

**INSTRUCTIONS TO THE APPLICANT
and
SUMMARY OF THE NOMINATION PROCESS**

Qualifications and Requirements for Judicial Position

Any applicant must be a U.S. citizen, at least 30 years of age, currently admitted to practice before the Nebraska Supreme Court, and must have had a minimum of 5 years of law practice in the State of Nebraska, which may include prior service as a judge.

Additionally,

1. **Supreme Court:** The Chief Justice must have resided in the State of Nebraska at least 3 years next preceding his or her selection. A Justice of the Supreme Court must have resided in the State of Nebraska at least 3 years next preceding his or her selection and is, on the effective date of appointment, a resident and elector of the district from which selected.
Neb. Const. Art. V, § 7, Neb. Rev. Stat. § 24-202
2. **Court of Appeals:** At the time of consideration for appointment must be a resident of the State of Nebraska.
Neb. Rev. Stat. § 24-1102
3. **District Court, County Court, and Separate Juvenile Court:** Must be a resident of the district to be served on the effective date of appointment, and must remain a resident of that district during the period of service.
Neb. Rev. Stat. § 24-301, § 24-505.01
4. **Workers' Compensation Court:** Must remain a resident of the State of Nebraska during the period of service and are required to reside in Lancaster County unless permission has been given by a majority vote of the Workers' Compensation Court to live elsewhere.
Neb. Rev. Stat. § 48-153, § 48-153.01

Instructions for Completing Application Form

- A. Please type all answers.
- B. Please completely answer all questions. If a question does not apply, type "Not Applicable" in the space provided. If information is not available, type "Not Available" and state your reason(s) for the unavailability.

If more space is needed, attach additional pages to the end of the form and type the corresponding question number next to the information.

Applications previously submitted for judicial vacancy are kept on file in the Court Administrator's office for 10 years, as required by law, but may not be used for subsequent vacancies.

- C. You may electronically submit your application, personal data sheet, and legal writing sample by scanning each document as a separate PDF file and attaching the files in an

email sent to nsc.jnc@nejudicial.gov. It is recommended that your email requests acknowledgement of receipt. If you do not wish to submit the documents electronically, please mail the original of each document to: Judicial Nominating Commission Chairperson, Nebraska Supreme Court, P. O. Box 98910, Lincoln, Nebraska 68509. Please DO NOT submit electronically AND by mail; only one method of submission is permitted.

- D. The deadline for applications is stated in the published notice of the public hearing. If you have a question on the deadline or public hearing date, you may call the Administrative Office of Courts/Probation at (402) 471-3730.
- E. The deadline and instructions for the personal data sheet are the same as the application deadline.

Summary of the Nomination Process

- A. The date, time, and location of the public hearing of the nominating commission is normally given in the press release from the Court Administrator's office. The press release is sent to all daily newspapers in the state and the weekly newspapers within the judicial district of the vacancy. The public is invited to attend and may comment on any of the applicants.

The purpose of the public hearing is to hear testimony pertaining to the applicants for the vacancy. Written information may be submitted to the commission any time prior to the selection of applicants. Applicants may attend the public hearing and speak for themselves or have someone speak for them. Time limits are at the discretion of the chairperson.

- B. An investigation of the applicants is conducted by the Administrative Office of Courts/Probation, and results are submitted to the commissioners. The scope of the investigation may include: citizenship, residency, age, credit, taxes, education, employment, civil litigation, criminal litigation, law enforcement investigation and criminal charges, admission to the practice of law, service in the U. S. Armed Forces, or disciplinary action by any judicial conduct commission or state bar association of any jurisdiction. The commissioners may screen the applicants for further investigation or for interviewing.
- C. Applicants may be selected for interviews.
- D. The names of nominees are submitted to the Governor in alphabetical order without any indication of preference by the commissioners. The names of applicants forwarded to the Governor's office are made public by that office.
- E. The results of the investigations are not disclosed to the applicants.
- F. The commission will forward to the Governor the applications, personal data sheets and investigative materials of any applicant whose name is submitted to the Governor.