



Municipal Court Judge Appointment Unexpired Term

FEBRUARY 10, 2020





Purpose

Article VI, Section 2 of the City Charter states:

If any judge of a municipal court announces candidacy, or in fact becomes a candidate, in any general, special, or primary election, for any elective public office, at a time when the unexpired term of the judge's office exceeds one year, the judge's announcement or candidacy is an automatic resignation of the office of municipal judge.

Substitute Judge Tanisa Jeffers announced candidacy for public office.

This presentation will discuss next steps in appointing a Substitute Judge for Judge Jeffers unexpired term.



Timeline

Week	Task
Week 1	- Recruitment Strategy presented to Judicial Committee - Post Position
Weeks 2 – 3	- Screen Applications - Presiding Judge establishes Applicant Screening Panel - Schedule date for applicant review
Weeks 4 – 6	- Applicant Screening Panel screen and rank candidates - Judicial committee reviews applications and rankings - Presiding Judge establishes Interview Panel - Schedule date for Candidate interviews
Week 7	Interview Panel conducts interviews and scores candidates
Week 8	- Judicial Committee meets to review Interview Panel scores - Makes recommendation to City Council
TBD	Potential Council vote on appointment



Posting

- Job Announcement will post on City's applicant tracking site (eCareer)
- Posting will be sent to:
 - State Bar of Texas
 - Austin Bar Association
 - Hispanic Bar Association
 - Austin Black Lawyers Association
 - Travis County Women Lawyers Association
 - Asian-American Bar Association
 - Austin LGBT Bar Association
 - Calvert and Lochridge Inns of Court
 - Any other appropriate legal groups



Qualifications & Criteria

Candidates must:

- Reside in the city for not less than two years immediately preceding appointment
- Must be licensed in good standing with the State Bar of Texas for not less than two years
- At least 5 years' experience in the practice of law
- Knowledge of criminal law



Applicant Screening Panel

- HRD will work with Judge Statman to establish an Applicant Screening Panel
- The Panel will designate candidates as:
 1. Not qualified
 2. Qualified
 3. Highly Qualified
- Qualified and Highly Qualified will move forward to the Interview Panel
- Judicial Committee will receive copies of applications and comments from Applicant Screening Panel



Interview Panel

- HRD will work with Judge Statman to establish an Interview Panel
- HRD will work with the Interview Panel to develop a matrix to rank candidates based on:
 - Legal Knowledge
 - Fairness
 - Preparation, attentiveness, and potential judicial temperament
- The panel will rank the candidates and provide comments and recommendations to the Judicial Committee

Judicial Committee Recommendation



- Judicial Committee will review the recommendation from the Interview Panel
- The Judicial Committee may accept the recommendation or conduct additional interviews



Appointment

- TBD – A new substitute Judge will be voted on by the City Council