

**PRODUCING AND DELIVERING THE
2026 IOWA COURT RULES**

**ICR-3
APPENDICES**

Legislative Services Agency
State Capitol
Des Moines, Iowa 50319

Mr. Tim McDermott, Director
Mr. John Heggen
Director, Legal Services Division

Signature:



Tim McDermott

12-5-25

Date



Vickie L. Jensen

12/4/25

Date

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**APPENDIX A PRODUCTION STANDARDS
TABLE A-1 GENERAL**

BOOK SIZE	PAGE SIZE	PUBLICATION ORDER	ESTIMATED PAGE AND (6-PAGE) SIGNATURE COUNT FOR THE PUBLICATION	
			PUBLICATION ORDER	PER PUBLICATION ITEM
7 1/4" x 10 1/2"	7 1/4" x 10 1/2" Finished and trimmed to leave as much margin as possible	550	Pages	1,254
			Signatures	209

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TABLE A-2 PAPER STOCK

BRAND	COLOR/ SHADE	FINISH	BRIGHT -NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVAL QUALITY	RECYCLED MATERIAL
Twin Rivers™/Pharmopaque	White	Smooth	81	83	30#	900	pH Neutral	None ¹

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TABLE A-3 PAGE COMPOSITION AND PRINTING

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

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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**

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

*This requirement is waived by the Agency

TABLE B-2 PUBLICATION — BOOK BINDING

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.	6-page signatures. A signature of more than 6 pages and a signature of less than 6 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.

TABLE B-3 BOOK COVER STAMPING

FRONT	SPINE
<p>(1) Appearance and Color. The text must be bold, crisp, and distinct gold in color.</p> <p>(2) Font. The font for the text must be Times New Roman.</p> <p>(3) Centered. The text (words and Arabic number) must be centered on each line.</p> <p>(4) Text Point Sizes and Spacing (Various).</p> <p>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".</p> <p>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".</p> <p>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".</p> <p>4th Line. The Arabic number "2026" 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".</p>	<p>(1) Appearance and Color. The text must be bold, crisp, and distinct gold in color.</p> <p>(2) Font. The font for the text must be Times New Roman.</p> <p>(3) Centered. The text (words and Arabic number) must be centered on each line.</p> <p>(4) Text Point Sizes and Spacing (Various).</p> <p>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".</p> <p>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".</p> <p>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".</p> <p>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".</p> <p>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".</p> <p>6th Line. The Arabic number "2026" 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".</p>

**APPENDIX C DELIVERY
TABLE C-1 COMPOSED PAGES**

- (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 proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.

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

- (1) **Common Carrier Requirement.** If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) of a production item or the publication order, 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.** For a publication item, all of the following apply:
 - (a) **Packaging.** Each publication item must be packaged in a separate carton.
 - (b) **Contents Identified.** One side of each carton must reasonably indicate its contents: "2026 IOWA COURT RULES".
 - (c) **Errata or Information Sheet.** Upon timely Agency notice to the Contractor, inside each production item must be placed 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 a production item and publication order free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting a production item and publication order 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 order.
- (5) **Specifications.** The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.

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TABLE C-3 AGENCY DELIVERY DESTINATION FOR PRODUCTION ITEMS

CONTACT INFORMATION		DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
Name	Ms. Christina Weaklend	Room 309 (3rd Floor) Ola Babcock Miller Building 1112 East Grand Avenue Des Moines, Iowa 50319	<p>(1) Contact. Contact the Agency one business day prior to delivery of production items.</p> <p>(2) Delivery Day and Time. Business day. Generally, 8:00 a.m. to 4:30 p.m. Central Time.</p> <p>(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.</p>
Title	Supervisor, Publications Editing Office Legislative Services Agency		
Address	See <i>Box for Delivery Address</i>		
Telephone	515.725.3032		
Email	christina_weaklend@legis.iowa.gov		

TABLE C-4 AGENCY DELIVERY DESTINATION FOR THE PUBLICATION ORDER

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	<p>(1) Day and Time. Delivery must occur during any business day between 8:00 a.m. and 4:30 p.m. Central Time.</p> <p>(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.</p> <p>(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 accommodation for unloading or transferring cartons by forklift is available.</p> <p>(4) Contact. The Contractor must contact the Agency (Mr. Doug Adkisson) one business day prior to delivery of publications.</p>
Title	Legal Counsel, Legal Services Division Legislative Services Agency		
Address	See <i>Box for Delivery Address</i>		
Telephone	515.281.3884		
Email	doug.adkisson@legis.iowa.gov		

**APPENDIX D KEY DEADLINES FOR DELIVERABLES
TABLE D-1 PRODUCTION ITEMS**

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 publication order 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).

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TABLE D-2 THE PUBLICATION ORDER

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 the publication order to the Agency.	Within 42 days after the Contractor delivers the publication order to the Agency, the Agency must respond by delivering a notice to the Contractor stating one of the following: (1) Accept or Reject the Publication. The Agency accepts or rejects any number of publication items or the publication order. (2) Notice to Extend Time. The Agency reserves a total of 70 days after delivery to accept or reject any number of publication items or the publication order.

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TABLE D-3 PAYMENT

CONTRACTOR'S DELIVERY OF THE PUBLICATION ORDER TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
After the Agency delivers its approval of the publication order to the Contractor, 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.

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APPENDIX E LIQUIDATED DAMAGES FORMULAS

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

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

TABLE E-2 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)			
	\$0.05 Per Production Item	x	_____ or _____	= _____	x 550	= \$ _____

TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR THE PUBLICATION ORDER

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-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR THE PUBLICATION ORDER AND PRODUCTION ITEMS

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

Percent of Contract Price

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**APPENDIX F CONTACT INFORMATION
TABLE F-1 AGENCY PRODUCTION MANAGERS**

PRIMARY		ALTERNATIVE	
Name	Ms. Christina Weaklend	Name	Mr. John Heggen
Title	Supervisor, Publications and Editing Office Legislative Services Agency	Title	Director, Legal Services Division 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	515.725.3032	Telephone	515.725.7827
Fax	515.281.6625	Fax	515.281.8027
Email	christina.weaklend@legis.iowa.gov	E-mail	john.heggen@legis.iowa.gov

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TABLE F-2 AGENCY DELIVERY MANAGERS

Facts	CONTACT INFORMATION		SPECIAL GUIDANCE
	Primary	Alternative	
Name	Mr. Doug Adkisson	Mr. John Heggen	<p>(1) Authorization. Mr. Adkisson and Mr. Heggen are authorized to discuss any delivery issue.</p> <p>(2) Contact. For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person.</p> <p>(3) Procedure. The following procedures apply: (a) Alternatives. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. Heggen. (b) Emails. Email correspondence is preferred. An email addressed to Mr. Adkisson is required to be addressed to Mr. Heggen. (4) Other Persons. Mr. Tim McDermott or Mr. John Heggen 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.</p>
Title	Legal Counsel, Legal Services Division Legislative Services Agency	Director, Legal Services Division 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	515.725.7827	
Fax	515.281.8027	515.281.8027	
Email	doug.adkisson@legis.iowa.gov	john.heggen@legis.iowa.gov	

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TABLE F-3 AGENCY CONTRACT MANAGERS

CONTACT INFORMATION		SPECIAL GUIDANCE
Facts	Primary	Alternative
Name	Mr. Doug Adkisson	Mr. John Heggen
Title	Legal Counsel, Legal Services Division Legislative Services Agency	Director, Legal Services Division 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	515.725.7827
Fax	515.281.8027	515.281.8027
Email	doug.adkisson@legis.iowa.gov	john.heggen@legis.iowa.gov
		<p>(1) Authorization. Mr. Adkisson and Mr. Heggen are authorized to discuss any legal issue relating to the contract, including:</p> <p>(a) Compliance. Compliance with a term or condition of the contract relating to production or delivery.</p> <p>(b) Payment. The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson by email.</p> <p>(2) Contact. The Contractor must make contact as follows:</p> <p>(a) Procedure. If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. McDermott.</p> <p>(b) Emails. Email correspondence is preferred. An email addressed to Mr. Adkisson is required to be addressed to Mr. Heggen.</p> <p>(3) Other Persons. Mr. Tim McDermott or Mr. Heggen 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.</p>

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TABLE F-4 CONTRACTOR MANAGER (DAY-TO-DAY OPERATIONS)

CONTACT INFORMATION		SPECIAL INSTRUCTIONS
Name	Samantha Lichtenegger	<p>(1) Authorization. The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract.</p> <p>(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.</p> <p>(3) Digital Proofs. For digital proofs, the following apply: delivers a message regarding the production or delivery 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.</p> <p>(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.</p>
Title	Account Manager	
Address	525 Westcott Road, Dr. 7-11 Eagan, MN 55123	
Telephone	763.326.0176	
Fax	N/A	
Email	Samantha.Lichtenegger@thomsonreuters.com	
Pager	N/A	

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TABLE F-5 CONTRACTOR CONTRACT MANAGER

CONTACT INFORMATION		SPECIAL INSTRUCTIONS
Name	Ms. Vickie L. Jensen	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 Commercial Print Sales Operations	
Address	525 Westcott Rd, Dr. 7-11 Eagan, MN 55123	
Fax	N/A	
Telephone	763.326.6282	
Email	Vickie.Jensen@thomsonreuters.com	

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