



April 3, 2023

Williamson County District Courts
405 M.L.K., Jr. Street
Georgetown, TX 78626
Via Email: ronald.morgan@wilco.org

Re: Williamson County, Texas – General Legal Consultation (Civil Law)

To Whom It May Concern:

This will confirm my proposal to provide, as requested, general legal consultation to the Williamson County District Courts on issues related to the cases on the Courts' civil dockets under the following terms:

1. The firm will bill in increments of tenths of an hour, at the following rates:
Elizabeth Branch – \$150 per hour.
2. **Billing.** The firm will submit its bills upon the completion of legal work on each agreed-upon project. Williamson County's payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. Invoices shall be paid by Williamson County within thirty (30) days from the date of the Williamson County Auditor's receipt of an invoice. Interest charges for any late payments shall be paid by Williamson County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of Williamson County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday. If a discrepancy arises in relation to an invoice, such as an incorrect amount on an invoice or a lack of documentation that is required to be attached to an invoice to evidence the amount claimed to be due, Williamson County shall notify the firm of the discrepancy. Following Williamson County's notification of any discrepancy as to an invoice, the firm must resolve the discrepancy and resubmit a corrected or revised invoice, which includes all required support documentation, to the Williamson County Auditor. Williamson County shall pay the invoice within thirty (30) days from the date of the Williamson County Auditor's receipt of the corrected or revised invoice. Williamson County's payment of an invoice that contains a discrepancy shall not be considered late, nor shall any interest begin to accrue until the thirty-first (31st) day following the Williamson County Auditor's receipt of the corrected or revised invoice.

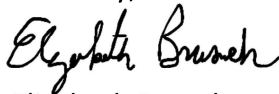
Elizabeth Branch
Branch Law Office
8505 Clairmont Cove
Austin, Texas 78749



3. **Authorized Expenses.** In the event Williamson County authorizes, in advance and in writing, reimbursement of non-labor expenses related to the services subject of this Contract, Williamson County will pay such actual non-labor expenses in strict accordance with the Williamson County Vendor Reimbursement Policy (as amended), which is incorporated into and made a part of this Contract by reference. The Williamson County Vendor Reimbursement Policy can be found at: [Williamson County Vendor Reimbursement Policy.pdf \(wilco.org\)](#). Invoices requesting reimbursement for authorized non-labor expenses must be accompanied by copies of the provider's invoice and clearly set forth the actual cost of the expenses, without markup.

If Williamson County agrees to the foregoing terms, please return a signed copy of this document to my office.


Sincerely,



Elizabeth Branch
Attorney at Law

AGREED TO BY:

Williamson County, Texas

By: 
[Bill Gravell \(Apr 4, 2023 14:04 CDT\)](#)
Bill Gravell, Jr.
Williamson County Judge

Date: April 4, 2023