

United States District Court
Southern District of Indiana

Application Form

Full-Time United States Magistrate Judge - Indianapolis Division

Please answer all questions. If a question is not applicable, indicate so by marking N/A.

SUBMISSION INSTRUCTIONS: *Application packets must include: one original application packet (consisting of a signed cover letter, resume, and a signed application, in this order) and 13 copies of the application packet. Applications packets should be submitted in an envelope marked “CONFIDENTIAL” and delivered (either in person or by mail) to the address below and must be **received by 4:00 p.m. (ET) on Friday, March 20, 2026**. In-person applications will be accepted only at the Indianapolis office location.*

*Kristine L. Seufert, Clerk of Court
U. S. District Court
105 U.S. Courthouse
46 E. Ohio Street
Indianapolis, IN 46204*

In addition, also by 4:00 p.m. (ET) on Friday, March 20, 2026, an electronic version of the signed cover letter, resume, and signed application (in this order) must be emailed as one single PDF document to MagJudgeApp@insd.uscourts.gov. The subject line must note the applicant's name and contain the words Magistrate Judge Vacancy – MJD.

(NOTE: If you have applied for a previous magistrate judge position in this court, please note that this application form differs from previous versions. Please make sure you use this form if reapplying. Thank you.)

GENERAL

1. Full name:
2. All other names by which you have been known:
3. Firm or agency name (if applicable):
Office address:
City/State/Zip:
Office telephone number:
Cell phone number:
Email Address:
4. Residential address:
City/State/Zip:

Home telephone number:
Cell phone number (*if different from above*):
Personal email address (*if different from above*):

Please indicate your preferred contact number:
Please also indicate your preferred email address:

5. Place of birth:
Date of birth:
6. Length of residence in the state of Indiana:
7. If you are a naturalized citizen, date and city/state of naturalization:
8. Military service:
Branch:
Dates:
Rank or Rate at Discharge:
Type of Discharge:
If still a reserve or National Guard member, give service, branch, unit, and present rank:
9. Are you related by blood or marriage to any judges of this court?
If yes, give name(s) and relationship.

HEALTH

10. What is the present state of your health (generally)?
11. Do you have any mental or physical impairment that would affect your ability to perform the duties of a magistrate judge with or without reasonable accommodation?

EDUCATION

12. Colleges and universities attended, dates, and degrees:
13. Continuing legal education courses completed within the last five (5) years (*may attach a separate list; however, if you attach a CLE statement, please exclude any course attendance history beyond the last five (5) years*).

HONORS

14. Were you a member of law review?
If yes, describe role.

15. If you have published any legal books or articles, list them, giving citations and dates. (Links to any publications are not necessary.)

16. List any honors, prizes, or awards you have received.

PROFESSIONAL ADMISSIONS

17. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case.

Court or Administrative Body Date of Admission Status (active/good standing)

LAW PRACTICE

18. State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all government agencies, and all private business organizations in which you have been employed since your admission to the bar. Also, provide all dates during which you have practiced as a sole practitioner.

Organization Address Position Dates

19. Describe the general nature of your current practice, including any legal specialties and character of your typical clients; also, if your practice is substantially different now than previously, give details of prior practice.

20. Do you appear regularly in court?

What percentage of your appearances in the last five years were in:

- a. Federal Courts: _____ %
- b. State or local courts of record: _____ %
- c. Administrative bodies: _____ %
- d. Other: _____ %

21. During the past five years, what percentage of your practice has been in trial courts? ___%
22. How frequently have you appeared in court each month? _____ times per month.
23. How frequently have you appeared at administrative hearings each month? _____ times per month.
24. What percentage of your practice involving litigation has been:
 - a. Civil _____ %
 - b. Criminal _____ %
 - c. Other: _____ %
 - d. _____ %
 - e. _____ %
25. State the number of cases you have tried to conclusion in courts of record during the past five years, indicating whether you were sole, associate, or chief counsel. Give citations to any reported cases within this five-year time span.
26. Summarize your courtroom experience for the past five years.
27. Describe your mediation experience (as either the mediator or counsel).
28. State the names and addresses of adversary counsel against whom you have litigated your primary cases over the past five years.

PUBLIC OFFICE

29. Have you ever run for, or held, public office?
If yes, give details.

PRIOR JUDICIAL EXPERIENCE

30. (a) Have you ever held judicial office or been a candidate for judicial office?
If so, state the courts involved and the dates of service, or dates of candidacy.

(b) If you have held judicial office, state the names and addresses of counsel who have appeared before you who would be knowledgeable of your work, temperament, and abilities. *Please limit your response to 10 attorneys (who are not listed as personal or professional references in this application in paragraphs 42(a) or (b).)*

- c) Prior quasi-judicial service:
Name of agency:
Position held:
Hearings on what types of issues:
Number of cases adjudicated:
Dates of service:

BUSINESS INVOLVEMENT

31. (a) If you are now an officer, director, or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office.

(b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law?
If yes, give details, including dates.

(c) During the past five years, have you received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind?
If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization, or association involved, and the dates such compensation was paid.

32. (a) Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation, or ordinance?
If yes, give details. (Do not include traffic violations for which a fine of \$200 or less was imposed unless it also included a jail sentence).

(b) Have you, to your knowledge, ever been under federal, state, or local investigation for possible violation of a criminal statute?
If yes, give particulars.

33. (a) Have you ever been sued by a client?
If yes, give particulars.
- (b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice?
If yes, give particulars, including amounts involved.
34. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct?
If yes, give particulars.
35. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or other professional group?
If yes, give particulars.
36. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities?
If no, explain.
37. Have any liens or claims ever been instituted against you by the federal, state or local authorities?
If yes, explain.

PROFESSIONAL AND OTHER ACTIVITIES

38. (a) List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held in such groups, and committees to which you have belonged.
- (b) List all organizations and clubs, other than bar associations and professional societies identified in response to question 38(a), of which you have been a member during the

past ten years, including the titles and dates of any offices you have held in each such organization.

(c) Have you ever served on a merit selection panel to consider the appointment or reappointment of a United States Magistrate Judge in this district? If yes, please provide date(s) or appointment(s).

(d) List all pro bono legal work you have performed over the past five years.

(e) List all cases in which you have represented a party pro bono or as recruited counsel in this court. Please state which party you represented and briefly describe the type of case and your role in it.

SUPPLEMENTAL INFORMATION

39. State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law.
40. State any additional education or other experiences you believe would assist you in holding judicial office.
41. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the District Court and the Merit Selection Panel in connection with your possible selection as United States Magistrate Judge.
42. (a) List three individuals as references who are familiar with your professional abilities:

Name:
Address:
Telephone:
Cell Phone:
Email:

Name:
Address:
Telephone:
Cell Phone:
Email:

Name:
Address:
Telephone:
Cell Phone:
Email:

(b) List three individuals as references (*different from those listed in 42(a)*) who are familiar with your personal character:

Name:
Address:
Telephone:
Cell Phone:
Email:

Name:
Address:
Telephone:
Cell Phone:
Email:

Name:
Address:
Telephone:
Cell Phone:
Email:

CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members of the Merit Selection Panel and the Judges of the District Court. The individuals whom you have listed as references above may be contacted by the Panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval.

I declare under penalty of perjury that I have personally completed this application, and that the information contained in this application is true and correct.

Signature of Applicant: _____

Date: _____