

InterOffice Memorandum

March 5, 2013

To: County Judge Keith Self
Commissioner Matt Shaheen
Commissioner Cheryl Williams
Commissioner Christopher Hill
Commissioner Duncan Webb

From: Dan James/Facilities Director

RE: Annual Collin County Bar Association's Mock Trial Competition

Request permission for the annual Collin County Bar Association's Mock Trial Competition to be held at the Bloomdale Courthouse on Friday, May 10, 2013 from 8:00 a.m. to 4:00 p.m. and Saturday, May 11, 2013 from 8:00 a.m. to 2:00 p.m. The Bar Association has agreed to pay for security and housekeeping services provided on Saturday, May 11, 2013. Furthermore, the Bar Association has requested a waiver of fees and insurance requirements.

If I can be of further assistance please do not hesitate to contact me at extension 5331.