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|  | **Central New York**  **Women’s Bar Association**  **A Chapter of the Women’s Bar Association of the State of New York**  P.O. Box 408, Syracuse, NY 13201-0408 |

**CNYWBA JUDICIAL SCREENING APPLICATION**

**INSTRUCTIONS**

1. Application.

Thank you for your interest in being screened by and on behalf of the Central New York Women’s Bar Association. Our screening guidelines have two specific and concrete goals:

(1) to determine a candidate’s overall fitness for the position sought; **and**

(2) to determine a candidate’s contribution to the broader issues of gender and racial equality in the law.

In order to be screened by the Central New York Women’s Bar Association Judicial Screening Committee, you **must** return a completed application, with all questions answered, including a list of references; and certified signature page.

**Please note that all applications and interview discussions are strictly confidential.**

Applications may be typed or handwritten. Please attach additional pages if necessary.

1. Scoring.

A candidate shall be rated on two separate criteria, described below.

First, a candidate shall be rated on a scale of 0-5 in the following areas:

1. Judicial Temperament
2. Legal Ability and Experience
3. General Reputation, Character & Fitness
4. Diligence & Promptness
5. Impartiality, Freedom from Bias & Prejudice

Based on the average of these scores, each candidate will receive a rating:

**Not Qualified** An average below 2.5

**Qualified** An average of 2.5 or higher but below 4.25

**Highly Qualified** An average of 4.25 or higher

Additionally, a candidate will be rated on a scale of 0-5 in the following areas:

1. Active contribution(s) to the promotion of gender equality in the practice of law
2. Sensitivity to gender issues
3. Active contribution(s) to the promotion of racial equality in the practice of law
4. Sensitivity to racial issues

Any candidate who receives an average rating of 4.25 or higher on this specific criterion shall be considered **Commended**.

A candidate who is rated as “Not Qualified” cannot be considered “Commended.” A copy of the rating sheet is included with this packet.

1. Process.

All candidates who submit a full and complete application to the CNYWBA Judicial Screening Committee shall have an opportunity to be screened. Following deliberation and rating, the Committee shall notify the President of the CNYWBA Board of its determination on each candidate. After the Committee reports its recommendation to the President and the Board, the Board shall publish the results. Ratings shall not be published until such time as all appeals have been concluded. All candidates shall be advised of his or her rating in writing prior to publication by letter. Candidates are entitled to appeal a “not qualified” rating; candidates who receive said rating will be advised of the rating in writing prior to publication and the letter must specify the reasons for the “not qualified” rating, so that the candidate may formulate the basis for an appeal. If the candidate actually withdraws from the race and so notifies the Chair or the President, the Board will not publish that candidate’s rating. For purposes of publishing the results, a candidate will not be considered to have withdrawn from the race for judicial office sought if the candidate, or anyone on the candidate’s behalf, makes substantial effort to renew or continue the candidacy. More information is included in the enclosed Guidelines.

1. Prior Certification.

The CNYWBA’s Board of Directors final determination (inclusive of any determination on appeal or review) of a candidate for a specific office shall be limited to that office and shall remain effective for a period of two (2) years from the date of the final determination, unless information subsequently available to the Committee requires a reconsideration before the end of two (2) years. A candidate who fails to receive a rating of “Qualified” or better for a specific judicial office shall be eligible for reconsideration upon each subsequent vacancy in that specific office or any other judicial office. “Two years” as referenced herein shall extend to any election cycle associated with the calendar year in which the initial rating was received.

**CNYWBA JUDICIAL SCREENING COMMITTEE EVALUATION OF JUDICIAL CANDIDATES**

**RATING SHEET**

**CANDIDATE’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JUDICIAL POSITION SOUGHT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please rate the candidate in each of the following categories. Please note that ratings are to be on a scale of 0 to 5, using whole numbers only, with 5 being the highest rating.

**Not Qualified** An average below 2.5

**Qualified** An average of 2.5 or higher but below 4.25

**Highly Qualified** An average of 4.25 or higher

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|  | 1. Judicial Temperament |
|  | 1. Legal Ability and Experience |
|  | 1. General Reputation, Character & Fitness |
|  | 1. Diligence & Promptness |
|  | 1. Impartiality, Freedom from Bias & Prejudice |
|  | **AVERAGE** |

Please rate the candidate in each of the following categories. Please note that ratings are to be on a scale of 0 to 5, with 5 being the highest rating.

**Not Commended** An average below 4.25

**Commended** An average of 4.25 or higher

\_\_\_\_\_\_\_\_\_ a. Active contribution(s) to the promotion of gender equality in the practice of law

\_\_\_\_\_\_\_\_\_ b. Sensitivity to gender issues

\_\_\_\_\_\_\_\_\_ c. Active contribution(s) to the promotion of racial equality in the practice of law

\_\_\_\_\_\_\_\_\_ d. Sensitivity to racial issues

\_\_\_\_\_\_\_\_\_ **AVERAGE**

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**RATING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CNYWBA JUDICIAL SCREENING COMMITTEE**

**APPLICATION**

1. Please list the court(s) to which you are seeking appointment, election, or re-certification:
2. Background:

Name (Last, First, Middle Initial):

Business Address:

Home Address:

Telephone Number:

Date of Birth:

Place of Birth:

1. Education:

(please include all institutions attended)

Undergraduate College/University:

Dates of Attendance:

Degree:

Law School:

Dates of Attendance:

Degree:

1. Professional Background:

Year of Admission to Practice in New York:

Other States Admitted/Year(s) of Admission:

Court(s) before which you are admitted to practice and year(s) of admission:

List all other prior affiliations as an Attorney (include in your answer the Name of the Firm, Address, and Years of Affiliation):

Current Practice (include in your answer the Name of the Firm, Address, and Years of Affiliation, and Type of Practice):

List any relevant non-legal employment history (include in your answer dates of employment):

List any pertinent honors, prizes, awards, or other forms of recognition you have received:

1. Professional Practice:

If you currently practice law in association with others, please state the name of the association/firm, position(s) held, and duration of relationship:

State the nature of your experience in the law, including general areas of legal practice (i.e. corporate, contracts, torts, matrimonial):

State the percentage of your professional practice in the past ten (10) years that has involved litigation:

Please describe your law practice over the past ten (10) years.

Please describe your experience over the past ten (10) years involving litigation. Where possible, please include in your answer the following:

A breakdown of the percentage of time spent in Supreme/County/City/ Surrogate’s/Family/Federal/Administrative/Other Court

The amount of litigation involved in civil/criminal/administrative court

The extent to which you have tried jury trials to verdict and non-jury trials to verdict

Your role in cases tried to conclusion (i.e. chief counsel, sole counsel, and/or associate counsel)

The percentage of your representation of plaintiffs/defendants in civil matters

The percentage of your representation of plaintiffs/defendants in criminal matters

A breakdown of your representation of individuals, corporations/ businesses, insurance carriers, government, not-for-profits, or other

Describe your experience as an advocate in other forums (e.g. administrative hearings, arbitrations):

State the number of appeals in which you have participated, including in your answer: (1) the names of the Appellate Court(s); (2) the number of appeals briefed; (3) the number of appeals argued; and (4) a general description of the experience litigating an appeal:

State whether you have ever served as an arbitrator. If so, identify the forum in which you served and whether you were paid or served voluntarily:

State whether you have ever held any judicial, quasi-judicial, or other public office, elected or appointed. Include in your answer the following: (1) position(s) held; (2) dates position(s) held; and (3) whether you were appointed or elected:

1. Ethics and Fitness:

Have you ever been the subject of a complaint charging you with a breach of ethics or with unprofessional or illegal conduct made by, or made to, any court, administrative body, bar association, disciplinary committee, or other professional group? Please answer “yes” or “no.”

If your answer is “yes,” please state the nature of the complaint, when it occurred, the person or panel that reviewed the complaint, and the outcome. Include in your answer the names of relevant parties and your permission for us to review the complaint and the outcome, including but not limited to interviewing the parties.

Have you ever plead guilty to a crime or been convicted of a crime in any capacity? Please answer “yes” or “no.”

If your answer is “yes,” please explain the charge(s), the date of the offense and the date of the charge(s), and the outcome. Include in your answer the names of relevant parties and your permission for us to review the matter, including but not limited to interviewing the parties.

Have you ever been a party to a civil proceeding? Please answer “yes” or “no.”

If your answer is “yes,” please state the nature of the proceeding, the date of the alleged offense and the date of the civil proceeding, and the outcome. Include in your answer the names of relevant parties and your permission for us to review the matter, including but not limited to interviewing the parties.

Have you ever filed a petition in bankruptcy or had such a petition filed against you? If so, please provide details.

Have you ever had a judgment taken or a lien(s) filed against you? If so, provide details, including whether said judgment or lien has been satisfied.

1. Professional Memberships and Activities:

List all organizations or clubs of which you are a member, including civic, public service, social, fraternal, community, charitable, political, professional, and special interest organizations. Please include in your answer the dates of membership and note any position(s) held:

List all Bar Association(s) and professional societies of which you are a member. Please include in your answer the dates of membership and note any position(s) held:

Please describe any *pro bono* work/services you have provided, including any representation of minority clients and/or as assigned counsel:

If you are an owner, officer, or director of any business or organization or otherwise engaged in the management of a business, please furnish details:

1. Experience with Bias and the Promotion of Gender and Racial Equality:

In your experience as an attorney or judge, please describe any experiences you have had or observed involving issues of gender and/or racial bias:

Please describe your active contribution(s) to the promotion of gender and/or racial equality in the practice of law:

Please describe your intended efforts toward achieving gender and racial neutrality and or reinforcing sensitivity to gender and racial issues should you be elected to judicial office:

1. State any other information which you may regard as pertinent:
2. Please describe your reasons for seeking judicial office:

**REFERENCES**

Please give the names, addresses, and telephone numbers of five (5) persons we may contact concerning your qualifications for judicial office, as follows:

* 1 character reference; AND
* 2 attorneys who appear before you (if you are a sitting judge); OR
* 2 attorneys who have been opposing counsel in matters before the court in the past five (5) years (if you are not a sitting judge); AND
* 2 professional references

Character Reference:

Name:

Address:

Telephone Number:

Email Address:

Attorney References:

Name:

Address:

Telephone Number:

Email Address:

Name:

Address:

Telephone Number:

Email Address:

Professional References:

Name:

Address:

Telephone Number:

Email Address:

Name:

Address:

Telephone Number:

Email Address:

**CERTIFICATION**

I hereby certify that the information provided herein is true, accurate, and complete, to the best of my information, knowledge, and ability.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sworn to before me on this

\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public