



## 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](http://www.wbadc.org) or contact the WBA office at 202-639-8880 or [admin@wbadc.org](mailto: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**  
2800 Eisenhower Avenue, Suite 210, Alexandria, VA 22314  
Phone: 202-639-8880 Fax: 202-639-8889  
Email: [admin@wbadc.org](mailto:admin@wbadc.org) Web: [www.wbadc.org](http://www.wbadc.org)

*Application updated November 2021*

**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 \_\_\_\_\_

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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](http://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 Release Letter (section VII. of this application)
- Articles by or about the candidate (optional)
- Letters in support of the endorsement (optional)

## **V. Submission Information**

The above information and materials should be sent, *in electronic format*, to the WBA Executive Director at carol@wbadc.org.

## **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.

**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 election to an officer position in a mandatory Bar association.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: Bus. \_\_\_\_\_ Personal: \_\_\_\_\_