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Law Clerk Applicants
Table of Contents - Law Clerk Applicants

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Accessing the Law Clerk Portal

• Navigate to https://njcourts.gov/

• The system works best in Google Chrome. If you have issues accessing the system, clear your cache and reopen your web browser and/or switch web browsers.

• Scroll down and click on Law Clerk Recruitment.
Accessing the Law Clerk Portal

• Select **Apply for a Clerkship**.

• Positions may be available for multiple court terms.

Check out our law clerk video series under Learn About Clerkships.

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**Law Clerk Recruitment**

As a New Jersey Judiciary law clerk, you will gain hands-on experience in a court environment recognized and respected nationally for its progressive and innovative work. You will attain valuable insight into the daily activities of justices, judges, prosecutors, defense attorneys, trial litigators, and court staff while serving the public. And you will acquire in-depth knowledge and understanding of the legal process that can only be learned by working in the Judiciary.

**Why New Jersey Courts?**
- Start your legal career in the state court system.
- Join a court system at the forefront of a national movement for criminal justice reform.
- Participate in a structured 53-week clerkship program.
- Work in the Supreme, Appellate, Tax or Superior Courts. In the Superior Court, gain exposure to family, civil, and criminal courts.

**Who can apply?**
- Graduates from an ABA-approved law school within the past four years.
- Individuals who have not engaged in the practice of law.
- **Apply for a clerkship**.

**What is required?**
- Excellent written and verbal communications skills.
- Solid analytic skills.
- Mediation skills are a plus.
Accessing the Law Clerk Portal

- Click on law clerk job description to review the upcoming court term job posting.
- Select the New Jersey Judges Contact Directory to research judges by court type and geographic location.
- Click on the New User Registration or Existing User Login to access the portal.
- For help send an email to LawClerkFAQ@njcourts.gov
Accessing the Law Clerk Portal

- If you already have an account, click Log in. If you forgot your password, you may reset it.
- If you are new to the system, follow the Registration Instructions to create an account.
Accessing the Law Clerk Portal

- Click the **Forgot User ID?** or **Forgot Password?** links to recover or reset your login information.
- Click Login to continue to the portal.
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** button at the bottom of the page. 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.
The self identification survey is voluntary and will not be kept with your application or used in the hiring process.
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

1. An Upload file pop-up box will display.
2. Select the **Choose File** button and locate a file to upload.
3. Click on the **Open** button to select a file from your computer.
4. Click the **Upload file** button.
5. A success message will display at the top of the screen confirming that your document has been successfully uploaded.

Note that once a document is attached to an application it cannot be modified or deleted.
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.
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.
Search Positions Tab – Upload Application Documents

• 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.
Search Positions Tab – Letters of Recommendation (LOR)

- 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 address 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.

New Jersey Courts
Independence • Integrity • Fairness • Quality Service
New Jersey Judiciary

Law Clerk Portal User Guide
Professional Recommenders
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• 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/](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 Submit a Letter of Recommendation to Create a New User Registration or select the Existing User Login button if you have an established account.
Accessing the Law Clerk Portal

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

Email For Letter of Recommendation

You are receiving this email because Last, First is seeking a position as a Judicial Law Clerk with New Jersey Courts. Accordingly, the applicant has requested that you provide a Professional Letter of Recommendation to accompany their application.

Please follow the link [https://www.njcourts.gov/public/lenclerks.htm](https://www.njcourts.gov/public/lenclerks.htm) to create an account and submit Letter(s) of Recommendation on the applicant’s behalf. Please note: if you have previously created an account to submit letters for another applicant, you may login using your pre-established credentials.

The below Student/Applicant Verification Code should be used to access the system and upload the letter to the candidate’s profile.

Student/Applicant Verification Code: 1580726679Applicant$d$6489

Should you have any questions or have difficulty navigating the site, please contact LawClerkPA@njcourts.gov

Thank you,

New Jersey Courts
• 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.
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• 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/](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 **Submit a Letter of Recommendation** to Create a New User Registration or select the Existing User Login button if you have an established account.
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.
My Students Tab - Manage Student Letters of Recommendation

- 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.
A success message will display at the top of the screen confirming that the document has been successfully uploaded.

The Letter(s) of Recommendation Uploaded 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 Uploaded 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.