

**Iowa Judicial Branch**  
**Application for a District Court Judge or District Associate Judge Position**

Revised: 4-4-2023

<b>Instructions for Applicants</b>
------------------------------------

The District Judicial Nominating Commission for Judicial Election District 5C is currently accepting applications for a **District Judge** position. There are two parts to the application:

Background Information Form

Judicial Application Form – On questions 20 and 21, please respond as to the District Judicial Nominating Commission for Judicial Election District 5C.

To obtain the electronic versions of the forms, please visit the following website:

<https://www.iowajnc.gov/district-commissions/judicial-district-5>

**Instructions for Saving and Submitting the Application Documents**

1. After completing each form, print a copy of each and sign each part on the last page.
2. Scan and save each form as a PDF using the following format for naming the documents:  
    [Lastname]-Background.Information.pdf  
    [Lastname]-Judicial.Application.pdf
3. Save at least three writing samples (see #19 in the judicial application form) as separate PDFs using this filename format:  
    [Lastname]-WritingSample1.pdf  
    [Lastname]-WritingSample2.pdf  
    [Lastname]-WritingSample3.pdf
4. Email **all** these documents to the Commission Chair, c/o the District Court Administration Office:  
[austin.westermann@iowacourts.gov](mailto:austin.westermann@iowacourts.gov).
5. Email the complete application materials, **excluding the background information form**, to each of the Commission members. (Email addresses can be found in the Notice of Judicial Vacancy.) Applicants are also encouraged to submit via email a headshot style portrait to the Commission members when sending their application materials.
6. Mail or personally deliver the original copies of **all** application materials (with your hand-written signature) and paper copies of your writing sample(s) to:

Judge Scott D. Rosenberg, Commission Chair  
c/o Austin Westermann, Court Administration  
Polk County Historic Courthouse  
500 Mulberry Street  
Des Moines, IA 50309

A drop box is available to applicants to drop off original, hard copy materials. It is a dark colored secure drop box marked 'Court Administration' on the 4th floor, northeast corner of the Polk County Historic Courthouse outside room #4300 located at 500 Mulberry Street in Des Moines.

7. Applications including original, hard copies must be received no later than 4:00 P.M. on May 16, 2023.