

**UNITED STATES DISTRICT COURT**  
**DISTRICT OF NEW JERSEY**

**PERSONAL USE OF GOVERNMENT ENVELOPES, SUPPLIES,  
TELEPHONE AND EQUIPMENT**

**ACKNOWLEDGMENT AND MEMORANDUM OF UNDERSTANDING**

I, \_\_\_\_\_, acknowledge receipt of and have read the policy on “Personal Use of Government Envelopes, Supplies, Telephones and Equipment.”

I understand and agree to comply with this policy. Failure to do so may subject me to corrective action and/or adverse action.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge you are interning with

\_\_\_\_\_  
Courthouse Location