

DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT

One 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. The current salary for this position is \$183,310 per annum.

To be qualified for appointment, an applicant must:

- (1) be a citizen of the United States;
- (2) be an active member in good standing of the unified District of Columbia Bar;
- (3) 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;
- (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);

- (5) 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.

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.

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 “Authorization to Release Information, tax form 14767 and a photograph, 2 x 2 inches in size, showing a full front view of the face. The entire application package (the application form, the tax form 14767, the Resume, the Authorization to Release Information, and photograph) must be submitted electronically **on or before the close of business on February 11, 2023**, to *Judge Kimberley S. Knowles, Chair, Committee on the Selection and Tenure of Magistrate Judges @ MagistrateJudgeCommittee@dcsc.gov*. Each of the above forms should be scanned as separate documents.

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 **February 21, 2023**

It is the policy and practice of the District of Columbia Courts to hire and promote employees based upon 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.