DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT

POSITION: MAGISTRATE JUDGE	CLOSING DATE: September 18, 2015	SALARY: $165,106 per annum
SUPERIOR COURT OF THE DISTRICT OF COLUMBIA	LOCATION: Moultrie Courthouse 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time

Applicants who applied for this position which closed on August 3, 2015, are still under consideration and do not need to reapply.

BRIEF DESCRIPTION OF DUTIES: A vacancy is anticipated in the Office of the Magistrate Judges in the Superior Court of the District of Columbia. The new Magistrate Judge will be appointed to serve a four-year term. The successful applicant for this position will be assigned to a Division of the Superior Court based on the needs of the Court at the time the position is filled. The duties for a Magistrate Judge assigned to the Family Court or Domestic Violence Unit will include the following: conducting hearings, making findings and entering interim and final orders or judgments in uncontested or contested proceedings. The duties of a Magistrate Judge assigned to Criminal or Civil Divisions will include the following: conducting preliminary proceedings in criminal cases (e.g., bond hearings, initial probation revocation hearings, and preliminary hearings) and presiding over certain criminal and civil non-jury trials, excluding jury trials and trials of felony cases.

MINIMUM QUALIFICATIONS: An applicant must: (1) be a member in good standing of the unified District of Columbia Bar; (2) for five (5) years immediately preceding appointment, have been engaged in the active practice of law in the District of Columbia, or on the faculty of a law school in the District of Columbia, or employed as a lawyer by the District of Columbia or United States Government, or any combination of the foregoing, and for applicants to the Family Court, at least three (3) years of training or experience in the practice of family law as a lawyer or judicial officer; (3) be a citizen of the United States and (4) be a bona fide resident of the District of Columbia and have maintained an actual place of abode in the District for at least ninety (90) days immediately prior to appointment and retain such residency during service as Magistrate Judge. D.C. Code § 11-1732 (c)(3) **OR, IN THE ALTERNATIVE, FOR FAMILY COURT APPLICANTS:** be a bona fide resident of the areas consisting of Montgomery and Prince George's Counties in Maryland, Arlington and Fairfax Counties, and the City of Alexandria in Virginia, have maintained an actual place of abode in such area, or the District of Columbia for at least five (5) years prior to appointment, and certify that the individual will become a bona fide resident of the District of Columbia not later than ninety (90) days after appointment. D.C. Code § 11-1732A (b)(5)(A)(B); be competent to perform the duties of the office and be of good moral character; and (6) make formal application to the court for the position.

APPLICATION: Application forms for the position may be obtained online on the D.C. Courts Human Resources Division website. The application must be accompanied by the applicant's resume, a signed and notarized statement certifying that the applicant has paid his or her taxes for the preceding five (5) years, a signed and notarized "Authorization to Release Information," and a photograph, 2 x 2 inches in size, showing a full front view of the face. Applicants shall submit an original and one paper copy. The entire application package (the application form, the tax certification, the resume, the Authorization to Release Information, and photograph) must be submitted **on or before the close of business on August 3, 2015**, to *Judge Russell F. Canan, Chair, Committee on the Selection and Tenure of Magistrate Judges, H. Carl Moultrie I Courthouse, 500 Indiana Avenue, NW, Chambers 3420, Washington, D.C. 20001.* Applicants shall also email a copy of the application package in PDF format to MagistrateJudgeCommittee@dcsc.gov.

SELECTION: An Advisory Merit Selection Panel ("Panel") composed of lawyers and other members of the community has been established by the Court to assist the Board of Judges in identifying and recommending persons who are best qualified to fill the position of Magistrate Judge. The Committee on the Selection and Tenure of Magistrate Judges ("Committee"), comprised of Associate Judges of the Superior Court, will also recommend persons who are best qualified to serve as a Magistrate Judge. The Chief Judge shall consider all persons recommended by the Panel and the Committee and may consider other qualified applicants. After the closing date for submitting applications and completion of background investigations, the Chief Judge shall nominate and, with the approval of a majority of the sitting judges of the Court, appoint a new Magistrate Judge. For further information call (202) 879-0496 or visit our website at www.dccourts.gov/jobs.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

APPLICATION FOR MAGISTRATE JUDGE
FOR THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Please complete this Application and send **an original and one (1) copy**, along with an updated resume, photo, Tax Certification and a notarized Authorization to Release Information Form to: **Judge Russell F. Canan, Chair, Committee on the Selection and Tenure of Magistrate Judges, H. Carl Moultrie I Courthouse, 500 Indiana Avenue, NW, Chambers 3420, Washington, DC 20001.** Please repeat the question with each answer and use standard letter size paper for your responses. Also, please email a copy of your Application packet to MagistrateJudgeCommittee@dcsc.gov.

1. Full name. (Include any former names used.)

2. Are you a member of the Bar of the District of Columbia?

3. State whether you are applying for the position of Magistrate Judge to be assigned to Family Court, other divisions of the Superior Court, or either.

4. Have you been an active member of the unified District of Columbia Bar for at least five (5) years? List year in which you became a member.

5. Have you been engaged in the active practice of law in the District of Columbia, on the faculty of a law school in the District, or employed as a lawyer by the United States or District of Columbia governments, or any combination of the above, for at least the preceding five-year period?

6. State type of experience and employment for such five-year period.

7. Have you been a *bona fide* resident of the District of Columbia for at least 90 (ninety) days? Please answer yes or no.

8. a. If you have been a *bona fide* resident of the District of Columbia for at least 90 days, please list the addresses of your actual places of abode (including temporary residences) with dates of occupancy for the last five (5) years.

   For applicants applying to be assigned to Family Court:
   b. If you have NOT been a *bona fide* resident of the District of Columbia for at least 90 days, have you been a *bona fide* resident of and have you maintained an actual place of abode in Montgomery or Prince George's Counties in Maryland, Arlington or Fairfax Counties, and the City of Alexandria in Virginia? Please answer yes or no. Please attach certification that you will become a *bona fide* resident of the District of Columbia not later than 90 days after appointment. *D.C. Code Ann. §11-732 A and B (2007).*

   c. If you have NOT been a *bona fide* resident of the District of Columbia for at least 90 days, please list the addresses of your actual places of abode (including temporary residences) with dates of occupancy for the last five (5) years?

9. Honors and Awards: List all scholarships, fellowships, honorary degrees, honorary society memberships, and any other special recognition for outstanding service or achievements.

10. Published Writings: List the titles, publishers and dates of books, articles, reports or other published materials you have written.

11. What has been the general character of your practice?

    a. Divide into periods with dates and state whether its character has changed over the years.

    b. Describe your typical clients and mention the areas, if any, in which you have specialized.

    For applicants applying to be assigned to Family Court:

    c. Describe and divide into periods with dates your training or experience in the practice of family law as a lawyer or Judicial Officer.

12. What legal experience have you had in the practice of mental health law or related legal practice area?

13. Describe not more than three of the more significant litigated matters which you handled and give the citations, if the cases were reported. Please give a capsule summary of the substance of each case and a succinct statement of what you believe to be the particular significance of the case. Please identify the party or parties whom you represented, describe in detail the nature of your participation in the litigation and the final disposition of the case: (a) the dates of the trial period or periods; (b) the name of the court and the name of the judge before whom the case was tried; and (c) the names and addresses of counsel for the other parties.

14. List no more than three references.

15. Are you now an officer or director or otherwise engaged in the management of any business enterprise?

    a. If so, give details including the name of the enterprise, the nature of the business, the title or other description of your position, the nature of your duties, and the term of your service.

    b. Is it your intention to resign such positions and withdraw from any participation in the management of any such enterprises, if you are appointed to this position? If not, please explain.

16. Have you ever been arrested, charged, or held by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give details. Do not include traffic violations for which a fine of $50.00 or less was imposed.

17. Have you, to your knowledge, ever been under federal, state or local investigation for possible violation of a criminal statute? If so, give particulars.

18. Have you ever been sued by a client? If so, please give particulars.

19. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, please give particulars.

20. Without details, is there or has there been anything in your personal life, which you feel, if known, may be of embarrassment to the court in the event you are appointed?

21. Will you sever all connections with your present employers, business firms, business associations, or business organizations if you are appointed?

22. Do you have any plans, commitments or agreements to pursue outside employment, with or without compensation, during your service with the government? If so, explain.

23. Describe all financial arrangements, deferred compensation agreements, and other continuing dealings with business associates, clients or customers.

24. Indicate any investments, obligations, liabilities or other relationships which could involve potential conflicts of interest with this position.

25. Explain how you will resolve any potential conflict of interest, including any that may be disclosed by your responses to the above items. Please provide a copy of any trust or other agreements.

26. Please advise the Committee on the Selection and Tenure of Magistrate Judges of any additional information, favorable or unfavorable, which you feel should be considered in connection with your nomination.

The Committee does not require letters of recommendation, letters of support, or endorsements, but will accept them. Such letters must be received by the Committee via email to MagistrateJudgeCommittee@dcsc.gov by October 19, 2015.

AUTHORIZATION TO RELEASE INFORMATION

(Form must be notarized)

TO WHOM IT MAY CONCERN:

I hereby authorize any representative of the Chief Judge of the Superior Court of the District of Columbia bearing the release or copy thereof, within six months of its date, to obtain any information in your files pertaining to arrest records, lawyerly disciplinary records, medical records, credit records, D.C. tax records, and educational records including, but not limited to, academic achievement, and attendance. I hereby direct you to release such information upon request to bearer. This release is executed with full knowledge and understanding that the information is for the official use of the District of Columbia Superior Court Committee on the Selection and Tenure of Magistrate Judges and may not be disseminated to third parties without my written permission. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical, or tax records, credit bureau or consumer reporting agency, law enforcement or intelligence gathering agency including its officers, employees, or related personnel, both individually, and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. **I hereby authorize the Office of the Chief Financial Officer, Office of Tax and Revenue, access to review and research my taxes for the past five years.** I further authorize the Office of Tax and Revenue to release my tax information to an authorized representative of the Chief Judge of the Superior Court of the District of Columbia. If I am not in compliance, I further authorize the Office of Tax and Revenue to inform the authorized representative whether or not I am maintaining a payment agreement. I further understand that the information received from the Office of Tax and Revenue pursuant to this release will be placed in a file to be maintained by the Superior Court and is not subject to dissemination to any individual outside the office of the Chief Judge of the Superior Court of the District of Columbia. You may contact me as indicated below:

FULL NAME: _____
(Signature)

FULL NAME: _____
(Typed or Printed)

CURRENT ADDRESS: _____

SOCIAL SECURITY NO.: _____

D.C. BAR NO.:_____

TELEPHONE NUMBER: _____

DATE OF BIRTH: _____

PLACE OF BIRTH: _____

Signed and sworn before me this _____day of _____, 2015.

_____
Notary Public

My commission expires:_____

Tax Certification

I, _____, hereby certify that I have paid all of my Federal and State taxes for the preceding five (5) years.

I hereby declare under the penalty of perjury that the above information is true and correct to the best of my knowledge and belief.

Signed this ___ day of _____, 2015. _____

Signature

Signed and sworn before me this _____ day of _____, 2015.

_____

Notary Public

My commission expires: