



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

JAGINST 5817.1G
Code 05
NOV 14 2014

JAG INSTRUCTION 5817.1G

From: Judge Advocate General

Subj: JUDICIAL SCREENING BOARD

Ref: (a) Uniform Code of Military Justice
(b) JAGINST 1150.2 (series)
(c) JAGINST 1001 (series)
(d) MILPERSMAN 1070-180
(e) MCO P1070.12 (series)
(f) JAGINST 5803.1 (series)
(g) JAGINST 5803.2 (series)

Encl: (1) Sample Request for Screening/Rescreening
(2) Sample Request for Assignment Following Delay/
Re-assignment
(3) Sample Request for Judicial Assignment for a Sitting
Judge

1. Purpose. To establish a Judicial Screening Board (Board) for screening Navy and Marine Corps judge advocates for assignment by the Judge Advocate General (JAG) to a trial and/or an appellate judicial billet.

2. Cancellation. JAGINST 5817.1F.

3. Discussion. In accordance with Articles 26 and 66 of reference (a), the JAG may assign individuals who are certified to be qualified to perform duties as military trial and/or appellate judges to such billets. Selection for assignment to judicial billets is critical to the fair and effective administration of military justice. Judge advocates assigned to judicial billets must possess a suitable background in military justice, sound judgment, an even temperament, unquestioned maturity of character, and exemplary writing skills. Further, as senior officers with significant responsibility over junior officers, military judges must be both mentors and role models and also have strong leadership skills. Military trial judges, in particular, should be sufficiently skilled in litigation techniques and know the burdens of litigation from the litigant's perspective. This instruction will ensure that only highly qualified judge advocates are recommended to the JAG for

assignment to judicial billets.

4. Board Membership. The following personnel are designated as Board members:

- a. Assistant Judge Advocate General (AJAG) (Chief Judge, Department of the Navy) (CJDON);
- b. AJAG (Military Justice) (MILJUS);
- c. Chief Judge, Navy-Marine Corps Court of Criminal Appeals;
- d. Chief Judge, Navy-Marine Corps Trial Judiciary;
- e. Deputy AJAG (Criminal Law);
- f. Deputy Staff Judge Advocate to the Commandant of the Marine Corps; and,
- g. When the Board considers Reserve Component (RC) members, the senior Marine Corps Judge and senior Navy Judge within the RC trial and/or appellate judiciary.
- h. Additional members may be appointed on an *ad hoc* basis. To the extent practicable, the Board membership should reflect the composition of the applicant pool, including women and racial minorities.
- i. The AJAG (CJDON) will serve as Chair of the Board; the AJAG (MILJUS) will serve as the Vice Chair of the Board, and as Chair in the absence of the AJAG (CJDON). A Recorder, and assistant Recorder if necessary, will be appointed.
- j. Board members listed within this paragraph who intend to submit an application to the Board must notify the JAG, via the AJAG (CJDON) prior to the convening of any Board. Any Board member who has an application under consideration by the Board shall be ineligible to participate in any session of the Board wherein that member's application is under consideration. When directed by JAG, a substitute Board member shall be detailed whenever a designated Board member is ineligible to serve.

5. Applicants

a. Screening. Applicants must be screened by the Board prior to being slated for any active-duty military judge

billets, assigned to a RC military judge billet, or enrolled in the annual Military Judges Course at The U.S. Army Judge Advocate General's Legal Center and School in Charlottesville, Virginia. A format for the screening request is provided at enclosure (1).

(1) Qualifications. Applicants, military judges in particular, should have:

(a) At least three (3) years in an active-duty criminal or civil litigation billet (e.g., trial/defense counsel, appellate government/defense counsel, Office of the Judge Advocate General (OJAG) (Code 14), etc.);

(b) A leadership tour (e.g., senior trial/defense counsel, Department Head, Officer-in-Charge of a Legal Services Support Team, a Regional Trial or Defense Counsel, etc.) in criminal or civil litigation or in command services with significant military justice experience, or in a staff judge advocate billet with significant military justice experience; and

(c) Some broader active-duty military justice experience (e.g., OJAG Codes 02, 05, 20, 51, or 52 or Headquarters U.S. Marine Corps (HQMC) Military Law Branch (JAM), etc.).

(d) RC applicants without the desired active-duty experience must describe comparable civilian or RC experience in their applications.

(2) Active-Duty Navy Applicants. All active-duty Navy judge advocates designated to the Military Justice Litigation Career Track (MJLCT) pursuant to reference (b) and in the paygrade of O-5 or above, or selected for promotion to the paygrade of O-5 or above, must apply. Any other non-MJLCT, active-duty Navy judge advocates in the paygrade of O-5 or above, or selected for promotion to the paygrade of O-5 or above, may apply.

(3) RC Navy Applicants. Deputy Judge Advocate General (Reserve Affairs and Operations) will release guidance on eligibility requirements for Trial and Appellate Judiciary positions for RC component personnel. Guidance will be released prior to announced application deadlines via the Reserve JAG listserve. RC members may also contact OJAG Reserve and Retired

Affairs Division, Code 62, to obtain the most up-to-date guidance.

(4) USMC and USMCR Applicants. All Marine Corps judge advocates in the paygrade of O-4 or above may apply.

b. Rescreening. Prior military judges whose last judicial assignment terminated five or more years ago, and screened judge advocates who do not report to their first judicial assignment within four years of JAG approval of their screening, must be rescreened. A format for the rescreening request is provided at enclosure (1).

c. Assignment Following Delay. Screening for judicial assignment expires four years after the JAG approves the Board's recommendation. Screened judge advocates who delay in reporting to a judicial billet for more than 12, but less than 48, months following screening must submit an assignment following delay request to the JAG (Navy applicants) or the Staff Judge Advocate to the Commandant of the Marine Corps (SJA to the CMC) (Marine Corps applicants), via the AJAG (CJDON). A format for the assignment following delay request is provided at enclosure (2).

d. Re-assignment. Prior military judges whose last judicial assignment terminated less than five years ago and who now seek judicial reassignment must submit a re-assignment request to the JAG (Navy applicants) or the SJA to the CMC (Marine Corps applicants), via the AJAG (CJDON). Current military judges seeking judicial re-assignment need not submit a re-assignment request. A format for the re-assignment request is provided at enclosure (2).

e. State Court or Article III RC Applicants. RC judge advocates requesting judicial assignment who are serving as full-time, sitting state court or Article III judges need not follow the application requirements contained within subparagraphs 6a(2) (two recommendations), 6a(3) (LL.M. transcripts), 6a(5) (Litigation Experience List), or 6a(9) (Good Standing Letter), below. Full-time, sitting state court or Article III judges who request judicial assignment as a military judge must submit a signed request for screening to AJAG (CJDON) that identifies the court on which the applicant serves, the date of the applicant's appointment, and the term thereof (if applicable). The applicant must also provide a statement from the Chief Judge of the court on which the applicant serves that verifies the applicant's state court or Article III judicial

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status. Full-time, sitting state court or Article III judges must otherwise comply with this instruction. A format for the sitting judge request is provided at enclosure (3).

6. Procedures

a. Application. Application must be sent to the Judicial Screening Board, attention to the AJAG (CJDON). Navy active-duty applicants must notify their detailer of their application. Navy RC applicants must submit their application via OJAG Reserve and Retired Affairs Division (Code 62) with a copy to the Navy RC Military Justice Pillar 1 Lead. Code 62 will certify whether the applicant is eligible for screening as a trial judge, appellate judge, or both. Applicants who are determined not eligible by Code 62 will not be considered by the Board. Marine Corps applicants must submit their application via HQMC Judge Advocate Division (JAD). An applicant must deliver the application to Code 62 or JAD sufficiently prior to the announced deadline to allow each division time to endorse and forward the application to the Board by the designated application deadline. The AJAG (CJDON) will set the application deadline in periodic Judicial Screening Board announcements. Late applications will not be accepted absent a waiver by AJAG (CJDON) (see subparagraph 6a(11) below). Absent a specific waiver by this instruction or AJAG (CJDON), an application must include the following:

(1) Reporting Senior Endorsement. The applicant must submit his or her application via their current reporting senior. The reporting senior's endorsement must specifically address the applicant's judgment, temperament, maturity, mentoring, and leadership, as well as whether the applicant is recommended for a judicial assignment as a trial judge, appellate judge, or both.

(2) Two Recommendations. The applicant must provide two recommendations from senior judge advocates who have had a significant opportunity to observe the applicant's military justice, leadership, mentoring, and writing skills. At least one of these recommendations must be from a current or former military judge before whom the applicant practiced. If the applicant cannot obtain a recommendation from such a military judge, the applicant must clearly address the reason for its absence in his or her application. In place of a recommendation from a military judge before whom the applicant practiced, RC applicants may substitute a recommendation from a current or

former civilian judge before whom the applicant practiced. Appellate military judges are required to review and resolve a tremendous volume of issues on strict timelines imposed by law; therefore, when an applicant requests screening as an appellate military judge, the recommendations must comment specifically upon an applicant's writing and decision-making abilities, work ethic, and demonstrated capacity to deliver high-quality written legal opinions in a high-volume environment with finite timelines. In addition, the recommendation must provide a basis for that opinion for consideration by the board.

(3) LL.M. Transcripts. The applicant must submit all LL.M. transcripts (if applicable). The applicant must ensure transcripts are delivered to the Board by the application deadline. Late transcripts will not be accepted absent the permission of AJAG (CJDON) in accordance with subparagraph 6a(11) below.

(4) Officer and Performance Summary Records/Master Brief Sheet. Navy applicants must submit a copy of their Officer Summary Record (OSR) and Performance Summary Record (PSR). Marine Corps applicants must submit a copy of their Master Brief Sheet (MBS). If the applicant requests an OSR/PSR/MBS from the relevant personnel command, then the applicant must ensure those documents are delivered to the Board by the application deadline. Late OSR/PSR/MBSs will not be accepted absent the permission of AJAG (CJDON) in accordance with subparagraph 6a(11) below. Individual fitness reports will not be accepted.

(5) Litigation Experience List. The applicant must list the total number of cases tried by the applicant as lead trial or defense counsel, and the number of cases that were contested before members and before a judge alone. The list may include other cases in which the applicant served in a supervisory role or as "second chair." The list must also include a brief description of significant cases tried, including the location of the trials, the approximate dates, and the judges before whom the cases were tried. The applicant must also list the number of appellate or civil litigation cases tried by the applicant as lead counsel in his or her capacity as a judge advocate. This list must include a brief description of the matter, the court before which it was heard, and the approximate dates. RC applicants may list significant and relevant civilian cases and/or matters tried by the applicant in his or her civilian capacity.

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(6) Duty Stations and Billet Assignments List. The applicant must list his or her billets in chronological order and provide the dates (e.g. Month, Year to Month, Year) for which the applicant served in the billets. The applicant must describe how these billets met the qualifications described in subparagraph 5a(1) above. This list must also include the number of attorneys supervised, if applicable.

(7) Personal Statement. The applicant must explain why he or she desires judicial assignment and the type(s) of judicial assignment(s) he/she is seeking (i.e., trial, appellate, or both). In addition, each applicant must state:

(a) Whether the applicant is currently engaged in litigation against the United States or its officers;

(b) Whether the applicant, serving as either a trial and/or appellate judge, can give fair consideration to the entire range of permissible punishments authorized by law in each case; and,

(c) For Navy RC applicants, that the applicant is aware his or her successful application for judicial screening will allow, but not guarantee, the Navy RC applicant's assignment to a judicial billet, and that he or she may be transferred to a judicial billet prior to the termination of any currently slated non-command APPLY selected billet.

(8) Officer Photograph. Each applicant must submit an officer photograph taken within twelve (12) months of the announced application deadline. For Navy applicants, the photograph must comply with reference (d). Although submission of NAVPERS 1070/884 (04-07) form is not required, it will be accepted. For Marine Corps applicants, the photograph must comply with reference (e). All applicants must submit officer photographs in jpg electronic format as well as hard copy.

(9) Good Standing Letter. The applicant must submit acceptable documentation certifying they remain in "good standing" with their licensing authorities. The definition of "good standing" and examples of acceptable documentation can be found in references (f) and (g), respectively. The applicant must also completely disclose his or her professional responsibility complaint history, including professional responsibility complaints made to any Rules Counsel (AJAG (CJDON), AJAG (Civil Law) (CIVLAW), and/or SJA to CMC) under the

auspices of the JAG, if any. If the applicant has a professional responsibility complaint history, then the applicant must include a copy of the letter closing out the complaint from the licensing authority/ies and/or Rules Counsel(s), as applicable. If such a letter is not available, then the applicant must explain the unavailability and provide sufficient detail of the complaint and its resolution to permit consideration of the complaint by the Board. If the applicant has no professional responsibility complaint history, he or she must certify that fact. If the applicant requests good standing letter(s) from a licensing authority, then the applicant must ensure the letter(s) are delivered to the Board by the application deadline. Late letters will not be accepted absent the permission of AJAG (CJDON) in accordance with subparagraph 6a(11) below.

(10) Adverse Matters. The applicant must answer the following questions:

(a) During the last ten (10) years, have you been subject to punishment under Article 15 of reference (a) (i.e., non-judicial punishment)? If yes, the applicant must provide the date, explanation of events, place of occurrence, and name/address of commanding officer imposing the disciplinary punishment.

(b) During the last ten (10) years, have you been convicted, imprisoned, on probation, or on parole? (Include felonies, firearms or explosives violations, misdemeanors, and all other offenses to include traffic offenses). If yes, the applicant must provide the date, explanation of violation, place of occurrence, and name/address of police dept. or court.

(c) During the last ten (10) years, have you received letters of instruction or adverse counseling, not to include non-punitive censure (i.e., non-punitive letters of caution)? If yes, the applicant must provide the date, explanation of the adverse matter, place of occurrence, and name/address of officer signing/providing the LOI/adverse counseling.

(11) Waiver. For good cause, an applicant may request waiver of any requirement of this instruction by written, signed correspondence to the AJAG (CJDON) received at least seven (7) days prior to the announced application deadline. A request for waiver of a requirement will not, in and of itself, be treated

as a request to extend the announced application deadline. An extension request may also be made for good cause in written, signed correspondence to the AJAG (CJDON) received at least seven (7) days prior to the announced application deadline. All required components of the application must be received by the deadline absent the express permission of the AJAG (CJDON).

b. Professional Responsibility Coordination

(1) After the Board, the AJAG (CJDON) will compile a complete list of the recommended applicants and, as a Rules Counsel, review any existing OJAG Professional Responsibility (PR) files regarding a Board-recommended applicant, whether such PR file(s) is/are held and maintained by any of the respective Rules Counsel offices (i.e., AJAG (CJDON), AJAG (CIVLAW), and/or SJA to CMC). Upon request from AJAG (CJDON), the respective Rules Counsel offices will provide:

(a) A list of Board-recommended applicant(s) with any PR complaint;

(b) The disposition and a copy of the corresponding close-out letter(s) provided to the attorney in all cases, if available, or if no close-out letter was provided to the attorney, the close-out letter provided to the complainant; and

(c) Access to the PR file in cases where any violation of the PR rules was found or the close-out letter raises a question of fitness for judicial appointment.

(2) By separate endorsement to the JAG, the AJAG (CJDON) will notify JAG of the existence of any applicable PR file(s), and provide JAG with a Rules Counsel recommendation regarding the suitability of the recommended applicant for judicial assignment, notwithstanding the Board's recommendation. The endorsement from AJAG (CJDON) will be narrowly tailored to address the recommended applicant's suitability for judicial assignment and will not question previous professional misconduct determinations.

c. Meetings. The Board will normally meet the first week of November of each year. However, as an annual standing board, the Chair may call the Board into session for good cause throughout the calendar year. A majority of the Board members will constitute a quorum. The Chair may authorize Board members to participate via telephone or other electronic means warranted

for good cause.

d. Precept. The Board will operate according to the annual precept forwarded by the JAG to the Chair.

e. Voting. The Board will consider each applicant and will vote whether to recommend that judge advocate to the JAG for assignment to a judicial billet. Voting will be by voice vote, show of hands, or secret ballot, or the electronic equivalent of such methods, at the Chair's discretion. A favorable majority vote of the participating Board members will constitute a recommendation that the judge advocate is highly qualified for judicial assignment. In the case of a tie, the Chair's recommendation will prevail; such a tie must be reported to the JAG. An unrestricted recommendation by the Board will be a recommendation for assignment to either the trial or appellate bench. The Board, in its discretion, may restrict its recommendation of an applicant for assignment to only the trial or the appellate bench.

f. Report of Proceedings. The Chair must submit a Report of Proceedings (ROP) to the JAG, via the Deputy JAG, the SJA to the CMC (for all reports that include Marine Corps applicants), and the Deputy JAG for Reserve Affairs and Operations (RA&O) (for all reports that include Navy RC applicants), that summarizes the Board's proceedings and recommendations. The Board Recorder will provide administrative support to AJAG (CJDON) in preparing the report. The AJAG (CJDON) will maintain the Board ROPs by convening date.

g. The Board's recommendations are advisory in nature and do not restrict, in any manner, the JAG's statutory authority to make judicial assignments, nor does it confer any rights or entitlements to a judge advocate recommended for judicial assignment.



NANETTE M. DERENZI
Judge Advocate General

Distribution:

Electronic only via the OJAG website at <http://www.jag.navy.mil> and the Navy Directives website at <http://doni.daps.dla.mil>.

SAMPLE FORMAT

Date

From: CAPT Applicant, JAGC, USN
To: Chair, Judicial Screening Board
Via: (1) My Reporting Senior
(2) OJAG Code 62/HQMC, Judge Advocate Division

Subj: REQUEST FOR JUDICIAL SCREENING/RESCREENING

Ref: (a) JAGINST 5817.1G

Encl: (1) CAPT Judge, JAGC, USN, ltr of 4 Feb 06
(2) CDR Judge, JAGC, USN ltr of 4 Feb 06
(3) LL.M. transcript (if applicable)
(4) Copy of Officer Summary Record/Master Brief Sheet
(5) Copy of Performance Summary Record
(6) Officer Photograph
(7) Letter(s) of Good Standing

1. Pursuant to reference (a), I hereby request re/screening for a judicial billet. I was last screened by the DATE Judicial Screening Board.

2. In addition to enclosures (1) through (#), the following information is provided:

a. Litigation Experience. My litigation experience includes 200 total courts-martial, of which 59 were contested before members. Other details are listed below.

(1) As lead trial counsel, tried 45 members trials to completion over the course of two tours as a prosecutor. Additionally, I prosecuted 75 cases that resulted in guilty pleas. As lead defense counsel, defended 14 members trials, including 6 acquittals. While serving as a defense counsel, disposed of an additional 66 guilty plea cases and defended nine Article 32 investigations that resulted in no referral. Additionally, served as supervisory trial counsel in 10 members trials, sitting as "second chair" during eight of these cases. Filed over 200 appellate briefs, argued 12 cases before the Navy-Marine Corps Court of Criminal Appeals and the Court of Appeals for the Armed Forces, and argued one case before the U.S. Court of Appeals for the Third Circuit. Felony prosecutor at the U.S. Attorney's Office for the Eastern District of Pennsylvania while earning my LL.M. in Trial Advocacy from

Temple University.

(2) Brief Description of Significant Cases Tried:

(a) U.S. v. P - Cold-case homicide referred as capital, resolved by guilty plea. Case presented significant immunity, privilege and factual sufficiency issues and required nearly three-year investigation and coordination with NCIS. Judge alone. Trial Counsel.

(b) U.S. v. L - National security case involving classified information privilege invocation, closed court sessions, Grunden applications, with members. Trial Counsel.

b. Duty Stations and Billet Assignments:

(1) VA-176 - Intelligence Officer; May 1993 - May 1995.

(2) DIA - Intelligence Officer; June 1995 - Aug 1997.

(3) Law School; Sep 1997 - May 2000.

(4) NJS; Aug 2000 - Oct 2000.

(5) NLSO Mayport - Trial counsel, senior defense counsel (supervised three attorneys), senior trial counsel (supervised four attorneys); Nov 2000 - Nov 2003.

(6) TSO SE - Senior trial counsel (supervised 18 attorneys); Dec 2003 - Aug 2005.

(7) Appellate Government; Aug 2005 - Aug 2007.

(8) LL.M., Temple University; Sep 2007 - May 2008.

(9) NLSO MIDLANT - Senior Defense Counsel (supervised 12 attorneys); May 2008 - May 2010.

(10) Deputy Division Director, Code 20 (supervised four attorneys); May 2010 - Present.

c. Personal Statement

(1) Why I desire a judicial assignment. I would like to be considered for judicial assignment with both the trial and

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appellate judiciaries (or "I would like to be considered for judicial assignment as a trial/appellate judge only").

(2) I am/am not currently engaged in litigation as a party opponent against the United States, the Department of the Navy or any of its officers, including as a member of a class action.

(3) If called upon to adjudge a sentence, or as an appellate judge to assess a sentence, I am/am not constrained by personal, religious or other affiliation, or by conscience, from fairly considering the full range of authorized punishments, from no punishment, to and including confinement, a punitive discharge or dismissal, and death, when so authorized.

(4) [For RC Navy judge advocates, include the following: I am aware that my request for judicial screening is a request for assignment to a judicial billet, if I successfully screen, and that I may be transferred to a judicial billet.]

(5) I am a member in good standing of the () State Bar(s). I have had two professional responsibility complaints filed against me, but due to the passage of time and record retention rules, copies of the complaints and letters are no longer available from Rules Counsel. In 1994, an accused filed a complaint with Rules Counsel because I caused a *subpoena duces tecum* to be served on him while he was represented by counsel. Because service of a subpoena is authorized by law, the complaint was closed with no action. In 1997, an accused filed a complaint with Rules Counsel claiming that I had him forcibly administered drugs in order to obtain his signature on a pretrial agreement. The complaint was not substantiated, and was closed with no action. I have no other professional responsibility history.

(6) During the last ten (10) years, I have not been subject to non-judicial punishment. I have not been convicted, imprisoned, on probation, or on parole. I have not received letters of instruction or written or verbal adverse counseling.

SIGNATURE

Enclosure (1)

SAMPLE FORMAT

Date

From: CAPT Applicant, JAGC, USN
To: Judge Advocate General/Staff Judge Advocate to the
Commandant of the Marine Corps
Via: (1) Chief Judge, Department of the Navy
(2) OJAG Code 62/HQMC, Judge Advocate Division

Subj: REQUEST FOR JUDICIAL ASSIGNMENT FOLLOWING DELAY/
RE-ASSIGNMENT

Ref: (a) JAGINST 5817.1G

Encl: (1) Updated LL.M. Transcript (if applicable)
(2) Updated Letter(s) of Good Standing
(3) Fitness Reports Since Last Screening
(4) Officer Photograph

1. Pursuant to reference (a), I hereby request assignment following delay/re-assignment to a (trial, appellate, or trial and appellate) judicial billet, and reaffirm the information submitted before the Board that screened me for assignment. I was screened by the DATE Judicial Screening Board. I last served as a trial judge from (CY-5) to (CY-2), in the Southwest Judicial Circuit.

2. In addition to enclosure (1), the following information is provided:

a. Duty Stations and Billet Assignments Since Screening/
Last Judicial Assignment

(1) Staff Judge Advocate, Commander, Navy Region Mid-Atlantic; May 2011 - Present.

b. Personal Statement

(1) Reason for the delay in detailing to a judicial billet.

(2) I am/am not currently engaged in litigation as a party opponent against the United States, the Department of the Navy or any of its officers, including as a member of a class action.

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(3) If called upon to adjudge a sentence, or as an appellate judge to assess a sentence, I am/am not constrained by personal, religious or other affiliation, or by conscience, from fairly considering the full range of authorized punishments, from no punishment, to and including confinement, a punitive discharge or dismissal, and death, when so authorized.

(4) I am a member in good standing of the () State Bar(s). Since the DATE judicial screening board, I have had no new professional responsibility complaints filed against me.

(5) Since the DATE Judicial Screening Board, I have not been the subject to non-judicial punishment. I have not been convicted, imprisoned, on probation, or on parole. I have not received letters of instruction or written or verbal adverse counseling.

SIGNATURE

Enclosure (2)

SAMPLE FORMAT

Date

From: CAPT Applicant, JAGC, USN
To: Chief Judge, Department of the Navy
Via: (1) My Reporting Senior
(2) OJAG Code 62/HQMC, Judge Advocate Division

Subj: REQUEST FOR JUDICIAL ASSIGNMENT FOR A SITTING JUDGE

Ref: (a) JAGINST 5817.1G

Encl: (1) Letter from Chief Judge Civilian
(2) Copy of Officer Summary Record/Master Brief Sheet
(3) Copy of Performance Summary Record
(4) Officer Photograph

1. Pursuant to reference (a), I hereby request assignment to a (trial, appellate, or trial and appellate) judicial billet. I am a full-time, sitting judge on the [] Court in [the State of][]. I was elected/appointed to the position in 20xx, and my term expires in 20yy (or a lifetime appointment).

2. In addition to enclosures (1) - (4), the following information is provided:

a. As a state court judge, the docket over which I preside contains [briefly describe the types of cases - e.g., criminal, felony, misdemeanor, civil, etc.].

b. Personal Statement

(1) Why I desire a judicial assignment.

(2) I am/am not currently engaged in litigation as a party opponent against the United States, the Department of the Navy or any of its officers, including as a member of a class action.

(3) If called upon to adjudge a sentence, or as an appellate judge to assess a sentence, I am/am not constrained by personal, religious or other affiliation, or by conscience, from fairly considering the full range of authorized punishments,

Enclosure (3)

from no punishment, to and including confinement, a punitive discharge or dismissal, and death, when so authorized.

(4) For RC Navy judge advocates, include the following: I am aware that my request for judicial screening will serve as a request for assignment to a judicial billet if I successfully screen, and that I may be transferred to a judicial billet.

(5) I have/have not had any complaints filed regarding my fitness or suitability as a judge. If yes, please explain, including the resolution.

(6) During the last ten (10) years, I have not been the subject to non-judicial punishment. I have not been convicted, imprisoned, on probation, or on parole. I have not received letters of instruction or written or verbal adverse counseling.

SIGNATURE

Enclosure (3)