

**DISTRICT COURT
FOURTH JUDICIAL DISTRICT
STATE OF IDAHO**

Larry D. Reiner
Trial Court Administrator
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Ada, Boise, Elmore
And Valley Counties
Ada County Courthouse
200 W. Front Street
Boise, Id 83702-7300

INSTRUCTIONS TO MAGISTRATE APPLICANTS

Completed original applications must be received by the office of the Trial Court Administrator, Fourth Judicial District, at the Ada County Courthouse, 200 W. Front St., Boise, ID 83702 as follows: **by 5:00 p.m. on Friday, October 19, 2018**. Late applications will not be accepted. Applications will **not** be accepted by FAX or e-mail. Please indicate on the top of the application the county for which you are submitting your application.

Please keep the following in mind when submitting your application:

- Do not submit writing samples with your application. Do not send writing samples, letters of reference or recommendation or other documents directly to commission members.
- **Any letters of reference or recommendation must be submitted to the Trial Court Administrator no later than 5:00 p.m., Friday, October 19, 2018 and, if submitted with the application they must be under separate cover.**

All applications and any documents submitted therewith or submitted during the application process will be destroyed and not returned to you at the conclusion of the recruitment.

Pursuant to Rule 13 of the Magistrates Commission Manual, commission members should avoid ex-parte communications relating to applicant qualifications, including the applicant. Any written or oral communications that are received by an individual member from any person regarding the qualifications of any candidate should be promptly forwarded to the ADJ or TCA for distribution to all commission members.

After the closing date, the names of all applicants will be made public. The public and the Bar will be invited to comment upon the qualifications of all applicants. Bar ratings are confidential. This office will mail each applicant their respective Bar scores to the address listed in their application.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry D. Reiner".

Larry D. Reiner
Trial Court Administrator