



## United States Court of Appeals for the Seventh Circuit Volunteer Services Policy

### 1. Authority

This Volunteer Services Policy applies to any person serving as a volunteer employee for the U.S. Court of Appeals for the Seventh Circuit.

The policy set forth below is consistent with the requirement of the [Guide to Judiciary Policy, Vol. 12, Ch. 5 § 550](#), which authorizes the judiciary's use of volunteer employees and voluntary work-training programs.

### 2. Requirements to Provide Volunteer Services

A volunteer is an uncompensated judiciary employee. No individual may be permitted to participate as a volunteer employee or in a work-training program unless the following requirements are met and understood:

- a) The volunteer arrangement must focus, either exclusively or primarily, on providing an educational experience for the volunteer. The following are excluded from the educational experience requirement:
  - i. Any functions for which specific statutory authority exists to accept volunteer services (e.g., volunteer probation officers under [18 U.S.C. § 3602\(a\)](#) or individuals appointed to preside over proceedings under [Fed. R. App. P. 33](#))).
  - ii. Formal pro bono programs in the court.
  - iii. Volunteer professionals or volunteers paid from an outside source.
  - iv. Return to Service Volunteers. **See:** [§ 550.27](#).
- b) A volunteer may provide no more than 2,080 hours of voluntary service to the court. The following volunteer arrangements are not subject to the work-hour limitation:
  - i. Any functions for which specific statutory authority exists to accept volunteer services (e.g., volunteer probation officers under [18 U.S.C. § 3602\(a\)](#) or individuals appointed to preside over proceedings under [Fed. R. App. P. 33](#))).
  - ii. Volunteer professionals or volunteers paid from an outside source.
- c) The court may not accept volunteer services from individuals related to judges or a

public official of the court, consistent with the limitation on the employment of certain relatives of a judge in [28 U.S.C. § 458\(a\)\(1\)](#) and the limitation on the employment of certain relatives of a public official in [5 U.S.C. § 3110\(a\)-\(c\)](#), to avoid possible perceptions of favoritism.

- d) Existing conflict of interest rules and other related ethics guidance apply to volunteers and the court when accepting services from volunteers.
- e) A volunteer may not receive JENIE credentials or be permitted to access any non-public IT network and/or system of any court or court unit within the circuit unless the Judicial Council grants an exception.
- f) For chambers volunteers:
  - i. Duty titles may not include any derivation of the term “law clerk.”
  - ii. Time served by a law school graduate as a chambers volunteer may be creditable legal work experience for grade determining purposes, but such service is not creditable as chambers law clerk experience.

### **3. Prior to Appointment as a Volunteer**

If applicable, 30 days prior to the anticipated start date, any work-study agreement required by the volunteer must be provided to the Human Resources Department (HR) [human\\_resources\\_ILND@ilnd.uscourts.gov](mailto:human_resources_ILND@ilnd.uscourts.gov). This will allow sufficient time for review and execution of the agreement.

### **4. Appointment as a Volunteer**

The volunteer will need to set up a mutually convenient time with the employing office (e.g., chambers for judicial externs and HR for the Clerk’s Office and Circuit Executive externs) to complete the applicable Form AO 196 and have the [United States Courts Appointment](#) form signed by the appointing authority (e.g., a judicial officer for a judicial extern). The remaining documentation will not require outside assistance.

A volunteer must make an appointment with HR to have their fingerprints taken and drop off the required documentation listed below subject to the background check and investigation requirements of [§ 570.50.10](#). HR will email the volunteer available times to come in for fingerprinting and a list of required documentation needed for their appointment. If the extern performs work outside Chicago, HR will coordinate other arrangements.

All required documentation must be provided to HR before a volunteer begins service:

- a) One of the following volunteer agreements, based on the type of volunteer:
  - i. [Form AO 196A](#) – Acknowledgement of Gratuitous Services and Waiver (for volunteer professionals)
  - ii. [Form AO 196B](#) – Student Volunteer Agreement and Waiver
  - iii. [Form AO 196C](#) – Chambers Volunteer Agreement and Waiver
  - iv. [Form AO 196D](#) – Return to Service Volunteer Agreement and Waiver

- b) [Oath of Office \(AO 78A\)](#) – completed and signed.
- c) [Employment Eligibility Verification \(I-9\)](#) – completed form and required supporting documentation. Required supporting documentation is identified on form. Copies of supporting documentation are not permitted.
- d) [Judicial Extern/Intern Policy Acknowledgment Form](#) – completed and signed to acknowledge following the policies:
  - [Code of Conduct for Judicial Employees](#)
  - [Employment Dispute Resolution Plan for the United States Court of Appeals for the Seventh Circuit](#)
  - [Fraud, Waste, or Abuse Policy](#)
  - [IT Security Policy for Interns and Externs](#)
  - [Social Media and Social Networking Policy](#)

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