

WESTERN NEW ENGLAND LAW CAREER SERVICES JUDICIAL CLERKSHIP REGISTRATION FORM AND RECOMMENDATION PREPARATION SERVICE

Name _____

Mailing Address _____

Telephone(s) _____

Email Address (es) _____

When requesting recommendations from a professor, please have your professors send an electronic copy of your recommendation to Career Services (afeliciano@law.wne.edu).

Name of Professor or Other Recommender	Date of Completion

Please provide the following in the instruction section:

- the name of judge or court and address where recommendations are to be sent
- which recommendations you need sent (names of recommenders)
- date you need them sent
- method of preparing your recommendations – either you pick them up in a sealed envelope to be included with your application materials or Career Services mails/emails them directly

Note: For federal judges using OSCAR, addresses are not necessary; recommendations will be uploaded into the OSCAR system.

Your instructions to Career Services (please allow a 48 hour turn around time):

Name/Address of Judge	Names of Recommenders	Date needed	To be picked up in sealed envelope	To be emailed by Career Services	To be snail mailed by Career Services

Updated 8/2017