**REQUEST FOR QUALIFICATIONS FOR SPECIAL MAGISTRATE SERVICES**

1. Introduction

The Mille Lacs Band Tribal Court is in need of a contracted Special Magistrate to hear court cases specifically every Monday, except for designated holidays, beginning in January 2018 to September 2018. A potential to continue into the 2019 fiscal year is dependent upon the evaluation and assessment of the Special Magistrate’s contributions and performance.

1. Organization’s Background

The Mille Lacs Band Court of Central Jurisdiction, also referred to as the Tribal Court, hears cases from all three districts of the Mille Lacs Reservation. The cases heard include General Civil, Family Law, Order for Protection, Criminal, Traffic and Natural Resource cases, etc. Currently, the Court of Central Jurisdiction consists of a Court of Appeals, a District Court Judge and three contracted Special Magistrates.

A brief snapshot of the Tribal Courts statistics for 2017 include 1363 new cases filed, 3240 orders issued and 1636 hearing held.

1. Project Scope
* January 8, 2018 to September 2019 – Every Monday except designated holidays.
* Pay – $1,500 per day
* Hours – 8:00 to 5:00 or the extent of the last court hearing.
* Case Types – Primarily Family Law, Truancy, Domestic Abuse, Harassment, Criminal Arraignments; however, there may be other case types added throughout the term of the contract.
* Responsible to draft orders for hearings conducted. Orders are to be issued within a reasonable timeframe but not to exceed 60 days.
1. Requirements & Timeline
* Expression of interest from qualified individuals are welcomed and must include the following: A resume and cover letter describing the consultant’s qualifications and experience.
* Graduated from an accredited law school and a member of a state bar association.
* No felony or gross misdemeanor convictions.
* Any exclusions or exceptions to the provided Monday court calendar must be in writing.
* References including contact information for at least three organizations for which the consultant has provided judicial services.
* A legal writing sample.
1. Selection Criteria – Review of the qualification of the candidates and interviewed by Justices, District Court Judge and Court Administrator
* Exhibit knowledge, skills and experience in the practice of law.
* Exhibit knowledge of Tribal, Federal and state laws and ordinances and other lawful regulations that may affect the resolution of disputes.
* Knowledge of principles of tribal sovereignty and jurisdiction.
* Proven knowledge of courtroom and trial experience.
* Professional competence including intellectual capacity, professional judgment, analytical, communication, and writing abilities.
* A record and reputation for excellent character and integrity.
* Judicial temperament.
* Exhibit an understanding of Ojibwe culture or other American Indian culture; and how tribal laws, customs and traditions affect dispute resolution.

Resumes are due by Friday, December 18, 2017 by the end of the business day. Interested parties should submit their printed resume to: Mille Lacs Band Tribal Court, Court Administrator Gilda Burr, 43408 Oodena Drive, Onamia, MN 56359

Electronic submissions should be sent to: gilda.burr@millelacsband.com, with a subject line of: Interest in Special Magistrate Contract.

The Mille Lacs Band and Native American Indian preference will apply.

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| SPECIAL MAGISTRATE'S MONDAY SCHEDULE FOR 2018 |  |
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|   |   |  |  |
| January 1, 2018 | Holiday |  |  |
| January 8, 2018 |   |  |  |
| January 15, 2018 | Holiday |  |  |
| January 22, 2018 |   |  |  |
| January 29, 2018 |   |  |  |
| February 5, 2018 |   |  |  |
| February 12, 2018 |   |  |  |
| February 19, 2018 | Holiday |  |  |
| February 26, 2018 |   |  |  |
| March 5, 2018 |   |  |  |
| March 12, 2018 |   |  |  |
| March 19, 2018 |   |  |  |
| March 26, 2018 |   |  |  |
| April 2, 2018 |   |  |  |
| April 9, 2018 |   |  |  |
| April 16, 2018 |   |  |  |
| April 23, 2018 |   |  |  |
| April 30, 2018 |   |  |  |
| May 7, 2018 |   |  |  |
| May 14, 2018 |   |  |  |
| May 21, 2018 |   |  |  |
| May 28, 2018 | Holiday |  |  |
| June 4, 2018 |   |  |  |
| June 11, 2018 |   |  |  |
| June 18, 2018 |   |  |  |
| June 25, 2018 |   |  |  |
| July 2, 2018 |   |  |  |
| July 9, 2018 |   |  |  |
| July 16, 2018 |   |  |  |
| July 23, 2018 |   |  |  |
| July 30, 2018 |   |  |  |
| August 6, 2018 |   |  |  |
| August 13, 2018 |   |  |  |
| August 20, 2018 | Holiday |  |  |
| August 27, 2018 |   |  |  |
| September 3, 2018 | Holiday |  |  |
| September 10, 2018 |   |  |  |
| September 17, 2018 |   |  |  |
| September 24, 2018 |   |  |  |