

**U.S. District Court - District of Minnesota**

**U.S. Magistrate Judge Application Cover Sheet**

To assist the Court in the efficient processing of your application, provide the contact information that you want used during the application process on this form. The information on this form will be used to contact applicants during the application process.

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| **GENERAL CONTACT INFORMATION** |

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| --- | --- | --- | --- | --- |
|  | Full name: | Click or tap here to enter text. |  |  |
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|  | E-mail: | Click or tap here to enter text. |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Address: | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
|  | City:  | Click or tap here to enter text. | State: | Click here  | Zip:  | Click here to enter text. |
|  |  |  |  |  |  |  |
|  | Telephone: | Click or tap here to enter text. |
|  |  |  |
|  | Current employer: | Click or tap here to enter text. |

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| **APPLICATION FORM** |
| **UNITED STATES MAGISTRATE JUDGE – District of Minnesota** |
| Please answer all questions. If a question is not applicable, indicate this by marking “N/A.” This form is fillable using Microsoft Word. Should you need more space for an answer, please attach additional sheet(s) of paper, including your name at the top of each additional page and referencing the question number. A resume or cover letter may be attached, if desired, but references to a resume or attached correspondence are not considered a satisfactory response to a question on this application. Save this application and any attachments into a single PDF and send via e-mail to meritselectionpanel@mnd.uscourts.gov. Incomplete applications will not be considered. **Applications must be received by 4:30 p.m. CST on March 1, 2024.** |
| **GENERAL** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Full name: | Click or tap here to enter text. | E-mail: | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
| 2. | All other names by which you have been known: | Click or tap here to enter text. |
|  | Click or tap here to enter text. |
|  |  |  |
| 3. | Office address: | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
|  | City:  | Click or tap here to enter text. | State: | Click here  | Zip:  | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
|  | Telephone: | Click or tap here to enter text. |  |  |  |  |
|  |  |  |  |  |  |  |
| 4. | Residential address: | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
|  | City:  | Click or tap here to enter text. | State: | Click here  | Zip:  | Click here to enter text. |
|  |  |  |  |  |  |  |
|  | Telephone: | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
| 5. | Place of birth: | Click or tap here to enter text. | Date of birth:  | Click here to enter text. |
|  |  |  |  |  |  |  |
| 6. | Length of residence in state: | Click or tap here to enter text. |
|  |  |  |  |  |  |  |
| 7. | If you are a naturalized citizen, state the date and place of naturalization: |
|  | Click or tap here to enter text. |
|  |  |
| 8. | Military service: |
|  | Branch: | Click or tap here to enter text. | Dates: | Click or tap here to enter text.  |
|  |  |  |  |  |  |  |
|  | Rank or Rate at Discharge: | Click here  | Type of Discharge: | Click here  |
|  |  |  |  |  |
|  | If still a Reserve or National Guard member, give service, branch, unit, and present rank: |
|  | Click or tap here to enter text. |
|  |  |
| 9. | Are you related by blood or marriage to any judges of this court? |[ ]  Yes |[ ]  No | If yes, give name(s) and |
|  | relationship: | Click or tap here to enter text. |

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| **HEALTH** |
| 10. | What is the present state of your health? |
|  | Click or tap here to enter text. |
|  |  |
| 11. | Do you have any mental or physical impairment that would affect your ability to perform the duties of a magistrate judge with or without reasonable accommodation? |
|  | Click or tap here to enter text. |

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| **EDUCATION** |
| 12. | Colleges and universities attended, dates, and degrees: |
|  | Click or tap here to enter text. |
|  |  |
| 13. | Continuing legal education courses completed within the last 10 years: |
|  | Click or tap here to enter text. |

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| **HONORS** |
| 14. | Were you a member of law review?  |[ ]  Yes |[ ]  No | If yes, describe role: |
|  | Click or tap here to enter text. |
|  |  |
| 15. | If you have published any legal books or articles, list them, giving citations and dates. |
|  | Click or tap here to enter text. |
|  |  |
| 16. | List any honors, prizes, or awards you have received. |
|  | Click or tap here to enter text. |

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| **PROFESSIONAL ADMISSIONS** |
| 17. | List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case: |
|  |  |
|  | **Court or Administrative Body** | **Date of Admission** |
|  | Click or tap here to enter text.  | Click or tap here to enter text. |
|  |  |  |
| **LAW PRACTICE** |
| 18. | State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all government agencies, and all private business organizations in which you have been employed. Also provide all dates during which you have practiced as a sole practitioner |
|  |  |
|  | **Organization** | **Address** | **Position** | **Dates** |
|  | Click here to enter txt. | Click here to enter text. | Click here to enter txt. | Click here to enter txt. |
|  |   |
|  |  |
| 19. | Describe the general nature of your current practice including any legal specialties and character of your typical clients; also, if your practice is substantially different now than previously, give details of prior practice.Click or tap here to enter text. |
|  |  |
| 20. | a) Do you appear regularly in court? |[ ]  Yes |[ ]  No |  |
|  |  |
|  | b) What percentage of your appearances in the last five years were in: |
|  |  |
|  |  | Federal courts |  | Click here  | % |  |
|  |  | State or local courts of record |  | Click here  | % |  |
|  |  | Administrative bodies |  | Click here  | % |  |
|  |  | Other: |  Click here  |  | Click here  | % |  |
|  |  | Click here  |  | Click here  | % |  |
|  |  | Click here  |  | Click here  | % |  |
|  |  | Click here  |  | Click here  | % |  |
|  |  |
| 21. | During the past five years, what percentage of your practice has been trial practice? | Click here  | % |
|  |  |
| 22. | How frequently have you appeared in court? | Click here  | times per month. |
|  |  |
| 23. | How frequently have you appeared at administrative hearings?  | Click here  | times per month. |
|  |  |
| 24. | What percentage of your practice involving litigation has been |
|  |  |
|  |  | Civil |  | Click here  | % |  |
|  |  | Criminal |  | Click here  | % |  |
|  |  | Other: | Click here  |  | Click here  | % |  |
|  |  | Click here  |  | Click here  | % |  |
|  |  | Click here  |  | Click here  | % |  |
|  |  | Click here  |  | Click here  | % |  |
|  |  |
| 25. | State the number of cases you have tried to conclusion in courts of record during the past five years, indicating whether you were sole, associate, or chief counsel. Give citations of any reported cases. |
|  | Click or tap here to enter text. |
| 26. | Summarize your courtroom experience for the past five years. |
|  | Click or tap here to enter text. |
|  |  |
| 27. | State the names and addresses of adversary counsel against whom you have litigated your primary cases over the past five years. |
|  | Click or tap here to enter text. |
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| **PUBLIC OFFICE** |
| 28. | Have you ever run for, or held, public office? |[ ]  Yes |[ ]  No | If yes, describe role: |
|  | Click or tap here to enter text. |
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| **PRIOR JUDICIAL EXPERIENCE** |
| 29. | a) Have you ever held judicial office or been a candidate for judicial office?  |[ ]  Yes |[ ]  No |
|  | If so, state the courts involved and the dates of service, or dates of candidacy. |
|  | Click or tap here to enter text. |
|  |  |
|  | b) If you have held judicial office, state the names and addresses of counsel who have appeared before you who would be knowledgeable of your work, temperament, and abilities. |
|  | Click here to enter text. |
|  |  |
|  | c) Prior quasi-judicial service: |
|  |  |
|  | Name of agency:  | Click or tap here to enter text. |
|  |  |  |
|  | Position held: | Click or tap here to enter text.  |
|  |  |  |
|  | Hearings on what types of issues: | Click or tap here to enter text. |
|  |  |  |
|  | Number of cases adjudicated: | Click or tap here to enter text. |
|  |  |  |
|  | Dates of service:  | Click or tap here to enter text. |
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| **BUSINESS INVOLVEMENT** |
| 30. | a) 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. |
|  | Click or tap here to enter text. |
|  |  |
|  | b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If yes, give the details, including dates. |
|  | Click or tap here to enter text. |
|  |  |
|  | c) During the past five years have you 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? |
|  | Click or tap here to enter text. |
|  |  |
|  |[ ]  Yes |[ ]  No |  |
|  |  |
|  | If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization or association involved, and the dates such compensation was paid. |
|  | Click or tap here to enter text. |
|  |  |
| 31. | a) Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation, or ordinance? |
|  |  |
|  |[ ]  Yes |[ ]  No |  |
|  |  |
|  | If yes, give details. (Do not include traffic violations for which a fine of $200 or less was imposed unless it also included a jail sentence.) |
|  | Click or tap here to enter text. |
|  |  |
|  | b) Have you, to your knowledge, ever been under federal, state or local investigation for possible violation of a criminal statute? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If yes, give particulars. |
|  | Click or tap here to enter text. |
|  |  |
| 32. | a) Have you ever been sued by a client? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If yes, give particulars. |
|  | Click or tap here to enter text. |
|  |  |
|  | b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If yes, give particulars, including the amounts involved. |
|  | Click or tap here to enter text. |
|  |  |
| 33. | Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If yes, give particulars. |
|  | Click or tap here to enter text. |
|  |  |
| 34. | Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If yes, give particulars. |
|  | Click or tap here to enter text. |
|  |  |
| 35. | Have you filed appropriate tax returns as required by federal, state, local, and other government authorities? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If no, explain. |
|  | Click or tap here to enter text. |
|  |  |
| 36. | Have any liens or claims ever been instituted against you by the federal, state, or local authorities? |
|  |  |
|  |[ ]  Yes |[ ]  No |  | If yes, explain. |
|  | Click or tap here to enter text. |
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| **PROFESSIONAL AND OTHER ACTIVITIES** |
| 37. | a) List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held in such groups, and committees to which you belonged. |
|  | Click or tap here to enter text. |
|  |  |
|  | b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question No. 37a, of which you have been a member during the past ten years, including the titles and dates of any offices you have held in each such organization. |
|  | Click or tap here to enter text. |
|  |  |
|  | c) Have you ever served on a merit selection panel to consider the appointment or reappointment of a United States magistrate judge in this district? If yes, please provide date(s) or appointment(s). |
|  | Click or tap here to enter text. |
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| **SUPPLEMENTAL INFORMATION** |
| 38. | State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law. |
|  | Click or tap here to enter text. |
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| 39. | State any additional education or other experiences you believe would assist you in holding judicial office. |
|  | Click or tap here to enter text.  |
|  |  |
| 40. | 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 selection as United States magistrate judge. |
|  | Click or tap here to enter text. |
|  |  |
| 41. | a) List three individuals as references who are familiar with your abilities. |
|  |  |
|  | Name | Click or tap here to enter text. |
|  | Address | Click or tap here to enter text. |
|  | Telephone | Click or tap here to enter text. |
|  |  |  |
|  | Name | Click or tap here to enter text. |
|  | Address | Click or tap here to enter text. |
|  | Telephone | Click or tap here to enter text. |
|  |  |  |
|  | Name | Click or tap here to enter text. |
|  | Address | Click or tap here to enter text. |
|  | Telephone | Click or tap here to enter text. |
|  |  |
|  | b) List three individuals as references who are familiar with your personal character. |
|  |  |  |
|  | Name | Click or tap here to enter text. |
|  | Address | Click or tap here to enter text. |
|  | Telephone | Click or tap here to enter text. |
|  |  |  |
|  | Name | Click or tap here to enter text. |
|  | Address | Click or tap here to enter text. |
|  | Telephone | Click or tap here to enter text. |
|  |  |  |
|  | Name | Click or tap here to enter text. |
|  | Address | Click or tap here to enter text. |
|  | Telephone | Click or tap here to enter text. |
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| **CONFIDENTIALITY STATEMENT** |
| This form will be kept confidential and will be examined only by members of the merit selection panel and the judges of the district court. The individuals whom you have listed as references above may be contacted by the panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval. |
|  |  |
| I declare under penalty of perjury that the foregoing is true and correct. |
|  |
|  |
|  |
|  |  | Click or tap to enter a date. |
| Signature of Applicant |  | Date |
|  |

Please note this fillable Word form does not allow an electronic signature. After you complete the form, you may print the form, sign it, and scan into a PDF format, or you may save the form as a PDF and insert a signature or electronically sign the PDF.