



**WBA Candidate Application Form
Executive & Judicial Endorsements**

The WBA's principal goal in endorsing candidates for judgeships is to ensure the appointment of qualified judges to both local and federal courts in the District of Columbia. Consistent with that goal, we also seek to increase the number of women occupying judgeships in the District of Columbia and federal courts. We endorse candidates who have demonstrated a commitment to equality of all litigants before the courts and who have been responsive to women's needs and concerns.

The WBA's principal goal in endorsing candidates for executive positions in the District of Columbia and federal governments and in bar associations is to increase the number of qualified women in those positions. We seek to endorse candidates who have demonstrated a commitment to promoting women's advancement and opportunities and to responding to women's needs and concerns.

This application should be submitted along with requests for endorsement. For a complete copy of the endorsement guidelines, visit www.wbadc.org or contact the WBA office at 202-639-8880 or admin@wbadc.org.

This application is for: Judicial Endorsement Executive Endorsement

I. Candidate Information

Name: _____

Current Position: _____

Current Organization: _____

Address _____

Phone: _____

Email _____

Women's Bar Association of the District of Columbia
2020 Pennsylvania Avenue, NW, Suite 446
Washington, DC 20006
Phone: 202-639-8880 Fax: 202-639-8889
Email: admin@wbadc.org Web: www.wbadc.org

Application updated August 2016

II. Endorsement Information

(if more than one position, complete the information in this section only for EACH position)

Position Being Sought: _____

Brief Description of Position Being Sought: _____

Date by which an endorsement must be received in order to be considered: _____

To whom an endorsement letter should be sent:

Name: _____

Title: _____

Organization: _____

Address _____

Email _____

III. Reference Information (two professional, one personal required):

Reference #1: Professional Personal

Name: _____

Title: _____

Organization: _____

Phone: _____

Email _____

Reference #2: Professional Personal

Name: _____

Title: _____

Organization: _____

Phone: _____

Email _____

Reference #3: Professional Personal

Name: _____

Title: _____

Organization: _____

Phone: _____

Email _____

IV. Required Supporting Materials

- Candidate résumé/detailed biography
- If not included in the resume, any information pertinent to the factors set forth in Paragraph II A of the WBA Policies and Procedures of the Executive & Judicial Endorsements Committee, which can be found on www.wbadc.org: click on Committees and Forums/Executive and Judicial Endorsements Committee
- A draft letter of endorsement that highlights the candidate's qualifications for the appointment sought. WBA reserves the right to alter the draft. Candidates should state how they have advanced the mission of the WBA.
- *Judicial Endorsement Candidates only*: Include a list of three recent significant cases in which the candidate participated, including the case name and number, presiding judge and name(s) of opposing counsel.
- Signed and notarized Release Letter (section VII. of this application)
- Articles by or about the candidate (optional)
- Letters in support of the endorsement (optional)

V. Submission Information

Completed endorsement request packages are accepted in the following ways:

Email (preferred): To Committee Co-Chairs with a Copy to Carol@wbadc.org

Fax: 202-639-8889

Mail: Women’s Bar Association of the District of Columbia
2020 Pennsylvania Avenue, NW, Suite 446
Washington, DC 20006

VI. Confidentiality Notice

All documents assembled during the consideration of a candidate remain the property of the WBA and will be maintained in the custody of the co-chairs of the Executive & Judicial Endorsements Committee. The information so assembled will not be disclosed except to members of the Board and the Executive & Judicial Endorsements Committee, unless such disclosure is warranted by the preparation of an endorsement letter. Upon termination of the chairmanship of the co-chairs, the Committee’s materials will be turned over to the new co-chairs or returned to the WBA office, as appropriate.

For office use only

Date received: _____

Co-Chair Assigned: _____

Committee Member(s) Assigned: _____

Board Decision: _____ Notification to Candidate: _____

VII. Release Letter

To: President
Women's Bar Association of the District of Columbia
2020 Pennsylvania Avenue, NW
Suite 446
Washington, DC 20006

I, _____, hereby release the Women's Bar Association of the District of Columbia ("WBA"), its officers, directors, employees, and their duly appointed agents, along with those with whom they may consult or confer, from any liability in connection with their investigation of my qualification for possible endorsement by the WBA for appointment to an executive/judicial (*choose one*) appointment.

Signed: _____

Dated: _____

Business Address: _____

Home Address: _____

Telephone: Bus. _____ Home: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My commission expires: _____