

# **TWENTY-FIRST CIRCUIT JUDICIAL COMMISSION**

## **GUIDELINES FOR REFERENCES**

### **ALBUS CIRCUIT JUDGE VACANCY**

Letters of reference for applicants for the Albus circuit judge vacancy should be sent by e-mail only to the chair of the 21st Circuit Judicial Commission at the following e-mail address:

[21stJudicialCommission@courts.mo.gov](mailto:21stJudicialCommission@courts.mo.gov)

If you do not have access to e-mail, you may send your reference letter to Judge John P. Torbitzky, chair of the commission, at 815 Olive Street, Third Floor, St. Louis, Missouri 63101.

All letters of reference must be received by the chair no later than 5 p.m. Tuesday, September 30, 2025. 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 subject line of your e-mail should include the name of the person for whom you are giving a reference and the position for which the person is applying.
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 a judge – the ability to preside over trials, conduct legal research and analysis, attend court in the State of Missouri, communicate clearly and effectively both orally and in writing, and expeditiously decide issues coming before the court.
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:

Honorable John P. Torbitzky  
Missouri Court of Appeals Eastern District  
815 Olive Street, 3rd Floor  
St. Louis, Missouri 63101