

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

Summary: A step-bystep 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

application form 99 Total results	to be considered	for each selected pos	ition.						
≡ Group 🗞 Fields ↑	\$ Show More/Les	s						C Refr	esh Default view >
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	LWC-PSN-111	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-229	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-232	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-235	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-244	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-245	Deepti Trivedi	Closed	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-271	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-289	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-291	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
Buik Apply	Close							C	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

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Select All	Position B	Justice/Judge C Name	Position D Status	Position E Term	Court Type	Superior Court G	Justice / Judge Alma H Mater	Applied	
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	LWC-PSN-229	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-232	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-235	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-244	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
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	LWC-PSN-271	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-289	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View
	LWC-PSN-291	Deepti Trivedi	Accepting	2025-2026	Superior Court	Family	Albany Law School	No	View

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.

-									
This page allow use the filters t	s you to view all o search using sp	clerkships that have n becific criteria.	not yet been filled	d. Select the appli	cable search to vi	iew the judge's profi	le or Court Term, then you n	may search all av	ailable clerkships o
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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.

2. 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.

Selected jobs 🚺								
Group 🗞 Fields t Show	More/Less	5						Default view
osition ID 🔶 Position Term	n ♦ Pe Si	Position 🗘	Justice/Judg	;e ♦	Justice/Judge Alma 🕈 matter	Court 🗘	Superior 🗘 Court Division	
VC-PSN-2157 2025-20)26 A	Accepting	Patrick Bart	els	University of Dayton Schoo	I Superior Court	General Equity	Remove
WC-PSN-2176 2025-20)26 A	Accepting	Brian McLau	ughlin	University of Virginia Schoo	Superior Court	Civil	Remove
WC-PSN-2197 2025-20)26 A	Accepting	Robert Rubi	nstein	University of Miami School	Superior Court	Family	Remove
Documents 2 Select documents you Each document must b Required	have uploa e in PDF (.բ	aded in Doc pdf) or Micr	:ument Prefer 'osoft Word (.ત	ences doc) fo	or upload a new file for th rmat and cannot exceed 5	e below categori MB.	es specific to this	position.
Documents 2 Select documents you Each document must b Required Document Type	have uploa e in PDF (.ț Previously	aded in Doc pdf) or Micr 'y Uploaded D	:ument Prefer rosoft Word (.4 Yocument	ences doc) fo	or upload a new file for th ormat and cannot exceed 5	e below categori MB. Attachment desc	es specific to this	position .
Documents 2 Select documents you Each document must b Required Document Type Cover Letter	have uploa e in PDF (.r Previously Select	aded in Doc pdf) or Micr ly Uploaded D	:ument Prefer rosoft Word ()ocument	ences doc) fo or	or upload a new file for th rmat and cannot exceed 5 Attach	e below categori M B . Attachment desc	es specific to this	position.
Documents 2 Select documents you Each document must b Required Document Type Cover Letter Resume *	have uploa e in PDF (.r Previously Select Select	aded in Doc pdf) or Micr ly Uploaded D 	:ument Prefer rosoft Word (Document	ences doc) fo or or	or upload a new file for th ormat and cannot exceed 5 Attach Attach	e below categori MB. Attachment desc	es specific to this	position .
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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.

 Refe 	rences	3								
I Pos Cho 1 row(s	sitions may require the exist of the exist o	uest 3 refere ting references,	nces. or add a new referend	e by clicking the "/	Add Reference" button below					
	First Name	Last Name	Organization	Title	Email address	Phone number				
	SUSAN	FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV		Modify	÷		
+ Add	References									
Reco	mmenders	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				
	SUSAN	FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV		Modify	:		
+ Add	Recommender	s								



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.

Source of attachment	Source details	Previously Uploaded Document	Attachment
Colort			
Select V			
Select 🗸			
Select.			
Confirmation	6		
] I hereby confirm that all	data entered in this appl	ication are true and correct. *	
			Discard Preview Appl



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 Attach 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	A	в	Attachment description	Attachment					
Cover Letter	Select	✓ 0)r Attach							
Resume *	Select	✓ 0	n Attach							
Law Transcript (Graduate)	Select	✓ 0)r Attach							
Transcript (Undergraduate)	Select	✓ 0	or Attach							
Writing Sample	Select	✓ 0)r Attach							
Other documents (Additional))									
+ Add Document										



Adding References

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

- 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.

Lastranic L	ast Name	Organization	Title	Email address	Phone number	
] SUSAN F Add References	LYNN			SUSAN.FLYNN@NJJUDLAB.NJCC	DURTS.GOV	Modify
dd Reference						
rst Name*		Last Name*		Organization	Title	
mail*		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:

- 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

A judge may reque Choose from the existi 1 row(s) 0 selected	st a Letter of Recon ng recommenders, or a	nmendation directly fror dd a new recommender by cli	n your recommender. cking the "Add Recommender'	' button below			
First Name	Last Name	Organization	Title	Email address	Phone number		
SUSAN	FLYNN			SUSAN.FLYNN@NJJUDLAB.NJ	COURTS.GOV	Modify	:
+ Add Recommender	s						
	_						
	directly tre		mondor				_

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

save to add them to the application.

Search N Use the II	ew Jersey Attorney O	Create New Reco or a Recommend	ommender er			
Bar ID *	a	Last Name *		First Na	ime	
000831994	-	FLYNN		SUSA	٨N	
f row(s)				(Reset	Search
6100(5)	Name (L,F)	ID	E	mail		Phone
0	FLYNN, SCOTT	032212004				
0	FLYNN, SEAN	016061982				
0	FLYNN, SHARON	021222003				
0	MURPHY, SUSAN	028641981				
	FLYNN, SUSAN	000831994				
						1 2
B Please re	view and update the	details of the cho	osen Attorney i	f required	I.	
First Name	Last Nam	10	ID		Organizatio	n
SUSAN	FLYNN		000831994			
Title	Email *		Phone			

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4. If creating a new recommender, select "Create New	Add Recommender a Search New Jersey Attorney Create New Recommender							
Recommender"	Search New Jers	sey Attorney 💽 Create New F	Recommender		_			
a. Fill out the	Create New Recom	mender			_			
required fields	First Name *	Last Name *	Organization	Title				
(first and last								
name, email	F ====1 *	Dhara			_			
address)	Email	Phone			- 1			
b. Fill out the				С	- 1			
remaining fields		commender as Reference		Cancel				
as needed		commender as Nerer ence		Cancel Save				
c. Select					11.			
Save								
add them to the	Add selected Re	commender as Reference		Cancel				
annlication		commender as kererenee		Cancel Save				
application.								
For both options you can								
have the added								
recommender also be								
listed as a reference by								
selecting "Add selected								
Recommender as								
Reference".								



Letters of Recommendation

Quick Reference Guide – LawClerkship – Bulk Apply

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.

Source of attachment	Source details	Previously Uploaded Document	Attachment
Select Select Law School Career Services Letter of Recommendation (Up Recommenders SUSAN FLYNN(SUSAN.FLYNN	oad) @NJJUDLAB.NJCOURTS.GOVJ		
etters of Recommendation Positions may request 3 Letter our are unsure if your law school will https://njcourts.gov/public/lawcle Source of attachment	s of Recommendation. pload letters of recommendation or rks.html Source details	n your behalf, please contact your career services office to confirm be Previously Uploaded Document	ore making a selection. Your law school may register Attachment
etters of Recommendation Positions may request 3 Letter our are unsure if your law school will u https://njcourts.gov/public/lawcle Source of attachment Law School Career	s of Recommendation. pload letters of recommendation of rks.html Source details California Western Scho upload letters of recomm	n your behalf, please contact your career services office to confirm be Previously Uploaded Document ol of Law Services will mendation on your behalf	ore making a selection. Your law school may register Attachment
etters of Recommendation Positions may request 3 Letter our are unsure if your law school will u https://njcourts.gov/public/lawcle Source of attachment Law School Career SUSAN FLYNN(SUS,	s of Recommendation. pload letters of recommendation of rks.html Source details California Western Scho upload letters of recomr SUSAN FLYNN(SUSAN.FLYNN@P will upload letters of reco behalf	n your behalf, please contact your career services office to confirm be Previously Uploaded Document ol of Law Services will mendation on your behalf NJJUDLAB.NJCOURTS.GOV) ommendation on your	öre making a selection. Your law school may register Attachment

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.

Comman									
🔺 Are yoւ	ı sure you war	nt to submit	these applic	ations?					
							Confirm		Cancel
ne Job Listings 🗙	LWC-BAP-36 🗙								
ne Job Listings X	LWC-BAP-36 🗙								
ne Job Listings X WClerkship plications have been	LWC-BAP-36 X submitted. please go to My Appl	lications tile for more infor	mation on the application sta	atus.					
e Job Listings X wClerkship plications have been Selected jobs	LWC-BAP-36 X submitted. please go to My Appl	lications tile for more infor	mation on the application sta	stus.				_	
e Job Listings X wClerkship plications have been Selected jobs E Group 🎕 Fields 14	LWC-BAP-36 X submitted, please go to My Appl	lications tile for more infor	mation on the application sta	stus.					Default vi
e Job Listings X VClerkship Difications have been Selected jobs E Group & Fields N osition ID	LWC-BAP-36 X submitted. please go to My Appl Show More/Less \$\Prosition Term \$	lications tile for more infor	mation on the application sta Justice/Judge	etus.	Justice/Judge Alma matter	÷	Court Type	÷	Default vi Superior Court
e Job Listings X wClerkship plications have been Selected jobs ≣ Group ⅋ Fields № rosition ID wC-PSN-2447	LWC-BAP-36 X submitted. please go to My Appl . Show More/Less	ilications tile for more infor Position Status Accepting	mation on the application sta Justice/Judge Desiree Kaltz	stus. ¢	Justice/Judge Alma matter Boston College Law School	÷	Court Type Superior Court	÷	Default vi Superior Court S Division Criminal
ne Job Listings X wClerkship splications have been Selected jobs ≡ Group 🎕 Fields Å Position ID LWC-PSN-2447 LWC-PSN-2503	LWC-BAP-36 X submitted, please go to My Appl Show More/Less Position Term 2025-2026 2025-2026	Position Status Accepting	mation on the application sta	stus. ÷	Justice/Judge Alma matter Boston College Law School Boston College Law School	÷	Court Type Superior Court Superior Court	¢	Default Superior Court Division Criminal Criminal

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

Home Job Listings 🗙	LWC-BAP-36 🗙	
LawClerkship		
Annlications have been	n submitted. nlea	se go to My Applications tile for



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

will allow you to modify or withdraw that application. These features behave the same way for bulk applications and single applications.

View



My Applications									
Select Term *									
2025-2026 🗸									
8 Total results									
≡ Group 🌂 Fields	↑↓ Show More/Less							C Refre	sh 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	-	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





View, the submitted application will open in a new tab, and have the same ability to modify or withdraw the application using the



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.

First Name		Last Name		Email address			
Mark		Vientos		susan.flynn@njjudlab.njcourt	s.gov		
Phone		Preferred region					
7325526212		All					
Education details							
Law School Information							
Law School Boston College Law School	-	Eurrent or Final Law School Class Rank: —— Out of ——	Law School Degree Type:	Graduated	with Honors:		
boston concerc can school			JD	103			
Does your current school have a G	PA? * 0	Current or Final Law School Class GPA	Normalized GPA 🚯	Actual/Anti 09/09/202	icipated Law Scho 1	ol Graduation D	ate:
10	-	.000000 001014.000000	3.000000	0707202	•		
Undergraduate School Informatio	n						
Undergraduate School Alcorn State University	L.	Jndergraduate Graduation Date	Graduated with Honors				
Acom state oniversity			102				
Work Experience							
						Expand	/ Collapse
> Legal Work Experience							
> Moot Court							
> Law Review / Journal							
> Judicial Internships / Externsh	ips						
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@NJJU	JDLAB.NJCOURTS.GOV			
References							
Name	Organization	Title	Email address		Phone number		
SUSAN FLYNN			SUSAN.FLYNN@NJJU	JDLAB.NJCOURTS.GOV			
					Close	Modify	Withdr





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.

Additi	ional Documents Requested for LWC-PSN-2446 by Desiree Kaltz	
	ClerkshipDNR Mailbox Thu 10/24, 9:53 AM	🖏 Reply all 🛛 🗸
	Anusha Ananthu; ClerkshipDNR Mailbox; Josthna Chevula; Eric Dawson; Susan Flynn; Akash Niranjan; srinivas.jaggannagar@njjudlab.njcourts.gov; Maryann Jose; +10 more 🛛	
	Action Items	Ô
	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 [submissio and locate your application in the My Applications tile.	n portal link]
	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 **View** 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.



Court Type 🗘

Superior Court

Superior Court

Superior Court

Appellate Division

Superior Court

Superior Court

Superior Court

Appellate Division

County

OCEAN

MERCER

MERCER

MERCER

OCEAN

OCEAN

OCEAN

HUNTERDON

Position

Accepting

Accepting

Accepting

Accepting

Accepting

Accepting

Accepting

Closed

Status

Application Status

Resolved-Withdrawn

Resolved-Withdrawn

Pending-AdditionalDocs

Pending-JudgeReview

Pending-JudgeReview

Pending-JudgeReview

Resolved-Withdrawn

Resolved-PositionClosed

Bulk 🗘

Apply

Yes

Yes

Yes

Yes

Yes

View

View

View

View

View

View

View

View

Position ID 🗧 🖨

LWC-PSN-2448

LWC-PSN-2425

LWC-PSN-2446

LWC-PSN-2430

LWC-PSN-2364

LWC-PSN-2503

LWC-PSN-2514

LWC-PSN-2447

Submitted

10/15/2024

10/23/2024

10/23/2024

10/24/2024

10/25/2024

10/28/2024

10/28/2024

10/28/2024

Date

¢

Justice/Judge Name 🗘

Desiree Kaltz

Desiree Kaltz

Desiree Kaltz

Desiree Kaltz

Susan Flynn

Desiree Kaltz

Desiree Kaltz

Desiree Kaltz

Application ID 🗘

LWC-APP-29267

LWC-APP-29329

LWC-APP-29330

LWC-APP-29268

LWC-APP-29265

LWC-APP-29366

LWC-APP-29364

LWC-APP-29365



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				
Applicant mormation				
First Name	Last Name	Email address	bh picourts gou	
mark	Vienos	susannymenjjuu	ab.njcourts.gov	
7325526212	Preterred region			
Education details				
Law School Information				
Law School Rester Cellere Law School	Current or Final Law School Class Rank:	Law School Degree Type:	Graduated with Honors:	
Boston College Law School		JD	res	
Does your current school have a GPA? * Yes	Current or Final Law School Class GPA 3.000000 Out of 4.000000	Normalized GPA () A 3.000000 0	Actual/Anticipated Law School Graduation (09/09/2024	Date:
Undergraduate School Information Undergraduate School Alcorn State University	Undergraduate Graduation Date 09/11/2023	Graduated with Honors Yes		
Work Experience				
			Expand	l / Collapse
> 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	Graduatetranscr	ript.pdf	
Transcript (Undergraduate)	Undergradtranscript	Undergradtransi	script.pdf	
Writing Sample	Writingsample	Writingsample.p	odf	
Current Par Admircianc				
NEW JEDSEV NEW YORK				
NEW JERSELINEW TORK				
Letters of Recommendation				
Document name	Document Source	Attachment		
Letter of Recommendation	Letter of Recommendation	Letterofrecomn	mendation.pdf	
Letter of Recommendation	Letter of Recommendation	Letterofrecom	mendation.pdf	
Letter of Recommendation	Letter of Recommendation	Letterofrecom	mendation.pdf	
Recommenders				
Name Orga	nization Title	Email address	Phone number	
SUSAN FLYNN		SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV		
References				
Name	nitation Title	Email addres-	Phone number	
Name Orga	inzauon Title	Email address	Phone number	
DUDAIN FLITININ		SUSAN, FETNIN@NJJUDLAB, NJCOURTS, GOV		
			Close Modify	Withdr
				-
Organization	Title	Email address		Phone
		SUSAN.FLYNN@NIIUDLAB	3.NJCOURTS.GOV	



After selecting

Modify

, 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:

 Go to the Documents section and select
 + Add Document

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

ome My Application:	s 🗙 LWC-APP-29330 🗙	
LawClerkship		
Documents > R	eferences and Recommenders	Review & Submit
Judge has reques	sted the below documents:	:
Document types	Total Count/Type	
Writing Sample	Writing Sample Final	
Judge's Commen	ts: test text goes here.	
Judge and Posit	ion Details	
First Name		Last Name
Desiree		Kaltz

Each document must be in PDF	(.pdf) or Microsoft Word (.doc) for	r upload a new file for the below catego mat and cannot exceed 5MB.	bries specific to this	pos
*Required				
Document Type	Document description	Previously Uploaded Document		
Cover Letter *	Coverletter	Coverletter.pdf 🗸	or Attac	ch
Resume *	Resume	Resume.pdf 🗸	or Attac	ch
Law Transcript (Graduate) *	Graduatetranscript	Graduatetranscript.pdf 🗸	or Attac	ch
Transcript (Undergraduate) *	Undergradtranscript	Undergradtranscript.pdf 🗸	or Attac	ch
Writing Sample *	Writingsample	Writingsample.pdf 🗸	or Attac	ch



Email address

SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV

2

Document description

Title

Review & Submit

- 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.

	confirmations.				
3. Selerresul	ct Submit to	 I hereby confirm that all data entered in I certify that the documents requested b 	this application is true and correct. Your verification of data will be displayed by the judge have been attached. *	in your application packets. * Preview Back	SI
appl	ication. You will	LawClerkship			
see a	a confirmation	Your application has been successfully subm	itted.		
scree	en after submitting.	Applicant Information			
		First Name Mark Phone 7325526212	Last Name Vientos Preferred region All	Email address susan.flynn@njjudlab.njcourts.gov	
*Note, a docume Letters Recomm	requests can be for ents, references and of nendation or some				
mix of t	the three.				

Organization

l hereby confirm that all data entered in this application is true and correct. Your verification of data will be displayed in your application packets. *

References and Recommenders >

Last Name

I certify that the documents requested by the judge have been attached.

FLYNN

Documents >

My Documents

References

First Name

а

SUSAN

Document Type

Attachment

Back

Submit

Phone number

Preview



		Home My Applications X	.WC-APP-29366 X				*
		LawClerkship					
Adding Additional		Documents 2 References	s and Recommenders Review & Submit				
Adding Additional		Judge has requested the	below documents:				
References or		Document types To	tal Count/Type				
Recommendars		References 1					
Recommender s		Judge's Comments: Addit	ional reference(s) needed.				
		Judge and Position Det	tails				
Paviaw the first stap		First Name	Last Name	Court Type		County	
Keview the first step		Desiree Law School	Kaltz Position ID	Superior G	Date	OCEAN Term End Date	
labeled "Documents" to		Boston College Law School	LWC-PSN-2503	01/01/2024		12/31/2024	
make sure everything is		Position Status Accepting					
indice sure everything is							
correct, then select							
Novt	Documents > Referen	ces and Recommenders	> Review & Submit				
to continue.							
	Judge has requested th	ne below documents:					
	Document types 1	Total Count/Type					
At the "References and	References	1					
Recommenders" step, do	Judge's Comments: Add	ditional reference(s) needed	I.				
the following:							
C	References 🚺						
1 In the Defense	This Position requi	res 1 reference					
I. In the References	Choose from the existi	ng references, or add a nev	v reference by clicking the "Add Reference	" button below			
section, select the	2 TOW(3) T Selected						
additional reference	First Name	Last Name	Organization	Title	Email address	Phone number	
	SUSAN	FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCO	URTS.GOV	Modify
added.	ANGELINA	ADAM			TEST@TEST.COM		Modify
a. If needed, in the	+ Add References						
Pacommandars							
Recommenders							
section, select	Recommenders						
the additional	A judge may request a	Letter of Recommen	dation directly from your recom	mender.			
	Choose from the existing re	ecommenders, or add a ne	ew recommender by clicking the "Add Re	ecommender" button below			
recommender	2 row(s) 1 selected						
added.	First Name	Last Name	Organization	Title	Email address	Phone number	
	SUSAN	FLYNN			SUSAN.FLYNN@NJJUDL/	B.NJCOURTS.GOV	Modify
	ANGELINA	ADAM			TEST@TEST.COM		Modify
	+ Add Recommenders						

Г



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'.

This Position requires 0 Letter(s)) of Recommendation.		
If your are unsure if your law school will up iobs/law-clerk	load letters of recommendation on your beha	lf, please contact your career services office to confir	m before making a selection. Your law school may register at https://www.njcourts.gov/publ
Joostan			
Source of attachment	Source details	Previously Uploaded Document	Attachment
Letter of Recommence 🗸	Letter of Recommendation	Letterofrecommendation •	Or Attach
Letter of Recommend	Letter of Recommendation	Letterofrecommendation. •	or Attach
Letter of Recomment	Letter of Recommendation	Letterofrecommendation.	Or Attach

ly Documents						
Document Type		Document des	Document description		Attachment	
Cover Letter		Coverletter	Coverletter		Coverletter.pdf	
Resume		Resume	Resume		Resume.pdf	
Law Transcript (Graduate)		Graduatetrans	Graduatetranscript		Graduatetranscript.pdf	
Transcript (Undergraduate)		Undergradtrar	Undergradtranscript		Undergradtranscript.pdf	
Writing Sample		Writingsample	Writingsample		Writingsample.pdf	
etters of Recommend	lation					
)ocument name		Document Sou	rce	Attachment	Attachment	
Letter of Recommendation		Letter of Recom	Letter of Recommendation		Letterofrecommendation.pdf	
Letter of Recommendation		Letter of Recorr	Letter of Recommendation		Letterofrecommendation.pdf	
Letter of Recommendation		Letter of Recom	Letter of Recommendation		Letterofrecommendation.pdf	
ecommenders						
First Name	Last Name	Organization	Title	Email address	Phone number	
SUSAN	FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURT	S.GOV	
ANGELINA	ADAM			TEST@TEST.COM		
eferences						
First Name	Last Name	Organization	Title	Email address	Phone number	
SUSAN	FLYNN			SUSAN.FLYNN@NJJUDLAB.NJCOURT	S.GOV	
ANGELINA	ADAM			TEST@TEST.COM		
Lhoroby confirm that all	data optored in this app	lisation is true and correct. Your yor	fication of data will be displayed i	a very application packets *		



If additional

references/recommenders are requested on a submitted application, and you do not have enough already saved in your 'Recommenders/Referenc es' 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.

