

**APPLICATION INSTRUCTIONS**  
**FOR THE OFFICE OF THE CHIEF JUDGE OF 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 Judicial Nomination Commission (“Commission” or “JNC”) Executive Director at: [dc.jnc@dc.gov](mailto:dc.jnc@dc.gov) or 202-879-0478.***

**Candidate Qualifications**

Pursuant to D.C. Code § 1-204.31(b), an individual must be a judge in regular active service in the court in order to be eligible for appointment as Chief Judge of that court. The Commission will only consider applications of individuals who fully meet the qualifications. All candidates must undergo a background investigation.

**Term of Service as Chief Judge**

A chief judge of a District of Columbia court is designated for a term of four years, with two exceptions:

- No term as chief judge may extend beyond the chief judge’s term of appointment as a judge of a District of Columbia court.
- Each chief judge serves until a successor chief judge is appointed.

**Notice**

The Commission will issue a Notice of Vacancy in the Office of Chief Judge (when the incumbent does not seek redesignation), or a Notice of Expiration of Chief Judge’s Term (in all other circumstances), with sufficient time to provide for an orderly process and transition. Notices will be distributed to members of the affected court, as well as through the Commission’s media list and online.

**Application Requirements**

The Notice provides the deadline for applications and nominations. To be considered, candidates must either be nominated, or must submit a statement of interest by the deadline. **NOTE:** While any individual, organization, or bar association may nominate a candidate for chief judge, the candidate must first consent to the nomination.

All statements of interest or nominations must be in writing. They must specifically address qualifications relevant to the office of Chief Judge, including the candidate’s (a) interest in court administration, (b) administrative ability and experience, (c) ability to lead the court and to promote a sense of cooperation and collegiality among the judges, the court staff, and other entities, (d) ability to promote confidence in the court and the judicial system, and (e) ability to provide intellectual leadership. In addition, candidates are asked to submit ten (10) significant opinions each has authored, as well as a chronological list of Committee assignments over the past eight years.

The Commission will conduct a background investigation on candidates, and will solicit relevant financial and personal information. All candidates, including those nominated, must submit forms authorizing the release of information **by the application deadline**.

A complete application package includes:

Item	Deliver to JNC
Statement of Interest or Written Nomination	Original and one copy (paper)
Ten (10) significant opinions authored	Original and one copy (paper)
List of Committee assignments over the past eight (8) years	Original and one copy (paper)
JNC Form 22 – Applicant Identification Form	Original and one copy (paper)
JNC Form 23 – Authorization to Release Information	Original and one copy (paper)
JNC Form 25 – DC Tax Check Waiver	Original and one copy (paper)
JNC Form 26 – Release (notarized)	Original (notarized) and one copy (paper)
JNC Form 27 – Medical Certification	Original (signed by medical provider) and one copy (paper)
IRS Form 14767 – Consent to Disclose Tax Compliance Check ( <i>NOTE: the completed form must include both a handwritten signature and date.</i> )	Original and one copy (paper)
MPD Criminal History Request Form (PD Form 70) ( <i>NOTE: this form must be obtained at the Metropolitan Police Department Headquarters. For complete instructions on obtaining this form, visit: <a href="https://mpdc.dc.gov/page/police-clearances-arrest-and-criminal-history-section">https://mpdc.dc.gov/page/police-clearances-arrest-and-criminal-history-section</a></i> ).	Original and one copy (paper)

All forms shall be signed, dated, and, where required, notarized. In addition, all forms must be executed no more than thirty days prior to receipt by the Commission.

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/Term Expiration and at [jnc.dc.gov](http://jnc.dc.gov).

In the alternative, application materials may be submitted electronically by the posted deadline at: <https://dcgov.seamlessdocs.com/f/JNCElectronicSubmissionChiefJudge>. If submitting materials electronically, it is not necessary to submit hard copies to the Commission. However, please retain an original copy of all forms for at least 60 days following the application deadline stated in the Notice of Vacancy/Term Expiration.

**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 Vacancy/Term Expiration. Incomplete, late, or outdated application materials will not be considered.**

## **Background Checks**

The application materials include releases that must be signed and returned by the deadline to the Commission. These releases authorize the Commission 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.

## **Publication of Candidates' Names**

By submitting a statement of interest, or consenting to a nomination, candidates authorize the Commission to publicly announce their identity as a candidate for the office of chief judge, and to seek public input on their fitness for this office. Candidates are identified on the Commission's website, in a press release, and in communications from the Commission seeking public input.

## **Letters of Recommendation and Public Input**

The Commission solicits and welcomes public input on candidates. Letters should be from individuals who can attest to the candidate's qualifications for the office of chief judge. Letters must 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 candidate) and must be received by the Commission by the date indicated in the Notice. Letters may be sent by mail, fax, courier, or email to the Commission's Executive Director. Input may also be provided by an online evaluation survey, which will be posted on the Commission's website. Individuals may complete the evaluation survey online (in which case it will be automatically transmitted to the Commission), or may print out a PDF of the survey to complete by hand and deliver to the Commission.

The Commission does not disclose copies of any letters of recommendation, letters of support, endorsements, or evaluation surveys.