CORA Guide for Recommenders and Career Services Staff

Court Opportunity Recruitment for All (CORA) is a one-stop recruitment hub for students, law school graduates and judicial chambers for state court law clerkship, internships, and externships. Put another way, CORA is a free online common application portal that allows all state courts to post internship, externship, and judicial clerkship opportunities in one place. CORA allows applicants across the country to review the posted opportunities, add their information, and apply to any opportunity of interest.

To apply for a position through CORA, in addition to a cover letter and writing sample, applicants are required to include official law school transcripts and up to three letters of recommendations with their applications. Applicants will provide the CORA platform with email address of the registrar's office, if applicable, for transcripts[1] and recommenders, and the CORA platform will them email these parties with information and instructions about how to upload transcripts or letters of recommendation. These requests to transcript providers or recommenders will come directly from the CORA portal at this email address: **CORA administrator@grantinterface.com**

This guide addresses the letter of recommendation process.

When an applicant is submitting the letter of recommendation request through the CORA Portal, they will see this prompt:
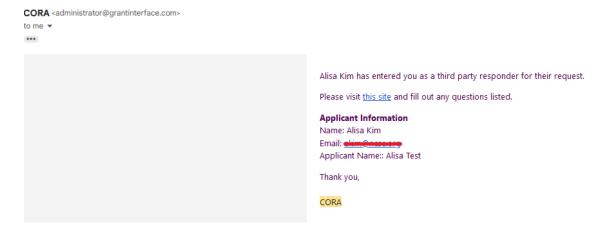
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[1] We understand that many schools use third-party transcript providers, and this process will not work for those applicants. Those applicants are asked to contact the CORA team (cora@ncsc.org) to identify a way to upload and submit official transcripts or to provide transcripts directly to the court.

Recommendation 1:*

Please enter the email address of the third party who will upload your letter of recommendation.

Note: This email will be generated through a Foundant email (administrator@grantinterface.com). NCSC recommends that you reach out to the person who is submitting their recommendation to check their Junk/Spam folders and to be aware that this invite will come from a Foundant general email address.

Letter of Recommendation (LOR)

- Please enter the email address of your recommender.
- After you click on the Compose Email button to the right you will need to compose a message for your recommender.

Feel free to copy and paste this email example for your recommender.

Dear _____

I am applying for an (internship/externship/clerkship) position and am asking for your recommendation.

In addition to this email, you will receive a second email from (administrator@grantinterface.com) with a link that takes you to where you will upload the letter. The portal will allow uploads of PDF, Word.doc, and Word.docx.

Note: Please submit a LOR within one week of the email invitation. This is needed for my consideration for the position I am interested in.

I really appreciate your assistance with my application!

Thank you!

✉ ▮▮▮▮▮▮▮▮   (Compose Email)

We recommend applicants reach out to the recommender(s) prior to notify them of the request.

Recommenders will then receive an email directly from the CORA portal with the request from the applicant. The email will look like this with the following subject line:

CORA: MA Clerkship at the Massachusette Appeals Court Third Party Request for

CORA <administrator@grantinterface.com>
to me ▾
•••

Alisa Kim has entered you as a third party responder for their request.

Please visit this site and fill out any questions listed.

Applicant Information
Name: Alisa Kim
Email: ~~akim@ncsc.org~~
Applicant Name:: Alisa Test

Thank you,

CORA

The recommender will see the name of the applicant with a direct link to upload the requested information for this opportunity. If the applicant applies to multiple opportunities, the recommender will receive multiple requests, one for each opportunity. Please note that our portal will send a reminder email if the recommender has not uploaded the requested materials within 7 calendar days.

Please note that the recommender does not have to create an account or log in via the CORA homepage for third party requests. The recommender will have to click on the link from the email invite to upload and view requests.

When the recommender clicks on the link, they will see all requests sent to that email address on one site. This may include multiple applicants, and you will see the name(s) of each applicant and their request. The recommender will then be able to click on each applicant's request and upload any requested materials. Unless specified, CORA accepts uploads in Word doc, PDF, or Word docx.

Third Party Dashboard

		Applicant	Foundation	Process	Assigned
❗	Edit	Alisa Kim	CORA	~~Copy of DE Test – Justice LeGrow~~	09/06/2024
✔	View	Alisa Kim	CORA	~~DE TEST – Clerkship with Chief Justice Seitz~~	04/23/2024
✔	View	Alisa Kim	CORA	~~DE TEST – Clerkship with Justice Traynor~~	04/23/2024
✔	View	Alisa Kim	CORA	~~DE TEST – Clerkship with Chief Justice Seitz~~	04/23/2024

The recommender will have the ability to either upload the request as a file or use a text box to submit a Letter of Recommendation. Once the recommender has uploaded the request, they will hit the Submit button. This completes the recommendation upload.

Application

Process: Copy of DE Test – Justice LeGrow

📄 Application

ⓘ Fields with an asterisk (*) are required.

∨ First Letter of Recommendation

👥 **How strongly do you recommend this applicant for this position?***

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

👥 **Letter of recommendation:***
Please upload your letter of recommendation for the candidate. You can also copy and paste your letter in the field below if you prefer.

10,000 characters left of 10,000
Upload a file [3 MiB allowed]

Save as Draft   Submit