

**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 and submit the attached questionnaire with no more than three (3) letters of reference, the completed City and County Tax Clearance Forms on or before noon on Wednesday, May 31, 2023, to:

Beverly A. 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 one completed questionnaire, letters of reference, and completed Tax Clearance Forms on or before noon on Wednesday, May 31, 2023.
5. Interviews will be conducted on Friday, June 9, 2023, in Conference Room A at the Family Justice Center, 625 E. 26th Street, Kansas City, Missouri. You are required to contact Angela Lopez, Executive Administrative Assistant to the Court Administrator, on or after Friday, June 2, 2023, for your individual interview time. Ms. Lopez may be reached at (816) 881-3658.
6. The Family Court Commissioner Selection Committee is comprised of the following individuals:

Judge Kevin D. Harrell, Family Court Administrative Judge, Division 18, Chair  
Judge Jalilah Otto, Presiding Judge, Division 15, Ex-Officio  
Judge J. Dale Youngs, Division 6  
Judge Jennifer M. Phillips, Division 12  
Judge John M. Torrence, Division 14  
Judge Mary Weir, Division 31  
Commissioner Sherrill L. Rosen, Division 42

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.