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

The City of Sylvester 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 Sylvester 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 Sylvester 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 Sylvester.

### **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.cityofsylvester.com](http://www.cityofsylvester.com) 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 Clerk's Office or by mail, but must be received in the City Clerk's office by **10:00 a.m. on April 30, 2024**. Proposals shall be submitted in a sealed envelope, and addressed to:

Municipal Court Judge RFP  
Attn: Autron Hayes  
City Manager  
101 N. Main Street  
Sylvester, GA 31791

The City of Sylvester 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 Sylvester. This RFP plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Sylvester. The City of Sylvester 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 Sylvester.

The City of Sylvester will select the proposal that, in its sole discretion, is the most responsive and responsible proposal to the City of Sylvester. The City of Sylvester 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.