

JUDICIAL SELECTION COMMISSION  
STATE OF HAWAII  
JUDICIAL VACANCY REFERENCE FORM-2, FORM JS-P-080

**General Information and Instructions:**

The Commission thanks you for taking the time to fill out the reference form, and for your valued and significant contributions to the judicial selection process.

Through the Adobe Acrobat Reader Program, the form is available online through a fillable Portable Document Form (PDF) file. The form is sent to your computer as a temporary fillable form and does not allow you to save the information you entered. Filling out the form online does not send the information electronically to the Commission's office. You must therefore print out each page as you complete it, and sign the printed form.

Please mail [you are encouraged to use a standard 4 1/8" by 9 1/2" envelope] or deliver the original signed form (pages 1-3) by the due date to the Judicial Selection Commission, 417 South King Street, Honolulu, Hawai'i, 96813. You may fax the original signed form to (808) 538-5205. If you fax the form, you are not required to mail the original form to the Commission.

*All references received by the Commission are CONFIDENTIAL and reviewed only by the Commission members/staff.* The applicant does not review your reference. ***Please make a copy for your files.*** The Commission does not provide copies of the confidential reference form received to anyone outside of the Commission including those submitting the reference/evaluation, applicants, and the appointing authorities.

**INSTRUCTIONS FOR FILLING OUT A REFERENCE FORM:**

Click the **Highlight Existing Fields** button on the top right corner of the form to highlight the fields to enter your answers. Use the "Tab" key to advance to the next highlighted field or check box. Do not use the enter/return key, as these keys do not advance you to the next highlighted field or check box.

A scroll bar or black box with a plus sign display if your entry exceeds the number of character spaces allowed in each question. If you continue typing, the additional information will not print on the form. If you need more space, please attach a separate page setting out the question and your answer.

**WARNING:** If you exit or close the form or the Commission's website goes down and is temporarily unavailable, all the information you entered will not be saved and will be deleted. If you print each page as you complete the page, you will not have to reenter lost information. If the Commission's website is temporarily not available, please try the Commission's website later in the day or the next day.

Pursuant to the Commission's Rule 10, please consider the applicant's background, professional skills and character, and give consideration to the following qualities: integrity and moral courage; legal ability and experience; intelligence and wisdom; compassion and fairness; diligence and decisiveness; and judicial temperament.

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417 South King Street, Honolulu, Hawai‘i, 96813 / Fax: (808) 538-5205  
JUDICIAL VACANCY REFERENCE FORM-2

**PERSONAL AND CONFIDENTIAL:**

1. Name of Applicant:
  
2. Your Name:
  
3. Please identify yourself by occupation, address and phone number:
  
4. Does the Applicant possess specific legal or judicial skills and knowledge that are noteworthy? For instance, does the Applicant have noteworthy skills or knowledge as a mediator, arbitrator, writer, collaborator, leader or organizer of people, decision-maker, trainer, etc.; and if so, what are they?
  
5. What is your opinion of the Applicant’s judicial temperament? In other words, what is your opinion of the Applicant’s ability to make fair decisions in respectful judgment of others; and to comport himself/herself appropriately, without losing his/her composure or equilibrium even under fire?
  
6. What is your opinion of the Applicant’s reputation in the community as to honesty, trustworthiness, character, integrity, and citizenship? If your personal opinion differs from the Applicant’s reputation in the community, provide an explanation of why your opinion differs from the Applicant’s general reputation?



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**EVALUATION FORM:**

Applicant name:

1. Which of the following best describes the basis for your evaluation of this candidate?

- Direct Professional Experience [Note: this is limited to direct contact with the applicant’s professional work. This usually involves working with or opposing the candidate on a legal matter. (i.e., a case, arbitration, negotiation, etc.)]  
 Professional Reputation       Other Personal Contact       Insufficient knowledge to evaluate this candidate

2. If you checked “Direct Professional Experience,” which of the following best describes the amount of experience?

- Substantial and recent (within 5 years)       Moderate and recent       Limited

3. The Commission requests your absolute candor and fairness, and not necessarily your advocacy on behalf of the applicant. **The tendency to rate an applicant “excellent” or “poor” on every trait should be avoided** since each person has strengths and weaknesses. If you cannot rate the candidate on any one quality, you may leave it blank. Please rate the applicant/candidate on each of the following qualities that best represents your evaluation.

CATEGORIES:	1 - POOR	2 - DEFICIENT	3 - ACCEPTABLE	4 - GOOD	5 - EXCELLENT
PROFESSIONAL COMPETENCE/ LEGAL ABILITY	<input type="checkbox"/> lacking in legal knowledge and/or effectiveness	<input type="checkbox"/> below-average performance occasionally	<input type="checkbox"/> possesses sufficient legal knowledge and required skills	<input type="checkbox"/> above-average in legal knowledge and effectiveness	<input type="checkbox"/> meets your highest standards for knowledge and legal ability
INTEGRITY AND MORAL COURAGE	<input type="checkbox"/> unconcerned with propriety and/or appearance, or acts in violation of codes of professional conduct	<input type="checkbox"/> appears lacking in knowledge of codes of professional conduct and/or unconcerned with propriety or appearance at times	<input type="checkbox"/> follows codes of professional conduct, respects propriety and appearance of propriety at all times	<input type="checkbox"/> above-average in both; holds self to higher professional and ethical standards than most, makes courageous decisions	<input type="checkbox"/> outstanding integrity and highest standards of conduct; makes exceptionally courageous decisions in your experience
FAIRNESS	<input type="checkbox"/> often shows strong bias for or against some person or groups	<input type="checkbox"/> displays, verbally or otherwise, some bias for or against groups or persons	<input type="checkbox"/> free of substantial bias or prejudice towards groups or persons	<input type="checkbox"/> above-average ability to treat all persons and groups impartially	<input type="checkbox"/> outstanding fairness and impartiality to all groups
COMPASSION	<input type="checkbox"/> often lacks compassion, humility, or courtesy	<input type="checkbox"/> sometimes lacks compassion, humility, or courtesy	<input type="checkbox"/> possesses appropriate compassion, humility, and courtesy	<input type="checkbox"/> above-average compassion, humility, and courtesy	<input type="checkbox"/> outstanding compassion, humility, and courtesy in your experience
DILIGENCE & DECISIVENESS	<input type="checkbox"/> does not meet deadlines and/or avoids decision-making	<input type="checkbox"/> occasionally misses deadlines and shies away from hard decisions	<input type="checkbox"/> consistently meets deadlines, makes decisions as necessary	<input type="checkbox"/> above-average, a self-starter on decision-making, sets and meets own deadlines, makes hard decisions	<input type="checkbox"/> outstanding in planning ahead, a proven leader of peers, makes excellent strategic case decisions, always diligent