



General Information

Municipal Court Chief Judge Cynthia Leung will be retiring January 13, 2025

City Charter, Section 1.160 states that a vacancy in the office of Mayor, Council Member or Municipal Judge must be filled by the majority vote of the entire City Council within 30 days after the occurrence of that vacancy.

Previous Judicial appointments

- 2022 - Appointment to fill Judicial vacancy of retiring Judge Hastings
 - Appointment of Shannon Nordstrom
- 2008 - Appointment to fill Judicial vacancy due to passing of Judge Gregory
 - Appointment of Cynthia Leung
- 2006 - Appointment to fill Judicial vacancy due to resignation of Judge Silver
 - Appointment of Rob Bare



Options for Filling Judicial Vacancy

1. Appoint an individual to fill the vacancy
 - a. Municipal Court staff will recommend and refer the best qualified candidate to City Council for appointment; or
 - b. Form a committee consisting of representative(s) of Human Resources, the City Attorney's Office and Municipal Court Administration. The Committee will vet the applications and make a recommendation to the City Council for the appointment.
2. Direct Human Resources to conduct an open recruitment to source candidates. If this option is selected, we will need further directions on the Interview Panel from one of the following:
 - a) Council members, all or some; or
 - b) Representatives from Municipal Court, City Attorney, and Human Resources; or
 - c) A combination of the two options.

Recommended recruitment process

(Position must be filled by February 13, 2025 per City Charter, Section 1.160)

- HR post an Open Recruitment for a period of five working days (12/9 – 12/16)
- HR forward qualified candidates to Interview Panel (12/18)
- Interview Panel determine candidates for interview (by 12/24)
- Schedule interviews with candidates and Interview Panel (by 12/31)
- Conduct interviews (1/6 – 1/16)
- Interview Panel advise HR of successful candidate (by 1/20)
- Submit Agenda Summary Page for February 4, 2025 City Council meeting (by 1/22)
- Council ratify successful candidate (2/5)