

## WELCOME TO THE UNITED STATES DISTRICT COURT



Congratulations for being selected as a Law Clerk to a Federal Judge. To work with a Federal Judge is a prestigious honor that only a select few individuals have an opportunity to experience. We are confident that this experience will prove both challenging and rewarding while affording you the opportunity to learn a unique perspective of how the Judicial System operates. The United States District Court for the Northern District of Illinois welcomes you!

A Human Resources representative has informed you about the Enter on Duty (EOD) web link. The EOD will allow you to complete the necessary appointment paperwork electronically and return it to the Human Resources Department. We will be able to review the completed forms and have them ready for your signature when you arrive on your start date. During this process we will be available to provide instructions and assist you to complete the EOD paperwork.

For your convenience, this link from the local web site has been created to provide you with additional information that would be beneficial to you to review prior to your appointment date. The information provided in this link are:

- Federal Employees Health Benefit Program (FEHBP)
- Federal Employees Dental and Insurance Program (FEDVIP)
- Federal Employees' Group Life Insurance (FEGILIP) Program Booklet
- Federal Law Clerk Standards
- 2009 Judicial Salary Plan Table
- Judiciary Code of Conduct
- Model Confidentiality Statement
- Network Systems Local Court Policy
- Summary of Benefits for Law Clerks
- List of Support Services
- Judicial Self ID (Please complete and bring with you on your start date)

Please contact the Human Resources Department if you have any questions.

U.S. District Court, Northern District of Illinois  
Human Resources Department - Clerk's Office  
219 S. Dearborn Street Room 1574  
Chicago, IL 60604

Telephone: 312-435-5599

e-mail: [human\\_resources\\_ilnd@ilnd.uscourts.gov](mailto:human_resources_ilnd@ilnd.uscourts.gov)