**<u>IMPORTANT APPLICATION INSTRUCTIONS FOR DISTRICT COURT JUDGE
FOR THE EASTERN DISTRICT OF WISCONSIN
MATERIALS DUE NOON – OCTOBER 16, 2019</u>**

(1) Application materials for District Court Judge for the Eastern District of Wisconsin will be made available on **<u>September 16, 2019.</u>**

(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 Advocacy and Access to Justice, 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. Do not spiral, wire or tape bind the application or materials. A 3-ring binder or expandable folders are acceptable for larger submissions. 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	**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 53718**

(4) All completed applications must be **<u>received</u>** by 4:00 p.m. **on <u>Wednesday, October 16, 2019</u>.** 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.