



# Request for Proposals

## Municipal Judge Contract Services

City of Canby  
222 NE 2<sup>nd</sup> Avenue  
Canby, OR 97013

The City of Canby (“City”) is soliciting proposals for contracted judicial services. The City seeks the services of a Municipal Court Judge to perform the functions and duties specified in Chapter 5, Section 3 of the Charter of the City of Canby, and to perform such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign. The municipal judge is a non-employee independent contractor and reports directly to City Council.

**Deadline: Proposals are due to the Municipal Court Office by 5:00 p.m. on September 4, 2026.**

**Delivery:** Proposals may be mailed or hand-delivered to Jessica Roberts, Court Supervisor, at the above address for the City or emailed to [robertsj@canbyoregon.gov](mailto:robertsj@canbyoregon.gov).

**Communications and questions:** All communications and questions should be directed to Jessica Roberts at [robertsj@canbyoregon.gov](mailto:robertsj@canbyoregon.gov) or 503-984-0256.

## **1. Introduction**

For information about the City, visit [www.canbyoregon.gov](http://www.canbyoregon.gov)

The Canby Municipal Court was established in 1960 and is the Judicial Branch of Municipal Government. The Municipal Court adjudicates city and state law offenses committed within city limits, including misdemeanors, traffic violations, code ordinance violations and parking citations.

It is through Municipal Court that many citizens encounter the judicial system, either as a defendant, victim, or witness. Because of this, it is essential that the Judge demonstrate strong communication skills, clearly explaining legal proceedings, decisions, and next steps, especially for individuals who are not represented by counsel. Equally important is the Judge’s ability to listen actively and impartially, giving thoughtful attention to both sides of a case without allowing personal beliefs or biases to shape the outcome.

The Municipal Court staff provides equal access to a timely, fair, equitable, and cost-effective justice system. They facilitate the judicial process by administering the daily court business, scheduling trial dates, handling all official correspondence, and overseeing a wide variety of criminal cases and violations.

## **2. Court Staff**

The Municipal Court is supported by a Court Supervisor and two Court Clerks, who manage the Court’s day-to-day administrative functions. The Court operates under the direct supervision of the Court Supervisor and the Administrative Director/ City Recorder oversees the Municipal Court Department.

## **3. Judicial Duties**

The duties of the Municipal Court Judge are established by Chapter 5, Section 23 of the Charter of the City of Canby and include all responsibilities customarily performed by a municipal judge under Oregon law. Specific duties of the judge are detailed in the attached Scope of Work.

## **4. Municipal Court Budget**

The Municipal Court is funded through the City’s General Fund.

## **5. Canby Charter Chapter 5, Section 3. Municipal Judge.**

The Municipal Judge shall hold within the City a court known as the Municipal Court for the City of Canby, Clackamas County, Oregon. All areas within the City shall be within the territorial jurisdiction of the Court. The Municipal Judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by the Ordinances of the City and of all actions brought to recover or enforce

forfeitures or penalties defined or authorized by Ordinances of the City. The Municipal Judge shall have authority to issue process for the arrest of any person accused of an offense against the Ordinances of the City, to commit any such person to jail or admit to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in Court on the trial of any cause, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the Court, and to punish witnesses and others for contempt of Court. When not governed by Ordinances or this Charter, all proceedings in the Municipal Court for the violation of a City ordinance shall be governed by the applicable general laws of the State governing Justices of the Peace and Justice Courts, except that the Municipal Court shall not exercise any civil jurisdiction.

## **6. Agreement Term**

The City anticipates an initial one-year agreement, including a 6 month review, with options for successive one-year renewals. Renewal of the agreement will require mutual written agreement of both parties and Council reauthorization.

## **7. Schedule**

The following schedule is provided for informational purposes only, as it may be adjusted as needed, in City's sole discretion.

RFP Release Date: August 21, 2026

Proposals Due: September 4, 2026

Staff interviews: Approximately September 17, 2026

Council Interview & Consideration: TBD

Anticipated Start Date: January 1, 2027

## **8. How to Respond**

Proposals must include the following items in the order set forth below and any additional information proposers deem relevant:

### **A. Information to be included:**

1. Provide a brief description of your professional experience and qualifications, including:
  - a) education
  - b) employment
  - c) offices held
  - d) professional organizations
  - e) Oregon State Bar number
  - f) qualification to serve under ORS 221.142
2. Identify any experience with municipal law.
3. Describe your capability in providing services as Municipal Court Judge.

### **B. Letters:**

Provide two current letters of recommendation for this judicial position.

### **C. Compensation:**

Proposers may suggest compensation models based upon hours of performance, per-diem performance, or another model. The City reserves the right to negotiate compensation.

## **9. Evaluation and Selection**

Evaluation Process. The following steps are anticipated:

- Step 1: Receipt and review of minimum qualifications
- Step 2: Selection review team scoring of qualified written proposals
- Step 3: Initial reference and information checks
- Step 4: Court and City staff interviews
- Step 5: City Council interviews, if any
- Step 6: City Council selection of tentative awardee and negotiation of compensation

Proposals will be initially screened to ensure the following minimum qualifications are met:

- A. Minimum of three years of legal experience
- B. Member of the Oregon State Bar in good standing
- C. Qualified under ORS 221.142
- D. Ability to pass and maintain Criminal Justice Information System (CJIS) background check and complete CJIS training within 90 days of appointment
- E. Become a member of the Oregon Municipal Judge Association within a designated time assigned by the City

A selection review team consisting of a designee or designees of the City Council will evaluate proposals submitted by proposers meeting the above minimum qualifications on the basis of the criteria set forth in Section 10 of this RFP. City reserves the right to request additional information and clarification of any information submitted. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposer's proposal.

After input from court and city staff interviews, the selection review team may recommend to the City Council all, some, or none of the proposers. The selection review team may recommend proposers for further interviews by the City Council. If the City Council elects to conduct interviews, proposers may be interviewed and rescored based upon the same criteria or other criteria to be determined by the City Council.

## **10. Evaluation Criteria**

The selection review team and City Council shall take the following factors into account when recommending potential proposers and awarding the contract.

- A. Overall experience, background, and qualifications.
- B. The ability to understand the legal requirements of the City and State criminal and traffic laws.
- C. The approach to the work outlined in the proposal and extent to which the proposal is thorough, original, comprehensive, and tailored to the needs of the City.
- D. The nature and extent of prior experience in performing legal services for general purpose local governments.
- E. Relevant expertise outside traditional municipal legal functions.
- F. Demonstrated skill in establishing and maintaining effective working relationships with subordinates, public and private officials, and the general public.

G. Cost.

H. Innovative approaches to code enforcement and court administration.

### **11. Authority of City**

The City may request additional information from proposers at any time prior to award. The City reserves the right to select one, or more, or none of the respondents to provide the judicial services. Final approval of the selected respondent is subject to award and Agreement approval by the City Council.

### **12. Reserved Rights**

The City reserves the right to:

- Extend the deadline for proposal submittal;
- Reject any or all proposals not in compliance with all public procedures and requirements;
- Reject any proposal not meeting the specifications set forth herein;
- Waive any or all irregularities in proposals submitted;
- Request any additional information that the City deems reasonably necessary to allow the City to evaluate, rank, and select a qualified proposal;
- Reject all proposals;
- Negotiate services and cost within the scope of this RFP with the highest ranked proposer who will best serve the City's interests. In the event City is unable to negotiate an agreement with the highest ranked proposer, to commence agreement negotiations with the next highest ranked proposer and to continue this process until the Agreement is executed;
- Negotiate a final contract that is in the best interests of the City and the public, notwithstanding the attached Agreement, to the extent changes are desirable in City's sole discretion;
- Cancel this RFP at any time, for any reason;
- Award any or all parts of any proposal; and
- Request references and other data to determine responsiveness.

THIS RFP IS NOT AN IMPLIED CONTRACT AND MAY BE  
MODIFIED OR REVOKED WITHOUT NOTICE.

## MUNICIPAL JUDGE SCOPE OF WORK

The Canby Municipal Court Judge shall:

- Attend bi-monthly criminal and traffic court dockets to arraign defendants, accept pleas and impose sentences. Arrive to the court at least 30 minutes before court begins and stay until all matters have concluded and all necessary documents have been reviewed and signed.
- Visit the court once per week on non-court weeks to review defendant correspondence and court files.
- Preside over probation violation hearings, bench trials, jury trial, and traffic trials.
- Issue bench warrants for failure to appear and probation or diversion violations.
- Review probation reports, defendant correspondence, court programs and procedures, and issue court orders as needed to establish or modify practices and fee schedules.
- Be the point of contact for any after-hours blood draw warrant requests from the Canby Police Department.
- Attend City Council meetings to swear-in officers for the Canby Police Department on occasion.
- Adhere to City Personnel Policies.
- Maintain good standing with the Oregon State Bar and stay up to date with changes in the law.
- Communicate regularly with court staff, attorneys, and police staff and return phone calls and emails within 24 hours.
- Attend judicial training conferences and maintain membership in the Oregon Municipal Judge's Association.