

Iowa Judicial Branch
Application for a District Associate Judge Position

Revised: 8-2-2019

Instructions for Applicants

The County Magistrate Appointing Commission(s) for Hamilton, Hardin and Wright Counties are currently accepting applications for a **District Associate Judge** position.

There are three parts to the application. 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.*

How to obtain the forms:

All three forms are Microsoft Word documents. To obtain these application forms please contact Bill Watson, Assistant District Court Administrator at: 515-574-3751, or via email at:

bill.watson@iowacourts.gov

Or download the forms from: <https://www.iowajnc.gov/district-commissions/judicial-district-2>

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) Mail the original completed application materials and writing samples to:

District Court Administration
c/o Bill Watson
701 Central Ave., 4th Floor
Fort Dodge, IA 50501

- (4) Mail a copy of your application materials to each commission member, a list of commission members is available from Bill Watson. You do not need to mail a copy of Part 2B – Confidential Information, Disclosure and Release Form to each commission member.

- (5) **Application materials must be received no later than January 21, 2022 at 2:00 PM**