



Requesting Hard-Copy and PDF Judicial Clerkship Recommendation Letters Federal *and* State Applications

A. *Clerkship Letter Request System:*

1. Click here to login:
<http://support.law.cornell.edu/ClerkshipConnect/SelectRecommenders.cfm>
2. Follow the four steps outlined in the top menu bar. Use the instructions, located at the “Help?” button, if needed.
3. Include all pertinent details in the **Comments** box provided on the site. These may include:
 - Sending hardcopy or digital application materials to chambers with your letters.
 - Providing the email address of chambers.
4. If a judge is unlisted in the Clerkship Letter Request System, please email [our office](#) with the name of the Judge, mailing information, salutation, recommender’s names, and any special instructions.

B. *Processing Your Request:*

1. If the Office of Judicial Engagement and Professional Development (OJEPD) does not have your letters, *you will need to contact your recommenders* and request the letter be sent to [our office](#).
2. Our Associate Director, Michaela Azemi, will proof the letters and may suggest edits for the recommender.
3. Upon receipt of the final version of your letter, the OJEPD formats the letter and saves it to our files.
4. If you have already applied, the OJEPD will:
 - Mail/email your letters to the judge’s chambers.
 - Request that if a judge requires your application and letters be mailed or emailed together, you make arrangements to provide additional materials by emailing [our office](#). You will need to drop off your application materials in a mailing envelope to our office. If you are planning to apply via email, send us your application materials via email, and we will attach your letters of recommendation and send them to chambers on your behalf.
 - Turn around application materials in about 1 week.
5. If you have not yet applied, the OJEPD will:
 - Email you when the letters are complete and ask you to notify us when you apply.
 - Send out your letters so that they will arrive after your additional application materials.

Do not hesitate to [contact us](#) with any questions!