

# WEST VIRGINIA JUDICIAL VACANCY APPLICATION FORM 23<sup>rd</sup> FAMILY COURT CIRCUIT

## INSTRUCTIONS

1. All applicants for a judicial vacancy in a West Virginia Family Court Circuit shall complete this Application Form in full and return it via email to [JVAC@wv.gov](mailto:JVAC@wv.gov), or by mail, addressed to:  
Judicial Vacancy Advisory Commission  
c/o Office of General Counsel to the  
Governor  
Office of the Governor  
State Capitol  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305
2. All Applications must be received by the Judicial Vacancy Advisory Commission no later than Friday, November 3, 2023. Untimely filing may preclude consideration of your candidacy.
3. If additional space is needed to provide a complete response, separate page(s) may be used setting forth the question in full and the response.
4. Responses may be typed or legibly printed.
5. If a question is not applicable, indicate this by marking "N/A."
6. You may submit a resume with the Application Form.
7. Application Forms that are incomplete or illegible may preclude consideration of your candidacy.
8. Recommendation(s) for an applicant shall be made in writing and submitted via email to [JVAC@wv.gov](mailto:JVAC@wv.gov) or by mail, addressed to:

Judicial Vacancy Advisory Commission  
c/o Office of General Counsel to the  
Governor  
Office of the Governor  
State Capitol  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

Recommendation letters should be postmarked by Friday, November 3, 2023, to be given full consideration.

9. All applicants shall execute the three (3) Authorizations for Release of Information and return them immediately via email to [JVAC@wv.gov](mailto:JVAC@wv.gov) or by mail, addressed to:

Judicial Vacancy Advisory Commission  
c/o Office of the General Counsel to the  
Governor Office of the Governor  
State Capitol  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

Delay in submitting all three (3) Authorizations for Release of Information may preclude consideration of your candidacy.

10. Any former or current Judge shall also execute the Authorization for Release of Information for the Judicial Investigation Commission.
11. It is the policy of the Judicial Vacancy Advisory Commission that any direct contact by an applicant regarding the subject of this application with any member(s) of the Judicial Vacancy Advisory Commission is prohibited.

## DEFINITIONS

For the purpose of this Judicial Vacancy Application Form only, the following definitions shall apply:

- a. “Engaged in the Practice of Law” shall mean providing legal services under circumstances arising out of one’s legal employment.
- b. “Litigation” shall mean the act or process of engaging in a legal action or lawsuit filed in a court of record, including all proceedings therein, for the purpose of enforcing a right or seeking a remedy.
- c. “Trial” shall mean a judicial examination in which issues of fact are to be determined by the verdict of a jury or by a judge when a jury is waived or not permitted. Trials do not include administrative or adjudicatory hearings.

## I. PERSONAL IDENTIFICATION

1. Full name: Click or tap here to enter text.
2. Other names by which you have been known: Click or tap here to enter text.
3. Employer's name: Click or tap here to enter text.
4. Employment address: Click or tap here to enter text.  
City: Click or tap here to enter text. State: Click or tap here to enter text.  
Zip: Click or tap here to enter text.
5. Residential Address: Click or tap here to enter text.  
City: Click or tap here to enter text. State: Click or tap here to enter text.  
Zip: Click or tap here to enter text.
6. Contact number: Click or tap here to enter text.
7. Date and Place of birth: Click or tap here to enter text.
8. Are you an American citizen? Click or tap here to enter text.
9. Length of continuous residence in WV Click or tap here to enter text.

## II. VACANCY

1. To which Family Circuit Court vacancy are you applying? (For example, "I am applying to the 13<sup>th</sup> Family Circuit Court vacancy.")  
Click or tap here to enter text.

### **III. SERVICE IN THE ARMED FORCES**

1. If you are or have been a member of the armed forces of the United States, please state?
  - a) Branch of Service: Click or tap here to enter text.
  - b) Dates of Active Duty: Click or tap here to enter text.
  - c) Current Rank or Rank at Separation: Click or tap here to enter text.
  - d) Explain if discharge was other than honorable: Click or tap here to enter text.

### **IV. HEALTH**

1. Do you have any mental or physical impairment(s) that would affect your ability to perform the duties of a judge with or without reasonable accommodations?

Click or tap here to enter text.

### **V. EDUCATION**

1. List all colleges and universities attended, the dates attended and the degrees awarded.

Click or tap here to enter text.

2. Please list any reporting periods for the last ten (10) years in which you did not obtain the mandatory minimum of continuing legal education or judicial education credit hours.

Click or tap here to enter text.

## **VI. HONORS**

1. List any honors, prizes or awards you have received.

Click or tap here to enter text.

## **VII. PUBLICATIONS**

1. If you have published any books, articles or editorials, list them, giving citations and dates:

Click or tap here to enter text.

2. “Social Media” are media for social interaction using internet and web-based tools to turn communication into interactive dialogue and to publish recorded information and documentation including, but not limited to, videos, pictures and audio recordings. Examples of Social Media include, but are not limited to, YouTube, MySpace, Facebook, Google Docs, Epinion, PBWorks, Topix, LinkedIn, Twitter, Instagram, etc.

- a) List all Social Media to which you subscribe, are a member or have an account.

Click or tap here to enter text.

- b) If you have published any documents, videos, pictures or audio recordings on Social Media that depict the subject of the publication in a negative or false light, provide the specific web address(es) of each publication and an explanation of what each publication depicts.

Click or tap here to enter text.

- c) If you have knowledge of any documents, videos, pictures or audio recordings published on Social Media that depict you in a negative or false light, provide the specific web address(es) of each publication and an explanation of what each publication depicts.

Click or tap here to enter text.

## VIII. PROFESSIONAL ADMISSIONS

1. Have you been licensed to practice law for five years?

Click or tap here to enter text.

2. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you presently are admitted to practice law, giving the month, day and year of admission in each case.

**Court or Administrative Body**

**Date of Admission**

Click or tap here to enter text.

| Click or tap here to enter text.

3. Have you ever been denied admission to the bar of any state due to failure to pass the character and fitness screening?

If yes, please explain.

Click or tap here to enter text.

4. Have you ever been admitted to the bar of any state with conditions requiring supervision by another attorney, provisional admission, probationary admission, or the like?

If yes, please explain.

Click or tap here to enter text.

## IX. LAW PRACTICE

1. Have you continuously “engaged in the practice of law” since first admitted to a state bar?

Click or tap here to enter text.

If no, please explain and list the time periods in which you did not “engage in the practice of law.”

Click or tap here to enter text.

2. List all state and federal jurisdictions where you have “engaged in the practice of law.”

Click or tap here to enter text.



3. Provide a chronological list of your legal employment since first admitted to a state bar. For each employment, include the following information:

- a) Full names and addresses of all law offices, firms, companies, government agencies, or other organizations where you practiced law.  
Click or tap here to enter text.
  
- b) Start and end dates of each employment.  
Click or tap here to enter text.
  
- c) The nature of your affiliation/position with each employer.  
Click or tap here to enter text.
  
- d) The general nature of your law practice for each legal employment.  
Click or tap here to enter text.

4. What percentage of your legal practice has been devoted to “litigation?” If that percentage has changed over time, please explain.  
Click or tap here to enter text.

5. Of your “litigation” work, specify what percentage falls into the following categories:

Civil	Click or tap here to enter text. %
Criminal	Click or tap here to enter text. %
Domestic Relations	Click or tap here to enter text. %
Other	Click or tap here to enter text. %

100 %

Explain the general nature of any proceedings that fall in the category of “other.”

6. Of your “litigation” work, what percentage is practiced in:

State Court	Click or tap here to enter text. %
Federal Court	Click or tap here to enter text. %
Other	Click or tap here to enter text. %

100 %

Explain the general nature of any jurisdictions that fall in the category of “other.”

7. State the case number and style of all “trials” you handled to conclusion for the last five (5) years in State and Federal trial courts of general jurisdiction (e.g., Circuit Court, Court of Common Please, U.S. District Court). Also indicate whether you were sole, associate, or chief counsel.

[The Committee invites you, at your option, to list all trials you have handled to conclusion in trial courts of general and limited jurisdiction or to also list any trials handled to conclusion since you first “engaged in the practice of law” which you feel are noteworthy.]

Click or tap here to enter text.

8. List all reported appellate cases in which you were an attorney of record and state your involvement in the appellate process.

Click or tap here to enter text.

9. If you have handled arbitration or administrative hearings to conclusion, briefly describe the types of matters addressed during the hearings. [The Committee invites you, at your option to list the style and case number of any arbitration or administrative hearing you believe to be noteworthy.]

Click or tap here to enter text.

10. State your substantive courtroom experience for legal issues involving domestic relations (i.e. the laws, practices, procedures and remedies provided for in Chapters 48 and 49 of the West Virginia Code).

Click or tap here to enter text.

11. Have you ever served or acted as a mediator or arbitrator?

If yes, briefly describe the issues addressed and your experience as a mediator or arbitrator.

Click or tap here to enter text.

## **X. PUBLIC OFFICE**

1. Have you ever run for or held a public office, other than a judicial office? \_\_\_\_\_

If yes, explain:

Click or tap here to enter text.

## **XI. JUDICIAL EXPERIENCE**

1. a) Have you ever held judicial office or been a candidate for judicial office?  
Click or tap here to enter text.

If yes, state the court(s) involved and the dates of service, or dates of candidacy.

Click or tap here to enter text.

- b) If you have held judicial office, state the types of legal matters over which you presided.

Click or tap here to enter text.

- c) If you have held judicial office, state the names and addresses of five (5) attorneys knowledgeable of your work, temperament, and abilities.

Click or tap here to enter text.

2. List any prior quasi-judicial experience:

Click or tap here to enter text.

## **XII. BUSINESS INVOLVEMENT**

1. If you have ever been engaged in any occupation other than the practice of law (exclusive of employment during your school years), please list the names of your employers, the dates of employment, positions held and the reason(s) the employment ended.

Click or tap here to enter text.



2. Are you now or have ever been an owner, officer or director of any business enterprise?

Click or tap here to enter text.

If yes, state the name of such business enterprise, the nature of the business and your involvement with the business.

Click or tap here to enter text.

3. “Lobbying and Special Interest groups, firms or organizations” are those that use various forms of support, advocacy, sponsorship or promotion to attempt to influence public opinion, public policy or decisions of legislators or government officials.

Have you ever received a contribution, a fee or compensation from any Lobbying or Special Interest group, firm or organization?

If yes, state the name of the group, firm or organization; state the contribution(s), fee(s) or compensation you received; and state the purpose of the contribution(s), fee(s) or compensation.

Click or tap here to enter text.

### **XIII. CONDUCT**

1. Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation, or ordinance?

If yes, please explain:

Click or tap here to enter text.

2. a) Have you ever been sued by a client?

Click or tap here to enter text.

If yes, please explain:

Click or tap here to enter text.

- b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice?

Click or tap here to enter text.

If yes, please explain:

Click or tap here to enter text.

3. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct?

Click or tap here to enter text.

If yes, please explain:

Click or tap here to enter text.

4. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group?

Click or tap here to enter text.

If yes, please explain:

Click or tap here to enter text.

5. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities?

Click or tap here to enter text.

If no, please explain:

Click or tap here to enter text.

6. Have any liens or claims ever been instituted against you by the federal, state or local authorities?

Click or tap here to enter text.

If yes, please explain:



Click or tap here to enter text.

7. Do you have any unsatisfied judgments against you?  
Click or tap here to enter text.

If yes, please explain:

Click or tap here to enter text.

8. Are you now, or have you ever been found to be delinquent or in arrears on payments for spousal or child support?

Click or tap here to enter text.

If yes, please explain:

Click or tap here to enter text.

9. Have you ever been subject to any domestic relations order, including, but not limited to, a domestic violence petition or any other similar restraining order?

Click or tap here to enter text.

If yes, please explain and provide documentation:

Click or tap here to enter text.

10. Do you owe any person or company a debt in excess of \$5,000, other than a debt to a family member, a mortgage, student loan, or a motor vehicle loan?

Click or tap here to enter text.

If yes, please explain:

Click or tap here to enter text.

## **XIV. PROFESSIONAL & OTHER ACTIVITIES**

1. a) List all bar associations and legal professional societies or organizations of which you are a member and the length of such membership. Give the titles and dates of any office you have held in any such associations, societies or organizations.

Click or tap here to enter text.

- b) List all organizations and clubs, other than bar associations and legal professional societies or organizations identified in response to 1(a) above, which you have been a member during the past ten (10) years, the dates of such membership(s) and include the titles and dates of any offices you have held in each organization or club.

Click or tap here to enter text.

2. State any achievements or actions you have accomplished or actions in which you have been engaged which would demonstrate your commitment to equal justice under the law.

Click or tap here to enter text.

3. State any additional education or other experiences you believe would assist you in holding judicial office.

Click or tap here to enter text.

4. State any other pertinent information reflecting positively or adversely on you, which you believe should be disclosed to the Governor and the Judicial Vacancy Advisory Commission in connection with your possible selection as a judge.

Click or tap here to enter text.

## **XV. REFERENCES**

1. List three (3) individuals as references who are familiar with your legal abilities.

**Name**      Click or tap here to enter text.

**Address**      Click or tap here to enter text.

**Telephone**      Click or tap here to enter text.

**Name**      Click or tap here to enter text.

**Address**      Click or tap here to enter text.

**Telephone**      Click or tap here to enter text.

**Name**      Click or tap here to enter text.

**Address**      Click or tap here to enter text.

**Telephone**      Click or tap here to enter text.

2. List three (3) individuals as references who are familiar with your personal character.

**Name** Click or tap here to enter text.

**Address** Click or tap here to enter text.

**Telephone** Click or tap here to enter text.

**Name** Click or tap here to enter text.

**Address** Click or tap here to enter text.

**Telephone** Click or tap here to enter text.

**Name** Click or tap here to enter text.

**Address** Click or tap here to enter text.

**Telephone** Click or tap here to enter text.

## **XVI. CONFIDENTIALITY STATEMENT**

Pursuant to West Virginia Code §3-10-3a, the Judicial Vacancy Advisory Commission shall make available to the public copies of any applications and any letters of recommendation written on behalf of any applicants. All other documents or materials created or received by the Judicial Vacancy Advisory commission shall be confidential and exempt from the provisions of West Virginia Code, Chapter 29B, except for the list of best qualified persons or accompanying memoranda submitted to the Governor in accordance with the provisions of West Virginia Code §3-10-3a(j), which shall be available for public inspection.

## **XVII. APPLICANT'S DECLARATION**

I declare under the penalty of perjury that all responses and other information submitted herewith are true and accurate, to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the Judicial Vacancy Advisory Commission or the General Counsel to the Governor, to request any and all records in the possession of the West Virginia State Bar relating to ethics complaints filed against me and to copy and disseminate such records to members of the Judicial Vacancy Advisory Commission, the Office of the Governor, and others involved in the selection process. I further authorize the West Virginia State Bar to release to the Judicial Vacancy Advisory Commission, c/o General Counsel's Office, Office of the Governor, State Capitol, 1900 Kanawha Boulevard, East, Charleston, WV 25305, any and all records in its possession relating to ethics complaints filed against me.

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Date

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Signature

Click or tap here to enter text.

Date of Birth

Click or tap here to enter text.

Social Security Number

Name : Click or tap here to enter text.

Address : Click or tap here to enter text.

WV State Bar No. : Click or tap here to enter text.



## AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the Judicial Vacancy Advisory Commission of West Virginia or the General Counsel to the Governor, to request a criminal history on me from the appropriate law enforcement agencies and to request that the appropriate law enforcement agencies conduct a general background investigation and to copy and disseminate such records or results to members of the Judicial Vacancy Advisory Commission of West Virginia, the Office of the Governor, and others involved in the selection process. I further authorize any law enforcement agency to conduct a general background investigation on me and to release any and all information obtained in the investigation to Judicial Vacancy Advisory Commission of West Virginia, c/o General Counsel's Office, Office of the Governor, State Capitol, 1900 Kanawha Boulevard, East, Charleston, WV 25305, and others involved in the selection process.

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Date

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Signature

Click or tap here to enter text.

Date of Birth

Click or tap here to enter text.

Social Security Number

Name : Click or tap here to enter text.

Address : Click or tap here to enter text.

WV State Bar No. : Click or tap here to enter text.

## AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the Judicial Vacancy Advisory Commission or the General Counsel to the Governor, to request a credit check on me from any and all credit agencies and to request that the appropriate credit agencies copy and disseminate any and all records or results to the members of the Judicial Vacancy Advisory Commission, the Office of the Governor, and others involved in the selection process.

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Date

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Signature

Click or tap here to enter text.

Date of Birth

Click or tap here to enter text.

Social Security Number

Name : Click or tap here to enter text.

Address : Click or tap here to enter text.

WV State Bar No. : Click or tap here to enter text.