

**FAMILY COURT COMMISSIONER
FOR THE SIXTEENTH JUDICIAL CIRCUIT COURT
INSTRUCTIONS**

All candidates for the position of Family Court Commissioner for the Sixteenth Judicial Circuit Court of Jackson County, Missouri should observe the following instructions:

1. Complete the attached questionnaire and submit six (6) copies with no more than three (3) letters of reference attached to each, and completed City and County Tax Clearance Forms on or before 2:00 p.m. Friday, August 14, 2020 to:

Mary A. Marquez, Court Administrator
Jackson County Courthouse
415 East 12th Street, Suite 303, 3rd Floor
Kansas City, Missouri 64106

2. If the space allotted is not sufficient for your answer to any question, securely attach to the application form a separate sheet of paper, 8.5" x 11", front side only, containing the additional information.
3. No more than three (3) letters of endorsement will be considered as part of the nomination.
4. The Court Administrator must receive six (6) copies of the completed questionnaire, letters of reference, and completed Tax Clearance Forms on or before 2:00 p.m. Friday, August 14, 2020
5. Interviews will be conducted on Friday, September 4, 2020. You are required to contact Angela Lopez, Executive Administrative Assistant to the Court Administrator, on or after August 14, 2020 for your individual interview time. Ms. Lopez may be reached at (816) 881-3658.
6. The Family Court Commissioner Selection Committee is comprised of the following individuals:
 - Judge Patrick Campbell, Division 10, Chair
 - Judge David M. Byrn, Presiding Judge, Division 3
 - Judge J. Dale Youngs, Presiding Judge-Elect, Division 6, Ex-Officio
 - Judge Jalilah Otto, Administrative Judge, Division 15, Ex-Officio
 - Judge Mary Weir, Division 31
 - Judge Jennifer Phillips, Division 12
 - Judge Susan Long, Division 34
 - Commissioner Sherrill Rosen, Division 42
7. The Court will hold the questionnaires, letters of reference, and Tax Clearance Forms in confidence.

8. Please take note of Supreme Court Rules 10.31 and 10.32. These rules will be strictly followed in the selection process.

9. Additional tax form information:

*City Tax form can be obtain at City Hall, 414 E. 12th Street, KCMO, 25th Floor
City Clerk's Office.

*County Tax form has been included with the questionnaire packet. Complete and
email form to: Kschulze@jacksongov.org