

**IMPORTANT APPLICATION INSTRUCTIONS FOR UNITED STATES  
ATTORNEY – EASTERN/WESTERN DISTRICT  
MATERIALS DUE BY 4:30 PM, JUNE 20, 2025**

(1) Application materials for the United States Attorney – Western District will be made available on **May 21, 2025**.

(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](http://www.wisbar.org/FNC)) or by contacting Atty. Lisa Roys, Director of Advocacy & Access to Justice, State Bar of Wisconsin, toll-free at (800) 444-9404, ext. 6128, or via e-mail at [lroys@wisbar.org](mailto:lroys@wisbar.org).

(3) In order for completed applications to be considered, **one (1) electronic** copy of the questionnaire and any attachments must be submitted. The 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 questionnaire **including original signatures** must be submitted. Do not include hard copies of attachments if any. 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 53707**

(4) All completed applications must be **received** by **4:30 p.m. on Friday, June 20, 2025**. 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](mailto: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.