



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145141
PAGE 1 OF 6
DATE: 5/6/2025

**SUBJECT: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING
BETWEEN TARRANT COUNTY AND THE TEXAS LEGAL SERVICES
CENTER RELATED TO THE VIRTUAL COURT ACCESS PROJECT**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a Memorandum of Understanding (MOU) between Tarrant County and Texas Legal Services Center (TLSC) to install a free Legal Access Kiosk in the Family Law Center, Domestic Relations Office, 2nd floor, West.

BACKGROUND

The Virtual Court Access Project (VCAP) is an initiative of the Texas Legal Services Center aimed at establishing a statewide network of Legal Access Kiosks in courts, government agencies, nonprofits, and other community locations. These kiosks serve as virtual access points for remote court hearings and provide reliable internet access and information on civil legal aid.

The Legal Access Kiosk will offer practical, non-legal support and utilize online meeting technology to help users attend remote court hearings, and access, scan, and print necessary legal documents. These services will be provided through resources such as texaslawhelp.org, the state law library, and other approved public service and government websites—all at no cost.

On February 7, 2023, the Commissioners Court, through Court Order #140213, approved an MOU with TLSC to participate as a Community-Based Partner and house a Legal Access Kiosk in its conference room space on the third (3) floor.

Upon approval of this MOU, the Tarrant County Domestic Relations Office will host a second Legal Access Kiosk on the 2nd Floor of the Family Law Center.

The Criminal District Attorney's Office has reviewed this MOU as to form.

FISCAL IMPACT

There is no fiscal impact associated with this item.

SUBMITTED BY	Domestic Relations	PREPARED BY:	Virginia Garcia
		APPROVED BY:	Clint Dupew

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

Tarrant County with an address of 100 East Weatherford Street, Fort Worth, Texas 76196, 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 one year 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 gets funding for the Virtual Court Access Project, which funds the Virtual Court Kiosks, from the Texas Access to Justice Foundation. 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** 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 **or** in a location where it can be easily moved to a private area to ensure



confidentiality during hearings or other private meetings. The Virtual Court Kiosks are designed to be able to be moved at a moment's notice.

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, **Tarrant 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 Tarrant County Family Law Center, Second Floor East, Domestic Relations Office, 200 East Weatherford Street, Fort Worth, Texas 76196.

Community Based Partner Contact Person: Clint Dupew, Executive Director
Tarrant County Domestic Relations Office
csdupew@tarrantcountytx.gov
Phone: 817-884-1015



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:

Signer Name: Karen Miller

Signer Title: Executive Director

Signer E-Mail: kmiller@tlsc.org

Signer Phone: 512-477-6000

Signature: Karen Speed Miller

Date: _____

COMMUNITY-BASED PARTNER

Organization Name: Tarrant County

Mailing Address: 100 East Weatherford Street, Suite, 501, Fort Worth, Texas 76196

Signer Name: Tim O'Hare

Signer Title: County Judge

Signer E-Mail: @tarrantcountytx.gov

Signer Phone: 817-884-1441

Signature: _____

Date: _____



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