



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF HUMBOLDT**

Kim M. Bartleson
Court Executive Officer
Jury Commissioner

Joyce D. Hinrichs
Presiding Judge

November 30, 2015

Philip Smith-Hanes
County Administrative Officer
County of Humboldt
825 5th St., Rm. 111
Eureka, CA 95501

Mr. Smith-Hanes,

This letter is sent to document the conversation between the County, the Court and the Judicial Council of California on November 17, 2015.

The Judicial Council, on behalf of the Court, requested that the County agree to relinquish the Law Library space in order to convert the space into Court Exclusive-Use Area (as defined in the Transfer Agreement between the County of Humboldt and the Judicial Council of California, entered into in June, 2007). Judicial Council staff are in the process of requesting internal approvals for the conversion of the Law Library space (2,160 square feet) into Court Exclusive-Use Area. This space is in the North-West corner of the ground floor of the Courthouse, adjacent to the court operations offices and the jury assembly room.

The parties will work to effectuate the conversion of the Law Library space to Court Exclusive-Use Area effective January 1, 2016.

Please let me know if you have any questions or if anything else needs to be clarified.

Sincerely,

Drew Lund

cc: Kim Bartleson, Court Executive Officer
Eunice Calvert-Banks, Judicial Council Real Estate
Brent Dalrymple, Judicial Council Facilities Management
Sheryl Dillingham, County of Humboldt
Karen Clower, County of Humboldt