



522 2nd Ave,
PO Box 367,
Hugo, Colorado
80821

**Request for Proposals (RFP)
Municipal Court Judge**

3/30/2026

General Information:

The Town of Hugo (the “Town”) is seeking a qualified Municipal Court Judge to preside over Municipal Court proceedings and to work collaboratively with Town staff to ensure the efficient, professional, and lawful operation of all court functions.

The Town of Hugo Municipal Court is a Qualified Municipal Court of Record (QMCOR) in accordance with Title 13, Article 10 of the Colorado Revised Statutes (C.R.S.), and operates in compliance with all applicable statutory and procedural requirements.

Proposal Requirements:

Interested applicants shall submit the following:

- A cover letter outlining interest and relevant experience
- A current résumé demonstrating applicable judicial, legal, or municipal court experience
- Four (4) professional references with current contact information
- Desired compensation

Pursuant to **C.R.S. § 13-10-102(3)**, applicants for Municipal Court Judge in a QMCOR must be licensed to practice law in the State of Colorado.

Court Activities and Functions:

The Municipal Court Judge shall be responsible for the following duties and functions:

1. The Town Board shall approve a contract and swear in the Municipal Court Judge for a term of **two (2) years**.

2. Review Town ordinances and ensure compliance with applicable laws, best practices, and current fine and fee schedules.
3. Meet regularly with Town staff, including the Town Clerk Administrator and Court Clerk, to ensure court operations, procedures, and records comply with all statutory and constitutional requirements.
4. Work collaboratively with the Court Clerk, who will be provided by the Town, to ensure efficient, accurate, and professional Municipal Court operations.
5. Schedule, coordinate, and preside over Municipal Court proceedings as necessary. The Municipal Court is currently scheduled on a bi-monthly basis, with dockets and schedules coordinated through the Court Clerk.
6. Automated Enforcement / Photo Radar Matters:
The Municipal Court Judge shall preside over cases involving automated vehicle identification systems, including photo radar and photo red-light enforcement, as authorized by Colorado law. The Municipal Court Judge shall ensure that all such cases comply with C.R.S. § 42-4-110.5, including requirements related to notice, service, penalties, evidentiary standards, and the civil nature of such violations, where applicable.

Selection Process and Criteria:

The Town will review all complete applications and may conduct interviews with selected candidates. Prior municipal or judicial experience is preferred.

The Town anticipates filling the vacancy no later than May 11, 2026.

Submission Deadline:

Proposals must be submitted no later than Wednesday, April 29th, 2026 at 5:00PM MST. Late submissions will not be considered.

Submission Instructions:

Proposals can be delivered to the Hugo Town Hall located at 522 2nd Ave, Hugo, CO 80821 or emailed to Sara Lancaster, Town Clerk Administrator at clerkadministrator@townofhugoco.gov, email should be titled: Municipal Court Judge RFP Response.

Point of Contact:

For inquiries and submission of proposals, please contact: Sara Lancaster, Town Clerk Administrator at clerkadministrator@townofhugoco.gov.

Additional Information:

The Town of Hugo reserves the right to reject any or all proposals and to waive any information or irregularities in the proposal received. This RFP does not commit the Town of Hugo to award a contract or to pay any costs incurred in the preparation of a proposal in the response to this request.