

**DISTRICT COURT MAGISTRATE OR WARRANT CLERK APPOINTMENT \***

IN THE DISTRICT COURT OF Shelby ALABAMA  
(Name of County)

6-7-19  
Date of Appointment

6-7-19  
Date Oath Administered

6-7-19  
Date Oath Filed with Probate Judge

**Information on Potential Appointee**

Name: Arrie Hope Wade Social Security Number: xxx-██-██

Work Address (including city, state and zip code): 112 N Main Street, Columbiana, AL 35051

Present Job Title & Duties: Criminal Court Supervisor

Home Address 5116 Shamrock Drive, Helena Alabama 35080

**I certify that I meet all of the following requirements established by law for public officers; designated in numbers (1) through (7) below, and that I am neutral and detached from law enforcement as mandated by decisions of the U. S. Supreme Court and designated in number (8) through (10) below:**

- (1) Is a qualified elector;
  - (2) Is a resident of the state, circuit, district, or county;
  - (3) Has never been convicted of treason, embezzlement of public funds, malfeasance in office, larceny, bribery, perjury or any other crime punishable by imprisonment in the state or federal penitentiary, or, if the person has been convicted of one of the above offenses, he/she has had his civil and political rights restored by pardon;
  - (4) Has never been adjudicated to be an idiot of insane;
  - (5) Does not have any unpaid judgment against him/her for any moneys received by him/her in any official capacity due to the United States, this state, or any County or Municipality thereof;
  - (6) Is not a soldier, seaman, or marine in the regular Army or Navy of the United States; and
  - (7) Does not hold an office of profit under the United States or under this state;
- NEUTRAL AND DETACHED REQUIREMENT**
- (8) Is not affiliated with prosecution and police in any manner;
  - (9) Is not in any way assigned to police or subject to the supervision of the chief of police, prosecutor, etc., and
  - (10) Is not connected with law enforcement activities in any way.

Arrie Hope Wade  
Print of Type Name of Potential Appointee

*Arrie Hope Wade*  
Signature of Potential Appointee

**IMPORTANT NOTE:** If the person being recommended for appointment as a district court magistrate or warrant clerk intends to serve as both a district court magistrate or warrant clerk and a municipal court magistrate, the person, if appointed, can be paid for only one position; otherwise, the appointee will be considered as holding two offices of profit in violation of Article XVII, §280, Constitution of Alabama of 1901.

I do attest to the fact that the heretofore requested appointee meets all the requirements established by law for public officers, designated in numbers (1) through (7) above, and is neutral and detached from law enforcement as mandated by decisions by the U. S. Supreme Court and designated in numbers (8) through (10) above.

I hereby appoint Arrie Hope Wade as  
District Court ☒ Magistrate or ☐ Warrant Clerk to serve and perform the duties of such office, under my supervision.

Mary H. Harris  
Print or Type Name of Circuit/District Clerk

*Mary H. Harris*  
Signature of Circuit/District Clerk

\*Only to be used for appointment of individuals  
Currently within the district court clerk's office to  
Serve as district court magistrate or warrant clerk.

112 N Main Street Columbiana AL 35051  
Court Address City State ZipCode

hope.wade@alacourt.gov  
Email Address

Please return completed form to:  
Administrative Office of Courts, UJS Magistrate Program  
300 Dexter Avenue, Montgomery, AL 36104-3741  
or Fax to Joy Evans 334.954.3142  
Email to joy.evans@alacourt.gov



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**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, Arrie Hope Wade, 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.

Helena Alabama  
City of Residence State of Residence  
Arrie Hope Wade  
Signature

xxx-xx-2222  
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  
Signature of Administering Officer

6-7-19  
DATE (must be dated)

**Choose Only One**

☒ District Court Magistrate for the District Court of Shelby County  
or  
☐ District Court Warrant Clerk for the District Court of \_\_\_\_\_ 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:** 205 669-1054  
Street City State Zip Code Area Code Number

**Work Email Address** hope.wade@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

  
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