



# UNITED STATES DISTRICT COURT District of Minnesota

Richard D. Sletten, Clerk

Warren E. Burger Federal  
Building and U.S. Courthouse  
316 North Robert Street  
Suite 100  
St. Paul, MN 55101  
(651) 848-1100

U.S. Courthouse  
300 South Fourth Street  
Suite 202  
Minneapolis, MN 55415  
(612) 664-5000

Gerald W. Heaney Federal Building  
and U.S. Courthouse and Customhouse  
515 West First Street  
Suite 417  
Duluth, MN 55802  
(218) 529-3500

U.S. Courthouse  
118 South Mill Street  
Suite 212  
Fergus Falls, MN 56537  
(218) 739-5758

## FULL-TIME UNITED STATES MAGISTRATE JUDGE APPLICATION INSTRUCTIONS

To apply for the full-time U.S. Magistrate Judge vacancy, you must do the following:

1. Complete the cover sheet and application form and provide any required attachments. Applications must be typed.
2. Make 15 copies on 3-hole-punched paper of the original application form and any attachments.
  - a. Applications and any attachments must be provided in paper; no alternate formats will be accepted.
  - b. Do NOT staple any portion of the application materials.
  - c. Only 1 copy of the cover sheet need be provided.
3. Place all application materials in a sealed envelope or box marked "Personal and Confidential."
4. Deliver the envelope or box by 5:00 p.m. Central Time, on Monday, June 16, 2014 to the following address:

U.S. District Court, District of Minnesota  
ATTN: Tricia Pepin, Chief Deputy Clerk  
U.S. Courthouse  
300 S. 4th St., Ste. 202  
Minneapolis, MN 55415

The Panel will interview selected applicants. Following the Panel interviews, the Panel will compile a list of five candidates it believes are the best qualified and submit that list to the District Judges of the U.S. District Court, District of Minnesota.

Letters in support of applicants are not required, but are encouraged; any written or oral communications regarding an applicant must be directed to the Panel in care of the Chief Deputy Clerk who will provide copies to all Panel members.