

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

Revised: 10-27-2021

<b>Instructions for Applicants</b>
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The District Judicial Nominating Commission for Judicial Election District 6 is currently accepting applications for a **District Court Judge** position. There are two parts to the application:

***Background Information Form***

***Judicial Application Form***

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

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

Click on “District Commissions” at the top of the screen, then scroll to the bottom of that webpage to obtain the documents. *Follow the instructions at the top of each document.*

**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: [Kellee.cortez@iowacourts.gov](mailto:Kellee.cortez@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:  

Judge Fae Hoover, Commission Chair  
c/o Kellee Cortez, District Court Administrator  
Linn County Courthouse  
P.O. Box 1468  
Cedar Rapids, IA 52406-1468
6. Email the complete application materials, excluding the background check form, to each of the Commission members. (Email addresses can be found in the Notice of Judicial Vacancy)
7. **Applications must be received no later than (date): December 15, 2023, at 3:00 p.m.**