

Eighth Judicial Circuit of West Virginia

CIRCUIT COURT OF KANAWHA COUNTY
111 COURT STREET, SUITE 2
CHARLESTON, WV 25301
TELEPHONE: 304-357-0440

APPLICATION SEEKING APPOINTMENT TO MAGISTRATE VACANCY

Due to Magistrate John Luoni's recent resignation, there is a vacancy for the office of Magistrate Court of Kanawha County, effective September 17, 2025. By law, the Chief Judge of the Circuit Court of Kanawha 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 Kanawha County, West Virginia
- Cannot be an immediate family member of any other magistrate in Kanawha 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:

Christopher McClung, Court Administrator
Circuit Court of Kanawha County
111 Court Street, Suite 216
Charleston, WV 25301

Applications (and other documents set forth below) may also be hand-delivered and submitted to the Circuit Clerk of Kanawha County at the address above. Do not send applications by fax.

2. **DEADLINE:** All Applications must be received by no later than Monday, December 1, 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.

I. PERSONAL IDENTIFICATION

1. Full Legal Name: _____
2. Other names by which you have been known: _____

3. Current Employer's name: _____
4. Employment address: _____
City: _____ State: _____ Zip: _____
5. Residential Address: _____
City: _____ State: _____ Zip: _____
6. Contact number: _____
7. Date and Place of birth: _____
8. Are you an American citizen? _____
9. Length of continuous residence in WV _____
10. Length of continuous residence in Fayette County _____
11. Email address _____
12. Are you related by blood or marriage to any person working in the Court system in Fayette County?
If yes, identify such relatives and the positions they hold.

II. SERVICE IN THE ARMED FORCES
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1. If you are or have been a member of the armed forces of the United States, please state the following:

- a) Branch of Service:
- b) Dates of Active Duty:
- c) Current Rank or Rank at Separation:
- d) Explain if discharge was other than honorable:

III. HEALTH

1. Do you have any mental or physical impairment(s) that would affect your ability to perform the duties of a Magistrate judge with or without reasonable accommodations?

IV. EDUCATION

1. List high school of graduation, date of graduation, and class rank, if known.
2. If you hold a GED or other high school equivalency, identify the date of completion and agency or entity through which you completed the GED or other high school equivalency.
3. List all colleges and universities attended, the dates attended, and any degrees awarded.
4. List any other post-secondary education or training you believe is relevant to your qualifications for the office of Magistrate, including dates attended.

V. EMPLOYMENT/WORK HISTORY

1. For each job you have held in the past 20 years, list the names of your employers, the dates of employment, positions held and the reason(s) the employment ended.
2. Are you now or have ever been an owner, officer, or director of any for-profit business enterprise? If yes, state the name of such business enterprise, the nature of the business and your specific involvement with respect to each such business enterprise.

3. “Lobbying and Special Interest groups, firms or organizations” are those that use various forms of support, advocacy, sponsorship, or promotion to attempt to influence public opinion, public policy or decisions of legislators or government officials.

Have you ever received a contribution, a fee or compensation from any Lobbying or Special Interest group, firm, or organization? If yes, state the name of the group, firm, or organization; state the contribution(s), fee(s), or compensation you received; and state the purpose of the contribution(s), fee(s), or compensation.

VI. HONORS

1. List any professional or community honors, prizes or awards you have received.

VII. PUBLICATIONS

1. If you have published any books, articles or editorials, list them, giving citations and dates:

2. “Social Media” are media for social interaction using internet and web-based tools to turn communication into interactive dialogue and to publish recorded information and documentation including, but not limited to, videos, pictures, and audio recordings. Examples of Social Media include, but are not limited to, YouTube, MySpace, Facebook, Google Docs, Epinion, PBWorks, Topix, LinkedIn.

a) List all Social Media to which you subscribe, are a member or have an account.

b) If you have published any documents, videos, pictures, or audio recordings on Social Media that depict the subject of such publication in a negative or false light, provide the specific web address(es) of each publication and an explanation of what each publication depicts.

c) If you have knowledge of any documents, videos, pictures, or audio recordings published on Social Media that depict you in a negative or false light, provide the specific web address(es) of each publication and an explanation of what each publication depicts.

VIII. PUBLIC OFFICE

1. Have you ever been a candidate for or held a public office, other than the office of Magistrate? If yes, explain:

IX. MAGISTRATE EXPERIENCE

1.
 - a) Have you ever held the office of Magistrate or been a candidate for such office? If yes, state the court(s) involved and the dates of service, or dates of candidacy.
 - b) If you have held the office of Magistrate, state the types of legal matters over which you presided during your time as Magistrate.
 - c) If you have held the office of Magistrate, state the names and addresses of five (5) attorneys knowledgeable of your work, temperament, and abilities.
 - d) Have you ever served as a Magistrate assistant in any court in the State of West Virginia? If so, state the county/court(s) involved and the dates of service.
2. List any prior quasi-judicial experience ("Quasi-judicial" means actions of an agency, board, or other government entity in which there are hearings, orders, judgments, or other activities like those conducted by courts.)

X. CONDUCT

1. Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation, or ordinance (other than a minor traffic/parking ticket)? If yes, please explain:
2. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, fraud, misrepresentation, dishonesty, or unethical conduct? If yes, please explain:
3. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, disciplinary committee, or professional group? If yes, please explain:
4. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities? If no, please explain:

5. Have any liens or claims ever been instituted against you by the federal, state, or local authorities? If yes, please explain:
6. Do you have any unsatisfied judgments against you? If yes, please explain:
7. Are you now, or have you ever been found, to be delinquent or in arrears on payments for spousal or child support? If yes, please explain:
8. Have you ever been subject to any domestic relations order, including, but not limited to, a domestic violence petition or any other similar restraining order? If yes, please explain and provide documentation:
9. Do you owe any person or company a debt over \$5,000, other than a debt to a family member, a mortgage, student loan, or a motor vehicle loan? If yes, please explain:
10. Have you ever been a party to or personally involved in any civil legal proceeding? If yes, please explain:

XI. PROFESSIONAL AND OTHER ACTIVITIES
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1. a) List all associations and professional societies or organizations of which you are currently a member and the length of such membership. Give the titles and dates of any office you have held in any such associations, societies, or organizations.
- b) List all organizations and clubs, other than associations and professional societies or organizations identified in response to 1(a) above, which you have been a member during the past ten (10) years, the dates of such membership(s) and include the titles and dates of any offices you have held in each organization or club.
2. State any achievements or actions you have accomplished or actions in which you have been engaged which would demonstrate your commitment to equal justice under the law.
3. State any additional education, work, or life experiences you believe would assist you in successfully fulfilling the duties of a Magistrate.

4. State any other pertinent information reflecting positively or adversely on you, which you believe should be disclosed to the Circuit Court of Fayette County in connection with your possible selection as a Magistrate judge.

XII. REFERENCES

1. List three (3) individuals as references who are familiar with your talents, skills, and abilities.

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

2. List three (3) individuals as references who are familiar with your personal character and demeanor.

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

XVI. APPLICANT'S DECLARATION

I declare under the penalties of perjury that all responses and other information submitted herewith are true and accurate, to the best of my knowledge.

<table border="1" style="display: inline-table;"><tr><td>Signature of Applicant</td></tr></table> _____	Signature of Applicant	<table border="1" style="display: inline-table;"><tr><td>Date</td></tr></table> _____	Date
Signature of Applicant			
Date			

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the Circuit Court of Kanawha County to request a criminal history on me from the appropriate law enforcement agencies and to request that the appropriate law enforcement agencies conduct a general background investigation and to copy and disseminate such records or results to others involved in the selection process. I further authorize any law enforcement agency to conduct a general background investigation on me and to release any and all information obtained in the investigation to Christopher McClung, Court Administrator, Circuit Court of Kanawha County, West Virginia, 111 Court Street, Suite 216, Charleston, WV 25301, and others involved in the selection process.

Date

Signature

Date of Birth

Social Security Number

Name: _____

Address: _____
