

CRIMINAL JUSTICE, PUBLIC SAFETY & EMERGENCY SERVICES
COMMITTEE MEETING
ASSIGNED COUNSEL AGENDA
December 1, 2025

COMMITTEE MEMBERS: Supervisors GERACI, Conover, Maday, Strainer, Gilligan, Driscoll and Patchett - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Request to Renew Contract
Rationale: To renew the existing contract with West Publishing Corporation to provide legal research resources to Assigned Counsel Panel Members as authorized by R 76/2021 expiring 12/31/2025. This continues to utilize grant funding to provide Assigned Counsel Panel Members resources to ensure quality representation of indigent clients.
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

1. Resolution Request Form 04 Extend Contract – West Publishing Corporation

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Assigned Counsel

DATE: 11/5/2025

- (a) Purpose of Contract Change:
Extend Contract with West Publishing Corporation for on-line legal research access for Assigned Counsel Panel Members.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
76/2021
- (c) Name of Contractor:
West Publishing Corporation (a/k/a Thomson-Reuters Enterprise)
- (d) Address of Contractor: **610 Opperman Drive, P.O. Box 64833, Eagan, Minnesota 55123-1803**
- (e) Contractor's Contact Person and Telephone Number:
Mark Prewitt
- (f) Commencement Date of Extension: **1/1/2026**
- (g) Termination Date of Extension: **12/31/2026**
- (h) Payment Provisions: i) lump sum amount **N/A**
ii) hourly rate amount **N/A**
iii) total amount not to exceed **\$4,116.84 per year**
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Monthly payments of \$343.07
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:
A.1170.4210.470 Hurrell-Herring Second Contract, Contracts

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 76 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS SHEPLER, STROUGH, LEGGETT, DIAMOND AND DRISCOLL

AUTHORIZING AGREEMENT WITH WEST PUBLISHING CORPORATION AND SUBSCRIBER TO PROVIDE LEGAL RESEARCH SERVICES TO ASSIGNED COUNSEL PANEL MEMBERS ON THE MAJOR FELONY AND THE HOMICIDE AND PREDATORY SEXUAL ASSAULT PANEL

RESOLVED, that Warren County enter into an agreement with West Publishing Corporation and Subscriber, 610 Opperman Drive, Minneapolis, Minnesota 55123, to provide legal research services to Assigned Counsel Panel Members on the Major Felony and the Homicide and Predatory Sexual Assault Panel, for a term commencing upon execution, with there being no cost to the county for the initial 6 months of the contract, (referred to as the “bridge term”) and continuing for an additional 48 months at a cost not to exceed Two Hundred Eighty Dollars and Thirty-Two Cents (\$280.32) per month, with a three percent (3%) annual increase for the life of the agreement, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from various departmental budget codes.



Order Form

Order ID: Q-10630369

Contact your representative mark.prewett@thomsonreuters.com with any questions. Thank you.

Sold To Account Address

Account #: 1000284088
 WARREN COUNTY
 ASSIGNED COUNSEL PROGRAM
 333 GLEN ST STE 304
 GLENS FALLS NY 12801-3578 US

“Customer”

Shipping Address

Account #: 1000284088
 WARREN COUNTY
 ASSIGNED COUNSEL PROGRAM
 333 GLEN ST STE 304
 GLENS FALLS NY 12801-3578 US

Billing Address

Account #: 1000284088
 WARREN COUNTY
 ASSIGNED COUNSEL PROGRAM
 333 GLEN ST STE 304
 GLENS FALLS, NY 12801-3578
 US

This Order Form is a legal document between Customer and

- A. West Publishing Corporation to the extent that products or services will be provided by West Publishing Corporation, and/or
- B. Thomson Reuters Enterprise Centre GmbH to the extent that products or services will be provided by Thomson Reuters Enterprise Centre GmbH.

A detailed list of products and services that are provided by Thomson Reuters Enterprise Centre GmbH and current applicable IRS Certification forms are available at: <https://www.tr.com/trorderinginfo>

West Publishing Corporation may also act as an agent on behalf of Thomson Reuters Enterprise Centre GmbH solely with respect to billing and collecting payment from Customer. Thomson Reuters Enterprise Centre GmbH and West Publishing Corporation will be referred to as “Thomson Reuters”, “we” or “our,” in each case with respect to the products and services it is providing, and Customer will be referred to as “you”, or “your” or “Client”.

For Federal Customers the following shall apply: Thomson Reuters General Terms and Conditions (available here: <http://tr.com/federal-general-terms-and-conditions>) apply to the purchase and use of all products, except print, and together with any applicable Product Specific Terms (set forth below) are incorporated into this Order Form by this reference. In the event that there is a conflict of terms among the General Terms and Conditions, the Product Specific Terms and this Order Form, the order of precedence shall be Order Form, the Product Specific Terms, and last the General Terms and Conditions.

For non-federal customers the following shall apply: Thomson Reuters General Terms and Conditions (<http://tr.com/us-general-terms-and-conditions>) apply to the purchase and use of all products, except print, and together with any applicable Product Specific Terms (set forth below) are incorporated into this Order Form by this reference. In the event that there is a conflict of terms among the General Terms and Conditions, the Product Specific Terms and this Order Form, the order of precedence shall be Order Form, the Product Specific Terms, and last the General Terms and Conditions.

ProFlex Products
 See Attachment for details

Material #	Product	Monthly Charges	Minimum Terms (Months)
40757482	West Proflex	\$343.07	12

Minimum Terms

Your subscription is effective upon the date we process your order (“Effective Date”) and Monthly Charges will be prorated for the number of days remaining in that month, if any. Your subscription will continue for the number of months listed in the Minimum Term column above plus any Bridge Term that may be outlined above counting from the first day of the month following the Effective Date. Your Monthly Charges during the first twelve (12) months of the Minimum Term are as set forth above. If your Minimum Term is longer than 12 months, then your Monthly Charges for each year of the Minimum Term are displayed in the Attachment to the Order Form.

Post Minimum Terms

Your subscription will automatically renew at the end of the Minimum Term. Each Automatic Renewal Term will be 12 months in length (“Automatic Renewal Term”), and we will notify you of any change in the Monthly Charges at least 60 days before each Automatic Renewal Term starts. You are also responsible for all Excluded Charges.

Federal government subscribers that chose a multi-year Minimum Term, those additional years will be implemented at your option pursuant to federal law. Either of us may cancel the Automatic Renewal Term by sending notice in writing at least 30 days before an Automatic Renewal Term begins. Send your notice of cancellation to Customer Service, 610 Opperman Drive., P.O. Box 64833, Eagan, MN 55123-1803.

Banded Product Subscriptions. You certify your total number of attorneys (full-time and part-time partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in this Order Form. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater or increases at any time, we reserve the right to increase your charges to the market rate for all of your attorneys.

Miscellaneous

Material Change. If, at any time during the Minimum Term or the Renewal Term, there is a material change in your organizational structure including, but not limited to merger, acquisitions, combination, significant increase in the number of attorneys at a location covered by the agreement, divestitures, downsizing or dissolution, we will modify your rates proportionally. If you acquire the assets of, or attorneys from, another entity that is a current subscriber, you assume all obligations under the agreements that apply to those assets and attorneys, and you will pay the invoiced charges on both those agreements as they become due, until a superseding agreement is negotiated in good faith.

Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government customer and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

Excluded Charges And Schedule A Rates. If you access products or services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located in the below link. Excluded Charges may change from time-to-time upon 30 days written or online notice. We may, at our option, make certain products and services Excluded Charges if we are contractually bound or otherwise required to do so by a third party provider or if products or services are enhanced or if new products or services are released after the effective date of this ordering document. Modification of Excluded Charges or Schedule A rates is not a basis for termination under paragraph 9 the General Terms and Conditions.

<https://legal.thomsonreuters.com/content/dam/ewp-m/documents/legal/en/pdf/other/plan-2-pro-govt-agencies.pdf>

<http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf>

eBilling Contact. All invoices for this account will be emailed to your e-Billing Contact(s) unless you have notified us that you would like to be exempt from e-Billing.

Product Specific Terms

Document Intelligence Product Specific Terms: The following product specific terms shall apply to the Document Intelligence products on this order form, and are incorporated by reference: <http://www.thomsonreuters.com/document-intelligence-PST>.

Additional Terms for Services with Generative AI Skills: The following additional terms shall apply to Thomson Reuters Services with Generative AI Skills (including but not limited to all CoCounsel branded Products; all Products with AI Assisted Research; Practical Law or Practical Law Connect, with Dynamic Tool Set; Practical Law UK Premium; Practical Law Global Premium; HighQ), listed on this Order Form, and are incorporated into this Order Form by reference: <http://tr.com/genai-terms>.

CoCounsel Core and CoCounsel Drafting Product Specific Terms: The following product specific terms shall apply to CoCounsel Core and CoCounsel Drafting and are incorporated into this order form by reference: <http://tr.com/cocounselcore-and-drafting-product-specific-terms>.

Product Specific Terms and Service Levels: The following product specific terms and service levels shall apply to the HighQ products on this order form, and are incorporated by reference:

- HighQ Product Specific Terms <http://tr.com/HighQ-PST>
- HighQ Service Levels: Thomson Reuters shall provide service availability, maintenance and support for the term of the Agreement. Details are available at: <http://tr.com/HighQ-SLA>. Note that Sections 3.3 of the SLA does not apply to any HighQ Light packages

The Federal Product Specific Terms can be found here: <http://tr.com/federal-product-specific-terms>

Product Specific Terms. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf>. If the product is not part of your order, the product specific terms do not apply.

- Campus Research
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

Drafting Tools Product Specific Terms: The following product specific terms shall apply to the Drafting Tools products (Drafting Assistant, Clause Finder, Clause Finder: Internal Agreements) on this order form, and are incorporated by reference: <https://www.thomsonreuters.com/draftingassistant-and-clausefinder-pst>.

Additional clause applicable to: Westlaw Advantage, Practical Law Dynamic Tool Set, CoCounsel Essentials, Westlaw Advantage with CoCounsel Essentials, Practical Law with Dynamic Tool Set with CoCounsel Essentials, CoCounsel Legal: During the term of this

Agreement, Thomson Reuters may in its sole discretion issue updates, upgrades, patches, enhancements, or improvements that it makes generally available to its customers at no additional charges (collectively "Upgrades"). For the avoidance of doubt, Upgrades do not include (i) new services that are developed or acquired by Thomson Reuters or (ii) services or functionalities for which there are royalty requirements or licensing restrictions. Where your Service includes Westlaw Advantage and/or Practical Law Dynamic Tool Set, these Updates do not include access to additional or new content sets beyond those you have subscribed to as part of the Service.

Acknowledgement: Order ID: Q-10630369

Signature of Authorized Representative for order

Title

Printed Name

Date

This Order Form will expire and will not be accepted after 2/18/2026.



**Thomson
Reuters™**

Attachment

Order ID: Q-10630369

Contact your representative mark.prewett@thomsonreuters.com with any questions. Thank you.

Payment, Shipping, and Contact Information

Payment Method:

Payment Method: Bill to Account
Account Number: 1000284088
This order is made pursuant to:

Order Confirmation Contact (#28)

Contact Name: Pilatzke, Brian
Email: pilatzkeb@warrencountyny.gov

Shipping Information:

Shipping Method: Ground Shipping - U.S. Only

eBilling Contact

Contact Name Brian Pilatzke
Email **pilatzkeb@warrencountyny.gov**

ProFlex Multiple Location Details

Account Number	Account Name	Account Address	Action
1000284088	WARREN COUNTY	333 GLEN ST STE 304 GLENS FALLS NY 12801-3578 US	New

ProFlex Product Details

Quantity	Unit	Service Material #	Description
1	Each	40757482	West Proflex
15	Attorneys	42077868	Westlaw Multi-State Analytical, Enterprise access, Government
15	Attorneys	42639045	Westlaw Edge Primary Law, New York, Enterprise access, Government

Account Contacts

Account Contact First Name	Account Contact Last Name	Account Contact Email Address	Account Contact Customer Type Description
Brian	Pilatzke	pilatzkeb@warrencountyny.gov	EML PSWD CONTACT

Lapsed Products

Sub Material	Active Subscription to be Lapsed
40757481	West Proflex