

## **INSTRUCTIONS FOR COMPLETING QUESTIONNAIRE FOR CANDIDATES FOR ELECTED JUDICIAL OFFICE**

The Independent Judicial Election Qualification Commissions evaluate candidates for elected judicial office pursuant to the Rules of the Chief Administrator of the Courts (22 NYCRR part 150).

Unless otherwise indicated, every question on the Questionnaire must be answered, even if the answer is "no". If a question is not applicable, so indicate. If the space given is insufficient for an answer, attach separate sheets to the Questionnaire. Any changes in circumstances that would affect your answers after the submission of the Questionnaire should be promptly sent to the Commission. Candidates will need to submit an original and 15 copies of the completed [Questionnaire](#) and attachments to Timothy P. O'Keefe, Director, Third Judicial Department Independent Judicial Election Qualification Commissions, 286 Washington Avenue Extension, Suite 202, Albany, New York 12203. In addition, **all** candidates must submit, as a separate document, one original release (no copies required) for information from the Grievance Committees ([Appendix A](#)). **All sitting and former judges** must also submit, as a separate document, an original release (no copies required) for the Commission on Judicial Conduct ([Appendix B](#)).

**Please be advised that Questionnaires will not be accepted after August 15, 2016 without a showing of good cause for the delay.**

All papers filed with the Commissions and all proceedings of the Commissions are confidential (22 NYCRR 150.8).

**Please note:** In order to save your answers on the Questionnaire form, you should use Adobe Reader 8 or higher. The upgrade is available at: [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html). (If you use an older version of Adobe Reader, you cannot save your typed-in data electronically, although you can print out copies of the completed form for your records.)