

**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, Hannah Wallace, 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

[REDACTED]  
Social Security Number



20250317000079110 1/1 \$.00  
Shelby Cnty Judge of Probate, AL  
03/17/2025 01:10:03 PM FILED/CERT

Hannah Wallace  
Signature

**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

3-17-2025  
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, Room 1F Columbiana AL 35051 **Phone:** 205 670-5268  
Street City State Zip Code Area Code Number

**Work Email Address** hannah.wallace@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 A Copy of the Oath of Office to the:**

Administrative Office of Courts, UJS Magistrate Program, 300 Dexter Avenue, Montgomery, AL 36104-3741  
and to the:  
Secretary of State, PO Box 5616, Montgomery, AL 36103