



PUBLIC NOTICE

APPOINTMENT OF NEW UNITED STATES MAGISTRATE JUDGE NORTHERN DISTRICT OF INDIANA

The Seventh Circuit Judicial Council and the Judicial Conference of the United States have authorized the appointment of a full-time United States Magistrate Judge for the Northern District of Indiana at the Fort Wayne division, upon the anticipated July 2025 retirement of United States Magistrate Judge Susan L. Collins.

The essential function of courts is to dispense justice. An important component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is heightened when the court reflects the community's racial, ethnic, and gender diversity.

The duties of the position are demanding and wide-ranging and include the following: (1) conducting preliminary proceedings in criminal cases; (2) hearing and determining any non-case-dispositive pretrial matter (such as procedural and discovery motions); (3) hearing case-dispositive motions (such as motions for summary judgment or dismissal, or for suppression of evidence) and submitting findings and recommended dispositions of such court's motions to a district judge; (4) holding trial and disposing of misdemeanor cases and civil cases upon consent of the litigants; (5) conducting settlement conferences and other alternative dispute resolution proceedings; and (6) additional duties as are not inconsistent with the Constitution and laws of the United States. The basic authority of a United States Magistrate Judge is specified in 28 U.S.C. § 636.

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 district court.

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 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. An affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability. The current annual salary of the position is \$223,836.00. The term of office is eight years.

An application form may be obtained on the court's website at <https://www.innd.uscourts.gov/employment>. Persons interested in applying must submit their application packet electronically in a single PDF and include a cover letter indicating interest in the position, a completed application form, and any supporting documentation. Submissions can be emailed to humanresources@innd.uscourts.gov. Applications must be personally submitted by the applicants and **must be received by 4:00 p.m. ET on July 28, 2024.**

All applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined only by members of the merit selection panel and the judges of the district court. The panel's deliberations will remain confidential.

Chanda J. Berta, Clerk of Court
U.S. District Court for the Northern District of Indiana
102 Robert A. Grant Federal Courthouse
204 S. Main Street
South Bend, IN 46601