

**THIRTIETH JUDICIAL DISTRICT NOMINATING COMMISSION
DISTRICT MAGISTRATE JUDGE SUBMISSION FORM**

This form must be submitted electronically.

This signed form, the signed and notarized Authorization of Release, and accompanying attachments should be emailed **no later than Noon, Monday, April 14, 2025**, to: jdnc.nominationform@kscourts.gov

Statutes require a district magistrate judge filling this position: (1) be a graduate of a high school or secondary school or the equivalent thereof; (2) be a resident of Kingman county at the time of taking the oath of office and shall maintain residency in the relevant county while holding office; and (3) to either be a lawyer admitted to the practice of law in Kansas, or to pass an examination given by the Supreme Court and become certified within 18 months, as provided by K.S.A. 20-334 and K.S.A. 20-337, and amendments thereto.

Full name: _____

Residence address: _____ Phone No.: _____
Street/P.O. Box City State Zip

Office address: _____ Phone No.: _____
Street/P.O. Box City State Zip

Place of birth: _____ E-mail address: _____

Kansas Bar Admission Number (if applicable): _____

1. Schools and colleges you have attended and dates of attendance; diplomas and degrees earned; and dates of receipt of the same.
2. Have you ever held or been a candidate for any public office? If so, state the office, location, and dates of service or candidacy. If you currently hold such office, would you be willing to resign from this position?
3. For the last 5 years, please list, in a fully identifiable fashion, all civic, charitable, sports-related, or cultural organizations of which you have been a member, including the title and dates of any offices which you have held, and the activities in which you have been or are engaged in each such organization.
4. Are you a director or officer of any business or corporation? Do you hold an ownership of more than \$5,000 in value (stock, partnership or proprietorship equity, or otherwise) in any business or corporation? Is there any such business connection you would not be willing to sever if the relationship resulted in your disqualification for this position?
5. Are you a member of any partnership or joint venture? Is there any such business

connection you would not be willing to sever if the relationship resulted in your disqualification for this position?

6. Have you ever been a party in any other legal proceeding? If so, give the particulars. Include all legal proceedings in which you were a party in interest, including but not limited to divorce, protection from abuse or protection from stalking, and care and treatment proceedings; a material witness; a named coconspirator or correspondent; and any grand jury investigation in which you figured as a subject, or in which you appeared as a witness. Do not list proceedings in which you were sued only in a representative capacity (*e.g.*, guardian ad litem).
7. Have you ever been accused of harassment, sexual or otherwise, in the workplace, or elsewhere? Explain. In each case, state in detail the circumstances and the outcome.
8. Do you have a professional, business, consanguineous, or personal relationship with any member of the Judicial District Nominating Commission to whom you are submitting this nomination form? If so, provide dates and a description of this relationship.
9. Do you currently use illegal drugs? Illegal use of drugs means the use of one or more drugs, the possession or distribution of which is illegal under the laws of Kansas, or of the United States. If your answer is “yes,” please explain.
10. Are you physically and mentally able to perform the essential duties of a judge in the court for which you are applying with or without accommodations? Please identify any accommodations you may need to perform the job.
11. List the names, addresses, and phone numbers of **two persons** whom the nominating commission may contact who can discuss your **general character and background**.
12. List the names, addresses, and phone numbers of **three other persons** whom the nominating commission may contact who can discuss your **professional** competence and qualifications for a judicial position.
13. **In 300 words or less**, please state your perception of the primary duties, responsibilities, characteristics and qualifications of the judicial position you seek, and describe the skills and personal qualities you possess that would enhance the court if you are appointed.
14. The commission will receive information regarding your credit history. Please provide any explanation you feel necessary.
15. Have you ever filed for bankruptcy or had bankruptcy proceedings initiated against you? If so, please explain.
16. Do you presently have any noncurrent unpaid tax obligations? If so, please explain.
17. Has any tax lien or other collection procedure ever been instituted against you by

federal, state or local authorities? In particular, have you been the subject of any proceeding, criminal or civil, initiated against you by the Internal Revenue Service or a state department of revenue? If so, give the particulars, including case numbers.

18. Please list any social media or internet accounts and provide corresponding handles, usernames, or any other names or labels by which you would be identified.
19. Attach a professional writing sample. **If you are an attorney**, the writing sample should contain legal analysis and citation to authority, which reflects your own work product.
20. **Attach no more than ten** letters of support. No letters received after the application deadline will be considered.
21. Attach one fully executed copy of the release which accompanies this form.
22. If there is any other information you would like the commission to consider, please identify it here.

IF YOU ARE AN ATTORNEY, PLEASE COMPLETE THE ADDITIONAL QUESTIONS BELOW.

23. List all courts, state bars, and administrative bodies having special admission requirements to which you are presently admitted to practice, specifying the dates of admission, whether you are currently a member in good standing, and whether there are any current restrictions on you.
24. Describe chronologically your legal employment since becoming a member of any state bar. Include dates, names and addresses of all law offices, firms, companies, or government agencies with which you have ever practiced, the nature of your affiliation with each, the general nature of your practice, and any other relevant particulars. Also, please provide the name, current address, and telephone number of a person, preferably your supervisor, who can verify your employment for each position you have listed.
25. Describe the general nature of your current professional legal work.
26. If you are in private legal practice, describe your typical client(s). If not in private legal practice, describe your employer or work arrangement, your position within the structure (are you supervised, how is work assigned, who receives your work product), and other information you feel would assist the commission in understanding the nature of your professional responsibilities.
27. Appearances:
 - (a) What percentage of your appearances in the last five years was in:

Federal district court _____%,

Federal appellate court _____%,

State general jurisdiction court _____%,

State appellate court _____%,

State limited/special court _____% (specify the court _____),

Administrative bodies _____%.

(b) Of state general jurisdiction percentage, indicate ___% civil, ___% criminal, ___% domestic, ___% probate, ___% juvenile.

28. Litigation:

- a. If your practice includes litigation, list and describe the five most significant cases which you personally litigated, giving case style, and number and citation to reported decisions, if any. Identify your client and describe the nature of your participation in the case and the reason you believe it to be significant. Give the name of the court and judge, and the date tried, and the names of other attorneys involved.
- b. If your practice does not include litigation, describe the five most significant legal matters in which you were involved. Describe the nature of your participation in the matter and the reasons you believe these experiences are relevant for consideration by the commission. Provide the name of the client and the names of other attorneys involved.

29. Describe any additional arbitration, mediation, or other alternative dispute resolution experience that you would like to bring to the attention of the commission.

30. Have you ever held judicial office or been a candidate for judicial office? If so, state the courts involved, the dates of service, or dates of candidacy.

31. Have you made any special contributions to the legal profession, such as writings or lectures? If so, state the nature.

32. List all courses in continuing legal education in which you have participated during the past five years.

33. List all legal associations and professional societies of which you are a member, and give the titles and dates of any office which you may have held in such groups and committees to which you belong(ed) and offices held.

34. Have you ever been sued by a client? If so, please give the particulars, including case numbers.
35. Have you ever been the subject of an order or other discipline imposed by a professional disciplinary body, or found in contempt? Explain. To your knowledge, have any complaints (including fee disputes), charges or grievances been brought against you (not disclosed in response to previous questions above)? In each case state in detail the circumstances and the outcome. Please include complaints, even if they were dismissed or not accepted for filing.
36. List the names, addresses, and phone numbers of attorneys involved in your three most recent cases that were resolved, either through trial or ADR, in which you did significant work. List only those cases that were resolved in the past three years. Please include the judges' names, and the case names/numbers.
37. Applicants who are currently judges should list the three most recent trials over which they presided, or cases over which they presided that did not go to trial, but in which they did significant work. Please include the case names, case numbers, and the names of the attorneys involved.

(Signature) _____

(Date) _____

SUBMIT NO LATER THAN **APRIL 14, 2025, AT NOON** TO:

jdnc.nominationform@kscourts.gov

ATTN: Shelby Hardtarfer

**AUTHORIZATION OF RELEASE
(Confidential – Return Original Only)**

Date

I hereby authorize and request any former and present employer, creditor, bank, savings and loan, credit union, finance company, mortgage company, credit card company, credit reporting agency, collection agency, school, college, university, agencies in the criminal justice system or any other person, company, or corporation to release any and all information and documentation relating to my employment, personnel records, evaluations, credit, financial condition, financial information, school activities, grades, degrees, character, integrity, criminal history including expunged records and any other information whatsoever to any member of the Thirtieth Judicial District Nominating Commission or any person acting on behalf of the Commission.

(Signature)

(Print Name)

Residence Address, including Street, City, Zip Code

Kansas Bar Admission Number (if applicable)

(Social Security Number)

(Driver's License Number)

STATE OF KANSAS,

ss:

COUNTY OF _____,

Acknowledged before me this ____ day of _____, 20__.

Notary Public

My Appointment Expires: _____