Law Clerk Portal User Guide

July 8, 2020
Table of Contents – Law Clerk Portal

• Law Clerk Applicants
• Professional Recommenders
• Law School Administrators
# Table of Contents - Law Clerk Applicants

- Accessing the Law Clerk Portal
- Accessing Open Positions
  - 2020/2021 and 2021/2022 Court Terms
- Landing Page
- Home tab - System Overview
- My Profile tab – Building a profile
  - Education, Work Experience, Bar Admissions
- My Documents tab – Populate your document library
- My References tab – Add professional references
- Search Positions tab – Identify and apply to open positions
  - Search, Upload Application Documents, Letters of Recommendation (LOR), Professional References
- My Positions tab – Review and update your applications
- Important Points to Remember
Accessing the Law Clerk Portal

- Navigate to https://njcourts.gov/.
- The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.
- Scroll down and click on Law Clerk Recruitment.
Accessing the Law Clerk Portal

- Select the applicable court term button.
- Positions may be available for multiple court terms.
- Check out our law clerk video series or review our law clerk quick reference card!
Accessing Open Positions - 2020/2021 Court Term

• Positions may currently be available or become available during the year for the 2020/2021 court term.

• Click on Law Clerk Job Posting to access and apply to openings in our applicant tracking system, NEOGOV.

Be sure to explore the informational links!
Accessing the Law Clerk Portal - 2021/2022 Court Term

• If you already have an account, select the Existing User Login button. If you forgot your password, you may reset it.

• If you are new to the system, register by selecting the New User Registration button.

Check out our Law Clerk Job Posting!

Clerkships for 2021-2022 Term

You can apply for the 2021-2022 court term (Aug. 25, 2021 through Aug. 31, 2022) through the law clerk portal.

- New User Registration
- Existing User Login
  - Law Clerk Job Posting
  - Overview of Clerkship
  - 2019-2020 General Assignment Order
  - Updates to the General Assignment Order - "Notices to the Bar"
  - Law Clerk Portal User Guide

Questions? Contact us at LawClerkFAQ@njcourts.gov

New Jersey Supreme Court Information
New Jersey Appellate Information
New Jersey Tax Court Information
New Jersey Superior Court Information
Judges’ Chambers Listing
Landing Page

• You have successfully logged onto the Law Clerk Portal!

• Click on Clerkships to begin the application process.
Home Tab

- The Home tab provides an overview of the contents of each tab in the portal for law school applicants.

If you need assistance with the Law Clerk Portal send an email to: LawClerkFAQ@njcourts.gov
My Profile Tab – Education Section

• An * indicates that the field is required. If you do not complete a required field, when you save a red warning message will display at the top of the screen indicating the specific field that was not completed.

• If your undergraduate or law school are not in the drop-down lists, select Other.

• When choosing a Preferred Region be aware that it will impact the justice/judge’s search results.
My Profile Tab – Work Experience Section

- If Yes is selected for Law Review/Journal, Judicial Internship/Externship and/or Legal Work Experience, a box will display to input narrative details.
- Note: Remaining characters will count down as you input text into the field.
My Profile Tab – Bar Admissions Section

• Under Select States, locate the applicable state, click on it and the state will be added to your Current Bar Admissions.

• Click on the × to remove a state from your Current Bar Admissions.
My Profile Tab – Completing Your Profile

• Check the box in the Verification of Data section to certify the information you input.
• Click on the Save Profile button. Work may be saved at any time!
• In order to avoid losing any work, be sure to **SAVE** frequently. *There is no autosave feature.*

![Verification of Data]

• A success message ✔️ will display at the top of the screen confirming that your work has been saved.

![Success Message]

---

New Jersey Judiciary

[Image]
My Documents Tab

• Create a document library ahead of time in order to expedite the application process.

• Upload customized cover letters, targeted resumes, writing samples, etc.

• There is no limit to the number of unique documents you can add to the List of Documents.

Note the helpful hints that appear throughout the system.
My Documents Tab – Adding a Document

- Click the Add New Document button.
- A new record input line will display at the bottom of the List of Documents.
- Select the type of document to upload.
- Click the Upload file button.
My Documents Tab – Adding a Document

- An Upload file pop-up box will display.
- Select the Browse button and locate a file to upload.
- Click on the Open button to select a file from your computer.
- Click the Upload file button.
- A success message ✔ will display at the top of the screen confirming that your document has been successfully uploaded.
My References Tab

- Create a reference library ahead of time in order to expedite the application process.
- Click the Add New Reference button to display a new input line.
- To save, select the Update References button. A success message will display at the top of the screen.
- To update a reference, click the Edit button. When complete, select the Update References button to save.

Once a reference is attached to an application, it cannot be deleted.
Search Positions Tab – Search for a Position

• The Law Clerk Portal allows you to search multiple court terms. You may search and apply to open positions from court terms that are displayed in the drop-down under Term.

• Select a court term and click the Search button to view positions statewide or use the filters to add additional criteria to narrow the search results.

• Hover over the Position Status field to view the status definitions.
Search Positions Tab – Apply for a Position

- Click the View Position Details button for a brief overview of the position.
- To view application requirements, select the circle next to the justice/judge’s name and then click the Upload Documents & Apply button.
- Continue the application process with the selected position or return to the Search Positions tab to review additional openings.

<table>
<thead>
<tr>
<th>Select</th>
<th>Justice/Judge Name</th>
<th>Position ID</th>
<th>Court Type</th>
<th>Superior Court Division</th>
<th>Justice / Judge Alma Mater</th>
<th>County</th>
<th>Position Status</th>
<th>Term</th>
<th>View Position Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Angela Vanness</td>
<td>1559874685</td>
<td>Tax Court</td>
<td></td>
<td>Harvard Law School</td>
<td>ESSEX</td>
<td>Accepting</td>
<td>2020-21</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Anthony Robbin</td>
<td>1581739686</td>
<td>Superior Court</td>
<td>Family</td>
<td>Mercer University School of Law</td>
<td>MERCER</td>
<td>Closed</td>
<td>2020-21</td>
<td></td>
</tr>
</tbody>
</table>

Each justice/judge has their own application requirements. To view the requirements, select the circle next to the justice/judge’s name and then click the “Upload Documents & Apply” button at the bottom of the screen.
• All required documents for the selected justice/judge will be displayed.

• Select the circle next to Select from My Documents to choose a document from your pre-populated library.

• Select the circle next to Upload a New File and click the Upload button to choose a file from your computer.
• The required number of LOR is listed at the top of the screen.

• If your law school uploads all or part of the required LOR, choose the applicable number of letters that career services will process on your behalf from the drop-down.

• An email may be input and sent to a professional recommender, which will allow them to directly submit a confidential LOR on your behalf.

• You may check to certify and upload a non-confidential LOR to the portal.

Please be sure to read all the instructions on the screen and check with your career services office before proceeding.
Search Positions Tab – Professional References

• The available spaces indicate the number of required references for the position being applied for. The number of professional references may vary by position.
• Select New and input the required reference information or choose a reference that was previously input on the My References tab from the drop-down to populate the fields.
• Click the Apply for Position button to finish the application.
My Positions Tab

• After completing the application process, a success message ☑ will display at the top of the My Positions tab.

• Select the circle next to the Position ID of the application you would like to review and/or update and click the Modify Application button.
My Positions Tab – Update Application Documents

• Click on hyperlink in the Document Name column to download and view the document.

• Select the trashcan to delete the document. A Delete Warning pop-up box will display. Click the Proceed button to continue or choose the Cancel button.

• Select from My Documents or Upload a New File from your computer.
My Positions Tab – Update Application

• If you input a Professional Recommender to submit a confidential LOR on your behalf and the individual did not receive the instructional email with the link, confirm the accuracy of the email then click the Update Email or Resend Link button.

• Select another professional reference from your reference library. Expand the drop-down list and choose another reference.

• Click the Modify Application button to save your work.

• Note: Once you apply for a position, your LOR selections (law school career service office, professional recommender, or upload your own letter) cannot be modified.
Important Points to Remember!

• The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.

• Refer back to the Home tab for an overview of the various system features.

• In order to avoid losing any work, be sure to SAVE frequently. There is no autosave feature.

• To ensure your work has been saved, check the top of the page for success messages.

• Review the helpful hints as you navigate through the portal.

• Once you apply for a position, your LOR selections (law school career service office, professional recommender, or upload your own letter) cannot be modified.

• If you have issues with the system, please send an email to LawClerkFAQ@njcourts.gov.
Professional Recommenders
Table of Contents – Professional Recommenders

• Accessing the Law Clerk Portal
• Landing Page
• Student/Applicant Verification Code
• Upload the Letter of Recommendation
Accessing the Law Clerk Portal

- Navigate to https://njcourts.gov/.
- The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.
- Scroll down and click on Law Clerk Recruitment.
- Select the Submit a Professional Recommendation button to login as an existing user or complete a new user registration.
Accessing the Law Clerk Portal

- Professional Recommenders will also receive an email which will include a navigation link to the New Jersey Courts website as detailed on the prior slide.
- The email will also include the Student/Applicant Verification Code that will be used to upload the letter for the student.
Landing Page

- You have successfully logged onto the Law Clerk Portal!
- Click on Professional Recommenders to upload a confidential Letter of Recommendation on behalf of the student.
- If you have issues with the system, please send an email to LawClerkFAQ@njcourts.gov.
Student/Applicant Verification Code

- Copy and paste the Student/Applicant Verification Code from the email into the input box.
- Click the Search button to locate the student.
- Select the Clear button if the student record does not display and re-enter the Student/Applicant Verification Code.
Upload the Letter of Recommendation (LOR)

- Verify the correct student/applicant is displayed.
- Locate the LOR file on your computer and click the Upload button.
- Select the trashcan to delete and replace a document.

Note: the process must be repeated for each student/applicant request email a professional recommender receives.
Table of Contents – Law School Administrators

• Accessing the Law Clerk Portal
• Landing Page
• Home tab - System Overview
• My Students tab – Manage Student Letter(s) of Recommendation
• Search Positions tab – Review open positions
Accessing the Law Clerk Portal

- Navigate to https://njcourts.gov/.
- The system works best in Google Chrome. If you have issues accessing the system, be sure to try clearing your cache and reopening your web browser and/or switching web browsers.
- Scroll down and click on Law Clerk Recruitment.
- Select the Law School Administrators button to login as an existing user or complete a new user registration.
Landing Page

• You have successfully logged onto the Law Clerk Portal!

• Click on Law School to begin managing your students.
Home Tab

- The Home tab provides an overview of the contents of each tab in the portal for law school administrators.

If you need assistance with the Law Clerk Portal send an email to:

LawClerkFAQ@njcourts.gov
My Students Tab - Manage Student Letters of Recommendation

- Select the applicable court term for the student using the drop-down arrow.
- Hover over the Law School Action Status field to view the status definitions.
- A status of Pending requires action.
- Rotate the triangle next to the applicant’s name to expand the section.
• Locate the zero(s) in the Letter(s) of Recommendation Uploaded column and check the corresponding box under the Select All column.

• Click on the Upload Document button.

• An Upload file pop-up box will display.

• Click on the Choose File button to select a file from your computer.

• Click the Upload file button.
My Students Tab - Manage Student Letters of Recommendation

- Confirm that the document pending upload is correct.
- If the document is not correct, click the Upload Document button to select another file from your computer.
- Click the Submit Document button to upload.
My Students Tab - Manage Student Letters of Recommendation

- A success message ✅ will display at the top of the screen confirming that the document has been successfully uploaded.
- The Letter(s) of Recommendation Update column will change from zero to one.
- The Law School Action Status column will change from Pending to Completed.
My Students Tab - Manage Student Letters of Recommendation

- To replace a letter, click the one under the Letter(s) of Recommendation Upload column.
- A Review Letter(s) of Recommendation pop-up box will display.
- Select the trashcan to delete the document.
- Click on the Close button.
- Follow the previously detailed instructions to upload a new document.
Search Positions Tab – Review Open Positions

• The Law Clerk Portal allows you to search multiple court terms. The search filters and view are the same as those seen by law clerk applicants.

• Select a court term and click the Search button to view positions statewide or use the filters to add additional criteria to narrow the search results.

• Hover over the Position Status field to view the status definitions.