

CITY OF MONROE

REQUEST FOR QUALIFICATIONS FOR MUNICIPAL COURT JUDGE

The City of Monroe (“City”), Washington, is requesting proposals from well qualified attorneys interested in serving as the Presiding Judge for the City of Monroe Municipal Court.

DESCRIPTION

The Municipal Court Judge is the Presiding Judge of the City of Monroe Municipal Court and presides over and adjudicates a variety of hearings and trials related to infraction cases, criminal misdemeanor and gross misdemeanor cases in accordance with established legal procedures as prescribed in Washington State law; imposes appropriate sentences and penalties as prescribed by law; communicates with other city, county and state criminal justice agencies.

The person selected must take an oath of office, be bondable and must be willing to be contacted nights and weekends for review and signing of search warrants. The Presiding Judge must comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office. The person appointed as Presiding Judge shall be a citizen of the United States of America and of the State of Washington and a resident of Snohomish County.

The Monroe Municipal Court is located within the City Hall building. Staffing in the Municipal Court consists of a Court Administrator and one fulltime Court Clerk who performs court clerk and administrative support functions. The Judge is appointed by the Mayor, subject to confirmation by the City Council. The first judicial appointment to this position will be effective at 5:01 PM December 31, 2014 and will expire December 31, 2018. Ninety (90) days prior to the December 31, 2014, judicial appointment the Court Administrator may need to consult with the selected candidate for up to four (4) hours per month to discuss the creation of procedures and policies for the newly established City of Monroe Municipal Court. In 2013, the City of Monroe filed a total of 1,565 cases with Snohomish County District Court, of which 405 were non-traffic related. As of June 30, 2014, there have been a total of 885 case filings, of which 171 were non-traffic related. The Judge is anticipated to provide sixteen (16) hours of service in the average week consisting of one (1) court day and up to eight (8) additional hours for in-custody matters, search warrants, and administrative time. The number of weekly hours of service required is subject to review if caseload increases during the judicial term. The regular court date is Wednesday of each week and if needed, jury trials are set for the 4th week of each month.

The City recognizes the need for judicial independence. Consistent with General Rule 29, the Presiding Judge has independence from the executive and legislative branches in carrying out the Court's purely judicial responsibilities. At the same time, the court is a municipal department of the City and subject to City oversight as allowed by General Rule 29. The expectation is that the Court and the City Administration will have a positive working relationship.

QUALIFICATIONS

Education and Experience: Minimum qualifications include JD degree from an accredited law school, license to practice law in the state of Washington, membership in the Washington State Bar Association, and five (5) years experience as a practicing attorney or judge. Experience as a court commissioner, municipal/district judge, or judge pro-tem preferred.

Necessary Knowledge, Skills and Abilities: Considerable knowledge of the standards for Municipal Court Administration in the State of Washington; considerable knowledge of proper courtroom procedure and the rules of evidence; working knowledge of criminal law; working knowledge of local ordinances, laws and procedures; skill in basic supervisory principles and practices; ability to grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions; ability to communicate complex legal ideas and/or decisions to a variety of audiences in clear, comprehensive and professional manner; hear and weigh testimony and evidence; ability to impose appropriate sentences and penalties in accordance with the laws of the State of Washington; ability to communicate effectively both orally and in writing; ability to read, interpret, apply and explain codes, rules, regulations, policies and procedures; ability to establish and maintain effective working relationships with the City Administration, City Council, City Prosecutor, Police Department, Public Defender, Court staff, and the general public.

COMPENSATION/HOURS OF WORK

The City and Presiding Judge will enter into a judicial services agreement which will address compensation. The City is requesting separate proposals for the ninety (90) day consultation period and the four (4) year judicial appointment. Proposals shall clearly set forth fees or fee structure to be charged for services. A flat fee proposal is preferred.

SELECTION PROCESS

The Mayor and/or designees will review and screen all proposals. Finalists will be invited for interviews. The selected candidate shall be appointed by the mayor. The appointment and the judicial services agreement are subject to confirmation by the city council.

REQUIREMENTS

The selected attorney will be required to undergo a reference check prior to appointment, and to provide to the City proof of insurance as required (including professional liability insurance).

INSTRUCTIONS TO REPLY TO THIS REQUEST FOR QUALIFICATIONS

To reply to the RFQ, please submit the following: (1) resume; (2) cover letter and statement of qualifications, which must include Washington State Bar Numbers for all attorneys responding to this RFQ; (3) a release allowing the City of Monroe access to all WSBA disciplinary investigations and/or actions, and (4) answers to the City of Monroe Municipal Court Judicial Evaluation Questionnaire found at www.monroewa.gov/court. All materials shall be submitted in one packet and provided to the Human Resources Manager, Ben Warthan at City of Monroe, 806 W Main St, Monroe WA 98272. **ALL APPLICATION MATERIALS SHALL BE SUBMITTED BY 4:00 P.M. ON AUGUST 29, 2014.**

Upon the City's discretion, proposals submitted after the due date and time may be considered. Proponents accept all risks of late delivery of mailed proposals regardless of fault. **The Proponent bears all responsibility for ensuring the mailing address is correct.**

City of Monroe
MUNICIPAL COURT
JUDICIAL EVALUATION QUESTIONNAIRE

Adopted from the Washington State Governor's Office Uniform Judicial Evaluation Questionnaire

Personal Information

1.

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Last Name	First Name	Middle Name	WSBA Bar Number

2. Business Address:

Business Name

Street or P.O. Box

City

 State

 Zip

Business Phone No.

After-hours/direct dial:

Work e-mail address:

3. Home Address:

Street or P.O. Box

City

 State

 Zip

Home Phone No.

Mobile Phone No.:

Home e-mail address:

4. City/State/Place of Birth:

Prior Evaluation/Application History

5. Please state the date of all other judicial evaluations you sought, bar polls you participated in, and appointment applications you submitted. Please specify whether you sought appointment or election for each, from whom the evaluation was sought, the position sought, and the outcome.

Professional History

6. Year admitted to practice law in Washington:

7. Employment History (starting with the most current):

a. Start Date:

 End Date:

Organization:

Address:

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Phone No.: _____
Position/Title: _____
Supervisor: _____
Nature of Practice (including frequency of court appearances):

Reason for leaving: _____

b. Start Date: _____ End Date: _____
Organization: _____
Address: _____
Phone No.: _____
Position/Title: _____
Supervisor: _____
Nature of Practice (including frequency of court appearances):

Reason for leaving: _____

c. Start Date: _____ End Date: _____
Organization: _____
Address: _____
Phone No.: _____
Position/Title: _____
Supervisor: _____
Nature of Practice (including frequency of court appearances):

Reason for leaving: _____

d. Start Date: _____ End Date: _____
Organization: _____
Address: _____
Phone No.: _____
Position/Title: _____
Supervisor: _____
Nature of Practice (including frequency of court appearances):

Reason for leaving: _____

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e. Start Date: _____ End Date: _____
Organization: _____
Address: _____
Phone No.: _____
Position/Title: _____
Supervisor: _____
Nature of Practice (including frequency of court appearances):

Reason for leaving: _____

f. Start Date: _____ End Date: _____
Organization: _____
Address: _____
Phone No.: _____
Position/Title: _____
Supervisor: _____
Nature of Practice (including frequency of court appearances):

Reason for leaving: _____

g. Start Date: _____ End Date: _____
Organization: _____
Address: _____
Phone No.: _____
Position/Title: _____
Supervisor: _____
Nature of Practice (including frequency of court appearances):

Reason for leaving: _____

Please continue, if necessary, on a separate piece of paper in the above format as needed.

Judicial Evaluation Questionnaire
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8. Please list all other courts and jurisdictions in which you have been admitted to practice law and the dates of admission. Please provide the same information for administrative bodies having special admission requirements.

9. Please list all bar associations and professional societies of which you are a member and give the titles and dates of any offices that you have held in such groups.

10. Are you in good standing in every bar association of which you are a member? Yes/No. If you answered "no", please explain.

11. If you have ever been a judge, please identify any court committees on which you have served or administrative positions you have held. Please state the dates of service for each.

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12. Please list up to five of your most significant professional accomplishments. (If applicable, please provide the case and court name and the citation if a case was reported and copy of the opinion.)

13. Please summarize up to four of the most significant matters that you participated in as an advocate. Please include the dates of your participation and the reason each was significant to you. Please provide the citation if a case was reported. If you have been a judge, please include some cases that have been tried before you.

Educational Background

14. Please list all undergraduate and graduate (non-law school) colleges and universities attended, years of attendance, degree awarded and reason for leaving if no degree was awarded.

College/University	Dates of Attendance	Degree
College/University	Dates of Attendance	Degree

15. Please list all law schools attended, years of attendance, degree awarded and reason for leaving if no degree was awarded.

Law School	Dates of Attendance	Degree
Law School	Dates of Attendance	Degree

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Professional Experience

16. Please summarize, briefly, the general nature of your current law practice.

17. If you are in a practice, please describe your typical clients and any areas of special emphasis within your practice.

18. If your present law practice is different from any previous practice, please describe the earlier practice, including the nature of your typical clients and any area of special emphasis within your practice.

19. Within the last five years, did you appear in trial court:

- Regularly Occasionally Infrequently

20. Within the last five years, did you prepare appellate briefs and appear before appellate courts:

- Regularly Occasionally Infrequently

21. Within the last five years, how often did you appear in the court for which you are applying:

- Regularly Occasionally Infrequently

22. Career Experience

(a) What percentage of your appearances in the last five years was in:

(1)	Federal appellate courts	_____ %
(2)	Federal trial courts	_____ %
(3)	State appellate courts	_____ %
(4)	State trial courts	_____ %
(5)	Municipal courts	_____ %
(6)	District courts	_____ %
(7)	Administrative tribunals	_____ %
(8)	Tribal courts	_____ %
(9)	Other	_____ %
	TOTAL	100%

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23. Please briefly describe any legal non-litigation experience that you feel enhances your qualifications to serve as a judge.

24. If you are now an officer or director of any business organization or otherwise engaged in the management of any business enterprises, please provide the following: the name of the enterprise, the nature of the business, the title of your position, the nature of your duties, and the term of your service. If you are appointed and do not intend to resign such position(s), please state this below along with your reasons for not resigning.

25. Please list all chairmanships of major committees in bar associations and professional societies and memberships on any committees that you have held and believe to be of particular significance.

Judicial Interest and Experience

26. In 50 words or less, please describe why you should be appointed/elected and are seeking a judicial position.

27. In 50 words or less, please describe your judicial philosophy.

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28. Have you ever held a judicial office or have you ever been a candidate for such office? Yes/No. If you answered “yes”, please provide details, including the courts involved, whether elected or appointed, and the periods of your service.

29. Have you ever held public office other than a judicial office, or have you ever been a candidate for such an office? Yes/No. If you answered “yes”, please provide details, including the offices involved, whether elected or appointed, and the length of your service.

30. Please briefly identify all of your experience as a neutral decision-maker (e.g. judge (permanent or pro tem) in any jurisdiction, administrative law judge, arbitrator, hearing officer, etc.). Give courts, approximate dates, and attorneys who appeared before you.

Community and Civic Activities

31. Please list your community and civic activities, including dates and leadership roles held, over the last 10 years.

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Discipline and Disputes

32. Have you ever been held, arrested, charged or convicted by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation or ordinance? Yes/No. If you answered “yes”, please provide details. (Do not include traffic violations for which a fine of \$150.00 or less was imposed.) Please feel free to provide your view of how it bears on your present fitness for judicial office.

33. Has a client ever made a claim or suit against you for malpractice? Yes/No. If you answered “yes”, please provide details and the current status of the claim and/or suit.

34. Please describe your direct experience, if any, with domestic violence and sexual harassment.

35. Have you been a party in interest, witness, or consultant in any legal proceeding? Yes/No. If you answered “yes”, please provide details. Do not list proceedings in which you were merely a guardian ad litem or stakeholder.

36. Have you ever been the subject of a complaint to any bar association, disciplinary committee, court, administrative agency or other professional group? Yes/No. If you answered “yes”, please provide details.

37. Have you ever been disciplined or cited for breach of ethics or unprofessional conduct? Yes/No. If you answered “yes”, please provide details.

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38. If you have served as a judge, commissioner, or in any judicial capacity, has a complaint for misconduct in that capacity ever been made against you? Yes/No. If you answered “yes”, please provide details.

Miscellaneous

39. Are you aware of anything that may affect your ability to perform the duties of a judge? Yes/No. If you answered “yes”, please provide details.

40. Have you published any books or articles in the field of law? If so, please list them, giving the citations and dates. Also, please give the dates and forums of any Continuing Legal Education presentations that you have made.

41. Please list any honors, prizes, awards or other forms of recognition that you have received and whether they were professional or civic in nature.

42. Are you aware of anything in your background or any event you anticipate in the future that might be considered to conflict with the Code of Judicial Conduct? Yes/No. If you answered “yes”, please explain.

43. Please provide a writing sample of your work (between five and 10 pages long), written and edited solely by you, within the last four years.

Diversity in the Legal Profession

44. Please briefly describe your understanding of the issue of “diversity within the legal profession.”

References

It is useful for evaluators to speak with attorneys and non-attorneys who are familiar with you. One or more participants in the evaluation process may contact each of your references. All telephone numbers should be current and legible. If a reference is unreachable, your rating/evaluation may be delayed. **Please use a separate piece of paper for each list.** You may contact references in advance if you so desire. Individuals not listed by you as a reference may be contacted to obtain information about you.

- 45. If you have been in practice within the past 15 years, list the names and phone numbers of five opposing counsels who know you best, including at least three opposing counsels on cases that went to trial.
- 46. If you have been a judge or otherwise have served as a neutral decision-maker within the past 15 years, please list the names and phone numbers of the last five attorneys who have appeared before you.
- 47. List the names and phone numbers of up to four non-attorney references whose opinions or observations – particularly with respect to your commitment to improving access to the judicial system for indigent populations, people of color, and disenfranchised communities – would assist in the consideration of your application.
- 48. List the names and phone numbers of four additional attorneys familiar with your professional qualifications, skills, experience or attributes.

Certification

49. By signing below, I declare under penalty of perjury under the laws of the State of Washington that the information provided by me in responding to this questionnaire is true and correct to the best of my knowledge.

Date: _____ Signature: _____

RELEASE OF INFORMATION

I hereby give the City of Monroe the right to investigate my past employment, education and activities. I release from all liability all persons, companies and corporations who supply such information. I understand that any omission of facts, misrepresentation of statements or implications I might make in this application or in any other required documents shall be considered sufficient cause to deny appointment.

I also understand that nothing contained in this application or in the granting of an interview is intended to imply an appointment by the City of Monroe. I have received no promises regarding appointment and I understand that no such promise or guarantee is binding on the City of Monroe unless made in writing.

Signature _____ Date _____