**SUPREME COURT OF APPEALS**
**STATE OF WEST VIRGINIA**

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR


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September 22, 2015

Honorable Phillip B. Jordan, Jr.
Mineral County Courthouse
P.O. Box 150
Keyser, WV 26726

Dear Judge Jordan:

I am pleased to advise that your application for Senior Status was approved by the Supreme Court. You indicated on your application that you do not intend to practice law; therefore, you are eligible to be recalled to preside in any county within the State.

Senior Status affords retired Justices and Circuit Judges the opportunity to provide an invaluable service to the citizens of West Virginia, and also makes it much easier for the Supreme Court to respond to requests for assistance from your colleagues.

Enclosed for your records are the following:

1. Copy of administrative order admitting you to Senior Status.

2. Rule on Senior Status.

3. Copy of the October 28, 2011, administrative order increasing the *per diem* to $435.

4. Oath of Office form – Please complete this form and return it to this office with the W-4 and IT-104 forms referenced below.

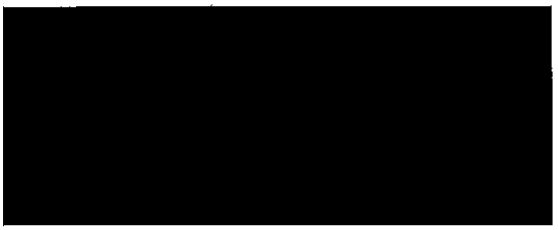
5. Form W-4 and IT-104 – Please complete these forms indicating the withholding allowance you would like, and return to Chris Workman in this office.

6. Allowance to Senior Status Judge form – This form is used to report your daily *per diem* and for any other expenses you incur. Expenses such as postage, office supplies, copies, etc., should be reported under the "Other" column and <u>a receipt attached</u> showing payment for each expense.

You will be reimbursed by separate checks: your expenses will be on one check, and the *per diem* will be paid through a payroll check (*per diem* minus tax deductions).

The travel allowance is currently $.575 cents per mile.

If you have any questions or if I can be of assistance, please do not hesitate to contact me.



SDC/mg

Enclosures

cc: Chris Workman
Sue Troy
Shannon Green

ADMINISTRATIVE ORDER

WEST VIRGINIA SUPREME COURT OF APPEALS

WHEREAS, the Supreme Court of Appeals has adopted the Rule on Retired Judges Admitted to Senior Status; and

WHEREAS, the Honorable Phillip B. Jordan, Jr., Judge of the Twenty-First Judicial Circuit, made application for admission to Senior Status; and

WHEREAS, the Supreme Court, meeting in Administrative Conference on September 10, 2015, approved Judge Jordan for admission to Senior Status upon his retirement effective December 31, 2015;

IT IS THEREFORE ORDERED that the Honorable Phillip B. Jordan, Jr. be, and he is hereby admitted to, Senior Status; and

IT IS FURTHER ORDERED that the Honorable Phillip B. Jordan, Jr. shall take an oath of office and shall file such oath with the Administrative Director of the Supreme Court of Appeals; and

IT IS FURTHER ORDERED that, upon taking the required oath, Judge Phillip B. Jordan, Jr. shall be eligible for assignment by the Chief Justice to duty in any circuit within the State.

ENTER: SEPTEMBER 10, 2015

WEST VIRGINIA SUPREME COURT OF APPEALS
APPLICATION FOR SENIOR STATUS FOR RETIRED JUDGES

NAME: [redacted]

RESIDENCE ADDRESS: [redacted]

CIRCUIT OF RESIDENCE: 21st

PHONE: HOME: [redacted] cell- [redacted]

OFFICE: 788-5150

DATE (OR YEAR) EMPLOYMENT STARTED: December 7, 1998

DATE OF ACTUAL RETIREMENT: December 31, 2015

DATE OF ANTICIPATED ELIGIBILITY: January 1, 2016

ADMISSION DURATION DESIRED: ✓ indefinite duration

____ temporary duration, specific period(s)

1. Please check the type(s) of assignments you would prefer. If you have a strong objection to a particular type, draw a line through it below: no drug court!

| | | |
|---|---|---|
| ✓ CIVIL | ✓ JUVENILE | ✓ BENCH TRIALS |
| ____ SMALL CLAIMS | ✓ FELONY | ✓ JURY TRIALS |
| ____ FAMILY COURT CASES | ____ MISDEMEANOR | ____ DISQUALIFICATION HEARINGS |

____ OTHER (SPECIFY) _____

2. I wish to receive:

____ Only general assignments for stated time periods

____ Only specific assignments for particular cases

✓ Both general and specific assignments

3. I will accept:

✓ One-day assignments

✓ Two- or three-day assignments

✓ Week-long assignments

✓ Assignments for the duration of a specific matter

4. Are you now or will you be engaged in the practice of law?

____ Yes ✓ No

If yes, please state specifically the kind(s) and extent (hours per week or days per month) of practice and whether it entails or will entail association with a firm and/or regular litigating in circuit courts:

N/A

5. If answer to question no. 4 is yes, in which county(ies) do you now practice or anticipate you will practice?

N/A

6. Other than the counties listed above, please list county(ies) in which you prefer to work:

[redacted]

7. Will you be restricted to a specific number of days to work due to social security limitations?

____ Yes ✓ No

If yes, number of days or income limit: _____

8. If you usually leave the State for a period of time during the year, please indicate the dates (if known, include the address and phone number where you can be reached):

N/A

9. Please indicate the months you would be available for assignment:

[redacted]

10. As a senior-status judge you will have a general assignment to perform marriages and to administer oaths. Do you wish to be admitted to senior status only for the purpose of performing marriages and administering oaths?

____ Yes ✓ No

11. Additional comments:

I also hope to help reduce caseloads by serving as a

[redacted]

12. If admitted to senior status, I agree to comply with all provisions of the Supreme Court Rule on Senior-Status Judges.

[redacted]

[redacted]

**RETURN TO:** Steven D. Canterbury
Administrative Director
W. Va. Supreme Court of Appeals
Room E-100, State Capitol
Charleston, West Virginia 25305

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