Confidential

# THE STATE BAR OF CALIFORNIA

## APPLICATION FOR 2013 – 2014 APPOINTMENTS

*You may apply to up to three committees but can only be appointed to one. A separate application must be submitted for each committee to which you apply. Filing instructions are found at the last page. If you are not appointed to a committee of your choice, your application may be circulated to other committees if you so authorize. Review the requirements for each committee at the State Bar's website (committee requirements also available from the State Bar's Appointments Office). All correspondence regarding your application will be mailed to your State Bar public address of record. Applicants will be notified by letter of the decision on their applications no later than 10/13/13. Terms for most committees begin at the close of the 2013 State Bar Annual Meeting (10/13/2013); terms for the American Bar Association (ABA) House of Delegates begin at the close of the 2013 ABA Annual Meeting (8/13/2013); the Judicial Council term begins 9/15/2013; Lawyer Assistance Program (LAP) terms begin 1/1/2014; and terms for the 2014 Judicial Nominees Evaluation (JNE) Commission begin 2/1/2014.*

*Office use only -3P Processed:*

**Instructions. Type or print clearly with dark ink.** If the space provided is not sufficient for your response, you may attach a separate page. Date and sign the application. Attach: 1) a statement of interest indicating why you wish to serve on the committee and what you can contribute, 2) a resume or biography, and 3) any letters of recommendation (maximum three). Do **not** submit copies of books, articles or certificates with your application. Follow filing instructions found at the last page. Your application is confidential.

## PART ONE

◗ **NAME:** **STATE BAR NUMBER:**

◗ **CHECK HERE IF YOU ARE NOT ADMITTED TO PRACTICE LAW IN CALIFORNIA:** ☐

Applicants who are not lawyers and/or who are not admitted to practice law in California may apply for some positions as a public member. Some committees require public members to be non-lawyers. Please review the committee descriptions to verify which committees seek applications from public members and the requirements. If appointed, your address information may be published at the State Bar website. If you do not wish your e-mail address to be public, check the "Private" box at the e-mail address line below.

◗ **NAME OF COMMITTEE TO WHICH YOU ARE APPLYING** (List only one committee; if you are applying to two or three committees, you must submit a separate application for each committee):

◗ **COMMITTEE PREFERENCES.** You may apply to three committees but must list them in your order of preference. If you are applying to two or three committees, list your preferences below. Your order of preferences must be the same on each committee application.

**1st choice**:

**2nd choice**:

**3rd choice**:

If you are not selected for one of these committees and would like to be considered for a position on another State Bar committee, please check here: ☐

◗ **NAME OF EMPLOYER / FIRM / AGENCY:**

**MAILING ADDRESS: STREET ADDRESS/ CITY / ZIP CODE**:

**DAYTIME PHONE:** ( ) **FAX NUMBER:** ( )

**E-MAIL ADDRESS:**

*My e-mail is public:* ☐ *My e-mail is private:* ☐

**How did you learn of this vacancy?** (Check one)

- ☐ Board of Trustees member *(name)*:_____
- ☐ Committee chair
- ☐ Colleague
- ☐ Local bar association
- ☐ State Bar publication or website
- ☐ Other *(specify)*: _____

**Which one of the following best describes your occupation?** (Check one)

- ☐ Private practice
- ☐ Publicly employed lawyer
- ☐ Corporate law department
- ☐ Law teaching
- ☐ Quasi-judicial officer
- ☐ Non-governmental legal services organization
- ☐ Non-profit organization
- ☐ Retired justice or judge
- ☐ Retired lawyer
- ☐ Other *(specify)*: _____

**What is the size of your office?** (Check one)

- ☐ Sole practitioner
- ☐ 2-10 lawyer office
- ☐ 11-35 lawyer office
- ☐ 36-100 lawyer office
- ☐ 101+ lawyer office
- ☐ Not applicable

**LIST DATE ADMITTED TO THE STATE BAR OF CALIFORNIA** (month and year):_____

I am currently (check one): ☐ Active ☐ Inactive

List other jurisdictions to which you have been admitted to practice (if any):

**LIST LENGTH OF TIME IN PRACTICE:**
If not a lawyer, list length of time in profession:

**LIST FIELDS IN WHICH YOU PRACTICE:**

**LIST FIELDS IN WHICH YOU ARE CERTIFIED AS A SPECIALIST** *(Except as noted in the legal specialization requirements at the State Bar's website, lawyer applicants to the legal specialization entities must be certified specialists)***:**

**VOLUNTEER SERVICE.** List, or attach as a separate page, prior volunteer service with the State Bar, local or specialty bar associations, community or other organizations. Please focus on those activities that prepare you for a position on the committees to which you are applying.

**STATE BAR SECTIONS.** List the State Bar sections of which you are a member. *(Note: all applicants to a section's executive committee must be members of that section.)*

**DISCIPLINE RECORD.** List any formal disciplinary charges filed against you, including disposition of such charges and any public record of discipline. You may attach a separate sheet if needed.

## PART TWO

The State Bar of California values diversity and broad-based representation in its appointments. The legal community is diverse and it serves an even more heterogeneous population. The recruitment and selection of applicants with diverse backgrounds, experiences, outlooks, and ideas will bring qualities essential to the governance of the legal profession and to the services the State Bar provides to its diverse members and to the public. It is therefore the policy of the State Bar to encourage the participation of all State Bar members in order to obtain broad representation on each entity. To the extent available, the State Bar will consider factors which encourage breadth and depth of perspective including, but not limited to, the following: geographic location of residence and work, practice area, size of law practice, length of time practicing, volunteer work, specific accomplishments, educational background, ethnicity, gender, age, sexual orientation, and disability. The State Bar provides equal access to all applicants and complies with all applicable anti-discrimination laws in its appointment process.

**Please complete the following portion of the Appointment Application** to let us know how you can contribute to the diversity and broad composition of the State Bar's committees and commissions. You may attach a separate sheet if needed.

◗ What unique characteristics, perceptions, experiences, personal talents, or qualifications would you bring to the committee?

◗ Please describe the communication skills and leadership abilities that you possess that will lend to the activities of the committee:

◗ Please describe any hardship or disadvantage you have had to overcome and how this experience will contribute to your service with the State Bar:

◗ Is there any additional information about yourself that you would like to share with us?

◗ **Applicants are requested, but not required,** to provide the following information. If you wish to self-identify as a member of a community or to describe your background, please complete the following:

**Gender:**

**Ethnicity:**

**Age:**

**Sexual Orientation** (e.g., do you self-identify as a member of the gay, lesbian, bisexual or transgender community):

**Other Diversity Factor(s):**

◗ **SIGNATURE.** Sign and date your application.

*Signature:* _____ *Date:*_____

# APPLICATION FILING INSTRUCTIONS

- You may apply to a maximum of three committees. If you are applying to two or three committees, you must submit a **separate application** for each committee to which you are applying. For **each** committee application, print an original copy. Sign and date the original. Attach your statement, resume, and letters of recommendation in the order below, and staple as one document:
  1) Application form
  2) Statement of interest (e.g., why you want to serve on this committee)
  3) Resume or biography
  4) Letters of recommendation (no more than three)

  *Resume/Biography:* Your resume or biography may include any of the following: business, occupational or professional licenses; legal and general educational background; academic, professional or civic honors; articles or publications authored (do not attach copies); accomplishments of note; proven commitment to volunteer work/capacity to make expected time commitment; national, state and/or local bar committee service, professional and/or community association memberships, personal and/or organizational references.

  *Letters of Recommendation:* A letter of recommendation is helpful but not required. You may submit a maximum of three (3) letters of recommendation. Letters should be attached to the application, but they may be submitted separately. All letters of recommendation must be submitted to the Appointments Office in the State Bar's San Francisco office. If more than three letters of recommendation are submitted, only the first three will be included in the application.

  *ABA House of Delegates:* Applicants must be members in good standing with the ABA. In your statement of interest for the ABA House of Delegates, describe your ABA activities and the contributions you have made to the organization in the past two years.

  *2014 Commission on Judicial Nominees Evaluation (JNE) Commission:* Lawyer applicants must be State Bar members in good standing and in active practice. In your statement of interest, please describe why you are interested in the commission, any experience you have with interviewing professional applicants, and your ability to make the time commitment and to attend a mandatory Orientation meeting scheduled Jan. 31 - Feb. 1, 2014, A letter of recommendation, especially from an employer, is helpful.

  *Review Committee, JNE Commission:* Applicants must be former JNE commissioners whose last year of service ended between Nov. 2010 and April 2012.

- **Copies:** For **each** committee's application, make one (1) one-sided copy of the form and attachments. Submit the two (2) sets (original and one copy) of each committee's application by the deadline.

- **Deadlines:** Unless otherwise published at the State Bar's website, the 2013 application deadlines for the following entities are:

  February 1, 2013: ABA House of Delegates, Judicial Council, and the State Bar's Standing, Section Executive and Special Committees

  June 1, 2013: 2014 Commission on Judicial Nominees Evaluation (JNE), Review Committee of the JNE Commission, and the Lawyer Assistance Program (LAP) Oversight Committee

  On occasion, the application deadline may be extended for certain entities. Applicants may contact the Appointment Office at (415) 538-2370 for information on entities that have extended their deadlines.

- **Mail or deliver each committee application (original and one copy) to:**

  Appointments Office
  The State Bar of California
  180 Howard Street
  San Francisco, CA 94105-1639

- **Applications must be received by the deadline noted above**. We will accept your application by fax on the day of the deadline ***if*** the original and copy are mailed and postmarked by the deadline. The Appointments Office fax number is (415) 538-2305.