

# Texas Legal Services Center – Virtual Court Access Project

## Virtual Court Kiosk Host Site - Memorandum of Understanding

### Memorandum of Understanding – Parties

The Texas Legal Services Center (“TLSC”) with an address of 1920 E. Riverside Dr., Suite A-120 #501, Austin, Texas 78741, hereinafter referred to as the TLSC,

### AND

Fort Bend County, on behalf of the Fort Bend County Willie Melton Law Library with an address of 1422 Eugene Heiman Circle, Room 20714, Richmond, Texas 77469, hereinafter referred to as the COMMUNITY-BASED PARTNER.

### Recitals

Texas Legal Services Center created a statewide network of Virtual Court Kiosks (“VCKs”) stationed in a variety of court, agency, non-profit, and other community locations.

Virtual Court Kiosks are a virtual access point to online court hearings in Texas, free and reliable legal information, and information on civil legal aid. Community-Based Partners will house a Virtual Court Kiosk.

**1. TERM OF AGREEMENT:** This agreement will be effective upon execution and shall continue for a period of at least **FIVE YEARS** from the date of this agreement and then beyond, upon subsequent mutual agreement of the parties, subject to the following condition. This agreement will only continue as long as TLSC receives funding for the Virtual Court Access Project, which funds the Virtual Court Kiosks. In the event of a lapse of funding, alternate arrangements can and will be discussed. The Terms of the Memorandum of Understanding may be reviewed annually at the request of TLSC or the COMMUNITY-BASED PARTNER.

### **2. RESPONSIBILITIES OF TLSC:**

For the Virtual Court Kiosks, at *no cost* to the COMMUNITY-BASED PARTNER:

1. Provide the equipment and setup of the kiosk: including kiosk stand/desk, computer, software and accessories.
2. After the Virtual Court Kiosk is installed, provide remote and in-person IT support/maintenance and software licensing.

3. After the Virtual Court Kiosk is installed, provide practical, non-legal support, for users of the Virtual Court Kiosk in using online meeting technology to effectively attend remote court hearings online.
4. Appoint a contact person to coordinate with the Community-Based Partner on the use of the Virtual Court Kiosk.
5. Provide the contact person's name and contact information to the Community-Based Partner.
6. If the contact person's name or contact information changes, notify the Community-Based Partner within 15 business days.
7. The contact person, appointed by TLSC, shall maintain communication with the Community Based Partner and provide assistance related to the services that TLSC provides.
8. Provide a scanner and/or printer and installation, if requested by the Community-Based Partner.

### **3. RESPONSIBILITIES OF THE COMMUNITY-BASED PARTNER**

For the Virtual Court Kiosks at *no cost* to TLSC:

1. Appoint a contact person to coordinate with TLSC **and** the IT Support vendor(s). The IT Support Vendor(s) will be the party(ies) that will handle supporting the remote installation of the kiosk and the remote technical support of the kiosk.
2. Provide the contact person's name and contact information to TLSC and the IT Support Vendor(s).
3. If the contact person's name or contact information changes, notify TLSC and IT Support vendors within 15 business days.
4. If the Virtual Court Kiosk is moved to a new address, inform TLSC and the IT Support Vendors of the updated physical address of the Virtual Court Kiosk within 15 business days.
5. Provide adequate space and accessibility to the Virtual Court Kiosk. The Virtual Court Kiosk shall be used as a resource for the Community-Based Partner's clients and patrons. The Virtual Court Kiosk should not be used as a general workstation for the staff of the Community-Based Partner.
6. Provide internet access to the Virtual Court Kiosk on a secured network.
7. Provide power to the Virtual Court Kiosk.
8. Provide access (remote and in-person) to the Virtual Court Kiosk for installation and ongoing IT Support.
9. Oversee that the Virtual Court Kiosk equipment continues to function. Contact the IT Support Vendor(s) if there are issues with the equipment.
10. Place the Virtual Court Kiosk in a place that allows it to be used in a confidential setting.
11. Periodically and as is necessary clean the Virtual Court Kiosk equipment and the surrounding area to ensure it remains a professional setting.

12. Take on the duty to ensure that the Virtual Court Kiosk and associated equipment is not stolen from the host site location.

#### **4. LIABILITY AND INDEMNIFICATION**

The Texas Legal Services Center agrees to indemnify and hold the Community Based Partner, Fort Bend County, their officers, agents, and employees harmless from any liability, loss or damage they may suffer as a result of claims, demands, costs or judgments arising directly out of activities carried out pursuant to the obligations of this Agreement, relating to the direct use, operation, and/or support of the Virtual Court Kiosk at the Community-Based Partner's physical location.

#### **5. EQUIPMENT AND THEFT/DAMAGE**

The Community Based Partner agrees to take reasonable steps to ensure the equipment of the Virtual Court Kiosk is not damaged or stolen while at the Community Based Partner's physical location.

The Texas Legal Services Center, for as long as it receives funding for this project from the Texas Access to Justice Foundation, and has available funds, agrees to replace at TLSC's cost, all stolen or damaged Virtual Court Kiosk equipment at the Community Based Partner's physical location.

#### **6. THE COMMUNITY-BASED PARTNER AGREES TO HOST:**

One Virtual Court Kiosk at the physical address of 1422 Eugene Heimann Circle, Room 20714 Richmond, TX 77469.

#### **7. TERMINATION OF AGREEMENT**

This agreement may be terminated upon 30 days written notice to all parties of the agreement. The Community-Based Partner shall return all kiosk equipment to TLSC within 15 days after the date of termination.

#### **8. SIGNER NAMES AND SIGNATURES**

##### **TEXAS LEGAL SERVICES CENTER**

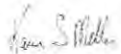
Mailing Address: 1920 E. Riverside Dr., Suite A-120 #501, Austin, Texas 78741

Signer Name: Ms. Karen Speed Miller

Signer Title: Executive Director

Signer E-Mail: [KMiller@Tlsc.org](mailto:KMiller@Tlsc.org)

Signer Phone: 512-637-6753

Signature: 

Date: 03/04/24

**COMMUNITY-BASED PARTNER**

Organization Name: Fort Bend County - Fort Bend County Willie Melton Law Library


Mailing Address: 301 Jackson Street, Richmond, Texas 77469

Signer Name: **KP George**

Signer Title: **County Judge**

Signer E-Mail: [fb.c.judge@fortbendcountytexas.gov](mailto:fb.c.judge@fortbendcountytexas.gov)

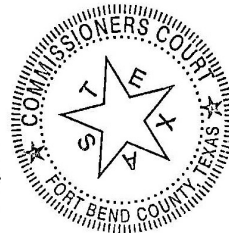
Signer Phone: (281)-341-8608

Signature: 


Date: May 28, 2024

ATTEST:

  
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Fort Bend County Clerk



Reviewed By:

  
\_\_\_\_\_  
Andrew Bennett, Law Librarian

Fort Bend County Willie Melton Law Library

Phone: (281) -341-3178

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