



## RHODE ISLAND SUPREME COURT

### JUDICIAL MAGISTRATE APPLICATION PROCESS

*The Magistrate Selection Committee was created by **Executive Order 2022-09**, and is charged with soliciting and reviewing applications from candidates for the position of magistrate within the Rhode Island Traffic Tribunal pursuant to G.L. § 8-8.2-1. The Committee is directed to submit a list of three (3) to five (5) highly qualified candidates for each vacancy to the Chief Justice for consideration. The Chief Justice then nominates a candidate from this list, subject to the advice and consent of the Senate.*

*The application process is as follows:*

- *Each applicant must obtain and complete this application. The application must be returned to the Committee by **January 31, 2023**. **If any part of this application is incomplete when the Committee receives it, it will not be considered. Therefore, it is critical to include all of the requested information.***
- *The Committee will meet to consider the applications and decide which candidates it will interview. The Committee will notify the chosen interviewees of the date and time of their interviews. Interviews will be open to the public, with notice posted on the Judiciary's website under "Of Current Interest."*
- *The list of interviewees will be forwarded to the Rhode Island State Police for a background check that includes inquiries to the Rhode Island Ethics Commission, Disciplinary Counsel, and the Attorney General's office. After receiving completed background checks, the Committee may meet again based on the outcome of these reports.*
- *In addition to the interviews and background checks, the Committee also welcomes the submission of written comment from members of the public concerning the applicants. Comments may be directed to: RITT Magistrate Selection Committee, c/o Kim Perez, Assistant to the State Court Administrator, Rhode Island Supreme Court, 250 Benefit Street, Providence, RI 02903.*
- *The Committee will select three (3) to five (5) highly qualified candidates to forward to the Chief Justice for his consideration and nomination.*

*The Committee collects diversity data from applicants on a voluntary basis. The data is collected anonymously and is used for statistical purposes only. Applicants choosing to voluntarily provide diversity data should kindly complete the attached Voluntary Supplement to the Application and return to the Committee according to the instructions listed thereon. Applicants choosing not to provide diversity data will not be penalized, nor will their applications be deemed incomplete.*

*If you have any additional questions about the application and selection process, please contact Kim Perez, Assistant to the State Court Administrator, Rhode Island Supreme Court, at (401) 222-8659 or [kperez@courts.ri.gov](mailto:kperez@courts.ri.gov).*



## RHODE ISLAND SUPREME COURT

### APPLICATION FOR JUDICIAL MAGISTRATE POSITION

*By completing this application, you are providing your approval and consent to consult with present and past employers, colleagues and other individuals who have material knowledge of your qualifications in order to verify and supplement the information contained in your application. When answering the following questions, you may attach additional sheet(s) providing the number, question, and the answer.*

*This questionnaire must be executed under oath, notarized and three (3) copies of the application and attachments (certificate of good standing, curriculum vitae, three (3) years of tax returns and other applicable attachments) shall be returned by **January 31, 2023** to Kim Perez, Assistant to the State Court Administrator, Rhode Island Supreme Court, 250 Benefit Street, Room 705, Providence, RI 02903.*

#### A. GENERAL

1.
  - a. Full name (maiden name, and/or any other name(s) by which you have been known)
  - b. Date of birth
  - c. Social security number
  - d. Office address and telephone number
  - e. Home address and telephone number
  - f. Email address(es)
2.
  - a. Present legal affiliation including name of law firm and/or associates.
  - b. Present supervisor or managing partner's name and title/position.
  - c. May we contact this person regarding your qualifications?  Yes  No
3. Are you a Rhode Island resident?  Yes  No
4. List all addresses for the previous **ten (10)** years, including dates of residence at each location.

5. List the names and addresses of your parents, siblings, and children, including dates of birth of children, and the name of your spouse/ significant other or domestic partner. List any names that you have used at any time other than that listed in response to Question 1.
6. List the dates of any military service, dates, branch served, and rank or status at time of discharge.
7. Are you related by blood or marriage to any judges of the court to which you are applying? If yes, please indicate the name and nature of the familial relationship.
8. Do you maintain any social media accounts, either personally or professionally? If so, please identify the program(s), service(s), or platform(s) through which your account(s) are established and your username for each.

## B. EDUCATIONAL AND PROFESSIONAL INFORMATION

9. List the name and address of each college, graduate school and law school attended, dates of attendance, degree awarded, and reason for leaving school if no degree was awarded.
10. List all significant activities or awards at college, graduate school and law school, providing dates and offices or leadership positions held.
11. List all books, articles, or other publications authored, providing citations and dates.
12. List the dates, court(s) and judge(s) served in any judicial clerkships.

**In responding to the next three (3) questions, please provide an account of your activities during the last five (5) years. You are free to supplement your answers with any earlier information which you believe may aid in the selection process.**

13. Describe your participation as either a faculty member or attendee in law courses or lectures at bar association conferences, law school forums or continuing legal education programs, particularly those which are relevant to the duties of a magistrate.
14. List all memberships in bar association or law-related organizations, including the date(s) on which you became a member of the respective association or organization, and any leadership positions held.
15. Have you served on any bar association referral panel, criminal justice panel, or legal aid or public defender board of directors? If so, please describe.

## C. LAW PRACTICE

16. Please list the year you were admitted to the Rhode Island Bar and any other State or Federal Bars.
17. Please list the month and year(s) in which you took the Rhode Island Bar examination.

18. **Please attach** a certificate of good standing from the Rhode Island Supreme Court.
19. List all courts to which you are currently admitted to practice (other than Rhode Island State Courts) and the year of admission(s).
20. Describe chronologically your employment or legal practice since becoming a member of any state bar. Include dates, names and addresses of all law offices, firms, companies, or government agencies with which you have ever practiced law, the nature of your affiliation with each, the general nature of your practice, any other relevant particulars, and the reason for leaving each position. **Please attach** a current curriculum vitae.
21. a. Describe the general character of your practice in the last **five (5)** years. Do you have any legal specialties?
- b. If the nature of your practice has changed in the last **five (5)** years, give details. (You may illustrate the diversity of your practice if you wish.)
22. a. State the approximate number, nature, and approximate length of cases you have tried to conclusion or in substantial part during each of the last **five (5)** years. Specify courts and the names of judges before whom you have tried cases on more than one occasion, and whether or not you were lead counsel. If you were not lead counsel, describe your role and responsibilities in these cases.
- b. Approximately what percentage (%) of your practice in the last **five (5)** years was devoted to litigation?
- c. Approximately what percentage (%) of such litigation practice in the last **five (5)** years was:
- |                                 |         |
|---------------------------------|---------|
| (1) Civil (except Family Court) | % _____ |
| (2) Criminal                    | % _____ |
| (3) Family Court                | % _____ |
| (4) Workers' Compensation       | % _____ |
| (5) Traffic Tribunal            | % _____ |
| (6) Other ( _____ )             | % _____ |
- d. Approximately what percentage (%) of your litigation practice was in:
- |   |         |
|---|---------|
| (1) District, Traffic or Municipal Courts | % _____ |
| (2) Superior Court                        | % _____ |
| (3) Federal District Court                | % _____ |
| (4) Family Court                          | % _____ |
| (5) Supreme Court/other appellate courts  | % _____ |

- (6) Workers' Compensation % \_\_\_\_\_
- (7) Other ( \_\_\_\_\_ ) % \_\_\_\_\_

23. Please summarize your practice and your litigation experience prior to the last **five (5)** years noting any differences from your answers to the previous two questions.
24. Describe your pro bono or public interest legal work during the last **five (5)** years.
25. Please describe any prior judicial or quasi-judicial experience. Have you ever served as a mediator, master or arbitrator? If so, please provide the name of the court/agency, period of service, title, name address and telephone of supervisor/chief judge, and the nature of your duties.

#### D. BUSINESS INVOLVEMENT

26. Have you ever been engaged in any occupation other than the practice of law (including any occupation while practicing)? If so, please provide details, including dates and percentage of time spent in such occupation, exclusive of part-time or summer employment during school.
27. List all corporations, partnerships, or other businesses (other than your law practice, but including real estate investments other than your residence) with which you are now or during the last **five (5)** years have been affiliated as an officer (other than secretary), director, or equity owner of more than **ten percent (10%)** of the voting common stock or other financial interests. Please provide the name and address of the organization, the nature of the business, the nature of your position and the term of your affiliation.
28. Have you ever been disciplined or terminated by or because of possible termination resigned from any public or private employer, law firm, or any other entity because of any misconduct, incompetence, or unsatisfactory performance in any respect? If so, please explain.

#### E. FINANCIAL INFORMATION

**All questions in this section refer to the most recently completed calendar year. Please answer all questions, even where your answer is "none" or "not applicable". You are obligated to supply updated financial information in the event of a material change, including a five percent (5%) or more decrease in assets or five percent (5%) or more increase in liabilities during the pendency of your application.**

29. List the names of any employer from which you, your spouse/significant other or domestic partner, or dependent child received **\$1,000** or more gross income. If self-employed, list any occupation from which **\$1,000** or more gross income was received. If employed by a state or municipal agency, or if self-employed and services were rendered to a state or municipal agency for an amount of income in excess of **\$250,000**, list the date and nature of services rendered. (Do not list amounts.)
- a. Name of Family Member Employed.

- b. Name and Address of Employer/Occupation.
  - c. Dates and Nature of Services.
30. List the address or legal description of any real estate, other than your principal residence, in which you, your spouse/significant other or domestic partner, or dependent child had a financial interest.
- a. Name(s).
  - b. Nature of Interest.
  - c. Address or Description.
31. List the name of any trust, name and address or the trustee of any trust, from which you, your spouse/significant other or domestic partner, or dependent child or children individually received **\$1,000** or more gross income. List assets if known. (Do not list amounts).
- a. Name(s) and Address(es) of Trust(s).
  - b. Name(s) of Family Member(s) Receiving Trust Income.
  - c. Assets.
32. List the name and address of any business, profit or non-profit, in which you, your spouse/significant other or domestic partner, or dependent child held a position as director, officer, partner, trustee, or a management position.
- a. Name of Family Member.
  - b. Name and Address of Business/Position.
33. List the name and address of any person, business entity, or other organization, which made total gifts, or total contributions of **\$100** or more in cash or property during the most recently-completed calendar year to you, your spouse/significant other or domestic partner, or dependent child/children.
- a. Name and Address of Donor.
  - b. Name and Address of Recipient.
34. List the name and address of any business in which you, your spouse/significant other or domestic partner, or dependent child individually or collectively holds a **ten percent (10%)** or greater ownership interest, or a **\$5,000** or greater ownership or investment interest.
- a. Name and Address of Family Member.
  - b. Name and Address of Business.

35. If any business listed above did business in excess of a total of **\$250** in the most recently-completed calendar year with a state or municipal agency, list the following:
- a. Name and Address of Business.
  - b. Name of Agency.
  - c. Date and Nature of Transaction(s).
36. If any business listed above was subject to direct regulation by a state or municipal agency, and you are a member or employee of the agency or exercise direct or legislative control over the agency, list the following:
- a. Name and Address of Business.
  - b. Name of Regulating Agency.
37. If you, your spouse/significant other or domestic partner, or dependent child individually or collectively acquired or divested a **five percent (5%)** ownership interest or a **\$5,000** or greater ownership or investment interest in a business during the most recently-completed calendar year and before the date you file this statement, list the following:
- a. Name and Address of Business.
  - b. Description of Interest (not amount) and Date Acquired and/or Divested.
38. If you, your spouse/significant other or domestic partner, or dependent child/children, acquired or divested a **ten percent (10%)** ownership or a **\$5,000** or greater ownership or investment interest in a business during the most recently-completed calendar year and before the date you file this statement, which did business in excess of **\$250** with a state or municipal agency of which you are an employee or a member, or over which you exercise direct or legislative authority, list the following:
- a. Name and Address of Business and Regulating Agency.
  - b. Nature of Your Investment.
  - c. Date You Acquired an Interest.
  - d. Date You Divested Your Interest.
39. If you, your spouse/significant other or domestic partner, or dependent child/children are indebted in an amount in excess of **\$1,000** to any person, business entity or other organization, please list the following:
- a. Name and Address of Creditor.

b. Nature of Debt.

40. List each debt or loan you owe in excess of **\$10,000** to any creditor, including creditor name and amount owed.
41. List any and all debts charged-off in the last **five (5)** years including creditor name, amount charged-off, and the date(s) the debt was charged-off.
42. Have you ever made an assignment of a property interest or anything of value for the benefit of creditors? If yes, please provide the details, including the type of debt and nature of the assignment.
43. **Please complete the attached** financial statement listing all current assets and liabilities.
44. Have you filed all state and federal income tax returns for each year since you became a member of the bar? If not, please provide reasons. Has a tax lien or other collection procedure been instituted against you by federal, state or municipal authorities within the last **five (5)** years? If so, please provide details.
45. Have you or your spouse ever sought bankruptcy or receivership relief or been petitioned into bankruptcy or receivership? If so, please state the circumstances, and identify the court, docket number, and outcome for each such case.
46. Has property owned by you (or jointly with others including property held in a real estate trust or a legal entity in which you own an interest) ever been either judicially or non-judicially foreclosed? If yes, please state the circumstances and outcome of such foreclosure(s).
47. Have you within the last **five (5)** years, incurred any gaming and or gambling debt? If so, please list the amount(s) and to whom owed.
48. **Please attach** a copy of your Federal and State income tax returns for the last **three (3)** years.
49. Are all your federal, state, and municipal taxes current? If not, explain why not.
50. Have any liens, claims or collection procedures ever been instituted against you by federal, state or local authorities? If so, please explain.
51. Do you have any unsatisfied judgments against you? If so, please explain.
52. Are you in default in the performance or discharge of any duty or obligation imposed upon you by a governmental agency or any decree or order of any court, include alimony/maintenance and support orders and decrees? If yes, please explain.
53. Identify your current credit rating and the credit rating organization from which the rating was obtained.

## F. CIVIC AND COMMUNITY INVOLVEMENT

54. Have you held any appointive or elective public office, or have you been a candidate for elective office? If so, please provide details (such as position(s) held and date(s) in chronological order), excluding information regarding political affiliation.
55. a. Please list in chronological order any significant public, educational or charitable activities, community agencies or social programs in which you have taken part in the last **five (5)** years and, if you wish, prior to the last **five (5)** years, giving dates and leadership positions held.
- b. Please list all non-profit organizations with which you have been affiliated in the last **five (5)** years as an officer, member, director or trustee.
56. Please list any other honors or community activities which you believe may be relevant to your consideration as a candidate for the judiciary.

## G. CONDUCT

57. Have you ever been arrested, convicted, or investigated for the violation of any federal, state, or local law, regulation or ordinance other than a traffic violation? If so, please provide all details and final disposition. For the purpose of this question, "traffic violation" is defined as parking or moving violation.
58. Do you have any summonses, traffic tickets, or other such claims outstanding against you by any federal, state or local authorities? If yes, please explain.
59. Have you had a complaint filed against you with the Disciplinary Board of the Supreme Court of Rhode Island, and/or the Commission on Judicial Tenure and Discipline in Rhode Island, or any other state or jurisdiction? If so, please provide full details, including copies of any formal pleadings and the final disposition of all such complaints.
60. Are there presently any formal disciplinary charges pending against you? If so, please provide a copy of those charges and your written answer thereto.
61. Has a complaint ever been lodged against you with the Rhode Island Ethics Commission? If so, please provide all details and final disposition of any and all complaints.
62. Have you ever been sued by (or yourself sued or assigned a claim for purposes of suing) a client or former client, or been a party to a fee arbitration or grievance proceeding, which resulted in the imposition of any discipline? If so, please provide details.
63. Have you ever been a party to or been involved in any legal proceedings other than as counsel? If so, please provide details. (Do not list proceedings in which you were a guardian ad litem, executor, or administrator, but do include all bankruptcies and proceedings in which you were a party in interest or a witness, or any grand jury proceeding in which you were a subject or a witness.)

64. Have you or your spouse ever been found in violation of any court order or been held in contempt of court or been sanctioned in excess of **\$1,000** by any court? If yes, please provide the details, including case number(s) and court(s).
65. Have you ever been a material witness in a criminal proceeding? If so, please explain.
66. Have you, to your knowledge, for any reason ever been under federal, state or local investigation? If so, please explain.
67. Within the last **ten (10)** years have you suffered from, and/or been treated for a physical or mental illness or condition, alcoholism or drug addiction? If yes, please explain. Are you presently addicted to or dependent upon any drugs or alcohol? If so, please describe in detail.
68. Can you effectively perform all job duties, with or without a reasonable accommodation? (The Judiciary does not discriminate and will provide reasonable accommodation for any disability).
69. Do any clubs or private associations to which you now belong or of which you were previously a member, have a discriminations clause or do they bar membership on the basis of race, gender, religion, ethnicity, or other states protected by anti-discrimination law? If yes, please explain.
70. Is there any information tending to reflect adversely on your personal or professional background or qualifications, or which you think might be so interpreted by others, which the Appointing Authority should know in the interests of the fullest possible disclosure? If so, please describe in detail.

H. GENERAL
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71. Have you previously applied for a judicial office? If so, when, which positions, and to whom was it submitted? (Copies of prior applications may be subsequently requested but are not required at this time.)
72. Are you presently on any appointment lists to be selected for a judicial position? If yes, please specify which ones and when you were selected.
73. Are you included on any websites that features your professional or personal accomplishments? If so, please provide the web addresses.
74. How have you demonstrated your commitment to equal justice under the law?
75. List three cases, matters, transactions or activities in which you have significantly participated and of which you are the proudest and explain why.
76. Please describe the four attributes or qualities you believe should be given the greatest weight in evaluating judicial candidates and assess yourself pursuant to those attributes.

77. A diverse range of interests, personal perspectives and life experiences adds much to the judicial mix. Please describe something about your personal background or experiences that would contribute to your perspective as a judge.
78. Please provide a brief statement of why you are seeking the position of magistrate and why you feel you are qualified for the office. Include any special professional, occupational, or other experience which you feel should be considered by the Appointing Authority.
79. Optional: Please feel free to describe any experience, attributes, or accomplishments not covered by your other responses which you believe might aid the Appointing Authority.

I. REFERENCES
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80. a. Please provide the name(s), address(es), and telephone number(s) of up to **five (5)** persons who can comment knowledgeably on your professional and personal qualities.
- b. If a practicing attorney, please provide the names of **five (5)** attorneys with whom you have worked within the last **twenty-four (24) months** who may be contacted to comment upon your ability to fill a judicial position.
- c. If you are a sitting judge or magistrate, please provide the names of **five (5)** attorneys who have appeared before you within the last **twelve (12) months** who may be contacted to comment upon your ability to fill a judicial vacancy.

## PERSONAL FINANCIAL STATEMENT

NAME: \_\_\_\_\_

Please include jointly held assets and liabilities.

<b>Assets</b>	<b>Amount in Dollars</b>
Cash - checking accounts	\$ -
Cash - savings accounts	-
Certificates of deposit	-
Securities - stocks / bonds / mutual funds	-
Notes & contracts receivable	-
Life insurance (cash surrender value)	-
Personal property (autos, jewelry, etc.)	-
Retirement Funds (e.g. IRAs, 401k, pensions)	-
Real estate (address and market value)	-
Other assets (specify)	-
Other assets (specify)	-
<b>Total Assets</b>	<b>\$ -</b>

<b>Liabilities</b>	
Current Debt (Credit cards, Accounts)	\$ -
Notes payable (describe)	-
Taxes payable	-
Real estate mortgages (address and description)	-
Other liabilities (specify)	-
Other liabilities (specify)	-
<b>Total Liabilities</b>	<b>\$ -</b>
<b>Net Worth</b>	<b>\$ -</b>

<b>Signature:</b>	<b>Date:</b>



**APPLICANT BACKGROUND CHECK  
AUTHORITY FOR RELEASE OF INFORMATION**

**Magistrate Selection Process**

I respectfully request and authorize the release to the Appointing Authority herein from any law enforcement agency, federal or state agency, governing authority, municipality and/or county; private employer, or business entity, bank or financial institution, college or educational institution; professional or occupational association; custodian or records or any other individual who may have personal or professional knowledge of my professional, business, educational or other activities of any and all information concerning any criminal, occupational, academic, or military records, and of any non-criminal, financial, academic or other information concerning me, including information which may be of a confidential, privileged, and/or derogatory that might assist in determining my qualifications and fitness for the position I am seeking.

I understand that the waiver, release, and hold harmless provisions of this authorization apply to all records or organizations that release records. I also indemnify, release, and hold harmless you, your organization, its officers, agents and assigns from any liability or damages, whether in law or in equity, now and in the future, for furnishing the information requested by the bearer of this authorization form. I certify that I have read this authorization form and understand its meaning and purpose.

FULL NAME: \_\_\_\_\_

Any other name(s) by which you have been known: \_\_\_\_\_

SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DRIVER'S LICENSE No. \_\_\_\_\_ STATE: \_\_\_\_\_

SEX: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

BUS. PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTARIZATION**

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STATE OF RHODE ISLAND  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn on oath depose and state that I have read the foregoing questions and have answered the same fully and frankly. The answers provided are complete and true to the best of my knowledge.

APPLICANT (Signature)

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## **RHODE ISLAND SUPREME COURT**

### **VOLUNTARY SUPPLEMENT TO THE APPLICATION**

1. Please indicate your race: \_\_\_\_\_
2. Please indicate your ethnicity: \_\_\_\_\_
3. Please indicate your gender: \_\_\_\_\_

Please forward this Supplement under separate cover by mail to:

Kim Perez  
Assistant to the State Court Administrator  
Rhode Island Supreme Court  
250 Benefit Street  
Providence, Rhode Island 02903

Please do not disclose your name or address.

Thank you for your cooperation in this regard.