

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF WYOMING**

Public Notice Concerning the Appointment of New Magistrate Judge

The Judicial Conference of the United States has authorized the appointment of a full-time United States Magistrate Judge for the District of Wyoming located in Cheyenne, Wyoming, to fill the vacancy created by the anticipated confirmation of Magistrate Judge Kelly H. Rankin as a U.S. District Judge. The term of office is eight (8) years and may be subject to reappointment in accordance with Chapter 4 § 420.60 of the Guide to Judiciary Policy. The current annual salary of the position is \$223,836.

The authority of a United States Magistrate Judge is specified in 28 U.S.C. § 636. In criminal cases, a Magistrate Judge: (1) considers petitions for issuance of search warrants; (2) conducts preliminary proceedings; and (3) presides over the trial and disposition of misdemeanor cases. Civil cases are directly drawn to both Magistrate Judges and District Judges on a random draw. For cases drawn to District Judges and for cases drawn to Magistrate Judges where the parties do not consent to the Magistrate Judge handling all matters, both a District and Magistrate Judge are assigned to the case. In these cases, a Magistrate Judge conducts pretrial matters, evidentiary proceedings, and post-trial matters on referral from the District Judge. In civil cases where the parties consent to the Magistrate Judge handling all matters, the Magistrate Judge presides over all pretrial, trial, and post-trial matters.

To be qualified, an applicant must:

- (1) Be, and for the prior five years have been, 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,
- (2) Have been engaged in the active practice of law for a period of at least five years (with some substitutes authorized);
- (3) Be competent to perform all the duties of the office. This includes but is not limited to being of good moral character, being emotionally stable and mature, being committed to equal justice under the law, being in good health, being patient and courteous, and being capable of deliberation and decisiveness.
- (4) Be less than seventy years old; and
- (5) 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, in confidence, will recommend the five best qualified applicants to the District Court. 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, 5 U.S.C. app. 4 §§ 101-111, as implemented by the Judicial Conference. Full consideration will be given to all qualified applicants without regard to race, color, age (40 and over), sex, sexual orientation, religion, national origin, or disability.

Qualified persons interested in being considered for this position must submit:

- a cover letter and specify qualifications in relation to the position
- application form (available on the court's website)
- a resume
- letters of recommendation (limit 3)
- and supporting documents in a single PDF format by email to:
WYDMJApp@wyd.uscourts.gov.

The application form and additional information may be obtained from the court's website at: <https://www.wyd.uscourts.gov/us-magistrate-judge-vacancy>.

All materials must be received by close of business (5:00 p.m. MDT) on Friday, March 1, 2024.

Applicants may contact Maggie Botkins, Clerk of Court, at 307-433-2126 for questions regarding the application process.

All applications and deliberations will be kept confidential. Applications will be examined only by members of the merit selection panel and the members of the court.

The United States District Court is an Equal Opportunity Employer.

The members of the Merit Selection Panel are:

Hon. William U. Hill (Ret) (Panel Chair)
Hon. Michael K Davis (Ret)
Hon. Wade E. Waldrip (Ret)
Mistee L. Elliott, Esq.
Tracy R. Hucke, Esq.
Nicole M. Romine, Esq
Sharon Wilkinson
Stephan Harris