

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

**INSTRUCTIONS**

All candidates for the position of 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. Tuesday, October 5, 2021 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 two (2) copies of the completed questionnaire, letters of reference, and completed Tax Clearance Forms before 2:00 p.m. Tuesday, October 5, 2021.
5. Interviews will be conducted on Wednesday, October 20, 2021 starting at 1:30 PM. You are required to contact Ms. Angela Lopez, Executive Administrative Assistant to the Court Administrator, on or after October 6, 2021 for your individual interview time. Ms. Lopez may be reached at (816) 881-1510.
6. The Probate Court Commissioner Selection Committee is comprised of the following members:  
  
J. Dale Youngs, Presiding Judge, Division 6  
Mark A. Styles, Jr., Judge, Division 19  
Jalilah Otto, Judge, Division 15  
Jerri J. Zhang, Judge, Division 3  
Susan E. Long, Judge, Division 34
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.