



Job postings on the [One Court of Justice](#) website



Ready to post a job? You can help us get your court posting live more quickly! Please follow these simple instructions:

1. E-mail your job posting to MIcourtpostings@courts.mi.gov
 - a. Include the court website where your posting can be found
- OR–**
- b. Include an Adobe (.pdf)* attachment including relevant job posting details. Please ensure your posting has been proofread and includes job title, position requirements, court name and location, and posting deadline.

***Document Conversion Tips:**

How do I create a PDF document if my court uses Microsoft Word?

Open your job posting document in Word, select Save As and under 'Save As Type', select 'PDF (.pdf)'.

How do I create a PDF document if my court uses WordPerfect?

If WordPerfect does not have the ability to save a document as PDF or if your court does not have Adobe installed as a printer, check with your IT to determine if you can visit the following website: at www.freepdfconvert.com 1) upload your WordPerfect document, 2) enter your email address and 3) choose PDF output format and, within moments, you can download the created PDF document to your computer.

Questions?

Contact Judicial Human Resources: MIcourtpostings@courts.mi.gov or call 517-373-1147.