

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

**Instructions for Applicants**

The District Judicial Nominating Commission for Judicial Election District 2B is currently accepting applications for a **2B District Associate Court Judge** position. There are two parts to the application:

***Judicial Application*** Form

***Background Information*** Form

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

<https://www.iowajnc.gov/district-commissions/judicial-district-2>

**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 the above documents to District Court Administration: [scott.hand@iowacourts.gov](mailto:scott.hand@iowacourts.gov) by the application deadline.
5. By the application deadline email all completed application materials, excluding the background information form, to each of the Commission members. Email addresses can be found in the Notice of Judicial Vacancy at: <https://www.iowajnc.gov/district-commissions/judicial-district-2>
6. Applicants are encouraged to check with email recipients to ensure their application materials have been received.
7. Applications must be **received** no later than September 4, 2023 at 4:00 PM.