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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
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Phone: (530) 493-2201  
Fax: (530) 493-5364

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**Request for Proposals****25-RFQ-004**

**For More Information:** April E. Attebury, Judicial Administrator (530) 841-3143 Ext: 6505

**Proposal Deadline:** Responses will be accepted on a continual basis

The Karuk Tribe requests proposals for the position of Tribal Judge Pro-Tem for the Karuk Tribal Court. The Judge Pro-Tem will preside primarily over matters such as evictions/unlawful detainers, mortgages, and foreclosures.

The Judge Pro-Tem is responsible for presiding over motions and requests from parties; scheduling and overseeing conferences, evidentiary hearings, and bench trials; conducting necessary legal and factual research; and rendering legal opinions. Candidates should be available for Webex (hybrid) appearances as needed and be open to serving in the NCTCC pool of judges for member courts of appeal.

The majority of all work will be performed, completed, and managed at the Karuk Tribal Offices. However, the successful candidate must also be available in emergency situations to issue warrants and emergency orders. Preference is given to candidates residing near our Tribal service areas (Shasta, Trinity, Humboldt, or Del Norte County).

**Scope of Services:**

1. Consistent with the Karuk Tribe's laws and policies, preside over and make rulings on assigned matters brought before the Karuk Judicial System, including motions and requests of the parties, conferences, evidentiary hearings and bench trials;
2. Conduct necessary legal or factual research and render legal opinions;
3. Render original interim and final decisions in the proper format for filing with the Court Clerk. Final decisions shall include a history of the proceeding, any procedural or substantive rulings, a summary of the testimony and other evidence, a summary of arguments contained in the briefs, citations to the record, and findings of fact and conclusion of law. Decisions shall be rendered within thirty days after the conclusion of the hearing or receipt of the last post-hearing brief;
4. Perform any other tasks required of a Judge Pro Tem on those specific projects and matters assigned to by the Presiding Judge/Administrator.

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**Successful applicants will meet the following Mini qualifications:**

- a. Must be at least 30 years of age;
- b. Have a minimum of 2 years' experience practicing law (which may include service on a tribal, federal or state court bench);
- c. Have a demonstrable knowledge of Indian, Federal, and California law and experience with Tribal Courts, particularly in the areas of evictions/unlawful detainers, mortgage, and foreclosures;
- d. Be familiar with the Constitution and the laws of the Karuk Tribe;
- e. Not have been convicted by a federal, state or tribal court of an act involving moral turpitude, elder abuse or child abuse.

**Responses to this Request for Proposals should include the following:**

- 1) A resume and statement of qualifications.
- 2) Provide a detailed and precise discussion, including examples and/or documentation, of meeting each Minimum Requirement outlined in this RFP.
- 3) A lump sum price, with attached price page. Contractor compensation shall be based on:
  - a. Service Fees-Payment will be made by the Karuk Tribe for time spent by the Judge in performance of the Contract. This includes but is not limited to daily and hourly fees and/or rates for individuals as identified in the Contractor's proposal.
  - b. Direct Expenses-Payment will be made by the Karuk Tribe of direct expenses actually incurred by the Contractor in performance of the Contract. Direct expenses vary, depending on the nature of the proposed contract. Some typical examples of direct expenses are long distance telephone calls, faxes, postage, printing, reproduction and specific travel.

All responses must also include a list of at least three professional references that may be contacted by the Tribe. It is preferred that the references include clients for whom similar work has been done within the past two years. References shall include a complete address, contact name and telephone number.

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**Responses must be hand, mail, or email delivered to:**

Emma Lee Perez, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039

**Faxes will not be accepted**

Emails will be accepted at: [rfpresponse@karuk.us](mailto:rfpresponse@karuk.us)

Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.