

**Topic:** LawClerkship application from the perspective of an Applicant.

**Summary:** Step by step guidance for creating a profile, applying for positions, and managing applications.

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

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## Login

### 1. New User:

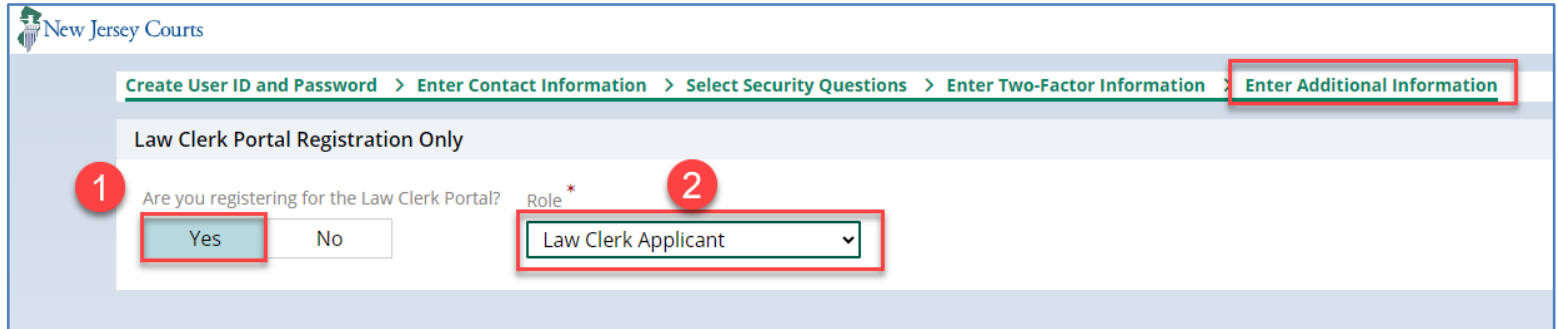
If you have not previously registered for the LawClerk Application, you will need to create an ID to access the application system. To create the appropriate LawClerkship application portal ID,

2. Select "Yes"
3. Select "Law Clerk Applicant" from the Role drop-down.

These selections will allow you to access the application after registration.

### 4. Existing User

If you have previously registered login to access the application.



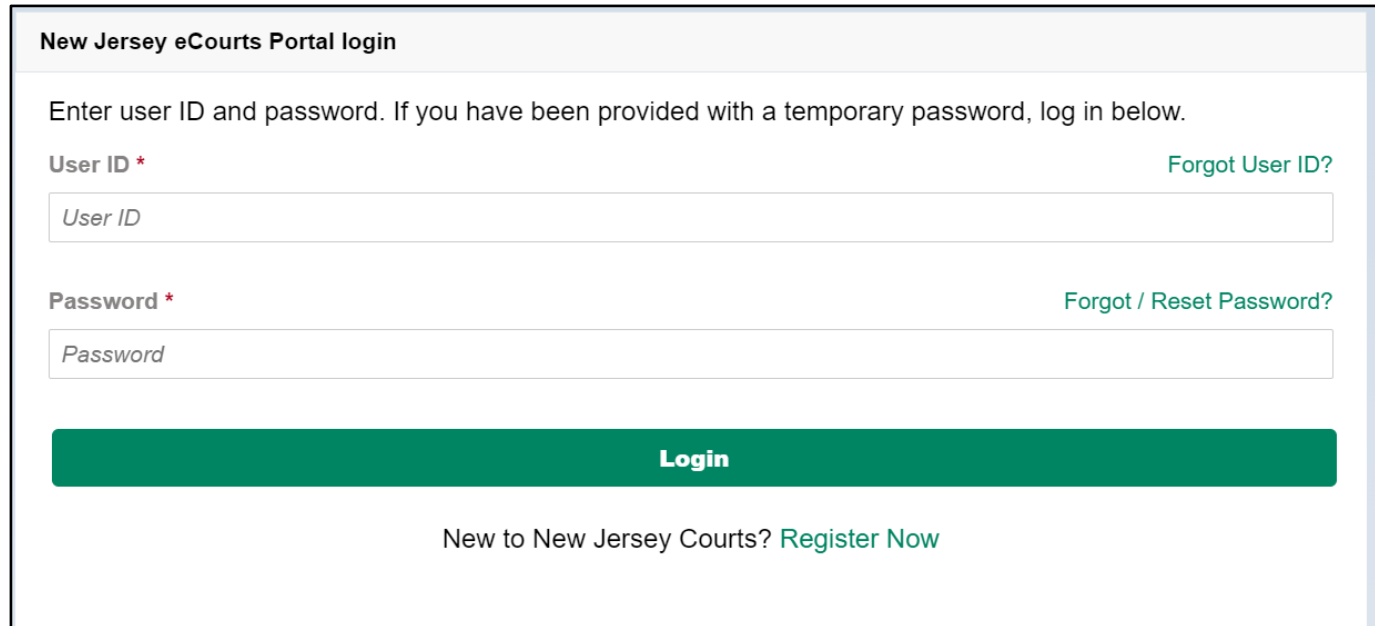
New Jersey Courts

Create User ID and Password > Enter Contact Information > Select Security Questions > Enter Two-Factor Information > **Enter Additional Information**

Law Clerk Portal Registration Only

1 Are you registering for the Law Clerk Portal?  Yes  No

2 Role \*



**New Jersey eCourts 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](#)


## Portal

Once logged in, the portal will display the LawClerkship tile.

Click on the tile to proceed to the application.

### New Jersey Courts - Portal Home Page

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

  
Get additional access

Find a Case - Public Access



LawClerkship



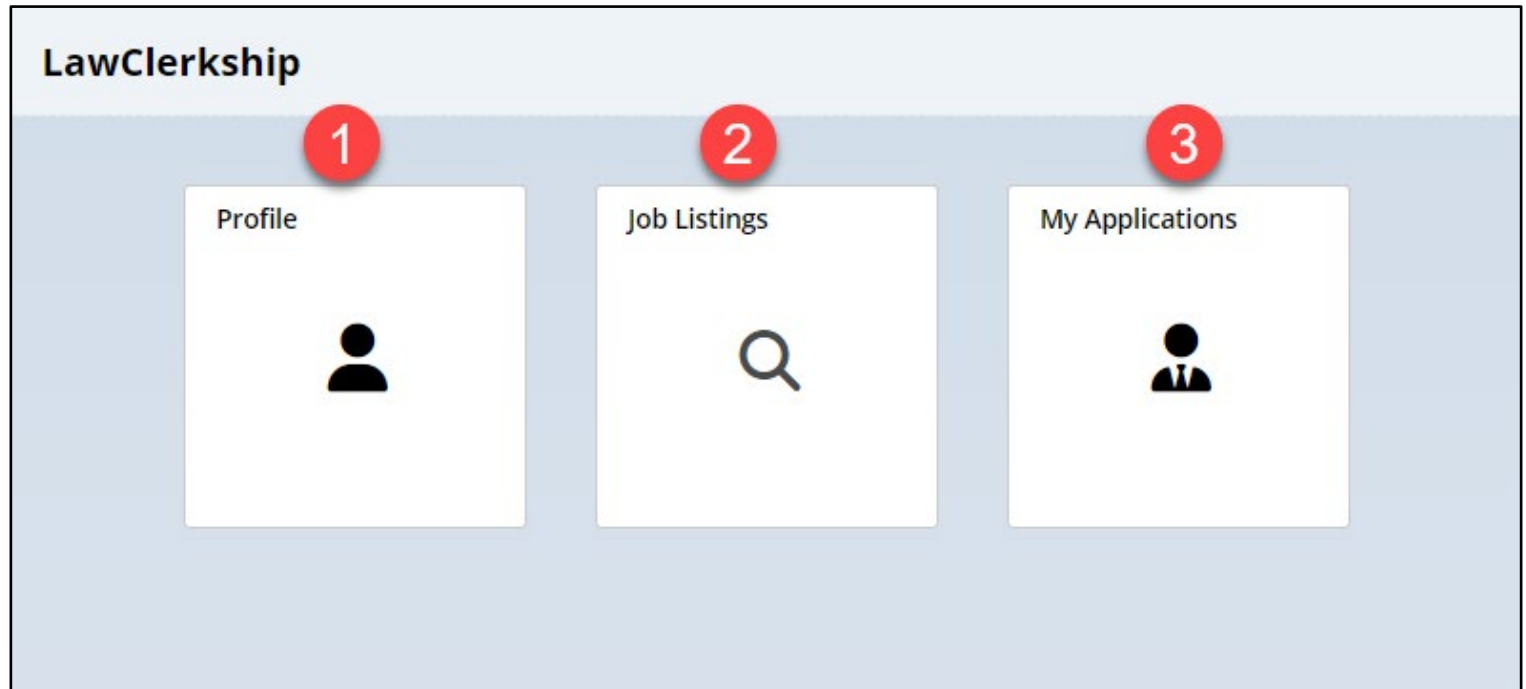
Request Court Records



### Lawclerkship Tiles

Three tiles display when in the application.

1. **Profile** – contains the applicant's details, documents, references and recommenders.
2. **Job Listings** – includes the list of clerkship opportunities.
3. **My Applications** – allows applicants to manage and view their applications.



**Profile Tile**



The Profile consists of three tabs:

1. Profile
2. Document Library
3. Recommenders/References

**Profile Tab**

The Profile tab must be completed in its entirety before the system will allow you to apply to positions.

Within the Profile tab there are several sections:

1. Applicant Information
2. Education Details
3. Current Bar Admissions
4. Work Experience
5. Judiciary Applicant Self Identification Data Survey
6. Verification of Data

**LawClerkship**

Profile | Document Library | Recommenders/References

---

**Applicant Information** 1

First Name: Stanley | Last Name: Hudson | Preferred Region: North  
 Email: ERIC.DAWSON@NJUDLAB.NJCOURTS.GOV | Phone: 6104200095 | Phone Type: Mobile

---

**Education details** 2

**Law School Information**  
ⓘ If your educational institution is not listed, please select other and enter your school name in the text field.  
 Law School: Other | Other Law School Name: Another Law School | Current or Final Law School Class Rank: 5 Out of 999 | Degree Type: JD  
 Graduated with Honors: Yes | No | Does your current school have a GPA?: Yes | No | Current or Final Law School Class GPA: 3.9 Out of 4.0 | Anticipated Law School Grad Date: 5/2/2025

**Undergraduate School Information**  
ⓘ If your educational institution is not listed, please select other and enter your school name in the text field.  
 Undergraduate School: Villanova University | Undergraduate Graduation Date: 5/2/1996 | Graduated with Honors: Yes | No

---

**Current Bar Admissions** 3

State (Select one or more): [Dropdown] | Clear

---

**Work Experience** 4

**Legal Work Experience**  
 Do you have experience in Legal Work?: Yes | No | N/A

**Moot Court**  
 Do you have experience in Moot Court?: Yes | No | N/A

**Law Review / Journal**  
 Do you have experience in Law Review/Journal?: Yes | No | N/A

**Judicial Internships / Externships**  
 Do you have experience in Judicial Internships/Externships?: Yes | No | N/A

---

**Judiciary Applicant Self Identification Data Survey** 5

ⓘ Completion of this anonymous survey is strictly voluntary. It will not be retained with your application, nor will it be used in the hiring process. The data obtained will be kept confidential and will be used to assess the effectiveness of our efforts to provide an equal opportunity for all job applicants. When reported, data will not identify any specific individual.

Gender: [Dropdown] | Race (select one or more): [Dropdown] | Hispanic/Latino/a/x: Yes | No | Unknown  
 Age: [Dropdown] | Are you a Veteran?: Yes | No

I understand and acknowledge the explanation of the Judiciary Applicant Self Identification Survey. Reset

---

**Verification of Data** 6

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.

Cancel | Save

### Applicant Information

In the Application Information section, the system will carry forward your name.

Complete the other fields which include:

1. **Preferred Region** – what regions you are looking to obtain a position in.
2. **Email** – enter the email address that you'd like to receive electronic communications.
3. **Phone** – enter a phone number you'd like to be contacted at.
4. **Phone Type** – indicate what kind of phone number is entered in the Phone field.

The screenshot shows a form titled "Applicant Information" with the following fields and callouts:

- 1**: Preferred Region dropdown menu, currently set to "All".
- 2**: Email input field, containing "test@gmail.com".
- 3**: Phone input field, containing "555-555-5555".
- 4**: Phone Type dropdown menu, currently set to "Home".

Other visible fields include First Name (akash) and Last Name (nirajna).



**Education Details**

The Education Details section shows both Law School and Undergraduate School information. Details needed for both include:

1. Law School\*
2. Current or Final Law School Class Rank
3. Degree Type
4. Graduated with Honors
5. Does your current school have a GPA?
6. Current or Final Law School Class GPA
7. Anticipated Law School Grad Date
8. Undergraduate School \*
9. Undergraduate Graduation Date
10. Graduated with Honors

\*If your school is not in the list, select 'Other' and add your school in the additional textbox that will display.

**Note:** If your school does not utilize a GPA system, answer 'No'.

**Education details**

**Law School Information**

1 If your educational institution is not listed, please select other and enter your school name in the text field.

Law School * <b>1</b> <input type="text" value="Rutgers Law School (Camden)"/>	Current or Final Law School Class Rank <input type="text" value="5"/> Out of <input type="text" value="999"/> <b>2</b>	Degree Type <b>3</b> <input type="text" value="JD"/>	Graduated with Honors <b>4</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your current school have a GPA? * <b>5</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current or Final Law School Class GPA <b>6</b> <input type="text" value="3.9"/> Out of <input type="text" value="4.0"/>	Anticipated Law School Grad Date * <b>7</b> <input type="text" value="5/2/2025"/>	

**Undergraduate School Information**

8 If your educational institution is not listed, please select other and enter your school name in the text field.

Undergraduate School * <b>8</b> <input type="text" value="Villanova University"/>	Undergraduate Graduation Date * <b>9</b> <input type="text" value="5/2/1996"/>	Graduated with Honors <b>10</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---	--

## Current Bar Admission

Add any Bar Admissions if applicable.

You may select more than one value if you have multiple bar admissions.

Yes No 3.9 4.0 5/2/2025

**Undergraduate School Information**  
If your educational institution is not listed, please select other and enter your school name in the text field.

Undergraduate School \* Villanova University Undergraduate Graduation Date \* 5/2/1996 Graduated with Honors Yes No

**Current Bar Admissions**

State (Select one or more)  
NEW JERSEY X Clear

**Legal Work Experience**  
Do you have experience in Legal Work? \*  
Yes No N/A

**Moot Court**  
Do you have experience in Moot Court? \*  
Yes No N/A

**Law Review / Journal**  
Do you have experience in Law Review/Journal? \*  
Yes No N/A

**Judicial Internships / Externships**  
Do you have experience in Judicial Internships/Externships? \*

**Work Experience**

In the work experience section indicate experience in the following areas by selecting **Yes, No** or **N/A**):

1. Do you have experience in Legal Work?
2. Do you have experience in Moot Court?
3. Do you have experience in Law Review/Journal?
4. Do you have experience in Judicial Internships/Externships

If you indicate "Yes" to any of the questions, the system will display a text box. Enter details for that question.

Villanova University 5/2/1996 Yes No

**Current Bar Admissions**

State (Select one or more)  
 NEW JERSEY X Clear

**Work Experience**

**Legal Work Experience**  
 Do you have experience in Legal Work? \* 1  
 Yes No N/A

**Moot Court**  
 Do you have experience in Moot Court? \* 2  
 Yes No N/A

**Law Review / Journal**  
 Do you have experience in Law Review/Journal? \* 3  
 Yes No N/A

**Judicial Internships / Externships**  
 Do you have experience in Judicial Internships/Externships? \* 4  
 Yes No N/A

**Judiciary Applicant Self Identification Data Survey**

Completion of this anonymous survey is strictly voluntary. It will not be retained with your application, nor will it be used in the hiring process. The data obtained will be kept confidential and will be used to assess the effectiveness of our efforts to provide an equal opportunity for all job applicants. When reported, data will not identify any specific individual.

Gender Race (select one or more) Hispanic/Latino/a/x


Yes No Unknown


**Work Experience**

**Legal Work Experience**  
 Do you have experience in Legal Work? \*  
 Yes No N/A

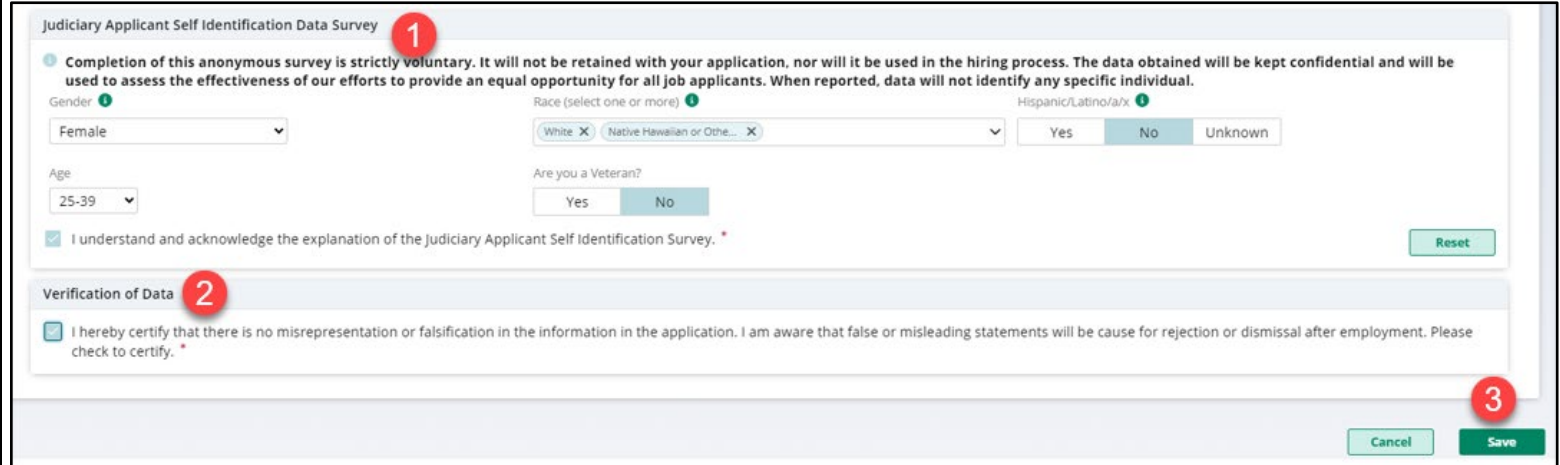
Description

Format - [List] [List] [B] [I] [U] [Link] [Link] [A] [A]



1. The **Judiciary Applicant Self Identification Data Survey** is optional.
2. The acknowledgement checkbox within the **Verification of Data** must be selected before the system will allow you to continue.
3. Complete the **Verification of Data** certification and click 

Once your profile is saved, a success message will display.



**Judiciary Applicant Self Identification Data Survey** 1

Completion of this anonymous survey is strictly voluntary. It will not be retained with your application, nor will it be used in the hiring process. The data obtained will be kept confidential and will be used to assess the effectiveness of our efforts to provide an equal opportunity for all job applicants. When reported, data will not identify any specific individual.

Gender 1: Female

Race (select one or more) 1: White X Native Hawaiian or Other... X

Hispanic/Latino/a/x 1: Yes No Unknown

Age: 25-39

Are you a Veteran?: Yes No

I understand and acknowledge the explanation of the Judiciary Applicant Self Identification Survey. \*

**Reset**

**Verification of Data** 2

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. \*

**Cancel Save** 3

**LawClerkship**

**Applicant profile saved successfully**

## Document Library

On this screen you can upload documents you wish to use when applying for positions.

1. To add to your document library, click on **+ Add Document** button.
2. To view any previously uploaded document, click on the link for that document in the Attachment column.
3. To permanently remove documents from your document library, click **Delete** at the end of the row for that document.

**Note:** once a document is attached to an application, it cannot be modified.

**LawClerkship**

Profile **Document Library** Recommenders/References

**1 Use/reuse this library to store documents you may want to use when applying for a position.**  
 A document may be uploaded by using the Add Document button below. Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.  
 Once a document has been attached to an application, it cannot be modified or deleted.

Document Type	Document Description	Attachment	
Resume	largedocument	largedocument.pdf	<b>3</b> Delete
Law Transcript (Graduate)	5mbdocument	5mbdocument.pdf	<b>2</b> Delete
Transcript (Undergraduate)	BABOK2.0	BABOK2.0.pdf	Delete
Writing Sample	mywritins	8.5by14.pdf	Delete
Cover Letter	complaint	complaint.pdf	Delete
Resume	resume	counterclaim.pdf	Delete
Law Transcript (Graduate)	noticeofmotion	noticeofmotion.pdf	Delete
Letter of Recommendation	LetterfromWho	QuickReferenceGuideLWCselfRegistration.pdf	Delete
Other	judgment	judgment.pdf	Delete

**1** + Add Document

### Add Documents

As mentioned previously, to add documents use the [+ Add Document](#) feature.

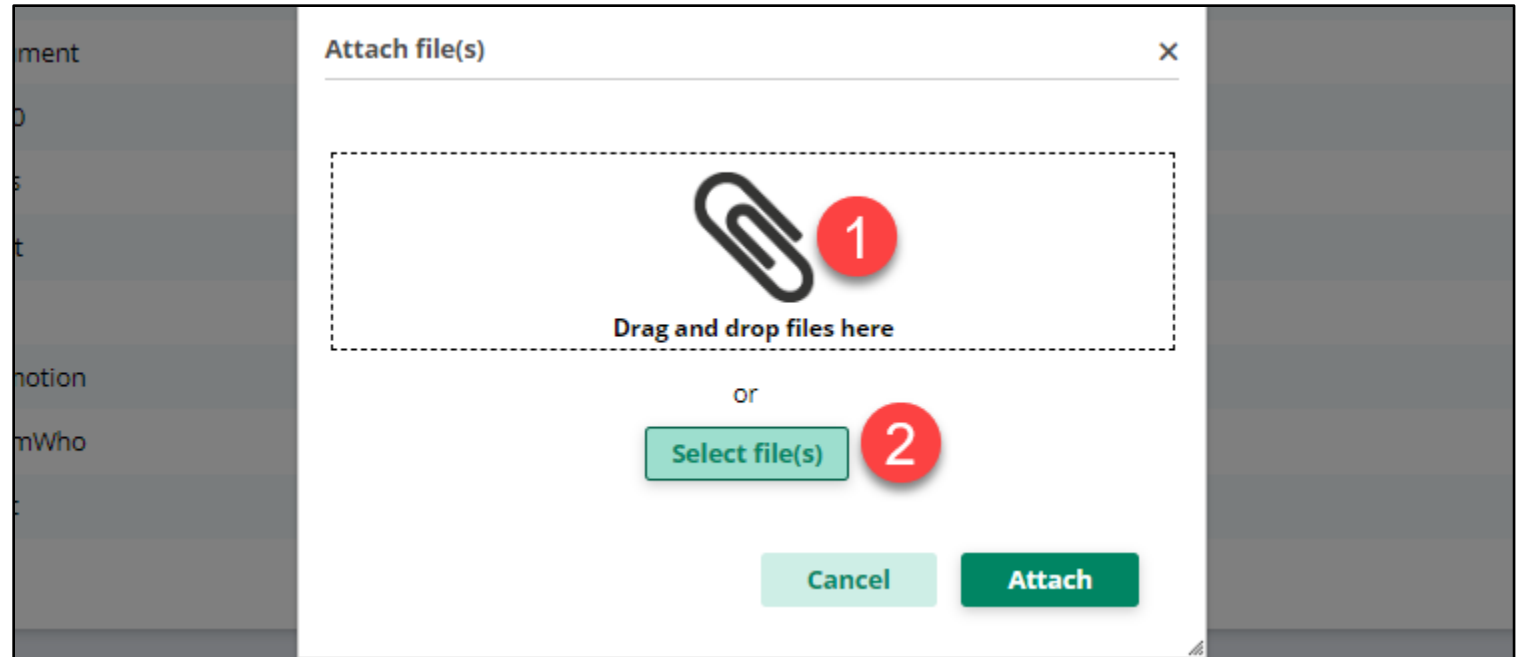
The system will display the Attach file(s) pop-up window. To attach files you can,

1. Drag and drop files from an open folder on your computer, OR
2. Click [Select file\(s\)](#) to choose.

Multiple documents can be uploaded in a single upload.

#### System requirements:

Documents can be up to 5 MB in **.pdf** or **.doc** formats.



After selecting the files you wish to upload to your Document Library, you may,

1. Select the appropriate document type.
2. Modify the description for the document.
3. Delete any documents.
4. Click **Attach** to complete the process to upload to the **Document Library**.

**Attach file(s)**

Drag and drop files here

or

Select file(s)

Document type	File name	Document description
Cover Letter	LWC Upload 1.pdf	Judge Mahlon Cover Letter
Resume	LWC Upload 2.pdf	Resume_Civil
Resume	LWC Upload 3.pdf	Resume_Criminal

Cancel Attach

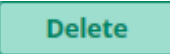
The system will then display a success message that the documents have been saved.

**LawClerkship**

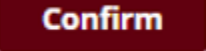
**Your Documents have been saved successfully.**

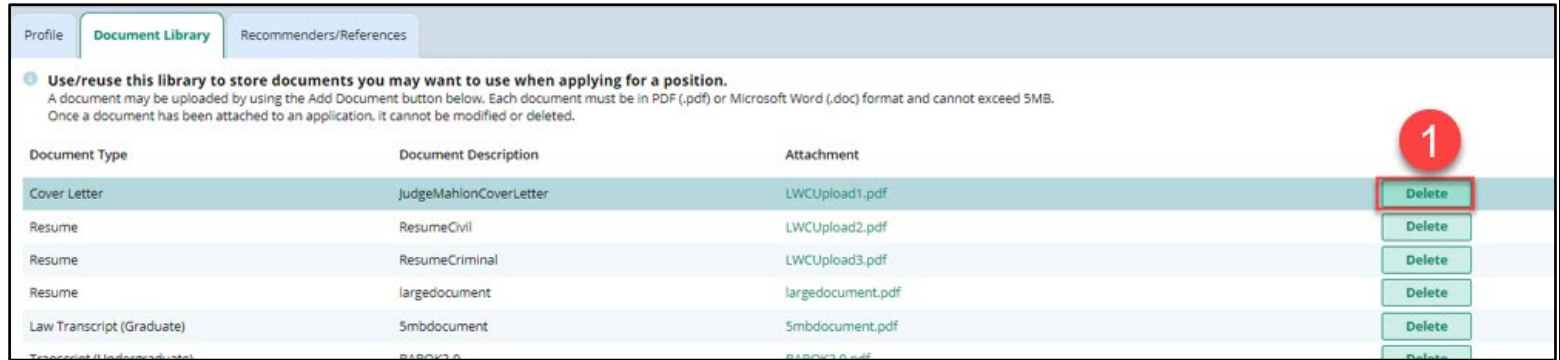
### Delete Documents

Documents in your Document Library may be deleted.

1. To delete a document, click on .







The system will then display the Delete Document pop-up.

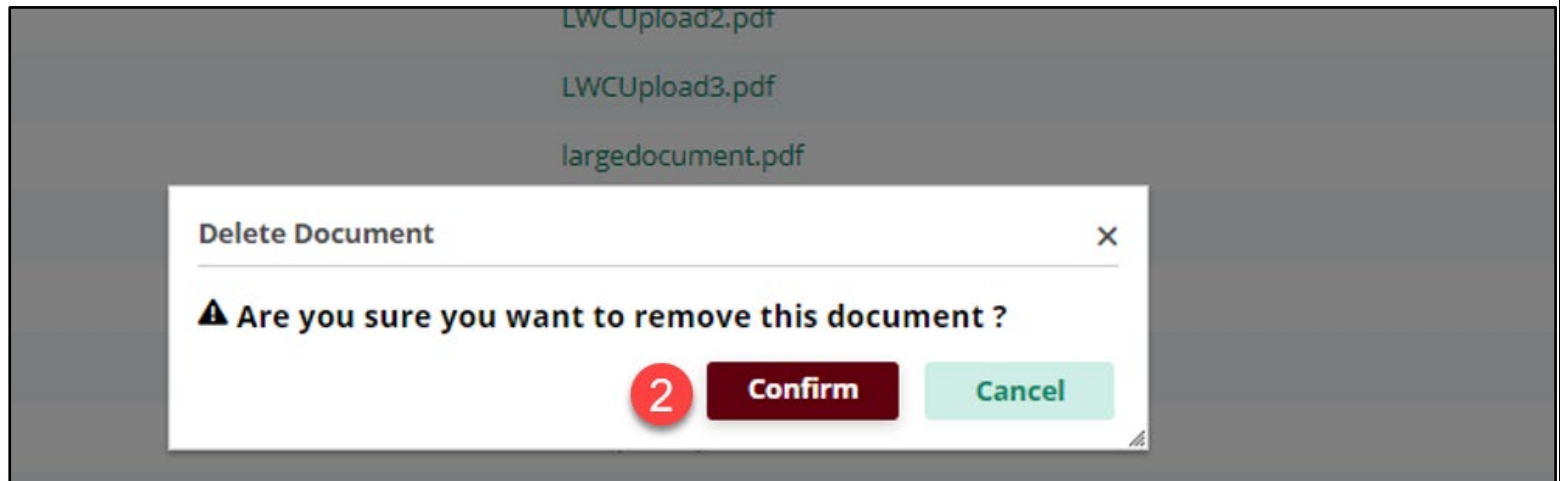
2. Click  to complete the delete process.



Profile **Document Library** Recommenders/References

Use/reuse this library to store documents you may want to use when applying for a position.  
 A document may be uploaded by using the Add Document button below. Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.  
 Once a document has been attached to an application, it cannot be modified or deleted.

Document Type	Document Description	Attachment	
Cover Letter	JudgeMahlonCoverLetter	LWCUpload1.pdf	
Resume	ResumeCivil	LWCUpload2.pdf	
Resume	ResumeCriminal	LWCUpload3.pdf	
Resume	largedocument	largedocument.pdf	
Law Transcript (Graduate)	5mbdocument	5mbdocument.pdf	
Transcript (Undergraduate)	5mbdocument	5mbdocument.pdf	

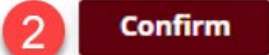



LWCUpload2.pdf  
 LWCUpload3.pdf  
 largedocument.pdf

**Delete Document** ✕

---

**⚠ Are you sure you want to remove this document ?**



## Recommenders and References Tab

The system allows you to add both recommenders and references.

In the system, recommenders provide letters and references do not.

Profile | Document Library | **Recommenders/References**

**Recommenders**

ⓘ A recommender may be added by using the Add Recommender button below.  
 Once added you may select these recommenders while applying for a position.

1 row(s)

First Name	Last Name	Organization	Title	Email address	Phone number	
KATHLEEN	SMITH		ATTORNEY	KATHLEEN.SMITH@GMAIL.COM		<a href="#">Modify</a> ⋮

[+ Add Recommenders](#)

**References**

ⓘ A professional reference may be added by using the Add Reference button below.  
 Once added you may select these references while applying for a position. A Judge may contact them.

3 row(s)

First Name	Last Name	Organization	Title	Email address	Phone number	
KATHLEEN	SMITH		ATTORNEY	KATHLEEN.SMITH@GMAIL.COM		<a href="#">Modify</a> ⋮
SUSAN	FLYNN			NO_CAMS_LOOKUP@REFERENCES.COM		<a href="#">Modify</a> ⋮
SECOND	RECOMMENDER			TEST@TEST.COM		<a href="#">Modify</a> ⋮

[+ Add References](#)

## Adding a Recommender

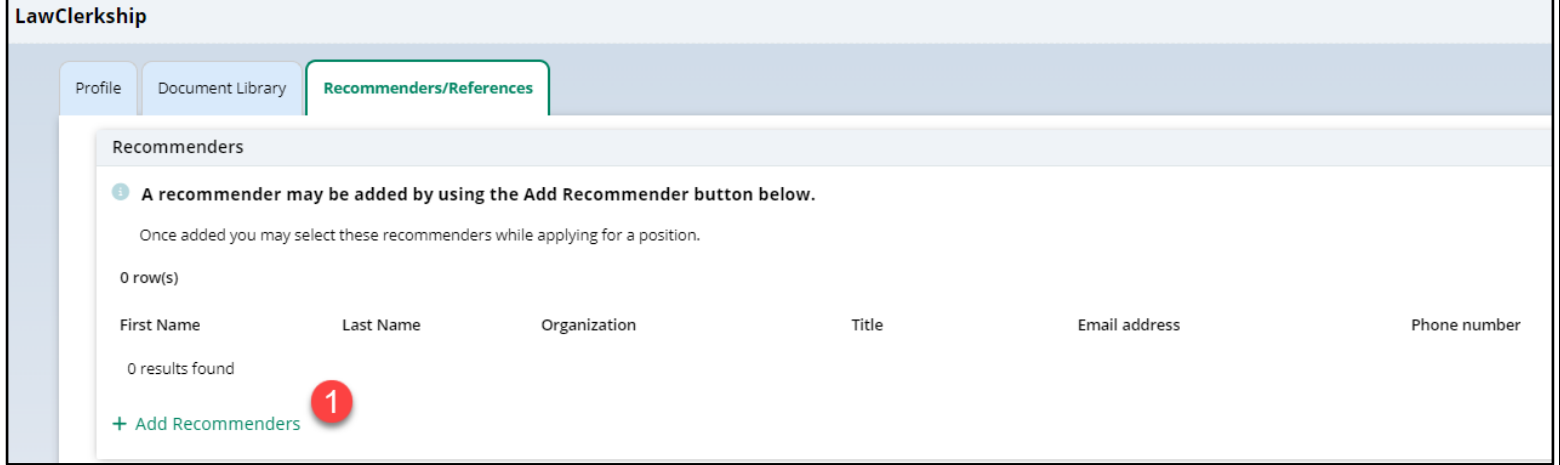
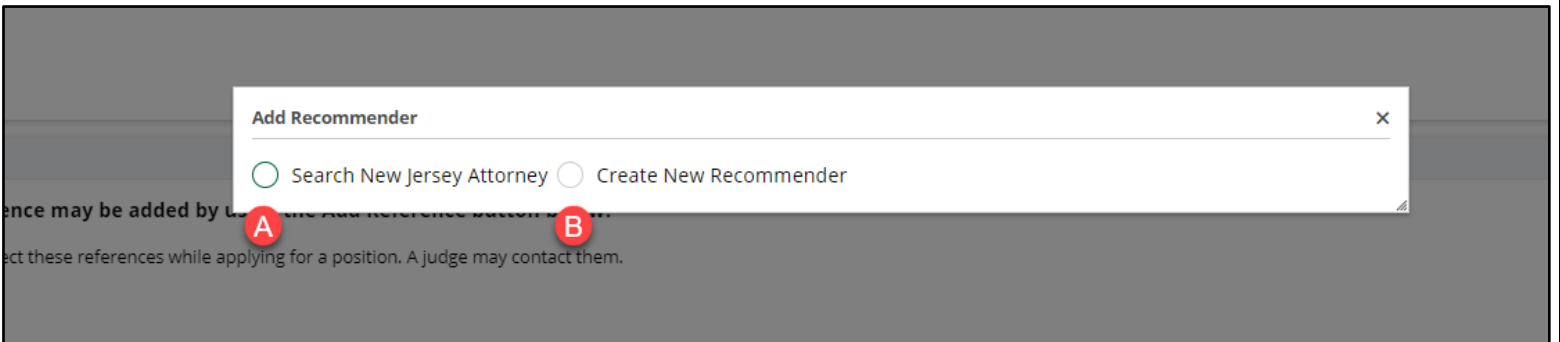
1. To add a Recommender, click on

[+ Add Recommenders](#)

Then select which type of recommender you wish to add:

A. You can add an attorney by utilizing the "Search New Jersey Attorney"; **OR**

B. Create a New Recommender.

**Search New Jersey Attorney**

When selecting a New Jersey State Attorney as a Recommender,

1. Click on Search New Jersey Attorney.
2. Enter the Bar ID or Last Name.
3. Click .
4. The system will return results for the information entered. Click on the desired attorney.
5. Enter or modify any other information for the recommender.
6. If you wish to also add the recommender separately as a reference, select the checkbox.
7. When done click .

**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

1 row

	Name (L,F)	ID	Email	Phone
<input checked="" type="radio"/>	FRANKLIN, BENJAMIN	007251991	SRINIVAS.JAGGANNAGAR@NJCOURTS.GOV	6091234567

1 row

	Name (L,F)	ID	Email	Phone
<input checked="" type="radio"/>	FRANKLIN, BENJAMIN	007251991	SRINIVAS.JAGGANNAGAR@NJCOURTS.GOV	6091234567

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


First Name  Last Name  ID  Organization

Title  Email \*  Phone

Add selected Recommender as Reference

**Create a New Recommender**

To create a new recommender,

1. Click on "Create New Recommender".
2. Enter a First and Last Name.
3. Enter a valid email.
4. If you wish to add the recommender as a reference as well, select the checkbox.
5. When done, click .

**Add Recommender** ✕


Search New Jersey Attorney
  **Create New Recommender**



**Create New Recommender**

First Name *	Last Name *	Organization	Title
<input type="text" value="KATHLEEN"/>	<input type="text" value="SMITH"/>	<input type="text"/>	<input type="text" value="ATTORNEY"/>
Email *	Phone		
<input type="text" value="KATHLEEN.SMITH@GMAIL.C"/>	<input type="text"/>		

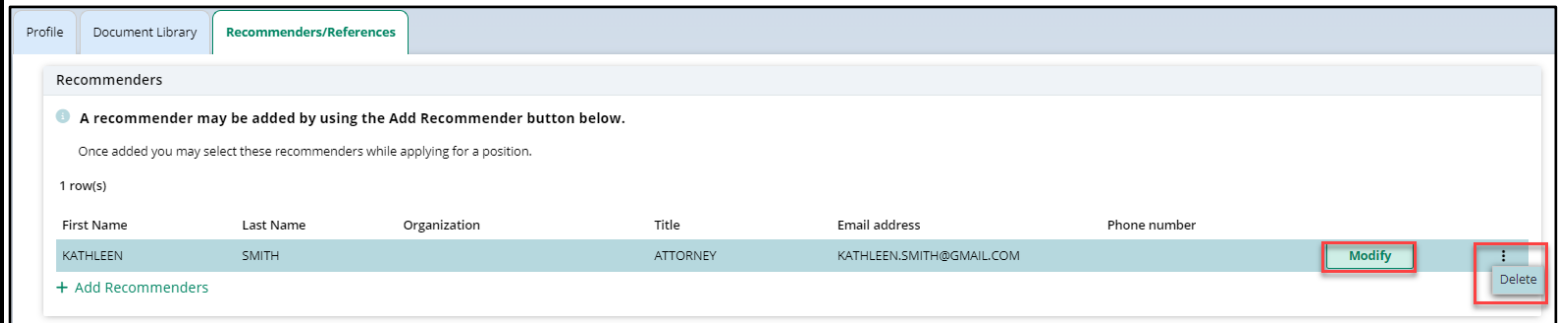
Add selected Recommender as Reference

## Modifying and Deleting Recommenders

You can modify the recommenders on the list by clicking the  button.

You may also delete a recommender by clicking on the ellipsis . The  option will be available.

A recommender cannot be deleted if attached to an application under review by a judge.





Profile Document Library **Recommenders/References**

Recommenders

- A recommender may be added by using the Add Recommender button below.
- Once added you may select these recommenders while applying for a position.

1 row(s)

First Name	Last Name	Organization	Title	Email address	Phone number	
KATHLEEN	SMITH		ATTORNEY	KATHLEEN.SMITH@GMAIL.COM		 

[+ Add Recommenders](#)

### Adding a Reference

1. Click **+ Add References** to start the process to add a reference.

The system will display the Add Reference pop-up window.

2. Enter the First and Last Name of the reference.

3. Enter the email address for the reference.

4. Click **Save** to complete.

References

1 A professional reference may be added by using the Add Reference button below.  
 Once added you may select these references while applying for a position. A Judge may contact them.

3 row(s)

First Name	Last Name	Organization	Title	Email address	Phone number	
KATHLEEN	SMITH		ATTORNEY	KATHLEEN.SMITH@GMAIL.COM		<b>Modify</b>
SUSAN	FLYNN			NO_CAMS_LOOKUP@REFERENCES.COM		<b>Modify</b>
SECOND	RECOMMENDER			TEST@TEST.COM		<b>Modify</b>

**+ Add References** 1


**Add Reference** 2 ✕



First Name\* DANIELLE Last Name\* RESO Organization Title

Email\* 3 DANIELLE.RESO@GMAIL.CC Phone 5555555555

Cancel **Save** 4

### Modifying and Deleting References

You can modify the references on the list by clicking the  button.

You may also delete a reference by clicking on the ellipsis . The  option will be available.









A reference may not be deleted if attached to an application under review by a judge.

References

• A professional reference may be added by using the Add Reference button below.

Once added you may select these references while applying for a position. A judge may contact them.

4 row(s)

First Name	Last Name	Organization	Title	Email address	Phone number	
KATHLEEN	SMITH		ATTORNEY	KATHLEEN.SMITH@GMAIL.COM		 
SUSAN	FLYNN			NO_CAMS_LOOKUP@REFERENCES.COM		 
SECOND	RECOMMENDER			TEST@TEST.COM		 
DANIELLE	RESO			DANIELLE.RESO@GMAIL.COM	5555555555	 

[+ Add References](#)

## Job Listings Tile



## Search for an Open Position

This page allows you to view all clerkships that have not yet been filled.

Within the job postings you may search openings by the following criteria:

1. Position or Judge;
2. Term
3. Court Type
4. Justice/Judge
5. Superior Court Division
6. County
7. Position Status
8. Justice/Judge Alma Mater

**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 **1**

Position  Judge

Term: 2025-2026 **2** Court Type: **3** Justice/Judge: **4** Superior Court Division: **5** County: **6** Position Status: **7** Justice/Judge Alma Mater: **8**

385 result(s) found

Default view >

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

1 2 3 ... Next

Each column allows for sorting. The system also allows for the application of filters, grouping and hiding columns. columns.



- A. **Position ID** - Each position has a unique Position ID to help you keep track of the various openings.
- B. **Justice/Judge Name** - Lists the name of the Justice/Judge that the position is for.
- C. **Position Status** - There are two statuses: Accepting and Closed. By default, the system will display all position that are in "Accepting" first.
- D. **Position Term** - shows the court term for the positions listed.
- E. **Court Type** - shows the Court Type the position is for.
- F. **Superior Court Division** - When Superior Court is listed, the subsequent Superior Court Division is listed in that column.
- G. **Justice/Judge Alma Mater** - shows the Law School the Justice/Judge attended.

Filter by  
 Position  Judge

Term: 2025-2026 | Court Type: | Justice/Judge: | Superior Court Division: | County: | Position Status: | Justice/Judge Alma Mater: Reset

385 result(s) found

Group Fields Show More/Less Refresh Default view >

<b>A</b> Position ID	<b>B</b> Justice/Judge Name	<b>C</b> Position Status	<b>D</b> Position Term	<b>E</b> Court Type	<b>F</b> Superior Court Division	<b>G</b> Justice / Judge Alma Mater	View
POS-41	Susan Flynn	Accepting	2025-2026	Superior Court	General Equity	The Catholic University of America, Colum...	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, Colum...	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

1 2 3 ... Next Close

### View Position

To view more about a position, click on

[View](#)

Each section can be expanded or collapsed.

In the position, there will be several sections:

1. Position Details - which include a Position Description.
2. Judges Details – details of where the judge sits and location.
3. Required Documents – list of documents the judge requires for application.
4. Hiring Preferences – includes number of vacancies and Interview Method.
5. Click [Apply](#) to start the application.

∨ Position Details 1

Position ID POS-53	Term Start Date 01/01/2024	Term End Date 12/31/2024	Position Status Accepting
Position Term 2025-2026			

∨ 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 in the New Jersey judiciary 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 conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with 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 over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

> Judge Details 2

> Required Documents 3

> Hiring Preferences 4

[Cancel](#) [Apply](#) 5

## Application

There are **three sections** in an application:

**Documents, References and Recommenders, and Review and Submit**

## Documents

To apply, first review the Judge and Position details to ensure you are applying to the correct position.

- From the list of documents that the Judge requires, either select documents from your Document Library OR you may attach a new document to the application.
- If there are other documents that you wish to attach, click on [+ Add Document](#).
- To save as a draft click on [Save Draft](#).
- To continue to next piece of the application, click [Next >>](#).

Documents >
References and Recommenders
Review & Submit

### Judge and Position Details

First Name	Last Name	Court Type	County
---	---	---	---
Law School	Position ID	Term Start Date	Term End Date
---	PSN-13	01/01/2024	12/31/2024
Position Status	Accepting		

### 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		Attachment
Resume *	ResumeCivil	LWCUpload2.pdf	or	<a href="#">Attach</a>
Resume *	ResumeCriminal	LWCUpload3.pdf	or	<a href="#">Attach</a>
Law Transcript (Graduate) *	Smbdocument	5mbdocument.pdf	or	<a href="#">Attach</a>
Transcript (Undergraduate) *	BABOK2.0	BABOK2.0.pdf	or	<a href="#">Attach</a>
Writing Sample *	mywritins	8.5by14.pdf	or	<a href="#">Attach</a>
Writing Sample *	mywritins	8.5by14.pdf	or	<a href="#">Attach</a>
Writing Sample *	mywritins	8.5by14.pdf	or	<a href="#">Attach</a>

**Other documents (Additional)**

[+ Add Document](#)

[Cancel](#)
[Save Draft](#)
[Next >>](#)

**Note:** **Draft** applications are saved in the 'My Applications' tile and can be completed from there

**References and Recommenders**

In the Reference and Recommenders part of the application, there are **3** sections:

- References** – this will contain the list of references listed in your profile. You may select, or add references for the application.
- Recommenders** – this contains existing recommenders listed from your profile. You may also add a new recommender.
- Letters of Recommendation (LOR)** - this is where you select the source of the LOR.

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

**References** 1

**This Position requires 1 references**  
 Choose from the existing references, or add a new reference by clicking the "Add Reference" button below  
 4 row(s) | 0 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input type="checkbox"/>	KATHLEEN	SMITH		ATTORNEY	KATHLEEN.SMITH@GMAIL.COM		Modify
<input type="checkbox"/>	SUSAN	FLYNN			NO_CAMS_LOOKUP@REFERENCES.COM		Modify
<input type="checkbox"/>	SECOND	RECOMMENDER			TEST@TEST.COM		Modify
<input type="checkbox"/>	DANIELLE	RESO			DANIELLE.RESO@GMAIL.COM	5555555555	Modify

[+ Add References](#)

**Recommenders** 2

**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	Organization	Email address	Phone number	
<input type="checkbox"/>	KATHLEEN	SMITH			KATHLEEN.SMITH@GMAIL.COM		Modify



[+ Add Recommenders](#)

**Letters of Recommendation** 3

**This Position requires 1 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
Select... ▾			

## References

1. Each position will indicate the number of references required.
2. Select the reference(s) you wish to include on the application.
3. Click on  to modify a reference. If you have previously applied using the reference, you will not be able to modify since it is tied to an application.
4. Click on the  to add a new reference to list.





Documents > References and Recommenders > Review & Submit


### References

 **This Position requires 1 references** 1

Choose from the existing references, or add a new reference by clicking the "Add Reference" button below

4 row(s) | 1 selected

	First Name	Last Name	Organization	Title	Email address	Phone number	
<input checked="" type="checkbox"/>	KATHLEEN	SMITH		ATTORNEY	KATHLEEN.SMITH@GMAIL.COM		
<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">2</span> <input type="checkbox"/>	SUSAN	FLYNN			NO_CAMS_LOOKUP@REFERENCES.COM		
<input type="checkbox"/>	SECOND	RECOMMENDER			TEST@TEST.COM		 <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">3</span>
<input type="checkbox"/>	DANIELLE	RESO			DANIELLE.RESO@GMAIL.COM	5555555555	

 4

### Recommenders

1. Select the recommender(s) you wish to include on the application.
2. Click on  to modify a recommender on the list. If you have previously applied using the recommender, you will not be able to modify or delete since it is tied to an application.
3. Click on the [+ Add Recommenders](#) to add a new recommender to drop down list.

**Recommenders**

**1** 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) | 1 selected

<b>1</b>	First Name	Last Name	Organization	Organization	Email address	Phone number	<b>2</b>
<input checked="" type="checkbox"/>	KATHLEEN	SMITH			KATHLEEN.SMITH@GMAIL.COM		<input type="button" value="Modify"/>

**3** [+ Add Recommenders](#)

**Letters of Recommendations**

1. Each position will indicate the number of LOR required.
2. To provide a Letter of Recommendation(LOR), select the source of the LOR from the dropdown:
3. Then select a previously uploaded document to serve as the LOR **OR**
4. You may also Attach a new LOR instead of one from your Document Library.
5. When done click **Next >>** to continue to the next section of the application.

When you select a Recommender from the list, the system will send an email to that Recommender requesting they upload a LOR on your behalf.

The system will only let you select as many Recommenders as are required by the judge.

**Letters of Recommendation**

**1** This Position requires 1 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 **2** Previously Uploaded Document **3** Attachment **4**

Letter of Recoi  LetterfromWho  QuickReferenceG  or  Attach

**5**

**Review & Submit**

On the Review & Submit tab, verify that each section is accurate before submitting.

Before you submit you must select the box confirming the data is true and correct.

Click **Submit** to send the application.

A confirmation email will be sent to your registered email.

You can also **Save Draft** and/or **Preview** the application.

After submission, click the **Close** button on the bottom of the screen to exit the application.

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

**My Documents**

Document Type	Document description	Attachment
Cover Letter	LWCUploadtest3	LWCUploadtest3.docx
Resume	LWCUploadtest	LWCUploadtest.docx
Law Transcript (Graduate)	LWCUploadtest	LWCUploadtest.docx
Transcript (Undergraduate)	LWCUploadtest2	LWCUploadtest2.docx
Writing Sample	LWCUploadtest2	LWCUploadtest2.docx
Writing Sample	LWCUploadtest2	LWCUploadtest2.docx
Other	LWCUploadtest	LWCUploadtest.docx

**Letters of recommendation**

Document name	Document Source	Attachment
Letter of Recommendation	Law School Career Services	
Letter of Recommendation	Letter of Recommendation (Upload)	LWCUploadtest.docx
Letter of Recommendation	Professional Recommender	

**Recommenders**

First Name	Last Name	Organization	Title	Email address	Phone number
BOB	COBB			TEST@TEST.GOV	1232341737

**References**

First Name	Last Name	Organization	Title	Email address	Phone number
TESTER	TESTS	TESTING	TEST	TEST_TEST@GMAIL.COM	
TESTS	TESTS		TESTS	TESTS@TEST.COM	

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

Save Draft
Preview
Cancel
Back
Submit



## My Applications Tile



All submitted applications can be viewed on the My Applications tile.

Applications may be viewed by Submitted Date and can be sorted using the toggle functionality.

**Application ID** – each application started receives a unique ID.

**Position ID** – This is the ID of the position in which the application for created for.

**Submitted Date** – Date that the application was submitted.

**Position details** - Include the Justice/Judge, Court Type, and County.

**Position Status** – This will show Accepting or Closed. Accepting identifies that the position has not been filled.

My Applications

Select Term \*  
 2025-2026

8 row(s)  
 Fields ↑ Show/Hide/Sort

Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	County	Position Status	Application Status	
LWC-APP-433	LWC-PSN-436	05/06/2024	Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Resolved-Cancelled	<a href="#">View</a>
LWC-APP-434	LWC-PSN-435	05/06/2024	Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Resolved-Cancelled	<a href="#">View</a>
LWC-APP-435	LWC-PSN-434	05/06/2024	Sandeep Mylavarapu	Supreme Court	ATLANTIC	Accepting	Draft	<a href="#">View</a>
LWC-APP-432	LWC-PSN-437	05/07/2024	Susan Flynn	Superior Court	HUNTERDON	Accepting	Pending-JudgeReview	<a href="#">View</a>
LWC-APP-444	LWC-PSN-431	05/07/2024	Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Resolved-Cancelled	<a href="#">View</a>
LWC-APP-445	LWC-PSN-429	05/07/2024	Sandeep Mylavarapu	Supreme Court	ATLANTIC	Accepting	Pending-JudgeReview	<a href="#">View</a>
LWC-APP-517	LWC-PSN-284	05/14/2024	Eric Dawson	Appellate Division	OCEAN	Accepting	Pending-FinalOffer	<a href="#">View</a>
LWC-APP-600	LWC-PSN-505	05/21/2024	Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Pending-JudgeReview	<a href="#">View</a>

### Viewing Applications

To open an application from the Applications List click on [View](#).

**Draft applications** can be opened and subsequently completed from this tile.

Any application prefixed with **Pending** have been submitted and can be viewed in read-only format.

### Pending Applications

To **withdraw**, click 'View' and then 'Withdraw'.

### Modifying Applications

To **modify**, click 'View' and then 'Modify'.


Justice/Judge Name	Court Type	County	Position Status	Application Status	
Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Resolved-Cancelled	<a href="#">View</a>
Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Resolved-Cancelled	<a href="#">View</a>
Sandeep Mylavarapu	Supreme Court	ATLANTIC	Accepting	Draft	<a href="#">View</a>
Susan Flynn	Superior Court	HUNTERDON	Accepting	Pending-JudgeReview	<a href="#">View</a>
Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Resolved-Cancelled	<a href="#">View</a>
Sandeep Mylavarapu	Supreme Court	ATLANTIC	Accepting	Pending-JudgeReview	<a href="#">View</a>
Eric Dawson	Appellate Division	OCEAN	Accepting	Pending-FinalOffer	<a href="#">View</a>
Anusha Ananthu	Appellate Division	ATLANTIC	Accepting	Pending-JudgeReview	<a href="#">View</a>

References				
Name	Organization	Title	Email address	Phone number
TESTS TESTS		TESTS	TESTS@TEST.COM	

[Close](#)
[Modify](#)
[Withdraw](#)

**To check if a Recommender has uploaded an LOR**, refer to the 'Letters of Recommendation' section.

**NOTE:** You will not be able to open LORs uploaded by the law school or a Recommender.

Letters of recommendation		
Document name	Document Source	Attachment
Letter of Recommendation	Law School Career Services	
Letter of Recommendation	Letter of Recommendation (Upload)	LWCUploadtest.docx 
Letter of Recommendation	Professional Recommender	

## Accept/Decline an Offer

When you have been extended an offer, the judge may contact you outside the system. They will also send the offer via the portal.

When the judge sends a tentative offer in the system, an email will be sent to your email address listed.

You must Accept or Decline the offer in the system.

If a judge sends you a tentative offer, you **must accept or decline within 48 hours** or the offer will **expire**.

If you accept a tentative offer and are selected for the position you will receive an automated email **and** be contacted by Human Resources with the next steps.

Home My Applications x LWC-APP-467 x

CURRENT LAW ADMISSIONS

GEORGIA,HAWAII

### Letters of recommendation

Document name	Document Source	Attachment
Letter of Recommendation	Letter of Recommendation	LOR1.docx
Letter of Recommendation	Law School Career Services	LOR3.docx
Letter of Recommendation	Letter of Recommendation	LOR2.docx

### Recommenders

Name	Organization	Title	Email address	Phone number
SUE TEST			SRINIVAS.JAGGANNAGAR@NJCOURTS.GOV	

### References

Name	Organization	Title	Email address	Phone number
JACK BLACK			SRINIVAS.JAGGANNAGAR@NJCOURTS.GOV	
BEND BEKHAM			SRINIVAS.JAGGANNAGAR@NJCOURTS.COM	

## System Notifications

### Emails

The system will send emails to the email entered in your profile at various times throughout the process.

1. Upon submission of an application;
2. When a judge intends to invite you to interview;
3. If a judge makes a tentative offer;
4. With the final decision regarding selection on an offer;
5. If a judge would like you to apply to a position; and
6. When you withdraw an application.

### Sample:

----- Forwarded message -----

From: **LawClerkShipDontreply** <[ClerkshipDNR.mbx@njudlab.njcourts.gov](mailto:ClerkshipDNR.mbx@njudlab.njcourts.gov)>

Date: Fri, May 17, 2024, 9:00 AM

Subject: You Have Been Selected for an Interview for LWC-PSN-274

To: <[moonlightinghero@gmail.com](mailto:moonlightinghero@gmail.com)>, <[ClerkshipDNR.mbx@njudlab.njcourts.gov](mailto:ClerkshipDNR.mbx@njudlab.njcourts.gov)>

Dear akash niranjan,

You are receiving this email because Justice/Judge Akash Niranjan has selected you for an interview for LWC-PSN-274.

The judge's chambers will be reaching out to you to schedule the interview. Please make all efforts to respond promptly when contacted.

Please do not respond to this email. If you have questions, please contact [LawClerkFAQ@njcourts.gov](mailto:LawClerkFAQ@njcourts.gov).

Thank you,  
NJ Courts

**The emails will be from LawClerkShipDontreply.**

**Application Statuses**

When viewing your applications in the **'My Applications'** tile, you can checking the **'Application Status'** column.

**Offers:** If a judge sends you a tentative offer, you **must accept or decline within 48 hours** or the offer will **expire**.

If you accept a tentative offer and are selected for the position you will receive an automated email **and** be contacted by HR with the next steps.

Status	Description
Pending-JudgeReview	Application newly received and/or reviewed but not selected for interview
Pending-Interview	Applicant selected for interview by Judge
Pending-Acceptance	Applicant sent tentative offer by Judge
Pending-Final Offer	<ul style="list-style-type: none"> <li>• Applicant accepted the tentative offer from Judge</li> <li>• Awaiting HR action</li> </ul>
Resolved-Accepted	HR approved the applicant
Resolved-HRRejected	HR did not select the applicant
Resolved-Withdrawn	Applicant has withdrawn the application
Resolved-Declined	Applicant has declined the position
Resolved-Expired	Applicant has made no response to the offer within 48 hours
Draft	Application is in draft status and not yet completed

Application Status ▾

- Draft
- Pending-JudgeReview
- Pending-JudgeReview
- Resolved-Withdrawn