

United States District Court For the District of Columbia



Public Notice Regarding a Prospective Vacancy and Appointment of a United States Magistrate Judge

Notice is hereby given of an anticipated vacancy for a full-time United States Magistrate Judge position for the U.S. District Court for the District of Columbia. This vacancy is contingent upon the confirmation and appointment of the current incumbent, the Honorable Robin M. Meriweather, to a position as a judge on the U.S. Court of Federal Claims. Applications will be accepted through **Friday, March 22, 2024**.

The duties of the position are demanding and include:

- (1) in criminal matters, presiding over most preliminary proceedings, trials and disposition of misdemeanor cases, and various pretrial and evidentiary proceedings, upon referral or delegation from a district judge; and reviewing and determining government applications for surveillance and warrants; and
- (2) in civil matters, presiding over trials and other dispositions, upon consent of the litigants; overseeing pretrial discovery; preparing reports and recommendations; and conducting mediations.

The basic authority of a United States Magistrate Judge is specified in 28 U.S.C. § 636 and further specified under the Local Rules of this Court, *see* LCvRs 72.1-73.1; LCrRs 32.1, 57.17 and 58-59.

To be qualified for appointment, an applicant must:

- (1) be, and have been for at least five years, a member in good standing of the bar of the highest court of a State, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the United States Virgin Islands;
- (2) have been engaged in the active practice of law for at least five years. The court may consider, as substitute experience for the active practice of law, experience as a state judicial officer; a federal magistrate judge, bankruptcy judge or other federal judicial officer; an attorney for a federal or state agency; a law clerk, staff attorney or pro se law clerk (maximum two years); and other substantial legal experience;
- (3) be competent to perform all the duties of the office, of good moral character, emotionally stable and mature, committed to equal justice under the law, in good health, patient, courteous, and capable of deliberation and decisiveness;
- (4) not be 70 years of age or older, for an initial appointment; and

(5) not be related to a judge of the U.S. District Court for the District of Columbia within the degree of first cousin.

A Merit Selection Panel composed of attorneys and other members of the community will review all applications, conduct interviews and reference checks as determined by the Panel, and recommend to the district judges in confidence the five applicants whom the Panel considers best qualified. The Court will make the appointment following an FBI full-field investigation and an IRS tax check of the applicant selected by the Court for appointment. The individual selected must comply with the financial disclosure requirements of the Ethics in Government Act of 1978, Pub. L. No. 95-521, 90 Stat. 1824 (codified at 5 U.S.C. app. 4 §§ 101-111), as implemented by the Judicial Conference of the United States.

An affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, sex, gender, gender identity, pregnancy, sexual orientation, religion, national origin, age (40 and over), or disability.

The current annual salary of the position is \$223,836 per annum. The term of office is eight years.

The complete magistrate judge position announcement and application forms are available online at the Court's website at www.dcd.uscourts.gov.

The complete application packet should be submitted as a single pdf and emailed to: DCDml_MagistrateJudgeApplication2024@dcd.uscourts.gov no later than **Friday, March 22, 2024**. Applications may be addressed to the attention of Angela D. Caesar, Clerk of Court. Applications must be submitted personally by the applicant and include a statement that the applicant is willing to serve if selected.

All applications will be kept confidential, unless the applicant consents to disclosure, and all applicants will be examined only by members of the Merit Selection Panel and the judges of the District Court. The Panel's deliberations will remain confidential.

Posted on February 20, 2024.

APPLICATION FOR UNITED STATES MAGISTRATE JUDGE

Please answer all questions. If a question is not applicable, indicate this by marking "N/A." The complete application packet should be submitted as a single PDF and emailed to:

DCDml_MagistrateJudgeApplication2024@dcd.uscourts.gov

no later than Friday, March 22, 2024, Attn: Angela D. Caesar, Clerk of Court

GENERAL

1. Full name: _____
2. All other names by which you have been known: _____
3. Office address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
4. Residential address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
5. Length of residence in state: _____
6. Place of birth: _____
Date of birth: _____
7. If you are a naturalized citizen, state the date and place of naturalization: _____
8. Military service:
Branch: _____ Dates: _____
Rank or Rate at Discharge: _____ Type of Discharge: _____
If still a Reserve or National Guard member, give service, branch, unit, and present rank: _____
9. Are you related by blood or marriage to any judges of this court? ☐ Yes ☐ No.
If yes, give name(s) and relationship: _____

HEALTH

10. What is the present state of your health?
11. Do you have any mental or physical impairment that would affect your ability to perform the duties of a magistrate judge with or without reasonable accommodation?

EDUCATION

12. Colleges and universities attended, dates, and degrees:
13. Continuing legal education courses completed within the last ten years:

PUBLICATIONS AND HONORS

14. If you have published any legal books or articles, list them, giving citations and dates:
15. List any honors, prizes, or awards you have received:

PROFESSIONAL ADMISSIONS

16. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission and membership in each case:

Court or Administrative Body

Dates of Admission and Membership

LAW PRACTICE

17. State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all government agencies, and all private business organizations in which you have been employed. Also provide all dates during which you have practiced as a sole practitioner:

Organization

Address

Position

Dates

18. Describe the general nature of your current practice including any legal specialties; also, if your practice is substantially different now than earlier in your career, give details of prior practice:

19. a) Do you appear regularly in court? ☐ Yes ☐ No

b) What percentage of your appearances in the last ten years were in:

Federal courts	_____ %
State or local courts of record	_____ %
Administrative bodies	_____ %
Other:	_____ %
	_____ %
	_____ %
	_____ %

20. During the past ten years, what percentage of your practice has been trial practice? _____ %
21. How frequently have you appeared in court? _____ times per month.
22. How frequently have you appeared at administrative hearings? _____ times per month.
23. What percentage of your practice involving litigation has been:
- | | |
|----------|---------|
| Civil | _____ % |
| Criminal | _____ % |
| Other: | _____ % |
| | _____ % |
| | _____ % |
| | _____ % |
24. State the number of cases you have tried to conclusion in courts of record during the past ten years, indicating whether you were sole, associate, or chief counsel. Give citations of any reported cases:
25. Summarize your courtroom experience:
26. State the names and email addresses of adversary counsel against whom you have litigated your primary cases over the past five years:

PUBLIC OFFICE

27. Have you ever run for, or held, public office? ☐ Yes ☐ No. If yes, give details.

PRIOR JUDICIAL EXPERIENCE

28. a) Judicial experience:

Position held: _____

Name of court: _____

Type of court and nature of cases adjudicated: _____

Dates of service: _____

Names and email addresses of three attorneys, who have appeared before you and who would be knowledgeable of your work, temperament, and abilities:

- b) Quasi-judicial experience:

Position held: _____

Name of agency: _____

Hearings on what types of issues: _____

Number of cases adjudicated: _____

Dates of service: _____

BUSINESS INVOLVEMENT

29. a) If you are now an officer, director, or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office:
- b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law?
- ☐ Yes ☐ No If yes, give the details, including dates.
- c) During the past five years have you received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind?
- ☐ Yes ☐ No
- If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization or association involved, and the dates such compensation was paid.
30. a) Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation, or ordinance?
- ☐ Yes ☐ No
- If yes, give details. (Do not include traffic violations for which a fine of \$200 or less was imposed unless it also included a jail sentence.)
- b) Have you, to your knowledge, ever been under federal, state or local investigation for possible violation of a criminal statute?
- ☐ Yes ☐ No If yes, give particulars.
31. a) Have you ever been sued by a client?
- ☐ Yes ☐ No If yes, give particulars.
- b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice?
- ☐ Yes ☐ No If yes, give particulars, including the amounts involved.
32. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct?
- ☐ Yes ☐ No If yes, give particulars.
33. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group?
- ☐ Yes ☐ No If yes, give particulars.

34. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities?

☐ Yes ☐ No If no, explain.

35. Have any liens or claims ever been instituted against you by the federal, state, or local authorities?

☐ Yes ☐ No If yes, explain.

PROFESSIONAL AND OTHER ACTIVITIES

36. a) List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held in such groups and committees to which you belonged:

b) List all organizations and clubs, other than bar associations and professional societies identified in response to the prior question of which you have been a member during the past ten years, including the titles and dates of any offices you have held in each such organization:

c) Have you ever served on a merit selection panel to consider the appointment or reappointment of a United States magistrate judge? If yes, please provide date(s) or appointment(s).

SUPPLEMENTAL INFORMATION

37. State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law:

38. State any additional education or other experiences you believe would assist you in holding judicial office:

39. State any other pertinent information reflecting positively or adversely on you, which you believe should be disclosed to the district court and the selection panel in connection with your possible selection as United States magistrate judge:

40. a) List three individuals as references who are familiar with your professional abilities:

Name
Email Address
Telephone

Name
Email Address
Telephone

Name
Email Address
Telephone

b) List three individuals as references who are familiar with your personal character:

Name
Email Address
Telephone

Name
Email Address
Telephone

Name
Email Address
Telephone

WRITING SAMPLE AND REFERENCE LETTERS

Please include with your application a legal writing sample of 5 to 10 pages.

Letters of reference are not requested at this time.

CONFIDENTIALITY STATEMENT

This form will be kept confidential by members of the merit selection panel and the judges of the district court. Professional and personal references listed in question 40 and counsel listed in questions 26 and 28 may be contacted by the panel, but no other employers, colleagues, or individuals will be contacted by the panel without your prior approval.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Applicant

Date