



Court Commissioner

\$15,146.51 Monthly
\$181,758.12 Annually

APPLICATION FILING PERIOD: 09/17/2019 - 11/16/2019 at 4:30 p.m. (PST)

Los Angeles Superior Court (Court) seeks dynamic, well-qualified, and highly-motivated individuals to fill the position of Court Commissioner. The Court seeks candidates committed to upholding the law and adjudicating cases fairly and efficiently. The ideal candidate should possess strong legal skills, a high level of personal integrity, good judgment, decisiveness, patience, intelligence, and exemplary people skills.

Court Commissioners conduct hearings and adjudicate cases in Civil, Criminal, Family, Child Support, Juvenile, Probate, Small Claims and Traffic matters. In so doing, they hear testimony, rule on objections, admit evidence and issue rulings. Upon agreement of the parties, they may sit as a Temporary Judge. Court Commissioners may be assigned to sit in any of the courthouses in Los Angeles County. For a detailed job description click [here](#).

Los Angeles Superior Court is the largest unified trial court in the United States. Its 580 judges and commissioners work in one of the 40 facilities within the Court's 12 judicial districts and are supported by more than 4,500 full-time Court employees. The Court has an annual budget of more than \$855 million. Located in Southern California, Los Angeles County is geographically one of the nation's largest counties, covering 4,084 square miles and, with over 10,400,000 residents, is also one of its most populous counties.

Commissioners hold an at-will position and serve at the pleasure of the Court. They are not subject to other vested terms of service. Commissioners work under the authority of the Judges of the Court, and are subject to the direction of the Presiding Judge and his or her designees.

PROHIBITION AGAINST SOLICITING SUPPORT FOR CANDIDACY:

On March 5, 1974, the Court adopted the following policy prohibiting individuals from soliciting judges for support for Court Commissioner applicants:

Each candidate for the position of Court Commissioner should be advised that he or she should not contact any judge of the Court for the purpose of soliciting support for his or her candidacy. Solicitation of support on behalf of any candidate by any other person is also discouraged.

The integrity of the recruitment process for the Court Commissioner position is important to the Court. It is imperative that all candidates abide by the Court's policy and refrain from soliciting support from judges.

SELECTION REQUIREMENTS:

To qualify, you must meet the following selection requirements by the final filing date of this recruitment:

Active member in good standing with the State Bar of California, with a minimum of ten (10) years' experience practicing law in California - **AND**- California residency -**AND**- United States Citizenship.

APPLICATION ATTACHMENTS:

1. Copy of State Bar of California card showing active status for the current year. (REQUIRED)
2. Legal writing sample not to exceed 10 pages. (REQUIRED)
3. Profile(s) from Daily Journal or other legal newspapers. (AS APPLICABLE)
4. Résumé (REQUIRED)
5. A minimum of 5 professional references (must complete required information in "e-references" section of application). (REQUIRED)
6. The Court will ask applicants who proceed past the initial interview to submit a high-resolution head shot photograph and a brief biographical statement, not to exceed 200 words, listing their educational and legal experience.

The Court will use the statement and photograph when it solicits feedback from judges about candidates and, for the candidates who are placed on the eligibility list, whenever the Court seeks to fill a Court Commissioner vacancy.

Applicants must submit required and/or additional documents as attachments to their online applications in Microsoft Word or PDF format. The attachments should not exceed 10 MB and should reflect applicant's full name and the examination title. The Court will not accept documents submitted by mail, e-mail or facsimile transmission.

Note that changes cannot be made to an application after it has been submitted. Rather, a new application must be submitted if changes are desired. The Court will only consider the most recent application.

LICENSES, CERTIFICATES, SPECIAL REQUIREMENTS:

A valid California Class C driver's license or the ability to utilize an alternative method of transportation is required to carry out job-related essential functions.

Court Commissioners are prohibited from practicing law during their employment with the Court.

SELECTION PROCEDURE (LASC Local Rule [1.9](#))

1. Court Commissioner Selection Committee members will evaluate each application to identify the most qualified applicants.
2. Teams of two judges will interview a specified number of the most qualified applicants.
3. The Court Commissioner Selection Committee will invite those candidates it deems most qualified for a full Committee interview and will place the names of the highest-ranking candidates on an eligibility list in rank order.
4. As the Court fills vacant Commissioner positions, it will distribute to its Judges a ballot with the names of candidates in rank order, along with each candidate's photograph and biographical statement, and ask that they vote for a candidate to fill the vacancy (ies).
5. Every Court Commissioner-elect must pass a criminal background investigation before appointment.

APPLICATION and FILING INFORMATION:

All applicants are required to submit a Los Angeles Superior Court Commissioner Application and Supplemental Questionnaire online. To learn how to apply online, please access the [Online Employment Application Guide](#). The Court will not accept résumés in place of the completed Court Commissioner Application and Supplemental Questionnaire. The Court Commissioner Selection Committee may decline to consider applications with incomplete or vague descriptions of employment experience or those that fail to describe clearly how the applicant meets the minimum qualifications of the position. The Court will safeguard the confidentiality of the information provided in the application to the extent consistent with the recruitment process.

Please provide a current e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail within 30 days after the examination closes. To that end, we recommend that you add info@governmentjobs.com to your safe senders list to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact apatterson@lacourt.org. For additional employment information, please click [here](#).

You may e-mail questions regarding this posting to apatterson@lacourt.org or you may contact Ashlii Patterson at (213) 633-0346.

WHAT TO EXPECT NEXT:

At the conclusion of each step of the recruitment process, Human Resources personnel will notify applicants of the outcome.

Exam #R9741C

Court Commissioner

Applications may be submitted online at www.lacourt.org
OR via the HR computer kiosk at
Superior Court of California, County of Los Angeles
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012



Court Commissioner Supplemental Questionnaire

- * 1. I hereby certify that all statements made in, or in connection with, this application are true and correct to the best of my knowledge and belief and acknowledges that I understand and agree that any misstatement or omission of material fact on my part may result in the forfeiture of any right to employment by the Superior Court of California, County of Los Angeles.
- Yes No
- * 2. By selecting "YES," you authorize the release of any information pertaining to your ethics, professional competency, and educational and employment background in support of your application for appointment as a Court Commissioner to a duly authorized representative of the Superior Court of California, County of Los Angeles.
- Yes No

- * 3. I hereby waive any right I may have to review any information the Court Commissioner Selection Committee and/or its designee obtains from any source regarding my character, general reputation, personal characteristics and/or employment history.
- Yes No
- * 4. List each name by which you have been known in the past, if any, and the dates they were used. If not applicable, indicate N/A.
- * 5. Provide your current business address, telephone number and e-mail address.
- * 6. Are you currently a member of the State Bar of California in good standing? Provide the date of admission to the State Bar of California and your bar number.
- * 7. Are you a citizen of the United States?
- Yes No
- * 8. If you are a naturalized citizen of the United States, please state the date and location of your naturalization. If not applicable, indicate N/A.
- * 9. Are you willing to take an oath of allegiance to support and defend the Constitution of the State of California and the Constitution of the United States of America?
- Yes No
- * 10. As an attorney or judicial officer, have you ever been censured, sanctioned, or disciplined, publicly or privately, for breach of ethics, misconduct, or malfeasance; or are there any disciplinary charges presently pending against you? If so, provide the details for each incident, including dates, dispositions and name and address of the entity in possession of the pertinent records. If not applicable, indicate N/A.
- * 11. Have you ever been convicted of, or pleaded guilty or no contest to, the violation of any felony or misdemeanor offense (excluding traffic infractions and juvenile offenses)? If so, provide the details, including the case name and number, date, description of the alleged offense, locality and disposition for each incident. If not applicable, indicate N/A.
- * 12. Has any Court sanctioned you more than \$1000 [excluding discovery sanctions] or has any Court or tribunal having the power of contempt cited you for contempt? If so, provide the details for each citation, including date and case name and number, and the names, addresses and telephone numbers of the judicial officer involved and counsel for the opposing party (ies). If not applicable, indicate N/A.
- * 13. Are there any unsatisfied judgments (including any orders for child or spousal support) against you, or are you in default in any way in the performance or discharge of any duty or obligation imposed upon you by a judicial decree or order? If so, provide the details. If not applicable, indicate N/A.
- * 14. If you served in the military, did you receive a discharge other than an honorable discharge? If yes, explain the circumstances that led to it. If not applicable, indicate N/A.
- * 15. In one page or less, explain your reasons for seeking an appointment as a Court Commissioner and describe your qualifications for the position.
- * 16. What role can a judicial officer play in making our society a better place? Relate any personal or professional efforts you may have made in this regard.
- * 17. Have you ever been engaged in any occupation, business or profession other than the practice of law? If so, provide the details, including dates. If not applicable, indicate N/A.
- * 18. If you are now an officer or director of any business organization or are otherwise engaged in the management of any business enterprise, please give details, including: (a) the name of the enterprise; (b) the nature of the business; (c) the title of your position; (d) the nature of your duties; and (e) the term of your service. Please state whether, if offered the Court Commissioner position, you intend to resign such position(s) and relinquish any other participation in the management of the enterprise(s). Explain your response. If not applicable, indicate N/A.
- * 19. Have you ever held, or been a candidate for, public office other than a judicial office? If so, provide the details, including the office(s)

involved, whether elected or appointed, and the dates of your service or candidacy. If not applicable, indicate N/A.

- * 20. List all courts in which you are presently admitted to practice; include the date of admission to each court. Provide the same information for administrative agencies having special admission requirements.
- * 21. If you are a practicing lawyer, describe in detail the nature of your current practice; include any areas of emphasis and specialization certified by the State Bar of California and describe your typical cases. If your practice is substantially different now than in the past, describe your prior practice and include the time periods involved. If not applicable, indicate N/A.
- * 22. If you are a sitting judicial officer or quasi-judicial officer, describe the nature and extent of your service, if any, as a referee, temporary judge, or administrative law judge. Describe the court or agency on which you sit, the nature of your current assignment, including any areas of emphasis, and the nature of the typical cases you hear. If your assignment is substantially different now than in the past, give the details of your prior assignment and include the time periods involved. If not applicable, indicate N/A.
- * 23. If you are an arbitrator or mediator, describe the nature and extent of your service, either privately or through a judicial arbitration program. Describe the five (5) most recent cases and up to five (5) other significant cases and, for each, provide the names, addresses, and telephone numbers of the counsel involved and list the dates of your service. If not applicable, indicate N/A.
- * 24. If you do not currently hold judicial or quasi-judicial office, have you ever held, applied to, or been a candidate for judicial office or quasi-judicial office? If so: a. Identify the court(s) to which you sought a judicial position, whether the position was elected or appointed, and the dates of service or the dates of candidacy. b. If you applied for judicial appointment, were you evaluated by the Commission on Judicial Nominees Evaluation (JNE)? If not applicable, indicate N/A.
- * 25. If you previously applied for a Court Commissioner position, specify the court(s) to which you applied and the date(s) of your application(s). If not applicable, indicate N/A.
- * 26. With respect to your entire career, describe in detail your experience, if any, in the following areas of law-related work: a. Administrative law b. Civil law c. Corporate and/or transactional law d. Criminal law e. Family law f. In-house or staff counsel g. Juvenile Dependency/Delinquency h. Juvenile Delinquency i. Legislative j. Mental Health k. Probate
- * 27. Within the past five years, approximately what percentage of your legal practice has been devoted to the following: a. Litigation b. Administrative advocacy c. Legislative advocacy d. Alternative dispute resolution, including arbitration or mediation e. Teaching f. Other law-related work (specify)
- * 28. Within the past five years, describe how frequently you have done the following on behalf of a client (approximate times per month, on average): a. Appeared in federal trial and/or appellate court b. Appeared in state trial and/or appellate court c. Appeared before an administrative law judge, or other tribunal d. Appeared before a board, commission, panel, legislative committee, or other body e. Participated in an alternative dispute resolution proceeding f. Participated in any other judicial or quasi-judicial proceeding
- * 29. How many cases have you tried to verdict during your career?
- * 30. How many court cases have you tried to verdict during the past five (5) years. List the five (5) most recent trials and, for each trial state: a. State whether you were sole, associate, or lead trial counsel. b. List the case name and number, court, date, type of case, party you represented, name of the judicial officer presiding, and the names, addresses and telephone numbers of co-counsel, if applicable.
- * 31. How many of the cases you tried to verdict in the last five years were jury trials?
- * 32. How many of the cases you tried to verdict in the last five years were bench trials?
- * 33. Provide the citations to all reported cases in which you were counsel of record in the trial or appellate courts.
- * 34. If your experience appearing in court differed substantially earlier in your career than what your responses to the preceding questions reflect, identify the dates during which this occurred and explain the change.
- * 35. For the past five years, list the five (5) most significant matters you have resolved without trial (e.g., by dispositive motion, settlement,

negotiation). For each matter, provide the name of the entity or tribunal involved, case name, type and description of case, dates, party you represented, name of the fact finder, resolution or disposition, names, current addresses and telephone numbers of counsel for the other parties, and the names, current addresses and telephone numbers of co-counsel, if applicable.

- * 36. If your practice does not involve litigation, list the five (5) most significant matters you have handled as counsel. For each matter, provide the name of the entity or tribunal involved, case name, type and description of case, dates, party you represented, name of the Judge or fact finder, resolution or disposition, names, current addresses and telephone numbers of counsel for the other parties, and the names, current addresses and telephone numbers of co-counsel, if applicable. In a sentence or two, please explain why you believe each matter is significant.
- * 37. List by date any honors, prizes, awards, scholarships, fellowships or other forms of recognition that you have received.
- * 38. List all bar associations and legal professional societies in which you are or have been a member. Provide the titles and dates of any offices you hold or held and identify the committees on which you serve or have served.
- * 39. List all organizations and clubs, other than the bar associations and professional societies identified in response to the preceding question, in which you have been a member during the past fifteen (15) years; include the titles and dates of any offices you have held and committees on which you served.
- * 40. Are you a member of any club, organization or association that by policy or practice prohibits or limits its membership based on race, color, religion, sexual orientation, gender, disability or national origin? Have you ever been a member of such an organization? If so, identify the organization and provide details.
- * 41. Briefly describe the nature and extent of any free legal services (pro bono) you have provided to nonprofit organizations, indigent individuals, and others. Include the names and addresses of such organizations and/or individuals where appropriate.
- * 42. Describe the nature and extent of your involvement in community affairs other than those previously mentioned. List and briefly describe the nature and extent of any leadership positions you have held in non-professional community activities.
- * 43. List any legal books, articles, blogs, letters to the editor, or reports you have written, edited or published. For each, provide full citations, dates, and a general description of the subject matter. Please submit a copy of any letters to the editor or op-ed articles you have authored with your application.
- * 44. Have you ever been indicted on or charged with a misdemeanor and/or felony offense that did not result in a conviction? If so, provide the details, including the case name and number, date, description of the alleged offense, locality, and disposition for each incident. If not applicable, indicate N/A.
- * 45. Have you ever been requested to appear before any prosecuting attorney or investigative agency in any matter, military or civil? If so, provide the details, including the date, description of the alleged offense, its location, and the disposition for each incident. If not applicable, indicate N/A.
- * 46. Have federal, state or local authorities instituted a tax lien or other collection procedure against you? If so, provide the details for each incident, including the amount at issue and the date and status of the claim or other collection procedure. If not applicable, indicate N/A.
- * 47. Have you ever held a bonded position? If so, specify the nature of the position, the dates you held the position(s), and amount of the bond held. a. Has anyone ever sought to recover upon your bond or to cancel same? b. Have you been refused bond? Provide the details if you answered "yes" to either (a) or (b). If not applicable, indicate N/A.
- * 48. As a holder of a license (including a driver's license), have you ever been reprimanded, censured or had your license suspended or revoked? Have any charges, formal or informal, ever been made or filed against you by the entity that issued the license? If so, provide the details for each incident, including the date, disposition and name and address of the organization in possession of the pertinent records. If not applicable, indicate N/A.
- * 49. Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? If so, provide the details including the amounts involved and name, address and telephone number of the claimant and claimant's counsel for each incident. If not applicable, indicate N/A.

- * 50. Have you ever been sued by a client? If so, provide the details for each case, including the case name and number, court, resolution and name, address and telephone number of counsel for the plaintiff. If not applicable, indicate N/A.

- * 51. Have you ever been a party to, or claimed an interest in, any legal proceeding (including dissolution of marriage, bankruptcy, damage suits, etc.)? Include all legal proceedings in which you were a party in interest, a material witness, named as a co-conspirator or co-respondent, and any grand jury investigation in which you were identified as a subject or target. Do not list proceedings in which you were merely a guardian ad litem or stakeholder. If so, provide the details, including the case name and number, court, disposition, and name, address and telephone number of counsel for the parties in each case. If not applicable, indicate N/A.

- * 52. Have you ever been charged in any civil, criminal or administrative action with conduct alleged to involve moral turpitude, dishonesty and/or unethical conduct? If so, provide the details, including the applicable date and name, address and telephone number of the counsel for the prosecuting agency or opposing parties in each case.

- * 53. Have you filed tax returns as required by federal, state, local and other government agencies? If not, provide the details including an explanation, the amount at issue, date and resolution for each incident.

- * 54. If any articles or allegations have ever been printed, broadcast or otherwise made public concerning you or your activities, views or statements (irrespective of factual accuracy) that may reflect adversely on your character or job performance, identify the material, explain fully, and attach a copy of each publication to this application. (If the volume is extensive, attach representative samples of the publications and specify where the balance may be reviewed.) If not applicable, indicate N/A.

- * 55. Describe any aspects of your personal, business or professional conduct or background that may reflect positively and/or adversely on you or the Court or which you believe should be disclosed to the Court in connection with this application. If not applicable, indicate N/A.

- * 56. Are you aware of any individuals or groups who may oppose your election? If so, identify the potential opponents and provide an explanation. If not applicable, indicate N/A.

- * 57. Are you able, with or without reasonable accommodation, to perform the functions of a Court Commissioner? These requirements include: a. Attentively receiving, analyzing and concentrating on information for eight or more hours within a work day; b. Perceiving a courtroom clearly, reviewing and evaluating oral, written and physical evidence and observing participants in proceedings and others in the courtroom; c. Reviewing and processing substantial volumes of information, including great numbers of documents (e.g., pleadings, cases, jury instructions, transcripts); d. Comprehending and communicating with attorneys, litigants, staff, and others encountered in the scope of work clearly and effectively; e. Absorbing, analyzing, weighing and deciding complex factual and legal issues quickly and accurately; f. Responding to situations with discretion, judgment and restraint while under pressure; g. Learning and assimilating new information, processes and systems, and h. Traveling by means of private transportation to any courthouse location in Los Angeles County to perform assigned duties.

- * 58. Is there any reason that, with or without reasonable accommodation, you could not exercise the discretion, judgment, and emotional and mental discipline required of a Court Commissioner?
 Yes No

* Required Question