

**6<sup>th</sup> 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 6<sup>th</sup> Judicial District Administrative Office. Unless otherwise noted, scanned documents are sufficient. Scanned documents may be returned to [6jdh@nycourts.gov](mailto:6jdh@nycourts.gov). Original documents should be mailed to 6<sup>th</sup> JD Administrative Office, 31 Lewis Street, Binghamton, NY 13901. Please feel free to contact this office by email at [6jdh@nycourts.gov](mailto:6jdh@nycourts.gov) or by phone at 607-240-5320.

- Nomination (ORIGINAL)**
- I-9 (ORIGINAL)**
- Copy of Social Security Card**
- W-4**
- IT-2104**
- Direct Deposit (return unless declining)**
- Direct Deposit Declination (return if applicable)**
- Fingerprint Receipt**
- State Employee Statement in Lieu of Oath**
- Probationary Information Form**
- Dual Employment Approval Form (return if applicable)**
  
- 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**
- Documentation Necessary to Enroll in NYSHIP**
- NYSHIP Opt-Out Application (return if applicable)**
- Domestic Partner Application, Tax Affidavit & Supporting Documentation (return if applicable)**
  
- NYPERL Long Term Care Insurance Plan Notice and Fact Sheet (ORIGINAL)**

**CSEA**

- Membership Application (return to address on application if enrolling)**

**MC**

- PS-404**
- Supplemental Benefit Plan Enrollment Application**
- Documentation Necessary to Enroll**
- Aetna Life Insurance Designation of Beneficiary (ORIGINAL)**
- NYS UCS Judicial Dental Program Parent Affidavit**
- 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 - Participation in New Employee Orientation**  **Entered in ADBM Training File**
- Acknowledgment - Rules of Chief Judge**
- Acknowledgment - Discrimination Policy Booklet**
- Acknowledgment - Chain of Command**
- Acknowledgment - Employee Handbook & Bias-Free Policy**
- Acknowledgment - Viewing of Ethics Training Video**  **Entered in ADBM Training File**
- Acknowledgment - Viewing of Sexual Harassment Prevention Video**  **Entered in ADBM Training File**
- Acknowledgment - Viewing of Workplace Violence Prevention Video**  **Entered in ADBM Training File**