

IN THE UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA
ATLANTA DIVISION

NOTICE

APPOINTMENT OF NEW UNITED STATES MAGISTRATE JUDGE

The United States District Court for the Northern District of Georgia, Atlanta Division, is accepting applications for a new magistrate judge to succeed retiring Magistrate Judge Gerrilyn G. Brill, beginning January 18, 2016.

The duties of a magistrate judge are numerous, demanding, and wide-ranging. Magistrate judges prepare a high volume of reports and recommendations on motions, both routine and complex, filed in civil and criminal cases. These documents, which are subject to review by both the district court and the Eleventh Circuit, must be high-quality, well-researched, and well-written. Accordingly, exceptional and demonstrated writing, research, and analytic skills are required. In criminal cases, a magistrate judge is responsible for issuing arrest and search warrants; presiding over all pretrial motions and conducting all pretrial proceedings, including suppression, bail, and preliminary hearings; and handling federal § 2255 and state habeas petitions. Duties also include the trial and disposition of misdemeanor cases. In certain types of civil cases, such as Title VII litigation, Fair Debt Collection Act and Truth in Lending cases, social security appeals, and prisoner litigation, a magistrate judge presides over all pretrial matters, including the issuance of reports and recommendations on summary judgment motions. In addition, the magistrate judge presides over discovery disputes and conducts settlement conferences in any case referred by a judge. A magistrate judge may also try any civil case, with or without a jury, upon consent of the parties.

To accomplish all of above, a magistrate judge must be disciplined, hard-working, and able to simultaneously handle a multitude of duties that involve firm time deadlines.

The jurisdiction of a United States magistrate judge is specified in 28 U.S.C. § 636. The minimum qualifications for appointment are set by Judicial Conference regulations and require that an applicant:

- (1) Be a member in good standing of the highest court of a state for at least five years;
- (2) Have been engaged in the active practice of law for a period of at least five years (substitute experience for the active practice of law may include any combination of the following: state judicial officer, federal judicial officer, attorney for a federal or state agency, law clerk to a judge (limited to two years), or other legal experience that is suitable as a substitute in the opinion of the majority of the court);

- (3) Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness;
- (4) Be less than 70 years old; and
- (5) Not be related to a judge of the district court.

A Merit Selection Panel composed of attorneys and other members of the community will review all applicants and recommend to the judges of the district court, in confidence, the five applicants considered to be best qualified. An FBI and IRS background investigation will be conducted prior to any appointment. The district court welcomes applications from qualified individuals of all ethnic, racial, gender, or other groups. The salary of the position is \$185,012 per annum.

Formal application forms and further information on magistrate judge positions may be obtained from:

Linda G. Cooke
Human Resources Manager
United States District Court
75 Spring Street, Room 2013
Atlanta, GA 30303-3309
(404) 215-1750

An application must be submitted by the applicant, himself or herself. Applications must be postmarked no later than June 15, 2015.

All applications will be kept confidential, unless the applicant consents to disclosure. The Merit Selection Panel's deliberations will remain confidential.

Applicants should not initiate contact with individual district judges regarding this vacancy during the merit selection process.