

South Dakota Unified Judicial System
Magistrate Judge Application
PERSONAL DATA QUESTIONNAIRE

Name: _____

Instructions: Please complete this personal data questionnaire and return to: Director of Human Resources, SD Unified Judicial System, 500 East Capitol Avenue, Pierre, SD 57501. **Please completely answer each question.** If there is not enough space within this questionnaire, please attach additional pieces of paper. In addition, please obtain a copy of your **credit report**, from within the **last 30 days**, from one of the three primary reporting agencies (**Equifax, Experian, or TransUnion**) and submit it to the Director of Human Resources, SD Unified Judicial System.

1. State your full name and Social Security Number:
2. Office and home addresses, zip codes, telephone numbers including area code:
Office:

Home:

E-mail Address:

3. Have you ever been convicted of or pled guilty or nolo contendere/no contest for a violation of any federal law or regulation, state or municipal law, or ordinance?
4. Are you a United State's citizen or currently authorized to work in the United States on a full-time basis?
5. Have you had any military service? If so, give dates, branch of service, rank or rate, present status, and type of discharge.
6. List each college and law school you attended, including dates of attendance, the degrees awarded, class standing, and, if you left any institution without receiving a degree, the reason for leaving.

School Name: Date of Attendance:

Degrees:

Standing:

7. List all courts in which you have practiced, with dates of admission. Give the same information for administrative bodies, which require special admission to practice.

8. Describe chronologically your law practice and experience after your graduation from law school up to this date, including:
 - A. Whether you served as clerk to a judge, and if so, the name of the judge, the court, and the dates of the period you were a clerk.
 - B. Whether you practice alone, and if so, the addresses and the dates.
 - C. The dates, names and addresses of law firms or offices, companies or governmental agencies with which you have been connected, and the nature of your connection with each.
 - D. Law school teaching experience, including name of school, dates, courses and faculty rank.
 - E. Any other relevant particulars.

9.
 - A. What is the general character of your practice, dividing it into periods with dates if its character has changed over the years.
 - B. Describe your typical clients, and mention the areas, if any, in which you specialize.
 - C. Describe any prosecutorial, public defender, or legal aid functions you may have performed.
 - D. Describe the aspects of your legal experience, which you believe qualifies you to serve on the judiciary.

10.
 - A. Do you appear in court regularly, occasionally, or not at all? If the frequency of your appearances in court varies, describe each such variance, giving dates.

- B. What percentage of these appearances was in:
- (1) Federal courts.
 - (2) State courts of record.
 - (3) Other courts.
- C. What percentage of your litigation was:
- (1) Civil.
 - (2) Criminal.
- D. State the number of court trials and the number of jury trials you tried to a verdict or judgment (rather than settled), indicating whether you were sole counsel, chief counsel, or associate counsel.

Role: Court Trials: Jury Trials: Counsel Status:

- E. Describe five of the most significant litigation matters, which you personally handled and give the citation, if the case was reported. Give a capsule summary of the substance of each case, and a succinct statement of what you believe to be the particular significance of the case. Identify the party or parties whom you represented. Describe in detail the nature of your participation in the litigation and the final disposition of the case. Also, state as to each case:
- (1) The dates of the trial period or periods.
 - (2) The name of the court and the name of the judge before whom the case was tried, and
 - (3) The individual name addresses and telephone numbers of co-counsel and counsel for the other parties.

11. State any judicial office you have previously held, giving the dates and details including the court involved, whether elected or appointed, periods of service and a description of the jurisdiction of each of such courts with any limitations upon the jurisdiction of each court.

12. Have you ever held public office? If so, give the details, including the offices involved, whether elected or appointed and the length of your service, giving dates.
13. Have you ever been an unsuccessful candidate for elective, judicial or other public office? If so, give details, including dates.
14. Have you ever been engaged in any occupation, business, or profession other than the practice of law or holding judicial or other public office? If so, give details, including dates.
15. Are you now an officer or director or otherwise engaged in the management of any business enterprise?
 - A. If so, give details, including the name of the enterprise, the nature of the business, the title or other description of your position, the nature of your duties and the term of your service.
 - B. Is it your intention to resign such positions and withdraw from any participation in the management of any such enterprises if you are nominated and appointed? If not, give reasons.
16. Have you, to your knowledge, ever been under federal, state or local investigation for possible violations of a criminal statute? If so, give particulars.
17. Has a tax lien or other collection procedure ever been instituted against you by federal, state or local authorities? If so, give particulars.
18. Have you consistently filed state sales tax and federal income tax returns?
19. Have you consistently filed the SD State Bar certificate of compliance for trust accounts form?
20. Have you ever been sued by a client or a party? If so, give the particulars.

21. Have you ever been a party or otherwise involved in any other legal proceedings? If so, give the particulars. Do not list proceedings in which you were merely a guardian ad litem or stockholder. Include all legal proceedings in which you were a party in interest, a material witness, were named as a co-conspirator or a co-respondent, and any grand jury investigation in which you appeared as a witness.
22. Have you been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, give the particulars.
 - A. Has a complaint ever been filed against you with the State Bar Disciplinary Board?
 - B. Have you ever been verbally warned by State Bar Disciplinary Board?
 - C. Have you ever received a written reprimand from the State Bar Disciplinary Board?
 - D. Have you ever been sanctioned by the South Dakota Supreme Court?
 - E. Have you ever been placed on probation by the South Dakota Supreme Court?
 - F. Have you ever been suspended or disbarred from practicing law or removed from the bench in the State of South Dakota or any other state or tribe?
23. With respect to your legal service:
 - A. Have you ever been cited for contempt of court? If so, give particulars.
 - B. Have you to the best of your knowledge and belief complied with applicable statutes and canons of professional ethics? If not, give particulars.
24.
 - A. Have you ever driven a car, truck, or motorcycle while under the influence of alcohol or illegal drugs?
 - B. Have you ever used illegal drugs?

25. A. List all bar associations and professional societies of which you are or have been a member and give the titles and dates of any offices, which you have held in such groups.
- B. List chairmanships of any committees in bar associations and professional societies, and memberships on any committees which you believe to be of particular significance.
26. List any honors, prizes, awards or other forms of recognition which you have received (including any indication of academic distinction in college or law school), other than those mentioned in answers to the foregoing questions.
27. Would a personal, discreet investigation of your life and background embarrass you in any way? If so, please explain.
28. If selected for this judicial position, would you be willing to change your place of residence within the circuit or district if required?
29. What time do you normally arrive at work, and what time do you normally leave work?
30. State briefly and concisely as possible why you seek nomination to the bench, and what qualities you believe you possess which would serve you especially well were you appointed to serve.
31. Describe any pro bono or community service activities in which you have been or are engaged.

Signature

Date

By submitting this personal data questionnaire, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief.

Authorization and Release

I, _____, hereby authorize the Division of Criminal Investigation for the State of South Dakota to release to the Unified Judicial System and its representatives any information concerning me contained in the criminal history record files of the Division. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilty (i.e. dismissed charges, or charges that resulted in a not guilty finding). I further understand that the information may contain listings of charges that resulted in a suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged under SDCL 23A-27-17. I acknowledge that this type of information may be released, even though this record is designated "nonpublic" under the provisions of SDCL 23A-27-17.

In consideration for the Division of Criminal Investigation releasing any information concerning me contained within its criminal history record filed to the Unified Judicial System and authorized representatives, I, _____, on behalf of myself, my spouse, legal representatives, heirs, and assigns, hereby release, waive, discharge and agree to hold harmless the Division of Criminal Investigation, its officers and employees, from all liability for any claim or damages resulting from the release of this information.

A photocopy or fax copy of this release form is as valid as the original, even though the photocopy or fax copy does not contain an original signature.

Dated this _____ day of _____, _____,
at _____, _____.

Print Name

Signature

Social Security # _____

Witness: _____

Witness: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN: I authorize any Investigator or duly accredited representative of the Unified Judicial System bearing this release, or a copy thereof, within one year of its date, to review and receive full disclosure of all records, or any part, concerning myself, whether the records are public, private, or confidential. Including information as to my character, general reputation, personal characteristics and mode of living, whichever are applicable, may be made, and such disclosed. I understand that my completed personal data questionnaire will be shared with the private investigator hired by the UJS to conduct a complete background investigation upon the presiding judge's recommendation to the Supreme Court of my appointment as magistrate judge.

I consent to your release of all public and private information that you have concerning me, my work record, background, military service records, educational records, financial status, credit report (I understand that if information from my credit report is used to determine that I will not be appointed; I have the right to this information in writing, orally, or electronically of the decision; be provided the consumer reporting agency contact information; that the consumer reporting agency does not make the hiring decision; request a copy of the consumer credit report; and dispute the credit report with the consumer reporting agency), civil litigation or penalties, criminal history record, investigatory files, performance ratings, complaints or grievances filed against me, and internal affairs investigations or discipline, including my files which are deemed to be confidential or sealed.

I release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage according to any state or federal laws. I release you, as the custodian of the records from all liability for damages of whatever kind which may result to me, my heirs, family, or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

In consideration of the Unified Judicial System and its representatives' acceptance and processing of my application for appointment, I agree to hold them, their agents and employees harmless for all claims and liability associated with my application for employment or in any way connected with the decision whether or not to appoint me. I further agree to indemnify and hold harmless the person to whom this request is presented and its agents and employees, from all claims, damages, loses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

A photocopy or fax copy of this release form is as valid as the original, even though the photocopy or fax copy does not contain an original signature.

Full Name: _____ Soc. Sec. #. ____ - ____ - _____

All Previous/Other Names Used: _____

Birth Date and Place: _____

Do you have a valid driver's license? Yes No Driver's License #: _____

List all addresses and states in which you have resided: _____

Have you ever been convicted of a crime, imprisoned, or placed on probation for any offense in criminal or military court? If yes, please explain. _____

Signature

Date