

6th Judicial District
New Employee Paperwork
Forms/Documents to be returned to Administrative Office

It is necessary to return the following forms and documents to the 6th Judicial District Administrative Office. Unless otherwise noted, scanned documents are sufficient. Scanned documents may be returned to 6jdh@courts.state.ny.us. Original documents should be mailed to 6th JD Administrative Office, 31 Lewis Street, Binghamton, NY 13901

Please feel free to contact this office by email at 6jdh@courts.state.ny.us or by phone at 607-240-5320.

- Nomination (ORIGINAL)**
- I-9 (ORIGINAL)**
- Copy of Social Security Card**
- W-4**
- IT-2104**
- Direct Deposit**
- Fingerprint Receipt**
- State Employee Statement in Lieu of Oath**
- Probationary Information Form**
- Dual Employment Approval Form (return if applicable)**

- EEO Form - return to address on form**

- Acknowledgment of Receipt of Email & Internet Policy**
- Acknowledgment of Receipt of Cell Phone Use Policy**

- NYS Retirement System - Notice of Right to Membership**
- NYS Retirement System - Membership Registration Application (ORIGINAL)**

- Health Insurance Transaction Form PS404 (ORIGINAL)**
- Documentation Necessary to Enroll in NYSHIP**
- NYSHIP Opt-Out Application (ORIGINAL if applicable)**
- Domestic Partner Application, Tax Affidavit & Supporting Documentation (ORIGINAL if applicable)**

- NYPERL Long Term Care Insurance Plan Notice and Fact Sheet (ORIGINAL)**

- CSEA**
- EBF Enrollment Form**
- Membership Application (return to address on application if enrolling)**

- MC**
- PS-404 (ORIGINAL)**
- Supplemental Benefit Plan Enrollment Application (ORIGINAL)**
- Documentation Necessary to Enroll**
- Aetna Life Insurance Designation of Beneficiary (ORIGINAL)**
- PS-934 M/C Life Application (return if enrolling) (ORIGINAL)**
- Sick Leave Bank Declination Form (return if declining participation)**

- For District Office Use Only**
- Acknowledgment Form - Attendance at New Employee Orientation**
- Acknowledgment Form - Rules of Chief Judge**
- Acknowledgment Form - Employee Handbook and Discrimination Policy Booklet**
- Acknowledgment Form - Chain of Command**