**INSTRUCTIONS FOR DISTRICT ATTORNEY APPOINTMENTS**

**(Updated June 2023)**

Thank you for submitting your district attorney interest form to the Office of the Governor. The Governor encourages applications from lawyers with a wide variety of backgrounds and experiences.

The purpose of this form is to assist the Governor and her staff in evaluating the qualifications of applicants for district attorney appointments. Submission of an incomplete or inaccurate form may result in your disqualification for consideration of appointment.

If you have a recently prepared resume or biography, you may attach it to this form along with other material that you believe would be helpful. The Governor’s office will only accept three support/recommendation letters for each candidate – whether submitted by the applicant or directly from the supporter.

A completed and signed interest form and any supplemental materials should be **emailed** (no mail or hand delivery) to Shevaun Gutridge @ [shevaun.gutridge@oregon.gov](mailto:shevaun.gutridge@oregon.gov)

The completed form and any supporting material must be received by 5:00 p.m. on the closing date to be considered received by the deadline.

Inquiries about the application process should be directed to Shevaun Gutridge at (503) 378-6246.

**INTEREST FORM FOR**

**DISTRICT ATTORNEY APPOINTMENTS**

**(Updated January 2019)**

|  |  |
| --- | --- |
| Position for which you are applying: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME |  | | | | | | | |
|  | (Type or print last name, first name, and middle initial) | | | | | | | |
| Bar #: |  | |  | | |  | | |
| Home Address: |  | | | | | | | |
|  | Street City State Zip County | | | | | | | |
|  | How long have you lived at your current address?        Years       Months | | | , | | | |  |
| Work Address: |  | | | | | | | |
|  | Street City State Zip County | | | | | | | |
|  |  |  | | | | |  | |
| Home Phone: |  | Work Phone: | | |  | | | |
| Cellular Phone: |  | Email: | | |  | | | |
|  |  |  | | | | |  | |
| Birthplace: |  | Spouse’s/Partner’s Name (optional) and cell phone number: | | | | |  | |

To assist us in meeting our affirmative action objectives, you are asked to provide information about your gender and background. This information is optional. Under state and federal law, this information may not be used to discriminate against you.

|  |  |  |  |
| --- | --- | --- | --- |
| Gender: |  | Racial/Ethnic Background |  |
| Name of your State Representative: | |  | |
|  | |  | |
| Name of your State Senator: | |  | |

**EDUCATION/MILITARY SERVICE**

1. List the schools you have attended, including high school, and contact information:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | School/Contact Info | Location | Major/Degree |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2. Describe any current or prior military service and the type of discharge including dates of service:

|  |
| --- |
|  |

**EMPLOYMENT**

1. List all employment since your graduation from law school. Include professional employment before or during law school if you believe it is relevant:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Address | Position/Supervisor/Phone |
|  |  |  |  |
| a) |  |  |  |
| b) |  |  |  |
| c) |  |  |  |
| d) |  |  |  |
| e) |  |  |  |
| f) |  |  |  |

2. List the bars to which you are admitted and the dates of your admission:

|  |  |
| --- | --- |
| Date of Admission | Bar |
| 1) |  |
| 2) |  |
| 3) |  |

3. List any position you are currently serving as an elected or appointed position, at local, state, and federal levels:

|  |
| --- |
|  |

**LITIGATION AND APPELLATE PRACTICE**

1. Describe the general character of your practice:

2. Do you regularly appear in trial level courts?

3. Which court(s) do you most regularly appear in?

4. What percentage of your litigation practice in the past five years was:

|  |  |
| --- | --- |
| Civil | % |
| Criminal | % |
| Domestic Relations | % |
| Administrative | % |

5. What percentage of your litigation practice in the past five years was:

|  |  |
| --- | --- |
| Federal Court | % |
| State Court | % |
| Administrative Bodies | % |

6. State the approximate number of cases tried to conclusion in courts of record in the following categories:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| In the past five years: | | | In your legal career: | | |
|  |  | Civil |  |  | Civil |
|  |  | Criminal  \_\_ Adult  \_\_ Juvenile |  |  | Criminal  \_\_ Adult  \_\_ Juvenile |
|  |  | Domestic Relations |  |  | Domestic Relations |
|  |  | Jury Trial |  |  | Jury Trial |
|  |  | Trial to the Court |  |  | Trial to the Court |

Of the criminal cases you have tried to conclusion in courts of record in the past five years approximately how many were misdemeanors and how many were felonies? \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Of the criminal cases you have tried to conclusion in courts of record in your legal career approximately how many were misdemeanors and how many were felonies? \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. State the approximate number of matters arbitrated or argued before an administrative body:

In the past five years: In your legal career:

      Arbitration       Arbitration

      Administrative Hearings       Administrative Hearings

8. If you have tried cases in the past five years, list the names of the attorneys against whom the case(s) were tried. Include the nature of the case, including charge(s) if applicable, and approximate date of trial. Indicate whether you were sole counsel, associate counsel, or chief counsel. Provide the names of judges of whom you tried your cases and provide a citation of any reported cases. If you tried a significant number of cases in the past five years, please provide a representative sample of those cases:

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |
| 5) |
| 6) |

9. Do you regularly appear in appellate level courts?

*If you have not had an appellate practice, please check here*  *and skip to question 15.*

10. What percentage of your appellate practice in the past five years was:

|  |  |
| --- | --- |
| Civil | % |
| Criminal | % |
| Domestic Relations | % |
| Administrative | % |

11. What percentage of your appellate practice in the past five years was:

|  |  |
| --- | --- |
| Oregon Court of Appeals | % |
| Oregon Supreme Court | % |
| Federal Appellate Courts | % |

12. State the approximate number of appeals handled in the following categories:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| In the past five years: | | | In your legal career: | | |
|  |  | Civil |  |  | Civil |
|  |  | Criminal |  |  | Criminal |
|  |  | Domestic Relations |  |  | Domestic Relations |

13. State the approximate number of appeals resolved through dispute resolution:

In the past five years: In your legal career:

14. Please list the names of the attorneys against whom you have handled appeals for the last five years:

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |

15. List arbitrators, mediators, or administrative hearing officers, whom you have appeared before in the past five years. Include the dates and nature of the matters:

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |
| 5) |

16. List attorneys with whom you have resolved through dispute resolution (*i.e.*, mediation, arbitration, informal settlement discussions) in the past two years. Include the nature of the case and approximate date of conclusion:

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |
| 5) |

17. List any prior judicial experience you may have in any courts and the approximate dates (*i.e.*, judge, pro-tem judge, arbitrator, or administrative hearings officers, court appointed mediator). Include the names of supervisors you had for any of these positions and contact telephone numbers:

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |
| 5) |

18. If applicable, state the percentage of your judicial or quasi-judicial experience in the following fields:

Civil      % Criminal      %

Domestic Relations      % Administrative      %

19. Describe your experience supervising attorneys and staff. If applicable, list at least three people you supervised, describe your supervisory role, and provide contact information for those people you list. \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Describe your experience creating and managing a budget and any skills that you bring to the position that will help you lead a district attorney’s office.

\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL AND COMMUNITY ACTIVITIES**

1. List any publications you have authored or honors or awards you have received including academic honors if you believe they are relevant, along with dates:

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |
| 5) |

2. Describe your civic and community activities, including work on bar committees, major pro bono activities, volunteer positions, and other public service, along with dates and contact names and numbers:

|  |
| --- |
| 1) |
| 2) |
| 3) |
| 4) |
| 5) |

3. List all memberships in clubs, associations, or organizations and provide contact names and numbers:

|  |  |  |
| --- | --- | --- |
| Name | Nature of Business/Contact Information | Your Position |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4. List any organizations or enterprises of which you are presently an officer, director, partner, owner, shareholder, or manager. Indicate the nature of the business, your position or relationship with the organization or enterprise, and whether you intend to resign (or dispose of your interest, if you are an owner or shareholder) if appointed to the office. Please also list contact names and numbers:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Nature of Business/Contact Information | Your position | Will you resign |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

5. List the names, addresses and telephone numbers of five people who may be contacted as references:

|  |  |  |
| --- | --- | --- |
| Name and Nature of Relationship | Address | Telephone |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

**I am a citizen of the United States and a resident of the State of Oregon. I have reviewed the statutory requirements for the position of district attorney and certify that I meet the requirements. If selected by the Governor for this position, I will accept appointment. If appointed, I pledge my best efforts to resolve, before assumption of office, any conflicts of interest that would be inconsistent with my responsibilities in this position. The information in this interest form and in all of my supporting materials is accurate and complete.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**The following information is not required by law, and will be deemed to have been submitted to** **the Governor in confidence. Accordingly, this information will not be made available to public inspection pursuant to ORS 192.355(4) and will not be released to a local bar, specialty bar, or law enforcement organization that requests copies of candidates’ interest forms.**

If your answer to any of the following questions is “yes,” give full details on a separate sheet of paper.

|  |  |  |  |
| --- | --- | --- | --- |
|  | (a) | Have you ever been a defendant in a civil action? Do not include cases in which you were included as a nominal defendant with no potential liability, such as mandamus actions………………………...……………………………. | Yes No |
|  | (b) | Have you ever filed for bankruptcy? ……………………… | Yes No |
|  | (c) | Have you ever been convicted of or have you pleaded guilty or no contest to any crime or violation? (Do not include minor traffic offenses resulting in fines of less than $500)……….....…… | Yes No |
|  | (d) | Have you ever been subject to a civil compromise, deferred prosecution, diversion, or deferred adjudication agreement? | Yes No |
|  | (e) | Have you ever been the subject of a law enforcement investigation regardless of the outcome? ……..…………… | Yes No |
|  | (f) | Have you ever been the subject of any professional disciplinary complaint or had any professional license or permit revoked or restricted regardless of the outcome?.. | Yes No |
|  | (g) | Have you ever been terminated from a job, resigned while an investigation was pending, or resigned in lieu of termination?…………………………….……..…………… | Yes No |
|  | (h) | Have you ever been discharged, sanctioned or investigated by an educational institution or employer for conduct involving dishonest, deceit, or misrepresentation? .……… | Yes No |
|  | (i) | Within the past five years, have you been hospitalized or incapacitated for a period of more than ten days for any reason?………………………………….……..…………… | Yes No |
|  | (j) | Are you subject to any condition or handicap that might substantially impair your ability to hold office?….. | Yes No |

**Personal Inquiry Waiver And Release Form**

**The Governor’s Office and the Department of Oregon State Police may decide to conduct an in-depth background investigation about district attorney candidates. This is to authorize the release to the Governor’s Office and to the Department of Oregon State Police all information regarding my past employment, educational information, credit information, and character information, whether same is of record or not, and release your organization and all persons whomsoever, from any charge because of furnishing said information. Provide the following information and sign below to permit the investigation to be conducted.**

|  |  |
| --- | --- |
| Name: |  |
| Home Address: |  |
| Oregon Bar No.: |  |
| Driver License No.: |  |
| Social Security No.: |  |
| Date of Birth: |  |

|  |  |
| --- | --- |
| Other Names Used (*e.g.* maiden, former) |  |
| Any other State of Residence: |  |
| Have you ever lived outside of the United States for a period of three months or more? If so, indicate each country and dates of residency. |  |

I hereby authorize the Department of State Police and the Governor’s Office to conduct an in-depth background investigation and to obtain any and all records pertaining to me including but not limited to records on file Department of Revenue, the Motor Vehicles Division, law enforcement agencies, the Oregon State Bar, credit references or bureaus, and past and present employers, employees, business associates, and acquaintances.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |