

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

APPLICATION FOR POSITION OF UNITED STATES MAGISTRATE JUDGE

CHECKLIST

Be sure the following documents are included in your application packet:

- ✓ A completed *Application for Position of United States Magistrate Judge*;
- ✓ A writing sample (no more than 20 pages in length);
- ✓ A cover letter is optional.

HOW TO APPLY

Please adhere to the following instructions and details:

- E-mail an electronic version of the completed U.S. Magistrate Judge application and writing sample to mjrecruit-LA@cacd.uscourts.gov;
- In the e-mail, refer to the vacancy number indicated on the vacancy announcement (vacancy announcement can be found on the court's website at the following link - <https://www.cacd.uscourts.gov/employment>);
- Submitted documents must be in Word or PDF format;
- ZIP files and faxes will not be accepted.

Following conclusion of the solicitation period, applicants will receive a letter confirming receipt of their application packet.

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

**APPLICATION FOR POSITION OF
UNITED STATES MAGISTRATE JUDGE**

GENERAL INFORMATION

Name: _____
Last, First Middle Social security number

Business Address: _____
Address Business telephone number

_____ Business fax
City, State, Zip Code

Home Address: _____
Address Telephone number

_____ Fax
City, State, Zip Code

Are you a citizen of the United States? Yes No

Military Service:

_____ Serial number
Branch

_____ Reserve status
Date of entry Date/type of discharge Highest rank or rate

Are you related by blood or marriage to any judge(s) of this Court? Yes No
If "Yes", please provide name(s):

EDUCATION

College and Universities Attended:

Name	Dates (MM/YY - MM/YY)	Degree
Name	Dates (MM/YY - MM/YY)	Degree
Name	Dates (MM/YY - MM/YY)	Degree
Name	Dates (MM/YY - MM/YY)	Degree

Law School:

Name	Dates (MM/YY - MM/YY)	Degree
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EDUCATION (continued)

Continuing Education: (List continuing legal education courses completed within the last ten (10) years:)

Other: (Include dates attended, course of study, degree or certificate obtained:)

Were you a member of the Law Review? Yes No

Publications: (If you have published any legal books, articles or opinions, please list them, giving citations and dates:)

Recognition: (List any honors, prizes or awards you have received:)

PROFESSIONAL ADMISSIONS AND PRACTICE

Court Admissions: (Please list courts or administrative bodies before which you are presently admitted to practice and the year of admission:)

Are you admitted to the California State Bar? Yes No.

If "Yes", date of admission:

Are you admitted to the United States District Court for the Central District of California? Yes No

If "Yes", give dates(s) and other information:

Law Practice: (If you are currently a sitting judicial officer, please answer questions 1 through 4 for the appropriate period preceding your appointment/election to the bench:)

1. If private: _____
Name of firm

If public: _____
Title or position

State the names, dates and addresses of all law firms with which you have been associated in practice, and of all governmental agencies or private business organizations in which you have been employed, periods you have practiced as a sole practitioner and other prior practice:

(a) _____
Position

_____ Name of firm	_____ Telephone number
_____ Address	_____ Start date
_____ City, State, Zip Code	_____ End date

PROFESSIONAL ADMISSIONS AND PRACTICE (continued)

Law Practice (continued)

(b) _____
 Position _____
 Name of firm _____ Telephone number _____
 Address _____ Start date _____
 City, State, Zip Code _____ End date _____

(c) _____
 Position _____
 Name of firm _____ Telephone number _____
 Address _____ Start date _____
 City, State, Zip Code _____ End date _____

(d) _____
 Position _____
 Name of firm _____ Telephone number _____
 Address _____ Start date _____
 City, State, Zip Code _____ End date _____

Describe the nature of your current practice, including any legal specialties which you possess, and the character of your typical clients. Additionally, if your practice is substantially different now than previously, please give details of prior practice.

Using the income codes below, show for each of the past five (5) years, the net income which you personally received as individual income as a result of your practice of the law:

 20__ 20__ 20__ 20__ 20__

INCOME CODES: A = \$50,000 OR LESS F = \$250,001 - \$300,000 K = \$1,000,001 OR MORE
 B = \$50,001 - \$100,000 G = \$300,001 - \$400,000
 C = \$100,001 - \$150,000 H = \$400,001 - \$500,000
 D = \$150,001 - \$200,000 I = \$500,001 - \$750,000
 E = \$200,001 - \$250,000 J = \$750,001 - \$1,000,000

Law Practice (continued)

2. Do you regularly appear in court? Yes No

If "Yes" what percentage of your appearances in the last five (5) years were in:

- (a) federal court _____%
- (b) state or local courts of record _____%
- (c) administrative bodies _____%
- (d) other _____%

3. During the last five (5) years, what percentage of your practice has been trial practice? _____%

How frequently have you appeared at administrative hearings? _____ times per month.

What percentage of your practice involving litigation has been:

- (a) civil _____%
- (b) criminal _____%
- (c) other _____%
- _____ %
- _____ %
- _____ %

State the number of cases you have tried to conclusion in courts of record during each of the past five years, including whether you were sole, associate or chief counsel. Give citations of any reported cases.

Year	Total Number of Cases	Sole Counsel	Associate Counsel	Chief Counsel
20__	_____	_____	_____	_____
20__	_____	_____	_____	_____
20__	_____	_____	_____	_____
20__	_____	_____	_____	_____
20__	_____	_____	_____	_____

4. During the last five (5) years, what percentage of your practice has been appellate practice? _____%

If you have appellate practice in your background, list five (5) matters in which you have handled an appeal, identifying the court and principal issues, and stating whether you prepared the briefs, handled oral argument, or both.

Law Practice (continued)

5. Summarize your courtroom experience prior to the last five (5) years:

6. Please list ten (10) significant cases in which you have appeared as counsel:
Please complete all requested information.

(a) _____ Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

(b) _____ Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

(c) _____ Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

(d) _____ Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

PROFESSIONAL ADMISSIONS AND PRACTICE (continued)

Law Practice (continued)

(e) _____
Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

(f) _____
Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

(g) _____
Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

(h) _____
Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

(i) _____
Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

PROFESSIONAL ADMISSIONS AND PRACTICE (continued)

Law Practice (continued)

(j) _____
Case name _____ Case number _____

Court _____ Judge(s) _____

Opposing counsel _____ Telephone number _____

Address _____

JUDICIAL EXPERIENCE

If you are currently a sitting judicial officer, commissioner or administrative law judge, please answer questions 7 and 8.

7. _____
Current judicial title _____ Court _____

Appointing authority _____ Date of appointment _____

Please describe briefly your judicial duties:

8. Please list ten (10) cases in which you presided as the judicial officer.
Please complete all requested information.

(a) _____
Case name _____ Case number _____ Court _____

Counsel _____ Counsel _____

Address _____ Address _____

City, State, Zip Code _____ City, State, Zip Code _____

Telephone number _____ Fax _____ Telephone number _____ Fax _____

(b) _____
Case name _____ Case number _____ Court _____

Counsel _____ Counsel _____

Address _____ Address _____

City, State, Zip Code _____ City, State, Zip Code _____

Telephone number _____ Fax _____ Telephone number _____ Fax _____

JUDICIAL EXPERIENCE (continued)

(c) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

(d) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

(e) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

(f) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

JUDICIAL EXPERIENCE (continued)

(g) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

(h) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

(i) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

(j) _____
Case name Case number Court

Counsel Counsel

Address Address

City, State, Zip Code City, State, Zip Code

Telephone number Fax Telephone number Fax

9. Have you ever held public office? Yes No
If "Yes", please provide details:

JUDICIAL EXPERIENCE (continued)

10. (a) If you do not currently hold judicial office, have you ever held judicial office or been a candidate for judicial office? Yes No

If "Yes", please state the courts involved and the dates of service, or dates of candidacy:

(b) Prior quasi-judicial service:

_____		_____
Name of agency		Position held
_____	_____	_____
Date of service	Number of matters adjudicated	Hearing what issues

11. Have you ever been the subject of inquiry by any disciplinary body of any bar association? Yes No

If "Yes", please give particulars:

OTHER HISTORY

12. Other Employment Record.

Except for employment set forth in previous answers, list employment for last ten (10) years, listing the most recent employment first.

(a) _____

Employer	_____
	Telephone number
_____	_____
Address	Start date
_____	_____
City, State, Zip Code	End date

Duties:

Reason for leaving:

(b) _____

Employer	_____
	Telephone number
_____	_____
Address	Start date
_____	_____
City, State, Zip Code	End date

Duties:

Reason for leaving:

OTHER HISTORY (continued)

Other Employment Record (continued)

(c) _____
Employer Telephone number _____

Address Start date _____

City, State, Zip Code End date _____

Duties:

Reason for leaving:

(d) _____
Employer Telephone number _____

Address Start date _____

City, State, Zip Code End date _____

Duties:

Reason for leaving:

13. List all past residence addresses, with dates, for the last five (5) years:

(a) _____
Address From date _____

City, State, Zip Code To date _____

(b) _____
Address From date _____

City, State, Zip Code To date _____

(c) _____
Address From date _____

City, State, Zip Code To date _____

OTHER HISTORY (continued)

14. List all bar associations and legal professional societies of which you are a member, and give titles and dates of any office you have held in such group and committees to which you have belonged:

_____ Organization	_____ Title	_____ From date	_____ To date
_____ Organization	_____ Title	_____ From date	_____ To date
_____ Organization	_____ Title	_____ From date	_____ To date
_____ Organization	_____ Title	_____ From date	_____ To date

15. List all organizations and clubs, other than bar associations and professional societies identified in response to question 14, of which you have been a member during the past ten (10) years, including the title and dates of any office you have held in each such organization.

_____ Organization	_____ Title	_____ From date	_____ To date
_____ Organization	_____ Title	_____ From date	_____ To date
_____ Organization	_____ Title	_____ From date	_____ To date
_____ Organization	_____ Title	_____ From date	_____ To date

16. (a) Have you ever been summoned, arrested, taken into custody, indicted, or convicted or tried for, or charged with, or pleaded guilty to the violation of any law or ordinance for the commission of any felony or misdemeanor (except minor traffic violations), or have you ever been requested to appear before any prosecuting attorney or investigative agency in any matter, military or civil? Yes No

If "Yes", state the date, name and nature of the offense(s), locality, and disposition on a separate sheet.

(b) Have you ever held or applied for a commission, certificate, credential or license that required proof of good character aside from admission to practice law? Yes No

If "Yes", state the date of application, authority to whom made, disposition of application, and, if granted, the number and present status:

(c) Bond

(i) Have you ever held a bonded position? Yes No

If "Yes", specify the nature of the position, dates and amount of bond:

(ii) Has anyone ever sought to recover upon your bond or to cancel same? Yes No

(iii) Have you ever been refused bond? Yes No

(d) As a member of any organization, or as a holder of any office, or as an attorney, have you ever been suspended, disbarred or otherwise disqualified, or had such license suspended or revoked; or have you ever been reprimanded, censured, or otherwise disciplined; or have any charges, formal or informal, ever been made or filed against you? Yes No

If "Yes", state the complete facts, disposition, and authority in possession of the records thereof:

(e) Have you ever been a party to or claimed an interest in any civil proceedings (including divorce, incompetency, bankruptcy, damage suits, etc.); or have you ever been declared a ward of any court; or have you ever been institutionalized as a result of any civil proceeding? Yes No

If "Yes", state the complete facts, disposition, and authority in possession of the records thereof:

OTHER HISTORY (continued)

- (f) Are there any unsatisfied judgments against you, or are you in default in any way in the performance or discharge of any duty or obligation imposed upon you by decree or order of any court (including alimony and support orders and decrees)? Yes No

If "Yes", state full details:

- (g) Have you ever been cited for contempt of any court or body having the power of contempt? Yes No

If "Yes", state full details:

- (h) Have you ever been disciplined or cited for breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group? Yes No

If "Yes", state full details:

- (i) Have you ever been sanctioned by a Court? Include in your response (1) any instance in which you have been ordered to pay a sanction to the registry of the court; (2) any instance in which attorney's fees have been assessed against you as a sanction; and (3) any instance in which attorney's fees exceeding \$1,000 were awarded as part of a discovery dispute, whether denominated as a sanction or an award of expenses. Provide an explanation concerning the circumstances of the sanction. Yes No

If "Yes", state full details:

- (j) Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct? Yes No

If "Yes", state full details:

OTHER HISTORY (continued)

(k) Have you ever been sued by a client? Yes No

If "Yes", state full details:

(l) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? Yes No

If "Yes", state full details, including the amounts involved:

17. Have you in the last ten (10) years (1) been hospitalized due to injury or serious mental or physical illness or drug or alcohol addiction, or (2) been prevented from working or otherwise incapacitated for a period in excess of ten (10) days due to injury or illness, drug or alcohol addiction? Yes No

If "Yes", state full details, including the causes, the dates, the places of confinement, the name, address and telephone numbers of the physician(s) knowledgeable of such impairment, and the present status of the conditions which caused the confinement or incapacitation:

18. Do you have any visual or hearing impairment or other mental or physical impairment that would affect your ability to perform the duties of a Magistrate Judge? Yes No

If "Yes", please describe the impairment and how your impairment could be accommodated to allow you to perform the duties of a magistrate judge:

OTHER HISTORY (continued)

19. If you are now an officer, director or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office:

20. State whether during the past five (5) years you have received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization or association of any kind. If so, identify the source of such compensation, the nature of the business enterprise, institution, organization or association involved, and the dates such compensation was paid:

21. Have you filed appropriate tax returns as required by federal, state, local and other government authorities?

Yes No

If "No", please explain:

22. Do you have any liens or claims outstanding against you by the Internal Revenue Service? Yes No

If "Yes", please explain.

SUPPLEMENTAL INFORMATION

23. State any achievements or actions you have accomplished demonstrating your commitment to equal justice under law:

24. State any additional education or other experience you believe would assist you in holding judicial office:

25. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the District Court and the Selection Panel in connection with your possible nomination as United States Magistrate Judge:

26. List any other community or professional honors or other public recognition that you have received:

27. List five (5) individuals as references who are familiar with your abilities and personal character:

(a) _____
Name

Address

City, State, Zip Code

Business telephone number

Other number (home, cellular, etc.)

(b) _____
Name

Address

City, State, Zip Code

Business telephone number

Other number (home, cellular, etc.)

(c) _____
Name

Address

City, State, Zip Code

Business telephone number

Other number (home, cellular, etc.)

(d) _____
Name

Address

City, State, Zip Code

Business telephone number

Other number (home, cellular, etc.)

(e) _____
Name

Address

City, State, Zip Code

Business telephone number

Other number (home, cellular, etc.)

28. Does your present employer know you have applied for the position of United States Magistrate Judge?

Yes No

29. Do you object to the Panel contacting your current employer? Yes No

CERTIFICATION

I hereby certify that the answers given by me to the foregoing questions and statements made are true and correct, without mental reservation of any kind whatsoever. If employment is obtained under this application, I will comply with all orders, rules and regulations administered by the Court. If, upon investigation, anything contained in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment.

Dated

Signature of applicant

WAIVER

I hereby authorize the custodian of any records or information to permit the examination or receipt of such information, whether written or oral, by the Merit Selection Panel. I also authorize the Merit Selection Panel to consult with my former employers, my current employer, unless I have checked the "yes" box in response to question number 29 on page 19, my professional colleagues, and my physician with regard to matters pertinent to my qualifications for the position of United States Magistrate Judge, I hereby release those persons, and their companies, who provide information to the Merit Selection Panel from all liability for any damage whatsoever for issuing same.

Dated

Signature of applicant

UNDERSTANDING AND AGREEMENT (Applicable only to full time position)

I hereby state that I understand that the United States District Court for the Central District of California is currently authorized to hold court in Los Angeles, Santa Ana and Riverside, and that the District Court may assign a Magistrate Judge to hold court on a part-time or full-time basis in any of these locations and may reassign a Magistrate Judge from one location to another as workload may require. If appointed as a Magistrate Judge, I hereby agree to hold court in any of these authorized locations as assigned by the Court.

Please check the appropriate boxes below:

- I elect to be considered for positions in Los Angeles.
- I elect to be considered for positions in Riverside.
- I elect to be considered for positions in Santa Ana.

Dated

Signature of applicant

ATTACHMENT PAGE

The following page(s) may be used to provide or complete information requested by application questions.

Question number: _____

Question number: _____

ATTACHMENT PAGE

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