

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA CLARA



COURT COMMISSIONER  
EMPLOYMENT APPLICATION PACKET

EMPLOYMENT OPPORTUNITY

SUPERIOR COURT OF CALIFORNIA  
SANTA CLARA COUNTY



COURT COMMISSIONER  
\$12,664. Monthly

APPLICATION DEADLINE: February 16, 2010

Under direction of the Judges of the Superior Court, the Court Commissioner duties may include presiding over Small Claims calendars, Traffic infraction calendars, night duty commissioner, mental health hearings, and on occasion sitting as a Judge Pro Tempore to hear civil or criminal cases. The Commissioner conducts day and/or night sessions of the assigned Court as determined by the Presiding Judge.

An eligible candidate must be an active member of the California State Bar and have a minimum of ten (10) years experience in the full time practice of law in either a governmental agency or in private practice, immediately preceding selection. The ideal candidate will possess knowledge and abilities consistent with the highest standards of the legal profession and with the level of difficulty and expertise for the intended position.

Following the closing date of this announcement, a screening of completed application packets will be performed to determine the most qualified applicants. Those designated as most qualified will be invited to appear before the Interview Panel. Upon receipt of the recommendations of the Interview Panel, the Judges of the Superior Court will make the final selection. This recruitment is to fill a current vacancy.

The Court Commissioner works under the general supervision of the Presiding Judge and serves at the pleasure of the Judges. The appointee will be bound by the California Code of Judicial Ethics. Private practice is prohibited. The Court may also require other reasonable restrictions. Scheduling of duties will be based upon the needs of the Court. A successful candidate should be prepared to be flexible for court assignments. In addition to salary, the appointee will be entitled to a generous benefits package.

Candidates are required to submit the Commissioner Application Form and responses to the Personal Data Questionnaire. Application forms may be obtained by visiting our website [www.sccsuperiorcourt.org](http://www.sccsuperiorcourt.org) or calling the Human Resources department at 408-882-2747.

**Completed application packets – including the application form, questionnaire responses, accompanying documents and any references you would like the Court to consider, must be received before 5:00 p.m. on February 16, 2010 and should be mailed to:**

Sharon Davies  
Superior Court Administration  
Human Resources Division  
191 North First Street  
San Jose, CA 95113

THE SUPERIOR COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Issued: January 11, 2010



# COMMISSIONER APPLICATION FORM

SUPERIOR COURT OF CALIFORNIA, SANTA CLARA COUNTY  
Human Resources/Labor Relations Division

191 North First St.  
San Jose, CA 95113  
(408) 882-2741

Your Last Name First Middle Social Security Number

Your Street Address City State Zip Code

Your Business Address City State Zip Code

Home Phone Business Phone Driver's License (Number, State, Expiration date)

Are you now or have you ever been an employee of the Superior Court of Santa Clara County  
Or of Santa Clara County? ☐ YES ☐ NO

If yes indicate Department(s) or Division(s) and date:

As an adult, have you ever been convicted for an offense other than a traffic infraction: ☐ YES ☐ NO  
(Please note: A conviction is not an automatic bar to employment. Each case is considered on its individual merits)  
If yes, complete the following:

☐ Felony ☐ Misdemeanor ☐ Infraction (Non-Traffic)  
Date of Conviction Location (city and state of conviction) Describe nature of offense:

List each college and law school you attended, include date of attendance, degree awarded, and your reason for leaving if no degree from institution was awarded:

**Licenses and Certificates:**

Description

Issued by

Number

Expiration Date

**Employment History:**

Complete all questions. Describe different positions held with the same employer in different blocks; list your most recent experience first. List any relevant volunteer experience. Attach additional sheets if necessary.

May we contact your present employer? ☐ YES

☐ NO

Names and address of present employer:

Salary amount: \$ \_\_\_\_\_

Employment from: Month \_\_\_\_\_ Year \_\_\_\_\_

Employed to: Month \_\_\_\_\_ Year \_\_\_\_\_

Names and address of employer:

Salary amount: \$ \_\_\_\_\_

Employment from: Month \_\_\_\_\_ Year \_\_\_\_\_

Employed to: Month \_\_\_\_\_ Year \_\_\_\_\_

Names and address of employer:

Salary amount: \$ \_\_\_\_\_

Employment from: Month \_\_\_\_\_ Year \_\_\_\_\_

Employed to: Month \_\_\_\_\_ Year \_\_\_\_\_

Names and address of employer:

Salary amount: \$ \_\_\_\_\_

Employment from: Month \_\_\_\_\_ Year \_\_\_\_\_

Employed to: Month \_\_\_\_\_ Year \_\_\_\_\_

Names and address of employer:

Salary amount: \$ \_\_\_\_\_

Employment from: Month \_\_\_\_\_ Year \_\_\_\_\_

Employed to: Month \_\_\_\_\_ Year \_\_\_\_\_

Names and address of employer:

Salary amount: \$ \_\_\_\_\_

Employment from: Month \_\_\_\_\_ Year \_\_\_\_\_

Employed to: Month \_\_\_\_\_ Year \_\_\_\_\_

I certify that all of the statements made on this application and accompanying documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant:

Date signed:

## COMMISSIONER PERSONAL DATA QUESTIONNAIRE

Answer all of the following questions completely and legibly on separate paper. Reference the number and, if applicable, the letter for each question in your responses. Attach all supplemental answer sheets, together with any references you would like the Court to consider, to the application packet. **Return the packet and attachments no later than February 16, 2010.**

1. List all courts in which you are presently admitted to practice, including the dates of admission in each case. Give the same information for administrative bodies having special admission requirements. List ten (10) significant cases in which you appeared as counsel; for each case, include case name, case number, the court's name, and the judicial officer's name, a brief description of the case, and the current addresses and phone numbers of counsel of other parties.
2. Are you actively engaged in the practice of law at the present time? If you are connected with a firm, please state its name and indicate the nature and duration of your relationship.
3. If in the past you have practiced in other localities or have been connected with other firms, please give the particulars, including the locations, the names of the firms and your relationships thereto, and the relevant dates. Indicate also any period in the past during which you practiced alone.
4. What is the general character of your practice? Indicate the character of your typical clients and mention 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.
5. Do you regularly appear in court?
  - (a) What was the approximate percentage of your appearances in the last five years in:
    - (1) Federal courts?
    - (2) State courts of record?
    - (3) Other courts or administrative tribunals or agencies?
  - (b) What approximate percentage of your litigation in the last five years was:
    - (1) Civil?                      (4) Family law?
    - (2) Criminal?                (5) Traffic?
    - (3) Juvenile?
  - (c) What approximate percentage of your trials in the last five years was:
    - (1) Jury?
    - (2) Non-jury?
6. Summarize your experience in court prior to the last five years. If during any prior period you appeared in court with greater frequency than during the last five years, indicate the period during which this was so and give for such prior periods the same data which was requested in Question 8.
7. 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.

8. Have you ever held judicial office, or have you ever been a candidate for such an office? If so, give the details, including the courts involved, whether elected or appointed, and the periods of service.
9. Have you ever held public office other than a judicial 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.
10. 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 or stakeholder. Include all legal proceedings in which you were a party in interest, a material witness, were named as a co-conspirator, or co-respondent, and any grand jury investigation in which you figured as a subject, or in which you appeared as a witness.
11. Have you ever been disciplined or cited for a breach of ethics of 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. (Please list any complaint even if dismissed or did not result in disciplinary action.)
12. List any honor, prizes, awards, or other forms of recognition which you have received.
13. Have you, to your knowledge, ever been under federal, state, or local investigation for possible violation of a criminal statute? If so, give particulars.
14. Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If so, give particulars.
15. Describe the nature and extent of your service, if any, as an arbitrator, mediator, or temporary judge, either privately or through a judicial arbitration program. If applicable, include a list of the ten most significant cases, identifying the dates of service and the names, current addresses, and phone numbers of counsel in each case.
16. If allegations have ever been printed or broadcast or otherwise been made public concerning you or your activities or statements (irrespective of the factual accuracy of such allegations) which reflect adversely on your character or job performance, please so state and explain fully.
17. Describe any aspects of your personal, business or professional conduct which may reflect positively or adversely on you; or which you believe should be disclosed to the court prior to further consideration of you for appointment as a commissioner.
18. Why do you want to be a commissioner? Why do you believe you are qualified? What would you seek to accomplish if appointed?
19. As an attorney or judicial officer, 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, provide the particulars, including the applicable dates and disposition. (Identify every complaint even if it was dismissed or did not result in disciplinary action.)
20. As a member of any organization, or as a holder of any office or license (including a driver's license), have you ever been suspended, or otherwise disqualified, or had such license suspended or revoked? Have you ever been reprimanded, censured or otherwise disciplined? Have any charges, formal or informal, ever been made or filed against you? If so, state the complete facts, dates, disposition and organization in possession of the records thereof.
21. Have you ever been sued by a client? If so, provide the particulars, including the case name and number, court, resolution, and name, current address and telephone number of counsel for the plaintiff.

22. Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, provide the particulars, including the amounts involved and name, current address and telephone number of the claimant and claimant's counsel.
23. Are there any unsatisfied judgments against you, or are you in default in any way in the performance or discharge of any duty or obligation imposed upon you by decree or order of any court (including any orders for child and spousal support)? If so, state the full details.
24. Have you ever been sanctioned in excess of \$1,000 by any court, or have you ever been cited for contempt of any court or tribunal having the power of contempt? If so, give the details, including dates and names, current addresses and telephone numbers of the judges involved and counsel for the adverse parties.
25. Have you ever been charged in any civil, criminal or administrative action with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct? If so, provide the particulars, including the applicable dates and names, current addresses and telephone numbers of the counsel for the adverse parties.
26. Have you filed appropriate tax returns as required by federal, state, local and other government agencies? If not, provide an explanation, including the amount at issue, date and resolution.