

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 4:30 P.M. on Tuesday, November 13, 2018. (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