

2018 Proposed Process for Review and Appointment of Current Municipal Court Judges

This is intended only for evaluation of those applicants who have previously served as a full or part-time judge who are applying to remain in the same position and serve under the 10-1 Council and comply with the objectives of Council Resolution 20171214-060.

I. Evaluation by Presiding Judge

The Presiding Judge will compile and collect all materials to provide to the Judicial Committee, including, but not limited to:

- 1) Position Consideration Form
- 2) Judicial Survey
- 3) Self-Evaluations
- 4) Metrics as they have been collected based on Council Goals
- 5) Comments and Feedback about Judges that are submitted to the Court

II. Review Panel Screening

The presiding judge will assemble a Review Panel (may be the same as the new applicant "Interview Panel") including but not limited to:

- Criminal defense attorneys
- Attorneys who represent indigent defendants
- Members of various minority bar associations
- Experts in recent developments and research in criminal justice reform
- Attorneys who represent the County Attorney's and District Attorney's Office
- City prosecutors

The Review Panel should develop a matrix, review evaluation materials and score current judges based on the following criteria:

Evaluation Criteria for Current Judges:

- Legal Ability (35 points)
 - Understanding substantive law and rules of procedure and evidence
 - Awareness and attentiveness to factual and legal issues before the court
 - Knowledge and experience in criminal law
 - Strong understanding of court processes
- Fairness (35 points)
 - Avoids impropriety, the appearance of impropriety, and ex parte communication
 - Displays fairness and impartiality towards all parties
 - Use of alternative sentencing options whenever appropriate under the law, including effective alternatives to jail commitments for non-payment of fines
 - Use of alternatives to issuance of warrants whenever alternatives are available
 - Performs timely magistrations and sets the amount of bail in accordance with state law with consideration to individual's economic status and considers use of personal bonds
 - Commitment to the role of the judiciary in ensuring equitable outcomes for those entering the judicial system.
- Preparation, attentiveness, temperament and control over proceedings (30 points)
 - Well-prepared for all hearings and trials
 - Performs effective courtroom management, strong organization and work ethic
 - Respectful treatment of defendants, staff, prosecutors, defense attorneys and the public
 - Professional communication with fellow judges and presiding judge and willingness to assist other judges as needed
 - Responsibly maintains and is communicative regarding assigned work schedules

III. Review by Judicial Committee

A. The applicants' resumes along with all evaluation materials and the comments and recommendations of the Review Panel will be forwarded to the Judicial Committee. The recommendations will be **reappoint, further review or do not reappoint** and include comments as to their recommendations.

B. After considering all information, the Judicial Committee may accept the recommendations of the Review Panel or conduct additional interviews.

C. Based upon the Municipal Court Needs Assessment and the number of recommended reappoints of any current Municipal Court Judges, a final number of vacancies will be determined.

IV. Presentation to Council

Once the Judicial Committee agrees upon a slate of nominees, the list will be presented for approval to the full Council via an appointment ordinance.

Timeframe	Task-Current Judges
Week 1 : Dec 11, 2018	
Week 2: Dec 18, 2018	<ul style="list-style-type: none"> • Presiding Judge identifies and contacts Applicant Screening, Review and Interview Panel participants. • HRD coordinates Panel scheduling.
Week 3 – 4: Jan 8-Jan 22, 2018	<ul style="list-style-type: none"> • Municipal Court Clerk provides copies of evaluation materials to Review Panel. • Review Panel meets to review, evaluate and provide a recommendation on all current judges based on evaluation materials. • Review Panel will submit recommendations for appointments to the City Council Judicial Committee for approval (1/22/18 meeting)
Week 5: Jan 29, 2018	<ul style="list-style-type: none"> • <i>Optional: If required, HRD will coordinate scheduling current judges identified on 1/22/18, if any, for interviews with the Council Judicial Committee.</i>
Week 6: Feb 5	<ul style="list-style-type: none"> • <i>Optional: current Judges requiring further review will interview with Council Judicial Committee members (2/5/18 meeting)</i> • Judicial Committee will determine how many vacancies they have to fill (2/5/18 meeting)
Week 7-8: Feb 12-Feb 19, 2018	
February 22, 2018	<ul style="list-style-type: none"> • HRD will coordinate top candidates' contingent job and salary offers.
No later than Feb 28, 2018	<ul style="list-style-type: none"> • HRD coordinates with the Law Department to draft ordinance and place on City Council agenda.
March 8, 2018	<ul style="list-style-type: none"> • Council meets and appoints the new Presiding Judge, Community Court Judge, Associate and Substitute Associate Judges no later than the March 22, 2018 Council Meeting.
TBD	<ul style="list-style-type: none"> • HRD Facilitates on-boarding for new Presiding Judge, Community Court Judge, Associate and Substitute Associate Judges.