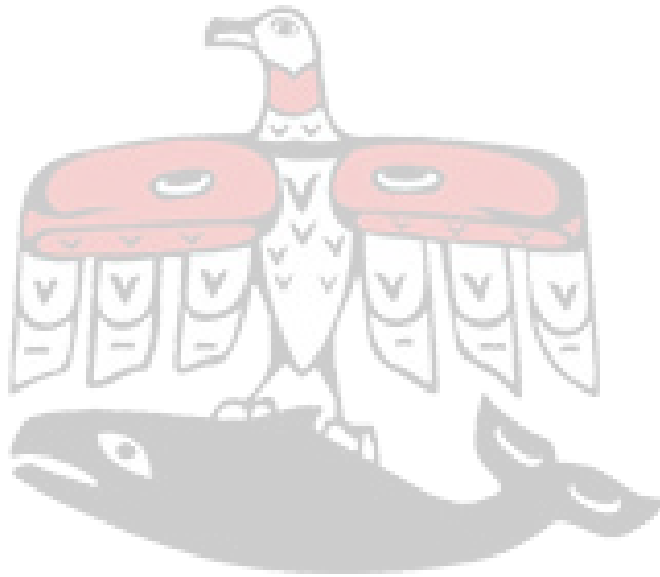


Request for Proposals

Judge Pro Tem

Proposal Due Date: August 28, 2025



Issued by: Makah Tribal Council

P.O. Box 115

Neah Bay, WA 98357

August 6, 2025

Introduction:

The Makah Tribal Council invites proposals for interested parties to contract with the Makah Tribe to provide judicial services by acting as a Judge Pro Tem for the Makah Tribal Court in accordance with the Makah Tribe's Law and Order Code.

Background:

The Makah Tribe wishes to enter into a contract with a licensed attorney to act as a Judge Pro Tem of the Makah Tribal Court.

Scope of Work to be Performed:

- Serve as a Judge Pro Tem for the Makah Tribal Court, subject to 3-year re-appointment term;
- Preside over, hear and resolve cases of the Makah Tribal Court involving criminal, civil, juvenile, domestic violence, fishing and traffic cases as assigned by the Court Administrator within the jurisdiction of the Makah Tribal Court;
- Comply with contractual and personnel requirements;
- Strictly adhere to the Makah Code of Judicial Ethics, the Makah Law and Order Code, applicable court rules, and applicable bar regulations and ethics requirements; and
- Keep court records and other records as may be required.

Qualifications and Experience:

The selected candidate must meet the following minimum qualifications:

- Preference is given to those that are an enrolled member of a federally recognized Indian Tribe;
- Be over the age of 25 years of age;
- Never have been convicted of a felony;
- Not have been convicted of any misdemeanor involving moral turpitude;
- Not have been convicted of any misdemeanor within twelve months prior to appointment;
- Be of high moral character;
- Must be a graduate of an ABA accredited Law School;

- Must be a member in good standing of a State Bar Association, Washington preferred;
- Have no less than three (3) years' experience as a licensed attorney;
- Experience and/or practice in the field of Indian law and demonstrated experience with the concepts of federal Indian law, tribal law and principles of tribal sovereignty and jurisdiction;
- Ability to solve legal matters, issues, problems and questions and deal with a variety of legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities;
- Must be competent to perform all duties of the position; be of good moral character, high integrity, emotionally stable and mature, committed to equal justice under the law, patient and courteous, and capable of deliberation and decisiveness;
- Ability to read, analyze, interpret, and apply in written form the Tribal laws, and applicable State and Federal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals); and
- Must have excellent written and oral communication skills, with experience in writing a variety of court related documents.

Proposal Format and Content:

1. Cover Page: Including the Request for Proposal title, due date, name, address, telephone number and email address for the candidate.

2. Resume: Qualifications and Experience: This section will contain a description of the professional qualifications, experience and special expertise of the individual, with particular focus on the candidate's experience in tribal laws and ordinances and applicable State and Federal laws.

3. Past Record of Performance: Candidate should include the names and telephone numbers of three tribal governments that can provide references regarding performance as a tribal judge.

4. Conflict of Interest: The candidate must disclose any potential conflict of interest they might have if they accept a Judge Pro Tem position with the Makah Tribe, including but not limited to familial, personal or professional relationships with elected officials of the Makah Tribe, the Chief of Neah Bay Public Safety Department, and/or the Chief Judge or any associate judge of the Makah Tribal Court, and/or employees of the Makah Tribe's Prosecutor's office and Public Defender's office.

Evaluation

The Makah Tribe will review the qualifications of the applicants, and may interview highly qualified candidates. In making a selection, the Makah Tribe shall give preference to qualified candidates who:

1. Have more formal education and experience as a Judge, particularly in the areas of tribal and federal Indian law.
2. By interview have shown that they are familiar with the Makah Tribe's Constitution and Makah Law and Order Code.

If appointed by the Makah Tribal Council to be a Judge Pro Tem, the candidate will be required to take an oath of office by the Chief Judge of the Makah Tribal Court. Furthermore, the candidate will be required to enter into a Personal Services Contract with the Makah Tribe and subject to Makah Employment and Contracting Rights Act of 2004.

Questions:

Questions regarding this RFP may be addressed to Desiree Buttram, Interim Court Administrator, desiree.buttram@makah.com, or Leanne Ellis, Deputy General Manager, leanne.ellis@makah.com.

Instructions for Submission of Proposals

Please submit clearly marked **Makah Judge Pro Tem RFP** sealed bids either in person or by mail on or before August 28, 2025 at 4:00pm PST to:

Makah Tribe

Attn: Laurette Venske

161 Resort Drive / P.O. Box 115

Neah Bay, WA 98357

Or submit via email

Lulu.venske@makah.com

CC: desiree.buttram@makah.com

Subject line: **Makah Judge Pro Tem RFP**