

Jason J. Corter
Trial Court Administrator

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EEO/AA Officer

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TO: Law Students and Recent Graduates

FROM: Elena R. Flynn, Cumberland/Gloucester/Salem Vicinage EEO/AA Officer

SUBJECT: Judicial Clerkships with the Superior Court of New Jersey, Vicinage 15 (Cumberland/Gloucester/Salem Counties)

DATE: January 26, 2021

The Superior Court of New Jersey, Vicinage 15 (Cumberland/Gloucester/Salem Counties) is seeking upcoming and recent law school graduates to fill one-year judicial clerkships commencing August 25, 2021 and ending August 31, 2022. Approximately 480 positions are filled annually. At this time, the following trial court judges are seeking judicial law clerks:

M. Christine Allen-Jackson, JSC, Gloucester Criminal
Mark Cimino, JTC, Cumberland Civil
Colleen A. Maier, JSC, Cumberland Family
Gary D. Wodlinger, JSC, Cumberland Family

DESCRIPTION

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.

Salaries listed are based on a 53-week court term. The salaries for the 2021-2022 Court Term are to be determined based on funding availability.

Superior Court Assignment Judge	\$55,984
Superior Court Chancery Division, General Equity	\$55,984
Superior Court Chancery Division, Family	\$51,574
Superior Court Law Division (Civil and Criminal)	\$51,574
Tax Court	\$51,574

QUALIFICATIONS



Graduation from an American Bar Association approved law school (J.D. or LL.M.) within four years of the start of the clerkship term is required. U.S. Citizenship, New Jersey Bar membership and New Jersey residency are **not** required. Selected candidates will be required to provide an official, final law school transcript, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

HOW TO APPLY

The first step of the application process is determining to which justices or judges you wish to apply. Visit the Law Clerk Web Page at www.njcourts.gov/public/lawclerks.html to view judicial assignments by court and geographic location.

Applicants may apply directly to justices or judges through the Judiciary's web-based portal. Applicants will be contacted directly by the justices or judges for interviews.

To apply for a clerkship, please click [here](#).

The portal contains descriptions of the work performed by justices and judges, as well as judicial profiles and clerkship availability information for the upcoming term. Judges will indicate what application materials should be submitted.

For those judges not utilizing the portal, applicants may send a cover letter and resume directly to the judges' chambers. Applicants may also include a transcript, writing sample, and/or letters of recommendation/list of references, or state that these will be provided upon request. Current mailing addresses can be found at the Law Clerk Web Page ("Judges Chambers Listing").

Law clerk recruitment for the 2021-2022 term began in June 2020. A limited number of positions are still available. It is highly recommended that applicants apply as soon as possible. When preparing application materials, 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 is important, judges consider other factors when evaluating applications. It is recommended that applications be tailored to the particular judge to which one is applying, for example when applying to a criminal law judge, stressing your interest, course work, good grades, work or internship experience in criminal law. NJ Judiciary law clerks do not have to pass the NJ bar exam, take the NJ bar exam or be a NJ resident.

To learn more from judges and law clerks about judicial clerkships, we encourage you to [Watch our law clerk video series](#) or check out the [law clerk quick reference card](#).

QUESTIONS?

Any questions about the application process may be directed to Kimberly Douglas, Esq., AOC Affirmative Action Officer at (609) 815-2915 ext 54512 or kimberly.douglas@njcourts.gov or to Elena R. Flynn, Cumberland/Gloucester/Salem EEO/AA Officer at (856) 878-5050 ext. 15187 or elena.flynn@njcourts.gov.

The New Jersey Judiciary is an Equal Employment Opportunity/Affirmative Action employer committed to ensuring an open door to justice. We appreciate your referrals for our judicial clerkships.

