Topic: How to bulk apply to multiple positions as an applicant.

Summary: A step-by-step guide for using Bulk Apply to apply to multiple positions.

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

Table of Contents

Bulk Applying to Positions

The job listing table displays nine columns:

A. Select All – This allows an applicant to select all listed positions

B. Position ID – The unique identifier for a position

C. Vicinage – displays only for Superior Court positions

D. Position Status – Accepting or Closed

E. Justice/Judge Name – The name of the Judge or Justice who created the position

F. Justice/Judge Alma Mater – Justice/judge law school

ⓘ To apply for multiple judge positions, select the desired positions and click 'Bulk Apply.' Note that Bulk Apply is enabled only after you filter results by court type and Vicinage(only applicable for Superior Court). Complete the application form to be considered for each selected position.

919 Total results

Group | Fields ↑↓ Show More/Less   ⟳ Refresh   Default view ›

Select All	Position ID ▾	Vicinage	Position Status	Justice/Judge Name	Justice / Judge Alma Mater	Court Type	Superior Court Division	Applied	
☐	LWC-PSN-2626	--	Accepting	Desiree Kaltz	Boston College Law School	Appellate Division		No	View
☐	LWC-PSN-2625	--	Accepting	Desiree Kaltz	Boston College Law School	Appellate Division		No	View
☐	LWC-PSN-2624	Ocean	Accepting	Aarthi Santharam	Albany Law School	Superior Court	General Equity	Yes	View
☐	LWC-PSN-2623	--	Accepting	Kiran Gali	Albany Law School	Supreme Court		No	View
☐	LWC-PSN-2622	--	Accepting	Desiree Kaltz	Boston College Law School	Appellate Division		No	View
☐	LWC-PSN-2621	--	Accepting	Yashwanth Mahakala	Campbell University, Norman ...	Supreme Court		No	View
☐	LWC-PSN-2620	--	Accepting	Sandeep Mylavarapu	Western Michigan University, T...	Tax Court		No	View
☐	LWC-PSN-2617	--	Accepting	Susan Flynn	Western Michigan University, T...	Tax Court		Yes	View

(A) Select All (B) Position ID (C) Vicinage (D) Position Status (E) Justice/Judge Name (F) Justice / Judge Alma Mater (G) Court Type (H) Superior Court Division (I) Applied

Note: Single apply remains available as a choice for applicants who do not wish to apply in bulk.

G. Court Type – The type of Court the position is for, ex. Superior Court

H. Superior Court Type – What Division of Superior Court a Judge presides under, ex. Family

I. Applied – Whether the applicant has already applied to the position

Note: The 'Applied' column still will indicate 'Yes' if an application is later withdrawn.

ℹ️ To apply for multiple judge positions, select the desired positions and click 'Bulk Apply.' Note that Bulk Apply is enabled only after you filter results by court type and Vicinage(only applicable for Superior Court). Complete the application form to be considered for each selected position.

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☐	LWC-PSN-2624	Ocean	Accepting	Aarthi Santharam	Albany Law School	Superior Court	General Equity	Yes	View
☐	LWC-PSN-2623	--	Accepting	Kiran Gali	Albany Law School	Supreme Court		No	View
☐	LWC-PSN-2622	--	Accepting	Desiree Kaltz	Boston College Law School	Appellate Division		No	View
☐	LWC-PSN-2621	--	Accepting	Yashwanth Mahakala	Campbell University, Norman ...	Supreme Court		No	View
☐	LWC-PSN-2620	--	Accepting	Sandeep Mylavarapu	Western Michigan University, T...	Tax Court		No	View
☐	LWC-PSN-2617	--	Accepting	Susan Flynn	Western Michigan University, T...	Tax Court		Yes	View

To use Bulk Apply to apply to multiple positions, do the following:

1. Select what **Court Type** you are interested in applying to.

2. If you selected **Superior Court**, select what **Vicinage** you wish to work in.

3. Select which positions you are interested via the checkbox (☐) **or** use 'Select All'.

4. Select **Bulk Apply** to begin applying to these positions.

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
⦿ Job position ○ Justice/Judge

Position term	Court Type	Superior Court Division	Justice/Judge	Vicinage	Position Status	Justice/Judge Alma Mater
2025-2026	Superior Court			Atlantic/Cape May	Accepting	

Reset

ⓘ To apply for multiple judge positions, select the desired positions and click 'Bulk Apply.' Note that Bulk Apply is enabled only after you filter results by court type and Vicinage(only applicable for Superior Court). Complete the application form to be considered for each selected position.

149 Total results

☰ Group ⚲ Fields ↕ Show More/Less   ↻ Refresh   Default view ›

☑ Select All		Vicinage	Position Status	Justice/Judge Name	Justice / Judge Alma Mater	Court Type	Superior Court Division	Applied	
☑		Atlantic/Cape May	Accepting	Josthna Chevula	Albany Law School	Superior Court	Assignment Judge	No	View
☑	LWC-PSN-2605	Atlantic/Cape May	Accepting	Deepti Trivedi	Albany Law School	Superior Court	Assignment Judge	No	View
☐	LWC-PSN-2604	Atlantic/Cape May	Accepting	Deepti Trivedi	Albany Law School	Superior Court	Assignment Judge	No	View
☑	LWC-PSN-2601	Atlantic/Cape May	Accepting	Josthna Chevula	Albany Law School	Superior Court	Assignment Judge	No	View
☑	LWC-PSN-2585	Atlantic/Cape May	Accepting	Thomas Leonard	Boston College Law School	Superior Court	Criminal	No	View
☑	LWC-PSN-2584	Atlantic/Cape May	Accepting	Thomas Leonard	Boston College Law School	Superior Court	Criminal	No	View
☐	LWC-PSN-2564	Atlantic/Cape May	Accepting	Kiran Gali	Albany Law School	Superior Court	Civil	No	View
☑	LWC-PSN-2563	Atlantic/Cape May	Accepting	Kiran Gali	Albany Law School	Superior Court	Civil	No	View
☑	LWC-PSN-2562	Atlantic/Cape May	Accepting	Kiran Gali	Albany Law School	Superior Court	Civil	No	View
☑	LWC-PSN-2538	Atlantic/Cape May	Accepting	Josthna Chevula	Albany Law School	Superior Court	Assignment Judge	No	View

Uncheck to remove a position from bulk apply

1 2 3 … 15 Next

Bulk Apply   Close

Bulk Apply

The Bulk Apply Screen

After selecting

Bulk Apply, the

application tab opens.

1. **Selected Jobs** – a table displaying all jobs an applicant has a selected. Select **Remove** to remove a position.

2. **Documents** – A list required documents based on the Court Type. You can either use existing documents from your Profile or manually attach them.

Note: Jobs can be removed on this screen but cannot be added.

∨ Selected jobs ❶

☰ Group ⊘ Fields ↑↓ Show More/Less   Default view ❯

Position ID 🔍	Position Term 🔍	Position Status 🔍	Justice/Judge 🔍	Justice/Judge Alma matter 🔍	Court Type 🔍	Superior Court Division 🔍	🔍
LWC-PSN-2607	2025-2026	Accepting	Josthna Chevula	Albany Law School	Superior Court	Assignment Judge	Remove
LWC-PSN-2605	2025-2026	Accepting	Deepti Trivedi	Albany Law School	Superior Court	Assignment Judge	Remove
LWC-PSN-2604	2025-2026	Accepting	Deepti Trivedi	Albany Law School	Superior Court	Assignment Judge	Remove
LWC-PSN-2601	2025-2026	Accepting	Josthna Chevula	Albany Law School	Superior Court	Assignment Judge	Remove

∨ Documents ❷

ⓘ 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
Cover Letter *	Cover Letter	Select...	or	Attach
Resume *	Resume	Select...	or	Attach
Law Transcript (Graduate) *	Law Transcript (Graduate)	Select...	or	Attach
Writing Sample *	Writing Sample	Select...	or	Attach

Other documents (Additional)

+ Add Document

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3. **Letters of Recommendation (LORs)** – This section allows an applicant to submit up to three LORs as needed.

Note, for Supreme and Appellate, 2 LORs are required. For all other positions, LOR is optional.

4. **References** – A list of References from your Profile. The ability to add, modify, or delete references works the same as it does when applying to a single position.

Note, the tool tip will indicate when a Reference is required for an application (Tax and Superior Court positions.)

Letter of Recommendation documents ③

ℹ **You can add up to 3 Letter of Recommendation documents.**
You can opt for Law School Career Services or upload them yourself. If you prefer to have a References(someone not from your career services office) submit an LOR on your behalf, please select the appropriate individual from the references section below

Source of attachment	Source details	Previously Uploaded Document	Attachment
Select... ⌄			
Select... ⌄			
Select... ⌄			

⌄ **References** ④

ℹ **This Position requires 1 reference** ←

On selecting the Reference, when you select the **"Providing LOR = Yes"** option, your reference will receive an email with a unique code when you submit your application. This code will enable them to upload a letter of recommendation on your behalf. Or alternatively, you can choose **"Providing LOR = No"** who will provide only a reference, not a letter of recommendation, for your application.

6 row(s) | 0 selected

	Name(FN,LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	
☐	EDUARDO CORROCHIO			SUSAN.FLYNN@NJJUDLAB.NJCOURTS.GOV			No		Modify
☐	SASHA SOLOMON	LARGE FIRM	PARTNER	FIRM@TEST.GOV			No		Modify
☐	DAVID FREED			TEST@ANY.COM			No		Modify
☐	KEVIN KING	WALSH & JONES	MANAGING PARTNER	TEST5@ANY.COM			No		Modify
☐	DAVID DAVIS	LAWYERS R US	PARTNER	ANY76@ANY.COM	(888) 777-9898		No		Modify
☐	MIA MORRIS	LARGE FIRM	COUNSEL	77@ANY.COM	(123) 456-7890		No		Modify

+ Add References ←

5. Confirmation –Select the checkbox to confirm.

You can also preview your application or discard it from this screen.

Uploading documents, adding attaching or adding References all work the same in bulk apply as in single apply.

Please refer to the Applicant User Guide for detailed instructions for those features.

﹀ **Confirmation**   ⑤

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

| Preview | Discard | Submit |

Submitting the Applications via Bulk Apply

Once everything is attached and you are ready to apply, you will see a pop up asking to confirm your submission. Once you select **Confirm**, a confirmation screen will appear.

This confirmation screen will display a table of the positions applied to, as well as a success message stating that the applications have been submitted.

If you need to modify, withdraw, or want to check the status of an application, you must use the 'My Applications' tile from the 'Home' tab.

Confirmation ✕

⚠ **Are you sure you want to submit these applications?**

Cancel   Confirm
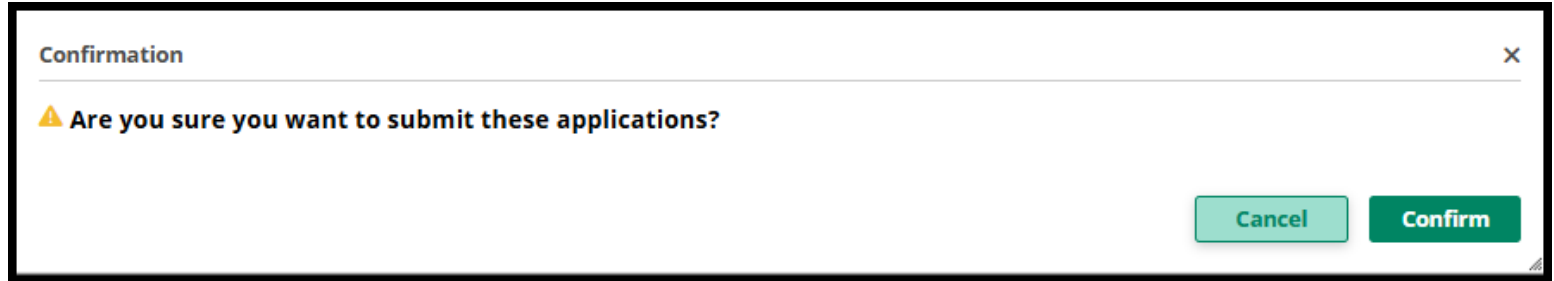
Applications have been submitted, please go to "My Applications" tile for more information on the application status.

⌄ Selected jobs

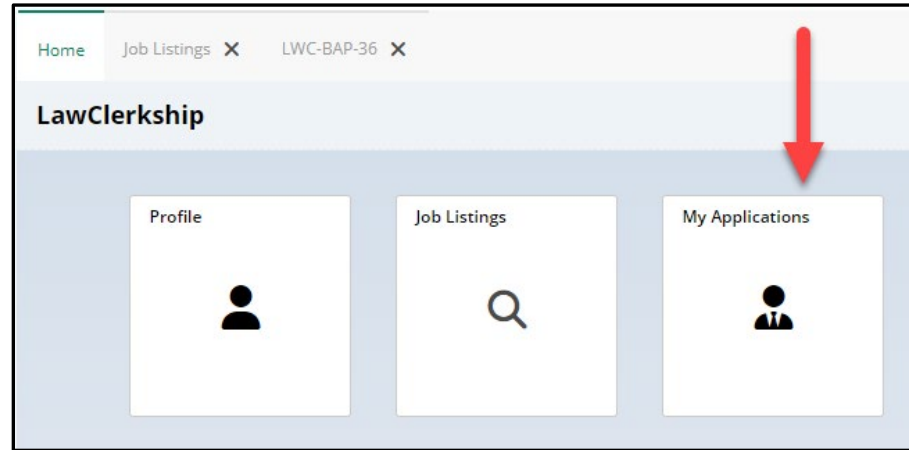≡ Group 👁 Fields ↑↓ Show More/Less   Default view ›

Position ID ⬍	Position Term ⬍	Position Status ⬍	Justice/Judge ⬍	Justice/Judge Alma matter ⬍	Court Type ⬍	Superior Court Division ⬍
LWC-PSN-2607	2025-2026	Accepting	Josthna Chevula	Albany Law School	Superior Court	Assignment Judge
LWC-PSN-2605	2025-2026	Accepting	Deepti Trivedi	Albany Law School	Superior Court	Assignment Judge
LWC-PSN-2604	2025-2026	Accepting	Deepti Trivedi	Albany Law School	Superior Court	Assignment Judge
LWC-PSN-2601	2025-2026	Accepting	Josthna Chevula	Albany Law School	Superior Court	Assignment Judge

Updating a Bulk Apply Submission

When selecting the 'My Applications' tile, a table will display showing a list of your applications.

To determine if an application was part of the new Bulk Apply process, an indicator has been added, displaying a "Yes" under the 'Bulk Apply' table header.

Selecting **View** will allow you to modify or withdraw that application. These features behave the same way for bulk applications and single applications.

Home	Job Listings ✕	LWC-BAP-36 ✕

LawClerkship

Profile	Job Listings	My Applications
👤	🔍	👤

My Applications

Select Term *
[2025-2026 ▾]

12 Total results | Selected | Bulk Withdraw

☰ Group 🔍 Fields ↕ Show More/Less   ↻ Refresh   Default view ›

Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
☐	LWC-APP-29018	LWC-PSN-2048	07/30/2024	Kevin Barry	Superior Court	Essex	Accepting	Resolved-Withdrawn	--	View
☐	LWC-APP-29363	LWC-PSN-1981	10/25/2024	Haekyoung Suh	Superior Court	Hunterdon/Some...	Accepting	Resolved-Withdrawn	Yes	View
☐	LWC-APP-29362	LWC-PSN-2513	10/25/2024	Susan Flynn	Tax Court		Closed	Resolved-Rejected	Yes	View
☐	LWC-APP-30568	LWC-PSN-2606	03/24/2025	Eric Dawson	Tax Court		Accepting	Resolved-Withdrawn	Yes	View
☐	LWC-APP-30569	LWC-PSN-2561	03/24/2025	Sandeep Mylavarapu	Tax Court		Accepting	Resolved-Withdrawn	Yes	View
☐	LWC-APP-30567	LWC-PSN-2617	04/07/2025	Susan Flynn	Tax Court		Accepting	Resolved-Withdrawn	Yes	View
☐	LWC-APP-30653	LWC-PSN-2589	04/07/2025	Susan Flynn	Tax Court		Accepting	Resolved-Withdrawn	--	View
☐	LWC-APP-30657	LWC-PSN-2624	04/07/2025	Aarthi Santharam	Superior Court	Ocean	Accepting	Draft	--	View
☐	LWC-APP-30660	LWC-PSN-2607	04/08/2025	Josthna Chevula	Superior Court	Atlantic/Cape May	Accepting	Pending-JudgeReview	Yes	View ⋮
☐	LWC-APP-30661	LWC-PSN-2605	04/08/2025	Deepti Trivedi	Superior Court	Atlantic/Cape May	Accepting	Pending-JudgeReview	Yes	View ⋮

1 2 Next