

LA PAZ COUNTY
SUPERIOR COURT CLERK
SHERI NEWMAN
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IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF LA PAZ



S1500AO200100001

IN THE MATTER OF:)
)
SELECTION OF SPECIAL JUDICIAL)
OFFICERS IN THE LA PAZ COUNTY)
COURT SYSTEM)
_____)

**ADMINISTRATIVE ORDER
NO. 2001-01**

Pursuant to Arizona Supreme Court Administrative Order No. 2000-80 which provides that the presiding judge of the Superior Court in each county shall exercise administrative supervision over all the courts in said county, and Arizona Supreme Court Administrative Order No. 2000-80 which requires the establishment and implementation of written selection procedures for special judicial officers,

IT IS ORDERED that the attached La Paz County Court Judicial Selection Plan is adopted effective this date, replacing Administrative Order No. 93-05.

DATED this 12 day of February, 2001, at the La Paz County Superior Court in Parker, Arizona.


MICHAEL IRWIN
Judge of the Superior Court

LA PAZ COUNTY COURT SYSTEM PLAN FOR THE RECRUITMENT, SELECTION, AND APPOINTMENT OF SPECIAL JUDICIAL OFFICERS

PURPOSE

The following plan for the recruitment, selection and appointment of special judicial officers is adopted to comply with Arizona Supreme Court Administrative Order No. 2000-80, maintain integrity of the La Paz County court system, ensure an open and fair process for the appointment of persons to the La Paz County bench, and encourage persons with diverse backgrounds and experience to seek La Paz County special judicial officer positions.

This plan applies to judges pro tem, court commissioners, small claims and family law hearing officers, and juvenile court referees appointed by a judge or magistrate of this county or whose appointment is recommended by a judge or magistrate of this county.

This plan does not apply to juvenile traffic hearing officers whose positions are filled by a justice of the peace or the city magistrate.

This plan does not apply to temporary appointments for a definite period of time, not to exceed 90 days, to fill a limited need to assure continuity of services.

This plan does not apply to judges pro tem of the magistrate courts whose selection is made by town councils.

PUBLIC ANNOUNCEMENTS

A position announcement shall be posted for a minimum of 14 days in all La Paz County court facilities and at the Board of Supervisors Office and published two times with the first being at least 14 days prior to closing of the application period in a newspaper of general circulation in the county or justice court precinct. The notice shall also be distributed to each law office including county government and Colorado River Indian Tribes courts and legal offices.

Position announcements shall include the position title, term of compensation, a description of duties, qualifications, application procedures, the deadline for receipt of applications, an equal opportunity statement and an A.D.A. statement.

APPLICATIONS

Applications shall be made on forms prepared by the presiding superior court judge. Application forms shall be obtained from, and upon completion, returned to the La Paz County Superior Court or applicable justice court.

Issuance or acceptance of an application does not create an obligation to hire the applicant or constitute the assurance that an applicant meets minimum qualifications or that the applicant will be granted an interview.

Upon the closing date for the position, the applications shall be forwarded to the chairperson of the screening committee for review, evaluation, and recommendation.

SCREENING COMMITTEE

The presiding judge of the La Paz County Superior Court or the justice of the peace shall appoint a committee of at least three persons to screen applicants for special judicial officer appointments. The committee shall establish screening criteria, consider applications and evaluate possible appointees. The committee shall serve in an advisory capacity to the presiding judge or justice of the peace in matters related to special judicial officers. The committee shall select only one person from each of the following:

1. La Paz County Administrator or Member of the Board of Supervisors.
2. Member of the Bar residing in La Paz County.
3. Superior Court Judge from another county.
4. Justice of the Peace from another Arizona precinct.
5. Public Member
6. La Paz County Court Administrator.

Committee members will be appointed each time the appointment of a special judicial officer is required. The committee's term will expire when the position for which they are making recommendations has been filled.

A member of the committee selected as chairperson by the presiding Superior Court judge or justice of the peace shall serve as committee chairperson to preside over and coordinate activities of the committee.

EVALUATIONS AND RECOMMENDATIONS

Evaluations, interviews and testing of applicants shall be job-related and designed to determine whether applicants are suited for the position. The evaluations, interviews and testing shall be conducted fairly and impartially to ensure the integrity of the appointment process. Committee members who are related to an applicant or who have

such a relationship with a candidate that their ability to be fair and impartial might be questioned shall advise the chairperson of the conflict and resign from the committee.

The committee shall establish criteria to evaluate applicants. All applications shall be screened to determine whether they meet the minimum qualifications for the position and ranked according to their skills and qualifications, background and training. The committee may interview the applicants for the purpose of determining the best applicants for the position. The committee may request testing or develop other mechanisms to evaluate applicants.

All applications and records pertaining to the evaluation process shall be maintained by the chairperson, and upon filling of the position shall be forwarded to the presiding judge or justice of the peace to be maintained as required by law.

On completion of the interviews, by majority vote, the committee shall select the three most qualified applicants and forward their applications to the presiding Superior Court judge or justice of the peace. The committee may also provide a ranking of the three most qualified applicants.

The committee may refuse to examine applicants, or after examination, may disqualify applicants from being recommended if it is determined that applicants: (1) do not meet the minimum qualifications established for the position, (2) have made a false statement of material fact in the application or any supporting documentation, (3) have used or attempted to use political pressure, threats or bribery to secure appointment to a position, (4) have not complied with all application policies and procedures, (5) are under indictment for, or have been convicted of, a crime which would affect an applicant's suitability for employment, (6) have a record of unsatisfactory performance during previous employment, (7) have previously not complied with, or cannot comply with, the Arizona Code of Judicial Conduct and (8) do not meet other requirements as specified by provisions in this plan.

Upon receipt of names of the three most qualified applicants and supporting documentation, the presiding judge of the La Paz County Superior Court or justice of the peace shall review those applications. The presiding judge or justice of the peace may confer with the committee chairperson regarding any applicant, the screening process, or the committee's recommendations, may conduct interviews with one or more of the recommended applicants and may check references and investigate a candidate's education, experience or other information in the application to determine the suitability of any applicant recommended by the screening committee.

APPOINTMENT

The presiding Superior Court judge or justice of the peace shall make appointments

to special judicial officer positions based upon demonstrated ability and required levels of education, knowledge, skills, training and experience.

The presiding judge or justice of the peace may appoint one of the committee's recommended candidates, or may appoint none of the recommended candidates and repeat the appointment procedure.

An appointment by the Superior Court presiding judge shall be made by administrative order and submitted to the La Paz County Board of Supervisors for approval when required by law.

An appointment by the justice of the peace shall be made by administrative order and submitted to the presiding Superior Court judge for approval, and if required by law, to the Board of Supervisors for approval.

All special judicial officer appointments shall be subject to the satisfactory completion of a probationary period of six months. The probationary period shall be considered an integral part of the appointment process and shall be used to screen out any appointee whose performance, conduct, or work is unsatisfactory.

WAIVER

If the presiding judge of the La Paz County Superior Court determines that a judicial branch emergency exists or the ends of justice require, the plan or any provision thereof may be waived.

LA PAZ COUNTY COURT SYSTEM

**APPLICATION FORM FOR SPECIAL JUDICIAL OFFICER
POSITION APPOINTMENTS**

This application form must be completed and filed with the La Paz County Superior Court Administrator by the position closing date or as otherwise designated in the position announcement. Applications by mail must be postmarked by midnight on the closing date. This application will be held in strictest confidence according to Arizona law and La Paz County Superior Court Administrative Order No. 2001-01. The original application material and seven copies should be returned to the following:

Richard J. Tozer
Court Administrator
1312 Kofa Avenue
Parker, AZ 85344

A. PERSONAL INFORMATION

Name: _____
 First Middle Last

Mailing Address: _____

Residence Telephone: () _____

Office Address: _____

Office Telephone: () _____

Are you an Arizona resident? _____ If yes, indicate how long you have lived in Arizona.
_____. Is your Arizona residence your primary residence? _____

Do you possess a valid Arizona driver's license? _____ If yes, please list your
driver's license number and the expiration date of your license. _____

List the addresses of your places of residence and dates during the last ten years.

B. EDUCATIONAL BACKGROUND

List the names and locations of schools attended (i.e. college, advanced degrees and/or law, etc., dates attended and degrees, if any.

List major fields of study.

List scholarships, awards, honors, citations and other factors you consider relevant to your performance during college and/or law school.

C. PROFESSIONAL EXPERIENCE

Are you a member of the Arizona State Bar Association? _____ If yes, indicate when you were admitted to practice law in Arizona. _____ Are you a member of a Bar Association in another state? _____ If yes, please list all other Bar memberships and dates admitted to practice law.

Have you ever been involved in any disciplinary action, suspended from practice, or denied admission to disbarred from the practice of law in any state? _____ If yes, explain.

Are you actively engaged in the practice of law at the current time? _____ If yes, list the names of your current law partners and associates.

Please describe chronologically your employment experience and any legal experience, including employer or firm name, address, telephone numbers, position titles, duties and responsibilities, supervisor and dates worked.

Have you served as a judicial law clerk or staff attorney to a court? _____ If yes, list the name and address of the court, the name of the judge, dates served, and experience.

Describe your experience as a mediator or arbitrator, if any.

If applicable, please identify the judicial office you currently hold, any judicial offices you have previously held, the name and jurisdiction of the courts involved, whether you were elected or appointed, and the dates of service.

Do you intend to resign from your current position if you are appointed to this position? _____ If no, please give reasons.

Have you ever been sued by a client or been a party to a lawsuit? _____ If yes, please explain.

D. TRAINING AND EXTRACURRICULAR ACTIVITIES

Have you had any legal or non-legal books or articles published? _____ If yes, please list each, including titles, citations and dates published.

Have you attended any Arizona Supreme Court and/or Bar Association continuing legal education courses? _____ If yes, please list the courses taken including the co-sponsoring organizations, dates and nature of courses.

Have you served as faculty of any law courses or lectured at Supreme Court and/or Bar Association conferences, law school forums, and/or continuing legal education programs? _____ If yes, please list the sponsoring organizations, dates and nature of courses.

List any honors, prizes, awards and/or other forms of recognition which you have received during your professional career.

Are you a registered voter in Arizona? _____ If yes, how long have you been registered to vote? _____ Have you voted in all general elections held during those years? _____ If not, explain.

Have you served on any committees of the Supreme Court and/or Bar Association? _____ If yes, please list the name of the committee and the dates served.

List memberships and activities in professional organizations, including offices and/or positions held, and dates:

List memberships and activities in civic organizations, including offices and/or positions held, and dates:

Describe any personal interests you would like to bring to the Committee's attention.

E. HEALTH

Are you physically and mentally able to perform the essential duties of a judge in the court for which you are applying? _____ Please identify any accommodations you may need to perform the job:

F. CONDUCT AND ETHICS

Has a tax lien or other collection procedure ever been instituted against you by federal, state or local authorities? _____ If yes, please explain.

Have you filed your federal and state income tax returns for all years you were legally required to file them? _____ If no, please explain.

Have you paid all federal, state, and local taxes when due? _____ If no, please explain.

To your knowledge, has any formal charge of professional misconduct ever been filed against you? _____ If yes, indicate who charged you, what you were charged with, and how this situation was resolved.

Have you ever unlawfully used controlled substances, narcotics or dangerous drugs as defined by federal and state laws? _____ If yes, please explain.

Have you ever been reprimanded, demoted, disciplined, placed on probation, suspended, cautioned or terminated by an employer as a result of your alleged consumption of alcohol, prescription drugs, or illegal use of drugs? _____ If yes, explain the circumstances under which such action was taken, the name of any persons who took such action, and the background and resolution of such action.

Have you ever refused to submit to a test to determine whether you had consumed and were under the influence of alcohol or drugs? _____ If yes, indicate the date you were requested to submit to such a test, type of test requested, the name of the entity requesting that you submit to the test, the outcome of your refusal and the reason why you refused to submit to such a test.

Have you ever been charged with or been convicted of a felony or misdemeanor?
_____ If yes, indicate who charged you, what you were charged with, and how this
situation was resolved.

Has any court ever imposed sanctions against you for violation of any rule or procedure
or for any other professional impropriety? _____ If yes, please explain.

Have you ever violated a court order, including but not limited to an order, for payment of
child or spousal support? _____ If yes, please explain.

Have you ever been discharged or requested to resign in lieu of termination from any
position? _____ If yes, please explain.

Have you performed military service? _____ If yes, please indicate the date and type
of discharge.

G. REFERENCES

Please list the names, addresses and telephone numbers of any lawyers or judges who are familiar with your professional activities and would recommend you as qualified to serve as a judge.

Please list the names, addresses and telephone numbers of three persons who are not lawyers or judges that would recommend you as qualified to serve as a judge.

H. ADDITIONAL INFORMATION

Please include any further information relative to your candidacy, qualifications, skills, and/or abilities that you wish to forward to the La Paz County Committee on Special Judicial Officer Appointments to assist them in evaluating your application. Please attach a cover letter explaining why you are seeking this position and a resume to this application form.

If you are appointed to serve as a special judicial officer, are you aware of any reason why you would be unable or unwilling to serve a full term? _____ If yes, please explain.

If you are appointed to serve as a special judicial officer, would you accept assignments outside your area of residence? _____ If no, please explain.

The undersigned hereby authorizes any Bar Association, reference, employer, credit reporting agency, business and professional associate or governmental agency to release to the La Paz County Committee on Special Judicial Officer Appointments and presiding judge any information requested in connection with the processing of my request for consideration as a special judicial officer. I understand the fact I have applied is not confidential and the information provided may be verified. All statements made in this application are true and correct to the best of my knowledge. Submission of this application expresses my willingness to accept appointment to the judicial position applied for in this application if made by the presiding judge of the La Paz County court system.

SIGNATURE

Date

AUTHORIZATION FOR BACKGROUND CHECK

The La Paz County Court System may check credit, criminal and disciplinary records of applicants. I hereby authorize the presiding judge or designee to conduct credit, criminal background and disciplinary records investigations as part of the application process for judicial appointment.

Name: _____

Address: _____

FAX Number: _____

Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

State Bar Number: _____

Signed this _____ day of _____, 2001.

SIGNATURE OF APPLICANT

STATE OF ARIZONA)
) ss,
County of La Paz)

Subscribed to before me this _____ day of _____, 2001.

Notary Public

(Seal)