

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

Please complete and send this Application, along with an updated resume, Tax Certification and a notarized Authorization to Release Information Form to: **Judge Michael O’Keefe, Co-Chair, Committee on the Selection and Tenure of Magistrate Judges, H. Carl Moultrie Courthouse, 500 Indiana Avenue, NW, Chambers 3110, 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. **Each form should be scanned and sent as separate documents.**

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.