

Subject: Processing & Use of Standard Legal Documents	Number: 4-4
	Date Issued: December 1, 1998 Date Revised:
Responsible Department:	Approved:

Purpose

1. To establish and set forth uniform procedures for the creation and use of standard documents.
2. To clarify and streamline the procedures for the submittal, review and processing of documents to be standardized by the City Attorney's Office.
3. Standard documents include all City contracts, deeds and other legal forms approved by the City Attorney's Office, numbered and placed in the City Attorney Index of Standard Document (CAISD).

Procedures

1. Requests for Services
 - a. All requests for legal services should be made in accord with the attached Request/Authorization for Legal Service form (RLS).
2. Use of Standard Documents
 - a. No Authorization Required
 - i. Any contract, agreement, or other document that would require "Approval as to Form" by the City Attorney's Office may, with the approval of the City Attorney's Office and approval of any affected department, be converted to a standard document. Any approved standard document, when utilized as set forth in these procedures, can be submitted to Council without further approval from the City Attorney's Office. To implement this procedure, this instruction sets forth procedures and practices to be followed by all persons in requesting/utilizing standard documents.
 - b. Request for Standardization
 - i. Any document may be submitted to the City Attorney's Office for review and consideration of the usage of such document as a standard document, by submission with a RLS.
 - ii. The City Attorney's Office will review the request for standardization and, if it recommends approval of the standardization of the proposed document, the

document shall be submitted to the City Attorney Contract Standardization Team.

c. Review by Contract Standardization Team

The Contract Standardization Team shall, with departmental input, review the document, make necessary revisions to bring it into compliance with the City Attorney's adopted form and number, and place the document in the City Attorney Index of Standard Documents.

d. Use of Standard Document

Once a document has been approved, numbered and placed in the CAISD, it may be used by the applicable City department without further approval of the City Attorney. Reference in staff reports should be made to the utilization of the standard document in lieu of further City Attorney approval as to form, and the document itself shall bear a CAISD number designated by the City Attorney's Office.

e. Required Disclaimer for Standard Document

Each standard document shall be subject to the following requirements:

- i. There have been absolutely no modifications to the standard language, including, but not limited to, no word changes, no grammar changes, no punctuation changes, no addition or deletion of a single word, and no format changes; and
- ii. In lieu of the further approval/signature of the City Attorney, the standard document shall contain a certified statement from the department that no modifications have been made to the standard document. The following format shall be used:

No further approval/signature of City Attorney Required.
CAISD No. _____ has been used without
modifications, as certified by the undersigned.

Name of Staff Member
Department
Date

f. Modification of Standard Documents

Modifications to standard documents may be requested by the department and/or made from time-to-time by the City Attorney's Office to reflect changes in the law, Council policy, or procedures. Once notified of approval of any modification, the department must immediately convert to the revised standard document. The

original standard document shall no longer be used, and its CAISD number shall no longer be valid for any purpose. The revised standard document shall receive a new CAISD number.

g. Review by Others

The use of a standard document shall not eliminate or modify in any way the requirements for staff review and consideration, the need for Council approval or execution of such document, nor shall the use of a standard document eliminate or modify in any way the review or approval of another department, division, or the compliance with any law or statute (i.e., Risk Management, CEQA). The sole intent and purpose of a standard document is to bypass the City Attorney draft review and approval/signature process.

**FRESNO CITY ATTORNEY'S OFFICE
 REQUEST/AUTHORIZATION FOR LEGAL SERVICE**

Project Title:		City Attorney Office Control No.:	
Dept. Contact:		Phone #:	
Pick Up Contact: (If different from above)		Phone #:	
Description of Legal Service Being Requested (<i>attach separate sheet if necessary</i>):			
Complete Sections Below:			
Fund #: _____	Project ID: _____	PC BU: _____	
Org #: _____	Activity ID: _____	Res Type: _____	
*The above numbers will be used to bill for costs incurred as a result of this request for legal service.			
No service can or will be provided for this project unless this form is completed, and all information sought is supplied. If resubmitting documents, a copy of this form and previous drafts must be attached.			
Estimates from the City Attorney available on request to cover all legal services and costs. When fee expenditures reach a certain level, a revised estimate for the completion of the project should be requested.			
I am authorized to request these services from the City Attorney and to identify the appropriate funding source in the Sections above. There are now and will be for the duration of this project, sufficient funds to pay for the legal services requested.			
_____	_____	_____	
Title	Department Signature	Date	
_____	_____	_____	
Title	Department Signature	Resubmitted Date	