

UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA

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OFFICE OF THE CLERK  
901 RICHLAND STREET  
COLUMBIA, SOUTH CAROLINA 29201-2431  
scd.uscourts.gov  
(803) 765-5789

ROBIN L. BLUME  
CLERK OF COURT

**MEMORANDUM**

**TO** | Prospective Magistrate Judge Applicants  
**FROM** | Robin L. Blume, Clerk of Court  
**DATE** | June 5, 2014  
**RE** | Application Requirements

Attached are the public notice and an application for the position of full-time magistrate judge for the District of South Carolina at Charleston, South Carolina.

The application (original) plus **sixteen (16)** copies must be returned to the Clerk of the District Court; 901 Richland Street; Columbia, South Carolina, 29201, in an envelope marked "Confidential" and must be received by the Clerk of Court no later than 4:00 p.m. on Monday, July 7, 2014.

Attachments to the application are not required, but if an applicant chooses to provide attachments to the application, the attachment(s) should not exceed a total of ten (10) pages.

## PUBLIC NOTICE

### U.S. DISTRICT COURT FOR THE DISTRICT OF SOUTH CAROLINA

The United States District Court will receive applications for the position of full-time United States Magistrate Judge for the District of South Carolina at Charleston, South Carolina, until Monday, July 7, 2014. The duty station for this position will be in Charleston, so the selected applicant will be required to reside in the Charleston division. The annual salary of a United States Magistrate Judge is \$183,172. The term of office is eight (8) years.

The duties of the position are demanding and wide-ranging and will include: (1) conduct of most preliminary proceedings in criminal cases; (2) trial and disposition of misdemeanor cases; (3) conduct of various pretrial matters and evidentiary proceedings on delegation from the Judges of the District Court; and (4) trial and disposition of civil cases upon consent of the litigants. This position requires extensive research and writing. 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, 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 of 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 (70) 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 applications and will recommend to the Judges of the District Court in confidence the five (5) applicants whom they consider best qualified. The Court will make the appointment following an FBI full-field investigation and IRS tax check of the appointee. An affirmative effort will be made to give due consideration to all qualified candidates.

Application forms and further information on the Magistrate Judge's position can be obtained from the Court's Web site at [scd.uscourts.gov](http://scd.uscourts.gov) or from the Clerk of the District Court at 901 Richland Street; Columbia, SC 29201; telephone number 803.765.5789.

Applications must be submitted only by the applicant. **The original plus sixteen (16) copies of the application must be in an envelope marked "confidential" and must be received no later than 4 p.m., Monday, July 7, 2014.**

All applications will be kept confidential, unless the applicant consents to disclosure, and applications will be examined only by members of the Merit Selection Panel and the Judges of the District Court. The Panel's deliberations will remain confidential.

**Robin L. Blume, Clerk of Court  
United States District Court  
District of South Carolina**

**APPLICATION FORM**  
**United States Magistrate Judge**  
**District of South Carolina**  
**Charleston Division**

Type or legibly print your answers. If a question is not applicable, indicate this by marking "N/A."  
Return completed form and 16 copies in an envelope marked "personal and confidential" to the following:

Clerk of Court  
U.S. District Court  
901 Richland Street  
Columbia SC 29201

**General**

1. Full name \_\_\_\_\_

2. All other names by which you have been known  
\_\_\_\_\_  
\_\_\_\_\_

3. Office address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

4. Residential address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

5. Place of birth \_\_\_\_\_  
Date of birth \_\_\_\_\_

6. Length of residence in state \_\_\_\_\_

7. If you are a naturalized citizen, state the date and place of naturalization.  
\_\_\_\_\_

8. Military service:  
Branch \_\_\_\_\_ Dates \_\_\_\_\_  
\_\_\_\_\_

Rank or Rate at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If still a reserve or national guard member, give service, branch, unit, and present rank.  
\_\_\_\_\_

9. Are you related by blood or marriage to any judges of this court? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give name(s) and relationship.
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**Health**

10. What is the present state of your health? \_\_\_\_\_

11. Do you have any visual or hearing impairment or other mental or physical impairment that could interfere with your ability to perform the duties assigned to a magistrate judge?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, specify.
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12. Have you had any hospital confinement, mental illness, serious physical illness, or drug or alcohol addiction during the past ten years? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, explain and identify your attending physician, the names of any hospital or other institution to which you were admitted and the date(s) of your hospitalization.
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13. Are you presently receiving treatment for a physical or mental illness or condition, or drug or alcohol addiction? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give details.
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**Education**

14. Colleges and universities attended (dates, degrees, and class rank):

15. Continuing legal education courses completed within last 10 years:

**Honors**

16. Were you a member of law review? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, describe role.
17. If you have published any legal books or articles, list them, giving citations and dates:

18. List any honors, prizes, or awards you have received:

**Professional Admissions**

19. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case:

Court or Administrative Body	Date of Admission
_____	_____
_____	_____
_____	_____
_____	_____

20. Have you ever failed a bar admission examination? Yes \_\_\_\_\_ No \_\_\_\_\_

**Law Practice**

21. State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all government agencies, and all private business organizations in which you have been employed. Also provide all dates during which you have practiced as a sole practitioner.

Organization	Address	Position	Dates
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22. Describe the general nature of your current practice including any legal specialties and character of your typical clients; also, if your practice is substantially different now than previously, give details of prior practice.

23. a) Do you appear regularly in court? Yes \_\_\_\_\_ No \_\_\_\_\_

b) What percentage of your appearances in the last five years were in

- |    |                                 |       |   |
|----|---------------------------------|-------|---|
| 1. | Federal courts                  | _____ | % |
| 2. | State or local courts of record | _____ | % |
| 3. | Administrative bodies           | _____ | % |
| 4. | Other                           | _____ | % |

24. During the past five years, what percentage of your practice has been trial practice?  
\_\_\_\_\_ %

25. How frequently have you appeared in court? \_\_\_\_\_ times per month.

26. How frequently have you appeared at administrative hearings? \_\_\_\_\_ times per month.

27. What percentage of your practice involving litigation has been

Civil \_\_\_\_\_ %

Criminal \_\_\_\_\_ %

Other:

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

28. State the number of cases you have tried to conclusion in courts of record during the past five years, indicating whether you were sole, associate, or chief counsel. Give citations of any reported cases.

29. Summarize your courtroom experience for the past five years.



30. State the names and addresses of adversary counsel against whom you have litigated your primary cases over the past five years:

**Public Office**

31. Have you ever run for, or held, public office? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give details.

**Prior Judicial Experience**

32. a) Have you ever held judicial office or been a candidate for judicial office? If so, state the courts involved and the dates of service, or dates of candidacy:

b) Prior quasi-judicial service:  
Name of agency \_\_\_\_\_  
Position held \_\_\_\_\_  
Hearings on what types of issues \_\_\_\_\_  
Number of cases adjudicated \_\_\_\_\_  
Dates of service \_\_\_\_\_

**Business Involvement**

33. a) If you are now an officer, director or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office.

b) Since being admitted to the Bar, have you ever engaged in any occupation, business or profession other than the practice of law? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give the details, including dates.

- c) During the past five years have you received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization or association involved, and the dates such compensation was paid.
34. a) Have you, to your knowledge, ever been under federal, state or local investigation for possible violation of a criminal statute?  
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give particulars.
35. a) Have you ever been sued by a client? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give particulars.
- b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give particulars, including the amounts involved.
36. Have you ever been charged in any civil or criminal proceeding with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give particulars.

37. 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?  
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, give particulars.
38. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain.
39. Have any liens or claims ever been instituted against you by the federal, state or local authorities? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, explain.

**Professional and Other Activities**

40. a) List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held in such groups and committees to which you belonged.

b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question 39.a), of which you have been a member during the past ten years, including the titles and dates of any offices you have held in each such organization.

c) Are you a member of any organization or club that discriminates on the basis of race, religion, gender, or national origin? Yes \_\_\_\_\_ No \_\_\_\_\_

**Supplemental Information**

41. State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law.

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

43. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the District Court and the selection panel in connection with your possible nomination as United States Magistrate Judge.

44. List five individuals as references who are familiar with your abilities and personal character.

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

