

# United States Courts Appointment

<b>A</b>		Judge's Staff: Yes ___ No ___
	_____	
	(Name of Court)	
	_____ is appointed.	
	(Name as it is signed below)	
	_____	_____
	(Position title)	(Date of entrance on duty)
	(Vice _____ ;	Sep _____
	(Previous incumbent)	mo. day yr.
	_____	_____
	(Position Number)	(Signature of Appointing Officer)
	_____	_____
	(Date of Appointment)	(Title)
	(Note: Appointing Officer, please indicate the grade or level recommended _____)	Special Pay Rate? Yes ___ No ___

<b>B</b>		
	I, _____, do solemnly swear (or affirm) that	
	<p><b>A. OATH OF OFFICE</b> I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.</p> <p><b>B. AFFIDAVIT AS TO STRIKING AGAINST THE GOVERNMENT</b> I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.</p> <p><b>C. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE</b> I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or help of receiving assistance in securing this appointment.</p> <p><b>D. AFFIDAVIT AS TO EMOLUMENT FROM FOREIGN OFFICE</b> I will not accept, nor am I accepting any present emolument, office or title, of any kind whatever, from any King, Prince, or foreign state.</p> <p><b>E. AFFIDAVIT AS TO PERSONAL HISTORY AND EXPERIENCE AND QUALIFICATIONS STATEMENTS</b> The information given concerning personal history, experience and qualifications is true and correct to the best of my knowledge and belief.</p>	
	_____	(Signature of Appointee) (Name will be on records as signed)
	Subscribed and sworn (or affirmed) before me this _____ day of _____	_____ 20 _____
	at _____,	_____
	(City)	(State)
		(Signature of Officer)
		(Title)
	(SEAL)	
	(Note: The words "So help me God" in the oath and the word "swear" wherever it appears above should be stricken out when the appointee elects to affirm rather than swear to the affidavits; only these words may be stricken and only when the appointee elects to affirm the affidavits.)	
	<b>APPOINTMENT IS NOT COMPLETE UNTIL OATH OF OFFICE IS ADMINISTERED.</b>	
	(BOTH PAGES OF THIS FORM ARE TO BE EXECUTED)	

**C**

**APPOINTMENT FORM CONTINUED  
PROFILE DATA**

1. Name (Last, First, Middle Initial)		2. SEX (M or F)	3. Disability (Code)		4. Race/National Origin (Code)	
5. Social Security No.	6. Entry on Duty Date		7. Position Title		8. Type	9. Grade/Level
10. Step	11. Court Unit				12. City and State	
13. Appointing Officer						

14. If there are any questions, please contact:

(NAME) \_\_\_\_\_

(TITLE) \_\_\_\_\_

(PHONE) \_\_\_\_\_

(DATE) \_\_\_\_\_

-----  
CUT HERE  
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**D**

RECRUITMENT RECORD  
(VACANCY ANNOUNCEMENT \_\_\_\_\_)

1. Name (Last, First, Middle Initial)		2. Sex (M or F)	3. Disability (Code)		4. Race/National Origin (Code)	
5. Social Security No.	6. Entry on Duty Date		7. Position Title		8. Type	9. Grade/Level
10. Step	11. Court Unit				12. City and State	

	NAMES OF INTERVIEWEES	SEX	RACE/NATIONAL ORIGIN (CODE)	DISABILITY (CODE)
TOTAL APPLICANTS _____				
TOTAL INTERVIEWEES _____				

**Information in Section D is accurate to the best of my knowledge.**

**Personnel Representative** \_\_\_\_\_  
(Signature)

**Date** \_\_\_\_\_

INSTRUCTIONS:

1. Complete Sections C&D
2. Date Section C
3. Sign and date Section D
4. Separate Section D and retain as part of your recruitment records for the vacancy filled
5. Submit Section C along with A & B to the AO

## **AO 78A Part C - General Instructions**

The top portion of the form should be submitted when a new appointment is made. It may also be submitted if there is any change in the data previously reported, either to correct an error or to accommodate changed circumstances. Your furnishing this information is voluntary.

The bottom portion of the form, containing information as to applicants and interviewees, is for the court's own use and should be retained in the court, either by the appointing officer or by the EDR Coordinator.

Items 7-13 need not be completed on the top portion of the form as this information will generally be reflected in other appointment papers.

Disability Status should be indicated by (0) for not reported; (1) for yes; and (5) for no disability. Race/National Origin codes are as follows: (0) Not reported; (1) White; (2) Black; (3) Hispanic; (4) Asian; (5) Native American; and (6) Native Hawaiian/Pacific Islander.

(Revised: September 2002)