

FILED

DEC 19 2018

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MONTANA

Clerk, U.S. District Court
District Of Montana
Missoula

In Re: APPOINTMENT OF A
MERIT SELECTION PANEL FOR
UNITED STATES MAGISTRATE
JUDGE

ORDER

Pursuant to Vol. 3, Ch.4, § 420.30 of the *Guide to Judiciary Policy* (the “*Guide*”), IT IS HEREBY ORDERED that a merit selection panel (the “panel”) shall be convened to assist the court in the selection of a candidate to fill the full-time United States magistrate judge position in the Missoula Division. The following provisions shall apply to the work of the panel:

1. Membership: The following individuals are appointed to the panel:

Karl J. Englund
401 N. Washington St.
P.O. Box 8358
Missoula, MT 59807

Hon. Patricia O. Cotter
Helena, MT

Dylan McFarland
620 High Park Way
P.O. Box 4947
Missoula, MT 59806-4947

Martha Sheehy
P.O. Box 584
Billings, MT 59103-0584

John T. Harrison
P.O. Box 278
Pablo, MT 59855-0278

Katherine R. Stack
234 E. Pine St.
Missoula, MT 59802

Sean P. Goicoechea
145 Commons Loop, Suite 200
P.O. Box 7370
Kalispell, MT 59904-7370

Wendy L. Holton
7 W. 6th Avenue, #4N
Helena, MT 59601

James R. Scott
Billings, MT
(non-attorney panel member)

Jean M. Keiley
Missoula, MT
(non-attorney panel member)

Karl J. Englund shall serve as chair of the panel and shall schedule and preside over all meetings of the panel.

2. Procedure: Decisions of the panel must be by a majority vote of all the members. The panel shall review all applications and may, in its discretion, personally interview applicants. The panel must make an affirmative effort to identify and give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability. The panel shall determine, from among the applicants, the five individuals most qualified to serve as a United States magistrate judge. The panel shall produce a report identifying the five most qualified applicants, and shall attach to the report all written information received or prepared by the panel concerning the recommended applicants. The court may accept a list containing fewer than five names for good cause shown by the panel in its report.

3. Scheduling: The panel is advised that a public notice advertising the vacancy and soliciting applications was issued on November 9, 2018, and that the deadline for submission of applications was December 14, 2018. The clerk of court shall deliver to each panel member a full set of applications and any related materials on or before January 3, 2019. In accordance with Vol. 3, Ch. 4, § 420.30 of the *Guide*, the panel shall deliver to the clerk of court its report of the finalists and any supporting materials no later than March 19, 2019, unless the chair requests and receives an extension from the chief judge of the court.

4. Travel: Federal law states that panel members who are required to travel for meetings are allowed travel or transportation expenses (mileage, accommodations, etc.) and subsistence while in travel status. The rates of reimbursement are the same as those provided to federal employees.

5. Administrative Support: The clerk of court shall assist the chair in the panel's business by performing such administrative tasks as are necessary, including but not limited to: compiling and disseminating materials to panel members; scheduling and making all necessary arrangements for telephonic conferences and/or meetings; scheduling applicant interviews, as needed; assisting in the preparation of the panel's report, as needed; requesting travel authorizations from the Administrative Office of the United States Courts for any travel by panel members; and processing reasonable claims for reimbursement.

6. Confidentiality: All information made available to the members of the panel in the performance of their duties, including the names of applicants and the

identities of individuals recommended by the panel, must be kept in strict confidence by the panel and the court, provided, however, that applicants may, upon request, waive the confidentiality requirements to allow the court or the panel to publicize the applicants' names in order to solicit comments from the bar and the public. No colleagues or references for any applicant shall be contacted by the panel members for purposes of discussing an applicant's candidacy without a prior written release from the applicant in question. The chair shall direct the members of the panel concerning the disposal or retention of information subject to the confidentiality requirement.

The clerk of court shall deliver a copy of this order to each panel member, and shall include the following documents:

a copy of each application received;

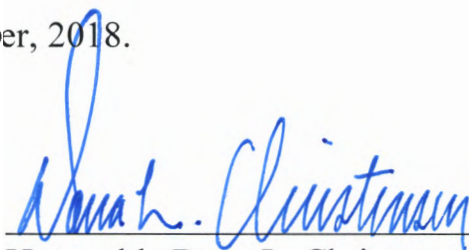
the public notice advertising the position;

Volume 3, Chapter 4 of the *Guide* on selection and appointment of magistrate judges; and

Chapters 7 through 10 of the Administrative Office publication *The Selection, Appointment, and Reappointment of United States Magistrate Judges* (October 2016).

IT IS FURTHER ORDERED that the clerk of court shall distribute this order to all of the judicial officers of this district, the Administrative Office of the United States Courts, and the office of the circuit executive of the Ninth Circuit, and publish this order on the court's public website.

Dated this 19th day of December, 2018.



Honorable Dana L. Christensen
Chief United States District Judge