



**CERTIFICATE OF SELECTION FOR APPOINTMENT PRO TEMPORE TO A LOCAL OFFICE**

**(CEB-22)**

State Form 48231 (R7 / 7-17)  
Indiana Election Division (IC 3-13-11-11(c))

**INSTRUCTIONS:** The circuit court clerk shall deliver this certificate to the individual declared selected to fill a vacancy in a local office within twenty-four (24) hours after a certificate of selection is filed by a county chairman or the chair of a caucus.

**CERTIFICATE OF SELECTION FOR APPOINTMENT PRO TEMPORE TO A LOCAL OFFICE**

STATE OF INDIANA

COUNTY OF \_\_\_\_\_

WHEREAS, Indiana Code 3-13-11 required that the local office of \_\_\_\_\_ be filled by a political party caucus or appointment by a county chairman; and

WHEREAS, the county chairman or chair of the caucus filed the (check one)  CEB-3 **OR**  CEB-4 form in my office as required under IC 3-13-11-11 to certify the appointment to fill the vacancy in that office;

**NOW, THEREFORE, AS THE SECRETARY OF THE COUNTY ELECTION BOARD AND THE DULY ACTING CIRCUIT COURT CLERK OF THIS COUNTY, I CERTIFY THAT THE RECORDS OF MY OFFICE SHOW THAT**

\_\_\_\_\_  
(Name of Officeholder)

was selected for an appointment pro tempore to fill the vacant office of \_\_\_\_\_ for the remainder of the term expiring \_\_\_\_\_, 20\_\_\_\_, and continuing until a successor is elected and qualified.

**WITNESS, MY HAND AND OFFICIAL SEAL, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Circuit Court Clerk

**INSTRUCTIONS:** An individual selected to fill an office commissioner by the Governor under IC 4-3-1-5 (judge, prosecuting attorney, circuit court clerk, county auditor, county recorder, county treasurer, county sheriff, county coroner or county surveyor) should provide a copy of the certificate to the Governor's office and request that a commission be issued. Other local officials are not commissioned by the Governor. They should take and file the following oath. This oath of office may be given by any individual authorized to administer an oath under Indiana Code 33-42-4-1 or IC 33-42-9. These individuals include a notary public, a judge of a court (*within the court's jurisdiction*), a mayor, clerk or clerk-treasurer of a city or town (*within the city or town*), a circuit court clerk or county auditor (*within the county*), and a State Senator or State Representative (*anywhere within Indiana*). **A signed copy of this oath must be filed with the circuit court clerk of the county that contains the greatest percentage of population of the office no later than thirty (30) days after the beginning of their term of office. (IC 5-4-1-1.2) The individual selected to fill the office must file a CAN-12 Statement of Economic Interests form with the circuit court clerk no later than noon sixty (60) days after assuming office.**

# OATH OF OFFICE

STATE OF INDIANA

COUNTY OF \_\_\_\_\_

I, the undersigned, do solemnly swear (*or affirm*) that I will support the Constitution of the United States and the Constitution of the State of Indiana, and that I will faithfully, impartially, and diligently discharge the duties of the office of \_\_\_\_\_, according to law and to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**SUBSCRIBED AND SWORN TO BEFORE ME, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

*If the person administering the oath is a notary public, add the county of residence and date of expiration of commission:*

COUNTY OF RESIDENCE: \_\_\_\_\_

DATE COMMISSION EXPIRES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_