

**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](mailto: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 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 the close of business (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:

Item	Send to JNC	Send to Commissioners
JNC Form 21 – Applicant Questionnaire* <i>(JNC Form 21A may, in appropriate instances, be submitted instead)</i>	<ul style="list-style-type: none"> <li>• Original and one copy (paper)</li> <li>• PDF via email</li> </ul>	<ul style="list-style-type: none"> <li>• PDF via email</li> </ul>
Letter of Interest*	<ul style="list-style-type: none"> <li>• Original (paper)</li> <li>• PDF via email</li> </ul>	<ul style="list-style-type: none"> <li>• PDF via email</li> </ul>
Resume*	<ul style="list-style-type: none"> <li>• Original (paper)</li> <li>• PDF via email</li> </ul>	<ul style="list-style-type: none"> <li>• PDF via email</li> </ul>
Writing Samples*	<ul style="list-style-type: none"> <li>• Original and one copy (paper)</li> <li>• PDF via email</li> </ul>	<ul style="list-style-type: none"> <li>• PDF via email (hard copies only if over 10 MB limit)</li> </ul>
Biographical summary (no more than 250 words)* <i>(NOTE: this will be posted on the JNC website when applicants are announced.)</i>	<ul style="list-style-type: none"> <li>• Original in Word (hard copy and email)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
JNC Form 22 – Identification Form	<ul style="list-style-type: none"> <li>• Original and one copy (paper)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
JNC Form 23 – General Release	<ul style="list-style-type: none"> <li>• Original and one copy (paper)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
JNC Form 24 – IRS Tax Check Waiver	<ul style="list-style-type: none"> <li>• Original and one copy (paper)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
JNC Form 25 – DC Tax Check Waiver	<ul style="list-style-type: none"> <li>• Original and one copy (paper)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
JNC Form 26 – Release (notarized)	<ul style="list-style-type: none"> <li>• Original (notarized) and one copy (paper)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
MPD Criminal History Request (PD Form 70)	<ul style="list-style-type: none"> <li>• Original and one copy (paper)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

All forms shall be signed, dated, and, where required, notarized.

A hard copy original and one copy of the application materials must be received no later than the posted deadline by the District of Columbia Judicial Nomination Commission, Attention: Executive Director, 515 5<sup>th</sup> Street, NW, Suite 235, Washington, DC 20001. Contact information for Commission members is in the Notice of Vacancy and at [jnc.dc.gov](http://jnc.dc.gov)

\*Items marked with an asterisk must also be sent electronically **as separate files** to the JNC Executive Director *and to each Commission member*. The email subject line shall read as follows: APPLICANT NAME – judicial vacancy application materials. If the writing samples exceed 10MB, they cannot be emailed. In this case, please send paper copies to each Commission member by mail or courier. Please note in the email that writing samples are being delivered separately.

**All application materials must be received no later than twelve o'clock p.m. (12:00 p.m.) on the date stated in the Notice of Judicial Vacancy.**

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## **Background Checks**

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

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 of the 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. The Commission may also schedule interviews with applicants.

## **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 must be 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 in 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.