

COMMISSION ON JUDICIAL SELECTION
SEVENTH JUDICIAL DISTRICT, DEPARTMENT 2
APPLICATION INSTRUCTIONS

1. Application Period: The application period for this vacancy is Monday December 23, 2024, through noon on Wednesday, February 12, 2025. Applications received after noon on the application deadline will not be considered.
 - a) Applicants' names will be released on the [Commission's applicant page](#) as soon as a complete application is received by the Secretary of the Commission. A list of all applicants will be released by 3:00 p.m. on Wednesday, February 12, 2025, in the form of a press release; with the name, age, city of residence, and name of firm or business and job title at which each applicant is employed.
 - b) The Commission plans to hold in-person applicant interviews in mid-March 2025, in Ely Nevada. The Commission will approve the draft agenda for interviews during the next meeting after the submission deadline. Each applicant will also be individually notified of their interview time.
2. Public Record and Confidential Information: This Application is a public record. Information provided as part of the public portion of the application (Items 1-49), will be posted on the Commission's website for three years from the due date of the application. The confidential portions of the application include: Items 50-67, background investigation materials, confidential references from Item 67, and communication from the public identified as confidential. The Governor receives all application content upon an applicant's nomination by the Commission.
3. Application Forms: Applicants must contact Margarita Bautista at mbautista@nvcourts.nv.gov or 775-684-1710 to receive application materials. Please use "NCJS Application Request" in the subject line. Each selection process requires a new application to be submitted, and the content or requirements may differ.
4. Electronic Submission and Deadlines: Applications will be accepted electronically, through the Court's secure upload server. We encourage all applicants to request the application and submission materials early in the process to ensure you have time to complete the application and verify your ability to login and upload your application materials prior to the deadline.

The AOC is not responsible for any uploading errors or omissions that result from using the Court's server. The [Commission's applicant page will include the Public Application, Items 1-49](#). The Commission will not consider incomplete applications or applications uploaded beyond the application deadline.
5. Format of Submission: A complete application includes the: public application, (items 1-49 including the personal statement and writing sample), confidential application, consumer report authorization, personal information sheet, waiver and certification form, and fingerprint TCN number.

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The materials submitted to the Commission should be:

- a) In PDF as separate files to ensure confidential portions remain so.
 - b) The application packet is to be submitted with the following titles:
 - i. [Last name] Public Application
 - ii. [Last name] Confidential Application
 - iii. [Last name] Authorization Form to Obtain Consumer Reports for Employment Purposes
 - iv. [Last name] Personal Information Sheet
 - v. [Last name] Waiver and Certification Form
6. Background Investigation: The Commission conducts a comprehensive background investigation of each applicant. Applicants must submit to a credit, criminal background, legal licensing, and fingerprinting check.
- a) Applicants are urged to submit to fingerprinting at least a couple weeks prior to the application deadline. Background checks often take at least 30 days, and the background check does not start until fingerprints are submitted to the Department of Public Safety.
 - b) All information garnered as part of a background investigation remains confidential and complies with federal, state, and local laws and regulations. Commissioners and Commission staff are prohibited from discussing or disclosing background information outside of the selection process and all materials are destroyed by the conclusion of each selection. Once the Governor makes an appointment, the remaining confidential applicant information is destroyed.
 - c) Each applicant will receive a copy of their consumer credit report pursuant to federal law.
7. Letters of Reference: The Commission requires the applicant to identify six persons to submit letters of reference; three from lawyers or judges familiar with your professional competence and activities; and three from laypersons familiar with your personal reputation and activities. While commission staff are unable to identify from whom letters have been received, applicants may enquire on the number of letters submitted. Letters of reference are due one week prior to interviews. For this vacancy, the due date will be communicated to applicants once the interview date is scheduled.
8. Term of Office: The Nevada Constitution, Article 6 § 5, provides a six-year term for the office of District Court Judge. The current term for all district court judges in Nevada expires on January 7, 2027. The appointee must run for election in the next general election, on November 5, 2026, to continue serving after the expiration of the current term.

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9. Minimum Qualifications: Please see Nev. Const. Art. 6 § 20; NRS 1.380 through 1.410 and NRS Chapter 3; and the Commission's Rules for more information on this process. NRS 3.060 states that a district judge must be:
 - a) At least 25 years old;
 - b) An attorney licensed and admitted to practice in the courts of Nevada at the time of appointment;
 - c) An attorney licensed and admitted to practice law in the Nevada, another state, or the District of Columbia for a total of not less than 10 years at any time preceding his or her election or appointment, at least 2 years of which has been in this State;
 - d) A qualified elector and has been a bona fide resident of this State for 2 years next preceding the election or appointment; and
 - e) Not removed from judicial office by the Legislature or removed or retired from judicial office by the Commission on Judicial Discipline.
10. Residency Requirement: Pursuant to NRS 3.060(d), a qualified candidate shall have resided in Nevada for at least two years preceding the appointment to office. A candidate is not required to currently reside in one of the three counties within the Seventh Judicial District of Eureka, Lincoln, or White Pine County.
11. Questions: Applicants may direct all questions to the Commission Secretary. The Secretary may be contacted through Margarita Bautista, mbautista@nvcourts.nv.gov or (775)-684-1710.
12. Outside Screening Process(es): Please be aware that individuals and/or organizations other than the Commission on Judicial Selection may request applicants' participation in a duplicative screening process. Such processes are neither sanctioned by, nor a part of the Commission's process. Participation in such duplicative processes is not a requirement of the Commission.
13. Interview Decorum: Subject to applicable rules, applicants are interviewed in public session and a public comment period is provided at all Commission meetings.
 - a) In fairness to one's fellow applicants, an applicant assigned a later interview time should not be present at, or view webcasted interviews of, the other interviews conducted before such applicant's designated interview time.
 - b) An applicant should not otherwise seek or accept information regarding questions asked of applicants during the interviews.
 - c) The Commission discourages applicants from soliciting public comment to be provided on their behalf during interviews.