



**U.S. District Court, District of Minnesota
U.S. Magistrate Judge Application Cover Sheet**

To assist the Court in the efficient processing of your application, provide the contact information that you want used during the application process on this form. The information on this form will only be used to contact applicants during the application process.

Name:

Telephone Number:

Address:

Email Address:

Current Employer:



**U.S. District Court, District of Minnesota
U.S. Magistrate Judge
Application Form**

Instructions:

All questions must be answered. If a question is not applicable, indicate this by marking "N/A." Attach additional sheets if necessary and list question numbers.

A resume or cover letter may be attached, if desired, but references to a resume or attached correspondence are not considered a satisfactory response to a question on this application.

The U.S. District Court is an Equal Opportunity Employer.

GENERAL:

1. Full Name:

2. All other names by which you may have been known:

3. Office Address:
Street/Suite No.:
City/State/ZIP:
Office Telephone:

4. Residential Address:

Street/Apt. No.:

City/State/ZIP:

Home Telephone:

5. Place and Date of Birth:

6. Length of Residence in
Minnesota:

7. If you are a naturalized citizen, please provide the date and place of naturalization:

8. Military Service:

Branch & Dates of Service:

Type of Discharge:

If still a Reserve or National Guard member, please provide service, branch, unit, and present rank.

9. Are you related by blood or marriage to any judge or magistrate judge of this court?

Yes No

If yes, provide the name(s) and relationship:

HEALTH:

10. Do you have a disability or health condition that:
- (a) may make it difficult for you to serve a full eight-year term (four-year term for part-time applicants) as a magistrate judge, or
 - (b) may affect the performance of your duties as a magistrate judge?
- Yes No

If yes, please describe the disability or health condition, its impact or likely impact on you, and what accommodations (if any) you would need.

EDUCATION:

11. Colleges and universities attended, dates, and degrees:
12. Continuing legal education courses completed within the last 5 years (please provide a separate list for CLE's that you attended as a participant and those in which you served as faculty):

HONORS:

13. Were you a member of law review?
- Yes No

If yes, please describe role.

14. If you have published any legal books or articles, please list them, providing citations and dates.

- 15. List any honors, prizes, or awards you have received, indicating when you received the honor/prize/award and whether it was related to your legal career or other community service.

PROFESSIONAL ADMISSIONS:

- 16. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, providing the dates of admission.

<u>Court or Administrative Body</u>	<u>Date of Admission</u>	<u>License No.</u>
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LAW PRACTICE:

- 17. State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all governmental agencies, and all private business organizations in which you have been employed. Also provide all dates during which you have practiced as a sole practitioner.

<u>Organization and Position</u>	<u>Address</u>	<u>Dates</u>
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18. Describe the general nature of your current practice including any legal specialties and character of your typical clients; also, if your practice is substantially different now than previously, give details of prior practice.

19. Do you regularly appear in court?

Yes No

20. What percentage of your appearances in the last five years were in:

Federal Courts

State or Local Courts

Administrative Bodies

Other

%

%

%

%

21. During the last five years, what percentage of your practice has been trial practice?

%

22. How frequently have you appeared in court?

_____ Times per month.

23. How frequently have you appeared at administrative hearings?

_____ Times per month.

24. What percentage of your practice involving litigation has been:

Civil

Criminal

Other

%

%

%

PUBLIC OFFICE:

28. Have you ever run for, or held, public office?

Yes No

If yes, give details.

PRIOR JUDICIAL EXPERIENCE:

29. Have you ever held judicial office or been a candidate for judicial office?

a. If so, please state the courts involved and the dates of service, or dates of candidacy.

b. If you have held judicial office, please state the names and addresses of counsel who have appeared before you who would be knowledgeable of your work, temperament, and abilities.

30. Have you had prior quasi-judicial service? If so, please provide the name of agency, position held, an explanation of the hearings held on what types of issues, number of cases adjudicated, and dates of service.

BUSINESS INVOLVEMENT:

31. If you are now an officer, director, or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office.

32. Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law?

- Yes No

If yes, please give details, including dates.

33. During the last five years, have you received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind?

- Yes No

If yes, identify the amount and source of such compensation, the nature of the business enterprise, institution, organization, or association involved, and the dates such compensation was paid.

34. (a) Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance?

Yes No

If yes, please give details. (Do not include traffic violations for which a fine of \$200 or less was imposed, unless it also included a jail sentence.)

(b) Have you, to your knowledge, ever been under federal, state, or local investigation for possible violation of a criminal statute?

Yes No

If yes, give particulars.

35. (a) Have you ever been sued by a client?

Yes No

If yes, please give particulars.

(b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice?

Yes No

If yes, give particulars, including the amounts involved.

36. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, and/or unethical conduct?

Yes No

If yes, please give particulars.

37. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group?

Yes No

If yes, please give the particulars.

38. Have you filed appropriate tax returns as required by federal, state, local, and other governmental authorities?

Yes No

If no, please explain.

39. Have any liens or claims ever been instituted against you by the federal, state, or local authorities?

Yes No

If yes, please explain.

PROFESSIONAL AND OTHER ACTIVITIES:

40. List all bar associations and legal professional societies of which you are a member and give the title and dates of any office you have held in such groups and committees to which you belong.
41. List all organizations and clubs, other than bar associations and professional societies identified in question 40 above, in which you have been a member during the past ten years, including the titles and dates of any offices you have held in each such organization.
42. Have you ever served on a Merit Selection Panel to consider the appointment or reappointment of a United States Magistrate Judge in this district?
- Yes No
- If yes, please provide the date(s) or appointment(s).

47. List three individuals as references who are familiar with your personal character.

Name

Address

Phone

a.

b.

c.

48. Briefly explain why you want to be a magistrate judge.

49. What does the phrase, "equal justice under the law" mean to you?

CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members and staff of the Merit Selection Panel and the District Judges of the U. S. District Court, District of Minnesota. The individuals whom you have listed as references may be contacted by members of the Merit Selection Panel, but no other employers, colleagues, or other individuals will be contacted by the Panel without your prior approval.

If selected as a finalist to be interviewed by the District Judges of the U.S. District Court, District of Minnesota, the District Judges may contact any employer, colleague, or other individual the District Judges deem necessary. The District Judges will not notify you before such contacts are made. Finalists will also be asked to sign a release for the Court to conduct an ethics background investigation.

If selected for the position, the information you provided will be furnished to the FBI and the U.S. Internal Revenue Service as part of required pre-appointment investigation procedures.

I declare under penalty of perjury that the foregoing is true and correct. Executed on:

Date

Signature of Applicant