

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18892

Sponsor(s): Alfred Jordan

Date: July 27, 2015

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract for the furnishing of Legal Research Services for Case Law for the Inmates Law Library at the Jackson County Detention Center from Thomson Reuters/West Law of St. Paul, Minnesota as a Sole Source</u></p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: Department of Corrections Estimated Use: \$25,841.68</p> <p>This RLA only approves the term and supply contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value</p> <p>Prior Year Budget (if applicable): \$25,841.68          Prior Year Actual Amount Spent (if applicable): \$25,841.68</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:	
Amount authorized by this legislation this fiscal year:	\$										
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):          Prior resolutions and (date): 18576, July 28, 2014</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The Department of Corrections requires a term and supply contract for Legal Research Services for Case Law for the Inmate Law Library at the Jackson County Detention Center. Research by the Department of Corrections and the Purchasing Department has determined that there is no other vendor currently providing these services.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Twelve Month Term and Supply Contract for the furnishing of Legal Research Services for Case Law for the Inmate Law Library at the Jackson County Detention Center to Thomson Reuters/West Law of St. Paul, Minnesota as a Sole Source.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p>										
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p><b>ATTACHMENTS</b></p>	<p>Memorandum from Ms. Laura Scott, Manager of Jail Services for the Department of Corrections and the Subscription Agreement from Thomson Reuters/West Law.</p>										

REVIEW	Department Director: <i>Joe Piccinini</i>	Date: <i>7-13-15</i>
	Finance (Budget Approval): <i>If applicable</i> <i>N/A</i> <i>Mary Rasmussen</i>	Date: <i>7/13/15</i>
	Division Manager: <i>Mary Lou Brown</i>	Date: <i>7/21/15</i>
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

**Jackson County Department of Corrections****MEMO**

**To:** Barbara Casamento, Purchasing Supervisor  
**CC:** Joseph Piccinini, Acting Director  
Marvin Walker, S.S. Supervisor  
**Date:** 06/11/15  
**From:** L. J. Scott, Manager of Jail Services  
**Subject:** Sole Source

Thompson Reuters – Westlaw Correctional Facilities - is currently the sole source provider of case law for the inmate law library at JCDC. This system provides inmates with legal reference material as required by federal law. Case law is provided via software, internet services, and supplemental book updates. This is the exclusive vendor providing the National Reporter System; the National Digest System; the West Key Number System; Editorial Enhancements; a Correction and Verification Process; KeyCite Citator Service and 24/7 technical support. Corrections would like to renew this contract for one year.

The base contract fee for the next 12 months is \$24,841.44, however supplemental book purchases up to \$1,000 will also be made. This contract and supplemental purchases are funded in account 001-2701- 57020.

**WEST ORDER FORM - For Law Enforcement Agencies and Correctional Facilities Only**  
 610 Opperman Drive, P.O. Box 64833  
 St. Paul, MN 55164-1803  
 Tel: 651/687-8000



<b>Check West account status below as applicable:</b>				Rep Name & Number <u>montgomery 0012820</u>				**** R E Q U I R E D ****
New <input type="checkbox"/> (NACI Form attached)		Existing with Increase Credit Limit <input type="checkbox"/> (NACI Form attached)						
Existing with no changes <input type="checkbox"/>		Existing with changes <input checked="" type="checkbox"/> (Permanent name change must attach a Customer Name Change Form)						
Acct #	<u>1003394299</u>	Quote #		PO #		Date	<u>5/2015</u>	
Name/Subscriber <u>JACKSON COUNTY CORR DEPT</u>				Bill To Acct # _____				
Order Confirmation Contact Name <u>Laura J Scott</u>								
E-Mail <u>ljscott@jacksongov.org</u>								
Password Contact Name (for password delivery) <u>same</u>								
E-Mail _____								
<b>Permanent Address Change</b> <input type="checkbox"/>		<b>One-Time Ship To</b> <input type="checkbox"/>		<b>Additional Ship To</b> <input type="checkbox"/>		<b>Additional Bill To</b> <input type="checkbox"/>		
Name _____ Attn: _____								
Address _____						Suite/Floor <u>40152833</u>		
City _____		State _____		County _____		Zip _____		

**Subscriber Certifications (must be completed for every order, including renewals)**

Subscriber by his/her initials below certifies and acknowledges understanding and acceptance of the security limits of Westlaw and Premise or other West software (for CD-ROM/DVD or West Reporter DVD-Archival orders) and Subscriber's responsibility for controlling Internet and network access:

- Subscriber's Initials.** Functionality of Westlaw cannot and does not limit access to non-West Internet sites. It is the responsibility of Subscriber to control network access to the Internet or internal correctional sites. By his/her initials, Subscriber acknowledges its understanding and acceptance of the security limits of Westlaw and Subscriber's responsibility for controlling Internet and network access.
- Subscriber's Initials.** Subscriber certifies that it shall be responsible for controlling network access to the Internet or internal Subscriber sites. Subscriber agrees to provide its own firewall, proxy servers or other security technologies as well as desktop security to limit access to the Westlaw URL and other West software (including CD-ROM/DVD or West Reporter DVD-Archival orders). Subscriber must design, configure and implement its own security configuration.
- Subscriber's Initials.** Subscriber shall not use any Data, and shall not distribute any Data to a third party for use, in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation or in any manner inconsistent with the Subscriber Agreement.
- Subscriber's Initials.** In the event Subscriber uses any West software to access CD-ROM/DVD-ROM or West Reporter DVD-Archival products, Subscriber agrees to maintain the most current version of the West software for security purposes.

Subscriber, by his/her initials below, certifies that the following is current and accurate and that Subscriber shall provide West with prompt written notice should the status of any of the following certifications change. West may restrict access to certain databases, Features or services at any time.

Westlaw (including access as a link from CD-ROM products) will be accessed by and/or Data provided to (please initial only one):

- Non-inmates/administrative staff with no direct research results provided to inmates (including work product created as part of inmates' legal representation).
- Internal access and/or inmate-requested research with access for employees only, for administrative or internal use as well as for research on behalf of or at the request of inmates, for example:
  - Employee conducts Westlaw research online and provides printed Westlaw documents to inmates.
  - Employee conducts Westlaw research online and posts printed Westlaw documents in the prison.
  - Employee conducts Westlaw research online and makes printed Westlaw documents available for check-out from the inmate library.

All such access use will fully comply with the following restrictions:

- In no event shall inmates be provided direct access to or control of the terminal.
- Westlaw terminals will be located in a secured location that does not provide inmate access.
- Access shall only be given to Subscriber employees.
- No access shall be outsourced or otherwise provided to third parties.
- Subscriber shall be solely responsible for ensuring that no sensitive information is provided to inmates.

Direct access by inmates (including access for pro se legal representation), by third parties on behalf of inmates with results (print or electronic) delivered/provided to inmates, or by employees in circumstances where an inmate may have access to or control of the terminal.

**Subscribers that provide direct access to Westlaw must purchase/order the Westlaw Correctional Facilities Product and complete the following**

Name of Technical Contact (please print): \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Current Account #: \_\_\_\_\_

IP Address: \_\_\_\_\_

One IP Address per terminal Additional pages may be attached if needed

IP Address Range \_\_\_\_\_

\* Orders submitted without IP Address information may delay set up and access

Number of terminals which will be used for the Westlaw Correctional Facilities product: \_\_\_\_\_

**WestlawPRO™/CD-ROM Products/Practice Solutions/Software**

Full Svc #	WestlawPRO/ CD-ROM Products/Practice Solutions/Software	Quantity *	Mo. Banded/ Base Rate	Per User/Conc. User Rate	Other	Total Monthly Charges

Notes:

\* Fill in the maximum number of Passwords, Users, Seats, FTEs, Students, Terminals, CD/Conc Patron Users, Active Legal Holds, Quantity of Additional Storage.

**Total Monthly Charges \$** \_\_\_\_\_

Monthly Charges and the minimum term shall begin on the date West processes Subscriber's order and continue for a minimum of 12 complete calendar months ("Minimum Term"). If Subscriber elects a longer Minimum Term the Monthly Charges will be calculated as set forth herein.

**Subscription Terms for WestlawPRO™/Practice Solutions/Software Products**

\_\_\_\_\_ **Subscriber's Initials for 24 Month Minimum Term.** Subscriber agrees to commit to a Minimum Term of 24 months and the Monthly Charges for the second 12 months not to increase by more than \_\_\_\_\_% over the Monthly Charges for the initial 12 months.

\_\_\_\_\_ **Subscriber's Initials for 36 Month Minimum Term.** Subscriber agrees to commit to a Minimum Term of 36 months and the Monthly Charges for the second 12 months not to increase by more than \_\_\_\_\_% over the Monthly Charges for the initial 12 months and the Monthly Charges for the third 12 months not to increase by more than \_\_\_\_\_% over the Monthly Charges for the second 12 months.

**Automatic Renewal Term(s) for Non-Government Subscribers Only.** Upon conclusion of the Minimum Term, the respective Subscriber Agreement and this Order Form will automatically renew for consecutive 12-month periods ("Renewal Term"), and the Monthly Charges for the Renewal Term(s) will increase 7% per year unless either party gives written notice of cancellation to the other party at least 30 days in advance of the expiration of the then-current Term. Subscriber's notice of cancellation should be sent to the attention of Customer Service at the address set forth herein. Additionally, West may at its discretion provide Subscriber with notice at least 60 days in advance of any Renewal Term of a Monthly Charge increase different from 7% after which Subscriber shall have 30 days to provide West with written notice of cancellation if Subscriber does not wish to renew. Excluded Charges (as defined in Schedule A) may be modified as set forth in the respective Subscriber Agreement (as defined herein). Subscriber is responsible for all Excluded Charges as incurred.

**Government Subscribers Post Minimum Term.** Upon conclusion of the Minimum Term, Monthly Charges are billed thereafter at up to then-current rates. Excluded Charges (as defined in Schedule A) may be modified as set forth in the respective Subscriber Agreement (as defined herein). Monthly Charges may be modified upon 30 days notice to Subscriber. Subscriber is responsible for all Excluded Charges as incurred. Either party may provide the other party with 30 days prior written notice of cancellation. Subscriber's notice of cancellation should be sent to the attention of Customer Service at the address set forth herein.

**Subscription Terms and Additional Terms for CD-ROM Products**

\_\_\_\_\_ **Subscriber's Initials for Subscription Services for CD-ROM Products.** Upon conclusion of the Minimum Term, Subscriber requests that West provide subscription services for the above designated CD-ROM products which shall be at then-current rates. Any additional users added to any existing Per User CD-ROM product licensed by Subscriber from West shall be tied to the Minimum Term of the underlying Order Form for such product(s). Either party may provide the other party with 30 days prior written notice of cancellation. Subscriber's notice of cancellation should be sent to the attention of Customer Service at the address set forth herein. Subscription services consists of automatic shipments of updates and/or supplements to the service, including but not limited to, updates, replacement or supplemental CD-ROMs and online updates. West's sales representatives will provide information regarding frequency and updates.

For Transportation Charges and Returns and Refunds see "Additional Terms" herein.

\_\_\_\_\_ **CD-ROM/DVD annual billing (please check if requested)**

<b>Subscriber Initials for Banded Products</b>
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\_\_\_\_ Subscriber's Initials \_\_\_\_\_ attorneys are employed by Subscriber at the location identified above (for WestlawPRO and CD-ROM case law orders). If West learns that the actual number exceeds the number certified above, West reserves the right to increase Subscriber's charges as applicable.

<b>WestlawPRO/Practice Solutions/Software Renewals</b>
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Sub Matl #	WestlawPRO/Practice Solutions/Software Products	Current Monthly Charges*
40152833	WL PRO CORR ALL PRIM W/KC PER USR	\$2070.12

Notes:

**X** \_\_\_\_\_ Subscriber's Initials for 12 Month Renewal Term. \*\* Subscriber agrees to commit to an additional 12 months and the Monthly Charges for such additional 12 months shall be 7% more than the Monthly Charges in effect at the end of the current Minimum Term and/or current Renewal Term.

\_\_\_\_\_ Subscriber's Initials for 24 Month Renewal Term. \*\* Subscriber agrees to commit to an additional 24 months. The Monthly Charges for the first additional 12 months shall be \_\_\_\_\_% more than the Monthly Charges in effect at the end of the current Minimum Term and/or current Renewal Term and the Monthly Charges for the second additional 12 months shall be \_\_\_\_\_% more than the Monthly Charges for the first additional 12 months.

\_\_\_\_\_ Subscriber's Initials for 36 Month Renewal Term. \*\* Subscriber agrees to commit to an additional 36 months. The Monthly Charges for the first additional 12 months shall be \_\_\_\_\_% more than the Monthly Charges in effect at the end of the current Minimum Term and/or current Renewal Term and the Monthly Charges for the second additional 12 months shall be \_\_\_\_\_% more than the Monthly Charges for the first additional 12 months. The Monthly Charges for the third additional 12 months shall be \_\_\_\_\_% more than the Monthly Charges for the second additional 12 months.

\*Current Monthly Charges is/are rate(s) in effect as of the date of this Order Form and may not be the rate(s) in effect when rate(s) for the Renewal Term is/are calculated, depending on the length of the current Minimum Term or current Renewal Term.

\*\*Effective at the end of the current Minimum Term or current Renewal Term.

**Automatic Renewal Term(s) for Non-Government Subscribers Only.** Upon conclusion of the Renewal Term designated above, the respective Subscriber Agreement and this Order Form will automatically renew for consecutive 12-month periods, and the Monthly Charges for the Renewal Term(s) will increase 7% per year unless either party gives written notice of cancellation to the other party at least 30 days in advance of any Renewal Term. Subscriber's notice of cancellation should be sent to the attention of Customer Service at the address set forth herein. Additionally, West may at its discretion provide Subscriber with notice at least 60 days in advance of any Renewal Term of a Monthly Charge increase different from 7% after which Subscriber shall have 30 days to provide West with written notice of cancellation if Subscriber does not wish to renew. Excluded Charges (as defined in Schedule A) may be modified as set forth in the respective Subscriber Agreement. Subscriber is responsible for all Excluded Charges as incurred.

**Government Subscribers Post Minimum Term.** Upon conclusion of the Renewal Term designated above, Monthly Charges are billed thereafter at then current rates. Excluded Charges (as defined in Schedule A) may be modified as set forth in the respective Subscriber Agreement. Monthly Charges may be modified upon 30 days notice to Subscriber. Subscriber is responsible for all Excluded Charges as incurred. Either party may provide the other party with 30 days prior written notice of cancellation. Subscriber's notice of cancellation should be sent to the attention of Customer Service at the address set forth herein.

<b>Passwords and QuickView+</b>
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Last Name	First Name, M.I.	Jdg	Clrk	Atty	Lib	Para	Other	Product(s)

Subscriber shall authorize which Westlaw password(s) shall have access to QuickView+. Actual charges billed by West may vary from charges reported on QuickView+. Subscriber shall pay charges as billed. West does not warrant and has no liability with respect to accuracy of charges or other information on QuickView+.

**Authorized Westlaw Password Holder for Westlaw QuickView+**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ E-mail \_\_\_\_\_

West's DVD Viewer/West's Reporter DVDs - Archival							
Full Svc#	Products	Locations (up to #)	Users (up to #)	Qty	List Charges	Other	Charges
40647050 *	NRS PDF Viewer (with Westlaw access)						
40647551 **	NRS PDF Viewer (without Westlaw access)						

Notes: \* For non-correctional and non-law enforcement customers only  
 \*\* For correctional and law enforcement customers only

Total Charges \$ \_\_\_\_\_

Additional Terms
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**Subscriber Auto Charge Credit Card / Electronic Funds Transfer Election Payment Terms.** Subscriber may separately authorize West to automatically charge a credit card ("Auto Charge") or electronic fund transfer ("EFT"), to pay charges for charges due on Subscriber's account. If Subscriber currently subscribes to Auto Charge or EFT, subscription charges incurred from this order will be Auto Charged or debited through EFT (as elected) in accordance with existing terms and conditions.

**Returns and Refunds.** If Subscriber is not completely satisfied with any print product received from West as part of a subscription or as a one-time purchase, and not as part of a multi-year contract or a CD-ROM/DVD product received after the Minimum Term, the product may be returned within 45 days of the original shipment date for a full refund or credit, in accordance with West's then-current returns policies. Different rules (<http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf>) apply for print products received as part of multi-year contracts such as, but not limited to, Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements and ePack and to WestPack contracts as well. Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, LegalEdcenter, Practice Solutions, TREWS and Serengeti charges are non-refundable. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact West Customer Service at 1-800-328-4880 for additional details regarding West's current policies on returns and refunds.

**Transportation Charges.** Print and CD-ROM/DVD products are shipped FOB origin. Transportation Charges will only be added to expedited shipments at Subscriber's request and for international products or shipments at then-current carrier rates.

**Other Terms and Conditions.** Any passwords issued herein may only be used by the person to whom the password is issued and sharing of passwords is STRICTLY PROHIBITED. Any West km software licensed hereunder must reside on a dedicated server provided and maintained by Subscriber at Subscriber's expense, and such server must be accessible to all of Subscriber's authorized users. Subscriber's Westlaw Doc & Form Builder Data will be web hosted by West. Upon termination of any Westlaw Doc & Form Builder subscription, West will provide Subscriber with access to and the ability to export related Westlaw Doc & Form Builder Data for 180 days at no charge. Thereafter, West will delete such Westlaw Doc & Form Builder Data.

**General Provisions for Non-Government Subscribers Only.** This Order Form is subject to approval by West, a Thomson Reuters business ("West") in St. Paul, Minnesota and is governed by Minnesota law. The state and federal courts sitting in Minnesota will have exclusive jurisdiction over any claim arising from or related to this agreement. All payments are due 30 days from date of invoice. Applicable sales, use, personal property, value added tax (VAT) or equivalent, ad valorem and other taxes are payable by Subscriber. Subscriber may be charged interest for overdue charges. If any charges remain unpaid 30 days after becoming due, all amounts that are or would become due and payable for the remaining term of Subscriber's Subscriber Agreement, shall become immediately due and payable at the sole option of West. Interest charged may be adjusted to the then-highest current rate allowable on Minnesota contracts. This Order Form may not be assigned, sublicensed or otherwise transferred by Subscriber without West's prior written consent. All collection fees, including but not limited to attorneys fees, are payable by Subscriber. West may request a current financial statement and/or obtain consumer credit report on the undersigned individual to determine creditworthiness. West will only request consumer credit information on the undersigned if the undersigned is applying for credit as an individual or if the undersigned's consumer credit information is necessary for West to consider granting credit to the aforementioned company. If Subscriber inquires whether a credit report was requested, West will provide information of such, if a report was received and the name, address and telephone number of the agency that supplied the report.

**General Provisions for Government Subscribers Only.** This Order Form is subject to approval by West, and is governed by the laws of Subscriber's state. The courts sitting in Subscriber's state will have exclusive jurisdiction over any claim arising from or related to this agreement. If Subscriber is a U.S. Federal Government subscriber, this Order Form is governed by the laws of the United States of America. Applicable sales, use, personal property, value added tax (VAT) or equivalent, ad valorem and other taxes are payable by Subscriber. This Order Form may not be assigned, sublicensed or otherwise transferred by Subscriber without West's prior written consent.

Full Svc #	Online/CD-ROM Products to be Lapsed	# of Passwords
	Online/CD-ROM Products	

Notes:

The Research Subscriber Agreement (located at <http://legalsolutions.com/research-subscriber-agreement>), the terms and conditions applicable to CD-ROM Libraries with Westlaw access (located at <http://legalsolutions.com/cd-rom-prodoc-addendum>), the applicable Schedule A (located at <http://legalsolutions.com/schedule-a-westlaw>) (for WestlawPRO and/or CD-ROM Libraries, products), and/or the Hosted Practice Solutions Subscriber Agreement (located at <http://legalsolutions.com/hosted-practice-solutions-subscriber-agreement>), the applicable Schedule A (located at <http://legalsolutions.com/schedule-a-concourse-firm-central-caselogistix>) and the License Agreement for West's DVD Viewer & West's Reporter DVD-



Archival Products (located at <http://static.legalsolutions.thomsonreuters.com/static/agreement/Wests DVDs LA.pdf>) (for DVD Viewer/West's Reporter DVD Products) individually or jointly, as applicable, ("Subscriber Agreement and Schedule A") is/are hereby incorporated by reference and made part of this Order Form. In the event there is a conflict between the terms and conditions of the Subscriber Agreement and Schedule A and the terms and conditions of this Order Form, the terms and conditions of this Order Form shall control. Subscriber by his/her signature below, acknowledges his/her understanding and acceptance of the terms and conditions of the Subscriber Agreement and Schedule A and this Order Form.

**AUTHORIZED REPRESENTATIVE FOR ORDER FORM**

Printed Name \_\_\_\_\_  
X Title \_\_\_\_\_  
Date \_\_\_\_\_  
Signature X \_\_\_\_\_

<b>For Credit Card Transactions only:</b>	Visa _____	Master Card _____	Am Ex _____
Card # _____	Expir. Date _____	Total Amt. to Charge for this Order _____	
Subscription charges for this order will be billed to Subscriber's West account unless automatic credit card or electronic funds transfers have been separately authorized.			

<b>For Internal Use Only:</b>
<b>CVM approval for Westlaw Correctional Facilities Order Form</b>
Signature _____ Date _____
Printed Name _____ Title _____