



New Jersey Courts

Independence • Integrity • Fairness • Quality Service

Law Clerk Portal User Guide

July 8, 2020

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Law Clerk Applicants

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Accessing the Law Clerk Portal

- Navigate to <https://njcourts.gov/>.
- The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.
- Scroll down and click on **Law Clerk Recruitment**.

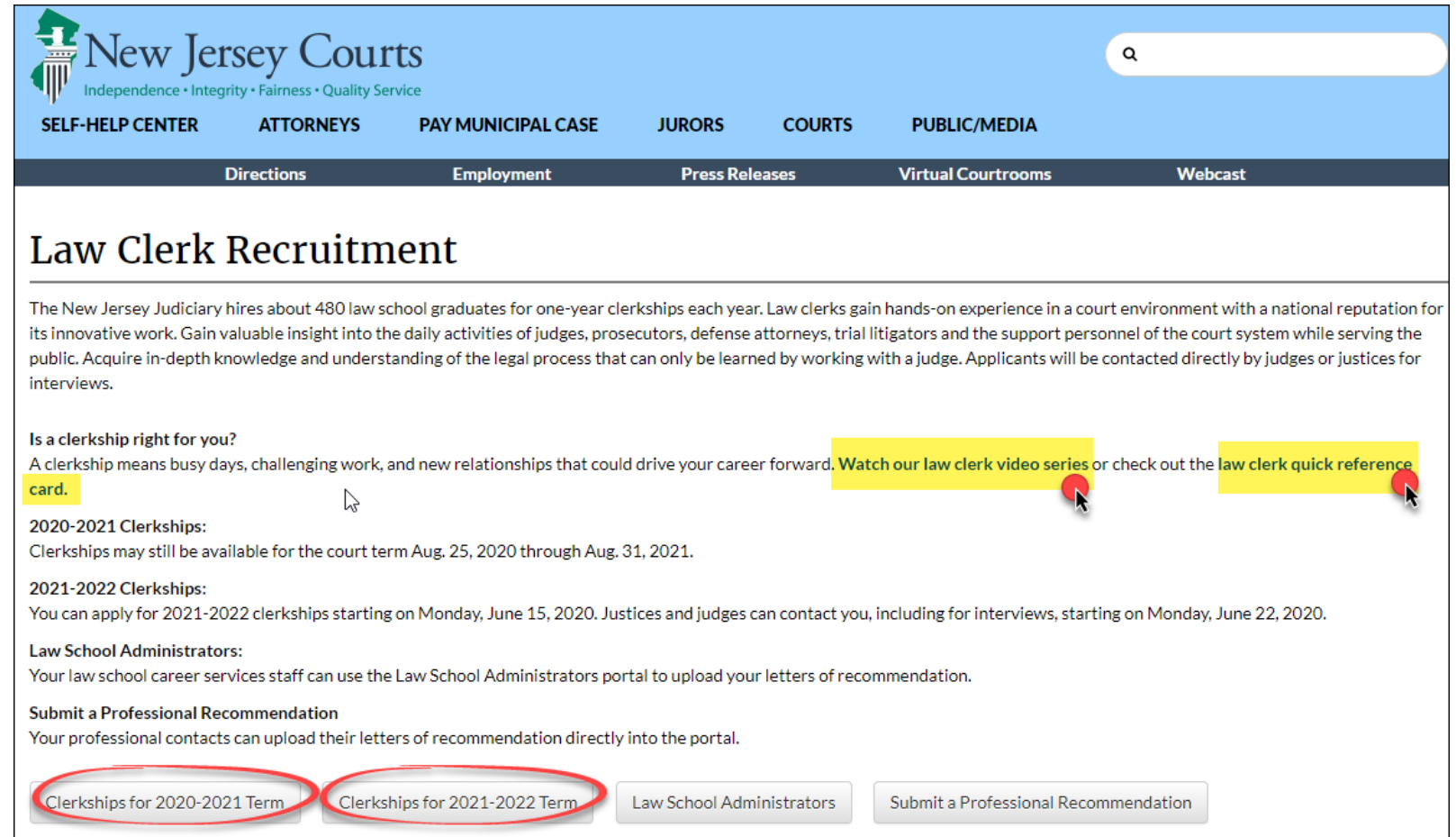


Accessing the Law Clerk Portal

- Select the applicable court term button.
- Positions may be available for multiple court terms.



Check out our law clerk video series or review our law clerk quick reference card!



The screenshot shows the 'New Jersey Courts' website with the 'Law Clerk Recruitment' section. The header includes the court logo, navigation links (SELF-HELP CENTER, ATTORNEYS, PAY MUNICIPAL CASE, JURORS, COURTS, PUBLIC/MEDIA), and a search bar. Below the header are links for Directions, Employment, Press Releases, Virtual Courtrooms, and Webcast. The main content area is titled 'Law Clerk Recruitment' and contains a paragraph about the hiring process. It also features a section 'Is a clerkship right for you?' with a link to 'Watch our law clerk video series' and a link to 'law clerk quick reference card'. Below this are sections for '2020-2021 Clerkships', '2021-2022 Clerkships', 'Law School Administrators', and 'Submit a Professional Recommendation'. At the bottom, there are four buttons: 'Clerkships for 2020-2021 Term', 'Clerkships for 2021-2022 Term', 'Law School Administrators', and 'Submit a Professional Recommendation'. The first two buttons are circled in red.

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

SELF-HELP CENTER ATTORNEYS PAY MUNICIPAL CASE JURORS COURTS PUBLIC/MEDIA

Directions Employment Press Releases Virtual Courtrooms Webcast

Law Clerk Recruitment

The New Jersey Judiciary hires about 480 law school graduates for one-year clerkships each year. Law clerks gain hands-on experience in a court environment with a national reputation for its innovative work. Gain valuable insight into the daily activities of judges, prosecutors, defense attorneys, trial litigators and the support personnel of the court system while serving the public. Acquire in-depth knowledge and understanding of the legal process that can only be learned by working with a judge. Applicants will be contacted directly by judges or justices for interviews.

Is a clerkship right for you?
A clerkship means busy days, challenging work, and new relationships that could drive your career forward. [Watch our law clerk video series](#) or check out the [law clerk quick reference card](#).

2020-2021 Clerkships:
Clerkships may still be available for the court term Aug. 25, 2020 through Aug. 31, 2021.

2021-2022 Clerkships:
You can apply for 2021-2022 clerkships starting on Monday, June 15, 2020. Justices and judges can contact you, including for interviews, starting on Monday, June 22, 2020.

Law School Administrators:
Your law school career services staff can use the Law School Administrators portal to upload your letters of recommendation.

Submit a Professional Recommendation
Your professional contacts can upload their letters of recommendation directly into the portal.

[Clerkships for 2020-2021 Term](#) [Clerkships for 2021-2022 Term](#) [Law School Administrators](#) [Submit a Professional Recommendation](#)

Accessing Open Positions - 2020/2021 Court Term

- Positions may currently be available or become available during the year for the 2020/2021 court term.
- Click on **Law Clerk Job Posting** to access and apply to openings in our applicant tracking system, NEOGOV.



Be sure to explore the informational links!

Clerkships for 2020-2021 Term

You still can apply for a clerkship for the 2020-2021 court term (Aug. 25, 2020 through Aug. 31, 2021). Click on **Law Clerk Job Posting** to see a list of available clerkships.

- [Law Clerk Job Posting](#)
- [Overview of Clerkship](#)
- [2019-2020 General Assignment Order](#)
- [Updates to the General Assignment Order - "Notices to the Bar"](#)
- [New Jersey Supreme Court Information](#)
- [New Jersey Appellate Information](#)
- [New Jersey Tax Court Information](#)
- [New Jersey Superior Court Information](#)
- [Judges' Chambers Listing](#)

Questions? Contact us at LawClerkFAQ@njcourts.gov

Accessing the Law Clerk Portal - 2021/2022 Court Term

- If you already have an account, select the Existing User Login button. If you forgot your password, you may reset it.
- If you are new to the system, register by selecting the New User Registration button.



Check out our Law Clerk Job Posting!

Clerkships for 2021-2022 Term

You can apply for the 2021-2022 court term (Aug. 25, 2021 through Aug. 31, 2022) through the law clerk portal.

[New User Registration](#)

[Existing User Login](#)

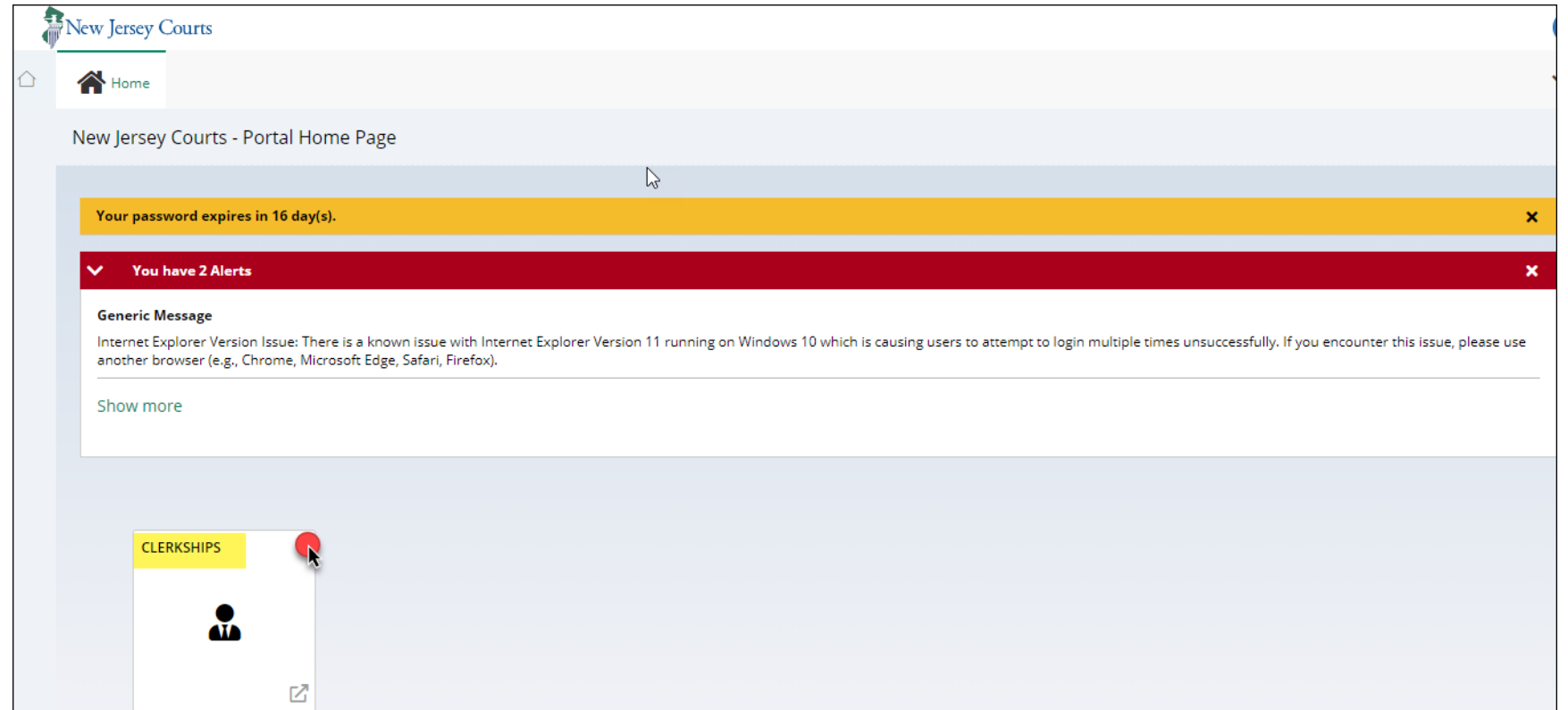
- [Law Clerk Job Posting](#)
- [Overview of Clerkship](#)
- [2019-2020 General Assignment Order](#)
- [Updates to the General Assignment Order - "Notices to the Bar"](#)
- [Law Clerk Portal User Guide](#)

- [New Jersey Supreme Court Information](#)
- [New Jersey Appellate Information](#)
- [New Jersey Tax Court Information](#)
- [New Jersey Superior Court Information](#)
- [Judges' Chambers Listing](#)

Questions? Contact us at LawClerkFAQ@njcourts.gov

Landing Page

- You have successfully logged onto the Law Clerk Portal!
- Click on **Clerkships** to begin the application process.



Home Tab

- The Home tab provides an overview of the contents of each tab in the portal for law school applicants.



If you need assistance with the Law Clerk Portal send an email to:

LawClerkFAQ@njcourts.gov

The screenshot shows the 'Judiciary - Law Clerkships' portal. The header includes the New Jersey Courts logo and the tagline 'Independence • Integrity • Fairness • Quality Service'. The navigation menu has tabs for 'Home', 'My Profile', 'My Documents', 'My References', 'Search Positions', and 'My Positions'. The 'Home' tab is selected and highlighted with a red arrow. The main content area contains a welcome message and detailed instructions for applicants.

Welcome to the New Jersey Courts Law Clerk Application Portal!

The Judiciary's Law Clerkship program is intended for recent law school graduates (defined as graduating law school within the past four years), who have not yet engaged in the practice of law. During the last week in June, chambers may begin reaching out to schedule interviews and/or extend a tentative offer of employment. Candidates will be provided at least 48 hours to accept or decline an offer. If you are selected for a clerkship, your status in the portal will change to reflect that you are no longer an active applicant.

The law clerk portal is compatible with a number of Internet web browsers including Google Chrome, Internet Explorer, Microsoft Edge, Safari, Firefox, etc. Some system functions may not work as intended depending on the browser. If you experience any issues, please try using another web browser such as Google Chrome or closing your current browser, cleaning the cache, and reopening the web browser.

My Profile
The "My Profile" tab allows applicants to create a profile that showcases their background and practical knowledge. This page permits applicants to input their education, work experience and bar admissions. This tab can be updated throughout the application process as more information becomes available.

My Documents
The "My Documents" tab allows applicants the ability to upload all of the necessary documents required to submit their clerkship applications. Required documents may include resume, cover letter, writing samples, as well as undergraduate and law school transcripts. There is also an option to add "other" documents if there is anything additional you would like to include with your application. You can even begin adding documents before the next court term opens!

My References
The "My References" tab allows applicants to enter the contact information for anyone you wish to use as a professional reference. You can enter multiple references on this tab and then select which ones you'd like to attach to each application you submit.

Search Positions
The "Search Positions" tab allows applicants the ability to search and filter statewide judicial clerkships using a variety of criteria. You may toggle between the current and upcoming court terms by selecting the appropriate court term in order to view the applicable list of open positions. Each justice/judge has their own requirements to apply. To view them, select on the circle next to the justice/judge's name and click on Upload Documents & Apply.

My Positions
The "My Positions" tab allows applicants to view/modify and check on the status of submitted applications.

Questions? Contact us at LawClerkFAQ@njcourts.gov

My Profile Tab – Education Section

- An * indicates that the field is required. If you do not complete a required field, when you save a red warning message will display at the top of the screen indicating the specific field that was not completed.
- If your undergraduate or law school are not in the drop-down lists, select Other.
- When choosing a Preferred Region be aware that it will impact the justice/judge's search results.

Home **My Profile** My Documents My References Search Positions My Positions

Education

First Name JCQA Last Name CloudClerk

Undergraduate School * Rutgers University Newark Undergraduate Graduation Date * 05/2015 Graduated Undergraduate with Honors ☐ Yes ☒ No

Law School * Rutgers Law School (Newark) Actual or Anticipated Law School Graduation Date * 05/2020 Graduated Law School with Honors ☒ Yes ☐ No

Degree Type * JD

Current or Final Law School GPA * 4.5 [If you do not have a GPA input 5] Email * jane.smith@gmail.com

Current or Final Law School Class Rank 35 out of 150 Preferred Region * All

Work Experience

Moot Court * ☐ Yes ☐ No ☒ N/A

My Profile Tab – Work Experience Section

- If **Yes** is selected for Law Review/Journal, Judicial Internship/Externship and/or Legal Work Experience, a box will display to input narrative details.
- Note: Remaining characters will count down as you input text into the field.

Work Experience

Moot Court★ ☒ Yes ☐ No ☐ N/A

Law Review / Journal★ ☒ Yes ☐ No ☐ N/A

Please provide details

Remaining: 3200 characters

Judicial Internship / Externship★ ☒ Yes ☐ No ☐ N/A

I worked two summers as an unpaid legal intern for Judge Taylor in Monmouth County vicinage. I was responsible for legal research.


Remaining: 3069 characters

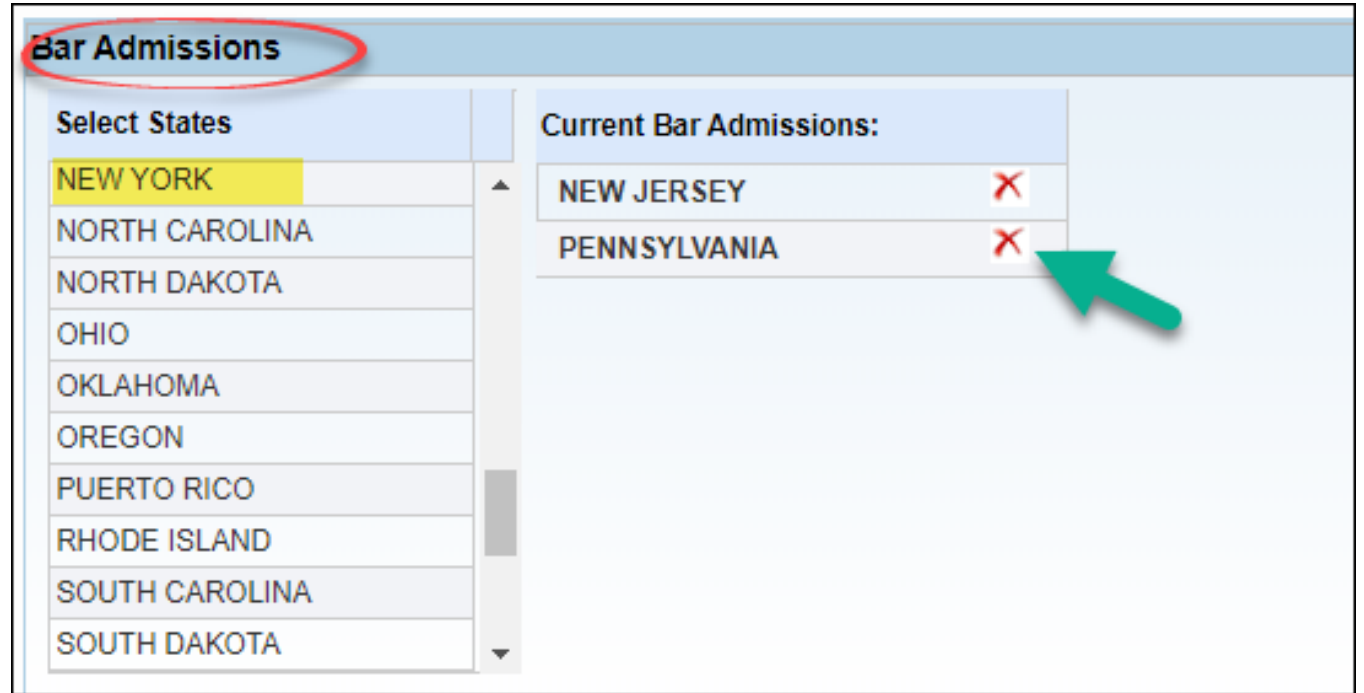
Legal Work Experience★ ☒ Yes ☐ No ☐ N/A



Please provide details

Remaining: 3200 characters

My Profile Tab – Bar Admissions Section

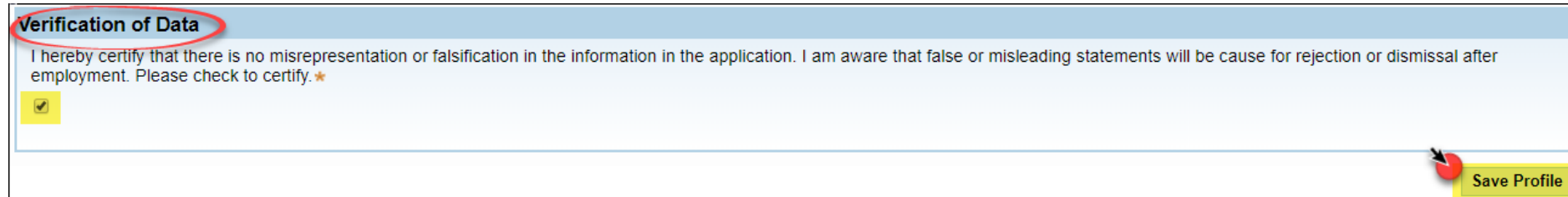
- Under Select States, locate the applicable state, click on it and the state will be added to your Current Bar Admissions.
- Click on the  to remove a state from your Current Bar Admissions.



Select States	Current Bar Admissions:
NEW YORK	NEW JERSEY 
NORTH CAROLINA	PENNSYLVANIA 
NORTH DAKOTA	
OHIO	
OKLAHOMA	
OREGON	
PUERTO RICO	
RHODE ISLAND	
SOUTH CAROLINA	
SOUTH DAKOTA	

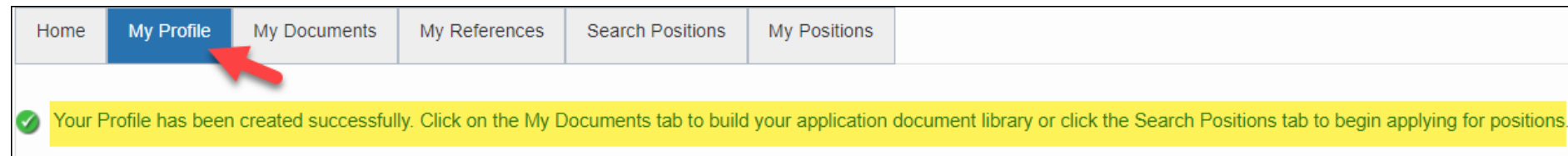
My Profile Tab – Completing Your Profile

- Check the box in the Verification of Data section to certify the information you input.
- Click on the Save Profile button. Work may be saved at any time!
- In order to avoid losing any work, be sure to **SAVE** frequently. ***There is no autosave feature.***



The screenshot shows a light blue box titled "Verification of Data" with a red circle around the title. Inside the box, there is a text area with the following text: "I hereby certify that there is no misrepresentation or falsification in the information in the application. I am aware that false or misleading statements will be cause for rejection or dismissal after employment. Please check to certify. ★". Below the text area is a yellow checkbox with a black checkmark. At the bottom right of the box is a yellow button labeled "Save Profile" with a red arrow pointing to it.

- A success message  will display at the top of the screen confirming that your work has been saved.



The screenshot shows a navigation bar with tabs: Home, My Profile, My Documents, My References, Search Positions, and My Positions. The "My Profile" tab is highlighted in blue, and a red arrow points to it. Below the navigation bar is a yellow banner with a green checkmark icon and the text: "Your Profile has been created successfully. Click on the My Documents tab to build your application document library or click the Search Positions tab to begin applying for positions."

My Documents Tab

- Create a document library ahead of time in order to expedite the application process.
- Upload customized cover letters, targeted resumes, writing samples, etc.
- There is no limit to the number of unique documents you can add to the List of Documents.



Note the helpful hints that appear throughout the system.



[Home](#) [My Profile](#) [My Documents](#) [My References](#) [Search Positions](#) [My Positions](#)

Once a document has been attached to an application, it cannot be modified or deleted.

List of Documents

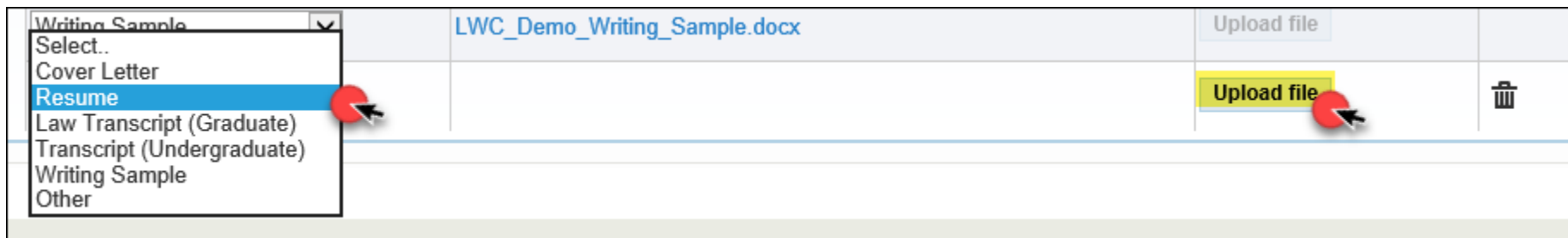
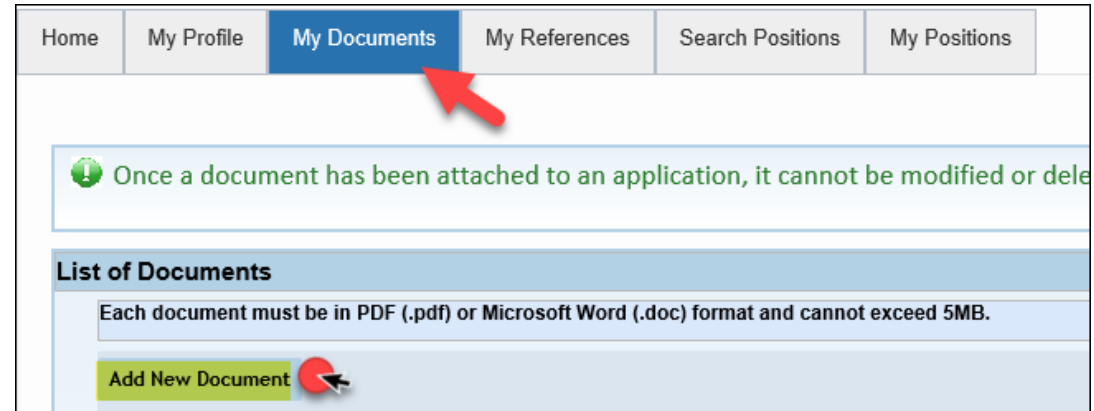
Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

Add New Document


Document Type	Document Name	Upload	
Resume	LORResume.docx	Upload file	
Other	LWC_Demo_Self_Recommendation_LOR.docx	Upload file	
Other	LWC_Demo_Self_Recommendation_LOR.docx	Upload file	
Other	Application_profile_TGB_1505745091667.pdf	Upload file	
Resume	LWC_Demo_Resume.docx	Upload file	
Cover Letter	LWC_Demo_Cover_Letter.docx	Upload file	
Resume	LWC_Demo_Resume.docx	Upload file	
Law Transcript (Graduate)	LWC_Demo_Law_Transcript.docx	Upload file	
Transcript (Undergraduate)	LWC_Demo_Transcript.docx	Upload file	

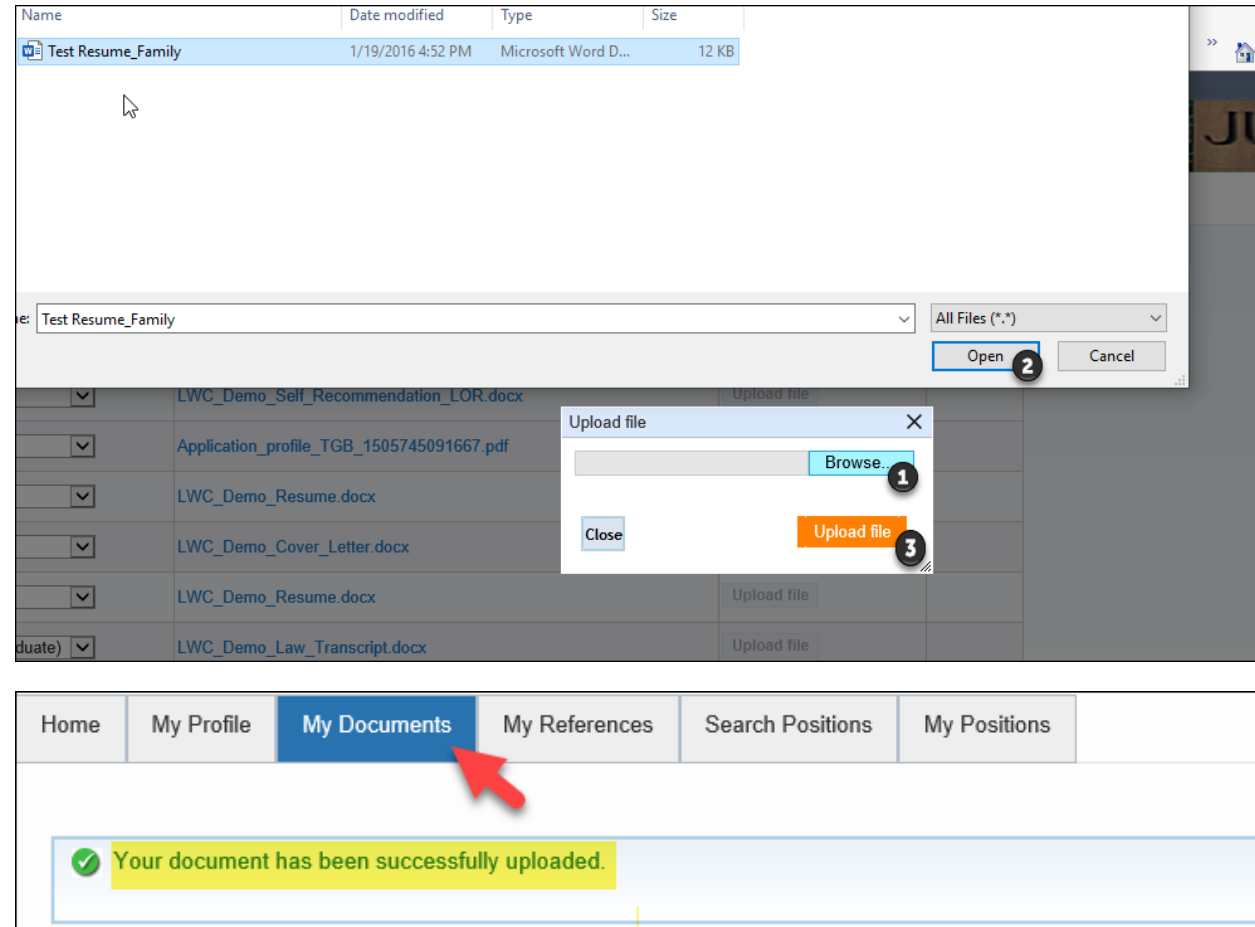
My Documents Tab – Adding a Document

- Click the Add New Document button.
- A new record input line will display at the bottom of the List of Documents.
- Select the type of document to upload.
- Click the Upload file button.




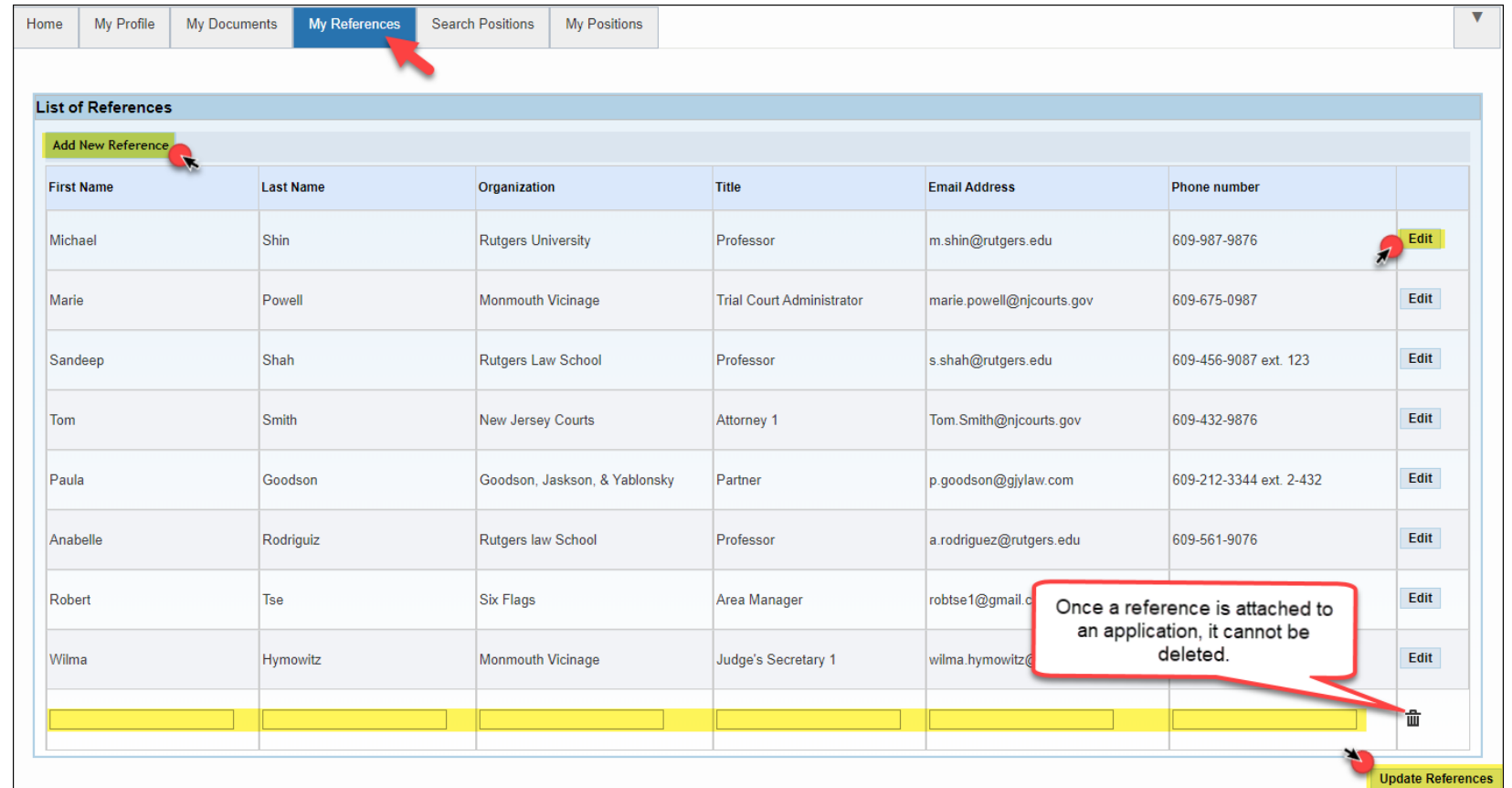
My Documents Tab – Adding a Document










- An Upload file pop-up box will display.
- Select the Browse button and locate a file to upload.
- Click on the Open button to select a file from your computer.
- Click the Upload file button.
- A success message  will display at the top of the screen confirming that your document has been successfully uploaded.



My References Tab

- Create a reference library ahead of time in order to expedite the application process.
- Click the Add New Reference button to display a new input line.
- To save, select the Update References button. A success message  will display at the top of the screen.
- To update a reference, click the Edit button. When complete, select the Update References button to save.



First Name	Last Name	Organization	Title	Email Address	Phone number	
Michael	Shin	Rutgers University	Professor	m.shin@rutgers.edu	609-987-9876	
Marie	Powell	Monmouth Vicinage	Trial Court Administrator	marie.powell@njcourts.gov	609-675-0987	
Sandeep	Shah	Rutgers Law School	Professor	s.shah@rutgers.edu	609-456-9087 ext. 123	
Tom	Smith	New Jersey Courts	Attorney 1	Tom.Smith@njcourts.gov	609-432-9876	
Paula	Goodson	Goodson, Jaskson, & Yablonsky	Partner	p.goodson@gjylaw.com	609-212-3344 ext. 2-432	
Anabelle	Rodriguez	Rutgers law School	Professor	a.rodriguez@rutgers.edu	609-561-9076	
Robert	Tse	Six Flags	Area Manager	robtse1@gmail.com		
Wilma	Hymowitz	Monmouth Vicinage	Judge's Secretary 1	wilma.hymowitz@njcourts.gov		
						

Update References

Search Positions Tab – Search for a Position

- The Law Clerk Portal allows you to search multiple court terms. You may search and apply to open positions from court terms that are displayed in the drop-down under Term.
- Select a court term and click the Search button to view positions statewide or use the filters to add additional criteria to narrow the search results.
- Hover over the Position Status field to view the status definitions.

Home My Students **Search Positions** User Guide

This page allows you to view all clerkships that have not yet been filled. Select the applicable court term, then you may search all available clerkships or use the filters to search using specific criteria.

Search Criteria

Term	Court Type	Justice/Judge	Superior Court Division	County	Position Status	Justice/Judge Alma Mater	
2020-21							Search Reset

Accepting - The justice/judge is still accepting applications for the position.
Closed - The justice/judge is no longer accepting applications for the position.

Search Positions Tab – Apply for a Position

- Click the View Position Details button for a brief overview of the position.
- To view application requirements, select the circle next to the justice/judge's name and then click the Upload Documents & Apply button.
- Continue the application process with the selected position or return to the Search Positions tab to review additional openings.

Search Results

Each justice/judge has their own application requirements. To view the requirements, select the circle next to the justice/judge's name and then click on the "Upload Documents & Apply" button at the bottom of the screen

Page 1 of 20

Select	Justice/Judge Name	Position ID	Court Type	Superior Court Division	Justice / Judge Alma Mater	County	Position Status	Term	
<input checked="" type="radio"/>	Angela Vanness	1559874685	Tax Court		Harvard Law School	ESSEX	Accepting	2020-21	View Position Details
<input type="radio"/>	Anthony Robbin	1581739586	Superior Court	Family	Mercer University School of Law	MERCER	Closed	2020-21	View Position Details

[Upload Documents & Apply](#)

Search Positions Tab – Upload Application Documents

- All required documents for the selected justice/judge will be displayed.
- Select the circle next to Select from My Documents to choose a document from your pre-populated library.
- Select the circle next to Upload a New File and click the Upload button to choose a file from your computer.

Law Clerk Position Application

Justice/Judge Name: Angela Vanness

Position Description: Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges, court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize judgments. Law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

Position Status: Accepting

Upload Documents

Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

Document Type	Document Name	Upload
Cover Letter		<p>Choose Upload Type</p> <p><input checked="" type="radio"/> Select from My Documents Select..</p> <p><input type="radio"/> Upload a New File</p>
Resume		<p>Choose Upload Type</p> <p><input type="radio"/> Select from My Documents</p> <p><input checked="" type="radio"/> Upload a New File Upload</p>

Search Positions Tab – Letters of Recommendation (LOR)

- The required number of LOR is listed at the top of the screen.
- If your law school uploads all or part of the required LOR, choose the applicable number of letters that career services will process on your behalf from the drop-down.
- An email may be input and sent to a professional recommender, which will allow them to directly submit a confidential LOR on your behalf.
- You may check to certify and upload a non-confidential LOR to the portal.



Please be sure to read all the instructions on the screen and check with your career services office before proceeding.

Letter(s) of Recommendation

This position requires 3 Letter(s) of Recommendation.

Please select the number of Letter(s) of Recommendation your law school career services office will be uploading for this position on your behalf. 0
0
1
2
3

If you are unsure if your law school will upload letters of recommendation on your behalf, please contact your career services office to confirm before making a selection. Once you click "Apply for Position", your selections can not be modified.

Your law school may register at: <https://njcourts.gov/public/lawclerks.html>

If your law school does not upload Letters of recommendation, please select "0" and input email addresses for professional recommenders or upload your own letters of recommendation when prompted below.

Add Item

Professional Recommender Email	Delete
<input type="text"/>	

If you would like to upload your own Letter(s) of Recommendation, please check to certify the authenticity of these documents and proceed to upload the letters.
I hereby certify that there is no misrepresentation or falsification in any of the information in the application. I am aware that false or inauthentic documents will be a cause for rejection or dismissal after employment.
Please check below to certify. ☒

Add Item

Document Type	Document Name	Upload	Delete
Letter of Recommendation	<input type="text"/>		

Search Positions Tab – Professional References

- The available spaces indicate the number of required references for the position being applied for. The number of professional references may vary by position.
- Select New and input the required reference information or choose a reference that was previously input on the My References tab from the drop-down to populate the fields.
- Click the Apply for Position button to finish the application.


The screenshot shows a web form titled "Reference(s)" with a sub-instruction: "Please complete the fields below for the required # of reference(s)." The form contains a table with two rows and seven columns: "Select", "First Name", "Last Name", "Organization", "Title", "Email Address", and "Phone Number". Each "Select" dropdown menu currently displays "New...". A red circle highlights the "Reference(s)" title. A red arrow points from the "New..." dropdown in the first row to a separate dropdown menu shown below the table. This menu lists several names: Shin, Michael; Powell, Marie; Shah, Sandeep; Smith, Tom; Goodson, Paula; Rodriguez, Anabelle; Tse, Robert; and Hymowitz, Wilma, followed by two more "New..." options. Another red arrow points from the "Back to Search Screen" button to a red circle. A third red arrow points from the "Apply for Position" button to a red circle.

Select	First Name	Last Name	Organization	Title	Email Address	Phone Number
New...						
New...						


Back to Search Screen

Apply for Position

My Positions Tab

- After completing the application process, a success message  will display at the top of the My Positions tab.
- Select the circle next to the Position ID of the application you would like to review and/or update and click the Modify Application button.

[Home](#) [My Profile](#) [My Documents](#) [My References](#) [Search Positions](#) [My Positions](#)

 You have successfully applied to Justice/Judge [Angela Vanness](#)


Positions Applied To

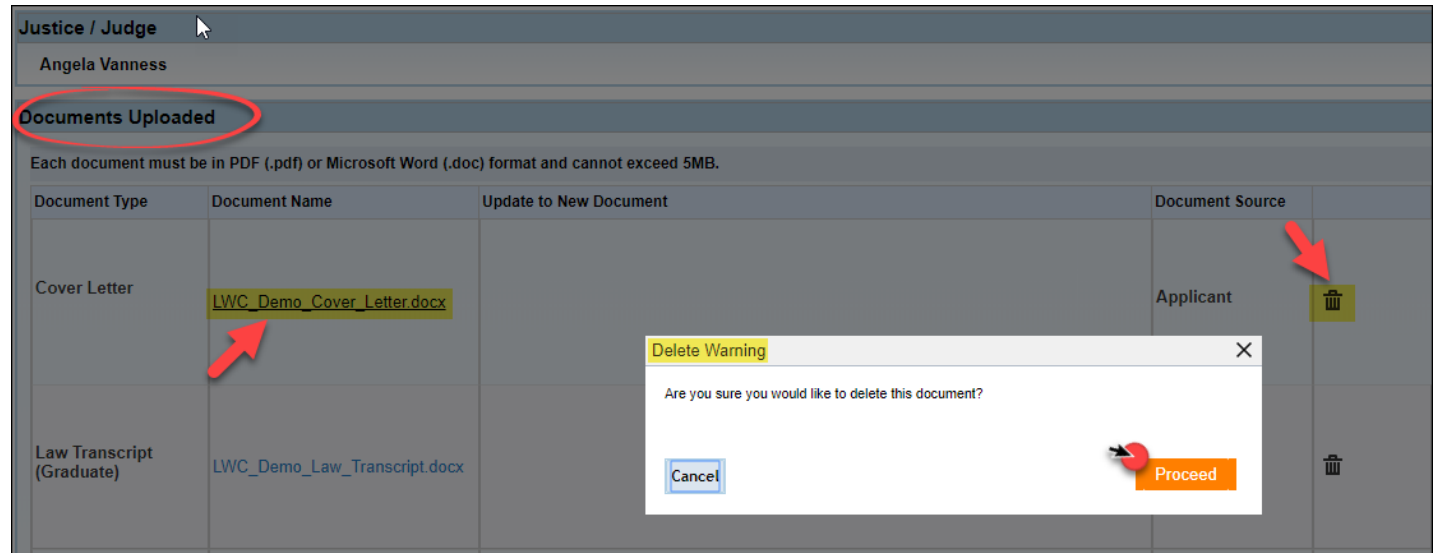
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Select	Position ID	Justice/Judge Name	Court Type	County	Position Status	Term
<input checked="" type="radio"/>	1559874685	Angela Vanness	Tax Court	ESSEX	Accepting	2020-21
<input type="radio"/>	1582413778	Anthony Robbin	Superior Court	MERCER	Closed	2020-21

Modify Application

My Positions Tab – Update Application Documents

- Click on hyperlink in the Document Name column to download and view the document.
- Select the trashcan  to delete the document. A Delete Warning pop-up box will display. Click the Proceed button to continue or choose the Cancel button.
- Select from My Documents or Upload a New File from your computer.



Justice / Judge

Angela Vanness

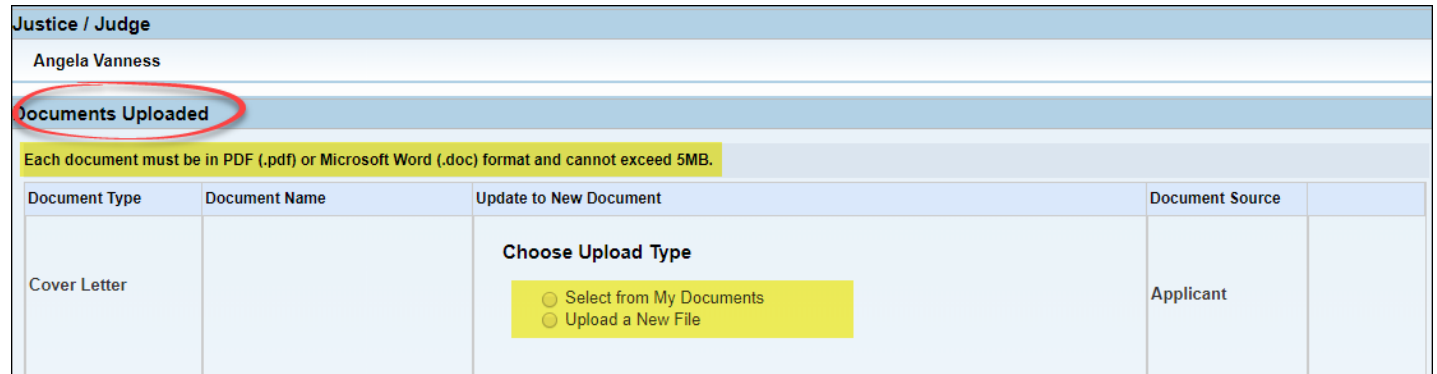
Documents Uploaded

Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

Document Type	Document Name	Update to New Document	Document Source
Cover Letter	LWC_Demo_Cover_Letter.docx		Applicant
Law Transcript (Graduate)	LWC_Demo_Law_Transcript.docx		

Delete Warning

Are you sure you would like to delete this document?



Justice / Judge

Angela Vanness

Documents Uploaded

Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

Document Type	Document Name	Update to New Document	Document Source
Cover Letter		Choose Upload Type <input type="radio"/> Select from My Documents <input type="radio"/> Upload a New File	Applicant

My Positions Tab – Update Application

- If you input a Professional Recommender to submit a confidential LOR on your behalf and the individual did not receive the instructional email with the link, confirm the accuracy of the email then click the Update Email or Resend Link button.
- Select another professional reference from your reference library. Expand the drop-down list and choose another reference.
- Click the Modify Application button to save your work.
- Note: Once you apply for a position, your LOR selections (law school career service office, professional recommender, or upload your own letter) cannot be modified.

Professional Recommender's Email

Please click on Update Email or Resend Link button to modify a Professional Recommender's Email or resend a verification code to the recommender.

Email
m.shin@rutgers.edu **Update Email or Resend Link**



Please contact the LawClerkFAQ@njcourts.gov if your professional recommender has not received the email.

Reference(s)

Select	First Name	Last Name	Organization	Title	Email Address	Phone Number
Shah, Sandeep	Sandeep	Shah	Rutgers Law School	Professor	s.shah@rutgers.edu	609-456-9087 ext. 123
Hymowitz, Wilma	Wilma	Hymowitz	Monmouth Vicinage	Judge's Secretary 1	wilma.hymowitz@njcourts.gov	609-815-2900 ext 23456

[Back to Applied Positions](#) **Modify Application**

Important Points to Remember!

- The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.
- Refer back to the Home tab for an overview of the various system features.
- In order to avoid losing any work, be sure to **SAVE** frequently. There is no autosave feature.
- To ensure your work has been saved, check the top of the page for success messages .
- Review the helpful hints  as you navigate through the portal.
- Once you apply for a position, your LOR selections (law school career service office, professional recommender, or upload your own letter) cannot be modified.
- If you have issues with the system, please send an email to LawClerkFAQ@njcourts.gov.

A black and white photograph of a row of classical columns, likely in a grand hall or museum. The columns are fluted and have papyrus capitals. They are arranged in a perspective that leads the eye from the foreground into the distance. The floor is made of large, dark tiles and is wet, creating clear reflections of the columns. The lighting is dramatic, with strong highlights and shadows.

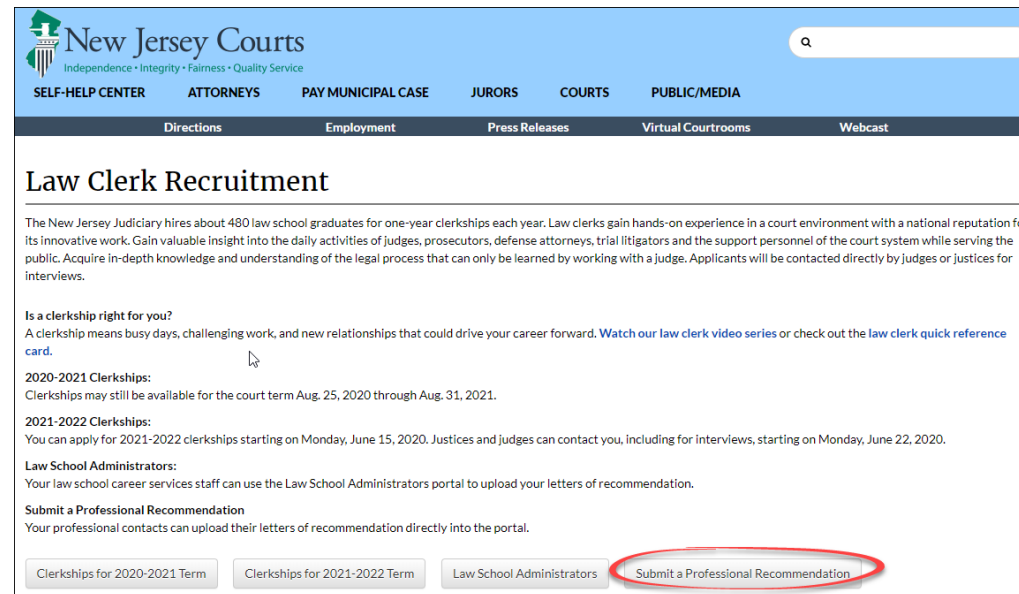
Professional Recommenders

Table of Contents – Professional Recommenders

- Accessing the Law Clerk Portal
- Landing Page
- Student/Applicant Verification Code
- Upload the Letter of Recommendation

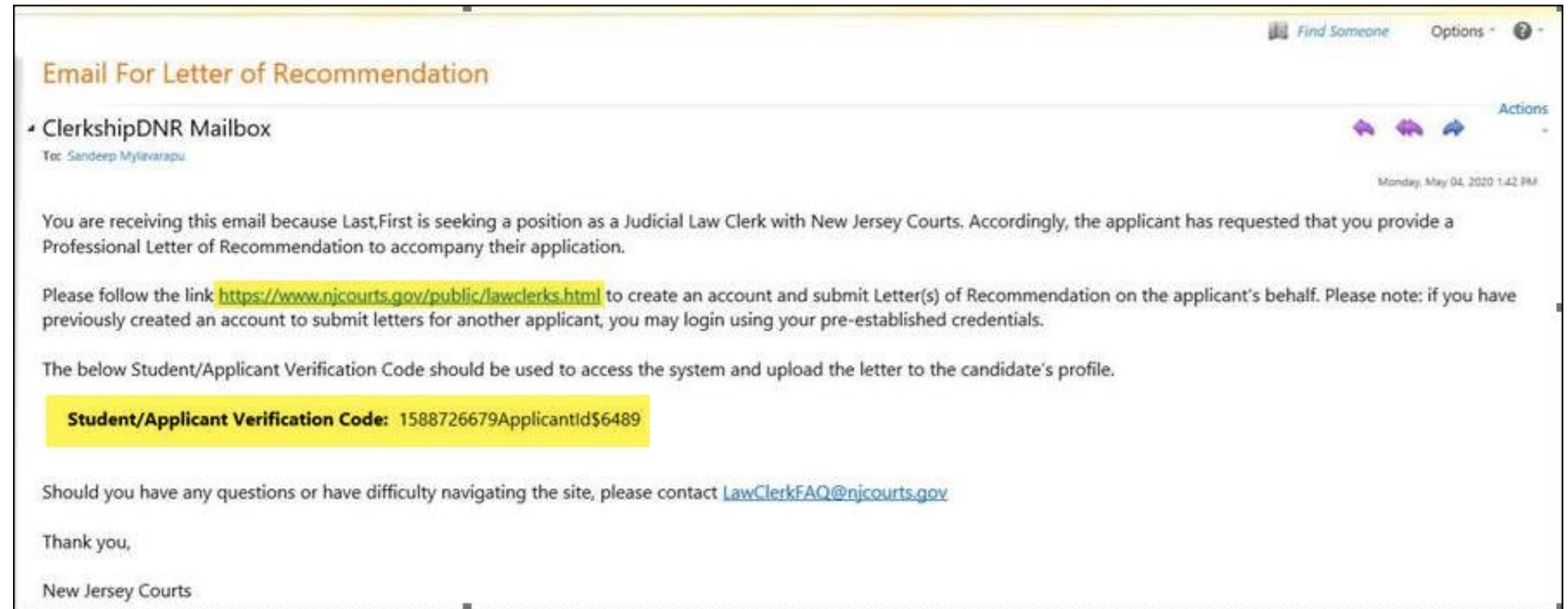
Accessing the Law Clerk Portal

- Navigate to <https://njcourts.gov/>.
- The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.
- Scroll down and click on **Law Clerk Recruitment**.
- Select the Submit a Professional Recommendation button to login as an existing user or complete a new user registration.



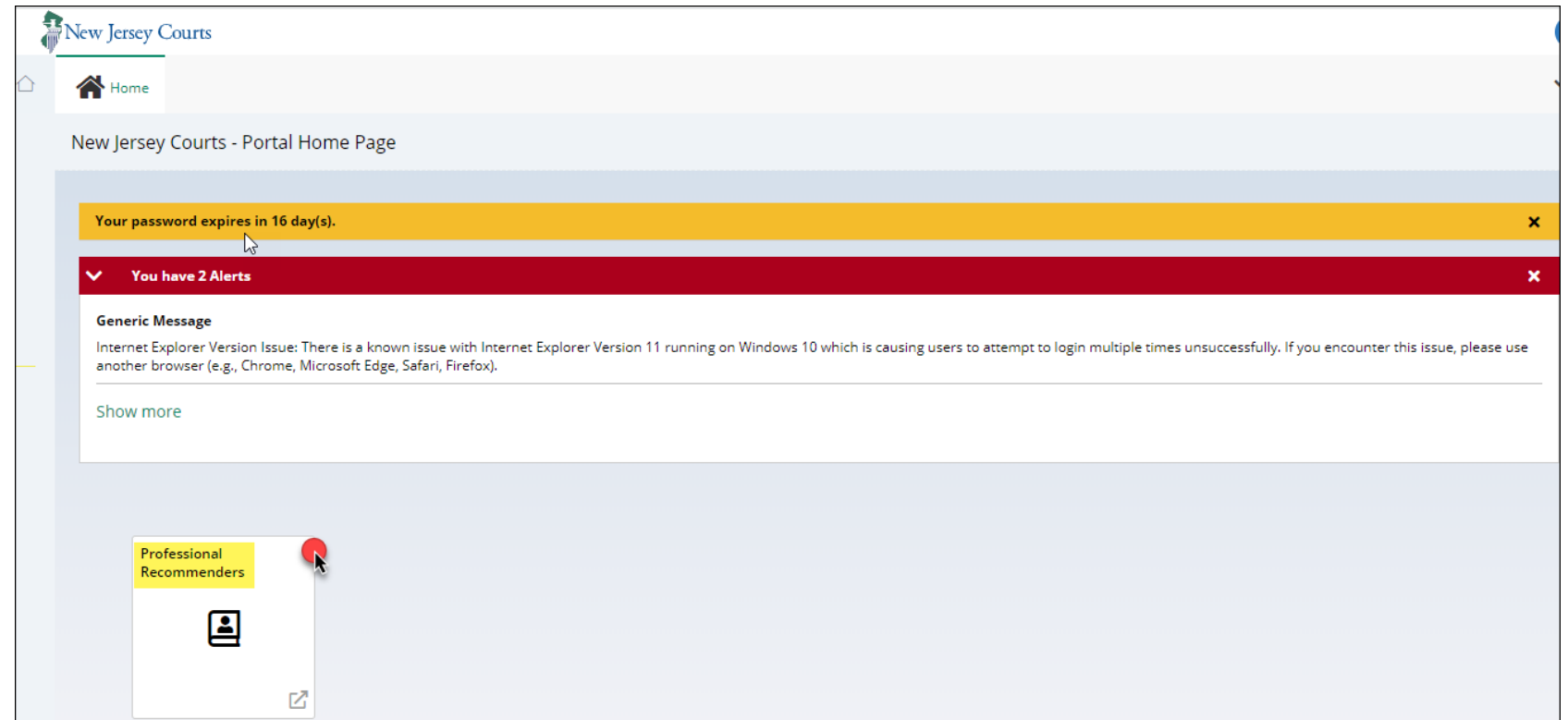
Accessing the Law Clerk Portal

- Professional Recommenders will also receive an email which will include a navigation link to the New Jersey Courts website as detailed on the prior slide.
- The email will also include the Student/Applicant Verification Code that will be used upload the letter for the student.



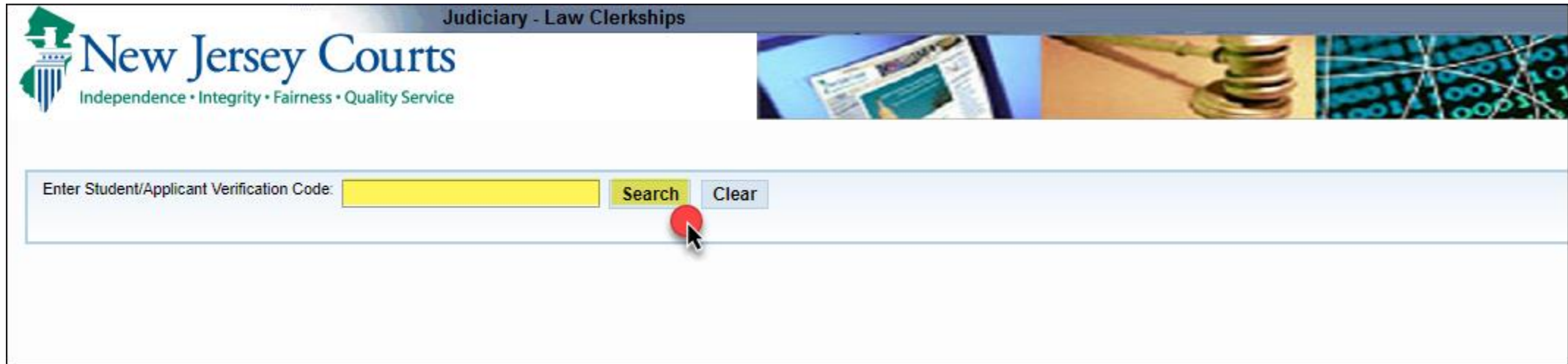
Landing Page

- You have successfully logged onto the Law Clerk Portal!
- Click on **Professional Recommenders** to upload a confidential Letter of Recommendation on behalf of the student.
- If you have issues with the system, please send an email to **LawClerkFAQ@njcourts.gov**.




Student/Applicant Verification Code


- Copy and paste the Student/Applicant Verification Code from the email into the input box.
- Click the Search button to locate the student.
- Select the Clear button if the student record does not display and re-enter the Student/Applicant Verification Code.



The screenshot shows the 'Judiciary - Law Clerkships' section of the New Jersey Courts website. The header includes the New Jersey Courts logo and the tagline 'Independence • Integrity • Fairness • Quality Service'. Below the header is a search form with the label 'Enter Student/Applicant Verification Code:' followed by a yellow input field. To the right of the input field are two buttons: 'Search' and 'Clear'. A red circle with a black arrow points to the 'Search' button. The background of the page features a collage of images including a laptop, a gavel, and a network diagram.

Upload the Letter of Recommendation (LOR)

- Verify the correct student/applicant is displayed.
- Locate the LOR file on your computer and click the Upload button.
- Select the trashcan  to delete and replace a document.

 Note: the process must be repeated for each student/applicant request email a professional recommender receives.



The screenshot displays the 'New Jersey Courts' portal for 'Judiciary - Law Clerkships'. It features a search bar with the verification code '1565495724CLOUDQAC' and buttons for 'Search' and 'Clear'. Below this is the 'Applied Position Details' section, which lists: Justice/Judge: Sandeep Mylavarapu, Applicant Name: QACLERK, CLOUD, and Position ID: 1565495724. At the bottom, a table shows the upload status for a 'Letter of Recommendation' file named 'LORWri096tingSample.pdf'. The table includes columns for 'File Type To Upload', 'Uploaded Document Name', and 'Upload'. The 'Upload' column contains a yellow 'Upload' button and a yellow trashcan icon. A red circle with a mouse cursor points to the 'Upload' button.

File Type To Upload	Uploaded Document Name	Upload
Letter of Recommendation	LORWri096tingSample.pdf	<div>Upload </div>

A black and white photograph of a row of classical columns in a law school hallway. The columns are fluted and have papyrus capitals. They are arranged in a perspective that leads the eye into the distance. The floor is polished and reflects the columns. The lighting is dramatic, with strong highlights and shadows.

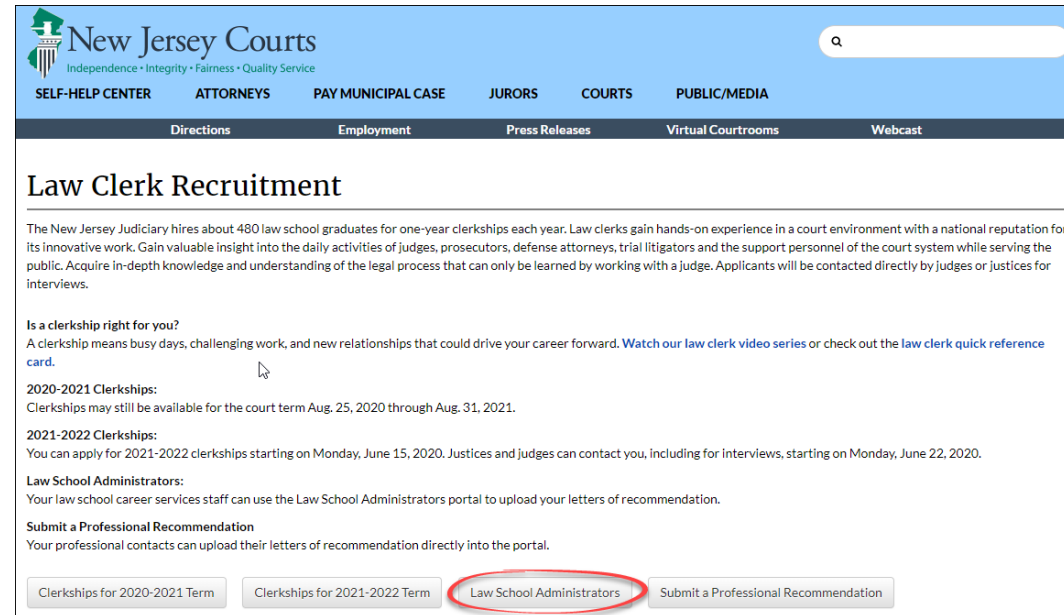
Law School Administrators

Table of Contents – Law School Administrators

- Accessing the Law Clerk Portal
- Landing Page
- Home tab - System Overview
- My Students tab – Manage Student Letter(s) of Recommendation
- Search Positions tab – Review open positions

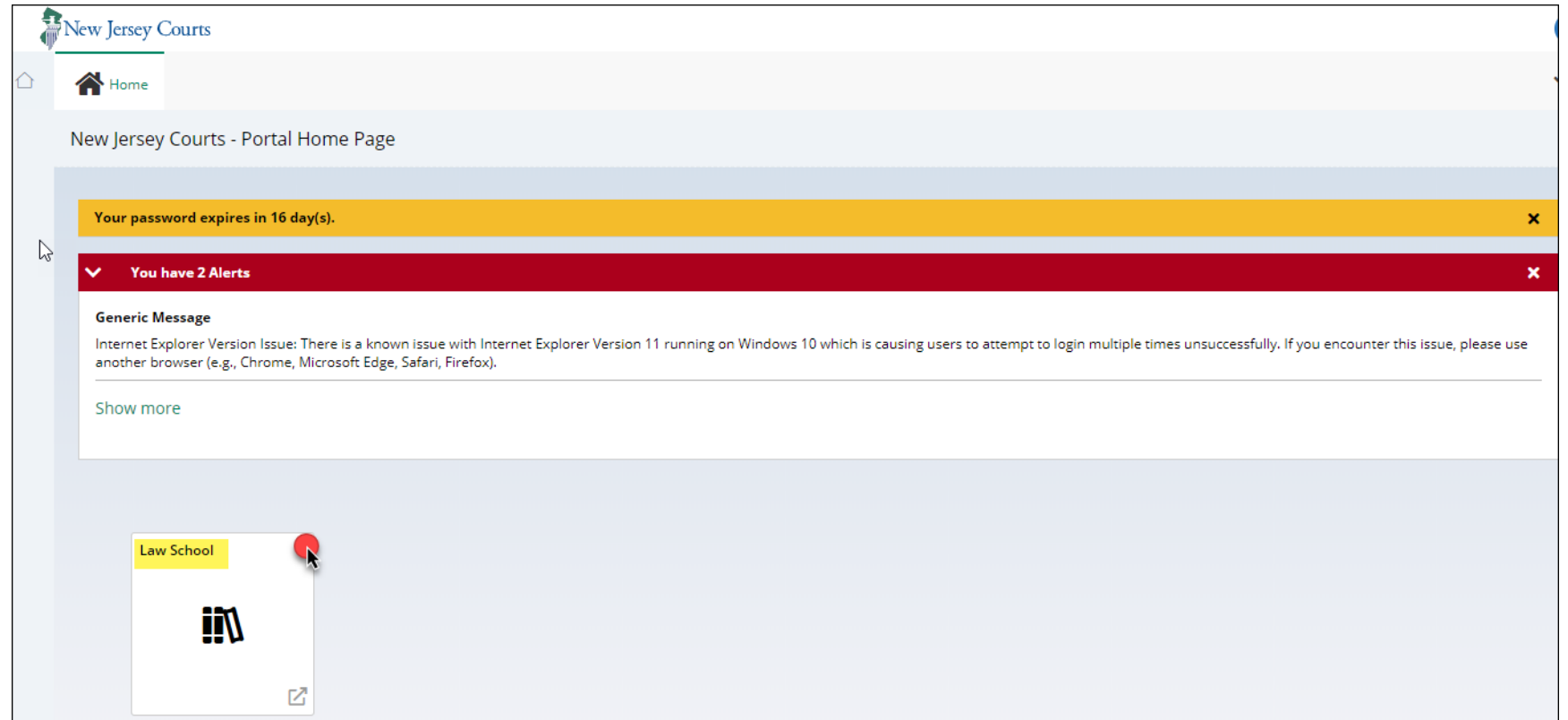
Accessing the Law Clerk Portal

- Navigate to <https://njcourts.gov/>.
- The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.
- Scroll down and click on **Law Clerk Recruitment**.
- Select the Law School Administrators button to login as an existing user or complete a new user registration.



Landing Page

- You have successfully logged onto the Law Clerk Portal!
- Click on **Law School** to begin managing your students.



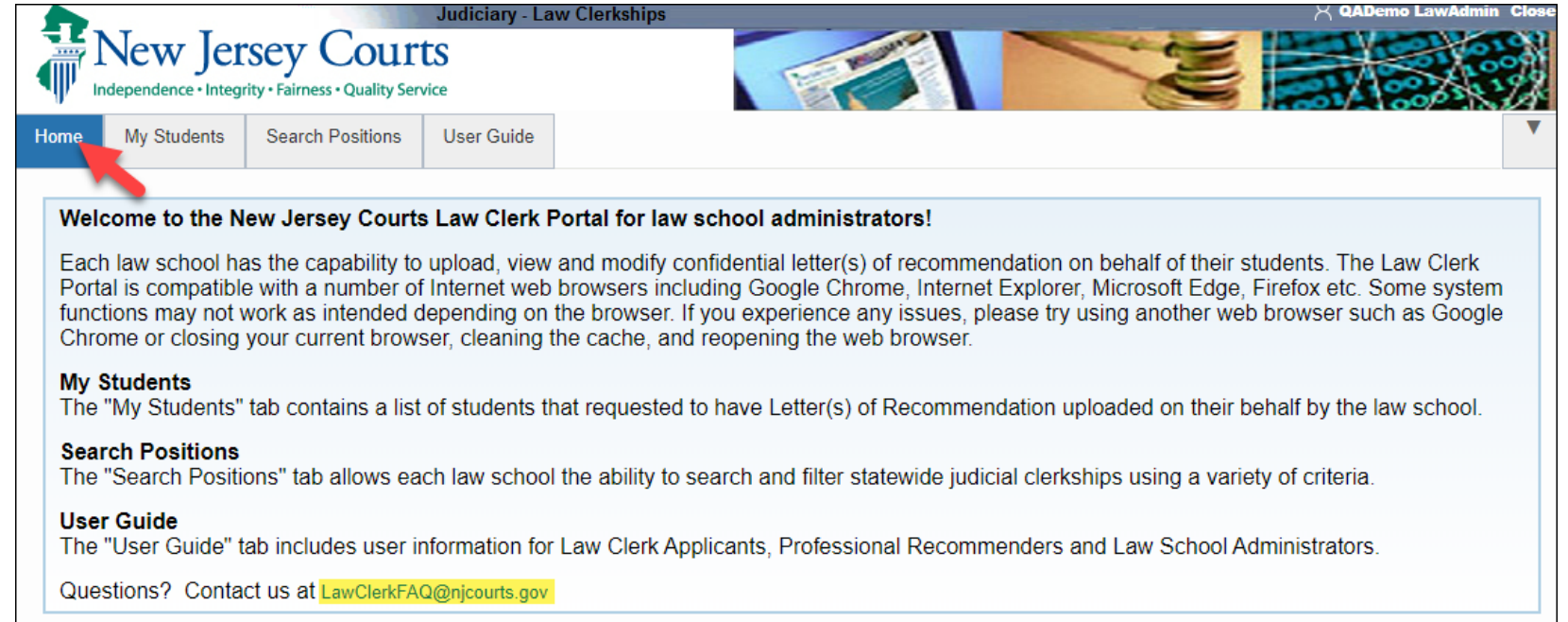
Home Tab

- The Home tab provides an overview of the contents of each tab in the portal for law school administrators.



If you need assistance with the Law Clerk Portal send an email to:

LawClerkFAQ@njcourts.gov



The screenshot shows the 'New Jersey Courts' Law Clerk Portal. At the top, there's a header with the NJ Courts logo and the text 'Judiciary - Law Clerkships'. Below this is a navigation bar with tabs: 'Home' (highlighted with a red arrow), 'My Students', 'Search Positions', and 'User Guide'. The main content area has a blue background and contains a welcome message for law school administrators. It lists the portal's compatibility with various web browsers and provides instructions for troubleshooting. Below this, there are three sections: 'My Students', 'Search Positions', and 'User Guide', each with a brief description of its function. At the bottom, it provides contact information for questions, including the email LawClerkFAQ@njcourts.gov.

Welcome to the New Jersey Courts Law Clerk Portal for law school administrators!

Each law school has the capability to upload, view and modify confidential letter(s) of recommendation on behalf of their students. The Law Clerk Portal is compatible with a number of Internet web browsers including Google Chrome, Internet Explorer, Microsoft Edge, Firefox etc. Some system functions may not work as intended depending on the browser. If you experience any issues, please try using another web browser such as Google Chrome or closing your current browser, cleaning the cache, and reopening the web browser.

My Students
The "My Students" tab contains a list of students that requested to have Letter(s) of Recommendation uploaded on their behalf by the law school.

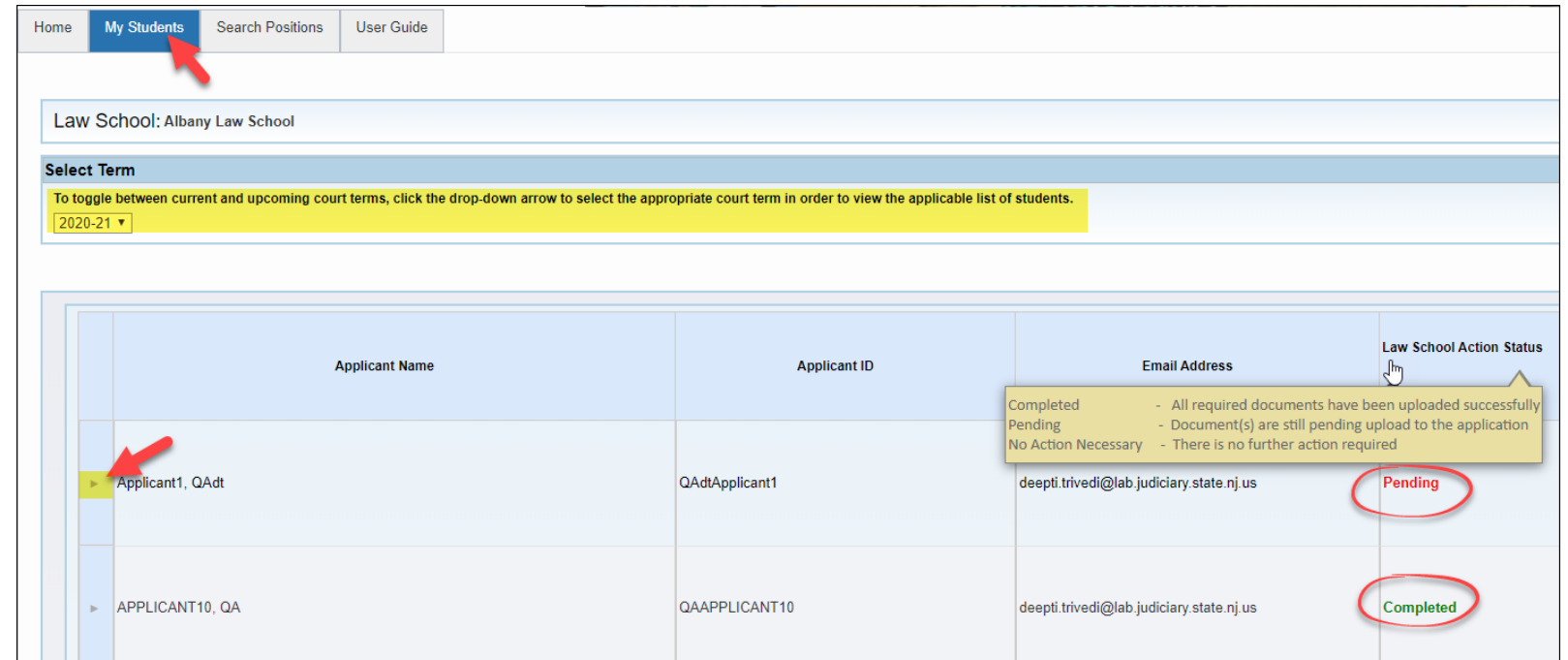
Search Positions
The "Search Positions" tab allows each law school the ability to search and filter statewide judicial clerkships using a variety of criteria.

User Guide
The "User Guide" tab includes user information for Law Clerk Applicants, Professional Recommenders and Law School Administrators.

Questions? Contact us at LawClerkFAQ@njcourts.gov

My Students Tab - Manage Student Letters of Recommendation

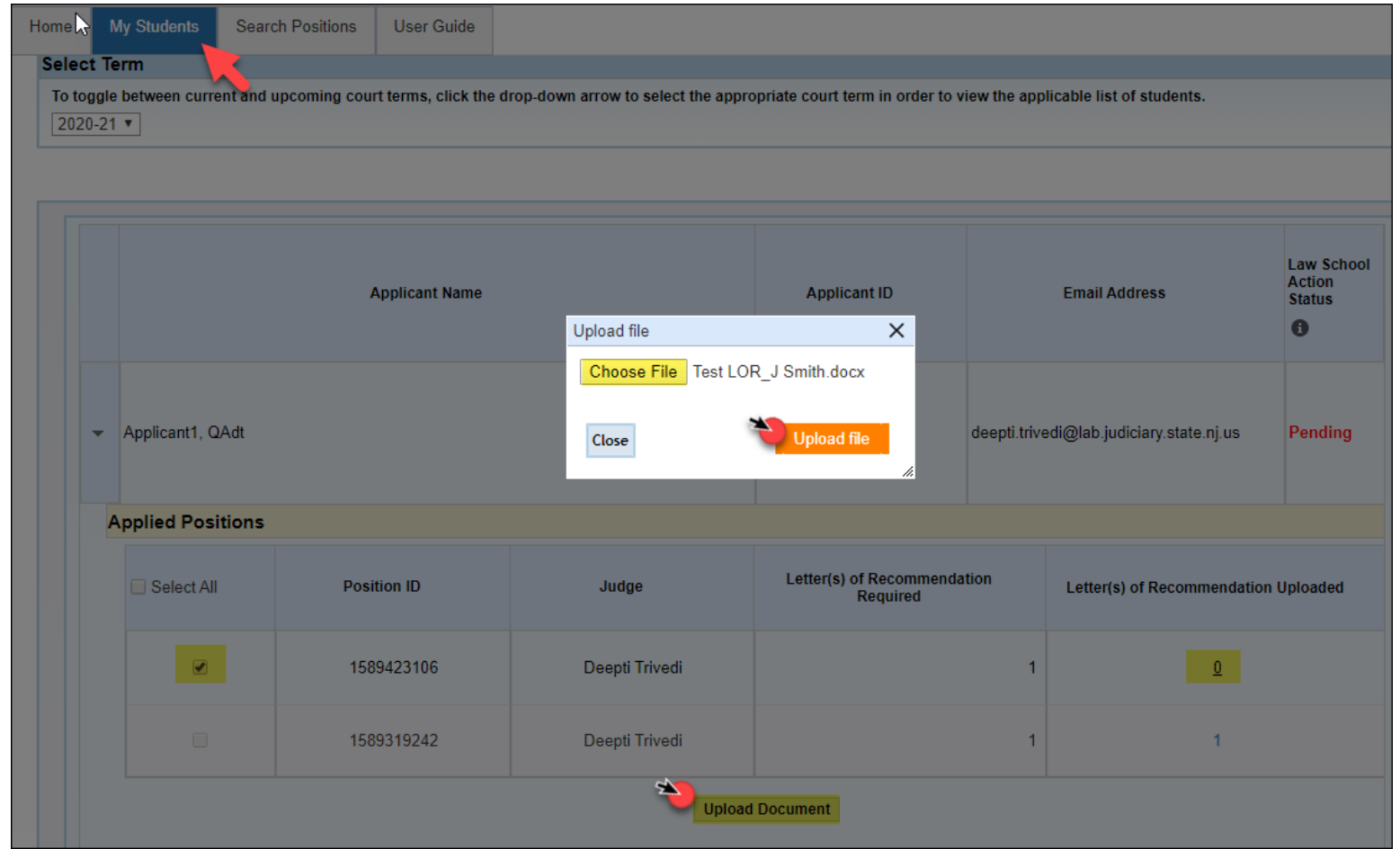
- Select the applicable court term for the student using the drop-down arrow.
- Hover over the Law School Action Status field to view the status definitions.
- A status of **Pending** requires action.
- Rotate the triangle next to the applicant's name to expand the section.



Applicant Name	Applicant ID	Email Address	Law School Action Status
Applicant1, QAdt	QAdtApplicant1	deepti.trivedi@lab.judiciary.state.nj.us	Pending
APPLICANT10, QA	QAAPPLICANT10	deepti.trivedi@lab.judiciary.state.nj.us	Completed

My Students Tab - Manage Student Letters of Recommendation

- Locate the zero(s) in the Letter(s) of Recommendation Uploaded column and check the corresponding box under the Select All column.
- Click on the Upload Document button.
- An Upload file pop-up box will display.
- Click on the Choose File button to select a file from your computer.
- Click the Upload file button.

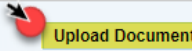
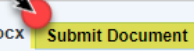


The screenshot displays the 'My Students' tab in the Law Clerk Portal. At the top, there are navigation links: Home, My Students (highlighted with a red arrow), Search Positions, and User Guide. Below these is a 'Select Term' section with a dropdown menu set to '2020-21'. A message states: 'To toggle between current and upcoming court terms, click the drop-down arrow to select the appropriate court term in order to view the applicable list of students.'


The main table lists students with columns: Applicant Name, Applicant ID, Email Address, and Law School Action Status. One student, 'Applicant1, QAdt', is listed with email 'deepthi.trivedi@lab.judiciary.state.nj.us' and status 'Pending'. An 'Upload file' pop-up window is open over this row, showing a 'Choose File' button, the filename 'Test LOR_J Smith.docx', and an 'Upload file' button (highlighted with a red arrow). Below the student list is an 'Applied Positions' table with columns: Select All, Position ID, Judge, Letter(s) of Recommendation Required, and Letter(s) of Recommendation Uploaded. The table contains two rows for 'Deepti Trivedi'. The first row has a checked 'Select All' box, Position ID '1589423106', '1' required letter, and '0' uploaded letters (highlighted with a green box). The second row has an unchecked 'Select All' box, Position ID '1589319242', '1' required letter, and '1' uploaded letter. At the bottom right of the table is an 'Upload Document' button (highlighted with a red arrow).

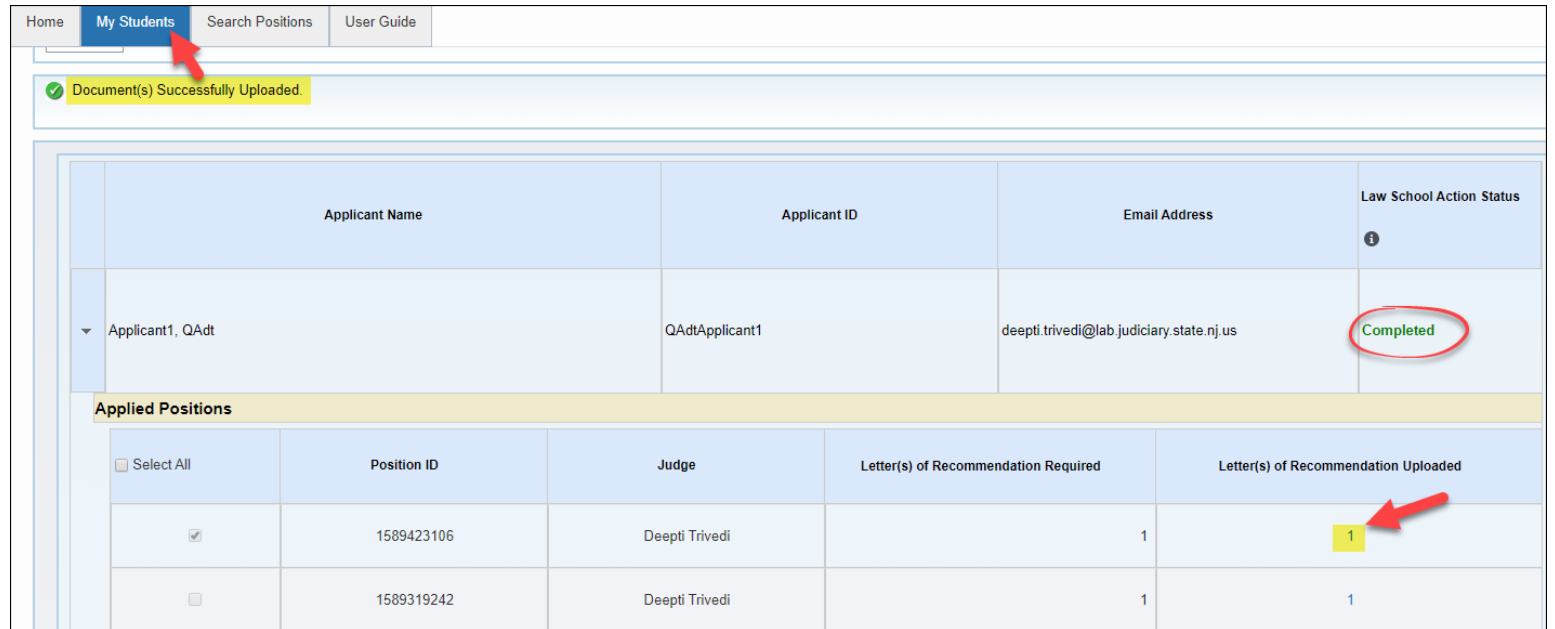
My Students Tab - Manage Student Letters of Recommendation

- Confirm that the document pending upload is correct.
- If the document is not correct, click the Upload Document button to select another file from your computer.
- Click the Submit Document button to upload.

Home	My Students	Search Positions	User Guide	
▶ Applicant1, QAdt		QAdtApplicant1	deepiti.trivedi@lab.judiciary.state.nj.us	Pending
▼ APPLICANT10, QA		QAAPPLICANT10	deepiti.trivedi@lab.judiciary.state.nj.us	Pending
Applied Positions				
<input type="checkbox"/> Select All	Position ID	Judge	Letter(s) of Recommendation Required	Letter(s) of Recommendation Uploaded
<input checked="" type="checkbox"/>	1563658034	Deepiti Trivedi	1	0
<input type="checkbox"/>	1558766883	Deepiti Trivedi	1	1
<input type="checkbox"/>	1558487701	Deepiti Trivedi	1	1
<div> Upload Document TestLOR_JSmith.docx  Submit Document</div>				

My Students Tab - Manage Student Letters of Recommendation

- A success message  will display at the top of the screen confirming that the document has been successfully uploaded.
- The Letter(s) of Recommendation Update column will change from zero to one.
- The Law School Action Status column will change from **Pending** to **Completed**.



Home	My Students	Search Positions	User Guide
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Document(s) Successfully Uploaded.

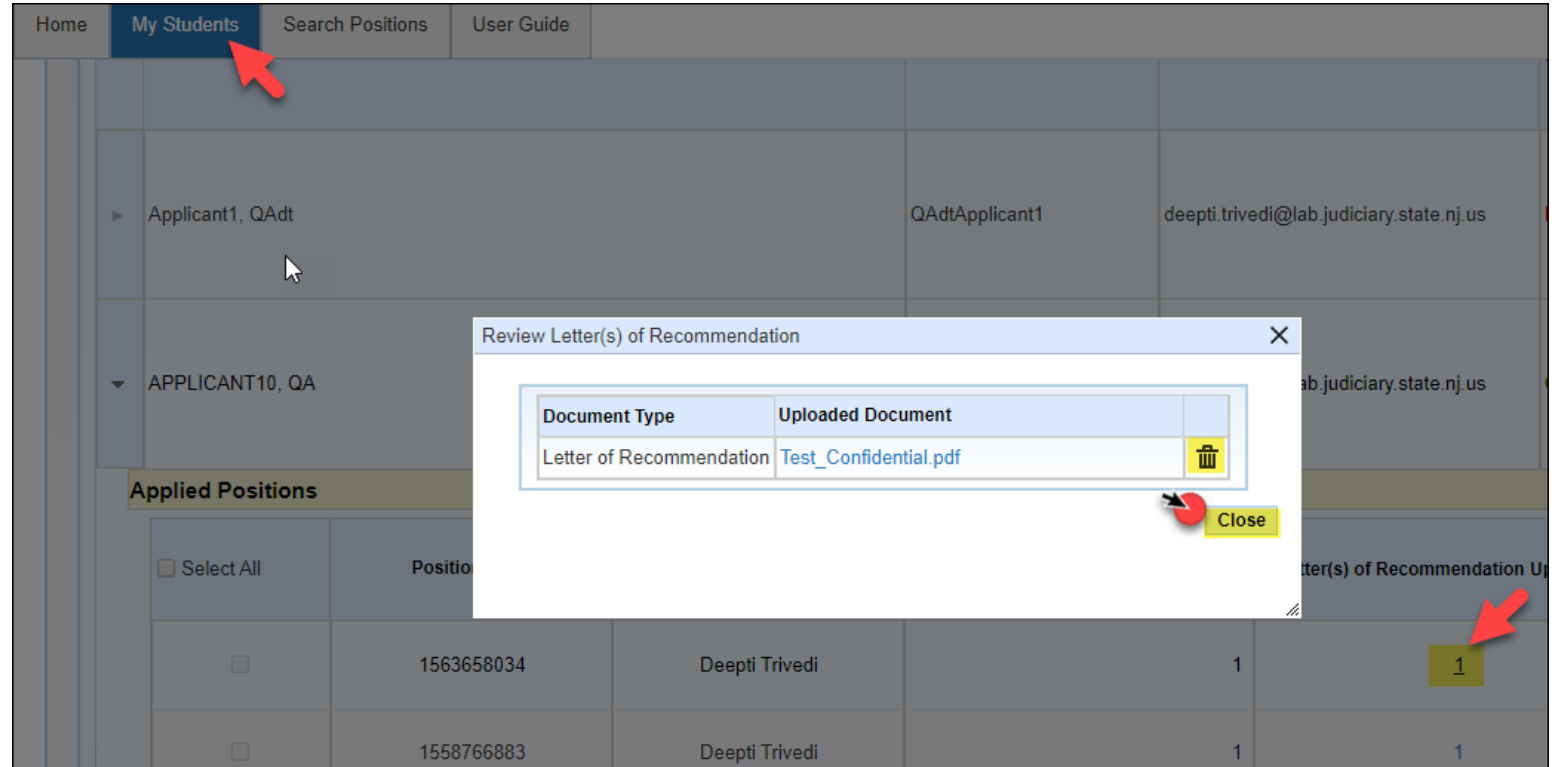
Applicant Name	Applicant ID	Email Address	Law School Action Status
Applicant1, QAdt	QAdtApplicant1	deepti.trivedi@lab.judiciary.state.nj.us	Completed

Applied Positions

Select All	Position ID	Judge	Letter(s) of Recommendation Required	Letter(s) of Recommendation Uploaded
<input checked="" type="checkbox"/>	1589423106	Deepti Trivedi	1	1
<input type="checkbox"/>	1589319242	Deepti Trivedi	1	1

My Students Tab - Manage Student Letters of Recommendation

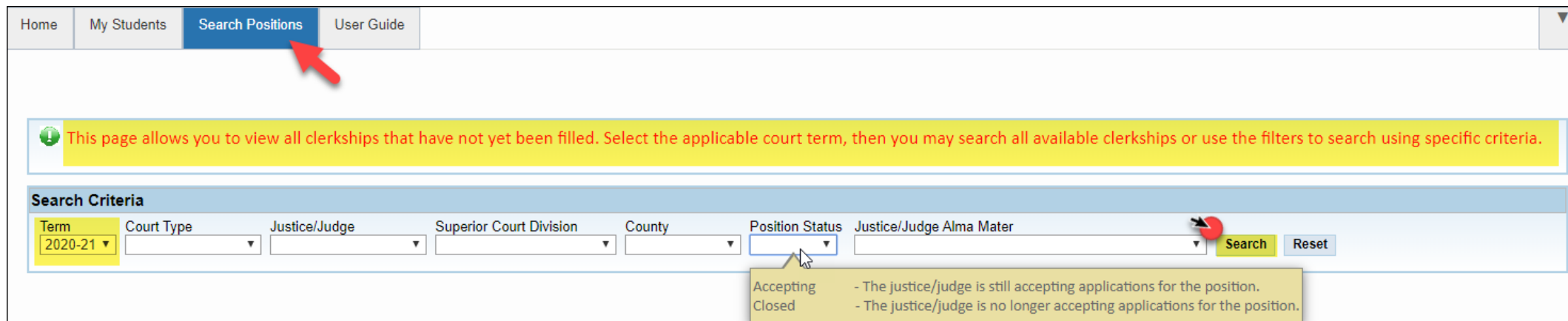
- To replace a letter, click the one under the Letter(s) of Recommendation Upload column.
- A Review Letter(s) of Recommendation pop-up box will display.
- Select the trashcan  to delete the document.
- Click on the Close button.
- Follow the previously detailed instructions to upload a new document.



Applied Positions	Position	Letter(s) of Recommendation Upload
<input type="checkbox"/> Select All		
<input type="checkbox"/>	1563658034	Deepti Trivedi
<input type="checkbox"/>	1558766883	Deepti Trivedi

Search Positions Tab – Review Open Positions

- The Law Clerk Portal allows you to search multiple court terms. The search filters and view are the same as those seen by law clerk applicants.
- Select a court term and click the Search button to view positions statewide or use the filters to add additional criteria to narrow the search results.
- Hover over the Position Status field to view the status definitions.



Home My Students **Search Positions** User Guide

This page allows you to view all clerkships that have not yet been filled. Select the applicable court term, then you may search all available clerkships or use the filters to search using specific criteria.

Search Criteria

Term: 2020-21 Court Type: Justice/Judge Superior Court Division: County: Position Status: Justice/Judge Alma Mater: Search Reset

Position Status

- Accepting - The justice/judge is still accepting applications for the position.
- Closed - The justice/judge is no longer accepting applications for the position.