

Topic: LawClerkship application from the perspective of an Applicant.

Summary: Step by step guidance for creating a profile, applying for positions, and managing applications.

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

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Login

New User:

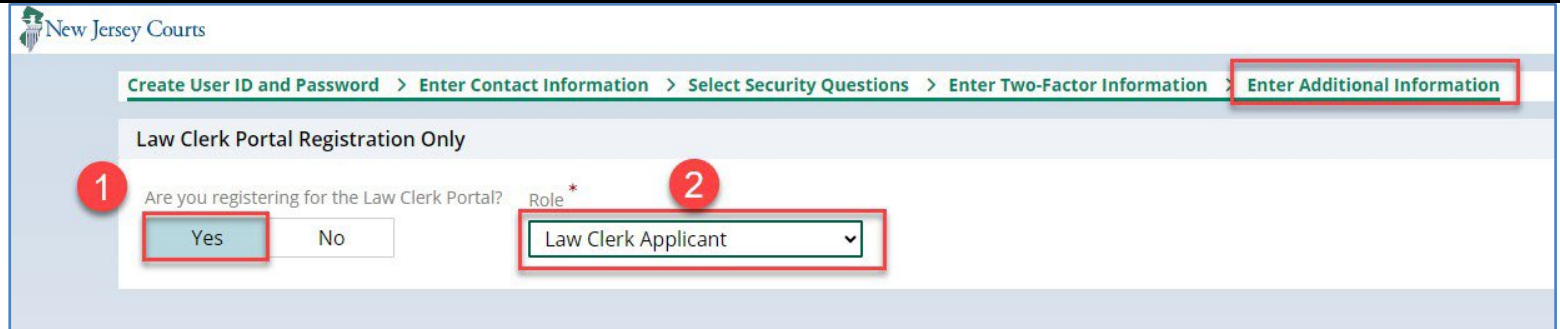
If you have not previously registered for the Lawclerk Application, you will need to create an ID to access the application system. To create the appropriate LawClerkship portal ID,

1. Select "Yes"
2. Select "Law Clerk Applicant" from the Role drop-down.

These selections will allow you to access the application after registration.

Existing User

If you have previously registered, login to access the application.



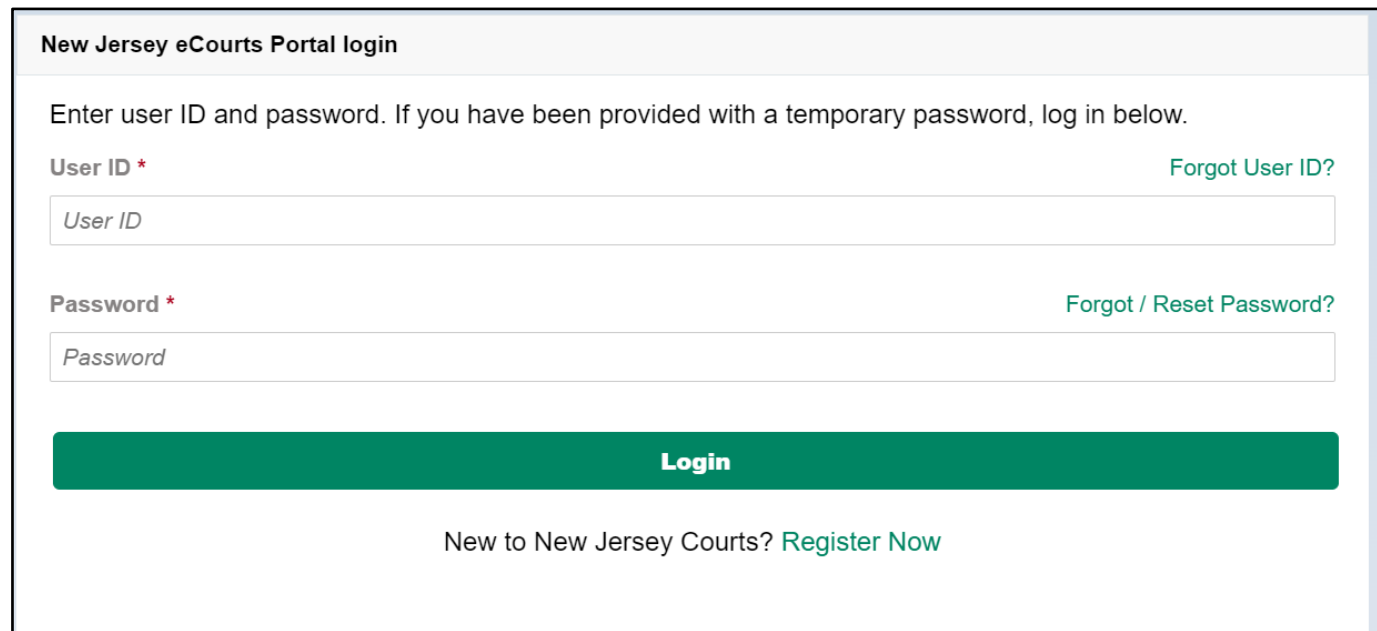
New Jersey Courts

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

Law Clerk Portal Registration Only

1 Are you registering for the Law Clerk Portal?

Role * 2



New Jersey eCourts 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](#)

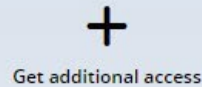
Portal

Once logged in, the portal will display the LawClerkship tile.

Click on the tile to proceed to the application.

New Jersey Courts - Portal Home Page

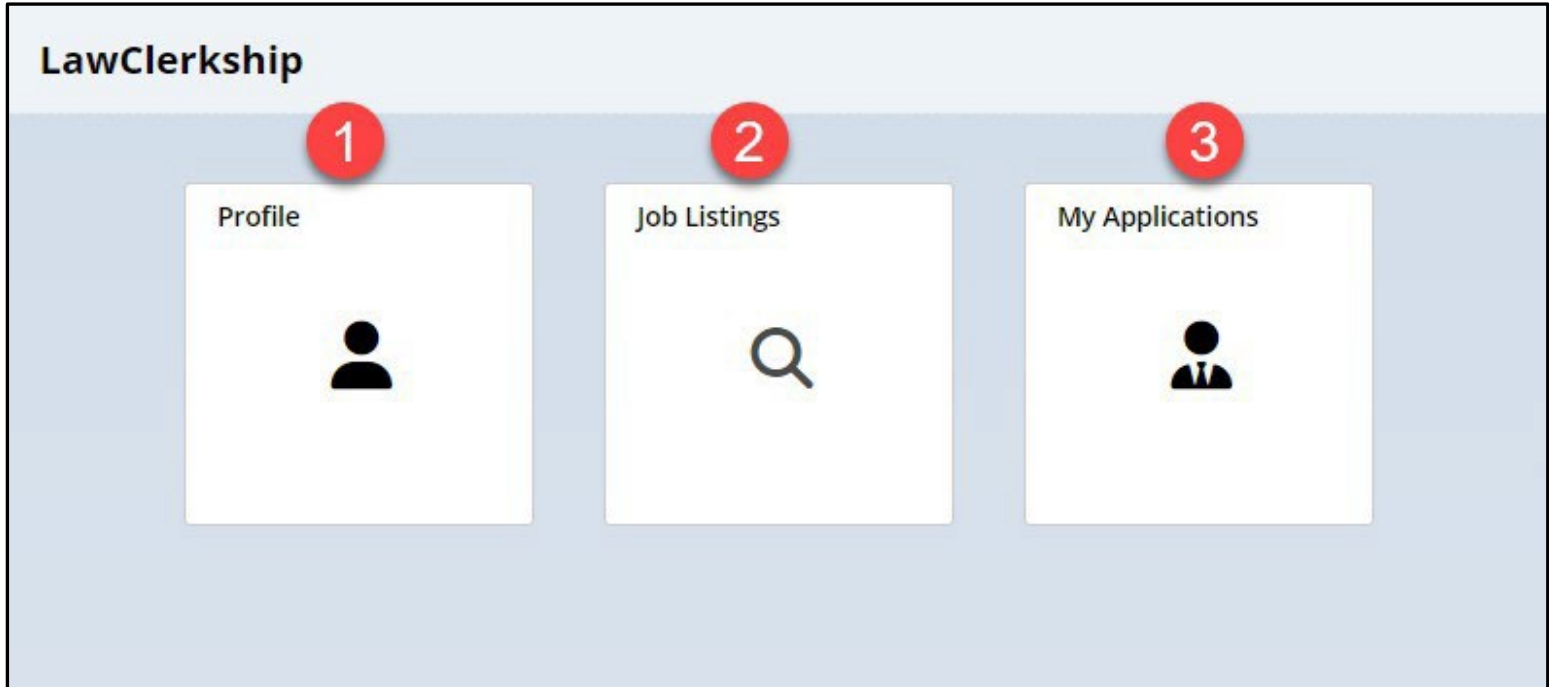
Click the "+" icon to add an application to your dashboard.



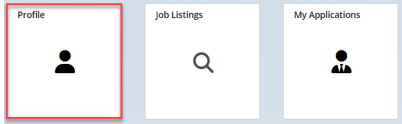
LawClerkship Tiles

Three tiles display when in the application.

- 1. Profile** – contains the applicant’s details, documents and references.
- 2. Job Listings** – the list of clerkship opportunities.
- 3. My Applications** – applicants manage and view their applications.

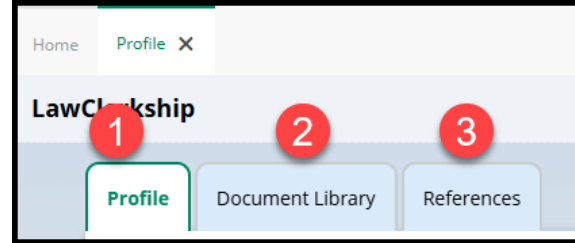


Profile Tile



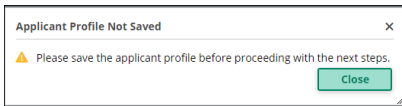
The Profile consists of three tabs:

1. Profile
2. Document Library
3. References



Profile Tab

The Profile tab must be completed in its entirety before the system allows you to apply to positions.



The Profile is divided into sections:

- Applicant Information
- Education Details
- Current Bar Admissions
- Work Experience
- Judiciary Applicant Self Identification Data Survey
- Clerkship Interests
- Verification of Data

Profile | Document Library | References

Applicant Information

First Name: _____ Last Name: _____ Email:
 PS: _____ Test: _____
 Phone: Phone Type:

Education details

Law School Information

1 If your educational institution is not listed, please select other and enter your school name in the text field.

Law School: Current or Final Law School Class Rank: _____ Out of: _____ Degree Type:
 Does your current school have a GPA? No Current or Final Law School Class GPA: Out of: Normalized GPA:
 Graduated with Honors:
 Anticipated Law School Grad Date:

Undergraduate School Information

1 If your educational institution is not listed, please select other and enter your school name in the text field.

Undergraduate School: Undergraduate Graduation Date: Graduated with Honors:

Current Bar Admissions

State (Select one or more): _____ Clear

Work Experience

Legal Work Experience

Do you have legal work experience?

Moot Court

Do you have Moot Court experience?

Description: _____
At my law school, participating in Moot Court has three main components: compete in the Interscholastic Oral Advocacy competition in the Fall semester, take an Appellate Procedure Writing Seminar in the Fall semester and compete in a national competition in the Spring semester.

Law Review / Journal

Do you have Law Review/Journal experience?

Judicial Internships / Externships

Do you have Judicial Internship/Externship experience?

Description: _____
I spent this past summer interning for a judge at the D.C. Superior Court who presided over domestic relations matters.
 • **Legal Research and Writing:**
Interns are often tasked with researching legal issues, drafting memoranda, and assisting with the preparation of legal documents like briefs and motions.

Judiciary Applicant Self Identification Data Survey

1 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.

Gender: Race (select one or more): Hispanic or Latino?:
 Age: _____ Are you a Veteran?:

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

Clerkship Interests

What court types or divisions are you open to? Clear
 Which vicinages are you interested in? Clear
 What practice areas are you interested in? Clear

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.

Applicant Information

In the Applicant Information section, the system will carry forward your name.

Complete the other fields:

- 1. Email** – Electronic communications will be sent to this email address.
- 2. Phone** – Enter a phone number you wish to use for communications.
- 3. Phone Type** – indicate what kind of phone number is entered in the Phone field.

The screenshot shows a web interface with three tabs: Profile, Document Library, and References. The Profile tab is active, displaying the 'Applicant Information' section. The form contains the following fields:

- First Name:** Zinnia
- Last Name:** Gray
- Email *:** s [red circle 1] .gov
- Phone *:** 1234567890 [red circle 2]
- Phone Type *:** Mobile [red circle 3]

Education Details


The Education Details section shows both Law School and Undergraduate School information. Details needed for both include:

1. Law School*
2. Current/Final Law School Class Rank
3. Degree Type
4. Graduated with Honors
5. Does your current school have a GPA?
6. Current/Final Law School Class GPA
7. Normalized GPA
8. Anticipated Law School Grad Date
9. Undergraduate School
10. Undergraduate Graduation Date
11. Graduated with Honors


Education details

Law School Information
If your educational institution is not listed, please select other and enter your school name in the text field.

Law School * **1** Current or Final Law School Class Rank **2** Out of Degree Type **3** Graduated with Honors **4** Yes No

Does your current school have a GPA? * **5** Yes No Current or Final Law School Class GPA **6** Out of Normalized GPA **7** Anticipated Law School Grad Date * **8** 

Undergraduate School Information
If your educational institution is not listed, please select other and enter your school name in the text field.

Undergraduate School * **9** Undergraduate Graduation Date * **10**  Graduated with Honors **11** Yes No


*If your school is not in the list, select 'Other' and add your school in the additional textbox that will display.

Current Bar Admission

Add any Bar Admissions if applicable.

You may select more than one value if you have multiple bar admissions.

Undergraduate School Information

 If your educational institution is not listed, please select other and enter your school name in the text field.

Undergraduate School *

SUNY College at Brockport

Undergraduate Graduation Date *

5/22/2020



Graduated with Honors

Yes

No

Current Bar Admissions

State (Select one or more)

NEW JERSEY ✕



Clear

Work Experience

Legal Work Experience

Do you have legal work experience? *

Yes

No

Moot Court

Do you have Moot Court experience? *

Yes

No

Law Review / Journal

Do you have Law Review/Journal experience? *

Yes

No

Work Experience

In the work experience section indicate experience in the following areas by selecting **Yes** or **No**.

1. Do you have legal work experience?
2. Do you have Moot Court experience?
3. Do you have Law Review/Journal experience?
4. Do you have Judicial Internships/Externship experience?

If you indicate “Yes” to any of the questions, the system will display a text box. Enter details for that question.

Work Experience

Legal Work Experience
Do you have legal work experience? *

Yes No 1

Moot Court
Do you have Moot Court experience? *

Yes No 2

Law Review / Journal
Do you have Law Review/Journal experience? *

Yes No 3

Judicial Internships / Externships
Do you have Judicial Internship/Externship experience? *

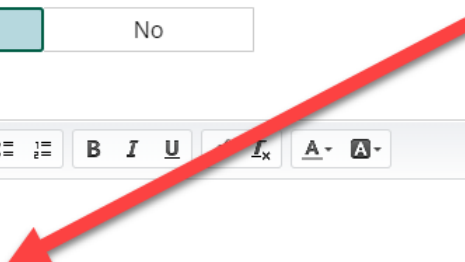
Yes No 4

Judicial Internships / Externships
Do you have Judicial Internship/Externship experience? *

Yes No

Description ⓘ

Format
☰ ☱
B
I
U
*I*_x
A ▾
A ▾



The **Judiciary Applicant Self Identification Data Survey** is optional.

The acknowledgement checkbox within the **Verification of Data** must be selected before the system will allow you to continue.

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.

Gender ⓘ

Race (select one or more) ⓘ

Hispanic or Latino? ⓘ

Age

Are you a Veteran?

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

[Reset](#)

Clerkship Interests

This information is collected for use by justices/judges when searching for an applicant.

- Court types or divisions** – if Superior is selected, then the other questions become mandatory.
- Vicinages** – select your preferred vicinage or vicinages.
- Practice areas** – select your areas of interest.

This section is new for Court Term 2026/2027. Existing users will be required to complete any mandatory field if they update their profile.

Complete the **Verification of Data** certification and click

Save

Clerkship Interests

What court types or divisions are you open to? *

1

Clear

Which vicinages are you interested in?

2

Clear

What practice areas are you interested in?

3

Clear

What court types or divisions are you open to? *

Superior X

Which vicinages are you interested in? *

What practice areas are you interested in? *

Once your profile is saved, a success message will display.

LawClerkship

Applicant profile saved successfully

Document Library

On this screen you can upload documents you wish to use when applying for positions.

1. To add to your document library, click on **+ Add Document** button.
2. To view any previously uploaded document, click on the link for that document in the Attachment column.
3. To permanently remove documents from your document library, click **Delete** at the end of the row for that document.

Note: once a document is attached to an application, it cannot be modified.

LawClerkship

Profile **Document Library** Recommenders/References

Use/reuse this library to store documents you may want to use when applying for a position.
 A document may be uploaded by using the Add Document button below. Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB. Once a document has been attached to an application, it cannot be modified or deleted.

Document Type	Document Description	Attachment	
Resume	largedocument	largedocument.pdf	Delete
Law Transcript (Graduate)	5mbdocument	5mbdocument.pdf	Delete
Transcript (Undergraduate)	BABOK2.0	BABOK2.0.pdf	Delete
Writing Sample	mywritins	8.5by14.pdf	Delete
Cover Letter	complaint	complaint.pdf	Delete
Resume	resume	counterclaim.pdf	Delete
Law Transcript (Graduate)	noticeofmotion	noticeofmotion.pdf	Delete
Letter of Recommendation	LetterfromWho	QuickReferenceGuideLWCSelfRegistration.pdf	Delete
Other	judgment	judgment.pdf	Delete

+ Add Document

Add Documents

Click [+ Add Document](#)

To attach files:

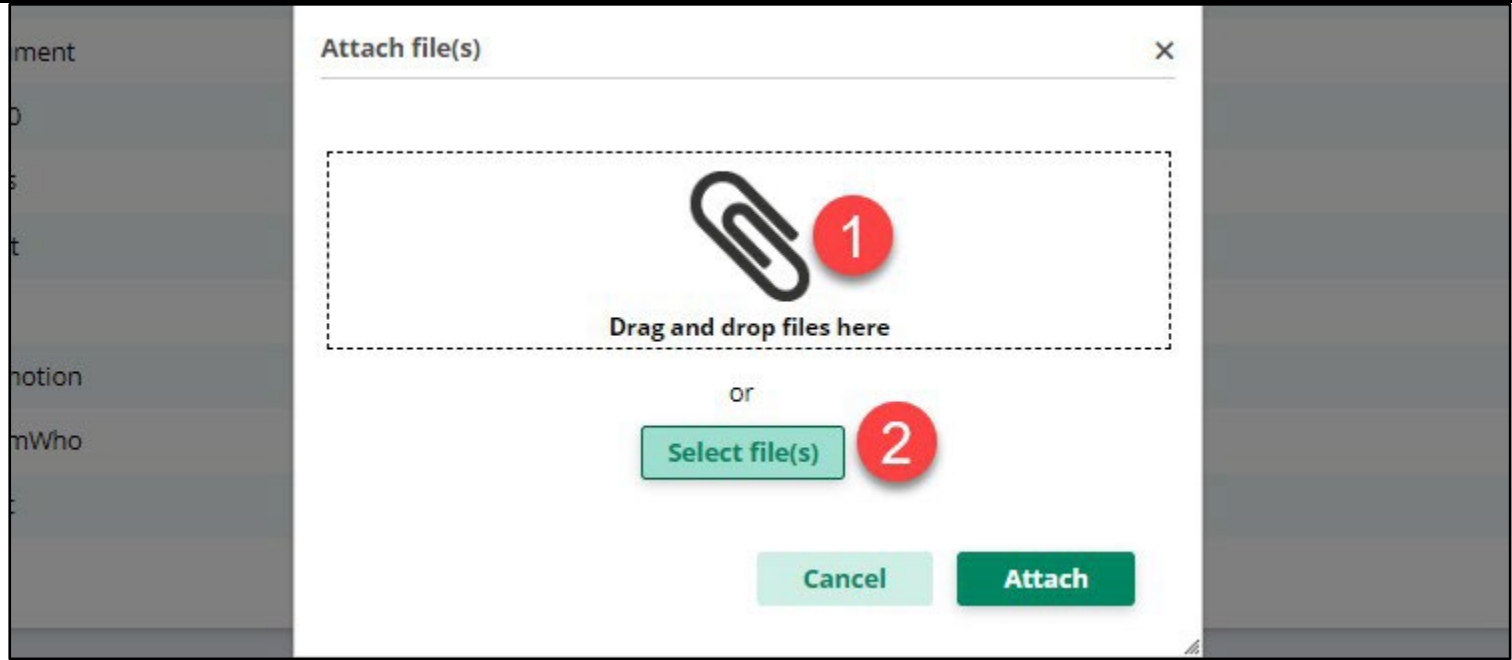
1. Drag and drop files from an open folder on your computer, OR
2. Click [Select file\(s\)](#) to choose.

Multiple documents can be uploaded in a single upload.

System requirements:

Documents can be up to 5 MB in **.pdf** or **.doc** formats.

Note, Word documents are automatically converted to PDF upon upload.




After selecting the files, you wish to upload to your Document Library:

1. Select the label for your document.
2. Modify the description for the document.
3. Delete any documents.
4. Click **Attach** to complete the process to upload to the **Document Library**.

Note, Undergraduate transcripts no longer display in the dropdown menu. Existing uploaded undergraduate transcripts remain in the Document Library.


The system will then display a success message that the documents have been saved.

Attach file(s) ✕


Drag and drop files here

or

Select file(s)

Document type 1	File name	Document description* 2	
Select.. ▼	LWC Upload Documents.pdf	LWC Upload Documents 3	
<div style="border: 1px solid gray; padding: 5px;"> Select.. Cover Letter Resume Law Transcript (Graduate) Letter of Recommendation Writing Sample Other </div>			

Cancel
Attach 4

LawClerkship

Your Documents have been saved successfully.

Delete Documents

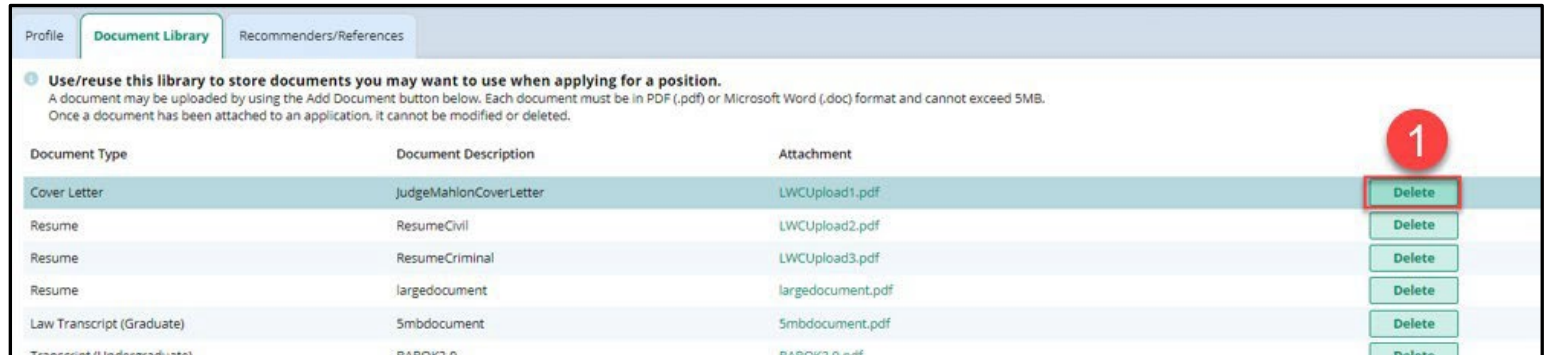
Documents in your Document Library may be deleted.

1. To delete a document, click on

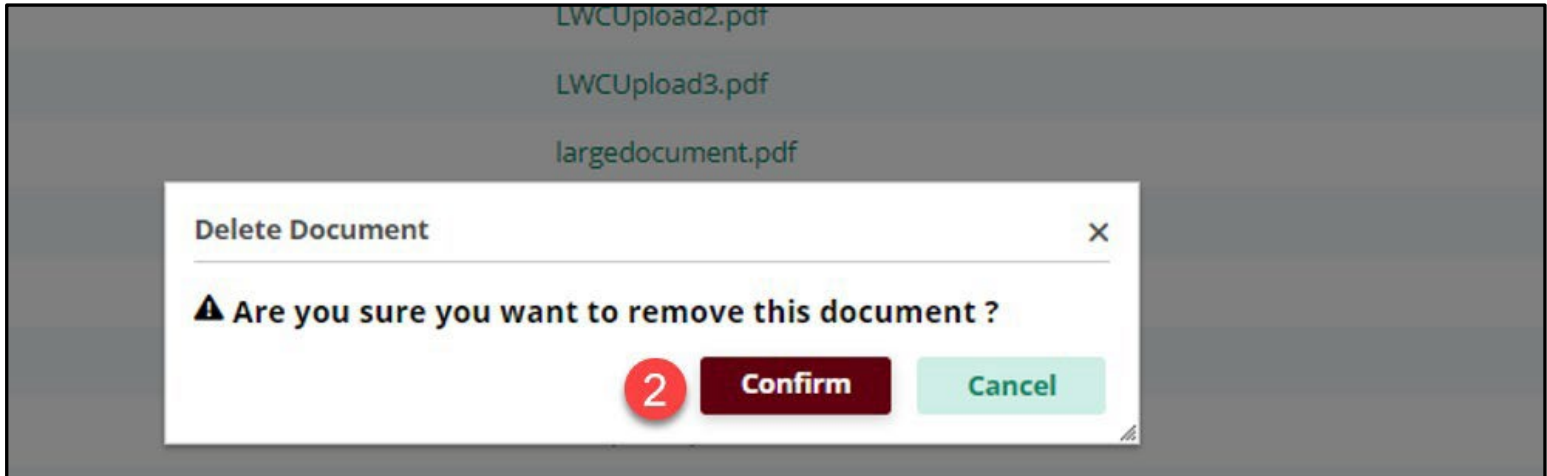
Delete

The system will then display the Delete Document pop up.

2. Click **Confirm** to complete the delete process.



Document Type	Document Description	Attachment	
Cover Letter	JudgeMahonCoverLetter	LWCUpload1.pdf	1 Delete
Resume	ResumeCivil	LWCUpload2.pdf	Delete
Resume	ResumeCriminal	LWCUpload3.pdf	Delete
Resume	largedocument	largedocument.pdf	Delete
Law Transcript (Graduate)	5mbdocument	5mbdocument.pdf	Delete



References Tab

The system allows you to add References.

References include both individuals who will provide a Letter of Recommendation (LOR) and those who do not (i.e., those who speak to character via phone call or email).

1. **Instructions** -please read these before proceeding.
2. **Law School Career Services** – indicate whether your school will provide an LOR, and how many.
3. Use the **link** to add a Reference.
4. References can be **modified**.
5. To **delete** a Reference, use the ellipsis.

Profile
Document Library
References

References

1 To have your law school career services upload LORs on your behalf, select **Yes**. You will then be able to select career services as the source of the LOR upload during the application process.

If you are unsure whether your law school will submit LORs on your behalf, please contact your career services office to confirm before proceeding. Law schools can register to participate by visiting <https://www.njcourts.gov/public/find-jobs/law-clerk>

Use the **Add References** link to enter contact information for individuals who will provide a reference and or an LOR in support of your application. While submitting your application you will be able to choose whether this reference will be providing and LOR or not.

Law School Career Services:

Will your Law School Career Services offer a letter of recommendation? * ✎ Modify **2**

No

References

3 row(s)

Name(FN, LN) ⌵	Organization	Title	Email address	Phone number	Faculty	Pref. Contact	
SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	Email	4 Modify 5
TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	Email	Modify 5
EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	Email	Modify 5

+ Add References **3**

Adding a Reference

To add a Reference, click on


[+ Add References](#)

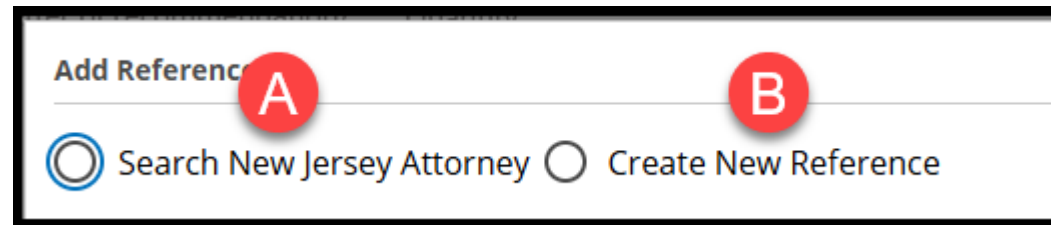
Then select which type of Reference you wish to add:

- A.** You can add a NJ attorney by utilizing the “Search New Jersey Attorney”; **OR**
- B.** Create a New Reference.

References
3 row(s)

Name(FN,LN) ▾	Organization	Title	Email address	Phone number	Faculty	Pref. Contact	
SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	Email	Modify ⋮
TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	Email	Modify ⋮
EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	Email	Modify ⋮

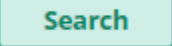
[+ Add References](#) 



Search New Jersey Attorney

When selecting a NJ State Attorney as a Reference:

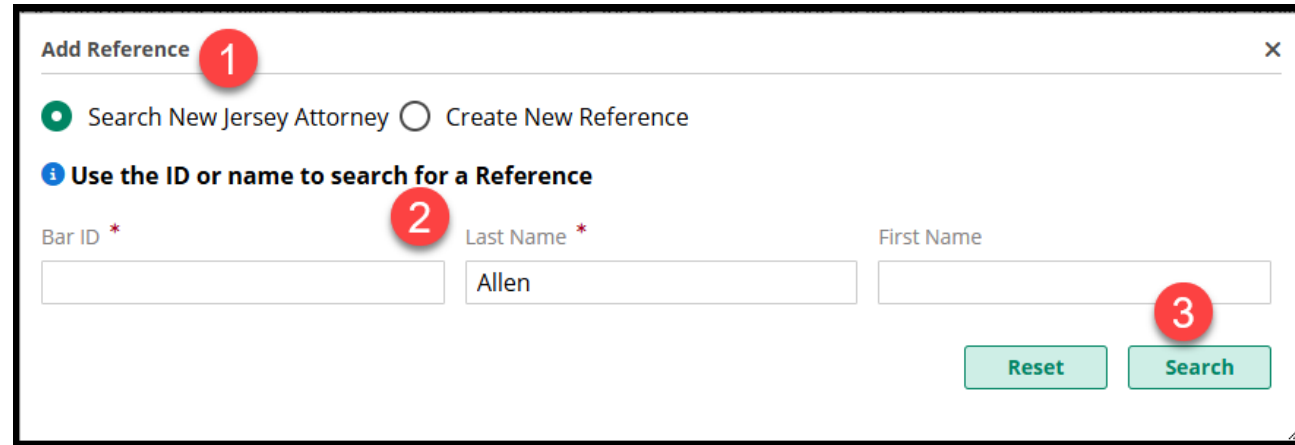
1. Select Search New Jersey Attorney.
2. Enter the Bar ID or name.

3. Click .

4. After a search, the system will return results for the information entered. Click on the desired attorney.

5. Enter or modify any other information.

6. When done click .

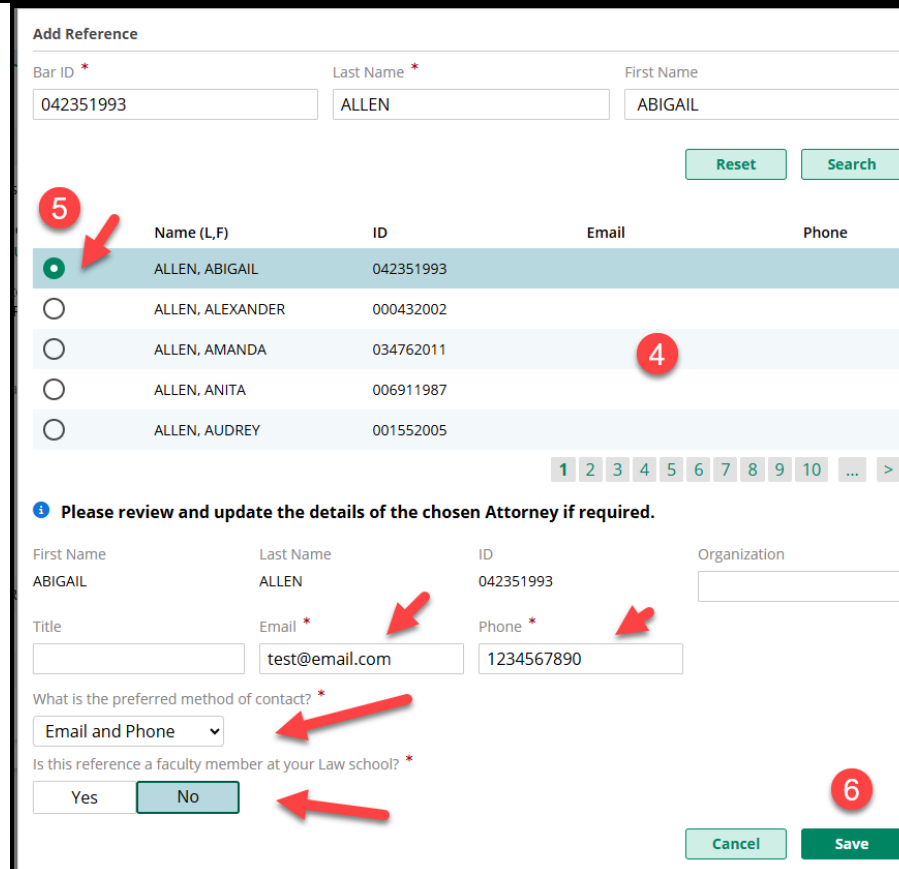


Add Reference ✕

Search New Jersey Attorney Create New Reference

i Use the ID or name to search for a Reference

Bar ID * Last Name * First Name



Add Reference

Bar ID * Last Name * First Name

	Name (L,F)	ID	Email	Phone
<input checked="" type="radio"/>	ALLEN, ABIGAIL	042351993		
<input type="radio"/>	ALLEN, ALEXANDER	000432002		
<input type="radio"/>	ALLEN, AMANDA	034762011		
<input type="radio"/>	ALLEN, ANITA	006911987		
<input type="radio"/>	ALLEN, AUDREY	001552005		

1 2 3 4 5 6 7 8 9 10 ... >

i Please review and update the details of the chosen Attorney if required.

First Name Last Name ID Organization


Title Email * Phone *

What is the preferred method of contact? *

Is this reference a faculty member at your Law school? *

Create a New Reference



To create a new Reference:

1. Select "Create New Reference".
2. Complete the fields.
3. Click .

Note, each Reference must have a unique email address.

Modifying and Deleting References

To modify, click the  button.

To delete, click the ellipsis . The  option will be available.

A Reference may not be deleted if attached to an application under review by a judge.

Add Reference ✕

Search New Jersey Attorney Create New Reference



Add Reference

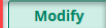



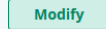

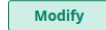

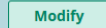


First Name * Last Name * Organization Title

Email * Phone *

What is the preferred method of contact? *


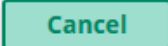
Is this reference a faculty member at your Law school? *

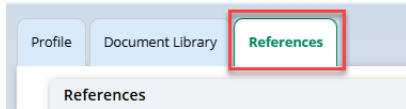
References							
5 row(s)							
Name(FN, LN)	Organization	Title	Email address	Phone number	Faculty	Pref. Contact	
SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	Email	 
TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	Email	 
EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	Email	 
ABIGAIL ALLEN			TEST@EMAIL.COM	(123) 456-7890	No	Email and Phone	 
CLAUDIA KINCAID	PARTNER	MIRROR MIRROR & WALL	TEST3@MAIL.COM	(123) 456-7890	No	Phone	  
+ Add References							

Confirmation ✕

Please note you cannot delete this reference as your application(s) is under review by the judge.

Law School Career Services as LOR Source



All Supreme and Appellate Court positions require two (2) LORs, one of which must be from Law School Career Services.

By completing this section in the 'References' tab, Career Services will default as an LOR source in your applications to Supreme and Appellate Court positions.

If you answer "No" in this section, an error will display when you try to submit an application to a Supreme or Appellate Court position.

Click  **Modify** to update your response.


References

To have your law school career services upload LORs on your behalf, select **Yes**. You will then be able to select career services as the source of the LOR upload during the application process.

If you are unsure whether your law school will submit LORs on your behalf, please contact your career services office to confirm before proceeding. Law schools can register to participate by visiting <https://www.njcourts.gov/public/find-jobs/law-clerk>



Use the **Add References** link to enter contact information for individuals who will provide a reference and or an LOR in support of your application. While submitting your application you will be able to choose whether this reference will be providing and LOR or not.

Law School Career Services:

Will your Law School Career Services offer a letter of recommendation? * Quantity * 

Yes 2

Law School Career Services:

Will your Law School Career Services offer a letter of recommendation? * Quantity *  Undo |  Save

Yes No

References

3 row(s)

Quantity *


1

1

2

3

Law School Career Services:

Will your Law School Career Services offer a letter of recommendation? * Quantity *  **Modify**

Yes 1

Application:

Letter of Recommendation documents

This Position requires 2 Letters of Recommendation.

As you are applying to Appellate judges/Supreme Court justices, the system will automatically select one Letter of Recommendation (LOR) through your law school's career services during the application process. If your law school will not submit LORs on your behalf, please select a different option.

For your second Letter of Recommendation (LOR) you can opt for either Law School Career Services or upload them yourself or if you prefer to have a references(someone not from your career services office) submit an LOR on your behalf, please select the appropriate individual from the references section below.

Source of attachment	Source details	Previously Uploaded Document	Attachment
Law School Career	Columbia Law School will upload letters of recommendation on your behalf		
Select...			

Job Listings Tile



Search for a Position

Within the job postings you may search by the following criteria:

1. Position or Justice/Judge
2. Term
3. Court Type
4. Justice/Judge
5. Vicinage
6. Position Status (system defaults to Accepting)
7. Justice/Judge Alma Mater

Each column allows for filtering/sorting. The system also allows for the application of grouping and hiding columns.

Job Listings

This page allows you to view all clerkships that have not yet been filled. Select the applicable search to view the judge's profile or Court Term, then you may search all available clerkships or use the filters to search using specific criteria.

Filter by 1

Job position Justice/Judge

Position term: 2025-2026 2 Court Type: 3 Justice/Judge: 4 Vicinage: Select.. 5 Position Status: 6 Accepting Justice/Judge Alma Mater: 7 Reset

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

918 Total results

≡ Group Fields ↑↓ Show More/Less Refresh Default view >

<input type="checkbox"/> Select All	<input type="checkbox"/> Position ID	<input type="checkbox"/> Vicinage	<input type="checkbox"/> Position Status	<input type="checkbox"/> Justice/Judge Name	<input type="checkbox"/> Justice / Judge Alma Mater	<input type="checkbox"/> Court Type	<input type="checkbox"/> Superior Court Division	<input type="checkbox"/> Applied
<input type="checkbox"/>	LWC-PSN-1	--	Accepting	Sandeep Mylavarapu	Western Michigan Univer	Apply filter		No
<input type="checkbox"/>	LWC-PSN-2	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No

When Superior Court is selected, 'Superior Court Division' dynamically displays:

Court Type: Superior Court Division

Superior Court ▼

Search Results:

- A. Position ID** – Each position has a unique Position ID to help you keep track of the various openings.
- B. Vicinage** – populated only for Superior Court positions.
- C. Position Status** – There are two statuses: Accepting and Closed. By default, the system will display all positions that are “Accepting”.
- D. Justice/Judge Name** – Lists the name of the Justice/Judge that the position is for.
- E. Justice/Judge Alma Mater**– shows the Law School the Justice/Judge attended.
- F. Court Type** – shows the Court Type the position is for.
- G. Superior Court Division** – only populated for Superior Court positions.
- H. Applied** - Indicates whether you have applied for the position.

919 Total results

≡ Group Fields ↑ Show More/Less


<input type="checkbox"/> Select All	Q Position ID	Q Vicinage	Q Position Status	Q Justice/Judge Name	Q Justice / Judge Alma Mater	Q Court Type	Q Superior Court Division	Q Applied	Q Refresh	Default view >
<input type="checkbox"/>	LWC-PSN-1	--	Accepting	Sandeep Mylavarapu	Western Michigan Universi...	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-2	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-3	--	Accepting	Sandeep Mylavarapu	Western Michigan Universi...	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-4	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-5	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-6	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-7	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-9	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-10	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View
<input type="checkbox"/>	LWC-PSN-11	--	Accepting	Anusha Ananthu	Albany Law School	Tax Court		No		View

Filtering by justice/Judge

When filtering by judge, the same search filters are used. However, the table columns are as follows:







1. Name
2. Justice / Judge Alma Mater
3. Vicinage
4. Court Type
5. Superior Court Division
6. Active Positions

Note: While positions accepting applications are displayed by default, you can still filter for “Closed” positions under “Position Status” if needed.

Filter by
 Job position Justice/Judge 

Position term: 2025-2026
 Court Type:
 Justice/Judge:
 Vicinage: Select..
 Position Status: Accepting
 Justice/Judge Alma Mater:
[Reset](#)

435 Total results
[Group](#) [Fields](#) [Show More/Less](#) [Refresh](#) [Default view](#)

Name  1	Justice / Judge Alma Mater  2	Vicinage  3	Court Type  4	Superior Court Division  5	Active Positions  6	
Aarthi Santharam	Albany Law School	Ocean	Superior Court	General Equity	1	View
Aimee Belgard	Widener University, Delaware Law School	Burlington	Superior Court	Civil	1	View

View Position

To view a position, click

[View](#)

1. **Position Details** – includes a Position Description.
2. **Judge Details** – where the judge sits and alma mater.
3. **More About Me** – additional details provided by the judge about their background and what they are looking for in a clerk.
4. **Required Documents** – list of documents required for application.
5. **Hiring Preferences** – includes number of vacancies and Interview method.
6. **Former Law Clerk Contact Info** – contact information of former law clerks willing to share their clerkship experiences.

919 Total results

≡ Group Fields Show More/Less ↻ Refresh Default view >

Select All	Position ID	Vicinage	Position Status	Justice/Judge Name	Justice / Judge Alma Mater	Court Type	Superior Court Division	Applied	
<input type="checkbox"/>	LWC-PSN-2625	--	Accepting	Desiree Kaltz	Boston College Law School	Appellate Divi...		No	View

Each section can be expanded or collapsed.

▼ **Position Details** 1

Position ID	Term Start Date	Term End Date	Position Status
LWC-PSN-2626	01/01/2024	12/31/2024	Accepting
Position Term			
2025-2026			

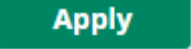
▼ **Position Description**

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 in the New Jersey Judiciary 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 conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with 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 over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

- > Judge Details 2
- > More About Me 3
- > Required Documents 4
- > Hiring Preferences 5
- > Former Law Clerk Info 6


Cancel
Apply

Application

Click  to start the application.

There are four sections in an application:

1. Judge Position and Details.
2. Documents.
3. References.
4. Confirmation.

Each section can be collapsed by clicking the caret .

▼ **Judge and Position Details** 1

First Name	Last Name	Court Type	Vicinage
Desiree	Kaltz	Appellate Division	---
Law School	Position ID	Term Start Date	Term End Date
Boston College Law School	LWC-PSN-2625	01/01/2024	12/31/2024
Position Status			
Accepting			

▼ **Documents** 2

Select documents you have uploaded in Document Preferences or upload a new file for the below categories specific to this position. Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

***Required**

Document Type	Document description	Previously Uploaded Document	Attachment
Cover Letter *	Cover Letter	Select... or <input type="button" value="Attach"/>	
Resume *	Resume	Select... or <input type="button" value="Attach"/>	
Law Transcript (Graduate) *	Law Transcript (Graduate)	Select... or <input type="button" value="Attach"/>	
Writing Sample *	Writing Sample	Select... or <input type="button" value="Attach"/>	

Other documents (Additional)
 + Add Document

Letter of Recommendation documents

This Position requires 2 Letters of Recommendation.
 As you are applying to Appellate judges/Supreme Court justices, the system will automatically select one Letter of Recommendation (LOR) through your law school's career services during the application process. If your law school will not submit LORs on your behalf, please select a different option.

For your second Letter of Recommendation (LOR) you can opt for either Law School Career Services or upload them yourself or if you prefer to have a reference(someone not from your career services office) submit an LOR on your behalf, please select the appropriate individual from the references section below.

Source of attachment	Source details	Previously Uploaded Document	Attachment
Law School Career Ser	The Catholic University of America, Columbus School of Law will upload letters of recommendation on your behalf		
Select...			
Select...			

▼ **References** 3

You can Select up to 3 References.

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

5 rows(s) | 0 selected

	Name(FN, LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	
<input type="checkbox"/>	SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	No	Email	<input type="button" value="Modify"/>
<input type="checkbox"/>	TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	No	Email	<input type="button" value="Modify"/>
<input type="checkbox"/>	EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	No	Email	<input type="button" value="Modify"/>
<input type="checkbox"/>	ABIGAIL ALLEN			TEST@EMAIL.COM	(123) 456-7890	No	No	Email and Phone	<input type="button" value="Modify"/>
<input type="checkbox"/>	CLAUDIA KINCAID	PARTNER	MIRROR MIRROR & WALL	TEST3@MAIL.COM	(123) 456-7890	No	No	Phone	<input type="button" value="Modify"/>

+ Add References

▼ **Confirmation** 4

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

Documents

To apply, first review the Judge and Position details to ensure you are applying to the correct position.

1. Document requirements are determined by the Court Type.
2. Use the dropdown to attach a document from your Document Library, or
3. Upload a new document.
4. Additional documents can be attached using

[+ Add Document](#)

To delete an uploaded document, click the X.

Documents

Select documents you have uploaded in Document Preferences or upload a new file for the below categories specific to this position.
 Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

***Required**

Document Type	Document description	Previously Uploaded Document	Attachment
Cover Letter *	Cover Letter	Select...	or Attach
Resume *	Resume	Select...	or Attach
Law Transcript (Graduate) *	Law Transcript (Graduate)	Select...	or Attach
Writing Sample *	Writing Sample	Select...	or Attach

Other documents (Additional)

[+ Add Document](#)

Supreme and Appellate positions require:

- Cover letter
- Resume
- Law school transcript
- Writing sample
- Two LORs – 1 must be from Career Services

Superior and Tax positions require:

- Cover letter
- Resume
- Law school transcript
- Writing sample
- One Reference

Document Type	Document description	Previously Uploaded Document	Attachment
Cover Letter *	LWCUploadCoverLtr	LWCUploadCoverLtr.pdf	or Attach
Resume *	LWCUploadResume	LWCUploadResume.pdf	or Attach
Law Transcript (Graduate) *	LWCUploadTranscript1	LWCUploadTranscript1.pdf	or Attach LWCUploadTranscript1.pdf X
Writing Sample *	LWCUploadDocuments	LWCUploadDocuments.pdf	or Attach

Letters of Recommendation

The system pre-populates your Career Services Office if you select same as an LOR source in the 'References' tab in your profile.

To add a second LOR, use the dropdown to add Career Services again or to select self-upload of an LOR.

To have a Reference upload an LOR:

- Check the box next to their name; and
- Update the 'Providing LOR' field to "Yes" if necessary.

A code will be sent to the Reference upon final submission of the application.

Letter of Recommendation documents

1 This Position requires 2 Letters of Recommendation.
 As you are applying to Appellate Judges/Supreme Court Justices, the system will automatically select one Letter of Recommendation (LOR) through your law school's career services during the application process. If your law school will not submit LORs on your behalf, please select a different option.

For your second Letter of Recommendation (LOR) you can opt for either Law School Career Services or upload them yourself or if you prefer to have a reference(someone not from your career services office) submit an LOR on your behalf, please select the appropriate individual from the references section below.

Source of attachment	Source details	Previously Uploaded Document	Attachment
<input type="text" value="Law School Career Sei"/>	The Catholic University of America, Columbus School of Law will upload letters of recommendation on your behalf		
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			

- Select...
- Law School Career Services
- Letter of Recommendation (Upload)

References

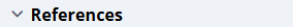
1 You can Select up to 3 References.
 On selecting the Reference, when you select the "Providing LOR = Yes" option, your reference will receive an email with a unique code when you submit your application. This code will enable them to upload a letter of recommendation on your behalf. Or alternatively, you can choose "Providing LOR = No" who will provide only a reference, not a letter of recommendation, for your application.

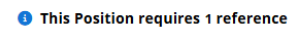
5 row(s) | 1 selected

	Name(FN, LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	
<input checked="" type="checkbox"/>	SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	No	Email	<input type="button" value="Modify"/>
<input type="checkbox"/>	TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	No	Email	<input type="button" value="Modify"/>
<input type="checkbox"/>	EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	Yes	Email	<input type="button" value="Modify"/>

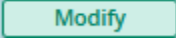
References

1. If a reference is required for the position, tool tip will indicate same.




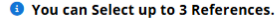


2. To select a Reference, use the check box next to the Reference's name. All References from your 'References' tab display here.

3. Click  to make updates when permitted*.








4. Use the link to add a new Reference.







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


5 row(s) | 1 selected

	Name(FN,LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	
<input checked="" type="checkbox"/>	SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	Yes	Email	
<input type="checkbox"/>	TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	No	Email	
<input type="checkbox"/>	EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	No	Email	
<input type="checkbox"/>	ABIGAIL ALLEN			TEST@EMAIL.COM	(123) 456-7890	No	No	Email and Phone	
<input type="checkbox"/>	CLAUDIA KINCAID	PARTNER	MIRROR MIRROR & WALL	TEST3@MAIL.COM	(123) 456-7890	No	No	Phone	



*References used for submitted applications cannot be modified:




 **Please note you cannot modify this reference (First Name, Last Name, Email, Organization and Title) as your application is under review by the judge.**

Confirmation

To complete your application, you must click on the Confirmation statement.

On this screen you may also:

1. **Save Draft** - the application is saved in your 'My Applications' tile for later completion;
2. **Preview** – displays a read-only view of the application for review before proceeding;
3. **Discard** – the application will be deleted and cannot be recovered; or
4. **Submit** – a confirmation email will be sent to your registered email. After submitting click the  button.

Confirmation

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

1 2 3 4

Save Draft Preview Discard Submit

Save as draft (draft applications are not sent to the judge and no code is sent to LOR providing References):

Save Application

Are you sure you want to save the application? Click 'Yes' to save or 'No' to return to the screen and complete submission.

You can continue the saved application from 'My Applications' tile.

No Yes

Discard:

Discard Application

⚠ Are you sure you want to discard the application?

Click 'Yes' to close the Application or 'No' to return to the screen and Complete your Submission.

No Yes

Submit:

Confirmation

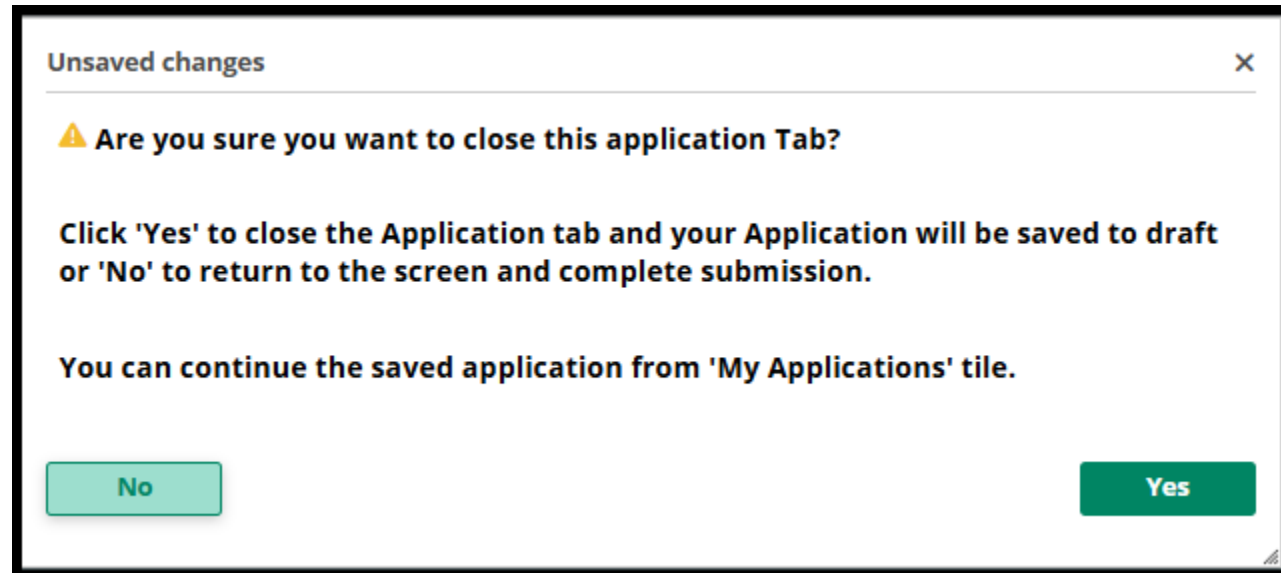
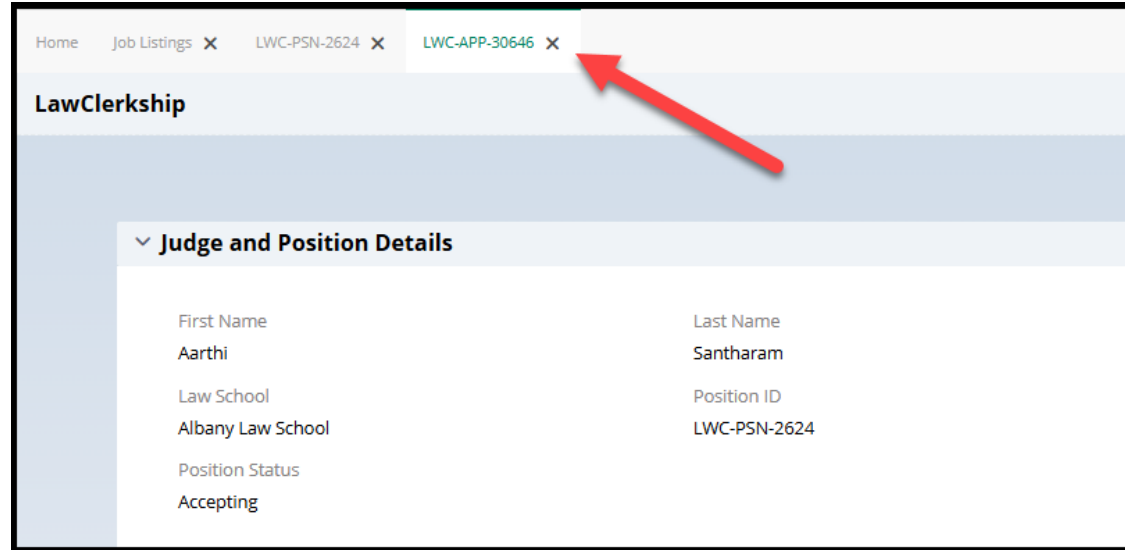
⚠ Are you sure you want to Submit this Application?

Cancel Confirm

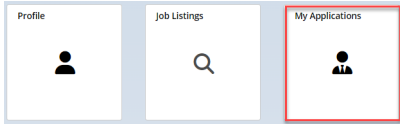
Discarding versus Closing an Application

Selecting **Discard** cancels the application process and it is not saved in your 'My Applications' tile.

Selecting the **X** at the active tab at the top of the page will close the application, but it will be saved in the 'My Applications' tile.



My Applications Tile



All your applications are saved on the My Applications list.

1. **Application ID** – each application started receives a unique ID.
2. **Position ID** – This is the ID of the position in which the application for created for.
3. **Submitted Date** – Final submission date.
4. **Justice/Judge**
5. **Court Type**
6. **Vicinage** – for Superior Court positions.
7. **Position Status** - This will show Accepting or Closed.
8. **Application Status** – Where the application is in the process.
9. **Bulk Apply** – Whether you applied as part of a bulk application (“Yes”) or not (“No”).

My Applications

Select Term *
 2025-2026

12 Total results | Selected | Bulk Withdraw

Group Fields Show/Hide

1	2	3	4	5	6	7	8	9		
Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
<input type="checkbox"/>	LWC-APP-30645	LWC-PSN-2625	04/04/2025	Desiree Kaltz	Appellate Divi...		Accepting	Pending-JudgeReview	--	View
<input type="checkbox"/>	LWC-APP-30646	LWC-PSN-2624	04/04/2025	Aarthi Santharam	Superior Court	Ocean	Accepting	Draft	--	View
<input type="checkbox"/>	LWC-APP-30423	LWC-PSN-2572	03/17/2025	Desiree Kaltz	Appellate Divi...		Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-30440	LWC-PSN-2600	03/18/2025	Pooja Singh	Superior Court	Essex	Accepting	Resolved-Withdrawn	--	View
<input type="checkbox"/>	LWC-APP-30442	LWC-PSN-2586	03/18/2025	Anusha Ananthu	Tax Court		Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-30443	LWC-PSN-2574	03/18/2025	Desiree Kaltz	Appellate Divi...		Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-30444	LWC-PSN-2445	03/18/2025	Eric Dawson	Tax Court		Closed	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-30446	LWC-PSN-2594	03/18/2025	Anusha Ananthu	Tax Court		Accepting	Resolved-Withdrawn	--	View
<input type="checkbox"/>	LWC-APP-30441	LWC-PSN-2592	03/21/2025	Akash Niranjana	Tax Court		Accepting	Resolved-Withdrawn	--	View
<input type="checkbox"/>	LWC-APP-30391	LWC-PSN-2589	03/24/2025	Susan Flynn	Tax Court		Accepting	Pending-JudgeReview	--	View

Refresh Default view >

1 2 Next

Viewing Applications

To open an application from the Applications List click on

[View](#)

Draft applications can be opened and completed from this tile, and they can also be discarded.

[Save Draft](#) [Preview](#) [Discard](#) [Submit](#)

Note:

- **Draft** applications *are not* submitted to or viewable by justices/judges; and
- References do not receive codes for uploading LORs if an application is in Draft status.

My Applications

Select Term *
 2025-2026

2 filtered results | Selected | Bulk Withdraw

Group Fields Show More/Less

Refresh Default view

Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	View
<input type="checkbox"/>	LWC-APP-30646	LWC-PSN-2624	04/04/2025	Aarathi Santharam	Superior Court	Ocean	Accepting	Draft	--	View
<input type="checkbox"/>	LWC-APP-30391	LWC-PSN-2589	04/04/2025	Susan Flynn	Tax Court		Accepting	Pending-JudgeReview	--	View

Application statuses

Pending-JudgeReview	<ul style="list-style-type: none"> • Application in ‘Applications Received’ tab. • Not yet reviewed by the judge or reviewed but not selected for interview.
Pending- Interview	<ul style="list-style-type: none"> • Application in ‘Selected for Interview’ tab. • Judge selected the applicant to be interviewed.
Resolved-Rejected	<ul style="list-style-type: none"> • Application is in the ‘Selected for Interview’ tab. • Judge rejected the applicant.
Pending-AddlDocs	<ul style="list-style-type: none"> • Application is in the ‘Applications Received’ or ‘Selected for Interview’ tab • You have requested additional information from the applicant
Pending- Acceptance	<ul style="list-style-type: none"> • Application in ‘Applicants Selected for Court Term Displayed’ tab. • Judge has sent a tentative offer to the applicant. • Awaiting applicant to accept or decline the offer.
Pending-FinalOffer	<ul style="list-style-type: none"> • Application in ‘Applicants Selected for Court Term Displayed’ tab. • Applicant has accepted the judge’s tentative offer. • Awaiting HR to accept or reject the applicant.
Resolved-Accepted	<ul style="list-style-type: none"> • Application in ‘Applicants Selected for Court Term Displayed’ tab. • HR accepted the applicant.
Resolved-HRRejected	<ul style="list-style-type: none"> • Application in ‘Applicants Selected for Court Term Displayed’ tab. • HR rejected an applicant.
Resolved-Declined	<ul style="list-style-type: none"> • Application in ‘Applicants Selected for Court Term Displayed’ tab. • Applicant declined a tentative offer from the judge.
Resolved-Expired	<ul style="list-style-type: none"> • Application in ‘Applicants Selected for Court Term Displayed’ tab. • Applicant did not take action on a tentative offer within 48 hours and the offer has expired.
Pending-ReOffer	<ul style="list-style-type: none"> • Application in ‘Applicants Selected for Court Term Displayed’ tab. • Applicant reactivated an expired offer. • Judge may choose to re-send a tentative offer.
Resolved-Withdrawn	<ul style="list-style-type: none"> • Applicant has withdrawn their application.
Resolved-Positionclosed	<ul style="list-style-type: none"> • Application is in ‘Applications Received’ tab. • Position has been closed.

Pending Applications

After an application has been submitted, it can be:

1. Viewed;
2. Modified; or
3. Withdrawn.

To check if a Reference has uploaded an LOR, open the application and refer to the 'Letters of Recommendation' section.

NOTE: You will not be able to open LORs uploaded by the law school or a Reference.


Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
<input type="checkbox"/>	LWC-APP-30645	LWC-PSN-2625	04/04/2025	Desiree Kaltz	Appellate Divi...		Accepting	Pending-JudgeReview	--	View ⋮
<input type="checkbox"/>	LWC-APP-30646	LWC-PSN-2624	04/04/2025	Aarthi Santharam	Superior Court	Ocean	Accepting	Draft	--	View ⋮

Letters of Recommendation		
Document name	Document Source	Attachment
Letter of Recommendation	Law School Career Services	LWCUploadDocuments.pdf




Withdrawing Applications

Applications can be withdrawn singly or in bulk.


To **withdraw a single application**, click the ellipsis  and then **Withdraw**.

After confirming, a success message displays and the application status updates to Resolved-Withdrawn.

To **undo the withdrawal**, open the application and click **Undo Withdraw** and proceed through the application to re-submit.

Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
<input type="checkbox"/>	LWC-APP-30645	LWC-PSN-2625	04/04/2025	Desiree Kaltz	Appellate Divi...		Accepting	Pending-JudgeReview	--	View 
<input type="checkbox"/>	LWC-APP-30646	LWC-PSN-2624	04/04/2025	Aarthi Santharam	Superior Court	Ocean	Accepting	Draft	--	View Withdraw

Confirmation ✕

 **Are you sure you want to Withdraw this Application?**

Confirm
Cancel

Your Application has been successfully withdrawn

LWC-APP-30645	LWC-PSN-2625	04/04/2025	Desiree Kaltz	Appellate Divi...	Accepting	Resolved-Withdrawn	--	View
---------------	--------------	------------	---------------	-------------------	-----------	--------------------	----	------

References

Name(FN, LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	Attachment
SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	Yes	Email	--

Close
Undo Withdraw

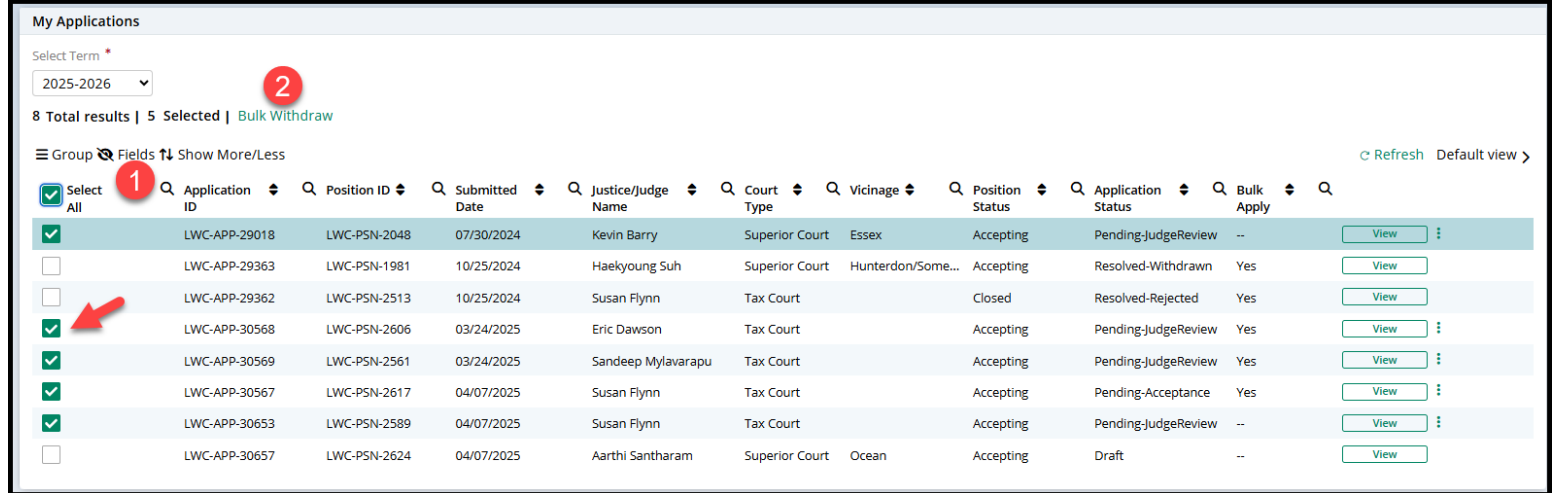
To bulk withdraw multiple applications:

1. Click 'Select All';
2. Select **Bulk Withdraw** ;
3. Confirm;
4. The application statuses will update to 'Resolved-Withdrawn'.

Note:

- Only pending applications are selected for withdrawal;
- Individual applications can be removed from the bulk selection by unclicking the box to the left of the application.

To undo, open the application and select **Undo Withdraw**. There is no bulk "undo" for withdrawn applications.



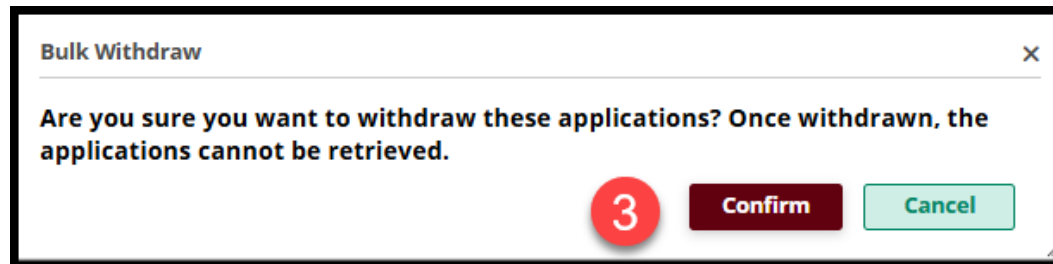
My Applications

Select Term *
 2025-2026

8 Total results | 5 Selected | **Bulk Withdraw**

Group Fields Show More/Less Refresh Default view >

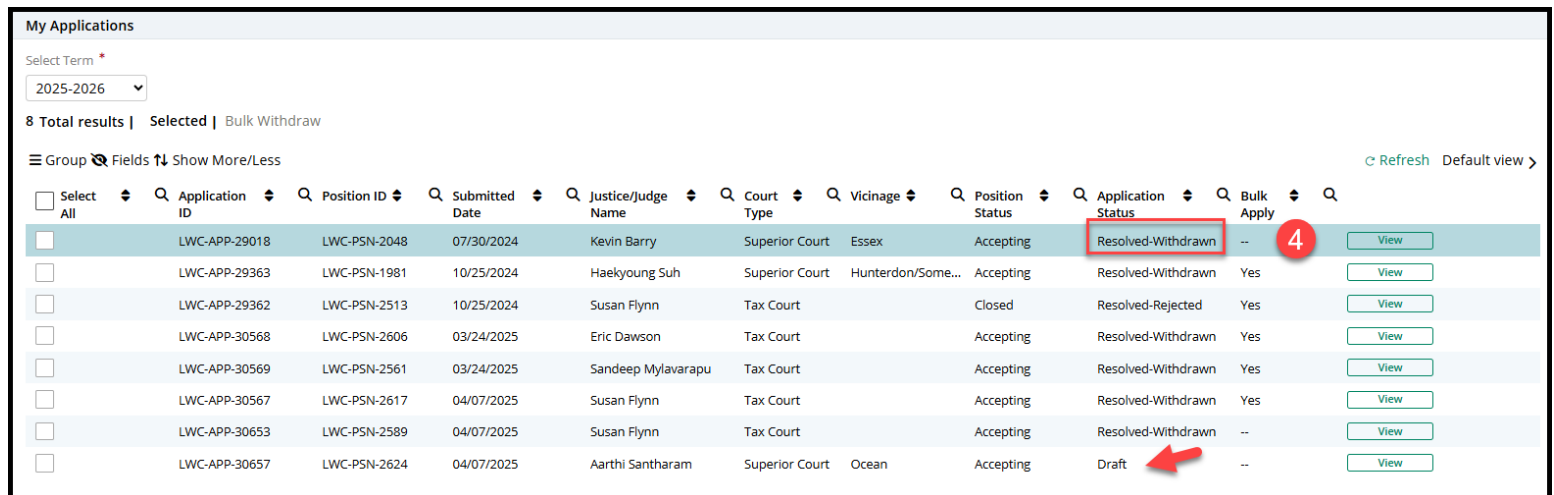
<input checked="" type="checkbox"/> Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
<input checked="" type="checkbox"/>	LWC-APP-29018	LWC-PSN-2048	07/30/2024	Kevin Barry	Superior Court	Essex	Accepting	Pending-JudgeReview	--	View
<input type="checkbox"/>	LWC-APP-29363	LWC-PSN-1981	10/25/2024	Haekyoung Suh	Superior Court	Hunterdon/Some...	Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-29362	LWC-PSN-2513	10/25/2024	Susan Flynn	Tax Court		Closed	Resolved-Rejected	Yes	View
<input checked="" type="checkbox"/>	LWC-APP-30568	LWC-PSN-2606	03/24/2025	Eric Dawson	Tax Court		Accepting	Pending-JudgeReview	Yes	View
<input checked="" type="checkbox"/>	LWC-APP-30569	LWC-PSN-2561	03/24/2025	Sandeep Mylavarapu	Tax Court		Accepting	Pending-JudgeReview	Yes	View
<input checked="" type="checkbox"/>	LWC-APP-30567	LWC-PSN-2617	04/07/2025	Susan Flynn	Tax Court		Accepting	Pending-Acceptance	Yes	View
<input checked="" type="checkbox"/>	LWC-APP-30653	LWC-PSN-2589	04/07/2025	Susan Flynn	Tax Court		Accepting	Pending-JudgeReview	--	View
<input type="checkbox"/>	LWC-APP-30657	LWC-PSN-2624	04/07/2025	Aarthi Santharam	Superior Court	Ocean	Accepting	Draft	--	View



Bulk Withdraw

Are you sure you want to withdraw these applications? Once withdrawn, the applications cannot be retrieved.

3 **Confirm** **Cancel**



My Applications

Select Term *
 2025-2026

8 Total results | Selected | **Bulk Withdraw**

Group Fields Show More/Less Refresh Default view >

<input type="checkbox"/> Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
<input type="checkbox"/>	LWC-APP-29018	LWC-PSN-2048	07/30/2024	Kevin Barry	Superior Court	Essex	Accepting	Resolved-Withdrawn	--	View
<input type="checkbox"/>	LWC-APP-29363	LWC-PSN-1981	10/25/2024	Haekyoung Suh	Superior Court	Hunterdon/Some...	Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-29362	LWC-PSN-2513	10/25/2024	Susan Flynn	Tax Court		Closed	Resolved-Rejected	Yes	View
<input type="checkbox"/>	LWC-APP-30568	LWC-PSN-2606	03/24/2025	Eric Dawson	Tax Court		Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-30569	LWC-PSN-2561	03/24/2025	Sandeep Mylavarapu	Tax Court		Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-30567	LWC-PSN-2617	04/07/2025	Susan Flynn	Tax Court		Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-30653	LWC-PSN-2589	04/07/2025	Susan Flynn	Tax Court		Accepting	Resolved-Withdrawn	--	View
<input type="checkbox"/>	LWC-APP-30657	LWC-PSN-2624	04/07/2025	Aarthi Santharam	Superior Court	Ocean	Accepting	Draft	--	View

Modifying Applications

To modify:

- Click .
- Select .
- Proceed with modifications and re-submit.

LWC-APP-30391 LWC-PSN-2589 03/24/2025 Susan Flynn Tax Court Accepting Pending-JudgeReview --

References

Name(FN,LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	Attachment
SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	Yes	Email	

References

This Position requires 1 reference

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

5 row(s) | 1 selected

Name(FN,LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	
<input checked="" type="checkbox"/> SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	Yes	Email	<input type="button" value="Modify"/>
<input type="checkbox"/> TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	No	Email	<input type="button" value="Modify"/>
<input type="checkbox"/> EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	No	Email	<input type="button" value="Modify"/>

References

This Position requires 1 reference

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

5 row(s) | 1 selected

Name(FN,LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	
<input type="checkbox"/> SASHA SOLOMON	MIRROR MIRROR & WALL	PARTNER	ANY@TEST3.COM	(123) 456-7890	No	No	Email	<input type="button" value="Modify"/>
<input type="checkbox"/> TARA SIMON			SUSAN.FLYNN@NJCOURTS.GOV	(999) 888-7654	No	No	Email	<input type="button" value="Modify"/>
<input checked="" type="checkbox"/> EDUARDO CORROCHIO			ANY4@TEST.COM	(123) 456-7890	No	Yes	Email	<input type="button" value="Modify"/>
<input type="checkbox"/> ABIGAIL ALLEN			TEST@EMAIL.COM	(123) 456-7890	No	No	Email and Phone	<input type="button" value="Modify"/>
<input type="checkbox"/> CLAUDIA KINCAID	PARTNER	MIRROR MIRROR & WALL	TEST3@MAIL.COM	(123) 456-7890	No	No	Phone	<input type="button" value="Modify"/>

[+ Add References](#)

Confirmation

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

Accept/Decline an Offer

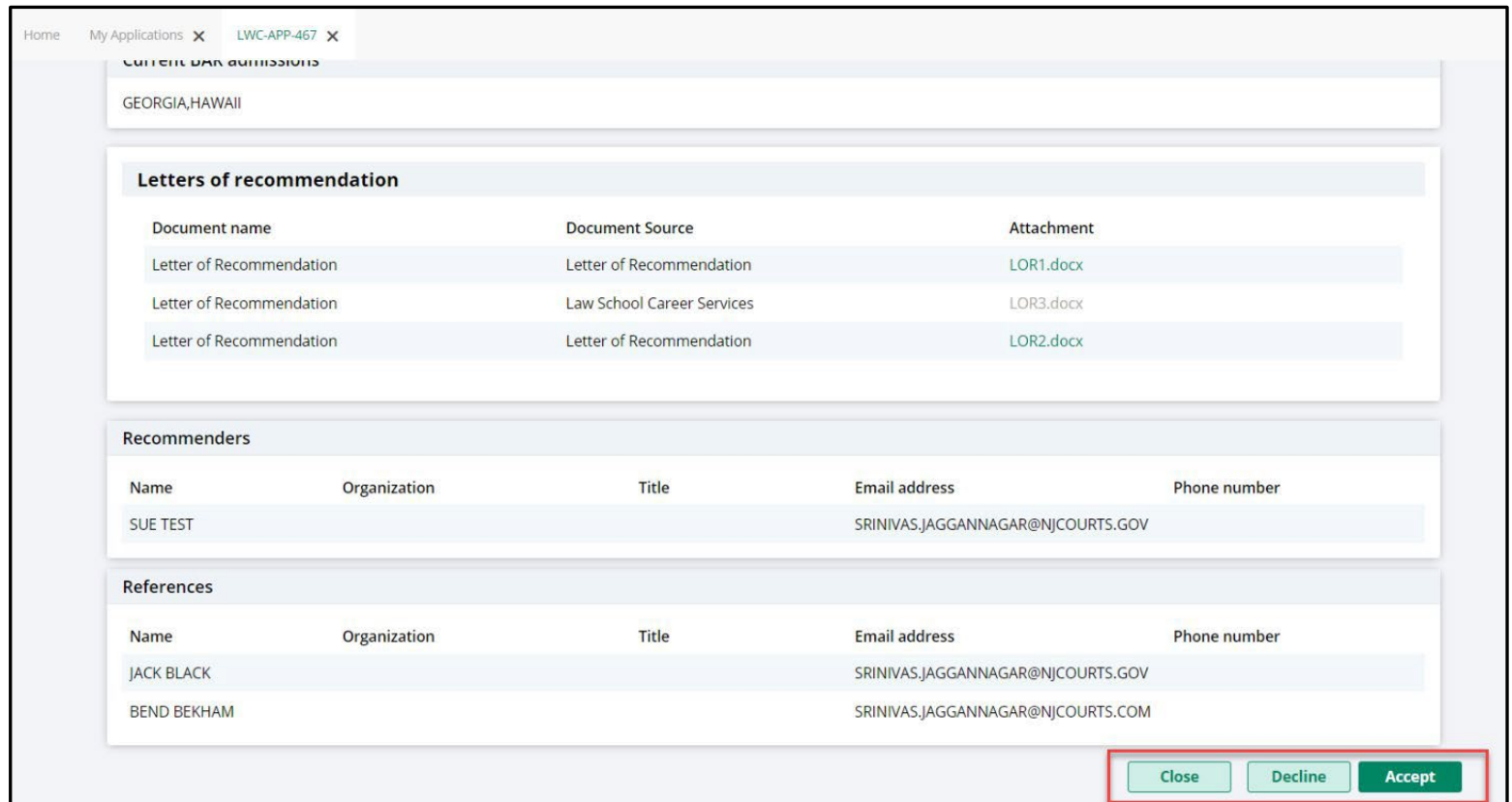
When you have been extended an offer, the judge may contact you outside the system. They will also send the offer via the portal.

When the judge sends a tentative offer in the system, an email will be sent to your listed email address.

You must Accept or Decline the offer in the system.

If a judge sends you a tentative offer, you **must accept or decline within 48 hours** or the offer will expire.

If you accept a tentative offer, your **Applicant status changes to "Not Available"** and you will not be able to receive or accept other offers.



Home My Applications x LWC-APP-467 x

CURRENT LAW ADMISSIONS

GEORGIA,HAWAII

Letters of recommendation

Document name	Document Source	Attachment
Letter of Recommendation	Letter of Recommendation	LOR1.docx
Letter of Recommendation	Law School Career Services	LOR3.docx
Letter of Recommendation	Letter of Recommendation	LOR2.docx

Recommenders

Name	Organization	Title	Email address	Phone number
SUE TEST			SRINIVAS.JAGGANNAGAR@NJCOURTS.GOV	

References

Name	Organization	Title	Email address	Phone number
JACK BLACK			SRINIVAS.JAGGANNAGAR@NJCOURTS.GOV	
BEND BEKHAM			SRINIVAS.JAGGANNAGAR@NJCOURTS.COM	

Close Decline Accept

Reactivating An Expired Offer

To reactivate an expired offer:

1. From 'My Applications' click **View**.
2. On the bottom of the screen, select **Reactivate**.
3. Confirm in the pop-up.
4. A success message displays and the application status updates to 'Pending-Reoffer'.

If the judge chooses to re-offer the position to you, you will receive an email.

The judge is not required to re-offer the position.

My Applications

Select Term *
 2025-2026

3 row(s)

Group Fields Show More/Less Refresh Default view >

Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	County	Position Status	Application Status	
LWC-APP-28636	LWC-PSN-1941	06/06/2024	Susan Flynn	Superior Court	HUNTERDON	Closed	Resolved-Withdrawn	View
LWC-APP-28637	LWC-PSN-1943	07/01/2024	Akash Niranjana	Supreme Court	MORRIS	Accepting	Pending-JudgeReview	View 1
LWC-APP-28688	LWC-PSN-2364	07/15/2024	Susan Flynn	Appellate Division	HUNTERDON	Accepting	Resolved-Expired	View

References

Name	Organization	Title	Email address	Phone number
JOHN SMITHSON	NEW PHARMA	CFO	SM@TEST.COM	

Close **Reactivate** **2**

Confirmation [X]

⚠ Reactivating an expired offer will send the request for review.

Are you sure you want to reactivate the expired offer?

Cancel **Confirm** **3**

4

Reactivation request submitted successfully.

Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	County	Position Status	Application Status
LWC-APP-28636	LWC-PSN-1941	06/06/2024	Susan Flynn	Superior Court	HUNTERDON	Closed	Resolved-Withdrawn
LWC-APP-28637	LWC-PSN-1943	07/01/2024	Akash Niranjana	Supreme Court	MORRIS	Accepting	Pending-JudgeReview
LWC-APP-28688	LWC-PSN-2364	07/18/2024	Susan Flynn	Appellate Division	HUNTERDON	Accepting	Pending-ReOffer

Responding to a Request for Additional Information

Judges can request additional information via the system.

You will receive an email notification.

1. Log in to 'My Applications'; the application status will be 'Pending-Additional Docs';

2. Click [Modify](#);

3. The requested information displays;

My Applications

Select Term *
 2025-2026

7 Total results | Selected | Bulk Withdraw

Group Fields Show More/Less Refresh Default view >

Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
<input type="checkbox"/>	LWC-APP-29018	LWC-PSN-2048	07/30/2024	Kevin Barry	Superior Court	Essex	Accepting	Pending-JudgeReview	--	View
<input type="checkbox"/>	LWC-APP-29363	LWC-PSN-1981	10/25/2024	Haekyoung Suh	Superior Court	Hunterdon/Some...	Accepting	Resolved-Withdrawn	Yes	View
<input type="checkbox"/>	LWC-APP-29362	LWC-PSN-2513	10/25/2024	Susan Flynn	Tax Court		Closed	Resolved-Rejected	Yes	View
<input type="checkbox"/>	LWC-APP-30568	LWC-PSN-2606	03/24/2025	Eric Dawson	Tax Court		Accepting	Pending-JudgeReview	Yes	View
<input type="checkbox"/>	LWC-APP-30569	LWC-PSN-2561	03/24/2025	Sandeep Mylavarapu	Tax Court		Accepting	Pending-JudgeReview	Yes	View
<input type="checkbox"/>	LWC-APP-30567	LWC-PSN-2617	04/07/2025	Susan Flynn	Tax Court		Accepting	Pending-Acceptance	Yes	View
<input type="checkbox"/>	LWC-APP-30653	LWC-PSN-2589	04/07/2025	Susan Flynn	Tax Court		Accepting	Pending-AdditionalD...	--	View

References


Name(FN, LN)	Organization	Title	Email address	Phone number	Faculty	Providing LOR	Pref. Contact	Attachment
SASHA SOLOMON	LARGE FIRM	PARTNER	FIRM@TEST.GOV			No		

[Close](#) [Modify](#)

Judge Requested Additional Documents

Document types	Total Count/Type
Additional - Writing Sample	max 2 pages
Other	LOR

Judge's Comments: LOR from Career Services

4. Upload additional documents or add a Reference, as required;
5. Click  ;
6. The application status returns to 'Pending-JudgeReview'.

Documents

Select documents you have uploaded in Document Preferences or upload a new file for the below categories specific to this position.
 Each document must be in PDF (.pdf) or Microsoft Word (.doc) format and cannot exceed 5MB.

***Required**

Document Type	Document description	Previously Uploaded Document	Attachment
Cover Letter *	LWCUploadCoverLtr	LWCUploadCoverLtr.pdf	or <input type="button" value="Attach"/>
Resume *	LWCUploadResume	LWCUploadResume.pdf	or <input type="button" value="Attach"/>
Law Transcript (Graduate) *	LWCUploadTranscript1	LWCUploadTranscript1.pdf	or <input type="button" value="Attach"/>
Writing Sample *	LWCUploadWritingSample	LWCUploadWritingSample.pdf	or <input type="button" value="Attach"/>
Additional - Writing Sample *	Additional - Writing Sample	Select...	or <input type="button" value="Attach"/>

Confirmation

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

My Applications

Select Term *
 2025-2026

7 Total results | Selected | Bulk Withdraw

Group Fields Show More/Less Refresh Default view >

Select All	Application ID	Position ID	Submitted Date	Justice/Judge Name	Court Type	Vicinage	Position Status	Application Status	Bulk Apply	
<input type="checkbox"/>	LWC-APP-29018	LWC-PSN-2048	07/30/2024	Kevin Barry	Superior Court	Essex	Accepting	Pending-JudgeReview	--	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-APP-29363	LWC-PSN-1981	10/25/2024	Haekyoung Suh	Superior Court	Hunterdon/Some...	Accepting	Resolved-Withdrawn	Yes	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-APP-29362	LWC-PSN-2513	10/25/2024	Susan Flynn	Tax Court		Closed	Resolved-Rejected	Yes	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-APP-30568	LWC-PSN-2606	03/24/2025	Eric Dawson	Tax Court		Accepting	Pending-JudgeReview	Yes	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-APP-30569	LWC-PSN-2561	03/24/2025	Sandeep Mylavarapu	Tax Court		Accepting	Pending-JudgeReview	Yes	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-APP-30567	LWC-PSN-2617	04/07/2025	Susan Flynn	Tax Court		Accepting	Pending-Acceptance	Yes	<input type="button" value="View"/>
<input type="checkbox"/>	LWC-APP-30653	LWC-PSN-2589	04/07/2025	Susan Flynn	Tax Court		Accepting	Pending-JudgeReview	--	<input type="button" value="View"/>

System Notifications

The system will send emails to the email entered in your profile at various times throughout the process.

Emails

1. Upon submission of an application;
2. When a judge intends to invite you to interview;
3. If a judge requests additional information from you;
4. If a judge makes a tentative offer or re-offer;
5. When an LOR has been uploaded to your application;
6. If a judge would like you to apply to a position; and
7. When you withdraw an application.

Sample:

The emails will be from LawClerkShipDontreply.

----- Forwarded message -----
From: **LawClerkShipDontreply** <ClerkshipDNR.mbx@njjudlab.njcourts.gov>
Date: Fri, May 17, 2024, 9:00 AM
Subject: You Have Been Selected for an Interview for LWC-PSN-274
To: <moonlightinghero@gmail.com>, <ClerkshipDNR.mbx@njjudlab.njcourts.gov>

Dear akash niranjan,

You are receiving this email because Justice/Judge Akash Niranjan has selected you for an interview for LWC-PSN-274.

The judge's chambers will be reaching out to you to schedule the interview. Please make all efforts to respond promptly when contacted.

Please do not respond to this email. If you have questions, please contact LawClerkFAQ@njcourts.gov.

Thank you,
NJ Courts