

**MUNICIPAL COURT JUDGE VACANCY FOR DIVISION 208**  
**KANSAS CITY MUNICIPAL DIVISION**  
**16<sup>th</sup> Judicial Circuit of Missouri**

**INSTRUCTIONS**

All applicants for the position of Municipal Court Judge, Division 208, Kansas City Municipal Division, 16<sup>th</sup> Judicial Circuit of Missouri, should observe the following information and instructions pursuant to Kansas City Ordinance:

1. Applicants must request that a background check be completed by contacting Validity Screening Solutions at (913) 322-5930 at **least two weeks before submitting your completed application**. You will need to provide the company with any information and/or waiver it needs to complete the background check. Validity Screening Solutions will send a copy of the results of the background check directly to the members of the Commission. The background checks are due on the same date as the applications. (Related 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, 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** on or before **12:00 p.m., MONDAY, November 20, 2017**, to:

Kansas City, Missouri Municipal Judicial Nominating Commission  
c/o Mary A. Marquez, Court Administrator, 16<sup>th</sup> Judicial Circuit  
415 East 12<sup>th</sup> Street, 3<sup>rd</sup> Floor, Room 303  
Jackson County Courthouse  
Kansas City, Missouri 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 a separate sheet 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 **12:00 p.m. MONDAY, November 20, 2017**.
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:

John M. Torrence, Presiding Judge, Jackson County Courthouse, (816) 881-3614  
415 East 12<sup>th</sup> Street, 5<sup>th</sup> Floor, Division 14, Kansas City, Missouri 64106

LAWYER MEMBERS:

John J. Hager, Attorney at Law (816) 523-8400  
Christopher Korth, Attorney at Law (816) 474-0400

LAY MEMBERS:

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

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.)