

APPLICATION INSTRUCTIONS FOR JUDICIAL VACANCIES ON THE DISTRICT OF COLUMBIA COURT OF APPEALS AND THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Qualifications for Applicants

Pursuant to D.C. Code § 1-204.33(b), no person may be nominated or appointed a judge of a District of Columbia court unless the person—

- is a citizen of the United States;
- is an active member of the unified District of Columbia Bar and has been engaged in the active practice of law in the District for the five years immediately preceding the nomination or for such five years has been on the faculty of a law school in the District, or has been employed as a lawyer by the United States or the District of Columbia government;
- is a bona fide resident of the District of Columbia and has maintained an actual place of abode in the District of Columbia for at least 90 days immediately prior to the nomination, and shall retain such residency while serving as such judge;
- is recommended to the President, for such nomination and appointment, by the District of Columbia Judicial Nomination Commission; and
- has not served, within a period of two years prior to the nomination, as a member of the Tenure Commission or the District of Columbia Judicial Nomination Commission.

The Commission will only consider applications of individuals who fully meet the qualifications. All applicants must undergo a background investigation.

Application Requirements

In response to each Notice of Judicial Vacancy, interested persons shall submit completed application materials to the Commission. Application materials are periodically updated. Applicants shall use the current version of the application materials as posted on the Commission's website (<http://jnc.dc.gov>). Application materials shall be received by the close of business (5:00 p.m.) on the date stated in the Notice of Judicial Vacancy. **Incomplete or outdated application materials will not be considered.**

Application materials shall include:

- Letter of Interest
- Resume
- Applicant Questionnaire (JNC Form 21) with required writing samples
- Applicant Identification Form (JNC Form 22)

- Authorization To Release Information (JNC Form 23)
- IRS Tax Check Waiver (JNC Form 24)
- District of Columbia Tax Check Waiver (JNC Form 25)
- Release from Liability (JNC Form 26); two signed and notarized copies with recent passport-equivalent photographs attached to each copy
- MPD Criminal History Request (PD Form 70)
- Biographical summary (not to exceed 250 words) suitable for publication

An original and one copy of the application materials shall be submitted to the District of Columbia Judicial Nomination Commission, Attention: Executive Director, 515 5th Street, NW, Suite 235, Washington, DC 20001. All forms shall be signed and dated. The Commission shall transmit to the Office of the President copies of the application materials for the applicants it recommends.

In the event that multiple vacancies are announced in a Notice of Judicial Vacancy, the applicant's letter of interest shall clearly identify all judicial vacancies for which the applicant is applying. Only one application package shall be submitted when an applicant applies for more than one vacancy announced in a Notice of Judicial Vacancy.

In addition to paper copies submitted to the Commission, applicants shall email their Letters of Interest, Resumes, and Applicant Questionnaires in separate PDF format files to the Executive Director and to each Commission member. The email subject line shall include the applicant's name and shall state that the email contains application materials for a judicial vacancy. If the writing samples are too voluminous to send electronically, so indicate in the email and send paper copies of those documents to each Commission member by mail or courier service. All application materials shall be received by the close of business (5:00 p.m.) on the date stated in the Notice of Judicial Vacancy. Contact information for the Executive Director and Commission members can be found on the Commission's website (<http://jnc.dc.gov>) and on the Notice of Judicial Vacancy.

Meetings with Commission Members

Some or all of the Commission members may be available to meet with applicants, as time permits, upon receipt of the complete application. Applicants may contact any Commission member to request an individual meeting.

Letters of Recommendation

The Commission does not require letters of recommendation, letters of support, or endorsements, but will accept them. Such letters shall be from individuals who can attest to the applicant's qualification for judicial office; they shall not be mere character

references. Letters shall be signed, on letterhead, if the author is writing on behalf of an organization, and include an email address. Letters shall be submitted under separate cover and shall be received by the Commission generally no later than 30 calendar days from the application deadline date indicated in the Notice of Judicial Vacancy. Anyone submitting a letter of recommendation may do so in an email in PDF format to the Executive Director and to each Commission member. Alternatively, letters may be mailed or sent via fax (202-879-0755) to the Executive Director who will then forward copies to each Commission member. Letters of recommendation, letters of support, and endorsements are maintained by the Commission for two years and will be considered by the Commission if an applicant applies for more than one judicial vacancy within a two-year period.

The Commission does not disclose copies of any letters of recommendation, letters of support, or endorsements. Therefore, applicants may wish to retain copies of recommendation letters and ask the author to retain a copy.

Public Announcements

The Commission reserves the right to publicly identify any applicant for judicial office. This includes the right to post a list of applicants for a particular vacancy on the Commission's website at <http://jnc.dc.gov>. By submitting an application, applicants authorize the Commission to publicly announce the identity of applicants who have applied for a judicial vacancy and to seek public input on their fitness for judicial office. Applicant evaluations are maintained by the Commission for two years and will be considered by the Commission if an applicant applies for more than one judicial vacancy within a two-year period. The Commission will release a press statement identifying those applicants recommended to the President that will include biographical information on each applicant.

Questions Concerning the Application Process

Applicants shall visit the Commission's website at www.jnc.dc.gov and review information about the Commission under Helpful Information, Frequently Asked Questions. Other questions concerning the application process shall be directed to the Executive Director of the District of Columbia Judicial Nomination Commission at (202) 879-0478 or dc.jnc@dc.gov.