

IMPORTANT APPLICATION INSTRUCTIONS FOR DISTRICT COURT JUDGE
FOR THE EASTERN DISTRICT OF WISCONSIN
MATERIALS DUE 4:30 p.m. – May 1, 2023

(1) Application materials for District Court Judge for the Eastern District of Wisconsin will be made available no later than **March 20, 2023**.

(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, **one (1) electronic** copy of the application and any attachments must be submitted. Each electronic copy must be on a "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:

United States Mail Address or **Private Courier Address**

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 53718

(4) All completed applications must be **received** by **4:30 p.m. on Monday, May 1, 2023**. Materials submitted will not be returned at the conclusion of the Commission process. Applicants will receive confirmation of receipt. However, you may also confirm receipt of your application by contacting Atty. Roys at lroys@wisbar.org.

(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.