/> No <input type="checkbox"/>
Post-Graduate					Yes <input type="checkbox"/> No <input type="checkbox"/>

24. **EMPLOYMENT HISTORY (Last 5 years)**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Position Held: \_\_\_\_\_ List Main Duties: \_\_\_\_\_

If no longer employed, reason for leaving? \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Position Held: \_\_\_\_\_ List Main Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no longer employed, reason for leaving? \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Position Held: \_\_\_\_\_ List Main Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no longer employed, reason for leaving? \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor/Contact Person: \_\_\_\_\_

Position Held: \_\_\_\_\_ List Main Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no longer employed, reason for leaving? \_\_\_\_\_

25. Give the name, address and telephone numbers of three references and explain your relationship with each individual. If possible, each reference should be from courts or law firms for which you have served process or worked as a court officer.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

26. Give the name and address of any individual or entity who regularly performs Court Officer-related services for you.

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

27. For each item listed below. Provide the name and address of the individual or entity you use or will use most often on orders for the seizure of property or evictions issued out of this court.

Towing: \_\_\_\_\_  
\_\_\_\_\_

Storage: \_\_\_\_\_  
\_\_\_\_\_

Locksmith: \_\_\_\_\_  
\_\_\_\_\_

28. If currently under appointment with another Court(s), may we contact the Court(s) with which you are under appointment? Yes [ ] No [ ]

29. Name of relative(s) employed with this court, if applicable: \_\_\_\_\_

---

**PLEASE READ BEFORE SIGNING THE CERTIFICATION AND AGREEMENT.  
IF YOU HAVE ANY QUESTIONS,  
CONSULT THE COURT OR YOUR ATTORNEY.**

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby authorize an investigation of my past employment/contract activities and statements contained in this application and specifically authorize the Court to consult with all third parties with whom or which I have been associated concerning my qualifications, or with any third parties who may have information bearing thereon and to receive and utilize any information which may be material to my qualifications; and I hereby release all third parties who provide information to the Court with or without notice to me, from any and all liability for the transmittal of any information bearing on my qualifications, in connection with any such request. I further authorize the Court to secure a copy of any criminal, driving, court or credit record about me at any time before or during any appointment as a Court Officer and to conduct whatever investigation the Court deems appropriate.

I further authorize and release the Court from all liability for forwarding to any other entity to which I may apply for employment, any information concerning me or my qualifications as the Court has at the time of my application for appointment or hereafter acquires. I further release from all liability any and all third parties for any statements made or any action taken in connection with this application or any other applications made simultaneously herewith, or in connection with any other form of review of my qualifications. I hereby waive on behalf of the Court and any and all third parties any and all notice(s) to which I would otherwise be entitled.

I certify that all information submitted by me in this application is true and correct and understand if any such information is found to be false or otherwise incorrect or incomplete, it may result in termination of the independent contractor relationship I wish to establish with the Court, at the sole discretion of the Court.

I certify and agree that if I am chosen to provide Court Officer services for the Court, I will not be an employee of the Court, but will be an independent contractor.

I hereby acknowledge that I have read the above state and understand same.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed