

**CITY OF SHREWSBURY, MISSOURI**

**REQUEST FOR PROPOSAL**

**FOR**

**MUNICIPAL COURT JUDGE**

**October 6, 2016**

**5200 SHREWSBURY AVENUE  
SHREWSBURY, MISSOURI 63119  
(314) 647-5075**



## **CITY OF SHREWSBURY MISSOURI**

# **REQUEST FOR PROPOSAL FOR MUNICIPAL COURT JUDGE**

### General Information

The City of Shrewsbury is requesting proposals from attorneys to provide services as a Municipal Judge. All Judges and Attorneys are invited to submit qualifications and proposals for the provision of these services.

The City of Shrewsbury is a fourth class city serving a population of approximately 6,254 residents. The legislative body of the City is the Board of Aldermen which is comprised of six Aldermen and a Mayor. Two aldermen are elected from each of the City's three wards to serve two year terms and the Mayor is elected at large for a four-year term. The City is located in south-east St. Louis County with its eastern boundary adjacent to the City of St. Louis.

The Municipal Court Judge shall perform all of the duties required of a Municipal Court Judge in the State of Missouri and the Rules of the Court, including presiding at all Municipal Court sessions. Currently, the Municipal Court holds two sessions per month. Court is held on the second and third Wednesdays of each month.

### Qualifications

1. Must be a resident of the State of Missouri and an Attorney-At-Law admitted to practice within the State;
2. Be at least twenty-one (21) years of age

### Requested Information

1. Resume
2. Summary of qualifications, legal services provided and the length of time the services have been provided, specializations, experience (including municipal), special training, Missouri Bar license number
3. A minimum of three (3) professional references, with contact information
4. List and describe any litigation, arbitration, claims or Bar complaints filed against you within the last (5) years
5. Other factors or special considerations you feel would influence the selection

Submittal

Provide three (3) copies of the Proposal, including one original. Proposals may be submitted in person to the Administration Office at the Shrewsbury City Center or by mail. Proposals should be submitted in a sealed envelope, clearly marked on the outside of the envelope, "Municipal Court Judge" and addressed to:

City of Shrewsbury  
City Center/Director of Finance  
5200 Shrewsbury Avenue  
Shrewsbury, Missouri 63119

**SUBMISSION DEADLINE: ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 2:00 P.M., DECEMBER 30, 2016.**

The City reserves the right to reject any and all proposals and to re-advertise.