

# **GUIDELINES FOR SUBMITTING APPLICATIONS TO THE NINTH JUDICIAL NOMINATING COMMISSION FOR JUDICIAL VACANCIES**

November 22, 2010

<b><u>Paragraph Reference</u></b>	<b><u>Comment</u></b>
<u>Cover Page</u>	Be sure to use a photograph on or as the cover page to the Application.
2.	Clearly delineate the employer and your title, and then give the professional position in the case of non-public and non-judicial applicants.
18a.	Specify both your class rank and GPA. With respect to class standing, you can approximate what you think that is, but please specify your GPA for both law school and undergraduate.
22.	Split your answer into subparts. For example, Part A would simply be describe the general nature of your practice. Part B would be to insert any certifications, etc. By virtue of breaking this up, these areas can be better identified.
52.	Identify specifically the month and year when you previously applied to the JNC, and also indicate the result of that application. For example, were you nominated to the Governor or not.
<u>Financial History:</u>	Please answer the questions on this page. Attaching tax returns is not really helpful.
<u>General Notes:</u>	<p>Please obtain a Word version of the Application and use the Word version. Do not use attachments or addenda but use a Word version and put all the information behind the applicable paragraph.</p> <p>Please try to keep the Application relatively short. As indicated above, attaching tax returns is not really helpful and this results in additional questions being raised to identify the specific income for the applicant.</p> <p>Please also bind the Application. Submitting the Application with simply a large clip is not helpful.</p>
<u>Recent Application:</u>	If an Applicant has filed an Application with the JNC within the previous 12 months, it is very helpful to the JNC if in submitting a new application, the Applicant would also submit a one-page addendum indicating specifically the changes from the prior Application.