

****COVID-19 UPDATE****

Although our office is open to the public, we would like to minimize our interactions with other people, as well as potentially contaminated surfaces. In that effort, we encourage you to:

- 1) Scan your application and photo and email them to us at postmaster@ajc.state.ak.us.
- 2) Send the signed and notarized release pages (Pages 22, 23, and 24 of this application) to our office via mail. **For this application only** we do not need to receive the release pages by the deadline day, as long as they are postmarked by the deadline day. Our office's address is 510 L Street, Suite 450, Anchorage, AK, 99501.

Thank you for your consideration.

Alaska Judicial Council

Application for Judicial Appointment

Instructions for Filling out Application in Adobe Reader

The following pages are the judicial application form in .pdf format. You can fill out this application online and print it directly from your computer. After you print out the application, please sign it in front of a notary, and send one single-sided, unbound copy to the Council with your photos. When filling out this form, please remember:

- The form can be filled out online and printed, and the **Adobe Reader program may now allow you to save your copy as a file on your computer.** However, you may not be able to save your work due to software incompatibility. If you close Adobe Reader or the application form, all the information you have entered may not be saved. **It is very important that you print your application before you close.** If you print each page as you complete it you will not have to reenter data if the program is accidentally closed and your information is not saved.
- There are three types of fields on the application: single line text fields, multi-line boxes and check boxes. The text fields and the multi-line boxes limit the number of characters that can be entered. If you need more space, please attach a separate labeled sheet to your application.
- Use the “tab” key to advance through fields. The “enter” key will insert a “return” in a multi-line box.
- To print your completed application form, use the green print button at the top of the first page of the application or the green print button on last page (certification and waiver page) of the application.

Application for Judicial Appointment

Application Instructions

1. The Judicial Council will consider this application only if it is completed in full. Please check to see that you have answered each question. **Please note that Question 21 now asks for writing samples from closed cases only.**
2. Please use the space provided for answers. If the space provided is insufficient, finish the answer on an appropriately numbered sheet or sheets attached to this form.
3. Please note that Question 25 of the application asks you to prepare a brief biographical statement (limited to 150 words) about your background, legal education, and legal experience. Please use the page provided for writing your statement. Please do not list personal information about minor children. A copy of this statement will be scanned and posted on the Council's website after the application deadline. Unless you object, we will post your picture as well. In its Bar survey, the Council will invite attorneys to review the information if they wish to become more familiar with your background and experience.
4. This application constitutes a public record within the meaning of AS 09.25.110 and AS 39.25.080. All information, except that specifically denoted as confidential herein (Sections II and III), is available for public inspection. Also, the Council forwards Sections I and II of each nominee's application to the governor.
5. The Judicial Council asks that each applicant review the Code of Judicial Conduct (Alaska Rules of Court). Please note that Ethics Opinion 85-1 of the Alaska Bar Association provides that the proscription of Canon 5 (formerly 7) of the Code of Judicial Conduct specifically applies to candidates for appointment to judicial office under Alaska's merit selection plan.
6. A description of the procedures and time frames the Council uses during its judicial selection process is provided to every applicant. A description of Council selection procedures may be obtained by contacting the Council and may be downloaded from the Council's website at www.ajc.state.ak.us. Please call if you have questions.
7. Please submit a 2" x 2" photo of yourself with your application. If you wish to reuse a photo that was submitted with a prior application, please let the Council's staff know.
8. See preceding "COVID-19 UPDATE" page for instructions on submitting your application.

Alaska Judicial Council Application for Judicial Appointment

Position(s) for which you wish to be considered:

Date: _____

I. Public Information (Questions 1-24)

Personal

1. (a) State full name* _____
Name as it should appear on bar survey: _____
* Unless otherwise specified, this is how your name will appear on the bar survey.
- (b) Have you ever used or been known by any other names or pseudonyms? If so, please identify. _____
2. How long have you been a resident of the State of Alaska immediately preceding the date of this application? ** _____ years _____ months
Total _____ years _____ months
3. How long have you been engaged in the active practice of law immediately preceding the date of this application? ** _____ years _____ months
Total _____ years _____ months

Nonlegal Education

4. State names and dates of attendance of all colleges and professional schools (other than law schools) ever attended and degrees and dates conferred. List any honors.

** See AS 22.10.090; see also 1984 Inf. Op. Atty. Gen. (July 19; 366- 624-84).

Legal Education

5. List all law schools, dates attended and degrees conferred. If you did not receive a degree from any law school, please indicate.
6. (a) Did you receive any honors in law school or belong to any honorary societies or groups?
 Yes No If yes, please give details.
- (b) Have you taken any CLE (continuing legal education) courses during the past five years?
 Yes No
Please describe or list. Please do not attach individual certificates of attendance.

Military

7. Have you served in the armed forces (reserves or otherwise)? Yes No
If so, please provide the following information:
- (a) Dates of service: _____
- (b) Branch of service: _____
- (c) Rank at time of discharge: _____
- (d) Type of military discharge: _____
- (e) Awards or citations: _____
- (f) Have you ever been refused admission to or released from any of the armed services for reasons other than honorable discharge? Yes No If so, state the details.

Nonlegal Employment

8. Describe major nonlegal working experience. If you had a business or association that has been discontinued, please note whether there are unpaid debts or claims pending litigation.

Legal Experience

9. Describe chronologically your legal employment since admission to law school. **Please provide dates and location of employment, name of employer, name AND CURRENT ADDRESS OF supervisor or person who can verify AND COMMENT ON YOUR employment, the reason you left the position, and a brief description of type of practice (i.e., insurance defense, criminal, appellate, general, litigation, etc.) for each position listed below.** IF YOU ARE CURRENTLY A TRIAL COURT JUDGE, PLEASE LIST YOUR PRESIDING JUDGE. FOR PAST JUDGESHIPS, PLEASE LIST THE JUDGE WHO LAST PRESIDED DURING YOUR TIME ON THE BENCH.

The Council will ask for comments from your current and former employers about your employment and your judicial qualifications. You may choose to list other persons as character and professional references in response to Question 20 of this application.

If the supervisor or contact person asks (in writing) that the letter be shared with the governor, the Council will send designated letters for each nominee. The applicant should not request a copy of the letter from the reference. References or letters not solicited by the Council are considered public (with few exceptions) and will be sent to the governor for all nominees.

Current Employer: _____

Supervisor or name of contact person who can verify employment: _____

Current address of this person: _____

City _____ State _____ Zip _____

Dates and location of Employment: From _____ To _____ City _____ State _____

Job title and description:

Previous Employers: *(In chronological order, most recent first)*

Employer: _____

Supervisor or name of contact person who can verify employment: _____

Current address of this person: _____

City _____ State _____ Zip _____

Dates and Location of Employment: From _____ To _____ City _____ State _____

Job title and description:

Reason for Leaving: _____

Employer: _____

Supervisor or name of contact person who can verify employment: _____

Current address of this person: _____

City _____ State _____ Zip _____

Dates and Location of Employment: From _____ To _____ City _____ State _____

Job title and description:

Reason for Leaving: _____

Previous Employers (continued)

Employer: _____
Supervisor or name of contact person who can verify employment: _____
Current address of this person: _____
City _____ State _____ Zip _____
Dates and Location of Employment: From _____ To _____ City _____ State _____
Job title and description: _____
Reason for Leaving: _____

Employer: _____
Supervisor or name of contact person who can verify employment: _____
Current address of this person: _____
City _____ State _____ Zip _____
Dates and Location of Employment: From _____ To _____ City _____ State _____
Job title and description: _____
Reason for Leaving: _____

Employer: _____
Supervisor or name of contact person who can verify employment: _____
Current address of this person: _____
City _____ State _____ Zip _____
Dates and Location of Employment: From _____ To _____ City _____ State _____
Job title and description: _____
Reason for Leaving: _____

Employer: _____
Supervisor or name of contact person who can verify employment: _____
Current address of this person: _____
City _____ State _____ Zip _____
Dates and Location of Employment: From _____ To _____ City _____ State _____
Job title and description: _____
Reason for Leaving: _____

Employer: _____
Supervisor or name of contact person who can verify employment: _____
Current address of this person: _____
City _____ State _____ Zip _____
Dates and Location of Employment: From _____ To _____ City _____ State _____
Job title and description: _____
Reason for Leaving: _____

10. During your legal career, please indicate (approximately) the following:

(a) Percent of your practice that was: Civil _____
Criminal _____
Other _____
= 100%

Comment: _____

(b) Percent: State _____
Federal _____
Other _____
= 100%

Comment: _____

(c) Of practice in state courts, percent: Supreme Court _____
Court of Appeals _____
Superior Court _____
District Court _____
= 100%

Comment: _____

(d) Frequency of appearance in court (select one):
 Regularly Occasionally Infrequently Not at All

Comment: _____

(e) Number of trials (by court or jury) you conducted (select one):
 None 1-5 6-15 16-30 31 or more

Comment: _____

(f) Percent of these trials which were: Jury _____ Non-Jury _____

Comment: _____

(g) Approximate number of appellate matters handled: _____

Comment: _____

(h) Approximate number of arbitrations or administrative hearings (select one):
 None 1-5 6-15 16-30 31 or more

Briefly describe type of matters heard:

(i) Please briefly summarize any *pro bono* work that you have done and indicate whether the work was done through a *pro bono* legal service provider (e.g. Alaska Legal Services, Alaska Network on Domestic Violence and Sexual Assault, etc.).

11. List all the courts and administrative tribunals in the United States or elsewhere to which you are or have been admitted to practice, and the dates of admission.

Public Service

12. List bar associations, and sections and committees of which you are or have been a member or officer.

13. List publications, if any (give title, subject and date of publications). Please include online publications such as blogs or websites, and any publications you have co-authored and the name(s) of the co-author(s).

14. Have you ever applied for a judgeship? Yes No
 Please list dates and judgeships applied for, as well as whether you were nominated by the Judicial Council and appointed.

Judgeship	Date	Nominated By Council (Y/N)	Appointed By Governor (Y/N)

15. Have you ever held public or political office, elective or appointive? Yes No

If so, state office, manner selected, and when and where held.

16. Please provide the Council with information that you would like the Council to consider about other legal and nonlegal organizations and clubs of which you are a member, including civic, charitable, religious, educational, social and fraternal organizations. Please indicate whether you participate in the organization's activities, or simply hold a membership. Your involvement in the community is one of the criteria the Council uses in its evaluations. The Council does not use affiliation with a particular group as a criterion except to the extent that it might raise questions of conflict of interest or would affect an applicant's ability to impartially apply the law.

17. Indicate (Yes or No) whether you have ever:

(a) been arrested, charged with, pled guilty or *nolo contendere* to, or been convicted of the violation of any law or ordinance, or been requested to appear before any prosecuting or investigative agency in connection with any matter in any jurisdiction, including all traffic offenses, unless the fine was less than \$50 and there were no other sanctions?

Yes No

(b) failed to answer any summons or other legal process served upon you personally at any time? Yes No

(c) as a member of any armed forces, been the subject of any charges which may have resulted in disciplinary action or court martial? Yes No

- (d) had any proceedings brought to have you declared a ward of any court or adjudged an incompetent? Yes No
If your answer is "yes" to any part of this question, state the facts in detail. Give the name and place of the court or agency, dates of the beginning and end of any action or proceeding, case numbers, and the judgment or other disposition.

18. (a) Has a tax lien or other collection procedure ever been instituted against you by federal, state or local authorities? Yes No
In particular, have you been the subject of any proceeding, criminal or civil, initiated against you by the Internal Revenue Service or a State Tax Office? Yes No
If so, give particulars, including case numbers.

- (b) Have you ever been sued by a client? Yes No
If so, give particulars, including case numbers.

- (c) Have you ever been a party in any other legal proceeding? Yes No
If so, give the particulars. Include all legal proceedings in which you were a party in interest, including petitioner or respondent in dissolution or divorce proceedings; a material witness; a named co-conspirator or correspondent; and subject or witness in any grand jury proceedings. Do not list proceedings in which you were sued only in a representative capacity (e.g. guardian ad litem, or as Commissioner of Natural Resources).

(d) Has a court ever found you to have provided ineffective assistance of counsel?

Yes No

If so, provide the particulars including petitioner and case number.

19. State the nature and disposition of any of the following actions which apply to you:

(a) Are there any unsatisfied judgments against you? Yes No

Have you ever defaulted in the performance of any court-imposed obligation, including payment of alimony or child support or compliance with another court order or decree?

Yes No

In each case, list the name and address of the creditor, the court which rendered the judgment, the case number, the date, the amount of the judgment, and the circumstances on which such claim was based.

Has property owned by you been either judicially or non-judicially foreclosed?

Yes No

Please state the circumstances and outcome of any such unsatisfied or default judgment, or of any foreclosure.

(b) Have you ever made an assignment for the benefit of creditors? Yes No

Have you ever filed any petition in bankruptcy? Yes No

If so, state the circumstances, case number, and the outcome.

References and Counsel Questionnaires*

- * **Please Note:** Letters of reference from these persons are confidential and will not be given to the applicant. If the reference asks (in writing) that the letter be shared with the governor, the Council will send designated letters and counsel questionnaires for each nominee. The applicant should not request a copy of the letter from the reference. (You **should not** list the Chief Justice of the Alaska Supreme Court.)

References or letters not solicited by the Council are considered public (with few exceptions) and will be sent to the governor for all nominees.

20. (a) List the names, addresses, **including zip codes**, and **phone numbers** of two persons whom the Judicial Council may contact who can discuss your general character and background.

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

- (b) List the names, addresses, **including zip codes**, and **phone numbers** of three other persons whom the Judicial Council may contact who can discuss your professional competence and qualifications for a judicial position.

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

Name: _____

Address: _____

City/State/Zip: _____ Phone: _____

References and Counsel Questionnaires (continued)

(c) List the names, addresses, **including zip codes, and suite numbers where applicable**, of each attorney involved in your three most recent cases that have gone to trial. Please do not list cases with any pending issues in the trial or appellate courts. (Applicants who are currently judges should list the three most recent trials they presided over.) List only those cases that have gone to trial within the past three years. If you have no cases that have gone to trial within the past three years, you may include cases that went to trial before that date, or may provide up to six cases in response to the next subsection, 20(d). Please include the judge's name and case names and numbers. (*Attach additional pages if necessary.*)

Case Number 1

Case Name: _____ **Case Number:** _____
v. _____ **Judge Name:** _____

Attorneys Involved:

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Case Number 2

Case Name: _____ **Case Number:** _____
v. _____ **Judge Name:** _____

Attorneys Involved:

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Case Number 3

Case Name: _____ **Case Number:** _____
v. _____ **Judge Name:** _____

Attorneys Involved:

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

References and Counsel Questionnaires (continued)

(d) List the names, addresses, **including zip codes, and suite numbers where applicable**, of each attorney involved in your three most recent cases that did not go to trial but in which you did significant work. Please do not list cases with any pending issues in the trial or appellate courts. (Applicants who are currently judges should list the three most recent cases they presided over that did not go to trial but in which they did significant work.) Please include the judge's name and case names and numbers. (*Attach additional pages if necessary.*)

Case Number 1

Case Name: _____ **Case Number:** _____
v. _____ **Judge Name:** _____

Attorneys Involved:

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Case Number 2

Case Name: _____ **Case Number:** _____
v. _____ **Judge Name:** _____

Attorneys Involved:

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Case Number 3

Case Name: _____ **Case Number:** _____
v. _____ **Judge Name:** _____

Attorneys Involved:

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____

Writing Sample

21. Attach one example of a brief, memorandum of law, or legal opinion or similar example of legal writing (10-20 pages in length; 15-25 pages for appellate positions) prepared solely by you within the last five years. Please choose a sample that reflects your ability to do legal research and analysis. If you do not have a good sample of this length, include an excerpt from a longer writing. Make sure the sample contains sufficient facts to make it understandable. (Some reply briefs may not meet these requirements.)

Please do not submit: (a) coauthored writing samples, (b) samples with confidential information unless redacted to remove such information, (c) longer writing samples, (d) samples from open cases including cases on appeal.

22. Has any **public** sanction been imposed against you in response to a complaint, charge or grievance brought against you as an attorney or a judge? Yes No

Have formal grievance procedures been brought against you? Yes No

See Bar Rule 22(b) & (e) concerning public bar grievance procedures against attorneys, and AS 22.30.011(b) and .060(b)(3) concerning public disciplinary grievance procedures against judges.

Have you ever been held in contempt of court? Yes No

Have you ever been fined or otherwise sanctioned by a judge? Yes No

In each case, state in detail the circumstances and the outcome.

Additional Comments (Non-Confidential)

23. Please make any additional comments that you wish to bring to the Council's attention about your experience and suitability for this judgeship.

Additional Comments (Continued)

24. Please indicate whether you prefer to be interviewed in public session or in private session. Your choice of a public or private interview has no bearing on the Council's determination of your qualifications or on the questions the Council may ask. You may change your request in writing at any time before the interview starts (select one).

Public Interview

Private Interview

25. Please prepare a brief biographical statement (***limited to 150 words***) about your background, legal education, and legal experience. Please do not list personal information about minor children. Your picture and a copy of this statement will be scanned and posted on the Council's website after the application deadline. In its bar survey, the Council will invite attorneys to review the information if they wish to become more familiar with your background and experience. Use the form on the following page for your biographical statement. Please leave the box at the top empty. The Council will use this space for your scanned picture. ***To be fair to all applicants, the Council will strictly enforce the 150 word limit.***

If you object to the posting of your picture on the Council's website, please indicate your objection below. If you object, we will not post your picture, although you still must submit two photographs of yourself with your application.

If you check this box **we will not** post your picture on the website.

Biographical Statement

Name _____

Position(s) for which you wish to be considered:

Please leave this area blank

Date: _____

II. Confidential Information (Questions 26-35)

26. Office Telephone: _____
Home Telephone: _____
E-mail: _____
(Reliable e-mail address for important correspondence)
27. Date of birth: _____ Place of birth: _____ Age: _____
28. For the purpose of identifying potential conflicts of interest:
- (a) Spouse's full name and occupation:*
 - (b) Children's names and occupations:
29. (a) Current mailing address: _____
City, State Zip: _____
- (b) Current business address: _____
City, State Zip: _____
30. State every residence you have had in the last five years in the United States or elsewhere, with exact address of each, and the month and year of the beginning and ending of each residence.

*** Also include the full name and occupation of a domestic partner with whom you reside (required to determine possible conflict of interest problems).**

31. Has any private sanction been imposed against you in response to a complaint, charge or grievance brought against you as an attorney or a judge? Yes No

To your knowledge, have any formal complaints (including fee disputes), charges or grievances (not disclosed in response to question 22) been brought against you? Yes No

In each case, state in detail the circumstances and the outcome. Please include all complaints even if they were dismissed or not accepted for investigation.

32. If you have been a judge, have you received notice of public charges, a cautionary letter, private admonition, or other confidential sanction from the Alaska Commission on Judicial Conduct? Yes No

In each case, state in detail the circumstances and the outcome.

33. Please estimate your total income* for each of the three years immediately preceding the date of this application. This information is used to evaluate active practice of law and potential conflict of interest issues.

Year	Total Income*	Percent of Total Income* Derived From the Practice of Law

* This is your “adjusted gross income” as defined on your 1040 tax form, but should not include income attributable to a spouse or other person.

Conflict of Interest

34. Please identify, with particularity: (a) every entity in which you have any interest financial or otherwise and describe the interest; (b) any person who, through a relationship with you, might create a conflict of interest if you were appointed, and describe the conflict.

What steps, if any, would you take to avoid potential conflict of interest under the Code of Judicial Conduct if you were appointed to the bench?

Complaints of Discrimination

35. Has a formal or informal complaint of racial, sexual, national origin, disability or religious discrimination, including harassment, ever been brought against you? If so, please explain.

Ability to Perform Job-Related Functions

36. Is there any reason why it might be difficult for you to perform fully all of the requirements of this position as set out in the judicial position description attached to this application? Yes No

If so, please explain how you will be able to perform job-related functions, with or without reasonable accommodation.

37. Please describe in detail, any chronic illnesses or conditions, including substance use disorders or mental or psychological conditions that would materially impact your ability to perform the duties of judicial office with or without reasonable accommodation.

III. Confidential Demographic Information (Questions 38-39)

USED FOR STATISTICAL PURPOSES ONLY

Purpose. The sole and exclusive purpose of these questions is to enable Council staff to compile accurate aggregate statistics about the demographics of applicants, nominees, and appointees.

The information you provide here will not be shared with Council members before, during, or after the nomination process. However, you are free to share any information you wish directly with Council members at any time during the process. The information you provide here will not be shared with the governor if you are nominated.

The information you provide here will not be released to the public, except that Council staff may from time to time release aggregate statistical information about the race, ethnicity, and/or gender of applicants, nominees, and appointees as a group.

Providing this information is completely optional.

38. Race/Ethnicity - Which categories describe you? Mark all that apply.

Alaska Native/American Indian

Asian

Black/African American

Hispanic, Latinx or Spanish Origin

Native Hawaiian or Other Pacific Islander

White/Caucasian

Prefer Not to Answer

39. Gender:

Prefer Not to Answer

Certification and Waiver

I hereby certify that, to the best of my knowledge, the information provided on this application is true and complete; and that I am a citizen of the United States and of the State of Alaska, and will be eligible to be licensed to practice law in Alaska at the time of expected appointment (ALASKA CONST. art. IV, § 4).

I waive any privilege of confidentiality I may have with respect to information concerning my qualifications for judicial office that the Alaska Judicial Council may desire to obtain. I specifically authorize the Council to obtain and examine my personnel files from current and past employers, including all files maintained by the Alaska Court System, and to obtain information from any law enforcement agency, any bar association, any occupational licensing board, any educational institution, and any disciplinary body, including specifically the Alaska Bar Association. I further authorize these institutions, organizations, and individuals, and any other institutions, organizations and individuals to make available to the Council all confidential and non-confidential documents, records and information concerning me that the Council may request.

Signature of Applicant

Typed Name

Date

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

Notary Public, State of Alaska

My Commission expires: _____

Release to Obtain Credit History

I specifically authorize the Alaska Judicial Council to obtain information regarding me from any credit reporting agency. I authorize these agencies to make available to the Council all confidential and non-confidential documents, records, and information concerning me that the Council may request.

Social Security Number: * _____

*Social security number is used for the sole purpose of identification for background checks.

Signature of Applicant

Typed Name

Date

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

Notary Public, State of Alaska

My Commission expires: _____

**For Applicants who are or were Judges
Alaska Commission on Judicial Conduct
Waiver of Confidentiality**

Pursuant to Commission Rule 5(e), I waive my rights to confidentiality concerning any actions taken by the Commission under Rule 11(b)(2)-(4). I am seeking a position of (or seeking to retain my judicial position as) a judge or justice on the _____ Court,
name and level of court
and authorize Commission staff to provide a factual summary of any and all actions taken by the Commission to the Alaska Judicial Council and its staff for purposes of determining my qualifications for the position. No other use is authorized by this waiver; however, I recognize that once released, further dissemination of this information may not necessarily be restricted by law.

Name

Signature

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

Notary Public, State of Alaska
My Commission expires: _____

Appendix A

**Writing Sample
(see question 21)**