**RECORDER’S COURT APPLICATION & QUESTIONNAIRE**

This questionnaire/application is submitted in connection with an upcoming vacancy on the Gwinnett County Recorder’s Court (to fill the unexpired term of Judge Michael Greene, on or about May 24, 2021 to December 31, 2023). The vacancy is for a FULL-TIME judge. You may attach additional sheets as needed.

Any person seeking to become a Gwinnett County Recorder’s Court Judge must meet the legal requirements. A qualified applicant shall be:

 (1) At least 25 years of age;

 (2) A citizen of state of Georgia for three (3) years preceding the beginning of the term of office;

 (3) Admitted to the practice of law for at least seven (7) years;

 (4) A member in good standing with the State Bar of Georgia; and

 (5) A resident of Gwinnett County.

1. Name and Address:

 Full name:

 Home address:

 Home telephone number:

 Home Email:

 Cell phone number:

 Office address:

 Office telephone number:

 Office Email:

2. Are you a resident of Gwinnett County? How long have you resided in Gwinnett

County?

3. Have you been a legal resident of the State of Georgia for at least three years?

4. Give the date and place of your birth.

5. If you are a naturalized citizen, please give the date and place of naturalization.

6. Have you served in the military? If applicable, indicate the periods of your military service, including the dates, and the branch in which you served, your rank or rate, and your military service number.

7. List each college and law school you attended, including the dates of attendance, the degree awarded, and your reason for leaving each school if no degree from that institution was awarded.

 School Start Date End Date Reason for leaving Degree

8. List all courts before which you are presently admitted to practice, including the year of admission in each court.

 Court Date of Admission

9. List all bar associations and professional societies of which you are a member and give the titles and dates of any offices which you have held in such groups. List also chairs of any committees in bar associations and professional societies, and memberships on any committees which you believe to be of particular significance.

10. Do you hold any offices, or are you a member of any organization(s), which may cause a conflict with the Judicial Canons of Ethics? (i.e., political, PAC, legal advocacy groups, etc.).

11. Have you published any legal books or articles? If so, please list them, giving the citations and dates.

12. List any honors, prizes, awards, or other forms or recognition which you have received.

13. Are you actively engaged in the practice of law at the present time? If you are connected with a law firm, a corporate law department or a governmental agency, please state its name and indicate the nature and duration of your relationship.

14. What is the general character of your practice/government office? Describe in detail your trial experience. Indicate any legal specialties which you possess. If the nature of your practice has been substantially different at any time in the past, give the details, including the character of such and the periods involved.

15. If in the past you have practiced in other localities or have been connected with other law firms, corporate law departments or governmental agencies, please give the particulars, including the locations, the names of the firms, corporate law departments or agencies and your relationship thereto, and the relevant dates. Indicate also any period in the past during which you practiced alone, if applicable.

16. Describe in some detail your work history & accomplishments, other than trial practice, during the past five years as it may relate to office and business practices, as well as any other phases of your work.

17. Are you presently acting in a fiduciary capacity? If so, state details.

18. After age 25, have you ever been engaged in any occupation, business or profession other than the practice of law? If so, please give the details including dates.

19. Do you presently hold judicial office, or have you in the past held any such office? If so, give the details, including the court or courts involved, whether elected or appointed, and the period of service.

20. Have you ever held public office, or have you ever been a candidate for such an office? If so, give the details, including the offices involved, whether elected or appointed, and the length of your service.

21. Have you read and carefully studied the Code of Judicial Conduct? (Please complete the attached “Judicial Ethics” Quiz). Will you adhere to the letter and the spirit of the Code if you are appointed?

22. Other than in your capacity as an attorney, have you ever been a party or otherwise involved in any other legal proceedings? If so, give the particulars. Do not list proceedings in which you were merely a guardian ad litem, a stakeholder, or a party in a divorce action.

23. Have you ever been arrested, charged, or held by federal, state or other law-enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give details. Do not include traffic violations for which a fine of $100.00 or less was imposed.

24. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to, any court, administrative agency, bar association, disciplinary committee, or other professional group? If so, please give the particulars.

25. Do you have any computer or foreign language skills that would be useful in the performance of this job? Please be advised that all Recorder’s Court Judges must be able to use computers. Basic computer literacy is a vital component of our work.

26. What are your career goals and future aspirations? How would serving in Recorder’s Court help facilitate those goals and aspirations? Why do you want to serve in the Recorder’s Court of Gwinnett County?

27. Are you aware of anything that would prevent you from serving this Court as a Recorder’s Court Judge?

28. You are requested to execute and transmit with this application package two copies of the form “Authorization for Access to Information Concerning Disciplinary Matters” which is included with this questionnaire (see attached).

 **I hereby certify that the foregoing information is true and correct.**

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 **Applicant's Signature**

 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE OF GEORGIA

COUNTY OF GWINNETT

The undersigned, being an applicant for appointment by the State Court of Gwinnett County, to a position of judge in the Recorder’s Court of Gwinnett County, and being fully cognizant of the responsibility to the public, the Bench and the Bar of this State, lodged with the Recorder’s Court Selection Committee in the selection of persons to be submitted for any such appointment, do hereby:

1. Authorize the State Bar of Georgia and its Disciplinary Board (and the disciplinary authority of any other state in which the undersigned may have practiced law) and/or the Judicial Qualifications Commission of the State of Georgia to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the Recorder’s Court Selection Committee or its authorized representative, and to give full and complete information regarding the undersigned in any of their files and to permit said Committee or its authorized representative to inspect and makes copies of any documents, records and other information concerning the undersigned and any complaint which might have been made against the undersigned at any time whatsoever;

2. Release and exonerate the Chief State Court Judge, the State Bar of Georgia, and the Recorder’s Court Selection Committee, Judges of the State Court of Gwinnett County, and every other person, firm, officer, corporation. association, organization or institution which might be involved in complying with, or receiving information under, the authorization and request made herein from any and all liability of every nature and kind growing out of or in any wise pertaining to compliance with this authorization and request.

 IN WITNESS WHEREOF the undersigned applicant has set his/her hand and seal this

 \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 State Bar Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public