

AGREEMENT NO. 2025-364
COLLIN COUNTY
PROFESSIONAL SERVICES
AGREEMENT

THIS AGREEMENT by the authority of Commissioners Court as provided under Local Government Code Sec. 262.024, DISCRETIONARY EXEMPTIONS is entered into by and between Law Office of Carolyn Skogman, PLLC, herein referred to as "Provider," and Collin County, Texas.

STATEMENT OF WORK: The County desires to engage the services of an Attorney to review library generated pro se forms for Collin County Law Library and any other services in connection with the forms review hereinafter referred to as the "Project;" as described in the Scope of Work, Exhibit "B". The current list of pro se forms is attached as Exhibit C

In addition to the "Project" defined for the Law Library, the firm may also be retained to represent Collin County on general legal matters and issues, such as matters dealing with administrative law for various departments, as they arise at a rate of **\$50 per hour**.

AWARD AND COMPENSATION FOR SERVICES: Provider will invoice the County monthly for the amount of provided services as described above by invoices to include all information as described below. No other expense or reimbursement shall be borne by Collin County unless stated herein.

- **INVOICES** along with a statement of work indicating the task completed shall be submitted monthly to appropriate department contact and address.
- **PAYMENT** will be made in accordance with Government Code, Title 10, Subtitled F, and Chapter 2251.
- **SALES TAX:** Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax.

TERM OF AGREEMENT: This agreement will begin on October 01, 2025, and will terminate effective September 30, 2026, with an option for three annual renewals. -

This agreement shall remain in effect until any of the following occurs: agreement expires, terminated by either party with a thirty (30) calendar day written notice prior to any cancellation and must state therein the reasons for such cancellation. Collin County reserves the right to terminate the agreement immediately in the event the provider fails to perform in accordance with terms and conditions of the agreement as stated herein.

FUNDING: If funds for payment are provided through any Grants. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

INDEMNIFICATION: Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injury to or damages received or sustained by any person, persons, or property on account of any negligent act or fault in performance under this Agreement. Provider shall pay any judgment with cost, which may be obtained against Collin County growing out of such injury or damages.

ASSIGNMENT: The Provider shall not assign, sell, transfer, or convey this agreement, in whole or in part, without the prior written consent from Collin County.

NOTICES: Unless instructed otherwise in writing, Provider agrees that all notices or communications to the County permitted or required under this Agreement shall be addressed to the County at the following addresses:

Owner:

Collin County Law Library
Attn: Law Librarian
2100 Bloomdale Rd.
McKinney, TX 75071

Collin County Administration Building
Attn: County Administrator
2300 Bloomdale #4192
McKinney, TX 75071

Collin County Administration Building
Attn: Purchasing Agent
2300 Bloomdale # 3160
McKinney, TX 75071

County agrees that all notices or communications to Provider permitted or required under this Agreement shall be addressed to Provider at the following address:

Law Office of Carolyn Skogman, PLLC
2900 North Quinlan Park Road, Suite 240/300
Austin, Texas 78732

FORCE MAJEURE: No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

SEVERABILITY: If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

VENUE: This Agreement will be governed and construed according to the laws of the State of Texas. This Agreement is performable in Collin County, Texas.

EXPENSES FOR ENFORCEMENT: In the event either party hereto is required to employ an attorney to enforce the provisions of this agreement or required to commence legal proceedings to enforce the provisions hereof, the prevailing party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement including collection.

AMENDMENTS: No oral statement of any person shall modify or otherwise change, or affect the terms and conditions stated in this Agreement. All Amendments to this Agreement will be made in writing by the Collin County Purchasing Agent.

AUDITS AND RECORDS: The Provider agrees that at any time during normal business hours, and as often as County may deem necessary, Provider shall make available to representatives of the County for examination all of its records with respect to all matters covered by this Agreement, and will permit such representatives of the County to audit, examine, copy and make excerpts or transcripts from such records, and to make audits of all

contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement, all for a period of three (3) years from the date of final settlement of this Agreement or of such other or longer period, if any, as may be required by applicable statute or other lawful requirements.

CONFLICT OF INTEREST: No public official shall have interest in this Agreement, in accordance with Government Code Title 5, Subtitled C, Chapter 171. Submittal of a completed Conflict of Interest Questionnaire (Form CIQ) is required. A copy of Form CIQ and CIS can be obtained from:
<https://www.ethics.state.tx.us/forms/conflict/>; <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.

LIABILITY INSURANCE: Provider agrees to meet all insurance requirements as set forth in Exhibit A, which is attached hereto and thereby made part of this Agreement.

Law Office of Carolyn Skogman, PLLC

By:  _____

Title: Attorney _____

Date: 08-27-2025 _____

Collin County, Texas

By: _____

Title: _____

Date: _____

EXHIBIT A

INSURANCE REQUIREMENTS

1. Before commencing work, the attorney shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) required by Texas Law indicating the coverage is to remain in force throughout the term of this contract. In addition to any coverage required by Texas Law, the attorney shall provide the following coverages:
 - a. Professional Liability Insurance at minimum limits of \$100,000 per occurrence and \$300,000 general aggregate. Attorney further agrees to maintain a professional liability insurance coverage at these minimum limits for no less than two (2) years after the Project ends. If attorney chooses to have project coverage endorsed onto your base policy, this would be acceptable.
2. The required limits may be satisfied by any combination of the primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess is following form. The Attorney may maintain reasonable and customary deductibles, subject to approval by Collin County.
3. With reference to the foregoing insurance requirement, the attorney shall endorse applicable insurance policies as follows:
 - a. Attorney shall immediately notify Collin County of any decrease in the insurance coverage limits.
 - b. Attorney shall provide Collin County with all copies of Certificates of Insurance for the project and reference the project/contract number.
4. All insurance shall be purchased from an insurance company that meets the following requirements:
 - a. A financial rating of B+VII or better as assigned by the BEST Rating Company or equivalent.
5. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:
 - a. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

EXHIBIT “B”

SCOPE OF SERVICES

The chosen State of Texas licensed attorney shall review approximately 100 library-generated forms that have been developed and being used by self-represented litigants. These forms must be current, effective, and accurate. The purpose of this review will be to verify that the forms are current and effective per statutory changes at the end of the most recent legislative session. The Attorney will:

1. Develop a process with the County to complete the project within the term of the agreement;
2. Review the list of forms in Exhibit C and other forms as required;
3. Each form should take no longer than five (5) hours to review, modify, confirm, delete or create. If Attorney requires more than five (5) hours to review, modify, confirm, delete or create a form, then the Law Library shall be notified;
4. Provide changes or updates to the forms;
5. Create any new forms required per statutory changes;
6. Verify that the forms are current per statutory changes at the end of the most recent legislative sessions; and
 - a. SPECIAL CONSIDERATIONS:
 - i. The Attorney will notify the Law Librarian of any potential conflicts of interest arising from his/her work;
 - ii. Any travel associated with this project will not be reimbursed;
 - iii. The Attorney shall agree to all Information Technology (IT) policies and procedures required by the County;
 - iv. Rate for services is \$50.00 per hour.

EXHIBIT “C”

LAW LIBRARY FORMS FOR REVIEW

Form Title
Family Law
Adoption of an Adult
Foreign (out of country) Adoption Registration and Court Order
Petition to Inspect Adoption Records
Clarification of Court Order
Motion to Confer with Child
Consent to Travel
Motion for Appointment of Guardian Ad Litem
Divorce Transfer, With Children
Divorce Counter-Petition, With Children
Divorce Counter-Petition, Without Children
Motion to Sign Decree of Divorce w/Children
Motion to Sign Decree of Divorce w/o Children
Petition for Division of Property Not Divided on Divorce, Waiver of Service, and Final Order
Petition for Removal of Disabilities of a Minor (Emancipation)
Enforcement of Possession or Access to Child
Answer for Enforcement of Possession or Access to Child
Enforcement of Property or Performance, Without Children
Enforcement of Property or Performance, With Children
Answer to Enforcement of Property or Performance
Enforcement of Child Support
Answer to Enforcement of Child Support
Grandparent Access to Child
Letter to Register Foreign (Out of State) Child Custody Order
Letter to Register Foreign (Out of State) Child Support Order
Name Change of Adult
Name Change of Family, Both Parents as Petitioners
Name Change of Family, One Parent as Petitioner
Name Change of Two Minors, One Parent as Petitioner
Name Change of Two Minors, Both Parents as Petitioners
SAPCR Counter-Petition
SAPCR Transfer
TRO, After Divorce Filed, With Children
TRO, After Divorce Filed, Without Children
TRO, After SAPCR Filed

Temporary Orders After Divorce Filed, With Children
Temporary Orders After SAPCR Filed
Temporary Orders After Modification Filed
Motion to Extend Temporary Restraining Order, Without Children
Motion to Extend Temporary Restraining Order, With Children
Enforcement of Temporary Orders
Motion to Modify Temporary Orders
Order Granting Waiver of Prohibition Against Remarriage
Waiver Permitting Dissolution of Marriage without 60 Day Waiting Period
Writ of Habeas Corpus for Return of Child
Civil Litigation
Affidavit of Identity
Service Member's Civil Relief Act Affidavit
Appeal from County/District Court to 5 th Court
Appeal from Justice Court to County Court at Law
Appeal from Attorney General Child Support Decision
Motion for Continuance
Certificate of Service
Request for Electronic Hearing
Motion for New Trial
Nunc Pro Tune Judgement
Order Setting Hearing Date
Statutory Durable Power of Attorney
Revocation of Power of Attorney
Medical Power of Attorney for Designation of Health Care Agent
Standard Out of Hospital Do Not Resuscitate Order
Directive to Physicians and Family or Surrogates
Release of Judgment Lien
Release of Mechanic's Lien
Release of Funds in Custody of Court
Emergency Motion to Release Funds in Custody of Court
Release of Cash Bond
Motion for Substituted Service (Rule 106)
Request and Order to Open Sealed File
Temporary Restraining Order – Civil Harassment
Criminal
Dismiss and Substitute Indigent Counsel
Affidavit of Surety to Surrender Principle
Credit on Sentence
Community Supervision Modification
Dismissal and Discharge of Deferred Adjudication

Early Release from Probation – Regular
Early Release from Probation – Deferred Adjudication
Application for Occupational Driver’s License
Petition to Modify Occupational Driver’s License
Removal of Ignition Interlock Device
Request for Time Served
Return of Seized Property
Petition to Seal Juvenile Records
Motion to Inspect Juvenile Records
Writ of Habeas Corpus
Probate
Administrator’s Deed
Affidavit of Heirship
Muniment of Title
Small Estate Affidavit
Property
Executor’s Deed
General Warranty Deed
Special Warranty Deed
Quitclaim Deed
Application to Enter Residence and for Retrieval of Property (new form)