UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
OFFICE OF THE CLERK

MEMORANDUM

FROM: Human Resources Office

TO: Incoming Externs, Interns and Volunteers

SUBJECT: **Instructions Regarding Paperwork/Background Check**

This memo is intended to accompany each packet sent to incoming externs, interns or volunteers to assist in completion of the required forms prior to starting their assignment.

The forms included in this packet must be completed by the individual and returned to the Human Resources Department in advance of the start of his/her assignment. This will allow for the required criminal background check to be completed prior to the start date. Pursuant to the Court's security policy, individuals will not be allowed to begin their duties or receive an identification badge until the criminal background check has been completed. It takes on average approximately 2-3 weeks for a background check to be completed. Therefore, **please return the completed documents as soon as possible.**

The forms with instructions are listed below:

- **Criminal Background Check Form** – This form needs to be completed by the individual as soon as possible before his/her start date. *It is imperative that a clear copy of two forms of identification are included.* Examples of acceptable forms of identification include a Driver's License, Social Security card, an unexpired U.S. Passport and Birth Certificate.

- **Fingerprint Form** – All externs, interns and volunteers must be fingerprinted in advance of their start date with the Court. Fingerprinting services are provided by law enforcement agencies as well as other businesses and can be easily located through an internet search. **The completed fingerprint form must be included with the rest of the materials returned to the Human Resources Department *as soon as possible***. Please do not wait until your first day to submit your fingerprints as this will delay the clearance from being received in a timely manner. **Identification cards WILL NOT be issued without background clearance.**

- **Current Address Form** – This form is completed by the individual.

- **Acknowledgment of Gratuitous Service and Waiver** – This form is completed by the individual.

- **Computer Security Manual** – The individual completes and submits the last page (receipt) but keeps the booklet. The job title should be included as "Extern, Intern or Volunteer" dependent on assignment. Do not be concerned about including phone numbers or log-in information, but do include the judge's or supervisor's name.

- **Internet Access Agreement** – The individual completes and submits the last page (receipt) but keeps the booklet. *Include the judge/supervisor name under "Department."*

- **Confidentiality Statement** – The individual must sign the back page and return it along with the other documents.

- **Employment Eligibility Verification (I-9)** – The individual is to complete section one only. **IMPORTANT:** You must provide one document from List A **OR** one document each from List B ***and*** List C. See page with the List of Acceptable Documents attached.

- **Social Media Policy** – Memorandum from the Chief Judge explaining the Court policy on the use of social media.

- **United States Court Appointment** – The individual must fill out his/her full legal name, date of entrance on duty (start date), duty station (city where externship, internship or volunteer assignment will take place), legal name in section B and sign as the appointee. The oath will be administered either in chambers or in the Human Resources office prior to commencing the assignment.

All completed documents, including the completed fingerprint card, must be returned to the Human Resources office. The address is:

U.S. District Court
Human Resources
312 N. Spring St, Room 535
Los Angeles, CA 90012

NOTE TO EXTERNS: If directed to return the completed packet and fingerprints to chambers, please do so and chambers staff will forward the documents to the Human Resources Office for processing.

If you have any questions, please call the Human Resources Office at (213) 894-2356.

Enclosures

5/22/2013