PRODUCING AND DELIVERING THE 2022 IOWA COURT RULES

ICR-3
APPENDICES

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Mr. Tim McDermott, Director
Legal Services Division Director

Signature:	Mr. Tim McDermott	12-7-21 Date	Mark Pitzele Mr. Mark Pitzele	11/19/2021 Date

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APPENDIX A PRODUCTION STANDARDS

TABLE A-1 GENERAL

ICR

BOOK SIZE	PAGE SIZE	ORDER	ESTIMATED PAGE AND (16-PAGE) SIGNATURE COUNT FOR THE PUBLICATIONS			
			AGGREGATE TOTAL		PER PUBLICATION	
7 1/4" x 10 1/2"	7 1/4" x 10 1/2" Finished and trimmed to leave as much margin as possible	500	Pages	784,000	Pages	1,568
			Signatures	49,000	Signatures	98

TABLE A-2 PAPER STOCK

ICR

BRAND	COLOR/ SHADE	FINISH	BRIGHT -NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVAL QUALITY	RECYCLED MATERIAL
Twin Rivers™/Custom Supreme	White	Smooth	80	86	30#	900	pH Neutral	None[1]

TABLE A-3 PAGE COMPOSITION AND PRINTING

ICR

IMAGE AREA FOR TYPE	FONT/POINT SIZE	ARTWORK	INK	
			Ratio (After Conversion)	Soy Oil
One column with forms 5 3/4" x 9 1/2", with folio	Times New Roman/ Variable. Generally 10.8.	Minimal (image of the State Seal)	1/1 black ink on two sides. No color (brown/light or faded black) is acceptable.	100% must contain at least 10% soy oil

[1] This is a preference. Ideally the recycled content would derive from postconsumer materials. To be considered recycled, the paper stock must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended (42 U.S.C. §6962); and set forth in 40 C.F.R., pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-1 PRODUCTION ITEMS

ICR

ITEM	PERIOD	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	Trial Performance	**(1) Preliminary Paper Proof Cover.** The covers must be a laser proof or equivalent paper proof approved by the Agency which illustrates how the covers will appear when publication items are bound, including all lettering and numbering, and the location of the required stampings. **(2) Virtual Replica.** The lettering and numbering, and the location of the stampings must be identical to those used in the production of the publication. **(3) Trimmed.** The covers must be trimmed to size or marked to illustrate the trim size.	1 Proof
	Standard Performance	**(1) Exact Replica.** The covers must be constructed with the same material and stamping that will be used in the production of the publication items. Lettering and numbering and stamping must be identical to those used in the production of the publication items. **(2) Dyes.** The covers must be produced using the same one-piece dyes that will be used in the production of the publication items unless otherwise provided by the Agency. **(3) Trimmed.** The covers must be trimmed to size.	1 Cover
SET OF DIGITAL PROOFS	Trial Performance*	**(1) Equivalency.** The "digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency. **(2) Exact Replica.** The digital proofs must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered (by markup or replacement page) by the Agency. The Agency will review corrected pages. The Contractor is not required to deliver a new set of digital proofs. **(3) Paper Size.** The paper size must not exceed 7 1/4" x 10 1/2". **(4) Print.** The pages must be printed in black, clearly legible type (with no faded text). **(5) Assembly.** The pages must be assembled in the order that the Agency delivered test composed pages to the Contractor.	1 Set
	Standard Performance	**(1), (3), (4), and (5)** ↑ *See Box for Trial Performance.* **(2) Exact Replica.** The pages must be exact replica of the composed pages delivered by the Agency to the Contractor in the same format as the digital proofs required to be approved by the Agency during the trial performance period.	1 Set

*This requirement is waived by the Agency

TABLE B-2 PUBLICATIONS — BOOK BINDING

ICR

CONSTRUCTION	SIGNATURE COUNT	COVER MATERIAL
Perfect bound. The book block must be thoroughly glued, smashed, and attached to the cover's inside spine (up to the top of the spine and down to the bottom of the spine) in a manner that ensures the book block is sturdily bound to the cover.	16-page signatures. A signature of more than 16 pages and a signature of less than 16 pages is prohibited unless agreed to by the parties.	Florentine red color. Heavyweight cellulose-blended latex-saturated material. Same material commonly known as 17 pt. Lexotone (Lexotone 41707), and produced by FiberMark, or an equivalent cover approved by the Agency.

ICR

TABLE B-3 BOOK COVER STAMPING

FRONT	SPINE
(1) **Appearance and Color.** The text must be bold, crisp, and distinct gold in color. (2) **Font.** The font for the text must be Times New Roman. (3) **Centered.** The text (words and Arabic number) must be centered on each line. (4) **Text Point Sizes and Spacing (Various).** **1st Line.** The word "IOWA" must be approx. 40 pts. The space between the top of the letters and the top edge of the cover must be approx. 2 1/8". **2nd Line.** The words "COURT RULES" must be approx. 40 pts. The space between the top of the letters and the bottom of the letters in the word "IOWA" in the 1st line must be approx. 5/8". **3rd Line.** The words "FIFTH EDITION" must be approx. 32 pts. The space between the top of the letters and the top edge cover must be approx. 6 7/8". The space between the bottom of the letters and the bottom edge cover must be approx. 3 5/16". **4th Line.** The Arabic number "2022" must be approx. 32 pts. The space between the top of the numerals and the bottom of the letters in the words "FIFTH EDITION" in the 3rd line must be approx. 5/8". The space between the bottom of the numerals and the bottom edge of the cover must be approx. 2 1/4".	(1) **Appearance and Color.** The text must be bold, crisp, and distinct gold in color. (2) **Font.** The font for the text must be Times New Roman. (3) **Centered.** The text (words and Arabic number) must be centered on each line. (4) **Text Point Sizes and Spacing (Various).** **1st Line.** The word "IOWA" must be approx. 16 pts. The space between the top of the letters and the top edge of the cover must be approx. 3". **2nd Line.** The word "COURT" must be approx. 16 pts. The space between the top of the letters and the bottom of the letters in the word "IOWA" in the 1st line must be approx. 1/8". **3rd Line.** The word "RULES" must be approx. 16 pts. The space between the top of the letters and the bottom of the letters in the word "COURT" in the 2nd line must be approx. 1/8". **4th Line.** The word "FIFTH" must be approx. 16 pts. The space between the top of the letters and the top edge cover must be approx. 5 1/4". **5th Line.** The word "EDITION" must be approx. 16 pts. The space between the top of the letters and the bottom of the letters in the words "FIFTH" in the 4th line must be approx. 1/8". The space between the bottom of the letters and the bottom edge of the cover must be approx. 4 7/8". **6th Line.** The Arabic number "2022" must be approx. 16 pts. The space between the top of the numerals and the bottom of the letters in the word "EDITION" in the 5th line must be approx. 2 1/2". The space between the bottom of the numerals and the bottom edge of the cover must be approx. 2 1/4".

APPENDIX C DELIVERY

TABLE C-1 COMPOSED PAGES

ICR

(1) **Format.** The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor.
(2) **Electronic Delivery.** The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's Internet website.
(3) **Paper Copies.** The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency.
(4) **Incremental Delivery.** During the standard performance period, the Agency may deliver composed pages to the Contractor in installments by groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.

TABLE C-2 PACKAGING AND SHIPPING PRODUCTION ITEMS AND PUBLICATION ITEMS

ICR

(1) **Common Carrier Requirement.** If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) of production items or publication items, the following apply:
  (a) **Courier.** The courier must be the United States Postal Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a Midwestern or nationally recognized courier authorized by the Agency.
  (b) **Freight Company.** The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solution, Inc., or another person who is a Midwestern or nationally recognized freight company authorized by the Agency.
(2) **Courier and Freight Company.** All of the following apply:
  (a) **Less Weight.** A shipment of less than 800 lbs. may be made by a courier or a freight company.
  (b) **More Weight.** A shipment of 800 lbs. or more must only be made by a freight company.
(3) **Publication Items.** For publication items, all of the following apply:
  (a) **Packaging.** Each publication item must be packaged in a separate carton. However, the Contractor is not required to package publication items in cartons for special delivery.
  (b) **Contents Identified.** One side of each carton must reasonably indicate its contents: "2022 IOWA COURT RULES".
  (c) **Errata or Information Sheet.** Each publication item may contain an errata or information sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor.
(4) **F.O.B. and Risks.** The Contractor must deliver production items and publication items free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and publication items into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or publication item.
(5) **Specifications.** The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.

TABLE C-3 AGENCY DESTINATION FOR PRODUCTION ITEMS

CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Name	Mr. Jamie Croatt	Room 309 (3rd Floor) Ola Babcock Miller Building 1112 East Grand Avenue Des Moines, Iowa 50319	**(1) Contact.** Contact the Agency one business day prior to delivery of production items. **(2) Delivery Day and Time.** Business day. Generally, 8:00 a.m. to 4:30 p.m. Central Time. **(3) Noon.** All deliveries made after 12:00 noon shall be deemed to be made at 8:00 a.m. on the next succeeding day.
Title	Supervisor Publications Editing Office Legislative Services Agency		
Address	*See Box for Delivery Address*		
Telephone	515.281.7249		
Email	jamie.croatt@legis.iowa.gov		

TABLE C-4 PUBLICATIONS — NUMBER TO BE DELIVERED

	TOTAL	NORMAL	SPECIAL
ICR	500	254	246

TABLE C-5 NORMAL DELIVERY

RECIPIENT		DELIVERY ADDRESS	DELIVERY INSTRUCTIONS
Name	Mr. Doug Adkisson	Room 059 (Ground Floor) Ola Babcock Miller Building 1112 East Grand Avenue Des Moines, Iowa 50319	**(1) Day and Time.** Delivery must occur during any business day between 8:00 a.m. and 4:30 p.m. Central Time. **(2) Noon.** All deliveries made after 12:00 noon shall be deemed to be made at 8:00 a.m. on the next succeeding day. **(3) Unload.** The Contractor must unload within the parking area at East Grand Avenue and East 12th Street. There is no dock. Delivery must be made by pushcart furnished by the Contractor. No accommodations for unloading or transferring cartons by forklift is available. **(4) Contact.** The Contractor must contact the Agency (Mr. Doug Adkisson) one business day prior to delivery of publications.
Title	Legal Counsel Legal Services Division Legislative Services Agency		
Address	*See Box for Delivery Address*		
Telephone	515.281.3884		
Email	doug.adkisson@legis.iowa.gov		

TABLE C-6 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT

7th Judicial District

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER	SPECIAL INSTRUCTIONS
7th	Name	Tami Thurston	Scott County Courthouse 400 W. 4th Street Davenport, IA 52801	0	Contact Ms. Thurston at least one business day prior to delivery.
	Telephone	563.326.8712			
	Email	tami.thurston@iowacourts.gov			

Type text here

TABLE C-7 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL

1st Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	ZIP		Telephone	Email
Johnna Ihns-Sutton	Clerk of Court	Allamakee	110 Allamakee St.	Waukon	IA	52172	0	563.568.6351	johnna.ihns-sutton@iowacourts.gov
Ashley Boquist	Court Administrator	Black Hawk	316 E. 5th St.	Waterloo	IA	50703	0	319.833.3332	ashley.boquist@iowacourts.gov
Arnell Ernst	Clerk of Court	Buchanan	210 5th Ave. NE	Independence	IA	50644	0	319.833.3256	arnell.ernst@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Chickasaw	8 E. Prospect	New Hampton	IA	50659	0	641.394.2106	elizabeth.nuss@iowacourts.gov
Johnna Ihns-Sutton	Clerk of Court	Clayton	111 High St. PO Box 418	Elkader	IA	52043	0	563.245.2204	johnna.ihns-sutton@iowacourts.gov
Johnna Ihns-Sutton	Clerk of Court	Delaware	301 E. Main PO Box 527	Manchester	IA	52057	0	563.927.4942	johnna.ihns-sutton@iowacourts.gov
Dana Havertape	Court Administrator	Dubuque	720 Central Ave.	Dubuque	IA	52004	0	563.589.4448	dana.havertape@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Fayette	114 N. Vine St.	West Union	IA	52175	0	563.382.2469	elizabeth.nuss@iowacourts.gov
Arnell Ernst	Clerk of Court	Grundy	706 G Ave.	Grundy Center	IA	50658	0	319.824.5229	arnell.ernst@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Howard	137 N. Elm St.	Cresco	IA	52136	0	641.394.2106	elizabeth.nuss@iowacourts.gov
Elizabeth Nuss	Clerk of Court	Winneshiek	201 W. Main	Decorah	IA	52101	0	563.382.2469	elizabeth.nuss@iowacourts.gov

TABLE C-8 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL
2nd Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	ZIP		Telephone	Email
Raphael Montag	Clerk of Court	Ames	515 Clark Ave.	Ames	IA	50010	0	515.382.7410	raphael.montagr@iowacourts.gov
Raphael Montag	Clerk of Court	Boone	201 State St.	Boone	IA	50036	0	515.433.0561	raphael.montag@iowacourts.gov
Julie Kneip	Clerk of Court	Bremer	415 E. Bremer Ave.	Waverly	IA	50677	0	319.352.5661	julie.kneip@iowacourts.gov
Julie Kneip	Clerk of Court	Butler	428 6th St.	Allison	IA	50602	0	641.456.5626	julie.kneip@iowacourts.gov
Tina Ganzeveld	Clerk of Court	Calhoun	416 4th St., Suite 5	Rockwell City	IA	50579	0	712.662.7791	tina.ganzeveld@iowacourts.gov
Sheri Miller	Clerk of Court	Carroll	114 E. 6th St., Suite 5	Carroll	IA	51401	0	712.792.4327	sheri.miller@iowacourts.gov
Stacy Oleson	Clerk of Court	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	0	641.494.3637	stacy.oleson@iowacourts.gov
Scott Hand	Court Administrator	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	0	641.421.0990	scott.hand@iowacourts.gov
Julie Kneip	Clerk of Court	Floyd	101 S. Main St., Suite 305	Charles City	IA	50616	0	319.352.5661	julie.kneip@iowacourts.gov
Julie Kneip	Clerk of Court	Franklin	12 1st Ave., N.W.	Hampton	IA	50441	0	641.456.5626	julie.kneip@iowacourts.gov
Raphael Montag	Clerk of Court	Greene	114 N. Chestnut, Suite 9	Jefferson	IA	50129	0	515.433.0561	raphael.montag@iowacourts.gov
Tina Ganzeveld	Clerk of Court	Hamilton	2300 Superior St., Suite 9	Webster City	IA	50595	0	515.576.7115	tina.ganzeveld@iowacourts.gov
Lori Hasfjord	Clerk of Court	Hancock	855 State St.	Garner	IA	50438	0	641.585.4520	lori.hasfjord@iowacourts.gov
Tina Ganzeveld	Clerk of Court	Hardin	1215 Edgington Ave., Suite 7	Eldora	IA	50627	0	515.576.7115	tina.ganzeveld@iowacourts.gov
Sheri Miller	Clerk of Court	Humboldt	203 Main St.	Dakota City	IA	50529	0	712.335.4205	sheri.miller@iowacourts.gov

TABLE C-8 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL
2nd Judicial District (Cont.)

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Carolyn Haney	Clerk of Court	Marshall	17 E. Main St.	Marshalltown	IA	50158	0	641.754.1603	carolyn.haney@iowacourts.gov
Stacy Oleson	Clerk of Court	Mitchell	212 S. 5th St.	Osage	IA	50461	0	641.494.3637	stacy.oleson@iowacourts.gov
Sheri Miller	Clerk of Court	Pocahontas	99 Court Square, Suite 6	Pocahontas	IA	50574	0	712.335.4208	sheri.miller@iowacourts.gov
Sheri Miller	Clerk of Court	Sac	100 N.E. State St., Suite 12	Sac City	IA	50583	0	712.662.7791	sheri.miller@iowacourts.gov
Raphael Montag	Clerk of Court	Story	1315 S. B Ave., Suite 1	Nevada	IA	50201	0	515.382.7410	raphael.montag@iowacourts.gov
Tina Ganzeveld	Clerk of Court	Webster	701 Central Ave., Suite 6	Fort Dodge	IA	50501	0	515.576.7115	tina.ganzeveld@iowacourts.gov
Bill Watson	Court Administrator	Webster	701 Central Ave., Suite 6	Fort Dodge	IA	50501	0	515.574.3751	bill.watson@iowacourts.gov
Lori Hasfjord	Clerk of Court	Winnebago	126 S. Clark St., Suite 6	Forest City	IA	50436	0	641.585.4520	lori.hasfjord@iowacourts.gov
Lori Hasfjord	Clerk of Court	Worth	1000 Central Ave., Suite 2	Northwood	IA	50459	0	641.585.4520	lori.hasfjord@iowacourts.gov
Tina Ganzeveld	Clerk of Court	Wright	115 N. Main, Suite 6	Clarion	IA	50525	0	515.576.7115	tina.ganzeveld@iowacourts.gov

TABLE C-9 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL
3rd Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Joann Kinnetz	Clerk of Court	Buena Vista	215 E. 5th St.	Storm Lake	IA	50588	0	712.749.2546	joann.kinnetz@iowacourts.gov
Lisa Grashoff	Clerk of Court	Cherokee	520 W. Main St.	Cherokee	IA	51012	2	712.225.6744	lisa.grashoff@iowacourts.gov
Laurie Janssen	Clerk of Court	Clay	215 W. 4th St., Suite 4	Spencer	IA	51301	6	712.262.4335	laurie.janssen@iowacourts.gov
Karen Kahl	Clerk of Court	Crawford	1202 Broadway St., Suite 1P	Denison	IA	51442	0	712.263.2242	karen.kahl@iowacourts.gov
Marcia Eckerman	Clerk of Court	Dickinson	1802 Hill Ave., Ste. 2506	Spirit Lake	IA	51360	6	712.336.1138	marcia.eckerman@iowacourts.gov
Marcia Eckerman	Clerk of Court	Emmet	609 1st Ave. N	Estherville	IA	51334	1	712.362.3325	marcia.eckerman@iowacourts.gov
Lisa Grashoff	Lead worker/ Clerk of Court Office	Ida	401 Moorehead St.	Ida Grove	IA	51445	1	712.364.2628	lisa.grashoff@iowacourts.gov
Joann Kinnetz	Lead worker/ Clerk of Court Office	Kossuth	114 W. State St.	Algona	IA	50511	2	515.295.3240	joann.kinnetz@iowacourts.gov
Laurie Janssen	Lead worker/ Clerk of Court Office	Lyon	206 S. 2nd Ave.	Rock Rapids	IA	51246	2	712.472.8530	laurie.janssen@iowacourts.gov
Karen Kahl	Lead worker/ Clerk of Court Office	Monona	610 Iowa Ave.	Onawa	IA	51040	1	712.472.2491	karen.kahl@iowacourts.gov
Laurie Janssen	Lead worker/ Clerk of Court Office	O'Brien	155 S. Hayes Ave.	Primghar	IA	51245	2	712.957.3255	laurie.janssen@iowacourts.gov
Laurie Janssen	Clerk of Court	Osceola	300 7th St.	Sibley	IA	51249	2	712.754.3595	laurie.janssen@iowacourts.gov
Joann Kinnetz	Clerk of Court	Palo Alto	1010 Broadway	Emmetsburg	IA	50536	1	712.852.3603	joann.kinnetz@iowacourts.gov
Amy Bernston	Clerk of Court	Plymouth	215 4th Ave. S.E.	Le Mars	IA	51031	2	712.546.4215	amy.bernston@iowacourts.gov
Debra Fischer	Clerk of Court	Sioux	210 Central Ave. S.W.	Orange City	IA	51041	2	712.737.2286	deb.fischer@iowacourts.gov
Peggy Frericks	DCA	Woodbury	620 Douglas St., Suite 210	Sioux City	IA	51101	22	712.279.6635	peggy.frericks@iowacourts.gov

TABLE C-10 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL
4th Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Kim Johnson	Clerk of Court	Audubon	318 Leroy St., Suite 6	Audubon	IA	50025-1255	0	712.563.4275	kim.johnson@iowacourts.gov
Kim Johnson	Clerk of Court	Cass	5 West 7th St.	Atlantic	IA	50022	0	712.563.4275	kim.johnson@iowacourts.gov
Robin Shirley	Clerk of Court	Fremont	506 Filmore St.; PO Box 549	Sidney	IA	51652-0549	0	712.374.2234	robin.shirley@iowacourts.gov
Kim Carter	Clerk of Court	Mills	418 Sharp St.	Glenwood	IA	51534-1756	0	712.527.4880	kim.carter@iowacourts.gov
Kim Carter	Clerk of Court	Montgomery	105 Coolbaugh St.; PO Box 469	Red Oak	IA	51566-0469	0	712.527.4880	kim.carter@iowacourts.gov
Robin Shirley	Clerk of Court	Page County	112 East Main St.; PO Box 263	Clarinda	IA	51632	0	712.374.2234	robin.shirley@iowacourts.gov
Bob Gast	Clerk of Court	Pottawattamie	227 S. 6th St.; 4th Floor	Council Bluffs	IA	51501	0	712.328.5733	bob.gast@iowacourts.gov
Kim Johnson	Clerk of Court	Shelby	612 Court St.; PO Box 431	Harlan	IA	51537-0431	0	712.563.4275	kim.johnson@iowacourts.gov

TABLE C-11 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL
5th Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Stacey Armstrong	Clerk of Court	Adair	400 Public Square	Greenfield	IA	50849-0389	0	641.743.2445	stacey.armstrong@iowacourts.gov
Jackie Saville	Clerk of Court	Adams	500 9th St.	Corning	IA	50841	0	712.523.2095	jackie.saville@iowacourts.gov
Darla Egli	Clerk of Court	Clarke	100 S. Main St.	Osceola	IA	50213	0	641.342.6096	darla.egli@iowacourts.gov
Anna Butler	Clerk of Court	Dallas	801 Court St.	Adel	IA	50003-1485	0	515.993.6854	anna.butler@iowacourts.gov
Traci Tharp	Clerk of Court	Decatur	207 N. Main St.	Leon	IA	50144	0	641.446.4331	traci.tharp@iowacourts.gov
Anna Butler	Clerk of Court	Guthrie	200 N. 5th St.	Guthrie Center	IA	50115	0	641.747.3415	anna.butler@iowacourts.gov
Kelly Ruhnke	Clerk of Court	Jasper	101 1st St. N	Newton	IA	50208	0	641.792.3255	kelly.ruhnke@iowacourts.gov
Darla Egli	Clerk of Court	Lucas	916 Braden Ave.	Chariton	IA	50049	0	641.774.4421	darla.egli@iowacourts.gov
Leisa Imboden	Clerk of Court	Madison	112 N. John Wayne Dr.	Winterset	IA	50273-0152	0	515.462.4451	leisa.imboden@iowacourts.gov
Kelly Ruhnke	Clerk of Court	Marion	214 E. Main St.	Knoxville	IA	50138	0	641.828.2207	kelly.ruhnke@iowacourts.gov
Jennifer Webster	Admin. Sec.	Polk	500 Mulberry St.	Des Moines	IA	50309-4238	0	515.286.3198	jennifer.webster@iowacourts.gov
Jackie Saville	Clerk of Court	Ringgold	109 W. Madison St.	Mount Ayr	IA	50854-0523	0	712.523.2095	jackie.saville@iowacourts.gov
Jackie Saville	Clerk of Court	Taylor	405 Jefferson St.	Bedford	IA	50833	0	712.523.2095	jackie.saville@iowacourts.gov
Allison Danilovich	Clerk of Court	Union	300 N. Pine St.	Creston	IA	50801	0	641.782.7315	allison.danilovich@iowacourts.gov
Renee Hunget	Clerk of Court	Warren	115 N. Howard St.	Indianola	IA	50125	0	515.961.1069	renee.hunget@iowacourts.gov
Traci Tharp	Clerk of Court	Wayne	101 Franklin Rd.	Corydon	IA	50060	0	641.872.2264	traci.tharp@iowacourts.gov

TABLE C-12 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL
6th Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Julie Hessenius	Clerk of Court	Benton	111 E. Fourth St.	Vinton	IA	52349	2	319.472.2766	julie.hessenius@iowacourts.gov
Julie Hessenius	Clerk of Court	Iowa	901 Court Ave.	Marengo	IA	52301	2	319.472.2766	julie.hessenius@iowacourts.gov
Kim Halverson	Clerk of Court	Johnson	417 South Clinton St.	Iowa City	IA	52240	6	319.356.6060	kim.halverson@iowacourts.gov
Roxann Repstien	Clerk of Court	Jones	500 West Main St.	Anamosa	IA	52205	2	319.398.3411	roxann.repstien@iowacourts.gov
Roxann Repstien	Clerk of Court	Linn	51 – 3rd Avenue Bridge	Cedar Rapids	IA	52401	13	319.398.3411	roxann.repstien@iowacourts.gov
Roxann Repstien	Clerk of Court	Linn County Juvenile Justice Center	211 8th Ave. SW	Cedar Rapids	IA	52404	3	319.398.3411	roxann.repstien@iowacourts.gov
Connie Rohach	Clerk of Court	Tama	100 West High St.	Toledo	IA	52342	3	641.484.3721	connie.rohach@iowacourts.gov

TABLE C-13 SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL
8th Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	St.	Zip		Telephone	Email
Jeannie Houser	Clerk of Court	Appanoose	201 North 12th	Centerville	IA	52544	0	641.856.6101	jeannie.houser@iowacourts.gov
Jeannie Houser	Clerk of Court	Davis	100 Courthouse Square	Bloomfield	IA	52577	0	641.856.6101	jeannie.houser@iowacourts.gov
Jackie Myers	Clerk of Court	Des Moines	513 North Main	Burlington	IA	52601	0	319.753.8262	jackie.myers@iowacourts.gov
Jackie Myers	Clerk of Court	Henry	100 East Washington	Mount Pleasant	IA	52641	0	319.385.2632	jackie.myers@iowacourts.gov
Jennifer Nelson	Clerk of Court	Jefferson	51 W. Briggs	Fairfield	IA	52556	0	641.472.3454	jennifer.nelson@iowacourts.gov
Megan Menke	Clerk of Court	Keokuk	101 S. Main	Sigourney	IA	52591	0	641.623.5644	megan.menke@iowacourts.gov
Kim Londrie	Clerk of Court	North Lee	701 Avenue F	Fort Madison	IA	52627	0	319.542.2433	kim.londrie@iowacourts.gov
Kim Londrie	Clerk of Court	South Lee	25 North 7th Street	Keokuk	IA	52632	0	319.542.2433	kim.londrie@iowacourts.gov
Melissa Schoonover	Clerk of Court	Louisa	117 South Main	Wapello	IA	52653	0	319.523.4541	melissa.schoonover@iowacourts.gov
Megan Menke	Clerk of Court	Mahaska	106 S. 1st Street	Oskaloosa	IA	52577	0	641.623.5644	megan.menkel@iowacourts.gov
Jennifer Nelson	Clerk of Court	Monroe	10 Benton Ave. East	Albia	IA	52531	0	641.932.5212	jennifer.nelson@iowacourts.gov
Megan Menke	Clerk of Court	Poweshiek	302 East Main	Montezuma	IA	50171	0	641.623.5644	megan.menke@iowacourts.gov
Jennifer Nelson	Clerk of Court	Van Buren	4th & Dodge	Keosauqua	IA	52565	0	641.472.3454	jennifer.nelson@iowacourts.gov
Jennifer Nelson	Clerk of Court	Wapello	101 West 47th St.	Ottumwa	IA	52501	0	641.683.0060	jennifer.nelson@iowacourts.gov
Julie Johnson	Clerk of Court	Washington	224 West Main	Washington	IA	52353	0	319.653.7741	julie.johnson@iowacourts.gov
Cathy Reck	Court Administration	Court Administrator's Office	333 North Court Street	Ottumwa	IA	52501	0	641.684.6502	cathy.reck@iowacourts.gov

TABLE C-14 SPECIAL DELIVERY TO STATE APPELLATE DEFENDERS OFFICES BY DROP SHIPMENT OR MAIL

Addressee		Address					Number	Contact Information	
Name	Title	Office	Street	City	St.	Zip		Telephone	Email
Djalal Arbabna	Chief	State Public Defender	216 South Third St.	Burlington	IA	52601-5321	8	319.753.5163	darbabha@spd.state.ia.us
Brian Sissel	Chief	State Public Defender	425 2nd St. SE, 10th Floor	Cedar Rapids	IA	52401	12	319.398.3690	bsissel@spd.state.ia.us
Roberta Megel	Chief	State Public Defender	300 West Broadway, Suite 125	Council Bluffs	IA	51503	10	712.323.9115	rmegel@spd.state.ia.us
Derek Jones	Chief	State Public Defender	332 N. Harrison, Suite 100	Davenport	IA	52801-1309	8	563.323.3400	djones@spd.state.ia.us
Jeff Wright	State Public Defender	State Public Defender (Admin.)	4th Floor Lucas Bldg. 321 E. 12th St.	Des Moines	IA	50319-0087	27	515.242.6158	abarkleybrown@spd.state.ia.us
Valorie Wilson	Chief (Adult)	State Public Defender	506 Insurance Exch. Bldg. 505 Fifth Ave.	Des Moines	IA	50309-2320	16	515.725.1825	vwilson@spd.state.ia.us
Mathew Sheeley	Chief (Juvenile)	State Public Defender	345 Insurance Exch. Bldg. 505 Fifth Ave.	Des Moines	IA	50309	9	515.725.1812	msheeley@spd.state.ia.us
Kristy Hefel	Chief	State Public Defender	590 Iowa St., Suite 1	Dubuque	IA	52001	6	563.582.0750	khefel@spd.state.ia.us
Peter Persaud	Chief	State Public Defender	725 South Clinton St.	Iowa City	IA	52240-4230	10	319.351.1327	ppersaud@spd.state.ia.us
Aaron Siebrecht	Chief	State Public Defender	202 West State St.	Marshalltown	IA	50158	6	641.752.0083	asiebrecht@spd.state.ia.us
Parker Thirnbeck	Chief	State Public Defender	103 E. State St., Suite 210	Mason City	IA	50401-3310	10	641.423.4181	pthirnbeck@spd.state.ia.us
Paul Rounds	Chief	State Public Defender	1229 South G Ave.	Nevada	IA	50201-2038	6	515.382.3633	prounds@spd.state.ia.us
Allen Cook	Chief	State Public Defender	109 S. Court St.	Ottumwa	IA	52501	3	641.682.0203	acook@spd.state.ia.us
Jennifer Solberg	Chief (Adult)	State Public Defender	507 7th St., Suite 300	Sioux City	IA	51101	9	712.279.0202	jsolberg@spd.state.ia.us

TABLE C-14 SPECIAL DELIVERY TO STATE APPELLATE DEFENDERS OFFICES (Cont.)

Joe Kertels	Chief (Juvenile)	State Public Defender	507 7th St., Suite 500	Sioux City	IA	51101	7	712.252.7868	jkertels@spd.state.ia.us
Aaron Hawbaker	Chief (Adult)	State Public Defender	501 Sycamore St., Suite 333	Waterloo	IA	50703	10	319.291.2535	ahawbaker@spd.state.ia.us
Rachel Antonuccio	Chief (Juvenile)	State Public Defender	229 East Park Ave.	Waterloo	IA	50703	6	319.291.2595	rantonuccio@spd.state.ia.us

APPENDIX D KEY DEADLINES FOR DELIVERABLES

TABLE D-1 PRODUCTION ITEMS

ICR

ITEM	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
Paper Proof Cover	Within 10 days after the Agency delivers its specifications to the Contractor, the Contractor must deliver a preliminary paper proof cover to the Agency for approval.	Within 10 days after the Contractor delivers the paper proof cover, the Agency must deliver notice or a marked-up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
Preliminary Press Proofs	Within 10 days after the Agency delivers composed pages to the Contractor, the Contractor must deliver a set of preliminary press proofs to the Agency for approval.	Within 5 days after the Contractor delivers the preliminary set of press proofs, the Agency must deliver notice or a marked-up set of preliminary press proofs to the Contractor (stating approval, qualified approval, or disapproval).
Finished Cover	Within 10 days after the Agency delivers its final page count for the publications to the Contractor, the Contractor must deliver a finished cover to the Agency for approval.	Within 5 days after the Contractor delivers the final cover, the Agency must deliver notice or a marked-up final cover to the Contractor (stating approval, qualified approval, or disapproval).
Final Press Proofs	Within 10 days after the Agency delivers the marked-up set of preliminary press proofs to the Contractor, the Contractor must deliver a set of final press proofs to the Agency for approval.	Within 5 days after the Contractor delivers the final set of press proofs to the Agency, the Agency must deliver notice or a marked-up final set of press proofs to the Contractor (stating approval, qualified approval, or disapproval).

TABLE D-2 PUBLICATIONS

ICR

CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
Within 30 days after the Agency delivers its approval of the finished cover and final set of press proofs, the Contractor must deliver publications to the Agency.	Within 42 days after the Contractor delivers publications to the Agency, the Agency must respond by delivering a notice to the Contractor stating one of the following: **(1) Accept or Reject Publications**. The Agency accepts or rejects any number of the publications. **(2) Notice to Extend Time.** The Agency reserves a total of 70 days after delivery to accept or reject any number of the publications.

TABLE D-3 PAYMENT

ICR

CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
After the Agency delivers its approval or rejection of publications required to be delivered to the Agency, the Contractor must deliver an invoice by email to the Agency (Mr. Doug Adkisson) for the amount of the contract price (subject to any adjustments as provided in the contract).	**(1) Payment Period.** Generally, within 45 days of the Contractor's delivery of an invoice to the Agency for the contract price (subject to any adjustments as provided in the contract), the Agency must approve the invoice and deliver payment of the contract price to the Contractor. **(2) Satisfaction.** The amount invoiced by the Contractor and paid by the Agency is deemed conclusive evidence that the Agency has satisfied its obligation to pay for the deliverables listed in the invoice.

APPENDIX E LIQUIDATED DAMAGES FORMULAS

TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS CALCULATED AS LATE FOR A PUBLICATION ITEM OR PRODUCTION ITEM

ICR

PRODUCT	CAUSE		NUMBER OF DAYS
Publication Item	#1	Unsatisfactory Production Materials or Workmanship	= 10.0
	#2	Improperly Shipped or Loaded	= 3.0
Production Item	#1	Unsatisfactory Production Materials or Workmanship	= 1.0
	#2	Late Delivery of a Response	= 0.25

TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATION ITEMS

ICR

Predetermined Rate	Calendar Days Publication Item Delivered Late				Amount of Liquidated Damages Per Publication Item		Total Number of Publication Items Delivered Late		Total Liquidated Damages		
	Actual (if applicable)		Predetermined (if applicable)								
$0.20 Per Publication Item	x	_____	or	_____	=	_____	x	_____	=	$	_____

TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS

ICR

Predetermined Rate	Calendar Days Production Item Delivered Late				Amount of Liquidated Damages Per Production Item		Total Number of Publication Items Expected to be Delivered Late		Total Liquidated Damages		
	Actual (if applicable)		Predetermined (if applicable)								
$0.20 Per Publication Item	x	_____	or	_____	=	_____	x	500	=	$	_____

TABLE E-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR ALL PUBLICATION ITEMS AND PRODUCTION ITEMS ASSOCIATED WITH A PUBLICATION

Product	Category of Breach	Maximum
Publication Items	Late Deliveries	20.00%
	Unsatisfactory Production or Materials or Workmanship	15.00%
	Improperly Packaging or Shipping	2.50%
Production Items	Unsatisfactory Production Materials or Workmanship	1.50%
	Late Deliveries of Responses	0.50%

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Percent of Contract Price

APPENDIX F CONTACT INFORMATION

TABLE F-1 PROJECT MANAGERS — AGENCY

ICR

PRIMARY		ALTERNATIVE	
Name	Mr. Jamie Croatt	**Name**	Mr. Tim McDermott
Title	Supervisor, Publications and Editing Office	Title	Director, Legislative Services Agency
Address	Third Floor (Room 309) Ola Babcock Miller Building 1112 E. Grand Avenue Des Moines, Iowa 50319	Address	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319
Telephone	515.281.7249	Telephone	515.281.3566
Fax	515.281.6625	Fax	515.281.8027
Email	jamie.croatt@legis.iowa.gov	E-mail	timothy.mcdermott@legis.iowa.gov

TABLE F-2 DELIVERY OF PUBLICATIONS — AGENCY

ICR

CONTACT INFORMATION			SPECIAL GUIDANCE
Facts	**Primary**	**Alternative**	
Name	Mr. Doug Adkisson	Mr. Tim McDermott	(1) **Authorization.** Mr. Adkisson and Mr. McDermott are authorized to discuss any delivery issue. (2) **Contact.** For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person. (3) **Procedure.** The following procedures apply: (a) **Alternatives**. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. McDermott. (b) **Emails.** Email correspondence is preferred. An email addressed to Mr. Adkisson is required to be addressed to Mr. McDermott. (4) **Other Persons.** Mr. McDermott may designate alternate persons to communicate regarding any issue which arises under this contract. Nothing in this contract prevents another person authorized by the Agency from initiating communication with the Contractor.
Title	Legal Counsel, Legal Services Division Legislative Services Agency	Director, Legislative Services Agency	
Address	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	
Telephone	515.281.3884	515.281.3566	
Fax	515.281.8027	515.281.8027	
Email	doug.adkisson@legis.iowa.gov	timothy.mcdermott@legis.iowa.gov	

TABLE F-3 CONTRACT MANAGERS — AGENCY

CONTACT INFORMATION			SPECIAL GUIDANCE
Facts	**Primary**	**Alternative**	
Name	Mr. Doug Adkisson	Mr. Tim McDermott	**(1) Authorization.** Mr. Adkisson and Mr. McDermott are authorized to discuss any legal issue relating to the contract, including: **(a) Compliance.** Compliance with a term or condition of the contract relating to production or delivery. **(b) Payment.** The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson by email. **(2) Contact.** The Contractor must make contact as follows: **(a) Procedure.** If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. McDermott. **(b) Emails.** Email correspondence is preferred. An email addressed to Mr. Adkisson is required to be addressed to Mr. McDermott. **(3) Other Persons.** Mr. McDermott may designate alternate persons to communicate regarding any issue which arises under this contract. Nothing in this contract prevents another person authorized by the Agency from initiating communication with the Contractor.
Title	Legal Counsel, Legal Services Division Legislative Services Agency	Director, Legislative Services Agency	
Address	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	
Telephone	515.281.3884	515.281.3566	
Fax	515.281.8027	515.281.8027	
Email	doug.adkisson@legis.iowa.gov	timothy.mcdermott@legis.iowa.gov	

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TABLE F-4 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

CONTACT INFORMATION		SPECIAL INSTRUCTIONS
Name	Ms. Nancy Roth	**(1) Authorization.** The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract. **(2) Availability.** One of the Contractor's contact persons must be available on all days during which the publications are being produced for or delivered to the Agency. **(3) Production Items.** For production items, the following apply: **(a) Set of Digital Proofs.** For the set of digital proofs, if an Agency's contact person delivers a message regarding the production or delivery of the set of digital proofs, the Contractor's contact person must respond not later than 4 hours after the Agency's contact person delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day. **(b) Sample Covers.** For the sample cover, if the Agency's contact person delivers a message, the contact person must respond by not later than noon on the next business day.
Title	Account Representative - Manufacturing Client Services	
Address	610 Opperman Drive Eagan, MN 55123 C1-N132	
Telephone	651.687.6964	
Fax	N/A	
Email	nancy.roth@tr.com	
Pager	N/A	

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TABLE F-5 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

CONTACT INFORMATION		SPECIAL INSTRUCTIONS
Name	Mr. Mark Pitzele	The Contractor's contact person is the contract manager for the Contractor and is authorized to discuss any issue relating to the interpretation of a provision of the contract.
Title	Manager	
Address	610 Opperman Drive Eagan, MN 55123 C1-N222	
Fax	N/A	
Telephone	763.326.6283	
Email	mark.pitzele@thomsonreuters.com	

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