CIVIL COURT OF THE CITY OF NEW YORK
HOUSING PART ADVISORY COUNCIL
2021
HOUSING JUDGE QUESTIONNAIRE

This questionnaire must be typed, unless there are extraordinary circumstances.
To obtain a copy by e-mail, send request to: ldunlapm@nycourts.gov

NOTICE TO APPLICANTS

Public Disclosure of Names of Applicants

The Advisory Council to the Housing Part of the Civil Court maintains a general policy of confidentiality with respect to the application and review process leading up to the nomination of candidates for Housing Judge. However, to obtain vital information and to investigate fully the qualifications of candidates, it is necessary to reveal the names of applicants. Confidentiality is maintained through the first round of interviews by subcommittees of the Council. After the Council determines which candidates will be interviewed by the full Council, that list is released publicly and comments are solicited.

Residence

The Housing Court Act, Section 110 of the Civil Court Act, contains no residence requirements for Housing Judges and the Public Officers Law requires only that a person holding civil office be a resident and a domiciliary of New York State. However, by reason of the unique duties and responsibilities of Housing Judges, it is the policy of the Council that, absent extraordinary and compelling reasons, it will not recommend the appointment of an applicant who is not a resident of New York City or does not pledge to relocate to New York City if appointed.

INSTRUCTIONS ON COMPLETING QUESTIONNAIRE

If a question does not apply, answer "DNA". If there is insufficient space to answer any questions, please provide additional sheets.

1. **Full Name**:_____

   Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work record? Yes_____ No___If yes, explain.

2. Current residence address:

   Current home telephone:
   Cell Phone:
   E-Mail:

   Own ___Rent_____

   Number of years at current address: _____If less than one year, previous address(es) during past year:

3. Do you rent, other than for a season, or own any additional homes? ___ Yes ___ No. If so, please list address(es):
   Address 1.
   Address 2.
   Address 3.

4. Current business address: Current business phone:

Cell Phone:

E-Mail:

5. List any prior years that your qualifications were reviewed by the Advisory Council and the result(s):

6. List in reverse chronological order all employment and periods of unemployment since graduation from law school. (If law school attendance did not commence within a few months following completion of undergraduate course study, list also all employment and periods of unemployment between college and law school.) Continue on additional pages, if necessary.

Name of Employer:
Name of Supervisor:
Dates of Employment:
Telephone No:
Nature of Employment:
Reason for Leaving

Name of Employer:
Name of Supervisor:
Dates of Employment:
Telephone No:
Nature of Employment:
Reason for Leaving:

Name of Employer:

Name of Supervisor:

Dates of Employment:

Telephone No:

Nature of Employment:

Reason for Leaving:

Name of Employer

Name of Supervisor:

Dates of Employment:

Telephone No:

Nature of Employment:

Reason for Leaving:

Name of Employer:

Name of Supervisor:

Dates of Employment:

Telephone No:

Nature of Employment:

Reason for Leaving:

Name of Employer:

Name of Supervisor:

Dates of Employment:

Telephone No

Nature of Employment

Reason for Leaving:

7. (a) Have you ever held public or political office, elected or appointed, other than ones listed in answer to Question 6 above? ____Yes ____No. If so, please state position held, dates of service and whether the office was attained by election or appointment.

(b) Are you related by blood or marriage or do you have a significant relationship with anyone involved in the appointing or nominating process with respect to the position you are seeking?___ Yes __No. If so, please provide name, position and relationship.

(c) Are you related by blood or marriage or do you have a significant relationship with any attorney or judge, or any other person whose employment, position, affiliation or activity may reasonably create, with respect to your carrying out the duties of the office you are seeking, appearance of a conflict of interest? ____ Yes ___ No. If so, please provide name, relation, employment, position, affiliation or activity:

8. Have you ever been engaged, on your own account or with others, in any business or profession, part-time or full-time, other than those listed in your answer to Question 6 above?

___Yes ___ No.

Type of Business or Profession:

Name of Employer:

Address:

Position Held:

Dates:

Reason for Termination of Business:

Type of Business or Profession:

Name of Employer:

Address:

Position Held:

Dates:

Reason for Termination of Business:

Type of Business or Profession:

Name of Employer:

Address:

Position Held:

Dates:

Reason for Termination of Business:

9. (a) Have you ever been issued a license, other than a marriage license, license to practice law, license as a notary public or a driver's license? _____Yes____No. If so, please describe the license, and list the dates of its' initial issuance and its' last renewal:

(b) Has any license, including a license to practice law, a license as a notary public, or a driver's license, ever been revoked or suspended? ____ Yes ___ No. If so, please describe the circumstances:

10. Colleges and professional schools (other than law schools) attended:

Date of School Graduation	Location	Degree	Honors	Dates Attended

11. Law Schools Attended:

Date of School Graduation	Location	Degree	Honors	Dates Attended

12. Post Law School Continuing Legal Education:

Description of Course	Seminar	Number of Hours

13. State all courts in which you are admitted or have ever been admitted to practice, together with dates of admission:

(a) New York (Provide Judicial Department): Date of Admission:

(b) All other Federal and State Courts: Date of Admission:

(I)

(II)

(III)

(IV)

14. State all areas of law in which you have concentrated or have had substantial experiences for any sustained period of time:

15. Have you ever resigned from a position as, or for other reasons and ceased to be:

(a) a member of the bar or bench of any state or court in any jurisdiction? ___ Yes ___ No.

(b) a member of a governmental body, a hearing officer or magistrate or an occupant of any other similar position?____ Yes ___ No. If so, please describe:

16. Are you now, or have you ever been, the subject of any formal complaint or charge filed with any disciplinary committee, court, government agency or bar association arising out of your official or professional responsibilities during the course of your:

(a) Law practice? ___ Yes ___No

(b) Public or judicial service? ____Yes ___ No

(c) Campaign for public or political party office? ____ Yes ___ No

If so, please describe each complaint or charge and its outcome, including whether the governmental agency or other entity to which such complaint or charge was made censured you, issued a caution, imposed a sanction or took any other action whatsoever criticizing your conduct, even if the complaint or charge was dismissed:

17. Are you now, or have you ever been the subject of any claim of malpractice, in an action or otherwise? ___ Yes ___ No. If so, please describe the claim and/or proceeding and its outcome. If you are or were a member of a firm or organization that was the subject of any claim of malpractice, please describe the claim if it is related to a case or matter on which you worked and state whether your conduct was the subject of the claim:

18. Have you, your firm, employer or any of your clients ever been cited or the subject of a motion for contempt or otherwise sanctioned pursuant to Rule 130-1.1 of the Uniform Rules of the New York State Trial Courts, Rule 11 of the Federal Rules of Civil Procedure upon you or them as a result of your conduct in which you participate in any judicial or administrative proceeding? ___ Yes ___No. If so, please describe each incident, even if the citation or sanction was later withdrawn, suspended or modified:

19. Have you ever been convicted of any crime other than a non-moving traffic violation (include proceedings in the armed forces)? ___ Yes ___ No. If yes, give details.

20. In relation to any conduct, act or omission on your part or done with your knowledge, has any Federal, State, City or other governmental agency, or a grand jury initiated or completed an investigation of you or of any law firm, corporation, business, partnership, joint venture, government agency or other similar entity with which you are, or were at the relevant time, affiliated?____ Yes ___ No. If so, please describe each investigation and its outcome:

21. Have you ever been involved as a party to any litigation (criminal, civil or administrative), other than an action you have previously identified in Question 20? ___ Yes ___ No. If so, please describe including the disposition of the matter (e.g., pending, settled, judgment, dismissed).

22. Are there any unsatisfied judgments, tax warrants, tax liens or mechanics' liens outstanding against you or property you own or have an interest in?____Yes ___No. If so, please describe:

23. Are you in default or has any party claimed that you are in default of any court order, including alimony or support decrees?____Yes ___ No. If so, please describe:

24. Has any petition in bankruptcy ever been filed by or against you? ___ Yes ___ No. If so, please describe:

25. Have you timely filed all required Federal, State, City and/or appropriate County income tax returns appropriate to your place of residence for the last 10 years? ___ Yes ___ No. If no, please describe:

26. Has any Federal, State, City or other taxing authority claimed that you have failed to pay adequate taxes, penalties or other charges for any tax year? ___ Yes ___ No. If so, please describe:

27. A sitting judge is expected to be on the bench or otherwise handling legal matters by about 9:30 a.m. for at least seven hours per day, five days per week. Are you able to perform those tasks with or without accommodation? ___ Yes ___No.

28. At times, a judge's responsibilities may require him or her to sit on the bench, to be at court or to perform work into the evenings and on weekends. Are you able to perform these tasks with or without accommodation? ___ Yes ___ No.

29. A judge may be required to handle emergency applications, cope with media scrutiny, issue quick decisions, deal with fractious litigants, and otherwise respond to extremely stressful situations. Are you able to perform these tasks with or without accommodation?
___ Yes ___ No.

30. Do you currently use any illegal drugs, abuse alcohol, or abuse any prescription drugs?
___ Yes ___ No. If so, please describe:

31. Has an employer or supervisor ever counseled you regarding, or expressed concern about, your absenteeism? ___ Yes ___ No.
(a) If so, please describe the frequency of the absenteeism complained of:

(b) Was the situation rectified? If so, how:

32. Do you know of any factors that would adversely affect your ability to competently serve as a judge, to comply with a judge's ethical responsibilities, or to complete the day-to-day responsibilities that a judge is required to assume? ___ Yes ___ No. If so, please explain:

33. Are you a member of any bar association or professional organization? ___Yes ___ No. If so, please provide the following information for each such association or organization:

Name of Association Service	Dates of Membership	Committee

Name of Association Service	Dates of Membership	Committee

34. Describe any significant community activities in which you have engaged:

35. Have you written articles for publication? ___ Yes ___No. If so, please provide the name and date of the publication and the title of each article:

36. Have you had any teaching experience in law or related fields? ___ Yes ___ No. If so, please describe:

37. Have your qualifications for public office previously been reviewed by any bar or other professional association? _____ Yes _____No. If so, please identify the organization, state the date of the review, and detail all findings by the organization:

38. If you or any member of your immediate family or "significant other" own or have any interest of any nature whatsoever in real estate, describe the property, address, number of tenants, approximate rent roll, rent regulatory status, etc.:

39. If you ever have represented or served as an officer or member of any realty or tenants' organization, please furnish name, address, nature of organization, dates of membership and position you occupied:

40. Since Section 110(f) of the New York City Civil Court Act requires the Advisory Council to consider a candidate's "knowledge of federal, state and local housing law and programs," please describe the nature and extent of your knowledge, how you obtained and maintained it, or why you feel that any lack of such knowledge is outweighed by other factors in your case:

41. List the dates and nature of any service as a judge of any court; small claims arbitrator; AAA or other arbitrator; mediator, hearing officer, special master or similar position:

42. Please use this space to provide any of the following:

(a) Any matter which might come to the attention of the Advisory Council upon inquiry to others which might tend to reflect negatively on your application or your ability to perform the duties of a Housing Court Judge; and

(b) Any information not previously provided, favorable or unfavorable, relating to your desire and ability to serve as a Housing Court Judge.

(c) Reasons why you want to be a Housing Court Judge at this time.

ATTACH THE FOLLOWING SCHEDULES TO THIS QUESTIONNAIRE.

AS TO EACH SCHEDULE, SPECIFY THE QUESTION NUMBER TO WHICH IT APPLIES.

In answering Questions 43-50 about your litigation experience, you may include adversarial proceedings before a court, an administrative tribunal or an arbitrator or other forum for alternate dispute resolution. In addition, you should count as "trials" all adversarial evidentiary hearings involving presentation of witness testimony.

43. **For Attorneys**: Attach a statement specifying:

(a) the types (i.e., civil, criminal or administrative) and numbers of each type of trials you have conducted in the past five years:

(b) the number of significant cases in category (a) of this question which ended in a verdict or judgment or ruling by the trier of fact:

(c) the number of cases listed in category (a) of this question which were tried before a jury:

(d) the courts or other tribunals in which the cases were tried:

(e) the number and types of appeals briefed in the past five years:

(f) the number of appeals argued and the courts in which the arguments were heard:

(g) the number and types of dispositive motions you have litigated in the past five years:

(h) the number of dispositive motions you have argued and the courts or other tribunals in which the arguments were heard:

(i) the title and citation of reported cases in which you conducted the trial, wrote the brief and/or argued the appeal, or wrote the papers on the dispositive motion.

44. **For Attorneys**: Submit a list of the last ten trials, dispositive motions, or appeals in which you have actively and substantially participated in any state or federal court at the trial or appellate level, including the title of the case, the index, docket or indictment number, the court in which the case was heard, a concise description of the nature of the case, the date of the trial or oral argument, the name, address and telephone number of each adversary and co-counsel, and the name(s) of the judge(s) who presided at trial or sat on the appellate panel. For each appellate matter, please submit one copy of your brief.

45. For Attorneys: Attach a statement describing your legal experience other than litigation. Include in that statement a general description of the last ten matters you handled and the names, addresses and telephone numbers of the lawyers, other than your associates, employees, partners, co-tenants, supervisors or employers, with whom you worked on each of the ten matters. For example, judicial law clerks should list the attorneys with whom they have had substantial contact. Similarly law professors should list attorneys, judges and/or other law professors who are familiar with their work.

46. For Judges: Submit a list of your ten most recent opinions with the citation to each or a copy thereof if not published.

47. For Judges: Submit a list of the last ten trials or appeals over which you have presided, including the title and dates of each case, a brief description of the nature of each case, and the names, addresses and telephone numbers of the attorneys involved.

48. **For Judges**: Submit a list of the governmental agencies, private lawyers and private law firms which have appeared before you in the last year on a regular basis, specifying the name and phone number of the supervising attorneys for such agencies and law firms.

49. **For All Candidates**: Submit a list of the names, addresses and telephone numbers of any judge, public officials or attorneys whom you suggest the Committee contact with respect to your candidacy.

50. For All Candidates: Please specify any additional information, which is reasonable to expect the Committee would want to know, when it considers your qualifications for the office you seek.

OATH OF HOUSING JUDGE APPLICANT

STATE OF NEW YORK)

: ss.:

COUNTY OF

The undersigned, being duly sworn, deposes and says:

1. To my personal knowledge, the contents of the annexed application ("Application") are true, accurate and complete.

2. I understand that I have a continuing obligation to provide the information requested in the Application.

3. I agree to provide additional information with respect to any changes which would require further or different answers promptly during the Application process. Should I be appointed as a Housing Judge, I shall provide to the Advisory Council promptly during my term of office any changes with respect to such information.

4. I understand that any misrepresentation in this oath or in the Application may be punished as perjury.

5. In addition, I understand and agree that any misrepresentation will form the basis of a disciplinary proceeding against me and, possibly, removal from office.

_____
Sworn to before me this

_____ day of _____, 20

_____
Notary Public

INFORMATION AND PRIVACY WAIVER

I, understand that: In connection with my application to be a Judge of the Housing Part of the Civil Court of the City of New York, the New York State Office of Court Administration or the Advisory Council of the Housing Part of the Civil Court of the City of New York may wish to make inquiries concerning me to various agencies of the Federal government; and information from the files of Federal agencies may be unavailable to such inquiries without my written consent due to the Privacy Act of 1974, 5 U.S.C. 552a, and the Freedom of Information Act, 5 U.S.C. Section 552. I consent to the disclosure to such inquiries by any Federal agency of any information the agency may have pertaining to me with the exception of any material which is specifically exempt from disclosure by a Federal statute other than the Privacy Act of 1974 or the Freedom of Information Act.

_____ _____

[Date of Admission and Department] [Signature]

_____ _____

[Department in which home is located] [Print Name]

_____ _____

[Department in which practice is maintained] [Print Address]

Sworn to before me this

_____ day of _____, 20___

_____

Notary Public

PRIVACY AND CONFIDENTIALITY WAIVER

I waive any privilege of privacy and confidentiality, including, without limitation, any confidentiality under Section 90 of the Judiciary Law, with respect to any information which concerns me and is known to, recorded with, on file with or in the possession of any person or organization including, without limitation, any governmental, judicial, investigative or other public or private agency; any grievance, regulatory or disciplinary committee, body, panel, agency or court; any bar association or other professional association, any education institution, doctor or hospital; and any credit or consumer agency, body or organization. I hereby consent to and authorize: the release of all such information to the New York State Office of Court Administration ("O.C.A.") and the Advisory Council of the Housing Part of the Civil Court of the City of New York ("Advisory Council") and, without notice, order necessary or appropriate to obtain such information. I authorize, request and direct: O.C.A. and the Advisory Council to request and to receive any such information; and any such organization or person to deliver it to a representative of the O.C.A. or the Advisory Council.

I specifically consent to and authorize the release of any information in the possession of the New York State Commission on Judicial Conduct and request that the same be delivered to a representative of O.C.A. or the Advisory Council.

I further consent to and authorize that a photocopy of this executed consent and authorization shall be considered in the same manner as the original and, as such, shall be effective and valid for this inquiry and any future inquiries which may be made.

_____
[Signature]

_____
[Print name]

_____
[Print address]

Sworn to before me this

_____ day of _____, 20__

_____
Notary Public

FEDERAL INCOME TAX RELEASE

This is to authorize the release to the New York State Office of Court Administration or the Advisory Council to the Housing Part of the Civil Court of the City of New York information verifying the timely filing of my Federal Income Tax returns and all related information, including information regarding the amount of taxes owed or due for the past three tax years.

_____

[Signature]

_____

[Print Name]

Social Security Number: _____

Spouse's Name: _____

Social Security Number: _____

STATE OF NEW YORK)

: ss.:

COUNTY OF

On _____, 20___, before me personally appeared _____, to me known and known by me to be the person who executed the foregoing and duly acknowledged to me the execution of the same.

_____

Notary Public

Check the appropriate box with respect to each tax year.

2020 Federal Income Tax **(Check A, B or C)**

A._ _____ I filed my 2020 Federal Income Tax return on or before April 15, 2021.

B._ _____ I filed my 2020 Federal Income Tax return after April 15, 2021; it was filed on _____. I formally requested and received extension(s) for filing my return until _____.

C._ ____ As of this date, I have **not** filed my 2020 Federal Income Tax return. State reason for failure to file:_____

2019 Federal Income Tax **(Check A, B or C)**

A._ _____ I filed my 2019 Federal Income Tax return on or before July 15, 2020.

B._ _____ I filed my 2019 Federal Income Tax return after July 15, 2020; it was filed on _____. I formally requested and received extension(s) for filing my return until _____.

C._ _____ As of this date, I have **not** filed my 2019 Federal Income Tax return. State reason for failure to file:_____

2018 Federal Income Tax **(Check A, B or C)**

A._ ____ I filed my 2018 Federal Income Tax return on or before April 15, 2019.

B._ ____ I filed my 2018 Federal Income Tax return after April 15, 2019; it was filed on _____. I formally requested and received extension(s) for filing my return until _____.

C._____ As of this date, I have **not** filed my 2018 Federal Income Tax return. State reason for failure to file:_____.

_____

Print Name

_____

Signature

STATE OF NEW YORK)

: ss.:

COUNTY OF

On _____, 20___, before me personally appeared _____, to me known and known by me to be the person who executed the forgoing instrument, duly acknowledged to me the execution of the same and swore to the truth of the contents.

_____

Notary Public