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November 16, 2018

City of Minot
ATTN: City Manager
515 2nd Ave SW
Minot, ND 58702

Dear Mr. Barry and City Council Members,

I am submitting the following and attached documents in response to the Request for Proposal for the contract city prosecutor position with the City of Minot.

Prior to opening my own firm in April 2018, I was employed with the Ward County State's Attorney's Office for approximately three (3) years. As an assistant state's attorney, I handled frequent criminal court appearances including initial appearances, bond hearings, changes of pleas, jury trials, and sentencing hearings. I also appeared on behalf of the State for civil hearings such as gun right restoration cases and mental health committal proceedings. Additionally, I drafted motions, proposed Orders, letters to the Court and defendants, briefs, and other documents for both criminal and civil cases.

Because of this job experience, I also worked closely with the Minot Police Department and other local law enforcement agencies. This is valuable not only because I know many of the officers and the way the MPD operates, but also because I already know how to utilize the data system that the police department uses, cutting the necessary training for me down considerably.

This prior employment also gave me the opportunity to develop positive working relationships with many of the same defense attorneys that frequently appear in municipal court.

After opening my own firm, I accepted a contract to handle appeals for the ND Commission on Indigent Defense. In that capacity, I review files and court records, discuss cases with clients, and file briefs, motions, and petitions for postjudgment issues (most frequently appeals to the Supreme Court and postconviction actions). I also handle any oral arguments before the Supreme Court and district court hearings relating to my assigned contract cases.

Since April 2018, I have handled several private criminal and civil cases. I do not have a secretary at this time, so I do my own e-filing and am familiar with the Minot Municipal, Ward County District Court, and North Dakota Supreme Court filing requirements, among others.

I loved prosecuting. I enjoyed being in Court frequently, handling interesting cases, meeting new people, helping the community, and working as part of a team with law enforcement. I miss these facets of practicing law as a prosecutor and am submitting this proposal in hopes that I can maintain my private practice while returning to prosecuting.

I am licensed in the State of North Dakota and have been since June 2015. I have no previous disciplinary complaints and have malpractice insurance through Minnesota Mutual.

For all of these reasons, I believe it is appropriate for me to be compensated at \$6,000.00 per month. I would represent the City for all traffic and criminal hearings, including, but not limited to, initial appearances, bond hearings, court trials, sentencing hearings, and appeals. I would also draft all documents on behalf of the City for the City's traffic and criminal cases, through any appellate proceedings, including motions, responses, and appellate briefs.

Additionally, under this contract, I would agree to handle discovery for traffic and criminal cases, review cases for charging, negotiate with defense attorneys and *pro se* defendants pursuant to Minot City Ordinances, the North Dakota Century Code, and the policies and standard practices of the City Attorney's Office, advise the Minot Police Department on matters related to the traffic and criminal cases I am handling, provide legal research and training to the Minot Police Department as needed, meet with witnesses and victims to answer questions, discuss case outcomes, and prepare for trial, fulfill the City's obligations under Marsy's Law, assist the City Attorney's Office with legal and policy issues when requested, and create and maintain traffic and criminal files.

Please find enclosed my resume, a list of references, and my current malpractice insurance policy. I look forward to discussing this contract further and working with you in the future.

Sincerely,

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