



Superior Court Law Clerk Hiring Process

Once a Law Clerk has been selected:

- Judicial Secretary should request information for the background check. (*Inform Law Clerk offer is conditional pending outcome of background check.*)
- Provide below information via email to the Deputy Court Administrator (DCA) & The HR Resource mailbox (Superior.HR@delaware.gov).

Information needed for background check

Law Clerk's Name (First and Last)

Date of Birth

Driver's License Number (State of Issuance)

Background check results will be forwarded to the Judicial Secretary and HR:

- When the status of the Law Clerk's background check is received **then** the Judge should provide the Law Clerk with the offer letter for the upcoming term.
- Law Clerks should send back the signed offer letter to the Judicial Secretary.
- The Judicial Secretary should provide a copy of signed letter to HR, along with contact information and any paperwork the Law Clerk has provided to the Judge (resumes, writing sample etc.).
 - **Contact Information needed**
Name (First, Last, Middle)
Physical Address
Contact Phone Number
Email Address –
**Let them know that HR
will be contacting them
via email.**

Fingerprinting

- **This is handled by HR.**
- At the time of the fingerprinting, the Law Clerk needs to request a receipt. This receipt **MUST** be returned to HR as soon as possible. (Fingerprinting done outside of DE will not be reimbursed.)

The HR's responsibility:

- Sending out a new hire letter, fingerprinting documents, and a welcome packet via email. (Sent out Mid- July). If a verification letter is required sooner. Please advise the Law Clerk to contact HR directly. Superior.HR@delaware.gov
- HR will send the Law Clerk Information/Tracking Spreadsheet to the Management Analysts Resource Mailbox. The MA Team Member responsible for access will use the information provided on the spreadsheet to complete the Employee Access Forms (EAF) for the incoming Law Clerks, using the assigned, pre-approved Judicial Officer Law

Clerk Template EAF. If through the course of business, it is determined that additional access is required outside of what is listed on the Pre-Approved Judicial Officer's Law Clerk EAF Template, the Judicial Secretary would need to provide a new EAF for their Law Clerk requesting the updated access to the Management Analysts Resource Mailbox. If this additional access will be required going forward, it will be added to that Judicial Officer's Law Clerk EAF Template.

- Orientation with HR will be in August prior to their start date. (Held in each county.)
- Any questions regarding the status of the access should be directed to the Management Analyst Department via their Resource Mailbox. Management.Analysts@delaware.gov.
- Generic ID badges used for Law Clerks. These badges are tracked by HR in NCC. Kent and Sussex distribute their own badges. All badges must be returned once their term is has ended.
- During orientation the Law Clerks will be informed to show their new hire letter to Capitol Police on their first day to enter through the employee line.
- During Law Clerk Orientation aka Boot Camp with the Judges. Parking passes for NCC Law Clerks and validation letters will be passed out.

Deactivation of Law Clerk Access – Deactivation EAFs for the outgoing Law Clerks will be completed by The MA Team Member responsible for access automatically, (unless the Law Clerk is remaining for additional year), by using the established Pre-Approved Judicial Officer Law Clerk EAF Templates.

This will be completed as close to the next business day, after the outgoing Law Clerk has left Superior Court Employment. (This typically is the next business day after the new Law Clerks start.)

Law Clerk Resigns/Terminated Early – It is the responsibility of **HR/Judicial Officer's Secretary** to notify the Management Analyst Resource Mailbox that a Law Clerk has resigned or has been terminated prior to the end of their 1-year term. Upon notification of end of employment to the MA Team, the Deactivation of Law Clerk Access Procedures will be completed as outlined above.

Law Clerk Transfers to another State Agency - It is the responsibility of **HR/Judicial Officer's Secretary** to notify the Management Analyst Resource Mailbox that a Law Clerk is Transferring to another State Agency. HR/Judicial Officer's Secretary must inform the MA Team which State Agency the Law Clerk is transferring to and the Law Clerk's Official last day with Superior Court, as at Close of Business (C.O.B.) on that date, (4:30pm), JIC and DTI will begin the process of transferring the Law Clerk's Account to their new agency, terminating their Superior Court Access immediately. Upon notification of end of employment, (Transfer) to the MA Team, the Deactivation of Law Clerk Access Procedures will be completed as outlined above.

Employee Access forms are a generic template. If there are any updates needed, please send a new EAF to the Management Analysts team.

Management.Analysts@delaware.gov