

Topic: How to submit a Letter of Recommendation (LOR) through the Law Clerkship Application Portal.

Summary: Step by Step guidance for Professional Recommenders to upload recommendation letters.

This Guide is for: Professional Recommenders, which does not include law school career services representatives.

Note: If you have issues accessing the system, try to clear your cache and reopen your web browser and/or switch web browsers.

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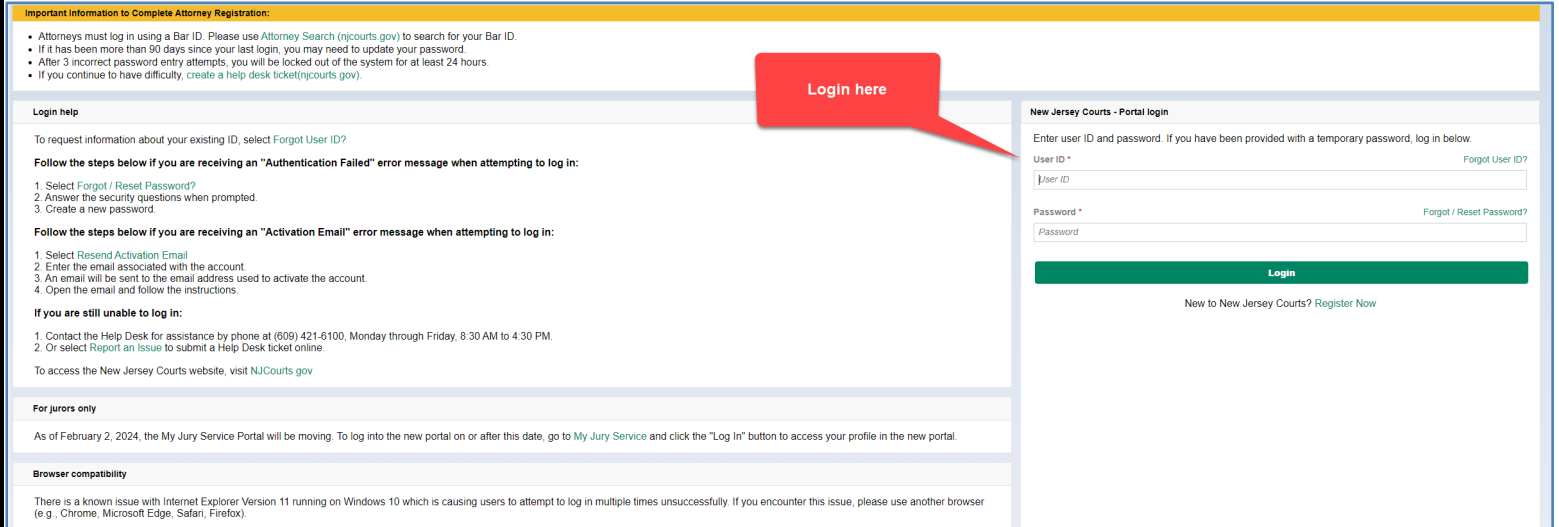
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Login

The self-registration link can be found on this page:
[Become a Law Clerk | NJ Courts](#).

New users:

- Create an ID using the self-registration link.
- Login using your Professional recommender 'User ID' and 'Password'.



Important Information to Complete Attorney Registration:

- Attorneys must log in using a Bar ID. Please use Attorney Search (njcourts.gov) to search for your Bar ID.
- If it has been more than 90 days since your last login, you may need to update your password.
- After 3 incorrect password entry attempts, you will be locked out of the system for at least 24 hours.
- If you continue to have difficulty, create a help desk ticket(njcourts.gov).

Login help

To request information about your existing ID, select [Forgot User ID?](#)

Follow the steps below if you are receiving an "Authentication Failed" error message when attempting to log in:

1. Select [Forgot / Reset Password?](#)
2. Answer the security questions when prompted.
3. Create a new password.

Follow the steps below if you are receiving an "Activation Email" error message when attempting to log in:

1. Select [Resend Activation Email](#)
2. Enter the email associated with the account.
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 log in:

1. Contact the Help Desk for assistance by phone at (609) 421-6100, Monday through Friday, 8:30 AM to 4:30 PM.
2. Or select [Report an Issue](#) to submit a Help Desk ticket online.

To access the New Jersey Courts website, visit [NJCourts.gov](#)

For jurors only

As of February 2, 2024, the My Jury Service Portal will be moving. To log into the new portal on or after this date, go to [My Jury Service](#) and click the "Log In" button to access your profile in the new portal.

Browser compatibility

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to log in multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

New Jersey Courts - Portal login

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

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

Password * [Forgot / Reset Password?](#)

Login

[New to New Jersey Courts? Register Now](#)

Existing Users:

Professional Recommender IDs from prior years can be used.

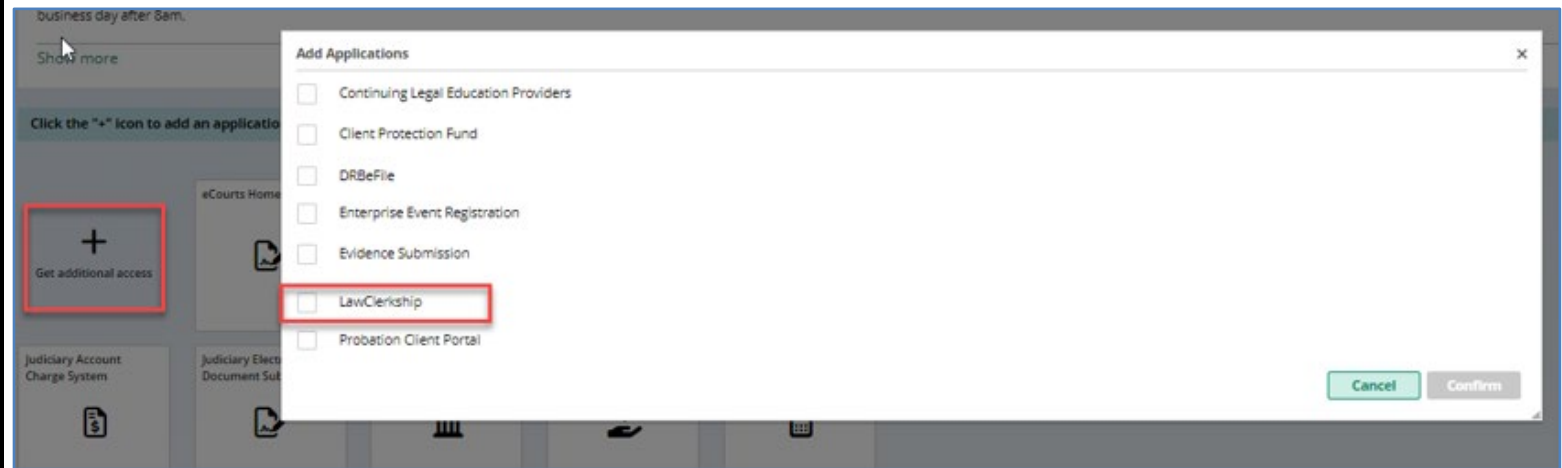
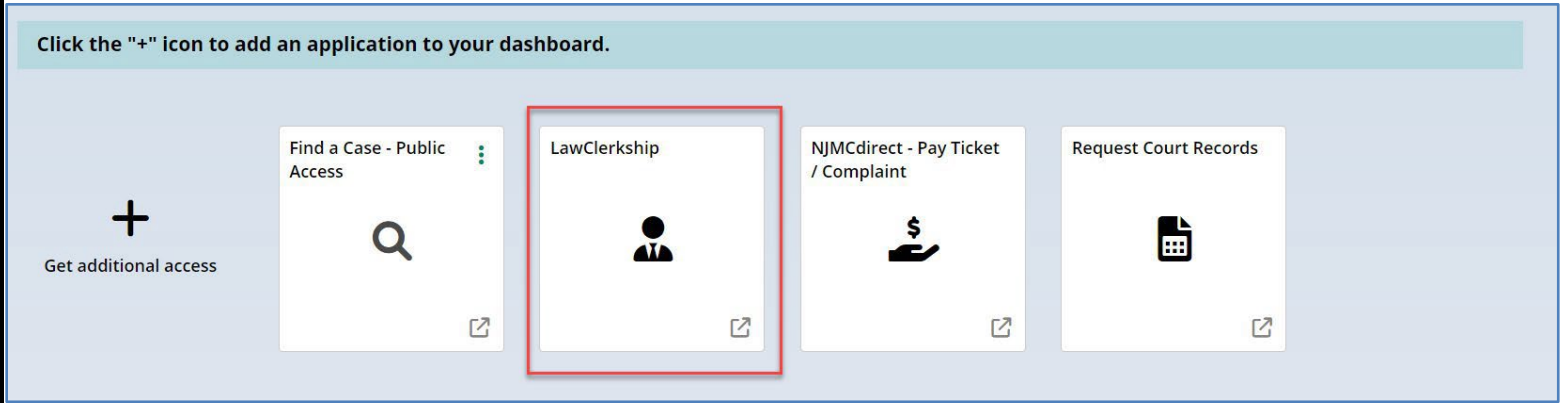
NJ Attorneys:

Login using your Bar ID. Click "Get Additional Access," then select the checkbox for LawClerkship.

Click 'Confirm'.

You **must log out and back in**, then you will see the LawClerkship tile.

To proceed, click on the LawClerkship tile.



Search Student/Applicant with Verification Code

1. Recommender will enter Student/Applicant Verification Code received via email. To edit LOR, use the same code.
2. Click 'Search' to retrieve applicant information.
3. Click 'Reset' to clear the verification code and applicant information.
4. Click 'Close' to exit the tab.

LawClerkship

Letter of Recommendation Upload

Enter Student/Applicant Verification Code: *

1

2 3

4

Applicant Information and Attach File

On this page, applicant information is displayed with an option to attach an LOR.

1. Click 'Select File' to display the file manager where the recommender can select a document to upload.
2. Click 'Cancel' to exit the 'Attach File' pop-up box.
3. Click 'Attach' to upload a document. A success message will display.

LawClerkship

Letter of Recommendation Upload

Enter Student/Applicant Verification Code: *

a93a669c-374a-4e54-9a5f-05eba5c1

Search Reset

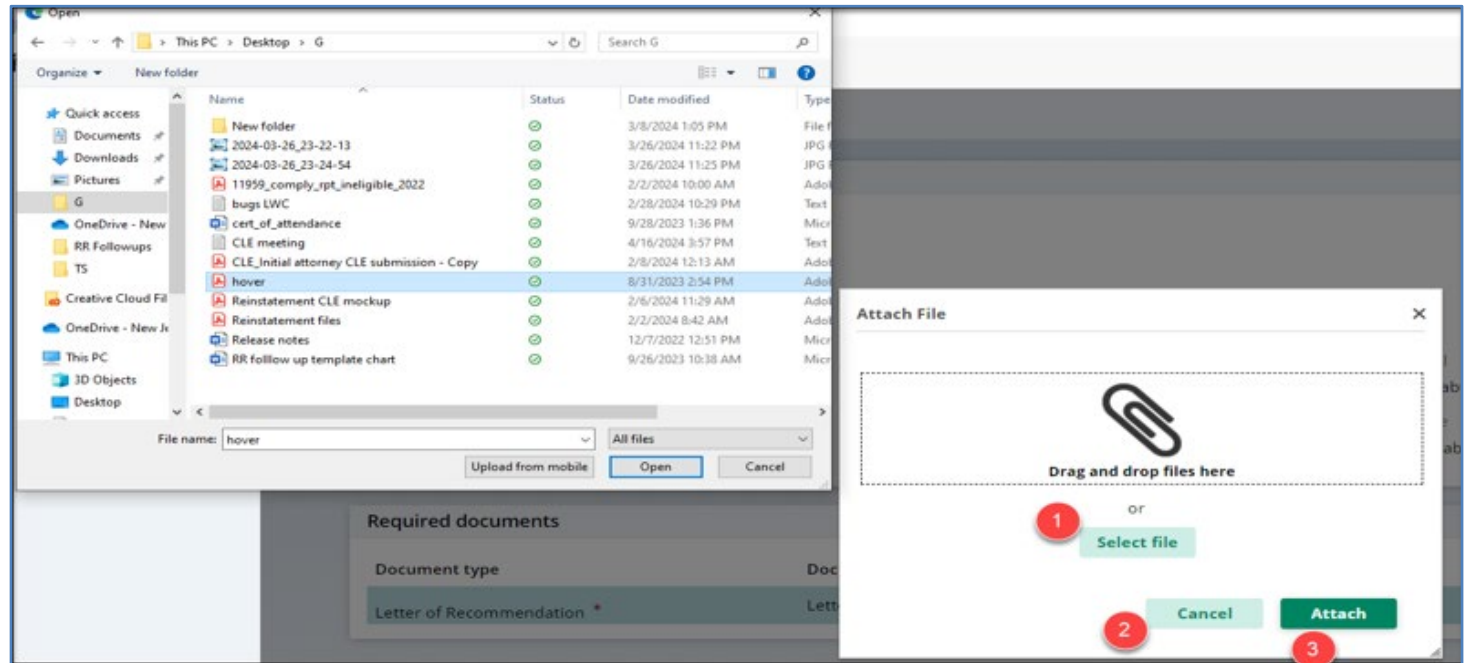
Applicant Information

First Name	Last Name	Email	
Richard	Sheppard	ERIC.DAWSON@NJJUDLAB.NJCOURTS.GOV	
Phone	Application ID	Application Status	Judge
6104200095	LWC-APP-29100	Pending:JudgeReview	Desiree Kaltz

Required documents

Document type	Document description	
Letter of Recommendation *	Letter of Recommendation for Richard Sheppard	Attach

Close



Remove File

Click 'Remove' to delete the document previously attached to the applicant's file.

Your letter of recommendation has been submitted successfully.

Letter of Recommendation Upload

Enter Student/Applicant Verification Code: *

Applicant Information

First Name	Last Name	Email	
Richard	Sheppard	ERIC.DAWSON@NJJUDLAB.NJCOURTS.GOV	
Phone	Application ID	Application Status	Judge
6104200095	LWC-APP-29100	Pending Judge Review	Desiree Kaltz

Required documents

Document type	Document description	File Name	Action
Letter of Recommendation *	Letter of Recommendation for RichardSheppard	AmendedJudgment67890.pdf	<input type="button" value="Remove"/>