

**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 for Marshall County is currently accepting applications for one **Magistrate** position.

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

**Part 1: Personal Background Information Form.** This form provides the County Magistrate Appointing Commission 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.**

**How to obtain the forms:**

All three forms are Microsoft Word documents. To obtain the electronic versions of the forms via email, please email Carolyn Haney, Clerk of Court, at: [carolyn.haney@iowacourts.gov](mailto:carolyn.haney@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 Parts 1, 2A, and 2B. Save each form as a PDF document using the following format for naming the documents:
  - [Lastname]-Part1.pdf
  - [Lastname]-Part2A.pdf
  - [Lastname]-Part2B.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, and 2B plus the two writing samples to: [carolyn.haney@iowacourts.gov](mailto:carolyn.haney@iowacourts.gov) Please ask the Clerk to acknowledge that she has received your application materials.
- (6) Application materials must be received no later than April 12, 2024 at 4:00 PM.