



Magistrates Commission Fourth Judicial District Court of Idaho

Standing Policy for Selection of Candidates to Interview

The following policy was agreed upon by the Magistrates Commission members at a meeting on November 30, 2017.

After receipt of Bar survey results (“preliminary evaluations”) the Trial Court Administrator will distribute materials to each commission member for their individual review of the applicants. Each commission member will review the materials and submit their list of four candidates to the Trial Court Administrator. This list should be in order of preference.

The Trial Court Administrator will assign a point system to the names to produce the top-ranking candidates. The Administrative District Judge, who will have access to Commission members’ preferred candidates, will compile a proposed list of candidates to interview. If this list does not include the top scoring candidate on the Bar Poll, the omission will be noted and discussed by the commission at its meeting.

The proposed list of candidates will be emailed to the commission members by the Trial Court Administrator. The Trial Court Administrator will schedule a meeting for the commission members to discuss the proposed list of candidates. The meeting will occur **after** the proposed list of candidates has been distributed. The meeting will be conducted by telephone unless it is otherwise agreed by the members that the meeting should be conducted in person.

At the meeting, the Commission will finalize the list of candidates to be interviewed. There will be no set number of candidates to be interviewed to comply with Rule 22 that the Commission refrains from interviewing a pre-determined number of candidates.

The Trial Court Administrator will email the list of candidates selected for an interview, along with the list of draft interview questions for comment and finalization prior to the interviews. The Trial Court Administrator will send the interview schedule by email and the Commission members will confirm it by email.

This written selection process shall be available to the public and posted on the Fourth District Court website.