



**COMMISSION ON SELECTION AND TENURE OF ADMINISTRATIVE
LAW JUDGES OF THE OFFICE OF ADMINISTRATIVE HEARINGS**

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**APPLICATION TO THE COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES**

IMPORTANT NOTICE: Please read the instructions fully before filling out this application form. Answer each question completely and to the best of your knowledge. If you need additional space to fully answer a question, you should attach supplemental pages, identifying each response by its section number and question number. If a question is most accurately answered “Not Applicable” or “None,” please so state without abbreviating. Do NOT leave any blank responses.

Application Instructions

The qualifications specified by law for an Administrative Law Judge are contained in the Office of Administrative Hearings Establishment Act, D.C. Official Code § 2-1831.01 et seq., and the rules issued pursuant to that Act, 6-B DCMR § 3700. By law, all decisions regarding appointment, discipline and reappointment will be made by the Commission on Selection and Tenure of Administrative Law Judges.

1. Successful candidates will be offered appointments by the Commission as Administrative Law Judges for a two-year term. D.C. Official Code § 2 -1831.08 (c); 6 DCMR 3701.1, 3703.9. At the end of an initial two-year term, the Commission, in its discretion, may reappoint an Administrative Law Judge to a six year term after reviewing his or her performance in office. D.C. Official Code § 2-1831.10 (as amended); 6 DCMR 3705. While serving a term of office, an Administrative Law Judge is subject to removal by the Commission only for cause. D.C. Official Code § 2-1831.10 (d); 6-B DCMR § 3729.
2. With the approval of the D.C. Council and the Mayor, the Chief Administrative Law Judge establishes salaries for Administrative Law Judges. Such salaries are drawn from the Excepted Service pay scale. D.C. Official Code § 2-1831.05(a)(11). Formal offers of an appointment by the Commission will be followed by an offer of a specific starting salary from the Chief Administrative Law Judge.
3. **IMPORTANT:** The applicant is required to obtain and submit several documents, including his or her two most recent annual performance reviews (for current and former government employees only), certificates of good standing from the appropriate court of every jurisdiction to whose Bar the applicant has been admitted (except federal courts and admissions pro hac vice) and certifications from Bar Counsel or other bar disciplinary authorities from each such jurisdiction. Obtaining copies of these documents can take time, so requests should be made as early as possible. If, at the time the application is submitted, an authority issuing a required document has not yet provided the document, the applicant should inform the Commission and attach any documentation demonstrating that the required documentation was promptly requested. An applicant must exercise due diligence in obtaining the required documentation

and documentation must be received and reviewed by the Commission prior to appointment.

4. You may attach additional sheets as necessary if the space below is insufficient.

5. Candidates should submit an electronic version of the completed application form, with all supporting documentation to april.garner2@dc.gov.



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GOVERNMENT OF THE DISTRICT OF COLUMBIA

**APPLICATION TO THE COMMISSION ON SELECTION AND TENURE OF
ADMINISTRATIVE LAW JUDGES**

1) FULL NAME: _____

2) OTHER NAMES USED: _____
(including aliases, nicknames, married and maiden names)

3) SOCIAL SECURITY NUMBER: _____

4) HOME ADDRESS: _____ (street/apt)
_____ (city/state/zip)

5) MAILING ADDRESS: _____
(if different) (street/apt/p.o. box)
_____ (city/state/zip)

6) EMAIL ADDRESS: _____

7) CELL PHONE NUMBER: _____

8) List in reverse chronological order (most recent first) each law school and college you attended, including dates of attendance and degrees conferred, and describe any honors you received or significant activities, or work, in which you were involved.

9) Describe in reverse chronological order (most recent first) your entire work history since you graduated from law school and any other work experience you believe to be relevant. Include dates of employment and the names and addresses of the offices, agencies, or companies with which you have been connected.

10) Provide the name, title and telephone number of your current immediate supervisor, and of his or her immediate supervisor if applicable:

Name: _____ Title: _____ Telephone: _____

Name: _____ Title: _____ Telephone: _____

11) Has any disciplinary or other action ever been initiated to remove or suspend you from a position as an employee, partner or director, or to demote you or reduce your grade or step? ____ (YES or NO)

If **YES**, list below the date of each action, the supervisor(s) who initiated, approved and/or authorized each action, their titles and telephone numbers, the organization in which each action occurred, the purported basis for each action, and a summary of any response(s) that you offered in explanation or opposition to the disciplinary action.

Date: _____ Supervisor, Title, Telephone: _____

Basis: _____

Explanation:

Date: _____ Supervisor, Title, Telephone: _____

Basis: _____

Explanation:

Date: _____ Supervisor, Title, Telephone: _____

Basis: _____

Explanation:

12) Excluding any matters described in response to the prior question, during the past three years, has any workplace-related disciplinary or similar action been initiated against you or reached disposition, including without limitation, any formal or informal written admonition or written reprimand whether or not initiated under a codified statute or rule? _____ (YES or NO).

If **YES**, list the date of each action, the supervisor(s) or other person(s) who initiated, approved and/or authorized each action, their titles and telephone numbers, the organization in which each action occurred, the purported basis for each action, and a summary of any response(s) that you offered in explanation or opposition to the disciplinary action.

Date: _____ Supervisor, Title, Telephone: _____

Basis: _____

Explanation:

Date: _____ Supervisor, Title, Telephone: _____

Basis: _____

Explanation:

Date: _____ Supervisor, Title, Telephone: _____

Basis: _____

Explanation:

13) Are you an active or judicial member in good standing of the District of Columbia Bar? _____ (YES or NO)

If **YES**, provide the following information:

A. Month/Year of Admission

B. D.C. Bar Number

C. **Attach a copy** of a certificate of good standing issued by the District of Columbia Court of Appeals dated no earlier than 30 days before submission of this application.

D. **Attach a copy** of a statement from the Office of Bar Counsel of the District of Columbia Bar dated no earlier than 30 days before submission of this application stating whether there have been any disciplinary complaints against you and whether any disciplinary action has been taken against you.

NOTE: If you made a written request to the entities specified in questions 13(C) and 13(D) for the required documents, but have not yet received the requested documents, please so state and attach a copy of your dated written request to each entity. Any appointment must await the Commission's receipt of the documents required in 13(C) and 13(D).

14) Have you ever been admitted to the Bar of any other jurisdiction? (In answering, you should omit admission to the Bar(s) of any federal court(s) and admissions *pro hoc vice*) _____ (YES or NO)

If **YES**, provide the following information for each jurisdiction:

A. Jurisdiction(s) where admitted

B. Month(s)/Year(s) of Admission

C. Bar Number(s), if any

D. Are you currently a member in good standing of each such Bar? _____ (YES or NO). If **NO**, please explain why:

E. **Attach a copy** of a certificate of good standing issues by the appropriate admitting authority in each jurisdiction in which you are a member of the Bar. The certificate must be dated no earlier than 30 days before submission of this application.

F. **Attach a copy** of a statement issued by the Office of Bar Counsel, Grievance Committee, or similar disciplinary body for each jurisdiction in which you ever have been admitted to the Bar, stating whether or not there have ever been any disciplinary complaints against you, and whether or not there have been any disciplinary actions taken against you. The statement must be dated no earlier than 30 days before submission of this application.

NOTE: If you made a written request to the entities specified in questions 14(E) and 14(F) for the required documents, but have not yet received the requested documents, please so state and attach a copy of your dated written request to each entity. Any appointment must await the Commission's receipt of the documents required in 14(E) and 14(F).

15) Have you ever been denied admission to the bar for any reason, disbarred or suspended from the practice of law, or disciplined as an attorney by an admitting authority? _____(YES or NO). If yes, list each admitting authority and the date of such occurrence(s), regardless of whether the action was a matter of public record. In answering this question, you must also include each instance in which you were not admitted to the bar of a jurisdiction after failing to obtain a passing score on that jurisdiction's bar examination.

Admitting Authority: _____ Occurrence Type: _____ Date: _____

Admitting Authority: _____ Occurrence Type: _____ Date: _____

Admitting Authority: _____ Occurrence Type: _____ Date: _____

16) Has any regulatory authority ever alleged that you have engaged in the unauthorized practice of law? _____(YES or NO). If so, identify the regulatory authority that made the allegation, the date or period of the alleged unauthorized practice, and provide a summary of the facts and circumstances in issue:

17) At a time when you were not admitted to the bar of the jurisdiction in which you were employed, did you ever hold yourself out as an attorney, practice law, or occupy a position for which you were required to be an attorney? _____(YES or NO).

If YES, please explain your basis for having done so?

18) How many years of experience do you have practicing law as a member of the District of Columbia Bar? In answering this question you may include periods during which you were a member of the D.C. Bar and employed as a District of Columbia Administrative Law Judge, hearing officer or person with neutral adjudicative duties, or by the United States as a hearing officer or other person with neutral adjudicative duties.

Number of Years: _____ From: _____ To: _____

19) Excluding any period also covered by your response to the previous question, how many years of experience practicing law do you have as a member of any other state or territorial Bar(s)? In answering this question you may include periods during which you were a member of the D.C. Bar and employed as a District of Columbia Administrative Law Judge, hearing officer or person with neutral adjudicative duties, or by the United States as a hearing officer or other person with neutral adjudicative duties.

Number of Years: _____ From: _____ To: _____

If applicable, please identify the Bar(s) to which you were admitted and the period during which you practiced law in each jurisdiction.

Jurisdiction: _____ From: _____ To: _____

Jurisdiction: _____ From: _____ To: _____

20) Describe the nature and responsibilities of your experience practicing law since graduating from law school. Include a description of your litigation experience in courts, in administrative agencies, or arbitration (including service as an Administrative Law Judge or in a substantially similar position). Please offer specific examples of your responsibilities that were typical of your litigation experience. If your period(s) of practice included employment averaging fewer than 30 hours per week, please describe the hours and the nature and period(s) of your part-time work. If you worked on a contract, temporary or term basis, please so state.

21) List the five most significant litigated matters which you have handled including a summary of the substance of each case and a succinct statement of what you believe to be the particular significance of the case.

- If you have not litigated five significant legal matters, describe the contributions you have made in other areas related to the law such as law school teaching, administration of courts, administrative rule-making procedures, administrative proceedings, alternative dispute resolution, legislative proceedings, transactional representation, or similar legal work.

22) Have you or an entity over which you exercised some control ever been a party to a civil or administrative action in any court or administrative agency in which allegations of fraud, misrepresentation, or dishonesty were made against you or that entity? _____ (YES or NO).

If YES, describe the allegations and identify the court or agency in which the matter is, or was, pending, and the docket. Describe the resolution of the charges, if one has occurred, and provide copies of any complaint or other written allegation made against you or the entity over which you exercised some control, and any opinion(s) by a court or administrative agency regarding those charges. ***Provide all material information that you believe may be helpful to the Commission in assessing your compliance and future ability to comply with 6-B DCMR § 3703.6.***

23) Please list by caption, docket number, court, disposition date, and disposition type, every case in which you or an entity over which you exercised some control are now, or have been, since your first bar admission, named as a litigant, other than actions for divorce, marital separation, or marital annulment. Include in your response any matter in which you or an entity over which you exercised some control was settled. If a judgment, decree, or other appealable order was entered against you, and not vacated or reversed on appeal, please state the amount owed or other obligation it required, and whether and/or when the obligation was satisfied. For each matter identified in response to this question that was either initiated or reached disposition within that past five years, provide a copy of the complaint or the last amended complaint (if any) that was filed, and the judgment, decree, or appealable order, if any.

24) A) Since your first bar admission, have you or an entity over which you exercised some control failed to file a required tax return of any type with the United States, the District of Columbia, or any other jurisdiction in the absence of a lawfully authorized extension. _____ (YES or NO)

If YES, please list each applicable jurisdiction and the year in which you failed to file.

Jurisdiction: _____ Year: _____

Jurisdiction: _____ Year: _____

B) For the three years preceding your application, please identify, by year, taxing authority, and type of tax form filed (e.g. income tax, franchise tax, etc), each tax return filed by you or an entity over which you exercised some control. If the filing covered a period measured other than by the calendar year, so state.

C) List all real property within the District of Columbia that you or an entity over which you exercised some control owned during the past three years, and state whether or not one or more of these properties received a homestead deduction during any portion of that period. If you received a homestead exemption for any real property identified in response to this question during a time when you did not live at that location, please explain.

D) At any time during the three years preceding your application, did you or an entity over which you exercised some control participate in an incorporated or unincorporated business engaging in any trade, business, or commercial activity within the District of Columbia, or that received any income from a source

located within the District of Columbia? In responding to this question, you need not include a business or professional organization (such as some law firms), which obtained 80% or more of its gross income from services directly provided by owners or members of that organization. _____ (YES or NO)

If **YES**, please identify each such entity by Name and Federal Employer Identification Number or Taxpayer Identification Number, and state the nature of the business. During the three years preceding your application, did you or the entity file a District of Columbia Corporate Franchise Tax Return (Form D- 20), District of Columbia Unincorporated Business Franchise Tax Return (Form D- 30), or other District of Columbia tax return to account for that income? _____ (YES or NO) If **NO**, please explain. If **YES**, please provide a copy of the tax return(s).

25) Since your first bar admission, have you ever been notified by any governmental authority or court that you were delinquent in making payment on a child support obligation. _____ (YES or NO)

If **YES**, please state the date(s) on which you were notified, the notifying authority, the amounts you were notified that you were owed, and how the issue was disposed of and/or the debt satisfied.

26) In the past 7 years, have you or an entity over which you exercised some control filed a bankruptcy petition, been the subject of an involuntary bankruptcy petition, been the subject of a tax lien, or been the subject of a judgment based on a failure to pay a debt? _____ (YES or NO)

27) Within the past three years, have you been delinquent over 90 days on any debt or other financial obligation with a value exceeding \$500? _____ (YES or NO)

If **YES**, please identify the date, amount, and creditor or obligee for each such delinquency.

28) Name each jurisdiction from which you currently hold a driver's license:

29) Since graduating law school, have you ever held any professional or occupational licenses issued by any jurisdiction? _____ (YES or NO)

If **YES**, please identify the license, the issuing authority, the dates during which you held the license, and whether you were ever the subject of disciplinary action or complaint brought before the issuing authority. Please provide an explanation of the purported basis for the disciplinary action or complaint, a summary of your response and the disposition, if any.

30) If you currently owe any debt or combination of debts to the District of Columbia Government exceeding \$100 (including unpaid parking tickets for which you have defaulted or otherwise been held liable) please state the amount(s) of such debt(s), the dates on which they were incurred and your explanation as to why they remain unpaid.

Amount: _____ Date: _____

Explanation:

Amount: _____ Date: _____

Explanation:

Amount: _____ Date: _____

Explanation:

31) If you have ever sought or held a government contract and have ever been debarred, deemed unqualified, or had any government entity seek to limit or preclude you from contracting with the government to provide goods or services, please so state and provide an explanation of the facts and circumstances that purportedly led to such action and a summary of any response that you provided. If none, so state.

SUPPORTING DOCUMENTATION

Please attach the following items to your application.

Except as noted below, in the upper right margin of the cover page of each attached document, handwrite the section title and request to which it is responsive (for example: “*Supporting Documentation, request 1*” on the applicant’s Performance Management Plan).

1. A current Performance Management Plan or any other type of performance agreement under which you now perform your duties. If none, so state.
2. Any electronic or paper document you have received during the past three years containing an admonition or reprimand by a direct or indirect supervisor relating to your conduct or employment performance (without regard to whether the document was generated pursuant to a provision of the District of Columbia Personnel Manual or any other codified authority or policy manual), and any documents you submitted in response. If none, so state.
3. If you are currently a District of Columbia Government employee, provide a pay stub for a pay period within 45 days of this application.
4. If you are now, or have previously held a position as an ALJ, submit two decisions you have authored in the past years that you believe exemplify your writing and analytical skills. If none, so state. Otherwise, submit two legal memoranda, briefs, or similar forms of original legal work product authored in the past three years that you believe exemplify your writing and analytical skills. If none, so state.
5. One signed and notarized Commission on Selection and Tenure Release Authorization form (attached). **Do not place any handwritten identifying marks in the upper right margins of these forms.**
6. Provide the names, addresses and phone numbers of three attorneys or judges who know you personally, are not related to you, and who can speak to your fitness and qualifications to be an Administrative Law Judge in the Office of Administrative Hearings.
7. A completed Financial Disclosure Form (attached).
8. A copy of your two most recent performance evaluations or appraisals if dated within the last five years.
9. **For Government Contractors Only:** A copy of all contracts or other agreements under which you have provided goods or services to a government entity in the last five years, either individually or through any entity over which you exercised some control, together with a listing of the payments you or the entity received in each of the past five years. Please also identify the source of each payment.

CERTIFICATION

I certify that, to the best of my knowledge, information and belief, all my statements in this application are true, correct and complete. I understand that making a false statement on this form or in any materials submitted with this form is punishable by criminal penalties, pursuant to D.C. Official Code § 22-2405 (2001 ed.). I further understand that a material misrepresentation in connection with securing an appointment as an Administrative Law Judge in the Office of Administrative Hearings constitutes cause for non-appointment or removal from such position. I further understand that any information I give may be investigated as permitted by law. I consent to the release of information concerning my fitness for the office of Administrative Law Judge to the Commission on Selection and Tenure of Administrative Law Judges of the Office of Administrative Hearings or any person authorized by that Commission to investigate my fitness for such office. I represent that I have not altered or deleted any text that was present in the application at the time that I received it.

Printed Name

Date

Signature

Sworn to before me this ____ day of _____, 20 ____

Notary Public

EMPLOYMENT HISTORY

List your employment activities, beginning with the present (#1) and working back 7 years. You should list all full-time work, part-time work, military service, temporary military duty over 90 days, self-employment, other paid work and all periods of unemployment. The entire 7-year period must be accounted for without breaks, but you need not list employments before your 16th birthday.

#1	Month/Year To	Month/Year Present	Employer	Your Position		
Employer's Street Address			City	State	Zip Code	Telephone #
Street Address of Job Location (If different than Employer's Address)			City	State	Zip Code	Telephone #
Supervisor's Name & Street Address (If different than Job Location)			City	State	Zip Code	Telephone #

#2	Month/Year To	Month/Year	Employer	Your Position		
Employer's Street Address			City	State	Zip Code	Telephone #
Street Address of Job Location (If different than Employer's Address)			City	State	Zip Code	Telephone #
Supervisor's Name & Street Address (If different than Job Location)			City	State	Zip Code	Telephone #

#3	Month/Year To	Month/Year	Employer	Your Position		
Employer's Street Address			City	State	Zip Code	Telephone #
Street Address of Job Location (If different than Employer's Address)			City	State	Zip Code	Telephone #
Supervisor's Name & Street Address (If different than Job Location)			City	State	Zip Code	Telephone #

#4	Month/Year To	Month/Year	Employer	Your Position		
Employer's Street Address			City	State	Zip Code	Telephone #
Street Address of Job Location (If different than Employer's Address)			City	State	Zip Code	Telephone #
Supervisor's Name & Street Address (If different than Job Location)			City	State	Zip Code	Telephone #

#5	Month/Year To	Month/Year	Employer	Your Position		
Employer's Street Address			City	State	Zip Code	Telephone #
Street Address of Job Location (If different than Employer's Address)			City	State	Zip Code	Telephone #
Supervisor's Name & Street Address (If different than Job Location)			City	State	Zip Code	Telephone #

FINANCIAL DISCLOSURE STATEMENT

1. Please provide the following information with respect to each business entity transacting any business with the District Government (including sole proprietorships, partnerships, and corporations) in which you (or your spouse, if property is jointly titled) have a beneficial interest valued in excess of \$1,000 (including those held in such person's own name, in trust, or in the name of a nominee); and interest consisting of corporate stock which is registered and traded on a national exchange shall be included only if its aggregate value exceeds \$5,000. **If none, state none.**

Name of person having financial interest _____
Name of business _____
Address of business _____

2. Please provide the following information with respect to each business entity transacting any business with the District Government (including sole proprietorships, partnerships and corporations) from which you (or your spouse, if property is jointly titled) have received income for services rendered in excess of \$1,000. **If none, state none.**

Name of business _____
Address of business _____

3. Please provide the following information with respect to each business entity transacting business with the District Government (including sole proprietorships, partnerships and corporations) in which you (or your spouse, if property is jointly titled) serve as an officer, director, partner, employee, consultant, contractor or in any other formal capacity or affiliation. **If none, state none.**

Name of business _____
Title or position _____

4. Please provide the following information with respect to each outstanding liability borrowed by you (or your spouse, if such liability is joint) in excess of \$1,000. Do not include loans from a federal or state insured or regulated financial institution or member of your immediate family, or any business enterprise regularly engaged in the business of providing revolving credit or installment accounts. **If none, state none.**

Name of lender _____
Amount of liability _____

5. List actual location of all real property located in the District of Columbia (other than the personal residence actually occupied by you or your spouse) in which you (or your spouse if jointly titled) have an interest with a fair market value in excess of \$5,000. **If none, state none.**

Location _____
Location _____

6. List any professional or occupational licenses held by you issued by the District of Columbia Government. **If none, state none.**

A. _____
B. _____

7. List all gifts with an aggregate value of \$100 or more received by you from any business entity (including sole proprietorships, partnerships and corporations) transacting any business with the District of Columbia Government (including any of its agencies, departments, boards, commissions or educational bodies). **If none, state none.**

Gifts Name and Address of Donor Value of Gift

A. Name and Address: _____ Value: _____

B. Name and Address: _____ Value: _____

VERIFICATION

I swear (or affirm) that the Financial Disclosure Statement and supplementary information have been examined by me and to the best of my knowledge and belief is true, correct and complete. I understand the willful making of a false, misleading or incomplete statement can be grounds for civil and criminal prosecution. I further state that I have not caused title to property to be placed in another person or entity for purposes of avoiding the disclosure requirements of D.C. Official Code Sections 1106.2 (a) and (b), as amended.

Signature

Date

Subscribed and sworn to before me this ___ day of ___ 20 _____

Notary Public