

Topic: How to bulk apply to multiple positions as an applicant.

Summary: A step-by-step guide for using Bulk Apply to apply to multiple open positions, how to modify an application, and how to add documents or references if needed.

This Guide is for: External applicants for law clerk positions.

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Bulk Applying to Positions

The job listing table displays nine columns:

- A. Select All** – This allows an applicant to select all listed positions
- B. Position ID** – The unique identifier for the position a judge has created
- C. Justice/Judge Name** – The name of the Judge or Justice who created the position
- D. Position Status** – Whether a Judge or Justice is still accepting a position
- E. Position Term** – The term the position is for, ex. 2025-2026

To apply for multiple judge positions, select the desired positions and click 'Bulk Apply.' Note that Bulk Apply is enabled only after you filter results by court type and county. Complete the application form to be considered for each selected position.

99 Total results

≡ Group Fields Show More/Less Refresh Default view >

<input type="checkbox"/> Select All A	Position ID B	Justice/Judge Name C	Position Status D	Position Term E	Court Type F	Superior Court Division G	Justice / Judge Alma Mater H	Applied I	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-110	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-111	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-229	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-232	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-235	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-244	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-245	Deepti Trivedi	Closed	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-271	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-289	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-291	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>

1 2 3 ... Next

Note: Single apply remains available as a choice for applicants who do not wish to apply in bulk.

F. Court Type – The type of Court the position is for, ex. Superior Court

G. Superior Court Type – What Division of Superior Court a Judge presides under, ex. Family

H. Justice/Judge Alma Mater – what college or university the Judge or Justice graduated from

I. Applied – Whether the applicant has already applied to the position or not

To apply for multiple judge positions, select the desired positions and click 'Bulk Apply.' Note that Bulk Apply is enabled only after you filter results by court type and county. Complete the application form to be considered for each selected position.

99 Total results

Group Fields Show More/Less

Refresh Default view >

<input type="checkbox"/> Select All	A Position ID	B Justice/Judge Name	C Position Status	D Position Term	E Court Type	F Superior Court Division	G Justice / Judge Alma Mater	H Applied	I
<input type="checkbox"/>	LWC-PSN-110	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-111	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-229	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-232	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-235	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-244	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-245	Deepti Trivedi	Closed	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-271	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-289	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-291	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>

Bulk Apply


Close

1 2 3 ... Next

Note: The 'Applied' column still will indicate 'Yes' if an application is later withdrawn.

Just as with searching for a single position, the same filters are used for bulk applying for a position.

To use Bulk Apply to apply to multiple positions, do the following:

1. Select what **Court Type** you are interested in applying to.
2. If you selected **Superior Court**, select what **County** you wish to work in. For all other options, skip this step.
3. Select which positions you are interested via the checkbox () or use 'Select All'.
4. Select  to begin applying to these positions.

Job Listings

This page allows you to view all clerkships that have not yet been filled. Select the applicable search to view the judge's profile or Court Term, then you may search all available clerkships or use the filters to search using specific criteria.

Filter by
 Position Judge

Term: 2025-2026
 Court Type: **1** Superior Court
 Superior Court Division:
 County: **2** ATLANTIC
 Justice/Judge:
 Position Status:
 Justice/Judge Alma Mater:

To apply for multiple judge positions, select the desired positions and click 'Bulk Apply'. Note that Bulk Apply is enabled only after you filter results by court type and county(only applicable for Superior Court). Complete the application form to be considered for each selected position.

251 Total results

Group Fields Show More/Less Refresh Default view

<input type="checkbox"/> Select All	Position ID	Justice/Judge Name	Position Status	Position Term	Court Type	Superior Court Division	Justice / Judge Alma Mater	Applied	<input type="button" value="View"/>
<input type="checkbox"/>	POS-53	Anusha Ananthu	Closed	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-2	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-4	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-5	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input checked="" type="checkbox"/> 3	LWC-PSN-6	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input checked="" type="checkbox"/> 4	LWC-PSN-7	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-9	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-10	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-11	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-PSN-12	Anusha Ananthu	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	<input type="button" value="View"/>

1 2 3 ... Next

Note: Only when selecting “Superior Court” requires you to select a county before applying to multiple positions. All other Court types do not have this requirement.

The Bulk Apply Screen



After selecting **Bulk Apply**, a new tab will open displaying a new page with six accordions.

- Selected Jobs** – a table displaying all jobs an applicant has a selected. Selecting **Remove** will remove that position.
- Documents** – A list of documents an applicant can submit with an ability to add new documents as needed. You can either use existing documents from your Profile or manually attach them.

Required documents are indicated with an asterisk. All others are optional.

[Expand / Collapse](#)

Selected jobs 1

☰ Group  Fields  Show More/Less Default view >

Position ID	Position Term	Position Status	Justice/Judge	Justice/Judge Alma matter	Court Type	Superior Court Division	
LWC-PSN-2157	2025-2026	Accepting	Patrick Bartels	University of Dayton School...	Superior Court	General Equity	Remove
LWC-PSN-2176	2025-2026	Accepting	Brian McLaughlin	University of Virginia Schoo...	Superior Court	Civil	Remove
LWC-PSN-2197	2025-2026	Accepting	Robert Rubinstein	University of Miami School ...	Superior Court	Family	Remove

Documents 2

Select documents you have uploaded in Document Preferences or upload a new file for the below categories specific to this position. Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.


***Required**

Document Type	Previously Uploaded Document		Attachment description	Attachment
Cover Letter	Select...	or		Attach
Resume *	Select...	or		Attach
Law Transcript (Graduate)	Select...	or		Attach
Transcript (Undergraduate)	Select...	or		Attach
Writing Sample	Select...	or		Attach

Other documents (Additional)

[+ Add Document](#)

Note:

- Selecting [Expand / Collapse](#) will open or close **all** the displayed accordions, while selecting the  icon will open and close only **one** accordion.
- Jobs can be removed on this screen but cannot be added.

3. References – A list of references an applicant has added from their profile. The ability to add, modify, or delete references works the same as it does when applying to a single position.

4. Recommenders – A list of recommenders an applicant has added from their profile. As with the references tab, the ability to add, modify, or delete recommenders is the same as when applying to a single position.

▼ **References** 3

ⓘ Positions may request 3 references.
 Choose from the existing references, or add a new reference by clicking the "Add Reference" button below
 1 row(s) | 0 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input type="checkbox"/>	SUSAN	FLYNN			SUSAN.FLYNN@NJJDCLAB.NJCOURTS.GOV		<input type="button" value="Modify"/> ⋮

[+ Add References](#)

▼ **Recommenders** 4

ⓘ A judge may request a Letter of Recommendation directly from your recommender.
 Choose from the existing recommenders, or add a new recommender by clicking the "Add Recommender" button below
 1 row(s) | 0 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input type="checkbox"/>	SUSAN	FLYNN			SUSAN.FLYNN@NJJDCLAB.NJCOURTS.GOV		<input type="button" value="Modify"/> ⋮

[+ Add Recommenders](#)

5. Letters of Recommendation –
 This section allows an applicant to submit up to three letters of recommendation as needed.

6. Confirmation – An applicant must select the checkbox to authorize the information entered is correct before they are allowed to submit their bulk application.

v **Letters of Recommendation** 5

i **Positions may request 3 Letters of Recommendation.**
 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.
 Your law school may register at <https://njcourts.gov/public/lawclerks.html>

Source of attachment	Source details	Previously Uploaded Document	Attachment
<input style="width: 100%;" type="text" value="Select..."/>	<input style="width: 100%;" type="text" value="Select..."/>	<input style="width: 100%;" type="text" value="Select..."/>	

v **Confirmation** 6


I hereby confirm that all data entered in this application are true and correct. *

Discard
Preview
Apply

Uploading or Adding Documents

There are two options for uploading documents:

A. Previously Uploaded Documents – A dropdown listing any saved document for a specific document type, typically from your profile.






B. The Attach Button – Selecting  will allow you to manually attach a document for a specific document type.

Note: The required documents depend on the Court Type.

▼ Documents

Select documents you have uploaded in Document Preferences or upload a new file for the below categories specific to this position. Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

***Required**

Document Type	Previously Uploaded Document		Attachment description	Attachment
Cover Letter	Select... A	or		 B
Resume *	Select...	or		
Law Transcript (Graduate)	Select...	or		
Transcript (Undergraduate)	Select...	or		
Writing Sample	Select...	or		

Other documents (Additional)

[+ Add Document](#)

Adding References

The References section allows you to modify, delete, or add a new reference. To add a reference:

1. Select **+ Add References** and a pop-up window will appear.
2. Type in the required fields (First and last name, Email address)
3. If needed, type in the remaining fields and select **Save** to add this new reference to your applications.

References

Positions may request 3 references.
 Choose from the existing references, or add a new reference by clicking the "Add Reference" button below

1 row(s) | 0 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input type="checkbox"/>	SUSAN	FLYNN			SUSAN.FLYNN@NJJD.LAB.NJCOURTS.GOV		Modify

+ Add References

Add Reference

First Name* Last Name* Organization Title

Email* Phone

Cancel **Save**

Adding Recommenders

The Recommenders section works similarly to the References section, with the ability to modify, delete, and add Recommenders.

To add a recommender:

1. Select [+ Add Recommenders](#) to open a pop-up window.
2. This pop up will have two options to add a recommender:
 - a. Search for a New Jersey Attorney
 - b. Create a new recommender

▼ Recommenders

● A judge may request a Letter of Recommendation directly from your recommender.
 Choose from the existing recommenders, or add a new recommender by clicking the "Add Recommender" button below

1 row(s) | 0 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input type="checkbox"/>	SUSAN	FLYNN			SUSAN.FLYNN@NJUDLAB.NJCOURTS.GOV		Modify

[+ Add Recommenders](#)


Recommendation directly from your recommender

Add Recommender ×

Search New Jersey Attorney
 Create New Recommender

3. If searching for a New Jersey Attorney, you can

- a. search by their BAR ID or their last name.
- b. Select the attorney
- c. Select

 to add them to the application.

Add Recommender
✕

Search New Jersey Attorney Create New Recommender

Use the ID or name to search for a Recommender

Bar ID *

Last Name *

First Name

6 row(s)


	Name (L,F)	ID	Email	Phone
<input type="radio"/>	FLYNN, SCOTT	032212004		
<input type="radio"/>	FLYNN, SEAN	016061982		
<input type="radio"/>	FLYNN, SHARON	021222003		
<input type="radio"/>	MURPHY, SUSAN	028641981		
<input checked="" type="radio"/>	FLYNN, SUSAN	000831994		

1 2 >

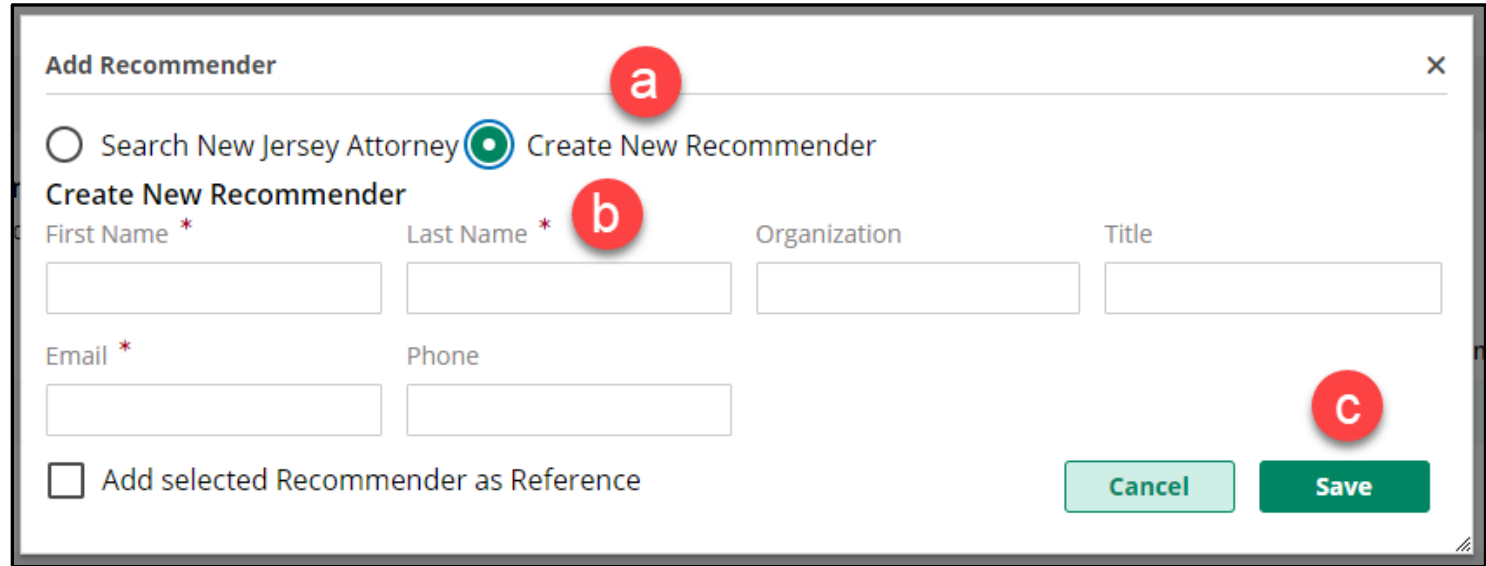
Please review and update the details of the chosen Attorney if required.

First Name	Last Name	ID	Organization
SUSAN	FLYNN	000831994	<input type="text"/>
Title	Email *	Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add selected Recommender as Reference

4. If creating a new recommender, select “Create New Recommender”
- a. Fill out the required fields (first and last name, email address)
 - b. Fill out the remaining fields as needed
 - c. Select  to add them to the application.

For both options, you can have the added recommender also be listed as a reference by selecting “Add selected Recommender as Reference”.





Add Recommender ×

Search New Jersey Attorney **a** Create New Recommender

Create New Recommender

First Name * Last Name * **b** Organization Title

Email * Phone

Add selected Recommender as Reference   **c**



Add selected Recommender as Reference  

Letters of Recommendation

This section allows you to add up to three letters of recommendation. There are three potential sources for the LORs:

- 1) Law School Career Services;
- 2) A Professional Recommender; or
- 3) Self-upload.

Select any of these options from the “Source of attachment” dropdown as needed.

▼ Letters of Recommendation

Positions may request 3 Letters of Recommendation.
 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. Your law school may register at <https://njcourts.gov/public/lawclerks.html>

Source of attachment	Source details	Previously Uploaded Document	Attachment
<div style="border: 1px solid red; padding: 2px;"> Select... Select... Law School Career Services Letter of Recommendation (Upload) Recommenders SUSAN FLYNN(SUSAN.FLYNN@NJUDLAB.NJCOURTS.GOV) </div>			

▼ Letters of Recommendation

Positions may request 3 Letters of Recommendation.
 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. Your law school may register at <https://njcourts.gov/public/lawclerks.html>

Source of attachment	Source details	Previously Uploaded Document	Attachment
<input type="text" value="Law School Career"/>	California Western School of Law Services will upload letters of recommendation on your behalf		
<input type="text" value="SUSAN FLYNN(SUS. FLYNN@NJUDLAB.NJCOURTS.GOV)"/>	SUSAN FLYNN(SUSAN.FLYNN@NJUDLAB.NJCOURTS.GOV) will upload letters of recommendation on your behalf		
<input type="text" value="Letter of Recommendation (Upload)"/>	---	<input type="text" value="Select..."/>	or <input type="button" value="Attach"/>

Note that selecting either a Professional Recommender or Law School Career Service will notify them that they must supply a letter of recommendation on your behalf. Attaching the letter of recommendation yourself works the same as attaching a document.

Submitting the Applications via Bulk Apply

Once everything is attached and you are ready to apply, you will see a pop up asking to confirm your submission. Once you select **Confirm**, a confirmation screen will appear.

This confirmation screen will display a table of the positions applied to, as well as a success message stating that the applications have been submitted.

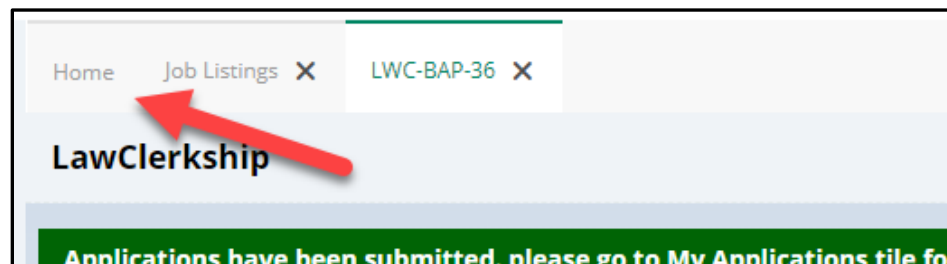
If you need to modify, withdraw, or want to check the status of an application, you must use the ‘My Applications’ tile from the ‘Home’ tab.



The screenshot shows the "LawClerkship" interface with a green success message: "Applications have been submitted. please go to My Applications tile for more information on the application status." Below this is a section titled "Selected jobs" with a table of application details.

Position ID	Position Term	Position Status	Justice/Judge	Justice/Judge Alma matter	Court Type	Superior Court Division
LWC-PSN-2447	2025-2026	Accepting	Desiree Kaltz	Boston College Law School	Superior Court	Criminal
LWC-PSN-2503	2025-2026	Accepting	Desiree Kaltz	Boston College Law School	Superior Court	Criminal
LWC-PSN-2514	2025-2026	Accepting	Desiree Kaltz	Boston College Law School	Superior Court	Criminal

To check a position’s status or make changes to an application:

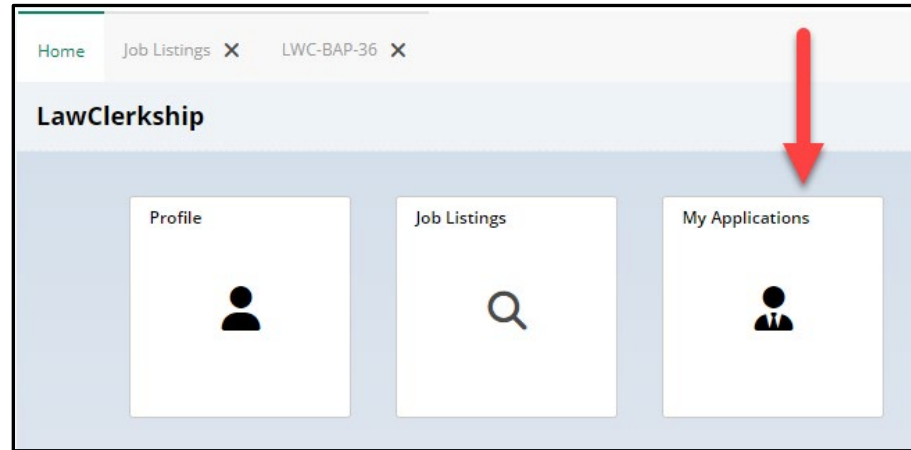


Updating a Bulk Apply Submission

When selecting the ‘My Applications’ tile, a table will display showing a list of your applications.

To determine if an application was part of the new Bulk Apply process, an indicator has been added, displaying a “Yes” under the ‘Bulk Apply’ table header.

Selecting [View](#) will allow you to modify or withdraw that application. These features behave the same way for bulk applications and single applications.



My Applications

Select Term *
 2025-2026

8 Total results

Group Fields Show More/Less Refresh Default view >

Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	County	Position Status	Application Status	Bulk Apply	View
LWC-APP-29267	LWC-PSN-2448	10/15/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Resolved-Withdrawn	--	View
LWC-APP-29329	LWC-PSN-2425	10/23/2024	Desiree Kaltz	Appellate Division	MERCER	Accepting	Resolved-Withdrawn	Yes	View
LWC-APP-29330	LWC-PSN-2446	10/23/2024	Desiree Kaltz	Superior Court	MERCER	Accepting	Pending-AdditionalDocs	Yes	View
LWC-APP-29268	LWC-PSN-2430	10/24/2024	Desiree Kaltz	Superior Court	MERCER	Accepting	Pending-JudgeReview	--	View
LWC-APP-29265	LWC-PSN-2364	10/25/2024	Susan Flynn	Appellate Division	HUNTERDON	Closed	Resolved-PositionClosed	--	View
LWC-APP-29364	LWC-PSN-2514	10/28/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Pending-JudgeReview	Yes	View
LWC-APP-29365	LWC-PSN-2447	10/28/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Pending-JudgeReview	Yes	View
LWC-APP-29366	LWC-PSN-2503	10/28/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Pending-JudgeReview	Yes	View

After selecting [View](#), the submitted application will open in a new tab, and have the same ability to modify or withdraw the application using the [Modify](#) or [Withdraw](#) buttons.

Modifying an application will have you go through the individual application process from start to finish, allowing you to make any changes necessary.

Withdrawn applications display an application status of ‘Resolved-Withdrawn’. This can be undone in the event you wish to resubmit the application.

Applicant Information				
First Name	Last Name	Email address		
Mark	Vientos	susan.flynn@njjudlab.njcourts.gov		
Phone	Preferred region			
7325526212	All			
Education details				
Law School Information				
Law School	Current or Final Law School Class Rank:	Law School Degree Type:	Graduated with Honors:	
Boston College Law School	— Out of —	JD	Yes	
Does your current school have a GPA? *				
Yes	Current or Final Law School Class GPA	Normalized GPA	Actual/Anticipated Law School Graduation Date:	
	3.000000 Out of 4.000000	3.000000	09/09/2024	
Undergraduate School Information				
Undergraduate School	Undergraduate Graduation Date	Graduated with Honors		
Alcorn State University	09/11/2023	Yes		
Work Experience				
				Expand / Collapse
<ul style="list-style-type: none"> > Legal Work Experience > Moot Court > Law Review / Journal > Judicial Internships / Externships 				
Attached Documents				
Document Type	Document description	Attachment		
Cover Letter	Coverletter	Coverletter.pdf		
Resume	Resume	Resume.pdf		
Law Transcript (Graduate)	Graduatetranscript	Graduatetranscript.pdf		
Transcript (Undergraduate)	Undergradtranscript	Undergradtranscript.pdf		
Writing Sample	Writingsample	Writingsample.pdf		
Current Bar Admissions				
NEW JERSEY/NEW YORK				
Letters of Recommendation				
Document name	Document Source	Attachment		
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf		
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf		
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf		
Recommenders				
Name	Organization	Title	Email address	Phone number
SUSAN FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV	
References				
Name	Organization	Title	Email address	Phone number
SUSAN FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV	
				Close Modify Withdraw

Close

Modify

Withdraw


Additional Information Requests


Sometimes a Judge or Justice will request additional information from an applicant, which can be additional documents or additional references/recommenders.

An email will be sent specifying what additional information is required to continue the application process.

You will need to log into the LawClerkship application to add the necessary documents, references or recommenders.

Additional Documents Requested for LWC-PSN-2446 by Desiree Kaltz

 ClerkshipDNR Mailbox
Thu 10/24, 9:53 AM
Anusha Ananthu; ClerkshipDNR Mailbox; Josthna Chevula; Eric Dawson; Susan Flynn; Akash Niranjani; srinivas.jaggannagar@njjudlab.njcourts.gov; Maryann Jose; +10 more

📧 | Action Items 

Dear Mark Vientos,

Thank you for submitting your application for Position ID LWC-PSN-2446 for Court Term 2025-2026 .

Please provide the following documents.

Writing Sample Final

In addition, please see below for the judge's additional comments (if any) regarding the above required documents:

****Judge's Comments:**** test text goes here.


Kindly submit the requested documents and any additional information you wish to provide. To upload the documents, login to the Law Clerk Portal [submission portal link] and locate your application in the My Applications tile.

We look forward to receiving your additional materials and completing the review of your application. Please do not respond to this email.

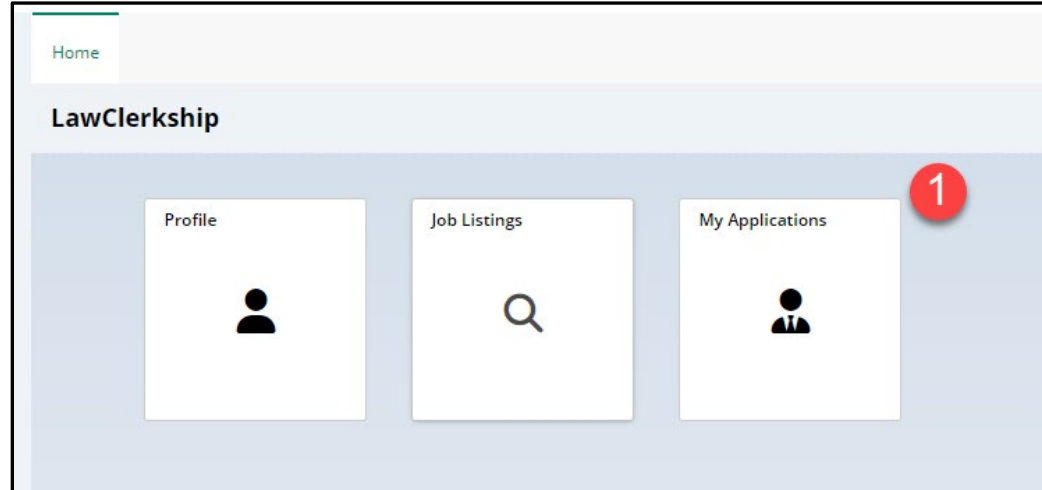
Thank you,

New Jersey Courts

Once logged in, do the following:

1. Select the ‘My Applications’ tile
2. In the table, look for the ‘Application Status’ header and look for (or use the filter options) “Pending-AdditionalDocs” status
3. Select  to open the application

This will open the application in a separate tab so you can review what you have already submitted and add any additional information requested by the Judge or Justice.



Home My Applications X

LawClerkship









My Applications

Select Term *
 2025-2026

8 Total results

Group Fields Show More/Less

Refresh Default view >

Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	County	Position Status	Application Status	Bulk Apply	
LWC-APP-29267	LWC-PSN-2448	10/15/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Resolved-Withdrawn	--	
LWC-APP-29329	LWC-PSN-2425	10/23/2024	Desiree Kaltz	Appellate Division	MERCER	Accepting	Resolved-Withdrawn	Yes	
LWC-APP-29330	LWC-PSN-2446	10/23/2024	Desiree Kaltz	Superior Court	MERCER	Accepting	Pending-AdditionalDocs	Yes	
LWC-APP-29268	LWC-PSN-2430	10/24/2024	Desiree Kaltz	Superior Court	MERCER	Accepting	Pending-JudgeReview	--	
LWC-APP-29265	LWC-PSN-2364	10/25/2024	Susan Flynn	Appellate Division	HUNTERDON	Closed	Resolved-PositionClosed	--	
LWC-APP-29366	LWC-PSN-2503	10/28/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Pending-JudgeReview	Yes	
LWC-APP-29364	LWC-PSN-2514	10/28/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Pending-JudgeReview	Yes	
LWC-APP-29365	LWC-PSN-2447	10/28/2024	Desiree Kaltz	Superior Court	OCEAN	Accepting	Resolved-Withdrawn	Yes	

Adding Additional Documents

With the application now open, quickly review everything before adding the additional information.

Once you are ready, select

Modify

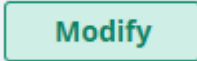
to begin

resubmitting the application with the additional information, or make any other requested changes from the Judge or Justice.

Applicant Information					
First Name	Last Name	Email address			
Mark	Vientos	susan.flynn@njjudlab.njcourts.gov			
Phone	Preferred region				
7325526212	All				
Education details					
Law School Information					
Law School	Current or Final Law School Class Rank:	Law School Degree Type:	Graduated with Honors:		
Boston College Law School	— Out of —	JD	Yes		
Does your current school have a GPA?	Current or Final Law School Class GPA	Normalized GPA	Actual/Anticipated Law School Graduation Date:		
Yes	3.000000 Out of 4.000000	3.000000	09/09/2024		
Undergraduate School Information					
Undergraduate School	Undergraduate Graduation Date	Graduated with Honors			
Alcorn State University	09/11/2023	Yes			
Work Experience					
			Expand / Collapse		
<ul style="list-style-type: none"> > Legal Work Experience > Moot Court > Law Review / Journal > Judicial Internships / Externships 					
Attached Documents					
Document Type	Document description	Attachment			
Cover Letter	Coverletter	Coverletter.pdf			
Resume	Resume	Resume.pdf			
Law Transcript (Graduate)	Graduatetranscript	Graduatetranscript.pdf			
Transcript (Undergraduate)	Undergradtranscript	Undergradtranscript.pdf			
Writing Sample	Writingsample	Writingsample.pdf			
Current Bar Admissions					
NEW JERSEY/NEW YORK					
Letters of Recommendation					
Document name	Document Source	Attachment			
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf			
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf			
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf			
Recommenders					
Name	Organization	Title	Email address	Phone number	
SUSAN FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV		
References					
Name	Organization	Title	Email address	Phone number	
SUSAN FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV		
			Close	Modify	Withdraw

References					
Name	Organization	Title	Email address	Phone number	
SUSAN FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV		
			Close	Modify	Withdraw

After selecting



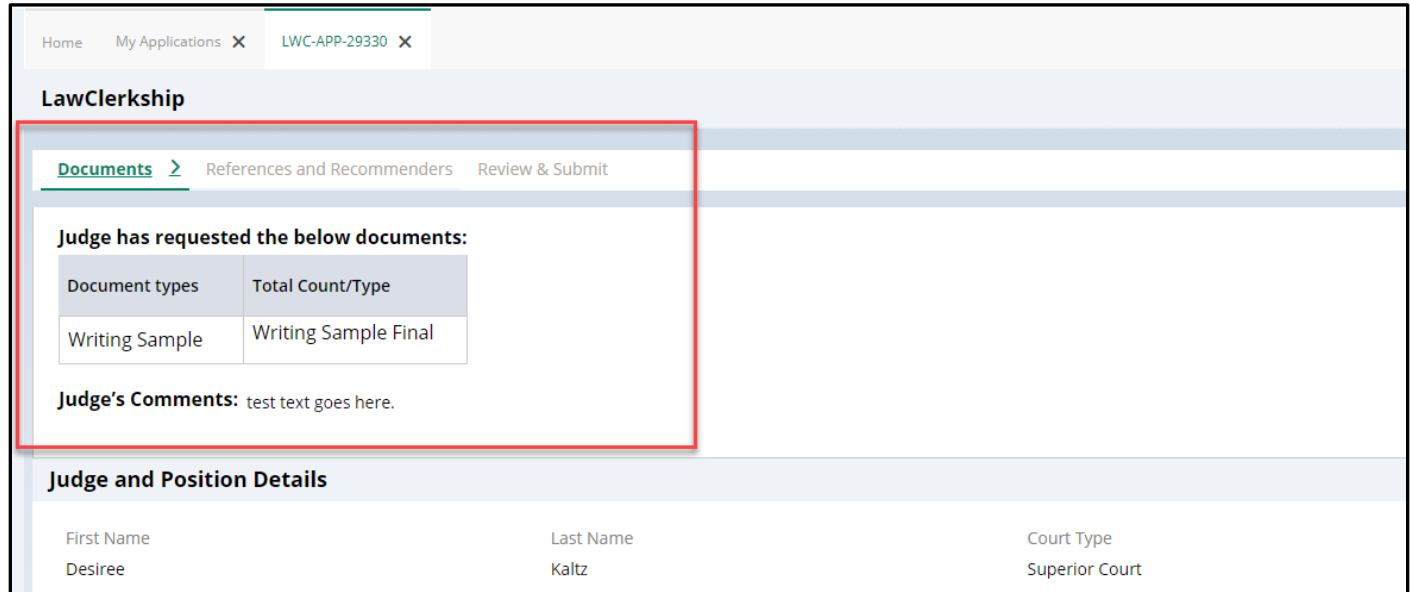
, you will be taken directly to the step you must complete to add the requested additional information, in this case, additional documents are requested.

If additional references are requested, you will need to proceed to the References & Recommenders step.

To add the additional documents, do the following:

1. Go to the Documents section and select **+ Add Document**

The newly requested documents will display under ‘Document Type’ as a **required** document.



Home My Applications X LWC-APP-29330 X

LawClerkship

[Documents](#) > [References and Recommenders](#) [Review & Submit](#)

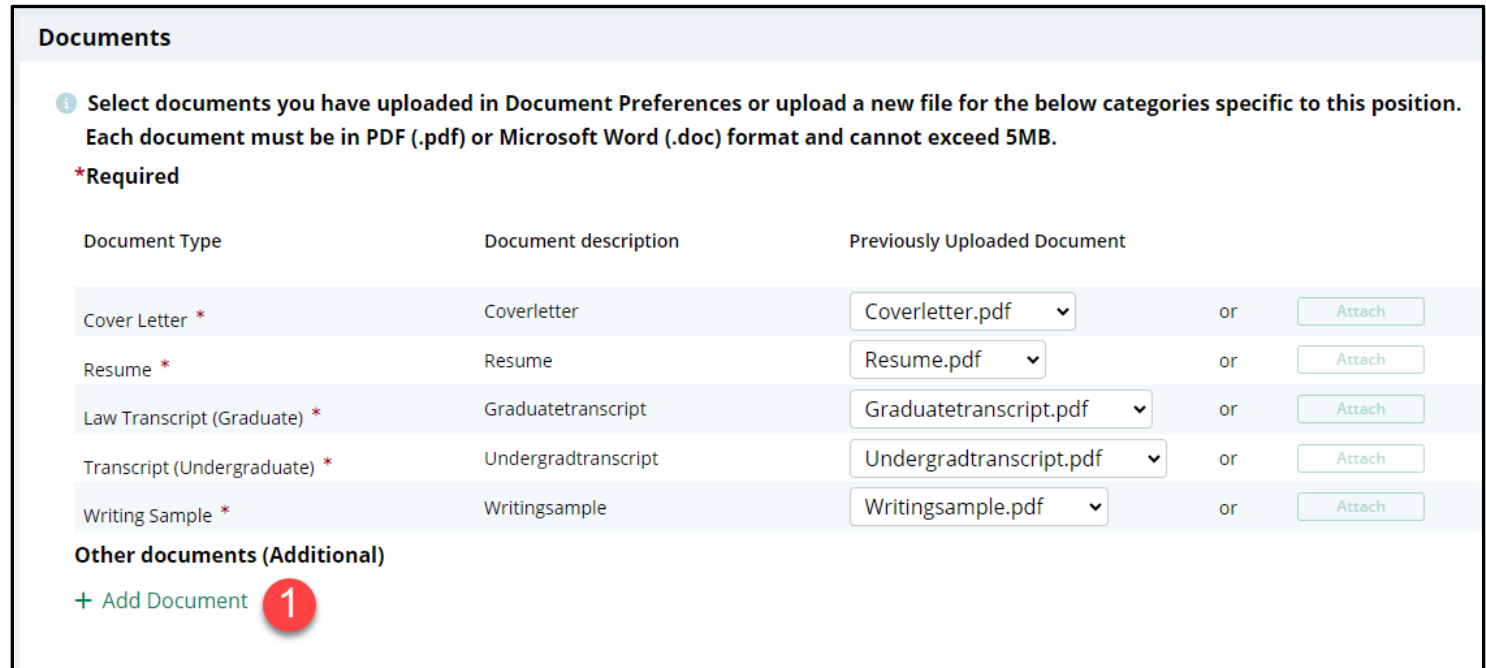
Judge has requested the below documents:

Document types	Total Count/Type
Writing Sample	Writing Sample Final

Judge's Comments: test text goes here.

Judge and Position Details

First Name	Last Name	Court Type
Desiree	Kaltz	Superior Court



Documents

Select documents you have uploaded in Document Preferences or upload a new file for the below categories specific to this position. Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

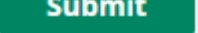
***Required**

Document Type	Document description	Previously Uploaded Document	
Cover Letter *	Coverletter	Coverletter.pdf	or <input type="button" value="Attach"/>
Resume *	Resume	Resume.pdf	or <input type="button" value="Attach"/>
Law Transcript (Graduate) *	Graduatetranscript	Graduatetranscript.pdf	or <input type="button" value="Attach"/>
Transcript (Undergraduate) *	Undergradtranscript	Undergradtranscript.pdf	or <input type="button" value="Attach"/>
Writing Sample *	Writingsample	Writingsample.pdf	or <input type="button" value="Attach"/>

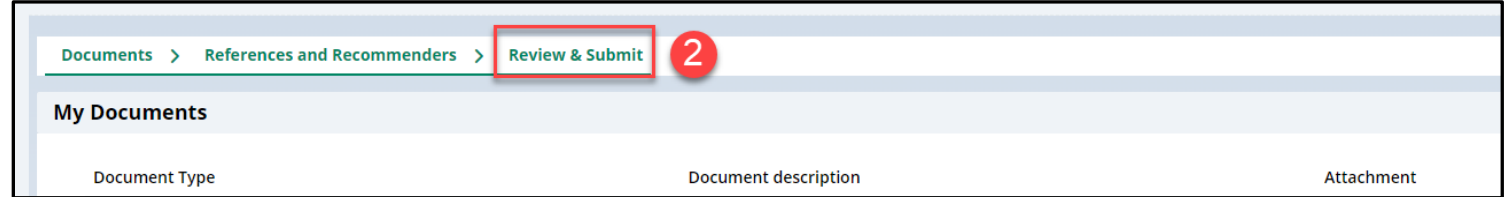
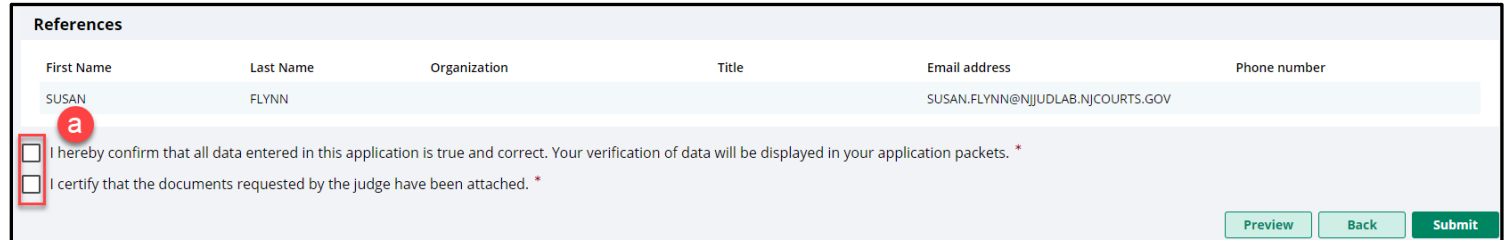
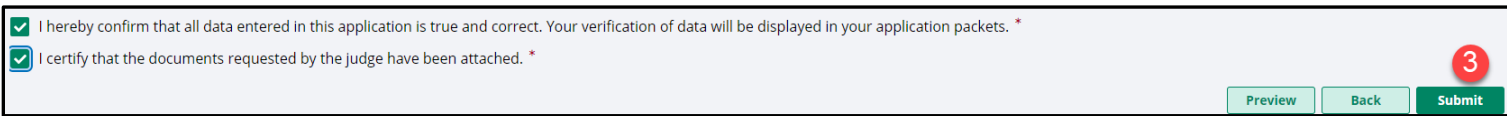
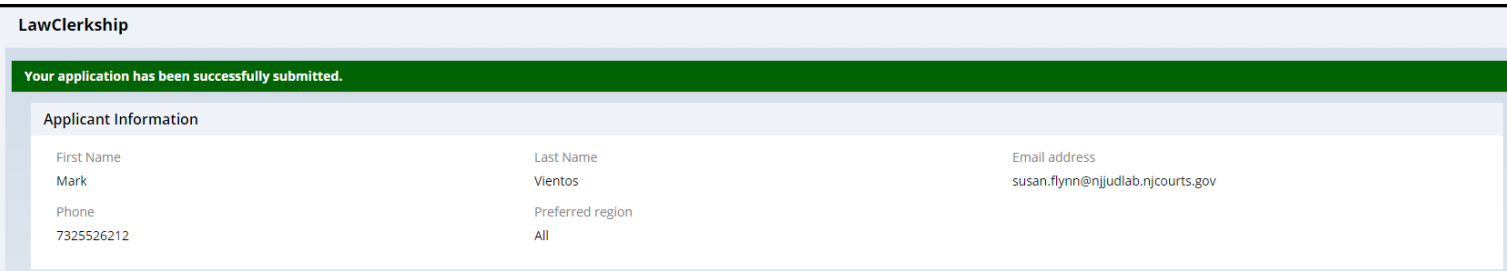
Other documents (Additional)

[+ Add Document](#) **1**

2. After adding the additional document via pop up prompts, proceed with the remaining steps to complete the application, and when getting to the final “Review & Submit” step,
 - a. select both the confirmations.

3. Select  to resubmit the application. You will see a confirmation screen after submitting.

***Note**, requests can be for documents, references and Letters of Recommendation or some mix of the three.

Adding Additional References or Recommenders

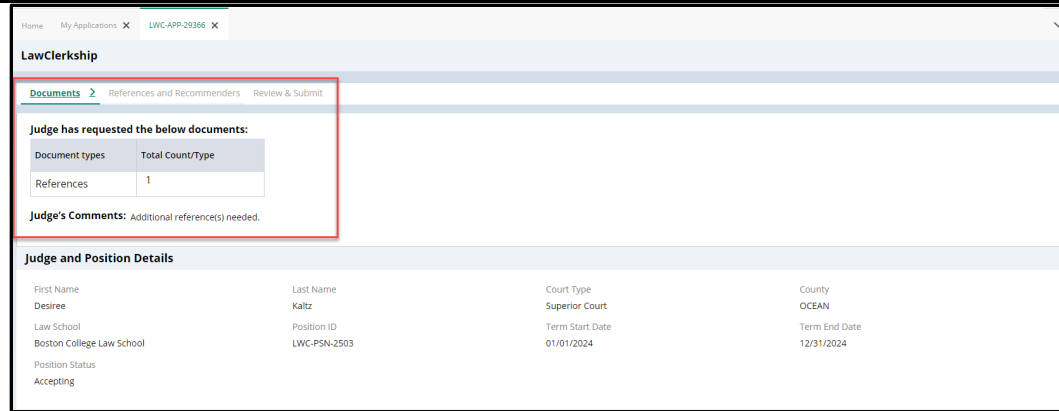
Review the first step labeled “Documents” to make sure everything is correct, then select

Next >>

to continue.

At the “References and Recommenders” step, do the following:

1. In the References section, select the additional reference added.
 - a. If needed, in the Recommenders section, select the additional recommender added.



Home My Applications X LWC-APP-29368 X

LawClerkship

Documents > References and Recommenders Review & Submit

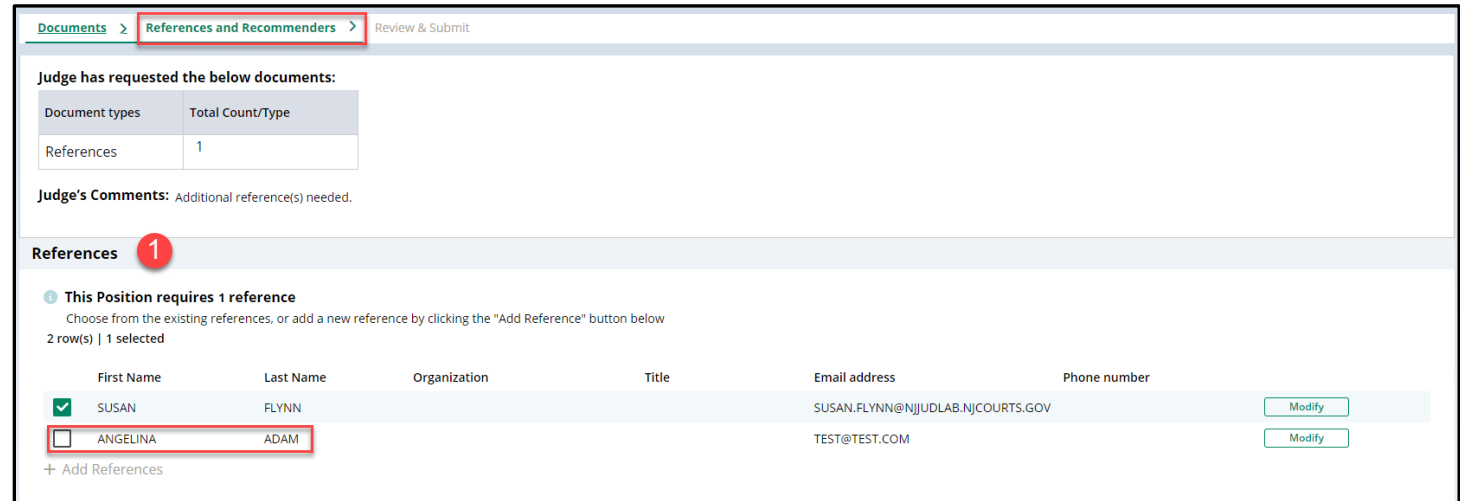
Judge has requested the below documents:

Document types	Total Count/Type
References	1

Judge's Comments: Additional reference(s) needed.

Judge and Position Details

First Name Desiree	Last Name Kaltz	Court Type Superior Court	County OCEAN
Law School Boston College Law School	Position ID LWC-PSN-2503	Term Start Date 01/01/2024	Term End Date 12/31/2024
Position Status Accepting			



Documents > **References and Recommenders** > Review & Submit

Judge has requested the below documents:

Document types	Total Count/Type
References	1

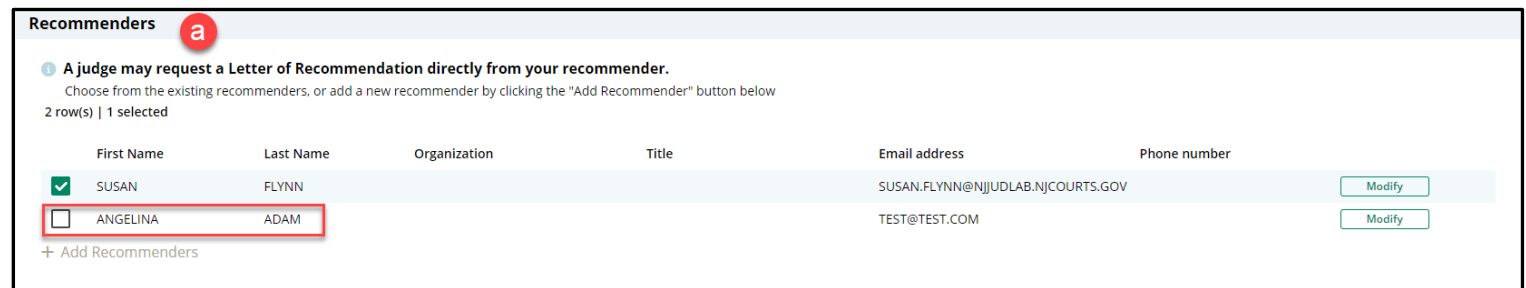
Judge's Comments: Additional reference(s) needed.

References 1

This Position requires 1 reference
 Choose from the existing references, or add a new reference by clicking the "Add Reference" button below
 2 row(s) | 1 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input checked="" type="checkbox"/>	SUSAN	FLYNN			SUSAN.FLYNN@NJUDLAB.NJCOURTS.GOV		Modify
<input type="checkbox"/>	ANGELINA	ADAM			TEST@TEST.COM		Modify

+ Add References



Recommenders a

A judge may request a Letter of Recommendation directly from your recommender.
 Choose from the existing recommenders, or add a new recommender by clicking the "Add Recommender" button below
 2 row(s) | 1 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input checked="" type="checkbox"/>	SUSAN	FLYNN			SUSAN.FLYNN@NJUDLAB.NJCOURTS.GOV		Modify
<input type="checkbox"/>	ANGELINA	ADAM			TEST@TEST.COM		Modify

+ Add Recommenders

2. Once the added references are selected, select **Next >>** to continue.

3. On the “Review & Submit” step, review that everything is correct and select the confirmation message that everything is accurate, as well as the new message confirming the additional information has been added.

4. When you are ready, select **Submit** to resubmit the application. A confirmation message will display upon submission.

The application status will return to ‘Pending-JudgeReview’.

Letters of Recommendation

This Position requires 0 Letter(s) of Recommendation.
 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. Your law school may register at <https://www.njcourts.gov/public/find-jobs/law-clerk>

Source of attachment	Source details	Previously Uploaded Document		Attachment
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation	or	<input type="button" value="Attach"/>
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation	or	<input type="button" value="Attach"/>
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation	or	<input type="button" value="Attach"/>

Documents > References and Recommenders > Review & Submit

My Documents

Document Type	Document description	Attachment
Cover Letter	Coverletter	Coverletter.pdf
Resume	Resume	Resume.pdf
Law Transcript (Graduate)	Graduatetranscript	Graduatetranscript.pdf
Transcript (Undergraduate)	Undergradtranscript	Undergradtranscript.pdf
Writing Sample	Writingsample	Writingsample.pdf

Letters of Recommendation

Document name	Document Source	Attachment
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf
Letter of Recommendation	Letter of Recommendation	Letterofrecommendation.pdf

Recommenders

First Name	Last Name	Organization	Title	Email address	Phone number
SUSAN	FLYNN			SUSAN.FLYNN@NJJD.LAB.NJ.COURTS.GOV	
ANGELINA	ADAM			TEST@TEST.COM	

References

First Name	Last Name	Organization	Title	Email address	Phone number
SUSAN	FLYNN			SUSAN.FLYNN@NJJD.LAB.NJ.COURTS.GOV	
ANGELINA	ADAM			TEST@TEST.COM	

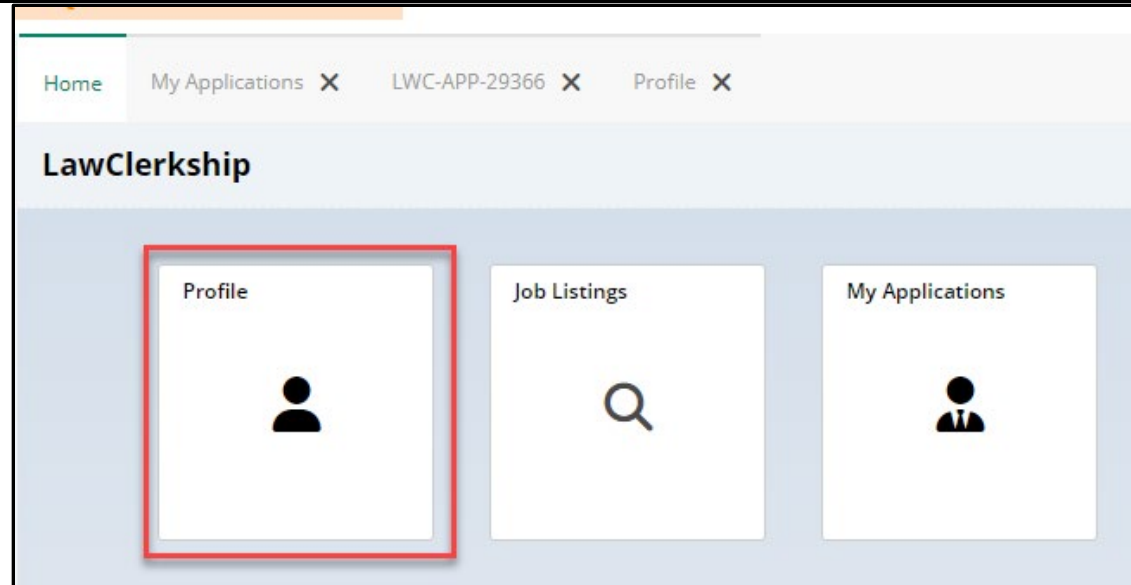
I hereby confirm that all data entered in this application is true and correct. Your verification of data will be displayed in your application packets. *
 I certify that the documents requested by the judge have been attached. *

If **additional** references/recommenders are requested on a submitted application, and you do not have enough already saved in your ‘Recommenders/References’ tab, they must be added by accessing your ‘Profile’ tile on the main page.

Once you open the profile, select to add.

Select either [+ Add Recommenders](#) or [+ Add References](#) to begin.

See the Applicant User Manual for more detailed instructions.



[Recommenders/References](#)