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From: City Attorney Lyn Creswell

To: South Salt Lake City Council members and Mayor

Subj: Justice Court Nominating Commission

South Salt Lake Justice Court Judge Catherine Johnson has announced her retirement as Justice Court Judge effective 31 December 2016. Shortly, the Administrative Office of the Courts will advertise this position and accept applicants interested in serving in this position.

The appointment of a new Justice Court Judge will be made by Mayor Wood from a list of candidates nominated by a Justice Court Nominating Commission which is created in each county where a vacancy exists.

The main duties of the Nominating Commission include screening applicants, interviewing potential nominees and selecting three or five nominees for the South Salt Lake Mayor to choose from to fill the position. The Commission members include:

- One person appointed by the mayors in Salt Lake County;
- One person appointed by the Salt Lake County Bar Association;
- One person appointed by the Salt Lake County Mayor; and
- Two persons appointed by the governing authority of the jurisdiction where the justice court is located.

Consequently, the South Salt Lake City Council must appoint two persons to the Justice Court Nominating Commission for the position of South Salt Lake Justice Court Judge. It has been recommended that the City Council also designate an alternate, in case one of the two persons appointed is unable to serve or may have a conflict based on those applying for the position.

Elected officials of the county or city are not eligible to be members of the Nominating Commission. Also, a person who will apply for the South Salt Lake Justice Court position is ineligible to be a commissioner. Commissioners do not have to be attorneys.

It is recommended that the Council act to appoint two commissioners and an alternate at its regular meeting on 13 July 2016. We ask that each Council member and the Mayor recommend one person to be considered for appointment to the Justice Court Nominating Commission. We suggest that the name of the person recommended along with a one-page summary of qualifications be given to Craig Burton by Thursday, close of business, 7 July 2016.

If a Council member or the Mayor has questions about the Justice Court Nominating Commission, please call Utah State Courts employee Melisse Stiglich at (801) 578-3844.