FINGERPRINT CARD INSTRUCTIONS

Fingerprint Card – All externs and law clerks must be fingerprinted **in advance** of their start date with the court. The fingerprint form must be taken to a law enforcement agency or place of business so the fingerprints can be completed. The law clerk or extern can go to **ANY** place of business that can conduct this service. It cannot be submitted via livescan. The extern or law clerk is to complete all areas at the top of the form with their personal information. The box marked (MNU) is for placement of the Driver's License or Identification Card number. Please send the completed fingerprints to the address below.

COURT ADDRESS

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