

TOWN OF WILKESON

REQUEST FOR QUALIFICATIONS – MUNICIPAL COURT JUDGE

The Town of Wilkeson invites proposals from qualified attorneys interested in serving as Presiding Judge for the Wilkeson Municipal Court for the term **January 1, 2026 – December 31, 2029**. The current Municipal Court Judge, who has served the community for several decades, is retiring at the end of the year.

Position Overview

The Presiding Judge conducts all proceedings of the Wilkeson Municipal Court. Court is held **one half-day per month**, typically involving **a small number of infractions and a few misdemeanor matters**. The judge also reviews and signs search warrants as needed and performs all judicial duties consistent with Washington law, the Code of Judicial Conduct, and General Rule 29. Occasional after-hours availability for warrants is required.

Minimum Qualifications

- J.D. degree and active WSBA membership
- License to practice law in Washington
- At least five years of legal experience (judicial or pro tem experience preferred)
- Must be a U.S. and Washington State citizen, bondable, and able to meet all ethical requirements

Compensation

A judicial services agreement will be negotiated. **Flat fee proposals are preferred**. Proposals must clearly state the fee or fee structure.

Selection Process

The Mayor, Town Attorney, and designees will review submissions and interview finalists. Appointment by the Mayor is subject to Town Council confirmation.

Required Submission Materials

- Resume and Cover letter and statement of qualifications (include WSBA number)
- Fee proposal
- Release authorizing access to WSBA disciplinary history

Submission Instructions

Marie Wellock, Town Clerk

Clerk@townofwilkeson.com

540 Church Street, Wilkeson, WA 98396

P.O. Box 89, Wilkeson, WA 98396

Deadline: 4:00 p.m., December 20, 2025.

Late submissions may be considered at the Town's discretion.