

Iowa Judicial Branch
Application for a District Associate Judge or Judicial Magistrate Position

Revised: 8-2-2019

Instructions for Applicants

The County Magistrate Appointing Commission(s) for Lee Counties is currently accepting applications for a **District Associate Judge** position.

There are four parts to the application. Each part is a separate document. Each part is a separate document.

Part 1: *Personal Background Information Form.* It provides the County Magistrate Appointing Commission(s) with an applicant's pertinent background information. Based on advice of legal counsel, the Commission will treat this part as a **public record** pursuant to Iowa Code section 22.1(3), so it will be available to the public upon request. If you believe you cannot fully respond to a question in Part 1 without disclosing information that is confidential under state or federal law, please submit that part of your answer with the legal basis for confidentiality on a separate sheet that you mark "confidential."

Part 2A: *Confidential Information Form.*

Part 2B: *Confidential Information, Disclosure and Release Form.*

Part 3: *Credit Search Authorization Form.*

How to obtain the forms:

All four forms are Microsoft Word documents. To obtain the electronic versions of the forms via email, please email the District Court Administration Office at: cathy.reck@iowacourts.gov

How to complete the forms using MS Word and deliver them to the Commission:

- (1) Type your response in the box immediately after or next to each numbered question or item.
- (2) After completing each form, print a copy of each and **sign** each part on the last page.
- (3) Scan Part 1 and Part 2A. Save each form as a PDF document using the following format for naming the documents:

[Lastname]-Part1.pdf

[Lastname]-Part2A.pdf

- (4) Save at least two writing samples (see #37 in Part 1) as PDF documents using this filename format:

[Lastname]-WritingSample1.pdf

[Lastname]-WritingSample2.pdf

- (5) Email Parts 1 and 2A plus the two writing samples to: cathy.reck@iowacourts.gov
- (6) Mail or personally deliver the original copies of Parts 1, 2A, 2B, and 3 (with your hand-written signature) and paper copies of your writing sample(s) to:

Judge John Wright, Commission Chair
c/o Heidi Baker, District Court Administrator
333 North Court Street
Ottumwa, Iowa 52501

- (7) Applications must be submitted no later than (date):

January 21, 2022

(time):

4:00 PM