



**APPLICATION FOR VOLUNTARY REASSIGNMENT (For 2016)
NEW YORK CITY COURT CLERKS - ONLY**

Name: _____ Daytime Phone: _____

Title: _____ Present Assignment: _____
(Court/Court Agency/Location)

Home/Mailing Address: _____
(Street) (City) (State) (Zip Code)

REASSIGNMENT REQUESTED - NEW YORK CITY COURTS: (limit of 3 choices)

Bronx Supreme Court <input type="checkbox"/> Civil <input type="checkbox"/> Criminal	Kings Supreme Court <input type="checkbox"/> Civil <input type="checkbox"/> Criminal	New York Supreme Court <input type="checkbox"/> Civil <input type="checkbox"/> Criminal	City-wide Courts - <u>All</u> boroughs <input type="checkbox"/> Civil Court <input type="checkbox"/> Criminal Court <input type="checkbox"/> Family Court
Queens Supreme Court <input type="checkbox"/> Civil <input type="checkbox"/> Criminal	Richmond Supreme Court <input type="checkbox"/> Civil/Criminal	County Clerk's Office <input type="checkbox"/> New York County <input type="checkbox"/> Bronx County <input type="checkbox"/> Kings County <input type="checkbox"/> Queens County <input type="checkbox"/> Richmond County	

THIS SECTION IS FOR SURROGATE COURT CLERKS ONLY - PRINCIPAL, ASSOCIATE OR SENIOR (limit of 3 choices)

New York County
 Bronx County
 Kings County
 Queens County
 Richmond County

I would like to be considered for part-time or job-share in the location preference selections listed above.

This form should be completed and forwarded to either the email address or fax at the top of this form - **please submit only one way. All requests must be filed between December 1st and December 31st each year.** Individuals who are reassigned must complete at least one year in their new assignment before they can be reassigned again. This form should not be used to request movement within a court or court agency under the same administrative authority.

Signature _____ Date _____

FOR OCA OFFICE USE ONLY

Appointed: C/P or PERM _____ (Date) _____ (Court)
 Appointed: C/P or PERM _____ (Date) _____ (Court)
 Appointed: C/P or PERM _____ (Date) _____ (Court)
 Appointed: C/P or PERM _____ (Date) _____ (Court)

Seniority Date in Title _____ Eligible List # _____ Active? Yes No

Request Approved _____ Entered in Registry _____ Request Denied _____ Letter of denial sent _____