

Iowa Judicial Branch
Application for a District Associate Judge

Revised: 8-2-2019

Instructions for Applicants

The County Magistrate Appointing Commissions for Woodbury, Crawford, Ida, Buena Vista and Cherokee Counties are 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 District Court Administrator Office at: Peggy.Frericks@iowacourts.gov or Staci.Maxfield@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) Send or personally deliver your original hand written signed application forms, Parts 1, 2A, 2B and 3 plus the two writing samples by the deadline date and time to:

Peggy Frericks
District Court Administrator
Woodbury County Courthouse – Room 210
620 Douglas St.
Sioux City, IA 51101

(6) Mail, email or personally deliver copies of Parts 1, 2A, 2B, and 3 and copies of your writing sample(s) to all county commission Co-Chairs at:

Judge Steven J. Andreasen
Woodbury County Courthouse, Rm 210
620 Douglas St.
Sioux City, IA 51101
Steven.Andreasen@iowacourts.gov

Judge Zachary S. Hindman
Woodbury County Courthouse, Rm 210
620 Douglas St.
Sioux City, IA 51101
Zachary.hindman@iowacourts.gov

Judge Charles K. Borth
Clay County Courthouse
215 W. 4th St., Suite #4
Spencer, IA 51301
Charles.borth@iowacourts.gov

Judge Roger L. Sailer
Crawford County Courthouse
1202 Broadway St.
Denison, IA 51442
Roger.sailer@iowacourts.gov

(7) Applications must be RECEIVED no later than

9/23/21

at

**12:00 PM
(Noon)**