**Application Form**

**U.S. Bankruptcy Judge**

**District of Columbia**

**Instructions**

* Answer all the questions.
* Sign and date the application form where indicated.
* Convert the completed Word document to a PDF document.
* A cover letter and writing samples are encouraged.
* Submission of an application indicates the applicant’s willingness to serve if selected.
* If selected, the applicant must comply with the financial disclosure requirements pursuant to the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (codified as amended at 5 U.S.C. app. §§ 101-111).
* The cover letter, completed and signed application form, and any other related documents must be submitted electronically as PDF documents to the Circuit Executive’s Office. The email address is bankruptcyjudgeapplication@cadc.uscourts.gov.
* Applications are due by midnight on Friday, November 15, 2019.
* If you have any questions, contact Betsy Paret, Circuit Executive, at 202.216.7340.

**Application Form**

**U.S. Bankruptcy Judge**

**District of Columbia**

**General**

1. Full Name:

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

3. Present Occupation and Title:

4. Business Address (including street, city, state, zip code, and phone number):

5. Residential Address (including street, city, state, zip code, and phone number):

6. Date of Birth:

7. Place of Birth:

8. Length of time in current residence:

9. Countries you hold citizenship:

10. Colleges and universities attended, dates, degrees, and class standing (if known):

11. Law school attended, dates, degree, and class standing (if known):

12. If you served in the military, provide branch, dates, and rank at discharge:

13. If still a reserve or National Guard member, provide branch, dates, and rank:

14. Are you related by blood or marriage to any judges on the U.S. Court of Appeals for the D.C. Circuit or the U.S. District Court for the District of Columbia within the degrees specified in 28 U.S.C. § 458? If yes, provide their names and the relationships.

**Honors and Scholarship**

15. Were you a member of the law review board? If yes, provide the name of the law review, dates, and position held.

16. List any legal books or articles you have written. Provide citations and dates.

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

18. Are you current on completing continuing legal education courses required by your jurisdiction of licensure? If no, explain.

19. List continuing legal education courses completed within the last five years.

20. List any continuing legal education courses you have taught or other law-related public speaking engagements you have presented within the last five years.

**Professional Admissions**

21. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice. Provide the dates of admission for each.

22. List any other professional certifications or designations you may have (certifications for specialties, CPA designation, or other financial certifications or licenses). Provide the dates of admission for each.

**Law Practice**

23. Have you been engaged in the active practice of law or other law-related occupation for at least five years? If no, please explain.

24. Provide the names, dates, and addresses of all law firms with which you have been associated and all governmental agencies or private business organizations for which you have been employed or worked in or with. If applicable, provide dates you practiced as a sole practitioner.

25. Describe the general nature of your current practice including any legal specialties that you possess. Additionally, if your practice is substantially different now, please explain.

26. Do you regularly appear in court? If yes, what percentage of your appearances in the last five years were in (a) bankruptcy courts, (b) federal, district, and appeals courts, (c) state or local courts of record, (d) administrative bodies, or (e) other forums?

27. During the last five years, what percentage of your practice has been trial practice? How many times per month have you appeared in court? How many times per month have you appeared at administrative hearings? What percentage of your litigation practice has been (a) bankruptcy, (b) civil, or (c) criminal?

28. During the last five years, how many cases have you tried to conclusion in courts of record? Please note whether you were sole, associate, or chief counsel. Provide citations for any reported cases.

29. Have you served as a trustee or other court-appointed officer in bankruptcy matters? If yes, provide the approximate number of such cases and list the more significant matters in which you served. Note the names of the cases and the court.

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

31. Do you have any specialized bankruptcy experience other than what is described above? If yes, explain.

**Public Office**

32. Have you ever run for or held public office? If yes, give details.

**Prior Judicial Experience**

33. Have you ever held judicial office or been a candidate for judicial office? If yes, provide information about the courts involved, the dates of service, or the dates of candidacy.

34. Have you ever served in a quasi-judicial position? If yes, provide information about the agency, the position held, the dates of service, the general nature of the issues adjudicated, and the number of hearings adjudicated.

**Business Involvement**

35. If you are now an officer, director, or otherwise engaged in the management of any business or enterprise, provide the name, the nature of the business, the nature of your duties, and whether you intend to resign the position if you are appointed.

36. Since being admitted to the bar, have you engaged in any occupation, business, or profession other than the practice of the law? If yes, please provide details including dates.

37. During the last five years, have you received any fees or compensation of any kind, other than for legal services, from any business enterprise, institution, organization, or association of any kind? 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.

**Professional and Other Activities**

38. List all bar associations, legal, and other professional societies of which you are or have been a member over the last five years. Provide the titles and dates of any office you have held and committees on which you served.

39. List all fraternal, scholarly, or other organizations and clubs, other than bar associations and professional societies identified in Question 38, of which you are or have been a member over the last five years. Provide the titles and dates of any office you have held and committees on which you served.

40. List all civic, philanthropic, community, social, or public service activities you are or have been involved with over the last five years. Provide the titles and dates of any office you have held and committees on which you served.

41. Do any clubs or private associations to which you belong (either as a member or as a dependent of a member) have a discrimination clause or a history of prohibiting membership on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national origin, age (40 years and over), or disability? If yes, please explain.

**Supplemental Information**

42. Why are you interested in becoming a bankruptcy judge?

43. Describe your view of the day-to-day role and responsibilities of a bankruptcy judge.

44. What do you believe are the challenges to being a successful bankruptcy judge?

45. Have you ever applied for a bankruptcy judge position? If yes, please provide the names of the court(s) and the dates.

46. Please provide information about any achievements or actions you have accomplished demonstrating your commitment to equal justice under the law.

47. Please provide information about any additional education or other experiences you believe would assist you in holding judicial office.

48. Without providing details, is there currently or has there ever been anything in your personal life or professional life that you feel, if known, may be of embarrassment to the bankruptcy court if you were appointed as a bankruptcy judge? Is there anything in your spouse’s personal life or professional life that you feel, if known, may be of embarrassment to the bankruptcy court if you were appointed as a bankruptcy judge?

49. Is there any other information reflecting positively or adversely on you that you believe should be disclosed to the selection panel and the court of appeals in connection to your possible appointment as a bankruptcy judge?

**Personal and Judicial References**

50. Please provide the names, addresses, telephone numbers, and email addresses of five people who are familiar with your abilities and personal character. Of the five, at least three must not be lawyers currently associated with you in the practice of law or business. Note how long you have known each person and in what capacity. The references must have had adequate opportunities to observe your professional conduct and legal ability.

51. Please provide the names, addresses, telephone numbers, and email addresses of three people who have worked for you. Note how long the person worked for you and in what capacity.

52. Please provide the names, addresses, telephone numbers, and email addresses of not more than five judges (at least three must still be in active status) with whom you have not been associated in the practice of law or in business and before whom you have appeared recently in matters that would afford them the opportunity to observe your professional conduct and ability. If you do not appear in court, provide names, addresses, telephone numbers, and email addresses of any judges who have had an opportunity to observe you in bar association or other law-related activities. Note the date and nature of the court matter or law-related interaction.

**Responses to the Following Questions Will be Reviewed**

**Only by Judge Members of the Merit Selection Panel**

53. In accordance with the *Judicial Conference Regulations for the Selection, Appointment, and Reappointment of Bankruptcy Judges*, a minimum qualification to be appointed as a bankruptcy judge is that the person be of sound physical and mental health to perform the essential duties of the office. Are you able to satisfy this minimum qualification? If not, please explain.

54. Are you currently receiving treatment for problems related to the consumption of alcohol or drug dependency? If yes, please explain.

55. Have you ever been arrested, cited, or convicted for violating a federal, state, county, or municipal law, regulation, or ordinance? If yes, please provide details.

56. Have you ever been subject to an administrative proceeding? If yes, please explain.

57. Are you current on any applicable domestic support obligations? If not, please explain.

58. Have you ever been sued by a client? If yes, please explain.

59. Do you have professional liability insurance? If not, please explain.

60. Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If yes, please explain and include the amount of the settlement(s).

61. Have you ever been charged or convicted in any civil or criminal proceeding for conduct alleged to involve moral turpitude, dishonesty, or unethical conduct? If yes, please explain.

62. Have you ever been disciplined for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group? If yes, please explain.

63. Have allegations ever been made against you (civil, criminal, administrative, or in the context of your employment or business affiliation) of sexual, racial, gender, or employment discrimination or misconduct? If yes, please explain and include details about any settlement or punishment.

64. To the best of your knowledge, are you in compliance with federal, state, and county tax laws? If no, please explain.

65. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities? If no, please explain.

66. Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If yes, please explain.

67. Have you ever been denied employment because of information disclosed during a background check? If yes, please explain.

68. Have you engaged in any conduct that may cause you to be vulnerable to blackmail or intimidation or the revelation of which could cause embarrassment to the judiciary? If yes, please explain.

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

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Signature of Applicant Date

**Confidentiality Statement**

This form and its contents will be kept confidential and will be examined only by members of the Merit Selection Panel, judges of the Circuit Judicial Council, judges of the Court of Appeals, and the Circuit Executive. The individuals you have listed as references as well as your current employer or co-workers may be contacted. If this presents a problem, you should notify the Circuit Executive so that special arrangements can be made. You may request that there be no contact with an employer or co-workers unless and until you are a potential finalist for the position.