



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: Tricia Pepin, Chief Deputy Clerk  
U.S. Courthouse  
300 S. 4th St., Ste. 202  
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](mailto:meritselectionpanel@mnd.uscourts.gov)

**Applications must be received no later than 4:30 p.m. Central Time, on Friday, February 19, 2021.**

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 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>