



United States District Court

District of Minnesota

Patrick J. Schiltz, 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
318 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

September 26, 2024

APPLICATION INSTRUCTIONS

Full-Time United States Magistrate Judge

To apply for the current full-time U.S. Magistrate Judge vacancy, follow these instructions:

1. Complete the cover sheet and application form and compile any required attachments. Applications must be typed.
2. Convert the completed application materials (cover sheet, signed application form, and any attachments) into a PDF.
3. Send the saved PDF (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

4. If wish to apply using paper, place the cover sheet, signed original application form, and any attachments in a sealed envelope marked "Personal and Confidential." 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. 202
Minneapolis, MN 55415

5. Apply via email or via hard copy. If you email your application materials, do **not** send a paper copy.



Applications must be received no later than 4:30 p.m. Central Time, on October 21, 2024.

Applicants will receive a confirmation email after the application is 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>

Applicants who applied for the magistrate judge position advertised between August 12, 2024 – September 20, 2024, will have their application packet considered by the panel and do not need to reapply.