



**Request for Proposals  
for Chief Appellate Judge**

Proposal Opening Date: January 25, 2019

Proposal Due Date: February 08, 2019 at 5:00 p.m. CST

Issued by:  
Comanche Nation  
Lawton, Oklahoma

## **Introduction**

The Comanche Nation invites proposals for interested Comanche Nation tribal members to contract with the Nation to provide judicial services by acting as the **Chief Appellate Judge** of the Comanche Nation Tribal Court in accordance with the Comanche Nation Tribal Law and Order Code.

## **Background**

The Comanche Nation wishes to enter into a contract with a licensed attorney to act as the Chief Appellate Judge of the Comanche Nation Tribal Court. The Chief Appellate Judge will convene with other Appellate Judges and issue written opinions regarding appeals from District Court and Direct Appellate Jurisdiction. Scope of cases are Juvenile, Civil, and Criminal Appeals under Comanche Nation Tribal Codes as well as Direct Jurisdiction under the Comanche Nation Constitution.

## **Scope of Work to be performed**

- Must be willing and able to appear in court at least one (1) Friday every month.
- Draft letters, forms, Notices, Court Orders, Policies and Procedures, keeping them updated, and Administrative Orders as well as any other documents required of them by the position;
- Interpreting the Comanche Nation Constitution;
- Maintain licensure in good standing with a State Bar Association;
- Maintain proper communication with the Comanche Nation Tribal Court Clerk/Court Administrator;
- Maintain proper communication with the District Court Judges
- Maintain proper communication with other Appellate Judges;
- Draft letters, Orders, Writs, Opinions regarding matters brought from appeal from the District Court or matters brought upon direct jurisdiction;
- Conduct all necessary case preparation before Court hearings and trial;
- Conduct legal research in preparation for hearings;
- Attend legal seminars, tribal trainings, and meetings as appropriate and necessary to serve the Nation's interest and to maintain professional license at own expense;
- Draft Appellate Court Rules;
- Communicate and meet with assigned defendants prior to each hearing.
- Other duties as assigned or requested by the Court.

## **Qualifications and Experience**

The selected candidate must meet the following minimum qualifications:

- Must be an enrolled member of the Comanche Nation;
- Must be a graduate of an ABA accredited Law School;
- Must be a member in good standing of a State Bar Association;
- Have no less than five (5) 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 concrete 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 the duties of the position; be of good moral character, be a person of high integrity, be emotionally stable and mature, be committed to equal justice under the law, be patient and courteous, and be capable of deliberation and decisiveness;
- Ability to read and analyze, interpret, and apply in written form the Tribal laws, and applicable State, County and Federal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals);
- Must not have been convicted of a felony or misdemeanor crimes involving dishonesty, moral turpitude, or ever been disbarred by any jurisdiction;
- Respect for the culture and traditions of the Comanche Nation

## **Proposal Format and Content**

1. Cover Page: Including the Request for Proposal title, due date, name, address, telephone number and email address for the submitting 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, County and Federal laws.
3. Past Record of Performance: Candidate should include the names and telephone numbers of three representative clients who can provide references regarding performance.
4. Conflict of Interest: The candidate must disclose any potential conflict of interest that might arise if they accept an award of contract with the Comanche Nation.
5. Proposed Compensation: \$800 per court session, plus travel, and \$150/hr. for administrative research and writing capped at \$2,500/month, unless expressly agreed to in writing.

## **General Conditions**

The Comanche Nation reserves the right to reject any or all proposals received in response to this request, to negotiate with any qualified party, or to cancel in whole or part of this RFP if it is in the best interest of the Comanche Nation. In the event none of the proposals are satisfactory to the Comanche Nation, no selection will be made. There is no expressed or implied obligation for the Comanche Nation to reimburse responding parties for any expenses incurred in preparing submittals in response to the RFP.

## **Evaluation**

The Comanche Tribal Court Team shall review the qualifications of the nominees, and may interview nominees. In making a selection, the Comanche Tribal Court Team shall give preference to qualified candidates who:

1. Have more formal education and experience in the legal field particularly to American Indian Law.
2. By interview have shown that they are familiar with the Constitution, Code and Common Laws of the Comanche Nation.
3. Have demonstrated thorough, thoughtful, and properly prosecuted judicial cases.

## **Questions**

Questions regarding this RFP may be addressed to Denise Karty - office: (580) 492-3319, e-mail: [denisek@comanchenation.com](mailto:denisek@comanchenation.com).

## **Instructions for Submission of Proposals**

Deadline: Proposals should be submitted by **February 08, 2019 at 5:00 p.m. cst**

Proposals should be submitted via email in PDF format to [denisek@comanchenation.com](mailto:denisek@comanchenation.com). Hand-delivered proposals can be dropped off in a sealed envelope to the Comanche Nation Tribal Administrator, Mr. John Wahnee, Comanche Nation Complex, 584 NW Bingo Rd., Lawton, OK 73507.