

**AUTHORIZATION
REQUEST FORM**

JD-ES-249 New 7-09

STATE OF CONNECTICUT
JUDICIAL BRANCH
ADMINISTRATIVE SERVICES DIVISION
HUMAN RESOURCE MANAGEMENT UNIT
www.jud.ct.gov



**Request Authorization to: Promote within Permanent Position,
Create Temporary Position, or
Create Permanent Position**

Position Title	Division or Unit and Location

Date Authorization to be Effective: _____

☐ Promote within Permanent Position

☐ Create and Fill Permanent Position

☐ Full Time

☐ Part Time _____ Hours

☐ Create and Fill Temporary Position

☐ Full Time

☐ Part Time _____ Hours

If Temporary Position, proposed Rate of Pay: \$ _____ Per Hour

If Temporary Position, proposed Termination Date: _____

Justification for Action:

Request by: _____

Date: _____

Approved: _____ Division Director Date: _____	Authorized: _____ Chief Court Administrator Date: _____
Denied: _____ Division Director Date: _____	Denied: _____ Chief Court Administrator Date: _____

Please Forward To: Director of Human Resource Management
90 Washington Street
Hartford, Connecticut 06106