

Iowa Judicial Branch
Application for a District Court Judge Position

Revised: 10-27-2021

Instructions for Applicants

The District Judicial Nominating Commission for Judicial Election District 4 is currently accepting applications for a **District Court Judge** position. There are two parts to the application:

Background Information Form

Judicial Application Form

Both documents are available on the Iowa Judicial Nominating Commissions website at:

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

Click on “District Commissions” at the top of the screen, then scroll to the bottom of that webpage to obtain the documents. *Follow the instructions at the top of each document.*

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 document 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 PDF documents using this filename format:
[Lastname]-WritingSample1.pdf
[Lastname]-WritingSample2.pdf
[Lastname]-WritingSample3.pdf
4. Email all these documents to the District Court Administrator: laura.kyndesen@iowacourts.gov
5. Mail or personally deliver the original copies of all documents (with your hand-written signature) and paper copies of your writing sample(s) to:

James S. Heckerman, Commission Chair
c/o Laura Kyndesen, District Court Administrator
Pottawattamie County Courthouse
227 South 6th Street, Room 413
Council Bluffs, IA 51501
6. Email the complete application materials, excluding the background check form, to each of the Commission members. (Email addresses can be found in the Notice of Judicial Vacancy)
7. **Applications must be received no later than** (date): December 10, 2021, 3:00 PM