

**JUDICIARY  
EMPLOYEE DATA/EMERGENCY CONTACT FORM**

In order to ensure that the information in your personnel file and Continuity of Operations Plan (COOP) is correct, please verify the data on this form, initial where appropriate, and **return to the Judiciary Human Resources Department. PRINT CLEARLY.**

**If your address has changed, you also need to complete a payroll address form and health benefits address form. Both forms are available on the Judiciary website, or from your human resources representative.**

<b>EMPLOYEE DATA</b>	
<b>Name</b>  <b>Nickname**:</b> <small>**Name you are known by for telephone directory purposes.</small>	<input type="checkbox"/> District <input type="checkbox"/> Circuit <input type="checkbox"/> Appellate <input type="checkbox"/> Other <u>County of Employment:</u> <u>Department:</u>
<b>Home Address:</b>	Home: Work***: <small>***This number will be published in the on-line internal phone directory available on systems administered by JIS</small> Cell:
<b>Work E-Mail (if none, indicate supervisor's):</b>  <b>Home E-Mail (optional):</b>	<b>Physical Location of Office (Please Use Code from Second Page).</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <u>USE CODE ONLY:</u> Supervisor:
<b>EMERGENCY CONTACTS</b>	
Please list two people (in priority order) who could be contacted in case of an emergency	
<b>Contact #1 (Name):</b>  <b>Relationship:</b>	Home: Work: Cell:
<b>Contact #2 (Name):</b>  <b>Relationship:</b>	Home: Work: Cell:

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Signature

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Date

*Note: Send original to Judiciary Human Resources, Transactions Unit, 580 Taylor Ave., Building A-1, Annapolis, 21401. Maintain copy at work location*

**PHYSICAL LOCATIONS OF JUDICIARY EMPLOYEES**

2001	2001 Commerce Pk Drive
2003	2003 Commerce Pk Drive
APP JDG	App Judge - Leased Space
CC01	CC Allegany
CC02	CC Anne Arundel
CC24A	CC Balt City - East
CC24C	CC Balt City - Juvenile
CC24B	CC Balt City - Mitchell
CC03	CC Baltimore County
CC04	CC Calvert
CC05	CC Caroline
CC06	CC Carroll
CC07	CC Cecil
CC08	CC Charles
CC09	CC Dorchester
CC10	CC Frederick
CC11	CC Garrett
CC12A	CC Harford - Courthouse
CC12C	CC Harford - Juvenile/Pat
CC12B	CC Harford - Marriage/Lic
CC13A	CC Howard - Courthouse
CC13B	CC Howard - Dorsey Bldg
CC14	CC Kent
CC15	CC Montgomery
CC16B	CC PG - County Admin Bldg
CC16C	CC PG - Court Annex
CC16A	CC PG - Main Courthouse
CC16D	CC PG - Records Mgnt
CC17	CC Queen Anne's
CC19	CC Somerset
CC18	CC St Mary's
CC20	CC Talbot
CC21	CC Washington
CC22	CC Wicomico
CC23	CC Worcester
COA	Courts of Appeal Bldg
CROWN	Crownsville
DC	
INDUSTRIAL	DC - 2020 Industrial Dr
DC12-01	DC Allegany
DC07-01	DC Anne Arun - Annapolis
DC07-02	DC Anne Arun - Glen Burn
DC01-04	DC Balt City - Civil
DC01-03	DC Balt City - Eastside
DC01-02	DC Balt City - Hargrove
DC01-01	DC Balt City - Wabash
DC08-01	DC Balt Co - Catonsville
DC08-05	DC Balt Co - Essex
DC08-04	DC Balt Co - Towson
DC CAB	DC Cabinet Shop
DC04-01	DC Calvert
DC03-06	DC Caroline
DC10-02A	DC Carr - Sheriff's Dept
DC10-02	DC Carroll

DC03-02	DC Cecil
DC04-02	DC Charles
DC02-01A	DC Dor - Sheriff's Dept
DC02-01	DC Dorchester
DC11-01A	DC Fred - 14 W. Patrick
DC11-01B	DC Fred - Detention Ctr
DC11-01	DC Frederick
DC12-02	DC Garrett
DC09-03	DC Har - Central Proc Ctr
DC09-02	DC Har - Detention Center
DC09-01	DC Harford
DC10-01A	DC How - Detention Ctr
DC10-01	DC Howard
DC03-03	DC Kent
DC06-03	DC Mont - Detention Ctr
DC06-01	DC Montgomery - Rockville
DC06-02	DC Montgomery - Silver Sp
DC05-02A	DC PG - Dille Road
DC05-01	DC PG - Hyattsville
DC05-02	DC PG - Upper Marlboro
DC03-04	DC Queen Anne's
DC02-02	DC Somerset
DC04-03	DC St. Mary's
DC04-03A	DC St. Mary's - Baldrige
DC03-05	DC Talbot
DC TRAF	DC Traffic Processing
DC TRANS	DC Transcribing
DCWHSE	DC Warehouse
DC11-02A	DC Wash - Detention Ctr
DC11-02	DC Washington
DC02-03B	DC Wic - Central Booking
DC02-03A	DC Wic - Naylor Mill Rd
DC02-03	DC Wicomico
DC02-05	DC Worcester - OC
DC02-04	DC Worcester - Snow Hill
DC01-B	Dist 1 - Central Booking
DC01-A	Dist 1 - Centralized App
JECC	JECC/Auditors
JIS	JIS - Riva Road
JISANNEX	JIS Annex
MACRO	MACRO
MJC	Maryland Judicial Center
RECALL	Recalled Judges/Multiple Locations