



I. GENERAL INFORMATION

This request for proposal (RPF) is to contract for legal services to be Washington City Public Defender for the calendar years beginning July 1, 2026 and ending June 30, 2027. If the outgoing and incoming defense attorney schedules are agreeable, the effective date of this contract may commence prior to July 1, 2026. The contract will be renewed on an annual basis thereafter.

II. PURPOSE

- A. Perform all defense attorney functions for criminal cases appointed by Washington City Justice Court Judge in the Washington City Justice Court. Reviews evidence, pertinent decisions, policies, regulations, and other legal matters pertaining to cases.
- B. Current approx. case load: 4,625 cases filed per year
- C. Can expect an average of 20-30 case appointments per month
- D. Current approx. cases per court session: 60-80 on Tuesdays and 30-45 on Thursdays
- E. From now until June 23th, 2026, the defense attorney will be needed in court Tuesdays from 5pm to approx. 7pm (3pm to approx. 7pm if the client is in jail).
- F. Starting July 1, 2026, the defense attorney will be needed in court Wednesdays from 11am to approx. 2pm (9am to approx. 2pm if the client is in jail).

III. GENERAL SCOPE OF SERVICES

- A. Prior to court, meet with defendants and other parties related to cases
- B. Review cases/offers
- C. Meet with and prepare witnesses prior to hearings and trials
- D. Prepare and file briefing responses to prosecution motions
- E. Prepare and file disclosures and witness/exhibit lists for hearings and trial
- F. Prepare for jury trial jury if needed
- G. Attend evidentiary hearings and Order to Show Cause hearings if needed
- H. Case/court calendar management
- I. Request and respond to evidence/discovery
- J. Review plea agreements with defendants
- K. Respond to victim restitution claims

IV. WHO MAY RESPOND?

- A. Attorneys who are currently licensed to practice law in the State of Utah and have graduated from an ABA accredited college of law with a JD. Must be a member in good standing of the Utah State Bar. Must be able to appear in court physically.

V. QUALIFICATIONS

- A. Ability to establish and maintain effective working relationships with court officials, city employees, and the general public. Ability to develop a productive client/attorney working relationship with the City Attorney, City Prosecutor and other City officials.
- B. Ability to analyze, appraise, and organize facts, evidence, and precedents, and to present such material effectively, both orally and in writing.
- C. Capacity to glean and rapidly assimilate facts, responds impromptu, examines witnesses, and argues effectively, often under hostile and stressful circumstances.
- D. Working knowledge of principles of civil and criminal law, judicial procedures, and rules of evidence.
- E. Work experience of criminal law and defense.

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Prosecutor: Jared Rasband | Phone: (435) 656- 6367 | prosecutor@washingtoncity.org

Instruction on Proposal Submission.

- A. Closing Submission Date. Proposals must be submitted no later than 5:00 pm on Friday, April 3rd, 2026.
- B. Inquiries. Inquiries concerning this RFP should be emailed to:
tseegmiller@washingtonutah.gov and mduncan@washingtonutah.gov