

31st CIRCUIT JUDICIAL COMMISSION

Guidelines for References

Letters of references for applicants for the position of Associate Circuit Judge Division 25 in the 31st Judicial Circuit (Greene County), pursuant to the creation of that position by the General Assembly, should be sent **by e-mail only** to the Chair of the 31st Circuit Judicial Commission, in care of leana.shearer@courts.mo.gov. If you do not have access to e-mail, you may send your reference letters to The Honorable Mary W. Sheffield, Chair of the Commission, at the address shown below.

Please do not telephone or write commissioners directly to communicate your recommendations.

Your e-mailed letters must be received no later than **5 p.m. on February 25, 2016**. Reference letters will be held in the strictest confidence during the process of selecting the three nominees. Letters should contain the following information:

1. The name of the person for whom you are giving a reference should be listed in the e-mail subject line.
2. Your acquaintance with the applicant, including length of acquaintance and familiarity with personal and professional qualifications.
3. The applicant's qualifications as a lawyer, including educational background, fields of law with which applicant is familiar, and the applicant's aptitude for doing the regular work of an Associate Circuit Judge in conducting the duties of that position.
4. The applicant's performance as practitioner, teacher, judge or otherwise in the legal profession. For a practicing lawyer, this might include comment about forensic ability, thoroughness or preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge, there might be comment about soundness of rulings, courtesy and demeanor, promptness in moving cases, and ability to instill confidence in lawyers and litigants. For others, there should be discussion of the nature and depth of legal work.
5. Personal qualifications, including reputation in the community, activity in civic and charitable organizations, public positions held, whether compensated or not, and any other qualities of character appropriate for applicants to the bench.

Chair of Commission:

The Honorable Mary W. Sheffield
Missouri Court of Appeals, Southern District
300 Hammons Parkway, Suite 300
Springfield, MO 65806