

## **NOTICE OF VACANCY IN THE OFFICE OF PART-TIME JUDICIAL MAGISTRATE**

The Woodbury County Judicial Magistrate Appointing Commission will meet in Courtroom 209 at the Woodbury County Courthouse in Sioux City, Woodbury County, Iowa, on August 28, 2020, at 8:30 a.m. for the purpose of appointing one part-time Magistrate to serve in Woodbury County for the four-year term that commenced August 1, 2017.

All applicants must be a resident of Woodbury County or a resident of a county contiguous to Woodbury County during the term of office. Woodbury County Magistrates serve within the judicial district of 3B, as directed by the Chief Judge, and may be assigned by the Chief Judge to hold court outside of Woodbury County for the orderly administration of justice. All applicants must be under the age of 72 years at the time of appointment. All applicants must also be an attorney licensed to practice law in the state of Iowa. Additional information, duties, and qualifications can be obtained with the Application.

Instructions for submitting applications and the applications will be available through District Court Administration by contacting Staci Maxfield at 712-279-6608, [staci.maxfield@iowacourts.gov](mailto:staci.maxfield@iowacourts.gov), or Peggy Frericks at 712-279-6305, [peggy.frericks@iowacourts.gov](mailto:peggy.frericks@iowacourts.gov). Applications shall be submitted in accordance with the instructions no later than 4:00 p.m. on August 26, 2020. Applicants and Commission Members may but are not required to conduct individual interviews before August 28. Applicants are otherwise requested to appear for an interview before the entire Commission on August 28, 2020, at a scheduled time to be determined later. The meeting is open to all persons.

In response and to accommodate COVID-19 related circumstances, the meeting room may be changed to another location within the Woodbury County Courthouse or at the Woodbury County Law Enforcement Center. The meeting may also be conducted in whole or in part by phone and/or videoconference. Applicants will be advised in advance of any such changes or accommodations and such changes or accommodations, if any, will be posted at the Courthouse and Courtroom 209 at the time of the meeting for the public, including any call-in and/or video access information.

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

Revised: 8-2-2019

**Instructions for Applicants**

The County Magistrate Appointing Commission(s) for \_\_\_\_\_WOODBURY\_\_ County/Countries is/are currently accepting applications for a **Magistrate** position.

There are four parts to the application. Each part is a separate document. 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 Administrator's Office at: [Peggy.Frericks@iowacourts.gov](mailto:Peggy.Frericks@iowacourts.gov), or [Staci.Maxfield@iowacourts.gov](mailto: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 Parts 1 and 2A plus the two writing samples to: [Peggy.Frericks@iowacourts.gov](mailto: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 Steven J. Andreasen, Commission Chair

Woodbury County Courthouse

c/o Court Administration – Room 210

620 Douglas St., Sioux City, IA 51101

- (7) **Applications must be submitted no later than** (date):

**August 26, 2020**

(time):

**4:00 PM**