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**GLENN A. GRANT, J.A.D.**  
Acting Administrative Director of the Courts

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**MEMORANDUM**

**To: Hon. Carmen Messano  
Assignment Judges  
Hon. Patrick DeAlmeida**

**Directive #09-12**

**From: Glenn A. Grant, J.A.D.**

**Date: December 31, 2012**

**Re: Judges Writing Letters of Recommendation for Law Clerks**

The Supreme Court has determined that in certain limited situations a judge may write a letter of recommendation for a current or former law clerk on court/judicial letterhead; in all other situations, if a letter of recommendation is appropriate, it should be on the judge's personal stationery. The situations in which the judge may use court/judicial letterhead for letters of recommendation for law clerks are as follows:

- (1) When the letter is addressed to another state or federal government official (this would include letters regarding subsequent additional clerkships);
- (2) When the letter is addressed to a law school, university, or college in connection with a possible teaching position for the law clerk; and
- (3) When a potential employer requests a recommendation.

This supersedes the June 9, 1982 memo issued by Chief Justice Wilentz entitled "Letters of Recommendation." Please share this information with your judges.

cc: Chief Justice Stuart Rabner  
Supreme Court  
Hon. Anthony J. Parrillo  
Steven D. Bonville, Chief of Staff  
AOC Directors and Assistant Directors  
Clerks of Court  
Gurpreet M. Singh, Special Assistant  
Christine F. Lewis, Counsel, ACEA  
Linda D. Owens, Assistant to the Director