



Superior Court Intern/Extern Hiring Process

Once an Intern/Extern has been selected:

- Judicial Secretary should request information for the background check. (*Inform the individual that the offer is conditional pending outcome of background check.*)
- Provide below information via email to the Deputy Court Administrator (DCA) & Human Resource mailbox (Superior.HR@delaware.gov)
 - Anticipated **Start** and **End** date
 - **Information needed for background check**
 - Intern/Extern's Name (First, Last, Middle)
 - Date of Birth (Month, Day, Year)
 - Driver's License Number or State ID Number & State of Issuance

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

- When the status of the Intern/Extern background check is received **then** the Judicial Officer should provide the individual with the offer letter for the intern/externship.
- The Judicial Secretary should copy the acceptance letter to the Human Resource mailbox (Superior.HR@delaware.gov) along with the intern/externs contact information listed below.
 - **Contact Information needed**
 - Intern/Extern's Name (First, Last, Middle)
 - Physical Address
 - Contact Phone Number
 - Email Address –

**Let your intern/extern know that
HR will be contacting them via
email.**

Employee Access Forms (EAF)

- A generic EAF template is submitted to the MA team by HR for each intern/extern. If there are specific requirements for your chambers, please notify the MA team at Management.Analysts@delaware.gov.

Fingerprinting

- **This is handled by HR.**
- At the time of the fingerprinting, the Intern needs to request a receipt. This receipt **MUST** be returned to HR as soon as possible, and no later than the first day in chambers. (Fingerprinting done outside of DE will not be reimbursed.)

Documentation for Signing

- Provided electronically by HR prior to the intern's first day.
- Judicial Secretaries are to bring the intern/extern to HR to hand in the signed documentation sheets, then receive an ID badge, on their first day.

Intern/Extern Badges (Badges are generic with NO photos (There is a set # of badges):

- **NCC**- Badges are provided to the Judicial Secretary once the paperwork has been completed and received. HR is responsible for tracking the badges.
- **Kent** - Chambers uses a badge utilized for the intern/extern and a photocopy of the badge with the name of the intern/extern is to be provided to the Chief of Court Security.
- **Sussex** – If a badge needed it is provided by the Chief of Court Security.

Please contact HR immediately if the intern/extern dates of service to the Judicial Officer have changed.