

InterOffice Memorandum

January 14, 2016

To: County Judge Keith Self
Commissioner Susan Fletcher
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 6, 2016 from 8:00 a.m. to 5:00 p.m.; and Saturday, May 7, 2016 from 8:00 a.m. to 12:00 p.m. The Bar Association has agreed to pay for security and housekeeping services provided on Saturday, May 7, 2016. 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.