



UNITED STATES DISTRICT COURT
District of Rhode Island

APPLICATION INSTRUCTIONS FOR U.S. MAGISTRATE JUDGE

To apply for the current full-time U.S. Magistrate Judge vacancy, follow these instructions:

1. Complete the application form and compile any attachments. The application is form fillable.
2. Convert the completed application materials (signed application form, and any attachments) into a PDF.
3. Send the saved PDF (signed application form, and any attachments) to the following email address, with the subject line, "Application for U.S. Magistrate Judge from NAME." If you apply by e-mail, no paper copies are needed.

HR@rid.uscourts.gov.

4. If wish to apply using paper, place the signed original application form, and any attachments in a sealed envelope marked "Personal and Confidential." Mail or deliver the envelope to the following address:

U.S. District Court, District of Rhode Island
ATTN: Human Resources
U.S. Courthouse
One Exchange Terrace
Providence, RI 02903

Applications must be received no later than **October 21, 2024**. Applicants will receive a confirmation email after the application is received. Letters in support of applicants are not required but may be submitted. Instructions for submitting letters in support of applicants are available on the Court's website: [Instructions for Submitting Letters in Support](#).

No applicant may discuss their application with the judges of the court or members of the merit selection panel. All applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined only by members of the merit selection panel and the Judges and staff of the Court.

Questions about the vacancy or process may be directed to [Frank Perry, Chief Deputy Clerk](#), 401-752-7222.