

**Iowa Judicial Branch**  
**Application for a Judicial Magistrate Position**

Revised: 7-25-2022

<b>Instructions for Applicants</b>
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The County Magistrate Appointing Commission(s) for Dallas County is currently accepting applications for a **Magistrate** position.

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

**Part 1: Personal Background Information Form.** This form provides the County Magistrate Appointing Commission(s) with an applicant's pertinent background information. 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 please visit the following website: <https://www.iowajnc.gov/district-commissions/judicial-district-5>

**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 Parts 1, 2A, 2B, and 3. Save each form as a PDF document using the following format for naming the documents:
  - [Lastname]-Part1.pdf
  - [Lastname]-Part2A.pdf
  - [Lastname]-Part2B.pdf
  - [Lastname]-Part3.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 Parts 1, 2A, 2B, and 3 plus the two writing samples to: Judge Randy Hefner, Commission Chair, at: [randy.hefner@iowacourts.gov](mailto:randy.hefner@iowacourts.gov) as well as to the other members of the commission - Allison Abbott [Allison.Abbott@Elversonlaw.com](mailto:Allison.Abbott@Elversonlaw.com); Beth Deardorff [beth.deardorff@dallascountyiowa.gov](mailto:beth.deardorff@dallascountyiowa.gov); David Wetsch [Dwetsch@dickinsonlaw.com](mailto:Dwetsch@dickinsonlaw.com); Josie Morin [JosieMorin@aol.com](mailto:JosieMorin@aol.com); and Marty Glanz [MGlanz@ppg.com](mailto:MGlanz@ppg.com).
- (6) Applications must be submitted no later than April 28, 2023 at 4:00 PM.