



## **CITY OF FORT VALLEY MUNICIPAL COURT JUDGE (APPOINTED PART-TIME POSITION)**

The City of Fort Valley is seeking an individual Attorney to provide services as a Municipal Court Judge through this Request for Proposal (RFP). All Judges and Attorneys are invited to submit qualifications and proposals for the provision of these services.

The Municipal Court Judge shall perform all of the duties required of a Municipal Court Judge in the State of Georgia and the Rules of Court, to include presiding at all Municipal Court sessions. Currently, the Municipal Court has the following monthly schedule: one nightly (1) meeting for arraignments and (1) nightly meeting for trial calendar.

The Municipal Court Judge is appointed by, and serves at the pleasure of the Mayor and City Council. The person selected must take an oath of office, and must be willing to be contacted nights and weekends. The Presiding Judge must comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office.

The Municipal Court Judge is the Presiding Judge of the City of Fort Valley Municipal Court, presides over and adjudicates a variety of hearings and trials related to violations of City codes as well as certain State laws in accordance with established legal procedures as prescribed in Georgia State law and City of Fort Valley Ordinances. The Municipal Court Judge imposes appropriate sentences and penalties as prescribed by law and communicates with other city, county, and state criminal justice agencies.

No assignment or transfer of the Contract or of any interest in the Contract shall be made by the Municipal Court Judge without the prior written consent of the City of Fort Valley.

### **QUALIFICATIONS**

1. Must be a resident of the State of Georgia and an Attorney-At-Law admitted to practice within the State and in good-standing with the State bar of Georgia;
2. Be at least twenty-one (25) years of age;
3. Attorneys with prior experience serving as a part-time criminal court judge or solicitor or attorney with significant experience in criminal defense preferred.

## **REQUESTED INFORMATION**

1. Employment Application (See [www.fortvalleyga.org](http://www.fortvalleyga.org) or pick up at City Hall)
2. Professional Resume;
3. Summary of qualifications, legal services you have provided and the length of time the services have been provided, specializations, experience (including municipal), special training, Georgia Bar license number;
4. A minimum of three (3) professional references, with addresses and phone numbers;
5. List and describe any litigation, arbitration, claims or Bar complaints filed against you within the last five (5) years;
6. List and describe if you have filed any litigation in the past five (5) years in which the City or one of its employees was named as a party, please describe the case(s);
7. Other factors or special considerations you feel would influence the selection;

## **SUBMITTAL**

Provide three (3) copies of the Proposal, including one original. Proposals may be submitted in person to the City Administrator's Office or by mail, but must be received in the City Administrator's office by 3:00 p.m. on March 23, 2018. Proposals shall be submitted in a sealed envelope, and addressed to:

Karin D. Vinson  
City of Fort Valley  
City Administrator  
204 W. Church St.  
Fort Valley, GA 31030

The City of Fort Valley reserves the right to withdraw this RFP, reject any or all responses and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of the City of Fort Valley. This RFP plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Fort Valley. The City of Fort Valley is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission as a response to this RFP.

Any unauthorized contact regarding the proposal with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Fort Valley.

The City of Fort Valley will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City of Fort Valley. The City of Fort Valley reserves the right to shortlist, interview and negotiate with those submitting proposals. We thank you in advance for your bid submission and welcome any questions you may have during the process.