



# INTERN APPOINTMENT FORMS CHECKLIST

Appointment Forms can be accessed on our website by clicking [HERE](#).

Listed below are the necessary forms to be submitted prior to your internship. Each form is listed with a brief description and instructions. Please be sure to read all instructions thoroughly.

Use this checklist to ensure **ALL paperwork is complete, signed and submitted via email to [CCH@njd.uscourts.gov](mailto:CCH@njd.uscourts.gov)**.

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## Employment Eligibility Verification – I-9

We are required to verify the eligibility of employees and interns to work in/volunteer services to the United States. You must complete Section 1 of the I-9 form and provide identification papers as given on the "List of Acceptable Documents" page. You can present either:

- Any one document from list A; OR
- Two documents, one from List B (identity) AND one from List C (eligibility)

**Non-Citizen Student Interns:** Please submit a copy of your most recent Form I-94 along with the completed I-9 Form and a copy of your foreign passport. Students must also submit a letter from their university stating that they are authorized to participate in an unpaid internship with the Judiciary.

**NOTE: Please provide a clear photocopy in PDF format of the identification documents as per instructions. All documents must be unexpired.**

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## United States Courts Appointment – AO 78A

Type/Sign your name in the areas marked for the Appointee only. The Judge will sign as your Appointing Officer and the official administering the oath. Select your Duty Station (the Courthouse location of your Judge). Select an Entrance on Duty date which will be the first day of your internship.

*Please ensure that you schedule a date to be sworn in by your Judge.*

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## Acknowledgment of Gratuitous Services and Waiver Form

In Section A, please enter the period of your internship and the Judge that you will be interning for. Type name, sign, date at the bottom of the form and return.

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## District of New Jersey Background Check Form

Answer all questions on this form, sign and date.

**NOTE: Provide a clear copy of your valid Driver's License.**

Complete the *Federal Work Study/Fellowship Program Section* of this form **ONLY** if you are interning under one of these programs through your law school.

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## Submit Documents via Email

Complete and submit all documents via email to [CCH@njd.uscourts.gov](mailto:CCH@njd.uscourts.gov).

**REMINDER: Please submit CLEAR COPIES of your Driver's License to accompany the Criminal History Check Form and the identification documents required for Employment Verification I-9.**

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## Schedule Fingerprinting

All Judicial Interns are required schedule fingerprinting with a District Court representative prior to their internship. Please schedule your fingerprinting appointment at least 30 days prior to your start date.

Contact the District Court Representative in the vicinage in which you are interning.

Contacts can be found [HERE](#).

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## First Day of Internship: Memorandum of Understanding

Complete/Review the Court's Employee Dispute Resolution Training, Court Technology Policy, and Government Property Policy. *Further information will be provided at the Judicial Intern Orientation.*

Complete and sign the [Electronic Acknowledgment and Memorandum of Understanding](#).

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*Please review each form for completeness, accuracy, and signatures. Only return the completed forms and identification documents.*