

# United States Courts Appointment

## Section A

Judge's Staff:

Yes  No

\_\_\_\_\_  
Name of Court

\_\_\_\_\_  
Legal name of appointee - First, Middle, Last  
Name will be on records as printed

\_\_\_\_\_  
Position title

\_\_\_\_\_  
Date of entrance on duty

\_\_\_\_\_  
Duty station

Vice \_\_\_\_\_

Separated \_\_\_\_\_

\_\_\_\_\_  
Previous incumbent

\_\_\_\_\_  
mm/dd/yyyy

\_\_\_\_\_  
Signature of appointing officer

\_\_\_\_\_  
Full name & title of appointing officer

**Note: Appointing officer, please indicate the grade & step or level:** \_\_\_\_\_

## Section B

I do solemnly swear/affirm that:

**A. OATH OF OFFICE**

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

**B. AFFIDAVIT AS TO STRIKING AGAINST THE GOVERNMENT**

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

**C. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE**

I have not, nor has anyone acting in my behalf, given, transferred, promised, or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

**D. AFFIDAVIT AS TO EMOLUMENT FROM FOREIGN OFFICE**

I will not accept, nor am I accepting any present emolument, office, or title, of any kind whatever, from any King, Prince, or foreign state.

**E. AFFIDAVIT AS TO PERSONAL HISTORY AND EXPERIENCE AND QUALIFICATIONS STATEMENTS**

The information given concerning personal history, experience and qualifications is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of appointee

Subscribed and sworn (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

in \_\_\_\_\_, \_\_\_\_\_  
City State

\_\_\_\_\_  
Full name & title of official administering the oath

\_\_\_\_\_  
Signature of official administering the oath

SEAL

Note: The words "So help me God" in the oath and the word "swear" wherever it appears above should be stricken out when the appointee elects to affirm rather than swear to the affidavits; only these words may be stricken and only when the appointee elects to affirm the affidavits.

**APPOINTMENT IS NOT COMPLETE UNTIL OATH OF OFFICE IS ADMINISTERED.**

# AO-78A – UNITED STATES COURTS APPOINTMENT

## Section A

- Name should reflect employee’s legal name as is appears on the employee's Social Security card.
- Indicate position title, whether the position is new or vice another position, including the name and date of separation/transfer of the previous incumbent.
- The appointing officer, or someone with delegated signature authority (see the [AO-76](#), “Personnel Action Signature Form,”) must sign Part A. For example, if Jane Smith is the appointing officer and John Doe has been delegated signature authority, the form should be signed: *John Doe for Jane Smith*.
  - A copy of the [AO-76](#), must be provided to the Staffing Services Branch (SSB). For additional information see the Statutory Appointment Authority Matrix, HR Manual, Chapter 10, Section 1G.
- Indicate the appointee’s grade and step or classification level.

## Section B

- The date of the oath must be on or before the date of entrance on duty, and may be administered in person, or by telecommunication or videoconference.
- Per [5 U.S. Code § 2903\(c\)](#), an oath authorized or required under the laws of the United States may be administered by “... (1) the Vice President; or (2) an individual authorized by local law to administer oaths in the State, District, or territory or possession of the United States where the oath is administered.” This includes federal judges, notary publics, or anyone deputized to give oaths by the clerk of court. If signed by a notary, the notary public seal must appear in Section B. Court/unit seal must be on the form unless signed by a Judge in Section B.

## References:

[HR Manual, Chapter 10, Personnel Processing Procedures](#)

[HR Manual, Chapter 15, Human Resources Records](#)

[Human Resources Appointment Checklist](#)