

APPLICATION FOR NOMINATION TO JUDICIAL OFFICE

APPLICATION INSTRUCTIONS

Note: Canon 4 of the Code of Judicial Conduct applies to candidates for judicial office. See [Ariz. Sup. Ct. R. 81](#), Application.

1. **This application is a public record. As such, all information except that specifically denoted herein as confidential (Section II) is available for public inspection and may be posted at the Commission's website. Additionally, completed applications, including the confidential portion, are forwarded to the Governor upon nomination by the Commission. Although the Commission asks the Governor to maintain the confidential portions of this application as confidential, it cannot compel the Governor to do so.**
2. Do not include these instructions or the Judicial Vacancy Announcement with the completed application form.

Applicants must download or request the application form in electronic format. To download the form, go to the Judicial Department website (<http://www.azcourts.gov/jnc>). To request the form, send your request to: jnc@courts.az.gov.

3. Completely answer all questions. If a question does not apply, write "Not applicable" in the space provided. If information is not available, write "Not available" and state the reason(s) the information is not available. Sign the Waiver of Confidentiality and Release of Information Sheet.
4. Questions in the application ask about legal matters you have handled as a lawyer. You may reveal nonpublic, personal, identifying information relating to client or litigant names or similar information in the confidential section of this application.
5. You may reveal contact information for any individual in the confidential section of this application.
6. File with the Administrative Office of the Supreme Court a signed original application with all attachments and a .pdf version of the application and attachments (the "application packet"). The original application may include tabbed sections and must be bound a rubber band or clip; do not submit it with a cover or in a notebook. Submit the .pdf version in a searchable format and on a flash drive or disk. You are encouraged to insert bookmarks into the .pdf version for ease of navigation through the application and attachments. The original application is sent to the Governor if an applicant is nominated. The signed original application governs if discrepancies exist with the .pdf version.

Applicant Name: _____ Filing Date: _____

The application packet must be filed by 3:00 p.m. on the deadline date, with:

Administrative Office of the Courts
Human Resources Department
1501 W. Washington, Suite 221
Phoenix, AZ 85007

The Administrative Office of the Courts cannot be responsible for applications not received; if the U.S. mail is used, applications should be sent by registered or certified mail, return receipt requested. If you would like acknowledgment of receipt of the application, enclose a self-addressed, stamped envelope.

7. The deadline for applications is stated in the Judicial Vacancy Announcement and at the top of the application form. Applications should be submitted by the stated deadline.

INSTRUCTIONS FOR LETTERS OF REFERENCE AND TELEPHONE CALLS

The Commission welcomes and needs written assessments of the applicants' skills, expertise, ethics, and any other characteristic relevant to an individual's qualifications to be a judge. Many applicants solicit letters of reference. "More" is not necessarily "better." Applicants are encouraged to solicit ten to twelve substantive letters of reference. This number provides sufficient insight into the applicant's potential for serving as an outstanding judge.

Letters regarding applicants should be sent to the Commission in care of the Human Resources Department, Administrative Office of the Courts, 1501 W. Washington, Suite 221, Phoenix, AZ, 85007, no later than three business days before the screening and/or interview meetings. All letters timely submitted to that address will be forwarded to all commissioners.

Individual commissioners welcome letters, e-mails, and telephone calls no later than three business days before the screening and/or interview meetings, from individuals who can provide candid insight into an applicant's qualifications. But commissioners do not need or desire "phone banks" on behalf of applicants. Again, more is not necessarily better. All letters, e-mails, and verbal communications about an applicant may be disclosed to the applicant and the public unless a source requests confidentiality as to the applicant and/or the public. All such communications must be disclosed to the entire Commission, except that the source may request that his or her identity be kept confidential.

Applicants should not personally contact commissioners regarding their application or the nomination process from the time the application is submitted until the individual's application is no longer under consideration. Applicants whose applications have rolled

Applicant Name: _____ Filing Date: _____

over from a previous vacancy may communicate with commissioners from the date the application was released from consideration in the previous vacancy until the date the new application period closes. Commissioners cannot individually interview applicants or commit in advance to vote for any applicant.

INSTRUCTIONS FOR INTERVIEWS

Subject to applicable rules, applicants are interviewed in public session. In fairness to other applicants, an applicant should not attend earlier scheduled interviews of other applicants or otherwise seek out or accept information about the content of such interviews.

SUMMARY OF THE NOMINATION PROCESS

1. **Application Period:** The Commission announces the vacancy. The press release announcing the vacancy advises where applications forms can be obtained and the deadline for submitting applications. Potential applicants are given a Judicial Vacancy Announcement, which provides specific information about the nomination process for that particular vacancy.
2. **Public Notice:** The date, time and location of the commission's screening meeting are usually given in the Judicial Vacancy Announcement. The names of applicants are made available to the public. The public is invited to attend the screening meeting and may submit oral or written comments. Section I (public portion) of all applications may be posted on the commission's website.
3. **Screening Meeting:** At the screening meeting the Commission reviews all applications received and the results of any investigation conducted by commissioners. Voting to determine the applicants to be interviewed is conducted in public session.
4. **Notification to Applicants:** Applicants selected for interview are notified by letter of the date, time and location of the interviews. Applicants not selected for interview are notified by letter.
5. **Public Notice:** The Commission announces the names of the applicants to be interviewed and invites oral or written public comment regarding their qualifications.
6. **Investigation:** Further investigation of the applicants to be interviewed is conducted. The credit, criminal, and professional discipline histories of the applicants are requested, and the results are given to the commissioners. The commissioners seek comments from judges, attorneys and the community.
7. **Interviews:** Subject to applicable rules, the applicant is interviewed in public

Applicant Name: _____ Filing Date: _____

session. After all the interviews are completed the Commission discusses the relative qualifications of all the applicants. Voting to determine the nominees to be submitted to the Governor is conducted in public session.

8. **Nominations**: The names of at least three nominees for each vacancy are submitted to the Governor. The nominees are listed in alphabetical order without any indication of preference by the commissioners. Each nominee's application and any letters or written public comments on file are forwarded to the Governor.
9. **Public Notice**: The names of the nominees are announced. Each nominee's city of residence, political party registration, and current employment are included in the announcement.
10. **Records Retention**: The commissioners' personal notes are not public information. The original application packet and all documents received with respect to the application are maintained and destroyed pursuant to Rule 6, Uniform Rules of Procedure for the Commissions on Appellate and Trial Court Appointments. At an applicant's request, the original application, the .pdf version, and any supplemental material submitted by the applicant will be returned to the applicant during the one year retention period set forth in Rule 6. Otherwise, all documents and the .pdf file shall be retained and provided to the Commission that originally considered the application if a new vacancy arises during the one year period. The applicant can withdraw his or her application for any or all vacancies occurring during that period by notifying the Commission in writing of the withdrawal. After the one year period, any applications, .pdf files, and supplemental materials retained by the Commission shall be destroyed and deleted.
11. **Minutes**: Minutes of all commission meetings are available on request for five years from the date the names of nominees are submitted to the Governor.

Applicant Name: _____ Filing Date: _____

**APPLICATION FOR NOMINATION TO
JUDICIAL OFFICE**

**SECTION I: PUBLIC INFORMATION
(QUESTIONS 1 THROUGH 65)**

PERSONAL INFORMATION

1. Full Name:

2. Have you ever used or been known by any other name? _____ If so, state name:

3. Office Address:

4. How long have you lived in Arizona? What is your home zip code?

5. Identify the county you reside in and the years of your residency.

6. If nominated, will you be 30 years old before taking office? yes no

If nominated, will you be younger than age 65 at the time the nomination is sent to the Governor? yes no

7. List your present and any former political party registrations and approximate dates of each:

(The Arizona Constitution, Article VI, § 37, requires that not all nominees sent to the Governor be of the same political affiliation.)

Filing Date: _____
Applicant Name: _____

8. Gender:

Race/Ethnicity: _____

EDUCATIONAL BACKGROUND

9. List names and locations of all post-secondary schools attended and any degrees received.

10. List major and minor fields of study and extracurricular activities.

11. List scholarships, awards, honors, citations and any other factors (e.g., employment) you consider relevant to your performance during college and law school.

PROFESSIONAL BACKGROUND AND EXPERIENCE

12. List all courts in which you have been admitted to the practice of law with dates of admission. Give the same information for any administrative bodies that require special admission to practice.

13. a. Have you ever been denied admission to the bar of any state due to failure to pass the character and fitness screening? _____ If so, explain.

b. Have you ever had to retake a bar examination in order to be admitted to the bar of any state? _____ If so, explain any circumstances that may have hindered your performance.

14. Describe your employment history since completing your undergraduate degree. List your current position first. If you have not been employed continuously since completing your undergraduate degree, describe what you did during any periods of unemployment or other professional inactivity in excess of three months. Do not attach a resume.

Applicant Name: _____ Filing Date: _____

EMPLOYER

DATES

LOCATION

15. List your law partners and associates, if any, within the last five years. You may attach a firm letterhead or other printed list. Applicants who are judges or commissioners should additionally attach a list of judges or commissioners currently on the bench in the court in which they serve.
16. Describe the nature of your law practice over the last five years, listing the major areas of law in which you practiced and the percentage each constituted of your total practice. If you have been a judge or commissioner for the last five years, describe the nature of your law practice before your appointment to the bench.
17. List other areas of law in which you have practiced.
18. Identify all areas of specialization for which you have been granted certification by the State Bar of Arizona or a bar organization in any other state.
19. Describe your experience as it relates to negotiating and drafting important legal documents, statutes and/or rules.
20. Have you practiced in adversary proceedings before administrative boards or commissions? _____ If so, state:
- a. The agencies and the approximate number of adversary proceedings in which you appeared before each agency.
 - b. The approximate number of these matters in which you appeared as:
Sole Counsel: _____
Chief Counsel: _____
Associate Counsel: _____
21. Have you handled any matters that have been arbitrated or mediated? _____ If so, state the approximate number of these matters in which you were involved as:

Sole Counsel: _____

Applicant Name: _____ Filing Date: _____

Chief Counsel: _____

Associate Counsel: _____

22. List at least three but no more than five contested matters you negotiated to settlement. State as to each case: (1) the date or period of the proceedings; (2) the names, e-mail addresses, and telephone numbers of all counsel involved and the party each represented; (3) a summary of the substance of each case: and (4) a statement of any particular significance of the case.

23. Have you represented clients in litigation in Federal or state trial courts? _____
If so, state:

The approximate number of cases in which you appeared before:

Federal Courts: _____

State Courts of Record: _____

Municipal/Justice Courts: _____

The approximate percentage of those cases which have been:

Civil: _____

Criminal: _____

The approximate number of those cases in which you were:

Sole Counsel: _____

Chief Counsel: _____

Associate Counsel: _____

The approximate percentage of those cases in which:

You wrote and filed a pre-trial, trial, or post-trial motion that wholly or partially disposed of the case (for example, a motion to dismiss, a motion for summary judgment, a motion for judgment as a matter of law, or a motion for new trial) or wrote a response to such a motion: _____

You argued a motion described above _____

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You made a contested court appearance (other than as set forth in the above response) _____

You negotiated a settlement: _____

The court rendered judgment after trial: _____

A jury rendered a verdict: _____

The number of cases you have taken to trial:

Limited jurisdiction court _____

Superior court _____

Federal district court _____

Jury _____

Note: If you approximate the number of cases taken to trial, explain why an exact count is not possible.

24. Have you practiced in the Federal or state appellate courts? _____ If so, state:

The approximate number of your appeals which have been:

Civil: _____

Criminal: _____

Other: _____

The approximate number of matters in which you appeared:

As counsel of record on the brief:

Personally in oral argument:

25. Have you served as a judicial law clerk or staff attorney to a court? _____ If so, identify the court, judge, and the dates of service and describe your role.

Applicant Name: _____ Filing Date: _____

26. List at least three but no more than five cases you litigated or participated in as an attorney before mediators, arbitrators, administrative agencies, trial courts or appellate courts that were not negotiated to settlement. State as to each case: (1) the date or period of the proceedings; (2) the name of the court or agency and the name of the judge or officer before whom the case was heard; (3) the names, e-mail addresses, and telephone numbers of all counsel involved and the party each represented; (4) a summary of the substance of each case; and (5) a statement of any particular significance of the case.
27. If you now serve or have previously served as a mediator, arbitrator, part-time or full-time judicial officer, or quasi-judicial officer (e.g., administrative law judge, hearing officer, member of state agency tribunal, member of State Bar professionalism tribunal, member of military tribunal, etc.), give dates and details, including the courts or agencies involved, whether elected or appointed, periods of service and a thorough description of your assignments at each court or agency. Include information about the number and kinds of cases or duties you handled at each court or agency (e.g., jury or court trials, settlement conferences, contested hearings, administrative duties, etc.).
28. List at least three but no more than five cases you presided over or heard as a judicial or quasi-judicial officer, mediator or arbitrator. State as to each case: (1) the date or period of the proceedings; (2) the name of the court or agency; (3) the names, e-mail addresses, and telephone numbers of all counsel involved and the party each represented; (4) a summary of the substance of each case; and (5) a statement of any particular significance of the case.
29. Describe any additional professional experience you would like to bring to the Commission's attention.

BUSINESS AND FINANCIAL INFORMATION

30. Have you ever been engaged in any occupation, business or profession other than the practice of law or holding judicial or other public office, other than as described at question 14? _____ If so, give details, including dates.
31. Are you now an officer, director, majority stockholder, managing member, or otherwise engaged in the management of any business enterprise? _____ If

Filing Date: _____
Applicant Name: _____

so, give details, including the name of the enterprise, the nature of the business, the title or other description of your position, the nature of your duties and the term of your service.

Do you intend to resign such positions and withdraw from any participation in the management of any such enterprises if you are nominated and appointed? _____ If not, explain your decision.

- 32. Have you filed your state and federal income tax returns for all years you were legally required to file them? _____ If not, explain.
- 33. Have you paid all state, federal and local taxes when due? _____ If not, explain.
- 34. Are there currently any judgments or tax liens outstanding against you? _____ If so, explain.
- 35. Have you ever violated a court order addressing your personal conduct, such as orders of protection, or for payment of child or spousal support? _____ If so, explain.
- 36. Have you ever been a party to a lawsuit, including an administrative agency matter but excluding divorce? _____ If so, identify the nature of the case, your role, the court, and the ultimate disposition.
- 37. Have you ever filed for bankruptcy protection on your own behalf or for an organization in which you held a majority ownership interest? _____ If so, explain.
- 38. Do you have any financial interests including investments, which might conflict with the performance of your judicial duties? _____ If so, explain.

CONDUCT AND ETHICS

- 39. Have you ever been terminated, asked to resign, expelled, or suspended from

Filing Date: _____
Applicant Name: _____

employment or any post-secondary school or course of learning due to allegations of dishonesty, plagiarism, cheating, or any other "cause" that might reflect in any way on your integrity? _____ If so, provide details.

40. Have you ever been arrested for, charged with, and/or convicted of any felony, misdemeanor, or Uniform Code of Military Justice violation? _____

If so, identify the nature of the offense, the court, the presiding judicial officer, and the ultimate disposition.

41. If you performed military service, please indicate the date and type of discharge. If other than honorable discharge, explain.

42. List and describe any matter (including mediation, arbitration, negotiated settlement and/or malpractice claim you referred to your insurance carrier) in which you were accused of wrongdoing concerning your law practice.

43. List and describe any litigation initiated against you based on allegations of misconduct other than any listed in your answer to question 42.

44. List and describe any sanctions imposed upon you by any court.

45. Have you received a notice of formal charges, cautionary letter, private admonition, referral to a diversionary program, or any other conditional sanction from the Commission on Judicial Conduct, the State Bar, or any other disciplinary body in any jurisdiction? _____ If so, in each case, state in detail the circumstances and the outcome.

46. During the last 10 years, have you unlawfully used controlled substances, narcotic drugs or dangerous drugs as defined by federal or state law? _____ If your answer is "Yes," explain in detail.

47. Within the last five years, have you ever been formally reprimanded, demoted, disciplined, cautioned, placed on probation, suspended, terminated or asked to resign by an employer, regulatory or investigative agency? _____ If so, state the circumstances under which such action was taken, the date(s) such action was taken, the name(s) and contact information of any persons who took such action, and the background and resolution of such action.

Applicant Name: _____ Filing Date: _____

48. Have you ever refused to submit to a test to determine whether you had consumed and/or were under the influence of alcohol or drugs? _____ If so, state the date you were requested to submit to such a test, type of test requested, the name and contact information of the entity requesting that you submit to the test, the outcome of your refusal and the reason why you refused to submit to such a test.
49. Have you ever been a party to litigation alleging that you failed to comply with the substantive requirements of any business or contractual arrangement, including but not limited to bankruptcy proceedings? _____ If so, explain the circumstances of the litigation, including the background and resolution of the case, and provide the dates litigation was commenced and concluded, and the name(s) and contact information of the parties,

PROFESSIONAL AND PUBLIC SERVICE

50. Have you published or posted any legal or non-legal books or articles? _____ If so, list with the citations and dates.
51. Are you in compliance with the continuing legal education requirements applicable to you as a lawyer or judge? _____ If not, explain.
52. Have you taught any courses on law or lectured at bar associations, conferences, law school forums or continuing legal education seminars? _____ If so, describe.
53. List memberships and activities in professional organizations, including offices held and dates.

Have you served on any committees of any bar association (local, state or national) or have you performed any other significant service to the bar? _____

List offices held in bar associations or on bar committees. Provide information about any activities in connection with pro bono legal services (defined as services to the indigent for no fee), legal related volunteer community activities or the like.

Filing Date: _____
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- 54. Describe the nature and dates of any relevant community or public service you have performed.
- 55. List any relevant professional or civic honors, prizes, awards or other forms of recognition you have received.
- 56. List any elected or appointed public offices you have held and/or for which you have been a candidate, and the dates.

Have you ever been removed or resigned from office before your term expired? ___ If so, explain.

Have you voted in all general elections held during the last 10 years? _____ If not, explain.

- 57. Describe any interests outside the practice of law that you would like to bring to the Commission's attention.

HEALTH

- 58. Are you physically and mentally able to perform the essential duties of a judge with or without a reasonable accommodation in the court for which you are applying? _____

ADDITIONAL INFORMATION

- 59. The Arizona Constitution requires the Commission to consider the diversity of the county's population in making its nominations. Provide any information about yourself (your heritage, background, life experiences, etc.) that may be relevant to this consideration.
- 60. Provide any additional information relative to your qualifications you would like to bring to the Commission's attention.

Filing Date: _____
Applicant Name: _____

61. If selected for this position, do you intend to serve a full term and would you accept rotation to benches outside your areas of practice or interest and accept assignment to any court location? _____ If not, explain.
62. Attach a brief statement explaining why you are seeking this position.
63. Attach two professional writing samples, which you personally drafted (e.g., brief or motion). **Each writing sample should be no more than five pages in length, double-spaced.** You may excerpt a portion of a larger document to provide the writing samples. Please redact any personal, identifying information regarding the case at issue, unless it is a published opinion, bearing in mind that the writing sample may be made available to the public on the commission's website.
64. If you have ever served as a judicial or quasi-judicial officer, mediator or arbitrator, attach sample copies of not more than two written orders, findings or opinions (whether reported or not) which you personally drafted. **Each writing sample should be no more than five pages in length, double-spaced.** You may excerpt a portion of a larger document to provide the writing sample(s). Please redact any personal, identifying information regarding the case at issue, unless it is a published opinion, bearing in mind that the writing sample may be made available to the public on the commission's website.
65. If you are currently serving as a judicial officer in any court and are subject to a system of judicial performance review, please attach the public data reports and commission vote reports from your last three performance reviews.

**-- INSERT PAGE BREAK HERE TO START SECTION II
(CONFIDENTIAL INFORMATION) ON NEW PAGE --**

**SECTION II: CONFIDENTIAL INFORMATION
(QUESTIONS 72 THROUGH 88)**

PERSONAL INFORMATION

- 66. Home Address:
- 67. E-mail Address:
- 68. Office Telephone:
- 69. Home Telephone:
- 70. Cell Phone Number:
- 71. Date of Birth:
- 72. Place of Birth:
- 73. Social Security Number:
- 74. State Bar Number:
- 75. Driver's License Number:
- 76. List all public social media accounts and public blogs:

77. If your parents, siblings, spouse or children are employed or engaged in any business or profession, state their names and the name and address of their employer or the business in which they are engaged.

REFERENCES

78. List the names, addresses, telephone numbers and e-mail addresses of three references who are lawyers or judges, and who are familiar with your professional activities, who would enthusiastically recommend you as qualified to serve on the judiciary.

79. List the names, addresses, telephone numbers and e-mail addresses of three persons who are neither lawyers nor judges, with whom you have had contact other than professionally, who would enthusiastically recommend you as qualified to serve on the judiciary.

80. List the names, addresses, telephone numbers and e-mail addresses of four lawyers with whom you have continuously dealt on substantive matters as adversaries in the last five years. If you have been a full-time judicial or quasi-judicial officer for the last five years, list the names, addresses, telephone numbers and e-mail addresses of four lawyers who have frequently appeared before you in contested matters.

81. List the names, addresses, telephone numbers and e-mail addresses of three references who have served with you and could comment on your participation in bar or professional association committees or activities.

82. List the names, addresses, telephone numbers and e-mail addresses of three references who have served with you and could comment on your participation in community organizations or activities.

83. **If your application “rolls over” for future openings, you must provide an updated list of current contact information for all listed references before the application periods for such openings close.**

-- INSERT PAGE BREAK AFTER ALL CONFIDENTIAL CONTENTS, TO START REMAINDER OF APPLICATION (INCLUDING ATTACHMENTS) ON NEW PAGE --

WAIVER OF CONFIDENTIALITY AND RELEASE OF INFORMATION

I _____ hereby authorize the committees of the State Bar of Arizona, all bar associations, references, employers, credit reporting agencies, business and professional associations, and all government agencies to release to the Commission any information requested by the Commission in connection with the processing of my request for consideration as a candidate for judicial office. I understand that the fact that I have applied and all responses provided in Section I of the application are not confidential and the information provided may be verified and is subject to public disclosure.

Upon submission of this application to the Commission, I expressly consent to the release of my name and the contents of Section I of this application to the public. Furthermore, I waive the benefits of any statute, rule, or regulation prescribing confidentiality of records or information that is disclosed in Section I. If the commission nominates me for a judicial appointment, I authorize the release of the information contained in my entire application file to the Governor of the State of Arizona with the understanding that it may become public record.

All of the statements made in this application are true and correct to the best of my knowledge, and submission expresses my willingness to accept appointment to the judicial position for which I have applied, should I be selected by the Governor of the State of Arizona.

(Signature)

(Date)

Applicant Name: _____ Filing Date: _____