

NOTICE OF VACANCY OF UNITED STATES MAGISTRATE JUDGE POSITION

The Judicial Conference of the United States has authorized the appointment of a full-time United States magistrate judge for the Western District of Oklahoma City to fill the vacancy anticipated by the retirement of Magistrate Judge Shon T. Erwin on June 1, 2027. The position will be located in Oklahoma City but periodic travel to Lawton, Oklahoma may be required.

The duties of the position are demanding and wide-ranging and will include: (1) providing substantial research and writing assistance to the court for which demonstrated legal scholarship is required; (2) conducting of most preliminary proceedings in criminal cases; (3) trial and disposition of misdemeanor cases; (4) conducting various pre-trial matters, evidentiary proceedings and summary (advisory) jury trials on delegation from the judges of the District Court; (5) trial and disposition of civil cases upon consent of the litigants; and (6) mediation and settlement conferences in cases referred by district judges. The basic jurisdiction of the United States Magistrate Judge is specified in 28 U.S.C. § 636.

To be qualified for appointment an applicant must:

1. Be, and have been for at least five years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the United States Virgin Islands;
2. Have been engaged in the active practice of law for a period of at least five years (with some substitutes authorized);
3. Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness;
4. Be less than seventy years old; and
5. Not be related to a judge of the District Court.

The courts provide fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. Public trust and confidence are enhanced when the judiciary's workforce is highly competent and dedicated to the cause of justice. The judiciary can and should strive to recruit and retain the best and the brightest from all backgrounds and life experiences.

A merit selection panel composed of attorneys and other members of the community will review all applications and recommend to the district judges in confidence the five persons it considers best qualified. The court will make an appointment to the position following an FBI full-field investigation and an IRS tax check of the applicant selected. The individual selected must comply with the financial disclosure requirements pursuant to the Ethics in Government Act of 1978, Pub. L. No. 95-521, 90 Stat. 1824 (1978) (as amended) (codified at 5 U.S.C. §§ 13101-13111) as implemented by the Judicial Conference of the United States. The current annual salary of the

position is \$229,908. The term of office is 8 years; incumbents may be reappointed to successive terms.

An affirmative effort will be made to give due consideration to all qualified applicants without regard to race, color, age (40 and over), gender, religion, national origin, or disability. The essential function of courts is to dispense justice; an important component of this function is the creation and maintenance of diversity in the court system.

The court emphasizes that excellent legal scholarship, quality legal research and writing skills, and experience are critically important requirements for performance of this federal judicial position and therefore will factor greatly in the selection process. Training and experience in alternative dispute resolution procedures is recommended.

Further information on the magistrate judge position may be obtained from Joan Kane, Clerk of Court, (405) 609-5050.

HOW TO APPLY: Application forms are available on the court website at www.okwd.uscourts.gov. Applications must be submitted by the applicant personally, indicating the person's willingness to serve if selected. Applications that are not complete will not be considered. **Applications must be received to the email address below no later than midnight (central) on Friday July 10, 2026.**

Applicants must submit a cover letter, completed application, and a writing sample *in a single PDF file* by email to: okwd_mjvacancy@okwd.uscourts.gov with the subject line "Magistrate Judge Vacancy 26-8."

Applications received after midnight on July 10, 2026, will not be considered.

All applications will be examined by the clerk of court for compliance with these instructions. Otherwise, all applications will be shared only with the members of the merit selection panel and the judges of the District Court, unless the applicant consents to disclosure. The panel's deliberations shall remain confidential.

For the Court:


SCOTT L. PALK
CHIEF JUDGE