



SIXTH CIRCUIT JUDICIAL COMMISSION Guidelines for References

Letters of references for applicants for the position of Circuit Judge, Division II of the Sixth Judicial Circuit (Platte County) created by the term expiration of Judge James W. Van Amburg, should be sent **by email only** to the Sixth Circuit Judicial Commission at 6thCircuit.JudicialVacancy@courts.mo.gov. If you do not have access to email, you may send your reference letter to the Sixth Circuit Judicial Commission, 1300 Oak Street, Kansas City, MO 64106.

Your emailed letters must be received by **2:00 p.m. on Friday, November 20, 2020**. Reference letters will be held in the strictest confidence and should contain the following information:

1. The name of the person for whom you are giving a reference should be listed in the email subject line.
2. Your acquaintance with the applicant, including length of acquaintance and familiarity with personal and professional qualifications.
3. The applicant's qualifications as a lawyer, including educational background, fields of law with which the applicant is familiar, and the applicant's aptitude for doing the regular work of a circuit judge, including the ability to preside over trials, conduct legal research and analysis, attend court anywhere in the State of Missouri, communicate clearly and effectively both orally and in writing, and expeditiously decide issues coming before the court.
4. The applicant's performance as practitioner, teacher, judge or otherwise in the legal profession. For a practicing lawyer, this might include comments about forensic ability, thoroughness of preparation, trustworthiness, and courtesy to judges and opposing counsel. For a judge or commissioner, there might be comments about soundness of rulings, courtesy and demeanor, promptness in moving cases, and ability to instill confidence in lawyers and litigants. For others, there should be discussion of the nature and depth of legal work.
5. Personal qualifications, including reputation in the community, activity in civic and charitable organizations, public positions held, whether compensated or not, and any other qualities of character appropriate for applicants to the bench.

Members of the Commission are Cynthia L. Martin, Chief Judge of the Missouri Court of Appeals, Western District; attorneys Mark Ferguson and Jared Welch; and lay members Carla Killen and Julie Elliott.