

# THE CITY OF GOOSE CREEK REQUEST FOR QUALIFICATIONS

For Public Defender Work in the Municipal Court of Goose Creek



## REQUEST FOR QUALIFICATIONS:

The City of Goose Creek is currently accepting applications for the position of a PUBLIC DEFENDER, that will represent indigent parties on cases within Goose Creek Municipal Court. (Misdemeanor cases).

## DUTIES:

The position of Municipal Court Public Defender would handle all approved, verified indigent, or judge recommended cases to represent and defend in the Municipal Court.

The public defender would be contacted via email as to the appointment of a new case, the police department records would be copied on that and therefore as a professional courtesy to the public defender and lessen operating costs, start the discovery/Rule 5 process of the defendant's case, available as soon as possible, for the public defender to review before scheduled appointment with the defendant.

The defendant would, upon approval, be notified of the address and telephone number of the public defender and informed that they should contact them to schedule an appointment immediately. The public defender would make appearances at bench trials, pre-trials, and if requested, jury trials.

Once case has been adjudicated (regardless of conviction, dismissal, not guilty, etc.), the public defender would then submit an invoice to the court, and the court would then confirm the charges based on the listed terms of the bid, confirm case was closed, approve invoice for payment, and forward the invoice to finance for the issuance of payment.

## QUALIFICATIONS:

- Must be licensed to practice law in the State of South Carolina
- Must have at least 6 months' experience in practicing law
- Must be able to meet clients within the Goose Creek area, unless client is out of the city
- Must be able to appear for bench trials on:
  - Tuesdays @ 2pm & 4pm
  - Wednesdays @ 8:30am & 2pm
  - Thursdays @ 8:30am & 2pm
- Must be able to appear for jury trials (if requested by public defender and client) on:
  - Mondays @ 5:30pm – until
  - Wednesdays @ 5:30pm – until
- Must obtain a City of Goose Creek Business License prior to the commencement of services
- Must be able to provide a certificate of insurance for workers compensation and general liability with the following limits: Workers Compensation and Employers Liability \$1,000,000 / General Liability \$1,000,000 each occurrence prior to the commencement of service.

## FEES:

Description of Case(s)	Payment Amount:
DUI/DUAC with or without Breath Test	\$ 800
Domestic Violence 3 <sup>rd</sup> Degree, or Violation of Order of Protection	\$ 800
Shoplifting & All Property Crimes	\$ 700
Simple Possession of Marijuana	\$ 500
The below charges, if representing a defendant with one of the above AND one of the below, only additional one below can be added. (Example: DUI, Open Container, & DUS= \$800 + 300, because the Open Container is a criminal charge, DUS is a traffic charge, so you can only add one, and the highest one below. If there is two from the top and one from the bottom, you would get the two from the top and none from below.) If confused, the invoice will be filled out and if you don't want to accept the case, then we would move on to the next in line.	
All other Alcohol or Paraphernalia Charges	\$ 200
Other Criminal Charge(s) (Fines \$500 and above if convicted)	\$ 300
Other City Ordinance Charge(s)	\$ 200
Other Traffic Charge(s) & Criminal Charges with fines \$25 - \$500	\$ 100

## INTERESTED ATTORNEYS SHOULD:

- 1) Provide a letter of interest
- 2) Resume
- 3) 2021 unavailable dates submitted to court and/or Orders of Protections used for that year

Attention of Tyler Howanyk, Chief Financial Officer  
[thowanyk@cityofgoosecreek.com](mailto:thowanyk@cityofgoosecreek.com)  
or

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