



# 2016 Law Clerk Onboarding Registration Form

*Note: We recommend that you use Internet Explorer, as not all web-browsers are compatible with fillable PDF forms. If you have problems submitting the form, please save the form (PDF format) to your computer and complete the registration.*

**Please complete all information:**

Name (Please print): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Judge's Name: \_\_\_\_\_

**Human Resources will be available to accept your forms and answer your questions from 1:15 p.m. – 2:00 p.m. The session will begin promptly at 2:00 p.m.**

Those arriving after the scheduled start time (2:00 p.m.) will not be admitted and will need to reschedule.

**Please complete and bring the following forms with you. They are located on the [Forms & Instructions for Onboarding Day](#) page.**

- **I-9 Form** - Bring page 7 with Section 1 completed & bring the acceptable ID & a copy of your ID
  - one from List A or two items --- one from List B **and** one from List C
- **W-4 and Direct Deposit forms**
- **Emergency Data Sheet**

Yes, I will attend the session indicated below. Choose **one** day and click submit below.

\_\_\_\_\_ **Tuesday, June 7, 2016** 2:00 p.m. U of MD - Francis King Carey School of Law  
<http://www.law.umaryland.edu/about/directions.html> Ceremonial Courtroom

\_\_\_\_\_ **Wednesday, June 15, 2016** 2:00 p.m. University of Baltimore School of Law

\_\_\_\_\_ **Tuesday, June 21, 2016** 2:00 p.m. University of Baltimore School of Law  
[http://law.ubalt.edu/admissions/visit/parking\\_directions.cfm](http://law.ubalt.edu/admissions/visit/parking_directions.cfm) Moot Court Room

Each session will last approximately one hour and 15 minutes.

**If you need further information, please contact Connie Winkel, [connie.winkel@mdcourts.gov](mailto:connie.winkel@mdcourts.gov) 410-260-1275 or Debra Kaminski, [debra.kaminski@mdcourts.gov](mailto:debra.kaminski@mdcourts.gov) 410-260-1271**

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