APPLICATION FOR POSITION OF
UNITED STATES BANKRUPTCY JUDGE
for the
WESTERN DISTRICT OF OKLAHOMA AT OKLAHOMA CITY

Instructions for Applying

- Complete the entire application form. Please remember to sign the form where indicated before submitting your application.

- The application form is fillable using Adobe Acrobat. A reader application can be used to open and print the form.

- Space is provided to continue lengthy answers on extra pages at the end of the form. You may copy the format to add more pages if you need more space than what is provided on the additional pages.

- Cover letters, letters of recommendation and other supporting materials are not required, but will be accepted with the application.

- The completed and signed form may be submitted either via email or as a hard copy. The address for sending a hardcopy of the application is:

  David J. Tighe
  Office of the Circuit Executive
  Byron White U.S. Courthouse
  1823 Stout Street
  Denver, CO 80257

  Email applications may be sent to: hr@ca10.uscourts.gov.

- All application materials sent via email must be in a portable document file (pdf) format.

- Applications are due by midnight on the deadline listed in the job posting.

- Any questions about the application or the recruitment process should be directed to the Office of the Circuit Executive at 303-335-2067.

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Additional pages may be attached if more space is needed to answer the questions.

General

1. Full Name:

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

3 Present Occupation: Title:

4. Office Address:

City: State:

Zip: Telephone:

5. Residential Address:

City: State:

Zip: Telephone:

6. Preferred email address:

7. Place of Birth:

8. Length of Residence in State:

9. In what countries do 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. Military Service:

Branch **Dates**

Rank or Rate at Discharge:

If still a Reserve or National Guard member, give service, branch, unit, and present rank:

13. Are you related by blood or marriage to a judge of the United States Court of Appeals for the Tenth Circuit, or of the United States District Court for the Western District of Oklahoma, or to a judge who is a member of the Judicial Council for the Tenth Circuit?
Yes No

If so, give their names and the relationship.

Name **Relationship**

<u>Honors</u>

14. Were you a member of a law review editorial board?
Yes No

15. List any legal books or articles written by you, giving citations and dates.

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

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

Professional Admissions

18. **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.**

Court of Administrative Body	Date of Admission

Check here if you wish to continue this answer on a later page:

Law Practice

19. **Have you been engaged in the active practice of law or other suitable law-related occupation for at least five years?**

Yes **No**

20. **State the name, dates, and addresses of all law firms with which you have been associated in practice and of all governmental agencies or private business organizations in which you have been employed, periods you have practiced as a sole-practitioner, or worked in and list that information for any other prior practice:**

Position	Firm Address	Dates

Check here if you wish to continue this answer on a later page:

21. Describe the general nature of your current practice, including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now than previously, please give details of prior practice.

22. a) Do you regularly appear in court? Yes No

b) What percentage of your court appearances in the last five years were in the following forums:

Bankruptcy Courts? %
Federal, District and Appeals Courts? %
State or Local Courts of Record? %
Administrative Bodies? %
Other? %

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

How frequently have you appeared in court? times per month.

How frequently have you appeared at administrative hearings? times per month.

What percentage of your practice involving litigation has been in each of the following areas:

Bankruptcy? %
Civil? %
Criminal? %
%
%
%

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

24. Have you served as a trustee or other court appointed officer in bankruptcy matters?

Yes No

If yes, provide the approximate number of such cases and list the more important matters in which you served.

Please include each case name and court.

25. Summarize your courtroom experience for the past five years:

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

Public Office

27. Have you ever run for, or held, public office? If so, give details.

Prior Judicial Experience

28. a) Have you ever held judicial office or been a candidate for judicial office? If so, please state the courts involved and the dates of service or dates of candidacy.

b) Prior quasi-judicial service (include agency, position held, issues heard, number of cases adjudicated and dates of service).

Business Involvement

29. **a) If you are now an officer, director or otherwise engaged in the management of any business or 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? If so, please give the details, including dates.

c) State whether during the past five years you have 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. If so, identify the source of such compensation, the nature of the business enterprise, institution, organization, or association involved, and the dates such compensation was paid.

Disciplinary Proceedings/Offenses

30. Have you ever been convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give details. Do not include traffic violations for which a fine of $100 or less was imposed unless it also included a jail sentence.

31. a) Have you ever been sued by a client? If so, give particulars.

b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, please give particulars, including the amounts involved.

32. **Have you ever been charged in any civil or criminal proceeding with conduct alleged to involve moral turpitude, dishonesty, and or unethical conduct? If so, please give particulars, including the full style of the cause.**

33. **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 so, please give particulars.**

Taxes

34. **To the best of your knowledge, are you in compliance with the tax laws of the federal government and of the state, county, and community of which you are a resident?**

Yes **No**

35. **Have you filed appropriate tax returns as required by federal, state, local, and other government authorities?**

Yes **No** **If no, please explain.**

36. **Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If so, give particulars.**

Professional and Other Activities

37. **a) List all bar associations and legal or other 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 belonged.**

b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question No. 37a, 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.

38. **Describe any civic, philanthropic, community, social, or public service activities during the past five years, including any posts or offices held and honors or awards received.**

Supplemental Information

39. **Do any clubs or private associations to which you belong have a discrimination clause or have a history of barring membership to women or minorities?**

40. **State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law.**

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

42. Have you ever applied for a federal judgeship in this or any other circuit? If so, please list.

43. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the circuit court and the selection panel in connection with your possible nomination as United States bankruptcy judge.

Personal and Judicial References

44. List five individuals as references who are familiar with your abilities and personal character.

Name	Address	Telephone

45. a) Give the names and current phone numbers of at least five, but no more than ten, persons (of whom not fewer than four must be lawyers not associated with you in the practice of law or in business) to whom we may refer as to your character and ability, and state how long each has known you. Your references must have had adequate opportunities for observing your professional and general conduct and ability. Describe the status of non-law references.

Name	Telephone	Period of Acquaintance

b) Give the names and current phone numbers of at least three persons who have worked for you and with you in a subordinate position.

Name	Telephone	Work Relationship

Check here if you wish to continue this answer on a later page: ___

c) **Give the names and current phone numbers of not more than five judges (of whom at least three must be active) with whom you are not and have not been associated in practice of law or in business, before whom you have appeared recently in matters which would afford them an opportunity to observe your professional conduct and ability. If yours is a non-litigation practice, list such judges, if any, who have had an opportunity to observe you in bar association or other activities. Indicate those before whom you have appeared in court or other judicial bodies by inserting (C) before the name of the pending judge.**

Name of Judge **Telephone**

Court **Date and Nature of Most Recent Matter**

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

Executed on:

Date _____ **Signature of Candidate** _____

Confidentiality Statement

This form and its contents will be kept in confidence and made available only to the Circuit Executive, the Merit Selection Panel, members of the Tenth Circuit Judicial Council, and judges of the Court of Appeals. The individuals whom you have listed as references above, as well as your employer or coworkers, may be contacted by the panel. 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.

Use this sheet to continue answers from previous pages.
Please indicate the question number before continuing your answer.

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