



Superior Court of California, County of San Diego

COMMISSIONER APPLICATION

TO ALL COMMISSIONER APPLICANTS:

Thank you for your interest in a Commissioner position with the San Diego Superior Court.

The Commissioner Selection Committee has asked that each applicant complete an official Commissioner Employment Application and Supplemental Application Form.

Your application and any information relative to your candidacy will be used by the Court only for the purpose of evaluating your candidacy for a Commissioner position.

This application is available at www.sdcourt.ca.gov should you wish to download it in order to avoid retyping the questions. Your application must be typewritten, printed on 8 ½ x 11 paper and paginated. Hand-written applications will not be considered. The Supplemental Application Form may be duplicated. You may also recreate the pages on your word processor. Please retype the question before each answer. Your answers should be single spaced and numbered according to the question.

It is extremely important that all questions be answered completely. Submitted applications must contain complete information; incomplete applications will not receive consideration. Candidates may submit any additional information that they wish considered in the review phase of the selection procedure as an attachment to their application. With their application, candidates should also attach 1) a copy of their California State Bar card showing current status, 2) submit any profiles that the San Diego Daily Transcript or other legal newspapers have printed about you and 3) pre-addressed envelopes containing the names and addresses of five references, current and prior supervisors and each counsel and judicial officer identified in the application. Also please provide a separate list that includes all of the above referenced names and addresses. Resumes will not be accepted in lieu of the required application but will be considered as supplemental information when attached to the application form.

Applications will be accepted until 5:00 p.m. on Thursday, February 26, 2009.

If you have any questions regarding your candidacy or the examination procedure, please contact Human Resources at (619) 450-7230.



SAN DIEGO SUPERIOR COURT EMPLOYMENT APPLICATION FORM

COMMISSIONER

For Superior Court Personnel Use Only		
A <input type="checkbox"/>	/ R <input type="checkbox"/>	SAF <input type="checkbox"/>
Comments:		
Analyst:		Date:

EXAM NUMBER 09-013

SOCIAL SECURITY NUMBER.

LAST NAME

FIRST NAME

MI

MAILING ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER UNTIL 5: 00 p.m. ()
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PHONE NUMBER AFTER 5:00 p.m. ()

E-MAIL ADDRESS (Optional)

■ RECRUITMENT SOURCES: How did you learn of this job? (Check One Box Only)

- | | |
|---|---|
| <input type="checkbox"/> 1 Court Employee | <input type="checkbox"/> 6 Community/Professional Organization (Please specify) _____ |
| <input type="checkbox"/> 2 School Placement | <input type="checkbox"/> 7 Job Fair |
| <input type="checkbox"/> 3 Telephone Job Line | <input type="checkbox"/> 8 Newspaper (Please specify) _____ |
| <input type="checkbox"/> 4 Court Bulletin Board | <input type="checkbox"/> 9 Internet (Please specify) _____ |
| <input type="checkbox"/> 5 Television Ad | <input type="checkbox"/> 10 Other (Please specify) _____ |

■ CONSENT TO RELEASE INFORMATION

I consent to the release of information for use in determining my eligibility, qualifications, and selection consideration about my work record, job performance, character, ability and fitness by employers, schools, law enforcement agencies and the other individuals and organizations to authorized employees of the San Diego Superior Court. I hereby release you, your organization, current or previous employers, or others from liability or damage that may result from furnishing the requested information.

■ CERTIFICATE OF APPLICANT

I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omission of material facts may forfeit my right to employment considerations by the San Diego Superior Court.

Signature: _____ Date: _____ / _____ / _____

CONFIDENTIAL

The following information is necessary for the San Diego Superior Court to evaluate its hiring practices and to prepare reports for the State and Federal Government as required by law. The information contained will NOT be retained with your application and will NOT be used to make a decision about your employment.

SOCIAL SECURITY NUMBER

EXAM NUMBER

09-013

ETHNIC GROUP: Please check the one box which best identifies you.

- BLACK** All persons having origins in any of the original Black racial groups of Africa.
- HISPANIC** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN OR PACIFIC ISLANDER** All persons having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or the Pacific Islands (including the Philippine Islands). This includes, for example, China, Japan, Korea and Samoa.
- AMERICAN INDIAN OR ALASKAN NATIVE** All persons having origins in any of the original peoples of North America, and who maintain cultural affiliation or community recognition.
- WHITE (not of Hispanic Origin)** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

GENDER

- FEMALE**
- MALE**

The Superior Court of California, County of San Diego
Commissioner Supplemental Application Form

EDUCATION HISTORY

1. Please list all undergraduate, graduate, and law schools you have attended; include the degrees earned, and your law school class ranking. If you graduated with honors from any institution or were a member of a law review, please indicate.

EMPLOYMENT HISTORY

2. List all jobs you have held since law school, beginning with your current position; include the firm and/or agency, the dates of such employment, position held, and the name, address and phone number of your immediate supervisor.

LEGAL EXPERIENCE

3. List all courts in which you are presently admitted to practice; include the date of admission to each court. Provide the same information for administrative agencies having special admission requirements.
4. If you are a practicing lawyer, describe with specificity the nature of your current practice; include any areas of emphasis and specialization certified by the State Bar of California and the nature of your typical cases. If your practice is substantially different now than in the past, give the details of your prior practice and include the time periods involved.
5. If you are a sitting judicial officer, describe with specificity the court on which you sit, the nature of your current assignment, including any areas of emphasis, and the nature of the typical cases you hear. If your assignment is substantially different now than in the past, give the details of your prior assignment and include the time periods involved.
6. With respect to your entire career:
 - (a) How many years of civil litigation experience do you have?
 - (b) How many years of criminal practice experience do you have?
 - (c) How many years of family law practice experience do you have?
 - (d) How many years of juvenile delinquency practice experience do you have?
 - (e) How many years of juvenile dependency practice experience do you have?
 - (f) Provide the number of cases you have tried to verdict in courts of record during your career and include whether you were sole, associate or lead counsel.
How many of these cases were (1) civil, (2) criminal, (3) jury and (4) non-jury?
 - (g) Provide the citations to all reported cases in which you were counsel of record in the trial or appellate courts.

7. With respect to the past ten (10) years:
 - (a) What percentage of your practice has been devoted to litigation?
 - (b) How frequently have you appeared in court (times per month on average)?
 - (c) How frequently have you appeared at administrative hearings (times per month on average)?
 - (d) What percentages of your appearances have been: (1) federal courts, (2) state courts, (3) administrative agencies, and (4) arbitrations?
 - (e) List the cases you have tried to verdict in courts of record during the past ten (10) years and include whether you were sole, associate or lead counsel. For each case, list the case name and number, court, date, type of case, party represented, name of the judicial officer presiding, and the names, addresses and telephone numbers of co-counsel, if applicable. If there were more than five such trials, please limit your list to the last five trials.
8. Summarize your experience in court prior to the last ten (10) years. If during any prior period you appeared in court with greater frequency than during the last ten (10) years, indicate the periods during which this occurred and explain.
9. List ten (10) significant litigated cases in which you have appeared as counsel (which may include one or more of the cases listed in response to Question 7) and provide the name of the case; the case number; a brief description of the case; the names, addresses and telephone numbers of counsel for the other parties; the names of the court and the judicial officers or arbitrator before whom the case was litigated; the dates involved; the disposition; whether the case was tried and, if so, before a judicial officers, jury or arbitrator; whether you were sole, lead or associate counsel; and the names, addresses and telephone numbers of co-counsel, if applicable.
10. If you lack significant trial experience, describe the experiences or special skills you possess that you believe qualify you for a judicial position.
11. Describe the nature and extent of your service, if any, as a referee, as a judge pro tem, as an arbitrator, or as a mediator, either privately or through a judicial arbitration program. Describe the five (5) most recent cases and up to five (5) other significant cases and identify the counsel involved (include names, addresses, phone numbers and dates of your service).
12.
 - (a) If you do not currently hold judicial office, have you ever held judicial office or been a candidate for judicial office? If so, identify the courts involved, whether elected or appointed, the dates of service and dates of candidacy.
 - (b) If you have had prior quasi-judicial service, provide the name of the agency, the position held, the type of matters heard, the number of matters adjudicated, and the dates of service.
 - (c) If you have previously applied to be a Commissioner, specify the court(s) to which you applied and the date(s).
13. The following question is optional and may be answered on a voluntary basis. Briefly describe the nature and extent of any free legal services you have provided to nonprofit organizations, indigent individuals and others. Include pro bono experiences. Include the names and address of such organizations and/or individuals where appropriate.

AWARDS AND ACTIVITIES

14. List by date any honors, prizes, awards, scholarships, fellowships or other forms of recognition that you have received.
15. List all Bar associations and legal professional societies in which you are or have been a member and give the titles and dates of any offices you held and committees on which you serve or have served. You may omit those which indicate your race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, age, or sexual orientation and/or unnecessarily invades the applicant's right of privacy.
16. **SUBMIT ANY PROFILES THAT THE SAN DIEGO DAILY TRANSCRIPT OR OTHER LEGAL NEWSPAPERS HAVE PRINTED ABOUT YOU.**

DISCIPLINE, COMPLAINTS, SANCTIONS, AND LAWSUITS

17. As an attorney or judicial officer, have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee or other professional group? If so, provide the details, including the applicable date and disposition for each incident. (Identify every complaint even if it was dismissed or did not result in disciplinary action.)
18. Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, provide the details.
19. Have you ever been sued by a client? If so, provide the details.
20. Are you currently engaged in the illegal use of drugs? Please feel free to explain.

MISCELLANEOUS

21. (a) Are you able, with or without reasonable accommodation, to perform the requirements of a Commissioner? These requirements include, among other things:
 - Attentively receiving, analyzing and concentrating on information for a total of eight or more hours within a workday;
 - Perceiving a courtroom clearly and reviewing all types of evidence including exhibits;
 - Reviewing and processing substantial volumes of information, originally presented in written form (e.g., legal briefs, cases, jury instructions, transcripts);
 - Comprehending attorneys and others;
 - Absorbing, analyzing and weighing complex issues quickly and accurately;
 - Responding to situations with discretion, judgment and restraint while under pressure; and
 - Traveling by means of private transportation to any location in San Diego County to perform assigned duties.

- (b) Is there any reason that, with or without reasonable accommodation, you could not exercise the discretion, judgment, and emotional and mental discipline required of a Commissioner?
22. In the Subordinate Judicial Officer position of Commissioner, you would be bound by the Code of Judicial Ethics. Please disclose any information that should be considered which may affect your ability to perform the duties of a Commissioner in accordance with the Code of Judicial Ethics. This code can be found for reference on the following website: <http://www.lectlaw.com/files/jud32.htm>.
23. **ATTACH A SAMPLE OR SAMPLES OF YOUR LEGAL WRITING (SUCH AS A PORTION OR ALL OF AN APPELLATE BRIEF, MEMORANDUM OF POINTS AND AUTHORITIES, OPINION LETTER, ARTICLE, ETC.). THE SAMPLE(S) SHOULD NOT EXCEED A TOTAL OF TEN (10) PAGES, SHOULD NOT BE BOUND, AND MUST BE PRINTED ON 8 ½ X 11 PAPER.**
24. **LIST FIVE REFERENCES (NAME, ADDRESS AND TELEPHONE NUMBER).**
25. **ATTACH PRE-ADDRESSED ENVELOPES CONTAINING THE NAMES AND ADDRESSES OF THE REFERENCES LISTED IN QUESTION 24, CURRENT AND PRIOR SUPERVISORS AND ALL COUNSEL AND JUDICIAL OFFICERS WHOSE NAMES ARE IDENTIFIED IN THIS APPLICATION. ALSO PLEASE PROVIDE A SEPARATE LIST THAT INCLUDES ALL OF THE ABOVE REFERENCED NAMES AND ADDRESSES.**
26. **ATTACH A CURRENT COPY OF YOUR RÉSUMÉ (OPTIONAL).**

Please sign, date, and submit with your Commissioner application.

**AFFIRMATION OF STATEMENTS
AUTHORIZATION TO RELEASE INFORMATION**

I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of material fact may cause forfeiture on my part of all rights to employment by the Superior Court of California, County of San Diego.

This signed release, or certified true copy of it, will authorize you to release to a duly authorized representative of the Superior Court of California, County of San Diego any information pertaining to my ethics, professional competency, and educational and employment background. This authorization is given to you to support my application for appointment as a Commissioner. Should there be any question as to the validity of this release, you may contact me.

I hereby waive any right I have to review any information the Commissioner Selection Committee or its designee obtains from any source regarding my character, general reputation, personal characteristics and/or employment history.

Signature _____

Date _____

Please ensure that the following items are attached to your application:

- A photocopy of current California State Bar card showing active status;
- Submit any profiles that the San Diego Daily Transcript or other legal newspapers have printed about you;
- Attach a sample or samples of your legal writing (such as a portion or all of an appellate brief, memorandum of points and authorities, opinion letter, article, etc.). The sample(s) should not exceed a total of ten (10) pages, should not be bound, and must be printed on 8 ½ X 11 paper;
- Pre-addressed envelopes containing the names and addresses of the five references listed in question 24, current and prior supervisors and any counsel or judicial officers whose names are identified in your application. Also please provide a separate list that includes all of the above referenced names and addresses;
- A current copy of your résumé (optional);
- The original copy of the entire packet unbound; and
- Authorization to Release Information form* is signed.

THIS APPLICATION WILL NOT BE ACCEPTED AFTER 5:00 P.M. ON Thursday, February 26, 2009.

APPLICATIONS MUST BE SUBMITTED AT THE FOLLOWING LOCATION:

**The Superior Court of California, County of San Diego
Human Resources Department
330 West Broadway, Room 251
San Diego, CA 92101**