

United States Magistrate Judge Application Process for the Northern District of Illinois

Frequently Asked Questions

APPLICATION PROCESS QUESTIONS:

When is the application due?

The completed application, along with the mandatory waivers, supplemental question, and any necessary additional attachments must be submitted through the online application website by November 2, 2018 at 4:30 P.M. CST

Do I need to reapply if I applied to the last U.S. Magistrate Judge Vacancy that closed on October 12, 2018?

Applicants that applied to the recent U.S. Magistrate Judge position for Chicago only that closed on October 12, 2018 will be automatically considered for this vacancy. The applications submitted during the previous vacancy announcement period will be reviewed by the Merit Selection Panel to also fill this U.S. Magistrate Judge opening.

May I submit a hardcopy application or an application on a USB drive?

No, all material must be submitted through the online application website.

What is the file size limit for each attachment?

The file size limit for each attachment in the online database is 10 mb. If your attachment exceeds that file size, you must separate the attachment into two files.

What is the character limit for each question that requires a written response?

For any question that requires a written explanation, the limit is 1000 characters.

Do you have a hard copy of all of the questions on the application?

Yes, a hard copy of all of the questions can be found [HERE](#).

Can I start the online application process and finish it at a later time?

Yes, you can start and save your work on the online application website so that you can complete the application over a period of time.

Who can I contact for help with the online application website?

You may contact the application website's support line at 855-524-5627. Assistance is available Monday through Friday from 8:00A.M. to 7:00P.M. CST

For additional assistance, please contact the U.S. District Court's Human Resources Office at 312-435-5599.

Do I have to create a profile on the application website?

Yes, you must create a profile on the application website so that we can communicate with you throughout the application process.

Please clarify how to complete Supplemental Question #1?

Supplemental Question #1 is a mandatory attachment for each applicant.
Please note the combined total of the three columns must equal 100%.

What attachments must I submit?

You must attach the following documents in order to be considered for the position:

1. Release of Health Information Authorization
2. Authorization and Waiver Form
3. Certification, Authorization and Full Waiver
4. Supplemental Question #1
5. Any additional information that you were required to submit based on your responses to the questions.

QUESTION ABOUT THE POSITION?

Is this position located in Chicago or Rockford?

This magistrate judge position will be located in Chicago.

What are the qualifications to become a magistrate judge?

To be qualified for appointment as a United States Magistrate Judge, an applicant must

- (1) be, and have been for at least five years, a member in good standing of the bar of the highest court of a State, the District of Columbia, the Commonwealth of Puerto Rico, or the Virgin Islands of the United States, and have been engaged in the active practice of law for a period of at least five years. See Section 1.01(b) of the Regulations of the Judicial Conference of the United States governing the appointment of Magistrate Judges, for further information.
- (2) be competent to perform all of the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness;
- (3) be less than seventy years of age; and
- (4) not be related to a judge of the district court.

How long is the appointment term for this position?

Magistrate Judges are appointed to an eight year term that is renewable. Terms are renewable at the discretion of the Court with the assistance of a committee of lawyers and community members providing a recommendation to the Court.

When will the successful candidate be appointed?

This U.S. Magistrate Judge position is contingent upon the approval of the Seventh Circuit Judicial Council and by the Judicial Conference Committee on the Administration of the Magistrate Judges System. The successful candidate is also subject to the pending of a completed background investigation by the Federal Bureau of Investigations and an Internal Revenue Service filing review.