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New Castle Town Council  
450 West Main Street  
New Castle, Colorado 81647

Re: Letter of intent to retain the position of Associate Municipal Court Judge

Dear Ladies and Gentlemen:

I am writing this letter of intent to retain my current position as Associate Municipal Court Judge for the Town of New Castle. I have held the position of Associate Municipal Court Judge for the Town of New Castle for the last year and a half. I have filled in for the Honorable Timmothy Graves and presided over four court dockets during my tenure as Associate Judge. I believe that I have a great working relationship with the Court staff, Judge Graves and Town Prosecutor John Collins.

I am currently a solo practitioner with my own law firm in Glenwood Springs, Colorado. I have practice law in Garfield County and the western Slope for the past nineteen years and I have a total of twenty-four years of experience practicing law. I am a member of the Colorado State Bar, the Maryland State Bar and the Colorado Federal Bar for the United States District Court of Colorado. I would like to take this opportunity to share with you my qualifications and why I am ideally suited to retain the position of Associate Municipal Court Judge for the Town of New Castle.

I have twenty-four years of experience as a trial Attorney. I have had the unique experience of both prosecuting criminal cases as a Deputy District Attorney and defending criminal cases as a defense attorney and I know the value of having an experience impartial judge presiding over the court. As a trial attorney, I managed both a busy criminal and civil caseload including a robust administrative hearings practice. I conducted my own legal research for all my cases and for senior partners previous law firms where I have worked. I am responsible for evaluating all issues of the case, analyzing the facts, relevant case law and statutes, and deciding as to how the case should be litigated. I am responsible for communicating with and advising clients of case strategy and progress. I am also responsible for drafting memorandums of law and motions on complex legal issues and providing advice and guidance to my clients and senior partners regarding case law and legal strategy in my cases and in many of their cases.

I have litigated over 250 criminal and civil cases, which included trials in both District and County Court, oral arguments before Administrative Law Judges and Hearings Officers, negotiating settlement agreements, and negotiating plea agreements. I have represented clients in many types of cases, from simple assault and contract dispute cases to serious felony cases. I have successfully defended numerous clients in administrative hearings before the Colorado Department of Revenue Hearings Division. I have provided both oral and written advice on administrative law and ethics issues involving the interpretation and application of statutes and regulations. I have also drafted various pleadings, including complaints, answers, guardianship petitions, petitions for probate, motions for summary judgment, motions in limine, motions to dismiss, motions to transfer venue, briefs, interrogatories, deeds, wills, and trusts.

I have 6 years of military experience as a Naval Officer and twenty-two years of experience in the private sector as an attorney. Throughout my 6 years as a naval officer, I have had the opportunity work with many different branches of the government and civilian companies contracting with the military. I have chaired and participated in many ad hoc committees and boards involving projects with civilian contractors. I have been responsible for chairing various planning and steering committees that were required to prepare and deliver presentations to senior command officers regarding policy changes and procedures. While serving aboard the USS Implicit as the Logistics and Supply Department Head, I was hand selected by the Commanding Officer to spearhead the Command's five-month, \$1,000,000 power plant and maintenance overhaul project. During this time period I chaired both steering committees for the Command's supply readiness assessment and the operational propulsion readiness assessment. I was able to successfully work in a team environment with civilian contractors, the shipyard superintendent, our command personnel, and inspection personnel from the Commander, Mine Warfare Readiness Group to ensure that the Command's overhaul project was completed on time and within budget. I feel that my strong leadership experience and my experience in working in a team environment is one of my strongest assets.

I look forward to continuing to serve the Town of New Castle, Colorado as the Associate Municipal Court Judge.

Sincerely,



Kip O'Connor II