

Court Contact Intern Checklist	
Intern Name:	Judge/Supervisor:
Appointment Date:	Separation Date:

Initial Notifications to Staff – Intern’s Name, Contact Information, and Appointment/Separation Dates

- Division Manager – Russell Eslinger, Jason Keeton, or Kathy Keeton
- Human Resources – Olivia Maness or Shea Lowe
- Information Technology – David Disney
- Procurement – Daniel Copeland (if parking is needed for chambers interns)
- Library – Tom Vanderloo (if Westlaw and Lexis credentials are needed for chambers interns)

Background Check/Fingerprints

- Contact the USMS to schedule fingerprints prior to or on an intern’s appointment date.
- Submit completed fingerprint card to HR.

Appointment Forms

- AO 196A – Gratuitous Service/Waiver
- AO 78A – United States Court’s Appointment (Oath)
- Email completed forms to HR on an intern’s appointment date.

Facilities Access Card (FAC) and Parking

- Contact Division Manager to schedule a time for FAC issuance.
- Ensure intern registers his or her FAC with the USMS and GSA (Knoxville interns only).
- Issue parking information to intern.

Separation Actions

- Confirm separation date was provided to contacts in the Initial Notification to Staff section.
- Collect FAC and any other applicable Court or parking items from intern.
- Return FAC to Division Manager.
- Complete intern separation checklist.
- Prepare intern certificate.