

Iowa Judicial Branch
Application Instructions for a District Court Judge Position

Instructions for Applicants

The District Judicial Nominating Commission for Judicial Election District 2B is currently accepting applications for a **2B District 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 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 verify their application materials have been received.
7. Applications must be **received** no later than October 20, 2023 at 4:00 PM.