

**Alaska Court System**  
**Magistrate Judge Supplemental Application**  
**Instructions**

1. The Alaska Court System will consider this application only if it is completed in full. Please check to see that you have answered each question.
2. Please use the space provided for answers. The form will expand to accommodate your response. If you cannot complete the form electronically, provide your answers on appropriately numbered sheets and attach them to this form.
3. This application constitutes a public record within the meaning of AS 40.25.110 and 09.25.080. All information, except that which is specifically denoted as confidential in Section II, is available for public inspection pursuant to Administrative Rule 37.5(b)(1).
4. The Alaska Court System asks that each applicant review the Code of Judicial Conduct (Alaska Rules of Court). Please note that Ethics Opinion No. 85-1 of the Alaska Bar Association provides that the proscription of Canon 5 (formerly Canon 7) of the Code of Judicial Conduct specifically applies to candidates for appointment to judicial office under Alaska's merit selection plan.
5. Magistrate judges are appointed to a four-year term and serve a one-year probationary period. Following successful completion of the probationary period, an incumbent may only be removed from office for cause. A magistrate judge may be reappointed to additional four-year terms.
6. Contact the Human Resources (HR) Department or the Area Court Administrator if you have questions.
7. Please return this supplemental application to the HR Department:

By mail to 820 W. 4<sup>th</sup> Avenue, Anchorage, AK 99501  
By email to [recruitment@akcourts.us](mailto:recruitment@akcourts.us)

**Alaska Court System  
Magistrate Judge Supplemental Application**

Court location for which you wish to be considered: \_\_\_\_\_

**Section I. Public Information (Questions 1- 11)**

1. (a) Full legal name:  
\_\_\_\_\_
- (b) Have you ever used or been known by any other name?  Yes  No  
If yes, please identify:  
\_\_\_\_\_
2. How long have you been a resident of the State of Alaska immediately preceding the date of this application?<sup>1</sup> \_\_\_\_\_ Years \_\_\_\_\_ Months  
How long have you been a resident of the State of Alaska in total?  
\_\_\_\_\_ Years \_\_\_\_\_ Months
3. Are you licensed to practice law in the State of Alaska?  Yes  No  
If yes, how long have you actively practiced law in Alaska immediately preceding the date of this application?  
\_\_\_\_\_ Years \_\_\_\_\_ Months  
How long have you actively practiced law in any jurisdiction in the USA?  
\_\_\_\_\_ Years \_\_\_\_\_ Months
4. Magistrate judges may be required to travel to other communities to perform job-related duties. Are you willing and able to travel to perform job-related duties?  
 Yes  No
5. Do you have a valid Alaska driver's license?  Yes  No
6. Indicate (Yes or No) to parts (a) through (d):
- (a) Have you ever been arrested, charged with, pled guilty or *nolo contendere* to, or been convicted of the violation of any law or ordinance, or been requested to appear before any prosecuting or investigative agency in connection with any matter in any jurisdiction, including all traffic offenses, unless the fine was less than \$100 and there were no other sanctions?  Yes  No
- (b) Have you ever failed to answer any summons or other legal process served upon you personally at any time?  Yes  No
- (c) Have you ever been a member of any armed forces and the subject of any charges which may have resulted in disciplinary action or court martial?  Yes  No

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<sup>1</sup> AS 22.15.160(b) requires that a magistrate shall be a resident of the state for at least six months immediately preceding appointment.

- (d) Have any proceedings ever been brought to have you declared a ward of any court or adjudged an incompetent?  Yes  No

If your answer is "yes" to any part of this question, state the facts in detail. Give the name and place of the court or agency; dates of the beginning and end of any action or proceeding; case numbers; and the judgment or other disposition.

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7. (a) Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities?  Yes  No

Have you been the subject of any proceeding, criminal or civil, initiated against you by the Internal Revenue Service or a State Tax Office?  Yes  No

If yes, state the facts in detail, including case numbers.

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- (b) Have you ever filed a lawsuit or been sued?  Yes  No

If yes, state the facts in detail, including case numbers. Do not list proceedings in which you were sued only in a representative capacity (e.g. GAL, or Assistant Attorney General).

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8. State the nature and disposition of any of the following actions which apply to you:

- (a) Are there any unsatisfied judgments against you?  Yes  No

Have you ever defaulted in the performance of any court-imposed obligation, including payment of alimony or child support, or compliance with another court order or decree?  Yes  No

For each case, list the name and address of the creditor; the court that issued the judgment; the case number; the date; the amount of the judgment; and the circumstances on which the claim was based.

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Has property owned by you been either judicially or non-judicially foreclosed?

Yes  No

Please describe the circumstances and outcome of any such unsatisfied or default judgment, and of any foreclosure.

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- (b) Have you ever filed any petition in bankruptcy?  Yes  No

If yes, state the facts in detail, including the case number and the outcome.

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9. If you are an attorney, has any **public** sanction been imposed against you in response to a complaint, charge or grievance brought against you as an attorney or a judge  Yes  No

Have formal grievance procedures been brought against you?  Yes  No

See Bar Rule 22(b) & (e) concerning public bar grievance procedures against attorneys.<sup>2</sup>

Have you ever been held in contempt of court?  Yes  No

Have you ever been fined or otherwise sanctioned by a judge?  Yes  No

If yes to any of the above, state the facts in detail and the outcome.

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10. Have you served in the armed forces (reserves or otherwise)?  Yes  No

If yes, please provide the following information:

Type of military discharge: \_\_\_\_\_

If you were released from the armed services for reasons other than honorable discharge, please state the details.

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11. Provide any additional comments that you wish to bring to the court's attention about your experience and suitability to serve as a magistrate judge.

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<sup>2</sup> <http://www.courtrecords.alaska.gov/webdocs/rules/docs/bar.pdf>

**Section II. Confidential Information (Questions 12 - 18)**

12. Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Office phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

13. Date of birth: \_\_\_\_\_  
City, state, and country of birth: \_\_\_\_\_

14. For the purpose of identifying potential conflicts of interest:

(a) Spouse's full name:<sup>3</sup> \_\_\_\_\_  
Spouse's occupation:<sup>4</sup> \_\_\_\_\_

(b) Children's names and occupations:  
\_\_\_\_\_

15. (a) Your current mailing address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

(b) Your current work address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

16. If you are an attorney:

Has any **private** sanction been imposed against you in response to a complaint, charge or grievance brought against you as an attorney or judicial officer?  Yes  No

To your knowledge, have any formal complaints (including fee disputes), charges or grievances (not disclosed in response to question 9) been brought against you?  Yes  No

In each case, state in detail the circumstances and the outcome. Please include all complaints even if they were dismissed or not accepted for investigation.

\_\_\_\_\_

17. Please identify with specific details:

(a) any person who, through a relationship with you, might create a conflict of interest if you were appointed, and describe the conflict.

\_\_\_\_\_

(b) what steps, if any, would you take to avoid potential conflict of interest under the Code of Judicial Conduct if you were appointed to the bench?

<sup>3</sup> Includes spouses and domestic partners with whom you reside.

<sup>4</sup> Includes spouses and domestic partners with whom you reside.

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18. Is there any reason why it might be difficult for you to perform fully all of the requirements of this position as set out in the position description provided to you?

Yes       No

If yes, please explain how you will be able to perform job-related functions, with or without reasonable accommodation.

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### **Certification and Waiver**

I certify that, to the best of my knowledge, the information provided on this application is true and complete.

I certify that I am a citizen of the United States of America and a citizen of the State of Alaska, that I am at least 21 years of age, and that I have been a resident of the State of Alaska for at least 6 months immediately preceding the expected date of appointment (AS 22.15.160(b)).

I waive any privilege of confidentiality I may have with respect to information concerning my qualifications for judicial office that the Alaska Court System may desire to obtain. I specifically authorize the court to obtain and examine my personnel files from current and past employers, and to obtain information from any law enforcement agency, any bar association, any occupational licensing board, any educational institution, and any disciplinary body, including specifically but not limited to the Alaska Bar Association. I further authorize these institutions, organizations, and individuals, and any other institutions, organizations and individuals to make available to the court all confidential and non-confidential documents, records and information concerning me that the court may request.

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Signature of Applicant

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Typed Name

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Date

**Release to Obtain Credit History**

I authorize the Alaska Court System to obtain an employment credit report from Experian, Inc.  
This authorization is part of an employment application process.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number



## Background Check Form

### Section 1. Authorization for Background Check (to be completed by the applicant)

I understand that I am participating in the recruitment process for a position with the Alaska Court System (ACS) and that part of the recruitment process includes a thorough background investigation on eligible applicants. By my signature below, I authorize ACS to conduct a background investigation on my employment history and authorize any former or current employer, person, firm, corporation, or government agency to give ACS any pertinent information they may have regarding my previous or current employment. I also authorize ACS to investigate my criminal conviction history and traffic violations history (if driving is required for the position) and I authorize any government agency to release to ACS any pertinent information they may have regarding such history.

I release all persons or entities from all liability for any damage that may result from furnishing information to ACS. I also release ACS and all its employees from all liability for any damage that may result from ACS's reliance on the information furnished.

\_\_\_\_\_  
Full Name of Applicant (Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Names Previously Used

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

### Section 2. Request for Criminal Conviction History Check (to be completed by the hiring supervisor)

The above applicant is a final candidate for a vacant position under my supervision. I request that the Human Resources Department check the applicant's criminal conviction history and (if the position requires driving) the applicant's driving record.

\_\_\_\_\_  
Printed Name of Hiring Supervisor

\_\_\_\_\_  
Signature of Hiring Supervisor

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

**Fax this request to Human Resources at (907) 264-8262.**

### Section 3. Criminal Conviction History Check (to be completed by Human Resources)

Checks conducted:     APSIN     NCIC     NLETS for the State(s) of \_\_\_\_\_

Results of check:     Matches Employment Application information. The hiring supervisor is free to continue with the selection process.  
                               Does not match Employment Application information. Call Human Resources at (907) 264-8242 before continuing with the selection process.

\_\_\_\_\_  
Human Resources Specialist/Generalist

\_\_\_\_\_  
Date