

Celebrating And Saluting Employees (CASE)

A Clerk of the Superior Court Employee Recognition Program

NOMINATION FORM

RULES AND INSTRUCTIONS

- ◆ Employees may make nominations for any Clerk of the Court employee at any Office location.
- ◆ Up to three nominations per employee may be sent in. It is preferable that each nomination be from a different category.
- ◆ If sending in more than one nomination, use a separate form for each nomination.

YOUR NAME (if needed to contact for questions)

NOMINEE INFORMATION

List your nominee's name(s). **PLEASE NOTE:** If this is for a Teamwork Award, you need to list the name of the group you are nominating AND the names of each team member (Ex: **Filing Team** - John Clerk, Jane County, etc.)

AWARD CATEGORIES

Please check the award category for your nomination. You may only check one.

- Customer Service Excellence Leadership Teamwork (for 3 or more people)

NOMINEE'S OFFICE LOCATION

Please check the Office location of your nominee(s).

- Customer Service Center Durango Juvenile Southeast (Adult and Juvenile)
 Northeast Northwest Downtown (CCB, ECB, WCB, DJC, SCT)

NOMINATION EXPLANATION

Please explain in five to eight sentences why your nominee(s) is an excellent candidate(s) for a CASE award.

WHERE TO SEND NOMINATION FORM

You may either email the completed form to Len Keso or interoffice mail it to him (interoffice mail code is DJC/PA).