

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

Revised: 6-3-2020

<b>Instructions for Applicants</b>
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The District Judicial Nominating Commission for Judicial Election District 2B is currently accepting applications for a **District Court Judge** position. There are two parts to the application:

***District Joint Judicial Application*** form

***District Joint 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 these documents to the District Court Administrator: [bill.watson@iowacourts.gov](mailto:bill.watson@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:  
  
    Bill Watson  
    Assistant District Court Administrator  
    701 Central Ave. 4<sup>th</sup> Floor  
    Fort Dodge, IA 50501
6. Email all application materials (application, background & writing samples) to each of the Commission members. (Email addresses can be found in the Notice of Judicial Vacancy, or at: <https://www.iowajnc.gov/district-commissions/judicial-district-2>)
7. Applications, including original paper copies, must be **received** no later than February 5, 2021 at 4:00 PM.