

## JUVENILE COURT JUDGE APPLICATION CHECK LIST

Please mail or hand-deliver in hard copy form your completed application packet (six items listed below) to the Office of the Chief Judge Ellen McElyea, Blue Ridge Judicial Circuit, c/o Doug Barnes, 90 North Street, Suite 240, Canton, GA 30114 by the **application deadline of July 8, 2024, at 5:00 p.m.**

1. One Page Resume
2. Completed Questionnaire
3. Writing Sample
4. Two Notarized Release Forms
5. Cherokee County Sheriff's Office Criminal History Consent Form
6. Photo

**NOTE: Application packet should be an unbound copy suitable for scanning.**

**Questionnaire**  
**Cherokee County Juvenile Court Judge Application**  
**Blue Ridge Judicial Circuit**

1. Give your full name.

2. State both your office and home addresses.

State your office telephone number, home telephone number, and cell phone telephone number.

State your e-mail address.

3. Give the date and place of your birth.

4. If you are a naturalized citizen, please give the date and place of naturalization.

5. Indicate your marital status; if married, the name of your spouse; and the names and ages of your children.

6. Indicate the periods of your military service, including the dates, and the branch in which you served, your rank or rate.

7. List each college and law school you attended, including the dates of attendance, the degree awarded, and your reason for leaving each school if no degree from that institution was awarded.

8. 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.

9. Are you actively engaged in the practice of law at the present time? If you are connected with a law firm, a corporate law department or a governmental agency, please state its name and indicate the nature and duration of your relationship.

10. If in the past you have practiced in other localities or have been connected with other law firms, corporate law departments or governmental agencies, please give the particulars, including the locations, the names of the firms, corporate law departments or agencies and your relationship thereto, and the relevant dates. Indicate also any period in the past during which you practiced alone.

11. Do you presently hold judicial office, or have you in the past held any such office? If so, give the details, including the court or courts involved, whether elected or appointed, and the period of service. Also state whether you have been an unsuccessful candidate for election to judicial office, stating the court and date involved.

12. 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.
13. (a) Have you regularly appeared in court during the past five years?
- (b) What percentage of your appearances in the last five years was in:
- 1) Federal Courts (list each court):
  - 2) State Courts (list all courts):
  - 3) Other Courts (Please list all states other than Georgia in which you have appeared):
- (c) What percentage of your court appearances in the last five years was:
- 1) Civil?
  - 2) Criminal?
- (d) What percentage of your trials in the last five years was:
- 1) Jury?
  - 2) Non-jury)
- (e) State the approximate number of cases you have tried to conclusion in courts of record during each of the past five years, indicating whether you were sole, associate or chief counsel.
- (f) Describe five or more significant litigated matters which you have handled.
- (g) State with reasonable detail your experience in adversary proceedings before administrative boards or commissions during the past five years.
14. (a) 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 periods during which this was so and give for such prior periods the same data which was requested in item 13 above.
- (b) Summarize your experience in adversary proceedings before administrative boards or commissions prior to the last five years.
15. Describe your appellate practice during the past five years in detail and give citations if your cases were reported.
16. Please submit a representative sample of your writing (e.g. brief, order, opinion, opinion letter).
17. Describe your practice other than trial practice during the past five years in some detail as it may relate to office and business practice, as well as any other phases or your practice.

18. 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.
19. Are you presently acting in a fiduciary capacity? If so, state details.
20. Please describe your opinion of the role a law clerk or a staff attorney should serve with respect to assisting a judge.
21. Please describe how a judge of the court for which you are applying might improve the efficiency and effectiveness of the legal system in administering justice.
22. Have you ever held public office, other than judicial office, or have you ever been a candidate for such office? If so, give the details, including the offices involved, whether elected or appointed, and the length of your service.
23. Have you ever been sued by a client? If so, please give particulars.
24. 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 a co-respondent, and any grand jury investigation in which you figured as a subject, or in which you appeared as a witness.
25. Have you published any legal books or articles? If so, please list them, giving the citations and dates.
26. List any honors, prizes, awards, or other forms or recognition which you have received.
27. List all bar associations and professional societies of which you are a member and give the titles and dates of any offices which you have held in such groups. List also chairmanships of any committees in bar associations and professional societies, and memberships on any committees which you believe to be of particular significance.
28. Have you read and carefully studied the Code of Judicial Conduct?
29. Will you adhere to the letter and the spirit of such Code should you be appointed as judge?
30. You are requested to execute and transmit to the Chairman of the Commission two copies of the form of Authorization for Access to Information Concerning Disciplinary Matters included in this questionnaire.
31. If you are now an officer or director of any business organization or otherwise engaged in the management of any business enterprise, please give details, including the name of the enterprise, the nature of the business, the title of your position, the nature of your duties, and the term of your service. If it is not your intention to resign such positions and give up any other participation in the management of any of the foregoing enterprises, please so

indicate, giving reasons. List all companies in which you, your spouse or minor children hold stock.

32. List the non-professional organizations to which you belong and civic and service activities in which you have participated in the past two years.
33. Have you ever been arrested, charged, or held by federal, state or other law-enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance? If so, please give details. Do not include traffic violations for which a fine of \$50.00 or less was imposed.
34. 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, please give the particulars.
35. No person will be appointed to fill a judicial vacancy
  - (a) who has made a contribution to, or expenditure on behalf of, the appointing judges or their campaign committees at any time after the vacancy occurred; or
  - (b) who has made a contribution to, or expenditure on behalf of, the appointing judges or their campaign committees within 30 days preceding the vacancy, unless such person requests and is granted a refund of such contributions or reimbursement of such expenditure.
36. Have you made a contribution or expenditure as described in 35(a) above?
37. (a) Have you made a contribution or expenditure as described in 35(b) above?
  - (b) If you answered yes to 37(a), have you been granted a refund or reimbursement?

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

**STATE OF GEORGIA**

**COUNTY OF CHEROKEE**

The undersigned, being an applicant for appointment by the Judges of the Superior Court of the Blue Ridge Judicial Circuit to a position of Juvenile Court Judge, and being aware of the Superior Court's responsibility to the public in making such appointment, does hereby:

- 1) Authorize the State Bar of Georgia and its Disciplinary Board (and the disciplinary authority of any other state in which the undersigned may have practiced law) and/or the Judicial Qualifications Commission of the State of Georgia to answer any inquiries, questions, or interrogatories concerning the undersigned which may be submitted to them by the Judges of the Superior Court or its authorized representative, and to give full and complete information regarding the undersigned in any of their files and to permit said judges or their authorized representative to inspect and make copies of any documents, records and other information concerning the undersigned and any complaint which might have been made against the undersigned at any time whatsoever; and
  
- 2) Release and exonerate the Judges of the Superior Court of the Blue Ridge Judicial Circuit, the State Bar of Georgia, the Judicial Qualifications Commission, and every other person, firm, officer, corporation, association, organization or institution which might be involved in complying with, or receiving information under, the authorization and request made herein from any and all liability of every nature and kind growing out of or in any ways pertaining to compliance with this authorization and request.

IN WITNESS WHEREOF the undersigned has set his/her hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Please fill in: Date of Birth \_\_\_\_\_

State Bar Number \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Subscribed before me this \_\_\_\_\_ day of

\_\_\_\_\_, 2024

\_\_\_\_\_  
Notary Public

# Cherokee Sheriff's Office

## Name-Based Criminal History Record Information Consent/Inquiry Form – NCJ

**Section 1: Authorization** - I authorize the Cherokee Sheriff's Office to process my criminal history record information and release any information pertaining to me which may be in the file of any state, national, or local criminal justice agency to the individual I have specified below. If this information is being released to a business, agency, or organization, the Cherokee Sheriff's Office must have a specific person's name at the business, agency, or organization and the address and the title of the business, agency, or organization. If this information is being released to an individual, the Cherokee Sheriff's Office must have the individual's name and address. (O.C.G.A. §35-3-34) For the Cherokee Sheriff's Office to better serve you, please fill out this form neatly and in its entirety. Do not change, strikethrough, or white out any information. This form is for the Cherokee Sheriff's NCJ consent form for employment, personal inspection, and other NCJ reasons as allowed by O.C.G.A. §35-3-34.

I, \_\_\_\_\_ hereby authorize the CSO to conduct an inquiry for Company/Individual (name releasing record to) Captain Darin Downey/Sheriff's Department the purpose below and receive any Georgia and/or national CHRI as authorized by state and federal law. This authorization is valid for 90 days from date of signature.

\_\_\_\_\_  
Full Name: (Last, First, and Middle – Please Print Legibly)

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Date of Birth (MM/DD/YY) SEX (M/F) RACE\*\* Social Security Number

**\*\*Race Abbreviations\*\***

Asian/Pacific Islander - A  
Black - B  
Alaskan Native/American Indian - I  
White - W  
Unknown - U

\_\_\_\_\_  
Authorizing Signature Date (MM/DD/YY)

\_\_\_\_\_  
Attorney for Individual (Purpose Code E and U Only) Bar Number Date (MM/DD/YY)

\_\_\_\_\_  
Notary Signature & Stamp Date (MM/DD/YY) Driver's License Number (Notary Use Only)

**Purpose Code Used (check one):**

**Note: Only one inquiry may be performed per consent form.**

**Notary Stamp**

NON-CRIMINAL JUSTICE PURPOSES	
<input type="checkbox"/> E	Adoption
<input type="checkbox"/> E	Apartment
<input type="checkbox"/> E	Employment _____
<input type="checkbox"/> E	Licensing _____
<input type="checkbox"/> E	Raffle Permit
<input type="checkbox"/> E	Volunteer _____
<input type="checkbox"/> M	Employment direct care with Mentally Ill/Developmentally Disabled
<input type="checkbox"/> N	Employment direct care with Elderly
<input type="checkbox"/> W	Employment direct care with Children
<input type="checkbox"/> U	Personal Copy (stamp return "personal copy")

**AGENCY USE ONLY BELOW**

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

This inquiry resulted in the following: \_\_\_\_\_ No criminal history available \_\_\_\_\_ Criminal history available (attached/released)