

## **Municipal Court Judge Services**

### **Submit to:**

Allyson Ransom, Town Clerk  
Town of Crestone  
PO Box 64  
Crestone, CO 81131

Proposals and questions can be directed to Allyson Ransom, Town Clerk at [crestoneclerk@fairpoint.net](mailto:crestoneclerk@fairpoint.net). -

**Deadline: December 3rd, 2021 at 5:00 PM**

### **Summary:**

This is a Request for Proposals (“RFP”) for a Municipal Court Judge Services to provide legal services for the Town of Crestone (“Town”). The objective is to choose a reliable and experienced individual with demonstrated knowledge in providing municipal court judge services in a comprehensive, timely, and efficient manner. Interested individuals should have significant experience in matters addressed by municipal courts. The Municipal Court Judge will work with the Court Clerk and the Town Attorney to preside over the Municipal Court.

### **Background:**

The Town of Crestone is a statutory municipality in Saguache County, Colorado with a Court of Record. Municipal Court is scheduled every other month on the third Friday at 10:00 AM at the Town Hall. The scheduling of Municipal Court for 2021 may change in consultation with the Judge selected based on this RFP. The Town does not have its own Police Department and the Judge handles nuisance and offense code violations.

### **Qualifications of Applicants:**

- Attorney at law admitted (active) to practice in Colorado
- Ability, capacity, and skill as a prospective judge
- Ability to meet the time requirements of the Town
- Reliability, character, integrity, reputation, judgment, experience, and efficiency
- High performance quality in previous or current judge contracts, if any
- Ability to determine compliance with applicable laws and ordinances
- Availability and adaptability of services to meet the needs of the Town
- Consideration will be given to experience on the bench

### **Scope of Services:**

- The Municipal Court Judge presides over Municipal Court matters in which the Municipal Court has jurisdiction

### **Powers and Duties:**

- The Judge shall have all judicial powers and duties as provided in the Town’s Municipal Code and ordinances and in the Colorado Revised Statutes applicable to municipal judges, except as otherwise provided by ordinance
- The Judge is authorized to exercise contempt powers, and enforce subpoenas issued by any board, commission, hearing officer, or other body or officer of the Town authorized by law or ordinance to issue subpoenas, and all other powers inherent with the office
- The Municipal Court convenes for at least one (1) regular session of the Municipal Court every other month. The session of the Court will be held during the day

**Term of Office:**

The term of office of the Municipal Court Judge begins and expires no less than two years from appointment, unless otherwise terminated by the Crestone Town Board of Trustees.

**Participation by and Expectations of the Town:**

The Town expects that the Municipal Court Judge will keep abreast of current legislation and obtain ongoing education and training, remaining current on all matters relating to municipal courts and municipal judges. Costs associated with these efforts may be shared with the Town with prior approval and as budgeted.

**Compensation:**

The Town will pay the Municipal Court Judge for judicial services rendered at a fixed salary or compensation set by the Town Board of Trustees, the amount of which shall not be dependent upon the outcome, number of matters to be decided by the Municipal Court Judge, or the number of court sessions.

**Information to be Included/Submitted by Applicant:**

(The following information must be included in your written proposal.)

- Name of the person who will be in charge of providing Municipal Court Judge services to the Town. This is the person who will be recommended for appointment to the position of “Municipal Court Judge” by the Town Board. A résumé of this person’s background and experience should emphasize the municipal law experience of that person and the level of responsibility in this area including the following:
  - Prosecution in municipal court, including familiarity with court rules
  - Statutory municipalities
  - Code enforcement
  - Animal control laws
- Specific information on the certification, licensure/registration and continuing education training for the preceding calendar year, including such information as may be necessary to establish that the applicant is an active attorney at law admitted to practice in Colorado
- Disclosure any potential conflicts of interest that you may have in relation to the Town of Crestone
- Details regarding your existing workload and how you will fit this contract into your existing work priorities

- Example or description of the working relationship you envision with the Court Clerk, other Town staff, and the Town Attorney
- Explanation of the steps you would take to prepare for a hearing
- List of references with whom you have worked in the past five (5) years. If you have provided Municipal Court Judge services to municipal or government clients in the recent past, please submit municipal or government client references as well

Each respondent's proposal and bid should address the ability to perform this scope of work, along with specific expertise, education, and experience. The proposal should address the topics covered in the Scope of Services to include compensation requirements and the Municipal Court Judge's ability to perform services within this operating framework.

**Selection:**

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired. After considering proposals and information provided during the application process, the Town will select the individual who is the most advantageous to the Town from the standpoint of service, previous experience, and ability to deliver, or for any other reason deemed by the Town to be in the best interest of the Town.

The Town of Crestone will perform an initial screening and may interview multiple candidates. Finalist(s) will be selected for interviews/negotiations by the Town Board of Trustees and will be asked to appear before Town Board at their regular monthly meeting on December 13, 2021.

**Other Terms and Conditions:**

- The Town reserves the right to undertake its own investigation to evaluate a candidate. The Town shall have the sole discretion to accept or reject any submittal
- The Town reserves the right to solicit or recruit any municipalities, attorney(s) or legal firms directly to request qualifications
- All submittals become the property of the Town upon receipt and will not be returned to the applicant
- The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible
- Cost of submitting the response to the RFP, attendance at an interview, or any other such costs are entirely the responsibility of the candidate or candidate firm and shall not be reimbursed in any manner by the Town
- Failure to conform to directions under this RFP may lead to the rejection of a submittal. The submittals should contain all information necessary to evaluate the qualifications of a candidate or firm
- The RFP does not bind the Town to hire a new Municipal Court Judge when, in the Town's sole discretion, the Town determines not to do so

**Submittals:**

Please include one (1) copy of a proposal addressed to the contact listed above via email. We will acknowledge all submissions and questions via email.