

**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, November 15, 2024 to:

Bev Newman, 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, November 15, 2024.
5. Interviews will be conducted on Friday, December 13, 2024. You are required to contact Myriam Paniagua, Law Clerk to the Honorable Jennifer M. Phillips, on or after December 4, 2024, for your individual interview time. Ms. Paniagua may be reached at (816) 435-5716.
6. The Family Court Commissioner Selection Committee is comprised of the following individuals:

Judge Jennifer M. Phillips, Division 12, Chair
Judge Jalilah Otto, Presiding Judge, Division 15
Judge Kevin D. Harrell, Presiding Judge-Elect, Division 18, Ex-Officio
Judge Kenneth R. Garrett, III, Division 2
Judge Mary F. Weir, Division 31
Judge Susan E. Long, Division 34
Commissioner Sherrill L. Rosen, Division 42
Commissioner Lisa Dubé, Division 43
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 RD-MCTC – Declaration of Tax Payments By Candidate, 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: Collections@Jacksongov.org