

**ONLINE APPLICATION INSTRUCTIONS**  
**U.S. BANKRUPTCY COURT**  
**FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

Applications must be submitted electronically using the Application Submission Form.

At the time of completing the on-line application, applicants must be prepared to upload each of the following:

- A cover letter in PDF format
- A résumé in PDF format
- A completed, signed, *Federal Judicial Branch Application for Employment* (Form AO 78) <sup>1</sup>.

The application submission process will automatically close at the time indicated for each position. Once documents are submitted, they cannot be changed. Incomplete applications will not be considered. Hard copy/paper applications will not be accepted.

**ALL COURT EMPLOYEES ARE “AT WILL” EMPLOYEES AND CAN BE  
TERMINATED BY THE COURT WITH OR WITHOUT CAUSE.**

**THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**

---

<sup>1</sup> Help making PDF files.

The AO 78 Application for Employment is an Acrobat file with fields that enable you to key your information onto the form. The free Acrobat Reader does not allow you to save the completed form. If you cannot save the application form try one of the following methods to prepare the application for submission.

Many scanners and multi-function printers are able to scan paper to a PDF file. If you have a scanner or multi-function printer fill out the form using Acrobat Reader and print it to paper then scan the paper copy to a PDF file.

If you do not have a scanner or multi-function printer you can fill out the application using Acrobat Reader, print it to paper and have a copy center convert the paper document to PDF format for you.

There are free programs available on the Internet that allow you to generate PDF files. Tutorials are also available from various sources to assist you. The court cannot assist you with any programs or utilities you choose to install on your computer. Only download programs from trustworthy, reliable web sources.

The AO 78 form is available from the [forms page](#) of the US Court's Web site.