

Judicial Clerkship Recommendation Letter Procedures

1. For all letters of recommendation, ask the recommender to email the letter to LSCareer@colorado.edu (CDO) and Lawfacassist@colorado.edu (FCs) in one email.
 - a. Some letters from faculty (including clinical faculty) may contain information that is covered in FERPA guidelines (classes attended, grades received, etc.). It is up to you to communicate directly with your professor if you are concerned about this information being included in your recommendation letter. If a FERPA release is required, you will be contacted regarding next steps.
 - b. **Please request that all letters are sent as Word docs and are on letterhead (if available).** We will use the mail merge function in Microsoft Word to address their letter to each of the judges with whom you apply, and will use a Colorado Law letterhead when applicable.
 - c. You are responsible for communicating your deadlines to your recommenders and clarifying with them the dates by which letters should be submitted to our offices.
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. Select the Clerkships tab (1st time access will require you to fill in boxes marked with an *).
 - c. Type the last name of the judge in the “Keywords” box, then click apply search.
 - d. Check the box next to the judge’s name (some judges will be listed twice; it does not matter which listing you select).
 - e. Continue this procedure to select all of the judges to whom you are applying.
 - f. After you have selected all the judges, select the “Batch Options” drop-down and click “Export to Excel”.
 - g. Save the resulting spreadsheet with your name (last, first) and date.
Example: Wills, Nicholas 4-1-19.xlsx
 - h. If you encounter issues with CDOnline such as duplicate or outdated information, please contact Annie Fogleman (annie.fogleman@colorado.edu).

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

3. You are required 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 the envelopes. We can keep your leftover stamps on file for future applications.
4. In one email, send the Excel spreadsheet to both LSCareer@colorado.edu (CDO) and lawfacassist@colorado.edu (FCs). In the body of the email, include:
 - a. Which recommender’s letter(s) you want our offices to send.
 - b. The delivery method of each letter to each judge (OSCAR, email, US Mail). If via email, provide the email address to which it should be sent.
 - c. The date you want us to send the letters.
Processing of letters may take 3-5 business days after we have received your spreadsheet, recommendation letters, and any stamps required. Do not send a request until you are ready for us to process your letters.
5. You will receive a confirmation once your letters have been sent from our offices.

In short, we will need:

1. **The letter(s) of recommendation,**
2. **Your FERPA release,**
3. **The CDOnline-generated spreadsheet,**
4. **An appropriate number of stamps, and**
5. **The delivery method for each judge/letter.**