



Supreme Court of Tennessee

APPLICATION FOR TENNESSEE ATTORNEY GENERAL AND REPORTER

Summary of the Process and Instructions to the Applicant

Notice: All applicants for employment will be considered without regard to race, color, religion, sex, national origin, age or disability in accordance with state and federal laws. The Tennessee Supreme Court will provide reasonable accommodations during the interview process to qualified individuals with disabilities in accordance with applicable laws.

1. Description of Duties:

A summary of the duties and responsibilities of the Attorney General and Reporter may be found online at:

www.tncourts.gov/attorneygeneral2022

2. Application:

a. A qualified attorney desiring to be considered for appointment as Attorney General and Reporter must complete the application available online from the Administrative Office of the Courts at:

www.tncourts.gov/attorneygeneral2022

b. A completed digital application and two original paper copies must be received by the Administrative Office of the Courts by **12:00 p.m. (noon) CDT on July 29, 2022**. No digital or paper applications received after the time established will be considered.

3. Interviews and Public Hearing:

The Court will review the timely submitted complete applications and select those applicants who will continue in the selection process and participate in the public hearing.

4. Investigation:

As a part of the selection process, applicants may be investigated by the Tennessee Bureau of Investigation, and the investigation may reach any area relevant to the position, including civil, criminal, and financial records necessary to conduct a Level II

Security Clearance. Instructions on how to submit information to the Tennessee Bureau of Investigation will be provided after the Administrative Office of the Courts has received the completed application. Checks also may be conducted, as appropriate, of records on file with the Board of Professional Responsibility, Board of Law Examiners, Board of Judicial Conduct, or similar entity.

5. Public Record:

Unless referenced herein, materials submitted as part of the application process are public record. **The Attorney General and Reporter applications will be posted on the Administrative Office of the Court's website with personal data redacted.**

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

1. Please type all answers. The application is available in Microsoft Word format on the Administrative Office of the Courts' website:

www.tncourts.gov/attorneygeneral2022

2. Please answer completely all questions in the application form. If a question does not apply, write "Not applicable" in the space provided. If information is not available, write "Not available," and state your reason(s) for the unavailability.

3. To complete the application process, the following must be submitted:

- a. Two signed original applications.

- PLEASE NOTE: The original application form should be unbound and printed only on one side of the paper. Any attachments should be copied front and back.
- PLEASE NOTE: Applicants must send their application packages to the address immediately below via a traceable delivery service or by hand-delivery by the application deadline. If hand-delivering application package to the AOC, you must contact Ceesha Lofton at ceesha.lofton@tncourts.gov or by calling 615-741-2687, Ext. 1090 by 4:30 p.m. CDT the day before the application deadline in order to arrange for delivery of application packages.

Ceesha Lofton – ceesha.lofton@tncourts.gov

Administrative Office of the Courts

Nashville City Center, Suite 600

511 Union Street

Nashville, Tennessee 37219

(615) 741-2687 Ext. 1090

b. One (1) digital copy of the application with electronic or scanned signature.

- PLEASE NOTE: The digital copy must be submitted via email to ceesha.lofton@tncourts.gov, or via another digital storage device, such as a flash drive by the same application deadline.

c. The deadline for submission of the completed application in all required formats as noted above is **12:00 p.m. (noon) CDT on July 29, 2022**. Untimely or incomplete applications will not be considered.