

TWENTY-SECOND CIRCUIT JUDICIAL COMMISSION INSTRUCTIONS TO APPLICANTS FOR HETTENBACH CIRCUIT JUDGE VACANCY

Send one copy of the application and application materials – using Adobe PDF unless otherwise specified – via e-mail to the 22nd Circuit Judicial Commission at 22ndJudicialCommission@courts.mo.gov. Any applicant who pursued the Summer 2024 Burlison circuit vacancy does not need to submit a full application but instead may forward a letter of interest, while documenting any applicable changes since submitting their last application. The e-mail's subject line should reference the position for which the applicant is pursuing, specifically the Hettenbach circuit vacancy. The application or letter of interest must be received electronically in the required format no later than 5 p.m. Friday, June 6, 2025.

The application and accompanying materials, saved as individual files in PDF format unless otherwise specified (i.e. jpeg photo), should include:

1. the completed application;
2. the signed authorization (there must be a signature on the authorization and NOT /s/ typed name);
3. a high-resolution photograph, at least 4x6 in size, saved as a JPEG file;
4. the completed biographical form.

In selecting references (#19 on the Application) who are thoroughly familiar with your personal and professional qualifications, please note these references cannot include any judge of the Supreme Court of Missouri, a judge of the Missouri Court of Appeals, Eastern District, or of the court to which you are applying. Please note it is your responsibility to contact these references. Please provide each reference with a copy of the "GUIDELINES FOR REFERENCES" and direct them to send their letters of reference (saved as Adobe PDF documents only) via e-mail to 22ndJudicialCommission@courts.mo.gov. If a reference does not have access to e-mail, the reference may send the reference letter to Chief Judge Thomas C. Clark II, chair of the commission, at the address listed below. All reference letters must be received by 5 p.m., Friday, June 6, 2025. The commissioners suggest that applicants submit no more than 10 letters of recommendation in addition to the letters from persons listed as references in Application Question 19.

Applicants should be aware that interviews for this vacancy are expected to be publicly conducted on Wednesday, June 25, 2025, in the Division Courtroom of the Missouri Court of Appeals, Eastern District, 815 Olive Street, St. Louis, Missouri. You will be notified of the specific date and time approximately one week in advance. Applicants should not attend the interviews of other applicants.

A copy of the applications of the nominees submitted to the governor will be made public within 72 hours of submitting the certificate of nomination; the confidential cover sheet will not be published. **If any applicant lists or attaches information concerning any confidential matters or cases on the application, the applicant shall utilize initials rather than party names for these confidential cases or matters.**

COMMISSION MEMBER CONTACT INFORMATION:

Chief Judge Thomas C. Clark II (Chairperson)

Missouri Court of Appeals, Eastern District

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St. Louis, Missouri 63101

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Individual commissioners may be willing to meet informally with applicants prior to the public interviews. Applicants should contact commissioners directly to inquire.