

**City of Isle of Palms, South Carolina  
Request for Proposals (RFP) 2023 – 02  
Associate Municipal Court Judge**

The City of Isle of Palms is accepting applications for the position of Associate Municipal Court Judge.

**Background**

The Associate Municipal Judge is appointed by City Council pursuant to Section 1-7-2 of the City of Isle of Palms Code of Ordinances and the term of office shall be two (2) years. The appointment of the Associate Municipal Judge will be announced by the Mayor at a City Council meeting.

The mission of the Municipal Court is to guarantee all persons accused of violations or crimes their constitutional right to a fair and speedy judicial process while preserving their dignity, as well as protecting the rights of the citizens of Isle of Palms. We strive to provide defendants with the tools they need to successfully complete their Court requirements.

Court sessions are typically held the second and/or fourth Wednesday of every month starting at 1:00 p.m. The schedule depends on case load. The Court uses pretrial conferences as a tool in adjudicating cases more efficiently. This Court is not a court of record and operates primarily using paper files and an electronic case management software program.

**Jurisdiction**

The Associate Municipal Judge shall hear and determine all cases within the jurisdiction of municipal courts under state law, including violations of municipal ordinances. The Associate Municipal Judge may impose fines not to exceed \$500.00 or imprisonment for a period not to exceed thirty (30) days, or both, in his/her discretion, and in addition shall impose costs and fees required by state law. City Council may also appoint an associate judge to serve in the absence of the Municipal Judge and perform the same duties.

**Scope of Services & Duties**

The duties include all normal duties of Associate Municipal Judge acting in that capacity for Municipal Court. These duties include but not limited to conducting arraignments, accepting pleas, conducting bench trials, presiding over jury trials and conducting various hearings. It may be necessary to conduct a jury trial on a separate day from a regularly scheduled Court day. The Judge also issues warrants, such as bench warrant for criminal non-appearance. Judge will be responsible for interviewing defendants to see if they qualify for a Court appointed attorney before they are assigned.

The Municipal Clerk of Court assists the Judge with paperwork and necessary orders. The Judge may review and make recommendations regarding Court programs, Court fines, Court charges, and Court procedures.

Municipal Court staffing currently is composed of:

- A contract Municipal Judge that provides services to support Court operations.
- A full-time Clerk of Court assigned to Court that coordinates the Court schedule, maintains appropriate documentation for Court, completes Court orders, monitors probation compliance and monitors and process payments of Court fines.
- An hourly City Prosecutor that provides prosecutorial services to the City.
- A City contracted Public Defender.
- An Accounts Payable Clerk
- The Court department is currently supervised by the City Administrator.

The following are indicators of the workload of the Municipal Court:

<b>Case Type</b>	<b>7/2018-6/2019</b>	<b>7/2019-6/2020</b>	<b>7/2020-06/2021</b>	<b>7/2021-6/2022</b>
Criminal	130	200	109	275
DUI	19	41	26	95
Other Traffic	606	582	258	796
Municipal Ordinance	325	200	72	234
Domestic Violence	3	4	1	4
Pending Jury Trial	45	83	105	99
Pending CD or Pre-Trial Cases	221	440	575	251
<b>Total</b>	<b>1349</b>	<b>1550</b>	<b>1146</b>	<b>1754</b>

### **Experience Required**

1. Must have graduated from an accredited law school and been admitted to the practice of law before the courts of record in South Carolina with a minimum of five (5) years of experience as a practicing attorney and preferably at least two (2) years of municipal experience. Maintenance of annual Continuing Legal Education is required.
2. Must be in good standing with the South Carolina Supreme Court.
3. Must possess (or obtain) licensing through the South Carolina Court Administration within six (6) months of taking office.
4. Must obtain and maintain professional liability insurance.
5. Ability to be available during nights/weekends and holidays to render services as necessary.

6. Ability to be generally available to attend mandatory meetings in person and/or on short notice and the ability to be reached promptly by phone.

### **Required Proposal Contents**

Respondent's Proposal should include the following items in the following sequence and any additional information you deem relevant:

1. Provide a brief description of your professional experience and qualifications including:
  - Education
  - Employment
  - Offices held
  - Professional organizations
  - South Carolina State Bar number
  - Resume
2. Identify any experience with Municipal Law.
3. Describe your capability in providing services as Municipal Court Judge.
4. Provide a brief description of your judicial philosophy.
5. Provide a brief description of your philosophy as to the administration of the fines for first and repeat offenders.
6. Provide any other information or comments, which you believe are relevant and will assist the City in making its selection:
7. Additional questions concerning judicial philosophy, programs, and duties may be asked at an interview after initial reviews. Additional information may be requested in order to conduct a background check.
8. Provide three (3) current letters of recommendation made in specific reference to this position.
9. Proposed compensation rate.

### **Proposal Evaluation**

The Administration Committee and the City Administrator will evaluate the written proposals and conduct interviews. Proposals will be evaluated to determine which ones best meet the needs of the City. After meeting the mandatory requirements, the proposals will be evaluated in accordance with the following:

1. Comprehension of the scope of services and general approach/methodology
2. Offeror's previous experience and past performance for services as outlined in the solicitation.
3. Experience, qualifications and availability
4. Ability to meet anticipated schedules, current and projected workloads.
5. Ability to prepare concise, meaningful responses addressing the various aspects of this solicitation.

Evaluations shall not be based on cost alone but will be based on the composite of the above factors. The overall best interests of the City, in terms of cost and service provided, and response to the information requested herein will be considered in the evaluation of submitted proposals.

It shall be agreed and understood that the proposals are considered public documents and are subject to official inspection. Any firm may request in writing that the information be kept proprietary.

The selected Associate Municipal Judge would be expected to commence service at the Municipal Court's June 2023 session upon appointment by City Council.

### **Submission of Proposals**

The deadline to submit proposal is 2:00 p.m., Friday, May 5, 2023 and will be reviewed by the City Administrator, City Attorney, and Clerk of Court. Please submit your proposals by email to Amy Lee, Clerk of Court, at [amyw@iop.net](mailto:amyw@iop.net) or by mail to 1207 Palm Boulevard PO Box 508, Isle of Palms, South Carolina 29451.

### **Rejection of Proposals**

The City reserves the right to reject any or all Proposals not in compliance with all public procedures and requirements, reject any Proposal not meeting the specifications set forth herein; waive any or all irregularities in proposals submitted and/or determine the criteria and process whereby proposals are evaluated.; reject all proposals; award any or all parts of any Proposal; and request references and other data to determine responsiveness.

City officials may, at their sole and absolute discretion, postpone or cancel this solicitation process.