



## U.S. DISTRICT COURT DISTRICT OF NEW JERSEY

### WELCOME LETTER – JUDICIAL INTERNS

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Welcome to the United States District Court for the District of New Jersey.

The intern appointment forms found on this website comply with the Guide to Judiciary Policy regarding interns/externs/volunteer attorneys and includes important forms that must be completed prior to the first day of your internship with the Federal Judiciary.

All forms must be completed and submitted electronically as a **PDF** document to the address listed below. All forms are in PDF fillable format and use the latest Adobe Reader. If you do not have the latest Adobe Reader, you can install it by going to <https://get.adobe.com/reader/>.

Follow the Forms Checklist to ensure all documents are successfully completed. Review your documents for accuracy prior to sending to the Human Resources Department for processing.

Completed and signed forms along with copies of a valid Driver's License, U.S. Passport and/or Social Security card must be returned as a PDF attachment to the email address below:  
[CCH@njd.uscourts.gov](mailto:CCH@njd.uscourts.gov)

Note: If directed to return the completed paperwork to chambers, please do so and chamber's staff will forward the documents to the Human Resources Office for processing.

Fingerprinting has been resumed. Please contact the individual listed below to schedule.

Congratulations on your internship with the U.S. District Court for the District of New Jersey!

A handwritten signature in black ink, appearing to read "Robin A. Newman".

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Robin A. Newman, Esq., Human Resources Manager

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#### **NEWARK Interns/Externs/Volunteer Attorneys:**

Contact:  
David Rodriguez, HR Specialist (973) 776-3879

Newark Fingerprint Location:  
Martin Luther King Federal Bldg and U.S. Courthouse  
50 Walnut Street; 4th Floor Clerk's Office  
Newark, NJ 07101

#### **CAMDEN Interns/Externs/Volunteer Attorneys:**

Contact:  
Deanna Zotti, HR Specialist (609) 989-0570

Camden Fingerprint Location:  
Mitchell H. Cohen Federal Bldg & U.S. Courthouse  
4th and Cooper Streets, 1st floor  
Camden, NJ 08101

#### **TRENTON Interns/Externs/Volunteer Attorneys:**

Contact:  
Melissa Connolly, Management Analyst (609) 989-2238

Trenton Fingerprint Location:  
Clarkson S. Fisher Federal Bldg & U.S. Courthouse  
402 East State Street, 2nd Floor Annex  
Trenton, NJ 08608