



PHOENIX MUNICIPAL COURT  
APPLICATION FOR HEARING OFFICER

NOTE: An original application and current resume must be submitted to the Phoenix Municipal Court. **Applications must be submitted by saving, completing, and emailing this form to [nikki.moore@phoenix.gov](mailto:nikki.moore@phoenix.gov).**

Last Name		First Name		MI
Office Street Address		City	State	Zip Code
Home Address		City	State	Zip Code
Work Phone	Home Phone	E-mail address		
<b>How many years have you resided in Arizona immediately preceding this application?</b>				
<b>Have you had at least five years practice of law?                      If no, describe what equivalent legal experience you have.</b>				
Arizona State Bar Number		Date of Admission		
Schools Attended (college and law)	Dates		Degree	
	From:	Through:		
	From:	Through:		
	From:	Through:		
	From:	Through:		
	From:	Through:		

<b>1) Indicate major and minor fields of study</b>
<b>2) Indicate college and law school extracurricular activities</b>
<b>3) Indicate all bar admissions, numbers, and dates</b>
<b>4) If you have been certified as a specialist by the Arizona State Bar, identify specialty.</b>
<b>5) Explain if you have been denied admission to any State Bar.</b>

6) Current Job Title	Employer	Date(s) of Employment
		From:                      Through:
<b>7) Describe chronologically, providing dates, your employment experience for at least the past five years, with special emphasis in the area of traffic law or court related work. Include a description of any experience with Rules of Procedure in Civil Traffic Violation Cases, traffic laws and City ordinances, Local Rules of Practice and Procedure of the Phoenix Municipal Court for Civil Cases, courtroom procedures and Rules of Evidence.</b>		
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<b>8) Indicate your frequency of appearances in court as a lawyer:</b>			
<b>Describe the nature of your appearances, giving dates, court names, and the nature of the proceedings.</b>			
<b>A. Indicate the percentage of these appearances between the listed court types.</b>			
Federal Courts	State Courts	Justice Courts	
City Courts	Administrative Boards or Commissions		
<b>B. Indicate the percentage of your litigation practice.</b>			
Private Civil	Criminal	Traffic	Administrative
<b>C. State the number of cases you tried to verdict or judgment (rather than settled), for each of the following:</b>			
Sole Counsel	Chief Counsel	Associate Counsel	
<b>D. What percentage of these trials was:</b>			
Jury	Nonjury		

**E.** Provide the names, addresses and dates of law firms or law offices, companies, governmental agencies, or other organizations for which you have been employed, and describe the nature of that employment.

**9)** If you are or have been a judge or hearing officer, describe not more than five of the more significant cases you have tried or opinions you have written, or attach copies. Give the citations of the opinions as well as citations to any appellate review of such opinions.

**10) Have you ever been engaged in any occupation, business, or profession other than the practice of law or holding judicial office? If yes, please give details, including dates.**

**11) Are you now or have you ever been an officer or director or otherwise engaged in the management of any business enterprise? If yes, give details, including the name of the enterprise, the nature of the business, the title or other description of your position, the nature of your duties, and the terms of your service.**

**12) Is it your intention to resign such position and withdraw from any participation in the management of any of such enterprises if you are appointed? If no, please explain.**

**13) Have you ever been sued by a client or a party? If yes, give details, including dates.**

**14) Have you published any legal or other books or articles?  
giving the citations and dates.**

**If yes, please list them,**

**15) Are you in compliance with the continuing legal education requirements applicable to you?  
If yes, list the courses and dates of attendance for the last two (2) years.**



**16) Have you taught any courses on law or lectured at bar associations, conferences, law school forums, or continuing legal education seminars? If yes, please describe by providing the name of the course, the subject matter, the date and the place.**

**17) List any honors, prizes, awards, or other forms of recognition which you have received other than those mentioned in answers to the foregoing questions.**

**18) List any public offices held and dates.**

**19) List memberships and activities in professional organizations, including offices held.**

***Optional:* List memberships and activities in civic organizations, including offices held.**

**20) To your knowledge, has any complaint of professional misconduct ever been filed, in any jurisdiction, where any form of disciplinary action has been taken against you? If yes, when and where? How was it resolved?**

<b>21) Have you ever been convicted of any misdemeanor or felony or violation of the Uniform Code of Military Justice in the United States or any foreign country? If yes, when and where? How was it resolved?</b>			
<b>22) Have you ever been terminated from employment or asked to resign in lieu of termination? If yes, provide the details of the matter.</b>			
<b>23) List three references who are lawyers or judges who are familiar with your professional activities and who would enthusiastically recommend you as qualified to serve as a Hearing Officer.</b>			
	<b>Name</b>	<b>Address</b>	<b>Area Code, Phone Number</b>
<b>A</b>			
<b>B</b>			
<b>C</b>			

<b>24) List three references who are neither lawyers nor judges with whom you have contact other than professionally, and who would enthusiastically recommend you as qualified to serve as a hearing officer.</b>			
<b>Name</b>		<b>Address</b>	<b>Area Code, Phone Number</b>
<b>A</b>			
<b>B</b>			
<b>C</b>			

<b>25) Please list any personal or professional relationships with any individual who practices or appears before the Phoenix Municipal Court which pose a potential conflict. Also, please list any types of cases in which you feel that you could not be fair and impartial.</b>

**26) Include any further information relative to your candidacy or qualifications**

The undersigned hereby authorizes the Arizona State Bar Association, all other Bar Associations, listed references, employers, other listed business and professional associations, and all governmental agencies to release to the Phoenix Municipal Court any information requested by the Court pertinent to the processing and evaluation of this application for consideration as a Hearing Officer.

### **Certification**

*By my signature below I certify my willingness to accept a Hearing Officer appointment to the Phoenix Municipal Court. I also certify that the information contained herein is true and complete and includes any information about me that might reflect upon my ability to serve as a Hearing Officer in full compliance with the Arizona Code of Judicial Conduct. I acknowledge that if I am a successful external applicant, I will be required to take and pass a drug test and that employment will be contingent upon successful completion of this drug test, and consideration of background, reference, and other job-related selection information.*

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**To ensure an original signature is on file please print, sign, scan and email to [nikki.moore@phoenix.gov](mailto:nikki.moore@phoenix.gov) or mail to Phoenix Municipal Court, 300 W Washington St., Phoenix AZ 85003 c/o Nikki Moore.**