

## Submitting a job posting to the Once Court of Justice website

When submitting a posting for the Court Employment Opportunities webpage please send an email to [MIcourtpostings@courts.mi.gov](mailto:MIcourtpostings@courts.mi.gov) which contains the following:

1. Your name and contact information
2. Title of the position available
3. Court name and location (city or township)
4. Deadline for the posting
5. Your local webpage link announcing the open position\*

\*If you do not have a local webpage, please attach a job posting notice in PDF format, proofread and ready for posting†

### †FAQ

#### 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](http://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.