



REQUEST FOR PROPOSALS FOR PART-TIME MUNICIPAL COURT JUDGE SERVICES

I. Introduction

The City of Shelton requests proposals to provide part-time municipal court judge services. The City expects to contract with an individual for municipal court judge services. The individual selected will serve as the sole Shelton Municipal Court Judge.

II. Scope of Services and Compensation

A. The selected individual will perform professional judicial duties in interpreting and applying the local, state and federal laws, and manages the activities and operations of the Shelton Municipal Court. In addition to regularly scheduled sessions of the Shelton Municipal Court, the Judge shall conduct arraignments and court hearings in locations as assigned to meet the needs of the Shelton Municipal Court.

The Judge will preside over hearings and proceedings including but not limited to criminal, misdemeanor and traffic cases, arraignments, trials, and other proceedings as required.

The Judge will supervise and direct Shelton Municipal Court personnel, and shall function with all the powers, duties, privileges and obligations conferred by this judicial office pursuant to the provisions of state and local law.

This work will be performed with a considerable level of independence within the framework of federal, state and local law, including but not limited to the constitution of the State of Washington and the constitution of the United States; Washington Code of Judicial Conduct (CJC); Washington Court Rules; and will include but is not limited to the following:

- Oversee assignment and management of the work of all Court employees through the Municipal Court Administrator;
- Establish budget and budget priorities;
- Direct the development and installation of procedural, technical, and operational improvements through the Municipal Court Administrator;
- Ensure compliance with applicable safety rules and regulations;
- All actions as necessary and proper to facilitate the management and administration of the Shelton Municipal Court;
- Preside over Municipal Court calendars and render decisions, orders, and adjudications.

C. Municipal Court Judge services will commence January 1, 2018, for an initial term of four (4) years, terminating December 31, 2021, with the option to extend the contract with the mutual agreement of the parties for an additional period. Award of a contract is no guarantee that additional terms will be awarded.

D. The contract resulting from the acceptance of the proposal shall be in approximately the form attached to this RFP, although the City reserves the right to make revisions. Any proposed amendment to the attached draft contract should be noted in the proposal submitted. The City reserves the right to reject any proposed contract change that does not conform to the specifications contained in the RFP or that is not warranted to provide a level of service sufficient to meet the adopted Standards.

III. Instructions to Proposers

A. All proposals should be sent to:

City of Shelton
Attn: Vicki Look
525 W. Cota Street
Shelton, WA 98584
vicki.look@ci.shelton.wa.us

B. All proposals that are mailed or delivered must be in a sealed envelope and clearly marked in the upper left hand corner "RFP – Municipal Court Judge." Emailed proposals must be contained in one PDF file attached to the message and the subject line must state "RFP – Municipal Court Judge."

C. All proposals must be received by 4:30 PM, on Friday, December 1, 2017. If presented in writing, then an original and four (4) copies of proposals must be provided. Emailed proposals will be accepted. No telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straightforward, concise description of the provider's capability to satisfy the requirements of the request.

IV. Required Proposal Content

A. Using the Judicial Appointment Questionnaire 2015 format (*Questionnaire produced by the Washington State Governor's Office and modified for use by the City of Shelton, copy attached*), provide responses to all sections as follows: I) Judicial Position Sought; II) Personal Information; III) Prior Evaluation and Application History; IV) Education; V) Professional History; VI) Jurisdictions, Associations and Awards; VII) Professional Practice Experience; VIII) Judicial Interest and Experience; IX) Community and Civic Activities; X) Access to Justice and Diversity in the Legal Profession; XI) Discipline, Disputes, and Conflicts; and XII) References. Sign and Date the Questionnaire Form upon completion.

B. To respond to the "Writing Sample" requirement under Questionnaire section XII, submit a narrative, written and edited by you, not to exceed ten (10) pages in length, addressing the following:

- Why are you well-suited to perform the substantive requirements of this specific judicial position as described;
- Describe your viewpoints and proposed approach regarding the duties to be performed;
- Detail the nature and extent of any work performed at any time in the judicial or legal system within Mason County, Washington; and any legal or judicial work performed on behalf of any municipal entity;
- Identify any other work that would be performed concurrently (including title, type of work, association with any firm, and approximate hours per week to be devoted to concurrent work obligations) with performance as Shelton Municipal Court Judge (and in this event, detail how the workload responsibilities of the Municipal Court Judge position will be managed in relationship to other contracts and obligations).

V. Selection Criteria and Requirements

The selection of the Shelton Municipal Court Judge will be based upon the ability of the proposer to best meet the requirements of the position, as described above and in the draft contract attached hereto; and including but not limited to:

Considerable knowledge of federal, state and local law and judicial processes and procedures with particular emphasis on municipal court setting; methods of efficient juror utilization; criminal justice system; case management techniques.

Considerable knowledge of the legal system, related processes and procedures, court structures and organizations; the purpose and function of courts and their relationship to other governmental units and society;

Considerable knowledge of modern principles, practices and technology related to court management, case assignment systems, elements of effective case-flow management and techniques of case-progress control, data collection and reporting;

Ability to communicate orally clearly and efficiently with defendants, witnesses, and the public in group settings to provide instructions or information and to respond to questions;

Ability to visually observe behavior in a courtroom setting; comprehend and make inferences from written material; produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar;

Ability to conduct and control court proceedings, elicit pertinent information and confine witnesses and litigants to relevant issues; appraise factual situations and make appropriate decisions promptly and in accordance with the law;

Ability to perform a broad range of supervisory responsibilities over others;

Ability to formulate and implement plans and programs, analyze difficult work procedures and job methods in order to apply processing and technique improvements, and manage scheduled cases in an effective and efficient manner;

Ability to establish and maintain effective working relationships with other legal professionals; Court Administrators, attorneys, departmental officials, commissioners, court and law enforcement personnel;

Ability to exercise sound judgment in making decisions and preventing errors that might adversely affect the court or the court system;

Ability to effectively communicate, both orally and in writing, to both individuals and groups, regarding complex or sensitive issues or regulations;

Ability to use personal computers, Microsoft applications, and specialized computer systems and applications designed to improve court efficiency;

Ability to maintain a positive, professional and courteous demeanor and function with appropriate tact and discretion in interactions with all employees and the public; perform in a dependable manner meeting acceptable attendance requirements at all times; remain respectful and professional with other judges, attorneys, departmental officials, juries, commissioners, court and law enforcement personnel, and City management and employees;

Ability to take initiative to meet work objectives;

Perform in an honest and ethical manner at all times, including familiarization with and strict adherence to the Code of Judicial Conduct and other requirements applicable to this judicial position, including but not limited to training and education and professional licensing requirements.

Minimum Education and Experience including: Graduation from an accredited college or university and graduation from an accredited law school with a J.D. degree or equivalent; citizen of the United States; citizen of the State of Washington; resident of Mason County, Washington; attorney admitted to practice law before the courts of record in the State of Washington.

In its evaluation process, the City will consider the qualifications of the applicant, including but not limited to the applicant's history of/and or demonstrated ability to successfully perform functions similar to those described herein. The City will also consider the completeness of the written proposal.

VI. Terms and Conditions of Proposal Process

A. The City shall not be responsible for any costs incurred any applicant in preparing, submitting, or presenting its response to the RFP.

B. Any proposal may be withdrawn up until the date and time set for opening of the proposals. Any proposal not timely withdrawn shall constitute an irrevocable offer for a period of sixty (60) days to provide to the City the services described herein or until or more of the proposals have been approved by City administration, whichever first occurs.

C. The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.

D. The City reserves the right to request clarification of information submitted and to request additional information from any proposer.

E. The City reserves the right to award any contract to another proposer, if the successful proposer does not execute a contract within fifteen (15) days after the award of the proposal.

F. The City is a public entity subject to Washington State statutes regarding Public Records and Open Public Meetings. Subject to the Washington State Public Records Act (Chapter 42.56 RCW), the City will generally produce all records generated and received in relation to this RFP in response to public records requests received. Any information submitted in relation to this RFP that is, in the opinion of the submitting party, proprietary or confidential, must be clearly designated as such. Marking of the entire response or entire sections of the response as proprietary or confidential will not be accepted nor honored. To the extent consistent with the Public Records Act, the City will attempt to maintain the confidentiality of confidential or proprietary content marked as such, PROVIDED that if a request is made for marked documents, the City will notify the party who submitted the information of the request, and will provide notice of a date on which the records will be released to the requester, unless the party who submitted the information obtains a court order enjoining release and produces the same to the City prior to the release date. If no court order is so produced, the City will release the requested information. Information submitted in relation to this RFP must be marked proprietary or confidential at the time of submittal, and may not later be so designated. Nothing in this section provides any guarantee or assurance that information submitted will not be produced as required by the Public Records Act, even if marked proprietary or confidential. BY SUBMITTING INFORMATION IN RELATION TO THIS RFP, THE SUBMITTING PARTY AGREES TO WAIVE AND RELEASE ANY CLAIM OR CAUSE OF ACTION AGAINST THE CITY, RELATED TO OR ARISING FROM THE CITY'S GOOD FAITH RELEASE OF SUCH INFORMATION IN RESPONSE TO A PUBLIC RECORDS REQUEST.

EMPLOYMENT AGREEMENT
FOR
CITY OF SHELTON, WASHINGTON
MUNICIPAL COURT JUDGE

THIS AGREEMENT, made and entered into this ___ day of _____, _____, by and between the City of Shelton, State of Washington, a municipal corporation, hereinafter called the "City", and _____, hereinafter called "employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, the City operates a Municipal Court pursuant to Chapter 2.16 Shelton Municipal Code ("SMC") and Chapter 3.50 RCW and the Washington State Court Rules; and

WHEREAS, Chapter 2.16 SMC establishes the City's Municipal Court, provides for a part-time judge to be appointed for a four (4) year term, with such appointee to be a citizen of the United States of America and the State of Washington and an attorney admitted to the practice of law before the courts of record of the State of Washington, residing full-time in Mason County, Washington; and

WHEREAS, the _____ has submitted evidence of qualifications acceptable to the City and compliant with Chapter 2.16 SMC and applicable statutes, including but not limited to proof of citizenship, proof of admission to practice law before the courts of record of the State of Washington, and proof of residency; and the City desires to appoint and employ the services of _____ as Municipal Court Judge for the City of Shelton for a four-year term, beginning _____ and ending _____; and

WHEREAS, it is the desire of the City to provide compensation and benefits, establish certain conditions of employment, and to set working conditions of said employee; and

WHEREAS, it is the desire of the City to (1) retain the services of the employee, (2) to make possible full work productivity by assuring employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance of dishonesty for personal gain on the part of the employee, and (4) to provide for a just means for terminating employee's services at such time the employee may be unable to fully discharge duties, or when the City may desire to otherwise terminate employment in accordance with Chapter 3.50 RCW; and

WHEREAS, employee desires to accept employment as Municipal Court Judge for the City;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties:

City hereby agrees to employ _____ ("Judge" / "employee") as Municipal Court Judge of the City to dispense justice under the laws of the State of Washington, the Shelton Municipal Code, the Washington State Court Rules, constitutions and laws of the State of Washington and the United States, and all other applicable laws. The Judge shall abide by

the Rules of Judicial Conduct as promulgated by the Washington State Supreme Court; and shall at all times maintain active or judicial status as a licensed attorney in the State of Washington. In accordance with the requirements of General Rule 29, the Judge shall supervise City employees assigned to perform court functions. In providing this supervision, the Judge recognizes the terms and conditions applicable to employees assigned to the Court who are members of the International Association of Machinists and Aerospace Workers IAMAW Woodworkers Local Lodge W-38 (representing the Customer Service Representatives), as contained in their applicable collective bargaining agreement, and recognizes the City's Policies and Procedures applicable to City employees and the City's Human Resources Department as necessary resources to be utilized with respect to issues stemming from the supervision of court employees. The Judge has reviewed the applicable collective bargaining agreement(s) and City's Policies and Procedures applicable to City employees, has consulted with the City's Human Resources staff, and has concluded that the terms of the collective bargaining agreement and City Policies and Procedures can be harmonized with Rule 29 provisions for Judge supervision of court employees, and will be compatible with the Judge's management of court employees.

Further, the Judge has reviewed the Model Job Description for Court Administrator that the Board for Judicial Administration approved on April 18, 2003 per GR 29. The Judge agrees that this Model Job Description shall be applied with respect to any hiring action for, and management of, the Court Administrator position, with the following "local conditions" exceptions:

[DETAIL ANY EXCEPTIONS TO BE APPLIED]

Section 2. Sessions:

Per RCW 3.50.110, the municipal court shall be open and shall hold such regular and special sessions as may be prescribed by the legislative body of the city or town: PROVIDED, that the Municipal Court shall not be open on non-judicial days.

Section 3. Term:

This appointment shall be from _____ through _____, unless sooner terminated as provided by law or by mutual written agreement by the Parties.

Section 4. Removal:

1. Removal for Misconduct/Malfeasance. Pursuant to RCW 3.50.095, the Judge may be removed from office during the term of his appointment upon conviction of misconduct or malfeasance in office, or because of physical or mental disability rendering the judge incapable of performing the duties of the office. Conviction of misconduct or malfeasance in office shall include convictions as defined by applicable law as grounds for removal of a municipal judge from office, including but not limited to

- a. Conviction of any criminal offense by the judge during the term of office; or
- b. A determination by the Washington State Judicial Conduct Commission that a code or standard of judicial conduct has been violated.

2. Removal by Judicial Conduct Commission. A municipal court judge may also be removed from office by the Washington State Judicial Conduct Commission and/or the Washington State Supreme Court, as described in Chapter 2.64 RCW or other applicable law. No separate action by the city commission is required to effect such removal.

Section 5. Salary:

The City' agrees to pay the employee for services rendered pursuant hereto an annual base salary of Fifty One Thousand Seven Hundred Ninety Two Dollars (\$51,792.00). Any cost of living increases of non-represented city employees shall also apply.

Section 6. Benefits Provided to Municipal Court Judge:

A. Retirement Benefits: The City agrees to pay the employer share of contributions to the State of Washington Public Employees Retirement System.

B. Medical, Dental, Vision, Life, and Disability Insurance: The City agrees to provide said benefits to the contract employee and eligible dependents, which is currently the same manner as provided to other part-time non-union employees of the City. Any changes in the provision of benefits of non-represented city employees shall also affect said employee.

C. Sick, Vacation and Floating Holiday Pay: The City agrees to provide annually: 48 hours of accrued sick leave; 40 hours of accrued vacation leave; and 8 hours of floating holiday pay. The employee shall use the 8 hours of floating holiday pay in the year it is provided or forfeit those 8 hours at the end of each calendar year. Leave hours used shall be recorded monthly on the City's leave usage form and approved by the Mayor. Upon termination of employment, all leave balances that have been earned or accrued through the last day of work shall be paid to the employee in the same manner as provided to other part-time non-union employees of the City.

Section 7. Reporting:

The Municipal Court Judge shall periodically report on the status of Municipal Court affairs to the City Manager and City Commission.

Section 8. Hours of Work – Coverage During Periods of Unavailability – Education/Training:

The work week of the employee shall be the hours necessary and reasonably required to discharge the duties and responsibilities of the position of Municipal Court Judge, which will include regularly scheduled court sessions and any administrative work and out-of-court work performed by the Judge, and all time expended for judicial education and continuing legal education. In addition to regularly scheduled sessions of the Shelton Municipal Court, the Judge shall conduct arraignments, probable cause hearings, bail hearings, jury trials, and other court hearings as may be necessary and shall otherwise be available, as needed, to provide the Municipal Court services in accordance with the Shelton Municipal Code and applicable statutes.

In the event that the Judge is unable to serve due to disability, illness and/or absence, it shall be the Judge's responsibility to timely notify the City and to make arrangements for the presence of a Judge pro tem. All Judges pro tem shall be qualified to hold the position of Judge

of the Shelton Municipal Court, as provided herein. Judges pro tem shall be paid from the Municipal Court budget.

The City acknowledges that the Judge is required by rule to attend the Judicial College within twelve (12) months of appointment. Costs shall be paid from the Municipal Court budget.

Section 9. General Provisions:

- A. The text herein shall constitute the entire agreement between the parties and;
- B. If any provisions or any portion thereof, contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Shelton has caused this agreement to be signed and executed in its behalf by the Mayor and duly attested by its City Clerk, and the employee has signed and executed this agreement, both in triplicate, the month and year first written above.

**THE WASHINGTON STATE GOVERNOR'S OFFICE
UNIFORM JUDICIAL EVALUATION QUESTIONNAIRE
(MODIFIED FOR USE BY THE CITY OF SHELTON)**

I. Judicial Position	
Position Sought	Court, Division, or District

II. Personal Information	
Name (Last, First, and Middle Initial)	Email (Personal and Work)
Home Mailing Address	City, State, ZIP
Work Mailing Address	City, State, ZIP
Personal Phone (Include area code)	Work Phone (Include area code)
Mobile Phone (Include area code)	Social Security Number¹
WSBA Bar Number and Year of Admission	Date of Birth (mm/dd/yyyy)

III. Prior Evaluation and Application History
Please list all prior judicial positions sought. Please list evaluations you received as part of that process, including dates.

IV. Education		
Please list all law school, graduate, and undergraduate colleges and universities attended.		
College/University	Month and Year Attended (From and To)	Degree Awarded
College/University	Month and Year Attended (From and To)	Degree Awarded
College/University	Month and Year Attended (From and To)	Degree Awarded
College/University	Month and Year Attended (From and To)	Degree Awarded
If you did not complete your degree at any of these schools, please explain why.		

V. Professional History	
1. Present or Last Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

2. Previous Employer	Employer's Address
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¹ Please only include your Social Security number on ONE ORIGINAL questionnaire forwarded to the City; redact from additional copies submitted.
MODIFIED FOR USE BY CITY OF SHELTON: Washington Uniform Judicial Evaluation Questionnaire (updated 1/5/15)Page 1

Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

3. Previous Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

4. Previous Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

5. Previous Employer	Employer's Address
Employer's Phone (Include area code)	Your Title
Dates of Employment From To	Supervisor's Name
Nature of Practice (including frequency of court appearances and areas of special emphasis)	
Reason for Leaving	

Please list any additional employment, and include the same information sought in previous Section V questions.

VI. Jurisdictions, Associations, and Awards
List all other courts and jurisdictions in which you have been admitted to practice law and the dates of admission. Please provide the same information for administrative bodies having special admission requirements.
Please list all bar associations and professional societies of which you are a member and give the titles and dates of any offices that you have held in such groups.
Are you in good standing in every bar association of which you are a member? If you answered "no", please explain.
If you have been a judge, please identify court committees on which you served or administrative positions you have held. Include dates of services for each.

Please list any honors, prizes, awards, or other forms of recognition that you have received and whether they were professional or civic in nature.

VII. Professional Practice Experience

Within the last five years, did you appear in trial court:

Regularly Occasionally Infrequently

Within the last five years, did you prepare appellate briefs and appear before appellate courts:

Regularly Occasionally Infrequently

Within the last five years, how often did you appear in the court for which you are applying:

Regularly Occasionally Infrequently

Career Experience – What percentage of your appearances in the last five years was in:

Federal Appellate Courts %

Federal Trial Courts %

State Appellate Courts %

State Trial Courts %

Municipal Courts %

District Courts %

Administrative Tribunals %

Tribal Courts %

Other %

What percentage of your practice in the last five years was in:

Civil Litigation (excl. family law) %

Criminal Litigation %

Family Law Litigation %

Non-Litigation %

What percentage of your trials in the last five years were:

Jury Trials %

Non-Jury Trials %

Indicate the total number of cases during your career that you have tried to verdict or judgment (rather than settled) in the following courts, and indicate for each court that the following percentages: trials in which you were the sole counsel or chief counsel, jury trials, and trials where you were the arbiter/decision maker.

Court	Number	% as sole/Chief Counsel	% Jury	% as the Arbiter
Municipal Court				
State District Court				
State Superior Court				
Federal District Court				
Administrative Court				
Tribal Court				
Other				

Indicate the total number of appellate cases during your career where you appeared as counsel of record in the following courts, and indicate for each court the following percentages: cases where you were sole counsel or chief counsel, and cases where you were the arbiter/decision maker (if applicable).

Court	Number	% as sole/Chief Counsel	% as the Arbiter
State Superior Court			
WA Division I COA			
WA Division II COA			
WA Division III COA			
State Supreme Court			
Federal Circuit COA			
US Supreme Court			

Briefly describe no more than eight significant matters that you directly handled as counsel, and include the reason that each is significant to you. For each, please provide the name of the judge or other judicial officer, and the citation, if

applicable.
State in detail your experience in adversary proceedings before administrative boards or commissions during the last five years.
Please briefly describe any legal non-litigation experience that you feel enhances your qualifications to serve as a judge.
Please list all chairmanships of major committees in bar associations and professional societies and memberships on any committees that you have held and believe to be of particular significance.
Have you published any books or articles in the field of law? If so, please list them, giving the citations and dates. Also, please give the dates and forums of any Continuing Legal Education presentations that you have made.

VIII. Judicial Interest and Experience
In 75 words or less, please describe why you are seeking a judicial position.
In 75 words or less, please describe the type of judge you aspire to be.
Have you ever held a judicial office? If you answered “yes”, please provide details, including the courts involved, whether elected or appointed, and periods of your service.
Have you ever held public office other than a judicial office? If you answered “yes”, please provide details, including the offices involved, whether elected or appointed, and periods of your service.
Please briefly identify all of your experience as a neutral decision-maker (e.g. permanent or pro tem judge in any jurisdiction, administrative law judge, arbitrator, hearing officer, etc.). Give courts, approximate dates, and attorneys who appeared before you.
If you seek an appellate court position, please describe how your previous judicial experience prepared you to serve as an appellate court judge.

IX. Community and Civic Activities
Please list community and civic activities, including dates and leadership roles you have held, over the last 10 years.

X. Access to Justice and Diversity in the Legal Profession
Please describe any activities that you have engaged in to eliminate bias or improve access to the judicial system.
What are the most significant barriers to access to justice today? In what ways have you seen these barriers in your practice?
As a member of the bench, what role, if any, do you believe that a judge has to enhance equal access to justice?
What experiences, training, or knowledge do you have in addressing diversity in the legal profession?
What can a judge, or court, do to improve diversity in the legal profession?

XI. Discipline, Disputes, and Conflicts
Have you ever been held, arrested, charged, or convicted by federal, state, or other law enforcement authorities for violation of any federal law, state law, county or municipal law, regulation, or ordinance? If you answered “yes”, please provide details, including case numbers. (Do not include traffic violations for which a fine of less than \$150.00 was imposed.) Please feel free to provide your view of how it bears on your present fitness for judicial office.
Has a client ever made a claim or suit against you for malpractice? If you answered “yes”, please provide details and the current status of the claim and/or suit.

Have you ever been a party in interest, witness, or consultant in any legal proceeding? If you answered “yes”, please provide details, including the case number. Do not list proceedings in which you were merely a guardian ad litem or stakeholder.	If you answered “yes”, please provide details.
Have you ever been the subject of a complaint to any bar association, disciplinary committee, court, administrative agency, or other professional group? If you answered “yes”, please provide details.	If you answered “yes”, please provide details.
Have you ever been disciplined or cited for breach of ethics or unprofessional conduct? If you answered “yes”, please provide details.	If you answered “yes”, please provide details.
If you have ever served as a judge, commissioner, or in any judicial capacity, has a complaint for misconduct in that capacity ever been made against you? If you answered “yes”, please provide details.	If you answered “yes”, please provide details.
If you are now an officer or director of any business organization or otherwise engaged in the management of any business enterprises, please provide the following: the name of the enterprise, the nature of the business, the title of your position, the nature of your duties, and the term of your service. If you are appointed and do not intend to resign such position(s), please state this below along with your reasons for not resigning.	
Are you aware of anything that may affect your ability to perform the duties of a judge? If you answered “yes”, please provide details.	If you answered “yes”, please provide details.

XII. References – In the evaluation process it is useful for evaluators to speak with attorneys and non-attorneys who are familiar with you. Evaluators may contact each of your references. If a reference is unreachable, your evaluation may be delayed.

Please list the names and phone numbers of up to 10 opposing counsels who know you best, including at least three opposing counsels on cases that went to trial.

If you have been a judge or otherwise have served as a neutral decision-maker within the last 10 years, please list the names and phone numbers of the last 10 attorneys who have appeared before you.

For the last five trials in which you participated (whether as a trial lawyer or decision-maker), please list as appropriate the following for each: case name, subject matter, court, judge (with phone numbers), and opposing counsel or counsel appearing before you (with phone numbers).

Please list the names and phone numbers of 10 additional attorneys familiar with your professional qualifications, skills, experience, and attributes.

Please list the names and phone numbers of up to five non-attorney references whose opinions or observations—particularly with respect to your commitment to improving access to the judicial system—would assist in the consideration of your application.

Please provide a writing sample of your work (not to exceed 10 pages), written and edited by you, detailing A) why you are well suited to perform the substantive requirements of this specific judicial position as described; B) your viewpoints and proposed approach regarding the duties to be performed; C) the nature and extent of any work performed at any time in the judicial or legal system within Mason County Washington and any legal or judicial work performed on behalf of any municipal entity; D) any other work commitments that would be performed concurrently (including title, type of work, association with any firm, and approximate hours per week to be devoted to concurrent work obligations) with performance as Shelton Municipal Court Judge (and in this event, detail how workload responsibilities of the Municipal Court Judge position will be managed in relationship to other contracts and obligations).

Date and Signature – All answers and statements are true and complete to the best of my knowledge. I have reviewed the terms of the draft contract, am familiar with

federal and state law provisions applicable to this position, and am willing and able to comply with the same. I understand that the City of Shelton may verify information, and that untruthful or misleading answers are cause for rejection of this questionnaire or dismissal if appointed.

Date	Signature
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