

**APPLICATION FORM**  
**UNITED STATES MAGISTRATE JUDGE**

**Please submit a disk in Word or pdf file via e-mail to [NYED-APPLICATIONS@nyed.uscourts.gov](mailto:NYED-APPLICATIONS@nyed.uscourts.gov), and seventeen (17) paper copies of your application with the Clerk of Court at 225 Cadman Plaza East, Brooklyn, NY 11201.**

*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. Be advised that colleagues, former employers, and the individuals you have listed as references in this application may be contacted without your prior approval. We will seek your approval prior to contacting your current employer. See Waiver of Confidentiality attached.*

**General:**

1. Full Name:
2. All other names by which you have been known:
3. Office Address:  

City	State	Zip Code
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Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_
4. All Current Residential Addresses:  
  
Telephone Number(s): \_\_\_\_\_
5. Time at current residence(s): \_\_\_\_\_ Time of residence in state: \_\_\_\_\_
6. Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
7. If you are a naturalized citizen, please state the date and place of naturalization:
8. Military Duty:  
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.

9. Are you related by blood or marriage to any judges of this court or to any members of the Merit Selection Panel who will review this application? Yes\_\_\_ No\_\_\_. If so, give their names.

**Health:**

10. What is the present state of your health?
11. Do you have any visual or hearing impairment or other mental or physical impairment that would require accommodation by the Court to permit you to perform the duties assigned to a magistrate judge? If so, specify. (Be assured that the Court does not discriminate and will provide reasonable accommodation for any handicap.)
12. Have you had any hospital confinement, mental illness, serious physical illness, or drug or alcohol addiction during the past ten (10) years? Yes\_\_\_No\_\_\_. If yes, explain and provide the name, address and telephone number of your attending physician(s), and all hospitals and other institutions to which you were admitted and the date(s) of each hospitalization.
13. Are you presently receiving or contemplating receiving treatment for a physical or mental illness or condition, or for drug or alcohol addiction? Yes\_\_\_No\_\_\_. If so, please give details.

**Education:**

14. Colleges and universities (including professional schools) attended: addresses, dates and degree(s):
15. Have you met, and do you currently meet, the Continuing Legal Education requirements of each jurisdiction in which you have been a member of the bar?

If not, please explain:

**Honors:**

16. Were you a member of any law review?

Names

Positions

Dates

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

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

**Professional Admissions:**

19. 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

I.D. Number

**Law Practice:**

20. Commencing with your law school admission, state the names, positions, dates, addresses and telephone numbers of all law firms with which in any way you have been employed or associated in practice, and of all governmental agencies or private business organizations in which you have ever been employed or associated, periods during which and addresses from which you have practiced as a sole practitioner, and any legal practice or employment not otherwise covered by your answers.

21. Describe the general nature of your current practice, including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now from what it previously had been, please give complete details of prior practice.

22. (a) Do you appear regularly in court?

(b) What would you estimate to be the percentage of your court appearances in the last five (5) were in:

- |    |                                 |   |
|----|---------------------------------|---|
| 1. | federal courts                  | % |
| 2. | state or local courts of record | % |
| 3. | administrative bodies           | % |
| 4. | other (be specific)             | % |

23. During the last five (5) years, what percentage of your practice has been litigation?

\_\_\_\_%

24. During the last five (5) years, how frequently on average have you appeared in court?

\_\_\_\_\_ times per month

25. List the percentage of your practice involving litigation which has been:

Civil	%
Criminal	%
Other	%

26. (a) List your cases which have gone to trial in courts of record during the past five (5) years, indicating whether you were sole, associate, or chief counsel. Give the docket or index number of each such case and give the citations of any reported opinions. If a substantive opinion is unreported, please provide a copy of any such opinion. Provide the name and contact information of each chief counsel representing any party at the trial, the name of judge who presided over the trial and (i) whether the trial went to verdict or decision or (ii) whether the trial began, but terminated, before conclusion.

(b) List any appeals you have handled in a federal or state appellate court in the past five (5) years, indicating whether you were the sole, associate or chief appellate attorney. Identify the appellate court and give the appeal number of each appeal and the citation of any opinion. If a substantive opinion is unreported, please provide a copy of any such opinion. Provide the name and contact information of each attorney who argued the appeal for any party and indicate the action taken by the appellate court.

27. Summarize your courtroom experience for the last five (5) years:

28. Other than the cases listed in response to question 26, list the cases you have litigated over the last three (3) years and provide the contact information of chief counsel representing any party appearing in the case, the court in which the case was litigated, the docket or index numbers and any citations of the cases.

Feel free to list any cases that you may have litigated more than three (3) years ago that you wish to draw to the Panel's attention.

**Public Office:**

29. Have you ever run for, or held, public office? Yes \_\_\_\_ No \_\_\_\_ . If so, give details.

**Prior Judicial Experience:**

30. (a) Have you ever held judicial office or been a candidate for judicial office?  
Yes \_\_\_\_ No \_\_\_\_ . If so, please state the courts involved and the dates of service, or dates of candidacy.

- (b) Prior quasi-judicial service:  
Name of agency:  
Position held:  
Hearing on what issues:  
Number of cases adjudicated:  
Dates 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 position and 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 so, give the details, including dates.
  
  - (c) State whether during the past five (5) years you have 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 so, identify the source 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 so, 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, for any reason ever been under federal, state or local investigation? Yes\_\_\_No\_\_\_. If so, give particulars.



33. (a) Have you ever been sued by a client for any reason, including professional malpractice? Yes \_\_\_ No \_\_\_. If so, give particulars.
- (b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? Yes \_\_\_ No \_\_\_. If so, give particulars, including the amounts involved.
- (c) Have you ever been involved as a party to any litigation (criminal, civil or administrative)? Yes \_\_\_ No \_\_\_. If so, give particulars.
34. (a) Have you ever been disciplined, cited, admonished or cautioned for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group or, without regard to the outcome, to your knowledge, has there ever been a complaint preferred against you with or by any court, administrative agency, bar association or other professional group? Yes \_\_\_ No \_\_\_. If so, give the particulars.
- (b) Have you ever been questioned by any private or public entity concerning any possible misconduct, incompetence, unsatisfactory performance of duty or violation of law? Yes \_\_\_ No \_\_\_. If yes, give particulars.
- (c) To your knowledge, have you ever been the subject of an investigation by any person or private or public entity concerning any possible misconduct, incompetence, unsatisfactory performance of duty, or violation of law? Yes \_\_\_ No \_\_\_. If yes, give particulars.
- (d) Have you, to your knowledge, ever been found not qualified for any public position by any court, administrative agency, bar association or other professional group? Yes \_\_\_ No \_\_\_. If yes, give particulars.

- (e) Have you ever been disciplined or terminated by or because of possible termination resigned from any public or private employer, law firm or any other entity because of any misconduct, incompetence or unsatisfactory performance in any respect? Yes\_\_\_\_No\_\_\_\_. If yes, give particulars.
- (f) Have you ever resigned from or, for other reasons, ceased to be a member of the bar or bench of any state or court in any jurisdiction, a member of any governmental body, a hearing officer or an occupant of any other similar position? Yes\_\_\_\_No\_\_\_\_. If so, give particulars.
35. Have you filed appropriate tax returns as required by Federal, State, Local, and other Government authorities in a timely fashion? Yes\_\_\_\_No\_\_\_\_. If no, explain.
36. (a) Have any liens or claims ever been instituted against you by the Federal, State or local authorities? Yes\_\_\_\_No\_\_\_\_. If yes, explain.
- (b) Do you have any summonses, traffic tickets or other such claims outstanding against you by any federal, state or local authorities? Yes\_\_\_\_No\_\_\_\_. If yes, give particulars.
- (c) Are there any unsatisfied judgments against you? Yes\_\_\_\_No\_\_\_\_. If yes, give particulars.
- (d) Are you in default in the performance or discharge of any duty or obligation imposed upon you by any governmental agency or decree or order of any court, including alimony/maintenance and support orders and decrees? Yes\_\_\_\_No\_\_\_\_. If yes, give particulars.
- (e) Have you ever made an assignment for the benefit of creditors? Yes\_\_\_\_No\_\_\_\_. If yes, give particulars.

- (f) Has any petition in bankruptcy ever been filed by or against you?  
Yes \_\_\_\_ No \_\_\_\_ . If yes, give particulars.

**Professional and Other Activities**

37. (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 or currently hold in such groups, and committees to which you belonged or currently belong:

- (b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question 37(a) of which you have been a member during the past ten (10) years, including the titles and dates of any offices you have held in each such organization:

**Supplemental Information**

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

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

40. List five (5) individuals as references who are familiar with your abilities and personal character:

Name

Address

Telephone Number

41. (a) Set forth any information not otherwise elicited by this application which would affect, favorably or unfavorably, your eligibility for the office for which you are a candidate or bear upon consideration of your candidacy:

(b) Is there anything in your personal or professional background that, if publicly known, could be viewed as embarrassing either to you personally or to this court? Yes\_\_\_\_No\_\_\_\_. If yes, give particulars.

This application is for the United States Magistrate Judge position at:

Brooklyn

Central Islip

Either

Court Location

(Please check one box)

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I declare under penalty of perjury that I completed the foregoing fourteen (14)-page application with the attachments, and that it contains true and correct information.

Executed on:

Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

### Confidentiality Statement

The individuals whom you have listed as references in #40 above may be contacted by the Panel, but no other employers, colleagues or others will be contacted without your prior approval. The "Waiver of Confidentiality" will not be used without your prior approval.

### How To Apply

The original plus the required copies of the complete application (with all appendices) must be received by Clerk of Court, 225 Cadman Plaza East, Brooklyn, New York 11201, not later than the date specified in the Public Notice.

You are invited to append:

1. A one-page curriculum vitae.
2. A one-page statement on (A) what you believe the duties of a U.S. Magistrate Judge to be, and, (B) how your qualifications and background qualify you to assume such duties.

N.B. If you change your address or if anything occurs which would affect your answers to this application, notice of such change should be sent to the Chairman of the Merit Selection Panel.

WAIVER OF CONFIDENTIALITY

The Merit Selection Panel may be in need of additional information on your background and qualifications to determine whether to recommend you to the District Court for appointment as a Magistrate Judge. Accordingly, we request your approval to consult with your past employers, colleagues, references listed by you and other individuals who have material knowledge of your qualifications in order to verify and to supplement the information contained in your application form. A “waiver of confidentiality” is printed immediately below for this purpose.

We will not contact your employer unless you give us specific permission in a separate document.

Waiver

I hereby authorize the custodian of any records or information to permit the examination or receipt of such information, whether written or oral, by the Merit Selection Panel. I also authorize the Merit Selection Panel to consult with my former employers, my professional colleagues, references listed by you and other individuals who have material knowledge of your qualifications with regard to matters pertinent to my qualifications for the position of a United States Magistrate Judge.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_