

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF FLORIDA**

**APPLICATION FOR FULL-TIME  
UNITED STATES MAGISTRATE JUDGE  
IN THE PENSACOLA DIVISION OF THE COURT**

To apply for the position of United States Magistrate Judge, each applicant must submit: 1) a cover letter clearly identifying the vacancy sought; 2) written responses on letter size paper to the information requested below; 3) a recent original in-depth writing sample; and, 4) a one page written response answering the question, "Why are you interested in becoming a United States Magistrate Judge and why are you the best person for this position."

The original and ten (10) copies of the documents requested above must be submitted in hard-copy by July 11, 2018, to:

Jessica J. Lyublanovits, Clerk of Court  
ATTN: CONFIDENTIAL VACANCY ANNOUNCEMENT 18-MJ-002  
Winston E. Arnow Federal Building  
100 North Palafox Street  
Pensacola, Florida 32502

Applications sent by facsimile, email, or in electronic format will not be accepted.

**GENERAL**

1. **Full name:**

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

3. **Office address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**

4. **Residential address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**

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

Yes

No

If yes, give name(s) and relationship.

9. Have you served in the military?            Yes            No

If yes, provide the information below.

Branch:

Dates:

Rank or Rate at Discharge:

Type of Discharge:

If still a reserve or National Guard member, provide the service, branch, unit, and present rank.

10. What is the present state of your health?

11. Do you have any mental or physical impairment that would affect your ability to perform the duties of a magistrate judge with or without reasonable accommodation?

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**EDUCATION AND HONORS**

12. Colleges and universities attended, dates, and degrees:

13. Were you a member of law review?                      Yes                      No

If yes, describe your role.

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

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

**PROFESSIONAL ADMISSIONS**

16. 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.

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**LAW PRACTICE**

17. 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
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18. 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 your prior practice.

19. Do you appear regularly in court? Yes No

20. What percentage of your appearances in court in the last five years were in:

- Federal courts
- State or local courts of record
- Administrative bodies
- Other

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

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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 in:

Civil  
Criminal  
Other

25. 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.

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

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

**PUBLIC OFFICE**

28. Have you ever run for, or held, public office? Yes No

If yes, give details.

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**PRIOR JUDICIAL EXPERIENCE**

29. Have you ever held judicial office or been a candidate for judicial office?

Yes                      No

If yes, state the courts involved and the dates of service or dates of candidacy.

30. 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.

31. If you have performed prior quasi-judicial service, provide the information below.

Name of agency:

Position held:

Hearings on what type of issues:

Number of cases adjudicated:

Dates of service:

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## LITIGATED MATTERS

32. Describe five of the most significant litigated matters which you personally handled as an attorney and give the citations, if the cases were reported. Provide a capsule summary of the substance of each case and a succinct statement of what you believe to be the particular significance of the case. Identify the party or parties whom you represented, describe in detail the nature of your participation in the litigation and the final disposition of the case. Also, state as to each case: (a) the dates of the trial period or periods; (b) the name of the court and the judge before whom the case was tried; and, (c) the individual name, address, and telephone numbers of all co-counsel and counsel for each of the other parties.
33. Describe as many as five of the most significant legal activities you have pursued, including a significant case which did not progress to trial or legal matters that did not involve litigation. Describe the nature of your participation in this action, omitting any information protected by attorney-client privilege, unless the privilege has been waived.

## BUSINESS INVOLVEMENT

34. Have you ever been engaged in any occupation, business, or profession other than the practice of law or holding judicial or other public office?                      Yes                      No

If yes, provide details, including dates.

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35. 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 from such position immediately upon your appointment to judicial office.

36. Since being admitted to practice law by a bar association, have you ever engaged in any occupation, business, or profession other than the practice of law?

Yes                      No

If yes, provide details, including dates.

37. 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.

38. 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, provide details. (Do not include traffic violations for which a fine of \$200 or less was imposed unless it also included a jail sentence.)

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39. Have you, to your knowledge, every been under federal, state, or local investigation for possible violation of a criminal statute?                      Yes                      No

If yes, provide details.

40. Have you ever been sued by a client?                      Yes                      No

If yes, provide details.

41. Have you, or your professional liability insurance carrier ever settled a claim against you for professional malpractice?                      Yes                      No

If yes, provide details, including the amounts involved.

42. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct?                      Yes                      No

If yes, provide details.

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43. 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, provide details.

44. Have you filed appropriate tax returns as required by federal, state, local, or other government authorities?                      Yes                      No

If no, explain.

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

Yes                      No

If yes, explain.

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**PROFESSIONAL AND OTHER ACTIVITIES**

46. 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've belonged.

47. List all organizations and clubs, other than bar associations and professional societies identified above, of which you have been a member during the past ten years, including the titles and dates of any offices you have held un each such organization.

48. Do you currently belong, or have you ever belonged to any organization with discriminatory practices, whether by formal membership requirements or the practical implementation of a membership policy.                      Yes                      No

If yes, list the organization, dates of membership, and, if applicable, how you have attempted to change these policies.

49. Have you ever served on a merit selection panel to consider the appointment or reappointment of a United States magistrate judge in this district?

Yes                      No

If yes, please provide the date(s) or appointment(s).

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50. Describe any pro bono or community service activities in which you have engaged.

**SUPPLEMENTAL INFORMATION**

51. State any achievements or actions you have undertaken, demonstrating your commitment to equal justice under the law.

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

53. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the Court and the selection panel in connection with your possible selection as United States Magistrate Judge.

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54. List three individuals (with addresses and phone numbers) as references who are familiar with your abilities.

55. List three individuals (with addresses and phone numbers) as references who are familiar with your personal character.

**CONFIDENTIALITY STATEMENT AND APPLICANT CERTIFICATION**

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.

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

Date

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