

# 61<sup>st</sup> District Court- Grand Rapids

## APPLICATION FOR APPOINTMENT AS COURT OFFICER PURSUANT TO MCR 3.106 (INDEPENDENT CONTRACTOR)

### GENERAL INFORMATION

ALL QUESTIONS MUST BE ANSWERED PLEASE PRINT

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

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

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

Cellular No: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

1. Are you authorized to work in the United States?  Yes  No

2. Are you a resident of the State of Michigan?  Yes  No

3. Are you over 18 years of age?  Yes  No

4. 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.

### Court Appointed Services Performed

From: To:

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(Use Separate Sheet, If Needed)

5. List all counties in which you are currently deputized to serve process under MCR 3.106.

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(Use Separate Sheet, If Needed)

6. 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.

7. 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.

**Court Appointment Services Performed**

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(Use Separate Sheet, If Needed)

8. Have you ever been denied appointment or re-appointment as a court officer or had your appointment or employment ever been revoked or terminated by any court?  Yes  No (If yes, provide details on a separate sheet).

9. 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).

10. 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).

11. 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).

12. Have you ever filed for bankruptcy?  Yes  No  
(If yes, provide the date of filing, name of court, case number and other relevant details).

13. Do you have a permit to carry a concealed weapon?  Yes  No  
If yes,  
(a) do you or would you carry a weapon in the course of your duties as a Court Officer?  
 Yes  No

14. 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.

15. 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).

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

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

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

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19. 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. 

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- 2. 

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- 3. 

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**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.

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.

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**Name**

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**Date Signed**