

Iowa Judicial Branch
Application for a District Associate Judge or Judicial Magistrate Position

Instructions for Applicants

The County Magistrate Appointing Commissions for Dickinson and OBrien Counties are currently accepting applications for a **District Associate Judge** position.

There are four parts to the application. Each part is a separate document.

Part 1: *Personal Background Information Form.* It provides the County Magistrate Appointing Commission(s) with an applicant's pertinent background information. Based on advice of legal counsel, the Commission will treat this part as a **public record** pursuant to Iowa Code section 22.1(3), so it will be available to the public upon request. If you believe you cannot fully respond to a question in Part 1 without disclosing information that is confidential under state or federal law, please submit that part of your answer with the legal basis for confidentiality on a separate sheet that you mark "confidential."

Part 2A: *Confidential Information Form.*

Part 2B: *Confidential Information, Disclosure and Release Form.*

Part 3: *Credit Search Authorization Form.*

How to obtain the forms:

All four forms are Microsoft Word documents. To obtain the electronic versions of the forms via email, please email the District Court Administration office at: Peggy.Frericks@iowacourts.gov or Staci.Maxfield@iowacourts.gov.

How to complete the forms using MS Word and deliver them to the Commission:

- (1) Type your response in the box immediately after or next to each numbered question or item.
- (2) After completing each form, print a copy of each and **sign** each part on the last page.
- (3) Scan Part 1 and Part 2A. Save each form as a PDF document using the following format for naming the documents:
[Lastname]-Part1.pdf
[Lastname]-Part2A.pdf
- (4) Save at least two writing samples (see #37 in Part 1) as PDF documents using this filename format:
[Lastname]-WritingSample1.pdf
[Lastname]-WritingSample2.pdf
- (5) Email the application plus the two writing samples to District Court Administrator: Peggy.Frericks@iowacourts.gov.
- (6) Mail or personally deliver the original copies of Parts 1, 2A, 2B, and 3 (with your hand-written signature) and paper copies of your writing sample(s) to:

Judge Nancy L. Whittenburg, Commission Co-Chair
Courthouse
215 W. 4th St.
Spencer, IA 51301

And

Judge Carl J. Petersen, Commission Co-Chair
Courthouse
1802 Hill Ave.
Spirit Lake, IA 51360

(7) Applications must be **received** no later than

9/13/21

(time):

4:00 PM