

NOTICE OF VACANCY OF UNITED STATES MAGISTRATE JUDGE POSITION

The Judicial Conference of the United States has authorized the appointment of a full-time United States magistrate judge for the Western District of Oklahoma. The current annual salary of the position is \$213,992. The term of office is 8 years.

The duties of the position are demanding and wide-ranging and will include: (1) substantial research and writing assistance to the court for which demonstrated legal scholarship is required; (2) conduct of most preliminary proceedings in criminal cases; (3) trial and disposition of misdemeanor cases; (4) conduct of various pre-trial matters, evidentiary proceedings, and summary (advisory) jury trials on delegation from the judges of the District Court; (5) trial and disposition of civil cases upon consent of the litigants; and (6) mediation and settlement conferences in cases referred by district judges. The basic jurisdiction of the United States Magistrate Judge is specified in 28 U.S.C. § 636.

To be qualified for appointment an applicant must:

1. Be a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States, and have been engaged in the active practice of law for a period of at least five (5) years (with some substitutes authorized);
2. Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness;
3. Be less than seventy years old; and
4. Not be related to a judge of the district court.

A merit selection panel composed of attorneys and other members of the community will review all applicants and recommend to the district judges in confidence the five persons it considers best qualified. The court will make the appointment following an FBI full-field investigation and an IRS tax check of the applicant selected by the court for appointment. The individual selected must comply with the financial disclosure requirements pursuant to the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (as amended) (codified at 5 U.S.C. app. §§ 101-111) as implemented by the Judicial Conference of the United States.

An affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability. The essential function of courts is to dispense justice; an important component of this function is the creation and maintenance of diversity in the court system.

The court emphasizes that excellent legal scholarship, quality legal research and writing skills, and experience are critically important requirements for performance of this federal judicial position and therefore will factor greatly in the selection process. Training and experience in alternative dispute resolution procedures is recommended.

Further information on the magistrate judge position in this court may be obtained from:

Carmelita Reeder Shinn, Clerk of Court
United States District Court
200 N.W. 4th Street, Rm 1210
Oklahoma City, OK 73102
(405) 609-5050

Or from the co-chairs of the selection panel:

Robert H. Henry
Whitten Burrage
512 N. Broadway Avenue
Suite 300
Oklahoma City, OK 73102

James E. Warner, III
Nix Patterson LLP-OKC
512 N. Broadway Avenue
Suite 206
Oklahoma City, OK 73102

HOW TO APPLY: Application forms are available from the Court Clerk's Office and can also be found on the court website at www.okwd.uscourts.gov. Applications must be submitted only by the applicant personally, indicating the person's willingness to serve if selected. Applications that are not complete or are not properly collated and bound will not be considered. Applicants must provide an original and ten (10) copies of their application and writing sample. The copies must be placed in separate envelopes and labeled with the applicant's name and the vacancy number. Applications must be received at the address below no later than **4:30 p.m. on January 16, 2024**.

Magistrate Judge Vacancy 23-12
U.S. District Court
Western District of Oklahoma
200 N.W. 4th Street, Rm 1210
Oklahoma City, OK 73102

Applications received after 4:30 p.m. on January 16, 2024 will not be considered.

All applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined by the clerk of court for compliance with these instructions and thereafter only by members of the merit selection panel and the judges of the District Court. The panel's deliberations will remain confidential.

For the Court:
TIMOTHY D. DeGIUSTI
CHIEF JUDGE