

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

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

Shelby Alabama  
City of Residence State of Residence

Kinsey Merrell  
Signature

[REDACTED]  
Social Security Number

Note: Before filing your oath of office with your County Probate  
Office or the Secretary of State's Office it is recommended that  
your social security number and any other personal information  
be redacted.

**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.

Mary H Harris  
Print of Type Name of Administering Officer

Mary H Harris 6-22-18  
Signature of Administering Officer DATE (must be dated)

**Choose Only One**

- ☐ District Court Magistrate for the District Court of \_\_\_\_\_ County  
or  
☒ District Court Warrant Clerk for the District Court of Shelby County  
or  
☐ Juvenile Court Magistrate for the Juvenile Court of \_\_\_\_\_ County  
or  
☐ Municipal Court Clerk for the Municipal Court of \_\_\_\_\_  
or  
☐ Acting Municipal Court Clerk for the Municipal Court of \_\_\_\_\_  
or  
Municipal Court Magistrate for the Municipal Court of \_\_\_\_\_

Court Address 112 N Main Street, Columbiana, AL 35051 Phone: 205 669-3760  
Street City State Zip Code Area Code Number

Work Email Address kinsey.merrell@alacourt.gov

**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 in the office of the probate judge in their respective county. 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.

**Juvenile Court Magistrates:**

Pursuant to Rule 8.1(D), Alabama Rules of Juvenile Procedure, except when persons have already taken oaths of office as district court magistrates,  
these persons shall file their oaths in the office of the probate judge in their respective county, and a copy shall be filed in the office of the circuit court  
clerk. Additionally, a copy shall be filed with the UJS Magistrate Program in the Administrative Office of Courts.

**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 oaths in the office of the probate judge in their respective  
county.

Mail Copies To: Administrative Office of Courts  
UJS Magistrate Program  
300 Dexter Avenue  
Montgomery, AL 36104-3741  
or Fax to Joy Evans at 334.954.3142 or Email to joy.evans@alacourt.gov

Secretary of State  
PO Box 5616  
Montgomery, AL 36103

