



## SIXTEENTH CIRCUIT JUDICIAL COMMISSION

### Guidelines for References

Letters of references for applicants for the positions of Circuit Judge, Divisions 6 and 7 of the Sixteenth Judicial Circuit (Jackson County) created by the retirements of Judges S. Margene Burnett and J. Dale Youngs, should be sent **by e-mail only** to the Sixteenth Circuit Judicial Commission at [16thCircuit.JudicialVacancy@courts.mo.gov](mailto:16thCircuit.JudicialVacancy@courts.mo.gov). If you do not have access to e-mail, you may send your reference letter to the Sixteenth Circuit Judicial Commission, 1300 Oak Street, Kansas City, MO, 64106.

Your e-mailed letters must be received by **Wednesday, October 15, 2025**. 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 email 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 a circuit judge, including the ability to preside over trials, conduct legal research and analysis, attend court anywhere 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 comments about forensic ability, thoroughness of preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge or commissioner, 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.

Members of the Commission are Anthony Rex Gabbert, chief judge of the Missouri Court of Appeals, Western District; attorneys Jill Kanatzar and Tom Porto; and lay members Terry Anderson and Doug Cowan.