

GUIDELINES FOR PROCESSING MEMBERSHIP APPLICATIONS

1. Verify that the appropriate circuit is identified on the face of the application. If it is not, please modify the application to include your circuit identifier.

Circuit: Sixth

2. If membership dues are paid by check, please:

- Verify that the check is made payable to the FJAA
- Verify that the amount is correct. Membership fees are \$40 for active members, regardless of status. Retired members pay \$25 annually or \$100 for a lifetime membership.
- Do not staple the check to the application

3. If membership dues are paid via PayPal, please make a notation on the original application before mailing it to the treasurer and vice-president.

4. Verify the date of hire. If it is within the last 12 months, there is no fee due.

5. Currently membership is extended to "Judicial assistants holding current appointments by Justices of the United States Supreme Court, Article III Judges, or United States Magistrate Judges shall have the privilege of voting and holding elective or appointed office." Please verify that the title disclosed on the membership application is the same "official title" as that indicated on the JNET "People Finder" page. <http://jnet.ao.dcn/resources/people-finder>

Name: Judith Stoyko Title: Judicial Assistant

as compared to:

Person		Office, Address & Other Details
Stoyko, Judith A. Judicial Assistant Voice: 415-522-3660 Fax: 415-522-3195	No Photo Available	California Northern District Court Chambers of Charles R. Breyer

6. Send a welcoming email to the JA with copy to the treasurer and vice-president, verifying receipt of the application, asking that any discrepancies you may have identified are remedied, and informing the member of the members-only password for the FJAA website.

7. Finally, when sending the application on for processing, no cover letter is necessary. Simply place the membership application and check (if any) in an envelope and mail it to the treasurer. Send a copy of the membership application to the vice-president if the application was not already forwarded with the email described in Item #6.