



UNITED STATES DISTRICT COURT District of Minnesota

Richard D. Sletten, Clerk
Tricia M. Pepin, Chief Deputy 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

Edward J. Devitt U.S. Courthouse
and Federal Building
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 13 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 Friday, July 29, 2016 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 Merit Selection 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. Instructions for submitting letters in support of applicants are available on the Court's website on its Employment Opportunities page http://www.mnd.uscourts.gov/employment_opportunities.shtml.