DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT

POSITION: MAGISTRATE JUDGE: 2 POSITIONS	CLOSING DATE: November 10, 2016	SALARY: $166,770 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 the two Magistrate Judge vacancies with the closing date of August 19, 2016, and wish to be considered for these vacancies, need only send a letter to the Magistrate Judge Committee at MagistrateJudgeCommittee@dcsc.gov indicating their desire to be reconsidered.

BRIEF DESCRIPTION OF DUTIES: Two vacancies are 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: be a citizen of the United States; be an active member in good standing of the unified District of Columbia Bar; 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; 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 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 November 10, 2016**, 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. Letters of recommendation are due, via email to MagistrateJudgeCommittee@dcsc.gov no later than November 10, 2016.

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

3. Qualifications

(a) Are you a citizen of the United States?

(b) Are you an active member in good standing of the Bar of the District of Columbia? List the year in which you became a member.

(c) Have you for five (5) years immediately preceding appointment, 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?

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

(d) Have you been 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:

been 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 you 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).

Please list the addresses of your actual places of abode (including temporary residences) with dates of occupancy for the last five (5) years.

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

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

6. 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.

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

8. 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.

9. List no more than three references.

10. 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.

11. 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.

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

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

14. 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.

15. 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?

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

17. 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.

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

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

20. 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.

21. 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 November 10, 2016.

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 _____, 2016.

_____
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 _____, 2016. _____

Signature

Signed and sworn before me this _____ day of _____, 2016.

_____

Notary Public

My commission expires:

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
COMMITTEE ON THE SELECTION AND TENURE OF MAGISTRATE JUDGES

PRIOR TO COMPLETING THIS FORM, PLEASE BE SURE YOU HAVE REVIEWED THE TERMS OF THIS AGREEMENT.

By providing the information herein and by signing this waiver, I voluntarily authorize the State of Maryland to release the tax return and return information indicated below. The return information will be used concerning my appointment or employment by the Superior Court of the District of Columbia. This waiver is made pursuant to 26 U.S.C. 6103 (c), which permits the release of return and return information, which would otherwise be confidential, to my designee.

I designate that the Office of the Comptroller of the State of Maryland release return and return information to:

Mary C. Davey, Judicial Administrative Assistant
Judge Russell F. Canan, Chair, Committee on the Selection and Tenure of Magistrate Judges

The information I am consenting to release is:

1. Have I failed to file a Maryland income tax return for any of the last three (3) years for which filing of a return might have been required? If the filing date for the most recent required return has not yet lapsed on the date the State of Maryland receives this waiver and my records do not indicate a return filing for the most recent required return, the "last three years" will mean the three years preceding the year for which returns are currently being filed and processed.
2. Were any of the returns in #1 filed more than forty-five (45) days after the due date for filing, determined with regard to any extension(s) of time for filing?
3. Have I failed to pay any tax, penalty, or interest liability during the current or last three calendar years within forty-five (45) days of the date which the State of Maryland gave notice of the amount due and request for payment?
4. Am I now or have I ever been under investigation by the Office of the Comptroller of Maryland for possible criminal offenses?
5. Has any civil penalty for fraud been assessed against me during the current or last three (3) calendar years?

If the information which is to be released, includes a "*Yes*" answer to any of the above five (5) questions, I authorize the Office of the Comptroller of Maryland to release any information pertaining to that question.

THE APPLICANT MUST <u>SIGN AND DATE</u> PAGE TWO (2) OF THIS FORM.

To help the Office of the Comptroller of the State of Maryland find any tax records, I am voluntarily providing the following information:

TAX PAYER INFORMATION:

Full Legal Name	
Social Security Number	
Current Home Address	
Home Telephone Number	
Office Telephone Number	
Cellular Telephone Number	

IF MARRIED AND FILED A JOINT RETURN:

Name of Spouse	
Spouse's Social Security Number	

NAMES AND ADDRESSES SHOWN ON LAST THREE RETURNS (IF DIFFERENT FROM ABOVE):

Year	**Name(s)**	**Address**

If a return for any of the last three (3) years was not filed, please explain why.

DATE: _____

*WAIVER INVALID UNLESS THE DATE IS **HAND-WRITTEN** BY TAXPAYER AND RECEIVED BY THE STATE OF MARYLAND WITHIN 120 DAYS OF THIS DATE*

_____

***SIGNATURE OF THE TAXPAYER** AUTHORIZING THE DISCLOSURE OF RETURN/RETURN INFORMATION*

Tax Use Only
File # _____

VIRGINIA DEPARTMENT OF TAXATION
AUTHORIZATION TO CONFIRM TAX STATUS

Section 1: Taxpayer Information

Taxpayer's name as shown on tax return	Social Security Number - -
If joint return filed, spouses name as shown on tax return	Social Security Number - -
Address shown on last tax return filed Address line 1 _____ Address line 2 _____ City, state, zip _____	Taxpayer contact information Daytime phone number(s) _____ (Home) _____ (Cell)

Section 2: Authorized Party Information and Scope of Disclosure

I authorize the Virginia Department of Taxation to provide information regarding **tax return filing history** for **(check one)**

☐ Last 10 years ☐ Last 5 years ☐ Year(s) or time period listed here: _____

I also authorize the Virginia Department of Taxation to provide information regarding any **outstanding tax liabilities including dollar amounts and partial payment plan agreement status** for **(check one)**

☐ Last 10 years ☐ Last 5 years ☐ Year(s) or time period listed here: _____

Name of organization authorized to receive information		
Name of individual authorized to receive information (if known)	Contact Phone Number ( ) -	Contact Fax Number ( ) -
Organization street address		
Organization city, state, zip		

Section 3: Authorization and Signature

Must be signed in presence of notary	**Signature of taxpayer**	**Print name**	**Date**

Notary Stamp	Notary Information Subscribed and sworn before me this _____day of _____, 20_____, in the (City/County) _____, of _____.	
	Notary Public Signature	Date
	Notary Public Name Printed	My Commission Expires

Instructions: Please complete the information in all sections above. Once you have filled in the required information, you may fax this completed form to the attention of the Disclosure Officer at (804) 786-2806. For security purposes, illegible or incomplete forms will not be processed.

Revised 3/16/16

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
COMMITTEE ON THE SELECTION AND TENURE OF MAGISTRATE JUDGES

PRIOR TO COMPLETING THIS FORM, PLEASE BE SURE YOU HAVE REVIEWED THE TERMS OF THIS AGREEMENT.

By providing the information herein and by signing this waiver, I voluntarily authorize the Internal Revenue Service to release the tax return and return information indicated below. The return information will be used concerning my appointment or employment by the Superior Court of the District of Columbia. This waiver is made pursuant to 26 U.S.C. 6103 (c), which permits the release of return and return information, which would otherwise be confidential, to my designee.

I designate that the Internal Revenue Service release return and return information to:

Mary C. Davey, Judicial Administrative Assistant
Judge Russell F. Canan, Chair, Committee on the Selection and Tenure of Magistrate Judges

The information I am consenting to release is:

1. Have I failed to file a Federal income tax return for any of the last three (3) years for which filing of a return might have been required? If the filing date for the most recent required return has not yet lapsed on the date the IRS receives this waiver and IRS records do not indicate a return filing for the most recent required return, the "last three years" will mean the three years preceding the year for which returns are currently being filed and processed.
2. Were any of the returns in #1 filed more than forty-five (45) days after the due date for filing, determined with regard to any extension(s) of time for filing?
3. Have I failed to pay any tax, penalty, or interest liability during the current or last three calendar years within forty-five (45) days of the date which the IRS gave notice of the amount due and request for payment?
4. Am I now or have I ever been under investigation by the IRS for possible criminal offenses?
5. Has any civil penalty for fraud been assessed against me during the current or last three (3) calendar years?

If the information which is to be released, includes a "*Yes*" answer to any of the above five (5) questions, I authorize the Internal Revenue Service to release any information pertaining to that question.

THE APPLICANT MUST <u>SIGN AND DATE</u> PAGE TWO (2) OF THIS FORM.

To help the IRS find any tax records, I am voluntarily providing the following information:

TAX PAYER INFORMATION:

Full Legal Name	
Social Security Number	
Current Home Address	
Home Telephone Number	
Office Telephone Number	
Cellular Telephone Number	

IF MARRIED AND FILED A JOINT RETURN:

Name of Spouse	
Spouse's Social Security Number	

NAMES AND ADDRESSES SHOWN ON LAST THREE RETURNS (IF DIFFERENT FROM ABOVE):

Year	**Name(s)**	**Address**

If a return for any of the last three (3) years was not filed, please explain why. If there was insufficient income to meet the filing requirements or the filing requirements were met by filing with a foreign tax agency (e.g., Puerto Rico or the Virgin Islands), please describe the circumstances in a separate attachment.

DATE: _____

WAIVER INVALID UNLESS THE DATE IS ***HAND-WRITTEN*** *BY TAXPAYER AND RECEIVED BY THE STATE OF MARYLAND WITHIN 120 DAYS OF THIS DATE*

_____

SIGNATURE OF THE TAXPAYER *AUTHORIZING THE DISCLOSURE OF RETURN/RETURN INFORMATION*