

APPELLATE JUDICIAL COMMISSION

Guidelines for References

Letters of references for applicants for the vacancy on the Missouri Court of Appeals, Eastern District, created by the resignation of Judge Gary M. Gaertner, Sr., effective August 10, 2007, should be sent **by e-mail only** to Chair, the Appellate Judicial Commission, in care of edjudgevacancy@courts.mo.gov. If you do not have access to e-mail, you may send your reference letter to Judge Stith at the attached address.

Please do not telephone or write commissioners directly.

Your e-mailed letters must be received by **5 p.m. on Tuesday, September 4, 2007**. 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 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 an appellate judge in evaluating briefs, hearing oral argument, and writing reasoned and scholarly opinions.
4. The applicant's performance as practitioner, teacher, or judge or otherwise in the legal profession. For a practicing lawyer, this might include comment on forensic ability, thoroughness of preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge, there might be comment on 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 assignments.
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 on the bench.

Enclosure



APPELLATE JUDICIAL COMMISSION
POST OFFICE BOX 150
JEFFERSON CITY, MISSOURI
65102

MEMBERS

Chief Justice Laura Denvir Stith, Chair
Supreme Court of Missouri
207 West High Street
P. O. Box 150
Jefferson City, MO 65102

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