

**SEVENTH JUDICIAL DISTRICT MAGISTRATES COMMISSION
POLICY FOR THE SELECTION OF A SHORT-LIST OF CANDIDATES TO BE INTERVIEWED**

I. Policy for the selection of applicants to be interviewed by the Magistrates Commission.

Introduction: Based upon the geographical size of the 7th Judicial District, the number of Commission Members (“Members”), and in the interests of efficiency and economy, it is necessary to provide for a uniform method of selecting the interview list for magistrate judge vacancies without the need for a centralized meeting. When a large number of candidates apply, interviewing each and every applicant is not practical or necessary. Thus, when more than four (4) candidates apply, the Magistrates Commission (“Commission”) will determine a “short-list” of applicants who will be interviewed.

In selecting applicants to be interviewed, Members should be mindful of possible conflicts of interest with applicants with whom the Member may have a familial, social, and/or business relationship. Under such circumstances, the possible conflict of interest should be disclosed to the Commission, and Members should not speak with applicants about the vacancy prior to the interview.

A. Applicant Information

The Trial Court Administrator (“TCA”) will distribute the bar surveys and background information gathered by the Idaho Supreme Court to each Member. At the time the TCA distributes the surveys and background information, the TCA will also provide Members with a list all candidates and the date/time within which to vote on the short-list. The TCA may do this by sending a uniform ballot to Members. The short-list will constitute the list of applicants to be interviewed by the Commission.

B. Voting on the Short-List

Within the time frame set by the TCA, each Member is to select the top four (4) applicants the Member would like to interview. Those applicants selected should be rated 1 through 4, with 1 being the highest rating (most want to interview) and 4 being the lowest rating. The selection and ratings should be communicated to the TCA through written correspondence, e-mail, or in person by the due date. The TCA will keep the selections and ratings confidential.

C. Finalizing the Short-List

Upon receiving the selections and ratings, the TCA will calculate scores using the following formula: a #1 rating will receive 4 points, a #2 rating will receive 3 points, a #3 rating will receive 2 points, and a #4 rating will receive 1 point. The four (4) applicants who receive the most points will be given an interview. The TCA will only disclose the selections, rating, and final point calculations to the Administrative District Judge (“ADJ”). The ADJ then has discretion to add applicants to the short-list after due consideration of the points attributed to each applicant. However, no interview will be given to an applicant who receives no points. The short-list will then be provided, in alphabetical order, to the Members, all applicants, and the public.

D. Alternative Meeting

The Commission may opt to hold a meeting for the purpose of discussing the qualifications of applicants and the selection of a short-list of applicants to interview. By the voting deadline, Members should let the TCA know if they prefer to hold a meeting rather than submit candidate ratings. If the TCA uses a ballot, the option to hold a meeting should be included on the ballot. If any three (3) Members vote to hold a meeting, the TCA will not calculate the ratings but will instead schedule a meeting. Members may participate in the meeting in person, by phone, or by video conferencing.