

**ADMINISTRATIVE OFFICE OF THE COURTS
STATE OF NEW JERSEY**

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ACTING ADMINISTRATIVE DIRECTOR OF THE
COURTS



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TO: Law Students and Graduates, Law Student Associations, Law School Career Placement Officials, Judicial Clerkship Faculty Advisors, Law School Professors or Other Legal Contacts

FROM: Gurpreet M. Singh, Esq., Affirmative Action Officer

SUBJECT: Judicial Clerkships With The New Jersey Judiciary for the 2007-2008 Court Term

DATE: April, 2006

I am pleased to inform you that the New Jersey Judiciary is recruiting to fill approximately **480** judicial clerkships for the 2007-2008 Court Year. Judicial clerkships are one-year appointments commencing September 1st and ending August 31st of each year and are located throughout the State at the following Court levels:

NUMBER OF VACANCIES AND SALARIES

	2007-2008	
	<u>Court Year</u>	<u>Salary</u>
Supreme Court	23	\$51,493.00
Appellate Division	51	\$47,015.00
Assignment Judges	22	\$43,097.00
Superior Court (Trial Court)	377	
(Law Division: <i>Criminal and Civil</i>		\$39,179.00
and Chancery: <i>General Equity and</i>		\$43,097.00
<i>Family)</i>		\$39,179.00
Tax Court	<u>7</u>	\$39,179.00
Total Clerkships	480	

REQUIREMENTS:

Non-practicing law graduates of an American Bar Association approved law school at the time of law clerk appointment. Membership to the New Jersey Bar and New Jersey residency are **not** requirements. Selected candidates will be required to provide an official, final law school transcript at the time of hire.

DESCRIPTION

Law clerks who serve in the Supreme Court, Appellate Division, Superior Court and Tax Court perform a substantial amount of legal research and prepare memoranda; assist judges in processing emergent motion applications; proofread published opinions in the advance sheets; and maintain chambers' libraries. Excellent writing and analytical skills are required. 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. Trial Court law clerks may perform legal research; draft, edit and proofread legal correspondence; maintain judges' libraries; handle document assembling; attend conferences with attorneys and judges; be trained in mediation and mediate small claims cases.

HOW TO APPLY: There are two ways to apply for a clerkship. We strongly encourage law students to apply both ways.

1. Send a strong detailed cover letter along with your resume (do not send a writing sample, transcripts, or references) for inclusion in the resume distribution to the Justices and Judges to:

Sindy Odas (#06-37)
Judiciary Human Resources Division
Richard J. Hughes Justice Complex
P. O. Box 989
Trenton, New Jersey, 08625-0989
OR

Lawclerkresumes.mailbox@judiciary.state.nj.us

Please note that the cover letter and resume will be forwarded to Justices and Judges according to the following schedule.

Distribution of Resumes to Justices and Judges

<i>Submit Cover Letter and Resume by dates below</i>	<i>For Inclusion in Resume Booklet Sent to Justice and Judges</i>
Now through May 19, 2006	June 2006
June through July 14, 2006	August 2006
August through September 29, 2006	October 2006
October through December 29, 2006	January 2007

The cover letter should be formal, because both the cover letter and resume will be duplicated as is and sent to all Justices and Judges throughout the State who have an appointment to make. Applicants may specify their preference of court, division and county in New Jersey in which they would like to serve a clerkship. Applicants should be aware that the Supreme and Appellate Courts usually select their law clerks early during September through November of the year preceding the court term.

Applicants should tailor their cover letter and resume emphasizing skills (legal research, writing, analytical and communication skills...) as well as past work experience (prior legal experience) that relates directly to the law clerk position. Writing samples, transcripts and references should not be submitted at this time however, they may be required prior to an interview. Although GPA and class rank are important, Justices and Judges consider other factors in the hiring process to recognize the particular strengths and qualities of the applicant.

2. Applicants may also apply directly to individual justices and judges. Applicants may send a strong detailed cover letter and resume (with J.D. month/year) to justices and judges beginning in early September of the applicant's third year of law school to increase the likelihood of being called for an interview. Attached is a listing of judges as well as the assignment order of the Superior Court Trial Judges.

Enclosed is the following information:

- Job Vacancy Notice for Judiciary Law Clerk Court Year 2007-2008 (Announcement #06-37) dated, March 17, 2006
- Assignment Order of Superior Court Trial Judges (By County and Division) – October 2005
- National Association for Law Placement Form 2007-2008
- New Jersey Judiciary Law Clerk Recruitment – Justices and Judges listing – March 2006
- Directory of Minority Judges in the Judiciary of the State of New Jersey – Supreme Court, Appellate Division, Trial Court Levels and Tax Court
- "The New Jersey Courts – A Guide to the Judicial Process"
- Selected Articles
- Fact Sheet on Judicial Clerkships – April 2006

The New Jersey Judiciary is an equal opportunity/affirmative action employer. We appreciate your referrals for our judicial clerkships. Questions may be directed to (609) 633-6537 or (609) 292-2196 or gurpreet.singh@judiciary.state.nj.us. Our TDD number is (609) 633-6537. The Judiciary website is www.judiciary.state.nj.us.