

City of Commerce
Request for Proposal
Municipal Court Judge

Municipal Court Judge

The City of Commerce, Georgia 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 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 two (2) arraignments, and one(1) Code Enforcement monthly calendar.

The Municipal Court Judge is appointed by, and serves at the pleasure of the City Council, with recommendation of City Administration. The person selected must take an oath of office, be bondable, and must be willing to be contacted after hours as needed. 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 Commerce Municipal Court, presides over and adjudicates a variety of hearings related to violations of City of Commerce- 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 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.

Typical responsibilities of a Municipal Court judge include:

- Preside over pre-trial conferences, cases, trials, and hearings.
- Make judicial decisions, including establishment of a standard bail schedule, determination of bail in individual cases, determination of financial ability, determination of conditions of probation, determination of liability, and determination of eligibility for indigent defense and for alternatives to monetary penalties including community service and penalty or fine reductions.
- Administer activities of the Court, assign and hear all cases and fulfill obligations of the Court as established by State or local law, rule, statute, regulation, and City ordinance.

- Establish and approve procedures necessary for the proper exercise of constitutional rights and other compliance with the law and approve necessary court forms, and updating such procedures and forms as necessary; and provide proper training of court staff and officials subject to the Judge's direction and control about court procedures and the use of approved court forms.
- Direct Court staff when they are performing duties for the Court.
- Ensuring that court staff and officials subject to the Judge's direction and control use approved forms, follow approved procedures and comply with applicable provisions of the Code of Judicial Conduct, court rules, ordinances, and statutes.
- Notify the Police Chief through the Court Clerk of additional resources necessary to ensure compliance with applicable laws and rules, and of service provider performance deficiencies.

The person selected is expected to attend the annual conference required for Georgia judges, at the cost of the City of Commerce.

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 Commerce. Court salary will be determined by contract amount.

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 ten (10) years' experience as a practicing Attorney in the State of Georgia;
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;
6. Proposed fee for each court session.

Submission of a proposal for Judge indicates the acceptance on the part of the Proposer to the terms and conditions of this RFP and agreement to those terms. There is no expressed or implied obligation on the part of the City to reimburse any responders or proposed vendors for any expense incurred during the preparation of any proposals submitted for this request.

Any contact made with a City employee in an attempt to influence or persuade the City to select the Proposer will automatically disqualify the Proposer. The City reserves the right to request additional written information or clarification of any proposal submitted or to allow for errors and

admissions. The City also reserves the right to reject any or all parts of the proposals submitted as it deems appropriate and in the best interest of the City or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the City to do so. The City reserves the right to waive informalities and minor irregularities in proposals received. Proposals must include any and all proposed terms and conditions.

Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or by addendum or amendment. The City is not liable for any costs incurred by respondents prior to entering a formal contract. Costs of developing the proposals or any other such expenses incurred in responding to the RFP, are entirely the responsibility of the responder, and shall not be reimbursed in any manner by the City.

A proposal submitted in response to this RFP must identify any subcontractors and outline the contractual relationship between the awarded responder and each subcontractor. An official of each proposed subcontractor must sign and include as part of the proposal submitted in response to this RFP, a Statement to the effect that the subcontractor has read and will agree to abide by all obligations.

Please submit sealed proposal in person or via certified mail to the City Clerk's Office no later than **2:00pm September 15, 2025**, at the administrative office at:

City of Commerce
Attn: Sandra Haggard
110 State Street
Commerce, Georgia 30529

