

# Judicial Appointment Process for Circuit Court Vacancies

---

1. Governor's Office receives written notice of vacancy and notifies the Oregon State Bar (the "Bar") and the relevant local bar association ("LBA"). The Governor's office will provide the Bar and the LBA information regarding specific experience or qualifications to which it will give special consideration. These actions will take place within five (5) business days of the Governor's Office receiving written notice of the vacancy.
2. The Governor's Office will contact the presiding judge of the relevant judicial district and the president or other official of the LBA to discuss appropriate process and infrastructure for that district.
3. The Bar will obtain the names of local screening committee members for future posting on the Bar's website, if a committee has been formed.
4. The Bar will send the Notice of Vacancy to all attorneys in the relevant judicial district. The notice contains the following information:
  - a. Reason for vacancy (i.e., retirement)
  - b. Request for interested persons to apply
  - c. Specific place to get application
  - d. Deadline for submission of completed application
  - e. Instruction that the completed applications should be returned to the Governor's Office, which will then send copies to the contact person for the relevant judicial district.
5. The Bar will:
  - a. Post on its website the following information:
    - i. Copy of the notice
    - ii. Link to the Governor's Office website to access the application form
    - iii. Names of the local screening committee members, if applicable
    - iv. Names of the applications by "X" date (the day after the deadline for submission of completed application)
    - v. Contact information of the person to whom members can submit comments
  - b. Assist the local screening committee as needed
  - c. Field any questions related to the screening process set forth herein
  - d. Post the name of the person appointed on the Bar's website.
6. Due Diligence Process
  - a. The Office of General Counsel for the Governor will deliver copies of the completed applications to the relevant contact for the judicial district (presumably the chair of the local screening committee) to begin the due diligence review.
  - b. The local screening committee's due diligence/review process will be an in-depth review of the application and the candidate. It will include contact with people in the community who are familiar with the qualification of the candidate, the needs of the

court, the needs of the community, the needs of the particular bench and it will also include queries based on any particular direction from the Governor. The committee should contact references from the completed applications, current and former colleagues, leaders of the local bar, District Attorneys, County Commissioners, other community members and any other person that would assist in this review. The local screening committee's review is intended to provide detailed information to the Governor's Office that will provide the Governor with relevant, reliable and descriptive information to better inform his appointment decision.

- c. Upon completion of the due diligence review, the relevant judicial district contact person will provide a written or oral summary of the local screening committee's descriptive information about each candidate to the Office of General Counsel for the Governor. It will be presumed that all candidates are eligible unless the due diligence report provides a statement or information to the Governor that the candidate is not eligible at this time.
- d. After the due diligence process of the local screening committee is completed, General Counsel for the Governor will determine if an additional level of review will be conducted by the Office of General Counsel. This process may include an internal interview process and interviews with the Governor. At the completion of the Governor's internal review process, the Governor may submit the name(s) of (a) selected applicant(s) for further review and recommendation by the relevant judicial district.
- e. After completion of the above process and in accordance with the Governor's authority under the Oregon Constitution, the Governor will appoint a person to fill the judicial vacancy.

Contact: Kellie Baumann, Public Affairs Admin Assistant, 503-431-6376, kbaumann@osbar.org