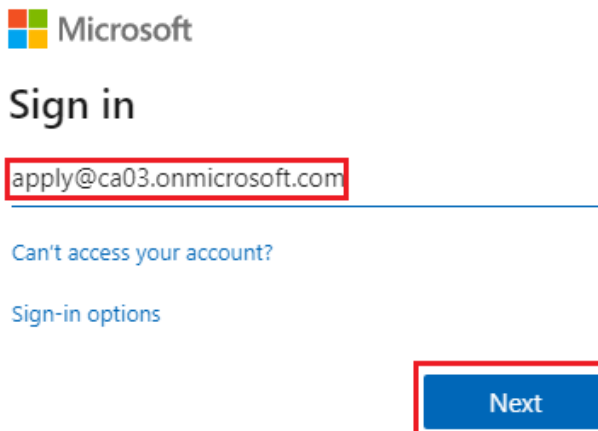


Application Instructions for Clerk's Office Attorney Vacancy:

1. Download and complete the AO-78 application form (version dated 12/21) found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.
2. Create a single PDF file, containing the following: Cover Letter, résumé, copy of law school transcripts, short writing sample (no more than 10 pages and edited by the applicant only), references, and the completed AO-78 application form.
3. Submit the prepared PDF file online using the steps that follow. **Note: The online interface is only compatible with the following browsers: Chrome, Edge and FireFox.**
4. Open a fresh browser instance (**Chrome, Edge or FireFox only**) and navigate to: <https://ca03.sharepoint.com/Sites/Vacancy/Sitepages/ApplyForVacancy.aspx>
5. At the **Sign in** prompt, enter: **apply@ca03.onmicrosoft.com** and click **Next**



Microsoft

Sign in

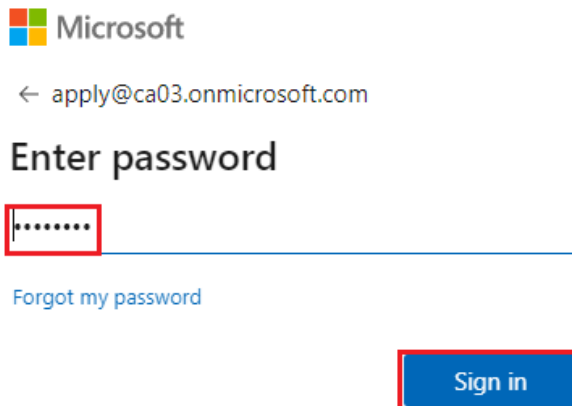
apply@ca03.onmicrosoft.com

[Can't access your account?](#)

[Sign-in options](#)

Next

6. At the **Enter Password** prompt, enter: **Job@ca03** and click **Sign in**



Microsoft

← apply@ca03.onmicrosoft.com

Enter password

Job@ca03

[Forgot my password](#)

Sign in

7. At the **Stay signed in?** screen, click **No**:



apply@ca03.onmicrosoft.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

8. On the form page titled: **Apply for a Vacancy**, complete all fields in the **Create New Application** section. For the **Supporting File Upload** field, select your prepared PDF file.
9. Click **Submit Application** and wait until a confirmation appears. The same confirmation will be emailed to the address entered in the form.

Note: If a confirmation e-mail message is not received in the Inbox, check the Spam/Junk directory. In case of errors note the details and contact the IT Help Desk: CA03help@ca3.uscourts.gov / 267-299-4150