

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

Revised: 8-2-2019

<b>Instructions for Applicants</b>
------------------------------------

The County Magistrate Appointing Commission for Scott County is currently accepting applications for one (1) **Magistrate** position.

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

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

**How to obtain the forms:**

All three forms are Microsoft Word documents. To obtain the application forms please contact Kathy Gaylord, District Court Administrator, (563) 326-8783 or or email: [kathy.gaylord@iowacourts.gov](mailto:kathy.gaylord@iowacourts.gov)

Mail or personally deliver the original copies of Parts 1, 2A, 2B (with your hand-written signature), paper copies of your writing sample(s), a copy of your TransUnion Credit Report, and evidence of Legal Malpractice Insurance coverage to Kathy Gaylord, District Court Administrator, Scott County Courthouse, 400 W. 4<sup>th</sup> Street, Davenport, IA 52801.

Copies of Parts 1, 2A and writing samples shall also be delivered to each commission member by the applicant. The names and contact information is provided in a cover sheet attached to the application packet (Notice to Candidates for Nomination). Note: do not provide a copy of your evidence of Legal Malpractice Insurance coverage, TransUnion Credit Report and Part 2B to the Commissioners.

Applications must be received no later than: Friday, August 27, 2021 at 4:30 PM.