

## 2014 Process for Requesting Judicial Clerkship Recommendation Letters

### Student Responsibilities

1) Contact a professor to request a recommendation letter, including the latest date that it must be received by the judge(s).

2) Email an Excel data file of judges, their proper titles and addresses (see sample list below) to the faculty support team emails: **Law-Faculty Support Staff** from the *Outlook Global Address List*. Clearly identify in the subject line: your name and the name of the professor who is writing your letter of recommendation.

**\*\*VERY IMPORTANT NOTE: Please ensure that your data list is current and free from spelling errors as the faculty support member who is completing the mail merge will not proof your data.\*\* We ask for five (5) business days to complete each request, so please allow us enough time to meet the date your letters need to be picked up or sent.**

Please indicate whether you are going to pick up the sealed letters OR if you would like them to be sent directly to the judges. If you would like letters to be sent directly to the judges, you will need to provide stamps.

3) If you are requesting letters to be sent to different judges at different times or in “waves,” please provide the list for the most recent due date. Allow five (5) business days for subsequent letter requests.

4) If you are considering requesting letters of recommendation through OSCAR, please work with the Office of Career Development.

Title	Last Name	First Name	Address 1	Address 2	City	State	Zip	Salutation
The Honorable	Rehnquist	William H.	1 First Street, NE		Washington	DC	20543	Chief Justice Rehnquist
Honorable	Kourlis	Rebecca	Colorado Supreme Court	State Judicial Bldg., 4th Floor	Denver	CO	80203	Justice Kourlis
Honorable	Weinshienk	Zita L.	Alfred A. Arraj U.S. Courthouse A273	Courtroom A801, 901 - 19th Street	Denver	CO	80294	Judge Weinshienk