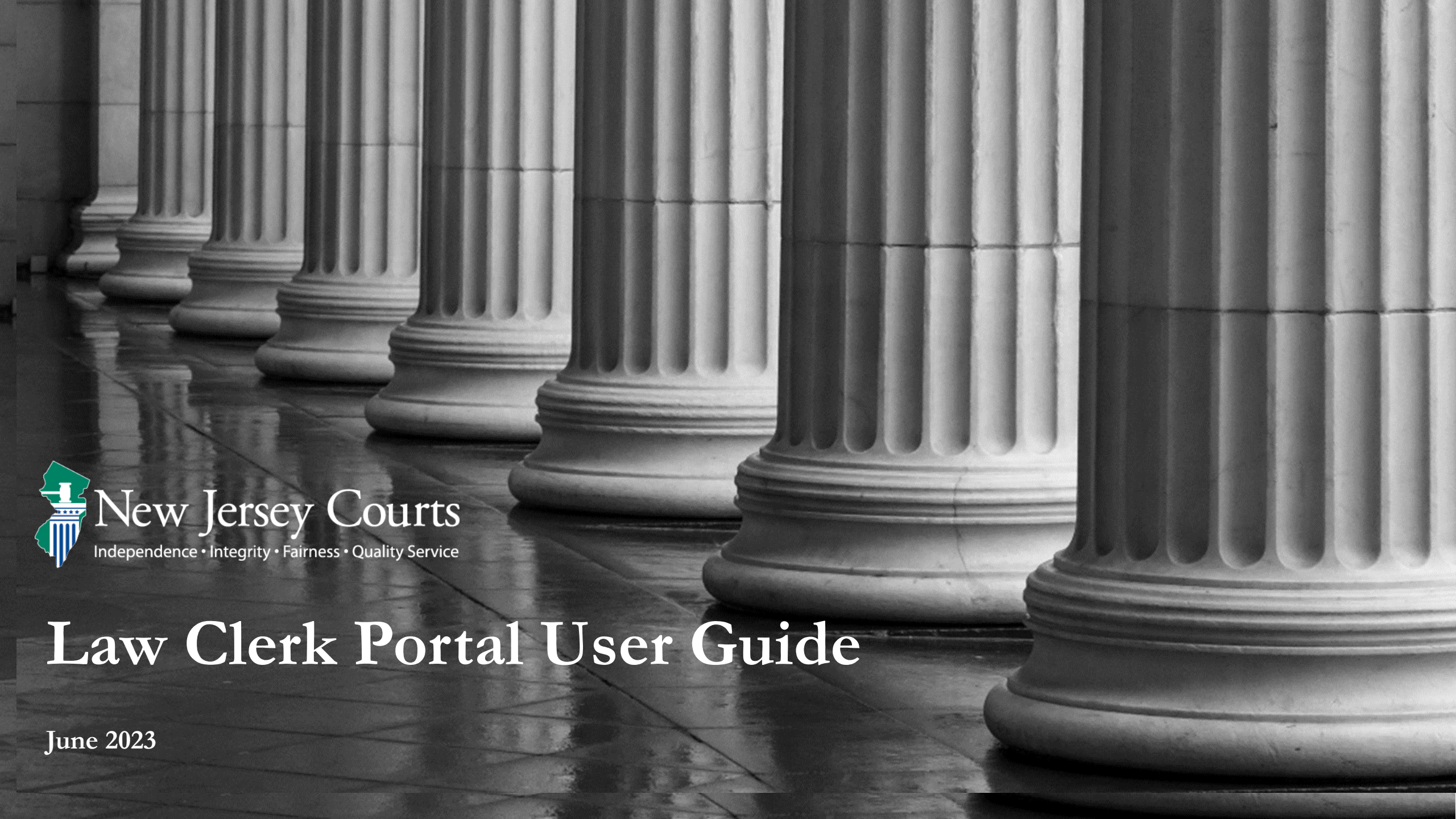

New Jersey Courts

Independence • Integrity • Fairness • Quality Service

Law Clerk Portal User Guide

June 2023

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- Professional Recommenders
- Law School Administrators
- Law Clerk Portal – Self Registration

Law Clerk Applicants

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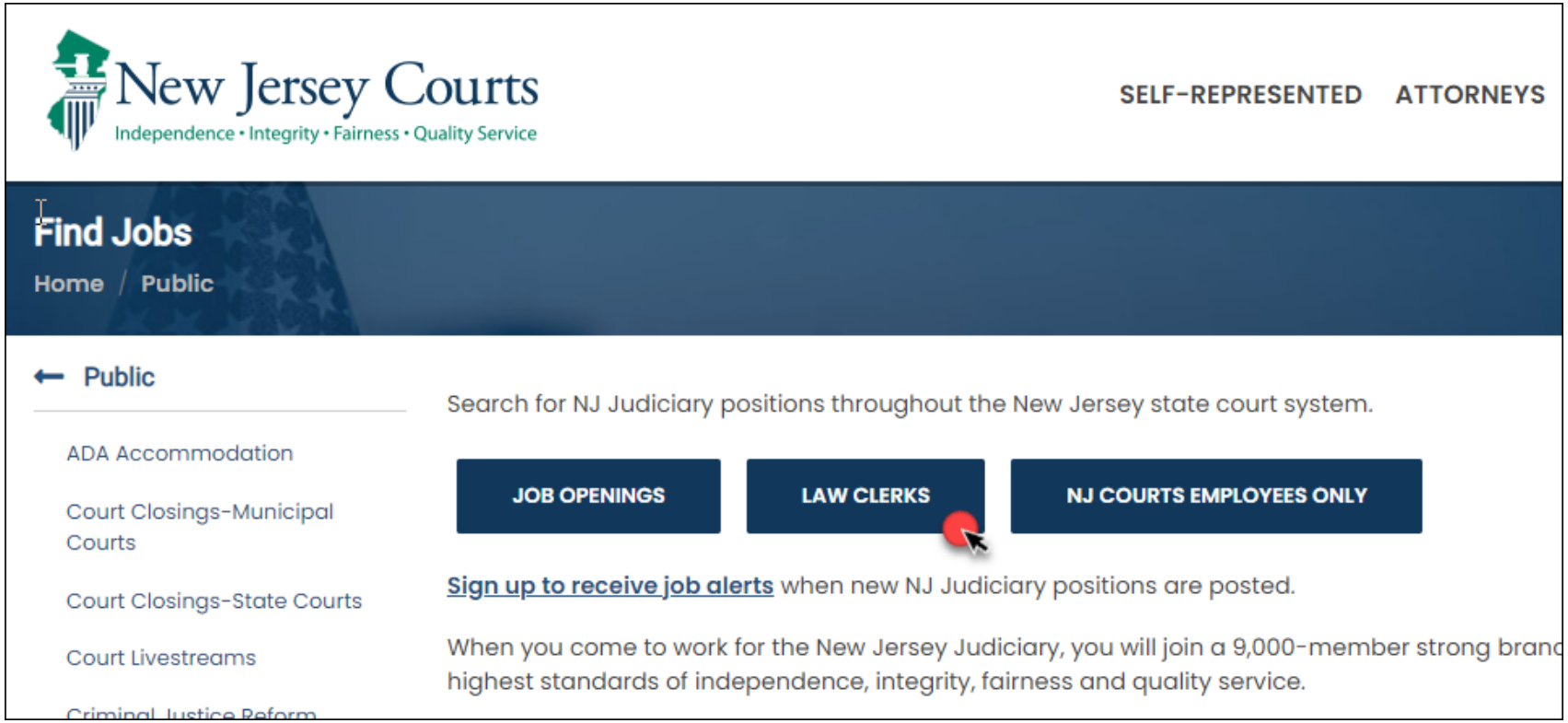
- My References tab – Add professional references
- Search Positions tab – Identify and apply to open positions
  - Search, Upload Application Documents, Letters of Recommendation (LOR), Professional References
- My Positions tab – Review your applications
  - Update, Withdraw and Restore applications
- Important Points to Remember

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.

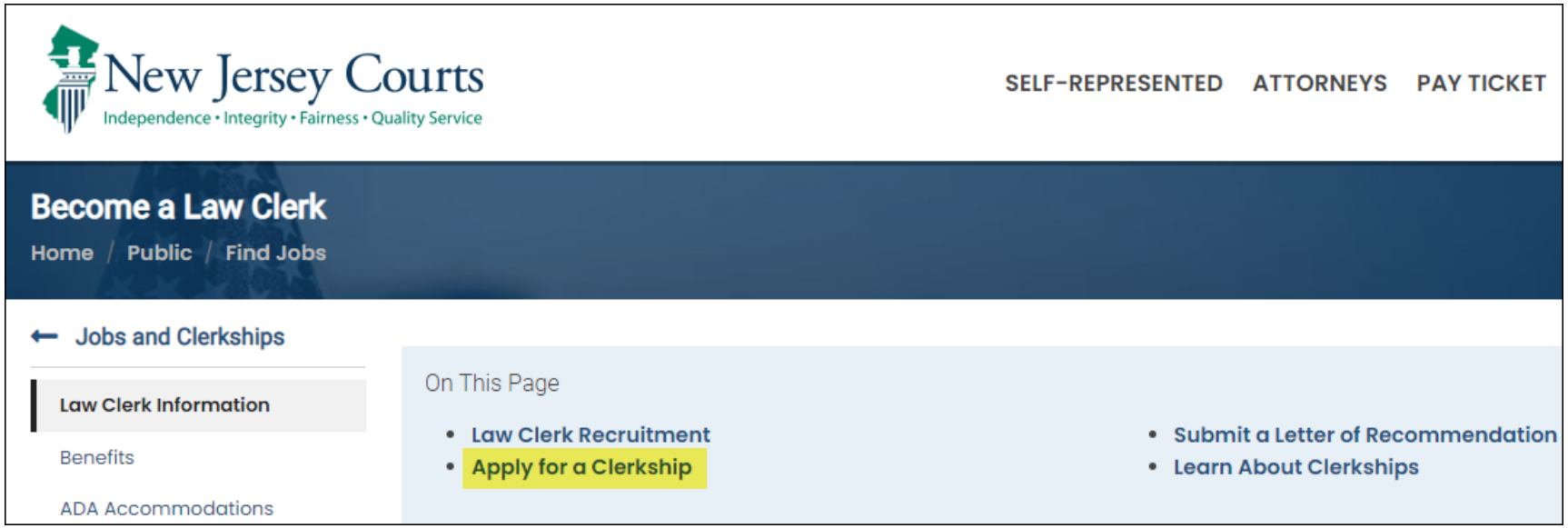
Accessing the Law Clerk Portal

- Click on Law Clerks.



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.



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.

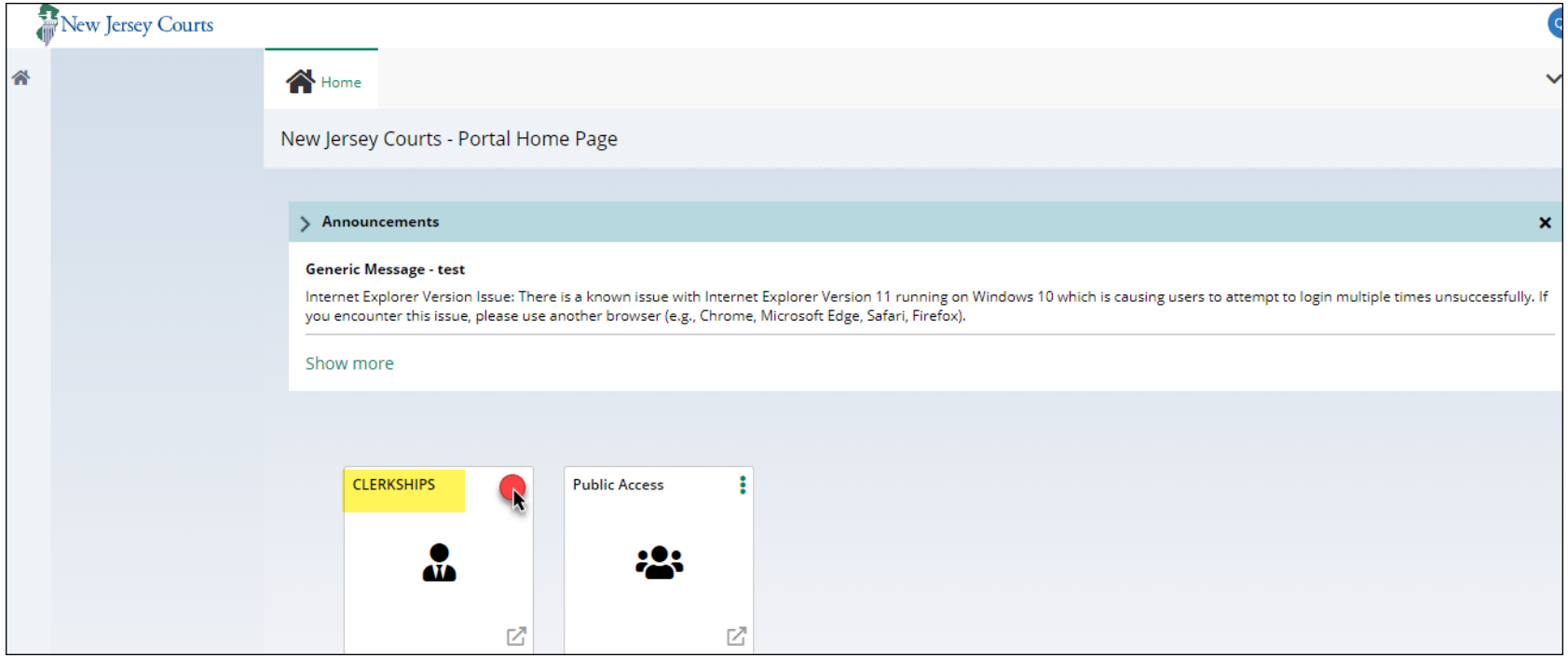
NEW USER REGISTRATION EXISTING USER LOGIN

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

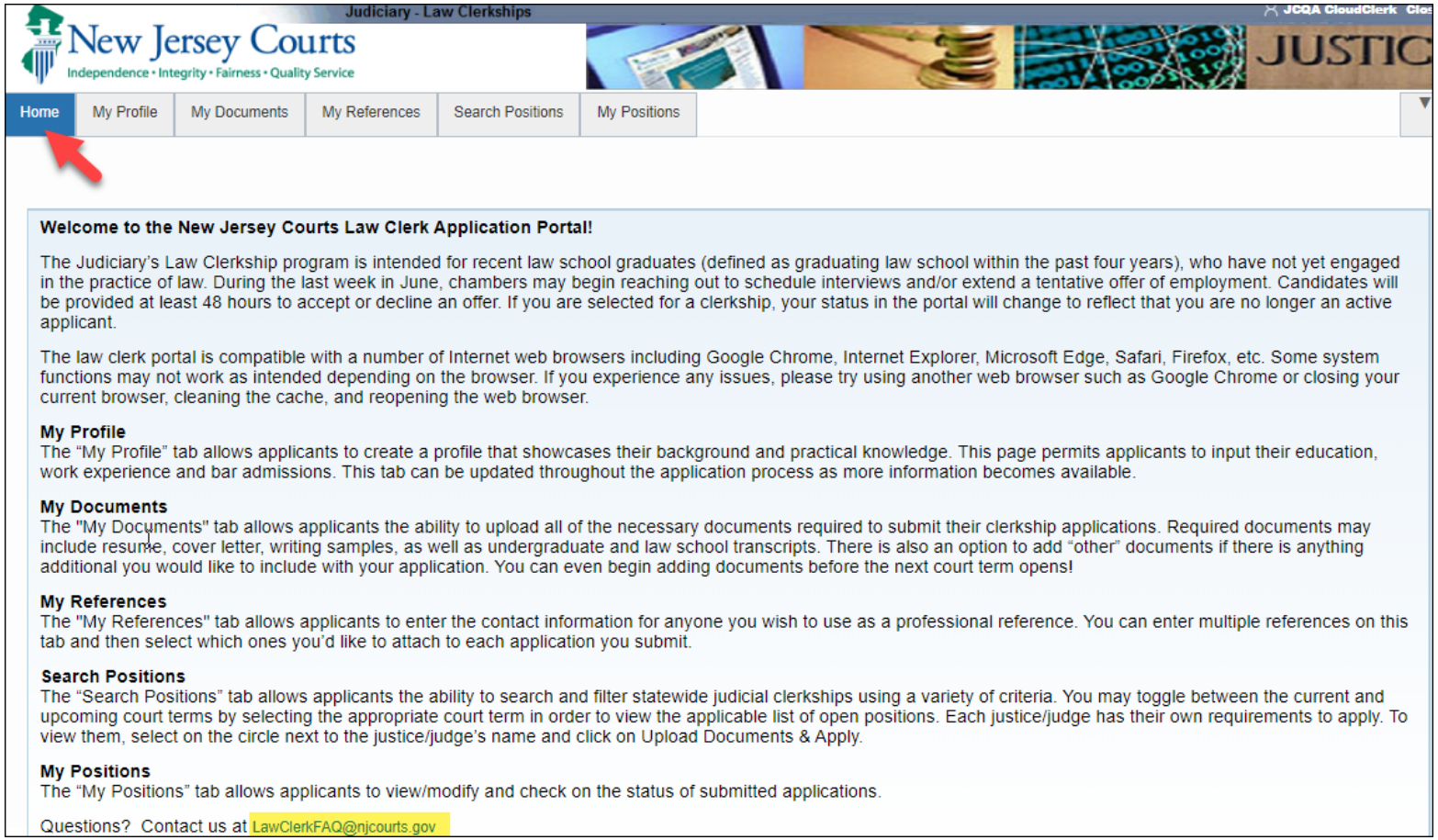
- You have successfully logged onto the Law Clerk Portal!
- Click on Clerkships to begin the application process.



Home Tab

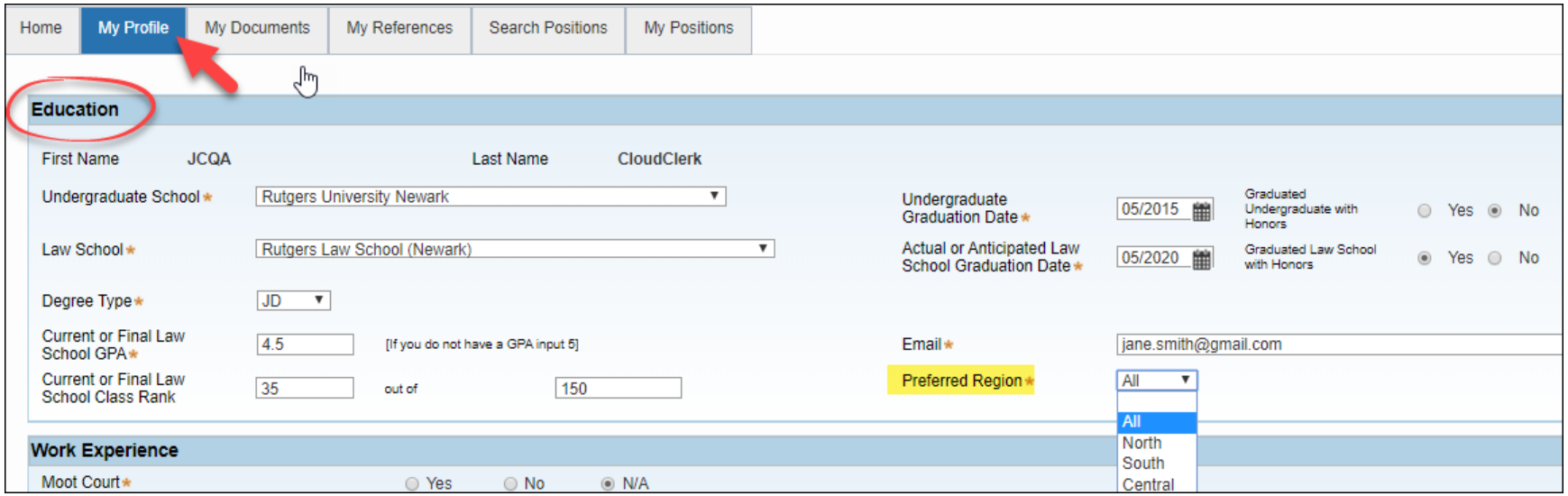
- The Home tab provides an overview of the contents of each tab in the portal for law school applicants.
- If you need assistance with the Law Clerk Portal send an email to:

LawClerkFAQ@njcourts.gov



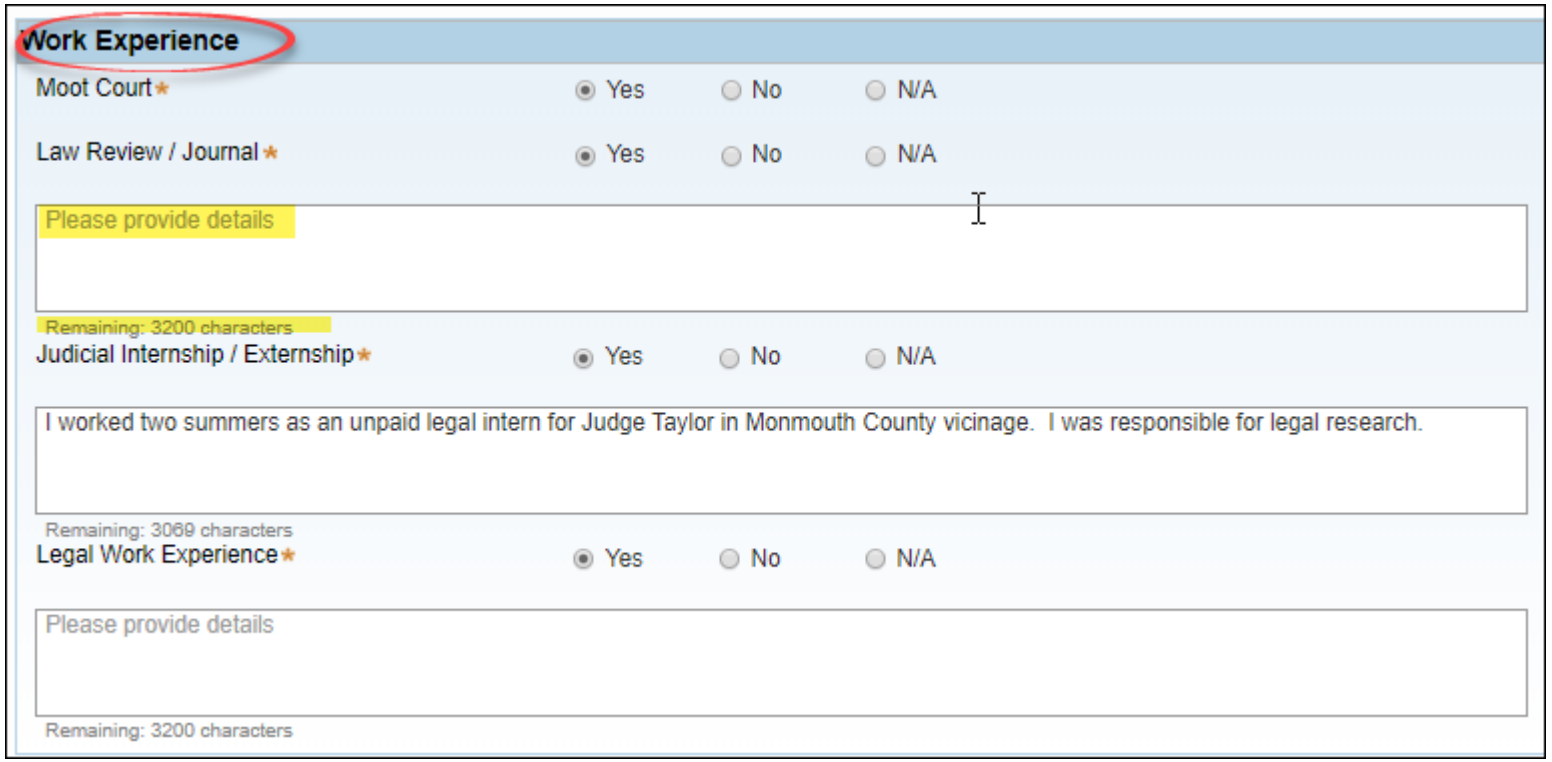
My Profile Tab – Education Section

- 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.



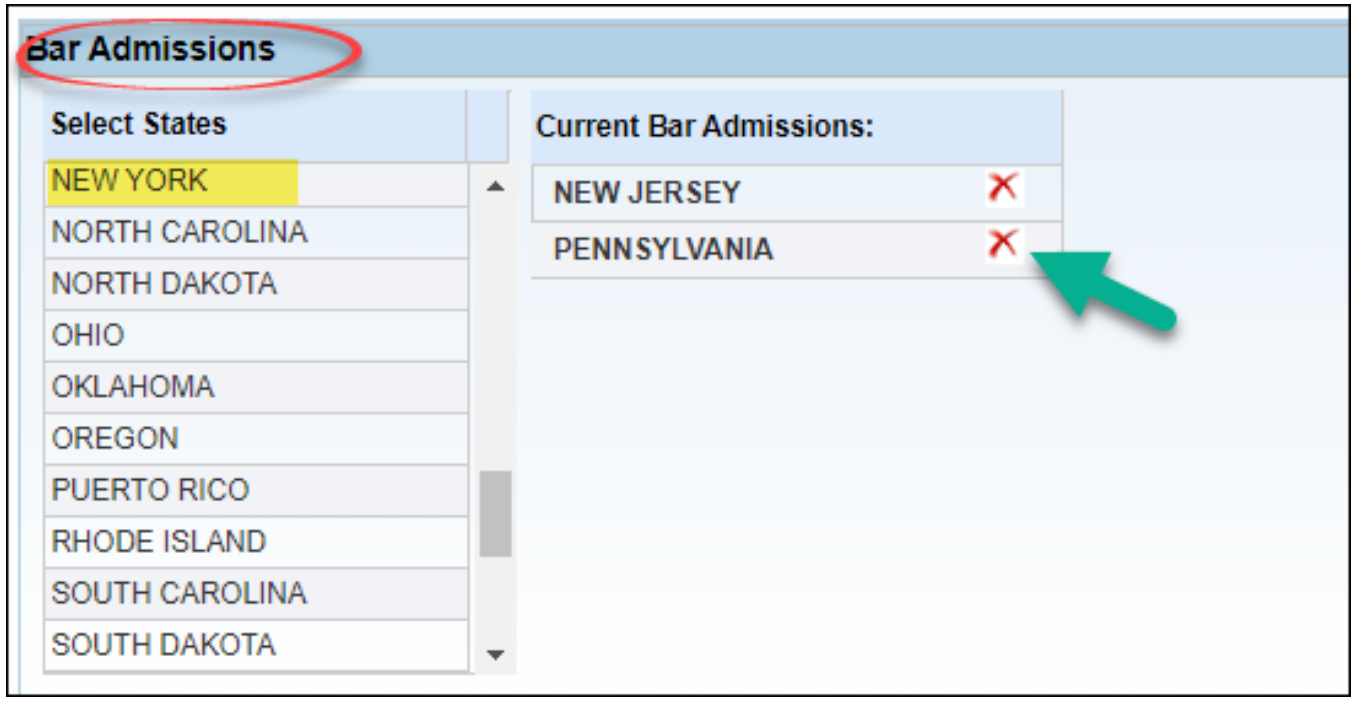
My Profile Tab – Work Experience Section

- 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.



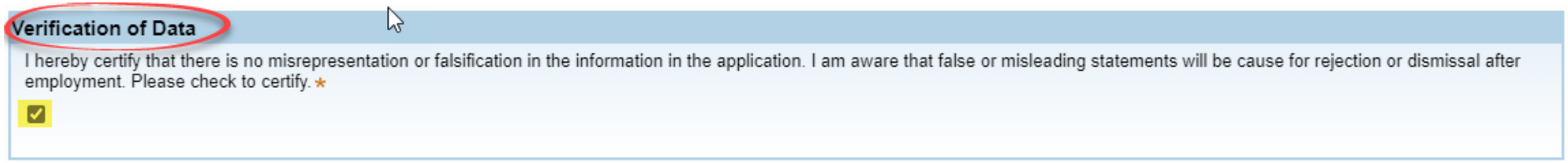
My Profile Tab – Bar Admissions Section

- 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.

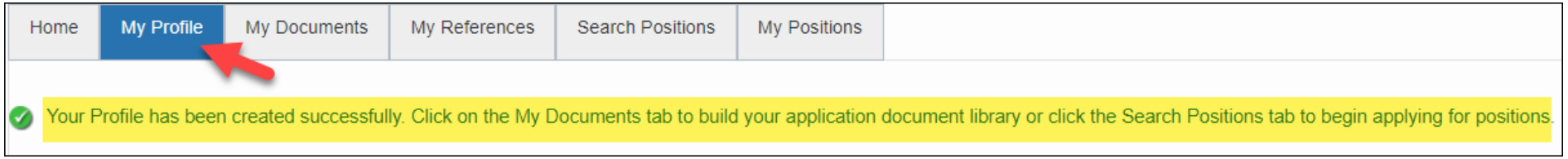


My Profile Tab – Completing Your Profile

- 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.***



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



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 Philippin 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)

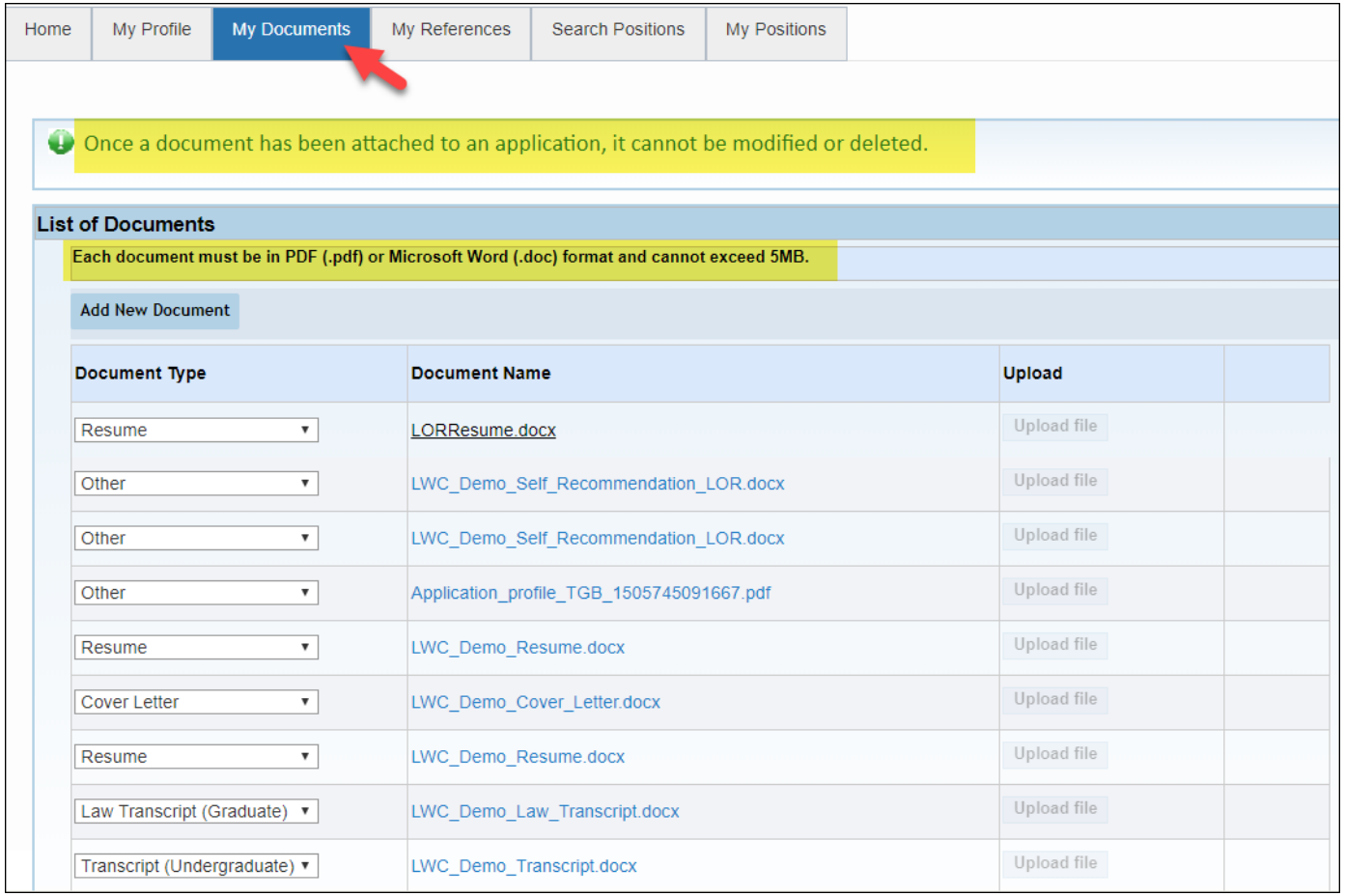
- ○ 18-24
- ○ 25-39
- ○ 40-54
- ○ 55-64
- ○ 65+

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

○ Yes ○ No

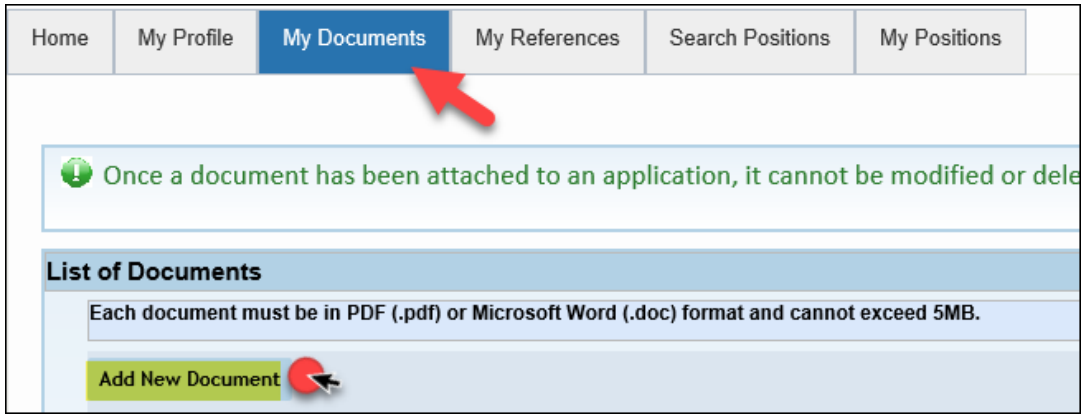
My Documents Tab

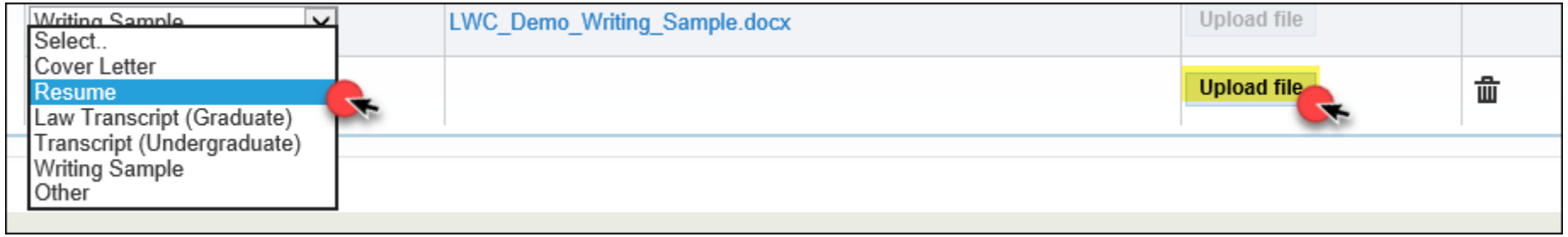
- Create a document library ahead of time in order to expedite the application process.
- Upload customized cover letters, targeted resumes, writing samples, etc.
- There is no limit to the number of unique documents you can add to the List of Documents.
- Note the helpful hints that appear throughout the system.



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.

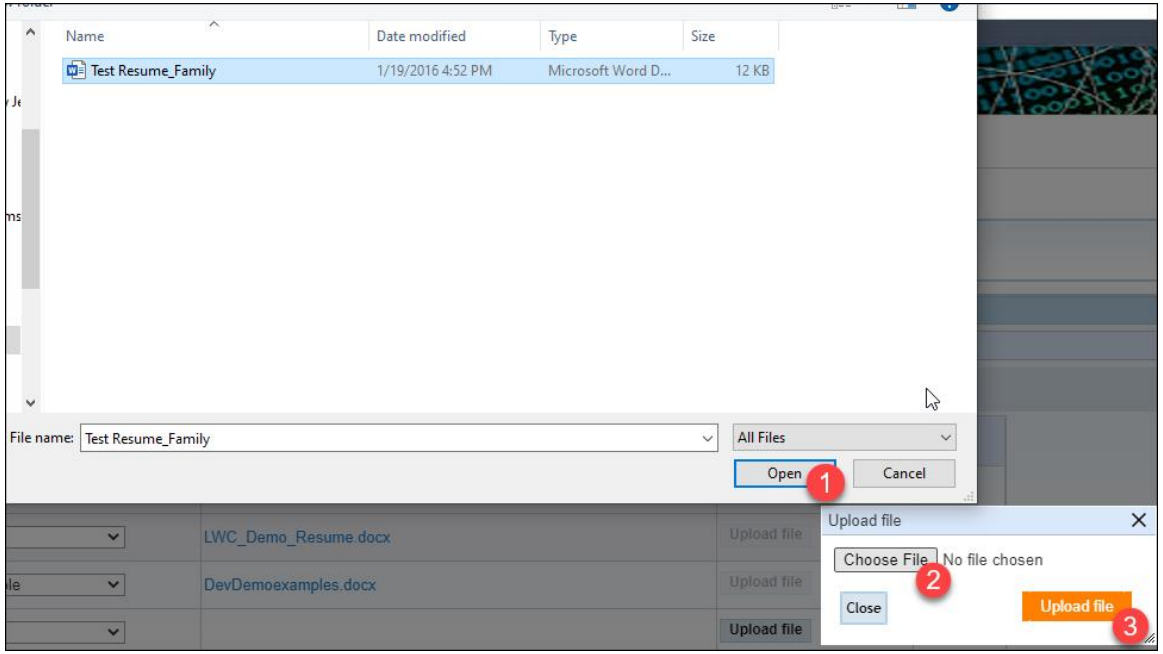


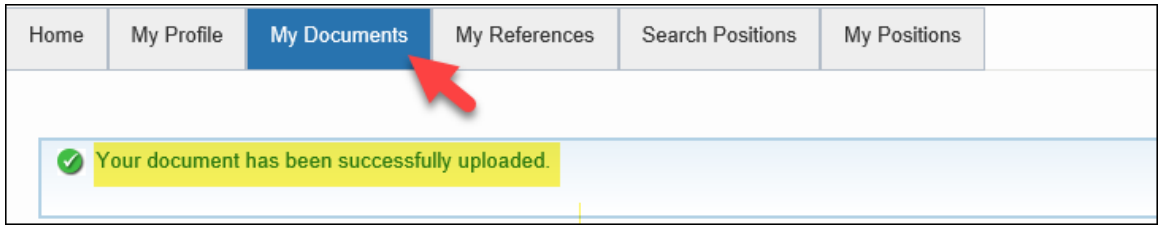


My Documents Tab – Adding a Document

- 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.

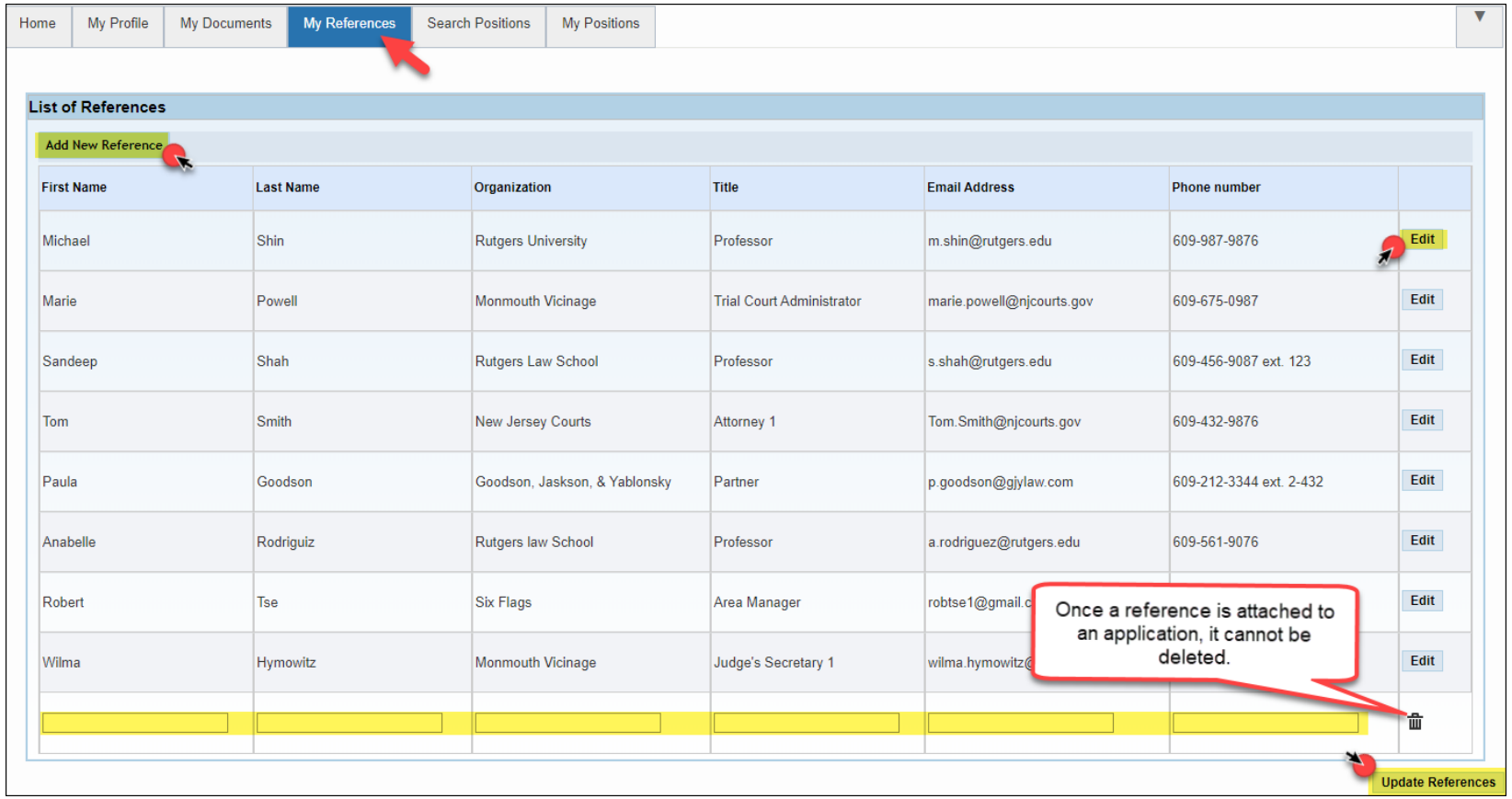
Note that once a document is attached to an application it cannot be modified or deleted.





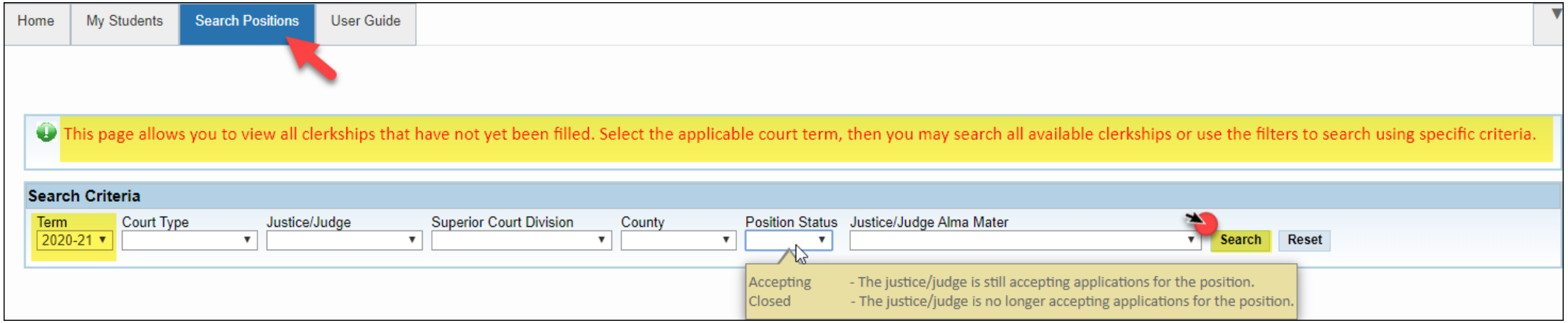
My References Tab

- 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.



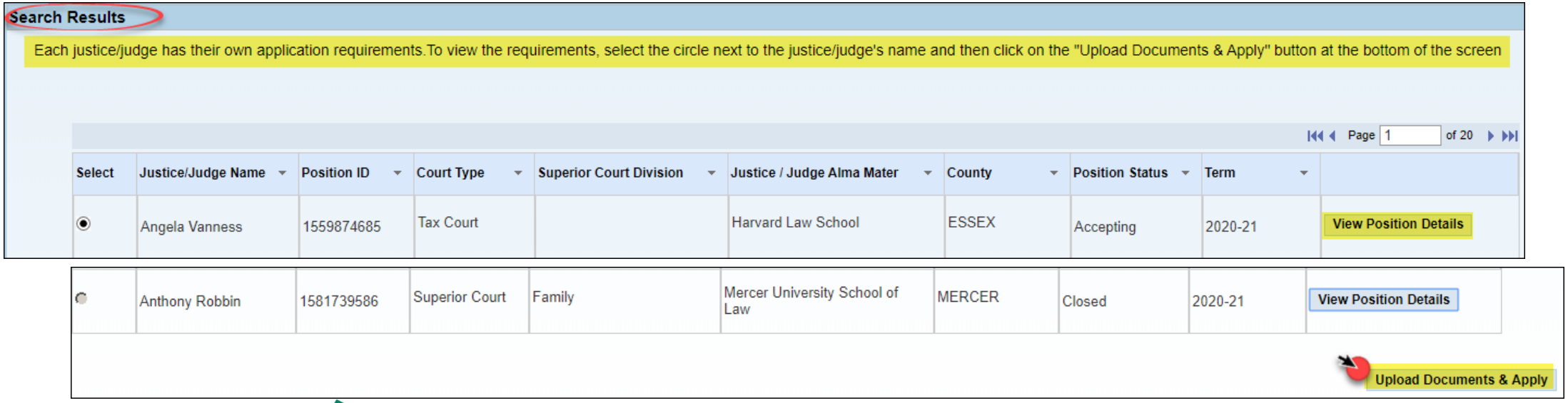
Search Positions Tab – Search for a Position

- 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.



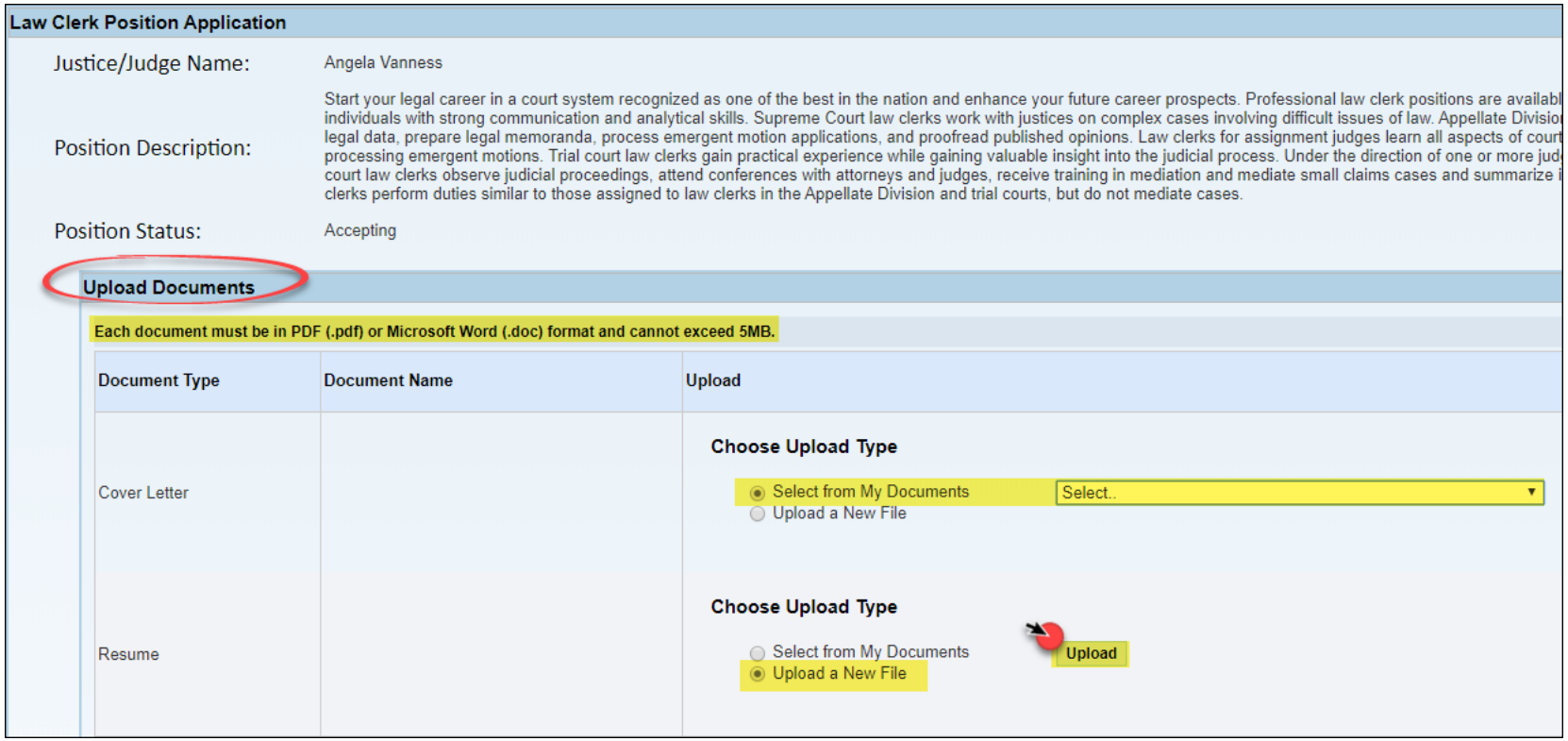
Search Positions Tab – Apply for a Position

- 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.



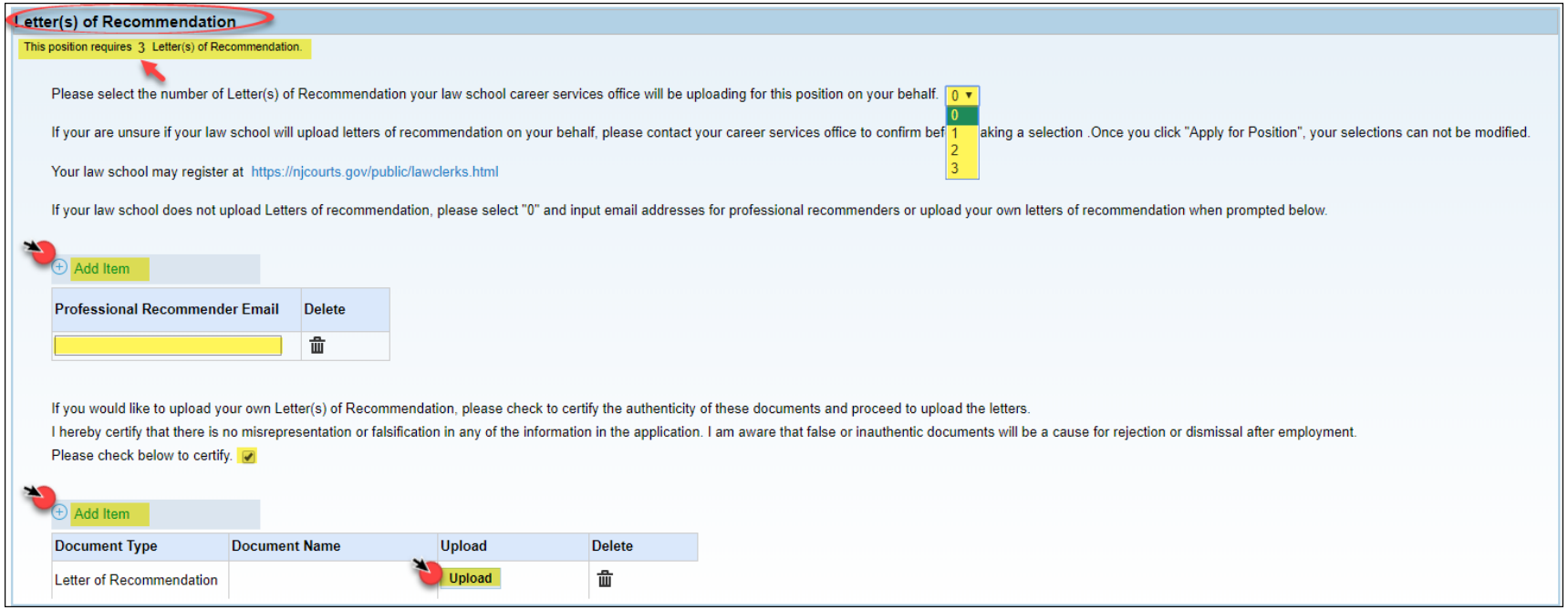
Search Positions Tab – Upload Application Documents

- 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.



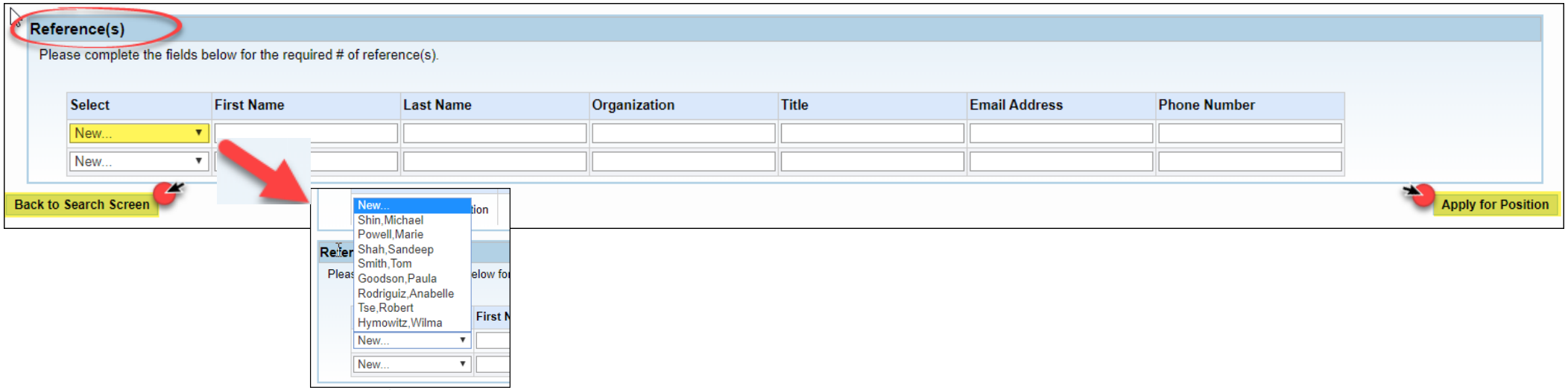
Search Positions Tab – Letters of Recommendation (LOR)

- 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.



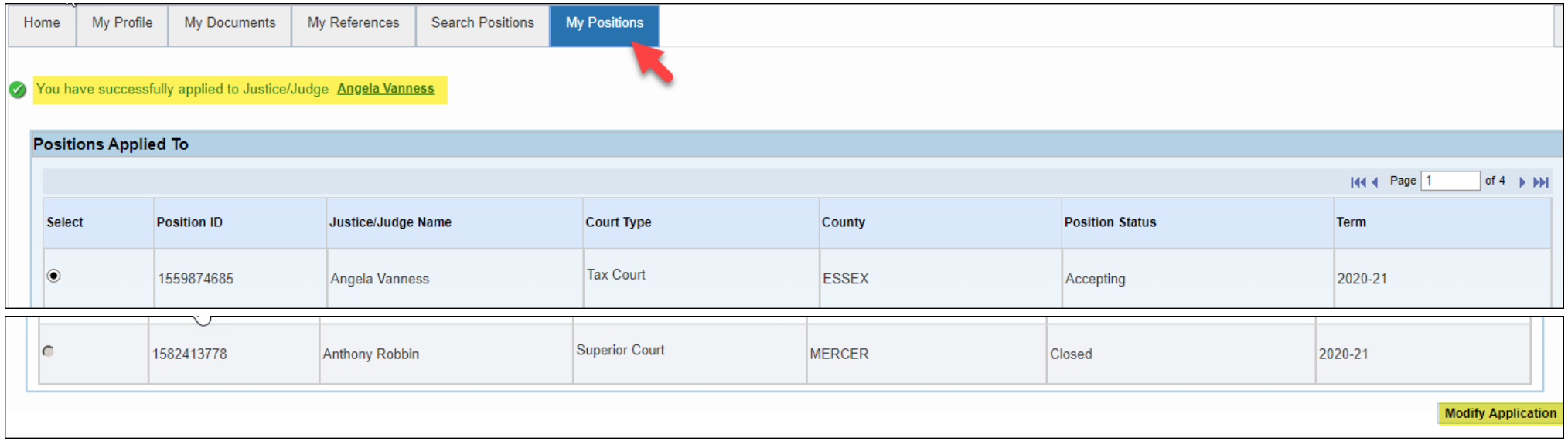
Search Positions Tab – Professional References

- 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.



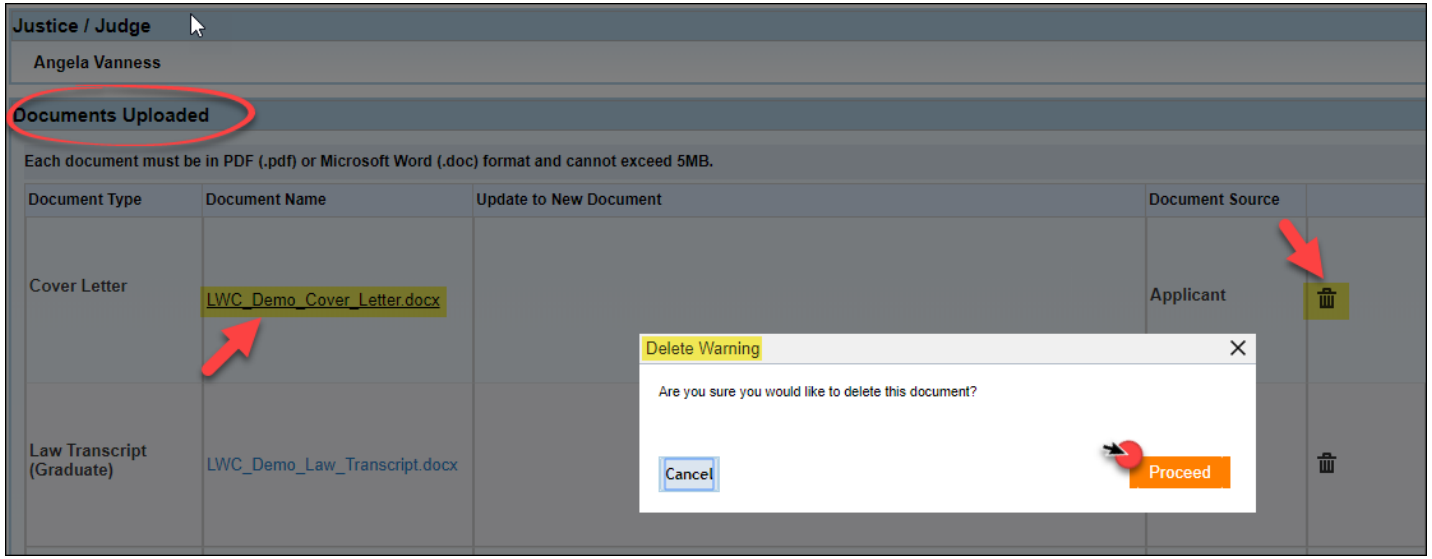
My Positions Tab

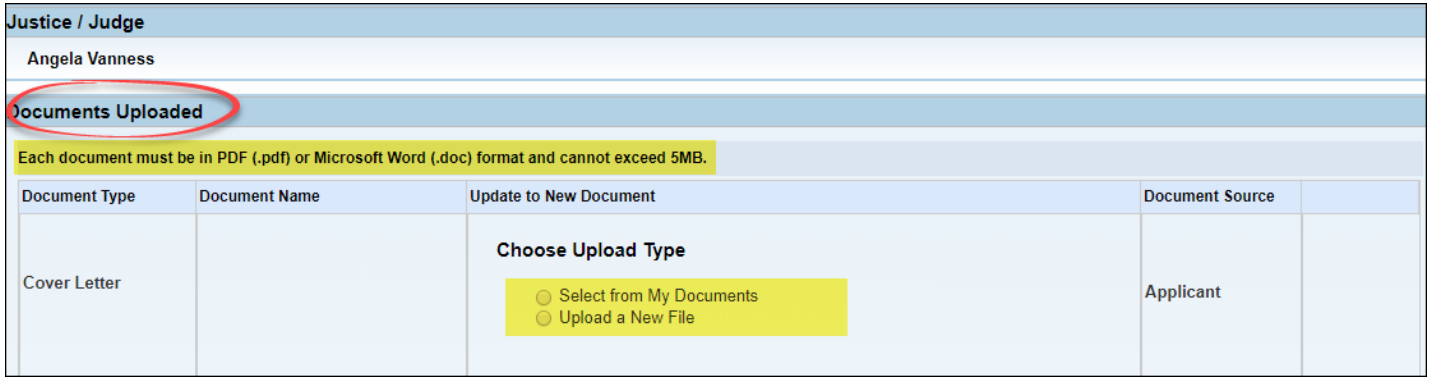
- After completing the application process, a success message will display at the top of the My Positions tab.
- Select the circle next to the Position ID of the application you would like to review and/or update and click the Modify Application button.



My Positions Tab – Update Application Documents

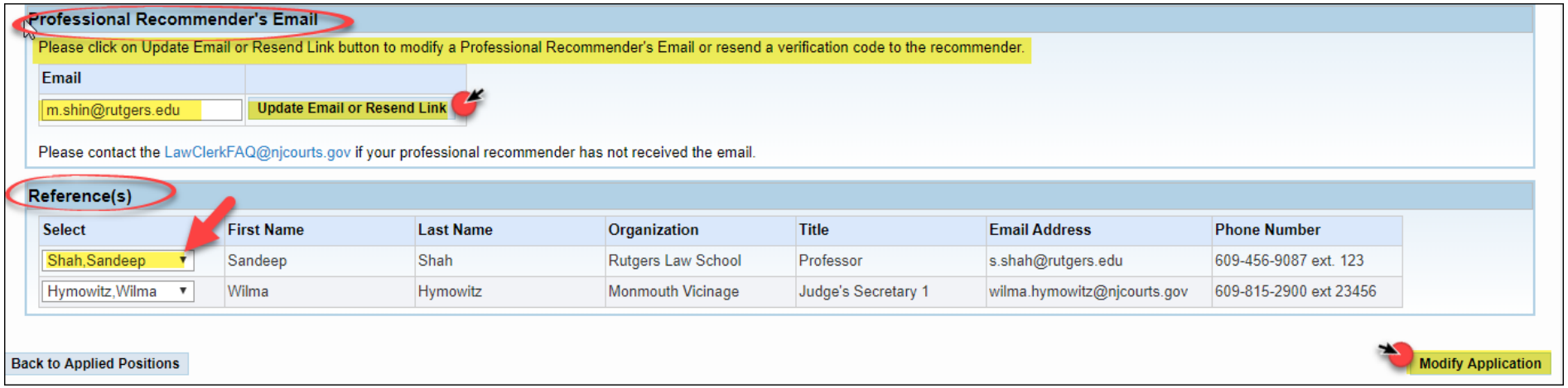
- Click on hyperlink in the Document Name column to download and view the document.
- Select the trashcan 🗑 to delete the document. A Delete Warning pop-up box will display. Click the Proceed button to continue or choose the Cancel button.
- Select from My Documents or Upload a New File from your computer.





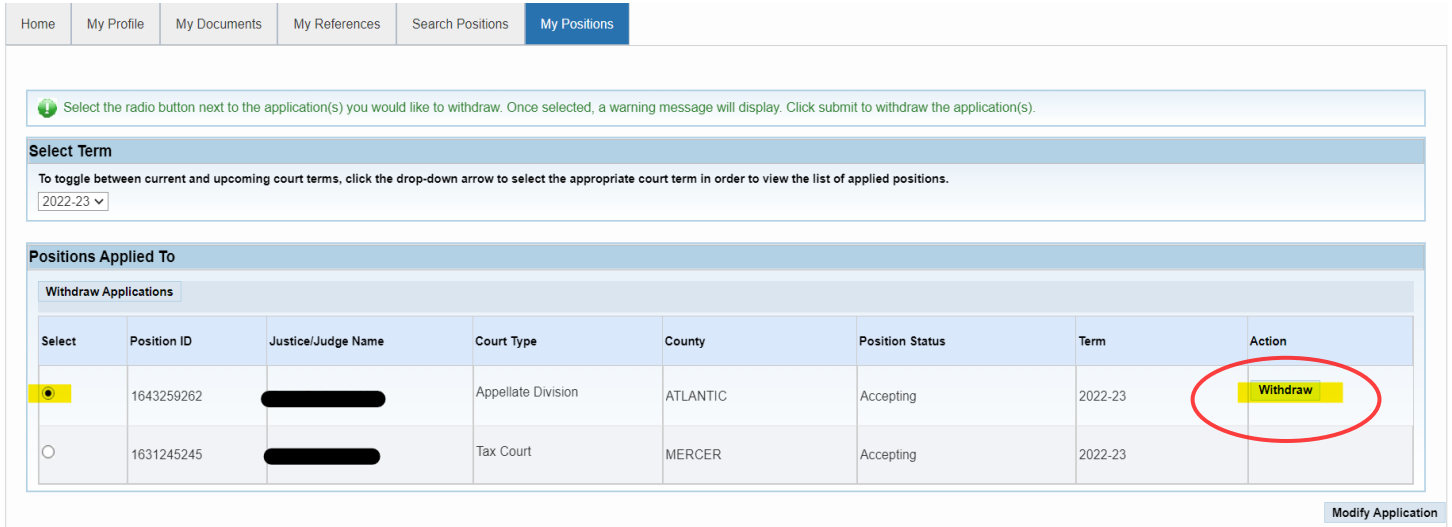
My Positions Tab – Update Application

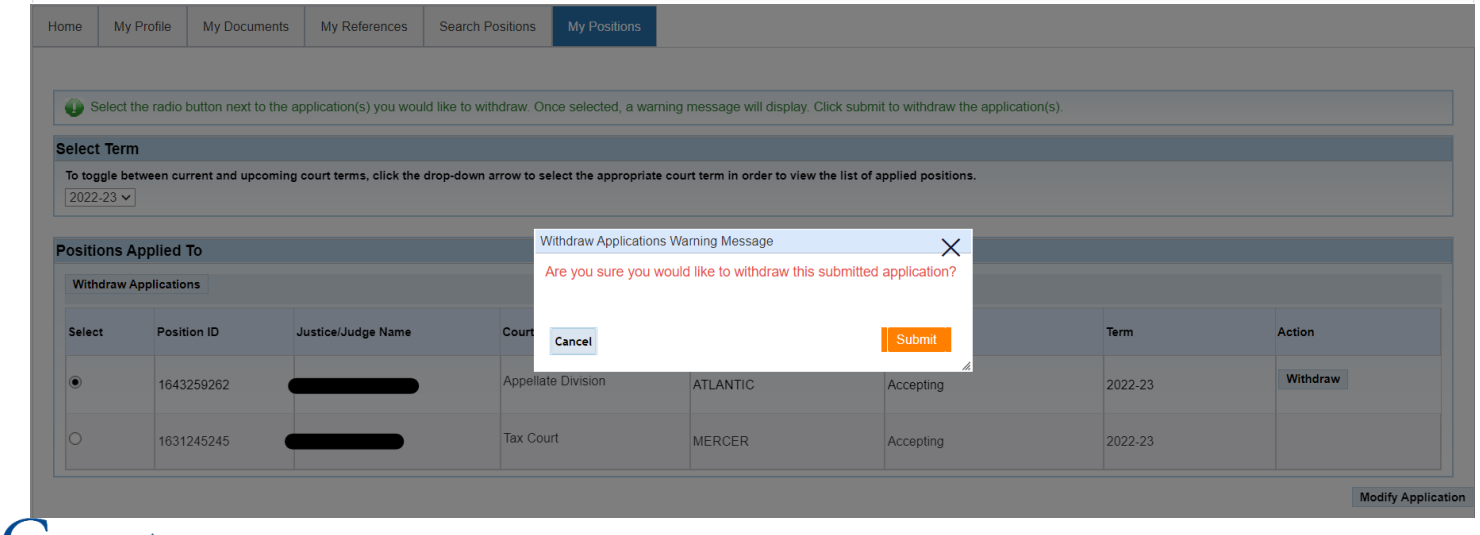
- If you input a Professional Recommender to submit a confidential LOR on your behalf and the individual did not receive the instructional email with the link, confirm the accuracy of the email then click the Update Email or Resend Link button.
- Select another professional reference from your reference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



My Positions Tab – Withdraw Submitted Application

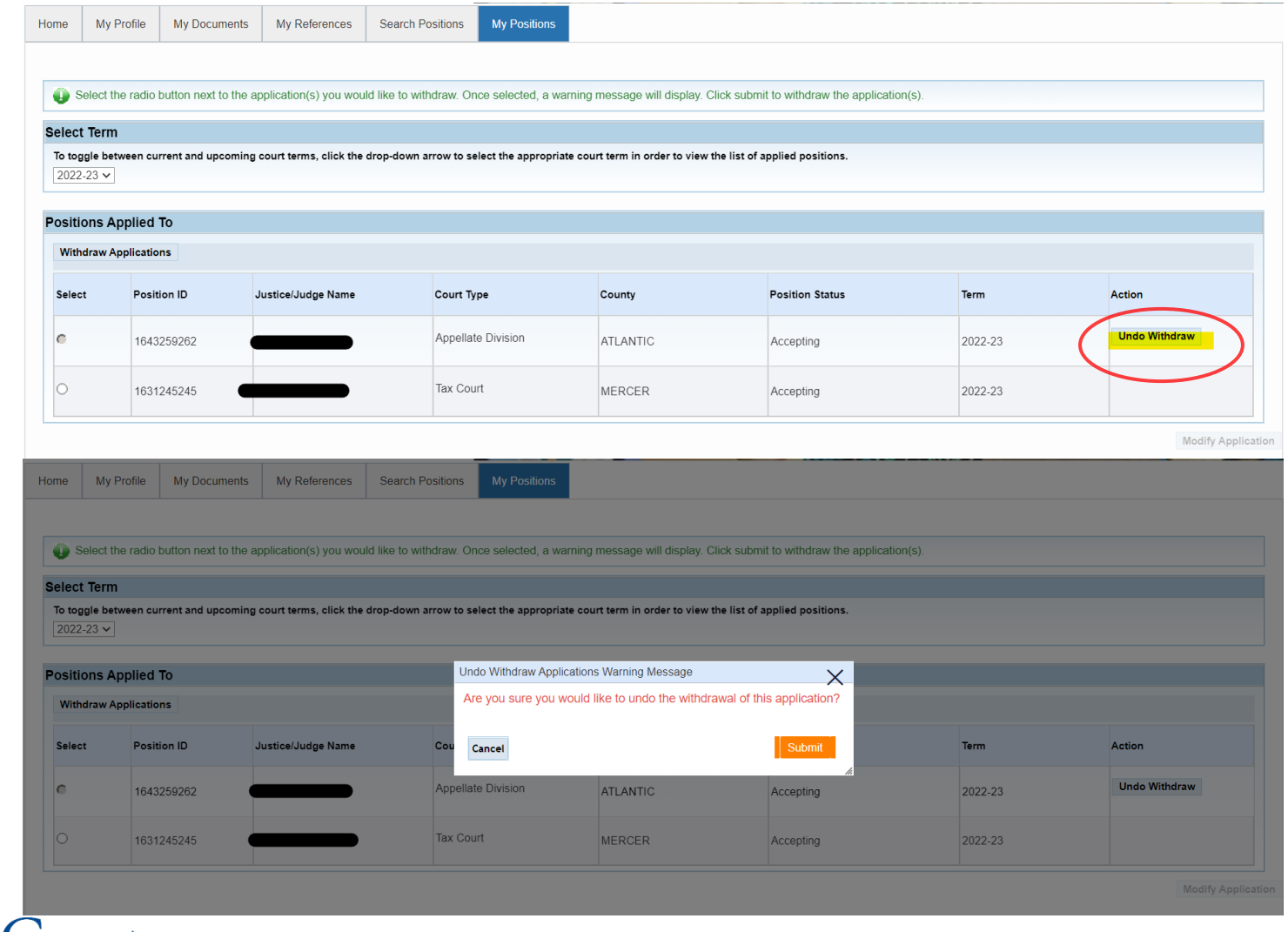
- If you would like to withdraw a submitted application, select the radio button next to the application.
- Once selected, a Withdraw button will appear. Click the Withdraw button.
- A warning message will appear asking if you would like to withdraw the submitted application. If you want to withdraw 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.





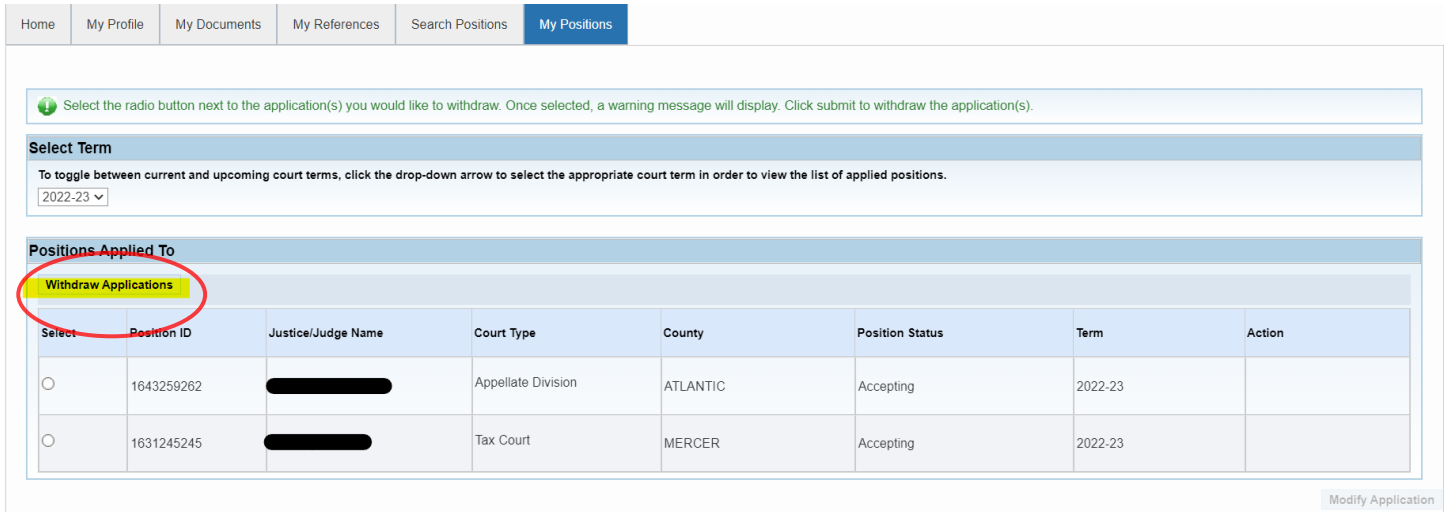
My Positions Tab – Restore Withdrawn Application

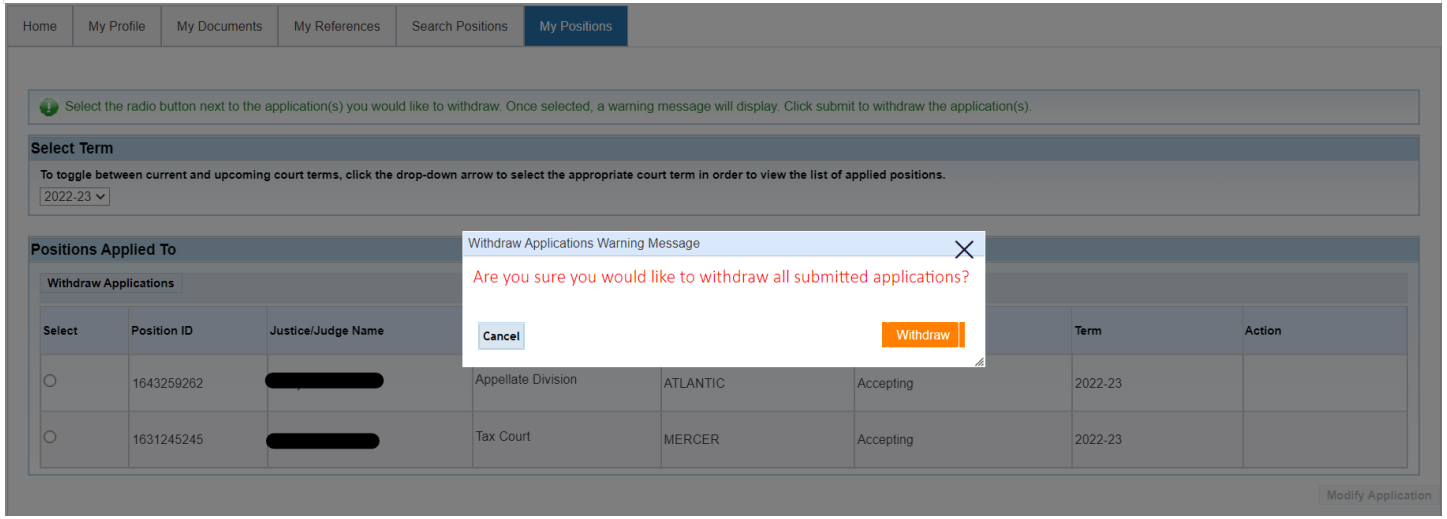
- If you would like to restore an application you have withdrawn, select the Undo Withdraw button next to the application.
- A warning message will appear asking if you would like to undo the withdrawal of the application. If you want to undo the withdrawal of the application, click Submit. If you do 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.



My Positions Tab – Withdraw All Submitted Applications

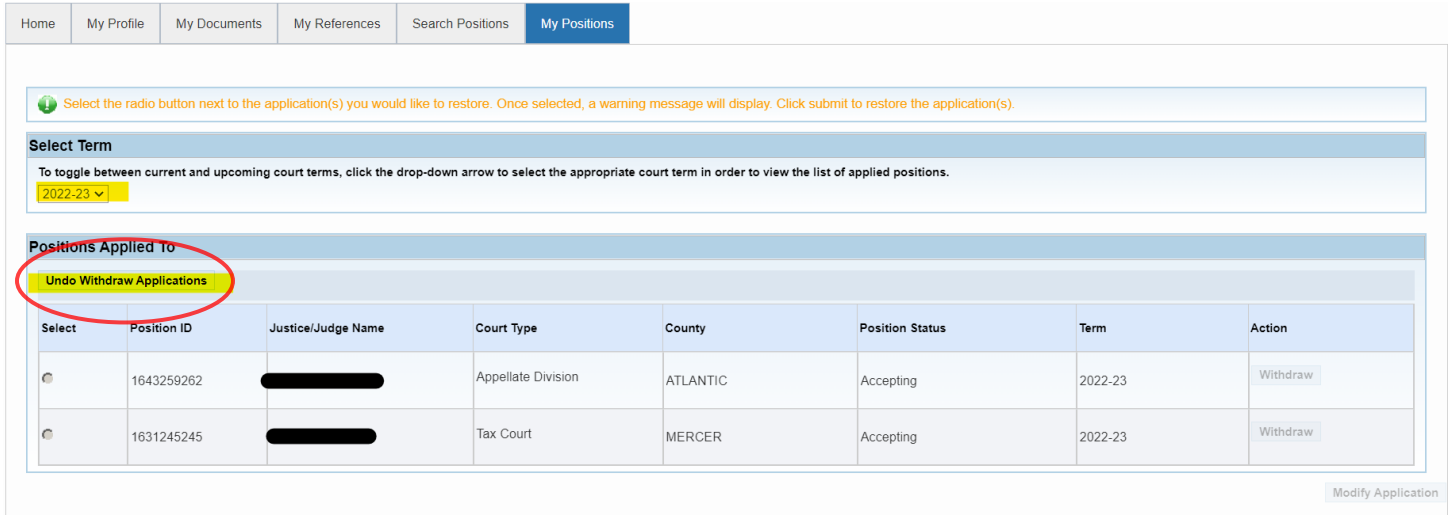
- If you would like to withdraw all submitted applications, select the Withdraw Applications button located above your submitted applications.
- A warning message will appear asking if you would like to withdraw all your submitted applications. If you want to withdraw the applications, click Withdraw. 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.

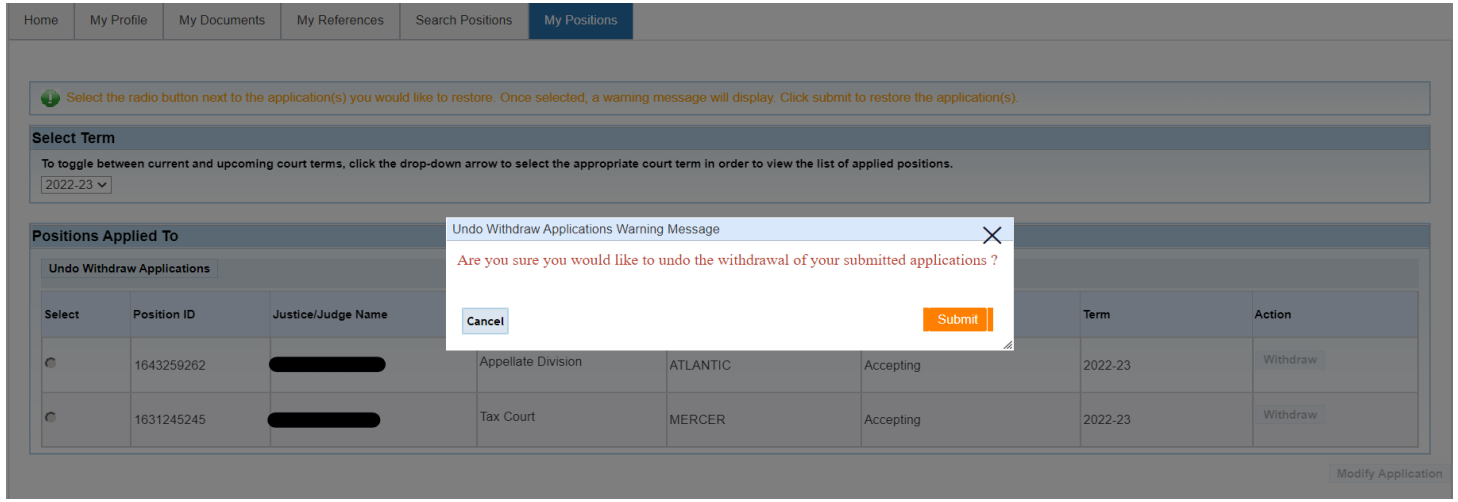




My Positions Tab – Restore All Withdrawn Applications

- 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.





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

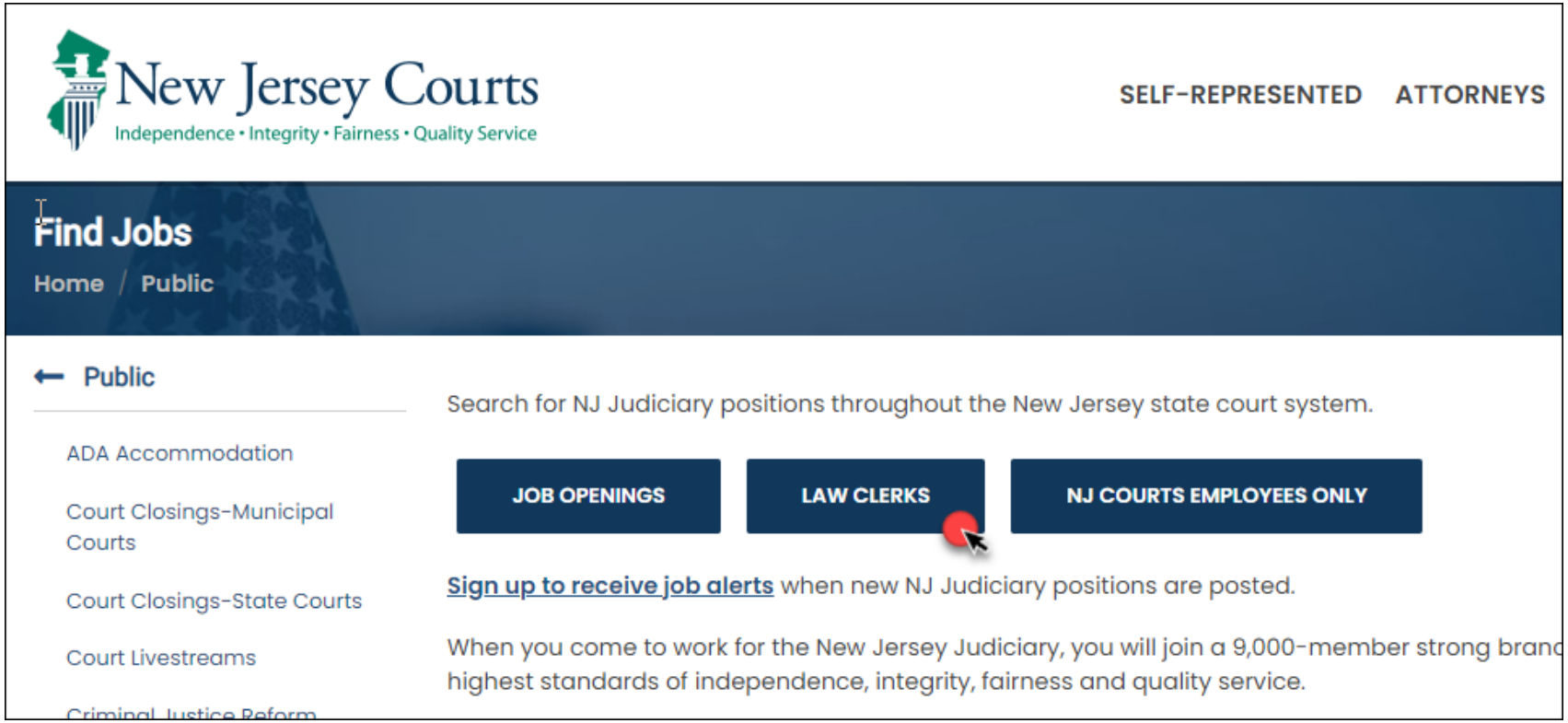
- Accessing the Law Clerk Portal
- Landing Page
- Student/Applicant Verification Code
- Upload the Letter of Recommendation

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.

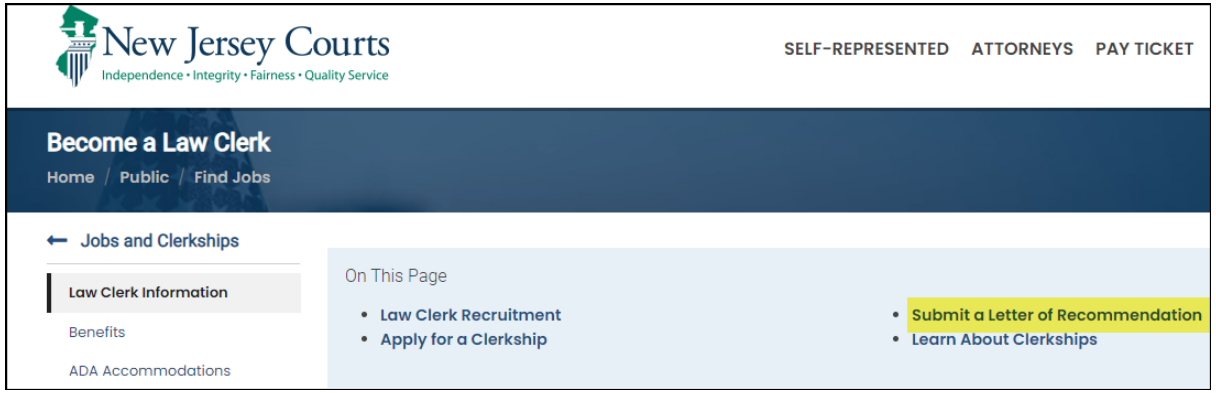
Accessing the Law Clerk Portal

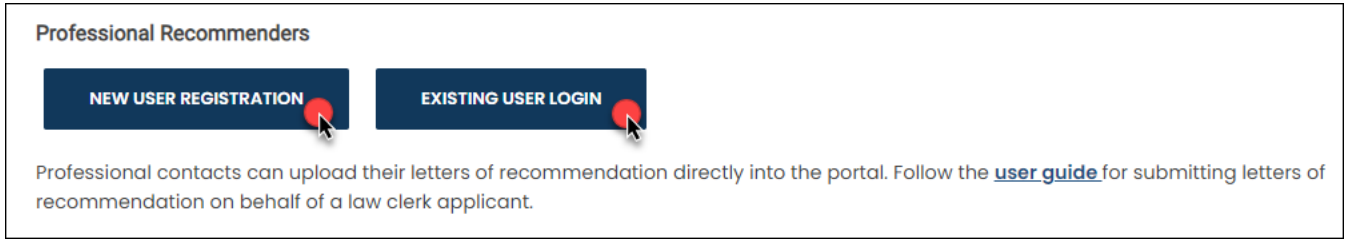
- Click on Law Clerks.



Accessing the Law Clerk Portal

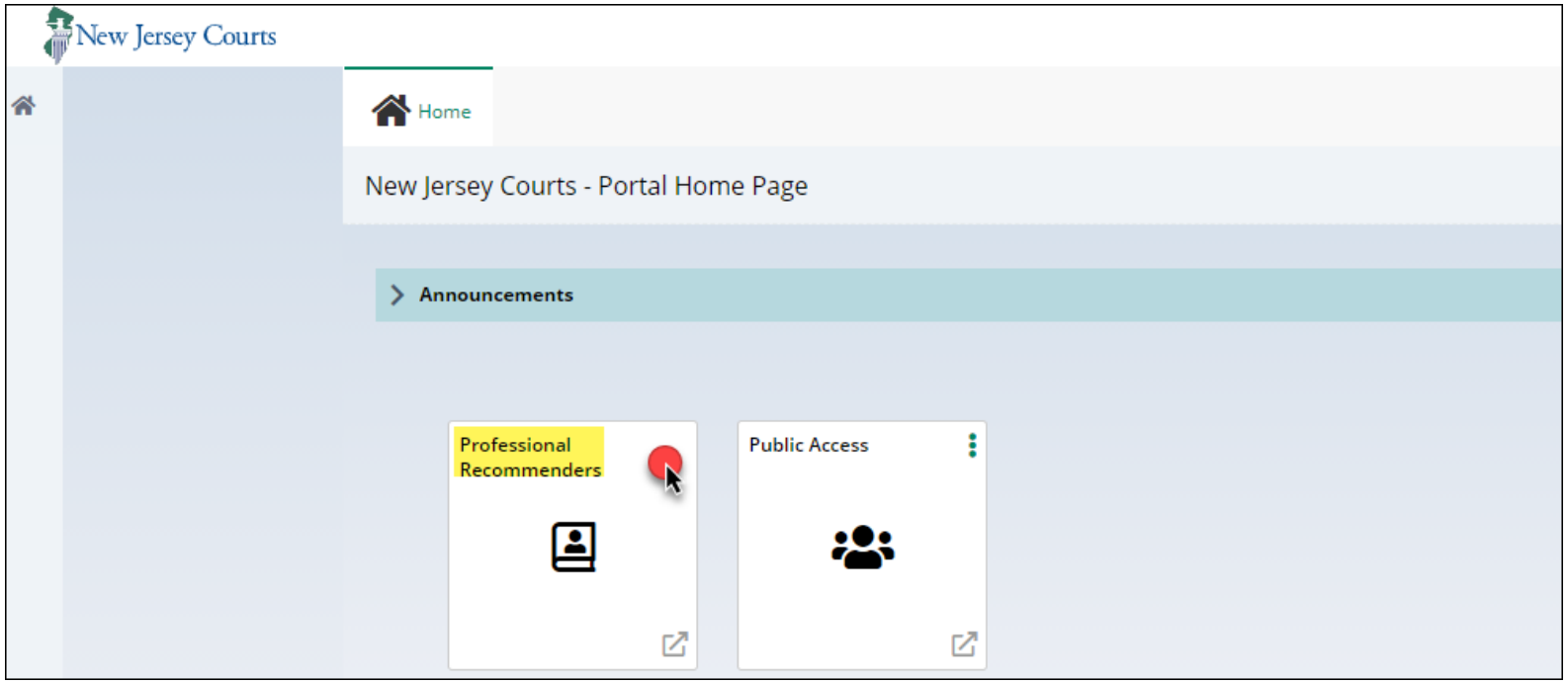
- Select Submit a Letter of Recommendation.
- Click on the New User Registration or Existing User Login to access the portal.
  - See the Law Clerk Portal – Self-Registration section for more information.





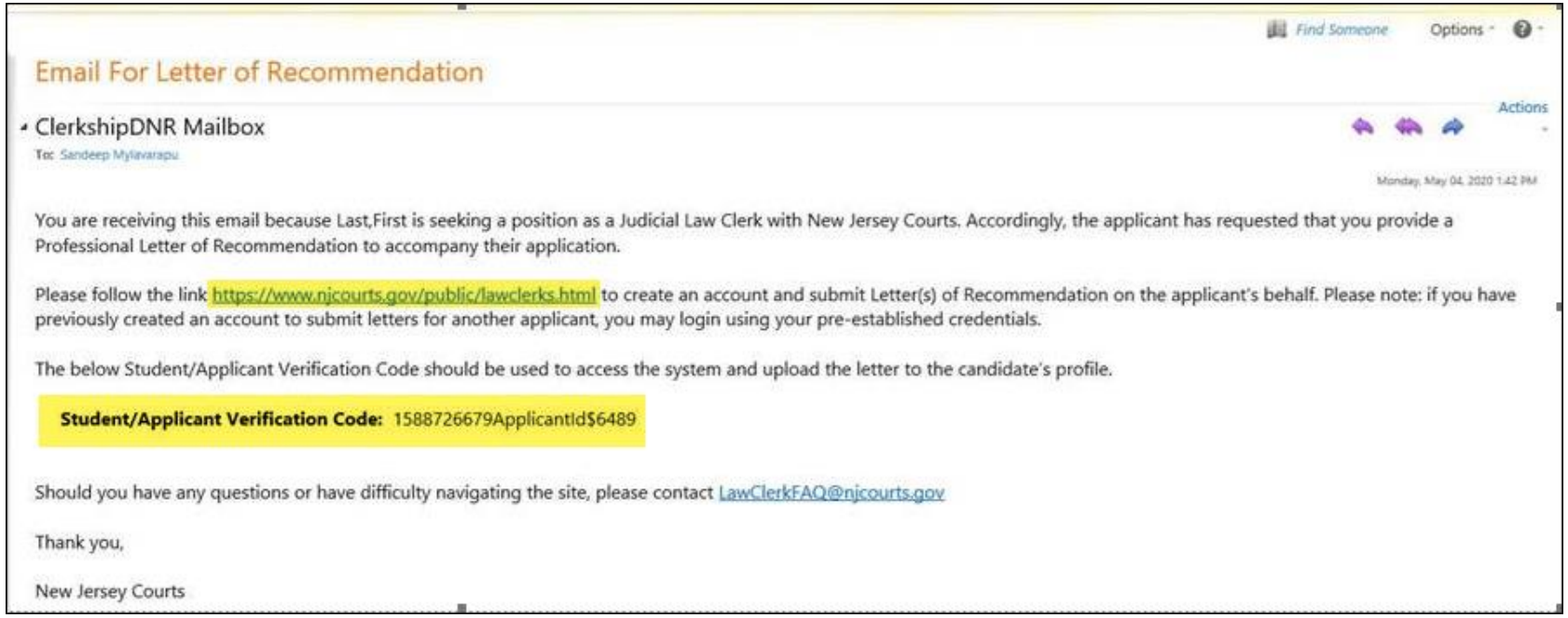
Landing Page

- 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.



Find Someone Options

Email For Letter of Recommendation

Actions

ClerkshipDNR Mailbox

To: Sandeep Mylavarapu

Monday, May 04, 2020 1:42 PM

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/lawclerks.html 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: 1588726679ApplicantId$6489

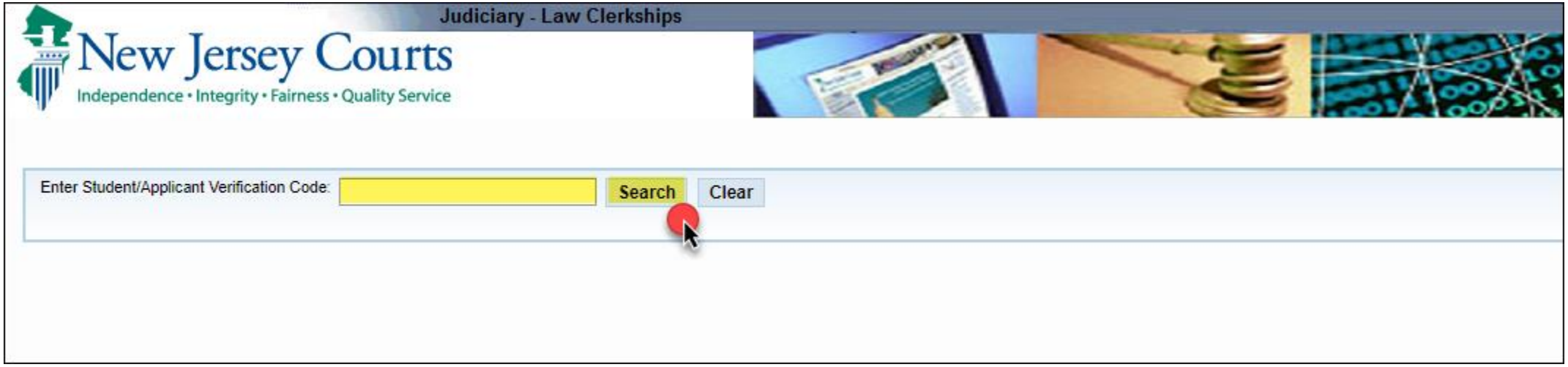
Should you have any questions or have difficulty navigating the site, please contact LawClerkFAQ@njcourts.gov

Thank you,

New Jersey Courts

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.

Law School Administrators

Table of Contents – Law School Administrators

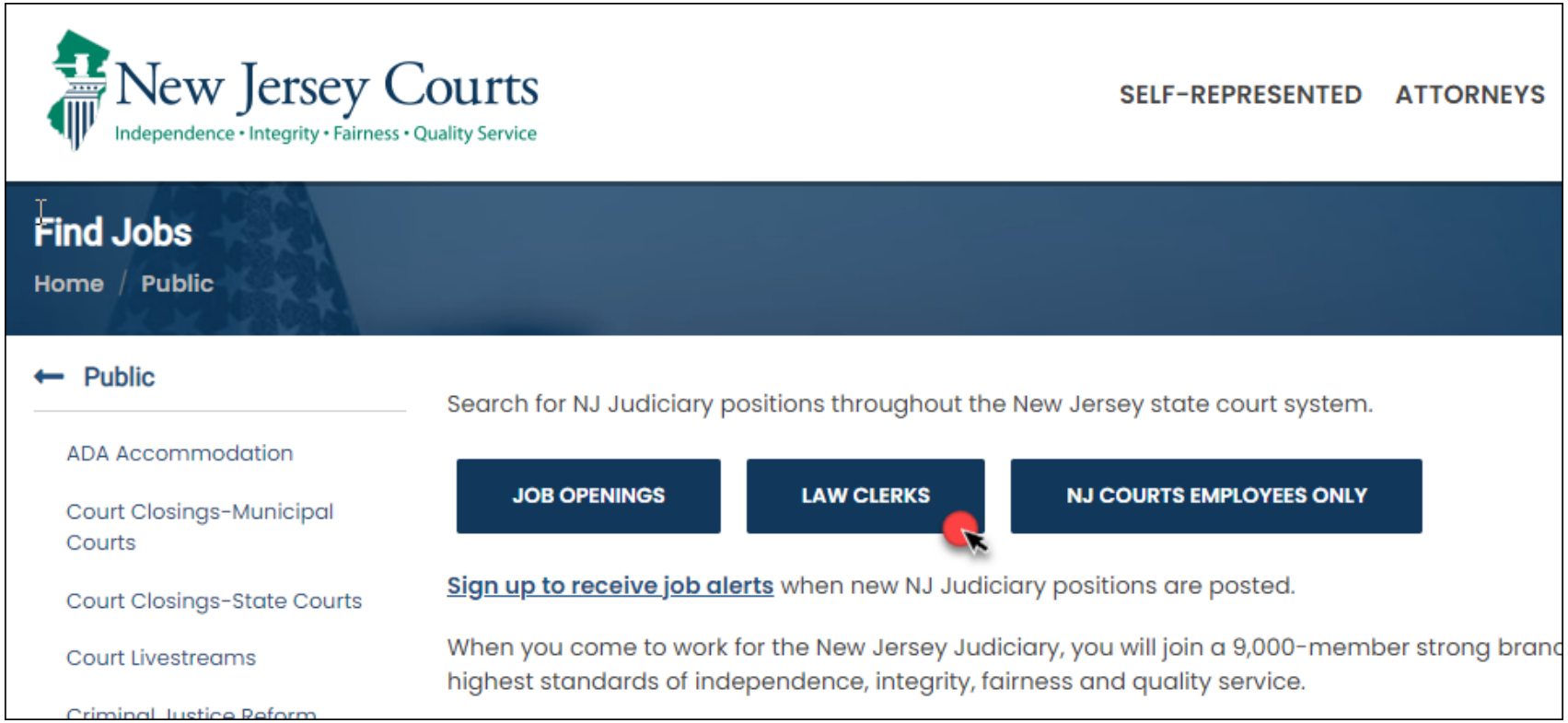
- Accessing the Law Clerk Portal
- Landing Page
- Home tab - System Overview
- My Students tab – Manage Student Letter(s) of Recommendation
- Search Positions tab – Review open positions

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.

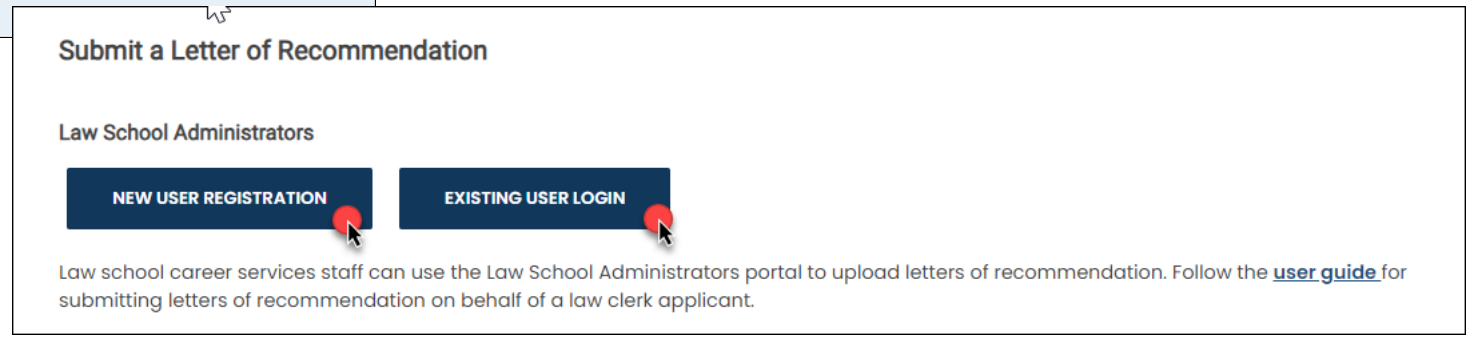
Accessing the Law Clerk Portal

- Click on Law Clerks.



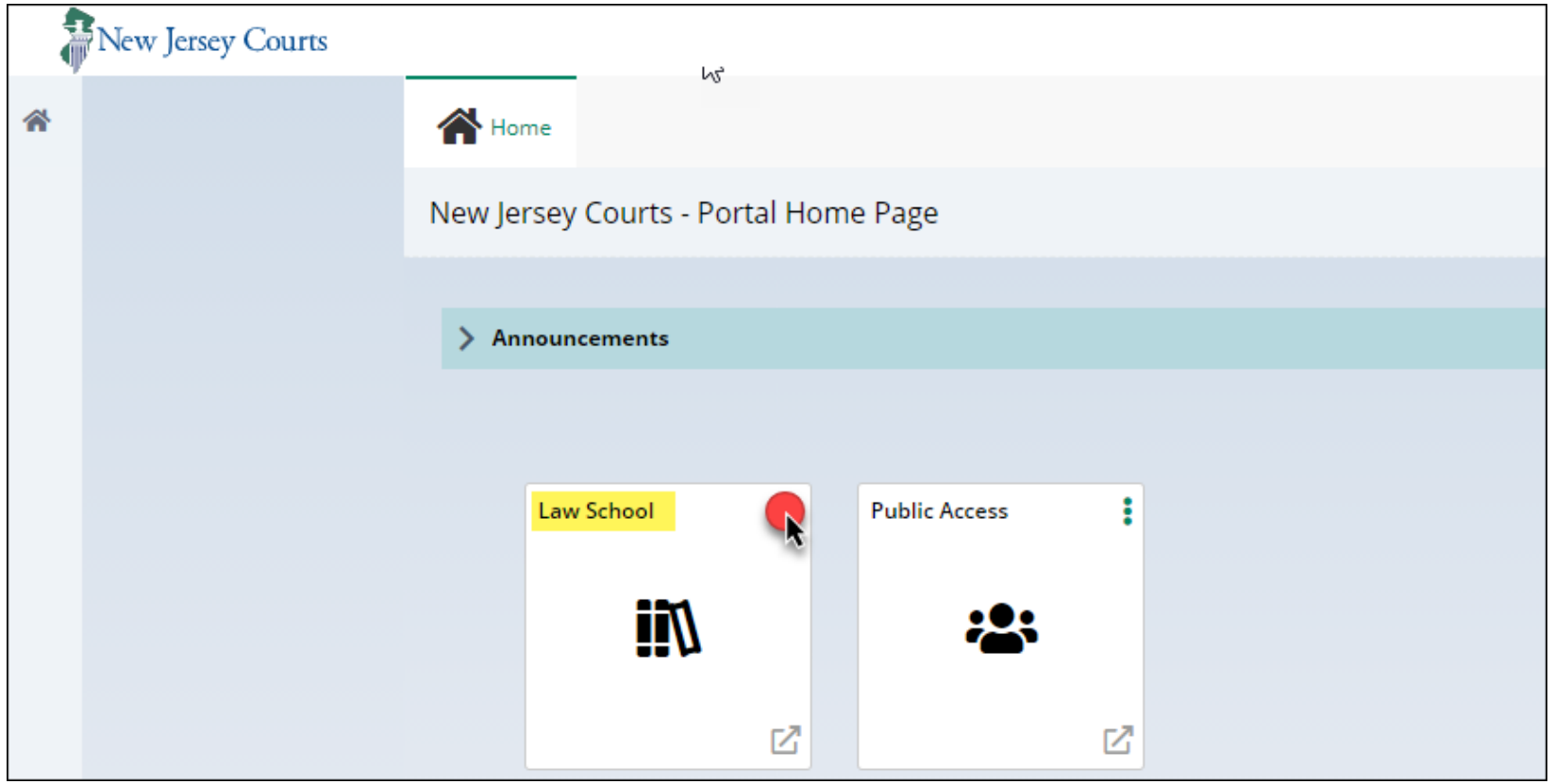
Accessing the Law Clerk Portal

- 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.



Landing Page

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

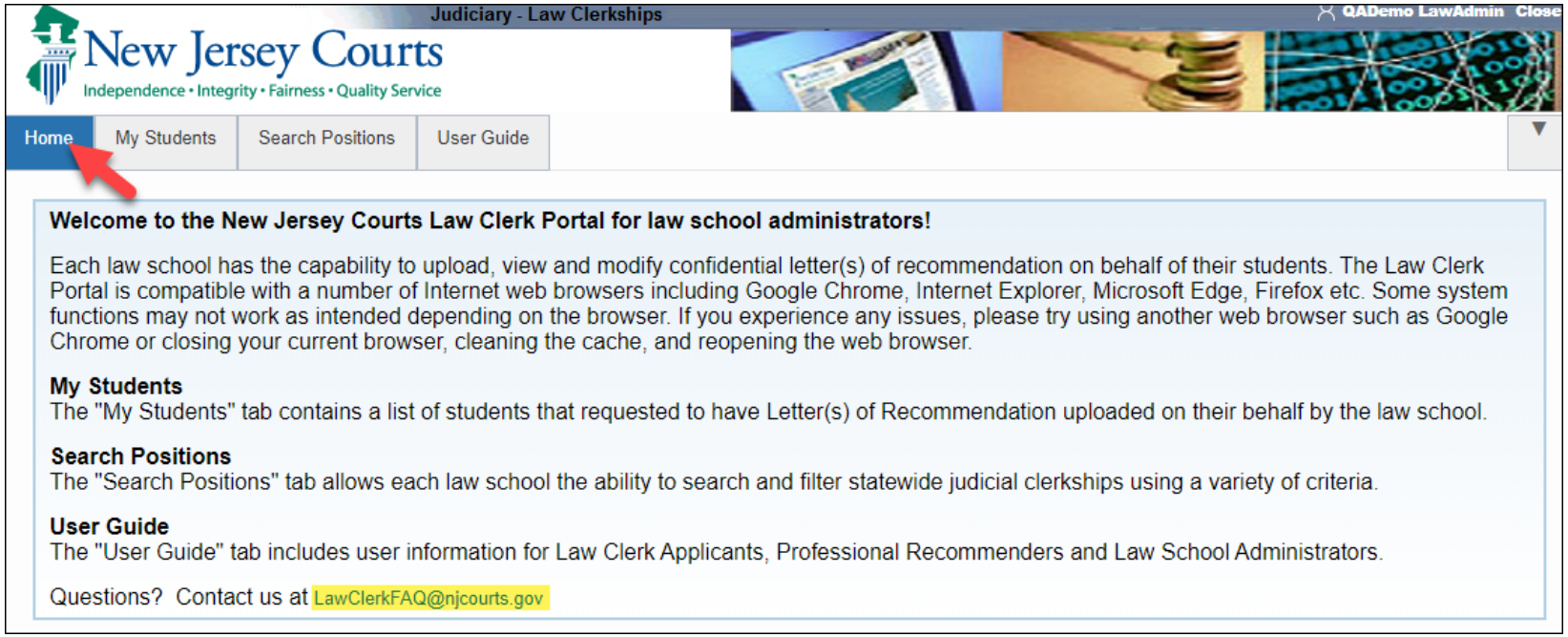


Home Tab

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

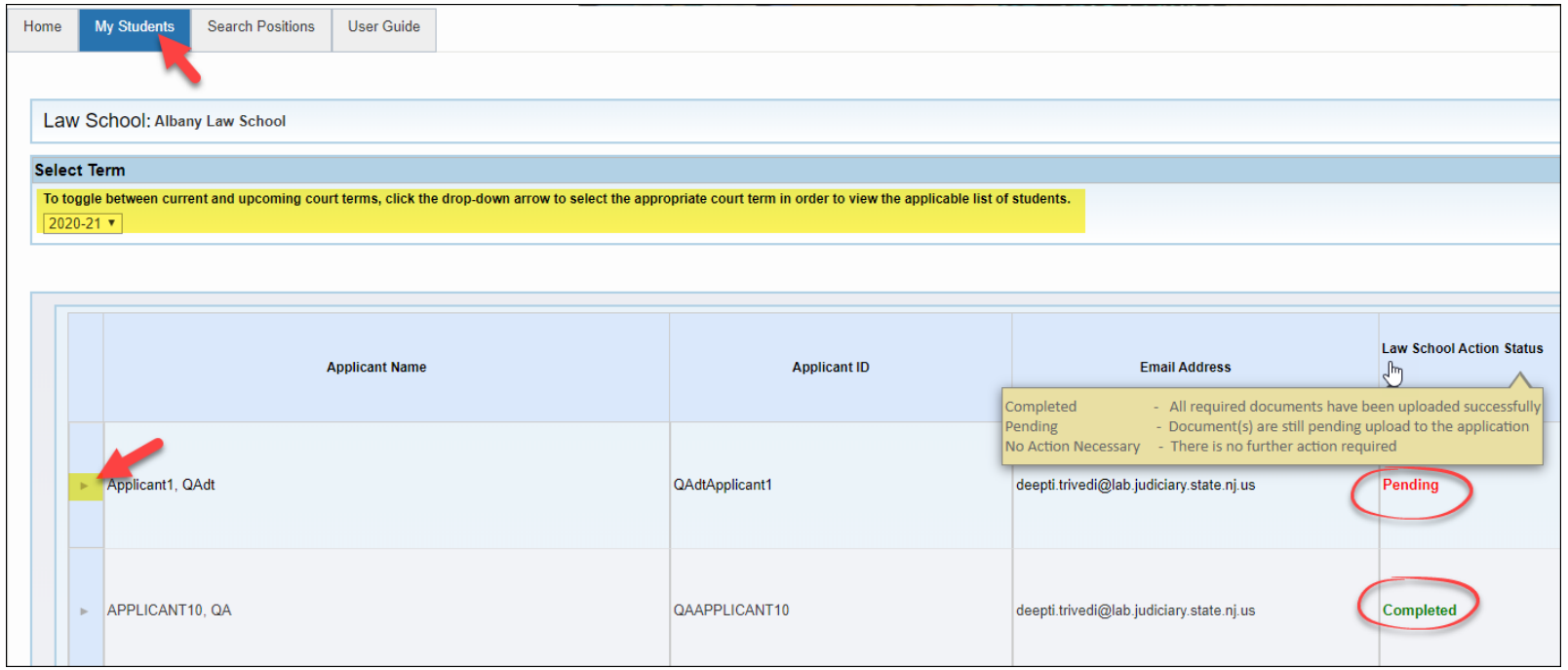
If you need assistance with the Law Clerk Portal send an email to:

LawClerkFAQ@njcourts.gov



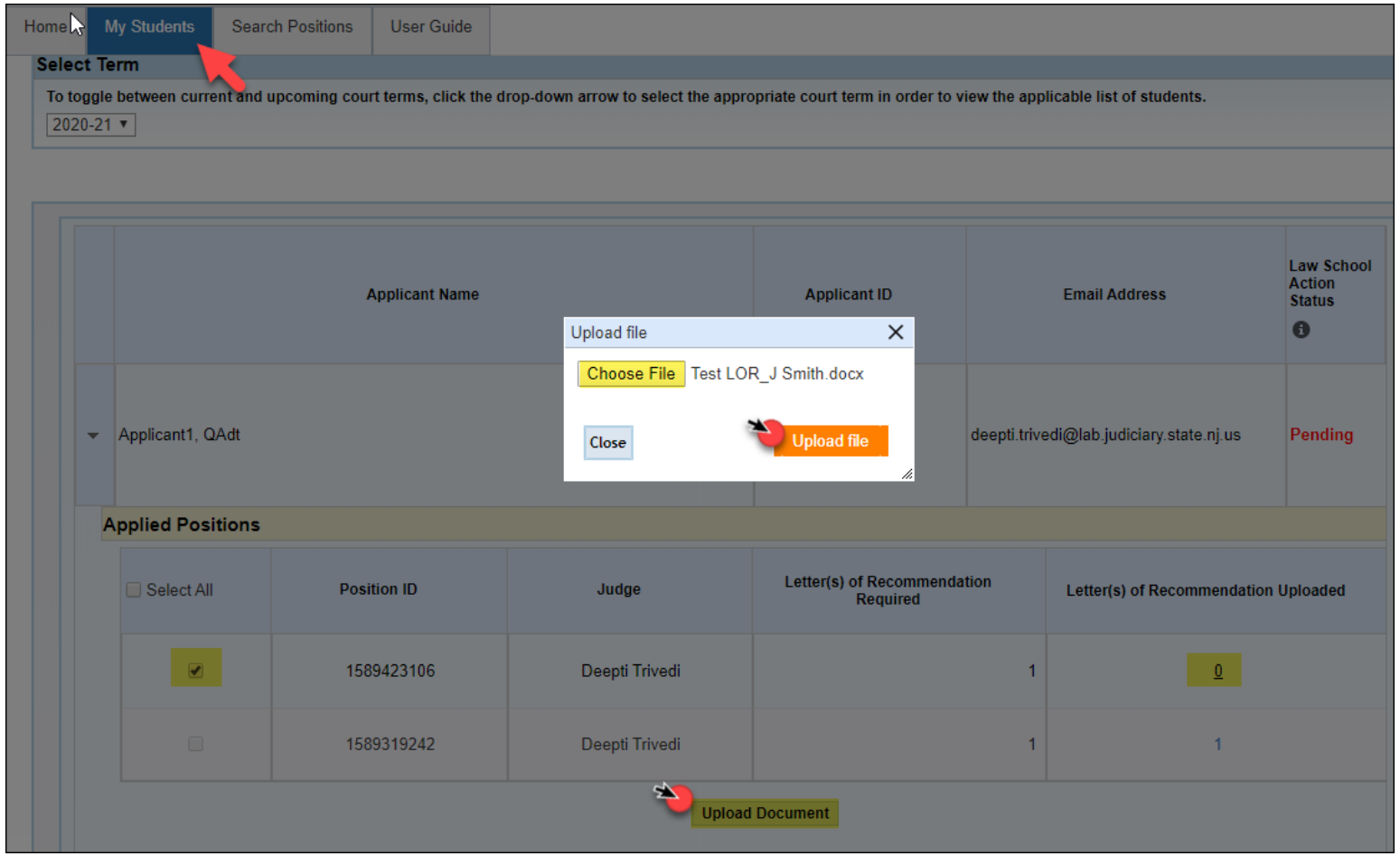
My Students Tab - Manage Student Letters of Recommendation

- Select the applicable court term for the student using the drop-down arrow.
- Hover over the Law School Action Status field to view the status definitions.
- A status of Pending requires action.
- Rotate the triangle next to the applicant's name to expand the section.



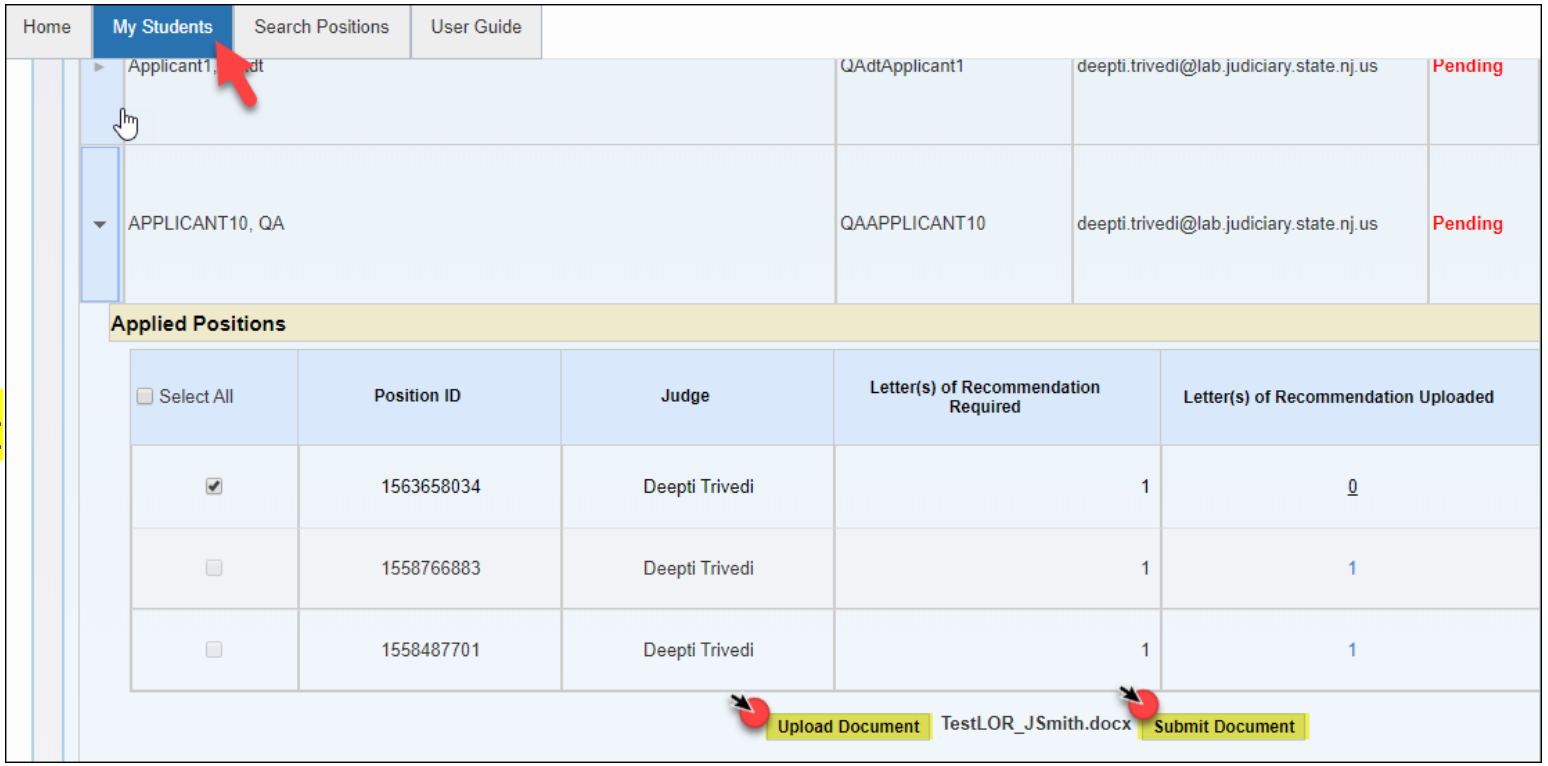
My Students Tab - Manage Student Letters of Recommendation

- 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.



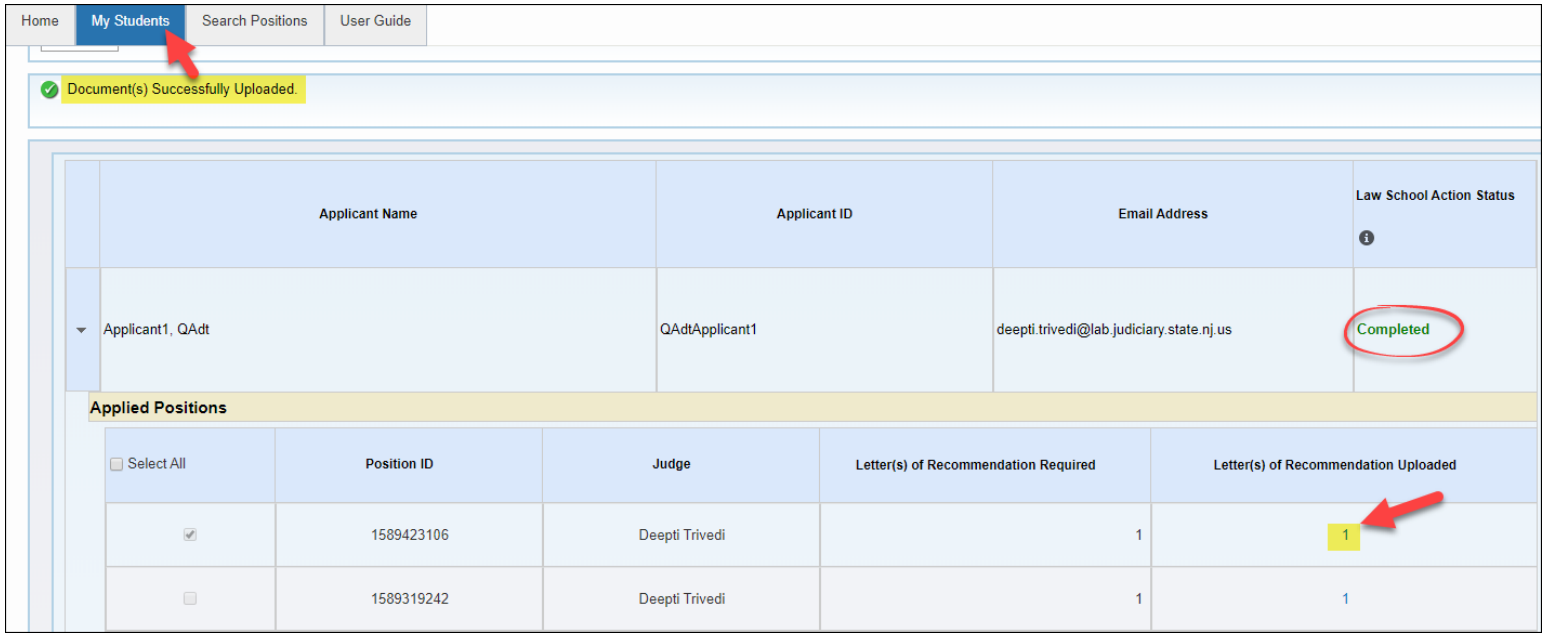
My Students Tab - Manage Student Letters of Recommendation

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



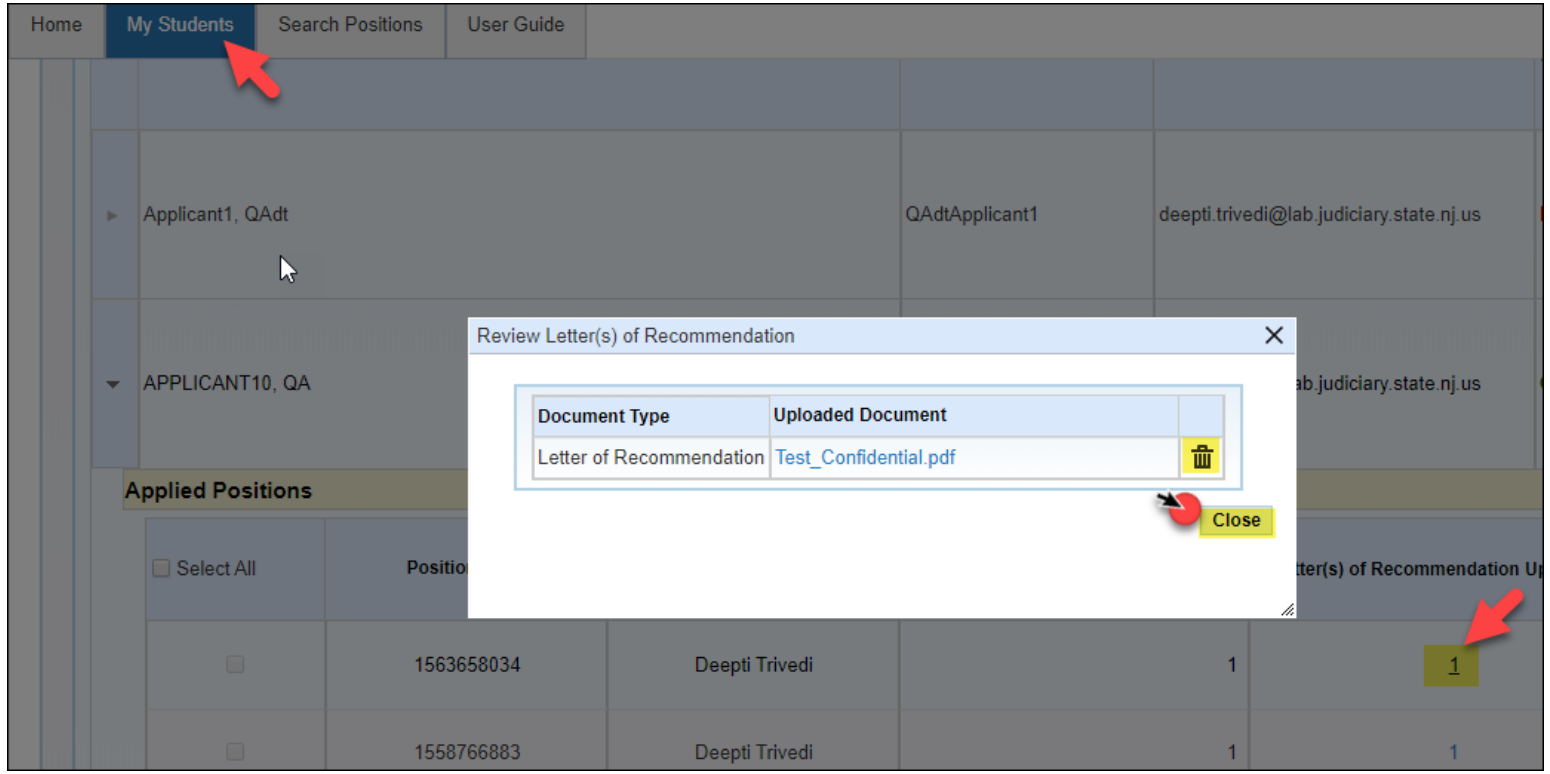
My Students Tab - Manage Student Letters of Recommendation

- 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.



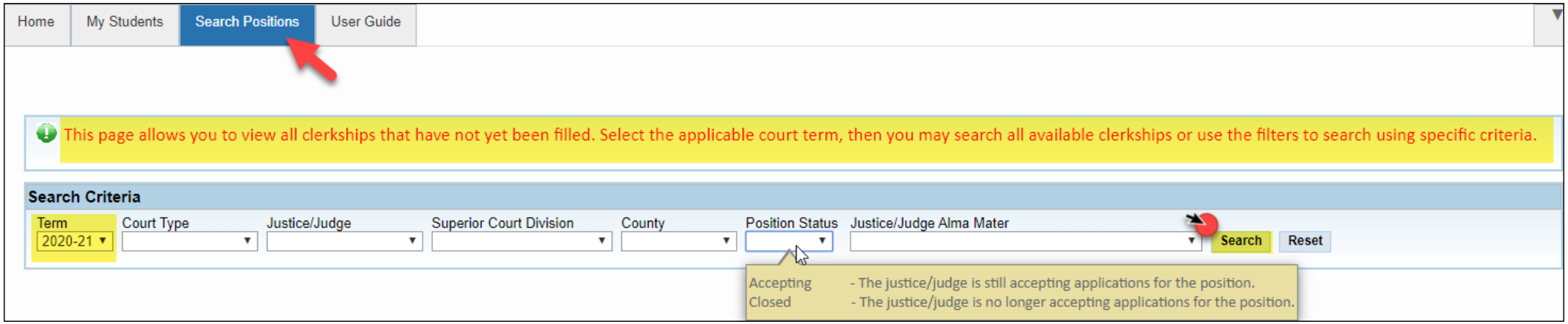
My Students Tab - Manage Student Letters of Recommendation

- 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.



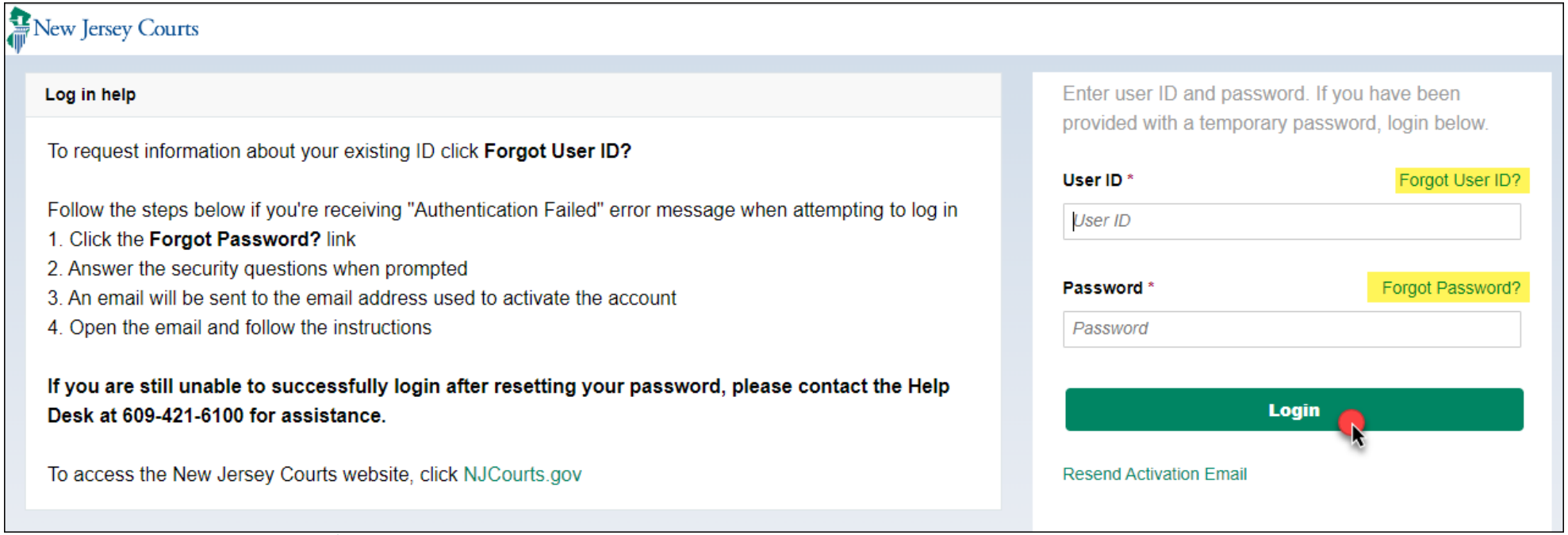
Law Clerk Portal – Self-Registration

Table of Contents – Self-Registration

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

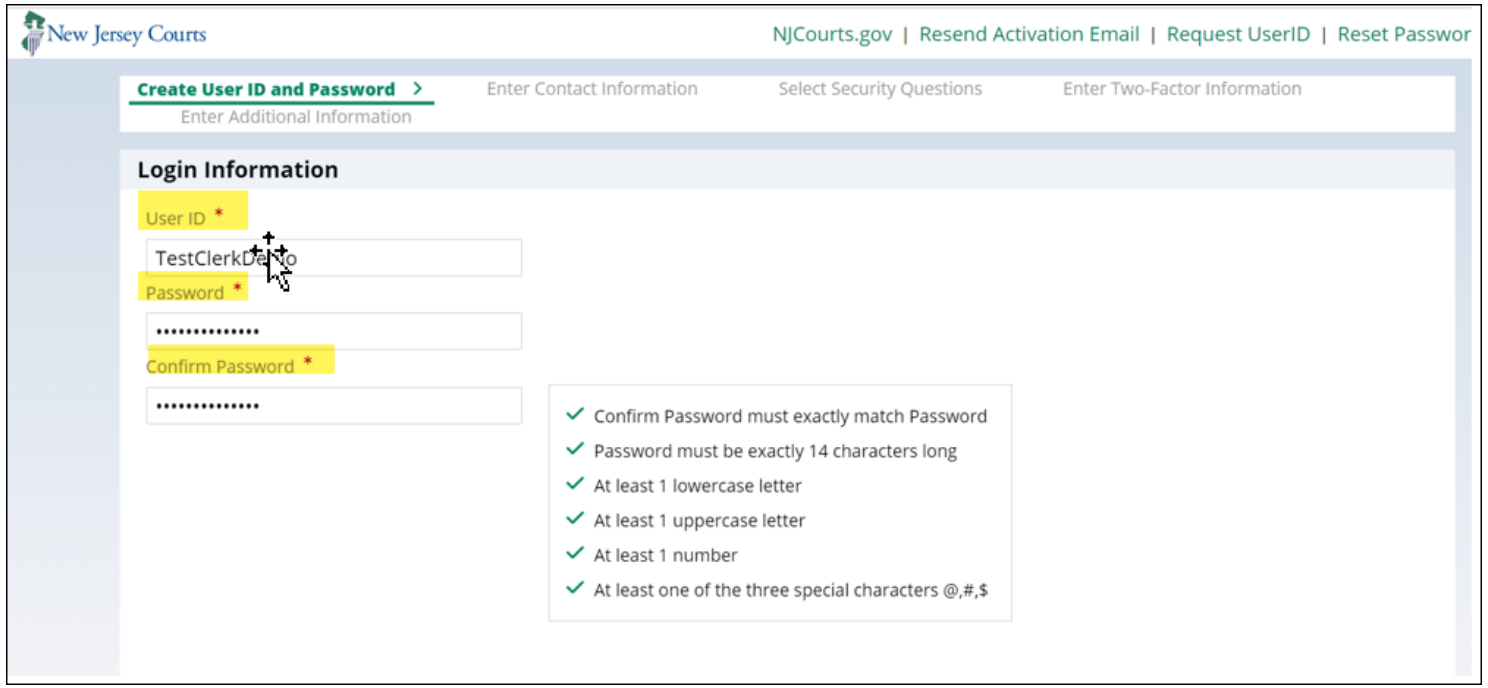
Returning Users – Forgot User ID or Password

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



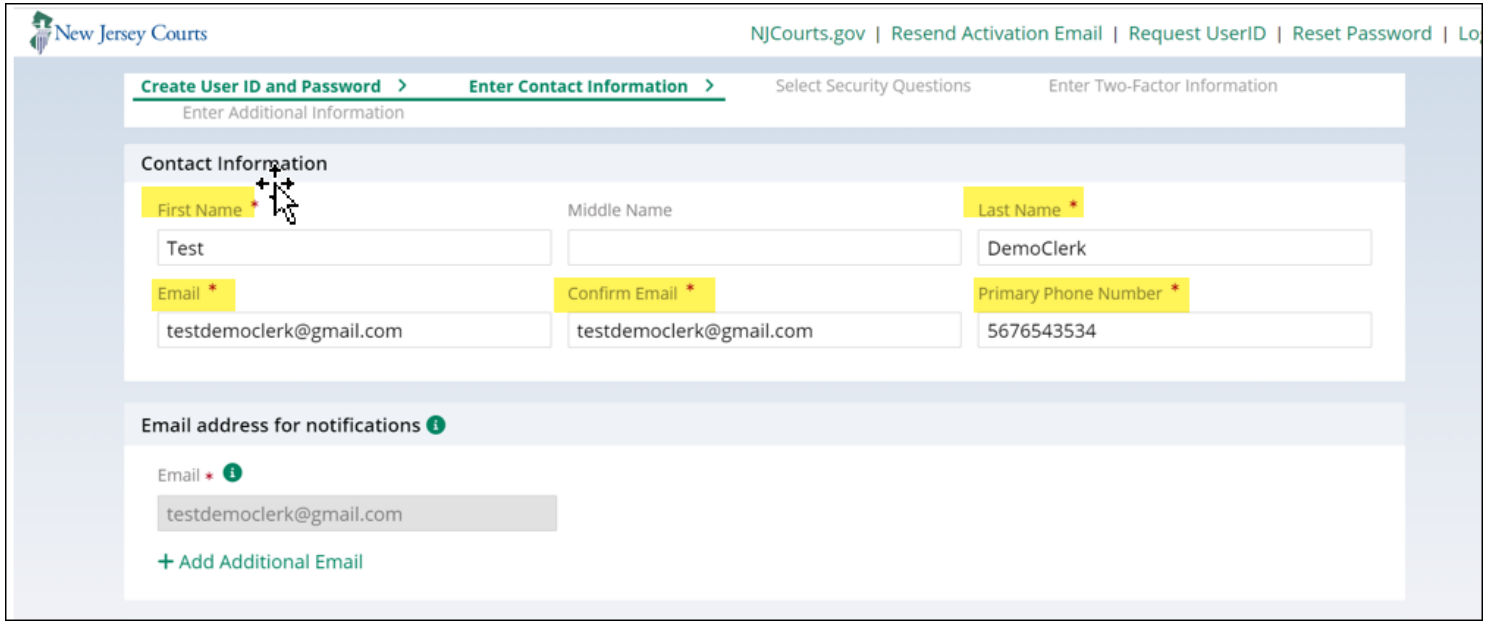
New Users – Creating a User Account

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



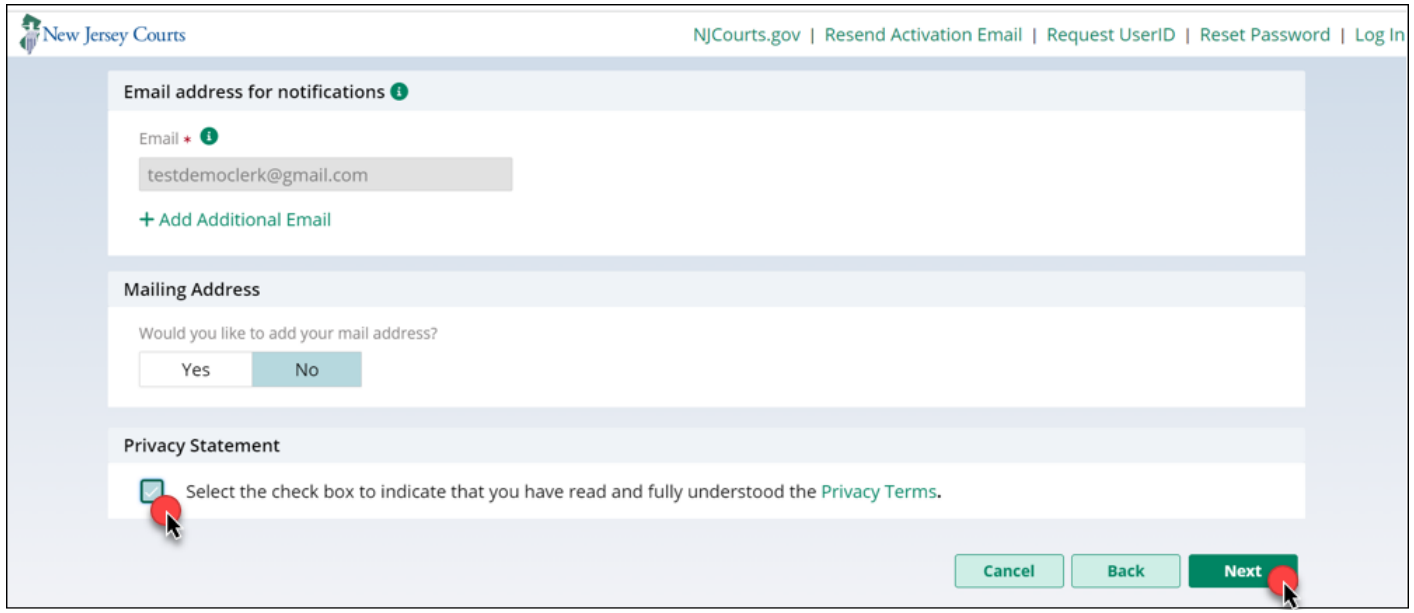
New Users – Creating a User Account

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



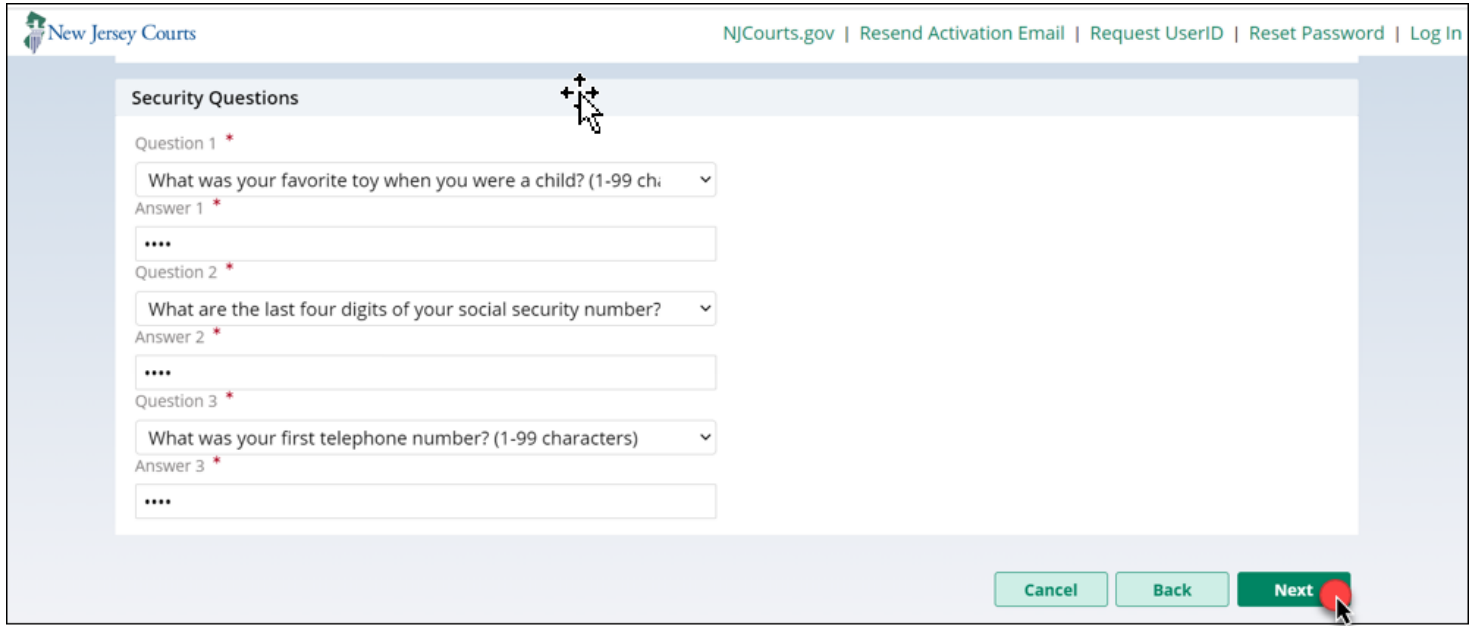
New Users – Creating a User Account

- 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.



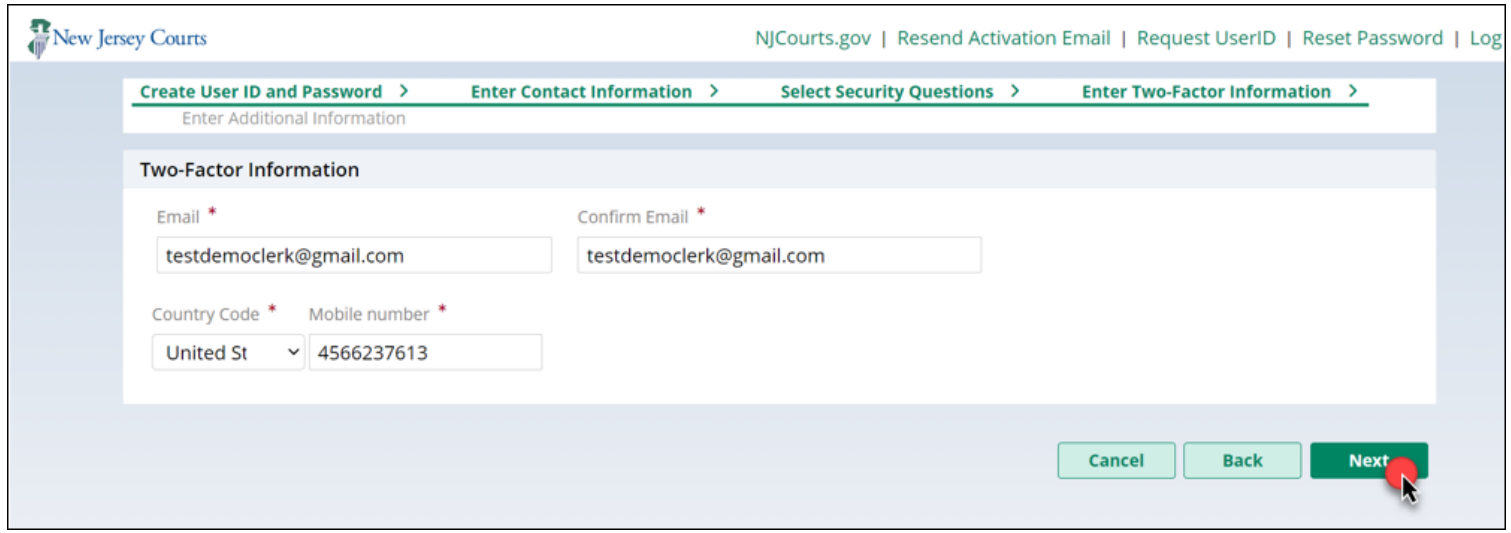
New Users – Creating a User Account

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



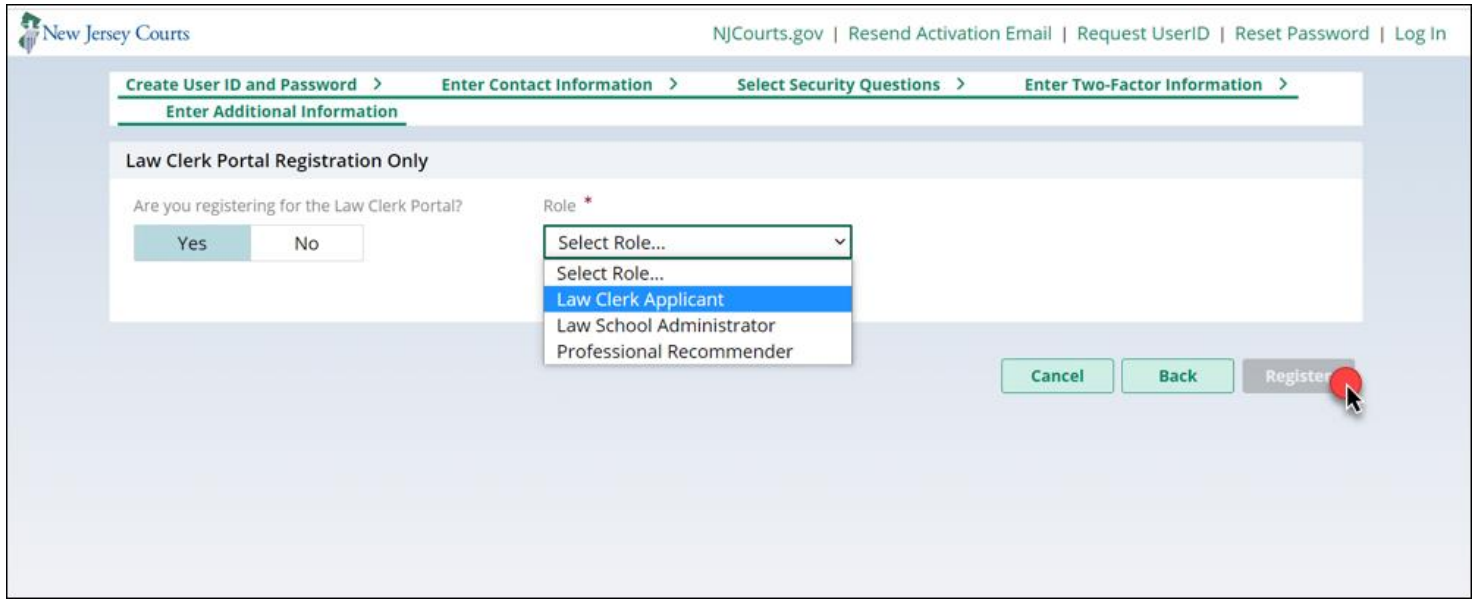
New Users – Creating a User Account

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



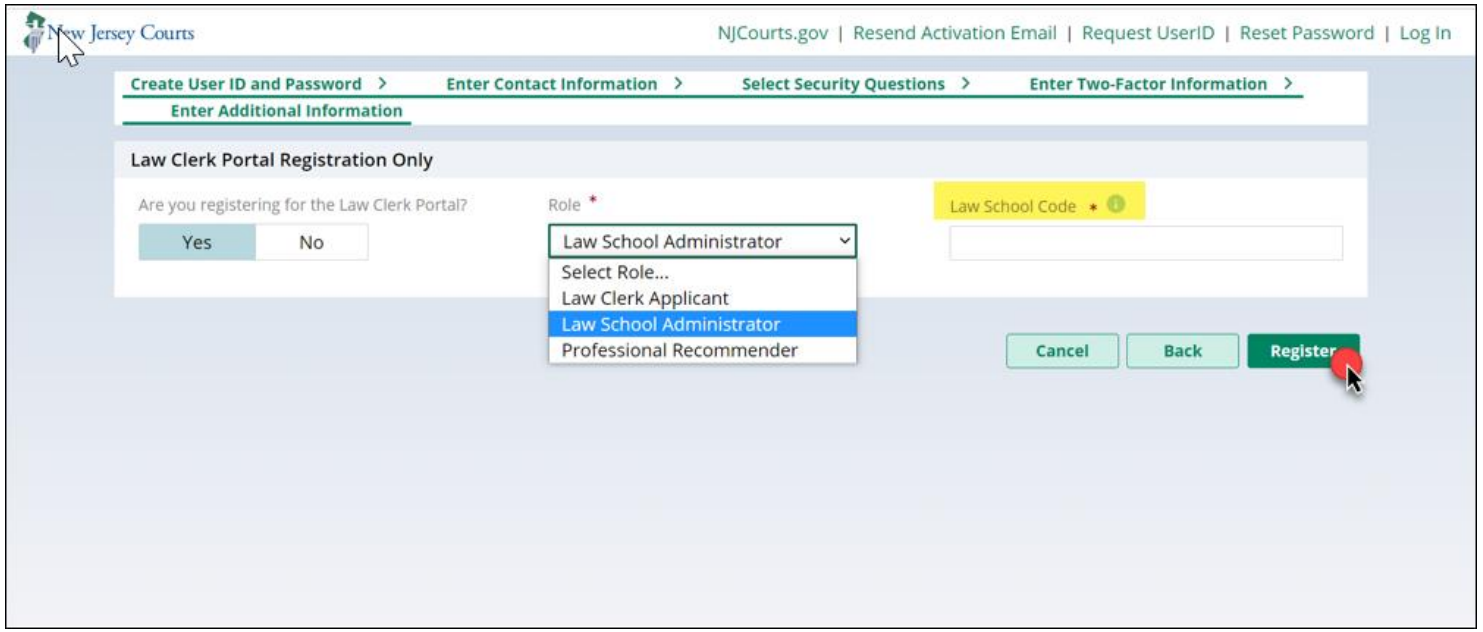
New Users – Creating a User Account

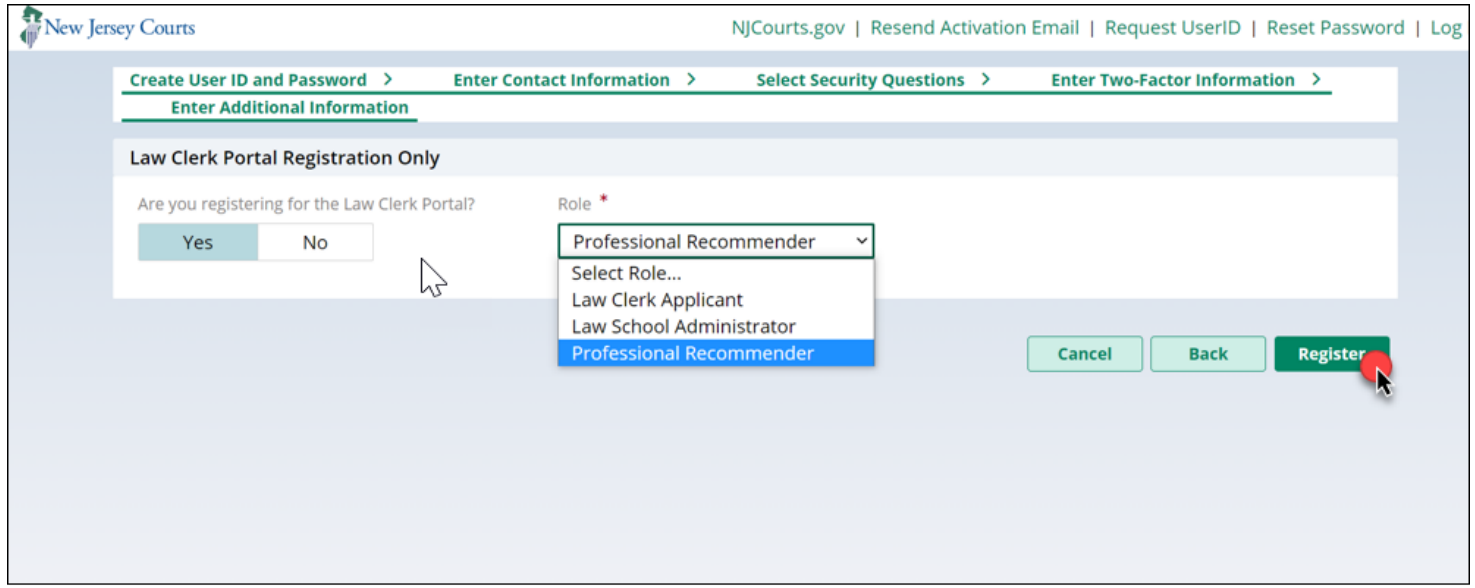
- Select Yes to indicate that you are registering for the Law Clerk Portal.
- Choose the role you that you are registering for from the drop-down menu.
- If you are applying for a clerkship, choose Law Clerk Applicant then click Register.



New 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 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.