

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO**



**INSTRUCTIONS FOR FILLING OUT APPLICATION FOR
UNITED STATES MAGISTRATE JUDGE POSITION**

A copy of the application for the position of United States Magistrate Judge is enclosed with this notice. A printable copy of the application has also been made available in the Employment Opportunities Section of the District Court's internet website (www.prd.uscourts.gov) One (1) original completed application and seven (7) copies must be filed in hard copy. Applications submitted electronically will not be accepted. **The deadline for submission of applications has been set at the close of business on Tuesday, February 22, 2011.**

The completed application form, including writing the samples required in Section #41, will be the only documentation accepted for filing. Should the Merit Selection Panel wish to obtain additional information to that provided in the application, a written request for such will be made directly to the applicant at a later date.

Applications must be submitted personally by potential nominees, marked confidential and addressed to:

**Chairperson, Merit Selection Panel
c/o Frances Ríos de Morán, Esq., Clerk of Court
United States District Court
Room 150 Federico Degetau Federal Bldg.
San Juan, Puerto Rico 00918-1767**

**APPLICATION FORM
UNITED STATES MAGISTRATE JUDGE**

Type or legibly print your answers. Circle Yes or No, as applicable. If a question is not applicable, indicate this by marking "N/A."

GENERAL

1. Full name: _____

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

3. Office address: _____

City _____ State _____
Zip _____ Telephone _____

4. Residential Address: _____

City _____ State _____
Zip _____ Telephone _____

5. Place of Birth _____
Date of Birth _____

6. Length of Residence in State _____

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

8. Military Service:

<u>Service</u>	<u>Branch</u>	<u>Dates</u>
_____	_____	_____
<u>Rank or Rate at Discharge</u>	<u>Type of Discharge</u>	
_____	_____	

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? Yes No
If yes, give name(s) and relationship.

HEALTH

10. What is the present state of your health? _____

11. Do you have any disability, serious illness or condition that would prevent you from performing the essential functions of the position of magistrate judge?

a) Have you in the last 10 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 of 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

12. Colleges and universities attended, dates and degrees:

13. Continuing legal education courses completed within last 10 years:

HONORS

14. Were you a member of the law review board? Yes No If yes, describe role:

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

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

PROFESSIONAL ADMISSIONS

17. 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

18. State the names, addresses and dates of employment for all law firms with which you have been associated in practice, all governmental agencies and all private business organizations in which you have been employed. Also provide all dates during which you have practiced as a sole practitioner:

Organization/Position	Firm/Address/Telephone	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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

- 1. Federal Courts _____%
- 2. State or Local Courts of Record _____%
- 3. Administrative Bodies _____%
- 4. Other _____%

21. During the past five years, what percentage of your practice has been trial practice?
_____%

22. How frequently have you appeared in court? _____ times per month.

23. How frequently have you appeared at administrative hearings? _____
times per month.

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

- Civil _____%
- Criminal _____%
- Other: _____%
- _____%

25. 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.

26. Summarize your courtroom experience for the past five years:

Name: _____

27. State the names and addresses of adversary counsel against whom you have litigated your primary cases over the last five years.

PUBLIC OFFICE

28. Have you ever run for, or held, public office? Yes No If yes, give details.

PRIOR JUDICIAL EXPERIENCE

29. a) Have you held judicial office or been a candidate for judicial office? If so, please state the courts involved and the dates 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

30. 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.

31. 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, please 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, please give particulars.

32. a) Have you ever been sued by a client? Yes No If yes, please give particulars.

b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? Yes No If yes, please give particulars, including the amounts involved.

33. 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, please give particulars.

34. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court administrative agency, bar association, or other professional group?
Yes No If yes, please give the particulars.

35. Have you filed appropriate tax returns as required by Federal, State, Local, and other Government authorities? Yes No If no, please explain.

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

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 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 Question No. 39a 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

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. 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.

41. Please supply three writing samples of legal memoranda or opinions prepared by you.

42. a) List three individuals as references who are familiar with your abilities.

Name	Address/Telephone
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____

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

Name	Address/Telephone
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____

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. Executed on:

Date

Signature of Applicant

WAIVER OF CONFIDENTIALITY

The merit selection panel has completed its initial screening of applicants for the position of United States magistrate judge. We are now 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 current or past employers or colleagues, and other individuals who have material knowledge of your qualifications (including your physician) in order to verify and to supplement the information contained in your application form. Any information obtained will be kept in strict confidence by the panel and the court. A "waiver of confidentiality" is printed immediately below for this purpose.

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 and the district judges of the Court. I also authorize the Merit Selection Panel to consult with my former employers, my current employer, my professional colleagues, and my physician with regard to matters pertinent to my qualifications for the position of a United States magistrate judge.

Date

Signature