

Topic: Law Clerkship as a Law School Administrator

Summary: This guide will help navigate you through the process as a Law School Admin.

This Guide is for: Law School Admins

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Login

Login via NJ eCourts portal: [NJCourts Online: Login](#)

Existing users can login as usual.

New users will need to create a username via the self-registration portal found [here](#). Refer to the Self-Registration Quick Reference Guide for assistance.

After an ID is created you may login as an existing user.

Important information to Complete Attorney Registration:

- Attorneys must log in using a Bar ID. Please use Attorney Search (njcourts.gov) to search for your Bar ID.
- If it has been more than 90 days since your last login, you may need to update your password.
- After 3 incorrect password entry attempts, you will be locked out of the system for at least 24 hours.
- If you continue to have difficulty, create a help desk ticket(njcourts.gov).

Login help

To request information about your existing ID, select [Forgot User ID?](#)

Follow the steps below if you are receiving an "Authentication Failed" error message when attempting to log in:

- Select [Forgot / Reset Password?](#)
- Answer the security questions when prompted.
- Create a new password.

Follow the steps below if you are receiving an "Activation Email" error message when attempting to log in:

- Select [Resend Activation Email](#)
- Enter the email associated with the account.
- An email will be sent to the email address used to activate the account.
- Open the email and follow the instructions.

If you are still unable to log in:

- Contact the Help Desk for assistance by phone at (609) 421-6100, Monday through Friday, 8:30 AM to 4:30 PM.
- Or select [Report an Issue](#) to submit a Help Desk ticket online.

To access the New Jersey Courts website, visit [NJCourts.gov](#)

For jurors only

As of February 2, 2024, the My Jury Service Portal will be moving. To log into the new portal on or after this date, go to [My Jury Service](#) and click the "Log In" button to access your profile in the new portal.

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to log in multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

New Jersey Courts - Portal login

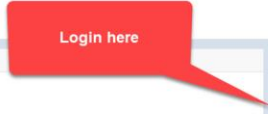
Enter user ID and password. If you have been provided with a temporary password, log in below.

User ID * [Forgot User ID?](#)

Password * [Forgot / Reset Password?](#)

[Login](#)

[New to New Jersey Courts? Register Now](#)



New Jersey Courts - Portal login

Enter user ID and password. If you have been provided with a temporary password, log in below.

User ID * [Forgot User ID?](#)

Password * [Forgot / Reset Password?](#)

[Login](#)

[New to New Jersey Courts? Register Now](#)

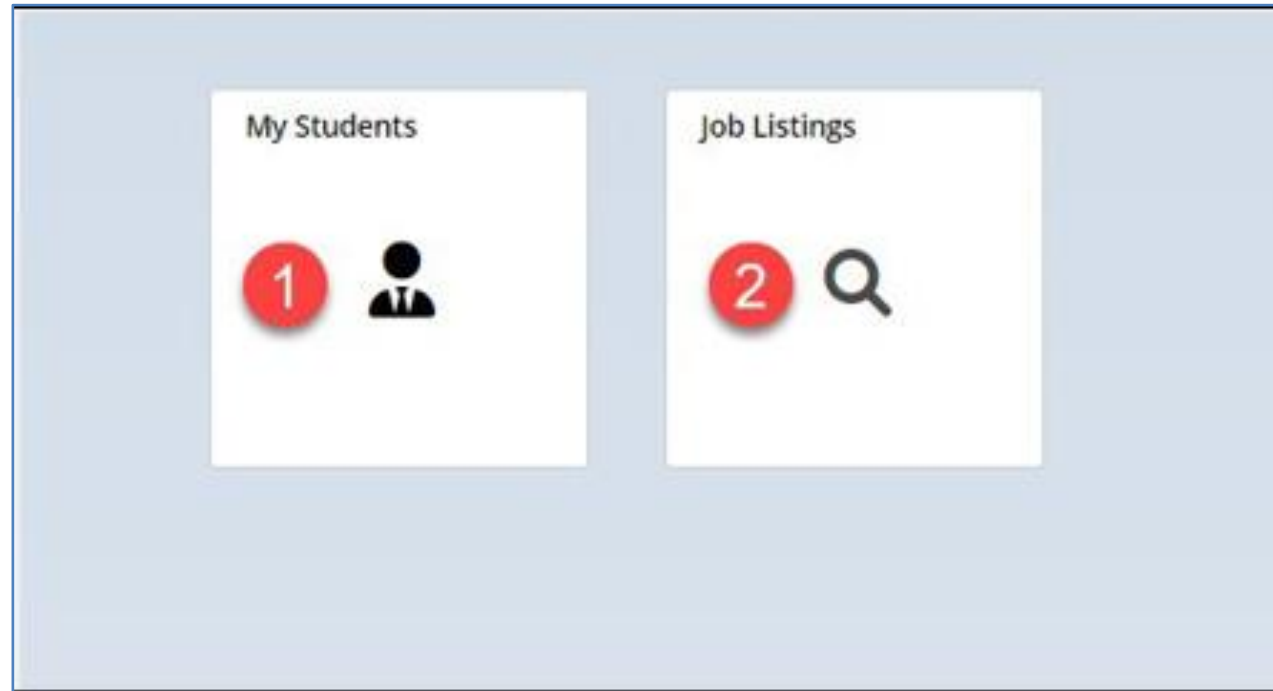
The Portal

Once in the portal, click on the LawClerkship tile.

Two tiles display:

1. **My Students** – a list of students who need a letter of recommendation from the law school.
2. **Job Listings** – a list of all the jobs that have been posted.

Click the "+" icon to add an application to your dashboard.



My Students



- Select Term -**
 Ensure the correct term is selected. You may switch to other term from the drop-down to change the view.
- My Students**
 container- allows you to view all the students from your school.
- The students will be listed along with their email address, application status, and number of positions they applied for.

Home Search Results X

LawClerkship

School

Law School: Columbia Law School

Select Term

Select Term *
 2025-2026 **1**


2 My Students

4 results found

≡ Group 🔍 Fields ⬆ Show More/Less 🔄 Refresh Default view >

Name	Applicant ID	Email address	Law School Action Status	Number Of Positions Applied	Documents to upload	
Portia P...	clerk2024id	email@portia.com	Pending	4	1	View
Aaron Ju...	Aajudge99	flynnsm7@gmail.c...	Pending	13	6	View
Lorna Li...	2024clerk	flynnsm7@gmail.c...	Completed	5	0	View
William ...	LWCQAID111	susan.flynn@njcou...	Completed	9	0	View

[Close](#)

4. **Law School Action Status** - indicates which items require attention. The status will display as pending or completed.
5. **Number of Positions Applied** - indicates how many judges the student has applied to.
6. **Documents to upload** - highlights how many recommendations a user will need.
7. Click  to open the student profile and to upload recommendations.

Home Search Results X

LawClerkship

School

Law School: Columbia Law School




Select Term





Select Term *

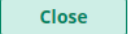
2025-2026


My Students


4 results found

 Group
  Fields
  Show More/Less
 Refresh
Default view >

Name	Applicant ID	Email address	Law School Action Status	Number Of Positions Applied	Documents to upload	
Portia P...	clerk2024id	email@portia.com	Pending	4	1	
Aaron Ju...	Aajudge99	flynnsm7@gmail.c...	Pending	13	6	
Lorna Li...	2024clerk	flynnsm7@gmail.c...	Completed	5	0	
William ...	LWCQAID111	susan.flynn@njcou...	Completed	9	0	



8. Within the student's application list, click on  to initiate the upload process for a specific position you wish to upload to.
9. The system will then display the Attach File pop-up. To attach a file, you can drag and drop from your folder on your PC

OR
you can click  to select the file you want to upload.



LawClerkship

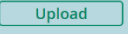


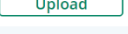
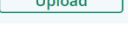

Applicant Information

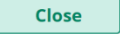
First Name Aaron	Last Name Judge	Preferred region All	Phone Type Mobile
Phone (999) 888-5454	Email flynnsm7@gmail.com		

Positions


6 row(s)

≡ Group  Fields  Show More/Less Default view >

Position ID	Judge	Application status	Letters of recommendation required	Documents to upload	
LWC-PSN-...	Anusha Ananthu	Pending-JudgeRevi...	2	1	 ⋮
LWC-PSN-...	Akash Niranjana	Pending-Interview	2	2	 ⋮
LWC-PSN-...	Srinivas Jaggannagari	Pending-JudgeRevi...	1	0	 ⋮
LWC-PSN-...	Srinivas Jaggannagari	Pending-JudgeRevi...	1	1	 ⋮
LWC-PSN-...	Akash Niranjana	Pending-JudgeRevi...	1	1	 ⋮
LWC-PSN-...	Susan Flynn	Pending-Interview	1	1	 ⋮



SingleAttachFile
×



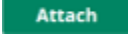
Drag and drop files here


or

9
Select file

Cancel
Attach

After file has been attached the file will be displayed.

10. Click on  to complete the upload.


Note: You may delete any documents you have attached by clicking on the .

The system will display a success message that the document has been uploaded.

The count for Documents to upload will then decrease to display the remaining documents needed.

ed	Documents to upload
	1
	1
	0
	1
	1
	1


SingleAttachFile ✕



Drag and drop files here

or

Select file

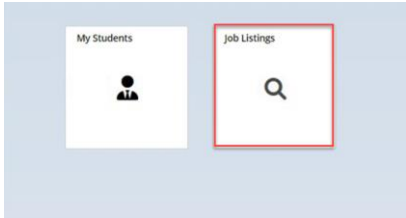
Document type	File name	Document description *	
Letter of Recommendation	LAW_CLERK_IMPLEMENTATION.pdf	LAW_CLERK_IMPLERI	

Cancel
Attach

LawClerkship

You have successfully uploaded a document for Aajudge99.

Job Listings



On this screen you can view the various positions posted and available to applicants.

A. You may sort by different criteria. Select a value from the available following criteria:

- Term
- Court Type
- Justice/Judge
- Superior Court Division
- County
- Position Status
- Justice/Judge Alma Mater

LawClerkship

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: [Dropdown]
 Justice/Judge: [Dropdown]
 Superior Court Division: [Dropdown]
 County: [Dropdown]
 Position Status: [Dropdown]
 Justice/Judge Alma Mater: [Dropdown]

Reset

369 result(s) found

Group Fields Show More/Less

Position ID	Justice/Judge Name	Position Status	Position Term	Court Type	Superior Court Division	Justice / Judge Alma Mater	View
POS-41	Susan Flynn	Accepting	2025-2026	Superior Court	General Equity	The Catholic University of America, Columbus Sc...	View
POS-50	Anusha Ananthu	Accepting	2025-2026	Appellate Division		Albany Law School	View
POS-51	Sandeep Mylavarapu	Accepting	2025-2026	Tax Court		Albany Law School	View
POS-53	Anusha Ananthu	Accepting	2025-2026	Appellate Division		Albany Law School	View
POS-55	Susan Flynn	Accepting	2025-2026	Superior Court	General Equity	The Catholic University of America, Columbus Sc...	View
LWC-PSN-1	Sandeep Mylavarapu	Accepting	2025-2026	Tax Court		Albany Law School	View
LWC-PSN-2	Anusha Ananthu	Accepting	2025-2026	Appellate Division		Albany Law School	View
LWC-PSN-3	Sandeep Mylavarapu	Accepting	2025-2026	Tax Court		Albany Law School	View
LWC-PSN-4	Anusha Ananthu	Accepting	2025-2026	Appellate Division		Albany Law School	View
LWC-PSN-5	Anusha Ananthu	Accepting	2025-2026	Appellate Division		Albany Law School	View

Refresh Default view

1 2 3 ... Next
Close

LawClerkship

Job Listings

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Filter by
 Position Judge

Term: 2025-2026
 Court Type: [Dropdown]
 Justice/Judge: [Dropdown]
 Superior Court Division: [Dropdown]
 County: [Dropdown]
 Position Status: [Dropdown]
 Justice/Judge Alma Mater: [Dropdown]

Reset

369 result(s) found

A

- B. Each column can be sorted.
- C. To select a position, click .
- D. Click on the page number to proceed to a different page.

LawClerkship

Job Listings

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Filter by
 Position Judge

Term: 2025-2026
 Court Type: [Dropdown]
 Justice/Judge: [Dropdown]
 Superior Court Division: [Dropdown]
 County: [Dropdown]
 Position Status: [Dropdown]
 Justice/Judge Alma Mater: [Dropdown]

[Reset](#)

369 result(s) found
 Group Fields Show More/Less

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LWC-PSN-1	Sandeep Mylavaram	Accepting	2025-2026	Tax Court		Albany Law School	View
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LWC-PSN-3	Sandeep Mylavaram	Accepting	2025-2026	Tax Court		Albany Law School	View
LWC-PSN-4	Anusha Ananthu	Accepting	2025-2026	Appellate Division		Albany Law School	View
LWC-PSN-5	Anusha Ananthu	Accepting	2025-2026	Appellate Division		Albany Law School	View

Refresh Default view >

1 2 3 ... Next

[Close](#)