

INSTRUCTIONS FOR USING THE LAW CLERK RESUME REPOSITORY

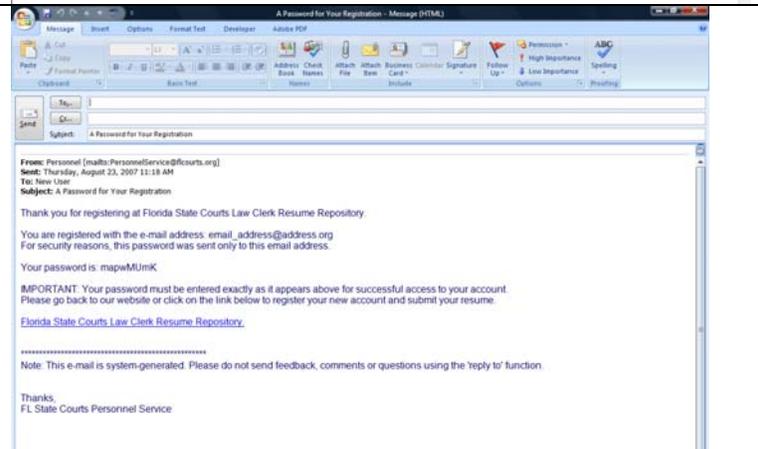
STEP #1: GETTING STARTED

1. Open your internet browser and go to the Florida State Courts Law Clerk Resume Repository Home Page.
<http://lawclerk.flcourts.org>
2. If you are a new user, proceed to Step #2.
3. If you are a returning user but have forgotten your password, proceed to Step #3.
4. If you are already registered and have your password, proceed to Step #4.
5. If you are already registered and have your password but would like to change your password, proceed to Step #5.

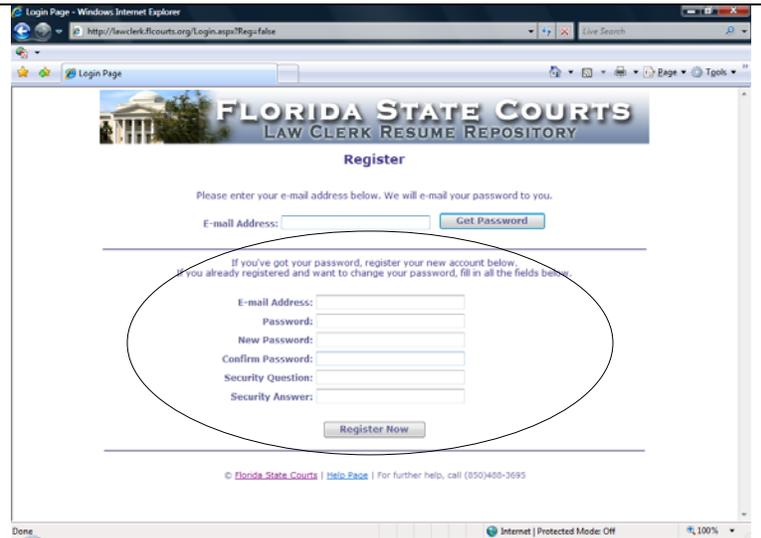


STEP #2: REGISTER

1. Click **Sign up new account**, which will take you to the page on the right.
 2. Enter your e-mail address in the top section.
 3. Click **Get Password**.
 4. Close your internet browser.
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5. You will receive an e-mail from Personnel Services containing a temporary password.
Note: Your password must be entered exactly as it appears in the e-mail for successful access to your account.
 6. Click on the link at the bottom of the e-mail message, which will take you back to the "Register" page.



7. In the **E-mail Address** box, type your e-mail address.
8. In the **Password** box, type the temporary password you received in the e-mail message.
Note: Enter the password exactly as it appears in the e-mail for successful access to your account.
9. In the **New Password** box, type a new password of your choosing.
10. In the **Confirm Password** box, re-type your new password to confirm.
11. In the **Security Question** box, type a security question that will be used to retrieve your password should you forget it.
12. In the **Security Answer** box, type the answer to your security question.
13. Click **Register Now** and proceed to Step #6.

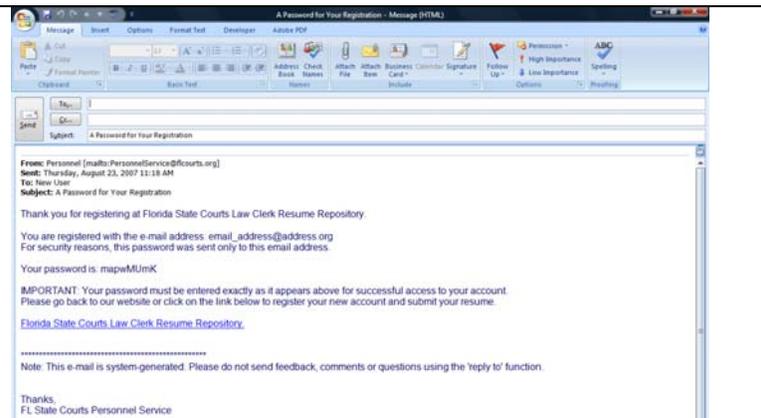


STEP #3: FORGOT YOUR PASSWORD

1. Click **Retrieve Password**, which will take you to the page on the right.
2. In the **E-mail Address** box, type your e-mail address.
3. Click the **Tab** button or move your cursor to the **Security Answer** box, and your chosen security question will automatically appear in the **Security Question** box.
4. In the **Security Answer** box, type the answer to your security question.
5. Click **Retrieve Password**.
6. Close your internet browser.



7. You will receive an e-mail from Personnel Services containing your password.
8. Click on the link at the bottom of the e-mail message, which will take you back to the "Log In" page.

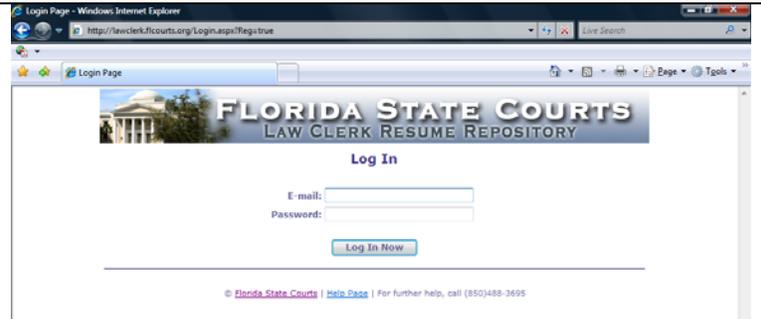


9. In the **E-Mail** box, type your e-mail address.
10. In the **Password** box, type your password which was sent to your e-mail from Personnel Services.
Note: Your password must be entered exactly as it appears in the e-mail for successful access to your account.
11. Click **Log In Now**. If you have already successfully completed and submitted your contact information, proceed to Step #9; otherwise, proceed to Step #6.



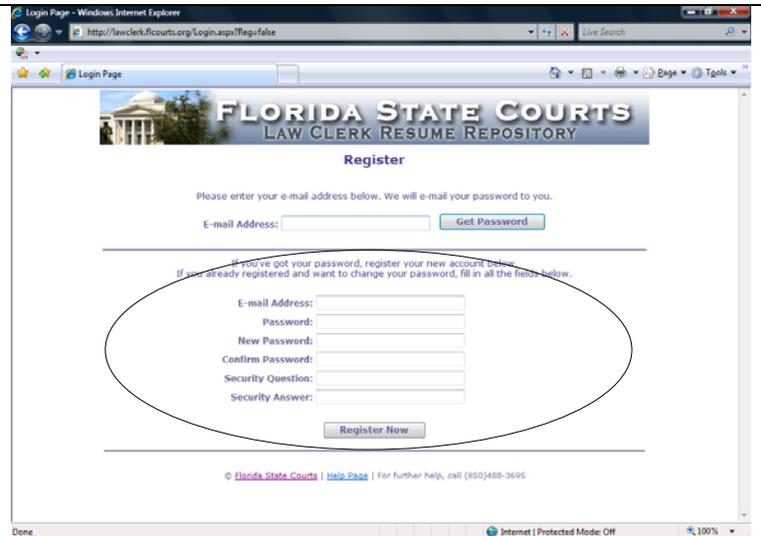
STEP #4: ALREADY REGISTERED

1. Click **Login here**, which will take you to the page on the right.
2. In the **E-Mail** box, type your e-mail address.
3. In the **Password** box, type your password.
4. Click **Log In Now**. If you have already successfully completed and submitted your contact information, proceed to Step #9; otherwise, proceed to Step #6.



STEP #5: CHANGE YOUR PASSWORD

1. Click **Sign up new account**, which will take you to the page on the right.
2. In the **E-mail Address** box, type your e-mail address.
3. In the **Password** box, type your current password.
4. In the **New Password** box, type a new password of your choosing.
5. In the **Confirm Password** box, re-type your new password to confirm.
6. In the **Security Question** box, re-type your previous security question or create a new security question. This will be used to retrieve your password should you forget it.
7. In the **Security Answer** box, type the answer to your security question.
8. Click **Register Now**. If you have already successfully completed and submitted your contact information, proceed to Step #9; otherwise, proceed to Step #6.



STEP #6: YOUR CONTACT INFORMATION PAGE

1. Fill out the top portion with your contact information.

Note: Your e-mail address will automatically pre-fill in the appropriate field. The following fields must be completed to submit your information:

- A. First Name
- B. Last Name
- C. Your Mailing Address
- D. City
- E. State
- F. Zip Code

INSTRUCTIONS:
AN APPLICANT SHOULD SUBMIT HER/HIS PERSONAL CONTACT INFORMATION BEFORE SUBMITTING A RESUME.

HOW DO WE CONTACT YOU?

Your Name: First Name: Last Name:

Email: your_e-mail@address.org

Your Mailing Address: 111 Main Street

City: Tallahassee County: LEON State: FL Zip Code: 32399

Home Phone: 555-555-5555 Business Phone: 555-555-5551 Cell Phone: 555-555-5552

Choose the Court(s) You Prefer to Work In:

All Courts Statewide All District Courts of Appeal (DCA)
 Florida Supreme Court only Any Circuit Court

1 Region All courts Florida Supreme Court 1st DCA
Circuit Court: All 1st 2nd 3rd 4th 8th 14th

2 Region All courts 2nd DCA
Circuit Court: All 4th 10th 12th 13th 20th

3 Region All courts 3rd DCA
Circuit Court: All 11th 16th

4 Region All courts 4th DCA
Circuit Court: All 15th 17th 19th

5 Region All courts 5th DCA
Circuit Court: All 5th 7th 9th 18th

Submit and go to next page

2. Although it is not required, it is recommended that you choose the court(s) you prefer to work in prior to clicking **Submit and go to next page**. Proceed to Step #7.

Note: Your information will not be saved until you click the "Submit and go to next page" button. If you close your internet browser or your session expires prior to you submitting this information, you will need to re-enter the information the next time you log into the system.

INSTRUCTIONS:
AN APPLICANT SHOULD SUBMIT HER/HIS PERSONAL CONTACT INFORMATION BEFORE SUBMITTING A RESUME.

HOW DO WE CONTACT YOU?

Your Name: First Name: Last Name:

Email: your_e-mail@address.org

Your Mailing Address: 111 Main Street

City: Tallahassee County: LEON State: FL Zip Code: 32399

Home Phone: 555-555-5555 Business Phone: 555-555-5551 Cell Phone: 555-555-5552

Choose the Court(s) You Prefer to Work In:

All Courts Statewide All District Courts of Appeal (DCA)
 Florida Supreme Court only Any Circuit Court

1 Region All courts Florida Supreme Court 1st DCA
Circuit Court: All 1st 2nd 3rd 4th 8th 14th

2 Region All courts 2nd DCA
Circuit Court: All 4th 10th 12th 13th 20th

3 Region All courts 3rd DCA
Circuit Court: All 11th 16th

4 Region All courts 4th DCA
Circuit Court: All 15th 17th 19th

5 Region All courts 5th DCA
Circuit Court: All 5th 7th 9th 18th

Submit and go to next page

STEP #7: CHOOSE THE COURT(S) YOU PREFER TO WORK IN

1. You can choose your court(s) in three different ways:
 - A. Check a box or boxes in the top section and the check boxes in the bottom section will automatically pre-fill depending on your selection. For example, if you select **All Courts Statewide**, you will see check marks in all of the boxes in the second section.
 - B. You can select specific courts by region, by DCA, or by individual circuit courts using the second section. For example, if you prefer to work in the 2nd Circuit, the 11th Circuit, or the Florida Supreme Court, you would make your selections by clicking each appropriate court in this section.
 - C. You can click one or more regions on the map to choose all courts in that region. To deselect a region simply click on that region again, and the check marks will be removed.
2. After selecting your preferred court(s), click **Submit and go to next page**. Proceed to Step #8.

Choose the Court(s) You Prefer to Work In:

All Courts Statewide All District Courts of Appeal (DCA)
 Florida Supreme Court only Any Circuit Court

Region 1 All courts Florida Supreme Court 1st DCA
Circuit Court: All 1st 2nd 3rd 4th 8th 14th

Region 2 All courts 2nd DCA
Circuit Court: All 6th 10th 12th 13th 20th

Region 3 All courts 3rd DCA
Circuit Court: All 11th 16th

Region 4 All courts 4th DCA
Circuit Court: All 15th 17th 19th

Region 5 All courts 5th DCA
Circuit Court: All 5th 7th 9th 18th

Submit and go to next page

Internet | Protected Mode: On 100%

STEP #8: SUPPLY YOUR RESUME

1. Click **Browse** to upload your resume.

Submit Resume Page - Windows Internet Explorer

http://lawclerk.flcourts.org/Resumefile.aspx

Submit Resume Page

FLORIDA STATE COURTS
LAW CLERK RESUME REPOSITORY

Supply Your Resume

Your resume should be in PDF or WORD format (PDF is preferred).

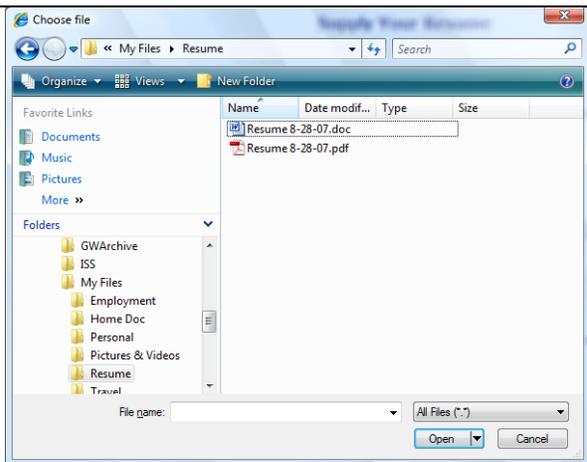
Upload your resume

Note:

1. The file should not be larger than 2 megabytes
2. If the Back button is clicked, your resume will not be updated in the server side

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- Browse to the location where your resume is saved.
 - Click on your resume.
- Note: Your resume should be in PDF or WORD format (PDF is preferred), and the file should not be larger than 2 megabytes.**
- Click **Open**.



- Your resume file location will now appear in the **Upload your resume** box.
- Note: If you click the "Back to previous page" button prior to submitting your uploaded resume, you will lose your uploaded resume and will need to repeat Step #8 when you return to this page. If you need to make any changes to your contact information or your preferred courts information, finish this step and proceed to Step #9.**
- Click **Submit**.



- You will receive confirmation that your resume has been stored.
- Note: Also located on this page is a link to view current job opportunities with the Florida State Courts.**
- http://www.flcourts.org/gen_public/employment/index.shtml
- If you are finished with your resume, close your internet browser.
 - If you need to make any changes to your information, proceed to Step #9.



STEP #9: UPDATE YOUR PROFILE

Note: This step only applies once you have successfully completed and submitted your contact information (Step #6).

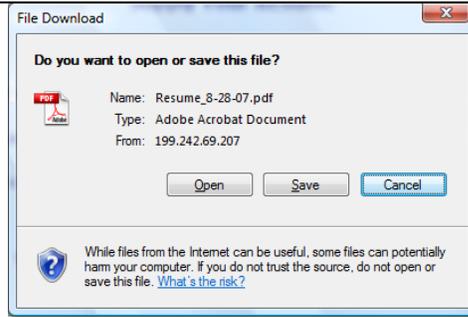
- If you are returning to the system after logging out, and you need to make changes to your information, you will need to log in again (see Step #1 for instructions).
- Note: Your session will expire, and you will need to log in again if the system is left idle for too long.**



2. After you have logged into the system, you will be directed to the page on the right.
3. This page contains the information that you previously submitted.
Note: You are not able to make any changes to this page until you complete the next instruction.
4. If you need to make changes to any of the information on this page, click **Update your profile**.
A. Make any changes and click **Submit and go to next page** and proceed to Step #9(6).
5. If you do not need to make changes to your information on this page, click **Go to next page**.

6. If you would like to review your stored resume, proceed to Step #9(10).
7. If you would like to remove your stored resume, proceed to Step #9(17).
8. If you have not yet uploaded a resume, or you would like to replace your current resume, proceed to Step #8.
Note: If you already have a resume stored in your account and you upload another resume, your currently stored resume will be replaced. You are only able to store one resume on your account.
9. If you do not need to do anything with your resume, click **Skip upload & Finish**.
A. You will receive confirmation that your resume has been stored.
B. Close your internet browser.

10. Click **Review it** to review your stored resume.
 11. A "File Download" dialog box will open. Click **Open**.
 12. Your stored resume will open in a new window.
 13. After you have reviewed your resume, close the document and return to your internet browser.
 14. If you would like to remove your stored resume, proceed to Step #9(17).
 15. If you would like to replace your current resume, proceed to Step #8.
- Note: If you already have a resume stored in your account and you upload another resume, your currently stored resume will be replaced. You are only able to store one resume on your account.**
16. If you do not need to do anything further with your resume, click **Skip upload & Finish**.
 - A. You will receive confirmation that your resume has been stored.
 - B. Close your internet browser.



17. Click **Remove it** to remove your stored resume.
18. "Are you sure you want to remove it?" will appear above the **Upload your resume** box.
19. If you are sure you would like to remove it, click **Yes** and your stored resume will be removed.
20. Proceed to Step #8 to upload another resume.

