

NOTICE OF POSTION VACANCY AND APPLICATION PROCESS
JUVENILE COURT MAGISTRATE
FAMILY RELATIONS DIVISION OF THE ALLEN SUPERIOR COURT

Allen Superior Court, Family Relations Division is seeking qualified candidates for the position of Juvenile Court Magistrate. The Juvenile Court Magistrate presides in the Family Relations Division of the Allen Superior Court in Children In Need of Services (CHINS) cases, juvenile delinquency cases, domestic relations, paternity cases and adoption cases, under the direction and supervision of the Judges of that division. The ideal candidate will have experience in all areas of legal practice, with an emphasis on Juvenile Court matters, as well as domestic relations. The Juvenile Court Magistrate is an at-will employee of the Judges of the Family Relations Division the Allen Superior Court and performs a variety of duties as outlined in the job description.

Interested and qualified attorneys, who are dynamic, dedicated, hardworking, fair and honest persons with a desire to serve the citizens of Allen County, are encouraged to apply.

In addition to the application, the Court may require official transcripts of an applicant's undergraduate and law school degrees. The application must be submitted electronically to john.mcgauley@allensuperiorcourt.us by 4:30 pm Monday, May 31, 2021.

The start date of the positon will be coordinated with the successful candidate. Any candidate submitting an application thereby agrees to accept the position of Magistrate of the Allen Superior Court if it is offered.

The position is an appointment pursuant to IC 31-31-3-2(c) and IC 33-33-2-14.

IC 33-23-5-4 Confidentiality of applicant files Sec. 4. The files of applicants for appointment as a magistrate/hearing officer, including the names of applicants, are confidential as provided in IC 5-14-3-4(b)(8). *As added by P.L.98-2004, SEC.2*

Annual Salary: \$124,900 (as set by statute).

Vacation, Sick and Personal time plan, Paid Holidays, State Health Benefits, Judges Retirement program.

**JUVENILE COURT MAGISTRATE
ALLEN SUPERIOR COURT – FAMILY RELATIONS DIVISION
ALLEN COUNTY, INDIANA**

The Juvenile Court Magistrate presides in the Allen Superior Court in Children In Need of Services (CHINS) cases, juvenile delinquency cases, paternity cases, adoption cases, and domestic relations cases under the direction and supervision of the Judges of the Family Relations Division of the Allen Superior Court. The Magistrate is an at-will employee of the Judges of the Family Relations Division of the Allen Superior Court.

RESPONSIBILITIES OF FAMILY RELATIONS DIVISION MAGISTRATES:¹

- Serves as a juvenile court judicial officer in the Allen Superior Court Family Relations Division.
- Administers oaths or affirmations required by law.
- Solemnizes marriages.
- Takes and certifies affidavits and depositions.
- Orders that subpoenas issue in matters pending before the court.
- Compels the attendance of witnesses.
- Punishes contempt.
- Issues warrants.
- Sets bail.
- Enforces court rules.
- Conducts preliminary, initial, and other pretrial hearings.
- Conducts evidentiary hearings and trials.
- Receives jury verdicts.
- Authenticates records of proceedings conducted by the Magistrate.
- Enters certain final orders including orders or judgments in proceedings involving matters specified in Indiana Code Title 31
- Assists Judicial Officers, Court Administrators, Court Reporters, the county and the public by providing information and/or explanation of information related to the processes in the Court, including but not limited to, orders, filings, scheduling and court processes.
- Participates in projects to improve caseflow management.
- Participates in continuing judicial education courses to meet state requirements.
- Attends the Annual Meeting of the Judicial Conference of Indiana and the Indiana Juvenile Court Judicial Officers conference.
- Willingly and ably works extended and/ or non-traditional hours.
- Files an annual Statement of Economic Interests, as required by Indiana law.
- Accepts continual public and media scrutiny of the Magistrate's public and private lives.
- Performs other duties as assigned by the Allen Superior Court Family Relations Division Judges including special projects attendant to a judicial officer exercising juvenile court jurisdiction.

I. POSITION QUALIFICATIONS:

- Admitted to the practice of law in Indiana.

¹ A complete list of the statutory authority of magistrates in the State of Indiana is found at Ind. Code § 33-23-5-5.

- Experience in all areas of legal practice, with an emphasis juvenile court matters and family relations cases.
- Ability to maintain strict confidentiality of all Court records, reports, and information.
- Ability to work on several tasks at the same time and timely complete assignments effectively in an environment that has frequent distractions and interruptions.
- Command of the English language, orally and in the written form.
- Ability to both work alone and with others in a team environment with minimum supervision.
- Ability to handle high volume caseload involving both represented and unrepresented litigants.

II. RESPONSIBILITY:

Juvenile Court Magistrates:

- Perform a variety of judicial functions according to Indiana Code, Indiana and Local Court Rules, and standard Court procedures and processes at the will of the Judges of the Family Relations Division of the Allen Superior Court.
- Exercise independent judgment and analysis to attain just results.
- Make choices and exercise personal initiative in completion of responsibilities and in working with the Judiciary, Court Administrators, Court Reporters, court and other state and local governmental employees, and the public.
- Fully comply with the requirements of the Indiana Code of Judicial Conduct.
- Cannot engage in the practice of law while holding the office of Magistrate.

III. PERSONAL WORK RELATIONSHIPS:

Juvenile Court Magistrates maintain frequent contact with other court and county departments, employees and members of the public for the purpose of providing justice and projecting and promoting a positive image of the Allen Superior Court. The Magistrates report directly to and at the will of the Allen Superior Court Family Relations Division Judges.

IV: PHYSICAL EFFORT AND WORK ENVIRONMENT:

Juvenile Court Magistrates perform duties in a standard court office environment with some physical strain normally associated with pressure from formal schedules, deadlines, and high volume operations. Above average visual acuity is required for computer and other related tasks.

V: COMPENSATION Juvenile Court Magistrates are compensated pursuant to IC 31-31-3-2 at 80% of the salary of a judge.

**APPLICATION FOR THE POSITION OF
JUVENILE COURT MAGISTRATE
OF THE ALLEN SUPERIOR COURT
FAMILY RELATIONS DIVISION**

1. Please provide your:
 - A. Full legal name and any former names.
 - B. Addresses and telephone numbers (home and office).
 - C. Date and place of birth.
 - D. Social Security Number.
 - E. Are you a citizen of the United States?
 - F. Are you domiciled in Allen County and, if so, how long?

2. STATUTORY and PROFESSIONAL QUALIFICATIONS:
 - A. Date admitted to practice before the Supreme Court of Indiana.
 - C. List other court admissions and date.
 - C. What is your attorney number?
 - D. Have you ever been disciplined in any way, formally or informally, by the Indiana Supreme Court Disciplinary commission, by the Indiana Commission on Judicial Qualifications, or by similar committees in other jurisdictions? If so, please explain.
 - E. Please list any lawsuits or legal proceedings, including bankruptcies and dissolutions, in any jurisdiction, to which you have been a party. Please provide dates, docket numbers, names of other parties, and, if needed, a brief explanation.
 - F. Have you ever been convicted of a felony?
 - G. Have you ever been arrested or cited for any violations of the law other than for routine traffic violations? If so, please provide dates, jurisdictions, and a brief explanation of the arrest and its resolution.

- H. During the course of your practice of law have you been named as a defendant in any litigation, other than in a representative capacity? If yes, state the title of the action, the court, the case number, brief statement of the nature of the claim, and how the matter was concluded.
- I. Have you filed all federal, state, and city tax returns which are now due, and are all payments current? If answer is no, please explain.
- J. Have you ever filed bankruptcy?

3. EDUCATION

- A. Please list all colleges and universities you have attended other than law schools.

<u>School</u>	<u>Date Enrolled</u>	<u>Degree or Certificate</u>
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- B. Please list law schools post-J.D. programs attended. Please attach transcripts from each.

<u>School</u>	<u>Date Enrolled</u>	<u>Degree or Certificate</u>
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- C. Please describe any academic honors, awards, and scholarships you have received and when.

4. PROFESSIONAL BACKGROUND

- A. List dates of any military services and type of discharge.
- B. Please provide your employment history since graduation from undergraduate college graduation, including titles or positions, locations, and dates.
- C. Since first being admitted to the practice of law and for each applicable period state your practice and employment history detailing whether you practiced alone or with others, the names

and current addresses of each person or law firm or government agency associated with and in what capacity, and the kind of practice or area of practice with each.

- D. Identify the percentage you have practiced in the following areas of law over past five (5) years:

Juvenile Child in Need of Services cases_____

Juvenile Delinquency cases_____

Juvenile Paternity cases_____

Dissolution of Marriage cases (including post decree)_____

Adoption cases_____

- E. Have you had any teaching experience in the law? If so, give the names of the institutions or programs, your titles, and the dates.
- F. Please describe your appellate experience, if any.
- G. If applicable, describe the nature and extent of your judicial experience.

5. LEGAL DRAFTING:

- A. List any contributions to legal journals and publications.
- B. List any legislative draftings.
- C. Please provide examples of any appellate briefs you have drafted.
- D. Please provide an example of any legal brief and/or proposed findings of fact that you may have drafted in a domestic relations or juvenile case.

6. ACTIVITIES AND PUBLIC SERVICE

- A. List any prior government service.
- B. Please describe any efforts, achievements, or contributions on your part, including written work or speeches made toward the improvement of the legal system and the administration of justice.
- C. List any Bar association activities and offices held.

- D. Please list any memberships and offices you have held civic or charitable organizations including brief descriptions of the purposes of the organizations and of your involvement.
- E. Please list any memberships and offices you currently hold or have held in professional organizations, as well as brief descriptions of the purposes of the organizations and of your involvement.
- F. Are you presently on a board for any *for profit* corporations? If so please list.
- G. Are you presently on any political action committee or political party committee or post? If so please list.
- H. Please list any memberships you hold in social clubs or organizations. If any of these restricts its membership on the basis of race, sex, religion, or national origin, please indicate.
- I. Have you ever held membership in any group, organization, club or board that has actively discriminated against another person or group based on race or ethnicity? If yes, please explain.

6. REFERENCES

- A. Please provide names, addresses, and telephone numbers of three professional references, other than those provided in answer 5D above.
- B. Please provide names, addresses, and telephone numbers of three personal references.
- C. Please provide the names, addresses, and telephone numbers of three attorneys who have been your professional adversaries in your practice or who have litigated substantial cases in your court and who would be in positions to comment on your qualifications for the position of magistrate.

I affirm, under the penalties for perjury, that the above and foregoing representations are true.

APPLICANT'S SIGNATURE

WAIVER AND STATEMENT OF CONSENT

The undersigned applicant hereby waives the benefits of any statute, rule, regulation, or doctrine of the common law prescribing confidentiality or privacy of records. The reach of this waiver extends to the records of any administrative, disciplinary, or governmental agency or committee, including but not limited to the Allen Superior Court, the Indiana Supreme Court Disciplinary Commission, the Board of Law Examiners, and any similar agencies of other jurisdictions. The undersigned further authorizes and requests every person, firm, company, corporation governmental agency, court, association, or institution having control of any documents, records, or other information pertaining to the undersigned, to furnish to the Allen Superior Court or its agents any such information, including documents, records, disciplinary complaints, formal or informal, pending or closed, or any other pertinent data, and to permit Allen Superior Court or any of its judges, agents or representatives to inspect and make copies of such documents, records or other information. The undersigned specifically authorizes the release of any state or federal tax information. The undersigned does hereby release and discharge the Allen Superior Court, its judges as now or hereafter constituted, their employees, agents, and representatives, the Indiana State Police, the Indiana Department of Revenue, and any other agency or person or their agents or representatives providing information concerning the applicant.

The undersigned agrees and understands that the Allen Superior Court or its agents or employees may interview or otherwise consult members of the legal, judicial, and general community concerning the professional competence and integrity of the candidate, that the names of all candidates may be publicly disclosed prior to their evaluation by the Allen Superior Court, that a credit investigation may be made and that an investigation by a law-enforcement agency may be requested by the Court.

The undersigned hereby affirms that, if offered, the position of magistrate of the Allen Superior Court, the undersigned will accept said offer.

DATE

APPLICANT'S SIGNATURE