|  |  |  |
| --- | --- | --- |
|  | Indiana Judicial Nominating Commission | 251 N. Illinois Street, Suite 1600  Indianapolis, IN 46204  (317) 232-4706 |

Application  
for the Court of Appeals of Indiana

The application for the Fall 2021 Second District vacancy on the Court of Appeals of Indiana includes two parts. Both parts must be completed in entirety with the appropriate documentation attached and submitted through the Indiana Courts Portal. Five complete hard-copy applications also must be submitted to the Nominating Commission’s Office. Please direct any questions about the application process to Adrienne Meiring, Counsel to the Commission, by email at [adrienne.meiring@courts.in.gov](mailto:adrienne.meiring@courts.in.gov).

# Part One, Sections 1-11

1. Contact/General Information
   1. Full legal name and any former names.
   2. State the full name (use initials for minor children), age, and relationship of each person residing in your household. For each adult living in the household (other than yourself), also state the person’s occupation and employer.
   3. Business address, email, and telephone number.
   4. Attorney number.
   5. Month and year you were admitted to the Indiana Bar.
      1. Indicate current law license status (*i.e*. active/inactive/retired).
      2. If you are or have been a member of the Bar of any other state, identify the jurisdiction and provide date(s) of admission and current license status.
   6. Date and place of birth.
   7. County of current residence and date you first became a resident.
2. Secondary Education/Military Experience
   1. List all undergraduate colleges and universities you attended. Include the school name; dates enrolled; degree or certificate earned; and any academic honors, awards, or scholarships you received and when.
   2. Include with your original application a certified transcript from each school named in Subsection 2A, and attach copies of each transcript to each application copy. (If your social security number is on your transcripts, redact it *before* copying.)
   3. If applicable, list any military service. Include the name of the military branch; dates of service; last rank achieved; and any honors, awards, or commendations received and when. Attach a copy of your Certificate of Release or Discharge from active duty (“DD 214” paperwork).
3. Post-Secondary Education
   1. List all law schools, graduate schools, and post-J.D. programs attended. Include the school name; dates enrolled; degree or certificate earned; class rank; and any academic honors, awards, or scholarships you received and when.
   2. Include with your original application a certified transcript from each school named in Subsection 3A, and attach copies of each transcript to each application copy. (If your social security number is on your transcripts, redact it *before* copying.)
4. Employment
   1. Provide your employment history since graduation from college. Include name of employer, titles or positions, locations, and dates of employment.
   2. If applicable, describe the nature and extent of your practice of law (present and former), and provide the names of your partners, associates, office mates, and employers.
5. Trial/Judicial Experience
   1. Describe the extent of your jury trial experience, if any.
   2. Describe the extent of your bench trial experience, if any.
   3. If applicable, describe the nature and extent of your judicial experience (including as a judge *pro tempore*). Include a description of your experience presiding over jury trials, if any.
6. Professional Experience

Include as writing samples, four selections (in total) from the written materials listed below in Subsections 6A – 6C.

* 1. If applicable, list up to five trial or appellate briefs and/or judicial opinions you have written. Refer to them by caption, case number, and filing date.
  2. If applicable, list up to five legislative drafts or court rules you have written or to which you contributed significantly. Refer to them by official citation, date, and subject matter.
  3. If applicable, list up to five of your contributions to legal journals or other legal publications. Provide titles, official citations, and a brief description of the subject matter.
  4. Identify the five most significant legal matters entrusted to you, whether as a judge or lawyer, and describe why you believe them to be so.

1. Efforts to Improve the Legal System, Administration of Justice, or Society
   1. Describe your efforts, achievements, or contributions (including written work, speeches, or presentations) toward the improvement of the law, the legal system, or the administration of justice. Include a description of any management or leadership roles you undertook to achieve these goals, and describe any specific instances in which your collaborative efforts helped achieve these goals.
   2. Describe your efforts, achievements, or contributions (including written work, speeches, or presentations) concerning civic, political, or social issues. Include a description of any management or leadership roles you undertook in this area, and describe any specific instances in which your collaborative efforts in this area led to a successful result.
   3. Describe your efforts, achievements, or contributions (including written work, speeches, or presentations) to improve your local, state, or national community through charitable work or public service. Include a description of any management or leadership roles you undertook in this area, and describe any specific instances in which your collaborative efforts in this area led to a successful result.
   4. Describe the nature and extent of any *pro bono* legal services you have contributed.
   5. Indicate your experience teaching law. Provide the dates, names of institutions or programs, and a description of the subject matter taught.
2. Memberships and Other Activities
   1. List any memberships and offices you have held in professional organizations, including dates and descriptions of the purposes of the organizations and of your involvement.
   2. List any memberships and offices you have held in civic, charitable, or service organizations, including dates and descriptions of the purposes of the organizations and of your involvement.
   3. List any memberships you hold in social clubs or organizations. If any restrict its membership on the basis of race, sex, religion, or national origin, please describe your efforts within the organization to eliminate restrictions.
   4. Describe your hobbies and other leisure activities.
3. Legal Proceedings
   1. List any lawsuits or legal proceedings in any jurisdiction, including but not limited to bankruptcies, dissolutions, and criminal matters to which you have been a party. Provide dates, case numbers, courts, names of other parties, and, if needed, a brief explanation. (If minor children are involved [i.e. an adoption], use initials only.)
   2. If you ever have been arrested or cited for any violation of the law other than for routine traffic violations, provide dates, jurisdictions, and an explanation of the event and its resolution.
   3. If you have been disciplined or cautioned, formally or informally, by the Indiana Supreme Court Disciplinary Commission, by the Indiana Commission on Judicial Qualifications, by the Indiana Supreme Court, or by similar entities in any other jurisdiction, identify each instance by date, case number (if applicable), and describe the circumstances and the nature of the outcome or resolution.
   4. If you have any outstanding federal, state, or local tax obligations, please itemize and explain.
4. References
   1. Provide the names of three attorneys who have been your professional adversaries in your practice or who have litigated substantial cases in your court and who would be in positions to comment on your qualifications for appointment to the Indiana Court of Appeals (contact information to be included in Part Two of this application).
   2. Provide the names of three professional references other than those listed in Subsection 10A (contact information to be included in Part Two of this application).
   3. Provide the names of three personal references other than those listed in Subsection 10A or 10B (contact information to be included in Part Two of this application).
5. State Police Release Form and Photograph
   1. Complete an Indiana State Police release form printed on green paper (you may obtain the release form by contacting the Nominating Commission Office at [adrienne.meiring@courts.in.gov](mailto:adrienne.meiring@courts.in.gov)). Include the release form with the original application only and not with the copies.
   2. Attach a recent color photograph of you to the front of the original application and to each copy of your application.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date |  | Applicant Signature |
|  |  |  |
|  |  | Printed Name |

# 