

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 Patricia L. Cohen, should be sent **by e-mail only** to the Appellate Judicial Commission at EDJudgeVacancy@courts.mo.gov. If you do not have access to email, you may send your reference letter to the commission at the attached address. *Please do not telephone or write commissioners directly.*

Your e-mailed letters must be received by **5 p.m. Friday, January 15, 2016**. 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 e-mail 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, judge or otherwise in the legal profession. For a practicing lawyer, this might include comment about forensic ability, thoroughness of preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge, there might be comment 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.
6. If you submitted a reference letter for an applicant for the Ahrens vacancy on the Eastern District who is applying for this vacancy as well, you need not resubmit your reference letter, although you may submit a supplemental or substitute letter, clearly marked as such.

Enclosure



APPELLATE JUDICIAL COMMISSION
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MEMBERS

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