

INSTRUCTIONS FOR JUDICIAL APPOINTMENTS
(Updated September 2017)

Thank you for submitting your judicial interest form to the Office of the Governor. The Governor encourages applications from lawyers with a wide variety of backgrounds and experiences.

The purpose of this form is to assist the Governor and her staff in evaluating the qualifications of applicants for judicial appointments. Submission of an incomplete or inaccurate form may result in your disqualification for consideration of appointment.

If you have a recently prepared resume or biography, you may attach it to this form along with other material you believe would be helpful. Letter writing campaigns are strongly discouraged. (Five or fewer letters provided in support of an applicant – whether submitted by the applicant or directly from the supporter – will be considered to be below the “Campaign” threshold. Formal endorsements by Bar Associations or other organizations will not count against this threshold.)

Complete and return an original signed form by mail or hand delivery to:

Misha Isaak, General Counsel
Office of the Governor
160 State Capitol
900 Court Street NE
Salem, Oregon 97301-4047

The completed form and any supporting material must be received by 5:00 p.m. on the closing date to be considered received by the deadline. Forms emailed by 5:00 p.m. on the closing date will be considered timely so long as original signed forms postmarked by the closing date are later received.

E-mail shevaun.gutridge@oregon.gov

Inquiries about the application process should be directed to Shevaun Gutridge at (503) 378-6246.

**INTEREST FORM FOR
JUDICIAL APPOINTMENTS
(Updated September 2017)**

Position for which you are applying: _____

NAME _____
(Type or print last name, first name, and middle initial)

Oregon Bar #: _____

Home Address: _____
Street City State Zip County

How long have you lived at
your current address?
Years Months

Name of
Employer or
Business: _____

Work Address: _____
Street City State Zip County

Home Phone: _____ Work Phone: _____

Email Address: _____ Other Phone: _____

Cell Phone: _____ Spouse's/Partner's Name
(optional) and cell phone
number: _____

To assist in meeting affirmative action objectives, you are asked to provide information about your gender and background. This information is optional. Under state and federal law, this information may not be used to discriminate against you.

Gender: _____ Racial/Ethnic Background _____

Name of your State Representative: _____

Name of your State Senator: _____

EDUCATION/MILITARY SERVICE

1. List all educational institutions you have attended, including high school:

Dates	School/Contact Info	Location	Major/Degree
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2. Describe any current or prior military service and the type of discharge:

EMPLOYMENT

1. List all employment since your graduation from law school. If relevant, include professional employment before or during law school:

<u>Dates</u>	<u>Employer</u>	<u>Address & Contact</u>	<u>Position/Supervisor/Phone</u>
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a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

2. List the bars to which you are admitted and the dates of your admission:

<u>Date of Admission</u>	<u>Bar</u>
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1) _____

2) _____

3) _____

3. List any position in which you are currently serving as an elected or appointed position, at local, state, and federal levels:

LITIGATION AND APPELLATE PRACTICE

1. Describe the general character of your practice:

2. Do you regularly appear in trial level courts?

3. Which court(s) do you most regularly appear in?

4. What percentage of your litigation practice in the past five years was:

Civil	_____	%
Criminal	_____	%
Domestic Relations	_____	%
Administrative	_____	%

5. What percentage of your litigation practice in the past five years was:

Federal Court	_____	%
State Court	_____	%
Administrative Bodies	_____	%

6. State the approximate number of cases tried to conclusion in courts of record in the following categories:

In the past five years:	In your legal career:
_____ Civil	_____ Civil
_____ Criminal	_____ Criminal
__ Adult	__ Adult
__ Juvenile	__ Juvenile
_____ Domestic Relations	_____ Domestic Relations
_____ Jury Trial	_____ Jury Trial
_____ Trial to the Court	_____ Trial to the Court

7. State the approximate number of matters arbitrated or argued before an administrative body:

In the past five years:	In your legal career:
_____ Arbitration	_____ Arbitration
_____ Administrative Hearings	_____ Administrative Hearings

8a. If you have tried cases in the past five years, list the names of the attorneys against whom the case(s) were tried along with current contact information for each attorney. Include the nature of the case and approximate date of trial. Indicate whether you were sole counsel, associate counsel or chief counsel. Provide the names of judges of whom you tried your cases before. Provide the citation for any reported cases:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

6)

8b. If you have not tried any cases in the past five years, please describe any prior experience handing trials and describe how your past five years of experience is relevant to the position of a circuit court judge:

9. Do you regularly appear in appellate level courts?

If you have a substantial appellate practice, please answer questions 10-14. Otherwise skip to question 15.

10. What percentage of your appellate practice in the past five years was:

Civil	_____	%
Criminal	_____	%
Domestic Relations	_____	%
Administrative	_____	%

11. What percentage of your appellate practice in the past five years was:

Oregon Court of Appeals	_____	%
Oregon Supreme Court	_____	%
Federal Appellate Courts	_____	%

12. State the approximate number of appeals handled in the following categories:

In the past five years:	In your legal career:
_____ Civil	_____ Civil
_____ Criminal	_____ Criminal
_____ Domestic Relations	_____ Domestic Relations

13. State the approximate number of appeals resolved through dispute resolution:

In the past five years:	In your legal career:
_____	_____

14. Please list the names of the attorneys against whom you have handled appeals for the past 5 years along with current contact information for each attorney:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

15. List arbitrators, mediators, or administrative law judges whom you have appeared before in the past five years. Include the dates and nature of the matters and current contact information for each arbitrator, mediator or officer:

- 1) _____
- 2) _____

- 3) _____
- 4) _____
- 5) _____

16. List five attorneys with whom you have resolved a lawsuit through dispute resolution (mediation, arbitration, informal settlement discussions) in the past two years. Include the nature of the case and approximate date of conclusion and current contact information for each attorney:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

17. List any prior judicial experience in any courts and the approximate dates (i.e., judge, pro-tem judge, arbitrator, or administrative law judges, court appointed mediator). Include the names and current contact information of your supervisors for each of these positions:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

18. If applicable, state the percentage of your judicial or quasi-judicial experience in the following fields:

Civil	_____%	Criminal	_____%
Domestic Relations	_____%	Administrative	_____%

PROFESSIONAL AND COMMUNITY ACTIVITIES

1. List any publications you have authored and honors or awards you have received including academic honors if you believe they are relevant. Please provide dates:

1) _____
2) _____
3) _____
4) _____
5) _____

2. Describe your civic and community activities, including work on bar committees, major pro bono activities, volunteer positions, and other public service, along with dates:

1) _____
2) _____
3) _____
4) _____
5) _____

3. List all memberships in clubs, associations, or organizations:

Name	Nature of Business/Contact Information	Your Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. List all organizations or enterprises of which you are presently an officer, director, partner, owner, shareholder, or manager. Indicate the nature of the business, your position or relationship with the organization or enterprise, and whether you intend to resign (or dispose of your interest, if you are an owner or shareholder) if appointed to the bench:

Name	Nature of Business/Contact Information	Your position	Will you resign
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. List the names, addresses and telephone numbers of five people who may be contacted as references:

Name/Nature of Relationship	Address	Telephone
1)		
2)		
3)		
4)		
5)		

I am a citizen of the United States and a resident of the State of Oregon. I have reviewed the statutory requirements for the judicial position for which I am applying, and certify that I meet the residency and all other qualifications for this judicial position. If selected by the Governor for this position, I will accept appointment. If appointed, I pledge my best efforts to resolve, before assumption of office, any conflicts of interest that would be inconsistent with my responsibilities in this position. The information provided in this application is accurate and complete.

Signature: _____ Date: _____

BAR ASSOCIATION SCREENING

The Oregon State Bar, local bar associations or specialty bar associations may choose to engage in a judicial screening process. These efforts are independent of the Governor's screening process. However, the Governor may receive input and welcomes qualitative input from the Oregon State Bar, local bars or specialty bars about potential candidates. In order to facilitate a local bar or specialty bar's screening process, the Governor's Office may be asked to provide copies of your judicial interest form. Please indicate below whether you consent to your judicial interest form (pages 2-8) being forwarded upon request. Consent to having your judicial interest form forwarded to the Oregon State Bar, local or specialty bars is not required.

Do you consent to release of your judicial interest form (except pages pre-marked as confidential) and any supplemental materials to a local or specialty bar? Yes No

The following information is not required by law and will be deemed to have been submitted to the Governor in confidence. Accordingly, this information will not be made available to public inspection pursuant to ORS 192.502(4) and will not be released to local or specialty bars who request copies of candidates' interest forms.

If your answer to any of the following questions is "yes," give full details on a separate sheet of paper.

- (a) Have you ever been a defendant in a civil action? Do not include cases in which you were included as a nominal defendant with no potential liability, such as mandamus actions..... Yes No
- (b) Have you ever filed for bankruptcy? Yes No
- (c) Have you ever been convicted of or have you pleaded guilty or no contest to any crime or violation? (Do not include minor traffic offenses resulting in fines of less than \$500)..... Yes No
- (d) Have you ever been subject to a civil compromise, deferred prosecution, diversion, or deferred adjudication agreement? Yes No
- (e) Have you ever been the subject of a law enforcement investigation regardless of the outcome? Yes No
- (f) Have you ever been the subject of any professional disciplinary complaint or had any professional license or permit revoked or restricted regardless of the outcome?..... Yes No
- (g) Have you ever been terminated from a job, resigned while an investigation was pending, or resigned in lieu of termination?..... Yes No
- (h) Have you ever been discharged, sanctioned or investigated by an educational institution or employer for conduct involving dishonest, deceit, or misrepresentation? Yes No
- (i) Within the past five years, have you been hospitalized or incapacitated for a period of more than ten days for any reason?..... Yes No
- (j) Are you subject to any condition or handicap that might substantially impair your ability to hold judicial office?..... Yes No

PERSONAL INQUIRY WAIVER AND RELEASE FORM

The Governor’s Office and the Department of Oregon State Police may decide to conduct an in-depth background investigation about judicial candidates. This waiver and release form authorizes the release to the Governor’s Office and to the Department of Oregon State Police all information regarding my past employment, educational information, credit information, and character information, whether same is of record or not, and release your organization and all persons whomsoever, from any charge because of furnishing said information. Provide the following information and sign below to permit the investigation to be conducted.

Name: _____
Home Address: _____
Oregon Bar No.: _____
Driver License No.: _____
Social Security No.: _____
Date of Birth: _____
Place of Birth: _____
Other Names Used
(maiden, former, etc.)
Any other State of
Residence:

Have you ever lived outside of the United States for a period of 3 months or more? If so, indicate each country and dates of residency. _____

I hereby authorize the Department of State Police and the Governor’s Office to conduct an in-depth background investigation and to obtain any and all records pertaining to me including but not limited to records on file Department of Revenue, the Motor Vehicles Division, law enforcement agencies, the Oregon State Bar, credit references or bureaus, and past and present employers, employees, business associates, and acquaintances.

Signature: _____ Date: _____