

**MINNESOTA AMERICAN INDIAN BAR ASSOCIATION
PROCEDURE FOR JUDICIAL CANDIDATES SEEKING ENDORSEMENT**

A. Requesting the Endorsement

Please send an e-mail correspondence requesting the endorsement to the Minnesota American Indian Bar Association (“MAIBA”) President at: maibaendorsement@gmail.com. In the e-mail, enclose: (1) a copy of the completed judicial endorsement application; (2) the candidate’s resume or CV; and (3) a brief cover letter formally requesting MAIBA endorsement. The cover letter should be no longer than one page, and should state the title of the judicial position being sought, identify the court or administrative tribunal, and explain the reasons why you believe you should receive an endorsement from MAIBA. The candidate may also include any pertinent writing samples and/or a copy of the completed judicial application.

A candidate should submit the request at least one month prior to the date the endorsement is required. (Please note: the MAIBA may consider a Request that is submitted less than one month prior to the date the endorsement is required if an explanation is provided.)

Confidentiality: The names and application materials of all candidates shall be kept confidential by the MAIBA Board (“Board”). Please note that the Board may contact any person named in the candidate’s application materials as part of the endorsement consideration process.

B. The Evaluation Process

All requests by applicants seeking endorsement for a judicial position will be reviewed by the MAIBA Judicial Committee (the “Committee”). The Committee Chair shall serve as the Contact Person for each request for endorsement. The candidate has no input or involvement in selecting a Contact Person, or the Board or Committee members involved in the evaluation of the candidate’s request for endorsement. If the candidate is a current member of the Board or Committee, the candidate is recused from participating in the evaluation process.

The Committee will conduct a review of the application materials, and consider the Criteria listed below. The Committee may interview references, review written submissions, and perform additional research on all candidates. The candidate may be asked to attend an interview. If so, the Contact Person will coordinate with the candidate to arrange for an interview by phone or in person, by at least two Committee members.

The Committee shall provide a recommendation to the Board, and the Board will vote by majority rule as to whether to endorse, decline to endorse, or request additional information for the endorsement. The Contact Person will communicate any requests by the Board for additional information to the applicant.

Upon approval by the Board, the President or the President’s designee will draft a letter of support for the candidate. The letter of endorsement will be mailed directly to the designated address listed in the application material. A copy of the letter of endorsement will also be provided to the candidate via e-mail.

If the Board declines endorsement of a candidate, the President will inform the candidate of that fact.

Candidates must contact the Committee Chair of any changes or updates in the application or to discuss any questions the candidate may have regarding the request for endorsement.

C. Criteria

When reviewing a candidate's request for endorsement, the Committee and the Board will consider the following:

1. Whether the candidate is a regular or special member of MAIBA or other minority attorneys' organization;
2. Whether the candidate has demonstrated commitment to the American Indian community, and/or to any other minority or underrepresented group;
3. Integrity and character;
4. General and professional reputation—both within the larger legal community and especially among the American Indian Community;
5. Knowledge of the law;
6. Legal experience (criminal or civil litigation or trials, hearings before administrative or regulatory tribunals, in-house counsel experience, transactional work, academia, legal writing and analysis, mediation, arbitration, negotiation) and professional ability;
7. Work ethic;
8. Civic/community affairs;
9. Temperament/ability to judge; and
10. Intellectual curiosity.

The order of the above factors does not indicate their priority. In weighing these factors, a decision will be made based on the totality of the listed Criteria, interviews, and submitted documentation.

Approved by the Board of the Minnesota American Indian Bar Association

Date: January 23, 2018

MAIBA President /s/ Aarik Robertson