



## **Dublin Mayor's Court Request for Proposals Secondary/Backup Magistrate**

The City of Dublin seeks proposals from qualified individuals to be appointed as a secondary/backup Magistrate for the Dublin Mayor's Court.

Deadline for submission of all proposals: **Friday, February 14, 2014 at 5 PM**

Proposals can be e-mailed, mailed or delivered to the City of Dublin Clerk of Council at the following addresses.

Mailing Address: Anne Clarke, Clerk of Council  
City of Dublin Municipal Building  
5200 Emerald Parkway  
Dublin, Ohio 43017  
614.410.4436

E-mail Address: [aclarke@dublin.oh.us](mailto:aclarke@dublin.oh.us)

### **Duties**

The Magistrate presides over the City of Dublin Mayor's Court proceedings, to hear and determine all prosecutions and criminal cases in Dublin Mayor's Court that are within the jurisdiction of the Mayor's Court, as established by Ohio law. Additionally the Magistrate fulfills such ancillary duties as would reasonably be considered necessary for the effective function of the court, including but not limited to prisoner hearings and other proceedings and administrative tasks of a Magistrate.

In cases in which the primary Magistrate is unavailable for Mayor's Court sessions or prisoner hearings, a secondary Magistrate will be contacted to fulfill such duties.

The Magistrate and secondary Magistrate shall be an independent contractor of the City of Dublin and he/she shall exercise his/her independent judgment and discretion in hearing and

determining all prosecutions and criminal cases in Dublin Mayor's Court. Judgments entered and sentences imposed by the Magistrate or secondary Magistrate shall not be reviewed or approved by the Mayor or any other Member of Council.

The Magistrate or secondary Magistrate may not assign, transfer, subcontract or sublicense any of his/her duties.

### **Qualifications**

As required by Ohio Revised Code Section 19.05(A), "no person shall be appointed as a mayor's court magistrate unless the person has been admitted to the practice of law in this state and, for a total of at least three years preceding the person's appointment or the commencement of the person's service as magistrate, has been engaged in the practice of law in this state or served as a judge of a court of record in any jurisdiction in the United States, or both."

In addition to the above noted qualifications required by state law, preference will be given to previous experience serving as a municipal or county judge or magistrate and/or other court experience involving violations of municipal or county ordinances.

### **Requirements**

The secondary Magistrate must:

- Maintain at all times all the requirements necessary to serve as a Magistrate, including, but not limited to maintaining a Magistrate's licensure and fulfilling all educational requirements. The secondary Magistrate shall be responsible for all expenses associated with maintaining such requirements.
- Remain current with understanding of applicable state laws, local ordinances, Supreme Court of Ohio's Mayor's Court Education and Procedures Rules <http://www.supremecourt.ohio.gov/LegalResources/Rules/mayor/mayors.pdf>, and the City of Dublin Court Rules (<http://www.dublin.oh.us/court/rules.php>).

### **Days/Hours of Work**

Dublin Mayor's Court is typically held each Tuesday evening, with an average of forty-five to forty-six court sessions/year. Court session duties for the Magistrate or secondary Magistrate begin at 5:30 p.m. and generally last for 1.5 hours. In addition to court sessions, the secondary Magistrate would need to be available on Monday mornings at 8:30 AM and Friday mornings at 9:00 AM for prisoner hearings when the primary Magistrate is unavailable. Attendance at prisoner hearings would only be required in instances where a prisoner was present. City staff would contact the primary or secondary Magistrate each Monday and Friday morning to inform him/her of the need for a prisoner hearing. The City of Dublin would only pay the primary or secondary Magistrate for actual time spent presiding over a prisoner hearing. On average Dublin Mayor's Court holds between twenty-five to twenty-seven prisoner hearings each year.

## **Selection Process**

All requests for proposal received by the February 14, 2014 deadline will be reviewed by the Administrative Committee of Council. Based upon the Committee's review of these proposals, the most qualified individuals would then be selected to participate in an interview process.

Following such interviews, the Administrative Committee of Council will recommend to the Mayor a preferred candidate(s) for appointment as a secondary Magistrate. Final selections would be based upon a combination of candidate qualifications, previous experience, familiarity with the community, reference feedback, availability to fulfill the duties of secondary Magistrate and proposed cost for services.

## **Appointment**

The Mayor is empowered, pursuant to Section 3.04(a)(4) of the Dublin Charter, to appoint a magistrate, subject to the approval of Council. Once a preferred candidate is selected to serve as a secondary Magistrate, a resolution ratifying the appointment would be presented to City Council for approval. Such resolution would authorize the City Manager to execute a contract with the selected candidate.

## **Proposal Submission Requirements**

All submitted proposals must include the following:

- Applicant information form (attached), including three (3) professional references
- Applicant's Resume
- Cost of services proposal which will should include:
  - a proposed fee (hourly or flat) for each court session held, and
  - a proposed fee (hourly or flat) for each prisoner hearing held

## **Inquiries**

All questions and comments regarding this Request for Proposals should be directed to:

Lisa Wilson, Court Administrator

[lwilson@dublin.oh.us](mailto:lwilson@dublin.oh.us)

614.410.4916 (office)

614.204.6574 (mobile)