

Iowa Judicial Branch
Application for a District Court Judge Position

Revised: 10-27-2021

Instructions for Applicants

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
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): April 21, 2023, at 3:00 p.m.**