

16TH CIRCUIT JUDICIAL COMMISSION
Circuit Judge Vacancy for Division 29
Instructions for Applicants

1. All applicants should review Supreme Court Rules 10.28 and 10.31 pertaining to the judicial selection process.
2. Complete and mail or deliver the original and one copy of the application, flat and unfolded, to The Honorable James Edward Welsh, Chair of the Commission, at the address listed below. Mail or deliver one copy of the completed application, flat and unfolded, to the other commission members as listed below. **Your application must be received by 4:30 p.m. on March 21, 2014**, to be considered by the commission.
3. Attach your photograph or a copy of your photograph to the original and to each copy of the application to assist the Commission in identifying applicants.
4. List no more than five persons as references who can attest to your personal and professional qualifications for the office of associate circuit judge. Do not include as a reference any active judge of the 16th Judicial Circuit.
5. Your references must mail or deliver the original and one copy of the letter of reference to the commission chair and mail or deliver one copy of the letter of reference to the other commission members. **All reference letters must be received by 4:30 pm on March 21, 2014**, to be considered by the commission.
6. Anyone who submitted an application for a Jackson County vacancy during 2013 need not submit a new application for division 29. However, the person must send a letter to each member of the commission requesting to be considered for the division 29 vacancy. **The letter must be received by 4:30 p.m. on March 21, 2014.**
7. Applicants will be interviewed by the commission on **April 2, 2014**, at the Missouri Court of Appeals, Western District, 1300 Oak Street, Kansas City 64106. You will be notified of the specific time for your interview at least three days in advance. The interviews will be open to the public; however, applicants should not attend the interviews of other applicants.
8. Members of the 16th Circuit Judicial Commission are:
The Honorable James Edward Welsh (Chair)
Missouri Court of Appeals, Western District
1300 Oak Street
Kansas City, MO 64106
816-889-3632

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