NOTICE TO ALL APPLICANTS FOR A PER DIEM JUDGE POSITION

FACTORS AFFECTING QUALIFICATION

The Commission on Judicial Conduct has indicated in a formal opinion that any per diem judge **and** their partners/associates may not practice in the court to which the per diem judge is assigned. Further, pursuant to the Hawai'i State Constitution, government employees (federal, state, or county) are disqualified from serving as per diem judges. Additionally, once appointed, per diem judges are prohibited from holding other public positions for profit (*e.g.*, teaching at the Richardson School of Law).

- 1. In order to serve as a per diem judge, the applicant must be an attorney who has been licensed to practice law in all the courts of the State for at least five years and must be on "active status" with the Hawai'i State Bar Association (HSBA). Applicants who are on "inactive status" with the HSBA need not activate their license in order to apply for a per diem judge position, but, if appointed, will be required to activate their license prior to taking the oath of office and must keep their license active during the entire duration of their term of office.
- 2. All applicants have a continuing duty to notify the Chief Justice of any material changes to the answers provided in their application.
- 3. Any applicant who wishes to withdraw his or her name from consideration for a per diem judge position is requested to do so in writing to the Chief Justice.
- 4. For First Judicial Circuit applicants: Initial screening interviews of applicants by the Committee to Evaluate Qualifications of Per Diem Judges, appointed by the Chief Justice [hereinafter, the Screening Committee], may be conducted in small groups. Thereafter, follow-up interviews may be conducted on an individual basis.
- 5. Although recruitment for per diem judge positions is done on a continual basis throughout the year (with applications being kept on file until the need for more per diem judges arises), the Judiciary, from time to time, requests the HSBA to place a notice in its Bar Journal, announcing a call for interested persons to submit a per diem judge application. All applicants are advised to routinely check the Hawai'i Bar Journal for such announcements inasmuch as it will require those who have already submitted an application to the Screening Committee to submit a letter to the committee, indicating his or her interest in being considered for the recruitment being announced in the Bar Journal.
- 6. All applicants are advised that the Chief Justice may invite public comment regarding the character and qualification of applicants being considered for appointment.

Date of Application:	NAME:	
		(Last name, First name)

APPLICATION FOR PER DIEM JUDGE POSITION

State of Hawai'i Judiciary

Applying for:

(check one or both)

- ☐ District
- ☐ District Family

GENERAL INSTRUCTIONS

- 1. Please type all answers.
- 2. Please sign all authorization forms and return with the application.
- 3. Please attach a current resume to your application.
- 4. Submit original and three (3) copies as instructed in the cover letter, or the notice published in the *Hawai'i Bar Journal*.
- 5. Submit one (1) copy to the Chief Justice.
- 6. If additional space is needed to answer a question completely, please answer "see attached sheet" in the space provided and answer the question on a separate page. Please copy the question number and the question itself at the top of the page immediately preceding your answer.

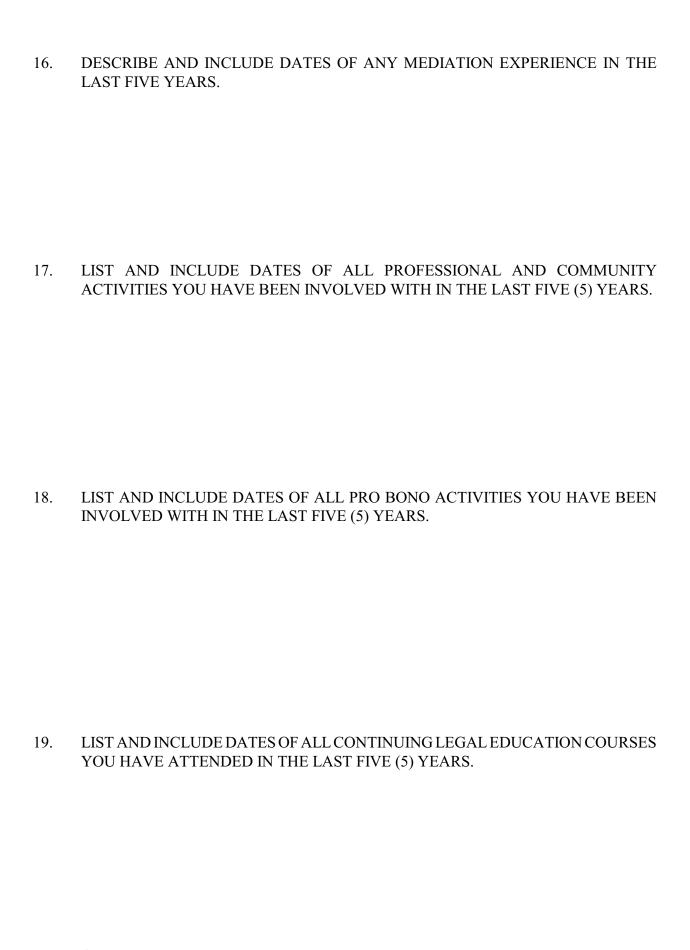
Note: Your application will be deemed <u>incomplete</u> if you fail to provide all of the required attachments/reports to your application; incomplete applications will not be considered.

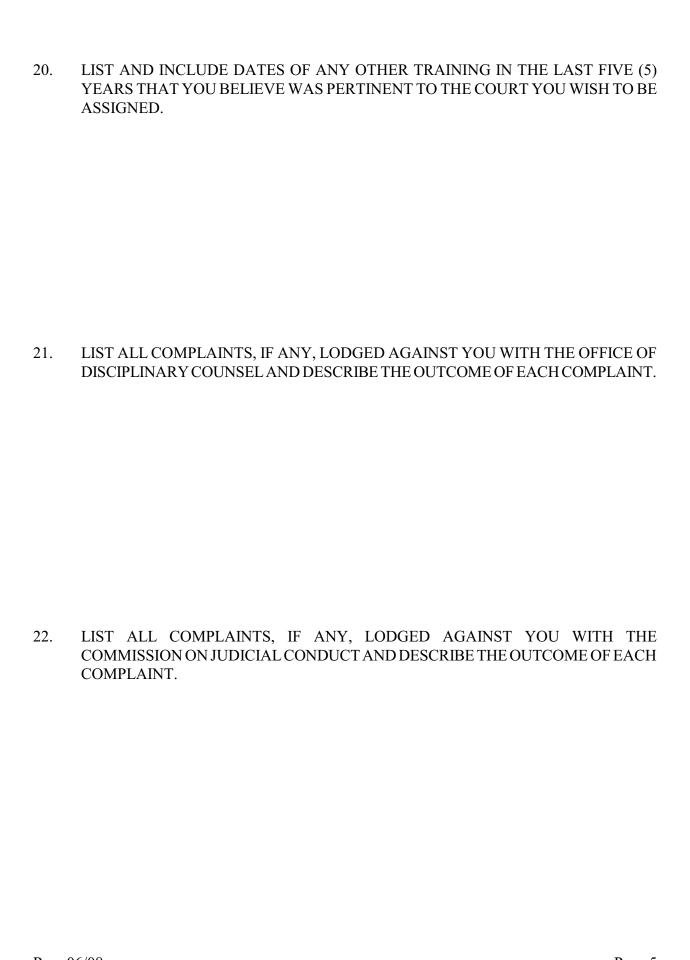
FULL NAME:			
SSN:	DRIVER'S LICENSE:		
DATE OF BIRTH:		(if different	from SSN)
RESIDENCE ADDRESS:			
BUSINESS ADDRESS:			
	SSN: DATE OF BIRTH: RESIDENCE ADDRESS:	SSN: DRIVER'S LICENSE: DATE OF BIRTH: RESIDENCE ADDRESS: BUSINESS ADDRESS:	SSN: DRIVER'S LICENSE: (if different DATE OF BIRTH: RESIDENCE ADDRESS:

5.	E-MAIL ADDRESS	S: ¹	
6.	TELEPHONE:	Home:Cellular:	Work: Pager:
7.	POSITIONS/JOBS	HELD IN THE LAST FIVE (5) YEARS (include dates):
8.		TDE DATES OF ALL PREV ding clerkships, internships, an	TOUS POSITIONS HELD WITH THE nd volunteer work).
9.		UNIVERSITY. (If you left an	E, AND DEGREES RECEIVED FROM institution without receiving a degree
10.	ARE YOU A UNIT	ED STATES CITIZEN?	

¹ <u>NOTE</u>: The Screening Committee prefers electronic communication when appropriate. By providing an e-mail address, you are warranting that it is a current address and monitored frequently.

11.	ARE YOU A RESIDENT OF HAWAI'I?
12.	WHEN DID YOU BECOME A RESIDENT OF HAWAI'I?
13.	LIST THE NAMES AND DATES OF LICENSURE FOR ALL COURTS IN WHICH YOU HAVE BEEN ADMITTED TO PRACTICE. (Give the same information for administrative bodies that require special admission to practice.)
14.	DESCRIBE YOUR LAW PRACTICE DURING THE PAST FIVE (5) YEARS, INCLUDING A DESCRIPTION OF THE GENERAL CHARACTER OF YOUR PRACTICE, TYPICAL CLIENTS OR FORMER CLIENTS, AND THE AREAS, IF ANY, IN WHICH YOU HAVE SPECIALIZED.
15.	WITH RESPECT TO THE LAST FIVE YEARS OF PRACTICE, DESCRIBE THE FREQUENCY OF YOUR APPEARANCES IN COURT. IF YOU LITIGATE, INCLUDE THE NUMBER, CASE TYPE, AND WHETHER JURY OR NON-JURY TRIAL.





23. HAVE YOU EVER BEEN ISSUED ANY OF THE FOLLOWING WITHIN THE LAST TEN (10) YEARS: (a) TRAFFIC SUMMONS OR CITATIONS (does not apply to traffic violations where the fine was \$50.00 or less); (b) NOTICE OF ADMINISTRATIVE REVOCATION; (c) SUMMONS TO APPEAR BEFORE LAW ENFORCEMENT AND/OR GRAND JURY? IF YES, PLEASE LIST BY DATE AND EXPLAIN IN DETAIL.

24. HAVE YOU BEEN ARRESTED WITHIN THE LAST TEN (10) YEARS? IF YES, PLEASE LIST BY DATE, SPECIFY THE OFFENSE, AND EXPLAIN CIRCUMSTANCES IN DETAIL.

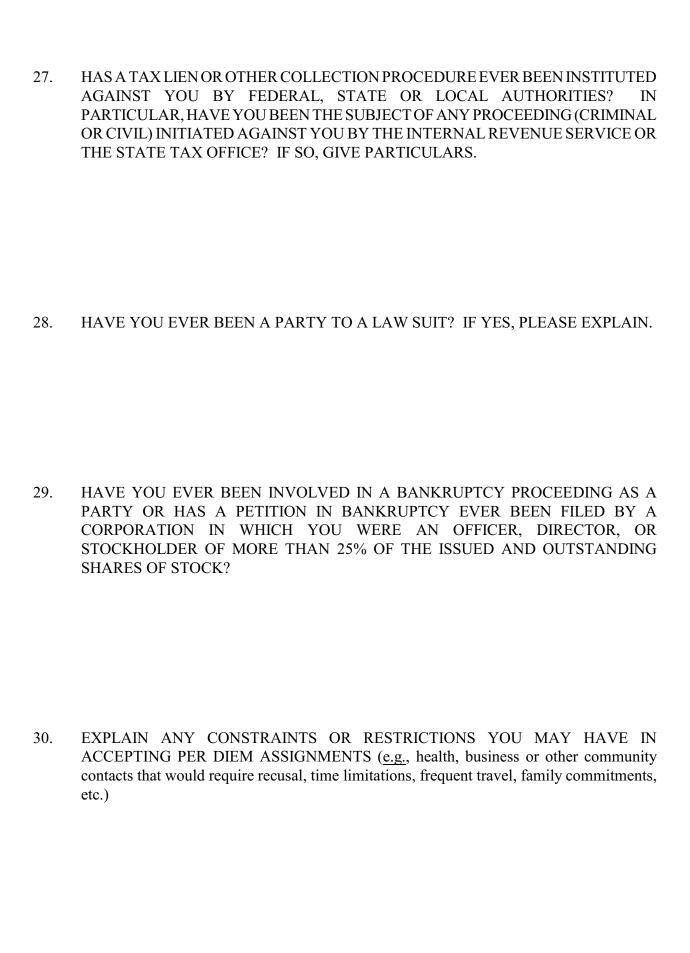
25.	DO	YOU	HAVE	ANY	OF '	THE	FOLL	OWING:

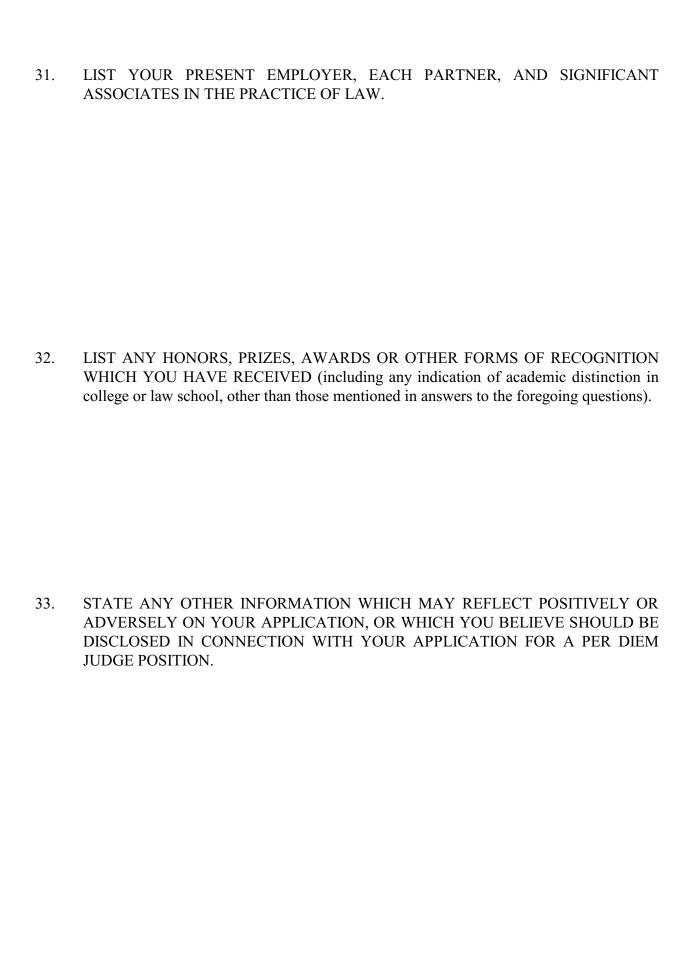
a.	ANY <u>PE</u>	NDIN(\mathbf{G} Cr	RIMINAL	VIOLATI	ON(S)	OR	CHAR	GE(S)?	IF	YES
	PLEASE	LIST	BY	DATE,	SPECIFY	THE	OFF	ENSE,	AND	EXP	LAIN
	CIRCUM	STANO	CES I	N DETA	Π.						

b. ANY <u>PENDING</u> TRAFFIC OR OTHER VIOLATION(S), INFRACTION(S) OR CHARGE(S) (does not apply to traffic violations where the fine was \$50.00 or less)? IF YES, PLEASE LIST BY DATE, SPECIFY THE VIOLATION, INFRACTION, OR CHARGE, AND EXPLAIN CIRCUMSTANCES IN DETAIL.

- 26. HAVE YOU EVER BEEN ADJUDICATED OR CONVICTED OF ANY OF THE FOLLOWING:
 - a. ANY CRIMINAL VIOLATION(S) OR CHARGE(S)?

b. ANY TRAFFIC VIOLATION(S), INFRACTION(S), OR CHARGE(S) (does not apply to traffic violations where the fine was \$50.00 or less)?





34.	CAN PRACTICE	E IN YOUR ASS	SIGNED	COURT	, NEITHER YOU NOR YOUR FIRM C. SHOULD YOU BE SELECTED AS
	A PER DIEM JU YOURSELF/ITS	*			AND YOUR FIRM NEED TO DIVEST
35.	LIST THREE RE	FERENCES i	nclude a	ddresses	and telephone numbers.
	Date				Signature
STAT	ΓΕ OF HAWAI'I)	ss.	
	On this	day of			, 20, before me personally
applice the ar	cant] and acknowled nswers and response	lged that applicar s set forth in the	nt execut applicati	ed it as ap ion and is	, known to me to be the person on for Per Diem Position [hereinafter, oplicant's free act and deed, and has read a ware of the contents of each question est of applicant's knowledge and belief.
			Nota	ry Public	e, State of Hawai'i
			Мус	commissi	ion expires:

WAIVER, AUTHORIZATION, AND RELEASE

I am an applicant for judicial office. This Waiver, Authorization, and Release form is being executed to assist the Committee to Evaluate Per Diem Judge Applicants (the Committee) in obtaining information and evaluating my application for a per diem judge position.

I hereby waive any law, rule, regulation, or legal principle limiting disclosure or prescribing confidentiality of, or limiting access to, information that is deemed relevant to evaluate my application by the Committee.

Further, I authorize anyone having access, custody, or control of any information pertaining to me to furnish all information deemed by the Committee to be relevant in their evaluation of my application including, without limitation, information from the Office of Disciplinary Counsel, State Ethics Commission, Commission on Judicial Conduct, State Department of Taxation, and credit reporting agencies, Criminal Justice Data Center, Honolulu Police Department, any local, state and/o federal criminal and/or other law enforcement records system, including the state and federal sex offender registries and any criminal history records.

By this waiver, I further release and discharge the Committee, its individual members, their agents and representatives, and any other person furnishing documents, information, data, and records to the Committee from any and all liability of every nature and kind arising out of, relating to, or connected with the furnishing of said documents, information, data, and records.

Additionally, I waive and release any rights that I have or may have in the future to the documents, records, information, or data gathered by the Committee and contained in the files and records of the Committee or any of its past, present, or future members.

DATED:	, Hawaiʻi,		·
	SIC	GNATURE	
	Тур	pe Name	
Subscribed and sworn to before me			
this day of, 20) <u>SS</u>	N	Date of Birth
Notary Public, State of Hawai'i			
My commission expires:			

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DATED:	_, Hawaiʻi,		·
		SIGNATURE	
	-	Type Name	
Subscribed and sworn to before me			
this day of	•	SSN	Date of Birth
Notary Public, State of Hawai'i			
Notary Fublic, State of Hawai i			
My commission expires:			

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DATED:	_, Hawaiʻi,		·
		SIGNATURE	
	-	Type Name	
Subscribed and sworn to before me			
this day of	•	SSN	Date of Birth
Notary Public, State of Hawai'i			
Notary Fublic, State of Hawai i			
My commission expires:			

INSTRUCTIONS FOR PROVIDING A STATE TAX CLEARANCE

Attached is a copy of the State of Hawaii's Department of Taxation "Tax Clearance Application" form. Complete the application and submit it to the tax office as instructed on page 2 of the form. The form is available in "writable" format on the internet (*i.e.*, it may be filled- in online and printed) at: www.state.hi.us/tax.²

The form may be mailed, faxed, or submitted in person to the Department of Taxation. Be sure to allow sufficient time (4-6 weeks) for the tax office to respond to your request in order that you may attach a certified copy of the tax clearance to your application.

Upon receipt of the tax clearance, please attach the **certified copy** of the tax clearance to the original application form.

² Click on "Forms" in the left column; then select "Alphabetical List." The Tax Clearance Form is the first form (A-6) on the listing that appears.

AUTHORIZATION FOR CRIMINAL HISTORY RECORD CHECK

I hereby authorize the Committee to Evaluate Per Diem Judge Applicants to conduct a criminal history record check.

	Signature	Date
ナナナナナナ Please pro	vide the information l	below. ナナナナナナナ
FULL NAME:	Ti'	2618
Last	First	Middle
ADDRESS:Street		Sity/State Zipcode
Succi	C	nty/State Zipcouc
ANY ALIAS(ES)/FORMER NAME(S	S)/MAIDEN NAME: _	
SOCIAL SECURITY NUMBER:		SEX:
DATE OF BIRTH:		
DATE OF BIRTH.	ILACE OF BIK	
+++++++++	+ + + + + + + +	++++++++
FOR JU	UDICIARY USE ONI	L <u>Y</u>
RE: CRIMINAL HIS	TORY RECORD SEA	RCH RESULTS
☐ No conviction informa	ation found.	See attached report.
File	Search Completed By:	
Signature		Date

INSTRUCTIONS FOR PROVIDING A CREDIT REPORT

If you are a current subscriber to a credit reporting service, please attach a copy of a current credit report as instructed below.

If you are not a subscriber to a credit reporting service, a FREE, on-line credit report may be obtained by accessing **www.annualcreditreport.com**. This free service allows you to obtain a one free credit report per year. It also gives you the option of obtaining a credit report from three major credit report companies, *i.e.*, TransUnion, Experian, and Equifax. We request that you utilize **EXPERIAN**.

In submitting your **Experian Credit Report**, please follow the procedure below:

- 1. Place the report in an envelope;
- 2. Seal the envelope;
- 3. Put your name on the outside of the envelope; and
- 4. Attach the envelope to the ORIGINAL of your per diem application .

(You need not attach a credit report to the copies of your application.)

The envelope will be opened by the Chair of the Screening Committee and, in his or her discretion, shared with the Screening Committee members. The original will be forwarded to the Chief Justice. Your credit report will not be copied and, once it has been reviewed by the Chief Justice, will be shredded.