

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 resignation of Judge Robert Ulrich, should be sent **by e-mail only** to Chair, the Appellate Judicial Commission, in care of [wdjudgevacancy@courts.mo.gov](mailto:wjudgevacancy@courts.mo.gov). If you do not have access to email, you may send your reference letter to Judge Stith at the attached address.

Please do not telephone or write commissioners directly.

Your emailed letters must be received by **5 p.m. on Thursday, September 20, 2007**. 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 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, or judge or otherwise in the legal profession. For a practicing lawyer, this might include comment on forensic ability, thoroughness of preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge, there might be comment on 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 assignments.
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 on the bench.

Enclosure



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MEMBERS

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Ms. Jill Shurin, Kansas City, Missouri.