

SQUAXIN ISLAND TRIBE

REQUEST FOR PROPOSAL FOR JUDICIAL SERVICES

MARCH 22, 2024

The Squaxin Island Tribe is soliciting Proposals from interested parties to contract for judicial services. The successful proponent will act as a trial court judge in the Squaxin Island Tribal Court.

A. INTRODUCTION

The Squaxin Island Tribe seeks to enter into a contract with a licensed attorney to act as a judge in the Squaxin Island Tribal Court. The judge would hear all matters other than ICW and vulnerable adult cases. Key areas include the criminal docket, probate, and exclusions, as well as employment disputes, workers' compensation, contract disputes, and more.

B. SCOPE OF SERVICES

1. Hear and determine all cases assigned.
2. Preside over conferences, oral arguments, and evidentiary hearings and trials.
3. Complete all legal or factual research necessary to competently prepare for or perform duties.
4. Provide technical guidance and assistance to associate judges and the Court Clerk.
5. Direct and issue all court orders related to the process of the Tribal Court as stated in the Tribe's Code.
6. Conduct criminal and civil hearings and trials in accordance with acceptable standards and protect the rights of the parties appearing for trial.
7. Direct the issuance of warrants and other process as required.
8. Exercise independent judgment in imposing fair and impartial sentences, verdicts and judgments within limitations provided by applicable laws, ordinances, regulations.
9. Direct the preparation and maintenance of a complete record of docket actions for all court proceedings in accordance with standard court management practice.
10. Supervise the Court Clerk with respect to court actions and procedures and ensure that court documents and orders are prepared and distributed to the responsible persons/agencies in a timely manner.
11. Render advice and assistance in updating the Code and Court forms.
12. Participate in regular meetings as requested.
13. Complete all actions required of a Judge as stated in the Tribe's Code.

C. MINIMUM QUALIFICATIONS

The proposed Judge must meet the following minimum qualifications:

- Must be twenty-one (21) years of age or older;
- Must have a degree from an accredited law school;

- Must be licensed to practice law by the highest court of any state;
- Must have three (3) years' experience in judicial or related work.
- Must have a working knowledge of the Laws and Ordinances of the Squaxin Island Tribe, and applicable State, County and Federal laws.
- Must complete a background check to the satisfaction of the Tribe and disclose any disciplinary action by any bar.

D. STATEMENT OF QUALIFICATION REQUIREMENTS

Each proponent should provide a resume and statement of qualifications, including

- (1) A resume with relevant work history.
- (2) A writing sample
- (3) Three professional references.

Consistent with Squaxin Island Tribal Code Sec. 4.04.070, first consideration will be given to Indian applicants.

E. INSTRUCTIONS

All proposals are to be delivered to:

Lindsey Harrell, Legal Dept. Coordinator at lharrell@squaxin.us

OR

Squaxin Island Legal Department
3711 SE Old Olympic Highway
Shelton, WA 98584
(360)432-1771 ext. 6

Questions may be directed to:

Lindsey Harrell, at lharrell@squaxin.us or (360)432-1771 ext. 6

Proposals will be accepted at least until April 30, 2024.