

TO: Members of the Harford County Bar Association
FROM: Michael E. Leaf, Esquire, Chair, and Heather Yeung, Vice-Chair,
Harford County Bar Association, Judicial Nominations Committee
DATE: February 14, 2018
RE: Updated procedures to be followed by the Committee on Judicial Nominations
for Upcoming Vacancy on the Circuit Court for Harford County

In anticipation of a judicial vacancy in the District Court, the Harford County Bar Association Committee on Judicial Nominations has updated its policies and procedures. In its evaluation of applicants for a judicial vacancy, the Committee will consider the following:

- (1) Responses from the members of the Harford County Bar Association sourced via Survey Monkey. The Survey Monkey link will be circulated to all members whose payment of dues is current, and will be sent via email. If the email on file with the Bar blocks emails from outside sources, please provide an alternate email address to Genna prior to the judicial application cycle.
- (2) The Confidential Personal Data Questionnaire and writing samples of each candidate. In order for the Committee to receive each candidate's Questionnaire, the Questionnaire must include an affirmative authorization for its release to the Harford County Bar Association. Pool candidates who have been nominated by the Judicial Nominating Commission within the past two years (and, therefore, are not required to submit a new Confidential Personal Data Questionnaire) should submit a copy of their previous Confidential Personal Data Questionnaire and writing samples to Committee Chair Michael Leaf (at 139 North Main Street, Suite 100, Bel Air, Maryland 21014 or mleaf@pklaw.com) so that they can be made available to the Committee for consideration. The Committee will evaluate and rate every candidate even if a copy of the Questionnaire is not provided to the Committee.
- (3) Letters of recommendation or comments. If not already appended to a candidate's Questionnaire, these can be provided to the Committee care of Committee Chair Michael Leaf.
- (4) Personal interviews of each candidate. Candidates will be contacted by the Committee to schedule their interview.
- (5) Personal knowledge.

The Committee will rate each candidate as "Highly Recommended," "Recommended," "Not Recommended at This Time," "Not Recommended," or "Insufficient Information." The Committee will issue a Confidential Report consisting of the Committee's recommendation for each candidate, the breakdown of Committee members' votes, and a concise written explanation for each recommendation. The Report will be submitted to the Administrative Office of the Courts for distribution to the Trial Courts' Judicial Nominating Commission for Harford County and to

the Governor. Each candidate's individual excerpt of the Report will be made available to that candidate after the report has been officially submitted.

The current members of the Committee on Judicial Nominations are: Ryan Anderson, Gus Brown, Mike Comeau, Tracey Delp, John Karas, Chair Mike Leaf, Debbie Lynch, Mark Meehan, Wayne Norman, Carl Schlaich, Joe Snee, and Gail Spielberger, and Vice Chair Heather Yeung. Former members Bob Kahoe and Kelly Casper have both stepped down from the Committee as of January and February, respectively. Their input and assistance will be sorely missed. Members of the Committee who are or will be candidates will not participate in any proceedings of the Committee.