If one of your letters of recommendation will be written by someone other than a faculty member, please follow the following guidelines:

When you request a letter of recommendation, give the writer your resume and transcript to refresh his or her memory about your background and qualifications.

Inform your recommender of the judges to whom you will be applying. To make letter production as easy as possible, supply both the list of judges you prepared for your faculty writers and the instructions for processing a mail merge available on the Judicial Clerkship Information page of the OCS website.

Request that the recommender supply signed, sealed letters to you well in advance of the mailing date so that you can include them in your application package. If the recommender is willing to do so, they should sign across the sealed back of the envelope to assure the recipient that the letter has remained confidential. If your recommender is unable or unwilling to deliver reference letters to you, request that they send the letters directly to the judges to whom you are applying, for receipt as soon as possible after your application mailing date.

For OSCAR judges (those judges who will be accepting applications electronically) you will need to enter your recommender information as prompted by OSCAR. Once you have identified your recommenders on the OSCAR system, it will generate an automatic email to your recommender with a link to the registration page and a User Guide.

If you are requesting a letter from someone who is unable to personalize the letters, you should request that your writer address their letter in a generic fashion (To Whom It May Concern), and provide you with the necessary number of signed copies in sealed envelopes. If the recommender is willing to do so, they should sign across the sealed back of the envelope to assure the recipient that the letter has remained confidential.