

## **REQUEST FOR QUALIFICATIONS FOR MUNICIPAL COURT JUDGE**

The Township of Mansfield solicits statements of qualifications for applicants for the appointment to the Judge of the Mansfield Township Shared Municipal Court. Responses should address the general criteria for the position sought and desired compensation. Sealed statements of qualifications will be received by the Township Clerk of the Township of Mansfield, 100 Port Murray Road, Port Murray, NJ 07865, no later than 4:00 pm on Tuesday, July 7, 2026. Please submit one (1) original and (1) copy of your proposal in addition to an electronic copy with subject line "Municipal Court Judge" to [clerk@mansfieldtownship-nj.gov](mailto:clerk@mansfieldtownship-nj.gov) by deadline of 4:00 pm on Tuesday, July 7, 2026. Responses will be reviewed by the Township Committee. Appointments shall be subject to the execution of an appropriate contract.

The Township of Mansfield hereby reserves its rights and does not have the obligation to interview any or all of the respondents. The Township of Mansfield further has the right to request clarifying information subsequent to the submission of the proposal.

### **MUNICIPAL JUDGE**

**GENERAL CRITERIA:** The Township of Mansfield desires to appoint a New Jersey licensed attorney to represent the Mansfield Township Shared Municipal Court as Municipal Judge for an unexpired term beginning tentatively July 27, 2026 through December 31, 2026. This position will serve the Mansfield Township Shared Municipal Court. Court Sessions are held the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Tuesdays of the Month, beginning at 10:00 am. Must be accessible on an as needed basis to the Court Administrator and law enforcement agencies. As per N.J.S.A. 2B:12-4 must be licensed and practicing New Jersey Attorney at Law with a minimum of five (5) years' experience and be a current member in good standing with the State of New Jersey Bar Association. Applicants are encouraged to submit information demonstrating particular knowledge providing professional services to the Municipal Court and any relevant knowledge of the Township of Mansfield.

#### **Qualification Evaluation Criteria:**

The selection will be based on the Township's evaluation of qualifications in accordance with the responses received to the criteria outlined below.

The Qualifications must included specific responses which demonstrate the ability of the individual and proposed methodology to meeting the requirements summarized below:

1. Relevance and extent of qualifications of the respondent
2. Adequate proposal meeting the technical requirements of this request.
3. Experience with similar New Jersey municipal engagements
4. Knowledge of the subject matter
5. Past performance and qualifications

#### **Applicants'/ Respondents' Responsibility in Responding to Request for Qualifications**

The applicant/respondent shall in response to the Township's request for qualifications, at a mimium include the following information:

1. Full name and business office address. Description of relevant experience in New Jersey municipal work, and description of services provided specifically to the Township of Mansfield, and three (3) New Jersey municipal agency references with contact names, titles, and phone numbers.
2. Listing of all post high school education of the applicant, including technical certifications.
3. Dates of licensure, if any in the State of New Jersey and other state as to the professional discipline requested to service the needs of the Mansfield Township Shared Municipal Court.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.

5. A statement detailing how the respondent meets the minimum qualifications.
6. Any existing or potential conflicts of interest. Disclose any representation of parties or other relations that might be considered a conflict of interest with regard to this engagement.
7. A listing of all previous Public Sector entities served by the applicant/respondent license professional including dates and position(s) held.
8. Financial Disclosure. The applicant/respondent if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law N.J.S.A. 40A:9-22(1) et seq.

Issued: June 18, 2026