

**MUNICIPAL COURT JUDGE POSITION  
REQUEST FOR STATEMENT OF QUALIFICATIONS and APPLICATION**

The Town of Anthony Texas is soliciting sealed Requests for Qualifications (RFQ) from Judges for Municipal Judge Services. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. To be considered, proposals must address each of the requests for information included in this document. All Judges and Attorneys are invited to submit qualifications for the provision of these services.

**DESCRIPTION OF THE GOVERNMENT**

**A. Background Information**

The Town of Anthony Texas is located in El Paso County with a population of about 5,500 per the independent study.

Anthony Texas is a Type A General Law municipality with a Mayor and five Aldermen elected at large. The members of the Board serve two-year terms, which are staggered.

**Scope of Service**

**A. General**

The Judge presides over the Municipal Court for all class C Misdemeanors, violations of City ordinances, pre-trial conferences, jury trials, and other cases appropriately tried in a Municipal Court in the State of Texas. Currently, the Municipal Court is held three Wednesday's a month, and Court sessions average 4 hours each. The court is held in session until all court business has been concluded. The municipal judge's position is that of an independent contractor, for a term of two years and renewed accordingly.

The Town of Anthony Texas will interview all qualified applicants based on experience and education and shall not discriminate against any person based on race, religion, sex, or age.

**QUALIFICATIONS:**

1. Must be a resident of the State of Texas
2. Preferred Attorney-At-Law admitted practicing within the State.
3. Be at least twenty-one (21) years of age;
4. Have had at least two (2) years of experience as a judge or associate judge in the State of Texas
5. At least 5 years' experience as a practicing Attorney in the State of Texas.
6. Must be a member in good standing with the State Bar of Texas and all dues current.
7. Must be bondable.

**PROPOSAL REQUIREMENTS**

**A. REQUESTED INFORMATION:**

1. Cover letter and statement of qualifications
2. Resume
3. State of Texas Bar Number.
4. Release allowing the Town to access all State Bar of Texas disciplinary investigations and actions.
5. Type of legal services currently providing (e.g. criminal, family, corporate, etc.) Include the percentage of practice dedicated to each type of law described, and any trial experience.
6. Any judicial experience, including position and date.

7. Any certifications of specialty or other experience pertinent to the position sought.
8. A list of continuing legal education courses completed in the last three years.
9. A minimum of three (3) professional references, with addresses and phone numbers.
10. If applicable a list of Court(s) where employed and a contact name and number of person associated with the Court's operations.
11. A descriptive list of any litigation, malpractice claims, disciplinary or criminal complaints filed against you within the last (5) five years as well as the current status of same.
12. A descriptive list of any litigation in the past (5) five years in which you have been involved as a party or attorney, and in which the Town, its employees, or third parties were either named as a party or a witness in such litigation, including a brief summary of the matter.
13. If you are related to any officer or employees of the Town, please identify the person(s) and the type of relationship.
14. Other factors or special considerations you feel would influence the selection.

**SUBMITTAL:**

Provide two (2) copies of the information requested above, including one original. Applications may be submitted in person to the Town Administrative Office or by mail but must be received by 2:00 p.m. on the submittal deadline date. Applications shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "MUNICIPAL COURT JUDGE" and addressed to:

Town of Anthony Texas  
401 Wildcat DR.  
Anthony, Texas 78575  
Attention: Carlos Enriquez

**SUBMISSION DEADLINE: ALL STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED NO LATER THAN 2:00 P.M., August 2, 2024.**

The selection of the Municipal Court Judge will be made by the Board of Aldermen. It is expected that the Board will either interview all applicants or select a shortlist of one or more applicants for interview.

The Town of Anthony Texas reserves the right to reject any and all proposals and waive informalities in proposals received.