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February 12, 2024

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

Re: Letter of interest for the position of Municipal Court Judge

Dear Ladies and Gentlemen:

I am writing this letter of interest and enclosing a copy of my resume so that I may be considered a candidate for the position of Municipal Court Judge for the Town of New Castle. 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 seventeen years and I have a total of twenty-two 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 be the next Municipal Court Judge for the Town of New Castle.

I have twenty-two 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 making a determination 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.

My past experience and my ability to learn and adapt to changing environments makes me an ideal candidate for this position. I am confident that I can make a significant and vital contribution to the Town of New Castle as the Municipal Court Judge. I look forward to discussing my qualifications with you in the near future.

Sincerely,

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BAR ADMISSIONS

Admitted Maryland State Bar – December 2001
Admitted United States District Court of Colorado – November 2003
Admitted Colorado State Bar – May 2005

EDUCATION

University of Baltimore School of Law, Baltimore, MD
J.D., *cum laude*, May 2000

Activities: Member, Environmental Law Society
 Member, Student Honor Board
 Member, Student American Bar Association

United States Naval Academy, Annapolis, MD
B.S., General Science, May 1989

LEGAL EXPERIENCE

The Law Office of Kip O'Connor, Glenwood Springs, CO

Attorney, June 2013 to present

Solo Practitioner - Areas of practice include criminal defense, DUI defense, Department of Motor Vehicles licensing hearings, family law, landlord tenant and civil litigation. Vigorously represented clients in both District and County Court involving cases from all divisions of criminal law. Represent clients in administrative law hearings before the Colorado Department of Revenue Hearings Division for the adjudication driver's license revocations and suspensions. End to end management of cases from initial appearances to preparations of pleadings, investigation, witness interviews, motions and arguments before the court and trial.

Law Office of Dan Shipp, Basalt, CO

Associate, 2007 to June 2013

Areas of practice include criminal defense, DUI defense, Department of Motor Vehicles licensing hearings, civil litigation, personal injury litigation and trust and estate planning. Successfully represented plaintiffs in a complex wrongful death law suit involving issues of felonious killing and negligent hiring, which resulted in large settlement for the plaintiffs. Successfully litigated hundreds of DUI cases in multiple jurisdictions throughout the State of Colorado. Vigorously represented clients in criminal and civil matters in both District Court and County Court; performing all aspects of criminal and civil litigation, including client and witness interviews, drafting of pleadings, motions, depositions, interrogatories and settlement agreements. Duties include interaction and communication with opposing counsel, researching, drafting and arguing motions before the court, trial preparation and conducting jury and bench trials. Additional duties include drafting appeals and appellate briefs for the firm's appellate practice. Represented hundreds of clients in administrative law hearings before the Colorado Department of Revenue Hearings Division in cases involving driver's license suspensions and revocations.

Office of the District Attorney, 9th Judicial District, Glenwood Springs, CO

Deputy District Attorney, 2006

Kip O'Connor II

Prosecutor for Garfield County and Pitkin County. Responsible for investigating, researching and preparing misdemeanor criminal cases for trial. Duties include prosecuting cases before juries, conducting motions hearings, drafting and preparing pleadings and other legal documents in connection with trials, motions hearings, sentencing and other legal proceedings. Duties also include preparing appellate briefs and oral arguments for DMV appeals filed in District Court. Interpreted and applied statutes, laws, court decisions and other legal authorities for preparation of legal briefs and cases. Negotiated plea agreements with pro se litigants and with opposing counsel. Interviewed and advised law enforcement officers, witnesses and victims in preparation for jury trials. Advised and trained law enforcement officers on criminal procedure and reviewed search warrants and arrest warrants for law enforcement officers.

The Law Firm of Ted Hess, Glenwood Springs, CO

Associate, 2005 - 2006

Areas of practice include criminal defense, civil litigation, and appellate practice and immigration law. Represented clients in District Court and County Court in all stages of the litigation process. Responsible for conducting an extensive motions practice for the firm and drafting numerous motions to suppress and motions in limine. Responsible for helping managing the firm's civil litigation and appellate case load. Managed discovery phase of litigation by determining strategies for depositions, production of documents, and issuances of subpoenas and subpoenas duces tecum. Drafted and filed appeals and appellate briefs to the Colorado Court of Appeals.

Law Office of Kip O'Connor II, Annapolis, MD

Solo Practitioner, 2003 - 2004

Concentrating in both civil and criminal practice. Advised clients on estate preparation; drafted wills, powers of attorney; reviewed and drafted various contracts for clients. Represented clients in a wide variety of civil cases from landlord/tenant disputes to contract disputes. Litigated numerous misdemeanor criminal cases. Pro bono volunteer attorney with the YWCA of Annapolis. Represented clients in protective order hearings, child custody hearings and divorce proceedings. Member of the Maryland Volunteer Lawyer Service.

Murnane & O'Neill, Glen Burnie, MD

Associate, 2001 - 2003

Trial attorney. Managed a full litigation caseload for a small firm concentrating in criminal defense and civil litigation. Represented clients in all stages of the criminal litigation process, from pre-trial confinement hearings, to grand jury investigation hearings through trial, sentencing, and post trial conviction relief proceedings. Extensive litigation experience through preparation and defense of complex cases including attempted murder, rape, robbery, burglary, drug trafficking, counterfeiting, and assault. Represented clients at driver's license revocation and suspension hearings before the Department of Motor Vehicles Hearings Division. Advised and represented clients in divorce proceedings, child custody hearings, chapter 7 and 13 bankruptcy proceedings, and trust and estate preparation. Litigated over 150 cases including administrative law hearings and appeals.

DeCaro, Doran, Siciliano, Gallagher & DeBlasis, LLP, Lanham, MD

Law Clerk, 2001

Principal law clerk for a high-volume firm specializing in insurance defense litigation, estate litigation, and contract litigation. Researched and drafted various motions and pleadings including: complaints, answers, interrogatories, motions to dismiss, motions for summary judgment, and motions in limine involving complex evidentiary issues. Assisted in managing insurance defense case load. Responsible for investigating claims, interviewing witnesses, and providing legal analysis of issues in the case. Provided written opinions on administrative law and ethics issues involving the interpretation and application of state statutes and regulations.

TRAK Legal Services, Washington, D.C.

Contract Law Clerk, 2000 - 2001

Conducted legal research, document review, and document organization for large Washington, D.C. law firms.

Anne Arundel County Office of Law, Annapolis, MD

Law Clerk, 1999 - 2000

Researched and drafted memoranda of law in areas including labor and employment law, intellectual property, zoning law, personal injury, and environmental law. Summarized depositions, drafted jury instructions, drafted memoranda of agreements between county agencies, investigated complaints, and interviewed witnesses.

PROFESSIONAL EXPERIENCE

Nalco Chemical Company, Naperville, IL

Chemical Engineering Sales and Consulting, 1995 – 1997

Provided consulting and sales services for various mechanical design application and chemical engineering technology. Consulted and designed chemical delivery systems for new power plant and fabrication plant construction and for multi-million-dollar power plant renovation projects. Managed over 40 client accounts with over \$800,000 of annual revenue for consulting services.

MILITARY EXPERIENCE – OFFICER, UNITED STATES NAVY

United States Naval Academy, Annapolis, MD, 1993 - 1995

Program Manager and Operations Officer, United States Naval Academy Sail Training Program, 1993 – 1995

Supervised and coordinated the instruction of Midshipmen in ship handling and coastal, celestial, and satellite navigation. Managed the operations and budget for the United States Naval Academy's \$12,000,000 sail training program. Managed a \$500,000 annual operation, training, and maintenance budget for 125 sail craft, 350 Midshipmen, and 88 Officers. Organized and supervised numerous fund-raising events for the Naval Academy's sail training program. Organized and supervised all logistics and operations for the U.S. Naval Academy's National Safety at Sea Seminar.

USS Implicit, Minesweeper, Seattle, WA, 1991 - 1993

Program Manager and Department Head for logistics, Admin, and Damage Control Divisions, 1991 – 1993

Served as Program Manager and Department Head both in port and at sea, supervising 50 crewmembers with daily logistics and administrative operations including government contracting and related oversight. Managed \$350,000 annual operating budget. Coordinated and supervised command's five-month \$1,000,000 power plant and maintenance overhaul project. Coordinated operations for mine hunting and sweeping exercises and sub-surface explosive ordnance retrieval and demolition teams.

USS Lexington, Aircraft Carrier, Pensacola, FL

Ensign and Division Officer, Deck Department, 1989 – 1991

Served as division officer for the Deck Division Department, supervising 76 personnel with responsibilities for maintenance, logistics, operations, training, and personnel management. Managed the ship's moral, welfare and recreational department and budget. Responsible for the fund raising, budgeting and operational planning for the ship and crew's recreational and welfare programs. Served as departmental legal officer and departmental liaison for court martial proceedings.

MEMBERSHIPS

Member Colorado Bar Association

Member Maryland Bar association

Member 9th Judicial District Bar Association

Member Colorado Criminal Defense Bar

AWARDS

Awarded the Navy Commendation Medal for outstanding command performance, management, and achievement.

Awarded the Navy Achievement Medal for exceptional shipboard performance.