Confidential Personal Data Form

Application for United States Magistrate Judge
United States District Court
District of Maryland

NOTICE TO APPLICANTS

The information contained in this Confidential Personal Data Form is confidential and will only be examined by members of the Merit Selection Panel and the Judges of the District Court. You are to provide answers to all questions in complete detail. If the Panel considers the information you provide to be incomplete or otherwise inadequate for suitable evaluation of your qualifications, the Panel may ask you to provide, either in written form or by personal appearance, the additional information the Panel considers appropriate to allow suitable evaluation.

You must submit an original and 15 copies of the completed Confidential Personal Data Form, along with 16 copies of 3 writing samples, to:

Chair, Magistrate Judge Selection Panel
c/o Tina Stavrou, Human Resources Administrator
United States District Court for the District of Maryland
4415 U. S. Courthouse
101 West Lombard Street
Baltimore, Maryland 21201

Please Note: Applicants shall not communicate directly with any Panel member, with the exception of the Panel member assigned to investigate the applicant. All questions shall be submitted in writing, addressed to the Merit Selection Panel and submitted to the Human Resources Administrator, who will then distribute them to all Panel members. This will ensure that each Panel member receives the same information regarding each applicant.

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Please answer all questions. If a question is not applicable, indicate this by marking "N/A." Return the completed form to the Human Resources Administrator.

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, state the date and place of naturalization.
   _____
8. Military service:
   Branch _____ Dates _____
   Rank or Rate at Discharge _____ Type of Discharge _____
   If still a reserve or National Guard member, give service, branch, unit, and present rank.

9. a) Are you related by blood or marriage to any judges of this court?

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

   b) Do you have any business or other relationship with any judges of this court you believe should be disclosed?

   ☐ Yes ☐ No. If yes, give name(s) and describe the nature of the relationship.

EDUCATION

10. List all colleges and universities (including law schools) attended, dates, and degrees:

11. List all continuing legal education courses completed and/or taught within the last 10 years:

HONORS

12. Were you a member of law review? ☐ Yes ☐ No. If yes, describe your role:

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

14. List any honors, prizes, or awards you have received.

PROFESSIONAL ADMISSIONS

15. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you have been admitted to practice, giving the dates of admission in each case:

Court or Administrative Body	Date of Admission

LAW PRACTICE

16. State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all government 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	Address	Position	Dates

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

18. a) Do you appear regularly 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: _____ _____%

    _____ _____%

    _____ _____%

    _____ _____%

    _____ _____%

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

20. How frequently have you appeared in court? _____times per month.

21. How frequently have you appeared at administrative hearings: ____times per month.

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

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

23. a) State the number of cases you have tried to conclusion in courts of record during the past five years, indicating whether you were sole, associate, or chief counsel. Give citations of any reported cases.

    b) Please describe the number/percentage of these cases that were jury trials, and the percentage/number of these cases that were non-jury trials.

24. Summarize your courtroom experience for the past five years. Please include in your description the nature of your courtroom experience in the federal courts as well.

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

26. Identify three of the most significant cases you have ever handled that went to trial, identifying the judge who tried the case, opposing counsel, the place where it was tried, the major points at issue in the litigation, and the result, and describe your participation in the case.

27. Describe in detail the nature of any experience, if any, you have had serving as a mediator or in any other role you may have served in any alternative dispute resolution forum.

PUBLIC OFFICE

28. List all non-judicial public offices, elected or appointed, you now hold or have held in the past. If currently held, please indicate if you are willing to resign from these positions. If not, explain.

29. List all civic organizations of which you are now or have ever been a member, giving the dates of membership and any offices or leadership positions you have held.

30. List all other charitable, educational, fraternal or sororal, recreational, or religious organizations, trade groups, professional societies (other than bar associations), and similar groups of which you are now or have ever been a member and give the dates of membership and titles of the offices, if any, that you held.

PRIOR JUDICIAL EXPERIENCE

31. a) Have you ever held judicial office or been a candidate for judicial office? If so, 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 five lawyers, who are not listed as references, 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 _____
    Hearings on what types of issues _____
    Number of cases adjudicated _____
    Dates of service _____

    d) Have you ever been the subject of any docketed grievance filed by a judicial disability or ethics committee or organization?

    ☐ Yes ☐ No. If yes, please provide the details of the grievance and the disposition thereof. You are not required to include any complaint that was not the subject of a docketed complaint.

BUSINESS AND CIVIC INVOLVEMENT

32. 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, 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.

CONDUCT

33. Have you appropriately filed tax returns as required by federal, state, local, and other government authorities?

☐ Yes ☐ No. If no, explain.

34. Have any liens or claims ever been instituted against you by the federal, state or local authorities?

☐ Yes ☐ No. If yes, please explain

35. a) Have you ever been arrested, charged, or convicted for violations of any federal law, state law, county or municipal law, regulation, or ordinance?

☐ Yes ☐ No. If yes, 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 the subject of a federal, state or local investigation for possible violation of a criminal statute?

☐ Yes ☐ No. If yes, give particulars.

36. a) Have you ever been sued by a client or sued for conduct arising from the practice of law? ☐ Yes ☐ No. If yes, give particulars.

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

37. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct, or ever been the subject of a domestic violence, protective or peace order or similar order where there has been a finding that you engaged in harassing, assaultive, threatening or inappropriate conduct towards another?

☐ Yes ☐ No. If yes, give particulars.

38. Have you ever been the subject of any docketed grievance filed by any court, bar counsel or professional disciplinary agency or entity?

☐ Yes ☐ No. If yes, please provide the details of the grievance and the disposition thereof. You are not required to include any complaint that was not the subject of a docketed complaint.

39. Has a complaint on the basis of racial, sexual, national origin, disability or religious discrimination ever been filed against you? If so, please explain.

40. Have you ever been found in contempt or subject to any sanctions (except monetary sanctions under $250) before any court or quasi-judicial tribunal? If yes, give particulars.

41. Give the particulars, including the disposition thereof, of any litigation, including divorce, in which you are now or previously have been either a plaintiff or defendant. For each, list dates, the names of the moving parties, the number of the case, the court, and the grounds for litigation.

PROFESSIONAL AND OTHER ACTIVITIES

42. 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 belong.

    b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question No. 42 a) above, 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

43. State any achievements or accomplishments demonstrating your commitment to equal justice under the law.

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

45. Have you ever applied for a judicial vacancy and not been recommended, nominated or appointed? If so, for each of your prior applications, state the dates, the judicial office applied for and the reason you were not recommended, nominated, or appointed, if known.

46. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the District Court and the Merit Selection Panel in connection with your possible selection as United States magistrate judge.

47. a) List three individuals as references who are familiar with your professional qualifications and ethics.

    Name _____
    Address _____
    Telephone _____

    Name _____
    Address _____
    Telephone _____

    Name _____
    Address _____
    Telephone _____

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

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

NOTE REGARDING REFERENCES:

Any reference for an applicant should be advised not to contact Panel members directly but should direct any comments or recommendations, in writing, to the Human Resources Administrator, who will then distribute them to all Panel members. This will ensure that each Panel member receives the same information regarding each applicant.

CONFIDENTIALITY STATEMENT

I understand that 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 of Maryland. I further understand 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 understand that the information submitted herein is subject to verification by the Merit Selection Panel. I authorize any person or custodian of records, including, without limitation, any judicial disability or attorney grievance committee, bar counsel or similar organization, agency or entity, or any client protection fund, or any criminal records repository or agency or similar entity to release to the Panel any and all information, including criminal history record information, that may be available concerning me.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Applicant _____ Date _____

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