

NEW APPOINTMENT FORMS SUBMISSION CHECKLIST

(access and print forms from www.njd.uscourts.gov>Court Information>Human Resources> New Appointment Form)

- Application for Federal Judicial Branch of Employment (AO-78) *For law clerks, this form will be sent directly to you.*
- United States Courts Appointment (AO 78A) *For law clerks, this form will be sent either directly to you or to chambers as requested by the respective Judge. Clerk's Office staff and interns, this form will be sent to you directly.*
- Clerk's and Deputy Clerks' Oath (AO 80) *Clerk's Office staff and interns, this form will be sent to you directly.*
- Term Chambers Law Clerk Appointment and Leave Certification (AO 75A) *For law clerks, this form will be sent directly to chambers.*
- Voluntary Race/Ethnicity/Gender/Disability Identification (AO 78B)
- Employment Eligibility Verification (I-9) *(Submit copies of acceptable documents as listed on the form)*
- Direct Deposit *(Submit a copy of a "VOIDED" check)*
- Federal W-4
- NJ – W4
- Non-Resident of NJ (ONLY FOR PA RESIDENTS)
- Residency Certification form/Local Earned Income Tax Withholding (ONLY FOR THOSE RESIDING IN PA/PHILADELPHIA)
- NY Withholding allowance Certificate (ONLY FOR RESIDENTS OF NEW YORK STATE AND CITY)
- Criminal History Check (Must include PDF/Photo Copy of valid driver's license)
- Emergency Contact Information

PLEASE CHECK ALL ABOVE NOTED FORMS FOR COMPLETENESS, ACCURACY AND SIGNATURES

(NO DIGITAL SIGNATURES ACCEPTED).

RETURN THIS CHECKLIST WITH ALL OF THE ABOVE APPLICABLE FORMS AND OTHER REQUIRED DOCUMENTATION AS A PDF ATTACHMENT TO THE FOLLOWING ADDRESS:

njdnewappt@njd.uscourts.gov OR njdnewlawclerk@njd.uscourts.gov OR 3rdclawclerk@njd.uscourts.gov

Please enter on Subject Line: Your Full Name (if law clerk, your Judge's name in parenthesis)

Print Name

Date