

Request for Qualifications Bainbridge Island Municipal Court Judge



REQUEST FOR QUALIFICATIONS

The City of Bainbridge Island, Washington, requests qualification submittals from well-qualified attorneys who are interested in serving as the presiding judge of the Bainbridge Island Municipal Court.

The position of Bainbridge Island Municipal Court judge will become vacant at the end of December 2013. On Bainbridge Island, the municipal judge is appointed by the city manager, subject to confirmation by the city council, for a term of four years.

JUDICIAL QUALIFICATIONS

The Bainbridge Island Municipal Court judge must have substantial education, training and experience related to Washington courts of limited jurisdiction, as well as in-depth knowledge of, and ability to effectively apply, criminal law, process and procedure; criminal rules for courts of limited jurisdiction; standards for municipal court administration; rules of professional conduct; code of judicial conduct; courtroom procedures and rules of evidence; and local ordinances and rules.

The Bainbridge Island Municipal Court judge must be professionally competent – encompassing a high degree of intellectual capacity, judgment, writing and analytical abilities, knowledge of the law, and breadth of professional experience. In addition, the Bainbridge Island Municipal Court judge must possess superb judicial temperament, including compassion, decisiveness, open-mindedness, courtesy, patience, freedom from bias, and commitment to equal justice under the law.

Pursuant to the requirements of Washington State General Rule (GR) 29, the Bainbridge Island Municipal Court judge must be responsible for leading the management and administration of the court's business, developing and implementing policies and procedures that improve the court's effectiveness, and allocating resources to maximize the court's ability to resolve disputes fairly and expeditiously.

The Bainbridge Island Municipal Court judge must:

1. be a citizen of the United States of America and of the State of Washington;
2. have a juris doctor degree from an accredited law school;
3. be an attorney admitted to practice law before the courts of record of the State of Washington;
4. be a resident of Kitsap County; and
5. take an oath of office and post a bond.

In addition to court appearances, the Bainbridge Island Municipal Court judge must be available for contact at night and on weekends.

An attorney that is appointed to the position of Bainbridge Island Municipal Court judge will be required to submit to a criminal background check, and a review of any disciplinary filings with the Washington State Bar Association or other bar associations.

BAINBRIDGE ISLAND MUNICIPAL COURT

The Bainbridge Island Municipal Court is a court formed pursuant to, and governed by, RCW 3.50. The court has jurisdiction over all misdemeanors and gross misdemeanors that violate city ordinances and state laws through adoption by reference. The court also has jurisdiction over civil infractions that violate city ordinances, Title 46 state traffic laws through adoption by reference, and some other state laws that specifically confer municipal court jurisdiction.

In 2012, the Bainbridge Island Municipal Court had a caseload of 3,256 cases, of which 240 were criminal cases, 612 infractions were for traffic and non-traffic cases and 2,404 were parking cases.

The schedule of the Bainbridge Island Municipal Court and types of hearings are as follows:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|---|--|-------------------------------|-------------------------------------|---|
| 9:00 | Arrestment Next Day Hearings | Pretrials Next Day Hearings | Reviews Next Day Hearings | Jury Trials Next Day Hearings | Jury Trials Cont. Next Day Hearings |
| 10:00 | Jury Trial Status | Out of Compliance Hearings Motion to Revoke Final Reviews | Mitigation Hearings | | |
| 10:30 | Break | Break | Break | | |
| 10:45 | Jail Video | Jail Video | Jail Video | Jail Video | Jail Video |
| 11:00 | Out of Compliance Hearings Motion Revoke Final Reviews | Contested Hearings | Mitigation Hearings | | |
| 11:30 | Mail Reviews Judge Reviews | Mail Reviews Judge Reviews | Mail Reviews Judge Reviews | | |
| Noon | Lunch | Lunch | Lunch | | |
| 1:00 | Protection Orders | Protection Orders | Protection Orders | | |
| 1:30 | Motions | Motions | | | |

The Bainbridge Island Municipal Court has a court administrator, three clerks, and a court security officer.

COMPENSATION AND BENEFITS

The position of Municipal Court Judge is part-time, 50% of full-time equivalent. The salary of the Bainbridge Island Municipal Court judge will be \$68,659 per year, which is a pro-rated amount of the District Court Judge salary as established by the State of Washington. The City provides a quality benefits package which includes full family medical, dental, and vision insurance coverage.

SELECTION PROCESS

The City plans to use the following process and schedule to appoint and confirm a judge, although the City reserves the right to modify the process:

| DATE | ACTION |
|---------------------------|---|
| August 23, 2013 | Notice of vacancy and RFQ published by City |
| September 20 | First review of submitted materials begins |
| September 20 - October 18 | City Manager, with assistance of City Attorney, performs submittal review, screening and qualified candidate interviews; City Manager receives and considers stakeholder (police, prosecution, court administration, or other) feedback |
| October 18, 2013 | Appointment announced |
| October 23, 2013 | Confirmation by City Council |

SUBMITTAL REQUIREMENTS

In order to apply, candidates must submit the following to the City:

1. A resume with professional references, and
2. A completed Washington State Governor's Office Uniform Judicial Evaluation Questionnaire.

Candidates may submit their materials using any of the following methods.

- Via email to cityadmin@bainbridgewa.gov
- Via U.S.Mail to:
Douglas Schulze, City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
- Via hand-delivery to the above address

Regardless of the method of submittal, candidates bear all responsibility for ensuring and verifying that their materials are received by the City. **The City will begin first review of submittals at 4 pm on September 20, 2013.** Submissions received after this deadline may be considered at the discretion of the City.