

**IMPORTANT APPLICATION INSTRUCTIONS FOR WESTERN DISTRICT
JUDICIAL VACANCY– April 29, 2013
MATERIALS DUE MAY 29, 2013**

(1) Application materials for the United States District Court (Western District of Wisconsin) vacancy will be made available on **April 29, 2013**.

(2) All materials needed from the Commission to complete the application are available, in downloadable form, on the State Bar of Wisconsin’s website (www.wisbar.org/FNC) or by contacting Lisa Roys, Director of Public Affairs, State Bar of Wisconsin, toll-free at (800) 444-9404, ext. 6128, or via e-mail at lroys@wisbar.org.

(3) In order for completed applications to be considered, **ten (10) electronic** copies of the application and any attachments must be submitted. Each electronic copy must be on a separate “flash drive” and all documents electronically submitted must either be in Microsoft Word or Adobe Portable Document Format (PDF). Email copies will not be accepted. In addition, **five (5)** hard copies of the application and any attachments must be submitted. Both the electronic and hard copies must be sent or hand-delivered to:

United States Mail Address or Private Courier Address

Federal Nominating Commission	Federal Nominating Commission
Attn: Lisa Roys	Attn: Lisa Roys
State Bar of Wisconsin	State Bar of Wisconsin
P.O. Box 7158	5302 Eastpark Blvd.
Madison, WI 53707-7158	Madison, WI 53707

(4) All completed applications must be **received** by **12:00 p.m. on May 29, 2013**. Materials submitted will not be returned at the conclusion of the Commission process.

(5) The Commission will review applications, invite some applicants for personal interviews, and provide the names of four to six (4-6) applicants with a favorable recommendation to the state’s two U.S. Senators, Senator Ron Johnson and Senator Tammy Baldwin.