



United States District Court

District of Minnesota

Patrick J. Schiltz, Chief Judge

Kate Fogarty, Clerk of Court

612-664-5000

Warren E. Burger Federal
Building and U.S.
Courthouse
316 North Robert Street
Suite 100
St. Paul, MN 55101

Edward J. Devitt U.S.
Courthouse and Federal
Building
118 South Mill Street
Suite 212
Fergus Falls, MN 56537

Gerald W. Heaney
Federal Building and U.S.
Courthouse and
Customhouse
515 West First Street
Suite 417
Duluth, MN 55802

Diana E. Murphy United
States Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415

January 22, 2024

NOTICE OF VACANCY FOR U.S. MAGISTRATE JUDGE

The Judicial Conference of the United States has authorized the appointment of a full-time U.S. Magistrate Judge for the U.S. District Court, District of Minnesota.

The duties of the position are demanding and wide-ranging. Those duties include presiding over initial proceedings in criminal cases; conducting trials of misdemeanor cases; conducting pretrial proceedings and issuing orders on non-dispositive motions in civil and criminal cases; holding civil settlement conferences; and disposing of civil cases with the consent of the parties. The basic authority of a U.S. Magistrate Judge is specified in 28 U.S.C. § 636 and Local Rule 72.1.

To be qualified for appointment, an applicant must:

- Be, and have been for at least five years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the United States Virgin Islands.
- Have been engaged in the active practice of law for a period of at least five years (with some substitutes authorized).
- Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
- Be less than 70 years old.
- Not be related by blood or marriage to a judge of the District Court.

A Merit Selection Panel comprised of attorneys and members of the community will review all applications and recommend to the District Judges in confidence the five persons whom it finds to be best qualified. The Court will make the appointment following an FBI full-field investigation and IRS tax check of the applicant selected by the Court for appointment. The individual selected



must comply with the financial disclosure requirements under the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (codified at 5 U.S.C. app. 4 §§ 101-111), as implemented by the Judicial Conference of the United States.

The essential function of courts is to dispense justice. A vital component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is enhanced when the court reflects the diversity of the community. Thus, the Court strongly encourages applications from members of under-represented groups.

The current salary of the position is \$223,836 per year. The position will be located in the District of Minnesota. The term of office is eight years; incumbents may be reappointed to successive terms.

All applications will be kept confidential unless the applicant consents to disclosure. All applications will be examined only by members and staff of the Merit Selection Panel and the Court's District Judges. The Panel's deliberations will remain confidential. All qualified candidates will be evaluated without regard to race, color, age (40 and over), gender, religion, national origin, or disability.

To apply, follow the application instructions provided on the Court's website at <https://www.mnd.uscourts.gov/employment>. All application materials must be submitted by the applicant personally and **must be received as specified in the application instructions no later than 4:30 p.m. Central Time on March 1, 2024.**

U.S. District Court, District of Minnesota
ATTN: Deborah Morse, Human Resources Manager
U.S. Courthouse
300 S. 4th St., Ste. 202
Minneapolis, MN 55415
612-664-5440
meritselectionpanel@mnd.uscourts.gov