

**MUNICIPAL COURT JUDGE VACANCY FOR DIVISIONS 204 and 205**  
**KANSAS CITY MUNICIPAL DIVISION**  
**16<sup>th</sup> Judicial Circuit of Jackson County, Missouri**

**INSTRUCTIONS**

All applicants for the position of Municipal Court Judge, Divisions 204 and 205, Kansas City Municipal Division, 16th Judicial Circuit of Jackson County, 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. 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 Circuit Court Presiding Judge who will distribute the background check to members of the Commission as deemed appropriate. **NOTE: 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 of the background check by the Circuit Court Presiding Judge will not be considered by the Commission.**

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

2. By November 14, 2022, complete the attached application and affidavit and submit the following to the Office of the Court Administrator for the 16th Judicial Circuit of Jackson County, Missouri.
  - One original copy of the application and affidavit with the following attachments;
    - Three letters of reference
    - All required college or university transcripts (pursuant to Question 12 of the application)
  - Five additional copies of the application and affidavit with the following attachments;
    - Three letters of reference attached to each copy of the application
    - All required college or university transcripts attached to each copy of the application (pursuant to Question 12 of the application)
  - One additional copy of the application and affidavit with your social security number, date of birth, and home address **redacted** (to be used for public dissemination);
  - Current Tax Clearance Letter from the City of Kansas City, Missouri.

Applications should be personally delivered to:

Kansas City, Missouri Judicial Nominating Commission  
c/o Mary Marquez  
Court Administrator  
16th Judicial Circuit of Jackson County, Missouri  
415 E. 12th St., Suite 300  
Kansas City, MO 64016

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 the three submitted with the application will not be considered.
5. The application, letters of reference and tax clearance letter must be personally delivered to the Court Administrator’s office by 4:00 pm on November 14, 2022.
6. At the time of delivery, Angela Lopez, Administrative Assistant to the Court Administrator, will collect the above listed documents and schedule a date and time for an interview before the Judicial Nominating Commission. Ms. Lopez may be reached at (816) 881-3658 if you have any questions.
7. Please take note of Missouri Supreme Court Rule 10.31, Candidacy and Selection of Judges (see below). This rule will be strictly followed in the selection process.
8. The Commission will meet in the Division 6 courtroom, located on the 6th floor of the Jackson County Courthouse, 415 E. 12th Street, Kansas City, Missouri, on November 21, 2022 starting at 8:30 AM to conduct public interviews of the applicants for the vacancies in BOTH Divisions. The Commission will then select a panel of three nominees for the vacancy in Division 205 only. Thereafter, the City Council for the City of Kansas City, Missouri will select the judge of Division 205. The Commission anticipates that it will meet at a later date—without further interviews—to select a panel of nominees for the vacancy in Division 204.
9. You may contact commission members to request a meeting. However, any such meeting is at the discretion of the commission member.

Honorable J. Dale Youngs, Presiding Judge, Chairperson	816-881-3606
Tracy Spradlin, Attorney at Law	816-659-2431
Christopher Korth, Attorney at Law	816-471-1000
Phyllis Hardwick	573-268-2604
Dale Dan-Irabor	816-977-7867

### **Missouri 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 educational 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>
- Enter your email address & register
- A verification link will be sent to the email you provided. This will come from notifications@validityscreening.com
- Click on the link in your email to verify registration
- Follow the onscreen instructions to initiate & pay for your background screening

Should you require technical assistance, you may contact a member of Validity's Client Services team at 913-322-5999 or clientservices@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 persons 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.