



PRO TEM JUDGE APPOINTMENTS INFORMATION AND APPLICATION INSTRUCTIONS

The Oregon Judicial Department welcomes the participation of qualified lawyers to serve as judges pro tempore (“pro tem judges”) to assist in the work of the state’s courts and, thereby, improve access to justice. Pro tem judges serve in various capacities in the state’s judicial districts, with their assignments coming primarily from the presiding judge of the pro tem judge’s judicial district.

The Oregon Supreme Court appoints pro tem judges. To be eligible for appointment, a person must be an Oregon resident and have been a member in good standing of the Oregon State Bar for the three years preceding the person’s appointment. In addition, the person must have the legal knowledge and experience necessary to perform the duties of a pro tem judge in a manner that will promote the more efficient administration of justice. To preside over courtroom proceedings, a person must have substantial courtroom experience and strong communication skills.

Pro tem judges are subject to the provisions of the Code of Judicial Conduct. They are also subject to the Oregon Constitution’s restrictions on simultaneously holding multiple government positions. Or Const, Art III, § 1; Or Const, Art II, § 10.¹ Before applying to serve as a pro tem judge, applicants should determine whether they have any potential conflicts of interest that could affect their eligibility to serve.

To be appointed as a pro tem judge, a person must apply for and receive approval by the Supreme Court. To do so, an applicant must submit

- (1) A completed Application for Pro Tem Judge Approval,
- (2) A letter from a judicial district’s presiding judge stating the judge’s position regarding approval of the applicant, and
- (3) A letter from the same judicial district’s pro tem judge screening committee stating the committee’s position regarding the applicant’s approval.

The letters must be from the presiding judge and screening committee for the judicial district where the applicant’s office is located. However, if an applicant’s office is located in Multnomah, Clackamas, or Washington County, the applicant may apply through the screening committee for any one of those counties and the presiding judge for the same county. The application and letters from the screening committee and presiding judge should be sent from the presiding judge’s office in one package to the Pro Tem Judge Manager at the Office of the State Court Administrator.

The amount of time to obtain approval varies, depending on the review processes of the judicial district’s presiding judge and screening committee. Once the required materials are submitted to the Supreme Court, the materials will be considered at one of the court’s public meetings, which are usually held monthly. Pro tem approvals are for three years. Persons seeking reapproval should apply early enough so that their applications can be considered before the expiration of their current terms.

If you have questions about the application process, please contact the Office of the State Court Administrator, currently Kim Blanding, Pro Tem Manager (kim.l.blanding@ojd.state.or.us) or 503-986-5512.

¹ Article III, section 1, provides, “The powers of the Government shall be divided into three separate branches, the Legislative, the Executive, including the administrative, and the Judicial; and no person charged with official duties under one of these branches, shall exercise any of the functions of another, except as in this Constitution expressly provided.”

Article II, section 10, provides, “No person holding a lucrative office, or appointment under the United States, or under this State, shall be eligible to a seat in the Legislative Assembly; nor shall any person hold more than one lucrative office at the same time, except as in this Constitution [*sic*] expressly permitted; Provided, that Officers in the Militia, to which there is attached no annual salary, and the Office of Post Master, where the compensation does not exceed One Hundred Dollars per annum, shall not be deemed lucrative.”



APPLICATION FOR PRO TEM JUDGE APPROVAL

1. PERSONAL INFORMATION

- 1.1. Name: _____
- 1.2. Date of Birth: _____
- 1.3. Work Address: _____
- 1.4. Mailing Address:
(if different) _____
- 1.5. Phone: _____
- 1.6. Email: _____

2. TYPE OF APPLICATION

- 2.1. Type of application (check one): Initial Approval* Reapproval
**If you are applying for initial approval, skip to section 3.*
- 2.2. When were you first approved to serve as a pro tem judge? _____
- 2.3. Have you been reapproved continuously since your first term? _____
- 2.4. When does your current term expire? _____

3. RESIDENCY AND BAR MEMBERSHIP

- 3.1. What state do you reside in? _____
- 3.2. How long have you resided there? _____
- 3.3. What county do you reside in? _____
- 3.4. How long have you resided there? _____
- 3.5. What county is your office in? _____
- 3.6. Are you a member of the Oregon State Bar (OSB)? _____ 3.7. OSB No.? _____
- 3.8. What is the current status of your OSB membership (active, inactive, resigned, etc.)? _____
- 3.9. Have you been a member in good standing in the OSB for the past 3 years? _____

3.10. List all other state and federal bars to which you have been admitted.

Jurisdiction	Year Admitted	Current Status (Active, Inactive, Resigned, etc.)

4. EDUCATION AND MILITARY SERVICE

4.1. List all post-secondary educational institutions (including law schools) you have attended, beginning with the school attended most recently.

Institution	City, State	Dates of Attendance (month/year – month/year)	Degree Earned

4.2. List any military positions you have held or currently hold.

Branch	Highest Rank	Dates of Service (month/year – month/year)	Type of Discharge

5. PROFESSIONAL EXPERIENCE

5.1. Describe the general nature of your legal work in the past five years.

5.2. List your employers during and since law school. For each employer, identify your supervisor or other person familiar with your work and that person’s current phone number. Include any internships or externships in which you performed legal work.

Employer	City, State	Position	Dates of Employment (month/year – month/year)	Supervisor (Name & Phone No.)

6. EXPERIENCE AS A LAWYER

This section concerns your work as a lawyer, not as a judge or other neutral decision maker (e.g., pro tem judge, administrative hearings officer, arbitrator, etc.). If you have not handled cases as a lawyer in the last five years, skip to [section 7](#).

6.1. How often do you appear in trial level courts? _____

6.2. Which courts? _____

6.3. For what types of proceedings? _____

6.4. What percentage of your legal work in the past five years as a lawyer has been before the following entities:

State Courts:	_____	%
Federal Courts:	_____	%
Administrative Bodies:	_____	%

6.5. What percentage of your legal work in the past five years as a lawyer has been in the following subject areas:

Administrative Law:	%
Civil Law:	%
Criminal Law:	%
Domestic Relations Law:	%
Juvenile Law:	%
Other: <i>If more than 10% specify below:</i>	%

6.6. *Trials*: State the approximate number of cases you have resolved through trials as a lawyer the following categories:

	In the Past Five Years	In Your Career
Civil (Jury Trial):		
Civil (Bench Trial):		
Criminal (Jury Trial):		
Criminal (Bench Trial):		
Domestic Relations:		
Juvenile:		
Other: <i>Specify below:</i>		

6.7. If you have resolved cases through trials as a lawyer in the last five years, provide the following information on five of those cases:

	Name & Nature of Case	Sole, Associate, or Lead Counsel	Dates (month/year)	Opposing Counsel (Name(s) & Phone #(s))	Judge(s)
1)					
2)					
3)					
4)					
5)					

6.8. Non-Trial Resolutions: If you have resolved cases without trials (e.g., through dispositive motions, mediation, informal settlement discussions, etc.) in the past five years as a lawyer, provide the following information on five of those cases:

	Name & Nature of Case	Type of Resolution	Sole, Associate, or Lead Counsel	Dates (month/year)	Opposing Counsel (Name(s) & Phone #(s))	Judge(s)
1)						
2)						
3)						
4)						
5)						

6.9. Administrative Cases and Arbitrations: State the approximate number of administrative cases and arbitrations you have completed as a lawyer.

	In the Past Five Years	In Your Career
Administrative Cases:		
Arbitrations:		

6.10. If you have completed administrative cases or arbitrations in the last five years as a lawyer, provide the following information on five of those cases:

	Name & Nature of Case	Sole, Associate, or Lead Counsel	Dates (month/year)	Opposing Counsel (Name(s) & Phone #(s))	Hearings Officer or Arbitrator (Name(s) & Phone #(s))
1)					
2)					
3)					
4)					
5)					

7. EXPERIENCE AS A JUDGE OR OTHER NEUTRAL DECISION MAKER

This section concerns your experience as a judge or other neutral decision maker (e.g., pro tem judge, administrative hearings officer, arbitrator, etc.). If you do not have such experience, please skip to [section 8](#).

7.1. List any positions you have held as a judge or other neutral decision maker. Also list any positions you have held for the Oregon Judicial Department.

Position	Dates (month/year – month/year)	Supervisor (Name & Phone Number)

7.2. What percentage of your legal work in the past five years as a judge or other neutral decision maker has been in the following entities:

State Courts:	%
Federal Courts:	%
Administrative Bodies:	%

7.3. What percentage of your legal work in the past five years as a judge or other neutral decision maker has been in the following subject areas:

Administrative Law:	%
Civil Law:	%
Criminal Law:	%
Domestic Relations Law:	%
Juvenile Law:	%
Other: <i>Specify below:</i>	%

7.4. List five representative cases in which you served as a judge or other neutral decision maker.

	Name & Nature of Case	Dates (month/year)	Your Role	Counsel
1)				
2)				
3)				
4)				
5)				

8. OTHER GOVERNMENT POSITIONS

8.1. List any positions you currently hold that perform official government duties. Include public teaching and military positions. State how you were selected for the position (volunteered, hired, appointed, elected, etc.), whether the position is paid or unpaid, how long your term is, and whether you will resign from the position if you are appointed to serve as a pro tem judge.

Note that Article III, section 1, of the Oregon Constitution prohibits a person “charged with official duties” of one branch of government from exercising “any of the functions of another” branch unless the constitution expressly provides otherwise. Also note that Article II, section 10, of the constitution prohibits a person from holding “more than one lucrative office at the same time,” unless the constitution expressly provides otherwise.

Entity	Position	How You Were Selected	Whether Position is Paid or Unpaid	Dates (month/year–month/year)	Whether You Will Resign

8.2. Are you a candidate in any current judicial election? _____

8.3. Do you have any pending applications for a judicial appointment? _____

9. OTHER POSITIONS AND EXPERIENCE

9.1. Describe any relevant teaching experience you have, including at continuing legal education seminars. (If you are attaching a resume that contains this information, you do not need to enter the information here.)

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9.2. List any relevant professional and community memberships and activities, including bar association memberships.

Entity	Position	Dates

9.3. The Judicial Code of Conduct prohibits membership in “an organization that, as a policy or practice and contrary to applicable federal or state law, treats persons less favorably in granting membership privileges, allowing participation, or providing services on the basis of sex, gender identity, race, national origin, ethnicity, religion, sexual orientation, ethnicity, religion, sexual orientation, marital status, disability, or age.” If you are a member of any such organization, will you resign from the organization if approved to serve as a pro tem judge? Yes No

10. BACKGROUND INFORMATION

Answer the following questions. If you answer “yes” to any question, provide an explanation on the Continuation Page. You may attach documents relating to your explanation.

	Yes	No
10.1. Have you ever been the subject of a lawyer disciplinary proceeding? ² <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>

² For the purposes of this question, disciplinary proceedings do not include complaints to the OSB’s Client Assistant Office that do not result in the initiation of a disciplinary proceeding by the OSB’s Disciplinary Counsel’s Office.

		Yes	No
10.2.	Have you ever been the subject of a judicial fitness proceeding? ³ <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.3.	Have you ever been disciplined by a professional licensing entity? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.4.	Are there any bar complaints, judicial fitness complaints, or professional licensing complaints pending against you (including complaints that have not reached the point of a formal disciplinary or fitness proceeding)? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.5.	Have you ever had a legal malpractice action filed against you? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.6.	Have you ever been convicted of, or pleaded guilty to, a felony? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.7.	Have you ever been convicted of, or pleaded guilty to, a Class A misdemeanor in Oregon (or the equivalent in another jurisdiction)? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.8.	Have you been convicted of a Class B or C misdemeanor in Oregon (or the equivalent in another jurisdiction) in the past 15 years? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.9.	Have you been convicted of a violation in the past 15 years (excluding minor traffic or parking violations that resulted in a fine of less than \$300)? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.10.	Have you resolved a criminal charge against you through a diversion program in the past 15 years? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.11.	Have you resolved a criminal charge against you through a civil compromise in the past 15 years? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.12.	Have you been found in contempt of court in the past 15 years? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>
10.13.	Have you ever had a protective order (such as a restraining order or stalking order) entered against you? <i>If yes, explain on the Continuation Page.</i>	<input type="checkbox"/>	<input type="checkbox"/>

³ For the purposes of this question, judicial fitness proceedings do not include complaints that do not reach the stage of a formal investigation.

	Yes	No
<p>10.14. Are there any charges, violations, or protective order proceedings pending against you? <i>If yes, explain on the Continuation Page.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10.15. Have you ever been a defendant in a civil action? (Do not include legal malpractice actions, which are covered by question 10.5. Also, do not include actions in which you were included as a nominal defendant with no potential liability, such as a mandamus action.) <i>If yes, explain on the Continuation Page.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10.16. Have you ever been involved in a bankruptcy proceeding as a party or has a petition in bankruptcy ever been filed by a corporation in which you were an officer, director, or stockholder of more than 25% of the issued and outstanding shares of stock? <i>If yes, explain on the Continuation Page.</i></p>		

11. AREAS OF INTEREST

11.1. On what types of cases would you like to work as a pro tem judge? (Check all that apply.)

- Civil Domestic Relations Motions Only
 Criminal Juvenile Dependency Settlements Only

11.2. How much time are you willing to serve per year?

- 40 hours 60 hours 80 or more hours

12. OPTIONAL ADDITIONAL INFORMATION

You may provide any additional information, including a resume and a list of up to five references.

13. ACKNOWLEDGEMENTS

I declare under penalty of perjury under the laws of the State of Oregon that the foregoing statements and answers, including those made in all attachments, are true to the best of my knowledge and belief. I understand that any misstatement or omission of material fact may disqualify me from serving as a pro tem judge.

I understand that I have a continuing obligation to inform the Pro Tem Judge Manager at the Office of the State Court Administrator if any of the information submitted changes while my application is pending. In addition, if approved as a pro tem judge, I understand I need to inform the Pro Tem Judge Manager if any of the information in the "Background Information" (Section 10) changes during the term of my appointment.

I understand that the selection and appointment of a pro tem judge is solely at the discretion of the court and is for the purpose of promoting the efficient administration of justice.

I understand that, if approved as a pro tem judge, I will be subject to the Oregon Code of Judicial Conduct.

(This application is not complete unless you sign the Waiver and Authorization for Release of Information on the next page.)

SIGNATURE

DATE

FOR OFFICE USE ONLY

Approved: ____ Not Approved: ____

Date: _____

CONTINUATION PAGE

*Please use following page if additional space is needed to complete any section of this form.
Be sure to include the corresponding question number with your response.*

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide a response to a question from the previous page.

AUTHORIZATION, WAIVER & RELEASE

I, _____, have applied to serve as a pro tem judge pursuant to ORS 1.635. I authorize the presiding judge of the _____ Judicial District (the presiding judge), the pro tem judge screening committee of that Judicial District (the committee), and the Office of the State Court Administrator (OSCA), and the Oregon Supreme Court to obtain and review information and documents about me during the investigation relating to my application, qualifications, and ability to serve as a pro tem judge. I authorize the presiding judge, committee, and OSCA to provide recommendations about me and information and records they obtained about me to the Oregon Supreme Court.

I understand and acknowledge that I am not required by law to provide information or to authorize others to provide information about me for these purposes, but I am doing so because of my interest in serving as a pro tem judge. I waive all rights I may have to request, inspect or otherwise obtain the information obtained or reviewed by the presiding judge, committee, OSCA, and the Oregon Supreme Court in the process of conducting the investigation and consideration of my application. By signing this Authorization, I agree to release the presiding judge, the committee, OSCA, the Oregon Supreme Court, and the Oregon Judicial Department, their agents, and employees from any claims, damages, or liabilities of any kind that may directly or indirectly result from the use, disclosure, or release of the information described in this Authorization by any person, whether the information is favorable or unfavorable to me.

I authorize, without reservation, any person, entity, and public body, and their agents and employees, contacted in connection with my application to furnish the information requested by the presiding judge, committee, OSCA, and the Oregon Supreme Court. By signing this Authorization, Waiver & Release (Authorization), I agree to release any person, entity, public body, their agents and employees for any claims, damages, or liabilities of any kind that may directly or indirectly result from the use, disclosure or release of the information described in this Authorization by any person, whether the information is favorable or unfavorable to me.

I understand I have a continuing obligation to inform, and will inform, the Pro Tem Judge Manager at OSCA if any of the information I have supplied changes while my application to serve as pro tem judge is pending. Further, if the Oregon Supreme Court approves me to serve as a pro tem judge, I understand and agree that during the term of my appointment, I must promptly inform the Pro Tem Judge Manager of any changes to the information included in the "Background Information" (section 10) of my application.

I declare under the penalty of perjury under the laws of the State of Oregon that the information I provided for this application, including all statements made in the application, its attachments, and in the foregoing are true to the best of my knowledge and belief.

SIGNATURE

DATE