

CHECKLIST: LAW CLERK to Federal Judge

REQUIRED FOR EMPLOYMENT:

A075A	Type of Appointment - Law Clerk
A078	Application
A078A	Oath of Office/Appointment
A078B	Voluntary Race / Ethnicity, Gender, Disability Identification
Background Investigation	Background Investigation Required Information
Emergency Contact Form [internal]	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)

SUGGESTED TRAINING:

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

[last updated: 03/30/2015]