



# OFFICE OF COURT ADMINISTRATION

DAVID SLAYTON  
Administrative Director

August 29, 2018

The Honorable Dan A. Gattis  
County Judge  
Williamson County  
710 S. Main St., Suite 101  
Georgetown, Texas 78626

**Re: Letter of Agreement pursuant to Tex. Fam. Code Ch. 201 and Chapters 72, 74 and 791, Tex. Gov't Code  
Reimbursement of long-distance calling and facsimile services**

Dear Judge Gattis:

This will confirm the Agreement between the Office of Court Administration (OCA) and Williamson County for long-distance calling and facsimile services for the Title IV-D court hosted in Georgetown, Texas.

1. a. The associate judge and court coordinator of the IV-D court hosted in Georgetown, Texas, may from time-to-time determine it is necessary to place long-distance phone calls or send faxes in relation to court business from the office provided by Williamson County.
- b. Williamson County agrees to make those utilities available to the court and to bill OCA for their use.
- c. OCA will reimburse Williamson County for those utilities.
- d. Williamson County will remit a monthly bill to OCA. Invoices may be sent by regular mail or email to either of the following addresses:

Texas Office of Court Administration  
Attn: Carol Harper  
P.O. Box 12066  
Austin, TX 78711-2066

[accountspayable@txcourts.gov](mailto:accountspayable@txcourts.gov)

2. The total amount of this Letter Agreement shall not exceed One Hundred Fifty and no/100 Dollars (\$150.00). The total amount of this Agreement may be amended with the mutual consent of both parties at any time during the term of this Agreement.
3. This Letter Agreement shall commence on September 1, 2018, and shall terminate on August 31, 2019, unless terminated sooner upon receipt by one party of written notice sent by the other party at least ten (10) days prior to early termination date, or extended.
4. Williamson County and OCA agree to use alternative dispute resolution to resolve any dispute arising under this contract.
5. This Letter Agreement is authorized pursuant to Tex. Fam. Code Ch. 201 and Chapters 72, 74 and 791, Tex. Gov't Code.

**Office of Court Administration**

**Williamson County**



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David Slayton  
Administrative Director

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Dan A. Gattis  
County Judge