

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA  
INDIANAPOLIS DIVISION**

**PUBLIC NOTICE FOR APPOINTMENT OF NEW MAGISTRATE JUDGE**

On January 31, 2022, the court issued a public notice for the appointment of a magistrate judge to fill the vacancy created by Magistrate Judge Debra McVicker Lynch's retirement on October 31, 2022. While the process to appoint a new magistrate judge was ongoing, on June 23, 2022, the Judicial Conference of the United States authorized the appointment of another full-time United States Magistrate Judge for the Southern District of Indiana at Indianapolis, effective and contingent upon the confirmation of Southern District of Indiana Magistrate Judge Doris L. Pryor as Circuit Judge to the Seventh Circuit Court of Appeals. The court therefore issued an amended order, extending the empanelment of the sitting Merit Selection Panel to consider and recommend candidates to fill both magistrate judge vacancies, following the foregoing opportunity for applicants to apply for the newly announced vacancy. This public notice sets out that opportunity and sets forth the requirements for applicants.

The essential function of courts is to dispense justice. An important component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is heightened when the court reflects the community's racial, ethnic, and gender diversity.

The duties of the magistrate judge position are demanding and wide-ranging, involving both civil and criminal case responsibilities: (1) conduct of most preliminary proceedings in criminal cases; (2) trial and disposition of misdemeanor cases; (3) conduct of mediation and settlement proceedings in civil cases; (4) conduct of various other pretrial matters and evidentiary proceedings on delegation of the Judges of the District Court; and (5) trial and disposition of civil cases upon consent of the litigants. The basic authority of a United States Magistrate Judge is specified in 28 U.S.C. § 636.

To be qualified for appointment, an applicant must:

- (1) Be, and have been for at least five years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States, and have been engaged in the active practice of law for a period of at least five years (with some substitutions authorized);
- (2) Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness;
- (3) Be less than seventy years old; and

- (4) Not be related to a Judge of the District Court.

A Merit Selection Panel composed of attorneys and other members of the community will review all applicants and recommend to the Judges of the District Court, in confidence, the finalists it considers best qualified, consistent with Judicial Conference policy. The court will make the appointment following an FBI full-field investigation and an IRS tax check of the applicant selected by the court for appointment. The individual selected must comply with the financial disclosure requirements pursuant to the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (codified at 5 U.S.C. app. §§ 101-111) as implemented by the Judicial Conference of the United States. An affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability. The current annual salary of the position is \$205,528. The term of office is eight years.

**IMPORTANT NOTE FOR APPLICANTS WHO APPLIED FOR MAGISTRATE JUDGE LYNCH'S VACANCY:** Because the Merit Selection Panel appointed to consider and recommend candidates to the court to fill Judge Lynch's vacancy has also been appointed to review applications and recommend candidates for Judge Pryor's potential vacancy, applicants who applied for Judge Lynch's vacancy who wish to be considered for Judge Pryor's potential vacancy **should only submit a cover letter stating they wish to be considered for Judge Pryor's potential vacancy.** This cover letter should be sent (an original copy and electronic copy) to the address and email below. Applicants for Judge Lynch's position should be aware that, consistent with the Regulations of the Judicial Conference, the Merit Selection Panel is permitted to submit additional finalists for the court's consideration now that the court intends to fill two vacancies using the same Merit Selection Panel. **New applicants who did not apply for Judge Lynch's vacancy, however, must follow the application instructions below.**

Application forms and more information on the Magistrate Judge position in this court may be obtained in the Clerk's Office of the District Court in Indianapolis, New Albany, Evansville, or Terre Haute, Indiana, and also are available on the District Court's website at: <http://www.insd.uscourts.gov/employment-opportunities>. Application packets should include: one original application packet (consisting of a cover letter, resume, and a signed application) and 13 copies of the application packet. Application packets are to be marked "CONFIDENTIAL" and personally submitted by the applicant to the address below and must be received **by 4:30 p.m. (ET) on Friday, July 8, 2022.**

**Roger A. G. Sharpe, Clerk of Court  
U. S. District Court  
105 U.S. Courthouse  
46 E. Ohio Street  
Indianapolis, IN 46204**

In addition, also by 4:30 p.m. (ET) on Friday, July 8, 2022, an electronic version of the signed cover letter, resume, and signed application (in this order) should be emailed as one single PDF document to [MagJudgeApp@insd.uscourts.gov](mailto:MagJudgeApp@insd.uscourts.gov). The subject line should note the applicant's name and contain the words Magistrate Judge Vacancy - DLP.

Questions regarding the position can be referred to Roger A. G. Sharpe, Clerk of Court, at [MagJudgeApp@insd.uscourts.gov](mailto:MagJudgeApp@insd.uscourts.gov) or 317-229-3700.

All applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined only by members of the Merit Selection Panel and the Judges of the District Court. The panel's deliberations will remain confidential.