

## NOTICE TO CANDIDATES FOR NOMINATION

Please read this instruction sheet, and complete the personal data questionnaire and the personal confidential information form, which includes a credit history disclosure authorization.

In order to be most favorably considered for balloting, a candidate for nomination should file or mail the answers to the questionnaire to the Secretary of the Commission and all commissioners **on or before Monday, June 21, 2021 by 4:30 p.m.** The Commission has set the date of **Thursday, July 8, 2021 at 9:00 a.m. for formal meeting, commencement of interviews and balloting.** The names and addresses of the Commission members and Secretary are:

### CHAIRPERSON

Honorable Mark D. Cleve  
Scott County Courthouse  
400 West Fourth Street  
Davenport, IA 52801-1104  
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Verla Wulf  
1928 - 190<sup>th</sup> Street  
Grand Mound, IA 52751  
Ph. 563.246.2466  
wulf@fbcom.net

### SECRETARY

Kathy Gaylord  
District Court Administrator  
Scott County Courthouse  
400 West Fourth Street  
Davenport, IA 52801-1104  
Ph. 563.326.8783  
kathy.gaylord@iowacourts.gov

At the strong request of the Commissioners, any additional written information submitted on behalf of a candidate should be provided by **ONLY** U.S. Mail **OR** email, but not by both such means.

**Iowa Judicial Branch**  
**Application 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 the Judicial Election District 7 is currently accepting applications for a **District Court Judge** position. There are two parts to the application:

***Form 1: District Judicial Nominating Commission and Office of the Governor Joint Judicial Application***

***Form 2: District Judicial Nominating Commission and Office of the Governor Joint Background Information, which includes Part 1, Part 2, and a Credit History Disclosure Authorization and Consent Form***

**How to Obtain the Forms**

Hard copies of the judicial application packet are available in the Scott County Court Administration Office and all Clerk's Offices within the Seventh Judicial District. Electronic 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, mail, or personally deliver the TransUnion Credit Report and Proof of Legal Malpractice Insurance (see Part 1(k) in the background information form) to Kathy Gaylord, District Court Administrator at the Scott County Court Administration Office, Scott County Courthouse (email: [kathy.gaylord@iowacourts.gov](mailto:kathy.gaylord@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:  

Hon. Mark Cleve, Commission Chair  
c/o Kathy Gaylord, District Court Administrator  
Scott County Courthouse  
400 W. 4<sup>th</sup> Street  
Davenport, IA 52801
6. Email the complete application materials to each of the Commission members. (Email addresses can be found on the Notice To Candidates For Nomination).
7. **Applications must be received no later than** (date): 

<b>June 21, 2021</b>
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 (time): 

<b>4:30 PM</b>
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