

Tips for Completing the Appointment Package

AO 78 - Application for Judicial Branch Federal Employment

This form is to be completed and signed at the bottom of page two. It is important that you complete the Work Experience in detail since this information will be used to determine your grade level and eligibility for promotion.

The Administrative Office of the U.S. Courts (AO) requires the exact dates of your graduation from law school as this affects your eligibility for promotion. Please complete the Section titled "Applicants for Legal Positions," indicating whether you are admitted to the Bar. If you participated in a bar review course on a full-time basis, please indicate the name and duration of the course in Section 15 (b).

FMS 2231 - Direct Deposit Form

On October 13, 1994, Public Law 103-356, Federal Financial Management Reform Act of 1994, was signed into law. The Act requires direct deposit of federal wage, salary, and retirement payments by Electronic Funds Transfer (EFT) for new employees paid on or after January 1, 1995.

Please complete Section 1, Employee Information. Please indicate your social security number in the area titled, "Employee Payroll Identification Number." In Section 2, please indicate the type of account (Checking or Savings), and the type of payment (Net Pay) you are requesting. Section 3 requests information that may be obtained from your bank or from the bottom of your personal check. You may notice a box for a Check Digit. The "Check Digit" is the last number in your Routing Transit Number.

Section 4, Allotment Information. As a federal employee you are permitted two allotments. An allotment allows you to direct money automatically from your payroll check to a different account of your choice. If you choose not to activate an allotment at this time, you may do so at any other time during your appointment by contacting the personnel office.

Self - Identification Judicial Employee in Sensitive Position.

This form will be used as part of the criminal background investigation phase of your appointment to the court. The Pre-Trial services office will contact you within the first few weeks of employment to schedule a date and a time for completion of the fingerprinting process.

I-9 - Employment Eligibility Verification

The Immigration Reform and Control Act of 1986 requires that all individuals hired to work in the United States in both the private and public sectors have lawful employment eligibility. Please complete Section 1 of the Employment Eligibility Verification (Form I-9) and provide your Judge or the personnel representative with the documentation indicated on page 2. A valid driver's license/state identification card and original social security card or U.S. Passport are sufficient. Your Judge or a personnel representative should note identification presented in Section 2 and sign at the bottom. The document information number and expiration date, if any, must be included in Section 2. This form must be completed within three

days of your entrance on duty, and must be sent to the AO with your appointment documents. Failure to complete this form timely may result in delayed compensation.

Federal Employees Health Benefits

1) The Federal Employees Health Benefits Program (FEHBP) is available on a voluntary basis, with costs partly financed by the Government. You have 60 days from your appointment date to enroll in the plan or to waive coverage. Enrollments are effective on the first day of the pay period following the one in which the Health Benefits Registration Form (SF 2809) is completed and received by the Human Resources office. If you choose not to enroll at the time of your appointment, you must wait until the next open season to enroll (mid- November to mid-December annually) or experience a qualifying life event. Please refer to the FEHBP Handbook, located on this web site, to review plan rates. RI 70-01

The information provided will help you decide the health insurance plan of your choice. There are a variety of HMO's (Health Maintenance Organization) and PPO's (Preferred Provider Organization) also known as Nationwide Fee-for-Service Plans. A plan comparison tool may be utilized at: <http://www.opm.gov/insure/>. You will be able to compare the FEHBP and FEDVIP plans.

The Federal Employees' Health Benefits Registration Form (SF 2809)

This form is necessary to activate the health insurance coverage you decided to elect. Only the first enrollment form (after page 14) must be completed. Please complete **Part A** items 1 through 6. Items 7 through 9 are completed if they apply to you. If you currently are covered under a health insurance plan, please indicate the plan and the plan number in Items 10 and 11, otherwise leave it blank.

Provide any additional family members and information who are eligible to be covered by the FEHBP. Page 1 of the SF2809 has the Relationship Codes provided for your reference. Please be sure to indicate the proper code for each family member.

Part C: Indicate the insurance plan name you elected and the enrollment code. **Part D:** The event code has been provided, please type your start date in Item 2 (Date of Event) **Part H:** Provide your signature in Item 1, the date in Item 2, and your telephone number in Item 3.

The Federal Employees Dental and Vision Insurance Program (FEDVIP)

The link will send you to www.benefeds.com website. You must register with benefeds in order to enroll into the vision and dental insurances. The website will allow you to research plans and rates in your area. You will have 60-days from the date of your appointment to enroll in either the vision, dental, or both.

The Federal Employees Group Life Insurance (FEGLI)

All eligible employees are automatically covered by the Federal Employees' Group Life Insurance unless coverage is waived within the first pay period of employment or subsequently cancelled. You have 31 days from your appointment date to submit a SF 2817, Life Insurance Election Form. Elections and waivers take effect on the first day of the pay period following the

one in which the completed form is received by the personnel office. If you elect to waive or cancel coverage, you must wait one year from the date of the waiver or cancellation and furnish evidence of insurability before becoming eligible to enroll. The cost of Basic Life Insurance is shared by the employee and Government. Premiums for Optional coverages are paid by the employee:

NOTE: If you intend on waiving coverage, and the waiver is not received by the personnel office within the first pay period of employment, premiums will be deducted and are not refundable.

Pay Table

Provided is the 2008 Judicial Salary Plan (JSP) table. Each Law Clerk is assigned a grade and step based on the Law Clerk Standard.

Code of Conduct

The Code of Conduct applies to all employees within the Court, except Judges. Please read the entire document.

Law Clerk Standard

Provides information relating to Law Clerk qualifications and compensation standards.

Local Court Policy on use of Network Systems

Please read the network policy. You will only need to print and sign the last page (Computer Policies User Agreement) when you begin your clerkship.

Support Services for Employees

These services are provided to you as employees of the Court. Please contact the services directly if you are interested.

Law Clerk Promotion Eligibility Check List

This form is necessary to complete any future promotions with the court. Please complete as accurately as possible.

Model Confidentiality Statement

Please read the Model Confidentiality Statement and sign the bottom of page two.