

**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## **Agenda**

### **New Castle Town Council Work Session**

**Tuesday, March 19, 2023, 6:00 PM**

Virtual Meetings are subject to internet and technical capabilities.

Virtual Meetings are subject to internet and technical capabilities.

To join by computer, smart phone or tablet click [HERE](#)

If you prefer to telephone in:

Please call: 1-346-248-7799

Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your phone to mute until called on

### **Judge Position Interviews**

- a. Kip O'Connor
- b. Monica Groom
- c. Timothy Graves

KIP O'CONNOR II, ESQUIRE  
817 Colorado Avenue, Suite 204  
Glenwood Springs, Colorado 81601  
(970) 384-1000 (W) (970) 618-2743 (C)  
[www.kipoconnorlaw.com](http://www.kipoconnorlaw.com)  
Email—kipoco@msn.com

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,

Kip O'Connor II

## **KIP O'CONNOR II**

817 Colorado Avenue, Suite 204  
Glenwood Springs, Colorado 81601  
(970) 384-1000 (w) (970) 618-2743 (c)  
www.kipoconnorlaw.com  
kipoco@msn.com

### **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, 9<sup>th</sup> 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 9<sup>th</sup> 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.

**Groom Law Office, L.L.C.**  
**Attorney & Counselor at Law**

P.O. Box 936  
0985 HWY 133  
Carbondale, CO 81623

Monica J. Groom  
monicagroomlaw@gmail.com

Telephone:  
(970) 309-5149  
Facsimile:  
(970) 963-9163

March 14, 2024

Town of New Castle  
Town Council, New Castle, CO  
450 W. Main Street, PO Box 90  
New Castle, CO 81647

Via Email only to: Mindy Andis, CMC, Town Clerk/Court Clerk - [mandis@newcastlecolorado.org](mailto:mandis@newcastlecolorado.org)

RE: Municipal Court Judge Position

Dear Council Members:

I respectfully request you consider me for the position of Municipal Court Judge for the Town of New Castle.

I grew up in the Roaring Fork Valley and have been an attorney in private practice in this area since 2001. My practice is primarily in family law with a significant amount of time being dedicated to dependency and neglect actions in which I am appointed counsel. While I have only had the opportunity to act as the substitute judge for the City of Glenwood Springs for Municipal Court Judge Amanda Maurer, I do believe that experience and my experience in the practice of family law makes me well suited to understand the unique dynamics of our valley while fairly and equally applying the law to anyone who appears before me.

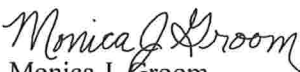
While the close-knit and relatively small-town nature of the New Castle community makes it likely I would be familiar with some individuals who may appear before me, I do not believe my potential conflicts of interest are any greater than any other judicial official currently presiding. I would certainly recuse myself from any action involving a person, or persons, with whom I have had previous contact as either a client or in an adversarial capacity. I do not anticipate such occasions to occur on more than occasional basis.

I have never been the subject of any disciplinary action.

I have enclosed my resume for your review.

Please do not hesitate contact me with any questions and thank you for your consideration.

With kind regards,

  
Monica J. Groom  
Attorney at Law

Enclosure

## **MONICA J. GROOM**

### **Attorney at Law**

PO Box 936, Carbondale, CO 81623  
Telephone: (970) 309-5149 Fax: (970)963-9163  
Correspondence: monicagroomlaw@gmail.com

### **SUMMARY OF QUALIFICATIONS**

I am an experienced trial attorney specializing in family law and dependency and neglect matters.

### **WORK EXPERIENCE**

Private Practice - Groom Law Office, LLC

Title: Attorney at Law, Owner

June 1, 2014 - Present

Summary of duties:

- Provide legal services to individuals in the area of family law and dependency and neglect
- Draft wills and trusts
- Office Administration
- Supervise any staff/contract work by paralegals

Office of Respondent Parent Counsel

Title: Contract Attorney

July 2014 – Present Practice in the 9<sup>th</sup>, 7<sup>th</sup>, and 21<sup>st</sup> Judicial Districts

Summary of duties:

- Court-appointed counsel representing indigent parents in Dependency and Neglect actions
- Oversee discovery process
- Trial preparation and trial

Substitute Municipal Judge for the City of Glenwood Springs

February 2018 - Present

Summary of duties:

- Attend and fill in for Municipal Court Judge when needed
- Attend in person to address the criminal, traffic, juvenile, and adult dockets
- Review and sign off on warrant affidavits
- Provide advisements for individuals picked up on warrants

Northwest Legal Services

Title: Contract Attorney

January 2016 – January 2023

Summary of duties:

- Assigned cases representing indigent clients or domestic violence victims in family law matters.
- Review of case matter with client
- Explanation of legal process and applicable statutes

## **MONICA J. GROOM**

### **Attorney at Law**

PO Box 936, Carbondale, CO 81623  
Telephone: (970) 309-5149 Fax: (970)963-9163  
Correspondence: monicagroomlaw@gmail.com

- Oversee discovery process
- Trial preparation and trial.

Defiance Law Firm, P.C.  
September 2006 - June 2014  
Title: Associate Attorney

#### Summary of duties:

- Represent clients in civil actions, specializing in family law.
- Represent all court-appointed Dependency and Neglect clients
- Counsel clients regarding legal process
- Draft and review pleadings
- Oversee discovery process
- Trial preparation and trial

Balcomb and Green, P.C.  
February 2002 - November 2002  
Title: Contract Attorney

Direct Supervisor: Scott Balcomb

#### Summary of duties:

- Review assigned files
- Draft pleadings

### **EDUCATION:**

Admission to the Colorado Bar:	July 2001
Creighton Law School	1995-1998, J.D.
Creighton University	1991-1995, B.S.B.A. Degree
Roaring Fork High School	
Carbondale, CO	1991, Diploma

### **COMMUNITY:**

Alpine Legal Services      Provide *pro bono* work as needed.

Rocky Mtn Shooters Rodeo Team: Colorado Jr. High and High School Rodeo: Member (child participating)

Best Practice Team for the 9<sup>th</sup> Judicial District: Attend monthly meetings and subcommittee meetings regarding various subjects involving the dependency and neglect process in the 9<sup>th</sup> judicial district.

### **REFERENCES:**

Gladly provided upon request.

**LeMOINE & GRAVES, P.C.**

**ATTORNEYS AT LAW  
120 WEST THIRD STREET  
P. O. BOX 907  
RIFLE, COLORADO 81650**

**DANIEL D. LEMOINE  
TIMOTHY L. GRAVES**

**TELEPHONE 970-625-1887  
FAX 970-625-4448**

February 12, 2024

Town of New Castle Council  
*Delivered By Hand to Ms. Andis*

RE: Municipal Judicial Services

Council Members,

Please accept this letter and enclosure as a *Letter of Interest and Qualifications* for the position of Municipal Court Judicial Officer for the Town of New Castle. My name is Timothy Graves and I am a shareholder and manager of LeMoine & Graves, P.C. in Rifle, Colorado.

I am uniquely qualified for this position as I personally serve as Municipal Prosecutor for the City of Fruita, Town of Palisade, Town of De Beque, City of Rifle, Town of Silt, and Town of New Castle. I also serve as the Deputy Municipal Judge in Carbondale and Basalt. Additionally, I have worked in municipalities for licensing issues such as liquor licenses and building code issues and currently serve as the City of Glenwood Springs Liquor and Marijuana Licensing Authority.

On a personal note, I live in New Castle and have been honored to serve my community this past year as the Municipal Prosecutor. It would be my privilege to continue serving the community as Municipal Judge. In my time as Municipal Prosecutor, I have established relationships with Town staff, the Police Department administration and officers, and other stake holders in the community. These relationships will allow for a smooth transition from Judge Mauer. As Prosecutor, I have also worked with Town Council and the Town Attorney on changes to our code including the adoption of the 2020 Model Traffic Code and supplements. In the event that Council wishes to appoint another individual to the bench, I would continue my services as Municipal Prosecutor.

I have never been cited with a formal disciplinary or malpractice complaint. Additionally, the firm maintains malpractice insurance.

Attached with this letter of introduction, please find my resumé. I am happy to meet with Council to answer any inquires or details of my experience. I would not be seeking an increase to the rate of compensation that is currently in place for Judge Mauer.

Very Truly Yours,



LeMoine & Graves, P.C.  
Timothy Graves, for the firm  
enclosures

**TIMOTHY L. GRAVES**

120 W. Third Street  
Rifle, CO 81650  
970-625-1887  
tgraves@riflelaw.com

**LICENSURE**

Fall 2013 Colorado Bar, Attorney Registration Number #46733

**EDUCATION**

May 2013 Southern Illinois University School of Law, Carbondale, Illinois  
Juris Doctor

May 2010 Illinois State University College of Business, Normal, Illinois  
Bachelor of Science in Business Administration

**EXPERIENCE**

2016-Present Partner/Attorney, LeMoine & Graves, P.C.  
Rifle, Colorado

- Criminal Law (District, County, Municipal)
- General Civil Litigation (District and County)

2014-2016 Associate Attorney, Stuver & LeMoine, P.C.  
Rifle, Colorado

- Criminal Law (District, County, Municipal)
- General Civil Litigation (District and County)

2013-2014 Associate Attorney, Feldmann Nagel, LLC.  
Steamboat Springs, Colorado

- Criminal Law (County and Municipal)
- General Civil Litigation (District and County)

**PUBLIC CONTRACTS**

**Municipal Court Prosecutor**

- Fruita (2019-Present), Palisade (2022-Present), De Beque (2022-Present), Rifle (2022-Present), Silt (2022-present), New Castle (2022-Present)

**Municipal Court Deputy Judge**

- Carbondale (2018-Present), Basalt (2018-Present)

**Liquor and Marijuana License Hearing Officer**

- Glenwood Springs (2022-Present)