

## InterOffice Memorandum

August 30, 2019

To: County Judge Chris Hill

From: Dan James/Facilities Director

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

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Request permission for the annual Collin County Bar Association's Mock Trial Competition to be held at the Russell A. Steindam Courts Building on Friday, February 21, 2020 from 7:30 a.m. to 5:00 p.m.; and Saturday, February 22, 2020 from 8:00 a.m. to 1:00 p.m. The Bar Association has agreed to pay for security and housekeeping services provided on Saturday, February 22, 2020. 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.