

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

A. Requesting the Endorsement

Please send an e-mail correspondence requesting the endorsement to the Minnesota Native American Bar Association (“MNABA”) President and Judicial Endorsements Committee (the “Committee”) at mnabar.org@gmail.com. In the e-mail, please 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 MNABA 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 MNABA. 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 two weeks prior to the date the endorsement is required. If the application period is less than two weeks, the request should be submitted as soon as practical to allow sufficient time for review. (Please note: the MNABA may consider a Request that is submitted within a shorter time period if an explanation is provided.)

Confidentiality: The names and application materials of all candidates shall be kept confidential by the Committee and the MNABA Board (“Board”). Please note that the Committee and/or 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 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.

If the Committee reaches a unanimous decision, it may determine whether to endorse, decline to endorse, or to request additional information from the candidate. Upon unanimous approval, the President or the President’s designee will draft a letter of support. The Committee will then notify the Board of its decision and draft letter, allowing 24 hours for any disagreement. If no disagreement is raised within this period, the decision becomes final, and the letter of endorsement will be sent to the applicant and mailed to the designated address.

If one or more Board members disagree within the 24-hour period, the recommendation will be forwarded to the Board for a majority vote. If the Board approves, the President or designee will send the letter of support.

If the Committee's decision is not unanimous, the recommendation will automatically be forwarded to the Board for a majority vote. If approved, the President or designee will draft and send the letter of support.

If the Committee (if unanimous) or the Board declines to endorse the candidate, the President or Committee Chair will inform the candidate.

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 MNABA or other minority attorneys' organization;
2. Whether the candidate has demonstrated commitment to the Native American 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.