

LEGAL REVIEW POLICY

EFFECTIVE DATE June 8, 2012

Policy Statement

To shorten review time of documents and items that require attorney review there must be an efficient means by which documents and items are presented to the County Attorney. These guidelines will help facilitate a tracking system for documents and items submitted to the County Attorney for legal review and will help streamline the process.

Purpose

To provide a means to track documents and items submitted to the County Attorney for legal review, to shorten the time required for review and assist in legal cost containment.

Applicability

Applies to all County Departments in the processing of Memoranda of Understandings, Interlocal and Intergovernmental Agreements, Contracts, Bid Documents, Draft Ordinances, Ordinance Modification, and any other document that requires legal review prior to submission for Agenda Review.

CONTRACT REVIEW

1. The Contract Control / Legal Review Form must be approved by the County Manager before being sent to the County Attorney. The main purpose of this is to assign a task order and title.
2. Each item sent to the County Attorney must have a completed CONTRACT CONTROL FORM / LEGAL REVIEW FORM.
 - a. Complete up to Section 3, I. Attorney.
 - b. Contract and supporting documents must be combined with the CONTRACT CONTROL FORM / LEGAL REVIEW FORM in PDF.
 - c. Contract in Word Document included in Email.
3. Once legal review is complete the Attorney shall notify the department in writing of any changes that need to be made and return the item so that it may be appropriately modified. Once changes are made the item may be routed to the Manager for approval. Items that do not require modification shall be forwarded from the Attorney to the Manager for approval.
4. After the County Attorney has approved and signed the Contract Control form then the department head is responsible for getting SECTION 3 completed.
5. In general contracts will not be placed on the agenda unless the contract control form is complete.
6. Please indicate on the contract control form if the contract is urgent or time sensitive.

LEGAL REVIEW

Complete section 1,2 and 4. Include any applicable information in PDF and email to the County Manager.