



**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEW JERSEY  
FEDERAL JUDICIAL LAW CLERK**



**EDUCATIONAL REQUIREMENTS:**

At the time of the appointment, the applicant must be a law school graduate, possess superior legal research and writing skills, and be proficient in computer-assisted research. WordPerfect, Lotus Notes and Westlaw experience is required.

To qualify for entry level law clerk position, an individual must have one year of legal work experience after graduation from law school. (Also review Educational Substitutions)

**Educational Substitutions for Legal Work Experience**

Graduation (or certification as having completed all law school studies and requirements and merely awaiting conferment of degree) and a standing within the upper third of the class from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an LLM degree; or demonstrated proficiency in legal studies which, in the opinion of the appointing judge, is the equivalent of the above, is considered qualifying for an entry level position.

***The following are examples of criteria which are considered to be acceptable as equivalent:***

- Publication of a noteworthy article in a law school student publication or other scholarly publication; or
- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif; or
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; or
- Participation in the legal aid or other law school clinical program sanctioned by the law school\*; or
- Summer experience as a law clerk to a state or local judge or law clerk experience on a continuous basis (either full or part-time) in a private firm while attending school, i.e., "working the way through college".\*

\*In order to receive credit, participation and experience could not have been for academic credit.

**Crediting of Bar Examination Preparation Course**

In crediting work experience subsequent to graduation from law school, it is the practice of the Judiciary when so informed, to count as work experience courses required of recent graduates for purposes of passing the bar examination, if a separate examination in addition to completion of law school is required by the state. The time credited is either the actual duration of the bar examination preparatory course or a maximum of six weeks, whichever is less. This credit presumes full-time study in such a preparatory course. Part-time study while engaged in full-time employment is not counted. In crediting the six weeks or less, the maximum allowable credit may not always be realized if the time falls between pay periods, since pay increases are effective at the beginning of the next pay period after the Administrative Office is informed that the candidate has met the eligibility criteria.