

TULSA COUNTY DISTRICT COURT

INSTRUCTIONS FOR SUBMISSION OF SPECIAL JUDGE APPLICATION

READ THESE INSTRUCTIONS CAREFULLY

FAILURE TO FOLLOW THESE INSTRUCTIONS OR FAILURE TO ANSWER ANY OF THE QUESTIONS CONTAINED IN THIS APPLICATION OR THE SUPPLEMENTAL QUESTIONNAIRE MAY RESULT IN REJECTION OF THE APPLICATION.

1. Complete all information required by the application. Submit an original and 25 copies of your application. Mailing or hand delivery of the completed application is required. **No application will be accepted electronically.**
2. The application should contain your original signature pages. Copies of the signed pages should be attached to each of the additional (25) copies of the application.
3. A recent photograph should be attached to all copies of the application on Page 3 ONLY where indicated.
4. If you need additional space for answers, please attach addendum pages directly behind the question to which you are responding.
5. Submit your application stapled. DO NOT BIND IN A PERMANENT MANNER.
6. Limit letters of recommendations to five (5) or fewer. These letters should be included with your application. Attach a copy to each copy of your application.
7. **WHILE NOT IMPROPER, PERSONAL CONTACTS BY APPLICANTS TO THE DISTRICT AND ASSOCIATE DISTRICT JUDGES ARE DISCOURAGED. QUESTIONS REGARDING ADMINISTRATIVE OR PROCEDURAL MATTERS MAY BE DIRECTED TO THE COURT ADMINISTRATOR, (918) 596-5400.**
8. **All applications must be received in the Court Administrator's office no later than 4:00 P.M. on Monday, April 22, 2019. (THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.)** Your application will remain on file to be considered for any positions for six (6) months.
9. Applications can be mailed or hand delivered to:

Vicki A. Cox, Court Administrator
Tulsa County District Court
500 S. Denver, Room 637
Tulsa, OK 74103

SPECIAL JUDGE APPLICATION

**14TH JUDICIAL DISTRICT
TULSA-PAWNEE COUNTIES
STATE OF OKLAHOMA**

Date of Application _____

Your Full Legal Name (Please Print)	Aliases/Former Names
Home Address	City, State, Zip
Work Address	City, State, Zip
Contact Phone Numbers (<u>Please list preferred contact number first.</u>) <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell :	Email Address
Date of Birth : Place of Birth:	Social Security Number: Driver's License Number:
Year you were admitted to practice in Oklahoma	OBA Number

Failure to answer accurately any of the questions contained in this Application and the Supplemental may result in rejection of the Application. Please attach additional sheets, if necessary.

GENERAL INFORMATION

1. Are You a United States Citizen? YES NO

Are you a registered voter in Oklahoma? YES NO

2. Spouse's Full Name: _____
(include maiden name where appropriate)

Spouse's Occupation: _____

3. Children's Names and Dates of Birth: _____

4. Have you ever plead guilty or no contest to or been convicted of any criminal offense other than for minor traffic violations?

YES NO If YES, please attach a separate sheet and provide full details.

5. Have any disciplinary proceedings for unprofessional, unethical or dishonest conduct been commenced against you by any bar association or governing body for attorneys? (You should not disclose the mere filing of a complaint which did not result in the institution of proceedings.)

YES NO If YES, please attach a separate sheet and provide full details.

6. Have you ever been dismissed from employment as a result of unethical or dishonest conduct?

YES NO If YES, please attach a separate sheet and provide full details.

7. Describe the type of law practice or judicial experience in which you have been involved for the past five years.

8. What percentage of your work has been devoted to:

Active civil litigation? _____ Active criminal litigation? _____

Other? _____

Number of cases tried to verdict: Criminal? _____ Civil? _____

Number of: Bench Trials _____ Jury Trials _____

9. List all legally related teaching, lecturing, writing, research, or bar committee work.

10. List social and community activities.

11. To your knowledge, are there any circumstances in your professional, educational or personal life that create a substantial question as to your qualifications to serve in this position or which might interfere with your ability to serve?

YES NO If YES, please attach a separate sheet and provide full details.

12. Have you timely (including allowed extensions) filed your State and Federal Tax Returns for the last Five years? YES NO If NO, please attach a separate sheet and provide full details.

13. Please attach your resume, law school transcript, and a recent photograph (attach photograph below where indicated).

14. Please attach a statement regarding what you believe are the most important qualities for a Special Judge.

I state under penalty of perjury under the laws of Oklahoma, I am an applicant for Special Judge for Tulsa County, Tulsa, Oklahoma and I have read the questions in the

foregoing application and the supplemental questionnaire and have answered them truthfully and fully. I further authorize The Oklahoma and Tulsa Bar Associations, the Bar Association of any County of which I now or have ever been a member, and any of the committees of those associations, education and other institutions, my references, employers, business and professional associations, all governmental agencies or instrumentalities and consumer credit reporting agencies to release to the District Judges of Tulsa County, files, records, or credit reports requested by the judges and the committee upon the presentation of this application.

Date and Place

Applicant Signature

Please attach a recent photograph here:

Please return the completed application, along with any attachments and required documents to:

**Vicki A. Cox
Court Administrator
Tulsa County Courthouse
500 S. Denver, 6th Fl.
Tulsa, OK 74103**

The Tulsa County District Court adheres to the concepts of Affirmative Action and Equal Employment. Applications will be considered without regard to race, sex, age, color, religion, national origin or physical handicap.

SUPPLEMENTAL QUESTIONNAIRE

If you answer "yes" to any of these questions, please explain fully on a separate page.

1. Have you ever filed for or received Worker's Compensation for an on-the-job injury? YES NO
2. Have you ever filed for or received unemployment compensation? YES NO
3. Have you ever had any extended work absences for reasons other than earned vacations? YES NO
4. Have you ever been suspended, fired or asked to resign from any employment? YES NO
5. Have you ever been rejected during a probationary period from any employment? YES NO
6. Have you ever resigned from any position or employment under pressure or unfavorable circumstances? YES NO
7. Have you ever been investigated by an employer or supervisor for improper conduct, illegal activities, sexual harassment or equal employment violations? YES NO
8. Have you ever been disciplined by an employer or supervisor for any reason? YES NO
9. Have you ever held employment under a different name? YES NO
10. Did you comply with the draft registration law? YES NO

If you were in the military, please complete questions 11-14. If not, skip to question 15.

11. Were you ever investigated or accused of any criminal activity while in the military or military reserves? YES NO
12. Have you ever received a reduction in a pay grade or been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? YES NO
13. Did you receive an honorable discharge? YES NO
14. Are you eligible to re-enlist? YES NO

15. Are you now, or have you ever been involved as a plaintiff, petitioner, respondent, or defendant, or pled Nolo Contendere, in any civil court action including divorce? YES NO
16. Have you ever had any bar complaints filed against you? YES NO
17. Have you ever filed for or been the subject of a Restraining Order or Protective Order? YES NO
18. Have you ever had your license to practice law suspended for failure to pay bar dues, failure to complete continuing legal education requirements or for any other reason? YES NO
19. Have you ever been arrested for or convicted of any felony or misdemeanor? YES NO
20. Have you ever been questioned or detained as a suspect of a crime? YES NO
21. Have you ever been placed on court probation as an adult? YES NO
22. Have you ever witnessed a crime? YES NO
23. Have you ever filed for or declared bankruptcy? YES NO
24. Have you ever been delinquent in the payment of income or other taxes? YES NO
25. Have you ever had your wages attached or garnished? YES NO
26. Have you ever had any bills, accounts, or loans (including student loans) turned over to a collection agency? YES NO
27. Have you ever been delinquent on child support or alimony payments? YES NO
28. Have you ever been under the care of a psychiatrist, psychologist or other qualified counselor? YES NO
29. Have you ever abused prescription drugs, alcohol or illegal drugs (including marijuana)? YES NO
30. Have you been a participant in a drug or alcohol counseling or rehabilitation program? YES NO
31. Have you ever been refused a driver's license, had one revoked, suspended or placed on probation? YES NO

32. Have you ever had any other type of license revoked or suspended?
 YES NO
33. Have you ever been the owner, part owner, office holder or investor in a business that could or did involve a conflict of interest complaint or allegation? YES NO
34. Have you ever been the owner, part owner, office holder or investor in a business that is or has been the subject of a better business complaint?
 YES NO
35. Are there or have there ever been any aspects of your personal life that could be used to try to coerce you? YES NO
36. Have you ever been a member in any organization whose current policies restrict membership on the basis of sex, race, color, religion or national origin? Does the organization include minorities? Are you or have you been an officer or policymaking official of the organization? As a member, officer or policymaking official, have you taken any steps to alter the official or covert restrictive admissions policies of the organizations? YES NO
37. Are you or have you ever been involved in any organization, which advocates the overthrow of the Government of the United States or the State of Oklahoma by force or violence or other unlawful means? YES NO
38. Are there any circumstances known to you that could have a bearing on your suitability for serving as a Judge? YES NO
39. Is there anything in your personal life which, if it became general public knowledge, would be personally embarrassing to you or to the Tulsa County District Court? YES NO
40. Do you have current job applications in progress in addition to this judicial vacancy? YES NO

I state under penalty of perjury under the laws of Oklahoma that I understand failure to provide complete and accurate answers to the above questions may result in immediate disqualification.

Date and Place

Applicant Signature