



Request For Qualifications Puyallup Municipal Court Judge

REQUEST FOR QUALIFICATIONS

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

The position of Puyallup Municipal Court judge will become vacant at the end of October 2012. In Puyallup, the position of municipal judge is an elective position. Thus, the vacancy will be filled by mayoral appointment, subject to confirmation of the council, for the remainder of the unexpired term (2010–2013).

JUDICIAL QUALIFICATIONS

The Puyallup 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 Puyallup 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 Puyallup 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 Puyallup 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 Puyallup 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 Pierce County; and
5. take an oath of office and post a bond.

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

An attorney that is appointed to the position of Puyallup 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.

PUYALLUP MUNICIPAL COURT

The Puyallup 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.

The Puyallup Municipal Court has a significant case load. In 2011, about 25,213 cases were filed with the court. Roughly 3,300 of the cases were criminal cases; approximately 12,025 were traffic camera cases; and the remainder were other types of infractions and cases.

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

	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00	Pre-trial	Review & sentencing		Pre-trial	Trials or motions	
9:00	Pre-trial	Review & sentencing	Contested infraction & mitigation	Pre-trial	Trials or motions	
10:00	Pre-trial	Review & sentencing	Contested infraction & mitigation	Pre-trial	Trials or motions	
11:00	Pre-trial	Review & sentencing	Contested infraction & mitigation	Pre-trial	Trials or motions	
12:00						
1:00	In & out of custody	Traffic camera mitigation (1st & 3rd Tuesdays)	In & out of custody	Arraignments	In & out of custody	Trials or DWLS 3rd sentencing
2:00	In & out of custody	Traffic camera mitigation	In & out of custody	Arraignments	In & out of custody	Trials or DWLS 3rd sentencing
3:00	In & out of custody	Traffic camera mitigation	In & out of custody	Arraignments	In & out of custody	Trials or DWLS 3rd sentencing
4:00	In & out of custody		In & out of custody	Arraignments	In & out of custody	Trials or DWLS 3rd sentencing

The Puyallup Municipal Court has a court administrator, five clerks, two probation staff, a temporary office assistant and a bailiff.

COMPENSATION AND BENEFITS

Pursuant to ordinance, the City of Puyallup compensates the Puyallup Municipal Court judge at a

rate equivalent to at least ninety-five percent of a district court judge salary as established by the State of Washington. Accordingly, the current salary of the Puyallup Municipal Court judge is \$134,624.50 per year. 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:

- Present—August 31: Notice of vacancy and RFQ published by City;
- August 31: Deadline to file application materials;
- September 1—September 21: Council Appointments Committee, with assistance of City Attorney, to perform application review, screening and qualified candidate interviews; Committee to receive and consider stakeholder (police, prosecution, court administration, or other) feedback;
- September 21: Deadline for Council Appointments Committee to submit appointment recommendations to Mayor;
- September 22—October 1: Mayor to consider recommended candidates and select candidate for appointment; and
- October 2: Mayoral appointment announced and confirmation of Council.

APPLICATION 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 mail their application materials to the City at the following address:

Mayor & Council
City of Puyallup
Attn: Frieda Cramer
333 South Meridian
Puyallup, WA 98371

Or, candidates may physically deliver their applications materials to the Office of the City Clerk at the foregoing address. Alternatively, candidates may send their application materials by e-mail to the following address: fcramer@ci.puyallup.wa.us . (Frieda Cramer, Paralegal, 253-841-5598). Regardless of the method of submittal, candidates bear all responsibility for ensuring and verifying that their application materials are received by the City. The City must receive a candidate’s application materials by 5:00 p.m. on August 31, 2012.