

# Thirtieth Judicial Circuit of West Virginia

CIRCUIT COURT OF SUMMERS COUNTY  
120 BALLENGEE STREET, STE. 200  
HINTON, WEST VIRGINIA 25951  
TELEPHONE: 304-466-7193

## APPLICATION SEEKING APPOINTMENT TO MAGISTRATE VACANCY (Division I)

Due to Magistrate J.W. Jeffries, Jr.'s recent notice of retirement, there is a vacancy of the office of Magistrate in Division I of the Magistrate Court of Summers County, effective immediately. By law, the Judge of the Circuit Court of Summers County is required to appoint an eligible person to fill the vacancy until the next applicable election. See W. Va. Code § 50-1-6.

**THIS APPLICATION MUST BE COMPLETED TO BE CONSIDERED FOR APPOINTMENT TO FILL THIS VACANCY.**

### ELIGIBILITY REQUIREMENTS

To be considered for appointment as Magistrate, the applicant must satisfy the following minimum requirements:

- At least 21 years of age
- High school diploma or its equivalent
- Never convicted of any felony crime or any misdemeanor crime involving moral turpitude
- Resident of Summers County, West Virginia
- Cannot be an immediate family member of any other magistrate in Summers County. (Immediate family means the relationship of mother, father, sister, brother, child, or spouse).
- **THIS POSITION IS NON-PARTISAN AND WILL BE APPOINTED ON A NON-PARTISAN BASIS.**

### INSTRUCTIONS

1. All applicants for the Magistrate vacancy must complete this Application in full and return the original of the Application Form and one (1) copy the Application Form (and the other documents set forth below) by ***mail*** to:

Amy L. Mann, Circuit Judge  
Circuit Court of Summers County  
120 Ballengee St., Ste. 200  
Hinton, WV 25951

Applications (and other documents set forth below) may also be ***hand-delivered and submitted*** to the Circuit Clerk of Summers County, 120 Ballengee St., Hinton, WV 25840. DO NOT send applications by fax or email.

2. **DEADLINE:** The application window for consideration for this position will be closed on April 18, 2025 All Applications must be ***received*** by the Circuit Court **no later than Friday, April 18, 2025.**
3. If additional space is needed to provide a complete response, separate page(s) may be used setting forth the question in full and the response.
4. Responses may be typed or legibly printed.
5. If a question is not applicable, indicate this by marking “N/A.”
6. **ADDITIONAL DOCUMENTS:** In addition to the completed Application, the applicant must provide a (i) cover letter referencing the vacancy being applied for, (ii) a resume, and (iii) a writing sample.
7. Applications that are incomplete or illegible may not be considered.
8. **RECOMMENDATION LETTERS:** Recommendation letters are not required, but any recommendation(s) for an applicant must be made in writing only ***and*** must be submitted with the completed Application. ***DO NOT*** have recommendation letters separately mailed or delivered to the Circuit Court. To be considered, recommendation letters must be included as part of the application packet.
9. Following the application deadline, the Circuit Court will set interviews in its discretion. Not all applicants are guaranteed an interview.