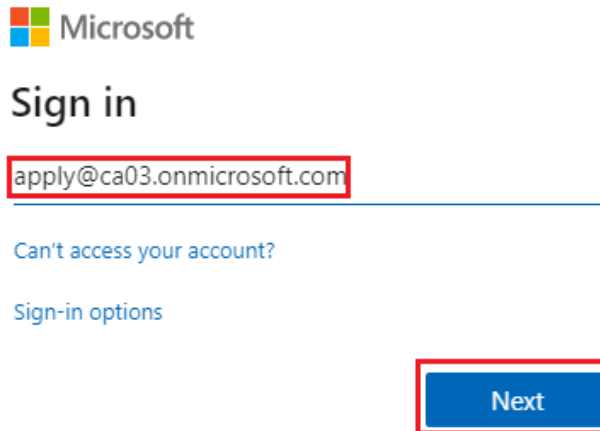**Application Instructions for New Jersey Bankruptcy Judge Vacancy:**

1. Download and complete the Application file.

2. Generate a PDF version of the completed Application file.

3. Submit the prepared PDF file online using the steps that follow. Note: The online interface is only compatible with the following browsers: Chrome, Edge and FireFox.

4. Open a fresh browser instance (Chrome, Edge or FireFox only) and navigate to: https://ca03.sharepoint.com/Sites/Vacancy/Sitepages/ApplyForVacancy.aspx

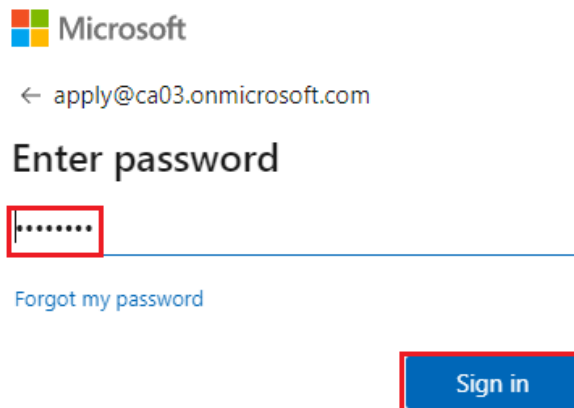5. At the **Sign in** prompt, enter: **apply@ca03.onmicrosoft.com** and click **Next**

Microsoft

Sign in

apply@ca03.onmicrosoft.com

Can't access your account?

Sign-in options

Next

6. At the **Enter Password** prompt, enter: **Job@ca03** and click **Sign in**

Microsoft

← apply@ca03.onmicrosoft.com

Enter password

••••••••

Forgot my password

Sign in

7. At the **Stay signed in?** screen, click **No**:

8. On the form page titled: **Apply for a Vacancy**, complete all fields in the **Create New Application** section. For the **Supporting File Upload** field, select your prepared PDF file.

9. Click **Submit Application** and wait until a confirmation appears. The same confirmation will be emailed to the address entered in the form.

    Note: If a confirmation e-mail message is not received in the Inbox, check the Spam/Junk directory. In case of errors note the details and contact the IT Help Desk: CA03help@ca3.uscourts.gov / 267-299-4150