



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA**

PUBLIC NOTICE REGARDING MAGISTRATE JUDGE VACANCY

The United States District Court for the Eastern District of Oklahoma located in Muskogee, Oklahoma is now accepting applications to fill a full-time United States Magistrate Judge position. This position will be open due to the upcoming retirement of United States Magistrate Judge Kimberly E. West. The term of office is eight (8) years. The current annual salary of the position is \$205,528. The position will be available on or about April 23, 2023.

The basic authority of a United States Magistrate Judge is specified in 28 U.S.C. § 636. The duties of the position are wide-ranging and include:

- (1) Conducting most of the preliminary proceedings in criminal cases;
- (2) Trying and disposing of misdemeanor cases;
- (3) Conducting various pretrial matters and evidentiary proceedings on delegation from a District Judge; and
- (4) Trying and disposing of civil cases upon consent of the litigants.

To be qualified for appointment 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, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, 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 (with some substitutes authorized);
- (2) Be competent to perform all 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 old; and
- (4) Not be related to a judge of the United States District Court for the Eastern District of Oklahoma

A Merit Selection Panel composed of attorneys and other members of the community will review all applicants and recommend to the District Judges, in confidence, the five (5) persons it considers best qualified. The Court will make the appointment following an FBI full-field investigation and an IRS tax check of the applicant selected by the Court for appointment. The individual selected must comply with the financial disclosure requirements pursuant to the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (codified at 5 U.S.C. app. §§ 101-111) as implemented by the Judicial Conference of the United States.

Due consideration will be given to all qualified applicants without regard to race, color, age (including age 40 and over, up to age 70), gender, religion, national origin, or disability.

Application forms may be obtained from the Court's website – www.oked.uscourts.gov/employment-opportunities. Applications must be received on or before November 28, 2022. Completed applications can be emailed to stephanie_horton@oked.uscourts.gov in a PDF file or mailed to:

Stephanie Horton, Chief Deputy Clerk
United States District Court, Eastern District of Oklahoma
P.O. Box 607
Muskogee, OK 74401

All applications will be kept confidential unless the applicant consents to disclosure. Applications will be examined only by the members of the Merit Selection Panel, the Judges of the United States District Court for the Eastern District of Oklahoma, and essential staff members of the Court. The deliberations of the Merit Selection Panel and the District Judges will remain confidential.

***THE FEDERAL JUDICIARY IS AN EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER.***