

**DEPUTY PROBATE COURT COMMISSIONER
FOR THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI**

INSTRUCTIONS (AMENDED)

All candidates for the position of Deputy Probate Court Commissioner for the Circuit Court of Jackson County, Missouri should observe the following instructions:

1. Complete the attached questionnaire and submit two (2) 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, September 9, 2016, to:

Jeffrey A. Eisenbeis, 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. Interviews will be conducted at 12:00 P.M. on Monday, September 19, 2016 at 415 East 12th Street, 9th Floor (Court en Banc Room), Kansas City, Missouri 64106. You are required to contact Ms. Lisa Reynolds, Judicial Administrative Assistant to the Probate Judge, on or after September 9, 2016, for your individual interview time. Ms. Reynolds may be reached at (816) 881-3899.
4. A panel of five (5) members of the Jackson County Circuit Court En Banc has been selected by the Probate Judge to interview all applicants for the Deputy Probate Court Commissioner. The panel is comprised of the following members:

J. Dale Youngs, Judge, Division 6
Jennifer M. Phillips, Judge, Division 12
John Torrence, Presiding Judge - Elect, Division 14 (Chair)
Jalilah Otto, Judge, Division 26
Scott R. Manuel, Probate Commissioner

5. After the commission conducts the interviews, they will select three nominees from the applicant pool for the Probate Judge's consideration. Thereafter, the Probate Judge will personally interview the three nominees and from the three nominees, the Probate Judge will select the Deputy Probate Commissioner.
6. The Probate Judge and Court will hold the questionnaires, letters of reference, and Tax Clearance Forms in confidence.
7. Please take note of Supreme Court Rules 10.31 and 10.32.