

CHIEF PUBLIC DEFENDER APPLICATION

**TULSA COUNTY DISTRICT COURT
STATE OF OKLAHOMA**

Date of Application _____

| | |
|---|---|
| Your Full Legal Name (Please Print) | Aliases/Former Names |
| Home Address | City, State, Zip |
| Work Address | City, State, Zip |
| Contact Phone Numbers (<u>Please list preferred contact number first.</u>) <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : <input type="checkbox"/> H <input type="checkbox"/> W <input type="checkbox"/> Cell : | Email Address |
| Date of Birth : Place of Birth: | Social Security Number: Driver's License Number: |
| Year you were admitted to practice in Oklahoma | OBA Number |
| Fluency in languages other than English: | What languages: |

Failure to answer accurately any of the questions contained in this Application and the Supplemental may result in rejection of the Application. Please attach additional sheets, if necessary.

GENERAL INFORMATION

1. Are You a United States Citizen? YES NO

Are you a registered voter in Oklahoma? YES NO

2. Spouse's Full Name: _____
(include maiden name where appropriate)

Spouse's Occupation: _____

3. Have you ever plead guilty or no contest to or been convicted of any criminal offense other than for minor traffic violations?

YES NO If YES, please attach a separate sheet and provide full details.

4. Have any disciplinary proceedings for unprofessional, unethical or dishonest conduct been commenced against you by any bar association or governing body for attorneys? (You should not disclose the mere filing of a complaint which did not result in the institution of proceedings.)

YES NO If YES, please attach a separate sheet and provide full details.

5. Have you ever been dismissed from employment as a result of unethical or dishonest conduct?

YES NO If YES, please attach a separate sheet and provide full details.

6. Describe the type of law practice or judicial experience in which you have been involved for the past five years.

7. Please list all colleges and universities attended, dates, and degrees.

8. Are you related by blood or marriage to a judge or judges of the Tulsa County District Court or anyone currently employed in the Tulsa County Public Defender's Office?
 YES NO If so, give their name or names and the relationship.

| Name | Relationship |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

9. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case.

| Court or Administrative Body | Date of Admission |
|------------------------------|-------------------|
| _____ | _____ |
| _____ | _____ |
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10. Have you been engaged in the active practice of law for at least five years?
 YES NO

11. State the name, dates, and addresses of all law firms with which you have been associated in practice and of all governmental agencies or private business organizations in which you have been employed, periods you have practiced as a sole-practitioner, or worked in and list that information for any other prior practice:

| Position | Firm Address |
|----------|--------------|
| _____ | _____ |
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| _____ | _____ |

12. Describe the general nature of your current practice, including any legal specialties which you possess and the character of your typical clients. Additionally, if your practice is substantially different now than previously, please give details of prior practice.

13. Number of years of criminal litigation experience. _____

14. Number of years of criminal litigation experience in Oklahoma. _____

15. During the last three (3) years, how many criminal cases have you handled as sole or lead counsel?

felony _____

misdemeanor _____

traffic punishable by incarceration _____

16. During the last three (3) years, how many of the following types of proceedings have you handled or participated in?

a) Felony jury trials to verdict or hung jury as a defense counsel _____

b) Felony jury trials to verdict or hung jury as a prosecutor _____

c) Felony bench trials to verdict as a defense counsel _____

d) Felony bench trials to verdict as a prosecutor _____

e) Suppression motion hearings in felony cases _____

f) Misdemeanor jury trials to verdict or hung jury as a defense counsel _____

g) Misdemeanor jury trials to verdict or hung jury as a prosecutor _____

h) Misdemeanor bench trials to verdict as a defense counsel _____

i) Misdemeanor bench trials to verdict as a prosecutor _____

j) Suppression motion hearings in misdemeanor cases _____

17. In the last year, how many of the following types of cases have you accepted by court appointment?

a) Felony cases _____

b) Misdemeanor cases _____

c) Traffic cases punishable by incarceration _____

18. Estimate the percentage of your total working hours that you devoted to handling criminal cases for each of the three (3) preceding years?

_____ % Calendar Year _____

_____ % Calendar Year _____

_____ % Calendar Year _____

19. a) Identify your last five (5) cases that went to trial.

| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|
| _____ | _____ | _____ | _____ |

| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|
| _____ | _____ | _____ | _____ |

| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
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| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
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| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|
| _____ | _____ | _____ | _____ |

b) Identify five (5) of your most serious felony cases that went to trial.

| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|
| _____ | _____ | _____ | _____ |

| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|
| _____ | _____ | _____ | _____ |

| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|
| _____ | _____ | _____ | _____ |

| | | | |
|-------------------|-------------|--------|--------------------------|
| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|

| | | | |
|-------------------|-------------|--------|--------------------------|
| Name and Case No. | Court/Judge | Charge | Adversary's Name/Tel No. |
|-------------------|-------------|--------|--------------------------|

20. During the last three (3) years, how many of each of the following types of experts/witnesses have you consulted with during trial preparation and/or examined during litigated motion hearings, preliminary hearing or trial in criminal cases?

| | | | |
|-------------------------------|-------|--------------------|-------|
| Ballistics Experts | _____ | Police Officers | _____ |
| OSBI / FBI / DEA / ATF Agents | _____ | Psychiatrists | _____ |
| Chemists / Lab Technicians | _____ | Psychologists | _____ |
| Fingerprint Experts | _____ | Serologists | _____ |
| Medical Examiners | _____ | Undercover Agents | _____ |
| Medical Experts | _____ | DNA Experts | _____ |
| Social Workers | _____ | Mitigation Experts | _____ |
| Other (please specify what) | _____ | | |

21. TRAINING

List the CLE courses you have attended or taught during the last three (3) years that involve the practice of criminal law. (Attach additional sheet(s) as needed.)

| Program Name | Sponsor | Date | Place | Attended (A) or Taught (T) |
|--------------|---------|------|-------|----------------------------|
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22. What percentage of your work has been devoted to:

Active civil litigation? _____ Active criminal litigation? _____

Other? _____

Number of cases tried to verdict: Criminal? _____ Civil? _____

Number of: Bench Trials _____ Jury Trials _____

Number of murder cases: _____

Number of murder cases: Jury Trials _____ Pleas _____

Number of death penalty cases: _____

Number of death penalty cases: Jury Trials _____ Pleas _____

23. Please describe your training and experience in Court with juvenile (deprived and delinquent) matters, family law matters, and guardianship matters.

24. Please describe your training and experience in mental health courts (civil and criminal) and other therapeutic courts.

25. List all legally related teaching, lecturing, writing, research, or bar committee work.

26. List social and community activities.

27. Have you ever run for, or held, public office? If so, give details.

28. a) Have you ever held judicial office or been a candidate for judicial office? If so, please state the courts involved and the dates of service, or dates of candidacy.

b) Prior quasi-judicial service:

Name of Agency _____

Position held _____

Hearing on what issues _____

Number of cases adjudicated _____

Dates of Service _____

29. a) If you are now an officer, director or otherwise engaged in the management of any business or enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment as Chief Public Defender.

b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? If so, please give the details, including dates.

c) State whether during the past five years you have received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind. If so, identify the source of such

compensation; the nature of the business enterprise, institution, organization, or association involved; and the dates such compensation was paid.

d) List all positions (business and legal) in which you were required to administer an office or had significant administrative responsibilities. Give details, including dates.

30. What work experience have you had in the area of office budgeting, fiscal planning, purchasing and payment of bills?

31. Please describe any experience you have had in the area of interviewing and selection of employees and in the area of disciplining or terminating employees.

32. What courses, workshops or training have you had in management, supervision or personnel management? How has this education prepared you for supervisory responsibilities?

33. What other experience working with people do you believe would contribute to your effectiveness as a supervisor?

34. Please describe your experience applying personnel policies such as FMLA, FLSA, ADA, HIPPA, approval of leave, preparing performance appraisals, handling disciplinary actions and grievances.

35. Please describe any experience you have had in advising or training non-attorneys.

36. Please describe any experience you have had in advising or training attorneys.

37. To the best of your knowledge, are you in compliance with the tax laws of the federal government and of the state, county, and community of which you are a resident?

YES NO If NO, please attach a separate sheet and provide full details.

38. Has a tax lien or other collection procedure ever been instituted against you by federal, state, or local authorities? If so, give particulars.

39. Have you timely (including allowed extensions) filed your State and Federal Tax Returns for the last Five years? YES NO If NO, please attach a separate sheet and provide full details.

40. State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law.

41. State any additional education or other experiences you believe would assist you in holding the office of the Chief Public Defender.

42. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the selection advisory committee and the District Court in connection with your possible selection and appointment as Chief Public Defender.

Personal and Judicial References

43. a) Give the names and current phone numbers of at least six, but no more than ten, persons who are familiar with your character and abilities and state how long each has known you. No less than two of these references must be lawyers who know you but are not people you have practiced with directly in the same office or firm. Your

references must have had adequate opportunity to observe your professional and general conduct and ability. Describe the status of non-law references.

| Name | Telephone | Period of Acquaintance |
|------|-----------|------------------------|
|------|-----------|------------------------|

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| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

b) Give the names and current phone numbers of at least three persons who have worked for you and with you in a subordinate position.

| Name | Telephone | Work Relationship |
|------|-----------|-------------------|
|------|-----------|-------------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

c) Give the names and current phone numbers of not more than three judges (of whom at least two must be active) with whom you are not and have not been associated in practice of law or in business, before whom you have appeared recently in matters which would afford them an opportunity to observe your professional conduct and ability.

| 1. Name of Judge | Telephone | Court |
|------------------|-----------|-------|
|------------------|-----------|-------|

Date and Nature of Most Recent Matter

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| _____ |
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|----|---------------|-----------|-------|
| 2. | Name of Judge | Telephone | Court |
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Date and Nature of Most Recent Matter

| | | | |
|----|---------------|-----------|-------|
| 3. | Name of Judge | Telephone | Court |
|----|---------------|-----------|-------|

Date and Nature of Most Recent Matter

44. Please attach your resume, law school transcript, and a recent photograph (attach photograph below where indicated).

I state under penalty of perjury under the laws of Oklahoma, I am an applicant for Chief Public Defender for Tulsa County, Tulsa, Oklahoma and I have read the questions in the foregoing application and the supplemental questionnaire and have answered them truthfully and fully. I further authorize The Oklahoma and Tulsa Bar Associations, the Bar Association of any County of which I now or have ever been a member, and any of the committees of those associations, education and other institutions, my references, employers, business and professional associations, all governmental agencies or instrumentalities and consumer credit reporting agencies to release to the Selection Advisory Committee and the District Judges of Tulsa County, files, records, or credit reports requested by the judges and the committee upon the presentation of this application.

| | |
|----------------|---------------------|
| Date and Place | Applicant Signature |
|----------------|---------------------|

Please attach a recent photograph here:

Confidentiality Statement

This form and its contents will be kept in confidence and made available only to the Court Administrator, the Selection Advisory Committee, and the District and Associate District Judges of Tulsa County. The individuals whom you have listed as references above, as well as your employer or co-workers, may be contacted by the panel. If this presents a problem, you should notify the Court Administrator so that special arrangements can be made. Sometimes the arrangement is that there will be no contact with an employer or co-workers unless you are a potential finalist for the position.

Please return the completed application, along with any attachments and required documents to:

Vicki A. Cox
Court Administrator
Tulsa County Courthouse
500 S. Denver, 6th Fl.
Tulsa, OK 74103

The Tulsa County District Court adheres to the concepts of Affirmative Action and Equal Employment. Applications will be considered without regard to race, sex, age, color, religion, national origin or physical handicap.

SUPPLEMENTAL QUESTIONNAIRE

If you answer "yes" to any of these questions, please explain fully on a separate page.

1. Have you ever filed for or received Worker's Compensation for an on-the-job injury? YES NO
2. Have you ever filed for or received unemployment compensation? YES NO
3. Have you ever had any extended work absences for reasons other than earned vacations? YES NO
4. Have you ever been suspended, fired or asked to resign from any employment? YES NO
5. Have you ever been rejected during a probationary period from any employment? YES NO
6. Have you ever resigned from any position or employment under pressure or unfavorable circumstances? YES NO
7. Have you ever been investigated by an employer or supervisor for improper conduct, illegal activities, sexual harassment or equal employment violations? YES NO
8. Have you ever been disciplined by an employer or supervisor for any reason? YES NO
9. Have you ever held employment under a different name? YES NO
10. Did you comply with the draft registration law? YES NO

If you were in the military, please complete questions 11-14. If not, skip to question 15.

11. Were you ever investigated or accused of any criminal activity while in the military or military reserves? YES NO
12. Have you ever received a reduction in a pay grade or been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? YES NO
13. Did you receive an honorable discharge? YES NO
14. Are you eligible to re-enlist? YES NO

15. Are you now, or have you ever been involved as a plaintiff, petitioner, respondent, or defendant, or pled Nolo Contendere, in any civil court action including divorce? YES NO
16. Have you ever had any bar complaints filed against you? YES NO
17. Have you ever filed for or been the subject of a Restraining Order or Protective Order? YES NO
18. Have you ever had your license to practice law suspended for failure to pay bar dues, failure to complete continuing legal education requirements or for any other reason? YES NO
19. Have you ever been arrested for or convicted of any felony or misdemeanor? YES NO
20. Have you ever been questioned or detained as a suspect of a crime? YES NO
21. Have you ever been placed on court probation as an adult? YES NO
22. Have you ever witnessed a crime? YES NO
23. Have you ever filed for or declared bankruptcy? YES NO
24. Have you ever been delinquent in the payment of income or other taxes? YES NO
25. Have you ever had your wages attached or garnished? YES NO
26. Have you ever had any bills, accounts, or loans (including student loans) turned over to a collection agency? YES NO
27. Have you ever been delinquent on child support or alimony payments? YES NO
28. Have you ever been under the care of a psychiatrist, psychologist or other qualified counselor? YES NO
29. Have you ever abused prescription drugs, alcohol or illegal drugs (including marijuana)? YES NO
30. Have you been a participant in a drug or alcohol counseling or rehabilitation program? YES NO
31. Have you ever been refused a driver's license, had one revoked, suspended or placed on probation? YES NO

32. Have you ever had any other type of license revoked or suspended?
 YES NO
33. Have you ever been the owner, part owner, office holder or investor in a business that could or did involve a conflict of interest complaint or allegation? YES NO
34. Have you ever been the owner, part owner, office holder or investor in a business that is or has been the subject of a better business complaint?
 YES NO
35. Are there or have there ever been any aspects of your personal life that could be used to try to coerce you? YES NO
36. Have you ever been a member in any organization whose current policies restrict membership on the basis of sex, race, color, religion or national origin? Does the organization include minorities? Are you or have you been an officer or policymaking official of the organization? As a member, officer or policymaking official, have you taken any steps to alter the official or covert restrictive admissions policies of the organizations? YES NO
37. Are you or have you ever been involved in any organization, which advocates the overthrow of the Government of the United States or the State of Oklahoma by force or violence or other unlawful means? YES NO
38. Are there any circumstances known to you that could have a bearing on your suitability for serving as Chief Public Defender? YES NO
39. Is there anything in your personal life which, if it became general public knowledge, would be personally embarrassing to you or to the Tulsa County District Court? YES NO
40. Do you have current job applications in progress in addition to this vacancy? YES NO

I state under penalty of perjury under the laws of Oklahoma that I understand failure to provide complete and accurate answers to the above questions may result in immediate disqualification.

Date and Place

Applicant Signature