

Recommendation Letter Procedure

1. For employers, supervisors, clinical faculty, and retired faculty, ask them to send their recommendation letter directly to LSCareer@colorado.edu (CDO). For all current and legal writing faculty, ask them to send their recommendation letter to LawFacAssist@colorado.edu (FCs).
 - a. Some letters from faculty may contain information that is covered in FERPA guidelines (classes attended, grades received, etc.). If a FERPA release is required, you will be contacted regarding next steps. It is up to you to communicate directly with your professor if you are concerned about this information being included in your recommendation letter.
 - b. **Please request that all letters are sent to us as a Word doc** and preferably on letterhead (if possible). We use a mail merge feature in Word to address your letters to each of the judges to whom you apply.
 - c. For each batch of applications, you are responsible for communicating your application deadlines with your recommender and clarifying with them to whom the letters will be sent.
2. Using CDOnline, create an Excel spreadsheet containing the mailing information for the judges to whom you want the letter(s) sent. To create the spreadsheet:
 - a. Log into CDOnline.
 - b. Click on Resource Library and then Judicial Clerkships.
 - c. Download the “Judges for Rec Letters” Excel spreadsheet.
 - d. Place an “X” in the “SELECT” column (column A) next to every judge you want to have your letter(s) sent.
 - e. After you have selected all the judges, save the spreadsheet with your name and date. Example: Wills, Nicholas 2020-11-30.xlsx
 - f. If you encounter issues with CDOnline or the spreadsheet (such as outdated Judge information), please contact Annie Fogleman.

This is the only spreadsheet format that will be accepted by the Career Development and Faculty Coordinator Offices.

3. Send an email with your rec letter request.
 - a. For current and legal writing faculty: Email LawFacAssist@colorado.edu.
 - b. For all other recommenders (including clinical and retired faculty): Email LSCareer@colorado.edu and copy Todd.Rogers@colorado.edu.
 - c. Include in the body of your email(s):
 - i. The updated spreadsheet from CDOnline with your judges marked.
 - ii. Which recommenders’ letters you are requesting that our offices send to which judges.
 - iii. The date you are requesting that the letter be sent.
 1. Processing of letters may take 3-5 business days **after** we have received your spreadsheet, recommendation letters, and any stamps required (see below for more information on stamps). Do not send a request until you are ready for us to process your letters.
 - iv. The delivery method of each letter to each judge (OSCAR, email, US Mail), including the email and/or physical address of where to send each letter.
 - d. You will receive a confirmation once your letters have been sent from our offices.

Most students group their applications into waves if they are applying to a large number of judges. Repeat steps 2 and 3 for each wave of applications, and let your recommenders know, too.

Additional Notes:

FOR MAILED LETTERS: Mailed letters require you to provide our offices with the correct number of self-adhesive postage stamps in advance of the day on which you would like your letters sent. We will provide envelopes. We can keep leftover stamps on file for future applications.

FOR LETTERS SENT WITH YOUR MAILED APPLICATION: If a judge requires that recommendation letters be included within your mailed application, we can give you a sealed and addressed envelope containing your letter so that you can include it in your application mailing.

FOR OSCAR APPLICATIONS: Submit applications through <https://oscar.uscourts.gov/> and select each recommender on each application. You will need to submit the application before we will be able to submit the rec letter. If you need to add a recommender, use their email address (not ours). But, let them know to ignore email reminders from OSCAR since our office will take care of those submissions for them. You can also ask the CDO to remove the notification emails for a specific recommender. This is a setting we can adjust in OSCAR.

If you are applying to the 1st Judicial District Court of Colorado, please see the CDO for more information.

In short, we will need:

- 1. The letter(s) of recommendation;**
- 2. Your updated spreadsheet from CDOonline;**
- 3. An appropriate number of stamps (if applicable);**
- 4. Your FERPA release (if applicable); and**
- 5. Clear instructions on how and when the letters should be sent.**

Hard copies of this document can be also found outside of the Career Development and Faculty Coordinator Offices.

The Career Development Office is located in Wolf Law Suite 327

Todd Rogers – Todd.Rogers@colorado.edu

Julie Ireland/Annie Fogleman – LSCareer@colorado.edu

The Faculty Coordinator Office is located in Wolf Law Suite 434

Faculty Coordinator Office – LawFacAssist@colorado.edu

Nicole Drane – Nicole.Drane@colorado.edu

Kelly Ilseng – Kelly.Ilseng@colorado.edu

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This is ultimately your job search and your responsibility – own this process!