

APPLICATION FORM  
UNITED STATES MAGISTRATE JUDGE  
DALLAS DIVISION

(Please type or print legibly. If a question is not applicable, indicate this by marking "N/A." **Notify the court immediately of any material changes to the information provided by submitting an amended application form.**)

**GENERAL**

1. Full Name: \_\_\_\_\_

2. All other names by which you have been known:  
\_\_\_\_\_

3. Office Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

4. Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

5. E-mail address: \_\_\_\_\_

6. Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

7. Length of Residence in State: \_\_\_\_\_

8. If you are a naturalized citizen, please state the date and place of naturalization:  
\_\_\_\_\_

9. Military Service: \_\_\_\_\_

Branch: \_\_\_\_\_ Dates: \_\_\_\_\_

Rank or Rate at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If still a reserve or national guard member, please give service, branch, unit and present rank.

10. Are you related by blood or marriage to any judges of this Court?  Yes  No  
If yes, give names and relationships:

**HEALTH**

11. What is your present state of health?

12. a) Have you in the last ten years (i) been hospitalized due to injury or serious mental or physical illness or drug or alcohol addiction, or (ii) been prevented from working or otherwise incapacitated for a period in excess of ten days due to injury or illness, drug or alcohol addiction? If so, give the particulars, including the causes, the dates, the places of confinement, and the present status of the conditions which caused the confinement or incapacitation.

- b) Do you have any visual or hearing impairment or other mental or physical impairment that would affect your ability to perform the duties assigned to a magistrate judge? If so, please describe the impairment and how your impairment could be accommodated to allow you to perform the duties of a magistrate judge.

**EDUCATION**

13. Colleges and universities attended, dates and degrees:

14. Continuing legal education courses completed within the last ten years:

**HONORS**

15. Were you a member of the law review?  Yes  No

If yes, describe role?

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16. If you have published any legal books or articles, please list them, giving citations and dates:

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17. List any honors, prizes, or awards you have received:

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**PROFESSIONAL ADMISSIONS**

18. 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 in each case:

Court or Administrative Body	Date of Admission

**LAW PRACTICE**

19. List in reverse chronological order all law-related employment you have held since graduating from law school:

Organization	Address	Position	Dates

20. Describe the general nature of your current practice including any legal specialties and the character of your typical clients. Also, if your practice is substantially different now than previously, please give details of prior practice:

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

b) What percentage of your appearances in the past five years were in:

(1) Federal Courts \_\_\_\_\_ %

(2) State or Local Courts of Record \_\_\_\_\_ %

(3) Administrative Bodies \_\_\_\_\_ %

(4) Other \_\_\_\_\_ %

22. During the past five years, what percentage of your practice has been trial practice? \_\_\_\_\_%

23. How frequently have you appeared in court? \_\_\_\_\_ times per month.

24. How frequently have you appeared at administrative hearings? \_\_\_\_\_ times per month.

25. What percentage of your practice involving litigation has been:

Civil: \_\_\_\_\_ %

Criminal: \_\_\_\_\_ %

Other: \_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

26. State the number of cases you have tried to conclusion in courts of record during each of the past five years, indicating whether you were sole, associate, or chief counsel. Give citations of any reported cases:

27. Summarize your courtroom experience prior to the last five years:

28. State the names and addresses of any adversary counsel whom you have litigated your primary cases for the past five years:

**PUBLIC OFFICE**

29. Have you ever run for, or held, public office?  Yes  No

If yes, give details.

**PRIOR JUDICIAL EXPERIENCE**

30. a) Have you ever held judicial office or been a candidate for judicial office?  Yes  No

If yes, state the courts involved and the date of service, or dates of candidacy:

b) If you have held judicial office, state the names and addresses of counsel who have appeared before you who would be knowledgeable of your work, temperament, and abilities.

c) Prior quasi-judicial service: \_\_\_\_\_

Name of agency: \_\_\_\_\_

Position held: \_\_\_\_\_

Hearing on what issues: \_\_\_\_\_

Number of cases adjudicated: \_\_\_\_\_

Date of service: \_\_\_\_\_

**BUSINESS INVOLVEMENT**

31. 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, please 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.

32. 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.

33. Indicate any grievances or involuntary removals filed against you, regardless of outcome, while a member of the bar of any state or federal court. Describe the circumstances in detail.

34. 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.

35. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct?  Yes  No

If yes, give particulars, including the full style of the cause.

36. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct or sanctioned for any reason by any court, administrative agency, bar association, or other professional group, or resigned in lieu of discipline?  Yes  No

If yes, give particulars.

37. a) Have you filed appropriate tax returns as required by federal, state, local, and other government authorities?  Yes  No

If no, explain.

b) Have you paid federal and state taxes (e.g., social security tax, federal and state unemployment tax) on household employees as required by law, if applicable?  Yes  No  
If no, explain.

c) Have you ever been delinquent on any debt owed to any federal, state, or local taxing authority?  
 Yes  No If yes, give particulars.

38. Have any liens or claims ever been instituted against you by federal, state or local authorities?  
 Yes  No If yes, explain.

39. Have you, to your knowledge, ever employed a person who is not legally eligible to work in this country?  
 Yes  No If yes, give particulars.

40. Have you ever declared bankruptcy?  Yes  No  
If yes, give particulars.

41. Have you or any business of which you are or were an officer at a relevant time ever been a party to a lawsuit? (If you are or were a party as part of a partnership, include information only if you were involved in the business in a personal, managerial, or supervisory capacity.)



## PROFESSIONAL AND OTHER ACTIVITIES

42. 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 Questions No. 42a 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.

## SUPPLEMENTAL INFORMATION

43. State any potentially negative information about your personal characteristics, professional background, business involvement, finances, or personal or professional affiliations that might be disclosed in a background investigation and has not otherwise been disclosed in this application form.

44. State any achievements or action you have accomplished, demonstrating your commitment to equal justice under the law.

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

46. 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 nomination as United States magistrate judge.

47. List three individuals as references who are familiar with your abilities.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

48. List three individuals as references who are familiar with your personal character.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Telephone (Area Code): \_\_\_\_\_

## CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members of the Merit Selection Panel and the judges of the district court. The individuals whom you have listed as references above may be contacted by the panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval.

*I declare under penalty of perjury that the foregoing is true and correct. I understand that I have an ongoing duty throughout the magistrate judge selection process to notify the court of any material changes to the information provided. Executed on:*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Candidate

***To apply, please save this completed application and attachments, if any, as .pdf documents using the following naming protocol:***

<b>Application Form:</b>	<b>lastname.firstname.pdf.</b>
<b>Attachments:</b>	<b>lastname.firstnameattachment1.pdf, lastname.firstnameattachment2.pdf, lastname.firstnameattachment3.pdf, etc.</b>

***An attachment or attachments are only required if the space provided in the application form to answer a question or questions is insufficient for your response.***

***Email the application form and attachments to Karen Mitchell, Clerk of Court, at:  
mj\_applications@txnd.uscourts.gov.***

***Only submit the materials requested in the application form. Do not submit a resume, furnish more than the names of six references, or submit reference letters or letters of commendation. Applications must be received in the District Clerk's Office in Dallas by midnight on January 19, 2024. Applications received after this date and time and will not be considered.***