Information and Application Materials
United States Magistrate Judge Applicants
San Francisco

This package provides information necessary to apply for a United States Magistrate Judge position with the United States District Court for the Northern District of California. This packet contains:

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Information for Applicants

A. LOCATION OF JUDGESHIP AND APPLICATION DEADLINE

Applications for the office of United States Magistrate Judge in the Northern District of California are now invited. Applications will be accepted only electronically, delivered via email in one PDF file to clerk_of_court@cand.uscourts.gov[1]. The successful applicant will initially maintain chambers in the San Francisco Division. The Court is seeking a dual designation of this position to the San Francisco and Oakland Divisions, reflecting the substantial amount of work to be performed in Oakland. The selected applicant should be prepared to work regularly in both divisions, with the possibility that chambers may be relocated to the Oakland Division in the future. Applications must be addressed to Mark B. Busby, Clerk, U.S. District Court, and **must be received no later than August 28, 2026.**

B. MAGISTRATE JUDGE'S RESPONSIBILITIES/QUALIFICATIONS

To meet the minimum qualifications for appointment, under standards promulgated by the Judicial Conference of the United States pursuant to 18 U.S.C. § 631(b)(5), applicants 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 United States Virgin Islands.

(2) Have been engaged in the active practice of law for a period of at least five years. The court may consider as substitute experience for the active practice of law the following, including any combination thereof:

- (a) Judge of a state court of record or other state judicial officer,
- (b) United States Magistrate Judge, Bankruptcy Judge or other federal judicial officer,
- (c) Attorney for federal or state agencies,
- (d) No more than two years as a law clerk to any judge or judicial officer or as a staff attorney or pro se law clerk in a court,
- (e) Other substantial legal experience (subsequent to receipt of a law degree or license to practice law), not included in (a) through (d) above, which is suitable as a substitute in the opinion of the majority of the court.

(3) Be competent to perform the duties of the office, of good moral character, emotionally stable and mature, committed to equal justice under the law, in good health, patient, courteous, and capable of deliberation and decisiveness when required to act on own reason and judgment.

(4) At the time of initial appointment, not be related by blood or marriage to a judge of this District Court, within the degrees specified in 28 U.S.C. § 458.

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[1] Except for the Demographic Survey Form, which will not be considered with the application and stored separately with the Clerk of Court for statistical evaluation only.

(5) In the case of an initial appointment, not be 70 years of age or older. The appointment of a magistrate judge terminates when the magistrate judge reaches age 70; however, 28 U.S.C. § 631(d) permits a magistrate judge 70 years of age or older to continue to serve and to be reappointed for sequential one-year terms upon majority vote of all active district judges.

(6) Be a citizen of the United States.

C. TERM OF APPOINTMENT

The Merit Selection Panel is searching for the best-qualified individuals currently available for appointment to an eight-year term. The term is expected to start in January 2027.

D. MAGISTRATE JUDGE SALARY

The current annual salary is $**229,908**. Note: Relocation expenses will not be paid.

E. MAGISTRATE JUDGE JURISDICTION

The jurisdiction, powers and duties of a magistrate judge are specified in 28 U.S.C. § 636.

F. SELECTION PROCESS

The District Court uses a competitive open-selection merit process in making appointments for the office of a magistrate judge. It is a complex and time-consuming procedure. Applicants should expect the entire process to require six to twelve months. A Merit Selection Panel composed of a chair and at least six other members evaluates all applications and conducts interviews of those applications the panel deems to be most qualified. The panel prepares a report of its recruitment activities and recommends for final consideration by the district court those candidates the panel considers most qualified. The final selection is made by majority vote of the active judges of the district court. In the event the judges of the district court are unable to make a selection, the chief judge shall make the determination.

Following the selection, a thorough background check is undertaken by the Federal Bureau of Investigation and a report is submitted by the Internal Revenue Service. Final appointment is contingent upon satisfactory reports by these agencies.

Applicants may be required to have a physical examination at the applicant's expense.

G. SUGGESTIONS FOR COMPLETING THE APPLICATION

(1) All applications must be typed. You must follow the application format set forth in the attached form.

(2) Answer all questions as thoroughly as possible. If a question or section is not applicable, please so state and, unless obvious, state why it is inapplicable. Incomplete applications will not be considered.

(3) Respond fully to each question. If there is insufficient space for your response on the application itself, use a separate attachment sheet. Any attachment sheets should be inserted where appropriate between the application pages. Mark each appended sheet with a letter designation keyed to the page it supplements (e.g., page 4A, 4B).

(4) Complete and sign the two medical and professional experience inquiry authorization and waiver forms accompanying the application.

(5) The application must be complete with any supporting documents, including the two authorization and waiver forms, and demographic survey form, in order to be considered. All materials should be combined into one PDF[1].

(6) Applicants should retain the informational pages of the application materials for their records.

H. RETURN OF APPLICATIONS

The completed application, including authorization, waiver forms and demographic survey form, must be signed and submitted personally by the applicant. The completed application must be **received by August 28, 2026,** at the following email address:

clerk_of_court@cand.uscourts.gov

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER.

The United States District Court for the Northern District of California is an equal employment opportunity employer and does not discriminate against any individual on the basis of race, color, sex, gender, gender identity, gender expression, marital status, pregnancy, parenthood, sexual orientation, religion, creed, ancestry, national origin, citizenship, genetic information, age (40 years and over), disability, or service in the uniformed forces. The Court encourages a broad and diverse range of qualified candidates to apply.

If you believe that you are the recipient of discriminatory treatment, or if you have a complaint about any other aspect of the merit selection process, such complaint should be addressed to:

Honorable Yvonne Gonzalez Rogers
United States District Chief Judge
450 Golden Gate Avenue
San Francisco, CA 94102

United States Magistrate Judge
Application Form
2026 Vacancy

A. PERSONAL/BIOGRAPHICAL

Name: _____

Where to Contact: ☐ Home ☐ Business

Business Address: _____

_____

Business Telephone: _____

Home Address: _____

_____

Home Telephone: _____

E-mail Address: _____

Social Security #: _____

Are you under age 70? ☐ yes ☐ no

Are you a citizen of the United States? ☐ yes ☐ no

B. HEALTH INFORMATION

1. What is the present state of your health?

2. Do you have any mental or physical impairment that would affect your ability to perform the duties of a magistrate judge with or without reasonable accommodation? ☐ yes ☐ no

   If yes, please explain on a separate page and provide name, address and telephone number of the physician(s) knowledgeable of such impairment.

C. PRESENT EMPLOYMENT/AFFILIATION

Name of employer, firm or agency: _____

Address: _____

_____

Telephone: _____

Your title or position: _____

Your supervisor's or managing partner's name: _____

Your supervisor's title or position: _____

May we contact this person regarding your qualifications? ☐ yes ☐ no

Dates of employment or affiliation: _____

Give a synopsis of this position including nature of practice and types of matters accounting for most of your time:

D. PRIOR EMPLOYMENT/AFFILIATIONS

(For this section, list your legal and non-legal work experience since law school, excluding your current position. Explain any periods of unemployment more than 90 days, except those due to disability. Repeat this information for each position.)

1. Name of employer, firm or agency: _____
2. Address: _____

   _____
3. Telephone: _____
4. Positions you held: _____
5. Your supervisor's/managing partner's name: _____
6. Your supervisor's title or position: _____
7. May we contact this person regarding your qualifications? ☐ yes ☐ no
8. Dates of employment or affiliation: _____
9. Principal duties:

1. Name of employer, firm or agency: _____
2. Address: _____

   _____
3. Telephone: _____
4. Positions you held: _____
5. Your supervisor's/managing partner's name: _____
6. Your supervisor's title or position: _____
7. May we contact this person regarding your qualifications? ☐ yes ☐ no
8. Dates of employment or affiliation: _____
9. Principal duties:

1. Name of employer, firm or agency: _____
2. Address: _____

   _____
3. Telephone: _____
4. Positions you held: _____
5. Your supervisor's/managing partner's name: _____
6. Your supervisor's title or position: _____
7. May we contact this person regarding your qualifications? ☐ yes ☐ no
8. Dates of employment or affiliation: _____
9. Principal duties:

E. DESCRIPTION OF LEGAL PRACTICE

1. Estimate what percentages of your total time in legal work during the last five years concerned:

Federal civil law matters _____ %

Federal criminal law matters: _____ %

State civil law matters: _____ %

State criminal law matters: _____ %

Other: _____ %

Please explain:

2. Summarize your litigation and other professional work (e.g. administrative duties, alternative dispute resolution, teaching, supervising the legal work of others and firm management). Provide a detailed summary of your trial experience.

3. Provide the following information on three particularly significant cases in which you were involved.

Case name: _____

Court and case citation number (if any): _____

Presiding Judge: _____

Nature of case: _____

Your role in case: _____

Results of your activities in this case, and explain why this case was significant to you:

Co-counsel(s) name: _____

Address: _____

_____

Telephone: _____

Opposing counsel(s) name: _____

Address: _____

_____

Telephone: _____

Case name: _____

Court and case citation number (if any): _____

Presiding Judge: _____

Nature of case: _____

Your role in case: _____

Results of your activities in this case, and explain why this case was significant to you:

Co-counsel(s) name: _____

Address: _____

_____

Telephone: _____

Opposing counsel(s) name: _____

Address: _____

_____

Telephone: _____

Case name: _____

Court and case citation number (if any): _____

Presiding Judge: _____

Nature of case: _____

Your role in case: _____

Results of your activities in this case, and explain why this case was significant to you:

Co-counsel(s) name: _____

Address: _____

_____

Telephone: _____

Opposing counsel(s) name: _____

Address: _____

_____

Telephone: _____

F. PRIOR JUDICIAL OR QUASI-JUDICIAL EXPERIENCE

(Repeat this information for each judicial or quasi-judicial experience)

Name of court/agency: _____

Period of service: _____

Judicial title: _____

Address: _____

_____

Telephone: _____

Chief Judge: _____

Address: _____

_____

Telephone: _____

Describe the nature of your judicial duties (e.g. nature of cases, level of authority, criminal or civil, administrative, written or oral opinion, etc.):

Have you ever been required to respond to any complaints of judicial misconduct? ☐ yes ☐ no

If yes, explain fully:

Prior Judicial or Quasi-Judicial Experience Continued . . .

Name of court/agency: _____

Period of service: _____

Judicial title: _____

Address: _____

_____

Telephone: _____

Chief Judge: _____

Address: _____

_____

Telephone: _____

Describe the nature of your judicial duties (e.g. nature of cases, level of authority, criminal or civil, administrative, written or oral opinion, etc.):

Have you ever been required to respond to any complaints of judicial misconduct? ☐ yes ☐ no

If yes, explain fully:

G. EDUCATION

1. Undergraduate

For each undergraduate institution attended, list:

Name of institution: _____

Dates attended: _____

Degree(s) received and date(s) conferred: _____

Major field(s) of study: _____

Name of institution: _____

Dates attended: _____

Degree(s) received and date(s) conferred: _____

Major field(s) of study: _____

2. Law School

For each law school attended, list:

Name of institution: _____

Dates attended: _____

Degree(s) received and date(s) conferred: _____

Name of institution: _____

Dates attended: _____

Degree(s) received and date(s) conferred: _____

3. Other Graduate Education Received

For each other graduate institution attended, list:

Name of institution: _____

Course of study: _____

Degree(s) received and date(s) conferred: _____

4. For all institutions listed above, describe any academic honors, awards, law review and other activities and achievements:

H. STATE BAR AND COURT ADMISSIONS

For all federal and state courts to which you have been admitted to practice, list the following information:

State bar or court: _____

Registration number (if applicable): _____

Year admitted: _____

Current status (active/inactive): _____

I. REFERENCES

Please list four persons who are familiar with your professional qualifications and character. For each person list the following:

Name and title: _____

Organization: _____

Address: _____

Telephone: _____

Name and title: _____

Organization: _____

Address: _____

Telephone: _____

Name and title: _____

Organization: _____

Address: _____

Telephone: _____

Name and title: _____

Organization: _____

Address: _____

Telephone: _____

J. ADDITIONAL QUESTIONS

Respond to each of the following inquiries in section N. Indicate which questions, if any, are not applicable.

1. List seminars and workshops you have attended or participated in as a speaker or panelist, the subjects of which are relevant to the duties of a magistrate judge in this district, in the last five years.
2. If you have ever taught or lectured at a law school or other educational institution, please state the school(s), date(s), and subject(s).
3. If you have written, individually or with others, any articles, treatises, texts or handbooks, provide as to each the complete citation including publisher, date, title and subject matter.
4. List any elective or appointive public offices you have ever held (other than judicial or quasi-judicial). Please indicate whether the position was full-time or part-time, its location, duties and the periods of service.
5. Have you ever been formally censured, reprimanded, adjudged or held in contempt, sanctioned or otherwise disciplined by any judge, court, agency or tribunal? Has your license to practice law ever been revoked? If so, describe the facts and circumstances fully.
6. Have you ever sued or been sued by a client? If so, state fully the facts and circumstances, the court and case number, and the disposition of the matter.
7. Have you ever been a party to any litigation? If so, state the court, case number, the nature of the case and the circumstances of your involvement.
8. To the best of your knowledge, are you in compliance with the tax laws of the federal government and the state, county and community of which you are a resident? If not, explain fully.
9. Has a tax lien or other collection procedure ever been instituted against you by federal, state or local authorities? If so, give particulars.
10. Have you ever been charged with or convicted of any criminal offense other than a minor traffic offense? If yes, explain fully.
11. Have you served in the military of the United States or of any other country? If yes, state the branch, dates of service, rank or position held, and type of discharge.
12. Are you related by blood or marriage to any judges of this court? If yes, give name(s) and relationship.
13. Have you performed any significant public service (e.g. Peace Corps)? If so, explain fully.
14. Do any clubs or private associations to which you now belong or of which you were previously a member, have a discrimination clause or do they bar membership on the basis of race, gender, religion, ethnicity or other status protected by anti-discrimination laws? If yes, explain.
15. State any other pertinent information reflecting positively or negatively on you which you believe should be disclosed to the district court and the merit selection panel in connection with your possible nomination as United States Magistrate Judge.
16. How have you demonstrated your commitment to equal justice under the law?
17. Provide a brief statement of why you are seeking the office of United States Magistrate Judge and why you feel that you are qualified for the office. Include any special professional, occupational or other experience you have had which you feel should be considered by the merit

selection panel. Describe how your educational, legal, administrative and business experience have prepared you for this office.

18. Have you ever served on a merit selection panel to consider the appointment or reappointment of a United States Magistrate Judge in this district? If yes, please provide date(s) or appointment(s).

K. STATE BAR REQUEST

If your primary bar membership is of a bar other than the State Bar of California, you are required to submit in support of your application a current certificate of good standing issued by the authority governing attorney admissions in that jurisdiction. The certificate may be submitted with the application or separately mailed to:

Mark B. Busby, Clerk
United States District Court
450 Golden Gate Avenue
San Francisco, CA 94102

While your request to the bar should be made as soon as possible, the certificate of good standing need not be received by the Clerk of Court before the application deadline.

L. AUTHORIZATIONS AND WAIVERS

1. Complete, sign and return the accompanying Medical Authorization and Waiver form. If selected for a magistrate judge position, you may be required to complete a detailed medical history form and to undergo a physical examination at your expense by a physician selected by the Court. The Medical Authorization and Waiver form authorizes the examining physician to obtain your medical information from other medical practitioners.
   If you listed any physical or mental impairment in answer to question B.2., please submit two signed copies of the Medical Authorization and Waiver form for each physician and/or professional counselor health care provider you named in B.2.
2. Complete, sign and return the accompanying Professional Experience Inquiry Authorization and Waiver Form.

M. APPLICATION VERIFICATION

This application is being submitted by me personally and, if selected, I am willing to serve as a United States Magistrate Judge in the district where the vacancy occurs.

I will submit to a physical and/or mental examination at my expense, if requested to do so.

I swear or affirm under penalty of perjury that all statements made in connection with this application are true and correct.

Signature & date:

_____

Executed in the County of _____ in the State of _____

U.S. District Court
Northern District of California
Magistrate Judge Application Form

Medical Authorization and Waiver Form

Physician's name: _____

Address: _____

Telephone: _____

I hereby authorize any person designated by the District Court or the Merit Selection Panel to communicate orally (including by telephone) and/or in writing with the physician or counselor named above or identified elsewhere in my application with regard to my physical and mental condition and history, and any care, treatment and advice given me.

I hereby authorize and direct the physician or counselor named above or identified elsewhere in my application to communicate to such person orally (including by telephone) such information regarding my physical and mental condition, care, treatment and advice as related to my ability to fulfill the duties of the office of magistrate judge as may be sought by such person and to supply a written statement if requested by such person. For these purposes, I hereby waive any physician-patient privilege that may exist.

A copy of this authorization shall have the same effect as an original. This authorization shall be effective for six months from the date signed.

Name: _____

Address: _____

Telephone: _____

Signature & date:

_____

U.S. District Court
Northern District of California
Magistrate Judge Application Form

Professional Experience Inquiry Authorization and Waiver Form

I hereby authorize present or former employers, contracting parties, partners, educators and administrators of the disciplinary and inquiry bodies of any court, bar or other association to disclose to the Merit Selection Panel and the District Court all information concerning my work history, qualifications and present professional status, and all complaints which have been made against me, together with the disposition thereof. I expressly waive whatever right I may have to confidentiality of the foregoing information.

I also hereby authorize the custodian of any records or information related to my application for magistrate judge to permit the examination or receipt of such records, whether written or oral, and/or information by anyone designated by the Merit Selection Panel.

Name: _____

Signature & date:

_____

N. ANSWERS TO ADDITIONAL QUESTIONS (at Section J)

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____

Question #: _____