

**TOWN OF WIGGINS  
REQUEST FOR PROPOSALS  
PRESIDING MUNICIPAL JUDGE APPOINTMENT**

The Town of Wiggins, Colorado is accepting applications for the position of Presiding Municipal Judge. Candidates shall be admitted to the practice of law in the State of Colorado, currently licensed members of the Colorado Bar in good standing, and have at least five (5) years of experience in the active practice of law at the time of appointment.

**Description of the Court:**

- The Wiggins Municipal Court is a qualified court of record as defined under C.R.S. Sec. 13-10-102.
- The types of cases heard in the Municipal Court are traffic and Municipal Code violations.

**COURT SCHEDULE** – Currently, the Court has one session every other month, on the third Friday of the odd month, but this schedule is negotiable

Arraignments

Fridays at 1pm

Pre-Trials & Trials to Court

As set by the court based on the availability of the Presiding Judge and Prosecutor

Jury Trials

Scheduled as needed – approximately once every other year

Overflow: established as needed

**COMPENSATION:**

The Presiding Municipal Judge is paid \$600 every other month. The hours spent in Court are typically 1-2 hours every other month. Court staff has the liberty to contact the Presiding Municipal Judge during business hours for direction on non-routine Court matters. The Presiding Municipal Judge is a contract position with the appointment made by the Wiggins Board of Trustees with a term expected to commence in November 2025. The successful candidate will be required to enter into an independent contractor services contract as required by the Town.

Please submit a letter of interest, resume, and professional references to:

Town of Wiggins

Attn: Town Clerk - Nichole Seiber

304 E Central Avenue

Wiggins, CO 80654

Or by email to: [clerk@wigginsco.com](mailto:clerk@wigginsco.com)

**Response Deadline: October 7, 2025 at 5pm**

## **OTHER TERMS AND CONDITIONS:**

- The Town reserves the right to undertake its own investigation to evaluate a candidate. The Town shall have the sole discretion to accept or reject any submittal.
- The Town reserves the right to solicit or recruit any attorney(s) directly to request qualifications.
- All submittals become the property of the Town upon receipt and will not be returned to the applicant.
- The Town operates under applicable open records laws. Proprietary information must be identified and will be protected to the extent that is legally possible.
- The cost of submitting the RFP, attendance at an interview, or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
- Failure to conform to directions under this RFP may lead to the rejection of a submittal. The submittals should contain all information necessary to evaluate the qualifications of a candidate. The Town reserves the right to accept or reject any and/or all submittals and to waive any informalities or irregularities in said submittals. The RFP does not bind the Town to hire a new Presiding Municipal Judge when, in the Town's sole discretion, the Town determines not to do so.