

# **Fill-in Application for Appointment to a State Bar Committee 2015-2016**

The pages that follow are the Microsoft Word version of the appointment application for a 2015-2016 appointment to a State Bar committee. This document can be filled out on your computer, using the fill-in text fields and check boxes, and then printed for your signature and attachments (see instructions below). Alternatively, the document can be printed in its blank form and completed by hand (use a pen with dark ink).

**Questions: Contact the Appointments Office at (415) 538-2370.**

## **INSTRUCTIONS ~~to Complete This Form on Your Computer~~**

**Fill-in text fields/boxes:** To enter text, click the cursor on the shaded box. If the space provided is not sufficient for your response, type "See attached" and attach a separate page.

**To move** to the next question or text box: Press Tab.

**To check boxes:** Click on the box or tab to it and press enter.

**To enter the name of the committee:** There are five selection text boxes: (1) List of Standing Committees, (2) List of Section Executive Committees, (3) List of Special and Legal Specialization Committees, (4) List of Other Entities, including the American Bar Association (ABA) House of Delegates, Judicial Council, 2016 Commission on Judicial Nominees Evaluation (JNE Commission), and the Review Committee of the JNE Commission (RJNE). The last box is blank; if you do not find the committee name on the other lists in the other four boxes, use this box to enter the committee name.

**To select the committee name:** Click on or tab to the text box to view list of all committees. Click on the name of the committee to which you are applying. If you make a mistake, click the blank space at the top of the category. You may **only** apply to a maximum of two committees; appointment will be limited to one committee. A separate application form is required for each committee appointment sought, and is to include detail about the experience RELEVANT to the committee appointment sought. ~~to a maximum of three committees but must submit a separate application for each committee, and on each application, list which committee is your first choice, second choice, and third choice. Your list of preferences must be the same on each committee application.~~

**Note:** Spell-check is not an available option for this fill-in form. You can, however, paste spell-checked text from another document into the appropriate text field. Click on the field and paste the text, either using the keyboard short-cut (Control + V) or by right-clicking the mouse and selecting the paste option.

**Committee requirements:** Review the requirements for each committee at the committee's description found at the State Bar's website (see left-menu links to the individual committees at the Committees and Commissions page). Information on committee requirements is also available from the State Bar's Appointments Office and from the committee's staff contact (name and number listed at the website description).

**Participation of Diverse Members:** The State Bar of California values diversity and broad-based representation in its appointments. The recruitment and selection of applicants with diverse backgrounds, experiences, outlooks, and ideas and geographical diversity brings 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.

The State Bar's Board of Trustees is committed to the active solicitation and encouragement of members with a broad array of backgrounds and life experiences including members with skills or attributes that are underrepresented in the legal profession to submit applications for appointments to all bar sponsored entities.

The Board seeks to recruit and obtain applicants with a breadth and depth of perspective including, but not limited to the following: geographic location, practice area, size of law practice, length of time practicing, volunteer work, specific accomplishments, educational background, age, sexual orientation, and disability for each of the entities to which the board makes appointments.

The State Bar provides equal access to all applicants and complies with all applicable anti-discrimination laws in its appointment process.

**Statement of Interest:** Your statement should **clearly state** why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment. Suggested areas for inclusion in the statement: (1) unique characteristics, perceptions, experiences, personal talents, or qualifications that you would bring to the committee; (2) communication skills and leadership abilities that you possess that will lend to the activities of the committee; and (3) hardships or disadvantages you have had to overcome and how this experience will contribute to your service with the State Bar.

## **Filing**

### **APPLICATION CHECKLIST:**

- Application form with all questions completed.
- Resume or biography (5 pages maximum). If a resume or biography exceeds 5 pages, only the first 5 pages will be considered during the appointment process.
- Letters of recommendation (maximum three). A letter of recommendation is helpful but not required. Letters of recommendation **must** be submitted with the application.
- Sign and date application, and follow the application filing instructions. ~~Once the application is completed, print the original, sign and date it, and follow the application filing instructions on the next page of this form.~~ Your application is confidential.

## APPLICATION FILING INSTRUCTIONS

- You may only apply to ~~up to three~~ a maximum of two committees; appointment will be limited to one committee. If you are applying to two ~~or three~~ committees, you must submit a separate application for each committee. For each committee application, print an original copy. Sign and date the original.
- Attach your statement of interest, resume, and letters of recommendation in the following order:
  - 1) Application form, signed and dated.
  - 2) Statement of interest (i.e., why you want to serve on the committee)
  - 3) Resume or biography (5 pages maximum). If a resume or biography exceeds 5 pages, only the first 5 pages will be considered during the appointment process.
  - 4) Letter(s) of recommendation (maximum three)
- **Copies Copy Submission:** For each committee application, ~~make submit~~ one (1) single-sided copy of the application form and the attachments; collate and staple in the order noted above.
- **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. Please limit your resume/biography to 5 pages maximum. If a resume or biography exceeds 5 pages, only the first 5 pages will be considered during the appointment process.
- **Letters of Recommendations:** A letter of recommendation is helpful but not required. You may submit a maximum of three (3) letters of recommendation; ~~It is preferred that~~ letters of recommendation must be ~~attached to~~ submitted with 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:** You must be member in good standing of the ABA. In your statement of interest, describe your ABA activities and contributions you have made to the organization in the past two years.
- **2016 Commission on Judicial Nominees Evaluation (JNE) Commission:** Lawyer applicants must be State Bar members in good standing and in active practice. Public member applicants must not be admitted to the practice of law. In your statement of interest, please describe why you want to serve on the commission, any experience you have with interviewing professional applicants, and your ability to make the overall time commitment and to attend a **mandatory Orientation meeting to be held Jan. 29-30, 2016 (Friday and Saturday)**. A letter of recommendation, especially from an employer, is helpful.
- **Section Executive Committee:** Applicants to a section executive committee must be members of that section to be eligible for appointment. The level of each applicant's involvement in the section's activities is considered during appointment review.
- **California Board of Legal Specialization and its Advisory Commissions:** Attorney applicants to these commissions must generally be certified specialists; however, one member of an advisory commission and two members of the CBLS may be non-specialists, such as professors. Newly certified specialists are encouraged to apply to the CBLS and its advisory commissions. To become a certified specialist, see: [www.californiaspecialist.org](http://www.californiaspecialist.org).
- **DEADLINES:** Unless otherwise published at the State Bar's website, the 2015 application deadlines for the following entities are:
  - Feb. 2, 2015:** ABA House of Delegates, Judicial Council, and the State Bar's Standing, Section Executive and Special Committees
  - June 1, 2015:** 2016 JNE Commission, Review Committee of the JNE Commission (RJNE)Applications for committees with immediate vacancies may have different deadlines. Please check the State Bar's website (Committees and Commissions page) for deadlines for committees with immediate vacancies. On occasion, the application deadline for a committee may be extended. Deadline extensions are posted at the website; applicants also may contact the Appointments Office for information on extended deadlines.

**MAIL OR DELIVER EACH COMMITTEE APPLICATION TO: ~~(original and copy)~~**

Appointments Office  
The State Bar of California  
180 Howard Street  
San Francisco, CA 94105-1639  
E-mail: [appointments@calbar.ca.gov](mailto:appointments@calbar.ca.gov)  
Fax: (415) 538-2305

**Applications must be received by the established deadline.** We will accept your application [electronically via e-mail or by fax IF the submission is received by the deadline. In order to be considered valid, the application MUST BE SIGNED AND DATED \(regardless of how the application is submitted\); an electronic signature is acceptable.](#) ~~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. Application forms may be emailed to: [appointments@calbar.ca.gov](mailto:appointments@calbar.ca.gov)~~

[If you submit an application electronically \(e-mail or fax\), please do not mail a hard copy.](#)

# THE STATE BAR OF CALIFORNIA

## APPLICATION FOR 2015 – 2016 APPOINTMENTS

Your application is confidential. You may only apply to a maximum of two committees; appointment will be limited to one committee. A separate application form is required for each committee appointment sought, and is to include detail about the experience RELEVANT to the committee appointment sought. ~~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. 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 are also available from the State Bar's Appointments Office and committee staff. You will be notified by letter of the decision on your application no later than 10/11/2015. Your notification letter will be mailed to your State Bar public address of record. Terms for most committees begin at the close of the 2015 State Bar Annual Meeting (10/11/2015); terms for the American Bar Association (ABA) House of Delegates begin at the close of the 2015 ABA Annual Meeting (8/4/2015); the Judicial Council term begins 9/15/2015; and terms for the 2016 Judicial Nominees Evaluation (JNE) Commission begin 2/1/2016.

Office Use Only-3 Processed:

**Instructions.** Fill in on your computer using the fillable text boxes, or complete by hand using a pen with dark ink or by typewriter. Print a copy of the completed application. Date and sign the application. Attach: (1) statement of interest indicating why you wish to serve on the committee and what you can contribute, (2) resume or biography (five page maximum), and (3) any letters of recommendation (maximum three). Do not submit copies of books, articles or certificates with your application. Follow filing instructions at the beginning of this form.

### ***PART ONE***

**NAME:**

**STATE BAR NUMBER:**

**CHECK HERE IF YOU ARE NOT ADMITTED TO PRACTICE LAW IN CALIFORNIA:** \_\_\_ If you are not a lawyer and/or are not admitted to practice law in California, you may apply for some positions as a public member. Some committees require public members to be non-lawyers. Please review the committee descriptions at the State Bar website for requirements. If appointed, your address information may be published at the State Bar's 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:** ~~Names of the committees appear in the selection boxes below. In this section, select~~ Select the name of the committee to which you are seeking appointment from the drop-down list below. ~~for this application only. Review the names of the committees in the selection boxes and click on the name of the committee. If you make a mistake, click the blank space at top of list to erase the mistake. If the committee's name is not listed, type the name in the last box. If you are applying to more than one committee, complete the Committee Preferences section below.~~

~~**COMMITTEE PREFERENCES:** You may apply to a maximum of three committees but must list them in your order of preference below. Click the selection boxes to find the committee that is your first choice, second choice, or third choice. You must submit a separate application for each committee and your order of preferences must be the same on each application.~~

~~**1<sup>st</sup> choice:** \_\_\_\_\_~~

~~**2<sup>nd</sup> choice:** \_\_\_\_\_~~

~~**3<sup>rd</sup> 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: \_\_\_~~

**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 \_\_\_

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**HOW DID YOU LEARN OF THIS VACANCY?** *(click on one box; fill in name if requested; tab to next question)*

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Trustees (name): _____ | <input type="checkbox"/> Local bar association                      |
| <input type="checkbox"/> Committee chair                 | <input type="checkbox"/> State Bar publication or State Bar website |
| <input type="checkbox"/> Colleague                       | <input type="checkbox"/> Other (specify): _____                     |

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**WHICH ONE OF THE FOLLOWING BEST DESCRIBES YOUR OCCUPATION?** *(click on one box; fill in name if requested tab to next question)*

- |   |   |
|---|---|
| <input type="checkbox"/> Private practice         | <input type="checkbox"/> Non-governmental legal services organization |
| <input type="checkbox"/> Publicly employed lawyer | <input type="checkbox"/> Non-profit organization                      |
| <input type="checkbox"/> Corporate law department | <input type="checkbox"/> Retired justice or judge                     |
| <input type="checkbox"/> Law teaching             | <input type="checkbox"/> Retired lawyer                               |
| <input type="checkbox"/> Quasi-judicial officer   | <input type="checkbox"/> Other (specify): _____                       |

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**WHAT IS THE SIZE OF YOUR OFFICE?** *(click on one box; tab to next question)*

- |  |   |
|--|---|
| <input type="checkbox"/> Sole practitioner   | <input type="checkbox"/> 36-100 lawyer office |
| <input type="checkbox"/> 2-10 lawyer office  | <input type="checkbox"/> 101+ lawyer office   |
| <input type="checkbox"/> 11-35 lawyer office | <input type="checkbox"/> Not applicable       |

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**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:

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**LIST LENGTH OF TIME IN PRACTICE:**

If not a lawyer, list length of time in profession:

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**LIST FIELDS IN WHICH YOU PRACTICE:**

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**LIST FIELDS IN WHICH YOU ARE CERTIFIED AS A SPECIALIST:**

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**VOLUNTEER SERVICE.** List 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:

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

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**DISCIPLINE RECORD.** List any formal disciplinary charges filed against you, including disposition of such charges and any public record of discipline:

## **~~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's Board of Trustees 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:~~

~~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?~~

**STATEMENT OF INTEREST:** Please state why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment.

**EXPERIENCE:** Describe any previous work or experience you may have had with the committee.

**ADDITIONAL BACKGROUND:** Describe any additional background you would like to share relevant to your appointment to the committee, including but not limited to how you can contribute to the diversity and broad composition of the State Bar's committees and commissions.

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**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:**

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

**Ethnicity:**

**Other Diversity Factor(s):**

**Age:**

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

**Signature:** \_\_\_\_\_

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

**APPLICATION CHECKLIST:**

- Application form with all questions completed.
- Resume or biography (5 pages maximum). If a resume or biography exceeds 5 pages, only the first 5 pages will be considered during the appointment process.
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