

APPLICATION INSTRUCTIONS

FOR JUDICIAL VACANCIES ON THE DISTRICT OF COLUMBIA COURT OF APPEALS AND THE SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Please read these instructions carefully. If you have any questions, contact the JNC Executive Director at: dc.jnc@dc.gov or 202-879-0478.

Applicant Qualifications

Pursuant to D.C. Code § 1-204.33(b), no person may be nominated or appointed a judge of a District of Columbia court unless the person—

- is a citizen of the United States;
- is an active member of the unified District of Columbia Bar and has been engaged in the active practice of law in the District for the five years immediately preceding the nomination or for such five years has been on the faculty of a law school in the District, or has been employed as a lawyer by the United States or the District of Columbia government;
- is a bona fide resident of the District of Columbia and has maintained an actual place of abode in the District of Columbia for at least 90 days immediately prior to the nomination, and shall retain such residency while serving as such judge;
- is recommended to the President, for such nomination and appointment, by the District of Columbia Judicial Nomination Commission; and
- has not served, within a period of two years prior to the nomination, as a member of the Tenure Commission or the District of Columbia Judicial Nomination Commission.

The Commission will only consider applications of individuals who fully meet the qualifications. All applicants must undergo a background investigation.

Application Requirements

The Notice of Judicial Vacancy provides the deadline for applications. Interested individuals must submit completed application materials, described below, by the deadline in order to be considered. The application materials and letter of interest must clearly identify all judicial vacancies for which the applicant is applying, should more than one vacancy be open at the same time. Only one application package shall be submitted when an applicant applies for more than one vacancy at a time.

All applicants must complete an Applicant Questionnaire, JNC Form 21. A short form applicant questionnaire is available for applicants who have submitted a complete and current version of the Applicant Questionnaire Form 21 within the prior twelve (12) months. See JNC Form 21A. In some clearly identified instances, applicants are able to apply with a letter of interest only.

PLEASE NOTE: Application materials are periodically updated. Applicants must use the **current version** of the application materials as posted on the Commission's website (<http://jnc.dc.gov>). Application materials must be received no later than 12:00 p.m. on the date stated in the Notice of Judicial Vacancy. **Incomplete, late, or outdated application materials will not be considered.**

A complete application package includes:

- JNC Form 21 – Applicant Questionnaire
(*JNC Form 21A may, in inappropriate instances, be submitted instead*)
- Letter of Interest
- Resume
- Writing Samples (*two for DCSC; five for DCCA*)
- Biographical Summary, not to exceed 250 words (*NOTE: this will be posted on the JNC website when applicants are announced.*)
- JNC Form 22 – Applicant Identification Form
- JNC Form 23 – Authorization to Release Information
- JNC Form 25 – DC Tax Check Waiver
- JNC Form 28 – Certificate of Eligibility
- JNC Form 29 – Certification and Release
- IRS Form 14767 – Consent to Disclose Tax Compliance Check (*Note: the completed form must include **both** a handwritten signature and date.*)
- Driver's License
- MPD Criminal History Request (PD Form 70) (*NOTE: this form must be obtained at the Metropolitan Police Department Headquarters. For complete instructions on obtaining this form, visit <https://mpdc.dc.gov/service/police-clearances-arrest-and-criminal-history-section>.*)
Applicants who are unable to obtain the PD Form 70 police clearance by the application deadline should apply by the posted deadline, provide a written statement with their application package explaining their best efforts to comply with the requirement, including their scheduled appointment date, and submit the PD Form 70 clearance when they receive it.

All forms must be signed, dated, and executed no more than thirty days before receipt by the Commission. Applicants are encouraged to review their application materials for completeness.

Application materials must be submitted electronically by the posted deadline at <https://dcgov.seamlessdocs.com/f/JNCElectronicApplicationSubmission>. Please retain an original copy of all forms for at least 60 days following the application deadline stated in the Notice of Judicial Vacancy.

The Commission will no longer accept hard-copy application materials. All application materials must be submitted via SeamlessDocs and received no later than noon (12:00 p.m.) on the date stated in the Notice of Judicial Vacancy.

Background Checks

The application materials include releases that must be signed and returned to the Commission by the deadline. These releases authorize the JNC to secure background information on applicants, including credit checks, FBI checks, tax checks, employment and education verification, bar membership, and disciplinary history.

Please note that the Commission transmits to the Office of the President copies of application materials and selected background information for the applicants it recommends.

Meetings with Commission Members

Some or all Commission members may be available to meet with applicants, as time permits, upon receipt of the complete application. Applicants may contact any Commission member to request an individual meeting after the vacancy they are applying for closes and the Applicant List is posted on the website. The Commission may also schedule interviews with applicants or permit applicants to submit video statements.

Letters of Recommendation

The Commission does not require letters of recommendation, letters of support, or endorsements but will accept them. Such letters shall be from individuals who can attest to the applicant's qualification for judicial office; they shall not be mere character references. Letters shall be signed on letterhead if the author is writing on behalf of an organization and include an email address. Letters must be submitted by the author (not the applicant) and received by the Commission by the date indicated in the Notice of Judicial Vacancy. Letters may be sent by mail, fax, courier, or email to the Commission's Executive Director.

The Commission keeps letters of recommendation, letters of support, and endorsements for two years. These materials will be considered if an applicant applies for more than one judicial vacancy within a two-year period.

The Commission does not disclose copies of any letters of recommendation, letters of support, or endorsements and does not forward these materials to the Office of the President. Therefore, applicants may wish to retain copies of recommendation letters and ask the author to retain a copy.

Publication of Candidates' Names

By submitting an application to the Commission, applicants authorize the Commission to publicly announce their identity as an applicant for a judicial vacancy and to seek public input on their fitness for judicial office. Applicants are identified on the Commission's website, in a press release, and communications from the Commission seeking public input. The biographical summary submitted will be posted on the Commission's website when applicants for the vacancy are announced.

In addition, the Commission announces the three candidates recommended to the President for each vacancy. This announcement will include biographical information on each applicant.