

**INSTRUCTIONS TO APPLICANTS
CIRCUIT JUDGE VACANCY
16th JUDICIAL CIRCUIT**

1. Complete and mail or deliver the original, signed application to Judge Victor C. Howard at the Missouri Court of Appeals, Western District. Send copies to the other members of the 16th Circuit Judicial Commission; **do not hand deliver unless requested to do so by a Commissioner.** Their names and addresses are listed below. Attach additional answer sheets to the application, if needed. The application may be retyped to incorporate your answers. All applications must be submitted **flat, unfolded and unbound.**

2. Your references should mail or deliver his or her **original** letter of reference to Judge Howard at the Court of Appeals and send a **copy** to the other members of the commission.

3. The completed application and letters of reference must be received by all commissioners before **4:30 P.M. on Monday, June 4, 2007.** Applications and letters of reference will be used in the selection process only.

4. The commission will jointly interview each applicant on **Monday, June 11, 2007,** at the Missouri Court of Appeals, Western District, 1300 Oak Street, Kansas City, Missouri. The applicant is responsible for contacting the office of Terence G. Lord, Clerk of the Missouri Court of Appeals, Western District, (816) 889-3600, after **8:00 A.M. on Thursday, June 7, 2007,** to determine when the applicant is scheduled to meet with the commission.

5. Applicants should review Supreme Court Rule 10.31.

6. Members of the 16th Circuit Judicial Commission are:

JUDICIAL MEMBER:

Honorable Victor C. Howard
Missouri Court of Appeals, Western District
1300 Oak Street
Kansas City, Missouri 64106
816-889-3626

LAWYER MEMBERS:

Tim E. Dollar
Law Offices of Tim Dollar, L.C.
1100 Main, Suite 2600
Kansas City, Missouri 64105
816-876-2600
816-221-8763 FAX
timd@dollar-law.com

Cindy Reams Martin
Cindy Reams Martin, P.C.
408 SE Douglas
Lee's Summit, Missouri 64063
816-554-6444
816-554-6555 FAX
crmlaw@swbell.net

LAY MEMBERS:

Anita L. Russell
1471 East 77th Street
Kansas City, Missouri 64131
816-444-9819 (HOME)
rusty@swbell.net

Byron G. Thompson
5049 Wornall, 5 AB
Kansas City, MO 64112
816-751-1429
bthompson@countryclubbank.com

Commissioners believe their joint interviews with the applicants provide valuable insight and information about the applicants' abilities and character; however, applicants may contact commissioners before the interviews to request individual interviews by telephone or in person. Applicants are strongly encouraged to arrange for this interview no later than one week before the commission's joint interviews. Commissioners may suggest that an in-person meeting is unnecessary if there has already been such an in-person meeting during a prior application process.

Sixteenth Circuit Judicial Commission Information About Our Decision Process

As members of the Sixteenth Circuit Judicial Commission, we have been asked certain questions with great frequency. Therefore, we believe that most judicial applicants may be interested in additional clarification of the process.

- Each commissioner is diligent to become familiar with the capabilities of all applicants by reviewing each application, reading the reference letters, receiving telephone recommendations, meeting with individual applicants and participating in the group interviews.
- We are not, nor have we ever been, contacted by the Governor or anyone on his behalf regarding either our work in this process or any individual involved in this process. All current commissioners have confirmed this position.
- Without exception, no commissioner discusses applicants with any other commissioner until all interviews are completed.
- Missouri Supreme Court Rule 10.29 requires that “voting on persons under consideration shall be by secret ballot.” While applicants may be discussed during the commissioners’ deliberation, all actual voting is by secret ballot. Furthermore, we discuss neither our votes nor our deliberations after the fact.

We welcome your questions about the process. That the public, the judiciary, and the lawyers understand how we do our work is important. We all appreciate the chance to serve as commissioners. We thank you for your interest in the Jackson County judiciary.

The Commission:

Victor C. Howard
Tim E. Dollar
Cindy Reams Martin
Anita L. Russell
Byron G. Thompson