

HUMAN RESOURCES FAQs

Q: Can you confirm that my resume was received?

A: If you submitted a completed resume and application by email you will receive an automated response and confirmation. There is no confirmation for resumes and applications submitted via fax or mail. In addition, only those selected to be interviewed are directly contacted by Human Resources.

Q: I had an interview; can I follow up on the status of the position?

A: Yes, you may contact a Human Resources representative to check on the status of the position and the progress of the interviewing. A Human Resources representative will contact you directly if there is a need for further information, another interview is to be scheduled or if you are selected for a position. Notification letters are sent to all those that interview with the court.

Q: Do I need to submit my transcript?

A: In the "How To Apply" section of the vacancy announcement you will find all the information and materials required in order to properly apply for a position. If a transcript is required it will be specifically noted.

Q: Can I send a "Thank you" note?

A: Yes, you can send a thank you note to Human Resources and/or interview panel members via fax, email or mail.

- United States District Court for the District of Columbia
333 Constitution Avenue, NW
Washington, D.C 20001
Attn: Human Resources Department
- DCD_HumanResources@dcd.uscourts.gov

Q: What is your process for verifying employment and how long will it take?

A: All requests for employment verification must be submitted in writing and contain a signed release from the employee. Requests can be sent via fax to (202) 354-3528. Please be sure to indicate to whom and where the information should be returned and allow at least 48 hours for a response.