



TWENTIETH JUDICIAL CIRCUIT OF FLORIDA

ADMINISTRATIVE OFFICE OF THE COURTS

LEE COUNTY JUSTICE CENTER

1700 MONROE STREET

FORT MYERS, FLORIDA 33901

TEL. (239) 533-1700

FAX (239) 533-1701

MICHAEL T. MCHUGH
CHIEF JUDGE

SCOTT A. WILSKER
COURT ADMINISTRATOR

June 4, 2019

Solicitation for Candidates for Contract to provide services as

CIVIL TRAFFIC INFRACTION HEARING OFFICER

Lee and Hendry Counties

The Administrative Office of the Courts (AOC), Twentieth Judicial Circuit, is seeking an attorney, or attorneys, interested in entering into a CONTRACT with the AOC for the provision of services as a part-time Civil Traffic Infraction Hearing Officer pursuant to Fla. R. Traf. Ct. 6.630. The contractual hourly rate is \$60.00. At this time, actual part-time hours are not firmly established and may be subject to flexibility. This is NOT a solicitation for employment and no employment benefits are provided.

Minimum Requirements are:

- Juris doctorate degree from an accredited law school.
- Member in good standing with The Florida Bar for a minimum of five (5) years.
- Possesses the skills and abilities to competently perform the duties of a Civil Traffic Infraction Hearing Officer pursuant to Fla. R. Traf. Ct. 6.630.
- Has completed or will timely complete a 40-hour education and training program approved by the Florida Supreme Court, as is required to serve as a Civil Traffic Infraction Hearing Officer, and will timely complete an approved four-hour continuing education program annually, if the contract is extended annually.
- The ability to conform to the Code of Judicial Conduct, Canons 1, 2A, and 3, and such other provisions that might reasonably be applicable.
- If granted a contract, the contractor will not engage in any area of private practice in the Twentieth Judicial Circuit which could overlap into the areas of Civil or Criminal Traffic Court or could otherwise create any conflict or appearance of bias or impropriety.
- Ability to travel throughout the Twentieth Judicial Circuit.

By **Friday, June 14, 2019, 5:00 p.m.**, please submit the following to:

Sheila Jerome, Civil/Family Division Director

Lee County Justice Center

1700 Monroe Street

Fort Myers, Florida 33901

SJerome@ca.cjis20.org

- Cover letter explaining legal experience, current law practice, hours available to devote to contractual services, and basis for being considered a qualified candidate.
- Complete Resume, with professional references.
- Law School Transcripts and Proof of Law Degree.
- Copy of Florida Bar card.