Family Court of Delaware
New Hire Online Orientation Checklist

The below items need to be printed and brought with you on the day of your orientation.

☐ Completed I-9

- You are only required to complete and sign page 1 of the I-9.
- Remember to bring the required employment verification documentation on your first day. Eligible documents can be found on page 3 of the I-9 form.

☐ Completed W-4

- If you would like to have different withholdings done between state and federal, you must complete 2 separate forms. Indicate at the top which form is for STATE and which form is for FEDERAL. If you are doing the same withholdings for both state and federal, you may use one form. Indicate STATE & FEDERAL at the top of the form.

☐ Completed Direct Deposit authorization

- You are NOT REQUIRED to provide a void check or letter from your financial institution.

☐ Completed Notifind form.

- Complete the form with as much information as possible. If you do not know a particular field, you may leave it blank.

☐ PHRST Employee Information Form

- Complete Highlighted section only

☐ Completed DELJIS Request for Access form

- Completed ONLY the highlighted fields.

☐ Signed DTI Acceptable Use Policy

☐ Signed Judicial Branch Acceptable Use Policy

☐ Completed Signature page for Judicial Branch Code of Conduct

☐ Signed Confidentiality Agreement

☐ Policy Acknowledgement Form