

**OCA OUTSIDE EMPLOYMENT STATEMENT
(NON-HEADQUARTERS EMPLOYEES)**

Employee Name: _____

I request approval to engage in outside employment. I have discussed the details of the employment with my supervising associate judge or presiding judge, and affirm that I will not allow the outside employment to conflict with my agency duties or with the best interests of OCA or the State. The nature of the outside employment is as follows:

Employee Signature

Date

I recommend that the administrative director [] approve [] disapprove the request. Comments:

Signature of **Associate Judge** (if applicable)

Date

Printed Name of **Associate Judge**

I recommend that the administrative director [] approve [] disapprove the request. Comments:

Signature of **Presiding Judge**

Date

Printed Name of **Presiding Judge**

I [] approve [] disapprove the request. Comments:

Signature of **Administrative Director**

Date