

**Form for Reference of Applicant for Judicial Office**

**Please ensure you have read the Commission’s Guidance on References before completing this reference. It is available on www.judicialappointment.ie/documentation**

**The Commission places particular emphasis on references and values those which are rigorous, objective and discriminating.**

Below is a table which contains the word count limit for the relevant questions on the reference form. All word counts must be strictly adhered to or the reference will be returned to the referee.

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| Section 2: Question 4: Word count 150 words |
| Section 3: Question 6 (c) : Word count 200 words |
| Section 3: Question 7 (b) : Word count 200 words |
| Section 3: Question 8 (b) : Word count 200 words |
| Section 4: Question 9: Word count 300 words |

For all other questions, place an X beside the relevant question to denote your answer.

Once you have completed this reference form, please save it as a Word document and return it to info@judicialappointments.ie .

Please do not save the document as a PDF.

Contact [info@judicialappointments.ie](mailto:info@judicialappointments.ie) if you require any assistance.

# **SECTION 1**

## Name of **APPLICANT**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename** |  |

## Details of **REFEREE**

|  |  |  |
| --- | --- | --- |
| **Surname** |  | |
| **Forename** |  | |
| **Contact Details** |  | |
| Work Phone  (including prefix) |  |  |
| Mobile Phone |  |  |
| E-Mail Address |  |  |

# **Scroll down for next section.**

# **SECTION 2**

## KNOWLEDGE OF AND FAMILIARITY WITH APPLICANT FOR JUDICIAL OFFICE

**Place an X in the relevant box to denote your answer.**

1. **How many years have you known the applicant (choose one)?**

* 1 o
* 2-5 o
* 6-10 o
* 10+ o

1. **Referee Relationship to Applicant (tick all that apply):**

* Judicial colleague o
* Judge before whom applicant has appeared o
* Judge before whom applicant has not appeared o
* Professional colleague o
* Academic supervisor or lecturer o
* Other o (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What is your level of experience of the court to which the applicant seeks appointment (tick all that apply)?**

* Judge of that court (past or present) o
* Judge of another court (past or present) o
* Practise(d) regularly before that court o
* Limited practice before that court o
* No practice before that court o
* Not a practising lawyer o

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| **4. Please give details of your knowledge of and familiarity with the applicant.**  **\*\*\*Word limit: 150 words** |
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**SECTION 3**

ASSESSMENT OF APPLICANT

**Place an X in the relevant box to denote your answer.**

**5. Compared to other lawyers of similar experience, tick one box to indicate how you rank the applicant’s suitability for this judicial office?**

Top 5% o

Top 10% o

Top 25% o

Top 50% o

Lower 50% o

**6(a). From these categories of knowledge, select the *three* in which the applicant is strongest. Place an X in the relevant *three* boxes to denote your answer.**

* An appropriate knowledge of the law, including the functions and decisions of the courts, particularly that relevant to the court to which the appointment concerned relates o
* An appropriate knowledge of and experience in the practice and procedure of the courts, particularly the court to which the appointment concerned relates o
* Expertise in interpreting and applying legal principles and precedents o
* An appropriate knowledge of any particular area of law to which the appointment concerned relates o
* An appropriate knowledge of professional ethics, including how to recognise and deal appropriately with perceived or actual conflicts of interest o
* An appropriate knowledge of alternative forms of dispute resolution o
* An appropriate awareness of the practical considerations that affect the experience of lay participants in the court system, whether as a party to proceedings, as a witness or otherwise o
* An appropriate awareness of the diversity of the population of the State as a whole and of any matters arising from such diversity that may require special consideration in proceedings before a court o

**6(b). Please indicate whether your response in 6(a) relates to**

the applicant’s areas of expertise o

or the applicant’s knowledge generally o

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| **6(c). Please comment generally on your ranking of the applicant’s knowledge.**  **\*\*\*Word limit: 200 words** |
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**7 (a). From this list of skills, select the *three* in which the applicant is strongest (if the applicant is a serving judge) or your expectation of the three in which the applicant is strongest (if the applicant is a practitioner). Place an X in the relevant *three* boxes to denote your answer.**

* Work effectively in demanding situations, with resilience and calmness o
* Communicate effectively and confidently with all court users o
* Produce high-quality written documents, including judgments, in a timely fashion o
* Manage court proceedings effectively and authoritatively while respecting all participants and showing fairness, patience and courtesy o
* Manage and prioritise own responsibilities in a timely fashion o
* Engage constructively and effectively with judicial colleagues and others o
* Work collegially, where the appointment concerned relates to an appellate court o
* Make effective use of information and communications technology for legal and court work o
* Quickly grasp, analyse and respond to information and arguments o
* Able, allowing for any appropriate training that may first be required, to deal with judicial business in branches of the law that may not have fallen within his or her previous area of knowledge o

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| **7(b). Please comment generally on your ranking of the applicant’s skills (or expected skills).**  **\*\*\* Word limit: 200 words** |
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**8(a). From this list of attributes, select the *three* in which the applicant is strongest. Place an X in the relevant *three* boxes to denote your answer.**

* Independence of mind o
* Integrity and strength of character o
* Compassion and empathy o
* A commitment to the fair and impartial application of the law and to access to justice o
* Diligence and a demonstrated capacity to meet the challenges of a demanding role o
* A high degree of professionalism, competence and probity o
* A willingness to learn and develop new competences, either from others or through self-reflection, including successful completion of a particular education or training programme or a particular standard of programme when so required o

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| **8(b). Please comment generally on your ranking of the applicant’s attributes.**  **\*\*\*Word limit: 200 words** |
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**SECTION 4**

## OTHER RELEVANT INFORMATION

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| **9. Please set out here any other matters which you consider relevant to the Commission’s consideration of whether the applicant is suitable for recommendation for appointment to judicial office.**  **\*\*\*Word limit: 300 words** |
|  |

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **SIGNATURE OF REFEREE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_