



TO: Law Students and Graduates

FROM: Kimberly B. Douglas, Esq., EEO/AA Unit

SUBJECT: Judicial Clerkships with the New Jersey Judiciary

DATE: September 2009

The New Jersey Judiciary seeks recent law school graduates to fill approximately **480** one-year judicial clerkships that will commence September 2010 and end August 2011.

REQUIREMENTS

Recent graduate of an American Bar Association approved law school (J.D. or LL.M.). U.S. Citizenship, New Jersey Bar membership and New Jersey residency are **not** requirements. Excellent writing and analytical skills are essential.

DESCRIPTION

Law clerks who serve in the Supreme Court, Appellate Division and Tax Court perform a substantial amount of legal research and prepare extensive memoranda; assist judges in processing emergent motion applications; proofread published opinions in the advance sheets; and maintain chambers' libraries. Trial Court law clerks perform legal research; make recommendations to judges regarding dispositions of motions, both verbally and via written bench memoranda; draft, edit and proofread legal correspondence; maintain chambers' libraries; attend and assist with case conferences, motion hearings, trials; and mediate small claims cases. Law clerks to Assignment Judges handle the same work as other trial court law clerks but also assist in processing emergent matters and may assist in vicinage administration.

NUMBER OF VACANCIES AND SALARIES

		<u>Salary</u>
Supreme Court	23	\$55,427
Appellate Division	51	\$50,607
Assignment Judges (Trial Court)	22	\$46,390
Superior Court (Trial Court)	377	
Law Division: <i>Criminal</i>		\$42,172
<i>and Civil</i>		\$42,172
Chancery Div.: <i>General Equity</i>		\$46,390
<i>and Family</i>		\$42,172
Tax Court	<u>7</u>	\$42,172
Total Clerkships	480	

HOW TO APPLY

There are two ways to apply for a clerkship. Because judges may prefer to utilize one or both of the application methods to identify interview candidates, **all are *strongly encouraged to apply both ways***. It is highly recommended that candidates apply early in the process to increase the likelihood of securing interviews. Please be aware that the Supreme and Appellate Court judges, and a large number of trial court judges, select law clerks early during September through November of the year preceding the clerkship term.

- 1. Apply directly to individual Justices and Judges.** Send a cover letter and resume to the Justices' or Judges' chambers. You may also include a transcript, writing sample, and/or letters of recommendation/list of references, or state that these will be provided upon request. (Recommend sending these additional documents with initial application packet for at least the higher level courts).

The cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position. Although GPA and class rank are important, Justices and Judges consider other factors in the hiring process to recognize particular strengths and qualities.

Our website, www.njcourts.com/lawclerks/index.htm, has the most up to date information for preparing direct application materials (including judicial court/county assignments and chambers addresses). For additional resources included in our judicial clerkship packet, send your postal mailing address to kimberly.douglas@judiciary.state.nj.us. Resources not available on the web include:

- *New Jersey Courts Guide to the Judicial Process brochure*
- *Directory of Minority Judges*
- *Articles on Clerking*

- 2. Also send a copy of a cover letter and resume with law school graduation month/year (do not send a writing sample, transcripts, or references) for inclusion in the centralized resume book distribution to the following email address: Lawclerkresumes.mailbox@judiciary.state.nj.us**

Please note that the cover letter and resume will be forwarded to all Justices and Judges as follows:

<i>Submit Cover Letter and Resume by Dates Below</i>	<i>For Inclusion in Resume Booklet Sent to Justices and Judges</i>
September 11, 2009	October 2009
December 24, 2009	January 2010

You must re-submit your credentials for inclusion in each distribution. The cover letter should be formal but addressed generally (i.e. "Dear Your Honor") because both the cover letter and resume will be duplicated and sent to all Justices and Judges throughout the State who have an appointment to make. Specify court, division and county preferences if applicable.

OTHER INFORMATION

It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the clerkship term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

The New Jersey Judiciary is an Equal Opportunity/Affirmative Action employer; minorities, women, individuals with disabilities and other protected class members are encouraged to apply. We appreciate your referrals for our judicial clerkships. Any questions may be directed to Kimberly B. Douglas, Esq. at (609) 984-9361 or kimberly.douglas@judiciary.state.nj.us.