



**TO: Law Students and Recent Graduates**

**FROM: Kimberly Douglas, Esq., EEO/AA Unit**

**SUBJECT: Judicial Clerkships with the New Jersey Judiciary**

**DATE: May 2016**

The New Jersey Judiciary seeks upcoming and recent law school graduates to fill approximately **480** one-year judicial clerkships that will commence August 25, 2017 and end August 31, 2018.

**REQUIREMENTS**

Recent graduate of an American Bar Association approved law school (J.D. or LL.M.). The clerkship program is intended for individuals who have not yet significantly engaged in the practice of law. U.S. Citizenship, New Jersey Bar membership and New Jersey residency are **not** requirements. Excellent writing and analytical skills are essential.

**DESCRIPTION**

Law clerks who serve in the Supreme Court, Appellate Division and Tax Court perform a substantial amount of legal research and prepare extensive memoranda; assist judges in processing emergent motion applications; proofread published opinions in the advance sheets; and maintain chambers' libraries. Trial Court law clerks perform legal research; make recommendations to judges regarding dispositions of motions, both verbally and via written bench memoranda; draft, edit and proofread legal correspondence; maintain chambers libraries; attend and assist with case conferences, motion hearings, trials; and mediate small claims cases. Law clerks to Assignment Judges handle the same work as other trial court law clerks but also assist in processing emergent matters and may assist in vicinage administration.

**APPROXIMATE NUMBER OF VACANCIES AND SALARIES**

		<b><u>Salary*</u></b>
Supreme Court	23	\$63,033
Appellate Division	51	\$57,550
Assignment Judges (Trial Court)	22	\$52,755
Superior Court (Trial Court)	377	
Law Division: <i>Criminal and Civil</i>		\$48,599 \$48,599
Chancery Div.: <i>General Equity and Family</i>		\$52,755 \$48,599
Tax Court	<u>7</u>	\$48,599
Total Clerkships	480	

\*Salary levels are for the 2016-2017 Court Term. The salaries for the 2017-2018 Court Term are to be determined based on funding availability.

## HOW TO APPLY

**HOW TO APPLY:** There are two ways to apply for a clerkship: Direct Application and Centralized Electronic Application. Because judges utilize both methods to identify candidates, all are *strongly* encouraged to apply both ways.

1. **Direct Application**— **Apply directly to individual Justices and Judges beginning June 20, 2016. Send a cover letter and resume directly to their chambers.** You may also include a transcript, writing sample, and/or letters of recommendation/list of references, or state that these will be provided upon request. (Recommend sending additional documents with initial application for at least the higher level courts). The cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

**It is highly recommended that applicants apply early in the process (but no earlier than June 20) to increase the likelihood of securing interviews.** Our website, [www.njcourts.com/lawclerks](http://www.njcourts.com/lawclerks), has most up to date information to assist in preparing direct application materials for individual judges, including the following:

- Assignment Order of Superior Court Trial Judges (by county/vicinage and division), Appellate Judges and Tax Court Judges. Note: This document will be updated around June/July 2016.
- New Jersey Justices' and Judges' chambers/address listing (alphabetical)
- Information on New Jersey Supreme Court
- Information on New Jersey Tax Court
- Notice of Vacancy, detailing additional requirements and benefits information

2. **Centralized Electronic Application**— **Beginning June 20, 2016, you may also email one copy of a cover letter and resume to [Lawclerkresumes.mailbox@njcourts.gov](mailto:Lawclerkresumes.mailbox@njcourts.gov).** (Do not send a writing sample, transcripts, or references.) Resumes received through the centralized electronic application process will be uploaded into an electronic system for judges to search and review. While the centralized process has the benefit of easy application, it is not personalized, and may not be used by some judges. **You should therefore also utilize the direct application method to increase your chances of securing interviews.**

For the centralized electronic application, the cover letter should be formal but addressed generally (i.e. "Dear Your Honor") because both the cover letter and resume will be available for viewing by all justices and judges throughout the state that have an appointment to make. In the transmission email, specify any court, division and geographic preferences if applicable. Judges will be able to sort resumes by court/division/geographic preference information. Also, they will have the ability to conduct key-word searches of the cover letter and resume, so keep this in mind when preparing documents (e.g. spell out acronyms or abbreviations; include any clarifying terms you think could be helpful for searching).

## OTHER INFORMATION

It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the clerkship term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

The New Jersey Judiciary is an Equal Opportunity/Affirmative Action employer committed to ensuring an open door to justice. We appreciate your referrals for our judicial clerkships. Any questions may be directed to Kimberly Douglas, Esq. at (609) 984-9361 or [kimberly.douglas@njcourts.gov](mailto:kimberly.douglas@njcourts.gov).