**Iowa Judicial Branch**

**Application for a Judicial Magistrate Position**

**(Revised: 7-25-2022)**

**Part 1: Personal Background Information Form**

**For Submission to the County Magistrate Appointing Commission(s)**

***See the “Instructions for Applicants” (a separate page)***

1. Applicant’s full name:

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1. Current occupation/title. (Lawyers: identify name of firm, organization, or government agency; judicial officers: identify title and judicial election district):

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|  | City and county of residence: |  |

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| --- | --- | --- |
|  | Age: |  |

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| --- | --- | --- |
|  | Gender (Female / Male): |  |

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| --- | --- | --- | --- | --- |
|  | Race/ethnicity: |  |  |  |

Please provide this information so we can determine the extent to which the Iowa courts are attracting candidates from diverse racial/ethnic backgrounds. *Please write in the one or two categories that best fit(s) your background*.

■ Asian/Pacific Islander (e.g., Chinese, Japanese, Vietnamese, Indian, Pakistani, Filipino, Indonesian, native Hawaiian)

■ Black/African ■ Hispanic/Latina(o) ■ Native American (e.g., Meskwaki, Sioux, Inuit)

■ White/Caucasian ■ Other (write it in one of the boxes)

1. Are you related (within the third degree of consanguinity) to any of the members of the County Magistrate Appointing Commission(s) involved in the selection process for the position for which you are submitting this application? (Yes or No) If your answer is “yes,” please explain.

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1. Have you ever had a social relationship or business relationship (e.g., as a business or law partner) with any of the members of the County Magistrate Appointing Commission(s) involved in the selection process for the position for which you are submitting this application? (Yes or No) If your answer is “yes,” please explain.

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1. Explain why you are seeking this judgeship position:

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1. Explain how your appointment would enhance the court:

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1. Identify any offenses for which you have ever been ***convicted*** or pled guilty for the violation of any federal law or regulation, state law or regulation, or county or municipal law, regulation, or ordinance, *excluding* convictions that have been properly *expunged.* Do not include traffic violations for which the court imposed a fine of $250 or less, unless you were arrested. *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- | --- | --- |
| **Convicted of**  (describe offense) | **Seriousness of charge** (e.g., serious misdem., felony) | **Location of court**  (County, State) | **Disposition type**  (Plea, judge ruling, jury verdict) | **Sentence / Penalty** | **Sentence date**  (mo/day/yr) |
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1. Has any local, state, or federal office/agency ever assessed or threatened to assess you with a civil or criminal penalty in connection with the reporting of, or **failure to report, your federal, state, or local taxes**? (Yes or No) If yes, provide details.

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1. Have you ever been the subject of a **no-contact order**? (Yes or No) If yes, provide details (case number, county, state, date issued, date rescinded, and reason for the NCO).

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1. Have you ever been a **party** in any **legal proceeding** (excluding traffic violation cases for which a fine of $250 or less was imposed, unless you were arrested)? If yes, provide the following information: *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- | --- |
| **Case number** | **County, State** | **Date filed** | **Date close** | **Description of case and outcome** |
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1. Have you ever been **publicly disciplined** in any manner for a breach of professional ethics or unprofessional conduct by any court, administrative agency, bar association, disciplinary board, or other professional group? If yes, provide the following information: *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- |
| **Name of discipline board or agency** | **Date discipline imposed** | **Description of the ethics violation** | **Description of the public discipline** |
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1. List each **college and law school** you attended, including the dates of attendance, the degree awarded, and your reason for leaving each school if you did not receive a degree from that institution was awarded. *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- |
| **College(s) and Law School(s)**  **–** and reason for leaving, if applicable | **Dates Attended**  **(Mo/Yr to Mo/Yr)** | **Degree(s)** | **Month/Yr Received** |
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1. List any relevant **honors, prizes, awards**, or other forms of recognition that you have received for educational, professional, or community contributions/achievements. *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- |
| **Name/Title of Honor, Prizes, Awards** | **Awarded by:** | **Month/Yr Received** |
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1. List all **articles and books** you have published; include the citations and dates. *(Use “Tab” in last row to add more rows.)*

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1. List all **public presentations** you have made at educational, professional, or other public forums; include the citations and dates. *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- |
| **Title of Presentation** | **City, State** | **Event Sponsor** | **Month & Year** |
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1. List all part-time and full-time **teaching positions** you have held. *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- | --- |
| **Name of School / College** | **City, State** | **Name of Course(s)** | **Month/Yr to Month/Yr** | **Full-time or Part-time** |
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1. List the courts or **jurisdictions** in which you are, or have been, **admitted to practice law**, including any administrative bodies with special admission requirements, and the dates of admission for each. *(Use “Tab” in last row to add more rows.)*

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| --- | --- |
| **State and federal jurisdictions in which you are, or have been,**  **admitted to practice law** | **Month/Yr Admitted** |
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1. List chronologically the **employment** you have had *since your initial admission to practice law* in any state or federal jurisdiction. For each time period, provide the following information as applicable:
   1. If you served as a law clerk to a judge, provide the name of the judge, the court, and the court’s location.

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| **Dates (From -- To)** | **Name of judge, name of court, and court location** |
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* 1. If you have practiced law, provide the following information for each position you have held:

(1) Name of the law firm(s), company, or government agency that employed you,

(2) City and state where the office was located,

(3) Number of attorneys in the law firm or agency,

(4) Whether you were a partner in the firm,

(5) The areas of law in which you practiced, and

(6) A description of the typical clients you represented. *(Use “Tab” in last row to add more rows.)*

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| **Dates (From -- To)** | **Description of law practice** (address topics in 22(b)(1) – (6) for each time period) |
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1. Regarding your legal experience:
2. Approximately what percentage of your court appearances have been in the following types of courts?

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| **Type of court** | **% of appearances** |
| 1. Federal courts |  |
| 1. State courts |  |
| 1. Administrative agencies |  |
| 1. Other tribunals |  |

1. Approximately what percentage of your time have you spent on the following types of cases?

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| --- | --- |
| **Types of cases** | **% of your time** |
| 1. Administrative |  |
| 1. Civil |  |
| 1. Criminal |  |
| 1. Domestic |  |
| 1. Juvenile |  |
| 1. Probate |  |
| 1. Other (describe): |  |

1. In the past **10 years**, approximately how many cases have you **tried to a conclusion** (rather than settling) before a judge and before a jury? Indicate the number in which you were sole counsel, chief counsel, or associate counsel.

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| --- | --- | --- | --- | --- |
| **Type of trial** | **Total # of trials** | **# as sole counsel** | **# as chief counsel** | **# as associate counsel** |
| Tried before a jury |  |  |  |  |
| Tried before a judge |  |  |  |  |
| **Column Total** |  |  |  |  |

1. In the past **20 years**, in approximately how many cases have you have represented a party in an **appeal to an appellate court in any state or federal jurisdiction?** Indicate the number in which you were sole counsel, chief counsel, or associate counsel.

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| --- | --- | --- | --- | --- | --- |
| **Appellate court\*** | **Total # of appeals:** | **# as sole counsel** | **# as chief counsel** | **# as associate counsel** | **# in which you presented oral argument** |
| Iowa Supreme Court |  |  |  |  |  |
| Iowa Court of Appeals |  |  |  |  |  |
| Other state appellate court (identify): |  |  |  |  |  |
| Other state appellate court (identify): |  |  |  |  |  |
| Other state appellate court (identify): |  |  |  |  |  |
| Other appellate court (identify): |  |  |  |  |  |
| Federal Circuit Court(s) |  |  |  |  |  |
| U.S. Supreme Court |  |  |  |  |  |
| **Total** |  |  |  |  |  |

\* Count it as an appeal to an intermediate court of appeals (ICA) -- e.g., Iowa’s Court of Appeals -- if the state intermediate court of appeal initially handled it; count it as a separate appeal to the supreme court (SC) if the SC accepted it upon a petition for further review from the ICA; count an appeal to the supreme court if the SC retained jurisdiction without first assigning it to the ICA. *(Use “Tab” in last row to add more rows.)*

1. Describe the general nature of your ***current law practice*,** including the substantive areas of the law in which you practice (e.g., civil, domestic, criminal) and the approximate percentage of time you have spent on each area over the ***past five years***:

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1. Describe three of the most significant legal matters that you have personally handled. For each of the significant legal matters include the following information:
2. Title of the case and the county and state of venue,
3. A brief summary of the substance of each matter,
4. A succinct statement of what you believe to be the significance of it,
5. The name of the party you represented,
6. The nature of your participation in the case,
7. Dates of your involvement,
8. The outcome of the case,
9. Name(s) and address(es) [city, state] of co-counsel (if any),
10. Name(s) of counsel for opposing parties in the case, and
11. Name of the judge before whom you tried the case.

Note: if the matter was *confidential,* please avoid the use of any information that may allow disclosure of the identity of the parties.

**Significant legal matter #1:**

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**Significant legal matter #2:**

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**Significant legal matter #3:**

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| 1. Have you served as a judicial officer in any state? (Yes / No): |  | *If “No” – skip to # 26.* |

* 1. If “Yes” - provide the following information: *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- |
| **Dates (From -- To)** | **Judicial title** | **County or District** | **Types of cases within your jurisdiction** |
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* 1. If you have been a judicial officer in **Iowa** during the previous **three years**:
     1. How many times did you **fail** to file the monthly Rule 22.10 reports by the report deadline?

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* + 1. During the past **three years**, how many **cases** did you list on your Rule 22.10 reports that were more than the following number of days old from the time they were submitted for a ruling?

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| --- | --- | --- | --- | --- |
|  | **120 days old** | **180 days old** | **240 days old** | **One year old** |
| **# of cases more than:** |  |  |  |  |

1. If you are **currently** an officer, director, partner, sole proprietor, or otherwise engaged in the **management of any business enterprise or nonprofit organization** other than a law practice, provide the following information about your position(s) and title(s): *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- |
| **Name of business / organization** | **Your title** | **Your duties** | **Dates (From -- To)** |
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1. List all county, state, and national **bar association and professional organization memberships** and the years you have been a member of each (e.g., 1998 to present), and identify any committees on which you have served and offices you have held in those organization(s) - and the titles and dates of any offices you have held. *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- |
| **Professional associations to which you have belonged** | **Committees / Offices** | **Dates (From -- To)** |
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1. List all local, county, state, and national government (including but not limited to judicial branch) **commissions, task forces, or advisory committees** on which you have served - and any titles (e.g., chair) you have held on such commissions or committees. *(Use “Tab” in last row to add more rows.)*

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| --- | --- |
| **Dates (From -- To)** | **Government commissions, task forces, etc. on which you served** |
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1. Describe your **pro bono** work during the past **10 years**:

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| --- | --- |
| * 1. Approximate number of pro bono cases you’ve handled: |  |
| * 1. Average number of hours of pro bono service per year: |  |
| * 1. Types of pro bono cases: |  |

1. List any **employment outside of the legal profession** that you have had since graduating from law school that may be relevant to this application; include: (a) the dates, (b) organization or business for whom you worked, and (c) duties you performed. *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- |
| **Dates (From -- To)** | **Business / Organization Name, City, State** | **Your Duties** |
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1. Have you ever held **public office** or have you ever been a candidate for public office? If the answer is “yes,” describe the public office held or sought, the location of the public office, and the dates. *(Use “Tab” in last row to add more rows.)*

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| **Dates (From -- To)** | **Public office(s): Indicate “Held” or “Sought” and Location** |
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1. Provide the following information on your **military service** (if any): *(Use “Tab” in last row to add more rows.)*

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| --- | --- | --- | --- | --- |
| **Dates (From -- To)** | **Military branch** | **Current Rank** | **Location and dates of service in other countries** | **Current Status**  **(Active/Inactive)** |
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1. List any **civic, charitable, religious, educational, social or fraternal organization(s)** to which you belong or provide volunteer services. Describe the nature of your involvement with the organization(s), including any offices you have held with the organization(s). *(Use “Tab” in last row to add more rows.)*

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| **Dates (From -- To)** | **Organization Name** | **Nature of your involvement** |
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1. List all the **social media applications** (e.g., Facebook, Twitter, Snapchat, Instagram, Linkedin) that you have used in the past **five years** and your account name or other identifying information (excluding passwords) for each account. *(Use “Tab” in last row to add more rows.)*

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| --- | --- |
| **Social media application name** | **Account name or other identifying information** |
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1. **References:** List the names, addresses, and telephone numbers of at least **five persons** who are in a position to provide knowledgeable comments about your qualifications for this judicial position.

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| **Name** | **Address** | **Telephone number** |
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1. Provide any **additional information** that may reflect positively on you or which you believe would assist the Commission in selecting the best candidate for this position.

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1. When you submit this **application** form, attach at least **two writing samples** (e.g., brief, opinion, or book) that reflect your personal work. Note: ***Do not*** submit a writing sample that includes confidential information about you or any other person unless you remove / redact the confidential information to obscure the identity of the parties and any information that may allow disclosure of the parties’ identity.
2. **Certification.** I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information I have provided above is true and correct.

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| --- | --- |
| Applicant’s signature: |  |
| Attorney PIN: |  |
| Date: |  |