

**IMPORTANT APPLICATION INSTRUCTIONS FOR UNITED STATES
ATTORNEY – EASTERN AND WESTERN DISTRICT– February 13, 2017
MATERIALS DUE NOON – MARCH 15, 2017**

(1) Application materials for the United States Attorney – Eastern and Western District vacancies will be made available on **February 13, 2017**.

(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, **two (2) 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, **one (1) hard copy** of the application and any attachments must be submitted. Both the electronic and hard copies must be sent or hand-delivered to:

<u>United States Mail Address</u>	or	<u>Private Courier Address</u>
Federal Nominating Commission Attn: Lisa Roys State Bar of Wisconsin P.O. Box 7158 Madison, WI 53707-7158		Federal Nominating Commission Attn: Lisa Roys State Bar of Wisconsin 5302 Eastpark Blvd. Madison, WI 53707

(4) All completed applications must be **received** by **NOON on WEDNESDAY, MARCH 15, 2017**. 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.