

# **Rules of Procedure for Thirteenth Judicial District Nominating Commission**

These rules are adopted by the Judicial Nominating Commission for the Thirteenth Judicial District of the State of Colorado to supplement the provisions of Article VI, Sections 20 and 24 of the Constitution of Colorado.

## **I. Public Notice of Vacancies.**

The Ex Officio Chair, when a vacancy exists, shall forthwith issue a press release to all daily and weekly newspapers within the district or county, as may be appropriate, the Associated Press and United Press International, announcing the existence of the vacancy, that applications may be obtained from and filed by a certain date with the Ex Officio Chair, and that the applications will be accorded confidentiality.

## **II. Processing Applications.**

The Ex Officio Chair shall process all applications and shall, prior to interview sessions, furnish each Commission member with a file containing a copy of each application and copies of all letters received from references and opposing counsel in cases listed by the applicant.

## **III. Quorum.**

A quorum of the Commission shall be four voting members.

## **IV. Confidentiality.**

In order to encourage as many qualified persons as possible to apply for judicial positions, all Commission records, proceedings and business, including the names of applicants, other than the names of nominees submitted to the Governor, shall be confidential and shall not be discussed outside the Commission meetings, except to the extent necessary to conduct investigations of applicants. All communications, within or without the Commission, shall be marked "Confidential" and persons contacted by letter or orally shall be requested to treat the inquiry as confidential.