

CHECKLIST: LAW CLERK to Federal Judge

REQUIRED FOR EMPLOYMENT:

AO75A	Type of Appointment - Law Clerk
AO78	Application
AO78A	Oath of Office/Appointment
AO78B	Voluntary Race / Ethnicity, Gender, Disability Identification
Background Investigation	Background Investigation Required Information
Internal Form	Emergency Contact Form
FMS 2231	Fast Start Direct Deposit Form
I-9	Employment Eligibility Verification
SF 144	Statement of Prior Federal Service
SF 2809	Health Benefits Election Form
SF 2817	Life Insurance Election Form
tax - federal	W-4: federal
tax - state	W-4: state (you must choose the appropriate state form)

OPTIONAL FORMS:

SF 1152	Unpaid Compensation Beneficiary Form
SF 2823	Life Insurance Designation of Beneficiary

SUGGESTED TRAINING:

Law Clerk Orientation - Phase I <http://agendas.fjc.gov/iolc/login.php>
[password: federal]