

**APPELLATE JUDICIAL COMMISSION**  
**Guidelines for References**

Letters of references for applicants for the vacancy on the Missouri Court of Appeals, Western District, created by the retirement of Judge Joseph M. Ellis, should be sent **by e-mail only** to the Appellate Judicial Commission at [WDJudgeVacancy@courts.mo.gov](mailto:WDJudgeVacancy@courts.mo.gov). If you do not have access to e-mail, you may send your reference letter to the commission at the attached address. *Please do not telephone or write commissioners directly.*

Your e-mailed letters must be received by **5 p.m. Friday, April 29, 2016**. Reference letters will be held in the strictest confidence and 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 the applicant is familiar, and the applicant's aptitude for doing the regular work of an appellate judge in evaluating briefs, hearing oral argument, and writing reasoned and scholarly opinions.
4. The applicant's performance as practitioner, teacher, judge or otherwise in the legal profession. For a practicing lawyer, this might include comments about forensic ability, thoroughness of preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge, there might be comments 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.

Enclosure



APPELLATE JUDICIAL COMMISSION  
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## **MEMBERS**

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Chair, Appellate Judicial Commission  
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