

SAMPLE ORDER FOR COURT ADMINISTRATOR

ORDER APPOINTING AND SETTING SALARY FOR COURT ADMINISTRATOR

There having come on for consideration the matter of the appointment of the _____
Circuit or Chancery
Court Administrator, it is hereby ordered by the undersigned _____ of the _____
Judge/Judges Dist.# Circuit/Chancery
Court District that, pursuant to Miss. Code Ann. §9-17-1, _____ is hereby
Name of Administrator
appointed Court Administrator for the District. It is further ordered that the salary for said Court
Administrator is hereby set at \$ _____ per year, plus benefits, effective _____.
Amount of Salary Hire Date
Said salary shall remain in effect until further order of this Court.

Pursuant to Section 9-1-36 of the Mississippi Code of 1972, as amended, the salary of said
Court Administrator shall be funded on a monthly basis first from the funds remaining in the
undersigned judge or judges support staff fund(s) and then by the county or counties of the District
in the percentages set forth below:

**PLEASE STATE PAYMENT FROM SPECIFIC COUNTIES
IN PERCENTAGES (NOT DOLLAR AMOUNTS) HERE**

ORDERED AND ADJUDGED this the _____ day of _____, 20_____.

CHANCELLOR/CIRCUITJUDGE

CHANCELLOR/CIRCUITJUDGE

CHANCELLOR/CIRCUITJUDGE
(All Judges Contributing to Salary **Must Sign**)