

Appellate Judicial Commission
Instructions to Applicants for the Judge Sheffield Vacancy
Missouri Court of Appeals

1. Download and submit the application from the [Missouri Courts website](#) in the “Judicial Vacancies” section among the blue boxes at the bottom of the home page. Rather than using attachments, please enter your answers directly onto the downloaded form, creating sufficient space for your answers.
 - (a) The **writing sample(s)** referenced in question No. 26 of the application should show how you consider and address a legal issue and may include appellate briefs, law review or journal articles, written judicial decisions, or other documents reflecting your ability to think and write. Please do not provide a document that includes substantial work of others.
 - (b) In selecting **five references** who are thoroughly familiar with your personal and professional qualifications, please note these references may not include any judge of the Missouri Court of Appeals. As to each of the five references, **please provide name, title, mailing address, telephone and e-mail address.**

It is *your responsibility* to contact these references. If you intend to use as a reference a federal judge or other individual who only can provide a reference upon a specific request by the interviewing authority, please advise the commission, and it will send that reference such a request.

Please provide your references with a copy of the “Guidelines for References” and direct them to send their letters of reference **via e-mail** to SDJudgeVacancy@courts.mo.gov, saved as Microsoft Word or PDF documents, in accordance with the guidelines. If the references do not have access to e-mail, they may send the reference letter to the commission at the address indicated in paragraph 2 below. As to all references, it is your responsibility to ensure they send the requested letters in a timely manner.

The commission may not accept or consider letters from any additional persons beyond the five references listed in this application.

- (c) Please note any public nomination the commission may receive is not provided to nor considered by individual commissioners but is used solely by commission staff to advise the individual nominated of the fact of the nomination as well as where application materials and instructions may be found.

2. You must complete and *e-mail* the following electronic application materials – using Microsoft Word or Adobe PDF unless otherwise specified – to the Appellate Judicial Commission at SDJudgeVacancy@courts.mo.gov:
 - (a) your application and signed authorization;
 - (b) a high-resolution photograph, at least 4x6 inches in size, saved as a JPEG (preferred) or PDF;
 - (c) transcripts of your undergraduate degree(s) and law school as well as any other degrees completed; and
 - (d) at least one, but no more than three, writing sample(s).
3. All application materials must be *received electronically* no later than **5 p.m. Wednesday, August 6, 2025**, but earlier submission is *strongly* encouraged. Please do not transmit hard copies of your materials. The “mailbox rule” does not apply; it is your responsibility to ensure the commission timely receives your materials.
4. Individual commissioners, including the chief justice, may be willing to meet informally with applicants prior to the public interviews. Applicants should contact commissioners directly to inquire. The commissioners’ preferred methods of contact are provided on the list of commission members (attached).
5. The commission has reserved Monday and Tuesday, August 25 and 26, 2025, at the Hotel Vandivort, 305 East Walnut Street, in Springfield for conducting public interviews. Those being interviewed pursuant to Supreme Court of Missouri Rule 10.28(d) will be advised in advance of the time and format for interviews, and such information will be made public in accordance with Rule 10.28(d).
6. Supreme Court of Missouri Rule 10.31 (attached) governs the conduct of applicants for judicial office. You are advised to read it and conduct yourself accordingly.

Supreme Court of Missouri Rule 10.28

Publicity – Information for the Commission – Interviews

(a) When a vacancy occurs or when it is known that a vacancy will occur at a definite future date, the chair shall publicize the same and solicit the submission of names of individuals qualified for such vacancy. When the commission announces that it is accepting applications, it shall encourage members of the public to nominate well qualified candidates for the commission to consider. Prior to the meeting of the commission, an appropriate questionnaire shall be sent to each person whose name is proposed, to be completed and returned to the chair of the commission. Copies of the completed questionnaire shall be provided to each commission member prior to the meeting called for the commission to take formal action in making its nominations.

(b) Except as provided in Rule 10.28(d), no publicity shall be given by the commission of the names of persons under consideration for nomination. The commission may submit the names of applicants to others on a confidential basis for the purpose of securing appropriate background information to the extent authorized by the applicants' signed written waivers.

(c) Any meeting called for the purpose of taking formal action in making nominations necessarily involves discussion of applicants' personal information and shall, therefore, be a closed meeting. All matters discussed at said meeting, except the matters contained in the certificate of nomination, shall be kept confidential.

(d) Prior to any meeting called to take formal action in making nominations, the commission will select from all the applicants those it will interview. Each of the selected applicants shall be interviewed by the commission as a whole, and those interviews shall be public. The names of those to be interviewed, the time and place of the public interviews, and information relating to the number and characteristics of all applicants shall be released prior to the public interviews. Other than the names of the persons it selects to interview, the commission shall not release any personally identifiable information about any person not included in the certificate of nomination.

(e) Within 72 hours of submitting the certificate of nomination, the commission shall transmit to the governor the applications and other information submitted to the commission pertaining to the persons contained in the certificate of nomination. Within the same time, the commission shall make public a copy of the applications submitted by the persons included in the certificate of nomination, but with personal or confidential information redacted.

(Adopted February 1, 1972, effective September 1, 1972. Amended February 29, 2008, effective February 29, 2008; amended December 14, 2009, effective December 14, 2009; amended September 30, 2010, effective September 30, 2010; amended May 23, 2023, effective January 1, 2024.)

Supreme Court of Missouri Rule 10.31

Candidacy and Selection of Judges

The conduct of candidates for any judicial office to be filled pursuant to [article V, sections 25\(a\)-\(g\) of the Missouri Constitution](#) shall be governed by and be in accordance with the applicable provisions of the [Rules of Professional Conduct](#) and the [Canons of Judicial Ethics](#). In particular, the aspiration of lawyers for judicial position should be governed by an impartial estimate of their ability to add honor to the office and not by a desire for the distinction the position may bring to themselves. If a judge, or a person in an office of a judicial nature, becomes a candidate, he or she should refrain from all conduct that might tend to arouse reasonable suspicion that he or she is using the power or prestige of his or her judicial position to promote his or her candidacy. He or she should not permit others to do anything in behalf of his or her candidacy that would reasonably lead to such suspicion.

It is the duty of The Missouri Bar to endeavor to prevent partisan considerations, political or otherwise, from outweighing judicial fitness in the selection of judges. The Missouri Bar should protest earnestly and actively against the selection of those who are unsuitable for the bench.

(Adopted February 1, 1972, effective September 1, 1972. Amended September 30, 1985, effective July 1, 1986; amended May 23, 2023, effective January 1, 2024.)



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