

Incoming Clerks – Employment Eligibility

What if I'm not a U.S. citizen?

Please contact HR immediately if you are not a U.S. citizen. All employees must complete the I-9 form and provide HR with original employment verification documents within three (3) days of hire in order to receive compensation from the Federal Judiciary.

Current appropriations law prohibits the use of appropriated funds to pay the compensation of any employee of the U.S. federal government where the duty location is in the continental U.S. unless such person is a:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (e.g., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B). A lawful permanent resident "seeking citizenship":

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin judiciary employment. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so. It is required that all noncitizen applicants who are offered judiciary employment complete an affidavit indicating that they are seeking or intend to apply for citizenship in advance of their hire date for review by the Administrative Office.

The HR representative will provide additional information about the affidavit language and will serve as a liaison to the Administrative Office.

HR Contact Information:

- Tina Stavrou, Human Resources Administrator - (410) 962-3552 / tina_stavrou@mdd.uscourts.gov
- Tracee Jones, Human Resources Specialist - (301) 344-3223 / tracee_jones@mdd.uscourts.gov
- Mailing address: Clerk's Office, 4th Floor U. S. Courthouse, 101 West Lombard Street, Baltimore, MD 21201