

**APPLICATION FORM COVER SHEET FOR MOHAVE COUNTY  
SPECIAL JUDICIAL OFFICER APPOINTMENTS**

This application form is intended to assess a person's qualifications for a special judicial officer position and must be completed by the applicant for any such position in the Mohave County Court System. Applicants shall answer all questions on this application form completely and honestly to the best of their ability to be considered for appointment.

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**PLEASE FORWARD THE COMPLETED AND SIGNED APPLICATION  
FORM TO:**

**Human Resource Office  
Superior Court in Mohave County  
P.O. Box 7000  
Kingman, Arizona 86402-7000**

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**NOTICE**

This original application and other supplemental information which you submit for a special judicial officer position will be retained in the Human Resource Office of the Superior Court in Mohave County and maintained as required by law or as otherwise directed by the Presiding Judge.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Mohave County Court System prohibits discrimination in any employment practice. As an equal employment opportunity and affirmative action employer, the Mohave County Court System recognizes the responsibility to extend equal employment to all persons.



List the addresses of all your places of residence and dates during the last ten (10) years.

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**B. Education Background**

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

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List major and minor fields of study and extracurricular activities.

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List scholarships, awards, honors, citations, and other factors (e.g., employment) you consider relevant to your performance during college and/or law school. \_\_\_\_\_

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**C. Professional Background and Experience**

Are you a member of the Arizona State Bar Association?  Yes  No

If yes, indicate when you were admitted to practice law in Arizona: \_\_\_\_\_

Are you a member of a Bar Association in another State?  Yes  No

If yes, please list all other Bar memberships and dates admitted to practice law.

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Have you ever been involved in any disciplinary action, suspended from practice, or denied admission to or disbarred from the practice of law in any state?  Yes  No

If yes, explain: \_\_\_\_\_

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Are you actively engaged in the practice of law at the current time?  Yes  No

If yes, list the names of your current law partners and associates. \_\_\_\_\_

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



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

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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. \_\_\_\_\_

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Do you intend to resign from your current position if you are appointed to this position?

Yes    No    If no, please give reasons: \_\_\_\_\_

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Have you ever been sued by a client or been a party to a lawsuit?    Yes    No  
If yes, please explain: \_\_\_\_\_

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**D. Training and Extracurricular Activities**

List any legal or non-legal books or articles you have published.

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List the continuing legal education you have taken in the past twelve (12) months.

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List any law courses you have served as faculty or lectured in at Supreme Court and/or bar association conferences, law school forums, and/or continuing legal education programs.

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

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Are you a registered voter in Arizona?  Yes  No  
If yes, how long have you been registered to vote? \_\_\_\_\_  
Have you voted in all general elections held during those years?      Yes      No  
If not, explain: \_\_\_\_\_

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List the names and dates of any Supreme Court and/or bar association committees on which you have served.

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

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

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Describe any personal interests you would like to bring to the Committee's attention: \_\_\_\_\_

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Are you able to perform the essential duties of a judge in the court(s) for which you are applying with or without reasonable accommodation?     Yes     No

**E. Conduct and Ethics**

Has a tax lien or other collection procedure ever been instituted against you by federal, state or local authorities?     Yes     No

If yes, please explain. \_\_\_\_\_

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Have you filed your federal and state income tax returns for all years you were legally required to file them?  Yes  No

If not, please explain. \_\_\_\_\_

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Have you paid all federal, state and local taxes when due?  Yes  No

If not, please explain. \_\_\_\_\_

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To your knowledge, has any formal charge of professional misconduct ever been filed against you?  Yes  No

If yes, indicate who charged you, what you were charged with, and how this situation was resolved: \_\_\_\_\_

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Have you ever unlawfully used controlled substances, narcotics or dangerous drugs as defined by federal and state laws?  Yes  No

If yes, please explain \_\_\_\_\_

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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?  Yes  No

If yes, explain the circumstances under which such action was taken, the name(s) of any persons who took such action, and the background and resolution of such action: \_\_\_\_\_

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Have you ever refused to submit to a test to determine whether you had consumed and/or were under the influence of alcohol or drugs?  Yes  No

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: \_\_\_\_\_

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Have you ever been charged with or been convicted of a felony, misdemeanor, or violation of the Uniform Code of Military Justice?  Yes  No

If yes, indicate who charged you, what you were charged with, and how this situation was resolved: \_\_\_\_\_

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Has any court ever imposed sanctions against you for violation of any rule or procedure or for any other professional impropriety?  Yes  No If yes, please explain: \_\_\_\_\_

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Have you ever violated a court order including but not limited to an order for payment of child or spousal support?  Yes  No

If yes, please explain: \_\_\_\_\_

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Have you ever been fired or requested to resign in lieu of termination for any position?

Yes  No If yes, please explain: \_\_\_\_\_

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Have any of your current or former co-workers, subordinates, supervisors, customers or clients ever filed a complaint or accusation of misconduct against you with any regulatory or investigatory agency, or with your employer?      Yes      No  
If yes, state the date(s) of such accusations, the specific accusation(s) made, and the background and resolution of such action(s).

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Have you performed military service?      Yes      No  
If yes, please indicate the dates, branch, and type of discharge: \_\_\_\_\_

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**F.      References**

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

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Please list the names, addresses, telephone numbers and, if available, e-mail addresses of three (3) persons who are not lawyers or judges who would recommend you as qualified to serve as a judge.

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**G. Additional Information**

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

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Mohave County Superior Court has courthouse locations in Kingman, Bullhead City, and Lake Havasu City. If selected, you may be assigned to one or a combination of these locations. Is there any reason you would be unable to travel to a courthouse as assigned during your time of appointment?  Yes  No If no, please explain.

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The undersigned hereby authorizes any bar association, reference, employer, educational institution, credit reporting agency, business and professional associate, or governmental agency to release to the Mohave County Committee on Special Judicial Officer Appointments and Presiding Judge or designee any information requested in connection with the processing of my request for consideration as a special judicial officer. I understand that the fact I have applied is not confidential and the information provided may be verified. By submitting this application, I agree that the Court may publish my name to solicit public comment. All statements 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 Mohave County Superior Court.

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Applicant Signature

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Date

**AUTHORIZATION FOR BACKGROUND CHECK**

The Mohave County Court System may check credit, criminal, educational, employment and disciplinary records of applicants. I hereby authorize the Presiding Judge or designee to conduct credit, criminal background, educational, employment 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 \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

State of Arizona     )  
                                  )ss.  
County of Mohave    )

Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**SUPERIOR COURT IN MOHAVE COUNTY  
APPLICANT SURVEY INFORMATION FORM**

*Thank you for your interest in employment with the Mohave County Superior Court System! The Superior Court in Mohave County is an Equal Opportunity Employer. The information solicited on this page is being compiled to comply with applicable federal and state regulations for statistical purposes. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is confidential and will be kept separate from your employment application. You will not be subject to any adverse action for not responding to this form.*

**PLEASE COMPLETE ONLY ONE (1) COPY OF THE APPLICANT SURVEY AND ATTACH TO THE ORIGINAL APPLICATION.**

<b>Equal Employment Opportunity Information</b>	
<i>In order to study our recruitment methods for fairness and effectiveness and to comply with Federal guidelines, we request the following information.</i>	
<b>AGE:</b> Over 40?	YES                      NO
<b>GENDER:</b>	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
<b>ETHNICITY:</b>	I choose to not self-identify at this time                      White (Not of Hispanic Origin)
	Black (Not of Hispanic Origin)                      Hispanic
	Asian or Pacific Islander                      American Indian or Alaskan Native
<b>Where did you first learn about this job?</b>	
Walk-in	<input type="checkbox"/> Newspaper (please specify) _____
Employee	<input type="checkbox"/> Professional Journal/Website (please specify) _____
DES Job Service	Internet
Other*	<input type="checkbox"/> other website (please specify) _____
	<a href="http://www.mohavecourts.az.gov">www.mohavecourts.az.gov</a>

**PLEASE COMPLETE ONLY ONE (1) COPY OF THE APPLICANT SURVEY AND ATTACH TO THE ORIGINAL APPLICATION.**