



United States District Court

District of Minnesota

John R. Tunheim, Chief Judge

Kate Fogarty, Clerk of Court

612-664-5000

Warren E. Burger Federal
Building and U.S.
Courthouse
316 North Robert Street
Suite 100
St. Paul, MN 55101

Edward J. Devitt U.S.
Courthouse and Federal
Building
118 South Mill Street
Suite 212
Fergus Falls, MN 56537

Gerald W. Heaney
Federal Building and U.S.
Courthouse and
Customhouse
515 West First Street
Suite 417
Duluth, MN 55802

Diana E. Murphy United
States Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415

APPLICATION INSTRUCTIONS

Full-Time United States Magistrate Judge

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

1. Complete the cover sheet and application form and compile any required attachments. Applications must be typed.
2. Print and sign the original application form. Electronic signatures on the paper copy of the application are not accepted.
3. Print the completed cover sheet and any attachments.
4. Convert the completed application materials (cover sheet, signed application form, and any attachments) into a PDF.
5. Place the cover sheet, signed original application form, and any attachments in a sealed envelope marked "Personal and Confidential."
6. Mail or deliver the envelope to the following address:

U.S. District Court, District of Minnesota
ATTN: Deborah Morse, Human Resources Manager
U.S. Courthouse
300 S. 4th St., Ste. 360
Minneapolis, MN 55415



7. Send the saved PDF of the completed cover sheet, signed application form, and any attachments to the following email address, with the subject line, "Application from NAME."

meritselectionpanel@mnd.uscourts.gov

Applications must be received no later than 4:30 p.m. Central Time, on Friday, March 11, 2022.

Applicants will receive a confirmation email after both the paper and electronic versions of the application are received.

Letters in support of applicants are not required, but are strongly encouraged. Instructions for submitting letters in support of applicants are available on the Court's website on the Employment page: <https://www.mnd.uscourts.gov/employment>