

**INSTRUCTIONS TO APPLICANTS
CIRCUIT JUDGE VACANCY
7th JUDICIAL CIRCUIT**

1. Complete the attached application and **file the original with Chief Judge Victor C. Howard at the Missouri Court of Appeals, Western District. Send** copies to the other members of the 7th 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.

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 Wednesday, June 4, 2008.** Applications and letters of reference will be used in the selection process only.

4. The commission will jointly interview each applicant on **Wednesday, June 11, 2008,** at the Clay County Courthouse, Justice Center, 11 South Water Street, Liberty, 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 **10:00 A.M. on Monday, June 9, 2008,** to determine when the applicant is scheduled to meet with the commission.

5. Applicants should review Supreme Court Rule 10.

6. Members of the 7th Circuit Judicial Commission are:

JUDICIAL MEMBER:

Honorable Victor C. Howard

Missouri Court of Appeals, Western District
1300 Oak Street
Kansas City, Missouri 64106
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Seventh Circuit Judicial Commission Information About Our Decision Process

As members of the Seventh 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, 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. Cumulative voting is prohibited whereby a commissioner casts multiple votes on the same ballot for the same candidate. Supreme Court Rule 10.32(g). Furthermore, we discuss neither our votes nor our deliberations after the fact. By Supreme Court Rule (10.28) our meetings are an executive session and all matters discussed are confidential.
- Our duty is to select the three best qualified nominees. It is our duty to prevent partisan consideration, political or otherwise, from outweighing judicial fitness. Supreme Court Rule 10.31.
- The public, the bar, and the judiciary are permitted to provide comments to the commission, orally or in writing. These comments are kept confidential. Supreme Court Rule 10.32.

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 Clay County judiciary.

The Commission:

Victor C. Howard
Michael S. Shipley
T. K. Thompson
Lancer G. Gates, D.O.
Melisa Essig