

**MUNICIPAL COURT JUDGE VACANCY FOR DIVISION 202**  
**KANSAS CITY MUNICIPAL DIVISION**  
**16<sup>th</sup> Judicial Circuit of Missouri**

**INSTRUCTIONS**

All applicants for the position of Municipal Court Judge, Division 202, Kansas City Municipal Division, 16<sup>th</sup> Judicial Circuit of Missouri, should observe and comply with the following information and instructions pursuant to Kansas City Ordinance:

1. Applicants must submit a background check as part of your application. Applicants must complete a background check by Validity Screening Solutions at **least two weeks before submitting your completed application**. You will need to provide the company with any information and/or waiver needed to complete the background check. Validity Screening Solutions will send a copy of the results of the background check directly to the Presiding Judge who will distribute the background check to members of the Commission as deemed appropriate. **NOTE** that the background checks are due on the same date as the applications - therefore, it might be necessary for applicants to request the background check as soon as possible. **Any applications that do not include timely receipt by the Presiding Judge of the background check will not be considered by the Commission.**

(Related background instructions and forms are attached for your information.)

2. Complete the attached application and affidavit and submit the original plus five (5) copies, with copies of the three (3) letters of reference attached to each copy of the application, a current Tax Clearance Letter from the City of Kansas City, and **an additional copy of the application with your social security number, date of birth, and home address redacted** (this application with redacted information will be for appropriate public dissemination) on or before **4:00 PM September 10, 2019**, to the Office of the Court Administrator, 16<sup>th</sup> Judicial Circuit at its temporary physical address:

Kansas City, Missouri Municipal Judicial Nominating Commission  
c/o Mary A. Marquez  
Court Administrator, 16<sup>th</sup> Judicial Circuit  
Novel Building  
405 E. 13<sup>th</sup> Street, Fourth Floor, Suite 400A  
Kansas City, MO 64106

Note: Please attach transcripts from the colleges and universities you attended pursuant to question 12 of the Application.

3. If the space allotted is not sufficient for your answer to any question, securely attach to the application form separate sheets of paper, 8.5" x 11" (front side only) with your additional information.

4. The direct or indirect solicitation of letters of endorsement in excess of three (3) will not be considered a part of the application.

5. The application, letters of reference and tax clearance letter must be personally delivered to the Court Administrator's office on or before **Tuesday, September 10, 2019 at 4:00 PM.**
6. At the time of delivery Angela Lopez, Administrative Assistant to the Court Administrator, will collect the above listed documents and schedule an interview date and time. Ms. Lopez may be reached at (816) 881-3658 if you have any questions.
7. Please take note of Supreme Court Rule 10.31, Candidacy and Selection of Judges (see below). This rule will be strictly followed in the selection process.
8. You may contact commission members and request a meeting. However, any such meeting is at the discretion of the commission member.

**JUDICIAL MEMBER AND COMMISSION CHAIR:**

David M. Byrn, Presiding Judge, Jackson County Courthouse, (816) 881-3603  
415 East 12<sup>th</sup> Street, 5<sup>th</sup> Floor, Division 3, Kansas City, Missouri 64106

**LAWYER MEMBERS:**

John J. Hager, Attorney at Law	(816) 523-8400
Christopher Korth, Attorney at Law	(816) 471-1000

**LAY MEMBERS:**

Rosa M. James	(816) 923-2983
Vincent Ortega	(816) 719-8348

**Supreme Court Rule 10.31 - Candidacy and Selection of Judges**

The conduct of candidates for any judicial office to be filled pursuant to Sections 25(a)-(g) of Article V of the Constitution shall be governed by and be in accord with the applicable provisions of the Rules of Professional Conduct and Canons of Judicial Ethics. In particular the aspiration of lawyers for judicial position should be governed by an impartial estimate of their ability to add honor to the office and not by a desire for the distinction the position may bring to themselves. If a judge, or a person in an office of a judicial nature, becomes a candidate, he should refrain from all conduct that might tend to arouse reasonable suspicion that he is using the power or prestige of his judicial position to promote his candidacy. He should not permit others to do anything in behalf of his candidacy which would reasonably lead to such suspicion.

It is the duty of the Bar to endeavor to prevent partisan considerations, political or otherwise, from outweighing judicial fitness in the selection of judges. The Bar should protest earnestly and actively against the selection of those who are unsuitable for the Bench.  
(Adopted Feb. 1, 1972, eff. Sept. 1, 1972. Amended Sept. 30, 1985, eff. July 1, 1986.)

## **Attachment – Background check instructions and information**

As part of your application to the City of Kansas City Missouri Municipal Court, a comprehensive background check will be conducted through Validity Screening Solutions. The cost of the background check is \$300.

Please refer to the instructions below so that you may utilize Validity's online system to enter your personal information, electronically sign the necessary forms and pay for your background.

Please note, you will need the following information on hand before beginning the process:

- credential information (i.e. attorney license number)
- information regarding all degrees attained
- driver's license
- credit card to pay for background

Instructions for initiating a background check online through Validity Screening Solutions:

- To access Validity's online system, please click on the link below  
<https://www.ejobapp-validityscreening.com/p/KCMO>
- Click on "New User? Click Here" (top right)
- Set up a username & save
- An Account Activation email will be sent to you from Validity Screening Solutions (this may take several minutes and may go to spam or junk mail folder)
- Once you have received the email, click on the link provided to set up your password
- Upon setting up / changing your password, on the next screen click "Submit" to the right of "Background Screening Profile" to begin the process of submitting your information for a background screening.

Should you require technical assistance, you may contact a member of Validity's Client Care team at 913-322-5999 or [clientcare@validityscreening.com](mailto:clientcare@validityscreening.com).

Upon receiving your online submission, Validity will initiate the background. On average, these backgrounds take approximately 3-5 business days to complete, but may vary depending on the courts / agencies / educational institutions from which we are requesting information. Once the background check is complete, you will be notified via email and you may log in and retrieve a copy of the report for your records. Validity will send a copy of the completed report to the appropriate person within the Jackson County Court Administrators office.

Should you have further questions, you may contact Amy Benz, Director of Investigations at Validity Screening Solutions, at [abenz@validityscreening.com](mailto:abenz@validityscreening.com) or 913-322-5930.