



1500 Morrow Rd
Morrow, GA 30260

Request for Proposal (RFP)

The City of Morrow 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 holds a minimum of four (4) arraignments, two (2) trial calendars, and two (2) jail court calendars per month. The City of Morrow reserves the right to add additional days to the court calendar should the need arise.

The Municipal Court Judge is appointed by Mayor and Council. The person selected must take an oath of office, be bondable, and must be willing to be contacted nights, weekends and holidays for approval of special circumstances. 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 Chief Judge of the City Of Morrow Municipal Court, presides over and adjudicates a variety of hearings and trials related to violations of Morrow City Ordinances, Traffic Offenses, City Code Offenses as well as certain Misdemeanor Offenses in accordance with established legal procedures as prescribed in Georgia State Law and Morrow City Ordinances. The Municipal Court Judge imposes appropriate sentences and penalties as prescribed by law and maintains the fee schedule with approval from City Council. The person selected will communicate with other city, county, and state criminal justice agencies and must also coordinate with Solicitors and Public Defenders to ensure due process for all offenders.

No assignment or transfer of the contract or any interest in the contract shall be made by the Municipal Court Judge without prior written consent of the City of Morrow. Expected monthly salary will be determined during contract negotiation.

QUALIFICATIONS

1. Must be a resident of the State of Georgia and an Attorney-At-Law admitted to practice within the State of Georgia and in good standing with the State bar of Georgia;
2. Must have at least five (5) years' experience as a practicing Attorney in the State of Georgia; and
3. Must be bondable.

REQUESTED INFORMATION

1. Professional Resume;
2. Summary of qualifications and legal services you have provided;
3. Special training;
4. Georgia Bar License Number;
5. Professional references; and
6. Provide a list of cities where you have served or currently serve (if applicable).

Please submit sealed proposal to be opened Friday, November 17, 2017 at 10:00am in person or via certified mail addressed to:

City of Morrow
Municipal Court Judge
1500 Morrow Rd
Morrow, Georgia 30260
Attention: Yasmin Julio

Proposals will be reviewed and presented to the Mayor and Council. The Mayor and Council will make the final selection. This RFP is not a contract. The City of Morrow reserves the right to choose a candidate for Chief Judge from the proposals submitted during this process or they may choose to publish another call for proposals.

Questions may be submitted in written form no later than November 10, 2017 to:

RFP Contact: Essie West
Contact Address: 1500 Morrow Rd
Morrow, Georgia 30260
Telephone Number: 678-902-0901
Email Address: ewest@cityofmorrow.com