



## **Town of Mt. Crested Butte Deputy Municipal Court Judge**

### **A. INTRODUCTION**

The Town of Mt. Crested Butte is inviting letters of interest from qualified individuals to provide Deputy Municipal Court Judge services to the Town. The Town of Mt. Crested Butte is a Home Rule Town, and the Home Rule Charter (Article VII(B)) addresses the Judiciary and Deputy Judge position. Mt. Crested Butte Municipal Court is a Court of Record and meets as required (typically once per month for an hour).

### **B. OBJECTIVE**

The objective is to choose a reliable and experienced individual with demonstrated knowledge in providing municipal court judge services in a comprehensive, timely, effective and efficient manner. Interested individuals should have significant experience in matters addressed by municipal courts. The Deputy Municipal Court Judge will work with the court clerk to preside over the Municipal Court when called upon to act by the presiding municipal judge or the Town Council.

### **C. QUALIFICATIONS OF APPLICANTS**

- Attorney at law admitted (active) to practice in Colorado.
- Ability, capacity, and skill as a prospective judge.
- Ability to meet the time requirements of the Town, as needed (approximately 1 hour or less per month).
- Reliability, character, integrity, reputation, judgment, experience, and efficiency.
- High performance quality in previous or current judge contracts, if any.
- Ability to determine compliance with applicable laws and ordinances.
- Availability and adaptability of services to meet the needs of the Town.

### **D. SCOPE OF SERVICES**

The Deputy Municipal Court Judge presides over Municipal Court matters in which the Municipal Court has jurisdiction.

### **E. POWERS AND DUTIES**

- The Judge shall have all judicial powers and duties as provided in the Town's Charter and ordinances and in the Colorado Revised Statutes applicable to municipal judges, except as otherwise provided by Charter or ordinance.
- The Judge is authorized to exercise contempt powers, and enforce subpoenas issued by any board, commission, hearing officer, or other body or officer of the Town authorized by law or ordinance to issue subpoenas, and all other powers

inherent with the office.

- The Municipal Court convenes for at least one (1) regular session of the Municipal Court on the first Wednesday of each month and more often as needed. Sessions of the Court are typically held at 9:00 A.M.
- The Municipal Court complies with HB23-1182. Remote access is provided for the public to observe court proceedings.

**F. TERM OF OFFICE**

The term of office of the Deputy Municipal Court Judge is indefinite, unless otherwise terminated by the Mt. Crested Butte Town Council.

**G. PARTICIPATION BY AND EXPECTATIONS OF THE TOWN**

The Town expects that the Deputy Municipal Court Judge will preside over court in-person or virtually, keep abreast of current legislation and obtain ongoing education and training, remaining current on all matters relating to municipal courts and municipal judges. Costs associated with these efforts may be shared with the Town with prior approval and as budgeted.

**H. COMPENSATION**

The Town will pay the Deputy Municipal Court Judge for judicial services rendered at a rate of \$750.00 per court session or compensation set by the Town Council, the amount of which shall not be dependent upon the outcome or number of matters to be decided by the Deputy Municipal Court Judge.

**I. INFORMATION TO BE INCLUDED/SUBMITTED**

The following information must be included in your written proposal. It is important as it may be your only opportunity to present your qualifications.

1. Name of the person who will be in charge of providing Deputy Municipal Court Judge services to the Town. This is the person who will be recommended for appointment to the position of "Deputy Municipal Court Judge" by the Town Council. A resume of this person's background and experience should emphasize the municipal law experience of that person and the level of responsibility in this area.
2. Specific information on the certification, licensure/registration and continuing education training for the preceding calendar year, including such information as may be necessary to establish that the applicant is an active attorney at law admitted to practice in Colorado.
3. Please disclose any potential conflicts of interest that you may have in relation to the Town of Mt. Crested Butte.
4. Provide details regarding your existing workload and how you will fit this contract into your existing work priorities.
5. Provide a list of references with whom you have worked in the past five (5) years. If you have provided municipal court judge services to municipal or government clients in the recent past, please submit municipal or government client references as well.
6. Each respondent's proposal and bid should address the ability to perform this scope of work, along with the specific expertise, education, and experience.

**J. SELECTION**

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired. After considering proposals and information provided during the application process, the Town will select the individual who is the most advantageous to the Town from the standpoint of service, previous experience, and ability to deliver or for any other reason deemed by the Town to be in the best interest of the Town.

**The Deputy Municipal Court Judge Services Proposal must be received by the Town Clerk, Tiffany O'Connell, PO Box 5800, Mt. Crested Butte, CO 81225 or via email to [toconnell@mtcb.colorado.gov](mailto:toconnell@mtcb.colorado.gov).**

The Town of Mt. Crested Butte may create a Judicial Subcommittee who will perform an initial screening and may interview potential candidates. Finalist(s) will be selected for final interviews by the Town Council and may be asked to appear before Town Council.

The Town reserves the right to undertake its own investigation to evaluate any candidate. The Town shall have the sole discretion to accept or reject any proposal. All proposals become the property of the Town upon receipt and will not be returned. Whether the proposal is accepted or rejected will not affect this decision.

The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible. Your costs in developing the proposal, attendance at any meetings relating to the proposal, and other costs relating to the proposal are your responsibility and will not be reimbursed by the Town.

The Town of Mt. Crested Butte thanks you for your interest in providing us with a letter of interest for Deputy Municipal Court Judge services. Please submit any questions to Tiffany O'Connell, Town Clerk at to [toconnell@mtcb.colorado.gov](mailto:toconnell@mtcb.colorado.gov).

**NOTICE IS HEREBY GIVEN**, proposals should be prepared and submitted in a form that addresses the needs outlined herein. Priority will be given to proposals received by August 15, 2025. Proposals shall be sent to:

Tiffany O'Connell, Town Clerk  
Town of Mt. Crested Butte  
P.O. 5800  
Mt. Crested Butte, CO 81225  
[toconnell@mtcb.colorado.gov](mailto:toconnell@mtcb.colorado.gov)