



UNITED STATES DISTRICT COURT

DISTRICT OF CONNECTICUT

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Law Clerk Appointment

Welcome to the United States District Court, District of Connecticut!

This site contains all of the forms necessary to process your entry as a Law Clerk. Additional reference materials and guides are also included to assist you in making informed decisions as to which health plan to choose, and whether or not you wish to participate in the Federal Employee's Life Insurance Program. Please review and fill out these forms to the best of your ability and bring them with you to your scheduled Human Resources orientation meeting. Please do not email these forms to us. Please call to schedule your orientation with Human Resources at least one month in advance of your start date.

AO78, Application for Judicial Branch Federal Employment Appointment form: Must be completed as thoroughly and as soon as possible [dates must be specific - month, day and year especially for #16 and the date you received your JD if applicable] in order to determine your salary compensation. Please bring the completed form to your scheduled orientation appointment with Human Resources.

AO 197, Law Clerk Promotion Eligibility Checklist: Complete the information on the form. *Reminder, it is your responsibility to notify HR via email 4-6 weeks in advance each time you meet the requirements for promotion eligibility consideration (as outlined in the attached notice - current information can always be found on the JNET). Retroactive promotions are not authorized by the Administrative Office of the U.S. Courts (AO).*

I-9 Employment Eligibility Verification form: Please complete section 1 of the form. Bring this document along with the required identification as listed on page 2 to your orientation with HR.

SF 2809, Federal Employee Health Benefit Insurance form: Please complete Parts A, C, D (Event Code is 1A and Date of Event is your start date) and H. For information please refer to your welcome email. Please only submit one copy of the form.

Dental & Vision Benefits: Please visit www.benefeds.com as enrollment is completely web-based or you may call their customer service line at 877-888-3337 for more information.

SF 2817 Federal Employee Group Life Insurance (FEGLI) form: You are automatically enrolled in the basic plan (your salary rounded up to the next thousand plus two thousand dollars). The cost of the insurance is roughly \$0.150 for each \$1,000.00 of insurance (bi-weekly). You only need to complete this form if you want to opt out of the coverage or if you want to enroll in additional coverage. For more information, please go to the following website www.gsa.gov. In the search bar enter SF 2817. Please only submit one copy of the form.

SF 2823, Designation of Beneficiary (FEGLI) form: If necessary, please complete the form and only submit one copy.

SF 1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee form: If necessary, please complete the form and only submit one copy.

SF 3102, Designation of Beneficiary (FERS) form for Career Law Clerks ONLY: If necessary, please complete the form and only submit one copy.

SF 1199A, Direct Deposit form: Direct deposit is required. Please complete and have your financial institution complete sections 2 and 3.

CT or Other State Tax form: Please complete and return.

W4 Federal Tax form: Please complete and return.

Reminder: You are taxed for both the state you live in and work in. Please complete your tax forms and all paperwork using your correct address information.

Chambers Online Automation Training (COAT): It is recommended that you take this on-line training prior to your start date. The website is <http://uscourts.webapponline.com/>. To register complete the Extern self - enrollment option. The password is *training*.

Welcome to the Court family.