These procedures apply to requests for letters to (i) state court judges, (ii) federal court judges who are accepting early applications, i.e., who do not follow the Federal Law Clerk Hiring Plan, and (iii) ALJs:

- Contact faculty members directly to request letters of recommendation. Even if the faculty member in question has previously written a recommendation for you (e.g., in support of applications for summer employment), you must formally request additional letters from the writer. Faculty members are busy, and they may wish to prepare a different letter for this new audience, so make your request early! You should supply (i) your resume, (ii) a transcript and (iii) a copy of your list of judges (see below) to faculty members who agree to write recommendations for you.

- Using the Excel template, prepare a spreadsheet with the names, addresses and other information for the judges to whom you would like recommendation letters written. Please see the Guide to Proper Forms of Address, on the OCP website, for guidance on the proper salutation for each of your judges.

- If you need all of your letters prepared and sent at the same time, submit a single list. If your applications will be submitted over a longer period of time, please submit a separate list of judges by mailing date. The Faculty Services staff will process recommendation letters once weekly, with letters to be mailed on Thursdays.

- Submit your spreadsheet(s) to Vera Mencer (mencerv@wlu.edu) in Faculty Services as an email attachment.
  - In your email, please list the names of your faculty recommenders and the date on which you need the letters.
  - Please also indicate whether (i) Faculty Services should mail the letters directly to the judges; (ii) Faculty Services should mail the letters to you; or (iii) you will pick up the letters. (If Faculty Services will mail letters directly to judges, your cover letter should indicate the names of the individuals from whom the judge will be receiving letters of recommendation.)
  - Faculty Services will notify you by email when your letters have been mailed.

If you have any questions about this procedure, please contact Tara Miller (millert@wlu.edu) or Michelle Stevens (stevensm@wlu.edu).