



PETER J. WELSH
CLERK OF COURT

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
FOR THE
MIDDLE DISTRICT OF PENNSYLVANIA
WILLIAM J. NEALON FEDERAL BLDG. & U.S. COURTHOUSE
235 NORTH WASHINGTON AVENUE
P.O. Box 1148
SCRANTON, PA 18501-1148
(570) 207-5600 FAX (570) 207-5650
WWW.PAMD.USCOURTS.GOV

DIVISIONAL OFFICES:

HARRISBURG:
(717) 221-3920
WILLIAMSPORT:
(570) 323-6380

ACKNOWLEDGMENT FORM

- Code of Conduct for Federal Employees
- Employment Dispute Resolution (EDR) Plan
- Health and Safety Orientation Manual
- Appropriate Use and Security Policy and Agreement
- Security Awareness and Training Policy
- Security Awareness Information
- Remote Access Policy
- Judiciary's Benefits Programs, including:
Health Benefits Program, Life Insurance, Supplemental
Benefit Plans (Dental and Vision Insurance, Flexible
Benefits Program, Commuter Benefit Program and Long
Term Care Insurance (LTC) – the LTC Insurance is
suspended until December 2026), Parking Subsidy Program,
Transportation Subsidy Program, Employee Assistance Program
and Leave Programs.
- Telework Policy
- Law Clerk Handbook
- Maintaining the Public Trust – Ethics for Federal Judicial Law Clerks

I hereby acknowledge that I have reviewed each of the above-referenced documents located on the District Court's Law Clerk Web Page. I hereby agree to comply with the policies, procedures and guidelines set forth therein.

In addition, as an employee of the District Court, I further acknowledge that I am responsible for reviewing the online Personnel Manual and all other related policies and information located on the District Court's SharePoint Human Resources Page upon hire.

Date

Employee Signature