

**REQUEST FOR PROPOSAL
PRO TEM JUDGE
HOPI TRIBAL COURT**

The Hopi Tribe is seeking a qualified person to serve as a **Pro Tem Judge** of the Hopi Tribal Court located in Keams Canyon, Arizona on the Hopi Indian Reservation. The Hopi Tribal Court is located approximately 60 miles northeast of Winslow, Arizona. The Hopi Tribe exercises jurisdiction over a broad range of civil and criminal matters. A Pro Tem Judge(s) will be appointed to hear cases as assigned by the Chief Judge in instances where the Hopi Tribal Court judges have conflicts of interest and in other cases where needed. This is a part-time, as needed appointment and will be paid at a daily stipend rate.

DUTIES AND RESPONSIBILITIES:

- Preside over cases as assigned by the Chief Judge.
- Prepare and issue written orders, judgments, search and arrest warrants.
- Keep accurate records of cases and court hearings.

MINIMUM QUALIFICATIONS:

- Admitted to practice before the Supreme Court of the United States, or any United States Circuit Court of Appeals, or the Supreme Court of any state of the United States;
- Extensive experience in:
 - Criminal Case Adjudications
 - Juvenile Delinquency and Protection
 - Family Law and Support
 - Civil Adjudications, including complex litigation under the Federal Rules of Evidence
 - Probate and Guardianship
- Demonstrated knowledge in the following areas:
 - Federal Indian law and policy
 - Tribal customs and traditions
- Is at least 30 years of age
- Has never been convicted or pleaded guilty to any felony, nor been found guilty of any crime involving fraud or dishonesty.

Interested applicants should submit a letter of interest including salary requirements and availability, along with a current resume and the names of at least three professional references to:

Kathryn Kooyahoema
Court Administrator
Hopi Judicial Branch
P.O. Box 156
Keams Canyon, AZ
86034(928) 738-5171

Or via email to:
kkooyahoema@hopitelecom.net