These procedures apply to requests for letters to (i) state court judges, (ii) federal court judges who accept 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. Faculty members are busy, and they may wish to prepare a different letter for this new audience, so make your request early! Supply your recommender with (i) your resume, (ii) a transcript and (iii) a copy of your list of judges (see below).

- 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.

  - Your email should include: a list of your faculty recommenders and the date on which you need the letters.

  - Your email should indicate whether (i) you will pick up the letters; (ii) Faculty Services should mail the letters directly to the judges; or (iii) Faculty Services should mail the letters to you. It is recommended that you submit completed applications with recommendation letters enclosed. (If Faculty Services mail letters directly to judges, your cover letter should indicate the names of your recommenders and that those letters will be sent separately.)

  - Faculty Services will notify you by email when your letters have been mailed.

  - Faculty Services does not process letters from non-W&L recommenders (e.g., previous employers). Follow the procedures noted above to request outside letters of support and provide your recommender with the same information.

If you have any questions about this procedure, please contact Lorri Olán (olanl@wlu.edu).