



New Jersey Courts

Independence • Integrity • Fairness • Quality Service

Law Clerk Portal User Guide

June 2023

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Law Clerk Applicants

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Accessing the Law Clerk Portal

- Navigate to <https://njcourts.gov/>
- The system works best in both Google Chrome and Microsoft Edge. 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 **Job Opportunities**.

New Jersey Courts
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SELF-REPRESENTED ATT

Official Website of the New Jersey Judiciary

Forms Catalog
Find all of our forms, self-help kits, and program brochures.

Request Court Records
Forms and instructions for requesting court records.

Submit Court Documents Online (JEDS)
Save a trip to the courthouse by submitting your court filings online.

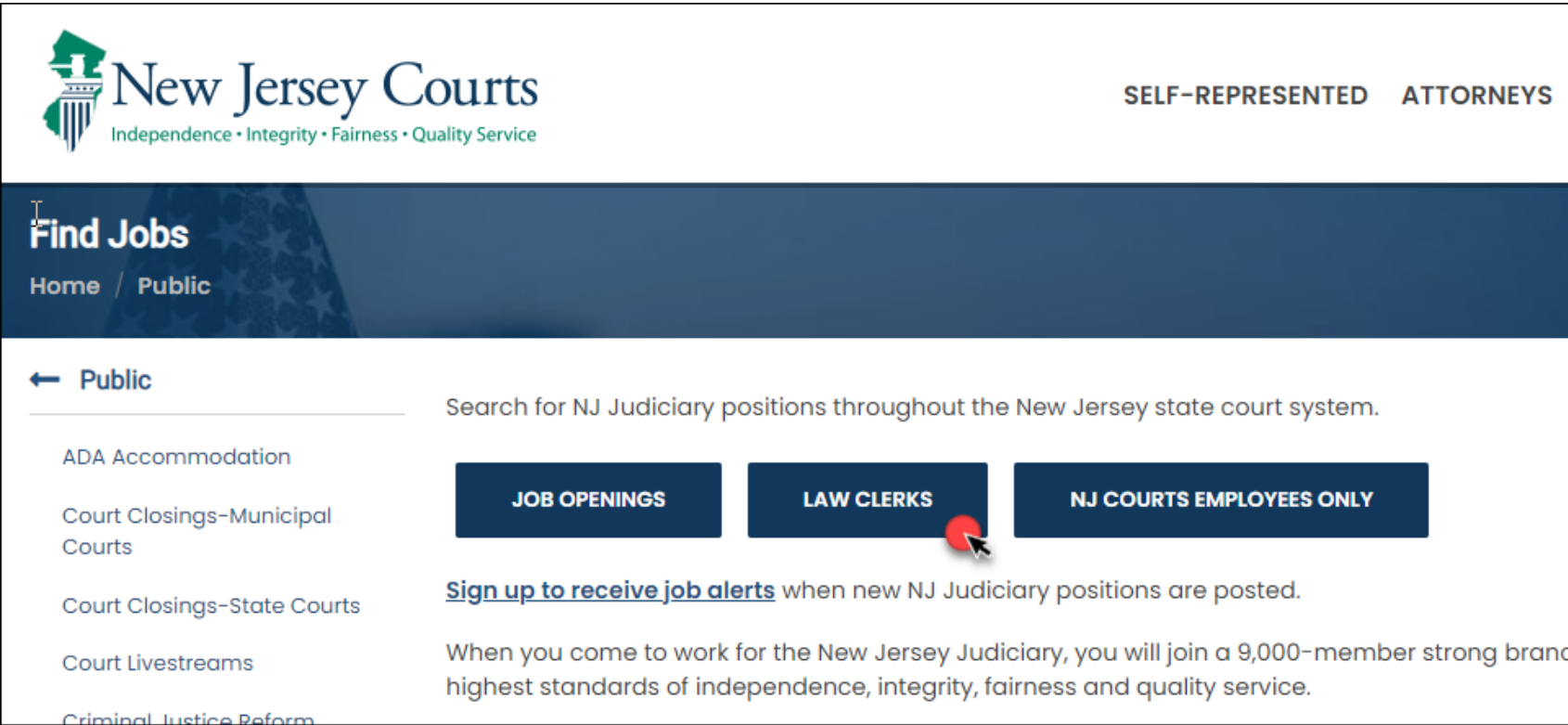
Find Help
Ask for ADA or interpreting services, talk to customer service staff, or find resources for mental health or other issues.

Job Opportunities
Look for state and municipal opportunities, clerkships, and volunteer placements.

Jury Reporting Information
Reporting information for each county is updated daily by 5 p.m. for the next reporting day.

Accessing the Law Clerk Portal

- Click on Law Clerks.



The screenshot shows the New Jersey Courts website. At the top left is the logo with the text "New Jersey Courts" and the tagline "Independence • Integrity • Fairness • Quality Service". To the right, it says "SELF-REPRESENTED ATTORNEYS". Below the logo is a dark blue banner with "Find Jobs" and "Home / Public". Underneath, there's a "Public" breadcrumb and a search instruction: "Search for NJ Judiciary positions throughout the New Jersey state court system." Three buttons are visible: "JOB OPENINGS", "LAW CLERKS" (highlighted with a red circle and mouse cursor), and "NJ COURTS EMPLOYEES ONLY". Below the buttons, there's a link to "Sign up to receive job alerts" and a paragraph about the judiciary's standards.

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.



The screenshot shows the New Jersey Courts website. At the top left is the logo with the text "New Jersey Courts" and the tagline "Independence • Integrity • Fairness • Quality Service". To the right are navigation links: "SELF-REPRESENTED", "ATTORNEYS", and "PAY TICKET". Below this is a dark blue banner with the text "Become a Law Clerk" and a breadcrumb trail "Home / Public / Find Jobs". A left sidebar contains a "Jobs and Clerkships" section with a sub-menu where "Law Clerk Information" is selected, and other options include "Benefits" and "ADA Accommodations". The main content area has a heading "On This Page" followed by a list of links: "Law Clerk Recruitment", "Apply for a Clerkship" (highlighted in yellow), "Submit a Letter of Recommendation", and "Learn About Clerkships".

Accessing the Law Clerk Portal

- Click on [law clerk job description](#) to review the upcoming court term job posting.



Select the [General Assignment Order](#) or the [directory of Tax Court judges](#) to research judges by court type and geographic location.

- Click on the [New User Registration](#) or [Existing User Login](#) to access the portal.
 - See the Law Clerk Portal – Self-Registration section for more information.
- For help send an email to LawClerkFAQ@njcourts.gov

Apply for a Clerkship

A clerkship will enhance your career prospects with real-world experience working closely with judges, attorneys, court staff, and litigants. Start your legal career in a court system recognized as one of the best in the nation.

Professional law clerk positions are available in the New Jersey Judiciary for law school graduates with strong communication and analytical skills.

How to Apply for a Clerkship

1. Read the [law clerk job description](#).
2. Decide which types of clerkship you'd like to apply for.
3. Research judges using the [General Assignment Order](#) and the [directory of Tax Court judges](#).
4. Create an account in the [Law Clerk Recruitment Portal](#).
5. Use the search feature in the portal to find open positions. At this time, only open positions for the 2022-2023 and 2023-2024 court years are listed.
6. Submit application and materials through the portal.
7. Choose who will upload your letters of recommendation- your law school career services staff or a professional recommender.

NEW USER REGISTRATION

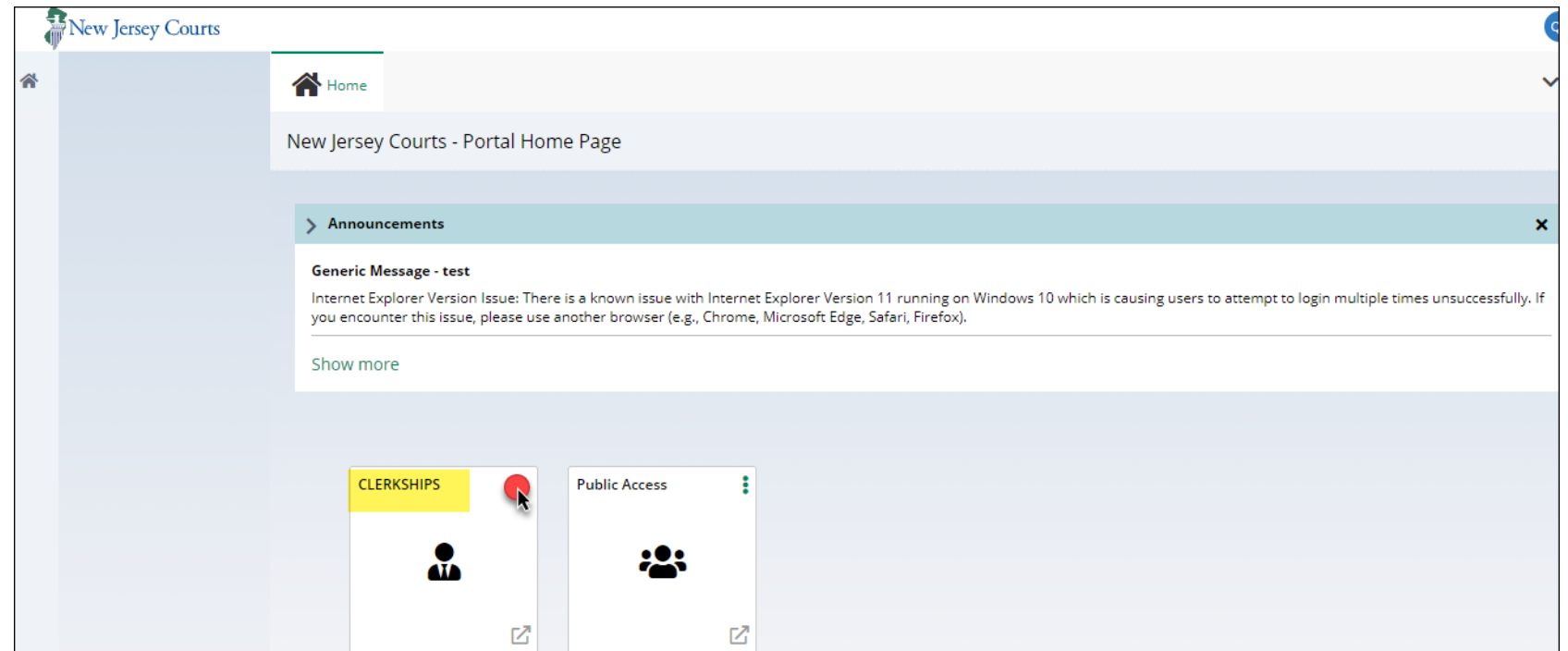
EXISTING USER LOGIN

Refer to the [Law Clerk Portal User Guide](#) if you have questions about using the portal.

Questions? Contact us at LawClerkFAQ@njcourts.gov

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

The screenshot shows the 'Judiciary - Law Clerkships' portal. The header includes the 'New Jersey Courts' logo with the tagline 'Independence • Integrity • Fairness • Quality Service'. A navigation menu contains 'Home', 'My Profile', 'My Documents', 'My References', 'Search Positions', and 'My Positions'. The 'Home' tab is highlighted with a red arrow. The main content area features a welcome message and detailed instructions for applicants, including information about the application process, browser compatibility, and descriptions of the 'My Profile', 'My Documents', 'My References', 'Search Positions', and 'My Positions' tabs. At the bottom, it provides contact information for questions: 'Contact us at 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.

Home My Profile My Documents My References Search Positions My Positions

Education

First Name	JCQA	Last Name	CloudClerk
Undergraduate School *	<input type="text" value="Rutgers University Newark"/>		
Law School *	<input type="text" value="Rutgers Law School (Newark)"/>		
Degree Type *	<input type="text" value="JD"/>		
Current or Final Law School GPA *	<input type="text" value="4.5"/>	[If you do not have a GPA input 5]	
Current or Final Law School Class Rank	<input type="text" value="35"/>	out of	<input type="text" value="150"/>
Undergraduate Graduation Date *	<input type="text" value="05/2015"/>	Graduated Undergraduate with Honors	<input type="radio"/> Yes <input checked="" type="radio"/> No
Actual or Anticipated Law School Graduation Date *	<input type="text" value="05/2020"/>	Graduated Law School with Honors	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email *	<input type="text" value="jane.smith@gmail.com"/>		
Preferred Region *	<input type="text" value="All"/>		

Work Experience

Moot Court* Yes No N/A

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.

Work Experience

Moot Court★ Yes No N/A

Law Review / Journal★ Yes No N/A

Please provide details

Remaining: 3200 characters

Judicial Internship / Externship★ Yes No N/A

I worked two summers as an unpaid legal intern for Judge Taylor in Monmouth County vicinage. I was responsible for legal research.


Remaining: 3069 characters

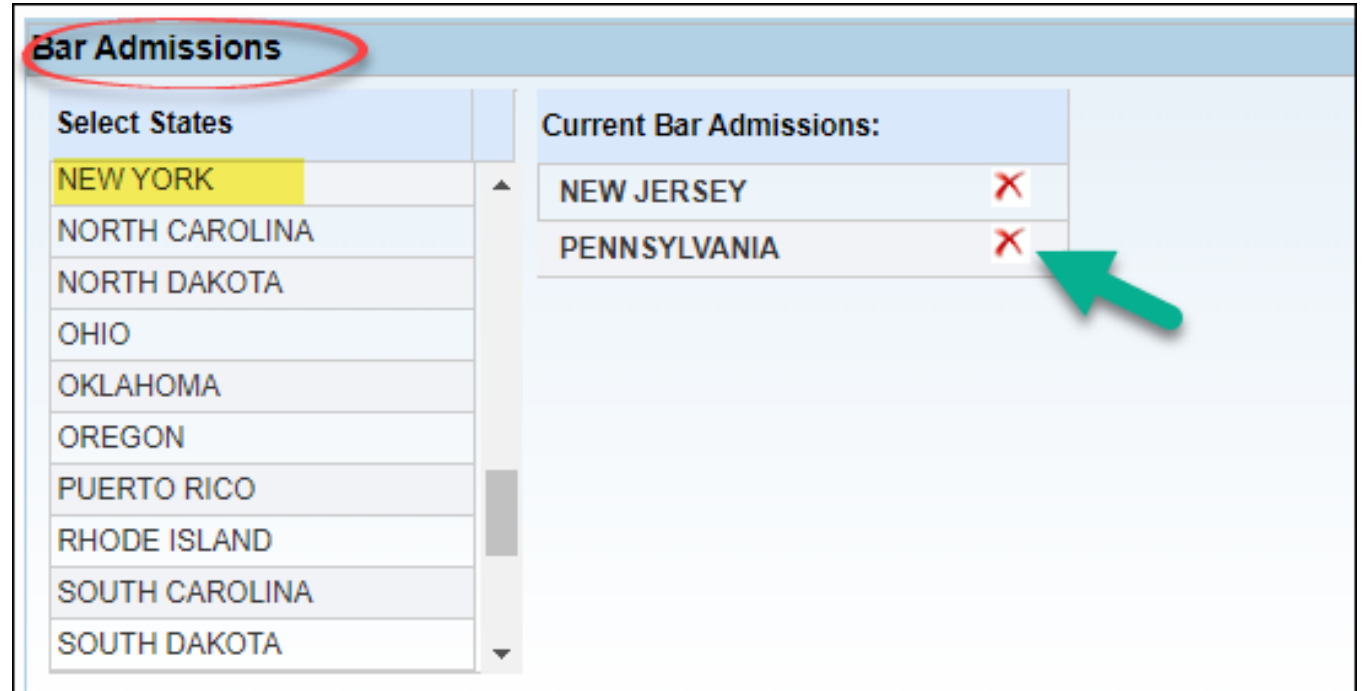
Legal Work Experience★ Yes No N/A



Please provide details

Remaining: 3200 characters

My Profile Tab – Bar Admissions Section

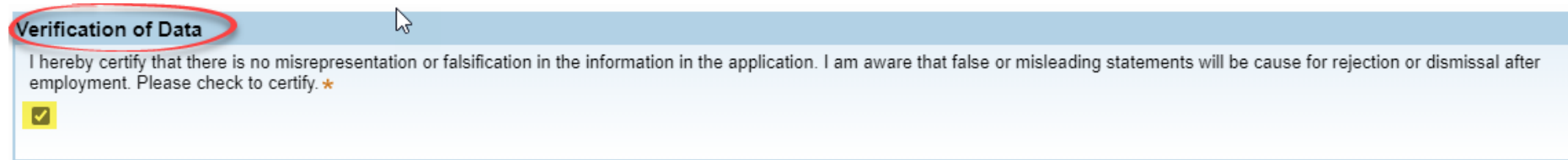
- Under Select States, locate the applicable state, click on it and the state will be added to your Current Bar Admissions.
- Click on the  to remove a state from your Current Bar Admissions.



Select States	Current Bar Admissions:
NEW YORK	NEW JERSEY 
NORTH CAROLINA	PENNSYLVANIA 
NORTH DAKOTA	
OHIO	
OKLAHOMA	
OREGON	
PUERTO RICO	
RHODE ISLAND	
SOUTH CAROLINA	
SOUTH DAKOTA	

My Profile Tab – Completing Your Profile

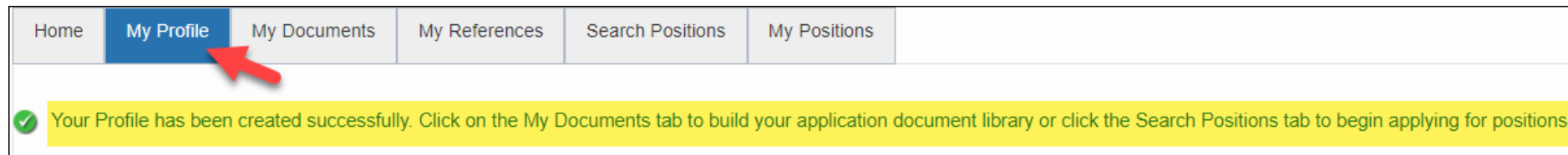
- Check the box in the Verification of Data section to certify the information you input.
- Click on the **Save** button at the bottom of the page. Work may be saved at any time!
- In order to avoid losing any work, be sure to **SAVE** frequently. ***There is no autosave feature.***




Verification of Data

I hereby certify that there is no misrepresentation or falsification in the information in the application. I am aware that false or misleading statements will be cause for rejection or dismissal after employment. Please check to certify. *

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



Home My Profile My Documents My References Search Positions My Positions

 Your Profile has been created successfully. Click on the My Documents tab to build your application document library or click the Search Positions tab to begin applying for positions.

My Profile Tab – Judiciary Applicant Self Identification Data Survey

- The self identification survey is voluntary and will not be kept with your application or used in the hiring process.

JUDICIARY APPLICANT SELF IDENTIFICATION DATA SURVEY

Completion of this anonymous survey is strictly voluntary. It will not be retained with your application, nor will it be used in the hiring process. The data obtained will be kept confidential and will be used to assess the effectiveness of our efforts to provide an equal opportunity for all job applicants. When reported, data will not identify any specific individual.

I understand and acknowledge the explanation of the Judiciary Applicant Self Identification Survey

What is your gender: (This information is not forwarded to the hiring manager)

Female
 Male
 Non-Binary

Are you Hispanic/Latino/a/x? - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race. (This information is not forwarded to the hiring manager)

Yes No

Please indicate your primary race. Check only one: (This information is not forwarded to the hiring manager)

Asian - Person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipin Islands, Thailand, and Vietnam
 American Indian or Alaska Native - Person having origins in any of the original peoples of North and South America(including Central America), and who maintain tribal affiliation or community attachment.
 Black or African American - Person having origins in any of the black racial groups of Africa.
 Native Hawaiian or Other Pacific Islander - Person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 White - Person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Please indicate any secondary race(s) if applicable: (This information is not forwarded to the hiring manager)

What is your age: (This information is not forwarded to the hiring manager)



18-24
 25-39
 40-54
 55-64
 65+

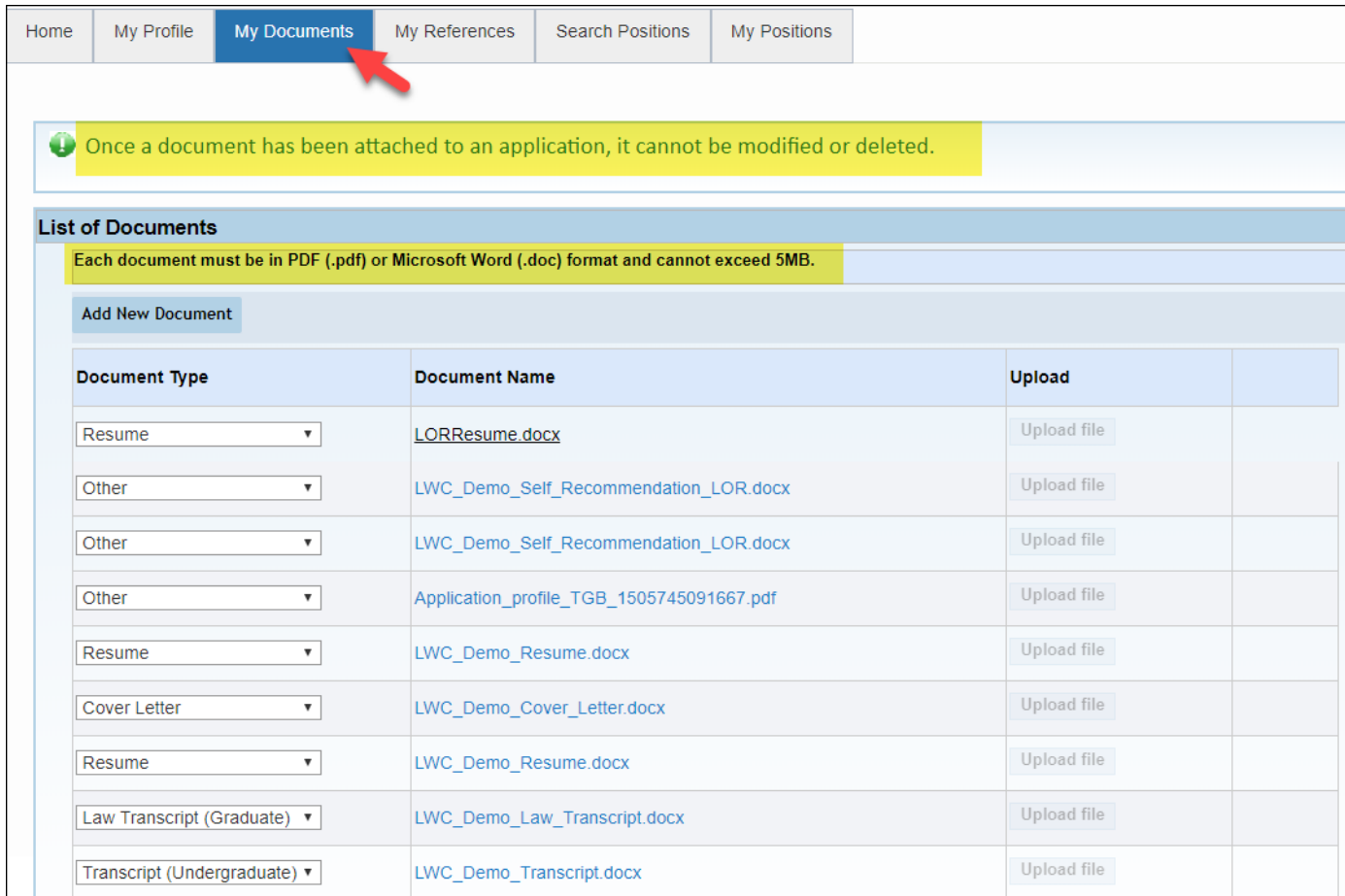
Are you a Veteran: (This information is not forwarded to the hiring manager)

Yes No

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.

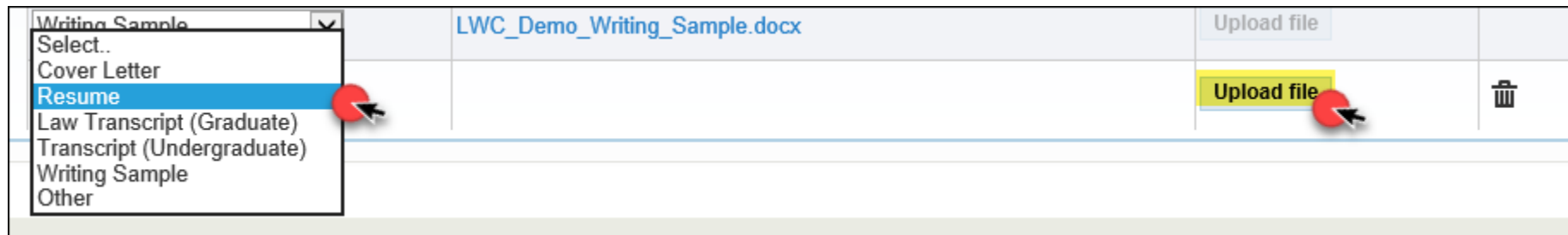
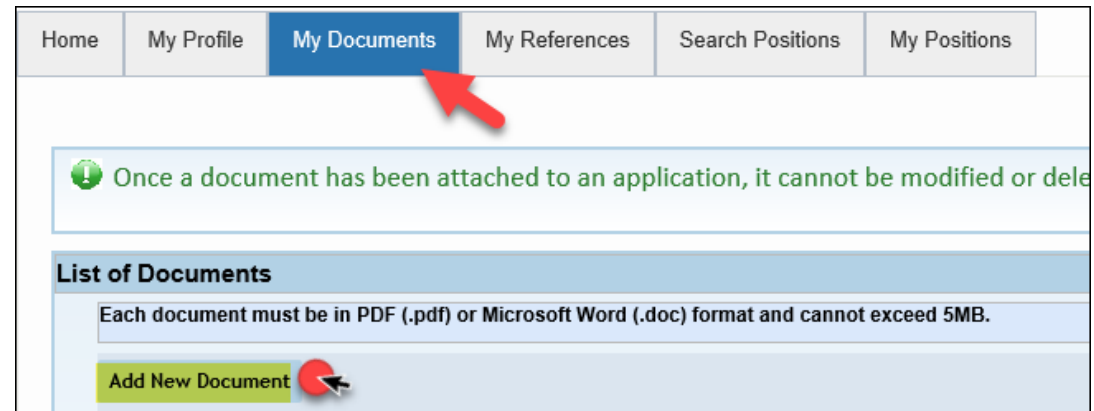
 Note the helpful hints  that appear throughout the system.




Document Type	Document Name	Upload
Resume	LORResume.docx	Upload file
Other	LWC_Demo_Self_Recommendation_LOR.docx	Upload file
Other	LWC_Demo_Self_Recommendation_LOR.docx	Upload file
Other	Application_profile_TGB_1505745091667.pdf	Upload file
Resume	LWC_Demo_Resume.docx	Upload file
Cover Letter	LWC_Demo_Cover_Letter.docx	Upload file
Resume	LWC_Demo_Resume.docx	Upload file
Law Transcript (Graduate)	LWC_Demo_Law_Transcript.docx	Upload file
Transcript (Undergraduate)	LWC_Demo_Transcript.docx	Upload file

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.

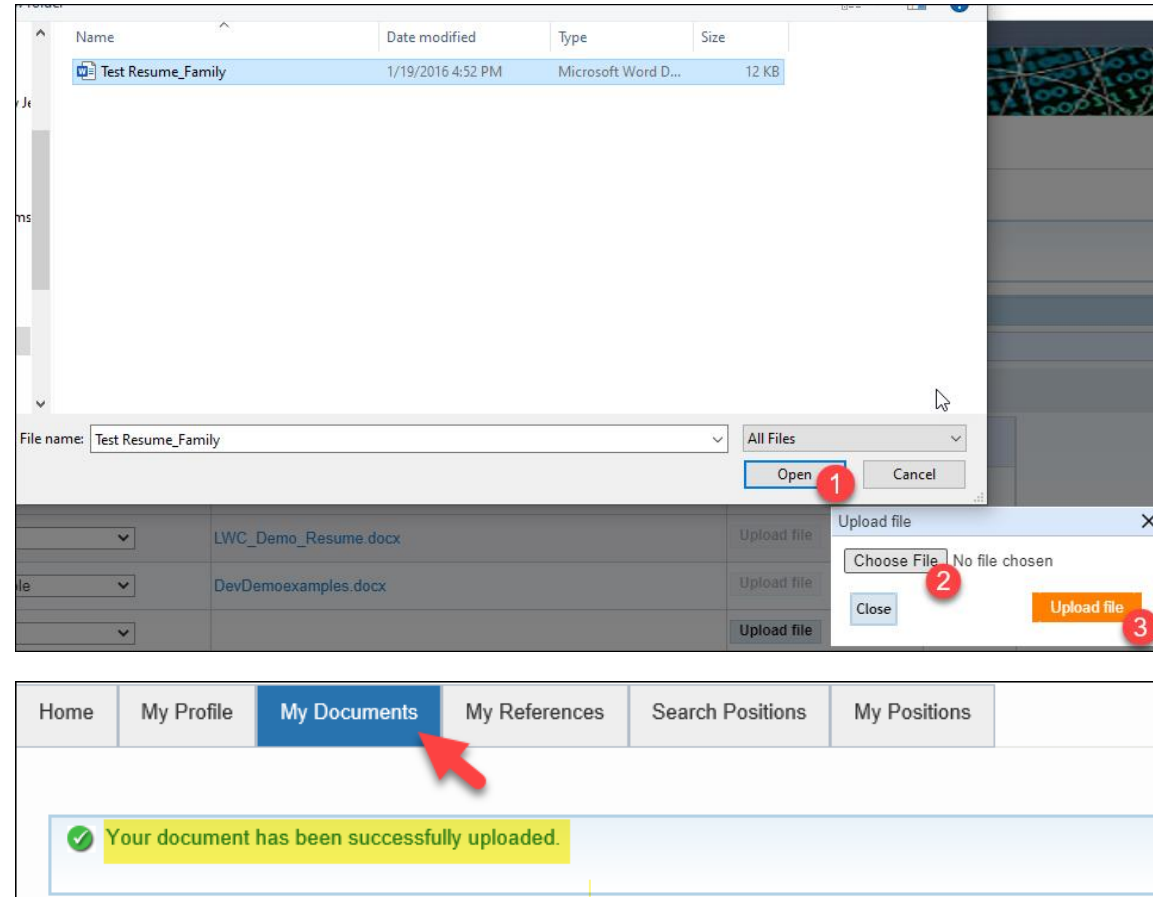


My Documents Tab – Adding a Document

- An Upload file pop-up box will display.
- Select the **Choose File** 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.




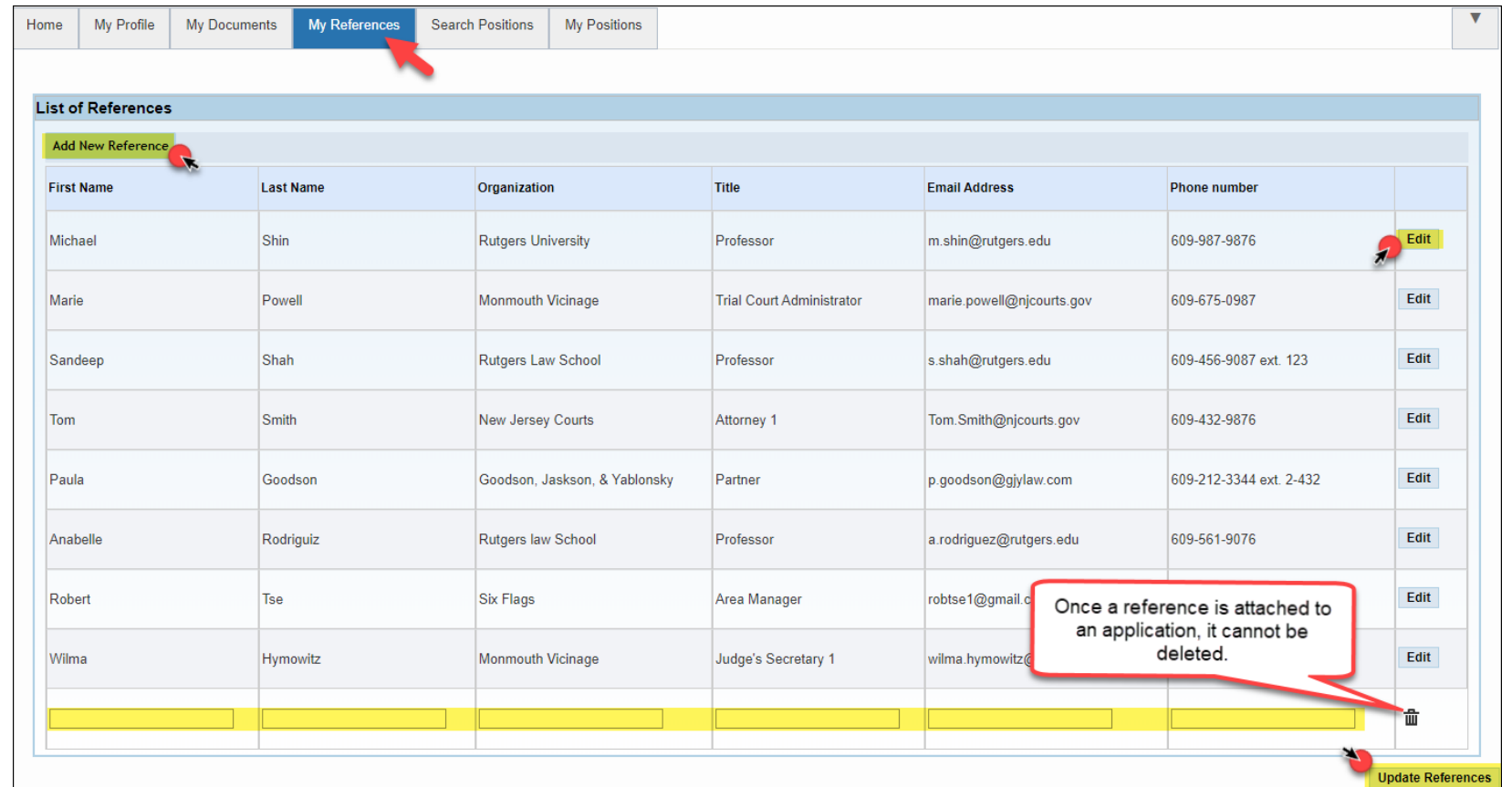
Note that once a document is attached to an application it cannot be modified or deleted.



The screenshot illustrates the document upload workflow. At the top, a file explorer window shows a file named 'Test Resume_Family' (Microsoft Word Document, 12 KB) selected. Below it, the 'Open' button is highlighted with a red circle and the number '1'. In the foreground, an 'Upload file' pop-up box is shown. The 'Choose File' button is highlighted with a red circle and the number '2', and the 'Upload file' button is highlighted with a red circle and the number '3'. Below the pop-up, the 'My Documents' tab is selected in the navigation menu, indicated by a red arrow. At the bottom, a success message is displayed: 'Your document has been successfully uploaded.' with a green checkmark icon.

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.



Home My Profile My Documents **My References** Search Positions My Positions

List of References

Add New Reference

First Name	Last Name	Organization	Title	Email Address	Phone number	
Michael	Shin	Rutgers University	Professor	m.shin@rutgers.edu	609-987-9876	Edit
Marie	Powell	Monmouth Vicinage	Trial Court Administrator	marie.powell@njcourts.gov	609-675-0987	Edit
Sandeep	Shah	Rutgers Law School	Professor	s.shah@rutgers.edu	609-456-9087 ext. 123	Edit
Tom	Smith	New Jersey Courts	Attorney 1	Tom.Smith@njcourts.gov	609-432-9876	Edit
Paula	Goodson	Goodson, Jaskson, & Yablonsky	Partner	p.goodson@gjylaw.com	609-212-3344 ext. 2-432	Edit
Anabelle	Rodriguez	Rutgers law School	Professor	a.rodriguez@rutgers.edu	609-561-9076	Edit
Robert	Tse	Six Flags	Area Manager	robtse1@gmail.c		Edit
Wilma	Hymowitz	Monmouth Vicinage	Judge's Secretary 1	wilma.hymowitz@		Edit
						

Update References

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.

Home My Students **Search Positions** User Guide

! This page allows you to view all clerkships that have not yet been filled. Select the applicable court term, then you may search all available clerkships or use the filters to search using specific criteria.

Search Criteria

Term	Court Type	Justice/Judge	Superior Court Division	County	Position Status	Justice/Judge Alma Mater	Search	Reset
2020-21								

Accepting - The justice/judge is still accepting applications for the position.
Closed - The justice/judge is no longer accepting applications for the position.

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 Results

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 on the "Upload Documents & Apply" button at the bottom of the screen

Page 1 of 20

Select	Justice/Judge Name	Position ID	Court Type	Superior Court Division	Justice / Judge Alma Mater	County	Position Status	Term	
<input checked="" type="radio"/>	Angela Vanness	1559874685	Tax Court		Harvard Law School	ESSEX	Accepting	2020-21	View Position Details
<input type="radio"/>	Anthony Robbin	1581739586	Superior Court	Family	Mercer University School of Law	MERCER	Closed	2020-21	View Position Details

 **Upload Documents & Apply**

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.

Law Clerk Position Application

Justice/Judge Name: Angela Vanness

Position Description: Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges, court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize judgments. Law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

Position Status: Accepting

Upload Documents

Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

Document Type	Document Name	Upload
Cover Letter		<p>Choose Upload Type</p> <p><input checked="" type="radio"/> Select from My Documents <input type="radio"/> Upload a New File</p> <p>Select..</p>
Resume		<p>Choose Upload Type</p> <p><input type="radio"/> Select from My Documents <input checked="" type="radio"/> Upload a New File</p> <p>Upload</p>

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.

Letter(s) of Recommendation

This position requires 3 Letter(s) of Recommendation.

Please select the number of Letter(s) of Recommendation your law school career services office will be uploading for this position on your behalf.

If you are unsure if your law school will upload letters of recommendation on your behalf, please contact your career services office to confirm before making a selection. Once you click "Apply for Position", your selections can not be modified.

Your law school may register at: <https://njcourts.gov/public/lawclerks.html>

If your law school does not upload Letters of recommendation, please select "0" and input email addresses for professional recommenders or upload your own letters of recommendation when prompted below.

Professional Recommender Email	Delete
<input type="text"/>	<input type="button" value="Delete"/>

If you would like to upload your own Letter(s) of Recommendation, please check to certify the authenticity of these documents and proceed to upload the letters.
I hereby certify that there is no misrepresentation or falsification in any of the information in the application. I am aware that false or inauthentic documents will be a cause for rejection or dismissal after employment.
Please check below to certify.

Document Type	Document Name	Upload	Delete
Letter of Recommendation		<input type="button" value="Upload"/>	<input type="button" value="Delete"/>

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.

Reference(s)

Please complete the fields below for the required # of reference(s).


Select	First Name	Last Name	Organization	Title	Email Address	Phone Number
New...						
New...						

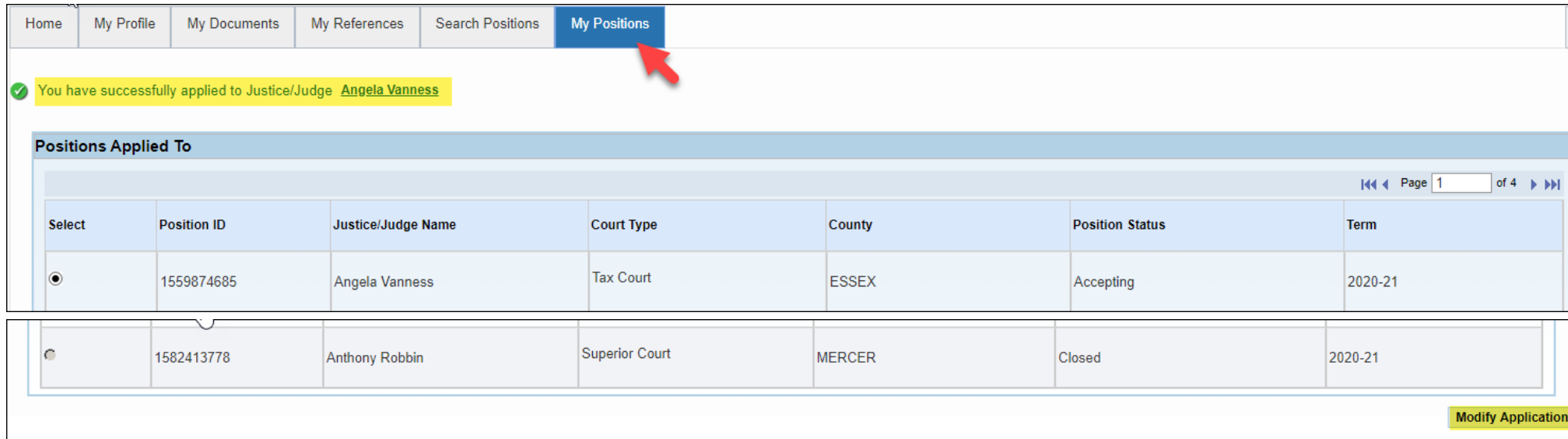
Back to Search Screen

Apply for Position


New...
Shin, Michael
Powell, Marie
Shah, Sandeep
Smith, Tom
Goodson, Paula
Rodriguez, Anabelle
Tse, Robert
Hymowitz, Wilma
New...
New...

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.



Home My Profile My Documents My References Search Positions **My Positions**

 You have successfully applied to Justice/Judge [Angela Vanness](#)


Positions Applied To

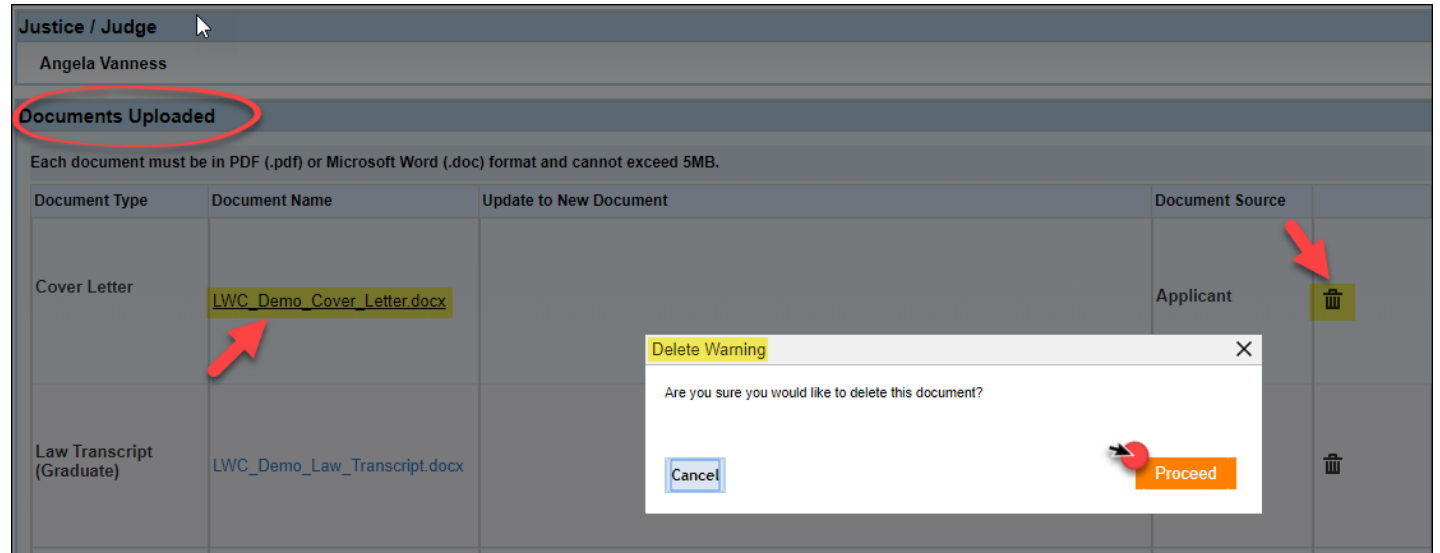
Page 1 of 4

Select	Position ID	Justice/Judge Name	Court Type	County	Position Status	Term
<input checked="" type="radio"/>	1559874685	Angela Vanness	Tax Court	ESSEX	Accepting	2020-21
<input type="radio"/>	1582413778	Anthony Robbin	Superior Court	MERCER	Closed	2020-21

Modify Application

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.



Justice / Judge
Angela Vanness

Documents Uploaded

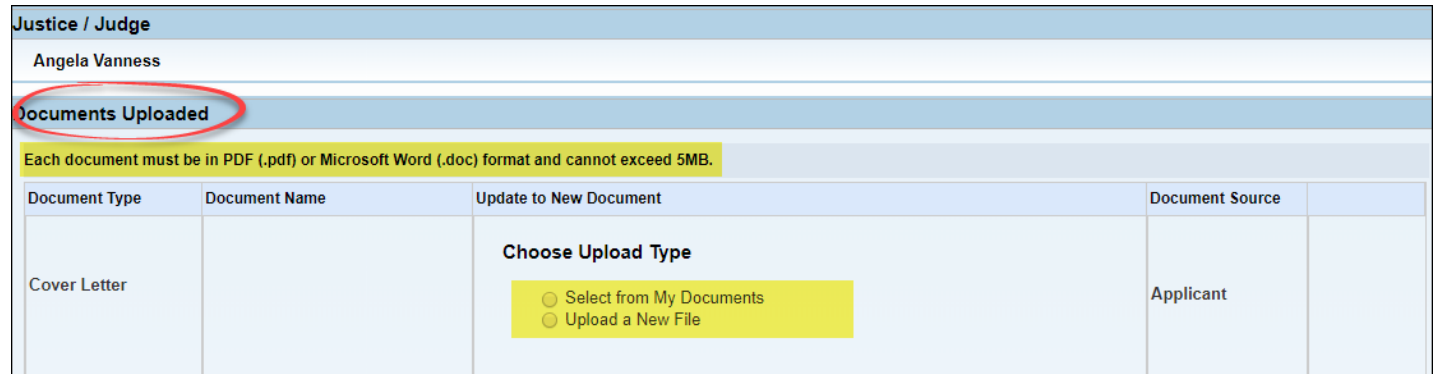
Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

Document Type	Document Name	Update to New Document	Document Source
Cover Letter	LWC_Demo_Cover_Letter.docx		Applicant
Law Transcript (Graduate)	LWC_Demo_Law_Transcript.docx		

Delete Warning

Are you sure you would like to delete this document?

Cancel Proceed



Justice / Judge
Angela Vanness

Documents Uploaded

Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

Document Type	Document Name	Update to New Document	Document Source
Cover Letter		Choose Upload Type <input type="radio"/> Select from My Documents <input type="radio"/> Upload a New File	Applicant

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.

Professional Recommender's Email

Please click on Update Email or Resend Link button to modify a Professional Recommender's Email or resend a verification code to the recommender.

Email
m.shin@rutgers.edu **Update Email or Resend Link**

Please contact the LawClerkFAQ@njcourts.gov if your professional recommender has not received the email.

Reference(s)

Select	First Name	Last Name	Organization	Title	Email Address	Phone Number
Shah, Sandeep	Sandeep	Shah	Rutgers Law School	Professor	s.shah@rutgers.edu	609-456-9087 ext. 123
Hymowitz, Wilma	Wilma	Hymowitz	Monmouth Vicinage	Judge's Secretary 1	wilma.hymowitz@njcourts.gov	609-815-2900 ext 23456

[Back to Applied Positions](#) **Modify Application**

My Positions Tab – Withdraw Submitted Application

- If you would like to withdraw a submitted application, select the radio button next to the application.
- Once selected, a **Withdraw** button will appear. Click the **Withdraw** button.
- A warning message will appear asking if you would like to withdraw the submitted application. If you want to withdraw the application, click **Submit**. If you do not want to withdraw the application, click **Cancel**.
- Once a submitted application is withdrawn, the radio button next to the application will be disabled and you will receive an email confirming the withdrawal.

Home | My Profile | My Documents | My References | Search Positions | **My Positions**

Select the radio button next to the application(s) you would like to withdraw. Once selected, a warning message will display. Click submit to withdraw the application(s).

Select Term
To toggle between current and upcoming court terms, click the drop-down arrow to select the appropriate court term in order to view the list of applied positions.
2022-23

Positions Applied To
Withdraw Applications

Select	Position ID	Justice/Judge Name	Court Type	County	Position Status	Term	Action
<input checked="" type="radio"/>	1643259262	██████████	Appellate Division	ATLANTIC	Accepting	2022-23	Withdraw
<input type="radio"/>	1631245245	██████████	Tax Court	MERCER	Accepting	2022-23	

Modify Application

Home | My Profile | My Documents | My References | Search Positions | **My Positions**

Select the radio button next to the application(s) you would like to withdraw. Once selected, a warning message will display. Click submit to withdraw the application(s).

Select Term
To toggle between current and upcoming court terms, click the drop-down arrow to select the appropriate court term in order to view the list of applied positions.
2022-23

Positions Applied To
Withdraw Applications

Select	Position ID	Justice/Judge Name	Court	Term	Action	
<input checked="" type="radio"/>	1643259262	██████████	Appellate Division	ATLANTIC	Accepting	Withdraw
<input type="radio"/>	1631245245	██████████	Tax Court	MERCER	Accepting	

Withdraw Applications Warning Message
Are you sure you would like to withdraw this submitted application?
Cancel Submit

Modify Application

My Positions Tab – Restore Withdrawn Application

- If you would like to restore an application you have withdrawn, select the **Undo Withdraw** button next to the application.
- A warning message will appear asking if you would like to undo the withdrawal of the application. If you want to undo the withdrawal of the application, click **Submit**. If you do not want to undo the withdrawal of the application, click **Cancel**.
- Once a withdrawn application is restored, the radio button next to the application will be enabled and you will receive an email confirming the restoration.

The screenshot shows the 'My Positions' tab in the Law Clerk Portal. At the top, there are navigation tabs: Home, My Profile, My Documents, My References, Search Positions, and My Positions (selected). Below the navigation is a message: "Select the radio button next to the application(s) you would like to withdraw. Once selected, a warning message will display. Click submit to withdraw the application(s)." Below this is a "Select Term" section with a dropdown menu set to "2022-23". The main section is "Positions Applied To" with a sub-tab "Withdraw Applications". It contains a table with the following data:

Select	Position ID	Justice/Judge Name	Court Type	County	Position Status	Term	Action
<input checked="" type="radio"/>	1643259262	[REDACTED]	Appellate Division	ATLANTIC	Accepting	2022-23	Undo Withdraw
<input type="radio"/>	1631245245	[REDACTED]	Tax Court	MERCER	Accepting	2022-23	

At the bottom right of the table, there is a "Modify Application" link. A warning message dialog box is overlaid on the table, titled "Undo Withdraw Applications Warning Message". The message asks: "Are you sure you would like to undo the withdrawal of this application?". There are "Cancel" and "Submit" buttons in the dialog box.

My Positions Tab – Withdraw All Submitted Applications

- If you would like to withdraw all submitted applications, select the **Withdraw Applications** button located above your submitted applications.
- A warning message will appear asking if you would like to withdraw all your submitted applications. If you want to withdraw the applications, click **Withdraw**. If you do not want to withdraw the applications, click **Cancel**.
- Once all submitted applications are withdrawn, the radio buttons next to the applications will be disabled and you will receive an email confirming the withdrawal.

The screenshot displays the 'My Positions' tab in the Law Clerk Portal. The interface includes a navigation bar with 'Home', 'My Profile', 'My Documents', 'My References', 'Search Positions', and 'My Positions'. Below the navigation bar, there is a message: 'Select the radio button next to the application(s) you would like to withdraw. Once selected, a warning message will display. Click submit to withdraw the application(s)'. A 'Select Term' dropdown menu is set to '2022-23'. The 'Positions Applied To' section features a 'Withdraw Applications' button, which is circled in red. Below this is a table with columns: Select, Position ID, Justice/Judge Name, Court Type, County, Position Status, Term, and Action. Two applications are listed: one for the Appellate Division in ATLANTIC county and one for Tax Court in MERCER county, both with a status of 'Accepting'. A warning message dialog box is overlaid on the table, asking 'Are you sure you would like to withdraw all submitted applications?' with 'Cancel' and 'Withdraw' buttons.

Select	Position ID	Justice/Judge Name	Court Type	County	Position Status	Term	Action
<input type="radio"/>	1643259262	[REDACTED]	Appellate Division	ATLANTIC	Accepting	2022-23	
<input type="radio"/>	1631245245	[REDACTED]	Tax Court	MERCER	Accepting	2022-23	

My Positions Tab – Restore All Withdrawn Applications

- If you would like to restore all the applications you withdrew, select the **Undo Withdraw Applications** button above your withdrawn applications.
- A warning message will appear asking if you would like to undo the withdrawal of your submitted applications. If you want to undo the withdrawal of the applications, click **Submit**. If you do not want to undo the withdrawal of the applications, click **Cancel**.
- Once all withdrawn applications are restored, the radio buttons next to the applications will be enabled and you will receive an email confirming the restoration.

Home My Profile My Documents My References Search Positions My Positions

Select the radio button next to the application(s) you would like to restore. Once selected, a warning message will display. Click submit to restore the application(s).

Select Term
To toggle between current and upcoming court terms, click the drop-down arrow to select the appropriate court term in order to view the list of applied positions.
2022-23

Positions Applied to
Undo Withdraw Applications

Select	Position ID	Justice/Judge Name	Court Type	County	Position Status	Term	Action
<input type="radio"/>	1643259262	[REDACTED]	Appellate Division	ATLANTIC	Accepting	2022-23	Withdraw
<input type="radio"/>	1631245245	[REDACTED]	Tax Court	MERCER	Accepting	2022-23	Withdraw

Modify Application

Home My Profile My Documents My References Search Positions My Positions

Select the radio button next to the application(s) you would like to restore. Once selected, a warning message will display. Click submit to restore the application(s).

Select Term
To toggle between current and upcoming court terms, click the drop-down arrow to select the appropriate court term in order to view the list of applied positions.
2022-23

Positions Applied to
Undo Withdraw Applications

Undo Withdraw Applications Warning Message



Are you sure you would like to undo the withdrawal of your submitted applications ?

Cancel Submit

Select	Position ID	Justice/Judge Name	Court Type	County	Position Status	Term	Action
<input type="radio"/>	1643259262	[REDACTED]	Appellate Division	ATLANTIC	Accepting	2022-23	Withdraw
<input type="radio"/>	1631245245	[REDACTED]	Tax Court	MERCER	Accepting	2022-23	Withdraw

Modify Application

Important Points to Remember!

- 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.
- 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 both Google Chrome and Microsoft Edge. 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 **Job Opportunities**.

New Jersey Courts
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Official Website of the New Jersey Judiciary

Forms Catalog
Find all of our forms, self-help kits, and program brochures.

Request Court Records
Forms and instructions for requesting court records.

Submit Court Documents Online (JEDS)
Save a trip to the courthouse by submitting your court filings online.

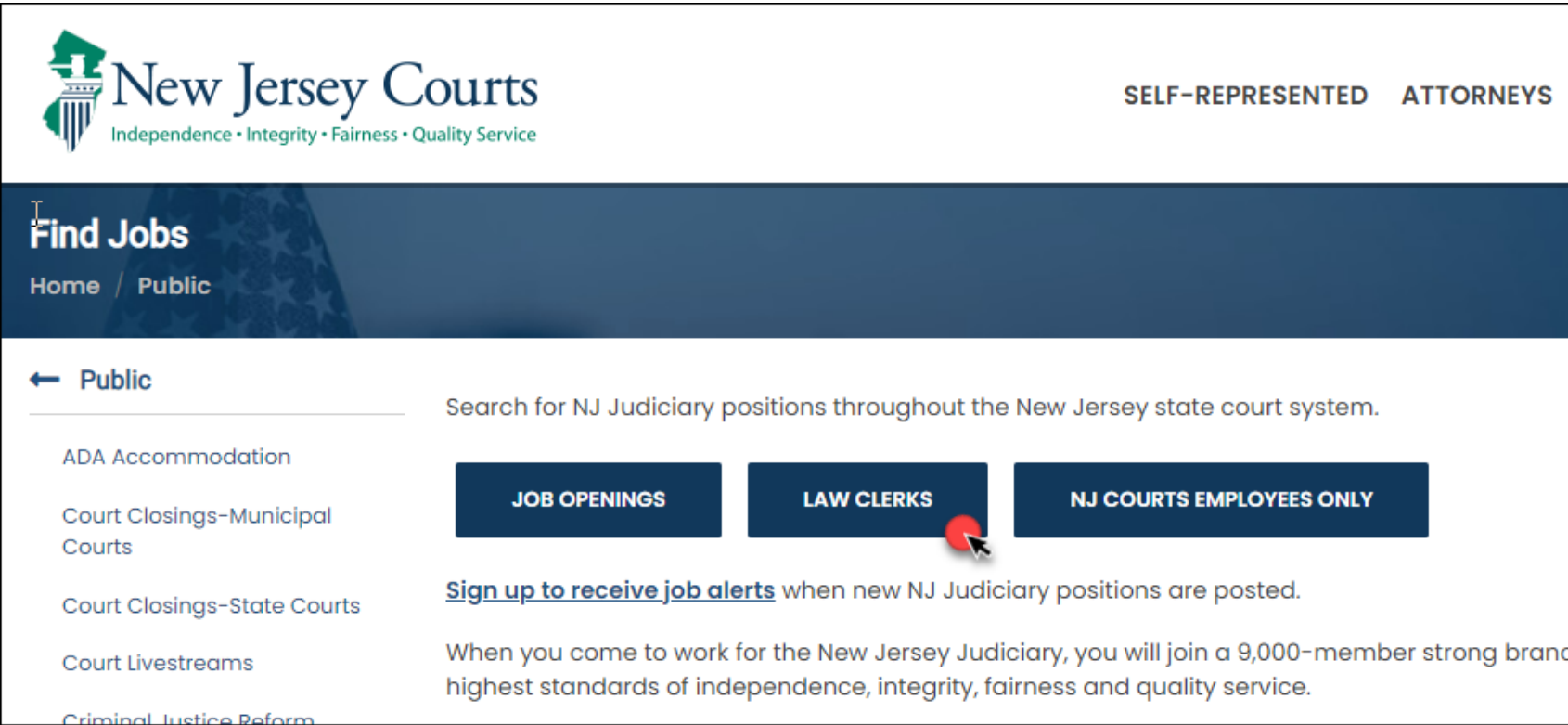
Find Help
Ask for ADA or interpreting services, talk to customer service staff, or find resources for mental health or other issues.

Job Opportunities
Look for state and municipal opportunities, clerkships, and volunteer placements.

Jury Reporting Information
Reporting information for each county is updated daily by 5 p.m. for the next reporting day.

Accessing the Law Clerk Portal

- Click on Law Clerks.



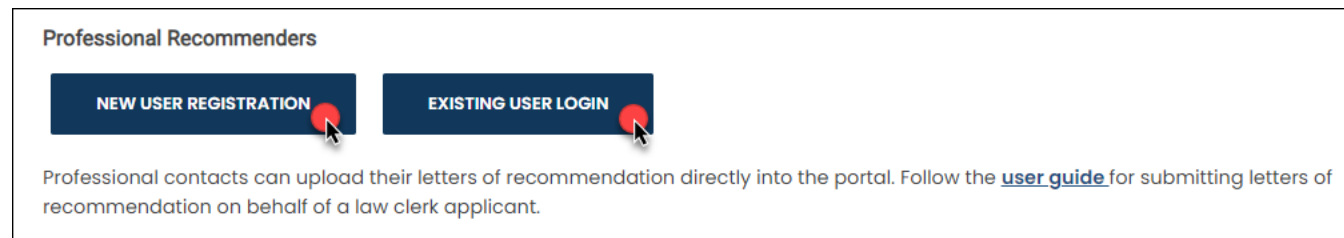
The screenshot shows the New Jersey Courts website. At the top left is the logo with the text "New Jersey Courts" and the tagline "Independence • Integrity • Fairness • Quality Service". To the right, it says "SELF-REPRESENTED ATTORNEYS". Below the logo is a dark blue banner with "Find Jobs" and "Home / Public". Underneath, there's a "Public" breadcrumb and a search instruction: "Search for NJ Judiciary positions throughout the New Jersey state court system." Three buttons are visible: "JOB OPENINGS", "LAW CLERKS" (which has a red circle and a mouse cursor pointing to it), and "NJ COURTS EMPLOYEES ONLY". Below the buttons, there's a link to "Sign up to receive job alerts" and a paragraph about the judiciary's standards.

Accessing the Law Clerk Portal

- Select **Submit a Letter of Recommendation**.
- Click on the **New User Registration** or **Existing User Login** to access the portal.
 - See the Law Clerk Portal – Self-Registration section for more information.



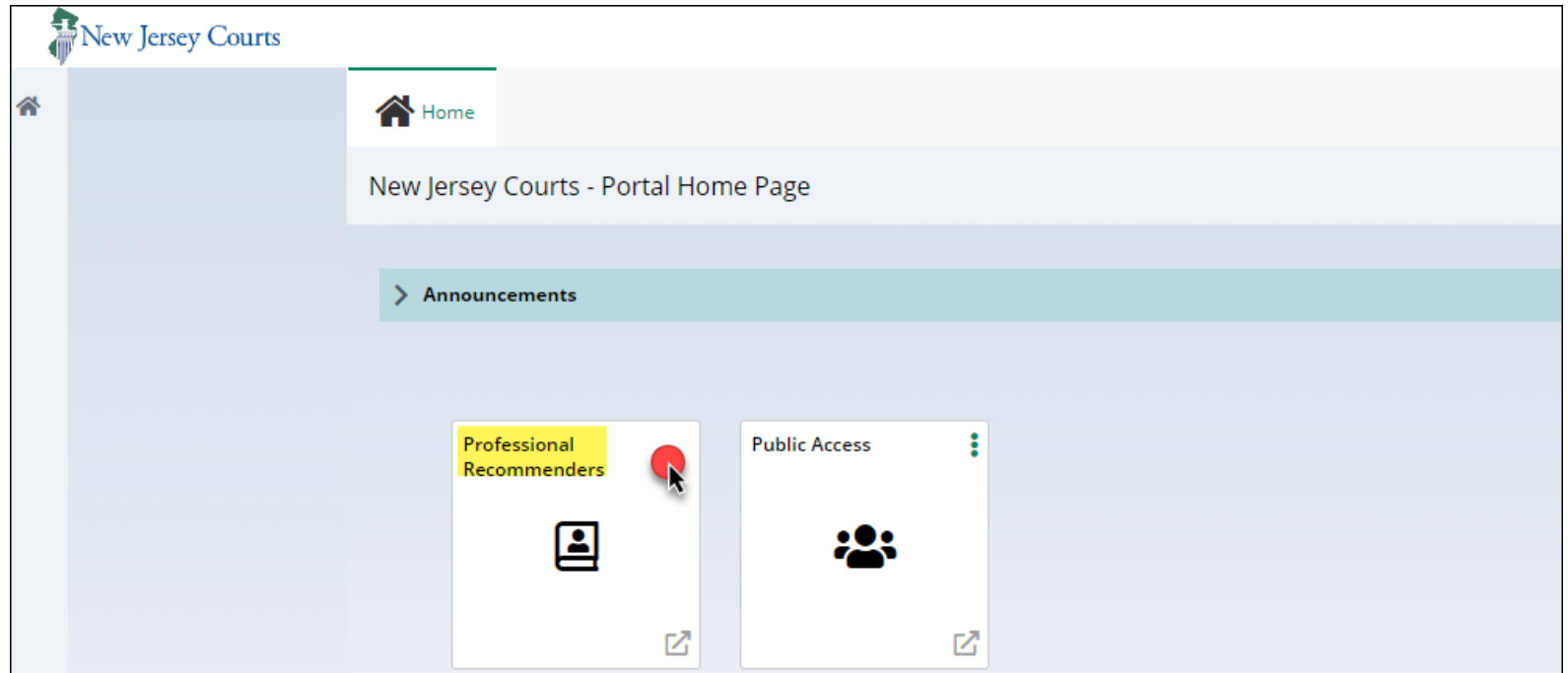
The screenshot shows the New Jersey Courts website header with the logo and navigation links: SELF-REPRESENTED, ATTORNEYS, and PAY TICKET. Below the header is a dark blue banner for 'Become a Law Clerk' with a breadcrumb trail: Home / Public / Find Jobs. A left sidebar contains 'Jobs and Clerkships' with sub-links for 'Law Clerk Information', 'Benefits', and 'ADA Accommodations'. The main content area has a section titled 'On This Page' with a list of links: 'Law Clerk Recruitment', 'Apply for a Clerkship', 'Submit a Letter of Recommendation', and 'Learn About Clerkships'. The 'Submit a Letter of Recommendation' link is highlighted in yellow.



The screenshot shows the 'Professional Recommenders' section. It features two dark blue buttons: 'NEW USER REGISTRATION' and 'EXISTING USER LOGIN'. Both buttons have a red circle and a mouse cursor icon pointing to them. Below the buttons is a paragraph of text: 'Professional contacts can upload their letters of recommendation directly into the portal. Follow the [user guide](#) for submitting letters of recommendation on behalf of a law clerk applicant.'

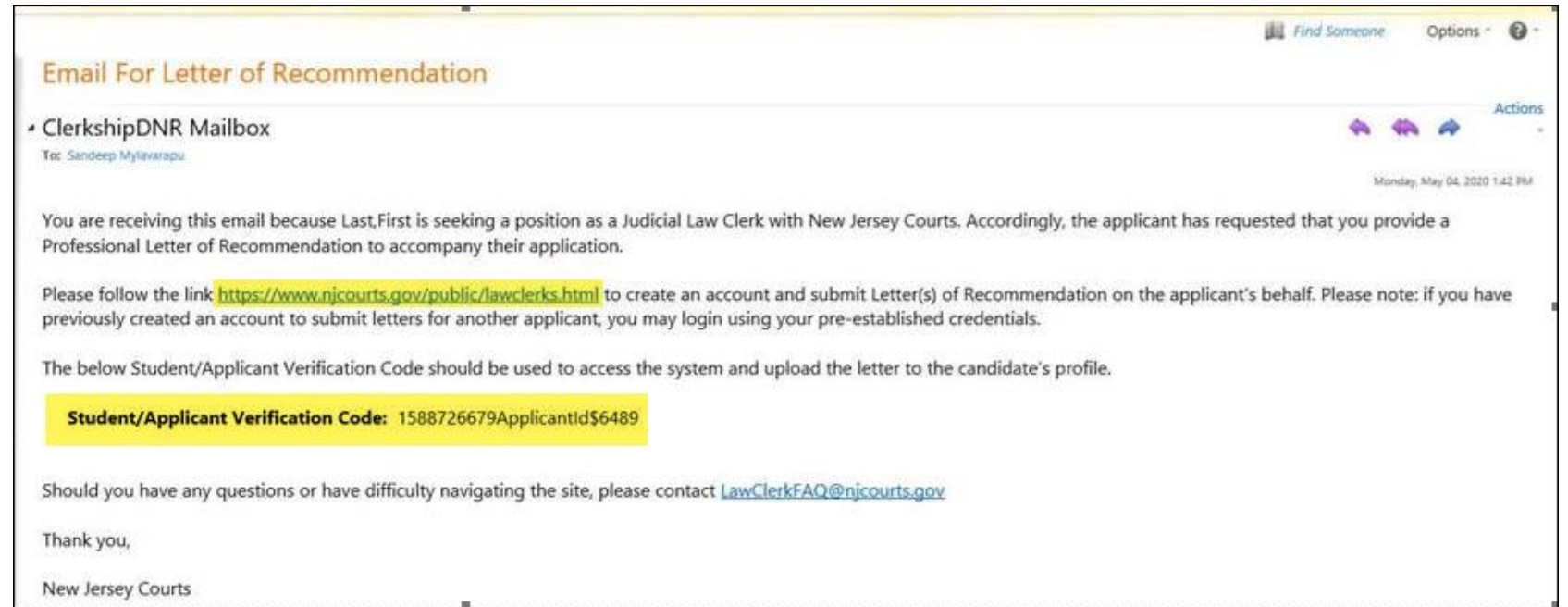
Landing Page

- 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.**



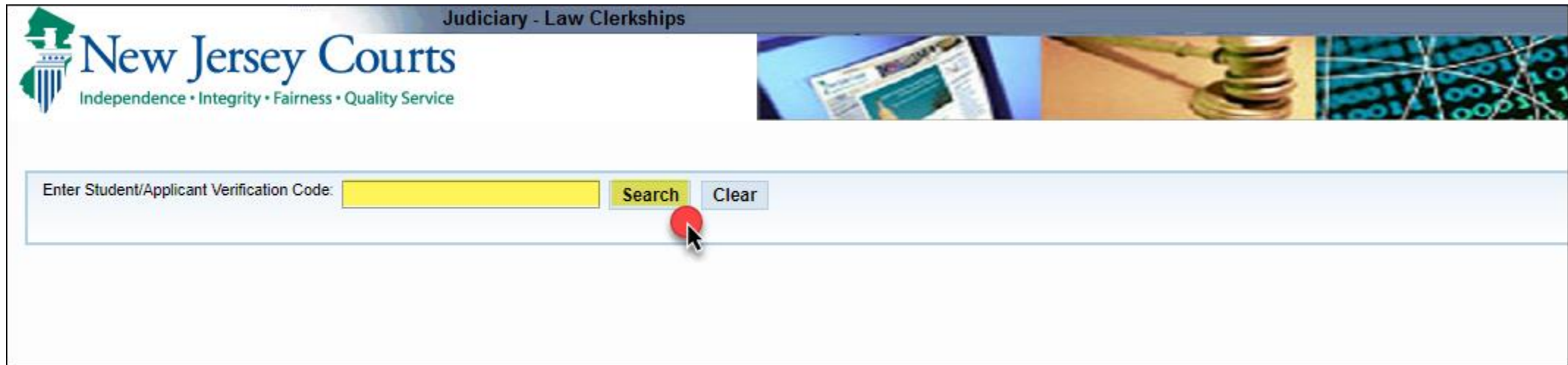
Student/Applicant Verification Code

- 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 upload the letter for the student.




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.



The screenshot shows the 'Judiciary - Law Clerkships' section of the New Jersey Courts website. The header includes the New Jersey Courts logo with the tagline 'Independence • Integrity • Fairness • Quality Service' and a decorative banner with images of a laptop, a gavel, and a network diagram. Below the header is a search form with the label 'Enter Student/Applicant Verification Code:' followed by a yellow input field, a yellow 'Search' button, and a grey 'Clear' button. A red circle highlights the 'Search' button, and a mouse cursor is positioned over it.

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.

Judiciary - Law Clerkships

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

Enter Student/Applicant Verification Code:

Applied Position Details

Justice/Judge: Sandeep Mylavarapu
Applicant Name: QACLERK, CLOUD
Position ID: 1565495724

File Type To Upload	Uploaded Document Name	Upload	
Letter of Recommendation	LORWri096tingSample.pdf	<input type="button" value="Upload"/>	<input type="button" value="Trashcan"/>



Law School Administrators

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 both Google Chrome and Microsoft Edge. 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 **Job Opportunities**.

New Jersey Courts
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Submit Court Documents Online (JEDS)
Save a trip to the courthouse by submitting your court filings online.

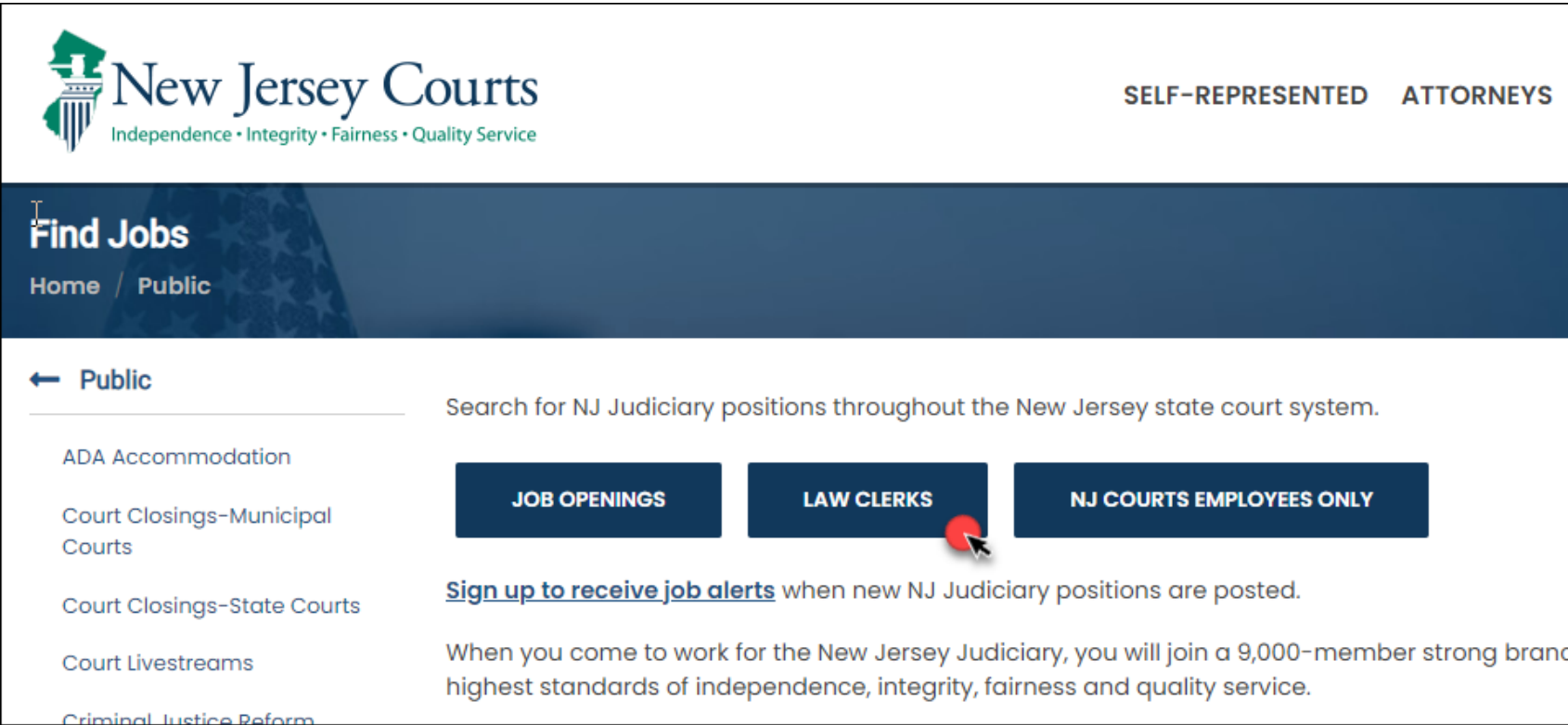
Find Help
Ask for ADA or interpreting services, talk to customer service staff, or find resources for mental health or other issues.

Job Opportunities
Look for state and municipal opportunities, clerkships, and volunteer placements.

Jury Reporting Information
Reporting information for each county is updated daily by 5 p.m. for the next reporting day.

Accessing the Law Clerk Portal

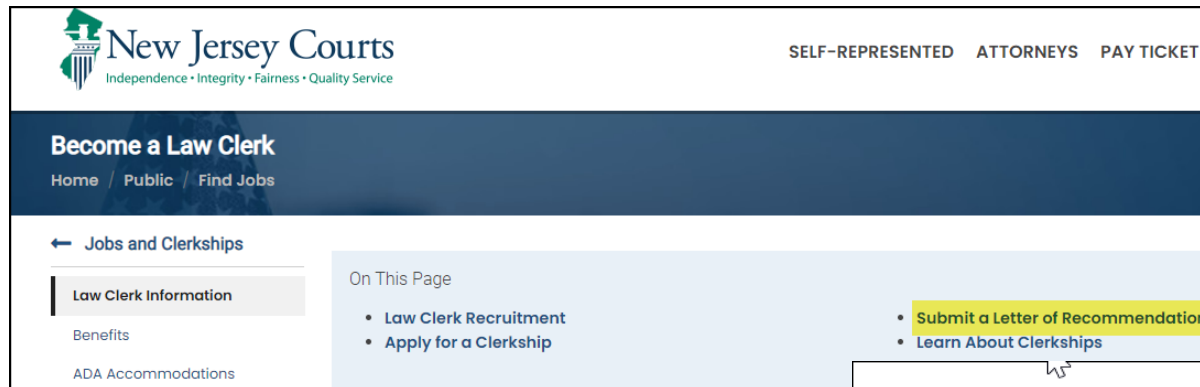
- Click on Law Clerks.



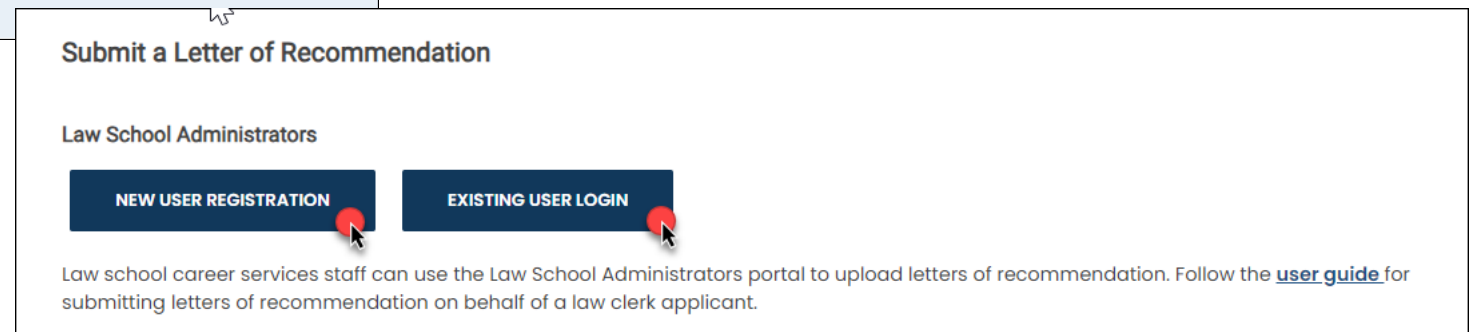
The screenshot shows the New Jersey Courts website. At the top left is the logo with the text "New Jersey Courts" and the tagline "Independence • Integrity • Fairness • Quality Service". To the right, it says "SELF-REPRESENTED ATTORNEYS". Below the logo is a dark blue banner with "Find Jobs" and "Home / Public". Underneath, there's a "Public" breadcrumb and a search instruction: "Search for NJ Judiciary positions throughout the New Jersey state court system." Three buttons are visible: "JOB OPENINGS", "LAW CLERKS" (highlighted with a red circle and mouse cursor), and "NJ COURTS EMPLOYEES ONLY". Below the buttons, there's a link to "Sign up to receive job alerts" and a paragraph about the judiciary's standards.

Accessing the Law Clerk Portal

- Select **Submit a Letter of Recommendation**.
- Click on the **New User Registration** or **Existing User Login** to access the portal.
 - See the Law Clerk Portal – Self-Registration section for more information.



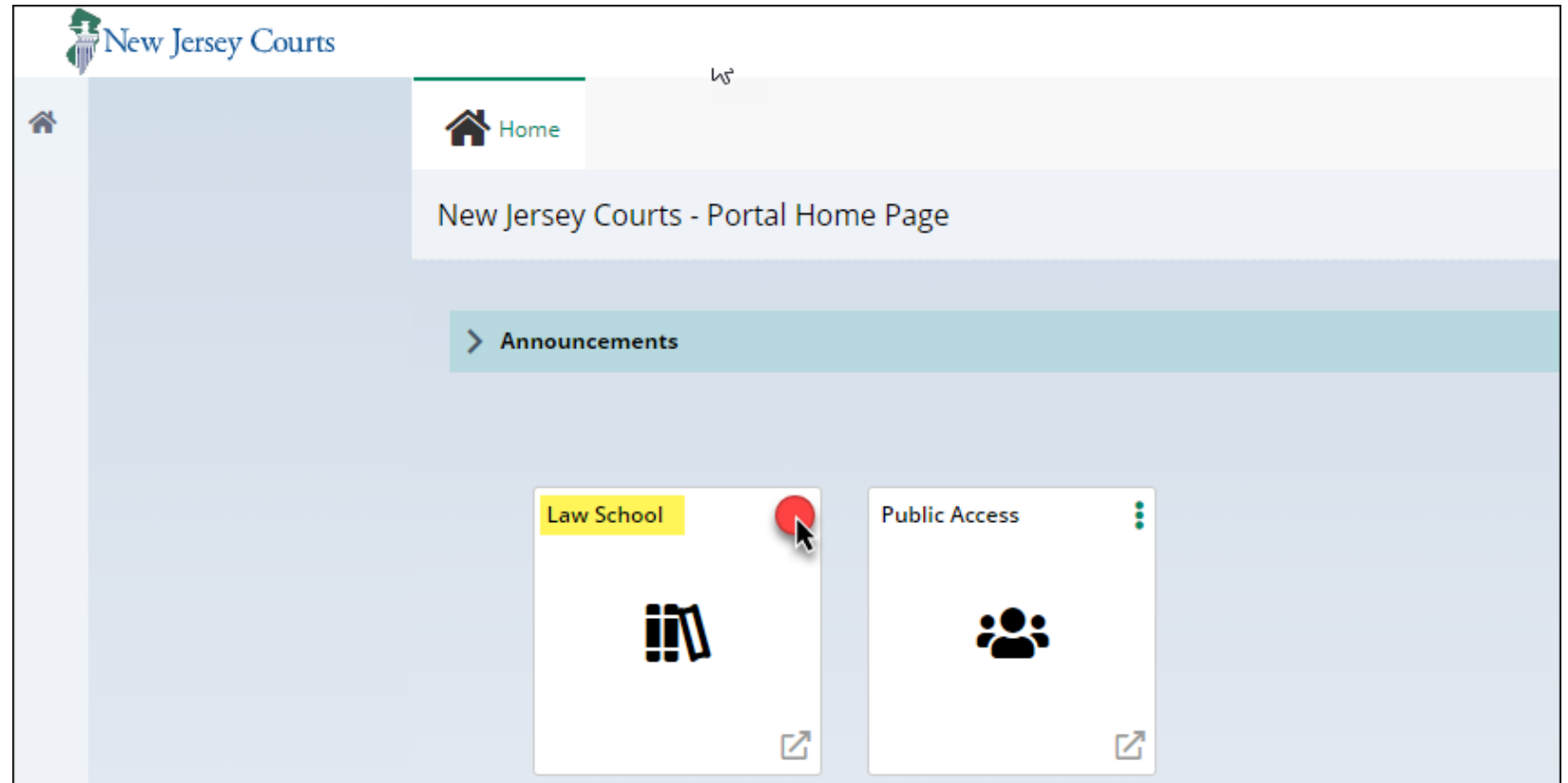
The screenshot shows the New Jersey Courts website header with the logo and navigation links: SELF-REPRESENTED, ATTORNEYS, and PAY TICKET. Below the header is a dark blue banner for 'Become a Law Clerk' with links to Home, Public, and Find Jobs. A left sidebar contains 'Jobs and Clerkships' with sub-links for Law Clerk Information, Benefits, and ADA Accommodations. The main content area has an 'On This Page' section with a list of links: Law Clerk Recruitment, Apply for a Clerkship, **Submit a Letter of Recommendation** (highlighted), and Learn About Clerkships.



This close-up screenshot shows the 'Submit a Letter of Recommendation' page for Law School Administrators. It features two prominent buttons: 'NEW USER REGISTRATION' and 'EXISTING USER LOGIN', both with red mouse cursor icons. Below the buttons, a text block explains that law school career services staff can use the portal to upload letters of recommendation and refers to a [user guide](#) for submission instructions.

Landing Page

- You have successfully logged onto the Law Clerk Portal!
- Click on **Law School** to begin managing your students.



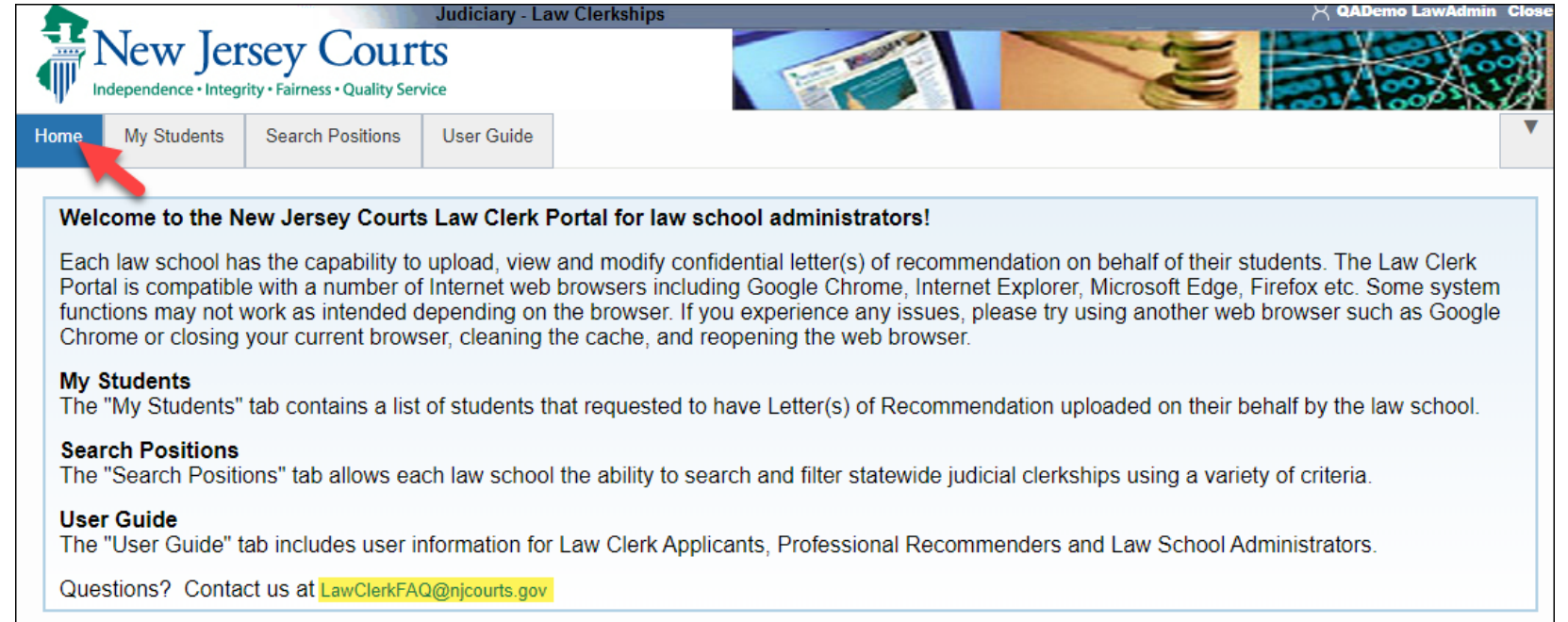
Home Tab

- 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



The screenshot shows the top navigation bar of the New Jersey Courts Law Clerk Portal. The 'Home' tab is highlighted with a red arrow. Below the navigation bar, a welcome message is displayed, followed by a detailed description of the portal's capabilities and compatibility. The 'My Students' section lists students who have requested letters of recommendation. The 'Search Positions' section describes the search and filter capabilities for judicial clerkships. The 'User Guide' section provides information for applicants, recommenders, and administrators. A contact link for the Law Clerk FAQ is provided at the bottom.

Judiciary - Law Clerkships QADemo LawAdmin Close

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

Home My Students Search Positions User Guide

Welcome to the New Jersey Courts Law Clerk Portal for law school administrators!

Each law school has the capability to upload, view and modify confidential letter(s) of recommendation on behalf of their students. The Law Clerk Portal is compatible with a number of Internet web browsers including Google Chrome, Internet Explorer, Microsoft Edge, Firefox etc. Some system functions may not work as intended depending on the browser. If you experience any issues, please try using another web browser such as Google Chrome or closing your current browser, cleaning the cache, and reopening the web browser.

My Students
The "My Students" tab contains a list of students that requested to have Letter(s) of Recommendation uploaded on their behalf by the law school.

Search Positions
The "Search Positions" tab allows each law school the ability to search and filter statewide judicial clerkships using a variety of criteria.

User Guide
The "User Guide" tab includes user information for Law Clerk Applicants, Professional Recommenders and Law School Administrators.

Questions? Contact us at 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.

Home **My Students** Search Positions User Guide

Law School: Albany Law School

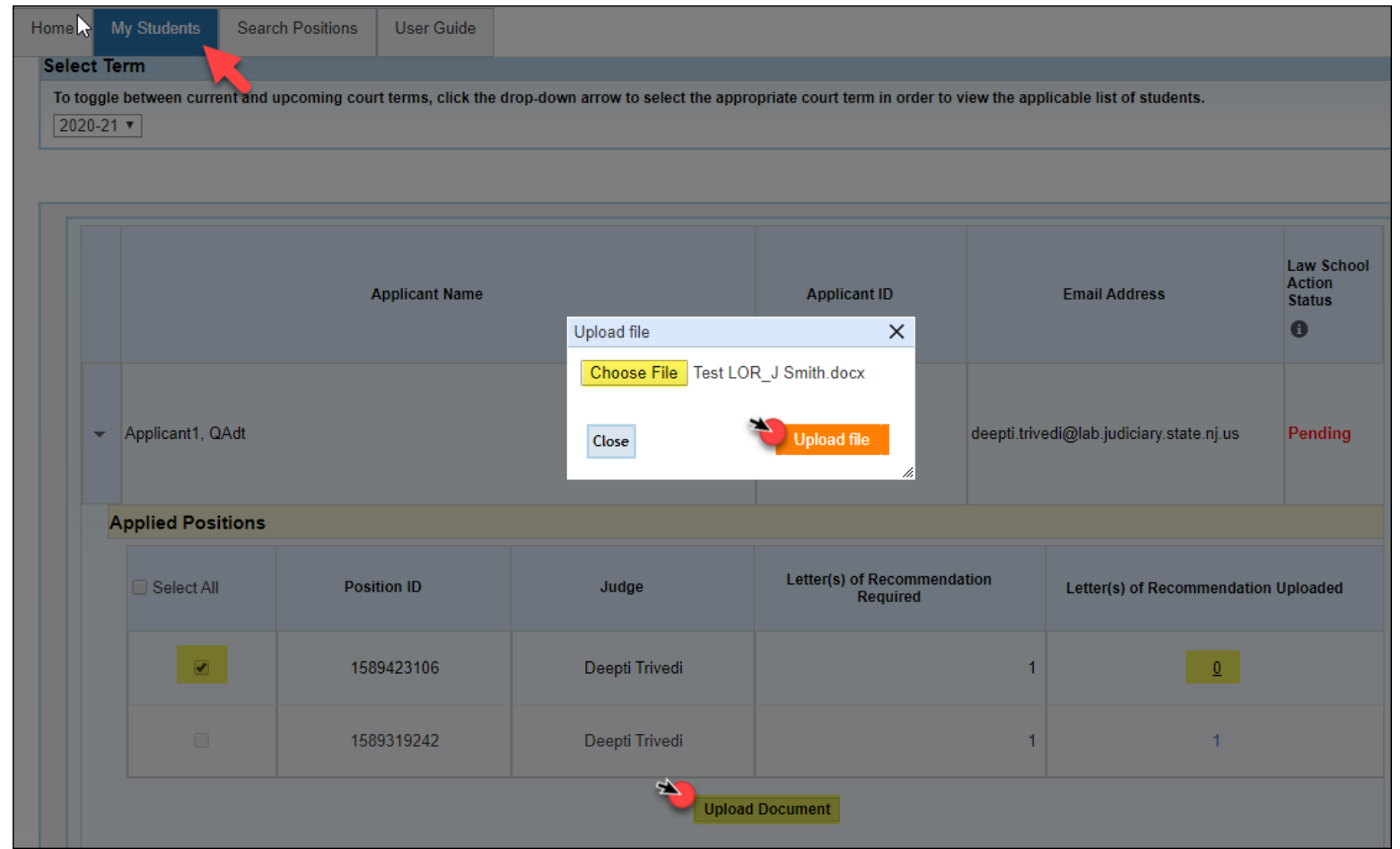
Select Term
To toggle between current and upcoming court terms, click the drop-down arrow to select the appropriate court term in order to view the applicable list of students.
2020-21 ▼

Applicant Name	Applicant ID	Email Address	Law School Action Status
▶ Applicant1, QAdt	QAdtApplicant1	deepti.trivedi@lab.judiciary.state.nj.us	Pending
▶ APPLICANT10, QA	QAAPPLICANT10	deepti.trivedi@lab.judiciary.state.nj.us	Completed

Completed - All required documents have been uploaded successfully
Pending - Document(s) are still pending upload to the application
No Action Necessary - There is no further action required

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.



The screenshot shows the 'My Students' tab in the Law Clerk Portal. At the top, there are navigation links: Home, My Students (highlighted with a red arrow), Search Positions, and User Guide. Below this is a 'Select Term' section with a dropdown menu set to '2020-21'. The main content area features a table with columns: Applicant Name, Applicant ID, Email Address, and Law School Action Status. A row is visible for 'Applicant1, QAdt' with an email address 'deepiti.trivedi@lab.judiciary.state.nj.us' and a status of 'Pending'. An 'Upload Document' button is located at the bottom right of the table. A pop-up window titled 'Upload file' is open, showing a 'Choose File' button, the filename 'Test LOR_J Smith.docx', and an 'Upload file' button (highlighted with a red arrow).

Applicant Name	Applicant ID	Email Address	Law School Action Status
Applicant1, QAdt		deepiti.trivedi@lab.judiciary.state.nj.us	Pending

<input type="checkbox"/> Select All	Position ID	Judge	Letter(s) of Recommendation Required	Letter(s) of Recommendation Uploaded
<input checked="" type="checkbox"/>	1589423106	Deepti Trivedi	1	0
<input type="checkbox"/>	1589319242	Deepti Trivedi	1	1

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.




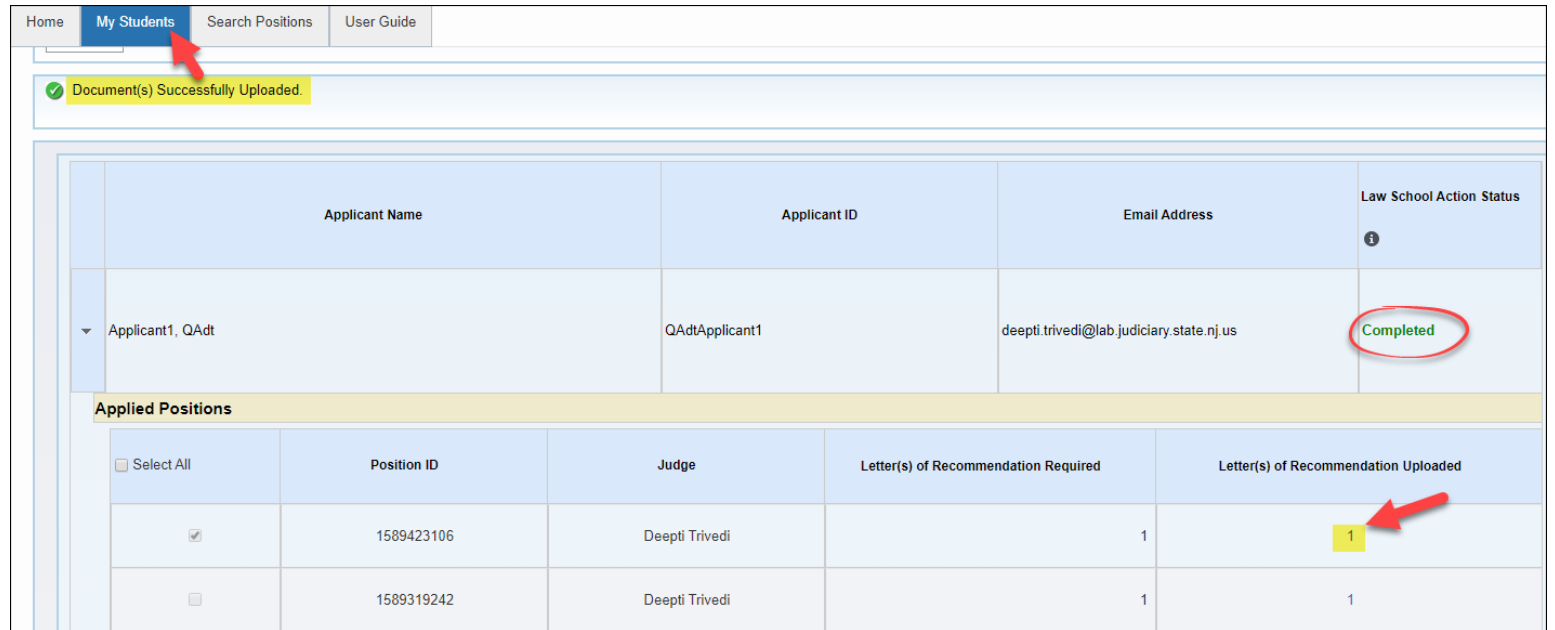
The same letter may be uploaded to multiple positions for the same applicant by checking the "Select All" box.

Applied Positions				
<input type="checkbox"/> Select All	Position ID	Judge	Letter(s) of Recommendation Required	Letter(s) of Recommendation Uploaded
<input checked="" type="checkbox"/>	1563658034	Deepti Trivedi	1	0
<input type="checkbox"/>	1558766883	Deepti Trivedi	1	1
<input type="checkbox"/>	1558487701	Deepti Trivedi	1	1

Upload Document TestLOR_JSmith.docx Submit Document


My Students Tab - Manage Student Letters of Recommendation

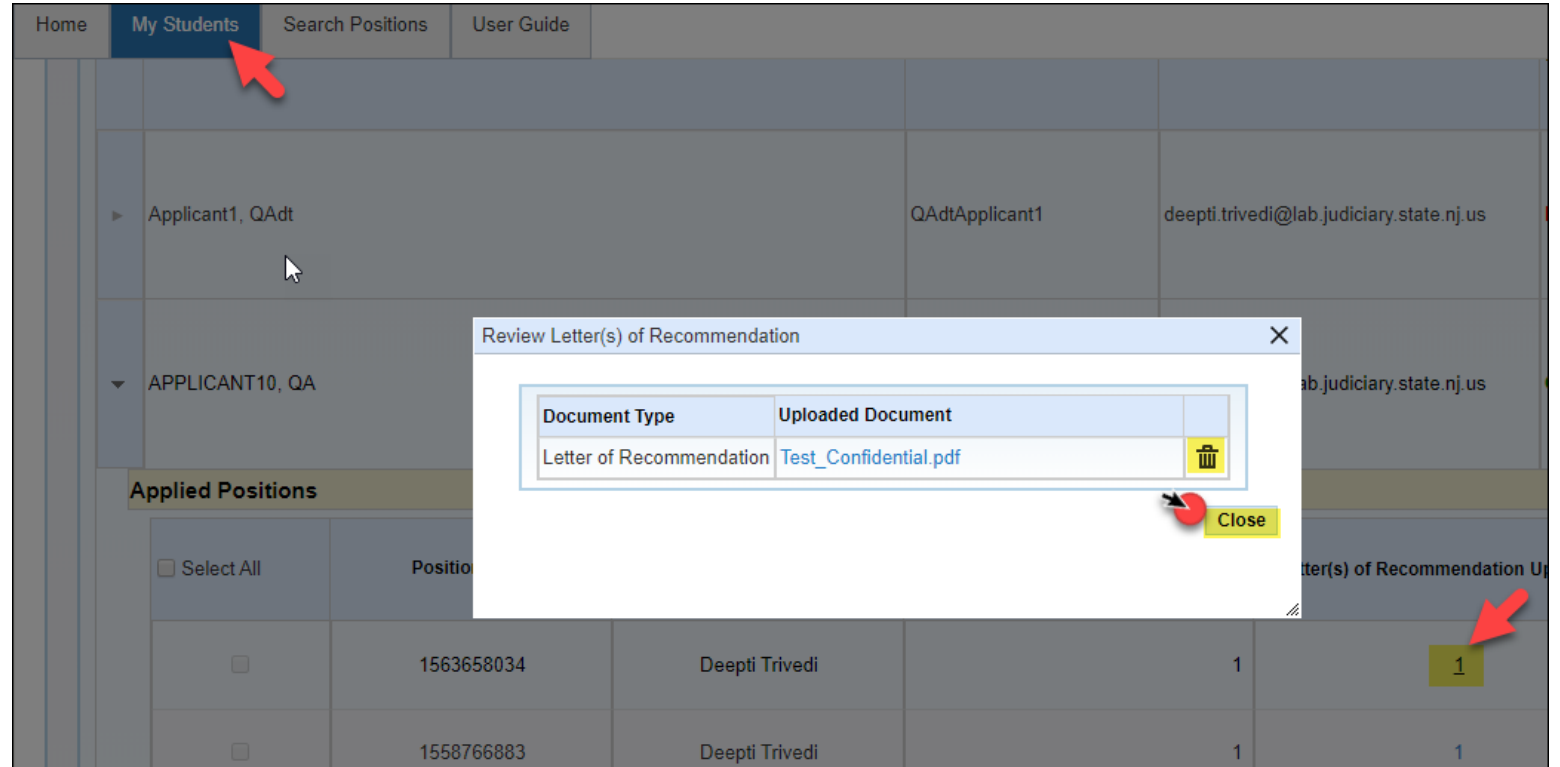
- A success message  will display at the top of the screen confirming that the document has been successfully uploaded.
- The Letter(s) of Recommendation Uploaded column will change from zero to one.
- The Law School Action Status column will change from **Pending** to **Completed**.




Applicant Name	Applicant ID	Email Address	Law School Action Status	
Applicant1, QAdt	QAdtApplicant1	deepti.trivedi@lab.judiciary.state.nj.us	Completed	
Applied Positions				
<input type="checkbox"/> Select All	Position ID	Judge	Letter(s) of Recommendation Required	Letter(s) of Recommendation Uploaded
<input checked="" type="checkbox"/>	1589423106	Deepti Trivedi	1	1
<input type="checkbox"/>	1589319242	Deepti Trivedi	1	1

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.



The screenshot displays the 'My Students' tab in the Law Clerk Portal. A red arrow points to the 'My Students' tab in the navigation bar. Below the navigation bar, there is a table with columns for Applicant Name, Position, and Letter(s) of Recommendation. A pop-up window titled 'Review Letter(s) of Recommendation' is open, showing a table with columns for Document Type and Uploaded Document. The table contains one row: 'Letter of Recommendation' and 'Test_Confidential.pdf'. A trashcan icon is next to the document name, and a red arrow points to a yellow 'Close' button. Another red arrow points to a yellow '1' in the 'Letter(s) of Recommendation' column of the main table.

Document Type	Uploaded Document	
Letter of Recommendation	Test_Confidential.pdf	

Applied Positions	Position	Letter(s) of Recommendation
<input type="checkbox"/> Select All		
<input type="checkbox"/>	1563658034	Deepti Trivedi 1 1
<input type="checkbox"/>	1558766883	Deepti Trivedi 1 1

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.

Home My Students **Search Positions** User Guide


! This page allows you to view all clerkships that have not yet been filled. Select the applicable court term, then you may search all available clerkships or use the filters to search using specific criteria.

Search Criteria

Term: 2020-21 | Court Type: | Justice/Judge: | Superior Court Division: | County: | Position Status: | Justice/Judge Alma Mater: | **Search** | **Reset**

Position Status

- Accepting - The justice/judge is still accepting applications for the position.
- Closed - The justice/judge is no longer accepting applications for the position.

A black and white photograph of a row of classical columns in a hallway. The columns are fluted and have a decorative base. The floor is dark and reflective, showing the columns' reflections. The text "Law Clerk Portal – Self-Registration" is overlaid at the bottom in a white serif font.

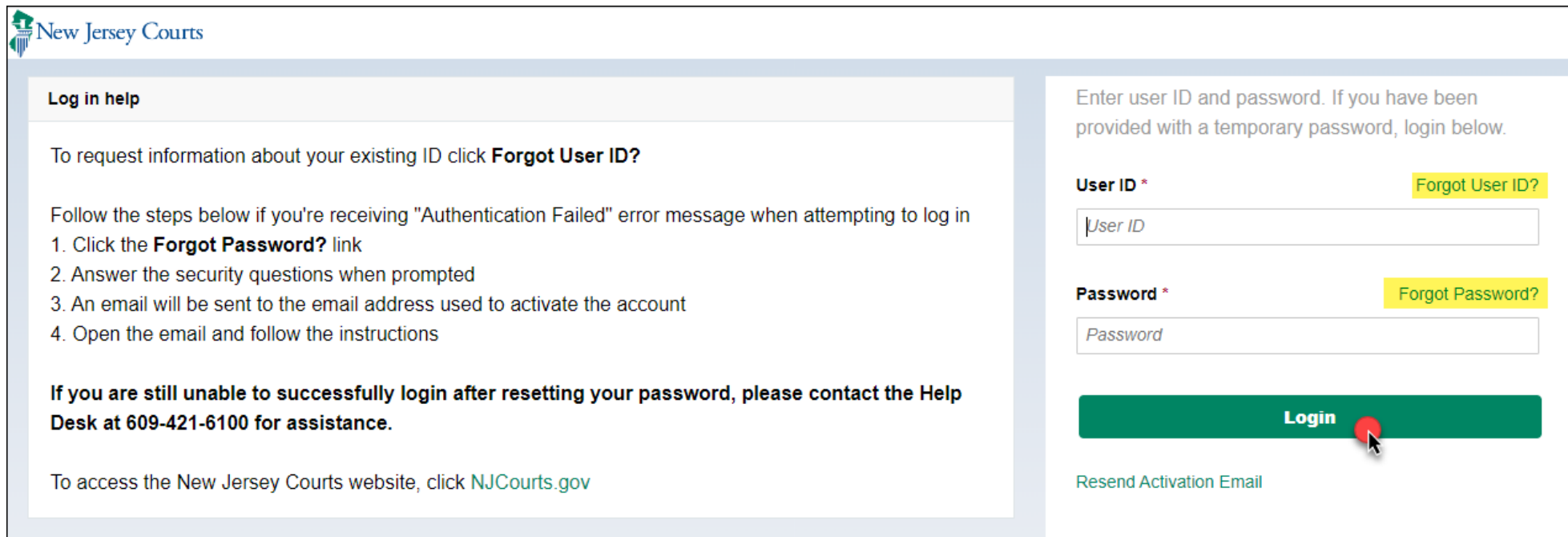
Law Clerk Portal – Self-Registration

Table of Contents – Self-Registration

- Returning Users - Forgot User ID or Password
- New Users – Creating a User Account

Returning Users – Forgot User ID or Password

- Click the **Forgot User ID?** or **Forgot Password?** links to recover or reset your login information.
- Click Login to continue to the portal.



The screenshot shows the New Jersey Courts login interface. On the left, a 'Log in help' section provides instructions for users who have forgotten their credentials. On the right, the login form includes fields for 'User ID' and 'Password', each with a corresponding 'Forgot' link. A green 'Login' button is highlighted with a red circle and a mouse cursor, and a 'Resend Activation Email' link is located below it.

New Jersey Courts

Log in help

To request information about your existing ID click **Forgot User ID?**

Follow the steps below if you're receiving "Authentication Failed" error message when attempting to log in

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still unable to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 for assistance.

To access the New Jersey Courts website, click NJCourts.gov

Enter user ID and password. If you have been provided with a temporary password, login below.

User ID * [Forgot User ID?](#)

Password * [Forgot Password?](#)

Login

[Resend Activation Email](#)

New Users – Creating a User Account

- Create your user ID and Password
- Password must be 14 characters in length and follow the criteria indicated below.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password

Create User ID and Password > Enter Contact Information Select Security Questions Enter Two-Factor Information

Enter Additional Information

Login Information

User ID *
TestClerkD@No

Password *
.....

Confirm Password *
.....

- ✓ Confirm Password must exactly match Password
- ✓ Password must be exactly 14 characters long
- ✓ At least 1 lowercase letter
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✓ At least one of the three special characters @, #, \$

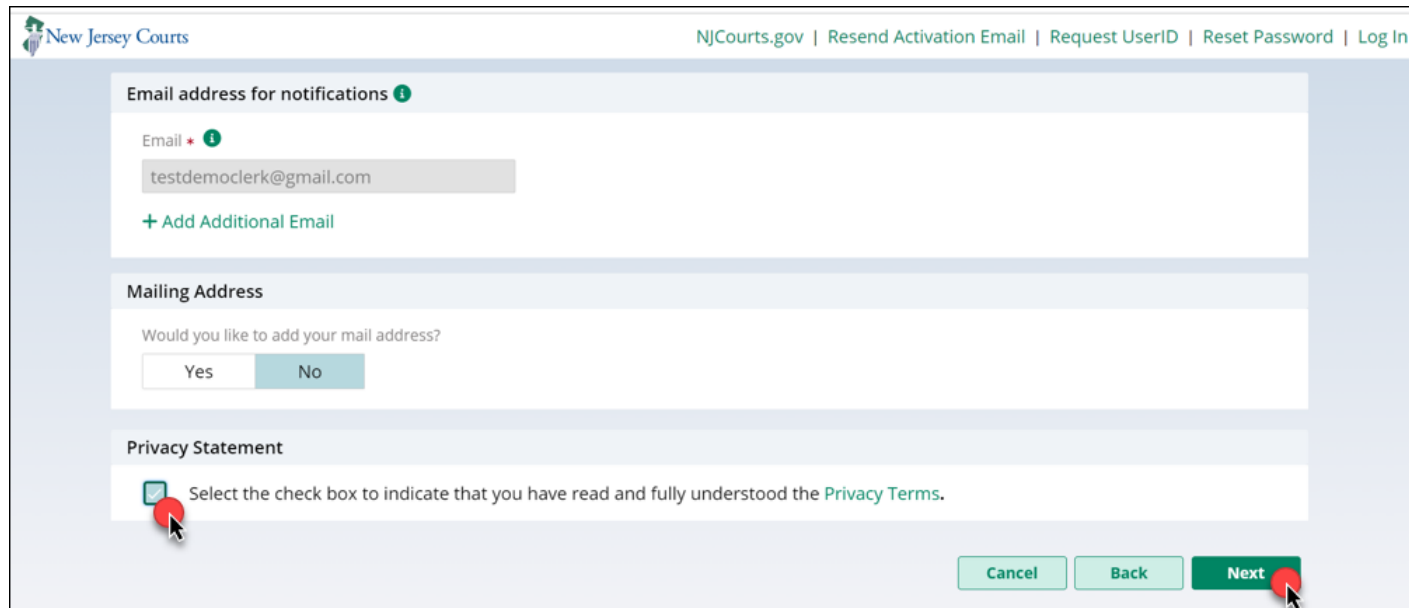
New Users – Creating a User Account

- Enter the required Contact Information.
- Input the email address where you would like to receive system notifications.

The screenshot displays the 'Enter Contact Information' step of the user creation process on the NJCourts.gov portal. The page header includes the New Jersey Courts logo and navigation links: 'Resend Activation Email', 'Request UserID', 'Reset Password', and 'Lo'. The main navigation bar shows four steps: 'Create User ID and Password', 'Enter Contact Information' (the current step), 'Select Security Questions', and 'Enter Two-Factor Information'. Below this, the 'Contact Information' section contains several input fields: 'First Name' (with a red asterisk and a yellow highlight), 'Middle Name', 'Last Name' (with a red asterisk and a yellow highlight), 'Email' (with a red asterisk and a yellow highlight), 'Confirm Email' (with a red asterisk and a yellow highlight), and 'Primary Phone Number' (with a red asterisk and a yellow highlight). The values entered are 'Test', 'DemoClerk', 'testdemoclerk@gmail.com', 'testdemoclerk@gmail.com', and '5676543534'. A mouse cursor is hovering over the 'First Name' field. Below the contact information is a section for 'Email address for notifications' with a green information icon, containing the same email address and a '+ Add Additional Email' link.

New Users – Creating a User Account

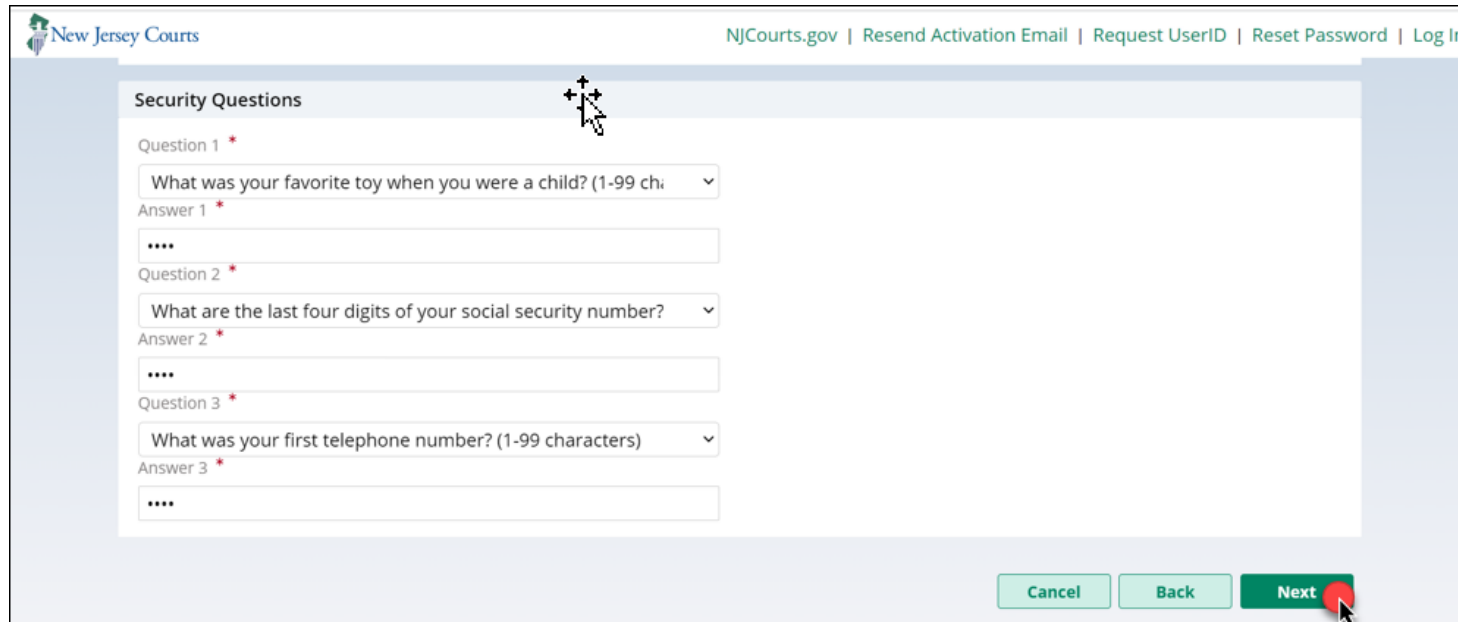
- Input the email address where you would like to receive system notifications.
- Optional – input your mailing address.
- Check the Privacy Statement.
- Click Next to continue.



The screenshot shows the 'New Jersey Courts' user account creation interface. At the top, there is a navigation bar with the logo and links for 'NJCourts.gov', 'Resend Activation Email', 'Request UserID', 'Reset Password', and 'Log In'. The main form is divided into three sections: 1. 'Email address for notifications' with a text input field containing 'testdemoclerk@gmail.com' and a '+ Add Additional Email' link. 2. 'Mailing Address' with a question 'Would you like to add your mail address?' and two radio buttons, 'Yes' and 'No', where 'No' is selected. 3. 'Privacy Statement' with a checkbox that is checked and a red circle highlighting it, and the text 'Select the check box to indicate that you have read and fully understood the Privacy Terms.' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next', with a red circle highlighting the 'Next' button.

New Users – Creating a User Account

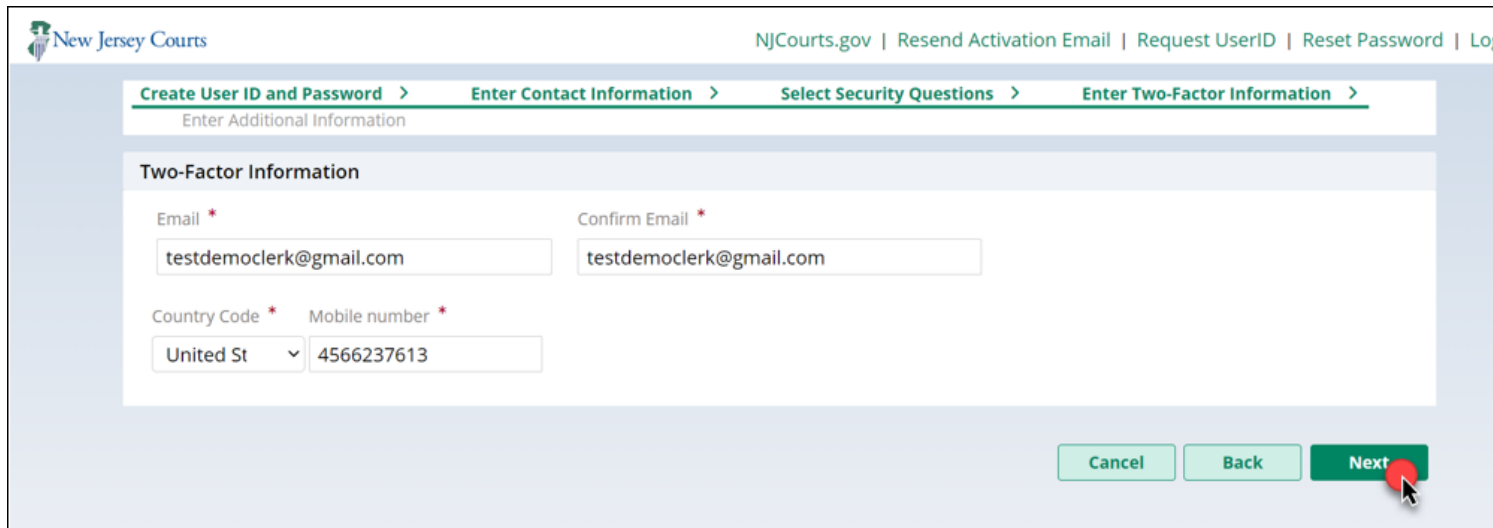
- Select your Security Questions and input your answers.
- Click Next to continue.



The screenshot shows the 'Security Questions' page of the New Jersey Courts portal. The page header includes the 'New Jersey Courts' logo and navigation links: 'NJCourts.gov', 'Resend Activation Email', 'Request UserID', 'Reset Password', and 'Log In'. The main content area is titled 'Security Questions' and contains three question-and-answer pairs. Each question is followed by a dropdown menu for selection and a text input field for the answer, which is currently masked with four dots. The questions are: 'Question 1: What was your favorite toy when you were a child? (1-99 ch...', 'Question 2: What are the last four digits of your social security number?', and 'Question 3: What was your first telephone number? (1-99 characters)'. At the bottom right of the form, there are three buttons: 'Cancel', 'Back', and 'Next'. A red circle highlights the 'Next' button, and a mouse cursor is positioned over it.

New Users – Creating a User Account

- Input your Two-Factor Information including your email address and phone number.
- Click Next to continue.



The screenshot displays the 'New Jersey Courts' user creation interface. At the top, the logo and 'New Jersey Courts' text are on the left, and navigation links 'NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log' are on the right. Below this is a progress bar with four steps: 'Create User ID and Password', 'Enter Contact Information', 'Select Security Questions', and 'Enter Two-Factor Information'. The 'Enter Two-Factor Information' step is currently active. The form contains the following fields: 'Email' (with a red asterisk) containing 'testdemoclerk@gmail.com', 'Confirm Email' (with a red asterisk) containing 'testdemoclerk@gmail.com', 'Country Code' (with a red asterisk) set to 'United St' in a dropdown menu, and 'Mobile number' (with a red asterisk) containing '4566237613'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next'. A red circle highlights the 'Next' button, with a mouse cursor pointing to it.

New Users – Creating a User Account

- Select **Yes** to indicate that you are registering for the Law Clerk Portal.
- Choose the role you that you are registering for from the drop-down menu.
- If you are applying for a clerkship, choose **Law Clerk Applicant** then click Register.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

Create User ID and Password > Enter Contact Information > Select Security Questions > Enter Two-Factor Information > Enter Additional Information

Law Clerk Portal Registration Only

Are you registering for the Law Clerk Portal?

Yes No

Role *

Select Role...
Select Role...
Law Clerk Applicant
Law School Administrator
Professional Recommender

Cancel Back Register

New Users – Creating a User Account

- If you are a Law School end user, select **Law School Administrator** from the drop-down.
- Input the **Law School Code**.
- Click Register.

New Jersey Courts NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log In

Create User ID and Password > Enter Contact Information > Select Security Questions > Enter Two-Factor Information >

Enter Additional Information

Law Clerk Portal Registration Only

Are you registering for the Law Clerk Portal?

Yes No

Role *

Law School Administrator

Select Role...

Law Clerk Applicant

Law School Administrator

Professional Recommender

Law School Code *

Cancel Back Register

New Users – Creating a User Account

- If you have been asked to provide a professional recommendation on behalf of a student, select **Professional Recommender** from the drop-down.
- Click Register.

New Jersey Courts

NJCourts.gov | Resend Activation Email | Request UserID | Reset Password | Log

Create User ID and Password > Enter Contact Information > Select Security Questions > Enter Two-Factor Information >

Enter Additional Information

Law Clerk Portal Registration Only

Are you registering for the Law Clerk Portal?

Yes No

Role *

Professional Recommender

Select Role...

Law Clerk Applicant

Law School Administrator

Professional Recommender

Cancel Back Register