



**BOARD ON JUDICIAL STANDARDS
STATE OF MINNESOTA
APPLICATION for EXECUTIVE SECRETARY**

Applicant Data

Name _____
(Last) (First) (Middle) (Attorney License Number)

Address of residence _____
(Street)

(City) (State) (Zip Code) (County)

Home telephone (____) ____-____ Cellphone (____) ____-____

Current Employment

Position _____

Employer _____

Dates of Employment From ____ To ____

Employer address _____
(Street)

(City) (State) (Zip Code) (County)

Office telephone (____) ____-____ Facsimile (____) ____-____

E-mail address _____

Past Employment History

List employment and other professional positions (including military service) since college

Position	Employer	Location	Dates of Employment

Position	Employer	Location	Dates of Employment

Education

	School	Degree	Graduate Date
Undergraduate			
Graduate			
Law School			

List any awards, scholarships, or other recognitions you received

Undergraduate	Law School
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Professional History

Describe the nature of your legal experience.

Please describe your trial experience.

Please describe your judicial experience, if any.

Please describe your administrative experience, if any, and your capabilities regarding use of computers and other technology.

Please describe, and provide documentation, regarding any incidents or circumstances that may relate to your character and fitness for this position, including but not limited to lawyer discipline, and involuntary separation from employment.

Please describe your experience, if any, working with the legislature or other governmental entities,

Please describe your experience, if any, developing a budget for a program, securing funding through the legislative process, and monitoring and managing budget expenditures.

Please describe your case-management skills.

Describe your pro bono legal activities in the last five (5) years, the nature of the work, and the number of hours devoted annually to the activities.

List all jurisdictions in which you have been admitted to practice law.

State or federal jurisdiction

Date of admission

List current and past memberships/activities in law and/or professional associations.

Describe any teaching you have done in law school, continuing legal education, or other professional education programs

List any articles or publications you have written since law school

Identify the last two judges before whom you made significant appearances

List your residences for the last 10 years

Address (street, state, city, ZIP code)

Years of residence

List significant community activities, if any

Offices held

Dates of involvement

Do you object to the Board contacting people regarding your application?

Yes No

Have you ever been suspended, expelled, or otherwise discharged from a college, graduate or professional school in which you were enrolled?

Yes No

Have you ever been involuntarily discharged or terminated from a job?

Yes No

Have you ever been admonished, reprimanded, or otherwise disciplined by a professional regulatory authority, such as the Office of Lawyers Professional Responsibility, the Lawyers Professional Responsibility Board (or the corresponding ethics board of another state), or the Board on Judicial Standards?

Yes No

Are there any pending legal or disciplinary complaints against you?

Yes No

Have you ever been sued either in your capacity as a lawyer or in conjunction with any other business in which you were engaged?

Yes No

Have you ever been sanctioned under Rule 11 of the Minnesota or federal Rules of Civil Procedure or under Minn. Stat. §549.211?

Yes No

If yes to any of the above, please attach an explanation.

Have you filed all federal and state tax returns that are now due, and are you current in payment of all taxes?

Yes No

Do you currently hold an active attorney license which authorizes you to practice law in the state of Minnesota?

Yes No

If no to any of the above questions, please attach an explanation.

I certify that the information contained in this application is true and accurate.

(Signature of applicant)

(Date)