

Memorandum

TO: Robin Jean Davis
FROM: Arthur Angus, Jess Gundy
RE: Check out Procedure for WVSCA Vehicles
DATE: August 25, 2016

There are currently no formal written policies or procedures that governs requesting a WVSCA vehicle, however; the procedure we utilize for signing out a vehicle normally entails getting on the WVSCA Intranet and filling out a request (copy is attached to this memo). Sometimes requests are made by e-mail. On other occasions a request is either made verbally in person or over the telephone.

On occasions where the destination was not recorded, the vehicle was normally operated by a runner who was traveling to numerous locations within the Charleston area. On other occasions we were aware of where the vehicle was being driven because one of us was the operator and we were either driving it locally or taking it to be serviced.

When a written request is made by a court employee over the intranet or by e-mail the destination is always recorded because that is one of the required fields on the request. When a court employee makes a verbal request they will state where they are going or we will ask in order to record it in the destination field on the reservation program. In the past, when a Justice or the Court Administrator would make a verbal request we would not always inquire what their destination was if they did not voluntarily give one.

The only person we can recall that failed to provide a destination when asked was Justice Loughry.

Cc: Other Justices

**SUPREME COURT OF APPEALS**

STATE CAPITOL COMPLEX

ROOM E-301

CHARLESTON, WEST VIRGINIA 25305

(304) 558-4811

ROBIN JEAN DAVIS

Justice

Memorandum

TO: Steve Canterbury, Administrative Director

FROM: Robin Jean Davis, Justice *RJD*

RE: Administrative Conference on August 31, 2016

DATE: August 2, 2016

Steve,

I am requesting that three items be placed on the August 31 Administrative Conference. They include court cars, court gas cards, and educational conferences for the Justices. I am requesting that these items be discussed for several reasons. First, over the past two years, all members of the Court have been concerned about auditing, budgeting, limiting expenses and transparency in all aspects of our Court family. In fact, we have insisted that all divisions make a concentrated effort to reduce spending as the Chief has said over and over we are out of money.

Secondly, a series of recent newspaper articles and audits show very clearly that members of the Legislature, the Auditor's Office and the State newspapers are exposing and questioning the use of vehicles by high-ranking administrators and are also focusing on improper expenditures and reimbursements from high-ranking officials in state government. One need only to look at the following articles to understand my concerns:

1. Charleston Gazette, May 20, 2016, WV prison chief target of investigation, audit shows by Eric Erye.
2. Charleston Gazette-Mail, July 27, 2016, Audit reviews state-owned fleet of vehicles by Eric Erye.
3. Charleston Daily Mail, July 28, 2016, New audit of state vehicle fleet overdue
4. Jackson Hole Daily, July 19, 2016, Prosecuting attorney in Wyoming found guilty of misusing county money to buy cameras and other items for personal use by Wyoming In Brief.

More specifically, I am identifying my areas of concern, including, but not limited, to the following:

1. Court Cars:

- A. Audit.
- B. Inadequate Monitoring of Court Vehicles.
- C. Assignment of Court Vehicles for court purposes and court business.
- D. IRS issues.
- E. Establish written policies.

2. Court Gas Cards:

- A. Audit.
- B. Inadequate and/or No tracking system.
- C. IRS issues.
- D. Establish written policies.

3. W. Va. Supreme Court Justices Expenditure for out of state and in-state Educational Conferences:

- A. Audit Expenses.
- B. Limit the number of out of state and in-state conferences.
- C. Establish written policies.

cc: Other Justices

Memorandum

TO: Arthur Angus
Jess Gundy

FROM: Robin Jean Davis *RJD*

RE: Check Out Procedure for WVSCA Vehicles

DATE: August 24, 2016

Could you please provide to me, in writing, the procedures and/or policies which you have implemented for all Court personnel and Justices in the recent past? It is my understanding that beginning in 2011, you began to maintain records regarding use of the State cars.

I have generally reviewed the State car use documents which you provided to me. Based upon my review, I have the following questions:

1. On many occasions for all vehicles, no destination was recorded. Why?
2. When a car is checked out, do you ask each person the destination?
3. Has any person or person(s) refused to provide you that information? If so, please state to me, in writing, that person or person(s), including any Justice on the WVSCA.

I realize that Arthur is on vacation and will not be returning to the office until Monday, August 29, 2016. If possible, I would like to have answers to these questions no later than Tuesday morning, August 30, 2016.

cc: Other Justices

Memorandum

TO: Steve Canterbury, Administrative Director

FROM: Robin Jean Davis, Justice *RJD*

RE: State Cars Owned by WVSCA

DATE: August 25, 2016

I requested from Sue Troy documentation regarding use of state cars owned by the WV Supreme Court. I asked her also to match those uses to Court owned gas cards.

My review indicates that the information regarding destination, was sometimes not recorded. Sue has provided me information, to date, for the years 2016, 2015, 2014, and 2013. Sue is still working on 2012 and 2011.

I am still reviewing the information. However, I would like answers to the following questions:

The following is the 2015 schedule of car use for Justice Loughry:

<u>Date</u>	<u>Destination</u>	<u>Days</u>	<u>Gas</u>
March 13-16	No Record	Fri.-Monday	Charleston
March 24-26	No Record	Tues.-Thurs.	Elkview
May 4-8	No Record	Mon.-Fri.	Ivydale Charleston
June 26-29	No Record	Fri.-Monday	Sutton Charleston
July 17-20	No Record	Fri.-Monday	Charleston Sutton Elkins
Aug. 3-7	No Record	Mon.-Fri.	Ivydale Charleston

<u>Date</u>	<u>Destination</u>	<u>Days</u>	<u>Gas</u>
Aug. 19-21	No Record	Wed.-Fri.	Sutton Weston
Oct. 19-23	Morgantown	Mon.-Fri.	
Oct. 22		Thursday	Parsons
Nov. 10-16	No Record	Mon.-Mon.	Cov. Va Cumb. Md. Sutton Charleston
Nov. 23-25	No Record	Mon.-Wed.	Weston
Dec. 11-14	No. Record	Fri.-Mon.	Parsons
Dec. 18-28 (11 days)	No Record	Fri.- 2 nd Monday	Lost Creek Weston Berkeley Springs

Please let me know the following:

1. Why are there no destinations listed?
2. On the dates listed, do you know what Court events were scheduled?
 - March 24-26 - Tuesday through Thursday
 - May 4-8 - Monday through Friday
 - August 3-7 - Monday through Friday
 - August 19-21 - Wednesday through Friday
 - Nov. 10-16 - Monday through Monday
 - Nov. 23-25 - Monday through Wednesday
3. What Court meetings and/or hearings would be held on these weekends?
 - March 13-16 - Friday through Monday
 - June 26-29 - Friday through Monday
 - July 17-20 - Friday through Monday
 - Dec. 11-14 - Friday through Monday
 - Dec. 18-28 - Friday through Second Monday
(11 days)
4. Were the destinations actually listed by Justice Loughry Court events scheduled

for the entire WV Supreme Court?

5. On June 26-29, July 17-20, August 3-7 and August 19-21 was the Court in recess?
7. On November 23-25, December 11-14 and December 18-December 28 was the Court in recess?

cc: Other Justices

Memorandum

TO: Steve Canterbury, Administrative Director

FROM: Robin Jean Davis, Justice *RJD*

RE: State Cars Owned by WVSCA
Corrected Memorandum

DATE: August 30, 2016

I requested from Sue Troy documentation regarding use of state cars owned by the WV Supreme Court. I asked her also to match those uses to Court owned gas cards.

My review indicates that the information regarding destination, was sometimes not recorded. Sue has provided me information, to date, for the years 2016, 2015, 2014, and 2013. Sue is still working on 2012 and 2011.

I am still reviewing the information. However, I would like answers to the following questions:

The following is the 2016 schedule of car use for Justice Loughry:

<u>Date</u>	<u>Destination</u>	<u>Days</u>	<u>Gas</u>	<u>Corrected</u>
Feb. 5-6	No Record	Fri.-Sat.	No State Gas Card Used	
Feb. 26- March 1	Morgantown	Fri.-Tues.		
March 20-22	No Record	Sun.-Tues.	Weston	
May 23-27	Shepardstown	Mon.-Fri.	Winch, VA Ivydale Charleston	
June 10	No Record	Friday		No State Gas Card Used

Please let me know the following:

1. Why are there no destinations listed?
2. On the dates listed, do you know what Court events were scheduled?
March 20-22 - Sunday through Tuesday
June 10 - Friday
3. What Court meetings and/or hearings would be held on these weekends?
Feb. 5-6 - Friday through Saturday
4. Were the destinations actually listed by Justice Loughry Court events scheduled for the entire WV Supreme Court?

cc: Other Justices

MEMORANDUM

TO: Chief Justice Ketchum
Justice Workman
Justice Benjamin
FROM: Justice Loughry
DATE: August 26, 2016
RE: Use of Court Vehicles

As each of you are now aware, Justice Davis has recently questioned the use of Court vehicles. Her new and singular interest in *my* usage of Court vehicles is designed to distract from concerns I recently voiced regarding the unapproved use of \$11,360.03 of State money for a private party for circuit judges and their spouses that was held on October 8, 2013, in her home (see the documentation in the notebook for the August 29 administrative conference). This fishing expedition is also clearly in retaliation for inquiries I made regarding the unilateral authorization of payments by our Court Administrator, Steve Canterbury, to Mark Starcher totaling approximately \$1 million and the depletion of the Court's so-called rainy day fund in the amount of \$26 million, which has never been accounted for despite numerous inquiries from more than one justice. Notwithstanding the obvious motivation for her recent inquiries, I feel that I should provide each of you with a response relative to her memorandum to Arthur Angus and Jess Gundy, dated August 24, 2016, their responsive memorandum to her dated August 25, 2016, as well as various memoranda from Justice Davis to Steve Canterbury, each dated August 25, 2016, regarding my use of Court vehicles. I unhesitatingly assure each of you that on the dates mentioned in Justice Davis' various memoranda to Mr. Canterbury, I was acting in my capacity as a Justice of this Court in utilizing a Court vehicle.

Regarding the memorandum to Mr. Angus and Mr. Gundy, as each of you is well aware, the Court has no written policy regarding the use of Court vehicles by either the members of this Court or Court employees—a fact confirmed by Mr. Angus and Mr. Gundy in their responsive memorandum to Justice Davis dated August 25, 2016. While Mr. Angus and Mr. Gundy represent that I am the only person who has not provided them with a destination for the use of a Court vehicle when asked, I assume they have never asked other justices or Court employees for their destinations. Indeed, as readily seen in information provided by Mr. Angus, as summarized in the attached charts, Mr. Canterbury utilized a Court vehicle on at least 38 occasions without providing a destination. Similarly, on at least 8 occasions, Justice Benjamin checked out a Court vehicle without stating a destination. There are entries for Justice Workman's use of a Court vehicle without a destination being supplied, as well. Likewise, Justice Davis did not list a destination for her use of a Court vehicle on multiple occasions. And, as we are all aware, Chief Justice Ketchum has utilized a Court vehicle for many years without documentation concerning the same, and he has occasionally checked out other Court vehicles without providing a destination. In short, the information retained by Mr. Angus and Mr. Gundy demonstrates that it is a common practice for Justices, as well as Court employees, to utilize Court vehicles without providing destinations—a fact that is undoubtedly attributable to the lack of a written policy requiring the same. Further, to the extent Mr. Angus and Mr. Gundy have referenced a vehicle request that can be completed on the Court's Intranet site, not

only is this the first I have ever heard of such a request, I have never been asked by either Mr. Angus or Mr. Gundy to complete such an on-line request.

While ALL justices have used Court vehicles on numerous occasions without providing either Mr. Angus or Mr. Gundy with destinations, I would never question that your use of vehicles on any of those dates was for anything other than you acting in your capacity as a Justice of this Court. Although Justice Davis has suggested that Court vehicles can only be used for official Court functions, as every member of this Court is aware, we are often called upon to speak individually as heads of the Judicial Branch of state government. In fact, such requests are not unlike the Governor being called upon to speak as head of the state's Executive Branch. Consequently, whether Court events were scheduled on certain dates when I had use of a Court vehicle and whether those events were for the entire Court is entirely irrelevant. Certainly, there could be no objection by a member of this Court to the use of a Court vehicle for speaking at a high school civics class, a legal education program, a graduation ceremony, or similar events, or visiting courthouses in the state, or engaging in any myriad of activities and functions that can arise in our capacity as justices. As for the use of Court vehicles during Court recesses by any justice, it is axiomatic that the function of the state's judiciary is year-round. Clearly, our roles as constitutional officers do not end during Court recesses. To suggest otherwise, as Justice Davis has done, is absurd, particularly since she has used Court vehicles during Court recesses.

In the event the Court decides it wants to formulate a written policy regarding the use of Court vehicles by members of this Court and judicial employees, which I would encourage, one area that should be addressed is the propriety of sitting Justices utilizing Court vehicles and Court security personnel to attend campaign functions related to their bid for reelection. While campaigning to become a Justice of this Court, I personally observed Justice Davis arrive at more than one campaign event in a Court vehicle being driven by Court security. In fact, after announcing her bid for reelection in 2011, Justice Davis used a Court vehicle 18 times that year. Then, in 2012, the year of the election, she checked out a Court vehicle on 37 occasions associated with 57 days of travel accompanied by Court security. Following her reelection, Justice Davis' use of Court vehicles drastically declined. For example, in 2013, she checked out a Court vehicle on only 2 occasions. These are the kinds of issues that I believe we should explore in developing a written policy, in addition to whether we want to require members of the Court to designate a destination when utilizing a Court vehicle.

Lastly, to the extent that Justice Davis' memoranda were directed to Mr. Canterbury, it is without question that he controls neither my schedule nor the schedule of any justice on this Court. Because the information sought by Justice Davis is well outside Mr. Canterbury's bailiwick, her memoranda are undoubtedly designed to elicit planned responses from Mr. Canterbury in their attempt to impugn my character. I refuse, however, to be bullied for raising issues concerning the clearly improper expenditure of State funds for a private party, the money paid to Mr. Starcher, and the depletion of the Court's rainy day fund without adequate explanation.

cc: Justice Davis
Steven Canterbury

SIDLEY

SIDLEY AUSTIN LLP
1501 K STREET, N.W.
WASHINGTON, D.C. 20005
+1 202 738 8000
+1 202 738 8711 FAX

AMERICA • ASIA PACIFIC • EUROPE

JCOLE@SIDLEY.COM
+1 202 738 8246

April 11, 2018

Denny Rhodes, Director
West Virginia Legislative Auditor's Office
Post Audit Division
1900 Kanawha Boulevard, East
Room W-329
Charleston, West Virginia 25305-0610

Dear Mr. Rhodes:

Justice Davis received your letter dated April 5, 2018, via hand delivery on Monday, April 9, 2018. She has reviewed the reservation list compiled by your office and is providing the requested information to the extent she can.

Due to the age of the entries on your list, Justice Davis independently recalls very few of them. However, she was able to obtain a copy of Arthur Angus' personal calendar for the relevant period and with the aid of those calendars she is able to provide the missing designations and purposes for most of the trips. Justice Davis has no personal or office calendars to assist her in this review.

We have prepared a chart to supply the missing information from your reservation list to the extent we have it. Have included the information from your chart for the relevant entries and anything we have added or corrected is highlighted in yellow. You should know that on some of the entries where you have indicated that the car was reserved for trips, Mr. Angus' calendar reflects no Court trip with Justice Davis on those dates. Because of this, Justice Davis believes the car was reserved but not used by Justice Davis on those dates, and has included a designation of "Do not believe car was used" on the chart. A copy of Justice Davis' reservation chart is attached hereto as Exhibit 1.

Mr. Angus and Mr. Gundy are two of the Court Security Officers for the entire Court. One part of their job duties is to drive the justices to Court functions. That has been the pattern and practice for many years.

Over the years, the Court has been exposed to disgruntled litigants and others who write threatening letters and make threatening and harassing phone calls. Some of these individuals have even shown up at the Administrative Office and Supreme Court Clerk's Office which appearances have necessitated Court Security escorting them from the Supreme Court Offices.

SIDLEY

Denny Rhodes, Director
April 11, 2018
Page 2

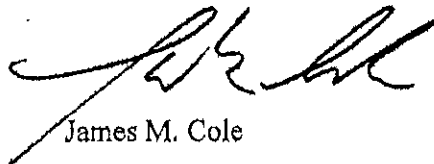
Justice Davis has, in the past, been threatened to the point some threats have been considered as death threats. This is another reason she was driven by Mr. Angus.

While at the capitol complex, the justices are physically protected by Mr. Angus and Mr. Gundy who maintain offices both inside and outside the Justices' Chambers. The Justices' Chambers are also secured by a security code key pad. Additionally, the chamber door is reinforced with level three Kevlar ballistic material.

Finally, the Court Security Officers maintain security research which clearly explains the need for justices', or an individual justice's, security when traveling. See Exhibit 2 titled: Murdered Justice: An Exploratory Study of Targeted Attacks on the Justice Community.

Should you have any further questions, please do not hesitate to contact me.

Sincerely,



James M. Cole

JMC:mjp

Enclosures

RESERVATION CHART

EXHIBIT 1

Destination	Reservation	Beginning Date	Ending Date	Purpose
Stonewall	Davis/Arthur	9/14/11	9/14/11	Specific purpose of trip not listed on calendar.
Charleston	Davis/Arthur	9/20/11	9/20/11	Do not believe car was used.
Morgantown	Davis/Arthur	10/4/11	10/4/11	Speaking Engagement at Lakeview
Clarksburg Village Senior Conference Ctr.	Davis/Arthur	10/17/11	10/17/11	Specific purpose of trip not listed on calendar.
Beckley	Davis/Arthur	10/25/11	10/25/11	Do not believe car was used.
Princeton	Davis/Arthur	11/10/11	11/10/11	Board of Education Truancy Meeting
Charleston	Davis/Arthur	1/26/12	1/26/12	Prosecuting Attorney Conference
Charleston	Davis/Arthur	2/10/12	2/10/12	Do not believe car was used.
Boone/Lincoln/ Putnam	Davis/Arthur	2/22/12	2/22/12	Met with Judge Thompson; looked at New Family Court Facility. In Hamlin looked at Methodist Church for potential Court Annex; Met with Putnam Co. Judges

RESERVATION CHART

EXHIBIT 1

Mercer/ Wyoming/ McDowell	Davis/Arthur	2/28/12	2/28/12	Security Audit and Met with Judges
Spencer/Clay/ Fayetteville	Davis/Arthur	3/15/12	3/16/12	Security Audit and met with Judge Alsop. Security Audit and met with Judge Hatcher.
Pocahontas/ Greenbrier	Davis/Arthur	3/28/12	3/28/12	Security Audit and Meetings
Jackson County	Davis/Arthur	4/9/12	4/9/12	Met with Sheriff Bright; Security Audit and Truancy follow up
Taylor/Barbour/ Monroe & Summers Counties	Davis/Arthur	4/12/12	4/13/12	Security Audit and Truancy follow up meeting with Judge Moats. Security Audit and Truancy follow up meeting with Judge Irons.
Greenbrier	Davis/Arthur	5/4/12	5/4/12	Justice McHugh and Justice Davis spoke at the Greenbrier
Jackson County	Davis/Arthur	5/29/12	5/29/12	Specific purpose of trip not listed on calendar.

RESERVATION CHART

EXHIBIT 1

Destination should be New Martinsville, Wetzel Co., Tyler Co., Pleasants Co. Wood County	Davis/Arthur	6/22/12	6/22/12	Security Audits
Bridgeport	Davis/Arthur	7/24/12	7/24/12	AARP - Do not believe car was used.
Morgantown	Davis/Arthur	8/4/12	8/4/12	Specific purpose of trip not listed on calendar.
Destination should be Morgantown Princeton	Davis/Arthur	8/13/12	8/14/12	Circuit Clerk Conference in Morgantown Waterfront Do not believe car was used on 8/14/12
	Davis/Arthur	8/21/12	8/24/12	Do not believe car was used.
Greenbrier County	Davis/Arthur	8/29/12	8/29/12	Do not believe car was used.
Webster Springs	Davis/Arthur	9/7/12	9/7/12	Security Audits
Snowshoe	Davis/Arthur	9/16/12	9/16/12	Specific purpose of trip not listed on calendar.
Elkins	Davis/Arthur	9/25/12	9/25/12	Do not believe car was used.
Buckhannon/ Morgantown	Davis/Arthur	10/9/12	10/9/12	Spoke at Rotary Club and met with Newspaper
Oglebay/ Wheeling	Davis/Arthur	10/16/12	10/16/12	Do not believe car was used.

RESERVATION CHART

EXHIBIT 1

Princeton	Davis/Arthur	10/18/12	10/18/12	Do not believe car was used.
Huntington	Davis/Arthur	10/24/12	10/24/12	Specific purpose of trip not listed on calendar.
Logan	Ketchum/Davis /Arthur	11/1/12	11/1/12	Court Business
Wheeling Ohio County Courthouse	Davis/Arthur	4/25/13	4/25/13	Specific purpose of trip not listed on calendar.
Clay	Davis/Arthur	1/17/14	1/17/14	Specific purpose of trip not listed on calendar.
Boone	Davis/Arthur	4/7/14	4/7/14	LAWS program at courthouse
The Greenbrier	Davis/Arthur	7/17/14	7/24/14	CCJ/COSCA Conf. 7/20-7/22/2014* travel shows personal vehicle used. (See attached Exxon Mobil Statement) Scott Segal drove Robin Jean Davis. RJD returned to Charleston, WV with Pat Tillery.

RESERVATION CHART

EXHIBIT 1

The Greenbrier Courtroom #4 Kanawha County	Davis/Arthur	9/22/14	9/25/14	Plantz Hearing. Justice Davis did not attend the Plantz hearing. Arthur Angus transported Circuit Judges Wilkes, Miller and Sweeney to Courtroom #4 in Kanawha County.
Chapmanville Funeral Home, Teays Valley	Davis/Arthur	12/17/14	12/17/14	Funeral of Judge Spaulding
	Davis/Arthur	9/14/15	9/14/15	Do not believe car was used.
Cross Lanes Christian School	Davis/Arthur	11/9/15	11/9/15	School Function/ Judging
Monroe Co.	Ellis/Davis/ Lori P.	1/19/18	1/19/18	Robin Jean Davis was not on this trip. Reservation under the name Lori Paletta- Davis and Kim Ellis

City	State	NAME	VEHICLE	START TIME	END TIME	EXPLANATION
St Louis	MO	Steve Canterbury	Buick LaCrosse-Black	7/18/2012 0:00	7/30/2012 23:59	Annual Meeting of COSCA/CCJ
Huntington	WV	steve canterbury	Buick Lucerne-Mocha	8/15/2012 0:00	8/15/2012 23:59	County Com. Mtg/re: Magistrate Security
Martinsburg	WV	Steve Canterbury	Buick Lucerne-Mocha	8/23/2012 0:00	8/24/2012 23:59	Law Library Removal/Business Court remodeling
Charleston	WV	Steve	Buick Lucerne-Mocha	8/31/2012 0:00	8/31/2012 23:59	Community Corrections Subcom mtg
Huntington	WV	Steve	Buick Lucerne-Mocha	9/25/2012 0:00	9/25/2012 23:59	Magistrate space renovation mtg w/ County Com.
Marlinton	WV	Steve Canterbury	Buick Lucerne-Mocha	9/26/2012 0:00	9/26/2012 23:59	Mtg. with magistrates, county staff, re: magistrate space
Marlinton	WV	Steve	Buick Lucerne-Mocha	9/27/2012 8:00	9/27/2012 18:00	Mtg. with magistrates, circuit clerk -- space allocation
Martinsburg	WV	Steve	Buick Lucerne-Mocha	10/8/2012 6:00	10/10/2012 9:00	Business Court Grand Opening
Martinsburg	WV	Steve	Buick Lucerne-Mocha	10/15/2012 6:00	10/19/2012 9:00	Jefferson Drug Court mtg/Berkeley Drug Court mtg/Fed. Judge Gina Groh Investiture
Washington	DC	Steve Canterbury	Buick LaCrosse-Black	11/13/2012 0:00	11/16/2012 23:59	COSCA/NCSC** Meetings
Salem	WV	Steve	Buick LaCrosse-Black	12/17/2012 8:00	12/18/2012 18:00	Juv. Justice Reform Meeting
Harrisville	WV	Steve	Buick LaCrosse-Black	12/18/2012 0:00	12/19/2012 0:00	Ritchie County Com. re: inadequate Family Court space
Charleston	WV	Steve	Buick LaCrosse-Black	12/20/2012 0:00	12/20/2012 23:59	Kanawha County Courthouse for Justice McHugh's portrait unveiling
Blank		Steve	Buick LaCrosse-Black	2/8/2013 17:00	2/11/2013 10:00	Blank
Wayne	WV	steve	Buick LaCrosse-Black	3/8/2013 0:00	3/8/2013 23:59	Wayne County Judicial Annex meeting
Washington	DC	Steve	Buick LaCrosse-Black	3/12/2013 7:00	3/15/2013 18:00	Justice Center Meeting
Blank		Steve	Buick LaCrosse-Black	3/29/2013 9:00	4/5/2013 15:00	Blank
Charleston	WV	Steve	Buick LaCrosse-Black	5/20/2013 0:00	5/20/2013 23:59	Andrew Schneider mtg: LGBTQ rights in court
Charleston	WV	Steve	Buick LaCrosse-Black	6/27/2013 6:00	6/28/2013 11:00	LAAC*** Tech Meeting
Charleston	WV	Steve Canterbury	Buick Lucerne-Mocha	6/28/2013 0:00	6/28/2013 23:59	LAAC*** Tech Meeting
Burlington	VT	Steve	Buick LaCrosse-Black	7/23/2013 6:00	8/5/2013 18:00	Annual COSCA/CCJ Meeting
Wheeling	WV	steve	Buick LaCrosse-Black	8/11/2013 8:00	8/16/2013 19:00	Cir. Clerks Conf
Fairmont	WV	Steve	Buick LaCrosse-Black	8/27/2013 9:00	8/28/2013 18:00	Mtg. w/ Barb Core re: clerks and tech
Charleston	WV	Steve	Buick LaCrosse-Black	8/29/2013 0:00	8/29/2013 23:59	Gov's Com. on Crime, Delinquency, and Corrections
Baltimore	MD	Steve	Buick LaCrosse-Black	9/16/2013 7:00	9/20/2013 18:00	Presenter at NCSC Court Tech Conf.
Glade Springs	WV	Steve Canterbury	Buick LaCrosse-Black	9/26/2013 0:00	9/27/2013 23:59	Judicial Conference
Roanoke	WV	steve	Buick Lucerne-Mocha	10/1/2013 7:00	10/3/2013 18:00	Stonewall Resort -- Family Court Conference
Washington	DC	Steve	Buick LaCrosse-Black	11/18/2013 7:00	11/25/2013 10:00	COSCA/NCSC Meetings
Blank		Steve Canterbury	Buick Lucerne-Mocha	12/23/2013 20:00	12/24/2013 23:59	Blank
Charles Town	WV	Steve	Buick Lucerne-Mocha	12/26/2013 0:00	12/26/2013 23:59	Emergency meeting with Judge Yoder
Blank		Steve	Buick Lucerne-Mocha	12/27/2013 0:00	12/27/2013 23:59	Blank
Buchhamon	WV	Steve	Buick Lucerne-Mocha	12/30/2013 0:00	12/31/2013 23:59	Judge Keadle Retirement
Franklin	WV	Mr. "C"	Buick Lucerne-Mocha	1/5/2014 0:00	1/8/2014 23:59	Franklin for Family Court plan mtg.; Romney mtg. w/ Drug Court, Judge Parsons, Judge Carl
Princeton	WV	Steve Canterbury	Buick Lucerne-Mocha	2/6/2014 0:00	2/6/2014 23:59	Mtg. w/ former Magistrate Fowler and Ad. Counsel
Charleston	WV	Steve Canterbury	Buick Lucerne-Mocha	2/18/2014 0:00	2/18/2014 23:59	Mtg. re: Kanawha Family DV Court; staff
Charleston	WV	Steve	Buick Lucerne-Mocha	2/19/2014 0:00	2/19/2014 23:59	Bar Association re: Bar budget
Charleston	WV	Steve	Buick Lucerne-Mocha	2/20/2014 0:00	2/20/2014 23:59	Presentation at retirement of Mental Hygiene Com. Tom Hayes
Charleston	WV	Steve Canterbury	Buick Lucerne-Mocha	2/24/2014 0:00	2/24/2014 23:59	City Center East w/ Real Estate Agent and Owner's Rep
Charleston	WV	Steve	Buick Lucerne-Mocha	2/25/2014 0:00	2/25/2014 0:00	City Center East w/ Architect
Huntington	WV	Steve	Buick Lucerne-Mocha	2/26/2014 0:00	2/26/2014 0:00	Cabell Judge Chris Chiles' Investiture
Charleston	WV	Steve	Buick Lucerne-Mocha	2/27/2014 0:00	2/27/2014 0:00	City Center East mtg. w/ Justice Reinvestment Consultants
Parkersburg	WV	Steve	Buick Lucerne-Mocha	2/28/2014 0:00	2/28/2014 0:00	Judge J. D. Beane mtg. and lunch
Greenbrier	WV	Steve	Buick Lucerne-Mocha	4/8/2014 0:00	4/8/2014 23:59	White Sulphur Springs Prep. Mtg. for CCJ/COSCA Annual Meeting in WV
Blank		Steve	Buick Lucerne-Mocha	4/15/2014 9:00	4/18/2014 18:00	Blank
Louisville	KY	Steve Canterbury	Buick LaCrosse-Black	5/15/2014 0:00	5/16/2014 23:59	Opening of New CSG**** HQ
Philadelphia	PA	Steve	Buick LaCrosse-Black	5/27/2014 7:00	6/2/2014 18:00	Mid-Atlantic CCJ/COSCA Conf
Washington	DC	Steve	Buick LaCrosse-Black	6/11/2014 9:00	6/16/2014 10:00	Justice Center Mtg.

White Sulphur Springs	WV	Steve Canterbury	Buick LaCrosse-Black	6/30/2014 14:00	7/2/2014 14:00	Annual Mtg. Prep/walk through
Bridgeport	WV	Steve	Buick LaCrosse-Black	8/24/2014 7:00	8/25/2014 18:00	Juv. Justice Reform Mtg
Washington	DC	Steve	Buick LaCrosse-Black	9/9/2014 8:00	9/11/2014 19:00	Justice Center Mtg.
Blank		Steve Canterbury	Buick Lucerne-Mocha	9/23/2014 14:00	9/26/2014 17:00	Blank
Charleston	WV	Steve Canterbury	Dodge Caravan-Black	10/23/2014 0:00	10/23/2014 23:59	Mtg. w/ Tom Potts of Silling Associates re: Harrison Annex
Moundsville	WV	Steve Canterbury	Buick LaCrosse-Black	2/6/2015 0:00	2/6/2015 23:59	Mtg. w/ Marshall Judge Karl w/ Ad. Counsel
Washington	DC	Steve	Buick LaCrosse-Black	2/22/2015 17:00	2/26/2015 17:00	Justice Center "Stepping Up" Mental Health provision conf.
Monroe CO.	WV	Steve Canterbury	Buick LaCrosse-Black	4/15/2015 0:00	4/15/2015 23:59	Union mtg. with Monroe Judge Irons and County Comm. re: magistrate space
McDowell	WV	Steve Canterbury	Buick LaCrosse-Black	5/1/2015 0:00	5/1/2015 23:59	Welch Annual Law Day Presentation
Annapolis	WV	Steve	Buick LaCrosse-Black	5/12/2015 12:00	5/16/2015 18:00	CCJ/COSCA MidAtlantic Conf
Keyser	WV	Steve Canterbury	Buick LaCrosse-Black	5/22/2015 0:00	5/22/2015 23:59	Grand Opening Family Court
Eastern Panhandle	WV	Steve Canterbury	Buick LaCrosse-Black	7/1/2015 0:00	7/1/2015 23:59	Charles Town Juv. Drug Court mtg.
Washington	DC	Steve	Buick LaCrosse-Black	7/2/2015 0:00	7/3/2015 0:00	Justice Center
Blank		Steve	Buick LaCrosse-Black	8/12/2015 0:00	8/12/2015 23:59	Blank
Lexington	KY	Steve	Buick LaCrosse-Black	8/28/2015 13:00	8/31/2015 17:00	Justice Center Mtg. w/ CSG Staff
Flatwoods	WV	Steve	Buick LaCrosse-Black	10/28/2015 0:00	10/29/2015 23:59	Presenter/WVRJA S. Markle Retirement
Washington	DC	Steve Canterbury	Buick LaCrosse-Black	11/17/2015 10:00	11/23/2015 10:00	COSCA/NCSC Meetings
Fairmont	WV	Steve	Buick LaCrosse-Black	1/6/2016 0:00	1/6/2016 23:59	Investiture of Marion Judge Wilson
Keyser	WV	Steve Canterbury	Buick LaCrosse-Black	2/2/2016 0:00	2/2/2016 23:59	Investiture of Mineral Judge Courrier
Bluefield	WV	Steve	Buick LaCrosse-Black	2/3/2016 0:00	2/3/2016 23:59	Investiture of Fed. Magistrate Aboulhosn
Charleston	WV	Steve	Buick LaCrosse-Black	2/23/2016 0:00	2/23/2016 23:59	Mtg. with Andrew Schneider re: LGBTQ rights in court
Huntington	WV	Steve	Buick LaCrosse-Black	3/8/2016 0:00	3/8/2016 23:59	Robert Shell Center -- Juv. Justice Reform mtg.
Davidson	NC	Steve	Buick LaCrosse-Black	3/10/2016 16:00	3/11/2016 17:00	Intern program interviews and presentation
Fayetteville	WV	Steve	Buick LaCrosse-Black	3/15/2016 0:00	3/15/2016 23:59	Mtg. w/ Family Court re: adequate space
Clarksburg	WV	Steve Canterbury	Buick LaCrosse-Black	3/21/2016 9:00	3/21/2016 9:00	Investiture of Fed. Magistrate Aloj
Fayetteville	WV	Steve	Buick LaCrosse-Black	3/28/2016 13:00	3/28/2016 17:00	Mtg. w/ Circuit Clerk Kessler re: e-filing
Montgomery	WV	Steve	Buick LaCrosse-Black	3/29/2016 0:00	3/29/2016 0:00	Future of WV Tech/Foster Children
Blank		Steve	Buick LaCrosse-Black	3/31/2016 0:00	3/31/2016 23:59	Blank
Princeton	WV	Steve	Buick LaCrosse-Black	6/15/2016 0:00	6/15/2016 23:59	Investiture of Mercer Judge Wills
Greenbrier	WV	steve	Buick LaCrosse-Black	6/17/2016 0:00	6/17/2016 23:59	Lewisburg Investiture of Judge Dent
Spencer and Calhoun	WV	Steve Canterbury	Buick LaCrosse-Black	7/6/2016 0:00	7/6/2016 23:59	Mtg. w/ Judge-Elect Ashley

Completed List of State Car Use for Steve Canterbury

I have listed below each item in the spreadsheet provided by Denny Rhodes on March 26, 2018. If the item had a blank, I have entered "(Blank)" to indicate so, followed by what I have found through my personal calendars and/or scrapbook clippings to have been the destination. The purpose of going to each destination follows, and the line is completed by the dates as listed in the spreadsheet. Every line has been addressed.

If "(Blank)" is in bold, that indicates that I have been unable to determine where I went on that date. Alas, I have not been able to find all of the items in my own personal calendars. The blank dates could very well be in the more complete calendars kept by my two executive assistants, Ms. Mary Greene and Ms. Joan Mullins. All of my calendars should be on file in the Administrative Director's Office if you wish to check on those dates.

If you have any questions about any of this, please don't hesitate to contact me.

St. Louis – Annual Meeting of COSCA/CCJ* – 7/18/12 – 7/30/12

Huntington – County Com. Mtg/re: Magistrate Security – 8/15/12 -- 8/15/12

Martinsburg – Law Library removal/Business Court remodeling – 8/23/12 – 8/24/12

(Blank) – Charleston -- Community Corrections Subcom mtg -- 8/31/12 – 8/31/12

(Blank) – Huntington – Magistrate space renovation mtg with County Com. – 9/25/12 – 9/25/12

(Blank) – Marlinton – Mtg. with magistrates, county staff, re: magistrate space – 9/26/12

(Blank) – Marlinton – Mtg. with magistrates, circuit clerk – space allocation – 9/27/12

Martinsburg – Business Court Grand Opening – 10/8/12 – 10/10/12

Martinsburg – Jefferson Drug Court mtg/Berkeley Drug Court mtg/Fed. Judge Gina Groh Investiture –
10/15/12 - 10/19/12

(Blank) -- D.C. -- COSCA/NCSC** Meetings -- 11/13/12 -- 11/16/12

Charleston is incomplete as a destination for 12/17/12 -- 12/21/12

Salem -- Juv. Justice Reform Meeting -- 12/17/12 -- 12/18/12

Harrisville -- Ritchie County Com. re: inadequate Family Court space -- 12/18/12 -- 12/19/12

Charleston -- Kanawha County Courthouse for Justice McHugh's portrait unveiling -- 12/20/12

No explanation for 12/21/12 (except that Mr. Angus might have been on annual leave during December and the car wasn't properly checked in by Deputy Gundy until 12/21/12)

(Blank) -- 2/8/13 -- 2/11/13

(Blank) Wayne -- Wayne County Judicial Annex meeting -- 3/8/13 -- 3/8/13

(Blank) D.C. -- Justice Center Meeting -- 3/12/13 -- 3/15/13

(Blank) -- 3/29/13 -- 4/5/13

(Blank) -- Charleston -- Andrew Schneider mtg: LGBTQ rights in court -- 5/20/13

Steve's Interns -- not Canterbury himself! -- 6/12/13 -- 6/21/13

(Blank) -- Bronze Chevy was likely reserved for Interns in my name; it had been wrecked earlier in

June. I don't recall ever driving the bronze Chevy. In any case, no one was driving it on 6/19/13!

(Blank) -- Charleston (back and forth from Capitol) -- LAAC*** Tech Meeting -- 6/27/13 -- 6/28/13

Charleston -- (back and forth from Capitol) -- LAAC*** Tech Meeting -- 6/28/13 -- 6/28/13

Vermont -- Annual COSCA/CCJ Meeting (in Burlington) -- 7/23/13 -- 8/5/13

Cir. Clerks Conf. -- in Wheeling at Oglebay -- 8/11/13 -- 8/16/13

(Blank) -- Fairmont -- Mtg. w/ Barb Core re: clerks and tech -- 8/27/13 -- 8/28/13

Charleston -- Gov's Com. on Crime, Delinquency, and Corrections -- 8/29/13

Baltimore -- Presenter at NCSC Court Tech Conf. -- 9/16/13 -- 9/20/13

Glade Springs -- Judicial Conference -- 9/26/13 -- 9/27/13

(Blank) -- Stonewall Resort -- Family Court Conference -- 10/01/13 -- 10/03/13

(Blank) -- D.C. -- COSCA/NCSC Meetings -- 11/18/13 -- 11/25/13

(Blank) -- 12/23/13 -- 12/24/13

(Blank) -- Charles Town -- Emergency meeting with Judge Yoder -- 12/26/13 -- 12/26/13

(Blank) -- 12/27/13 -- 12/29/13

(Blank) -- Buchannon -- Judge Keadle Retirement -- 12/30/13 -- 12/31/13

(Blank) -- Franklin for Family Court plan mtg.; Romney mtg. w/ Drug Court, Judge Parsons, Judge Carl --
1/5/14 -- 1/8/14

Mercer -- Princeton mtg. w/ former Magistrate Fowler and Ad. Counsel -- 2/06/14 -- 2/06/14

(Blank) -- Charleston -- Mtg. re: Kanawha Family DV Court; staff -- 2/18/14

Northpark Charleston -- Bar Association re: Bar budget -- 2/19/14

Charleston -- Presentation at retirement of Mental Hygiene Com. Tom Hayes -- 2/20/14

(I have no idea why the car is listed as being turned in on 2/21/14, especially since that's
a Saturday. Perhaps there was an entry error.)

(Blank) -- Charleston -- City Center East w/ Real Estate Agent and Owner's Rep -- 2/24/14

Charleston -- City Center East w/ Architect -- 2/25/14

Huntington -- Cabell Judge Chris Chiles' Investiture -- 2/26/14

Charleston -- City Center East mtg. w/ Justice Reinvestment Consultants -- 2/27/14

Parkersburg -- Judge J. D. Beane mtg. and lunch -- 2/28/14

Greenbrier -- White Sulphur Springs Prep. Mtg. for CCJ/COSCA Annual Meeting in WV -- 4/8/14 -- 4/8/14

(Blank) -- 4/15/14 -- 4/18/14

(Blank) Louisville -- Opening of New CSG**** HQ -- 5/15/14 -- 5/16/14

(Blank) Philadelphia -- Mid-Atlantic CCJ/COSCA Conf. -- 5/27/14 -- 6/2/14

Wash D.C. -- Justice Center Mtg. -- 6/11/14 -- 6/16/14

Lewisburg -- Actually, White Sulphur Springs -- Annual Mtg. Prep/walk through -- 6/30/14 -- 7/02/14

Bridgeport -- Juv. Justice Reform Mtg. -- 8/24/14 -- 8/25/14

(Blank) -- D. C. -- Justice Center Mtg. -- 9/09/14 -- 9/11/14

(Blank) -- 9/23/14 -- 9/26/14

(Blank) -- Charleston -- Mtg. w/ Tom Potts of Silling Associates re: Harrison Annex -- 10/23/14 -- 10/23/14

Moundsville -- Mtg. w/ Marshall Judge Karl w/ Ad. Counsel -- 2/05/15 -- 2/06/15
(Blank) -- D.C. -- Justice Center "Stepping Up" Mental Health provision conf. -- 2/22/15 -- 2/26/15
Monroe Co. -- Union mtg. with Monroe Judge Irons and County Comm. re: magistrate space -- 4/15/15
McDowell -- Welch Annual Law Day Presentation -- 5/01/15 -- 5/01/15
(Blank) -- Annapolis, MD -- CCJ/COSCA MidAtlantic Conf -- 5/12/15 -- 5/16/15
Mineral -- Keyser -- Grand Opening Family Court -- 5/22/15 -- 5/22/15
Eastern Panhandle -- Charles Town Juv. Drug Court mtg. -- 7/01/15

D.C. -- Justice Center 7/2/15 -- 7/3/15

(Spreadsheet notes I returned car on 7/04/15, unlikely since that's a holiday.)

(Blank) -- 8/12/15 -- 8/12/15
(Blank) -- Lexington -- Justice Center Mtg. w/ CSG Staff -- 8/28/15 -- 8/31/15
(Blank) -- Flatwoods -- Presenter/WVRJA S. Markle Retirement -- 10/18/15 -- 10/19/15
Wash, D.C. -- COSCA/NCSC Meetings -- 11/17/15 -- 11/23/15
Fairmont -- Investiture of Marion Judge Wilson -- 1/06/16 -- 1/06/16
Mineral County -- Keyser -- Investiture of Mineral Judge Courrier -- 2/02/16 -- 2/02/16
(Blank) -- Bluefield -- Investiture of Fed. Magistrate Aboulhosn -- 2/03/16 -- 2/03/16
(Blank) -- Charleston -- Mtg. with Andrew Schnelder re: LGBTQ rights in court -- 2/23/16 -- 2/23/16
Huntington -- Robert Shell Center -- Juv. Justice Reform mtg. -- 3/08/16 -- 3/08/16
(Blank) -- Davidson, NC -- Intern program interviews and presentation -- 3/10/16 -- 3/11/16
(Blank) -- Fayetteville -- Mtg. w/ Family Court re: adequate space -- 3/15/16 -- 3/15/16
Clarksburg -- Investiture of Fed. Magistrate Aloi -- 3/21/16 -- 3/21/16
Montgomery -- Actually Fayetteville -- Mtg. w/ Circuit Clerk Kessler re: e-filing -- 3/28/16
Montgomery -- Future of WV Tech/Foster Children -- 3/29/16
(Blank) -- 3/31/16 -- 3/31/16
Princeton -- Investiture of Mercer Judge Wills -- 6/15/16 -- 6/15/16

Greenbrier – Lewisburg Investiture of Judge Dent – 6/17/16 – 6/17/16

Lewisburg – Investiture of Judge Dent – 6/17/16 – 6/17/16 (Accidental double entry from above)

Spencer and Calhoun Counties – Mtg. w/ Judge-Elect Ashley – 7/06/16 – 7/06/16

*COSCA = Conference of State Court Administrators; CCI = Conference of Chief Justices

**NCSC = National Center for State Courts

*** LAAC = Language Access Advisory Committee of COSCA/CC

****CSG = Council of State Governments

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

EXHIBIT

10

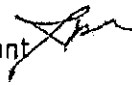
GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswwv.gov

MEMORANDUM

TO: Gary L. Johnson, Administrative Director

FROM: Joan Mullins, Executive Assistant 

DATE: February 16, 2018

SUBJECT: Office Calendars

I have been asked to provide the daily calendars from the previous Administrative Director as well as yourself. I checked my files and have the calendars for 2005-2012. The 2013-2016 calendars that were previously in my files are now missing. I do have the previous year, 2017 of yours.

STEVEN D. CANTERBURY

EXHIBIT

11

Justin

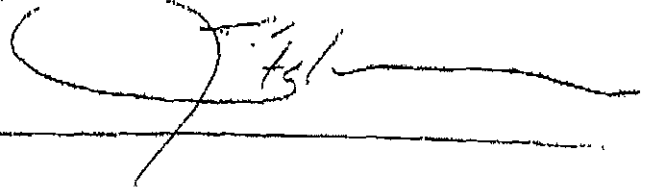
Thanks for meeting with me earlier today. I appreciate your work.

If you can add that "unlike Loughry" line, I'd appreciate it. Of course, you could always just strike the "like Loughry" allusions.

Here's the revised letter. ^{You already have copies of these} Could you make a copy for Aaron, please?

I have just placed in the mail the original and the check to Administrative Director Johnson. He should receive it no later than Monday.

Thanks



FAX (304) 347-4889

2 pp, including this one

STEVEN D. CANTERBURY

May 9, 2018

Mr. Gary Johnson
Administrative Director
West Virginia Supreme Court of Appeals
State Capitol
Building 1, Room E-100
Charleston, WV 25305

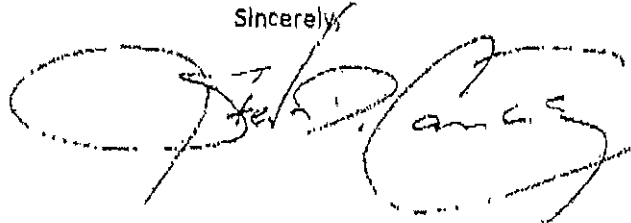
Dear Director Johnson,

On Wednesday, May 9, 2018, I learned from Legislative Post Audit Division Audit Manager Justin Robinson that I owe the State of West Virginia \$911.04 for overpayments in reimbursements for parts of several trips that will be outlined in the Division's upcoming report. I had made every attempt to prorate any personal expenses that were incurred on those trips so that there would not be such improper reimbursements; but I made several honest mistakes, errors that were not caught by the Administrative Office's Finance Division as the forms were processed.

Therefore, I have enclosed a check for \$911.04 to reimburse the state for those erroneous reimbursements to me between July 2010 and November 2016.

If you have any further questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven D. Canterbury", is written over a large, faint circular stamp or watermark.

Cc: Aaron Allred, Legislative Auditor/Manager, West Virginia Legislature

Justin Robinson, Audit Manager, Legislative Post Audit Division

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
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www.courtsww.gov

March 1, 2018

**SUBJECT: RESPONSE TO LEGISLATIVE AUDIT REQUESTS ON BEHALF OF THE
SUPREME COURT OF APPEALS OF WEST VIRGINIA**

Dear Mr. Rhodes:

Through this communication I respond on behalf of the Supreme Court of Appeals of West Virginia ("Court") to the following inquiries that the Legislative Audit Committee has submitted to my attention as a part of the Legislative Audit currently in process:

- January 5, 2018, Introductory Letter from Denny Rhodes to Judge Johnson (no response needed);
- January 17, 2018, Letter from Denny Rhodes to Lori Paletta-Davis regarding Opening Conference (see below);
- January 23, 2018, Entrance Conference Summary Document (no response needed);
- January 31, 2018, Email from Justin Robinson Requesting to Meet with Mr. Arthur Angus (see confirmation letters);
- February 12, 2018, Letter from Denny Rhodes to Lori Paletta-Davis regarding Justice Ketchum Check (see below);
- February 14, 2018, Letter from Denny Rhodes to Lori Paletta-Davis regarding Elizabeth Parsons (see below); and,
- February 28, 2018, Letter from Denny Rhodes to Judge Johnson regarding production of annual reports (see below).

Thank you for your patience in this process to date. If you have any questions whatsoever, please let me know.

January 17, 2018, Letter from Denny Rhodes to Lori Paletta-Davis.

1. Court policy or policies concerning the use of state vehicles by staff and Justices.
There is no Court policy concerning the use of vehicles by staff and/or Justices.
2. WEX billing invoices for July 6, 2016 and April 6, 2017 that are not available in wvOASIS.
Please find these two (2) documents attached.
3. State vehicle use logs or records maintained by the Court for Fiscal Years 2013 to the present.
Documents responsive to this request (Fiscal 2013 through February 2018) were previously submitted on February 22, 2018.

4. Any information concerning the Court's tax reporting for Justices' personal use of state vehicles, including any documented wage adjustments pursuant to IRS guidelines for reporting taxable fringe benefits due to elected officials being considered "control employees".
We have not located any records generated for any Court employees, including Justices, for the referenced audit time frame.
5. Any additional information concerning other wage adjustments due to staff or Justices receiving other taxable fringe benefits, such as employer provided lunches, as part of their employment with the Court.
We have not located any records generated for any Court employees, including Justices, for the referenced audit time frame.
6. Court policy or policies for documenting and reporting taxable fringe benefits provided to staff or Justices as part of their employment with the Court.
There is no policy.
7. The name and title of the individual(s) who are currently responsible, or were responsible, for the tracking and reporting of employer provided fringe benefits.
The Payroll/Human Resources/Personnel Division is responsible for generation of the proper tax reporting forms. Tammy Smith is presently the Payroll/Human Resources/Personnel Director.
8. Additionally, it has also been suggested that current Court policy for the use of state vehicles does not require, and may even exempt, Justices from providing reasoning for their use of state vehicles. If this is true, please explain how the Court can accurately report the use of state vehicles by Justices for tax purposes if the purpose of the vehicles' use is not provided to the Administrative Office of the Court.
As described above, there is no policy regulating the use of state cars by employees, including Justices. I am unable to explain the second portion of your question. NOTE: The employee Personnel Manual does include a small section that covers travel-related policy/procedure. This section is attached.

January 31, 2018, Email from Justin Robinson Requesting to Meet with Mr. Arthur Angus.

The requested meeting with Mr. Angus transpired. I am in receipt of the final summary of the meeting, which Mr. Angus had an opportunity to review and modify. The final summary is attached.

February 12, 2018, Letter from Denny Rhodes to Lori Paletta-Davis regarding Justice Ketchum Check in the amount of \$863.28.

I became aware during your session with Mr. Arthur Angus of a check that Justice Ketchum apparently had written for the sum of Eight Hundred Sixty Three Dollars and Twenty Eight Cents (\$863.28). I had no knowledge of this check or the corresponding note to Ms. Racer-Troy prior to that meeting. With reference to your inquiries regarding this check as detailed in your February 12, 2018, correspondence, I have no first-hand knowledge. Justice Ketchum has, however, provided to me a memorandum dated February 26, 2018, addressing the items of inquiry numbered 1 through 5 detailed in the February 12, 2018, correspondence. That memorandum from Justice Ketchum is attached.

1. through 5. See attached Memorandum from Justice Ketchum.
6. I attach the set of fuel card records spanning 2009 through 2016, which Justice Ketchum has described were the records that he used to make the referenced calculation. These fuel card records are attached.

February 14, 2018, Letter from Denny Rhodes to Lori Paletta-Davis regarding Elizabeth Parsons.

The meeting with Ms. Parsons that you requested was conducted on Friday, February 23, 2018. I am today in receipt of your summary report and will review it before the end of the week and talk with Ms. Parsons so that she can provide you with any thoughts that she might have on the content.

February 28, 2018, Letter from Denny Rhodes to Judge Gary Johnson regarding production of Annual reports and related items.

By email correspondence today, on behalf of Judge Johnson, I requested an extension of time to produce the requested annual report records, from this Friday, March 2, 2018, to next Friday, March 9, 2018.

I hope that you find the information provided here responsive to your requests. I am available for clarification and/or to produce supplemental information, as needed.

Additionally, I would like to reaffirm my request for any employee meeting requests to come through my office, and that I attend any such discussions. I look forward to hearing back from you in this regard.

Thank you for your time and consideration in this matter.



Lori J. Paletta-Davis, Esq.
Administrative Counsel
Supreme Court of Appeals of West Virginia
Building 1, Room E-100
1900 Kanawha Boulevard, East
Charleston, WV 25305
(304) 340-2911 Office
(304) 807-5049 Cell

WEST VIRGINIA LEGISLATIVE AUDITOR'S OFFICE
Post Audit Division

1900 Kanawha Blvd. East, Room W-329
Charleston, WV 25305-0610
(304) 347-4880



Denny Rhodes
Director

March 6, 2018

Sue Racer-Troy, Director
Division of Financial Management
WV Supreme Court of Appeals
Capitol Complex
1900 Kanawha Blvd., East
Building 1, Room E-100
Charleston, WV 25305-0830

Dear Ms. Racer-Troy:

Enclosed is the summary of our meeting on Monday, March 5, 2018. We would like you to review this document for accuracy and note any information we may have incorrect and clarify any statements we may have misunderstood. Please feel free to make note of any errors directly to the enclosed document and return it to us so that we may make the necessary corrections. We will then resubmit the document to you for final approval and signature. If there are no errors and this summary does accurately reflect our meeting, please send us a letter attesting to its accuracy, as well as a copy of the enclosed summary that is signed by you on the first page and initialed by you on each subsequent page.

Please provide your response by Thursday, March 8, 2018. We thank you again for meeting with us on short notice and for assisting us in our audit process. If you have any questions or concerns regarding this request, please feel free to contact Justin Robinson, Audit Manager. Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "Denny Rhodes".

Denny Rhodes

c. Lori J. Paletta-Davis, Esq., Administrative Counsel

Post Audit Meeting Summary

March 5, 2018 Meeting with Sue Racer-Troy, Director – Division of Financial Management

Meeting Attendees

Denny Rhodes, Director, Post Audit Division

Aaron Allred, Legislative Auditor

Justin Robinson, Audit Manager, Post Audit Division

Doren Burrell, Legislative Services Attorney

Sue Racer-Troy, Director of Division of Financial Management, WV Supreme Court of Appeals

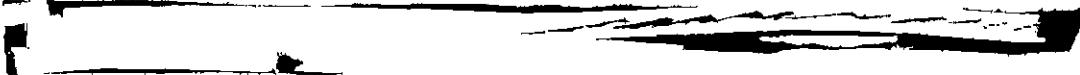
Lori Paletta-Davis, Administrative Counsel, WV Supreme Court of Appeals

Background

Ms. Racer-Troy has been employed since July 2012 with the WV Supreme Court of Appeals, preceded by Mr. Michael Proops as Director of the Division of Financial Management

Use of State-Owned Vehicles

- Ms. Racer-Troy informed Mr. Steve Canterbury that the commuting by Justice Ketchum in a state vehicle was a taxable event under the IRS Taxable Fringe Benefit Guidelines sometime soon after becoming aware of the commuting. Mr. Canterbury informed her that it was none of her business and not to treat it as taxable. Mr. Canterbury also frequently reminded Ms. Racer-Troy he could terminate her employment at any time for any reason. Ms. Troy felt some pressure due to this statement and in turn, allowed this to go on without being taxed per IRS rules.
- Some circuit judges used the US General Services Administration (GSA) rate over the \$0.15 rate allowed per W.Va. code.
- Circuit judges traveling from their primary place of work to a secondary place of work (county to county courts) are eligible.
- Ms. Racer-Troy confirmed that Justice Ketchum would use the \$0.15 reimbursement rate for general commuting but would charge the GSA rate for attending conferences.
- Ms. Racer-Troy was notified by Mr. Canterbury of the existence of a policy voted on by the Justices that would allow them to determine themselves what constituted business trips in state vehicles and how to report it sometime in August of 2016.
- Ms. Racer-Troy is uncertain if she made Gary Johnson aware of the taxable fringe benefits associated with the Justices' use of state owned vehicles when Mr. Canterbury was fired.
- The issue of the taxable fringe benefit was not addressed at all with Gary Johnson until the IRS audit.
- The Court did not directly inform the IRS of the commuting by Justice Ketchum.

- The primary focus of the IRS audit concerned the classification of some employees as contract employees. Ms. Racer-Troy stated to us during the meeting that she had told Mr. Canterbury that this treatment was improper prior to the IRS audit, but he repeatedly told her to stay out of it.
- Michael Proops did not inform Ms. Racer-Troy of any taxable fringe benefit issues concerning the Justices' use of state vehicles during his time as Director of the Division of Financial Management.
- There are no internal controls in place to ensure that the Justices did not double charge by receiving mileage reimbursement for the use of a state vehicle when getting travel settlements, other than the signed form.
- There is only one Personal Identification Number (PIN) assigned to all fuel cards for the entire Supreme Court vehicle fleet. There are also no other ways to identify specific instances of vehicle use by a particular individual outside of the reservation log, which is optional to Justices currently as they are not required to report their use.
- 
- Justice Ketchum did not seek the advice of or consult with Ms. Racer-Troy when determining the reimbursement check of \$843.28. Justice Ketchum gave Ms. Racer-Troy no explanation of what it was for or how he calculated other than the attached memo.
- Ms. Racer-Troy is aware of the IRS rules requiring a mileage log for vehicle use and the requirement that all miles be treated as personal miles and fully subject to the general valuation rule per IRS Publication 15-B, without relief from other valuation methods, where such a mileage log does not exist.
- Ms. Racer-Troy had no knowledge of Justice Loughry's possession of a desk, nor any knowledge of the fuel card analysis Former Justice Benjamin had conducted regarding Justice Loughry's personal use of a state vehicle.
- The court used the Fixed Asset Inventory Management system in WVFIMS, but from her inspection it appeared the Court had not updated or utilized it since 2010. Mr. Canterbury had informed her this was intentional because he did not want others knowing what the Court had. Since 2010, even IT inventory such as servers, routers, computers, etc. had not been recorded. The IT department of the court may have kept an internal record in an Access database.
- Two Buicks use and have maintained use of the On-Star navigation service.
- Mileage logs for vehicles are not kept in vehicles per best business practices.
- The Court had travel expense policies that were submitted to the State Auditor's Office. When the Justices revised their policy in August/September of 2016, the updated policy was also given to the State Auditor's Office.

- Ms. Racer-Troy was aware that Connie Toney, a secretary of the Court, was allowed to commute to work in a state vehicle. Ms. Racer-Troy was uncertain about the length of time she was allowed to do so but stated that Ms. Toney was afforded special treatment by Mr. Steve Canterbury during his time as Court Administrator.

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

EXHIBIT

14

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

March 8, 2018

Joint Committee

MAR 09 2018

Post Audit Committee

Mr. Denny Rhodes, Director
WV Legislative Auditor's Office
1900 Kanawha Blvd., East
Building 1, Room W-329
Charleston, WV 25305-0610

Dear Mr. Rhodes:

I have reviewed the summary notes from our meeting on Monday, March 5, 2018. There are a few items which I wish to clarify in the meeting notes:

1. *"Ms. Racer-Troy informed Mr. Steve Canterbury that the commuting by Justice Ketchum in a state vehicle was a taxable event under the IRS Taxable Fringe Benefit Guidelines sometime soon after being aware of the commuting. Mr. Canterbury informed her that it was none of her business and not to treat it as taxable. Mr. Canterbury also frequently reminded Ms. Racer-Troy he could terminate her employment at any time for any reason. Ms. Troy felt some pressure due to this statement and in turn, allowed this to go on without being taxed per IRS rules".*

This statement is not entirely accurate. Mr. Canterbury did tell me that it was *"none of my business"*. However, he did not tell me to *"not treat it as taxable"*. At that time, I had no involvement in payroll or the production or accuracy of employee W-2's. Human Resources/Payroll was a separate division which operated independently of Finance. I told Mr. Canterbury that commuting was taxable event because I knew that was an accurate statement. Whether or not it was reported on Justice Ketchum's W-2 was not known to me, since I did not produce or review any employee W-2's.

It is also not accurate that I *"allowed this to go on without being tax per IRS rules"*. Since Human Resources/Payroll group was an independent division, I had no power to require that the mileage be reported. It's simply not true that I allowed it to go on.

2. *"Some circuit judges used the US General Services Administration (GSA) rate over the \$0.15 rate allowed per W.Va.Code".*

This statement is true but requires clarification. The circuit judges who claimed the GSA rate did so when they were traveling between courthouses in different counties. Some circuit judges are in multi-county circuits and are required to travel between two or more courthouses. This would be allowed under the accountable plan as business travel from a primary work location to a secondary work location.

WV Code §6-7-5 allows reimbursement from a circuit judge's residence to the "place of holding any term of court in a county other than that of his residence". Circuit judges who claimed the GSA rate did not claim mileage from their place of residence. The GSA rate was used when they traveled between work locations. A copy of the code is attached.

3. *"Ms. Racer-Troy confirmed that Justice Ketchum would use the \$0.15 reimbursement rate for general commuting but would charge the GSA rate for attending conferences".*

This statement is true but I wish to clarify why different rates were claimed. WV Code §6-7-5 allows for commuting reimbursement for justices and circuit court judges when holding court. Justice Ketchum claimed the commuting reimbursement when traveling to Charleston for court.

When Justice Ketchum traveled for conferences or other engagements, he claimed the GSA rate. In my opinion, this is proper since the travel is not related to holding court, as described in WV Code §6-7-5. See attached memorandum from Sara Thompson which addresses the mileage reimbursement for the fall 2017 Circuit Judge's Education conference.

4. *"The Court did not directly inform the IRS of the commuting by Justice Ketchum".*

Since I did not have any involvement in the production or review of employee W-2's, I cannot verify that statement. The Director of Human Resources would be able to verify what was reported on Justice Ketchum's W-2's.

5. *"The court used the Fixed Asset Inventory Management system in WVFIMS, but from her inspection it appears that the Court had not updated or utilized it since 2010. Mr. Canterbury had informed her this was intentional because he did not want others knowing the Court had. Since 2010, even IT inventory such as server, routers, computers, etc. had*

not been recorded. The IT department of the court may have kept an internal record in an Access database”.

After returning to the office on Monday afternoon, I reviewed the fixed assets in FIMS. The last acquisition date for technology equipment (servers, routers, computers, etc.) is 07/09/2010. No technology equipment was added after that date. The last acquisition date for vehicles is 09/24/2013. No vehicles were added after that date.

“Mr. Canterbury had informed her this was intentional because he did not want others knowing the Court had”. I don't recall that Mr. Canterbury told me this specifically related to the fixed asset inventory. He often referred to being an third branch of government and the independence that came with that. I felt that best practices were not always followed due to wanting to exercise independence. Keeping fixed asset records in a separate internal database is, in my opinion, not a best practice.

6. *“Ms. Racer-Troy was aware that Connie Toney, a secretary of the Court, was allowed to commute to work in a state vehicle. Ms. Racer-Troy was uncertain about the length of time she was allowed to do so but stated that Ms. Toney was afforded special treatment by Mr. Steve Canterbury during his time as Court Administrator.”*

This statement is not entirely accurate. I heard other employees in the breakroom discussing Ms. Toney and her use of a state vehicle. Apparently someone in the group had observed her getting out of a state vehicle one morning and believed that she driven the vehicle to work. She had no work-related reason to have the vehicle so there was a discussion of why she was allowed to use the vehicle. I had no firsthand knowledge of Ms. Toney using a state vehicle. My only knowledge of this was “gossip” that I heard in the breakroom.

Sincerely,



Sue Racer-Troy, Chief Financial Officer

ADVISORY OPINION NO. 2012-52**Issued On February 7 10, 2013 By The****WEST VIRGINIA ETHICS COMMISSION****OPINION SOUGHT**

A **Municipal Public Servant** asks under what circumstances, if any, a municipality may permit its officials and/or employees to use public equipment for personal purposes.

FACTS RELIED UPON BY THE COMMISSION

The Requester is a municipal police chief and has been employed in that capacity for many years. According to the Requester, during his tenure, the City had an unwritten practice of allowing employees to use City equipment for personal purposes, without charge. The practice evidently did not, however, permit the use of City equipment for commercial purposes.

In addition to the unwritten practice, the City has had in place a written rule concerning the use of City resources. The Requester states that he and members of the City's governing body were unaware of the existence of the Ordinance until recently. Specifically, the Ordinance reads, in pertinent part:

[N]o municipal officer or employee shall use or authorize the use of municipal time, facilities, equipment or supplies for private gain or advantage to himself [sic] or any other person or group; provided however, that this prohibition shall not apply where Council has authorized the use of such time, facilities, equipment or supplies and the Municipality is paid at such rates as are normally charged by private sources for comparable items.

As a supplement to the Ordinance, the City has adopted a price list setting forth the hourly rate for the use of the City's equipment. Those rates are significantly lower than private commercial rates. For example, the City charges an hourly rate for the use of equipment and an additional \$12/hour charge for a City employee to operate the equipment. By contrast, the nearest private businesses charge a minimum daily rate to rent equipment.

CODE PROVISIONS AND LEGISLATIVE RULE RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-2-5(b) reads in relevant part:

A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person.

...

The performance of usual and customary duties associated with the office or position or the advancement of public policy goals or constituent

services, without compensation, does not constitute the use of prestige of office for private gain.

Title 158, Series 6, Section 5. Use or Removal of Government "Property" reads:

5.1 Removal – Public officials and public employees shall not remove government property from the work-place for their private benefit.

5.2. Improper Use – Public officials and public employees shall not use government property for personal projects or activities that result in private gain. This subsection does not apply to the de minimis use of government property.

ADVISORY OPINION

In establishing the Ethics Act, the Legislature sought to create a code of ethics to guide public officials and employees in their public service. The expressed goal was to assist public servants in avoiding conflicts between their public service and any outside personal interests. W. Va. Code § 6B-1-2(d).

The Ethics Commission takes administrative notice that there appears to be a common misconception among local governments officials and employees. They believe that they are permitted to use public equipment for personal purposes as long as: they use it for purely personal, not commercial reasons; and their use of such equipment does not interfere with the government's need to use such equipment, e.g. on weekends.

The private gain provision of the Ethics Act, however, is not limited to commercial use. Instead, if an individual derives a benefit from the use of public equipment, that constitutes private gain. Even if an individual's use does not result in a cost to the government, still the individual benefited from the use of public equipment. Absent access to the use of public equipment, the individual would have incurred the expense of renting or purchasing the equipment. See Advisory Opinion 2010-18. (Municipal public servants' private use of Sam's card obtained as a complement to the City's Sam's Club membership prohibited even when no additional cost to City).

Generally, when public servants avail themselves of public resources not available similarly to the general public, this constitutes private gain. In some instances limited use of public resources by public employees constitutes a permissible fringe benefit. For example, in Advisory Opinion 2008-07, the Commission ruled that municipal employees (but not elected or appointed officials) were permitted limited free use of municipal pool, so long as they did not interfere with the public's use and enjoyment, or cause the municipality to lose money. Similarly, in a companion ruling, Advisory Opinion 2008-05, the Ethics Commission authorized County Parks Commission employees (but not appointed members of the board thereof) limited free or discounted use of the golf course and recreational facilities under certain conditions.

The Commission must determine whether a municipality may permissibly extend the use of public equipment as a fringe benefit. In considering whether a fringe benefit would create an impermissible use of public office for private gain, the Commission has looked to the benefit conferred on the employee, whether there is a rational basis for the decision, and the cost to be borne by the governmental entity in providing the benefit. The analysis herein is limited to the use of public equipment, not hand tools. The Commission recognizes the difference in value between the use of a backhoe and a hammer or screwdriver.

After discussion, the Ethics Commission tabled this opinion at its February 7, 2013 meeting. Thereafter, staff sought comments from various governing bodies to determine their thoughts on the questions posed, and to ascertain their present practices. In response, the Commission received numerous comments with a variety of opinions. For example, many expressed concerns about liability, while others mentioned wear and tear on the equipment and questioned who would be responsible for the cost of repairs if damage resulted from a non-public use of equipment. Others were concerned about the different treatment between use by employees when the general public is prohibited from using the equipment. Another commenter pointed out that employee use of the equipment may constitute a taxable fringe benefit. The commenters were unanimous, however, in opposing the adoption of any policy permitting use of public equipment for any non-public purpose. Potentially, a governing body may bear an inordinate cost by providing such a fringe benefit if an employee using public equipment: is in an accident and injures her/himself or another person; damages the property of another; or damages the equipment beyond repair.

The City's Ordinance provides for employees' use of equipment for personal – not commercial – purposes at competitive rates. This provides a convenience to employees permitting them to obtain the use of equipment without having to travel. Nonetheless, the Commission hereby finds that any benefit to public employees is far outweighed by the cost to the governing body. Therefore a governing body may **not** permit the use of public equipment by public employees except for public purposes.¹

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code § 6B-1-1, *et seq.*, and does not purport to interpret other laws or rules. In accordance with W. Va. Code § 6B-2-3, this opinion has precedential effect and may be relied upon in good faith by other public agencies unless and until it is amended or revoked, or the law is changed.

s/s R. Kemp Morton, Chairperson
R. Kemp Morton, III, Chairperson

¹ Additionally, elected or appointed members of a governing body are similarly prohibited from using public equipment. To permit their use of public equipment would unlawfully confer additional compensation to them. See, e.g. Advisory Opinion 2009-02 (may not extend County wellness program to elected officials); Advisory Opinion 2010-08 (may not extend current term of office); and Contract Exemption 2009-01 (Mayor may not be employed as Police Chief, Head of the Street Department, and/or Assistant Fire Chief).

ADC REPORTING REQUIREMENTS*Effective July 1, 2016***A. Monthly Progress Reports**

1. An electronic monthly progress report (MPR) is due to be submitted via the West Virginia Offender Case Management System (WVOCMS) by 4:00 PM on the 10th day of month following the reporting period. Example: July monthly report is due on August 10. The deployment of an OCMS-based monthly reporting form has been in effect since July 1, 2015.

The reports section of the login screen has a button for "ADC monthly report" and each month the Adult Drug Court Probation Officer (ADCPO) will add a new report that summarizes the program data previously submitted on the written MPR. The Division of Probation Services (DPS) will access the submitted information on the 10th day of the month through the WVOCMS. The report will pull data directly from the system and it will only work properly if each program's data is kept up to date in the system. The ADCPO is responsible for submitting the monthly progress reports.

2. Minutes/notes must be recorded for the quarterly Local Advisory Committee (LAC) meetings and must be submitted for each meeting. The meeting notes/minutes are to be submitted via email to the Deputy Director by the 10th day of the next calendar month in which the LAC meeting occurs.

NOTE: If the 10th day of the month falls on a weekend or a holiday, the report will be due the last business day before the 10th day of the month. Example: If a state holiday falls on a Monday, the 10th day of the month – then the monthly report is due by 4:00 PM on the Friday before the Holiday.

B. Financial Accounting

1. Monthly Invoicing for Services:
 - a) All local programs must have an approved Memorandum of Understanding (MOU) in place with a Qualified Service Provider (QSP) before any billing can be submitted to the Administrative Office (AO).
 - b) A monthly master invoice signed by the ADCPO and the QSP Director must be submitted (scanned and emailed) to the Drug Court Development and Training Coordinator and copied to the Deputy Director for Drug Courts by 4:00 PM on the 10th day of each month. A copy of the current MOU must also be sent each month with the monthly master invoice. *A sample invoice will be provided by the Division of Probation Services.*

NOTE: All backup documentation of the services provided should be reviewed and maintained at the local drug court level by the ADCPO and the QSP. The invoice must be signed by the adult drug court probation officer and the director of the

entity being paid pursuant to the MOU. In the event of an audit, it is those two signatories who will be responsible for producing any required documentation for review by an auditor.

- c) The master invoice must have all fields completed with accurate information, including: Name and mailing address of the drug court; date the invoice was completed; invoice number; project number (*assigned and provided*); county org number (*assigned and provided*), name of the qualified service provider (*named in the MOU*), the billing month and year, a description of all services being billed, name of the payee (who the check will be payable to), the Federal Employer Identification Number (FEIN) for the payee, mailing address of the payee, and signatures of both the ADCPO and the QSP director.
 - d) All invoices must have an invoice number and follow this format: 3 characters to identify the program (ADC), two digits to identify the billing month (i.e. 07), and 4 digits to indicate the billing year (i.e. 2016). Therefore, the invoice for July 2016 would be numbered ADC-07-2016.
 - e) The Adult Drug Court Project number is 12302. This should be on every QSP invoice submitted.
 - f) Each county has its own assigned county organization number (Co. Org#). A list will be provided to all ADCPOs. The Co. Org # for the headquarter county of the ADCPO is to be used for the monthly billing invoice for services. *A list of County Org numbers will be provided by the Division of Probation Services.*
 - g) Each individual service billed must be listed under the DESCRIPTION column of the invoice. The NUMBER, HOURS, RATE, and AMOUNT columns must also be completed and must not exceed the amounts approved in the local fiscal year budget and local MOU.
 - h) List the agency that will receive the payment. This agency is required to have a FEIN. Provide the FEIN and the mailing address for the payee agency. The payee will most often be either the local QSP or a county commission serving as the fiscal agent for the local DRC.
2. Monthly invoices for case managers who are independent contractors (not employed/contracted through the QSP):
- a) An approved memorandum of understanding (MOU) must be in place for the independent contracted case manager before any billing can be submitted. A monthly invoice signed by the ADCPO and the case manager must be submitted (scanned and emailed) to the Deputy Director for Drug Courts by the 10th day of each month. A copy of the current MOU must also be sent each month with the monthly invoice.
 - b) Invoices must have an invoice number, a project number (12302) and a county organization number (Co. Org#) which is assigned for each county.

The Co. Org # for the headquarter county of the ADCPO is to be used for the monthly billing invoice for services. The case management service billed must be listed under the DESCRIPTION column of the invoice. The NUMBER, HOURS, RATE, and AMOUNT columns must also be completed and must not exceed the amounts approved in the local annual budget and local MOU.

NOTE: Effective July 1, 2016, the hiring of a case manager as an independent contractor is NO LONGER an option. All newly hired/contracted drug court case managers must be hired through the QSP and possess a relevant master's or bachelor's degree involving coursework equivalent to a major whose subject matter is directly applicable to probation work and/or behavioral health services (counseling/psychology, criminal justice, social work, board of regents with a human services specialization, recreational therapy, political science, nursing, sociology/criminology, teacher education, or behavioral health, etc.) Candidates must have a valid driver's license and reliable transportation and must pass a NCIC/CIB background check and a drug screen. *A copy of the new targeted case manager job description is provided by DPS.*

3. Monthly Financial Reconciliation Report

- a) The purpose of the monthly financial reconciliation (MFR) is to report on balances of income and expenditures in a program's fundraising/donations account. This section does not pertain to the drug court participant fees account which is covered in in the Monthly Drug Court Fee Remittance section of this document. Each month's data must be entered on the corresponding monthly worksheet (tabs at the bottom of the form). Monthly, each ADCPO must complete and submit either the MFR form or an account statement(s) covering the same reporting month. (NOTE: review the instructions for the MFR to see which elements must be present if the ADCPO is submitting a statement instead of the MFR). The MFR or statement must be submitted even if no account activity occurs during the month. Detailed instructions for completing the MFR will be included with the form when it is sent out at the beginning of each fiscal year. The Court does not need a report on how these funds are spent, but does require a monthly balance of the account. The MFR must be submitted (scanned and emailed) to the Deputy Director for Drug Courts by the 10th day of each month. **NOTE:** Supreme Court employees must not collect any money or manage any financial accounts, including donations.

4. Monthly Drug Court Fee Remittance

- a) Participant drug court fees are to be used to pay for incentives, supplies, graduation ceremonies, participant meals & snacks, and other costs associated with the participants' treatment and activities so long as the expenditures directly benefit the drug court participants.
- b) Local advisory committees set the local drug court fees for each ADC; however, participants cannot be required to pay more than \$100.00 in drug court fees in Phase I of adult drug court program, and cannot be required to pay more than \$700.00 in total in adult drug court fees.

- c) Drug court fees paid by the participants shall not be paid to or collected by the adult drug court judge or adult drug court probation officer. The ADC may make arrangements to have fees paid to the county clerk, circuit clerk, or other appropriate agency designated by the drug court judge/advisory board. The local ADC board is responsible for designating the entity which collect the drug court fees for their program and which will be responsible for the monthly remittance of the drug court fee funds to the Administrative Office of the Court.
- d) The designated drug court fee collection/remittance entity is responsible for collecting the fees for the ADC program and is required to remit all fees collected to the Supreme Court's Division of Financial Management on a monthly basis, no later than the 10th day of the following calendar month. The Financial Management Division will deposit each monthly remittance into the specific paying ADC program's account. *For example, if Cabell Co. ADC remits a check for \$1,000 in drug court fee collections for the month of July, then that \$1,000 will be allocated specifically to the Cabell Co. ADC program in the accounting system.*
- e) A check payable to "The State of West Virginia" must be sent directly to Sue Troy, Director, Division of Financial Management, Supreme Court of Appeals of West Virginia, Administrative Office of the Courts, 1900 Kanawha Boulevard East, Building 1 Room E-100, Charleston, WV 25305. Please note on the memo line of the check that this constitutes ADC Fees with an identification of the specific ADC program, e.g., "ADC Fees for Kanawha County ADC."
- f) All purchases made for the adult drug court with the participant drug court fees must be paid with a State P-card. The ADC purchases using the drug court fee collections will be the responsibility of the probation office P-card holder. Each of the probation P-card holders will get an increase of \$1,000 per month on their monthly purchasing limit that is specifically allocated only to the adult drug court. The P-card holders will use ADC Project # 2411 and their assigned county Org# on their P-card logs for all ADC incentive purchases. The monthly p-card log and corresponding receipts will be due by the 10th day of the month following the reporting period (i.e. July purchases need to be submitted by August 10). Submit the log and receipts via email to both * PCard@courtswv.gov and to Lora.Maynard@courtswv.gov. NOTE: New programs must ensure they have funds in their designated accounts prior to any purchases.

5. Travel and Training Expenses:

- a. Monthly travel expense account forms for the ADCPO must be submitted (scanned and emailed) to the Deputy Director for Drug Courts for processing and payment. The form must be signed by the ADCPO and a local supervising authority before submission to the AO. Project # 12302 and the local Co. Org # should be noted on the top of the form.
- b. In-state and/or out-of-state training requires pre-approval by Deputy Director for Drug Courts. A detailed request must be sent in writing using an Application for Education Benefits form (found on the court website) and attaching an agenda/description of the specific training.

NOTE:

- Travel Expense Form can be found on the WVSCA website at:
<https://intranet.courtswv.gov/forms/ACGeneral/TravelExpenseForm.pdf>
- State Travel Regulations can be found at:
<http://www.state.wv.us/admin/purchase/travel/TravelRule.pdf>
- Per Diem Rates can be found at: <http://www.gsa.gov/portal/category/100000>

6. Equipment Purchases:

- a) The AO will purchase laptops and cell phones for each ADCPO. In the event, the ADCPO chooses to use their personal cell phone in lieu of a Court issued cell phone, a monthly reimbursement of \$29.99 may be approved. The cell phone number must be provided to the Deputy Director of Drug Courts. The ADCPO must complete an Employee Reimbursement Form (not the travel expense sheet) and provide a copy of the first page of each monthly bill attached to the reimbursement request form. The form and the back-up documentation should be sent to the Deputy Director of Drug Courts via email. The aforementioned form is provided on the Court's website.
- b) Some items such as the PBT and some printer/scanner combos require the completion of a Property Purchase Order form that must be signed by the ADC Judge or the Chief Circuit Court Judge. This form is to be properly completed (sent via email) to the Deputy Director for Drug Courts for approval and submission to the IT department. The IT department will not process the request without approval from the Division of Probation Services. The form can be found on the Court's website.
- c) Only the items specified in the local program's fiscal year budget is approved for purchase and is limited to the amount approved. Invoices and/or receipts must be sent to the Drug Court Development and Training Coordinator for processing and payment. Project # 12302 and the local Co. Org # should be noted on the top of the invoice/receipt.

NOTE: If equipment is purchased on the P-card make sure the county's P-card Log indicates Project # 12302 and the Co Org# beside any drug court purchase to ensure proper coding and payment at the state level. The P-card Log process continues as normal by the P-card holder.

7. Drug Testing

- a) ADC's have separate drug testing accounts set up with Alere Toxicology (12-panel urinalysis, and the Oral Intercept devices, and all GC/MS confirmations - EXCEPT EtG), Redwood Toxicology Services (13-panel 1-cup, EtG lab, and suboxone dips), and Intrinsic Interventions (K2, tramadol, fentanyl dips). ADC drug testing supplies are to be used for ADC participants only. The monthly master bill will be sent directly to the Deputy Director of Drug Courts for review and approval. After

approval the bill will be forwarded to the Accounting Dept, for appropriate coding and payment.

- b) The Deputy Director for Drug Courts is responsible for setting up the drug court drug testing accounts for each drug court program with each vendor. The Chief PO shall notify the Deputy Director of the name, physical address, mailing address, office phone number, office fax number, and email address of the new ADCPO as soon as possible so the Deputy Director can notify the vendor and begin the process. This must be done with all new hires whether it is the implementation of a new program or the hiring of a new officer in an existing program. In addition, the Deputy Director needs to be notified immediately when an ADCPO leaves the position so the account's primary contact can be changed until the time a new ADCPO is hired.

8. Other Expenses

- a) Only the items specified in the "other" category of the local program's fiscal year budget is approved for purchase and is limited to the amount approved. Invoices and/or receipts must be sent to the Drug Court Development and Training Coordinator for processing and payment. Project # 12302 and the local Co. Org # should be noted on the top of the invoice/receipt.

NOTE: If items are purchased on the P-card, make sure the county's P-card Log indicates Project # 12302 and the Co Org# beside any Drug Court purchase to ensure proper coding and payment at the state level. The P-card Log process continues as normal by the P-card holder. The Division of Probation Services does not receive this information.

D. Other Periodic Reporting:

1. Drug Court Meetings/Training

- a. ADCPOs are required to attend the statewide drug court conferences (usually held in every other year (i.e., 2014, 2016, etc.)
- b. During the years without a drug court conference, ADCPOs may be required to attend a state-wide networking meeting and may also be required to complete a written periodic report and provide oral presentations on the results of the report to meeting participants. A hard copy of the report will be filed in the individual ADC program files at the Division of Probation Services.
- c. In addition, there may be periodic drug court specific training workshops, technical assistance training events, and/or statewide program evaluation meetings held that will require participation from the ADCPOs. Notification from the Division of Probation Services will be provided to the ADCPOs on such events/opportunities.

2. On-site Visits

- a. Court staff will conduct at least one on-site/closed-circuit conferencing review visit to each program during a fiscal year. Visits will be more frequent for programs in the development stage. Court staff will review the progress of the local program and the work of the ADCPO and will observe a staffing meeting, a P&E team meeting, and drug court proceeding. ADCPOs may be required to complete a written periodic report and orally present the results of the report during the site visit. A hard copy of the report will be filed at the Division of Probation Services.

3. New Hires/Staffing Changes

- a. When a new ADCPO is hired or a staffing change is made in the ADCPO position, the Chief PO must notify the Deputy Director as soon as possible so necessary steps can be made regarding access to drug court specific systems (i.e. Court email, OCMS, drug testing accounts, etc.) All ADCPO's require an email account request form and OCMS account form to be completed and submitted to the Deputy Director for Drug Courts before the Court's IT department will consider any requests for new accounts. These forms will be provided upon request to the Deputy Director for Drug Courts.
- b. Drug court case managers (SCAWV approved) may be issued a Court email account and given access to the Drug Court Tab of the OCMS with permission from the Deputy Director for Drug Courts. The ADCPO or the Chief PO will be required to complete a request forms as mentioned above in part a. The ADCPO or the Chief PO must notify the Deputy Director of Drug Courts immediately when a case manager resigns or is terminated from the position. The Deputy Director will disable all Court related accounts to which the case manager has access (such as email account, database account, etc.) as soon as possible.
THIS IS VERY IMPORTANT!

E. WV Offender Case Management System

1. The ADCPO is responsible for ensuring that all necessary information is input into the appropriate database in a timely manner. The database used by West Virginia's ADC system are essential for case management. They are also the best means for providing an easily-accessible source for case information both within the ADC program and between the ADC program and the DPS. The databases are also able to quickly prepare many mandatory reports.
2. ADC-related databases will provide the DPS with information that will be used to evaluate ADC programs. Databases are the simplest and most cost-effective means of collection and analysis of the necessary information. The sound evaluation of ADC programs is essential to report to the legislature and support efforts to seek grant funding.
3. The proper use of databases will also help to ensure continuity and consistency in and among ADC programs. The information is maintained in a way that is consistent among successive ADCPOs, and in a way that is consistent among various ADC programs.

WEST VIRGINIA LEGISLATIVE AUDITOR'S OFFICE
Post Audit Division

1900 Kanawha Blvd. East, Room W-329
Charleston, WV 25305-0610
(304) 347-4880



Denny Rhodes
Director

March 14, 2018

Gary Johnson, Administrative Director
WV Supreme Court of Appeals
Capitol Complex
1900 Kanawha Blvd., East
Bldg. 1, Room E-100
Charleston, WV 25305-0830

Dear Judge Johnson:

An examination of State Purchasing Card records shows repeated purchases of gift cards of varying denominations allegedly used by the Drug Courts. The State Auditor's Purchasing Card Policies and Procedures Manual Section 6.4, Usage Restriction states in part:

"...The P-card may be used for the purchase of gift cards, where authorized by applicable laws, rules and regulations, or other governing instrument, only upon prior approval of the transaction by the State Auditor's Office P-Card Division. Gift card purchase are not to be made until after prior approval has been received." [Emphasis Added]

It is our understanding this permission has not been granted to the West Virginia Supreme Court of Appeals or its employees. **Until this permission can be obtained, it is our recommendation that the purchase of gifts cards using the State Purchasing Cards issued to all employees under the purview of the Supreme Court cease.**

Pursuant to West Virginia Code §4-2-5, documentation of any authorization granted by the State Auditor's Office to use the State Purchasing Cards for the purchase of gift cards should be sent to us upon receipt of this correspondence. Additionally, we advise that you inform all employees issued State Purchasing Cards to cease the purchase of gift cards until such authorization is granted. We ask that you provide copies of any communications sent to staff notifying them to cease the use of the State Purchasing Cards to purchase gift cards when such communication is made. This issue will be presented to the Post Audits Subcommittee in a future

audit report. Should you have any questions, please feel free to contact Justin Robinson, Audit Manager.

Sincerely,


Denny Rhodes

cc: Justices of the WV Supreme Court of Appeals

**Post Audit
Meeting Summary
Angela King, Adult Drug Court Probation Officer
Stephanie Bond, Probation Services Director
April 27, 2018**

Meeting Attendees:

Justin Robinson, Audit Manager, Post Audit Division
Adam Fridley, Audit Manager, Post Audit Division
Melissa Bishop, Assistant Director, Post Audit Division
Judith Strawderman, Auditor, Post Audit Division
Christian Baumgarner, Auditor, Post Audit Division
Sarah Warden Auditor, Post Audit Division

Angela King, Adult Drug Court Probation Office, Kanawha County Drug Court
Stephanie Bond, Probation Services Director, Probation Services Division West Virginia
Supreme Court of Appeals
Sue Racer-Troy, Director of Division of Financial Management, WV Supreme Court of Appeals
Lori Paletta-Davis, Administrative Counsel, WV Supreme Court of Appeals

Background:

Angela King has worked as an Adult Probation Officer for the past 7 years. She started her current position with the Adult Drug Court 3 years ago. She coordinates the drug court program in Kanawha County which included screening, budgeting, supervision of offenders, and monitoring case management. She answers to Judge Jennifer Bailey. In her position, she is on call 24 hours a day, 365 days a year.

Stephanie Bond has been employed by the Probation Services Division of the WV Supreme Court of Appeals, since July 24, 2017. She oversees the Drug Court Program for the State of West Virginia.

Kanawha County Drug Court Program:

- The program started in 2009 and has had approximately 120 participants graduate.
- There are currently 27 participants with a capacity of 50. The normal range is between 20-45 participants.
- Ms. King and Ms. Bond were unable to provide an estimate of the total number of participants over the years.
- The use of gift cards was part of the Kanawha County Program when Ms. King started with the court.
- Ms. King is on state time when she acquires or purchases incentive items for Kanawha County.
- The use of gift cards, especially the large denomination Visa/ MC cards is for convenience and planning.

- Due to the \$1000 per month limitation on fund availability, the purchasing of the gift cards allows for setting aside funds for months when a high expenditure is anticipated: graduations, outings, Christmas, etc.
- The maximum dollar amount for VISA/MC or fuel cards that go directly to the participants is typically \$100. Any amount over \$100 is being used to purchase incentives, food for programs, other items necessary for the drug court outside of the purview of regular supplies.
- Higher denomination VISA/MC are seen as a convenience because the secretaries do not have time to go out and purchase everything and reimbursement process is more complicated

State Drug Court Program:

- The Drug Court Program is a diversion program designed to give people a reason to stay clean. The incentive portion of the program is based on the principle of rewarding good behavior. The incentive program for each drug court varies. All counties have access to a drug court, but not all counties have an individual court. Some counties are under a regional court.
- The funds for the Adult Drug Court incentives are provided from the drug court entry fees. Each court sets its own fees with the maximum fee being \$800. Each participant within a given jurisdiction pays the same fee.
- The fees are collected by the appropriate circuit clerk's office, which then forwards them to the West Virginia Supreme Court of Appeals at the end of the month.
- If a participant is unable to pay the actual cash to participate in the program they can work off their fee through things such as community service or volunteer service. The purpose of the fee is so the participant has a vested interest in participating in the program.
- Each court used to maintain control over their funds. In July or August 2015 all funds were moved to central accounting through the WV Supreme Court of Appeals.
- These are special funds and are deposited in Oasis by county. Each jurisdiction continues to have its own specific funding.
- Each month, each county gets a running balance of what is in their accounts.
- When the Drug Court fees were centralized, some counties had grant money commingled with the entrance fees. It has not been possible to separate out these funds.
- There was a build up of funds prior to 2015. Some individual counties, such as Hampshire had accrued a balance of approximately \$63,000. When the funds for the Drug Courts were centralized with the WV Supreme Court of Appeals, the beginning fund was about \$300,000. Entrance fees have been sufficient to maintain the incentive programs, so there has been a consistent excess of \$300,000.
- The WV Supreme Court of Appeals would like to get something into Code which would allow for the spending down of the account surpluses.
- The West Virginia State Treasurer manages the actual accounts. It is not known if they are interest bearing.
- The incentive program is not set up to reward the individual with the exact dollar amount of goods which was paid as an entry fee into the program. Fees go "in one pot" and are shared amongst participants.

- The only state (general fund) monies used are for the Juvenile Drug Court system.
- Phase-progressions are equitable (i.e., reaching a certain goal = \$20 gift card), but there are discretionary incentives as well, which may be more specific to the participant's needs (diapers, car battery, clothing, etc.)
- It is possible to be terminated from the program. All participants will not graduate.
- Termination from the program occurs when all means to aid the participant have been exhausted, they participant decides they no longer wish to participate, or the participant commits another crime of a serious nature (felony). Judicial discretion dictates whether the commission of an additional crime warrants termination from the program.

P-Cards/Gift Card Policy:

- There is a monthly spending limit of \$1000 per month, per county on the p-card for incentives.
- Ms. Racer-Troy indicated it is possible to request a one-time or temporary spending increase for a month when a certain need arises.
- Gift card purchases were supposed to have been preapproved according to the WV Auditor's Office Purchasing Card Policies and Procedures. This was not taking place with the Drug Court incentive Program.
- Judge Gary Johnson sent out a memo to cease using p-cards for the purchase of gift cards in February.
- Since then, there has been a meeting with Mr. Wright, from the State Auditor's office, examining potential solutions to the issue of purchasing gift cards. The outcome is still pending, but the Court has not ruled out the possibility of continuing to use P-cards to purchase gift cards; including large denomination gift cards.
- Ms. Bond is awaiting the approval of drafted policies from the Justices, but the topic has not been discussed in Administrative Conference to date.
- In the past there was no formal policy for tracking gift card use through the Drug Court.
- There is discussion of tracking the cards by who they go to, either by name or by unique participant number given to each individual in the program.
- Although receipts are kept for purchases made with a gift card which has been purchased with a p-card, they are typically not reconcilable. There has been no formal policy to match the receipts to the actual gift card.
- Gift cards have been tracked in Court data bases, but not by serial number. It was suggested by the audit managers this would be a necessary level of accountability. This was well-received by Ms. Bond and Ms. King.
- With the hold on the use of gift cards another avenue which is being pursued is the use of purchase orders.

Date	Location	Hotel	Conference/Location of Conference	Miles from Airport to Hotel	Actual Rental Mileage	Distance from Hotel to Conference
July 31-30, 2013	San Francisco, CA	Four Seasons Hotel	National bar conference	27 miles	472 miles	
July 29-28, 2015	San Antonio, TX	Westin Riverwalk San Antonio	National Conference of Chief Justices / Westin Riverwalk Hotel in San Antonio, TX	27 miles	467 miles	
July 28-27, 2015	San Antonio, TX	Westin Riverwalk San Antonio	100 Conference / Westin Riverwalk Hotel in San Antonio, TX	27 miles	467 miles	
July 24-23, 2015	Montreal, QC	Hilton Montreal	100 Conference / Hilton Montreal Hotel in Montreal, QC	27 miles	467 miles	1.3 km
January 23 - February 4, 2016	Montpelier, VT	Hotel Vermont	Child Justice Center / Hotel Vermont in Montpelier, VT	5 miles	377 miles	
January 21 - February 2, 2017	Scottsdale, AZ	JW Marriott	Child Justice Center / JW Marriott Camelback in Scottsdale, AZ	25 miles	523 miles	
July 21-20, 2017	Boston, MA	Shawmut Boston Hotel	All Conference / Hynes Convention Center in Back Bay	13 miles	381 miles	

Date	Destination Event	Destination City	Start Date	End Date
Jul-14	AAJ Conference	Baltimore	7/26/2014	7/29/2014
Jan-14	2014 Fall Circuit Judges Conference	Daniels		
Jan-15	National Conference of Chief Justices	San Antonio	1/24/2014	1/28/2014
Mar-15	Argument docket at WVU	Morgantown	3/4/2015	3/4/2015
May-15	Spring Circuit Judges' Conference	Roanoke		
Jul-15	AAJ Conference	Montreal	7/11/2015	7/15/2015
Jul-15	Conference of Chief Justices	Omaha & Chicago	7/25/2015	7/29/2015
Oct-15	2015 Fall Circuit Judges' ed conf.	Morgantown	10/14/2015	
Nov-15	ABA Appellate Judges Conference	DC		
Jan-16	Chief Justices Mid-Year Conference	Monterey, CA		
Feb-16	Oral Arguments	Morgantown	2/9/2016	2/24/2016
May-16	4th Circuit Judicial conference & Spring Circuit Judges ed conf.	White Sulfur Springs	5/21/2016	5/25/2016
Jun-16	National Symposium on Eyewitness Identification	New Haven, CT	6/27/2016	6/19/2016
Jul-16	New Appellate Judges Seminar	NY		
Jul-16	Conference of Chief Justices	Jackson, WY		
Sep-16	court arguments at MU	Huntington		
Sep-16	constitutional week at MU	Huntington	9/7/2016	9/23/2016
Sep-16	2016 Inter-Court Conference	Asheville	9/28/2016	9/30/2016
Jan-17	conf of chief justices	Scottsdale, AZ		
Feb-17	argument docket at wvu	Morgantown	2/28/2017	2/28/2017
Apr-17	argument docket in Tucker co	Parsons, WV	4/4/2017	4/4/2017
May-17	Spring Circuit Judges ed conf	Davis, wv		
Jul-17	AAJ Conference	Boston	7/22/2017	7/25/2017
Aug-17	Conf of Chief Justices	Philadelphia	8/5/2017	8/9/2017
Sep-17	Argument docket	Wheeling	9/5/2017	9/20/2017
May-14	WV Judges' Ed conf	Huntington		
Jul-13	National law conference	San Francisco		
May-13	Spring Judicial Conference	Bridgeport		
Mar-13	National Judicial College	Reno		

BASKET ESSENTIAL

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 7 14658646
WVFIMS DOCUMENT ID: I 14658646

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

EXHIBIT

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CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 07/08/13
DOCUMENT AMOUNT: 836.40
VENDOR INVOICE NUMBER: STATEMENT062113
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 07/08/13
SPECIAL HANDLING: N
VENDOR NUMBER: 600423
VENDOR NAME: YOUNGS MOVING
VENDOR ADDRESS: 5311 KEITH DR

CROSS LANES WV 25313-

CONTACT PERSON/PHONE: SANDRA K. JOHNSON 304-558-0145 EXT:
CASH ADVANCE: N BEGIN TRAVEL: / / END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: SANDRA K. JOHNSON DATE: 2013-07-08
INVOICE AUDITOR

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2014	2400	130	020		836.40
TOTAL INVOICE AMOUNT						836.40

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

DATE: June 18, 2013

TO: Young's Moving Service

Scott Young

FAX # 304-

FROM: Fletcher Adkins
ADMINISTRATIVE OFFICE FAX # - 304-558-1345

Scott,

On Thursday, June 20th, we need to move furniture from the Capitol to the Venable Avenue warehouse. Please have your movers report to the East-Wing dock of the Capitol Building by 9:00 a.m. Since the state will be celebrating the 150th anniversary of statehood, some of the streets will be blocked. I arranged with Matt Brown, Capitol Security Manager, for you to have access. Please enter the Capitol grounds from the east, on Quarrier Street. There will be a road block at California Avenue. Show the guards this letter and they will allow you access.

As agreed, the rate will be \$85 per hour for the truck, driver and helper and \$.85 per mile for the fuel. If you have any questions, call me at 541-5164.

Handwritten signature of P. Fletcher Adkins in cursive.
P. Fletcher Adkins
Director, Admin. Service

FACSIMILE TRANSMITTAL SHEET + No (0) PAGES

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

DATE: June 1, 2013

TO: Young's Moving Service

Attn: Tonja Young

Scott Young

FAX # 304-586-0300

FROM: Fletcher Adkins
ADMINISTRATIVE OFFICE FAX # - 304-558-1345

Scott,

Thurs. 20th

On ~~Friday~~, June ~~21st~~, the furniture in Justice Loughry's office will be moved to make way for office renovation. I would like you to provide assistance to move the furniture in the Capitol Building and some moving to the Venable Warehouse.

As we have agreed, the rate will be \$85 per hour for the truck, driver and helper and \$.85 per mile for the fuel. The move will start around 9:00 a.m. If you have any questions, call me at 304-541-5164.

Fletcher Adkins

P. Fletcher Adkins
Director, Admin. Service

FACSIMILE TRANSMITTAL SHEET + *no* (0) PAGES

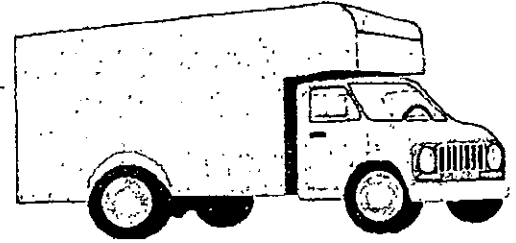
600423

STATEMENT 062113

Young's Moving Service

5311 Keith Drive
Cross Lanes, WV 25313

Phone: (304) 541-9393



INVOICE

Date: 21 June 2013

Thurs.

For: Moving services performed on ~~Friday~~, June 20, 2013, to wit: loaded items from the State Capitol, delivered an item to Dudley Drive, returned to State Capitol to finish loading and delivered remaining items to Venable Drive Warehouse in Kanawha City.

0180-2014-5403-130-300

Bill To:

West Virginia Supreme Court of Appeals
Building 1, Room E-100
1900 Kanawha Boulevard, East
Charleston, WV 25305-0832

RECEIVED
WV SUPREME COURT

JUN 27 2013

ADMINISTRATIVE OFFICE

Description of Charges:

Labor:	9.0 hours @ \$85.00 per hour	\$765.00
Mileage:	84 miles @ \$0.85 per mile	\$71.40
TOTAL:		\$836.40

I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.

DATE June 27, 2013

SIGNED P. Fletcher Adams

Payment is due upon receipt.

Please make all checks payable to Scott Young.

*Requests from June 1 and June 18
consolidated into one move.
PFA*

Thanks for your business!

VCM 1800015359

EXHIBIT

22

CSI 708

18000168240



INVOICE

March 19, 2018

West Virginia Commission on Special Investigations
 attn: James S. Powers
 301 Eagle Mountain Road
 Room 218
 Charleston, WV 25311-1061

Appraisal of "Cass Gilbert" Executive Desk -	\$150.00
Sales Tax	EXEMPT
Total Due	\$150.00

Due Upon Receipt

Questions? Please contact Chuck Hamsher - 304-345-0123



SCANNED

Joint Committee on Government & Finance

I hereby certify that the
 items/service has been received
 and approved for payment

Charles Bell 3/19/18
 Name Date

PAID
 3/20/18

The Purple Moon Inc. 906 Quarrier Street Charleston, WV 25301 304.345.0123

The definition of Fair Market Value is set forth in Treasury Regulation §1.170A-1(c)(2) which states that the Fair Market Value is "The price at which the property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of relevant facts." Estate Tax Regulation §20.2031-1(b) expands the definition by stating "...nor is the fair market value of an item of property to be determined by the sale price of the item in a market other than that in which such item is most commonly sold to the public, taking into account the location of the item wherever appropriate."

The sales comparison approach to value was employed to determine fair market value. In the sales comparison approach, the most appropriate market is researched to locate comparable items which have sold in the past on which an opinion of value can be based. Adjustments in value are made to reflect differences (if any) in value relevant characteristics between the comparable properties and the subject properties.

This appraisal is based only on the readily apparent identity of the items appraised. In my opinion, no further opinion or guarantee of authenticity, genuineness, attribution or authorship is necessary.

No guarantee is given or implied that this item will or would sell in the marketplace for the amount determined.

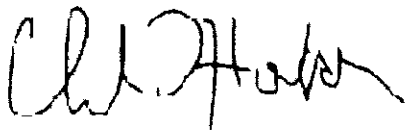
The Purple Moon, Inc. is a West Virginia corporation specializing in 20th Century antiques furnishings, accessories and art. As its president I have two decades of experience evaluating, identifying and valuing 20th Century items.

I have no bias with respect to the property that is the subject of this report or to the parties involved with this appraisal.

My engagement in this appraisal was not contingent upon developing or reporting predetermined results. My compensation for completing this appraisal is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

I regard all information concerning this appraisal assignment as confidential. I retain a copy of this document along with my original notes in the assignment workfile, and I will not allow others to have access to these records nor comment on them without your written permission.

Sincerely,



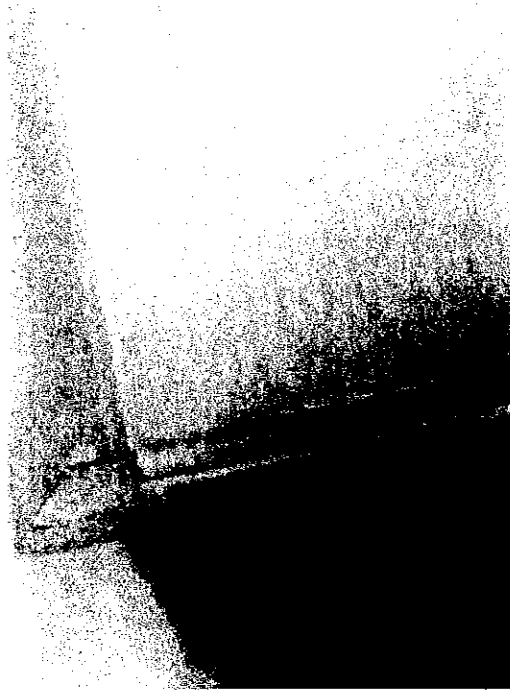
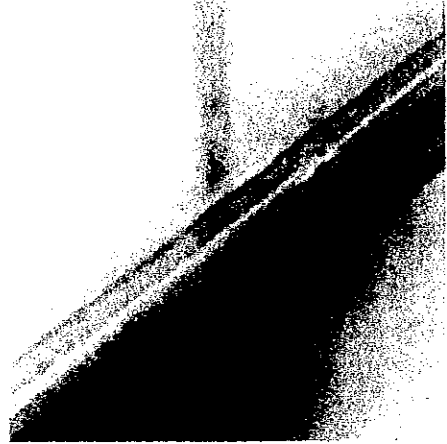
Charles T Hamsher
President - The Purple Moon Inc.

Attachment: Exhibit A - Photos

The Purple Moon Inc. 906 Quarrier Street Charleston, WV 25301 304.345.0123



The Purple Moon Inc. 906 Quarrier Street Charleston, WV 25301 304.345.0123



The Purple Moon Inc. 906 Quarrier Street Charleston, WV 25301 304.345.0123

Vice-Chair Householder: I was going to ask, so you don't think you have the fox guarding the hen house?

Justice Loughry: Absolutely not...So, so in the past, um invoices would come in, invoices would get paid, invoices would go out. There's not a single invoice that comes in, my understanding is there's not a single invoice that comes into our court system where at least two individuals review those and, and you know I've been asked since this occurred many times, "Well don't the justices sign off on every invoice that comes through the court system?" Well, no. And of course not because we have more than twenty, keep in mind we're talking about an entire court system in all 55 counties. We have more than 25,000 invoices that come through the court system every single year, and on top of that we have another 10-15,000 transactions on our purchasing cards, so we're also sitting down.... We haven't had written procedures and protocols, and I want to have written procedures and protocols for everything. We need that, we just...the people of West Virginia deserve that. So we want to put things in place so not only this will never happen again but it doesn't matter who is in the Chief position or whose in the Legislature or whatever...Another big thing, that we did and I know I touched upon it, but the change of the Chief Justice position is huge. It's not about me, I'm talking about twenty years down the road. If you look, let's look at renovation period, okay, these renovations occurred from 2008 until 2014. Alright, I wasn't even on the court until 2013, so for that 6 year period you had five individuals who served in a one-year capacity, as Chief Justice I think that creates an impossibility. It puts a lot of pressure on each one of those individuals for any long term project. I think that's one more example.

Vice-Chair Householder: Well you, know there a lot of public pressure from this body to do something because I don't think you'd dispute that it was outrageous, there were a lot of claims. I mean the average tax payer they're out-out-raged, what they, from what was reported so we want to make sure there are some safe guards or assurances that this will, will not happen again.

Justice Loughry: I think that that is an absolutely legitimate concern and question. There is nobody more outraged by these purchases than me. Many people in this room have known me for more than two decades, and they know, I would have never approved such things, however there was clearly a failure of oversight at the court. These things happened. We can't go back and change them, but what we can do is go forward, make sure something like this never happens again.

EXHIBIT
tabbles
24

https://www.wvgazettemail.com/opinion/daily_mail_opinion/commentary/justice-allen-loughry-citizen-whole-high-court-story-daily/article_f48df220-6f9a-51ca-b6bd-6368cf8be009.html

Justice Allen Loughry: Citizens deserve whole high court story (Daily Mail)

By Allen H. Loughry II Dec 7, 2017



West Virginia Chief Justice Allen Loughry II

In 2008, five years before I became a justice, the five sitting justices began renovating three separate floors of the court that were in need of repair. In fact, nearly 80 percent of the court's renovations were completed before I was sworn in as a justice in 2013, and 100 percent well before I became chief justice in 2017.

These important projects were not waste. The waste comes in when Canterbury spent ridiculous and inexcusable amounts of money without approval or legal authority on some of the furnishings.

Why didn't I know? Didn't I ask? After all, isn't Canterbury an employee of the court accountable to us justices?

These are simple questions. I worked for years trying to get information from Canterbury, but I was in the minority, and making him answer my questions was a near impossibility.

Furthermore, he often ridiculously proclaimed that, as administrative director, he was a constitutional officer with separate sovereign authority. This is clearly not accurate.

What about that couch? I specifically asked Canterbury the cost and was told \$1,700. He said the Supreme Court had "government contracts" and received 70 percent off of all our furniture purchases, declaring they were "dirt cheap."

But, don't justices individually review and approve all invoices? The administrative office handles the finances of the entire judicial branch which includes 74 circuit courts, 47 family courts and 158 magistrates throughout the state.

Our finance division handles between 35,000 and 40,000 invoices and purchasing card transactions per year. Reviewing and approving these transactions is one of the reasons we hire an administrative director.

I understand that as chief justice, I must answer for the court's decisions, even if I wasn't around when they occurred or if they occurred under someone else's leadership. While I have attempted to do this, many of those answers have been lost in the understandable outcry over excessive expenditures.

 **Daily Mail editorial: State Supreme Court must be accountable**

people are held responsible.

Allen H. Loughry II is chief justice of the West Virginia Supreme Court.

https://www.wvgazettemail.com/opinion/daily_mail_opinion/commentary/justice-allen-loughry-citizens-deserve-whole-high-court-story-daily/article_f48df220-6f9a-51ca-b6bd-6368cf8be009.html

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By Allen H. Loughry II Dec 7, 2017



West Virginia Chief Justice Allen Loughry II

Many have heard or read about the renovations at the West Virginia Supreme Court of Appeals. News media have boiled this down to a "he said/he said" situation, but that ignores the clear and critical facts.

My very first act upon becoming Chief Justice in 2017 was to fire the court administrator, Steve Canterbury, for a decade of misfeasance and mismanagement. The Supreme Court consists of five justices, and it takes three votes to take such an action. Until that time, Canterbury had a stronghold on the court's financial and administrative decisions.

I became so troubled by some of the actions of Canterbury and the failure of a majority of the court to even attempt to hold him accountable that I personally contacted the United States Attorney's Office. That was not an easy decision to make, and I am clearly receiving some payback for taking these actions.

Hoppy Kercheval: State Supreme Court spends big on its own office furniture (Daily Mail)

Even with a strong three-vote majority, Canterbury was not left with unfettered authority. He had strict spending limitations of \$20,000. That rule has been in place since 2009, when it was introduced by, and later signed by, Canterbury. Any expenditure above the limit has to be presented to the full Supreme Court for a vote by the majority.

That brings us to the \$32,000 couch in my office. This item, along with other expenditures above the administrative director's \$20,000 limit, was never brought before the court for approval. This is a clear violation of court rules and, in my opinion, is a misappropriation of state money.

If you don't have the legal authority to spend it, you can't spend it. I am also deeply troubled by the amounts for some of these everyday items.

Gazette editorial: Supreme Court should offer people an inventory

Another important fact lost in this web of deceit is that the Supreme Court did not waste \$3.7 million on renovations. There were serious electrical, heating, cooling, plumbing and structural issues that had not been addressed in 80 years.

In 2008, five years before I became a justice, the five sitting justices began renovating three separate floors of the court that were in need of repair. In fact, nearly 80 percent of the court's renovations were completed before I was sworn in as a justice in 2013, and 100 percent well before I became chief justice in 2017.

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 **Daily Mail editorial: State Supreme Court must be accountable**

When Canterbury was terminated last January, he stood before all five justices and told the three of us who voted to fire him, "I will destroy you!"

These are not the kind of employment details that should play out in public; however, Canterbury's all-out war of lies on individual justices and on this court has spiraled out of control. I will no longer sit silent while he destroys the reputation of this fine institution.

Upon my becoming the chief justice in 2017, the majority of the court has worked together to begin building a much needed structure.

We fired Canterbury and hired a new administrative director who is open and transparent. We reduced our spending by approximately \$7 million.

We eliminated nonessential positions and with the help of the National Center of State Courts, we began a massive reorganization.

We completely reorganized our probation division, saving millions of dollars and setting up a system where sexual offenders will be more closely watched.

We have made changes to our drug courts that will save significant amounts of money.

We have started putting procedures in place in our finance division that will change the transparency of the court forever. Even the simplest of actions with an invoice is now at least a two-person process.

We have even made a change in the term of our chief justice. Instead of a one-year rotation, the chief justice is now selected for a four-year term with the ability to serve for subsequent terms. This allows for more accountability and consistency.

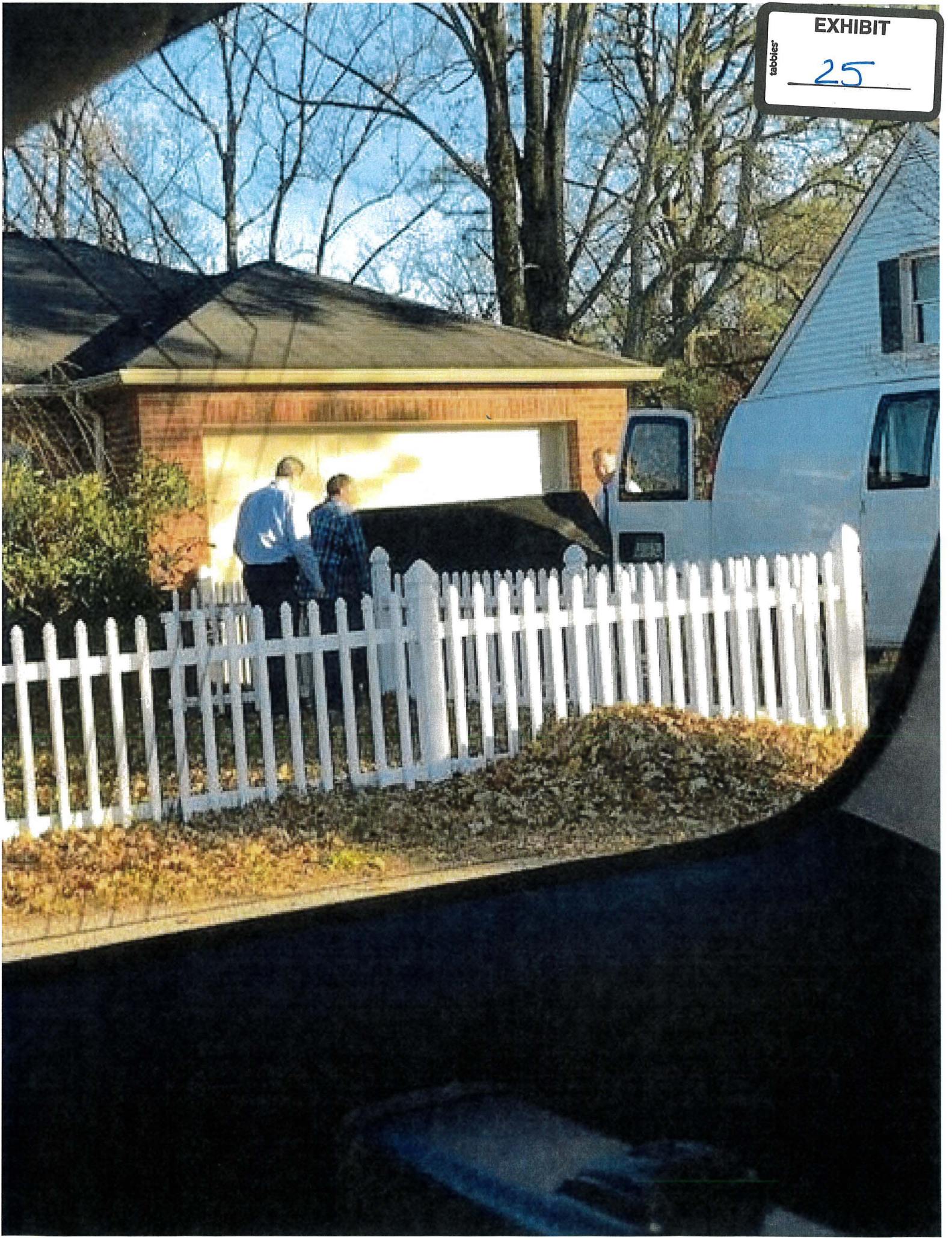
I want to change the culture and perception of corruption that has plagued our government for countless generations. I am the chief justice, but I am also a taxpayer of this state, and I simply will not stand for excessive and wasteful spending.

The citizens of West Virginia deserve the whole story. I will do my part to ensure that the appropriate

people are held responsible.

Allen H. Loughry II is chief justice of the West Virginia Supreme Court.

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EXHIBIT



WV Legislative Photography. Photo by Perry Bennett



WV SUPREME COURT OF APPEALS INTRANET

Angus, Arthur

Requestor: *

Vehicle Requested *

Beginning Date: * 12 AM :00

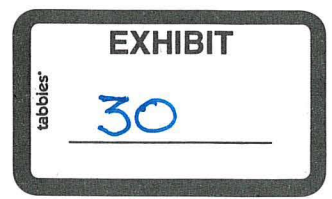
Ending Date: * 12 AM :00

Destination *

Email Address: *

Phone: *

Notes:



From: Bundy, Jennifer
To: Johnson; Gary <Gary.Johnson@courtswv.gov>; Morris; Christopher <Christopher.Morris@courtswv.gov>; Troy; Sue <Sue.Troy@courtswv.gov>
Subject: what Kenny wants
Date: Wednesday, October 18, 2017 4:01:34 PM

Putting this in writing so it's not just on my Post-It notes.

Kenny Bass office 304-345-4115, cell 304-539-9122

Wants to do a "Waste Watch" story on renovations in Chief Justice Loughry's office in 2013. "Waste Watch" is a segment done throughout the Sinclair Broadcasting network.

He says he has copies of bills "down to the penny" on some expenses such as \$34,000 for a couch, \$40,000 for the floor, window dressings and furniture (he didn't tell me an amount for those). He has receipts and photos of the couch and floor. He has copies of letters between the Supreme Court and the company that worked on the floor design.

He says the renovation of Chief Justice Loughry's office cost twice as much as the renovation of any other office.

He does not have any information about expenses of renovating any other offices. He thinks Justice Davis uses her own desk and Justice Benjamin got a desk from archives.

He wants to know if the Court approved the expenses, and why.

He wants to take video in Chief Justice Loughry's office and in the courtroom. He says he has never seen any of the offices. Story to run Oct. 30. He's not available tomorrow but is available Friday and any day next week from 9:30 a.m. to 6 p.m.

Jennifer Bundy
Public Information Officer
Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston WV 25305
Office: 304-340-2305
Cell: 304-437-5442
Fax: 304 558-7990

From: Bundy, Jennifer
To: Loughry; Allen <Allen.Loughry@courtsvw.gov>
Subject: Fwd: Just FYI about furniture
Date: Wednesday, November 29, 2017 12:54:58 AM
Attachments: [image001.png](#)
[image001.png](#) MAGNETFORENSICS0

Sent from my iPhone

Begin forwarded message:

From: Kennie Bass <kbass@sbgvtv.com>
Date: November 28, 2017 at 6:59:56 PM EST
To: "Bundy, Jennifer" <Jennifer.Bundy@courtsvw.gov>
Cc: Christopher Swope <crswope@sbgvtv.com>
Subject: RE: Just FYI about furniture

Jennyfer,

Thank you for the information about the state equipment at the homes of the other justices. The only reason I have been asking follow-up questions is that some of the answers I've gotten have raised those additional questions. For example, when asking about state property at the chief justice's home, there was no mention of a state-owned desk when he sent responses to me about the couch. Technically, he answered my question. But I was aware the justice had a desk. It is only when I asked specifically about it did its existence come to light. What if I had not been aware of the desk? I may never have known to even ask about it.

I appreciate the chief justice's time in helping answer my questions. However, from this end, it feels an awful lot like he's parsing his responses. News of the desk only came out when I specifically asked about it. If that is the way the court is going to function when asked questions, you as a former reporter would obviously see the need for follow-up queries. I have been told the desk is an historic Cass Gilbert desk. Is that the case? That is an extremely valuable piece of furniture, both historically and monetarily. If that is not the case, a simple clarification from you would be welcome.

Additionally, can you explain exactly why it isn't possible for us to take video of the couch? I would like to be able to clearly say why the court isn't allowing us to document a piece of publicly-owned property in a publicly-funded building. That way I can be correct and exact when I do my story on the court's efforts at transparency, using the chief justice's own statement.

I'm sorry if the justice believes these continuing questions are a problem or a nuisance. The reason I have so many questions is that there seems to be several

questionable decisions either being made or having been previously made by the court involving public money. Those are questions that always must be answered if our elected officials are to be held accountable for those decisions.

In that vein, do you have any information about the final disposition of the grandfather clock which used to be in the justices conference room? I am interested in finding out what happened to that clock. If you can provide that information I would appreciate it.

Thank you,

Kennie Bass

News Anchor/Reporter

WCHS (ABC 8) / WVAH (FOX 11)

Eyewitness News

1301 Piedmont Road, Charleston, WV 25301

Newsroom: 304.345.4115

My Desk: 304.561.3827

ABC 8/FOX 11 Front Desk: 304.345.5358

Fax: 304.345.1849

Mobile: 304.539.9122

Twitter: @KennieBassWCHS

Facebook: [facebook.com/Kennie-Bass-257839674292570/](https://www.facebook.com/Kennie-Bass-257839674292570/)

wchstv.com wvah.com



Sinclair provides services to WVAH pursuant to a shared services agreement.

From: Bundy, Jennifer [<mailto:Jennifer.Bundy@courtswv.gov>]

Sent: Tuesday, November 28, 2017 5:06 PM

To: Kennie Bass <kbass@sbgvtv.com>

Subject: RE: Just FYI about furniture

Kenny:

Chief Justice Loughry has asked that I provide a final response to these continuing questions.

For clarification, the couch was abandoned property, and it was not a gift. The Ethics Act is not implicated.

Also for clarification, the Court has a longstanding practice of providing the Justices an opportunity to establish a home office, with Court-provided technology equipment (i.e. computers) and furniture to suit their respective needs.

It is not possible to accommodate your request to photograph the couch.

Jennifer Bundy
Public Information Officer
Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston WV 25305
Office: 304-340-2305
Cell: 304-437-5442
Fax: 304 558-7990

From: Kennie Bass [<mailto:kbass@sbgvtv.com>]
Sent: Tuesday, November 28, 2017 3:15 PM
To: Bundy, Jennifer
Cc: Christopher Swope
Subject: RE: Just FYI about furniture

Jennifer,

Thank you for your responses. Some questions which were unanswered? If the Albrights left the couch to the court, doesn't that make the couch state property? Did the Albrights ever specifically say the couch was Justice Loughry's to use as he saw fit, or was it a gift to the state? And if it's state property, then why did Justice Loughry need a couch at his home? Is he entertaining guests in his home office?

Which brings up the question of the desk. I suppose you can justify that as furniture for a home office, however, can you please find out and let me know how many of the other four justices have state property, (desks, couches, chairs, coffee makers, etc.) at their home offices?

Thank you,

Kennie Bass

News Anchor/Reporter
WCHS (ABC 8) / WVAH (FOX 11)
Eyewitness News
1301 Piedmont Road, Charleston, WV 25301
Newsroom: 304.345.4115
My Desk: 304.561.3827
ABC 8/FOX 11 Front Desk: 304.345.5358
Fax: 304.345.1849
Mobile: 304.539.9122
Twitter: @KennieBassWCHS
Facebook: [facebook.com/Kennie-Bass-257839674292570/](https://www.facebook.com/Kennie-Bass-257839674292570/)
wchstv.com wvah.com



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From: Bundy, Jennifer [<mailto:Jennifer.Bundy@courtswv.gov>]

Sent: Tuesday, November 28, 2017 2:18 PM

To: Kennie Bass <kbass@sbgvtv.com>

Subject: Just FYI about furniture

I just wanted you to know that I was always told that all the furniture in Justice Albright's office was his own furniture. Justice Albright's bio, which I have printed and electronic copies of if you need to see them, said: Since 1959 he has been an officer and director of Albright's of Belpre, Inc., a family corporation which owns and operates Belpre Furniture, a retail furniture business with locations in Belpre, Ohio, and Parkersburg.

After Justice Albright died, I clearly remember Steve Canterbury telling me that the Albright family, including his wife and son, came in to his office at the Capitol and picked out what furniture they wanted to keep and what they did not want. They left what they did not want.

Jennifer Bundy
Public Information Officer
Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston WV 25305
Office: 304-340-2305
Cell: 304-437-5442
Fax: 304 558-7990

From: Bundy, Jennifer
To: [Morris; Christopher <Christopher.Morris@courtswv.gov>](mailto:Christopher.Morris@courtswv.gov); [Johnson; Gary <Gary.Johnson@courtswv.gov>](mailto:Gary.Johnson@courtswv.gov); [Loughry; Allen <Allen.Loughry@courtswv.gov>](mailto:Allen.Loughry@courtswv.gov)
Subject: FW: Response to your questions
Date: Wednesday, November 29, 2017 4:19:40 PM

From: Phil Kabler [mailto:philk@wvgazette.com]
Sent: Wednesday, November 29, 2017 11:17 AM
To: Bundy, Jennifer
Subject: Re: Response to your questions

Under the West Virginia Freedom of Information Act (W.Va. Code 29-B-1-1 et seq), I request the following information regarding the Supreme Court's practice of providing technology and furniture for justices in order to maintain home offices:

1. Written policy statement regarding establishing home offices for justices.
2. Inventory of technology and furniture provided to each justice.
3. Expenditures for technology and furniture, specific to each justice.

As per state FOIA law, I will anticipate a response within five business days.

Thanks in advance,

Phil Kabler

Charleston Gazette-Mail

On Tue, Nov 28, 2017 at 5:06 PM, Bundy, Jennifer <Jennifer.Bundy@courtswv.gov> wrote:
Phil:

Chief Justice Loughry has asked that I provide a final response to these continuing questions.

For clarification, the couch was abandoned property, and it was not a gift. The Ethics Act is not implicated.

Also for clarification, the Court has a longstanding practice of providing the Justices an opportunity to establish a home office, with Court-provided technology equipment (i.e. computers) and furniture to suit their respective needs.

Jennifer Bundy
Public Information Officer
Supreme Court of Appeals of West Virginia
[1900 Kanawha Blvd. E., Building 1, Room E-100](http://www.courts.wv.gov)
Charleston WV 25305
Office: [304-340-2305](tel:304-340-2305)
Cell: [304-437-5442](tel:304-437-5442)
Fax: [304 558-7990](tel:304-558-7990)

From: Phil Kabler [mailto:philk@wvgazette.com]
Sent: Tuesday, November 28, 2017 2:52 PM

To: Bundy, Jennifer

Subject: Re: Response to your questions

I sent two more questions to Justice Loughry, but have not received responses.

Can you make sure they are relayed to him?

1. Given the Ethics Act prohibition on accepting gifts valued at more than \$25, how were you able to accept the couch as a gift from Mrs. Albright (or her son)?
2. Am I correct to understand there is another piece of furniture in your residence that needs to be moved back to state property?

Thanks,
Phil

On Tue, Nov 28, 2017 at 2:17 PM, Bundy, Jennifer <Jennifer.Bundy@courtswv.gov> wrote:
I think you are just going to have to go with what ya got.

From: Phil Kabler [mailto:philk@wvgazette.com]

Sent: Tuesday, November 28, 2017 2:03 PM

To: Bundy, Jennifer

Subject: Re: Response to your questions

Thanks.

Editors inform me that the cellphone picture in the Twitter feed is not of sufficient quality to use in print edition of the paper.

Also, I think they want a photo showing couch in its current locale.

Please advise.

Thanks,
Phil

On Tue, Nov 28, 2017 at 1:29 PM, Bundy, Jennifer <Jennifer.Bundy@courtswv.gov> wrote:
Phil:

I am responding on Chief Justice Loughry's behalf because he is in a meeting.

1. You didn't indicate whether the court employees were "on the clock" when they were moving the couch; however, that would be moot if the couch is public property.

Answer: The Albrights didn't want the couch and Chief Justice Loughry didn't want the couch any more. It was private property until Chief Justice Loughry donated it to the state, which made it public property. There is nothing wrong with state employees moving a donation to the state in a state van on state time. Yes, they were Supreme Court employees on work time using a state van. If anyone was trying to hide something or thought anything was improper, they certainly would not have moved the couch in the middle of the afternoon on a bright, sunny day.

2. Editors want a photo of the couch.

Answer: I believe you already have a photo. You tweeted it earlier today.

Chief Justice Loughry is not going to have any further comment about this.

Jennifer Bundy
Public Information Officer
Supreme Court of Appeals of West Virginia
[1900 Kanawha Blvd. E., Building 1, Room E-100](#)
Charleston WV 25305
Office: [304-340-2305](#)
Cell: [304-437-5442](#)
Fax: [304 558-7990](#)

Justice Robin Jean Davis responds to Phil Kabler's West Virginia Freedom of Information Act (W. Va. Code § 29-B-1-1 *et seq.*) request regarding "the Supreme Court's practice of providing technology and furniture for Justices in order to maintain home offices" as follows:

I have been a member of the Supreme Court of Appeals of West Virginia since December 16, 1996. For the past twenty-one years, since my time on the Court, I have never heard of or seen any verbal or written policy of providing the Justices an opportunity to establish a home office with furniture supplied by the West Virginia Supreme Court. The Justices have been provided computers and printers for off-campus use. Justices also have been provided Court cell phones.

I was not consulted prior to the publication of the statements contained in Mr. Kabler's article, nor do I agree with the statements that have been made on behalf of the Court about a practice of establishing "home offices" with furniture for Justices. I have confirmed this fact by requesting memos from Kimberly Ellis, Director, Division of Administrative Services, and Sue Racer-Troy, Director, Division of Financial Management, both of which are attached hereto.

12.6.17

**SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA**

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

To: Justice Robin Davis
From: Sue Racer-Troy *SR*
Date: November 29, 2017
Subject: State property at Justice's homes

I am not aware of, nor heard any mention of a policy (verbal or written) regarding state property kept at home offices of any Justices. The lack of written policies and procedures is an on-going problem which has existed for some time. But in this case, I was not aware of even a verbal policy regarding home offices for the Justices.

Many employees are assigned computer equipment, such as laptops, that can be used either at their workplace or home. It was my understanding that the Justices likely had laptops at their homes, but I was not aware of any other state property that was not kept on the premises.

During the five years that I have worked for the court, I am not aware of any furniture or fixtures that were purchased with state funds and delivered to the homes of any Justices. I've reviewed payments to Scott Young (dba Young's Moving Service) for the 2012 calendar year. I was unable to locate any record of furniture or fixtures being moved to the homes of any Justices.

**SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA**

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



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BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtsww.gov

Memorandum

To: The Honorable Justice Robin J. Davis, Supreme Court of Appeals of West Virginia

From: Kimberly Ellis, Director of Administrative Services *KME*

Date: November 30, 2017

Re: Policies or Practices related to Court furniture or fixtures for use at Justice's Homes

This Memorandum is in response to your inquiry to me, in my capacity as Director of Administrative Services, to research and identify any written, historical and/or verbal policies or practices wherein Justices are provided with furniture or fixtures purchased or owned by the Court for use at their homes. You also directed me to identify my job responsibilities and experience related to the oversight, specification, procurement and inventory of new and used furniture under the purview of the Court.

I have been Director of Administrative Services since November 1, 2015. Prior to my tenure as Director, I was Deputy Director of Administrative Services from May 2013 to October 2015. As Director, my responsibilities include, but are not limited to, the specification, procurement (with authorization from the Court and the Administrative Director) and inventory of furniture items for the West Virginia Supreme Court Offices, and for Magistrate Courts and Family Courts throughout the state of West Virginia. I am also responsible for the oversight of the delivery, receipt, and general disposition of the Court's used furniture inventory stored and maintained in the Court's two warehouses located at Leon-Sullivan Way and at Venable Avenue.

When a furniture item is purchased by the Court, a file is generated by me and/or my staff which contains approved quotes, purchase orders, invoices, and any other relevant documentation about the purchase or item. Each file is identified by the location where the furniture item is in use. For example, documentation of a purchase of a desk chair ordered for Magistrate Court in Wayne County would be found in the Wayne County file in my office. The Financial Division also retains more detailed financial records of the purchase in electronic format through WVOasis.

After research of the records kept in the Administrative Services Division, my review of the policies I am aware of pertaining to operations at the Court, my discussions with Sue Troy, Director of the Court's Financial Division, and based on my personal knowledge during my

tenure as Deputy Director and Director of Administrative Services, I have been unable to identify any written, historical and/or verbal policies or practices related to the provision of furniture or fixtures purchased or owned by the Court for use at a Justice's home.

During my research, which included review of documents available to me going back to as far as 2010, I did not locate any records documenting that any used furniture items were moved from the Court's offices or from either of the Court's warehouses to a Justice's home. Based on my discussions with Sue Troy, it is my current understanding that she is also unaware of any records available to her that document any new or used furniture purchased for or located at a Justice's home. It is also my understanding that Mrs. Troy has been directed to submit her findings separately once she has completed her research.

As Director, I have not arranged to have new or used furniture or fixtures delivered to a Justice's home. During my tenure as Deputy Director, I did not arrange to have new or used furniture or fixtures delivered to a Justice's home. During my tenure as Deputy Director, I am not aware of my predecessor, Fletcher Adkins, arranging for furniture or fixtures to be delivered to a Justice's home. Notwithstanding, I did not contact Mr. Adkins (who is currently retired) for purposes of this memorandum, but will do so if requested by you or any other member of the Court.

Since becoming Director, I have exercised due diligence to improve the detail of our filing and tracking system of all Court assets, including furniture and fixtures, but the "system" I inherited is primarily paper files and could and should be updated to an electronic format so that it will be more comprehensive, accessible, and easily searchable. It is my suggestion that we improve our existing system by creating a central electronic database wherein all court assets (of a minimum value to be determined by the Court) located in the Supreme Court offices or warehouses, or in Magistrate and Family Courts in the 55 counties, are logged into the central database so that the description, value, purchase date and location of each asset is easily accessible and can be revised when an asset is relocated or retired. This improved central database would also assist the court in being more transparent with regard to the Court's assets located throughout the state. I have had some discussion with Sue Troy about these improvements and she suggested that we may be able to accomplish this by using WVOasis or another existing internal computer program which would minimize any additional cost to the Court to implement the new central database.

If you are requesting different or additional information, please let me know at your convenience and I will promptly conduct any necessary additional research and supplement this memorandum.

cc: File

From: Bundy, Jennifer
To: [Loughry; Allen <Allen.Loughry@courtswv.gov>](mailto:Allen.Loughry@courtswv.gov)
Subject: Latest version of statement
Date: Thursday, November 30, 2017 6:04:55 PM

It is entirely appropriate for Supreme Court Justices to have desks and computers for home offices due to their heavy caseload and the amount of time they spend working at home. Justices do not work 9-5 jobs and frequently deal with emergency matters during the evening and also when Court is not in session. Nevertheless, the desk has been taken to storage until it is needed in another Supreme Court office. The desk was not returned because its use was inappropriate, but because issues such as this are becoming an obstacle to the Court completing its important work.

Jennifer Bundy
Public Information Officer
Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston WV 25305
Office: 304-340-2305
Cell: 304-437-5442
Fax: 304 558-7990

From: Bundy, Jennifer
To: [Loughry; Allen <Allen.Loughry@courtsww.gov>](mailto:Allen.Loughry@courtsww.gov)
Subject: RE: couch
Date: Thursday, November 30, 2017 6:09:12 PM

Phil:

Chief Justice Loughry asked me to respond.

No, this is not the desk that Justice McHugh and Justice McGraw used. It is the desk that Chief Justice Loughry used for ten years when he was a law clerk.

It is entirely appropriate for Supreme Court Justices to have desks and computers for home offices due to their heavy caseload and the amount of time they spend working at home. Justices do not work 9-5 jobs and frequently deal with emergency matters during the evening and also when Court is not in session. Nevertheless, the desk has been taken to storage until it is needed in another Supreme Court office. The desk was not returned because its use was inappropriate, but because issues such as this are becoming an obstacle to the Court completing its important work.

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Charleston WV 25305
Office: 304-340-2305
Cell: 304-437-5442
Fax: 304 558-7990

From: Loughry, Allen
Sent: Thursday, November 30, 2017 12:40 PM
To: Bundy, Jennifer
Subject: FW: couch

From: Phil Kabler [<mailto:philk@wvgazettemail.com>]
Sent: Wednesday, November 29, 2017 1:24 PM
To: Loughry, Allen <Allen.Loughry@courtsww.gov>
Subject: Re: couch

I raise this question, in part, because it is lighting up on Twitter at the moment:
Is the antique desk that was used by Justices McHugh and McGraw, commonly referred to as the "Cass Gilbert desk" currently in your residence on Scenic Drive?

Thanks,
Phil.

On Tue, Nov 28, 2017 at 2:00 PM, Phil Kabler <philk@wvgazettemail.com> wrote:

Thanks for the response through Jennifer.

Two more questions, and I promise I'll be finished.

1. Given the Ethics Act prohibition on accepting gifts valued at more than \$25, how were you able to accept the couch as a gift from Mrs. Albright (or her son)?
2. Am I correct to understand there is another piece of furniture in your residence that needs to be moved back to state property?

Thanks,

Phil

On Tue, Nov 28, 2017 at 10:52 AM, Phil Kabler <philk@wvgazettemail.com> wrote:

Thanks for the clarification.

Couple of more questions: You didn't indicate whether the court employees were "on the clock" when they were moving the couch; however, that would be moot if the couch is public property.

Also, editors would like to get a picture of the couch in the warehouse, if that's possible.

Thanks,

Phil

On Tue, Nov 28, 2017 at 10:01 AM, Loughry, Allen <Allen.Loughry@courtswv.gov> wrote:

Phil, Justice Albright owned a furniture store and bought all of his office furniture including that couch. No one has ever disputed that. It was all his. These are more lies from Steve, but he will say absolutely anything to damage me and the Court. It was all his furniture and they took some and left some behind after he died in office. When I spoke with his widow yesterday she knew exactly what couch I was talking about, but said she still did not want it.

As far as the couch being moved and being stored in a state facility, after reading your story and the innuendo within, and after the Albrights said they still did not want it back, I decided that I no longer wanted this couch under any circumstances. I did not want to keep getting accused of things. It's just not worth it. As far as I am concerned it is now property donated to the state of West Virginia so it is no longer private property. The court can use it. I would never store private property on state property under any circumstances. As I said yesterday, this was not state property, but you basically accused me of stealing state property in your column without even asking me about it so I decided to give it to the court and the court can use it in one of its offices. I'm hopeful that further clarifies this.

Sent from my iPhone

On Nov 28, 2017, at 9:09 AM, Phil Kabler <philk@wvgazettemail.com> wrote:

Thanks for the clarification.

Couple of additional questions:

Is there a way to verify that the late Justice Albright bought the couch?
Also, were court employees "on the clock" when the couch was moved, and if the couch is private property, can it be stored in a state facility?
(Recall Ethics Commission fine v. Chris Jarrett for storing personal

property at the Water Authority HQ.)
Thanks,
Phil

On Mon, Nov 27, 2017 at 6:14 PM, Loughry, Allen
<Allen.Loughry@courts.wv.gov> wrote:

I have just spoken with Justice Albright's son, the owner of the couch. He told me again he did not want the couch and for me to keep it. This is not State property. However, as I said previously, I am not keeping it and the State can have it.

From: Loughry, Allen
Sent: Monday, November 27, 2017 5:57 PM
To: 'philk@wvgazette.com' <philk@wvgazette.com>
Subject: couch

Phil, I do not have twitter, but I have been informed that you posted a photo today. Here is my response to your photo and to your story. Please let me know if you receive this. Thanks. Allen
You have been misinformed. The couch you are referring to is not state property. It was never state property. It was the property of Justice Joe Albright. He purchased all of the furniture in his office. After he passed away, his family said they had no further use for it and they did not want the couch returned to them. Nonetheless, I am so sick of the lies and innuendo coming from our fired, disgruntled former administrator Steve Canterbury, that I had the couch taken back to the supreme court warehouse. Today I called Nancy, Justice Albright's widow, and asked her again if she wanted the couch and she said she did not. I have also left a message for his son and will offer him the same.

AFFIDAVIT

I, Kimberly Ellis, being first duly sworn upon her oath, depose and say as follows:

1. My name is Kimberly Ellis, and I am over the age of eighteen.
2. I am currently employed with the Supreme Court of Appeals of West Virginia as the Director of Administrative Services in the administrative offices.
3. I began working for the Supreme Court of Appeals of West Virginia as Deputy Director of Administrative Services on May 16, 2013.
4. I have held the position of Director of Administrative Services since November 1, 2015.
5. My duties include, but are not limited to, managing the fleet vehicles, overseeing two warehouses, managing security systems, overseeing facilities planning and upkeep for the lower courts in all 55 counties, and consultation/facilitation regarding selection and procurement of furniture and equipment for the Court.
6. Construction on Justice Loughry's office began in June 2013.
7. My initial meeting with Justice Loughry to discuss the renovations to his office occurred before I was an employee of the Court and while I was an employee of Silling Associates. The initial meeting occurred in Justice Loughry's current office. At that time, there was a desk in his office. The desk was an antique walnut desk, specified by Cass Gilbert.
8. During my initial meeting with Justice Loughry to discuss the renovations to his office, there was a green leather couch in his office. That couch is now at the Venable Avenue warehouse.
9. During my initial meeting with Justice Loughry to discuss the renovations to his office, Justice Loughry did not mention to me that the desk in his office was a Cass Gilbert desk.
10. I left the employment of Silling Associates and began working for the Supreme Court of Appeals of West Virginia prior to the beginning of construction on Justice Loughry's office.
11. Justice Loughry was very involved in the decisions regarding the renovations to and furnishing of his office.
12. The construction costs associated with the renovations to Justice Loughry's office were discussed with Justice Loughry and a detailed cost estimate was provided to Justice Loughry by the Contractor before construction began.

13. The pillows for Justice Loughry's couch were ordered well after the renovations were completed. Justice Loughry decided that he wanted custom pillows and he personally selected the fabrics and down inserts for the pillows.

14. Justice Loughry wanted a West Virginia map on the floor of his office. Justice Loughry hand-sketched the West Virginia map and the placement of his furniture on a shell floor plan of his office, which also included his handwritten notes about other items he wanted for his office and their locations.

15. Justice Loughry wanted Tucker County to stand out on the map. He wanted the granite that was selected for his bathroom floor to be used for Tucker County.

16. Justice Loughry was updated throughout the project. I do not recall any surprises regarding the map.

17. I was asked by Justice Davis about a written or oral policy on allowing the Justices to have a home office with furniture provided by the Court, and I drafted a memo to Justice Davis in response to her request.

18. I was first made aware that a couch was at Justice Loughry's house when I received a call from Paul Mendez, a Court employee who works for my Division, informing me that he had been instructed to go to Justice Loughry's house and remove a green leather couch. During that phone call, Mr. Mendez also informed me that Justice Loughry had a Cass Gilbert desk at his house that he also wanted to remove, but they were only getting the couch at that time.

19. At the time of the phone call from Mr. Mendez referenced above, I did not know that a Cass Gilbert desk or any other Court furniture was located at Justice Loughry's residence.

20. Other than Mr. Mendez, the only information that I had about the couch being returned to the warehouse was from information that I saw on social media.

21. It is my understanding that the couch was picked up on a Monday and the desk was supposed to be removed on the following day. However, Paul Mendez told me that Justice Loughry called off the removal of the desk for the following day and told Paul to be on standby because Justice Loughry wanted to wait until his neighbor left so that pictures wouldn't be taken and posted on social media again.

22. A few days after the couch and desk were both delivered to the warehouse, I went to the warehouse and observed and photographed the couch and the desk.

23. I received a phone call from Justice Loughry on the evening of January 4, 2017, which was the day that Steve Canterbury was fired. Justice Loughry called me at night on my personal cell

phone and asked me to keep our conversation off the record. He informed me that he had fired Steve Canterbury. He also said that it was his understanding that I was a spy or loyal to Steve Canterbury, but I had nothing to worry about because they liked me. I felt like this was a threat and feared for my employment with the Court.

24. It is my understanding that Justice Loughry also made a similar statement to my former assistant, Tamerra Gilmore. Based on information and belief, while I was out of the office on Court business, Justice Loughry instructed Tamerra to come into his office and shut the door, and then told Tamerra that he believed that she and I were spies for Steve Canterbury. Tamerra found another job and resigned from her position with the Court shortly thereafter.

25. On October 18, 2017, Sue Troy came to my office and requested my files on the renovations to Justice Loughry's office and Justice Davis' office. I provided her with my files on that date.

26. On the following day, October 19, 2017, I was contacted by Joan Mullins in the Administrative Office, and I was told that Judge Johnson wanted to see me in his office immediately. When I arrived at Judge Johnson's office, Justice Loughry was sitting at a table with administrative counsel sitting on both sides of him. Judge Johnson and Sue Troy were also present. Justice Loughry began questioning me about the costs associated with his office. Justice Loughry asked me if I recalled a meeting with him where I had written down on a piece of paper the cost for Justice Ketchum and Justice Workman's offices, and I said that I did not. During this same meeting, Justice Loughry said that he had specifically told me over and over again that regardless of what is spent on his office, it was not to cost more than Justice Ketchum or Justice Workman's office, and he asked me if I recalled that conversation, and I said no. I felt like he was trying to intimidate me and coerce me to lie.

27. Not long after the October 19, 2017, meeting in Judge Johnson's office, my personal office was relocated from an office suite located down the hall from the Court's main Administrative Office to a smaller office located within the Court's main Administrative Office between the offices of the Court's two Administrative Counsel who were present at the October 19, 2017, meeting.

Kimberly Ellis
Kimberly Ellis

STATE OF Florida :

COUNTY OF Volusia, to-wit:

Kimberly Ellis, being personally known to me, appeared before me in my said County and State on the 19th day of July, 2018, and after being duly sworn, says that the information in the foregoing Affidavit is true to the best of her information and belief; and wherein stated to be upon information, she believes said statements to be true.

Caroline B Michie
NOTARY PUBLIC



CAROLINE B MICHIE
Commission # GG 111726
Expires June 5, 2021
Bonded Thru Budget Notary Services

My commission Expires: 5-5-21

Canterbury, Steve

From: Loughry, Allen
Sent: Wednesday, August 10, 2016 7:38 PM
To: Canterbury, Steve
Cc: Ketchum, Menis; Davis, Robin; Workman, Margaret; Benjamin, Brent; Loughry, Allen
Subject: August 31, 2016, administrative conference
Attachments: October 2013 WV invitation.pdf; Wyoming invitation.pdf

Steve,

In the same spirit as expressed by Justice Davis' August 2, 2016, letter regarding Court expenditures, I have an additional item that I would like added to the August 31, 2016, administrative conference schedule.

I was approached recently by someone from outside of the Court who said to me: "Why does the Supreme Court pay for parties at the home of Justice Davis?" I explained that that just was not correct and that they had incorrect information. The person adamantly told me that I was wrong.

With the above in mind, I would like to discuss the issue of State money spent on social events/parties at any individual justice's, judge's, magistrate's, or court employee's homes. I have the following questions and requests for information that I would like you to address at the upcoming administrative conference.

Has the Court ever paid for any social events at the private homes of any justice, circuit court judge, family court judge, magistrate, or court employee?

If the Court has paid for any such events, please list all of the dates with all total expenditures (with those expenditures broken down in detail), and any details surrounding such an event.

I am guessing that the parties at Justice Davis' home are not paid for with State tax dollars given the wording of the attached invitation and the fact that this issue has never been discussed to my knowledge by the entire Court. The October 8, 2013, invitation that went to all circuit judges, senior status judges, and some staff members states: "Justice Robin Davis cordially invites you to join her for a Cocktail Buffet."

Taking the October 8, 2013, "Cocktail Buffet" as an example for this discussion (and for the discussion related to any other party at any other time at any justice, circuit court judge, family court judge, or magistrate's home), was any State money spent on that event?

If so, how much? And, what would the specific breakdown of that spending be regardless of whether it would be for food, invitations, or any other expenditure? Did the State pay for food? Did the State pay for alcohol? Did the State pay for decorations? Were any Court employees assigned to work the party? What else did the State pay for, if anything?

To the extent that the Court has paid for any such parties as discussed above, I would like to discuss audit issues, any possible IRS issues, and discuss whether there are any current written policies on hand that deal with such a circumstance.

On a related note, I had a Chief Justice in Wyoming ask me if our Court paid for any of the Cocktail and Dinner party at Justice Davis' Wyoming home held July 25, 2016, for the Chief Justices of other states and territories. I assured him that was not the case. He responded by asking me if we paid dues to the National Center for State Courts to which I said "obviously we do." He then responded by saying, "then you paid for

part of the party because a majority of it was paid for by the NCSC and I just wondered who paid the rest." He told me that he was concerned about any political ramifications that could come from the dues from his State paying for such a private social event. I am not accusing anyone of anything improper with this question, but I am simply responding to what I was asked, which, in turn, has prompted me to think of a couple of additional questions in light of my earlier discussion. Again, I am sure the answer is no, but did any State money go toward paying for the Wyoming Cocktail and Dinner party in any manner?

Thanks to all of you for your patience with these questions. I believe they are important.

Allen

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsoa/

MEMORANDUM

TO: ALL JUSTICES

FROM: STEVE CANTERBURY *SDC*

DATE: August 19, 2016

SUBJECT: Review of Costs to the State of Justice Davis' Dinners and Any other Parties Held at Homes of Any Other Court Employees

On August 10, 2016, Justice Loughry asked that several questions be answered regarding any costs to the State of the receptions held for Court employees at the home of Justice Davis. Further he asked whether the State had paid any money toward "any social events at the private homes of any justice, circuit court judge, family court judge, magistrate, or court employee."

I'll deal with the second issue first: besides, Justice Davis I am the only other court employee who has been identified as having other court employees to his home. Seven times during the last eleven years, I have asked groups of employees from the Administrative Office to meet at my house after 2:30 PM for a late lunch over which we have dealt with court business. Afterwards, the employees were free to walk on the paths on our property, to lounge on the deck, or to go home. None of the cost of the food was borne by the State; I paid for the pizzas or sandwiches myself. Since there are no soft drinks at my house, I asked employees to bring their own preferred beverage if they wanted something other than water.

Justice Davis held dinners for Court employees at her house on seven different occasions. As indicated on the Judicial Conference agendas, all but one of the dinners occurred in conjunction with and as a part of the state Judicial Conferences. The exception was the appreciation dinner Justice Davis hosted for Administrative Office staff who volunteered their time at The Greenbrier for the 2014 Annual Meeting. All Justices also attended the 2014 dinner. All of the other dinners were held during the Judicial Conferences for all of the state's judges and their spouses, along with several other Court employees (such as the Court Marshals, Division of Judicial Education staff [who work the conferences], Clerk Perry, and I). All guests were either Court employees or their spouses or dates.

At all of the dinners, Justice Davis paid for all alcohol, serving staff, and clean-up. No court staff were used to work at the dinners.

The following is a list of the dinners held at Justice Davis' home, when they occurred, and (except for the 1998 dinner since there are no financial records kept by the Auditor or by the Financial Division of the Court before 1999) the Court's cost -- listed by specific vendor -- for those dinners:

Date of Reception	Total State Dollars Spent	Breakdown of Expenditures (if any)
April 22, 1998	\$0*	N/A*
May 8, 2002	\$0	N/A
May 3, 2006	\$0	N/A
October 16, 2007	\$0	N/A
June 14, 2011	\$907.50	Kanawha Valley Regional Transportation Authority (for transporting judges and spouses from the hotel to Justice Davis' residence and back)
October 8, 2013	\$11,360.03	Food: \$5,250.00 – Meticulous, Inc. \$1,083.11 – Buzz Products, Inc. \$ 851.25 – Joe's Fish Market \$ 21.54 – Kroger's \$ 38.25 – Spring Hill Bakery Tent, tables, chair rentals: \$1,673.38 – Party King Decorations: \$1,535.00 – Food among the Flowers Transportation (as described above): \$907.50 – Kanawha Valley Trans. Auth
September 26, 2014	\$0	N/A

*As noted earlier, there are no copies of financial records before 1999. Justice Davis recalls that the first dinner at her house in 1998 (as with the next three) was paid entirely by her.

Yesterday, you received a copy of National Center for State Courts President Mary McQueen's letter which states that no NCSC funds were used for the dinner that Justice Davis held for the Chief Justices and their families. After an exhaustive search, Division of Finance Director Sue Troy found no invoices indicating that any State funds were used for Justice Davis' dinner in Jackson either.

Justice Loughry has asked that this be included as an item in the upcoming August 29th Administrative Conference, and I shall do so. Any policy or other implications can be discussed at that time.

Thank you.

Maybe legal size Drawer

The Files somewhere on both sides

Maybe this is a legal size Filing Drawer w/ an open write I might put the Diplomas on that wall but Don't know

EXHIBIT
39
tabbles

Curtains like the one in room

Smaller Radiator

Smaller Radiator

Keyboard Computer Monitor

Machine or comfortable chair

Filing Desk

Chair

Standing Desk

Stone top Single Panel Table

Tabletop Toilet

Standing table

Maybe cabinet style or drawers on the kitchen

TV

Closest

I am open to suggestions on this wall. I had thought about drawers, & a cabinet small closet but with all of the space in Vic's office, I may not need all of that.

Monitor
Keyboard

File Drawer

Desk

⊕

⊕

Wall of cabinets similar to Workman and Ketchum

This could be a window. I've seen a chair in a window. I've seen a window in the middle. I just want to look professional and be comfortable.

Jordan Blin's special ingers from justice digging

Smaller Radiator

Hide Ketchum's name
Maybe space wall above for art of some type.



State of West Virginia
John B. McCuskey

State Auditor

Office of the State Auditor
 State Capitol, Building 1, Suite W-100
 1900 Kanawha Boulevard, East
 Charleston, West Virginia 25305

Toll Free: (877) 982-9148
 Telephone: (304) 558-2251
 Fax: (304) 558-5200
 www.wvsao.gov

July 25, 2018

West Virginia Legislature
 House Judiciary Committee
 Room 418M, Bldg. 1
 1900 Kanawha Blvd. E.
 Charleston, WV 25305

RE: Request for documents

To Whom It May Concern:

Pursuant to your request, please find attached 34 documents reflecting payments made to **JRP CONSULTING, LLC**.

The attached invoices/documents reflect the following payments that have been made:

Vendor History Payments

Vendor No: 0000105352 Address ID: *JRP CONSULTING LLC*
ALUM CREEK, WV

Grouped By Warrant			Invoice Detail		
<u>Document ID</u>	<u>Vendor Invoice</u>	<u>Agency</u>	<u>Warrant</u>	<u>Amount</u>	<u>Date</u>
I014279840	33	SUPREME COURT	1012324960	\$4,182.00	03/26/2013
I014279844	34	SUPREME COURT	1012324960	\$4,182.00	03/26/2013
I014059711	31	SUPREME COURT	1012172365	\$4,182.00	02/22/2013
I014059714	32	SUPREME COURT	1012172365	\$4,182.00	02/22/2013

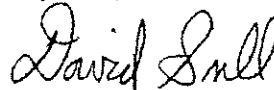
I013862735	30	SUPREME COURT	1012054144	\$4,182.00	01/30/2013
I013862732	29	SUPREME COURT	1012054144	\$4,182.00	01/30/2013
I013808650	28	SUPREME COURT	1011964931	\$4,182.00	01/02/2013
I013808649	27	SUPREME COURT	1011964931	\$4,182.00	01/02/2013
I013760400	25	SUPREME COURT	1011869705	\$4,182.00	11/30/2012
I013760402	26	SUPREME COURT	1011869705	\$4,182.00	11/30/2012
I013695963	24	SUPREME COURT	1011759059	\$4,182.00	10/23/2012
I013695962	23	SUPREME COURT	1011759059	\$4,182.00	10/23/2012
I013639821	21	SUPREME COURT	1011658311	\$4,182.00	09/21/2012
I013639825	22	SUPREME COURT	1011658311	\$4,182.00	09/21/2012
I013574749	20	SUPREME COURT	1011540161	\$4,182.00	08/14/2012
I013574748	19	SUPREME COURT	1011540161	\$4,182.00	08/14/2012
I013517689	17	SUPREME COURT	1011462129	\$5,576.00	07/19/2012
I013517691	18	SUPREME COURT	1011462129	\$5,576.00	07/19/2012
I013438330	16	SUPREME COURT	1011325065	\$5,576.00	06/08/2012
I013438323	15	SUPREME COURT	1011325065	\$5,576.00	06/08/2012
I013381692	14	SUPREME COURT	1011253702	\$5,576.00	05/17/2012
I013381727	12	SUPREME COURT	1011253702	\$5,576.00	05/17/2012
I013381702	13	SUPREME COURT	1011253702	\$5,576.00	05/17/2012
I013114911	11	SUPREME COURT	1011005337	\$5,576.00	03/21/2012
I013120466	9	SUPREME COURT	1011005337	\$5,576.00	03/21/2012

I013120462	10	SUPREME COURT	1011005337	\$5,576.00	03/21/2012
I012880492	7	SUPREME COURT	1010830331	\$5,576.00	02/14/2012
I012828854	8	SUPREME COURT	1010809727	\$5,576.00	02/10/2012
I012647154	6	SUPREME COURT	1010661381	\$5,576.00	01/11/2012
I012647153	5	SUPREME COURT	1010661381	\$5,576.00	01/11/2012
I012610856	4	SUPREME COURT	1010580487	\$5,576.00	12/13/2011
I012593971	3	SUPREME COURT	1010551704	\$5,576.00	12/06/2011
I012582303	2	SUPREME COURT	1010524004	\$5,576.00	11/23/2011
I012579701	1	SUPREME COURT	1010518682	\$5,576.00	11/22/2011

Per my signature below, this shall serve as certification that the attached documents are true and correct copies of records maintained and stored by the West Virginia State Auditor's office.

Should you have any questions, please do not hesitate to contact me.

Very Truly Yours,



David Sull
Director of Auditing

Attachments

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

11/16/11
10 29 0

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 0 12579701
WVFIMS DOCUMENT ID I 12579701

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 11/16/11
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 1
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 11/16/11
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2011-11-16

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
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STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

11/17/11
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INVOICE COVER SHEET

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WVFIMS DOCUMENT ID I 12582303

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000-
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 11/17/11
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 2
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 11/17/11
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN
ALUM CREEK WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2011-11-17

APPROVED BY AUDITOR						DATE
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TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

11/28/11
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INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 8 12593971
WVFIMS DOCUMENT ID I 12593971

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

ORGANIZATION CHARLESTON
2400
ORGANIZATION NAME SUPREME COURT

WV 25305-0000

DATE PREPARED 11/28/11
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 3
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 11/28/11
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2011-11-28

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
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12/06/11
15:43:00

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 3 12610856
WVFIMS DOCUMENT ID: I 12610856

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: MICHAEL K. PROOPS
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 12/06/11
DOCUMENT AMOUNT: 5,576.00
VENDOR INVOICE NUMBER: 4
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 12/06/11
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: MICHAEL K PROOPS
CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2932 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: MICHAEL K PROOPS
DIRECTOR OF FINANCIAL MGT

DATE: 2011-12-06

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2010	2400	099	027		5,576.00
TOTAL INVOICE AMOUNT						5,576.00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
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12/29/11
15 05 4

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 5 12647153
WVFIMS DOCUMENT ID I 12647153

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

WV 25305-0000

DATE PREPARED 12/29/11
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 5
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 12/29/11
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2011-12-29

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
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12/29/11
15 06 (

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 6 12647154
WVFIMS DOCUMENT ID I 12647154

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

ORGANIZATION CHARLESTON
2400
ORGANIZATION NAME SUPREME COURT

WV 25305-0000

DATE PREPARED 12/29/11
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 6
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 12/29/11
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC
VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

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INVOICE AUDITOR

DATE 2011-12-29

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70UO
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

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11 16

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 1 12880492
WVFIMS DOCUMENT ID I 12880492

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 02/10/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 7
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 02/10/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-02-10

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

02/07/
10 18

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 3 12828854
WVFIMS DOCUMENT ID I 12828854

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 02/07/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 8
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 02/07/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN
ALUM CREEK WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR DATE 2012-02-07

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

03/20/12
09 47 C

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 2 13120466
WVFIMS DOCUMENT ID I 13120466

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

ORGANIZATION CHARLESTON
2400
ORGANIZATION NAME SUPREME COURT

WV 25305-0000

DATE PREPARED 03/20/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 9
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 03/20/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-03-20

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2011	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

03/20/12
09 46 C

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 8 13120462
WVFIMS DOCUMENT ID I 13120462

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

ORGANIZATION CHARLESTON WV 25305-0000
2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 03/20/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 10
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 03/20/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-03-20

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2011	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

03/19/12
16 00 0

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 2 13114911
WVFIMS DOCUMENT ID I 13114911

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

ORGANIZATION CHARLESTON WV 25305-0000
2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 03/19/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 11
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 03/19/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC
VENDOR ADDRESS 130 LOCK LN

ALUM CREEK WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-03-19

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2011	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

05/16/12
09 55 4

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 8 13381727
WVFIMS DOCUMENT ID I 13381727

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 05/16/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 12
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 05/16/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-05-16

APPROVED BY AUDITOR _____ DATE _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2011	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

05/16/12
09 52 5

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 9 13381702
WVFIMS DOCUMENT ID I 13381702

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

WV 25305-0000

DATE PREPARED 05/16/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 13
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 05/16/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-05-16

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2011	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

05/16/12
09 51 4

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 4 13381692
WVFIMS DOCUMENT ID I 13381692

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 05/16/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 14
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 05/16/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC
VENDOR ADDRESS 130 LOCK LN

ALUM CREEK WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-05-16

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2011	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

06/06/12
08 46 3

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 7 13438323
WVFIMS DOCUMENT ID I 13438323

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

WV 25305-0000

DATE PREPARED 06/06/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 15
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 06/06/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-06-06

APPROVED BY AUDITOR _____						DATE _____
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

06/06/12
08 48 01

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 6 13438330
WVFIMS DOCUMENT ID I 13438330

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 06/06/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 16
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 06/08/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE 304-340-2931 EXT
CASH ADVANCE N BEGIN TRAVEL / / END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-06-06

APPROVED BY AUDITOR _____ DATE _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

07/16/12
11 00 1

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 5 13517689
WVFIMS DOCUMENT ID I 13517689

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 07/16/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 17
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 07/16/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2012-07-16

APPROVED BY AUDITOR _____

DATE _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

07/16/12
11 00 3

INVOICE COVER SHEET BASKET ESSENTIAL

AUDITOR ENTRY ID I 9 13517691
WVFIMS DOCUMENT ID I 13517691

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 07/16/12
DOCUMENT AMOUNT 5,576 00
VENDOR INVOICE NUMBER 18
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 07/16/12
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC
VENDOR ADDRESS 130 LOCK LN

ALUM CREEK WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE
CASH ADVANCE N BEGIN TRAVEL / / 304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR DATE 2012-07-16

APPROVED BY AUDITOR						DATE
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		5,576 00
TOTAL INVOICE AMOUNT						5,576 00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

08/12/12
15:30:2

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 3 13574748
WVFIMS DOCUMENT ID: I 13574748

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 08/12/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 19
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 3
OPEN END CONTRACT NUMBER:
DUE DATE: 08/12/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-08-12

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		4,182.00

TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70UO
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

08/12/12
15:31:2

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 4 13574749
WVFIMS DOCUMENT ID: I 13574749

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 08/12/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 20
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 3
OPEN END CONTRACT NUMBER:
DUE DATE: 08/12/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / /

304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-08-12

APPROVED BY AUDITOR: _____

DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

09/17/12
12:47:4

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 8 13639821
WVFIMS DOCUMENT ID: I 13639821

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 09/17/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 21
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 2
OPEN END CONTRACT NUMBER:
DUE DATE: 09/17/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-09-17

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

09/17/12
12:48:00

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 2 13639825
WVFIMS DOCUMENT ID: I 13639825

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 09/17/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 22
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 2
OPEN END CONTRACT NUMBER:
DUE DATE: 09/17/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC
VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE
CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-09-17

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

10/16/
15:41:

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 0 13695962
WVFIMS DOCUMENT ID: I 13695962

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 10/16/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 23
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 2
OPEN END CONTRACT NUMBER:
DUE DATE: 10/16/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE
CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-10-16

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182.00

TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

10/16
15:42

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 1 13695963
WVFIMS DOCUMENT ID: I 13695963

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 10/16/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 24
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 2
OPEN END CONTRACT NUMBER:
DUE DATE: 10/16/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE
CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-10-16

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

11/20/12
12:25:3

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 0 13760400
WVFIMS DOCUMENT ID: I 13760400

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 11/20/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 25
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 2
OPEN END CONTRACT NUMBER:
DUE DATE: 11/20/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC
VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE
CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR DATE: 2012-11-20

APPROVED BY AUDITOR: _____						DATE: _____
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

11/20/12
12:25:5

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 2 13760402
WVFIMS DOCUMENT ID: I 13760402

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 11/20/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 26
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 2
OPEN END CONTRACT NUMBER:
DUE DATE: 11/20/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / /

304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-11-20

APPROVED BY AUDITOR: _____

DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT
0180	2013	2400	130	027	

AMOUNT

4,182.00

TOTAL INVOICE AMOUNT

4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

12/18/12
15:08:11

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 6 13808649
WVFIMS DOCUMENT ID: I 13808649

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 12/18/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 27
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 3
OPEN END CONTRACT NUMBER:
DUE DATE: 12/18/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-12-18

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

12/18/12
15:08:4

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 9 13808650
WVFIMS DOCUMENT ID: I 13808650

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 12/18/12
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 28
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 3
OPEN END CONTRACT NUMBER:
DUE DATE: 12/18/12
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2012-12-18

APPROVED BY AUDITOR: _____

DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

01/24/
10 09

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 2 13862732
WVFIMS DOCUMENT ID I 13862732

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT SUE TROY
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION 2400 WV 25305-0000
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 01/24/13
DOCUMENT AMOUNT 4,182 00
VENDOR INVOICE NUMBER 29
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 2
OPEN END CONTRACT NUMBER
DUE DATE 01/24/13
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2013-01-24

APPROVED BY AUDITOR _____

DATE _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182 00
TOTAL INVOICE AMOUNT						4,182 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

01/24/13
10 09 3

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 5 13862735
WVFIMS DOCUMENT ID I 13862735

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT SUE TROY
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 01/24/13
DOCUMENT AMOUNT 4,182 00
VENDOR INVOICE NUMBER 30
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 2
OPEN END CONTRACT NUMBER
DUE DATE 01/24/13
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE NIKKI PREECE

CASH ADVANCE N BEGIN TRAVEL / /

304-340-2931 EXT
END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2013-01-24

APPROVED BY AUDITOR _____						DATE _____
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182 00
TOTAL INVOICE AMOUNT						4,182 00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

02/20/
09:53:

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 1 14059711
WVFIMS DOCUMENT ID: I 14059711

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 02/20/13
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 31
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 3
OPEN END CONTRACT NUMBER:
DUE DATE: 02/20/13
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / /

304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2013-02-20

APPROVED BY AUDITOR: _____

DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

02/20/13
09:53:4

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 4 14059714
WVFIMS DOCUMENT ID: I 14059714

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

WV 25305-0000

DATE PREPARED: 02/20/13
DOCUMENT AMOUNT: 4,182.00
VENDOR INVOICE NUMBER: 32
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 3
OPEN END CONTRACT NUMBER:
DUE DATE: 02/20/13
SPECIAL HANDLING: N
VENDOR NUMBER: 105352
VENDOR NAME: JRP CONSULTING LLC

VENDOR ADDRESS: 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE: NIKKI PREECE

CASH ADVANCE: N BEGIN TRAVEL: / / 304-340-2931 EXT:
END TRAVEL: / /

COMMENTS:

ELECTRONICALLY AUTHORIZED BY: NIKKI PREECE
INVOICE AUDITOR

DATE: 2013-02-20

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	027		4,182.00
TOTAL INVOICE AMOUNT						4,182.00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

03/21/13
11.45:5

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID I 5 14279840
WVFIMS DOCUMENT ID I 14279840

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT SUE TROY
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 03/21/13
DOCUMENT AMOUNT 4,182.00
VENDOR INVOICE NUMBER 33
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 4
OPEN END CONTRACT NUMBER
DUE DATE 03/21/13
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC
VENDOR ADDRESS 130 LOCK LN

ALUM CREEK WV 25003-

CONTACT PERSON/PHONE SANDRA K JOHNSON
CASH ADVANCE N BEGIN TRAVEL / / 304-558-0145 EXT:
END TRAVEL: / /

COMMENTS

AUTHORIZED SIGNATURE *Sue Troy* DATE: 3/21/13

APPROVED BY AUDITOR _____ DATE _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		4,182 00
TOTAL INVOICE AMOUNT						4,182 00

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

03/21/13
11 46:30

INVOICE COVER SHEET

BASKET ESSENTIAL

AUDITOR ENTRY ID: I 9 14279844
WV FIMS DOCUMENT ID: I 14279844

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

WV 25305-0000

DATE PREPARED 03/21/13
DOCUMENT AMOUNT 4,182 00
VENDOR INVOICE NUMBER 34
AGENCY COMMITMENT
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION 4
OPEN END CONTRACT NUMBER
DUE DATE 03/21/13
SPECIAL HANDLING N
VENDOR NUMBER 105352
VENDOR NAME JRP CONSULTING LLC

VENDOR ADDRESS 130 LOCK LN

ALUM CREEK

WV 25003-

CONTACT PERSON/PHONE SANDRA K. JOHNSON
CASH ADVANCE N BEGIN TRAVEL / /

304-558-0145 EXT / /
END TRAVEL / /

COMMENTS.

AUTHORIZED SIGNATURE Mick Proce DATE 3/21/13

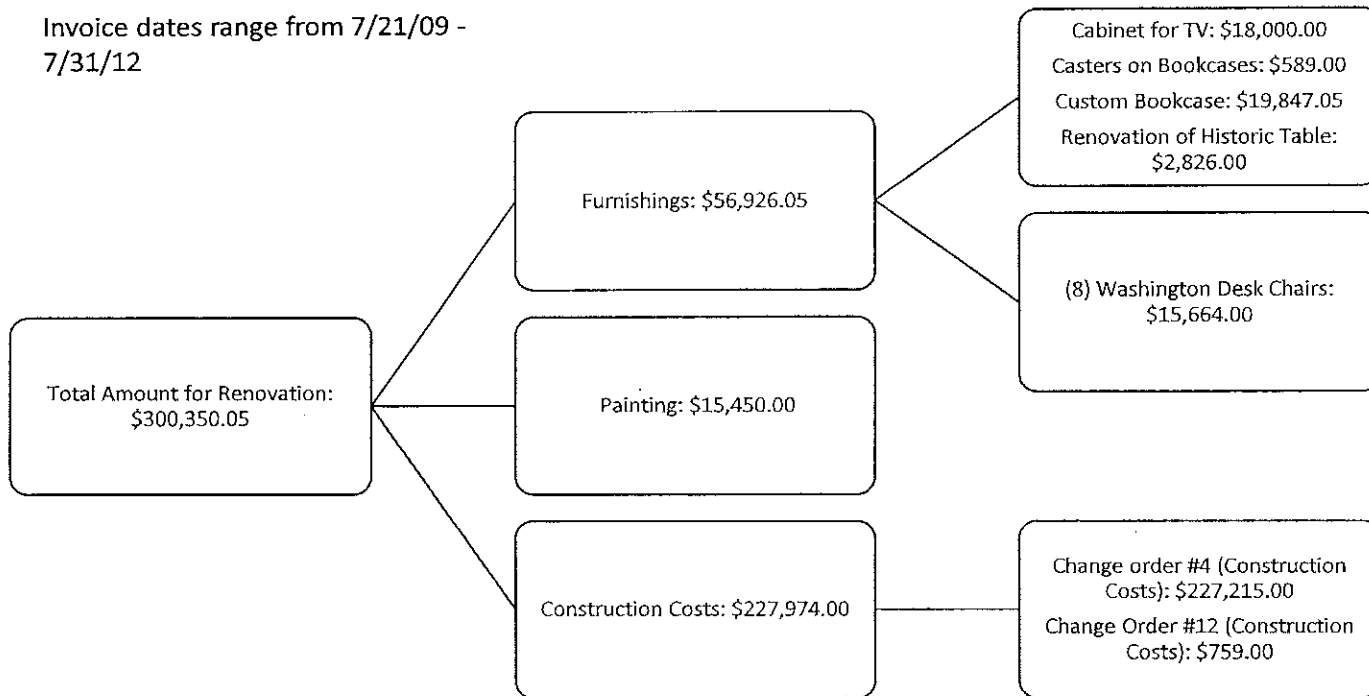
APPROVED BY AUDITOR _____ DATE _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	027		4,182 00
TOTAL INVOICE AMOUNT						4,182 00

1	JUSTICE'S CONFERENCE ROOM
2	COMMON AREA
3	COURTROOM
4	JUSTICE BENJAMIN
5	JUSTICE DAVIS
6	JUSTICE KETCHUM
7	JUSTICE LOUGHRY
8	JUSTICE WALKER
9	JUSTICE WORKMAN
10	3 RD FLOOR WOMEN'S RESTROOM
11	3 RD FLOOR MEN'S RESTROOM
12	3 RD FLOOR BATHROOM (BEHIND THE BENCH)
13	1 ST FLOOR HALLWAY (LIGHTS & MARBLE)
14	
15	

**JUSTICE'S CONFERENCE
ROOM**

Justice's Conference Room
Invoice dates range from 7/21/09 -
7/31/12



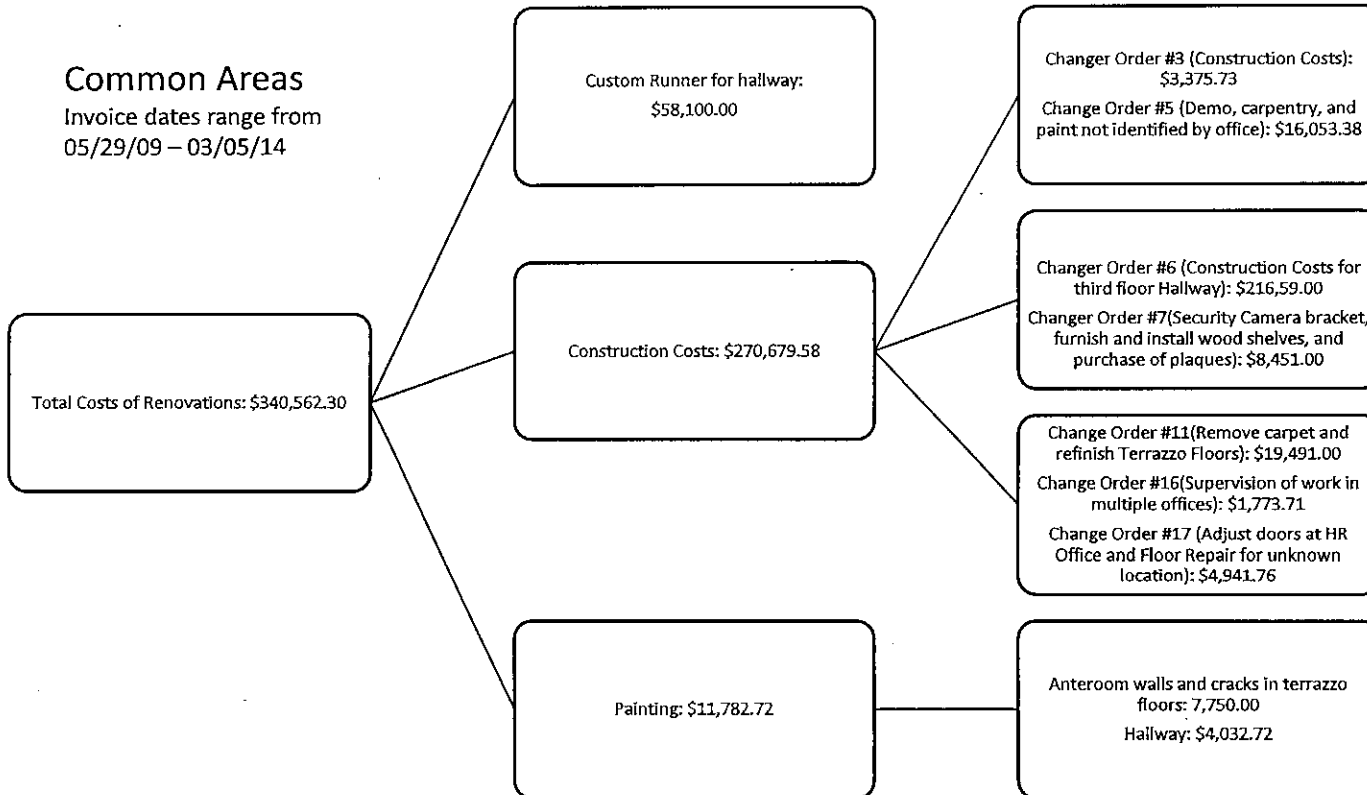
RENOVATION OF JUSTICE'S CONFERENCE ROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
EDWARD HILLENBRAND FURNITUREMAKER	CABINET FOR 55" FLAT PANEL TELEVISION	5525	09/07/10	\$ 18,000.00
EDWARD HILLENBRAND FURNITUREMAKER	INSTALL CASTERS ON THE 5 BOOKCASES IN THE CONFERENCE ROOM	5594	12/30/11	\$ 589.00
EDWARD HILLENBRAND FURNITUREMAKER	CUSTOM BOOKCASE FOR CONFERENCE ROOM	5606	07/31/12	\$ 19,847.05
EDWARD HILLENBRAND FURNITURE	RENOVATION OF HISTORIC TABLE IN CONFERENCE ROOM	5499	02/01/10	\$ 2,826.00
PATTY STEWART CUSTOM FAUX	PAINTING IN CONFERENCE ROOM	N/A	08/29/11	\$ 15,450.00
WELLS HOME FURNISHINGS	WASHINGTON DESK CHAIR (1)	74203	04/12/10	\$ 1,958.00
WELLS HOME FURNISHINGS	WASHINGTON DESK CHAIR (1)	75611	08/31/10	\$ 1,958.00
WELLS HOME FURNISHINGS	WASHINGTON DESK CHAIR (6)	77324	01/01/11	\$ 11,748.00
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS	CHANGE ORDER #4	07/21/09	\$ 227,215.00
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS	CHANGE ORDER #12	07/21/09	\$ 759.00
SUBTOTAL				<u>\$ 300,350.05</u>

COMMON AREAS

Common Areas

Invoice dates range from
05/29/09 – 03/05/14



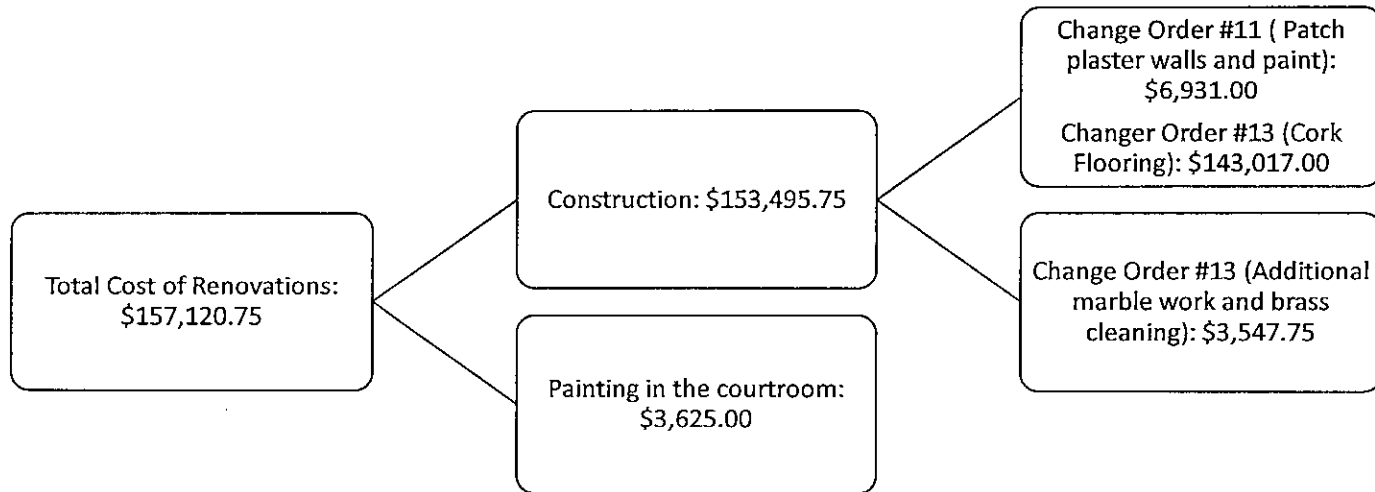
RENOVATION OF COMMON AREAS

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CARPET GALLERY	CUSTOM RUNNER FOR HALLWAY	N/A	02/08/12	\$ 58,100.00
PATTY STEWART CUSTOM FAUX	PAINTING OF ANTEROOM WALLS AND CRACKS IN TERRAZO FLOORS	N/A	01/14/10	\$ 7,750.00
PATTY STEWART CUSTOM FAUX	PAINTING IN HALLWAY	N/A	10/28/13	\$ 4,032.72
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS FOR THIRD FLOOR	CHANGE ORDER #3	05/29/09	\$ 3,375.73
NEIGHBORGALL CONSTRUCTION	DEMOLITION, CARPENTRY, PAINTING NOT IDENTIFIED BY OFFICE	CHANGE ORDER #5	10/05/09	\$ 16,053.38
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS FOR THIRD FLOOR HALLWAY	CHANGE ORDER #6	12/16/09	\$ 216,593.00
NEIGHBORGALL CONSTRUCTION	SECURITY CAMERA MONITOR BRACKET	CHANGE ORDER #7	08/02/10	\$ 235.00
NEIGHBORGALL CONSTRUCTION	FURNISH & INSTALL WOOD SHELVES	CHANGE ORDER #7	08/02/10	\$ 1,218.00
NEIGHBORGALL CONSTRUCTION	PURCHASE OF PLAQUES	CHANGE ORDER #7	08/02/10	\$ 6,998.00
NEIGHBORGALL CONSTRUCTION	REMOVE CARPET AND REFINISH TERRAZZO FLOOR	CHANGE ORDER #11	12/09/10	\$ 19,491.00
NEIGHBORGALL CONSTRUCTION	SUPERVISION OF WORK IN MULTIPLE OFFICES	CHANGE ORDER #16	11/07/13	\$ 1,773.71
NEIGHBORGALL CONSTRUCTION	ADJUST DOORS AT HR OFFICE/FLOOR REPAIR (LOCATION ??)	CHANGE ORDER #17	03/05/14	\$ 4,941.76
				\$ 270,679.58
			SUBTOTAL	<u>\$ 340,562.30</u>

COURTROOM

3RD Floor Courtroom

Invoice dates range from 12/09/10
– 08/06/12

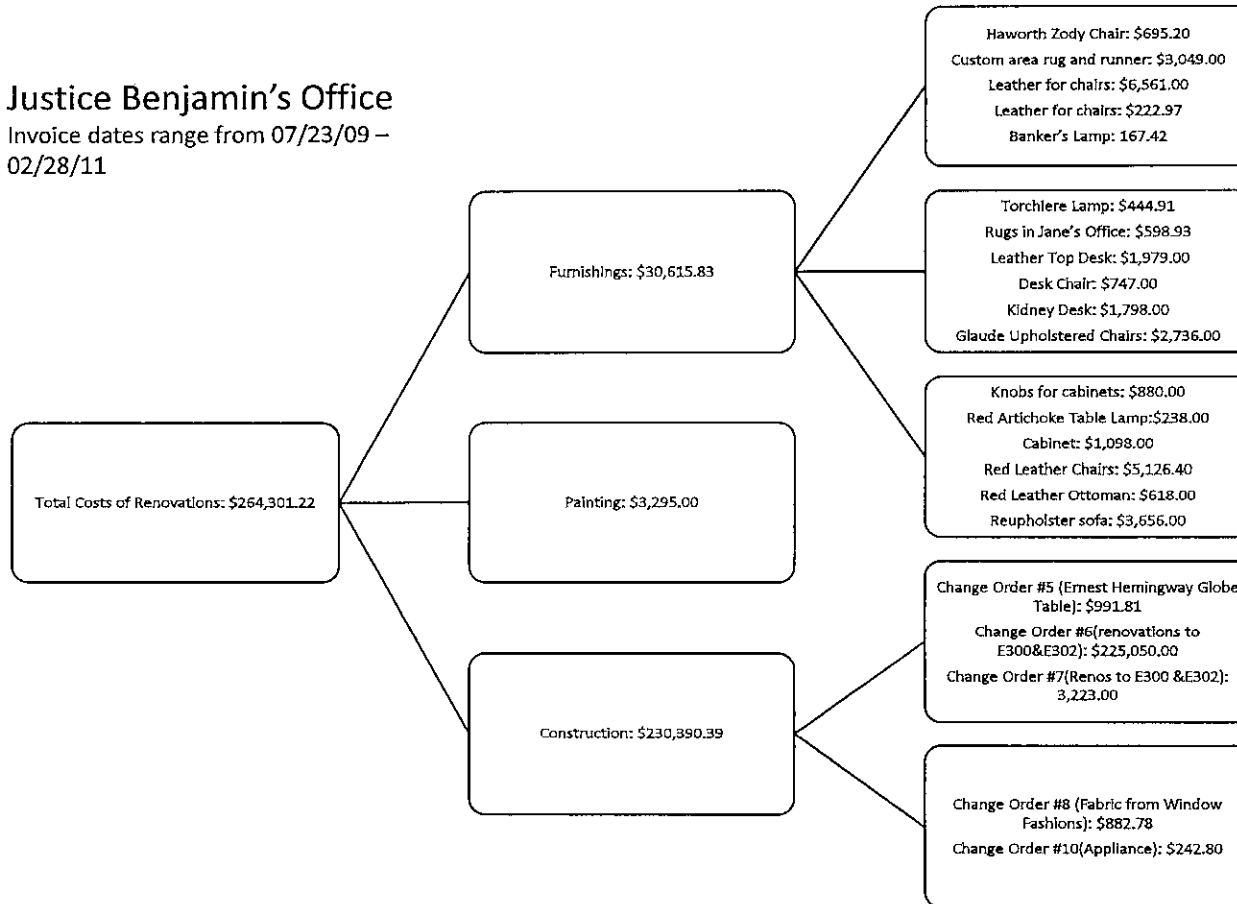


RENOVATION OF 3RD FLOOR COURTROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
PATTY STEWART CUSTOM FAUX	PAINTING IN THE COURTROOM	N/A	07/25/12	\$ 3,625.00
NEIGHBORGALL	PATCH PLASTER WALLS & PAINT	CHANGE ORDER #11	12/09/10	\$ 6,931.00
NEIGHBORGALL	CORK FLOORING	CHANGE ORDER #13	08/06/12	\$ 143,017.00
NEIGHBORGALL	ADDITIONAL MARBLE WORK & BRASS CLEANING	CHANGE ORDER #13	08/06/12	\$ 3,547.75
SUBTOTAL				<u>\$ 157,120.75</u>

JUSTICE BENJAMIN

Justice Benjamin's Office
 Invoice dates range from 07/23/09 –
 02/28/11



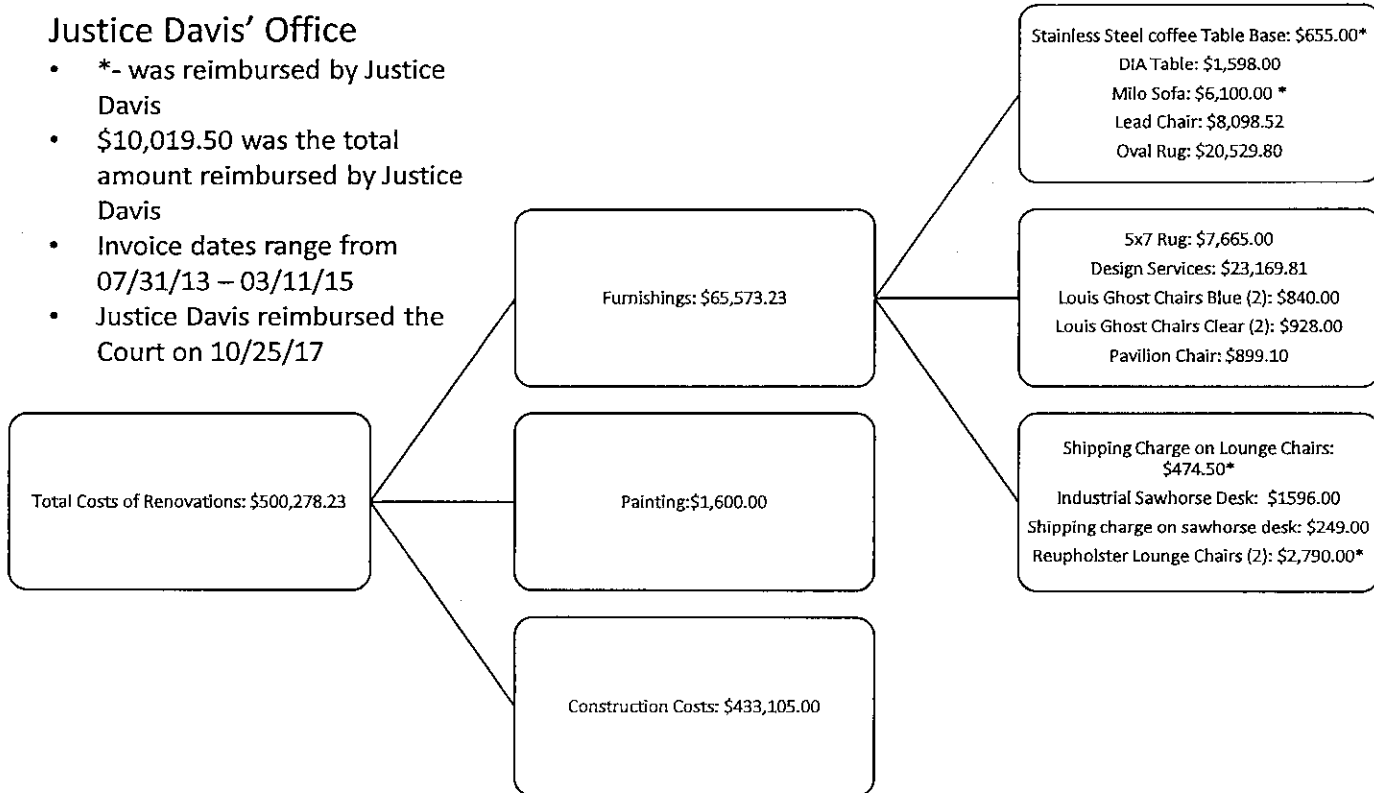
TICE BENJAMIN'S OFFICE RENOVATIONS

<u>Vendor</u>	<u>Item Description</u>	<u>Sales Order/Invoice</u>		<u>Amount</u>
		<u>No.</u>	<u>Invoice Date</u>	
Capitol Business	Haworth Zody Chair	91863	07/01/10	\$ 695.20
Carpet Gallery	Custom area rug & runner		02/28/11	\$ 3,049.00
Garrett Leather	Vintage Moss & Pearlessence Lipstick leather (for Hancock & Moore chairs)	108752	01/28/11	\$ 6,561.00
Garrett Leather	Vintage Moss & Pearlessence Lipstick leather (for Hancock & Moore chairs)	109529	03/07/11	\$ 222.97
Goldfarb	Banker's Lamp	Fletch's P-Card	08/12/10	\$ 167.42
Lamps Plus	Torchlere Lamp	Fletch's P-Card	07/01/10	\$ 444.91
Patty Stewart Custom Faux (La Painting in office E-302 (Debbie Bogan)		N/A	02/09/10	\$ 1,250.00
Patty Stewart Custom Faux (La Painting in office E-302 (Debbie Bogan)		N/A	04/15/10	\$ 1,250.00
Patty Stewart Custom Faux (La Painting in office E-302 (Debbie Bogan)		N/A	04/15/10	\$ 795.00
RDC Area Rugs	Rugs in Jane's Office (Runner & 5x7)	Fletch's P-Card	09/03/10	\$ 598.93
Well's Home Furnishings	Thomasville Regiment Leather Top Correspondent Desk	71320	07/23/09	\$ 1,979.00
Well's Home Furnishings	Thomasville Regiment Correspondent Desk Chair	71320	07/23/09	\$ 747.00
Well's Home Furnishings	Stanley/Blair Savannah Kidney Desk	72439	10/29/09	\$ 1,798.00
Well's Home Furnishings	Thomasville Glaude Upholstered Chairs	74221	07/06/10	\$ 2,736.00
Well's Home Furnishings	Stanley knobs for built-in cabinets	74222	04/14/10	\$ 880.00
Well's Home Furnishings	Uttermost Red Artichoke Table Lamp	75616	09/22/10	\$ 238.00
Well's Home Furnishings	Stanley Farmhouse Patrons Cabinet	75616	09/22/10	\$ 1,098.00
Well's Home Furnishings	Hancock & Moore Clara Red Leather Chairs	76451	10/27/10	\$ 5,126.40
Well's Home Furnishings	Hancock & Moore Clara Red Leather Ottoman	76451	10/27/10	\$ 618.00
Window Fashions	Reupholster 84" wide sofa	N/A	01/01/11	\$ 3,656.00
Total				\$ 33,910.83
Neighborgall	Thomasville Ernest Hemingway Globe Table	Change order #5		\$ 991.81
Neighborgall	Office renovations - E300 & E302	Change order #6		\$ 225,050.00
Neighborgall	Office renovations - E300 & E302	Change order #7		\$ 3,223.00
Neighborgall	Fabric from Window Fashions	Change order #8		\$ 882.78
Neighborgall	Appliance	Change order #10		\$ 242.80
				\$ 230,390.39
	TOTAL			\$ 264,301.22

JUSTICE DAVIS

Justice Davis' Office

- *- was reimbursed by Justice Davis
- \$10,019.50 was the total amount reimbursed by Justice Davis
- Invoice dates range from 07/31/13 – 03/11/15
- Justice Davis reimbursed the Court on 10/25/17



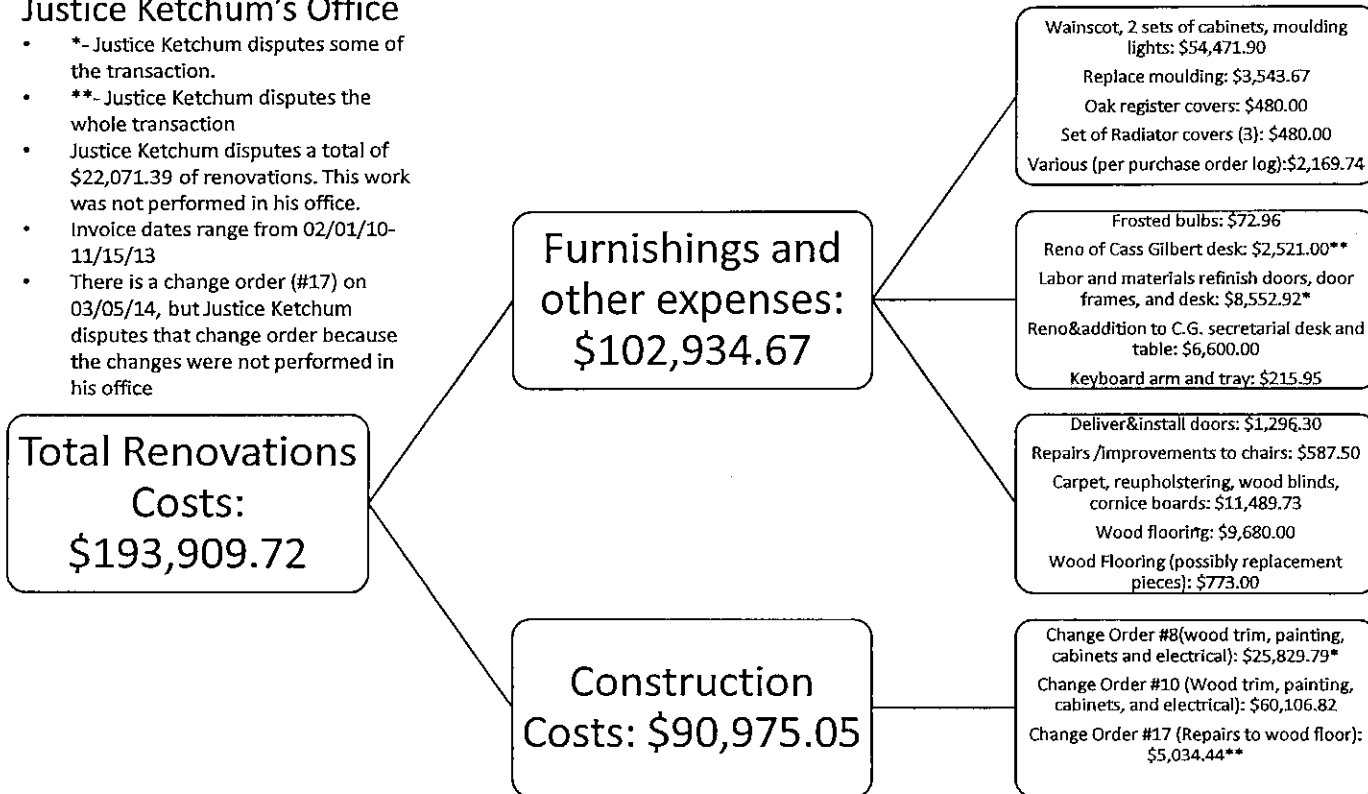
RENOVATION OF ROOMS E-301 & E-303 - JUSTICE DAVIS

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
ACME BRASS	CORRECT FINISH ON STAINLESS STEEL COFFEE TABLE BASE	9986	07/31/13	\$ 655.00
ACME BRASS	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (655.00)
B. STANLEY GILL	ISAMU NOGUCHI 36" DIA TABLE		06/05/14	\$ 1,598.00
CAPITOL BUSINESS INTERIORS	MILO BAUGHMAN SOFA	57844	09/25/13	\$ 6,100.00
CAPITOL BUSINESS INTERIORS	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (6,100.00)
CARPET GALLERY	WALTER KNOLL LEAD CHAIR		08/21/14	\$ 8,098.52
CARPET GALLERY	EDWARD FIELDS 9 X 12 OVAL RUG			\$ 20,529.80
CARPET GALLERY	EDWARD FIELDS 5 X 7 RUG			\$ 7,665.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-01	10/10/13	\$ 7,237.50
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-02	11/09/13	\$ 9,390.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-03	12/15/13	\$ 1,032.31
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-04	04/05/14	\$ 900.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-05	05/04/14	\$ 300.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-015-10	06/01/14	\$ 420.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-07	07/06/14	\$ 1,020.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-08	08/02/14	\$ 480.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-09	09/06/14	\$ 420.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-10	10/04/14	\$ 870.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-11	11/01/14	\$ 480.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-12	12/07/14	\$ 620.00
EXIT ART	LOUIS GHOST CHAIRS - BLUE (2)		08/15/14	\$ 840.00
GEIGER BROTHERS	CONSTRUCTION COSTS		06/14/14	\$ 433,105.00
HIVE MODERN DESIGN	LOUIS GHOST CHAIRS - CLEAR (2)		07/28/14	\$ 928.00
IFN MODERN	PAVILION CHAIR		03/11/15	\$ 899.10
PATTY STEWART CUSTOM FAUX	PAINTING		01/20/15	\$ 1,600.00
PLYCON TRANSPORATION	SHIPPING CHARGE ON LOUNGE CHAIRS PURCHASED AT ART AUCTION		08/27/13	\$ 474.50
PLYCON TRANSPORATION	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (474.50)
RESTORATION HARDWARE	INDUSTRIAL SAWHORSE DESK			\$ 1,596.00
RESTORATION HARDWARE	SHIPPING CHARGE ON INDUSTRIAL SAWHORSE DESK			\$ 249.00
WINDOW FASHIONS	REUPHOLSTER 2 LOUNGE CHAIRS PURCHASED AT ART AUCTION		07/28/14	\$ 2,790.00
WINDOW FASHIONS	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (2,790.00)
			SUBTOTAL	<u>\$ 500,278.23</u>

JUSTICE KETCHUM

Justice Ketchum's Office

- *- Justice Ketchum disputes some of the transaction.
- **- Justice Ketchum disputes the whole transaction
- Justice Ketchum disputes a total of \$22,071.39 of renovations. This work was not performed in his office.
- Invoice dates range from 02/01/10-11/15/13
- There is a change order (#17) on 03/05/14, but Justice Ketchum disputes that change order because the changes were not performed in his office



Total Renovations Costs:
\$193,909.72

Furnishings and other expenses:
\$102,934.67

Construction Costs:
\$90,975.05

Wainscot, 2 sets of cabinets, moulding lights: \$54,471.90
Replace moulding: \$3,543.67
Oak register covers: \$480.00
Set of Radiator covers (3): \$480.00
Various (per purchase order log): \$2,169.74

Frosted bulbs: \$72.96
Reno of Cass Gilbert desk: \$2,521.00**
Labor and materials refinish doors, door frames, and desk: \$8,552.92*
Reno&addition to C.G. secretarial desk and table: \$6,600.00
Keyboard arm and tray: \$215.95

Deliver&install doors: \$1,296.30
Repairs /improvements to chairs: \$587.50
Carpet, reupholstering, wood blinds, cornice boards: \$11,489.73
Wood flooring: \$9,680.00
Wood Flooring (possibly replacement pieces): \$773.00

Change Order #8(wood trim, painting, cabinets and electrical): \$25,829.79*
Change Order #10 (Wood trim, painting, cabinets, and electrical): \$60,106.82
Change Order #17 (Repairs to wood floor): \$5,034.44**

OFFICE KETCHUM'S OFFICE RENOVATIONS

Q3/SUMMER 2010

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CHANDLER'S PLYWOOD PRODUCTS	WAINSCOT, 2 SETS OF WALL TO WALL CABINETS, MOULDING LIGHTS	C329459	06/30/10	\$ 54,471.90
CHANDLER'S PLYWOOD PRODUCTS	REPLACE MOULDING	C329463	06/30/10	\$ 3,543.67
CHANDLER'S PLYWOOD PRODUCTS	OAK GRILL COVERS FOR WALL DUCT REGISTERS	C329464	06/30/10	\$ 480.00
CHANDLER'S PLYWOOD PRODUCTS	3 SETS OF RADIATOR COVERS	C329465	06/30/10	\$ 480.00
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,127.34
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,042.40
CHANDLER'S PLYWOOD PRODUCTS	FROSTED BULBS	C334138	04/14/11	\$ 72.96
EDWARD HILLENBRAND FURNITURE	RENOVATION OF CASS GILBERT DESK	5500	02/01/10	\$ 2,521.00 *
EDWARD HILLENBRAND FURNITURE	LABOR & MATERIALS TO REFINISH DOORS, DOOR FRAMES, AND DESK	5512	06/11/10	\$ 8,552.92 *
EDWARD HILLENBRAND FURNITURE	RENOVATION AND ADDITION TO CASS GILBERT SECRETARIAL DESK AND TABLE	5513	05/11/10	\$ 6,600.00
EDWARD HILLENBRAND FURNITURE	KEYBOARD ARM AND TRAY	5514	05/12/10	\$ 215.95
EDWARD HILLENBRAND FURNITURE	DELIVER AND INSTALL DOORS	5528	09/07/10	\$ 1,296.30
EDWARD HILLENBRAND FURNITURE	REPAIRS/IMPROVEMENTS TO EXISTING CHAIRS	5552	05/06/11	\$ 587.60
FABRIC TOWN INTERIORS	CARPET, FURNITURE REUPHOLSTERING, WOOD BLINDS, CORNICE BOARDS	6047	06/18/10	\$ 11,489.73
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING	6118	08/11/10	\$ 9,880.00
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING - REPLACEMENT PIECES?	7235	11/15/13	\$ 773.00
NEIGHBORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #9	06/30/10	\$ 25,829.79 *
NEIGHBORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #10	06/30/10	\$ 60,106.82
NEIGHBORGALL	REPAIRS TO WOOD FLOOR	CHANGE ORDER #17	03/05/14	\$ 5,038.44 *
SUBTOTAL				\$ 193,909.72

THE FOLLOWING INVOICES WERE BILLED (AND PAID) AS WORK IN JUSTICE KETCHUM'S OFFICE.

JUSTICE KETCHUM DISPUTES THE TRANSACTIONS. THIS WORK WAS NOT PERFORMED IN HIS OFFICE AND HE DOES NOT AGREE TO THE AMOUNT INVOICED AND PAID.

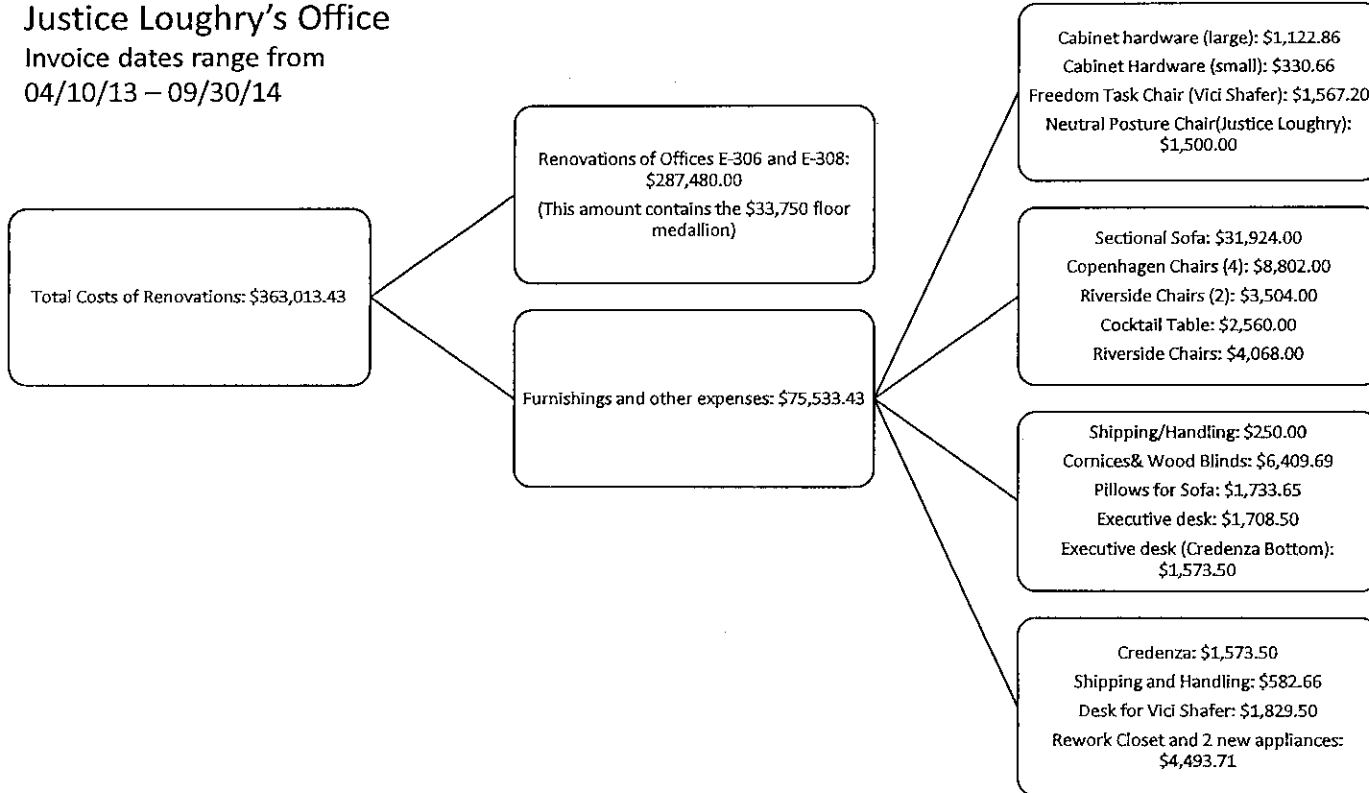
EDWARD HILLENBRAND FURNITURE	RENOVATION OF CASS GILBERT DESK	5500	02/01/10	\$ (2,521.00) *
EDWARD HILLENBRAND FURNITURE	LABOR TO REFINISH DESK (LINE 3 ON INVOICE)	5512	06/11/10	\$ (1,388.70) *
EDWARD HILLENBRAND FURNITURE	MATERIALS TO REFINISH DESK (LINE 4 ON INVOICE)	5512	05/11/10	\$ (63.25) *
NEIGHBORGALL	JULY 2010 CONSTRUCTION COSTS (JULY DUPLICATED ON CHANGE ORDER 10)	CHANGE ORDER #9	06/30/10	\$ (13,060.00) *
NEIGHBORGALL	REPAIRS TO WOOD FLOOR	CHANGE ORDER #17	03/05/14	\$ (5,038.44) *
DISPUTED CHARGES				\$ (22,071.39)

REVISED TOTAL \$ 171,838.33

JUSTICE LOUGHRY

Justice Loughry's Office

Invoice dates range from
04/10/13 – 09/30/14

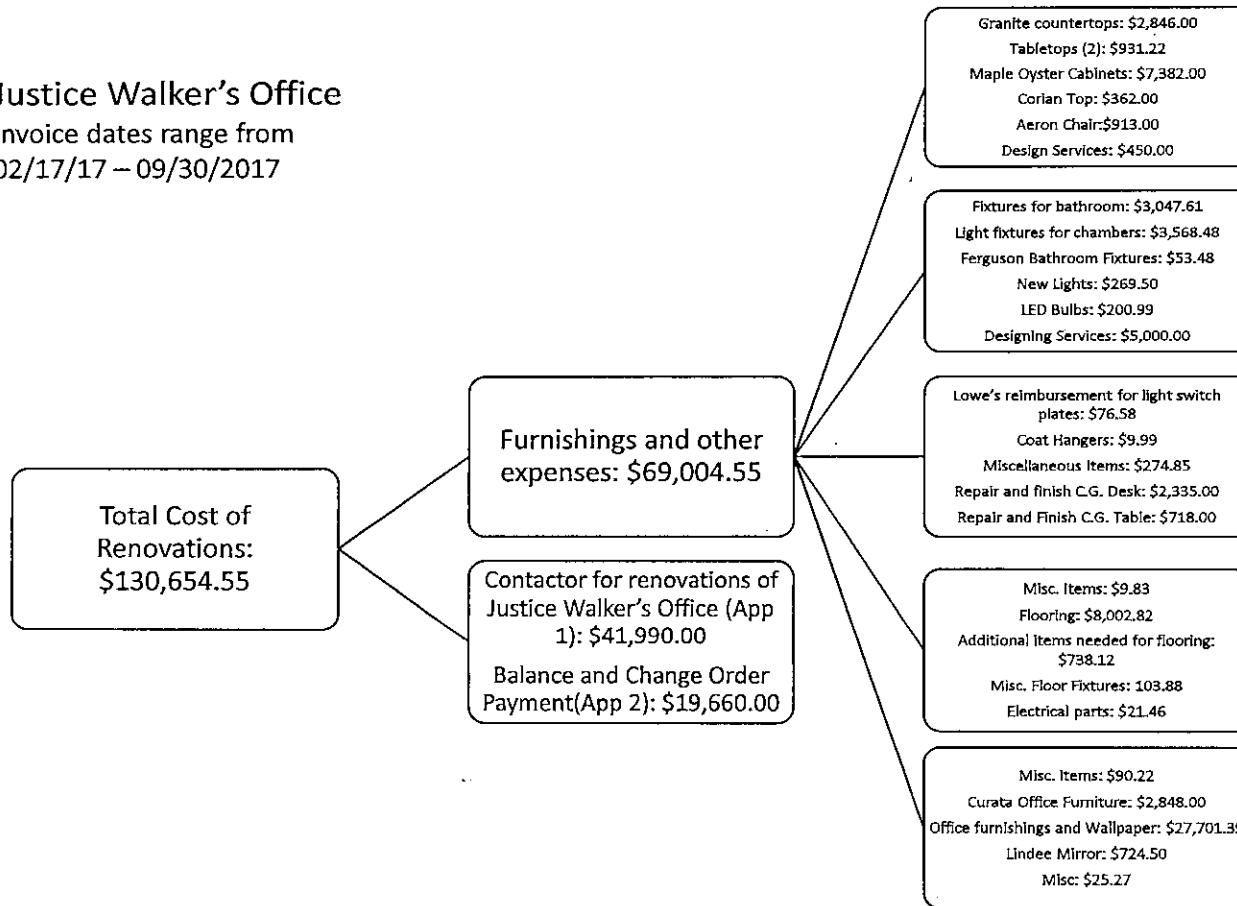


JUSTICE LOUGHRY OFFICE RENOVATION

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
ATGSTORES.COM	CABINET HARDWARE - LARGE PULLS	2676239	08/27/13	\$ 1,122.86
ATGSTORES.COM	CABINET HARDWARE - SMALL PULLS	2676264	08/27/13	\$ 330.66
CAPITOL BUSINESS INTERIOR	FREEDOM TASK CHAIR (VICI SHAFER)	77666	08/08/13	\$ 1,567.20
CAPITOL BUSINESS INTERIORS	NEUTRAL POSTURE CHAIR (JUSTICE LOUGHRY)	79321	03/17/14	\$ 1,500.00
CARPET GALLERY	SECTIONAL SOFA	N/A	05/13/13	\$ 31,924.00
CARPET GALLERY	COPENHAGEN CHAIRS (4)	N/A	05/13/13	\$ 8,802.00
CARPET GALLERY	RIVERSIDE CHAIRS (2)	N/A	05/13/13	\$ 3,504.00
CARPET GALLERY	COCKTAIL TABLE	N/A	05/13/13	\$ 2,560.00
CARPET GALLERY	RIVERSIDE CHAIRS (2)	N/A	05/13/13	\$ 4,068.00
CARPET GALLERY	SHIPPING/HANDLING	N/A	05/13/13	\$ 250.00
CARPET GALLERY	CORNICES & WOOD BLINDS	N/A	05/13/13	\$ 6,409.69
CARPET GALLERY	PILLOWS FOR SOFA	N/A	09/30/14	\$ 1,733.65
HEKMAN	EXECUTIVE DESK 7-9160	384951	04/10/13	\$ 1,708.50
HEKMAN	EXECUTIVE DESK 7-9162 (CREDENZA BOTTOM)	384951	04/10/13	\$ 1,573.50
HEKMAN	CREDENZA	384951	04/10/13	\$ 1,573.50
HEKMAN	SHIPPING/HANDLING	384951	04/10/13	\$ 582.66
HEKMAN	DESK FOR VICI SHAFER	J370220	04/22/13	\$ 1,829.50
NEIGHBORGALL CONSTRUCTION	RENOVATION OF OFFICES E-306 & E-308	NCC 13-049	09/30/13	\$ 287,480.00
	CHANGE			
NEIGHBORGALL CONSTRUCTION	REWORK CLOSET DOOR, 2 NEW APPLIANCES	ORDER #16	11/07/13	\$ 4,493.71
			SUBTOTAL	<u>\$ 363,013.43</u>

JUSTICE WALKER

Justice Walker's Office
Invoice dates range from
02/17/17 – 09/30/2017

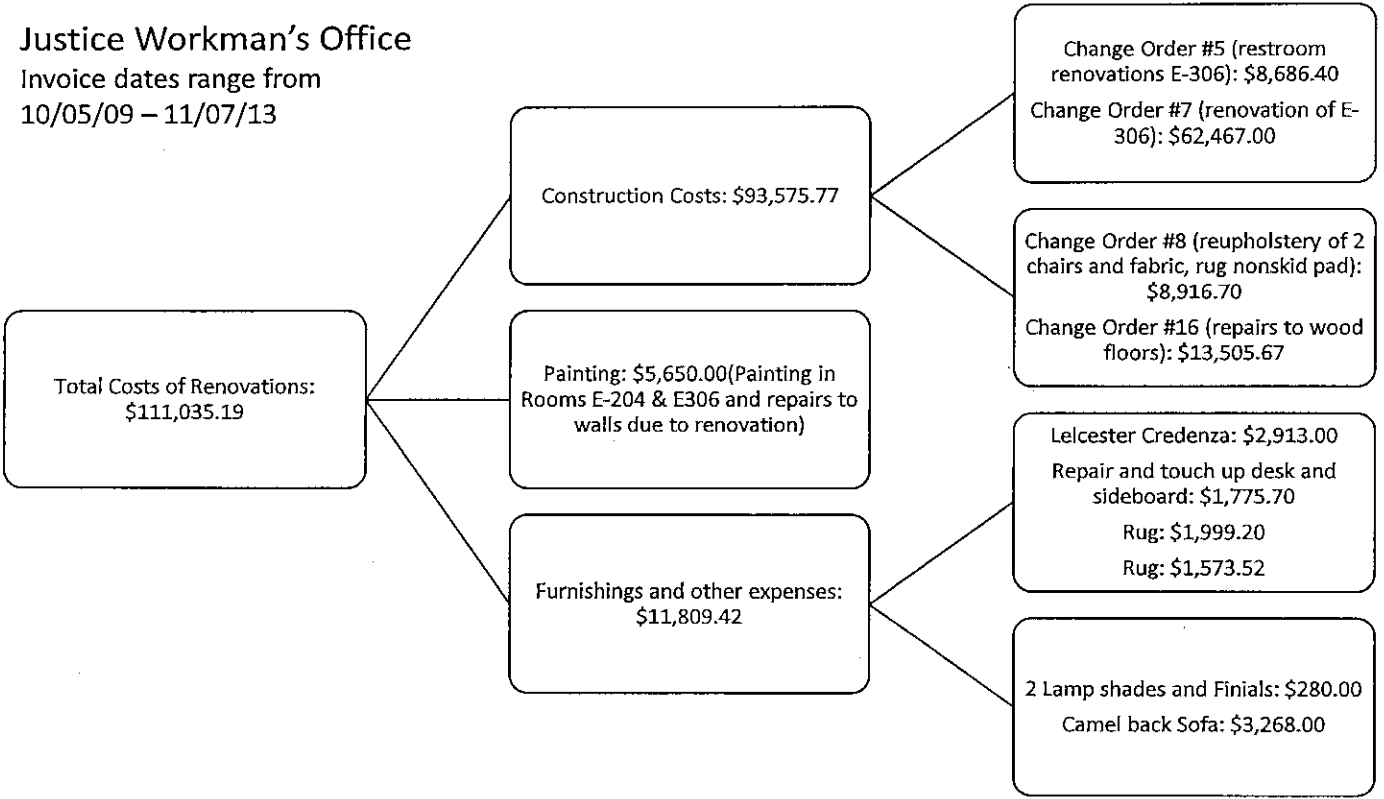


JUSTICE WALKER'S OFFICE - SUMMER 2017

Vendor	Description	Invoice #	Invoice Date	Amount
BAILES GRANITE & MARBLE	GRANITE COUNTERTOP	Pcard	5/12/2017	\$ 1,423.00
BAILES GRANITE & MARBLE	GRANITE COUNTERTOP	Pcard	8/26/2017	\$ 1,423.00
CENTRAL GLASS CO OF CHARLESTON INC	2 TABLETOPS FOR JUSTICE WALKER'S OFFICE	36909	5/12/2017	\$ 931.22
DARIN FISHER DESIGNER KITCHENS LLC	PLYMOUTH MAPLE OYSTER CABINETS FOR JUSTICE WALKER'S OFFICE	1071	5/18/2017	\$ 7,382.00
DARIN FISHER DESIGNER KITCHENS LLC	CORIAN TOP FOR JUSTICE WALKERS OFFICE	1115	8/24/2017	\$ 362.00
DESIGNER FURNITURE STORE	AERON CHAIR - BLACK LEATHER	Pcard	2/17/2017	\$ 913.00
ED WEBER ARCHITECTS PLLC	DESIGN SERVICES FOR RENOVATIONS TO JUSTICE WALKERS CHAMBERS	13-014-13	7/10/2017	\$ 450.00
FERGUSON ENTERPRISES INC	FIXTURES FOR JUSTICE WALKERS BATHROOM	CC222371	5/31/2017	\$ 3,047.61
FERGUSON ENTERPRISES INC	LIGHT FIXTURES FOR CHAMBERS	Pcard	7/6/2017	\$ 3,568.48
FERGUSON ENT, INC 142	FERGUSON - BATHROOM FIXTURES FOR JUSTICE WALKERS OFFICE	Pcard	8/3/2017	\$ 53.48
GOLDFARB ELECTRIC SUPPLY CO INC	NEW LIGHTS FOR JUSTICE WALKERS OFFICE	Pcard	6/28/2017	\$ 269.50
GOLDFARB ELECTRIC SUPPLY CO INC	LED LIGHT BULBS JUSTICE WALKERS OFFICE	Pcard	8/15/2017	\$ 200.99
HOLLEY PRICE INTERIORS	DESIGNING SERVICES	stmt2400102417	9/30/2017	\$ 5,000.00
HOLLEY PRICE INTERIORS	LOWES PURCHASE REIMBURSEMENT FOR LIGHT SWITCH PLATES	stmt2400102417	9/30/2017	\$ 76.58
HOMEGOODS #0185	COAT HANGERS	Pcard	8/26/2017	\$ 9.99
HOMEGOODS #0186	MISCELLANEOUS ITEMS FOR JUSTICE WALKER'S OFFICE	Pcard	9/26/2017	\$ 274.85
LLOYD KISTER CUSTOM FURNITURE & DESIGN LLC	REPAIR & REFINISH CASS GILBERT DESK FOR JUSTICE WALKER'S OFFICE	44	3/21/2017	\$ 2,335.00
LLOYD KISTER CUSTOM FURNITURE & DESIGN LLC	REPAIR & REFINISH CASS GILBERT TABLE FOR JUSTICE WALKER'S OFFICE	44	3/21/2017	\$ 718.00
YES HOME CENTERS INC	MISC ITEMS FOR JUSTICE WALKERS OFFICE	Pcard	8/18/2017	\$ 9.83
CONSTRUCTION MANAGEMENT LLC	CONTRACTOR FOR RENOVATION OF JUSTICE WALKERS OFFICE 6/19-8/15 2017	Application 1	8/15/2017	\$ 41,990.00
OVAL CONSTRUCTION MANAGEMENT LLC	BALANCE AND CHANGE ORDER PAYMENT	Application 2	9/19/2017	\$ 20,185.00
OVAL CONSTRUCTION MANAGEMENT LLC	\$525 OF THIS INVOICE WAS FOR REPAIRS OF JUSTICE KETCHUM'S FLOOR	Application 2	9/19/2017	\$ (525.00)
SMITH FLOOR COVERING DISTRIBUTORS INC	FLOORING FOR JUSTICE WALKER'S OFFICE	558464	6/5/2017	\$ 300.36
SMITH FLOOR COVERING DISTRIBUTORS INC	FLOORING FOR JUSTICE WALKER'S OFFICE	558460	6/5/2017	\$ 8,002.82
SMITH FLOOR COVERING DISTRIBUTORS INC	ADDITIONAL ITEMS NEEDED FOR FLOORING	560494	7/17/2017	\$ 738.12
SMITH FLOOR COVERING DISTRIBUTORS INC	MISCELLANEOUS FLOOR FIXTURES	561015	7/27/2017	\$ 103.88
STATE ELECTRIC SUPPLY COMPANY	ELECTRICAL PARTS FOR JUSTICE WALKER'S OFFICE	Pcard	9/19/2017	\$ 21.46
TARGET	MISC ITEMS FOR JUSTICE WALKERS OFFICE	Pcard	9/8/2017	\$ 90.22
WELLS HOME FURNISHINGS	CURATA OFFICE FURNITURE		5/15/2017	\$ 2,848.00
WV BLINDS & SHUTTERS INC	OFFICE FURNISHINGS AND WALLPAPER FOR JUSTICE WALKER'S OFFICE.	33117	6/23/2017	\$ 24,588.94
WV BLINDS & SHUTTERS INC	OFFICE FURNISHINGS AND WALLPAPER FOR JUSTICE WALKER'S OFFICE.	3202017	6/23/2017	\$ 3,112.45
WV BLINDS & SHUTTERS INC	LINDEE MIRROR FOR JUSTICE WALKER'S OFFICE	6222017	8/9/2017	\$ 724.50
ZEGEER DO IT BEST	JUSTICE WALKER'S OFFICE		1/19/2017	\$ 25.27
TOTAL:				\$ 130,654.55

JUSTICE
WORKMAN

Justice Workman's Office
Invoice dates range from
10/05/09 – 11/07/13

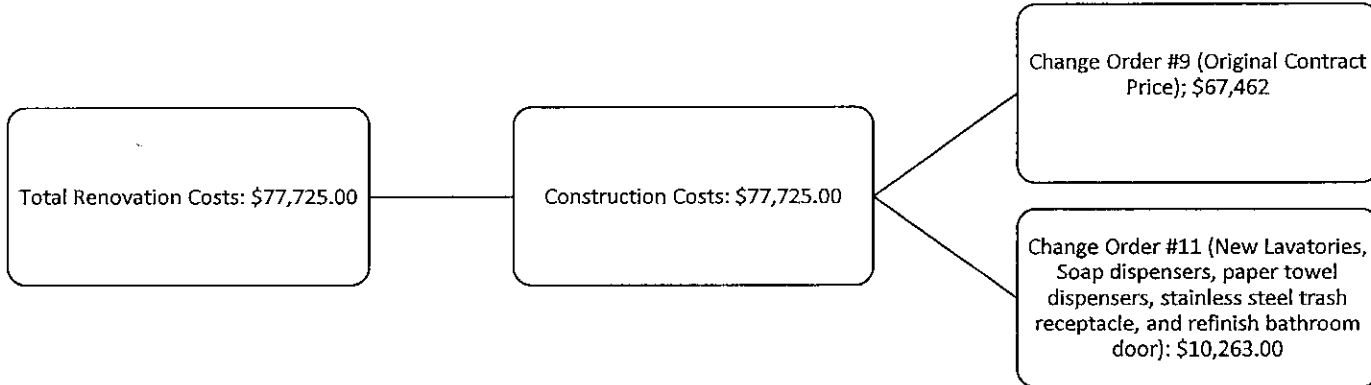


RENOVATION OF ROOMS E-304 & E-306 - JUSTICE WORKMAN

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CHUCK'S FURNITURE	LELCESTER CREDENZA		11/02/09	\$ 2,913.00
EDWARD HILLENBRAND FURNITUREMAKER	REPAIR & TOUCHUP DESK AND SIDEBOARD	5530	09/27/10	\$ 1,775.70
HORCHOW	RUG	60508280	03/15/10	\$ 1,999.20
HORCHOW	RUG	60516523	07/26/10	\$ 1,573.52
THE LAMP 'N SHADE STUDIO	2 LAMP SHADES & FINIALS	37706	01/27/10	\$ 280.00
PATTY STEWART INTERIOR PAINTING	PAINTING IN ROOMS E-304 & E-306	N/A	01/04/10	\$ 4,950.00
PATTY STEWART INTERIOR PAINTING	REPAIRS TO WALLS DUE TO RENOVATION	N/A	07/25/12	\$ 700.00
WELLS HOME FURNISHINGS	CENTURY CAMEL BACK SOFA	74202	04/12/10	\$ 3,268.00
NEIGHBORGALL CONSTRUCTION	RESTROOM RENOVATIONS ROOM E-306	CHANGE ORDER #5	10/05/09	\$ 8,686.40
NEIGHBORGALL CONSTRUCTION	RENOVATION OF ROOM E-306	CHANGE ORDER #7	03/31/10	\$ 62,467.00
NEIGHBORGALL CONSTRUCTION	WINDOW FASHIONS - REUPHOLSTERY OF 2 WING CHAIRS - SEAMIST	CHANGE ORDER #8	08/02/10	\$ 3,134.04
NEIGHBORGALL CONSTRUCTION	W/RUBY RED TRIM	CHANGE ORDER #8	08/02/10	\$ 5,032.39
NEIGHBORGALL CONSTRUCTION	CARPET GALLERY - 16 YARDS LEE JOFA FABRIC	CHANGE ORDER #8	08/02/10	\$ 592.38
NEIGHBORGALL CONSTRUCTION	CARPET GALLERY - 6 YARDS RICHBOOM KUBA COPPER (BACK OF SOFA)	CHANGE ORDER #8	08/02/10	\$ 157.89
NEIGHBORGALL CONSTRUCTION	CARPET GALLERY - 6 X 9 AREA RUG NON-SKID PAD	CHANGE ORDER #8	08/02/10	\$ 13,505.67
NEIGHBORGALL CONSTRUCTION	REPAIRS TO WOOD FLOOR	CHANGE ORDER #16	11/07/13	\$ 13,505.67
			SUBTOTAL	\$ 93,575.77
			TOTAL	\$ 111,035.19

3RD FLOOR
WOMEN'S
RESTROOM

3rd Floor Women's Restroom
Invoice dates range from 08/04/10 –
12/09/10



RENOVATION OF 3RD FLOOR WOMEN'S RESTROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
NEIGHBORGALL	ORIGINAL CONTRACT PRICE	CHANGE ORDER 9	8/4/2010	\$ 67,462.00
NEIGHBORGALL	NEW LAVATORIES, SOAP DISPENSERS, PAPER TOWEL DISPENSERS	CHANGE ORDER 11	12/9/2010	\$ 8,957.00
NEIGHBORGALL	STAINLESS STEEL TRASH RECEPTABLE	CHANGE ORDER 11	12/9/2010	\$ 410.00
NEIGHBORGALL	REFINISH RESTROOM DOOR	CHANGE ORDER 11	12/9/2010	\$ 896.00
				<u>\$ 77,725.00</u>

3RD FLOOR MEN'S
RESTROOM

3rd Floor Men's Restroom
The only date for an invoice is
11/22/11

Total Costs of Renovations:
\$38,887.00

Construction Costs: \$38,887.00
(Change Order #12, Renovation
of 3rd floor Men's Restroom)

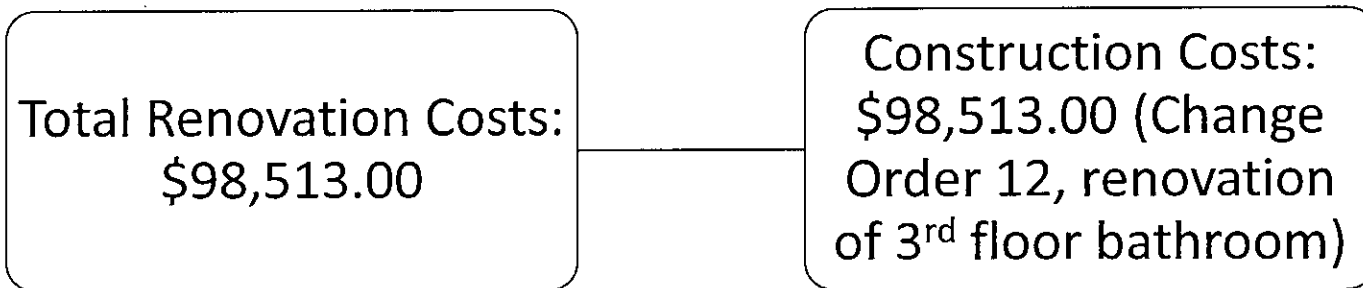
RENOVATION OF 3RD FLOOR MEN'S RESTROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
NEIGHBORGALL	RENOVATION OF 3RD FLOOR MEN'S RESTROOM	CHANGE ORDER 12	11/22/2011	\$ 38,887.00

\$ 38,887.00

3RD FLOOR
BATHROOM

3rd Floor Restroom
The only date for an invoice is
11/22/11.



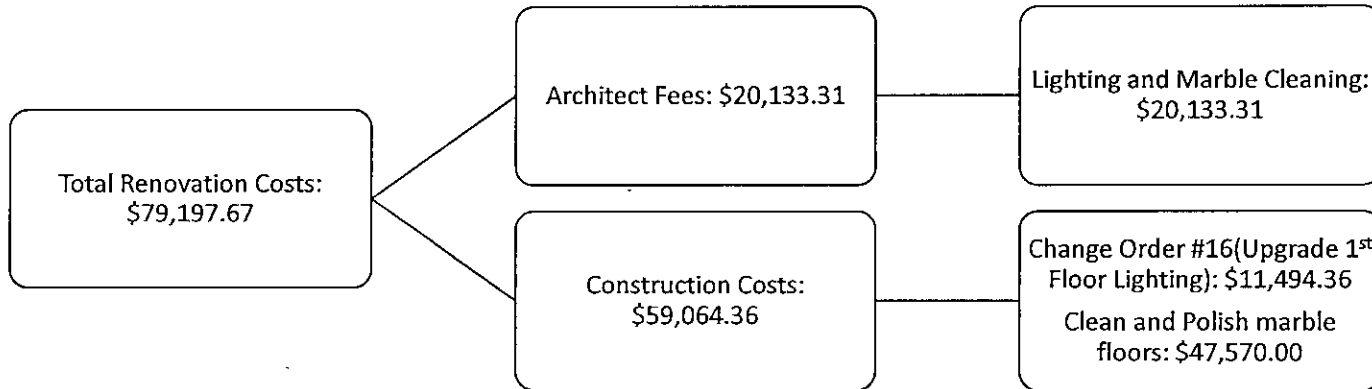
RENOVATION OF 3RD FLOOR RESTROOM BEHIND THE BENCH

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
NEIGHBORGALL	RENOVATION OF 3RD FLOOR RESTROOM	CHANGE ORDER 12	11/22/2011	\$ 98,513.00
				<u>\$ 98,513.00</u>

1ST FLOOR
HALLWAYS
(LIGHTS &
MARBLE)

1st Floor Hallway

The invoice dates range from
04/03/12 – 02/05/14



RENOVATION OF 1ST FLOOR HALLWAY

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3313	04/03/2012	\$ 1,185.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3556	07/09/2012	\$ 359.38
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3604	08/06/2012	\$ 5,278.15
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3619	09/10/2012	\$ 529.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3749	12/18/2012	\$ 575.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3787	02/06/2013	\$ 8,022.69
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3822	03/07/2013	\$ 943.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3875	05/07/2013	\$ 398.19
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3905	06/10/2013	\$ 503.13
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	3954	08/06/2013	\$ 467.19
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	3983	09/10/2013	\$ 1,004.82
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4008	10/08/2013	\$ 290.38
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4026	11/19/2013	\$ 215.63
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4041	12/17/2013	\$ 143.75
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4062	02/05/2014	\$ 218.00
NEIGHBORGALL CONSTRUCTION	COST TO UPGRADE FIRST FLOOR LIGHTING	CHANGE ORDER #16	11/07/13	\$ 11,494.36
NEIGHBORGALL CONSTRUCTION	CLEAN AND POLISH MARBLE WALLS	5151	12/19/13	\$ 47,570.00
			SUBTOTAL	<u>\$ 79,197.67</u>

EXHIBIT
 42

3

5403/300

3716-B MacCorkle Ave., S.E.
 Charleston, WV 25304
 Phone: (304) 925-7799
 Fax: (304) 926-8122

CARPET gallery

INVOICE
 NET 30 DAYS
 1.5 % INTEREST
 THEREAFTER

SOLD TO: Supreme Court of Appeals INSTALL AT:
c/o Michael K. Propp
Director of Financial Management
State Capitol Bldg. E100 Charleston WV 25305
 (Hm Ph) 304-540-9320 (Bus. Ph) 310-3158 (Location Ph)

TYPE OF PYMT.
 CHECK
 CASH
 CHARGE
 ALL SALES FINAL

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799
 ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN	
2/8/2012								
JOB & CARPET DESCRIPTION							UNIT PR.	TOTAL
KYSCH 3 rd Floor								516,650.00
Custom Wool Runner Tested as specified by Milling Associates								
Padding								1,450.00

LABOR	
AMT OF SALE	58,100.00
SALES TAX	
TOTAL AMOUNT	58,100.00
50% DEPOSIT	30,000.00
BALANCE DUE	28,100.00

Special Instructions
 TUP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
 METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
 IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY Susan Johnson

PURCHASER _____ DATE _____

WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

Approved
 2-9-12

May 15 13 02:56p
 Vendor 353254

Page 1 of 2

p.1

3716-B MacCorkle Ave., S.E.
 Charleston, WV 25304
 Phone: (304) 925-7799
 Fax: (304) 926-8122

CARPET gallery

INVOICE
 NET 30 DAYS
 1.5 % INTEREST
 THEREAFTER

SOLED TO: Supreme Court of Appeals INSTALL AT: Reg. Office E-308
410 Joe Tracy
Director of Financial Management
State Capital Complex Bldg E-100 Charleston WV 25305
 (Hm Ph) 304 340-2932 (Bus. Ph) 340-3458 (Location Ph) 304 558-1212

TYPE OF PYMT.
 CHECK
 CASH
 CHARGE
 ALL SALES FINAL

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799
 ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD <u>5/13/2013</u>	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	SALESMAN
				ORIENTAL <input type="checkbox"/>	
				REMNANT <input type="checkbox"/>	

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
① <u>Duralac Sofa - Sectional Columbia</u>		<u>8,500.00</u>
<u>01 PC 72x39x37, 2 PC 69x39x37</u>		
<u>w/Barrett Leather - K950 Kenya Sapphire</u>		<u>23,724.00</u>
<u>976 sqft (282)</u>		
② <u>Duralac Chairs - Copenhagen 4 PCS @ 1872.00 ea</u>		<u>7,488.00</u>
<u>w/Kovite Fabric 3373/419 4.5yds ea @ 13.00</u>		<u>1,314.00</u>
③ <u>Duralac Chairs - Riverside 2 PCS @ 1440.00 ea</u>		<u>2,880.00</u>
<u>w/Thruout Fabric - Circuit #104 3yds ea</u>		<u>624.00</u>
④ <u>Century Cocktail Table - Junna LA7198</u>		<u>2,560.00</u>

LABOR	
AMT OF SALE	
SALES TAX	
TOTAL AMOUNT	
50% DEPOSIT	
BALANCE DUE	

Special Instructions
 TUP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
 METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

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SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
 IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY Susan Johnson

PURCHASER [Signature] DATE 5-21-13

WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

Steven D. Canterbury
 Administrative Director
 of the Courts

Page 2 of 2

3716-B MacCorkle Ave., S.E.
 Charleston, WV 25304
 Phone: (304) 925-7799
 Fax: (304) 926-8122

CARPET gallery

INVOICE

NET 30 DAYS
 1.5 % INTEREST
 THEREAFTER

TYPE OF PYMT.

- CHECK
- CASH
- CHARGE

ALL SALES
 FINAL

SOLD TO: Supreme Court of Appeals INSTALL AT: Ref: Office E-308

(Hm Ph) _____ (Bus. Ph) _____ (Location Ph) _____

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799

ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
5/13/2013							

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
③ Thelmont Chairs 2 PCS Polycastles @ \$1564.00		3128.00
W/ Duvallee Fabric 154 82/1539 Sydney @ \$994.00		1940.00
Shipping/Handling		250.00
LABOR		
AMT OF SALE		51,108.00
SALES TAX		
TOTAL AMOUNT		
50% DEPOSIT		25,554.00
BALANCE DUE		25,554.00

Special Instructions

- TUP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
 METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

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THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY Jusark Johnson

PURCHASER _____ DATE _____

3716-B MacCorkle Ave., S.E.
 Charleston, WV 25304
 Phone: (304) 925-7799
 Fax: (304) 926-8122

CARPET gallery

INVOICE

NET 30 DAYS
 1.5 % INTEREST
 THEREAFTER

SOLD TO: WV Supreme Court of Appeals **INSTALL AT:** per-Kimberly Ellis
26 Sue Troy
Director of Financial Management
State Capitol Bldg. E100 Charleston WV 25305

TYPE OF PYMT.

- CHECK
- CASH
- CHARGE

ALL SALES
 FINAL

(Hm Ph) _____ (Bus. Ph) _____ (Location Ph) _____

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799
 ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
9/9/2015							

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
Item "A" Edwards Fields 5x7 Pad		7,590.00
		75.00
Item "B" Edwards Fields 9x12 oval Pad		20,379.80
		150.00

Deposit
 9/21/2015
 CK # 100122859A
 14,297.40

**CUSTOM ORDER
 FINAL SALE**

Special Instructions Custom

LABOR	400.00
AMT OF SALE	
SALES TAX	
TOTAL AMOUNT	28,594.80
50% DEPOSIT	14,297.40
BALANCE DUE	14,297.40

- TUP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
 METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

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THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY Jessie Johnson

PURCHASER Jessie Johnson DATE 03/18/16
Kimberly M. Ellis

WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

Sue Troy 3/18/16

MARCH - DECEMBER 2013 MEALS

Date	Attendees	Restaurant	Total
6-Mar	8	South Hills Market	88.5
6-Mar	14	Paternos	175.68
7-Mar	17	5 Corners Café	236.34
26-Mar	17	Paternos	199
27-Mar	16	South Hills Market	195.45
28-Mar	18	Paternos	238.8
10-Apr	15	Paternos	246
16-Apr	15	SOHOS	212.62
17-Apr	15	Bears Den	137
18-Apr	16	Paternos	238.8
24-Apr	14	Wheelhouse	138
14-May	17	Paternos	245.4
15-May	13	Wheelhouse	133.2
22-May	17	Bridge Road Bistro	267.36
4-Jun	15	Paternos	202.8
12-Jun	16	SOHOS	261.3
18-Jun	12	SOHOS	212.1
27-Aug	17	Paternos	202.8
28-Aug	19	SOHOS	264.3
4-Sep	18	SOHOS	277.8
10-Sep	16	Paternos	237.6
11-Sep	16	SOHOS	244.38
12-Sep	Not included	South Hills Market	117.48
23-Sep	17	SOHOS	245.7
24-Sep	17	Paternos	271.2
25-Sep	15	Wheelhouse	166.18
1-Oct	17	Bluegrass	206.93
2-Oct	17	Paternos	258.86
3-Oct	17	SOHOS	231.83
15-Oct	17	Paternos	274.8
16-Oct	17	SOHOS	262.92
24-Oct	17	SOHOS	273.18
5-Nov	16	Paternos	248.4
20-Nov	17	SOHOS	215.22
26-Nov	16	South Hills Market	185.45
6-Dec	13	Bluegrass	79.25
19-Dec	16	SOHOS	124.32
TOTAL COST			7816.95
Total cost on days with no event verified	817.55		
Total Official Court Days	72		
Total Lunches	37		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Lunches on Official Court Days	33		
% of Days Lunch Provided	45.83%		

JANUARY - DECEMBER 2014 MEALS

Date	Attendees	Restaurant	Total
8-Jan	16	SOHOS	226.02
15-Jan	13	Wheelhouse	158.72
22-Jan	16	SOHOS	279.72
28-Jan	16	Paternos	253
4-Feb	16	Paternos	259.2
5-Mar	16	SOHOS	270.6
25-Mar	16	Paternos	222
26-Mar	16	SOHOS	276.36
27-Mar	16	Paternos	200.4
8-Apr	16	SOHOS	280.62
9-Apr	16	Paternos	235.2
22-Apr	16	Paternos	204
23-Apr	16	Bridge Road Bistro	255.11
29-Apr	16	Paternos	139.2
5-May	12	Bridge Road Bistro	253.74
6-May	16	SOHOS	285.96
7-May	10	Paternos	258
27-May	10	Bridge Road Bistro	219
26-Aug	13	Adelphia	198.79
3-Sep	15	SOHOS	249.78
10-Sep	14	SOHOS	253.02
17-Sep	16	Not Listed	231.2
29-Sep	14	SOHOS	218.04
30-Sep	13	Paternos	178.8
1-Oct	14	Adelphia	238.73
14-Oct	13	Pies and Pints	201.6
15-Oct	14	Bluegrass	178.2
21-Oct	12	First Watch	143.94
22-Oct	10	Blacksheep	134.58
30-Oct	13	Recovery	201.56
12-Nov	12	Bridge Road Bistro	232.54
TOTAL COST			6937.63
Total cost on days with no event verified	1,012.29		
Total Official Court Days	73		
Total Lunches	31		
Lunches on Official Court Days	26		
% of Days Lunch Provided	35.67%		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

JANUARY - DECEMBER 2015 MEALS

Date	Attendees	Restaurant	Total
8-Jan	14	South Hills Market	242.6
13-Jan	14	Soho's	228.42
14-Jan	14	Paternos	230.4
16-Jan	3	South Hills Market	63.37
27-Jan	12	5 Corners Café	139.48
28-Jan	12	Adelphia Sports Bar &	192.76
30-Jan	10	South Hills Market	160.83
4-Feb	14	Bluegrass Kitchen	196.74
10-Feb	12	Paternos	193.2
11-Feb	12	Soho's	207.78
12-Feb	11	Café 4343	192.37
24-Feb	11	South Hills Market	191.72
25-Feb	13	Bridge Road Bistro	237.24
26-Feb	10	Soho's	189.54
10-Mar	13	Adelphia Sports Bar &	190.8
11-Mar	14	South Hills Market	225.25
7-Apr	13	Adelphia Sports Bar &	206.53
8-Apr	12	South Hills Market	168.07
9-Apr	12	Bridge Road Bistro	223.7
22-Apr	13	South Hills Market	203.97
12-May	13	Adelphia Sports Bar &	198.36
9-Jun	11	Soho's	154.68
10-Jun	7	South Hills Market	125.51
15-Jun	16	The BLOCK Restaurant	309.6
16-Jun	13	The BLOCK Restaurant	260.4
2-Sep	13	South Hills Market	231.49
10-Sep	14	The BLOCK Restaurant	233.64
15-Sep	12	Paternos	195.6
16-Sep	15	Adelphia Sports Bar &	243.96
21-Sep	12	Soho's	199.74
22-Sep	15	South Hills Market	248.32
23-Sep	15	Bridge Road Bistro	304.55
6-Oct	15	South Hills Market	234.38
7-Oct	12	Paternos	203.2
14-Oct	15	Soho's	246.1
3-Nov	15	South Hills Market	245.56
4-Nov	12	Paternos	177.6
16-Nov	10	Soho's	191.76
17-Nov	11	The BLOCK Restaurant	243.48
9-Dec	10	Soho's	177.84
TOTAL COST			8310.54
Total cost on days with no event verified	976.14		
Total Official Court Days	60		
Total Lunches	40		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Lunches on Official Court Days	35		
% of Days Lunch Provided	58.33%		

JANUARY - DECEMBER 2016 MEALS

Date	Attendees	Restaurant	Total
5-Jan	13	South Hills Market	217.18
12-Jan	15	Adelphia	259.65
13-Jan	14	Soho's	243.84
19-Jan	12	Lola's Pizza	170.75
20-Jan	14	Blossom Dairy	154.92
26-Jan	13	South Hills Market	214.53
8-Feb	12	The BLOCK Restaurant	216
9-Feb	14	Soho's	247.32
10-Feb	14	South Hills Market	218
22-Feb	10	Adelphia	148.88
23-Feb	11	Paterinos	180.9
24-Feb	13	South Hills Market	223.48
2-Mar	12	Soho's	209.04
7-Mar	11	Adelphia	205.8
8-Mar	10	South Hills Market	171.75
9-Mar	12	Soho's	222.28
16-Mar	11	South Hills Market	194.93
23-Mar	14	Soho's	219.18
4-Apr	10	Blossom Dairy	116.33
5-Apr	13	South Hills Market	206.95
6-Apr	12	Soho's	240.8
11-Apr	3	Soho's	54.24
13-Apr	13	Soho's	256.92
18-Apr	2	Ellen's Homemade Ice	27.61
18-Apr	9	Adelphia	158.1
19-Apr	13	South Hills Market	218.95
20-Apr	12	Bluegrass Kitchen	154.95
27-Apr	14	Bridge Road Bistro	255
28-Apr	0	Bridge Road Bistro	-39.31
16-May	10	Soho's	163.38
17-May	14	South Hills Market	242.45
18-May	10	Paterinos	170.4
2-Jun	10	South Hills Market	187.95
13-Jun	11	Soho's	195.96
14-Jun	12	South Hills Market	181
30-Aug	13	South Hills Market	203.33
6-Sep	10	Adelphia	139
7-Sep	12	Soho's	204.54
14-Sep	8	Paterinos	120
15-Sep	8	South Hills Market	130
21-Sep	11	The BLOCK Restaurant	220
3-Oct	9	Bluegrass Kitchen	115
4-Oct	10	Adelphia	156
5-Oct	12	Soho's	237.18
5-Oct	7	South Hills Market	120.7
5-Oct	7	South Hills Market	26.11
11-Oct	10	Paterinos	147.6
12-Oct	10	South Hills Market	158.05
25-Oct	12	The BLOCK Restaurant	223.98
1-Nov	8	South Hills Market	141.33
9-Nov	1	Tricky Fish	28.25
14-Nov	10	Bluegrass Kitchen	127
15-Nov	8	Soho's	151.2
TOTAL COST			9159.38

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Total cost on days with no event verified	852.68		
Total Official Court Days	64		
Total Lunches	53		
Lunches on Official Court Days	48		
% of Days Lunch Provided	75.00%		

JANUARY - DECEMBER 2017 MEALS

Date	Attendees	Restaurant	Total
4-Jan	12	South Hills Market	167.81
9-Jan	11	Soho's	210.48
10-Jan	12	Paternos	154.8
11-Jan	12	Adelphia	175
17-Jan	10	South Hills Market	154
18-Jan	10	Soho's	210.78
23-Jan	11	Adelphia	212.64
24-Jan	17	Paternos	176
25-Jan	13	South Hills Market	221
7-Feb	12	Soho's	200.04
8-Feb	11	Lola's	187
13-Feb	12	Adelphia	214
14-Feb	13	Paternos	189.6
15-Feb	13	South Hills Market	254
17-Feb	6	Soho's	155.04
27-Feb	12	Soho's	213.36
6-Mar	10	Genesis Café	83.65
7-Mar	12	Lola's	218.79
8-Mar	13	Adelphia	205
20-Mar	11	Soho's	190.08
28-Mar	5	South Hills Market	106.23
5-Apr	13	South Hills Market	206.55
18-Apr	9	The BLOCK Restaurant	137
19-Apr	12	Paternos	183.6
24-Apr	12	Soho's	214.74
25-Apr	14	South Hills Market	216
2-May	11	Adelphia	188
3-May	11	The BLOCK Restaurant	160
16-May	12	Paternos	176.4
17-May	12	Soho's	207.66
23-May	11	South Hills Market	184
31-May	13	Adelphia	251
6-Jun	20	South Hills Market	271.3
14-Jun	11	Paternos	186
31-Jul	20	Pies and Pints	232
30-Aug	10	Soho's	190.14
31-Aug	12	South Hills Market	214
12-Sep	12	Adelphia	220
13-Sep	11	The BLOCK Restaurant	171
19-Sep	11	Soho's	191.64
19-Sep	12	Paternos	206.4
20-Sep	12	South Hills Market	217
28-Sep	13	South Hills Market	246
2-Oct	12	Adelphia	200.2
3-Oct	11	The BLOCK Restaurant	167
11-Oct	12	Soho's	201.78
17-Oct	11	Paternos	175.2
18-Oct	13	South Hills Market	216
23-Oct	11	Adelphia	174
31-Oct	11	Soho's	192.48
13-Nov	10	Soho's	179.82
14-Nov	10	Paternos	120
TOTAL			
COST			9996.21
on days with no event verified	683.41		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Total Official Court Days	72		
Total Lunches	52		
Lunches on Official Court Days	48		
% of Days Lunch Provided	66.67%		



New Search

— Case Information

Case ID: 13-M47C-00170 Case Location: Magistrate Court of Tucker County, West Virginia

Description: Master's Pest Management, LLC vs. Loughry Filing Date: 12/04/2013

Type: CI - Civil Status: Dismissed

Trial Type: None Claim/Amount: \$530.00

Appearance Date: Agency:

— Related Cases

No Related Cases Found.

— Case Charges

No Charges Found.

— Civil Judgments

No Monetary Judgments Found.

Non-Monetary Judgments						
Judgment/Dismissed/Withdrawn Date	Court Cost	Status	Status Date	Magistrate	Trial Type	Judgment Text
01/29/2014		Dismissed	01/29/2014	Irons, Carol		against Alien Loughry.

— Bond Information

No Bonds Found.

— Case Event Schedule

Record	Event Type	Date/Time	Room	Location	Judge	Reason Closed	Text
1	Court Hearing	01/29/2014 at 10:00:00	Magistrate Courtroom 1	Tucker	Irons, Carol	Hearing/Event Closed	

1	Case	Court Security Fund-Civil	\$5.00	\$0.00
2	Case	Courthouse Improvement Fund	\$5.00	\$0.00
3	Case	Magistrate Court Fund	\$10.00	\$0.00
4	Case	Regional Jail Op. Fund Civil	\$20.00	\$0.00
5	Case	Regional Jail-Civil 501-1000	\$15.00	\$0.00
6	Case	Restricted Delivery	\$20.00	\$0.00
Totals:			\$75.00	\$0.00

— Service Documents

ID	Name	Document	Judge	Produced Date	Signed Date	Status	Recalled/Error/End Date	Service Description
13-M47P-000199	Allen Loughry	Civil Summons - Person		12/04/2013	12/04/2013	Served		
Service Attempt: 12/05/2013 Service Type: Certified Mail - Restricted Officer: Person Served: Allen Loughry Successfully Served: Yes Service Text:								

— Case Images

Record	Type	Image Description	Number of Pages
1	<u>civil filing</u>		
2	<u>service</u>		
3	<u>judgment</u>		
4	<u>documents</u>		
5	<u>answer</u>		

2008 West Virginia Court System - Supreme Court of Appeals. All Rights Reserved.
 Session Started: 07/17/2018 Last Page Run: 15:37:51 Current User:
 PAULA_MCDONALD

IN THE MAGISTRATE COURT OF TUCKER COUNTY COUNTY, WEST VIRGINIA

Name, Address & Phone Number of Plaintiff:

MASTER'S PEST MANAGEMENT, LLC
110 SHAWNEE DRIVE
BUCKHANNON, WV 26201
304-472-1411

Case No. 13-M47C-00170

TUCKER COUNTY MAGISTRATE COURT

DEC 04 2013

Received By: BJG

v.

Name, Address & Phone Number of Defendant

ALLEN LOUGHRAN
28 CRESTVIEW DRIVE
HAMBLETON, WV 26269
304-347-9562

---fold here---

---fold here---

CIVIL COMPLAINT

The above-named plaintiff or _____, on behalf of the plaintiff acting in the capacity of _____, alleges the following as true and accurate [give a clear and simple statement of the claim against the defendant(s)]: PLANTIFF PERFORMED A TERMITE TREATMENT AT A PROPERTY THEN OWNED BY DEFENDANT, NAMELY 209 CENTER ST., PARSONS, WV. DEFENDANT HAS REFUSED TO PAY FOR THE WORK DONE. and requests the following relief from the court: PAYMENT OF \$570.00 ~~FOR~~ FOR WORK DONE PLUS COURT COSTS.

Ray A. Healy, MEMBER MANAGER
Signature

12/04/2013
Date

NOTICE: Any party in a civil action seeking over \$20.00 or possession of real estate has the right to elect that the case be tried by a jury. You must give written notice to the magistrate court either 20 days from when the first timely answer to the complaint is made or 5 days from when service of the summons and complaint is made for unlawful entry and detainer actions. If you do not notify the magistrate court within the appropriate time period, you give up your right to a jury trial. The jury fee will be assessed against the losing party if the case is tried by a jury or may be prorated between the parties if the case is settled before trial.

(OPTIONAL) NOTICE OF ELECTION:
As plaintiff in the above action, I wish to have a jury trial.

Signature

Date

NOTICE: Any person involved in court proceedings who has a disability and needs special accommodation should inform the court sufficiently in advance so that arrangements can be made if possible.

Master's Pest Management, LLC
Plaintiff
v.
Allen Loughry
Defendant(s)

Case No. 13-M47C-00170

ANSWER

I, Allen Loughry, as a defendant in the above case answer the allegations in the complaint by

admitting the matters set forth in the complaint and confessing judgment.

or

denying the matters set forth in the complaint
 admitting in part and denying in part the matters set forth in the complaint

and (if applicable)

- raising defense(s) explained below
- asserting a counterclaim explained below
- asserting a cross-claim explained below

and further state: I deny the plaintiffs claim and request a hearing.

Defendant's signature, address and phone number: Allen Loughry
28 Chestnut Ave
Hambilton, WV 26209

Date 12/9/13

NOTICE TO DEFENDANT: One copy of this answer must be filed with the court and one copy must be mailed or delivered by hand to the attorneys for all other parties or to the parties themselves if they are not represented by attorneys.

CERTIFICATE OF SERVICE

I, Allen Loughry, hereby certify that I have served a copy of the above answer on the attorneys for all parties, or if such parties are not represented by attorneys, to the parties themselves on the 9th day of December.

by hand by first-class mail to:

Name and address of attorneys or parties served: Allen Loughry
Master Pest Management LLC
10 Shallow Drive
Jackman, WV 26201

Signature

12/11/13
Date

W.Va. Code § 50-4-9; Mag. Ct. Civ. Rules 4, 5, 8, 9
SCA-M225/8-94
Docket Code(s): MCANS / MCCC / MCRCF / MCCTP

- Court File
- Plaintiff
- Defendant

X



IN THE MAGISTRATE COURT OF
TUCKER COUNTY,
WEST VIRGINIA

COPY

NOTICE TO APPEAR

To: **Master's Pest Management, LLC**
110 Shawnee Drive
Buckhannon, WV 26201

Dated: 12-DEC-2013

Re: Case No. 13-M47C-00170 — Master's Pest Management, LLC vs. Loughry
Defendant: Allen Loughry
LEO/Plaintiff: Master's Pest Management, LLC

You are hereby notified that a hearing in the above-styled case will be held on 01/29/2014, at 10:00 AM, before Magistrate Carol Irons at the Tucker County Magistrate Court, whose address is:

Tucker County Magistrate Court
211 First Street, Suite 303
Parsons, WV 26287
(304) 478-2866

Court Hearing

ADDITIONAL NOTICE TO ALL PARTIES: If any party wishes to request (1) transfer to another magistrate, (2) a continuance (delay), (3) removal of a civil case to circuit court, or (4) any other motion which, if granted, would require rescheduling of the hearing or trial, the party or the party's attorney must do so in writing not less than 10 days before the first date scheduled for such hearing or trial, unless good cause or excusable neglect is shown as to why such request was not made within that time.

The procedures governing motions to transfer to another magistrate are set forth in Rule 1B of the administrative Rules for Magistrate Courts.

FORMS FOR SUCH MOTIONS OR REQUESTS ARE AVAILABLE FROM THE MAGISTRATE COURT.

Mag. Civ. Rules 11, 12; Mag. Crim. Rules 11, 12; Mag. Admin. Rule 1B

X



IN THE MAGISTRATE COURT OF
TUCKER COUNTY,
WEST VIRGINIA

COPY

NOTICE TO APPEAR

To: **Allen Loughry**
28 Crestview Drive
Hambleton, WV 26269

Dated: 12-DEC-2013

Re: **Case No. 13-M47C-00170 — Master's Pest Management, LLC vs. Loughry**
Defendant: Allen Loughry
LEO/Plaintiff: Master's Pest Management, LLC

You are hereby notified that a hearing in the above-styled case will be held on 01/29/2014, at 10:00 AM, before Magistrate Carol Irons at the Tucker County Magistrate Court, whose address is:

Tucker County Magistrate Court
211 First Street, Suite 303
Parsons, WV 26287
(304) 478-2866

Court Hearing

ADDITIONAL NOTICE TO ALL PARTIES: If any party wishes to request (1) transfer to another magistrate, (2) a continuance (delay), (3) removal of a civil case to circuit court, or (4) any other motion which, if granted, would require rescheduling of the hearing or trial, the party or the party's attorney must do so in writing not less than 10 days before the first date scheduled for such hearing or trial, unless good cause or excusable neglect is shown as to why such request was not made within that time.

The procedures governing motions to transfer to another magistrate are set forth in Rule 1B of the administrative Rules for Magistrate Courts.

FORMS FOR SUCH MOTIONS OR REQUESTS ARE AVAILABLE FROM THE MAGISTRATE COURT.

Mag. Civ. Rules 11, 12; Mag. Crim. Rules 11, 12; Mag. Admin. Rule 1B



IN THE MAGISTRATE COURT OF
TUCKER COUNTY,
WEST VIRGINIA

Name & Address of plaintiff's attorney, if applicable:

Master's Pest Management, LLC
110 Shawnee Drive
Buckhannon, WV 26201
v.
Allen Loughry
28 Crestview Drive
Hambleton, WV 26269

Case No: 13-M47C-00170

CIVIL SUMMONS

Certified Mail

Allen Loughry as defendant(s) named in the above-styled civil action, you are hereby summoned to appear before or make answer to the Tucker County Magistrate Court at 211 First Street, Suite 303, Parsons, WV 26287 within 20 days from the date you receive service of this summons. If you fail to appear or otherwise answer, judgment by default may be taken against you for the relief demanded in the complaint.

Handwritten signature of Pauline McDonald
Magistrate Court Clerk (sign and affix court seal)

12-04-13
Date

NOTICE: Any party in a civil action seeking over \$20.00 or possession of real estate has the right to elect that the case be tried by a jury. You must give written notice to the magistrate court either 20 days from when the first timely answer to the complaint is made or 5 days from when service of the summons and complaint is made for unlawful entry or detainer actions. If you do not notify the magistrate court within the appropriate time period, you give up your right to a jury trial. The jury fee will be assessed against the losing party if the case is tried by jury or may be prorated between the parties if the case is settled before trial.

(OPTIONAL) NOTICE OF ELECTION: As defendant in the above action, I wish to have a jury trial.

Signature

Date

NOTICE: Any person involved in court proceedings who has a disability and needs special accommodation should inform the court sufficiently in advance so that arrangements can be made if possible.

SERVICE OF PROCESS

(To be completed ONLY by a process server when the method of service is personal service.)

METHOD OF SERVICE (check one): A. [] Defendant was served in person. B. [] Defendant was not found. C. [] Substituted personal service; the defendant was not found at his/her usual place of abode, so a copy of the summons was delivered and the purpose explained to _____, who is a member of the defendant's family above the age of 16.

Service was completed on the ___ day of _____ by delivery of a true written copy of the Summons together with the Complaint by (check one):

- A. [] Certified Mail.
B. [] Sheriff's Process Server _____ (print name) Signature: _____
C. [] Private Process Server/Credible Person (print name and address) _____

I received _____ from the plaintiff for serving the within summons on the defendant.
Signature from private Process Server _____ Date _____

STATE OF WEST VIRGINIA, COUNTY OF _____, TO-WIT:
The foregoing instrument was taken, subscribed and sworn to or affirmed and acknowledged before me this ___ day of _____.
Magistrate Court Personnel or Notary Signature: _____ If notary, date commission expires: _____

Copy Distribution: [] Return [] File [] Defendant [] Plaintiff

13-06476-001710

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent X <i>Allen A. Couch</i> <input checked="" type="checkbox"/> Address</p> <p>B. Received by (Printed Name) <i>Allen A. Couch</i> Date of Delivery <i>12-5-02</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below:</p>
<p>1. Article Addressed to:</p> <p><i>Allen Laughry</i> <i>28 Crestview Dr</i> <i>Hambleton, WV</i> <i>262169</i></p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>2. Article Number (Transfer from service label)</p>	<p><i>7012 3050 0000 2115 3273</i></p>

7012 3050 0000 2115 3273

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$ 4.46
Certified Fee	3.10
Return Receipt Fee (Endorsement Required)	2.55
Restricted Delivery Fee (Endorsement Required)	4.76
Total Postage & Fees	\$ 10.87

Postmark Here: *130402*
DEC 04 2002

Sent To: *Allen Laughry*
Street, Apt. No., or PO Box No.: *28 Crestview Dr*
City, State, ZIP+4: *Hambleton, WV 262169*

PS Form 3800, August 2000 See Reverse for Instructions

IN THE MAGISTRATE COURT OF TUCKER COUNTY, WEST VIRGINIA

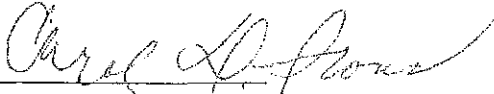
Case ID: 13-M47C-00170 (CI)

Master's Pest Management, LLC vs. Loughry

CIVIL JUDGMENT ORDER

On **January 29, 2014** in the above case the court granted judgment
Dismissed against **Allen Loughry**.

Hereby **ORDERED** and **ADJUDGED** on this the 29th day of January, 2014.



Carol Irons , Magistrate

----- CERTIFICATION BY CLERK (For Court Use Only) -----

Docket Id: 8 / Att ID: 63705

I _____, hereby certify the above is a true and correct record of the Judgment in
this proceeding filed in my office.

Given under my hand on the _____ day of _____, 20____.

Seal

Magistrate Court Clerk

✓

7

AFFIDAVIT

I, Carol D. Irons, being duly sworn upon her oath, depose and say as follows:

1. My name is Carol D. Irons and I am over the age of eighteen.
2. I previously served two terms as Sheriff of Tucker County, West Virginia ending December 31, 2004.
3. I previously served as a Magistrate for Tucker County, West Virginia from January 1, 2005 until December 31, 2014.
4. I am currently retired as a Magistrate of Tucker County, West Virginia.
5. My duties as a Magistrate included hearing both civil and criminal matters brought before the court as outlined in the West Virginia Code.
6. I was a sitting Magistrate of Tucker County on January 29, 2014.
7. On January 29, 2014, I presided over a hearing held in my courtroom on Case No. 13-M47C-00170 styled Master's Pest Management, LLC v. Allen Loughry.
8. Those attending and present in the Courtroom during the hearing included me, sitting as Magistrate, Phil Neatz on behalf of Master's Pest Management, the defendant Allen Loughry and his son Allen Loughry, II.
9. I personally observed each of these people identified in the courtroom.
10. I knew the defendant's son, Allen Loughry, II was the Chief Justice of the West Virginia Supreme Court at the time of the hearing which I presided over.
11. I rendered a decision of dismissal of the case against Allen Loughery on January 29, 2014.
12. The first I saw of Chief Justice Loughry that day was when he entered the courtroom with his father.
13. ~~There was no meeting that day, January 29, 2014, with magistrates in Tucker County and Chief Justice Loughry, before or after the civil case hearing.~~ C.D.I.
14. I did not have any contact with Chief Justice Loughry regarding this case prior to hearing the case on January 29, 2014



Book Signings

Brown, Joshua <joshua_brown@greenbrier.com>

Tue 7/24/2018 4:26 PM

To:Rodney Miller <Rodney.Miller@wvhouse.gov>;

📎 6 attachments (10 MB)

20180518132308.pdf; Fwd: United States Attorney Subpoena; Kelly Loughry 2014 1099.PDF; Loughry 061818.zip; Reform W-9 07222006.pdf; Purchase Records_001.pdf;

Mr. Miller,

See attached a copy of the checks, invoices, corresponding purchase forms, tax forms, emails, and room reservations. The dates of the book signings are:

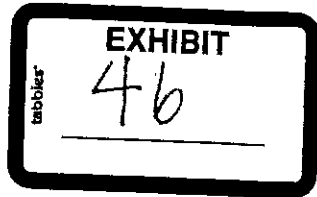
December 16, 2012
December 14, 2013
March 21, 2014
December 20, 2014
March 14, 2015

Our Greenbrier Shoppe hosts books signings and generally buys from local authors. They will conduct books signings either by contacting a publisher or author directly. I do not think there is a charge for hosting a book signing as retail likes to have the activity going on. The Greenbrier will order books for inventory, and sometimes the author will send them already autographed. When a guest purchases a book, the sale is run through The Greenbrier's point of sale system.

If you have any questions, I can arrange a phone call with the manager of The Greenbrier Shoppe. She is familiar with all this and has answered questions with other investigatory agencies.

Thanks,
Joshua

Joshua D Brown | Associate General Counsel | Greenbrier Hotel Corporation | 101 Main Street, West, White Sulphur Springs, West Virginia 24986 | Office Phone: 304.536.7870 | joshua_brown@greenbrier.com | joshua.brown@bluestoneenergygroup.com



Name: Loughry Allen

Return completed form to:
WV Ethics Commission
210 Brooks St., Ste 300
Charleston WV 25301
304-558-0664 or 1-866-558-0664



Candidate information, if applicable
County: _____
Candidate for: _____
Date you filed for candidacy: _____
District or circuit if applicable: _____

RECEIVED
WV ETHICS COMMISSION
2013 FEB -1 AM 10:08

West Virginia Ethics Commission Financial Disclosure Statement

W. Va. Code §§ 6B-2-6 and 7

Rev: 11-2012

Important!

- Please read and answer *every question*. We will return incomplete forms to you for completion or correction.
- You must file a new Financial Disclosure Statement each year you hold or run for a public position.
- If this is your annual filing, the statement is due by February 1.
- If you are a new appointee, this statement is due within 30 days of the date of your appointment.
- If you are a candidate for public office, this statement is due within 10 days of filing your *Certificate of Candidacy*.
- The information you provide on this statement should cover the past calendar year.
- You may attach additional pages to this form if necessary.

1. Name of filer and spouse

Filer last name Loughry First name Allen
 Spouse last name Loughry First name Kelly
 County of residence Kanawha
 Business (employment) address Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd, Building 1, Room E-308
 City / state / zip Charleston, WV 25305

2. Elective Office

Do you currently hold a county, circuit or state elected office? Yes No

If yes, title of office: Justice - Supreme Court of Appeals

Are you a candidate, or do you plan to become a candidate for public office in the next election? N/A Yes No

If yes, for what office: _____ Date you filed for candidacy: _____

3. Positions on State Boards, Commissions or Agencies

List all State Boards, Commissions or Agencies on which you now serve or have served in the past 12 months, by appointment of the Governor. Include recent appointments. Mark here if N/A

Name: Loughry Allen

7. For-Profit Business

List the name of each for-profit business on which either you or your spouse serves on the Board of Directors or as an Officer. Describe the type of business.

Mark here if neither you nor your spouse serve on a Board of Directors or is an Officer of a for-profit business.

Name and address of the Business	Description of the Business
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

8. Non-Profit Organization

List the name of each non-profit organization on which either you or your spouse serves on the Board of Directors or as an Officer.

Mark here if neither you nor your spouse serve on a Board of Directors or is an Officer of a non-profit.

Name and address of the Organization	Description of the non-profit
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

9. Sales or Contracts with State, County or Local Government

During the past calendar year, did you or your spouse have any sales or contracts with any unit of state, county, or local government? Yes _____ No X Sales or contracts for goods or services may be either direct or through a partnership, corporation or association in which either you or your spouse owned or controlled more than (10%) ten percent. If yes, identify the government agency that purchased the goods or services, and describe the nature of the goods or services. (See the instruction sheet for more information about the Ethics Act's prohibition against having an interest in a public contract.) W. Va. Code § 6B-2-5(d)

Name of Government organization	Description of goods or services provided
self spouse <input checked="" type="checkbox"/> Example: State of WV DHHR	Foster home placement studies
self <input checked="" type="checkbox"/> spouse Example: Clay County Sheriff's Department	Rental of garage space for patrol cars
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

10. Adult Children – Public Employment

List the name and business address of any adult child or step-child employed by any unit of state, county or local Government.

Mark here if this question does not apply to you.

Name of child or step-child	Business address

Name: Loughry

Allen

This page applies to questions 13 and 14 on the next page.

**** If you are an elected official, candidate, state or higher education employee, you do not need to complete this page. Please continue to page 7 and answer questions 13 and 14 about you and your spouse.**
**** All other filers:** If you are appointed to serve on a State Board, Agency or Commission by the Governor and receive no compensation for your service, you may not be required to report certain financial information about your spouse. Complete Worksheet A to determine if the spousal exemption applies.

Worksheet A (for questions 13 and 14)

Part 1. Are you a Board, Agency or Commission Member appointed by the Governor?

YES Continue to part 2

NO **DO NOT** complete parts 2 or 3 on this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

Part 2. Do you hold another office or employment position that requires you to file this Financial Disclosure Statement?

YES **DO NOT** complete part 3 of this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

NO Continue to part 3.

Part 3. Complete this section to determine if you are exempt from disclosing certain financial information about your spouse in questions 13 and 14 on the next page.

List the name of the state Board, Commission or Agency of which you are an appointed member:

Mark with an "X" each box that applies:

1. There is no compensation, per diem, salary or other payment authorized by state law for serving on this board or commission. (Excluding travel or expense reimbursement) Note: The test is not whether you decline compensation but whether it is authorized by code, statute, or law.
2. Neither my spouse nor a business with which he or she is associated is regulated by the State Board, Commission, or Agency on which I serve by appointment. ("Associated" is defined as a business in which your spouse, or his or her immediate family member, is a director, officer, owner, employee, compensated agent, or holder of stock which constitutes five percent or more of the total outstanding stocks of any class. "Immediate family member" means dependent children, grandchildren or parents.)
3. Neither my spouse nor a business with which he or she is associated has a contract with, or receives any grants or appropriations from, the state Board, Commission, or Agency on which I (the filer) serve.

→ **If you have checked all three boxes, then answer questions 13 and 14 on the next page as they pertain only to you.**

→ **If not, then answer all questions as they pertain to both you and your spouse.**

→ **Verification & Signature:**

Under penalty of perjury, I hereby declare that the information provided herein is true.

Signature of Filer: _____

Print Filer Name: _____ Date: _____

Name: Loughry Allen

9

Return completed form to:
WV Ethics Commission
210 Brooks St., Ste 300
Charleston WV 25301
304-558-0664 or 1-866-558-0664



Candidate information, if applicable
County: _____
Candidate for: _____
Date you filed for candidacy: _____
District or circuit if applicable: _____

2011 JUN 01 PM 12:09

West Virginia Ethics Commission Financial Disclosure Statement

W. Va. Code §§ 6B-2-6 and 7

Hand Delivered

Rev: 11-2012

Important!

- Please read and answer *every question*. We will return incomplete forms to you for completion or correction.
- You must file a new Financial Disclosure Statement each year you hold or run for a public position.
- If this is your annual filing, the statement is due by February 1.
- If you are a new appointee, this statement is due within 30 days of the date of your appointment.
- If you are a candidate for public office, this statement is due within 10 days of filing your *Certificate of Candidacy*.
- The information you provide on this statement should cover the past calendar year.
- You may attach additional pages to this form if necessary.

1. Name of filer and spouse

Filer last name Loughry First name Allen
 Spouse last name Loughry First name Kelly
 County of residence Kanawha
 Business (employment) address Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd, Building 1, Room E-308
 City / state / zip Charleston, WV 25305

2. Elective Office

Do you currently hold a county, circuit or state elected office? Yes No

If yes, title of office: Justice - Supreme Court of Appeals

Are you a candidate, or do you plan to become a candidate for public office in the next election? N/A Yes No

If yes, for what office: _____ Date you filed for candidacy: _____

3. Positions on State Boards, Commissions or Agencies

List all State Boards, Commissions or Agencies on which you now serve or have served in the past 12 months, by appointment of the Governor. Include recent appointments. Mark here if N/A

Name: Loughry Allen

7. For-Profit Business

List the name of each for-profit business on which either you or your spouse serves on the Board of Directors or as an Officer. Describe the type of business.

Mark here if neither you nor your spouse serve on a Board of Directors or is an Officer of a for-profit business.

Name and address of the Business	Description of the Business
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

8. Non-Profit Organization

List the name of each non-profit organization on which either you or your spouse serves on the Board of Directors or as an Officer.

Mark here if neither you nor your spouse serve on a Board of Directors or is an Officer of a non-profit.

Name and address of the Organization	Description of the non-profit
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

9. Sales or Contracts with State, County or Local Government

During the past calendar year, did you or your spouse have any sales or contracts with any unit of state, county, or local government? Yes _____ No Sales or contracts for goods or services may be either direct or through a partnership, corporation or association in which either you or your spouse owned or controlled more than (10%) ten percent.

If yes, identify the government agency that purchased the goods or services, and describe the nature of the goods or services. (See the instruction sheet for more information about the Ethics Act's prohibition against having an interest in a public contract.) W. Va. Code § 6B-2-5(d)

Name of Government organization	Description of goods or services provided
self spouse <input checked="" type="checkbox"/> Example: State of WV DHHR	Foster home placement studies
self <input checked="" type="checkbox"/> spouse Example: Clay County Sheriff's Department	Rental of garage space for patrol cars
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

10. Adult Children – Public Employment

List the name and business address of any adult child or step-child employed by any unit of state, county or local Government.

Mark here if this question does not apply to you.

Name of child or step-child	Business address

This page applies to questions 13 and 14 on the next page.

**** If you are an elected official, candidate, state or higher education employee, you do not need to complete this page. Please continue to page 7 and answer questions 13 and 14 about you and your spouse.**

**** All other filers:** If you are appointed to serve on a State Board, Agency or Commission by the Governor and receive no compensation for your service, you may not be required to report certain financial information about your spouse. Complete Worksheet A to determine if the spousal exemption applies.

Worksheet A (for questions 13 and 14)

Part 1. Are you a Board, Agency or Commission Member appointed by the Governor?

YES Continue to part 2

NO **DO NOT** complete parts 2 or 3 on this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

Part 2. Do you hold another office or employment position that requires you to file this Financial Disclosure Statement?

YES **DO NOT** complete part 3 of this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

NO Continue to part 3.

Part 3. Complete this section to determine if you are exempt from disclosing certain financial information about your spouse in questions 13 and 14 on the next page.

List the name of the state Board, Commission or Agency of which you are an appointed member:

Mark with an "X" each box that applies:

1. There is no compensation, per diem, salary or other payment authorized by state law for serving on this board or commission. (Excluding travel or expense reimbursement) Note: The test is not whether you decline compensation but whether it is authorized by code, statute, or law.

2. Neither my spouse nor a business with which he or she is associated is regulated by the State Board, Commission, or Agency on which I serve by appointment. ("Associated" is defined as a business in which your spouse, or his or her immediate family member, is a director, officer, owner, employee, compensated agent, or holder of stock which constitutes five percent or more of the total outstanding stocks of any class. "Immediate family member" means dependent children, grandchildren or parents.)

3. Neither my spouse nor a business with which he or she is associated has a contract with, or receives any grants or appropriations from, the state Board, Commission, or Agency on which I (the filer) serve.

➔ **If you have checked all three boxes, then answer questions 13 and 14 on the next page as they pertain only to you.**

➔ **If not, then answer all questions as they pertain to both you and your spouse.**

➔ **Verification & Signature:**

Under penalty of perjury, I hereby declare that the information provided herein is true.

Signature of Filer: _____

Print Filer Name: _____ Date: _____

Financial Disclosure Statement Filing

Filing Confirmation # 424

Step 1: Statement Information

Report Year: 2014
Date Filed: 1/21/2015
Filing Type: Original
Report Type: Financial Disclosure

Name of Filer and Spouse

Filer First Name: Hon. Allen
Filer Last Name: Loughry, Supreme Court Justice
Spouse First Name: Kelly
Spouse Last Name: Loughry
County of Residence: Kanawha

Step 1: Business Address

Name: Supreme Court of Appeals
Address 1: 1900 Kanawha Blvd. East, Room E 308
Address 2:
City: Charleston
State: WV
Zip Code: 25305

Step 2: Candidate / Officeholder Information

Do you currently hold a county circuit or state elected office?: Yes
Title Of Office: • WV Supreme Court

Step 8: Business Interests and Commercial Real Estate

Neither my spouse nor I had any business interests meeting these criteria

Step 9: For-Profit Business or Organization

Neither my spouse nor I serve on a Board of Directors or is an Officer

Step 10: Non-Profit Organizations

Neither my spouse nor I serve on a Board of Directors or is an Officer

Step 11: Sales or Contracts with Governmental Entities

Neither my spouse nor I had contract for the sale of any goods or services to a state, county, municipal or other local governmental agency, either directly or through a partnership, corporation or association in which either you or your spouse owned or controlled more than (10%) ten percent during the past calendar year

Step 12: Adult Children - Public Employment

I have no adult children or step children employed by state, county, or municipal government

Step 13: Debts Owed to Others

I have no reportable debts

Step 14: Debts Owed to You

I have no reportable debts

Step 15: Gifts

I have no received reportable gifts

Name: Allen Loughry

Supreme Ct.

Return completed form to:
WV Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301
(304)558-0664 or 1(866)558-0664



Received

Candidate information, if applicable
County: _____
Candidate for: _____
Date you filed for candidacy: _____
District or circuit if applicable: _____

DEC 18 2015

Hand Delivered

WV Ethics Commission
West Virginia Ethics Commission
Financial Disclosure Statement

Revised: 12-9-14

Directions

- Please read and answer **every question**—even if your answer is “N/A” (not applicable). Incomplete original Statements will be returned to you for completion or correction.
- You must file a new Financial Disclosure Statement each year you hold or run for a public position.
- If this is your annual filing, the Statement is due by February 1.
- If you are a new appointee, this Statement is due within 30 days of the date of your appointment.
- If you are a candidate for public office, this Statement is due within 10 days of filing your *Certificate of Candidacy*.
- The information you provide on this Statement covers the prior calendar year.
- You may attach additional pages to this form if necessary.

1. Name of filer and spouse

Filer's last name Loughry First name Allen
 Spouse's last name Loughry First name Kelly
 County of residence Kanawha
 Business (employment) address West Virginia Supreme Court
1900 Boulevard East, Room E 308
 City/state/zip Charleston WV 25311

2. Elective Office

Do you currently hold a county, circuit or state elected office? Yes No

If yes, title of office: Justice of the West Virginia Supreme Court

Are you a candidate, or do you plan to become a candidate for public office in the next election? N/A Yes No

If yes, for what office: _____ Date you filed for candidacy: _____

3. Positions on State Boards, Commissions or Agencies

List all State Boards, Commissions or Agencies on which you now serve or have served in the past 12 months through appointment by the Governor. Mark here if N/A

Name: Allen Loughry

7. For-Profit Business

List the name and address of each for-profit business on which either you or your spouse serves on the Board of Directors or as an officer. Describe the type of business.

Mark here if neither you nor your spouse serve on a Board of Directors or is an officer of a for-profit business.

Name and address of the business	Description of the business
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

8. Non-Profit Organization

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Name and address of the organization	Description of the non-profit
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

9. Sales or Contracts with State, County or Local Government

During the past calendar year, did you or your spouse have any sales or contracts with any unit of state, county or local government? Yes _____ No X (Sales or contracts for goods or services may be either direct or through a partnership, corporation or association in which either you or your spouse owned or controlled more than 10 percent.)

If yes, identify the government agency that purchased the goods or services, and describe the nature of the goods or services. (See the instruction sheet for more information about the Ethics Act's prohibition against having an interest in a public contract under W. Va. Code § 6B-2-5(d).)

Name of Government organization	Description of goods or services provided
self spouse <u>X</u> Example: State of WV DHHR	Foster home placement studies
self <u>X</u> spouse Example: Clay County Sheriff's Department	Rental of garage space for patrol cars
self <input checked="" type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	
self <input type="checkbox"/> spouse <input type="checkbox"/>	

10. Adult Children – Public Employment

List the name and business address of any adult child or step-child employed by any unit of state, county or local government.

Mark here if this question does not apply to you.

Name of child or step-child	Business address

Name: Allen Loughry

This page applies to questions 13 and 14 on the next page.

**** If you are an elected official, candidate or state or higher education employee, you do not need to complete Worksheet A. You must, however, answer questions 13 and 14 about you and your spouse.**

**** All other filers:** If you have been appointed to serve on a State Board, Commission or Agency by the Governor and receive no compensation for your service, you may not be required to report certain financial information about your spouse. Complete Worksheet A to determine if this spousal exemption applies. You still must report your own income and business information in questions 13 and 14.

Worksheet A (for questions 13 and 14)

Part 1. Are you a State Board, Commission or Agency member appointed by the Governor?

YES Continue to Part 2.

NO **DO NOT** complete parts 2 or 3 on this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

Part 2. Do you hold another office or employment position that requires you to file this Financial Disclosure Statement?

YES **DO NOT** complete part 3 on this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

NO Continue to Part 3.

Part 3. Complete this section to determine if you are exempt from disclosing certain financial information about your spouse in questions 13 and 14 on the next page.

List the name of the State Board, Commission or Agency of which you are an appointed member:
Board name: _____

Check each box that applies:

1. There is no compensation, per diem, salary or other payment authorized by state law for serving on this Board or Commission. (Excluding travel or expense reimbursement) Note: The test is not whether you decline compensation but whether it is authorized by code, statute or law.
2. Neither my spouse nor a business with which he or she is associated is regulated by the State Board, Commission or Agency on which I serve by appointment. ("Associated" is defined as a business in which your spouse, or his or her immediate family member, is a director, officer, owner, employee, compensated agent or holder of stock which constitutes five percent or more of the total outstanding stocks of any class. "Immediate family member" means dependent children, grandchildren or parents.)
3. Neither my spouse nor a business with which he or she is associated has a contract with, or receives any grants or appropriations from, the State Board, Commission or Agency on which I (the filer) serve.

→ **If you have checked all three boxes in Part 3 above, then answer questions 13 and 14 on the next page as they pertain only to you.**

→ **If you did not check all three boxes in Part 3, you must answer questions 13 and 14 in their entirety as they pertain to both you and your spouse.**

Financial Disclosure Statement Filing

Filing Confirmation # 5977

Step 1: Statement Information

Report Year: 2016
Date Filed: 1/15/2017
Filing Type: Original
Report Type: Financial Disclosure

Name of Filer and Spouse

Filer First Name: Allen
Filer Last Name: Loughry
Spouse First Name: Kelly
Spouse Last Name: Loughry
County of Residence: Kanawha

Step 1: Business Address

Name: Supreme Court of Appeals
Address 1: 1900 Kanawha Blvd. East, Room E 308
Address 2:
City: Charleston
State: WV
Zip Code: 25305

Step 2: Candidate / Officeholder Information

Do you currently hold a county circuit or state elected office? Yes
Title Of Office: • WV Supreme Court

Step 9: For-Profit Business or Organization

Neither my spouse nor I serve on a Board of Directors or is an Officer

Step 10: Non-Profit Organizations

Neither my spouse nor I serve on a Board of Directors or is an Officer

Step 11: Sales or Contracts with Governmental Entities

Neither my spouse nor I had contract for the sale of any goods or services to a state, county, municipal or other local governmental agency, either directly or through a partnership, corporation or association in which either you or your spouse owned or controlled more than (10%) ten percent during the past calendar year

Step 12: Adult Children - Public Employment

I have no adult children or step children employed by state, county, or municipal government

Step 13: Debts Owed to Others

I have no reportable debts

Step 14: Debts Owed to You

I have no reportable debts

Step 15: Gifts

I have no received reportable gifts

Financial Disclosure Statement Filing

Filing Confirmation # 9532

Step 1: Statement Information

Report Year: 2017
Date Filed: 1/19/2018
Filing Type: Original
Report Type: Financial Disclosure

Name of Filer and Spouse

Filer First Name: Allen
Filer Last Name: Loughry
Spouse First Name: Kelly
Spouse Last Name: Loughry
County of Residence: Kanawha

Step 1: Business Address

Name: Supreme Court of Appeals
Address 1: 1900 Kanawha Blvd. East, Room E 308
Address 2:
City: Charleston
State: WV
Zip Code: 25305

Step 2: Candidate / Officeholder Information

Do you currently hold a county circuit or state elected office?: Yes
Title Of Office: • WV Supreme Court

Step 8: Business Interests and Commercial Real Estate

Neither my spouse nor I had any business interests meeting these criteria

Step 9: For-Profit Business or Organization

Neither my spouse nor I serve on a Board of Directors or is an Officer

Step 10: Non-Profit Organizations

Neither my spouse nor I serve on a Board of Directors or is an Officer

Step 11: Sales or Contracts with Governmental Entities

Neither my spouse nor I had contract for the sale of any goods or services to a state, county, municipal or other local governmental agency, either directly or through a partnership, corporation or association in which either you or your spouse owned or controlled more than (10%) ten percent during the past calendar year

Step 12: Adult Children - Public Employment

I have no adult children or step children employed by state, county, or municipal government

Step 13: Debts Owed to Others

I have no reportable debts

Step 14: Debts Owed to You

I have no reportable debts

Step 15: Gifts

I have no received reportable gifts

JUSTICE'S CONFERENCE ROOM

RENOVATION OF JUSTICE'S CONFERENCE ROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
EDWARD HILLENBRAND FURNITUREMAKER	CABINET FOR 55" FLAT PANEL TELEVISION	5525	09/07/10	\$ 18,000.00
EDWARD HILLENBRAND FURNITUREMAKER	INSTALL CASTERS ON THE 5 BOOKCASES IN THE CONFERENCE ROOM	5594	12/30/11	\$ 589.00
EDWARD HILLENBRAND FURNITUREMAKER	CUSTOM BOOKCASE FOR CONFERENCE ROOM	5606	07/31/12	\$ 19,847.05
EDWARD HILLENBRAND FURNITURE	RENOVATION OF HISTORIC TABLE IN CONFERENCE ROOM	5499	02/01/10	\$ 2,826.00
PATTY STEWART CUSTOM FAUX	PAINTING IN CONFERENCE ROOM	N/A	08/29/11	\$ 15,450.00
WELLS HOME FURNISHINGS	WASHINGTON DESK CHAIR (1)	74203	04/12/10	\$ 1,958.00
WELLS HOME FURNISHINGS	WASHINGTON DESK CHAIR (1)	75611	08/31/10	\$ 1,958.00
WELLS HOME FURNISHINGS	WASHINGTON DESK CHAIR (5)	77324	01/01/11	\$ 11,748.00
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS	CHANGE ORDER #4	07/21/09	\$ 227,215.00
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS	CHANGE ORDER #12	07/21/09	\$ 759.00
SUBTOTAL				<u>\$ 300,350.05</u>

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

Invoice

DATE	INVOICE #
9/7/2010	5525

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Purchase Order #5973 Cabinet for 55" flat panel, per specification RECEIVED ALL OF THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>Sept 8, 2010</u> SIGNED <u>P Fletcher Adkins</u>	18,000 00
Thank you for your business	Total 18,000 00

RECEIVED
 WV SUPREME COURT
 SEP 21 2010
 ADMINISTRATIVE
 OFFICE

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437
E-Mail Ed.Hillenbrand@frontier.com

September 7, 2010

Administrative Office of Court
Attn Fletcher Adkins
Room E100
State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305-0832

Fletch,

Please find enclosed two invoices, one for purchase order #5973 (video cabinet) and the other for delivering and installing Justice Ketchum's doors

Also, we repaired and refinished Justice Workman's desk several months ago and yesterday touched up her sideboard I was waiting to finish the sideboard before billing you for this work I left a message with Stephanie today to make sure Justice Workman is satisfied and will bill you for that work as soon as I hear back

Please do not hesitate to call if you have any questions

Sincerely,



Ed Hillenbrand

47--000004

PURCHASE ORDER

Admin Office of Courts

Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 558 0145 Fax 304 558 1345

TO
 Edward Hillenbrand Furnituremaker Inc
 736 738 Second Avenue
 South Charleston WV 25303
 Phone 304 744 0515 Fax 304 744 1437

SHIP TO
 Administrative Office of Courts
 Attn Fletcher Adkins
 Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 340 2910 Fax 304 558 1345

P O NUMBER 5973
DATE April 20 2010
REQUISITIONED BY Steven Canterbury Dir
SHIP BY n/a
SHIP VIA n/a
F O B n/a
TERMS 30 days net

*Purchase order number must appear
 on all forms relating to this order*

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	Job	Construct cabinet for 55 flat panel per specification	\$18 000 00	18000 00
			SUBTOTAL	18000 00
			FREIGHT	0 00
			TAX RATE	0 000%
			TAX	0 00
				\$18 000 00
				TOTAL DUE

Fletcher Adkins 4-20-10
 Authorized by. Date

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437

March 15, 2010

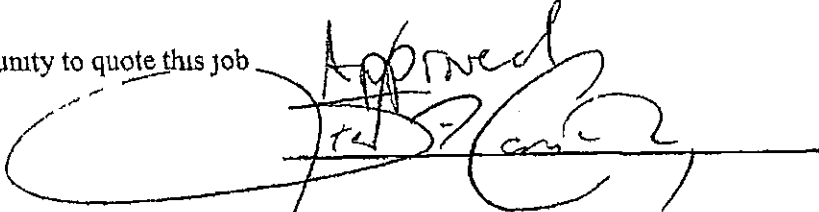
Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd East
Charleston, WV 25303-0832

Quote for Supreme Court Conference Room Video Cabinet

The price for the Video Cabinet that was selected by the Supreme Court Justices as per Steve Canterbury is \$18,000 00 This cabinet has the extra width to align with the stiles next to outer panels on the wainscoting, has a Greek key frieze with medallions on the front and side corners and features a large medallion on the center front panel Also, there is a storage area behind the right side panel for the remote control, etc Sales tax, if applicable, will be added to the above prices

Delivery will be included If you have any questions, please do not hesitate to call (304) 744-0515 or e-mail Dave Kister at ldksoccer@msn.com or me at Ed.Hillenbrand@verizon.net

Thank you for the opportunity to quote this job

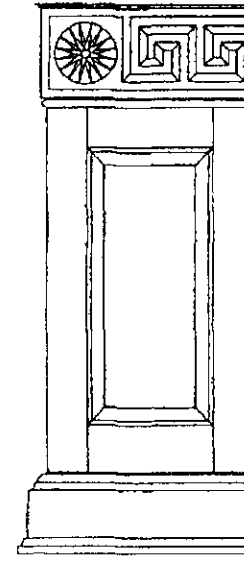
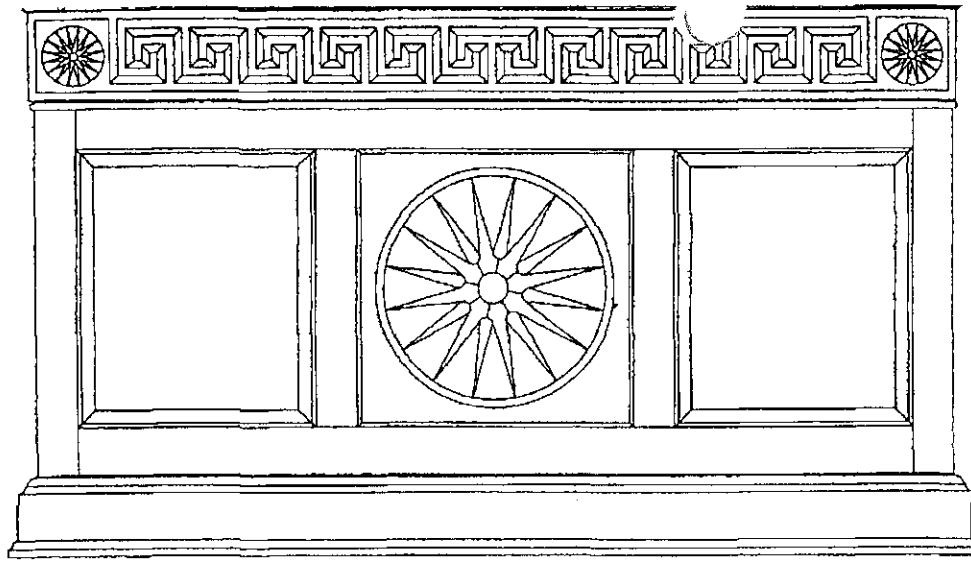
Approved

3-19-10

Sincerely,

Ed Hillenbrand

47--000006

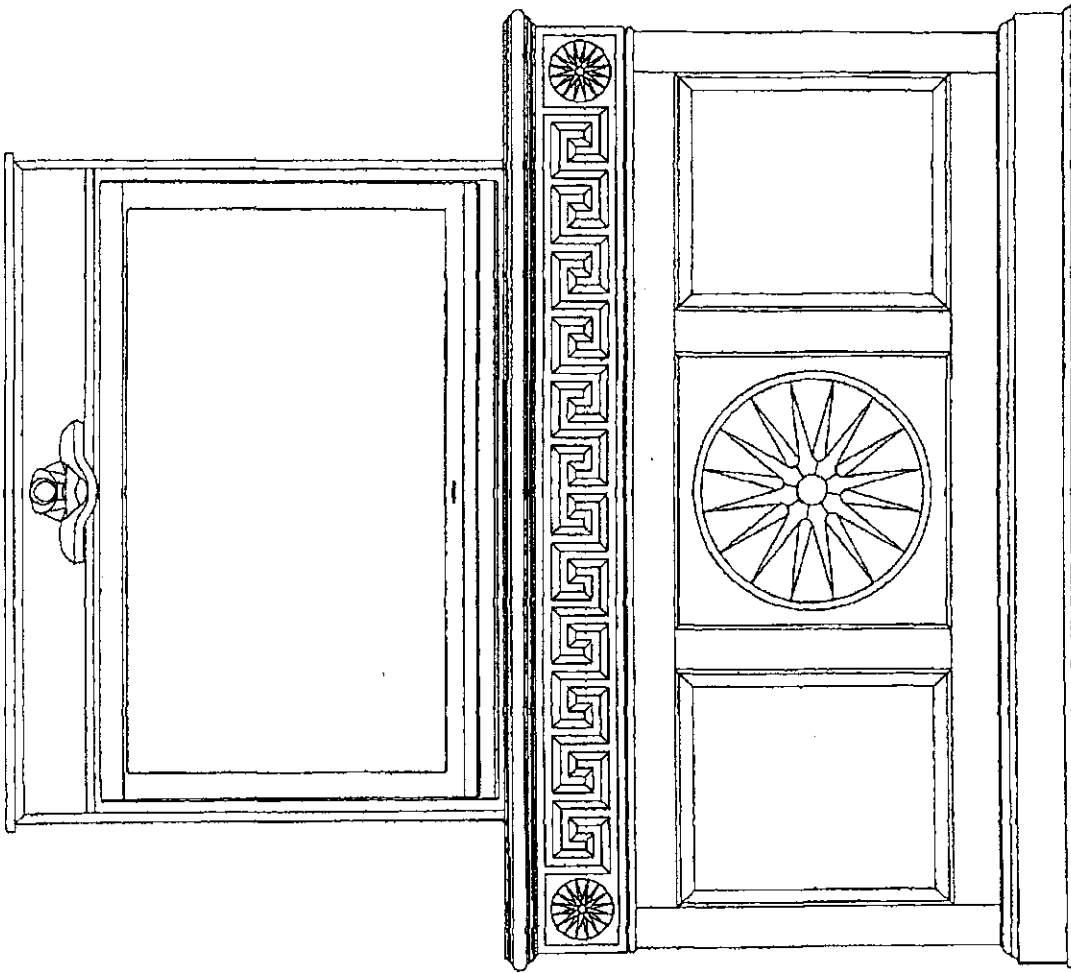
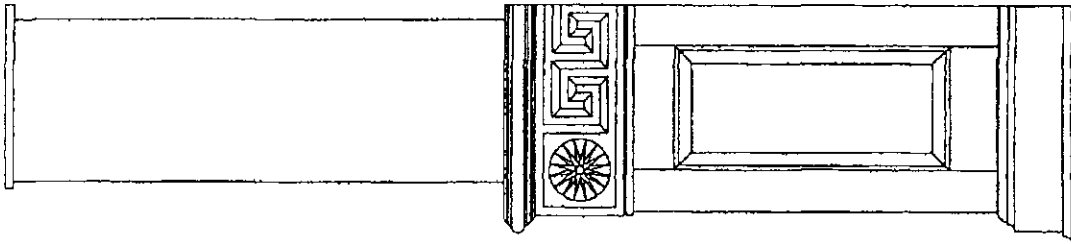
Received Time Mar 15 2010 5 59PM No 0984



Supreme Court Monitor Cabinet
Option 1

Edward Hillenbrand Furnituremaker, Inc.

47--000007



Monitor Cabinet
Option 1

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1 ROOM E 100
1900 KANAWHA BOULEVARD E
CHARLESTON WV 25305 0832
(VOICE) 304/558 0145
(TTY) 304/558 4219
(FAX) 304/558 1212
www.state.wv.us/wvaca/

TO Steven D. Canterbury, Administrative Director
FROM Fletch Adkms PFA
DATE March 16, 2010
SUBJECT Woodworking Quote

Ed Hillenbrand has provided quotes for the woodworking projects we requested. The first quote is for the video cabinet which will be located in the Justice's Conference Room. The specifications appear to be correct and the quoted price is \$18,000.

The second quote is for the furniture for Justice Ketchum's office. The work includes refinishing of the secretarial return, adding a storage cabinet and a mounting board for the keyboard tray. The total quoted for this work is \$6,660.

If you approve of the work, please sign the attached quotes. Please let me know if you would like this charged through Siling or direct billed to our office.

encl quotes

CP Shawe
3-16-10

TO Steven D Canterbury, Administrative Director
FROM Fletch Adkins
DATE March 16, 2010
SUBJECT Woodworking Quote

Ed Hillenbrand has provided quotes for the woodworking projects the we requested. The first quote is for the video cabinet which will be located in the Justice's Conference Room. The specifications appear to be correct and the quoted price is \$18,000.

The second quote is for the furniture for Justice Ketchum's office. The work includes refinishing of the secretarial return, adding a storage cabinet and a mounting board for the keyboard tray. The total quoted for this work is \$6,660.

If you approve of the work, please sign the attached quotes. Please let me know if you would like this charged through Silling or direct billed to our office.

encl quotes

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437

March 15, 2010

Letcher Adkins
Room E100 State Capitol
900 Kanawha Blvd East
Charleston, WV 25303-0832

Quote for Supreme Court Conference Room Video Cabinet

The price for the Video Cabinet that was selected by the Supreme Court Justices per Steve Canterbury is \$18,000.00. This cabinet has the extra width to align with the panels next to outer panels on the wainscoting, has a Greek key frieze with medallions on the front and side corners and features a large medallion on the center front panel. Also, there is a storage area behind the right side panel for the remote control, etc. Sales tax, if applicable, will be added to the above prices.

Delivery will be included. If you have any questions, please do not hesitate to call (304) 744-0515 or e-mail Dave Kister at ldksoucci@msn.com or me at Hillenbrand@verizon.net

Thank you for the opportunity to quote this job

Sincerely,



Ed Hillenbrand

Received Time Mar 15 2010 5 59PM No 0984

47--000011

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421
 5402/068

Invoice

DATE	INVOICE #
12/30/2011	5594

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Install casters on the 5 bookcases in the Supreme Court conference room	589 00
RECEIVED WV SUPREME COURT JAN 30 2012 ADMINISTRATIVE OFFICE	
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>Jan 16, 2012</u> SIGNED <u>P Fletcher Adkins</u>	
All work is complete!	Total 589 00

Vendor 199421

Edward Hillenbrand Furnituremaker, Inc.
736 - 738 Second Avenue
South Charleston, WV 25303-1315

Invoice

DATE	INVOICE #
7/31/2012	5606

BILL TO
Administrative Office of Court Attn: Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd. East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Custom Bookcase for Supreme Court Conference Room	19,847.05
I CERTIFY THAT THE ABOVE MENTIONED WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>8/28/12</u> SIGNED <u>Steve Kacer-Tony</u>	
<i>Approved - Dan - 8-28-12</i>	
It's been a pleasure working with you!	Total \$19,847.05

47--000013

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

Invoice

DATE	INVOICE #
2/1/2010	5499

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

RECEIVED
 WV SUPREME COURT
 FEB 18 2010
 ADMINISTRATIVE
 OFFICE

DESCRIPTION	AMOUNT
WV Supreme Court--Historic Table Renovation	2,826 00
WV Sales Tax	0 00
<p>RECEIVED WV SUPREME COURT FEB 11 2010 ADMINISTRATIVE OFFICE</p> <p>RECEIVED IN THE SUPREMERCHANDISE W/PERFORMED TO SPECIFICATIONS. DATE <u>Feb 5, 2010</u> SIGNED <u>P. Fletcher Adkins</u></p> <p>5402 - 409</p>	
Thank you for your business	Total \$2,826 00

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437
E-Mail Ed.Hillenbrand@verizon.net

February 1, 2010

Administrative Office of Court
Attn Fletcher Adkins
Room E100
State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305-0832

Fletch,

Please find enclosed invoices for the repairs and finish work on the historic table
in the deliberation room and on the desk for Justice Ketchum

Please do not hesitate to call if you have any questions

Sincerely,



Ed Hillenbrand

47--000015

B

one
line
Vendor

549667

Patty Stewart Custom Faux
52 Temple Dr.
Nitro, WV 25143
(304) 610-5493

RECEIVED
WV SUPREME COURT

AUG 30 2011

ADMINISTRATIVE
OFFICE

Invoice

Date: 8/29/11

Submitted to: Steve Canterbury

Job Location: WV State Capital, conference room of the Supreme Court of Appeals

Work Done:

Walls— The walls were ragged as shown on the approved sample board.
Cost.....\$ 2,500.00

Large moulding – The large mouldings were given 11 colored stripes, one of them having a bright gold glaze applied.
Cost.....\$ 5, 500.00

Ceiling medallions – The two ceiling medallions were hand painted as shown on the sample board.
Cost.....\$3,500.00

Lower mouldings – The 1st low moulding was painted dark red and received a bright gold glaze. The 2nd lower moulding was painted a darker blue and also received the bright gold glaze. The mouldings under the cross beams were painted a light blue with no glaze.
Cost.....\$ 3,950.00

Project was completed 8/26/11, ahead of schedule.

Total amount due upon receipt.....\$ 15,450.00

Approved

Handwritten signature and initials, including "8-30-11" and "EdC".

Offering possibilities that you never knew existed!

47--000016

B



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304 343 3600 Phone
 304 343 3679 Fax
 wellshome.com

DELIVERY TICKET
 Sales Order #
 Order Date

Page 1 of 1
74203
 04/12/10

*3rd Floor
 Conference Room*

Store 01
 Salesperson(s) CN

Bill To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E-100
 CHARLESTON WV 25305-0830
 Day 304-558-0145 Eve -
 Mobile --

Deliver To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E-100
 CHARLESTON WV 25305 0830
 Day 304-558-0145 Eve --
 Mobile --

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
1	HANMOR	8319ST	DESK CHAIR OFFIC	01WHS	1 958 00	1 958 00	F
		WASHINGTON DESK CHA COVER 5394 SUPPLE COAL FINISH OILED SANDALWOOD MISC OPTIONS NAILHEAD TRIM-A WASHINGTON CHAIR WITH A SEAT OF 3802ST NORFOLK FOR \$200 00 UPCHARGE PER CHRISTY AND DEBBIE PRICE IS BASED ON ORDERING 6 TOTAL CHAIRS-THIS IS TO BE ORDERED IN ADVANCE TO BE APPROVED BY ALL CHIEF JUSTICES-THEN THE BALANCE OF THE CHAIRS WILL BE ORDERED	SWIVEL TILT				

RECEIVED
 JUN 25 A 9 4

Invoice Notes 04/12/2010 05 08 PM - CATHY NELSON
 PLEASE ALLOW 8-10 WEEKS APPROXIMATELY FOR ORDER TO WHF
 PO#5960 PLEASE ALSO REFERENCE TO CODE WVSCA WHEN BILLING THIS ORDER

Delivery Notes 06/09/2010 03 42 PM - CATHY NELSON
 PLEASE ALLOW APPROXIMATELY 8 WEEKS FOR DELIVERY TO WHF ALLOWING POSSIBLE EXTRA
 TIME FOR JULY 4TH HOLIDAY SHUT DOWN AT FACTORY

MANY THANKS FOR YOUR ORDER!!! CATHY NELSON

deposits and Payments Made	Date	Amount	MOP	Type	Check
	06/22/10	1 958 00		S	

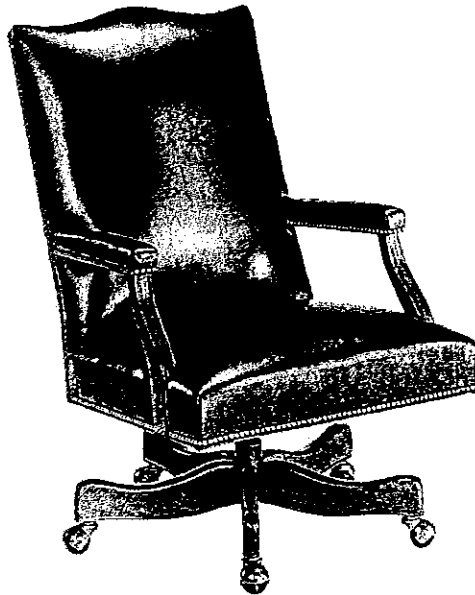
Merchandise Total	\$1 958 00
Delivery	0 00
Tax EXM	0 00
Total Sale	\$1 958 00
Total Payments/Credits	0 00
Balance Due	1 958 00
Amount Financed	0 00

Please reverse for conditions of order
 Verify that all merchandise has been delivered in good condition
 Customer's Signature _____ Date _____

47--000017

Washington Swivel-tilt Chair 8319ST at Walter E. Smith Furniture and Design

Zoom



The dimensions we display are approximate.

REQUEST INFORMATION ⓘ

∨ DIMENSIONS

Width: 26"

Depth: 29"

Height: 43"

Arm Height: 28"

Seat Height: 22"

Inside Width: 19"

Inside Depth: 19"

Specifications: COM Requirement: 3 Yards. COL Requirement: 54 sq. ft. Seat Height: 19-22 inches, Arm Height: 25-28 inches. Height 40-43 inches.

> PRODUCT DETAILS

> DESIGN ELEMENTS & FEATURES

> CONSTRUCTION & ERGONOMICS

> ASSEMBLY & CARE

> OTHER DETAILS



room planner



print page



email a friend



add to favorites





101 BOWERS ROAD
CHARLESTON, WV 25314

304 343 3600 Phone
304 343 3679 Fax

wellshome.com

NOTICE: DUE TO OUR ANNUAL
CELEBRATION ON OCT 2nd, THE
DELIVERY OF YOUR FURNITURE
MAY BE DELAYED APPROX
10-14 DAYS. THANK YOU FOR
YOUR UNDERSTANDING.

5403 / 296643

Page 1 of 1

Sales Order #
Order Date

75611
08/31/10

3rd Floor
Conference Room

Store 01
Salesperson(s) CN

Bill To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1 ROOM E 100
CHARLESTON WV 25305-0830
Day 304-558-0145 Eve
Mobile --

Deliver To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1 ROOM E-100
CHARLESTON WV 25305-0830
Day 304 558-0145 Eve --
Mobile --

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
----------	--------	-------	----------	----------	-------	-----------	---

1	HANMOR	8319ST	DESK CHAIR OFFIC		1 958 00	1 958 00	0
---	--------	--------	---------------------	--	----------	----------	---

WASHINGTON DESK CHA
COVER
5394 SUPPLE COAL
FINISH
OILED SANDALWOOD
MISC OPTIONS
NAIL HEAD ON SEAT CUSHION ONLY-NAILHEAD TRIM A
WASHINGTON CHAIR W/A SEAT OF 3802ST NORFOLK FOR \$200.00 UPGRADE
PER CHRISTY AND DEBBIE

RECEIVED
WV SUPREME COURT

SEP 20 2010

ADMINISTRATIVE
OFFICE

RECEIVED
SEP 3 2010
RORY L PERRY II CLERK
SUPREME COURT OF APPEALS
OF WEST VIRGINIA

Invoice Notes 08/31/2010 04 10 PM - CATHY NELSON
PLEASE ALLOW APPROXIMATELY 8-10 WEEKS FOR DELIVERY TO WHF

PER MICHAEL PROOPS PO# FOR THIS ORDER IS #6067

Delivery Notes 07/26/2010 12 06 PM - L E
PLEASE ALLOW APPROXIMATELY 8 WEEKS FOR DELIVERY TO WHF ALLOWING POSSIBLE EXTRA
TIME FOR JULY 4TH HOLIDAY SHUT DOWN AT FACTORY
CONTACT KIM ELLIS 304 346-0565 FOR DELIVERY

MANY THANKS FOR YOUR ORDER!!! CATHY NELSON

Deposits and Payments Made

Merchandise Total	\$1 958 00
Delivery	0 00
Tax EXM	0 00
Total Sale	\$1 958 00
Total Payments/Credits	0 00
Balance Due	1 958 00
Amount Financed	0 00

See reverse for conditions of order

Buyer's Approval

Approved
Date 9 3-10

47--000019



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304 343 3600 Phone
 304 343 3679 Fax
 wellshome.com

DELIVERY TICKET

Sales Order #
 Order Date

Page 1 of 1
 77324
 01/11/11

Store 01
 Salesperson(s) JBH

Bill To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1, ROOM E-100
 CHARLESTON WV 25305-0830
 Day 304-558-0145 Eve --
 Mobile --

Deliver To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1, ROOM E-100
 CHARLESTON WV 25305-0830
 Day 304-558-0145 Eve --
 Mobile --

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
6	HANMOR	8319ST	DESK CHAIR OFFIC	01WHS	1,958 00	11,748 00	F

WASHINGTON DESK CHA
 COVER
 #5394-SUPPLE COAL
 FINISH
 OILED SANDALWOOD
 MISC OPTIONS
 CHAIR BASE STYLE A
 NAILHEAD TRIM STYLE A-TO BE APPLIED TO SEAT BASE ONLY!!!
 WASHINGTON CHAIR WITH SEAT OF #3802-ST-NORFOLK FOR AN UPCHARGE
 OF \$200 (EACH CHAIR) PER DEBBIE FOX IN CUSTOMER SERVICE

Invoice Notes 01/12/2011-09 11-AM - L-E
 FRAMES AND FABRIC ARE AVAILABLE PER DEBBIE IN CUSTOMER SERVICE PLEASE ALLOW
 APPROXIMATELY 8-10 WEEKS FOR DELIVERY
 IT HAS BEEN A PLEASURE WORKING WITH YOU AGAIN, THANK YOU FOR CHOOSING WELLS HOME
 FURNISHINGS!!!
 JENNIFER HARRISON, DESIGN CONSULTANT
 PO #6156

Delivery Notes 01/07/2011 05 15 PM - JENNIFER HARRISON
 3RD FLOOR CONFERENCE ROOM, WV SUPREME COURT

Deposits and Payments Made	Date	Amount	MOP	Type	Check
	05/24/11	11 748 00		S	

See reverse for conditions of order

I verify that all merchandise has been delivered in good condition

Customer's Signature _____ Date _____

Merchandise Total	\$11,748 00
Delivery	0 00
Tax EXM	0 00
Total Sale	\$11,748 00
Total Payments/Credits	0 00
Balance Due	11,748 00
Amount Financed	0 00

47--000020

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

06/09/11
09 08 02

BASKET ESSENTIAL

INVOICE COVER SHEET

AUDITOR ENTRY ID I 2 12260659
WVFIMS DOCUMENT ID I 12260659

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT MICHAEL K PROOPS
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 06/09/11
DOCUMENT AMOUNT 11,748 00
VENDOR INVOICE NUMBER 77324
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 3
OPEN END CONTRACT NUMBER
DUE DATE 06/09/11
SPECIAL HANDLING N
VENDOR NUMBER 296643
VENDOR NAME WELLS HOME FURNISHINGS INC
VENDOR ADDRESS 101 BOWERS RD

CHARLESTON WV 25314-2121

CONTACT PERSON/PHONE NIKKI PREECE 304-340-2931 EXT
CASH ADVANCE N BEGIN TRAVEL / / END TRAVEL / /

COMMENTS

ELECTRONICALLY AUTHORIZED BY NIKKI PREECE
INVOICE AUDITOR

DATE 2011-06-09

APPROVED BY AUDITOR _____						DATE _____
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2011	2400	099	058		11,748 00
TOTAL INVOICE AMOUNT						11,748 00

47--000021

OPEN STATEMENT



296643

Customer # 13962
Customer STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1, ROOM E-100
CHARLESTON WV 25305-0830

Relax Your Home

Closing Date 06/01/2011
Due Date 05/31/2011
Due on Receipt 11,748 00

RECEIVED
WV SUPREME COURT

JUN 0 4 2011

ADMINISTRATIVE
OFFICE

Please detach & return this portion with payment

<u>Date</u>	<u>Invoice number</u> <u>Reference</u>	<u>Transaction Type</u>	<u>Debits</u>	<u>Credits</u>
05/24/2011	77324	Sale	11,748 00	0 00

PLEASE REMIT PAYMENT BALANCE DUE \$11,748 00
SALES ORDER #77324 YOUR PO #6156
THANK YOU FOR YOUR BUSINESS

Balance Due
on Receipt

11,748 00

OPEN STATEMENT

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 6-7-11

SIGNED *[Signature]*

5402-416



AIA Document G701™ - 2001

Change Order

PROJECT <i>(Name and address):</i> WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 004 DATE: July 21, 2009	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	73,547.03
The Contract Sum prior to this Change Order was	\$	949,703.03
The Contract Sum will be increased by this Change Order in the amount of	\$	227,215.00
The new Contract Sum including this Change Order will be	\$	1,176,918.03

The Contract Time will be increased by one hundred forty-nine (149) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Neighborgall Construction</u> CONTRACTOR <i>(Firm name)</i>	<u>WV Supreme Court of Appeals</u> OWNER <i>(Firm name)</i>
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
<u><i>Sean G. Simon, AIA</i></u> BY <i>(Signature)</i>	<u><i>David R. McCarty</i></u> BY <i>(Signature)</i>	<u><i>Steven D. Canterbury</i></u> BY <i>(Signature)</i>
Sean G. Simon, AIA <i>(Typed name)</i>	David R. McCarty <i>(Typed name)</i>	Steven D. Canterbury <i>(Typed name)</i>
<u>7/21/09</u> DATE	<u>7/23/09</u> DATE	<u> </u> DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #4**

EXHIBIT 'A'

ITEM #1: Additional cost for renovation of 3rd floor Conference Room and Kitchenette. Based on the attached Contractor's price breakdown of \$214,181 and the following items:

- Delete bookcase (\$23,000) but leave money in for an allowance to be used on new media center.
- Change in appliances – add \$6,749.
- Delete light fixture allowance (\$1,600).
- Add light fixtures \$3,885.
- Add data wiring in conference room \$4,000.

Total additional cost of \$227,215.00.

*See attached copies of Contractor's price breakdown for each item.

**Conference Room and Kitchenette Renovation
Guaranteed Maximum Price Summary**

<p>1. General Requirements Supervisors Protection Cleanup/dumpster</p>	<p>\$16,487</p>	<p>11. Equipment Kitchen appliances a. Refrigerator b. Warming drawer c. Dishwasher d. Microwave AV equipment not included</p>	<p>\$5,249</p>
<p>2. Demolition Cutting Remove carpet Remove plumbing Remove vitralite Haul debris</p>	<p>\$6,227</p>	<p>12. Furnishing Window treatment Executive chairs not included</p>	<p>\$12,590</p>
<p>6.1 Woodwork Clean & repaint radiator and radiator cover Architectural grilles</p>		<p>15. Mechanical Plumbing (Kitchen sink) HVAC (Exhaust fan)</p>	<p>\$5,925</p>
<p>6.2 Casework Conference table Bookcases Kitchenette with granite countertops</p>	<p>\$92,930</p>	<p>16. Electrical Conference room table Kitchen appliances & receptacles Kitchen light fixtures</p>	<p>\$8,120</p>
<p>9. Finishes Patch walls Cork flooring Marble flooring a. Refinish/relocate b. Refinish/new @ new south wall c. Cork border Painting</p>	<p>\$39,676</p>	<p>Subtotal NCC Board and B&O Tax NCC Fee Total</p>	<p>\$187,203 \$6,212 \$20,766 \$214,181</p>
		<p>Approximate Breakdown by Room Conference Room Kitchenette</p>	<p>\$140,203 \$47,000</p>

Standard Estimate Report
08-039 WV Supreme Court

WV Supreme Court of Appeals
Third Floor Conference Room
Change Order

Project name 08-039 WV Supreme Court
Third Floor Conference Room
Change Order

Estimator DRM

Labor rate table CHAS 09 Act

Equipment rate table Equipment Rates 2007

Job size 500 SF

Bid date 6/1/2009 5:00 PM

Report format Sorted by 'Group phase/Phase'
'Detail' summary
Allocate add-ons

Item	Description	Takeoff Qty	Amount	Amount	Amount	Name	Amount	Amount	Unit Cost	Amount
			Labor	Material	Subcontract		Equipment	Other		Total
1.000 GENERAL REQUIREMENTS										
1.110	Superintendent									
00	Carpenter Superintendent	1.00 Mo	8,821	-	-	-	-	-	8,820.91 /Mo	8,821
	Superintendent		8,821							8,821
	173.00 Labor hours									
1.145	Trucking									
00	Trucking - 17 Wks @ 5 Hrs	18.00 Hrs	899	-	-	-	518	-	78,673 /Hrs	1,416
	Trucking		899				518			1,416
	18.00 Labor hours									
	18.00 Equipment hours									
1.165	Temp Utilities									
25	Cell Phone - Job Site	1.00 Mo	-	-	-	-	-	50	50.00 /Mo	50
	Temp Utilities							50		50
1.210	Travel									
10	Proj Mgr Travel - 4 Trips	400.00 MI	-	-	-	-	-	220	0.55 /MI	220
20	Supl Travel - 5 Wks @ 500 miles	3,000.00 MI	-	-	-	-	-	1,650	0.55 /MI	1,650
	Travel							1,670		1,870
1.390	Temp Partitions									
20	Plastic Barrier @ Doors & Floor	30.00 LF	257	80	-	-	-	-	11.21 /LF	336
	Temp Partitions		257	80						336
	6.00 Labor hours									
1.010	Current Cleanup									
00	Current Cleanup	1.00 Mo	1,850	85	-	-	-	-	1,945.32 /Mo	1,945
	Current Cleanup		1,850	85						1,945
	48.000 Labor hours									
1.820	Dumpster Rental									
5	Move In & Move Out Fees	1.00 Ea	-	-	-	-	-	75	75.00 /Ea	75
00	Dumpster Rental	2.00 Mo	-	-	-	-	-	620	310.00 /Mo	620
10	30 CY Roll Off Dumpster	1.00 Trps	-	-	-	-	-	175	175.00 /Trps	175
11	Dumpster Disposal Fuel Surcharga	1.00 Trps	-	-	-	-	-	32	32.00 /Trps	32
15	Disposal Fee	1.00 Ea	-	-	-	-	-	352	352.00 /Ea	352
	Dumpster Rental							1,254		1,254
1.850	Final Cleanup									
00	Final Cleanup	1.00 Day	752	42	-	-	-	-	794.73 /Day	795
	Final Cleanup		752	42						795
	18.00 Labor hours									
GENERAL REQUIREMENTS			12,578	217	0		518	3,174		16,487
	261.00 Labor hours									
	18.00 Equipment hours									
2.900 DEMOLITION										
2.930	Interior Demo									
00	Haul Debris From Floors	8.00 CH	617	-	-	-	-	-	77.08 /CH	617
54	Cut holes for Subs	7.00 EA	1,198	-	-	-	-	-	171.12 /EA	1,198
72	Demo glued carpet	300.00 SF	795	-	-	-	-	-	2.21 /SF	795
91	Demo plumbing fixture	3.00 EA	231	-	-	-	-	-	77.08 /EA	231
92	Demo toilet accessories	5.00 EA	193	-	-	-	-	-	38.542 /EA	193
93	Demo toilet part. (marble)	2.00 EA	265	-	-	-	-	-	132.580 /EA	265
93	Demo Vitralite Panels	117.00 SF	2,585	-	-	-	-	-	22.10 /SF	2,585
	Remove Radiator Cabinets	2.00 EA	342	-	-	-	-	-	171.13 /EA	342
	Interior Demo		6,227							8,227
	145.50 Labor hours									
	14.00 Equipment hours									
DEMOLITION			6,227	0	0		0	0		6,227
	145.50 Labor hours									
	14.00 Equipment hours									

Item	Description	Takeoff Qty	Labor			Material			Subcontract			Equipment			Other			Total	
			Amount	Amount	Amount	Name	Amount	Amount	Amount	Unit Cost	Amount	Amount	Amount	Unit Cost	Amount				
6.000 WOOD & PLASTICS																			
6.400	Arch Woodwork																235.10 /EA	470	
	Install Radiator Enclosures	2.00 EA	470	-	-													5,035	
	Radiator Covers	2.00 EA	-	5,035	-													2,517.50 /EA	
	Architectural Gildes	11.00 EA	1,034	2,915	-													359.041 /EA	
	Arch Woodwork		1,805	7,950	-													9,455	
	10.00 Labor hours																		
6.500	Casework																		
01	Hilfenbrand Conf Table	1.00 LS	-	34,450	-													34,450.00 /LS	
01	Hilfenbrand Bookcase	1.00 LS	-	24,698	-													24,698.00 /LS	
01	Kitchen Cabinets	1.00 LS	-	8,327	-													8,327.36 /LS	
01	Kitchen Accessories	1.00 LS	-	637	-													637.00 /LS	
01	Hilfenbrand Conf Table Pop-up Outlets	6.00 EA	-	5,088	-													848.00 /EA	
03	Move Kitchen Cabinets to 3rd Floor	6.00 CH	564	-	-													94,042 /CH	
03	Move Bookcase & Table to 3rd Floor	8.00 CH	1,061	0	-													132,580 /CH	
03	Casework Installation CH	24.00 CH	2,257	-	-													94.04 /CH	
03	Kitchen Installation CH	16.00 CH	1,505	-	-													94,041 /CH	
	Granite Countertops	1.00 LS	-	-	4,675													4,675.99 /LS	
	Casework		5,387	73,200	4,675													83,263	
	116.00 Labor hours																		
6.600	Rough Hardware																		
00	Rough Hardware	1.00 LS	-	212	-													212.00 /LS	
	Rough Hardware			212	-													212	
	WOOD & PLASTICS		6,891	81,362	4,675													92,930	
	126.00 Labor hours																		
9.000 FINISHES																			
9.200	Lath & Plaster																		
	Patch Walls @ Electric Boxes	8.00 Ea	315	127	-													55.22 /Ea	
	Patch Walls @ Third Floor	2.00 Ea	629	318	-													473.55 /Ea	
	Lath & Plaster		944	445	-													1,389	
	24.00 Labor hours																		
9.300	Flooring																		
00	Cork Flooring (seal & leveler)	1.00 LS	-	-	23,786													23,786.14 /LS	
	Flooring				23,786													23,786	
9.690	Marble																		
10	New Marble Band at East Wall	28.00 SF	2,194	2,968	-													184.37 /SF	
10	Re - Finish Existing Marble	1.00 LS	-	-	4,514													4,513.50 /LS	
10	Re - Install Vitrolite Panel	1.00 LS	1,061	80	-													1,140.140 /LS	
	Marble		3,255	3,048	4,514													10,816	
	70.67 Labor hours																		
9.900	Painting																		
10	Painting Plaster Walls & Ceilings	1.00 LS	2,344	318	-													2,661.53 /LS	
10	Cleaning Existing Wood Paneling & Doors	1.00 LS	944	80	-													1,023.15 /LS	
	Painting		3,287	398	-													3,685	
	84.000 Labor hours																		
	FINISHES		7,486	3,890	28,300													39,676	
	178.67 Labor hours																		
11.000 EQUIPMENT																			
11.210	Kitchen Equipment																		
10	Kitchenaid Refrig	1.00 EA	-	2,121	-													2,120.74 /EA	
10	Warming Drawer	1.00 EA	-	612	-													611.52 /EA	
10	Dishwasher	1.00 EA	-	831	-													831.21 /EA	
10	Microwave	1.00 EA	-	565	-													566.38 /EA	
10	Delivery Charge	1.00 LS	-	-	-								250					250.00 /LS	
10	Move Appliances to 3rd Floor	7.00 CH	869	-	-													124.10 /CH	

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Other		Total	
			Amount	Amount	Amount	Name	Amount	Amount	Unit Cost	Amount				
	Kitchen Equipment		869	4,130						250			5,248	
	21.00 Labor hours													
	EQUIPMENT		869	4,130	0			0		250			5,249	
	21.00 Labor hours													
12.000	FURNISHING													
12.500	Window Treatment													
	30 Drapes and Rods	1.00 LS			12,590							12,589.66 /LS	12,590	
	Window Treatment				12,590								12,590	
	FURNISHING		0	0	12,590			0		0			12,590	
15.000	MECHANICAL													
15.400	Plumbing													
	00 Plumbing Subcontractor	1.00 LS			3,511							3,510.50 /LS	3,511	
	00 Plumbing Material Allowance	1.00 LS								960		960.00 /LS	960	
	Plumbing				3,511					960			4,471	
15.600	HVAC													
	Exhaust Fan Work	1.00 LS			1,454							1,454.35 /LS	1,454	
	HVAC				1,454								1,454	
	MECHANICAL		0	0	4,965			0		960			5,925	
16.000	ELECTRICAL													
16.400	Electrical													
	00 Electrical Material Allowance	1.00 LS								1,600		1,600.00 /LS	1,600	
	00 Electrical Subcontractor	1.00 LS			6,520							6,518.50 /LS	6,520	
	Electrical				6,520					1,600			8,120	
	ELECTRICAL		0	0	6,520			0		1,600			8,120	

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Percent of Total
Labor	34,051		732.167 hrs			15.80%
Material	89,800					41.83%
Subcontract	57,050					26.64%
Equipment	516		32,000 hrs			0.24%
Other	5,984					2.78%
	167,203	167,203				87.40%
NGC Bond	1,928				B	0.90%
B & O Tax (City Gross Sales)	4,284			2,000 %	T	2.00%
	6,212	193,415				2.90
Contractor Fee on LME0	17,922			15,000 %	C	8.37%
Contractor Fee on SUB	2,944			5,000 %	C	1.33%
	20,766	214,181				9.70
Total		214,181				100.00%

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building I, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 012 DATE: November 22, 2011	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

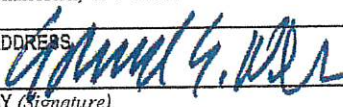
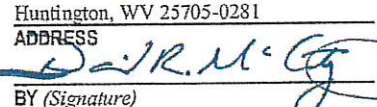
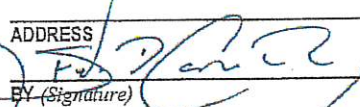
THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 1,025,533.80
The Contract Sum prior to this Change Order was	\$ 1,901,689.80
The Contract Sum will be increased by this Change Order in the amount of	\$ 259,541.00
The new Contract Sum including this Change Order will be	\$ 2,161,230.80

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building I, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Edward E. Weber, AIA, LEED AP (Typed name)	David R. McCarty (Typed name)	Steven D. Canterbury (Typed name)
11/22/11	11/23/11	12-5-11
DATE	DATE	DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #12**

EXHIBIT 'A'

- Item #1:** 4th Floor Library- Law Offices
- a. Original budget estimate dated June 3, 2011 was **\$100,489.00** and included renovations of 8 offices.
 - b. Final construction cost is **\$92,712.00** and included renovation of 10 offices.
- Item #2:** Radiator Covers
- a. Original budget estimate dated June 3, 2011 was **\$2,867.00** each.
 - b. Final construction cost is **\$28,670.00** and included covers for 10 offices.
- Item #3:** 3rd Floor Men's Restroom
- a. Original budget estimate dated June 3, 2011 was \$59,178.00.
 - b. Final construction cost is **\$38,887.00**.
- Item #4:** Saferoom
- a. Original budget estimate dated June 3, 2011 was **\$105,315.00**.
 - b. Final construction cost is **\$98,513.00**.
- Item #5:** Additional work in Conference Room for ceiling painting.
- a. Final construction cost is **\$759.00**.

Total additional cost of Change Order #12: \$259,541.00



405 Capitol Street, Upper Atrium - Charleston, West Virginia, 25301

p 1.304.343.0765 f 1.304.346.1571 www.silling.com

November 22, 2011

Mr. Steven D. Canterbury
Supreme Court of Appeals
State Capitol
Building 1, Room E-100
Charleston, West Virginia 25305

Re: WV Supreme Court of Appeals
Change Order #12

Dear Steven:

Enclosed are three copies of Change Order #12 for renovations to the 4th Floor Library Law Offices, radiator covers, 3rd Floor Men's Room, Saferoom and Conference Room painting. Once executed, please forward one copy to Mr. David R. McCarty at Neighborgall Construction, and one to Silling Associates.

If you have any questions please feel free to contact me.

Sincerely,

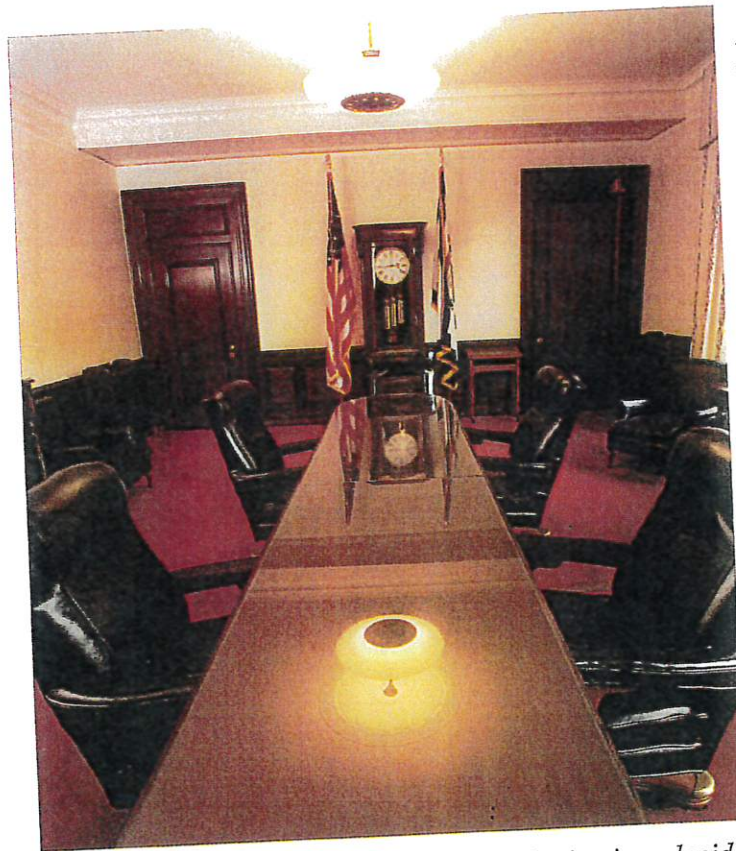
A handwritten signature in blue ink that reads 'Edward E. Weber' with a long, sweeping underline.

Edward E. Weber, AIA, LEED AP

SILLING ASSOCIATES, INC.

about secession, and he later urged division at the convention in Wheeling. The turbulence of the description of Brown's service as a circuit judge in the first West Virginia Reports:

He entered at once on the duties of his office amidst perils and great discouragements, held court in Marion County. The records of his courts were captured and carried off as he made them, in many of the counties of his circuit who continually made hostile incursions into his territory. On several occasions he narrowly escaped their hands. Court.



The Supreme Court conference room. The justices decide cases while sitting around the table on which the West Virginia Constitution was signed.

The three judges of Marion County laid out the Wheeling Convention appointed to be the first and served in the

As required by Article of the 1863 "to prepare three upon which shall following: 'For twelve years,' from Court shall respect

When the lot short term of for the Court. He could not be defeated in James H. Brown it fully. William but resigned in became the first on the Court with unexpired term remainder of the in the 1868 elec

COMMON AREAS

RENOVATION OF COMMON AREAS

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CARPET GALLERY	CUSTOM RUNNER FOR HALLWAY	N/A	02/08/12	\$ 58,100.00
PATTY STEWART CUSTOM FAUX	PAINTING OF ANTEROOM WALLS AND CRACKS IN TERRAZO FLOORS	N/A	01/14/10	\$ 7,750.00
PATTY STEWART CUSTOM FAUX	PAINTING IN HALLWAY	N/A	10/28/13	\$ 4,032.72
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS FOR THIRD FLOOR	CHANGE ORDER #3	05/29/09	\$ 3,375.73
NEIGHBORGALL CONSTRUCTION	DEMOLITION, CARPENTRY, PAINTING NOT IDENTIFIED BY OFFICE	CHANGE ORDER #5	10/05/09	\$ 16,053.38
NEIGHBORGALL CONSTRUCTION	CONSTRUCTION COSTS FOR THIRD FLOOR HALLWAY	CHANGE ORDER #6	12/16/09	\$ 216,593.00
NEIGHBORGALL CONSTRUCTION	SECURITY CAMERA MONITOR BRACKET	CHANGE ORDER #7	08/02/10	\$ 235.00
NEIGHBORGALL CONSTRUCTION	FURNISH & INSTALL WOOD SHELVES	CHANGE ORDER #7	08/02/10	\$ 1,218.00
NEIGHBORGALL CONSTRUCTION	PURCHASE OF PLAQUES	CHANGE ORDER #7	08/02/10	\$ 6,998.00
NEIGHBORGALL CONSTRUCTION	REMOVE CARPET AND REFINISH TERRAZZO FLOOR	CHANGE ORDER #11	12/09/10	\$ 19,491.00
NEIGHBORGALL CONSTRUCTION	SUPERVISION OF WORK IN MULTIPLE OFFICES	CHANGE ORDER #16	11/07/13	\$ 1,773.71
NEIGHBORGALL CONSTRUCTION	ADJUST DOORS AT HR OFFICE/FLOOR REPAIR (LOCATION ??)	CHANGE ORDER #17	03/05/14	\$ 4,941.76
				\$ 270,679.58
			SUBTOTAL	<u>\$ 340,562.30</u>

393254
5403/300

3716-B MacCorkle Ave., S.E.
Charleston, WV 25304
Phone: (304) 925-7799
Fax: (304) 926-8122

CARPET gallery

INVOICE
NET 30 DAYS
1.5 % INTEREST
THEREAFTER

SOLD TO: Supreme Court of Appeals INSTALL AT:
c/o Michael K. Propps
Director of Financial Management
State Capital Bldg. E100 Charleston WV 25305
(Hm Ph) 304-540-2932 (Bus. Ph) 304-3458 (Location Ph)

TYPE OF PYMT.
CHECK
CASH
CHARGE
ALL SALES FINAL

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799
ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
2/8/2012							

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
WVSCA 3 rd Floor		56,650.00
Custom Wool Runner, Tufted as specified by Milling Associates		
Paddling		1,450.00

LABOR	
AMT OF SALE	58,100.00
SALES TAX	
TOTAL AMOUNT	58,100.00
50% DEPOSIT	30,000.00
BALANCE DUE	28,100.00

Special Instructions
T/UP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.
ACCEPTED BY Susan Johnson

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

PURCHASER Approved DATE 2-9-12

WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

48--000003

549667
5402-064

Patty Stewart
Interior Painting and Faux Finishes
Landmass LLC
638A Cross Lanes Dr.
Nitro, WV 25143
(304) 610-5493

RECEIVED
WV SUPREME COURT

JAN 27 2011

ADMINISTRATIVE
OFFICE

Date 1/14/2010

Submitted to Steve Canterbury

Job Location WV State Capital, **anteroom walls** of the Supreme Court of Appeals
Attn Steve Canterbury

Specifications I hereby propose to furnish material and labor - complete in accordance with specifications below - for the sum of **\$7,750 00**

Time Estimation 12-15 days

Specifications A faux finish will be done on the anteroom walls outside the main courtroom of the Supreme Court of Appeals as shown on the approved sample board

Nine separate stripes will be applied, two of the stripes having an additional gold glaze put on them

I will arrange to have scaffolding delivered and set up for the duration of the job and also have it taken down

The work will begin on Dec 6, unless changes need to be made on the contractor's part, either earlier or later I will probably work through the weekends to make sure the job is completed before Jan 1, 2011

In addition to the striping, the Terrazo floor cracks will be custom matched to the grout, the cracks painted and then the chips will be hand painted to match the floor A total of 22 cracks will be repaired in the hallway of the Justices' offices and 2 big cracks will be repaired in the main hallway in front of the security office and conference room

Half of the payment is due before the job is started, the remainder due upon completion

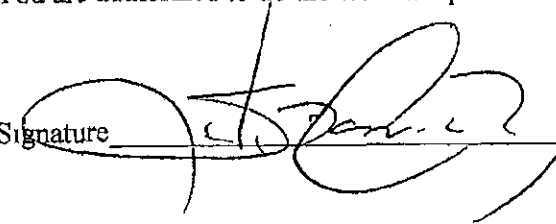
Offering possibilities that you never knew existed!

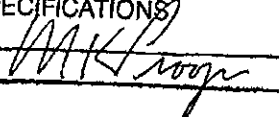
48--000004

Any alteration or deviation from above specifications involving extra cost will be executed upon written orders and will become an extra charge over and above the quotation. All agreements are contingent upon accidents or delays beyond my control.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature  Date 1-17-11

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 1-27-2011
SIGNED 

5402-064

Offering possibilities that you never knew existed!

48--000005

549667

Patty Stewart Custom Faux 52 Temple DR.
Interior Painting and Faux Finishes Nitro, WV
Landmass LLC 25143

~~111 Beechwood Estates, Scott Dept, WV 25560~~
(304) 610-5493

(MP)

Invoice

Date 10/28/2013

Submitted to Steve Canterbury

Job Location WV State Capital, hallway in area where justices offices are

Work done beginning 9/23 - 9/30/2013

The hallway walls were repaired where needed, then painted and striped as shown on the approve sample board \$ 3,646 00

*Materials \$ 386 47

Total amount due upon receipt

\$ 4,032 72

Approved
[Signature]
10 28 13

Offering possibilities that you never knew existed!

48--000006

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 003 DATE: May 29, 2009	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 See attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 53,122.65
The Contract Sum prior to this Change Order was	\$ 929,278.65
The Contract Sum will be increased by this Change Order in the amount of	\$ 20,424.38
The new Contract Sum including this Change Order will be	\$ 949,703.03

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silling Associates, Inc. _____ ARCHITECT (Firm name) 405 Capitol Street, Upper Atrium Charleston, WV 25301 ADDRESS BY (Signature) Sean G. Simon, AIA (Typed name) 5/29/09 DATE	Neighborgall Construction _____ CONTRACTOR (Firm name) 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281 ADDRESS BY (Signature) David R. McCarty (Typed name) 6/2/09 DATE	WV Supreme Court of Appeals _____ OWNER (Firm name) State Capitol-Building 1, Room E-100 Charleston, WV 25305 ADDRESS BY (Signature) Steven D. Canterbury (Typed name) 6-11-09 DATE
--	---	---

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #3**

EXHIBIT 'A'

ITEM #1: Additional cost to fire caulk and patch all holes in existing plaster ceiling as directed by WV State Fire Marshal.

Total cost of \$6,549.31.

ITEM #2: Additional cost to supply and install a new electrical transformer in the Penthouse to create a neutral feed for new panel 'D'.

Total cost of \$10,499.34.

ITEM #3: Additional cost for additional work as directed in the field on the 3rd floor including, but not limited to work in existing Justices' bathrooms.

Total cost of \$3,375.73.

Total additional cost of this Change Order #3: \$20,424.38

*See attached copies of Contractor's price breakdown for each item.



P. O. BOX 281
Huntington, WV 25707
Ph: (304)525-5181

Proposal

To: Sean G. Simon
Silling Associates, Inc.
405 Capitol Street
Upper Atrium
Charleston, WV 25301
Ph: (304)346-0566 Fax: (304)346-1522

Number: 11
Date: 5/13/09
Job: 08-039 WV SUPREME COURT OFC RENOV
Phone: (304) 558-0145

Description: Third Floor Work

We are pleased to offer the following specifications and pricing to make the following changes:
Preform third floor work as directed.

The total amount to provide this work is \$3,375.73
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (304)525-5181.

Submitted by: David R. McCarty
Neighborgall Construction Co.

Approved by: _____
Date: _____

CC:



NEIGHBORGALL
CONSTRUCTION

P. O. BOX 281
Huntington, WV 25707
Ph : (304)525-5181

Proposal 11 Price Breakdown
Continuation Sheet

Description: Third Floor Work

Description	Labor	Material	Equipment	Subcontract	Other	Price
NCC Work	\$2,102.71	\$286.42				\$2,389.13
					Subtotal:	\$2,389.13
		NCC Labor Taxes		\$2,102.71	22.00%	\$462.60
		Sales Tax		\$286.42	6.00%	\$17.19
		Liability Insurance		\$2,868.92	2.00%	\$57.38
		NCC Bond		\$2,926.30	0.85%	\$24.87
					Subtotal:	\$562.04
		NCC Overhead & Profit		\$2,389.13	15.00%	\$358.37
		NCC Subcontractor Mark-up				\$0.00
					Subtotal:	\$358.37
		Charleston B&O Tax		\$3,309.54	2.00%	\$66.19
					Total:	\$3,375.73



AIA Document G701™ - 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 006 DATE: December 16, 2009	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	338,065.91
The Contract Sum prior to this Change Order was	\$	1,214,221.91
The Contract Sum will be increased by this Change Order in the amount of	\$	441,643.00
The new Contract Sum including this Change Order will be	\$	1,655,864.91

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silling Associates, Inc.
ARCHITECT (Firm name)

405 Capitol Street, Upper Atrium
Charleston, WV 25301

ADDRESS

BY (Signature)

Edward E. Weber, AIA, LEED AP
(Typed name)

DATE

12/4/09

Neighborgall Construction
CONTRACTOR (Firm name)

1216 Seventh Avenue
P.O. Box 281
Huntington, WV 25705-0281

ADDRESS

BY (Signature)

David R. McCarty
(Typed name)

DATE

12/18/09

WV Supreme Court of Appeals
OWNER (Firm name)

State Capitol-Building 1, Room E-100
Charleston, WV 25305

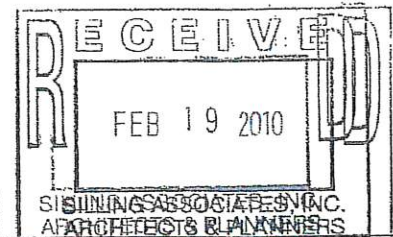
ADDRESS

BY (Signature)

Steven D. Canterbury
(Typed name)

DATE

For S.C. by P. Fletcher Adams



**WV SUPREME COURT OF APPEALS
CHANGE ORDER #6**

EXHIBIT 'A'

ITEM #1: Additional cost for renovation of 3rd floor Hallway Renovation as detailed in Drawing Sheets A0, A1, A2, H1.1, H2.1, H3.1, H4.1, E1 and E2.

Cost does not include modifications to radiators or linear diffusers.

Cost does not include credit for alternate manufacturer for recessed down-lights.

Cost: \$216,593.00

ITEM #2: Additional cost for renovation of Justice's Chambers Rooms E-300 and E-302 as detailed in Drawing Sheets A1-0, A1-1, A1-2, A1-3, A1-4, A1-5, A1-6, and A1-7 with accepted alternates:

Room E-300

1. Delete wood paneling under desk WF-6 (3 LOCATIONS) and paint walls.
2. Delete pleated sheers at window coverings (2 locations).

Room E-302

3. Change wood molding MC & MG from painted oak to painted poplar.
4. Change curved corner desk to angled corner desk.
5. Change upper cabinet style from curved cathedral to straight.
6. Delete free standing file cabinet.
7. Delete wall finish WF-7 (wall finish TBD).
8. Delete pleated sheer at window covering (1 location).

Cost: \$225,050.00

ITEM #3: Additional cost for renovation of Justice's Chambers Rooms E-304 and E-306.

Cost: TBD

ITEM #4: Additional cost for changes to Hallway ductwork.

Cost: TBD.

Total additional cost of Change Order#6: \$441,643.00.



PRINCIPALS

MICHAEL P. WESNER, P.E.
JAMES P. KULICK, P.E.
JAMES E. ECKMAN, P.E.
KEVIN M. NOBLE, P.E.
MARLON C. HATHAWAY, P.E.
CHRISTOPHER J. SCHOONOVER, P.E.
VINCENT J. FEIDLER, P.E.
JOSHUA J. ROEHM, P.E.
CHAD B. MONTGOMERY, P.E.
RONALD R. RADABAUGH, P.E.

SR. ASSOCIATE

JOHN A. MCDONOUGH, P.E.

July 28, 2009

Silling Associates, Inc.
405 Capitol Street
Upper Atrium
Charleston, WV 25301-1735

Attn: Mr. Edward Weber, AIA

Re: West Virginia State Capital Complex
Third Floor Supreme Court Corridor Renovation
Engineering Services Proposal

Gentlemen:

Thank you for the opportunity to present you with this Engineering Services Proposal (hereinafter "Proposal"). This Proposal upon acceptance shall form the agreement between SCHEESER BUCKLEY MAYFIELD LLC ("SBM") the party noted above, hereinafter also referred to as the "Client".

The following describes our understanding of the services you require for this project. We have attempted to be as complete as possible as of the date of this Proposal. If additional information is necessary, or if our understanding of the scope of our work requires modification, please contact us at your earliest convenience.

SCOPE OF THE WORK

Our Fee Proposal for this project is based on the following scope, assumptions, and notes:

The project scope is to renovate the existing corridor on the third floor of the main State Capital building. The plan is to raise the existing ceiling line in the corridor. The change in ceiling height will affect the air conditioning of this floor. The air conditioning units for the Judges Chamber and conference rooms on this wing are located above the corridor ceiling. To raise the ceiling will require a redesign of the air conditioning for this wing. A new corridor lighting system will also be required.

The Fire Protection Engineering scope of this project includes, in general, the following: No fire protection engineering is included.

The Plumbing Engineering scope of this project includes, in general, the following: No plumbing engineering work is included.

The HVAC Engineering scope of this project includes, in general, the following: The HVAC work shall be limited to producing drawings the removal of the existing HVAC system and the installation of a new system.

1540 Corporate Woods Parkway, Uniontown, Ohio 44685-8797 • (330) 896-4664 • Fax: (330) 896-9180
300 Marconi Boulevard Suite 306, Columbus, Ohio 43215 • (614) 448-1498 • Fax: (614) 448-1498

48--000013

Mr. Edward Weber, AIA
July 28, 2008

The Electrical Engineering scope of this project includes, in general, the following: The electrical engineering shall be limited to producing drawings showing the removal of the existing HVAC and lighting systems and the installation of the new HVAC system and corridor lighting systems.

BASIC SERVICES

The following general items will be included in our Basic Services Fees to you as a part of this work:

1. Local travel expenses required for the routine performance of services indicated herein. Note: Travel within Ohio and West Virginia for the purposes of this project will be considered local travel.
2. Telephone calls, facsimiles and mail initiated by our office. Note: Our (800) 448-9338 number is available for your use.
3. Bid period answering questions and issuing addenda recommendations to your office.
4. Bid coordination assistance in obtaining and evaluating bids.
5. Shop drawing review. Note: Shop drawing review is limited to those submittals required by the construction contract. Substitution evaluation will be performed if requested at our current hourly rates as Additional Services.
6. Preparation of drawings and engineering units for this work will be English units. Metric drawing and unit utilization can be negotiated at an additional cost.

ADDITIONAL SERVICES

The following general items are not included in our Basic Services in this Fee Proposal and if requested and mutually agreed upon will be performed as Additional Services requiring additional compensation (see Compensation Section).

1. Any "outside" service not specifically identified herein.
2. Additional work required by our staff to accommodate electronic information received by our office not in general compliance with the CAD coordination procedures.
3. Additional studies or calculations as requested by your office not identified herein.
4. Preparation and documentation required for Special Inspections required by Code or Authority Having Jurisdiction. Examples of systems that may require such documentation include seismic restraint systems and smoke control systems. Unless otherwise negotiated, such documentation shall be performed as an Additional Service at our current hourly rates.
5. Not included in this Fee Proposal is preparation of "Record Drawings". This service will be proposed on request near the conclusion of the project when the extent of the deviation from design documents is better realized.

Our policy is to issue an Additional Services form (AS) when requested to perform Additional Services which describes the requested change, date of request, requesting party and nature of work effort required to accomplish the change together with the change (if any) in the agreed upon compensation. After receiving your agreement with the Additional Services, we will proceed with the requested additional services.

INFORMATION AND MATERIAL WE WILL REQUIRE

For the purposes of this Proposal, and in order to properly conduct our work, we will require the following to be supplied to us by your office, in sufficient time to be properly coordinated into our work.

1. Electronic plan view backgrounds for all areas requiring engineered systems in sufficient time for SBM to accommodate reasonable production schedules, to be transmitted as indicated in CAD coordination procedures.

Mr. Edward Weber, AIA
July 28, 2008

DELIVERABLES

Deliverables for this project will include the following:

1. One set of hardcopy drawings as required to adequately indicate the designed work required in the scope for each of the proposed submission stages. All hardcopy drawings, including final plots will be on 20 lb. engineering bond material. Other plotting materials are available as Additional Services.
2. One set of hardcopy specifications as required to adequately indicate the designed work required in the scope.

COMPENSATION

For the purposes of this project we propose to work on a flat fee basis. Our Basic Services fee, based on the aforementioned conditions and scope, will be Fifteen Thousand Dollars \$15,000.⁰⁰. Should Additional Services as defined herein be requested by your office, with our mutual agreement we propose to revise the flat fee as proposed and agreed upon in the supplemental Additional Services (AS) form.

The current hourly fee structure for 2009 is as follows:

Senior Principal	\$ 130.00/hr	Designer 3	\$ 92.00/hr
Principal	\$ 125.00/hr	Designer 2	\$ 86.00/hr
Sr. Associate	\$ 120.00/hr	Designer 1	\$ 82.00/hr
Associate	\$ 115.00/hr	Clerical Manager	\$ 70.00/hr
Telecommunications Engineer	\$ 120.00/hr	Production Technician 5	\$ 83.00/hr
Telecommunications Designer 3	\$ 110.00/hr	Production Technician 4	\$ 81.00/hr
Telecommunications Designer 2	\$ 100.00/hr	Production Technician 3	\$ 78.00/hr
Telecommunications Designer 1	\$ 90.00/hr	Production Technician 2	\$ 70.00/hr
Engineer 3	\$ 110.00/hr	Production Technician 1	\$ 62.00/hr
Engineer 2	\$ 100.00/hr	Office Support 2	\$ 50.00/hr
Engineer 1	\$ 94.00/hr	Office Support 1	\$ 45.00/hr
Engineer Trainee	\$ 55.00/hr		

Descriptions of qualifications required for each category are available for clients on request. These rates are effective from January 1, 2009 through December 31, 2009, and are subject to change as of January 1, 2010 and annually thereafter.

To date, professional service firms have generally not been required to charge sales or other taxes on design and consulting services. Any taxes or fees enacted by local, state, or federal governments subsequent to the date of this Proposal, based on gross receipts or other revenues, are not currently included in the fees represented in this Proposal and shall be added to amounts due under this agreement, in accordance with any such fees or taxes.

GENERAL CONDITIONS

Our terms of payment are net thirty days after invoicing. Invoicing for this project will be monthly. Please advise if special billing formats or reference numbers are requested. Our fees and rates are based on the timely receipt of payment for our services performed. Payments which become 60 days past due shall bear interest at 1-1/2% above the prime rate in effect at First Merit Bank of Ohio, Akron, Ohio, at the time interest commences. (If the Architect does not receive payment from the client for that portion of the work accomplished by our firm, interest payments shall be waived).

We reserve the right to renegotiate fees in the event that the project is suspended and later resumed.

Scheeser Buckley Mayfield LLC will not be responsible for the discovery, presence, handling, removal or disposal (or the exposure of persons to) hazardous or toxic materials at the jobsite.

Mr. Edward Weber, AIA
July 28, 2008

If our design work is required to result in a construction cost below a predetermined or budgeted value, in order to design to this value we must know the amount before we begin working drawings. If we are not advised of this amount before we are instructed to begin working drawings and it later results in a redesign on our part, then the work shall be billed as Additional Services as earlier described in this Fee Proposal.

Conveyance of drawings, specifications or electronic data by Scheeser Buckley Mayfield LLC (SBM) for the purposes of this project shall not deprive SBM of the right to retain electronic data or other reproducible copies of drawings and specifications or the right to reuse information contained in them in the normal course of SBM's professional activities. SBM shall be deemed the author of such electronic data or documents and shall retain all rights not specifically conveyed.

Unless specifically stated elsewhere in this agreement, the client shall not use or authorize any other person to use or modify the drawings, specifications, electronic data and other instruments of service prepared by SBM for this project for any work other than the work covered by this specific agreement.

Reproduction of the professional engineer's stamps of principals of Scheeser Buckley Mayfield LLC, electronically or otherwise, without Scheeser Buckley Mayfield LLC's expressed and specific written approval, is strictly prohibited by this agreement and may be an illegal act.

Under no circumstances shall the conveyance of the drawings, specifications, electronic data or other instruments of service be deemed a sale by SBM, and SBM makes no warranties, express or implied, or merchantability or of fitness for a particular purpose.

This Proposal is valid for a period of 60 days beyond the date of its writing. Please contact us for Proposal updates if the Proposal has not been accepted during that time period.

In the absence of any further written agreements or supplements to this agreement between Scheeser Buckley Mayfield LLC (The Engineer) and Silling Associates (The Client), this Proposal shall represent the entire agreement between the parties.

Again, we thank you for the opportunity to present this Proposal. So that we may be sure that our Proposal agrees with your understanding of our involvement in the project, we request your written authorization to proceed based on our Proposal, or your modifications to it prior to the commencement of our work. Please return one fully executed copy for our files. Verbal or written requests to proceed with the work included in this Proposal without return of our executed Proposal must constitute your automatic acceptance of the conditions of this Proposal unless modifications to the conditions are mutually agreed upon at a later date.

Proposed By:

Scheeser Buckley Mayfield LLC

Michael P. Wesner

Michael P. Wesner, P.E. LEED AP, CBCP
V.P. Mechanical Engineering

Accepted By:

Silling Associates, Inc.
405 Capitol Street, Upper Atrium
Charleston, WV 25301-1735

Approved
[Signature]
8-24-09

Mr. Edward Weber, AIA
Senior Associate

AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 011 DATE: December 9, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 1,025,533.80
The Contract Sum prior to this Change Order was	\$ 1,901,689.80
The Contract Sum will be increased by this Change Order in the amount of	\$ 36,685.00
The new Contract Sum including this Change Order will be	\$ 1,938,374.80

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
<u>405 Capitol Street, Upper Atrium</u> Charleston, WV 25301	<u>1216 Seventh Avenue</u> P.O. Box 281 Huntington, WV 25705-0281	<u>State Capitol-Building 1, Room E-100</u> Charleston, WV 25305
<u>ADDRESS</u>	<u>ADDRESS</u>	<u>ADDRESS</u>
<u></u> BY (Signature)	<u></u> BY (Signature)	<u></u> BY (Signature)
<u>Edward E. Weber, AIA, LEED AP</u> (Typed name)	<u>David R. McCarty</u> (Typed name)	<u>Steven D. Canterbury</u> (Typed name)
<u>12/9/10</u> DATE	<u>01/03/11</u> DATE	<u>1-11-11</u> DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #11**

EXHIBIT 'A'

- Item #1:** Additional cost for 3rd Floor Women's Restroom – New lavatories with motion sensor faucets, soap dispensers and paper towel dispensers: **\$8,957.00**
- Item #2:** 3rd Floor Women's Restroom – New stainless steel trash receptacle: **\$410.00**
- Item #3:** 3rd Floor Women's Restroom – Refinish restroom door: **\$896.00**
- Item #4:** Justices Chamber Corridor Work, quoted November 5, 2010 – Remove carpet and refinish terrazzo floor: **\$19,491.00**
- Item #5:** Court Room Main Corridor Work quoted August 11, 2010 – Patch plaster walls and paint: **\$6,931.00**

Total additional cost of Change Order #11: \$36,685.00

COURTROOM

RENOVATION OF 3RD FLOOR COURTROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
PATTY STEWART CUSTOM FAUX	PAINTING IN THE COURTROOM	N/A	07/25/12	\$ 3,625.00
NEIGHBORGALL	PATCH PLASTER WALLS & PAINT	CHANGE ORDER #11	12/09/10	\$ 6,931.00
NEIGHBORGALL	CORK FLOORING	CHANGE ORDER #13	08/06/12	\$ 143,017.00
NEIGHBORGALL	ADDITIONAL MARBLE WORK & BRASS CLEANING	CHANGE ORDER #13	08/06/12	\$ 3,547.75
				\$ 153,495.75
			SUBTOTAL	<u>\$ 157,120.75</u>

549/667
5403/315

Patty Stewart Custom Faux
52 Temple Dr.
Nitro, WV 25143
(304) 610-5493

Invoice

Date 7/25/12

Submitted to Steve Canterbury

Job Location WV State Capital, courtroom of the Supreme Court of Appeals

Work Done beginning 7/2/12 through 7/23/12, including 2 weekends

Repairs to ceiling and mouldings due to water damage **\$ 3,625 00**

Repair to walls in Justice Workman's office due to renovation \$ 700 00

Total amount due upon receipt

\$4,325.00

Approved
7-31-12

RECEIVED
WV SUPREME COURT
JUL 31 2012
ADMINISTRATIVE
OFFICE

Offering possibilities that you never knew existed!

49--000003

JUSTICE BENJAMIN

TICE BENJAMIN'S OFFICE RENOVATIONS

<u>Vendor</u>	<u>Item Description</u>	<u>Sales Order/Invoice</u>		<u>Amount</u>
		<u>No.</u>	<u>Invoice Date</u>	
Capitol Business	Haworth Zody Chair	91863	07/01/10	\$ 695.20
Carpet Gallery	Custom area rug & runner		02/28/11	\$ 3,049.00
Garrett Leather	Vintage Moss & Pearlessence Lipstick leather (for Hancock & Moore chairs)	108752	01/28/11	\$ 6,561.00
Garrett Leather	Vintage Moss & Pearlessence Lipstick leather (for Hancock & Moore chairs)	109529	03/07/11	\$ 222.97
Goldfarb	Banker's Lamp	Fletch's P-Card	08/12/10	\$ 167.42
Lamps Plus	Torchiere Lamp	Fletch's P-Card	07/01/10	\$ 444.91
Patty Stewart Custom Faux (La Palnting in office E-302 (Debbie Bogan)		N/A	02/09/10	\$ 1,250.00
Patty Stewart Custom Faux (La Palnting in office E-302 (Debbie Bogan)		N/A	04/15/10	\$ 1,250.00
Patty Stewart Custom Faux (La Palnting in office E-302 (Debbie Bogan)		N/A	04/15/10	\$ 795.00
RDC Area Rugs	Rugs In Jane's Office (Runner & 5x7)	Fletch's P-Card	09/03/10	\$ 598.93
Well's Home Furnishings	Thomasville Regiment Leather Top Correspondent Desk	71320	07/23/09	\$ 1,979.00
Well's Home Furnishings	Thomasville Regiment Correspondent Desk Chair	71320	07/23/09	\$ 747.00
Well's Home Furnishings	Stanley/Blair Savannah Kidney Desk	72439	10/29/09	\$ 1,798.00
Well's Home Furnishings	Thomasville Glaude Upholstered Chairs	74221	07/06/10	\$ 2,736.00
Well's Home Furnishings	Stanley knobs for built-in cabinets	74222	04/14/10	\$ 880.00
Well's Home Furnishings	Uttermost Red Artichoke Table Lamp	75616	09/22/10	\$ 238.00
Well's Home Furnishings	Stanley Farmhouse Patrons Cabinet	75616	09/22/10	\$ 1,098.00
Well's Home Furnishings	Hancock & Moore Clara Red Leather Chairs	76451	10/27/10	\$ 5,126.40
Well's Home Furnishings	Hancock & Moore Clara Red Leather Ottoman	76451	10/27/10	\$ 618.00
Window Fashions	Reupholster 84" wide sofa	N/A	01/01/11	\$ 3,656.00
Total				\$ 33,910.83
Neighborgall	Thomasville Ernest Hemingway Globe Table	Change order #5		\$ 991.81
Neighborgall	Office renovations - E300 & E302	Change order #6		\$ 225,050.00
Neighborgall	Office renovations - E300 & E302	Change order #7		\$ 3,223.00
Neighborgall	Fabric from Window Fashions	Change order #8		\$ 882.78
Neighborgall	Appliance	Change order #10		\$ 242.80
				\$ 230,390.39
	TOTAL			\$ 264,301.22

Justice Benjamin

3716-B MacCorkle Ave, S E
Charleston, WV 25304
Phone (304) 925-7799
Fax (304) 926-8122

CARPET gallery

353254
5403/300

INVOICE

NET 30 DAYS
1.5 % INTEREST
THEREAFTER

SOLD TO

INSTALL AT

TYPE OF PYMT

Steve Cantelero
Administrative Director
Capitol Complex Bldg #1
Office E-100 Chas WV 25305
(Hm Ph) 558-0145 (Bus Ph) _____ FAX (Location-Ph) 558-1212

CHECK
CASH
CHARGE

ALL SALES
FINAL

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799
ADDRESS 3716 B MacCorkle Ave, S E, Charleston WV 25304

Michael Proff
Robb Reese

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
<u>2/28/11</u>							

JOB & CARPET DESCRIPTION	UNIT PR	TOTAL
<u>Custom Area Rug and Runner w/Border</u>		<u>2969.00</u>
<u>5'x7' / 2'x6' 7' Mourison Wool</u>		
<u>Billington/Crimson</u>		
<u>Area Rug Pads 5x7/2'x6' Telexaud</u>		<u>80.00</u>

RECEIVED
WV SUPREME COURT

APR 21 2011

ADMINISTRATIVE
OFFICE

Special Instructions

556 000760 Exempt

T/UP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT

METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

LABOR	
AMT OF SALE	<u>3049.00</u>
SALES TAX	<u>EXEMPT</u>
TOTAL AMOUNT	
50% DEPOSIT	
BALANCE DUE	<u>3049.00</u>

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION

ACCEPTED BY Jessie Johnson

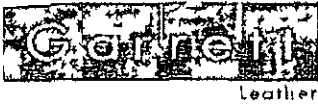
PURCHASER Peri K... Selling Assoc, Inc DATE _____

WHITE COPY OFFICE

YELLOW COPY CUSTOMER

50--000003

Approved
4-26-11



Garrett Leather

1360 Niagara Street
Buffalo NY 14213
USA

Telephone 1 800 342 7738
or 716 882 9301
Fax 716 882 9358
Web Site www.garrettleather.com

567272

PAGE NO	NO	DATE	CUST NO
1	108752	01/28/11	168790

INVOICE



SOLD TO
WEST VIRGINIA SUPREME COURT OF APPEAL
CAPITOL COMPLEX BUILDING 1
OFFICE E 100
CHARLESTON WV 253050830
USA

SHIP TO
HANCOCK & MOORE
166 HANCOCK & MOORE LANE

HICKORY NC 28601
USA

Justice Benjamin

DUE DATE	CUSTOMER P O	SHIP VIA	F O B	TERMS
02/27/11	6168	UPS GROUND	Buffalo NY	NET 15 DAYS
BUYER	DUE DATE	SALESPERSON	CERTIFICATION	
STEVE CANTERBUR	02/27/11	MARY TYKSINSKI		

QUANTITY SHIPPED	Description	UNIT PRICE	EXTENDED
34 500 V334	Vintage Moss	76681	\$ 7 43
755 500 P342	Pearlescence Lipstick	74606	\$ 8 16
WVSCA Hancock and Moore chairs (3) and ottoman (1) OFFICE SUITE E302 GSA PRICING			

Orders placed with goods on hold are subject to a 25% cancellation fee if not released for shipment in less than 45 days from receipt

TERMS AND CONDITIONS

ALL GOODS SOLD WITHOUT WARRANTY OR CONDITION EXPRESSED OR IMPLIED
 NO CLAIMS WILL BE ALLOWED FOR SHORTAGE DAMAGE OR QUALITY UNLESS MADE IN WRITING WITHIN SEVEN DAYS OF RECEIPT OF GOODS
 IT IS NOT ALWAYS POSSIBLE TO INSURE CONSISTENCY OF COLOR PLACEMENT OF ORDER MEANS YOU ACCEPT THESE VARIATIONS
 DUE TO VARIABLE HIDE SIZES ORDERS WILL BE FILLED WITHIN 5 / UNLESS OTHERWISE NOTIFIED
 NO GOODS MAY BE RETURNED WITHOUT PRIOR AUTHORIZATION RETURNED HIDES (UNCUT AND UN DAMAGED) ARE SUBJECT TO A RESTOCKING CHARGE OF UP TO 30 /
 NO RETURNS WILL BE ACCEPTED AFTER 30 DAYS FROM DATE OF INVOICE
 CUT OR MARKED HIDES ARE NOT RETURNABLE PLEASE INSPECT CAREFULLY
 1 5 / INTEREST PER MONTH CHARGED ON OVERDUE ACCOUNTS
 FREIGHT CHARGES DUE AND PAYABLE WHEN INVOICED
 THE PARTIES AGREE
 A NEW YORK LAW SHALL APPLY IN EVENT OF DISPUTE
 B PARTIES AGREE IN EVENT OF DISPUTE THAT NEW YORK COURTS WILL HAVE EXCLUSIVE JURISDICTION
 C BUYER AGREES THAT IS IS SUBJECT TO THE JURISDICTION OF NEW YORK COURTS

I CERTIFY THAT THE ABOVE MERCHANDISE
 WAS RECEIVED IN GOOD CONDITION AND
 CONFORMED TO SPECIFICATIONS
 DATE 2-7-2011
 SIGNED *MARCO*
 GSA EST 117C

RECEIVED
 WV SUPREME COURT
 FEB 07 2011
 ADMINISTRATIVE OFFICE

UBTOTAL	TAX
6 421 22	

Tracking Number
1Z1X41220356739682

FREIGHT	TOTAL
\$ 139 78	\$ 6 561 00
NO 108752	PLEASE REMIT THIS AMOUNT

50--000004

567272



Garrett Leather

1360 Niagara Street
Buffalo, NY 14213
USA

Telephone 1 800 342 7738
or 716 882 9301
Fax 716 882 9358
Web Site www.garrettleather.com

PAGE NO	NO	DATE	CUST NO
1	109529	03/07/11	168790

INVOICE



SOLD TO
WEST VIRGINIA SUPREME COURT OF APPEAL
CAPITOL COMPLEX BUILDING 1
OFFICE E-100
CHARLESTON WV 253050830
USA

SHIP TO
HANCOCK & MOORE
166 HANCOCK & MOORE LANE
HICKORY NC 28601
USA

Justice Benjamin

DUE DATE	CUSTOMER P O	SHIP VIA	FOB	TERMS
04/06/11	6168 Add On	UPS GROUND	Buffalo, NY	NET 15 DAYS
BUYER	DUE DATE	SALESPERSON		CERTIFICATION
STEVE CANTERBUR	04/06/11	MARY TYKSINSKI		

QUANTITY SHIPPED	Description	UNIT PRICE	EXTENDED
28 250	V334 Vintage Moss WVSCA Hancock and Moore chairs (3) and ottoman (1) OFFICE SUITE E302 GSA PRICING	76681 \$ 7 43	\$ 209 90

Orders placed with goods on hold are subject to a 25% cancellation fee if not released for shipment in less than 45 days from receipt

TERMS AND CONDITIONS

ALL GOODS SOLD WITHOUT WARRANTY OR CONDITION EXPRESSED OR IMPLIED
 NO CLAIMS WILL BE ALLOWED FOR SHORTAGE, DAMAGE OR QUALITY UNLESS MADE IN WRITING WITHIN SEVEN DAYS OF RECEIPT OF GOODS
 IT IS NOT ALWAYS POSSIBLE TO INSURE CONSISTENCY OF COLOR. PLACEMENT OF ORDER MEANS YOU ACCEPT THESE VARIATIONS
 DUE TO VARIABLE HIDE SIZES, ORDERS WILL BE FILLED WITHIN 5% UNLESS OTHERWISE NOTIFIED
 NO GOODS MAY BE RETURNED WITHOUT PRIOR AUTHORIZATION. RETURNED HIDES (UNCUT AND UNDAMAGED) ARE SUBJECT TO A RESTOCKING CHARGE OF UP TO 30%
 NO RETURNS WILL BE ACCEPTED AFTER 30 DAYS FROM DATE OF INVOICE
 CUT OR MARKED HIDES ARE NOT RETURNABLE. PLEASE INSPECT CAREFULLY
 1.5% INTEREST PER MONTH CHARGED ON OVERDUE ACCOUNTS
 FREIGHT CHARGES DUE AND PAYABLE WHEN INVOICED
 THE PARTIES AGREE
 A NEW YORK LAW SHALL APPLY IN EVENT OF DISPUTE
 B. PARTIES AGREE IN EVENT OF DISPUTE THAT NEW YORK COURTS WILL HAVE EXCLUSIVE JURISDICTION
 C. BUYER AGREES THAT THIS IS SUBJECT TO THE JURISDICTION OF NEW YORK COURTS

RECEIVED
WV SUPREME COURT

MAR 16 2011

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 3-23-11
SIGNED [Signature]

ADMINISTRATIVE OFFICE

SUBTOTAL	TAX
\$ 209 90	

Tracking Number
1Z1X41220358415198

FREIGHT	TOTAL
\$ 13 07	\$ 222 97
NO 109529	PLEASE REMIT THIS AMOUNT

50--000005



Garrett Leather
 1360 Niagara Street
 Buffalo, NY 14213
 USA
 Telephone 1.800.342.7738
 or 716.882.9301
 Fax 716.882.9358
 Web Site www.garrettleather.com

NO. 29412	DATE 12/08/10	CUST NO. 168790
PAGE NO. 1	SALES ORDER	



S **WEST VIRGINIA SUPREME COURT OF APPEAL**
 O
 L CAPITOL COMPLEX BUILDING 1
 D OFFICE E-100
 T CHARLESTON WV 253050830
 O USA

S **HANCOCK & MOORE**
 H 166 HANCOCK & MOORE LANE
 I
 P HICKORY NC 28601
 T USA
 O

DATE ORDERED 12/08/10	CUSTOMER P.O.	SHIP VIA UPS GROUND	F.O.B. Buffalo, NY	TERMS NET 15 DAYS
BUYER STEVE CANTERBURY	DUE DATE 12/08/10	SALESPERSON MARY TYKSINSKI	CERTIFICATION	

QTY	ITEM NO.	DESCRIPTION	DYE LOT	UNIT PRICE	EXTENDED
756.00	P342	Pearlessence Lipstick	74606	\$ 8.16	\$ 6,168.96
35.00	V334	Vintage Moss	76681	\$ 7.43	\$ 260.05

GSA PRICING- PRICE VALID UNTIL DECEMBER 31ST, 2010
 up to 5% overage may be billed

WVSCA - Hancock and Moore chairs (3) and ottoman (1)
 OFFICE SUITE E302

TERMS AND CONDITIONS:

- ALL GOODS SOLD WITHOUT WARRANTY OR CONDITION EXPRESSED OR IMPLIED.
- NO CLAIMS WILL BE ALLOWED FOR SHORTAGE, DAMAGE OR QUALITY UNLESS MADE IN WRITING WITHIN SEVEN DAYS OF RECEIPT OF GOODS.
- IT IS NOT ALWAYS POSSIBLE TO INSURE CONSISTENCY OF COLOR. PLACEMENT OF ORDER MEANS YOU ACCEPT THESE VARIATIONS.
- DUE TO VARIABLE HIDE SIZES, ORDERS WILL BE FILLED WITHIN 5% UNLESS OTHERWISE NOTIFIED.
- NO GOODS MAY BE RETURNED WITHOUT PRIOR AUTHORIZATION. RETURNED HIDES (UNCUT AND UNDAMAGED) ARE SUBJECT TO A RESTOCKING CHARGE. NO RETURNS WILL BE ACCEPTED AFTER 30 DAYS FROM DATE OF INVOICE.
- CUT OR MARKED HIDES ARE NOT RETURNABLE. PLEASE INSPECT CAREFULLY.
- 1.5% INTEREST PER MONTH CHARGED ON OVERDUE ACCOUNTS.
- FREIGHT CHARGES - DUE AND PAYABLE WHEN INVOICED.
- THE PARTIES AGREE:
- A. NEW YORK LAW SHALL APPLY IN EVENT OF DISPUTE
- B. PARTIES AGREE IN EVENT OF DISPUTE THAT NEW YORK COURTS WILL HAVE EXCLUSIVE JURISDICTION
- C. BUYER AGREES THAT IT IS SUBJECT TO THE JURISDICTION OF NEW YORK COURTS

Approved
[Signature]
 12-14-10

SUBTOTAL	TAX
\$ 6,429.01	

EST. FREIGHT	TOTAL
	\$ 6,429.01
NO. 29412	PLEASE REMIT THIS AMOUNT

50--000006



405 Capitol Street • Upper Atrium • Charleston • West Virginia • 25301
Phone: 1.304.346.0565 • Fax: 1.304.346.1522 • Email: architects@silling.com

FAX TRANSMISSION

To Jenni McArdle Date 12/22/2010
Firm Garrett Leather Pages 2 (including cover sheet)
Fax No. (716) 882-9358
From Kim Ellis
Subject WVSCA - Office Suite E-302

COMMENTS:

Jenni,
Attached please find the signed & approved purchase order for the above referenced project. Please do not hesitate to call should you have any questions or require any additional information.

Thank you,
Kim Ellis

Thomas M. Potts, AIA, Principal
Jody S. Driggs, AIA, Principal

50--000007

Landmass LLC

~~Patty Stewart~~

~~Interior Painting and Faux Finishes~~

638A Cross Lanes Dr.

Nitro, WV 25143

(304) 776-4001

cell (304) 610-5493

5496607

5402/064

INVOICE

RECEIVED
WV SUPREME COURT

FEB 16 2010

ADMINISTRATIVE
OFFICE

Date 02/09/2010

Submitted to Steve Canterbury

Job Location WV State Capital
Attn Steve Canterbury

Specifications I hereby propose to furnish material and labor - complete in accordance with specifications below - for the sum of \$ 2,500 00

Time Estimation 3-4 days, work to be started Monday, March 8, 2010, allowing for building changes

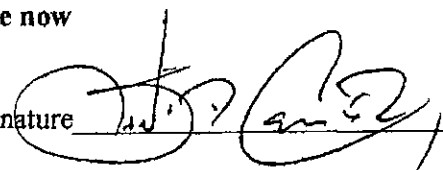
Specifications Debbie Bogan's office - Walls will already be painted with specified paint I will apply stripes in another color and add 1/4 gold metallic stripes as shown on the approved sample board

Half due when job is started, the remainder due upon completion

Due now

\$ 1,250 00

Signature



Date 2-10-10



Offering possibilities that you never knew existed!

50--000008

~~316155~~
549667
3402
064

**Patty Stewart Custom Faux
Landmass LLC
638A Cross Lanes Dr.
Nitro, WV 25143
(304) 776-4001
cell (304) 610-5493**

INVOICE

Date 04/15/10

Submitted to Steve Canterbury

Job Location WV State Capital – Debbie Bogan’s office, Supreme Court of Appeals
Attn Steve Canterbury

Amount due for completion of painting technique \$ 1,250 00

Due upon receipt

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION
CONFORMED TO SPECIFICATIONS
DATE 4-16-10
SIGNED Kathleen Green

RECEIVED
WV SUPREME COURT
APR 16 2010
ADMINISTRATIVE
OFFICE

Offering possibilities that you never knew existed!

50--000009

*Patty Stewart Custom Faux
Landmass LLC
638A Cross Lanes Dr.
Nitro, WV 25143
(304) 776-4001
cell (304) 610-5493*

~~316155~~
549667
5102
064

INVOICE

Date 04/15/10

Submitted to Steve Canterbury

Job Location WV State Capital – Justice Benjamin’s office, Supreme Court of Appeals
Attn Steve Canterbury

Amount due for completion of painting technique \$ 795 00

Due upon receipt

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 4-16-10
SIGNED Kathleen Thomas

RECEIVED
WV SUPREME COURT
APR 16 2010
ADMINISTRATIVE
OFFICE

Offering possibilities that you never knew existed!

50--000010



101 BOWERS ROAD
 CHARLESTON WV 25314
 304 343 3600 Phone
 304 343 3679 Fax
 wellshome.com

296643
 5403
 416

Page 1 of 1
71320
 Order Date 7/23/2009

Sales Order #
 Order Date

Store 01
 Salesperson(s) CN JG

Bill To

Deliver To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E 100
 CHARLESTON WV 25305 0830
 Day 304 558 0145 Eve
 Mobile

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E 100
 CHARLESTON WV 25305 0830
 Day 304 558 0145 Eve
 Mobile

Justice Benjamin

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
1	THOMAS	448.6 620 REGIMENT CORRESPONDENT DESK MAIN COVER	DESK OFFIC LEATHER TOP		1 979 00	1 979 00	0 ✓
1	THOMAS	448.6 908 REGIMENT CORRESPONDENT CHAIR MAIN COVER	DESK CHAIR OFFIC		747 00	747 00	0 ✓

2009 JUL 27 A 11 04
 RECEIVED

RECEIVED
 WV SUPREME COURT

AUG 10 2009

ADMINISTRATIVE OFFICE

Invoice Notes 07/23/2009 03 33 PM CATHY NELSON
 PER WEBSITE ALL PIECES AVAILABLE APPROXIMATELY 3 4 WEEKS FOR DELIVERY

ABOVE PRICE REFLECTS DISCOUNT FOR JULY 4TH FROM THOMASVILLE ORIG PRICES WERE
 2329 00 DESK 879 00 CHAIR

ORDERED ON PO#5776

MANY THANKS FOR YOUR ORDER!!!!

Deposits and Payments Made

Approved
 See reverse for conditions of order
 Buyer's Approval *[Signature]* Date 7-27-09

Merchandise Total	\$2 726 00
Delivery	0 00
Tax EXM	0 00
Total Sale	\$2 726 00
Total Payments/Credits	0 00
Balance Due	2 726 00
Amount Financed	0 00

50--000011



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304 343 3600 Phone
 304 343 3679 Fax
 wellshome.com

DELIVERY TICKET
 Sales Order #
 Order Date

Page 1 of 1
 72439
 10/29/09

Store 01
 Salesperson(s) CN

Bill To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E-100
 CHARLESTON WV 25305-0830
 Day 304 558-0145 Eve --
 Mobile -

Deliver To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E-100
 CHARLESTON WV 25305-0830
 Day 304 558-0145 Eve --
 Mobile -

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
1	JASPER	P120 00	TABLE OFFIC	01WHS	2 198 00	2 198 00	F
		BAHAMÀ BREEZE FINISH DOVER	HIDE A-TABLE				
Line Item Notes 04/14/2010 01 29 PM - PIXIE BAYS							

1	STANLE	933 18 04	DESK OFFIC	01WHS	1 798 00	1 798 00	F
		BLAIR SAVANNAH KIDNEY DESK	BLK LEATHER TOP				

Justin Benjamin

Invoice Notes 10/29/2009 04 11 PM - CATHY NELSON
 THOMASVILLE CHAIRS ARE 6 8 AFTER RECEIPT OF FABRIC FROM CUSTOMER
 STANLEY DESK WILL BE TOWARD END OF JANUARY
 JASPER WILL BE BEGINNING TO MID JANUARY FOR DELIVERY
 MANY THANKS FOR YOUR ORDER!!!! CATHY NELSON

Deposits and Payments Made	Date	Amount	MOP	Type	Check
	05/10/10	3 996 00		S	
Merchandise Total					\$3 996 00
Delivery					0 00
Tax EXM					0 00
Total Sale					\$3 996 00
Total Payments/Credits					0 00
Balance Due					3 996 00
Amount Financed					0 00

See reverse for conditions of order
 verify that all merchandise has been delivered in good condition
 Customer's Signature _____ Date _____

50--000012



101 BOWERS ROAD
CHARLESTON, WV 25314

304 343 3600 Phone
304 343 3679 Fax

wellshome.com

DELIVERY TICKET

Page 1 of 2

Sales Order #

74221

Order Date

04/14/10

Justia Benjamin

Store 01
Salesperson(s) CN

Bill To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1 ROOM E-100
CHARLESTON WV 25305-0830
Day 304 558-0145 Eve -
Mobile --

Deliver To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1 ROOM E-100
CHARLESTON WV 25305 0830
Day 304-558-0145 Eve -
Mobile --

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
2	THOMAS	1501 15	ARM CHAIR UPHOL	01WHS	1 368 00	2 736 00	F

GLAUDE CHAIR
MAIN COVER Grade D
4219-91
CC S

MAIN COVER TO BE USED ON ENTIRE CHAIR EXCEPT THE SEAT CUSHION
THE SEAT CUSHION IS TO BE COM FABRIC
FINISH

#143 PALMERO
MISC OPTIONS

SEAT CUSHION TO BE COM FABRIC FROM CUSTOMER
ARC/COM NIKKI STYLE#AC67350 AMBER COLOR WILL SHIP COM FABRIC AS
SOON AS WE RECEIVE IT TO THOMASVILLE

Line Item Notes

04/14/2010 01 26 PM - PIXIE BAYS
PER MELANIE W/THOMASVILLE CHAIRS ARE AVAILABLE FOR IMMEDIATE
SHIPMENT AND WE ARE TO SEND IN WITH ORDER THE COM FORM SO THEY
WILL BE HELD FOR THIS PO# UNTIL THE COM FABRIC IS RECEIVED BY WELLS
AND SHIPPED TO THOMASVILLE

50--000013



101 BOWERS ROAD
 CHARLESTON, WY 825314
 304 343 3600 Phone
 304 343 3679 Fax
 wellshome.com

DELIVERY TICKET
 Sales Order #
 Order Date

Page 2 of 2
 74221
 04/14/10

Store 01
 Salesperson(s) CN

Invoice Notes 04/14/2010 02:58 PM - CATHY NELSON
 APPROX 10 WEEKS THOUGH CHAIR IS STOCKED AT THOMASVILLE DUE TO WAITING ON COM
 FABRIC TO COME IN FROM ANOTHER VENDOR AND DELIVERED TO US BY CUSTOMER AND THE
 WHF SHIPPING IT TO THOMASVILLE TO BE COM. IF LEAD TIME CHANGES WILL CONTACT
 CUSTOMER AS SOON AS KNOW DATE

Delivery Notes 06/09/2010 03:42 PM - CATHY NELSON
 WILL ATTATCH TO PO#5845 ORIGINALLY PLACED ON 10/29/09 PER MICHAEL PROOPS
 PLEASE ALLOW APPROXIMATELY 8 WEEKS FOR DELIVERY TO WHF ALLOWING POSSIBLE EXTRA
 TIME FOR JULY 4TH HOLIDAY SHUT DOWN AT FACTORY

MANY THANKS FOR YOUR ORDER!!! CATHY NELSON

Deposits and Payments Made

Date	Amount	MOP	Type	Check
06/10/10	2 736 00		S	

Merchandise Total	\$2 736 00
Delivery	0 00
Tax EXM	0 00
Total Sale	\$2 736 00
Total Payments/Credits	0 00
Balance Due	2 736 00
Amount Financed	0 00

See reverse for conditions of order

Verify that all merchandise has been delivered in good condition

Customer's Signature

Date

50--000014



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304 343 3600 Phone
 304 343 3679 Fax
 wellshome.com

DELIVERY TICKET

Sales Order #
 Order Date

74222
 04/14/10

Justin Benjamin

Store 01
 Salesperson(s) CN

Bill To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E-100
 CHARLESTON WV 25305-0830
 Day 304-558-0145 Eve --
 Mobile --

Deliver To

13962
 STEVEN D CANTERBURY
 WV SUPREME CT OF APPEALS
 THE CAPITOL COMPLEX
 BLDG #1 ROOM E-100
 CHARLESTON WV 25305 0830
 Day 304 558-0145 Eve --
 Mobile

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
33	STANLE	PARTS	PARTS	01WHS	20 00	660 00	F
		PARTS INFORMATION STANLEY KNOBS FOR 933-18-04 CITY CLUB CASEGOOD ITEMS SHIPPING AND HANDLING IS \$40 ON THESE KNOBS AVAILABLE AND IN STOCK PER DEBRA/STANLEY	PARTS				
14	THOMAS	PARTS	PARTS	01WHS	10 00	140 00	F
		PARTS INFORMATION #367-21 ITEM 231 PER CHERYL AT T HOMASVILLE KNOBS	PARTS				
2	THOMAS	PARTS	PARTS	01WHS	10 00	20 00	F
		PARTS INFORMATION #36732 620 PER CHERYL AT THOMASVILLE AVAILABLE AND STOCKED PER CHERYL \$20 PER THOMASVILLE FOR SHIPPING AND HANDLING	PARTS				
1	SHPPNC	SHIPPING CHRC	SHIPPING MISC		60 00	60 00	F
Line Item Notes		04/14/2010 03 23 PM - JENNIFER QUINTRELL \$40 FOR STANLEY ITEMS AND \$20 FOR THOMASVILLE ITEMS					



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304 343 3600 Phone
 304 343 3679 Fax
 wellshome.com

DELIVERY TICKET

Sales Order #
 Order Date

74222
 04/14/10

Store 01
 Salesperson(s) CN

Invoice Notes 04/14/2010 01 55 PM - PIXIE BAYS
 WV STATE PO# 5961 CODE E-302
 NO TAX-SALES EXEMPT ON FILE
 AS SOON AS WHF CATHY MUST BE ADVISED VERY IMPORTANT

Deposits and Payments Made	Date	Amount	MOP	Type	Check
	04/29/10	880 00		S	

reverse for conditions of order
 verify that all merchandise has been delivered in good condition

Customer's Signature _____ Date _____

Merchandise Total	\$880 00
Delivery	0 00
Tax EXM	0 00-
Total Sale	\$880 00
Total Payments/Credits	0 00
Balance Due	880 00
Amount Financed	0 00

50--000016



101 BOWERS ROAD
CHARLESTON, WV 25314
304 343 3600 Phone
304 343 3679 Fax
wellshome.com

NOTICE: DUE TO OUR ANNUAL
CELEBRATION ON OCT 2nd, THE
DELIVERY OF YOUR FURNITURE
MAY BE DELAYED APPROX
10 - 14 DAYS. THANK YOU FOR
YOUR UNDERSTANDING.

5403/296643

Page 1 of 1
Sales Order # 75616
Order Date 08/31/10

Store 01
Salesperson(s) CN

Bill To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1 ROOM E 100
CHARLESTON WV 25305-0830
Day 304 558 0145 Eve --
Mobile --

Deliver To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1 ROOM E-100
CHARLESTON WV 25305-0830
Day 304-558-0145 Eve --
Mobile --

Justice Benjamin

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
1	STANLE	018 18 33	CABINET OCCAS FARMHOUSE PATRONS SEAT COVER		1 098 00	1 098 00	0
1	UTTERM	26735	TABLE LAMP LAMPS RED ARTICHOKE		238 00	238 00	0

RECEIVED
WV SUPREME COURT
SEP 20 2010
ADMINISTRATIVE
OFFICE

RECEIVED
SEP 3 2010
RORY L PERRY II CLERK
SUPREME COURT OF APPEALS
OF WEST VIRGINIA

Invoice Notes 08/31/2010 05 57 PM - CATHY NELSON
PLEASE ALLOW APPROXIMATELY 4-6 WEEKS FOR DELIVERY TO WHF

PO# 6068 FROM MICHAEL PROOPS

Delivery Notes 07/26/2010 12 06 PM - L E
CONTACT KIM ELLIS FOR DELIVERY @ SILLING AND ASSOCIATES #304346 0565
PLEASE ALLOW APPROXIMATELY 8 WEEKS FOR DELIVERY TO WHF ALLOWING POSSIBLE EXTRA
TIME FOR JULY 4TH HOLIDAY SHUT DOWN AT FACTORY
CONTACT KIM ELLIS 304-346-0565 FOR DELIVERY

MANY THANKS FOR YOUR ORDER!!! CATHY NELSON

Deposits and Payments Made

See reverse for conditions of order

Buyer's Approval

Approved
[Signature]
Date 9-3-10

Merchandise Total	\$1 336 00
Delivery	0 00
Tax CST	80 16
Total Sale	\$1,416 16
Total Payments/Credits	0 00
Balance Due	1 416 16
Amount Financed	0 00

50--000017



101 BOWERS ROAD
CHARLESTON, WV 25314
304 343 3600 Phone
304 343 3679 Fax
wellshome.com

29664B

DELIVERY TICKET

Sales Order # ~~Invoice~~ # **76451**
Order Date # 10/27/10

Store 01
Salesperson(s) JBH

Bill To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1, ROOM E-100
CHARLESTON WV 25305-0830
Day 304-558-0145 Eve --
Mobile --

Deliver To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1, ROOM E-100
CHARLESTON WV 25305-0830
Day 304-558-0145 Eve --
Mobile --

Justice Benjamin

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
1	HANMOR	4820	OTTOMAN UPHOL	01WHS	618 00	618 00	F

CIARA OTTOMAN
COVER
COM/COL = CUSTOMER'S OWN LEATHER
CUSTOMER TO SHIP HIDES DIRECTLY TO HANCOCK & MOORE
FINISH
OILED SANDLEWOOD

3	HANMOR	4821	CHAIR UPHOL	01WHS	1,708 80	5,126 40	F
---	--------	------	----------------	-------	----------	----------	---

CIARA CHAIR
COVER
COM/COL = CUSTOMER'S OWN LEATHER
CUSTOMER TO SHIP HIDES DIRECTLY TO HANCOCK & MOORE
FINISH
OILED SANDLEWOOD

RECEIVED
WV SUPREME COURT

APR 22 2011

ADMINISTRATIVE
OFFICE

Invoice Notes 10/27/2010 11 05 AM - JENNIFER HARRISON
HANCOCK & MOORE FRAMES ARE AVAILABLE PER CUSTOMER SERVICE
PLEASE ALLOW APPROXIMATELY 8-10 WEEKS AFTER RECEIPT OF HIDES FOR DELIVERY
THANK YOU FOR CHOOSING WELLS HOME FURNISHINGS!
JENNIFER HARRISON DESIGN CONSULTANT

Delivery Notes 01/07/2011 05 15 PM - JENNIFER HARRISON
3RD FLOOR CONFERENCE ROOM, WV SUPREME COURT

Date	Amount	MOP	Type	Check
04/08/11	6 744 40		S	?

Merchandise Total	\$5,744 40
Delivery	0 00
Tax EXM	0 00
Total Sale	\$5,744 40
Total Payments/Credits	0 00
Balance Due	5,744 40
Amount Financed	0 00

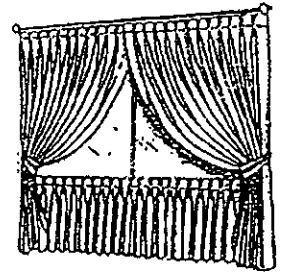
See reverse for conditions of order

I verify that all merchandise has been delivered in good condition

Customer's Signature _____ Date _____

128071
5402-063

Window Fashions
516 D. Street
South Charleston, WV 25303
Telephone (304) 744-7097
Facsimile (304) 744-7410
November 01, 2011



Mr. Michael K. Proops
Director of Financial Management
West Virginia Supreme Court of Appeals
Administrative Office
State Capitol Building, E-100
Charleston, WV 25304
Phone 304-340-2932
Fax 304-340-3458
Michael.Proops@CourtsWV.Gov

Justice Benjamin

INVOICE

As per your Purchase Order #6363 (copy enclosed):

Window Fashions reupholstered 1 approximately 84" wide sofa with 2 removable seat cushions and a fixed back and fabric-covered buttons on the inside. The main parts of the sofa were recovered in ArcCom fabric AC68250, color #11 Flame. The welt (piping) and the fabric-covered buttons were recovered in ArcCom Fabric AC67468, color #9 Tomato. No structural changes were made to the sofa. \$ 3,656.00

Above sofa was delivered to Room #-302 on 11/01/11.

Thank you,

Jerry Belcher

RECEIVED
WV SUPREME COURT

NOV 01 2011

ADMINISTRATIVE OFFICE

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.
DATE 11-4-11

SIGNED W.A.C. Proops

Terms: Net due upon receipt.

50--000019

AIA[®] Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 005	OWNER: <input type="checkbox"/>
WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	DATE: October 13, 2009	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281	CONTRACT DATE: December 19, 2008	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$	376,156.00
The net change by previously authorized Change Orders	\$	300,762.03
The Contract Sum prior to this Change Order was	\$	1,176,918.03
The Contract Sum will be increased by this Change Order in the amount of	\$	37,303.88
The new Contract Sum including this Change Order will be	\$	1,214,221.91

The Contract Time will be increased by zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silling Associates, Inc. ARCHITECT <i>(Firm name)</i>	Neighborgall Construction CONTRACTOR <i>(Firm name)</i>	WV Supreme Court of Appeals OWNER <i>(Firm name)</i>
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
Edward E. Weber, AIA, LEED AP <i>(Typed name)</i>	David R. McCarty <i>(Typed name)</i>	Steven D. Canterbury <i>(Typed name)</i>
10/13/09	10/14/09	11-5-09
DATE	DATE	DATE

Description	Office	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	5% Fee on subcontractor work	Subtotal #2	2% City & B&O taxes	Total
1 Demolition work	Unknown	\$ 3,455.13	\$ 23.84	\$ 31.10	\$ 3,510.07	\$ 518.27		\$ 4,028.34	\$ 80.57	\$ 4,108.91
2 Carpentry work	Unknown	\$ 3,987.71	\$ 27.52	\$ 35.89	\$ 4,051.12	\$ 598.16		\$ 4,649.28	\$ 92.97	\$ 4,742.23
3 Plaster patching	Unknown	\$ 622.61	\$ 4.30	\$ 5.60	\$ 632.51	\$ 93.39		\$ 725.90	\$ 14.52	\$ 740.42
4 Painting	Unknown	\$ 933.91	\$ 6.44	\$ 8.41	\$ 948.76	\$ 140.09		\$ 1,088.85	\$ 21.78	\$ 1,110.63
5 Cornerstone Interiors	Unknown	\$ 2,357.91	\$ 16.27	\$ 21.22	\$ 2,395.40		\$ 117.90	\$ 2,513.30	\$ 50.27	\$ 2,563.57
6 Cabinets & Counters	Justice Workman	\$ 2,198.52	\$ 15.17	\$ 19.79	\$ 2,233.48	\$ 329.78		\$ 2,563.26	\$ 51.27	\$ 2,614.53
7 Cabinets & Counters	Justice Davis	\$ 2,779.21	\$ 19.18	\$ 25.01	\$ 2,823.40	\$ 416.88		\$ 3,240.28	\$ 64.81	\$ 3,305.09
8(a) Faucet	Justice Workman	\$ 391.62	\$ 2.70	\$ 3.52	\$ 397.84	\$ 58.74		\$ 456.58	\$ 9.13	\$ 465.71
8(b) Faucet	Justice Davis	\$ 391.62	\$ 2.70	\$ 3.52	\$ 397.84	\$ 58.74		\$ 456.58	\$ 9.13	\$ 465.71
9(a) Light fixtures	Justice Workman	\$ 1,322.99	\$ 9.13	\$ 11.91	\$ 1,344.03	\$ 198.45		\$ 1,542.48	\$ 30.85	\$ 1,573.33
9(b) Light fixtures	Justice Davis	\$ 1,322.99	\$ 9.13	\$ 11.91	\$ 1,344.03	\$ 198.45		\$ 1,542.48	\$ 30.85	\$ 1,573.33
10(a) Bathroom accessories	Justice Workman	\$ 178.98	\$ 1.23	\$ 1.61	\$ 181.82	\$ 26.85		\$ 208.67	\$ 4.17	\$ 212.84
10(b) Bathroom accessories	Justice Davis	\$ 178.98	\$ 1.23	\$ 1.61	\$ 181.82	\$ 26.85		\$ 208.67	\$ 4.17	\$ 212.84
11 Service Glass Co.	Justice Workman	\$ 1,311.00	\$ 9.05	\$ 11.80	\$ 1,331.85		\$ 65.55	\$ 1,397.40	\$ 27.95	\$ 1,425.35
12 Casdorph Woodworks	Unknown	\$ 266.53	\$ 1.84	\$ 2.40	\$ 270.77	\$ 39.98		\$ 310.75	\$ 6.21	\$ 316.96
13 Harris Brothers - Plumbing work	Unknown	\$ 2,564.00	\$ 17.69	\$ 23.08	\$ 2,604.77		\$ 128.20	\$ 2,732.97	\$ 54.66	\$ 2,787.63
14 Electrical work	Justice Workman	\$ 1,911.00	\$ 13.19	\$ 17.20	\$ 1,941.39		\$ 95.55	\$ 2,036.94	\$ 40.74	\$ 2,077.68
15 Thomasville Cocktail Table	Justice Benjamin	\$ 834.00	\$ 5.75	\$ 7.51	\$ 847.26	\$ 125.10		\$ 972.36	\$ 19.45	\$ 991.81
16 Room numbers	Chief Counsel's office	\$ 3,537.60	\$ 24.41	\$ 31.84	\$ 3,593.85	\$ 530.64		\$ 4,124.49	\$ 82.49	\$ 4,206.98
17 Name plates	Chief Counsel's office	\$ 1,520.61	\$ 10.49	\$ 13.69	\$ 1,544.79	\$ 228.09		\$ 1,772.88	\$ 35.46	\$ 1,808.34
		\$ 32,066.92	\$ 221.26	\$ 288.62	\$ 32,576.80	\$ 3,588.45	\$ 407.20	\$ 36,572.45	\$ 731.45	\$ 37,303.88

Chief Counsel's office \$ 6,015.32
Justice Benjamin \$ 991.81
Justice Davis \$ 5,556.97
Justice Workman \$ 8,369.44
Unknown \$ 16,370.34
\$ 37,303.88



SILLING

ASSOCIATES • ARCHITECTS

405 Capitol Street, Upper Atrium

Charleston, WV 25301-1727

p 304.346.0565 f 304.346.1522

email: info@ silling.com

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #5**

EXHIBIT 'A'

- ITEM #1: Additional cost for renovation of 3rd floor Justice's Suite (Benjamin, Davis, Ketchum, and Workman). Based on the attached Contractor's price breakdown of \$37,303.88.

Total additional cost of \$37,303.88.

*See attached copies of Contractor's price breakdown for each item.



NEIGHBORGALL
CONSTRUCTION

October 5, 2009

Mr. Ed Weber
Silling Associates Architects
405 Capitol Street, Upper Atrium
Charleston, WV 25301-1727

Re: WV Supreme Court of Appeals
3rd Floor Renovation
Charleston, WV

Dear Mr. Weber:

The cost associated with the additional work in the 3rd Floor Justice's Suite to date is \$37,303.88. Attached is all the backup information as it relates to the additional cost. This includes the following work.

1. Renovation of Justice Workman's restroom.
2. Removal of existing bookcases and the installation of new wood wainscoting in Justice Workman's office.
3. Renovation of Justice Davis's restroom.
4. Refinishing of Justice Ketchum's office furniture.
5. Purchase of table for Justice Benjamin's office.
6. Purchase of room numbers for the 4th Floor.
7. Purchase of name plates for 4th Floor.

Neighborgall Construction requests Change Order #05 in the amount of \$37,303.88.

If you should have any questions or require further information, please do not hesitate to call.

Sincerely,

David R. McCarty,
Project Manager

DRM Office\Jobs\WV Supreme Court of Appeals 08039\Contracts and COs\Change Proposal #5 08039.doc

1216 Seventh Avenue • P.O. Box 281 • Huntington, West Virginia 25707-0281
304-525-6181 • Fax 304-525-7795 • www.neighborgall.com

50--000023



NEIGHBORGALL
CONSTRUCTION

West Virginia Supreme Court of Appeals
Third Floor Justice's Suite

October 5, 2009

NCC #08-039

Scope:

- Renovate Justice Workman's restroom.
- Remove bookcase, repair wall and wainscot in Justice Workman's office.
- Renovate Justice Davis's restroom.
- Refinish furniture in Justice Ketchum's office.
- Purchase table for Justice Benjamin's office.
- Purchase room numbers for 4th floor.
- Purchase name plate holders for 4th floor.

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor for demolition work	80	mhr	43.19	\$ 3,455.13
2	NCC labor for carpentry work	80	mhr	49.85	\$ 3,987.71
3	NCC labor for plaster patching	16	mhr	38.91	\$ 622.61
4	NCC labor for painting	24	mhr	38.91	\$ 933.91
5	New ceramic tile floors <i>Cornerstone Interiors</i>	1	ls	2,357.91	\$ 2,357.91
6	Justice Workman's Cabinets & Counters	1	ls	2,198.52	\$ 2,198.52
7	Justice Davis's Cabinets & Counters	1	ls	2,779.21	\$ 2,779.21
8	Justice Workman's & Davis's Faucets	2	ea	391.62	\$ 783.24
9	Justice Workman's & Davis's light fixtures	2	sets	1,322.99	\$ 2,645.97
10	Justice Workman's & Davis's toilet acc.	2	sets	178.98	\$ 357.96
11	Vitralite removal & reinstallation <i>Workman</i>	1	ls	1,311.00	\$ 1,311.00
12	Wood wainscot material	1	ls	266.53	\$ 266.53
13	Plumbing work <i>Harris Brothers</i>	1	ls	2,564.00	\$ 2,564.00
14	Electrical work	1	ls	1,911.00	\$ 1,911.00
15	Justice Benjamin's table <i>Ebay</i>	1	ea	834.00	\$ 834.00
16	Room numbers	67	ea	52.80	\$ 3,537.60
17	Name plates <i>> Chief Counsel's Office</i>	52	ea	29.24	\$ 1,520.61
				Sub-total	\$ 32,066.92
				0.69 % Insurances	\$ 221.26
				0.90 % Bond	\$ 288.60
				15.00 % Fee on NCC Work	\$ 3,588.45
				5.00 % Fee on Subcontract Work	\$ 407.20
				2.00 % City B&O Taxes	\$ 731.45
				Total	\$ 37,303.88

Thomasville Furniture Hemingway Globe Cocktail Table NR

Discontinued Round Accent Table Hemingway

Item condition: New

Ended: Aug 07, 2009 19:29:20 PDT

Bid history: 6 bids

Winning bid: US \$685.00

Shipping: \$149.00 Other (see description) | See all details
Estimated delivery time varies for this shipping service. Seller ships within 10 days

Returns: 3 day money back, buyer pays return shipping | Read details

Coverage: Pay with **PayPal** and your full purchase price is covered | See terms

Justice Benjamin

AIA[®] Document G701[™] - 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 006 DATE: December 16, 2009	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 338,065.91
The Contract Sum prior to this Change Order was	\$ 1,214,221.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 441,643.00
The new Contract Sum including this Change Order will be	\$ 1,655,864.91

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silling Associates, Inc.
ARCHITECT (Firm name)

405 Capitol Street, Upper Atrium
Charleston, WV 25301

ADDRESS

BY (Signature)

Edward E. Weber, AIA, LEED AP
(Typed name)

DATE

12/4/09

Neighborgall Construction
CONTRACTOR (Firm name)

1216 Seventh Avenue
P.O. Box 281
Huntington, WV 25705-0281

ADDRESS

BY (Signature)

David R. McCarty
(Typed name)

DATE

12/10/09

WV Supreme Court of Appeals
OWNER (Firm name)

State Capitol-Building 1, Room E-100
Charleston, WV 25305

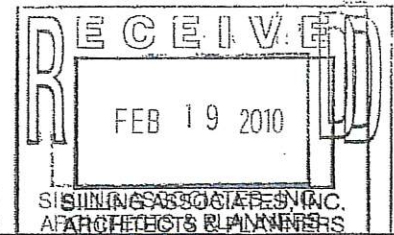
ADDRESS

BY (Signature)

Steven D. Canterbury
(Typed name)

DATE

For S.C. by P. Fletcher Adams



**WV SUPREME COURT OF APPEALS
CHANGE ORDER #6**

EXHIBIT 'A'

ITEM #1: Additional cost for renovation of 3rd floor Hallway Renovation as detailed in Drawing Sheets A0, A1, A2, H1.1, H2.1, H3.1, H4.1, E1 and E2.

Cost does not include modifications to radiators or linear diffusers.

Cost does not include credit for alternate manufacturer for recessed down-lights.

Cost: \$216,593.00

ITEM #2: Additional cost for renovation of Justice's Chambers Rooms E-300 and E-302 as detailed in Drawing Sheets A1-0, A1-1, A1-2, A1-3, A1-4, A1-5, A1-6, and A1-7 with accepted alternates:

Room E-300

1. Delete wood paneling under desk WF-6 (3 LOCATIONS) and paint walls.

2. Delete pleated sheers at window coverings (2 locations).

Room E-302

3. Change wood molding MC & MG from painted oak to painted poplar.

4. Change curved corner desk to angled corner desk.

5. Change upper cabinet style from curved cathedral to straight.

6. Delete free standing file cabinet.

7. Delete wall finish WF-7 (wall finish TBD).

8. Delete pleated sheer at window covering (1 location).

Cost: \$225,050.00

ITEM #3: Additional cost for renovation of Justice's Chambers Rooms E-304 and E-306.

Cost: TBD

ITEM #4: Additional cost for changes to Hallway ductwork.

Cost: TBD.

Total additional cost of Change Order#6: \$441,643.00.

*Justice
Benjamin*

Standard Estimate Report

08-039 Justice Benjamin O

10/14/2009 10:02 AM

Chief Justice Benjamin's Office Renovation

Project name 08-039 Justice Benjamin O
Estimator Neil Dial
Labor rate table CHAS 10 Est
Equipment rate table Equipment Rates 2008
Bid date 10/2/2009 2:00 PM
Report format Sorted by 'Group phase/Phase'
Detail summary
Allocate add-ons

2/11

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Equipment Amount	Other Amount	Unit Cost	Total Amount
1.000 GENERAL REQUIREMENTS									
1.110	Superintendent								
00	Carpenter Superintendent	1.00 Mo	9,365	-	-	-	-	9,365.13 /Mo	9,365
	Superintendent		9,365						9,365
	(73.00 Labor hours								
1.145	Trucking								
00	Trucking (6hrs/week) x 8 weeks	48.00 Hrs	2,604	-	-	1,378	-	82,963 /Hrs	3,982
	Trucking		2,604			1,378			3,982
	48.00 Labor hours								
	48.00 Equipment hours								
1.146	Move in & out								
05	Move In & Out	8.00 Hrs	434	-	-	230	-	82,963 /Hrs	664
10	Gather Tools & Equipment	2.00 CH	184	-	-	-	-	92.10 /CH	184
	Move in & out		618			230			848
	12.00 Labor hours								
	8.00 Equipment hours								
1.165	Temp Utilities usage								
25	Cell Phone - Job Site	1.00 Mo	-	-	-	-	77	76.80 /Mo	77
	Temp Utilities usage						77		77
1.210	Travel								
10	Proj Mgr Travel 4 trips @ 100 miles	400.00 MI	-	-	-	-	221	0.554 /MI	221
20	Supt Travel 10 trips @ 100 miles	1,000.00 MI	-	-	-	-	554	0.554 /MI	554
	Travel						775		775
1.350	Safety Equipment								
00	Safety Equipment	1.00 LS	-	109	-	-	-	108.54 /LS	109
	Safety Equipment			109					109
1.610	Tools & Equip								
10	Small Tools & Misc Expense	1.00 LS	-	814	-	-	-	814.06 /LS	814
	Tools & Equip			814					814
1.620	Oil & Gasoline								
00	Oil & Gasoline	1.00 Mo	-	217	-	-	-	217.07 /Mo	217
	Oil & Gasoline			217					217
1.810	Current Cleanup								
00	Current Cleanup	2.00 Mo	3,984	195	-	-	-	2,078.83 /Mo	4,180
05	Walk-off Pads - Case of 24" x 38"	1.00 Box	-	309	-	-	-	309.34 /Box	309
	Current Cleanup		3,984	606					4,469
	99.000 Labor hours								
1.820	Dumpster Rental								
10	30 CY Roll Off Dumpster	3.00 Trps	-	-	-	-	1,481	487,063 /Trps	1,481

Item	Description	Takeoff Qty	Amount	Material	Subcontract	Name	Equipment	Other	Unit Cost	Total	Amount
	Dumpster Rental							1,461			1,461
1.850	Final Cleanup	3.00 Day	1,982	130	-				704.123 /Day		2,112
	Final Cleanup	48.00 Labor hours	1,982	130							2,112
GENERAL REQUIREMENTS			18,534	1,775	0		1,808	2,313			24,230
	377.000 Labor hours										
	58.00 Equipment hours										
2.900	DEMOLITION										
2.930	Interior Demo										
	00 Haul Debris From Floors	58.00 CH	4,825	-	-				82.59 /CH		4,825
	72 Demo glued carpet	695.61 SF	400	-	-				0.58 /SF		400
	0 Demo Light Fixtures	4.00 Ea	-	-	-	South Charleston Ele					
	Remove Radiator Covers	3.00 Ea	278	-	-				92.083 /Ea		276
	Remove Crown Mold	156.00 LF	107	-	-				0.69 /LF		107
	Clean Radiators	3.00 Ea	41	-	-				13.763 /Ea		41
	Remove Window Treatments	3.00 Ea	92	-	-				30.703 /Ea		92
	Remove Grids	3.00 Ea	138	-	-				46.043 /Ea		138
	Channel Plaster for Electrician	16.00 CH	681	-	-				44.514 /CH		712
	Interior Demo		6,341					52			6,382
	151.60 Labor hours										
	16.00 Equipment hours										
DEMOLITION			6,341	0	0		52	0			6,392
	151.60 Labor hours										
	16.00 Equipment hours										
6.000	WOOD & PLASTICS										
6.103	1x3 Blocking										
	1" x 1 1/2" Blocking - MD	32.00 LF	81	9	-				2.812 /LF		90
	3/4" x 2" Blocking - MD	160.00 LF	408	43	-				2.811 /LF		450
	1 1/2" x 1 1/2" Casework Blocking	92.00 LF	234	25	-				2.811 /LF		259
	1x3 Blocking		721	77							798
	14.20 Labor hours										
6.110	2x4 Blocking										
	12 2x4 Standard Lumber - ME	76.00 LF	257	32	-				3.804 /LF		289
	12 2x4 Standard Lumber - Casework	100.00 LF	339	42	-				3.804 /LF		380
	12 2x4 Standard Lumber - Radiator	40.00 LF	135	17	-				3.81 /LF		152
	12 2x4 Standard Lumber - Radiator	20.00 LF	68	8	-				3.81 /LF		78
	2x4 Blocking		799	88							889
	15.734 Labor hours										
6.400	Arch Woodwork										
	20 5 1/2" Oak Crown - MC	82.00 LF	333	-	-				4.064 /LF		333
	20 2" Oak Trim - MG	70.00 LF	284	-	-				4.084 /LF		284

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Other		Total	
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Unit Cost	Amount			
5,400	Arch Woodwork													
	20 3" Oak Chair Rail	50.00 LF	203	-	-	-	-	-	-	-	-	4,064 /LF	203	
	20 2-1/4" Oak Door Trim - MF	44.00 LF	179	-	-	-	-	-	-	-	-	4,064 /LF	179	
	20 2-3/8" Oak Door Plinth Trim - MF	4.00 LF	19	-	-	-	-	-	-	-	-	4,064 /LF	19	
	20 1" Oak Trim - MB	66.00 LF	268	-	-	-	-	-	-	-	-	4,064 /LF	268	
	20 5 1/2" Oak Crown - MC	38.00 LF	154	-	-	-	-	-	-	-	-	4,063 /LF	154	
	20 2-1/4" Oak Door Trim - MF	64.00 LF	217	-	-	-	-	-	-	-	-	3,39 /LF	217	
	20 2-3/8" Oak Door Plinth Trim - MF	6.00 LF	127	-	-	-	-	-	-	-	-	21.17 /LF	127	
	20 2-1/4" Oak Window Trim - MF	64.00 LF	217	-	-	-	-	-	-	-	-	3.39 /LF	217	
	20 2-3/8" Oak Window Plinth Trim - MF	4.00 LF	85	-	-	-	-	-	-	-	-	21.163 /LF	85	
	20 5-1/2" Oak Door Crown - MC	12.00 LF	41	-	-	-	-	-	-	-	-	3.39 /LF	41	
	22 5-1/2" Oak Door Crown - MC	8.00 LF	27	-	-	-	-	-	-	-	-	3.39 /LF	27	
	R & R Door Casing Trim	44.00 LF	186	-	-	-	-	-	-	-	-	4,233 /LF	186	
	5/4 x 4" Base - MD	32.00 LF	271	-	-	-	-	-	-	-	-	8.47 /LF	271	
	5/4 x 4 1/4" Base Cap - MD	32.00 LF	271	-	-	-	-	-	-	-	-	8.47 /LF	271	
n	3" Trim - MD	110.00 LF	-	-	-	-	-	-	-	-	-	8.47 /LF	271	
	2 1/8" Trim - MD	32.00 LF	271	-	-	-	-	-	-	-	-	8.47 /LF	271	
	2 3/4" Cap - MD	32.00 LF	271	-	-	-	-	-	-	-	-	135.46 /Ea	2,438	
	Wainscot Panels - MD	18.00 Ea	2,438	-	-	-	-	-	-	-	-	22.58 /LF	203	
	5/4 x 4" Base - ME	9.00 LF	203	-	-	-	-	-	-	-	-	8.47 /LF	813	
	3/4 x 2 3/8" Side Trim - ME	96.00 LF	813	-	-	-	-	-	-	-	-	-	-	
n	3/4 x 8 1/8" Front Panel - ME	48.00 LF	-	-	-	-	-	-	-	-	-	-	-	
n	1/2" Trim - ME	8.00 LF	-	-	-	-	-	-	-	-	-	-	-	
	4" MC Crown - ME	12.00 LF	305	-	-	-	-	-	-	-	-	25.40 /LF	305	
	4" Casework Base	36.00 LF	183	-	-	-	-	-	-	-	-	5.08 /LF	183	
	5 1/2" Casework Crown	32.00 LF	271	-	-	-	-	-	-	-	-	8.47 /LF	271	
	1" Casework Trim	32.00 LF	130	-	-	-	-	-	-	-	-	4,063 /LF	130	
	4" Casework Base	32.00 LF	183	-	-	-	-	-	-	-	-	5.08 /LF	183	
	5 1/2" Casework Crown	14.00 LF	119	-	-	-	-	-	-	-	-	8.47 /LF	119	
n	Millwork Supplier	1.00 LS	-	28,826	-	-	-	-	-	-	-	-	-	28,826
	Transport Millwork to Floor	8.00 CH	1,321	-	-	-	-	-	-	-	-	-	-	1,321
	Arch Woodwork		9,367	28,826	-	-	-	-	-	-	-	-	-	38,193
	190.38 Labor hours													
8,500	Casework													
n	01 Casework Supplier	1.00 LS	-	49,943	-	-	-	-	-	-	-	49,943.35 /LS	49,943	
	Wardrobe Cabinet	1.00 Ea	214	-	-	-	-	-	-	-	-	214.33 /Ea	214	
	32" Printer Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.60 /Ea	102	
	32" Base Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.59 /Ea	102	
	Countertop	9.00 LF	244	-	-	-	-	-	-	-	-	27.082 /LF	244	
	Pencil Drawer	1.00 Ea	51	-	-	-	-	-	-	-	-	50.80 /Ea	51	
	32" Display Cabinet	2.00 Ea	357	-	-	-	-	-	-	-	-	178.81 /Ea	357	
	2' 6" Wall Paneling	10.00 LF	339	-	-	-	-	-	-	-	-	33.87 /LF	339	
	5" Wall Paneling	6.00 LF	286	-	-	-	-	-	-	-	-	47.53 /LF	286	
	5" Glass Decorative Wall Panel	1.00 Ea	214	-	-	-	-	-	-	-	-	214.34 /Ea	214	
	Corner Wall Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.60 /Ea	102	
	42" File Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.59 /Ea	102	
	24" Printer Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.59 /Ea	102	
	Countertop	24.00 LF	813	-	-	-	-	-	-	-	-	33.87 /LF	813	
	18" File Cabinet	5.00 Ea	508	-	-	-	-	-	-	-	-	101.592 /Ea	508	
	25" Refrigerator Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.60 /Ea	102	
	18" Wall Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.60 /Ea	102	
	38" Wall Shelf Cabinet	2.00 Ea	203	-	-	-	-	-	-	-	-	101.59 /Ea	203	
	36" Wall Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.59 /Ea	102	
	18" Coat Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.60 /Ea	102	
	25" Microwave Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.59 /Ea	102	
	2' 6" Wall Paneling	8.00 LF	271	-	-	-	-	-	-	-	-	33.87 /LF	271	

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Others		Total	
			Amount	Amount	Amount	Name	Amount	Amount	Unit Cost	Amount				
6.500	Casework													
---	Pencil Drawer	1.00 Ea	51	-	-	-	-	-	-	-	-	50.79 /Ea	51	
---	1' 6" Wall Paneling	11.00 LF	373	-	-	-	-	-	-	-	-	33.87 /LF	373	
---	18" Wall Cabinet	2.00 Ea	203	-	-	-	-	-	-	-	-	101.68 /Ea	203	
---	36" Wall Cabinet	3.00 Ea	305	-	-	-	-	-	-	-	-	101.60 /Ea	305	
---	25" Wall Cabinet	1.00 Ea	102	-	-	-	-	-	-	-	-	101.59 /Ea	102	
---	Radiator Cover Fronts	2.00 Ea	203	-	-	-	-	-	-	-	-	101.60 /Ea	203	
---	Radiator Cover Tops	2.00 Ea	136	-	-	-	-	-	-	-	-	68.06 /Ea	136	
---	Radiator Cover Front	1.00 Ea	102	-	-	-	-	-	-	-	-	101.80 /Ea	102	
---	Radiator Cover Top	1.00 Ea	68	-	-	-	-	-	-	-	-	68.07 /Ea	68	
---	Transport Casework to Floor	16.00 CH	2,643	-	-	-	-	-	-	-	-	165.18 /CH	2,643	
	Casework		8,700	49,943										58,644
	184.653 Labor hours													
6.600	Rough Hardware													
00	Rough Hardware	1.00 LS	-	651	-	-	-	-	-	-	-	851.24 /LS	851	
	Rough Hardware			651									851	
	WOOD & PLASTICS		19,588	79,596	0			0	0					99,184
	404.97 Labor hours													
9.000	Finishes													
9.200	Lath & Plaster													
---	Patch Walls @ Electrical Work	8.00 CH	344	87	-	-	-	-	-	-	-	53.843 /CH	431	
---	Patch Walls @ Windows	4.00 CH	172	43	-	-	-	-	-	-	-	53.843 /CH	215	
---	Patch Walls @ Girdles	4.00 CH	172	43	-	-	-	-	-	-	-	53.84 /CH	215	
---	Patch Plaster Crown Molding	80.00 LF	344	43	-	-	-	-	-	-	-	4.842 /LF	387	
	Lath & Plaster		1,032	217										1,249
	24.00 Labor hours													
9.300	Flooring													
n	50 Flooring Subcontractor	1.00 LS	-	-	25,489	CurterStone Floor	-	-	-	-	-	25,488.68 /LS	25,489	
	Flooring				25,489								25,489	
9.900	Painting													
n	00 Painting Subcontractor	1.00 LS	-	-	21,611	W. Q. Walters Co.	-	-	-	-	-	21,611.03 /LS	21,611	
	Painting				21,611								21,611	
	Finishes		1,032	217	47,100			0	0					48,349
	24.00 Labor hours													
12.000	FURNISHING													
12.500	Window Treatment													
n	05 Window treatment Sub	1.00 LS	-	-	21,014	Window Fashions	-	-	-	-	-	21,014.17 /LS	21,014	
	Window Treatment				21,014								21,014	

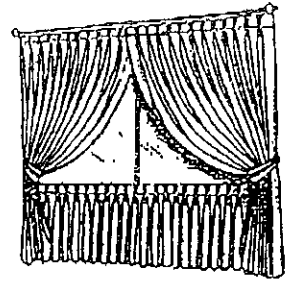
Item	Description	Takeoff Qty	Amount	Amount	Amount	Name	Amount	Amount	Unit Cost	Amount
			Amount	Amount	Amount		Amount	Amount		Amount
	<i>FURNISHING</i>		0	0	21,014		0	0		21,014
15.000	<i>MECHANICAL</i>									
15.400	Plumbing				1,466	Harris Brothers Roof			1,466.46 /LS	1,466
n	01 Plumbing/HVAC Sub Plumbing	1.00 LS	-	-	1,466					1,466
	<i>MECHANICAL</i>		0	0	1,466		0	0		1,466
16.000	<i>ELECTRICAL</i>									
16.400	Electrical				13,378	South Charleston Ele			13,378.26 /LS	13,378
n	00 Electrical Sub Electrical	1.00 LS	-	-	13,378					13,378
	<i>ELECTRICAL</i>		0	0	13,378		0	0		13,378

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Percent of Total
Labor	46,494		957.694 hrs			19.32%
Material	81,588					34.65%
Subcontract	82,959					35.24%
Equipment	1,659		72.000 hrs			0.70%
Other	2,313					0.98%
	214,013	214,013				90.90
Contractor Fee on LMEO	17,357			15.000 %	C	7.39%
Contractor Fee on SUB	4,031			5.000 %	C	1.71%
	21,418	236,431				9.10
Total		236,431				

Window Fashions

516 D. Street
South Charleston, WV 25303
Telephone (304) 744-7097
Facsimile (304) 744-7410
February 16, 2010



Neighborgall Construction Co.
Attn : Dave McCarty
PO Box 281
Huntington, WV 25707-0281
(304) 525-5181

Order Acknowledgement

Office A with two windows

2 pair of custom French pleated, lined & inner-lined draperies made from F. Schumacher and Co. fabric #52713 Sophia Silk Stripe, color Sienna. These draperies will be pleated to 250% fullness using 5 widths of 54" wide fabric per pair. These draperies will be installed on new Kirsch 3000 series cord operated traverse rods.

@ 3,150.00 6,300.00

2 shaped and upholstered cornices as per drawing supplied by Kim Ellis using F. Schumacher fabric #54952 Chinois Fret, color Cinnabar/Gold. There will be a contrasting solid color cornice section to define the shape.

@ 2,060.00 4,120.00

2 - 2" wooden venetian blinds, in the same quality as those previously installed in the Justices' conference room, in stain #167 - Pecan.

@ 646.00 1,292.00

Office B with one window

1 pair of custom French pleated, lined & inner-lined draperies made from Kasmir fabrics #1296/60 stripe #655 - Caramel. These will be pleated to 250% fullness and installed on a new Kirsch 3000 series cord operated traverse rod.

1,340.00

1 upholstered cornice shaped as per drawing supplied by Kim Ellis and covered in Arc-Com fabric Biltmore, color #9 - Ruby #AC68318.

1,820.00


1 - 2" wooden venetian blind, in the same quality as those previously installed in the Justices' conference room, in stain #167 - Pecan.

Total Merchandise & Labor 646.00
\$15,518.00


50--000035

Neighborgall Construction
WV Supreme Court Quotation
Page 2 of 2

Pricing includes all fabrics, linings, hardware, fabrication, and installation labor. Estimated completion is 6 weeks after receipt of order. We will invoice for the fabrics (approximately 40% of the total invoice) as they are received in our shop with payment due within 15 days. The remaining balance of purchase order is due upon satisfactory completion of the installation. Thank you for your consideration. Please issue a written purchase order so that we may proceed with production. Thank you for your prompt attention.



Kim Ellis, Project Manager - Silling & Assoc.



Date

Yours Truly,

Jerry Belcher

Justice Benjamin's windows (2)

Cornice bar
w/ fabric -
design to
resemble
"lotus petals"

Fabric:

Schumacher

Style: Chinois

Frct

5491

Color: Cinnab

Co

Pinch pleat
Drapery pane
(2) each win

Fabric: Schuma

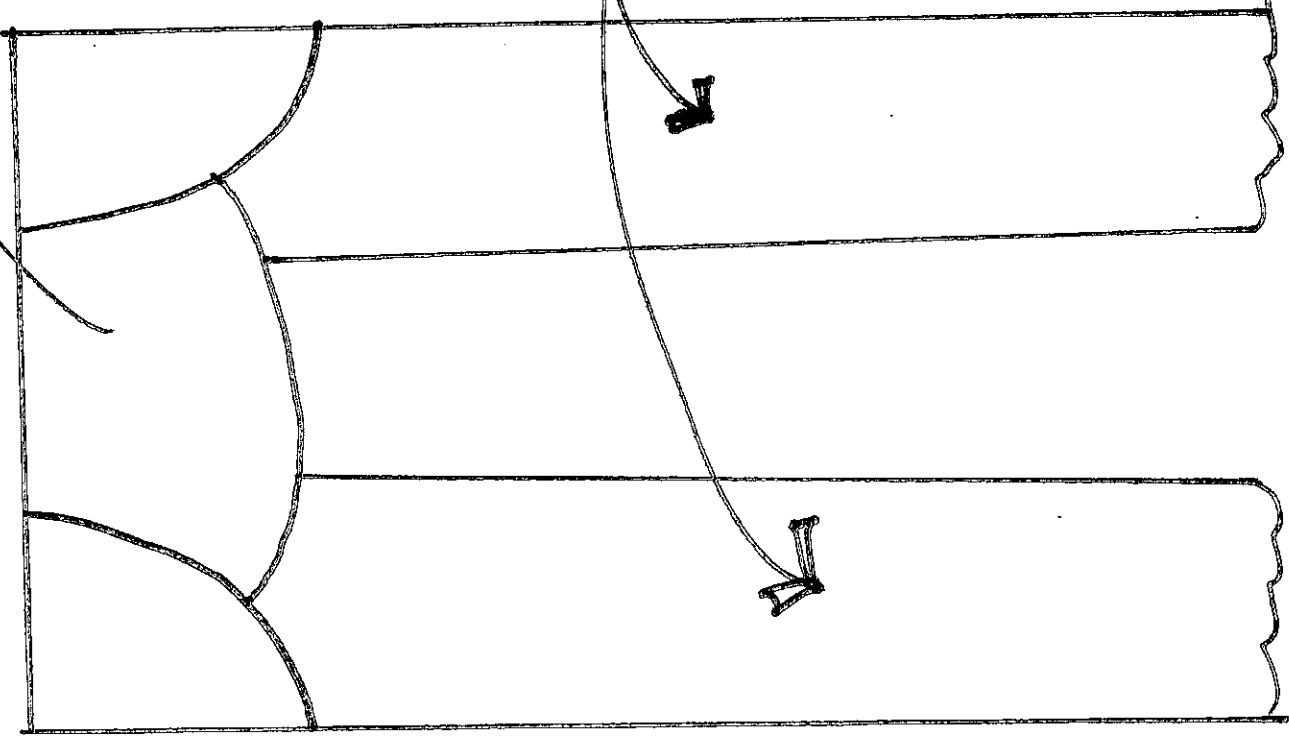
Style: "Sephia S1
stripe"

5271

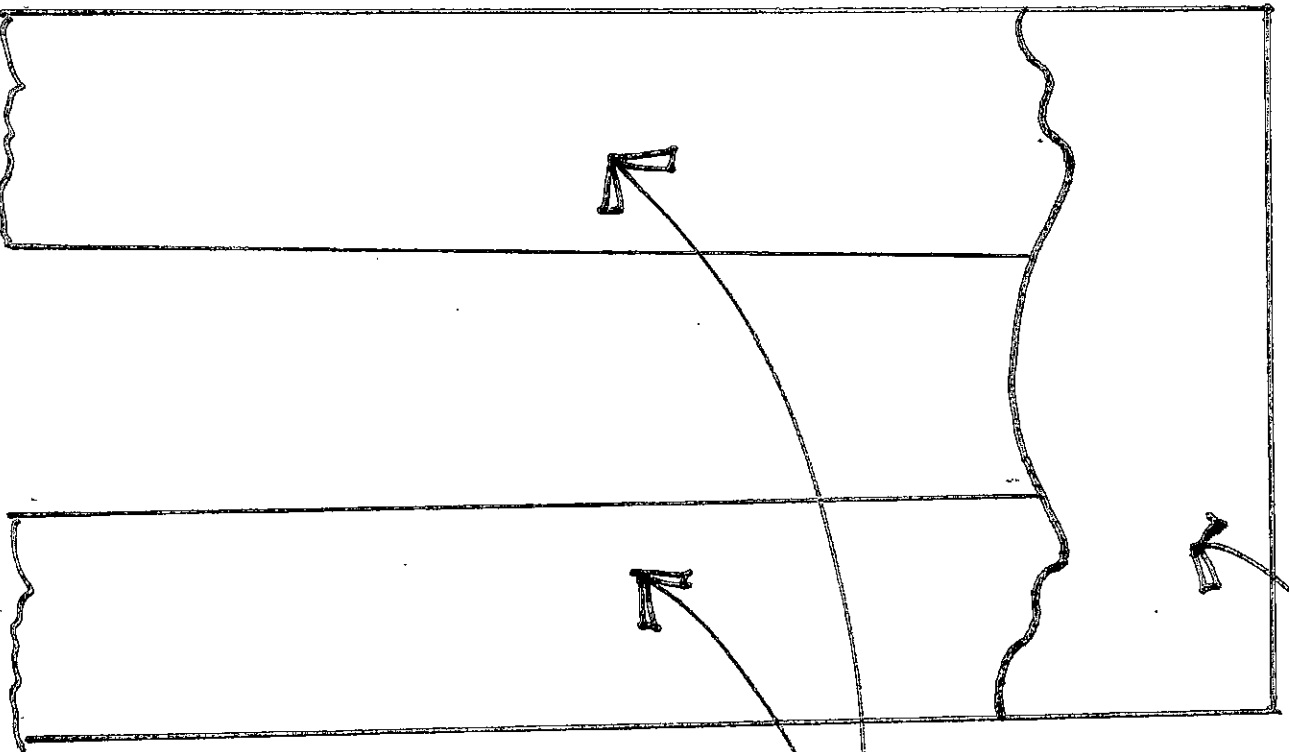
Color: Sienna

* NO sheers

* We want 2"
wood blinds
to match n
wood work
on walls.



Debbie Bogan's Windows



Cornice board
w/ fabric

Fabric: Arc-Con

Style: "Bithmore

AC-6831

Color: Ruby #9

Pinch pleat
drapery
panels

Fabric: Kasmin
Fabric

Style: "Plaid 6

Color: "Beige"

Book # 1296
Swatch # 59

* No sheers

* Price with
We want
2" wood blind
to match in
woodwork in
offices

AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 007 DATE: August 2, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 779,708.91
The Contract Sum prior to this Change Order was	\$ 1,655,864.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 82,384.00
The new Contract Sum including this Change Order will be	\$ 1,738,248.91

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
<u>ADDRESS</u>	<u>ADDRESS</u>	<u>ADDRESS</u>
<u></u> BY (Signature)	<u></u> BY (Signature)	<u></u> BY (Signature)
<u>Edward E. Weber, AIA, LEED AP</u> (Typed name)	<u>David R. McCarty</u> (Typed name)	<u>Steven D. Canterbury</u> (Typed name)
<u>8/2/10</u> DATE	<u>8-4-10</u> DATE	<u>8-6-10</u> DATE

WV SUPREME COURT OF APPEALS
CHANGE ORDER #7

EXHIBIT 'A'

ITEM #1: Renovation of Room E-306
Cost: \$62,467.00

Justice Workman

Justice Benjamin

ITEM #2: Additional electrical outlet in Room E-300
Cost: \$390.00

Justice Benjamin

\$3,223.00

ITEM #3: Painting and patching in Room E-310.
Cost: \$2,715.00

Justice McHugh

ITEM #4: Additional floor outlets in Room E-300
Cost: \$2,045.00

Justice Benjamin

ITEM #5: Additional wood base in Room E-300
Cost: \$788.00

Justice Benjamin

ITEM #6: Install existing carpet in Room E-309
Cost: \$528.00

Security office

ITEM #7: Install security camera monitor bracket
Cost: \$235.00

?

ITEM #8: Furnish and install wood shelves
Cost: \$1,218.00

?

ITEM #9: Construct new closet and paint walls at First Floor Office
Cost: \$5,000.00

Steve Centerbury

ITEM #10: Purchase of plaques
Cost: \$6,998.00

?

Total additional cost of Change Order#7: \$82,384.00.

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 008 DATE: August 2, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

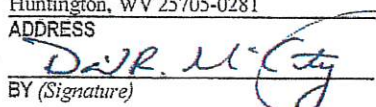
The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	862,092.91
The Contract Sum prior to this Change Order was	\$	1,738,248.91
The Contract Sum will be increased by this Change Order in the amount of	\$	35,629.27
The new Contract Sum including this Change Order will be	\$	1,773,878.18

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Siling Associates, Inc. ARCHITECT (Firm name)	Neighborgall Construction CONTRACTOR (Firm name)	WV Supreme Court of Appeals OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Edward E. Weper, AIA, LEED AP (Typed name)	David R. McCarty (Typed name)	Steven D. Canterbury (Typed name)
8/4/10	8-4-10	8-6-10
DATE	DATE	DATE

WV SUPREME COURT OF APPEALS
CHANGE ORDER #8

EXHIBIT 'A'

ITEM #1: NCC labor (April thru June 2010) Room E-305 *Justice Ketchum*
Cost: \$8,288.68

ITEM #2: NCC miscellaneous materials (April thru June 2010) Room E-305 *Justice Ketchum*
Cost: \$326.96

ITEM #3: Carpet Gallery area rug pad Room E-304 *Justice Workman*
Cost: \$132.50

ITEM #4: Carpet Gallery fabric Room E-304 *Justice Workman*
Cost: \$497.11

ITEM #5: Carpet Gallery fabric Room E-304 *Justice Workman*
Cost: \$4,223.04

ITEM #6: Window Fashions chairs Room E-304 *Justice Workman*
Cost: \$2,630.00

ITEM #7: Window Fashions fabric Room E-³⁰⁰~~304~~ *Justice Benjamin*
Cost: \$740.80

ITEM #8: NCC labor and materials (July 2010) Room E-305 *Justice Ketchum*
Cost: \$13,060.00

Subtotal: \$29,899.09

Insurance, Bonds, Fees, Taxes: \$5,730.17

Total additional cost of Change Order#8: \$35,629.27

	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	Subtotal #2	2% City & B&O taxes	Total
Justice Ketchum	\$ 8,288.68	\$ 57.19	\$ 74.60	\$ 8,420.47	\$ 1,263.07	\$ 9,683.54	\$ 193.67	\$ 9,877.21
Justice Ketchum	\$ 326.96	\$ 2.26	\$ 2.94	\$ 332.16	\$ 49.82	\$ 381.98	\$ 7.64	\$ 389.62
Justice Workman	\$ 132.50	\$ 0.91	\$ 1.19	\$ 134.60	\$ 20.19	\$ 154.79	\$ 3.10	\$ 157.89
Justice Workman	\$ 497.11	\$ 3.43	\$ 4.47	\$ 505.01	\$ 75.75	\$ 580.76	\$ 11.62	\$ 592.38
Justice Workman	\$ 4,223.04	\$ 29.14	\$ 38.01	\$ 4,290.19	\$ 643.53	\$ 4,933.72	\$ 98.67	\$ 5,032.39
Justice Workman	\$ 2,630.00	\$ 18.15	\$ 23.67	\$ 2,671.82	\$ 400.77	\$ 3,072.59	\$ 61.45	\$ 3,134.04
Justice Benjamin	\$ 740.80	\$ 5.11	\$ 6.67	\$ 752.58	\$ 112.89	\$ 865.47	\$ 17.31	\$ 882.78
Justice Ketchum	\$ 13,060.00	\$ 90.11	\$ 117.54	\$ 13,267.65	\$ 1,990.15	\$ 15,257.80	\$ 305.16	\$ 15,562.96
	\$ 29,899.09	\$ 206.30	\$ 269.09	\$ 30,374.48	\$ 4,556.17	\$ 34,930.65	\$ 698.62	\$ 35,629.27

Justice Benjamin \$ 882.78
Justice Ketchum \$ 25,829.79
Justice Workman \$ 8,916.70
\$ 35,629.27

26.69% Surcharge from contractor

Change order # 8

West Virginia Supreme Court of Appeals
Third Floor Justice's Suite

June 30 2010

NCC #08-039

Scope

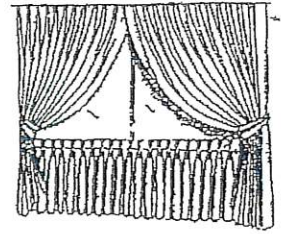
Renovate Justice Ketchum's Chambers (Demo strip wood trim Painting Cabinets Electrical)
Additional Fabric for new furniture
Reupholdtery of 2 wing chairs

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor (April thru June 2010)	158	mhr	52.46	\$ 8,288.68
2	NCC miscellaneous	1	ls	326.96	\$ 326.96
3	Carpet Gallery (area rug pad)	1	ls	132.50	\$ 132.50
4	Carpet Gallery (fabric)	1	ls	497.11	\$ 497.11
5	Carpet Gallery (fabric)	1	ls	4,223.04	\$ 4,223.04
6	Window Fashions (chairs)	1	ls	2,630.00	\$ 2,630.00
7	Window Fashions (fabric)	1	ls	740.80	\$ 740.80
	Sub-total				\$ 16,839.09
	0.69 % Insurances				\$ 116.19
	0.90 % Bond				\$ 151.55
	15.00 % Fee on NCC Work				\$ 2,566.02
	2.00 % City B&O Taxes				\$ 393.46
	Total				\$ 20,066.31

50--000044

Window Fashions

516 D Street
South Charleston, WV 25303
Telephone (304) 744-7097
Facsimile (304) 744-7410
April 22, 2010



Mr Dave McCarty
Neighborgall Construction Co
P O Box 281
Huntington, WV 25707
(304) 525-5181 Ext 246
(304) 525-7795

Benjamin

INV # AC167350-11

INVOICE

8 yards of Arc-Com Fabric #AC67350, color #11 - Amber, to be used for a chair being made at Thomasville Furniture through Wells Furniture Window Fashions delivered fabric to Cathy Nelson at Wells Furniture per enclosed Delivery Receipt

@ 92 60/ yd

\$ 740 80

Thank you,

Jerry Belcher

DATE	4/21/10
PROJECT	WINDOOR 2
NO	08-039
PHONE	24-700
CATEGORY	M E S
GLIANT	5190/74080

ENTERED
APR 28 2010

RECEIVED
APR 23 2010
NEIGHBORGALL
CONSTRUCTION

PAID
MAY 14 2010
CK# 57770

* TAX Incl. in price

AIA[®] Document G701[™] - 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 010 DATE: September 22, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	965,184.18
The Contract Sum prior to this Change Order was	\$	1,841,340.18
The Contract Sum will be increased by this Change Order in the amount of	\$	60,349.62
The new Contract Sum including this Change Order will be	\$	1,901,689.80

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name) 405 Capitol Street, Upper Atrium Charleston, WV 25301 ADDRESS <i>[Signature]</i> BY (Signature) Edward E. Weber, AIA, LEED AP (Typed name) 9.22.10 DATE	<u>Neighborgall Construction</u> CONTRACTOR (Firm name) 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281 ADDRESS <i>[Signature]</i> BY (Signature) David R. McCarty (Typed name) 9.24.10 DATE	<u>WV Supreme Court of Appeals</u> OWNER (Firm name) State Capitol-Building 1, Room E-100 Charleston, WV 25305 ADDRESS <i>[Signature]</i> BY (Signature) Steven D. Canterbury (Typed name) 10-13-10 DATE
---	--	--

WV SUPREME COURT OF APPEALS
CHANGE ORDER #10

EXHIBIT 'A'

Justice Ketchum

ITEM #1: Additional cost for continuing renovation of rooms E-305 and E-307, and an appliance for room E-302

Justice Benjamin

Total additional cost of Change Order#10: \$60,349.62.

See General Contractor's breakdown of costs attached.

**West Virginia Supreme Court of Appeals
Third Floor Justice's Suite**

September 17, 2010

NCC #08-039

Scope:
Renovate Justice Ketchum's Chambers (Demo, strip wood trim, Painting, Cabinets, Electrical)
Appliances for Justice Benjamin's Chambers

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor (July thru Sept 2010)	508	mhr	52.46	\$ 26,649.68
2	NCC misc materials	1	ls	2,590.38	\$ 2,590.38
3	South Charleston Elec (electrical work)	1	ls	22,248.37	\$ 22,248.37
4	Appliances	1	ls	213.01	\$ 213.01
	Sub-total				\$ 51,701.44
	0.69 % Insurances				\$ 356.74
	0.90 % Bond				\$ 465.31
	15.00 % Fee on NCC Work				\$ 4,417.96
	10.00 % Fee on Subcontract Work				\$ 2,224.84
	2.00 % City B&O Taxes				\$ 1,183.33
	Total				\$ 60,349.62

50--000048

ge Order #10

Description	Office	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	10% Fee on subcontractor work	Subtotal #2	2% City & B&O taxes	Total
Demolition, painting, cabinets	Justice Ketchum	\$ 26,649.68	\$ 183.89	\$ 239.84	\$ 27,073.41	\$ 4,023.22		\$ 31,096.63	\$ 621.93	\$ 31,718.56
Misc materials	Justice Ketchum	\$ 2,590.38	\$ 17.87	\$ 23.31	\$ 2,631.56	\$ 394.73		\$ 3,026.29	\$ 60.53	\$ 3,086.82
South Charleston Electrical	Justice Ketchum	\$ 22,248.37	\$ 153.51	\$ 200.24	\$ 22,602.12		\$ 2,203.20	\$ 24,805.32	\$ 496.11	\$ 25,301.43
								\$ -		
Appliance	Justice Benjamin	\$ 213.01	\$ 1.47	\$ 1.92	\$ 216.40		\$ 21.64	\$ 238.04	\$ 4.76	\$ 242.80
		\$ 51,701.44	\$ 356.74	\$ 465.31	\$ 52,523.49	\$ 4,417.96	\$ 2,224.84	\$ 59,166.29	\$ 1,183.33	\$ 60,349.62

Justice Benjamin \$ 242.80
 Justice Ketchum \$ 60,106.82
 \$ 60,349.62

JUSTICE DAVIS

RENOVATION OF ROOMS E-301 & E-303 - JUSTICE DAVIS

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
ACME BRASS	CORRECT FINISH ON STAINLESS STEEL COFFEE TABLE BASE	9986	07/31/13	\$ 655.00
ACME BRASS	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (655.00)
B. STANLEY GILL	ISAMU NOGUCHI 36" DIA TABLE		06/05/14	\$ 1,598.00
CAPITOL BUSINESS INTERIORS	MILO BAUGHMAN SOFA	57844	09/25/13	\$ 6,100.00
CAPITOL BUSINESS INTERIORS	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (6,100.00)
CARPET GALLERY	WALTER KNOLL LEAD CHAIR		08/21/14	\$ 8,098.52
CARPET GALLERY	EDWARD FIELDS 9 X 12 OVAL RUG			\$ 20,529.80
CARPET GALLERY	EDWARD FIELDS 5 X 7 RUG			\$ 7,665.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-01	10/10/13	\$ 7,237.50
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-02	11/09/13	\$ 9,390.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-03	12/15/13	\$ 1,032.31
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-04	04/05/14	\$ 900.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-05	05/04/14	\$ 300.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-015-10	06/01/14	\$ 420.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-07	07/06/14	\$ 1,020.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-08	08/02/14	\$ 480.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-09	09/06/14	\$ 420.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-10	10/04/14	\$ 870.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-11	11/01/14	\$ 480.00
ED WEBER ARCHITECTS	DESIGN SERVICES	13-014-12	12/07/14	\$ 620.00
EXIT ART	LOUIS GHOST CHAIRS - BLUE (2)		08/15/14	\$ 840.00
GEIGER BROTHERS	CONSTRUCTION COSTS		06/14/14	\$ 433,105.00
HIVE MODERN DESIGN	LOUIS GHOST CHAIRS - CLEAR (2)		07/28/14	\$ 928.00
IFN MODERN	PAVILION CHAIR		03/11/15	\$ 899.10
PATTY STEWART CUSTOM FAUX	PAINTING		01/20/15	\$ 1,600.00
PLYCON TRANSPORATION	SHIPPING CHARGE ON LOUNGE CHAIRS PURCHASED AT ART AUCTION		08/27/13	\$ 474.50
PLYCON TRANSPORATION	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (474.50)
RESTORATION HARDWARE	INDUSTRIAL SAWHORSE DESK			\$ 1,596.00
RESTORATION HARDWARE	SHIPPING CHARGE ON INDUSTRIAL SAWHORSE DESK			\$ 249.00
WINDOW FASHIONS	REUPHOLSTER 2 LOUNGE CHAIRS PURCHASED AT ART AUCTION		07/28/14	\$ 2,790.00
WINDOW FASHIONS	REIMBURSED BY JUSTICE DAVIS	CR 1800046583	10/25/17	\$ (2,790.00)
			SUBTOTAL	<u>\$ 500,278.23</u>

51--000002

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

To: Justice Robin Davis
From: Sue Racer-Troy *SR*
Date: October 24, 2017
Subject: Furniture in your office
Cc: Kim Ellis

This memo is to recap our meeting yesterday, where you, Kim Ellis and I reviewed the expenditures related to your office. We discovered that some expenditures were made with state funds without your knowledge or consent. Neither Kim nor I were aware that these were personal items so we had not provided copies of the invoices to you for repayment. The items that we discovered are:

- Milo Baughman Sofa. This was purchased with state funds from Capitol Business Interiors on their invoice 57844 dated 09/25/13. The cost of the sofa was \$6,100.00. In a March 14, 2016 memo from Steve Canterbury, he indicated that the sofa was your personal property. This discrepancy was not known to any of us until yesterday. You indicated that wish to keep the sofa as your personal property, and will reimburse the state for the cost.
- Milo Baughman Armchairs. The chairs were purchased by Steve Canterbury (with personal funds) at auction on or around June 9, 2013. The shipping cost of the chairs was paid with state funds at cost of \$474.50.
- Milo Baughman Armchairs. The chairs were subsequently reupholstered by Window Fashions at a cost of \$2,790.00, also paid with state funds.
- Paul Legeard Coffee Table. Repair work on the finish of the coffee table was performed by Acme Brass Custom Plating, Inc. The cost was \$655.00 and was paid with state funds via Joan Mullins' purchasing card.

The total of the four items above is \$10,019.50. If you wish to reimburse the state for the cost of these items, I will note the reimbursement from you and ensure that these are not recorded as assets that belong to the court.

51--000003

March 14, 2016

Honorable Robin Jean Davis
1900 Kanawha Blvd. East
Bldg. 1, Rm. E-301
Charleston, WV 25305

Dear Justice Davis:

This is to memorialize the decorative items (including furniture) that are your personal property in your Supreme Court office:

- All photographs
- All paintings
- All other artwork
- 1970 coffee table by Paul Legeard in stainless steel and glass
- 1972 pair of armchairs by Milo Baughman for Thayer Coggin in chromed steel and leather upholstery
- 1971 sofa by Milo Baughman for Thayer Coggin in chromed steel and leather upholstery
- 1969 Pair of standing lamps by Vico Magistretti for Artemide in heat-curved opal methacrylate and painted metal
- Faux partner's desk

If I have left out anything, please let me know.

I shall have my Executive Assistant Mary Greene keep this document on file so that there is no confusion if you decide to move any of these items out of the office.

Thank you.

Sincerely,

Steven D. Canterbury
Administrative Director

SDC:jm

51--000004



1315 TRACY AVE
KANSAS CITY, MO 64106

Invoice

Bill To

Ship To

WEST VIRGINIA SUPREME COURT OF APPEALS
BUILDING ONE, ROOM E-100
1900 KANAWHA BLVD. EAST
CHARLESTON, WV 25305

Date	Invoice No.	S.O. No.	P.O. No.	Terms	Ship	Via
7/31/2013	9986	9709	INTERNET	DUE IN AD...	7/18/2013	BEST WAY

Quantity	Description	Price Each	Amount
1	CORRECT FINISH ON STAINLESS STEEL COFFEE TABLE BASE	600.00	600.00
1	ENVIRONMENTAL FEE - 5%	30.00	30.00
1	PACKING CHARGE	25.00	25.00
	Sales Tax	8.35%	0.00

Thank you for your business. **Total** \$655.00

Phone #	Fax #	Web Site	Payments/Credits	\$0.00
816-471-1002	816-471-1008	WWW.ACMEBRASSPLATING.COM	Balance Due	\$655.00

crate size
48" L * 24" W * 19" H *about 70lbs.*

51--000005



OFFICE FURNITURE & SYSTEMS

Justice Davis

1119 JEFFERSON ROAD
SOUTH CHARLESTON, WV 25309
Telephone: 304/746-5200
Facsimile: 304/746-5203

June 5, 2014

Kim Ellis
W. Va. State Supreme Court
Capitol Complex
Charleston, WV 25309

Proposal Number: 06-003-014A (REF: Chambers)

The following amended Knoll Studio proposal is submitted for consideration.

- 1) #311-F2 Isamu Noguchi 36" Dia. Table \$1,598.00
 - White Laminate Top.
 - Natural Birch Edge.
 - Base: Cast Iron, Black Textured Powder-Coat.
 - Column: Steel Wire, Chrome Plated.
 - 6 Week Availability.

Note:

**Proposal is good until July 15, 2014, Knoll Studio Collection will incur 3% increase on that date.*

**Delivery By B. Stanley Gill, Inc. Included.*

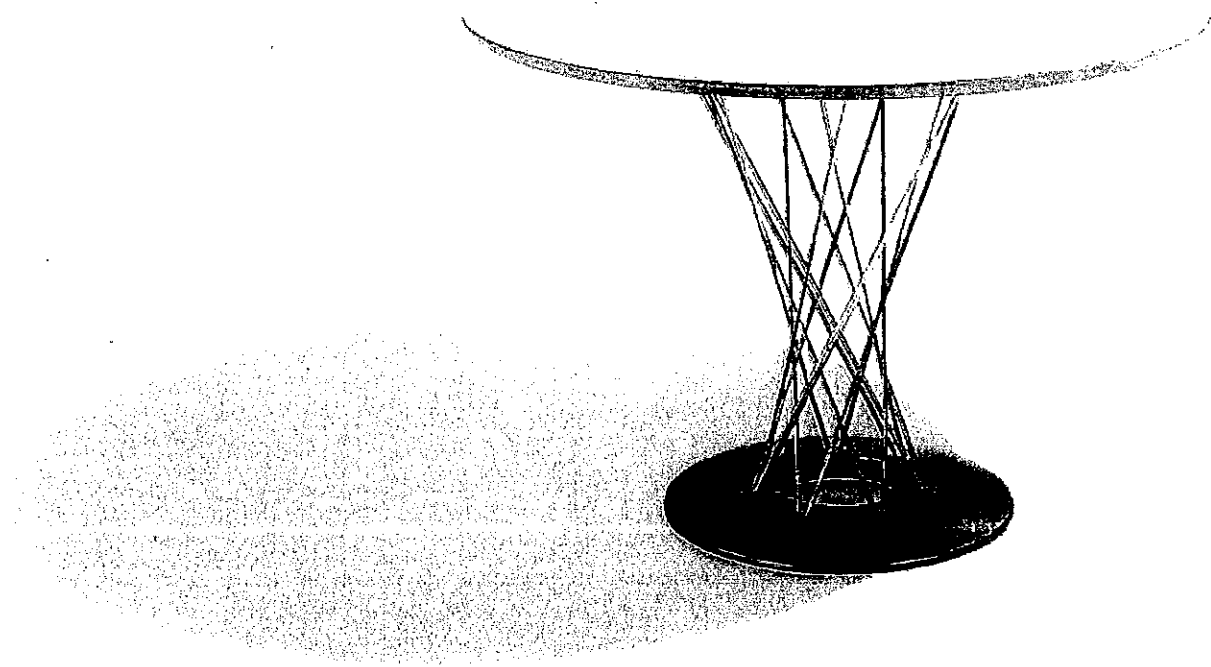
We appreciate the opportunity submit this proposal on top quality Knoll Studio product. Please contact us with any questions.

Sincerely,

Brian Legg
Brian Legg

Approved
6-11-14
P. Fletcher Adams

Cylone Tables
Isamu Noguchi



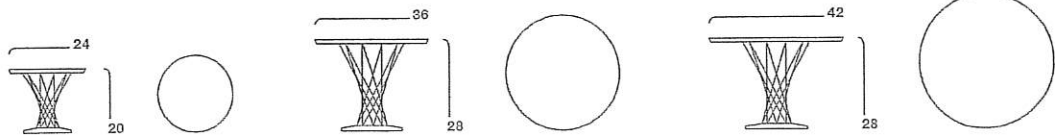
KnollStudio

51--000007



CYCLONE TABLES Conceived in 1953 as a rocking stool made of metal wire and wood, Noguchi's playful object was manufactured the following year in varying sizes, and later evolved into a table that became a companion piece to the Bertola wire children's chair. At the suggestion of Hans Knoll, Noguchi's small table was enlarged to full size in 1957. Reintroduced by Knoll in collaboration with the Noguchi Foundation, the design is now meticulously produced from Noguchi's original drawings. The sculptural base consists of a column of chrome-plated steel wires set into a cast-iron black porcelain-finished foot. The top is available in white or black laminate. Dining and side table heights are offered.

ISAMU NOGUCHI The son of an American writer and a Japanese poet, Isamu Noguchi was born in Los Angeles in 1904. He spent his childhood in Japan and his adolescence in America. Noguchi's fascination with art began while he was a pre-med student at Columbia University. A Guggenheim Fellowship in 1927 took him to Paris, where he worked in Brancusi's atelier. Noguchi's interests were as wide ranging as his travels: He designed visionary sets and costumes for the Martha Graham Dance Company and New York City Ballet, furniture and objects for a variety of manufacturers, the Akari lamps and myriad environments, site installations and large-scale public sculptures of great note. The Noguchi Garden Museum in Long Island City, New York, is a repository of his work.



51--000008



CAPITOL BUSINESS INTERIORS, DIV.
 a Division of Stationers, Inc.
 711 Indiana Avenue
 Charleston, WV 25302-5300

Phone (304) 343-7551
 Fax (304) 346-3350

I N V O I C E	
DATE:	09/25/13
TERMS:	NET 15-PRIVATE
INVOICE #	57844

BILL TO: WV SUPREME COURT OF APPEALS E100 BLDG 1 CAPITOL COMPLEX CHARLESTON, WV 25305	SHIP TO: WV SUPREME COURT OF APPEALS WAREHOUSE 3708 VENEABLE AVE CHARLESTON, WV 25305
PROPOSAL # 77778 PROJECT # 31-310 SALESPERSON: KATHY LEVITAN	
CLIENT: 000250 CLIENT PO # 6863	

#	QTY	PRODUCT #	DESCRIPTION	UNIT	EXTENDED
1	1.00	Milo BaughmRef # LU9821821506	an Sofa	5,400.00	5,400.00
2	1.00	Freight	Shipping and Handling QUOTE # 0716131036	700.00	700.00

original furnished for payment 10-2-13

*Rec'd 10/1/13
 I 014840965*

SUBTOTAL..... 6,100.00
 FINAL TOTAL.. 6,100.00
 PAY THIS AMOUNT..... 6,100.00

I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.
 DATE _____
 SIGNED _____

**CHANGE OF REMITTANCE ADDRESS:
 SEND PAYMENTS TO:**
CAPITOL BUSINESS INTERIORS
 PO BOX 2873
 HUNTINGTON, WV 26729

IMPORTANT: Terms and conditions on the reverse side constitute a part of this document.

51--000009

Admin. Office of Courts

Room E-100, State Capitol
 1900 Kanawha Blvd. East
 Charleston, WV 25305-0832
 Phone: 304-558-0145 Fax: 304-558-1345

PURCHASE ORDER

TO:
 Capitol Business Interiors
 Attn: Kathy Levitan
 711 Indiana Avenue
 Charleston, WV 25302
 Phone: 304-343-7551 Fax: 304-346-3350

P. O. NUMBER 6863
DATE July 29, 2013
REQUISITIONED BY Steve Canterbury, Director
SHIP BY n/a
SHIP VIA n/a
F.O.B. n/a
TERMS 30 days net

SHIP TO:
 West Virginia Supreme Court
 Attn: chambers
 E-100, Bldg. 1, State Capitol
 1900 Kanawha Blvd. East
 Charleston, WV 25305-0832
 Phone: 304-340-3451 Fax: 304-558-1345

Purchase order number must appear on all forms relating to this order.

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	Each	Milo Baughman Sofa, Ref. # LU9821821506.	\$5,400.00	5400.00
			SUBTOTAL	5400.00
			FREIGHT	700.00
			TAX RATE	0.000%
			TAX	0.00
				\$6,100.00
				TOTAL DUE

Fletcher Adkins
 Authorized by

7-29-13
 Date



CAPITOL
BUSINESS
INTERIORS

PROPOSAL

DATE: 07/18/13

TERMS: NET 15

PROPOSAL FOR:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

BILL TO:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

PROPOSAL # 77778 PROJECT # 31-310
CLIENT: 000250

SALESPERSON: KATHY LEVITAN

Delivery: Supreme Court Warehouse

#	QTY	PRODUCT # DESCRIPTION	UNIT	EXTENDED
1	1	Milo Baughman Sofa Ref # LU9821821506		5,400.00 5,400.00
2	1	Freight Shipping and Handling		700.00 700.00
SUBTOTAL				6,100.00
TOTAL				6,100.00

ACCEPTED BY: Fletcher Adkins 7-29-13

SALESPERSON: Kathy Levitan

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551

51--000011

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

TO: Steven D. Canterbury, Administrative Director

FROM: Fletcher Adkins PFA

DATE: July 22, 2013

SUBJECT: Sofa Purchase

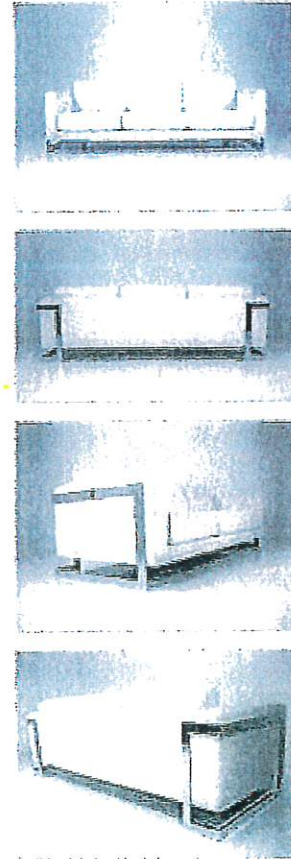
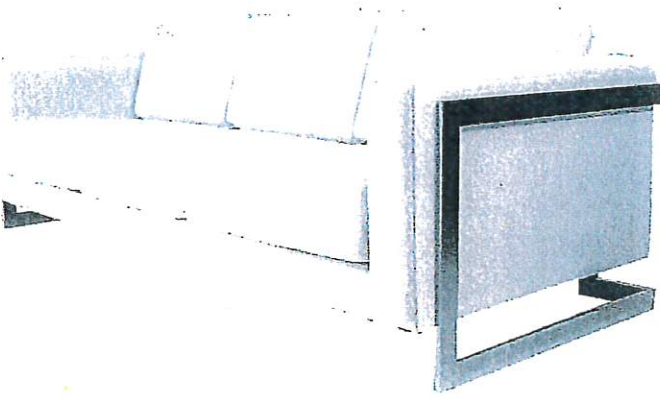
A proposal has been provided by Capitol Business Interiors, to provide a sofa, requested for chambers. The Milo Baughman sofa is a special order item and there is no GSA pricing. The cost for the sofa is \$6,100, including shipping and handling. To complete the furnishing for the ongoing office renovation, I recommend approval.

encl: proposal

P.O. 6863

Approved
F. C. Adams

51--000012



FOREGROUND

Milo Baughman Chrome Frame Sofa
United States, 1970's

A sofa designed by Milo Baughman. Flat bar chromed frame. Newly restored. New cushioning and recovered in a white boucle.

Price
\$5,400

Condition
Excellent

Measurements
height: 28 in.
second height: 15.5 in.
depth: 33 in.
width/length: 7 ft.

Specifications
Number of items: 1
Creator: Milo Baughman

Location
Foreground
4337 S. Perryville Rd. Ste. 109
Cherry Valley, IL, 61016
Phone: 815.742.4648
E-Mail: foreground.decorativearts@gmail.com

Ref. #LU9821821506

208058

3716-B MacCorkle Ave., S.E.
Charleston, WV 25304
Phone: (304) 925-7799
Fax: (304) 926-8122

CARPET gallery

INVOICE

NET 30 DAYS
1.5 % INTEREST
THEREAFTER

SOLD TO: State of WV Supreme Court INSTALL AT:
Attn: Sue Troy Attn: Kim Ellis

TYPE OF PYMT.
CHECK
CASH
CHARGE

ALL SALES
FINAL

(Hm Ph) 304 340-2937 (Bus. Ph) _____ (Location Ph) _____

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799

ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
8/21/2014							

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
<u>Leadchair 2000</u>		<u>\$8,098.52</u>
<u>Executive Chair</u>		
<u>5-Star base with casters</u>		
<u>height adjustable mechanism</u>		
<u>with armrests high back</u>		
<u>Upholstery Palomino</u>		
<u>1315 quartz</u>		
<u>Frame - highly polished</u>		
<u>aluminum</u>		
<u>casters - soft</u>		
<u>Dimensions in CM</u>		
<u>B 78 T 78 H 127-135 ST</u>		
<u>47 AH</u>		

Special Instructions	LABOR	
T/UP <input type="checkbox"/> DISPOSE <input type="checkbox"/> FURNITURE <input type="checkbox"/> EMPTY <input type="checkbox"/> BULLNOSE <input type="checkbox"/> PIE STEPS <input type="checkbox"/> PICKETT <input type="checkbox"/>	AMT OF SALE	
METAL STRIPS <input type="checkbox"/> PIANO <input type="checkbox"/> POOL TABLE <input type="checkbox"/> WOOD FLOOR <input type="checkbox"/> CONCRETE FLOOR <input type="checkbox"/>	SALES TAX	
	TOTAL AMOUNT	
	50% DEPOSIT	
	BALANCE DUE	<u>8,098.52</u>

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY

Susan Johnson

PURCHASER

Approved
[Signature]

DATE 8-27-14

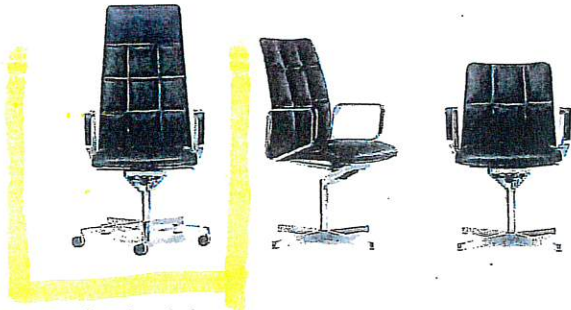
WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

51--000014

WALTER KNOLL

Leadchair. Design: EOOS.



Product description

The new Leadchair makes a clear statement: modern understatement. The swivel chair represents the DNA in design by Walter Knoll: modernity that remains timeless, the constant development of upholstery expertise, the elegant shaping of lines and surface, the transparency of function. Healthy sitting thanks to the synchronised mechanism. The supportive effect of the back can be set individually. Whether as an executive chair, a conference chair or a visitor chair. For that ergonomic comfort of modern leadership culture.

Modell no.

2000/2010/2020

Base/Armrests

Executive chair:

Executive chair with height adjustment mechanism, 5-star swivel base with castors, armrests with leather cushion, three back heights.

Frame and armrests in highly polished aluminium or coated bronze (for a surcharge).
Seat and back with leather upholstery. The armrest cushion matches the seat and back cover.
The leather cushion is replaceable.

Armrest height of executive chair: 68-77 cm. Synchronmechanism for weight adjustment.
Tension can be adjusted with tension dial. Lockable in front position. Seamless height adjustability from seat height 43 to 52 cm with gas cylinder mechanism.

Conference and visitors chairs:

Conference and visitors chairs with rotating column, 4-star base with glides or 5-star base with castors. Available with or without armrests with leather cushion, three back heights.

Frame and armrests in highly polished aluminium or coated bronze (for a surcharge).
Seat and back with leather upholstery. The armrest cushion matches the seat and back cover.
The leather cushion is replaceable. Armrest height of conference and visitors chairs: 70 cm.
Synchronmechanism for weight adjustment. Tension can be adjusted with tension dial.
Lockable in front position.

Chairs with 4-star bases are also available with return mechanism for a surcharge (not possible for chairs with height adjustment. For conference chairs with height adjustment please refer to the executive chair.

Upholstery

Seat and back with shaped foam.
Cover and foam with connecting interliner.

Glides/Castors

Glides: Teflon glides for stone and carpet flooring, felt glides for wooden floors.
Castors: twin-wheeled swivel castors with load-dependent breaking allow optimal rolling drag.

51--000015

3716-B MacCorkle Ave., S.E.
 Charleston, WV 25304
 Phone: (304) 925-7799
 Fax: (304) 926-8122

CARPET gallery

INVOICE
 NET 30 DAYS
 1.5 % INTEREST
 THEREAFTER

SOLD TO: WV Supreme Court of Appeals
16 Sue Troy
Director of Financial Management
State Capitol Bldg. E100 Charleston WV 25305

INSTALL AT: per - Kimberly Ellis

TYPE OF PYMT.
 CHECK
 CASH
 CHARGE

**ALL SALES
 FINAL**

(Hm Ph) _____ (Bus. Ph) _____ (Location Ph) _____
 FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799

ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
9/9/2015							

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
Item "A" Edwards Fields 5x7 Pad		7,590.00 75.00
Item "B" Edwards Fields 9x12 oval Pad		20,379.80 150.00

Deposit
 9/21/2015
 CK# 1001228594
 14,297.40

**CUSTOM ORDER
 FINAL SALE**

LABOR	400.00
AMT OF SALE	
SALES TAX	
TOTAL AMOUNT	28,594.80
50% DEPOSIT	14,297.40
BALANCE DUE	14,297.40

Special Instructions *Custom*

TUP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
 METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
 IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY *Jean Johnson*

PURCHASER *Jean Johnson* DATE 03/18/16
Kimberly Ellis

WHITE COPY: OFFICE YELLOW COPY: CUSTOMER

Sue Troy 3/18/16
51--000016

Ellis, Kimberly

From: Susan <snikbeen@aol.com>
Sent: Thursday, August 13, 2015 4:01 PM
To: Ellis, Kimberly
Subject: Edward Fields Carpet

CARPET GALLERY
3716B MacCorkle Avenue, S.E.
Charleston, WV 25304

INVOICE

STATE OF WV SUPREME COURT

ITEM: Edward Fields Carpet "A"	\$ 7,290.00
Pad	75.00
Labor-John (delivery/spread),	225.00
ITEM: Edwards Fields Carpet "B"	\$20,379.80
Pad	150.00
Labor-John (delivery/spread),	175.00
TOTAL	\$28,294.80

Sent from my iPad

50% up front
Approved
[Signature]
8-17-15

606561

EWA ED WEBER ARCHITECTS

Invoice

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
10/10/2013	13-014-01

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

0180-2014-5403-190-120

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 303 September Design Services Design Development and Construction Drawings			
Principal/Lead Architect	21.5	120.00	2,580.00
Designer	51.75	90.00	4,657.50
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>Oct 16, 2013</u></p> <p>SIGNED <u>P. Fletcher Atkins</u></p>			
Thank You for Your Business EIN 45-5445638	Due Date 10/10/2013	Total	\$7,237.50

EWA ED WEBER ARCHITECTS

6 Arlington Avenue Charleston West Virginia 25302 ed@edweberarchitects.com 304-932-8007

October 10, 2013

Mr P Fletcher Adkins
Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

Re WV Supreme Court of Appeals Office Suite E-301 and 303

Dear Mr Adkins

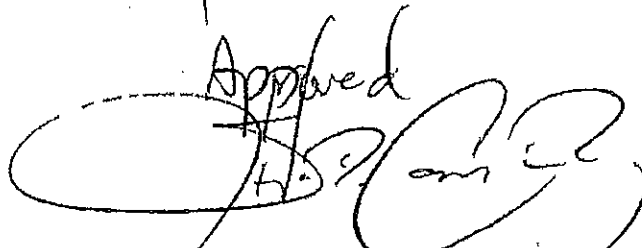
At your request, we are pleased to provide architectural services for the Supreme Court of Appeals renovations to Office Suite E-301 and 303. Our fee for these services will be a function of time spent multiplied by the hourly rates as listed below. We appreciate this opportunity to continue our great working relationship with the Court.

Principal and Lead Architect	\$120 per hour
Project Architect	\$100 per hour
Designer	\$ 90 per hour
CAD Technician	\$ 80 per hour

Sincerely,



Edward E. Weber, AIA, LEED AP

Approved

10-15-13

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvscal/

TO: Steven D. Canterbury, Administrative Director

FROM: Fletcher Adkins *F.A.*

DATE: October 11, 2013

SUBJECT: Architectural Services - Rate Approval

Mr. Edward Weber, AIA, has presented the attached rate schedule for work to be done in chambers. The various rates apply to the different job descriptions involved in the work. Please review the quote and, if acceptable, please provide the approval necessary for invoice processing.

encl quote

cc Kimberly Ellis

51--000020

Vendor 606561

0180-2014-5402-690-122

EWA ED WEBER ARCHITECTS

Invoice

Ed Weber Architects PLLC
6 Arlington Avenue
Charleston WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
11/9/2013	13-014 02

Bill To -

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex Building 1, Room B 100
Charleston WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 303 October Design Services Construction Drawings			
Principal/Lead Architect	34	120.00	4,080.00
Designer	59	90.00	5,310.00
Thank You for Your Business EIN 45 5445638		Total	9,390.00

RECEIVED
WV SUPREME COURT
NOV 14 2013
FINANCIAL
DIVISION

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1 ROOM E 100
1900 KANAWHA BOULEVARD E
CHARLESTON WV 25305 0832
(VOICE) 304/558 0145
(TTY) 304/558 4219
(FAX) 304/558 1212
www.state.wv.us/wvsca/

TO Steven D. Canterbury, Administrative Director
FROM Kimberly Ellis *KME*
DATE November 12, 2013
SUBJECT Office Suite E-301 - Ed Weber Architects - Invoice for Services
Rendered October 2013

Ed Weber has submitted the attached invoice for services rendered in October 2013 for payment. The total for the October Design services is \$9,390.00. Also attached, please find a copy of the previously approved Ed Weber Architects rate schedule for design services. I recommend approval of this invoice as it appears to be consistent with the work he has provided the WVSCA.

encl Ed Weber Invoice, previously approved Ed Weber rate schedule
cc Fletcher Adkins

RECEIVED
WV SUPREME COURT
NOV 12 2013
FINANCIAL
DIVISION

Approved
Steven D. Canterbury
11-12-13

51--000022

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1 ROOM E 100
1900 KANAWHA BOULEVARD E
CHARLESTON WV 26305 0832
(VOICE) 304/558 0145
(TTY) 304/558 4219
(FAX) 304/558 1212
www.state.wv.us/wvsca/

TO Steven D Canterbury, Administrative Director
FROM Fletcher Adkms *F.A.*
DATE October 11, 2013
SUBJECT Architectural Services - Rate Approval

Mr Edward Weber, AIA, has presented the attached rate schedule for work to be done in chambers. The various rates apply to the different job descriptions involved in the work. Please review the quote and, if acceptable, please provide the approval necessary for invoice processing.

encl quote

cc Kimberly Ellis

51--000023



ED WEBER ARCHITECTS

6 Arlington Avenue Charleston West Virginia 25302 ed@edweberarchitects.com 304-932-8007

October 10 2013

Mr P Fletcher Adkins
Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1 Room E-100
Charleston, WV 25305

Re WV Supreme Court of Appeals Office Suite E-301 and 303

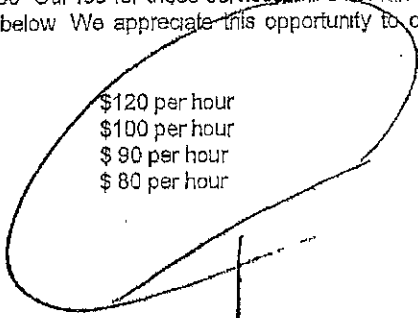
Dear Mr Adkins

At your request we are pleased to provide architectural services for the Supreme Court of Appeals renovations to Office Suite E-301 and 303. Our fee for these services will be a function of time spent multiplied by the hourly rates as listed below. We appreciate this opportunity to continue our great working relationship with the Court.

Principal and Lead Architect	\$120 per hour
Project Architect	\$100 per hour
Designer	\$ 90 per hour
CAD Technician	\$ 80 per hour

Sincerely

Edward E. Weber AIA LEED AP



Approved

10-15-13

606561

Invoice

ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
12/15/2013	13-014-03

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

0180-2013-5402-690-122

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 303. November Design Services: Construction Drawings			
Principal/Lead Architect	2	120.00	240.00
Lighting Designer Consultant (See attached Invoice: Randy Burkett Lighting Design) Provided details and specifications for lighting.	1	792.31	792.31
Total			\$1,032.31

RECEIVED
WV SUPREME COURT
DEC 26 2013
FINANCIAL
DIVISION

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.
DATE Dec. 16, 2013
SIGNED P. J. Fletcher Adkins

Thank You for Your Business.
EIN: 45-5445638



ED WEBER ARCHITECTS

6 Arlington Avenue Charleston West Virginia 25302 ed@edweberarchitects.com 304-932-8007

October 10, 2013

Mr. P. Fletcher Adkins
Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

Re: WV Supreme Court of Appeals Office Suite E-301 and 303

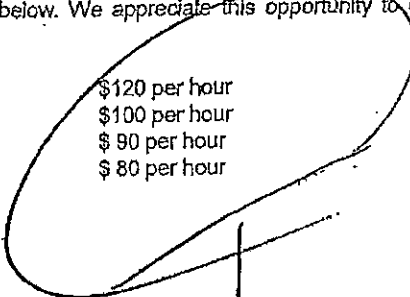
Dear Mr. Adkins:

At your request, we are pleased to provide architectural services for the Supreme Court of Appeals renovations to Office Suite E-301 and 303. Our fee for these services will be a function of time spent multiplied by the hourly rates as listed below. We appreciate this opportunity to continue our great working relationship with the Court.

Principal and Lead Architect	\$120 per hour
Project Architect	\$100 per hour
Designer	\$ 90 per hour
CAD Technician	\$ 80 per hour

Sincerely,

Edward E. Weber, A.I.A., LEED AP



Approved

10.15.13

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

TO: Steven D. Canterbury, Administrative Director
FROM: Fletcher Adkins *PFA*
DATE: October 11, 2013
SUBJECT: Architectural Services - Rate Approval

Mr. Edward Weber, AIA, has presented the attached rate schedule for work to be done in chambers. The various rates apply to the different job descriptions involved in the work. Please review the quote and, if acceptable, please provide the approval necessary for invoice processing.

encl: quote

cc: Kimberly Ellis

51--000027



0180-2014-5402-690-122

Invoice

Ed Weber Architects, PLLC
 6 Arlington Avenue
 Charleston, WV 25302
 ed@edweberarchitects.com
 www.edweberarchitects.com

Date	Invoice #
4/5/2014	13-014-04

Bill To

Supreme Court of Appeals
 Director of Support Services
 Administrative Services Division
 Capitol Complex, Building 1, Room E-100
 Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 January through March 2014 Design Services Principal/Lead Architect	7.5	120.00	900.00
<p>RECEIVED WV SUPREME COURT MAY 05 2014 FINANCIAL DIVISION</p>			
<p>THIS DOCUMENT IS THE PROPERTY OF ED WEBER ARCHITECTS, PLLC. IT WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE 05/05/2014 BY Kim [Signature]</p>			
Thank You for Your Business. EIN: 45-5445638		Total	\$900.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

05/07/14
13:08:18

BASKET ESSENTIAL

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 3 15658725
WVFIMS DOCUMENT ID: I 15658725

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 05/07/14
DOCUMENT AMOUNT: 900.00
VENDOR INVOICE NUMBER: 1301404
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 05/07/14
SPECIAL HANDLING: N
VENDOR NUMBER: 606561
VENDOR NAME: ED WEBER ARCHITECTS PLLC

VENDOR ADDRESS: 6 ARLINGTON AVE

CHARLESTON WV 25302-

CONTACT PERSON/PHONE: CONNIE TONEY 304-558-0145 EXT:
CASH ADVANCE: N BEGIN TRAVEL: / / END TRAVEL: / /

COMMENTS: RENOVATIONS TO OFFICE SUITE 301 AND 302
JAN THROUGH MARCH 2014 DESIGN SERVICES

ELECTRONICALLY AUTHORIZED BY: CONNIE TONEY ADMINISTRATIVE ASSISTANT

DATE: 2014-05-07

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2014	2400	690	122		900.00
TOTAL INVOICE AMOUNT						900.00

51--000029

606561

0180-2014-5402-690-122



ED WEBER ARCHITECTS

Invoice

Ed Weber Architects, PLLC
 6 Arlington Avenue
 Charleston, WV 25302
 ed@edweberarchitects.com
 www.edweberarchitects.com

Date	Invoice #
5/4/2014	13-014-05

Bill To

Supreme Court of Appeals
 Director of Support Services
 Administrative Services Division
 Capitol Complex, Building 1, Room E-100
 Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 April 2014 Design Services			
Principal/Lead Architect	2.5	120.00	300.00
Aging: Invoice 13-014-04 (\$900.00)			
RECEIVED WV SUPREME COURT MAY 05 2014 FINANCIAL DIVISION			
WAS RECEIVED AT THE COURT AND CONFORMED TO SPECIFICATIONS. DATE 05/05/2014 SIGNED <i>[Signature]</i>			
Thank You for Your Business. EIN: 45-5445638	Total		\$300.00



606561

ED WEBER ARCHITECTS

Invoice

Ed Weber Architects, PLLC
 6 Arlington Avenue
 Charleston, WV 25302
 ed@edweberarchitects.com
 www.edweberarchitects.com

Date	Invoice #
6/1/2014	13-015-10

Bill To

Supreme Court of Appeals
 Director of Support Services
 Administrative Services Division
 Capitol Complex, Building 1, Room E-100
 Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 May 2014 Design Services Principal/Lead Architect 690 5402/122	3.5	120.00	420.00
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>June 2, 2014</u> SIGNED <u>P. Fletcher</u>			
Thank You for Your Business. EIN: 45-5445638	Total		\$420.00

189357



ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
7/6/2014	13-014-07

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 June 2014 Design Services			
Principal/Lead Architect:	6	120.00	720.00
Consulting Support by Lighting Designer: Randy Burkett Lighting Design, Inc	1.5	200.00	300.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE July 8, 2014
P. J. Fletcher

RECEIVED
WV SUPREME COURT
JUL 08 2014
ADMINISTRATIVE
OFFICE

Thank You for Your Business.
EIN: 45-5445638

Total \$1,020.00

189357



ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
8/2/2014	13-014-08

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building I, Room E-100
Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 July 2014 Design Services			
Construction Administration: site visits, product review Principal Architect	4	120.00	480.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 08/13/2014

Thank You for Your Business.
EIN: 45-5445638

Total

\$480.00

51--000033

189357



ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date: 9/6/2014
Invoice #: 13-014-09

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 August 2014 Design Services			
Construction Administration: site visits, shop drawings, product review, Principal Architect	3.5	120.00	420.00

COMMERCIAL DISCOUNTS
 DATE 09/08/2014
 [Signature]

RECEIVED
 WV SUPREME COURT
 SEP 08 2014
 ADMINISTRATIVE
 OFFICE

Thank You for Your Business.
EIN: 45-5445638

Total \$420.00

51--000034

189537



ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date: 10/4/2014
Invoice #: 13-014-10

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to office Suite 301 and 302 September 2014 Design Services	7.25	120.00	870.00
Construction Administration: site visits, product review, pay request review. Principal Architect			

RECEIVED
WV SUPREME COURT
DEC 08 2014
ADMINISTRATIVE
OFFICE

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMS TO THE SPECIFICATIONS.

DATE 10/14/2014

SIGNED *Kimberly M. Ellis*

Thank You for Your Business.
EIN: 45-5445638

Total

\$870.00

3207/3482

189537

EWA ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date: 11/1/2014
Invoice #: 13-014-11

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 October 2014 Design Services			
Principal Architect	4	120.00	480.00
Aging Invoice 13-014-10 Due: \$870.00			
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>11/05/2014</u></p> <p>SIGNED <u>[Signature]</u></p>			
Total			\$480.00

RECEIVED
WV SUPREME COURT
DEC 08 2014
ADMINISTRATIVE
OFFICE

Thank You for Your Business.
BIN: 45-5445638

3207/3482



189537
ED WEBER ARCHITECTS

INVOICE

Ed Weber Architects, PLLC
 6 Arlington Avenue
 Charleston, WV 25302
 ed@edweberarchitects.com
 www.edweberarchitects.com

Date	Invoice #
12/7/2014	13-014-12

Bill To

Supreme Court of Appeals
 Director of Support Services
 Administrative Services Division
 Capitol Complex, Building 1, Room E-100
 Charleston, WV 25305

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Office Suite 301 and 302 November 2014 Design Services			
Principal Architect	1	120.00	120.00
Consulting Support by Lighting Designer: Randy Burkett Lighting Design, Inc (6/11 through 6/14/2014)	2.5	200.00	500.00
Aging Invoice: 13-014-10 Due: \$870.00			
Aging Invoice: 13-014-11 Due: \$480.00			
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CORRECTLY DESCRIBED IN THE INVOICE. DATE: <u>12/08/2014</u> SIGNED: <u>[Signature]</u>			RECEIVED WV SUPREME COURT DEC 08 2014 ADMINISTRATIVE OFFICE
Thank You for Your Business. EIN: 45-5445638	Total		\$620.00

3207/3482

Paid Procurement Card Transaction

Paid Procurement Card Transaction

[Menu](#)

Total Number of Transactions: 345
 Total Transaction Amount: \$96,422.17

Master Account	PCard ID	4-Digit Card #	Reconciliation Status	Vendor Name	Amount	Document Reference
4807150000176263	7692	*****3371	Reconciled	MOUNTAINEER GLASS INC	\$218.22	PRCC 2400 PC15002364
4807150000176263	7692	*****3371	Reconciled	IDVILLE	\$222.03	PRCC 2400 PC15002364
4807150000176263	7692	*****3371	Reconciled	RBT INDUSTRIES. LLC	\$54.75	PRCC 2400 PC15008213
4807150000176263	7692	*****3371	Reconciled	HIVE MODERN DESIGN	\$928.00	PRCC 2400 PC15008213
4807150000176263	7692	*****3371	Reconciled	CAPITAL BUSINESS INTERIOR	\$193.00	PRCC 2400 PC15008213
4807150000176263	7692	*****3371	Reconciled	LOWES #00454	\$18.47	PRCC 2400 PC15008213
4807150000176263	7692	*****3371	Reconciled	LOWES #00588	\$350.00	PRCC 2400 PC15012694
4807150000176263	7692	*****3371	Reconciled	CAPITAL BUSINESS INTERIOR	\$441.67	PRCC 2400 PC15012694
4807150000176263	7692	*****3371	Reconciled	EXIT ART	\$840.00	PRCC 2400 PC15012694
4807150000176263	7692	*****3371	Reconciled	OFFICE DESIGNS	\$20.59	PRCC 2400 PC15012694

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[Last](#)
[My Transactions](#)
[Coordinator Transactions](#)
[Attachments](#)
[Related Attachments](#)

Details

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[Undo](#)
[Search](#)

General Information

Administrator ID : 40545	PR Doc Code : PRCC
Reconciliation Status : <input type="text" value="Reconciled"/>	PR Doc Dept : 2400
Dispute Reason Code :	PR Doc Unit : 2400
Dispute Reason Description :	PR Doc ID : PC15012694
Dispute Comments :	Vend Line : 3
	Amount : \$840.00
PCard ID : 7692	Date of Record : 09/19/2014
4-Digit Card # : *****3371	Billing Cycle Start Date : 08/02/2014
Last Action Date : 09/19/2014	Billing Cycle End Date : 09/03/2014
Master Account : 4807150000176263	Schedule Payment Date : 09/22/2014
Cardholder ID : elliski1	Receipt Date : 08/15/2014
Cardholder Name : Kimberly Ellis	Bank Posting Date : 08/18/2014
Vendor : MV0000024	Transaction Date : 08/15/2014
Vendor Name : EXIT ART	MCC Code : 5631
Merchant ID : 329308619991	MCC Code Description : Women's Accessory and
Merchant Name : EXIT ART	Receiver :
	Receiver Name :
	Transaction ID Number : 94528
	Transaction Type :
	Transaction Reference Number : 24493984227206231700
	Traveler ID : <input type="text"/>

*Louis Ghost Chairs (2)
Blue*

Hierarchy Levels

Invoice #

TO (OWNER): WV SUPREME COURT
CAPITOL COMPLEX
BUILDING ONE, ROOM E-100
CHARLESTON, WV 25305

PROJECT: WV SUPREME COURT E301 & E302
CAPITOL COMPLEX
THIRD FLOOR, E301 & E302
CHARLESTON, WV 25305

APPLICATION NO: 5
PERIOD TO: 4/30/2015

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Geiger Brothers Inc
317 Ralph Street
Jackson, OH 45640

Vendor

VIA (ARCHITECT): ED WEBER ARCHITECTS
6 ARLINGTON AVE
CHARLESTON, WV 25302

ARCHITECT'S
PROJECT NO:

CONTRACT FOR: E301 & E302 RENOVATIONS

CONTRACT DATE: 6/16/2014

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM\$ 433,105.00
2. Net Change by Change Orders\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....\$ 433,105.00
4. TOTAL COMPLETED AND STORED TO DATE\$ 433,105.00

5. RETAINAGE:
a. 0.00 % of Completed Work\$ 0.00
b. 0.00 % of Stored Material\$ 0.00
Total retainage (Line 5a + 5b)\$ 0.00

6. TOTAL EARNED LESS RETAINAGE\$ 433,105.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate)\$ 422,223.00

8. CURRENT PAYMENT DUE\$ 10,882.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE\$ 0.00
(Line 3 less Line 6)

Approved [Signature] 2-17-16

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Geiger Brothers Inc
317 Ralph Street Jackson, OH 45640

By: David R. McCarty Date: 4/29/2015
DAVID R. MCCARTY / PROJECT MANAGER

State of: OH

County of: JACKSON

Subscribed and Sworn to before me this 29 Day of April 20 15

Notary Public: [Signature]

My Commission Expires: 8-20-17

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 10,882.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and changed to conform to the amount certified.)

ARCHITECT: Edmund G. Weber Date: 2/10/2016
By:

Approved [Signature] 2-17-16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): WV SUPREME COURT
 CAPITOL COMPLEX
 BUILDING ONE, ROOM E-100
 CHARLESTON, WV 25305

PROJECT: WV SUPREME COURT E301 & E302
 CAPITOL COMPLEX
 THIRD FLOOR, E301 & E302
 CHARLESTON, WV 25305

APPLICATION NO: 5
PERIOD TO: 4/30/2015

DISTRIBUTION TO:
 _ OWNER
 _ ARCHITECT
 _ CONTRACTOR

FROM (CONTRACTOR): Geiger Brothers Inc
 317 Ralph Street
 Jackson, OH 45640

VIA (ARCHITECT): ED WEBER ARCHITECTS
 6 ARLINGTON AVE
 CHARLESTON, WV 25302

ARCHITECT'S PROJECT NO:

CONTRACT FOR: E301 & E302 RENOVATIONS

CONTRACT DATE: 6/16/2014

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
GENERAL CONDITIONS									
100.1	SUPERVISION	45,240.00	45,240.00	0.00	0.00	45,240.00	100.00	0.00	0.00
100.2	GENERAL REQUIREMENTS	27,500.00	27,500.00	0.00	0.00	27,500.00	100.00	0.00	0.00
DEMOLITION									
200.1	SELECT DEMOLITION	24,250.00	24,250.00	0.00	0.00	24,250.00	100.00	0.00	0.00
MASONRY & STONE									
400.1	MARBLE WORK	24,500.00	24,500.00	0.00	0.00	24,500.00	100.00	0.00	0.00
METALS									
500.1	MISC METAL - SITE LABOR	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00	0.00	0.00
500.2	STAINLESS STEEL @ CABINETS	28,900.00	28,900.00	0.00	0.00	28,900.00	100.00	0.00	0.00
500.3	STAINLESS STEEL @ SHELVES	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	0.00
CARPENTRY									
600.1	CABINETS - MATERIAL	45,600.00	45,600.00	0.00	0.00	45,600.00	100.00	0.00	0.00
600.2	CABINETS - LABOR	18,500.00	18,500.00	0.00	0.00	18,500.00	100.00	0.00	0.00
GLASS & GLAZING									
800.1	GLASS COUNTERTOPS	56,500.00	56,500.00	0.00	0.00	56,500.00	100.00	0.00	0.00
800.2	GLASS DOOR & FLOOR	9,750.00	9,750.00	0.00	0.00	9,750.00	100.00	0.00	0.00
FINISHES									
900.1	PLASTER PATCHING	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	0.00
900.2	FRAMING & DRYWAL	10,330.00	10,330.00	0.00	0.00	10,330.00	100.00	0.00	0.00
900.3	WOOD FLOORING & TILE	22,160.00	22,160.00	0.00	0.00	22,160.00	100.00	0.00	0.00

AIA Type Document
Application and Certification for Payment

TO (OWNER): WV SUPREME COURT
CAPITOL COMPLEX
BUILDING ONE, ROOM E-100.
CHARLESTON, WV 25305

PROJECT: WV SUPREME COURT E301 & E302
CAPITOL COMPLEX
THIRD FLOOR, E301 & E302
CHARLESTON, WV 25305

APPLICATION NO: 5
PERIOD TO: 4/30/2015

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Geiger Brothers Inc
317 Ralph Street
Jackson, OH 45640

VIA (ARCHITECT): ED WEBER ARCHITECTS
6 ARLINGTON AVE
CHARLESTON, WV 25302

ARCHITECT'S
PROJECT NO:

CONTRACT FOR: E301 & E302 RENOVATIONS

CONTRACT DATE: 6/16/2014

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
900.4	PAINTING	8,955.00	8,955.00	0.00	0.00	8,955.00	100.00	0.00	0.00
ELECTRICAL									
1600.1	ELECTRICAL - LABOR	41,410.00	41,410.00	0.00	0.00	41,410.00	100.00	0.00	0.00
1600.2	ELECTRICAL - LIGHTS	30,510.00	30,510.00	0.00	0.00	30,510.00	100.00	0.00	0.00
REPORT TOTALS		\$433,105.00	\$433,105.00	\$0.00	\$0.00	\$433,105.00	100.00	\$0.00	\$0.00



ED WEBER ARCHITECTS

6 Arlington Avenue Charleston West Virginia 25302 ed@edweberarchitects.com 304-932-8007

February 10, 2016

Mr. P. Fletcher Adkins
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

Re: WV Supreme Court of Appeals Office Suite E-301 and 302

Dear Mr. Adkins:

Enclosed for your review from Geiger Brother's Inc. is Pay Application #5 for the WV Supreme Court of Appeals Third Floor Renovations of Office E-301 and 302 in the amount of **\$10,882.00**. This is the final payment for the project.

I have reviewed the application and recommend Geiger Brothers Inc. be paid the amount certified.

Sincerely,

51--000042

Ellis, Kimberly

From: Sales <sales@ifnmodern.com>
Sent: Tuesday, March 10, 2015 3:30 PM
To: Ellis, Kimberly
Subject: IFN Modern: New Order # 100002292

I.F.N.
modern



Call Us Toll Free:
(877) 385 5025
8am-6pm (M-F) & 8am to 3pm (\$\$\$)

Hello, Kimberly Ellis

Thank you for your order from IFN Modern. If you have ordered software, login to your account and click on "Software Downloads." From there you can create an installation, add software to that installation, and download your software packages.

If you have ordered installation services, then you will receive an e-mail in the next few minutes that will ask you for the information we need to proceed with the installation.

If you have any questions about your order please contact us at support@ifnmodern.com.

Your order confirmation is below. Thank you again for your business.

Your Order #100002292 (placed on March 10, 2015 12:29:58 PM PDT)

Billing Information:

Kimberly Ellis
West Virginia Supreme Court of Appeals
1900 Kanawha Boulevard East
Room E-100
Charleston, West Virginia, 25305
United States
T: 3045580145

Payment Method:

Credit Card

Credit Card Type:

Visa

Credit Card Number:

xxxx-3371

Name on the Card:

Kimberly M Ellis

Shipping Information:

Shipping Method:

Are you an Interior Designer or Architect?

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GREAT DEALS

Did you know?

We offer FREE SHIPPING on all our products

*offer applies to USA & Canada only



MY ORDERS

LAST ORDERED ITEMS

Pavilion Chair

Your order has been received. Yay!

Thank you for your purchase!

Your order # is: 100002292.

You will receive an order confirmation email with details of your order and a link to track its progress.

[Click here to print a copy of your order confirmation.](#)

Items Ordered

PRODUCT NAME

Pavillon Chair

Color

White - 100% Aniline Leather (Aniline Leather)

SKU	PRICE	QTY	SUBTOTAL
KT303	\$999.00	Ordered: 1	\$999.00
-1-AL-			
WH			
Subtotal			\$999.00
Shipping & Handling			\$0.00
Discount (MIES 10%)			-\$99.90
Grand Total!			\$899.10

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[Free Shipping](#)

[Designer Program](#)

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[Google Site:Stats](#)
[learn more](#)

West Virginia Supreme Court of Appeals
1900 Kanawha Boulevard East
Room E-100
Charleston, West Virginia, 25305
United States
T: 3045580145

Item	SKU	Qty	Subtotal
Pavilion Chair	KT303-1-AL-WH	1	\$999.00
<i>Color</i>			
White - 100% Aniline Leather (Aniline Leather)			
		Subtotal	\$999.00
		Shipping & Handling	\$0.00
		Discount (MIES 10%)	-\$99.90
		Grand Total	\$899.10

Thank you, IFN Modern

Paid Procurement Card Transaction

Paid Procurement Card Transaction

[Menu](#)

Total Number of Transactions: 1
 Total Transaction Amount: \$899.10

Master Account	PCard ID	4-Digit Card #	Reconciliation Status	Vendor Name	Amount	Document Reference	Vend Line No
4807150000176263	7692	*****3371	Reconciled	IFN MODERN	\$899.10	PRCC 2400 PC15056574	7

First Prev Next Last [My Transactions](#) [Coordinator Transactions](#) [Attachments](#) [Related Attachments](#)

Details

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General Information

Administrator ID : 40545	PR Doc Code : PRCC
Reconciliation Status : <input type="text" value="Reconciled"/>	PR Doc Dept : 2400
Dispute Reason Code :	PR Doc Unit : 2400
Dispute Reason Description :	PR Doc ID : PC15056574
Dispute Comments :	Vend Line : 7
	Amount : \$899.10
PCard ID : 7692	Date of Record : 04/17/2015
4-Digit Card # : *****3371	Billing Cycle Start Date : 03/04/2015
Last Action Date : 04/17/2015	Billing Cycle End Date : 04/03/2015
Master Account : 4807150000176263	Schedule Payment Date : 04/21/2015
Cardholder ID : elliski1	Receipt Date : 03/11/2015
Cardholder Name : Kimberly Ellis	Bank Posting Date : 03/13/2015
Vendor : MV0000024	Transaction Date : 03/11/2015
Vendor Name : IFN MODERN	MCC Code : 5712
Merchant ID : 176131081862519	MCC Code Description : Furniture, Home Furnishi
Merchant Name :	Receiver :
	Receiver Name :
	Transaction ID Number : 469813
	Transaction Type :
	Transaction Reference Number : 74897295071510699316
	Traveler ID : <input type="text"/>

Hierarchy Levels

[Top](#)

Accounting Lines

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
1	1	\$899.10	0180	13000	3252

First Prev Next Last

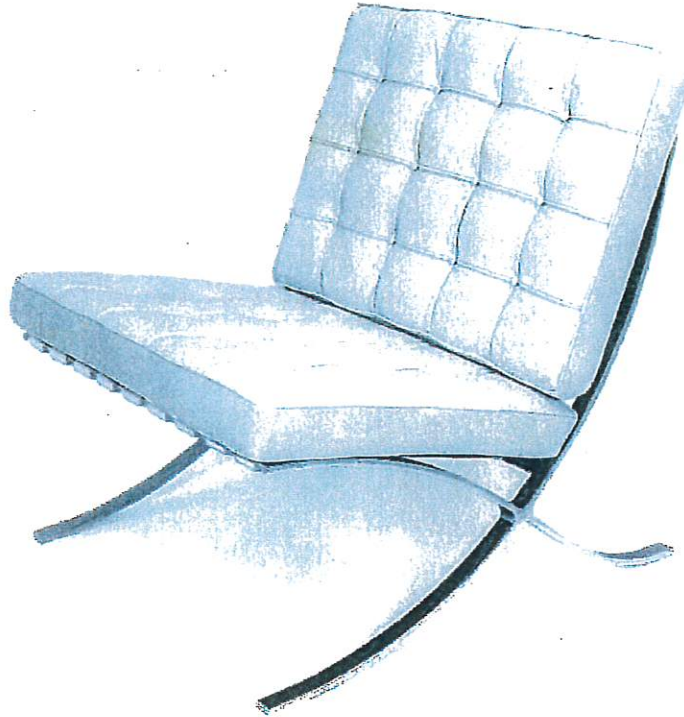


General Information

51--000046

Barcelona Chair Reproduction

Krp h -kws-22z z z HqOp rghuqfrp 2, Sdykrq Fkdldqldh Z kkh Ohdwchu



Pavilion
Chair-
Aniline
White
Leather

~~\$1,195.00~~
22% OFF

\$936.50

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MODERN.COM//NOHASSL](http://www.modern.com/NOHASSL))

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6883

if you have
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[REVIEWS\(3\)](#)

about our pavilion chair-aniline white leather

51--000047 07/2017

184920

DBA Landmass LLC

Patty Stewart Custom Faux

111 Beechwood Estates, Scott Depot, WV 25560

Patty Stewart 304.610.5493

Ed Scarberry 304.633.3944

Painting Invoice

Date: 1/20/15

Submitted to: Kim Ellis

Job Location: WV State Capitol, WV Supreme Court of Appeals, marble project in Jennifer's office

Specifications: Eight 10' sections of trim were painted in a marble finish to match the baseboard in Jennifer's office.

Total due upon receipt

\$ 1,600.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE Jan. 31, 2015

SIGNED P. Fletcher Alkins

Ellis, Kimberly

From: Martine Webber <martine@ragoarts.com>
Sent: Wednesday, July 24, 2013 5:11 PM
To: Canterbury, Steve
Subject: David Rago Auction / June 9, 2013 Modern Auction / Lot 921 / Shipping quote
Attachments: 0921.jpg

Dear Mr. Canterbury,

I have obtained the following quote from PLYcon for the delivery to the West Virginia Supreme Court in Charleston, WV of the pair of lounge chairs you purchased at the June 9, 2013 Modern Auction:

350.00 ship
37.50 insurance
87.00 fuel

474.50 ref#4409m

Please let me know if this quote meets your approval and I will let the shipper know.
I look forward to hearing from you.

Sincerely,

Martine Webber

Client Services
Rago Art and Auction
333 North Main St.
Lambertville, NJ 08530
Tel: 609-397-9374 ext.122
Fax: 609-397-9377
www.ragoarts.com

Plycon will call to
call to get payment

John - p-card

visa

5813

exp.
code

Plycon # (631) 269-7000
Cathy ext. 132
(billing)

John ext. 107
(delivery/shipping)

Plycon picked up 08/09

708-339-8805
Mike

Delivered to Venet
warehouse
on 08/29/13
LME

51--000049

PLYCON VAN LINE INC.
80 INDIAN HEAD RD.
INGS PARK, NY 11754
631-269-7000

AL ID.: 75459429
MERCHANT #: 396300028477

VISA
*****5013 EXP: **/ ** KEVED CHIP
MAIL ORDER SALE
BATCH: 000230 INU: 000028
Au9 27, 13 15:02
RRH: 323919001445 AUTH: 072228
AUG: A
V-CODE: M
TRAN SEQ #: 012554



www.plyconvanlines.com

P.O. NUMBER: 40230996
TRANSACTION ID: 083239685598217

ADDRESS MATCH

CREDIT CARD FORM

TOTAL **\$474.50**

MASTERCARD

AMEX

DISCOVER

MERCHANT COPY

1 1 _____ 5813 _____

SECURITY CODE: _____

CARD HOLDERS NAME: JOAN MULLIN'S

EXPIRATION DATE: 07/16 CARD HOLDERS ZIP CODE: 25305

INVOICE #: 40230996 BILLING CODE: 01NET90 WESAD

ADDRESS: 1900 KANAWHA BLVD EAS
CHARLSTON, WV 25305

INVOICE AMOUNT: \$474.50

DATE REQUESTING: 08/27/13 OFFICE: BALTIMORE

PERSON REQUESTING: Katie

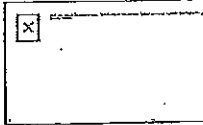
NOTES: _____

AUTHORIZATION CODE: _____

51--000050

Adkins, Fletcher

From: Restoration Hardware <WebCS@RestorationHardware.com>
Sent: Thursday, October 02, 2014 9:28 AM
To: Adkins, Fletcher
Subject: Restoration Hardware Order Confirmation - Order #: 9529083



ORDER CONFIRMATION

THANK YOU

Order # 9529083

Thank you for shopping at Restoration Hardware. Your order has been placed. Please save this order confirmation for your reference.


SHIPPING ADDRESS

Paul Adkins
1900 Kanawha Blvd East Rm E-100
Charleston, WV 25305
United States

BILLING ADDRESS

Paul Adkins
1900 Kanawha Blvd East Rm E-100
Charleston, WV 25305
United States

ITEMS IN YOUR ORDER

	Price	Quantity	Total
 Industrial Sawhorse Desk ITEM #: 61010980 METL SIZE: 60"W x 36"D x 33.75"H FINISH: Polished Stainless Steel Delivery Method: <u>Unlimited Furniture Delivery</u> You will be contacted on or before 10/15/14 to schedule a date for delivery of this item. This item will ship with other Unlimited Furniture Delivery items in your order. We will schedule a delivery once all your Unlimited Furniture Delivery items are available.	\$1,596.00	1	\$1,596.00

IMPORTANT INFORMATION

ORDER TOTAL

Industrial Sawhorse Desk

THE RH MEMBERS PROGRAM. SAVE 25% ON EVERYTHING RH.*



RH MODERN RH BABY & CHILD RH TEEN RH INTERIOR DESIGN



Shown in polished stainless steel.

INDUSTRIAL SAWHORSE DESK

~~\$2495~~ REGULAR

\$1535 FINAL SALE

\$1228 MEMBER

Like the '80s original that inspired it, our industrial-style desk co-opts a construction-site classic for interior use. We've improved on the model with height adjusters that add flexibility to its sturdy design.

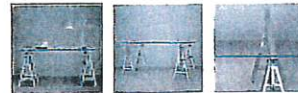
SHOW DETAILS +

DIMENSIONS

60"W x 36"D x 33¾"H

75"W x 36"D x 33¾"H

VIEWS



FINISH OPTIONS



Bronze

Polished
Stainless
Steel



INDUSTRIAL SAWHORSE DESK

~~\$2495~~ REGULAR ITEM# 61010980 METL

\$1535 FINAL SALE

\$1228 MEMBER

SIZE

60"W x 36"D x 33¾"H

FINISH

Polished Stainless Steel

PRICE

~~\$2495~~ REGULAR

\$1535 FINAL SALE

\$1228 MEMBER

QUANTITY

0

TERMS OF SALE

This item is final sale and cannot be returned.

[VIEW IN STOCK ITEMS +](#)

[VIEW SALE ITEMS +](#)

[BOOKMARK & SHARE](#)

[ADD TO CART](#)

the RH MEMBERS PROGRAM. 25% SAVINGS ON EVERYTHING RH.
SAVE AN ADDITIONAL 20% ON ALL SALE ITEMS. COMPLIMENTARY INTERIOR DESIGN SERVICES. JOIN NOW. ▶

© 2017 RH

51--000052 02/29/2017

Paid Procurement Card Transaction

Paid Procurement Card Transaction

Menu

Total Number of Transactions: 3
 Total Transaction Amount: \$1,842.14

Master Account	PCard ID	4-Digit Card #	Reconciliation Status	Vendor Name	Amount	Document Reference
4807150000176263	7677	*****2902	Reconciled	RHI*RESTO 989 CW	\$1,596.00	PRCC 2400 PC1502611
4807150000176263	7677	*****2902	Reconciled	RHI*RESTO 989 CW	\$249.00	PRCC 2400 PC1502611
4807150000176263	7625	*****0699	Reconciled	PRESTODIREC PRESTO DIRE	(\$2.86)	PRCC 2400 PC1603799

First Prev Next Last [My Transactions](#) [Coordinator Transactions](#) [Attachments](#) [Related Attachments](#)

Details

[Save](#) [Undo](#) [Search](#)

General Information

Administrator ID : 40545	PR Doc Code : PRCC
Reconciliation Status : <input type="text" value="Reconciled"/>	PR Doc Dept : 2400
Dispute Reason Code :	PR Doc Unit : 2400
Dispute Reason Description :	PR Doc ID : PC15026117
Dispute Comments :	Vend Line : 4
	Amount : \$1,596.00
PCard ID : 7677	Date of Record : 11/19/2014
4-Digit Card # : *****2902	Billing Cycle Start Date : 10/04/2014
Last Action Date : 11/19/2014	Billing Cycle End Date : 11/03/2014
Master Account : 4807150000176263	Schedule Payment Date : 11/21/2014
Cardholder ID : adkinspa4	Receipt Date : 10/03/2014
Cardholder Name : Fletcher Adkins	Bank Posting Date : 10/06/2014
Vendor : 000000221483	Transaction Date : 10/03/2014
Vendor Name : RHI*RESTO 989 CW	MCC Code : 5712
Merchant ID : 221652000017968	MCC Code Description : Furniture, Home Furnishii
Merchant Name :	Receiver :
	Receiver Name :
	Transaction ID Number : 189020
	Transaction Type :
	Transaction Reference Number : 24692164276000091831
	Traveler ID : <input type="text"/>

Hierarchy Levels

[Top](#)

Accounting Lines

Commodity Line	Accounting Line	Amount	Fund	Appr Unit	Object
1	1	\$1,596.00	0180	13000	3252

First Prev Next Last

State of West Virginia Purchasing Card Log Sheet

Purchasing Card Policies and Procedure

Cardholder Name: Paul F. Adkins
 Account Number: 2902
 Agency: Admin. Office of Courts

Transaction Limit: \$2,500
 Billing Cycle (Month/Year): 11-14
 Dep/Org.#: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amount	R* D* C*	Object Code	SI
10-4-14	U.S. Flag Store	Flag Set Upskur Mag.	1 set	\$ 60 ⁴⁰	R		
10-3-14	Restoration Hardware	Handling + Monogram	1 + 1	249 ⁰⁰	R		
10-3-14	Restoration Hardware	Stainless Steel Desk	1	1,596 ⁰⁰	R		
10-7-14	PC Renewal	Shred Hard Drives	61 @ \$4.00	244 ⁰⁰	R		
10-9-14	WV Parkways Auth.	Turnpike tolls	1	100 ⁰⁰	R		
10-10-14	Sirius XM Radio	Service for Black Caravan	1 year	185 ⁵⁰	R		
10-17-14	Remco Sales	Equip exchange + Training	1 Job	237 ⁵⁰	R		
10-14-14	Village Auto	Repair Gmc Van	3 Jobs	272 ⁵¹	R		
10-17-14	Duvall TV + Appliance	DVD + Monitor OHIO Mag.	1 + 1	698 ⁰⁰	R		

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Paul Fletcher Adkins 11-13-14
 Purchasing Cardholder Signature Date

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

 Authorized Agency Signature Date

*R=Rec
 *D=Dis
 *C=Car

State of West Virginia Purchasing Card
Log Sheet

Purchasing Card Policies and Procedure

Cardholder Name: Paul F. Adkins
 Account Number: 1 2902
 Agency: Admin. Office of Courts

Transaction Limit: \$2,500
 Billing Cycle (Month/Year): 11-14
 Dept/Org.#: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amount	R* D* C*	Object Code	SI
10-20-14	Appalachian Tire	Tires + Suspension work	7 Jobs	1,138 ³⁹	R		
10-21-14	U.S. Flag Store	Flag Set Wayne Mag.	1 Set	264 ⁹⁵	R		
10-22-14	Remco Sales	Repair CA Drive	1 Job	96 ⁰⁰	R		
10-22-14	Remco Sales	Service Typewriter	1 Job	142 ¹⁸	R		
10-22-14	Advance Auto Parts	Replace Windshield Wipers	1 pair	34 ⁹⁸	R		
10-26-14	D+M Document	Recond Storage Sup.Ct.	169 Boxes	76 ⁰⁵	R		
10-26-14	D+M Document	Paper Shredding	5 Jobs	120 ⁰⁰	R		
10-26-14	D+M Document	Paper Shredding	8 Jobs	301 ⁰⁰	R		
10-24-14	Southeastern Chemical	Vacuum Repair + Parts	1 + 24	749 ⁰⁰	R		

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Paul Fletcher Adkins 11-13-14
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Authorized Agency Signature

*R=Rec
 *D=Dis
 *C=Car

State of West Virginia Purchasing Card Log Sheet

Purchasing Card Rules and Procedure

Cardholder Name: Paul F. Adkins
 Account Number: 1 1 2902
 Agency: Admin. Office of Courts

Transaction Limit: \$2,500
 Billing Cycle (Month/Year): 11-14
 Dep/Org #: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amount	R* D* C*	Object Code	SI
10-26-14	Waste Management	Bin@Venable Whse.	1 month	\$ 98	R		
10-29-14	Appalachian Tire	Alignment - Corolla	1	74	R		
10-30-14	Appalachian Tire	Tires + Steering Repair	2 + 1	1,325	R		
10-30-14	Compton Office Mach.	Repair Time Stamps	2	155	R		
10-31-14	Remco Sales	Dictation/Transcription Equipment - Hancock	1 + 1	1,259	R		
10-31-14	Midway Ford	Engine + Susp. work	7 Jobs	1,388	R		
10-30-14	Electronic Specialty	Sound System Installation	1 Job	1,780	R		

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Paul F. Adkins 11-13-14
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Authorized Agency Signature Date

*R=Rec
 *D=Dis
 *C=Car

Judicial Chambers

June 30, 2014

W. Va. Supreme Court of Appeals
c/o Kim Ellis
e-mail Kimberly.ellis@courtswv.gov
(304) 340-3451

QUOTATION

As per our conversation of 06/25/14, Window Fashions will:

Replace 2 seat cushion inserts with firm foam rubber which will be Dacron wrapped
\$ 110.00

Re-upholster 2 chrome framed, button pull-up chairs using Garrett Leather pattern Cabessa,
#C960, color Silver Touch
\$ 2,680.00

Total merchandise and labor \$ 2,790.00

As of this morning, the fabrics were readily available. If you wish to proceed with an order, please sign below and return to Window Fashions at 516 D. Street, South Charleston, WV 25303 or fax to Window Fashions at 304-744-7410. Thank you for your consideration.

Yours truly,

Jerry Belcher

Accepted by

Date

7-28-14

Approved

7-28-14

51--000057

August 07, 2014

W. Va. Supreme Court of Appeals
1900 Kanawha Blvd. E. Room E-100
Charleston, WV 25305
e-mail Kimberly.ellis@courtswv.gov
(304) 340-3451

INVOICE

As per our quotation of 06/30/14 and your acceptance on 07/28/14, Window Fashions has:

Replaced 2 seat cushion inserts with firm foam rubber which will be Dacron wrapped	\$ 110.00
Re-upholstered 2 chrome framed, button tufted pull-up chairs using Garrett Leather pattern Cabessa, #C960, color Silver Touch	<u>\$ 2,680.00</u>
Total merchandise and labor	<u>\$ 2,790.00</u>

Thank you,

Jerry Belcher

The above items were delivered to 3708 Venable Avenue, Charleston, WV 08/11/14

51--000058

June 30, 2014

W. Va. Supreme Court of Appeals
c/o Kim Ellis
e-mail Kimberly.ellis@courtswv.gov
(304) 340-3451

QUOTATION

As per our conversation of 06/25/14, Window Fashions will:

Replace 2 seat cushion inserts with firm foam rubber which will be Dacron wrapped
\$ 110.00

Re-upholster 2 chrome framed, button pull-up chairs using Garrett Leather pattern Cabessa,
#C960, color Silver Touch
\$ 2,680.00
Total merchandise and labor \$ 2,790.00

As of this morning, the fabrics were readily available. If you wish to proceed with an order, please sign below and return to Window Fashions at 516 D. Street, South Charleston, WV 25303 or fax to Window Fashions at 304-744-7410. Thank you for your consideration.

Yours truly,

Jerry Belcher

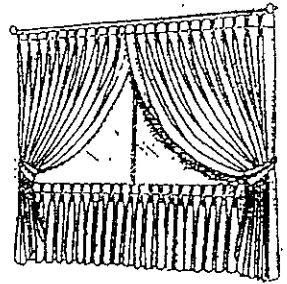
Accepted by

Date

7-28-14

Approved
7-28-14

Window Fashions
516 D. Street
South Charleston, WV 25303
Telephone (304) 744-7097
Facsimile (304) 744-7410
August 11, 2014



W. Va. Supreme Court of Appeals
C/o Kim Ellis
(304) 340-3451

DELIVERY RECEIPT

2 seat cushions inserts and 2 chrome framed, button tufted pull-up chairs to 3708 Venable Avenue, Charleston, WV

Don Higgin
Accepted by
8-11-14
Date

51--000060

JUSTICE KETCHUM

JUSTICE KETCHUM'S OFFICE RENOVATIONS

G/SUMMER 2010

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CHANDLER'S PLYWOOD PRODUCTS	WAINSCOT, 2 SETS OF WALL TO WALL CABINETS, MOULDING LIGHTS	C329459	06/30/10	\$ 54,471.90
CHANDLER'S PLYWOOD PRODUCTS	REPLACE MOULDING	C329463	06/30/10	\$ 3,543.67
CHANDLER'S PLYWOOD PRODUCTS	OAK GRILL COVERS FOR WALL DUCT REGISTERS	C329464	06/30/10	\$ 480.00
CHANDLER'S PLYWOOD PRODUCTS	3 SETS OF RADIATOR COVERS	C329465	06/30/10	\$ 460.00
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,127.34
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,042.40
CHANDLER'S PLYWOOD PRODUCTS	FROSTED BULBS	C334138	04/14/11	\$ 72.96
EDWARD HILLENBRAND FURNITURE	RENOVATION OF CASS GILBERT DESK	5500	02/01/10	\$ 2,521.00 *
EDWARD HILLENBRAND FURNITURE	LABOR & MATERIALS TO REFINISH DOORS, DOOR FRAMES, AND DESK	5512	05/11/10	\$ 8,552.92 *
EDWARD HILLENBRAND FURNITURE	RENOVATION AND ADDITON TO CASS GILBERT SECRETARIAL DESK AND TABLE	5513	05/11/10	\$ 6,600.00
EDWARD HILLENBRAND FURNITURE	KEYBOARD ARM AND TRAY	5514	05/12/10	\$ 215.95
EDWARD HILLENBRAND FURNITURE	DELIVER AND INSTALL DOORS	5526	09/07/10	\$ 1,296.30
EDWARD HILLENBRAND FURNITURE	REPAIRS/IMPROVEMENTS TO EXISTING CHAIRS	5552	05/06/11	\$ 587.50
FABRIC TOWN INTERIORS	CARPET, FURNITURE REUPHOLSTERING, WOOD BLINDS, CORNICE BOARDS	6047	08/16/10	\$ 11,489.73
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING	6118	08/11/10	\$ 9,680.00
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING - REPLACEMENT PIECES?	7235	11/15/13	\$ 773.00
NEIGHBORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #8	06/30/10	\$ 25,829.79 *
NEIGHBORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #10	06/30/10	\$ 60,106.82
NEIGHBORGALL	REPAIRS TO WOOD FLOOR	CHANGE ORDER #17	03/05/14	\$ 5,038.44 *
SUBTOTAL				\$ 193,909.72

THE FOLLOWING INVOICES WERE BILLED (AND PAID) AS WORK IN JUSTICE KETCHUM'S OFFICE.

JUSTICE KETCHUM DISPUTES THE TRANSACTIONS. THIS WORK WAS NOT PERFORMED IN HIS OFFICE AND HE DOES NOT AGREE TO THE AMOUNT INVOICED AND PAID.

EDWARD HILLENBRAND FURNITURE	RENOVATION OF CASS GILBERT DESK	5500	02/01/10	\$ (2,521.00) *
EDWARD HILLENBRAND FURNITURE	LABOR TO REFINISH DESK (LINE 3 ON INVOICE)	5512	05/11/10	\$ (1,388.70) *
EDWARD HILLENBRAND FURNITURE	MATERIALS TO REFINISH DESK (LINE 4 ON INVOICE)	5512	05/11/10	\$ (63.25) *
NEIGHBORGALL	JULY 2010 CONSTRUCTION COSTS (JULY DUPLICATED ON CHANGE ORDER 10)	CHANGE ORDER #8	06/30/10	\$ (13,060.00) *
NEIGHBORGALL	REPAIRS TO WOOD FLOOR	CHANGE ORDER #17	03/05/14	\$ (5,038.44) *
DISPUTED CHARGES				\$ (22,071.39)

REVISED TOTAL \$ 171,838.33

52--000002

JUSTICE KETCHUM
ROOM INVOICE CORRECTIONS

P. 1 (Summary page) – Please change the first line styled “wainscot” to correctly reflect what was purchased from Chandlers. It should say, “wainscot, 2 sets of wall-to-wall cabinets, moulding and lights.”

P. 1 (Summary page) – On the 4th line “custom grill covers” please change to “three sets of radiator covers.”

P. 8 (Chandler invoice) – Please note for later in this outline that it was Chandler’s who installed the moulding and that they installed cabinets.

Please remove the following charges that are not correct.

Edward Hillenbrand Furniture Maker – Remove charges.

P. 14 Repair and refinish desk for Justice Ketchum – Remove <\$2,521.00>

P. 16 Repair and refurnish table desk – Remove <\$1,388.70>
Remove <\$ 63.25>

P. 21(A) WV Supreme Court – Historic Table Renovation. This is the table that WV Constitution was signed on. It’s in the conference room. Remove <\$2,826.00>

Note: Judy and I refurbished the Cass Gilbert desks, tables and chairs in my office with “Skin-so-Soft.” No need to refinish by Hillenbrand.

NEIGHBORGALL CONSTRUCTION
REMOVE CHARGES

P. 30 and P. 35 – I was charged twice for Neighborgall in July. On p. 30 is \$13,060.00 for July 2010, and on p. 35 is \$26,649.68 for July through Sept. 2010. Remove <\$13,060.00>

P. 32 I did not buy carpet or fabric from Carpet Gallery and did not get any chairs or fabric from Window Fashions. I got everything from Fabric Town in Huntington. Kim Ellis and these providers were not used in my office.

We got a cheap blue carpet from Fabric Town and did not buy fabric or window fashions. We got wood window blinds and cornices from Fabric Town. We did not buy from Kim Ellis, Carpet Gallery or Window Fashions. My correct charges are in the Fabric Town bill. However, they were also charged to me on p. 32 from Carpet Gallery and Window Fashions.

Note: On the page 32 bill I do not have two wing chairs and did not buy fabric for furniture.

Remove from p. 32:
Carpet Gallery (area rug pad) <\$ 132.50>
Carpet Gallery (fabric) <\$ 497.11>
Carpet Gallery (fabric) <\$4,223.04>
Window Fashions (chairs) <\$2,630.00>
Window Fashions (fabric) < 740.80>

Total: <\$8,223.45>

NEIGHBORGALL CONSTRUCTION

Note: P. 35 – Neighborgall has charged 508 man hours in my office from (July thru Sept., 2010). This is crazy.

Note: P. 31 – Neighborgall has charged a 26.69% surcharge on their bill plus a 15% fee.

CORNERSTONE INTERIORS

P. 38, 39 & 40 - I did not use Cornerstone Interiors for anything, much less, the repair of floors shown on these pages. I used Fabric Town in Huntington for my floors and their repair.

On p. 26 is Fabric Town's charge in June, 2010 for the floor and its installation. On p. 28 is the Fabric Town, 2013 repair charge for more flooring. Fabric Town repaired at no charge but charged for wood on p. 28.

Remove the charge to me of Cornerstone on p. 39 and Neighborgall's repair charges for my floor on p. 40. Summary of charges on p. 40. Remove <\$9,980.20> (Note: The bill says Justice Workman but was inked out and charged to me.

SUMMARY OF CHARGES TO BE REMOVED

Edward Hillenbrand:	P. 14 -	\$2,521.00 ✓
	P. 16 -	\$1,388.70 ✓
	P. 16 -	\$ 63.25
	P. 21(a)-	\$2,826.00
Neighborgall:	P. 35 -	\$13,060.00
	P. 32 -	\$ 8,222.65

Cornerstone: P. 38,
39 & 40 \$9,980.20

Total: \$ 38,064.80

RECALUCATION

Present allocated charges: \$196,735.72
Less mistakes: \$ 38,061.80

Total: \$158,673.92

JUSTICE KETCHUM'S OFFICE RENOVATIONS
 SPRING/SUMMER 2010

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CHANDLER'S PLYWOOD PRODUCTS	WAINSCOT	C329459	06/30/10	\$ 54,471.90
CHANDLER'S PLYWOOD PRODUCTS	REPLACE MOULDING	C329463	06/30/10	\$ 3,543.67
CHANDLER'S PLYWOOD PRODUCTS	OAK GRILL COVERS FOR WALL DUCT REGISTERS	C329464	06/30/10	\$ 480.00
CHANDLER'S PLYWOOD PRODUCTS	CUSTOM GRILL COVERS	C329465	06/30/10	\$ 480.00
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,127.34
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,042.40
CHANDLER'S PLYWOOD PRODUCTS	FROSTED BULBS	C334138	04/14/11	\$ 72.96
EDWARD HILLENBRAND FURNITURE	RENOVATION OF CASS GILBERT DESK	5499	02/01/10	\$ 2,826.00
EDWARD HILLENBRAND FURNITURE	RENOVATION OF CASS GILBERT DESK	5500	02/01/10	\$ 2,521.00
EDWARD HILLENBRAND FURNITURE	LABOR & MATERIALS TO REFINISH DOORS, DOOR FRAMES, AND DESK	5512	05/11/10	\$ 8,552.92
EDWARD HILLENBRAND FURNITURE	RENOVATION TO SECRETARIAL DESK	5512	05/11/10	\$ 6,600.00
EDWARD HILLENBRAND FURNITURE	KEYBOARD ARM AND TRAY	5514	05/12/10	\$ 215.95
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EDWARD HILLENBRAND FURNITURE	REPAIRS/IMPROVEMENTS TO EXISTING CHAIRS	5552	05/06/11	\$ 587.50
FABRIC TOWN INTERIORS	CARPET, FURNITURE REUPHOLSTERING, WOOD BLINDS, CORNICE BOARDS	6047	06/16/10	\$ 11,489.73
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING	6118	08/11/10	\$ 9,660.00
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING - REPLACEMENT PIECES?	7235	11/15/13	\$ 773.00
NEIGHBORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #3	06/30/10	\$ 25,829.79
NEIGHBORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #10	06/30/10	\$ 60,108.82
NEIGHBORGALL	REPAIRS TO WOOD FLOOR	CHANGE ORDER #17	03/05/14	\$ 5,038.44
			SUBTOTAL	\$ 195,735.72

INVOICE



3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
-------------------	-------------	--------------------------	-----------------------	----------------------	-----------------	-----------------------

Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01562660 Page No 1
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV 25305

Quantity	Description	Unit	Unit Price	Amount
----------	-------------	------	------------	--------

JOINT W/GRANITE
JOINT W/CUSTOM 01562670 -01562580
JOINT W/HARDWARE
JOINT W/LIGHTING

ADMINISTRATIVE ASSISTANT OFFICE

8	DYNASTY PURITAN QUART OAK NUTMEG F2DB272434-1/2 MBWR	EA	0 00	0 00
3	01F2DB272434 5 STOCKS 6-1/4X34-1/2	EA	0 00	0 00
1	01STOCKS61/4X341/2 BFF6-34-1/2E	EA	0 00	0 00
3	01BFF6341/2E FB08	EA	0 00	0 00
24	01FB08 STOCKO 3X96 FINISH 2SIDES/OGEE	EA	0 00	0 00
2	01STOCKO3X96 BFF3-34-1/2E	EA	0 00	0 00
	01BFF3341/2E			

OMEGA CUSTOM CD3 QUART OAK NUTMEG

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington, WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms	Date
-------	------

Invoice #	Amount
Please see next page	

52--000007

INVOICE



3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
-------------------	-------------	--------------------------	-----------------------	----------------------	-----------------	-----------------------

Our Order No 01562650 Page No 2

Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV

25305

Quantity	Description	Unit	Unit Price	Amount
8	TW2748BD MWSBD 18"L/R MPFB TOP	EA	0 00	0 00
	01TW2748BD			
3	STOCKS 6-1/4X66	EA	0 00	0 00
	01STOCKS61/4X66			
3	WFF6-48A FINISH EDGES	EA	0 00	0 00
	01WFF648A			
3	WFF6-18A FINISH EDGES	EA	0 00	0 00
	01WFF618A			
6	WFF3-18A FINISH EDGES	EA	0 00	0 00
	01WFF318A			
5	STOCKS 3/4X7/8X96 FINISH ALL SIDES	EA	0 00	0 00
	01STOCKS34X78X96			
1	TW4248 FIN RT MWSBD L/R MPFG	EA	0 00	0 00
	01TW4248			
1	B42ROTSL-R FIN RT MBRPER MBES3/4L	EA	0 00	0 00
	01B42ROTSLR			
6	SBM8	EA	0 00	0 00
	01SBM8			
1	WAINSCOT 41-1/4X36 2EQ PANELS	EA	0 00	0 00
	01WAINSCOT4114X36			
1	WAINSCOT 17-1/8X36 3/4 EXT LT END	EA	0 00	0 00
	01WAINSCOT1718X36			

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms	Date
-------	------

Invoice #	Amount
Please see next page	

INVOICE



3716 Waverly Road
 P O Box 9217
 Huntington WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
-------------------	-------------	--------------------------	-----------------------	----------------------	-----------------	-----------------------

Our Order No 01562660 Page No 3

Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Ship To
 ADM OFFICE OF COURTS
 ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD E
 CHARLESTON WV

25305

Quantity	Description	Unit	Unit Price	Amount
1	WAINSCOT 29-1/2X36 2EQ PANEL 01WAINSCOT2912X36	EA	0 00	0 00
1	WAINSCOT 73-1/8X36 3/4 EXT RT END 01WAINSCOT7318X36	EA	0 00	0 00
1	WAINSCOT 117X36 5EQ PANELS 01WAINSCOT117X36	EA	0 00	0 00
2	STOCKS 6X96 01STOCKS6X96	EA	0 00	0 00
1	WAINSCOT 38-1/4X36 2EQ PANELS 01WAINSCOT3814X36	EA	0 00	0 00
1	WAINSCOT 20-5/8X36 SNG PANEL 01WAINSCOT2058X36	EA	0 00	0 00
1	STOCKS 1-3/8X36 01STOCKS138X36	EA	0 00	0 00
1	JUSTICE KETCHUM S OFFICE WAINSCOT 81X36 4EQ PANEL 01WAINSCOT81X36	EA	0 00	0 00
2	WAINSCOT 84-3/8X36 4EQ PANEL 01WAINSCOT8438X36	EA	0 00	0 00
1	WAINSCOT 20-7/8X36 3/4EXT RT END 01WAINSCOT2078X36	EA	0 00	0 00

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler's Plywood Products Inc
 P O Box 9217
 Huntington, WV 25704



Account No 5756

SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Terms	Date
-------	------

Invoice #	Amount
Please see next page	

INVOICE



3716 Waverly Road
 P O BOX 9217
 Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
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Our Order No 01562660 Page No 4

Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Ship To
 ADM OFFICE OF COURTS
 ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD E
 CHARLESTON WV

25305

Quantity	Description	Unit	Unit Price	Amount
2	WAINSCOT 78-1/8X36 4EQ PANEL 01WAINSCOT7818X36	EA	0 00	0 00
1	WAINSCOT 15-1/8X36 3/4EXT RT END 01WAINSCOT1518X36	EA	0 00	0 00
1	WAINSCOT 12-3/8X36 SNG PANEL 01WAINSCOT1238X36	EA	0 00	0 00
1	WAINSCOT 12-11/16X36 3/4EXT RT END 01WAINSCOT121116X36	EA	0 00	0 00
1	WAINSCOT 82-7/8X36 4EQ PANEL 01WAINSCOT8278X36	EA	0 00	0 00
1	WAINSCOT 114-1/2X36 5EQ PANEL 01WAINSCOT11412X36	EA	0 00	0 00
2	WAINSCOT 18X11-3/4H SM PANELS 01WAINSCOT18X1134H	EA	0 00	0 00
2	WAINSCOT 74X24 4EQ PANEL 01WAINSCOT74X24	EA	0 00	0 00
1	WAINSCOT 75-1/2X24 4EQ PANEL 01WAINSCOT7512X24	EA	0 00	0 00
20	SCRIBES 01SCRIBES	EA	0 00	0 00
20	FB08 01FB08	EA	0 00	0 00

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
 P O Box 9217
 Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Terms	Date
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Invoice #	Amount
Please see next page	

5

52--000010



INVOICE

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

153683
5402 06A

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
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Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01562660 Page No 5
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV 25305

Quantity	Description	Unit	Unit Price	Amount
20	STOCKO 2-1/2X96 OG LEDGE FIN T/B 01STOCKO212X96	EA	0 00	0 00
1	TUK 01TUK	EA	0 00	0 00
1	QUOTED TOTAL OF ALL OF ABOVE		54 471 90	54471 90

RECEIVED

2010 JUL -6 A 11 4

RECEIVED
WV SUPREME COURT

JUL 15 2010

ADMINISTRATIVE
OFFICE

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 7-5-10
SIGNED [Signature]

*** INVOICE TOTAL ***

54471 90

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms NET 30 DAYS	Date 6/30/10
----------------------	-----------------

Invoice # C329459	Amount 54471 90
----------------------	--------------------

6

52--000011



INVOICE

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

153683

5402064

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5988	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329463
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Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01566790
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV

Page No 1
25305

Quantity	Description	Unit	Unit Price	Amount
	ADDENDUM TO OUR QUOTE #01/355719			

ADDENDUM # 1
FURNISH QUARTER SAWN OAK MOULDING
TO REPLACE PAINTED MOULDING FOR
PERIMETER OF OFFICES OF JUSTICE
KETCHUM AND HIS ADMINISTRATIVE
ASSISTANT THE LOCATION OF THIS
MOULDING IS AT THE BOTTOM OF THE
UPPER AIR REGISTERS

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 7-9-10
SIGNED [Signature]

1 TOTAL MOULDING COST
01TM

EA 1,743 00

1743 00

ADDENDUM #2
ADDITIONAL COST FOR CHANGE OF
GRANITE COLOR FROM "UB TUBA" TO
"VOLGA BLUE"
1 TOTAL COST OF COLOR CHANGE
01TC

EA 1 800 67

1800 67

NEIGHBOR GAL CONSTRUCTION CO WILL

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington, WV 25704

Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV 25305

RECEIVED
WV SUPREME COURT
JUL 15 2010
ADMINISTRATIVE
OFFICE



Terms	Date
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Invoice #	Amount
Please see next page	

INVOICE



3716 Waverly Road
 P O Box 9217
 Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5988	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329463
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Our Order No 01566790 Page No 2

Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Ship To
 ADM OFFICE OF COURTS
 ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD E
 CHARLESTON WV

25305

Quantity	Description	Unit	Unit Price	Amount
	FURNISH COST TO INSTALL THE ABOVE MOULDING			

*** INVOICE TOTAL ***

3543 67

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
 P O Box 9217
 Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Terms NET 30 DAYS	Date 6/30/10
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Invoice # C329463	Amount 3543 67
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8

52--000013



INVOICE

153683
5402 064

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5989	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329464
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Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01566800
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD EAST
CHARLESTON WV

Page No 1

25305

Quantity	Description	Unit	Unit Price	Amount
	QUOTE #01/355719			
	ADDENDUM #3 CUSTOM OAK GRILL COVERS FOR "HIGH" WALL DUCT REGISTERS WITH WOOD PERIMETER AND WOOD GRID CENTERS			
	2 SIZE 6+ X 22+			
	2 SIZE 6+ X 33+			
	CONSTRUCTED FROM OAK FINISHED TO MATCH QUARTERSAWN WAINSCOT AND CABINETRY COVERED UNDER 01/355719			
1	TOTAL ABOVE "GRILLS" 01TG	EA	480 00	480 00

RECEIVED
- WV SUPREME COURT
JUL 23 2010
ADMINISTRATIVE
OFFICE
I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 7/15/10
SIGNED [Signature]

*** INVOICE TOTAL ***

480 00

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms NET 30 DAYS	Date 6/30/10
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Invoice # C329464	Amount 480 00
----------------------	------------------



INVOICE

153683
5402-064

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5989	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329465
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Our Order No 01569730

Page No 1

Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD
CHARLESTON WV

25305

Quantity	Description	Unit	Unit Price	Amount
4	CUSTOM GRILL COVERS	EA	120 00	480 00
	01GRILLCOVERS			
	2--6-3/4X33-3/4			
	2--6-3/4X22-3/4			

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 7-15-10
SIGNED [Signature]

RECEIVED
WV SUPREME COURT

JUL 23 2010

*** INVOICE TOTAL ***

480 00

ADMINISTRATIVE

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler's Plywood Products Inc
P O Box 9217
Huntington, WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms NET 30 DAYS	Date 6/30/10
----------------------	-----------------

Invoice # C329465	Amount 480 00
----------------------	------------------

10

52--000015



INVOICE

5403/300

Phone (304) 429-1395

Person	Shipped Via	Your Order No	Terms	Invoice Date	Invoice No
15	OUR TRUCK	RUTH	NET 30 DAYS	4/14/11	C334138

Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 ACCOUNTS PAYABLE
 CHARLESTON WV 25305

Our Order No 01627590
 ADM OFFICE OF COURTS
 Ship To ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD EAST
 CHARLESTON WV 25305

Page No 1

Ordered	B/O	Shipped	Description	Unit Price	Extended Price
24		24	BULBS FROSTED BULBS SEG 97119-33	3 0400 EA	72 96

RECEIVED
 WV SUPREME COURT
 APR 19 2011
 ADMINISTRATIVE OFFICE

I CERTIFY THAT THE ABOVE MERCHANDISE
 WAS RECEIVED IN GOOD CONDITION AND
 CONFORMED TO SPECIFICATIONS
 DATE May 7, 2011
 SIGNED [Signature]
 for Chambers

Sub Total	Freight	Sales Tax	Invoice Total
72 96			72 96

Make Checks Payable to Chandler's Plywood Product Inc, P.O. Box 9217, Huntington WV, 25704

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

25704 (10)

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

Invoice

DATE	INVOICE #
2/1/2010	5499

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

RECEIVED
 WV SUPREME COURT
 FEB 18 2010
 ADMINISTRATIVE
 OFFICE

DESCRIPTION	AMOUNT
WV Supreme Court--Historic Table Renovation	2,826 00
WV Sales Tax	0 00
<p>RECEIVED WV SUPREME COURT FEB 11 2010 ADMINISTRATIVE OFFICE</p> <p>ALL MERCHANDISE WILL BE IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>Feb 5 2010</u> SIGNED <u>P. Fletcher Adkins</u></p> <p>5402 - 409</p>	
Thank you for your business	Total \$2,826 00

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437
E-Mail Ed.Hillenbrand@verizon.net

February 1, 2010

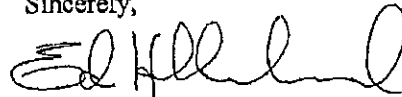
Administrative Office of Court
Attn Fletcher Adkins
Room E100
State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305-0832

Fletch,

Please find enclosed invoices for the repairs and finish work on the historic table
in the deliberation room and on the desk for Justice Ketchum

Please do not hesitate to call if you have any questions

Sincerely,



Ed Hillenbrand

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

Invoice

DATE	INVOICE #
2/1/2010	5500

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Repair & Refinish Desk for Justice Ketchum RECEIVED THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS DATE <u>Feb. 5, 2010</u> SIGNED <u>P. Fletcher Adkins</u>	2,521 00
5402-409	
Thank you for your business	Total \$2,521 00

RECEIVED
 WV SUPREME COURT
 FEB 11 2010
 ADMINISTRATIVE
 OFFICE

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437
E-Mail Ed.Hillenbrand@verizon.net

February 1, 2010

Administrative Office of Court
Attn Fletcher Adkins
Room E100
State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305-0832

Fletch,

Please find enclosed invoices for the repairs and finish work on the historic table
in the deliberation room and on the desk for Justice Ketchum

Please do not hesitate to call if you have any questions

Sincerely,



Ed Hillenbrand

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

5403

Invoice

DATE	INVOICE #
5/11/2010	5512

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Labor to Strip, Repair & Refinish (5) Doors and Door Frames in Justice Ketchum's Office	6,906 90
Materials to Strip, Repair & Refinish (5) Doors and Door Frames in Justice Ketchum's Office	194 07
Labor to Strip, Repair & Refinish Table Desk for Justice Ketchum's Office	1,388 70
Material to Strip, Repair & Refinish Table Desk for Justice Ketchum's Office	63 25
RECEIVED WV SUPREME COURT JUN 02 2010 ADMINISTRATIVE OFFICE	
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>May 25, 2010</u> SIGNED <u>Fletcher Adkins</u>	
Thank you for your business	Total \$8,552 92

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437
E-Mail Ed.Hillenbrand@verizon.net

May 12, 2010

Administrative Office of Court
Attn Fletcher Adkins
Room E100
State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305-0832

Fletch,

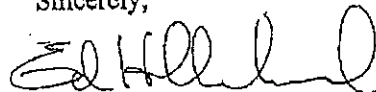
Please find enclosed invoice # 5512 for the repairs and finish work on the table desk and on the office doors and door frames for Justice Ketchum's office. We have finished this work and we are storing the desk and doors at our shop. There will be a delivery charge when we return these items and hang the doors.

Also, please find enclosed invoice # 5513 for the items in purchase order # 1065. We will also store these items in our shop until Justice Ketchum's office is ready for them. There will be no additional delivery charge on these pieces as this cost was built into the original quote.

Finally, enclosed is invoice # 5514 for the keyboard arm and keyboard tray. This was not, as noted, included in the original quote dated March 15th.

Please do not hesitate to call if you have any questions.

Sincerely,



Ed Hillenbrand

← put secretary's return on Ruth's secretary desk
Cass Gilbert

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421
 5103

Invoice

DATE	INVOICE #
5/11/2010	5513

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Purchase Order # 1065 Prepare secretarial return w/ drawer & door--\$4800 00 Build storage cabinet into existing table--\$1800 00 Install mounting board for keyboard tray--\$60 00	6,660 00
RECEIVED WV SUPREME COURT JUN 02 2010 ADMINISTRATIVE OFFICE	
THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>May 25, 2010</u> SIGNED <u>P. Fletcher Adkins</u>	
Thank you for your business	Total \$6,660 00

PURCHASE ORDER

Admin Office of Courts

Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 558 0145 Fax 304 558 1345

TO
 Edward Hillenbrand Furnituremaker Inc
 736 738 Second Avenue
 South Charleston WV 25303
 Phone 304 744 0515 Fax 304 744 1437

P O NUMBER 5972
DATE April 20 2010
REQUISITIONED BY Steven Canterbury Dir
SHIP BY n/a
SHIP VIA n/a
FOB n/a
TERMS 30 days net

SHIP TO
 Administrative Office of Courts
 Attn Fletcher Adkins
 Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 340 2910 Fax 304 558 1345

*Purchase order number must appear
 on all forms relating to this order*

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	Job	Prepare secretarial return w/ drawer & door	\$4 800 00	4800 00
1	Job	Build storage cabinet into existing table	1800 00	1800 00
1	Job	Install mounting board for keyboard tray	60 00	60 00
			SUBTOTAL	6660 00
			FREIGHT	0 00
			TAX RATE	0 000%
			TAX	0 00
				\$6,660 00
				TOTAL DUE

Fletcher Adkins 4-20-10
 Authorized by Date

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437

March 15, 2010

Prices for Justice Ketchum's Office Furniture

Secretarial Return with a drawer & door for existing desk	\$4800 00
Storage Cabinet built into the existing table	\$1800 00
Mounting board for the Keyboard Arm Mechanism	\$60 00

Note This price does not include the Keyboard Mechanism or the Keyboard Tray

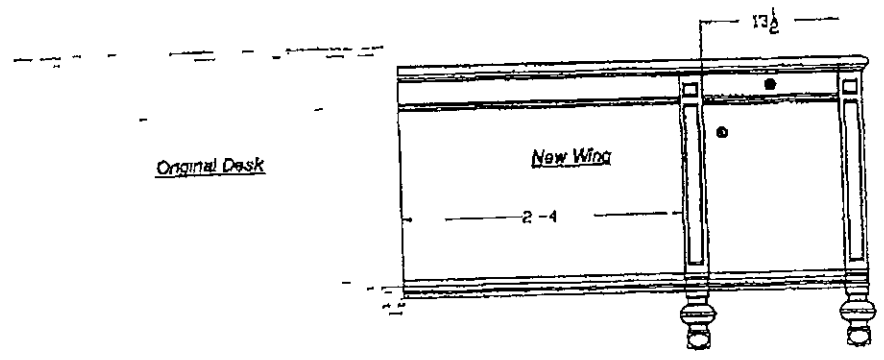
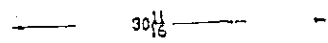
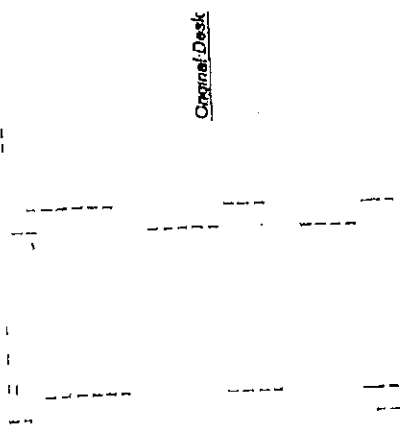
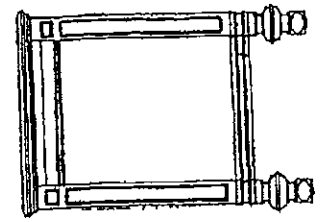
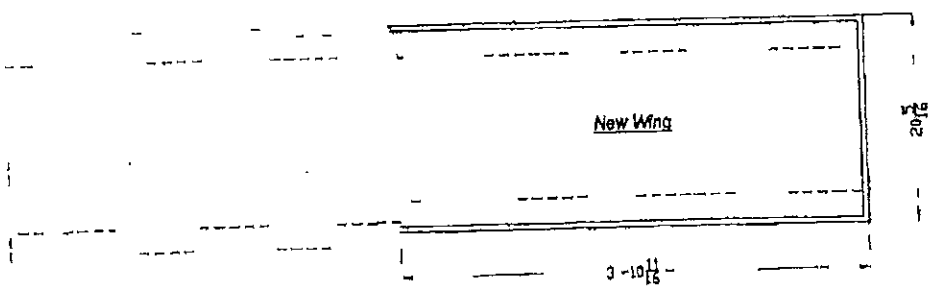
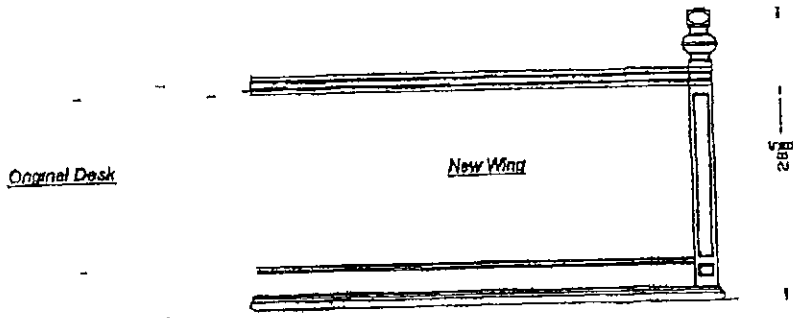
Sales tax, if applicable, will be added to the above prices

Delivery will be included If you have any questions, please do not hesitate to call (304) 744-0515 or e-mail Dave Kister at ldksocce1@msn.com or me at Ed.Hillenbrand@verizon.net

Sincerely,

Ed Hillenbrand

Approved
to: [unclear]
3-19-10



Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

Invoice

DATE	INVOICE #
2/1/2010	5499

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

RECEIVED
 WV SUPREME COURT
 FEB 18 2010
 ADMINISTRATIVE
 OFFICE

DESCRIPTION	AMOUNT
WV Supreme Court--Historic Table Renovation WV Sales Tax <div style="position: absolute; top: 10px; right: 10px; border: 1px solid black; border-radius: 50%; padding: 5px;"> <i>congratulations</i> <i>room</i> </div>	2,826 00 0 00
<p>ALL MERCHANDISE WILL BE IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>Feb 5 2010</u></p> <p>SIGNED <u>P. Fletcher Adkins</u></p> <p>5402 - 409</p>	
Thank you for your business	Total \$2,826 00

RECEIVED
 WV SUPREME COURT
 FEB 11 2010
 ADMINISTRATIVE
 OFFICE

21(a)

52--000027

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1 ROOM E 100
1900 KANAWHA BOULEVARD E
CHARLESTON WV 25305 0832
(VOICE) 304/558 0145
(TTY) 304/558 4219
(FAX) 304/558 1212
www.state.wv.us/wvsca/

TO Steven D. Canterbury, Administrative Director
FROM Fletch Adkins PFA
DATE March 16, 2010
SUBJECT Woodworking Quote

Ed Hillenbrand has provided quotes for the woodworking projects we requested. The first quote is for the video cabinet which will be located in the Justice's Conference Room. The specifications appear to be correct and the quoted price is \$18,000.

The second quote is for the furniture for Justice Ketchum's office. The work includes refinishing of the secretarial return, adding a storage cabinet and a mounting board for the keyboard tray. The total quoted for this work is \$6,660.

If you approve of the work, please sign the attached quotes. Please let me know if you would like this charged through Siling or direct billed to our office.

encl quotes

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421 5403

Invoice

DATE	INVOICE #
5/12/2010	5514

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	RECEIVED	AMOUNT
Keyboard Arm and Tray for Justice Ketchum's Office	WV SUPREME COURT JUN 02 2010 ADMINISTRATIVE OFFICE	215 95
I certify that the ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>May 25 2010</u> SIGNED <u>Fletcher Adkins</u>		
Thank you for your business	Total	\$215 95

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

3402

Invoice

DATE	INVOICE #
9/7/2010	5526

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Deliver and install Justice Ketchum's doors	1,296 30
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS</p> <p>DATE <u>Sept 8, 2010</u></p> <p>SIGNED <u>P. Fletcher Adkins</u></p>	<p>RECEIVED WV SUPREME COURT SEP 21 2010 ADMINISTRATIVE OFFICE</p>
Thank you for your business	Total 1,296 30

199421

Edward Hillenbrand Furnituremaker, Inc
736 - 738 Second Avenue
South Charleston, WV 25303-1315

Invoice

DATE	INVOICE #
5/6/2011	5552

5402
2011
068

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Justice Ketchum's Office Re-glue (7) loose chairs and add casters	0 00 587 50
RECEIVED WV SUPREME COURT MAY 24 2011 ADMINISTRATIVE OFFICE	
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>May 16 2011</u> SIGNED <u>P. Fletcher Adkins</u>	
Thank you for your business	Total \$587 50

25

52--000031

FABRIC TOWN INTERIORS, INC
 304 738 9241
 5615 TAYLOR RD
 RT 60 E
 HUNTINGTON WV 25705

38929

Invoice

DATE	INVOICE #
6/16/2010	6047

BILL TO:

SUPREME COURT OF APPEALS
 W VA STATE CAPITOL
 BUILDING 1 ROOM E-100
 CHARLESTON, W VA. 25305-0832

P.O. NUMBER	TERMS	PROJECT
5981	Due on receipt	6/16/2010

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	CARPET INST CARPET INSTALLATION, FURNITURE REUPHOLSTERING, WOOD BLINDS, AND 3 CORNICE-BOARDS RECOVERED WITH MATERIAL AND LABOR.	11,489.73	11,489.73
	FURNISHINGS PER QUOTE DATED APRIL 26, 2010		
	MATERIALS ARE READY TO BY INSTALLED AT YOUR CONVENIENCE ALL TIMES ARE AT OUR WAREHOUSE		
	ORDERED BY STEVEN CANTERBURY	0.00	0.00

RECEIVED
 WV SUPREME COURT
 JUL 09 2010
 ADMINISTRATIVE OFFICE

Approved

I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS
 DATE 6-24-10
 SIGNED *[Signature]*

TOTAL \$11,489.73

Thank you for your business

FABRIC TOWN INTERIORS, INC
 904 736 9241
 5615 TAYLOR RD
 RT 60 E
 HUNTINGTON WV 25705

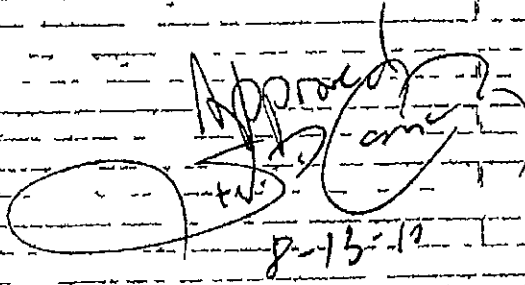
38929

Invoice

DATE	INVOICE #
8/11/2010	6118

BILL TO:

SUPREME COURT OF APPEALS
 W VA STATE CAPITOL
 BUILDING 1 ROOM E-100
 CHARLESTON, W VA 25305-0832

QUANTITY	DESCRIPTION	RATE	AMOUNT
	CANTERBU	Due on receipt	8/11/2010
1	WOOD FLOORING BRUCE C5010 NATURAL WOOD INSTALED WITH MATERIAL AND LABOR, INCLUDES FLOOR PREP FOR JUDGE KETCHUM OFFICES ORDERED BY STEVEN CANTERBURY	9,680 00	9,680 00
		0 00	0 00
			RECEIVED AUG 13 4 11 13
			
TOTAL			\$9,680 00

Thank you for your business

Fabric Town

I N T E R I O R S

5615 Taylor Rd. Rt. 60 E.
Huntington, WV 25705
804-736-9241

Invoice

DATE	INVOICE #
11/15/2013	7235

BILL TO:

SUPREME COURT OF APPEALS
W.VA. STATE CAPITOL
BUILDING 1 ROOM E-100
CHARLESTON, W.VA. 25305-0832

RECEIVED
WV SUPREME COURT

NOV 18 2013

ADMINISTRATIVE
OFFICE

P.O. NUMBER	TERMS	PROJECT
CANTERBU...	Due on receipt	11/15/2013

QUANTITY	DESCRIPTION	RATE	AMOUNT
40 WOOD	WOOD FLOORING, BRUCE, C5010-NATURAL	6.00	240.00T
1 LABOR MINI...	LABOR, REMOVAL AND INSTALLATION	420.00	420.00T
1 ADHESIVE	ADHESIVE	78.00	78.00T
1 SHIPPING	SHIPPING	35.00	35.00
	FOR JUDGE MENIS KETCHUM	0.00	0.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE

Nov 21, 2013

SIGNED

[Signature]

ank you for your business.

TOTAL

\$773.00

28

52--000034

AIA[®] Document G701[™] - 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 008 DATE: August 2, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>

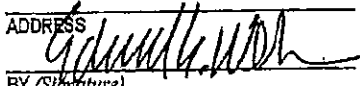
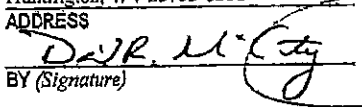
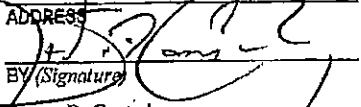
THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 862,092.91
The Contract Sum prior to this Change Order was	\$ 1,738,248.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 35,629.27
The new Contract Sum including this Change Order will be	\$ 1,773,878.18

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Edward E. Weper, AIA, LEED AP (Typed name)	David R. McCarty (Typed name)	Steven D. Canterbury (Typed name)
8/4/10	8-4-10	8-6-10
DATE	DATE	DATE

29

52--000035

WV SUPREME COURT OF APPEALS
CHANGE ORDER #8

EXHIBIT 'A'

- ITEM #1: NCC labor (April thru June 2010) Room E-305 *Justice Ketchum*
Cost: \$8,288.68
- ITEM #2: NCC miscellaneous materials (April thru June 2010) Room E-305 *Justice Ketchum*
Cost: \$326.96
- ITEM #3: Carpet Gallery area rug pad Room E-304 *Justice Workman*
Cost: \$132.50
- ITEM #4: Carpet Gallery fabric Room E-304 *Justice Workman*
Cost: \$497.11
- ITEM #5: Carpet Gallery fabric Room E-304 *Justice Workman*
Cost: \$4,223.04
- ITEM #6: Window Fashions chairs Room E-304 *Justice Workman*
Cost: \$2,630.00
- ITEM #7: Window Fashions fabric Room E-~~304~~³⁰⁰ *Justice Benjamin*
Cost: \$740.80
- ITEM #8: NCC labor and materials (July 2010) Room E-305 *Justice Ketchum*
Cost: \$13,060.00

Subtotal: \$29,899.09
Insurance, Bonds, Fees, Taxes: \$5,730.17

Total additional cost of Change Order#8: \$35,629.27

	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	Subtotal #2	2% City & B&O taxes	Total
Justice Ketchum	\$ 8,288.68	\$ 57.19	\$ 74.60	\$ 8,420.47	\$ 1,263.07	\$ 9,683.54	\$ 193.67	\$ 9,877.21
Justice Ketchum	\$ 326.96	\$ 2.26	\$ 2.94	\$ 332.16	\$ 49.82	\$ -381.98	\$ 7.64	\$ 389.62
Justice Workman	\$ 132.50	\$ 0.91	\$ 1.19	\$ 134.60	\$ 20.19	\$ 154.79	\$ 3.10	\$ 157.89
Justice Workman	\$ 497.11	\$ 3.43	\$ 4.47	\$ 505.01	\$ 75.75	\$ 580.76	\$ 11.62	\$ 592.38
Justice Workman	\$ 4,223.04	\$ 29.14	\$ 38.01	\$ 4,290.19	\$ 643.53	\$ 4,933.72	\$ 98.67	\$ 5,032.39
Justice Workman	\$ 2,630.00	\$ 18.15	\$ 23.67	\$ 2,671.82	\$ 400.77	\$ 3,072.59	\$ 61.45	\$ 3,134.04
Justice Benjamin	\$ 740.80	\$ 5.11	\$ 6.67	\$ 752.58	\$ 112.89	\$ 865.47	\$ 17.31	\$ 882.78
Justice Ketchum	\$ 13,060.00	\$ 90.11	\$ 117.54	\$ 13,267.65	\$ 1,990.15	\$ 15,257.80	\$ 305.16	\$ 15,562.96
	\$ 29,899.09	\$ 206.30	\$ 269.09	\$ 30,374.48	\$ 4,556.17	\$ 34,930.65	\$ 698.62	\$ 35,629.27

Justice Benjamin \$ 882.78
- Justice Ketchum \$ 25,829.79
Justice Workman \$ 8,916.70
\$ 35,629.27

26.69% Surcharge from contractor

Change order # 8

West Virginia Supreme Court of Appeals
Third Floor Justice's Suite

June 30 2010

NCC #08-039

Scope

Renovate Justice Ketchum's Chambers (Demo strip wood trim Painting Cabinets Electrical)

Additional Fabric for new furniture > not done in my office

Reupholdtery of 2 wing chairs

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor (April thru June 2010)	158 mhr		52.46 \$	8 288.68
2	NCC msc materials	1 ls		326.96 \$	326.96
3	Carpet Gallery (area rug pad)	1 ls		132.50 \$	132.50
4	Carpet Gallery (fabric)	1 ls		497.11 \$	497.11
5	Carpet Gallery (fabric)	1 ls		4 223.04 \$	4 223.04
6	Window Fashions (chairs)	1 ls		2 630.00 \$	2 630.00
7	Window Fashions (fabric)	1 ls		740.80 \$	740.80
Sub-total					\$ 16 839.09
0.89 % Insurances					\$ 116.19
0.90 % Bond					\$ 151.55
15.00 % Fee on NCC Work					\$ 2 566.02
2.00 % City B&O Taxes					\$ 393.46
Total					\$ 20 066.31

32

52--000038

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Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 010 DATE: September 22, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	


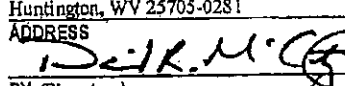
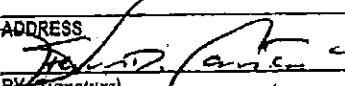
THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 965,184.18
The Contract Sum prior to this Change Order was	\$ 1,841,340.18
The Contract Sum will be increased by this Change Order in the amount of	\$ 60,349.62
The new Contract Sum including this Change Order will be	\$ 1,901,689.80

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Edward E. Weber, AIA, LEED AP (Typed name)	David R. McCarty (Typed name)	Steven D. Canterbury (Typed name)
9.22.10	9.24.10	10.13.10
DATE	DATE	DATE

WV SUPREME COURT OF APPEALS
CHANGE ORDER #10

EXHIBIT 'A'

Justice Ketchum

ITEM #1: Additional cost for continuing renovation of rooms E-305 and E-307, and an appliance for room E-302

Justice Benjamin

Total additional cost of Change Order#10: \$60,349.62.

See General Contractor's breakdown of costs attached.

**West Virginia Supreme Court of Appeals
Third Floor Justice's Suite**

September 17, 2010

NCC #08-039

Scope:
Renovate Justice Ketchum's Chambers (Demo, strip wood trim, Painting, Cabinets, Electrical)
Appliances for Justice Benjamin's Chambers

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor (July thru Sept 2010)	508	mhr	52.46	\$ 26,649.68
2	NCC misc materials	1	ls	2,590.38	\$ 2,590.38
3	South Charleston Elec (electrical work)	1	ls	22,248.37	\$ 22,248.37
4	Appliances	1	ls	213.01	\$ 213.01
	Sub-total				\$ 51,701.44
	0.69 % Insurances				\$ 356.74
	0.90 % Bond				\$ 465.31
	15.00 % Fee on NCC Work				\$ 4,417.96
	10.00 % Fee on Subcontract Work				\$ 2,224.84
	2.00 % City B&O Taxes				\$ 1,183.33
	Total				\$ 60,349.62

South Charleston Electric Company, Inc.

1011 F Street
 P.O. Box 8494
 South Charleston, WV 25303
 WV Contractors #000800

Invoice

Invoice #

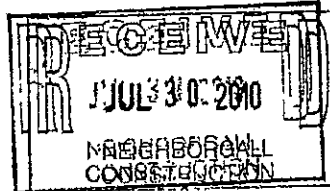
9320

Date

7/29/2010

Bill To

Neighborgall Construction
 1216 Seventh Ave.
 P.O. Box 281
 Huntington WV 25707-0281



P.O. No.		Terms	Project
		Net 30	JUDGE KETCHUM
Description			Amount
JUDGE KETCHUM OFFICE REMODEL STATE CAPITOL BUILDING ROUGH IN WALLS FOR POWER, COMMUNICATION AND SWITCHES. INSTALL NEW RECESSED CAN LIGHTS. INSTALL (5) FLOOR BOXES FOR POWER AND COMMUNICATION. 6/21-7/28 ELECTRICIAN 185 HRS @ 61.50 6/21-7/28 APPRENTICE 167 HRS @ 37.75 MATERIAL 10% ON MATERIAL			11,377.50 6,304.25 3,270.26 37.02
			PAID SEP 10 2010 CK# _____

Thanks for your business! We Appreciate You!



Subtotal	\$20,989.03
Sales Tax (6.0%)	\$1,259.34
Total	\$22,248.37

Phone #
 304-744-3407

Fax #
 304-744-3408

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52--000042

Change Order #10

Description	Office	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	10% Fee on subcontractor work	Subtotal #2	2% City & B&O taxes	Total
Demolition, painting, cabinets	Justice Ketchum	\$ 26,649.68	\$ 183.89	\$ 239.84	\$ 27,073.41	\$ 4,023.22		\$ 31,096.63	\$ 621.93	\$ 31,718.56
Misc materials	Justice Ketchum	\$ 2,590.38	\$ 17.87	\$ 23.31	\$ 2,631.56	\$ 394.73		\$ 3,026.29	\$ 60.53	\$ 3,086.82
South Charleston Electrical	Justice Ketchum	\$ 22,248.37	\$ 153.51	\$ 200.24	\$ 22,602.12		\$ 2,203.20	\$ 24,805.32	\$ 496.11	\$ 25,301.43
Appliance	Justice Benjamin	\$ 213.01	\$ 1.47	\$ 1.92	\$ 216.40		\$ 21.64	\$ 238.04	\$ 4.76	\$ 242.80
		\$ 51,701.44	\$ 356.74	\$ 465.31	\$ 52,523.49	\$ 4,417.95	\$ 2,224.84	\$ 59,166.29	\$ 1,183.33	\$ 60,349.62

Justice Benjamin \$ 242.80
 Justice Ketchum \$ 60,106.82
 \$ 60,349.62



WV Supreme Court of Appeals

NCC Project Number: 08-039

Date: 12/27/13

Scope of Work:

Adjust doors at HR Office
Install new floor - Office E307

RAW COSTS

Line #	Description Of Work Activity	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Equip. Total	Sub Cost	Total Cost
				Labor	Material	Equip.					
NEIGHBORGALL CONSTRUCTION											
1	Supervision	24	MH	49.58			1,189.92	0.00	0.00		1,189.92
2	Supervisor Mileage	200	Miles			0.55	0.00	0.00	110.00		110.00
3	Carpenter	40	MH	47.58			1,903.20	0.00	0.00		1,903.20
4	Misc. Materials	1	LS		200.00		0.00	200.00	0.00		200.00
5							0.00	0.00	0.00		0.00
6							0.00	0.00	0.00		0.00
7							0.00	0.00	0.00		0.00
8							0.00	0.00	0.00		0.00
9							0.00	0.00	0.00		0.00
10							0.00	0.00	0.00		0.00
11							0.00	0.00	0.00		0.00
12							0.00	0.00	0.00		0.00
13							0.00	0.00	0.00		0.00
14							0.00	0.00	0.00		0.00
15							0.00	0.00	0.00		0.00
16							0.00	0.00	0.00		0.00
17							0.00	0.00	0.00		0.00
18							0.00	0.00	0.00		0.00
19							0.00	0.00	0.00		0.00
20							0.00	0.00	0.00		0.00
21							0.00	0.00	0.00		0.00
25							0.00	0.00	0.00		0.00
SUBCONTRACTORS / SUPPLIERS											
26	Corenerstone Interiors						0.00	0.00	0.00	4,434.72	4,434.72
27							0.00	0.00	0.00		0.00
28							0.00	0.00	0.00		0.00
29							0.00	0.00	0.00		0.00
30							0.00	0.00	0.00		0.00
31							0.00	0.00	0.00		0.00
32							0.00	0.00	0.00		0.00
33							0.00	0.00	0.00		0.00
34							0.00	0.00	0.00		0.00
35							0.00	0.00	0.00		0.00
36							0.00	0.00	0.00		0.00
37							0.00	0.00	0.00		0.00
39	RAW COST TOTALS						3,093.12	200.00	110.00	4,434.72	7,837.84

TAXES AND INSURANCE ON CATEGORIES

40	Labor Tax On NCC Labor	22.00%	Of	3,093.12	=	680.49					680.49
41	Consumer Use Tax On Materials	7.00%	Of	310.00	=		14.00	7.70			21.70
42	General Liability Insurance	2.00%	Of	3,093.12	=	61.88					61.88
43	Subcontractor Liability Insurance	0.18%	Of	4,434.72	=				7.10		7.10
44	SUBTOTALS					3,835.47	214.00	117.70	4,441.82		8,608.98

TAXES, INSURANCE, BONDS, OVERHEAD & PROFIT ON TOTALS

45	Overhead/Profit on NCC Work	15.00%	Of	4,167.17	=					(Line 44 Labor, Material & Equipment)	625.08
46	Overhead/Profit on Subcontractor	10.00%	Of	4,441.82	=					(Line 44 Subcontract)	444.18
SUBTOTAL											9,678.24
47	Builder's Risk Insurance	0.12%	Of	9,678.24	=						11.61
48	Bond	1.00%	Of	9,678.24	=						96.78
49	Charleston B&O Tax	2.00%	Of	9,678.24	=						193.56

50	TOTAL PROPOSAL REQUEST COST										9,980.20
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38

52--000044

Change Order #17

Description	Office	Invoice Amt	22% Labor Tax	7% Sales Tax on materials	2% General Liability Insurance	0.16% Subcontractor Liability Insurance	Subtotal #1	15% Fee on NCC work	10% Fee on subcontractor work	Subtotal #2	Builders Risk Insurance, Bond, B&O Taxes	Total
Cornerstone Interiors	Justice Ketchum	\$ 4,434.72				\$ 7.10	\$ 4,441.82		\$ 444.18	\$ 4,886.00	\$ 152.44	\$ 5,038.44
Leighborgall - supervision	Misc	\$ 1,189.92	\$ 261.78		\$ 23.80		\$ 1,475.50	\$ 221.33		\$ 1,696.83	\$ 52.94	\$ 1,749.77
Leighborgall - supervision mileage	Misc	\$ 110.00		\$ 7.70			\$ 117.70	\$ 17.66		\$ 135.36	\$ 4.22	\$ 139.58
Leighborgall - carpenter	Misc	\$ 1,903.20	\$ 418.70		\$ 38.05		\$ 2,359.97	\$ 354.00		\$ 2,713.96	\$ 84.68	\$ 2,798.64
Leighborgall - materials	Misc	\$ 200.00		\$ 14.00			\$ 214.00	\$ 32.10		\$ 246.10	\$ 7.68	\$ 253.78
		\$ 7,837.84	\$ 680.49	\$ 21.70	\$ 61.85	\$ 7.10	\$ 8,608.98	\$ 625.08	\$ 444.18	\$ 9,678.24	\$ 301.96	\$ 9,980.20

Justice Ketchum \$ 5,038.44
 Misc. \$ 4,941.76
 \$ 9,980.20

17

ICE KETCHUM'S OFFICE RENOVATIONS
 NG/SUMMER 2010

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CHANDLER'S PLYWOOD PRODUCTS	WAINSCOT, 2 SETS OF WALL TO WALL CABINETS, MOULDING LIGHTS	C329459	06/30/10	\$ 54,471.90
CHANDLER'S PLYWOOD PRODUCTS	REPLACE MOULDING	C329463	06/30/10	\$ 3,543.67
CHANDLER'S PLYWOOD PRODUCTS	OAK GRILL COVERS FOR WALL DUCT REGISTERS	C329464	06/30/10	\$ 480.00
CHANDLER'S PLYWOOD PRODUCTS	3 SETS OF RADIATOR COVERS	C329455	06/30/10	\$ 480.00
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,127.34
CHANDLER'S PLYWOOD PRODUCTS	VARIOUS (PER PURCHASE ORDER LOG)	N/A	09/13/10	\$ 1,042.40
CHANDLER'S PLYWOOD PRODUCTS	FROSTED BULBS	C334138	04/14/11	\$ 72.96
EDWARD HILLENBRAND FURNITURE	RENOVATION OF CASS GILBERT DESK	5500	02/01/10	\$ 2,521.00
EDWARD HILLENBRAND FURNITURE	LABOR & MATERIALS TO REFINISH DOORS, DOOR FRAMES, AND DESK	5512	05/11/10	\$ 8,552.92
EDWARD HILLENBRAND FURNITURE	RENOVATION TO SECRETARIAL DESK	5512	05/11/10	\$ 6,600.00
EDWARD HILLENBRAND FURNITURE	KEYBOARD ARM AND TRAY	5514	05/12/10	\$ 215.95
EDWARD HILLENBRAND FURNITURE	DELIVER AND INSTALL DOORS	5526	09/07/10	\$ 1,298.30
EDWARD HILLENBRAND FURNITURE	REPAIRS/IMPROVEMENTS TO EXISTING CHAIRS	5552	05/08/11	\$ 587.50
FABRIC TOWN INTERIORS	CARPET, FURNITURE REUPHOLSTERING, WOOD BLINDS, CORNICE BOARDS	6047	06/16/10	\$ 11,489.73
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING	6118	08/11/10	\$ 9,680.00
FABRIC TOWN INTERIORS	BRUCE NATURAL WOOD FLOORING - REPLACEMENT PIECES?	7235	11/15/13	\$ 773.00
GHORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #8	06/30/10	\$ 25,829.79
HBORGALL	DEMO-STRIP WOOD TRIM, PAINTING, CABINETS, ELECTRICAL	CHANGE ORDER #10	06/30/10	\$ 60,106.82
NEIGHBORGALL	REPAIRS TO WOOD FLOOR	CHANGE ORDER #17	03/05/14	\$ 5,038.44
SUBTOTAL				<u>\$ 193,909.72</u>

INVOICE



3716 Waverly Road
 P O Box 9217
 Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
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Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Our Order No 01562660 Page No 1
 Ship To
 ADM OFFICE OF COURTS
 ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD E
 CHARLESTON WV 25305

Quantity	Description	Unit	Unit Price	Amount
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	JOINT W/GRANITE			
	JOINT W/CUSTOM 01562670		01562580	
	JOINT W/HARDWARE			
	JOINT W/LIGHTING			
	ADMINISTRATIVE ASSISTANT OFFICE			
	DYNASTY PURITAN QUART OAK NUTMEG			
8	F2DB272434-1/2 MBWR	EA	0 00	0 00
	01F2DB272434 5			
3	STOCKS 6-1/4X34-1/2	EA	0 00	0 00
	01STOCKS61/4X341/2			
1	BFF6-34-1/2E	EA	0 00	0 00
	01BFF6341/2E			
3	FB08	EA	0 00	0 00
	01FB08			
24	STOCKO 3X96 FINISH 2SIDES/OGEE	EA	0 00	0 00
	01STOCKO3X96			
2	BFF3-34-1/2E	EA	0 00	0 00
	01BFF3341/2E			

OMEGA CUSTOM CD3 QUART OAK NUTMEG

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
 P O Box 9217
 Huntington, WV 25704



Account No 5756

SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Terms	Date
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Invoice #	Amount
Please	see next page

52--000048



INVOICE

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

Table with 7 columns: Salesman, Code, Shipped Via, Your Order No, Terms, Date, Invoice No. Values include 15 15, INV, OUR TRUCK, 5956, NET 30 DAYS, 6/30/10, C329459.

Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01562650 Page No 2
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV 25305

Main item table with columns: Quantity, Description, Unit, Unit Price, Amount. Lists various plywood products like TW2748BD, STOCKS 6-1/4X66, WFF6-48A, etc.

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Table with 2 columns: Terms, Date

Table with 2 columns: Invoice #, Amount. Value: Please see next page

INVOICE



3716 Waverly Road
P O Box 9217
Huntington WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
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Our Order No 01562660 Page No 3

Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV

25305

Quantity	Description	Unit	Unit Price	Amount
1	WAINSCOT 29-1/2X36 2EQ PANEL 01WAINSCOT2912X36	EA	0 00	0 00
1	WAINSCOT 73-1/8X36 3/4 EXT RT END 01WAINSCOT7318X36	EA	0 00	0 00
1	WAINSCOT 117X36 5EQ PANELS 01WAINSCOT117X36	EA	0 00	0 00
2	STOCKS 6X96 01STOCKS6X96	EA	0 00	0 00
1	WAINSCOT 38-1/4X36 2EQ PANELS 01WAINSCOT3814X36	EA	0 00	0 00
1	WAINSCOT 20-5/8X36 SNG PANEL 01WAINSCOT2058X36	EA	0 00	0 00
1	STOCKS 1-3/8X36 01STOCKS138X36	EA	0 00	0 00
1	JUSTICE KETCHUM S OFFICE WAINSCOT 81X36 4EQ PANEL 01WAINSCOT81X36	EA	0 00	0 00
2	WAINSCOT 84-3/8X36 4EQ PANEL 01WAINSCOT8438X36	EA	0 00	0 00
1	WAINSCOT 20-7/8X36 3/4EXT RT END 01WAINSCOT2078X36	EA	0 00	0 00

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington, WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms	Date
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Invoice #	Amount
please	see next page

52--000050

INVOICE



3716 Waverly Road
 P O BOX 9217
 Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
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Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Our Order No 01562660 Page No 4
 Ship To
 ADM OFFICE OF COURTS
 ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD E
 CHARLESTON WV 25305

Quantity	Description	Unit	Unit Price	Amount
2	WAINSCOT 78-1/8X36 4EQ PANEL 01WAINSCOT7818X36	EA	0 00	0 00
1	WAINSCOT 15-1/8X36 3/4EXT RT END 01WAINSCOT1518X36	EA	0 00	0 00
1	WAINSCOT 12-3/8X36 SNG PANEL 01WAINSCOT1238X36	EA	0 00	0 00
1	WAINSCOT 12-11/16X36 3/4EXT RT END 01WAINSCOT121116X36	EA	0 00	0 00
1	WAINSCOT 82-7/8X36 4EQ PANEL 01WAINSCOT8278X36	EA	0 00	0 00
1	WAINSCOT 114-1/2X36 5EQ PANEL 01WAINSCOT11412X36	EA	0 00	0 00
2	WAINSCOT 18X11-3/4H SM PANELS 01WAINSCOT18X1134H	EA	0 00	0 00
2	WAINSCOT 74X24 4EQ PANEL 01WAINSCOT74X24	EA	0 00	0 00
1	WAINSCOT 75-1/2X24 4EQ PANEL 01WAINSCOT7512X24	EA	0 00	0 00
20	SCRIBES 01SCRIBES	EA	0 00	0 00
20	FB08 01FB08	EA	0 00	0 00

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
 P O Box 9217
 Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Terms	Date
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Invoice #	Amount
Please see next page	

52--000051



INVOICE

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

153683
5402 OCA

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5956	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329459
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Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01562660 Page No 5
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV 25305

Quantity	Description	Unit	Unit Price	Amount
20	STOCKO 2-1/2X96 OG LEDGE FIN T/B 01STOCKO212X96	EA	0 00	0 00
1	TUK 01TUK	EA	0 00	0 00
1	QUOTED TOTAL OF ALL OF ABOVE		54 471 90	54471 90

RECEIVED

2010 JUL -6 A 11 4

RECEIVED
WV SUPREME COURT

JUL 15 2010

ADMINISTRATIVE
OFFICE

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 7-9-10
SIGNED [Signature]

*** INVOICE TOTAL ***

54471 90

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms	Date
NET 30 DAYS	6/30/10

Invoice #	Amount
C329459	54471 90

52--000052

INVOICE



3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

153683

5402-064

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5988	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329463
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Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01566790 Page No 1
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD E
CHARLESTON WV 25305

Quantity	Description	Unit	Unit Price	Amount
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ADDENDUM TO OUR QUOTE #01/355719

ADDENDUM # 1
FURNISH QUARTER SAWN OAK MOULDING
TO REPLACE PAINTED MOULDING FOR
PERIMETER OF OFFICES OF JUSTICE
KETCHUM AND HIS ADMINISTRATIVE
ASSISTANT THE LOCATION OF THIS
MOULDING IS AT THE BOTTOM OF THE
UPPER AIR REGISTERS

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 7-9-10
SIGNED [Signature]

1 TOTAL MOULDING COST
01TM

EA 1,743 00 1743 00

ADDENDUM #2
ADDITIONAL COST FOR CHANGE OF
GRANITE COLOR FROM "UB TUBA" TO
"VOLGA BLUE"
1 TOTAL COST OF COLOR CHANGE
01TC

EA 1 800 67 1800 67

NEIGHBOR GAL CONSTRUCTION CO WILL

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington, WV 25704

Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV 25305

RECEIVED
WV SUPREME COURT
JUL 15 2010
ADMINISTRATIVE
OFFICE



Terms	Date
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Invoice #	Amount
Please see next page	

52--000053

INVOICE



3716 Waverly Road
 P O Box 9217
 Huntington, WV 25704
 Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5988	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329463
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Our Order No 01566790 Page No 2

Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Ship To
 ADM OFFICE OF COURTS
 ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD E
 CHARLESTON WV 25305

Quantity	Description	Unit	Unit Price	Amount
	FURNISH COST TO INSTALL THE ABOVE MOULDING			

*** INVOICE TOTAL ***

3543 67

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
 P O Box 9217
 Huntington WV 25704



Account No 5756

Terms NET 30 DAYS	Date 6/30/10
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SUPREME COURT OF APPEALS
 STATE CAPITAL
 CHARLESTON WV

25305

Invoice # C329463	Amount 3543 67
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52--000054



INVOICE

153683
5402 064

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5989	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329464
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Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01566800
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD EAST
CHARLESTON WV 25305

Page No 1

Quantity	Description	Unit	Unit Price	Amount
	QUOTE #01/355719			
	ADDENDUM #3 CUSTOM OAK GRILL COVERS FOR "HIGH" WALL DUCT REGISTERS WITH WOOD PERIMETER AND WOOD GRID CENTERS			
	2 SIZE 6+ " X 22+ "			
	2 SIZE 6+ ' X 33+ "			
	CONSTRUCTED FROM OAK FINISHED TO MATCH QUARTERSAWN WAINSCOT AND CABINETY COVERED UNDER 01/355719			
1	TOTAL ABOVE "GRILLS" 01TG	EA	480 00	480 00

RECEIVED
-WV SUPREME COURT

JUL 23 2010

ADMINISTRATIVE
OFFICE

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 7/15/10
SIGNED [Signature]

480 00

*** INVOICE TOTAL ***

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler s Plywood Products Inc
P O Box 9217
Huntington WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms	Date
NET 30 DAYS	6/30/10

Invoice #	Amount
C329464	480 00

52--000055



INVOICE

153683
5402-064

3716 Waverly Road
P O Box 9217
Huntington, WV 25704

Phone (304) 429-1311

Salesman 15 15	Code INV	Shipped Via OUR TRUCK	Your Order No 5989	Terms NET 30 DAYS	Date 6/30/10	Invoice No C329465
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Sold To Account No 5756
SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Our Order No 01569730
Ship To
ADM OFFICE OF COURTS
ROOM E-100 STATE CAPITAL
1900 KANAWHA BLVD
CHARLESTON WV 25305

Page No 1

Quantity	Description	Unit	Unit Price	Amount
4	CUSTOM GRILL COVERS	EA	120 00	480 00
	01GRILLCOVERS			
	2--6-3/4X33-3/4			
	2--6-3/4X22-3/4			

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 7-15-10
SIGNED [Signature]

RECEIVED
WV SUPREME COURT

JUL 23 2010

ADMINISTRATIVE
OFFICE

480 00

*** INVOICE TOTAL ***

Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

Please detach and return with remittance

MAKE CHECKS PAYABLE TO

Chandler's Plywood Products Inc
P O Box 9217
Huntington, WV 25704



Account No 5756

SUPREME COURT OF APPEALS
STATE CAPITAL
CHARLESTON WV

25305

Terms	Date
NET 30 DAYS	6/30/10

Invoice #	Amount
C329465	480 00

52-000056



INVOICE

5403/300

Phone (304) 429-1395

Person	Shipped Via	Your Order No	Terms	Invoice Date	Invoice No
15	OUR TRUCK	RUTH	NET 30 DAYS	4/14/11	C334138

Sold To Account No 5756
 SUPREME COURT OF APPEALS
 STATE CAPITAL
 ACCOUNTS PAYABLE
 CHARLESTON WV 25305

Our Order No 01627590
 ADM OFFICE OF COURTS
 Ship To ROOM E-100 STATE CAPITAL
 1900 KANAWHA BLVD EAST
 CHARLESTON WV 25305

Page No 1

Ordered	B/O	Shipped	Description	Unit Price	Extended Price
24		24	BULBS FROSTED BULBS SEG 97119-33	3 0400 EA	72 96

RECEIVED
 WV SUPREME COURT
 APR 19 2011
 ADMINISTRATIVE OFFICE

I CERTIFY THAT THE ABOVE MERCHANDISE
 WAS RECEIVED IN GOOD CONDITION AND
 CONFORMED TO SPECIFICATIONS

DATE May 9, 2011
 SIGNED [Signature]
 for Chambers

Sub Total	Freight	Sales Tax	Invoice Total
72 96			72 96

Make Checks Payable to Chandler's Plywood Product Inc, P.O. Box 9217, Huntington WV, 25704
 3716 Waverly Rd Huntington WV 25704
 Delinquency Charge of 1 5/ Monthly Assessed on Past Due Accounts No Returns Without Prior Authorization

52--000057

199421

Invoice

Edward Hillenbrand Furnituremaker, Inc
736 - 738 Second Avenue
South Charleston, WV 25303-1315

DATE	INVOICE #
2/1/2010	5500

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Repair & Refinish Desk for Justice Ketchum	2,521 00
<p>IDENTIFY THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS</p> <p>DATE <u>Feb 5, 2010</u></p> <p>SIGNED <u>P. J. Fletcher Adkins</u></p> <p>5402-409</p>	<p>RECEIVED WV SUPREME COURT FEB 11 2010 ADMINISTRATIVE OFFICE</p>
Thank you for your business	Total \$2,521 00

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437
E-Mail Ed.Hillenbrand@verizon.net

February 1, 2010

Administrative Office of Court
Attn Fletcher Adkins
Room E100
State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305-0832

Fletch,

Please find enclosed invoices for the repairs and finish work on the historic table
in the deliberation room and on the desk for Justice Ketchum

Please do not hesitate to call if you have any questions

Sincerely,



Ed Hillenbrand

52--000059

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

Invoice

5403

DATE	INVOICE #
5/11/2010	5512

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Labor to Strip, Repair & Refinish (5) Doors and Door Frames in Justice Ketchum's Office	6,906 90
Materials to Strip, Repair & Refinish (5) Doors and Door Frames in Justice Ketchum's Office	194 07
Labor to Strip, Repair & Refinish Table Desk for Justice Ketchum's Office	1,388 70
Material to Strip, Repair & Refinish Table Desk for Justice Ketchum's Office	63 25
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.	
DATE <u>May 25, 2010</u> SIGNED <u>Fletcher Adkins</u>	RECEIVED WV SUPREME COURT JUN 02 2010 ADMINISTRATIVE OFFICE
Thank you for your business	Total \$8,552 92

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437
E-Mail Ed Hillenbrand@verizon net

May 12, 2010

Administrative Office of Court
Attn Fletcher Adkins
Room E100
State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305-0832

Fletch,

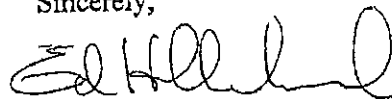
Please find enclosed invoice # 5512 for the repairs and finish work on the table desk and on the office doors and door frames for Justice Ketchum's office We have finished this work and we are storing the desk and doors at our shop There will be a delivery charge when we return these items and hang the doors

Also, please find enclosed invoice # 5513 for the items in purchase order # 1065 We will also store these items in our shop until Justice Ketchum's office is ready for them There will be no additional delivery charge on these pieces as this cost was built into the original quote

Finally, enclosed is invoice # 5514 for the keyboard arm and keyboard tray This was not, as noted, included in the original quote dated March 15th

Please do not hesitate to call if you have any questions

Sincerely,



Ed Hillenbrand

52--000061

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421
 5103

Invoice

DATE	INVOICE #
5/11/2010	5513

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Purchase Order # 1065 Prepare secretarial return w/ drawer & door--\$4800 00 Build storage cabinet into existing table--\$1800 00 Install mounting board for keyboard tray--\$60 00	6,660 00
RECEIVED WV SUPREME COURT JUN 02 2010 ADMINISTRATIVE OFFICE	
THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>May 25, 2010</u> SIGNED <u>P. Fletcher Adkins</u>	
Thank you for your business	Total \$6,660 00

PURCHASE ORDER

Admin Office of Courts

Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 558 0145 Fax 304 558 1345

TO
 Edward Hillenbrand Furnituremaker Inc
 736 738 Second Avenue
 South Charleston WV 25303
 Phone 304 744 0515 Fax 304 744 1437

P O NUMBER 5972
DATE April 20 2010
REQUISITIONED BY Steven Canterbury Dir
SHIP BY n/a
SHIP VIA n/a
F O B n/a
TERMS 30 days net

SHIP TO
 Administrative Office of Courts
 Attn Fletcher Adkins
 Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 340 2910 Fax 304 558 1345

*Purchase order number must appear
 on all forms relating to this order*

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	Job	Prepare secretarial return w/ drawer & door	\$4 800 00	4800 00
1	Job	Build storage cabinet into existing table	1800 00	1800 00
1	Job	Install mounting board for keyboard tray	60 00	60 00
			SUBTOTAL	6660 00
			FREIGHT	0 00
			TAX RATE	0 000%
			TAX	0 00
				\$6,660 00
				TOTAL DUE

Fletcher Adkins 4-20-10
 Authorized by Date

Edward Hillenbrand Furnituremaker, Inc
736-738 Second Avenue
South Charleston, WV 25303
Telephone (304) 744-0515
Fax (304) 744-1437

March 15, 2010

Prices for Justice Ketchum's Office Furniture

Secretarial Return with a drawer & door for existing desk	\$4800 00
Storage Cabinet built into the existing table	\$1800 00
Mounting board for the Keyboard Arm Mechanism	\$60 00

Note This price does not include the Keyboard Mechanism or the Keyboard Tray

Sales tax, if applicable, will be added to the above prices

Delivery will be included If you have any questions, please do not hesitate to call (304) 744-0515 or e-mail Dave Kister at ldksoccer@msn.com or me at EdHillenbrand@verizon.net

Sincerely,

Ed Hillenbrand

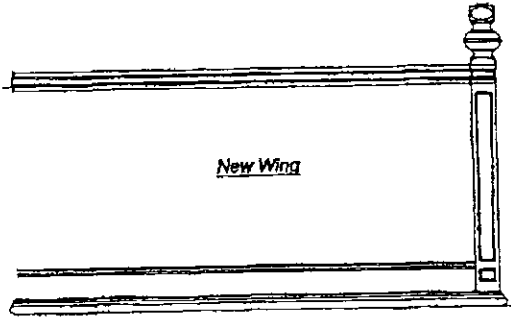
Approved
tel. 3-19-10

52--000064

Original Desk

New Wing

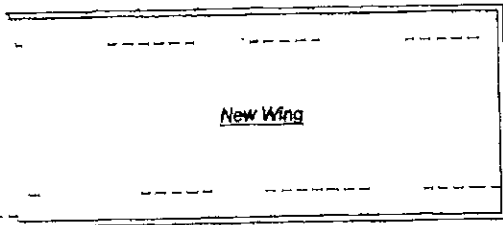
28 1/2



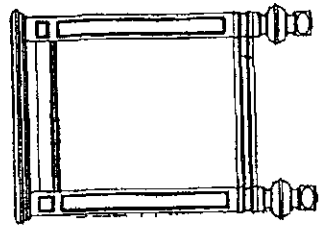
New Wing

20 1/2

3 - 10 1/2



Original Desk

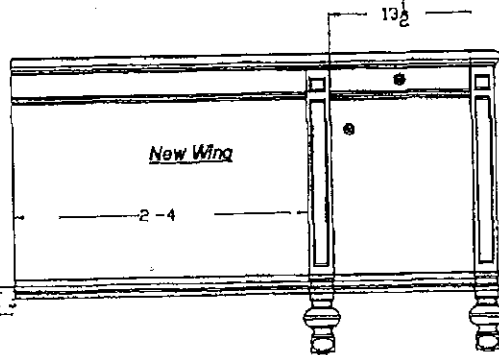


Original Desk

New Wing

13 1/2

2 - 4



30 1/2

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1 ROOM E 100
1900 KANAWHA BOULEVARD E
CHARLESTON WV 25305 0832
(VOICE) 304/558 0145
(TTY) 304/558 4219
(FAX) 304/558 1212
www.state.wv.us/wvscal

TO Steven D. Canterbury, Administrative Director
FROM Fletch Adkins PFA
DATE March 16, 2010
SUBJECT Woodworking Quote

Ed Hillenbrand has provided quotes for the woodworking projects we requested. The first quote is for the video cabinet which will be located in the Justice's Conference Room. The specifications appear to be correct and the quoted price is \$18,000.

The second quote is for the furniture for Justice Ketchum's office. The work includes refinishing of the secretarial return, adding a storage cabinet and a mounting board for the keyboard tray. The total quoted for this work is \$6,660.

If you approve of the work, please sign the attached quotes. Please let me know if you would like this charged through Siling or direct billed to our office.

encl quotes

52--000066

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421 5403

Invoice

DATE	INVOICE #
5/12/2010	5514

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	RECEIVED	AMOUNT
Keyboard Arm and Tray for Justice Ketchum's Office	WV SUPREME COURT JUN 02 2010 ADMINISTRATIVE OFFICE	215 95
I HEREBY CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>May 25 2010</u> SIGNED <u>Fletcher Adkins</u>		
Thank you for your business	Total	\$215 95

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

199421

3102

Invoice

DATE	INVOICE #
9/7/2010	5526

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Deliver and install Justice Ketchum's doors	1,296 30
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>Sept. 8, 2010</u> SIGNED <u>Fletcher Adkins</u></p>	
<p>RECEIVED WV SUPREME COURT SEP 21 2010 ADMINISTRATIVE OFFICE</p>	
Thank you for your business	Total 1,296 30

199421

Edward Hillenbrand Furnituremaker, Inc
736 - 738 Second Avenue
South Charleston, WV 25303-1315

Invoice

DATE	INVOICE #
5/6/2011	5552

5402
068

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Justice Ketchum's Office Re-glue (7) loose chairs and add casters	0 00 587 50
RECEIVED WV SUPREME COURT MAY 24 2011 ADMINISTRATIVE OFFICE	
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>May 16 2011</u> SIGNED <u>P. Fletcher Adkins</u>	
Thank you for your business	Total \$587 50

52--000069

FABRIC TOWN INTERIORS, INC
 304 736 9241
 5615 TAYLOR RD
 RT 60 E
 HUNTINGTON WV 25705

38929

Invoice

DATE	INVOICE #
6/16/2010	6047

BILL TO

SUPREME COURT OF APPEALS
 W VA STATE CAPITOL
 BUILDING 1 ROOM E-100
 CHARLESTON, W VA. 25305-0832

P.O. NUMBER	TERMS	PROJECT
5981	Due on receipt	6/16/2010

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	CARPET INST CARPET INSTALLATION, FURNITURE REUPHOLSTERING, WOOD BLINDS, AND 3 CORNICE-BOARDS RECOVERED WITH MATERIAL AND LABOR.	11,489.73	11,489.73
	FURNISHINGS PER QUOTE DATED APRIL 26, 2010		
	MATERIALS ARE READY TO BE INSTALLED AT YOUR CONVENIENCE ALL ITEMS ARE AT OUR WAREHOUSE		
	ORDERED BY STEVEN CANTERBURY	0.00	0.00

RECEIVED
 WV SUPREME COURT
 JUL 09 2010
 ADMINISTRATIVE OFFICE

Approved

I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS
 DATE 6-14-10
 SIGNED *[Signature]*

TOTAL \$11,489.73

Thank you for your business

FABRIC TOWN INTERIORS, INC
 304 736 9241
 5615 TAYLOR RD
 RT 60 E
 HUNTINGTON WV 25705

38929

Invoice

DATE INVOICE

8/11/2010 6118

BILL TO:

SUPREME COURT OF APPEALS
 W VA STATE CAPITOL
 BUILDING 1 ROOM E-100
 CHARLESTON, W VA 25305-0832

P.O. NUMBER TERMS PROJECT

CANTERBU

Due on receipt

8/11/2010

QUANTITY	DESCRIPTION	DATE	AMOUNT
1 WOOD	WOOD FLOORING BRUCE C5010 - NATURAL WOOD INSTALED WITH MATERIAL AND LABOR, INCLUDES FLOOR PREP FOR JUDGE KETCHUM OFFICES ORDERED BY STEVEN CANTERBURY	9,680 00	9,680 00
		0 00	0 00

RECEIVED
 AUG 13 11 13

Approved
8-13-10

TOTAL \$9,680 00

Thank you for your business

Fabric Town

I N T E R I O R S

5615 Taylor Rd. Rt. 60 E.
Huntington, WV 25705
304-736-9241

Invoice

DATE	INVOICE #
11/15/2013	7235

BILL TO:

SUPREME COURT OF APPEALS
W.VA. STATE CAPITOL
BUILDING 1 ROOM E-100
CHARLESTON, W.VA. 25305-0832

RECEIVED
WV SUPREME COURT

NOV 18 2013

ADMINISTRATIVE
OFFICE

P.O. NUMBER	TERMS	PROJECT
CANTERBU...	Due on receipt	11/15/2013

QUANTITY	DESCRIPTION	RATE	AMOUNT
40 WOOD	WOOD FLOORING; BRUCE, C5010-NATURAL	6.00	240.00T
1 LABOR MINI...	LABOR; REMOVAL AND INSTALLATION	420.00	420.00T
1 ADHESIVE	ADHESIVE	78.00	78.00T
1 SHIPPING	SHIPPING	35.00	35.00
	FOR JUDGE MENIS KETCHUM	0.00	0.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE Nov. 27, 2013

SIGNED P. Fletcher Adams

ank you for your business.

TOTAL \$773.00

52--000072

AIA[®] Document G701[™] - 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 008	OWNER: <input type="checkbox"/>
WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	DATE: August 2, 2010	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	CONTRACT DATE: December 19, 2008	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

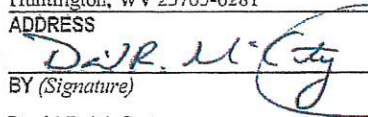
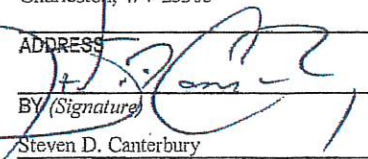
The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 862,092.91
The Contract Sum prior to this Change Order was	\$ 1,738,248.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 35,629.27
The new Contract Sum including this Change Order will be	\$ 1,773,878.18

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Neighborgall Construction</u> CONTRACTOR <i>(Firm name)</i>	<u>WV Supreme Court of Appeals</u> OWNER <i>(Firm name)</i>
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
Edward E. Weper, AIA, LEED AP <i>(Typed name)</i>	David R. McCarty <i>(Typed name)</i>	Steven D. Canterbury <i>(Typed name)</i>
8/4/10	8-4-10	8-6-10
DATE	DATE	DATE

WV SUPREME COURT OF APPEALS
CHANGE ORDER #8

EXHIBIT 'A'

ITEM #1: NCC labor (April thru June 2010) Room E-305 Justice Ketchum
Cost: \$8,288.68

ITEM #2: NCC miscellaneous materials (April thru June 2010) Room E-305 Justice Ketchum
Cost: \$326.96

ITEM #3: Carpet Gallery area rug pad Room E-304 Justice Workman
Cost: \$132.50

ITEM #4: Carpet Gallery fabric Room E-304 Justice Workman
Cost: \$497.11

ITEM #5: Carpet Gallery fabric Room E-304 Justice Workman
Cost: \$4,223.04

ITEM #6: Window Fashions chairs Room E-304 Justice Workman
Cost: \$2,630.00

ITEM #7: Window Fashions fabric Room E-³⁰⁰~~304~~ Justice Benjamin
Cost: \$740.80

ITEM #8: NCC labor and materials (July 2010) Room E-305 Justice Ketchum
Cost: \$13,060.00

Subtotal: \$29,899.09

Insurance, Bonds, Fees, Taxes: \$5,730.17

Total additional cost of Change Order#8: \$35,629.27

	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	Subtotal #2	2% City & B&O taxes	Total
Justice Ketchum	\$ 8,288.68	\$ 57.19	\$ 74.60	\$ 8,420.47	\$ 1,263.07	\$ 9,683.54	\$ 193.67	\$ 9,877.21
Justice Ketchum	\$ 326.96	\$ 2.26	\$ 2.94	\$ 332.16	\$ 49.82	\$ - 381.98	\$ 7.64	\$ 389.62
Justice Workman	\$ 132.50	\$ 0.91	\$ 1.19	\$ 134.60	\$ 20.19	\$ 154.79	\$ 3.10	\$ 157.89
Justice Workman	\$ 497.11	\$ 3.43	\$ 4.47	\$ 505.01	\$ 75.75	\$ 580.76	\$ 11.62	\$ 592.38
Justice Workman	\$ 4,223.04	\$ 29.14	\$ 38.01	\$ 4,290.19	\$ 643.53	\$ 4,933.72	\$ 98.67	\$ 5,032.39
Justice Workman	\$ 2,630.00	\$ 18.15	\$ 23.67	\$ 2,671.82	\$ 400.77	\$ 3,072.59	\$ 61.45	\$ 3,134.04
Justice Benjamin	\$ 740.80	\$ 5.11	\$ 6.67	\$ 752.58	\$ 112.89	\$ 865.47	\$ 17.31	\$ 882.78
Justice Ketchum	\$ 13,060.00	\$ 90.11	\$ 117.54	\$ 13,267.65	\$ 1,990.15	\$ 15,257.80	\$ 305.16	\$ 15,562.96
	\$ 29,899.09	\$ 206.30	\$ 269.09	\$ 30,374.48	\$ 4,556.17	\$ 34,930.65	\$ 698.62	\$ 35,629.27

Justice Benjamin \$ 882.78
~~Justice Ketchum~~ \$ 25,829.79
Justice Workman \$ 8,916.70
\$ 35,629.27

26.69% Surcharge from contractor

Change order # 8

West Virginia Supreme Court of Appeals
Third Floor Justice's Suite

June 30 2010

NCC #08-039

Scope

Renovate Justice Ketchum's Chambers (Demo strip wood trim Painting Cabinets Electrical)

Additional Fabric for new furniture

Reupholdtery of 2 wing chairs

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor (April thru June 2010)	158	mhr	52.46 \$	8,288.68
2	NCC miscellaneous	1	ls	326.96 \$	326.96
3	Carpet Gallery (area rug pad)	1	ls	132.50 \$	132.50
4	Carpet Gallery (fabric)	1	ls	497.11 \$	497.11
5	Carpet Gallery (fabric)	1	ls	4,223.04 \$	4,223.04
6	Window Fashions (chairs)	1	ls	2,630.00 \$	2,630.00
7	Window Fashions (fabric)	1	ls	740.80 \$	740.80
	Sub-total			\$	16,839.09
	0.69 % Insurances			\$	116.19
	0.90 % Bond			\$	151.55
	15.00 % Fee on NCC Work			\$	2,566.02
	2.00 % City B&O Taxes			\$	393.46
	Total			\$	20,066.31

52--000076

AIA[®] Document G701[™] - 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 010 DATE: September 22, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

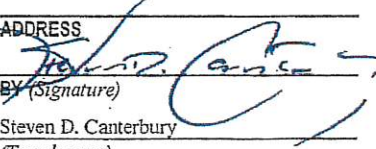
The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	965,184.18
The Contract Sum prior to this Change Order was	\$	1,841,340.18
The Contract Sum will be increased by this Change Order in the amount of	\$	60,349.62
The new Contract Sum including this Change Order will be	\$	1,901,689.80

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Edward E. Weber, AIA, LEED AP (Typed name)	David R. McCarty (Typed name)	Steven D. Canterbury (Typed name)
9.22.10	9.24.10	10.13.10
DATE	DATE	DATE

WV SUPREME COURT OF APPEALS
CHANGE ORDER #10

EXHIBIT 'A'

Justice Ketchum

ITEM #1: Additional cost for continuing renovation of rooms E-305 and E-307, and an appliance for room E-302

Justice Benjamin

Total additional cost of Change Order#10: \$60,349.62.

See General Contractor's breakdown of costs attached.

**West Virginia Supreme Court of Appeals
Third Floor Justice's Suite**

September 17, 2010

NCC #08-039

Scope:
Renovate Justice Ketchum's Chambers (Demo, strip wood trim, Painting, Cabinets, Electrical)
Appliances for Justice Benjamin's Chambers

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor (July thru Sept 2010)	508	mhr	52.46	\$ 26,649.68
2	NCC misc materials	1	ls	2,590.38	\$ 2,590.38
3	South Charleston Elec (electrical work)	1	ls	22,248.37	\$ 22,248.37
4	Appliances	1	ls	213.01	\$ 213.01
	Sub-total				\$ 51,701.44
	0.69 % Insurances				\$ 356.74
	0.90 % Bond				\$ 465.31
	15.00 % Fee on NCC Work				\$ 4,417.96
	10.00 % Fee on Subcontract Work				\$ 2,224.84
	2.00 % City B&O Taxes				\$ 1,183.33
	Total				\$ 60,349.62

52--000079

South Charleston Electric Company, Inc.

1011 F Street
 P.O. Box 8494
 South Charleston, WV 25303
 WV Contractors #000800

Invoice

Invoice #

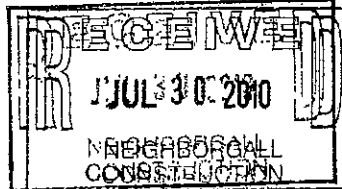
9320

Date

7/29/2010

Bill To

Neighborgall Construction
 1216 Seventh Ave.
 P.O. Box 281
 Huntington WV 25707-0281

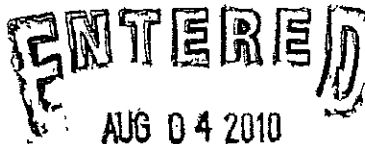


P.O. No.	Terms	Project
	Net 30	JUDGE KETCHUM

Description	Amount
JUDGE KETCHUM OFFICE REMODEL STATE CAPITOL BUILDING	
ROUGH IN WALLS FOR POWER, COMMUNICATION AND SWITCHES. INSTALL NEW RECESSED CAN LIGHTS. INSTALL (5) FLOOR BOXES FOR POWER AND COMMUNICATION.	
6/21-7/28 ELECTRICIAN 185 HRS @ 61.50	11,377.50
6/21-7/28 APPRENTICE 167 HRS @ 37.75	6,304.25
MATERIAL	3,270.26
10% ON MATERIAL	37.02
PAID	
SEP 10 2010	
CK# _____	

Thanks for your business! We Appreciate You!

Subtotal	\$20,989.03
Sales Tax (6.0%)	\$1,259.34
Total	\$22,248.37



Phone #
 304-744-3407

Fax #
 304-744-3408

52--000080

Change Order #10

Description	Office	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	10% Fee on subcontractor work	Subtotal #2	2% City & B&O taxes	Total
Demolition, painting, cabinets	Justice Ketchum	\$ 26,649.68	\$ 183.89	\$ 239.84	\$ 27,073.41	\$ 4,023.22		\$ 31,096.63	\$ 621.93	\$ 31,718.56
Misc materials	Justice Ketchum	\$ 2,590.38	\$ 17.87	\$ 23.31	\$ 2,631.56	\$ 394.73		\$ 3,026.29	\$ 60.53	\$ 3,086.82
South Charleston Electrical	Justice Ketchum	\$ 22,248.37	\$ 153.51	\$ 200.24	\$ 22,602.12		\$ 2,203.20	\$ 24,805.32	\$ 496.11	\$ 25,301.43
								\$ -		
Appliance	Justice Benjamin	\$ 213.01	\$ 1.47	\$ 1.92	\$ 216.40		\$ 21.64	\$ 238.04	\$ 4.76	\$ 242.80
		\$ 51,701.44	\$ 356.74	\$ 465.31	\$ 52,523.49	\$ 4,417.96	\$ 2,224.84	\$ 59,166.29	\$ 1,183.33	\$ 60,349.62

Justice Benjamin \$ 242.80
 Justice Ketchum \$ 60,106.82
 \$ 60,349.62



WV Supreme Court of Appeals
 NCC Project Number: 08-039
 Date: 12/27/13

Scope of Work:

Adjust doors at HR Office
 Install new floor - Office E307

RAW COSTS											
Line #	Description Of Work Activity	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Equip. Total	Sub Cost	Total Cost
				Labor	Material	Equip.					
NEIGHBORGALL CONSTRUCTION											
1	Supervision	24	MH	49.58			1,189.92	0.00	0.00		1,189.92
2	Supervisor Mileage	200	Miles			0.55	0.00	0.00	110.00		110.00
3	Carpenter	40	MH	47.58			1,903.20	0.00	0.00		1,903.20
4	Misc. Materials	1	LS		200.00		0.00	200.00	0.00		200.00
5							0.00	0.00	0.00		0.00
6							0.00	0.00	0.00		0.00
7							0.00	0.00	0.00		0.00
8							0.00	0.00	0.00		0.00
9							0.00	0.00	0.00		0.00
10							0.00	0.00	0.00		0.00
11							0.00	0.00	0.00		0.00
12							0.00	0.00	0.00		0.00
13							0.00	0.00	0.00		0.00
14							0.00	0.00	0.00		0.00
15							0.00	0.00	0.00		0.00
16							0.00	0.00	0.00		0.00
17							0.00	0.00	0.00		0.00
18							0.00	0.00	0.00		0.00
19							0.00	0.00	0.00		0.00
20							0.00	0.00	0.00		0.00
21							0.00	0.00	0.00		0.00
25							0.00	0.00	0.00		0.00
SUBCONTRACTORS / SUPPLIERS											
26	Cornerstone Interiors						0.00	0.00	0.00	4,434.72	4,434.72
27							0.00	0.00	0.00		0.00
28							0.00	0.00	0.00		0.00
29							0.00	0.00	0.00		0.00
30							0.00	0.00	0.00		0.00
31							0.00	0.00	0.00		0.00
32							0.00	0.00	0.00		0.00
33							0.00	0.00	0.00		0.00
34							0.00	0.00	0.00		0.00
35							0.00	0.00	0.00		0.00
36							0.00	0.00	0.00		0.00
37							0.00	0.00	0.00		0.00
39	RAW COST TOTALS						3,093.12	200.00	110.00	4,434.72	7,837.84

TAXES AND INSURANCE ON CATEGORIES											
40	Labor Tax On NCC Labor	22.00%	Of	3,093.12	=	680.49					680.49
41	Consumer Use Tax On Materials	7.00%	Of	310.00	=		14.00	7.70			21.70
42	General Liability Insurance	2.00%	Of	3,093.12	=	61.86					61.86
43	Subcontractor Liability Insurance	0.16%	Of	4,434.72	=				7.10		7.10

44	SUBTOTALS					3,835.47	214.00	117.70	4,441.82		8,608.98
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TAXES, INSURANCE, BONDS, OVERHEAD & PROFIT ON TOTALS											
45	Overhead/Profit on NCC Work	15.00%	Of	4,167.17	=	(Line 44 Labor, Material & Equipment)					625.08
46	Overhead/Profit on Subcontractor	10.00%	Of	4,441.82	=	(Line 44 Subcontract)					444.18

	SUBTOTAL										9,678.24
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47	Builder's Risk Insurance	0.12%	Of	9,678.24	=						11.61
48	Bond	1.00%	Of	9,678.24	=						96.78
49	Charleston B&O Tax	2.00%	Of	9,678.24	=						193.56

50	TOTAL PROPOSAL REQUEST COST										9,980.20
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PO Box 412
 Eleanor, WV 25070
 PHONE: 304-586-4700
 FAX: 304-586-9540
 WV License: WV025109

CORNERSTONE INTERIORS

PROPOSAL

Proposal Submitted For:		Proposal No. 3	
Job Name: Justice Workman Ketchum		Proposal Date 12.20.13	
Contractor: Neighborgall Construction			

Repair existing wood floor 12/5/13 to 12/13/13

Material	Quantity	Cost	Total
Floor patch materials	1	963.75	963.75
Material			\$ 963.75
Labor	Quantity	Cost	Total
Carpenter			
12.5.13	8	57.14	457.12
12.6.13	8	57.14	457.12
12.9.13	8	57.14	457.12
12.11.13	8	57.14	457.12
12.12.13	8	57.14	457.12
12.13.13	8	57.14	457.12
Material & Labor Sub Total			\$ 3,706.47
	Sales Tax	6.00%	\$ 57.83
			3,764.30
	Overhead	10.00%	\$ 376.43
			4,140.72
	Profit	5.00%	\$ 207.04
			4,347.76
	B&O Tax	2.00%	\$ 86.96

Total Proposal Amount

\$ 4,434.72

Change Order #17

Description	Office	Invoice Amt	22% Labor Tax	7% Sales Tax on materials	2% General Liability Insurance	0.16% Subcontractor Liability Insurance	Subtotal #1	15% Fee on NCC work	10% Fee on subcontractor work	Subtotal #2	Builders Risk Insurance, Bond, B&O Taxes	Total
Cornerstone Interiors	Justice Ketchum	\$ 4,434.72				\$ 7.10	\$ 4,441.82		\$ 444.18	\$ 4,886.00	\$ 152.44	\$ 5,038.44
Neighborgall - supervision	Misc	\$ 1,189.92	\$ 261.78		\$ 23.80		\$ 1,475.50	\$ 221.33		\$ 1,696.83	\$ 52.94	\$ 1,749.77
Neighborgall - supervision mileage	Misc	\$ 110.00		\$ 7.70			\$ 117.70	\$ 17.66		\$ 135.36	\$ 4.22	\$ 139.58
Neighborgall - carpenter	Misc	\$ 1,903.20	\$ 418.70		\$ 38.06		\$ 2,359.97	\$ 354.00		\$ 2,713.96	\$ 84.68	\$ 2,798.64
Neighborgall - materials	Misc	\$ 200.00		\$ 14.00			\$ 214.00	\$ 32.10		\$ 246.10	\$ 7.68	\$ 253.78
		\$ 7,837.84	\$ 680.49	\$ 21.70	\$ 61.86	\$ 7.10	\$ 8,608.98	\$ 625.08	\$ 444.18	\$ 9,678.24	\$ 301.96	\$ 9,980.20

Justice Ketchum \$ 5,038.44
 Misc. \$ 4,941.76
 \$ 9,980.20

JUSTICE LOUGHRY

JUSTICE LOUGHRY OFFICE RENOVATION

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
ATGSTORES.COM	CABINET HARDWARE - LARGE PULLS	2676239	08/27/13	\$ 1,122.86
ATGSTORES.COM	CABINET HARDWARE - SMALL PULLS	2676264	08/27/13	\$ 330.66
CAPITOL BUSINESS INTERIOR	FREEDOM TASK CHAIR (VICI SHAFER)	77666	08/08/13	\$ 1,567.20
CAPITOL BUSINESS INTERIORS	NEUTRAL POSTURE CHAIR (JUSTICE LOUGHRY)	79321	03/17/14	\$ 1,500.00
CARPET GALLERY	SECTIONAL SOFA	N/A	05/13/13	\$ 31,924.00
CARPET GALLERY	COPENHAGEN CHAIRS (4)	N/A	05/13/13	\$ 8,802.00
CARPET GALLERY	RIVERSIDE CHAIRS (2)	N/A	05/13/13	\$ 3,504.00
CARPET GALLERY	COCKTAIL TABLE	N/A	05/13/13	\$ 2,560.00
CARPET GALLERY	RIVERSIDE CHAIRS (2)	N/A	05/13/13	\$ 4,068.00
CARPET GALLERY	SHIPPING/HANDLING	N/A	05/13/13	\$ 250.00
CARPET GALLERY	CORNICES & WOOD BLINDS	N/A	05/13/13	\$ 6,409.69
CARPET GALLERY	PILLOWS FOR SOFA	N/A	09/30/14	\$ 1,733.65
HEKMAN	EXECUTIVE DESK 7-9160	384951	04/10/13	\$ 1,708.50
HEKMAN	EXECUTIVE DESK 7-9162 (CREDENZA BOTTOM)	384951	04/10/13	\$ 1,573.50
HEKMAN	CREDENZA	384951	04/10/13	\$ 1,573.50
HEKMAN	SHIPPING/HANDLING	384951	04/10/13	\$ 582.66
HEKMAN	DESK FOR VICI SHAFER	J370220	04/22/13	\$ 1,829.50
NEIGHBORGALL CONSTRUCTION	RENOVATION OF OFFICES E-306 & E-308	NCC 13-049	09/30/13	\$ 287,480.00
	CHANGE			
NEIGHBORGALL CONSTRUCTION	REWORK CLOSET DOOR, 2 NEW APPLIANCES	ORDER #16	11/07/13	\$ 4,493.71
			SUBTOTAL	<u>\$ 363,013.43</u>

Loughry



ONLINE RECEIPT FOR - West Virginia Supreme	
PLACED ON: 8/27/2013 8:09:00 AM PST	ORDER NUMBER: 2676239
BILL TO:	SHIP TO:
Adkins, Paul F. West Virginia Supreme 1900 Kanawha Boulevard East Room E-100 Charleston WV, 25305 (304) 558-0145	Adkins, Paul F. West Virginia Supreme 1900 Kanawha Boulevard East Room E-100 Charleston WV, 25305 (304) 558-0145

QTY	PART #	DESCRIPTION	PRICE EA.	TOTAL
11	6582055 537-12ABSB	Jeffrey Alexander - Appliance Pulls Finish Options: Antique Brushed Satin Brass, Center to Center: 12" Centers, Dimensions: Length: 12.5" - Center to Center: 12"	\$96.30	\$1,059.30
Subtotal				\$1,059.30
Tax				\$63.56
Total				\$1,122.86

** Cabinet hardware for custom cabinetry from Quality Woods - Large pulls*

ATG Stores Return Policy

Your Satisfaction is our Number One Goal

At ATG Stores we want you to be 100% satisfied with your purchase. Our sincere goal is to provide an enjoyable shopping experience that encourages you to shop with us for years to come. On the occasion that you receive a product that you just don't like or that doesn't match your decor, our experienced customer service staff is just a phone call away and will guide you through our easy return policy. At ATG Stores we want you to get exactly what you want, and with our world-class product selection you can be sure you'll find the product that is right for you.

- Quick Links**

 - [30 Day Return Policy](#)
 - [Return Process](#)
 - [Items Not Eligible For Return](#)
 - [Damaged & Defective Goods](#)
 - [Cancellation Request](#)
 - [Items on Backorder](#)
 - [ATG Exchange Policy](#)

30 Day Return Policy

No Hassle Returns

If you would like to return an item that is in like-new condition with original product tags, sanitary protection, and packaging that has not been installed, used, worn, or modified, you may return the product at your expense within 30 days of receipt. Any additional fees for shipping internationally, shipping to HI or AK, or any minimum order fees are all non-refundable. Customers who place orders online are responsible for the accuracy of their product selection and information entered. Customers who place orders by phone or chat must review their receipt for accuracy within 24 hours.

Returns with Restocking Fees

Some manufacturers charge a restocking fee or have more specific guidelines than listed above. Please refer to the product page to view a particular manufacturer's return policy or you can browse our list of manufacturers with no restocking fee. If you return an item with a restocking fee, it will be deducted from the refund.

Non Returnable & Custom Made Product

ATG sells products from some manufacturers that are custom made or built-to-order. These items are non-returnable and non-cancellable once the order has been placed. Please refer to the product page to view a particular manufacturer's return policy or you can browse our list of manufacturers that do not accept returns.

Return Process

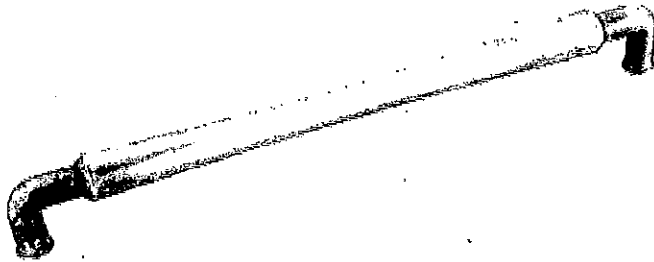
Step 1 - Acquire authorization and instructions

To begin the return process, please call 888-500-9541 or with one of our fully trained customer service representatives.

Quick Return Manufacturers (IRGA)

In most cases we will immediately email you a Return Goods Authorization (RGA) number to return product along with a label and return instructions. View the list of manufacturers participating in this program.

Jeffrey Alexander 537-12 Bremen Gavel Appliance Pull
By Jeffrey Alexander



Part #
6582055S

Price
\$96.30

Finish Options
Antique Brushed Satin Brass

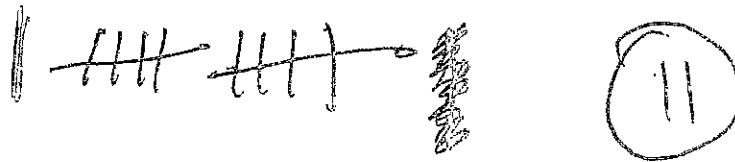
Center to Center
12" Centers

Collection
Bremen

Dimensions
Length: 12.5 inches
Center to Center: 12 inches

Description
12-1/2" Gavel Appliance Pull. Holes are 12" center-to-center. Packaged with two 8/32" x 1" screws.

* This one for all large (wide) drawers. Option 1 and Option 2 (for small drawers) will both work with this pull.



Laughlin



ONLINE RECEIPT FOR - West Virginia Supreme	
PLACED ON: 8/27/2013 8:28:26 AM PST	ORDER NUMBER: 2676264
BILL TO:	SHIP TO:
Adkins, Paul F. West Virginia Supreme 1900 Kanawha Boulevard East Room E-100 Charleston WV, 25305 (304) 558-0145	Adkins, Paul F. West Virginia Supreme 1900 Kanawha Boulevard East Room E-100 Charleston WV, 25305 (304) 558-0145

QTY	PART #	DESCRIPTION	PRICE EA.	TOTAL
11	6582561 1977ABSB	Jeffrey Alexander - Cabinet Pulls Finish Options: Antique Brushed Satin Brass, Center to Center: 3.78" (96mm) Centers, Dimensions: Length: 4.375" - Center to Center: 3.78"	\$8.80	\$96.80
31	6582566 1977S-ABSB	Jeffrey Alexander - Knobs Finish Options: Antique Brushed Satin Brass, Dimensions: Length: 1.3125"	\$6.94	\$215.14
Subtotal				\$311.94
Tax				\$18.72
Total				\$330.66

ATG Stores Return Policy

** Cabinet hardware
Small pulls & knobs*

Your Satisfaction is our Number One Goal

At ATG Stores we want you to be 100% satisfied with your purchase. Our sincere goal is to provide an enjoyable shopping experience that encourages you to shop with us for years to come. On the occasion that you receive a product that you just don't like or that doesn't match your decor, our experienced customer service staff is just a phone call away and will guide you through our easy return policy. At ATG Stores we want you to get exactly what you want, and with our world-class product selection you can be sure you'll find the product that is right for you.

Quick Links

- 30 Day Return Policy
- Return Process
- Items Not Eligible For Return
- Damaged & Defective Goods
- Cancellation Request
- Items on Backorder
- ATG Exchange Policy

30 Day Return Policy

No Hassle Returns

If you would like to return an item that is in like-new condition with original product tags, sanitary protection, and packaging that has not been installed, used, worn, or modified, you may return the product at your expense within 30 days of receipt. Any additional fees for shipping internationally, shipping to HI or AK, or any minimum order fees are all non-refundable. Customers who place orders online are responsible for the accuracy of their product selection and information entered. Customers who place orders by phone or chat must review their receipt for accuracy within 24 hours.

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Non Returnable & Custom Made Product

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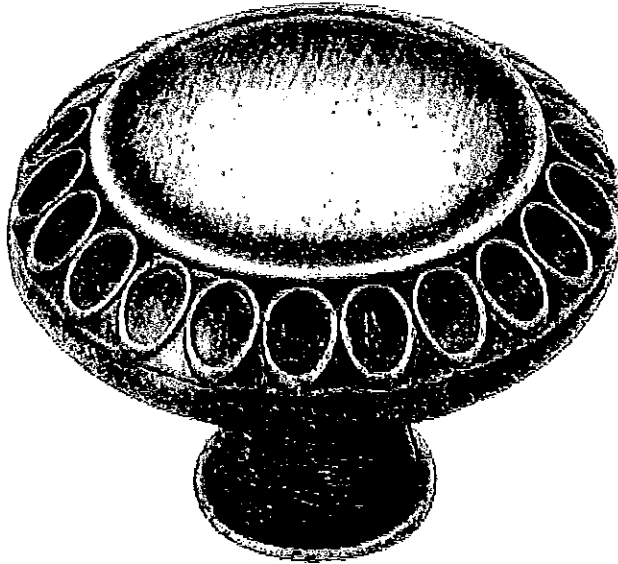
Return Process

Step 1 - Acquire authorization and instructions

To begin the return process, please call 888-500-9541 or with one of our fully trained customer service representatives.

53--000005

Jeffrey Alexander 1977S Symphony Art Deco Knob
By Jeffrey Alexander



Part #
6582566S

Price
\$6.94

Finish Options
Antique Brushed Satin Brass

Collection
Symphony

Dimensions
Length: 1.3126 inches

Description
1-5/16" Art Deco Knob. Packaged with one 8/32" x 1" screw.

* This one for all cabinet doors

|||| |||| |||| |||| |||| |||| |

31

Jeffrey Alexander 1977 Symphony Art Deco Pull
By Jeffrey Alexander

Part #
6582561S

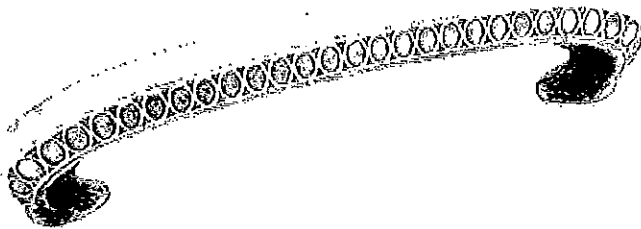
Price
\$8.80

Finish Options
Antique Brushed Satin Brass

Center to Center
3.78" (96mm) Centers

Collection
Symphony

Dimensions
Length: 4.375 inches
Center to Center: 3.78 inches

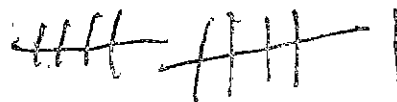


Description

4-3/8" Art Deco Cabinet Pull (Drawer Handle). Holes are 96mm center-to-center. Packaged with two 8/32" x 1" screws.

Option 1

* This one for all small (narrow) drawers - or go with Option 2 (see attached)





CAPITOL
BUSINESS
INTERIORS

PROPOSAL

DATE: 08/08/13

TERMS: NET 15

PROPOSAL FOR:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

BILL TO:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

PROPOSAL # 77666 PROJECT # 31-310
CLIENT: 000250

SALESPERSON: KATHY LEVITAN

#	QTY	PRODUCT #	DESCRIPTION	UNIT	EXTENDED
1	1	F214	HUMANSCALE CORPORATION Freedom Task Chair w/ Headrest, Adv Duron Arms w/Matching Cvr	1,567.20	1,567.20
		A	Polished Aluminum w/ Graphite		
		Y	Acqua		
		763	Yardarm		
		~	Standard Foam Seat Pan		
		~	Std 5" Cylinder		
		S	Soft Casters		
		~	Std. Foams and Plastics		
		~	Standard Base To Match Frame Color		

List Price: 2612.00
Discount Off List: 40.00 %

SUBTOTAL 1,567.20

TOTAL 1,567.20

ACCEPTED BY:

Fletch Adkins 8-10-13

SALESPERSON: Kathy Levitan

* *Vizi Shaffer's chair (desk)*

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551

*Fletch paid via p-card
9/30/13*

53--000008



CAPITOL
BUSINESS
INTERIORS

P R O P O S A L

DATE: 08/08/13

TERMS: NET 15

PROPOSAL FOR:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

BILL TO:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

PROPOSAL # 77666 PROJECT # 31-310
CLIENT: 000250

SALESPERSON: KATHY LEVITAN

#	QTY	PRODUCT #	DESCRIPTION	UNIT	EXTENDED
1	1	F214	HUMANSCALE CORPORATION Freedom Task Chair w/ Headrest, Adv Duron Arms w/Matching Cvr	1,567.20	1,567.20
		A	Polished Aluminum w/ Graphite		
		Y	Acqua		
		763	Yardarm		
		~	Standard Foam Seat Pan		
		~	Std 5" Cylinder		
		S	Soft Casters		
		~	Std. Foams and Plastics		
		~	Standard Base To Match Frame Color		

List Price: 2612.00
Discount Off List: 40.00 %

SUBTOTAL 1,567.20
TOTAL 1,567.20

ACCEPTED BY: _____

SALESPERSON: Kathy Levitan

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551

53--000009

freedom

Specification Sheet



Freedom Headrest

Model Number: F214AY763-S
List Price (As of 11/07/13): \$2612

FEATURES

- Revolutionary counter-balance mechanism provides perfect recline resistance for all users—automatically
- Synchronous armrests move up and down together and stay with you during recline for supported balance
- Independently adjustable seat, backrest and optional headrest fit virtually any body size
- Dynamic headrest cradles head and neck during recline and moves out of the way in upright positions

SPECIFICATIONS

- Weight: 45 lbs
- Width: 27.25"
- Base Width: 25"
- Warranty: Textiles & Cushions – Five years of single shift use; All other components – 15 years 24/7 use

CONFIGURATION DETAILS

CODE DESCRIPTION

- F21 Freedom Task Chair with Headrest
- 4 - Advanced Duron Arms with Textile
- A - Polished aluminum with Graphite Trim
- Y763 - ~~Acqua Leather Yardarm~~ ← *Leather selected*
- Standard Foam Seat Pan
- Standard cylinder 5"
- S - Soft casters
- None-Standard Plastics & Foams
- Standard Matching Base
- Individually Boxed

SUSTAINABILITY

- A selection of sustainability highlights for Freedom Headrest:
- Recycled Content: 28% post-consumer, 18% pre-consumer
 - Weighs as little as 45 pounds, minimizing its carbon footprint in shipping
 - Made of only 90 parts—fewer parts makes it is easier to disassemble and recycle
 - Modular cushions for easy replacement

FIND OUT MORE

Humanscale.com

53--000010

Supreme Court of Appeals
Purchasing Card Report
For the period 2/1/2013 - 6/30/2014

10/18/20

<u>Card holder</u>	<u>WVFIMS Doc</u>	<u>Document ID</u>	<u>Posted Date</u>	<u>Amount</u>	<u>Object</u>	<u>Vendor</u>
034 ADKINS, PAUL F	I014690713	S008106631	06/12/2013	116.05	034	CAPITOL BUS. INTERIORS
416 ADKINS, PAUL F	I014458913	S007925748	03/07/2013	746.35	416	CAPITOL BUS. INTERIORS
ADKINS, PAUL F	I014458913	S007940069	03/14/2013	874.00	416	CAPITOL BUS. INTERIORS
ADKINS, PAUL F	I014632610	S008038218	05/06/2013	1,569.47	416	CAPITOL BUS. INTERIORS
ADKINS, PAUL F	I014632610	S008038219	05/06/2013	1,282.38	416	CAPITOL BUS. INTERIORS
ADKINS, PAUL F	I014632610	S008043633	05/08/2013	747.34	416	CAPITOL BUS. INTERIORS
ADKINS, PAUL F	I014690713	S008130060	06/25/2013	275.55	416	CAPITOL BUS. INTERIORS
ADKINS, PAUL F	I014873036	S008297178	09/30/2013	1,567.20	416	CAPITOL BUS. INTERIORS
ADKINS, PAUL F	I014873036	S008305801	10/03/2013	1,884.96	416	CAPITOL BUS. INTERIORS
Grand Total:				<u>9,063.30</u>		



CAPITOL
BUSINESS
INTERIORS

P R O P O S A L

DATE: 03/17/14

TERMS: NET 15

PROPOSAL FOR:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

BILL TO:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

PROPOSAL # 79321 PROJECT # 031-000310 SALESPERSON: KATHY LEVITAN
CLIENT: 000250

#	QTY	PRODUCT # DESCRIPTION	UNIT	EXTENDED
1	1	NPS-8600, NEUTRAL POSTURE 8000 Series High Back Med Mod Contrd Seat, NP Arms Admiral Ultraleather 291-2556; H4, uphol back, ndulgent back and seat; 5" cylinder, hard floor casters, B6 26" polished alum base	1,500.00	1,500.00
			SUBTOTAL	1,500.00
			TOTAL	1,500.00

ACCEPTED BY: _____

SALESPERSON: Kathy Levitan

* Justice Loughry =
2nd Desk chair

Kept this chair

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551



CAPITOL
BUSINESS
INTERIORS

DELIVERY TICKET

DATE: 03/18/14
P/O #31-310-53985

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305
JUSTICE LOUGHRY

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305
KIMBERLY.ELLIS@WVCOURTS.GOV

PROPOSAL # 79321
SALESPERSON KATHY LEVITAN
CLIENT: 000250

BUYER NAME: Kim Ellis
BUYER PHONE # 304-340-3451

CLIENT PO # P-CARD

SPECIAL INSTRUCTIONS:
OF CARTONS: loaner chair client decided to keep.

QTY ORD	QTY DEL	QTY B/O	PRODUCT #	DESCRIPTION
---------	---------	---------	-----------	-------------

* THIS ORDER MUST BE DELIVERED COMPLETE *

1.00	1.00	0.00	NPS-8600,	NEUTRAL POSTURE 8000 Series High Back Med Mod Contrd Seat, NP Arms Admiral Ultraleather 291-2556; H4, uphol back, ndulgent back and seat; 5" cylinder, hard floor casters, B6 26" polished alum base
------	------	------	-----------	--

RECEIVED BY _____

DATE RECEIVED _____

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551

53--000013

Vendor 353254

Page 1 of 2

3716-B MacCorkle Ave., S.E.
Charleston, WV 25304
Phone: (304) 925-7799
Fax: (304) 926-8122

CARPET gallery

INVOICE
NET 30 DAYS
1.5 % INTEREST
THEREAFTER

SOLD TO

INSTALL AT:

TYPE OF PYMT.

CHECK
CASH
CHARGE

ALL SALES
FINAL

W/ Supreme Court of Appeals Reg: Office E-308
c/o Sue Tracy
Director of Financial Management
State Capital Complex Bldg E-100 Charleston WV 25305
(Hm Ph) 304-340-2932 (Bus. Ph) 340-3458 (Location Ph) 304-558-1212

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799
ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD 5/13/2013	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	SALESMAN
				ORIENTAL <input type="checkbox"/>	
				REMNANT <input type="checkbox"/>	

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
① Duralee Soja - Sectional Columbia 1 PC 72X39X37 2 PC 69X39X37 w/ Harrett Leather - K456 Kenya Sapphire 976 sqft @ \$27.00		8,500.00 23,424.00
② Duralee Chairs - Copenhagen 4 PCS @ 1872.00 ea w/ Knokit Fabric 3373/419 4.5yds ea @ 13.00		7,488.00 1,314.00
③ Duralee Chairs - Riverside 2 PCS @ 1440.00 ea w/ Tributary Fabric - Circuit #104 3yds ea		2,880.00 624.00
④ Century Cocktail Table - Junna LA7198		2,560.00

LABOR	
AMT OF SALE	
SALES TAX	
TOTAL AMOUNT	
50% DEPOSIT	
BALANCE DUE	

Special Instructions

TAP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY

Susan Johnson

PURCHASER

[Signature]

DATE 5-21-13

WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

Steven D. Canterbury
Administrative Director
of the Courts

Page 2 of 2

3716-B MacCorkle Ave., S.E.
 Charleston, WV 25304
 Phone: (304) 925-7799
 Fax: (304) 926-8122

CARPET gallery

INVOICE

NET 30 DAYS
 1.5 % INTEREST
 THEREAFTER

TYPE OF PYMT.

- CHECK
- CASH
- CHARGE

SOLD TO: Supreme Court of Appeals INSTALL AT: Ref: Office E-308

(Hm Ph) _____ (Bus. Ph) _____ (Location Ph) _____
 FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799
 ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

ALL SALES
 FINAL

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	SALESMAN
5/13/2013				ORIENTAL <input type="checkbox"/>	
				REMNANT <input type="checkbox"/>	

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
③ Tribut Chair 2 PCS Polioades @ \$1564.20 w/ Durolee Fabric 154.82/15.39 5yds ea @ \$94.00		3128.00 940.00
Shipping/Handling		250.00
LABOR		
AMT OF SALE		51,108.00
SALES TAX		
TOTAL AMOUNT		
50% DEPOSIT		25,554.00
BALANCE DUE		25,554.00

Special Instructions

T/UP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT

METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
 IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY Susan Johnson

PURCHASER _____ DATE _____

WHITE COPY: OFFICE YELLOW COPY: CUSTOMER

0180-2014-5402-130-416

353254

Inv.
CARPETGAL 051313

3716-B MacCorkle Ave., S.E.
Charleston, WV 25304
Phone: (304) 925-7799
Fax: (304) 926-8122

CARPET gallery

INVOICE

NET 30 DAYS
1.5% INTEREST
THEREAFTER

TYPE OF PYMT.

CHECK
CASH
CHARGE

ALL SALES
FINAL

SOLD TO: *Supreme Court of Appeals* INSTALL AT: *Justice Loughry*
40 Sue Troy
Director of Financial Management
State Capital Complex Bldg. E700
(Hm Ph) *304-340-2932* (Bus. Ph) *304-558-1212* (Location Ph)

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799

ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN	
5/13/2013								
JOB & CARPET DESCRIPTION							UNIT PR.	TOTAL
3 Cornices - Fabrication							@ 755.00	2265.00
11 yds Knavelet Fabric 31405/50							104.95	1,148.95
6 yds Knavelet Fabric 31373/419							138.74	832.44
3 PCS Hunter Douglas Wood Blinds Color 6368 Thoroughbred							576. ⁰⁰	1,728.00
Installation of Cornices & Wood Blinds								285.00
Shipping								150.00
Special Instructions							LABOR	
							AMT OF SALE	
							SALES TAX	
							TOTAL AMOUNT	
T/UP <input type="checkbox"/> DISPOSE <input type="checkbox"/> FURNITURE <input type="checkbox"/> EMPTY <input type="checkbox"/> BULLNOSE <input type="checkbox"/> PIE STEPS <input type="checkbox"/> PICKETT <input type="checkbox"/>							50% DEPOSIT	
METAL STRIPS <input type="checkbox"/> PIANO <input type="checkbox"/> POOL TABLE <input type="checkbox"/> WOOD FLOOR <input type="checkbox"/> CONCRETE FLOOR <input type="checkbox"/>							BALANCE DUE	6,409.69

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY *Susan Johnson*

PURCHASER *Sue Troy* DATE *10/22/13*

WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

53--000016

208058

3716-B MacCorkle Ave., S.E.
Charleston, WV 25304
Phone: (304) 925-7799
Fax: (304) 926-8122

CARPET gallery

INVOICE

NET 30 DAYS
1.5 % INTEREST
THEREAFTER

SOLD TO:

*WV Supreme Court
c/o Kim Ellis*

INSTALL AT:

chambers

TYPE OF PYMT.

CHECK
CASH
CHARGE

(Hm Ph) _____ (Bus. Ph) _____ (Location Ph) _____

ALL SALES
FINAL

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925-7799

ADDRESS: 3716-B MacCorkle Ave., S.E., Charleston, WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
<i>9/30/2014</i>							

JOB & CARPET DESCRIPTION	UNIT PR.	TOTAL
--------------------------	----------	-------

<i>4 yards Duralce Fabric / Walnut Stripes</i>	<i>103.00</i>	<i>412.00</i>
--	---------------	---------------

<i>4 yards Duralce Fabric / Walnut Picket</i>	<i>95.00</i>	<i>380.00</i>
---	--------------	---------------

<i>3 yards Romo Fabric / Riga Court</i>	<i>114.00</i>	<i>342.00</i>
---	---------------	---------------

RECEIVED
WV SUPREME COURT

<i>to 20" Pale Pillow Fabric</i>	<i>23.00</i>	<i>138.00</i>
----------------------------------	--------------	---------------

ADMINISTRATIVE OFFICE

<i>to Pillows Fabrication</i>	<i>12.00</i>	<i>372.00</i>
-------------------------------	--------------	---------------

FOR THE CUSTOMER'S INFORMATION AND CONFIRMATION OF THE ABOVE INFORMATION.

Shipping/Handle

DATE: <i>Oct. 20, 2014</i>	LABOR	
SIGNED: <i>P. Fletcher</i>	AMT OF SALE	<i>1733.65</i>
	SALES TAX	
	TOTAL AMOUNT	
	50% DEPOSIT	
	BALANCE DUE	<i>1733.65</i>

Special Instructions

T/UP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT

METAL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY.

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION.

ACCEPTED BY *[Signature]*

PURCHASER _____ DATE _____

WHITE COPY: OFFICE

YELLOW COPY: CUSTOMER

53--000017

HEKMAN

860 E Main Ave
Zeeland Michigan 49464
Phone (616) 772-9131
Fax (616) 772-7345

603836

Proforma Invoice

Date

April 10, 2013

Customer Acct #	81303	Ship To	WEST VIRGINIA SUPREME COURT
Bill To	ADMINISTRATIVE OFFICE OF COURTS		CBD 24 hrs 304 624 7401 JAMES&L
	WEST VIRGINIA SUPREME COURT		1900 KANAWHA BLVD EAST
	ROOM E 100 STATE CAPITOL		CHARLESTON WV 25305 0832
	CHARLESTON WV 25305		

Description	Price	Ordered	Shipped	Amount
DW 0384951 / PO # 6779				
7-9160 EXECUTIVE DESK	1 708 50	1		1 708 50
7-9161 EXECUTIVE CREDENZA	1 573 50	1		1 573 50
7-9162 EXECUTIVE DECK	1 573 50	1		1 573 50
FREIGHT CHARGES WITH INSIDE DELIVERY				582 66
ORDER TOTAL				5,438 16

SEND PAYMENT TO
Hekman Furniture, Credit Dept, 860 East Main Ave, Zeeland MI 49464
If you would email or fax a copy of the check prior to mailing it
can put the order into production

My Fax is 616 748 2632 or email is dalbertson@howardmiller.com
ATTN DEBBIE ALBERTSON
Debbie Albertson 616-772-7277 ext 240

Total Due \$5,438 16

I have read the above and agree to the terms and conditions contained herein and conformed to specifications.
 DATE 11/04/4, 2013
 SIGNED Debbie Albertson

RECEIVED
 WV SUPREME COURT
 MAY 16 2013
 FINANCIAL
 DIVISION

Notes

All sales of Howard Miller products are made on its standard terms and conditions a copy of which may be obtained by calling 616-772-9131 or by visiting our website at www.howardmiller.com as such terms are amended from time to time. We object to any different or additional terms and reject any prior offer received from you. This is to certify that the merchandise billed in this invoice has been produced in accordance with the Fair Labor Standards Act of 1938 as amended.

Approved/Entered By

Name Debbie Albertson
 616-772-7277 Ext 240
 Email dalbertson@howardmiller.com

Admin Office of Courts

Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 558 0145 Fax 304 558 1345

PURCHASE ORDER

TO
 Hekman Contract
 860 East Main Avenue
 Zeeland, MI 49464-1300
 Phone 616-748-2651 Fax 616-748-2651

P O NUMBER 6779
DATE April 1, 2013
REQUISITIONED BY Steve Canterbury, Director
SHIP BY best way
SHIP VIA n/a
FOB n/a
TERMS 30 days net

SHIP TO
 West Virginia Supreme Court
 Attn Honorable Allen H Loughry II, Justice
 Room E-308, State Capitol
 1900 Kanawha Blvd East
 Charleston, WV 25305-0832
 Phone 304-558-0145 Fax 304-558-1345

*Purchase order number must appear
 on all forms relating to this order*

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	Each	Old World Executive Desk, product 7-9160	\$1,708 50	1708 50
1	Each	Old World Executive Credenza, product 7-9161	1573 50	1573 50
1	Each	Old World Executive Deck, product 7-9162	1573 50	1573 50
1	Job	Delivery & Installation James & Law will be the servicing dealer	582 66	582 66
			SUBTOTAL	5438 16
			FREIGHT	0 00
			TAX RATE	0 000%
			TAX	0 00
				\$5,438 16
				TOTAL DUE

Fletcher Adkins 4-1-13
 Authorized by Date

Adkins, Fletcher

From Troy, Sue
Sent Monday, April 01, 2013 11:09 AM
To Adkins, Fletcher
Subject RE: WVSCA - Office Suite E-308

Fletch,

Please use PO #6779 for this order

Thanks,
Sue

Sue Racer-Troy, CPA
Director of Financial Management
West Virginia Supreme Court of Appeals
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305
Phone 304-558-0145
Fax 304-558-1212
Sue.Troy@CourtsWV.gov

From Adkins, Fletcher
Sent Thursday, March 21, 2013 4:02 PM
To Troy, Sue
Subject FW: WVSCA - Office Suite E-308

Sue,

Steve has approved some furniture for Justice Loughry. The vendor is Hekman, Inc. and the amount is \$5,438.16. Please issue a P.O. # for me to use. Thanks!

Fletch

From Canterbury, Steve
Sent Thursday, March 21, 2013 3:54 PM
To Adkins, Fletcher
Subject RE: WVSCA - Office Suite E-308

I approve if that's what the Justice wants

Sent from my Windows Phone

From Adkins, Fletcher
Sent 3/21/2013 2:40 PM

603836

HEKMAN

Fine Casegoods by Hickman
and Upholstery by Windmark

501 East Main Avenue Zeeland MI 49484 Phone 616 745 7660 Fax 616 746 7637



80 E. Main Ave.
Zeeland MI 49404

ADMINISTRATIVE OFFICE OF COURTS
ROOM E 100 STATE CAPITOL
1300 KANAWHA BLVD EAST
CHARLESTON, WV 25305-0832

WV SUPREME CRT APPEALS/Education In-
CD 24HRS 412-606-8053 SCOTT RYFUN
3708 VENABLE AVE
CHARLESTON, WV 25304

TERMS		7 0180-2013-5403-070-416		QUANTITY	UNIT COST
58013	1.00	Waizen	FRANCIS		6
1	1.00	79170 7-9170 JUNIOR FXC DE ALLOC ON 050713 ORIGINAL DUE DATE 050713 Admin Ofc Wshh	RECEIVED WV SUPREME COURT JUL 02 2013		1633
5	1.00	73170P 7-9170P PDS & PDES ALLOC ON 050713 ORIGINAL DUE DATE 050713	FINANCIAL DIVISION		
8	1.00	79170T 7-9170T TOP PANEL ALLOC ON 050713 ORIGINAL DUE DATE 050713 FRXFD ON 042913 Order MUST Ship Complete Educational Installers - Scott Ryfun CD 24hrs 412-606-8053 Scott Ryfun ADMINISTRATIVE OFFICE OF COURTS Y	I CERTIFY THAT THE ABOVE SET WAS RECEIVED IN GOOD CONDITION CONFORMED TO SPECIFICATIONS DATE <u>June 24, 2013</u> SIGNED <u>P. Fletcher</u>		1634
SHIPMENTS FOB FACTORY NO ANTICIPATION ALLOWED 1 1/2% PER MONTH (18% ANNUAL RATE) SERVICE CHARGE ON ALL PAST DUE ACCOUNTS IT IS TO BE NOTED THAT THE MERCHANDISE SHIPPED IN THIS INVOICE HAS BEEN PRODUCED IN ACCORDANCE WITH THE FAIR LABOR STANDARDS ACT OF 1938 AS AMENDED CLAIMS MUST BE REPORTED IMMEDIATELY GOODS SHIPPED AT RISK OF PURCHASER AUTHORIZATION MUST BE RECEIVED FROM FACTORY PRIOR TO RETURN OF MERCHANDISE WE RESERVE THE RIGHT TO SHIP AT PRICES IN EFFECT AT TIME OF SHIPMENT CLAIMS FOR LOSS OR DAMAGE Concealed or Visible MUST BE MADE WITH THE CARRIER within 15 days of delivery date				DUNS 07-441	TOTAL OF T-F ARDY
				SALES TAX	
				SHIPPING & HANDLING	
				OTHER CHARGES	
				TOTAL AMOUNT DUE	

\$ 1,829.50

Admin Office of Courts

Room E 100 State Capitol
 1900 Kanawha Blvd East
 Charleston WV 25305 0832
 Phone 304 558 0145 Fax 304 558 1345

PURCHASE ORDER

TO
 Hekman Contract
 860 East Main Avenue
 Zeeland MI 49464-1300
 Phone 616-748-2651 Fax 616-748-2651

P O NUMBER: 6795
DATE: April 22 2013
REQUISITIONED BY: Vici Shafer Exec Sec
SHIP BY: best way
SHIP VIA: n/a
FOB: n/a
TERMS: 30 days net

SHIP TO
 West Virginia Supreme Court of Appeals
 Administrative Office Warehouse
 3708 Venable Avenue
 Charleston WV 25304
 Phone 304-558-0145 Fax 304-558-1345

*Purchase order number must appear
 on all forms relating to this order*

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	Each	Old World Jr Executive Desk (7-9170)	\$1,633 50	1633 50
			SUBTOTAL	1633 50
			FREIGHT	196 00
			TAX RATE	0 000%
			TAX	0 00
				\$1,829 50
				TOTAL DUE

V. Fletcher Adkins
 Authorized by

4-22-13
 Date:

Adkins, Fletcher

From daidsruben@comcast.net
Sent Tuesday, April 16, 2013 5:03 PM
To Adkins, Fletcher
Cc Shelly Griffith
Subject Vici Shaffer's office

Kim has asked that we order a desk from Hekman Contract Furniture for Viki's office

The one item is as follows
7-9170 Old world jr executive desk
Cost \$1,633.50
Del and Install \$196.00

PO 6795

Order can be submitted to custserv2@hekman.com

Let me know what additional information you need,

David Ruben
412-370-0356 cell
412-892-9534 fax

P06795

Troy, Sue

From Adkins Fletcher
Sent Sunday April 21 2013 1 12 PM
To Troy Sue
Subject Emailing ViciShaferDesk
Attachments ViciShaferDesk.pdf

Sue,

I need a P O # for this desk to be purchased for Vici Shafer The vendor is Hekman and the amount is \$1,829.50
Thanks!

Fletch The message is ready to be sent with th

following file or link attachments

ViciShaferDesk

Note To protect against computer viruses, e mail programs may prevent sending or receiving certain types of file attachments Check your e-mail security settings to determine how attachments are handled

255580

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO OWNER WV Supreme Court of Appeals
State Capitol, Building 1 E-100
Charleston, WV 25305

PROJECT WVSCA Suite E-308
Renovation
Charleston West Virginia

APPLICATION NO 04

- Distribution to
OWNER
ARCHITECT
CONSTRUCTION MANAGER
CONTRACTOR

PERIOD TO September 30, 2013

FROM CONTRACTOR
Neighborhood Construction Company
1216 Seventh Avenue
Huntington WV 25701

VIA ARCHITECT
Ed Weber Architects
6 Arlington Avenue
Charleston, WV 25302

PROJECT NOS NCC 13-049

CONTRACT FOR General Construction

CONTRACT DATE May 31, 2013

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment as shown below in connection with the Contract
Continuation Sheet AIA Document G703 is attached

0180-2014-5402-690-120

- 1 ORIGINAL CONTRACT SUM \$ 287 480 00
2 Net change by Change Orders \$ 0 00
3 CONTRACT SUM TO DATE (Line 1 + 2) \$ 287 480 00
4 TOTAL COMPLETED & STORED TO DATE \$ 287 480 00
5 RETAINAGE
a 0 % of Completed Work \$
b 0 % of Stored Material \$
6 TOTAL EARNED LESS RETAINAGE \$ 287 480 00
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 253 514 30
8 CURRENT PAYMENT DUE \$ 33,965 70
9 BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0 00

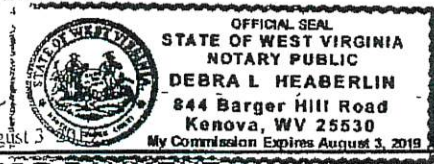
Table with 3 columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include Total changes approved in previous months by Owner, Total approved this Month, TOTALS, and NET CHANGES by Change Order.

The undersigned Contractor certifies that to the best of the Contractor's knowledge information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due
CONTRACTOR Neighborhood Construction Company

By [Signature] Date September 30 2013
C R Neighborhood WV President

Subscribed and sworn to before me this 30th day of September 2013
State of West Virginia County of Cabell

[Signature]
Notary Public My Commission expires August 3



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$ 33 965 70

(Attach explanation if amount certified differs from the amount applied Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified)

ARCHITECT Ed Weber Architects

By [Signature] Date 10/10/13

This Certificate is not negotiable The AMOUNT CERTIFIED is payable only to the Contractor named herein Issuance payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

53--000025

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702 APPLICATION AND CLARIFICATION FOR PAYMENT containing Contractor's signed certification is attached
 In tabulations below amounts are stated to the nearest dollar
 Use Column I on Contracts where variable retainage for line items may apply

APPLICATION NO 04
 APPLICATION DATE September 30, 2013
 PERIOD TO September 30, 2013
 ARCHITECT'S PROJECT NO

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	General Conditions								
	Supervision & Management	11,655 00	10,489 50	1,165 50	0 00	11,655 00	100 00%	0 00	
	Temp Barricades, Safety & Site Services	11,305 00	10,174 50	1,130 50	0 00	11,305 00	100 00%	0 00	
	Progressive Cleaning	10,767 00	8,613 60	2,153 40	0 00	10,767 00	100 00%	0 00	
	Final Cleaning	880 00	0 00	880 00	0 00	880 00	100 00%	0 00	
2	Demolition								
	Interior Demolition	12,442 00	12,442 00	0 00	0 00	12,442 00	100 00%	0 00	
3	Wood Working								
	Blocking	1,145 00	1,145 00	0 00	0 00	1,145 00	100 00%	0 00	
	Arch.Wood Trim - Material	32,831 00	32,831 00	0 00	0 00	32,831 00	100 00%	0 00	
	Arch Wood Trim - Labor	25,187 00	22,668 30	2,518 70	0 00	25,187 00	100 00%	0 00	
	Casework	68,194 00	61,374 60	6,819 40	0 00	68,194 00	100 00%	0 00	
	Granite	10,384 00	10,384 00	0 00	0 00	10,384 00	100 00%	0 00	
4	Finishes								
	Metal Framing & Drywall	3,498 00	3,148 20	349 80	0 00	3,498 00	100 00%	0 00	
	Plaster Patching	4,743 00	3,794 40	948 60	0 00	4,743 00	100 00%	0 00	
	Wood Flooring	33,750 00	33,750 00	0 00	0 00	33,750 00	100 00%	0 00	
	Ceramic Tile	1,695 00	1,356 00	339 00	0 00	1,695 00	100 00%	0 00	
	Painting	7,900 00	0 00	7,900 00	0 00	7,900 00	100 00%	0 00	
5	Plumbing								
	Toilet Room	3,220 00	1,610 00	1,610 00	0 00	3,220 00	100 00%	0 00	
4	Electrical								
	Electrical Work	31,072 00	27,964 80	3,107 20	0 00	31,072 00	100 00%	0 00	
	Light Fixtures & Controls	16,812 00	11,768 40	5,043 60	0 00	16,812 00	100 00%	0 00	
	PAGE 2 TOTALS	287,480 00	253,514 30	33,965 70	0 00	287,480 00	100 00%	0 00	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

53--000026

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

TO: Steven D. Canterbury, Administrative Director
FROM: Fletcher Adkins PFA
DATE: October 16, 2013
SUBJECT: Application for Payment - Chambers Project

Mr. Ed Weber AIA, has certified Application for Payment # 4, concerning work done to the chambers of the Supreme Court. The work done this period includes wood trim, casework, dry wall, tile, painting, plumbing and electrical work. The work has been done and certified by Mr. Weber in the amount of \$33,965.70. Since the work has been completed and certified, I recommend approval and payment of Application #4.

encl application

Approved

ten. P. Com. 15

10-17-13

53--000027

Standard Estimate Report
08-039 Justice Suite E308

Item	Description	Takeoff Qty	Labor		Material		Subcontract	Equipment	Other	Total
			Unit Cost	Amount	Unit Cost	Amount				
1.000 GENERAL REQUIREMENTS										
1.110	Superintendent									
00	Carpenter Superintendent	1.00 Mo	9,969.790 /Mo	9,970	-	-	-	-	-	9,970
	Superintendent			9,970						9,970
	173.00 Labor hours									
1.145	Trucking									
00	Trucking (Hrs/week) x 8 weeks	48.00 Hrs	57.24 /Hrs	2,747	-	-	-	1,344	-	4,091
	Trucking			2,747				1,344		4,091
	48.00 Labor hours									
	48.00 Equipment hours									
1.165	Temp Utilities usage									
25	Cell Phone - Job Site	3.00 Mo	-	-	-	-	-	-	375	375
	Temp Utilities usage								375	375
1.210	Travel									
10	Proj Mgr Travel 4 trips @ 100 miles	600.00 MI	-	-	-	-	-	-	324	324
20	Supt Travel	4,000.00 MI	-	-	-	-	-	-	2,160	2,160
	Travel								2,484	2,484
1.350	Safety Equipment									
00	Safety Equipment	1.00 LS	-	-	106.00 /LS	106	-	-	-	106
	Safety Equipment					106				106
1.510	Tools & Equip									
10	Small Tools & Misc Expense	1.00 LS	-	-	795.00 /LS	795	-	-	-	795
	Tools & Equip					795				795
1.620	Oil & Gasoline									
00	Oil & Gasoline	1.00 Mo	-	-	212.00 /Mo	212	-	-	-	212
	Oil & Gasoline					212				212
1.810	Current Cleanup									
00	Current Cleanup	2.00 Mo	2,191.070 /Mo	4,282	95.40 /Mo	191	-	-	-	4,453
05	Walk-off Pads - Case of 24" x 36"	1.00 Box	-	-	302.100 /Box	302	-	-	-	302
	Protect Carpet	1.00 LS	3,827.53 /LS	3,828	530.00 /LS	530	-	-	-	4,458
	Current Cleanup			8,190		1,023				9,213
	178.000 Labor hours									
1.820	Dumpster Rental									
10	30 CY Roll Off Dumpster	3.00 Trps	-	-	-	-	-	-	1,425	1,425
	Dumpster Rental								1,425	1,425
1.850	Final Cleanup									
00	Final Cleanup	1.00 Day	710.38 /Day	710	42.40 /Day	42	-	-	-	753

Standard Estimate Report
08-039 Justice Suite E308

Item	Description	Takeoff Qty	Labor		Material		Subcontract	Equipment	Other	Total
			Unit Cost	Amount	Unit Cost	Amount				
	Final Cleanup			740		42				782
	18.00 Labor hours									
GENERAL REQUIREMENTS				21,617		2,178	0	1,344	4,284	29,424
	413.00 Labor hours									
	48.00 Equipment hours									
2.900	DEMOLITION									
.530	Interior Demo									
00	Haul Debris From Floors	24.00	CH	107.582 /CH	2,582	-	-	-	-	2,582
31	Remove Vitrolite Panels	10.00	CH	107.582 /CH	1,076	-	-	-	-	1,076
70	Demo ceramic tile Floor	30.00	SF	24.55 /SF	738	-	-	-	-	738
72	Demo glued carpet	8.00	CH	142.59 /CH	1,141	-	-	-	-	1,141
	Remove Radiator Covers	3.00	Ea	98.19 /Ea	295	-	-	-	-	295
	Clean Radiators	3.00	Ea	17.93 /Ea	54	-	-	-	-	54
	Remove Window Treatments	3.00	Ea	32.73 /Ea	98	-	-	-	-	98
	Remove Grilles	3.00	Ea	49.10 /Ea	147	-	-	-	-	147
	Channel Plaster for Electrical	24.00	CH	107.582 /CH	2,582	-	-	-	-	2,582
	Cut and Patch Concrete Floor	18.00	CH	107.582 /CH	1,933	13.25 /CH	212	-	-	1,933
	Interior Demo				10,432		212			10,644
	189.00 Labor hours									
	47.50 Equipment hours									
DEMOLITION				10,432		212	0	0	0	10,644
	189.00 Labor hours									
	47.50 Equipment hours									
3.000	WOOD & PLASTICS									
3.103	1x3 Blocking									
	1" x 1 1/2" Blocking - MD	32.00	LF	2.69 /LF	86	1.06 /LF	34	-	-	120
	3/4" x 2" Blocking - MD	190.00	LF	2.69 /LF	430	0.53 /LF	85	-	-	515
	1 1/2" x 1 1/2" Casework Blocking	92.00	LF	2.69 /LF	247	1.06 /LF	98	-	-	345
	1x3 Blocking				764		216			980
	14.20 Labor hours									
3.110	2x4 Blocking									
12	2x4 Standard Lumber - ME	78.00	LF	3.58 /LF	273	1.17 /LF	89	-	-	362
12	2x4 Standard Lumber - Casework	100.00	LF	3.59 /LF	359	1.17 /LF	117	-	-	476
12	2x4 Standard Lumber - Radiator	40.00	LF	3.59 /LF	143	1.17 /LF	47	-	-	190
12	2x4 Standard Lumber - Radiator	20.00	LF	3.59 /LF	72	1.17 /LF	23	-	-	95
	2x4 Blocking				647		276			923
	15.734 Labor hours									
3.400	Arch Woodwork									
20	3" Oak Chair Rail	38.00	LF	21.52 /LF	775	-	-	-	-	775
20	Oak Door Trim - Existing	30.00	LF	10.78 /LF	323	-	-	-	-	323
20	Oak Door Plinth Trim - Existing	4.00	EA	13.45 /EA	54	-	-	-	-	54

53--000029

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount	Amount
1,400	Arch Woodwork										
20	Painted Crown @ Closet	11.00	LF	21.52	237	-	-	-	-	-	237
20	Painted Picture Rail @ Closet	11.00	LF	10.78	118	-	-	-	-	-	118
20	2 PCS Oak Base	38.00	LF	21.52	775	-	-	-	-	-	775
---	R & R Door Casing Trim	3.00	EA	107.583	323	-	-	-	-	-	323
---	Wainscot Panels & Top Cap + Base	40.00	CH	107.582	4,303	-	-	-	-	-	4,303
---	4" Casework Base	52.00	LF	10.78	559	-	-	-	-	-	559
---	Casework Crown	42.00	LF	21.52	904	-	-	-	-	-	904
---	Millwork Supplier	1.00	LS	-	-	28,151.82	28,152	-	Quality Woods Inc.	-	28,152
---	Transport Millwork to Floor	18.00	CH	107.581	1,721	-	-	-	-	-	1,721
	Arch Woodwork				10,091		28,152				38,243
	187,800 Labor hours										
1,500	Casework										
01	Casework Supplier	1.00	LS	-	-	58,474.90	58,475	-	Quality Woods Inc.	-	58,475
08	Granite Countertops	1.00	LS	-	-	8,904.00	8,904	-	-	-	8,904
---	TV Cabinet	1.00	Ea	845.49	845	-	-	-	-	-	845
---	Elev F Cabinets	1.00	Ea	2,151.84	2,152	-	-	-	-	-	2,152
---	Elev G & H Cabinets	1.00	Ea	1,290.98	1,291	-	-	-	-	-	1,291
---	Countertop	12.00	LF	28.88	344	-	-	-	-	-	344
---	Desk / Standup Desk / Bookshelf	1.00	Ea	2,581.98	2,582	-	-	-	-	-	2,582
---	Radiator Cover Fronts	2.00	Ea	107.58	215	-	-	-	-	-	215
---	Radiator Cover Tops	2.00	Ea	72.08	144	-	-	-	-	-	144
---	Radiator Cover Front	1.00	Ea	107.59	108	-	-	-	-	-	108
---	Radiator Cover Top	1.00	Ea	72.08	72	-	-	-	-	-	72
---	Transport Casework to Floor	18.00	CH	107.581	1,721	-	-	-	-	-	1,721
	Casework				9,275		67,379				76,654
	174.42 Labor hours										
1,600	Rough Hardware										
00	Rough Hardware	1.00	LS	-	-	636.00	636	-	-	-	636
	Rough Hardware						636				636
	WOOD & PLASTICS				20,976		96,658	0	0	0	117,634
	391.954 Labor hours										
3,000	DOORS & WINDOWS										
3,200	Wood Doors										
10	Relocate Existing Wood Door	1.00	Ea	215.17	215	355.10	355	-	-	-	570
	Wood Doors				215		355				570
	4.00 Labor hours										
	DOORS & WINDOWS				215		355	0	0	0	570
	4.00 Labor hours										
9,000	Finishes										
3,100	Metal Studs										

Item	Description	Takeoff Qty		Labor		Material		Subcontract		Equipment	Other	Total
				Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount	Amount
9.100	Metal Studs											
00	Metal Studs/Drywall	1.00	LS	1,721.31 /LS	1,721	318.00 /LS	318					2,039
	Metal Studs				1,721		318					2,039
	32.00 Labor hours											
9.200	Lath & Plaster											
---	Patch Walls @ Electrical Work	40.00	CH	45.17 /CH	1,807	10.00 /CH	424					2,231
---	Patch Plaster Ceilings	40.00	CH	45.17 /CH	1,807	0.53 /CH	21					1,828
	Lath & Plaster				3,613		445					4,059
	80.00 Labor hours											
9.260	Gypsum Board											
16	Drywall Finishing (walls)	300.00	SF	3.074 /SF	922	0.11 /SF	32					954
	Gypsum Board				922		32					954
	17.143 Labor hours											
9.300	Flooring											
80	Flooring Subcontractor	1.00	LS	-	-	-	-	29,981	CornerStone Floor			29,981
	Flooring							29,981				29,981
9.310	Ceramic Tile											
00	Ceramic Tile Sub	1.00	LS	-	-	-	-	1,506				1,506
	Ceramic Tile							1,506				1,506
9.900	Painting											
00	Painting Subcontractor	1.00	LS	-	-	-	-	7,026				7,026
	Painting							7,026				7,026
	Finishes				6,257		795	38,512		0	0	45,564
	129.143 Labor hours											
15.000	MECHANICAL											
15.400	Plumbing											
01	Plumbing	1.00	LS	-	-	-	-	2,861	Phillip S. Johnson C			2,861
	Plumbing							2,861				2,861
	MECHANICAL				0		0	2,861		0	0	2,861
16.000	ELECTRICAL											
16.400	Electrical											
00	Electrical Sub	1.00	LS	-	-	-	-	27,802	Progressive Electric			27,802
---	Light Fixture Allowance (Downlights - A)	29.00	EA	-	-	265.00 /EA	7,685					7,685
---	Light Fixture Allowance (Pendant - B / C)	3.00	EA	-	-	1,272.00 /EA	3,818					3,818
---	Light Fixture Allowance (under / up cabinet - D)	1.00	LS	-	-	2,120.00 /LS	2,120					2,120
---	Light Fixture Allowance (in cabinets - E)	1.00	LS	-	-	785.00 /LS	785					785

Standard Estimate Report
08-039 Justice Suite E308

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount	Amount
	Electrical					14,416	27,602				42,018
	<i>ELECTRICAL</i>			0		14,416	27,602		0	0	42,018

Standard Estimate Report
08-039 Justice Suite E308

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Percent of Total
Labor	59,497		1,137,097 hrs			20.70%
Material	114,614					38.87%
Subcontract	68,874					23.99%
Equipment	1,344		95,500 hrs			0.47%
Other	4,284					1.48%
	<u>248,713</u>	248,713				<u>86.51</u>
General Liability Insurance(L)	1,055			2.100 %	C	0.37%
Employers Liability (L)	151			0.300 %	C	0.05%
B & O Tax (City Gross Sales)	5,750			2.000 %	T	2.00%
Builders Risk Insurance	345			0.120 \$/ 100	T	0.12%
	<u>7,301</u>	256,014				<u>2.54</u>
Contractor Fee on LMEO	24,597			15.000 %	C	8.58%
Contractor Fee on SUB	6,872			10.000 %	C	2.89%
	<u>31,469</u>	287,483				<u>10.85</u>
Total		287,483				



AIA Document G701™ - 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 016 DATE: November 7, 2013	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	


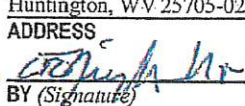
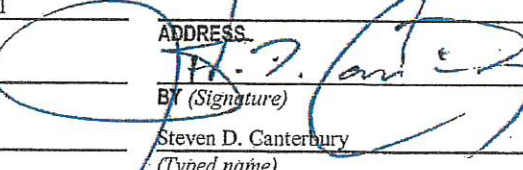
THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 2,733,911.4
The Contract Sum prior to this Change Order was	\$ 3,610,067.40
The Contract Sum will be increased by this Change Order in the amount of	\$ 54,886.97
The new Contract Sum including this Change Order will be	\$ 3,664,954.37

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name) 405 Capitol Street, Upper Atrium Charleston, WV 25301 ADDRESS  BY (Signature) Sean Simon, AIA (Typed name) <u>11/7/13</u> DATE	<u>Neighborgall Construction</u> CONTRACTOR (Firm name) 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281 ADDRESS  BY (Signature) C.R. Neighborgall (Typed name) <u>11/7/13</u> DATE	<u>WV Supreme Court of Appeals</u> OWNER (Firm name) State Capitol-Building 1, Room E-100 Charleston, WV 25305 ADDRESS  BY (Signature) Steven D. Canterbury (Typed name) <u>11-7-13</u> DATE
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**WV SUPREME COURT OF APPEALS
STATE CAPITOL**

**AIA Document G701 Change Order #16
Exhibit A**

Item #1 (COC #2)

Credit towards miscellaneous metal allowance.

(\$ 296.90)

Item #2 (COC #4)

Credit towards Lobby ceiling allowance.

(\$ 154.60)

Item #3 (COC #5)

Credit towards window treatment allowance.

(\$ 11,783.90)

Item #4 (COC #14)

Additional cost for door stops and coat hooks.

\$ 1,047.32

Item #5 (COC #15)

Additional cost to add WVSCA Seal at Reception Desk.

\$ 8,544.19

Item #6 (COC #19)

Additional cost to add metal screens at Library Stacks walkway.

\$ 454.09

Item #7

Additional cost to repair flooring in Office ~~E307~~ ^{E308} and provide additional refrigerators.

\$ 23,795.34

Item #8

Additional cost to renovate Offices E401, E402 and E403. Repaint radiators in Office E308.
Replace sink faucet in Break Room E400.

\$ 21,787.07

Item #9

Additional cost to upgrade first floor lighting.

\$ 11,494.36

Total Change Order Amount

\$ 54,886.97

See attached copy original proposal request and contractors cost breakdown.

Change Order #16

Description	Office	Invoice Amt	22% Labor Tax	7% Sales Tax on materials	2% General Liability Insurance	0.16% Subcontractor Liability Insurance	Subtotal #1	15% Fee on NCC work	10% Fee on subcontractor work	Subtotal #2	Builders Risk Insurance, Bond, B&O Taxes	Total
Cornerstone Interiors	Justice Workman	\$ 2,335.15				\$ 3.74	\$ 2,338.89		\$ 233.89	\$ 2,572.77	\$ 80.27	\$ 2,653.05
Carlisle Floors	Justice Workman	\$ 5,079.05		\$ 355.53			\$ 5,434.58	\$ 815.19		\$ 6,249.77	\$ 194.99	\$ 6,444.76
Quality Woods	Justice Loughry	\$ 1,290.00		\$ 90.30			\$ 1,380.30	\$ 207.05		\$ 1,587.35	\$ 49.53	\$ 1,636.87
Jeff's Appliances	Clerk's Office	\$ 1,659.95		\$ 116.20			\$ 1,776.15	\$ 266.42		\$ 2,042.57	\$ 63.73	\$ 2,106.30
Jeff's Bullder Supply Co. - Refrigerator	Justice Loughry	\$ 1,692.97		\$ 118.51			\$ 1,811.48	\$ 271.72		\$ 2,083.20	\$ 65.00	\$ 2,148.20
Jeff's Bullder Supply Co. - Microwave	Justice Loughry	\$ 189.95		\$ 13.30			\$ 203.25	\$ 30.49		\$ 233.73	\$ 7.29	\$ 241.03
Jeff's Bullder Supply Co. - Refrigerator	Clerk's Office	\$ 1,509.95		\$ 105.70			\$ 1,615.65	\$ 242.35		\$ 1,857.99	\$ 57.97	\$ 1,915.96
Neighborgall - labor for appliance delivery	Misc	\$ 318.00	\$ 69.96		\$ 6.36		\$ 394.32	\$ 59.15		\$ 453.47	\$ 14.15	\$ 467.62
Neighborgall - carpenter for floor	Justice Workman	\$ 2,997.54	\$ 659.46		\$ 59.95		\$ 3,716.95	\$ 557.54		\$ 4,274.49	\$ 133.36	\$ 4,407.86
Neighborgall - carpenter for closet door	Justice Loughry	\$ 318.00	\$ 69.96		\$ 6.36		\$ 394.32	\$ 59.15		\$ 453.47	\$ 14.15	\$ 467.62
Neighborgall - supervision	Misc	\$ 793.28	\$ 174.52		\$ 15.87		\$ 983.67	\$ 147.55		\$ 1,131.22	\$ 35.29	\$ 1,166.51
Neighborgall - supervision mileage	Misc	\$ 110.00	\$ 7.70				\$ 117.70	\$ 17.66		\$ 135.36	\$ 4.22	\$ 139.58
		\$ 18,293.84	\$ 973.90	\$ 807.23	\$ 88.54	\$ 3.74	\$ 20,167.24	\$ 2,674.25	\$ 233.89	\$ 23,075.39	\$ 719.95	\$ 23,795.34

Justice Workman	\$ 13,505.67
Justice Loughry	\$ 4,493.71
Clerk's Office	\$ 4,022.26
Misc.	\$ 1,773.71
	\$ 23,795.34



E304 - Justice Workman
E308 Justice Loughry

WV Supreme Court of Appeals
NCC Project Number: 08-039
Date: 11/04/13

E304
Scope of Work:

Office E307: Repair Flooring
Office E308: Rework Closet Door. Furnish and undercounter refrigerator and micro wave oven.
Provide 2 each additional refrigerators. Owner moved refrigerators from E322 to other locations.

RAW COSTS											
Line #	Description Of Work Activity	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Equip. Total	Sub. Cost	Total Cost
				Labor	Material	Equip.					
NEIGHBOR GALL CONSTRUCTION											
1	Supervision	16	MH	49.58			793.28	0.00	0.00		793.28
2	Supervisor Mileage	200	Miles			0.55	0.00	0.00	110.00		110.00
3	Carpenter (Repair Flooring E301)	63	MH	47.58			2,997.54	0.00	0.00		2,997.54
4	Carpenter (Rework Closet Dr E308)	8	MH	39.75			318.00	0.00	0.00		318.00
5	Laborer (unload/place appliances)	8	MH	39.75			318.00	0.00	0.00		318.00
6							0.00	0.00	0.00		0.00
7							0.00	0.00	0.00		0.00
8							0.00	0.00	0.00		0.00
9							0.00	0.00	0.00		0.00
10							0.00	0.00	0.00		0.00
11							0.00	0.00	0.00		0.00
12							0.00	0.00	0.00		0.00
13							0.00	0.00	0.00		0.00
14							0.00	0.00	0.00		0.00
15							0.00	0.00	0.00		0.00
16							0.00	0.00	0.00		0.00
17							0.00	0.00	0.00		0.00
18							0.00	0.00	0.00		0.00
19							0.00	0.00	0.00		0.00
20							0.00	0.00	0.00		0.00
21							0.00	0.00	0.00		0.00
25							0.00	0.00	0.00		0.00
SUBCONTRACTORS / SUPPLIERS											
26	Corenerstone Interiors (Firm E307) 304						0.00	0.00	0.00	2,335.15	2,335.15
27	Quality Woods (Closet Door E308)						0.00	1,290.00	0.00		1,290.00
28	Carlisle Wide Plank Floors (Firm E307) 304						0.00	5,079.05	0.00		5,079.05
29	Jeff's Appliances Order #253928						0.00	1,659.95	0.00		1,659.95
30	Jeff's Builder Supply Order #255016						0.00	3,392.87	0.00		3,392.87
31							0.00	0.00	0.00		0.00
32							0.00	0.00	0.00		0.00
33							0.00	0.00	0.00		0.00
34							0.00	0.00	0.00		0.00
35							0.00	0.00	0.00		0.00
36							0.00	0.00	0.00		0.00
37							0.00	0.00	0.00		0.00
39	RAW COST TOTALS						4,426.82	11,421.87	110.00	2,335.15	18,293.84

TAXES AND INSURANCE ON CATEGORIES											
40	Labor Tax On NCC Labor	22.00%	Of	4,426.82	=	973.90					973.90
41	Consumer Use Tax On Materials	7.00%	Of	11,531.87	=		799.53	7.70			807.23
42	General Liability Insurance	2.00%	Of	4,426.82	=	88.54					88.54
43	Subcontractor Liability Insurance	0.16%	Of	2,335.15	=				3.74		3.74
44	SUBTOTALS					5,489.26	12,221.40	117.70	2,338.89		20,167.24

TAXES, INSURANCE, BONDS, OVERHEAD & PROFIT ON TOTALS											
45	Overhead/Profit on NCC Work	15.00%	Of	17,828.36	=					(Line 44 Labor, Material & Equipment)	2,674.25
46	Overhead/Profit on Subcontractor	10.00%	Of	2,338.89	=					(Line 44 Subcontract)	233.89

SUBTOTAL										23,075.39
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47	Builder's Risk Insurance	0.12%	Of	23,075.39	=						27.69
48	Bond	1.00%	Of	23,075.39	=						230.75
49	Charleston B&O Tax	2.00%	Of	23,075.39	=						461.51

50	TOTAL PROPOSAL REQUEST COST										23,795.34
----	-----------------------------	--	--	--	--	--	--	--	--	--	-----------



*** INVOICE ***

REMIT TO: QUALITY WOODS INC P.O. BOX 4651 CHARLESTON, WV 25364

SOLD TO:

NEIGHBORGALL CONSTRUCTION
JUSTICE LOUGHRY E-308
HUNTINGTON WV
(304) 525-5181

1-(304) 925-9546
1-(304) 425-4024

1-(304) 586-3821
1-(304) 925-6512



Date: 8/20/2013
P.O. #: W.V. SUPRE
Salesman: Bryan Pell

Ship Qty	B/O	Description	Unit Price	Ext Price
		** MATERIAL FOR THE OFFICE OF JUSTICE LOUGHRY SUITE E-308 THIRD FLOOR RENOVATION		
		ALL MATERIALS ARE TO BE MADE FROM QUARTERSAWN WHITE OAK		
		ALL MATERIALS ARE TO BE STAINED AND FINISHED TO MATCH AS CLOSE AS POSSIBLE THE EXISTING DOORS IN THESE OFFICES		
1	lot	WORK AND MATERIALS	\$1,290.00	\$1,290.00
		ADDITIONAL WORK		
1	ea.	REPAIR 2/0 DOOR FOR CLOSET IN SECRETARY'S OFFICE STRIP AND REFINISH		
1	ea.	SET OF 3/4" X 5" QUARTER & RIFT WHITE OAK WITH FULL WIDTH STOP MACHINE TO DOOR HINGES ONLY LOCK SIDE DO NOT PREP		
		*****NOTE GRILL IN DOOR GOES AT THE BOTTOM*****		

Add for Prefinish \$0.00
Sub Total \$1,290.00
6% Tax \$77.40
TOTAL \$1,367.40
Deposit \$0.00
Amnt Due \$1,367.40

COPY

Please Note any damage or missing item on this invoice upon receipt of this order. See the back of this invoice for important information.

Tuesday, August 20, 2013 @ 2:43:49 PM

(23855)

Page 1 of 1

CUSTOMER COPY

RECEIVED BY _____ DATE _____

CUSTOMER COPY

JEFF'S BUILDER SUPPLY
 5212 MACCORKLE AVE. S.E.
 CHARLESTON, WV 25304
 304-925-0336

SALES ORDER

ORDER # 255016

PAGE 1 LOC 2B

DATE 09/06/13

ORDERED BY #39252
 NEIGHBORGALL CONSTRUCTION CO.
 1216 7TH AVENUE
 PO BOX 281
 HUNTINGTON, WV 25701
 HOME: 525-5181

SHIP TO:
 CUSTOMER PICK-UP

BUS: FAX-525-7795 EMAIL: dmccarty@neighborgall.com

JEFF'S APPLIANCES HAS BEEN "YOUR HOMETOWN DEALER SINCE 1961".
 MANUFACTURE PRODUCTS ARE SOLD AS IS AND SUBJECT TO CHANGE WITHOUT NOTICE

QTY	BRAND	MODEL	CLR	DESC	SERIAL NUMBER	PRICE	EXTENSION
A 1	FP	E522BRX	SS	REFRIG	UFG700405	1509.95	1,509.95
0	SERV			CUSTOMER DECLINED CONTRACT		0.00	0.00
B 1	KIT	KURS24RSSS	SS	REFRIG		1692.97	1,692.97
0	SERV			CUSTOMER DECLINED CONTRACT		0.00	0.00
C 1	WHI	WMC30516AS		COUNTERTOP		189.95	189.95
0	SERV			CUSTOMER DECLINED CONTRACT		0.00	0.00

SUB TOTAL 3,392.87
 SALES TAX ON \$3,392.87 203.57
 TOTAL ORDER 3,596.44

PAYMENT 09/06/13 VISA
 TOTAL PAYMENTS & FUTURE ASSIGNMENTS

3,596.44
 3,596.44
 BALANCE 0.00

A. FULL SIZE REFRIGERATOR. 3RD ONE PURCHASED FOR ROOM E339.
 PREVIOUS 2 REFRIGERATORS WERE MOVED TO OTHER CLERK'S OFFICE
 LOCATIONS BY OWNER.

B. UNDERCOUNTER REFRIGERATOR FOR OFFICE E-308. Justice Loughry

C. MICROWAVE OVEN FOR OFFICE E-308. Justice Loughry

COMMENTS:

SALESPERSON: BRIAN MALCOLM

CUSTOMER SIGNATURE: _____

REV: 0 12:03:06 09/06/13 BM

53--000039

JUSTICE WALKER

JUSTICE WALKER'S OFFICE - SUMMER 2017

Vendor	Description	Invoice #	Invoice Date	Amount
BAILES GRANITE & MARBLE	GRANITE COUNTERTOP	Pcard	5/12/2017	\$ 1,423.00
BAILES GRANITE & MARBLE	GRANITE COUNTERTOP	Pcard	8/26/2017	\$ 1,423.00
CENTRAL GLASS CO OF CHARLESTON INC	2 TABLETOPS FOR JUSTICE WALKER'S OFFICE	36909	5/12/2017	\$ 931.22
DARIN FISHER DESIGNER KITCHENS LLC	PLYMOUTH MAPLE OYSTER CABINETS FOR JUSTICE WALKER'S OFFICE	1071	5/18/2017	\$ 7,382.00
DARIN FISHER DESIGNER KITCHENS LLC	CORIAN TOP FOR JUSTICE WALKERS OFFICE	1115	8/24/2017	\$ 362.00
DESIGNER FURNITURE STORE	AERON CHAIR - BLACK LEATHER	Pcard	2/17/2017	\$ 913.00
ED WEBER ARCHITECTS PLLC	DESIGN SERVICES FOR RENOVATIONS TO JUSTICE WALKERS CHAMBERS	13-014-13	7/10/2017	\$ 450.00
FERGUSON ENTERPRISES INC	FIXTURES FOR JUSTICE WALKERS BATHROOM	CC222371	5/31/2017	\$ 3,047.61
FERGUSON ENTERPRISES INC	LIGHT FIXTURES FOR CHAMBERS	Pcard	7/6/2017	\$ 3,568.48
FERGUSON ENT, INC 142	FERGUSON - BATHROOM FIXTURES FOR JUSTICE WALKERS OFFICE	Pcard	8/3/2017	\$ 53.48
GOLDFARB ELECTRIC SUPPLY CO INC	NEW LIGHTS FOR JUSTICE WALKERS OFFICE	Pcard	6/28/2017	\$ 269.50
GOLDFARB ELECTRIC SUPPLY CO INC	LED LIGHT BULBS JUSTICE WALKERS OFFICE	Pcard	8/15/2017	\$ 200.99
HOLLEY PRICE INTERIORS	DESIGNING SERVICES	stmt2400102417	9/30/2017	\$ 5,000.00
HOLLEY PRICE INTERIORS	LOWES PURCHASE REIMBURSEMENT FOR LIGHT SWITCH PLATES	stmt2400102417	9/30/2017	\$ 76.58
HOMEGOODS #0186	COAT HANGERS	Pcard	8/26/2017	\$ 9.99
HOMEGOODS #0186	MISCELLANEOUS ITEMS FOR JUSTICE WALKER'S OFFICE	Pcard	9/26/2017	\$ 274.85
LLOYD KISTER CUSTOM FURNITURE & DESIGN LLC	REPAIR & REFINISH CASS GILBERT DESK FOR JUSTICE WALKER'S OFFICE	44	3/21/2017	\$ 2,335.00
LLOYD KISTER CUSTOM FURNITURE & DESIGN LLC	REPAIR & REFINISH CASS GILBERT TABLE FOR JUSTICE WALKER'S OFFICE	44	3/21/2017	\$ 718.00
MES HOME CENTERS INC	MISC ITEMS FOR JUSTICE WALKERS OFFICE	Pcard	8/18/2017	\$ 9.83
OVAL CONSTRUCTION MANAGEMENT LLC	CONTRACTOR FOR RENOVATION OF JUSTICE WALKERS OFFICE 6/19-8/15 2017	Application 1	8/15/2017	\$ 41,990.00
OVAL CONSTRUCTION MANAGEMENT LLC	BALANCE AND CHANGE ORDER PAYMENT	Application 2	9/19/2017	\$ 20,185.00
OVAL CONSTRUCTION MANAGEMENT LLC	\$525 OF THIS INVOICE WAS FOR REPAIRS OF JUSTICE KETCHUM'S FLOOR	Application 2	9/19/2017	\$ (525.00)
SMITH FLOOR COVERING DISTRIBUTORS INC	FLOORING FOR JUSTICE WALKER'S OFFICE	558464	6/5/2017	\$ 300.36
SMITH FLOOR COVERING DISTRIBUTORS INC	FLOORING FOR JUSTICE WALKER'S OFFICE	558460	6/6/2017	\$ 8,002.82
SMITH FLOOR COVERING DISTRIBUTORS INC	ADDITIONAL ITEMS NEEDED FOR FLOORING	560494	7/17/2017	\$ 738.12
SMITH FLOOR COVERING DISTRIBUTORS INC	MISCELLANEOUS FLOOR FIXTURES	561015	7/27/2017	\$ 103.88
STATE ELECTRIC SUPPLY COMPANY	ELECTRICAL PARTS FOR JUSTICE WALKER'S OFFICE	Pcard	9/19/2017	\$ 21.46
TARGET	MISC ITEMS FOR JUSTICE WALKERS OFFICE	Pcard	9/8/2017	\$ 90.22
WELLS HOME FURNISHINGS	CURATA OFFICE FURNITURE		5/15/2017	\$ 2,848.00
WV BLINDS & SHUTTERS INC	OFFICE FURNISHINGS AND WALLPAPER FOR JUSTICE WALKER'S OFFICE.	33117	6/23/2017	\$ 24,588.94
WV BLINDS & SHUTTERS INC	OFFICE FURNISHINGS AND WALLPAPER FOR JUSTICE WALKER'S OFFICE.	3202017	6/23/2017	\$ 3,112.45
WV BLINDS & SHUTTERS INC	LINDEE MIRROR FOR JUSTICE WALKER'S OFFICE	6222017	8/9/2017	\$ 724.50
ZEGEER DO IT BEST	JUSTICE WALKER'S OFFICE		1/19/2017	\$ 25.27
TOTAL:				\$ 130,654.55

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) June 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	\$ Document Number	Date Received
06/02/2017	WV Parkways Authority	EZ Pass Account replenishment charge	One	\$100.00	R			06/02/2017
06/04/2017	OnStar	Monthly Service for fleet vehicle - Acct. #133674123	1 month	\$37.90	R			06/04/2017
06/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$52.07	R			06/05/2017
06/05/2017	Balles Granite and Marble	Granite counter for chambers	One	\$1423.00	R			06/05/2017
06/13/2017	Carfax	Fleet Vehicle History Research	One	\$74.89	R			06/13/2017
06/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.90	R			06/13/2017
06/14/2017	ClickBank	Fleet Vehicle History Research	One	\$12.95	R			06/14/2017
06/21/2017	Cinemax	Fraudulent Charge - Disputed	One	\$9.99	D			06/21/2017
06/30/2017	Cinemax	Disputed Fraudulent Charge Credited back to account	One	-\$9.99	D			06/30/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis
 Purchasing Cardholder Signature Date 07/07/2017

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



1537 4th Ave.
 Charleston, WV 25387-
 Phone: 304-345-8750
 Fax: 304-345-8752

Invoice Date: 5/12/2017 12:04:02 PM

Customer Service Rep: Danna Price

Customer: Phone: Job: Justice Walker PO:
 Fax: 1900 Kanawha Boulevard East, Room E100
 Home Phone: Charleston, WV -
 Cell: (304) 421-1505 Phone: Home Phone:
 Fax: Cell:

Sold To: Price Interiors
 209 W Washington Street
 Charleston, WV 25302

Payment Terms: Upon Completion

Notes	SubTotal	\$2,846.00
Countertop: Granite Negresco 144 3/4 X 25 1/2 @ 3 cm	Taxes	\$0.00
Countertop: Granite Negresco 68 3/4 X 25 1/2 @ 3 cm	Total	\$2,846.00
	Payments	1,423.00
	Balance	\$1,423.00

Notes: ** Balance of \$1423 due upon completion.

Warranty: As Defined in the Bailes customer work order packet.

This warranty does not cover the characteristics of natural stone such as: variations in color, vein appearance or size, crystal structure, surface or edge resin fill, mineral formation, surface texture or fissures. This warranty does not cover physical or chemical damage.

This warranty is registered and in effect upon final payment and installation completion.

BAILES GRANITE & MARBLE
 1537 4TH AVE
 CHARLESTON, WV 25387

SALE

Store: 4616 Term: 9401
 REF#: 00000001
 RFR#: 77481744730
 1839.43

Batch #: 490
 05/05/17
 Trans ID: 387456632267888
 APPR CODE 03026

Chip
 for list
 VISA
 *****3371

AMOUNT

APPROVED

CITI VISA
 AID: A0000000031090
 TVR: 00 80 00 80.00
 TSI: PG 00

CUSTOMER COPY

54--000004



1537 4th Ave.
 Charleston, WV 25387-
 Phone: 304-345-8750
 Fax: 304-345-8752

Quote

26234

4/3/2017

Customer Service Rep: Danna Price

Customer:	Phone:	Job:	Justice Walker	PO:
	Fax:		1900 Kanawha Boulevard East, Room E100	
	Home Phone:		Charleston, WV -	
	Cell: (304) 421-1505	Phone:		Home Phone:
		Fax:		Cell:

Quote To: Price Interiors
 209 W Washington Street
 Charleston, WV 25302



Notes

Countertop: Granite Negresco 144 3/4 X 25 1/2 @ 3 cm
 Countertop: Granite Negresco 66 3/4 X 25 1/2 @ 3 cm

SubTotal	\$2,846.20
Taxes	\$0.00
Total	\$2,846.20

Disclaimer: Lead times and service dates are not guaranteed, but are "in good faith" estimates.

Natural stone has many variations in color, crystal structure, mineral formation and texture. Customers will be able to see and feel fissures and other natural differences in the stone's surface texture. These differences are not considered flaws, but rather signatures of authenticity. Customers are encouraged to view and feel the whole slab before fabrication begins, and can reject material only at that time. This price is for this material listed only. Changes in material amounts can change the price.

Seams will be created and located as necessary by the templater and/or the fabrication shop.

**** 50% deposit required to initiate order ****

Exclusions: This quote does not include the removal of existing tops, plumbing, electrical work, or electrical outlet cut outs in backsplashes unless otherwise noted.

The balance is due upon completion of the work. Any discounts extended will not be valid should customer fail to pay in a timely manner.

Warranty: As Defined in the Bailes customer work order packet.

This warranty does not cover the characteristics of natural stone such as: variations in color, vein appearance or size, crystal structure, surface or edge resin fill, mineral formation, surface texture or fissures. This warranty does not cover physical or chemical damage.

This warranty is registered and in effect upon final payment and installation completion.

Approved
[Signature]
 5/12/17

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit: \$2500.00
 Billing Cycle (Month/Year): August 2017
 Dept/Org.#: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/26/2017	Homegoods	Coat Hangers for Justice Walker's Office	1 package	\$9.99	R			08/26/2017
08/26/2017	Bailes Granite and Marble	Granite and Installation for Justice Walker's Office	1	\$1423.00	R			08/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 09/12/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



1537 4th Ave.
 Charleston, WV 25387-
 Phone: 304-345-8750
 Fax: 304-345-8752

invoice

Invoice Date: 5/12/2017 12:04:02 PM

Customer Service Rep: Brittni Woods

Customer:	Phone:	Job:	Justice Walker	PO:
	Fax:		1800 Kanawha Boulevard East, Room E100	
	Home-Phone:		Charleston, WV 25301-	
	Cell: (304) 421-1505	Phone:		Home Phone:
		Fax:		Cell:

Sold To: Price Interiors
 209 W Washington Street
 Charleston, WV 25302

Payment Terms: Upon Completion

Notes	SubTotal	
Countertop: Granite Negroscio 144 3/4 X 25 1/2 @ 3 cm	\$2,846.00	
Countertop: Granite Negroscio 66 3/4 X 25 1/2 @ 3 cm	Taxes \$0.00	
Edge Profile: Bevel Profile @ 0 linear inches.	Total \$2,846.00	
	Payments \$2,846.00	
	Balance \$0.00	

Warranty: As Defined in the Bailes customer work order packet.

This warranty does not cover the characteristics of natural stone such as: variations in color, vein appearance or size, crystal structure, surface or edge resin fill, mineral formation, surface texture or fissures. This warranty does not cover physical or chemical damage.

This warranty is registered and in effect upon final payment and installation completion.

Bailes Granite & Marble
 1537 4th Ave
 Charleston, WV 25387

SALE

Store: 4616 Term: 9401
 REF#: 00000002
 Batch #: 557 RR#: 723815006015
 08/25/17 1159:30
 Trans ID: 467238575701807
 APPR CODE: 089930
 VISA
 Chip
 20663

AMOUNT \$1,423.00

APPROVED

CITI VISA
 AID: A0000000031010
 TVR: 00 80 00 80 00
 TSE: F8 00

CUSTOMER COPY



201228

Central Glass Company of Charleston Inc

Invoice

517 Russell Street
Charleston, WV 25302

WV000107

Phone #
(304) 343-5669

Fax #
(304) 343-5672

Date	Invoice #
5/12/2017	36909

Bill To		Ship To 5402	
West Virginia Supreme Court of Appeals Kimberly Ellis Building One, Room E-100 1900 Kanawha Blvd., East Charleston, WV 25305		WV Supreme Court Justice Walker's Office Charleston, WV 3252 - 3751	
P.O. No.	Terms	Due Date	Ship Date
Kim Ellis	Due on Receipt	5/12/2017	5/12/2017
Description			
Furnish and deliver two 1/4" tabletops with polished edges.			
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>05/12/17</u></p> <p>SIGNED <u>Kim Ellis</u></p>			

Remit To: Central Glass Co of Charleston, Inc P.O. Box 6340 Charleston, WV 25362	Subtotal	\$931.22
	Sales Tax (0.0%)	\$0.00
	Total	\$931.22
	Payments/Credits	\$0.00
	Balance Due	\$931.22

We accept Discover, Mastercard, Visa, American Express

54--000008

VC 56644

Invoice

D

DARIN FISHER DESIGNER KITCHENS, LLC

1404 KANAWHA BLVD. E
CHARLESTON, WV 25301

F

Phone: 304-720-3451
Fax : 304-720-3453

Date	Invoice #
5/18/2017	1071

Bill To
Holley Price Interiors Beth Walker Project

Ship To

P.O. Number	Terms	Ship	Project
		5/18/2017	

Quantity	Item Code	Description	Price Each	Amount
1	Dynasty	Plymouth Maple Oyster *Please remit a 50% deposit of \$3,691.00* Thank you IN 18* 22380 10/19/17 Rec 7401 pd 6/21/17	7,382.00	7,382.00
			Sales Tax	\$0.00

IN 17* 722.31 \$3691.00

Total 54--000009 \$7,382.00

Darin Fisher Designer Kitchens
 1404 Kanawha Blvd. East
 Charleston, WV 25301

Quote

Darin Fisher
 304-720-3451
 Darin@DFDKKitchens.com

Date: 04/03/2017
 Quote No.: 10085
 Salesperson: Darin Fisher

Bill To:
 Holley
 Holley Price Interiors
 Beth Walker project

Qty	Description	Unit Price	Total
1	Dynasty Plymouth Maple Oyster	\$7,382.00	\$7,382.00
	50% deposit 3,691.00 due on ordering. Remaining balance 3691.00 due upon delivery		
		Subtotal	\$7,382.00
		Total Amt	\$7,382.00

Approved G.A. 5/12/17

Policy: All kitchens are customized for each customer. Darin Fisher Designer Kitchens will replace cabinets that are damaged or misordered.

We strive to meet the customers' needs. Thank you for your business.

54--000010



**State of West Virginia
Agency Purchase Order**

CORRECT ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Date: 2017-06-02

Order Number: APO 2400 2400 SUP1700000011	Procurement Folder: 340502
Document Name: Cabinets for Justice Walker's Office	Reason for Modification:
Document Description: Plymouth Maple Oyster Cabinets for Justice Walker's office	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: VC0000056644 DARIN FISHER DESIGNER KITCHENS LLC 1404 KANAWHA BLVD E CHARLESTON WV 25301 US Vendor Contact Phone: (304) 720-3451 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtsww.gov
---	--

INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount: \$7,382.00

DEPARTMENT AUTHORIZED SIGNATURE
 SIGNED BY:
 DATE:
 ELECTRONIC SIGNATURE ON FILE

54--000011

Extended Description:

Plymouth Maple Oyster Cabinets for Justice Walker's office

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30161801	0.00000			\$7,382.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-05-01	2017-10-01				

Commodity Line Description: Cabinets

Extended Description:

Plymouth Maple Oyster Cabinets for Justice Walker's office

SUP170000011	Document Phase Draft	Document Description Plymouth Maple Oyster Cabinets for Justice Walker's office	Page 3 of 3
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DF

DARIN FISHER DESIGNER KITCHENS,LLC
 1404 KANAWHA BLVD. E
 CHARLESTON, WV 25301
 Phone: 304-720-3451
 Fax : 304-720-3453

Statement

Date
9/26/2017

To:
Holley Price Interiors Beth Walker Project

		Amount Due	Amount Enc.		
		\$4,078.34			
Date	Transaction	Amount	Balance		
05/01/2017	Balance forward		0.00		
05/18/2017	INV #1071. Due 05/18/2017. --- Dynasty, 1 @ \$7,382.00 = 7,382.00 --- --- *Please remit a 50% deposit of \$3,691.00* --- Thank you	7,382.00	7,382.00		
06/27/2017	--- Tax: WV Sales Charleston Municipal @ 7.0% = 0.00 PMT #1002855644.	-3,691.00	3,691.00		
08/24/2017	INV #1115. Due 08/24/2017. --- Corian, 1 @ \$305.00 = 305.00 --- --- Hardware, 6 @ \$9.50 = 57.00 --- Tax: WV Sales Charleston Municipal @ 7.0% = 25.34	387.34	4,078.34		
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>10/12/2017</u> SIGNED <u>[Signature]</u></p> <p>Thank You!</p>					
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	387.34	0.00	3,691.00	\$4,078.34

54--000014

VC 56644

D

DARIN FISHER DESIGNER KITCHENS, LLC

1404 KANAWHA BLVD. E
CHARLESTON, WV 25301

F

Phone: 304-720-3451
Fax: 304-720-3453

Invoice

Date	Invoice #
8/24/2017	1115

Bill To
Holley Price Interiors Beth Walker Project

Ship To

P.O. Number	Terms	Ship	Project
		8/24/2017	

Justice Walker

Quantity	Item Code	Description	Price Each	Amount
1	Corian	Corian Top Additional Cost	305.00	305.00T
6	Hardware	M957 Pulls	9.50	57.00T
				<u>\$ 362.00</u>

I CERTIFY THAT THE ABOVE MERCHANDISE
 WAS RECEIVED IN GOOD CONDITION AND
 CONFORMED TO SPECIFICATIONS.
 DATE 09/25/2017
 SIGNED [Signature]

NO TAX

Sales Tax (7.0%)	\$25.34
Total	\$362.00

25800 7401-0000

GAX 18*36871

54--000015

7692

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) January 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
01/03/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.89	R			01/03/2017
01/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$52.07	R			01/05/2017
01/12/2017	Office Designs	Desk Chair for WVSCA Chambers	1	\$913.00	R			01/19/2017
01/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.89	R			01/13/2017
01/18/2017	SiriusXM Radio	Annual Radio Subscription Renewal For (3) Fleet Vehicles	1 year	\$491.63	R			01/18/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 02/13/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

Ellis, Kimberly

From: Jose OD <jose@officedesigns.com>
Sent: Monday, February 13, 2017 11:08 AM
To: Ellis, Kimberly
Subject: Direct Commerce Group, LLC: Sales Order #SO21227



YOUR ORDER CONFIRMATION

Thanks for shopping with us, Kimberly!

We wanted to let you know that:

- Your order was received and is being processed.
- An email regarding your shipping information will be arriving within the next business day.

Please take a moment to review the details of your order listed below. If you notice any discrepancy, please contact us at 1.800.913.8434 or by replying to this email. *We're here to help!*

Learn more about [returns and exchanges](#)

Your Order Number: SO21227
Shipping to: Kimberly at 1900 Kanawha Boulevard East

Quantity	Item	Order Date	Order Status	PRODUCT MANUFACTURER	Rate	Amount
		01/11/2017	Billed			
1	1011100101110196719 Classic Aeron Chair AE213AFCAJG1C73D012109 Classic Aeron Chair - ADJUSTABLE - Rear Tilt Lock & Forward Tilt Adjustment, Fully Adjustable Arms - Height & Pivot, Large - Size C, Adjustable Lumbar Support, Graphite Base / Graphite Frame, Hard Floor Casters, Black Leather, Classic Carbon			Herman Miller	\$1,039.00	\$1,039.00

Your Bill Summary

WE'RE HERE TO HELP Call or Chat with Us M-F 7AM to 6 PM CST Sat 9AM to 5 PM CST Sun 12 PM to 5 PM CST CALL 800-913-8434 E-MAIL customer@officedesigns.com	Subtotal	\$1,039.00
	Discount	(\$126.00)
	Shipping Cost	\$0.00
	Tax Total	\$0.00
	Total	\$913.00 ✓

Your Shipping & Billing Addresses

Note: Items may ship in separate boxes, with no additional shipping charges.

Ship To

WVSCA
Kimberly Ellis
1900 Kanawha Boulevard East
Charleston WV 25305
United States
(304) 550-6558

Bill To

Kimberly Ellis
1900 Kanawha Boulevard East
Charleston WV 25305
United States

Jose Alverio
Senior Sales Manager

OfficeDesigns.com

722 Landwehr Road
Northbrook, Illinois 60062
direct 847.504.1716
fax 847.504.1700
toll free 877.696.3342

189357



Ed Weber Architects, LLC
4640 Guava Court
Sarasota, Florida 34234
ed@edweberarchitects.com
www.edweberarchitects.com

Date 7/10/2017
Invoice # 13-014-13

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

RECEIVED
WV SUPREME COURT

JUL 14 2017

FINANCIAL
DIVISION

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Justices Chambers May/June Design Services			
Principal Architect; Contractor/Interior Designer support and contract administration consulting.	3.75	120.00	450.00

*This invoice represents
architect consulting fees
for Justice Walker's
chamber remodel. Total
project cost > \$5,000, so
should be classified as:*

*APROP - 25800
OBS - 7401
SURCBS - 6000
UNIT - 5402*

JB

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 07/12/2017
SIGNED [Signature]
7/14/17 [Signature]

Thank You for Your Business.
EIN: 45-5445638

Total

\$450.00

54--000019

198048



FERGUSON ENTERPRISES #142

160 Spring St
Charleston, WV 25301
(304) 342-4784

Invoice No.
CC222371

INVOICE

Customer

Name WV Supreme Court of Appeals
1900 Kanawha Boulevard E
Room E100
Charleston WV 25305

Invoice Date 05/31/2017

Order No. CC222371

Qty	Description	Unit Price	TOTAL
1	R054036F22 36x22 Van Navy	\$1,645.88	\$1,645.88
1	R3622371Q28 37x22 1H Stone van Top w/ 1co wiwh	\$688.88	\$688.88
1	R200561WH 20x15 Rect Crmc us ves Wht	\$245.85	\$245.85
1	R370137Q28 37 Stone b/splash wiwh	\$48.68	\$48.68
1	D65050LFPN 1.5 GPM 1 hdl 1H lav	\$418.32	\$418.32

Remit To:

FERGUSON ENTERPRISES INC #14 142
 160 Spring St
 Charleston, WV 25301

SubTotal	\$3,047.61
Tax	
TOTAL	\$3,047.61

Approved
[Signature]
5/11/17

Products You Know - People You Trust.

ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOB OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT ... www.ferguson.com/sales-terms.html

CALL 198 1117777

54-000020 *pd 6/5/17*

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) July 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
07/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$53.11	R			07/05/2017
07/07/2017	OnStar	Monthly Service for fleet vehicle - Acct. #133674123	1 month	\$37.90	R			07/07/2017
07/06/2017	Build-charge.com	Light Fixtures for chambers	3	\$1257.34	R			07/06/2017
07/06/2017	Build-charge.com	Light fixtures for chambers	3	\$2311.14	R		3518.48	07/06/2017
07/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.98	R			07/13/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis ECCia 08/14/17
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

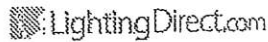
Ellis, Kimberly

From: LightingDirect.com <customerservice@lightingdirect.com>
Sent: Wednesday, July 05, 2017 2:19 PM
To: Ellis, Kimberly
Subject: Your LightingDirect.com Order #66655755

[Shop the Savings Center](#)

[View Our Network](#)

Call Today: (800) 375-3410

 LightingDirect.com

Get smarter with your home improvement.

[Catalog](#) [Deals](#) [Webinars](#) [Lamps](#) [Smart Home Lighting](#) [Fans](#) [SPLF](#) [Articles](#) [Brands](#)

Your Order Number Is 66655755

Helpful Links

Hello Kimberly,

Thank you for choosing LightingDirect.com. If there's anything else we can do to help you, contact us at (800) 375-3410 or at cs@LightingDirect.com.

- [My Account](#)
- [Set Up A Return](#)
- [Return Policy](#)
- [Shipping Policy](#)
- [Contact Us](#)
- [Help](#)

Happy Home Improving,
[LightingDirect.com](#)
[Build.com Network Store](#)

Order Information



Ordered on:	Totals:
Jul 05, 2017	Subtotal: \$1,257.34
	Shipping: \$0.00
Shipping Method:	Tax: \$0.00
Standard Delivery	

Grand Total: \$1,257.34

Payment Method(s):

Visa: \$1,257.34
ending in 8063

Order Number
66655755

Check Order Status

Please Note: Your order will appear as "Build-Charge.com" on your credit card statement

Billing & Shipping Information



Billing Information

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314
(304) 558-0145

Shipping Information

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314
(304) 558-0145

Shipment 1



Expected to ship by Friday, July 7

» These items are being shipped via Standard Delivery

Product Information

Price Quantity Total



#7903

\$199.50 1 \$199.50

Hyde Park 3 Light 24" Wide Bathroom Vanity Light with Seedy Glass Shade

Manufacturer: Designers Fountain
Finish/Color: Vintage Gold



#7953

\$379.50 1 \$379.50

Hyde Park 3 Light Pendant with White Fabric Shade

Manufacturer: Designers Fountain
Finish/Color: Vintage Gold

Shipment 2



Expected to ship by Wednesday, July 5

» These items are being shipped via Standard Delivery

Product Information

Price Quantity Total



\$678.34 1 \$678.34

PHPLS283

16" Wide 3 Light Single Pendant

Manufacturer: Park Harbor
Finish/Color: Antique Silver

Build.com does not collect sales or use tax on most of the remote sales made over the internet, which may be taxable to you in your state. Therefore, you are obligated to self-report and pay use tax to your state.



Forwarded from a friend? Sign up for email savings of your own.
Call us! **(800) 375-3410** • Mon-Fri 5AM-6PM PST • Sat-Sun 6AM-4PM PST

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[Privacy Policy](#) • [Terms of Use](#)


Ellis, Kimberly

From: LightingDirect.com <customerservice@lightingdirect.com>
Sent: Wednesday, July 05, 2017 1:21 PM
To: Ellis, Kimberly
Subject: Thank You for Your Build.com Order #66655415

[Shop the Savings Center](#)

[View Our Network](#)

Call Today: (800) 375-3410

 LightingDirect.com

Get smarter with your home improvement.

Thank you for your order!

Your order will appear as "Build-Charge.com" on your credit card statement. Emails with tracking information will be sent when items ship.

Order #66655415
1 Item(s), Total: \$2,311.14
Placed On: 07/05/2017

[View Order Summary](#)

Shipping

Standard Delivery

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314
3045580145

Payment

Visa **** * 8063 - \$2,311.14

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314

3045580145

Items Purchased



21" Wide 4 Light Chandelier with Globe Cage Frame

Color/Finish: Antique Silver

3 @ \$770.38 \$2,311.14

Subtotal:	\$2,311.14
Discount:	-\$0.00
Shipping:	\$0.00
Tax:	\$0.00

Grand Total: \$2,311.14

Need To Make a Return?

You may initiate a return for an item(s) within 30 days of receipt for a full refund of the original payment. Returns requested between 31 and 60 days after receipt will only qualify for store credit.

[Set Up Return | Return Policy](#)

Build.com does not collect sales or use tax on most of the remote sales made over the internet, which may be taxable to you in your state. Therefore, you are obligated to self-report and pay use tax to your state.



Forwarded from a friend? [Sign up for email savings of your own.](#)
Call us! (800) 375-3410 • Mon-Fri 5AM-6PM PST • Sat-Sun 6AM-4PM PST

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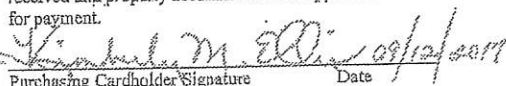
[Privacy Policy](#) • [Terms of Use](#)

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) August 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$53.43	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous Items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Well's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$384.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

 Purchasing Cardholder Signature Date 08/12/2017

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

Ellis, Kimberly

From: holley price <holleypriceinteriors@gmail.com>
Sent: Tuesday, August 15, 2017 3:50 PM
To: Ellis, Kimberly
Subject: Fwd: Email Order# CC251051-1

Here's the receipt

Sent from my iPhone

Begin forwarded message:

From: Natasha Holstein - 142 OHVAL <natasha.holstein@ferguson.com>
Date: August 15, 2017 at 3:42:39 PM EDT
To: <holleypriceinteriors@gmail.com>
Subject: Email Order# CC251051-1
Reply-To: <natasha.holstein@ferguson.com>

Order Confirmation # CC251051-1

FERGUSON/WOLSELEY IND #142
160 SPRING STREET
CHARLESTON, WV 25301-1027

Phone : 304-342-4784
Fax : 304-342-6721

Order No.: CC251051-1
Order Date: 08/02/17
Writer.....: DBB
Sold To.....: WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD E
ROOM E100
CHARLESTON, WV 25305

Req Date: 08/22/17

Ship Via.: COUNTER PICK-UP
Terms.....: CASH ON DEMAND
Ship To...: WV SUPREME COURT OF AP.
1900 KANAWHA BOULEVARD
ROOM E100
CHARLESTON, WV 25305

Cust PO#..:

Job Name.:

Item	Description	Quantity	Net Price	UM	Tot
7212031	HORZ SGL POST TP HLDR PN	1	53.475	EA	

Subtotal: \$53.48

Inbound Freight: \$0.00

Tax: \$0.00

Order Total: \$53.48

WARRANTY PROVISIONS

The purchaser's sole and exclusive warranty is that provided by the manufacturer, if any. Seller makes no express or implied warranties. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OR FITNESS FOR A PARTICULAR.



STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

June

2017

Billing Cycle Month

Billing Cycle Year

ZACHARY THOMPSON

KANAWHA

ADMINISTRATIVE OFFICE

Cardholder Name

Account Number

County

Court / Division

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
6-02-17	speedway	gas in truck/accident		\$43.46	R
06-05-2017	advance auto	signal light bulb for truck		\$6.79	
06-08-17	goldfarb	switch with cord for mrs. Dee hill's light		\$19.13	
06-08-17	charleston acoustics	ceiling tile for office of counsel offices		\$98.63	
06-21-17	goldfarb	panduit breaker tool/breaker box		\$44.31	
06-28-17	goldfarb	new lights for Justice walkers office		\$269.50	
06-28-17	pile hardware	material for chiefs office/ undercounter board back up		\$32.26	
GRAND TOTAL AMOUNT:				\$514.08	

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*R=Reconciled
*D=Disputed
*C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Purchasing Cardholder Signature

Date

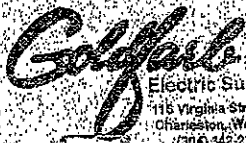
Authorizing Supervisor Signature

Date

WYSCA Purchasing Card Log Sheet Rev. 06/2013

Page 1 of 1

54--000029



Electric Supply Co., Inc.
 116 Virginia Street, East P.O. Box 3319
 Charleston, West Virginia 25303-3319
 (304) 342-2153 (800) 728-0157
 FAX (304) 345-4321

ORDER NUMBER	PAGE

DATE ORDERED	SHIP INSTRUCTIONS	SHIPPED/REC'D

DATE SHIPPED

TAX	WR	BUYER'S SIGN	VEND/CUST	CUSTOMER ORDER NO.	TELEPHONE NO.	TERMS	GIVEN BY

LINE	ITEM NUMBER	DESCRIPTION	ORDERED	SHIPPED	BACKORDERED	UNIT PRICE	QTY	EXTENDED PRICE
		GOLDFARB ELECTRIC SUPPLY 116 VIRGINIA STREET EAST CHARLESTON, WV 25301 SALE MID: 1750 Store: 4518 Term: 8102 REF#: 00000002 Batch #: 428 RR#: 747812201809 06/28/11 08:24:46 Trans ID: 387478446894248 APPR CODE: 038876 VISA Chip ****3328** AMOUNT \$269.50						

LOCATION	FILLED BY
CHECKED OUT BY	DELIVERED BY
UPS/PP	TOTAL

We are not responsible for errors must be made on re 18% ANNUALLY will be ad charge \$2.00. Prices subject to change without notice.

APPROVED
 CITI VISA
 AID: A0000000031010
 TVR: 00 80 00 80 00
 TSE: P8 00

SUBTOTAL	

bs, damage or 4 per month or minimum billing

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) August 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$53.48	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Well's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$384.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 08/12/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

Goldfarb
 Electric Supply Co., Inc.
 715 Virginia Street East
 Charleston, West Virginia 25301
 Phone: 304.733.7400
 Fax: 304.733.7401

ORDER NUMBER: []
 ORDER DATE: []
 ORDER TIME: []

DATE ORDERED: []
 DATE INVENTORIED: []

ORDER NO. []
 ORDER DATE []
 ORDER TIME []

ORDERED SHIPPED ORDERED SHIPPED ORDERED SHIPPED ORDERED SHIPPED

GOLDFARB ELECTRIC SUPPLY
 715 VIRGINIA STREET EAST
 CHARLESTON, WV 25301

SALE

MID: 730 Store 4616 Term 802
 REF#: 0000017
 Batch #: 492 RTRK 77277404918
 183313
 Card #: 4622763044777
 APPR CODE 08727
 VISA
 Chip
 *****0063

AMOUNT \$200.99

APPROVED

CITY VISA
 AID: A90000003000
 TVR: 00 80 20 80 00
 TSP: F3 00

-CUSTOMER COPY-

DATE	AMOUNT	TOTAL

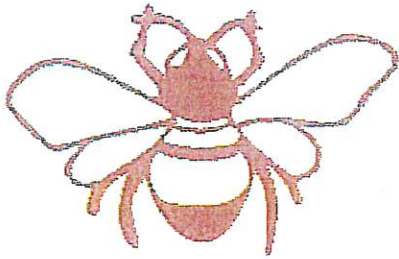
PRINT NAME: []
 CUSTOMER SIGNATURE: []

Goldfarb Electric Supply Co., Inc. is not responsible for any damage or loss of merchandise in transit. A FRANCHISE OFFERED BY INVESTMENT CONTRACT ONLY. This offering is subject to the terms and conditions of the prospectus. A prospectus will be mailed to you upon request.

54--000032

IC 60334

STMT 2400 102417



HOLLEY PRICE INTERIORS

SEPTEMBER 2017 STATEMENT

Interior Design Services,

Justice Beth Walker Offices

Capitol Building Complex

\$5,000.00

WV state tax

\$0.00

Subtotal

\$5,000.00

Reimbursements, please see attached

\$76.58

TOTAL DUE

\$5,076.58

RECEIVED
WV SUPREME COURT

OCT 24 2017

FINANCIAL
DIVISION

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 10/18/2017
SIGNED L.M. Eddie

Approved
10/18/17
By Duh

304-421-1505

209 W. WASHINGTON ST. CHARLESTON, WV 25302

HOLLEYPRICEINTERIORS@GMAIL.COM WWW.HOLLEYPRICEINTERIORS.COM

25800

7401

GA54-000033

BETH
WALKER



LOWE'S HOME CENTERS, LLC
#50 RHL BOULEVARD
SOUTH CHARLESTON, WV 25309 (304) 746-7980

- SALE -

SALES#: FSTLANE2 13 TRANS#: 14418224 08-22-17

11823 BEADED S PENTER SINGLE TO 6.97
11584 BEADED S PENTER DOUBLE TO 8.97

SUBTOTAL: 15.94

TAX: 1.12

INVOICE 06877 TOTAL: 17.06

M/C: 17.86

M/C:XXXXXXXXXXXX4482 AMOUNT:17.06 AUTHCD:194597

CHIP REFID:074686062402 08/22/17 12:10:11

CUSTOMER CODE: walker

AP: MACTECPARD TWP: 0000048000

JUSTICE
WALKER



LOWE'S HOME CENTERS, LLC
#50 RHL BOULEVARD
SOUTH CHARLESTON, WV 25309 (304) 746-7980

- SALE -

SALES#: S0746SB1 2292484 TRANS#: 67874229 08-18-17

634441 AN ACRYL BALL FINIALS MAT 18.77

19054 BEADED S PENTER SINGLE TO 20.91

3 @ 6.97

11584 BEADED S PENTER DOUBLE TO 8.97

SUBTOTAL: 48.65

TAX: 3.41

INVOICE 10350 TOTAL: 52.06

M/C: 52.06

M/C:XXXXXXXXXXXX4482 AMOUNT:52.06 AUTHCD:721111

CHIP REFID:074610194483 08/18/17 12:36:45

CUSTOMER CODE: walker

APL: MASTERCARD TWP: 0000048000

AID: A0000000041010 TST: E000

BETH
WALKER



LOWE'S HOME CENTERS, LLC
5750 HACCORALE AVE SE
CHARLESTON, WV 25304 (304) 926-6700

- SALE -

SALES#: S0675MC2 1757966 TRANS#: 23667665 08-25-17

19054 BEADED S PENTER SINGLE TO 6.97

SUBTOTAL: 6.97

TAX: 0.49

INVOICE 40647 TOTAL: 7.46

CASH: 7.46

STORE: 0675 TERMINAL: 40 08/25/17 09:28:15

OF ITEMS PURCHASED: 1

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
SEE REVERSE SIDE FOR RETURN POLICY.

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit: \$2500.00
 Billing Cycle (Month/Year): August 2017
 Dept/Org.#: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/26/2017	Homegoods	Coat Hangers for Justice Walker's Office	1 package	\$9.99	R			08/26/2017
08/26/2017	Bailes Granite and Marble	Granite and Installation for Justice Walker's Office	1	\$1423.00	R			08/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 09/12/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

HomeGoodsTM

Shoppes At Trace Fork
RHL Blvd. & Rte. 119
South Charleston, WV 25309
804-744-0865

TAX EXEMPT SALE

TAX EXEMPT #: 5560076
52 - STORAGE & ORG 178811 9.99 N

SUBTOTAL 09.99

TOTAL \$9.99

VISA \$9.99

----- TRANSACTION RECORD -----

*****8063

PURCHASE

EXPIRES **/** CHIP

AUTH# 090137

AID A000000031010

APP PREFERRED NAME CITI VISA

APPLICATION LABEL Visa Credit

PIN verified

038194 90100027 13:38:50

APPROVED

HOMEGOODS VALUES YOUR FEEDBACK!!!!

Tell us what you think about
your store visit today and
enter a monthly drawing to win a
\$500 HomeGoods Gift Card!

Visit www.HOMEGOODSFEEDBACK.com

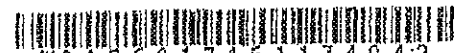
Respond by 09/09/17

You will need to reference
your receipt

Survey number: 0186017161

SEE WEBSITE FOR COMPLETE RULES

CUSTOMER COPY



8 0 1 8 6 0 1 7 1 6 1 1 7 4 0 4 3

ITEMS 1

0101

0186 01 7161 08/26/17 13:39:02 1054

THANK YOU FOR SHOPPING AT HOMEGOODS

REFUNDS WITHIN 30 DAYS WITH RECEIPT

Store Credit Only With Gift Receipt

Other restrictions may apply

54--000036

State of West Virginia Purchasing Card Log Sheet

29186

Cardholder Name: Kimberly M. Ellis
 Account Number: -3371
 Agency: WVSCA - Administrative Office 5411

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) September 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
09/04/2017	OnStar	Monthly Service for fleet vehicle - Acct. #133674123	1 month	\$37.91	R			09/04/2017
09/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$53.67	R			09/05/2017
09/08/2017	Target	Miscellaneous items for Justice Walker's office	6	\$90.22	R			09/08/2017
09/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.91	R			09/13/2017
09/22/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			09/22/2017
09/26/2017	Homegoods	Miscellaneous items for Justice Walker's Office	15	\$274.85	R			09/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 10/13/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

Lee Kiser 10/13/2017
 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

HomeGoods

Shoppers At Trace Fork
Rt. 119
South Charleston, WV 25309
804-744-0863

TAX EXEMPT SALE

TAX EXEMPT #: 55600760

34 - GLASSWARE	053832	12.99	N
44 - FRAMES	063636	6.99	N
44 - FRAMES	063596	7.99	N
44 - FRAMES	018384	6.99	N
44 - FRAMES	083781	5.99	N
34 - GLASSWARE	099694	7.99	N
33 - DECOR ACCESS	081503	39.99	N
34 - GLASSWARE	123527	9.99	N
33 - DECOR ACCESS	171632	24.99	N
33 - DECOR ACCESS	141250	29.99	N
34 - GLASSWARE	011877	12.99	N
34 - GLASSWARE	011877	12.99	N
33 - DECOR ACCESS	119953	29.99	N
33 - DECOR ACCESS	118380	29.99	N
34 - GLASSWARE	022396	34.99	N

SUBTOTAL \$274.85
TOTAL \$274.85
VISA \$274.85

TRANSACTION RECORD

*****8053

PURCHASE

EXPIRES **/** CHIP

AUTH# 064819

ATD 8000000031010

APP PREFERRED NAME CITI VISA

APPLICATION LABEL Visa Credit

PIN Verified

014629 6020000 15:27:35

APPROVED

HOMEGOODS VALUES YOUR FEEDBACK!!!

Tell us what you think about
your store visit today and
enter a monthly drawing to win a
\$500 HomeGoods Gift Card!

Visit www.HOMEGOODSFEEDBACK.com

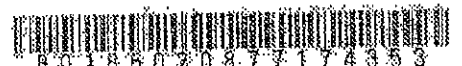
Respond by 10/10/17

You will need to reference
your receipt.

Survey number: 0186020877

SEE WEBSITE FOR COMPLETE RULES

CUSTOMER COPY



ITEMS 15

0201

0186 02 0877 09/26/17 15:27:49 1016

THANK YOU FOR SHOPPING AT HOMEGOODS

REFUNDS WITHIN 30 DAYS WITH RECEIPT

Store # 0186020877

54-1000038

Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone: 304-419-2551
Email: LDK.Soccer@msn.com

Bill To:

Administrative Office of Court
Attn: Kim Ellis
State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

Invoice # 44
Date March 21, 2017

Description	Amount
-------------	--------

Repair & Refinish Cass Gilbert Desk	2335.00
Repair & Refurbish Cass Gilbert Table	718.00
Replace LED driver in bookcase in deliberation room	<u>92.50</u>

Total \$3145.50 ✓

Justice Walker's office

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 07/05/2017

SIGNED Kim Ellis

Audrey-Joy 7/5/2017

54--000039

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit: \$2500.00
 Billing Cycle (Month/Year): August 2017
 Dept/Org.#: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$53.48	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Weill's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$364.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 08/18/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Recycled
 *D=Disputed
 *C=Carryover



LOWE'S HOME CENTERS, LLC
 5750 HACCORKLE AVE SE
 CHARLESTON, WV 25304 (304) 929-6700

-- SALE --

SALES#: 80675TK1 2252109 TRANS#: 62073958 08-18-17

334044 HM 1-CT 1-IN HW PLASTIC H	2.99
68956 WXHR 12-CT SH. & MED CLR	2.97
311003 WXHR 60-CT BUMPER CORNQ P	4.47

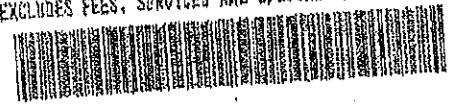
SUBTOTAL:	9.83
TOTAL TAX:	0.00
INVOICE 39754 TOTAL:	9.83
VISA:	9.83

VISA:XXXXXXXXXX8063 AMOUNT:9.83 AUTHCN:070516
 CHIP NFTA:067539189293 08/18/17 12:32:20
 CUSTOMER CODE: A

APL: CITI VISA FVA: 000000000
 AID: 8000000031010 TSI: P800

STORE: 0675 TERMINAL: 39 08/18/17 12:33:28

* OF ITEMS PURCHASED:
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
 SEE REVERSE SIDE FOR RETURN POLICY.
 STORE MANAGER: DAVE FLINN

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 FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH

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 ONE OF FIVE \$300 WINNERS DRAWN MONTHLY!
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 PARA SER UNO DE LOS CINCO GANADORES DE \$300!

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 WITHIN ONE WEEK AT: www.Lowes.com/survey
 Y O U R I D # 39754 0675 330

NO PURCHASE NECESSARY TO ENTER OR WIN.
 VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER.
 OFFICIAL RULES & WINNERS AT: www.Lowes.com/survey

 STORE: 0675 TERMINAL: 39 08/18/17 12:33

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER: WV Supreme Court of Appeals
1900 Kanawha Blvd East
Building One, Room E-100

PROJECT: Renovation to the
Administrative Office of
Justice Elizabeth D. Walker

APPLICATION NO: 1

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR:
Oval Construction Mgmt
PO Box 401
Charleston, WV 25322

VIA ARCHITECT:

8/15/17

PROJECT NOS:

CONTRACT DATE: 6/19/17

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	44,200
2. Net change by Change Orders	\$	
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	44,200
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	44,200
5. RETAINAGE:		
a. 5% of Completed Work (Column D + E on G703)	\$	2,210
b. 0 (Column F on G703)	\$	0
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	2,210
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	41,990
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0
8. CURRENT PAYMENT DUE	\$	41,990
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	2,210

CONTRACTOR: Oval Construction Management LLC

By:  Date: 8/17/17

State of: WV County of: Kanawha
Subscribed and sworn to before me this 17th day of August 2017
Notary Public: Denise R. Cunningham
My Commission expires: June 21, 2021

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: See contract pg. 1 Date:

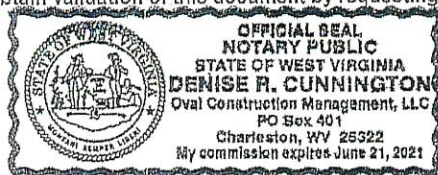
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0	\$0
NET CHANGES by Change Order	\$0	

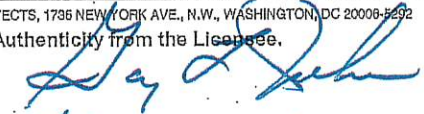
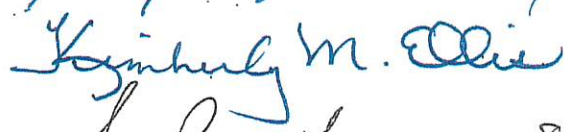
AIA DOCUMENT G702 • APPLICATION AND CERTIFICATION FOR PAYMENT • 1992 EDITION • AIA® • © 1992

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-2992

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.



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7401-000

 08/29/2017
 08/29/17

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CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1

APPLICATION DATE: 8/15/2017

PERIOD TO: 8/15/2017

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			D FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G + C)			
1	General Conditions	11,251		11,251		11,251	100.00%		
2	Select Building Demolition Lab	3,240		3,240		3,240	100.00%		
3	Wood Blocking	250		250		250	100.00%		
4	Wood Wainscot Allowance	3,200		3,200		3,200	100.00%		
5	Build Closet	600		600		600	100.00%		
6	Baseboard	942		942		942	100.00%		
7	Install Cabinetry Main Office	800		800		800	100.00%		
8	Joint Sealant Labor	200		200		200	100.00%		
9	Wood Doors Labor	200		200		200	100.00%		
10	Vitrolite panels Labor	350		350		350	100.00%		
11	Ceramic Tile Labor	757		757		757	100.00%		
12	Wood Flooring Install	1,760		1,760		1,760	100.00%		
13	Flooring Trim around doors	280		280		280	100.00%		
14	Painting Subcontract	9,920		9,920		9,920	100.00%		
15	Plumbing	1,650		1,650		1,650	100.00%		
16	Electrical	8,800		8,800		8,800	100.00%		
GRAND TOTALS		44,200	0	44,200	0	44,200	100.00%	0	

Users may obtain validation of this document by requesting of the licensee a completed AIA Document D401 - Certification of Document's Authenticity

AIA[®] Document A105[™] – 2007

Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project

AGREEMENT made as of the 19th day of June in the year 2017
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

West Virginia Supreme Court of Appeals
1900 Kanawha Blvd East
Building One, Room E-100
Charleston, WV 25305

and the Contractor:
(Name, legal status, address and other information)

Oval Construction Management, LLC
PO Box 401
Charleston, WV 25322

for the following Project:
(Name, location and detailed description)

Renovation to the Administrative Office of Justice Elizabeth D. Walker
WV Capitol Complex Building One, Rooms E-302 and ~~301A~~ **E-300** *IRC*
Charleston WV 25305

The project consists of historic renovation to the existing office. A detailed description is included and shown in the Attached Exhibit A.

The Architect:
(Name, legal status, address and other information)

There is no Architect of Record for this Project. The Owner will perform all duties of the Architect. Any disputes arising from this Contract will be jointly negotiated and decided by the Owner and Contractor in place of the Architect.

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

Init.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE
- 3 CONTRACT SUM
- 4 PAYMENT
- 5 INSURANCE
- 6 GENERAL PROVISIONS
- 7 OWNER
- 8 CONTRACTOR
- 9 ARCHITECT
- 10 CHANGES IN THE WORK
- 11 TIME
- 12 PAYMENTS AND COMPLETION
- 13 PROTECTION OF PERSONS AND PROPERTY
- 14 CORRECTION OF WORK
- 15 MISCELLANEOUS PROVISIONS
- 16 TERMINATION OF THE CONTRACT
- 17 OTHER TERMS AND CONDITIONS

ARTICLE 1 THE CONTRACT DOCUMENTS

§ 1.1 The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of:

- 1. this Agreement signed by the Owner and Contractor;
- 2. the drawings and specifications prepared by the Architect, dated , and enumerated as follows:

Drawings:		
Number	Title	Date
Not Applicable		
Specifications:		
Section	Title	Pages
Not Applicable		
3. addenda prepared by the Architect as follows:		
Number	Date	Pages
Not Applicable		

- 4. written orders for changes in the Work issued after execution of this Agreement; and

init.

5 other documents, if any, identified as follows:

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The number of calendar days available to the Contractor to substantially complete the Work is the Contract Time. The date of commencement of the Work shall be the date of this Agreement unless otherwise indicated below. The Contractor shall substantially complete the Work, no later than August 20th, 2017 () calendar days from the date of commencement, subject to adjustment as provided in Article 10 and Article 11.
(Insert the date of commencement, if it differs from the date of this Agreement.)

ARTICLE 3 CONTRACT SUM

§ 3.1 Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

Forty-Four Thousand Two Hundred Dollars (\$ 44,200)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:
(Itemize the Contract Sum among the major portions of the Work.)

Portion of Work	Value
See the Attached Exhibit A Schedule of Values	

§ 3.3 Unit prices, if any, are as follows:

(Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
1. Demolition Labor	1. Man Hour - Beyond 72 Man Hours	1. \$56
2. Builders Risk Insurance Policy	2. One time charge - No cost for Builders risk is included in Oval's quote presently	2. \$750
3. Labor to move or relocate the Owner's existing Furniture, Fixtures and Equipment (FF&E).	3. Man Hour - - No cost for moving FF&E is included in Oval's quote presently	3. \$56
4.		

§ 3.4 Allowances included in the Contract Sum, if any, are as follows:

(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
1. Select Building Demolition Labor	\$3240
2. Wood Blocking Behind Walls as required	\$250
3. Wood Wainscot Material	\$1600
4. Wood Wainscot Installation Labor	\$1600
5. Build Closet Labor (Material by Owner)	\$600
6. New Baseboard (If required)	\$942

Init.

7. Labor for Cabinetry and Countertops (Material by Owner)	\$800
8. Wood Door Installation (Material by Owner)	\$200
9. Labor or Subcontract Charges to Install or modify existing vitrolite panels (Material by Owner)	\$350
10. Labor to Install new Ceramic Tile in bathroom (All Material by Owner)	\$756
11. Labor to Install New Wood Floor (All Material by Owner)	\$1600
12. Labor and Material for shoe molding around existing door frames and new flooring intersection if necessary	\$280
13. Painting Subcontract as described on the attached Estimate by Prism Painting dated 6/7/2017.	\$9420
14. Plumbing Subcontract - remove and replace existing toilet. Remove existing sink faucet and replace new sink faucet and waste trap. (Sink and faucet by Owner)	\$1650
15. Electrical Subcontract as described in the attached South Charleston Electric Proposal dated 6/7/17	\$8800

§ 3.5 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

Not applicable

§ 3.6 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

ARTICLE 4 PAYMENT

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect, the Owner shall pay the Contractor, in accordance with Article 12, as follows:

(Insert below timing for payments and provisions for withholding retainage, if any.)

Monthly

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.

%

Init.

ARTICLE 5 INSURANCE

§ 5.1 The Contractor shall provide Contractor's general liability and other insurance as follows:
(Insert specific insurance requirements and limits.)

Type of insurance	Limit of liability (\$0.00)
See Attached Exhibit B	

§ 5.2 The Owner shall provide property insurance to cover the value of the Owner's property, including any Work provided under this Agreement. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

§ 5.3 The Contractor shall obtain an endorsement to its general liability insurance policy to cover the Contractor's obligations under Section 8.12.

§ 5.4 The Contractor shall provide a certificate of insurance showing its coverages prior to commencement of the Work.

§ 5.5 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents and employees, each of the other; and (2) the Architect, Architect's consultants and any of their agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance or other insurance applicable to the Work.

ARTICLE 6 GENERAL PROVISIONS

§ 6.1 THE CONTRACT

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 THE WORK

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations.

§ 6.3 INTENT

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 OWNERSHIP AND USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

Documents prepared by the Architect are instruments of the Architect's service for use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and material or equipment suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Architect.

ARTICLE 7 OWNER

§ 7.1 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 7.1.1 If requested by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site.

§ 7.1.2 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, the Owner shall obtain and pay for other necessary approvals, easements, assessments and charges.

§ 7.2 OWNER'S RIGHT TO STOP THE WORK

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

§ 7.3 OWNER'S RIGHT TO CARRY OUT THE WORK

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Contract Sum shall be adjusted to deduct the cost of correction from payments due the Contractor.

§ 7.4 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

§ 7.4.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the party responsible therefor.

ARTICLE 8 CONTRACTOR

§ 8.1 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies or omissions discovered to the Architect.

§ 8.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work.

§ 8.3 SUPERVISION AND CONSTRUCTION PROCEDURES

§ 8.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work.

§ 8.3.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner or Architect have made a timely and reasonable objection.

§ 8.4 LABOR AND MATERIALS

§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

Init.

§ 8.5 WARRANTY

The Contractor warrants to the Owner and Architect that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents.

§ 8.6 TAXES

The Contractor shall pay sales, consumer, use and similar taxes that are legally required when the Contract is executed.

§ 8.7 PERMITS, FEES AND NOTICES

§ 8.7.1 The Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Architect in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules and regulations.

§ 8.8 SUBMITTALS

The Contractor shall promptly review, approve in writing and submit to the Architect Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents.

§ 8.9 USE OF SITE

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents and the Owner.

§ 8.10 CUTTING AND PATCHING

The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 CLEANING UP

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.

§ 8.12 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ARTICLE 9 ARCHITECT

§ 9.1 The Architect will provide administration of the Contract as described in the Contract Documents. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 9.2 The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work.

§ 9.3 The Architect will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.

since these are solely the Contractor's responsibility. The Architect will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

§ 9.4 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor.

§ 9.5 The Architect has authority to reject Work that does not conform to the Contract Documents.

§ 9.6 The Architect will promptly review and approve or take appropriate action upon Contractor's submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 9.7 The Architect will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request from either the Owner or Contractor.

§ 9.8 Interpretations and decisions of the Architect will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

§ 9.9 The Architect's duties, responsibilities and limits of authority as described in the Contract Documents shall not be changed without written consent of the Owner, Contractor and Architect. Consent shall not be unreasonably withheld.

ARTICLE 10 CHANGES IN THE WORK

§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly in writing. If the Owner and Contractor can not agree to a change in the Contract Sum, the Owner shall pay the Contractor its actual cost plus reasonable overhead and profit.

§ 10.2 The Architect will have authority to order minor changes in the Work not involving changes in the Contract Sum or the Contract Time and not inconsistent with the intent of the Contract Documents. Such orders shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall carry out such orders promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME

§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

ARTICLE 12 PAYMENTS AND COMPLETION

§ 12.1 CONTRACT SUM

The Contract Sum stated in the Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 APPLICATIONS FOR PAYMENT

§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for Work completed in accordance with the values stated in the Agreement. Such Application shall be supported by data substantiating the Contractor's right to payment as the Owner or Architect may reasonably require. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the

Init.

Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner's interests.

§ 12.3 CERTIFICATES FOR PAYMENT

The Architect will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Architect determines is properly due, or notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in whole or in part.

§ 12.4 PROGRESS PAYMENTS

§ 12.4.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner provided in the Contract Documents.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 Neither the Owner nor the Architect shall have responsibility for payments to a subcontractor or supplier.

§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.5 SUBSTANTIAL COMPLETION

§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Work or designated portion thereof is substantially complete, the Architect will make an inspection to determine whether the Work is substantially complete. When the Architect determines that the Work is substantially complete the Architect shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish the responsibilities of the Owner and Contractor, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 FINAL COMPLETION AND FINAL PAYMENT

§ 12.6.1 Upon receipt of a final Application for Payment, the Architect will inspect the Work. When the Architect finds the Work acceptable and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment shall not become due until the Contractor submits to the Architect releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests or encumbrances arising out of the Contract.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury or loss to employees on the Work, the Work and materials and

equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by the Architect as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 ASSIGNMENT OF CONTRACT

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 TESTS AND INSPECTIONS

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Architect requires additional testing, the Contractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections or approvals that do not become requirements until after the Contract is executed.

§ 15.3 GOVERNING LAW

The Contract shall be governed by the law of the place where the Project is located.

ARTICLE 16 TERMINATION OF THE CONTRACT

§ 16.1 TERMINATION BY THE CONTRACTOR

If the Architect fails to certify payment as provided in Section 12.3 for a period of 30 days through no fault of the Contractor, or if the Owner fails to make payment as provided in Section 12.4.1 for a period of 30 days, the Contractor may, upon seven additional days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

§ 16.2 TERMINATION BY THE OWNER FOR CAUSE

§ 16.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;
- .3 persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
- .4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, after consultation with the Architect, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

- .1 take possession of the site and of all materials thereon owned by the Contractor, and
- .2 finish the Work by whatever reasonable method the Owner may deem expedient,

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§ 16.3 TERMINATION BY THE OWNER FOR CONVENIENCE

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 17 OTHER TERMS AND CONDITIONS

(Insert any other terms or conditions below.)

17.1 Contractor acknowledges that Owner is a branch of the government of the State of West Virginia and is therefore immune from suit under Section 35, Article VI of the Constitution of West Virginia. Contractor therefore agrees and acknowledges that the sole forum for any claim or lawsuit Contractor may have arising from this Agreement is the Court of Claims of the State of West Virginia

17.2 Contractor represents and warrants as follows:

17.2.1 Contractor has full power and authority to enter into this Agreement.

17.2.2 Contractor is in good standing in the jurisdictions in which it conducts business.

17.2.3 Contractor accepts responsibility to comply with all laws and regulations, including acquisition of any permits and licenses required by or incidental to completion of its work/provision of Services pursuant to this Agreement.

17.2.4 Contractor agrees not to solicit for hire the services of any Court employee it comes in contact while performing the work/Service set for in this Agreement.

17.2.5 Contractor shall not violate the terms of any agreement with any third party in performing the work/providing the Services pursuant to this Agreement.

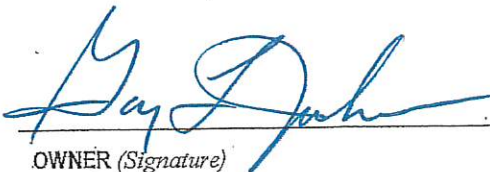
17.2.6 Contractor agrees and affirms that in completing the work/providing the Service for this Agreement, it will use only work product that is the original work of Contractor, or that it is permitted or licensed to use, and that it will not infringe upon, violate, or misappropriate any intellectual property, patent, copyright, trade secret, trademark, contract, or any other privacy right or proprietary right of any third party, and that Contractor shall indemnify, defend, and hold the Court, its successors and assigns, harmless from any and all claims, loss, damages, costs and expenses, including reasonable attorney fees, resulting from any alleged breach of this provision.

17.2.7 Contractor agrees to bring promptly to the attention of the Court any situation that may pose a potential conflict of interest.

17.3 See the attached Oval Construction quote dated 6/12/17 which forms the basis of this contract.

This Agreement entered into as of the day and year first written above.

(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

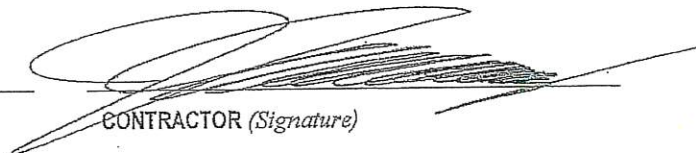


OWNER (Signature)

Gary L. Johnson
Administrative Director
Supreme Court of Appeals of West Virginia

(Printed name, title and address)

GARY L. JOHNSON
Administrative Director



CONTRACTOR (Signature)

James Carney Jr. Managing Member
PO Box 401
Charleston, WV 25322

(Printed name, title and address)

LICENSE NO.: WV037157
JURISDICTION: West Virginia

Exhibit A - Schedule of Values to the Contract for Construction		
Renovation to the Administrative Office of Justice Elizabeth D. Walker		
West Virginia Supreme Court of Appeals		
1	General Conditions	\$ 11,251.00
2	Select Building Demolition Lab	\$ 3,240.00
3	Wood Blocking	\$ 250.00
4	Wood Wainscot Allowance	\$ 3,200.00
5	Build closet	\$ 600.00
6	Baseboard	\$ 942.00
7	Install Cabinetry Main Office	\$ 800.00
8	Joint Sealant Labor	\$ 200.00
9	Wood Doors Labor	\$ 200.00
10	Vitrolite panels labor	\$ 350.00
11	Ceramic Tile Labor	\$ 757.00
12	Wood Flooring Install	\$ 1,760.00
13	Flooring trim around doors	\$ 280.00
14	Painting Subcontract	\$ 9,920.00
15	Plumbing	\$ 1,650.00
16	Electrical	\$ 8,800.00
	Total	\$ 44,200.00

EXHIBIT "B"

INSURANCE REQUIREMENTS

Exhibit A

Attachment to AIA A105 Standard Form of Agreement Between Contractor and Subcontractor

Project:

Renovation to the Administrative Office of Justice Elizabeth D. Walker

Location:

WV Capitol Complex Building One, Rooms E-302 and 301
Charleston WV 25305

<u>Type of Insurance</u>	<u>Limits of Liability</u>
Workers Compensation	Statutory – State of WV
Contractor's Public Liability Insurance General Aggregate	\$2,000,000
Liability Insurance – Products Complete Operations Aggregate	\$1,000,000
Liability Insurance – Personal & Advertising Injury Limit	\$1,000,000
Liability Insurance – Each Occurrence	\$1,000,000
Automobile Liability – Insurance Limits Per accident; provide "Any Auto" Coverage	\$1,000,000
Excess Liability Insurance Limits Required: Combined Single Limit Occurrence: Aggregate	\$2,000,000

Oval Construction Management LLC agrees to add the Owner as an additional insured for General Liability, Auto Liability and Excess Liability on a Primary and Non Contributory Basis on their Insurance Policy.

Builder's Risk: At the present time, Builders Risk will be carried by the Owner unless other arrangements are made.

Prizm Painting LLC
 20 Edgewood Dr
 Hurricane, WV 25526
 WV 038686

Estimate

Date
6/7/2017

Name / Address
Walker Supreme Court

Terms	Project

Item	Description	Qty	Total
Commercial Labor	Plaster Patching	30	2,540.00
Commercial Labor	20x20 Room 1 Walls	920	1,840.00
Commercial Labor	20x20 Room 2 Walls	920	1,840.00
Commercial Labor	20x20 Room Ceiling 1	400	860.00
Commercial Labor	20x20 Room Ceiling 2	400	860.00
Commercial Labor	Wallpaper Removal & Skim	120	360.00
Commercial Labor	Wainscoting Painting	320	1,120.00
	Subtotal From Above		9,420.00

	Total	\$9,420.00
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Phone #	Fax #	E-mail	Web Site
304-549-8750	304-760-0181	lmcgrew@prizmpaintingllc.com	prizmpaintingllc.com

54--000057

1011 "F" Street
P.O. Box 8494
South Charleston, WV 25303

South Charleston Electric Co.



Phone (304) 744-3407
Fax (304) 744-3408
Contractor No. WV000800

June 7, 2017

**Oval Construction
James Carney**

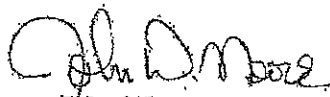
Re: Justice Walkers Office Renovation

Electrical Scope:

- Install all new fixtures furnished by owner to include:
 - Removal and replacement of 2 chandeliers and 1 bathroom fixture in the justice's office.
 - Cut in and install 7 new can fixtures and 1 switch for the cans.
 - Cut in and install 5 new can fixtures and replace 1 existing can fixture in the justice's admin. office.
 - Cut in and install 1 new switch for the can fixtures.

- Replace switches, receptacles and covers in both offices and bathroom.
- Relocate 5 outlets as directed by the owner.
- Any cutting, chasing of walls, patching and painting for the wiring of switches and outlets by others.

\$8,800.00


John Moore
President

54--000058

OVAL CONSTRUCTION MANAGEMENT										
Charleston, WV										
347-8820										
Job Name: Supreme Court - Justice Walker's Office Renovation										
Location: Charleston WV										
Date: 6/12/17										
ITEM NO.	CSI FORMAT SUMMARY				oval labor	mat'l & eqp.	subs	total \$\$\$		
01	General Conditions				760	1,575	0	2,335		
02	Excavation & Sitework				3,240	0	0	3,240		
03	Concrete				0	0	0	0		
04	Masonry				0	0	0	0		
05	Metals				0	0	0	0		
06	Wood & Plastics				3,828	2,064	0	5,892		
07	Moisture & Thermal Protection				180	180	0	360		
08	Doors & Windows				200	0	0	200		
09	Finishes				2,906	80	9,920	12,906		
10	Specialties				0	0	0	0		
11	Equipment				0	0	0	0		
12	Furnishings				0	0	0	0		
13	Special Construction				0	0	0	0		
14	Elevators				0	0	1,650	1,650		
15	Mechanical				0	0	8,800	8,800		
16	Electrical				0	0	8,800	8,800		
	Subtotal				11,114	3,899	20,370	35,383		
90050	Direct Labor Burden		28.0%					3,112		
90010	Small Tools		1.5%					167		
90515	Material Sales Tax		7.0%					273		
90030	Builder's Risk Insurance		none					0		
90015	Contractor's Liability Insurance		form					844		
90500	Building Permit		none					0		
90100	Performance & Payment Bond		none					0		
90510	City B&O Tax		2.00%					234		
90600	Architectural/Engineer Fees		none					0		
90650	Consultant Expense		none					0		
90005	Union fringe benefits		none					0		
90800	Oval Construction's Fee		8.00%					3,536		
90700	Contingency		0.00%					0		
90035	Owner's Allowance		none					0		
	TOTAL		>>>>					44,199		
								FINAL BUDGET: 44,199		
QUALIFICATIONS:										
Q1	GENERAL CONDITIONS	units	quantity	labor unit price	mat'l & eqp. unit price	subs unit price	oval labor	mat'l & eqp.	subs	total \$\$\$
01041	Supervision	working	0	2000.00	0.00	0.00	0	0	0	0
01300	Blueprints	none	0	0.00	0.00	0.00	0	0	0	0
01390	Miscellaneous & Expendables	allow	1	0.00	75.00	0.00	0	75	0	75
01400	Field Eng & Layout	none	0	0.00	0.00	0.00	0	0	0	0
01405	Soils Testing	none	0	0.00	0.00	0.00	0	0	0	0
01410	Concrete Testing	none	0	0.00	0.00	0.00	0	0	0	0
01415	Asbestos Testing	none	0	0.00	0.00	0.00	0	0	0	0
01420	Lead Paint Testing	none	0	0.00	0.00	0.00	0	0	0	0
01425	Mold Testing	none	0	0.00	0.00	0.00	0	0	0	0
01500	Mobilization	allow	1	200.00	200.00	0.00	200	200	0	400
01510	Temp Water Bill	none	0	0.00	0.00	0.00	0	0	0	0
01511	Temp Gas Well	none	0	0.00	0.00	0.00	0	0	0	0
01512	Temp Electric Bill	none	0	0.00	0.00	0.00	0	0	0	0
01513	Cell Phones & Pagers	mg	1	0.00	100.00	0.00	0	100	0	100
01517	Drinking Water	none	0	0.00	0.00	0.00	0	0	0	0
01320	Temporary Toilets	none	0	0.00	0.00	0.00	0	0	0	0
01322	Temporary Fencing	none	0	0.00	0.00	0.00	0	0	0	0
01525	Barricades	none	0	0.00	0.00	0.00	0	0	0	0
01560	Dust Partitions	none	0	0.00	0.00	0.00	0	0	0	0
01570	Dumpsters	pulls	2	0.00	600.00	0.00	0	1,200	0	1,200
01575	Project Sign	none	0	0.00	0.00	0.00	0	0	0	0
01576	Project Sign Material	none	0	0.00	0.00	0.00	0	0	0	0
01580	Job Trailers	none	0	0.00	0.00	0.00	0	0	0	0
01590	General Labor	ml	8	45.00	0.00	0.00	360	0	0	360
01593	Final Cleanup	sf	800	0.25	0.00	0.00	200	0	0	200
	Subtotal						760	1,575	0	2,335

Approved
[Signature]

				labor	mat'l &						
02	EXCAVATION & SITEWORK	units	quantity	unit price	mat'l eqp. unit price	subs unit price	total labor	mat'l & eqp.	subs	total \$\$\$	
			0	0.00	0.00	0.00	0	0	0	0	
02050	Site Demolition	none	0	0.00	0.00	0.00	0	0	0	0	
02060	Select Building Demolition Lab	sq	72	45.00	0.00	0.00	3,240	0	0	3,240	
02061	Sitework	none	0	0.00	0.00	0.00	0	0	0	0	
	Subtotal						3,240	0	0	3,240	
03	CONCRETE	units	quantity	unit price	mat'l eqp. unit price	subs unit price	total labor	mat'l & eqp.	subs	total \$\$\$	
			0	0.00	0.00	0.00	0	0	0	0	
03200	Concrete	tons	0	0.00	0.00	0.00	0	0	0	0	
	Subtotal						0	0	0	0	
04	MASONRY	units	quantity	unit price	mat'l eqp. unit price	subs unit price	total labor	mat'l & eqp.	subs	total \$\$\$	
			0	0.00	0.00	0.00	0	0	0	0	
04200	Unit Masonry Subcontractor	none	0	0.00	0.00	0.00	0	0	0	0	
04210	Hearth / Mantle	none	0	0.00	0.00	0.00	0	0	0	0	
04400	Marble Window Stools	none	0	0.00	0.00	0.00	0	0	0	0	
	Subtotal						0	0	0	0	
05	METALS	units	quantity	unit price	mat'l eqp. unit price	subs unit price	total labor	mat'l & eqp.	subs	total \$\$\$	
			0	0.00	0.00	0.00	0	0	0	0	
05100	Steel	none	0	0.00	0.00	0.00	0	0	0	0	
	Totals						0	0	0	0	
06	WOOD & PLASTICS	units	quantity	unit price	mat'l eqp. unit price	subs unit price	total labor	mat'l & eqp.	subs	total \$\$\$	
			1	0.00	100.00	0.00	0	0	0	100	
06100	Rough Hardware Material	allow	1	0.00	100.00	0.00	0	0	0	100	
06100	Wood Blocking	allow	1	200.00	50.00	0.00	200	50	0	250	
06200	Wood Wainscot Allowance	sf	160	10.00	10.00	0.00	1,600	1,600	0	3,200	
06201	Build closet	sq	12	50.00	0.00	0.00	600	0	0	600	
06202	Baseboard	lf	157	4.00	2.00	0.00	628	314	0	942	
06250	Install Cabinetry Main Office	sq	16	50.00	0.00	0.00	800	0	0	800	
06251	Cabinetry	by owner	0	0.00	0.00	0.00	0	0	0	0	
06252	Admin Office Cabinetry & tops	by owner	0	0.00	0.00	0.00	0	0	0	0	
06300	Cabinets & Top Labor	unknown	0	0.00	0.00	0.00	0	0	0	0	
	Subtotal						3,828	2,064	0	5,892	

12	FURNISHINGS	units	quantity	labor unit price	mat'l & mat'l eqp. unit price	subs unit price	oval labor	mat'l & mat'l eqp.	subs	total \$\$\$
	none	0	0	0.00	0.00	0.00	0	0	0	0
	Subtotal						0	0	0	0
13	SPECIAL CONSTRUCTION	units	quantity	labor unit price	mat'l & mat'l eqp. unit price	subs unit price	oval labor	mat'l & mat'l eqp.	subs	total \$\$\$
	13121 Pre-engineered metal building	none	0	0.00	0.00	0.00	0	0	0	0
	Subtotal						0	0	0	0
14	ELEVATORS	units	quantity	labor unit price	mat'l & mat'l eqp. unit price	subs unit price	oval labor	mat'l & mat'l eqp.	subs	total \$\$\$
	14200 Elevators	none	0	0.00	0.00	0.00	0	0	0	0
	Subtotal						0	0	0	0
15	MECHANICAL	units	quantity	labor unit price	mat'l & mat'l eqp. unit price	subs unit price	oval labor	mat'l & mat'l eqp.	subs	total \$\$\$
	15300 Sprinkler	none	0	0.00	0.00	0.00	0	0	0	0
	15400 Remove Toilet	bid	1	0.00	0.00	370.00	0	0	370	370
	15500 Install Toilet & new sink & faucet	bid	1	0.00	0.00	1280.00	0	0	1,280	1,280
	15550 Plumbing material	by Owner	0	0.00	0.00	0.00	0	0	0	0
	Subtotal						0	0	1,650	1,650
16	ELECTRICAL	units	quantity	labor unit price	mat'l & mat'l eqp. unit price	subs unit price	oval labor	mat'l & mat'l eqp.	subs	total \$\$\$
	16100 Electrical	bid	1	0.00	0.00	8800.00	0	0	8,800	8,800
	16101 Lighting Material	by Owner	0	0.00	0.00	0.00	0	0	0	0
	Subtotal						0	0	8,800	8,800

Harris
Harris
Brothers
South
Charleston
Electric



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER George H. Friedlander Company 1566 Kanawha Blvd. E. Charleston WV 25311	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Jeff O'Dell</td> </tr> <tr> <td>PHONE (A/C No., Ext): 304-357-4520</td> <td>FAX (A/C No.): 304-345-8724</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: jeffodell@friedlandercompany.com</td> </tr> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> </tr> <tr> <td>INSURER A: Westfield Insurance Companies</td> <td style="text-align: right;">NAIC # 24112</td> </tr> <tr> <td>INSURER B: BrickStreet Insurance</td> <td style="text-align: right;">12372</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	CONTACT NAME: Jeff O'Dell		PHONE (A/C No., Ext): 304-357-4520	FAX (A/C No.): 304-345-8724	E-MAIL ADDRESS: jeffodell@friedlandercompany.com		INSURER(S) AFFORDING COVERAGE		INSURER A: Westfield Insurance Companies	NAIC # 24112	INSURER B: BrickStreet Insurance	12372	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER E:																					
INSURER F:																					
INSURED Oval Construction Management James Carney P.O. Box 401 Charleston WV 25322	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">OVAC001</td> <td style="width: 50%;"></td> </tr> </table>	OVAC001																			
OVAC001																					

COVERAGES **CERTIFICATE NUMBER: 1375593727** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Included <input checked="" type="checkbox"/> Contractual Liab GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		TRA1683176	7/1/2016	7/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y		TRA1683176	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$none	Y		TRA1683176	7/1/2016	7/1/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCB1005714	7/1/2016	7/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

WC includes Broad Form Employers Liability, WV 23-4-2
 Project: Renovation to the Administrative Office of Justice Elizabeth D. Walker
 State of WV is an Additional Insured on a Primary and Non-contributory basis with respect to work performed for them by the Named Insured.

CERTIFICATE HOLDER State of West Virginia Department of Administration 2019 Washington Street East Charleston WV 25305	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER: WV Supreme Court of Appeals
1900 Kanawha Blvd East
Building One, Room E-100

PROJECT: Renovation to the
Administrative Office of
Justice Elizabeth D. Walker

APPLICATION NO: 2

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
Oval Construction Mgmt
PO Box 401
Charleston, WV 25322

VIA ARCHITECT:

9/19/17

PROJECT NOS:

CONTRACT FOR: General Construction

CONTRACT DATE: 6/19/17

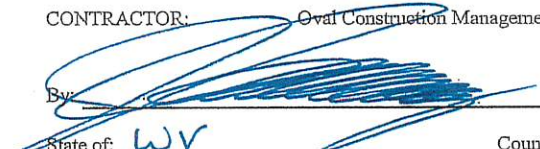
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	44,200
2. Net change by Change Orders	\$	17,975
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	62,175
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	62,175
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	0
b. 0 (Column F on G703)	\$	0
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	62,175
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	41,990
8. CURRENT PAYMENT DUE	\$	20,185
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Oval Construction Management LLC

By:  Date: 9/19/17
State of: WV County of: Kanawha
Subscribed and sworn to before me this 19th day of September, 2017
Notary Public: Denise R. Cunningham
My Commission expires: 06-21-21

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 17,975.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: See contract, page 1 Date: 10/04/2017

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$17,975.00	
TOTALS	\$17,975	\$0
NET CHANGES by Change Order	\$17,975	

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA® · © 1992
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292



See later Joy
10/13/17

Gay Lahn 10/6/17
Kimberly M. Ellis 10/04/2017

54--000064

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 2

Contractor's signed certification is attached.

APPLICATION DATE: 9/19/2017

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 9/19/2017

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
1	General Conditions	11,251	11,251	0		11,251	100.00%		
2	Select Building Demolition Lab	3,240	3,240	0		3,240	100.00%		
3	Wood Blocking	250	250	0		250	100.00%		
4	Wood Wainscot Allowance	3,200	3,200	0		3,200	100.00%		
5	Build Closet	600	600	0		600	100.00%		
6	Baseboard	942	942	0		942	100.00%		
7	Install Cabinetry Main Office	800	800	0		800	100.00%		
8	Joint Sealant Labor	200	200	0		200	100.00%		
9	Wood Doors Labor	200	200	0		200	100.00%		
10	Vitrolite panels Labor	350	350	0		350	100.00%		
11	Ceramic Tile Labor	757	757	0		757	100.00%		
12	Wood Flooring Install	1,760	1,760	0		1,760	100.00%		
13	Flooring Trim around doors	280	280	0		280	100.00%		
14	Painting Subcontract	9,920	9,920	0		9,920	100.00%		
15	Plumbing	1,650	1,650	0		1,650	100.00%		
16	Electrical	8,800	8,800	0		8,800	100.00%		
17	Change Order #1	17,975		17,975		17,975	100.00%		
GRAND TOTALS		62,175	44,200	17,975	0	62,175	100.00%	0	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

AIA® Document A105™ - 2007

Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project

AGREEMENT made as of the 19th day of June in the year 2017
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

West Virginia Supreme Court of Appeals
1900 Kanawha Blvd East
Building One, Room B-100
Charleston, WV 25305

and the Contractor:
(Name, legal status, address and other information)

Oval Construction Management LLC
PO Box 401
Charleston, WV 25322

for the following Project:
(Name, location and detailed description)

Renovation to the Administrative Office of Justice Elizabeth D. Walker
WV Capitol Complex Building One, Rooms E-302 and ~~303~~ **E-300** JRC
Charleston WV 25305

The project consists of historic renovation to the existing office. A detailed description is included and shown in the Attached Exhibit A.

The Architect:
(Name, legal status, address and other information)

There is no Architect of Record for this Project. The Owner will perform all duties of the Architect. Any disputes arising from this Contract will be jointly negotiated and decided by the Owner and Contractor in place of the Architect.

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

Init.



Construction
Management, LLC

Post Office Box 401 • Charleston, WV 25322 • Phone 304.347.8820 • Cellular 304.549.4051
www.ovalconstruction.com • info@ovalconstruction.com

September 19, 2017

West Virginia Supreme Court of Appeals
Attn: Kimberly Ellis, Director of Administrative Services
Building One, Room E-100
1900 Kanawha Blvd East
Charleston, WV 25305

Kim,

Enclosed for your review and execution are (2) copies of the Final Application for Payment (#2) and 2 copies of Change Order 1.

Please return one fully executed Change Order to Oval Construction. I have enclosed a return envelope for your convenience.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Carney, Jr.", written over a blue horizontal line.

James Carney, Jr
Managing Member
Oval Construction Management, LLC

Enc: (2) Final Application for Payment (#2)
(2) Change Order 1

54--000067



AIA Document G701™ - 2001

Change Order

PROJECT (Name and address): Justice Walker Office Renovation: WV Supreme Court of Appeals 1900 Kanawha Blvd East Building One, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 001 DATE: 09/19/2017	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Oval Construction Management, LLC PO Box 401 Charleston, WV 25322	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: 06/19/2017 CONTRACT FOR: Office Renovation	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See the attached Exhibit A

The original Contract Sum was	\$	44,200.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	44,200.00
The Contract Sum will be increased by this Change Order in the amount of	\$	17,975.00
The new Contract Sum including this Change Order will be	\$	62,175.00

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

not applicable <u>See contract, page 1</u>	Oval Construction Management, LLC.	Supreme Court of Appeals of West Virginia
ARCHITECT (Firm name) 1900 Kanawha Blvd. E., Room E100 Charleston, WV 25305	CONTRACTOR (Firm name) PO Box 401	OWNER (Firm name) 1900 Kanawha Blvd E, Room E100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
<u>Kimberly M. Ellis</u>	<u>[Signature]</u>	<u>[Signature]</u>
BY (Signature)	BY (Signature)	BY (Signature)
<u>Kimberly M. Ellis</u>	James R. Carney, Jr.	<u>GARY JOHNSON</u>
(Typed name)	(Typed name)	(Typed name)
<u>10/04/2017</u>	<u>9/19/17</u>	<u>10/6/17</u>
DATE	DATE	DATE

Exhibit A to Change Order #1 from Pay Application #2

Project : *Renovation to the Administrative Office of Justice Elizabeth D. Walker*

Item #1 - Extra Wainscot

See the attached pricing proposal by Oval Construction Management dated 7/27/2017

Add \$5,201

Item #2 - Pickup/Deliver Flooring

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$865

Item #3 - Tile Labor Price

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$1,773

Item #4 - Patch Floor Walker's Bathroom

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$587

Item #5 - Dust Control in Main Hallway

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$198

Item #6 - Mount Drawer in Cabinet

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$632

Item #7 - Radiator Cleaning

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$612

Item #8 - Install Cabinets, Crown Molding, Shoe Molding

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$4,181

Item #9 - Repair Justice Ketchum's Floor

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$525

Item #10 - Install, Modify, and Repair Bathroom Vanity

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$961

Item #11 - Install and Modify Curtains and Valence

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$477

Item #12 - Install New Toilet and Shutoff Valves

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$991

Item #13 - Install Light Fixture and New Circuit

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$972

Total of Change Order #1

\$17,975

54--000070

Pricing Proposal Log			
Oval No.	No.	Item	Pending Amount
20.012	1	Extra Wainscot	\$ 5,201.00
20.003	2	Pickup/Deliver Flooring	\$ 865.00
	3	Tile Labor Price	\$ 1,773.00
20.002	4	Floor patch walker's bathroom	\$ 587.00
	5	Dust Control	\$ 198.00
20.005	6	Mount drawer in cabinet	\$ 632.00
20.006	7	Radiator Cleaning	\$ 612.00
20.011, 20.004, 20.008	8	Install Cabinets and Crown & all trim allowances in 1	\$ 4,181.00
20.007	9	Kitchen Floor	\$ 525.00
20.009	10	Vanity	\$ 961.00
20.010	11	Curtains and Valance	\$ 477.00
	12	New Toilet & Shutoff valves	\$ 991.00
	13	Install light and new circuit	\$ 972.00
		Total to date	\$ 17,975.00

Original Contract Amount \$ 44,200.00
 Changes & Pending Changes to \$ 17,975.00
 New Contract Amount \$ 62,175.00

Oval

Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 7/27/2017

Pricing Proposal # 1

Description of Work: Provide a the specified wood wainscot with modifcatt

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.	Contractual Wainscot Allowance			\$ (1,600)
3.	Contractual Painting Allowance (See Prism Painting Proposal last line item)			\$ (1,120)
4.	Contractual Closet Allowance			\$ (600)
5.	Prism Painting Additional costs (Wainscot touchup & Crown Molding)			\$ 780
6.	Quality Woods Pricing Proposal Dated 6/28/16			\$ 6,819
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ -	\$ -	\$ 4,279

Total:				\$ 4,279
Labor Burden:	24%			\$ -
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 39
Bond	0%			\$ -
B&O Tax	2%			\$ 104
Tax On Material:	6%			\$ -
Profit & Overhead	15%			\$ 780
Grand Total:				\$ 5,281

James Carney Jr.

From: Luke McGrew [lmcgrew@prizmpaintingllc.com]
Sent: Wednesday, August 23, 2017 7:50 AM
To: 'James Carney Jr.'
Subject: Supreme Court

Original Contract 9420.00

Deduct Wainscotting -1120

Add Wainscotting Caulking & Touchup +186

Add Crown Molding +594

New Contract 9080.00

54--000073

5 other documents, if any, identified as follows:

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The number of calendar days available to the Contractor to substantially complete the Work is the Contract Time. The date of commencement of the Work shall be the date of this Agreement unless otherwise indicated below. The Contractor shall substantially complete the Work, no later than August 20th, 2017 () calendar days from the date of commencement, subject to adjustment as provided in Article 10 and Article 11.
(Insert the date of commencement, if it differs from the date of this Agreement.)

ARTICLE 3 CONTRACT SUM

§ 3.1 Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

Forty-Four Thousand Two Hundred Dollars (\$ 44,200)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work
(Itemize the Contract Sum among the major portions of the Work.)

Portion of Work	Value
See the Attached Exhibit A Schedule of Values	

§ 3.3 Unit prices, if any, are as follows:
(Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
1. Demolition Labor	1. Man Hour - Beyond 72 Man Hours	1. \$56
2. Builders Risk Insurance Policy	2. One time charge - No cost for Builders risk is included in Oval's quote presently	2. \$750
3. Labor to move or relocate the Owner's existing Furniture, Fixtures and Equipment. (FF&E)	3. Man Hour - - No cost for moving FF&E is included in Oval's quote presently	3. \$56
4.		

§ 3.4 Allowances included in the Contract Sum, if any, are as follows:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
1. Select Building Demolition Labor	\$3240
2. Wood Blocking Behind Walls as required	\$250
3. Wood Wainscot Material	\$1600 ← *
4. Wood Wainscot Installation Labor	\$1600
5. Build Closet Labor (Material by Owner)	\$600 ← *
6. New Baseboard (if required)	\$942

init.

- 7. Labor for Cabinetry and Countertops (Material by Owner) \$800
- 8. Wood Door Installation (Material by Owner) \$200
- 9. Labor or Subcontract Charges to Install or modify existing vitrolite panels (Material by Owner) \$350
- 10. Labor to Install new Ceramic Tile in bathroom (All Material by Owner) \$756
- 11. Labor to Install New Wood Floor (All Material by Owner) \$1600
- 12. Labor and Material for shoe molding around existing door frames and new flooring intersection if necessary \$280
- 13. Painting Subcontract as described on the attached Estimate by Prism Painting dated 6/7/2017. \$9420 ← ☆
- 14. Plumbing Subcontract - remove and replace existing toilet. Remove existing sink faucet and replace new sink faucet and waste trap. (Sink and faucet by Owner) \$1650
- 15. Electrical Subcontract as described in the attached South Charleston Electric Proposal dated 6/7/17 \$8800

§ 3.5 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

Not applicable

§ 3.6 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

ARTICLE 4 PAYMENT

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect, the Owner shall pay the Contractor, in accordance with Article 12, as follows:

(Insert below timing for payments and provisions for withholding retainage, if any.)

Monthly

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.

%

1011

Prizm Painting LLC

20 Edgewood Dr
Hurricane, WV 25526
WV 038686

Estimate

Date
6/7/2017

Name / Address
Walker Supreme Court

Terms	Project

Item	Description	Qty	Total
Commercial Labor	Plaster Patching	30	2,540.00
Commercial Labor	20x20 Room 1 Walls	920	1,840.00
Commercial Labor	20x20 Room 2 Walls	920	1,840.00
Commercial Labor	20x20 Room Ceiling 1	400	860.00
Commercial Labor	20x20 Room Ceiling 2	400	860.00
Commercial Labor	Wallpaper Removal & Skim	120	360.00
Commercial Labor	Wainscoting Painting	320	1,120.00
	Subtotal From Above		9,420.00

Total	\$9,420.00
--------------	------------

Phone #	Fax #	E-mail	Web Site
304-549-8750	304-760-0181	imcgreg@prizmpaintingllc.com	prizmpaintingllc.com

54--000076



QUALITY WOODS INC.

30237

OAK, CHERRY, MAPLE, POPLAR, ASH, OTHER HARDWOODS

ESTIMATE PO BOX 957 ELEANOR WV 25070 - PH# 1-(304)-586-3875 FAX# 1(304)-586-9754

Customer/Contractor: **OVAL CONSTRUCTION CO (JIM CARNET)**) Estimate Date: **6/28/2017**
WV Supreme Court Justice Walker's Office Phone #: **(304) 347-8830**
Charleston WV. Salesman: **Bryan Fell**

Price is for material only. Prefinish charge is to prime.

ITEM	Quantity	Description	Unit Price	Est Price
		ALL MATERIAL TO BE PAINT GRADE POPLAR AND MAPLE PLYWOOD		
1)	1 lot	CUSTOM WAINSCOTING AS PER DRAWING WITH 1/2 IN. PLYWOOD BACK 37 IN. TALL WITH 3/4" X 3-1/2" POPLAR ATTACHED AS SHOWN PER PATTERN IN DRAWING (RAW)	\$3,463.00	\$3,463.00
2)	1 ea.	PRIME THE ABOVE WAINSCOT	\$1,127.00	\$1,127.00
3)	1 ea.	CUSTOM CLOAK CLOSET 24 1/2 INCHES WIDE 24 INCHES DEEP AND 84 INCHES TALL WITH ONE FLAT PANEL DOOR AND ATTACHED CROWN AT TOP (RAW)	\$882.00	\$882.00
4)	1 ea.	PRIME THE ABOVE CABINET	\$179.00	\$179.00
5)	1 ea.	TAIL GATE DELIVERY TO EAST LOADING DOCK AT STATE CAPITOL	\$65.00	\$65.00
6)	1 ea.	ADDITIONAL CHARGE TO PAINT WITH SHERWIN WILLIAMS MATCHING PAINT COLOR.	\$653.00	\$653.00
7)	1 ea.	ADDITIONAL 1% CHARLESTON WV SALES TAX	\$63.69	\$63.69

Add for Prefinish \$0.00
 Sub Total \$6,432.69
 6% Tax \$385.96
 TOTAL \$6,818.65
 DEPOSIT \$0.00
 AMOUNT DUE \$6,818.65

Terms: 50% Down with signed order Balance due upon delivery. Estimates are good for 30 days

Accepted By:

These estimated prices are based upon our receipt of the initial job quantities. Addition or deletions may require price changes. We do not guarantee that the material listed in this estimate will be all that is required to complete this project.

Wednesday, June 28, 2017 10:41:30 AM

Page 1 of 1

54--000077

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 2

Description of Work: Pickup wood flooring; pickup marble floor

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Pickup Wood Flooring at Smith Floor Covering Distributors			
4.	2 men 4 hours each 2x4x\$45	\$ 360		
5.	Truck and fuel	\$ -	\$ 50	
6.				
7.	Pickup Marble Flooring at Smith Floor Covering Distributors			
8.	Mike Smith 2 man hours @ \$55	\$ 110		
9.	Truck and fuel	\$ -	\$ 40	
10.				
11.				
12.				
13.				
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21.				
22.				
23.				
24.				
25.				
26.				
		\$ 470	\$ 90	\$ -
Total:				\$ 560
Labor Burden:	28%			\$ 132
Liability Insurance:	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 21
Bond:	0%			\$ -
B&O Tax:	2%			\$ 17
Tax On Material:	6%			\$ 5
Profit & Overhead:	15%			\$ 130
Grand Total:				\$ 865

Oval

Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 3

Description of Work: Tile Floor & Walls in Bathroom

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.				
3.	Labor to install ceramic tile in bathroom (contractual allowance)	\$ (756)		
4.				
5.	Contract to install tile in bathroom (Cornerstone Interiors)	\$ -		\$ 1,750
6.				
7.	Cost to remove and reinstall the tile between vitrolite panels see price attached			\$ 701
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
12.				
13.				
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18.				
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22.				
23.				
24.				
25.				
26.				
		\$ (756)	\$ -	\$ 2,451

Total:			\$ 1,695
Labor Burden:	28%		\$ (212)
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor	\$ (12)
Bond	0%		\$ -
B&O Tax	2%		\$ 35
Tax On Material:	6%		\$ -
Profit & Overhead	15%		\$ 256
Grand Total:			\$ 1,773

54--000079

By Cornerston Interiors, Inc. PO Box 412 Eleanor Wv

Job name: Supreme Court

Description of Work: Re-work the file between Vitrolite as requested by the Owner

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.	Carpenter 8 hours @ \$52.50	\$ 420		
3.				
4.				
5.		\$ -		
6.				
7.				
8.				
9.		\$ -		
10.				
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21.				
22.				
23.				
24.				
25.				
26.				
		\$ 420	\$ -	\$ -
Total:				\$ 420
Labor Burden: 34%				\$ 143
Liability insurance 0%				\$ 19
B&O Tax 2%				\$ 14
Profit & Overhead 15%				\$ 105
Total:				\$ 701

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 4

Description of Work: Patch Floor in Main Office and in the bathroom.

	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Floor Patch Material 2 bags at \$40/bag		\$ 80	
4.	Justice Walker's office labor			
5.	1 Carpenter & 1 Laborer @ \$52 & \$45 2 hours each	\$ 194		
6.				
7.	Floor Patch in Bathroom			
8.	Mike Smith 2 man hours @ \$55	\$ 110		
9.				
10.				
11.				
12.				
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23.				
24.				
25.				
26.				
		\$ 304	\$ 80	\$ -
	Total:			\$ 384
	Labor Burden: 28%			\$ 85
	Liability Insurance: 0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 14
	Bond: 0%			\$ -
	B&O Tax: 2%			\$ 12
	Tax On Material: 6%			\$ 5
	Profit & Overhead: 15%			\$ 88
	Grand Total:			\$ 587

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation
Date: 8/17/2017
Pricing Proposal # 5
Description of Work: Dust Control in the Main Hallway of the Supreme Court Justices wing of the Capitol

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Air Filters for Air Returns		\$ 22	
4.				
5.	2 man hours	\$ 105		
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
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19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.		\$ 105	\$ 22	\$ -
Total:				\$ 127
Labor Burden: 28%				\$ 35
Liability insurance 0% 0.9 % on Subcontractors plus 4.5% on labor				\$ 5
Bond 0%				\$ -
B&O Tax 2%				\$ 4
Tax On Material: 6%				\$ 1
Profit & Overhead 15%				\$ 30
Grand Total:				\$ 198

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 6

Description of Work: Mount Drawer in Admin Office under counter

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter & 1 Laborer @ \$52 & \$45 4 hours each	\$ 388		
4.				
5.	Miscellaneous fasteners		\$ 10	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
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22.				
23.				
24.				
25.				
26.				
		\$ 388	\$ 10	\$ -
Total:				\$ 398
Labor Burden: 28%				\$ 109
Liability Insurance 0% 0.9 % on Subcontractors plus 4.5% on labor				\$ 17
Bond 0%				\$ -
B&O Tax 2%				\$ 13
Tax On Material: 6%				\$ 1
Profit & Overhead 15%				\$ 95
Grand Total:				\$ 632

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 7

Description of Work: Wire brush clean the radiators

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Prism Painting quoted price \$500 each			
4.	Oval Quoted price \$250 each x 3 radiators	\$ 600	\$ -	
5.	Miscellaneous fasteners		\$ -	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
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24.				
25.				
26.				
		\$ 600	\$ -	\$ -
Total:				\$ 600
Labor Burden:	0%			\$ -
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ -
Bond	0%			\$ -
B&O Tax	2%			\$ 12
Tax On Material:	6%			\$ -
Profit & Overhead	15%			\$ -
Grand Total:				\$ 612

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 8

Description of Work: Install Cabinets, crown molding, shoe molding.

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.				
3.	Contract Allowances	\$ -		
4.	New Baseboard		\$ (600)	
5.	Labor for Cabinetry	\$ (800)		
6.	Wood Door Installation	\$ (200)		
7.				
8.	Quality Woods Invoice 1115348	\$ -	\$ 67	
9.	Quality Woods Invoice 30299	\$ -	\$ 333	
10.	Quality Woods Invoice 1130402		\$ 71	
11.	Lowe's - Crown Molding		\$ 46	
12.				
13.	Labor for Crown in toilet and shoe molding in admin office			
14.	1 Carpenter @ \$52 & 3 hours	\$ 156		
15.	1 Laborer @ \$45 for 3 hours	\$ 135		
16.				
17.	Labor for Cabinet Installation and Cabinet Crown molding			
18.	1 Carpenter @ \$52 - 14 hours	\$ 728		
19.	1 Laborer @ \$45 for 14 hours	\$ 630		
20.				
21.	Shoe molding and chair rail at counter & all other shoe molding			
22.	1 Carpenter @ \$52 - 21 hours	\$ 1,092		
23.	1 Laborer @ \$45 for 21 hours	\$ 945		
24.				
25.				
26.				
		\$ 2,686	\$ (83)	\$ -

Total:				\$ 2,603
Labor Burden:	28%			\$ 732
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 121
Bond	0%			\$ -
B&O Tax	2%			\$ 84
Tax On Material:	6%			\$ (5)
Profit & Overhead	15%			\$ 627
Grand Total:				\$ 4,181



*** INVOICE ***

1130402

REMIT TO: QUALITY WOODS INC P.O. BOX 4651 CHARLESTON, WV 25364

BLD TO:

OVVAL CONSTRUCTION CO
 WV Supreme Court Justice Walker's
 Charleston WV
 (304) 347-8820



1-(304) 925-9546
1-(800) 439-4094

1-(304) 586-3821
1-(800) 924-6512

Date: 8/10/2017

P.O. #:

Salesman: Bryan Pell

Qty	U/O	Description	Unit Price	Total Price
34	lf	COLONIAL RIFT AND QUARTER WHITE OAK SHOE 1/2" X 3/4" PREFINISH	\$1.95	\$66.30

Add for Prefinish \$0.00
 Sub Total \$66.30
 7% Tax \$4.64
TOTAL \$70.94
 Deposit \$0.00
Amnt Due \$70.94

15 AUG 2017



Thursday, August 10, 2017 @ 8:12:39 AM

(30402)

Page 1 of 1

OFFICE COPY

RECEIVED BY *[Signature]*

DATE

OFFICE COPY

Oval

Construction Management

PO Box 401 Charleston, WV 25322
 Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 9

Description of Work: Repair Justice Ketchum's Floor

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter @ \$52 & 3 hours	\$ 156		
4.	Mike Smith @ \$55 & 3 hours	\$ 165		
5.	Miscellaneous supplies		\$ 10	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
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26.				
		\$ 321	\$ 10	\$ -

Total:				\$ 331
Labor Burden:	28%			\$ 90
Liability Insurance:	8%	0.9 % on Subcontractors plus 4.5% on labor		\$ 14
Bond:	0%			\$ -
B&O Tax:	2%			\$ 11
Tax On Material:	6%			\$ 1
Profit & Overhead:	15%			\$ 79
Grand Total:				\$ 525

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 10

Description of Work: Install, modify and repair the bathroom vanity.

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter @ \$52 & 6 hours	\$ 312		
4.	1 Laborer @ \$45 for 6 hours	\$ 270		
5.	Miscellaneous supplies		\$ 25	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
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26.				
		\$ 582	\$ 25	\$ -
Total:				\$ 607
Labor Burden:	25%			\$ 152
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 26
Bond	0%			\$ -
B&O Tax	2%			\$ 19
Tax On Material:	6%			\$ 2
Profit & Overhead	15%			\$ 144
Grand Total:				\$ 961

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation
Date: 8/23/2017

Pricing Proposal # 11

Description of Work: Install, & modify the curtains and valence

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter @ \$52 & 3 hours	\$ 156		
4.	1 Laborer @ \$45 for 3 hours	\$ 135		
5.	Miscellaneous supplies		\$ 10	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
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24.				
25.				
26.				
		\$ 291	\$ 10	\$ -
	Total:			\$ 301
	Labor Burden: 28%			\$ 81
	Liability Insurance: 0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 13
	Bond: 0%			\$ -
	B&O Tax: 2%			\$ 10
	Tax On Material: 6%			\$ 1
	Profit & Overhead: 15%			\$ 72
	Grand Total:			\$ 477

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 12

Description of Work: Install new toilet and shutoff valves

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	See the attached Pricing Proposal from Harris Brothers			\$ 815
4.				
5.				
6.				
7.				
8.		\$		
9.		\$	\$	
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24.				
25.				
26.				
		\$	\$	\$ 815
	Total:			\$ 815
	Labor Burden: 28%			\$ -
	Liability Insurance 0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 7
	Bond 0%			\$ -
	B&O Tax 2%			\$ 20
	Tax On Material: 6%			\$ -
	Profit & Overhead 15%			\$ 149
	Grand Total:			\$ 991



HARRIS BROTHERS

Since 1936

Roofing • Sheet Metal • H.V.A.C. • Mechanical

1533 Hansford Street
Charleston, WV 25311

(304) 343-5566
Fax (304) 343-5568

To: Oval Construction

August 17, 2017

Attn: Jim Carney

RE: Supreme Court – Restroom Renovation Change Orders

Add furnishing Toilet	\$325.00
Add replacement of shutoff valves	\$490.00
Total Cost to Date	\$815.00

Any questions, please call

Sincerely,

Harris Bros.

Grey Harris

COMMERCIAL & INDUSTRIAL

Roofing Systems: Built-Up / Single Ply / Slate / Tile / Maintenance / Repairs
Architectural Sheet Metal Work: Copper / Stainless / Color / Aluminum
Heating / Ventilating / & Air Conditioning Mechanical Systems

54--000092

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 13

Description of Work: Install light fixture in bathroom and and dedicated
20 amp circuit form existing power panel

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	See the attached Pricing Proposal from South Charleston Electric			\$ 800
4.				
5.				
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
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22.				
23.				
24.				
25.				
26.				
		\$ -	\$ -	\$ 800
Total:				\$ 800
Labor Burden: 28%				\$ -
Liability Insurance	0% 0.9 % on Subcontractors plus 4.5% on labor			\$ 7
Bond 0%				\$ -
B&O Tax 2%				\$ 19
Tax On Material: 6%				\$ -
Profit & Overhead 15%				\$ 146
Grand Total:				\$ 972

1011 "F" Street
P.O. Box 8494
South Charleston, WV 25303

Phone (304) 744-3407
Fax (304) 744-3408
Contractor No. WV000800

South Charleston Electric Co.



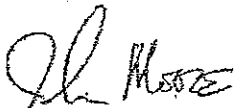
August 17, 2017

Oval Construction
James Carney

Re: WV Supreme Court Justice Walker Office Renovations
Added Work to Contract

- Install fixture in the restroom.
- Install a dedicated 20 amp circuit from existing power panel to the new office renovation area.

\$800.00


John Moore
President

54--000094

V86899

DRAFT AIA Document G701™ - 2001

Change Order

PROJECT (Name and address):
 Justice Walker Office Renovation:
 WV Supreme Court of Appeals
 1900 Kanawha Blvd East
 Building One, Room E-100
 Charleston, WV 25305

CHANGE ORDER NUMBER: 001
 DATE:

OWNER:
 ARCHITECT:
 CONTRACTOR:
 FIELD:
 OTHER:

TO CONTRACTOR (Name and address):
 Oval Construction Management,
 LLC.
 PO Box 401
 Charleston, WV 25322

ARCHITECT'S PROJECT NUMBER:
 CONTRACT DATE: 06/19/2017
 CONTRACT FOR: \$44,200

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 See the attached Exhibit A

The original Contract Sum was
 The net change by previously authorized Change Orders
 The Contract Sum prior to this Change Order was
 The Contract Sum will be increased by this Change Order in the amount of
 The new Contract Sum including this Change Order will be

\$	44,200.00
\$	0.00
\$	44,200.00
\$	17,975.00
\$	62,175.00

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Oval Construction Management, LLC.

Gary L. Johnson
 Administrative Director
 Supreme Court of Appeals of West
 Virginia

ARCHITECT (Firm name)
Owner

CONTRACTOR (Firm name)

OWNER (Firm name) Room E100

1900 Kanawha Blvd. East
ADDRESS Room E100, Chas., WV 25305

PO Box 401
ADDRESS

1900 Kanawha Blvd. E, Chas., WV 25305
ADDRESS

Kimberly M. Ellis
BY (Signature)

James R. Carney, Jr.
BY (Signature)

Gary L. Johnson
BY (Signature)

Kimberly M. Ellis
(Typed name)

James R. Carney, Jr.
(Typed name)

Gary L. Johnson
(Typed name)

09/25/2017
DATE

DATE

9/25/17
DATE

25800
7401-0000

Pricing Proposal Log			
Oval No.	No.	Item	Pending Amount
20.012	1	Extra Wainscot	\$ 5,201.00
20.003	2	Pickup/Deliver Flooring	\$ 865.00
	3	Tile Labor Price	\$ 1,773.00
20.002	4	Floor patch walker's bathroom	\$ 587.00
	5	Dust Control	\$ 198.00
20.005	6	Mount drawer in cabinet	\$ 632.00
20.006	7	Radiator Cleaning	\$ 612.00
20.011, 20.004, 20.008	8	Install Cabinets and Crown & all trim allowances in 1	\$ 4,181.00
20.007	9	Ketchum Floor	\$ 525.00
20.009	10	Vanity	\$ 961.00
20.010	11	Curtains and Valence	\$ 477.00
	12	New Toilet & Shutoff valves	\$ 991.00
	13	Install light and new circuit	\$ 972.00
		Total to date	\$ 17,975.00

top of cabinets

Original Contract Amount \$ 44,200.00
 Changes & Pending Changes to \$ 17,975.00
 New Contract Amount \$ 62,175.00

Approved
9-18-17
[Signature]

INVOICE

ORDER TIME: 03:10:03

INVOICE NO.

558464
C-O-D
1

SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

SHIP TO:

HOLLEY PRICE INTERIORS.
209 WEST WASHINGTON STREET

CHARLESTON WV. 25302

304-421-1505
KIMBERLY ELLIS
WEST VIRGINIA SUPREME COURT
1900 KANAWHA BLVD EAST
ROOM E100

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS		
2248	00	K ELLIS	05/11/2017	JB	05	CALL FOR		
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY	PRICE	DISC%	EXTENSION
	TA391-16	FULL FLEX WHITE 50#			1.00	30.28	.0	30.28
	TA620-18-949	WALL ACCUCOLOR-10#-SILVERADO			2.00	21.50	.0	43.00
	SL-99-02	SUMMIT SEAL II QUART			1.00	23.12	.0	23.12
	AOM70123658DB	2X36X5/8 DBL.BEV.WH.CARRARA			1.00	32.52	.0	32.52
	SOM-MRD1243	CHAR. ENG REDUCER WALNUT			2.00	85.72	.0	171.44
		DELIVERY FEE						0.00
		BROKEN CARTON FEE						0.00
		TOTAL TAX						0.00
*** TOTALS ***		MDSE. ONLY -->			300.36	*** COLLECT -->		\$300.36

*Approved
K. J. J.
6/11/17*

pd. 6/5/17

FILLED BY _____

RECEIVED BY _____

OFFICE

TOTAL PIECES **54--000097**

ANN 175K 1.141173

201054

INVOICE

ORDER TIME: 12:51:15

INVOICE NO. |

558460
C-O-D
1

SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

SHIP TO:

HOLLEY PRICE INTERIORS
209 WEST WASHINGTON STREET

304-421-1505
KIMBERLY ELLIS
WEST VIRGINIA SUPREME COURT
1900 KANAWHA BLVD EAST
ROOM E100

CHARLESTON WV, 25302

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS		
2248	00	K ELLIS	05/11/2017	JB	05	CALL FOR		
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY	PRICE	DISC%	EXTENSION
	SOM-EP51WAE	CHARATER PLANK 5" WALNUT ENG			720.00	9.78	.0	7041.60
	TOP-M771612	18 CTNS BIANCO GIOA HERRINGBONE POLI			33.29	25.72	.0	856.22
		DELIVERY FEE						0.00
		BROKEN CARTON FEE						0.00
		UPS/FED-EX GR.CHARGE						105.00
		TOTAL TAX						
*** TOTALS ***		MDSE. ONLY -->			7897.82		***COLLECT-->	\$8,002.82

*Approved
K. J. [Signature]
6/11/17*

5402

7401-0000

*VCM 177 20762
for ZIP code*

FILLED BY _____

RECEIVED BY _____

OFFICE

TOTAL PIECES

54--000098

CONTRACT 11/11/17

6/15

Smith Floor Covering Distributors

1118 Smith Street-P.O. Box 2826-Charleston, WV 25330 | (304) 344-2493 or Fax# (304) 344-2475 | kari@sfc-wv.com

05/12/2017

Kimberly Ellis
Maintenance Operations
West Virginia Supreme Court
1900 Kanawha Blvd East Room# E100

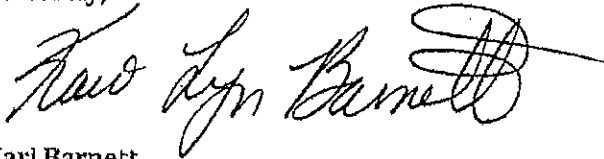
Dear Kimberly Ellis:

This letter is to inform you of the amount due in full, payment expected on pick up, for your job through our customer, Holley Price Interiors.

The amount that is due upon pick up for this job is: \$8,303.18 Please see attached itemized invoices for list of items purchased.

If you have any questions please feel free to contact us.

Sincerely,



Karl Barnett
Accounts Receivable
Smith Floor Covering Distributors
(304) 344-2493 Ext#119
kari@sfc-wv.com

54--000099

201054

INVOICE

ORDER TIME: 03:07:23

INVOICE NO.

560494
C-O-D
1

SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

SHIP TO:

HOLLEY PRICE INTERIORS
209 WEST WASHINGTON STREET
CHARLESTON WV. 25302

304-421-1505
KIM ELLIS
WEST VIRGINIA SUPREME COURT
1900 KANAWHA BLVD. EAST
ROOM E100

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS	
2248	00	KIM ELLIS	07/11/2017	J/N	05	CALL FOR	
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	PRICE	DISC%	EXTENSION	
	TOP-M771524	BIANCO GIOIA 12X24 POLISHED	6.00	20.14	.0	120.84	
	TOP-P771478	BIANCO GIOIA- POL. CORNICE-1	32.00	19.29	.0	617.28	
		DELIVERY FEE				0.00	
		BROKEN CARTON FEE				0.00	
*** TOTALS ***		MDSE. ONLY -->	738.12	*** COLLECT -->		738.12	

RECEIVED
WV SUPREME COURT
JUL 13 2017
ADMINISTRATIVE
OFFICE

THIS RECEIPT IS VALID ONLY IF
IT IS RECEIVED IN GOOD CONDITION AND
CONFORMS TO SPECIFICATIONS.
DATE 07/13/2017
SIGNED *Thomas R. Gilmore*

5402

25800

7401-0000

FILED BY _____

RECEIVED BY _____

OFFICE

TOTAL PIECES **54--000100**

Smith Floor Covering Distributors

1118 Smith Street-P.O. Box 2826-Charleston, WV 25330 | (304) 344-2493 or Fax# (304) 344-2475 | kari@sfc-wv.com

07/13/2017

Kimberly Ellis
Maintenance Operations
West Virginia Supreme Court
1900 Kanawha Blvd East Room# E100

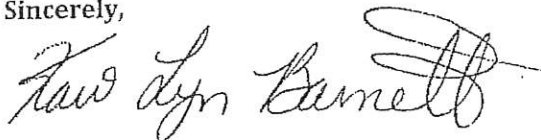
Dear Kimberly Ellis:

This letter is to inform you of the amount due in full, payment expected on pick up, for your job through our customer, Holley Price Interiors.

The amount that is due upon pick up for this job is: \$738.12. Please see attached itemized invoice for list of items purchased.

If you have any questions please feel free to contact us.

Sincerely,



Kari Barnett
Accounts Receivable
Smith Floor Covering Distributors
(304) 344-2493 Ext#119
kari@sfc-wv.com

*Approved
7-13-17*

54--000101

201054

INVOICE

ORDER TIME: 10:09:49

INVOICE NO.

561015
C-O-D
1

SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

SHIP TO:

HOLLEY PRICE INTERIORS
209 WEST WASHINGTON STREET

CHARLESTON WV. 25302

304-421-1505
WV SUPREME COURT OF APPEALS
1900 KANAWHA BLVD EAST
ROOM E100
CHARLESTON, WV 25305

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS		
2248	00	K ELLIS	07/24/2017	JB	05	CALL FOR		
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY	PRICE	DISC%	EXTENSION
	K-15	55# SELF-LEVEL-UNDERLAY (42)			1.00	58.89	.0	58.89
	TA620-18-949	WALL ACCUCOLOR-10#-SILVERADO			1.00	21.87	.0	21.87
	SL-99-02	SUMMIT SEAL II QUART			1.00	23.12	.0	23.12
		DELIVERY FEE						0.00
		BROKEN CARTON FEE						0.00
					<p>RECEIVED WV SUPREME COURT JUL 26 2017 ADMINISTRATIVE OFFICE</p> <p>DATE <u>07/26/2017</u> SIGNED <u>Tamara Gilmore</u> <u>Justice Walker's office</u></p>			
*** TOTALS ***		MDSE. ONLY -->			103.88	*** COLLECT -->		103.88

5402
23800
7401-0000

FILLED BY [Signature]

RECEIVED BY [Signature]

OFFICE

TOTAL PIECES

54--000102

Smith Floor Covering Distributors

1118 Smith Street-P.O. Box 2826-Charleston, WV 25330 | (304) 344-2493 or Fax# (304) 344-2475 | kari@sfc-wv.com

07/24/2017

Kimberly Ellis
Maintenance Operations
West Virginia Supreme Court
1900 Kanawha Blvd East Room# E100

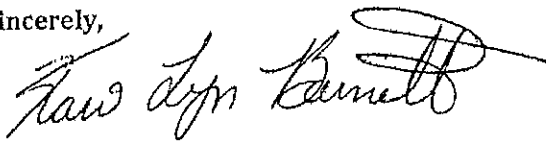
Dear Kimberly Ellis:

This letter is to inform you of the amount due in full, payment expected on pick up, for your job through our customer, Holley Price Interiors.

The amount that is due upon pick up for this job is: \$103.88. Please see attached itemized invoices for list of items purchased.

If you have any questions please feel free to contact us.

Sincerely,



Kari Barnett
Accounts Receivable
Smith Floor Covering Distributors
(304) 344-2493 Ext#119
kari@sfc-wv.com

54--000103



STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

Billing Cycle Month

Billing Cycle Year

ANTHONY HATFIELD

Cardholder Name

Account Number

County

Court / Division *IT*

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
08/10/2017	state electric supply	truck stock <i>5419</i>		\$198.73	R
08/17/2017	state electric supply	parts for capitol <i>5402 4105</i>		\$17.76	R
08/17/2017	state electric supply	parts for capitol <i>5402 4105</i>		\$3.70	R
08/21/2017	state electric supply	parts for mineral county probation <i>5929</i>		\$1,271.50	R
08/25/2017	state electric supply	replacement battery for fluke tester <i>5419</i>		\$355.30	R
08/25/2017	state electric supply	truck stock <i>5419</i>		\$150.00	R
				GRAND TOTAL AMOUNT:	\$2,196.99

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Anthony Hatfield
Purchasing Cardholder Signature Date *9-7-17*

*R=Reconciled
*D=Disputed
*C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Robert M. [Signature]
Authorizing Supervisor Signature Date



**STATE ELECTRIC
SUPPLY COMPANY**
CUSTOMER FOCUSED, QUALITY DRIVEN

P.O. BOX 5397
HUNTINGTON, WV 25703-0397

DUPLICATE

Invoice

899840

000000

12679778-00

08/17/17 PCARD

WV SUPREME CT--DLDS 1, RM E10
Sesco DataCom
405 12th Street
Donbar, WV 25064

State Electric Supply Company
2010 2nd Avenue
PO Box 5397
Huntington, WV 25703

WV STATE WISC ACCT

MAIL TO "SHIP TO" ADDRESS

Sesco DataCom 304-768-3600 112 Cust Pickup

08/17/17 Net 30 Days

08/17/17 08:40 120212020100 PCARD

08/17/1708/17/1708/17/17Data/Time Printed Taken By

Slazep In Slazep OutPlaced By Costnoor FW

Reference Entered Picked Shipped SE *

1 LEV51110-KE6	14461	3	0	\$	EACH	5.92	EACH	0.00	17.76
BLK CATEGORY 6 CNCTR									
1 Lines Total		Qty Shipped Total	3			Total			17.76
						Payment			17.76
						Invoice Total			0.00

Wiring

*Pd
V-45*

Last Page

Cash Discount

0.00 If Paid Within Terms

NOTE: THE MATERIAL DESCRIBED HEREIN HAS BEEN CAREFULLY COUNTED, CHECKED AND PACKED. NO CLAIM FOR SHORTAGES OR BREAKAGE WILL BE CONSIDERED AFTER SEVEN DAYS. RETURNED MERCHANDISE MUST BE APPROVED AND IS SUBJECT TO RESTOCKING CHARGE. SALES SLIPS MUST ACCOMPANY ALL RETURNS. THE SELLER WARRANTS THAT THE MATERIAL SOLD HEREUNDER IS OF STANDARD QUALITY BUT MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS INVOICE MUST BE PAID AS INDICATED ON THE FACE OF INVOICE. FFIN 55-038-2235.

54--000105

**TRIC
IPANY**

P. O. BOX 5397
HUNTINGTON, WV 25703-0397

DUPLICATE

Invoice

197940

00000

12681930-00

06/17/17 PCARD

1

WV SUPREME CT--BLDG 1, RM E10
Besco DataCos:
405 12th Street
Dunbar, WV 25004

State Electric Supply Company
2010 2nd Avenue
PO Box 5397
Huntington, WV 25703

WV STATE WISE ACCT

MAIL TO "SHIP TO" ADDRESS

06/17/17 15:18 120512050100 PCARD
Slarep In Slarep OutPlaced By Customer PO#

Besco DataCos 304-766-3600 112 Cust Pickup. 06/17/17 Net 30 Days
06/17/1706/17/1706/17/17/Date/Time Printed Taken By
Reference Entered Picked Shipped SE *

Qty	Description	Part No	Unit	Price	Total	Discount	Net Total
1	LEV1084-1HP WHT 1 BANG/DEV W/PLT	A3555	EACH	1.60	1.60	0.00	1.60
2	LEV1084-FEF BLK F FEF-FEF 500	A2005	EACH	2.10	4.20	0.00	4.20
2 Lines Total					5.80		5.80
Qty Shipped Total			2				
						Total Payment	5.80
						Invoice Total	5.80

Wiring

NOTE: THE MATERIAL DESCRIBED HEREIN HAS BEEN CAREFULLY COUNTED, CHECKED AND PACKED. NO CLAIM FOR SHORTAGES OR BREAKAGE WILL BE CONSIDERED AFTER SEVEN DAYS. RETURNED MERCHANDISE MUST BE APPROVED AND IS SUBJECT TO RESTOCKING CHARGE. SALES SLIPS MUST ACCOMPANY ALL RETURNS. THE SELLER WARRANTS THAT THE MATERIAL SOLD HEREUNDER IS OF STANDARD QUALITY BUT MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS INVOICE MUST BE PAID AS INDICATED ON THE FACE OF INVOICE FORM 55-028-1034

54--000106

**State of West Virginia Purchasing Card
Log Sheet**

29186

Cardholder Name: Kimberly M. Ellis
 Account Number: 3371
 Agency: WVSCA - Administrative Office 5411

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) September 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
09/04/2017	OnStar	Monthly Service for fleet vehicle - Acct. #133674123	1 month	\$37.91	R			09/04/2017
09/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$53.67	R			09/05/2017
09/08/2017	Target	Miscellaneous items for Justice Walker's office	6	\$90.22	R			09/08/2017
09/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.91	R			09/13/2017
09/22/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			09/22/2017
09/26/2017	Homegoods	Miscellaneous items for Justice Walker's Office	15	\$274.85	R			09/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.
Kimberly M. Ellis 10/13/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.
Sue Rose 10/13/2017
 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



CHARLESTON - 304-746-5445
09/08/2017 12:13 PM



ENTERTAINMENT-ELECTRONICS
057060899 ENG MAX T \$14.99
2 @ \$7.49 ea
RETURN BY 10/08/17

HARDWARE-AUTOMOTIVE
085070252 GE SURGE T \$29.99
085071931 8FT EX CORD T \$8.29

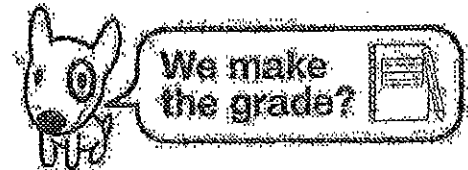
HEALTH-BEAUTY-COSMETICS
049008146 RAW SUGAR T \$4.99
049003147 RAW SUGAR T \$4.99

HOME
084051833 WASTEBASKET T \$19.99
084052241 SOAP DISPENSER T \$6.99

SUBTOTAL \$90.22
TAX EXEMPT SALE \$0.00
TOTAL \$90.22

*8068 VISA CHARGE \$90.22
AID: A0000000031910
Visa Credit

REC#2-7251-1261-0073-2244-8 VCD#754-259-340



Help make your Target Run better.
Take a 2 minute survey about today's trip:

infortarget.com
User ID: 7274 8873 9992
Password: 677 552

CONTENIDO EN ESPAÑOL

Please take this survey within 7 days.

208358



101 BOWERS ROAD
CHARLESTON, WV 25314

304.343.3600 Phone
304.343.3679 Fax

wellshome.com

Order Date

5/15/2017

Invoice # 2400051517

Store 01
Salesperson(s) HP

Bill To:

Deliver To:

33450
KIMBERLY ELLIS
WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD EAST
ROOM E100
CHARLESTON WV 25305
Day: -- Eve: --
Mobile: --

33450
KIMBERLY ELLIS
WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD EAST
ROOM E100
CHARLESTON WV 25305
Day: -- Eve: --
Mobile: --

Quantity	Vendor	Model	Category	Location	Price	Ext. Price	S
1	HOOKER	1600-10468-DKW	DESK OFFIC		1,328.00	1,328.00	O
Line Item Notes		CURATA COLLECTION SHORT FREESTANDING					
		05/15/2017 02:52 PM - HOLLY ALFORD					
		US East					
		Out of Stock					
		2017-05-28					
		19.00					
1	HOOKER	1600-10473-DKW	DESK OFFIC		1,520.00	1,520.00	O
Line Item Notes		CURATA COLLECTION TALL FREESTANDING					
		05/15/2017 02:52 PM - HOLLY ALFORD					
		US East					
		In Stock					
		47					

pd \$2136
pcard

Invoice Notes 05/15/2017 02:53 PM - HOLLY ALFORD
PLEASE ALLOW APPROX 3-4 WEEKS FOR DELIVERY
(APPROX 5/28/17).

TOTAL AMOUNT DUE: \$2848
DEPOSIT AMOUNT DUE: MINIMUM 25% (\$712)
REMAINING BALANCE DUE UPON DELIVERY: \$2136

Deposits and Payments Made

Merchandise Total:	\$2,848.00
Delivery:	0.00
Tax: EXM	0.00
Total Sale:	\$2,848.00
Total Payments/Credits:	0.00
Balance Due	2,848.00
Amount Financed:	0.00

See reverse for conditions of order.

Buyer's Approval: _____ Date: _____

54--000109



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304.343.3600 Phone
 304.343.3679 Fax
 wellshome.com

Page 1 of 1
Sales Quote # 1705150001
 Order Date 5/15/2017

Store 01
 Salesperson(s) HP

Bill To:

33450
 KIMBERLY ELLIS
 WV SUPREME COURT OF APPEALS
 1900 KANAWHA BOULEVARD EAST
 ROOM E100
 CHARLESTON WV 25305
 Day: -- Eve: --
 Mobile: --

Deliver To:

33450
 KIMBERLY ELLIS
 WV SUPREME COURT OF APPEALS
 1900 KANAWHA BOULEVARD EAST
 ROOM E100
 CHARLESTON WV 25305
 Day: -- Eve: --
 Mobile: --

Quantity	Vendor	Model	Category	Location	Price	Ext. Price	S
1	HOOKER	1600-10468-DKW	DESK OFFIC		1,328.00	1,328.00	0
Line Item Notes		CURATA COLLECTION SHORT FREESTANDING 05/15/2017 02:52 PM - HOLLY ALFORD US East Out of Stock 2017-05-28 19.00					
1	HOOKER	1600-10473-DKW	DESK OFFIC		1,520.00	1,520.00	0
Line Item Notes		CURATA COLLECTION TALL FREESTANDING 05/15/2017 02:52 PM - HOLLY ALFORD US East In Stock 47					

Invoice Notes 05/15/2017 02:53 PM - HOLLY ALFORD
 PLEASE ALLOW APPROX 3-4 WEEKS FOR DELIVERY FROM DATE ITEMS AVAILABLE AT VENDOR
 (APPROX 5/28/17).

TOTAL AMOUNT DUE: \$2848
 DEPOSIT AMOUNT DUE: MINIMUM 25% (\$712)
 REMAINING BALANCE DUE UPON DELIVERY: \$2136

Deposits and Payments Made

Merchandise Total:	\$2,848.00
Delivery:	0.00
Tax: EXM	0.00
Total Sale:	\$2,848.00
Total Payments/Credits:	0.00
Balance Due	2,848.00
Amount Financed:	0.00

See reverse for conditions of order.

Buyer's Approval:

Date:

5/16/17

54--000110

208358

W-9

Form
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Wells Home Furnishings Inc	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) 101 Bowers Road	Requester's name and address (optional)
City, state, and ZIP code Charleston WV 25314	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number	
or	
Employer identification number	55 0733518

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ David M. Naylor Date ▶ 5-16-17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



State of West Virginia
Agency Purchase Order

CORRECT ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS
 ORDER SHOULD BE DIRECTED TO
 THE DEPARTMENT CONTACT.

Order Date: 2017-05-31

Order Number: APO 2400 2400 SUP1700000010	Procurement Folder:
Document Name: office furniture for Justice Walker	Reason for Modification:
Document Description: office furniture for Justice Walker	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: 000000208358 WELLS HOME FURNISHINGS INC 101 BOWERS RD CHARLESTON WV 25314 US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtsww.gov
---	---

INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount: \$2,848.00

DEPARTMENT AUTHORIZED SIGNATURE

SIGNED BY:

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Curata Collection office furniture for Justice Walker

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	56101500	0.00000			\$2,848.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-05-01	2017-10-01				

Commodity Line Description: Furniture
CURATA Collection

Extended Description:

CURATA collection furniture for Justice Walker's office

SUP1700000010	Document Phase Draft	Document Description office furniture for Justice Walker	Page 3 of 3
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State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) August 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$53.48	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous Items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Well's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$384.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 08/22/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304.343.3600 Phone
 304.343.3679 Fax
 wellshome.com

DELIVERY TICKET
 Sales Order #
 Order Date

Page 1 of 1
 110565
 6/28/2017

Store 01
 Salesperson(s) HP

Bill To:

33450
 KIMBERLY ELLIS
 WV SUPREME COURT OF APPEALS
 1900 KANAWHA BOULEVARD EAST
 ROOM E100
 CHARLESTON WV 25305
 Day: 304-558-0145 Eve: --
 Mobile: 304-553-1207

Deliver To:

33450
 KIMBERLY ELLIS
 WV SUPREME COURT OF APPEALS
 1900 KANAWHA BOULEVARD EAST
 ROOM E100
 CHARLESTON WV 25305
 Day: 304-658-0145 Eve: --
 Mobile: 304-553-1207

Quantity	Vendor	Model	Category	Location	Price	Ext. Price	\$
1	HOOKER	1600-10468-DKW	DESK OFFIC	01WHS	1,328.00	1,328.00	0
Line Item Notes: CURATA COLLECTION SHORT FREESTANDING 06/27/2017 12:05 PM - HOLLY ALFORD US East Out of Stock 2017-05-28 19.00 In Stock 4 - 6/27/17							
1	HOOKER	1600-10473-DKW	DESK OFFIC	01WHS	1,520.00	1,520.00	0
Line Item Notes: CURATA COLLECTION TALL FREESTANDING 06/27/2017 12:06 PM - HOLLY ALFORD US East In Stock 47 In Stock 63 - 6/27/17							

Paid in full Visa
[Signature]

Invoice Notes 05/15/2017 02:53 PM - HOLLY ALFORD
 PLEASE ALLOW APPROX 3-4 WEEKS FOR DELIVERY FROM DATE ITEMS AVAILABLE AT VENDOR
 (APPROX 5/28/17).

TOTAL AMOUNT DUE: \$2848
 DEPOSIT AMOUNT DUE: MINIMUM 25% (\$712)
 REMAINING BALANCE DUE UPON DELIVERY: \$2136

Date	Amount	MOF	Type	Check
6/28/2017	-712.00	CHK	D	1002862
Merchandise Total:				\$2,848.00
Delivery:				0.00
Tax: EXM				0.00
Total Sale:				\$2,848.00
Total Payments/Credits:				712.00
Balance Due				2,136.00
Amount Due:				0.00

See reverse for conditions of order.

I verify that all merchandise has been delivered in good condition.

Customer's Signature: _____ Date: _____

54-000116

WV Blinds
& Shutters Inc.

189776

Invoice

DATE: 03/31/2017
 INVOICE # 33117
 Customer Price/Walker

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):

kimberly.ellis@courtsww.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bernhardt	Aubrey Round Chairside Table 344-126	2	1,450.00	2,900.00
Bernhardt	Geneva Round Cocktail Table With Glass Top 353-008 998-044	1	1,035.00	1,035.00
Bernhardt	Miramont Chair 360-X66	4	700.00	2,800.00
Thibaut	Fabric for Miramont Chair-Mosaic W80491	8	98.00	784.00
Bernhardt	Dlano Chair Leather 254-010L6 N1808	3	1,875.00	5,625.00
Thibaut	Fabric for Pillows Rue de Seine Embroidery Cream on Berry AF7869	2	150.99	301.98
V/Q	14"x18" Pillows Labor	3	75.00	225.00
V/Q	90/10 Pillow Inserts	3	16.00	48.00
Bernhardt	Lancaster B1411 COM Fabric	2	1,499.00	2,998.00
Anna French	Arturo Damask Embroidery W713013	15	140.00	2,100.00
Pacific Designs	PDSH207 Wallpaper	4	160.99	643.96
WIS	Install Wallpaper	1	490.00	490.00
Bernhardt	Adella Round Chairside Table 366-108	1	450.00	450.00
Diamond	Labor to make (3) Benchseat-Foam-Cording	3	290.00	870.00
Thibaut	Benchseat Fabric Key Stripe Cafe AW1374	14	137.00	1,918.00

SUBTOTAL \$23,188.94
 TAX RATE 0.000%
 TAX \$0.00
 S & H \$1,400.00
 Paid \$0.00
 TOTAL \$24,588.94

Other Comments or Special Instructions

**50% Deposit Is Required Before Order Can Be Placed
 Balance Due Upon Delivery**

Thank You For Your Business!

IN 17X 71544 \$12,294.47 ← 50% deposit

54--000117

WV Blinds

Invoice

DATE: 03/31/2017
 INVOICE # 33117
 Customer Price/Walker

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

BILL TO:
 Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):
 kimberly.ellis@courtsww.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bernhardt	Aubrey Round Chairside Table 344-126	2	1,450.00	2,900.00
Bernhardt	Carnaby Round Metal Cocktail table 340-015	1	1,650.00	1,650.00
Bernhardt	Miramont Chair 360-X-66-COM	4	700.00	2,800.00
Thibaut	Fabric for Miramont Chair-Mosaic W80491	8	98.00	784.00
Bernhardt	Delano Chair Leather 254-010L6 N1808	3	1,875.00	5,625.00
Thibaut	Fabric for Pillows Rue de Seine Embroidery Cream on Berry AF7869	2	150.99	301.98
V/Q	14"x18" Pillows Labor-Self welt	3	75.00	225.00
V/Q	90/10 Pillow Inserts	3	16.00	48.00
Bernhardt	Lancaster B1411 COM Fabric-COM	2	1,499.00	2,998.00
Anna French	Key Stripe Cafe AW1374	15	137.00	2,055.00
Pacific Designs	PDSH207 Wallpaper	4	160.99	643.96
WIS	Install Wallpaper	1	490.00	490.00
Bernhardt	Adella Round Chairside Table 366-108	1	450.00	450.00
Diamond	Labor to make (3) Benchseat-Foam-Cording	3	290.00	870.00
Thibaut	Arturo Damask Embroidery W7 (2) benchseat	10	140.00	1,400.00
Thibaut	Majuli Embroidery Red on Flax (1) benchseat	5	156.00	780.00

Other Comments or Special Instructions
50% Deposit Is Required Before Order Can Be Placed
Balance Due Upon Delivery
 Paid \$12294.47 on 06/23/2017 with CK#1002862994

SUBTOTAL \$24,020.94
 TAX RATE 0.000%
 TAX \$0.00
 S & H \$1,400.00
 Paid (\$12,294.47)
TOTAL \$13,126.47

Thank You For Your Business!

I approve the \$832.00 price difference due to a couple of items being discontinued and revised.

I CERTIFY THAT THE ABOVE MERCHAND WAS RECEIVED IN GOOD CONDITION AND CONFORMS TO SPECIFICATIONS.

DATE 08/09/2017
 SIGNED K. M. Ellis
54--000118

Invoice

WV Blinds

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

DATE: 03/31/2017
 INVOICE # 33117
 Customer Price/Walker

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):

kimberly.ellis@courtswv.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bernhardt	Aubrey Round Chairside Table 344-126	2	1,450.00	2,900.00
Bernhardt	Geneva Round Cocktail Table With Glass Top 353-008 998-044	1	1,035.00	1,035.00
Bernhardt	Miramont Chair 360-X66	4	700.00	2,800.00
Thibaut	Fabric for Miramont Chair-Mosaic W80491	8	98.00	784.00
Bernhardt	Dlano Chair Leather 254-010L6 N1808	3	1,875.00	5,625.00
Thibaut	Fabric for Pillows Rue de Seine Embroidery Cream on Berry AF7869	2	150.99	301.98
V/Q	14"x18" Pillows Labor	3	75.00	225.00
V/Q	90/10 Pillow Inserts	3	16.00	48.00
Bernhardt	Lancaster B1411 COM Fabric	2	1,499.00	2,998.00
Anna French	Arturo Damask Embroidery W713013	15	140.00	2,100.00
Pacific Designs	PDSH207 Wallpaper	4	160.99	643.96
WIS	Install Wallpaper	1	490.00	490.00
Bernhardt	Adella Round Chairside Table 366-108	1	450.00	450.00
Diamond	Labor to make (3) Benchseat-Foam-Cording	3	290.00	870.00
Thibaut	Benchseat Fabric Key Stripe Cafe AW1374	14	137.00	1,918.00

SUBTOTAL \$23,188.94
 TAX RATE 0.000%
 TAX \$0.00
 S & H \$1,400.00
 Paid \$0.00
 TOTAL \$24,588.94

Other Comments or Special Instructions

**50% Deposit Is Required Before Order Can Be Placed
 Balance Due Upon Delivery**

*Approved
 K. J. [Signature]
 5/12/17*

Thank You For Your Business!

54--000119



**State of West Virginia
Agency Purchase Order**

CORRECT ORDER NUMBER,
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Date: 2017-05-24

Order Number: APO 2400 2400 SUP1700000009	Procurement Folder:
Document Name: WV BLINDS	Reason for Modification:
Document Description: FURNISHINGS FOR JUSTICE WALKERS OFFICE	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: 000000189776 WV BLINDS & SHUTTERS INC 1600 KANAWHA BLVD W STE 1601 CHARLESTON WV 25387 US Vendor Contact Phone: (304) 541-2001 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Requestor Phone: Requestor Email:
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INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount:	\$24,588.94
----------------------------	--------------------

DEPARTMENT AUTHORIZED SIGNATURE

SIGNED BY:

DATE:

ELECTRONIC SIGNATURE ON FILE

WV Blinds

Invoice

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

DATE: 03/20/2017
 INVOICE # 3202017
 Customer Price/Walker

28533.39

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):

kimberly.ellis@courtsww.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS
-------------	--------	-----------	----------	-------

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
V/Q	Custom Cornice	1	875.00	875.00
Anna French	Shima Coral AF2590	14	92.50	1,295.00
V/Q	Fabric Panels 108" X 106"	2	145.00	290.00
VQ	Lining Off White	14	12.99	181.86
Install	Install	1	150.00	150.00
Kirsch Rod	1225-025	1	74.99	74.99
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL \$2,866.85
 TAX RATE 0.000%
 TAX \$0.00
 Freight \$245.60
 Paid (\$1,556.23)
 TOTAL \$1,556.22

Other Comments or Special Instructions
50% Deposit Is Required Before Order Can Be Placed
Balance Due Upon Delivery
 Paid \$1556.23 on 06/23/2017 with Ck#1002863912

Thank You For Your Business!

I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.

DATE 08/09/2017

SIGNED Kimberly Ellis

IN 18 * 8363

54-000121

WV Blinds & Shutters, Inc

Invoice

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

DATE: 03/20/2017
 INVOICE # 3202017
 Customer Price/Walker

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305


SHIP TO (if different):

kimberly.ellis@courtswv.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
V/Q	Custom Cornice	1	875.00	875.00
Anna French	Shima Coral AF2590	14	92.50	1,295.00
V/Q	Fabric Panels 108" X 106"	2	145.00	290.00
VQ	Lining Off White	14	12.99	181.86
Install	Install	1	150.00	150.00
Kirsch Rod	1225-025	1	74.99	74.99
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Other Comments or Special Instructions
50% Deposit Is Required Before Order Can Be Placed
Balance Due Upon Delivery

Approved 6/12/17


SUBTOTAL \$2,866.85
 TAX RATE 0.000%
 TAX \$0.00
 Freight \$245.60
 Paid \$0.00
TOTAL \$3,112.45

50% deposit of invoice due \$1,556.23

Thank You For Your Business!

WV Blinds

Invoice

DATE: 06/22/2017
 INVOICE # 6222017
 Customer Price/Walker

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

BILL TO:
 Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):
kimberly.ellis@courtsww.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS
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ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Uttermost	Lindee Mirror #09123	1	640.00	640.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL \$640.00
 TAX RATE 0.000%
 TAX \$0.00
 S & H \$84.50
 Paid \$0.00
 TOTAL \$724.50

Other Comments or Special Instructions
 I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.
 DATE 08/09/2017
 SIGNED Kim M. Ellis

CAX 18* 17548

5402
 3252-3751

Thank You For Your Business!

— additional purchase from (not included in invoice) 54-000123 ^{per Kim E}



STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

December
Billing Cycle Month

2016
Billing Cycle Year

ZACHARY THOMPSON
Cardholder Name

Account Number

KANAWHA
County

ADMINISTRATIVE OFFICE
Court / Division

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
12-14-16	GOLDFARBS	JUSTICE DAVIS' LIGHTING		\$47.58	R
12-20-16	GOLDFARBS	TOMBSTONES FOR LAMPS		\$58.81	
12-27-16	ADVANCE AUTO	PRODUCTS TO CLEAN AND CONDITION COUCH		\$36.55	
12-28-16	ZEGEER	SPACKLE AND PRODUCTS FOR WALL JUSTICE V WALKER'S OFF		\$25.27	
12-29-16	GOLDFARBS	BULBS...SPLICES..TAPE..ECT. JUSTICE DAVIS LA		\$23.13	
GRAND TOTAL AMOUNT:				\$191.34	

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

*R=Reconciled
*D=Disputed
*C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Zachary Thompson
Purchasing Cardholder Signature Date

Authorizing Supervisor Signature Date

PAST RECEIPT FOR B43816

ZEGEER HARDWARE

1421 Washington St E.
Charleston, WV 25301-1979
304-342-3383 Fax: 304-342-9928
www.doitbest.com

Report Date: 1/13/2017 9:48:31 AM

ZEGEER HARDWARE
1421 Washington St. E.
Charleston, WV 25301
304-342-3383

Transaction#: B43816
Date: 12/28/2016 Time: 10:36:09 AM

*** SALE ***

Bill To:
Our Valued Customer

32 OZ CONTRACTOR SOLVENT-771799		
1.00 EACH @	\$12.99 N	\$12.99
80Z WHITE STAINING RAGS - 797795		
1.00 BAG @	\$3.79 N	\$3.79
QT CRACKSHOT SPACKLING - 788304		
1.00 QT @	\$8.49 N	\$8.49

Subtotal:	\$25.27
0% - EXE Tax Exempt:	\$0.00
TOTAL:	\$25.27

VISA:	\$25.27
CHANGE:	\$0.00

BUYER AGREES TO PAY TOTAL AMOUNT ABOVE
ACCORDING TO CARDHOLDER'S AGREEMENT
WITH ISSUER

Approval:010723
CNUM:VISA-*****3328
EXP:*/**
NAME:THOMPSON/ZACHARY J
AMT:25.27
(X)

Authorized Signature

Notes:
TAX EXEMPT # 556000760

Thank You !
"Give us a call, We have it all"
RETURNS MUST ACCOMPANY A RECEIPT

ZEGEER HARDWARE
1421 Washington St. E.
Charleston, WV 25301
304-342-3383

Transaction#: B43816

JUSTICE
WORKMAN

RENOVATION OF ROOMS E-304 & E-306 - JUSTICE WORKMAN

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
CHUCK'S FURNITURE	LELCESTER CREDENZA		11/02/09	\$ 2,913.00
EDWARD HILLENBRAND FURNITUREMAKER	REPAIR & TOUCHUP DESK AND SIDBOARD	5530	09/27/10	\$ 1,775.70
HORCHOW	RUG	60508280	03/15/10	\$ 1,999.20
HORCHOW	RUG	60516523	07/26/10	\$ 1,573.52
THE LAMP 'N SHADE STUDIO	2 LAMP SHADES & FINIALS	37706	01/27/10	\$ 280.00
PATTY STEWART INTERIOR PAINTING	PAINTING IN ROOMS E-304 & E-306	N/A	01/04/10	\$ 4,950.00
PATTY STEWART INTERIOR PAINTING	REPAIRS TO WALLS DUE TO RENOVATION	N/A	07/25/12	\$ 700.00
WELLS HOME FURNISHINGS	CENTURY CAMEL BACK SOFA	74202	04/12/10	\$ 3,268.00
NEIGHBORGALL CONSTRUCTION	RESTROOM RENOVATIONS ROOM E-306	CHANGE ORDER #5	10/05/09	\$ 8,686.40
NEIGHBORGALL CONSTRUCTION	RENOVATION OF ROOM E-306	CHANGE ORDER #7	03/31/10	\$ 52,467.00
NEIGHBORGALL CONSTRUCTION	WINDOW FASHIONS - REUPHOLSTERY OF 2 WING CHAIRS - SEAMIST	CHANGE ORDER #8	08/02/10	\$ 3,134.04
NEIGHBORGALL CONSTRUCTION	W/RUBY RED TRIM	CHANGE ORDER #8	08/02/10	\$ 5,032.39
NEIGHBORGALL CONSTRUCTION	CARPET GALLERY - 16 YARDS LEE JOFA FABRIC	CHANGE ORDER #8	08/02/10	\$ 592.38
NEIGHBORGALL CONSTRUCTION	CARPET GALLERY - 6 YARDS RICHBOOM KUBA COPPER (BACK OF SOFA)	CHANGE ORDER #8	08/02/10	\$ 157.89
NEIGHBORGALL CONSTRUCTION	CARPET GALLERY - 6 X 9 AREA RUG NON-SKID PAD	CHANGE ORDER #16	11/07/13	\$ 13,505.67
NEIGHBORGALL CONSTRUCTION	REPAIRS TO WOOD FLOOR			
			SUBTOTAL	\$ 93,575.77
			TOTAL	<u>\$ 111,035.19</u>

55--000002

**SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA**

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

To: Justice Workman
From: Sue Racer-Troy *SRT*
Date: November 2, 2017
Subject: Construction/renovation costs for your office
Cc: Judge Gary Johnson

Per your request, I am sending a list of office construction/renovation costs for your office. The scope of this review was from December 2008 to present.

The list for your office is still incomplete. Just this afternoon I located an invoice from Patty Stewart Interior Painting which was previously undiscovered. There may be invoices from other vendors which are not included on this list.

If additional invoices are discovered, I will provide you with an updated list.

55--000003



Chuck's Furniture

77 Lawless Road, Morgantown, WV 26501
(304) 292-7621

Store Hours
Monday 10-5
Tuesday-Saturday 10-8
Sunday 12-5

Salesperson

Delivery Date

SOLD TO: Supreme Court

ADDRESS: Capital Complex, Wheeling, WV

DIRECTIONS: Bill TO: ATTN: Steven D Canterbury

Capital Complex - 3rd Floor

Building 1, Room 300

Left Lane Blvd / 1/2 mile east of New River, WV 26035 - 0830

QUANTITY	DESCRIPTION	AMOUNT
	P.O. # Supreme Court	
<u>order</u>	<u>Drexel</u>	
<u>1</u>	<u>Leicester Credenza</u>	<u>2738.00</u>
	<u>144 - 91E</u>	<u>175</u>
	<u>91E</u>	<u>2913</u>
	<u>TAX</u>	<u>11.78</u>
	<u>Balance Due</u>	<u>3087.78</u>
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>1-20-2010</u> SIGNED <u>[Signature]</u>		
	<u>125473 5402-416</u>	
	<u>Contact: Steven D Canterbury</u>	
	<u>Kim - first name is Joan Mullins</u>	
HOME PHONE:	<u>304-0565</u>	OFFICE PHONE: <u>304-558-0145</u>

Weeks
Jan 20, 2010
10-5
left mess w/ Kim 1-12

I have read & fully understand the store policy on reverse.

Buyer's Approval: Per Phone

Customer: Please check each item carefully before signing below.

1st Delivery:

2nd Delivery:

- This sale dependant upon delivery
- As Is
- Pick-up
- Call ahead
- Layaway
- Guardsman
- Financing
- Take away old _____

PLEASE ALLOW 6-10 WEEKS FOR ALL ORDERS

SPECIAL ORDERS NOT SUBJECT TO CANCELLATION

55--000004

Edward Hillenbrand Furnituremaker, Inc
 736 - 738 Second Avenue
 South Charleston, WV 25303-1315

Invoice

DATE	INVOICE #
9/27/2010	5530

199421
~~199241~~
 5402-068

BILL TO
Administrative Office of Court Attn Fletcher Adkins Room E100 State Capitol 1900 Kanawha Blvd East Charleston, WV 25305-0832

DESCRIPTION	AMOUNT
Repair & touch-up (refinish top & all repaired areas) Justice Workman's desk & repair & touch-up her sideboard <div style="text-align: center;"> RECEIVED WV SUPREME COURT OCT 01 2010 ADMINISTRATIVE OFFICE </div>	1,775 70
I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS. DATE <u>Sept 29, 2010</u> SIGNED <u>P. Fletcher Adkins</u>	
All work is complete!	Total \$1,775 70

55--000005

Supreme Court of Appeals
Purchasing Card Report
For the period 2/1/2008 - 6/30/2014

1/3/201

<u>Card holder</u>	<u>WVFIMS Doc</u>	<u>Document ID</u>	<u>Posted Date</u>	<u>Amount</u>	<u>Object</u>	<u>Vendor</u>
<u>34</u> ADKINS, PAUL F	I011226957	S006194252	07/26/2010	1,573.52	034	HORCHOW 60516523
<u>164</u> ADKINS, PAUL F	I010939705	S005967954	03/15/2010	1,999.20	064	HORCHOW 60508280
	Grand Total:			<u><u>3,572.72</u></u>		

OTO: Kim Ellis

THE LAMP 'N SHADE STUDIO
4836 MacCorkle Avenue SW
SPRING HILL, WEST VIRGINIA 25309
(304) 766-6300

CUSTOMER'S ORDER NO.		PHONE		DATE	
				1-27-10	
NAME WV Supreme Court					
ADDRESS					
CASH	D.O.D. CHARGE	ON ACCT.	MOSE RETD.	PAID OUT	
				238	-
				42	-
				280	-
				TAX	Exempt?
SOLD BY	RECEIVED BY			TOTAL	280.00

© PRODUCT 609 All claims and returned goods MUST be accompanied by this bill.

37706

ACE To Reorder
800-225-6380 or nabs.com

Thank You

~~Patty Stewart~~
~~Interior Painting and Faux Finishes~~
Landmass LLC
638A Cross Lanes Dr.
Nitro, WV 25143
(304) 776-4001
cell (304) 610-5493

549667

54021

064

INVOICE

Date 01/04/2010

Submitted to Steve Canterbury

Job Location WV State Capital
Attn Steve Canterbury

RECEIVED
WV SUPREME COURT

FEB 18 2010

ADMINISTRATIVE
OFFICE

Specifications I hereby propose to furnish material and labor - complete in accordance with specifications below - for the sum of **\$ 4,950 00**

Time Estimation 7-9 days

Specifications

Justice Workman s office - Walls will already be painted red Blocks will be applied as shown on approved sample board

Reception office - Walls will already be painted gold Shadow stripes will be applied as shown on sample board

Half due when job is started, the remainder due upon completion

Due upon receipt

\$ 4,950 00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 2-19-10

SIGNED Joan Mullins

Offering possibilities that you never knew existed!

55--000008

549/667
5403/315

*Patty Stewart Custom Faux
52 Temple Dr.
Nitro, WV 25143
(304) 610-5493*

Invoice

Date 7/25/12

Submitted to Steve Canterbury

Job Location WV State Capital, courtroom of the Supreme Court of Appeals

Work Done beginning 7/2/12 through 7/23/12, including 2 weekends

Repairs to ceiling and mouldings due to water damage \$ 3,625 00

Repair to walls in Justice Workman's office due to renovation \$ 700 00

Total amount due upon receipt

\$4,325.00

Approved

te [Signature]

7-31-12

RECEIVED
WV SUPREME COURT
JUL 31 2012
ADMINISTRATIVE
OFFICE

Offering possibilities that you never knew existed!

55--000009



101 BOWERS ROAD
CHARLESTON, WV 25314
304 343 3600 Phone
304 343 3679 Fax
wellshomez.com

296643

DELIVERY TICKET
Sales Order #
Order Date

Page 1 of 1
74202
04/12/10

5403/416

Store 01
Salesperson(s) CN

Bill To

13962
STEVEN D CANTERBURY
WV SUPREME CT OF APPEALS
THE CAPITOL COMPLEX
BLDG #1 ROOM E-100
CHARLESTON WV 25305-0830
Day 304 558-0145 Eve
Mobile

Deliver To

13962
MICHAEL PROOPS
WV SUPREME CT OF APPEALS
1900 KANAWHA BLVD EAST
BLDG 1 ROOM E-100
CHARLESTON WV 25305
Day 304-558-0145 Eve
Mobile

Quantity	Vendor	Model	Category	Location	Price	Ext Price	S
1	CENTUR	22 218	SOFA UPHOL	01WHS	3 258 00	3 258 00	F
		CAMEL BACK SOFA COVER FABRIC COM FINISH 671 CLARIDGE					
1	SHPPNG	SHIPPING CHRG	SHIPPING MISC		10 00	10 00	F

RECEIVED
WV SUPREME COURT

MAR 01 2011

ADMINISTRATIVE
OFFICE

Invoice Notes 04/12/2010 05 06 PM - CATHY NELSON
PLEASE ALLOW 6-8 WEEKS APPROXIMATELY FOR DELIVERY TO WHF ONCE FABRIC IS RECEIVED
PO#5959 PLEASE ALSO REFERENCE CODE E-307 WHEN BILLING THIS ORDER
PRICE WAS MATCHED FROM A QUOTE FROM T M GARASIC ASSOC AND APPROVED BY JOHNNY WELLS

Delivery Notes 01/07/2011 05 15 PM - JENNIFER HARRISON
3RD FLOOR CONFERENCE ROOM WV SUPREME COURT

Deposits and Payments Made

Date	Amount	MOP	Type	Check
01/28/11	3 268 00		S	
02/02/11	1 039 00		T	

Merchandise Total	\$3 268 00
Delivery	0 00
Tax EXM	0 00
Total Sale	\$3 268 00
Total Payments/Credits	1 039 00
Balance Due	2 229 00
Amount Financed	0 00

See reverse for conditions of order

Verify that all merchandise has been delivered in good condition

Customer's Signature

Date

55--000010

AIA[®] Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 005	OWNER: <input type="checkbox"/>
WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	DATE: October 13, 2009	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281	CONTRACT DATE: December 19, 2008	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.


The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 300,762.03
The Contract Sum prior to this Change Order was	\$ 1,176,918.03
The Contract Sum will be increased by this Change Order in the amount of	\$ 37,303.88
The new Contract Sum including this Change Order will be	\$ 1,214,221.91

The Contract Time will be increased by zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Neighborgall Construction</u> CONTRACTOR <i>(Firm name)</i>	<u>WV Supreme Court of Appeals</u> OWNER <i>(Firm name)</i>
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25707-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
Edward E. Weber, AIA, LEED AP <i>(Typed name)</i>	David R. McCarty <i>(Typed name)</i>	Steven D. Canterbury <i>(Typed name)</i>
10/13/09	10/14/09	11-5-09
DATE	DATE	DATE



SILLING

ASSOCIATES • ARCHITECTS

405 Capitol Street, Upper Atrium

Charleston, WV 25301-1727

p 304.346.0565 f 304.346.1522

email: info@silling.com

WV SUPREME COURT OF APPEALS CHANGE ORDER #5

EXHIBIT 'A'

- ITEM #1: Additional cost for renovation of 3rd floor Justice's Suite (Benjamin, Davis, Ketchum, and Workman). Based on the attached Contractor's price breakdown of \$37,303.88.

Total additional cost of \$37,303.88.

*See attached copies of Contractor's price breakdown for each item.



NEIGHBORGALL
CONSTRUCTION

October 5, 2009

Mr. Ed Weber
Silling Associates Architects
405 Capitol Street, Upper Atrium
Charleston, WV 25301-1727

Re: WV Supreme Court of Appeals
3rd Floor Renovation
Charleston, WV

Dear Mr. Weber:

The cost associated with the additional work in the 3rd Floor Justice's Suite to date is \$37,303.88. Attached is all the backup information as it relates to the additional cost. This includes the following work.

1. Renovation of Justice Workman's restroom.
2. Removal of existing bookcases and the installation of new wood wainscoting in Justice Workman's office.
3. Renovation of Justice Davis's restroom.
4. Refinishing of Justice Ketchum's office furniture.
5. Purchase of table for Justice Benjamin's office.
6. Purchase of room numbers for the 4th Floor.
7. Purchase of name plates for 4th Floor.

Neighborgall Construction requests Change Order #05 in the amount of \$37,303.88.

If you should have any questions or require further information, please do not hesitate to call.

Sincerely,

David R. McCarty,
Project Manager

DRM Office\Jobs\WV Supreme Court of Appeals 08039\Contracts and COs\Change Proposal #5 08039.doc

1216 Seventh Avenue • P.O. Box 281 • Huntington, West Virginia 25707-0281
304-525-5181 • Fax 304-525-7795 • www.neighborgall.com

55--000013



NEIGHBOR GALL
CONSTRUCTION

West Virginia Supreme Court of Appeals
Third Floor Justice's Suite

October 5, 2009

NCC #08-039

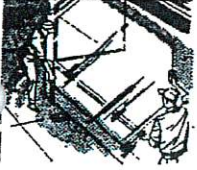
Scope:

- Renovate Justice Workman's restroom.
- Remove bookcase, repair wall and wainscot in Justice Workman's office.
- Renovate Justice Davis's restroom.
- Refinish furniture in Justice Ketchum's office.
- Purchase table for Justice Benjamin's office.
- Purchase room numbers for 4th floor.
- Purchase name plate holders for 4th floor.

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor for demolition work	80 mhr		43.19 \$	3,455.13
2	NCC labor for carpentry work	80 mhr		49.85 \$	3,987.71
3	NCC labor for plaster patching	16 mhr		38.91 \$	622.61
4	NCC labor for painting	24 mhr		38.91 \$	933.91
5	New ceramic tile floors <i>Cornerstone Interiors</i>	1 ls		2,357.91 \$	2,357.91
6	Justice Workman's Cabinets & Counters	1 ls		2,198.52 \$	2,198.52
7	Justice Davis's Cabinets & Counters	1 ls		2,779.21 \$	2,779.21
8	Justice Workman's & Davis's Faucets	2 ea		391.62 \$	783.24
9	Justice Workman's & Davis's light fixtures	2 sets		1,322.99 \$	2,645.97
10	Justice Workman's & Davis's toilet acc.	2 sets		178.98 \$	357.96
11	Vitralite removal & reinstallation <i>Workman</i>	1 ls		1,311.00 \$	1,311.00
12	Wood wainscot material	1 ls		266.53 \$	266.53
13	Plumbing work <i>Harn's Brothers</i>	1 ls		2,564.00 \$	2,564.00
14	Electrical work	1 ls		1,911.00 \$	1,911.00
15	Justice Benjamin's table <i>Ebay</i>	1 ea		834.00 \$	834.00
16	Room numbers	67 ea		52.80 \$	3,537.60
17	Name plates <i>> Chief Counsel's Office</i>	52 ea		29.24 \$	1,520.61
	Sub-total			\$	32,066.92
	0.69 % Insurances			\$	221.26
	0.90 % Bond			\$	288.60
	15.00 % Fee on NCC Work			\$	3,588.45
	5.00 % Fee on Subcontract Work			\$	407.20
	2.00 % City B&O Taxes			\$	731.45
	Total			\$	37,303.88

	Description	Office	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	5% Fee on subcontractor work	Subtotal #2	2% City & B&O taxes	Total
1	Demolition work	Unknown	\$ 3,455.13	\$ 23.84	\$ 31.10	\$ 3,510.07	\$ 518.27		\$ 4,028.34	\$ 80.57	\$ 4,108.91
2	Carpentry work	Unknown	\$ 3,987.71	\$ 27.52	\$ 35.89	\$ 4,051.12	\$ 598.16		\$ 4,649.28	\$ 92.97	\$ 4,742.23
3	Plaster patching	Unknown	\$ 622.61	\$ 4.30	\$ 5.60	\$ 632.51	\$ 93.39		\$ 725.90	\$ 14.52	\$ 740.42
4	Painting	Unknown	\$ 933.91	\$ 6.44	\$ 8.41	\$ 948.76	\$ 140.09		\$ 1,088.85	\$ 21.78	\$ 1,110.63
5	Cornerstone Interiors	Unknown	\$ 2,357.91	\$ 16.27	\$ 21.22	\$ 2,395.40		\$ 117.90	\$ 2,513.30	\$ 50.27	\$ 2,563.57
6	Cabinets & Counters	Justice Workman	\$ 2,198.52	\$ 15.17	\$ 19.79	\$ 2,233.48	\$ 329.78		\$ 2,563.26	\$ 51.27	\$ 2,614.53
7	Cabinets & Counters	Justice Davis	\$ 2,779.21	\$ 19.18	\$ 25.01	\$ 2,823.40	\$ 416.88		\$ 3,240.28	\$ 64.81	\$ 3,305.09
8(a)	Faucet	Justice Workman	\$ 391.62	\$ 2.70	\$ 3.52	\$ 397.84	\$ 58.74		\$ 456.58	\$ 9.13	\$ 465.71
8(b)	Faucet	Justice Davis	\$ 391.62	\$ 2.70	\$ 3.52	\$ 397.84	\$ 58.74		\$ 456.58	\$ 9.13	\$ 465.71
9(a)	Light fixtures	Justice Workman	\$ 1,322.99	\$ 9.13	\$ 11.91	\$ 1,344.03	\$ 198.45		\$ 1,542.48	\$ 30.85	\$ 1,573.33
9(b)	Light fixtures	Justice Davis	\$ 1,322.99	\$ 9.13	\$ 11.91	\$ 1,344.03	\$ 198.45		\$ 1,542.48	\$ 30.85	\$ 1,573.33
10(a)	Bathroom accessories	Justice Workman	\$ 178.98	\$ 1.23	\$ 1.61	\$ 181.82	\$ 26.85		\$ 208.67	\$ 4.17	\$ 212.84
10(b)	Bathroom accessories	Justice Davis	\$ 178.98	\$ 1.23	\$ 1.61	\$ 181.82	\$ 26.85		\$ 208.67	\$ 4.17	\$ 212.84
11	Service Glass Co.	Justice Workman	\$ 1,311.00	\$ 9.05	\$ 11.80	\$ 1,331.85		\$ 65.55	\$ 1,397.40	\$ 27.95	\$ 1,425.35
12	Casdorph Woodworks	Unknown	\$ 266.53	\$ 1.84	\$ 2.40	\$ 270.77	\$ 39.98		\$ 310.75	\$ 6.21	\$ 316.96
13	Harris Brothers - Plumbing work	Unknown	\$ 2,564.00	\$ 17.69	\$ 23.08	\$ 2,604.77		\$ 128.20	\$ 2,732.97	\$ 54.66	\$ 2,787.63
14	Electrical work	Justice Workman	\$ 1,911.00	\$ 13.19	\$ 17.20	\$ 1,941.39		\$ 95.55	\$ 2,036.94	\$ 40.74	\$ 2,077.68
15	Thomasville Cocktail Table	Justice Benjamin	\$ 834.00	\$ 5.75	\$ 7.51	\$ 847.26	\$ 125.10		\$ 972.36	\$ 19.45	\$ 991.81
16	Room numbers	Chief Counsel's office	\$ 3,537.60	\$ 24.41	\$ 31.84	\$ 3,593.85	\$ 530.64		\$ 4,124.49	\$ 82.49	\$ 4,206.98
17	Name plates	Chief Counsel's office	\$ 1,520.61	\$ 10.49	\$ 13.69	\$ 1,544.79	\$ 228.09		\$ 1,772.88	\$ 35.46	\$ 1,808.34
			\$ 32,066.92	\$ 221.26	\$ 288.62	\$ 32,576.80	\$ 3,588.45	\$ 407.20	\$ 36,572.45	\$ 731.45	\$ 37,303.88

Chief Counsel's office \$ 6,015.32
 Justice Benjamin \$ 991.81
 Justice Davis \$ 5,556.97
 Justice Workman \$ 8,369.44
 Unknown \$ 16,370.34
 \$ 37,303.88



SERVICE GLASS COMPANY

of Huntington, Inc.
715 Seventh Street
Huntington, WV 25701
Phone: (304) 525-8189
Fax: (304) 525-5112

Sold to:

Neighborgall Construction Company
1316 7th Avenue Rear
P.O. Box 281
Huntington, WV 25707

STORE FRONT INSTALLATION
Automatic Door Openers
GLASS
Aluminum Doors
Plate - Window - Colored - Figured
Residential Glazing
Mirrors - Framed & Custom
Glass Furniture Tops & Shelves

Phone 304-525-8189 Fax 304-525-5112

Date	Invoice #	P.O. Number	Terms
8/13/2009	10374	ijs	Net 30

Quantity	Item Code	Description	Price Each	Total
1	Glass	pick up customers 3.4" and 1/2" white cararra, cut cararra and fab holes and cut outs as per drawings and install on restroom walls per Jessica Job: <u>WV Supreme Court</u> <u>Justice Workmans Restroom</u> Sales Tax-Exempt - Other WV	1,311.00 0.00%	1,311.00T 0.00

ENTERED
AUG 16 2009

APP/DATE Drum 8/18/09
 VENDOR SE0372
 JOB 08-039
 PHASE 24-400
 CATEGORY DES O
 GL/AMT 5250/1,311.00

PAID
SEP 11 2009

RECEIVED
 AUG 14 2009
 NEIGHBORGALL
 CONSTRUCTION

CK# 55276 **Total** **\$1,311.00**

I understand that federal law requires that only safety glazing material be installed in doors, side lights next to a door and areas less than 18 inches above the floor. I do hereby certify that this glass I am purchasing will NOT be installed in any of the above locations.

Signature: _____ Signed: _____

All merchandise shipped at Purchaser's risk of breakage. Our responsibility ceases upon delivery of merchandise to transportation company in good order. Claims for breakage or shortage must be made upon transportation.

55--000016

Justice Clerkman

RECEIVED
AUG 20 2009
NEIGHBORGALL
CONSTRUCTION

INVOICE

RECEIVED
AUG 20 2009
NEIGHBORGALL
CONSTRUCTION

Casdorff Woodworks Inc.
1420 Woodward Drive
Charleston, West Virginia 25312
(304)744-2961

To NEIGHBORGALL CONSTRUCTION
JOB # 08039
c/o Dave McCarty
8/19/09

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
ALL MATERIAL POPLAR UNFINISHED			
40 L.F.	5/8" x 5/8" BASE		113.60
20 L.F.	3/4" x 2 1/2" CHAIR RAIL		38.00
40 L.F.	1" x 1 3/8" PANEL MOLD		50.40
24 L.F.	3/8" x 3/4" CORNER MOLD		32.64
24 L.F.	3/4" x 1 1/8" S4S		16.80
			251.44
			TAX 15.09
			TOTAL DUE \$ 266.53

New Vendor

APP/DATE DJM 8/26/09
 VENDOR CAS0010
 JOB 08-039
 PHASE 24-400
 CATEGORY M E S O
 GL/AMT. 5190 / # 266.53

ENTERED
AUG 26 2009

PAID
SEP 11 2009

CK# 55242

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 007 DATE: August 2, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 779,708.91
The Contract Sum prior to this Change Order was	\$ 1,655,864.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 82,384.00
The new Contract Sum including this Change Order will be	\$ 1,738,248.91

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
<u>ADDRESS</u>	<u>ADDRESS</u>	<u>ADDRESS</u>
 BY (Signature)	 BY (Signature)	 BY (Signature)
<u>Edward E. Weber, AIA, LEED AP</u> (Typed name)	<u>David R. McCarty</u> (Typed name)	<u>Steven D. Canterbury</u> (Typed name)
<u>8/2/10</u> DATE	<u>8-4-10</u> DATE	<u>8-6-10</u> DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #7**

EXHIBIT 'A'

ITEM #1: Renovation of Room E-306

Cost: \$62,467.00

Justice Workman

ITEM #2: Additional electrical outlet in Room E-300

Cost: \$390.00

Justice Benjamin

ITEM #3: Painting and patching in Room E-310.

Cost: \$2,715.00

Justice McHugh

ITEM #4: Additional floor outlets in Room E-300

Cost: \$2,045.00

Justice Benjamin

ITEM #5: Additional wood base in Room E-300

Cost: \$788.00

Justice Benjamin

ITEM #6: Install existing carpet in Room E-309

Cost: \$528.00

Security office

ITEM #7: Install security camera monitor bracket ?

Cost: \$235.00

ITEM #8: Furnish and install wood shelves ?

Cost: \$1,218.00

ITEM #9: Construct new closet and paint walls at First Floor Office

Cost: \$5,000.00

Steve Centerbury

ITEM #10: Purchase of plaques ?

Cost: \$6,998.00

Total additional cost of Change Order#7: \$82,384.00.



Change Order 7

West Virginia Supreme Court of Appeals
Third Floor Justice's Suite

March 25, 2010

NCC #08-039

Scope:

- Renovate Justice Workman's Chambers (Demo, Flooring, Painting, Cabinets, Electrical)
- Add floor outlets to Justice Benjamin's Chambers
- Add wood base to Justice Benjamin's Chambers
- Install existing carpet in security office
- Install monitor bracket and wood shelves on 3rd floor
- Construct closet and paint walls on 1st floor
- Paint and patching in Justice McCue's Chambers, Conference Room and Security Office
- Install additional electrical outlet in Justice's Conference Room
- Purchase plaques

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor for demolition work	40 mhr		52.46 \$	2,098.40
2	NCC labor for carpentry work	80 mhr		52.46 \$	4,196.80
3	NCC misc materials	1 ls		1,251.00 \$	1,251.00
4	Cabinets & Counters (materials)	1 ls		12,332.50 \$	12,332.50
5	Wood Flooring (material)	1 ls		17,273.79 \$	17,273.79
6	Wood Flooring (installation)	1 ls		4,825.07 \$	4,825.07
7	Carpet (installation)	1 ls		485.94 \$	485.94
8	Painting (subcontractor)	1 ls		10,701.17 \$	10,701.17
9	Electrical (subcontractor)	1 ls		3,085.61 \$	3,085.61
10	Window Blinds	1 ls		3,819.00 \$	3,819.00
11	Reupholstry (Window Fashions portion only)	1 ls		4,960.00 \$	4,960.00
12	Plaques (materials)	1 ls		5,885.00 \$	5,885.00
Sub-total					\$ 70,914.28
0.69 % Insurances					\$ 489.31
0.90 % Bond					\$ 638.23
15.00 % Fee on NCC Work					\$ 7,772.47
5.00 % Fee on Subcontract Work					\$ 954.89
2.00 % City B&O Taxes					\$ 1,615.38
Total					\$ 82,384.56

55--000020



NEIGHBORGALL
CONSTRUCTION

March 25, 2010

Mr. Ed Weber
Silling Associates Architects
405 Capitol Street, Upper Atrium
Charleston, WV 25301-1727

Re: WV Supreme Court of Appeals
3rd Floor Renovation
Charleston, WV

Dear Mr. Weber:

The cost to date associated with the additional work in the 3rd Floor Justice's Suite to date is \$82,384.00. Attached is a worksheet breaking down the additional cost. This includes the following work.

1. Renovation of Room E-306
 - a. Remove existing carpet
 - b. Add floor outlets
 - c. Relocate existing electrical outlets
 - d. Remove existing casework
 - e. Patch existing plaster walls
 - f. Patch and extend wainscot
 - g. Remove, reinstall and repair existing wood radiator covers
 - h. Paint walls and wainscot
 - i. Clean and sealing existing wood doors
 - j. Furnish and install new 8" wide cherry wood flooring
 - k. Furnish and install new window blinds
 - l. Recover furniture
 2. Additional electrical outlet in Room E-300
 3. Painting and patching in Room E-310, Lobby Conference Room and Court Security Office
 4. Additional floor outlets in Room E-300
 5. Additional wood base in Room E-300
 6. Install existing carpet in Room E-309
- | | |
|--|-------------|
| | \$62,467.00 |
| | \$390.00 |
| | \$2,715.00 |
| | \$2,045.00 |
| | \$788.00 |
| | \$528.00 |



7. Install security camera monitor bracket	\$235.00
8. Furnish and install wood shelves	\$1,218.00
9. Construct new closet and paint walls on first floor office	\$5,000.00
10. Purchase of plaques	\$6,998.00

Neighborgall Construction requests a Change Order in the amount of \$82,384.00. Please note that this does not include the credit for the project contingency or the court seal (\$15,800.00). If you should have any questions or require further information, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads "David R. McCarty". The signature is written in a cursive, flowing style.

David R. McCarty,
Project Manager

Troy, Sue

From: CR Neighborgall <crn4@neighborgall.com>
Sent: Friday, November 03, 2017 11:36 AM
To: Troy, Sue
Subject: RE: Documentation request - Project 08-039

Sue,
Yes, that would be for the casework. We often use the term "casework" to mean cabinets and countertops, or cabinetry.
Best Regards,
C.R.

From: Troy, Sue [mailto:Sue.Troy@courtswv.gov]
Sent: Friday, November 03, 2017 11:11 AM
To: CR Neighborgall <crn4@neighborgall.com>
Subject: FW: Documentation request - Project 08-039

C.R.,

Thank you for providing this information. After reviewing the documents, there is still one item that isn't clear. Do you know if the casework in Justice Workman's office (E-306) is included in the \$62,467.00 charge? I noticed an amount of \$12,332.50 (item 4) for cabinets and counters. I wondered if that is the cost of the materials for the casework. It looks like that might for the casework but I wanted to confirm with you.

Thank you,
Sue

Sue Racer-Troy, CPA
Director of Financial Management
West Virginia Supreme Court of Appeals
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston, WV 25305
Phone 304-558-0145
Fax 304-558-1212
Sue.Troy@CourtsWV.gov

From: CR Neighborgall [mailto:crn4@neighborgall.com]
Sent: Wednesday, November 01, 2017 2:42 PM
To: Troy, Sue <Sue.Troy@courtswv.gov>
Subject: RE: Documentation request - Project 08-039

Sue,

Attached is our copy of the Change Order #7 with additional breakdown attached. I believe this provides the detail for renovation of room E-306.

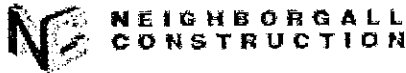
Unfortunately, I could not find any more detail for Item 10 Plaques, other than the cost prior to contractor mark-up, insurance, bond and B&O tax was \$5,885.

I hope this is helpful. Let me know if you need anything else.

Best Regards,
C.R.

C.R. Neighborgall, IV President

1216 7th Avenue, Huntington, WV 25701
Phone: 304-525-5181 Ext. 243 Cell: 304-521-3444
Fax: 304-525-7795 email: crn4@neighborgall.com



From: Troy, Sue [<mailto:Sue.Troy@courtswv.gov>]
Sent: Wednesday, November 01, 2017 11:11 AM
To: CR Neighborgall <crn4@neighborgall.com>
Subject: Documentation request - Project 08-039

Mr. Neighborgall,

We are reviewing the renovation costs of various projects at the State Captiol from 2009 – 2014. I was able to obtain copies of the invoices (application for payment) and change orders that support them. However, there are couple of jobs require more information.

Specifically, on change order 7 (08/02/2010) there is a charge of \$62,467.00 for renovation of room E-306. I've been asked to provide a breakdown of the amount, such as electrical, flooring, painting, etc. I cannot find any breakdown on any documents that we have here. With some of the change orders, I was able to locate a Standard Estimate Report that matched the amount invoiced. I wondered if a Standard Estimate Report is available for the \$62,467.00 in work.

There was also a question about item 10, purchase of plaques. No one recalls what that was for, and I cannot find any documentation for that amount.

Any details that you can provide would be greatly appreciated.

Thank you,
Sue

Sue Racer-Troy, CPA
Director of Financial Management
West Virginia Supreme Court of Appeals
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston, WV 25305
Phone 304-558-0145
Fax 304-558-1212
Sue.Troy@CourtsWV.gov

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 008 DATE: August 2, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 862,092.91
The Contract Sum prior to this Change Order was	\$ 1,738,248.91
The Contract Sum will be increased by this Change Order in the amount of	\$ 35,629.27
The new Contract Sum including this Change Order will be	\$ 1,773,878.18

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silling Associates, Inc. ARCHITECT (Firm name) 405 Capitol Street, Upper Atrium Charleston, WV 25301 ADDRESS BY (Signature) Edward E. Weber, AIA, LEED AP (Typed name) DATE 8/4/10	Neighborgall Construction CONTRACTOR (Firm name) 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281 ADDRESS BY (Signature) David R. McCarty (Typed name) DATE 8-4-10	WV Supreme Court of Appeals OWNER (Firm name) State Capitol-Building 1, Room E-100 Charleston, WV 25305 ADDRESS BY (Signature) Steven D. Canterbury (Typed name) DATE 8-6-10
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WV SUPREME COURT OF APPEALS
CHANGE ORDER #8

EXHIBIT 'A'

ITEM #1: NCC labor (April thru June 2010) Room E-305 Justice Ketchum
Cost: \$8,288.68

ITEM #2: NCC miscellaneous materials (April thru June 2010) Room E-305 Justice Ketchum
Cost: \$326.96

ITEM #3: Carpet Gallery area rug pad Room E-304 Justice Workman
Cost: \$132.50

ITEM #4: Carpet Gallery fabric Room E-304 Justice Workman
Cost: \$497.11

ITEM #5: Carpet Gallery fabric Room E-304 Justice Workman
Cost: \$4,223.04

ITEM #6: Window Fashions chairs Room E-304 Justice Workman
Cost: \$2,630.00

ITEM #7: Window Fashions fabric Room E-³⁰⁰~~304~~ Justice Benjamin
Cost: \$740.80

ITEM #8: NCC labor and materials (July 2010) Room E-305 Justice Ketchum
Cost: \$13,060.00

Subtotal: \$29,899.09

Insurance, Bonds, Fees, Taxes: \$5,730.17

Total additional cost of Change Order#8: \$35,629.27

55--000026

	Invoice Amt	0.69% Insurances	0.90% Bond	Subtotal #1	15% Fee on NCC work	Subtotal #2	2% City & B&O taxes	Total
Justice Ketchum	\$ 8,288.68	\$ 57.19	\$ 74.60	\$ 8,420.47	\$ 1,263.07	\$ 9,683.54	\$ 193.67	\$ 9,877.21
Justice Ketchum	\$ 326.96	\$ 2.26	\$ 2.94	\$ 332.16	\$ 49.82	\$ - 381.98	\$ 7.64	\$ 389.62
Justice Workman	\$ 132.50	\$ 0.91	\$ 1.19	\$ 134.60	\$ 20.19	\$ 154.79	\$ 3.10	\$ 157.89
Justice Workman	\$ 497.11	\$ 3.43	\$ 4.47	\$ 505.01	\$ 75.75	\$ 580.76	\$ 11.62	\$ 592.38
Justice Workman	\$ 4,223.04	\$ 29.14	\$ 38.01	\$ 4,290.19	\$ 643.53	\$ 4,933.72	\$ 98.67	\$ 5,032.39
Justice Workman	\$ 2,630.00	\$ 18.15	\$ 23.67	\$ 2,671.82	\$ 400.77	\$ 3,072.59	\$ 61.45	\$ 3,134.04
Justice Benjamin	\$ 740.80	\$ 5.11	\$ 6.67	\$ 752.58	\$ 112.89	\$ 865.47	\$ 17.31	\$ 882.78
Justice Ketchum	\$ 13,060.00	\$ 90.11	\$ 117.54	\$ 13,267.65	\$ 1,990.15	\$ 15,257.80	\$ 305.16	\$ 15,562.96
	\$ 29,899.09	\$ 206.30	\$ 269.09	\$ 30,374.48	\$ 4,556.17	\$ 34,930.65	\$ 698.62	\$ 35,629.27

Justice Benjamin \$ 882.78
-Justice Ketchum \$ 25,829.79
Justice Workman \$ 8,916.70
\$ 35,629.27

26.69% Surcharge from contractor

Change order # 8

West Virginia Supreme Court of Appeals
Third Floor Justice's Suite

June 30 2010

NCC #08-039

Scope

Renovate Justice Ketchum's Chambers (Demo strip wood trim Painting Cabinets Electrical)

Additional Fabric for new furniture

Reupholdtery of 2 wing chairs

Item	Description	Units	UM	Unit Pr	Amount
1	NCC labor (April thru June 2010)	158 mhr		52.46 \$	8,288.68
2	NCC miscellaneous	1 ls		326.96 \$	326.96
3	Carpet Gallery (area rug pad)	1 ls		132.50 \$	132.50
4	Carpet Gallery (fabric)	1 ls		497.11 \$	497.11
5	Carpet Gallery (fabric)	1 ls		4,223.04 \$	4,223.04
6	Window Fashions (chairs)	1 ls		2,630.00 \$	2,630.00
7	Window Fashions (fabric)	1 ls		740.80 \$	740.80
	Sub-total			\$	16,839.09
	0.69 % Insurances			\$	116.19
	0.90 % Bond			\$	151.55
	15.00 % Fee on NCC Work			\$	2,566.02
	2.00 % City B&O Taxes			\$	393.46
	Total			\$	20,066.31

55--000028

8716-B MacCorkle Ave S E
Charleston WV 25304
Phone (304) 925-7799

CARPET gallery

DUPLICATE
MAY 20
NEIC-NSORG-LL
CONSTRUCTION

INVOICE

NET 30 DAYS
1.5% INTEREST
THEREAFTER

SOLD TO

WVSCA - Office E-307
Margaret Workman
c/o David McCarty

INSTALL AT

Margaret Workman
State Capital

TYPE OF PYMT

CHECK
CASH
CHARGE

(Hm Ph) _____ (Bus Ph) _____ (Location Ph) _____

ALL SALES
FINAL

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925 7799
ADDRESS 3716-B MacCorkle Ave S E Charleston WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
5/10/2010	Delivered						

JOB & CARPET DESCRIPTION	UNIT PR	TOTAL
16 X 9 Area Rug Pad Teeband Non-Skid		125.00

APP/DATE	DEM 5/25/10	<p>ENTERED MAY 20 2010</p>	<p>PAID JUN 04 2010 CK# 57898</p>
VENDOR	CARPET		
JOB	06-039		
PHASE	21-700		
CATEGORY	M E S		
GL/AMT	590 / 132.50		

LABOR	
AMT OF SALE	
SALES TAX	7.50
TOTAL AMOUNT	
DEPOSIT	
BALANCE DUE	132.50

Special Instructions

UP DISPOSE FURNITURE EMPTY BULLNOSE PIE STEPS PICKETT
 TAIL STRIPS PIANO POOL TABLE WOOD FLOOR CONCRETE FLOOR

All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION

ACCEPTED BY Susan Johnson

PURCHASER _____ DATE _____

WHITE COPY OFFICE

YELLOW COPY OFFICE

55--000029

3716-B MacCorkle Ave, S E
 Charleston WV 25304
 Phone (304) 925-7799

CARPET

DATE RECEIVED
 MAY 20
 NEIG LCCFC-ALL
 CONF ACTION

INVOICE

NET 30 DAYS
 15% INTEREST
 THEREAFTER

gallery
 INV# WVSC-E307-2

SOLD TO

WVSCA - Office E-307
 Margaret Workman
 c/o David McCarty

INSTALL AT

Margaret Workman
 State Capital

TYPE OF PYMT

- CHECK
- CASH
- CHARGE

ALL SALES
 FINAL

(Hm Ph) _____ (Bus Ph) _____ (Location Ph) _____

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925 7799

ADDRESS 3716-B MacCorkle Ave S E Charleston WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL	SALESMAN
5/10/2010				<input type="checkbox"/> ORIENTAL <input type="checkbox"/> REMNANT	
JOB & CARPET DESCRIPTION				UNIT PR	TOTAL
Fabric for back of sofa					
6 yards Richloom (Fabricut) Fabric				76.00	456.00
Kulba-Copper					
(Ormond E Copper)					
PAID					
JUN 04 2010					
Ship To: Well's Home Furnishings					
c/o Cathy Nelson					
101 Bowlers Road					
Charleston, WV 25314					
(304) 343-3600					
Special Instructions					
T/UP <input type="checkbox"/> DISPOSE <input type="checkbox"/> FURNITURE <input type="checkbox"/> EMPTY <input type="checkbox"/> BULLNOSE <input type="checkbox"/> PIE STEPS <input type="checkbox"/> PICKETT <input type="checkbox"/>					
METAL STRIPS <input type="checkbox"/> PIANO <input type="checkbox"/> POOL TABLE <input type="checkbox"/> WOOD FLOOR <input type="checkbox"/> CONCRETE FLOOR <input type="checkbox"/>					
				LABOR	12.97 S/H
				AMT OF SALE	468.97
				SALES TAX	28.14
				TOTAL AMOUNT	497.11
				DEPOSIT	
				BALANCE DUE	497.11

APP/DATE Dam 5/25/10
 VENDOR CARCO
 JOB 08-237
 PHASE 24-700
 CATEGORY M E S
 CLIENT 5/20/11

* All seams are man-made, therefore, they are never completely invisible and are not considered a labor defect

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
 IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION

ACCEPTED BY

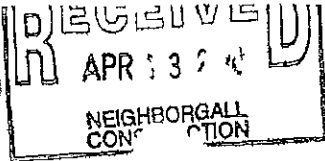
ENTERED
 May 25 2010

PURCHASER

DATE

WHITE COPY OFFICE

55--000030



E-Mail DMCCARTY@neighborgal.com

3716 B MacCorkle Ave S E
 Charleston WV 25304
 Phone (304) 925 7799

CARPET gallery

INVOICE
 NET 30 DAYS
 15 / INTEREST
 THEREAFTER

SOLD TO WVSCA Office, E307 INSTALL AT Margaret Workman
Margaret Workman
1/2 David McCarty
 (Hm Ph) _____ (Bus Ph) _____ (Location Ph) _____

TYPE OF PYMT
 CHECK
 CASH
 CHARGE
 ALL SALES FINAL

FOR SERVICE OR SCHEDULING OF WALL TO WALL CALL 925 7799
 ADDRESS 3716-B MacCorkle Ave S E Charleston WV 25304

DATE SOLD	ESTIMATE DATE OF DELIVERY / INSTALLATION	DATE INSTALLED	INSTALLER	WALL TO WALL <input type="checkbox"/>	ORIENTAL <input type="checkbox"/>	REMNANT <input type="checkbox"/>	SALESMAN
JOB & CARPET DESCRIPTION							TOTAL
16 yards Lee Jopu fabric							3,984.00
Style Stripes #2007184							
Color Poppy #195							
Ship to Wells Home Furnishings							
c/o Cathy Nelson							
101 Boulder Road							
Charleston WV 25314							
(304) 343-3600							
Special Instructions						LABOR	
TUP <input type="checkbox"/> DISPOSE <input type="checkbox"/> FURNITURE <input type="checkbox"/> EMPTY <input type="checkbox"/> BULLNOSE <input type="checkbox"/> PIE STEPS <input type="checkbox"/> PICKETT <input type="checkbox"/>						AMT OF SALE	
METAL STRIPS <input type="checkbox"/> PIANO <input type="checkbox"/> POOL TABLE <input type="checkbox"/> WOOD FLOOR <input type="checkbox"/> CONCRETE FLOOR <input type="checkbox"/>						SALES TAX	239.04
						TOTAL AMOUNT	
						DEPOSIT	
						BALANCE DUE	4,223.04

ENTERED
 APR 27 2010

* All seams are man made therefore they are never completely invisible and are not considered a labor defect.

THIS CONTRACT NOT VALID UNLESS SIGNED BY AN AUTHORIZED OFFICIAL FOR CARPET GALLERY
 ACCEPTED BY Juan Johnson
 PURCHASER _____ DATE _____

SUBJECT TO TERMS & CONDITIONS ON REVERSE SIDE
 IT IS AGREED THAT THE BALANCE SHALL BE PAYABLE BY BUYER TO CARPET GALLERY AT TIME OF INSTALLATION

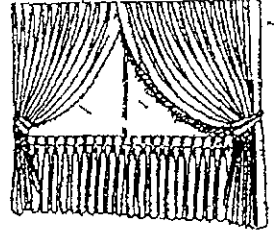
APP/DATE DMC 04/20/10
 VENDOR CARCO20
 JOB 08-039
 PHASE 2000 24-700
 CATEGORY W E S O
 QUANT 5190 / 4,223.04

WHITE COPY OFFICE
 - New VENDOR

YELLOW COPY CUSTOMER
PAID
 MAY 07 2010
 CK# 57648

Window Fashions

516 D Street
South Charleston WV 25303
Telephone (304) 744-7097
Facsimile (304) 744-7410
April 19, 2010



Neighborgall Construction Co
Attn Dave McCarty
PO Box 281
Huntington, WV 25707-0281
(304) 525-5181 Ext 246
(304) 525-7795

Inv # 50816-1108

Invoice

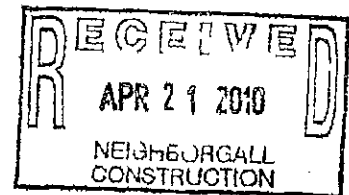
Per Your PO #08-039

For reupholstery of 2 wing chairs which were in Justice Workman's office using Duralee Fabric #50816, color #168 - Seamist, with welt in Company C fabric pattern #91125, color Ruby Red

2,630 00

Thank You

DATE	DAM. 4/27/10
INVOICE #	WINCO/2
PO #	08-039
PHONE	24-700
CATEGORY	MES
AMOUNT	5190/2,630 00



PAID
MAY 14 2010

CK# 57770

* TAX Incl in price

Terms - Due Upon Receipt

55--000032



AIA[®] Document G701[™] - 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 016 DATE: November 7, 2013	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	2,733,911.4
The Contract Sum prior to this Change Order was	\$	3,610,067.40
The Contract Sum will be increased by this Change Order in the amount of	\$	54,886.97
The new Contract Sum including this Change Order will be	\$	3,664,954.37

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Sean Simon, AIA (Typed name)	C.R. Neighborgall (Typed name)	Steven D. Canterbury (Typed name)
11/7/13 DATE	11/7/13 DATE	11-7-13 DATE

**WV SUPREME COURT OF APPEALS
STATE CAPITOL**

**AIA Document G701 Change Order #16
Exhibit A**

Item #1 (COC #2)

Credit towards miscellaneous metal allowance. (\$ 296.90)

Item #2 (COC #4)

Credit towards Lobby ceiling allowance. (\$ 154.60)

Item #3 (COC #5)

Credit towards window treatment allowance. (\$ 11,783.90)

Item #4 (COC #14)

Additional cost for door stops and coat hooks. \$ 1,047.32

Item #5 (COC #15)

Additional cost to add WVSCA Seal at Reception Desk. \$ 8,544.19

Item #6 (COC #19)

Additional cost to add metal screens at Library Stacks walkway. \$ 454.09

Item #7

E 306

Additional cost to repair flooring in Office E307 and provide additional refrigerators. \$ 23,795.34

Item #8

Additional cost to renovate Offices E401, E402 and E403. Repaint radiators in Office E308.
Replace sink faucet in Break Room E400. \$ 21,787.07

Item #9

Additional cost to upgrade first floor lighting. \$ 11,494.36

Total Change Order Amount \$ 54,886.97

See attached copy original proposal request and contractors cost breakdown.

Change Order #16

Description	Office	Invoice Amt	22% Labor Tax	7% Sales Tax on materials	2% General Liability Insurance	0.16% Subcontractor Liability Insurance	Subtotal #1	15% Fee on NCC work	10% Fee on subcontractor work	Subtotal #2	Builders Risk Insurance, Bond, B&O Taxes	Total
Cornerstone Interiors	Justice Workman	\$ 2,335.15				\$ 4.74	\$ 2,338.89	\$ 233.89	\$ 2,572.77	\$ 80.27	\$ 2,653.05	
Artistic Floors	Justice Workman	\$ 5,079.05		\$ 355.53			\$ 5,434.58	\$ 815.19	\$ 6,249.77	\$ 194.99	\$ 6,444.76	
Quality Woods	Justice Loughry	\$ 1,290.00		\$ 90.30			\$ 1,380.30	\$ 207.05	\$ 1,587.35	\$ 49.53	\$ 1,636.87	
Jeff's Appliances	Clerk's Office	\$ 1,659.95		\$ 116.20			\$ 1,776.15	\$ 266.42	\$ 2,042.57	\$ 63.73	\$ 2,106.30	
Jeff's Builder Supply Co. - Refrigerator	Justice Loughry	\$ 1,692.97		\$ 118.51			\$ 1,811.48	\$ 271.72	\$ 2,083.20	\$ 65.00	\$ 2,148.20	
Jeff's Builder Supply Co. - Microwave	Justice Loughry	\$ 189.95		\$ 13.30			\$ 203.25	\$ 30.49	\$ 233.73	\$ 7.29	\$ 241.03	
Jeff's Builder Supply Co. - Refrigerator	Clerk's Office	\$ 1,509.95		\$ 105.70			\$ 1,615.65	\$ 242.35	\$ 1,857.99	\$ 57.97	\$ 1,915.96	
Veighborgall - labor for appliance delivery	Misc	\$ 318.00	\$ 69.96		\$ 6.36		\$ 394.32	\$ 59.15	\$ 453.47	\$ 14.15	\$ 467.62	
Veighborgall - Carpenter for floor	Justice Workman	\$ 2,997.54	\$ 659.46		\$ 59.95		\$ 3,716.95	\$ 557.54	\$ 4,274.49	\$ 133.36	\$ 4,407.86	
Veighborgall - carpenter for closet door	Justice Loughry	\$ 318.00	\$ 69.96		\$ 6.36		\$ 394.32	\$ 59.15	\$ 453.47	\$ 14.15	\$ 467.62	
Veighborgall - supervision	Misc	\$ 793.28	\$ 174.52		\$ 15.87		\$ 983.67	\$ 147.55	\$ 1,131.22	\$ 35.29	\$ 1,166.51	
Veighborgall - supervision mileage	Misc	\$ 110.00		\$ 7.70			\$ 117.70	\$ 17.66	\$ 135.36	\$ 4.22	\$ 139.58	
		\$ 18,293.84	\$ 973.90	\$ 807.23	\$ 88.54	\$ 3.74	\$ 20,167.24	\$ 2,674.25	\$ 233.89	\$ 23,075.39	\$ 719.95	\$ 23,795.34

Justice Workman	\$ 13,505.67
Justice Loughry	\$ 4,493.71
Clerk's Office	\$ 4,022.26
Misc.	\$ 1,773.71
	\$ 23,795.34



E304 - Justice Workmen
E308 Justice Loughry

WV Supreme Court of Appeals
NCC Project Number: 08-039
Date: 11/04/13

Scope of Work:

Office E307: Repair Flooring
Office E308: Rework Closet Door. Furnish and undercounter refrigerator and micro wave oven.
Provide 2 each additional refrigerators. Owner moved refrigerators from E322 to other locations.

RAW COSTS

Line #	Description Of Work Activity	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Equip. Total	Sub Cost	Total Cost
				Labor	Material	Equip.					
NEIGHBORGALL CONSTRUCTION											
1	Supervision	16	MH	49.58			793.28	0.00	0.00		793.28
2	Supervisor Mileage	200	Miles			0.55	0.00	0.00	110.00		110.00
3	Carpenter (Repair Flooring E301)	63	MH	47.58			2,997.54	0.00	0.00		2,997.54
4	Carpenter (Rework Closet Dr E308)	8	MH	39.75			318.00	0.00	0.00		318.00
5	Laborer (unload/place appliances)	8	MH	39.75			318.00	0.00	0.00		318.00
6							0.00	0.00	0.00		0.00
7							0.00	0.00	0.00		0.00
8							0.00	0.00	0.00		0.00
9							0.00	0.00	0.00		0.00
10							0.00	0.00	0.00		0.00
11							0.00	0.00	0.00		0.00
12							0.00	0.00	0.00		0.00
13							0.00	0.00	0.00		0.00
14							0.00	0.00	0.00		0.00
15							0.00	0.00	0.00		0.00
16							0.00	0.00	0.00		0.00
17							0.00	0.00	0.00		0.00
18							0.00	0.00	0.00		0.00
19							0.00	0.00	0.00		0.00
20							0.00	0.00	0.00		0.00
21							0.00	0.00	0.00		0.00
25							0.00	0.00	0.00		0.00
SUBCONTRACTORS / SUPPLIERS											
26	Corenerstone Interiors (Flrg E307) 304						0.00	0.00	0.00	2,335.15	2,335.15
27	Quality Woods (Closet Door E308)						0.00	1,290.00	0.00		1,290.00
28	Carlisle Wide Plank Floors (Flrg E307) 304						0.00	5,079.05	0.00		5,079.05
29	Jeff's Appliances Order #253928						0.00	1,659.95	0.00		1,659.95
30	Jeff's Bullder Supply Order #255016						0.00	3,392.87	0.00		3,392.87
31							0.00	0.00	0.00		0.00
32							0.00	0.00	0.00		0.00
33							0.00	0.00	0.00		0.00
34							0.00	0.00	0.00		0.00
35							0.00	0.00	0.00		0.00
36							0.00	0.00	0.00		0.00
37							0.00	0.00	0.00		0.00
39	RAW COST TOTALS						4,426.82	11,421.87	110.00	2,335.15	18,293.84

TAXES AND INSURANCE ON CATEGORIES

40	Labor Tax On NCC Labor	22.00%	Of	4,426.82	=	973.90					973.90
41	Consumer Use Tax On Materials	7.00%	Of	11,531.87	=		799.53	7.70			807.23
42	General Liability Insurance	2.00%	Of	4,426.82	=	88.54					88.54
43	Subcontractor Liability Insurance	0.16%	Of	2,335.15	=				3.74		3.74

44	SUBTOTALS					5,489.26	12,221.40	117.70	2,338.89		20,167.24
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TAXES, INSURANCE, BONDS, OVERHEAD & PROFIT ON TOTALS

45	Overhead/Profit on NCC Work	15.00%	Of	17,828.36	=	(Line 44 Labor, Material & Equipment)				2,674.25
46	Overhead/Profit on Subcontractor	10.00%	Of	2,338.89	=	(Line 44 Subcontract)				233.89

	SUBTOTAL										23,075.39
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47	Builder's Risk Insurance	0.12%	Of	23,075.39	=						27.69
48	Bond	1.00%	Of	23,075.39	=						230.75
49	Charleston B&O Tax	2.00%	Of	23,075.39	=						461.51

50	TOTAL PROPOSAL REQUEST COST										23,795.34
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Justice Workman

CARLISLE
wide plank floors

1676 Rte. 9, Stoddard, NH 03464
800-595-9663

Order

Order Number:	SO-24321-X5Y8
Order Date:	Aug 19, 2013
Acct Mgr:	Scott Ogden

Bill To:
Neighborgall Construction 1216 7th Avenue Huntington, WV 25701.

Ship To:
Neighborgall Construction 1216 7th Avenue Huntington, WV 25701 CR Neighborgall, 304-525-5181 ext0

Ship Via	Target Ship Date
COMMON CARRIER	Sep 19, 2013

Qty	UOM	Description	Unit Cost	Total Cost
270.00		Cherry, Original Grade, 1/2" Thick, Tongue and Groove Softened Edge w/Stress Reliefs, 8" Face Widths, 4-14' Lengths for 7' Average Length Prefinished with Amber Satin Finish End Matched	\$17.45	\$4,711.50

Additional Notes:
Mill to Match SO # 13451-ZLIB, Name of Neighborgall Construction, Shipped 1/18/10

Sub-Total:		\$4,711.50
Freight:	COMMON CARRIER	\$367.55
Sales Tax:		\$0.00
Total:		\$5,079.05
Deposit:		\$5,079.05
Bal. Due:		\$0.00

All orders REQUIRE a MINIMUM of a 10% cutting allowance

All orders are subject to Carlisle's standard terms and conditions (see attached).

55--000038

EXHIBIT

tabbles®

56

3RD FLOOR
WOMEN'S
RESTROOM

56--000001

RENOVATION OF 3RD FLOOR WOMEN'S RESTROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
NEIGHBORGALL	ORIGINAL CONTRACT PRICE	CHANGE ORDER 9	8/4/2010	\$ 67,462.00
NEIGHBORGALL	NEW LAVATORIES, SOAP DISPENSERS, PAPER TOWEL DISPENSERS	CHANGE ORDER 11	12/9/2010	\$ 8,957.00
NEIGHBORGALL	STAINLESS STEEL TRASH RECEPTABLE	CHANGE ORDER 11	12/9/2010	\$ 410.00
NEIGHBORGALL	REFINISH RESTROOM DOOR	CHANGE ORDER 11	12/9/2010	\$ 896.00
				<u>\$ 77,725.00</u>

56--000002

AIA Document G701™ - 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 009	OWNER: <input type="checkbox"/>
WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	DATE: August 4, 2010	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	CONTRACT DATE: December 19, 2008	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

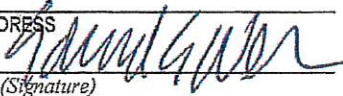
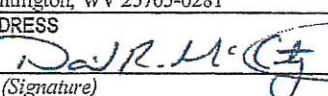
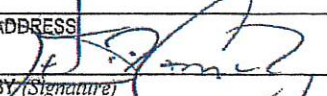
The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	897,722.18
The Contract Sum prior to this Change Order was	\$	1,773,878.18
The Contract Sum will be increased by this Change Order in the amount of	\$	67,462.00
The new Contract Sum including this Change Order will be	\$	1,841,340.18

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silling Associates, Inc. ARCHITECT (Firm name)	Neighborgall Construction CONTRACTOR (Firm name)	WV Supreme Court of Appeals OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Edward E. Weber, AIA, LEED AP (Typed name)	David R. McCarty (Typed name)	Steven D. Canterbury (Typed name)
8/4/10	8-4-10	8-6-10 SDC
DATE	DATE	DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #9**

EXHIBIT 'A'

ITEM #1: Renovate Women's 3rd Floor Restroom.

Total additional cost of Change Order #9: \$67,462.00

See attached Contractor's itemized cost breakdown.

Change Order # 9

Standard Estimate Report
10-039 WWSC 3rd Flr Tolle

WV Supreme Court of Appeals
3rd Floor Woman's Toilet Renovations

Project name	10-039 WWSC 3rd Flr Tolle
Estimator	Neil Dial
Labor rate table	CHAS 10 Act
Equipment rate table	Equipment Rates 2008
Bid date	2:00 PM
Report format	Sorted by 'Group phase/Phase' 'Detail' summary Allocate add-ons Round unit prices Combine items Round quantities

56--000005

Item	Description	Takeoff Qty	Labor			Material			Subcontract			Equipment			Other			Total	
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Unit Cost	Amount						
1.000 GENERAL REQUIREMENTS																			
1.110	Superintendent																		
00	Carpenter Superintendent	1.00 Mo	9,076	-	-	-	-	-	-	-	-	-	-	-	9,075.58 /Mo	-	-	9,076	
	Superintendent		9,076																
	173.00 Labor hours																		
1.145	Trucking																		
00	Trucking (8hrs/week) x 8 weeks	36.00 Hrs	1,659	-	-	-	-	-	1,009	-	-	-	-	-	74.13 /Hrs	-	-	2,669	
	Trucking		1,659						1,009										
	36.00 Labor hours																		
	36.00 Equipment hours																		
1.146	Move In & out																		
06	Move In & Out	8.00 Hrs	369	-	-	-	-	-	224	-	-	-	-	-	74.13 /Hrs	-	-	593	
10	Gather Tools & Equipment	2.00 CH	182	-	-	-	-	-	-	-	-	-	-	-	90.76 /CH	-	-	182	
	Move In & out		660						224									776	
	12.00 Labor hours																		
	8.00 Equipment hours																		
1.165	Temp Utilities usage																		
25	Cell Phone - Job Site	1.00 Mo	-	-	-	-	-	-	-	-	-	-	-	75	75.11 /Mo	-	-	75	
	Temp Utilities usage													75				75	
1.210	Travel																		
10	Proj Mgr Travel 4 trips @ 100 miles	400.00 MI	-	-	-	-	-	-	-	-	-	-	200	0.50 /MI	-	-	-	200	
20	Supt Travel 10 trips @ 100 miles	1,000.00 MI	-	-	-	-	-	-	-	-	-	-	600	0.50 /MI	-	-	-	600	
	Travel												700					700	
1.360	Safety Equipment																		
00	Safety Equipment	1.00 LS	-	106	-	-	-	-	-	-	-	-	-	-	106.15 /LS	-	-	106	
	Safety Equipment			106														106	
1.610	Tools & Equip																		
10	Small Tools & Misc Expense	1.00 LS	-	796	-	-	-	-	-	-	-	-	-	-	796.14 /LS	-	-	796	
	Tools & Equip			796														796	
1.620	Oil & Gasoline																		
00	Oil & Gasoline	1.00 Mo	-	265	-	-	-	-	-	-	-	-	-	-	265.37 /Mo	-	-	265	
	Oil & Gasoline			265														265	
1.810	Current Cleanup																		
00	Current Cleanup	2.00 Mo	3,910	191	-	-	-	-	-	-	-	-	-	-	2,050.58 /Mo	-	-	4,101	
05	Walk-off Pads - Case of 24" x 36"	1.00 Box	-	303	-	-	-	-	-	-	-	-	-	-	302.63 /Box	-	-	303	
	Current Cleanup		3,910	494														4,404	
	96.000 Labor hours																		
1.820	Dumpster Rental																		
10	30 CY Roll Off Dumpster	2.00 Trps	-	-	-	-	-	-	-	-	-	-	951	475.72 /Trps	-	-	-	951	
	Dumpster Rental												951					951	
1.850	Final Cleanup																		
00	Final Cleanup	1.00 Day	652	42	-	-	-	-	-	-	-	-	-	-	694.16 /Day	-	-	694	
	Final Cleanup		652	42														694	
	16.00 Labor hours																		

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Other		Total	
			Amount	Amount	Amount	Name	Amount	Amount	Unit Cost	Amount				
GENERAL REQUIREMENTS			15,847	1,704	0			1,234	1,727				20,511	
	333.000	Labor hours												
	44.00	Equipment hours												
2.900	DEMOLITION													
2.930	Interior Demo													
00	Haul Debris From Floors	8.00	CH	652	-	-	-	-	-	-	-	81.48 /CH	652	
70	Demo ceramic tile	237.00	SF	1,303	-	-	-	43	-	-	-	5.882 /SF	1,347	
92	Demo toilet accessories	8.00	Ea	65	-	-	-	-	-	-	-	8.16 /Ea	65	
94	Demo toilet part. (metal)	2.00	Ea	122	-	-	-	-	-	-	-	81.10 /Ea	122	
	Remove Urinal Cover	1.00	CH	91	-	-	-	-	-	-	-	90.77 /CH	91	
	Remove Vitralite Panels	8.00	CH	726	-	-	-	-	-	-	-	90.76 /CH	726	
	Remove Radiator Cover	1.50	CH	136	-	-	-	-	-	-	-	90.76 /CH	136	
	Interior Demo			3,095				43					3,139	
	73.60	Labor hours												
	16.00	Equipment hours												
	DEMOLITION			3,095	0	0		43	0				3,139	
	73.60	Labor hours												
	16.00	Equipment hours												
5.000	METALS													
5.500	Misc Metal													
n	SS Base	16.00	LF	-	-	-	-	-	-	-	-	-	-	
	SS Base Installation	8.00	CH	726	21	-	-	-	-	-	-	93.41 /CH	747	
	Misc Metal			726	21								747	
	16.00	Labor hours												
	METALS			726	21	0		0	0				747	
	16.00	Labor hours												
6.000	WOOD & PLASTICS													
6.103	1x3 Blocking													
10	1x3 Fire Treated	100.00	LF	600	31	-	-	-	-	-	-	6.312 /LF	631	
	1x3 Blocking			600	31								631	
	12.00	Labor hours												
6.110	2x4 Blocking													
12	2x4 Standard Lumber	116.00	LF	774	47	-	-	-	-	-	-	7.08 /LF	821	
	2x4 Blocking			774	47								821	
	15.47	Labor hours												
6.190	Plywood													
11	1/2" Fire treated plywood	96.00	SF	150	105	-	-	-	-	-	-	2.66 /SF	255	
	1" Exd. Plywood	2.00	Pc	100	149	-	-	-	-	-	-	124.34 /Pc	249	
	Plywood			250	254								504	
	5.00	Labor hours												
6.200	Finish Carpentry													
n	SS Channels - 3 Each	1.00	LS	-	5,718	-	-	-	-	-	-	5,718.38 /LS	5,718	
	SS Channel Installation	3.00	CH	150	19	-	-	-	-	-	-	58.41 /CH	189	

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Other		Total	
			Amount	Amount	Amount	Name	Amount	Amount	Unit Cost	Amount				
	Finish Carpentry		150	6,737										6,888
	3.00 Labor hours													
6.500	Casework													
n	SS Countertop	1.00 LS	-	*	-	Cabell Sheet Metal &	-	-	-	-	-	-	-	-
	SS Countertop Installation	8.00 CH	600	-	-	-	-	-	100.08 /CH	-	-	-	600	
	Drawer Guides	2.00 Ea	-	42	-	-	-	-	21.23 /Ea	-	-	-	42	
	Casework		600	42									643	
	12.00 Labor hours													
6.600	Rough Hardware													
00	Rough Hardware	1.00 LS	-	212	-	-	-	-	212.31 /LS	-	-	-	212	
	Rough Hardware			212									212	
	WOOD & PLASTICS		2,375	6,324	0			0	0				8,699	
	47.47 Labor hours													
7.000	THERMAL/MOISTURE													
7.910	Caulking/Sealant													
00	Caulking/Sealants - Vitralite Panels	1.00 LS	664	285	-	-	-	-	929.85 /LS	-	-	-	930	
	Clean Vitralite Panels	1.00 LS	652	106	-	-	-	-	757.83 /LS	-	-	-	758	
	Caulking/Sealant		1,316	372									1,688	
	32.00 Labor hours													
	THERMAL/MOISTURE		1,316	372	0			0	0				1,688	
	32.00 Labor hours													
8.000	DOORS & WINDOWS													
8.800	Glass & Glazing													
n	Mirror	1.00 LS	-	-	548	Central Glass of Cha	-	-	547.84 /LS	-	-	-	548	
	Glass & Glazing				548								548	
	DOORS & WINDOWS		0	0	548			0	0				548	
9.000	FINISHES													
9.260	Gypsum Board													
n	Gyp Board Sub	1.00 LS	-	-	7,941	CornerStone Floor	-	-	7,941.20 /LS	-	-	-	7,941	
	Gypsum Board				7,941								7,941	
9.300	Flooring													
n	Ceramic Tile Sub	1.00 LS	-	-	*	CornerStone Floor	-	-	-	-	-	-	-	
9.900	Painting													
10	Paint Ceiling	239.96 SF	1,488	126	-	-	-	-	6.80 /SF	-	-	-	1,611	
11	Paint Walls	269.20 SF	1,488	137	-	-	-	-	6.281 /SF	-	-	-	1,623	
	Painting		2,971	263									3,234	
	72.00 Labor hours													

Item	Description	Takeoff Qty	Amount	Amount	Amount	Name	Amount	Amount	Unit Cost	Amount
			Amount	Amount	Amount		Amount	Amount		Amount
FINISHES			2,971	263	7,941		0	0		11,175
	72.00 Labor hours									
10.000	SPECIALTIES									
10.100	Toilet Compartments									
n	01 Toilet Compartment Supplier	1.00 LS	-	1,875	-	Lesco	-	-	1,874.64 /LS	1,875
n	15 Toilet Compartments (St. Steel) Fir. Mid.	2.00 Ea	400	*	-	Lesco	-	-	200.12 /Ea	400
	Toilet Compartments		400	1,875						2,275
	8.00 Labor hours									
10.120	Toilet Accessories									
n	00 Toilet Accessories Supplier	1.00 LS	-	1,057	-	Lesco	-	-	1,057.26 /LS	1,057
	10 Liquid Soap Dispenser	2.00 Ea	50	*	-		-	-	25.02 /Ea	50
	30 Toilet Tissue Disp. Single	2.00 Ea	33	*	-		-	-	16.67 /Ea	33
	45 Toilet Seat Cover Dispenser	2.00 Ea	50	*	-		-	-	25.02 /Ea	50
	50 Combo Towel Disp./Waste Receptacle	1.00 Ea	50	*	-		-	-	50.02 /Ea	50
	70 Framed Mirror 18" x 30"	1.00 Ea	25	*	-		-	-	25.02 /Ea	25
	80 Clothes Hook (Single)	2.00 Ea	25	*	-		-	-	12.51 /Ea	25
gb18	Grab Bar 18" Long	1.00 Ea	25	*	-		-	-	25.03 /Ea	25
gb42	Grab Bar 42" Long	1.00 Ea	38	*	-		-	-	37.62 /Ea	38
gb48	Grab Bar 48" Long	1.00 Ea	25	*	-		-	-	25.01 /Ea	25
	Toilet Accessories		321	1,067						1,378
	6.42 Labor hours									
SPECIALTIES			721	2,932	0		0	0		3,653
	14.42 Labor hours									
12.000	FURNISHING									
12.630	Upholstered Booth Furn.									
	Bench Seat & Cushions	1.00 LS	-	1,263	-		-	-	1,263.21 /LS	1,263
	Upholstered Booth Furn.			1,263						1,263
FURNISHING			0	1,263	0		0	0		1,263
15.000	MECHANICAL									
15.400	Plumbing									
n	01 Plumbing/HVAC Sub	1.00 LS	-	-	4,031	Harris Brothers Roof	-	-	4,030.91 /LS	4,031
	Plumbing				4,031					4,031
MECHANICAL			0	0	4,031		0	0		4,031
16.000	ELECTRICAL									
16.400	Electrical									
n	00 Electrical Sub	1.00 LS	-	-	3,639	South Charleston Ele	-	-	3,638.87 /LS	3,639

Standard Estimate Report
10-039 WVSC 3rd Fir Tolle

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Unit Cost	Total	
			Amount	Amount	Amount	Name	Amount		Amount	Amount
	Electrical				3,639				3,639	
	ELECTRICAL		0	0	3,639			0	0	3,639

Standard Estimate Report
10-039 WVSC 3rd Flr Toffe

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Percent of Total
Labor	27,052		588,483 hrs			40.10%
Material	12,879					19.09%
Subcontract	16,159					23.95%
Equipment	1,277		80,000 hrs			1.89%
Other	1,727					2.58%
	69,094	69,094				87.60%
R & O Tax (City Gross Sales)	1,349			2.000 %	T	2.00%
NCC Bond	802				R	0.80%
	1,958	81,050				2.90%
Contractor Fee on I MFO	5,608			15.000 %	C	8.31%
Contractor Fee on SLR	804			5.000 %	C	1.19%
	6,412	67,462				9.50%
Total		67,462				

AIA[®] Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 011	OWNER: <input type="checkbox"/>
WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	DATE: December 9, 2010	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	FIELD: <input type="checkbox"/>
		OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 1,025,533.80
The Contract Sum prior to this Change Order was	\$ 1,901,689.80
The Contract Sum will be increased by this Change Order in the amount of	\$ 36,685.00
The new Contract Sum including this Change Order will be	\$ 1,938,374.80

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Neighborgall Construction</u> CONTRACTOR <i>(Firm name)</i>	<u>WV Supreme Court of Appeals</u> OWNER <i>(Firm name)</i>
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
Edward E. Weber, AIA, LEED AP <i>(Typed name)</i>	David R. McCarty <i>(Typed name)</i>	Steven D. Canterbury <i>(Typed name)</i>
12/9/10 DATE	01/03/11 DATE	1-11-11 DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #11**

EXHIBIT 'A'

- Item #1:** Additional cost for 3rd Floor Women's Restroom – New lavatories with motion sensor faucets, soap dispensers and paper towel dispensers: **\$8,957.00**
- Item #2:** 3rd Floor Women's Restroom – New stainless steel trash receptacle: **\$410.00**
- Item #3:** 3rd Floor Women's Restroom – Refinish restroom door: **\$896.00**
- Item #4:** Justices Chamber Corridor Work, quoted November 5, 2010 – Remove carpet and refinish terrazzo floor: **\$19,491.00**
- Item #5:** Court Room Main Corridor Work quoted August 11, 2010 – Patch plaster walls and paint: **\$6,931.00**

Total additional cost of Change Order #11: \$36,685.00

3RD FLOOR MEN'S
RESTROOM

RENOVATION OF 3RD FLOOR MEN'S RESTROOM

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
NEIGHBORGALL	RENOVATION OF 3RD FLOOR MEN'S RESTROOM	CHANGE ORDER 12	11/22/2011	\$ 38,887.00

\$ 38,887.00

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 012 DATE: November 22, 2011	OWNER: <input type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

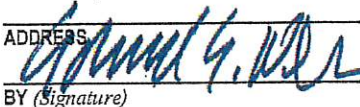
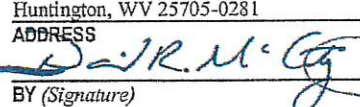
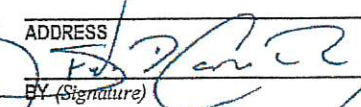
The original Contract Sum was	\$ 876,156.00
The net change by previously authorized Change Orders	\$ 1,025,533.80
The Contract Sum prior to this Change Order was	\$ 1,901,689.80
The Contract Sum will be increased by this Change Order in the amount of	\$ 259,541.00
The new Contract Sum including this Change Order will be	\$ 2,161,230.80

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is September 15, 2009

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name)	<u>Neighborgall Construction</u> CONTRACTOR (Firm name)	<u>WV Supreme Court of Appeals</u> OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
Edward E. Weber, AIA, LEED AP <i>(Typed name)</i>	David R. McCarty <i>(Typed name)</i>	Steven D. Canterbury <i>(Typed name)</i>
11/22/11 DATE	11/23/11 DATE	12-5-11 DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #12**

EXHIBIT 'A'

Item #1: 4th Floor Library- Law Offices

- a. Original budget estimate dated June 3, 2011 was **\$100,489.00** and included renovations of 8 offices.
- b. Final construction cost is **\$92,712.00** and included renovation of 10 offices.

Item #2: Radiator Covers

- a. Original budget estimate dated June 3, 2011 was **\$2,867.00** each.
- b. Final construction cost is **\$28,670.00** and included covers for 10 offices.

Item #3: 3rd Floor Men's Restroom

- a. Original budget estimate dated June 3, 2011 was \$59,178.00.
- b. Final construction cost is **\$38,887.00**.

Item #4: Saferoom

- a. Original budget estimate dated June 3, 2011 was **\$105,315.00**.
- b. Final construction cost is **\$98,513.00**.

Item #5: Additional work in Conference Room for ceiling painting.

- a. Final construction cost is **\$759.00**.

Total additional cost of Change Order #12: \$259,541.00



405 Capitol Street, Upper Atrium - Charleston, West Virginia, 25301

p 1.304.346.0563 f 1.304.346.1572 www.silling.com

November 22, 2011

Mr. Steven D. Canterbury
Supreme Court of Appeals
State Capitol
Building 1, Room E-100
Charleston, West Virginia 25305

Re: WV Supreme Court of Appeals
Change Order #12

Dear Steven:

Enclosed are three copies of Change Order #12 for renovations to the 4th Floor Library Law Offices, radiator covers, 3rd Floor Men's Room, Saferoom and Conference Room painting. Once executed, please forward one copy to Mr. David R. McCarty at Neighborgall Construction, and one to Silling Associates.

If you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Edward E. Weber'.

Edward E. Weber, AIA, LEED AP

SILLING ASSOCIATES, INC.



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

June 9, 2011

Mr. Steve Canterbury
WV Supreme Court
1900 Kanawha Boulevard East
State Capitol
Charleston, WV 25305

RE: Capitol Building Commission approvals

Dear Mr. Canterbury:

In a meeting of the Capitol Building Commission on June 8, 2011, the commission approved your request to move ahead with the Supreme Court's revised renovation plan for the third (3rd) floor east wing men's room. It was also noted in the meeting that you would not go ahead with this project unless the proper Vitrolite replacement was found. A motion was made by commission secretary, David Marshall to grant approval to go with the revised proposal. The motion was seconded by Secretary Robert Ferguson, Department of Administration and the motion carried unanimously.

Additionally, the commission approved your request to clean the Tennessee Marble in the east wing, first (1st) floor hallway of the Capitol building. Although the original request was to have the marble walls cleaned and polished, the commission moved to approve the marble being cleaned and honed, as was done when the building was completed. A motion was made by commission secretary, David Marshall to approve the revised plan to clean and hone the Tennessee marble in the east wing of the Capitol. The motion was seconded commissioner member, Greg Barton and the motion carried unanimously.

If you have any questions or require additional information you may contact me at 558-0220, Extension 112.

Sincerely,


Randall Reid-Smith
Commissioner

RECEIVED
WV SUPREME COURT

JUN 10 2011

ADMINISTRATIVE OFFICE

57--000006

3RD FLOOR
BATHROOM

RENOVATION OF 3RD FLOOR RESTROOM BEHIND THE BENCH

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
NEIGHBORGALL	RENOVATION OF 3RD FLOOR RESTROOM	CHANGE ORDER 12	11/22/2011	\$ 98,513.00

\$ 98,513.00

AIA[®] Document G701[™] – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 012	OWNER: <input type="checkbox"/>
WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	DATE: November 22, 2011	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	FIELD: <input type="checkbox"/>
		OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

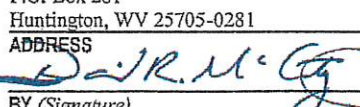
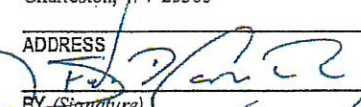
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The Contract Sum will be increased by this Change Order in the amount of	\$ 259,541.00
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NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Silling Associates, Inc. ARCHITECT (Firm name)	Neighborgall Construction CONTRACTOR (Firm name)	WV Supreme Court of Appeals OWNER (Firm name)
405 Capitol Street, Upper Atrium Charleston, WV 25301	1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	State Capitol-Building 1, Room E-100 Charleston, WV 25305
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Edward E. Weber, AIA, LEED AP (Typed name)	David R. McCarty (Typed name)	Steven D. Canterbury (Typed name)
11/22/11	11/23/11	12-5-11
DATE	DATE	DATE

**WV SUPREME COURT OF APPEALS
CHANGE ORDER #12**

EXHIBIT 'A'

- Item #1:** 4th Floor Library- Law Offices
- a. Original budget estimate dated June 3, 2011 was **\$100,489.00** and included renovations of 8 offices.
 - b. Final construction cost is **\$92,712.00** and included renovation of 10 offices.
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- a. Original budget estimate dated June 3, 2011 was \$59,178.00.
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- Item #4:** Saferoom
- a. Original budget estimate dated June 3, 2011 was **\$105,315.00**.
 - b. Final construction cost is **\$98,513.00**.
- Item #5:** Additional work in Conference Room for ceiling painting.
- a. Final construction cost is **\$759.00**.

Total additional cost of Change Order #12: \$259,541.00



405 Capitol Street, Upper Atrium - Charleston, West Virginia, 25301

p 1.304.346.0505 f 1.304.346.1521 www.silling.com

November 22, 2011

Mr. Steven D. Canterbury
Supreme Court of Appeals
State Capitol
Building 1, Room E-100
Charleston, West Virginia 25305

Re: WV Supreme Court of Appeals
Change Order #12

Dear Steven:

Enclosed are three copies of Change Order #12 for renovations to the 4th Floor Library Law Offices, radiator covers, 3rd Floor Men's Room, Saferoom and Conference Room painting. Once executed, please forward one copy to Mr. David R. McCarty at Neighborgall Construction, and one to Silling Associates.

If you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Edward E. Weber'.

Edward E. Weber, AIA, LEED AP

SILLING ASSOCIATES, INC.

* New light fixture

* exhaust fan w/
noise

Vitrinite
partition
Vitrinite

paint
marble

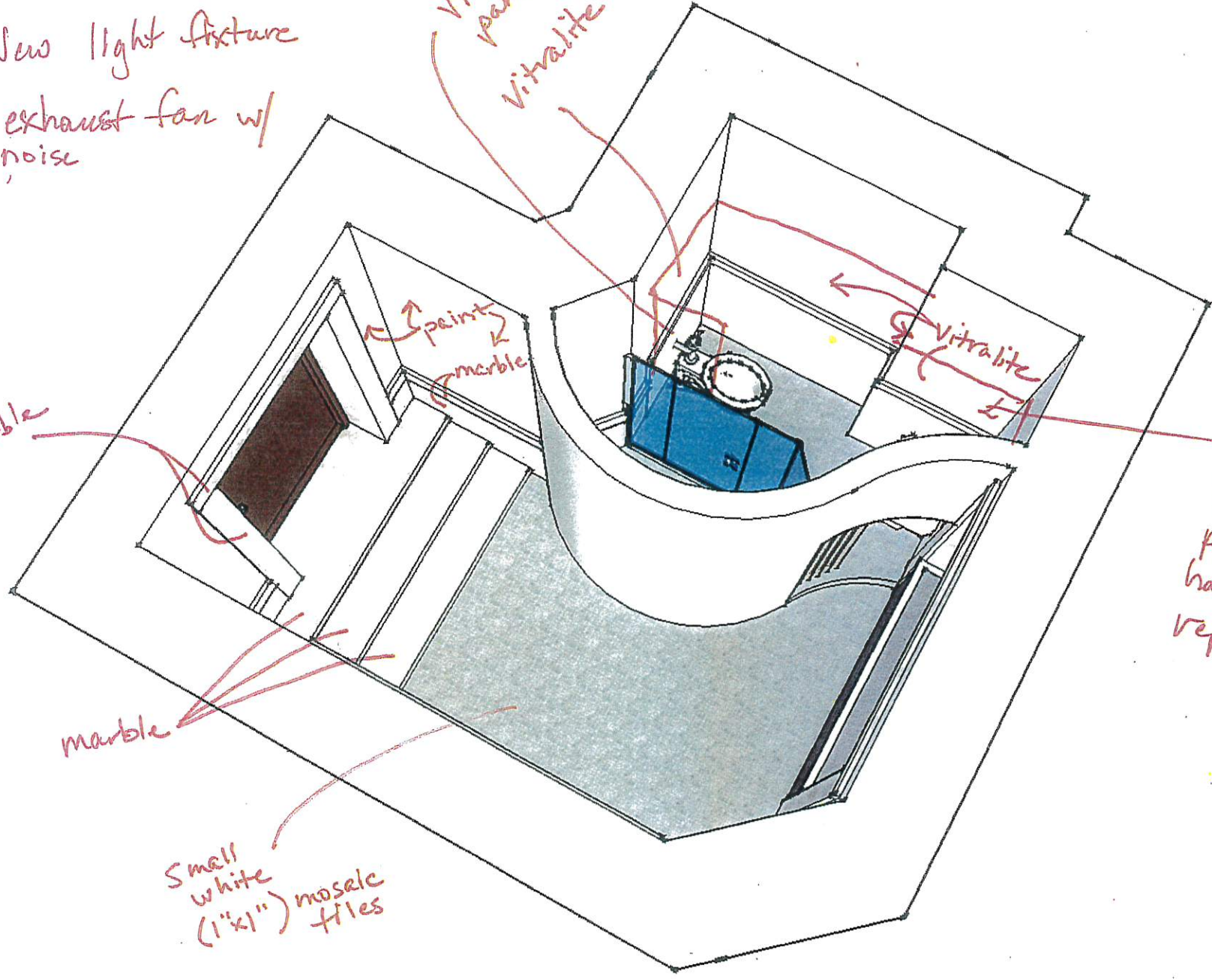
marble

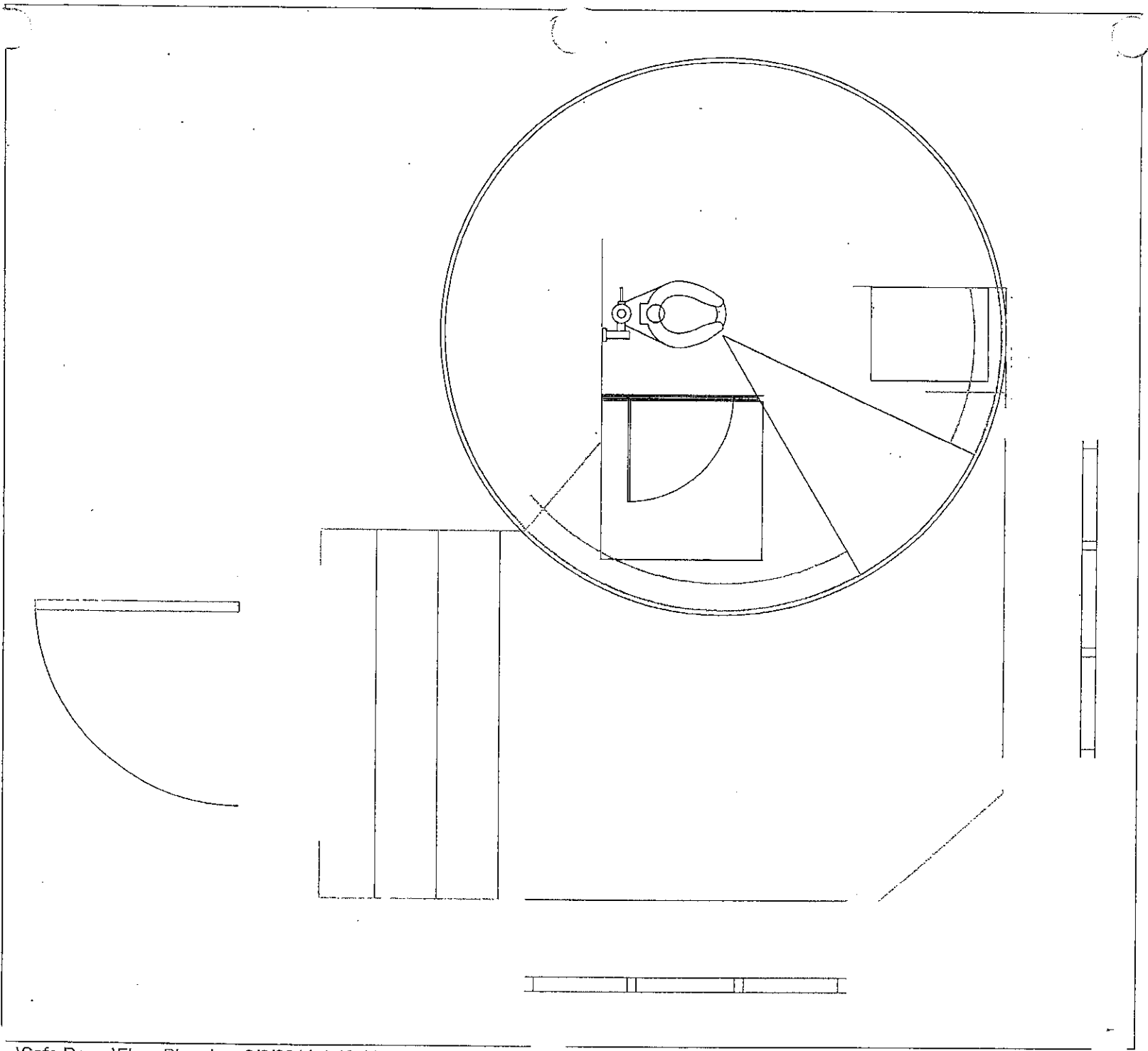
Vitrinite

This
Vitrinite
panel would
have to be
replaced

marble

Small
white
(1"x1") mosaic
tiles





1ST FLOOR
HALLWAYS
(LIGHTS &
MARBLE)

RENOVATION OF 1ST FLOOR HALLWAY

VENDOR	DESCRIPTION	INVOICE #	INVOICE DATE	AMOUNT
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3313	04/03/2012	\$ 1,185.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3556	07/09/2012	\$ 359.38
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3604	08/06/2012	\$ 5,278.15
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3619	09/10/2012	\$ 529.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3749	12/18/2012	\$ 575.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3787	02/06/2013	\$ 8,022.69
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3822	03/07/2013	\$ 943.00
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3875	05/07/2013	\$ 398.19
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING	3905	06/10/2013	\$ 503.13
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	3954	08/06/2013	\$ 467.19
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	3983	09/10/2013	\$ 1,004.82
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4008	10/08/2013	\$ 290.38
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4026	11/19/2013	\$ 215.63
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4041	12/17/2013	\$ 143.75
SILLING ASSOCIATES	ARCHITECT FEES - LIGHTING & MARBLE CLEANING	4062	02/05/2014	\$ 218.00
NEIGHBORGALL CONSTRUCTION	COST TO UPGRADE FIRST FLOOR LIGHTING	CHANGE ORDER #16	11/07/13	\$ 11,494.36
NEIGHBORGALL CONSTRUCTION	CLEAN AND POLISH MARBLE WALLS	5151	12/19/13	\$ 47,570.00
			SUBTOTAL	<u>\$ 79,197.67</u>

59--000002

RANDY
BURKETT
LIGHTING
DESIGN

1st floor lighting

July 6, 2012

Mr. Ed Weber
c/o Silling Associates, Inc.
450 Capitol Street, Upper Atrium
Charleston, West Virginia 25301

RE: West Virginia State Capitol
Court of Appeals Corridor Lighting Assessment

Dear Ed:

The West Virginia State Capitol Court of Appeals main floor corridor is illuminated by four (4) chain suspended translucent globe luminaires. My on-site reviews late last year and early in 2012, identified the current lighting lacking in both functional illumination performance and aesthetic revelation. This produced a dull, under-illuminated passageway from the Capitol's entry to the Court's main administrative entry.

Lighting upgrades have been proposed for these luminaires that seek to modestly increase the quantity of functional illumination provided by the globe itself, while utilizing the fixture's ornamental metal work for concealment of a new solid state LED upright source. This additional high color rendering light source would reveal the subtly detailed decorative painted ceiling and help visually expand the corridor's volume. Color would be improved and lamp life would be greatly extended. It is not practical to simply up-lamp the globe only, since it does not distribute upward light effectively.

From my recent conversation with Edwin Rambusch of Rambusch Lighting, who visited the site just last month, I understand that the globe luminaires in this corridor have, in fact, recently been up-lamped with a higher wattage, self-ballasted compact fluorescent source. The resultant lighting quantity is now markedly higher, however, the excessive increase in the globe's brightness has caused glare which completely masks the view to the decorative painted ceiling and upper corridor volume. Additionally, color rendering in the corridor has been compromised.

It is my recommendation that the proposed design upgrades included in our 16 March 2012 package, be implemented as an appropriately sensitive solution to the corridor's lighting problems and concerns. The current re-lamping has not addressed the corridor's varied lighting needs.

I would be happy to discuss this with you in more detail should you have further issues.

Sincerely,



Randy Burkett, FIALD, IES, LC
President and Design Principal

June 29, 2012
E-mail

Mr. Randy Burkett
President
Randy Burkett Lighting Design, Inc.
609 East Lockwood Avenue
Suite #201
St. Louis, MO 63119

Reference: Notes on a Recent Visit to the WV State Capitol

Greetings, Randy

I would like to outline a few thoughts following my visit to the West Virginia State Capitol, as follows . . .

Our visit was broken into two sections:

FIRST: We were escorted to the corridor of the Supreme Court on the main floor.

- o Somebody had changed the lamps recently to what seemed a rather flat lamp. The overall impression was that, although more light was visible in the corridor, they could not "see over the lamp" due to glare. Thus, the height of the corridor and ceiling decoration above the fixture was lost to the viewer.
- o The color of the lamp felt slightly "off" as well.
- o The illumination volume was at a level that it was difficult to look at the globe . . . to some it might be considered glare.

I agree with your initial suggestions to change out the lamping, change the globe illumination and add some uplight to increase the feel and height visually. Xicato has some great packages.

SECOND: The second area was the Supreme Court. We were given a tour including some of the details of the planned renovation of the office area.

- o There was a question regarding the cost to replicate the small-bowl fixture in the corner anteroom that is opposite the "safe" room. This is a nice fixture that -- as on those on the Utah State Capitol project -- could be used as a pattern from which to cast and create a new fixture for above the reception desk.


continued on pg. #2

Notes on a Recent Visit to the WV State Capitol
29 June 2012

- o I also suggested putting a fixture over each justices research desk; thus, five more. This would help to reduce the cost of the fixture because the tooling for the metal and glase could be carried over six fixtures rather than just one.
- o Another observation about the large historic fixtures in the court room: These are wonderful fixtures; however, they could use some love and a good cleaning. If they decide to go ahead with the restoration, we could change the inner illumination workings. I could easily see a "glow" circuit and then a second circuit for ambient light that would bring depth to the space and the decorative ceiling.
- o In general, the space has good bones that would benefit considerably by bringing the lighting "into shape" both from a finish and a lamping direction.

I hope that my notes are of help to you. Please call me if you need further information.
Call: (201) 400-0380.

Sincerely,



Edwin P. Rambusch

Lawrence S. F. L. 555937 Photo on a recent visit to the WV State Capitol

West Virginia Supreme Court of Appeals
 Vendor Report
 Fiscal Years -1998 - 2018

FIMS Document #	Vendor Invoice #	Invoice Date	Invoice Amt	Comments
-----------------	------------------	--------------	-------------	----------

SILLING ASSOCIATES INC
 PO BOX 3442
 CHARLESTON, WV25334

FIMS Vendor Number: 39873

I013406444	3313	04/03/2012	\$ 1,185.00	1ST FLOOR HALLWAY
I013574738	3556	07/09/2012	\$ 359.38	1ST FLOOR HALLWAY
I013574742	3604	08/06/2012	\$ 5,278.15	1ST FLOOR HALLWAY
I013678328	3619	09/10/2012	\$ 529.00	1ST FLOOR HALLWAY
I013814813	3749	12/18/2012	\$ 575.00	1ST FLOOR HALLWAY
I014047007	3787	02/06/2013	\$ 8,022.69	1ST FLOOR HALLWAY
I014335678	3822	03/07/2013	\$ 943.00	1ST FLOOR HALLWAY
I014538353	3875	05/07/2013	\$ 398.19	1ST FLOOR HALLWAY
I014619872	3905	06/10/2013	\$ 503.13	1ST FLOOR HALLWAY
I014767128	3954	08/06/2013	\$ 467.19	1ST FLOOR HALLWAY
I014833612	3983	09/10/2013	\$ 1,004.82	1ST FLOOR HALLWAY
I014873474	4008	10/08/2013	\$ 290.38	1ST FLOOR HALLWAY
I014972004	4026	11/19/2013	\$ 215.63	1ST FLOOR HALLWAY
I014975882	4041	12/17/2013	\$ 143.75	1ST FLOOR HALLWAY
I015172710	4062	02/05/2014	\$ 218.00	1ST FLOOR HALLWAY

\$ 20,133.31

✓

39873



Please remit to:
P. O. Box 3442
Charleston, WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

5403/122

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 3313
Date 04/03/2012

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	0 00	1,185 00	1,185 00
PRE-DESIGN	0 00	0 00	0 00
PROGRAMMING	0 00	0 00	0 00
Total	0 00	1,185 00	1,185 00

Design Development

Professional Fees

	Hours	Rate	Billed Amount
Cad Operator	1.50	90.00	135.00
Project Architect	7.00	150.00	1,050.00
Phase subtotal			1,185.00

Invoice total 1,185.00

RECEIVED
WV SUPREME COURT

APR 05 2012

ADMINISTRATIVE OFFICE
I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE May 18 2012
SIGNED [Signature]

Approved by

Edward E. Weber
Architect

Payment Due 30 Days From Invoice Date

Vendor 39873

5403-122



F. O. Box 3442
Charleston, WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(804) 346-0565

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 3556
Date 07/09/2012

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	1,185.00	1,544.38	359.38
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	0.00	0.00	0.00
Total	1,185.00	1,544.38	359.38

Design Development
Consultant

Consultant Services
Ed Weber Architects

Cost Amount	Multiplier	Rate	Billed Amount
312.50	1.15		359.38

RECEIVED
WV SUPREME COURT

JUL 28 2012

ADMINISTRATIVE
OFFICE

Invoice total
RECEIVED
WV SUPREME COURT

359.38

AUG 12 2012

ADMINISTRATIVE
OFFICE

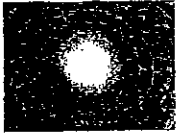
Approved by:

Thomas M. Potts
Principal

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 8-8-12
SIGNED [Signature]

Payment Due 30 Days From Invoice Date



Ed Weber Architects

6 Arlington Avenue
Charleston, WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date 7/5/2012
Invoice # 2

Bill To

Silling Associates Inc
405 Capitol Street
Upper Atrium
Charleston, WV 25301
ATTN: Accounting

Project

Description	Hours	Rate	Amount
Architectural Consulting Services for West Virginia Supreme Court of Appeals			
Clerk's Office: CD	26.5	125.00	3,312.50
First Floor Hallway: DD	2.5	125.00	312.50
Courtroom Renovation: CA	0.5	125.00	62.50

Thank You for Your Business.
EIN: 45-5445638

Due Date
8/4/2012

Total

\$3,687.50



405 Capitol Street - Upper Atrium
 Charleston, WV 25301-1727
 (304) 346-0565

39873
 5103/122

Please mail to
 P.O. Box 3442
 Charleston, WV 25334

RECEIVED
 WV SUPREME COURT

AUG 8 2012

ADMINISTRATIVE OFFICE

WV Supreme Court of Appeals
 Capitol complex, Bldg 1, Room E-100
 Charleston, WV 25305-0830
 Steve Canterbury

Invoice number 3604
 Date 08/08/2012

Project WVSCA 1st Floor Halfway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	1,544.38	5,948.53	4,404.15
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	0.00	874.00	874.00
Total	1,544.38	6,822.53	5,278.15

Design Development

Reimbursables

07/17/2012
 Printing Costs
 Charleston Blueprint
 Consultant

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 WV SUPREME COURT
 AUG 12 2012

Cost Amount	Multiplier	Rate	Billed Amount
277.19	1.15		318.77

Consultant Services
 Ed Weber Architects
 Randy Burkett Lighting Design

ADMINISTRATIVE
 OFFICE

Cost Amount	Multiplier	Rate	Billed Amount
125.00	1.15		143.75
3,427.50	1.15		3,941.63
Subtotal			4,085.38
Phase subtotal			4,404.15

Programming

Consultant

Consultant Services
 Randy Burkett Lighting Design

Cost Amount	Multiplier	Rate	Billed Amount
760.00	1.15		874.00

Invoice total 5,278.15

[Handwritten signatures and dates]
 8-8-12

WV Supreme Court of Appeals
Project WVSCA 1st Floor Hallway

Invoice number 3904
Date 08/06/2012

Approved by:



Thomas M. Potts
Principal

Payment Due 30 Days From Invoice Date

Printed: 7/17/2012 4:20:18 PM

Store: 1

Sales Receipt #158563

7/17/2012

Cashier: Ben

Page 1

CHARLESTON BLUEPRINT INC.

1203 VIRGINIA STREET EAST

CHARLESTON, WV 25301

PHONE (304) 343-1063

FAX (304) 343-1095

FEIN# 65-0691159

Bill To: Silling Associates
Silling Associates
405 Capitol Street Upper Atrium
Charleston, WV 25301

Lookup	Description 1	Qty	Price	Ext Price
Plot	24X36 PRINT MOUNT GATOR R	3	\$87.00	\$261.00
Plot	FUEL	1	\$0.50	\$0.50
			Subtotal:	\$261.50
			TAXES 6. % Tax:	+ \$15.69
			RECEIPT TOTAL:	\$277.19

FIRST FLOOR HALLWAY LIGHTING CAPITOL BUILDING COMMISSION

Signature _____
 Account: \$277.19

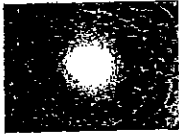
Print First and Last Name _____

QUICK COPIES * LARGE XEROX COPIES * BLUEPRINTS & BLACKLINES
SURVEYING * ARCHITECTURAL * ENGINEERING SUPPLIES
15% RESTOCKING FEE ON RETURNED ITEMS

158563



59--000012



Ed Weber Architects

6 Arlington Avenue
Charleston, WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date
8/4/2012

Invoice #
12-001-03

Bill To

Siling Associates Inc
405 Capitol Street
Upper Atrium
Charleston, WV 25301
ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals	
Clerk's Office	2,500.00
First Floor Hallway	125.00
Courtroom Restoration	187.50
House and Senate Elevator Upgrade	2,040.00

Thank you for your business.
BIN:43-3445638

Total \$4,852.50

Remit Payment To:

RANDY BURKETT LIGHTING DESIGN
609 East Lockwood Avenue, Suite 201
St. Louis, MO 63119
Tel: (314) 961-6650 Fax: (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date: Apr 6, 2012
Invoice Num: 1251701

Billing Through
Mar 31, 2012

Page 1 of 1

Ed Weber
Silling Associates, Inc.
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID: 12517
Project Name: WVSCA 1st Floor Hallway Ltg
Manager: RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
Services:					
03/03/2012	RB	Design - Lighting	2.00	\$190.00	\$380.00
03/08/2012	RB	Design - Lighting	2.00	\$190.00	\$380.00
03/12/2012	JOSHUA	Production - Sketches, Other	0.25	\$90.00	\$22.50
03/13/2012	JOSHUA	Production - Sketches, Other	1.00	\$90.00	\$90.00
03/14/2012	JOSHUA	Production - Sketches, Other	6.25	\$90.00	\$562.50
03/14/2012	JOSHUA	Production - Sketches, Other	0.75	\$90.00	\$67.50
03/15/2012	JOSHUA	Production - Sketches, Other	4.00	\$90.00	\$360.00
03/15/2012	RB	Design - Lighting	2.00	\$190.00	\$380.00
03/15/2012	JOSHUA	Production - Sketches, Other	2.00	\$90.00	\$180.00
03/16/2012	JOSHUA	Production - Sketches, Other	4.00	\$90.00	\$360.00
03/16/2012	JOSHUA	Production - Drawings	4.00	\$90.00	\$360.00
03/22/2012	RB	Design - Lighting	1.00	\$190.00	\$190.00
03/26/2012	RB	Design - Lighting	0.50	\$190.00	\$95.00

Total Service Amount: \$3,427.50

Amount Due This Invoice: \$3,427.50

This invoice is due upon receipt

Previous Unpaid Amount: \$0.00

Total Amount Due Including This Invoice: \$3,427.50

59-000014

Remit Payment To:

**RANDY
BURKETT
LIGHTING
DESIGN**

609 East Lockwood Avenue, Suite 201
St. Louis, MO 63119
Tel: (314) 961-6650 Fax: (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date
Jul 5, 2012

Invoice Num
1251702

Billing Through
Jun 30, 2012

Page 1 of 1

Ed Weber
Silling Associates, Inc.
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID: 12517
Project Name: WVSCA 1st Floor Hallway Ltg
Manager: RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
Services:					
05/08/2012	RB	Conference Calls	0.50	\$190.00	\$95.00
06/11/2012	RB	Coordination	0.50	\$190.00	\$95.00
06/14/2012	RB	Conference Calls	1.00	\$190.00	\$190.00
06/18/2012	RB	Design Narrative	1.00	\$190.00	\$190.00
06/26/2012	RB	Design Narrative	1.00	\$190.00	\$190.00

Total Service Amount: \$760.00

Amount Due This Invoice: \$760.00

This invoice is due upon receipt

Previous Unpaid Amount: **\$3,427.50**

Total Amount Due Including This Invoice: \$4,187.50

59-000015



405 Capitol Street - Upper Atrium
 Charleston, WV 25301-1727
 (304) 346-0565

Please remit to:
 P.O. Box 3442
 Charleston, WV 25334

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 WV SUPREME COURT

SEP 11 2012

ADMINISTRATIVE OFFICE

WV Supreme Court of Appeals
 Capitol complex, Bldg 1, Room E-100
 Charleston, WV 25305-0830
 Steve Canterbury

Invoice number 3619
 Date 09/10/2012

Project WVSCA 1st Floor Hallway **5403**

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	5,948.53	6,477.53	529.00
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	874.00	874.00	0.00
Total	6,822.53	7,351.53	529.00

Design Development

Consultant

Consultant Services

Randy Burkett Lighting Design

Cost Amount	Multiplier	Rate	Billed Amount
-------------	------------	------	---------------

460.00 1.15 529.00

Invoice total **529.00**

Approved by:

Thomas M. Potts
 Principal

I CERTIFY THAT THE ABOVE MERCHANDISE
 WAS RECEIVED IN GOOD CONDITION AND
 CONFORMED TO SPECIFICATIONS.

DATE 10/05/12

SIGNED Steve Canterbury

Payment Due 30 Days From Invoice Date

Remit Payment To:

RANDY BURKETT LIGHTING DESIGN
609 East Lockwood Avenue, Suite 201
St. Louis, MO 63119
Tel: (314) 961-6650 Fax: (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date Invoice Num
Aug 7, 2012 1251703
Billing Through
Jul 31, 2012

Thomas M Potts
Silling Associates, Inc.
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID: 12517:
Project Name: WVSCA 1st Floor Hallway Ltg
Manager: RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
Services:					
07/03/2012	RB	Design Criteria	1.00	\$190.00	\$190.00
07/05/2012	RB	Design Criteria	1.00	\$190.00	\$190.00
07/06/2012	VH	Correspondence/Communication	1.00	\$80.00	\$80.00

Total Service Amount: \$460.00

Amount Due This Invoice: \$460.00

This invoice is due upon receipt

Previous Unpaid Amount: \$4,187.50

Total Amount Due Including This Invoice: \$4,647.50

39873

5403 122



Please remit to:
P O Box 3447
Charleston WV 25334

405 Capitol Street - Upper Atrium
Charleston WV 25301-1727
(304) 346-0565

650

WV Supreme Court of Appeals
Capitol complex Bldg 1 Room E-100
Charleston WV 25305-0830
Steve Canterbury

Invoice number 3749
Date 12/18/2012

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	6 477 53	7,052 53	575 00
PRE-DESIGN	0 00	0 00	0 00
PROGRAMMING	874 00	874 00	0 00
Total	7 351 53	7 926 53	575 00

Design Development

Consultant

Consultant	Cost Amount	Multiplier	Rate	Billed Amount
Consultant Services Ed Weber Architects	500 00	1 15		575 00
Invoice total				575 00

Approved by

Thomas M Potts
Thomas M Potts
Principal

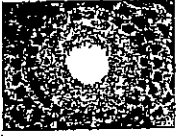
Approved
Steve Canterbury

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WV SUPREME COURT

DEC 19 2012

Payment Due 30 Days From Invoice Date

ADMINISTRATIVE OFFICE



Ed Weber Architects

6 Arlington Avenue
Charleston WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
12/7/2012	12-001-09

Bill To
 Silling Associates Inc
 405 Capitol Street
 Upper Atrium
 Charleston, WV 25301
 ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals Clerk's Offices Renovations Construction Administration Attended site meetings review of submittals contractor questions/clarifications	562.50
First Floor Hallway Design and Coordination Contractor, lighting designer and lighting restoration coordination Meeting with Mr. Canterbury Historical research at State Archives	500.00
Thank you for your business EIN 45-5443638	Total \$1,062.50



39873

650

122

Please remit to
P O Box 3442
Charleston WV 25334

405 Capitol Street - Upper Atrium
Charleston WV 25301-1727
(304) 346-0565

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WV SUPREME COURT
FEB 08 2013

WV Supreme Court of Appeals
Capitol complex Bldg 1 Room E-100
Charleston WV 25305-0830
Steve Canterbury

ADMINISTRATIVE OFFICE
Invoice number
Date

3787
02/06/2013

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	7 052 53	8 175 22	1,122 69
PRE-DESIGN	0 00	0 00	0 00
PROGRAMMING	874 00	7 774 00	6 900 00
Total	7,926 53	15 949 22	8 022 69

Design Development

Consultant

	Cost Amount	Multiplier	Rate	Billed Amount
Consultant Services				
Ed Weber Architects	156 25	1 15		179 69
Randy Burkett Lighting Design	820 00	1 15		943 00
Subtotal	976 25			1,122 69
Phase subtotal				1 122 69

Programming

Consultant

	Cost Amount	Multiplier	Rate	Billed Amount
Consultant Services				
Rambusch Lighting	6,000 00	1 15		6 900 00

Invoice total **8,022 69**

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 2-12-13
SIGNED [Signature]

WV Supreme Court of Appeals
Project WVSCA 1st Floor Hallway

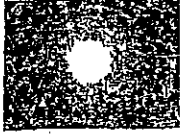
Invoice number 3787
Date 02/06/2013

Approved by



Thomas M. Potts
Principal

Payment Due 30 Days From Invoice Date



Ed Weber Architects

6 Arlington Avenue
Charleston, WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date 1/5/2013
Invoice # 12-001-11

Bill To

Silling Associates Inc
405 Capitol Street
Upper Atrium
Charleston WV 25301
ATTN: Accounting

Description	Hours	Rate	Amount
West Virginia Supreme Court of Appeals Clerk's Offices Renovations Construction Administration Attended site meetings, review of submittals contractor support, hardware research	3.25	125.00	406.25
First Floor Hallway Design and Coordination Contractor lighting designer, and lighting restoration coordination	1.25	125.00	156.25

Thank You for Your Business
EIN 45-5445638

Due Date 2/4/2013
Total \$562.50

Remit Payment To

RANDY BURKETT LIGHTING DESIGN
609 East Lockwood Avenue, Suite 201
St. Louis, MO 63119
Tel (314) 961-6650 Fax (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date	Invoice Num
Jan 4, 2013	1251704
Billing Through Dec 31, 2012	

Thomas M Potts
Silling Associates, Inc
450 Capitol Street
Upper Atrium
Charleston WV 25301

Project ID 12517
Project Name WVSCA 1st Floor Hallway Ltg
Manager RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
Services					
11/26/2012	RB	Shop Drawing Review/Action	1 00	\$190 00	\$190 00
12/05/2012	EW	Production - Sketches, Other	0 75	\$80 00	\$60 00
12/10/2012	RB	Coordination	1 00	\$190 00	\$190 00
12/11/2012	RB	Correspondence/Communication	1 00	\$190 00	\$190 00
12/17/2012	RB	Correspondence/Communication	0 50	\$190 00	\$95 00
12/24/2012	RB	Coordination	0 50	\$190 00	\$95 00

Total Service Amount \$820 00

Amount Due This Invoice \$820 00

This invoice is due upon receipt

Previous Unpaid Amount \$0 00

Total Amount Due Including This Invoice \$820 00

Rambusch Decorating Company

Invoice

160 Cornelison Avenue
Jersey City, NJ 07304

Date	Invoice #
1/4/2013	11064

Phone # 201-333 2525

Fax # 201-433-3355

Bill To
MR. STEVE CANTERBURY/ADMIN DIRECTOR ADMIN OFFICE OF THE COURTS WEST VIRGINA SUPREME COURT OF APPEALS CAPITOL COMPLEX, BLDG Q RM E-100 CHARLESTON, WV 25305-0830

Ship To
MR. STEVE CANTERBURY/ADMIN DIRECTOR ADMIN OFFICE OF THE COURTS WEST VIRGINA SUPREME COURT OF APPEALS CAPITOL COMPLEX, BLDG Q RM E 100 CHARLESTON WV 25305 0830

P O Number	Terms	Rep	Ship	Via	FOB	Project	
010713EW	Net 30	106	1/4/2013	RDC	106/0000/100	22114 / WV SUPREME COU	
Quantity	Item Code	Description	Price Each	Amount			
0	400-CUSTOM	TYPE - EXISTING PENDANTS REFURBISH EXISTING PENDANTS CLEAN & PATINA REWIRE RELAMP WITH (4) 400 LUMEN LED FOR UPLITE WITH INTEGRAL LUTRON DIMMABLE DRIVER (1) 2000 LUMEN LED FOR DOWNLITE WITH INTEGRAL LUTRON DIMMABLE DRIVER		0 00			
0	400-CUSTOM	TYPE - DOCUMENTATION		0 00			
0	400-CUSTOM	TYPE - PICK UP & DELIVERY		0 00			
1	LOT PRICING	1/3 DEPOSIT WITH ORDER	6 000 00	6 000 00			
0	LOT PRICING	1/3 WITH APPROVAL	6 000 00	0 00			
0	LOT PRICING	1/3 AT TIME OF DELIVERY	6,000 00	0 00			
		INSTALLATION BY OTHERS / QUALIFIED ELECTRICIAN					
THANK YOU FOR YOUR ORDER!						Total	\$6,000 00

59--000024

39873



Placing rem't to
P O Box 3442
Charleston, WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

0180-2012-5403-099-122

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 3822
Date 03/07/2013

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	8,175 22	8,175 22	0 00
PRE-DESIGN	0 00	0 00	0 00
PROGRAMMING	7,774 00	8,717 00	943 00
Total	15,949 22	16,892 22	943 00

Programming

Consultant

Consultant	Cost Amount	Multiplier	Rate	Billed Amount
Consultant Services				
Ed Weber Architects	250 00	1 15		287 50
Randy Burkett Lighting Design	570 00	1 15		655 50
Subtotal	820 00			943 00
Phase subtotal				943 00

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WV SUPREME COURT

MAR 01 2013

ADMINISTRATIVE
OFFICE

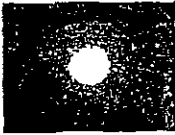
Invoice total 943 00

Approved by

Thomas M. Potts
Principal

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 3/14/13
SIGNED

Payment Due 30 Days From Invoice Date



Ed Weber Architects

6 Arlington Avenue
Charleston, WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
2/9/2013	12-001-12

Bill To
 Silling Associates Inc
 405 Capitol Street
 Upper Atrium
 Charleston, WV 25301
 ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals Clerk's Office Renovations Construction Administration Attended Site Meetings, Contractor questions and clarifications, Research and ordering hardware to match existing	500 00
First Floor Hallway Design and Coordination Lighting Designer, Lighting Restoration and Contractor coordination	250 00
Total	\$750 00

Thank you for your business
EIN 45-5445638

Remit Payment To

RANDY BURKETT LIGHTING DESIGN
609 East Lockwood Avenue, Suite 201
St Louis, MO 63119
Tel (314) 961-6650 Fax (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date	Invoice Num
Feb 4, 2013	1251705
Billing Through Jan 31, 2013	

Thomas M Potts
Silling Associates, Inc
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID 12517
Project Name WVSCA 1st Floor Hallway Ltg
Manager RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
Services.					
01/02/2013	RB	Conference Calls	0.50	\$190.00	\$95.00
01/02/2013	RB	Correspondence/Communication	0.50	\$190.00	\$95.00
01/02/2013	RB	Conference Calls	0.50	\$190.00	\$95.00
01/03/2013	RB	Shop Drawing Review/Action	0.50	\$190.00	\$95.00
01/08/2013	RB	Conference Calls	0.50	\$190.00	\$95.00
01/21/2013	RB	Coordination	0.50	\$190.00	\$95.00

Total Service Amount: \$570.00

Amount Due This Invoice: \$570.00

This invoice is due upon receipt

Previous Unpaid Amount **\$820.00**

Total Amount Due Including This Invoice: \$1,390.00

39873



Please remit to:
P.O. Box 3442
Charleston, WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 3875
Date 05/07/2013

Project WVSCA 1st Floor Hallway

0180-2012-5403-099-122

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	8,175.22	8,573.41	398.19
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	8,717.00	8,717.00	0.00
Total	16,892.22	17,290.41	398.19

Design Development

Consultant

Consultant Services	Cost Amount	Multiplier	Rate	Billed Amount
Ed Weber Architects	156.25	1.15		179.69
Randy Burkett Lighting Design	190.00	1.15		218.50
Subtotal	346.25			398.19
Phase subtotal				398.19

Invoice total **398.19**

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WV SUPREME COURT

MAY 14 2013

FINANCIAL
DIVISION

Approved by:

RECEIVED
WV SUPREME COURT

MAY 08 2013

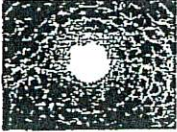
ADMINISTRATIVE OFFICE

Thomas M. Potts
Principal

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 5-14-13
SIGNED [Signature]

Payment Due 30 Days From Invoice Date



Ed Weber Architects

6 Arlington Avenue
Charleston, WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
3/9/2013	12-001-13

Bill To

Silling Associates Inc
405 Capitol Street
Upper Atrium
Charleston, WV 25301
ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals Clerk's Office Renovations Construction Administration: Attended site meetings, contractor questions and clarifications, hardware order (2.75 hours at \$125/hr).	343.75
First Floor Hallway Design: Lighting designer, lighting restoration and contractor coordination (1.25 hours at \$125/hr).	156.25

Thank you for your business.
EIN:45-5445638

Total \$500.00

Remit Payment To:

**RANDY
BURKETT
LIGHTING
DESIGN**

609 East Lockwood Avenue, Suite 201
St. Louis, MO 63119
Tel: (314) 961-6650 Fax: (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date	Invoice Num
Mar 7, 2013	1251706
Billing Through Feb 28, 2013	

Page 1 of 1

Thomas M Potts
Silling Associates, Inc.
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID: 12517:
Project Name: WVSCA 1st Floor Hallway Ltg
Manager: RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
Services:					
02/14/2013	RB	Conference Calls	0.50	\$190.00	\$95.00
02/15/2013	RB	Coordination	0.50	\$190.00	\$95.00

Total Service Amount: \$190.00

Amount Due This Invoice: \$190.00

This invoice is due upon receipt

Previous Unpaid Amount: \$570.00

Total Amount Due Including This Invoice: \$760.00

59--000030

39873



Please remit to
P O Box 3442
Charleston, WV 25334

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WV SUPREME COURT

JUN 12 2013

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

ADMINISTRATIVE OFFICE

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number
Date

3905
06/10/2013

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	8,573 41	8,860 91	287 50
PRE-DESIGN	0 00	0 00	0 00
PROGRAMMING	8,717 00	8,932 63	215 63
Total	17,290 41	17,793 54	503 13

Design Development
Consultant

0180-2013-5403-690-122

Cost Amount	Multiplier	Rate	Billed Amount
250 00	1 15		287 50

Programming
Consultant

Cost Amount	Multiplier	Rate	Billed Amount
187 50	1 15		215 63

Consultant Services
Ed Weber Architects

Invoice total **503 13**

Approved by

Thomas M. Potts

Thomas M Potts
Principal



Ed Weber Architects, PLLC
 6 Arlington Avenue
 Charleston, WV 25302
 ed@edweberarchitects.com
 www.edweberarchitects.com

Date: 6/8/2013
 Invoice #: 12-001-16

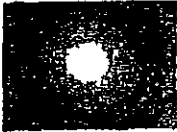
Bill To

Siling Associates Inc
 405 Capitol Street
 Upper Atrium
 Charleston, WV 25301
 ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals Clerk's Office Renovations Construction Administration Attended site meetings, contractor questions and clarifications, shop drawing review (3.0 hours at \$125/hr)	375.00
First Floor Hallway Design Lighting designer, lighting restoration and contractor coordination (2 hours at \$125/hr)	250.00

Approved
tel. J. Com
6-12-13
 Total \$625.00

Thank you for your business
 EDN 45-5445638



Ed Weber Architects

6 Arlington Avenue
Charleston, WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date
5/11/2013

Invoice #
12-001-15

Bill To

Silling Associates Inc
405 Capital Street
Upper Atrium
Charleston, WV 25301
ATTN Accounting

Description	Amount
West Virginia Supreme Court of Appeals Clerk's Office Renovations Construction Administration Attended site meetings, contractor questions and clarifications (3 0 hours at \$125/hr)	375 00
First Floor Hallway Design Lighting design, lighting restoration and contractor coordination (1 5 hours at \$125/hr)	187 50
Thank you for your business EIN 45-5445638	Total \$562 50

39873



Please remit to:
P.O. Box 3442
Charleston, WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 3954
Date 08/06/2013

Project WVSCA 1st Floor Hallway

0180-2013-5403-

690-122

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	8,860.91	8,860.91	0.00
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	8,932.63	9,399.82	467.19
Total	17,793.54	18,260.73	467.19

Programming

Consultant

Consultant	Cost Amount	Multiplier	Rate	Billed Amount
Consultant Services				
Ed Weber Architects	156.25	1.15		179.69
	250.00	1.15		287.50
Subtotal	406.25			467.19
Phase subtotal				467.19

Invoice total 467.19

Approved by:

Thomas M. Potts
Principal

Payment Due 30 Days From Invoice Date



ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
8/3/2013	12-001-18

Bill To
Silling Associates Inc
405 Capitol Street
Upper Atrium
Charleston, WV 25301
ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals Clerk's Office Renovations Construction Administration: Attended site meetings: (2.5 hours at \$125/hr.)	312.50
First Floor Hallway Design: Lighting and Stone Cleaning: (2 hours at \$125/hr.)	250.00

Thank you for your business.
EIN:45-5445638

Total \$562.50

39873



Please remit to:
P O Box 3442
Charleston WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 3983
Date 09/10/2013

Project WVSCA 1st Floor Hallway

0180-2013-5403-130-122

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	8,860 91	9,865 73	1,004 82
PRE-DESIGN	0 00	0 00	0 00
PROGRAMMING	9,399 82	9,399 82	0 00
Total	18,260 73	19,265 55	1,004 82

Design Development

Consultant

Consultant	Cost Amount	Multiplier	Rate	Billed Amount
Consultant Services				
Ed Weber Architects	281 25	1 15		323 44
Randy Burkett Lighting Design	592 50	1 15		681 38
Subtotal	873 75			1,004 82
Phase subtotal				1,004 82

Invoice total 1,004 82

Approved by

Thomas M. Potts
Principal

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE Sept 19, 2013

SIGNED P. Fletcher Adams


RECEIVED
WV SUPREME COURT

SEP 12 2013

ADMINISTRATIVE
OFFICE

Payment Due 30 Days From Invoice Date

59--000037

 ED WEBBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edwebberarchitects.com
www.edwebberarchitects.com

Bill To
Siling Associates Inc
405 Capitol Street
Upper Arnum
Charleston, WV 25301
ATTN: Accounting

Date 9/8/2013
Invoice # 12-001-19

Amount

Description

687.50	West Virginia Supreme Court of Appeals Clark's Office Renovations Construction Administration Attended Site Meetings, Field Support (5 hours at \$125/hr)
281.25	First Floor Hallway Design Lighting and Stone Cleaning (2.25 hours at \$125/hr)
375.00	Justices Chambers Construction Administration and Design Support (3 hours at \$125/hr)

Total

\$1,343.75

Thank you for your business
EIN 45-5445638

Remit Payment To

**RANDY
BURKETT
LIGHTING
DESIGN**

609 East Lockwood Avenue, Suite 201
St Louis, MO 63119
Tel (314) 961-6650 Fax (314) 961-7640
vckae@rbldi.com
www.rbldi.com

Invoice Date	Invoice Num
Aug 29, 2013	1251707
Billing Through	
Jul 31, 2013	

Page 1 of 1

Thomas M Potts
Silling Associates, Inc
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID 12517
Project Name WVSCA 1st Floor Hallway Ltg
Manager RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
Services					
07/08/2013	RB	Design - Lighting	0.50	\$190.00	\$95.00
07/08/2013	ER	Production - Sketches, Other	2.50	\$85.00	\$212.50
07/10/2013	RB	Field Question Resolution	0.50	\$190.00	\$95.00
07/29/2013	RB	Field Question Resolution	1.00	\$190.00	\$190.00
Total Service Amount:					\$592.50
Amount Due This Invoice					\$592.50
<i>This invoice is due upon receipt</i>					
Previous Unpaid Amount					\$0.00
Total Amount Due Including This Invoice:					\$592.50

59--000038

39873



Please remit to
P O Box 3442
Charleston WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 4008
Date 10/08/2013

Project WVSCA 1st Floor Hallway

0180-2014-5403-690-122

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	9,865 73	9,937 61	71 88
PRE-DESIGN	0 00	0 00	0 00
PROGRAMMING	9,399 82	9,618 32	218 50
Total	19,265 55	19,555 93	290 38

Design Development

Consultant

Consultant Services	RECEIVED WV SUPREME COURT	Cost Amount	Multiplier	Rate	Billed Amount
Ed Weber Architects	OCT 08 2013	62 50	1 15		71 88

Programming

Consultant

Consultant Services	ADMINISTRATIVE OFFICE	Cost Amount	Multiplier	Rate	Billed Amount
Randy Burkett Lighting Design		190 00	1 15		218 50

Invoice total 290 38

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 10-16-13
SIGNED [Signature]

Approved by

[Signature]

Thomas M. Potts
Principal

RECEIVED
WV SUPREME COURT

OCT 16 2013

FINANCIAL
DIVISION

Remit Payment To

RANDY BURKETT LIGHTING DESIGN
609 East Lockwood Avenue, Suite 201
St Louis, MO 63119
Tel (314) 961-6650 Fax (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date	Invoice Num
Sep 20, 2013	1251708
Billing Through Aug 31, 2013	

Thomas M Potts
Siling Associates, Inc
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID 12517
Project Name WVSCA 1st Floor Hallway Ltg
Manager RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
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Services:

08/02/2013	RB	Field Question Resolution	1.00	\$190.00	\$190.00
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Total Service Amount: \$190.00

Amount Due This Invoice: \$190.00

This invoice is due upon receipt

Previous Unpaid Amount **\$592.50**

Total Amount Due Including This Invoice: \$782.50

39873



Please remit to:
P.O. Box 3442
Charleston, WV 25334

690/122

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 4026
Date 11/19/2013

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	9,937.81	10,153.24	215.63
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	8,618.32	9,618.32	0.00
Total	19,555.93	19,771.56	215.63

Design Development

Consultant

Consultant Services	Cost Amount	Multiplier	Rate	Billed Amount
Ed Weber Architects	187.50	1.15		215.63

Invoice total 215.63

RECEIVED
WV SUPREME COURT

DEC 13 2013

FINANCIAL
DIVISION

Approved by:

Thomas M. Potts/nd

Thomas M. Potts
Principal

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 12-19-13
SIGNED [Signature]

Payment Due 30 Days From Invoice Date



Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
11/9/2013	12-001-21

Bill To
Silling Associates Inc
405 Capitol Street
Upper Atrium
Charleston, WV 25301
ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals	
Clerk's Office Renovations Construction Administration: Attended Meetings, Field Support: (1.0 hour at \$125.00/hr.)	125.00
First Floor Hallway Design: Lighting and Stone Cleaning: (1.5 hours at \$125.00/hr.)	187.50

Thank you for your business.
EIN: 45-5445638

Total \$312.50

39873



Please remit to:
P.O. Box 3442
Charleston, WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

122

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 4041
Date 12/17/2013

Project WVSCA 1st Floor Hallway

690-122

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	10,153.24	10,296.99	143.75
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	9,618.32	9,618.32	0.00
Total	19,771.56	19,915.31	143.75

Design Development

Consultant

Consultant Services
Ed Weber Architects

Cost Amount	Multiplier	Rate	Billed Amount
125.00	1.15		143.75
Invoice total			<u>143.75</u>

RECEIVED
WV SUPREME COURT
DEC 20 2013
FINANCIAL
DIVISION

Approved by:

Thomas M. Potts

Thomas M. Potts
Principal

Approved
12-18-13

Payment Due 30 Days From Invoice Date



ED WEBER ARCHITECTS

Ed Weber Architects, PLLC
6 Arlington Avenue
Charleston, WV 25302
ed@edweberarchitects.com
www.edweberarchitects.com

Date	Invoice #
12/15/2013	12-001-22

Bill To
 Silling Associates Inc
 405 Capitol Street
 Upper Atrium
 Charleston, WV 25301
 ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals	
Clerk's Office Renovations Construction Administration: Attended Meetings, Field Support: (1.0 hour at \$125.00/hr.)	125.00
First Floor Hallway Design: Lighting and Stone Cleaning: (1.0 hour at \$125.00/hr.)	125.00
Total	\$250.00

Thank you for your business.
EIN: 45-5445638

39813 - 5403-690 122



Please remit to:
Silling Associates, Inc.
P.O. Box 3442
Charleston, WV 25334

405 Capitol Street, Upper Atrium, Charleston, WV 25301-1727
P 1.304.346.0565 F 1.304.346.1522

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 4062
Date 02/05/2014

Project WVSCA 1st Floor Hallway

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
DESIGN DEVELOPMENT	10,296.99	10,515.49	218.50
PRE-DESIGN	0.00	0.00	0.00
PROGRAMMING	9,618.32	9,618.32	0.00
Total	19,915.31	20,133.81	218.50

Design Development

Consultant

Consultant Services

Randy Burkett Lighting Design

Cost Amount	Multiplier	Rate	Billed Amount
-------------	------------	------	---------------

190.00 1.15 218.50

Invoice total 218.50

Approved by:

Thomas M. Potts / ed

Thomas M. Potts
Principal

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

Payment Due 30 Days From Invoice Date

DATE 2/14/2014
SIGNED [Signature]

Remit Payment To:

**R ANDY
BURKETT
LIGHTING
DESIGN**

609 East Lockwood Avenue, Suite 201
St. Louis, MO 63119
Tel: (314) 961-6650 Fax: (314) 961-7640
vickie@rbldi.com
www.rbldi.com

Invoice Date	Invoice Num
Dec 6, 2013	1251709
Billing Through Nov 30, 2013	

Page 1 of 1

Thomas M Potts
Silling Associates, Inc.
450 Capitol Street
Upper Atrium
Charleston, WV 25301

Project ID: 12517;
Project Name: WWSA 1st Floor Hallway Ltg
Manager: RB

Invoice

Date	Employee	Description	Hours	Rate	Amount
------	----------	-------------	-------	------	--------

Services:

11/19/2013	RB	Cost Estimating/Analysis	1.00	\$190.00	\$190.00
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Total Service Amount: \$190.00

Amount Due This Invoice: \$190.00

This invoice is due upon receipt

Previous Unpaid Amount: \$0.00

Total Amount Due Including This Invoice: \$190.00

59--000046



AIA Document G701™ - 2001

1st floor corridor lights
\$ 11,494.36

Change Order

PROJECT (Name and address): WV Supreme Court of Appeals State Capitol-Building 1, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 016 DATE: November 7, 2013	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Neighborgall Construction 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: December 19, 2008 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

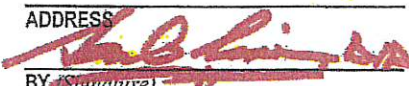
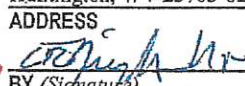
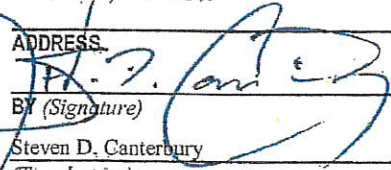
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attached Exhibit 'A'.

The original Contract Sum was	\$	876,156.00
The net change by previously authorized Change Orders	\$	2,733,911.4
The Contract Sum prior to this Change Order was	\$	3,610,067.40
The Contract Sum will be increased by this Change Order in the amount of	\$	54,886.97
The new Contract Sum including this Change Order will be	\$	3,664,954.37

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Silling Associates, Inc.</u> ARCHITECT (Firm name) 405 Capitol Street, Upper Atrium Charleston, WV 25301 ADDRESS  BY (Signature) Sean Simon, AIA (Typed name) 11/7/13 DATE	<u>Neighborgall Construction</u> CONTRACTOR (Firm name) 1216 Seventh Avenue P.O. Box 281 Huntington, WV 25705-0281 ADDRESS  BY (Signature) C.R. Neighborgall (Typed name) 11/7/13 DATE	<u>WV Supreme Court of Appeals</u> OWNER (Firm name) State Capitol-Building 1, Room E-100 Charleston, WV 25305 ADDRESS  BY (Signature) Steven D. Canterbury (Typed name) 11-7-13 DATE
--	--	--

**WV SUPREME COURT OF APPEALS
STATE CAPITOL**

**AIA Document G701 Change Order #16
Exhibit A**

Item #1 (COC #2)

Credit towards miscellaneous metal allowance.

(\$ 296.90)

Item #2 (COC #4)

Credit towards Lobby ceiling allowance.

(\$ 154.60)

Item #3 (COC #5)

Credit towards window treatment allowance.

(\$ 11,783.90)

Item #4 (COC #14)

Additional cost for door stops and coat hooks.

\$ 1,047.32

Item #5 (COC #15)

Additional cost to add WVSCA Seal at Reception Desk.

\$ 8,544.19

Item #6 (COC #19)

Additional cost to add metal screens at Library Stacks walkway.

\$ 454.09

Item #7

Additional cost to repair flooring in Office E307 and provide additional refrigerators.

\$ 23,795.34

Justice Ketchum

Item #8

Additional cost to renovate Offices E401, E402 and E403. Repaint radiators in Office E308.
Replace sink faucet in Break Room E400.

\$ 21,787.07

Item #9

Additional cost to upgrade first floor lighting.

\$ 11,494.36

Total Change Order Amount

\$ 54,886.97

See attached copy original proposal request and contractors cost breakdown.

59--000048



WV Supreme Court of Appeals
 NCC Project Number: 08-039
 Date: 10/28/13

Scope of Work:

Upgrade First Floor Corridor Lights - East Wing.

RAW COSTS											
Line #	Description Of Work Activity	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Equip. Total	Sub Cost	Total Cost
				Labor	Material	Equip.					
NEIGHBORGALL CONSTRUCTION											
1	Supervision	40	MH	49.58			1,983.20	0.00	0.00		1,983.20
2	Supervisor Mileage	500	Miles			0.55	0.00	0.00	275.00		275.00
3							0.00	0.00	0.00		0.00
4							0.00	0.00	0.00		0.00
5							0.00	0.00	0.00		0.00
6							0.00	0.00	0.00		0.00
7							0.00	0.00	0.00		0.00
8							0.00	0.00	0.00		0.00
9							0.00	0.00	0.00		0.00
10							0.00	0.00	0.00		0.00
11							0.00	0.00	0.00		0.00
12							0.00	0.00	0.00		0.00
13							0.00	0.00	0.00		0.00
14							0.00	0.00	0.00		0.00
15							0.00	0.00	0.00		0.00
16							0.00	0.00	0.00		0.00
17							0.00	0.00	0.00		0.00
18							0.00	0.00	0.00		0.00
19							0.00	0.00	0.00		0.00
20							0.00	0.00	0.00		0.00
21							0.00	0.00	0.00		0.00
25							0.00	0.00	0.00		0.00
SUBCONTRACTORS / SUPPLIERS											
26	Progressive Electric Invoice 2746						0.00	0.00	0.00	2,970.00	2,970.00
27	Progressive Electric Invoice 2749						0.00	0.00	0.00	330.00	330.00
28	Progressive Electric CO #7						0.00	0.00	0.00	300.00	300.00
29	State Electric Supply Inv. 8715713-00	1	LS				0.00	1,650.76	0.00		1,650.76
30	State Electric Supply Inv. 9187386-00	1	LS				0.00	258.86	0.00		258.86
31	State Electric Supply Inv. 9187386-01	1	LS				0.00	176.53	0.00		176.53
32	State Electric Supply Inv. 9187386-02	1	LS				0.00	878.00	0.00		878.00
33	State Electric Supply Inv. 9187386-03	1	LS				0.00	10.47	0.00		10.47
34	State Electric Supply Inv. 9187386-04	1	LS				0.00	277.39	0.00		277.39
35	State Electric Supply Inv. 9317073-00	1	LS				0.00	47.73	0.00		47.73
36	State Electric Supply Inv. 9317116-00	1	LS				0.00	4.14	0.00		4.14
37	State Electric Supply Inv. 9317076-00	1	LS				0.00	(41.94)	0.00		(41.94)
39	RAW COST TOTALS						1,983.20	3,261.94	275.00	3,600.00	9,120.14

TAXES AND INSURANCE ON CATEGORIES											
40	Labor Tax On NCC Labor	22.00%	Of	1,983.20	=	436.30					436.30
41	Consumer Use Tax On Materials	7.00%	Of	3,536.94	=	247.59	228.34	19.25			247.59
42	General Liability Insurance	2.00%	Of	1,983.20	=	39.66					39.66
43	Subcontractor Liability Insurance	0.16%	Of	3,600.00	=	5.76				5.76	5.76

44	SUBTOTALS						2,459.17	3,490.28	294.25	3,605.76	9,849.45
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TAXES, INSURANCE, BONDS, OVERHEAD & PROFIT ON TOTALS											
45	Overhead/Profit on NCC Work	15.00%	Of	6,243.69	=	936.55	(Line 44 Labor, Material & Equipment)				936.55
46	Overhead/Profit on Subcontractor	10.00%	Of	3,605.76	=	360.58	(Line 44 Subcontract)				360.58

	SUBTOTAL										11,146.58
--	-----------------	--	--	--	--	--	--	--	--	--	------------------

47	Builder's Risk Insurance	0.12%	Of	11,146.58	=	13.38					13.38
48	Bond	1.00%	Of	11,146.58	=	111.47					111.47
49	Charleston B&O Tax	2.00%	Of	11,146.58	=	222.93					222.93

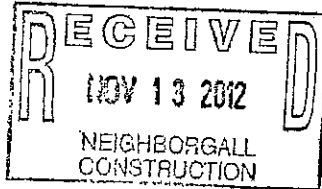
50	TOTAL PROPOSAL REQUEST COST										11,494.36
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Progressive Electric Inc

PO Box 3695
Charleston WV 25336-

PH: (304) 345-1253
FX: (304) 345-1256

INVOICE



Date: 11/01/2012

Invoice Number 2746

Bill To: Neighborgall Constr Co
P O Box 281.

Job Number 12-641

Job Title WVSCA - First Flr Lighting Upg

Customer PO Number

Huntington WV 25707

Customer Number 1113

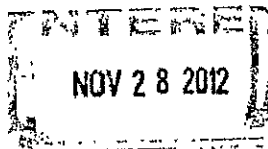
Application #1 - WVSCA - First Floor Lighting Upgrades. Thank you for your business!

Original Contract Amount:	3,300.00
Modifications:	0.00
Revised Contract Amount:	3,300.00
100.00 % Complete:	3,300.00
Retainage To Date:	330.00
Previous Invoice(s)	0.00
<hr/>	
Total Payment Requested:	2,970.00

PAID

JAN 10 2013

GK # 05034

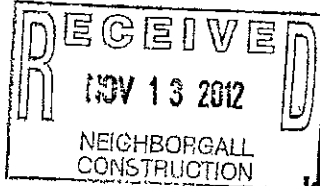


Progressive Electric Inc

PO Box 3695
Charleston WV 25336-

PH: (304) 345-1253
X: (304) 345-1256

INVOICE



Date: 11/01/2012

Invoice Number 2749

Bill To: Neighborgall Constr Co
P O Box 281

Job Number 12-641

Job Title WVSCA - First Flr Lighting Upg

Customer PO Number

Huntington WV 25707

Customer Number 1113

Application #2 - Retainage Billing - WVSCA - First Floor Lighting Upgrades. Thank you for your business!

Original Contract Amount:	3,300.00
Modifications:	0.00
Revised Contract Amount:	3,300.00
100.00% Complete:	3,300.00
Retainage To Date:	0.00
Previous Invoice(s)	3,300.00
<hr/>	
Total Payment Requested:	330.00

PAID

100.00
CK # 605034

59--000051

Number: 12-608
PO Number: NCC CO#14

WV Supreme Court of Appeals



Material:

No Material Required


Total Material \$

Labor:

HRS	Description	RATE	
4.0	Electrician Journeyman	\$ 75.00	\$ 300.00
		Total Labor \$	300.00



SERVICE REPORT

PROGRESSIVE ELECTRIC, INC. JV LIC #00005 P.O. Box 3695 Charleston, WV 25336 (304) 345-1253 (304) 345-1256 FAX		Date: 8.14.13	Customer: Neighboroughall
		Job No.: 12-608	Customer Contact: MIKE
Customer Authorization or P.O. Number		Location: Supreme Court	
		Service Complete?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

Reason for Call: Preventive Maintenance Urgent Project Construction Warranty OTHER

Description of Work: **Dropped down 2 lights in 1st Floor hallway Supreme Court. Swap location of the 2 fixtures. Turn power back on**

No.	Name	Rate	ST Hours	1 1/2 Hours	DT Hours
1	E. Profitt	7	4		
2					
3					
4					
5					
6					

Customer Authorization to Perform Work / Customer Signature X	Acknowledgement of Service Customer Signature X <i>[Signature]</i>
--	---

Materials & Equipment	Description	Quantity	PO #



STATE ELECTRIC SUPPLY COMPANY

CUSTOMER FOCUSED, QUALITY DRIVEN

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
SEP 21 2012
NEIGHBORGALL
CONSTRUCTION

UPC #	INVOICE DATE	INVOICE NO.
000000	09/19/12	8715713-00
Account Number	P.O. NO.	PAGE #
890000	08-039	1



BILL TO: NEIGHBORGALL CONSTRUCTION CO
1216 7th Ave
Huntington WV 25701-2320

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



INSTRUCTIONS	
ADD FRIGHT	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES-REP.	PLACED BY
0164	DAVID
SHIPPED	TERMS
09/18/12	2% 10d/n30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)
1	SPRGP1200INC/PM48/BZ 48" BRZ PENDANT	5	0	5	each	325.00	1625.00
1 Lines Total		Qty Shipped Total		5	Total		1625.00
						Freight In	25.76
						Taxes	115.56
						Invoice Total	1766.32

APP/DATE *Dmr 9/26/12*
 VENDOR *STAC 3*
 JOB *08-039*
 PHASE *25-050* "1st Floor Corridor"
 CATEGORY *M E S O*
 GL/AMT *5190* / *766.32*

PAID

OCT 12 2012

CK# *64366*

ENTERED
SEP 26 2012

Cash Discount 32.50 If Paid By 09/29/12

Last Page

Past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:

59--000054



Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
APR 15 2013
NEIGHBORGALL
CONSTRUCTION

UPC/V	INVOICE DATE	INVOICE NO.
000000	04/11/13	9187388-00
ACCOUNT NUMBER	P.O. NO.	PAGE #
550000	08039	1

BILL TO: NEIGHBORGALL CONSTRUCTION CO
1216 7th Ave
Huntington WV 25701 - 2320

11



INSTRUCTIONS	
304-525-6181 XX246	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES REP	PLACED BY
0164	
SHIPPED	TERMS
04/11/13	2% 10d/n30



LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)
1	MM89913WT 13 IN 4LT LED UNDCAB FX	6	4	2	EACH	113.6960	227.39
2	MM87850WT WHT DIR WIRE JUNC BOX	1	1	0	EACH	10.4720	0.00
3	MM87856WT 9 IN WHT INTERLINK CORD	6	0	6	EACH	5.2448	31.47
5	S-G14600S-15 6 IN WHT LED DNL FIX	6	6	0	each	87.00	0.00
4	S-G14602S-15 TRANSVERSE 4" 27K	4	4	0	EACH	89.00	0.00
5	Lines Total			8		Total	258.86
						Taxes	18.12
						Invoice Total	276.98

ENTERED
APR 17 2013

APP/DATE *DW 4/17/13*
VENDOR *STAB*
JOB *08-039*
PHASE *25-022*
CATEGORY *DESO*
GL/AMT *5190 / 276.98*

PAID

MAY 03 2013

CK# *105720*

Cash Discount

5.18 If Paid By 04/21/13

Last Page

Past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:



59--000055



STATE ELECTRIC SUPPLY COMPANY

CUSTOMER FOCUSED, QUALITY DRIVEN

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
APR 15 2013
NEIGHBORGALL CONSTRUCTION

UPE V	INVOICE DATE	INVOICE NO
000000	04/11/13	9187386-01
Account Number	P/O. NO.	PAGE #
590000	08039	1

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



BILL TO: NEIGHBORGALL CONSTRUCTION CO
1216 7th Ave
Huntington WV 25701-2320

11



INSTRUCTIONS	
304-525-5181 XX246	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES REP	PLACED BY
0164	
SHIPPED	TERMS
04/11/13	2% 10d/n30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.S.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)
2	MXM8785QWT WHT DIR WIRE JUNC BOX	1	1	0	EACH	10.4720	0.00
5	S-G146008-15 6IN WHT LED DNL FIX	6	6	0	each	87.00	0.00
6	S-G146029-15 TRANSVERSE 4" 27K	4	4	0	EACH	89.00	0.00
7	MXM89912WT 7IN 2LT LED UNDCAB FX	2	0	2	EACH	88.2640	176.53
9	MXM89913WT 13IN 4LT LED UNDCAB FX	2	2	0	EACH	113.6960	0.00
5	Lines Total		Qty Shipped Total	2		Total	176.53
						Taxes	12.36
						Invoice Total	188.89

ENTERED
APR 17 2013

APP/DATE *Dim 4/17/13*
VENDOR *STA0023*
JOB *08-039*
PHASE *25-022*
CATEGORY *DESIGN*
GL/AMT *\$190/188.89*

PAID

MAY 03 2013

CK# *105720*

Cash Discount

3.53 If Paid By 04/21/13

Last Page

Past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:



59--000056



STATE ELECTRIC SUPPLY COMPANY

CUSTOMER FOCUSED, QUALITY DRIVEN

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 523-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
APR 15 2013
NEIGHBORGALL CONSTRUCTION

UPLV	INVOICE DATE	INVOICE NO.
000000	04/11/13	9187386-02
Account Number	P.O. NO.	PAGE #
890000	08039	1

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



BILL TO: NEIGHBORGALL CONSTRUCTION CO
1216 7th Ave
Huntington WV 25701 - 2320

11

INSTRUCTIONS	
304-525-5181 XX246	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES REP	PLAGED BY
0164	
SHIPPED	TERMS
04/11/13	2% 10d/n30



LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)	
2	MXM87850WT WHT DIR WIRE JUNC BOX	1	1	0	EACH	10.4720	0.00	
5	S-G14600S-15 6 IN WHT LED. DNL FIX	6	0	6	each	87.00	522.00	
6	S-G14602S-15 TRASVERSE 4" 27K	4	0	4	EACH	89.00	356.00	
8	MXM89913WT 13 IN 4LT LED UNDCAB FX	2	2	0	EACH	113.6960	0.00	
Lines Total		Qty Shipped Total		10	Total		878.00	
							Taxes	61.46
							Invoice Total	939.46

ENTERED
APR 17 2013

APP/DATE DM 4/15/13
VENDOR STAC03
JOB 08039
PHASE 5-022
CATEGORY O E S O
GL/AMT 5190 / 939.46

PAID
MAY 03 2013
CK # 65720

Cash Discount 17.56 If Paid By 04/21/13

Last Page

Past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:



59--000057



**STATE ELECTRIC
SUPPLY COMPANY**
CUSTOMER FOCUSED, QUALITY DRIVEN

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
APR 15 2013
NEIGHBORGALL
CONSTRUCTION

UPC/V	INVOICE DATE	INVOICE NO.
000000	04/11/13	9187386-03
Account Number	P.O. NO.	PAGE #
590000	08039	1



BILL TO: NEIGHBORGALL CONSTRUCTION CO
1216 7th Ave
Huntington WV 25701-2320

11

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



INSTRUCTIONS	
304-525-5181 XX246	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES REP	PLACED BY
0164	
SHIPPED DATE	TERMS
04/11/13	2% 10d/n30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)
2	MXMB7850WJ WHT DIR WIRE JUNC BOX	1	0	1	EACH	10.4720	10.47
8	MXMB9913WT 1 1/2 IN 4LT LED UNDCAB FX	2	2	0	EACH	113.6960	0.00
2	Lines Total	Qty Shipped Total			1	Total	10.47
						Taxes	0.73
						Invoice Total	11.20

ENTERED
APR 17 2013

APP/DATE 5/17/13
VENDOR SEI 0003
JOB 08-039
PHASE 25-022
CATEGORY M E S O
GL/AMT 590 / 11.20

"LIGHT FIXTURE"

PAID

MAY 03 2013

CK # 65720

Cash Discount

0.21 If Paid By 04/21/13

Last Page

Past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:



59--000058



STATE ELECTRIC SUPPLY COMPANY

Customer Focused. Quality Driven.

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
APR 17 2013
NEIGHBORGALL CONSTRUCTION

BILL TO: NEIGHBORGALL CONSTRUCTION CO
1216 7th Ave
Huntington WV 25701 - 2320



UPC-V	INVOICE DATE	INVOICE NO.
000000	04/15/13	9187386-04
Account Number	P.O. NO.	PAGE #
590000	08039	1

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



INSTRUCTIONS	
304-525-5181 XX246	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES REP	PLACED BY
0164	
SHIPPED	TERMS
04/15/13	2% 10d/n30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY P.O.	QUANTITY SHIPPED	QUANTITY B/N	UNIT PRICE	AMOUNT (NET)
8	MXM85913WT 13IN ALT LED UNDCAB-FX	2	0	2	EACH	113.6960	227.39
1	Lines Total		Qty Shipped Total	2		Total	227.39
						Taxes	15.91
						Invoice Total	243.30

APP/DATE *Don Hollis*
VENDOR *31A0003*
JOB *08-039*
PLANS *210826*
SALES REP *0164*
QUANT *2190*

243.30

PAID
APR 25 2013

PAID
MAY 10 2013
CK# *105714*

Cash Discount 4.55 If Paid By 04/25/13

Last Page

past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:



59--000059

STATE ELECTRIC SUPPLY COMPANY

CUSTOMER FOCUSED, QUALITY DRIVEN

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
MAY 15 2013
NEIGHBORGALL CONSTRUCTION

UFG-V	INVOICE DATE	INVOICE NO
000000	05/13/13	9317073-00

Account Number	P.O. NO	PAGE #
590000	08039	1

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



BILL TO: NEIGHBORGALL CONSTRUCTION CO 11
1216 7th Ave
Huntington WV 25701-2320



INSTRUCTIONS	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES REP	PLACED BY
0164	
SHIPPED	TERMS
05/13/13	2% 10d/n30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)
1	MXM87876WA CENTERMAX 9IN CONN CORD	6	0	6	EACH	5.9840	35.90
2	MXM87885WT CENTERMAX DIE WIRE BOX	1	0	1	EACH	11.8272	11.83
2	Lines Total	Qty Shipped Total		7	Total		47.73
					Taxes		3.34
					Invoice Total		51.07

APP DATE 5/22/13
VENDOR 5640023
JOB 08-039
PHASE 25-021
CATEGORY DE S O
GL/AMT 590/51.07

ENTERED
MAY 22 2013

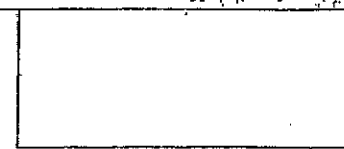
PAID
JUN 07 2013
CK# 65940

Cash Discount 0.95 If Paid By 05/23/13

Last Page

Past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:



59--000060



STATE ELECTRIC SUPPLY COMPANY

CUSTOMER FOCUSED. QUALITY DRIVEN.

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
State Electric Supply Co.
2010 Second Avenue
Huntington, WV 25703

RECEIVED
MAY 16 2013
NEIGHBOR GALL CONSTRUCTION

U.P.C. #	INVOICE DATE	INVOICE NO.
000000	05/14/13	9317116-00
ACCOUNT NO.	SP. Q. NO.	PAGE #
590000	08-039	1

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



BILL TO: NEIGHBORGALL CONSTRUCTION CO 10
1216 7th Ave
Huntington WV 25701 - 2320



INSTRUCTIONS	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Cust Pickup1
SALES REP	PLACED BY
0106	
SHIPPED	TERMS
05/14/13	2% 10d/n30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)
1	1/2-OZ ANTI OXIDE COMP OZ. TUBE	1	0	1	EACH	4.14	4.14
1 Lines Total		Qty Shipped Total		1	Total		4.14
						Taxes	0.29
						Invoice Total	4.43

APP/DATE *05/22/13*
VENDOR *SESC*
JOB *08-039*
PHASE *25-022*
CATEGORY *DES*
GL/AMT *5190/4.43*

ENTERED
MAY 22 2013

PAID
JUN 07 2013
CK # *105940*

Cash Discount 0.08 If Paid By 05/24/13

Last Page

Past due invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by: *D. M. G.*
Mon May 20 13 05:13:13 13:56:03

59--000061

STATE ELECTRIC SUPPLY COMPANY

CUSTOMER FOCUSED, QUALITY DRIVEN

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: NEIGHBORGALL CONSTRUCTION CO
1216 SEVENTH AVE
HUNTINGTON, WV 25701-2320

RECEIVED
MAY 17 2013
NEIGHBORGALL CONSTRUCTION

UPC V	INVOICE DATE	INVOICE NO.
000000	05/15/13	9317076-00
Account Number	P.O. NO.	PAGE #
590000	08039	1

REMIT TO
State Electric Supply Company
P O Box 890889
Charlotte, NC 28289-0889



BILL TO: NEIGHBORGALL CONSTRUCTION CO
1216 7th Ave
Huntington WV 25701 - 2320

11



INSTRUCTIONS	
SHIP POINT	SHIP VIA
Huntington (304)523-7491	Show Pickup
SALES REP.	PLACED BY
0164	
SHIPPED	TERMS
05/15/13	2% 10d/n30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M.	UNIT PRICE	AMOUNT (NET)
1	MXM87850WT WHT DIR WIRE JUNC BOX	1-	0	1-	EACH	10.4720	10.47
2	MXM87856WT 9IN WHT INTERLINK CORD	6-	0	6-	EACH	5.2448	31.47
2 Lines Total		Qty Shipped Total		7-	Total		41.94-
						Taxes	2.94-
						Invoice Total	44.88-

CREDIT - DO NOT PAY

APP. DATE 05/22/13
VENDOR STANCO 23
JOB 08-039
PHASE 75-02
CATEGORY P E S O
GL/AMT 5190

- 44.88

ENTERED
MAY 22 2013

PAID

JUN 07 2013
CK# 65940

Last Page

Outstanding invoices are subject to late charges at the rate of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:



59--000062



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

June 9, 2011

Mr. Steve Canterbury
WV Supreme Court
1900 Kanawha Boulevard East
State Capitol
Charleston, WV 25305

RE: Capitol Building Commission approvals

Dear Mr. Canterbury:

In a meeting of the Capitol Building Commission on June 8, 2011, the commission approved your request to move ahead with the Supreme Court's revised renovation plan for the third (3rd) floor east wing men's room. It was also noted in the meeting that you would not go ahead with this project unless the proper Vitrolite replacement was found. A motion was made by commission secretary, David Marshall to grant approval to go with the revised proposal. The motion was seconded by Secretary Robert Ferguson, Department of Administration and the motion carried unanimously.

Additionally, the commission approved your request to clean the Tennessee Marble in the east wing, first (1st) floor hallway of the Capitol building. Although the original request was to have the marble walls cleaned and polished, the commission moved to approve the marble being cleaned and honed, as was done when the building was completed. A motion was made by commission secretary, David Marshall to approve the revised plan to clean and hone the Tennessee marble in the east wing of the Capitol. The motion was seconded commissioner member, Greg Barton and the motion carried unanimously.

If you have any questions or require additional information you may contact me at 558-0220, Extension 112.

Sincerely,



Randall Reid-Smith
Commissioner

RECEIVED
WV SUPREME COURT

JUN 10 2011

ADMINISTRATIVE OFFICE

59--000063

0180-2014-5403-064-064

255580



INVOICE NUMBER

5151

TO OWNER: WV Supreme Court of Appeals
Room E-100, State Capitol - Building 1
1900 Kanawha Boulevard, East
Charleston, WV 25305-0832

DATE: December 19, 2013

PROJECT: Polish Marble Walls
First Floor Corridor
Charleston, WV

ATTN: Steven D Canterbury

JOB NO.: 13-067

TERMS: Due Upon Receipt

BILLING NO.: One

DESCRIPTION	AMOUNT
Furnish all supervision, labor, materials, equipment, taxes, etc to polish marble walls on First Floor East Corridor State Capitol Complex - Building 1	\$ 47,570 00
TOTAL AMOUNT FOR THIS BILLING	\$ 47,570.00

Approved
Steven D Canterbury
12-23-13

1216 7th Avenue • Huntington, West Virginia 25701-2320
304-525-5181 • Fax 304-525-7795 • www.neighborgall.com

59--000064



Letter of Transmittal

RECEIVED
WV SUPREME COURT

DEC 23 2013

ADMINISTRATIVE
OFFICE

To Steven D Canterbury
WV Supreme Court of Appeals
State Capitol
Building 1, Room E-100
Charleston, WV 25305
Ph (304)558-0145

Transmittal # 101

Date 12/20/2013

Job 13-001 NCC - ADMINISTRATIVE

~~Subject Invoice WVSCA Polish Marble Walls NCC Project No 13-067~~

- WE ARE SENDING YOU Attached Under separate cover via None the following items
- Shop drawings Prints Plans Samples
- Copy of letter Change order Specifications Other

Document Type	Copies	Date	No	Description
Other	2	12/19/13		Invoice No 5151

THESE ARE TRANSMITTED as checked below

- For approval Approved as submitted Resubmit ___ copies for approval
- For your use Approved as noted Submit ___ copies for distribution
- As Requested Returned for corrections Return ___ corrected prints
- For review and comment Other
- FOR BIDS DUE PRINTS RETURNED AFTER LOAN TO US

~~Remarks For review, processing, and payment. Should you have any questions, please contact C R Neighborgall at (304) 525-5181, x24e or crn4@neighborgall.com~~

via Mail

Copy To

From Rue Ann Stanley (Neighborgall Const)

Signature

If enclosures are not as noted, kindly notify us at once

REPORT ID WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

01/06/14
11 56.08

BASKET ESSENTIAL

INVOICE COVER SHEET

AUDITOR ENTRY ID I 6 14989286
WVFIMS DOCUMENT ID I 14989286

STATE ORGANIZATION 2400
STATE ORGANIZATION NAME SUPREME COURT
ORGANIZATION CONTACT SUE TROY
ORGANIZATION ADDRESS BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION 2400
ORGANIZATION NAME SUPREME COURT

DATE PREPARED 01/06/14
DOCUMENT AMOUNT 47,570 00
VENDOR INVOICE NUMBER 5151
AGENCY COMMITMENT
AGENCY DOCUMENT

SPECIAL AUTHORIZATION 4
OPEN END CONTRACT NUMBER
DUE DATE 01/06/14
SPECIAL HANDLING N
VENDOR NUMBER 255580
VENDOR NAME NEIGHBORGALL CONSTRUCTION COMPANY
VENDOR ADDRESS 1216 SEVENTH AVE

HUNTINGTON WV 25701-

CONTACT PERSON/PHONE SANDRA K JOHNSON 304-340-2300 EXT:
CASH ADVANCE: N BEGIN TRAVEL / / END TRAVEL / /

COMMENTS, JOB 13-067

ELECTRONICALLY AUTHORIZED BY SANDRA K. JOHNSON DATE 2014-01-06
INVOICE AUDITOR

APPROVED BY AUDITOR _____						DATE _____
FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2014	2400	064	064		47,570 00
TOTAL INVOICE AMOUNT						47,570.00

59--000066

Standard Estimate Report
13-067 WVSCA 1st Flr Corr

WVSCA
First Floor Corridor
Marble Wall Polishing

Project name	13-067 WVSCA 1st Flr Corr
Estimator	CRN
Labor rate table	CHAS 14 Est
Equipment rate table	Equipment Rates 2013
Bld date	10/10/2013
Report format	Sorted by 'Group phase/Phase' 'Detail' summary Allocate addons

59--000067

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Other		Total	
			Amount	Amount	Amount	Name	Amount	Amount	Amount	Amount				
1.000 GENERAL REQUIREMENTS														
1.110	Superintendent													
00	Carpenter Superintendent	120.00	CH	7,294	-	-	-	-	-	-	-	-	-	7,294
	Superintendent			7,294										7,294
	120.00 Labor hours													
1.165	Temp Utilities usage													
25	Cell Phone - Job Site	1.00	Mo	-	-	-	-	-	-	-	80	-	-	80
	Temp Utilities usage										80			80
1.210	Travel													
10	Proj Mgr Travel 4 trips @ 100 miles	400.00	Mi	-	-	-	-	-	-	-	238	-	-	238
20	Supt Travel 15 trips @ 100 miles	1,500.00	Mi	-	-	-	-	-	-	-	891	-	-	891
	Travel										1,128			1,128
GENERAL REQUIREMENTS				7,294	0	0	0	0	0	0	1,209	0	0	8,502
	120.00 Labor hours													
9.000 FINISHES														
9.690	Marble													
	Wall Polishing	1.00	LS	-	-	33,280	Rosa Mosaic	-	-	-	-	-	-	33,280
	Marble					33,280								33,280
FINISHES				0	0	33,280		0	0	0	0	0	0	33,280

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Percent of Total
Labor	7,294		120,000 hrs			15.33%
Material						
Subcontract	33,280					69.96%
Equipment						
Other	<u>1,209</u>					<u>2.54%</u>
	41,783	41,783				87.83
B & O Tax (City Gross Sales)	951			2.000 %	T	2.00%
NCC Bond	<u>428</u>				B	<u>0.90%</u>
	1,379	43,162				2.90
Contractor Fee on LMEO	1,080			15.000 %	C	2.27%
Contractor Fee on SUB	<u>3,328</u>			10.000 %	C	<u>7.00%</u>
	4,408	47,570				9.27
Total		47,570				

AIA® Document A101™ - 1997

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM

AGREEMENT made as of the Nineteenth day of December in the year of Two Thousand Eight.

(In words, indicate day, month and year)

BETWEEN the Owner
(Name, address and other information)

West Virginia Supreme Court of Appeals
The Capitol
Building Room 2000
Charleston, West Virginia 25305

and the Contractor
(Name, address and other information)

Shilling Construction Company
216 Seventh Avenue
Huntington, West Virginia 25701

The project is:
(Name and location)

West Virginia Supreme Court of Appeals
Capitol - East Wing - Fourth Floor Renovations
Charleston, West Virginia

The Architect is:
(Name, address and other information)

Shilling Associates, Incorporated
404 Capitol Street, Upper Atrium
Charleston, West Virginia 25301-1727

The Owner and Contractor agree as follows:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201-1997, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

This document has been approved and endorsed by The Associated General Contractors of America.

Init.

Shilling

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Addendums), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 8.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The Date of Commencement of the Work shall be the date of this Agreement unless a different date is stated below. Any change made for the date to be fixed in a notice to proceed issued by the Owner.

(Insert date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

05/05/09

Prior to the commencement of the Work, the Owner requires time to file mortgages, mechanic's liens and other security interests for the Owner. A time requirement shall be as follows:

Contract Time shall be measured from the date of commencement.

The Contractor shall achieve Substantial Completion of the entire Work not later than 120 days from the date of commencement, or as follows:

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If stated elsewhere in the Contract Documents, insert any requirements for earlier Substantial Completion of certain portions of the Work.)

Portion of Work

Substantial Completion Date

Subject to adjustments of this Contract Time as provided in the Contract Documents.

(Insert provisions, if any, for liquidated damages relating to failure to complete on time or for bonus payments for early completion of the Work.)

The Contractor and the Contractor's surety, if any, shall be liable for and shall pay the Owner the sums hereinafter stipulated as liquidated damages for each calendar day of delay until the Work is substantially complete: Five Hundred Dollars (\$500.00).

ARTICLE 4 CONTRACT SUM

The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Work. The Contract Sum shall be Eight Hundred Seventy-Six Thousand One Hundred Fifty-Six Dollars and Zero Cents (\$876,156.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

Init.

Self Seal

(State the numbers or other identification of accepted alternates. If decisions on other alternates are to be made by the Owner subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amounts for each and the date when that amount expires)

1. Bid Package #1	\$877,000.00
2. Bid Package #2	\$185,000.00
3. Capitol Business Interiors Contract for Office Furniture	(\$190,844.00)
4. Revised Sheet H3.1 Dated 11/14/08	\$5,000.00
TOTAL CONTRACT SUM	\$876,156.00

7.4.3 Unit prices, if any, are as follows:

Description	Units	Price (\$ 0.00)
-------------	-------	-----------------

ARTICLE 5 - PAYMENTS

5.1 PROGRESS PAYMENTS

5.1.1 Subject to other provisions of the Contract Documents, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month or as follows:

5.1.3 Provided that an Application for Payment is received by the Architect not later than the Fifth day of a month, the Owner shall make payment to the Contractor not later than the Twenty-Fifth day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made to the Contractor not later than Twenty (20) days after the Architect receives the Application for Payment.

5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data as shall indicate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

5.1.5 Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Ten Percent (10.00%). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.8 of AIA Document A201-1997;

Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Ten Percent (10.00%);

3 Subtract the aggregate of previous payments made by the Owner; and

Init.

SLC/CC

4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-1997.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
(Section 9.3.5 of AIA Document A201-1997 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)

2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201-1997.

§ 5.1.8 The method or limitation of retainage, if any, shall be as follows:

(If it is intended prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the provisions of Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, then there are no provisions for such reduction or limitation.)

When the Work is Fifty Percent (50%) complete, the Owner shall pay Ninety Percent (90%) of the amount due the Contractor on account of progress payments. At the time the Work is Fifty Percent (50%) complete and thereafter, if the manner of completion of the Work and its progress are and remain satisfactory to the Owner and Architect, and in the absence of other good and sufficient reasons, the Architect will, on presentation by the Contractor of Consent of Surety, authorize any remaining partial payments to be paid in full.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials and equipment which have not been delivered and stored at the site.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:

1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201-1997, and to satisfy other requirements, if any, which extend beyond final payment; and

2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

ARTICLE 6 TERMINATION OR SUSPENSION

§ 6.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-1997.

§ 6.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-1997.

ARTICLE 7 MISCELLANEOUS PROVISIONS

§ 7.1 Where reference is made in this Agreement to a provision of AIA Document A201-1997 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

Init.

SC/Cal

§ 7.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

() per annum

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Contractor's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

§ 7.3 The Owner's representative is:
(Name, address and other information)

Mr. Steven G. Canterbury
West Virginia Supreme Court of Appeals
State Capitol Building, Room E-100
Charleston, West Virginia 25305

§ 7.4 The Contractor's representative is:
(Name, address and other information)

Mr. David K. McCarty
Project Manager
1216 Seventh Avenue
Huntington, West Virginia 25701

§ 7.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 7.6 Other provisions:

ARTICLE 3 - ENUMERATION OF CONTRACT DOCUMENTS

§ 8.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

§ 8.1.1 The Agreement is this executed 1997 edition of the Standard Form of Agreement Between Owner and Contractor, AIA Document A101-1997.

§ 8.1.2 The General Conditions are the 1997 edition of the General Conditions of the Contract for Construction, AIA Document A201-1997.

§ 8.1.3 The Supplementary and other Conditions of the Contract are those contained in the Project Manual dated [redacted] and are as follows:

Document

Title

Pages

[redacted] Project Manual, titled "WV Supreme Court of Appeals, Charleston, WV" prepared by Silling Associates Architects, Charleston, West Virginia, dated November 24, 2008. Project Manual is composed of Bidding Documents, Contract Forms, Conditions of the Contract, and Technical Specifications - Divisions 1 through 16 and is as follows:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

Init.

SAC/AN

DIVISION	SECTION TITLE	PAGES
Division 1 - General Requirements		
01020	Allowances	
01100	Summary of Work	1-2
01140	Work Restrictions	1-3
01230	Alternates	1-1
01250	Contract Modification Procedures	1-1
01290	Payment Procedures	1-3
01310	Project Management and Coordination	1-4
01320	Construction Progress Documentation	1-5
01330	Submittal Procedures	1-5
01400	Quality Requirements	1-7
01420	References	1-5
01500	Temporary Facilities and Controls	1-2
01600	Product Requirements	1-10
01700	Executive Requirements	1-7
01731	Curing and Patching	1-7
01751	Selective Demolition	1-3
01770	Cut-out Procedures	1-3
		1-7
Division 2 - Site Work		
02411	Selective Structure Demolition	1-5
Division 3 - Concrete		
Not Used		
Division 4 - Masonry		
Not Used		
Division 5 - Metals		
Not Used		
Division 6 - Wood and Plastic		
06100	Rough Carpentry	
06105	Miscellaneous Carpentry	1-4
06402	Interior Architectural Woodwork	1-4
		1-6
Division 7 - Thermal and Moisture Protection		
Not Used		
Division 8 - Doors and Windows		
08141	Rough Carpentry	
08710	Door Hardware	1-4
08800	Glazing	1-7
		1-7
Division 9 - Finishes		
09250	Gypsum Board Assemblies	
09310	Ceramic Tile	1-10
09311	Acoustical Panel Ceilings	1-7
09511	Sheet Carpeting	1-6
09912	Painting	1-5
		1-9
Division 10 - Specialties		
10280	Toilet Accessories	
10441	Fire Extinguisher Cabinets	1-3
		1-4

Init.

sdccan

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 User Notes: NCC Project No. 08-039

10615	Movable Partition Systems	1 - 13
Division 11, 12, & 13		
1221	Horizontal Louver Blinds	1 - 4
Division 14 - Conveying Systems		
Not Used		
Division 15 - Mechanical		
15010	Basic Mechanical Requirements	1 - 10
15030	Electrical Requirements for Mechanical Equipment	1 - 5
15050	Basic Mechanical Materials and Methods	1 - 7
15081	Duct Insulation	1 - 8
15082	Equipment Insulation	1 - 6
15083	Pipe Insulation	1 - 11
15100	General Duty Valves and Strainers	1 - 5
15120	Pipes and Equipment Specialties	1 - 13
15145	Hangers, Supports and Anchors	1 - 7
15241	Vibration Control	1 - 7
15310	Plumbing Piping	1 - 9
15430	Plumbing Specialties	1 - 5
15440	Plumbing Fixtures	1 - 8
15505	Variable Frequency Drives	1 - 9
15510	Hydronic Piping	1 - 11
15520	Steam and Condensate Piping	1 - 8
15540	HYDRA Hydronic Pumps	1 - 6
15700	Heat Exchangers	1 - 3
15830	Heating Terminal Units	1 - 3
15835	Power Ventilators	1 - 5
15840	Air Terminal Units	1 - 3
15856	Exhaust Air Handling Units	1 - 8
15891	Metal Ductwork and Accessories	1 - 10
15975	Direct Digital Control System	1 - 19
15985	Sequence of Operation	1 - 4
15990	Tuning, Adjusting and Balancing	1 - 9
Division 16 - Electrical		
16010	Basic Electrical Requirements	1 - 6
16050	Basic Electrical Materials and Methods	1 - 10
16120	Conductors and Cables	1 - 5
16130	Raceways and Boxes	1 - 9
16135	Cable Management Tray System	1 - 6
16140	Wiring Devices	1 - 4
16142	Electrical Connections for Equipment	1 - 5
16190	Supporting Devices	1 - 3
16195	Electrical Identification	1 - 5
16452	Grounding	1 - 3
16470	Panelboards	1 - 4
16475	Disconnect Switches	1 - 4
16481	Motor Controllers	1 - 5
16515	Interior Lighting Fixtures	1 - 6
16721	Digital, Addressable Fire-Alarm System	1 - 12
16741	Telecommunications Structured Wiring	1 - 13

§ 8.1.5 The Drawings titled "Interior Renovations to West Virginia Supreme Court of Appeals, State Capitol - East Wing - Fourth Floor, Charleston, West Virginia", dated November 14, 2008 consisting of the following sheets:

Init.

Handwritten initials: SIC/CRW

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:(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

General

Cover Sheet

Architectural

A0-0	Existing/Demolition Plan	11/15/08
A2-0	Floor Plan	11/15/08
A3-0	Reflected Ceiling Plan	11/15/08
A4-0	Interior Elevations	11/15/08
A5-0	Floor Schedule & Details	11/15/08
A12-0	Casework & Restrooms	11/15/08

Plumbing

P1-1	Fourth Floor Plan - Plumbing	11/14/08
------	------------------------------	----------

HVAC

H1-1	General Notes & Symbol Legend - HVAC	11/14/08
H2-1	Demolition - Fourth Floor Plan - HVAC	11/14/08
H3-1	Demolition - Penthouse Floor Plan - HVAC	11/14/08
H4-1	Demolition - Fourth Floor Plan - HVAC	11/14/08
H5-1	Piping - Fourth Floor Plan - HVAC	11/14/08
H6-1	New Work - Penthouse Floor Plan - HVAC	11/14/08
H7-1	Demolition - HVAC	11/14/08
H4-2	Details - HVAC	11/14/08
H5-2	Schedule - HVAC	11/14/08
H6-2	Temperature Controls - HVAC	11/14/08
H7-2	Flow Diagrams - HVAC	11/14/08

Electrical

E1-1	Electrical Schedules	11/14/08
E2-1	Demolition - Fourth Floor Plan - Elec	11/14/08
E3-1	Demolition - Penthouse Plan - Elec	11/14/08
E4-1	Lighting - Fourth Floor Plan - Elec	11/14/08
E3-2	Panels - Fourth Floor Plan - Elec	11/14/08
E3-3	Systems - Fourth Floor Plan - Elec	11/14/08
E3-4	Pwr/Sys - Penthouse Plan - Elec	11/14/08
E4-1	Electrical Details	11/14/08

5.4.1.6 The Addenda, if any, are as follows:

Number	Date	Pages
Addendum No. 1	December 8, 2008	1 - 19
Addendum No. 2	December 11, 2008	1 - 3
Addendum No. 3	December 11, 2008	1 - 6

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 8.

5.4.1.7 Addenda, if any, forming part of the Contract Documents are as follows:

None. Additional documents that are intended to form part of the Contract Documents. AIA Document A201-2009, including but not limited to bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)

Init.

Handwritten initials

This Agreement entered into as of the day and year first written above.

West Virginia Supreme Court of Appeals

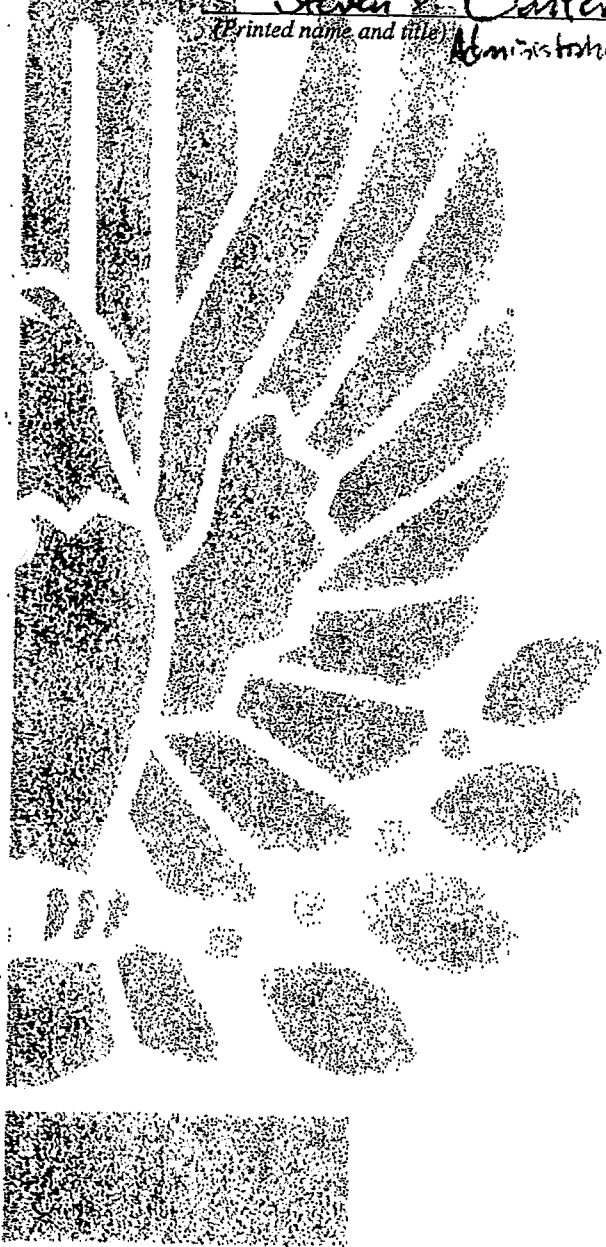
Neighborgall Construction Company

Steven D. Canterbury
OWNER (Signature)

C. R. Neighborgall, IV
CONTRACTOR (Signature)

Steven D. Canterbury
(Printed name and title) Administrative Director

C. R. Neighborgall, IV, President
(Printed name and title)



Init.

SJC/AM

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User Notes: NCC Project No. 08-039



SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

BARBARA ALLEN
INTERIM ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0145
304-558-0145 -- PHONE
304-558-1212 -- FAX
WWW.COURTSWV.GOV

To: Barbara Allen
Interim Administrative Director

From: Sue Racer-Troy
Chief Financial Officer *SRT*

Date: July 30, 2018

Subject: Supplemental invoices to construction cost binder

The binder of "Construction/Restoration Costs by Office" was created in November 2017. It was created as a way of delineating construction/restoration costs by office. The costs were not recorded (in FIMS or wvOASIS) in a way that allowed searches of the electronic records by office so I had to rely on hard copies of the invoices. Due to the short time to assemble this information, I knew that there would likely be items discovered later that were relevant to these offices.

After the binder was given to Kennie Bass, additional invoices related to these office renovations have been located. I did not add them to my binder, as I wanted to keep a copy of what was originally released to the media. Therefore, these invoices are also not in the documents provided to the Legislative Auditor. Below are the supplemental items that have been located to date:

Courtroom

Lloyd Kister Custom Furniture	Refinish Clerk's desk	\$845.00
Lloyd Kister Custom Furniture	Remake two lecterns	\$660.00
Lloyd Kister Custom Furniture	Repair & refinish bench	\$825.00
Lloyd Kister Custom Furniture	Refurbish Presenters table	\$85.00
Lloyd Kister Custom Furniture	Refinish bench top	\$2,845.00
	TOTAL:	\$5,260.00

Justice Benjamin's office

Lloyd Kister Custom Furniture	Fit desk chair with casters	\$270.00
Lloyd Kister Custom Furniture	Modify desk chair	\$265.00
	TOTAL:	\$535.00

Justice Davis' office

B Stanley Gill	Albini desk	\$2,990.00
	TOTAL:	\$2,990.00

Justice Loughry's office

Allseating Corporation	Therapod Desk chair	\$1,032.70
Capitol Business Interior	Mobile printer stand	\$315.75
Central Glass Company of Charleston	Glass tabletops	\$1,074.69
The Dressmaker's Closet	Navy pillow for desk chair	\$25.00
Kushner	Repairs to round office table	\$148.40
Lloyd Kister Custom Furniture	Modify desk & table	\$685.00
Lloyd Kister Custom Furniture	New base for desk	\$465.00
Sodaro's	40 inch television	\$793.00
State Electric Supply Company	Lighting	\$362.52
	TOTAL:	\$4,902.06

Justice Workman's office

Furnitureland South	Turtle shell/brown bookcases	\$1,669.50
Lloyd Kister Custom Furniture	Repair desk top	\$75.00
	TOTAL:	\$1,744.50



September 17, 2008

Mr. Steve Canterbury, Administrative Director
Administrative Office of the Courts
WV Supreme Court of Appeals
Capitol Complex, Building 1, Room E-100
Charleston, West Virginia 25305-0830

Re: **Revised PROPOSAL LETTER FOR ARCHITECTURAL & ENGINEERING DESIGN SERVICES**
4th Floor East Wing Renovation - West Virginia State Capitol Complex

Dear Mr. Canterbury:

Based on our meeting of September 2nd, 2008 with the mechanical engineer Kirby Stoller of Scheesser, Buckley, Mayfield, I respectfully submit this revised proposal letter for architectural and engineering design services. During that meeting, the scope of work to the HVAC system was changed from a mostly cosmetic/acoustic upgrade and redistribution of air conditioning registers and ductwork, to a completely new and refurbished system including new chilled water AHU with VAV boxes and hot water reheat, a steam to hot water heat exchanger, new boiler and new radiators. This work was not anticipated when our proposal was originally submitted in early July, and we will require additional fee to successfully accomplish the new scope.

SCOPE OF SERVICES:

ARCHITECTURAL & ENGINEERING DESIGN - The architectural and engineering team will meet with the Chief Council to develop programming needs and space requirements and produce space planning concepts for approval. Design development documents will be produced indicating spatial characteristics, interior finishes, and mechanical/electrical layouts.

CONSTRUCTION CONTRACT DOCUMENTS - The architectural and engineering team will develop a complete set of construction contract documents, paying particular attention to the quality of the design and its documentation and agreement with the established project goals. Drawings and specifications will be reviewed for their agreement with recognized standards of detailing and documentation.

BIDDING & NEGOTIATING - Silling will prepare final documents to be presented for bidding. We will respond to contractor inquiries through requests for information, clarifications, and addenda as needed. Upon receipt of bids, Silling will evaluate the construction costs, individual contractor's bonding capacity, and research past performance and references. Based on the outcome of this analysis, it is recommended that a contract be awarded to the lowest responsible bidder.

CONSTRUCTION CONTRACT ADMINISTRATION - Pre-construction meetings will be facilitated by Silling and a clear definition of project goals and Owner's expectations will be verbalized. Submittals, product samples, and shop drawings will be thoroughly reviewed by Silling for conformance to the contract drawings and specifications. Throughout construction, Silling and the Owner's representatives will attend regularly scheduled progress meetings to maintain clear

communication with the contractor and continually monitor the project schedule. In addition, Silling and their engineers will periodically visit the construction site to observe installation of materials and systems and to verify their conformance with the design intent. Contractor's pay applications will be reviewed and approved by Silling to ensure a fair disbursement of the total construction cost. Silling will conduct final inspections upon substantial completion.

ESTIMATED PROJECT FEE

Based on the revised scope of work, the total fee shall be based on a not-to-exceed amount of EIGHTY-ONE THOUSAND THREE HUNDRED EIGHTY DOLLARS (\$81,380.00), including mechanical and engineering services.

HOURLY BILLING RATES

Senior Associate Architect	\$150	per hour
Designer	\$120	per hour
Project Coordinator	\$100	per hour
CAD Technician	\$ 90	per hour
Administrative	\$ 75	per hour

If the terms and conditions are acceptable, please sign and return a copy to our office.

We greatly appreciate the opportunity to serve the West Virginia Supreme Court of Appeals and we look forward to collaborating with you on this very exciting project.

Sincerely,

SILLING ASSOCIATES, INC.



Edward Weber, AIA
Senior Associate

ACCEPTED BY:

Steven Canterbury
(Print Name)

[Signature]
(Signature)

7.17.08
(Date)



Home (/Vista/Default.aspx) / Search (/Vista/Vendors/ VendorSearch) / Search Results / Vendor Dashboard

FIMS

Vendor History Dashboard

Vendor No: 0000039873

SILLING ASSOCIATES INC
CHARLESTON, WV

Total dollar amount to date: \$16,077,660.96

Total invoices to date: 950

Average Transaction dollar amount to date: \$16,923.85

Add to myVendors

Most recent payments

Grouped By Warrant Invoice Detail

Download Payments (VendorPaymentDownload.aspx)

View All Payments

Agency	Warrant	Invoices	Amount	Date	Status
CONCORD UNIVERSITY	1013941233	4	\$88,869.81	06/30/2014	COM
CORRECTIONS DIVISION OF SUPREME COURT	1013941234	1	\$8,500.00	06/30/2014	COM
FAIRMONT ROLL UP	1013886132	1	\$112.50	06/16/2014	COM
WEST VIRGINIA STATE UNIVERSITY	1013861819	1	\$8,200.00	06/09/2014	COM
WEST VIRGINIA STATE UNIVERSITY	1013853413	2	\$11,711.27	06/06/2014	COM
WEST VIRGINIA STATE UNIVERSITY	1013730121	2	\$9,260.88	04/30/2014	COM
CORRECTIONS DIVISION OF WEST VIRGINIA STATE Auditor's Office	1013730122	1	\$10,000.00	04/30/2014	COM
CORRECTIONS DIVISION OF	1013709100	1	\$14,155.68	04/24/2014	COM
CORRECTIONS DIVISION OF	1013694375	1	\$15,000.00	04/21/2014	COM

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 WWSAO HelpDesk (Phone) (304) 340-4850 (Phone) Toll Free (Toll Free) (877) 982-9148 Mon-Fri (Hours of Operation) (8am to 4pm)
 Terms of Use (././Privacy/TermsOfUse.aspx) | Privacy Statement (././Privacy/PrivacyStatement.aspx) | wwsao.gov
 http://www.wv.gov

WEST VIRGINIA STATE UNIVERSITY 1013675828 1 \$19,031.20 04/17/2014 COM

1 2 3 4 5 6 7 8 9 10 ...

Payments By Agency

Agency	Invoices	Amount
MARSHALL UNIVERSITY	22	\$219,359.59
MOTOR VEHICLES DIVISION OF	9	\$157,818.71
NEW RIVER COMMUNITY & TECHNICAL COLLEGE	5	\$98,166.25
REGIONAL JAIL & CORRECTIONAL FACILITY	113	\$3,987,516.61
REHABILITATION SERVICES	3	\$15,520.00
SUPREME COURT	99	\$893,965.68
WEST VIRGINIA STATE UNIVERSITY	195	\$2,645,644.98
WEST VIRGINIA UNIVERSITY	21	\$354,588.08
WV COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY	5	\$917,765.40

1 2

West Virginia Supreme Court of Appeals
 Vendor Report
 Fiscal Years -1998 - 2018

FIMS Document #	Vendor Invoice #	Invoice Date	Invoice Amt	Comments
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SILLING ASSOCIATES INC
 PO BOX 3442
 CHARLESTON, WV25334

FIMS Vendor Number: 39873

I003037772	1875	01/06/1998	\$ 18,609.00	NO DETAILS AVAILABLE - INVOICES WERE NOT SCANNED AT THIS TIME
I003073928	97-209	01/27/1998	\$ 96,300.00	NO DETAILS AVAILABLE - INVOICES WERE NOT SCANNED AT THIS TIME
I008969672	2005	08/20/2008	\$ 22,850.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009061190	2045	10/06/2008	\$ 2,647.50	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009159714	2056	11/05/2008	\$ 15,255.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009192157	2207	12/10/2008	\$ 27,085.81	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009219771	2220	01/07/2009	\$ 450.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009554121	2247	02/03/2009	\$ 1,650.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009786752	2247	04/29/2009	\$ 5,295.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009639015	2268	03/03/2009	\$ 3,885.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009691243	2269	03/03/2009	\$ 3,330.00	JUSTICE'S OFFICE RENOVATIONS
I009708440	2303	04/01/2009	\$ 3,691.50	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009857091	2311	05/04/2009	\$ 20,145.00	JUSTICE'S OFFICE RENOVATIONS
I009857090	2312	05/04/2009	\$ 2,371.50	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009976426	2346	06/08/2009	\$ 18,930.00	JUSTICE'S OFFICE RENOVATIONS
I010205969	2347	06/08/2009	\$ 1,617.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I010023731	2363	07/10/2009	\$ 35,167.50	JUSTICE'S OFFICE RENOVATIONS
I010067620	2393	08/04/2009	\$ 24,322.50	JUSTICE'S OFFICE RENOVATIONS
I010109532	2415	09/02/2009	\$ 39,547.50	JUSTICE'S OFFICE RENOVATIONS
I010205901	2432	10/13/2009	\$ 25,680.00	JUSTICE'S OFFICE RENOVATIONS
I010606593	2433	10/13/2009	\$ 621.69	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I010285831	2449	11/18/2009	\$ 26,578.12	JUSTICE'S OFFICE RENOVATIONS
I010308901	2453	12/09/2009	\$ 7,179.38	JUSTICE'S OFFICE RENOVATIONS
I010376812	2462	01/06/2010	\$ 4,628.26	JUSTICE'S OFFICE RENOVATIONS
I010564022	2510	02/02/2010	\$ 6,952.50	JUSTICE'S OFFICE RENOVATIONS
I010721407	2540	03/02/2010	\$ 5,190.00	JUSTICE'S OFFICE RENOVATIONS
I010965886	2560	04/07/2010	\$ 5,820.00	JUSTICE'S OFFICE RENOVATIONS
I011094631	2578	05/05/2010	\$ 13,440.00	JUSTICE'S OFFICE RENOVATIONS
I011110586	2616	06/07/2010	\$ 6,427.50	JUSTICE'S OFFICE RENOVATIONS
I011184397	2642	07/07/2010	\$ 5,850.00	JUSTICE'S OFFICE RENOVATIONS
I011248854	2669	08/10/2010	\$ 4,860.00	JUSTICE'S OFFICE RENOVATIONS
I011339819	2739	10/06/2010	\$ 18,000.00	JUSTICE'S OFFICE RENOVATIONS
I011417453	2763	11/04/2010	\$ 4,770.00	JUSTICE'S OFFICE RENOVATIONS
I011417454	2764	12/10/2010	\$ 720.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I011478218	2792	12/02/2010	\$ 4,402.50	JUSTICE'S OFFICE RENOVATIONS
I011478155	2817	01/04/2011	\$ 3,817.50	JUSTICE'S OFFICE RENOVATIONS
I011634858	2843	02/01/2011	\$ 6,586.74	JUSTICE'S OFFICE RENOVATIONS
I011954486	2863	03/03/2011	\$ 2,139.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I011954488	2864	03/03/2011	\$ 3,423.75	JUSTICE'S OFFICE RENOVATIONS
I012131578	2888	05/02/2011	\$ 1,420.32	LAW LIBRARY
I012131581	2889	04/05/2011	\$ 13,995.00	JUSTICE'S OFFICE RENOVATIONS
I012213491	2908	05/04/2011	\$ 12,990.00	JUSTICE'S OFFICE RENOVATIONS
I012260651	2941	06/01/2011	\$ 675.00	CLERK'S OFFICE
I012260648	2944	06/01/2011	\$ 12,382.50	JUSTICE'S OFFICE RENOVATIONS
I012379321	2985	07/07/2011	\$ 10,200.00	JUSTICE'S OFFICE RENOVATIONS
I012411347	3021	08/10/2011	\$ 4,260.00	JUSTICE'S OFFICE RENOVATIONS
I012455539	3033	09/06/2011	\$ 2,925.00	JUSTICE'S OFFICE RENOVATIONS
I012526886	3069	10/03/2011	\$ 3,450.00	JUSTICE'S OFFICE RENOVATIONS
I012590196	3095	11/09/2011	\$ 1,755.00	JUSTICE'S OFFICE RENOVATIONS
I012642343	3146	12/07/2011	\$ 2,175.00	JUSTICE'S OFFICE RENOVATIONS
I012924344	3204	02/06/2012	\$ 4,428.56	JUSTICE'S OFFICE RENOVATIONS
I013141053	3245	03/01/2012	\$ 570.00	JUSTICE'S OFFICE RENOVATIONS

West Virginia Supreme Court of Appeals
Vendor Report
iscal Years -1998 - 2018

AMS Document #	Vendor Invoice #	Invoice Date	Invoice Amt	Comments
1013141055	3253	03/01/2012	\$ 2,595.00	CLERK'S OFFICE
1013406444	3313	04/03/2012	\$ 1,185.00	1ST FLOOR HALLWAY
1013406104	3317	04/03/2012	\$ 20,535.00	CLERK'S OFFICE
1013390436	3454	05/03/2012	\$ 31,787.50	CLERK'S OFFICE
1013406492	3461	05/04/2012	\$ 2,610.00	JUSTICE'S OFFICE RENOVATIONS
1013529642	3507	06/11/2012	\$ 30,422.90	CLERK'S OFFICE
1013566195	3508	06/11/2012	\$ 1,530.00	JUSTICE'S OFFICE RENOVATIONS
1013535541	3553	07/09/2012	\$ 1,710.00	JUSTICE'S OFFICE RENOVATIONS
1013574736	3554	07/09/2012	\$ 71.88	4TH FLOOR - CHIEF COUNSEL'S OFFICE
1013574737	3555	07/09/2012	\$ 41,573.53	CLERK'S OFFICE
1013574738	3556	07/09/2012	\$ 359.38	1ST FLOOR HALLWAY
1013574739	3601	08/14/2012	\$ 215.63	COURTROOM
1013574740	3602	08/06/2012	\$ 60.00	JUSTICE'S OFFICE RENOVATIONS
1013574741	3603	08/06/2012	\$ 15,595.37	CLERK'S OFFICE
1013574742	3604	08/06/2012	\$ 5,278.15	1ST FLOOR HALLWAY
1013678328	3619	09/10/2012	\$ 529.00	1ST FLOOR HALLWAY
1013678271	3620	09/10/2012	\$ 24,536.10	CLERK'S OFFICE
1013657580	3624	10/04/2012	\$ 9,572.00	ELEVATOR UPGRADE
1013691453	3686	10/08/2012	\$ 5,441.15	CLERK'S OFFICE
1013808213	3714	11/09/2012	\$ 15,212.53	CLERK'S OFFICE
1013814812	3748	12/18/2012	\$ 11,124.38	CLERK'S OFFICE
1013814813	3749	12/18/2012	\$ 575.00	1ST FLOOR HALLWAY
1013855499	3773	01/04/2013	\$ 7,920.00	CLERK'S OFFICE
1014047007	3787	02/06/2013	\$ 8,022.69	1ST FLOOR HALLWAY
1014167341	3808	02/18/2013	\$ 16,117.19	CLERK'S OFFICE
1014335678	3822	03/07/2013	\$ 943.00	1ST FLOOR HALLWAY
1014335682	3823	03/07/2013	\$ 11,130.00	CLERK'S OFFICE
1014280230	3824	03/07/2013	\$ 4,050.00	JUSTICE'S OFFICE RENOVATIONS
1014538353	3875	05/07/2013	\$ 398.19	1ST FLOOR HALLWAY
1014548347	3883	05/07/2013	\$ 30,535.31	CLERK'S OFFICE
1014619872	3905	06/10/2013	\$ 503.13	1ST FLOOR HALLWAY
1014619871	3906	06/10/2013	\$ 7,612.50	CLERK'S OFFICE
1015020405	3933	06/30/2013	\$ 600.00	CLERK'S OFFICE
1014767128	3954	08/06/2013	\$ 467.19	1ST FLOOR HALLWAY
1014767132	3955	08/06/2013	\$ 1,651.57	CLERK'S OFFICE
1014833612	3983	09/10/2013	\$ 1,004.82	1ST FLOOR HALLWAY
1014833610	3984	09/10/2013	\$ 2,684.38	CLERK'S OFFICE
1014873474	4008	10/08/2013	\$ 290.38	1ST FLOOR HALLWAY
1014864518	4009	10/08/2013	\$ 597.82	CLERK'S OFFICE
1014972004	4026	11/19/2013	\$ 215.63	1ST FLOOR HALLWAY
1014965108	4027	11/19/2013	\$ 1,193.75	CLERK'S OFFICE
1014975882	4041	12/17/2013	\$ 143.75	1ST FLOOR HALLWAY
1014975900	4042	12/17/2013	\$ 2,093.75	CLERK'S OFFICE
1015172703	4061	02/05/2014	\$ 1,140.00	CLERK'S OFFICE
1015172710	4062	02/05/2014	\$ 218.00	1ST FLOOR HALLWAY
1015525562	4095	04/01/2014	\$ 337.50	CLERK'S OFFICE
1015766021	4140	06/03/2014	\$ 112.50	CLERK'S OFFICE

\$ 893,965.68

West Virginia Supreme Court of Appeals
 Vendor Report
 Fiscal Years -1998 - 2018

FIMS Document #	Vendor Invoice #	Invoice Date	Invoice Amt	Comments
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SILLING ASSOCIATES INC
 PO BOX 3442
 CHARLESTON, WV25334

FIMS Vendor Number: 39873

I008969672	2005	08/20/2008	\$ 22,850.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009061190	2045	10/06/2008	\$ 2,647.50	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009159714	2056	11/05/2008	\$ 15,255.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009192157	2207	12/10/2008	\$ 27,085.81	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009219771	2220	01/07/2009	\$ 450.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009554121	2247	02/03/2009	\$ 1,650.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009786752	2247	04/29/2009	\$ 5,295.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009639015	2268	03/03/2009	\$ 3,885.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009708440	2303	04/01/2009	\$ 3,691.50	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I009857090	2312	05/04/2009	\$ 2,371.50	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I010205969	2347	06/08/2009	\$ 1,617.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I010606593	2433	10/13/2009	\$ 621.69	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I011417454	2764	12/10/2010	\$ 720.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I011954486	2863	03/03/2011	\$ 2,139.00	4TH FLOOR - CHIEF COUNSEL'S OFFICE
I013574736	3554	07/09/2012	\$ 71.88	4TH FLOOR - CHIEF COUNSEL'S OFFICE

\$ 90,350.88

West Virginia Supreme Court of Appeals
Vendor Report
Fiscal Years 2011- 2018

FIMS Document #	Vendor Invoice #	Invoice Date	Invoice Amt	Comments
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SILLING ASSOCIATES INC
PO BOX 3442
CHARLESTON, WV25334

FIMS Vendor Number: 39873

I009691243	2269	03/03/2009	\$ 3,330.00	JUSTICE'S OFFICE RENOVATIONS
I009857091	2311	05/04/2009	\$ 20,145.00	JUSTICE'S OFFICE RENOVATIONS
I009976426	2346	06/08/2009	\$ 18,930.00	JUSTICE'S OFFICE RENOVATIONS
I010023731	2363	07/10/2009	\$ 35,167.50	JUSTICE'S OFFICE RENOVATIONS
I010067620	2393	08/04/2009	\$ 24,322.50	JUSTICE'S OFFICE RENOVATIONS
I010109532	2415	09/02/2009	\$ 39,547.50	JUSTICE'S OFFICE RENOVATIONS
I010205901	2432	10/13/2009	\$ 25,680.00	JUSTICE'S OFFICE RENOVATIONS
I010285831	2449	11/18/2009	\$ 26,578.12	JUSTICE'S OFFICE RENOVATIONS
I010308901	2453	12/09/2009	\$ 7,179.38	JUSTICE'S OFFICE RENOVATIONS
I010376812	2462	01/06/2010	\$ 4,628.26	JUSTICE'S OFFICE RENOVATIONS
I010564022	2510	02/02/2010	\$ 6,952.50	JUSTICE'S OFFICE RENOVATIONS
I010721407	2540	03/02/2010	\$ 5,190.00	JUSTICE'S OFFICE RENOVATIONS
I010965886	2560	04/07/2010	\$ 5,820.00	JUSTICE'S OFFICE RENOVATIONS
I011094631	2578	05/05/2010	\$ 13,440.00	JUSTICE'S OFFICE RENOVATIONS
I011110586	2616	06/07/2010	\$ 6,427.50	JUSTICE'S OFFICE RENOVATIONS
I011184397	2642	07/07/2010	\$ 5,850.00	JUSTICE'S OFFICE RENOVATIONS
I011248854	2669	08/10/2010	\$ 4,860.00	JUSTICE'S OFFICE RENOVATIONS
I011339819	2739	10/06/2010	\$ 18,000.00	JUSTICE'S OFFICE RENOVATIONS
I011417453	2763	11/04/2010	\$ 4,770.00	JUSTICE'S OFFICE RENOVATIONS
I011478155	2817	01/04/2011	\$ 3,817.50	JUSTICE'S OFFICE RENOVATIONS
I011478218	2792	12/02/2010	\$ 4,402.50	JUSTICE'S OFFICE RENOVATIONS
I011634858	2843	02/01/2011	\$ 6,586.74	JUSTICE'S OFFICE RENOVATIONS
I011954488	2864	03/03/2011	\$ 3,423.75	JUSTICE'S OFFICE RENOVATIONS
I012131581	2889	04/05/2011	\$ 13,995.00	JUSTICE'S OFFICE RENOVATIONS
I012213491	2908	05/04/2011	\$ 12,990.00	JUSTICE'S OFFICE RENOVATIONS
I012260648	2944	06/01/2011	\$ 12,382.50	JUSTICE'S OFFICE RENOVATIONS
I012379321	2985	07/07/2011	\$ 10,200.00	JUSTICE'S OFFICE RENOVATIONS
I012411347	3021	08/10/2011	\$ 4,260.00	JUSTICE'S OFFICE RENOVATIONS
I012455539	3033	09/06/2011	\$ 2,925.00	JUSTICE'S OFFICE RENOVATIONS
I012526886	3069	10/03/2011	\$ 3,450.00	JUSTICE'S OFFICE RENOVATIONS
I012590196	3095	11/09/2011	\$ 1,755.00	JUSTICE'S OFFICE RENOVATIONS
I012642343	3146	12/07/2011	\$ 2,175.00	JUSTICE'S OFFICE RENOVATIONS
I012924344	3204	02/06/2012	\$ 4,428.56	JUSTICE'S OFFICE RENOVATIONS
I013141053	3245	03/01/2012	\$ 570.00	JUSTICE'S OFFICE RENOVATIONS
I013406492	3461	05/04/2012	\$ 2,610.00	JUSTICE'S OFFICE RENOVATIONS
I013535541	3553	07/09/2012	\$ 1,710.00	JUSTICE'S OFFICE RENOVATIONS
I013566195	3508	06/11/2012	\$ 1,530.00	JUSTICE'S OFFICE RENOVATIONS
I013574740	3602	08/06/2012	\$ 60.00	JUSTICE'S OFFICE RENOVATIONS
I014280230	3824	03/07/2013	\$ 4,050.00	JUSTICE'S OFFICE RENOVATIONS

\$ 374,139.81



Please remit to
 P O Box 3442
 Charleston WV 25331

405 Capitol Street - Upper Atrium
 Charleston WV 25301-1727
 (304) 346-0565

WV Supreme Court of Appeals
 Capitol complex Bldg 1, Room E-100
 Charleston WV 25305-0830

Invoice number 2888
 Date 04/05/2011

Steve Canterbury

Project **WVSCA Law Library**
*(consider conversion of library
 book stacks to offices)*

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
STRUCTURAL FEASIBILITY	0 00	1 420 32	1 420 32
Total	0 00	1 420 32	1 420 32

Structural Feasibility
 Professional Fees

	Hours	Rate	Billed Amount
Project Manager	4 50	150 00	675 00
Consultant			
	Cost Amount	Multiplier	Billed Amount
Structural Engineering Consultant Shelley Metz Baumann Hawk Inc	648 10	1 15	745 32
Phase subtotal			1 420 32
		total	1 420 32

I CERTIFY THAT THE ABOVE MERCHANDISE
 WAS RECEIVED IN GOOD CONDITION AND
 CONFORMED TO SPECIFICATIONS
 DATE April 15, 2011
 SIGNED [Signature]
5401-064

Invoice total 1,420 32

Approved by

 Edward E. Weber

RECEIVED
 WV SUPREME COURT
 APR 7 2011

ADMINISTRATIVE OFFICE

Payment Due 30 Days From Invoice Date
 WV Supreme Court of Appeals

Invoice number 2888

Invoice date 04/05/2011
 Page 1

Invoice

Shelley Metz Baumann Hawk, Inc
1166 Dublin Road, Suite 200
Columbus, Ohio 43215-1038
T (614) 481-9800
F (614) 481-9353



STRUCTURAL ENGINEERING

Ed Weber
Silling Associates Inc
Architects + Planners
405 Capitol St Upper Atrium
Charleston, WV 25301-1727

March 21, 2011
Invoice No 40312

Project 111-072 000 Law Library Stack Investigation - WV Supreme Court
Professional Services for period ending March 20, 2011

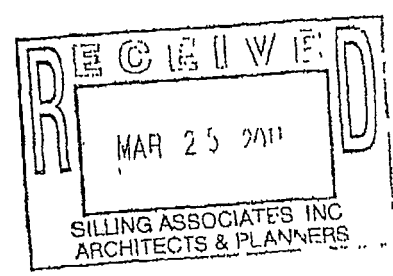
Labor

	Hours	Rate	Amount	
PRINCIPAL	3 25	190 00	617 50	
Totals	3 25		617 50	
Total Labor				617 50

Reimbursable Expenses

Mileage billed to job				
3/1/2011	Baumann, Robert		30 60	
	Total Reimbursables		30 60	30 60

INVOICE TOTAL \$648 10



West Virginia Supreme Court of Appeals
 Vendor Report
 Fiscal Years -1998 - 2018

FIMS Document #	Vendor Invoice #	Invoice Date	Invoice Amt	Comments
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SILLING ASSOCIATES INC
 PO BOX 3442
 CHARLESTON, WV25334

FIMS Vendor Number: 39873

I012260651	2941	06/01/2011	\$ 675.00	CLERK'S OFFICE
I013141055	3253	03/01/2012	\$ 2,595.00	CLERK'S OFFICE
I013406104	3317	04/03/2012	\$ 20,535.00	CLERK'S OFFICE
I013390436	3454	05/03/2012	\$ 31,787.50	CLERK'S OFFICE
I013529642	3507	06/11/2012	\$ 30,422.90	CLERK'S OFFICE
I013574737	3555	07/09/2012	\$ 41,573.53	CLERK'S OFFICE
I013574741	3603	08/06/2012	\$ 15,595.37	CLERK'S OFFICE
I013678271	3620	09/10/2012	\$ 24,536.10	CLERK'S OFFICE
I013691453	3686	10/08/2012	\$ 5,441.15	CLERK'S OFFICE
I013808213	3714	11/09/2012	\$ 15,212.53	CLERK'S OFFICE
I013814812	3748	12/18/2012	\$ 11,124.38	CLERK'S OFFICE
I013855499	3773	01/04/2013	\$ 7,920.00	CLERK'S OFFICE
I014167341	3808	02/18/2013	\$ 16,117.19	CLERK'S OFFICE
I014335682	3823	03/07/2013	\$ 11,130.00	CLERK'S OFFICE
I014548347	3883	05/07/2013	\$ 30,535.31	CLERK'S OFFICE
I014619871	3906	06/10/2013	\$ 7,612.50	CLERK'S OFFICE
I015020405	3933	06/30/2013	\$ 600.00	CLERK'S OFFICE
I014767132	3955	08/06/2013	\$ 1,651.57	CLERK'S OFFICE
I014833610	3984	09/10/2013	\$ 2,684.38	CLERK'S OFFICE
I014864518	4009	10/08/2013	\$ 597.82	CLERK'S OFFICE
I014965108	4027	11/19/2013	\$ 1,193.75	CLERK'S OFFICE
I014975900	4042	12/17/2013	\$ 2,093.75	CLERK'S OFFICE
I015172703	4061	02/05/2014	\$ 1,140.00	CLERK'S OFFICE
I015525562	4095	04/01/2014	\$ 337.50	CLERK'S OFFICE
I015766021	4140	06/03/2014	\$ 112.50	CLERK'S OFFICE

\$ 283,224.73

West Virginia Supreme Court of Appeals
 Vendor Report
 Fiscal Years -1998 - 2018

FIMS Document #	Vendor Invoice #	Invoice Date	Invoice Amt	Comments
-----------------	------------------	--------------	-------------	----------

SILLING ASSOCIATES INC
 PO BOX 3442
 CHARLESTON, WV25334

FIMS Vendor Number: 39873

I013406444	3313	04/03/2012	\$ 1,185.00	1ST FLOOR HALLWAY
I013574738	3556	07/09/2012	\$ 359.38	1ST FLOOR HALLWAY
I013574742	3604	08/06/2012	\$ 5,278.15	1ST FLOOR HALLWAY
I013678328	3619	09/10/2012	\$ 529.00	1ST FLOOR HALLWAY
I013814813	3749	12/18/2012	\$ 575.00	1ST FLOOR HALLWAY
I014047007	3787	02/06/2013	\$ 8,022.69	1ST FLOOR HALLWAY
I014335678	3822	03/07/2013	\$ 943.00	1ST FLOOR HALLWAY
I014538353	3875	05/07/2013	\$ 398.19	1ST FLOOR HALLWAY
I014619872	3905	06/10/2013	\$ 503.13	1ST FLOOR HALLWAY
I014767128	3954	08/06/2013	\$ 467.19	1ST FLOOR HALLWAY
I014833612	3983	09/10/2013	\$ 1,004.82	1ST FLOOR HALLWAY
I014873474	4008	10/08/2013	\$ 290.38	1ST FLOOR HALLWAY
I014972004	4026	11/19/2013	\$ 215.63	1ST FLOOR HALLWAY
I014975882	4041	12/17/2013	\$ 143.75	1ST FLOOR HALLWAY
I015172710	4062	02/05/2014	\$ 218.00	1ST FLOOR HALLWAY

\$ 20,133.31

✓

39873



Please remit to:
P.O. Box 3442
Charleston, WV 25334

405 Capitol Street - Upper Atrium
Charleston, WV 25301-1727
(304) 346-0565

ADMINISTRATIVE OFFICE

200

5403/122

WV Supreme Court of Appeals
Capitol complex, Bldg 1, Room E-100
Charleston, WV 25305-0830
Steve Canterbury

Invoice number 3624
Date 09/10/2012

Project WV House & Senate Elevator Upgrade

GSD126462

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
SCHEMATIC DESIGN	0.00	1,000.00	1,000.00
DESIGN DEVELOPMENT	0.00	4,000.00	4,000.00
CONSTRUCTION DOCUMENTS	0.00	4,572.00	4,572.00
BIDDING	0.00	0.00	0.00
CONTRACT ADMINISTRATION	0.00	0.00	0.00
Total	0.00	9,572.00	9,572.00

Invoice total 9,572.00

Approved by:

Thomas M. Potts
Principal

Payment Due 30 Days From Invoice Date

Approved
9-11-12

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

10/27/17
10:21:59

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 7 3073928
WVFIMS DOCUMENT ID: I 3073928

*****C O M P L E T E D*****

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: TED PHILYAW
ORGANIZATION ADDRESS: SUPREME COURT OF APPEALS
BLDG 1 ROOM E-400
CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 01/27/98
DOCUMENT AMOUNT: 96,300.00
VENDOR INVOICE NUMBER: APPLICATION 1 97-209
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 02/06/98
SPECIAL HANDLING: N
VENDOR NUMBER: 39873
VENDOR NAME: SILLING ASSOCIATES INC

VENDOR ADDRESS: PO BOX 3442

CHARLESTON WV 25334-

CONTACT PERSON/PHONE: DAN HAGER 304-558-0145 EXT: 1304
CASH ADVANCE: N BEGIN TRAVEL: / / END TRAVEL: / /

COMMENTS: A 064

AUTHORIZED SIGNATURE: _____ DATE: _____

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	1998	2400	029	064		96,300.00
TOTAL INVOICE AMOUNT						96,300.00

REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

10/27/17
10:23:07

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 7 3037772
WVFIMS DOCUMENT ID: I 3037772

*****C O M P L E T E D*****

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: TED PHILYAW
ORGANIZATION ADDRESS: SUPREME COURT OF APPEALS
BLDG 1 ROOM E-400
CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 01/06/98
DOCUMENT AMOUNT: 18,609.00
VENDOR INVOICE NUMBER: 1875
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 01/11/98
SPECIAL HANDLING: N
VENDOR NUMBER: 39873
VENDOR NAME: SILLING ASSOCIATES INC

VENDOR ADDRESS: PO BOX 3442

CHARLESTON WV 25334-

CONTACT PERSON/PHONE: NOTFOUND
CASH ADVANCE: N BEGIN TRAVEL: / / EXT: - -
END TRAVEL: / /

COMMENTS: A 025C

AUTHORIZED SIGNATURE: _____ DATE: _____

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	1998	2400	029	025		18,609.00
TOTAL INVOICE AMOUNT						18,609.00



405 Capitol Street - Upper Atrium
 Charleston, WV 25301-1727
 (304) 346-0565

398 B
 5402/122

P.O. Box 3442
 Charleston WV 25334

WV Supreme Court of Appeals
 Capitol complex, Bldg 1, Room E-100
 Charleston, WV 25305-0830
 Steve Canterbury

Invoice number 3601
 Date 08/06/2012

Project WVSCA Courtroom Restoration

Invoice Summary

Description	Prior Billed	Total Billed	Current Billed
PRE-DESIGN	0.00	215.63	215.63
PROGRAMMING	0.00	0.00	0.00
SCHEMATIC DESIGN	0.00	0.00	0.00
DESIGN DEVELOPMENT	0.00	0.00	0.00
CONSTRUCTION DOCUMENTS	0.00	0.00	0.00
Total	0.00	215.63	215.63

Pre-Design
 Consultant

Consultant Services
 Ed Weber Architects

RECEIVED
 WV SUPREME COURT
 AUG 12 2012
 ADMINISTRATIVE
 OFFICE

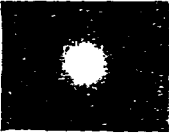
Cost Amount	Multiplier	Rate	Billed Amount
187.50	1.15		215.63
Invoice total			215.63

Approved by:

Thomas M. Potts
 Principal

Approved
 8-8-12

Payment Due 30 Days From Invoice Date



Ed Weber Architects

6 Arlington Avenue
Charleston, WV 25302

Phone # 304-932-8007

ed@edweberarchitects.com
www.edweberarchitects.com

Date
8/4/2012

Invoice #
12-001-03

Bill To

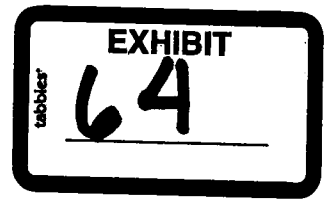
Silling Associates Inc
405 Capitol Street
Upper Atrium
Charleston, WV 25301
ATTN: Accounting

Description	Amount
West Virginia Supreme Court of Appeals	
Clerk's Office First Floor Hallway Courtroom Restoration	2,500.00 125.00 187.50
House and Senate Elevator Upgrade	2,040.00

Approved
[Signature]

Thank you for your business.
EIN:45-5445638

Total \$4,852.50



March 14, 2016

Honorable Robin Jean Davis
1900 Kanawha Blvd. East
Bldg. 1, Rm. E-301
Charleston, WV 25305

Dear Justice Davis:

This is to memorialize the decorative items (including furniture) that are your personal property in your Supreme Court office:

- All photographs
- All paintings
- All other artwork
- 1970 coffee table by Paul Legeard in stainless steel and glass
- 1972 pair of armchairs by Milo Baughman for Thayer Coggin in chromed steel and leather upholstery
- 1971 sofa by Milo Baughman for Thayer Coggin in chromed steel and leather upholstery
- 1969 Pair of standing lamps by Vico Magistretti for Artemide in heat-curved opal methacrylate and painted metal
- Faux partner's desk

If I have left out anything, please let me know.

I shall have my Executive Assistant Mary Greene keep this document on file so that there is no confusion if you decide to move any of these items out of the office.

Thank you.

Sincerely,

Steven D. Canterbury
Administrative Director

SDC:jm

From: Troy, Sue
To: Johnson; Gary <Gary.Johnson@courtswv.gov>
Subject: Memo to Justice Davis
Date: Thursday, October 26, 2017 8:44:53 PM
Attachments: [Memo to Justice Davis.pdf](#)

Judge Johnson, Attached is a copy of the memo that I sent to Justice Davis. This is regarding the items in her office that were purchased with state funds without her consent. I thought you may want a copy of the memo for your records. Sue Sue Racer-Troy, CPA Director of Financial Management West Virginia Supreme Court of Appeals 1900 Kanawha Blvd. E., Building 1, Room E-100 Charleston, WV 25305 Phone 304-558-0145 Fax 304-558-1212 Sue.Troy@CourtsWV.gov

**SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA**

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



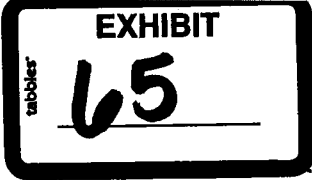
ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtsww.gov

To: Justice Robin Davis
From: Sue Racer-Troy *SR*
Date: October 24, 2017
Subject: Furniture in your office
Cc: Kim Ellis

This memo is to recap our meeting yesterday, where you, Kim Ellis and I reviewed the expenditures related to your office. We discovered that some expenditures were made with state funds without your knowledge or consent. Neither Kim nor I were aware that these were personal items so we had not provided copies of the invoices to you for repayment. The items that we discovered are:

- Milo Baughman Sofa. This was purchased with state funds from Capitol Business Interiors on their invoice 57844 dated 09/25/13. The cost of the sofa was \$6,100.00. In a March 14, 2016 memo from Steve Canterbury, he indicated that the sofa was your personal property. This discrepancy was not known to any of us until yesterday. You indicated that wish to keep the sofa as your personal property, and will reimburse the state for the cost.
- Milo Baughman Armchairs. The chairs were purchased by Steve Canterbury (with personal funds) at auction on or around June 9, 2013. The shipping cost of the chairs was paid with state funds at cost of \$474.50.
- Milo Baughman Armchairs. The chairs were subsequently reupholstered by Window Fashions at a cost of \$2,790.00, also paid with state funds.
- Paul Legeard Coffee Table. Repair work on the finish of the coffee table was performed by Acme Brass Custom Plating, Inc. The cost was \$655.00 and was paid with state funds via Joan Mullins' purchasing card.

The total of the four items above is \$10,019.50. If you wish to reimburse the state for the cost of these items, I will note the reimbursement from you and ensure that these are not recorded as assets that belong to the court.



REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

13
17

BASKET ESSENTIAL

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 9 14719497
WVFIMS DOCUMENT ID: I 14719497

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 08/01/13
DOCUMENT AMOUNT: 9,787.50
VENDOR INVOICE NUMBER: KEADLETH0062813
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 08/01/13
SPECIAL HANDLING: N
VENDOR NUMBER: 51746
VENDOR NAME: KEADLE THOMAS H

VENDOR ADDRESS: [REDACTED]

CONTACT PERSON/PHONE: SUE TROY 304-558-0145 EXT:
CASH ADVANCE: N BEGIN TRAVEL: / / END TRAVEL: / /

COMMENTS: SENIOR STATUS JUDGE PER DIEM

ELECTRONICALLY AUTHORIZED BY: SUE TROY
DIRECTOR FINANCIAL MANGMT

DATE: 2013-08-01

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2013	2400	130	025		9,787.50
TOTAL INVOICE AMOUNT						9,787.50

STATE OF WEST VIRGINIA
SUPREME COURT OF APPEALS
INVOICE

To: Thomas H. Keadle, Senior Status Independent Contractor

Address: [REDACTED] Social Security Number xxx-xx-[REDACTED]

DATE	FROM TO	PER DIEM
5/28/13	Romney to Moorefield	435.00
5/29/13	In Romney	435.00
5/30/13	In Romney	435.00
5/31/13	In Romney	435.00
6/3/13	Romney to Franklin	435.00
6/4/13	In Romney	435.00
6/5/13	In Romney	435.00
6/6/13	In Romney	435.00
6/7/13	In Romney	435.00
6/10/13	In Romney	435.00
6/11/13	Romney to Moorefield	435.00
6/12/13	Romney	435.00
6/13/13	Romney	435.00
6/14/13	In Romney (1/2 day)	217.50
		TOTAL \$ 5,872.50

→ Next page

I, the undersigned, do certify that the above account of allowances due is accurate and true, and is claimed for the service and/or expenses reported in this statement.

July 1, 2013
Date

[Signature]
Signature of Senior Status Independent Contractor

APPROVED

8/1/13
Date

[Signature] Director of Financial Mgt.
Signature of Administrative Director

STATE OF WEST VIRGINIA
 SUPREME COURT OF APPEALS
 INVOICE

To: Thomas H. Keadle, Senior Status Independent Contractor

Address: [REDACTED] Social Security Number [REDACTED] KX-[REDACTED]

DATE	FROM	TO	PER DIEM
6/17/13	In Romney		435.00
6/18/13	Romney to Moorefield		435.00
6/19/13	Romney to Moorefield		435.00
6/21/13	Romney to Moorefield		435.00
6/24/13	In Romney		435.00
6/25/13	In Romney		435.00
6/26/13	In Romney		435.00
6/27/13	In Romney		435.00
6/28/13	In Romney		435.00
			TOTAL \$3,915.00

Total of Pages 1 and 2: \$9,787.50

I, the undersigned, do certify that the above account of allowances due is accurate and true, and is claimed for the service and/or expenses reported in this statement.

July 6, 2013
 Date

[Signature]
 Signature of Senior Status Independent Contractor

APPROVED

8/1/13
 Date

[Signature] Director of Financial Mgt.
 Signature of Administrative Director

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____

WVFIMS Account # 51746

TEAM Vendor # _____

WVFIMS Vendor # _____

I, Thomas H. Keadle (Name and address) Senior Status Judge, agree to perform the following services
for W.Va. Supreme Court (Agency) at as appointed, (Location)
as of April 16, 2013, 22nd Judicial Circuit (Detailed description of services to be performed)
as a Senior Status Judge.

Date(s) of Service: from April 16, 2013 to December 31, 2013

The rate of pay shall be 435.00 per day not to exceed
\$ to be determined for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

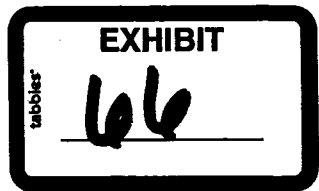
It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as Senior Status Judge (Position) with the title of Senior Status Judge, certified by _____ (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Brent Benjamin, CJ
Brent D. Benjamin (Authorized Signature of Agency)
Chief Justice (Title)
4/11/2013 (Date)

Vendor Thomas H. Keadle
Senior Status Judge
Thomas H. Keadle (Signature)
April 11, 2013 (Date)



REPORT ID: WVFA70U0
PAGE 1

STATE OF WEST VIRGINIA
FINANCIAL INFORMATION MANAGEMENT SYSTEM
OFFICE OF THE STATE AUDITOR

BASKET ESSENTIAL

INVOICE COVER SHEET

AUDITOR ENTRY ID: I 2 13603209
WVFIMS DOCUMENT ID: I 13603209

STATE ORGANIZATION: 2400
STATE ORGANIZATION NAME: SUPREME COURT
ORGANIZATION CONTACT: SUE TROY
ORGANIZATION ADDRESS: BLDG 1 ROOM E-100

CHARLESTON WV 25305-0000
ORGANIZATION: 2400
ORGANIZATION NAME: SUPREME COURT

DATE PREPARED: 08/27/12
DOCUMENT AMOUNT: 3,045.00
VENDOR INVOICE NUMBER: STEPTOETH082412
AGENCY COMMITMENT:
AGENCY DOCUMENT:

SPECIAL AUTHORIZATION: 4
OPEN END CONTRACT NUMBER:
DUE DATE: 08/27/12
SPECIAL HANDLING: N
VENDOR NUMBER: 52003
VENDOR NAME: STEPTOE THOMAS W JR

VENDOR ADDRESS:

WV 25414-

CONTACT PERSON/PHONE: SUE TROY 304-558-0145 EXT:
CASH ADVANCE: N BEGIN TRAVEL: / / END TRAVEL: / /

COMMENTS: SENIOR STATUS JUDGE PER DIEM
AUGUST 15 - 24, 2012

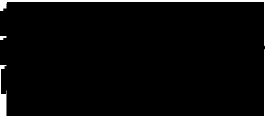
ELECTRONICALLY AUTHORIZED BY: SUE TROY DATE: 2012-08-27
DIRECTOR FINANCIAL MANGMT

APPROVED BY AUDITOR: _____ DATE: _____

FUND	FY	ORG	ACT	OBJ	GRANT	AMOUNT
0180	2012	2400	099	025		3,045.00
TOTAL INVOICE AMOUNT						3,045.00

Honorable Thomas W. Steptoe, Jr.

INVOICE



INVOICE #
DATE: AUGUST 24, 2012

TO:
Supreme Court of Appeals of West Virginia
Attn: Sue Troy, Director of Financial Management
State Capitol Complex, Bldg. 1, Rm. E-100
Charleston, WV 25305
304-558-0145

FOR:
Senior Status Judge Assignments
Pursuant to Administrative Orders issued by the Chief Justice

DESCRIPTION	HOURS	RATE	AMOUNT
8/15/12 In Court Martinsburg	1 day	\$435 per day	\$435.00
8/16/12 In Court Martinsburg	1 day	\$435.00	\$435.00
8/17/12 In Court Martinsburg	½ day	\$435.00	\$217.50
8/20/12 In Court Charles Town	½ day	\$435.00	\$217.50
8/21/12 In Court Martinsburg	1 day	\$435.00	\$435.00
8/22/12 In Court Martinsburg	1 day	\$435.00	\$435.00
8/23/12 In Court Charles Town	1 day	\$435.00	\$435.00
8/24/12 In Court Martinsburg	1 day	\$435.00	\$435.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS..

DATE 8/30/12
SIGNED Sue Troy

TOTAL **\$3,045.00**

Make all checks payable to Thomas W. Steptoe, Jr.

***Agreement Attached**

Thank you for your business!

State of West Virginia
Purchasing Division
AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # 52003

I, Thomas W. Steptoe Jr., agree to perform the following services

for WV Supreme Court of Appeals at Charleston, WV

Senior Status Judge Thomas W. Steptoe Jr., pursuant to past and future assignments ordered by the WV Supreme Court of Appeals in Administrative Orders, is directed to preside as a temporary circuit judge in proceedings in, but not limited to, the Counties of Berkeley, Jefferson, Kanawha, Marion, Mercer, Morgan, and Randolph in the State of West Virginia.

Date(s) of Service: from June 25, 2012 to December 31, 2012

The rate of pay shall be \$435.00 per day

not to exceed \$ \$39,150.00 for the entire term of the contract.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____.

The vendor serves as _____ with the title of _____

certified by _____

HIPAA Business Associate Addendum - The West Virginia State Government HIPAA Business Associate (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchasofvrch/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

APPROVED BY:

Agency WV Supreme Court

Mavis K. Kitch
(Authorized Signature of Agency)

Chief Justice
(Title)

June 27, 2012
(Date)

Vendor Thomas W. Steptoe Jr.

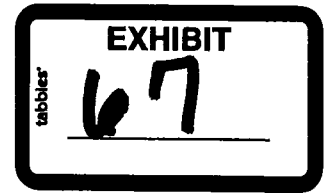
[Redacted Signature]

[Redacted Title]
(Social Security or FEIN)

June 27, 2012
(Date)

Contract

156083



STATE OF WEST VIRGINIA
SUPREME COURT OF APPEALS
INVOICE

To: Thomas H. Keadle, Senior Status Independent Contractor

Address: [REDACTED] Social Security Number [REDACTED]

DATE	FROM TO.	PER DIEM
7/1/14	In Randolph County	\$435.00
7/2/14	In Randolph County	\$435.00
7/3/14	Randolph County to Romney	\$435.00
7/7/14	Romney to Pocahontas County & return	\$435.00
7/9/14	Romney to Randolph County & return	\$435.00
7/14/14	Romney to Randolph County	\$435.00
7/15/14	In Randolph County	\$435.00
7/16/14	In Randolph County	\$435.00
7/17/14	In Randolph County	\$435.00
7/18/14	Randolph County to Romney	\$435.00
7/28/14	Romney to Pocahontas County & return	\$435.00
		TOTAL \$ 4,785.00

I, the undersigned, do certify that the above account of allowances due is accurate and true, and is claimed for the service and/or expenses reported in this statement.

September 9, 2014
Date

Thomas H. Keadle
Signature of Senior Status Independent Contractor

APPROVED

9-15-14
Date

[Signature]
Signature of Administrative Director

State of West Virginia
Purchasing Division
AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, The Hon. Thomas H. Keadle, [Redacted], agree to perform the following services for WV Supreme Court of Appeal at Charleston, WV

The Honorable Thomas H. Keadle, [Redacted], is directed to preside as a Senior Status Circuit Judge where needed in the state court system, pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia. Judge Keadle is authorized to preside in any proceeding as assigned under this agreement.

Date(s) of Service: from June 30, 2014 to December 31, 2014

The rate of pay shall be 435.00 per day not to exceed \$ n/a for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ (Position) with the title of _____, certified by _____ (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Robin Jean Davis, C.J.
West Virginia Supreme Court of Appeals
Chief Justice
September 17, 2014

Vendor The Hon. Thomas H. Keadle
Thomas H. Keadle
Sept. 9, 2014



WV-48 (rev. 06/08/12)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, the Hon. Thomas H. Keadle, agree to perform the following services for WV Supreme Court of Appeal at Charleston, WV

The Hon. Thomas H. Keadle is directed to preside as Senior Status Circuit Judge where needed in the state court system pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia. Judge Keadle is authorized to preside in any proceeding as assigned under this contract.

Date(s) of Service: from September 1, 2015 to December 31, 2015

The rate of pay shall be 435.00 per day not to exceed \$ N/A for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ The vendor serves as with the title of certified by

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at http://www.state.wv.us/admin/purchase/TCA.pdf, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

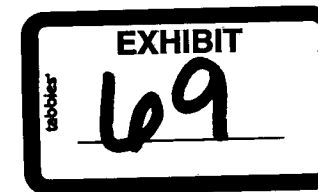
APPROVED BY:

Agency: [Signature] CHIEF JUSTICE 9/9/15

Vendor: [Signature] September 5, 2015

Supreme Court of Appeals
General Revenue Expenditures
August 2012

* FINAL* Distributed
9/19/12



	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs. FY 2012	Percentage Incr (Decr)
	YTD Aug 2010	% of Budget	Budget	YTD Aug 2011	% of Budget	Budget	YTD Aug 2012	% of Budget	Budget		
I. Personal Services											
A. Salaries	10,902,183	16.0	68,199,069	12,073,712	16.9	71,291,119	12,347,661	17.0	72,700,000	273,949	2.3
B. Annual Increment	695,888	78.9	882,250	713,152	98.4	725,000	756,433	103.6	730,000	43,281	6.1
C. Employee Benefits	3,422,650	15.6	22,007,879	5,027,832	22.9	22,000,000	4,069,667	16.2	25,178,000	(958,166)	(19.1)
D. Judicial Retirement	0	0.0	3,954,000	0	0.0	3,954,000	0	0.0	2,422,000	0	
Total Personal Services	15,020,721	15.8	95,043,198	17,814,697	18.2	97,970,118	17,173,760	17.0	101,030,000	(640,937)	(3.6)
II. Board of Risk and Insurance	77,654	20.8	374,015	86,587	23.2	374,015	78,063	22.5	346,348	(8,524)	(9.8)
III. Operating Expenses											
A. Law Library System	375,396	30.9	1,214,000	348,871	29.0	1,202,000	394,694	33.7	1,170,000	45,823	13.1
B. On-line Legal Research	75,760	39.9	190,000	37,891	19.9	190,000	57,592	28.8	200,000	19,701	52.0
C. Postal Equipment, Postage, and Delivery Service	40,587	13.8	295,000	51,931	15.2	341,000	(10,923)	(2.9)	380,000	(62,854)	(121.0)
D. Occupancy Costs	231,061	22.0	1,048,755	201,964	21.5	941,000	100,980	9.7	1,040,000	(100,983)	(50.0)
E. Building Repairs and Improvements	147,230	19.2	768,500	25,253	1.7	1,517,500	142,300	10.9	1,308,000	117,046	463.5
F. Equipment Rentals	98,661	16.4	602,000	255,913	34.1	750,000	84,970	10.2	829,000	(170,943)	(66.8)
G. Computer and Software	889,969	19.0	4,672,000	1,180,635	17.1	6,900,000	991,392	15.7	6,299,000	(189,243)	(16.0)
H. Office Equipment and Furnishings	177,585	20.9	850,000	40,544	5.5	735,000	241,287	15.9	1,520,000	200,743	495.1
I. Printing	12,702	9.8	130,000	6,848	9.1	75,000	34,260	34.3	100,000	27,413	400.3
J. Outside Services, Professionals & Otherwise	163,277	17.0	960,000	131,550	22.7	580,000	246,542	31.2	789,000	114,992	87.4
K. Office Supplies and Expenses	223,638	23.3	961,000	271,346	25.9	1,047,000	187,334	15.8	1,186,000	(84,011)	(31.0)
L. Telephone & Cellular Services	20,536	8.7	237,100	130,111	57.3	227,100	26,594	11.5	232,100	(103,517)	(79.6)
M. Employee Travel	184,991	23.9	775,000	241,266	21.9	1,100,000	169,670	11.4	1,490,000	(71,596)	(29.7)
N. Vehicle	12,841	11.7	110,000	69,312	44.7	155,000	18,633	9.1	205,000	(50,680)	(73.1)
O. Judicial and Staff Education	194,808	20.5	950,000	270,796	24.2	1,120,000	164,148	11.0	1,490,000	(106,648)	(39.4)
P. Tests and Examinations - Probation Departments	39,569	10.4	380,000	142,435	31.0	460,000	149,812	20.2	740,000	7,378	5.2
Q. Court Costs	652,694	19.4	3,362,200	748,076	25.9	2,886,200	452,382	13.3	3,411,200	(295,694)	(39.5)
R. Mental Hygiene and Guardianship	628,684	22.5	2,795,000	619,878	18.3	3,390,000	546,376	16.7	3,265,000	(73,502)	(11.9)
S. Grant Matching Expenses & Amounts Due Court	484,863	121.2	400,000	243,780	40.6	600,000	57,371	19.8	290,304	(186,410)	(76.5)
Total Unclassified	4,654,852	22.5	20,700,555	5,018,399	20.7	24,216,800	4,055,413	15.6	25,944,604	(962,986)	(19.2)
Total of All Expenditures	19,753,227	17.0	116,117,768	22,919,682	18.7	122,560,933	21,307,236	16.7	127,320,952	(1,612,446)	(7.0)
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		

West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to August 31, 2012

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	12,089,297.31	58,109,771.69	17.22 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	744,312.50	125,937.50	85.53 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	3,980,391.87	20,767,996.13	16.08 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	0.00	700,000.00	0.00 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	58,587.94	1,941,412.06	2.93 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	197.64	2,662,814.36	0.01 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	0.00	2,422,000.00	0.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	328,766.22	17,157,233.78	1.88 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	0.00	919,979.00	0.00 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>17,201,553.48</u>	<u>105,119,398.52</u>	<u>14.06 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	0.00	3,607,854.17	0.00 %
ANNUAL INCREMENT - 004	344,885.00	0.00	344,885.00	0.00	344,885.00	0.00 %
EMPLOYEE BENEFITS - 010	8,368,595.34	0.00	8,368,595.34	0.00	8,368,595.34	0.00 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	0.00	2,638,153.48	0.00 %
UNCLASSIFIED - 099	5,681,742.84	0.00	5,681,742.84	3,591,180.82	2,090,562.02	63.21 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	78,063.00	295,952.00	20.87 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>3,669,243.82</u>	<u>17,346,002.01</u>	<u>17.46 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2011</u>						
ANNUAL INCREMENT - 004	634,529.35	0.00	634,529.35	0.00	634,529.35	0.00 %
EMPLOYEE BENEFITS - 010	83.54	0.00	83.54	0.00	83.54	0.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	436,438.95	651,216.33	40.13 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	0.00	11,252.00	0.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>436,438.95</u>	<u>1,297,081.22</u>	<u>25.18 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>21,307,236.25</u>	<u>123,762,481.75</u>	<u>14.69 %</u>

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to August 31, 2012**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	20,413.50	179,586.50	10.21 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	6,062.71	43,937.29	12.13 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	75,236.97	1,306,763.03	5.44 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>101,713.18</u>	<u>1,530,286.82</u>	<u>6.23 %</u>

**West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013**

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Aug 31, 2012 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	23,695.00	32,694.23	5,141.64
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	11,618.79	15,455.55	140,365.68
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	32,342.91	0.00	83,044.53
GIFTS GRANTS & DONATIONS	1762	1,241.21	223,433.63	210,660.91	14,013.93
FAMILY COURT FUND	1763	301,208.88	160,640.00	228,926.33	232,922.55
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP /	1764	107,568.07	3,067.00	0.00	110,635.07
ACCESS TO JUSTICE	1765	58,820.00	8,200.34	58,820.00	8,200.34
CONSOLIDATED FEDERAL FUNDS	8867	0.00	129,476.21	101,713.18	27,763.03
Grand Total:		<u>677,883.09</u>	<u>592,473.88</u>	<u>648,270.20</u>	<u>622,086.77</u>

Supreme Court of Appeals
 General Revenue Expenditures
 September 2012

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Sept 2010	% of Budget	Budget	YTD Sept 2011	% of Budget	Budget	YTD Sept 2012	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	16,440,119	24.1	68,199,069	18,163,914	25.5	71,291,119	18,532,382	25.5	72,700,000	368,468	2.0
B. Annual Increment	697,265	79.0	882,250	713,950	98.5	725,000	757,035	103.7	730,000	43,086	6.0
C. Employee Benefits	5,094,556	23.1	22,007,879	6,936,309	31.5	22,000,000	6,003,930	23.8	25,178,000	(932,378)	(13.4)
D. Judicial Retirement	988,500	25.0	3,954,000	0	0.0	3,954,000	0	0.0	2,422,000	0	
Total Personal Services	23,220,440	24.4	95,043,198	25,814,172	26.3	97,970,118	25,293,347	25.0	101,030,000	(520,825)	(2.0)
II. Board of Risk and Insurance	77,654	20.8	374,015	86,587	23.2	374,015	78,063	22.5	346,348	(8,524)	(9.8)
III. Operating Expenses											
A. Law Library System	455,802	37.5	1,214,000	424,631	35.3	1,202,000	491,293	42.0	1,170,000	66,663	15.7
B. On-line Legal Research	91,321	48.1	190,000	55,562	29.2	190,000	88,263	44.1	200,000	32,702	58.9
C. Postal Equipment, Postage, and Delivery Service	115,565	39.2	295,000	42,827	12.6	341,000	5,427	1.4	380,000	(37,400)	(87.3)
D. Occupancy Costs	241,016	23.0	1,048,755	206,742	22.0	941,000	135,571	13.0	1,040,000	(71,172)	(34.4)
E. Building Repairs and Improvements	160,006	20.8	768,500	233,611	15.4	1,517,500	148,290	11.3	1,308,000	(85,322)	(36.5)
F. Equipment Rentals	184,033	30.6	602,000	278,551	37.1	750,000	117,030	14.1	829,000	(161,521)	(58.0)
G. Computer and Software	1,049,697	22.5	4,672,000	1,509,603	21.9	6,900,000	1,354,788	21.5	6,299,000	(154,815)	(10.3)
H. Office Equipment and Furnishings	334,688	39.4	850,000	51,736	7.0	735,000	281,849	18.5	1,520,000	230,114	444.8
I. Printing	19,873	15.3	130,000	13,286	17.7	75,000	35,450	35.5	100,000	22,164	166.8
J. Outside Services, Professionals & Otherwise	203,960	21.2	960,000	168,171	29.0	580,000	450,234	57.1	789,000	282,064	167.7
K. Office Supplies and Expenses	283,796	29.5	961,000	338,216	32.3	1,047,000	293,864	24.8	1,186,000	(44,351)	(13.1)
L. Telephone & Cellular Services	38,648	16.3	237,100	(609)	-0.3	227,100	54,933	23.7	232,100	55,542	(9121.9)
M. Employee Travel	246,890	31.9	775,000	368,853	33.5	1,100,000	262,895	17.6	1,490,000	(105,958)	(28.7)
N. Vehicle	17,463	15.9	110,000	76,363	49.3	155,000	75,040	36.6	205,000	(1,323)	(1.7)
O. Judicial and Staff Education	223,757	23.6	950,000	319,969	28.6	1,120,000	248,734	16.7	1,490,000	(71,236)	(22.3)
P. Tests and Examinations - Probation Departments	77,261	20.3	380,000	141,586	30.8	460,000	171,911	23.2	740,000	30,325	21.4
Q. Court Costs	699,512	20.8	3,362,200	796,804	27.6	2,886,200	598,997	17.6	3,411,200	(197,807)	(24.8)
R. Mental Hygiene and Guardianship	926,437	33.1	2,795,000	837,000	24.7	3,390,000	756,063	23.2	3,265,000	(80,936)	(9.7)
S. Grant Matching Expenses & Amounts Due Court	73,063	18.3	400,000	422,791	70.5	600,000	51,191	17.6	290,304	(371,601)	
Total Unclassified	5,442,787	26.3	20,700,555	6,285,693	26.0	24,216,800	5,621,824	21.7	25,944,604	(663,869)	(10.6)
Total of All Expenditures	28,740,881	24.8	116,117,768	32,186,452	26.3	122,560,933	30,993,234	24.3	127,320,952	(1,193,218)	(3.7)
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to September 30, 2012

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue						
<u>Fiscal Year2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	16,845,055.68	53,354,013.32	24.00 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	744,380.00	125,870.00	85.54 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	5,790,858.06	18,957,529.94	23.40 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	0.00	700,000.00	0.00 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	58,587.94	1,941,412.06	2.93 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	329.40	2,662,682.60	0.01 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	0.00	2,422,000.00	0.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	478,122.05	17,007,877.95	2.73 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	0.00	919,979.00	0.00 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>23,917,333.13</u>	<u>98,403,618.87</u>	<u>19.55 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	1,317,755.57	2,290,098.60	36.52 %
ANNUAL INCREMENT - 004	344,885.00	0.00	344,885.00	232.50	344,652.50	0.07 %
EMPLOYEE BENEFITS - 010	8,368,595.34	0.00	8,368,595.34	86,843.46	8,281,751.88	1.04 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	0.00	2,638,153.48	0.00 %
UNCLASSIFIED - 099	5,681,742.84	0.00	5,681,742.84	4,951,213.46	730,529.38	87.14 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	78,063.00	295,952.00	20.87 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>6,434,107.99</u>	<u>14,581,137.84</u>	<u>30.62 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2011</u>						
ANNUAL INCREMENT - 004	634,529.35	0.00	634,529.35	0.00	634,529.35	0.00 %
EMPLOYEE BENEFITS - 010	83.54	0.00	83.54	83.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	641,709.02	445,946.26	59.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	0.00	11,252.00	0.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>641,792.56</u>	<u>1,091,727.61</u>	<u>37.02 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>30,993,233.68</u>	<u>114,076,484.32</u>	<u>21.36 %</u>

Federal Revenue

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to September 30, 2012**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	40,527.65	159,472.35	20.26 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	12,651.63	37,348.37	25.30 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	132,186.72	1,249,813.28	9.56 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>185,366.00</u>	<u>1,446,634.00</u>	<u>11.36 %</u>

West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Sept 30, 2012 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	39,390.00	51,615.49	1,915.38
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	18,988.82	27,561.10	135,630.16
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	32,589.11	0.00	83,290.73
GIFTS GRANTS & DONATIONS	1762	1,241.21	246,301.04	247,337.24	205.01
FAMILY COURT FUND	1763	301,208.88	264,325.00	248,773.02	316,760.86
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP /	1764	107,568.07	5,552.00	0.00	113,120.07
ACCESS TO JUSTICE	1765	58,820.00	11,000.34	58,820.00	11,000.34
CONSOLIDATED FEDERAL FUNDS	8867	0.00	185,366.01	185,366.00	0.01
Grand Total:		<u>677,883.09</u>	<u>803,512.32</u>	<u>819,472.85</u>	<u>661,922.56</u>

Supreme Court of Appeals
General Revenue Expenditures
October 2012

FINAL COPY
Distributed 11/14/12

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Oct 2010	% of Budget	Budget	YTD Oct 2011	% of Budget	Budget	YTD Oct 2012	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	21,944,039	32.2	68,199,069	24,118,422	33.8	71,291,119	24,661,883	33.9	72,700,000	543,462	2.3%
B. Annual Increment	699,190	79.3	882,250	714,205	98.5	725,000	758,585	103.9	730,000	44,381	6.2%
C. Employee Benefits	6,892,072	31.3	22,007,879	8,871,875	40.3	22,000,000	7,928,134	31.5	25,178,000	(943,742)	-10.6%
D. Judicial Retirement	988,500	25.0	3,954,000	0	0.0	3,954,000	0	0.0	2,422,000	0	-
Total Personal Services	30,523,801	32.1	95,043,198	33,704,501	34.4	97,970,118	33,348,602	33.0	101,030,000	(355,899)	-1.1%
II. Board of Risk and Insurance	155,308	41.5	374,015	173,174	46.3	374,015	156,126	45.1	346,348	(17,048)	-9.8%
III. Operating Expenses											
A. Law Library System	655,957	54.0	1,214,000	559,230	46.5	1,202,000	497,499	42.5	1,170,000	(61,731)	-11.0%
B. On-line Legal Research	107,662	56.7	190,000	76,478	40.3	190,000	68,566	34.3	200,000	(7,911)	-10.3%
C. Postal Equipment, Postage, and Delivery Service	92,495	31.4	295,000	100,006	29.3	341,000	45,284	11.9	380,000	(54,723)	-54.7%
D. Occupancy Costs	259,937	24.8	1,048,755	303,178	32.2	941,000	174,958	16.8	1,040,000	(128,220)	-42.3%
E. Building Repairs and Improvements	300,180	39.1	768,500	574,365	37.8	1,517,500	410,531	31.4	1,308,000	(163,833)	-28.5%
F. Equipment Rentals	249,982	41.5	602,000	392,531	52.3	750,000	295,098	35.6	829,000	(97,433)	-24.8%
G. Computer and Software	1,746,815	37.4	4,672,000	2,099,391	30.4	6,900,000	1,846,244	29.3	6,299,000	(253,147)	-12.1%
H. Office Equipment and Furnishings	344,074	40.5	850,000	122,984	16.7	735,000	360,260	23.7	1,520,000	237,276	192.9%
I. Printing	20,755	16.0	130,000	33,122	44.2	75,000	36,554	36.6	100,000	3,432	10.4%
J. Outside Services, Professionals & Otherwise	235,199	24.5	960,000	267,144	46.1	580,000	642,392	81.4	789,000	375,247	140.5%
K. Office Supplies and Expenses	394,239	41.0	961,000	985,505	94.1	1,047,000	405,476	34.2	1,186,000	(580,029)	-58.9%
L. Telephone & Cellular Services	51,685	21.8	237,000	27,483	12.1	227,100	79,618	34.3	232,100	52,135	189.7%
M. Employee Travel	327,456	42.3	775,000	479,864	43.6	1,100,000	376,282	25.3	1,490,000	(103,582)	-21.6%
N. Vehicle	20,529	19.6	105,000	119,609	77.2	155,000	84,972	41.4	205,000	(34,637)	-29.0%
O. Judicial and Staff Education	361,928	38.1	950,000	611,843	54.6	1,120,000	444,908	29.9	1,490,000	(166,936)	-27.3%
P. Tests and Examinations - Probation Departments	86,026	22.6	380,000	236,284	51.4	460,000	273,876	37.0	740,000	37,592	15.9%
Q. Court Costs	869,433	25.9	3,362,200	966,715	33.5	2,886,200	944,519	27.7	3,411,200	(22,196)	-2.3%
R. Mental Hygiene and Guardianship	1,189,138	42.5	2,795,000	1,207,740	35.6	3,390,000	1,068,385	32.7	3,265,000	(139,355)	-11.5%
S. Grant Matching Expenses & Amounts Due Court	222,539	55.6	400,000	592,360	98.7	600,000	13,374	4.6	290,304	(578,986)	-97.7%
Total Unclassified	7,536,030	36.4	20,695,455	9,755,832	40.3	24,216,800	8,068,795	31.1	25,944,604	(1,687,037)	-17.3%
Total of All Expenditures	38,215,139	32.9	116,112,668	43,633,507	35.6	122,560,933	41,573,523	32.7	127,320,952	(2,059,984)	-4.7%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

**West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013**

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Oct 31, 2012 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	52,220.00	66,314.61	46.26
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	29,705.34	42,362.34	131,545.44
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	32,759.11	0.00	83,460.73
GIFTS GRANTS & DONATIONS	1762	1,241.21	363,503.00	363,503.00	1,241.21
FAMILY COURT FUND	1763	301,208.88	347,115.00	420,534.47	227,789.41
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP ACT FD	1764	107,568.07	7,826.26	0.00	115,394.33
ACCESS TO JUSTICE	1765	58,820.00	18,800.34	58,820.00	18,800.34
CONSOLIDATED FEDERAL FUNDS	8867	0.00	256,992.39	256,992.38	0.01
Grand Total:		<u>\$677,883.09</u>	<u>\$1,108,921.44</u>	<u>\$1,208,526.80</u>	<u>\$578,277.73</u>

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to October 31, 2012**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue						
<u>Fiscal Year2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	21,076,361.21 ✓	49,122,707.79	30.02 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	744,605.00	125,645.00	85.56 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	7,169,608.57	17,578,779.43	28.97 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	219,169.96	480,830.04	31.31 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	66,007.42	1,933,992.58	3.30 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	329.40	2,662,682.60	0.01 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	0.00	2,422,000.00	0.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	1,846,173.90	15,639,826.10	10.56 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	30,506.25	889,472.75	3.32 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>31,152,761.71</u>	<u>91,168,190.29</u>	<u>25.47 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,130,328.13 ✓	477,526.04	86.76 %
ANNUAL INCREMENT - 004	344,885.00	0.00	344,885.00	1,002.50 ✓	343,882.50	0.29 %
EMPLOYEE BENEFITS - 010	8,368,595.34	0.00	8,368,595.34	602,124.89 ✓	7,766,470.45	7.20 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	0.00 ✓	2,638,153.48	0.00 %
UNCLASSIFIED - 099	5,681,742.84	0.00	5,681,742.84	5,681,503.04 ✓	239.80	100.00 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	144,874.00 ✓	229,141.00	38.73 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>9,559,832.56</u>	<u>11,455,413.27</u>	<u>45.49 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2011</u>						
ANNUAL INCREMENT - 004	634,529.35	0.00	634,529.35	555.00	633,974.35	0.09 %
EMPLOYEE BENEFITS - 010	83.54	0.00	83.54	83.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	849,038.37	238,616.91	78.06 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>860,928.91</u>	<u>872,591.26</u>	<u>49.66 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>41,573,523.18</u>	<u>103,496,194.82</u>	<u>28.66 %</u>

Federal Revenue

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**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to October 31, 2012**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	48,987.22	151,012.78	24.49 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	15,725.96	34,274.04	31.45 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	192,279.20	1,189,720.80	13.91 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>256,992.38</u>	<u>1,375,007.62</u>	<u>15.75 %</u>

Supreme Court of Appeals
General Revenue Expenditures
November 2012

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Nov 2010	% of Budget	Budget	YTD Nov 2011	% of Budget	Budget	YTD Nov 2012	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	27,551,902	40.4	68,199,069	30,154,135	42.3	71,291,119	30,805,408	42.4	72,700,000	651,272	2.2%
B. Annual Increment	700,678	79.4	882,250	717,350	98.9	725,000	761,435	104.3	730,000	44,086	6.1%
C. Employee Benefits	8,555,358	38.9	22,007,879	10,750,423	48.9	22,000,000	9,789,113	38.9	25,178,000	(961,309)	-8.9%
D. Judicial Retirement	988,500	25.0	3,954,000	0	0.0	3,954,000	0	0.0	2,422,000	0	
Total Personal Services	37,796,438	39.8	95,043,198	41,621,907	42.5	97,970,118	41,355,956	40.9	101,030,000	(265,952)	-0.6%
II. Board of Risk and Insurance	155,308	41.5	374,015	173,174	46.3	374,015	156,126	45.1	346,348	(17,048)	-9.8%
III. Operating Expenses											
A. Law Library System	730,009	60.1	1,214,000	593,511	49.4	1,202,000	717,007	61.3	1,170,000	123,497	20.8%
B. On-line Legal Research	124,140	65.3	190,000	93,916	49.4	190,000	87,306	43.7	200,000	(6,610)	-7.0%
C. Postal Equipment, Postage, and Delivery Service	119,966	40.7	295,000	113,367	33.2	341,000	26,980	7.1	380,000	(86,387)	-76.2%
D. Occupancy Costs	274,525	26.2	1,048,755	344,223	36.6	941,000	190,327	18.3	1,040,000	(153,896)	-44.7%
E. Building Repairs and Improvements	308,011	40.1	768,500	643,348	42.4	1,517,500	414,679	31.7	1,308,000	(228,669)	-35.5%
F. Equipment Rentals	270,552	44.9	602,000	455,262	60.7	750,000	384,103	46.3	829,000	(71,159)	-15.6%
G. Computer and Software	1,949,180	41.7	4,672,000	2,438,159	35.3	6,900,000	2,204,542	35.0	6,299,000	(233,617)	-9.6%
H. Office Equipment and Furnishings	359,543	42.3	850,000	132,690	18.1	735,000	463,787	30.5	1,520,000	331,097	249.5%
I. Printing	22,094	17.0	130,000	49,903	66.5	75,000	36,845	36.8	100,000	(13,058)	-26.2%
J. Outside Services, Professionals & Otherwise	366,874	38.2	960,000	949,100	163.6	580,000	810,645	102.7	789,000	(138,455)	-14.6%
K. Office Supplies and Expenses	468,230	48.7	961,000	462,439	44.2	1,047,000	586,308	49.4	1,186,000	123,869	26.8%
L. Telephone & Cellular Services	65,373	27.6	237,000	49,920	22.0	227,100	146,286	63.0	232,100	96,366	193.0%
M. Employee Travel	408,582	52.7	775,000	623,222	56.7	1,100,000	465,098	31.2	1,490,000	(158,124)	-25.4%
N. Vehicle	21,894	20.9	105,000	124,642	80.4	155,000	90,525	44.2	205,000	(34,118)	-27.4%
O. Judicial and Staff Education	476,304	50.1	950,000	768,618	68.6	1,120,000	543,402	36.5	1,490,000	(225,216)	-29.3%
P. Tests and Examinations - Probation Departments	96,774	25.5	380,000	359,148	78.1	460,000	329,592	44.5	740,000	(29,555)	-8.2%
Q. Court Costs	1,097,276	32.6	3,362,200	1,138,971	39.5	2,886,200	1,200,190	35.2	3,411,200	61,220	5.4%
R. Mental Hygiene and Guardianship	1,510,022	54.0	2,795,000	1,433,688	42.3	3,390,000	1,419,543	43.5	3,265,000	(14,145)	-1.0%
S. Grant Matching Expenses & Amounts Due Court	241,941	60.5	400,000	(426,118)	-71.0	600,000	(78,941)	(27.2)	290,304	347,177	-81.5%
Total Unclassified	8,911,290	43.1	20,695,455	10,348,009	42.7	24,216,800	10,038,224	38.7	25,944,604	(309,785)	-3.0%
Total of All Expenditures	46,863,036	40.4	116,112,668	52,143,090	42.5	122,560,933	51,550,305	40.5	127,320,952	(592,785)	-1.1%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to November 30, 2012**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue						
<u>Fiscal Year2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	26,604,568.38	43,594,500.62	37.90 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	746,040.00	124,210.00	85.73 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	8,407,082.94	16,341,305.06	33.97 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	225,186.69	474,813.31	32.17 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	314,887.63	1,685,112.37	15.74 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	329.40	2,662,682.60	0.01 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	0.00	2,422,000.00	0.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	3,514,988.22	13,971,011.78	20.10 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	59,917.72	860,061.28	6.51 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>39,873,000.98</u>	<u>82,447,951.02</u>	<u>32.60 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	0.00	344,885.00	1,877.50	343,007.50	0.54 %
EMPLOYEE BENEFITS - 010	8,368,595.34	0.00	8,368,595.34	1,178,589.82	7,190,005.52	14.08 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	0.00	2,638,153.48	0.00 %
UNCLASSIFIED - 099	5,681,742.84	0.00	5,681,742.84	5,681,711.45	31.39	100.00 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	144,874.00	229,141.00	38.73 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>10,614,906.94</u>	<u>10,400,338.89</u>	<u>50.51 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2011</u>						
ANNUAL INCREMENT - 004	634,529.35	0.00	634,529.35	755.00	633,774.35	0.12 %
EMPLOYEE BENEFITS - 010	83.54	0.00	83.54	83.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,050,306.92	37,348.36	96.57 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,062,397.46</u>	<u>671,122.71</u>	<u>61.29 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>51,550,305.38</u>	<u>93,519,412.62</u>	<u>35.53 %</u>

Federal Revenue

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to November 30, 2012**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	48,987.22	151,012.78	24.49 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	15,725.96	34,274.04	31.45 %
CURRENT EXPENSES - 130	<u>1,382,000.00</u>	<u>0.00</u>	<u>1,382,000.00</u>	<u>197,981.37</u>	<u>1,184,018.63</u>	<u>14.33 %</u>
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>262,694.55</u>	<u>1,369,305.45</u>	<u>16.10 %</u>

**West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013**

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Nov 30, 2012 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	64,090.00	78,229.94	0.93
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	38,885.93	46,590.87	136,497.50
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	33,479.51	0.00	84,181.13
GIFTS GRANTS & DONATIONS	1762	1,241.21	518,424.75	518,424.75	1,241.21
FAMILY COURT FUND	1763	301,208.88	420,735.80	490,101.23	231,843.45
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP ACT FD	1764	107,568.07	9,681.26	0.00	117,249.33
ACCESS TO JUSTICE	1765	58,820.00	24,600.34	58,820.00	24,600.34
CONSOLIDATED FEDERAL FUNDS	8867	0.00	262,794.55	262,694.55	100.00
Grand Total:		<u>\$677,883.09</u>	<u>\$1,372,692.14</u>	<u>\$1,454,861.34</u>	<u>\$595,713.89</u>

West Virginia Supreme Court of Appeals
 Expenditures by Appropriation Classification
 General and Federal Revenue, Appropriated and Reappropriated Accounts
 For the Period July 1, 2012 to December 31, 2012

DISTRIBUTED 1/15/13

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	32,718,317.16	37,480,751.84	46.61 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	747,120.00	123,130.00	85.85 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	9,824,825.70	14,923,562.30	39.70 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	269,886.31	430,113.69	38.56 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	436,058.56	1,563,941.44	21.80 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	461.16	2,662,550.84	0.02 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	1,211,000.00	1,211,000.00	50.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	5,293,561.77	12,192,438.23	30.27 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	75,130.25	844,848.75	8.17 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>50,576,360.91</u>	<u>71,744,591.09</u>	<u>41.35 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	0.00	344,885.00	1,877.50	343,007.50	0.54 %
EMPLOYEE BENEFITS - 010	8,368,595.34	0.00	8,368,595.34	1,646,912.40	6,721,682.94	19.68 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	165,064.89	2,473,088.59	6.26 %
UNCLASSIFIED - 099	5,681,742.84	0.00	5,681,742.84	5,681,742.84	0.00	100.00 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	144,874.00	229,141.00	38.73 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>11,248,325.80</u>	<u>9,766,920.03</u>	<u>53.52 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2011</u>						
ANNUAL INCREMENT - 004	634,529.35	0.00	634,529.35	755.00	633,774.35	0.12 %
EMPLOYEE BENEFITS - 010	83.54	0.00	83.54	83.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,087,655.28	0.00	100.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,099,745.82</u>	<u>633,774.35</u>	<u>63.44 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>62,924,432.53</u>	<u>82,145,285.47</u>	<u>43.38 %</u>

West Virginia Supreme Court of Appeals
 Expenditures by Appropriation Classification
 General and Federal Revenue, Appropriated and Reappropriated Accounts
 For the Period July 1, 2012 to December 31, 2012

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	60,206.76	139,793.24	30.10 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	19,683.84	30,316.16	39.37 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	222,555.82	1,159,444.18	16.10 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>302,446.42</u>	<u>1,329,553.58</u>	<u>18.53 %</u>

Supreme Court of Appeals
General Revenue Expenditures
December 2012

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Dec 2010	% of Budget	Budget	YTD Dec 2011	% of Budget	Budget	YTD Dec 2012	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	33,008,097	48.4	68,199,069	36,251,949	50.9	71,291,119	37,102,377	51.0	72,700,000	850,428	2.3%
B. Annual Increment	702,623	79.6	882,250	715,945	98.8	725,000	762,515	104.5	730,000	46,571	6.5%
C. Employee Benefits	10,133,034	46.0	22,007,879	11,594,212	52.7	22,000,000	12,957,587	51.5	25,178,000	1,363,375	11.8%
D. Judicial Retirement	1,977,000	50.0	3,954,000	1,977,000	50.0	3,954,000	0	0.0	2,422,000	(1,977,000)	-100.0%
Total Personal Services	45,820,754	48.2	95,043,198	50,539,105	51.6	97,970,118	50,822,478	50.3	101,030,000	283,373	0.6%
II. Board of Risk and Insurance	155,308	41.5	374,015	173,174	46.3	374,015	156,126	45.1	346,348	(17,048)	-9.8%
III. Operating Expenses											
A. Law Library System	794,576	65.5	1,214,000	760,567	63.3	1,202,000	821,939	70.3	1,170,000	61,372	8.1%
B. On-line Legal Research	139,207	73.3	190,000	112,803	59.4	190,000	90,881	45.4	200,000	(21,922)	-19.4%
C. Postal Equipment, Postage, and Delivery Service	218,439	74.0	295,000	145,097	42.6	341,000	117,251	30.9	380,000	(27,846)	-19.2%
D. Occupancy Costs	376,439	35.9	1,048,755	447,296	47.5	941,000	239,827	23.1	1,040,000	(207,469)	-46.4%
E. Building Repairs and Improvements	508,175	66.1	768,500	865,021	57.0	1,517,500	473,993	36.2	1,308,000	(391,027)	-45.2%
F. Equipment Rentals	405,684	67.4	602,000	522,441	69.7	750,000	444,168	53.6	829,000	(78,273)	-15.0%
G. Computer and Software	2,202,424	47.1	4,672,000	2,784,280	40.4	6,900,000	2,598,034	41.2	6,299,000	(186,246)	-6.7%
H. Office Equipment and Furnishings	419,529	49.4	850,000	461,789	62.8	735,000	502,406	33.1	1,520,000	40,617	8.8%
I. Printing	41,704	32.1	130,000	61,424	81.9	75,000	38,805	38.8	100,000	(22,619)	-36.8%
J. Outside Services, Professionals & Otherwise	360,269	37.5	960,000	373,154	64.3	580,000	874,363	110.8	789,000	501,209	134.3%
K. Office Supplies and Expenses	636,450	66.2	961,000	1,466,220	140.0	1,047,000	660,252	55.7	1,186,000	(805,968)	-55.0%
L. Telephone & Cellular Services	78,997	33.3	237,000	61,023	26.9	227,100	173,177	74.6	232,100	112,154	183.8%
M. Employee Travel	476,401	61.5	775,000	721,322	65.6	1,100,000	548,876	36.8	1,490,000	(172,446)	-23.9%
N. Vehicle	28,231	26.9	105,000	130,507	84.2	155,000	89,365	43.6	205,000	(41,142)	-31.5%
O. Judicial and Staff Education	530,348	55.8	950,000	929,871	83.0	1,120,000	681,367	45.7	1,490,000	(248,504)	-26.7%
P. Tests and Examinations - Probation Departments	192,534	50.7	380,000	330,881	71.9	460,000	377,800	51.1	740,000	46,918	14.2%
Q. Court Costs	1,608,567	47.8	3,362,200	1,502,315	52.1	2,886,200	1,471,711	43.1	3,411,200	(30,605)	-2.0%
R. Mental Hygiene and Guardianship	1,730,669	61.9	2,795,000	1,804,407	53.2	3,390,000	1,736,366	53.2	3,265,000	(68,041)	-3.8%
S. Grant Matching Expenses & Amounts Due Court	766,234	191.6	400,000	713,508	118.9	600,000	5,247	1.8	290,304	(708,261)	-99.3%
Total Unclassified	11,514,877	55.6	20,695,455	14,193,926	58.6	24,216,800	11,945,828	46.0	25,944,604	(2,248,098)	-15.8%
Total of All Expenditures	57,490,939	49.5	116,112,668	64,906,206	53.0	122,560,933	62,924,433	49.4	127,320,952	(1,981,773)	-3.1%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

Supreme Court of Appeals
General Revenue Expenditures
January 2013

+ INNL
Distributed 2/12/13

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Jan 2011	% of Budget	Budget	YTD Jan 2012	% of Budget	Budget	YTD Jan 2013	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	38,577,200	56.6	68,199,069	42,273,822	59.3	71,291,119	43,413,397	59.7	72,700,000	1,139,575	2.7%
B. Annual Increment	707,125	80.2	882,250	718,295	99.1	725,000	772,790	105.9	730,000	54,496	7.6%
C. Employee Benefits	12,005,569	54.6	22,007,879	13,512,072	61.4	22,000,000	13,700,112	54.4	25,178,000	188,041	1.4%
D. Judicial Retirement	2,965,500	75.0	3,954,000	1,977,000	50.0	3,954,000	1,816,500	75.0	2,422,000	(160,500)	-8.1%
Total Personal Services	54,255,394	57.1	95,043,198	58,481,188	59.7	97,970,118	59,702,799	59.1	101,030,000	1,221,612	2.1%
II. Board of Risk and Insurance	232,962	62.3	374,015	259,761	69.5	374,015	234,189	67.6	346,348	(25,572)	-9.8%
III. Operating Expenses											
A. Law Library System	824,586	67.9	1,214,000	825,180	68.7	1,202,000	934,887	79.9	1,170,000	109,707	13.3%
B. On-line Legal Research	155,580	81.9	190,000	129,487	68.2	190,000	124,408	62.2	200,000	(5,079)	-3.9%
C. Postal Equipment, Postage, and Delivery Service	235,396	79.8	295,000	126,990	37.2	341,000	128,426	33.8	380,000	1,436	1.1%
D. Occupancy Costs	459,555	43.8	1,048,755	482,074	51.2	941,000	268,781	25.8	1,040,000	(213,293)	-44.2%
E. Building Repairs and Improvements	561,767	73.1	768,500	1,118,859	73.7	1,517,500	670,843	51.3	1,308,000	(448,016)	-40.0%
F. Equipment Rentals	466,626	77.5	602,000	539,529	71.9	750,000	530,624	64.0	829,000	(8,905)	-1.7%
G. Computer and Software	2,990,750	64.0	4,672,000	3,491,699	50.6	6,900,000	3,668,968	58.2	6,299,000	177,269	5.1%
H. Office Equipment and Furnishings	475,738	56.0	850,000	571,528	77.8	735,000	537,250	35.3	1,520,000	(34,278)	-6.0%
I. Printing	45,285	34.8	130,000	63,050	84.1	75,000	98,500	59.7	165,000	35,450	56.2%
J. Outside Services, Professionals & Other	388,947	40.5	960,000	138,660	23.9	580,000	1,009,896	133.1	759,000	871,236	628.3%
K. Office Supplies and Expenses	714,466	74.3	961,000	729,251	69.7	1,047,000	710,239	63.4	1,121,000	(19,012)	-2.6%
L. Telephone & Cellular Services	94,096	39.7	237,000	107,584	47.4	227,100	215,837	93.0	232,100	108,253	100.6%
M. Employee Travel	553,135	71.4	775,000	817,666	74.3	1,100,000	733,195	49.2	1,490,000	(84,471)	-10.3%
N. Vehicle	28,316	27.0	105,000	132,119	85.2	155,000	96,495	47.1	205,000	(35,624)	-27.0%
O. Judicial and Staff Education	720,990	75.9	950,000	1,022,777	91.3	1,120,000	806,942	54.2	1,490,000	(215,834)	-21.1%
P. Tests and Examinations - Probation Departments	229,863	60.5	380,000	323,723	70.4	460,000	501,642	67.8	740,000	177,919	55.0%
Q. Court Costs	1,777,396	52.9	3,362,200	1,795,972	62.2	2,886,200	1,686,996	49.5	3,411,200	(108,976)	-6.1%
R. Mental Hygiene and Guardianship	2,162,180	77.4	2,795,000	2,112,136	62.3	3,390,000	2,097,900	64.3	3,265,000	(14,236)	-0.7%
S. Grant Matching Expenses & Amounts Due Court	894,072	223.5	400,000	430,203	71.7	600,000	(45,330)	(15.6)	290,304	(475,533)	-110.5%
T. Grants, Awards, Scholarships and Loans	0	0.0	0	0	0.0	0	130,000	433.3	30,000	130,000	
Total Unclassified	13,778,744	66.6	20,695,455	14,958,486	61.8	24,216,800	14,906,500	57.5	25,944,604	(51,986)	-0.3%
Total of All Expenditures	68,267,100	58.8	116,112,668	73,699,435	60.1	122,560,933	74,843,488	58.8	127,320,952	1,144,054	1.6%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to January 31, 2013

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	38,888,517.04	31,310,551.96	55.40 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	752,537.50	117,712.50	86.47 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	11,600,849.62	13,147,538.38	46.88 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	447,842.48	252,157.52	63.98 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	566,626.98	1,433,373.02	28.33 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	701.41	2,662,310.59	0.03 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	1,816,500.00	605,500.00	75.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	7,914,403.91	9,571,596.09	45.26 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	94,749.63	825,229.37	10.30 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>62,082,728.57</u>	<u>60,238,223.43</u>	<u>50.75 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	0.00	344,885.00	2,962.50	341,922.50	0.86 %
EMPLOYEE BENEFITS - 010	8,368,595.34	0.00	8,368,595.34	1,772,296.20	6,596,299.14	21.18 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	369,448.84	2,268,704.64	14.00 %
UNCLASSIFIED - 099	5,681,742.84	0.00	5,681,742.84	5,681,742.84	0.00	100.00 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	222,937.00	151,078.00	59.61 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>11,657,241.55</u>	<u>9,358,004.28</u>	<u>55.47 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2011</u>						
ANNUAL INCREMENT - 004	634,529.35	0.00	634,529.35	4,527.50	630,001.85	0.71 %
EMPLOYEE BENEFITS - 010	83.54	0.00	83.54	83.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,087,655.28	0.00	100.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,103,518.32</u>	<u>630,001.85</u>	<u>63.66 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>74,843,488.44</u>	<u>70,226,229.56</u>	<u>51.59 %</u>

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to January 31, 2013**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	75,353.53	124,646.47	37.68 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	24,951.26	25,048.74	49.90 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	232,671.98	1,149,328.02	16.84 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>332,976.77</u>	<u>1,299,023.23</u>	<u>20.40 %</u>

**West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013**

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Jan 31, 2013 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	84,570.00	89,300.19	9,410.68
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	56,216.70	63,692.64	136,726.50
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	33,826.31	0.00	84,527.93
GIFTS GRANTS & DONATIONS	1762	1,241.21	632,561.55	632,561.55	1,241.21
FAMILY COURT FUND	1763	301,208.88	558,780.80	688,058.36	171,931.32
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP ACT FD	1764	107,568.07	13,496.26	0.00	121,064.33
ACCESS TO JUSTICE	1765	58,820.00	35,400.34	58,820.00	35,400.34
CONSOLIDATED FEDERAL FUNDS	8867	0.00	332,976.77	332,976.77	0.00
Grand Total:		<u>\$677,883.09</u>	<u>\$1,747,828.73</u>	<u>\$1,865,409.51</u>	<u>\$560,302.31</u>

Supreme Court of Appeals
General Revenue Expenditures
March 2013

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Apr 2011	% of Budget	Budget	YTD Apr 2012	% of Budget	Budget	YTD Apr 2013	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	55,451,510	81.3	68,199,069	60,497,126	84.9	71,291,119	62,132,361	85.5	72,700,000	1,635,236	2.7%
B. Annual Increment	717,028	81.3	882,250	721,899	99.6	725,000	783,450	107.3	730,000	61,551	8.5%
C. Employee Benefits	17,727,114	80.5	22,007,879	20,957,663	95.3	22,000,000	19,512,432	77.5	25,178,000	(1,445,232)	-6.9%
D. Judicial Retirement	3,954,000	100.0	3,954,000	2,900,000	73.3	3,954,000	2,422,000	100.0	2,422,000	(478,000)	-16.5%
Total Personal Services	77,849,652	81.9	95,043,198	85,076,688	86.8	97,970,118	84,850,243	84.0	101,030,000	(226,445)	-0.3%
II. Board of Risk and Insurance	310,616	83.0	374,015	346,348	92.6	374,015	312,252	90.2	346,348	(34,096)	-9.8%
III. Operating Expenses											
A. Law Library System	1,123,586	92.6	1,214,000	1,021,312	85.0	1,202,000	1,267,861	108.4	1,170,000	246,549	24.1%
B. On-line Legal Research	206,874	108.9	190,000	180,002	94.7	190,000	177,659	88.8	200,000	(2,343)	-1.3%
C. Postal Equipment, Postage, and Delivery Service	233,818	79.3	295,000	366,040	107.3	341,000	222,079	58.4	380,000	(143,961)	-39.3%
D. Occupancy Costs	746,240	71.2	1,048,755	837,101	89.0	941,000	696,697	67.0	1,040,000	(140,404)	-16.8%
E. Building Repairs and Improvements	618,566	80.5	768,500	1,223,578	80.6	1,517,500	1,570,509	120.1	1,308,000	346,931	28.4%
F. Equipment Rentals	596,667	99.1	602,000	785,711	104.8	750,000	704,019	84.9	829,000	(81,693)	-10.4%
G. Computer and Software	5,047,124	108.0	4,672,000	5,279,972	76.5	6,900,000	5,587,071	88.7	6,299,000	307,099	5.8%
H. Office Equipment and Furnishings	634,272	74.6	850,000	979,443	133.3	735,000	1,151,769	75.8	1,520,000	172,327	17.6%
I. Printing	64,304	49.5	130,000	92,965	124.0	75,000	172,957	104.8	165,000	79,991	86.0%
J. Outside Services, Professionals & Other	494,058	51.5	960,000	603,384	104.0	580,000	1,550,948	204.3	759,000	947,564	157.0%
K. Office Supplies and Expenses	933,647	97.2	961,000	1,003,214	95.8	1,047,000	1,003,861	89.6	1,121,000	647	0.1%
L. Telephone & Cellular Services	154,509	65.2	237,000	187,670	82.6	227,100	287,796	124.0	232,100	100,126	53.4%
M. Employee Travel	815,871	105.3	775,000	1,220,040	110.9	1,100,000	1,205,132	80.9	1,490,000	(14,908)	-1.2%
N. Vehicle	83,161	79.2	105,000	148,323	95.7	155,000	112,810	55.0	205,000	(35,512)	-23.9%
O. Judicial and Staff Education	856,197	90.1	950,000	1,184,584	105.8	1,120,000	919,463	61.7	1,490,000	(265,122)	-22.4%
P. Tests and Examinations - Probation Departments	338,721	89.1	380,000	597,145	129.8	460,000	777,515	105.1	740,000	180,370	30.2%
Q. Court Costs	2,467,239	73.4	3,362,200	2,959,256	102.5	2,886,200	2,538,350	74.4	3,411,200	(420,906)	-14.2%
R. Mental Hygiene and Guardianship	2,813,951	100.7	2,795,000	3,079,772	90.8	3,390,000	3,135,295	96.0	3,265,000	55,523	1.8%
S. Grant Matching Expenses & Amounts Due Court	(244,098)	(61.0)	400,000	(611,731)	-102.0	600,000	(6,452)	(2.2)	290,304	605,279	-98.9%
T. Grants, Awards, Scholarships and Loans	0	0.0	0	0	0.0	0	130,000	433.3	30,000	130,000	
Total Unclassified	17,984,707	86.9	20,695,455	21,137,783	87.3	24,216,800	23,205,341	89.4	25,944,604	2,067,558	9.8%
Total of All Expenditures	96,144,975	82.8	116,112,668	106,560,819	86.9	122,560,933	108,367,836	85.1	127,320,952	1,807,017	1.7%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to February 28, 2013**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue (Fund 0180)						
<u>Fiscal Year2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	44,999,381.02	25,199,687.98	64.10 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	754,117.50	116,132.50	86.66 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	13,367,964.22	11,380,423.78	54.02 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	519,583.14	180,416.86	74.23 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	809,808.76	1,190,191.24	40.49 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	13,240.91	2,649,771.09	0.50 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	1,816,500.00	605,500.00	75.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	9,693,516.49	7,792,483.51	55.44 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	102,772.32	817,206.68	11.17 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>72,076,884.36</u>	<u>50,244,067.64</u>	<u>58.92 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	(340,000.00)	4,885.00	3,967.50	917.50	81.22 %
EMPLOYEE BENEFITS - 010	8,368,595.34	(6,500,000.00)	1,868,595.34	1,866,102.98	2,492.36	99.87 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	586,872.25	2,051,281.23	22.25 %
UNCLASSIFIED - 099	5,681,742.84	6,840,000.00	12,521,742.84	5,683,935.09	6,837,807.75	45.39 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	222,937.00	151,078.00	59.61 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>11,971,668.99</u>	<u>9,043,576.84</u>	<u>56.97 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2011</u>						
ANNUAL INCREMENT - 004	634,529.35	(630,000.00)	4,529.35	4,527.50	1.85	99.96 %
EMPLOYEE BENEFITS - 010	83.54	630,000.00	630,083.54	83.54	630,000.00	0.01 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,087,655.28	0.00	100.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,103,518.32</u>	<u>630,001.85</u>	<u>63.66 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>85,152,071.67</u>	<u>59,917,646.33</u>	<u>58.70 %</u>

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to February 28, 2013**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue (Fund 8867)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	75,353.53	124,646.47	37.68 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	24,951.26	25,048.74	49.90 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	232,671.98	1,149,328.02	16.84 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>332,976.77</u>	<u>1,299,023.23</u>	<u>20.40 %</u>

Supreme Court of Appeals
General Revenue Expenditures
March 2013

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Mar 2011	% of Budget	Budget	YTD Mar 2012	% of Budget	Budget	YTD Mar 2013	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	49,795,699	73.0	68,199,069	54,408,187	76.3	71,291,119	55,888,755	76.9	72,700,000	1,480,568	2.7%
B. Annual Increment	713,463	80.9	882,250	719,945	99.3	725,000	781,128	107.0	730,000	61,183	8.5%
C. Employee Benefits	15,311,614	69.6	22,007,879	17,233,838	78.3	22,000,000	17,573,380	69.8	25,178,000	339,541	2.0%
D. Judicial Retirement	2,965,500	75.0	3,954,000	2,965,500	75.0	3,954,000	1,816,500	75.0	2,422,000	(1,149,000)	-38.7%
Total Personal Services	68,786,276	72.4	95,043,198	75,327,470	76.9	97,970,118	76,059,762	75.3	101,030,000	732,292	1.0%
II. Board of Risk and Insurance	232,962	62.3	374,015	259,761	69.5	374,015	234,189	67.6	346,348	(25,572)	-9.8%
III. Operating Expenses											
A. Law Library System	1,112,510	91.6	1,214,000	1,009,586	84.0	1,202,000	1,188,972	101.6	1,170,000	179,385	17.8%
B. On-line Legal Research	191,088	100.6	190,000	162,628	85.6	190,000	159,311	79.7	200,000	(3,317)	-2.0%
C. Postal Equipment, Postage, and Delivery Service	219,199	74.3	295,000	380,451	111.6	341,000	221,616	58.3	380,000	(158,835)	-41.7%
D. Occupancy Costs	649,280	61.9	1,048,755	718,423	76.3	941,000	510,235	49.1	1,040,000	(208,187)	-29.0%
E. Building Repairs and Improvements	586,926	76.4	768,500	1,222,945	80.6	1,517,500	1,219,092	93.2	1,308,000	(3,853)	-0.3%
F. Equipment Rentals	584,086	97.0	602,000	677,440	90.3	750,000	558,391	67.4	829,000	(119,049)	-17.6%
G. Computer and Software	4,772,252	102.1	4,672,000	4,533,621	65.7	6,900,000	4,817,115	76.5	6,299,000	283,494	6.3%
H. Office Equipment and Furnishings	570,350	67.1	850,000	811,132	110.4	735,000	767,016	50.5	1,520,000	(44,116)	-5.4%
I. Printing	59,838	46.0	130,000	91,602	122.1	75,000	140,533	85.2	165,000	48,931	53.4%
J. Outside Services, Professionals & Other	408,592	42.6	960,000	531,183	91.6	580,000	1,321,744	174.1	759,000	790,561	148.8%
K. Office Supplies and Expenses	891,292	92.7	961,000	945,315	90.3	1,047,000	897,841	80.1	1,121,000	(47,474)	-5.0%
L. Telephone & Cellular Services	129,791	54.8	237,000	155,299	68.4	227,100	253,667	109.3	232,100	98,367	63.3%
M. Employee Travel	730,223	94.2	775,000	1,095,738	99.6	1,100,000	1,057,971	71.0	1,490,000	(37,767)	-3.4%
N. Vehicle	80,889	77.0	105,000	142,594	92.0	155,000	106,299	51.9	205,000	(36,295)	-25.5%
O. Judicial and Staff Education	800,562	84.3	950,000	1,152,557	102.9	1,120,000	906,747	60.9	1,490,000	(245,810)	-21.3%
P. Tests and Examinations - Probation Departments	304,150	80.0	380,000	517,437	112.5	460,000	689,240	93.1	740,000	171,802	33.2%
Q. Court Costs	2,347,263	69.8	3,362,200	2,571,641	89.1	2,886,200	2,278,265	66.8	3,411,200	(293,376)	-11.4%
R. Mental Hygiene and Guardianship	2,594,641	92.8	2,795,000	2,902,155	85.6	3,390,000	2,770,226	84.8	3,265,000	(131,929)	-4.5%
S. Grant Matching Expenses & Amounts Due Court	363,169	90.8	400,000	(577,220)	-96.2	600,000	(6,452)	(2.2)	290,304	570,768	-98.9%
T. Grants, Awards, Scholarships and Loans	0	0.0	0	0	0.0	0	130,000	433.3	30,000	130,000	
Total Unclassified	17,396,101	84.1	20,695,455	19,044,528	78.6	24,216,800	19,987,828	77.0	25,944,604	943,300	5.0%
Total of All Expenditures	86,415,339	74.4	116,112,668	94,631,759	77.2	122,560,933	96,281,779	75.6	127,320,952	1,650,020	1.7%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to March 31, 2013**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue (Fund 0180)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	51,128,737.24	19,070,331.76	72.83 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	759,370.65	110,879.35	87.26 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	14,942,260.26	9,806,127.74	60.38 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	520,416.59	179,583.41	74.35 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	819,338.38	1,180,661.62	40.97 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	16,413.66	2,646,598.34	0.62 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	1,816,500.00	605,500.00	75.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	10,132,116.56	7,353,883.44	57.94 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	102,772.32	817,206.68	11.17 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>80,237,925.66</u>	<u>42,083,026.34</u>	<u>65.60 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	(340,000.00)	4,885.00	4,465.00	420.00	91.40 %
EMPLOYEE BENEFITS - 010	8,368,595.34	(6,500,000.00)	1,868,595.34	1,868,595.34	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	801,114.33	1,837,039.15	30.37 %
UNCLASSIFIED - 099	5,681,742.84	6,840,000.00	12,521,742.84	8,086,429.00	4,435,313.84	64.58 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	222,937.00	151,078.00	59.61 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>14,591,394.84</u>	<u>6,423,850.99</u>	<u>69.43 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2011</u>						
ANNUAL INCREMENT - 004	634,529.35	(630,000.00)	4,529.35	4,529.35	0.00	100.00 %
EMPLOYEE BENEFITS - 010	83.54	630,000.00	630,083.54	349,021.65	281,061.89	55.39 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,087,655.28	0.00	100.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,452,458.28</u>	<u>281,061.89</u>	<u>83.79 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>96,281,778.78</u>	<u>48,787,939.22</u>	<u>66.37 %</u>

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to March 31, 2013**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue (Fund 8867)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	82,552.80	117,447.20	41.28 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	27,677.78	22,322.22	55.36 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	253,034.26	1,128,965.74	18.31 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>363,264.84</u>	<u>1,268,735.16</u>	<u>22.26 %</u>

**West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013**

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>March 31, 2013 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	110,995.00	90,708.96	34,426.91
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	74,077.98	80,152.55	138,127.87
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	33,826.31	0.00	84,527.93
GIFTS GRANTS & DONATIONS	1762	1,241.21	818,168.80	795,383.68	24,026.33
FAMILY COURT FUND	1763	301,208.88	762,423.05	749,969.88	313,662.05
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP ACT FD	1764	107,568.07	18,116.26	0.00	125,684.33
ACCESS TO JUSTICE	1765	58,820.00	40,200.34	58,820.00	40,200.34
CONSOLIDATED FEDERAL FUNDS	8867	0.00	376,101.83	363,264.84	12,836.99
Grand Total:		<u>\$677,883.09</u>	<u>\$2,233,909.57</u>	<u>\$2,138,299.91</u>	<u>\$773,492.75</u>

Supreme Court of Appeals
General Revenue Expenditures
April 2013

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD Apr 2011	% of Budget	Budget	YTD Apr 2012	% of Budget	Budget	YTD Apr 2013	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	55,451,510	81.3	68,199,069	60,497,126	84.9	71,291,119	62,111,083	85.4	72,700,000	1,613,957	2.7%
B. Annual Increment	717,028	81.3	882,250	721,899	99.6	725,000	783,450	107.3	730,000	61,551	8.5%
C. Employee Benefits	17,727,114	80.5	22,007,879	20,957,663	95.3	22,000,000	19,505,655	77.5	25,178,000	(1,452,008)	-6.9%
D. Judicial Retirement	3,954,000	100.0	3,954,000	2,900,000	73.3	3,954,000	2,422,000	100.0	2,422,000	(478,000)	-16.5%
Total Personal Services	77,849,652	81.9	95,043,198	85,076,688	86.8	97,970,118	84,822,188	84.0	101,030,000	(254,500)	-0.3%
II. Board of Risk and Insurance	310,616	83.0	374,015	346,348	92.6	374,015	312,252	90.2	346,348	(34,096)	-9.8%
III. Operating Expenses											
A. Law Library System	1,123,586	92.6	1,214,000	1,021,312	85.0	1,202,000	1,267,861	108.4	1,170,000	246,549	24.1%
B. On-line Legal Research	206,874	108.9	190,000	180,002	94.7	190,000	177,659	88.8	200,000	(2,343)	-1.3%
C. Postal Equipment, Postage, and Delivery Service	233,818	79.3	295,000	366,040	107.3	341,000	222,079	58.4	380,000	(143,961)	-39.3%
D. Occupancy Costs	746,240	71.2	1,048,755	837,101	89.0	941,000	696,697	67.0	1,040,000	(140,404)	-16.8%
E. Building Repairs and Improvements	618,566	80.5	768,500	1,223,578	80.6	1,517,500	1,570,509	120.1	1,308,000	346,931	28.4%
F. Equipment Rentals	596,667	99.1	602,000	785,711	104.8	750,000	704,019	84.9	829,000	(81,693)	-10.4%
G. Computer and Software	5,047,124	108.0	4,672,000	5,279,972	76.5	6,900,000	5,584,424	88.7	6,299,000	304,452	5.8%
H. Office Equipment and Furnishings	634,272	74.6	850,000	979,443	133.3	735,000	1,151,769	75.8	1,520,000	172,327	17.6%
I. Printing	64,304	49.5	130,000	92,965	124.0	75,000	172,957	104.8	165,000	79,991	86.0%
J. Outside Services, Professionals & Other	494,058	51.5	960,000	603,384	104.0	580,000	1,568,648	206.7	759,000	965,263	160.0%
K. Office Supplies and Expenses	933,647	97.2	961,000	1,003,214	95.8	1,047,000	1,004,749	89.6	1,121,000	1,535	0.2%
L. Telephone & Cellular Services	154,509	65.2	237,000	187,670	82.6	227,100	287,796	124.0	232,100	100,126	53.4%
M. Employee Travel	815,871	105.3	775,000	1,220,040	110.9	1,100,000	1,189,588	79.8	1,490,000	(30,453)	-2.5%
N. Vehicle	83,161	79.2	105,000	148,323	95.7	155,000	112,810	55.0	205,000	(35,512)	-23.9%
O. Judicial and Staff Education	856,197	90.1	950,000	1,184,584	105.8	1,120,000	918,715	61.7	1,490,000	(265,870)	-22.4%
P. Tests and Examinations - Probation Departments	338,721	89.1	380,000	597,145	129.8	460,000	777,515	105.1	740,000	180,370	30.2%
Q. Court Costs	2,467,239	73.4	3,362,200	2,959,256	102.5	2,886,200	2,538,350	74.4	3,411,200	(420,906)	-14.2%
R. Mental Hygiene and Guardianship	2,813,951	100.7	2,795,000	3,079,772	90.8	3,390,000	3,135,295	96.0	3,265,000	55,523	1.8%
S. Grant Matching Expenses & Amounts Due Court	(244,098)	(61.0)	400,000	(611,731)	-102.0	600,000	22,195	7.6	290,304	633,927	-103.6%
T. Grants, Awards, Scholarships and Loans	0	0.0	0	0	0.0	0	130,000	433.3	30,000	130,000	
Total Unclassified	17,984,707	86.9	20,695,455	21,137,783	87.3	24,216,800	23,233,636	89.6	25,944,604	2,095,854	9.9%
Total of All Expenditures	96,144,975	82.8	116,112,668	106,560,819	86.9	122,560,933	108,368,076	85.1	127,320,952	1,807,257	1.7%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to April 30, 2013

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue (Fund 0180)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	57,239,920.17	12,959,148.83	81.54 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	761,273.15	108,976.85	87.48 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	16,551,790.23	8,196,597.77	66.88 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	521,288.41	178,711.59	74.47 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	821,490.27	1,178,509.73	41.07 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	16,413.66	2,646,598.34	0.62 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	2,422,000.00	0.00	100.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	10,141,339.58	7,344,660.42	58.00 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	102,772.32	817,206.68	11.17 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>88,578,287.79</u>	<u>33,742,664.21</u>	<u>72.41 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	(340,000.00)	4,885.00	4,885.00	0.00	100.00 %
EMPLOYEE BENEFITS - 010	8,368,595.34	(6,500,000.00)	1,868,595.34	1,868,595.34	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	1,058,144.54	1,580,008.94	40.11 %
UNCLASSIFIED - 099	5,681,742.84	6,840,000.00	12,521,742.84	11,215,788.58	1,305,954.26	89.57 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	301,000.00	73,015.00	80.48 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>18,056,267.63</u>	<u>2,958,978.20</u>	<u>85.92 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2011</u>						
ANNUAL INCREMENT - 004	634,529.35	(630,000.00)	4,529.35	4,529.35	0.00	100.00 %
EMPLOYEE BENEFITS - 010	83.54	630,000.00	630,083.54	630,083.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,087,655.28	0.00	100.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,733,520.17</u>	<u>0.00</u>	<u>100.00 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>108,368,075.59</u>	<u>36,701,642.41</u>	<u>74.70 %</u>

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to April 30, 2013**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue (Fund 8867)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	102,939.65	97,060.35	51.47 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	34,212.47	15,787.53	68.42 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	285,180.35	1,096,819.65	20.64 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>422,332.47</u>	<u>1,209,667.53</u>	<u>25.88 %</u>

Supreme Court of Appeals
General Revenue Expenditures
May 2013

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs.	Percentage
	YTD May 2011	% of Budget	Budget	YTD May 2012	% of Budget	Budget	YTD May 2013	% of Budget	Budget	FY 2012	Incr (Decr)
I. Personal Services											
A. Salaries	61,055,259	89.5	68,199,069	66,482,425	93.3	71,291,119	68,343,385	94.0	72,700,000	1,860,960	2.8%
B. Annual Increment	720,028	81.6	882,250	723,595	99.8	725,000	784,758	107.5	730,000	61,164	8.5%
C. Employee Benefits	19,432,476	88.3	22,007,879	25,751,463	117.1	22,000,000	22,151,720	88.0	25,178,000	(3,599,742)	-14.0%
D. Judicial Retirement	3,954,000	100.0	3,954,000	0	0.0	3,954,000	2,422,000	100.0	2,422,000	2,422,000	
Total Personal Services	85,161,762	89.6	95,043,198	92,957,482	94.9	97,970,118	93,701,863	92.7	101,030,000	744,381	0.8%
II. Board of Risk and Insurance	310,616	83.0	374,015	346,348	92.6	374,015	312,252	90.2	346,348	(34,096)	-9.8%
III. Operating Expenses											
A. Law Library System	1,235,892	101.8	1,214,000	1,032,666	85.9	1,202,000	1,336,218	114.2	1,170,000	303,552	29.4%
B. On-line Legal Research	226,237	119.1	190,000	968,772	509.9	190,000	195,960	98.0	200,000	(772,813)	-79.8%
C. Postal Equipment, Postage, and Delivery Service	225,309	76.4	295,000	402,707	118.1	341,000	257,490	67.8	380,000	(145,217)	-36.1%
D. Occupancy Costs	861,221	82.1	1,048,755	934,268	99.3	941,000	707,040	68.0	1,040,000	(227,228)	-24.3%
E. Building Repairs and Improvements	633,633	82.5	768,500	1,344,046	88.6	1,517,500	1,727,370	132.1	1,308,000	383,325	28.5%
F. Equipment Rentals	719,636	119.5	602,000	25,237	3.4	750,000	728,352	87.9	829,000	703,115	2786.1%
G. Computer and Software	5,479,212	117.3	4,672,000	5,951,476	86.3	6,900,000	6,388,358	101.4	6,299,000	436,883	7.3%
H. Office Equipment and Furnishings	651,402	76.6	850,000	1,518,791	206.6	735,000	1,255,303	82.6	1,520,000	(263,488)	-17.3%
I. Printing	72,391	55.7	130,000	102,685	136.9	75,000	183,072	111.0	165,000	80,387	78.3%
J. Outside Services, Professionals & Other	511,803	53.3	960,000	285,163	49.2	580,000	1,756,234	231.4	759,000	1,471,070	515.9%
K. Office Supplies and Expenses	984,016	102.4	961,000	1,060,066	101.2	1,047,000	1,040,594	92.8	1,121,000	(19,472)	-1.8%
L. Telephone & Cellular Services	183,801	77.6	237,000	201,856	88.9	227,100	357,276	153.9	232,100	155,420	77.0%
M. Employee Travel	925,533	119.4	775,000	1,314,245	119.5	1,100,000	1,239,509	83.2	1,490,000	(74,736)	-5.7%
N. Vehicle	90,383	86.1	105,000	156,541	101.0	155,000	119,952	58.5	205,000	(36,588)	-23.4%
O. Judicial and Staff Education	927,843	97.7	950,000	1,138,455	101.6	1,120,000	1,088,107	73.0	1,490,000	(50,348)	-4.4%
P. Tests and Examinations - Probation Departments	374,547	98.6	380,000	607,907	132.2	460,000	887,703	120.0	740,000	279,797	46.0%
Q. Court Costs	2,716,821	80.8	3,362,200	3,159,290	109.5	2,886,200	2,765,679	81.1	3,411,200	(393,610)	-12.5%
R. Mental Hygiene and Guardianship	3,133,136	112.1	2,795,000	3,236,716	95.5	3,390,000	3,658,043	112.0	3,265,000	421,327	13.0%
S. Grant Matching Expenses & Amounts Due Court	(117,169)	(29.3)	400,000	0	0.0	600,000	(15,763)	(5.4)	290,304	(15,763)	
T. Grants, Awards, Scholarships and Loans	0	0.0	0	0	0.0	0	130,000	433.3	30,000	130,000	
Total Unclassified	19,835,646	95.8	20,695,455	23,440,887	96.8	24,216,800	25,806,498	99.5	25,944,604	2,365,612	10.1%
Total of All Expenditures	105,308,025	90.7	116,112,668	116,744,716	95.3	122,560,933	119,820,613	94.1	127,320,952	3,075,897	2.6%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to May 31, 2013

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue (Fund 0180)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	63,344,134.33	6,854,934.67	90.24 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	761,948.15	108,301.85	87.56 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	19,133,423.08	5,614,964.92	77.31 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	645,757.45	54,242.55	92.25 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	938,527.70	1,061,472.30	46.93 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	40,461.16	2,622,550.84	1.52 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	2,422,000.00	0.00	100.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	11,122,630.43	6,363,369.57	63.61 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	102,772.32	817,206.68	11.17 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>98,511,654.62</u>	<u>23,809,297.38</u>	<u>80.54 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	(340,000.00)	4,885.00	4,885.00	0.00	100.00 %
EMPLOYEE BENEFITS - 010	8,368,595.34	(6,500,000.00)	1,868,595.34	1,868,595.34	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	1,290,270.31	1,347,883.17	48.91 %
UNCLASSIFIED - 099	5,681,742.84	6,840,000.00	12,521,742.84	12,502,833.54	18,909.30	99.85 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	301,000.00	73,015.00	80.48 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>19,575,438.36</u>	<u>1,439,807.47</u>	<u>93.15 %</u>
Reappropriated General Revenue						
<u>Fiscal Year 2011</u>						
ANNUAL INCREMENT - 004	634,529.35	(630,000.00)	4,529.35	4,529.35	0.00	100.00 %
EMPLOYEE BENEFITS - 010	83.54	630,000.00	630,083.54	630,083.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,087,655.28	0.00	100.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,733,520.17</u>	<u>0.00</u>	<u>100.00 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>119,820,613.15</u>	<u>25,249,104.85</u>	<u>82.60 %</u>

**West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to May 31, 2013**

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue (Fund 8867)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	115,386.27	84,613.73	57.69 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	38,667.59	11,332.41	77.34 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	318,839.46	1,063,160.54	23.07 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>472,893.32</u>	<u>1,159,106.68</u>	<u>28.98 %</u>

**West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013**

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>May 31, 2013 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	136,900.00	116,693.58	34,347.29
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	96,822.35	100,876.40	140,148.39
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	63,575.54	0.00	114,277.16
GIFTS GRANTS & DONATIONS	1762	1,241.21	981,817.25	981,911.14	1,147.32
FAMILY COURT FUND	1763	301,208.88	950,903.05	928,221.32	323,890.61
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP ACT FD	1764	107,568.07	22,551.26	0.00	130,119.33
ACCESS TO JUSTICE	1765	58,820.00	55,103.51	58,820.00	55,103.51
CONSOLIDATED FEDERAL FUNDS	8867	0.00	472,893.33	472,893.32	0.01
Grand Total:		<u>\$677,883.09</u>	<u>\$2,780,566.29</u>	<u>\$2,659,415.76</u>	<u>\$799,033.62</u>

Supreme Court of Appeals
General Revenue Expenditures
June 2013

	Fiscal Year 2011			Fiscal Year 2012			Fiscal Year 2013			FY 2013 vs. FY 2012	Percentage Incr (Decr)
	YTD June 2011	% of Budget	Budget	YTD June 2012	% of Budget	Budget	YTD June 2013	% of Budget	Budget		
I. Personal Services											
A. Salaries	66,730,871	97.8	68,199,069	72,706,861	102.0	71,291,119	74,556,149	102.6	72,700,000	1,849,289	2.5%
B. Annual Increment	721,932	81.8	882,250	727,007	100.3	725,000	786,507	107.7	730,000	59,500	8.2%
C. Employee Benefits	21,101,421	95.9	22,007,879	27,630,614	125.6	22,000,000	24,022,472	95.4	25,178,000	(3,608,142)	-13.1%
D. Judicial Retirement	3,954,000	100.0	3,954,000	0	0.0	3,954,000	2,422,000	100.0	2,422,000	2,422,000	
Total Personal Services	92,508,224	97.3	95,043,198	101,064,482	103.2	97,970,118	101,787,128	100.7	101,030,000	722,647	0.7%
II. Board of Risk and Insurance	310,616	83.0	374,015	346,348	92.6	374,015	312,252	90.2	346,348	(34,096)	-9.8%
III. Operating Expenses											
A. Law Library System	1,250,606	103.0	1,214,000	1,170,150	97.4	1,202,000	1,354,748	115.8	1,170,000	184,598	15.8%
B. On-line Legal Research	242,888	127.8	190,000	212,090	111.6	190,000	196,880	98.4	200,000	(15,210)	-7.2%
C. Postal Equipment, Postage, and Delivery Service	316,035	107.1	295,000	388,858	114.0	341,000	272,775	71.8	380,000	(116,083)	-29.9%
D. Occupancy Costs	894,457	85.3	1,048,755	1,045,715	111.1	941,000	784,163	75.4	1,040,000	(261,551)	-25.0%
E. Building Repairs and Improvements	648,623	84.4	768,500	1,315,246	86.7	1,517,500	1,735,486	132.7	1,308,000	420,240	32.0%
F. Equipment Rentals	727,684	120.9	602,000	852,590	113.7	750,000	853,771	103.0	829,000	1,181	0.1%
G. Computer and Software	5,821,505	124.6	4,672,000	6,290,445	91.2	6,900,000	6,635,593	105.3	6,299,000	345,148	5.5%
H. Office Equipment and Furnishings	697,148	82.0	850,000	1,557,510	211.9	735,000	1,278,106	84.1	1,520,000	(279,405)	-17.9%
I. Printing	73,126	56.3	130,000	105,264	140.4	75,000	188,566	114.3	165,000	83,302	79.1%
J. Outside Services, Professionals & Other	568,984	59.3	960,000	754,180	130.0	580,000	2,051,370	270.3	759,000	1,297,190	172.0%
K. Office Supplies and Expenses	1,040,257	108.2	961,000	1,177,992	112.5	1,047,000	1,084,654	99.0	1,096,000	(93,339)	-7.9%
L. Telephone & Cellular Services	210,276	88.7	237,000	227,617	100.2	227,100	424,752	183.0	232,100	197,135	86.6%
M. Employee Travel	1,011,791	130.6	775,000	1,534,472	139.5	1,100,000	1,536,689	103.1	1,490,000	2,217	0.1%
N. Vehicle	91,875	87.5	105,000	204,909	132.2	155,000	150,543	73.4	205,000	(54,366)	-26.5%
O. Judicial and Staff Education	1,009,634	106.3	950,000	1,481,223	132.3	1,120,000	1,156,002	77.6	1,490,000	(325,221)	-22.0%
P. Tests and Examinations - Probation Departments	414,665	109.1	380,000	744,264	161.8	460,000	972,808	131.5	740,000	228,544	30.7%
Q. Court Costs	2,840,861	84.5	3,362,200	3,485,971	120.8	2,886,200	2,996,210	87.2	3,436,200	(489,762)	-14.0%
R. Mental Hygiene and Guardianship	3,233,505	115.7	2,795,000	3,399,220	100.3	3,390,000	3,881,460	118.9	3,265,000	482,240	14.2%
S. Grant Matching Expenses & Amounts Due Court	(45,627)	(11.4)	400,000	(541,349)	-90.2	600,000	35,925	12.4	290,304	577,274	-106.6%
T. Grants, Awards, Scholarships and Loans	0	0.0	0	0	0.0	0	130,000	433.3	30,000	130,000	
Total Unclassified	21,048,293	101.7	20,695,455	25,406,368	104.9	24,216,800	27,720,501	106.8	25,944,604	2,314,133	9.1%
Total of All Expenditures	113,867,133	98.1	116,112,668	126,817,198	103.5	122,560,933	129,819,881	102.0	127,320,952	3,002,683	2.4%
Funding Sources for Budget Amount:											
Current Year Appropriation									122,320,952		
Disbursements from Reappropriated General Revenue									5,000,000		
2013 Budgeted Expenditures									127,320,952		

West Virginia Supreme Court of Appeals
Expenditures by Appropriation Classification
General and Federal Revenue, Appropriated and Reappropriated Accounts
For the Period July 1, 2012 to June 30, 2013

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
General Revenue (Fund 0180)						
<u>Fiscal Year2013</u>						
PERSONAL SERVICES - 001	70,199,069.00	0.00	70,199,069.00	69,496,590.85	702,478.15	99.00 %
ANNUAL INCREMENT - 004	870,250.00	0.00	870,250.00	764,963.15	105,286.85	87.90 %
EMPLOYEE BENEFITS - 010	24,748,388.00	0.00	24,748,388.00	21,000,898.77	3,747,489.23	84.86 %
REPAIRS AND ALTERATIONS - 064	700,000.00	0.00	700,000.00	646,295.55	53,704.45	92.33 %
EQUIPMENT - 070	2,000,000.00	0.00	2,000,000.00	990,023.42	1,009,976.58	49.50 %
CHILDREN'S PROTECTION ACT - 090	2,663,012.00	0.00	2,663,012.00	42,046.04	2,620,965.96	1.58 %
JUDGES' RETIREMENT SYSTEM - 110	2,422,000.00	0.00	2,422,000.00	2,422,000.00	0.00	100.00 %
CURRENT EXPENSES - 130	17,486,000.00	0.00	17,486,000.00	12,790,542.34	4,695,457.66	73.15 %
OTHER ASSETS - 690	919,979.00	0.00	919,979.00	110,887.95	809,091.05	12.05 %
BRIM PREMIUM - 913	312,254.00	0.00	312,254.00	0.00	312,254.00	0.00 %
Totals	<u>122,320,952.00</u>	<u>0.00</u>	<u>122,320,952.00</u>	<u>108,264,248.07</u>	<u>14,056,703.93</u>	<u>88.51 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2012</u>						
PERSONAL SERVICES - 001	3,607,854.17	0.00	3,607,854.17	3,607,854.17	0.00	100.00 %
ANNUAL INCREMENT - 004	344,885.00	(340,000.00)	4,885.00	4,885.00	0.00	100.00 %
EMPLOYEE BENEFITS - 010	8,368,595.34	(6,500,000.00)	1,868,595.34	1,868,595.34	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	2,638,153.48	0.00	2,638,153.48	1,518,035.43	1,120,118.05	57.54 %
UNCLASSIFIED - 099	5,681,742.84	6,840,000.00	12,521,742.84	12,521,742.84	0.00	100.00 %
BRIM PREMIUM - 913	374,015.00	0.00	374,015.00	301,000.00	73,015.00	80.48 %
Totals	<u>21,015,245.83</u>	<u>0.00</u>	<u>21,015,245.83</u>	<u>19,822,112.78</u>	<u>1,193,133.05</u>	<u>94.32 %</u>
Reappropriated General Revenue						
<u>Fiscal Year2011</u>						
ANNUAL INCREMENT - 004	634,529.35	(630,000.00)	4,529.35	4,529.35	0.00	100.00 %
EMPLOYEE BENEFITS - 010	83.54	630,000.00	630,083.54	630,083.54	0.00	100.00 %
CHILDREN'S PROTECTION ACT - 090	1,087,655.28	0.00	1,087,655.28	1,087,655.28	0.00	100.00 %
BRIM PREMIUM - 913	0.00	11,252.00	11,252.00	11,252.00	0.00	100.00 %
Totals	<u>1,722,268.17</u>	<u>11,252.00</u>	<u>1,733,520.17</u>	<u>1,733,520.17</u>	<u>0.00</u>	<u>100.00 %</u>
Total General Revenue Accounts	<u>145,058,466.00</u>	<u>11,252.00</u>	<u>145,069,718.00</u>	<u>129,819,881.02</u>	<u>15,249,836.98</u>	<u>89.49 %</u>

West Virginia Supreme Court of Appeals
 Expenditures by Appropriation Classification
 General and Federal Revenue, Appropriated and Reappropriated Accounts
 For the Period July 1, 2012 to June 30, 2013

<u>Account Title</u>	<u>Original Appropriation</u>	<u>Reallocation & Supplemental Appropriations</u>	<u>Adjusted Appropriation</u>	<u>Net Cash Expenditures to Date</u>	<u>Appropriation Balance Remaining</u>	<u>Percentage Appropriation Spent</u>
Federal Revenue (Fund 8867)						
<u>Fiscal Year 2013</u>						
PERSONAL SERVICES - 001	200,000.00	0.00	200,000.00	122,034.50	77,965.50	61.02 %
EMPLOYEE BENEFITS - 010	50,000.00	0.00	50,000.00	41,003.19	8,996.81	82.01 %
CURRENT EXPENSES - 130	1,382,000.00	0.00	1,382,000.00	327,952.93	1,054,047.07	23.73 %
Total Federal Revenue Accounts	<u>1,632,000.00</u>	<u>0.00</u>	<u>1,632,000.00</u>	<u>490,990.62</u>	<u>1,141,009.38</u>	<u>30.09 %</u>

**West Virginia Supreme Court of Appeals
Special and Federal Revenue Accounts - Statement of Activity
Process Year 2013**

<u>Title of Fund</u>	<u>Fund Number</u>	<u>July 1, 2012 Fund Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>June 30, 2013 Fund Balance</u>
PARENTAL EDUCATION FUND	1757	14,140.87	148,635.00	126,525.05	36,250.82
PARENT EDUCATION AND MEDIATION FUND	1759	144,202.44	108,427.02	106,290.83	146,338.63
MAGISTRATE COURT SURPLUS ACCOUNT	1761	50,701.62	82,147.14	0.00	132,848.76
GIFTS GRANTS & DONATIONS	1762	1,241.21	1,058,822.49	1,058,970.38	1,093.32
FAMILY COURT FUND	1763	301,208.88	1,024,647.05	999,516.44	326,339.49
ENFORCEMENT OF GUARDIANSHIP/CONSERVATORSHIP ACT FD	1764	107,568.07	25,036.26	0.00	132,604.33
ACCESS TO JUSTICE	1765	58,820.00	56,580.00	58,820.00	56,580.00
CONSOLIDATED FEDERAL FUNDS	8867	0.00	490,990.62	490,990.62	0.00
Grand Total:		<u>\$677,883.09</u>	<u>\$2,995,285.58</u>	<u>\$2,841,113.32</u>	<u>\$832,055.35</u>



State of West Virginia
John B. McCuskey
State Auditor

Office of the State Auditor
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

July 26, 2018

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-5200
www.wvsao.gov

Barbara Allen
Interim Administrative Director
West Virginia Supreme Court of Appeals
Building One, Room E-100
1900 Kanawha Boulevard East
Charleston, WV 25305-0830

RE: Purchase of meals by Supreme Court

Dear Ms. Allen:

I have been made aware through media reports the Judicial Investigation Commission ("JIC") made a recent public finding that use of public funds for personal meals is permissible under West Virginia law. In particular, the JIC findings suggest it is permissible for the Supreme Court to use state purchasing cards to buy meals for themselves while performing their daily Constitutional duties (e.g. review decisions and hear arguments).¹ The JIC further indicated the Supreme Court needs to implement a policy allowing such meals to be purchased with public funds.

The conclusions reached by the JIC necessitates a reaffirmation of the position of the State Auditor's office. It also warrants examination of the practices of the Court, and the potential policy the Supreme Court intends to adopt.

Supreme Court is not authorized to use public funds to buy personal meals

Our office was neither consulted nor asked for an opinion by the JIC as to the propriety of using a State purchasing card ("p-card") to buy personal lunches. Had our office been asked, we would have opined that such use of a p-card is contrary to the policies and procedures of the purchasing card program, and generally prohibited under law. See W.Va. Code §6B-2-5(b) (prohibiting use of public office for private gain). On this point, the West Virginia Ethics Commission has issued multiple Advisory Opinions that support the proposition that public funds

¹ I wish to make clear the comments and conclusions contained in this letter relate to the Supreme Court as a whole, and not to any particular Justice. Indeed, it is my understanding none of the Justices have a state p-card in their name. Rather, this letter is addressed to the practices of the employees of the Supreme Court in the use of the p-card to buy lunches.

may not be used for the personal meals of public employees, barring express authorization or allowance under law. *See* A.O. 2018-04; A.O. 2018-02; A.O. 2012-50; and A.O. 2012-27. The only exception allowed was a State board or commission that was hosting a meeting of individuals that travelled from around the state to attend the meeting. *See* A.O. 2012-27. Rather than break for lunch, the Ethics Commission opined that a working lunch could be permissible. However, the Ethics Commission's opinion looked to whether there was a statutory allowance for meals (e.g. per diem for attendance), and further suggested consultation with the Auditor's office. More recently, the Ethics Commission in A.O. 2018-02 directed a County Commission to seek guidance from the Attorney General and/or State Auditor prior to using public funds for a working lunch.

While the JIC statement appears to try to encompass the A.O. 2012-27 opinion in its conclusion, the Court lunches do not fall within the guidelines or facts of the Advisory Opinion. First, there is no statutory allowance for the meals. The Court was not in travel status nor engaging in a training conference. Rather, the Court had lunch catered to them as part of their standard work day. Having food delivered understandably adds to the efficiency of the day. However, aide of efficiency does not require using public funds. The Justices and employees could have paid for the meal with their own personal money. Second, there is serious doubt as to an express authority for using public funds for lunches during a normal workday. If there is a belief that such authorization exists, then A.O. 2018-02 suggests consultation and/or opinion from the Attorney General and Auditor. While I am unaware of an Attorney General opinion, our office has not been contacted or consulted.

Accordingly, I wish to make clear, the position of the Auditor's office is that public employees and public officials, including specifically members and employees of the Supreme Court, may not use public funds to purchase personal meals during a non-travel workday. An expenditure of public funds for a personal meal will neither be processed nor approved by our office. Further, if a p-card is utilized, such purchases will also be deemed a violation of the policies and procedures governing the use of the State purchasing cards.²

Supreme Court Policy and defining allowable expenses

If the Supreme Court desires to adopt and implement a policy governing use of public monies for meals, then I would welcome and encourage consultation with our office. While our position is that public monies may not be used for "personal meals", there may be an allowable expense for hospitality purposes. While defining these allowable types of hospitality may be intricate, any allowance will likely center around (1) persons in travel status; (2) hosting a training or educational seminar; and (3) hosting a meeting with individuals from outside of the Court. However, the key principle underlying any such policy should be a prohibition of using public funds for the purchase of meals for individuals performing their daily duties or responsibilities (i.e. a personal meal).

² One of the main underlying prohibitions in the State p-card policies and procedures is to not use public monies for one's personal benefit.

Barbara Allen
July 26, 2018
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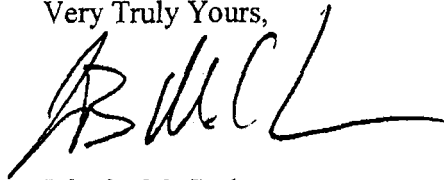
Again, we welcome the opportunity to work with you and your staff to craft such a policy which would clearly delineate allowable expenses and prevent any future misuse of public funds.

Expenditures going forward

Given the JIC findings and the longstanding practice of purchasing lunches and meals for Court staff and officials, I anticipate there may be disagreement with the position of our office. Indeed, I am very mindful of, and give deference to, the operations of another Branch of government. However, the finding of the JIC and recommendation that the Supreme Court may use public funds for personal use (e.g. meals), blends over to the powers and duties of the Auditor to ensure proper expenditures of public monies. Under this paradigm, I intend to review and disapprove expenditures that are for personal benefit.

I look forward to working through these issues with you, and welcome your cooperation going forward. It is my hope a cooperative approach may yield better guidance to prevent any potential misuse. If you have any questions, or wish to discuss further, please feel free to contact me.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "J. McCuskey", with a long horizontal flourish extending to the right.

John B. McCuskey
State Auditor

cc: Teresa Tarr, Judicial Investigation Commission

SUPREME COURT OF APPEALS
OF WEST VIRGINIA

BARBARA H. ALLEN
INTERIM ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov



August 6, 2018

The Hon. John H. Shott
Chairman, Committee on the Judiciary
House Committee on the Judiciary
Building 1, Room 418-M
1900 Kanawha Blvd., East
Charleston, WV 25305-0470

Re: Inquiry regarding House Resolution 201

Dear Chairman Shott:

In response to the subpoena *duces tecum* issued by the House Committee on the Judiciary on July 12, 2018, the Court is still in the process of reviewing the approximately 12,700 records returned from the electronic search of approximately 2.3 million files for responsiveness. Additionally, we are reviewing certain hard copy files in order to determine if there are any responsive documents. We expect to have this search completed by Friday, August 10, 2018.

In response to the subpoena *duces tecum* issued by the House Committee on the Judiciary on July 31, 2018, requesting “[a]ny and all documents and records in [the Court’s] possession relating to any rules promulgated pursuant to the authority granted by W.Va. Code §51-9-10, providing for assignment of senior status judges and justices[,]” please see enclosed records bates-numbered WVSCT_HJC_000001-000017.

In response to the subpoena *duces tecum* issued by the House Committee on the Judiciary on July 31, 2018, requesting “[a]ny and all documents and records in [the Court’s] possession, including but not limited to copies of IRS Form W-2 or IRS Form 1099, which are or purport to be a record of compensation or fees paid to any employee of the Supreme Court of Appeals of West Virginia for compensation and/or benefits received in the form of lunches paid for by the Supreme Court of Appeals of West Virginia between January 1, 2013 and July 10, 2018[,]” the Court does not have any documents or records responsive to this request.

In response to the subpoena *duces tecum* issued by the House Committee on the Judiciary on July 31, 2018, requesting “[a]ny and all documents and records in [the Court’s] possession, which are or purport to be a record of compensation or fees paid to any senior status circuit judge sitting by assignment, and which compensation or fees were reported by the use of an IRS Form 1099 provided to that judge, including, but not limited to, copies of each and every IRS Form 1099 which was provided to each such judge by the Supreme Court of Appeals of West

Virginia between January 1, 2009 and July 10, 2018[,]” please see enclosed records bates-numbered WVSCT_HJC_000018-000031. Furthermore, the Court is not the custodian of issued 1099s for senior status circuit judges. The West Virginia Department of Administration is responsible for preparing and issuing any and all 1099s. However, in an effort to fully comply with the subpoena to the best of the Court’s ability, we have enclosed a list of all senior status circuit judges who received a W-2 from January 2009 through July 2018. This list may be used to retrieve any 1099s from the West Virginia Department of Administration.

By this production, we believe that the Court has fulfilled its obligations to produce the documents requested to be produced pursuant to the three (3) subpoenas issued on July 31, 2018. The Court recognizes that its obligation to comply is ongoing and, accordingly, we will supplement with any additional documents if more documents are identified and ready for production. Additionally, the Court expects to be able to fully respond to the one (1) subpoena issued on July 12, 2018 by Friday, August 10, 2018. If you have any questions, please do not hesitate to contact me.

Respectfully yours,



Sarah B. Massey
Associate Administrative Counsel

Encl.

SUPREME COURT OF APPEALS OF WEST VIRGINIA

ADMINISTRATIVE ORDER

RULE ON RETIRED JUDGES ADMITTED TO
SENIOR STATUS

WHEREAS, The Supreme Court of Appeals has been authorized and empowered to create a panel of retired judges admitted to senior status from among former circuit judges and Supreme Court justices of this State, and to promulgate rules providing for such judges and justices to be assigned duties as needed and as feasible;

IT IS THEREFORE ORDERED that there is hereby established, effective June 9, 1991, a system of senior status for retired judges, pursuant to W.Va. Code § 51-9-10.

(a) Eligibility.

(1) Former Judge or Justice. To qualify for senior status, one must: (A) be receiving benefits under the Judicial Retirement System pursuant to W.Va. Code, Chapter 51, Article 9; or (B) meets one of the following criteria: (i) served in the judicial office with the eligibility equivalency for judicial retirement under W. Va. Code, Chapter 51, Article 9, but retires under Public Employees Retirement System pursuant to W. Va. Code, Chapter 5, Article 10; (ii) has served in the judicial office for one full term and retires at the end of that term under the Public Employees Retirement System; or (iii) has served in the judicial office for more than one full term and

subsequently receives benefits under the Judicial Retirement System or the Public Employees Retirement System.

(2) Residence. To qualify and to remain qualified for senior status, one must be a bona fide resident of the State of West Virginia.

(3) Practice of Law. (A) Engagement in a substantial law practice (e.g., association with a law firm or full-time law practice) shall disqualify a retired judge or justice from eligibility for senior status. (B) Engagement in a limited law practice (e.g., no association with a law firm or part-time practice) shall not disqualify a retired judge or justice from eligibility for senior status, but shall disqualify a retired judge admitted to senior status from assignment to duty in any circuit where he or she engages in practice.

(4) Ethics Code. A judge admitted to senior status shall be bound by the prevailing canons of judicial ethics and by the prevailing rules on complaints against judges and justices.

(5) Training. Senior status judges are required to attend the judicial training conferences and will be reimbursed for expenses as active judges.

(6) Compliance with Rule. To qualify, a retired judge or justice must agree in advance to comply with the provisions of this rule.

(7) Other Considerations. The Supreme Court of Appeals may take into account such other considerations as it deems pertinent (i.e., age, health, etc.).

(b) Application. Application for senior status shall be submitted to the Administrative Director of the Supreme Court of Appeals, on the form prescribed by the Administrative Director. The applicant shall provide all the information called for by the form; Provided, however, that the Supreme Court may require the applicant to submit additional information. Application may be made within one year before the applicant's anticipated date of eligibility or at anytime after the applicant's date of eligibility.

(c) Admission; Oath; Revocation. Admission to senior status shall be a privilege; admission may granted or denied by the Supreme Court, in its discretion, acting in administrative conference and recording such action in an administrative order duly entered; admission may be for indefinite duration or temporary duration of a specified period. Before commencing service, a judge admitted to senior status shall take an oath of office, and file such oath with the Administrative Director. The Supreme Court may, for failure to comply with provisions of this rule or for incapacity, revoke senior status, by acting in administrative conference and recording such action in an administrative order duly entered.

(d) Change of Circumstances; Withdrawal. A judge admitted to senior status shall forthwith inform the

Administrative Director of any change of circumstances bearing on his or her senior judicial status, and may at anytime by written notice withdraw from senior status.

(e) Assignment to Duty.

(1) The Chief Justice may, by order duly entered, assign a judge admitted to senior status to such judicial duties in such courts as the Chief Justice deems appropriate and as consistent with applicable provisions of law.

(2) No retired judge admitted to senior status who has been defeated in an election for a circuit judgeship shall be assigned to duty in the circuit where he or she was defeated.

(3) All judges admitted to senior status are hereby generally assigned and empowered to perform marriages and to administer oaths in any county of this State.

(4) Nothing in this rule shall preclude the recall or assignment to active judicial service of any retired judge or justice who has not been admitted to senior status but who agrees to serve, all subject to any applicable rules or provisions of law.

(f) Financial Allowances:

(1) Per Diem. (A) Compensation for service by a judge admitted to senior status will be at the rate of \$200 per day. (B) For service within the circuit of residence, service will be billable in half-day increments; for service outside the

circuit of residence, service will be billable in full-day increments. (C) Provided, however, that the per diem and retirement compensation of a retired judge, admitted to senior status shall not exceed the salary of a sitting judge.

(2) Expenses. Reimbursement for travel and/or other necessary expenses incurred during assigned service will be made according to the prevailing Supreme Court regulations.

(3) Allowances Form. Statements for per diem and expense allowances under subdivisions (1) and (2) of this subsection (g) must be submitted to and approved by the Administrative Director, on the form prescribed by the Administrative Director.

(4) Staff Support. Insofar as feasible, a judge admitted to senior status, while on assignment, must rely on the services of regular staff personnel of the court of assignment; Provided, however, that upon good cause shown and advance approval by the Administrative Director, a judge admitted to senior status may arrange, consistent with prevailing Supreme Court regulations, for temporary workers to provide secretarial and/or court-reporting services.

ENTER, this 15th day of November 1991.



Thomas B. Miller
CHIEF JUSTICE

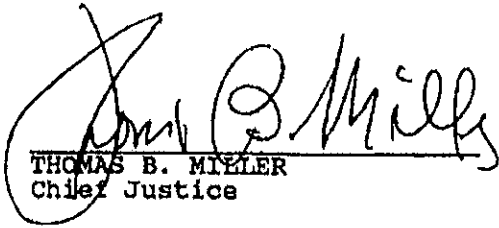
AMENDED ADMINISTRATIVE ORDER
SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE: PER DIEM AND REIMBURSEMENT OF EXPENSES UNDER SENIOR STATUS

WHEREAS, pursuant to W. Va. Code, 51-9-10, the Supreme Court, meeting in Administrative Conference on June 3, 1991, approved a per diem of Two Hundred Dollars (\$200.00) for retired Judges recalled by the Chief Justice under Article VIII, Sections 3 and 8 of the Constitution of West Virginia, and further approved reimbursement for travel expenses and other actual expenses necessary for lodging and meals.

This Amended Order is filed for the purpose of amending the administrative order entered June 14, 1991 authorizing a per diem allowance for Senior Judges recalled after retirement, and further shall serve as a temporary rule under the provisions of this statute until further action by this Court.

ENTER: JULY 22, 1991


THOMAS B. MYLER
Chief Justice

SUPREME COURT OF APPEALS OF WEST VIRGINIA

ADMINISTRATIVE ORDER

RULE ON RETIRED JUDGES ADMITTED TO
SENIOR STATUS

WHEREAS, The Supreme Court of Appeals has been authorized and empowered to create a panel of retired judges admitted to senior status from among former circuit judges and Supreme Court justices of this State, and to promulgate rules providing for such judges and justices to be assigned duties as needed and as feasible;

IT IS THEREFORE ORDERED that there is hereby established, effective June 9, 1991, and amended September 15, 1994, a system of senior status for retired judges, pursuant to W. Va. Code § 51-9-10.

(a) ELIGIBILITY.

(1) Former Judge or Justice. To qualify for senior status, one must:

(A) be receiving benefits under the Judicial Retirement System pursuant to W. Va. Code, Chapter 51, Article 9; or

(B) meet one of the following criteria:

(i) have served in the judicial office with the eligibility equivalency for judicial retirement under W. Va. Code, Chapter 51, Article 9, but retired under Public Employees Retirement System pursuant to W. Va. Code, Chapter 5, Article 10;

(ii) have served in the judicial office for one full term and retired under the Public Employees Retirement System; or

(iii) have served in the judicial office for more than one full term and subsequently received benefits under the Judicial Retirement System or the Public Employees Retirement System.

(2) Residence. To qualify and to remain qualified for senior status, one must be a bona fide resident of the State of West Virginia.

(3) Practice of Law.

(A) Engagement in a substantial law practice (e.g., association with a law firm or full-time law practice) shall disqualify a retired judge or justice from eligibility for senior status.

(B) Engagement in a limited law practice (e.g., no association with a law firm, except if employed as "of counsel" or "special counsel," or part-time law practice) shall not disqualify a retired judge or justice from eligibility for senior status. However, a retired justice or judge admitted to senior status shall be disqualified from assignment to duty in any circuit where he or she engages in practice, or from any matter in which the law firm in which he or she is employed as "of counsel" or "special counsel" is involved or has participated. For purposes of this rule, the terms "of counsel" or "special counsel" shall mean employment by a law firm that does not include (1) any partnership interest in the firm; (2) appearance before any tribunal representing any client of the firm; (3) work in the firm on a full-time basis; and (4) a salary equivalent to or greater than any partner in the firm.

(4) Ethics Code. A judge admitted to senior status shall be bound by the prevailing canons of judicial ethics and by the prevailing rules on complaints against judges and justices.

(5) Training. Senior status judges are required to attend the judicial training conferences and will be reimbursed for expenses as active judges.

(6) Compliance with Rule. To qualify, a retired judge or justice must agree in advance to comply with the provisions of this rule.

(7) Other Considerations. The Supreme Court of Appeals may take into account such other considerations as it deems pertinent (i.e., age, health, etc.).

(b) APPLICATION.

Application for senior status shall be submitted to the Administrative Director of the Supreme Court of Appeals, on the form prescribed by the Administrative Director. The applicant shall provide all the information called for by the form; Provided, however, that the Supreme Court may require the applicant to submit additional information. Application may be made within one year before the applicant's anticipated date of eligibility or at anytime after the applicant's date of eligibility.

(c) ADMISSION; OATH; REVOCATION.

Admission to senior status shall be a privilege; admission may granted or denied by the Supreme Court, in its discretion, acting in administrative conference and recording such action in an administrative order duly entered; admission may be for indefinite duration or temporary duration of a specified period. Before commencing service, a judge admitted to senior status shall take an oath of office, and file such oath with the Administrative Director. The Supreme Court may, for failure to comply with provisions of this rule or for incapacity, revoke senior status, by acting in administrative conference and recording such action in an administrative order duly entered.

(d) CHANGE OF CIRCUMSTANCES; WITHDRAWAL.

A judge admitted to senior status shall forthwith inform the Administrative Director of any change of circumstances bearing on his or her senior judicial status, and may at anytime by written notice withdraw from senior status.

(e) ASSIGNMENT TO DUTY.

(1) The Chief Justice may, by order duly entered, assign a judge admitted to senior status to such judicial duties in such courts as the Chief Justice deems appropriate and as consistent with applicable provisions of law.

(2) No retired judge admitted to senior status who has been defeated in an election for a circuit judgeship shall be assigned to duty in the circuit where he or she was defeated.

(3) All judges admitted to senior status are hereby generally assigned and empowered to perform marriages and to administer oaths in any county of this State.

(4) Nothing in this rule shall preclude the recall or assignment to active judicial service of any retired judge or justice who has not been admitted to senior status but who agrees to serve, all subject to any applicable rules or provisions of law.

(f) FINANCIAL ALLOWANCES.

(1) Per Diem.

(A) Compensation for service by a judge admitted to senior status will be at the rate of \$200 per day.

~~\$300~~
\$350
~~\$400~~
\$435

deleted (e)(2) revised for future use, see attached Order

(B) For service within the circuit of residence, service will be billable in half-day increments; for service outside the circuit of residence, service will be billable in full-day increments.

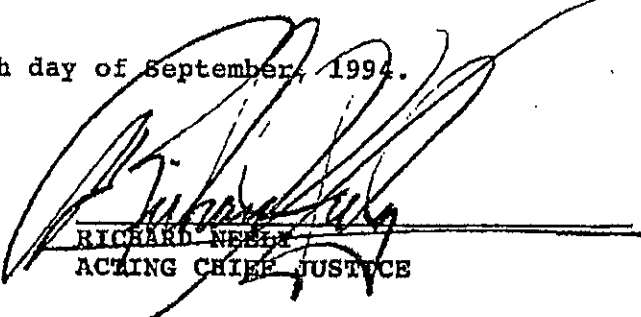
(C) Provided, however, that the per diem and retirement compensation of a retired judge, admitted to senior status shall not exceed the salary of a sitting judge.

(2) Expenses. Reimbursement for travel and/or other necessary expenses incurred during assigned service will be made according to the prevailing Supreme Court regulations.

(3) Allowances Form. Statements for per diem and expense allowances under subdivisions (1) and (2) of this subsection (g) must be submitted to and approved by the Administrative Director, on the form prescribed by the Administrative Director.

(4) Staff Support. Insofar as feasible, a judge admitted to senior status, while on assignment, must rely on the services of regular staff personnel of the court of assignment; Provided, however, that upon good cause shown and advance approval by the Administrative Director, a judge admitted to senior status may arrange, consistent with prevailing Supreme Court regulations, for temporary workers to provide secretarial and/or court-reporting services.

ENTER, this 15th day of September, 1994.


RICHARD NEELY
ACTING CHIEF JUSTICE

ADMINISTRATIVE ORDER

SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE: AMENDMENT OF PER DIEM RATE PAID TO SENIOR STATUS JUDGES

WHEREAS, by previous administrative order dated June 9, 1991 and thereafter amended by administrative order entered September 15, 1991, a system of senior status for retired judges was established pursuant to the provisions of W. Va. Code, 51-9-10; and

WHEREAS, by administrative order dated June 14, 1991, a per diem rate of \$200.00 was approved by the Supreme Court for payment to retired judges serving under senior status and who were recalled into service by the Chief Justice; and

WHEREAS, by action of the Supreme Court in administrative conference on May 1, 1995, the per diem rate paid to senior status judges was increased to \$225.00 per day for service under senior status; and

WHEREAS, the Supreme Court, meeting in administrative conference on September 27, 2000, has increased the per diem rate paid to senior status judges to \$300.00 per day, effective October 1, 2000.

IT IS THEREFORE ORDERED that the per diem rate paid to judges serving under senior status be, and it hereby is, increased to \$300.00 per day effective October 1, 2000.

ENTER: OCTOBER 1, 2000



ELLIOTT E. MAYNARD
CHIEF JUSTICE

ADMINISTRATIVE ORDER

SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE: AMENDMENT OF PER DIEM RATE PAID TO SENIOR STATUS JUDGES

WHEREAS, by previous administrative order dated June 9, 1991, and thereafter amended by administrative order entered September 15, 1991, a system of senior status for retired judges was established pursuant to the provisions of W. Va. Code, 51-9-10; and

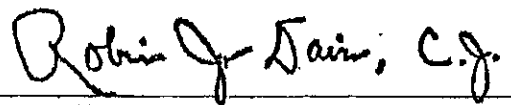
WHEREAS, by administrative order dated June 14, 1991, a per diem rate of \$200.00 was approved by the Supreme Court for payment to retired judges serving under senior status and who were recalled into service by the Chief Justice; and

WHEREAS, by action of the Supreme Court in administrative conference on May 1, 1995, the per diem rate paid to senior status judges was increased to \$225.00 per day and in administrative conference on September 27, 2000, the per diem rate paid to senior status judges was increased to \$300.00 for service under senior status; and

WHEREAS, the Supreme Court, meeting in administrative conference on November 29, 2006, has increased the per diem rate paid to senior status judges to \$350.00 per day, effective January 1, 2007.

IT IS THEREFORE ORDERED that the per diem rate paid to judges serving under senior status be, and it hereby is, increased to \$350.00 per day effective January 1, 2007.

ENTER: DECEMBER 5, 2006



ROBIN JEAN DAVIS
CHIEF JUSTICE

SUPREME COURT OF APPEALS OF WEST VIRGINIA

ADMINISTRATIVE ORDER

RE: AMENDMENT TO RULE(S) ON RETIRED JUDGES ADMITTED TO SENIOR STATUS, RETIRED FAMILY COURT JUDGES ADMITTED TO SENIOR STATUS, AND RETIRED MAGISTRATES ADMITTED TO SENIOR STATUS

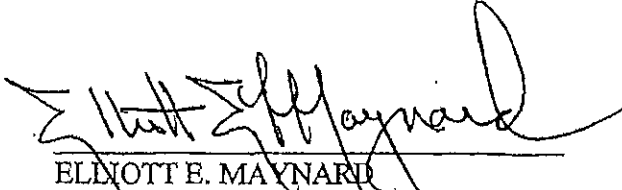
On this day came the Court, on its own motion and proceeded to consider an amendment to the Rules on Retired Circuit Judges Admitted to Senior Status, Retired Family Court Judges Admitted to Senior Status and Retired Magistrates Admitted to Senior Status.

Upon consideration whereof, the Court is of the opinion to, and doth hereby, amend the Rule on Retired Judges Admitted to Senior Status, the Rule on Retired Family Court Judges Admitted to Senior Status, and the Rule on Retired Magistrates Admitted to Senior Status, effective immediately, by rescinding and deleting the provisions of each order as indicated hereinbelow.

The provisions and the language deleted herein are contained in each order in sub-paragraph (e)(2), under the section (e) Assignment to Duty, and the language which is herewith deleted respectively from each order relates to and deletes only that provision of the order prohibiting the assignment of Circuit Judges, Family Court Judges and Magistrates to duty in the Circuit where he or she was defeated, and sub-paragraph (e)(2) shall now be reserved for future use and the number (e)(2) shall provide that it be reserved.

IT IS THEREFORE ORDERED that the provisions and language of sub-paragraph (e)(2) of each Administrative Order relating to the Rule for Retired Judges Admitted to Senior Status, the Rule for Retired Family Court Judges Admitted to Senior Status and the Rule for Retired Magistrates Admitted to Senior Status be, and they are hereby, rescinded and deleted.

ENTERED: DECEMBER 29, 2008


ELLIOTT E. MAYNARD
Chief Justice

ADMINISTRATIVE ORDER

SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE: AMENDMENT OF PER DIEM RATE PAID TO SENIOR STATUS JUDGES

WHEREAS, by previous administrative order dated June 9, 1991, and thereafter amended by administrative order entered September 15, 1991, a system of senior status for retired judges was established pursuant to the provisions of W.Va. Code, 51-9-10; and


WHEREAS, by administrative order dated June 14, 1991, a per diem rate of \$200.00 was approved by the Supreme Court for payment to retired judges serving under senior status and who were recalled into service by the Chief Justice; and

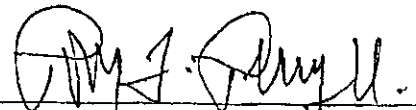
WHEREAS, by action of the Supreme Court in administrative conference on May 1, 1995, the per diem rate paid to senior status judges was increased to \$225.00 per day; in administrative conference on September 27, 2000, the per diem rate paid to senior status judges was increased to \$300.00 per day; and in administrative conference on November 29, 2006, the per diem rate paid to senior status judges was increased to \$350.00 per day for service under senior status; and

WHEREAS, the Supreme Court, meeting in administrative conference on October 13, 2010, has increased the per diem rate paid to senior status judges to \$400.00 per day, effective November 1, 2010.

IT IS THEREFORE ORDERED that the per diem rate paid to judges serving under senior status be, and it hereby is, increased to \$400.00 per day effective November 1, 2010.

ENTERED: October 18, 2010


ROBIN JEAN DAVIS
CHIEF JUSTICE

Attest: 
Rory L. Perry II, Clerk
Supreme Court of Appeals

ADMINISTRATIVE ORDER

SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE: AMENDMENT OF PER DIEM RATE PAID TO SENIOR STATUS JUDGES

WHEREAS, by previous administrative order dated June 9, 1991, and thereafter amended by administrative order entered September 15, 1991, a system of senior status for retired judges was established pursuant to the provisions of W. Va. Code, 51-9-10; and

WHEREAS, by administrative order dated June 14, 1991, a per diem rate of \$200.00 was approved by the Supreme Court for payment to retired judges serving under senior status and who were recalled into service by the Chief Justice; and

WHEREAS, by action of the Supreme court in administrative conference on May 1, 1995, the per diem rate paid to senior status judges was increased to \$225.00 per day; in administrative conference on September 27, 2000, the per diem rate paid to senior status judges was increased to \$300.00 per day; in administrative conference on November 29, 2006, the per diem rate paid to senior status judges was increased to \$350.00 per day; and in administrative conference on October 13, 2010, the per diem rate paid to senior status judges was increased to \$400.00 per day for service under senior status; and

WHEREAS, the Supreme Court, meeting in administrative conference on June 13, 2011, has increased the per diem rate paid to senior status judges to \$435.00 per day, effective July 1, 2011.

IT IS THEREFORE ORDERED that the per diem rate paid to judges serving under senior status be, and it hereby is, increased to \$435.00 per day effective July 1, 2011.

ENTERED: OCTOBER 28, 2011


MARGARET L. WORKMAN
CHIEF JUSTICE

SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE: PAYMENT OF SENIOR JUDICIAL OFFICERS WHO PERFORM
ESSENTIAL SERVICES

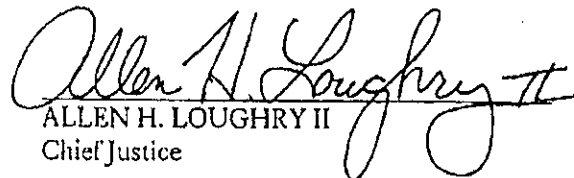
Pursuant to Article VIII, § 3 of the West Virginia Constitution, the Supreme Court has general supervisory control over all courts in the state, and the chief justice "shall be the administrative head of all the courts." This administrative authority includes the ability to assign judges for temporary service, including retired judges and magistrates. *See* W. Va. Const. Article VIII, § 8. It is constitutionally required that the "courts of this State shall be open . . . and justice shall be administered without sale, denial or delay." W. Va. Const. Art. III, § 17. Accordingly, it is paramount that the chief justice has the ongoing ability to assign judges for temporary service in such a manner that there is no interruption in essential services to the litigants of this state.


Although the Governor has the authority to fill a judicial vacancy, W. Va. Const. Art. VIII, § 7, this authority does not apply to instances in which a judicial officer may be absent from duty due to a protracted illness, or because of a suspension due to ethical violations. In these circumstances the chief justice exercises the constitutional authority to assign judges for temporary service, including retired judges. This authority is recognized in W. Va. Code § 51-9-10, which further provides that "reasonable payment shall be made to such judges . . . on a per diem basis: Provided, however, That the per diem and retirement compensation of a senior judge shall not exceed the salary of a sitting judge[.]" In the vast majority of instances, the statutory proviso does not interfere with providing essential services. However, in certain exigent situations involving protracted illness, lengthy suspensions due to ethical violations, or other extraordinary

circumstances, it is impossible to assure statewide continuity of judicial services without exceeding the payment limitation imposed by the statutory proviso.

Accordingly, in light of the administrative authority vested in the chief justice, it is hereby ORDERED that the chief justice has authority to determine in certain exigent circumstances that a senior judicial officer may continue in an appointment beyond the limitations set forth in W. Va. Code § 51-9-10, to avoid the interruption in statewide continuity of judicial services.

ENTERED: May 19, 2017


ALLEN H. LOUGHRY II
Chief Justice

Attest: 
GARY L. JOHNSON
Administrative Director

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, Andrew N. Frye, Jr., _____, agree to perform the following services

(Name and address)

for WV Supreme Court of Appeals at Charleston, WV.

(Agency)

(Location)

Senior Status Judge Andrew N. Frye, Jr., pursuant to past and future assignments ordered by the WV Supreme Court of Appeals in Administrative Orders, is directed to preside as a temporary circuit judge in proceedings in the Circuit Courts of WV.

(Detailed description of services to be performed)

Date(s) of Service: from August 1, 2012 to December 31, 2012

The rate of pay shall be \$435.00 per day

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____

The vendor serves as _____ with the title of _____

(Position)

certified by _____

(Supervisor's Signature)

HIPAA Business Associate Addendum - The West Virginia State Government HIPAA Business Associate (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

APPROVED BY:

Agency Supreme Court of Appeals of West Virginia

[Signature]
(Authorized Signature of Agency)

Chief Justice

August 1, 2012
(Date)

Vendor Andrew N. Frye, Jr.

[Signature]
(Vendor's Signature)

(Social Security or FEIN)

August 6, 2012
(Date)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, The Hon. John L. Henning, agree to perform the following services
(Name and address)
for WV Supreme Court of Appeal at Charleston, WV
(Agency) (Location)

The Honorable John L. Henning is directed to preside as a Senior Status Judge where needed in the state court system,
(Detailed description of services to be performed)
pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia.

Judge Henning is authorized to preside in any proceeding as assigned under this agreement.

Date(s) of Service: from May 21, 2015 to December 31, 2015

The rate of pay shall be 435.00 per day not to exceed
\$ N/A for the entire term of the contract.

NOTE: ~~Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor.~~ The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ with the title of _____, certified by _____
(Position) (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Supreme Court of Appeals of WV
Matthew R. Henderson, C.J.
(Authorized Signature of Agency)
Chief Justice
7/31/15
(Title) (Date)

Vendor The Hon. John L. Henning
[Signature]
(Social Security or FEIN) (Date)
July 27 2015

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # 149031

I, John Henning, [REDACTED], agree to perform the following services
for W Va Supreme Ct at as appropriate
as of May 8, 2013
(Name and address) (Location) (Detailed description of services to be performed)

Date(s) of Service: from May 8, 2013 to 31 December 2013
The rate of pay shall be \$435.00 per day not to exceed
\$ to be determined for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as Senior Status Judge with the title of Senior Status Judge, certified by _____
(Position) (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency [Signature]
Chief Justice
04/24/2013
(Authorized Signature of Agency) (Title) (Date)

Vendor [Signature]
John Henning
[REDACTED]
April 20, 2013
(Vendor's Signature) (Social Security or PIN) (Date)

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

25 April 2013

Honorable John L. Henning

Dear Judge Henning:

Enclosed is a copy of the Independent Contractor Agreement. I have given the original to Sue Troy, the Director of Financial Services.

Your "retirement" allowed per diem may run out on May 7th, depending on your work days. Thereafter, please submit an invoice for your \$435 per diem for your service after May 7, 2013 directly to Sue Troy. The invoice can be simply your name, home address, date of service (list each date of service separately), per diem amount and total. The total may help you to tract payments. Ms. Troy will be handling all contract payments. As an independent contractor, you may have to pay income tax directly to both the State and federal governments.

Please continue to submit your expenses of the Senior Status Allowance form to me. The expenses will continue to be processed in the same way.

I have not heard about any appointments by the Governor.

Thank you so much for continuing to serve. The Court appreciates your dedication and willingness to make sure that Justice is not delayed in the 26th Circuit.

Please let me know if you have any questions.

I am looking forward seeing at the Spring Judicial Conference.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kathleen S. Gross".

Kathleen S. Gross
Deputy Administrative Director

KSG/mg
Enclosure
cc: Sue Troy
Shannon Green

WVSCT_HJC_000021

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, the Hon. Thomas H. Keadle (Name and address), agree to perform the following services for WV Supreme Court of Appeal at Charleston, WV (Agency) (Location)

The Hon. Thomas H. Keadle is directed to preside as Senior Status Circuit Judge where needed in the state court system, pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia. Judge Keadle is authorized to preside in any proceeding as assigned under this contract. (Detailed description of services to be performed)

Date(s) of Service: from September 1, 2015 to December 31, 2015

The rate of pay shall be 435.00 per day not to exceed \$ N/A for the entire term of the contract.

NOTE: ~~Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor.~~ The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

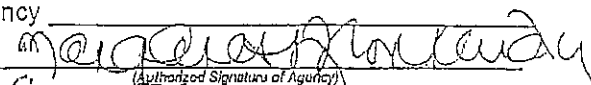
Please check the appropriate box below:

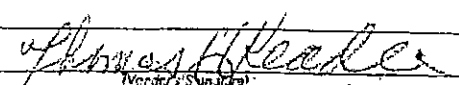
- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ (Position) with the title of _____, certified by _____ (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them; and agrees to be bound by their provisions.

APPROVED BY:

Agency 
CHIEF JUSTICE (Title)
9/9/15 (Date)

Vendor 
_____ (Vendor's Signature)
_____ (Social Security or FEIN)
September 5, 2015 (Date)

State of West Virginia
Purchasing Division
AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, The Hon. Thomas H. Keadle, [REDACTED], agree to perform the following services for WV Supreme Court of Appeal at Charleston, WV

The Honorable Thomas H. Keadle, [REDACTED] is directed to preside as a Senior Status Circuit Judge where needed in the state court system, pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia. Judge Keadle is authorized to preside in any proceeding as assigned under this agreement.

Date(s) of Service: from June 30, 2014 to December 31, 2014

The rate of pay shall be 435.00 per day not to exceed \$ n/a for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ with the title of _____, certified by _____

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Robin Gene Davis, CJ
West Virginia Supreme Court of Appeals
Chief Justice
September 17, 2014

Vendor The Hon. Thomas H. Keadle
Thomas H. Keadle
[REDACTED]
Sept 9, 2014

BARBARA H. ALLEN**Pittsburgh, PA 15217****()****BILL FOR LAW CLERK SERVICES
QUICKEN LOANS INC. V. WALTERS, No. 16-0298**

Date	Activity	Hours	Charge
5/17/17	Phone call with Justice Walker	.25	N/C
5/19/17	Phone call with Edye Nash; Arrange to get Appendix Record	.25	N/C
5/21/17	Read briefs	2.00	\$400.00
5/22/17	Begin reading and analyzing Appendix Record	3.50	\$700.00
5/23/17	Continue reading and analyzing Record	2.50	\$500.00
5/23/17	Phone call with Justice Walker	.30	N/C
5/25/17	Begin research	4.00	\$800.00
5/26/17	Continue research	3.00	\$600.00
5/28/17	Begin drafting opinion	3.50	\$700.00
5/30/17	Continue drafting and additional research	7.00	\$1,400.00
5/31/17	Continue drafting	5.50	\$1,100.00
6/01/17	Continue drafting and additional research	6.00	\$1,200.00
6/02/17	Continue drafting	4.50	\$900.00

6/03/17	Continue drafting	2.00	\$400.00
6/04/17	Continue drafting	3.50	\$700.00
6/05/17	Travel to Charleston	4.00	N/C
6/05/17	Phone call with Justice Walker	.25	N/C
6/05/17	Continue drafting; making changes as per discussions with Justice Walker	4.50	\$900.00
6/06/17	Finalizing draft opinion; Meeting with Justice Walker; cite checking in Law Library	10.50	\$2,100.00
6/07/17	Final edits to opinion;	3.50	\$700.00
6/09/17	Travel back to Pittsburgh	4.00	N/C
TOTAL HOURS:		74.75	
TOTAL CHARGES BEFORE CAP:			\$14,950.00

AGREED-UPON CAP:

\$10,000.00

I CERTIFY THAT THE ABOVE MERCHANDISE
 WAS RECEIVED IN GOOD CONDITION AND
 CONFORMED TO SPECIFICATIONS.
 DATE 6/22/17
 SIGNED [Signature]

Sue Keen-Jay 6/22/17

Troy, Sue

From: Johnson, Gary
Sent: Thursday, June 22, 2017 11:46 AM
To: Humphrey, Whitney
Cc: Troy, Sue
Subject: RE: Barbara Allen

Please send the invoice down and we will take care of it.

From: Humphrey, Whitney
Sent: Thursday, June 22, 2017 11:42 AM
To: Johnson, Gary <Gary.Johnson@courtswv.gov>
Cc: PalettaDavis, Lori <Lori.PalettaDavis@courtswv.gov>
Subject: Barbara Allen

Judge Johnson and Lori,
Barbara Allen recently wrote an opinion for Justice Walker, and today we received an invoice from her. Justice Walker understands Ms. Allen did work for the Court last year, but wasn't sure if she was still an approved vendor or if a formal contract is necessary?
I also messaged Sue Troy, but she is out of the office today and i won't be back in until next week. We'd like to get Ms. Allen's invoice approved as soon as possible so she can receive payment.

Thanks!

Whitney Humphrey
Administrative Assistant
Office of Justice Elizabeth D. Walker
West Virginia State Supreme Court of Appeals
Bldg 1, Room E302
1900 Kanawha Blvd E.
Charleston, WV 25305
304-340-2317



August 6, 2018

John B. McCuskey, State Auditor
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, WV 25305

Re: Purchase of meals by Supreme Court

Dear Mr. McCuskey:

Thank you for your letter of July 26, 2018, outlining the position of your office concerning the Supreme Court of Appeals' use of a state purchasing card to pay for working lunches for the Justices and their staff members on days when the Justices worked together throughout the course of a day, for example, argument docket days and administrative conference days.

We are aware of the Advisory Opinions issued by the West Virginia Ethics Commission on the subject, which, although instructive, do not apply to the judicial branch of government. In this regard, W. Va. Const., art. VIII, §3 establishes the Court's power to control the administrative business of the judiciary. *See, e.g.,* Syllabus Point 1, *State ex rel. Farley v. Spaulding*, 203 W. Va. 275, 507 S.E.2d 376 (1998): "Not only does our Constitution explicitly vest the judiciary with the control over its own administrative business, but it is a fortiori that the judiciary must have such control in order to maintain its independence." *See also* Syllabus Point 2, *State ex rel. Lambert v. Stephens*, 200 W. Va. 802, 490 S.E.2d 891 (1997). This latter factor is why the "working lunches" issue concerning the Court was properly submitted for resolution to the Judicial Investigation Commission, not the West Virginia Ethics Commission. The JIC concluded that "there is no probable cause to believe that you violated the Code of Judicial Conduct. You employed an already well-established policy utilized by other State agencies to make the Court run more efficiently and effectively on argument docket and administrative conference days."

We respectfully disagree with your statement that "members and employees of the Supreme Court may not use public funds to purchase personal meals during a non-travel workday." As noted above, the Court has both express and implied authority under the West Virginia Constitution to make that determination as to the judicial branch of government, subject to the limitation, as set forth by the JIC, that the expenditure of public funds must be "consistent with [the Court's] public mission and where there is a commensurate benefit to the governmental body and to the public." ¹

Page Two

August 2, 2018

Letter: John B. McCuskey, State Auditor

We also respectfully disagree with your statement that the Court's use of a p-card to purchase working lunches is "contrary to the policies and procedures of the purchasing card program, and generally prohibited under law." None of the Advisory Opinions noted above support this sweeping conclusion; indeed, none of the opinions cited in your letter even mention the p-card issue. Further, nothing in the p-card regulations supports the conclusion that a card cannot be used to purchase a working lunch. Finally, the use of a p-card in these circumstances furthers the important goal of transparency, as the paperwork submitted for the purchase of working lunches contains not only a copy of the invoice but also the name of every individual who received a lunch. In short, there is and was nothing secret about the Court's working lunches.

As you probably know from the media reports to which you allude in your letter, the issue of working lunches is now moot, inasmuch as the Court has ceased the practice. However, we appreciate your offer to work cooperatively with us on other issues as they arise, and will most certainly take you up on that.

Please feel free to contact me if you have any questions or concerns.

With kindest regards, I remain

Very Truly Yours,

Barbara H. Allen
Interim Administrative Director

BHA/mg

cc: Margaret L. Workman, Chief Justice
Robin Jean Davis, Justice
Elizabeth D. Walker, Justice
Teresa Tarr, Esq., Judicial Investigation Commission

¹ In this regard, in Advisory Opinion 2012-27, the Ethics Commission concluded that a state licensing board could purchase meals for members and staff "who are required to be present at the meeting as part of their job duties, when the meal is provided for the benefit of the Board, i.e., to accomplish its work." Further, in Advisory Opinion 2018-02, the Commission reviewed (and in some cases distinguishes) a number of its prior opinions and stated, *inter alia*, that "[t]he decision to purchase the meal must be based upon a legitimate government reason, i.e., that the agency is having a working lunch or dinner in order that agency business may be conducted most efficiently and effectively."

SUPREME COURT OF APPEALS
OF WEST VIRGINIA



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

BARBARA H. ALLEN
INTERIM ADMINISTRATIVE DIRECTOR



August 6, 2018

Hon. John H. Shott
Chair, House Committee on the Judiciary
West Virginia Legislature, House of Delegates
Building 1, Room 418
1900 Kanawha Blvd., East
Charleston, WV 25305-3187

Re: Working Lunches

Dear Delegate Shott:

Thank you for your letter of August 3, 2018, seeking additional information as to dates for which the Committee has been unable to verify a judicial conference or meeting necessitating the ordering of a working lunch.

I have already been in the process of attempting to gather such information. In this regard, retired Justice Ketchum has consulted his calendar and provided me with information as to 8/27 & 9/24/2013; 5/5, 5/27, 8/26 & 10/30/2014; 6/15/2015; 3/23, 4/11, 6/14 & 8/30/2016, and 8/30/2017. Additionally, information is available, either directly or by logical inference, on the Court's website as to 8/28/2013; 4/29/2014; 1/8 & 9/21/2015; and 2/17/2017.

Hopefully the other Justices and/or other participants in the working lunch sessions will have notes, calendars or at least a recollection of what was happening on the dates set forth above and also the six dates still unaccounted for.

I hope to have full information to you within the next few days. In the meantime, if you have any questions, please feel free to contact me.

With kindest regards, I remain

Very Truly Yours,

A handwritten signature in blue ink that reads "Barbara H. Allen".

Barbara H. Allen
Interim Administrative Director

BHA:jm

cc: Margaret L. Workman, Chief Justice
Robin Jean Davis, Justice
Elizabeth D. Walker, Justice

WEST VIRGINIA LEGISLATIVE AUDITOR'S OFFICE
Post Audit Division



1900 Kanawha Blvd. East, Room W-329
Charleston, WV 25305-0610
(304) 347-4880



Denny Rhodes
Director

March 22, 2018

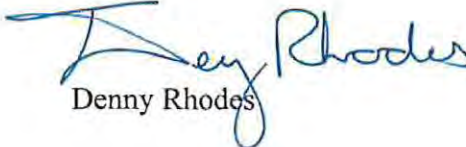
Lori J. Paletta- Davis, Esq. Administrative Counsel
WV Supreme Court of Appeals
Capitol Complex
1900 Kanawha Blvd., East
Building 1, Room E-100
Charleston, WV 25305-0830

Dear Ms. Paletta-Davis:

Enclosed is our summary of the meeting with Ms. Tammy Smith, held on March 19, 2018. We would like to request that Ms. Smith review this summary for accuracy. Any inaccuracies or necessary clarifications should be noted on the summary document and sent back to us at your earliest convenience, but no later than Thursday, March 29, 2018. We will correct those noted discrepancies and send the corrected summary back for a final review and approval. If no discrepancies are noted, we ask that a letter from Ms. Smith be sent to us indicating that our summary of the meeting is accurate. Also, we request that she sign the first page of the summary and initial each subsequent page and return this signed and initialed summary back to us with her letter indicating its accuracy. Please thank Ms. Smith for her cooperation in this matter.

If you have any questions regarding this request, please feel free to contact me. Thank you for your assistance.

Sincerely,


Denny Rhodes

Post Audit Meeting Summary

Tammy Smith, Director of Payroll, West Virginia Supreme Court of Appeals

Purpose: To Discuss Taxable Fringe Benefits

March 19, 2018

Meeting Attendees

Denny Rhodes, Director, Post Audit Division
Justin Robinson, Audit Manager, Post Audit Division
Judy Strawderman, Auditor, Post Audit Division
Doren Burrell, Legislative Services Attorney

Tammy Smith, Director of Payroll, West Virginia Supreme Court of Appeals
Lori Paletta-Davis, Administrative Counsel, West Virginia Supreme Court of Appeals

Background

Ms. Smith has been with the WV Supreme Court of Appeals since May 1998. She became the Director of Payroll July 1, 2016. She took over from Chris Workman. Prior to becoming Director, she was an administrator in personnel, payroll, and human resources.

Involvement with 941s and payroll adjustments

- Aided in the development of recap sheets, examining all W-2 information, FICA, etc. and matched with the Epics report to check for accuracy.
- Ms. Smith worked with Chris Workman and Janis Kitzmiller to develop the compilation of materials.
- Adjustments were usually leave related: medical leave, family leave, and needs to be off payroll. There were no other circumstances which required adjustment.
- When Ms. Smith was asked about her knowledge of Justice Ketchum using a vehicle for commuting purposes she stated she did not know anything about it.
- An adjustment was made for an employee of the court, Scott Conrad. This was back in 2008-2009. Mr. Conrad was an IT worker for the court and was using a van to go to all counties. Michael Proops, Finance Manager for the court, determined the IRS commuter rule of \$1.50/day would be necessary to do a fringe benefit adjustment. Ms. Smith indicated for Mr. Conrad there was a list of dates to which the \$1.50/day was applied but there were no mileage records kept. Ms. Smith had no input in making the \$1.50/day determination, but she did devise a form for them to use. Prior to this time there were no forms or policy for this type of situation.

- When Ms. Smith was asked if she was aware of any other similar situations requiring an adjustment for commuting since Mr. Conrad's she stated she was unaware of any.
- When asked if she had ever made an adjustment for Justice Ketchum, she indicated that if she wasn't provided with information, she cannot make an adjustment.
- In her role, Ms. Smith is unaware of vehicle usage.
- Ms. Smith is not a CPA.
- There have been no questionnaires on the potential possibility of taxable fringe benefits.
- Ms. Smith works closely with Ms. Sue. Racer-Troy on budgeting issues, but otherwise is not closely involved with her.
- Ms. Smith is unaware of any need for current fringe benefits to be recorded or W-2's to be modified.
- Ms. Paletta-Davis indicated there has been no communication to Ms. Smith related to a potential commuting issue.
- Ms. Smith did not know if the same rules would apply to the Justices as to a regular employee in terms of commuting. She did not know if she would be able to do a W-2c for something in the past.
- Ms. Paletta-Davis indicated there had been adjustments to procedures after the IRS audit and the \$.15/mile rule was in use and this was considered taxable as income.



MEMORANDUM

TO: Steven D. Canterbury, Administrative Director
FROM: J. Kirk Brandfass, Administrative Counsel
DATE: July 21, 2016
RE: State Owned Vehicles

Legislative Rule

Title 148, Series 3: State Owned Vehicles

In West Virginia, “[l]egislative power may be constitutionally delegated to an administrative agency to promulgate rules and regulations necessary and proper for the enforcement of a statute. W. Va. Const. art. VI, § 1; art. V, § 1.” Syl. Pt. 3, *State ex rel. Callaghan v. W. Va. Civil Serv. Comm’n*, 166 W. Va. 117, 273 S.E.2d 72 (1980). W. Va. Code § 29A-1-2(d) [1982], and such a legislative rule has the force and effect of law.” Syl. Pt. 5, *Smith v. W. Va. Human Rights Comm’n*, 216 W. Va. 2, 602 S.E.2d 445 (2004). *State ex rel. State Farm Mut. Auto. Ins. Co. v. Bedell*, 226 W. Va. 138, 143, 697 S.E.2d 730, 735 (2010).

Legislative rules are those “affecting private rights, privileges or interests,” in what amounts to a legislative act. W. Va. Code, 29A-1-2(i) (1982). Legislative rules have “the force of law [.]” W. Va. Code, 29A-1-2(d) (1982). See also *Chico Dairy Co. v. West Va. Human Rights Comm’n*, 181 W. Va. 238, 382 S.E.2d 75 (1989) (to be valid, the promulgation of legislative rules must be authorized by the West Virginia Legislature). *Appalachian Power Co. v. State Tax Dep’t of W. Virginia*, 195 W. Va. 573, 583, 466 S.E.2d 424, 434 (1995).

Title 148, Series 3, of the *West Virginia Code of State Rules* [2015], is designated “State Owned Vehicles.” This rule was passed by the West Virginia legislature on March 14, 2015, and became effective on July 1, 2015.

§ 148-3-1.1, designated “Scope,” provides “[t]his Rule governs all State owned vehicles and aircraft, including the minimal requirements for all state spending units that have a state vehicle and/or aircraft in their possession.”

§ 148-3-2.3, provides, “‘Commuting’ means an employee who has a state vehicle assigned to them, whether permanently assigned or temporarily assigned, and they drive the vehicle to and from their home and office.”

§ 148-3-2.11 provides, “‘Official business’ means business on behalf of the State of West Virginia.”

“With the application of IRS Publication 463, it was determined the former Deputy Commissioner’s tax home was Charleston, WV because it was his official headquarters. As a result, when the former Deputy Commissioner traveled to Charleston, WV from his home, it did not qualify as a deductible travel expense per the IRS definitions. Therefore, any amounts reimbursed by DOC for travel expenses should have been reported as wages paid to the former Deputy Commissioner.”

IRS Commuting Rule (IRS Publication 15-B)

Under the IRS Commuting Rule, you determine the value of a vehicle you provide to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount must be included in the employee’s wages or reimbursed by the employee. You can use the commuting rule if all the following requirements are met.

(1) You provide the vehicle to an employee for use in your trade or business and, for bona fide noncompensatory business reasons, you require the employee to commute in the vehicle. You will be treated as if you had met this requirement if the vehicle is generally used each workday to carry at least three employees to and from work in an employer-sponsored commuting pool.

(2) You establish a written policy under which you don’t allow the employee to use the vehicle for personal purposes other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between a business delivery and the employee’s home). Personal use of a vehicle is all use that isn’t for your trade or business.

(3) The employee doesn’t use the vehicle for personal purposes other than commuting and de minimis personal use.

(4) If this vehicle is an automobile (any four-wheeled vehicle, such as a car, pickup truck or van), the employee who uses it for commuting isn’t a control employee. (emphasis added)

IRS Publication 15-B states that for a government employer, an elected official constitutes a “control employee.”

West Virginia Division of Highways Administrative Operating Procedures

The *State of West Virginia Fleet Management Policies and Procedures Manual*, Edition 7, in Section VII, addresses the issue of commuting in connection with the use of State owned

(E) make use of court premises, staff, stationery, equipment, or other resources, except for incidental use for activities that concern the law, the legal system, or the administration of justice, or unless such additional use is permitted by law.

Rule 3.14 Reimbursement of Expenses and Waivers of Fees or Charges

(A) Unless otherwise prohibited by Rules 3.1 and 3.13(A) or other law, a judge may accept reimbursement of necessary and reasonable expenses for travel, food, lodging, or other incidental expenses, or a waiver or partial waiver of fees or charges for registration, tuition, and similar items, from sources other than the judge's employing entity, if the expenses or charges are associated with the judge's participation in extrajudicial activities permitted by this Code.

(B) Reimbursement of expenses for necessary travel, food, lodging, or other incidental expenses shall be limited to the actual costs reasonably incurred by the judge and, when appropriate to the occasion, by the judge's spouse, domestic partner, or guest.

(C) A judge who accepts reimbursement of expenses or waivers or partial waivers of fees or charges on behalf of the judge or the judge's spouse, domestic partner, or guest shall publicly report such acceptance as required by Rule 3.15.

Rule 3.15 Reporting Requirements

(A) A judge shall publicly report the amount or value of:

- (1) compensation received for extrajudicial activities as permitted by Rule 3.12;
- (2) gifts and other things of value as permitted by Rule 3.13(C), unless the value of such items, alone or in the aggregate with other items received from the same source in the same calendar year, does not exceed \$150; and
- (3) reimbursement of expenses and waiver of fees or charges permitted by Rule 3.14(A), unless the amount of reimbursement or waiver, alone or in the aggregate with other reimbursements or waivers received from the same source in the same calendar year, does not exceed \$500.

(B) When public reporting is required by paragraph (A), a judge shall report the date, place, and nature of the activity for which the judge received any compensation; the description of any gift, loan, bequest, benefit, or other thing of value accepted; and the source of reimbursement of expenses or waiver or partial waiver of fees or charges.

The generally recognized standard for applying the inherent powers doctrine requires its use to be reasonable and necessary.”)

Possible Consequences of Improper Use of State Vehicles

Use of a state vehicle in a manner that contravenes the provisions of an applicable West Virginia legislative rule, or an Internal Revenue Service (IRS) regulation, could result in a determination that untaxed wages were accrued that must be reported to the IRS.

Contravention of the relevant provisions of the Code of Judicial Conduct could result in the filing of an ethical violation complaint with the Judicial Investigations Commission.

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA



STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

MEMORANDUM

TO: ALL JUSTICES
FROM: STEVE CANTERBURY *SCC*
DATE: October 19, 2016
RE: FINAL ADMINISTRATIVE CONFERENCE MINUTES

Attached for your records are final Minutes from the Administrative Conference held
Monday, October 3, 2016.

Attachment

MINUTES

ADMINISTRATIVE CONFERENCE

OCTOBER 3, 2016

1. TRAVEL REGULATIONS

By a vote of 5 – 0, the Court approved the travel regulations with the following edit included in 10.4:

10.4 JUSTICES' TRAVEL

An expense account submitted by a Justice of the West Virginia Supreme Court of Appeals pursuant to Judicial Branch policies shall be honored irrespective of any of the language in these travel regulations.

2. APPROVAL OF REPLICON CONTRACT

By a vote of 5 – 0, the Court approved the Replicon contract.

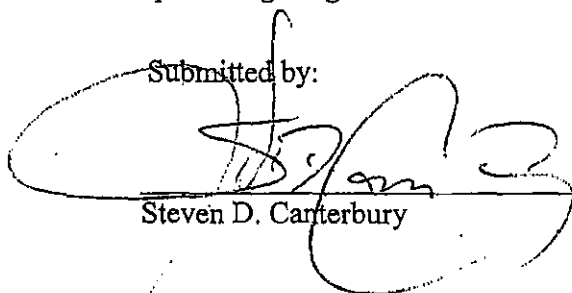
3. WEST VIRGINIA JUDICIAL SYSTEM PERSONNEL MANUAL

By a vote of 4 – 1, with Justice Loughry voting against the matter, the West Virginia Judicial System Personnel Manual was approved as edited in the Administrative Conference. The editing deleted Section 2.12 (E) and included edits provided earlier (and included in the attachment) by the Chief Justice.

4. LEGAL OPINION REGARDING USE OF DRUG COURT PARTICIPANTS' FEES

The matter was tabled until Probation Services Deputy Director Lora Maynard and Probation Services Counsel Rob McKinney can meet with the Justices at the next Administrative Conference in order to discuss the legal opinion and the large balances that are carried by many of the drug court programs. The Court also wishes to hear from them regarding §62-15-6 and whether or not the Division of Justice and Community Services should be paying for some of the drug testing and other costs involved with providing drug court services.

Submitted by:



Steven D. Carterbury

Date: 10-19-16

Addendum

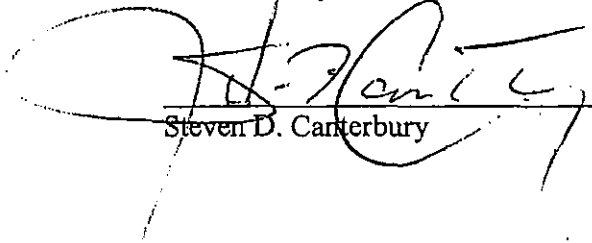
October 3, 2016

Administrative Conference Agenda

**ADD. APPROVAL OF MESHELE BANKS-JEFFRIES FOR ACCOUNTS
PAYABLE CLERK**

By a vote of 5 – 0, the Court approved the hiring of Ms. Meshele Banks-Jeffries as an accounts payable clerk in the Division of Finance at a salary of \$34,000, to begin October 16, 2016.

Submitted by:



Date: 10-10-16

Steven D. Canterbury

AGENDA

ADMINISTRATIVE CONFERENCE

OCTOBER 3, 2016

1. TRAVEL REGULATIONS

Discussion:

At the last Administrative Conference, the Administrative Director distributed a memorandum from Finance Director Sue Troy reporting that the newly hired travel reimbursement director in the Auditor's Office had requested a copy of the Court's travel regulations for the Auditor's Office file. Sue also referred to WV Code 12-3-11 which reinforces the Auditor's Office demand.

A copy of the travel regulations was distributed and the Administrative Director hoped to get approval of these regulations so that they could be sent to the Auditor's Office. However, several points were made regarding the limitations that these regulations could impose on Justices' requests for reimbursement. The regulations, incidentally, were just copied *verbatim* from the Personnel Manual.

Therefore, an addition has been made to the regulations, an addition which will not be part of the Personnel Manual since it applies only to the Justices and to no other employee. The entire set of regulations is attached. However, for ease of discussion, the additional passage is as follows:

10.4 JUSTICES' TRAVEL

An expense account submitted by a Justice of the West Virginia Supreme Court of Appeals shall be honored irrespective of any of the language in these travel regulations.

Attachment – Tab 1

Draft of Proposed Travel Regulations for Court Employees

Recommendation:

The Court discuss the matter, edit as needed, and approve a final set of travel regulations to be sent to the Auditor's Office

2. APPROVAL OF REPLICON CONTRACT

Discussion:

During the September 6, 2016, Administrative Conference, Justices asked that a copy of the contract be included for the Court's perusal. The contract is more precisely the Sign-Off Document and the Terms and Conditions coupled with the WV-96. They are attached. Deputy Administrative Director Jennifer Singletary, who has directed the transition to Replicon, will be available to answer questions.

The contracting of Replicon is the result of the changes wrought by OASIS regarding time-keeping and payroll. While it is possible to continue to use the paper time sheets that have been used for decades, there are a number of efficiencies if the Court's employees begin to use electronic time-keeping.

The Office of Clerk had for some years been using Replicon and, upon investigation, the Administrative Office staff found that Replicon would work for all of the Court employees – in the field as well as here in the Administrative Office. In fact, Deputy Clerk Eydie Gaiser worked with Deputy Director Jennifer Singletary in negotiations and development of the attached agreement.

For the last year, Deputy Director Singletary has been working with Replicon staff and the Court's time-keepers to build an automated time-keeping system to be used by all Court employees. The contract is now due for renewal. It totals \$49,592.40. It should be noted that the contract will need renewed annually, and it is likely to inch up in succeeding years, although the approximately \$50,000 cost will, hopefully, remain in place for the next couple of years.

Attachments– Tab 2

Replicon Contract Renewal Order

Sign-Off Document including statement of work describing how the software is configured

Terms and Conditions

WV-96

Recommendation:

The Court approve the \$49,592.40 Replicon contract

3. WEST VIRGINIA JUDICIAL SYSTEM PERSONNEL MANUAL

Discussion:

As noted when a draft of the newly revised and edited *West Virginia Judicial System Personnel Manual* was distributed, the old Manual is woefully out-of-date and awkwardly presented. For eighteen months, besides working at her other tasks, Deputy Administrative Director Jennifer Singletary has reviewed every section, worked with division directors to ensure that what is described is actual practice, and vetted every part with current federal Department of Labor regulations.

Chief Justice Ketchum has made some editorial changes which are noted as strike-throughs or are added in red in the attachment, the Personnel Manual including the Chief's edits. An executive summary was distributed to all Justices several weeks ago to assist with the editing process. Thus far, no other editorial suggestions have been received, although, of course, any and all editing suggestions are certainly welcome.

A last point: all such manuals are never fixed in place. As laws, policies, procedures, and even technologies change, there are inevitable editorial edifications that must be made in such a manual.

Attachment – Tab 3

Revised and edited *Judicial System Personnel Manual*

Recommendation:

The Court discuss the West Virginia Judicial System Personnel Manual to edit as necessary with the focus on having it approved by no later than the end of November

4. LEGAL OPINION REGARDING USE OF DRUG COURT PARTICIPANTS' FEES

Discussion:

During the June 16, 2016, Administrative Conference, the Court discussed the costs of drug courts and Justices requested a legal opinion regarding whether or not drug court participants' fees could be used to pay for some of the drug testing, counseling, and other such services. The Administrative Director was asked to provide a legal opinion regarding this matter.

Typically, such legal opinions are crafted by Administrative Counsel Kirk Brandfass. However, in this case, Probation Counsel Rob McKinney seemed more appropriate since he deals with drug court legal matters routinely. Therefore, the legal opinion attached is from Mr. McKinney.

He concludes that such fees are likely prohibited because of the Code's prohibition against using those fees to "supplant" drug court costs currently paid by the Supreme Court. He does provide an alternative possible reading of the Code regarding the prohibition against supplanting. But he cautions that "this argument [is] questionable."

He concludes that "It therefore appears that it may be best to trust in the local drug court programs' judgment in assessing and utilizing drug court fees to enhance the services those programs provide."

Attachment – Tab 4

August 1, 2016, memorandum from Division of Probation Services Counsel Rob McKinney to the Administrative Director, *et al.*

Recommendation:

The Court discuss the matter

Addendum

October 3, 2016

Administrative Conference Agenda

**ADD. APPROVAL OF MESHELE BANKS-JEFFRIES FOR ACCOUNTS
PAYABLE CLERK**

Discussion:

Director of Finance Sue Troy interviewed several candidates to replace Margaret Lacy whom the Court approved to transfer to the vacant position in the Division of Human Resources. Director Troy has chosen Meshele Banks-Jeffries for the position. Her résumé follows.

The suggested salary is the same as that of Ms. Lacy's before leaving the position -- \$34,000 per year.

Attachments -- Tab ADDENDUM

September 25, 2016, memorandum from Director of Finance Sue Troy to the Administrative Director

Résumé of Ms. Meshele Banks-Jeffries

Recommendation:

The Court approve the hiring of Ms. Meshele Banks-Jeffries as an accounts payable clerk in the Division of Finance at a salary of \$34,000, to begin October 16, 2016

DRAFT

Travel Regulations for Court Employees

SECTION 10: TRAVEL REGULATIONS

The regulations set out in this section supersede the travel regulations previously promulgated by the Supreme Court of Appeals, effective October __, 2016.

10.1 GENERAL PROVISIONS

- A. An employee's official headquarters is the same as that of the court for which he or she works. A judge's county of residence determines his or her headquarters within the Circuit. If a judge's employee's headquarters is different from that of the judge, such different headquarters must be designated by the Chief Judge in writing and approved by the Chief Justice. An employee will not be reimbursed for commuting from his or her residence to headquarters, except for judges as provided in W.Va. Code § 6-7-5 and for judges' secretaries and court reporters or electronic recording operators who demonstrate an undue burden to, and receive approval by, the Administrative Director. The Administrative Director will consider requests on a case-by-case basis, and determination of whether undue burden is demonstrated shall be in his or her sole discretion.
- B. Individuals conducting official business or who are being interviewed for employment within the state judicial system will be allowed reimbursement for expenses under the regulations of this section.
- C. The standard state *Travel Expense Account* form (available on the publicly accessible internet) must be used for submission of all claims. Claim items and amounts must be listed day-by-day for each date of travel, and receipts must be attached for items requiring documentation. The claimant must sign the expense account. Expense accounts of employees other than judges must be certified by the appropriate supervising Circuit Judge, Chief Magistrate, or chief probation officer; all other expense accounts must be certified by an Administrative Office staff member having signature authority.
- D. No "miscellaneous" listing claimed on an expense account will be reimbursed.
- E. Expenses paid by or reimbursed by a third party will not be otherwise reimbursed.

F. The following expense claims, if otherwise allowable, require documentation submitted with the expense account:

1. Airfare: original customer receipt portion of the airline ticket. The Administrative Office has a direct-billing arrangement with National Travel for booking airfare. Call the Administrative Office Finance Division for details;
2. Lodging: original hotel bill showing full credit or zero balance, the original customer copy of the credit card slip, or a photocopy of both sides of the cancelled check together with the original hotel bill;
3. Parking: original receipt;
4. Ground transportation (taxi, airport bus, van, or limo; car rental and gasoline): original receipt;
5. Conference tuition, registration, or other fees for educational opportunities: original receipt or photocopy of both sides of cancelled check -- unless, for out-of-state conferences, billed directly to the Supreme Court.

G. Expense accounts for in-state conferences and for out-of-state travel must be submitted within one month of the return date. Expense accounts for other in-state travel must be submitted within three months of any date of travel.

10.2 IN-STATE TRAVEL

A. **TRANSPORTATION -- PERSONAL VEHICLE:** Reimbursement will be allowed for driving, by the most direct and/or practical route, from and return to headquarters to perform duties or engage in other approved activities. The mileage reimbursement rate follows that set annually by the United States General Services Administration. Charges for tolls, parking or other travel expenses must be documented by original receipt.

B. **TRANSPORTATION -- RENTAL VEHICLE**

1. Except for vehicles rented by Supreme Court Justices, reimbursement will be allowed for car rental only if the Administrative Director or his designee has granted approval in advance, and rental cars must be driven within the travel requirements for personal vehicles;
2. Allowable reimbursements will be for rental charges (but not optional insurance) and gasoline, both of which must be documented by original

receipts; toll charges; and parking, which also must be documented by an original receipt.

C. TRANSPORTATION: COMMON CARRIER OR PUBLIC CONVEYANCE

1. Reimbursement will be allowed for commercial airline, train, or bus (at tourist or economy rates, unless the travel time exceeds three hours).
2. The Administrative Office has a direct-bill arrangement for booking airfare. Contact the Finance Division for details. Otherwise, allowable reimbursement will be for the following: ticket or supersaver reduced-price airfare cost, which must be documented by original customer ticket stub, original receipt, or photocopy of both sides of cancelled check; mileage; and parking (the latter must be documented by original receipt). The Administrative Director may approve reimbursement to employees holding a non-refundable airline ticket if approved travel is cancelled for a reason deemed by the Administrative Director to be an unavoidable emergency.
3. Reimbursement for ground transportation expense at destination site will be allowed only from airport or station to hotel and return (which must be documented by original receipt).

D. LODGING

1. Reimbursement or direct billing to the Supreme Court will be allowed for overnight stays more than 40 miles from headquarters when required for the employee to perform official duties or to engage in other approved activities.
2. Allowable reimbursement or direct billing to the Supreme Court will be at the single-occupancy (and, if available, government or conference) rate; the cost (unless direct-billed) must be documented by the original hotel bill showing full credit or a zero balance; or by either the original customer copy of the credit card slip or a photocopy of both sides of the cancelled check together with the original hotel bill.
3. Reimbursement will be allowed for necessary transfer or storage of baggage on the check-in or check-out dates not to exceed 10% of the daily single-occupancy hotel rate, with presentation of receipt.
4. No reimbursement will be allowed for such extra hotel charges as entertainment, bar bills, laundry, valet service, or personal telephone calls or for any lodging or meal charges for an employee's guest(s).

E. MEALS

1. Reimbursement for meals will be allowed (except for judges receiving the statutory *per diem*) when travel outside an employee's headquarters county is required to perform official duties or to engage in other approved activities when there is an overnight stay away from home.
2. Reimbursement is limited to actual expenses for food, service, and gratuities, not to exceed the Authorized Daily Rates as established by the U.S. General Services Administration (GSA), accessible on the internet at <http://www.gsa.gov/portal/content/104877>. Specifically excluded are alcoholic beverages and entertainment expenses. Where a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar.
3. When meals are provided for a traveling employee, the employee must deduct from the maximum daily rate as detailed by the GSA in the online chart of Meals and Incidental Expenses (M&IE) Breakdown, accessible online following links from the above web address.
4. On the first and last days of travel on a multi-day trip, the meal reimbursement rate is 75% of a full travel day's rate, regardless of arrival and departure time. As in Subsection 3 above, if meals are provided on these days, meal expenses submitted for reimbursement must be deducted accordingly.
5. Employees who attend a banquet at a conference sponsored by the Supreme Court may be reimbursed for the banquet cost or have the cost directly billed to the Supreme Court, regardless of the event location.
6. The costs of all coffee breaks or refreshments during functions sponsored by the Supreme Court will be paid directly by the Court and will not reduce the meal allowance for personnel participating in the functions.

F. DIFFERING REGULATIONS FOR EDUCATION TRAVEL: For specific variations in allowances for education-related travel, prevailing over this section's regulations, see Section 9., which follows below.

G. CIRCUIT JUDGE OUT-OF-COUNTY DUTY TRAVEL: A Circuit Judge traveling outside of his or her county of residence to hold court may opt either for the *per diem* allowance under W.Va. Code § 6-7-5 or for expense reimbursement under the regulations above.

10.3 OUT-OF-STATE TRAVEL

- A. **APPROVAL:** All out-of-state travel, except that made by Supreme Court Justices, must be approved in advance by the Administrative Director or Director of Judicial Education or either of their designees. Requests by employees other than Circuit Judges, unless initiated by the Administrative Director, must be recommended by the selecting authority. Requests must include information sufficient to show justification and estimated costs. An exception to the approval requirement and procedure above is that expense accounts by probation officers for out-of-state duty travel need only be accompanied by a court order directing such travel.
- B. **CONFERENCE TUITION, REGISTRATION, AND OTHER FEES:** Unless billed directly to the Supreme Court, reimbursement will be allowed at actual cost for approved seminars, workshops, or conventions as documented by original receipt or photocopy of both sides of a cancelled check.
- C. **TRANSPORTATION:** Allowances for transportation will be the same as previously described for in-state travel, except when out-of-state travel is by personal auto, reimbursement for transportation, meals, and hotel together on the days *en route* may not exceed the round-trip coach fare for travel by commercial airline to and from the destination.
- D. **LODGING:** Allowances for lodging will be the same as previously described, except for approved attendance at programs conducted by the National Judicial College, the American Academy of Judicial Education, the National Center for State Courts, and other national providers. In these instances, reimbursement will be limited to the amounts charged for the accommodations provided or made available by the program sponsor.
- E. **MEALS:** meal expenses are reimbursed as previously described for in-state travel.
- F. **CASH ADVANCES**
 - 1. The Administrative Director, the Director of Judicial Education, or either of their designees for doing so may, upon timely request, approve a cash advance for out-of-state travel.
 - 2. A request for a cash advance for out-of-state travel must be communicated to the Administrative Office at least three weeks in advance of the expected departure date.
 - 3. A cash advance reflects an estimate of expenses to be incurred for approved out-of-state travel. A cash advance is not a minimum

allowance or guarantee, and any surplus (amount beyond actual allowable expenditures) must be refunded to the state at the time of settlement by the employee who received the advance.

4. Anyone receiving a cash advance is personally responsible for filing actual allowable expenses and making final settlement, through the Administrative Office, within one month after the return date of the out-of-state trip.

10.4 JUSTICES' TRAVEL

An expense account submitted by a Justice of the West Virginia Supreme Court of Appeals shall be honored irrespective of any of the language in these travel regulations.

SECTION 9: EDUCATION TRAVEL REGULATIONS

- 9.3 **MILEAGE REIMBURSEMENT:** Employees may receive reimbursement for mileage to attend approved education courses offered outside the county of residence. Reimbursement will be for actual mileage from work place or residence to the course or program location and return. Reimbursement for such expenses is subject to Supreme Court travel regulations and any further limitations set in particular instances by the Director of Judicial Education or the Administrative Director.
- 9.4 **LODGING AND MEALS REIMBURSEMENT:** Employees may receive reimbursement for lodging and meals associated with attendance at in-state courses and programs only in special circumstances and with advance approval by the Director of Judicial Education or Administrative Director. Reimbursement for such expenses is subject to Supreme Court travel regulations and to any further limitations set in particular instances by the Director of Judicial Education or Administrative Director.
- 9.5 **APPLICATION AND REIMBURSEMENT PROCEDURES:** Employees must submit the following to the Director of Judicial Education:
 - A. Approved, signed *Application for Education Benefits* (form available on the publicly accessible internet);
 - B. Within six weeks after the successful completion of the college course: a completed *Employee Reimbursement Request* form (available on the publicly accessible internet), together with either an original receipt for tuition and/or

registration fees, OR two photocopies of both sides of the canceled check for tuition and/or registration fees.

- C. If reimbursement has been approved for mileage, lodging, and/or meals, submit a separate *Travel Expense Account* (form available on the publicly accessible internet.) Reimbursement for such expenses is subject to Supreme Court travel regulations and to any further limitations set in particular instances by the Director of Judicial Education or Administrative Director.

9.6 OUT-OF-STATE EDUCATION PROGRAMS

Requests to attend out-of-state education programs at state expense must be submitted to the Administrative Director or Director of Judicial Education for approval. Requests by personnel other than judges, unless initiated by the Administrative Director, must be accompanied by a favorable recommendation from the supervising judge. Cash advances and/or reimbursement allowances for attendance at out-of-state programs are governed by the Supreme Court travel regulations.

EXHIBIT
78

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

GARY L. JOHNSON
INTERIM ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

MEMORANDUM

TO: ALL JUSTICES
FROM: GARY JOHNSON *G. Johnson*
DATE: MARCH 20, 2018
RE: FINAL ADMINISTRATIVE CONFERENCE MINUTES

Attached for your records are final Minutes from the Administrative Conference held
Monday, March 5, 2018.

Attachment

MINUTES

ADMINISTRATIVE CONFERENCE

MARCH 5, 2018

1. APPLICATION OF JUDGE ROGER L. PERRY TO BE A SENIOR STATUS JUDGE FOR THE PURPOSE OF PERFORMING MARRIAGES AND ADMINISTERING OATHS ONLY

By a vote of 5 - 0, the Court approved the resignation of Judge Roger Perry as Senior Status Judge and appointed him as Senior Status Judge for the purposes of performing marriages and administering oaths only.

2. IT INFORMATION

2.1 By a vote of 5 - 0, the Court approved purchasing three video conferencing units from Alpha Technologies priced at \$6,139.00 per unit for a total purchase price of \$18,417.00.

2.2 By a vote of 5 - 0, the Court approved changing redundant circuit providers from Sprint (\$59,507.61/month) to BCN (\$53,725.00/month).


2.3 By a vote of 5 - 0, the Court approved purchasing 20 laptops and docking stations from Dell Premier to replenish laptop computer stock for a total purchase price of \$35,395.80.

2.4 By a vote of 5 - 0, the Court approved Oracle Technical Support Services for the 2018-2019 annual payments in the amount of \$824,493.43. The following Court applications currently use Oracle: UJA, Child Abuse and Neglect, Family Court Juvenile Administrative Orders, Family Court Contempt/Modifications and Monthly Mediations, Court Statistics, Mental Hygiene and Jury Plus.

3. DIVISION OF PROBATION SERVICES

3.1 The Court deferred action on whether the drug courts may use gift cards for incentives purchased with P-cards. Director Bond shall prepare a recommendation on how to proceed, and then a meeting can be held with the Auditor concerning purchasing pre-approved gift cards with a P-card.

Submitted by:


Gary L. Johnson

Date: 3-20-18

3.2 and 3.3 The Court approved probation officers for the Eleventh and Fifteenth Judicial Circuits. The approval was based on the fact that their numbers indicate that they exceed the number of probationers that can be supervised based on the ratios previously approved by the Court. Upon review of the chart, it was determined that Randolph County may need an additional probation officer. Director Bond is to verify Randolph County's numbers and if they are correct, the Twentieth Judicial Circuit will be authorized to add an additional probation officer. The Court further directed that when a circuit reaches 70 supervisees per probation officer, they shall be provided an additional probation officer without further approval of the Court.

3.4 By a vote of 3 – 2, with Justice Ketchum and Justice Loughry voting no, the Court approved to allow Twenty-Fifth Judicial Circuit Judge William Thompson to maintain a juvenile drug court case manager for 20 hours per week. As part of the same discussion vote, the Court further adopted criteria for case managers in that if there are 25 or more clients in juvenile drug court, the juvenile drug court will be permitted a case manager for 20 hours per week.

The Court denied the request from Sixth Judicial Circuit Judge Gregory Howard to add an additional probation officer to assist with their newly approved Juvenile Drug Court as Cabell County did not meet the ratio criteria previously established by the Court.

4. COURT SERVICES

4.1 By a vote of 5 – 0, the Court approved to contract with Associated Professional Systems (APS) for the enhancement of the adjudicatory and disposition orders in Juvenile Abuse and Neglect Information System (JANIS). The cost of the enhancements will not exceed \$11,000.00 and will be paid from the Court Improvement Program Data Grant.

4.2 By a vote of 5 – 0, the Court approved the exploration of a potential grant opportunity with the National Center for State Courts and West Virginia DMV. NCSC is a recipient of a grant from of the Federal Motor Carrier Safety Administration to engage in outreach, research, and technology initiatives in the court community to help achieve expectations for safer highways. This grant program could allow the Court to more quickly notify other states' driving agencies of convictions of out-of state drivers. As tasks and objectives are achieved, NCSC will pay the AO and DMV \$100,000.00 each for their participation.

4.3 By a vote of 5 – 0, the Court determined that all public agencies with access to UJA will not be required to pay for access once the Court begins charging and that public defenders will have the same access to UJA as law enforcement officers.

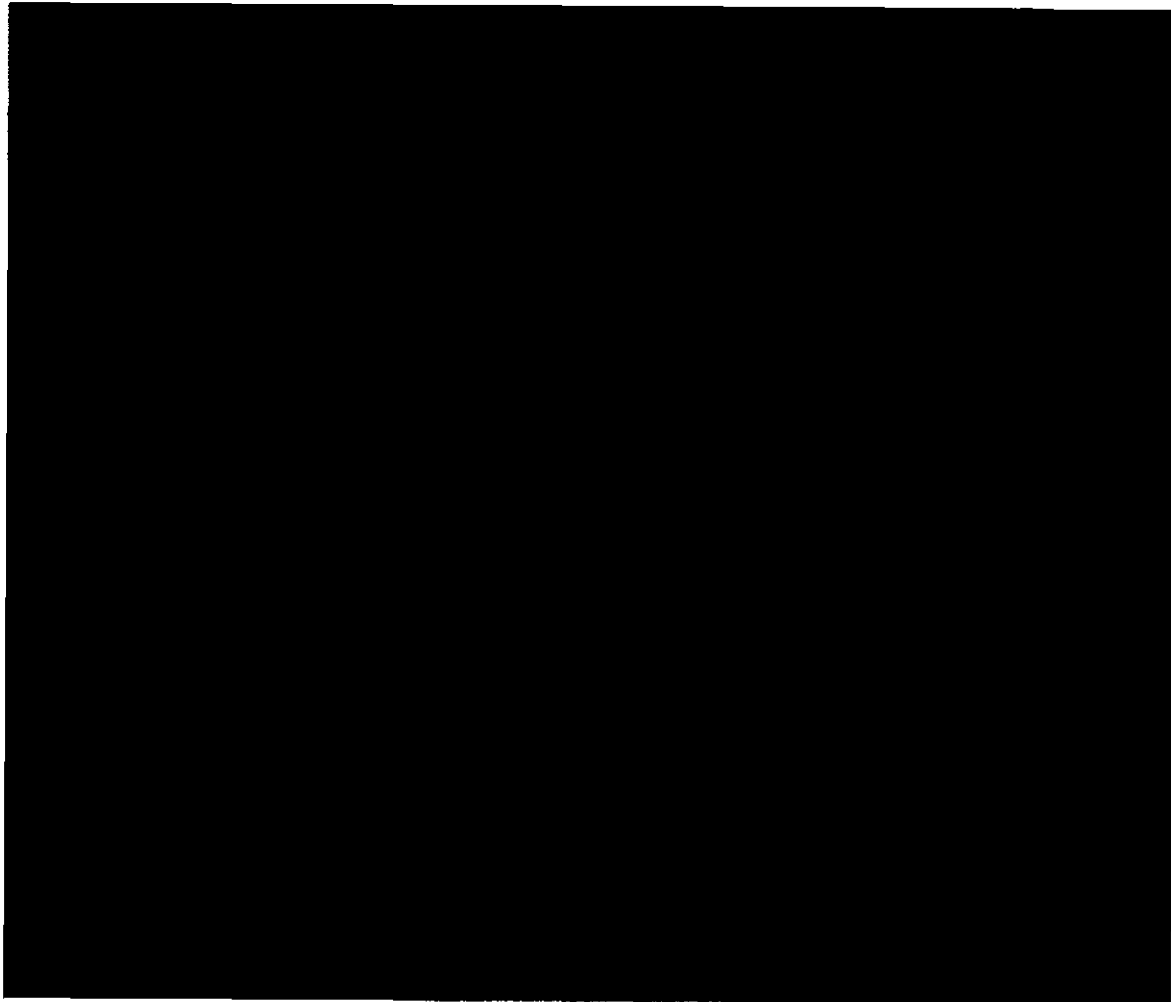
Submitted by:

 Date: 5-20-18
Gary L. Johnson

5. LEGISLATIVE UPDATE

For the Court's information. No further action is required.

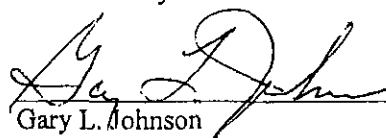
6. UPDATE INFORMATION FROM GENERAL COUNSEL LORI PALETTA-DAVIS



7. LITIGATION UPDATE

For the Court's information. No further action is required.

Submitted by:

 Date: 3-20-18
Gary L. Johnson

8. **FREELANCE/SUBSTITUTE COURT REPORTERS**

By a vote of 5 – 0, the Court approved to continue to use the freelance/substitute court reporters list currently used by the Court.

9. **SATURDAY HEARINGS IN KANAWHA COUNTY FAMILY COURT S**

By a vote of 3 – 2, with Justices Loughry and Ketchum voting against the matter, the Court approved entry of an order permitting Saturday hearings in Kanawha County Family Court and vacating the June 16, 2017, Administrative Order, that discontinued Saturday hearings in Kanawha County Family Court. Justice Loughry's position is that the issue of Saturday hearings shall be a Chief Justice issue and does not require a vote of the Court.

10. **THE WEST VIRGINIA STATE BAR 2018-2019 BUDGET**

By a vote of 5 – 0, the Court approved the West Virginia State Bar's proposed 2018-2019 budget in the amount of \$3,019,151.00. The Court also confirmed a meeting with the State Bar on April 4, 2018, at 2:00 p.m.

11. **DRAFT VEHICLE POLICY**

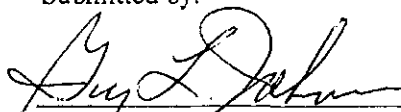


12. **FINANCIAL DIVISION**

12.1 The Court reviewed the YTD financial statements as of 01/31/2018. No further action is required.

12.2 By a vote of 5 – 0, the Court approved the recommendations of Director of Financial Management Sue Racer-Troy and Operations Services Director Pat Moats to relocate IT Procurement Specialist Charles Barnette from his office in the AO to City Center East, and Director Racer-Troy's request to reassign IT Division Administrative Assistant Jill Connolly to the Finance Division.

Submitted by:


Gary L. Johnson

Date: 3-20-18

12.3 1) By a vote of 5 – 0, the Court approved the contract of lease for the Leon Sullivan Way warehouse beginning January 1, 2018, and will end at midnight on December 31, 2022, and approved paying 27% of the monthly utilities and maintenance costs at the Leon Sullivan Way warehouse as rent. There are no other charges.

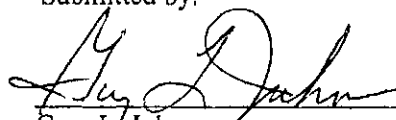
2) By a vote of 5 – 0, the Court voted not to rent the available additional space at the Venable Avenue warehouse in Kanawha City.

13. **MISCELLANEOUS**

13.1 By a vote of 5 – 0, the Court approved Sixteenth Judicial Circuit Judge David Janes' request to provide equipment to accommodate the hearing impaired in the Fred L. Fox, II Courtroom in Marion County.

13.2 The Court received a Memorandum from Director of Education and Outreach Sara Thompson to Administrative Director Gary Johnson with information about the Division expanding into electronic and web-based learning formats. For the Court's information. No further action is required.

Submitted by:


Gary L. Johnson

Date: 3-20-18

AGENDA

ADMINISTRATIVE CONFERENCE

MARCH 5, 2018

1. APPLICATION OF JUDGE ROGER L. PERRY TO BE A SENIOR STATUS JUDGE FOR THE PURPOSE OF PERFORMING MARRIAGES AND ADMINISTERING OATHS ONLY

Discussion:

Attached is a letter from Judge Roger Perry submitting his resignation as a Senior Status Judge and requesting to be reinstated as a Senior Status Judge for the purpose of performing marriages and administering oaths only. He was approved as a Senior Status Judge starting June 16, 2015, and resigned as a Senior Status Judge on January 29, 2018.

Attachment – Tab 1

January 29, 2018, letter from Judge Roger Perry to Justice Allen Loughry

Recommendation:

The Court discuss the matter.

2. IT INFORMATION

Discussion:

2.1 Attached is a memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson requesting approval to purchase three video conferencing units priced at \$6,139.00 per unit for a total of \$18,417.00.

2.2 Attached is a memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson requesting approval to change redundant circuit providers from Sprint (\$59,507.61/month) to BCN (\$53,725.00/month).

2.3 Attached is a memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson requesting to purchase 20 laptops and docking stations from Dell Premier to replenish laptop computer stock. The quote total from Dell Premier is \$35,395.80.

2.4 Attached is a memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson requesting to approve Oracle Support Services for 2018-2019 billing cycle.

Attachments – Tab 2

2.1 February 28, 2018, memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson

2.2 February 28, 2018, memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson

2.3 February 28, 2018, memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson

2.4 March 1, 2018, memorandum from Operations Services Director Pat Moats to Administrative Director Gary Johnson

Recommendation:

The Court discuss the matters.

3. DIVISION OF PROBATION SERVICES

Discussion:

Attached is a memorandum from Director of Probation Services Stephanie Bond to Administrative Director Gary Johnson detailing the following:

1. The use of gift cards as incentives and purchasing along with Twenty-Fifth Judicial Circuit Judge William Thompson's letter outlining why drug courts use and need the gift cards for incentives.
2. A request from Eleventh Judicial Circuit Judge Jennifer Dent and Chief Probation Officer Tonya Hoover (letters attached) requesting an additional probation officer for the Eleventh Judicial Circuit.
3. A request from Fifteenth Judicial Circuit Judge James Matish (letter attached) requesting an additional probation officer(s) for the Fifteenth Judicial Circuit.
4. A request from Twenty-Fifth Judicial Circuit Judge William Thompson (letter attached) requesting to keep his Juvenile Drug Court Case Manager.

A possible future proposal – a request from Sixth Judicial Circuit Judge Gregory Howard to add an additional probation officer to assist with their newly approved Juvenile Drug Court. Director Bond will review their staffing situation and will make a recommendation to the Court at the next Administrative Conference.

In addition to the above, Director Bond has listed personnel issues, meetings with outside agencies/groups, and miscellaneous activity within the Probation Services Division.

Attachments – Tab 3

February 27, 2018, memorandum from Director of Probation Services Stephanie Bond to Administrative Director Gary Johnson

February 26, 2018, letter from Circuit Judge William Thompson to Administrative Director Gary Johnson

January 29, 2018, letter from Circuit Judge Jennifer Dent to Director of Probation Services Stephanie Bond and January 16, 2018, letter from Chief Probation Officer Tonya Hoover to Director of Probation Services Stephanie Bond

January 29, 2018, letter from Circuit Judge James Matish to Administrative Director Gary Johnson

February 8, 2018, letter from Circuit Judge William Thompson to All Justices

February 23, 2018, letter from Circuit Judge Gregory Howard to Director of Probation Services Stephanie Bond

Recommendation:

The Court discuss the matters.

4. COURT SERVICES

Discussion:

4.1 Attached is a memorandum from Director of Court Services Cammie Chapman to Administrative Director Gary Johnson requesting approval to contract with Associated Professional Systems (APS) for the enhancement of the adjudicatory and disposition orders in Juvenile Abuse and Neglect Information System (JANIS). The cost of the enhancements will not exceed \$11,000.00 and will be paid from the Court Improvement Program Data Grant.

4.2 Attached is a memorandum from Director of Court Services Cammie Chapman to Administrative Director Gary Johnson with information about exploring a grant opportunity with the National Center for State Courts and West Virginia DMV. NCSC is a grant recipient of the Federal Motor Carrier Safety Administration to engage in outreach, research, and technology initiatives in the court community to help achieve expectations for safer highways. NCSC would like to support the Administrative Office of the Supreme Court and the DMV in achieving the tasks and objectives outlined in attached Exhibit A. As these tasks and objectives are achieved, NCSC will pay the AO and DMV \$100,000.00 each.

4.3 Attached is a memorandum from Director of Court Services Cammie Chapman to Administrative Director Gary Johnson explaining the two UJA Access Portals (the LEO portal and Public Defender portal) and policy issues to be decided.

Attachments – Tab 4

4.1 February 28, 2018, memorandum from Director of Court Services Cammie Chapman to Administrative Director Gary Johnson

4.2 February 26, 2018, memorandum from Director of Court Services Cammie Chapman to Administrative Director Gary Johnson

4.3 February 28, 2018, memorandum from Director of Court Services Cammie Chapman to Administrative Director Gary Johnson

Recommendation:

The Court discuss the matters.

5. LEGISLATIVE UPDATE

Discussion:

Attached is a memorandum from Administrative Counsel Chris Morris to Administrative Director Gary Johnson providing a legislative update.

Attachment – Tab 5

February 28, 2018, memorandum from Administrative Counsel Chris Morris to Administrative Director Gary Johnson

Recommendation:

The Court discuss the matter.

6. UPDATE INFORMATION FROM GENERAL COUNSEL LORI PALETTA-DAVIS

Discussion:

Attached is a memorandum from Administrative Counsel Lori Paletta-Davis to Administrative Director Gary Johnson with a comprehensive list of legal and related matters within her areas of responsibility.

Attachment – Tab 6

March 1, 2018, memorandum from Administrative Counsel Lori Paletta-Davis to Administrative Director Gary Johnson

Recommendation:

The Court discuss the matters.

7. LITIGATION UPDATE

Discussion:

Attached is a memorandum from Administrative Counsel Chris Morris to Administrative Director Gary Johnson providing updates on all pending litigation matters.

Attachment – Tab 7

February 26, 2018, memorandum from Administrative Counsel Chris Morris to Administrative Director Gary Johnson

Recommendation:

The Court discuss the matters.

8. FREELANCE/SUBSTITUTE COURT REPORTERS

Discussion:

Attached is a list of approved freelance/substitute court reporters currently used by the Court. Should the Court establish a policy about requiring qualifications for freelance/substitute court reporters?

Attachment – Tab 8

Approved list of freelance/substitute court reporters

Recommendation:

The Court discuss the matter.

9. SATURDAY HEARINGS IN KANAWHA COUNTY FAMILY COURT S

Discussion:

On March 14, 2017, Eleventh Circuit Family Court Judge Ken Ballard sent a letter (attached) to Administrative Director Gary Johnson requesting that the Supreme Court implement a rule regarding holding Saturday hearings in Kanawha County Family Court. A June 16, 2017, Administrative Order was signed addressing this matter.

Attached is a letter from Eleventh Circuit Family Court Judge Jim Douglas to Justice Allen Loughry requesting reconsideration of the June 16, 2017, Administrative Order (attached) concerning Kanawha County Family Court Saturday hearings.

Attachments – Tab 9

March 14, 2017, letter from Eleventh Circuit Family Court Judge Ken Ballard to Administrative Director Gary Johnson

February 12, 2018, letter from Eleventh Circuit Family Court Judge Jim Douglas to Justice Allen Loughry

June 16, 2017, Administrative Order

Recommendation:

The Court discuss the matter.

10. THE WEST VIRGINIA STATE BAR 2018-2019 BUDGET

Discussion:

Attached is a letter from State Bar President, Meshea L. Poore, to Clerk of the Court Edythe Gaiser, together with the State Bar's 2018-2019 budget.

Attachment – Tab 10

February 20, 2018, letter from State Bar President, Meshea L. Poore, to Clerk of the Court Edythe Gaiser

Recommendation:

The Court discuss the matter.

11. DRAFT VEHICLE POLICY

Discussion:

Attached is a memorandum from Administrative Counsel Chris Morris to Administrative Director Gary Johnson with a revised draft policy governing the use of Court vehicles.

Attachment – Tab 11

February 28, 2018, memorandum from Administrative Counsel Chris Morris to Administrative Director Gary Johnson

Recommendation:

The Court discuss the matter.

12. FINANCIAL DIVISION

Discussion:

12.1 Attached is a memorandum from Director of Financial Management Sue Racer-Troy to Administrative Director Gary Johnson with the Court's YTD financial statements as of 01/31/2018.

12.2 Attached is a memorandum from Director of Financial Management Sue Racer-Troy and Operations Services Director Pat Moats to Administrative Director Gary Johnson

requesting to relocate IT Procurement Specialist Charles Barnette from his office in the AO to CCE to be able to monitor wvOASIS tracking of orders, enter and receiving documents, and maintain computer inventory for the IT Division. Director Racer-Troy is also requesting to reassign IT Division Administrative Assistant Jill Connolly to the Finance Division. Ms. Connolly previously worked in the Finance Division and her skills and experience could be utilized as part of the procurement/fixed asset/p-card team.

12.3 Attached is a memorandum from Director of Financial Management Sue Racer-Troy to Administrative Director Gary Johnson explaining the following warehouse issues:

1) The Court currently occupies 27% of the space at the Leon Sullivan Way warehouse. We do not pay rent there and Prison Industries is requesting that the Court pay 27% of the monthly utilities and maintenance costs for the building. The estimated monthly cost will be \$663.00 or \$7,959.00 annually. A copy of the "Contract of Lease" is attached for your review and approval, if this is agreeable.

2) The Court currently rents one-half of the Venable Avenue warehouse in Kanawha City. The other half of the warehouse will become available for rent at the end of March at a rate of \$3,658.33 monthly or \$43,899.96 annually.

Director Racer-Troy states that the most cost-efficient option is to continue to use the warehouse at Leon Sullivan Way and pay our share of the utility and maintenance costs.

Attachments – Tab 12

12.1 February 27, 2018, memorandum from Director of Financial Management Sue Racer-Troy to Administrative Director Gary Johnson

12.2 February 28, 2018, memorandum from Director of Financial Management Sue Racer-Troy and Operations Services Director Pat Moats to Administrative Director Gary Johnson

12.3 February 28, 2018, memorandum from Director of Financial Management Sue Racer-Troy to Administrative Director Gary Johnson

Recommendation:

The Court discuss the matters.

13. MISCELLANEOUS

13.1 Attached is a letter from Sixteenth Judicial Circuit Judge David Janes requesting equipment or facilities to accommodate the hearing impaired in the Fred L. Fox, II Courtroom in Marion County.

13.2 Attached is a memorandum from Director of Education and Outreach Sara Thompson to Administrative Director Gary Johnson with information about the Division expanding into electronic and web-based learning formats – for your information.


SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

Memorandum

To: Honorable Judge Gary Johnson, Administrative Director
From: Stephanie Bond, Director of Probation Services 
Date: 27 February 2018
Re: Proposals for 5 March 2018 Administrative Conference

Listed below you will find several proposals that I would like for you to consider for the 5 March 2018 Administrative Conference. Please let me know if there is any additional information that I could provide.

PROPOSAL #1: The Use of Gift Cards as Incentives and Purchasing

As you are aware, the use of the P-Card to purchase gift cards as incentives for drug court participants has been under review. While there were some initial questions regarding the nature of the purchases, I believe that issue has been addressed. The issue that remains arose from reporting purchases on a monthly basis or following the purchase as opposed to receiving prior approval. At this point, we understand that certain incentives should be encouraged (i.e., continue with judicial praise, waiving of fees, fast pass, etc... and implement more point systems that include "stores" where participants can "shop" with the points earned).

During the past few weeks, I have spoken with many Drug Court Judges, Probation Officers and participants. Although certainly not the main motivation for change, the gift cards do seem to be a significant motivator for positive change by participants and appear to be sincerely appreciated. As such, I recommend that this practice continue. That said, in researching this issue, several issues came to light that make this a complicated proposal. I will try to break them down into bullets.

- ***How to purchase the gift cards?***
Twice a year, on a date mutually accepted by the Auditor's Office and our Division of Finance, the Probation Officer assigned to a Drug Court will submit a request to the Director of Probation Services, or designee, outlining what gift cards their Court will need for the next 6 months. They are to provide justification for their request based on current and projected numbers of participants as well as what was used the previous six months. Once all Drug Court requests are submitted and approved, a combined list will be sent to the Director of Finance, or designee. This

person will contact the Auditor's office to receive approval. Once approved, the local P-Card holder for the Drug Court will request a temporary increase in his/her P-Card spending amount and then purchase the cards to be used for the next 6 months.

Alternate Suggestion:

Instead of twice a year, the cards could be purchased each quarter. This would result in less cards on hand at any given time, which in effect means the Probation Officer is responsible for less money. Some Courts feel they could be more responsive to the participant's needs by doing this more frequently, especially with juveniles as their JDC program is sometimes over in 6 months.

- ***How to properly keep track of gift cards?***

Once the P-Card holder purchases the cards and gives them to the Probation Officer, that person, or designee, will then enter the card information onto either a) a form developed by the Division of Probation Services or into b) the appropriate place on OCMS. Whichever is used will contain the following information, at a minimum: date gift card was purchased; the serial number on the gift card; to whom the card was given; date the card was given; reason card was given. This form will be submitted to the Drug Court Coordinator monthly. In addition, a receipt form will be developed for the participant to sign indicating what incentive they received and when. This form will then be uploaded into OCMS.

- ***How to pay for group activities, awards, etc...?***

Given that the vast majority of Drug Court P-Card holders are secretaries, they do not have much time to go out and "shop" whenever needed. The twice a year (or quarterly) purchase should help with that. However, most circuits have a hard time doing extracurricular group activities / incentives due to their lack of ability to pay for them. For example, if you want to take your group bowling as a reward, how would that be paid for? The secretary would either pre-pay, attend the activity (usually in the evenings or weekends), have the Probation Officer try to get a cash advance, or rely on donations from the treatment team, Judge, Probation Officer and/or community support. As a result, we do not conduct these activities as much as the Teams would like. A way to get around this obstacle is to purchase Visa or MasterCard gift cards (non-reloadable which have a monthly fee). This is already being done in a couple of circuits, as evidenced by the large amount purchased and questioned. (i.e., \$500 Master Card gift card) If permitted, the Probation Officer would need to keep a receipt of every time the card was used as well as complete a similar form as listed above. When the card is empty, the Probation Officer will send a copy of all receipts, with the gift card number on them, to the Drug Court Coordinator, or designee.

- ***Alternative suggestions:***

- Several Judges have inquired about the possibility of their Probation Officer having the P-Card for the Drug Court, however I will leave that to your discretion as I'm not familiar

with how P-Card holders are chosen. I do know that we did recently approve for a Probation Officer in the 22nd Circuit to have a P-Card, however it was because their secretary was very uncomfortable with having this responsibility and at times not cooperative.

- o I have also received numerous suggestions for the participant funds to return to the previously established 501-C-3 nonprofit organizations that the Drug Courts established for these funds. Since this was done and changed before I came to work for the courts, I will refrain from making a recommendation without additional information.

In addition, please see Attachment #1. This is a letter from Judge William Thompson outlining why Drug courts use and need the gift cards for incentives.

PROPOSAL #2: Additional Probation Officer for the 11th Circuit

Attached (Attachment #2) you will find letters from Circuit Judge Jennifer Dent and Chief Probation Officer Tonya Hoover stating their justifications for the need of another Officer. The 11th Circuit consists of the very large counties of Greenbrier and Pocahontas. With the addition of Intensive Supervision probationers, the amount of time spent on the road doing field visits greatly increased. While on the road, these Probation Officers are in essence "wasting time" needed for other required duties, however there is no alternative in order to properly supervise as required. In addition, in looking at the number of probationers the week of 5 February 2018, the six Probation Officers (which includes their Chief) supervise a total of 475.6 when you apply the 3.2 ratio for the intensive supervision cases. This results in an average of 79.27 probationers each, which is well over the recommended 63 that was previously stated by the Administrative Office. When you look individually, the Chief, Tonya Hoover, actually supervises 78.4, which is entirely too many for anyone but especially a Chief who has other Administrative duties. In addition, on the week stated above, the 11th Circuit had a combined 38 people in their Drug Court, which is one of the highest. They currently have one Probation Officer serving all participants in the Drug Court while driving back and forth between Counties.

Given all of this, I strongly support the 11th Circuit receiving another Probation Officer.

PROPOSAL #3: Additional Probation Officer for the 15th Circuit

Attached (Attachment #3) you will find a letter from Circuit Judge James Matish outlining his request for an additional Probation Officer(s) for Harrison County. The 15th Circuit supervises a little differently than some in that they have field officers who conduct the majority of the site visits and then a few other officers who deal with bond supervision / bond reports, PSIs, and court hearings. Although Judge Matish and I had slightly different numbers, it does appear that the 15th Circuit requires an additional Probation

Officer, primarily to work with the juveniles. When a prior Juvenile Probation Officer retired, they filled that position with a former ISO. This was needed due to their lack of expertise as well as having one of the very few shelters in the state who accept sex offenders. As a result, their number of sex offenders is fairly high. However, this left the juveniles being supervised by only two people. The two individuals have caseloads of 140 and 120.8, which includes Juvenile Drug Court. However, even when taking the entire number of probationers from the 15th Circuit and dividing them by the number of Probation Officers, it averages to 70 probationers per Officer. This number does include the Chief, who due to administrative duties, currently has a caseload of 24. If you took him and his 24 offenders out of the equation, this would leave an average caseload of 74.22.

As a result, I support an additional Probation Officer being assigned to the 15th Circuit.

PROPOSAL #4: Case Manager for the 25th Circuit Juvenile Drug Court

Attached (Attachment #4) you will find a letter from Circuit Judge William Thompson regarding his request to keep his Juvenile Drug Court Case Manager. As you will find detailed in his letter, Judge Thompson has a very large and successful Juvenile Drug Court. It appears as though he is volunteering to oversee both the Juvenile and Adult Drug Courts while going between Boone and Lincoln Counties. With the number of participants he has in both Courts, this is no easy task. I pulled the monthly numbers of juvenile participants in all drug courts for the time July 2017 – December 2017 and listed the average number in all courts below. You will see that the 25th Circuit greatly exceeds all others.

1 st Circuit	18	9 th Circuit	7	17 th Circuit	13
4 th Circuit	17	10 th Circuit	5	20 th Circuit	4
7 th Circuit	8	13 th Circuit	2	24 th Circuit	14
8 th Circuit	6	15 th Circuit	13	29 th Circuit	15
25 th Circuit - 28					

Given this large number and the fact that the court spans two counties, I do not think it is unreasonable to have a case manager. In fact, if the numbers in the 25th Circuit remain this high or higher, it may warrant an additional Probation Officer in time. Currently though, the case manager is a more cost efficient alternative. I would recommend that the Courts reconsider the case manager for this circuit and perhaps make it a temporary full time position and review the JDC participant numbers every 6 months. If by chance the numbers would drop, however unlikely, then the position would no longer be necessary.

To perhaps ease your mind regarding the low numbers in some of the JDCs listed above, changes have been made and currently this year there is a significant increase in at least two of those circuits.

Possible Future Proposal: Additional Probation Officer for the 6th Circuit

Attached (Attachment #5) is a copy of a letter I received on 23 February 2018 from Judge Gregory Howard requesting an additional Probation Officer to assist with their newly approved Juvenile Drug Court. Since

I haven't looked into their staffing situation as deep as I did the other circuits, I will refrain from making a recommendation until the next Administrative Conference. However, his Probation Department kept an activity log during the month of January 2018. This was done to show the Administrative Office how much work that they do which is not captured in OCMS. At least part of the activities listed are normal duties that come with having a probationer under supervision, so I will be interested in reviewing this more closely as well as looking at additional months' worth of data in the future.

The remainder of this report will be a summary of January and February 2018 activities by the Division of Probation Services.

Personnel Issues

- Data Analyst / Quality Assurance Manager Alicia Holman began employment with the DPS on 20 January 2018. Despite the continued challenges with our OCMS system, Ms. Holman has caught on quickly and has already assisted with data gathering.
- The posting for the Drug Court Coordinator position is currently up. We should be conducting interviews no later than mid-March.
- Attorney McKinney participated in personnel investigation of alleged discriminatory conduct at the request of a Chief Circuit Judge
- Attorney McKinney has continued to work on personnel matters under appeal with the Courts.
- Attorney McKinney assisted with facilities inspection and planning related to Monroe County Probation offices.

Field Visits

Date	Who	Circuit	Place	Reason
1/04/18	Leftwich	24 th	Wayne County Courthouse	Field Visit and ADC Graduation
1/11/18	Leftwich	16 th	Marion County Courthouse	Field Visit and ADC Graduation
1/19/18	McKinney	31 st	Monroe County Courthouse, nearby possible site for Probation Offices	Field Visit – looking for alternate office sites
1/26/18	Leftwich, McKinney	23 rd	Berkeley County Judicial Center	Field Visit and ADC Training of new Treatment Team members (Judges Loransen, McLaughlin, and PO's)
1/30/18	McKinney	13 th	Kanawha County Judicial Annex	Field Visit and Personnel Investigation (Judge Bloom and PO's)

2/1/18	Leftwich, McKinney	12 th	Fayette County Judicial Annex	Field Visit and Meeting re ADC services (Judge Blake and PO's)
2/2/18	Leftwich	5 th	Mason County Courthouse	Field Visit and ADC Graduation
2/5/18	Bond, Leftwich	1 st	Ohio County Courthouse	Field Visit and ADC Graduation (Judge Sims and POs)
2/5/28	Bond, Leftwich	1 st	Brooke County – YRC	Field Visit with 2 POs
2/6/18	Bond, Leftwich	2 nd	Marshall County Courthouse & Prob	Field Visit (Judge Hummel and 3 POs)
2/6/18	Bond, Leftwich	17 th	Monongalia County Courthouse	Field Visit and ADC Graduation (Judges Gaujot, Tucker, & Clawges, POs & ADC Tx Team)
2/8/18	Bond, Leftwich	11 th	Greenbrier County Courthouse	Field Visit and ADC Graduation (Judges Dent & Richardson & POs)
2/14/18	Bond, Leftwich		Lincoln County Courthouse	Field Visit and ADC Graduation (Judges Thompson and Hoke & POs)
2/14/18	McKinney	13 th	Kanawha County Judicial Annex	Field Visit and Personnel Investigation (Judges Bloom, Bailey, and PO's)
2/16/18	Bond, Leftwich	13 th	Kanawha County Courthouse	ADC Graduation
2/23/18	Bond, Leftwich	8 th	McDowell County Courthouse	Field Visit and ADC Graduation (Judge Stephens and PO K. Williams)
2/28/18	Bond, Leftwich	10 th	Raleigh County Courthouse	Field Visit and JDC Graduation

Meetings with Outside Agencies / Groups

- At the request of Secretary Bill Crouch, Director of the Division of Probation Services (DDPS) Stephanie Bond attended a meeting regarding the possible re-organization with DHHR and Division of Juvenile Services. (01/03/18)
- DDPS Bond attended a Human Trafficking Awareness event sponsored by the YWCA. (01/09/18)
- DDPS Bond testified and Attorney Rob McKinney represented the Courts at the Administrative Hearing on former Chief PO Michael Williams. (01/11/18)
- DCS Leftwich Met with Western Regional Day Report Center in re: telehealth initiative in Huntington. (01/12/18)
- DDPS Bond attended the PAAC Disproportional Minority Contact meeting. (01/16/18)

- DDPS Bond, Attorney Rob McKinney, Drug Court Specialist (DCS) Nick Leftwich and Administrative Coordinator Randall Wagner participated in a meeting with representatives from Alere / Abbot, our primary drug testing company. (01/23/18)
- DDPS Bond participated in working conference calls with the Bureau of Behavioral Health and Health Facilities regarding Transitioning to Adult Housing and Communication and FC18 Agreements. (01/24 and 01/25/18)
- DDPS Bond, Attorney Rob McKinney, DCS Nick Leftwich and Administrative Coordinator Randall Wagner participated in a proposal from a representative of QLABS, a drug testing company from here in Charleston, WV. (01/23/18)
- DDPS Bond, DCS Nick Leftwich and DA/QA Holman met with WV DOC to develop a more accurate and efficient way of informing Probation when an offender is going to be released from Parole and placed on extended supervision. (01/23/18)
- DCS Leftwich met with Judge Greg Howard (6th Circuit Cabell) and Western Day Report Center in re: telehealth initiative in Huntington. (01/24/18)
- DCS Leftwich participated in a conference call with WeConnect re: telehealth Initiative (01/25/18)
- Attorney McKinney and DCS Leftwich met with 23rd Circuit ADC (Eastern Panhandle) PO, Judges and Treatment team for an ADC refresher training due to new folks involved in the program. (01/26/18)
- Drug Court Specialist (DCS) Nick Leftwich participated in the WV State Advisory Group (SAG) meeting. (01/30/18)
- DDPS Bond participated in a meeting of the Education of Children In Out of Home Care committee. (01/30/18)
- DDPS Bond participated in a CIP subcommittee, Youth Services, meeting and a meeting of the CIP Oversight Board. (02/01 and 02/02/18)
- DDPS Bond participated in the Statewide ACES initiative meeting at the PDC. (02/09/18)
- DDPS Bond and DCS Leftwich met with Senator John Unger regarding his non-profit dealing with a Recovery Coach Academy.
- DDPS Bond participated in a Statewide Youth Treatment Planning meeting. (02/21/18)

Miscellaneous

- DDPS Bond participated in two calls regarding RJOI. (01/04/18 and 02/01/18)
- DCS Leftwich watched the following webinars:
 - Regional Judicial Opioid Initiative-Child Welfare Report from ASPE (webinar) (01/10/18)
 - Drug Court - Statewide and Implementation & Enhancement Performance Measures Webinar, hosted by BJA (01/16/18)
 - Drug Court - Statewide and Implementation & Enhancement Performance Measures Webinar, hosted by BJA (01/16/18)

- DCS Leftwich and Attorney McKinney met with WV APO In re: 2018 Legislative Session (01/17/18)
- DCS Leftwich met with 5th Circuit Chief PO Chris Johnson In re: telehealth Initiative (01/17/18)
- Attorney Lori Paletta-Davis held a meeting with all (but one) Division of Probation Services 6th floor staff to discuss position descriptions. (01/29/18)
- Grant Reporting for Feds for the 3 active federal grants completed and submitted to BJA as required by DCS Nick Leftwich 01/29 – 01/30/18); the reporting periods were for Oct-Dec 201.
- DCS Leftwich held a conference call with State Drug Court Coordinators Association re: upcoming NADCP Conference (01/31/18)
- DA/QA Mgr. Alicia Holman spent the day with Putnam County Probation Department for training. (02/12/18)
- DPS Bond viewed a webinar titled: "Opioid Prescription Rates and Child Removals: Evidence from Florida" by the PDMP Training & Technical Assistance Center Team (2/27/18)
- Attorney McKinney monitored legislation relevant to Probation, including meetings with legislative staff about Court-supported legislation.

Cc: Joan Mullins, Executive Administrative Assistant
Mary Greene, Executive Administrative Assistant



MEMO

TO: Chris Morris
FROM: Menis Ketchum
DATE: December 7, 2017
CC: All Justices and Administrative Assistants by E-Mail

You asked me for information on Kenny Bass's FOIA request No. 12 regarding a policy pertaining to the use of State-owned vehicles by Justices. You asked for this information because I was chief justice in 2016 when a controversy arose about the use of State vehicles by Justices. After searching my records, the Court's records and calendars in the clerk's office, I respond as follows:

Question: Is there a policy on Justices using State cars and disclosing the destination to the Court's vehicle supervisor?

Answer: No.

ORDER OF EVENTS

8/29/16 - There was an agenda prepared by Steve Canterbury for an 8/29/16 administrative conference. Agenda Item 6 related to Justices' use of State vehicles.

No conference was held on this date. This agenda was used in the 9/6/16 administrative conference.

Note: I believe that Steve merely wrote the wrong conference date. I think we were going to switch the scheduled 8/31/16 conference date to 8/29/16. However, no conference was held on 8/29/16 or 8/31/16.

8/31/16 The clerk's calendar shows that there is a scheduled administrative conference on 8/31/16.

No conference was held on this date. I believe it was continued because a justice or justices could not be present. It was continued to 9/6/16.

9/6/16 There was an administrative conference – The agenda used was the agenda prepared by Steve for 8/29/16.

There are minutes. (Justice Benjamin was absent).

Agenda Item 5 and Item 6 (use of State cars) were not discussed. The consideration of these items was held over until all Justices could be present per the minutes.

9/8/16 The Court meets to discuss held-over agenda Items 5 & 6. The court administrator was not present.

There are proposed minutes dated 9/8/16 drafted by Justice Ketchum sent to each Justice. I circulated the proposed minutes relating to a suggested car policy to each Justice and asked for their "thoughts, comments, and suggestions".

COMMENTS RECEIVED CONCERNING THE PROPOSED MINUTES

Justice Workman responded by memorandum regarding the proposed minutes. She wanted "to re-visit the issue of vehicle use. . . ." She did not agree with the proposed minutes.

Justice Loughry did not agree with the proposed minutes. Justice Loughry's suggested change was to delete the policy set out in the proposed minutes.

I did not receive comments from Justice Davis or Justice Benjamin. They had previously voted "no" in the 9/8/16 conference to the policy which was set forth in the proposed minutes.

Note: Justice Workman's memorandum said the conference to consider agenda Items 5 & 6 was on September 7, 2016. However, I believe it was on 9/8/2016 because the proposed minutes I prepared state the conference was on 9/8/16. There is no doubt the conference was held on 9/7/16 or 9/8/16 dealing solely with Agenda Items 5 & 6.

ACTION TAKEN

No action on a car policy was taken. I executed and distributed minutes reflecting that in the conference of August 29, 2016, Agenda Items 5 & 6 were discussed and no action was taken.

*Sept 8, 2016.
MEK.*

MY MEMORY

I do not remember the issue of a car policy being discussed again. An auditor's travel policy was discussed in conference on 9/15/16 but cars were not mentioned.

P.S. I constructed this memo by going through the Court records, my records and the clerk's calendars. I did not attach any records or documents because they have memorandums and comments from Justices that do not relate to the car issue and have personal comments about other matters. I do want you to know that each of my outline items are supported by Court documents and Justices' memorandums.



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA
25305

MARGARET L. WORKMAN
CHIEF JUSTICE

April 30, 2018

Teresa A. Tarr, Counsel
Judicial Investigation Commission
City Center East, Suite 1200 A
4700 MacCorkle Ave., S.E.
Charleston, West Virginia 25304

Dear Ms. Tarr:

This is written in response to the judicial ethics complaint filed against me concerning the purchase with public funds of working lunches for me and my administrative assistant on Court days and administrative conference days.

I would first like to provide the following background information:

When I served on the Court from 1989 until 2000, there was a regularly scheduled time for the lunch break.

When I returned to the Court in 2009, the break time was an ever-changing phenomenon, depending on how long the arguments went and who the chief justice was. I requested that we have some regular time for a lunch break. At some point, one of the other Justices suggested that, rather than having an out-of-Court break, we hear all arguments prior to leaving the bench and have lunch brought in to eat while working on decisions. The purpose of this was to accommodate lawyers who traveled from northern West Virginia or the Eastern Panhandle, as well as litigants who then didn't have to pay additional attorney fees for lawyers sitting around waiting. I don't believe that any decision was ever made formalizing this plan, so much as it just became a practice that was done to promote efficiency.

I prefer having a lunch break; it is a good opportunity to clear out my mind and visit with co-workers. But that was not the consensus of the Court. I would have been very happy to pay for my lunches, but the time required for sending separate cash or credit cards from at least ten people seemed logistically impractical.

As to my administrative assistant, in addition to the regular work hours, she is required to be present anytime I am at the Court. Especially on argument, decision, and administrative conference days, there is often a need to get copies of a brief, a case, or other information from the voluminous amount of material that flows through the Court on a daily basis. Consequently, on Court and administrative conference days, my assistant was not permitted to take an out-of-office break and therefore lunch was also provided to her.

It should also be pointed out that it is a very common practice in many segments of the court system (including, but not limited to, the Mass Litigation Panel, the Juvenile Justice Commission, the lawyer and judicial disciplinary boards, and others) to provide working lunches to the participants. It may be argued that the participants in those groups must come from out of town, but each member of these groups could also pay for their own lunch or leave the meeting for lunch. If it is inappropriate or unethical to provide taxpayer-funded lunches for working sessions of the Court, it must also be so for members of boards and commissions who do so.

My research indicates that the Internal Revenue Service has held that employer-provided lunches are not taxable income if they are working lunches and done for the convenience of the employer. Neither statutory nor other ethics law prohibits such expenditure.

I have given serious consideration to paying back my proportional share of the lunches (as their costs cannot be sorted out individually), but I feel that such reimbursement appears to be an admission of unethical conduct. Because I do not believe it to be unethical, I have not reimbursed the cost. In retrospect, I would not again accept lunches paid by the State, not only because cumulatively, they added up to a substantial expenditure of taxpayer funds; but, even more importantly, because in the context of other indefensible spending by the Court as a whole, the continuation of this practice will not help in rebuilding the public's trust in our institution, which is my primary goal in my remaining time on the Court.

If you need further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Margaret L. Workman, C.J." The signature is written in a cursive style.

Margaret L. Workman
Chief Justice



SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

BARBARA ALLEN
INTERIM ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0145
304-558-0145 -- PHONE
304-558-1212 -- FAX
WWW.COURTSWV.GOV

To: Barbara Allen
Interim Administrative Director

From: Sue Racer-Troy
Chief Financial Officer *SRT*

Date: July 30, 2018

Subject: Supplemental invoices to construction cost binder

The binder of "Construction/Restoration Costs by Office" was created in November 2017. It was created as a way of delineating construction/restoration costs by office. The costs were not recorded (in FIMS or wvOASIS) in a way that allowed searches of the electronic records by office so I had to rely on hard copies of the invoices. Due to the short time to assemble this information, I knew that there would likely be items discovered later that were relevant to these offices.

After the binder was given to Kennie Bass, additional invoices related to these office renovations have been located. I did not add them to my binder, as I wanted to keep a copy of what was originally released to the media. Therefore, these invoices are also not in the documents provided to the Legislative Auditor. Below are the supplemental items that have been located to date:

Courtroom

Lloyd Kister Custom Furniture	Refinish Clerk's desk	\$845.00
Lloyd Kister Custom Furniture	Remake two lecterns	\$660.00
Lloyd Kister Custom Furniture	Repair & refinish bench	\$825.00
Lloyd Kister Custom Furniture	Refurbish Presenters table	\$85.00
Lloyd Kister Custom Furniture	Refinish bench top	\$2,845.00
	TOTAL:	\$5,260.00

Justice Benjamin's office

Lloyd Kister Custom Furniture	Fit desk chair with casters	\$270.00
Lloyd Kister Custom Furniture	Modify desk chair	\$265.00
	TOTAL:	\$535.00

Justice Davis' office

B Stanley Gill	Albini desk	\$2,990.00
	TOTAL:	\$2,990.00

Justice Loughry's office

Allseating Corporation	Therapod Desk chair	\$1,032.70
Capitol Business Interior	Mobile printer stand	\$315.75
Central Glass Company of Charleston	Glass tabletops	\$1,074.69
The Dressmaker's Closet	Navy pillow for desk chair	\$25.00
Kushner	Repairs to round office table	\$148.40
Lloyd Kister Custom Furniture	Modify desk & table	\$685.00
Lloyd Kister Custom Furniture	New base for desk	\$465.00
Sodaro's	40 inch television	\$793.00
State Electric Supply Company	Lighting	\$362.52
	TOTAL:	\$4,902.06

Justice Workman's office

Furnitureland South	Turtle shell/brown bookcases	\$1,669.50
Lloyd Kister Custom Furniture	Repair desk top	\$75.00
	TOTAL:	\$1,744.50

Courtroom

Courtroom

520820



Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone 304-744-0515
Email LDKSoccer@mins.com

409

061

Bill To:

Administrative Office of Court
Attn Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305

Invoice # 101
Date Oct 29, 2012

Description	Amount
-------------	--------

Refurbish Clerk's Desk	845 00
<ul style="list-style-type: none"> Refinish base Refurbish desk Add drawer front for wire access Secure drawer front under center drawer Retrofit drawers 	

1 OF 2 BENCH TOPS WITH MOLDING
WAS REFINISHED IN GOOD CONDITION AND
CUSTOMER TO SPECIFICATIONS.

Remake Two Lecterns	660 00
<ul style="list-style-type: none"> Make 2 new bases Remake and refinish top sections New lamp socket and cord 2 new XLR sockets 	

DATE Nov 14, 2012
SIGNED P. Fletcher Adkins

Repair and Refinish Bench	825 00
<ul style="list-style-type: none"> Turn new circle Remove and repair 2 circles Retrofit drawers Refurbish top and front (top needs more work) Repair molding 	

RECEIVED
WV SUPREME COURT
FEB 06 2013

Refurbish Top of Presenters Table	85 00
-----------------------------------	-------

FINANCIAL
DIVISION

Repair Justice Workman's Desk Top	75 00
-----------------------------------	-------

Fit Justice Benjamin's Desk Chair With Casters	270 00
--	--------

Total \$2760 00

M

Fletch,

My company name is

Lloyd Kister Custom Furniture & Design, LLC

85 Whittington Rd

Charleston, WV 25312

My West Virginia control number is

My West Virginia Business Account Number:

My Federal EIN #

Any other questions please call 304-744-0515

Thanks for your attention to this,

L. David Kister

LDKSoccer@msn.com

520820

Varies



Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone 304-744-0515
Email L.DK.Soccer@msn.com

Bill To:

Administrative Office of Court
Attn Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

Invoice # 108
Date Feb 2, 2013

0180-2012-5403-099-409

Description	Amount
-------------	--------

Refinish Court Bench Top	2845 00
Extend Legs of Justice Loughry's Desk & Work Table (10 Legs) Turn new legs, Stain and finish to match existing furniture Install	685 00
Redo Justice Benjamin's Desk Chair With Casters	265 00

Total \$3795.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE April 1, 2013

SIGNED P. Fletcher Adkins

Fletch,

I thought I had sent you this invoice back in February. Then I found it on my desk. Sorry for the delay.

Thanks,
Dave Kister

Justice Benjamin

Courtroom

520820



Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone 304-744-0515
Email LDKSoccer@mns.com

409

061

Bill To:

Administrative Office of Court
Attn Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305

Invoice # 101
Date Oct 29, 2012

Description	Amount
-------------	--------

Refurbish Clerk's Desk Refinish base Refurbish desk Add drawer front for wire access Secure drawer front under center drawer Retrofit drawers	<hr/> <p>FOR THE ABOVE MERCHANTS WAS DELIVERED IN GOOD CONDITION AND CONFORM TO SPECIFICATIONS.</p>	845 00
--	---	--------

Remake Two Lecterns Make 2 new bases Remake and refinish top sections New lamp socket and cord 2 new XLR sockets	<hr/> <p>DATE <u>Nov 14, 2012</u> SIGNED <u>P Fletcher Adkins</u></p>	660 00
--	--	--------

Repair and Refinish Bench Turn new circle Remove and repair 2 circles Retrofit drawers Refurbish top and front (top needs more work) Repair molding	<hr/> <p>RECEIVED WV SUPREME COURT FEB 06 2013</p>	825 00
---	--	-------------------

Refurbish Top of Presenters Table	<hr/>	85 00
-----------------------------------	-------	-------

Repair Justice Workman's Desk Top	<hr/>	75 00
-----------------------------------	-------	-------

Fit Justice Benjamin's Desk Chair With Casters	<hr/>	270 00
--	-------	--------

Total \$2760 00

M

520820

VANES



Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone 304-744-0515
Email LDKSoccer@msn.com

Bill To:

Administrative Office of Court
Attn Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

Invoice # 108
Date Feb 2, 2013

0180-2012-5403-099-409

Description	Amount
Refinish Court Bench Top	2845 00
Extend Legs of Justice Loughry's Desk & Work Table (10 Legs) Turn new legs, Stain and finish to match existing furniture Install	685 00
Redo Justice Benjamin's Desk Chair With Casters	265 00
Total	\$3795.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE April 1, 2013
SIGNED P. Fletcher Adkins

Fletch,

I thought I had sent you this invoice back in February. Then I found it on my desk. Sorry for the delay.

Thanks,

Dave Kister

Justice
Davis

Invoice discovered 7/27/18

5402-130-416



1119 JEFFERSON ROAD
SOUTH CHARLSTON WV 25309
(304) 746 5200
(304) 746 5203 FAX
PHONE 850344474

OFFICE FURNITURE & SYSTEMS

36703

Date	Invoice #
6/6/2013	2130286

Bill To
W Va Supreme Court Of Appeals Attn Accounting 1900 Kanawha Blvd , E Bldg 1, Room E100 Charleston, WV 25305

Ship To
W Va Supreme Court Of Appeals Kan City Whse 3708 Venable Ave Charleston, WV

Order #	Cust P O #	Terms	Rep	Due Date
10404	OFC E-301	Net 30	BL	7/6/2013

Quantity	Item # / Description	Unit Price	Extended Price
1	80D-L 48x26 Albini Desk w/W L Ped	2,990 00	2,990 00

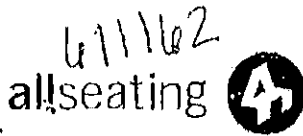
I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE June 17, 2013

SIGNED P. Fletcher
For Jennifer Stover

RECEIVED
WV SUPREME COURT
JUN 07 2013
ADMINISTRATIVE OFFICE

Thank You	Subtotal	\$2,990 00
	Sales Tax (0.0%)	\$0 00
	Total	\$2,990 00

Justice
Loughry



ALLSEATING CORPORATION
 5800 Avebury Road Unit#3
 MISSISSAUGA, ONTARIO
 L5R 3M3
 TOLL FREE 800-563-3504
 TOLL FREE FAX 800-272-5911
 OFFICE (905) 502-7200
 FAX (905) 502-7229
 GST# R100154152
 An ISO 9001 Certified Company

INVOICE#
 Invoice No. **297673**
 DATE 07/29/13
 WORKORDER# 289923
 PAGE 1

ZWVSC01

SOLD TO WEST VIRGINIA SUPREME COURT OF
 APPEALS
 ADMIN OFFICE OF COURTS
 ROOM E-100, STATE CAPITOL
 1900 KANAWHA BLVD. EAST
 CHARLESTON, WV
 253050832

SHIP TO WEST VIRGINIA SUPREME COURT
 HON. ALLEN H. COUGHRN II, JUS
 ROOM E-308, STATE CAPITOL
 1900 KANAWHA BLVD. EAST
 CHARLESTON, WV
 TEL: 304-558-1045
 25305

5403/416

Purchase Order Number 6853		Order Date 07/11/13	Terms NET 30	Salesperson 459	Ship Via UPS 119	Ship Date 07/29/13		
Fed Tax No		Prov Tax No	Tracking# 12686R110368751916		Ship Date 07/29/13			
Quantity Ordered	Quantity Shipped	Qty HT	Item Number/Description	Units	Unit Price	UM	Total	
1	1	0	^SI^INSTALLATION DATE ASAP ^SI^GSA# GS-29E-004AA 5500000063 55390-NPAW-ISS-NP-DAS-FL-ATELU STYLE THERAPOD BASIC EMB MODEL CODE 55390 MODEL LIST LEATHER 3 ARMS MULTI FUNCTION CASTERS HARD SURFACE CASTER OPTION NECK PAD OPTION DAS STANDARD SEAT FOAM GRADE LEATHER 3 AVION TARTAN BLUE	03	868 00	EA	868 00	
1 000	1 000	0 00	9013 VELCRO 1" LOOP	03	0 00	MTR	0 00	
1 000	1 000	0 00	9014 VELCRO 1" HOOK BLK	03	0 00	MTR	0 00	
1	1	0	3350 FOAM NECK PAD	03	30 00	EA	30 00	
1 Items not shipped are temporarily out of stock and will be shipped as soon as available 2 All goods leave our factory in perfect condition 3 Return no goods without prior permission 4 If goods arrive damaged, customer should at once notify and claim on transport company					Fuel Surcharge Misc. Total Merch. Total Freight HST/GST PST		TOTAL	USD

Invoice/Credit Note

For inquiries please call Customer Service

REV 08
C



5800 Avebury Road Unit 63
 MISSISSAUGA, ONTARIO
 L5R 3M3
 TOLL FREE 800-563-3502
 TOLL FREE FAX 800-272-9911
 OFFICE (905) 502-7200
 FAX (905) 502-7299
 GST# R100154152

ACKNOWLEDGEMENT

WorkOrder#: 289923
 DATE 07/12/13
 PAGE 2

An ISO 9001 Certified Company

SOLD TO WEST VIRGINIA SUPREME COURT OF
 ZWVSC01 APPEALS
 ADMIN OFFICE OF COURTS
 ROOM E-100, STATE CAPITOL
 1900 KANAWHA BLVD. EAST
 CHARLESTON, WV 253050832

TEL: 304-558-1045
 SIMP 10 WEST VIRGINIA SUPREME COURT
 HON ALLEN H LOUGHRY II, JUS
 ROOM E-308, STATE CAPITOL
 1900 KANAWHA BLVD. EAST
 CHARLESTON, WV
 25305

Purchase Order Number		Order Date	Terms	Salesperson	NEDR	Branch	Ship Via	
6853		07/11/13	NET 30	459		04	PPD	
Fed Tax No		Prov Tax No	Tracking#		Ship Date			
					07/29/13			
Quantity Ordered	Quantity Shipped	Qty B/O	Item Number/Description		Whse	Unit Price	U/M	Total
2	700.0	.0027	FL-ATBL.U AVION TARTAN BLUE INSTALLATION CHARGE OPEN MARKET			0.00		0.00
			DISC 1 - GI DEALER JAMELO1			134.70		
						Fuel Surcharge		0.00
						Misc. Total		134.70
						Merc. Total		898.00
						Freight		0.00
						HST/GST		0.00
						PST		0.00
						TOTAL		1032.70

COM Orders: Please disregard the ship date above. Your Customer Service Rep. will contact you with an actual ship date upon receipt of fabric.

Allseating reserves the right to charge for freight services over and above 'best way'

allseating



5800 Avebury Road Unit#3
 MISSISSAUGA, ONTARIO
 L5R 3M3
 TOLL FREE 800 563-3502
 TOLL FREE FAX 800 273-0911
 OFFICE (905) 502-7200
 FAX (905) 502-7299
 GST# R100154152

ACKNOWLEDGEMENT

WorkOrder#: 289923
 DATE 07/12/13
 PAGE 1

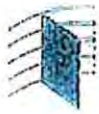
An ISO 9001 Certified Company

TEL: 304-558-1045

SOLD TO WEST VIRGINIA SUPREME COURT OF
 ZWVSC01 APPEALS
 ADMIN OFFICE OF COURTS
 ROOM E-100, STATE CAPITOL
 1900 KANAWHA BLVD. EAST
 CHARLESTON, WV 253050832

SHIP TO WEST VIRGINIA SUPREME COURT
 ION ALLEN H. LOUGHRY II, JUS
 ROOM E-308, STATE CAPITOL
 1900 KANAWHA BLVD EAST
 CHARLESTON, WV 25305

Purchase Order Number		Order Date	Terms	Salesperson	NBDR	Branch	Ship Via
6853		07/11/13	NET 30	459		04	PPD
Fed Tax No		Prov Tax No	Docking#			Ship Date	
						07/29/13	
Quantity Ordered	Quantity Shipped	Qty B/O	Item Number/Description	Whse	Unit Price	U/A	Total
1	0	1	^SI^INSTALLATION DATE: ASAP ^SI^GSA# GS-29F-004AA 5500000063 55390-NIFA W-HSS-NP-DAS-FL-ATBLU STYLE THERAPOD BASIC EMB MODEL CODE 55390 MODEL LIST LEATHER 3 ARMS MULTI FUNCTION CASTERS HARD SURFACE CASTER OPTION NECK PAD OPTION DAS STANDARD SEAT FOAM GRADE LEATHER 3 AVION TARTAN BLUE		868.00		868.00
1	000 0	001 0	9013 VELCRO 1" LOOP		0.00R		0.00
1	000 0	001 0	9014 VELCRO 1" HOOK BLK		0.00R		0.00
1	0	1	3350 FOAM NECK PAD		30.00		30.00
					Fuel Surcharge		
					Misc. Total		
					Merch. Total		
					Freight		
					HST/GST		
					PST		
					TOTAL		
COM Orders: Please disregard the ship date above. Your Customer Service Rep. will contact you with an actual ship date upon receipt of fabric.							
Allseating reserves the right to charge for freight services over and above 'best way'							



CAPITOL
BUSINESS
INTERIORS

P R O P O S A L

DATE: 06/26/14

TERMS: NET 15

PROPOSAL FOR:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

BILL TO:

WV SUPREME COURT OF APPEALS
E100 BLDG 1
CAPITOL COMPLEX
CHARLESTON, WV 25305

PROPOSAL # 79998 PROJECT # 031-000310 SALESPERSON: KATHY LEVITAN
CLIENT: 000250

#	QTY	PRODUCT # DESCRIPTION	UNIT	EXTENDED
1	1	S01-2122PP INDIANA FURNITURE Mobile Printer Stand; Walnut Veneer	315.75	315.75
			SUBTOTAL	315.75
			TOTAL	315.75

ACCEPTED BY:

Kimberly M. Ellis

SALESPERSON: Kathy Levitan

please order ASAP

711 INDIANA AVENUE
CHARLESTON, WV 25302
304-343-7551

Central Glass Company of Charleston Inc

Invoice

517 Russell Street
Charleston, WV 25302

WV000107

Date	Invoice #
2/28/2017	36832

Phone #
(304) 343-5669

Fax #
(304) 343-5672

Bill To		Ship To	
West Virginia Supreme Court of Appeals Kimberly Ellis Building One, Room E-100 1900 Kanawha Blvd., East Charleston, WV 25305		WV Supreme Court of Appeals Room E-153, Main Capitol Building East Wing California Street Side Charleston, WV	
P.O. No.	Terms	Due Date	Ship Date
S171251	Due on Receipt	2/28/2017	2/28/2017
Description			
Furnish, deliver, and set up two 1/4" tabletops with polished edges.			
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>2/28/17</u></p> <p>SIGNED <u>[Signature]</u></p> <p><i>ans. pd. for payment 3/6/17</i></p> <p style="color: red; border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;">COPY</p>			

Remit To: Central Glass Co of Charleston, Inc P.O. Box 6340 Charleston, WV 25362	Subtotal	\$1,074.69
	Sales Tax (0.0%)	\$0.00
	Total	\$1,074.69
	Payments/Credits	\$0.00
	Balance Due	\$1,074.69

We accept Discover, Mastercard, Visa, American Express

The Dressmaker's Closet

1020 Bridge Road
 Charleston, WV 25314
 304-720-1949

Invoice

Date	Invoice #
9/30/2013	07857

PAID
 30/09/2013

Bill To
Kim Ellis

Item	Description	Amount
General Alterations	navy pillow	25.00*
<p>THE DRESSMAKER'S CLOSET 1020 BRIDGE ROAD CHARLESTON, WV 25314 TEL: 304-720-1949</p> <p>Barcode ID: 00020254776</p> <p>Sale</p> <p>XXXXXXXXXX0205938</p> <p>VISA Entry Method: Swiped</p> <p>Total: \$ 25.00</p> <p>10/04/13 14:39:37</p> <p>Auth: 033337 Appr Code: 031815</p> <p>Apprvd. Online Batch#: 020580</p> <p>Customer Code THANK YOU! PLEASE RECALL!</p>		
Total		# 26.63 25.00

no tax charged

Kushner

Family Owned Since 1880

Laughing

116 DUTCH ROAD • CHARLESTON, WV 25302

PHONE/FAX: (304) 343-3605

6/25/14

MAKE CHECKS PAYABLE TO
R. G. Kushner

State Capitol
Supreme Court

Round table repaired #3 nicks & scratches
on top.

140.00

840

148.00

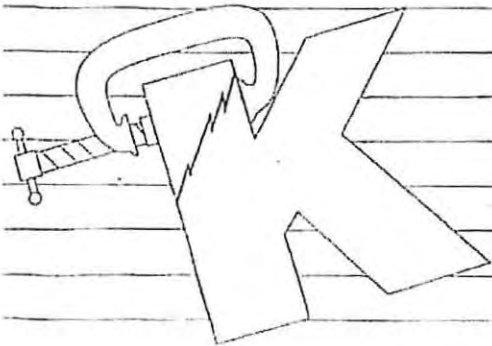
\$148.00
Thank You!

* Minor scratch repair for
Thomasville table.

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 06/26/2014

SIGNED Kimberly EOO



520820

Varkes



Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone 304-744-0515
Email LDK.Soccer@msn.com

Bill To:

Administrative Office of Court
Attn Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

Invoice # 108
Date Feb 2, 2013

0180-2012-5403-099-409

Description	Amount
Refinish Court Bench Top	2845 00
Extend Legs of Justice Loughry's Desk & Work Table (10 Legs) Turn new legs, Stain and finish to match existing furniture Install	685 00
Redo Justice Benjamin's Desk Chair With Casters	265 00
Total	\$3795.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE April 1, 2013
SIGNED P. J. Fletcher Adkins

Fletch,

I thought I had sent you this invoice back in February. Then I found it on my desk. Sorry for the delay.

Thanks,

Dave Kister

Chief Justice Loughry

520820



Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone 304-744-0315
Email LDKSoccer@msn.com

Bill To:

Administrative Office of Court
Attn: Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

Invoice # 116
Date Oct 21, 2013

5402/416

Description	Amount
-------------	--------

Build new base for Justice Loughry's Desk
Match finish and style to his new desk
pick-up and deliver

465 00

ALL WORK IS HANDMADE
AND IS TO BE DONE IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE Nov 27, 2013

SIGNED P. Fletcher Adkins

Total **\$465.00**



Sales 344-3536
 Fax: 344-3537
 304 West Washington St.
 Service 344-8542
 723 Indiana Ave.
 Charleston, WV 25302



DATE	DESCRIPTION	DEPT. #	LOCATION
11/15	TV		

APPROVED BY: [Signature]
 DATE: 11/15/00
 BY: [Signature]
 WV 25305

DATE	DESCRIPTION	PRICE	AMOUNT
11/15	42" LUCKY TV	549.00	549.00
11/15	SMALL AREA HOBBY	119.00	119.00
11/15	LATOR	125.00	125.00

TAX	DISCOUNT	TOTAL
		793.00



* * * P A I D I N F U L L * * *

Sales 344-3530 N K
Fax: 344-3537
304 West Washington St.
Service 344-8542
723 Indiana Ave.
Charleston, WV 25302



DATE: 10/07/2013

A . . = WV9KW

NAME: WV ADMINISTRATIVE/COURTS ,

CHECK #:	VISA	TOTAL PAID:	TOTAL DISC:	REMAINING A/R:
		793.00	.00	.00
INVOICE #	UNPAID BAL.	DISCOUNT	AMOUNT PAID	BALANCE DUE
78165	793.00	.00	793.00	.00

Sodaro's Electronic
Sales
304 W Washington St
Charleston, WV 25302
(304) 344-3536

COPY
10/07/2013 17:44:52
Sale:

Transaction # 4
Card Type: Visa
Acc: *****5938
Exp. Date: **/**
Entry: Manual
Invoice # 1325
Amount: 793.00

Reference No.: 00563520
Auth. Code: 035433
Response: CAPTURE 035433

AUS Resp.:
ZIP MATCHES ADDRESS
DOES NOT
AUS Resp. Code: 2

CUU2 Resp.:
CUU2/CUC2 MATCH
CUU2 Code: M

CUSTOMER COPY



STATE ELECTRIC SUPPLY COMPANY

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243



INVOICE

SHIP TO: WV SUPREME COURT
JUSTICE LOUGHRY
1511 KIM ELLIS & ZAC THOMPSON
CHARLESTON, WV 25305

BILL TO: WV STATE MISC ACCT
MAIL TO 'SHIP TO' ADDRESS

UPC: V	INVOICE DATE	INVOICE NO.
000000	12/23/15	11380132-00
Account Number	P.O. NO.	PAGE #
899840	JUSTICE LOUGHRY	1
Freight PPD Add		

REMIT TO
State Electric Supply Company
P O Box 890869
Charlotte, NC 28289-0869

INSTRUCTIONS	
Freight PPD Add	
SHIP POINT	SHIP VIA
Dunbar 304-766-0500 1	Cost Pickup
SALES REP.	PLACED BY
0225	KIM ELLIS
SHIPPED	TERMS
12/23/15	Net 30 Days

LINE NO.	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QUANTITY U/M	UNIT PRICE	AMOUNT (NET)	
1	2	0	2	each	167.00	334.00	
LITHONIA RK2ALED/EVO4/6I N18/20/22RCOS3DRIVERASMU							
i Lines Total		Qty Shipped Total		2	Total	334.00	
						Freight Out	28.52
						Invoice Total	362.52

RECEIVED
WV SUPREME COURT

DEC 28 2015

FINANCIAL
DIVISION

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 01/04/16
SIGNED [Signature]

*original forwarded
for payment 01/04/16*

Last Page

Past due invoices are subject to late charges at the rate
of 1 1/2% per month (Annual 18%). FEIN 55-0384235

Received by:

Justice
Workman

FURNITURELAND SOUTH
INVEST. FURNITURE. REAL. ESTATE.

5335 Riccadale Drive
 PO Box 1F50
 Jarrarstown, NC 27282-1550
 Phone (336) 822-3000
 Fax (336) 822-3047

Order Summary

Customer # 358508
 Order # 1459225
 Date 03/06/2012
 Draft 10:07:22AM
 Page 5 of 5

W VA STATE CAPITAL, W VA SUPREME COUR

Sales Associate 1*97 Theresa Keener Ext. 2595

Contact Information

Description	Phone
Other Phone	(336) 300-0000
Other Phone	(336) 300-0000

Freight Charge Summary

Delivery Provider	Rate	Weight	Amount
Delivery-FLS	1.25000	60.00	75.00
Total Freight			75.00

State Tax Information

State	County	Tax ID	Tax %	Tax Amount
WEST VIRGINIA	KANAWHA CO		6.0000	94.50

Deposits

Type	Reference	Amount
Visa	5813	-0.71
	024729	
Visa	5813	-1,669.33
	046813	

Special Instructions

Individual Items may ship to us at different times. Items may be delivered to you as soon as they are received by FLS.

Item Counts

Delivered	2	Ordered	
Small Parc		Stock	2
Take With		Total	2
Pick-Up			
Container			
Drop Ship			

Deposit Information

Required Deposit	834.76
Deposit Paid	1,670.04
	(835.28) *

* Excess to be applied to first delivery

Subtotal	1500.00
Delivery	75.00
Other Delivery	0.00
Sales Tax	94.50
Less Delivery Promo	0.00
Total	1,669.50
Less Deposit	(1,670.04)
Balance Due	-0.54

Upon Manufacturer's acceptance, order cannot be cancelled. I have read and fully understand the terms of this document and agree to comply with its terms and requests. Any details or directions concerning any special delivery needs or scheduling have been listed on the original contract.

03/06/2012

Date

FURNITURELAND SOUTH

5835 Riverdale Drive
 PO Box 1550
 Jamestown, NC 27282-1550
 Phone (336) 822-3000
 Fax (336) 822-3047

Sales Order

Order # 1459225
 Date 03/06/2012
 Draft 10:07:22AM
 Page 1 of 5

Sold To:

W VA SUPREME COURT W VA STATE CAPITAL
 1900 WASHINGTON ST EAST
 CHARLESTON, WV 25305

Ship To:

W VA SUPREME COURT W VA STATE CAPITAL
 E300 1900 KANAWHA BLVD EAST
 CHARLESTON, WV 25305

Standard Order

OTHER (336) 300-0000

Customer #	358508	Sales Associate	1197 Therese Keener Ext. 2596
Delivery Method		Hold Delivery Until	/ /

Qty	Product ID	Item	Price	Ext. Amount
FOUR HANDS				
1	CZHA-A9-TSHBRZ	NARROW SHELF-TURTLE SHELL/BRON ** Item Sold As Is ** Charged Delivery Weight 30 Barcode(s) 391784801	750.00	750.00
1	CZHA-A9-TSHBRZ	NARROW SHELF-TURTLE SHELL/BRON ** Item Sold As Is ** Charged Delivery Weight 30 Barcode(s) 391784701	750.00	750.00

Deposit Information

Required Deposit 834.76
 Deposit Paid 1,670.04
 (835.28) *

* Excess to be applied to first delivery

Subtotal	1500.00
Delivery	75.00
Other Delivery	0.00
Sales Tax	94.50
Less Delivery Promo	0.00
Total	1,669.50
Less Deposit	(1670.04)
Balance Due	-0.54

FURNITURE LAND SOUTH
5635 RIVERDALE DR
JAMESTOWN, NC 27282
(336) 822-3000

TERMINAL ID: 004
CASHIER ID: 120000126376

DISC
MATH ORDER SALE
Mar 05, 12 16:39
Auth: 459225 AUTH: 024729
AUS: Y

~~XXXXXXXXXXXXXXXXXXXX~~

CUSTOMER COPY

FURNITURE LAND SOUTH
5635 RIVERDALE DR
JAMESTOWN, NC 27282
(336) 822-3000

TERMINAL ID: 004
CASHIER ID: 120000126376

DISC
MATH ORDER SALE
Mar 05, 12 09:59
Auth: 459225 AUTH: 024729
AUS: Y

~~XXXXXXXXXXXXXXXXXXXX~~

CUSTOMER COPY

11:17:24 Friday, July 27, 2018

ID: SA#9454 STATE OF WEST VIRGINIA 07/27/18
WVPC100H FINANCIAL INFORMATION MANAGEMENT SYSTEM 11:16:43
PURCHASE CARD SYSTEM - PURCHASE CARD TRANSACTION INQUIRY

TRANSACTION ID: S007261627 STATUS: UPP
CARD HOLDER NUMBER: NAME: MULLINS, JOAN
VENDOR NAME: FURNITURE LAND SOUTH

STREET:
CITY: 336-8223000 STATE: NC ZIP: 272820000 COUNTRY: US

REFERENCE NUMBER: 24019512066066130906402 FIMS INVOICE ID: 1013294293
AGENCY IDENTIFIER: TRANSACTION DATE: 2012-03-05
RECONCILED: Y POSTED DATE: 2012-03-07
WARRANT RANGE: INTERFACE IND:
WARRANT DATE: INVOICE AMOUNT: .71
ALLOCATION NUMBER:
TRAVELLER:
COMMENT:

NEXT: _____
PF2 =IMAGE

PF3 =END
PF9 =ACCOUNTING SPLIT

PF4 =MENU
PF10=ITEM SPLIT

Courtroom

520820

Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312
Phone 304-744-0515
Email LDKSoccer@mms.com

409

061

Bill To:

Administrative Office of Court
Attn Fletcher Adkins
Room E100 State Capitol
1900 Kanawha Blvd East
Charleston, WV 25305

Invoice # 101
Date Oct 29, 2012

Description	Amount
-------------	--------

Refurbish Clerk's Desk Refinish base Refurbish desk Add drawer front for wire access Secure drawer front under center drawer Retrofit drawers	<hr/>	845 00
--	-------	--------

FOR THE ABOVE MENTIONED MERCHANDISE WAS DELIVERED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.

Remake Two Lecterns Make 2 new bases Remake and refinish top sections New lamp socket and cord 2 new XLR sockets	<hr/> DATE <u>Nov 14, 2012</u> SIGNED <u>P. Fletcher Adkins</u>	660 00
--	--	--------

Repair and Refinish Bench Turn new circle Remove and repair 2 circles Retrofit drawers Refurbish top and front (top needs more work) Repair molding	<hr/>	825 00
--	-------	--------

RECEIVED
WV SUPREME COURT

FEB 06 2013

Refurbish Top of Presenters Table	<hr/>	85 00
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FINANCIAL
DIVISION

Repair Justice Workman's Desk Top	<hr/>	75 00
-----------------------------------	-------	-------

Fit Justice Benjamin's Desk Chair With Casters	<hr/>	270 00
--	-------	--------

Total	<u>\$2760 00</u>
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M



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
Justice

May 4, 2018

Teresa A. Tarr, Judicial Disciplinary Counsel
Judicial Investigation Commission
City Center East – Suite 1200 A
4700 MacCorkle Avenue, SE
Charleston, WV 25304

Via Electronic Mail

Re: Judicial Investigation Complaint No. 41-2018

Dear Ms. Tarr:

This letter is my response pursuant to Rule 2.3 of the Rules of Judicial Disciplinary Procedure to the above-captioned complaint against me filed by Judicial Disciplinary Counsel. Thank you for granting my request for additional time to provide this response.

The “area of concern” identified in the formal complaint is “the Court’s practice of purchasing lunches for themselves and others while at work at the Capitol on work days which include but may not be limited to Argument Dockets and Administrative Conferences.” The formal complaint further states that “the Commission would like you to address” the following:

- (1) What express or implied authority allowed the Court to use State funds to purchase lunches during Argument Dockets and Administrative Conferences?
- (2) What express or implied authority allowed the Court to use State funds to purchase lunches for people other than the Justices during Argument Dockets and Administrative Conferences?
- (3) What public benefit was gained by having the lunches paid for with State funds instead of by the individuals?



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
JUSTICE

When I took office on January 1, 2017, the practice of providing lunches for Justices and staff seemed to be well-established and neither controversial nor disputed by any members of the Court. I did not question the practice at that time and I did not become aware until later in that year that persons other than Justices, our administrative assistants and circuit judges sitting by special assignment were furnished lunches by the Court.

In January 2017, I was generally aware — as a result of my background in employment law — that employer-provided meals on an employer's premises that are provided "for the convenience of the employer" are not considered income under federal tax law (26 U.S.C. § 119). Admittedly, I did not research whether the practice was restricted by state law. In response to the numbered inquiries (1) and (2) above, I am unaware of any law or regulation prohibiting the Court from providing lunches to Justices and staff on days when we worked through the lunch hour. On those days, it is necessary for key staff to work through lunch in order for us to do our work.

Moreover, I have no personal knowledge of the original decision to provide Court-paid lunches. However, as stated in one of the Court's recent responses to a request under the Freedom of Information Act (FOIA), "the Court has in recent years chosen to remain on the bench without a lunch break until all arguments are concluded as a convenience to litigants and lawyers. Thereafter, a working lunch allows the Court to finish consideration of the cases and other administrative matters." I recall the Court's practice some years ago of taking a lunch break of unpredictable length on argument days, which on occasion resulted in inconvenience for counsel whose cases were not taken up prior to the break. Thus, in response to inquiry (3) above, I believe that Court-provided lunches benefitted the public by enabling the Court to continue and complete its work promptly.

Nonetheless, in the fall of 2017, I began to question whether as a purely personal matter I wanted the Court to provide paid lunches to me and my assistant. After I was elected in 2016, I made a personal decision never to seek reimbursement from the Court for travel expenses (mileage or meals). I have not driven and will not drive a state car for any purpose. I declined the offer made by the Court Administrator in 2016 for the Court to purchase my judicial robe and to provide a computer and printer for my home office. I also personally paid for all catering expenses associated with my swearing-in ceremony in December 2016.

Teresa A. Tarr
Judicial Disciplinary Counsel
Page 3



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
Justice

As a result of my personal concerns, I made a general inquiry as to whether it was possible to compute the 2017 lunch expenses attributed to my assistant and me and was informed that it was too difficult to do so. Regrettably, I did not document this inquiry and response. However, on December 20, 2017 — after a FOIA request was made for the lunch expenditures — I learned that there were records of the expenditures. That day, I sent an email to Sue Troy (the Court's Chief Financial Officer) requesting that the information be shared with the Justice prior to making the FOIA response. As I explained in that email, "[a]ssuming it is permissible from a legal/accounting perspective, I will be writing the Court a personal check for 1/5 of the total." A copy of my email to Ms. Troy and her response is attached as Exhibit A.

On December 28, we were provided records of meals purchased for Justice and staff in 2017 (copy attached as Exhibit B). I reviewed the records and computed the total of all meals provided in 2017 to be \$10,096.20. Although 1/5 of that sum likely exceeded the actual cost of the lunches provided to me and my assistant, out of an abundance of caution I wrote a check for that amount (\$2,019.24) and delivered it to Administrative Director Gary Johnson on December 29, 2017 (copy attached as Exhibit C). To the best of my knowledge, the Court has not paid for lunches for the Justice or staff since November 14, 2017.

I respectfully contend that I did not fail to comply with the law (Rule 1.1), did not fail to act in a manner that promotes public confidence in the independence, integrity or impartiality of the judiciary (Rule 1.2), and did not abuse the prestige of judicial office to advance my personal or economic interest (Rule 1.3).

Regarding the alleged violation of Rules 3.13 and 3.15, I respectfully contend that Canon 3 pertains to extrajudicial activities and not working lunches provided by our employer, the Supreme Court of Appeals of West Virginia. The language and comments to Rule 3.13 make no reference to gifts, loans, bequests, benefits or other things of value given to a judge (or staff, court officials and others subject to the judge's direction and control) by her employer. In addition, the comment to Rule 3.15 specifically states that "reporting of expense reimbursement and waiver of fees under Rule 3.15(A)(3) does not apply to judicial seminars and judicial meetings."

I am concerned about a number of decisions and activities that took place at the Court prior to my taking office. I readily admit that the overall effect of press coverage of

Teresa A. Tarr
Judicial Disciplinary Counsel
Page 4



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
JUSTICE

these decisions and activities has not been positive for the judiciary. I am personally committed to being responsible with public funds and transparent in my work as a Justice.

I understand that you do not wish to meet with me at this time. That being said, I am more than happy to meet with you if you have any questions or concerns about this matter or any other. Thank you for the opportunity to address these issues.

Sincerely,

A handwritten signature in black ink that reads "Beth Walker".

Beth Walker

Enclosures

Walker, Beth

From: Troy, Sue
Sent: Wednesday, December 20, 2017 1:42 PM
To: Walker, Beth
Cc: Johnson, Gary; Loughry, Allen; Davis, Robin; Workman, Margaret; Ketchum, Menis
Subject: RE: 2017 Meal Expenses

Justice Walker,

I am working on locating those documents this afternoon. I don't think my search will be complete until sometime tomorrow. I will provide the documents to Chris Morris so that he can share them with everyone. Chris and I are working together to ensure that all documents are thoroughly reviewed before their release. We will let you know once we have these ready for review.

Thank you,
Sue

Sue Racer-Troy, CPA
Director of Financial Management
West Virginia Supreme Court of Appeals
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston, WV 25305
Phone 304-558-0145
Fax 304-558-1212
Sue.Troy@CourtsWV.gov

From: Walker, Beth
Sent: Wednesday, December 20, 2017 1:33 PM
To: Troy, Sue <Sue.Troy@courtswv.gov>
Cc: Johnson, Gary <Gary.Johnson@courtswv.gov>; Loughry, Allen <Allen.Loughry@courtswv.gov>; Davis, Robin <Robin.Davis@courtswv.gov>; Workman, Margaret <Margaret.Workman@courtswv.gov>; Ketchum, Menis <Menis.Ketchum@courtswv.gov>
Subject: 2017 Meal Expenses

Sue,

When you complete a calculation of the Court's spending on meals brought in to the Capitol for the Justices and their staffs in 2017 and before that information is shared in response to a FOIA request, can you share that information with us? Assuming it is permissible from a legal/accounting perspective, I will be writing the Court a personal check for 1/5 of the total.

Thanks very much,

Beth



WEST VIRGINIA JUDICIARY

Supreme Court of Appeals

Search *Search*

ABOUT THE COURT



The Supreme Court of Appeals is West Virginia's highest court and the court of last resort. West Virginia is one of only nine jurisdictions with a single appellate court.

The five Supreme Court justices hear appeals of decisions over all matters decided in the circuit courts, including criminal convictions affirmed on appeal from magistrate court and appeals from administrative agencies. Workers' compensation appeals are unique and are appealed directly to the Supreme Court from the administrative agency. The Supreme Court justices also hear appeals of decisions decided in family court if both parties agree that they will not appeal directly to the circuit court.

The justices also have extraordinary writ powers and original jurisdiction in proceedings involving *habeas corpus*, *mandamus*, prohibition, and *certiorari*. They also interpret the laws and Constitutions of West Virginia and the United States. In 2010, the Supreme Court revised the rules of Appellate Procedure. The revised rules are an effective method of providing a full review and a decision on the merits in all properly prepared and filed appeals.

Arguments before the Supreme Court of Appeals are typically presented by attorneys. Unlike trials in lower courts, there are no witnesses, juries, or testimony. Oral arguments are open to the public and available via a simultaneous webcast. After justices have heard oral arguments and reviewed attorneys' written materials, known as briefs, they issue written decisions or opinions. Decisions by the Supreme Court of Appeals can be appealed only to the Supreme Court of the United States, which may or may not agree to consider an appeal.

There are two terms of the Court each year. The first term begins on the second Tuesday in January and ends in July. The second term begins on the first Wednesday in September and ends in December. The time period between terms is called "*sine die*," which is Latin for "without day." When the Court is in session, the justices hear cases and deliver opinions. At other times, the justices consider the emergency business that comes before the Court. In addition to its judicial functions, the Supreme Court of Appeals has administrative and regulatory responsibilities. In accordance with its constitutional obligation to create rules governing court practice and procedure, the Court has adopted a variety of rules, including a Code of Judicial Conduct, Rules for Admission to the Practice of Law, Rules of Professional Conduct, Rules of Judicial Disciplinary Procedure and Rules of Lawyer Disciplinary Procedure. The Court sits in the capital city of Charleston but may travel to other locations.

The five justices are elected in nonpartisan elections to twelve-year terms. Justices must have practiced law for at least ten years. The Chief Justice is chosen by members of the Court and serves a four-year term which can be renewed. The governor appoints justices to fill vacancies. An appointee who wishes to remain in office must run in the next election.

Following American custom since the 1800s, the justices wear black robes. Further, as is customary in American courts, the justices are seated by seniority on the bench. The chief justice occupies the center chair. The senior justice sits to the right of the chief justice, the second senior to the chief justice's left, and so on, alternating right and left by seniority.



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831

April 20, 2018

The Honorable Elizabeth D. Walker, Justice
Supreme Court of Appeals of West Virginia
State Capitol Complex
Building 1, Room E-100
1900 Kanawha Blvd. East
Charleston, WV 25305

via: Email

Re: Judicial Investigation Complainant No. 41-2018

Dear Justice Walker:

On April 18th the above-numbered complaint was opened against you and docketed by Judicial Disciplinary Counsel. This letter will serve as the formal complaint and the Complainant is Judicial Disciplinary Counsel. The filing of the complaint was triggered in part by recent news reports and following an examination of records received in connection with an ongoing investigation into another matter. The area of concern is the Court's practice of purchasing lunches for themselves and others while at work at the Capitol on work days which include but may not be limited to Argument Dockets and Administrative Conferences.

In accordance with the provisions of Rule 2.2 of the Rules of Judicial Disciplinary Procedure, Counsel must investigate complaints of alleged violations of the Code of Judicial Conduct. Rule 2.3 provides that upon notice of the nature of the complaint, a "judge shall have ten days" to file a written response. Therefore, your response to the complaint is due ten (10) days from the date you received this letter. Should you need additional time to respond to the allegations, you must ask for an extension in writing.

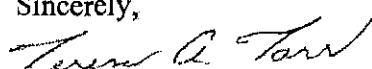
In your response the Commission would like you to directly address, what express or implied authority allowed the Court to use State funds to purchase lunches during Argument Dockets and Administrative Conferences? What express or implied authority allowed the Court to use State funds to purchase lunches for people other than the Justices during Argument Dockets and Administrative Conferences? What public benefit was gained by having the lunches paid for with State funds instead of by the individuals?

PAGE 2 of 2

Since this letter serves as the complaint, you should be aware that our investigation will look at your conduct as it may relate to Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct. For your information, the Rules, which are relevant to the handling of complaints against judicial officers, may be found in the State Court Rules along with the Code of Judicial Conduct. Additionally, the Rules and the Code may be found on the State Supreme Court website at <http://www.courts.wv.gov/legal-community/judicial-investigation.html>

Thank you for your consideration and your willingness to meet with Counsel. Please do not hesitate to contact me should you have any questions, comments or concerns.

Sincerely,



Teresa A. Tarr,
Judicial Disciplinary Counsel

TAT: mps
Complaint No. 41-2018



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831
July 23, 2018

The Honorable Elizabeth D. Walker, Justice
Supreme Court of Appeals of West Virginia
Capitol Complex
Building One, Room E-302
Charleston, West Virginia 25305

In re: Complaint No. 41-2018

Dear Justice Walker:

On July 20, 2018, the Judicial Investigation Commission was presented with a complaint filed against you by Judicial Disciplinary Counsel. The complaint alleged potential violations of Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct pertaining to the justices' practice of buying lunches on a State purchasing card while at work at the Capitol on argument docket and administrative conference days. The facts giving rise to the complaint are as follows: Prior to 2012, the Court began each argument day at 10:00 a.m. and recessed for lunch from 12:30 to 2:00 p.m. Thereafter, the Court would resume its work on the bench until the docket was complete. Afterward, the Court held conference to decide that day's cases. On days where there was an all-day administrative conference, the Court also took a lunch break in the middle of the day.

Beginning in January 2012, the Court, then comprised of Justices Davis, Workman, Ketchum, McHugh, and Benjamin, informally changed the schedule on argument days by ceasing the 12:30 p.m. to 2:00 p.m. lunch break. Instead, the Court opted to stay on the bench until the docket was completed. The Court then immediately began the decision conference and held a working lunch paid for by the Court. Lunches were also provided for visiting circuit court judges who filled in for justices conflicted off specific cases. With respect to all day administrative conferences, the Court also elected to have a working lunch. The Court also provided lunches for various court employees who had to remain at their posts and copy, type and/or retrieve documents for the Justices while they were on the bench or in conference.

According to Justices Davis, Workman, Ketchum and Benjamin, the change to a working lunch was brought about for several reasons. First, litigants, lawyers and other court participants who came from all over the state did not have to wait while the Court broke for a 90 minute lunch during argument docket days but would instead be able to begin their travel

home much earlier. Second, the practice proved more convenient for visiting judges who could return to their circuit the same day and perhaps engage in some work there. Third, eliminating the lunch break during argument and administrative conference days also allowed the Justices and certain staff additional time to work on research, writing and other Court matters. Fourth, the practice proved more efficient since the justices and staff members were no longer at the mercy of restaurants and traffic as to their ability to return to work in a timely manner.

You were elected to the bench in May 2016, and took office on January 1, 2017. By that time, the custom of a paid working lunch on argument docket and administrative conference days had been in effect for four years, was well known throughout the Court system, and no one had ever questioned the correctness of the policy. Consequently, when you took the bench, you likewise partook in the paid working lunches.

In mid-Fall 2017, you decided to reimburse the Court for your lunches – not because you believe you did anything wrong but because of a promise you made to yourself before taking office that you would limit the amount of public money that you would use for expenses.¹ You made a general verbal inquiry as to whether it was possible to compute the 2017 lunch expenses attributed to your assistant and you and you were told that it was too difficult to do so. You did not document your inquiry or the response.

In December 2017, the Court, for the first time, was asked about paid lunches in a FOIA request from a local television reporter. The Court's Finance Director was tasked with gathering the information about the lunches. By email dated December 20, 2017, you asked the Finance Director to inform you on how much the Court paid over the past year for the lunches in question and that you would be "writing a personal check . . . for 1/5 of the total." On December 29, 2017, you gave the then court administrator a check for \$2,019.24.²

On or about April 18, 2018, Judicial Disciplinary Counsel opened a complaint against you alleging the aforementioned facts and potential Code violations. By letter dated May 4, 2018, you denied violating the Code of Judicial Conduct. You were also voluntarily interviewed by Judicial Disciplinary Counsel on May 23, 2018. You stated that when you took the bench you had no reason to question the practice of providing lunches to Justices and staff since it "seemed to be well-established" and "neither controversial nor disputed by any members of the Court." You also stated:

¹ According to you, after you were elected you made a personal decision never to seek reimbursement for mileage or meal travel expenses. You also have never "driven and will not drive a state car for any purpose." You "declined the offer made by the Court Administrator in 2016 for the Court to purchase my judicial robe and to provide a computer and printer for my home office." You also "personally paid for all catering expenses associated with my swearing in ceremony. . . ."

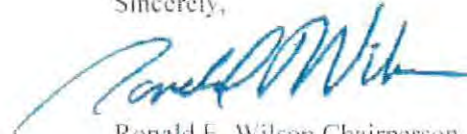
² From January 4, 2017, through November 14, 2017, the Court purchased lunches for the Justices and various staff members for a total of approximately 602 lunches on 52 separate days from some upscale Charleston restaurants and spent a total of approximately \$10,096.20. The average with tip included cost approximately \$16.77 per meal. You actually only participated in 46 of the paid lunches with your last time occurring on or about October 31, 2017. If you had instead repaid the average price spent per meal for the 46 meals you purchased, you would have repaid approximately \$771.42 for yourself and an additional \$771.42 for your assistant for a total of \$1,542.84.

I was generally aware - as a result of my background in employment law - that employer provided meals on an employer's premises that are provided "for the convenience of the employer" are not considered income under federal tax law (26 U.S.C. § 119). Admittedly, I did not research whether the practice was restricted by state law. . . . I am unaware of any law or regulation prohibiting the Court from providing lunches to Justices and staff on days when we worked through the lunch hour. On those days, it is necessary for key staff to work through lunch in order for us to do our work.

Moreover, I have no personal knowledge of the original decision to provide Court-paid lunches. However, as stated in one of the Court's recent responses to a request under the Freedom of Information Act (FOIA), "the Court has in recent years chosen to remain on the bench without a lunch break until all arguments are concluded as a convenience to litigants and lawyers. Thereafter, a working lunch allows the Court to finish consideration of the cases and other administrative matters." I recall the Court's practice some years ago of taking a lunch break of unpredictable length on argument days, which on occasion resulted in inconvenience for counsel whose cases were not taken up prior to the break. Thus, . . . I believe that Court-provided lunches benefitted the public by enabling the Court to continue and complete its work promptly.

In applying the foregoing facts to the alleged Rule violations, the Commission finds that there is no probable cause to believe that you violated any provisions of the Code of Judicial Conduct. You had no involvement in the original decision to provide working lunches on argument and administrative conference days and you had no reason to challenge the practice at the time you took office because it was well-known and well-established practice although it had never been reduced to writing. As no further action is warranted, the complaint against you is dismissed, and the file in this matter has been closed.

Sincerely,



Ronald E. Wilson Chairperson
Judicial Investigation Commission



**HOUSE OF DELEGATES
WEST VIRGINIA LEGISLATURE**

BUILDING 1, ROOM 418
1900 KANAWHA BLVD., EAST
CHARLESTON, WV 25305-0470
PHONE (304) 340-3187
EMAIL: JOHN.SHOTT@WVHOUSE.GOV
EMAIL: JSHOTT@SHOTTLAW.COM

JOHN H. SHOTT
(304) 325-7534 (H)
(304) 327-0573 (B)

Committees:
Judiciary - Chair
Banking and Insurance
Industry and Labor

August 3, 2018

VIA HAND-DELIVERY

Barbara H. Allen
Interim Administrative Director
West Virginia Supreme Court of Appeals
Building 1, Room E-100
1900 Kanawha Blvd., East
Charleston, WV 25305-0832

Re: Working Lunches

Dear Ms. Allen,

The purpose of this letter is to provide the West Virginia Supreme Court of Appeals (“Court”) and each justice, individually, the opportunity to supplement the information we have gathered and analyzed regarding lunches purchased by the Court on workdays (“working lunches”) in which oral argument, opinion conferences, administrative conferences, or judicial conferences occurred during the 2013-2017 time frame.

The information we analyzed to reach our conclusions includes Court calendars (published on the Court website at <http://www.courtswv.gov/supreme-court/calendar-docket.html>), dates of administrative conferences¹, and working lunch receipts. As noted during our last Committee meeting, we understand that there may have been a conference or other official Court event on the “unverified days” in which working lunches were provided that we could not “verify” because our analysis was confined to the documents listed above. We have enclosed a list of the dates for which we could not verify an official Court event along with copies of the receipts for the meals on those dates which may be helpful in identifying what transpired on those dates. We welcome any additional information that may help shed light on this issue.

¹ Attached hereto is a table that includes dates of the administrative conferences as indicated on the administrative minutes that were provided to Judiciary Committee staff by the Legislative Auditor. For efficiency, we did not include copies of the administrative minutes.

We thank you in advance for your anticipated cooperation in this matter. Should you have any questions please do not hesitate to contact me.

Sincerely,

JOL-Scott
John Shott *By: JOL-
Harrison*

Cc: Justice Margaret L. Workman
Justice Robin Jean Davis
Justice Elizabeth D. Walker

Enclosures

Below are the dates in which Court Administrative Conferences were held during 2013-2017 as indicated in the Court Administrative Conference meeting minutes provided by the Court to the Legislative Auditor

Admin. Conferences - 2013		
7-Jan		
6-Feb		
6-Mar		
18-Apr		
22-May		
17-Jun		
23-Sep		
25-Nov		

Admin. Conferences - 2014		
22-Jan		
9-Apr		
7-May		
4-Jun		
29-Sep		
13-Nov		
24-Nov		

Admin. Conferences - 2015		
4-Feb		
26-Feb		
9-Apr		
11-May		
16-Jun		
10-Sep		
20-Oct		
16-Nov		
9-Dec		

Admin. Conferences - 2016		
5-Jan		
19-Jan		
8-Feb		
22-Feb		
7-Mar		
4-Apr		
18-Apr		
16-May		
13-Jun		
29-Aug		
6-Sep		
15-Sep		
3-Oct		
24-Oct		
14-Nov		
29-Nov		

Admin. Conferences - 2017		
9-Jan		
23-Jan		
13-Feb		
27-Feb		
6-Mar		
20-Mar		
5-Apr		
24-Apr		
3-May		
17-May		
31-May		
14-Jun		
27-Jul		
14-Aug		
31-Aug		
15-Sep		
18-Sep		
29-Sep		
2-Oct		
23-Oct		
13-Nov		
27-Nov		

UNVERIFIED WORKING LUNCH DATES 2013-2017

Unverified Working Lunches 2013			
27-Aug			
28-Aug			
24-Sep			
6-Dec			

Unverified Working Lunches 2014			
29-Apr			
5-May			
27-May			
26-Aug			
30-Oct			

Unverified Working Lunches 2015			
8-Jan			
16-Jan			
30-Jan			
15-Jun			
21-Sep			

Unverified Working Lunches 2016			
16-Mar			
23-Mar			
11-Apr			
14-Jun			
30-Aug			

Unverified Working Lunches 2017			
17-Feb			
28-Mar			
31-Jul			
30-Aug			

MAR – DEC 2013

**MEALS PURCHASED
FOR JUSTICES & STAFF**

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
804-720-7640

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: A0232776
VISA SVR: 6515
SALE BATCH: 000104 INU: 000001
Aug 27, 13 11:34
RAI: 01040001 AUTH: 013995

TRN REF#: 163233558493156
VALIDATION CODE: 402

APPROVED
SALE AMT \$202.80

TIP

TOTAL 202.80

VAUGHN A SUMMERS

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. Summers
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. Summers
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 8/27/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>202.80</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>202.80</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, S. Stover, R. Davis, R. Melvin, M. Ketchum, V. Shafer, A. Langley, J. Stevenson, M. Workman, B. Kayler, K. Nash, R. Perry, V. Summers, J. Gandy, A. Angus, H. Daily

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

8/27/13

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

9/10/2013

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SONOS
 808 SMITH ST
 CHARLESTON, WV 25301
 804-720-7646

Merchant ID: 160115589
 Term ID: 0926
 Server ID: 5516

Sale

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. SUMMERS
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 8/28/13

VISA
 XXXXXXXXXXXX0270
 Entry Method: Swiped
 Apprvd: Online Batch#: 000001
 08/28/13 10:29:54
 Inv#: 00000001 Appr Code: 035323
 Amount: \$ 264.30
 Tip: _____
 Total: 264.30

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>264.30</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>264.30</u>

Customer Copy
 THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): V. Summers, R. Perry, E. Nash, M. Ketolum, R. Melvin, B. Benjamin, S. Cohen, M. Workman, S. Stevenson, B. Kaplan, V. Shetter, A. Langley, R. Davis, J. Stover, A. Angus, S. Gandy, H. Dault, J. Wilkerson, M. Wilkerson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

8/28/13
 DATE

By: [Signature]
 AGENCY HEAD SIGNATURE

9/10/2013
 DATE

PATERHOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID. 1 A0232776
VISA SRV: 5864 SWEPED
*****270 EXP: **/**
SALE
BATCH: 000124 INU: 000001
Sep 24, 13 11:37
RRN: 01240001 AUTH: 090249

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. Summers
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. Summers
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 9/24/13

TRN REF#: 283267559796194
VALIDATION CODE: 646A
APPROVED
SALE AMT \$271.20
TIP _____
TOTAL \$ 271.20
VAUGHN A SUMMERS

ESTIMATED EXPENSES

- FOOD AND BEVERAGE
- MEETING ROOM
- EQUIPMENT RENTAL
- LODGING
- OTHER/
- OTHER/

\$ 271.20
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ 271.20

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, V. Shaker, A. Loughry, W. Workman, S. Sturmsun, S. Stuer, R. Davis, R. Melvin, M. Ketchum, R. Percy, E. Nash, V. Summers, H. Daily, A. Angus, S. Gandy, B. Kayler

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

9/24/13
DATE

By: [Signature]
AGENCY HEAD'S SIGNATURE

10/08/2013
DATE

Bluegrass Kitchen
Age 1600 Washington St. East
Charleston, WV 25311
304.346.2871

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SERVER: Kate L
TABLE: 594
TICKET: 218760 12/06/2013 09:
GUEST #: 1

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. Summers
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 12/06/13

SUB TOTAL: 69.25
TOTAL: 69.25
CARD PAID: 69.25
GRATUITY: 10.00
TOTAL: 79.25

ESTIMATED EXPENSES

- FOOD AND BEVERAGE
- MEETING ROOM
- EQUIPMENT RENTAL
- LODGING
- OTHER/
- OTHER/

\$ 79.25
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ 79.25

TOTAL

Signature

CARD #: XXXXXXXXXXXX8270
VAUGHN A SUMMERS
082126

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, S. Stever, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, J. Shafer, A. Loughry, R. Perry, E. Nash, V. Summers

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

DATE 1/20

JAN – DEC 2014

**MEALS PURCHASED
FOR JUSTICES & STAFF**

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNO'S AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

TERMINAL ID. # A0232776

CONTACT PERSON V. Summers

VISA XXXXXXXXXX0270 EXP: 11/14 SRV: 3213
SALE XXXXXXXXXX SHIPED

TELEPHONE NUMBER 304. 419. 0779

BATCH: 000270 INU: 000001
APR 29, 14 11:27
ARI: 02700001 AUTH: 049278

FUNCTION SPONSOR V. Summers

TAN REF: 504119551112824
VALIDATION CODE: CHKP

LOCATION OF FUNCTION Justices' Chambers

APPROVED

DATE(S) OF FUNCTION 4/29/14 - Paterno's

SALE AMT \$139.20

TIP _____

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 139.20

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER \$ _____

OTHER \$ _____

TOTAL \$ 139.20

TOTAL 139.20

VAUGHN & SUMMERS

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, J. Stover, B. Benjamin, S. Cohen, M. Workman, J. Stevenson, M. Ketchum, R. Melvin, A. Loughry, V. Shaffer, R. Perry, E. Gaiser, H. Dailey, J. Gundy, B. Kayhve, C. Barnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

5/12/14
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

5/12/2014
DATE

STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION TRAVEL MANAGEMENT OFFICE REQUEST FOR HOSPITALITY SERVICE	BRIDGE ROAD BISTRO Date: 5/5/2014 Time: 11:53:37 AM Status: Approved
--	---

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

CONTACT PERSON V. SUMMERS

TELEPHONE NUMBER 304. 419. 0779

FUNCTION SPONSOR V. SUMMERS

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 5/5/14

Card Type: Visa
 Card Number: XXXXXXXXXXXX8270
 Expiration Date: X/XX/XXXX
 Server Name: Lorra
 Check Number: 194267
 Tab Number: 900
 Number Of Covers: 1
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14
 Card Owner: Manual Ent

AMOUNT	211.45
Gratuity	42.29
Total	253.74

ESTIMATED EXPENSES		
FOOD AND BEVERAGE	\$	<u>253.74</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>253.74</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Skater, A. Lughry, S. Kayhuan, C. Games

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____ FUNCTION REPRESENTATIVE'S SIGNATURE	_____ <u>5/5/14</u> DATE
By: _____ AGENCY HEAD'S SIGNATURE	_____ <u>6/13/2014</u> DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

BRIDGE ROAD BISTRO

Date: 5/27/2014 Time: 11:23:33 AM

Status: Approved

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. SUMMERS
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 5/27/14

Card Type: Visa
 Card Number: XXXXXXXXXXXX8270
 Expiration Date: X/XX/XXXX
 Server Name: Lorra
 Check Number: 195840
 Tab Number: 200
 Number Of Covers: 1
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
 Card Owner: Manual Ent

AMOUNT	182.50
Gratuity	36.50
Total	219.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>219.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>219.00</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Staver, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Ludwig

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

5/27/14
 DATE

By: [Signature]
 AGENCY HEAD SIGNATURE

6/13/2014
 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
 Bar & Grille
 218 Capitol Street
 Charleston, WV 25301
 PH: 304-343-5551
 FAX: 304-343-5552

Date: Aug26'14 12:00PM
 Card Type: Visa
 Acct #: XXXXXXXXXXXX8448*
 Card Entry: KEYED
 Trans Type: PURCHASE
 Auth Code: 013097
 Check: 4692
 Check ID: SUPREME COURT
 Server: 1001 AN Left

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Ganes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Ganes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 08/26/2014

Subtotal: 198.79

Tip: Inc.

Total: 198.79

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>198.79</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>198.79</u>

Signature

I agree to pay the above total according to my card issuer agreement.

****GUEST COPY****

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin, V. Shafer,
 J. Charnock, B. Kayuha, E. Nash, C. Ganes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Date: 10/30/2014 Time: 11:39:11 AM

Status: Approved
 Card Type: Visa
 Card Owner: GARNES/CHRISTOPHER A
 Card Number: XXXXXXXXXXXXX8448
 Server: 66 Britney S.
 Check/Person #: 132838/1
 Tab Number: 4076

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Games

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Games

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/30/2014

AMOUNT 201.56
 TIP Inc.
 TOTAL 201.56

Approval: 084569

I AGREE TO COMPLY WITH THE CARDHOLDER AGREEMENT

CUSTOMER COPY

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>201.56</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>201.56</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davls, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, J. Charnock, C. Games, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

JAN – DEC 2015

**MEALS PURCHASED
FOR JUSTICES & STAFF**

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/08/2015

Date: 1/8/2015 Time: 11:38:55 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Natalie
Check Number: 194411
Tab Number: 100
Number Of Covers: 28
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13, 14
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>242.64</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>242.64</u>

AMOUNT	202.64
TIP	<u>40.50</u>
TOTAL	<u>242.64</u>
Approval:	070095

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, B. Benjamin, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, C. Garnes, J. Gundy, A. Angus, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

Date: 1/16/2015 Time: 11:38:07 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
Card Number: XXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 184809
Tab Number: 400
Number Of Covers: 7
Persons: 1, 2, 3, 4, 5
Card Owner: garnes/christopher a

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/16/2015

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>63.37</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>63.37</u>

AMOUNT	52.87
TIP	<u>10.50</u>
TOTAL	<u>63.37</u>
Approval:	094240

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, A. Loughry, S. Canterbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 1/30/2015 Time: 11:30:18 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
 Card Number: XXXXXXXXXXXX6448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

Server Name: Natalie

DATE(S) OF FUNCTION 01/30/2015

Check Number: 195524

Tab Number: 400

Number Of Covers: 20

Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 160.83

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 160.83

Card Owner: garnes/christopher a

AMOUNT 133.83

TIP 27.00

TOTAL 160.83

Approval: 006858

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list Individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-9074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

TABLE: Jamie #15 - 6 Guests
 Server: Jamie
 6/15/2015 11:59:34 AM
 Sequence #: 0000010
 ID #: 0067818

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 06/15/2015

ITEM	QTY	PRICE
Open Food	1	\$258.00
Subtotal		\$258.00
Grand Total		\$258.00
Credit Purchase		
Name	:GARNES/CHRISTOPHER A	
CC Type	:VISA	
CC Num	:xxxx xxxx xxxx 8448	
Approval	:073531	
Server	:Jamie	
Ticket Name	:Jamie #15	

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 309.60
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$
TOTAL	\$ 309.60

Payment Amount: \$258.00
 Tip: 51.60
 Total: 309.60

[Handwritten Signature]

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, T. Evans, D. Swope, J. Stover,
 S. Canterbury, J. Stevenson, R. Melvin, V. Shafer, J. Charnock, C. Garnes, J. Gundy, A. Angus,

TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.
 Thank you for visiting!

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

SONOS
800 SMITH ST
CHARLESTON, WV 25301
304 720-7646

Merchant ID: 160115609
Term ID: 0929
Server ID: 5516

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Sale

VISA

XXXXXXXXXXXX0448

Entry Method: Swiped

Apprvd: Online Batch#: 000003

09/21/15 10:01:03

Inv#: 00000002 Appr Code: 091635

Amount: \$ 185.34

Tip: Inc.

Total: 185.34

Customer Copy

THANK YOU

SONOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

Merchant ID: 160115609
Term ID: 0929
Server ID: 5516

Sale

VISA

XXXXXXXXXXXX0448

Entry Method: Swiped

Apprvd: Online Batch#: 000003

09/21/15 10:28:43

Inv#: 00000005 Appr Code: 013989

Amount: \$ 14.40

Tip: Inc.

Total: 14.40

Customer Copy

THANK YOU

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/21/2015

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 199.74
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 199.74

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees more than 20 must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, S. Canterbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

AGENCY HEAD SIGNATURE

DATE

JAN - DEC 2016

**MEALS PURCHASED
FOR JUSTICES & STAFF**

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Date: 3/15/2016 Time: 11:30:29 AM

CONTACT PERSON Chris Garnes

Status: Approved

TELEPHONE NUMBER (304) 558-2060

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

FUNCTION SPONSOR Chris Garnes

Expiration Date: X/XX/XXXX

LOCATION OF FUNCTION Justices' Chambers

Server Name: Tasha

DATE(S) OF FUNCTION 03/16/2016

Check Number: 213079

Tab Number: 100

Number Of Covers: 23

Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

ESTIMATED EXPENSES

Card Owner: garnes/christopher a

FOOD AND BEVERAGE \$ 194.93

AMOUNT 181.93

MEETING ROOM \$ _____

TIP 33.00

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 194.93

TOTAL 194.93
Approval: 012867

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,

V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

SOHO'S
800 SMITH ST
CHARLESTOWN, WV 25301

03/23/2016

11:35:27

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXXXXX8448
Chip Card: CITI VISA
AID: A0000000031010
ATC: 0015
TC: ADCE320C18C8CF2F
SEQ #: 1
Batch #: 234
INVOICE 1
SERVER 1638
Approval Code: 085052
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/23/2016

PRE-TIP AMT \$182.65

TIP 36.5

TOTAL AMOUNT 219.18

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>219.18</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 219.18

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Ketchum, A. Loughry, T. Keadle, J. Hatcher, J. Mazzone, T. Evans, J. Stover, R. Melvin,
J. Holliday, V. Shafer, C. Garnes, J. Gundy, H. Dalley,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

04/11/2016 11:43:22
 CREDIT CARD
 VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/11/2016

Card # XXXXXXXXXXXXXXX8148
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0019
 TC: 5205B65AB6D7DC29
 SEQ #: 1
 Batch #: 263
 INVOICE 1
 SERVER 5515
 Approval Code: 034094
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 54.24
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 54.24

PRE-TIP AMT \$54.24
 TIP Inc
 TOTAL AMOUNT 54.24

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, R. Perry, D. O'Hanlon

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills marke
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Games

Date: 8/14/2016 Time: 11:24:46 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Games

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 06/14/2016

Server Name: Tasha
Check Number: 216755

Tab Number: 600

Number Of Covers: 20

Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12

Card Owner: games/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>181.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>181.00</u>

AMOUNT 150.15

TIP 30.85

TOTAL 181.00
Approval: 074980

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, J. Stevenson, C. Games, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 8/30/2016 Time: 11:40:18 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
Card Number: XXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 08/30/2016

Server Name: Tasha
Check Number: 219521
Tab Number: 100
Number Of Covers: 26
Persons: 1, 3, 4, 5, 6, 7, 8, 9
10, 11, 12, 13
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>203.33</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>203.33</u>

AMOUNT	169.33
TIP	<u>34.00</u>
TOTAL	<u>203.33</u>
Approval:	070060

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

JAN - DEC 2017

**MEALS PURCHASED
FOR JUSTICES & STAFF**

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

02/17/2017

11:30:05

CREDIT CARD

VISA SALE

Card # XXXXXXXXXXXXXXX844E
Chip Card: CITI VISA
AID: A000000003101C
ATC: 0054
TC: 872E446B1192A8A:
SEQ #: :
Batch #: 761
INVOICE
SERVER 351.
Approval Code: 02281
Entry Method: Chip Rea
Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/17/2017

PRE-TIP AMT \$155.0

TIP

TOTAL AMOUNT 155.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>155.04</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>155.04</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, A. Loughry, J. Stevenson, V. Shafer, P. Embley, C. Garnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/28/2017

Date: 3/28/2017 Time: 12:32:49 PM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 227727
Tab Number: 600
Number Of Covers: 13
Persons: 1, 2, 3, 4, 5, 6, 7, 8
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>106.23</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>106.23</u>

AMOUNT 88.23
TIP 17.00

TOTAL 106.23
Approval: 060816

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Davis

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Clerk's Office
 DATE(S) OF FUNCTION 07/31/2017

DEFERRED ORDER
 *** Order Due: 12:15PM ***
 Pies and Pints #2
 222 Capitol Street
 Charleston, WV 25301
 Phone:
 www.piesandpints.net

Ord#1
 TO GO
 Emp1:Ryan
 07/31/2017 12:20 PM

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>232.0</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>232.0</u>

1 Large Pizza Pie	16.00
1 Large Pizza Pie	16.00
1 Large Pizza Pie	16.00
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Classic Pie	24.00
1 Large Classic Pie	24.00
1 Char-Grilled hot wings	10.00
1 Char-Grilled hot wings	10.00
1 Char-Grilled hot wings	10.00
1 Char-Grilled hot wings	10.00

PURPOSE/JUSTIFICATION OF FUNCTION:

Award Ceremony

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, A. Loughry, Clerk's Office, & guests

Subtotal	191.50
Tax	0.00
Total	191.50

Visa #448 Payment	191.50
Tip	<u>40.50</u>
Total	<u>232.00</u>

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

DATE

*** Guest Copy ***

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

08/30/2017 07:33:15

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0085
 TC: 2A7766A4F47FF8E5
 SEQ #: 1
 Batch #: 7
 Trans #: 1
 SERVER 5515
 Approval Code: 089594
 TRANS ID: 467242557761334
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 08/30/2017

SALE AMOUNT \$190.14
 TIP AMOUNT Inc.
 TOTAL AMOUNT 190.14

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>190.14</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>190.14</u>

THANK YOU
 CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

Date Time	Location	Lane #	Transponder Number
11/4/09 5:57 PM	Pax	5	2400042989
11/4/09 6:23 PM	Chelyan	9	2400042989
11/6/09 9:26 AM	Chelyan	2	2400051890
11/6/09 9:49 AM	Pax	9	2400051890
11/6/09 1:42 PM	Pax	2	2400051890
11/6/09 2:06 PM	Chelyan	9	2400051890
11/15/09 9:19 PM	Pax	4	2400050493
11/15/09 9:41 PM	Chelyan	10	2400050493
11/17/09 8:23 AM	Chelyan	2	2400051890
11/17/09 8:47 AM	Pax	6	2400051890
11/17/09 3:44 PM	Pax	4	2400051890
11/17/09 4:08 PM	Chelyan	6	2400051890
11/23/09 8:35 AM	Chelyan	2	2400051890
11/23/09 8:58 AM	Pax	9	2400051890
11/23/09 9:18 AM	Chelyan	5	2400052775
11/23/09 9:41 AM	Pax	9	2400052775
11/23/09 10:04 AM	Ghent South	5	2400052775
11/23/09 1:32 PM	Pax	2	2400051890
11/23/09 1:55 PM	Chelyan	8	2400051890
11/23/09 3:39 PM	Ghent North	8	2400052775
11/23/09 4:00 PM	Pax	4	2400052775
11/23/09 4:23 PM	Chelyan	6	2400052775
11/26/09 10:31 AM	Chelyan	2	2400050493
11/26/09 10:52 AM	Pax	9	2400050493
11/26/09 11:13 AM	Ghent South	5	2400050493
11/27/09 4:52 PM	Ghent North	11	2400050493
11/27/09 5:22 PM	Pax	2	2400050493
11/27/09 5:46 PM	Chelyan	8	2400050493
11/30/09 8:46 AM	Chelyan	4	2400050493
11/30/09 9:10 AM	Pax	7	2400050493
11/30/09 9:25 AM	Chelyan	2	2400063495
11/30/09 9:32 AM	Ghent South	3	2400050493
11/30/09 9:49 AM	Pax	6	2400063495
11/30/09 10:12 AM	Ghent South	5	2400063495
11/30/09 10:35 AM	Chelyan	4	2400051892
11/30/09 10:56 AM	Pax	9	2400051892
11/30/09 11:17 AM	Ghent South	5	2400051892
11/30/09 1:04 PM	Ghent North	11	2400050493
11/30/09 1:23 PM	Ghent North	8	2400063495
11/30/09 2:11 PM	Pax	2	2400050493
11/30/09 2:35 PM	Chelyan	10	2400050493
11/30/09 2:52 PM	Pax	4	2400063495
11/30/09 2:54 PM	Ghent North	10	2400051892
11/30/09 3:16 PM	Chelyan	9	2400063495
11/30/09 4:51 PM	Pax	3	2400051892

11/30/09 5:12 PM	Chelyan	7	2400051892
12/2/09 7:56 AM	Chelyan	2	2400051890
12/2/09 8:21 AM	Pax	7	2400051890
12/2/09 8:57 AM	Ghent South	5	2400051890
12/2/09 11:47 AM	Ghent North	9	2400051890
12/2/09 12:09 PM	Pax	2	2400051890
12/2/09 12:32 PM	Chelyan	9	2400051890
12/8/09 2:09 PM	Chelyan	2	2400051891
12/8/09 2:36 PM	Pax	9	2400051891
12/10/09 9:40 AM	Chelyan	2	2400051890
12/10/09 10:03 AM	Pax	9	2400051890
12/10/09 5:04 PM	Pax	5	2400051890
12/10/09 5:27 PM	Chelyan	8	2400051890
12/11/09 11:45 AM	Pax	2	2400051891
12/11/09 12:09 PM	Chelyan	8	2400051891
12/18/09 8:26 AM	Chelyan	3	2400043236
12/18/09 8:51 AM	Pax	8	2400043236
12/18/09 2:25 PM	Pax	2	2400043236
12/18/09 2:49 PM	Chelyan	9	2400043236
12/24/09 3:39 PM	Chelyan	2	2400050493
12/24/09 4:01 PM	Pax	9	2400050493
12/24/09 5:49 PM	Ghent South	5	2400050493
12/27/09 4:42 PM	Ghent North	11	2400050493
12/27/09 5:04 PM	Pax	5	2400050493
12/27/09 5:27 PM	Chelyan	9	2400050493
1/5/10 11:59 AM	Chelyan	4	2400051890
1/5/10 12:24 PM	Pax	8	2400051890
1/5/10 3:19 PM	Pax	2	2400051890
1/5/10 3:44 PM	Chelyan	9	2400051890
1/13/10 9:40 AM	Chelyan	2	2400050493
1/13/10 10:01 AM	Pax	10	2400050493
1/13/10 10:23 AM	Ghent South	6	2400050493
1/13/10 1:33 PM	Ghent North	12	2400050493
1/13/10 1:54 PM	Pax	2	2400050493
1/13/10 2:14 PM	Chelyan	9	2400050493
1/19/10 9:03 AM	Chelyan	3	2400033277
1/19/10 9:14 AM	Chelyan	2	2400051890
1/19/10 9:15 AM	Chelyan	5	2400051891
1/19/10 9:25 AM	Pax	9	2400033277
1/19/10 9:38 AM	Pax	6	2400051891
1/19/10 9:38 AM	Pax	8	2400051890
1/19/10 12:57 PM	Pax	2	2400033277
1/19/10 1:19 PM	Chelyan	9	2400033277
1/19/10 2:40 PM	Pax	5	2400051891
1/19/10 3:03 PM	Chelyan	6	2400051891
1/19/10 3:50 PM	Pax	3	2400051890
1/19/10 4:13 PM	Chelyan	9	2400051890

1/20/10 9:57 AM	Chelyan	1	2400051890
1/20/10 10:19 AM	Pax	7	2400051890
1/20/10 12:42 PM	Pax	2	2400051890
1/20/10 1:06 PM	Chelyan	8	2400051890
1/21/10 8:49 AM	Chelyan	4	2400051890
1/21/10 9:14 AM	Pax	10	2400051890
1/21/10 2:21 PM	Pax	4	2400051890
1/21/10 2:44 PM	Chelyan	8	2400051890
1/25/10 9:44 AM	Chelyan	3	2400042989
1/25/10 10:08 AM	Pax	9	2400042989
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11/24/10 8:21 AM	Chelyan	5	2400051890
11/24/10 8:44 AM	Pax	7	2400051890
11/24/10 12:47 PM	Chelyan	7	2400051890
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11/28/10 9:52 PM	Ghent South	2	2400042989
11/29/10 4:18 PM	Chelyan	2	2400052775
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11/29/10 5:31 PM	Ghent North	7	2400042989
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11/29/10 6:40 PM	Chelyan	9	2400042989
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12/1/10 7:25 AM	Chelyan	7	2400052775
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12/22/10 3:12 PM	Chelyan	8	2400042989
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12/26/10 6:19 PM	Chelyan	8	2400042989
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12/28/10 1:05 PM	Pax	1	2400051890
12/28/10 1:29 PM	Chelyan	9	2400051890
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1/4/11 9:07 AM	Pax	9	2400051890
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1/4/11 2:40 PM	Chelyan	9	2400051890
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1/5/11 9:37 AM	Ghent South	2	2400042989
1/5/11 4:30 PM	Pax	4	2400042989
1/5/11 4:53 PM	Chelyan	7	2400042989
1/7/11 11:26 AM	North Beckley Ramp	4	2400042989
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2/2/11 9:20 AM	Chelyan	4	2400051891
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2/2/11 1:39 PM	Pax	5	2400051891
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3/2/11 9:50 AM	Pax	9	2400088022
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3/14/11 2:35 PM	Chelyan	9	2400051890
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3/15/11 3:36 PM	Pax	2	2400063495
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3/22/11 2:54 PM	Pax	5	2400042989
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3/23/11 9:40 AM	Pax	9	2400043236
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3/25/11 3:13 PM	Ghent North	10	2400051890
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3/25/11 4:08 PM	Chelyan	9	2400051890
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3/28/11 1:29 AM	Chelyan	9	2400050493
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4/8/11 9:34 AM	Pax	8	2400051890
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4/8/11 12:46 PM	Chelyan	7	2400051890
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4/8/11 5:02 PM	Chelyan	9	2400033277
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6/27/11 10:50 AM	Pax	5	2400051890
6/27/11 11:12 AM	Chelyan	6	2400051890
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7/7/11 11:12 AM	Pax	9	2400051892
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7/8/11 11:32 AM	I-280/Newark/The C	10093	2400099192
7/8/11 4:05 PM	Jersey City/Liberty S	10093	2400099192
7/8/11 4:15 PM	***	10220	2400099192
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7/9/11 6:28 PM	Chelyan	9	2400051892
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7/11/11 3:32 PM	Chelyan	8	2400098236
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7/11/11 6:41 PM	Lincoln Tunnel/NJ 3/	10092	2400099192
7/11/11 8:31 PM	***	10120	2400099192
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7/14/11 3:07 PM	Chelyan	9	2400051891
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7/20/11 9:58 PM	Chelyan	9	2400099192
7/21/11 6:56 AM	Pax	2	2400052775
7/21/11 7:21 AM	Chelyan	7	2400052775
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7/26/11 9:30 AM	Pax	6	2400042989
7/26/11 10:57 AM	Chelyan	2	2400051890
7/26/11 11:22 AM	Pax	9	2400051890
7/26/11 12:50 PM	Pax	1	2400051890
7/26/11 1:14 PM	Chelyan	9	2400051890
7/26/11 3:53 PM	Pax	5	2400042989
7/26/11 4:40 PM	Chelyan	9	2400042989
7/28/11 9:08 AM	Chelyan	3	2400099192
7/28/11 9:11 AM	Chelyan	2	2400033277
7/28/11 9:32 AM	Pax	9	2400099192
7/28/11 9:37 AM	Pax	10	2400033277
7/28/11 11:44 AM	Chelyan	2	2400098236
7/28/11 12:08 PM	Pax	6	2400098236
7/28/11 1:26 PM	Pax	1	2400033277
7/28/11 1:52 PM	Chelyan	9	2400033277
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7/28/11 3:03 PM	Chelyan	9	2400099192
7/28/11 3:11 PM	Chelyan	10	2400098236
7/29/11 10:13 AM	Chelyan	2	2400033277
7/29/11 10:36 AM	Pax	6	2400033277
7/29/11 10:57 AM	Ghent South	5	2400033277
7/29/11 12:40 PM	Chelyan	1	2400063495
7/29/11 1:03 PM	Pax	10	2400063495
7/29/11 2:14 PM	Ghent South	1	2400063495
7/29/11 2:59 PM	Ghent North	11	2400033277
7/29/11 3:21 PM	Pax	5	2400033277
7/29/11 4:09 PM	Chelyan	10	2400033277
7/30/11 1:07 PM	Chelyan	4	2400050493
7/30/11 1:30 PM	Pax	8	2400050493
7/30/11 2:02 PM	Ghent South	4	2400050493
7/30/11 10:08 PM	Ghent North	10	2400050493
7/30/11 10:29 PM	Pax	1	2400050493
7/30/11 10:51 PM	Chelyan	10	2400050493
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8/1/11 10:15 AM	Pax	9	2400098236

8/1/11 1:56 PM	Chelyan	2	2400052775
8/1/11 2:20 PM	Pax	9	2400052775
8/2/11 7:22 AM	Pax	2	2400052775
8/2/11 7:48 AM	Chelyan	9	2400052775
8/3/11 7:39 AM	Pax	2	2400098236
8/3/11 8:03 AM	Chelyan	9	2400098236
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8/3/11 11:13 AM	Pax	9	2400098236
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8/4/11 7:20 AM	Chelyan	9	2400052775
8/5/11 11:16 AM	Pax	2	2400098236
8/5/11 1:20 PM	Chelyan	9	2400098236
8/5/11 3:26 PM	Breezewood	10066	2400051891
8/5/11 3:47 PM	Pittsburgh	10066	2400051891
8/7/11 2:55 PM	North Beckley Ramp	6	2400088022
8/7/11 3:12 PM	Ghent South	5	2400088022
8/8/11 10:34 AM	Chelyan	2	2400063495
8/8/11 10:54 AM	Chelyan	3	2400098236
8/8/11 10:57 AM	Pax	9	2400063495
8/8/11 11:18 AM	Pax	8	2400098236
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8/8/11 11:24 AM	Chelyan	2	2400042989
8/8/11 11:46 AM	Pax	9	2400051891
8/8/11 11:48 AM	Pax	10	2400042989
8/8/11 1:04 PM	Pax	1	2400051891
8/8/11 1:28 PM	Chelyan	9	2400051891
8/8/11 4:54 PM	Pax	3	2400098236
8/8/11 5:18 PM	Chelyan	8	2400098236
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8/9/11 10:05 AM	Pax	9	2400098236
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8/9/11 2:38 PM	Pax	2	2400042989
8/9/11 3:03 PM	Chelyan	8	2400042989
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8/16/11 10:37 AM	Pax	8	2400098236
8/16/11 2:57 PM	Chelyan	1	2400063495

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8/16/11 3:22 PM	Pax	9	2400099192
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8/16/11 4:09 PM	Chelyan	9	2400098236
8/16/11 10:23 PM	Pax	4	2400099192
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8/26/11 12:40 AM	Ghent North	8	2400050493
8/26/11 1:15 AM	Pax	2	2400050493
8/26/11 1:39 AM	Chelyan	9	2400050493
8/28/11 4:55 PM	***	10436	2400099192
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9/1/11 6:44 PM	Pax	6	2400050493
9/1/11 7:15 PM	Ghent South	5	2400050493
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9/6/11 11:32 AM	Chelyan	9	2400088022
9/8/11 9:03 AM	Chelyan	3	2400098236
9/8/11 9:26 AM	Pax	6	2400098236
9/8/11 4:33 PM	Pax	2	2400098236
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9/19/11 9:41 AM	Pax	8	2400098236
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9/19/11 11:38 AM	Chelyan	2	2400088022
9/19/11 12:03 PM	Pax	10	2400042989
9/19/11 12:03 PM	Pax	9	2400088022
9/20/11 1:11 AM	Ghent North	10	2400050493
9/20/11 1:35 AM	Pax	3	2400050493
9/20/11 2:02 AM	Chelyan	7	2400050493
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9/20/11 8:50 AM	Pax	9	2400033277
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9/20/11 10:26 AM	Pax	9	2400051891
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9/20/11 3:16 PM	Chelyan	9	2400033277
9/22/11 9:55 AM	North Beckley Ramp	2	2400098236
9/22/11 11:09 AM	North Beckley Ramp	4	2400098236
9/22/11 11:28 AM	Pax	2	2400098236
9/22/11 11:55 AM	Chelyan	7	2400098236
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9/23/11 9:15 AM	Chelyan	5	2400050493
9/23/11 9:38 AM	Pax	8	2400050493
9/23/11 10:00 AM	Ghent South	3	2400050493
9/23/11 11:31 AM	Ghent North	11	2400050493
9/23/11 11:52 AM	Pax	2	2400050493
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9/23/11 2:37 PM	Chelyan	10	2400063495
9/23/11 3:23 PM	Pax	3	2400051891
9/23/11 3:47 PM	Chelyan	7	2400051891
9/26/11 5:00 PM	Chelyan	9	2400043236
9/27/11 9:11 AM	Chelyan	1	2400043236
9/27/11 9:36 AM	Pax	7	2400043236
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9/27/11 4:15 PM	Pax	4	2400043236
9/27/11 4:41 PM	Chelyan	9	2400043236
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10/5/11 9:31 AM	Pax	7	2400043236
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10/5/11 2:19 PM	Ghent North	8	2400043236
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10/18/11 9:33 AM	Pax	8	2400098236
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10/26/11 6:46 PM	Ghent North	11	2400050493
10/26/11 7:08 PM	Pax	4	2400050493
10/26/11 7:32 PM	Chelyan	9	2400050493
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10/31/11 1:15 PM	Pax	10	2400042989
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11/2/11 10:26 PM	Pax	8	2400050493
11/2/11 10:50 PM	Ghent South	4	2400050493
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11/4/11 8:45 AM	Pax	6	2400063495
11/4/11 12:11 PM	Pax	2	2400063495
11/4/11 12:24 PM	Pax	3	2400042989
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11/10/11 3:00 PM	Ghent South	2	2400051890
11/10/11 5:36 PM	Ghent North	7	2400051890
11/10/11 5:58 PM	Pax	4	2400051890
11/10/11 6:21 PM	Chelyan	10	2400051890
11/18/11 9:17 PM	Chelyan	2	2400099192
11/18/11 9:42 PM	Pax	10	2400099192
11/20/11 11:23 PM	North Beckley Ramp	2	2400099192
11/20/11 11:57 PM	Pax	4	2400099192
11/21/11 12:22 AM	Chelyan	9	2400099192
11/21/11 1:05 AM	Ghent North	11	2400050493
11/21/11 1:28 AM	Pax	2	2400050493
11/21/11 1:51 AM	Chelyan	9	2400050493
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11/27/11 9:18 AM	Pax	7	2400051892
11/27/11 9:39 AM	Ghent South	1	2400051892
11/27/11 6:35 PM	Ghent North	9	2400051892
11/27/11 6:57 PM	Pax	4	2400051892
11/27/11 7:38 PM	Chelyan	8	2400051892
12/1/11 8:52 AM	Chelyan	4	2400050493
12/1/11 9:14 AM	Pax	6	2400050493

12/1/11 9:41 AM	Ghent South	2	2400050493
12/2/11 12:35 AM	I-78/Newark Airport	10157	2400099192
12/2/11 12:39 AM	***	10183	2400099192
12/2/11 1:45 AM	***	10299	2400099192
12/4/11 3:43 PM	***	10390	2400099192
12/4/11 5:17 PM	I-278/Eliz/Goethals/	10188	2400099192
12/4/11 5:24 PM	***	10177	2400099192
12/4/11 6:10 PM	***	41	2400099192
12/4/11 6:58 PM	***	10037	2400099192
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12/4/11 10:29 PM	Chelyan	9	2400050493
12/5/11 9:38 AM	Chelyan	2	2400098236
12/5/11 10:01 AM	Pax	8	2400098236
12/5/11 12:20 PM	Chelyan	5	2400050493
12/5/11 12:41 PM	Pax	8	2400050493
12/5/11 1:03 PM	Ghent South	5	2400050493
12/5/11 5:59 PM	Ghent North	9	2400050493
12/5/11 6:49 PM	Pax	3	2400050493
12/5/11 7:10 PM	Chelyan	9	2400050493
12/6/11 5:54 PM	Breezewood	10066	2400099192
12/8/11 11:36 AM	Pax	3	2400098236
12/8/11 12:13 PM	Chelyan	8	2400098236
12/13/11 8:38 AM	Chelyan	4	2400098236
12/13/11 9:03 AM	Pax	9	2400098236
12/15/11 11:19 AM	Pax	2	2400098236
12/15/11 11:43 AM	Chelyan	9	2400098236
12/19/11 10:15 AM	Chelyan	3	2400098236
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12/28/11 11:58 AM	Pax	3	2400083000
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1/6/12 3:08 PM	Pax	4	2400098236
1/6/12 3:31 PM	Chelyan	9	2400098236

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1/25/12 5:37 PM	Pax	8	2400051891
1/25/12 7:06 PM	Ghent South	5	2400051891
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1/26/12 4:32 PM	Chelyan	8	2400051891
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1/29/12 2:44 AM	***	10109	2400051890
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1/30/12 9:05 AM	Chelyan	3	2400098236
1/30/12 9:29 AM	Pax	9	2400098236
2/1/12 4:36 PM	***	41	2400051890
2/1/12 5:23 PM	***	10037	2400051890
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2/2/12 3:00 PM	Chelyan	9	2400098236
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2/6/12 10:27 AM	Chelyan	3	2400050493
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2/6/12 11:09 AM	Ghent South	3	2400050493
2/6/12 2:22 PM	Ghent North	10	2400050493
2/6/12 2:42 PM	Pax	4	2400050493
2/6/12 3:04 PM	Chelyan	9	2400050493
2/6/12 5:23 PM	Pax	4	2400083000
2/6/12 5:46 PM	Chelyan	8	2400083000
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2/7/12 8:39 AM	Pax	7	2400052774
2/7/12 9:01 AM	Ghent South	3	2400052774
2/7/12 9:12 AM	Chelyan	3	2400050493
2/7/12 9:26 AM	Chelyan	2	2400098236

2/7/12 9:36 AM	Pax	6	2400050493
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2/7/12 9:57 AM	Ghent South	5	2400050493
2/7/12 5:04 PM	Ghent North	7	2400052774
2/7/12 5:35 PM	Pax	2	2400052774
2/7/12 5:58 PM	Chelyan	8	2400052774
2/7/12 7:11 PM	Pax	2	2400083000
2/7/12 7:34 PM	Chelyan	9	2400083000
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2/9/12 10:34 AM	Chelyan	10	2400098236
2/15/12 8:41 AM	Chelyan	5	2400098236
2/15/12 9:06 AM	Pax	7	2400098236
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2/16/12 11:25 AM	Pax	1	2400083000
2/16/12 11:47 AM	Chelyan	9	2400083000
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2/23/12 2:08 PM	Pax	4	2400098236
2/23/12 2:38 PM	Chelyan	10	2400098236
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2/24/12 2:59 PM	Pax	2	2400098236
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2/24/12 3:23 PM	Chelyan	8	2400098236
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2/27/12 2:55 PM	Pax	9	2400098236
2/27/12 3:46 PM	Pax	2	2400083000
2/27/12 4:08 PM	Chelyan	7	2400083000
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2/28/12 9:11 AM	Ghent South	3	2400051890
2/28/12 9:19 AM	Chelyan	2	2400083000
2/28/12 9:42 AM	Pax	8	2400083000
2/28/12 4:04 PM	Pax	5	2400051890
2/28/12 4:25 PM	Chelyan	8	2400051890
2/28/12 4:26 PM	Pax	3	2400083000
2/28/12 4:49 PM	Chelyan	9	2400083000

3/1/12 10:42 AM	Chelyan	2	2400042989
3/1/12 11:07 AM	Pax	10	2400042989
3/1/12 11:23 AM	Chelyan	4	2400051890
3/1/12 11:45 AM	Pax	10	2400051890
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7/27/12 8:48 AM	Pax	7	2400087224
7/27/12 8:52 AM	Pax	9	2400098236
7/27/12 1:30 PM	Pax	2	2400098236
7/27/12 2:12 PM	Chelyan	9	2400098236
7/27/12 2:57 PM	Pax	3	2400087224
7/27/12 3:21 PM	Chelyan	9	2400087224
7/28/12 11:02 AM	Chelyan	2	2400063495
7/28/12 11:23 AM	Pax	10	2400063495
7/28/12 11:44 AM	Ghent South	6	2400063495
7/30/12 11:10 AM	Chelyan	2	2400087224
7/30/12 11:35 AM	Pax	9	2400087224
7/30/12 3:05 PM	Pax	3	2400087224
7/30/12 3:29 PM	Chelyan	9	2400087224
7/31/12 12:04 AM	Ghent North	9	2400050493
7/31/12 12:27 AM	Pax	2	2400050493
7/31/12 12:52 AM	Chelyan	9	2400050493
7/31/12 6:55 AM	Pax	1	2400052775
7/31/12 7:22 AM	Chelyan	9	2400052775
7/31/12 10:01 AM	Chelyan	2	2400098236
7/31/12 3:38 PM	Pax	2	2400098236
7/31/12 4:04 PM	Chelyan	8	2400098236
8/1/12 8:25 AM	Chelyan	2	2400043236
8/1/12 8:52 AM	Pax	9	2400043236
8/1/12 8:58 AM	Chelyan	1	2400083000
8/1/12 9:22 AM	Pax	9	2400083000
8/1/12 2:11 PM	Chelyan	2	2400052774
8/1/12 2:26 PM	Pax	2	2400043236
8/1/12 2:36 PM	Pax	9	2400052774
8/1/12 2:53 PM	Chelyan	8	2400043236
8/2/12 6:56 AM	Pax	2	LPN Trxn
8/2/12 7:22 AM	Chelyan	7	2400052774
8/2/12 9:18 AM	Chelyan	3	2400098236
8/2/12 9:42 AM	Pax	9	2400098236
8/2/12 4:10 PM	Pax	3	2400098236
8/2/12 4:32 PM	Chelyan	9	2400098236
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8/3/12 7:42 PM	Pax	2	2400063495
8/3/12 8:13 PM	Chelyan	9	2400063495
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8/6/12 8:20 AM	Pax	9	2400043236
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8/6/12 3:37 PM	Pax	9	2400043852
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8/8/12 12:55 PM	Ghent South	4	2400050493
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8/13/12 9:45 AM	Pax	6	2400098236
8/13/12 3:17 PM	Pax	3	2400098236
8/13/12 3:40 PM	Chelyan	7	2400098236
8/17/12 11:14 AM	Pax	3	2400098236
8/17/12 11:38 AM	Chelyan	9	2400098236
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8/22/12 8:39 AM	Chelyan	2	2400098236
8/22/12 9:04 AM	Pax	9	2400098236
8/22/12 1:28 PM	North Beckley Ramp	2	2400098236
8/22/12 1:57 PM	North Beckley Ramp	4	2400033277
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8/22/12 2:41 PM	Chelyan	9	2400098236
8/22/12 6:15 PM	Pax	4	2400033277
8/22/12 6:38 PM	Chelyan	10	2400033277
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8/23/12 3:31 PM	Pax	2	2400098236
8/23/12 3:53 PM	Chelyan	7	2400098236
8/24/12 9:10 AM	Chelyan	4	2400098236
8/24/12 9:34 AM	Pax	6	2400098236
8/25/12 10:42 AM	Pax	9	2400050493
8/25/12 11:06 AM	Ghent South	5	2400050493
8/26/12 9:14 PM	Ghent North	11	2400050493
8/26/12 9:39 PM	Pax	2	2400050493
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8/29/12 11:56 AM	North Beckley Ramp	1	2400098236
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8/29/12 2:02 PM	Pax	8	2400050493
8/29/12 2:23 PM	Ghent South	5	2400050493
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8/30/12 10:34 AM	North Beckley Ramp	2	2400098236
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8/30/12 3:51 PM	Chelyan	7	2400033277
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8/31/12 7:30 AM	Chelyan	6	2400052775
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9/3/12 4:16 PM	Pax	1	2400050493
9/3/12 4:39 PM	Chelyan	9	2400050493
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9/5/12 1:24 PM	Chelyan	7	2400087222
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9/8/12 12:24 AM	Chelyan	9	2400050493
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9/13/12 6:57 AM	Pax	9	2400087224
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10/15/12 6:41 PM	Pax	5	2400063495
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10/26/12 12:39 PM	Pax	6	2400063495
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11/19/12 3:10 PM	Chelyan	9	2400087224

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11/27/12 9:25 AM	Ghent South	5	2400087224
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11/27/12 11:34 AM	Chelyan	5	2400099192
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11/27/12 12:38 PM	Ghent South	6	2400083000
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12/18/12 5:33 AM	Pax	3	2400050493
12/18/12 6:04 AM	Chelyan	7	2400050493
12/26/12 8:39 AM	Chelyan	4	2400098236
12/26/12 9:02 AM	Pax	7	2400098236
12/26/12 4:01 PM	Pax	2	2400098236
12/26/12 4:38 PM	Chelyan	8	2400098236
12/28/12 4:15 PM	Chelyan	1	2400114003
12/28/12 4:39 PM	Pax	10	2400114003
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12/31/12 7:32 AM	Chelyan	7	2400114003
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1/2/13 5:04 PM	Chelyan	9	2400098236
1/8/13 3:13 PM	Chelyan	3	2400099192
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1/8/13 7:38 PM	Ghent North	7	2400099192
1/8/13 8:00 PM	Pax	3	2400099192
1/8/13 10:25 PM	Chelyan	8	2400099192
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1/15/13 3:53 PM	Chelyan	2	2400114003
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1/29/13 7:04 AM	Pax	2	2400114003
1/29/13 7:30 AM	Chelyan	8	2400114003

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2/8/13 9:14 AM	Pax	8	2400087222
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2/8/13 1:51 PM	Ghent North	11	2400087222
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3/5/13 3:37 PM	Pax	3	2400087224
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3/24/13 3:45 PM	Ghent North	10	2400050493
3/24/13 4:02 PM	North Beckley Ramp	2	2400050493
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5/1/13 5:28 PM	Chelyan	8	2400099192
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5/8/13 1:03 PM	Chelyan	8	2400083000
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5/20/13 9:56 AM	Pax	8	2400051890
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6/13/13 1:39 PM	Chelyan	8	2400033277
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6/29/13 1:26 PM	Chelyan	9	2400099192
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7/6/13 6:05 AM	Chelyan	9	2400099192
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7/15/13 11:09 AM	Chelyan	8	2400087224
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7/24/13 2:22 PM	Chelyan	9	2400052774
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7/29/13 9:01 AM	Chelyan	3	2400083000
7/29/13 9:27 AM	Pax	8	2400083000
7/31/13 7:07 AM	Chelyan	3	2400098236
7/31/13 11:18 AM	Chelyan	8	2400098236
7/31/13 6:50 PM	Albany (I-87)	10284	2400099192
7/31/13 7:46 PM	Sprtsplx/NJ 3/Secauc	10084	2400099192
8/1/13 4:08 PM	Albany (I-787)	10571	2400051890
8/1/13 7:30 PM	***	10120	2400099192
8/2/13 8:42 AM	Chelyan	3	2400113960
8/2/13 9:07 AM	Pax	8	2400113960
8/2/13 12:12 PM	Pax	2	2400113960
8/2/13 12:36 PM	Chelyan	9	2400113960
8/2/13 4:05 PM	***	10151	2400051890
8/2/13 4:27 PM	***	10097	2400051890
8/2/13 5:53 PM	Chelyan	5	2400099192
8/2/13 6:16 PM	Pax	6	2400099192
8/2/13 10:26 PM	***	10045	2400051890
8/2/13 11:21 PM	Valley Forge	10064	2400051890
8/3/13 1:40 PM	Harrisburg East Shor	10067	2400051890
8/3/13 6:18 PM	Pax	2	2400099192
8/3/13 6:45 PM	Chelyan	10	2400099192
8/7/13 9:55 AM	Chelyan	2	2400083000
8/8/13 8:41 AM	Chelyan	4	2400051892
8/8/13 8:48 AM	Chelyan	7	2400051892
8/8/13 9:27 AM	Chelyan	5	2400051892
8/8/13 9:53 AM	Pax	8	2400051892
8/8/13 10:15 AM	Ghent South	4	2400051892
8/10/13 6:46 PM	Ghent North	11	2400051892
8/10/13 7:10 PM	Pax	3	2400051892
8/10/13 7:36 PM	Chelyan	9	2400051892
8/12/13 10:08 AM	Chelyan	2	2400083000
8/12/13 10:33 AM	Pax	9	2400083000
8/12/13 3:28 PM	Pax	3	2400083000
8/12/13 3:54 PM	Chelyan	9	2400083000
8/13/13 10:00 AM	Chelyan	3	2400083000
8/13/13 10:25 AM	Pax	8	2400083000
8/13/13 4:27 PM	Pax	3	2400083000
8/13/13 4:52 PM	Chelyan	9	2400083000
8/21/13 7:58 AM	Chelyan	3	2400098236
8/21/13 8:24 AM	Pax	8	2400098236
8/21/13 10:43 AM	Pax	3	2400098236
8/21/13 11:23 AM	Chelyan	8	2400098236
8/26/13 11:33 AM	Chelyan	3	2400083000
8/26/13 11:57 AM	Pax	8	2400083000
8/26/13 4:17 PM	Pax	3	2400083000
8/26/13 4:40 PM	Chelyan	6	2400083000
8/28/13 2:43 PM	Chelyan	5	2400099192

8/28/13 3:07 PM	Pax	9	2400099192
8/29/13 6:56 PM	Pax	3	2400099192
8/29/13 7:20 PM	Chelyan	8	2400099192
8/30/13 10:06 AM	Chelyan	2	2400098236
8/30/13 1:03 PM	Chelyan	9	2400098236
9/8/13 4:51 PM	Chelyan	5	2400113960
9/8/13 5:13 PM	Pax	7	2400113960
9/10/13 7:25 AM	Chelyan	3	2400087224
9/10/13 7:51 AM	Pax	9	2400087224
9/10/13 12:12 PM	Pax	3	2400087224
9/10/13 12:40 PM	Chelyan	9	2400087224
9/10/13 1:23 PM	Pax	3	2400113960
9/10/13 1:47 PM	Chelyan	7	2400113960
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9/11/13 4:54 PM	Chelyan	8	2400098236
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9/16/13 8:55 AM	Pax	8	2400098236
9/16/13 4:44 PM	Pax	3	2400098236
9/16/13 5:07 PM	Chelyan	7	2400098236
9/16/13 7:29 PM	Chelyan	3	2400113960
9/16/13 7:52 PM	Pax	8	2400113960
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9/17/13 9:56 AM	Chelyan	8	2400113960
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9/17/13 12:44 PM	Chelyan	8	2400099192
9/19/13 9:45 AM	Chelyan	3	2400098236
9/19/13 10:10 AM	Pax	6	2400098236
9/19/13 2:32 PM	Pax	3	2400098236
9/19/13 2:58 PM	Chelyan	9	2400098236
9/23/13 7:37 AM	Chelyan	3	2400083000
9/23/13 7:37 AM	Chelyan	2	2400098236
9/23/13 8:02 AM	Pax	8	2400083000
9/23/13 8:03 AM	Pax	8	2400098236
9/24/13 3:06 PM	Pax	3	2400098236
9/24/13 3:17 PM	Pax	3	2400083000
9/24/13 3:32 PM	Chelyan	8	2400098236
9/24/13 3:43 PM	Chelyan	8	2400083000
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9/26/13 5:51 PM	Pax	8	2400051890
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9/26/13 6:42 PM	Pax	8	2400099192
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9/27/13 12:01 AM	Chelyan	8	2400099192
9/27/13 9:53 AM	Chelyan	3	2400083000
9/27/13 10:22 AM	Pax	8	2400083000

9/27/13 10:44 AM	Ghent South	4	2400083000
9/27/13 1:40 PM	Pax	1	2400051890
9/27/13 2:02 PM	Chelyan	9	2400051890
9/27/13 4:06 PM	Ghent North	9	2400083000
9/27/13 4:26 PM	Pax	4	2400083000
9/27/13 4:49 PM	Chelyan	8	2400083000
9/27/13 8:58 PM	Chelyan	3	2400099192
9/27/13 9:22 PM	Pax	8	2400099192
9/29/13 5:40 PM	Pax	2	2400099192
9/29/13 6:04 PM	Chelyan	9	2400099192
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10/1/13 9:25 AM	Pax	8	2400098236
10/1/13 10:01 AM	Ghent South	4	2400098236
10/1/13 12:25 PM	Ghent North	10	2400098236
10/1/13 12:48 PM	Pax	3	2400098236
10/1/13 1:15 PM	Chelyan	10	2400098236
10/3/13 3:58 PM	Chelyan	3	2400099192
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10/3/13 9:47 PM	Chelyan	9	2400099192
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10/6/13 10:25 PM	Chelyan	9	2400051890
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10/8/13 7:47 AM	Pax	8	2400087224
10/8/13 8:53 AM	Chelyan	4	2400043852
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10/9/13 2:39 PM	Chelyan	7	2400043852
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10/18/13 4:28 PM	Pax	9	2400099192
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10/20/13 1:42 AM	Chelyan	9	2400099192
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10/21/13 3:05 PM	Somerset	10075	2400099192
10/21/13 6:10 PM	***	10463	2400099192
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10/21/13 8:47 PM	***	10586	2400099192
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10/23/13 10:10 AM	Pax	8	2400083000
10/23/13 2:46 PM	Pax	3	2400083000

10/23/13 3:11 PM	Chelyan	8	2400083000
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10/24/13 3:58 PM	Chelyan	6	2400083000
10/31/13 3:29 PM	Pax	3	2400099192
10/31/13 3:53 PM	Chelyan	8	2400099192
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11/5/13 4:18 PM	Pax	3	2400083000
11/5/13 4:49 PM	Chelyan	7	2400083000
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11/6/13 10:06 AM	Pax	6	2400083000
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11/6/13 12:58 PM	Chelyan	8	2400083000
11/8/13 4:01 AM	Ghent South	5	2400099192
11/8/13 4:04 AM	Ghent North	11	2400099192
11/8/13 4:26 AM	Pax	3	2400099192
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11/26/13 7:29 AM	Chelyan	9	2400114003
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12/2/13 11:51 AM	Chelyan	8	2400083000
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12/3/13 6:46 PM	Pax	2	2400099192
12/3/13 7:10 PM	Chelyan	8	2400099192

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12/5/13 1:47 PM	Pax	2	2400087224
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12/8/13 2:54 PM	Pax	7	2400043852
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12/17/13 4:44 PM	Pax	9	2400114003
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12/18/13 7:25 AM	Chelyan	8	2400114003
12/20/13 9:56 AM	Chelyan	3	2400087222
12/20/13 10:17 AM	Pax	8	2400087222
12/20/13 10:39 AM	Ghent South	2	2400087222
12/20/13 12:46 PM	Ghent North	8	2400087222
12/20/13 1:07 PM	Pax	4	2400087222
12/20/13 1:29 PM	Chelyan	9	2400087222
12/20/13 6:11 PM	Pax	2	2400043852
12/20/13 6:36 PM	Chelyan	9	2400043852
12/20/13 9:11 PM	***	10066	2400050493
12/21/13 12:04 AM	***	10065	2400050493
12/26/13 7:30 AM	Chelyan	3	2400063495
12/26/13 7:51 AM	Pax	8	2400063495
1/11/14 10:16 AM	Chelyan	3	2400063495
1/11/14 10:38 AM	Pax	9	2400063495
1/11/14 7:23 PM	North Beckley Ramp	5	2400063495
1/11/14 8:41 PM	Pax	3	2400063495
1/11/14 9:02 PM	Chelyan	9	2400063495

1/16/14 9:14 AM	Chelyan	3	2400083000
1/16/14 9:42 AM	Pax	8	2400083000
1/16/14 11:17 AM	Pax	3	2400083000
1/16/14 11:41 AM	Chelyan	8	2400083000
1/27/14 4:34 PM	Chelyan	1	2400114003
1/27/14 4:58 PM	Pax	8	2400114003
1/28/14 7:07 AM	Pax	3	2400114003
1/28/14 7:33 AM	Chelyan	7	2400114003
1/28/14 4:19 PM	Chelyan	2	2400114003
1/28/14 4:42 PM	Pax	9	2400114003
1/29/14 7:06 AM	Pax	3	2400114003
1/29/14 7:32 AM	Chelyan	7	2400114003
1/29/14 7:38 AM	Chelyan	3	2400087224
1/29/14 8:05 AM	Pax	9	2400087224
1/29/14 1:19 PM	Ghent North	11	2400087224
1/29/14 1:45 PM	Pax	2	2400087224
1/29/14 2:37 PM	Chelyan	8	2400087224
2/3/14 4:19 PM	Chelyan	2	2400114003
2/3/14 4:43 PM	Pax	8	2400114003
2/3/14 5:34 PM	New Stanton	10066	2400098236
2/4/14 7:01 AM	Pax	2	2400114003
2/4/14 7:26 AM	Chelyan	9	2400114003
2/4/14 12:12 PM	Chelyan	3	2400043852
2/4/14 12:38 PM	Pax	8	2400043852
2/4/14 7:08 PM	Pax	3	2400043852
2/4/14 7:35 PM	Chelyan	8	2400043852
2/5/14 10:20 AM	Chelyan	3	2400098236
2/5/14 10:45 AM	Pax	9	2400098236
2/5/14 12:58 PM	Chelyan	9	2400098236
2/6/14 7:21 AM	Chelyan	3	2400087224
2/6/14 8:01 AM	Pax	8	2400087224
2/6/14 9:25 AM	Chelyan	3	2400083000
2/6/14 9:56 AM	Pax	8	2400083000
2/6/14 11:06 AM	Chelyan	5	2400063495
2/6/14 11:28 AM	Pax	6	2400063495
2/6/14 12:26 PM	Ghent South	2	2400063495
2/6/14 2:38 PM	Pax	2	2400087224
2/6/14 3:05 PM	Chelyan	8	2400087224
2/6/14 3:37 PM	Pax	3	2400083000
2/6/14 4:00 PM	Chelyan	9	2400083000
2/6/14 5:01 PM	Chelyan	10	2400063495
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2/12/14 10:38 AM	Pax	7	2400098236
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2/12/14 2:41 PM	Chelyan	3	2400114003

2/12/14 2:43 PM	Pax	4	2400098236
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2/12/14 3:06 PM	Chelyan	9	2400098236
2/13/14 7:32 AM	Pax	3	2400114003
2/13/14 8:11 AM	Chelyan	8	2400114003
2/13/14 4:18 PM	Chelyan	3	2400114003
2/13/14 4:42 PM	Pax	6	2400114003
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2/15/14 11:30 AM	Pax	9	2400051891
2/16/14 11:38 AM	***	10591	2400051891
2/17/14 1:05 AM	Pax	3	2400099192
2/17/14 1:30 AM	Chelyan	9	2400099192
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2/18/14 10:21 AM	Ghent South	2	2400087222
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2/18/14 3:27 PM	Pax	3	2400087222
2/18/14 3:46 PM	Ghent North	10	2400083000
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2/19/14 8:42 AM	North Beckley Ramp	2	2400087224
2/19/14 8:47 AM	North Beckley Ramp	4	2400087224
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2/20/14 10:42 AM	Pax	9	2400098236
2/20/14 11:06 AM	Ghent South	4	2400098236
2/20/14 1:44 PM	Ghent North	10	2400098236
2/20/14 2:06 PM	Pax	2	2400098236
2/20/14 2:30 PM	Chelyan	8	2400098236
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2/21/14 2:32 PM	Chelyan	9	2400051891
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2/24/14 10:04 AM	Pax	6	2400083000
2/24/14 10:11 AM	Chelyan	3	2400099192

2/24/14 10:27 AM	Ghent South	4	2400083000
2/24/14 10:34 AM	Pax	8	2400099192
2/24/14 2:53 PM	Ghent North	9	2400083000
2/24/14 3:14 PM	Pax	3	2400083000
2/24/14 3:37 PM	Chelyan	9	2400083000
2/25/14 4:19 PM	Chelyan	2	2400114003
2/25/14 4:44 PM	Pax	9	2400114003
2/26/14 7:06 AM	Pax	2	2400114003
2/26/14 7:33 AM	Chelyan	7	2400114003
2/27/14 9:28 AM	Chelyan	2	2400083000
2/27/14 9:52 AM	Pax	8	2400083000
2/27/14 11:26 AM	Ghent South	4	2400083000
2/27/14 3:50 PM	Ghent North	11	2400083000
2/27/14 4:11 PM	Pax	3	2400083000
2/27/14 4:36 PM	Chelyan	8	2400083000
2/28/14 11:14 AM	Chelyan	5	2400083000
2/28/14 11:38 AM	Pax	7	2400083000
2/28/14 12:00 PM	Ghent South	3	2400083000
2/28/14 2:25 PM	Ghent North	7	2400083000
2/28/14 2:46 PM	Pax	3	2400083000
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3/6/14 10:26 AM	Chelyan	3	2400098236
3/10/14 8:16 AM	Chelyan	2	2400087224
3/10/14 8:44 AM	Pax	9	2400087224
3/10/14 8:58 AM	Chelyan	3	2400098236
3/10/14 9:23 AM	Pax	9	2400098236
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3/10/14 2:15 PM	Chelyan	9	2400098236
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3/11/14 1:04 PM	Pax	3	2400083000
3/11/14 1:28 PM	Chelyan	9	2400083000
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3/13/14 7:32 AM	Chelyan	7	2400114003
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3/18/14 3:03 PM	Pax	3	2400099192

3/18/14 4:11 PM	Chelyan	9	2400099192
3/19/14 9:29 AM	Chelyan	3	2400083000
3/19/14 9:53 AM	Pax	9	2400083000
3/19/14 2:02 PM	Chelyan	2	2400114003
3/19/14 2:25 PM	Pax	7	2400114003
3/20/14 6:56 AM	Pax	2	2400114003
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3/20/14 9:23 AM	Chelyan	3	2400083000
3/20/14 9:46 AM	Pax	8	2400083000
3/20/14 2:00 PM	Pax	3	2400083000
3/20/14 2:24 PM	Chelyan	9	2400083000
3/22/14 9:16 AM	Chelyan	3	2400051890
3/22/14 9:38 AM	Pax	8	2400051890
3/24/14 8:38 AM	Chelyan	3	2400087222
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3/24/14 1:36 PM	Pax	3	2400087222
3/24/14 1:59 PM	Chelyan	9	2400087222
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3/24/14 4:41 PM	Pax	9	2400114003
3/25/14 6:58 AM	Pax	3	2400114003
3/25/14 7:24 AM	Chelyan	7	2400114003
3/25/14 2:16 PM	Chelyan	2	2400114003
3/25/14 2:39 PM	Pax	9	2400114003
3/26/14 7:07 AM	Pax	4	2400114003
3/26/14 7:34 AM	Chelyan	8	2400114003
3/27/14 8:34 AM	Chelyan	2	2400113960
3/27/14 8:57 AM	Pax	8	2400113960
3/27/14 12:41 PM	Pax	3	2400113960
3/27/14 1:04 PM	Chelyan	8	2400113960
3/28/14 11:03 AM	Chelyan	4	2400083000
3/28/14 11:27 AM	Pax	9	2400083000
3/28/14 1:52 PM	Pax	5	2400083000
3/28/14 2:15 PM	Chelyan	9	2400083000
4/7/14 5:53 PM	Chelyan	1	2400099192
4/7/14 6:16 PM	Pax	7	2400099192
4/8/14 7:24 AM	Chelyan	3	2400051891
4/8/14 7:48 AM	Pax	8	2400051891
4/8/14 5:27 PM	Pax	3	2400051891
4/8/14 5:49 PM	Chelyan	8	2400051891
4/9/14 9:09 AM	Pax	5	2400099192
4/9/14 9:32 AM	Chelyan	9	2400099192
4/16/14 9:25 AM	Chelyan	3	2400088022
4/16/14 9:49 AM	Pax	8	2400088022
4/16/14 4:14 PM	Pax	2	2400088022
4/16/14 4:38 PM	Chelyan	7	2400088022
4/22/14 9:50 AM	Chelyan	3	2400087222
4/22/14 10:13 AM	Pax	8	2400087222

4/22/14 1:04 PM	Pax	3	2400087222
4/22/14 1:28 PM	Chelyan	9	2400087222
4/23/14 7:56 AM	Chelyan	3	2400087222
4/23/14 8:20 AM	Pax	8	2400087222
4/23/14 2:28 PM	Chelyan	3	2400099192
4/23/14 2:51 PM	Pax	9	2400099192
4/23/14 3:12 PM	Ghent South	5	2400099192
4/23/14 3:46 PM	Pax	3	2400087222
4/23/14 4:09 PM	Chelyan	9	2400087222
4/23/14 8:16 PM	Ghent North	7	2400099192
4/23/14 9:24 PM	Pax	2	2400099192
4/23/14 9:48 PM	Chelyan	8	2400099192
4/24/14 7:51 AM	Chelyan	3	2400083000
4/24/14 8:16 AM	Pax	8	2400083000
4/24/14 8:37 AM	Chelyan	2	2400087224
4/24/14 9:03 AM	Pax	8	2400087224
4/24/14 9:12 AM	North Beckley Ramp	1	2400083000
4/24/14 11:28 AM	North Beckley Ramp	6	2400051891
4/24/14 12:55 PM	Pax	3	2400051891
4/24/14 1:20 PM	Chelyan	8	2400051891
4/24/14 1:57 PM	Ghent North	11	2400087224
4/24/14 2:20 PM	Pax	3	2400087224
4/24/14 2:47 PM	Chelyan	9	2400087224
4/29/14 12:18 PM	Chelyan	2	2400114003
4/29/14 12:42 PM	Pax	9	2400114003
4/30/14 6:59 AM	Pax	3	2400114003
4/30/14 7:25 AM	Chelyan	7	2400114003
4/30/14 9:29 AM	Chelyan	5	2400083000
4/30/14 9:53 AM	Pax	9	2400083000
4/30/14 4:07 PM	Pax	3	2400083000
4/30/14 4:32 PM	Chelyan	6	2400083000
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5/1/14 8:59 AM	Pax	8	2400051890
5/1/14 1:55 PM	Pax	3	2400051890
5/1/14 2:18 PM	Chelyan	9	2400051890
5/6/14 9:13 AM	Chelyan	3	2400083000
5/6/14 9:39 AM	Pax	7	2400083000
5/6/14 12:16 PM	Pax	3	2400083000
5/6/14 12:41 PM	Chelyan	9	2400083000
5/6/14 2:52 PM	Chelyan	2	2400114003
5/6/14 3:16 PM	Pax	9	2400114003
5/7/14 6:55 AM	Pax	2	2400114003
5/7/14 7:21 AM	Chelyan	7	2400114003
5/14/14 10:32 AM	Chelyan	3	2400083000
5/14/14 10:58 AM	Pax	9	2400083000
5/14/14 2:27 PM	Pax	1	2400083000
5/14/14 2:52 PM	Chelyan	8	2400083000

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5/16/14 9:48 AM	Pax	8	2400098236
5/16/14 2:49 PM	Pax	3	2400098236
5/16/14 3:13 PM	Chelyan	9	2400098236
5/20/14 7:49 AM	Chelyan	2	2400087224
5/20/14 8:18 AM	Pax	9	2400087224
5/20/14 8:44 AM	Ghent South	4	2400087224
5/20/14 1:33 PM	Ghent North	10	2400087224
5/20/14 2:00 PM	Pax	2	2400087224
5/20/14 2:40 PM	Chelyan	9	2400087224
5/28/14 12:51 PM	Bedford	10069	2400051890
5/29/14 7:20 AM	Chelyan	3	2400087224
5/29/14 7:48 AM	Pax	8	2400087224
5/29/14 12:25 PM	Pax	2	2400087224
5/29/14 12:52 PM	Chelyan	8	2400087224
5/30/14 7:34 AM	Chelyan	3	2400087224
5/30/14 8:02 AM	Pax	9	2400087224
5/30/14 8:28 AM	Ghent South	5	2400087224
5/30/14 10:27 AM	Ghent North	11	2400087224
5/30/14 11:14 AM	Pax	2	2400087224
5/30/14 11:40 AM	Chelyan	9	2400087224
5/31/14 10:15 AM	***	10045	2400051890
5/31/14 11:41 AM	Valley Forge	10075	2400051890
5/31/14 1:58 PM	Harrisburg West Sho	10067	2400051890
6/2/14 8:11 AM	Chelyan	2	2400088022
6/2/14 8:34 AM	Pax	8	2400088022
6/2/14 9:10 AM	Ghent South	3	2400088022
6/2/14 9:18 AM	Chelyan	3	2400042989
6/2/14 9:44 AM	Pax	8	2400042989
6/2/14 3:00 PM	Ghent North	11	2400088022
6/2/14 3:24 PM	Pax	3	2400088022
6/2/14 3:26 PM	Pax	3	2400042989
6/2/14 3:47 PM	Chelyan	8	2400088022
6/2/14 4:09 PM	Chelyan	9	2400042989
6/3/14 3:00 PM	Chelyan	3	2400099192
6/3/14 3:24 PM	Pax	7	2400099192
6/3/14 3:45 PM	Ghent South	4	2400099192
6/3/14 6:39 PM	Ghent North	10	2400099192
6/3/14 7:01 PM	Pax	3	2400099192
6/3/14 7:26 PM	Chelyan	8	2400099192
6/12/14 8:34 AM	Chelyan	3	2400043236
6/12/14 9:02 AM	Pax	9	2400043236
6/12/14 11:17 AM	Pax	3	2400043236
6/13/14 3:25 PM	Pax	5	2400083000
6/13/14 3:49 PM	Chelyan	9	2400083000
6/18/14 9:17 AM	Chelyan	3	2400087222
6/18/14 9:44 AM	Pax	8	2400087222

6/18/14 9:52 AM	Chelyan	3	2400083000
6/18/14 10:18 AM	Pax	8	2400083000
6/18/14 2:53 PM	Pax	3	2400083000
6/18/14 2:58 PM	Pax	3	2400087222
6/18/14 3:17 PM	Chelyan	7	2400083000
6/18/14 3:20 PM	Chelyan	10	2400087222
6/24/14 1:16 AM	***	10486	2400099192
6/24/14 1:30 AM	***	10861	2400099192
6/24/14 1:35 AM	***	10592	2400099192
6/24/14 2:05 AM	Devon Ave.	10584	2400099192
6/24/14 2:31 AM	Elgin Rd.	10836	2400099192
6/24/14 3:23 AM	Belvidere	10563	2400099192
6/24/14 3:41 AM	South Beloit	10834	2400099192
6/25/14 10:03 AM	Chelyan	3	2400098236
6/27/14 7:39 AM	Chelyan	4	2400051891
6/27/14 8:02 AM	Pax	8	2400051891
6/27/14 1:23 PM	Pax	3	2400051891
6/27/14 1:45 PM	Chelyan	9	2400051891
7/1/14 8:46 AM	Chelyan	3	2400042989
7/1/14 8:48 AM	Chelyan	3	2400033277
7/1/14 8:55 AM	Chelyan	2	2400083000
7/1/14 9:11 AM	Pax	7	2400042989
7/1/14 9:27 AM	Pax	9	2400083000
7/1/14 9:28 AM	Pax	8	2400033277
7/1/14 10:50 AM	Chelyan	3	2400051890
7/1/14 11:13 AM	Pax	9	2400051890
7/1/14 2:12 PM	Ghent North	11	2400083000
7/1/14 2:35 PM	Pax	5	2400083000
7/1/14 2:59 PM	Chelyan	8	2400083000
7/1/14 4:08 PM	Pax	2	2400033277
7/1/14 4:25 PM	Pax	3	2400051890
7/1/14 4:33 PM	Chelyan	9	2400033277
7/1/14 4:48 PM	Chelyan	8	2400051890
7/1/14 5:07 PM	Pax	3	2400042989
7/1/14 5:31 PM	Chelyan	8	2400042989
7/2/14 9:52 AM	Chelyan	3	2400098236
7/2/14 10:18 AM	Pax	8	2400098236
7/2/14 3:50 PM	Pax	2	2400098236
7/2/14 4:15 PM	Chelyan	8	2400098236
7/2/14 7:17 PM	Dixon	10848	2400099192
7/2/14 7:42 PM	DeKalb	10577	2400099192
7/2/14 8:08 PM	Aurora	10838	2400099192
7/2/14 8:25 PM	Meyers Rd.	10563	2400099192
7/2/14 9:44 PM	Irving Park	10564	2400099192
7/2/14 9:54 PM	Cermak Rd.	10913	2400099192
7/3/14 9:32 AM	Chelyan	3	2400042989
7/3/14 9:57 AM	Pax	9	2400042989

7/3/14 11:34 AM	IL-Rt 83	10603	2400099192
7/3/14 11:47 AM	River Rd.	10531	2400099192
7/3/14 2:01 PM	***	10873	2400099192
7/3/14 2:06 PM	***	10592	2400099192
7/3/14 2:43 PM	***	10485	2400099192
7/3/14 3:23 PM	Pax	2	2400042989
7/3/14 3:47 PM	Chelyan	6	2400042989
7/3/14 4:45 PM	Portage	10863	2400099192
7/3/14 6:38 PM	Westgate	10899	2400099192
7/7/14 8:51 AM	Chelyan	3	2400083000
7/7/14 9:18 AM	Pax	6	2400083000
7/7/14 11:31 AM	Pax	4	2400083000
7/7/14 11:55 AM	Chelyan	8	2400083000
7/8/14 9:50 AM	Chelyan	3	2400087224
7/8/14 10:18 AM	Pax	8	2400087224
7/8/14 12:48 PM	Pax	2	2400087224
7/8/14 1:15 PM	Chelyan	9	2400087224
7/11/14 10:16 AM	Chelyan	2	2400088022
7/11/14 10:41 AM	Pax	10	2400088022
7/11/14 11:08 AM	Pax	3	2400088022
7/11/14 11:32 AM	Chelyan	9	2400088022
7/11/14 12:45 PM	Chelyan	1	2400051891
7/11/14 1:08 PM	Pax	6	2400051891
7/11/14 7:10 PM	***	10751	2400051891
7/15/14 1:59 PM	***	10764	2400051891
7/17/14 10:19 AM	Chelyan	2	2400051890
7/17/14 10:51 AM	Pax	9	2400051890
7/17/14 12:45 PM	North Beckley Ramp	4	2400051890
7/18/14 10:09 AM	Chelyan	3	2400088022
7/18/14 10:39 AM	Pax	10	2400088022
7/18/14 12:27 PM	Chelyan	3	2400033277
7/18/14 12:51 PM	Pax	8	2400033277
7/19/14 8:55 AM	***	10741	2400051891
7/19/14 9:02 AM	Chelyan	2	2400113960
7/19/14 9:05 AM	***	10739	2400051891
7/19/14 9:26 AM	Pax	6	2400113960
7/19/14 10:11 AM	Chelyan	5	2400042989
7/19/14 10:36 AM	Pax	7	2400042989
7/19/14 1:18 PM	Chelyan	2	2400051892
7/19/14 1:51 PM	Pax	6	2400051892
7/19/14 4:10 PM	Chelyan	2	2400063495
7/19/14 4:11 PM	Chelyan	4	2400099192
7/19/14 4:33 PM	Pax	7	2400063495
7/19/14 4:37 PM	Pax	9	2400099192
7/21/14 7:21 AM	North Beckley Ramp	3	2400033277
7/21/14 2:11 PM	North Beckley Ramp	4	2400033277
7/21/14 6:25 PM	Pax	2	2400051891

7/21/14 6:49 PM	Chelyan	8	2400051891
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7/22/14 8:00 PM	Chelyan	9	2400051890
7/23/14 10:54 AM	Chelyan	3	2400083000
7/23/14 11:17 AM	Pax	3	2400051892
7/23/14 11:20 AM	Pax	8	2400083000
7/23/14 11:54 AM	Chelyan	8	2400051892
7/23/14 12:35 PM	Pax	3	2400063495
7/23/14 12:58 PM	Chelyan	6	2400063495
7/23/14 2:00 PM	Pax	3	2400099192
7/23/14 2:25 PM	Chelyan	6	2400099192
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7/23/14 2:50 PM	Chelyan	8	2400033277
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7/23/14 3:06 PM	Pax	2	2400083000
7/23/14 3:29 PM	Chelyan	9	2400083000
7/23/14 5:46 PM	Pax	3	2400113960
7/23/14 6:09 PM	Chelyan	8	2400113960
7/24/14 1:11 PM	Pax	3	2400088022
7/24/14 1:48 PM	Chelyan	9	2400088022
7/29/14 9:49 AM	Chelyan	2	2400087222
7/29/14 10:13 AM	Pax	7	2400087222
7/29/14 1:42 PM	Pax	3	2400087222
7/29/14 2:06 PM	Chelyan	8	2400087222
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8/11/14 9:29 AM	Pax	8	2400087222
8/11/14 9:46 AM	Chelyan	3	2400083000
8/11/14 10:11 AM	Pax	8	2400083000
8/11/14 12:35 PM	Pax	3	2400087222
8/11/14 12:57 PM	Chelyan	9	2400087222
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8/14/14 9:18 AM	Pax	6	2400083000
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8/19/14 3:28 PM	Ghent South	2	2400099192
8/19/14 5:55 PM	Ghent North	7	2400099192
8/19/14 6:16 PM	Pax	1	2400099192
8/19/14 6:41 PM	Chelyan	8	2400099192
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9/4/14 3:00 PM	Pax	2	2400087224
9/4/14 3:26 PM	Chelyan	9	2400087224

9/5/14 9:25 AM	Chelyan	3	2400083000
9/5/14 9:50 AM	Pax	8	2400083000
9/5/14 10:12 AM	Ghent South	4	2400083000
9/5/14 1:47 PM	Ghent North	8	2400083000
9/5/14 2:59 PM	Pax	1	2400083000
9/5/14 3:22 PM	Chelyan	7	2400083000
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9/12/14 8:11 AM	Pax	8	2400042989
9/12/14 10:36 AM	Pax	3	2400042989
9/12/14 11:28 AM	Chelyan	9	2400042989
9/15/14 10:19 AM	Chelyan	3	2400098236
9/15/14 10:39 AM	Pax	9	2400098236
9/15/14 3:03 PM	Pax	3	2400098236
9/15/14 3:29 PM	Chelyan	9	2400098236
9/22/14 9:58 AM	Chelyan	3	2400098236
9/22/14 10:23 AM	Pax	10	2400098236
9/22/14 3:22 PM	Pax	3	2400098236
9/22/14 3:44 PM	Chelyan	9	2400098236
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9/25/14 9:10 AM	Chelyan	5	2400083000
9/25/14 9:35 AM	Pax	8	2400083000
9/25/14 12:49 PM	Chelyan	4	2400051890
9/25/14 1:12 PM	Pax	8	2400051890
9/25/14 2:51 PM	Pax	3	2400083000
9/25/14 3:14 PM	Chelyan	9	2400083000
9/25/14 4:50 PM	Pax	3	2400051890
9/25/14 5:12 PM	Chelyan	8	2400051890
9/28/14 2:48 PM	***	10067	2400051891
9/30/14 10:53 AM	***	10065	2400051891
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10/2/14 2:55 PM	Chelyan	9	2400043236
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10/6/14 10:40 AM	Chelyan	5	2400043236
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10/6/14 1:23 PM	Pax	5	2400043236
10/6/14 1:47 PM	Chelyan	8	2400043236
10/6/14 2:18 PM	Chelyan	3	2400051891
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10/6/14 11:23 PM	Chelyan	8	2400051890

10/7/14 8:29 AM	Chelyan	3	2400051892
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10/7/14 8:57 AM	Pax	7	2400051890
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10/15/14 11:49 AM	Chelyan	8	2400087224
10/17/14 2:04 AM	Chelyan	3	2400099192
10/17/14 2:28 AM	Pax	9	2400099192
10/17/14 9:58 AM	Chelyan	3	2400042989
10/17/14 10:21 AM	Pax	8	2400042989
10/17/14 2:47 PM	Pax	2	2400042989
10/17/14 3:09 PM	Chelyan	8	2400042989
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10/17/14 6:36 PM	Chelyan	8	2400099192
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10/20/14 10:35 AM	Pax	9	2400098236
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10/20/14 2:53 PM	Chelyan	9	2400098236
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10/24/14 10:03 AM	Pax	3	2400043236
10/24/14 2:35 PM	Pax	2	2400083000
10/24/14 2:58 PM	Chelyan	7	2400083000
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11/5/14 5:38 PM	Ghent North	11	2400113960
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11/5/14 6:22 PM	Chelyan	10	2400113960
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11/18/14 1:53 PM	Pax	3	2400087224
11/18/14 2:20 PM	Chelyan	9	2400087224
11/19/14 9:24 AM	Chelyan	3	2400098236
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11/19/14 2:24 PM	Chelyan	8	2400098236
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11/20/14 2:43 PM	Chelyan	8	2400051891
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11/24/14 9:25 AM	Pax	8	2400042989
11/24/14 1:03 PM	Pax	2	2400042989
11/24/14 1:27 PM	Chelyan	7	2400042989
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11/26/14 6:44 PM	Chelyan	9	2400087222
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12/16/14 8:39 AM	Ghent South	1	2400042989
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1/13/15 11:59 AM	Ghent South	5	2400114003
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1/13/15 3:24 PM	Pax	4	2400114003
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1/30/15 7:33 AM	Chelyan	7	2400114003
1/30/15 10:13 AM	Chelyan	1	2400083000

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3/2/15 10:48 AM	Ghent South	4	2400129278
3/2/15 12:17 PM	Ghent North	10	2400129278
3/2/15 12:45 PM	Pax	3	2400129278
3/2/15 1:07 PM	Chelyan	8	2400129278
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3/23/15 9:13 AM	Pax	8	2400129278
3/23/15 9:35 AM	Ghent South	4	2400129278
3/23/15 10:44 AM	Ghent North	11	2400129278
3/23/15 11:12 AM	North Beckley Ramp	1	2400129278
3/23/15 12:32 PM	Chelyan	9	2400129278
3/24/15 8:17 AM	Chelyan	2	2400129230
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3/24/15 3:22 PM	Chelyan	9	2400129230
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3/26/15 4:39 PM	Pax	10	2400114003
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3/27/15 7:26 AM	Chelyan	9	2400114003
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3/31/15 8:44 AM	Pax	6	2400129232
3/31/15 12:58 PM	Pax	4	2400129232
3/31/15 1:20 PM	Chelyan	9	2400129232
4/1/15 7:43 AM	Chelyan	2	2400087224
4/1/15 8:09 AM	Pax	8	2400087224

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4/1/15 1:16 PM	Chelyan	9	2400087224
4/2/15 9:16 AM	Chelyan	3	2400083000
4/2/15 9:41 AM	Pax	7	2400083000
4/2/15 12:56 PM	Pax	5	2400083000
4/2/15 1:19 PM	Chelyan	9	2400083000
4/8/15 10:10 AM	Chelyan	3	2400129278
4/8/15 10:33 AM	Pax	8	2400129278
4/8/15 11:33 AM	Pax	3	2400129278
4/8/15 11:57 AM	Chelyan	9	2400129278
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4/11/15 7:57 PM	Chelyan	9	2400051892
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4/16/15 10:10 AM	Pax	9	2400129278
4/16/15 10:12 AM	Chelyan	2	2400087224
4/16/15 10:41 AM	Pax	9	2400087224
4/16/15 11:06 AM	Pax	3	2400129278
4/16/15 11:08 AM	Ghent South	4	2400087224
4/16/15 11:28 AM	Chelyan	8	2400129278
4/16/15 1:41 PM	Ghent North	10	2400087224
4/16/15 2:04 PM	Pax	3	2400087224
4/16/15 2:30 PM	Chelyan	9	2400087224
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4/27/15 8:10 AM	Pax	9	2400087224
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4/30/15 7:27 PM	Ghent South	4	2400099192
5/1/15 7:16 AM	Chelyan	2	2400087224
5/1/15 7:43 AM	Pax	9	2400087224
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5/1/15 1:44 PM	Chelyan	9	2400087224
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5/2/15 3:41 AM	Chelyan	8	2400099192
5/6/15 7:58 AM	Chelyan	2	2400087224
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5/6/15 4:21 PM	Pax	2	2400087224
5/6/15 4:49 PM	Chelyan	9	2400087224
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5/7/15 8:54 AM	Chelyan	5	2400051892
5/7/15 9:03 AM	Pax	8	2400129278
5/7/15 9:24 AM	Pax	6	2400051892
5/7/15 9:35 AM	Chelyan	2	2400083000
5/7/15 9:46 AM	Ghent South	3	2400051892
5/7/15 9:54 AM	Pax	3	2400129278
5/7/15 10:00 AM	Pax	7	2400083000
5/7/15 10:18 AM	Chelyan	9	2400129278
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5/7/15 2:13 PM	Chelyan	7	2400083000
5/9/15 4:09 PM	Ghent North	10	2400051892
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5/9/15 4:54 PM	Chelyan	7	2400051892
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5/12/15 9:44 AM	Pax	9	2400129230
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5/13/15 7:01 AM	Pax	9	2400129230
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5/13/15 2:56 PM	Chelyan	10	2400129230
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5/14/15 10:15 AM	Pax	10	2400099192
5/14/15 3:59 PM	Pax	3	2400099192
5/14/15 4:21 PM	Chelyan	9	2400099192
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5/15/15 11:33 AM	Pax	2	2400087224
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5/18/15 2:48 PM	Pax	1	2400098236
5/18/15 3:15 PM	Chelyan	8	2400098236
5/20/15 10:11 AM	Chelyan	2	2400098236
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5/20/15 2:34 PM	Pax	5	2400098236
5/20/15 3:00 PM	Chelyan	9	2400098236

5/26/15 8:06 AM	Chelyan	2	2400129230
5/26/15 8:29 AM	Pax	8	2400129230
5/26/15 3:19 PM	Pax	2	2400129230
5/26/15 3:41 PM	Chelyan	10	2400129230
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5/27/15 7:47 AM	Pax	9	2400087224
5/27/15 12:28 PM	Pax	2	2400087224
5/27/15 12:56 PM	Chelyan	9	2400087224
6/10/15 8:13 AM	Chelyan	5	2400087222
6/10/15 8:36 AM	Pax	7	2400087222
6/10/15 10:49 AM	Pax	3	2400087222
6/10/15 11:12 AM	Chelyan	8	2400087222
6/11/15 5:01 AM	Ripley Toll	10257	2400099192
6/11/15 10:00 AM	Chelyan	3	2400087222
6/11/15 10:38 AM	Pax	8	2400087222
6/11/15 2:05 PM	Pax	3	2400087222
6/11/15 2:28 PM	Chelyan	9	2400087222
6/11/15 9:47 PM	***	10231	2400099192
6/11/15 11:57 PM	***	10166	2400099192
6/14/15 3:27 PM	Lackawanna Toll	10301	2400099192
6/24/15 8:51 AM	Chelyan	5	2400042989
6/24/15 9:15 AM	Pax	8	2400042989
6/24/15 3:06 PM	Pax	2	2400042989
6/24/15 3:29 PM	Chelyan	8	2400042989
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6/25/15 9:28 AM	Pax	9	2400051892
6/25/15 9:51 AM	Ghent South	5	2400051892
6/25/15 9:54 AM	Chelyan	3	2400098236
6/25/15 10:19 AM	Pax	9	2400098236
6/25/15 2:26 PM	North Beckley Ramp	4	2400129232
6/25/15 3:54 PM	Chelyan	8	2400098236
6/25/15 5:27 PM	Pax	4	2400129232
6/25/15 5:49 PM	Chelyan	7	2400129232
6/26/15 7:09 AM	Chelyan	5	2400129232
6/26/15 7:36 AM	Pax	6	2400129232
6/26/15 2:08 PM	Ghent North	11	2400129232
6/26/15 2:30 PM	Pax	3	2400129232
6/26/15 2:54 PM	Chelyan	9	2400129232
7/9/15 8:38 PM	Ripley Toll	10309	2400099192
7/12/15 10:44 PM	Albany (I-87)	10284	2400099192
7/13/15 2:02 PM	***	10078	2400099192
7/14/15 8:06 AM	Chelyan	3	2400042989
7/14/15 8:29 AM	Pax	8	2400042989
7/14/15 1:29 PM	Chelyan	8	2400087224
7/14/15 2:09 PM	Pax	4	2400042989

7/14/15 2:32 PM	Chelyan	6	2400042989
7/18/15 9:16 AM	Chelyan	2	2400051892
7/18/15 10:45 AM	Pax	9	2400051892
7/18/15 11:07 AM	Ghent South	5	2400051892
7/18/15 8:28 PM	Ghent North	11	2400051892
7/18/15 8:49 PM	Pax	2	2400051892
7/18/15 9:15 PM	Chelyan	9	2400051892
7/20/15 7:49 AM	Chelyan	5	2400129232
7/20/15 8:11 AM	Pax	6	2400129232
7/20/15 5:24 PM	Ghent North	11	2400129232
7/20/15 5:45 PM	Pax	5	2400129232
7/20/15 6:07 PM	Chelyan	8	2400129232
7/20/15 9:35 PM	Chelyan	5	2400099192
7/20/15 9:59 PM	Pax	8	2400099192
7/21/15 10:16 AM	Chelyan	3	2400098236
7/21/15 10:41 AM	Pax	8	2400098236
7/21/15 4:52 PM	Pax	4	2400098236
7/21/15 5:15 PM	Pax	3	2400099192
7/21/15 5:17 PM	Chelyan	8	2400098236
7/21/15 5:46 PM	Chelyan	8	2400099192
7/22/15 9:28 AM	Chelyan	3	2400098236
7/22/15 9:52 AM	Pax	8	2400098236
7/22/15 3:11 PM	Pax	2	2400098236
7/22/15 3:37 PM	Chelyan	8	2400098236
7/26/15 6:03 PM	Chelyan	4	2400099192
7/26/15 6:26 PM	Pax	9	2400099192
7/28/15 8:42 AM	Chelyan	4	2400113960
7/28/15 9:07 AM	Pax	8	2400113960
7/28/15 12:42 PM	North Beckley Ramp	6	2400113960
7/28/15 1:12 PM	Pax	3	2400113960
7/28/15 1:36 PM	Chelyan	9	2400113960
7/28/15 4:20 PM	Interstate 395-95-49	10444	2400099192
7/29/15 4:14 AM	Pax	3	2400099192
7/29/15 4:39 AM	Chelyan	9	2400099192
8/6/15 8:13 AM	Chelyan	2	2400051892
8/6/15 8:37 AM	Pax	9	2400051892
8/6/15 9:02 AM	Ghent South	4	2400051892
8/7/15 8:29 AM	Chelyan	2	2400114003
8/7/15 8:54 AM	Pax	9	2400114003
8/7/15 4:25 PM	Pax	2	2400114003
8/7/15 4:49 PM	Chelyan	8	2400114003
8/12/15 12:36 PM	Chelyan	8	2400087224
8/14/15 9:34 AM	Chelyan	5	2400083000
8/14/15 9:59 AM	Pax	9	2400083000
8/14/15 11:20 AM	Pax	5	2400083000
8/14/15 11:43 AM	Chelyan	10	2400083000
8/14/15 4:42 PM	Pax	3	2400099192

8/14/15 5:05 PM	Chelyan	9	2400099192
8/17/15 11:02 AM	Chelyan	3	2400083000
8/17/15 11:27 AM	Pax	9	2400083000
8/19/15 9:58 AM	Chelyan	4	2400042989
8/19/15 10:08 AM	Chelyan	2	2400099192
8/19/15 10:21 AM	Pax	6	2400042989
8/19/15 10:30 AM	Pax	8	2400099192
8/19/15 1:32 PM	Pax	3	2400099192
8/19/15 1:55 PM	Chelyan	9	2400099192
8/19/15 2:17 PM	Pax	5	2400042989
8/19/15 2:40 PM	Chelyan	6	2400042989
8/20/15 12:28 PM	Chelyan	2	2400042989
8/20/15 12:51 PM	Pax	9	2400042989
8/20/15 3:27 PM	Pax	2	2400042989
8/20/15 3:51 PM	Chelyan	9	2400042989
8/24/15 9:19 AM	Chelyan	4	2400087222
8/24/15 9:43 AM	Pax	6	2400087222
8/24/15 2:28 PM	Pax	4	2400087222
8/24/15 2:51 PM	Chelyan	9	2400087222
8/26/15 8:05 AM	Chelyan	2	2400087224
8/26/15 8:32 AM	Pax	9	2400087224
8/26/15 12:26 PM	Pax	2	2400087224
8/26/15 12:52 PM	Chelyan	9	2400087224
8/31/15 9:28 AM	Chelyan	3	2400098236
8/31/15 9:52 AM	Pax	9	2400098236
8/31/15 1:51 PM	North Beckley Ramp	1	2400098236
8/31/15 2:39 PM	Pax	3	2400098236
8/31/15 3:04 PM	Chelyan	9	2400098236
9/1/15 8:01 AM	Chelyan	2	2400087224
9/1/15 8:28 AM	Pax	9	2400087224
9/1/15 1:18 PM	Pax	3	2400087224
9/1/15 1:44 PM	Chelyan	8	2400087224
9/8/15 8:13 AM	Chelyan	5	2400113960
9/8/15 8:37 AM	Pax	10	2400113960
9/10/15 6:56 AM	North Beckley Ramp	1	2400113960
9/10/15 3:58 PM	North Beckley Ramp	4	2400113960
9/11/15 7:58 AM	North Beckley Ramp	3	2400113960
9/11/15 10:36 AM	Chelyan	9	2400113960
9/17/15 1:15 PM	Chelyan	2	2400129279
9/17/15 1:39 PM	Pax	8	2400129279
9/17/15 7:08 PM	Pax	3	2400129279
9/17/15 7:33 PM	Chelyan	8	2400129279
9/21/15 2:24 PM	Chelyan	4	2400113960
9/21/15 2:47 PM	Pax	7	2400113960
9/24/15 8:27 AM	Ghent South	4	2400113960
9/24/15 1:33 PM	Ghent North	11	2400113960
9/24/15 2:06 PM	Pax	4	2400113960

9/24/15 2:40 PM	Chelyan	10	2400113960
9/29/15 8:32 AM	Chelyan	2	2400129279
9/29/15 8:46 AM	Chelyan	5	2400042989
9/29/15 1:45 PM	North Beckley Ramp	5	2400042989
9/29/15 2:03 PM	Ghent South	2	2400042989
9/29/15 3:22 PM	Chelyan	4	2400099192
9/29/15 3:45 PM	Pax	9	2400099192
9/29/15 4:08 PM	Ghent South	2	2400099192
9/29/15 7:07 PM	Ghent North	8	2400042989
9/29/15 7:18 PM	Ghent North	10	2400099192
9/29/15 7:29 PM	Pax	2	2400042989
9/29/15 7:40 PM	Pax	2	2400099192
9/29/15 7:52 PM	Chelyan	6	2400042989
9/29/15 8:03 PM	Chelyan	8	2400099192
10/12/15 4:10 PM	Chelyan	2	2400083000
10/12/15 4:34 PM	Pax	7	2400083000
10/13/15 11:33 AM	Chelyan	3	2400099192
10/13/15 11:56 AM	Pax	9	2400099192
10/13/15 2:37 PM	North Beckley Ramp	3	2400099192
10/13/15 6:39 PM	Pax	3	2400099192
10/13/15 7:03 PM	Chelyan	9	2400099192
10/15/15 4:52 PM	North Beckley Ramp	1	2400043852
10/16/15 4:36 PM	Chelyan	9	2400043852
10/16/15 9:15 PM	Chelyan	2	2400099192
10/16/15 9:39 PM	Pax	9	2400099192
10/18/15 9:12 PM	Pax	2	2400099192
10/18/15 9:35 PM	Chelyan	9	2400099192
10/21/15 8:54 AM	Chelyan	3	2400098236
10/21/15 9:18 AM	Pax	10	2400098236
10/21/15 2:57 PM	Pax	3	2400098236
10/21/15 3:20 PM	Chelyan	7	2400098236
10/23/15 1:08 AM	Chelyan	3	2400099192
10/23/15 1:30 AM	Pax	9	2400099192
10/24/15 2:04 AM	Pax	3	2400099192
10/24/15 2:28 AM	Chelyan	9	2400099192
10/26/15 9:28 AM	Chelyan	3	2400098236
10/26/15 9:52 AM	Pax	9	2400098236
10/26/15 2:53 PM	Pax	1	2400098236
10/26/15 3:00 PM	Chelyan	5	2400042989
10/26/15 3:20 PM	Chelyan	6	2400098236
10/26/15 3:24 PM	Pax	6	2400042989
10/26/15 6:06 PM	Pax	3	2400042989
10/26/15 6:37 PM	Chelyan	6	2400042989
10/29/15 9:01 AM	Chelyan	3	2400098236
10/29/15 9:06 AM	Chelyan	2	2400042989
10/29/15 9:26 AM	Pax	9	2400042989
10/29/15 2:28 PM	Chelyan	9	2400098236

10/29/15 3:00 PM	Pax	4	2400042989
10/29/15 3:24 PM	Chelyan	9	2400042989
11/1/15 8:11 PM	Pax	3	2400099192
11/1/15 8:33 PM	Chelyan	9	2400099192
11/6/15 7:27 AM	Chelyan	2	2400087224
11/6/15 7:53 AM	Pax	10	2400087224
11/6/15 8:20 AM	Ghent South	4	2400087224
11/6/15 12:03 PM	Ghent North	10	2400087224
11/6/15 12:28 PM	Pax	2	2400087224
11/6/15 12:54 PM	Chelyan	9	2400087224
11/11/15 11:44 AM	Chelyan	3	2400129233
11/11/15 12:05 PM	Pax	8	2400129233
11/13/15 10:25 AM	Chelyan	3	2400083000
11/13/15 1:28 PM	Chelyan	10	2400083000
11/16/15 9:17 AM	Chelyan	3	2400098236
11/16/15 9:42 AM	Pax	8	2400098236
11/16/15 11:59 AM	Ghent South	4	2400098236
11/16/15 12:57 PM	Ghent North	11	2400098236
11/16/15 1:26 PM	Pax	3	2400098236
11/16/15 1:48 PM	Chelyan	9	2400098236
12/9/15 8:49 AM	Chelyan	3	2400098236
12/9/15 12:03 PM	Chelyan	3	2400087224
12/9/15 12:06 PM	Chelyan	8	2400098236
12/9/15 12:29 PM	Pax	9	2400087224
12/9/15 1:41 PM	Pax	2	2400087224
12/9/15 2:07 PM	Chelyan	8	LPN Trxn
12/9/15 2:08 PM	Chelyan	9	2400087224
12/11/15 9:13 AM	Chelyan	3	2400083000
12/11/15 9:37 AM	Pax	7	2400083000
12/11/15 3:15 PM	Pax	4	2400083000
12/11/15 3:36 PM	Chelyan	9	2400083000
12/14/15 8:46 AM	Chelyan	2	2400087224
12/14/15 9:13 AM	Pax	8	2400087224
12/14/15 2:22 PM	Pax	2	2400087224
12/14/15 2:48 PM	Chelyan	9	2400087224
12/16/15 7:22 AM	Chelyan	2	2400087224
12/16/15 7:48 AM	Pax	9	2400087224
12/16/15 10:15 AM	Chelyan	4	2400083000
12/16/15 10:38 AM	Pax	7	2400083000
12/16/15 7:02 PM	Pax	2	2400087224
12/16/15 7:28 PM	Chelyan	9	2400087224
12/17/15 4:10 PM	Chelyan	3	2400114003
12/17/15 4:33 PM	Pax	9	2400114003
12/18/15 6:54 AM	Pax	3	2400114003
12/18/15 7:20 AM	Chelyan	9	2400114003
12/21/15 10:38 AM	Chelyan	4	2400083000
12/21/15 11:03 AM	Pax	6	2400083000

12/21/15 2:36 PM	Pax	5	2400083000
12/21/15 2:58 PM	Chelyan	9	2400083000
12/23/15 7:24 AM	Chelyan	3	2400087224
12/23/15 7:49 AM	Pax	7	2400087224
12/24/15 8:57 AM	Chelyan	1	2400083000
12/28/15 9:35 AM	Chelyan	2	2400083000
12/28/15 9:59 AM	Pax	10	2400083000
12/28/15 2:54 PM	Pax	1	2400083000
12/28/15 3:17 PM	Chelyan	10	2400083000



MARCH - DECEMBER 2013 MEALS

Date	Attendees	Restaurant	Total
6-Mar	8	South Hills Market	88.5
6-Mar	14	Paternos	175.68
7-Mar	17	5 Corners Café	236.34
26-Mar	17	Paternos	199
27-Mar	16	South Hills Market	195.45
28-Mar	18	Paternos	238.8
10-Apr	15	Paternos	246
16-Apr	15	SOHOS	212.62
17-Apr	15	Bears Den	137
18-Apr	16	Paternos	238.8
24-Apr	14	Wheelhouse	138
14-May	17	Paternos	245.4
15-May	13	Wheelhouse	133.2
22-May	17	Bridge Road Bistro	267.36
4-Jun	15	Paternos	202.8
12-Jun	16	SOHOS	261.3
18-Jun	12	SOHOS	212.1
27-Aug	17	Paternos	202.8
28-Aug	19	SOHOS	264.3
4-Sep	18	SOHOS	277.8
10-Sep	16	Paternos	237.6
11-Sep	16	SOHOS	244.38
12-Sep	Not included	South Hills Market	117.48
23-Sep	17	SOHOS	245.7
24-Sep	17	Paternos	271.2
25-Sep	15	Wheelhouse	166.18
1-Oct	17	Bluegrass	206.93
2-Oct	17	Paternos	258.86
3-Oct	17	SOHOS	231.83
15-Oct	17	Paternos	274.8
16-Oct	17	SOHOS	262.92
24-Oct	17	SOHOS	273.18
5-Nov	16	Paternos	248.4
20-Nov	17	SOHOS	215.22
26-Nov	16	South Hills Market	185.45
6-Dec	13	Bluegrass	79.25
19-Dec	16	SOHOS	124.32
TOTAL COST			7816.95
Total cost on days with no event verified	817.55		
Total Official Court Days	72		
Total Lunches	37		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Lunches on Official Court Days	33		
% of Days Lunch Provided	45.83%		

JANUARY - DECEMBER 2014 MEALS

Date	Attendees	Restaurant	Total
8-Jan	16	SOHOS	226.02
15-Jan	13	Wheelhouse	158.72
22-Jan	16	SOHOS	279.72
28-Jan	16	Paternos	253
4-Feb	16	Paternos	259.2
5-Mar	16	SOHOS	270.6
25-Mar	16	Paternos	222
26-Mar	16	SOHOS	276.36
27-Mar	16	Paternos	200.4
8-Apr	16	SOHOS	280.62
9-Apr	16	Paternos	235.2
22-Apr	16	Paternos	204
23-Apr	16	Bridge Road Bistro	255.11
29-Apr	16	Paternos	139.2
5-May	12	Bridge Road Bistro	253.74
6-May	16	SOHOS	285.96
7-May	10	Paternos	258
27-May	10	Bridge Road Bistro	219
26-Aug	13	Adelphia	198.79
3-Sep	15	SOHOS	249.78
10-Sep	14	SOHOS	253.02
17-Sep	16	Not Listed	231.2
29-Sep	14	SOHOS	218.04
30-Sep	13	Paternos	178.8
1-Oct	14	Adelphia	238.73
14-Oct	13	Pies and Pints	201.6
15-Oct	14	Bluegrass	178.2
21-Oct	12	First Watch	143.94
22-Oct	10	Blacksheep	134.58
30-Oct	13	Recovery	201.56
12-Nov	12	Bridge Road Bistro	232.54
TOTAL COST			6937.63
Total cost on days with no event verified	1,012.29		
Total Official Court Days	73		
Total Lunches	31		
Lunches on Official Court Days	26		
% of Days Lunch Provided	35.67%		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

JANUARY - DECEMBER 2015 MEALS

Date	Attendees	Restaurant	Total
8-Jan	14	South Hills Market	242.6
13-Jan	14	Soho's	228.42
14-Jan	14	Paternos	230.4
16-Jan	3	South Hills Market	63.37
27-Jan	12	5 Corners Café	139.48
28-Jan	12	Adelphia Sports Bar &	192.76
30-Jan	10	South Hills Market	160.83
4-Feb	14	Bluegrass Kitchen	196.74
10-Feb	12	Paternos	193.2
11-Feb	12	Soho's	207.78
12-Feb	11	Café 4343	192.37
24-Feb	11	South Hills Market	191.72
25-Feb	13	Bridge Road Bistro	237.24
26-Feb	10	Soho's	189.54
10-Mar	13	Adelphia Sports Bar &	190.8
11-Mar	14	South Hills Market	225.25
7-Apr	13	Adelphia Sports Bar &	206.53
8-Apr	12	South Hills Market	168.07
9-Apr	12	Bridge Road Bistro	223.7
22-Apr	13	South Hills Market	203.97
12-May	13	Adelphia Sports Bar &	198.36
9-Jun	11	Soho's	154.68
10-Jun	7	South Hills Market	125.51
15-Jun	16	The BLOCK Restaurant	309.6
16-Jun	13	The BLOCK Restaurant	260.4
2-Sep	13	South Hills Market	231.49
10-Sep	14	The BLOCK Restaurant	233.64
15-Sep	12	Paternos	195.6
16-Sep	15	Adelphia Sports Bar &	243.96
21-Sep	12	Soho's	199.74
22-Sep	15	South Hills Market	248.32
23-Sep	15	Bridge Road Bistro	304.55
6-Oct	15	South Hills Market	234.38
7-Oct	12	Paternos	203.2
14-Oct	15	Soho's	246.1
3-Nov	15	South Hills Market	245.56
4-Nov	12	Paternos	177.6
16-Nov	10	Soho's	191.76
17-Nov	11	The BLOCK Restaurant	243.48
9-Dec	10	Soho's	177.84
TOTAL COST			8310.54
Total cost on days with no event verified	976.14		
Total Official Court Days	60		
Total Lunches	40		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Lunches on Official Court Days	35		
% of Days Lunch Provided	58.33%		

JANUARY - DECEMBER 2016 MEALS

Date	Attendees	Restaurant	Total
5-Jan	13	South Hills Market	217.18
12-Jan	15	Adelphia	259.65
13-Jan	14	Soho's	243.84
19-Jan	12	Lola's Pizza	170.75
20-Jan	14	Blossom Dairy	154.92
26-Jan	13	South Hills Market	214.53
8-Feb	12	The BLOCK Restaurant	216
9-Feb	14	Soho's	247.32
10-Feb	14	South Hills Market	218
22-Feb	10	Adelphia	148.88
23-Feb	11	Pateros	180.9
24-Feb	13	South Hills Market	223.48
2-Mar	12	Soho's	209.04
7-Mar	11	Adelphia	205.8
8-Mar	10	South Hills Market	171.75
9-Mar	12	Soho's	222.28
16-Mar	11	South Hills Market	194.93
23-Mar	14	Soho's	219.18
4-Apr	10	Blossom Dairy	116.33
5-Apr	13	South Hills Market	206.95
6-Apr	12	Soho's	240.8
11-Apr	3	Soho's	54.24
13-Apr	13	Soho's	256.92
18-Apr	2	Ellen's Homemade Ice	27.61
18-Apr	9	Adelphia	158.1
19-Apr	13	South Hills Market	218.95
20-Apr	12	Bluegrass Kitchen	154.95
27-Apr	14	Bridge Road Bistro	255
28-Apr	0	Bridge Road Bistro	-39.31
16-May	10	Soho's	163.38
17-May	14	South Hills Market	242.45
18-May	10	Pateros	170.4
2-Jun	10	South Hills Market	187.95
13-Jun	11	Soho's	195.96
14-Jun	12	South Hills Market	181
30-Aug	13	South Hills Market	203.33
6-Sep	10	Adelphia	139
7-Sep	12	Soho's	204.54
14-Sep	8	Pateros	120
15-Sep	8	South Hills Market	130
21-Sep	11	The BLOCK Restaurant	220
3-Oct	9	Bluegrass Kitchen	115
4-Oct	10	Adelphia	156
5-Oct	12	Soho's	237.18
5-Oct	7	South Hills Market	120.7
5-Oct	7	South Hills Market	26.11
11-Oct	10	Pateros	147.6
12-Oct	10	South Hills Market	158.05
25-Oct	12	The BLOCK Restaurant	223.98
1-Nov	8	South Hills Market	141.33
9-Nov	1	Tricky Fish	28.25
14-Nov	10	Bluegrass Kitchen	127
15-Nov	8	Soho's	151.2
TOTAL COST			9159.38

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Total cost on days with no event verified	852,68		
Total Official Court Days	64		
Total Lunches	53		
Lunches on Official Court Days	48		
% of Days Lunch Provided	75.00%		

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JANUARY - DECEMBER 2017 MEALS

Date	Attendees	Restaurant	Total
4-Jan	12	South Hills Market	167.81
9-Jan	11	Soho's	210.48
10-Jan	12	Paterinos	154.8
11-Jan	12	Adelphia	175
17-Jan	10	South Hills Market	154
18-Jan	10	Soho's	210.78
23-Jan	11	Adelphia	212.64
24-Jan	17	Paterinos	176
25-Jan	13	South Hills Market	221
7-Feb	12	Soho's	200.04
8-Feb	11	Lola's	187
13-Feb	12	Adelphia	214
14-Feb	13	Paterinos	189.6
15-Feb	13	South Hills Market	254
17-Feb	6	Soho's	155.04
27-Feb	12	Soho's	213.36
6-Mar	10	Genesis Café	83.65
7-Mar	12	Lola's	218.79
8-Mar	13	Adelphia	205
20-Mar	11	Soho's	190.08
23-Mar	5	South Hills Market	106.23
5-Apr	13	South Hills Market	206.55
18-Apr	9	The BLOCK Restaurant	137
19-Apr	12	Paterinos	183.6
24-Apr	12	Soho's	214.74
25-Apr	14	South Hills Market	216
2-May	11	Adelphia	188
3-May	11	The BLOCK Restaurant	160
16-May	12	Paterinos	176.4
17-May	12	Soho's	207.66
23-May	11	South Hills Market	184
31-May	13	Adelphia	251
6-Jun	20	South Hills Market	271.3
14-Jun	11	Paterinos	186
31-Jul	20	Pies and Pints	232
30-Aug	10	Soho's	190.14
31-Aug	12	South Hills Market	214
12-Sep	12	Adelphia	220
13-Sep	11	The BLOCK Restaurant	171
19-Sep	11	Soho's	191.64
19-Sep	12	Paterinos	206.4
20-Sep	12	South Hills Market	217
28-Sep	13	South Hills Market	246
2-Oct	12	Adelphia	200.2
3-Oct	11	The BLOCK Restaurant	167
11-Oct	12	Soho's	201.78
17-Oct	11	Paterinos	175.2
18-Oct	13	South Hills Market	216
23-Oct	11	Adelphia	174
31-Oct	11	Soho's	192.48
13-Nov	10	Soho's	179.82
14-Nov	10	Paterinos	120
TOTAL COST			9996.21
on days with no event verified	683.41		

YELLOW HIGHLIGHT MEANS NO OFFICIAL EVENT VERIFIED

Total Official Court Days	72		
Total Lunches	52		
Lunches on Official Court Days	48		
% of Days Lunch Provided	66.67%		

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Below are the dates in which Court Administrative Conferences were held during 2013-2017 as indicated in the Court Administrative Conference meeting minutes provided by the Court to the Legislative Auditor

Admin. Conferences - 2013		
7-Jan		
6-Feb		
6-Mar		
18-Apr		
22-May		
17-Jun		
23-Sep		
25-Nov		

Admin. Conferences - 2014		
22-Jan		
9-Apr		
7-May		
4-Jun		
29-Sep		
13-Nov		
24-Nov		

Admin. Conferences - 2015		
4-Feb		
26-Feb		
9-Apr		
11-May		
16-Jun		
10-Sep		
20-Oct		
16-Nov		
9-Dec		

Admin. Conferences - 2016		
5-Jan		
19-Jan		
8-Feb		
22-Feb		
7-Mar		
4-Apr		
18-Apr		
16-May		
13-Jun		
29-Aug		
6-Sep		
15-Sep		
3-Oct		
24-Oct		
14-Nov		
29-Nov		

Admin. Conferences - 2017		
9-Jan		
23-Jan		
13-Feb		
27-Feb		
6-Mar		
20-Mar		
5-Apr		
24-Apr		
3-May		
17-May		
31-May		
14-Jun		
27-Jul		
14-Aug		
31-Aug		
15-Sep		
18-Sep		
29-Sep		
2-Oct		
23-Oct		
13-Nov		
27-Nov		



SUPREME COURT OF APPEALS OF WV

2013 JUDICIAL CALENDAR

Holidays Sine Die
Court Conference Judicial Conference Administrative Conference

JANUARY							January 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							January 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28			

MARCH							January 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

March 5 - WVU College of Law

APRIL							January 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

April 9 - LAWS Program, Elkins

MAY							January 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

May 7-10 - Judicial Conference (Bridgeport)

JUNE							January 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

SEPTEMBER							September 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

OCTOBER							September 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

October 8-11 - Judicial Conference (Charleston, Embassy Suites)

NOVEMBER							September 2013 Term
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	



SUPREME COURT OF APPEALS OF WV

2014 JUDICIAL CALENDAR

Holidays Sine Die
Court Conference Judicial Conference Administrative Conference

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	12
12	13	14	15	16	19	20
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 4 - WVU College of Law

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 9 - LAWS Program, Boone County

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 20-23 - Judicial Conference

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 15 - Marshall University

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 7-10 - Judicial Conference

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



SUPREME COURT OF APPEALS OF WV

2015 JUDICIAL CALENDAR

Holidays Sine Die
 Court Conference Judicial Conference

JANUARY						
January 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
January 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
January 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 4 - WVU College of Law

APRIL						
January 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 21 - LAWS Program, Mason County

MAY						
January 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 5-7 - Judicial Conference

JUNE						
January 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER						
September 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
September 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 20-22 - Judicial Conference

NOVEMBER						
September 2015 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



SUPREME COURT OF APPEALS OF WV

2016 JUDICIAL CALENDAR

Court
Conference
Judicial Conference
Holidays
Sine Die

JANUARY						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 1 - WVU College of Law

APRIL						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 24-26 - Judicial Conference

JUNE						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPTEMBER						
September 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
September 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 18-20 - Judicial Conference

NOVEMBER						
September 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

88--000014



SUPREME COURT OF APPEALS OF WV

2017 JUDICIAL CALENDAR

■ Court
 ■ Conference
 ■ Judicial Conference
 Holidays
 Sine Die

JANUARY						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 28 - WVU College of Law

APRIL						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2		4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 4 - LAWS (Parsons)

MAY						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 9-11 - Judicial Conference

JUNE						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER						
September 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 6 - Independence Hall, Wheeling

OCTOBER						
September 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 24-27 - Judicial Conference

NOVEMBER						
September 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAR – DEC 2013

**MEALS PURCHASED
FOR JUSTICES & STAFF**

88--000016

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

 Take Out

 Supreme Court 304-558-426

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: BrieAnna W 10/02/17
 Check #1 11:03 AM
 Tax Exempt

CONTACT PERSON Chris Garnes

Subtotal \$166.20
 Total \$166.20

TELEPHONE NUMBER (304) 558-2060

Credit Card Swiped
 Visa xxxxxxxx8448
 Time 11:34 AM

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

Authorization Approved
 Approval Code 064418
 Check ID
 Payment ID XpjNTarscopr

DATE(S) OF FUNCTION 10/02/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 200.20
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 200.20

Amount: \$166.20
 + Tip: 34.00
 = Total: 200.20

X 
 CHRISTOPHER A GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

Customer Copy

Thanks for visiting Adelphia
 Sports Bar & Grille
 Please come again

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 266-9074

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/03/2017

TABLE: Vicki W. #74 - 11 Guests
 Server: Vicki W.
 10/3/2017 11:36:40 AM
 Sequence #: 0000001
 ID #: 0130299

ITEM	QTY	PRICE
Subtotal		\$138.85
Grand Total		\$138.85
Credit Purchase		
Name	:GARNES/CHRISTOPHER A	
CO Type	:VISA	
CO Num	:xxxx xxxx xxxx 8448	
Approval	:006517	
Server	:Vicki W.	
Ticket Name	:Vicki W, #74	

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>167.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>167.00</u>

Payment Amount: \$138.85

Tip: 28.15
 Total: 167.00

x _____
 TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

Thank you for visiting!

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000018

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/11/2017

10/11/2017 07:32:59
 MID: XXXXXXXXXXXXXXX689 TID: XXXXXX156
 CREDIT CARD
 VISA REFUND
 Card # XXXXXXXXXXXXXXX8448
 SEQ #: 2
 Trans #: 2
 SERVER 1638
 Approval Code: 011158
 Entry Method: Chip Read
 Mode: Online

REFUND AMOUNT \$201.78

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>201.78</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>201.78</u>

X _____
 CHRISTOPHER A GARNES
 THANK YOU
 MERCHANT COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNO'S AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Nancy B

Transaction 100000

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Total \$175.20

CONTACT PERSON Chris Garnes

CREDIT CARD AUTH \$175.20
VISA 8448

TELEPHONE NUMBER (304) 558-2060

Tip 175.20

FUNCTION SPONSOR Chris Garnes

Total 175.20

LOCATION OF FUNCTION Justices' Chambers

Retain this copy for statement validation

DATE(S) OF FUNCTION 10/17/2017

17-Oct-2017 11:23:34A
\$175.20 | Method: EMV
VISA CREDIT XXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 729000608881
Auth #: 090058
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 175.20
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 175.20



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Games, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000020

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

Date: 10/10/2017 Time: 11:32:18 AM

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

Status: Approved

LOCATION OF FUNCTION Justices' Chambers

Card Type: Visa
 Card Number: XXXXXXXXXXXXX0448

DATE(S) OF FUNCTION 10/18/2017

Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 235181
 Tab Number: 100
 Number Of Covers: 28
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13
 Card Owner: GARNES/CHRISTOPHER A

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>216.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>216.00</u>

AMOUNT	178.88
TIP	<u>37.32</u>
TOTAL	<u>216.00</u>

Approval: 050457

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000021



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TAKE OUT ORDERING ON-LINE@
adelphiasportsbar.com

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/23/2017

Take Out

Supreme Court 304-558-4

Server: BrieAnna W 10/23/
Check #1 11:09 |
Tax Exempt

Subtotal \$143.
Total \$143.

Credit Card Swipi
Visa XXXXXXXXX84
Time 11:41 |

Authorization Approval Code Approve
Check ID 02594

Payment ID TkJYcWFyjNf

Amount: \$143.5
+ Tip: 30.46
= Total: 174.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 174.00
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$
TOTAL	\$ 174.00

X
CHRISTOPHER A. GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Customer Copy

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, G. Johnson, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/31/2017

SONOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

10/31/2017 07:44:31

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 00A6
 TC: 3172A3757B5FECDE
 SEQ #: 1
 Batch #: 4
 Trans #: 1
 SERVER 5515
 Approval Code: 003762
 TRANS ID: 467304558500507
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>192.48</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>192.48</u>

SALE AMOUNT \$192.48

TIP AMOUNT None \$0.00

TOTAL AMOUNT \$192.48

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

THANK YOU

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

CUSTOMER COPY

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

SCHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

11/13/2017 12:31:57
CREDIT CARD
VISA SALE
Card # XXXXXXXXXXXXXXX8418
Chip Card: CITI VISA
AID: A000000031010
ATC: 00AF
TC: 8677CC983AB2A0F5
SEQ #: 1
Batch #: 3
Trans #: 1
SERVER 5515
Approval Code: 062100
TRANS ID: 307317593418398
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 11/13/2017

SALE AMOUNT \$160.68
TIP AMOUNT Inc.
TOTAL AMOUNT 160.68

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 179.82
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$
TOTAL	\$ 179.82

THANK YOU
CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference
FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):
M. Workman, M. Ketchum, A. Loughry, G. Johnson, R. Melvin, W. Humphrey, V. Shafer, C. Garnes, J. Gundy

11/13/2017 13:20:05
CREDIT CARD
VISA SALE
Card # XXXXXXXXXXXXXXX8418
Chip Card: CITI VISA
AID: A000000031010
ATC: 00AF
TC: C69C37785EE42204
SEQ #: 5
Batch #: 3
Trans #: 5
SERVER 5515
Approval Code: 015384
TRANS ID: 387317622221506
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
AGENCY HEAD SIGNATURE

SALE AMOUNT \$19.14
TIP AMOUNT Inc.

88--000024 19.14

SOUTH HILLS

Check No: 149161 Table No: 23
 Person No: 1,2,3,4,5,6,7
 Time: 11:12:58 AM Date: 3/8/2013

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. SUMMERS
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 3/06/13

Wedge	7.00
Soup Cup	2.50
Spinach Salad	7.00
Greek Wrap Hif	6.00
Pbeletwrphif	6.00
Onion Rings	5.00
Club Hif	8.00
ChickSal Hif	8.00
Club Whl	9.00
Food Sub-Total	54.50
Crab Cakes	14.00
Other Sub-Total	14.00
SUB TOTAL	68.50
Sales Tax	0.00

TOTAL GRATUITY (20%)
88.50

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>88.50</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>88.50</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Justices' Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): B. Benjamin, S. Cohen, J. Stover, R. Davis, A. Layley, V. Staffer, M. Ketchum, R. Melvin

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

03/06/13
 DATE

By: [Signature]
 AGENCY HEAD SIGNATURE

04/09/2013
 DATE

88--000025

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. Summers
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 3/06/13

PATERNOE AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25301
 304-720-7640

TERMINAL ID: _____
 VISA _____
 MOTO ORDER SALE
 MAR 06, 13 14:56
 AUTH: 074390

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>175.68</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>175.68</u>

SALE AMT \$146.40
 TIP \$ 29.28
 TOTAL \$ 175.68

PURPOSE/JUSTIFICATION OF FUNCTION:
Justices' Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): V. Summers, R. Perry, E. Geizer, S. Cohen, B. Benjamin, M. Workman, M. Kitchum, R. Melvin, A. Laughry, V. Shaffer, A. Angus, J. Gundy, H. Daulty, B. Kanhua

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature]
 AGENCY HEAD SIGNATURE

03/06/13
 DATE

04/09/2013
 DATE

U.S. BANKING CORP
423 VIRGINIA STREET WEST
CHARLESTON, WV 25382
304-295-7817
27020136610003

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 27020136610003
Receipt Num.: 0001

Sale

XXXXXXXXXXXX0270

VISA

Entry Method: Swiped

Amount: \$ 216.34

Tax: \$ 0.00

Tip: 20.00

Total: 236.34

03/07/13

11:35:29

Inst: 000001

Appr Code: 056331

Acqr: Online

Batch#: 000360

TRM Ref #: 003060397201526

Validation Code: 0518

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 3/07/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 236.34
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 236.34

THANK YOU!
PLEASE COME AGAIN!
CARDHOLDER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Justices' Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): V. Summers, E. Guiser, R. Perry, M. Workman, S. Stuvu, R. Davis, B. Benjamin, S. Cohen, A. Layton, V. Shaffer, M. Ketchum, R. Melvin, A. Angus, S. Gandy, H. Daily, B. Kohn, S. Canterbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

3/07/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

4/9/2013
DATE

88--000027

PATEROS AT THE PARK
681 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: A0432776
VISA: SRV: 5864
XXXXXXXXXXXX278 EXP: 12/11 SWIPEO
SALE
BATCH: 000139 INV: 000001
Mar 26, 13 12:41
REF: 01390001 AUTH: 022567

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 3/26/13

TIN REF: 16200556617103
CALCULATION CODE: 1373

APPROVED
SALE AMT \$179.00
TIP 20.00
TOTAL 199.00
V. SUMMERS

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>199.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LOGGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>199.00</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): B. Benjamin, Slater, S. Stover, R. Davis, Workman, S. Stravensan, R. Melvin, M. Ketchum, V. Shaffer, A. Layhway, A. Angus, S. Gandy, H. Daily, V. Summers, E. Gaiser, R. Perry, B. Keyhan

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature]
AGENCY HEAD SIGNATURE

3/26/13
DATE

4/09/2013
DATE

south hills marl
and café

SOUTH HILLS

TMO 3 Form - Rev. 01/2008

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Date: 3/27/2013 Time: 11:38:04

Status: Approved

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. Summers
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. Summers
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 3/27/13

Card Type: Visa
Card Number: XXXXXXXXXXXX8270
Expiration Date: X/XX/XXXX
Server Name: Patrick
Check Number: 150963
Tab Number: 1000
Number Of Covers: 19
Persons: 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16
Card Owner: SUMMERS/VAUGHN A

AMOUNT 175.45
TIP 20.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 195.45
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 195.45

TOTAL 195.45
Approval: 077598

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): R. McInis, M. Ketchum, J. Stover, R. Davis, S. Cohen, B. Benjamin, V. Shaffer, A. Langley, M. Workman, A. Arroyo, S. Gandy, H. Daily, B. Kuybin, E. Geiser, R. Perry, V. Summers

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

3/27/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

4/09/2013
DATE

88--000029

A PATERNS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: 1083271
USA
#####270 EXP: 11/11
SALE
BATCH: 000141 INU: 000001
Mar 28, 13 12:10
RCH: 01410001 AUTH: 069913

TRIP REF: 16306547510504
ORIGINATOR CODE: 000

APPROVED

SALE AMT \$208.80

TIP \$30.00

TOTAL \$238.80

WAUGH A SUMMERS

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. Summers
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 3/28/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>238.80</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER	\$ _____
OTHER	\$ _____
TOTAL	\$ <u>238.80</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): R. Melvin, M. Ketchum, S. Stevenson, M. Workman, S. Cohen, B. Benjamin, S. Stares, R. Davis, V. Shaffu, A. Layhrey, S. Conterbury, R. Perry, E. Gaiser, V. Summers, B. Kaplan, A. Angus, S. Gandy, Ho Daily

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

3/28/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

4/9/2013
DATE

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: #02327
VISA
SALE
BATCH: 000000 INU: 00000
APR 10, 13 11:51
RRN: 0000001 AUTH: 00409

TAN REF: 20110057119032
VAL/TMT/CR CODE: 7069

APPROVED
SALE AMT \$246.01
TIP \$
TOTAL \$
WUGHEN A SUMMERS

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 4/10/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>246.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER	\$ _____
OTHER	\$ _____
TOTAL	\$ <u>246.00</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): B. Benjamin, S. Cohen, V. Summers, R. Davis, S. Stull, M. Ketchum, R. Melvin, A. Loughy, V. Shaffer, J. Skurason, B. Knight, A. Angas, S. Gundy, E. Gaiser, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

4/10/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

5/14/2013
DATE

SONOS
889 SMITH ST
CHARLESTON, WV 26301
304-720-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160116689
Term ID: 8926
Server ID: 6616

Sale

VISA
XXXXXXXXXXXX0270
Entry Method: Swiped
Apprvd: Online Batch#: 001
04/16/13 10:40
Invl: 00000001 Appr Code: 031
Amount: \$ 212.62
Tip: _____
Total: _____

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 4/16/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>212.62</u>
MEETING ROOM	\$ <u>212.13</u>
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>212.62</u>

Customer Copy
THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): B. Benjamin, S. Cohen, V. Summers, R. Perry, E. Gaiser, B. Kayhan, A. Ludwig, V. Shaffer, J. Stevenson, M. Workman, J. Starn, Robin Davis, A. Angus, H. Daily, S. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

4/16/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

5/14/2013
DATE

88--000032

REPRINT
BEAMS DEN
405 CAPITOL ST
CHARLESTON, WV 25301

04/17/2013 10:20:
Merchant ID: 000000001179
Terminal ID: 044889
218208691996

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

CREDIT CARD
VISA ADJUST SALE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 4/17/13

CARD # XXXXXXXXXXXX822
INVOICE DOC
Batch #: 00010
Approval Code: 01083
Entry Method: Manu
Mode: Onlr
Acs Code: NNN
MDSE/SERVICES \$117.0
TIP \$20.0
TOTAL AMOUNT \$137.0

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 137.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 137.00

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
CONFERENCE

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): B. Benjamin, S. Cohen, A. Angus, S. Gandy, R. Perry, E. Guizer, S. Canterbury, B. Kuylen, M. Kitchum, R. Melvin, J. Stevenson, M. Workman, S. Slues, R. Davis, V. Shaffer

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

4/17/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

3/14/2013
DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

PATERNO AT THE PARK
 601 NORTH 15 ST
 CHARLES, WV 25301
 304-728-7640

TERMINAL ID: A828276
 SALE: 000014 INU: 000001
 APR 18 13 10:43
 AUTH: 091425

SALE ANT \$238.80

TIP

TOTAL

WORTH A SHIRTS

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

CONTACT PERSON V. SUMMERS

TELEPHONE NUMBER 304. 414. 0779

FUNCTION SPONSOR V. SUMMERS

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 4/18/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>238.80</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>238.80</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): *B. Benjamin, S. Cohen, J. Stover, R. Davis, M. Ketchum, R. Melvin, J. Stevenson, Workman, V. Shaffer, A. Layton, R. Perry, E. Guiser, H. Daily, A. Angus, J. Gandy, B. Kayhan*

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

4/18/13
 DATE

By: _____
 AGENCY HEAD SIGNATURE

5/14/2013
 DATE

WHEELHOUSE
1007 BRIDGE RD
CHARLESTON, WV 25314

04/24/2013 13:5
Merchant ID: 00000000173
Terminal ID: 421240017887 02591

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

CREDIT CARD
VISA SALE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 4/24/13

CARD # XXXXXXXXXXXXXXX
INVOICE 00
Batch #: 0007
SERVER 00
Approval Code: 0848
Entry Method: Man
Approved: Crd
PRE-TIP AMT \$138.0
TIP _____
TOTAL AMOUNT _____

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>138.00</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>138.00</u>

CUSTOMER COPY
PHONE ORDER / mba

PURPOSE/JUSTIFICATION OF FUNCTION:
CONFERENCE

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): V. Summers, S. Cohen, B. Benjamin, R. Melvin, M. Ketchum, S. Starks, R. Davis, S. Skverson, M. Workman, V. Shellen, A. Layton, B. Kayhan, A. Angus, J. Gandy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature]
AGENCY HEAD SIGNATURE

4/24/13
DATE

5/14/2013
DATE

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TECHNICAL ID: #0232776
UTSA #000000000000270 EXP: 03/13
SALE INU: 0000001
May 14, 13 11:25
AUTH: 028183

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices Chambers
DATE(S) OF FUNCTION 5/14/13

APPROVED
SALE AMT \$245.40
TIP \$
TOTAL 245.40
WASHN A SUMMERS

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 245.40
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER	\$
OTHER	\$
TOTAL	\$ 245.40

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): *S. Cohen, B. Benjamin, R. Melvin, M. Ketchum, J. Sturr, R. Davis, S. Stevenson, M. Workman, V. Shubler, A. Loughly, E. Gaiser, R. Perry, V. Summers, B. Kaylor, S. Oandy, A. Angus, H. Dailey*

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature] DATE 5/14/13
FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature] DATE 6/13/2013
AGENCY HEAD SIGNATURE

STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION TRAVEL MANAGEMENT OFFICE REQUEST FOR HOSPITALITY SERVICE	BRIDGE ROAD BISTRO Date: 5/22/2013 Time: 11:59:16 AM
--	---

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

CONTACT PERSON V. SUMMERS

TELEPHONE NUMBER 304. 419. 0779

FUNCTION SPONSOR V. SUMMERS

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 5/22/13

Status: Approved

Card Type: Visa
 Card Number: XXXXXXXXXXXX8270
 Expiration Date: X/XX/XXXX
 Server Name: Lorra
 Check Number: 167495
 Tab Number: 200
 Number Of Covers: 10
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17
 Card Owner: SUMMERS/VAUGHN A

AMOUNT	222.80
Gratuity	44.56
Total	267.36

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>5</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>267.36</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): *V. Summers, E. Gaizer, R. Perry, J. Cohen, B. Benjamin, J. Stuber, R. Davis, R. Melvin, M. Ketchum, S. Stevenson, M. Workman, V. Shaffer, A. Laughry, J. Gundy, A. Anays, H. Daily, B. Kington*

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: *[Signature]*
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: *[Signature]*
 AGENCY HEAD SIGNATURE

5/22/13
 DATE

6/13/2013
 DATE

PATERNOB AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: 00232771
UIBA
SALE
BATCH: 000045
Jun 04, 12
R001: 00450001
IMU: 000001
1147
AUTH: 063225

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 6/04/13

TAX REF# 283103567423094
VALIDATION CODE: 203X
APPROVED
SALE AMT \$202.80
TIP
TOTAL \$202.80
VANDER A SUMMERS

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 202.80
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$
TOTAL	\$ 202.80

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

S. Cohen, B. Benjamin, V. Summers, S. Skerian, M. Vorkman,
V. Shaltz, A. Langley, J. Stover, R. Davis, R. Melvin, M. Ketchum, A. Angus, J. Kinch,
R. Perry, E. Geiser

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

6/12/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

7/10/2013
DATE

88--000039

60805
800 SMITH ST
CHARLESTON, WV 26301
304-720-7646

Merchant ID: 160116689
Term ID: 0026
Service ID: 1604

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Sale

VISA
XXXXXXXXXXXX9270
Entry Method: Swiped
Approved Online Batch#: 000001
06/12/13 10:40:00
Inv#: 00000001 Appr Code: 031641
Amount: \$ 217.71
Tip: 435
Total: 261.30

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 6/12/13

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>261.30</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER	\$ _____
OTHER	\$ _____
TOTAL	\$ <u>261.30</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, S. Stevenson, M. Workman, R. Melvin, M. Ketchum, V. Shultz, A. Langley, S. Stew, R. Davis, V. Summers, E. Guiso, R. Perry, A. Angus, S. Gandy, B. Kaylor

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature]
AGENCY HEAD'S SIGNATURE

6/12/13
DATE

7/10/2013
DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

01 160116009
0325
10: 5515

Sale

VISA

XXXXXXXXXXXX8270

Entry Method: Swiped

Apprvd: Online Batch#: 000

06/18/13 10:34

Inv#: 00000001 Appr Code: 003

Amount: \$ 212

Tip: _____

Total: 212.10

Customer Copy

THANK YOU

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

CONTACT PERSON V. SUMMERS

TELEPHONE NUMBER 304. 419. 0779

FUNCTION SPONSOR V. SUMMERS

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 6/10/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>212.10</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>212.10</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

S. Cohen, B. Benjamin, S. Stover, R. Davis, V. Summers, S. Stevenson, R. Melvin, M. Ketchum, V. Shaffer, A. Layton, E. Gaiser, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

6/10/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

7/10/2013
DATE

88--000041

PATERHOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL NO. 1 40232776

VISA 4515
SERIAL: 0000000170 EXPIRES: 11/11 SHIPPED

SALE
BATCH: 000104 INU: 000001
AUG 27, 13 11:34
ACQ: 01040001 AUTH: 013995

TON RECEIPT: 10221550403156
UNL: 00101 CODE: 4627

APPROVED
SALE AMT \$202.80

TIP _____

TOTAL 202.80

VAUGHN A. SUMMERS

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 8/27/13

CUSTOMER COPY

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>202.80</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>202.80</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, S. Stever, R. Davis, R. Melvin, M. Ketchum, V. Shultz, A. Longley, S. Stevenson, M. Workman, B. Kayler, E. Nash, R. Perry, V. Summers, J. Gundy, A. Aggas, H. Daily

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

8/27/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

9/10/2013
DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SCJOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

Merchant ID: 150115689
 Term ID: 8926
 Server ID: 8915

Sale

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. SUMMERS
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 8/28/13

VISA
 XXXXXXXXXXXXX0278
 Entry Method: Swiped
 Apprvd: Online Batch#: 000001
 08/28/13 18:29:54
 Inv#: 00000001 Appr Code: 035323
 Amount: \$ 264.30
 Tip: _____
 Total: 264.30

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>264.30</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>264.30</u>

Customer Copy
 THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): V. Summers, R. Perry, E. Nash, M. Ketelum, R. Melvin, B. Benjamin, S. Cohen, M. Workman, S. Starns, B. Kaplan, V. Shaffer, A. Langley, R. Davis, S. Starr, A. Angus, S. Candy, H. Daily, J. Wilkerson, M. Wilkerson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

8/28/13

DATE

By: [Signature]
 AGENCY HEAD SIGNATURE

9/10/2013

DATE

88--000043

90105
 800 SMITH ST
 CHARLESTON, WV 25301
 304 72646

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 00000001
 Term ID: 0026
 Printer ID: 1608

Sale

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. SUMMERS
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 9/04/13

TX:XXXXX8270
 Int. Method: Swiped
 Approval: Online Balance: 000000
 03-09-13 10:32:06
 Inv#: 00000001 Appr Code: 0
 Amount: \$ 277.80
 Tip: 46.30
 Total: 277.80

Customer Copy
 THANK YOU

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>277.80</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>277.80</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, V. Summers, S. Stevenson, M. Workman, J. Stover, R. Davis, R. Melvin, M. Ketchum, V. Shaker, A. Layton, B. Kaylor, H. Daily, S. Gandy, A. Angus, S. Canterbury, E. Nest, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature]
 AGENCY HEAD SIGNATURE

09/04/13
 DATE

10/08/2013
 DATE

88--000044

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: A022776
VISA
SALE
BATCH: 000114 INU: 000001
Sep 10, 13 11:45
RRN: 01140001 AUTH: 039451

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 9/10/13

TRN REF: 00223564991170
CALCULATION CODE: RGR
APPROVED
SALE AMT \$237.60
TIP Included
TOTAL \$ 237.60
VAUGHN A SUMMERS

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>237.60</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>237.60</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): R. Melvin, M. Ketchum, J. Stover, R. Davis, M. Markman, S. Cohen, V. Summers, B. Benjamin, B. Kayhan, V. Shaker, A. Langhrey, S. Gandy, A. Angus, H. Daily, R. Perry, E. Nesh

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

9/10/13

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

10/08/2013

DATE

88--000045

TO GO
00009
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160115609
Term ID: 0020
Server ID: 1638

Sale

VISA
XXXXXXXXXXXX9270
Entry Method: Swiped
Apprvd: Online Batch#: 000009
09/11/13 10:30:22
Inv#: 00000001 Appr Code: 042431
Amount: \$ 203.65
Tip: 40.73
Total: 244.38

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 9/11/13

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 244.38
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 244.38

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): V. Summers, S. Cohen, B. Benjamin, R. McVitt, M. Ketchum, V. Shaffer, A. Langley, B. Kuylen, S. Stinson, M. Workman, S. Shure, R. Davis, S. Gandy, R. Perry, A. Angus, E. Nash

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

9/11/13

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

10/08/2013

DATE

88--000046

south hills market
and café

SOUTH HILLS

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Date: 9/12/2013 Time: 11:31:44 AM

Status: Approved

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

Card Type: Visa
Card Number: XXXXXXXXXXXX8270
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 164279
Tab Number: 13
Number Of Covers: 1
Persons: 1
Card Owner: SUMMERS/VAUGHN A

CONTACT PERSON V. SUMMERS

TELEPHONE NUMBER 304. 419. 0779

FUNCTION SPONSOR V. SUMMERS

LOCATION OF FUNCTION Justices' Chambers

AMOUNT 97.48

DATE(S) OF FUNCTION Conference, 9/12/13

TIP 20.00

TOTAL 117.48

ESTIMATED EXPENSES

- FOOD AND BEVERAGE
- MEETING ROOM
- EQUIPMENT RENTAL
- LODGING
- OTHER/
- OTHER/

\$ 117.48

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ 117.48

TOTAL

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

Attached

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

9/12/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

10/08/2013
DATE

88--000047

SONOS
808 SMITH ST
CHARLESTON, WV 26301
304-720-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160115509
Term ID: 0926
Server ID: 3220

Sale

VISA
XXXXXXXXXXXX8270
Entry Method: Swiped
Apprvd: Online Batch#: 000006
09/23/13 10:43:00
Inv#: 00000002 Appr Code: 025515
Amount: \$ 245.70
Tip: Included
Total: 245.70

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 9/23/13

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>245.70</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER	\$ _____
OTHER	\$ _____
TOTAL	\$ <u>245.70</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): R. Percy, E. Nash, R. Melvin, M. Ketchum, J. Stone, R. Davis, S. Cohen, B. Benjamin, J. Harrison, M. Workman, V. Shaker, A. Leung, V. Summers, B. Keyler, H. Dault, S. Condy, A. Angus

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

9/23/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

10/08/2013
DATE

88--000048

PATERMOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: NO232776
VISA SRV: 5064 SWIPED
SALE
BATCH: 000124 INU: 000001
SEP 24, 13 11:37
RMT: 01240001 AUTH: 090249

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 9/24/13

TRN REF: 201267559796194
VALIDATION CODE: 046H
APPROVED
SALE AMT \$271.20
TIP
TOTAL 271.20
VAUGHN A SUMMERS

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 271.20
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 271.20

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, V. Shaker, A. Langley, W. Workman, S. Stevenson, S. Stuer, R. Davis, R. Melvin, M. Ketchum, R. Perry, E. Nash, V. Summers, H. Daily, A. Angus, S. Cuddy, B. Keyler

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

9/24/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

10/08/2013
DATE

88--000049

WHEELHOUSE
1007 BRIDGE RD
CHARLESTON, WV 25314

09.25.2013 11:27:34
Merchant ID: 00000001732521
Terminal ID: 02599130
421240017887

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

CREDIT CARD
VISA SALE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 9/25/13

CARD # XXXXXXXXXXXXXXX18270
INVOICE 0008
Batch #: 000857
SERVER 0001
Approval Code: 020672
Entry Method: Swiped
Approved: Online
PRE-TIP AMT \$146.18
TIP 20.00
TOTAL AMOUNT 166.18

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>166.18</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>166.18</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

S. Cohen, B. Brum, J. Stover, M. Verkenen, S. Stevenson, R. Davis, S. Gandy, A. Arays, V. Summers, R. Perry, E. Nesh, R. Melvin, M. Kitchum, V. Shaker, A. Loughry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

9/25/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

10/08/2013
DATE

88--000050

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SERVER: Jean n
TABLE: 514
TICKET: 213185 10/01/2013 10:24
GUEST #: 1

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/06/13

SUB TOTAL: 186.93
TOTAL: 186.93
CARD PAID: 186.93
GRATUITY: 20.00
TOTAL: 206.93


Signature

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 206.93
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 206.93

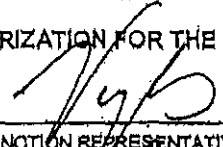
CARD #: XXXXXXXXXXXX270
VAUGHN A SUMMERS
051999

PURPOSE/JUSTIFICATION OF FUNCTION:


CONFERENCE

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, S. Stever, R. Melvin, M. Ketchum, S. Stevenson, M. Workman, V. Shaker, A. Langley, B. Keyler, S. Cundy, H. Dealey, A. Angus, E. Nash, R. Parry, V. Summers

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: 
FUNCTION REPRESENTATIVE'S SIGNATURE

10/06/13
DATE

By: 
AGENCY HEAD SIGNATURE

11/07/2013
DATE

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

TMO 3 Form - Rev. 01/2008

TERMINAL ID: 00232776

UISA SRV: 3213
SALE
WATCH: 000130 INU: 000002
Oct 02, 13 11:24
REV: 01300002 AUTH: 005657

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TRN REF: 003275532105377
VALIDATION CODE: 1007

APPROVED

SALE AMT \$248.40

TIP

TOTAL

248 40

WAGNER & SUMMERS

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/02/13

CUSTOMER COPY

TERMINAL ID: 00232776

UISA SRV: 425
SALE
WATCH: 000130 INU: 000004
Oct 02, 13 12:21
REV: 01300004 AUTH: 054241

TRN REF: 003275507265629
VALIDATION CODE: 1008

APPROVED

SALE AMT \$7.40

TIP

TOTAL

3 00
10 40

WAGNER & SUMMERS

CUSTOMER COPY

ESTIMATED EXPENSES

- FOOD AND BEVERAGE
- MEETING ROOM
- EQUIPMENT RENTAL
- LODGING
- OTHER/
- OTHER/

\$ 10.46 / 248.40
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
TOTAL \$ 258.86

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): B. Benjamin, S. Cohen, M. Ketchum, R. Melvin, R. Davis, J. Stover, S. Stevenson, A. Workman, V. Stefer, A. Langby, B. Kayhan, S. Condy, H. Daily, A. Angus, V. Summers, E. Nash, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

10/02/13

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

11/07/2013

DATE

88--000052

00000
600 SMITH ST
CHARLESTON, WV 25301
804-720-7646

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160115689
Term ID: 0026
Server ID: 3363

Sale

VISA
XXXXXXXXXXXX8270
Entry Method: Swiped
Apprvd: Online Batch#: 000001
10/03/13 10:40:36
Inv#: 00000002 Appr Code: 038223
Amount: \$ 231.83
Tip: _____
Total: 231.83

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 414. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/03/13

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 231.83
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 231.83

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany this form): V. Summers, R. Perry, E. Nash, S. Coker, B. Benjamin, R. Davis, S. Spaw, S. Stevenson, M. Workman, V. Sheehy, A. Leary, M. Ketchum, R. Melvin, B. Kayler, S. Gandy, H. Daily, A. Ayres

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

10/03/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

11/07/2013
DATE

88--000053

PATEROS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7848

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: 8023277
UISA 8023277
SALE PRICE: 000129
OCT 15, 13
REV: 0129001
IITU: 000001
11:41
AUTH: 089963

TOT REF: 8023277
VALIDATION CODE: 27DC

APPROVED
SALE AMT \$274.80
TIP
TOTAL 274.80

MURKIN A SUMMERS

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/15/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 274.80
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 274.80

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

S. Cohen, B. Benjamin, R. Davis, J. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Laughry, R. Perry, E. Nash, V. Summers, B. Kanyhan, S. Gundy, H. Daily, A. Angus

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

10/15/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

11/07/2013
DATE

88--000054

59H08
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

Merchant ID: 168115489
Term ID: 8925
Server ID: 1538

Sale

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

VISA
XXXXXXXXXXXX8270
Entry Method: Swiped
Apprvd: Online Batch#: 000001
10/16/13 10:28:31
Inv#: 00000001 Appr Code: 005064
Amount: 20⁰⁰\$ 219.10
Tip: 43.80
Total: 262.90

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 414. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/16/13

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>262.90</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>262.90</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, S. Storer, M. Ketchum, R. Melvin, V. Shaker, A. Laughry, S. Stevenson, M. Workman, B. Kanjha, V. Summers, R. Perry, E. Nash, S. Gandy, H. Daulty, A. Angus

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

10/16/13
DATE

By: [Signature]
AGENCY HEAD'S SIGNATURE

11/07/2013
DATE

Woods
908 SMITH ST
CHARLESTON, WV 26031
804-720-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 16011688
Term ID: 0326
Server ID: 3583

Sale

VISA
XXXXXXXXXXXX8270
Entry Method: Swiped
Approved: Online Batch#: 00000
10/24/13 10:24:4
Inv#: 00000001 Appr Code: 0019
Amount: \$ 273.
Tip:
Total: 273.18

Customer Copy
THANK YOU

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/24/13

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>273.18</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>273.18</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, S. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Laughry, B. Kashua, V. Summers, R. Perry, E. Nash, Su Gundy, H. Daily, A. Angus

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

10/24/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

11/07/2013
DATE

PAERHOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: A0232776
VISA
ISSUE DATE: 11/02/13 EXP: 11/11
SALE
BATCH: 000154 INU: 000001
Nov 05, 13 11:24
BANI 01540001 AUTH: 073056

TEL REF#: 00200507494530
UNL DATION CODE: P404

APPROVED
SALE AMT \$248.40
TIP Included
TOTAL 248.40
VAUGHN R SUMMERS

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 11/05/13

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>248.40</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>248.40</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Stever, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafiq, A. Langley, R. Perry, E. Nash, V. Summers, A. Angus, S. Gurdy, H. Daily

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

11/05/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

12/09/2013
DATE

88--000057

SONOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7616

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160115689
Term ID: 6926
Server ID: 1630

Sale

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 11/30/13

VISA
XXXXXXXXXXXX8270
Entry Method: Swiped
Approved: Online Batch#: 000001
11/20/13 11:45:11
Inv#: 00000001 Appr Code: 01527
Amount: \$ 179.31
Tip: 20% 358
Total: 215.22

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 215.22
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER	\$ _____
OTHER	\$ _____
TOTAL	\$ 215.22

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): *S. Cohen, B. Benjamin, R. Davis, J. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shaffer, A. Ludwig, R. Perry, F. Nash, V. Summers, S. Gandy, A. Anger, H. Daily, B. Rayburn*

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: *[Signature]*
FUNCTION REPRESENTATIVE'S SIGNATURE

11/20/13

DATE

By: *[Signature]*
AGENCY HEAD SIGNATURE

12/09/2013

DATE

88--000058

south hills mark
and café

SOUTH HILLS

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Date: 11/26/2013 Time: 11:33:01

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. Summers
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. Summers
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 11/25 11/26/13

Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8270
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 170373
 Tab Number: 23
 Number Of Covers: 1
 Persons: 1
 Card Owner: SUMMERS/VAUGHN A

AMOUNT 165.45
 TIP 20.00
 TOTAL 185.45

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>185.45</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>185.45</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

S. Cohen, B. Benjamin, R. Davis, J. Stever, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, J. Shafiq, A. Lashry, V. Summers, E. Nash, R. Perry, H. Daily, A. Angus, S. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

11/26/13
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

12/09/2013
DATE

88--000059

Bluegrass Kitchen
Age 1600 Washington St. East
Charleston, WV 25311
304.346.2671

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SERVER: Kate L
TABLE: 594
TICKET: 218760 12/06/2013 09:
GUEST #: 1

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 12/06/13

SUB TOTAL: 69.25
TOTAL: 69.25
CARD PAID: 69.25
GRATUITY: 10.00
TOTAL: 79.25

ESTIMATED EXPENSES

- FOOD AND BEVERAGE
- MEETING ROOM
- EQUIPMENT RENTAL
- LODGING
- OTHER/
- OTHER/

\$ 79.25
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ 79.25

TOTAL

Signature

CARD #: XXXXXXXXXXXX8270
VAUGHN A SUMMERS
082126

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, S. Stever, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, J. Shafiq, A. Ludwig, R. Perry, E. Nash, V. Summers,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

1/20
DATE

5000 S
800 SMITH ST
CHARLESTON, WY 26301
304-729-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 16915689
Term ID: 0926
Server ID: 8868

Sale

VISA
XXXXXXXXXXXX0270
Entry Method: Swiped
Apprvd: Online Batch#: 000006
12/19/13 10:46:57
Inv#: 00000001 Appr Code: 099217
Amount: \$ 124.32
Tip:
Total: *****

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 12/19/13

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>124.32</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>124.32</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Steier, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Laybry, V. Summers, R. Perry, E. Nash, J. Gandy, A. Angus, B. Kayhan

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

12/19/13

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

1/14/2013

DATE

JAN – DEC 2014

**MEALS PURCHASED
FOR JUSTICES & STAFF**

88--000062

SDHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

Merchant ID: 100116699
Term ID: 0928
Server ID: 1638

Sale

VISA
XXXXXXXXXXXX0270
Entry Method: Swiped
Apprvd: Online Batch#: 000004
01/08/14 11:18:38
Inv#: 00000001 Appr Code: 076098
Amount: \$ 188.35
Tip: 31.67
Total: 226.02

Customer Copy
THANK YOU

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 1/08/14

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>226.02</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>226.02</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Stever, R. Melvin, M. Kitchum, J. Stevenson, M. Workman, V. Stefan, A. Laughry, S. Gundy, H. Dailey, R. Perry, E. Nash, B. Kayva, V. Summers

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

1/08/14

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

2/24/2014

DATE

88--000063

Age

WHEELHOUSE
1007 BRIDGE RD
CHARLESTON, WV 25314

11:32
000000001732
025991

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

01/15/2014
Merchant ID:
Terminal ID:
421246017887

CREDIT CARD
VISA SALE

CARD #
INVOICE
Batch #:
SERVER
Approval Code:
Entry Method:
Approved:
XXXXXXXXXXXX0821
000
00094
000
06685
Swipe
Online

PRE-TIP AMT \$138.72
TIP \$20.00
TOTAL AMOUNT \$158.72

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 479. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 1/15/14

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 158.72
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER \$ _____
OTHER \$ _____
TOTAL \$ 158.72

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Staver, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Loughry, R. Perry, E. Nash, V. Summers

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

2/24/14
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

2/24/2014
DATE

SUNDS
200 TRUTH ST.
CHARLESTON, WV 25301
504-28-7646

Merchant ID: 1-411668
Term ID: 0926
Server ID: 111

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Site

VISA
XXXXXXXXXXXX8216
Entry Method: Full card
Approved Online - Batch# 00006
01/22/14 11:27:2
Inv# 00000001 Appr Code: 05575
Amount: 20% \$ 233.1
Tip: \$ 46.6
Total: \$ 279.72

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 1/22/14

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>279.72</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>279.72</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafiq, A. Laybry, ~~S. Gandy~~ J. Gandy, H. Daily, R. Perry, E. Nash, V. Summers, B. Kaylor

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

1/22/14
DATE

By: [Signature]
AGENCY HEAD'S SIGNATURE

2/24/2014
DATE

PATERNOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-728-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: A0232776
UISA SRV: 5064
SALE SNIPED
CASH: 000206 IHV: 000012
Jan 28, 14 11:45
RRN: 02060012 AUTH: 024695

SPENDING UNIT NAME/ORG# SUPREME COURT OF APPEALS
CONTACT PERSON V. Summers
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. Summers
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 1/28/14

TAX REF: 304-7067577
VALIDATION CODE: 0315
APPROVED
SALE AMT \$253.00
TIP
TOTAL \$253.00
UNIQUE # 506985

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>253.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>253.00</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Stever, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Loughry, J. Gundy, H. Daily, R. Perry, E. Nash, V. Summers, B. Kuyhva

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

1/20
DATE

88--000066

50805
808 SMITH ST
CHARLESTON, WV 25301
844-728-7646

Merchant ID: 169115688
Term ID: 9926
Server ID: 1639

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Sale

VISA
XXXXXXXXXXXX8278
Entry Method: Swiped
Apprvd: Online Batch#: 000001
03/05/14 11:40:52
Inv#: 00000003 Appr Code: 063872
Amount: 225.50
TIP: 20% 45.10
Total: 270.60

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 3/05/14

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>270.60</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>270.60</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, S. Staver, R. Melvin, M. Ketchum, S. Stevenson, M. Workman, V. Shafer, A. Laughry, S. Gundy, H. Daily, B. Kuyhva, E. Gaizer, R. Perry, V. Summers

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

3/05/14

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

4/10/2014

DATE

SOHOS
806 SMITH ST
CHARLESTON, WV 25301
304-728-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

DUPLICATE

Merchant ID: 158115669
Term ID: 8326
Server ID: 7191

Adjust Sale

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices Chambers
DATE(S) OF FUNCTION 3/26/14

VISA
XXXXXXXXXXXX0270
Entry Method: Swiped
Apprvd: Online Batch#: 000007
03/26/14 18:16:10
Inv#: 00000001 Appr Code: 081438
Amount: \$ 238.30
Tip: \$ 46.06
Total: \$ 276.36

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 276.36
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 276.36

I agree to pay above total amount according to card issuer agreement (Merchant agreement if credit voucher)

SUMMERS VAUGHN A
Merchant Copy
THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

S. Cohen, B. Benjamin, R. Davis, J. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Laughry, J. Gandy, N. Daily, V. Summers, B. Kayhan, E. Guiso, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

3/26/14

DATE

By: [Signature]
AGENCY HEAD SIGNATURE

4/10/2014

DATE

88--000070

PATERNOB AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: 00232726
VISA
*****0270 EXP: 11/11
SALE
BATCH: 000247 INU: 000001
PRM: 27 14 11:34
RMT: 02470001 AUTH: 006363
TRN REF: 9940655572709
VALIDATION CODE: JWZ

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 3/27/14

APPROVED
SALE AMT \$200.40
TIP 200.40

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 200.40
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER	\$ _____
OTHER	\$ _____
TOTAL	\$ 200.40

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shafer, A. Laughry, H. Daily, J. Gundy, B. Kayhvi, V. Summers, R. Perry, E. Geiser

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature]
AGENCY HEAD SIGNATURE

3/27/14
DATE

4/10/2014
DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. SUMMERS
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 4/9/14 - Soho's

800 SMITH ST
CHARLESTON, WV 25301
304-728-7646

Merchant ID: 18915689
Term ID: 8926
Server ID: 5515

Sale

VISA
XXXXXXXXXXXX8270
Entry Method: Swiped
Apprvd: Online Batch#: 009603
04/09/14 1:22:34

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>#280.62</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>#280.62</u>

Inv#: 00000001 Appr Code: 051817
 Amount: \$ 280.62
 Tip: _____
 Total: 280.62

Customer Cnfr
THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, J. Stover, B. Benjamin, S. Cohen, M. Lubkman, J. Stevenson, M. Ketchum, R. Melvin, A. Loughry, V. Shaffer, K. Perry, E. Gaiser, H. Dailey, J. Gundy, B. Kaghvan, C. Garris

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

5/12/14
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

5/12/2014
DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. Summers
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. Summers
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 4/9/14 - Peterino's

PATERNO'S AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25301
 304-720-7640

TERMINAL ID: 0023776
 UI BA SRV: 6789
 #####0270 EXP: 11/14 KEY ENTERED
 SALE
 BATCH: 000256 INU: 000001
 API: 09, 14 11:26
 RAN: 0256001 AUTH: 025318

TOL REF: 304099550219550
 UNLDAI FOR CODEI CSRJ

APPROVED
 SALE AMT \$235.20
 TIP _____
 TOTAL \$235.20

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>\$235.20</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>235.20</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, J. Stover, B. Benjamin, S. Cohen, M. Workman, J. Stevenson, M. Ketchum, R. Melvin, A. Laughlin, V. Shaffer, R. Perry, E. Gaiser, H. Daley, J. Gundy, B. Kanjha, C. Barnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

5/12/14
 DATE

By: [Signature]
 AGENCY HEAD SIGNATURE

5/12/2014
 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

CONTACT PERSON V. Summers

TELEPHONE NUMBER 304. 419. 0779

FUNCTION SPONSOR V. Summers

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 4/22/14

PATEROS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-728-7648

TECHNICAL ID: A0232776

VISA BRU1 6789
XXXXXXXXXXXX270 EXP: 02/14 KEY ENTERED

SALE
CARD: 000265 INU: 000002
APR 22 14 11:36
ARN: 02650001 AUTH: 022505

TAX REF: 30112556612077
ORLTONTON COOGL 2708

APPROVED

SALE AMT \$204.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>204.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>204.00</u>

TIP Included

TOTAL 204.00

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, J. Spover, B. Benjamin, S. Cohen, M. Workman,
J. Stevenson, M. Ketchum, R. Melvin, A. Laughry, V. Shaffer, R. Perry, E. Gaiser,
H. Dailey, J. Gundy, B. Kayhwa, C. Barnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

5/12/14
 DATE

By: [Signature]
 AGENCY HEAD SIGNATURE

5/12/2014
 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

BRIDGE ROAD BISTRO

Date: 4/23/2014 Time: 11:41:58 AM

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

Status: Approved

CONTACT PERSON V. SUMMERS

Card Type: Visa
Card Number: XXXXXXXXXXXXX8270

TELEPHONE NUMBER 304. 419. 0779

Expiration Date: X/XX/XXXX

FUNCTION SPONSOR V. SUMMERS

Server Name: Lorra
Check Number: 193338

LOCATION OF FUNCTION Justices' Chambers

Tab Number: 900
Number Of Covers: 1

DATE(S) OF FUNCTION 4/23/14 - BRB

Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13, 14, 15
Card Owner: Manual Ent

ESTIMATED EXPENSES

- FOOD AND BEVERAGE
- MEETING ROOM
- EQUIPMENT RENTAL
- LODGING
- OTHER/
- OTHER/

\$ 255.11
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ 255.11

AMOUNT 212.59
 Gratuity 42.52
 Total 255.11

Approval: 045917

CUSTOMER COPY

TOTAL

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, J. Stover, B. Benjamin, S. Cohen, M. Workman, J. Stevenson, M. Ketchum, R. Melvin, A. Loughry, V. Shaffer, R. Perry, E. Gaiser, H. Dailey, J. Gandy, B. Kayhva, C. Games

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

5/12/14
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

5/12/2014
DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNO'S AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-720-7640

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. Summers
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. Summers
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 4/29/14. Paterno's

TERMINAL ID: A0232776
UISA 3211
SALE BATCH: 000270 INU: 000001
APR 29, 14 11:27
RMI: 02700081 AUTH: 049278

TAX REF: 5011955112024
VALUATION CODE: CTRP

APPROVED
SALE AMT \$139.20

TIP _____

TOTAL \$139.20

VAUGHN A SUMMERS

CUSTOMER COPY

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	139.20
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	139.20

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, J. Stover, B. Benjamin, S. Cohen, M. Workman,
J. Stevenson, M. Ketchum, R. Melvin, A. Loughry, V. Shaffer, R. Perry, E. Gaiser,
H. Dailey, J. Gundy, B. Kayhve, C. Barnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

5/12/14
DATE

By: [Signature]
AGENCY HEAD SIGNATURE

5/12/2014
DATE

STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION TRAVEL MANAGEMENT OFFICE REQUEST FOR HOSPITALITY SERVICE	BRIDGE ROAD BISTRO Date: 5/6/2014 Time: 11:53:37 AM Status: Approved
--	---

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS

CONTACT PERSON V. Summers

TELEPHONE NUMBER 304. 419. 0779

FUNCTION SPONSOR V. Summers

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 5/5/14

Card Type: Visa
 Card Number: XXXXXXXXXXXX8270
 Expiration Date: X/XX/XXXX
 Server Name: Lorra
 Check Number: 194267
 Tab Number: 900
 Number Of Covers: 1
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13, 14
 Card Owner: Manual Ent

AMOUNT	211.45
Gratuity	42.29
Total	253.74

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>233.74</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>253.74</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Staver, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Staker, A. Laughry, S. Kraybill, C. Guinness

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

5/5/14
 DATE

By: _____
 AGENCY HEAD SIGNATURE

6/13/2014
 DATE

SONOS
807, SHUTUP ST
CHARLESTON, WV 25301
304-720-7646

Merchant ID: 160116699
Term ID: 0326
Server ID: 5516

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Sale

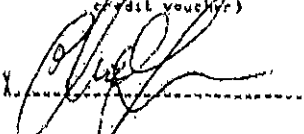
SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
CONTACT PERSON V. SUMMERS
TELEPHONE NUMBER 304. 419. 0779
FUNCTION SPONSOR V. SUMMERS
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 5/6/14

VISA
XXXXXXXXXXXX0279
Entry Method: Manual
Apprvd: Online Batch#: 00000
05/06/14 10:24:4
AVS Code: "
Inv#: 00000001 Appr Code: 00049
Amount: \$ 285.9
TIP: Included
Total: 285.96

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>285.96</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>285.96</u>

I agree to pay above total amount according to card issuer agreement (Merchant agreement & credit voucher)


Merchant Copy
THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, G. Benjamin, R. Davis, J. Stover, L. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Shuter, A. Loughry, J. Gundy, H. Daily, B. Kayhoun, F. Gaiser, R. Perry, C. Guines

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: 
FUNCTION REPRESENTATIVE'S SIGNATURE

5/6/14
DATE

By: 
AGENCY HEAD SIGNATURE

6/13/2014
DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

BRIDGE ROAD BISTRO

Date: 5/27/2014 Time: 11:23:33 AM

Status: Approved

SPENDING UNIT NAME/ORG # SUPREME COURT OF APPEALS
 CONTACT PERSON V. SUMMERS
 TELEPHONE NUMBER 304. 419. 0779
 FUNCTION SPONSOR V. SUMMERS
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 5/27/14

Card Type: Visa
 Card Number: XXXXXXXXXXXX8270
 Expiration Date: X/XX/XXXX
 Server Name: Lorra
 Check Number: 195840
 Tab Number: 200
 Number Of Covers: 1
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
 Card Owner: Manual Ent

AMOUNT	182.50
Gratuity	36.50
Total	219.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>219.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>219.00</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): S. Cohen, B. Benjamin, R. Davis, J. Stover, R. Melvin, M. Ketchum, J. Stevenson, M. Workman, V. Skater, A. Langley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: [Signature]
 AGENCY HEAD SIGNATURE

5/27/14
 DATE

6/13/2014
 DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
Bar & Grille
218 Capitol Street
Charleston, WV 25301
PH: 304-343-5551
FAX: 304-343-5552

Date: Aug28'14 12:00PM
Card Type: Visa
Acct #: XXXXXXXXXXXX8448*
Card Entry: KEYED
Trans Type: PURCHASE
Auth Code: 013097
Check: 4692
Check ID: SUPREME COURT
Server: 1001 AM Left

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Games
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Games
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 08/26/2014

Subtotal: 198.79

Tip: Inc.

Total: 198.79

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 198.79
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 198.79

Signature
I agree to pay the above total according to my card issuer agreement.
GUEST COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin, V. Shafer,
J. Charnock, B. Kayuha, E. Nash, C. Games, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SONOS
800 SHIP ST
CHARLESTON, WV 26301
304-720-7616

Merchant ID: 168116609
Term ID: 0926
Server ID: 1636

Sale

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/03/2014

VISA
XXXXXXXXXXXX0448
Entry Method: Swiped
Apprvd: Online Batch#: 000009
09/03/14 10:33:41
Inv#: 00000001 Appr Code: 001541
Amount: \$ 208.15
Tip: 41.63
Total: 249.78

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>249.78</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>249.78</u>

Customer Copy
THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, R. Perry, E. Nash, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

SOHOG
400 SMITH ST
CHARLESTON, WV 25301
304-729-7646

Merchant ID: 160116689
Term ID: 0025
Server ID: 1636

Sale

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

VISA
XXXXXXXXXXXX0448
Entry Method: Swiped
Apprvd: Online Batch#: 000009
09/10/14 10:19:10
Inv#: 00000001 Appr Code: 074564
Amount: \$ 210.85
Tip: 42.17
Total: 253.02

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/10/2014

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>253.02</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>253.02</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, V. Summers, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/17/2014

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>231.20</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>231.20</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, J. Charnock, C. Garnes, J. Gundy, H. Dalley, B. Kayuha, E. Gaiser, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

60808
890 SMITH ST
CHARLESTON, WV 25301
304-729-7645

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160115688
Term ID: 0325
Server ID: 6615

Sale

VISA

XXXXXXXXXXXX8448

Entry Method: Swiped

Apprvd: Online Batch#: 000007

09/29/14 10:30:57

Inv#: 00000002 Appr Code: 036065

Amount: \$ 218.04

Tip:

Totals:

Jrc
218.04

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/29/2014

Customer Copy

THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 218.04
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 218.04

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference.

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin, V. Shafer, R. Perry, C. Garnes, J. Gundy, S. Canterbury, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-766-6583

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: 0032776
UISA CNY: 6789
SALE SHIPPED
BATCH: 000003 INU: 000001
Ser 30, 14 11:37
RRR: 00031001 AUTH: 095573
V-CODE: N

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Games
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Games
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/30/2014

TRN REF: 444273562123538
VALUATION CODE: RPSF
APPROVED
SALE AMT \$178.80
TIP Inc.
TOTAL 178.80
CHRISTOPHER & GAMES

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 178.80
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 178.80

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
J. Charnock, V. Shafer, C. Games, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Adelphia Sports
Bar & Grille
218 Capitol Street
Charleston, WV 25301
PH: 304-343-5551
FAX: 304-343-5552

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Date: Oct01'14 12:00PM
Card Type: Visa
Acct #: XXXXXXXXXXXX8448
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 032865
Check: 2266
Table: 804/1
Server: 136 Laytasha

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Ganes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Ganes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/01/2014

Subtotal: 238.73

Tip: Inc.

Total: 238.73

[Signature]
Signature

I agree to pay the above total according to my card issuer agreement.

****GUEST COPY****

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>238.73</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>238.73</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, C. Ganes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Pies and Pints #2
222 Capitol Street
Charleston, WV 25301
Phone:
www.piesandpints.net

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Ord#7
TO GO
Empl: Erick

10/14/2014 11:43 AM

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/14/2014

Subtotal 168.00
Tax 0.00
Total 168.00
Visa 8448 Payment 168.00
Tip 33.60
Total 201.60

*** Guest Copy ***

SPECIAL NOTE

SUPREME COURT
PICK UP AT 1145

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 201.60
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 201.60

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, C. Garnes, J. Gundy, H. Dalley,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SERVER: Zachary M
TABLE: 662
TICKET #: 246184 10/15/2014 10:08
GUESTS: 1

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Gärnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Gärnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/15/2014

SUB TOTAL: 148.50
GRATUITY ADDED: 29.70
TOTAL: 178.20
CARD PAID: 178.20
GRATUITY: TAC
TOTAL: 178.20

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 178.20
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 178.20

CARD #: XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
082058

Thanks for supporting our small business!
www.bluegrasskitchen.com

Comments? Suggestions?
email contact@bluegrasswv.com

** Customer Copy **

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davls, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, C. Gärnes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE



164 Summers Street
 Charleston WV

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/21/2014

Server: cashier
 Date: 10/21/2014 Time: 11:43:14
 Table: 111 / 1,2,3,4,5,6,7,8,9,10,11,12
 1,2,3,4,5,6,7,8,9,10,11,12/198187
 Visa: XXXXXXXXXXXX8448
 Swipe: GARNES/CHRISTOPHER A
 Approved: 030879

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>143.94</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>143.94</u>

AMOUNT	113.94
TIP	<u>30.00</u>
TOTAL	<u>143.94</u>

X _____
 Customer Signature

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Guest Copy

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, J. Charnock, V. Summers, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Blacksheep Burrito & Brew
162 Summers St.
(304) 343-2739

Server: Amanda
11:33 AM
Court/1

DOB: 10/22/2014
10/22/2014
1/10002

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SALE

CONTACT PERSON Chris Games

VISA 1048577

TELEPHONE NUMBER (304) 558-2060

Card #XXXXXXXXXXXX8448
Magnetic card present: GARNES CHRISTOPHER
Card Entry Method: S

FUNCTION SPONSOR Chris Games

Approval: 054657

LOCATION OF FUNCTION Justices' Chambers

Amount: \$ 112.15

DATE(S) OF FUNCTION 10/22/2014

+ Tip: 22.43

= Total: 134.58

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>134.58</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 134.58

I agree to pay the above total amount according to the card issuer agreement.

X

Visit blacksheepwv.com

PURPOSE/JUSTIFICATION OF FUNCTION:

Guest Copy

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, C. Games, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Date: 10/30/2014 Time: 11:39:11 AM

Status: Approved
 Card Type: Visa
 Card Owner: GARNES/CHRISTOPHER A
 Card Number: XXXXXXXXXXXX8448
 Server: 66 Britney S.
 Check/Person #: 132838/1
 Tab Number: 4076

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Games
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/30/2014

AMOUNT 201.56
 TIP Inc
 TOTAL 201.56

Approval: 084569

I AGREE TO COMPLY WITH THE CARDHOLDER AGREEMENT

CUSTOMER COPY

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>201.56</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>201.56</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin, V. Shafer, J. Charnock, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

BRIDGE ROAD BISTRO

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Date: 11/12/2014 Time: 11:54:09 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Scott
Check Number: 207107
Tab Number: 100
Number Of Covers: 12
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12
Card Owner: garnes/christopher a

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Games

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Games

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/12/2014

AMOUNT 131.56
Gratuity 40.98
Total 232.54

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 232.54
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 232.54

Approval: 020354

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R, Davis, M. Workman, B. Benjamin, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, C. Games, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: [Signature]
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

JAN – DEC 2015

**MEALS PURCHASED
FOR JUSTICES & STAFF**

88--000094

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/08/2015

Date: 1/8/2015 Time: 11:38:55 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Natalia
 Check Number: 194411
 Tab Number: 100
 Number Of Covers: 28
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13, 14
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>242.64</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LOGGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>242.64</u>

AMOUNT	202.64
TIP	<u>40.50</u>
TOTAL	<u>242.64</u>
	Approval: 070085

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, B. Benjamin, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, J. Charnock, C. Garnes, J. Gundy, A. Angus, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

6005
600 SMITH ST
CHARLESTON, WV 25301
304-724-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160116699
Term ID: 0928
Server ID: 5615

Sale

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 01/13/2015

VISA
XXXXXXXXXXXX8448
Entry Method: Swiped
Approved: Online Batch#: 000007
01/13/15 10:51:31
Tran#: 00000001 Appr Code: 054351
Amount: \$ 228.42
Tip: Inc
Total: 228.42

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 228.42
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 228.42

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, B. Benjamin, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, C. Garnes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000096

PATERNO'S AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-766-6583

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL (S) 90332776

UTSA CASH 5864
SUBPCO

SALE
BATCH 000154 IIV: 000001
Jan 14, 15 12:36
CON: 01541601 AUTH: 055612
V-CODE:

(M) RE: # 197750
UNLTD/INTL / E: FIRM

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 01/14/2015

APPROVED
SALE AMT \$230.40
TIP Inc.
TOTAL 230.40

CHRISTOPHER A GARNES

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>230.40</u>	CUSTOMER COPY
MEETING ROOM	\$ _____	
EQUIPMENT RENTAL	\$ _____	
LODGING	\$ _____	
OTHER/	\$ _____	
OTHER/	\$ _____	
TOTAL	\$ <u>230.40</u>	

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, B. Benjamin, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnook, C. Garnes, J. Gundy, A. Angus, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/16/2015

DATE: 1/16/2015 Time: 11:38:07 AM
Status: Approved
Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 194809
Tab Number: 400
Number Of Covers: 7
Persons: 1, 2, 3, 4, 5
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>63.37</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>63.37</u>

AMOUNT	52.87
TIP	<u>10.50</u>
TOTAL	<u>63.37</u>
	Approval: 094240

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, A. Loughry, S. Canterbury

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

5 Corners Cafe
423 Virginia St. W
Charleston, WV 25302
(304) 205-7817

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: 7780002795101
MERCHANT #: 067600
VISA
SALE
DATE: 01/27/15
TIME: 12:41
AUTH: 014185
REFERENCE NUMBER: 00911875
P-CODE: 1

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 01/27/2015

SALE AMT \$115.48
TIP \$24.00
TOTAL \$139.48

TIP GUIDE
15%=\$17.32 20%=\$22.89 25%=\$28.02

CHRISTOPHER A GARNES

Thank You
Please Come Again

CUSTOMER COPY

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 139.48
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 139.48

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davls, M. Workman, M. Ketchum, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, J. Charnock, C. Garnes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
Bar & Grille
218 Capitol Street
Charleston, WV 25301
PH: 304-343-5551
FAX: 304-343-5552

Date: Jan28'15 11:34AM
Card Type: Visa
Acct #: XXXXXXXXXXXX6448
Card Entry: SHIPED
Trans type: PURCHASE
Auth Code: 023076
Check: 3846
Check ID: JUDGES
Server: 146 Kristyn

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 01/28/2015

Subtotal: 192.76

Tip: Tac.

Total: 192.76

Signature
I agree to pay the above total
according to my card issuer
agreement.
****GUEST COPY****

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 192.76
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 192.76

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, B. Benjamin, M. Workman, M. Ketchum, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/30/2015

Date: 1/30/2015 Time: 11:30:18 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Natalie
 Check Number: 195524
 Tab Number: 400
 Number Of Covers: 20
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 160.8
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 160.8

AMOUNT	133.83
TIP	27.00
TOTAL	160.83

Approval: 006858

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 Y. Shafer, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SERVER: Zachary M
TABLE: 678
TICKET #: 255728 02/04/2015 10:09
GUESTS: 1

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SUB TOTAL: 163.95

CONTACT PERSON Chris Garnes

TOTAL: 163.95

TELEPHONE NUMBER (304) 558-2060

CARD PAID: 163.95

FUNCTION SPONSOR Chris Garnes

GRATUITY: 32.79

LOCATION OF FUNCTION Justices' Chambers

TOTAL: 196.74

DATE(S) OF FUNCTION 02/04/2015

CARD #: XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
08/923

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>196.74</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>196.74</u>

Thanks for supporting our small business!
www.bluegrasskitchen.com

Comments? Suggestions?
email contact@bluegrasswv.com

** Customer Copy **

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey, B. Kayuha, S. Canterbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

PATERNO AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25301
 304-766-6583

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

TERMINAL ID: 00332776
 CASH 0213
 SWIPED
 VISA
 SALE
 BATCH: 000173 INU: 000001
 Feb 10, 15 12:41
 PAN: 01731001 AUTH: 003988
 V-CODE: H

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/10/2015

TRN REF: 30501600141046
 ORIGINATOR CODE: WPTZ
 APPROVED
 SALE AMT \$193.20
 TIP Inc.
 TOTAL 193.20
 CHRISTOPHER A GARNES

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>193.20</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>193.20</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

50805
800 SMITH ST
CHARLESTON, WV 25301
304-728-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160116689
Term ID: 0928
Server ID: 6516

Sale

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 02/11/2015

VISA
XXXXXXXXXXXX8448
Entry Method: Swiped
Apprvd: Online Batch#: 000003
02/11/15 10:59:51
Invl: 00000001 Appr Code: 033259
Amount: \$ 207.78
Tip: HAC
Total: 207.78

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 207.78
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 207.78

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

***** Merchant Copy *****

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Charleston Town Center
Cafe 4343
Charleston, WV 25389
3044004638

2/12/2015
Order 524984

10:28:12 AM
Cashier: Arielle

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION State Capitol - East Wing

DATE(S) OF FUNCTION 02/12/2015

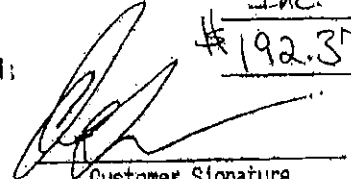
SubTotal 160.31
Tax 0.00
Tax exempt ID 55600076
Gratuity 32.06
Total 192.37

Visa 192.37
Acct:XXXXXXXX844
AuthCode:034925
Trans#:0

TIP:

Total:

TAC
\$ 192.37



Customer Signature
I Agree to pay above total amount according to the card issuer agreement.

Your Order Number is: 584

***** Merchant Copy *****

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>192.37</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>192.37</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

Judges: Evans, Hutchinson, Swape, Wilkes, Johnson, Aslop, O'Briant, Clawges, Tabit
Tina and Loetta

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/24/2015

Date: 2/24/2015 Time: 11:29:00 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 196695
 Tab Number: 100
 Number Of Covers: 23
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>191.72</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>191.72</u>

AMOUNT	159.77
TIP	<u>31.95</u>
TOTAL	<u>191.72</u>
	Approval: 090906

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, A. Angus,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

BRIDGE ROAD BISTRO

Date: 2/25/2015 Time: 11:20:58 AM

Status: Approved

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/25/2015

Card Type: Visa
 Card Number: XXXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Victoria
 Check Number: 214621
 Tab Number: 100
 Number Of Covers: 16
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
 Card Owner: garnes/christopher a

AMOUNT 197.70
 Gratuity 39.54
 Total 237.24

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>237.24</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>237.24</u>

Approval: 012790
 CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, B. Kayuha, R. Perry, C. Garnes, H. Dalley, A. Angus,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

50805
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7545

Merchant ID: 160116689
 Term ID: 0929
 Server ID: 3363

Sale

VISA
 XXXXXXXXXXXX0440
 Entry Method: Swiped
 Approved Online Batch#: 00000
 02/26/15 10:53:1
 Inv#: 00000001 Appr Code: 05332
 Amount: \$ 189.54
 Tip: TMC
 Total: 189.54

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/26/2015

Customer Copy
 THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 189.54
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 189.54

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

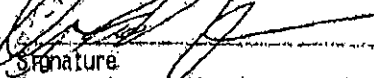
STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
 Bar & Grille
 218 Capitol Street
 Charleston, WV 25301
 PH: 304-343-5551
 FAX: 304-343-5552

Date: Mar 10 '15 11:49AM
 Card Type: Visa
 Acct #: XXXXXXXXXXXX8448*
 Card Entry: KEYED
 Trans Type: PURCHASE
 Auth Code: 090286
 Check: 1866
 Check ID: SUPREME COURT
 Server: 1001 AM Left

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/10/2015

Subtotal: 170.80
 Tip: 20.00
 Total: 190.80


 Signature

I agree to pay the above total according to my card issuer agreement.
 GUEST COPY

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 190.80
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 190.80

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, T. McHugh, J. Stover, R. Melvin,
 V. Shafer, V. Summers, J. Gundy, A. Angus, B. Kayuha, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/11/2015

Date: 3/11/2015 Time: 11:30:35 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 197379
Tab Number: 200
Number Of Covers: 31
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13, 14
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>225.25</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>225.25</u>

AMOUNT	# 187.71
TIP	# <u>37.54</u>
TOTAL	# <u>225.25</u>
Approval: 011729	

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form): *

R. Davis, M. Workman, M. Ketchum, A. Loughry, T. McHugh, J. Stover, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey, B. Kayuha, R. Perry

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000110

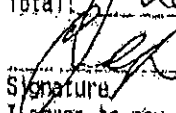
STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
 Bar & Grille
 218 Capitol Street
 Charleston, WV 25301
 PH: 304-343-5551
 FAX: 304-343-5552

Date: Apr07'15 11:43AM
 Card Type: Visa
 Acct #: XXXXXXXXXXXX8448
 Card Entry: SWIPE
 Trans Type: PURCHASE
 Auth Code: 095902
 Check: 2396
 Check ID: WV STATE
 Server: 1001 AM Left

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/07/2015

Subtotal: 172.11
 Tip: 34.42
 Total: 206.53

Signature: 
 I agree to pay the above total according to my card issuer agreement.
 GUEST COPY

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>206.53</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>206.53</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, A. Ferguson, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Ganes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Ganes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/08/2015

Date: 4/8/2015 Time: 11:22:34 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 188784
 Tab Number: 100
 Number Of Covers: 21
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11
 Card Owner: ganes/christopher a

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>168.07</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>168.07</u>

AMOUNT	140.08
TIP	<u>28.01</u>
TOTAL	<u>168.07</u>
	Approval: 090257

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson,
 V. Shafer, B. Kayuha, C. Ganes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

BRIDGE ROAD BISTRO

Check #: 217329 Date: 4/9/2015

Server: 302 - Travis

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/09/2015

Food Sub-Total	186.41
CHECK SUB-TOTAL	186.41
Sales Tax	0.00
Tip	37.29
TOTAL	223.70
Visa	223.70
Total Amount Paid	223.70
	=====

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>223.70</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>223.70</u>

Amount due 0.00

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, A. Angus, S. Canerbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGIN
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG.# Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 04/22/2015

Date: 4/22/2015 Time: 11:41:54 AM
Status: Approved
Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 198396
Tab Number: 100
Number Of Covers: 26
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
8, 10, 11, 12, 13, 14
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 203.97
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 203.97

AMOUNT 169.97
TIP 34.00
TOTAL 203.97
Approval: 061783

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, T. McHugh, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGIN

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
Bar & Grille
218 Capitol Street
Charleston, WV 25301
PH: 304-343-5551
FAX: 304-343-5562

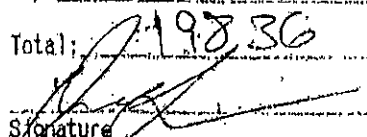
Date: May/2/15 11:55AM
Card Type: Visa
Acct #: XXXXXXXXXXXX8448
Card Entry: SHIPED
Trans Type: PURCHASE
Auth Code: 037661
Check: 3482
Check ID: SUPREME
Server: 1001 AM Left

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 05/12/2015

Subtotal: 165.30
Tip: 33.06
Total: 198.36

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 198.3
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 198.36

Signature: 
I agree to pay the above total according to my card issuer agreement.
GUEST COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, J. Stevenson, R. Melvin,
V. Shafer, C. Games, J. Gundy, A. Angus, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

SOMUS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Merchant ID: 160115689
Term ID: 0928
Server ID: 6515

Sale

VISA
XXXXXXXXXXXX8448
Entry Method: Swiped
Apprvd: Online Batch#: 000001
06/09/15 10:05:05
Inv#: 00000001 Appr Code: 002771
Amount: \$ 154.68
Tip:
Total: 154.68

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 06/09/2015

Customer Copy
THANK YOU

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>154.68</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>154.68</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
R. Davis, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin,
V. Shafer, B. Kayuha, C. Garnes, J. Gundy, A. Angus,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SCOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 06/10/2015

Date: 6/10/2015 Time: 11:54:23 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 201740
 Tab Number: 400
 Number Of Covers: 16
 Persons: 1, 2, 3, 4, 5, 6, 7, 8
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>125.51</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>125.51</u>

AMOUNT	104.51
TIP	<u>2.00</u>
TOTAL	<u>125.51</u>
	Approval: 027411

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
 V. Shafer, C. Garnes,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-9074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 06/15/2015

TABLE: Jamie #15 - 6 Guests
 Server: Jamie
 6/15/2015 11:59:34 AM
 Sequence #: 0000010
 ID #: 0057818

ITEM	QTY	PRICE
Open Food	1	\$258.00
Subtotal		\$258.00
Grand Total		\$258.00

Credit Purchase
 Name : GARNES/CHRISTOPHER A
 CC Type : VISA
 CC Num : XXXX XXXX XXXX 8448
 Approval : 073531
 Server : Jamie
 Ticket Name : Jamie #15

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>309.60</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>309.60</u>

Payment Amount: \$258.00

Tip: 51.60
 Total: 309.60

[Signature]
 x
 TSYS

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY
 I agree to pay the amount shown above.

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, T. Evans, D. Swope, J. Stover,
 S. Canterbury, J. Stevenson, R. Melvin, V. Shafer, J. Charnock, C. Garnes, J. Gundy, A. Angus,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-9074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

TABLE: Take Out #23 - 6 Guests
 Server: Jacqui
 6/16/2016 11:21:42 AM
 Sequence #: 0000002
 ID #: 0067898

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 06/16/2015

ITEM	QTY	PRIC
Open Food Court	1	\$217.0
Subtotal		\$217.0
Total Taxes		\$0.0
Grand Total		\$217.0

Credit Purchase
 Name : GARNES/CHRISTOPHER A
 CC Type : VISA
 CC Num : xxxx xxxx xxxx 8448
 Approval : 034930
 Server : Jacqui
 Ticket Name : Take Out #23

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 260.40
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 260.40

Payment Amount: \$217.0
 Tip: 43.40
 Total: 260.40

X _____
 TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, J. Stevenson, R. Melvin,
 V. Shafer, S. Canterbury, C. Garnes, J. Gundy, A. Angus,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/02/2015

Date: 9/2/2015 Time: 11:44:50 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 205255
 Tab Number: 100
 Number Of Covers: 29
 Persons: 1, 2, 3, 4, 5, 6, 7, 8
 9, 10, 11, 12, 13
 Card Owner: garnies/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>231.49</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>231.49</u>

AMOUNT	195.49
TIP	<u>36.00</u>
TOTAL	<u>231.49</u>
	Approval: 036136

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnock,
 V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-9074

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/10/2015

TABLE: Supreme To Go - 14 Guests
 Server: Heather P
 9/10/2015 11:43:01 AM
 Sequence #: 0000001
 IO #: 0068707

ITEM	QTY	PRICE
Subtotal		\$188.00
Automatic Service Fee Gratuity		\$35.64
Grand Total		\$233.64
Amount Due:		\$233.64

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>233.64</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>233.64</u>

Credit Purchase
 Name : GARNES/CHRISTOPHER A
 CC Type : VISA
 CC Num : xxxx xxxx xxxx 8448
 Approval : 076204
 Server : Heather P
 Ticket Name : Supreme To Go
 Payment Amount: \$233.64
 (Includes \$35.64 from 18% Automatic Service Fee Gratuity)

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Additional Tip: _____
 Total: 233.64

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnock
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, S. Canterbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

by: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

by: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/15/2015

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-766-6583

TERMINAL ID: 1 A0332776
VISA CSH: 5064
*****100140 EXP: 11/14 SWIPEO
SALE
BATCH: 000323 INU: 000001
SEP 15, 15 11:37
RMT: 03231001 AUTH: 024323
U-CODE: K

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>195.60</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>195.60</u>

TRN REF: 30525056052044
VALIDATION CODE: 32CL
APPROVED
SALE AMT \$195.60
TIP \$ 30.
TOTAL \$ 195.60

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey, B. Kayuha

CHRISTOPHER A GARNES
CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

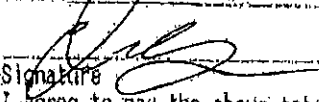
STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
 Bar & Grille
 218 Capitol Street
 Charleston, WV 25301
 PH: 304-343-5551
 FAX: 304-343-5552

Date: Sep18'15 12:14PM
 Card Type: Visa
 Acct #: XXXXXXXXXXXX8448
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Auth Code: 833989
 Check: 4360
 Check ID: COURT
 Server: 1002 AM Right

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/16/2015

Subtotal: 203.30
 Tip: 40.60
 Total: 243.96

Signature 
 I agree to pay the above total according to my card issuer agreement.
 GUEST COPY

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>243.9</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>243.96</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/21/2015

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>199.74</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>199.74</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, S. Canterbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

FUNCTION REPRESENTATIVE'S SIGNATURE

AGENCY HEAD SIGNATURE

DATE

DATE

SONDS
800 SMITH ST
CHARLESTON, WV 25301
304 720-7646

Merchant ID: 160116699
Term ID: 0928
Server ID: 5516

Sale

VISA
XXXXXXXXXXXX8448
Entry Method: Swiped
Apprvd: Online Batch#: 000003
09/21/15 10:01:03
Inv#: 00000002 Appr Code: 091636
Amount: \$ 185.34
Tip: Inc.
Total: 185.34

Customer Copy
THANK YOU

SONDS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

Merchant ID: 160116699
Term ID: 0928
Server ID: 5516

Sale

VISA
XXXXXXXXXXXX8448
Entry Method: Swiped
Apprvd: Online Batch#: 000003
09/21/15 10:28:43
Inv#: 00000005 Appr Code: 013989
Amount: \$ 14.40
Tip: Inc.
Total: 14.40

Customer Copy
THANK YOU

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

Date: 9/22/2015 Time: 11:50:27 AM

FUNCTION SPONSOR Chris Garnes

Status: Approved

LOCATION OF FUNCTION Justices' Chambers

Card Type: Visa

Card Number: XXXXXXXXXXXX8448

Expiration Date: X/XX/XXXX

Server Name: Tasha

Check Number: 206113

Tab Number: 400

Number Of Covers: 30

Persons: 1, 2, 3, 4, 5, 6, 7

9, 10, 11, 12, 13, 14, 15

Card Owner: garnes/christopher

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 248.32

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 248.32

AMOUNT 206.93

TIP 41.39

TOTAL 248.32

Approval: 010036

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok

V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dailey, D. Frye

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

BRIDGE ROAD BTRCRO

Date: 9/23/2015 Time: 11:52:33 AM

Status: Approved

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Card Type: Visa

CONTACT PERSON Chris Garnes

Card Number: XXXXXXXX430440

TELEPHONE NUMBER (304) 558-2060

Expiration Date: X/XX/XXXX

FUNCTION SPONSOR Chris Garnes

Server Name: Lerra

LOCATION OF FUNCTION Justices' Chambers

Check Number: 226926

DATE(S) OF FUNCTION 09/23/2015

Tab Number: 200

Number of Covers: 14

Persons: 1, 2, 3, 4, 5, 6, 7, 8,

9, 10, 11, 12, 13, 14, 15

Card Drawn: Manual Exp

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>304.55</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

AMOUNT 296.99

Gratuity 47.96

Total 304.55

Approval: 069467

CUSTOMER COPY

TOTAL \$ 304.55

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dalley, D. Frye

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

Date: 10/6/2015 Time: 11:51:46 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa

LOCATION OF FUNCTION Justices' Chambers

Card Number: XXXXXXXXXXXX0440

DATE(S) OF FUNCTION 10/06/2015

Expiration Date: X/XX/XXXX

Server Name: Alison

Check Number: 206682

Tab Number: 100

Number Of Covers: 33

Persons: 1, 2, 3, 4, 5, 6, 7,
9, 10, 11, 12, 13, 14, 15

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>234.38</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

AMOUNT 206.38

TIP 28.00

TOTAL \$ 234.38

TOTAL 234.38

Approval: 062229

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
C. Wilkes, V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000127

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25301
 304-766-6583

TERMINAL ID: 1 06332776
 VISA CSH: 9012
 *****0440 EXP: 11/11 SUTPED
 SALE
 BATCH: 000339 INV: 000002
 Oct 07, 15 11:48
 RR#: 03391002 AUTH: 036384
 U-CODE: N

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/07/2015

TRN REF#: 30528056697267
 UNLICATION CODE: 1629
 APPROVED
 SALE AMT \$193.20
 TIP Inc
 TOTAL 193.20

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>203.20</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>203.20</u>

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25301
 304-766-6583

TERMINAL ID: 1 06332776
 VISA CSH: 9012
 *****0440 EXP: 11/11 SUTPED
 SALE
 BATCH: 000339 INV: 000003
 Oct 07, 15 12:16
 RR#: 03391001 AUTH: 073471
 U-CODE: N

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of all more must accompany the form):
 R. Davis, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dalley,

TRN REF#: 585280583644149
 UNLICATION CODE: 0006
 APPROVED
 SALE AMT \$7.00
 TIP 3.00
 TOTAL 10.00

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

50HOS
 900 SMITH ST
 CHARLESTON, WV 26301
 304-720-7646

Merchant ID: 160115689
 Term ID: 0928
 Server ID: 1639

Sale

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/14/2015

VISA
 XXXXXXXXXXXXXXX448
 Entry Method: Swipe
 Approved: Online Batch#: 0000
 10/14/15 09:51:
 Inv#: 00000001 Appr Code: 0256
 Amount: \$ 246.
 Tip: 4.00
 Total: 246.10

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>246.10</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>246.10</u>

Customer Copy
 THANK YOU

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dailey, B. Kayuqa

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

south hills market
 and café

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 11/03/2015

Date: 11/3/2015 Time: 11:33:54 AM
 Status: Approved/Post
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8440
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 207830
 Tab Number: 100
 Number Of Covers: 31
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13, 14, 15
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>245.56</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>245.56</u>

AMOUNT	204.56
TIP	<u>41.00</u>
TOTAL	<u>245.56</u>
	Approval: 100000

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/04/2015

PATERNO AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25301
304-766-6583

TERMINAL ID: A0032776
VISA CSHI 5864
SALE SALE SUITE0
DATE: 11/04/15 INU: 000001
TIME: 12:42
AUTH: 071105
U-CODE: 11

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>177.60</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>177.60</u>

IGN REF#: 30510959940027
VALIDATION CODE: 6834
APPROVED
SALE AMT \$177.60
TIP 5.00
TOTAL \$ 177.60
CHRISTOPHER A GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, C. Garnes, J. Gundy, A. Angus,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SCHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

11/16/2015 12:12:1

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXXXXX94
 Chip Card: CIFI VISA
 AID: A00000000310
 ATC: 00
 TC: EF26D41AF37FD6
 SEQ #: _____
 Batch #: _____
 INVOICE SERVER 55
 Approval Code: 0644
 Entry Method: Chip R:
 Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 11/16/2015

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>191.76</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>191.76</u>

PRE-TIP AMT \$191.
 TIP Inc.
 TOTAL AMOUNT 191.76

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, S. Canterbury

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-9074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/17/2015

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>243.48</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>243.48</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. St
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

TABLE: Supreme Court - 12 Guests
 Server: Daniel M.
 11/17/2015 11:24:00 AM
 Sequence #: 0000003
 ID #: 0075056

ITEM	QTY	PRC
Trio Meatballs	1	\$12.
Goat Cheese Brulaa	1	\$10.
- Add: Marcona Encrusted C		\$6.
- Justice Workman		
Portobello Napoleon	1	\$14.
- Justice Davis		
The New Salad In Town	1	\$10.
- Justice Ketchum		
The Block Burger	(2@)	\$14.00
House Salad	1	\$8.0
- Add: Marcona Encrusted C		\$6.0
- Justice Benjamin		
Eggplant Panini	1	\$8.0
- Justice Loughry		
Marcona Chicken Salad	1	\$12.0
- Jennifer		
House Salad	1	\$8.0
- Add: Corn		
- Jeanne		
Side: Brussel Sprout	1	\$3.0
House Salad	1	\$8.0
The Block Burger	1	\$14.0
- Ruth		
Hummus Trio	1	\$10.0
- Vial		

Total: 243.48

x _____
 TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

Thank you for visiting!

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 12/09/2015

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WY 25301
 12/09/2015 11:28:04
 CREDIT CARD
 VISA SALE
 Card # XXXXXXXXXXXXXXX18
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0006
 TC: 42268AE0EA60ACSE
 SEQ #: 1
 Batch #: 77
 INVOICE 1
 SERVER 1638
 Approval Code: 040820
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 177.84
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 177.84

PRE-TIP AMT \$148.20
 TIP ^{20%} 29.64
 TOTAL AMOUNT 177.84

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Benjamin, R. Melvin,
 C. Garnes, J. Gundy, A. Angus, S. Canterbury, S. Green

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

JAN - DEC 2016

**MEALS PURCHASED
FOR JUSTICES & STAFF**

88--000135

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/05/2016

**south hills market
 and café**
 SOUTH HILLS

Date: 1/5/2016 Time: 11:30:20 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 210201
 Tab Number: 100
 Number Of Covers: 27
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10, 11, 12, 13
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>217.18</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>217.18</u>

AMOUNT 180.18
 TIP 37.00
TOTAL 217.18
 Approval: 006330

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, B. Kayuha

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports
 Bar & Grille
 218 Capitol Street
 Charleston, WV 25301
 PH: 304-343-5551
 FAX: 304-343-5552

Date: Jan12'16 12:39PM
 Card Type: Visa
 Acct #: XXXXXXXXXXXX0440
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Auth Code: 064451
 Check: 3118
 Check ID: SUPREME COURT JU
 Server: 1001 AM Left

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/12/2016

Subtotal: 227.65
 Tip: 32.00
 Total: 259.65

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 259.65
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LOGGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 259.65

Signature
 I agree to pay the above total
 according to my card issuer
 agreement.
****GUEST COPY****

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Hutchison, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

01/13/2016

11:31:57

CREDIT CARD
 VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/13/2016

Card # XXXXXXXXXXXXXXX8418
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0008
 TC: 09AF15F4979380DE
 SEQ #: 1
 Batch #: 127
 INVOICE 1
 SERVER 1638
 Approval Code: 046927
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 243.84
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 243.84

PRE-TIP AMT \$203.20
 TIP 40.64
 TOTAL AMOUNT 243.84

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGIN
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

BLOSSOM DAIRY
 904 QUARRIER ST
 CHARLESTON, WV 25301
 ph (304) 345-9999

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/20/2016

We hope you have a BLOSSOM day!!!!
 Tickets on sale for MYSTERY
DINNER last Thur, of
 the
 month

TABLE: Valerie #4 - 1 Guest
 Server: Valerie
 1/20/2016 11:28:24 AM
 Sequence #: 0000001
 ID #: 0061182

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>154.92</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>154.92</u>

ITEM	QTY	PR
Name	:	GARNES/CHRISTOPHER A
CC Type	:	VISA
CC Num	:	xxxx xxxx xxxx 8448
Approval	:	1025983
Server	:	Valerie
Ticket Name	:	Valerie #4

Payment Amount: \$128.00

Tip: 26.00
 Total: 154.92

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

x
 TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/26/2016

Date: 1/26/2016 Time: 11:28:08 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 210921
 Tab Number: 100
 Number Of Covers: 28
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10, 11, 12, 13
 Card Owner: garnes/christopher e

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>214.53</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>214.53</u>

AMOUNT	177.53
TIP	<u>37.00</u>
TOTAL	<u>214.53</u>
	Approval: 047913

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGIN

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 26301
ph (681) 265-9074

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/08/2016

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>216.0</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>216.0</u>

TABLE: Take Out #7 - 12 Guests
Server: Heather P
2/8/2016 11:41:19 AM
Sequence #: 0000001
ID #: 0081204

ITEM	QTY	PRICE
Grand Total		\$180.00
Amount Due:		\$180.00

Credit Purchase
Name : GARNES/CHRISTOPHER A
CC Type : VISA
CC Num : xxxx xxxx xxxx 8448
Approval : 032315
Server : Heather P
Ticket Name : Take Out #7

Payment Amount: \$180.00
Tip: 36.00
Total: 216.00

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

x _____
TSYS
I agree to pay the amount shown above,

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/09/2016

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301
 02/09/2016 11:21:30
 CREDIT CARD
 VISA SALE
 Card # XXXXXXXXXXXXXXX8118
 Chip Card: CITI VISA
 AID: A000000031010
 ATC: 0009
 TC: ZEF7294A37CE767A
 SEQ #: 1
 Batch #: 166
 INVOICE 1
 SERVER 5515
 Approval Code: 038934
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>247.32</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>247.32</u>

PRE-TIP AMT \$247.32
 TIP Inc.
 TOTAL AMOUNT 247.32

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, C. Garnes, J. Gundy, A. Angus, H. Dailey, B. Kayuha

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/10/2016

**south hills market
and café**

SOUTH HILLS

Date: 2/10/2016 Time: 11:56:35 AM

Status: Approved

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>218.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>218.00</u>

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Stevie
 Check Number: 211851
 Tab Number: 600
 Number Of Covers: 19
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13, 14
 Card Owner: GARNES/CHRISTOPHER A

AMOUNT 181.00
 TIP 37.00
TOTAL 218.00
 Approval: 093024

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, A. Angus, H. Dalley,

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/22/2016

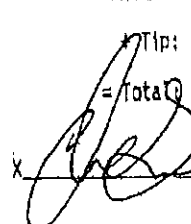
Take Out

Total	\$123.88
Credit Card	Keyed
Visa	XXXXXXXX8448
Time	11:58 AM
Authorization	Approved
Approval Code	081761
Check ID	224700500008694
Payment ID	Qr105Xc7L

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 148.88
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 148.88

Amount: \$123.88
 Tip: 25.00
 = Total 148.88



Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Benjamin, R. Melvin, J. Charnok
 C. Bowman, V. Shafer, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000145

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/23/2016

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 180.90
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 180.90

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Ci V. Shafer, O. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
 AGENCY HEAD SIGNATURE

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25309
 3042055482
 Cashier: Marla F
 Transaction 102090

Total \$142.80
 CREDIT CARD AUTH \$142.80
 VISA 8448

Tip Inc.
 Total 142.80

Retain this copy for statement validation

23-Feb-2016 11:45:16A
 \$142.80 | Method: EMV
 VISA CREDIT XXXXXXXXXXXX8448
 Ref #: 605400005133
 Auth #: 054577
 MID: 215226135998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED



57B622GYJ0FF0

SOHO'S
 800 SMETH ST
 CHARLESTOWN, WV 25301

02/23/2016 11:26:02
 CREDIT CARD
 VISA SALE

Card #: XXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 000A
 TC: 6D16HA1195EC94C
 SEQ #: 2
 Batch #: 188
 INVOICE 2
 SERVER 5515
 Approval Code: 080299
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

PRE-TIP AMT \$38.10
 TIP Inc.
 TOTAL AMOUNT 38.10

Agency Ref. # _____

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills marke
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/24/2016

SOUTH HILLS

Date: 2/24/2016 Time: 11:56:11 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXXXXX440
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 212261
Tab Number: 600
Number Of Covers: 20
Persons: 1, 2, 3, 4, 5, 6, 7,
9, 10, 11, 12, 13, 14
Card Owner: garnes/christopher c

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>223.48</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>223.48</u>

AMOUNT 185.48
TIP 38.00
TOTAL 223.48

Approval: 063686

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000147

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTOWN, WV 25301

03/02/2016 11:30:

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CREDIT CARD

VISA SALE

CONTACT PERSON Chris Garnes

Card # XXXXXXXX0000000000000000

Chip Card: CITI VI:

TELEPHONE NUMBER (304) 558-2060

AID: A000000000000000

ATC: 001

FUNCTION SPONSOR Chris Garnes

TC: 80F7171B81A0C4

SEQ #: _____

LOCATION OF FUNCTION Justices' Chambers

Batch #: 21

INVOICE

DATE(S) OF FUNCTION 03/02/2016

SERVER 16:

Approval Code: 01341

Entry Method: Chip Res

Mode: Issuer - PIN Bypass

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 209.04

PRE-TIP AMT \$174.2

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

TIP 34.8

LODGING \$ _____

OTHER/ \$ _____

TOTAL AMOUNT 209.04

OTHER/ \$ _____

TOTAL \$ 209.04

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin,

V. Shafer, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/08/2016

Take Out
 Court
 Server: Elisha
 Check #1
 Tax Exempt
 Subtotal Total \$170.
 Credit Card Visa Time
 Authorization Approval Code
 Check ID
 Payment ID

03/07/16 78:30
 SWIP
 XXXXXXXX84
 11:37
 APPROV
 02061
 224700500001991
 GRP32ed

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 205.80
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 205.80

Amount: \$170.
 + Tip: 35.00
 = Total: 205.80

[Signature]
 CHRISTOPHER A GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

Thanks for visiting Adelphia Sports Bar & Grille
 Please come again

Customer Copy

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/13/2016
05/08/16

Date: 3/8/2016 Time: 11:31:40 AM

Status: Approved

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 212785
 Tab Number: 100
 Number Of Covers: 21
 Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>171.75</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>171.75</u>

AMOUNT 141.75
 TIP 30.00

TOTAL 171.75
 Approval: 042563

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, C. Garnes, J. Gundy, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

03/09/2016 11:55:32
 CREDIT CARD
 VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/09/2016

Card # XXXXXXXXXXXXX0948
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0010
 TC: 3898E5763F586009
 SEQ #: 1
 Batch #: 211
 INVOICE 1
 SERVER 1638
 Approval Code: 059477
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 222.28
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 222.28

PRE-TIP AMT \$185.24
 TIP _____
 TOTAL AMOUNT 222.28

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Date: 3/15/2016 Time: 11:30:29 AM

CONTACT PERSON Chris Garnes

Status: Approved

TELEPHONE NUMBER (304) 558-2060

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448

FUNCTION SPONSOR Chris Garnes

Expiration Date: X/XX/XXXX

LOCATION OF FUNCTION Justices' Chambers

Server Name: Tasha

DATE(S) OF FUNCTION 03/16/2016

Check Number: 213079

Tab Number: 100

Number Of Covers: 23

Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>194.93</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>194.93</u>

AMOUNT	161.93
TIP	<u>33.00</u>
TOTAL	<u>194.93</u>

Approval: 012887

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

03/23/2016 11:35:27

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0615
 TC: A0CEJ20C18CBP2F
 SEQ #: 1
 Batch #: 234
 INVOICE 1
 SERVER 1638
 Approval Code: 085052
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/23/2016

PRE-TIP AMT \$182.65
 TIP 36.5
 TOTAL AMOUNT 219.18

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>219.18</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>219.18</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Ketchum, A. Loughry, T. Keadle, J. Hatcher, J. Mazzone, T. Evans, J. Stover, R. Melvin, J. Holliday, V. Shafer, C. Garnes, J. Gundy, H. Dalley,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

BLOSSOM DAIRY
 904 QUARRIER ST
 CHARLESTON, WV 26301
 ph (304) 345-9999

We hope you have a BLOSSOM day!!!!
 Tickets on sale for _____ MYSTERY
 DINNER
 THEATER _____ last Thur. of
 the
 month

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/04/2016

TABLE: Jb - 10 Guests
 Server: Tiffany R
 4/4/2016 11:41:06 AM
 Sequence #: 0000001
 ID #: 0065258

ITEM	QTY	PRIC
Grand Total		\$96.33
This Payment		\$96.33
Tip:		\$20.00
Total Charged:		\$116.33
Paid by		post

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>116.33</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>116.33</u>

Credit Purchase
 CC Type :VISA
 CC Num 1xxxx xxxx xxxx 8448
 Approval :023859
 TSYS

Thank you for visiting! Come back soon!!!
 Ask server for details on _____ MYSTERY
 DINNER
 THEATER!!!

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000154

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 4/5/2016 Time: 11:35:16 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 04/05/2016

Server Name: Stavie

Check Number: 213923

Tab Number: 11

Number Of Covers: 25

Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>206.95</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>206.95</u>

AMOUNT	<u>171.95</u>
TIP	<u>35.00</u>
TOTAL	<u>206.95</u>
	Approval: 003923

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, C. Garnes, J. Gundy, B. Kayuha, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 600 SMITH ST
 CHARLESTOWN, WV 25301
 04/06/2016 11:41:13
 CREDIT CARD
 VISA SALE
 Card # XXXXXXXXXX08448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0018
 TC: A98BF94B85881585
 SEQ #: 1
 Batch #: 256
 INVOICE: 1
 SERVER 1638
 Approval Code: 054064
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/06/2016

PRE-TIP AMT \$200.80
 TIP 40.00
 TOTAL AMOUNT 240.80

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 240.80
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 240.80

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, B. Kayuha, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

04/11/2016 11:43:22

CREDIT CARD
 VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/11/2016

Card # XXXXXXXXXXXXXXX0148
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0019
 TC: 5205865AB807DC29
 SEQ #: 1
 Batch #: 263
 INVOICE 1
 SERVER 5515
 Approval Code: 034094
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 54.24
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 54.24

PRE-TIP AMT \$54.24
 TIP Inc
 TOTAL AMOUNT 54.24

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Ketchum, R. Perry, D. O'Hanlon

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 04/18/2016

5061170
 ELLENS HOMEPLACE ICE CR
 225 CAPITOL ST
 CHARLESTON, WV 25301-2205
 304-343-6488

Inv # 101 002 Ref #: 004

Sale

XXXXXXXXXXXX448

VISA Entry Method: Swiped

04/18/16 11:33:53

Inv #: 000005 Appr Code: 012632

Approval: Online Batch#: 000523

Total: \$ 27.61

Customer Copy
 THANK YOU!

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 27.61
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 27.61

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, J. Stover

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000159

Adelphia Sports Bar & Grille
 210 Capitol Street
 Charleston, WV 25301

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Take Out

 Justice

 Total \$131.10

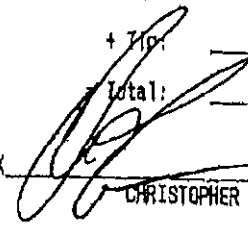
 Credit Card Swiped
 Visa xxxxxxxx8448
 Time 11:36 AM

 Authorization Approved
 Approval Code 055162
 Check ID 2247005000053507
 Payment ID n99shpct1

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/18/2016

Amount: \$131.10
 + Tip: 27.00

 Total: 158.10

 X 
 CHRISTOPHER A. GARNES

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>158.1</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>158.1</u>

Customer Copy
 Thanks for visiting Adelphia Sports Bar & Grille
 Please come again

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Ketchum, A. Loughry, B. Benjamin, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Games, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills marke
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/19/2016

SOUTH HILLS

Date: 4/19/2016 Time: 11:43:44 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Stevie
 Check Number: 214505
 Tab Number: 600
 Number Of Covers: 17
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10, 11, 12, 13
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>218.95</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>218.95</u>

AMOUNT	181.95
TIP	<u>37.00</u>
TOTAL	<u>218.95</u>
	Approval: 092228

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Chamok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000161

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SERVER: amanda m
TABLE: 673
TICKET #: 294081 04/20/2016 10:23
GUESTS: 1

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 04/20/2016

SUB TOTAL: 90.75
TOTAL: 90.75
CARD PAID: 90.75
GRATUITY: 20.00
TOTAL: 110.75

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 154.95
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 154.95

CARD #: XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
042676

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

SERVER: amanda m
TABLE: 31
TICKET #: 294088 04/20/2016 11:58
GUESTS: 1

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list Individual names unless for a group of 20 or more.
more must accompany the form):
M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melh
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey,

SUB TOTAL: 37.20
TOTAL: 37.20
CARD PAID: 37.20
GRATUITY: 7.00
TOTAL: 44.20

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

CARD #: XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
074530

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

BRIDGE ROAD BISTRO

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/27/2016

Date: 4/27/2016 Time: 11:36:07 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX9440
 Expiration Date: X/XX/XXXX
 Server Name: Lorra
 Check Number: 240040
 Tab Number: 200
 Number Of Covers: 1
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10, 11, 12, 13, 14
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>255.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>255.00</u>

AMOUNT	211.98
Gratuity	43.02
Total	255.00

Approval: 017814

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, C. Garnes, J. Gundy, B. Kayuha, H. Dailey, J. Alsop

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000163

BRIDGE ROAD BISTRO

Date: 4/28/2016 Time: 12:08:04 PM

Status: Approved/Refund

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: CATERING
Check Number: 240104
Tab Number:
Number Of Covers: 1
Persons: 1
Card Owner: Manual Ent

AMOUNT -39.31
TIP _____
TOTAL _____
Approval:

CUSTOMER COPY

BRIDGE ROAD BISTRO

Check #: 240104 Date: 4/28/2016

Server: 100 - CATERING

CHECK SUB-TOTAL	-39.31
Sales Tax	0.00
TOTAL	-39.31
Visa	-39.31
Total Amount Paid	===== -39.31
Amount due	0.00

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SONO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

05/16/2016 11:39:17

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXXXXX448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 001F
 TC: E7AF8A0F0DD9689F
 SEQ #: 1
 Batch #: 318
 INVOICE 1
 SERVER 5515
 Approval Code: 067076
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 05/16/2016

PRE-TIP AMT \$163.38

TIP Inca

TOTAL AMOUNT 163.38

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 163.38
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 163.38

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000165

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 05/17/2016

Date: 5/17/2016 Time: 11:37:56 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Madeline
 Check Number: 215691
 Tab Number: 100
 Number Of Covers: 24
 Persons: 1, 2, 3, 4, 5, 6, 7, 8
 9, 10, 11, 12, 13, 14
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>242.45</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>242.45</u>

AMOUNT	201.45
TIP	<u>41.00</u>
TOTAL	<u>242.45</u>
	Approval: 011248

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Mindy F

Transaction 104364

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 05/18/2016

Total \$170.40

CREDIT CARD AUTH VISA 8448 \$170.40

Tip Inc.

Total 170.40

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 170.40
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 170.40

18-May-2016 11:44:25A
\$170.40 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 613900010612
Auth #: 045790
MID: 215226185998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



S0190NVXWVW1M

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
V. Shafer, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000167

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Games
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Games
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 06/02/2016

**south hills mark
and café**
SOUTH HILLS

Date: 6/2/2016 Time: 11:37:09 AM

Status: Approved

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 187.95
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 187.95

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Madeline
 Check Number: 216340
 Tab Number: 100
 Number Of Covers: 22
 Persons: 21
 Card Owner: games/christopher

AMOUNT 155.98
 TIP 32.00
TOTAL 187.95
 Approval: 021923

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more, more must accompany the form):

R. Davis, M. Ketohum, A. Loughry, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Games, J. Gundy, B. Kayuha

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
 AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 06/13/2016

SOHO'S
 800 SMITH ST
 CHARLESTOWN, WV 25301

06/13/2016 11:27:57

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXX0948
 Chip Card: CITI VISA
 AID: A000000031010
 ATC: 0024
 TC: FCBE01E37BAB38F3
 SEQ #: 1
 Batch #: 361
 INVOICE
 SERVER 3363
 Approval Code: 049459
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>195.96</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>195.96</u>

PRE-TIP AMT \$195.96

TIP Inc.

TOTAL AMOUNT 195.96

PURPOSE/JUSTIFICATION OF FUNCTION: CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills marke
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 06/14/2016

Date: 6/14/2016 Time: 11:24:46 AM

Status: Approved

Card Type: Visa

Card Number: XXXXXXXXXXXX8448

Expiration Date: X/XX/XXXX

Server Name: Tasha

Check Number: 216755

Tab Number: 600

Number Of Covers: 20

Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>181.00</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>181.00</u>

AMOUNT 150.15

TIP 30.85

TOTAL 181.00

Approval: 074980

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok

V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 8/30/2016 Time: 11:40:18 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 08/30/2016

Server Name: Tasha

Check Number: 219521

Tab Number: 100

Number Of Covers: 26

Persons: 1, 3, 4, 5, 6, 7, 8, 9

10, 11, 12, 13

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>203.33</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>203.33</u>

AMOUNT	169.33
TIP	<u>34.00</u>
TOTAL	<u>203.33</u>
	Approval: 070060

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGIN

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

Take Out

Justice 384-578-7645

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Kim 09/06/16
Check #1 10:48 AM
Tax Exempt

CONTACT PERSON Chris Garnes

Subtotal \$115.53
Total \$115.53

TELEPHONE NUMBER (304) 558-2060

Credit Card Swiped
Visa xxxxxxxxB448
Time 11:39 AM

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

Authorization Approved
Approval Code 046901
Check ID 2247005000169560
Payment ID 863xw1jt7

DATE(S) OF FUNCTION 09/06/2016

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 139.0
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$
TOTAL	\$ 139.0

Amount: \$115.53
+ Tip: 23.47
= Total: 139.00

X 
CHRISTOPHER A. GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin, J. Charnok
V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTON, WV 25301

09/07/2016

11:25:02

CREDIT CARD
 VISA SALE

Card #: XXXXXXXXXXXXXXX8
 Chip Card: CITI VISA
 AID: A000000031010
 ATC: 002E
 TC: 6E1364080D970B63
 SEQ #: 1
 Batch #: 495
 INVOICE: 1
 SERVER: 5515
 Approval Code: 040942
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/07/2016

PRE-TIP AMT \$204.54
 TIP Inc.
 TOTAL AMOUNT 204.54

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>204.54</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>204.54</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Benjamin, J. Stover, R. Melvin, J. Charnok
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/13/2016

Date: 10/5/2016 Time: 11:20:19 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Anne
 Check Number: 220883
 Tab Number: 400
 Number Of Covers: 1
 Persons: 1
 Card Owner: garnes/christopher

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 120.70*
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER	\$ _____
OTHER	\$ _____
TOTAL	\$ 120.70*

AMOUNT	120.70
TIP	Inc.
TOTAL	<u>120.70</u>
	Approval: 042652

PURPOSE/JUSTIFICATION OF FUNCTION: Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Ketchum, A. Loughry, R. Melvin, V. Shafer, C. Garnes, J. Gundy, H. Dalley

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Mindy F
Transaction 107349

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/14/2016

Total \$120.00
CREDIT CARD AUTH \$120.00
VISA 8448
Tip Inc.
Total 120.00

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 120.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 120.00

14-Sep-2016 11:37:47A
\$120.00 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 625800017897
Auth #: 065740
MID: 215226135998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



R4G2ACQCG4J2A

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, A. Loughry, J. Stover, R. Melvin, V. Shafer, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000175

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 9/15/2016 Time: 11:35:53 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 09/15/2016

Server Name: Tasha

Check Number: 220010

Tab Number: 100

Number Of Covers: 18

Persons: 1, 2, 3, 4; 5, 6, 7,

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>130.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>130.00</u>

AMOUNT	107.42
TIP	<u>22.58</u>
TOTAL	<u>130.00</u>
Approval: 048489	

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
V. Shafer, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000176

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 25301
ph (681) 265-8074

STATE OF WEST VIRGIN
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TABLE: Wv courts - 1 Guest
Server: Jimmy Matters
9/21/2016 11:23:46 AM
Sequence #: 000001
ID #: 0101842
Grand Total \$183.00

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/21/2016

Credit Purchase
Name : GARNES/CHRISTOPHER A
CC Type : VISA
CC Num : XXXX XXXX XXXX 8448
Approval : 077358
Server : Jimmy Matters
Ticket Name : Wv courts

Payment Amount: \$183.00

Tip: 37.00

Total: 220.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 220.0
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 220.0

x _____
TSYS
CUSTOMER COPY
I agree to pay the amount shown above.

Thank you for visiting!

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, T. McHugh, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/03/2016

SERVER: amanda M
TABLE: 762
TICKET #: 307944 10/03/2016 10:35
GUESTS: 1

SUB TOTAL: 94.95

TOTAL: 94.95

CARD PAID: 94.95

GRATUITY: 20.05

TOTAL: 115.00

ESTIMATED EXPENSES

- FOOD AND BEVERAGE
- MEETING ROOM
- EQUIPMENT RENTAL
- LODGING
- OTHER/
- OTHER/

\$ 115.00

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL

\$ 115.00

CARD #: XXXXXXXXXX844
CHRISTOPHER A GARNES
014547

Thanks for supporting our small business!
www.bluegrasskitchen.com

Comments? Suggestions?
email contact@bluegrasswv.com

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

** Customer Copy **

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Take Out

 Supreme Court

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/04/2016

Server: Tracy
 Check #1
 Tax Exempt
 10/04/16 11:10 AM
 Supreme Court
 Subtotal \$129.5
 Total \$129.5
 Credit Card
 Visa
 Time 11:32 A
 Keye
 xxxxxxxx044
 Authorization
 Approval Code 01581
 Check ID 224700600019218
 Payment ID Y03X766Z

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>156.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>156.00</u>

Amount: \$129.5
 + Tip: 26.5
 = Total: 156.00

X _____

Merchant Copy

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/13/2018

Date: 10/5/2018 Time: 11:20:19 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Anne
 Check Number: 220683
 Tab Number: 400
 Number Of Covers: 1
 Persons: 1
 Card Owner: garnes/christopher

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>120.70*</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>120.70*</u>

AMOUNT 120.70
 TIP Inc.
TOTAL 120.70
 Approval: 042652

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Ketchum, A. Loughry, R. Melvin, V. Shafer, C. Garnes, J. Gundy, H. Dalley

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 10/5/2016 Time: 11:19:33 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved/Refund

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
 Card Number: XXXXXXXXXXXX844B
 Expiration Date: X/XX/XXXX
 Server Name: Anne
 Check Number: 220682
 Tab Number: 400
 Number Of Covers: 1
 Persons: 1
 Card Owner: garnes/christopher a

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/19/2016

10/05/2016 per receipt

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>26.11*</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>26.11*</u>

AMOUNT	<u>-26.11</u>
TIP	<u>_____</u>
TOTAL	<u>_____</u>

Approval: # _____

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Ketchum, A. Loughry, R. Melvin, V. Shafer, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
 AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Paterno's at the Park
Order #: 85-17871
81
1 Guest
Server: Nancy
Cashier: Nancy
Register: Expo (receipt4)
2016-10-11 11:15:57

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/11/2016

Subtotal: 12
Tax Exempt (I):
Gratuity (20%): 2
Total: 14

Amount Due: 14

Paterno's at the Park
601 Morris Street
Charleston, WV 25301
USA
304-235-5482
paternos@suddenlink.net
paternos-restaurant-wv.com Facebook & Twitter
Manager: Niki K.

Thank you!
Send receipt by email?

***** LEVU

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 147.60
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 147.60

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

PATERNO'S AT THE PARK
60 MORRIS ST
CHARLESTON, WV 25301
CHRISTOPHER A. GARNES

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

I agree to pay the amount
on the card.
Merchant ac: _____

Tip	Amount	Total
20%	\$29.52	\$177.12
30%	\$44.28	\$191.88

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
AGENCY HEAD SIGNATURE

11-Oct-2016 11:46:52A
\$147.60 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 628503504611
Auth # 023474
MID: *****5998
AID: A0000010031010



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

**south hills marke
and café**

CONTACT PERSON Chris Garnes

SOUTH HILLS

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

Date: 10/12/2016 Time: 11:31:01 AM

LOCATION OF FUNCTION Justices' Chambers

Status: Approved

DATE(S) OF FUNCTION 10/12/2016

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 220945
Tab Number: 100
Number Of Covers: 20
Persons: 1 2, 3, 4, 5, 6, 7,
8, 10
Card Owner: garnes/christopher

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>158.05</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>158.05</u>

AMOUNT 131.05
TIP 27.00
TOTAL 158.05
Approval: 041322

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more, more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnas, J. Gundy, H. Dailey

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 266-8074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/25/2016

TABLE: Supreme Court - 11 Guests
 Server: Heather P
 10/25/2016 11:49:35 AM
 Sequence #: 0000001
 ID #: 0104708

ITEM	QTY	PR
Subtotal		\$185
Grand Total		\$185
Credit Purchase		
Name	:GARNES/CHRISTOPHER A	
CC Type	:VISA	
CC Num	:xxxx xxxx xxxx 8448	
Approval	:092E21	
Server	:Heather P	
Ticket Name	:Supreme Court	

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>223.98</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>223.98</u>

Payment Amount: \$185
 Tip: 38.00
 Total: 223.9

[Signature]
 X TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/01/2016

Date: 11/1/2016 Time: 11:30:29 AM

Status: Approved

Card Type: Visa
 Card Number: XXX XXXXXX8448
 Expiration Date: X/X/XXXX
 Server Name: Tasha
 Check Number: 221694
 Tab Number: 100
 Number Of Covers: 17
 Persons: 1, 2, 3, 4, 5, 6, 7, 1
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>141.33</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>141.33</u>

AMOUNT	<u>116.33</u>
TIP	<u>25.00</u>
TOTAL	<u>141.33</u>
	Approval: 089976

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, A. Loughry, J. Stover, R. Melvin, V. Shafer,
 C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Tricky Fish
 1611 Washington St East
 Charleston, WV
 (304) - 344 - FISH

SERVER: dylan c
 TABLE: 825
 TICKET #: 243782 11/09/2016 11:47
 GUESTS: 1

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 11/09/2016

Shrimp Taco (2)	9.25
Fried Soft	
Fish Stew	7.00
MISC FOOD ITEM	7.00
SUB TOTAL:	23.25
TOTAL:	23.25
GRATUITY:	5.00
CARD PAID:	28.25

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 28.25
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 28.25

CARD #: XXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 005233

Suggested Gratuity
 20% = 4.65
 18% = 4.19
 15% = 3.49

www.trickyfish.net
 Thanks for supporting small business!
 Questions? Comments? contact@trickyfish.net

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
 AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

SERVER: amanda #
TABLE: 701
TICKET #: 311388 11/14/2016 11:38
GUESTS: 1

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/14/2016

SUB TOTAL: 95.45
TOTAL: 95.45
CARD PAID: 95.45
GRATUITY: 20.55
TOTAL: 116.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 127.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 127.00

CARD #: XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
078709

Bluegrass Kitchen
1600 Washington St. East
Charleston, WV 25311
304.346.2871

SERVER: amanda #
TABLE: 708
TICKET #: 311400 11/14/2016 12:43
GUESTS: 1

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, J. Stover, R. Melton,
V. Shafer, C. Garnes, J. Gundy,

SUB TOTAL: 8.75
TOTAL: 8.75
CARD PAID: 8.75
GRATUITY: 2.25
TOTAL: 11.00

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
AGENCY HEAD SIGNATURE

CARD #: XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
013810

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/15/2016

11/15/2016

SCHO'S
800 SMITH ST
CHARLESTON, WV 25301

11:47:32

CREDIT CARD
VISA SALE

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>151.20</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>151.20</u>

Card # XXXXXXXXXXXXXXX08448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0039
 TC: 92184F12538H54E0
 SEQ #: 2
 Batch #: 607
 INVOICE SERVER 2
 Approval Code: 5515
 Entry Method: 020290
 Mode: Chip Read
 Issuer - PIN Bypassed

PRE-TIP AMT \$151.20

TIP INC

TOTAL AMOUNT 151.20

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. All more must accompany the form):

- R. Davis, M. Workman, A. Loughry, J. Stover, R. Melvin,
- V. Shafer, C. Garnes, J. Gundy

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

JAN - DEC 2017

**MEALS PURCHASED
FOR JUSTICES & STAFF**

88--000190

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (804) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/04/2017

Date: 1/4/2017 Time: 11:35:27 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 224381
Tab Number: 100
Number Of Covers: 24
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>167.81</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>167.81</u>

AMOUNT	139.81
TIP	<u>28.00</u>
TOTAL	<u>167.81</u>

Approval: 038071

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY.

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMETH ST
CHARLESTON, WY 25301

01/09/2017 11:31:13

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXXXXX848
Chip Card: CITI VISA
AID: A000000031010
ATC: 0041
TC: F9D4CD67D87E2197
SEQ #: 1
Batch #: 696
INVOICE: 1
SERVER: 5515
Approval Code: 090234
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 01/09/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 210.48
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 210.48

PRE-TIP AMT \$210.48
TIP Inc.
TOTAL AMOUNT 210.48

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
G. Johnson, V. Shafer, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Cashier: Mindy F

CONTACT PERSON Chris Garnes

Transaction 109716

TELEPHONE NUMBER (304) 558-2060

Total \$154.80

FUNCTION SPONSOR Chris Garnes

CREDIT CARD AUTH \$154.80
VISA 8448

LOCATION OF FUNCTION Justices' Chambers

Tip Incl.

DATE(S) OF FUNCTION 01/10/2017

Total 154.80

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 154.80
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 154.80

10-Jan-2017 11:39:39A
\$154.80 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 701000526781
Auth #: 058106
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/11/2017

Adephia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

Take Out

Court 888-095-3686

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 175.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 175.00

Server: Kim S	01/11/17
Check #9	11:36 AM
Open \$ Check	\$10.19
Subtotal	\$135.31
Tax	\$9.47
Total	\$144.78

Credit Card	Swiped
Visa	xxxxxxx8448
Time	12:14 PM

Authorization	Approved
Approval Code	028763
Check ID	
Payment ID	40xyjeDJP

Amount:	\$144.78
+ Tip:	<u>30.22</u>
= Total:	<u>175.00</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. M V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

X _____
 CHRISTOPHER A GARNES

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

Customer Copy

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

Thanks for visiting Adephia Sports Bar & Grille
 Please come again.

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Ganes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Ganes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/17/2017

south hills market and café

SOUTH HILLS

Date: 1/17/2017 Time: 11:32:34 AM

Status: Approved

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>154.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>154.00</u>

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 224851
 Tab Number: 100
 Number Of Covers: 18
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10
 Card Owner: ganes/christopher a

AMOUNT	128.86
TIP	<u>26.14</u>
TOTAL	<u>154.00</u>
Approval: 030455	

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, C. Ganes, J. Gundy, H. Dailey

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTON, WV 25301

01/18/2017 11:45:16

CREDIT CARD
 VISA SALE

Card # X000000000000048
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0046
 TC: 0928127AA2094816
 SEQ #: 2
 Batch #: 712
 INVOICE 2
 SERVER 3363
 Approval Code: 055824
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Ganes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Ganes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/18/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>210.78</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>210.78</u>

PRE-TIP AMT \$210.78
 TIP Inc.
 TOTAL AMOUNT 210.78

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, C. Ganes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 01/04/2017

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

Take Out

Justice

Server: Elisha K
 Check #1
 Tax Exempt

01/23/17 11:08 AM
 Justice

Subtotal	\$176.64
Total	\$176.64

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 212.64
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 212.64

Credit Card
 Visa
 Time

Swiped
 xxxxxxxx8448
 11:33 AM

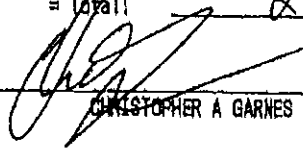
Authorization
 Approval Code
 Check ID
 Payment ID

Approved
 007769
 hq1gyhhd

Amount: \$176.64
 + Tip: 36.00
 = Total: 212.64

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

X 
 CHRISTOPHER A. GARNES

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, G. Johnson, J. S
 V. Shafer, J. Stevenson, W. Humphrey, C. Garnes, J. Gundy

Customer Copy

Thanks for visiting Adelphia Sports Bar & Grille
 Please come again

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25309
3042055482

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/24/2017

Cashier: Nancy B
Transaction 202176

Total \$276.00
CREDIT CARD AUTH \$276.00
VISA 8448

Tip Inc.
Total 276.00

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 276.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 276.00

24-Jan-2017 11:43:12A
\$276.00 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 702400530041
Auth #: 061624
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, Judges: Tabit, Waters, Carl, Matish, McHugh

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

Date: 1/25/2017 Time: 11:33:31 AM

FUNCTION SPONSOR Chris Garnes

Status: Approved

LOCATION OF FUNCTION Justices' Chambers

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448

DATE(S) OF FUNCTION 01/25/2017

Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 225202
 Tab Number: 100
 Number Of Covers: 25
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>221.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>221.00</u>

AMOUNT	183.04
TIP	<u>37.96</u>
TOTAL	<u>221.00</u>

Approval: 023518

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

02/07/2017 11:30:52

CREDIT CARD
VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/07/2017

Card # X00000000000000000000000000000000
Chip Card: CITI VISA
AID: A0000000031010
ATC: 004E
TC: 11A1C61E022C1041
SEQ #: 1
Batch #: 747
INVOICE 2
SERVER 5515
Approval Code: 066816
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>200.04</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>200.04</u>

PRE-TIP AMT \$200.04
TIP \$0.00
TOTAL AMOUNT \$200.04

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/08/2017

Lola's
1038 Bridge Road
Charleston, WV 25314
304-343-5652

Server: Katy DOB: 02/08/21
11:26 AM 02/08/21
1130/1 2/20

VISA 2097
Card #XXXXXXXXXXXX8448
Magnetic card present: GARNES CHRISTOPH
Card Entry Method: S

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 187.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 187.00

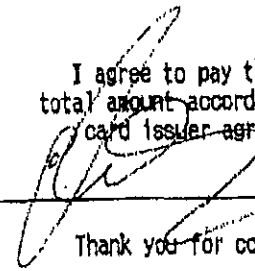
Approval: 045696

Amount: \$ 155
+ Tip: 31.49
= Total: 187.00

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

I agree to pay the above total amount according to the card issuer agreement.

X 
Thank you for coming! :)

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley,

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Take Out

Justice

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Elisha K
Check #4
Tax Exempt
02/13/17 10:49 AM
Justice

CONTACT PERSON Chris Garnes

Subtotal \$177.64
Total \$177.64

TELEPHONE NUMBER (304) 558-2060

Credit Card Swiped
Visa xxxxxxxx8448
Time 11:36 AM

FUNCTION SPONSOR Chris Garnes

Authorization Approved
Approval Code 047456
Check ID
Payment ID vtpuHtxX3

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/13/2017

Amount: \$177.64

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 214.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

+ Tip: 36.36
= Total: 214.00

TOTAL \$ 214.00

X Christopher A. Garnes
CHRISTOPHER A. GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25309
 3042055482

Cashier: Nancy B

Transaction 100001

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Total \$189.60

TELEPHONE NUMBER (304) 558-2060

CREDIT CARD AUTH \$189.60
VISA 8448

FUNCTION SPONSOR Chris Garnes

Tip Inc.
Total 189.60

LOCATION OF FUNCTION Justices' Chambers

Total

DATE(S) OF FUNCTION 02/14/2017

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>189.60</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>189.60</u>

14-Feb-2017 11:48:59A
 \$189.60 | Method: EMV
 VISA CREDIT XXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 704500536991
 Auth #: 065099
 MID: *****5998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED



7ZTGKEFX6J1K2

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

Date: 2/15/2017 Time: 11:31:17 AM

LOCATION OF FUNCTION Justices' Chambers

Status: Approved

DATE(S) OF FUNCTION 02/15/2017

Card Type: Visa

Card Number: XXXXXXXXXXXXB448

Expiration Date: X/XX/XXXX

Server Name: Tasha

Check Number: 226104

Tab Number: 100

Number Of Covers: 28

Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>254.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>254.00</u>

AMOUNT	210.43
TIP	<u>43.57</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

TOTAL 254.00
 Approval: 060601

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, C. Garnes, J. Gundy, H. Dailey, G. Johnson, P. Embley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SONO'S
800 SMITH ST
CHARLESTON, WV 25301

02/17/2017

11:30:05

CREDIT CARD
VISA SALE

Card # X00000000000000000000000000000000
Chip Card: CITI VISA
AID: A0000000031010
ATC: 0054
TC: 872E44681192A8A
SEQ #: 1
Batch #: 76
INVOICE
SERVER 551
Approval Code: 02281
Entry Method: Chip Rec
Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/17/2017

PRE-TIP AMT \$155.0

TIP

TOTAL AMOUNT 155.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 155.04
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 155.04

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, A. Loughry, J. Stevenson, V. Shafer, P. Embley, C. Garnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTON, WV 25301
 02/27/2017 11:22:57
 CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A000000031010
 ATC: 0057
 TC: 3C691CA78691F25B
 SEQ #: 1
 Batch #: 783
 INVOICE 1
 SERVER 5515
 Approval Code: 014451
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/27/2017

PRE-TIP AMT \$213.36
 TIP \$0.00
 TOTAL AMOUNT \$213.36

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ 213.36
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$
TOTAL	\$ 213.36

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Genesis Cafe

1496 Limestone Rd
 Charleston, WV 25312-6444
 (681) 205-8575
 www.genescafewv.com

Mar 6, 2017
 11:36 AM
 Josephine

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/06/2017

Ticket: Court Visa 8448
 Authorization 002208
 Receipt GprZ

CITI VISA
 AID A0 00 00 00 03 10 10
 PICKUP

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>83.65</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>83.65</u>

Dell Sandwich x 2 (\$7.25 each)	\$14.50
Rockin BBQ x 2 (\$7.50 each)	\$15.00
Bowl Of Fruit x 2 (\$3.50 each)	\$7.00
Cuban Jazz	\$8.25
Pancit Canton	\$8.50
Lumpla	\$7.95
Hot Tuna	\$7.25
Greek Salad	\$7.25
Grilled Chicken Salad	\$7.95
Total	\$83.65
Visa 8448 (Chip)	\$83.65
Christopher A Games	

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Games, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000207

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Lola's
1038 Bridge Road
Charleston, WV 25314
304-343-5652

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Jessie
11:50 AM
Wv State/1

DOB: 03/07/201
03/07/201
2/2000

CONTACT PERSON Chris Garnes

SALE

TELEPHONE NUMBER (304) 558-2060

VISA 209711
Card #XXXXXXXXXXXX8448
Magnetic card present: GARNES CHRISTOPHEI
Card Entry Method: S

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

Approval: 039719

DATE(S) OF FUNCTION 03/07/2017

Amount: \$ 180.
+ Tip: 38.0
= Total: 218.79

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>218.79</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>218.79</u>

I agree to pay the above total amount according to the card issuer agreement.

Thank you for coming! :)

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000208

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/08/2017

Take Out

 Court Pickup At 11:30

 Server: Tiffany C 03/08/17 10:40
 Check #1 Court Pickup At 11
 Tax Exempt

 Subtotal \$170
 Total \$170

 Credit Card Swi
 Visa xxxxxxxx08
 Time 11:29

 Authorization Appro
 Approval Code 026
 Check ID
 Payment ID vibay5

 Amount: \$170
 + Tip: 35.0
 = Total: 205.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 205.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 205.00

X 
 CHRISTOPHER A. GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more; more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvi
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley, B. Kayuha

Customer Copy
 Thanks for visiting Adelphia Sports Bar & Gr
 Please come again

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/20/2017

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301
03/20/2017 11:24:52
CREDIT CARD
VISA SALE
Card # XXXXXXXXXXXXXXX8148
Chip Card: CITI VISA
AID: A0000000031010
ATC: 005A
TC: 5BAME549F002FE79
SEQ #: 1
Batch #: 818
INVOICE 1
SERVER 5515
Approval Code: 015427
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 190.08
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 190.08

PRE-TIP AMT \$190.08
 TIP Inc.
 TOTAL AMOUNT 190.08

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/28/2017

Date: 3/28/2017 Time: 12:32:49 PM

Status: Approved

Card Type: Visa

Card Number: XXXXXXXXXXXX8448

Expiration Date: X/XX/XXXX

Server Name: Tasha

Check Number: 227727

Tab Number: 600

Number Of Covers: 13

Persons: 1, 2, 3, 4, 5, 6, 7, 8

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>106.23</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>106.23</u>

AMOUNT 88.23

TIP 18.00

TOTAL 106.23

Approval: 060616

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Davis

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000211

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Games

Date: 4/5/2017 Time: 11:38:01 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Games

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 04/05/2017

Server Name: Anthony

Check Number: 228031

Tab Number: 600

Number Of Covers: 16

Persons: 1, 2, 3, 4, 5, 6, 7, 1

9, 10, 11, 12, 13

Card Owner: GARNES/CHRISTOPHER A

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>206.55</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>206.55</u>

AMOUNT 171.55

TIP 35.00

TOTAL 206.55

Approval: 051254

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey

V. Shafer, J. Stevenson, C. Games, J. Gundy, G. Johnson, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000212

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 25301
ph (681) 265-9074

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 04/18/2017

TABLE: Courthouse TOGO - 8 Guests
Server: Cara
4/18/2017 11:24:39 AM
Sequence #: 0000001
ID #: 0115384

ITEM	QTY	PRICE
Subtotal		\$113.75
Grand Total		\$113.75
Amount Due:		\$113.75

Credit Purchase
Name : GARNES/CHRISTOPHER A
CC Type : VISA
CC Num : xxxxx xxxxx xxxxx 8448
Approval : 007817
Server : Cara
Ticket Name : Courthouse TOGO

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 137.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 137.00

Payment Amount: \$113.75
Tip: 23.25
Total: 137.00

X _____
TSYS
I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

by: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

by: _____
AGENCY HEAD SIGNATURE

DATE

88--000213

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 26309
3042055482

Cashier: Sydney S

Transaction 100000

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Total \$183.60

CONTACT PERSON Chris Garnes

CREDIT CARD AUTH \$183.60
VISA 8448

TELEPHONE NUMBER (304) 558-2060

Tip Inc.

FUNCTION SPONSOR Chris Garnes

Total 183.60

LOCATION OF FUNCTION Justices' Chambers

Retain this copy for statement validation

DATE(S) OF FUNCTION 04/19/2017

19-Apr-2017 11:38:16A
\$183.60 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 710900556051
Auth #: 037089
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 183.60

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 183.60



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Malvin, W. Humphrey

V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646
04/24/2017 11:59:10
CREDIT CARD
VISA SALE

Card #
Chip Card: XXXXXXXXXXXX000418
AID: CITT VISA
ATC: A000000031010
TC: 0068
SEQ #: 19848885738C5559
Batch #: 3
Trans #: 2
SERVER: 3
Approval Code: 5515
TRANS ID: 055612
Entry Method: 167114576133121
Mode: Chip Read
Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 04/24/2017

SALE AMOUNT \$17.50
TIP AMOUNT 3.50
TOTAL AMOUNT 21.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 214.74
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 214.74

THANK YOU
CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W
V. Shafer, C. Garnes, J. Gundy, G. Johnson

Approval Code: 5515
TRANS ID: 000367
Entry Method: 167114560539233
Mode: Chip Read
Issuer - PIN Bypassed
SALE AMOUNT \$193.74
TIP AMOUNT \$0.00
TOTAL AMOUNT \$193.74
THANK YOU
CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Date: 4/25/2017 Time: 11:29:47 AM

CONTACT PERSON Chris Garnes

Status: Approved

TELEPHONE NUMBER (304) 558-2060

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

FUNCTION SPONSOR Chris Garnes

Expiration Date: X/XX/XXXX

LOCATION OF FUNCTION Justices' Chambers

Server Name: Cheyan

Check Number: 228789

DATE(S) OF FUNCTION 04/25/2017

Tab Number: 100

Number Of Covers: 32

Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13, 14

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 216.00

AMOUNT 179.02

MEETING ROOM \$ _____

TIP 86.98

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL 216.00
Approval: 020398

TOTAL \$ 216.00

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Reeder, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000216

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

Take Out

Large Order DOKNT MAKE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 05/02/2017

Server: Tiffany C
 Check #6
 Tax Exempt
 05/02/17 11:25 /
 Large Order DOKNT MA
 Subtotal \$156.
 Total \$156.
 Credit Card Slip
 Visa xxxxxxxx84
 Time 11:28
 Authorization Approval Code
 Check ID
 Payment ID 9kp6SrT

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 188.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 188.00

Subtotal: \$156.
 Amount: \$156.

+ Tip: 32.00
 = Total: 188.00

X 
 CHRISTOPHER A GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Customer Copy

Thanks for visiting Adelphia Sports Bar & Grill
 Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000217

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-8074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 05/03/2017

TABLE: Supreme Court TOGO - 11 Guests
 Server: Cara
 5/3/2017 11:40:15 AM
 Sequence #: 0000001
 ID #: 0116818

ITEM	QTY	PRICE
Subtotal		\$129.7
Grand Total		\$129.7

Credit Purchase
 Name : GARNES/CHRISTOPHER A
 CC Type : VISA
 CC Num : xxxx xxxx xxxx 8448
 Approval : 023960
 Server : Cara
 Ticket Name : Supreme Court TOGO

Payment Amount: \$129.7
 Tip: 30.25
 Total: 160.00

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>160.0</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>160.0</u>

x TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, D. Canfield, C. Games, J. Gundy, H. Dailey

Thank you for visiting!

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK
601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Employee
Transaction 100002

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Ganes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Ganes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 05/16/2017

Total \$176.40
CREDIT CARD AUTH \$176.40
VISA 8448

Tip Inc
Total 176.40

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 176.40
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 176.40

16-May-2017 11:38:58A
\$176.40 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 713600565611
Auth #: 055158
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Ganes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000219

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOH05
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

05/17/2017 11:23:58

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CREDIT CARD

VISA SALE

CONTACT PERSON Chris Garnes

Card # XXXXXXXXXXXXX08448

Chip Card: CITI VISA

TELEPHONE NUMBER (304) 558-2060

AID: A0000000031010

ATC: 006F

FUNCTION SPONSOR Chris Garnes

TC: 687E456EA3990D6A

SEQ #: 1

LOCATION OF FUNCTION Justices' Chambers

Batch #: 4

Trans #: 1

DATE(S) OF FUNCTION 05/17/2017

SERVER 5515

Approval Code: 034411

TRANS ID: 007137554720233

Entry Method: Chip Read

Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 207.66

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 207.66

SALE AMOUNT \$207.66

TIP AMOUNT Inc

TOTAL AMOUNT 207.66

THANK YOU

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey

V. Shafer, J. Stover, C. Garnes, J. Gundy, H. Dailey, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

Date: 5/23/2017 Time: 11:20:30 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
Card Number: XXXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 05/23/2017

Server Name: Tasha

Check Number: 229585

Tab Number: 100

Number Of Covers: 25

Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>184.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>184.00</u>

AMOUNT 182.25
 TIP 31.75
 TOTAL 184.00
 Approval: 019248

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

88--000221

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Take Out
 Ready At 11:30 Courthouse

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 05/31/2017

Server: Tiffany D 05/31/17 10:50 /
 Check #2 Ready At 11:30 Courthouse
 Tax Exempt

Subtotal	\$208
Total	\$208
Credit Card	SW1
Visa	XXXXXXXXXX
Time	11:29
Authorization	APPRO
Approval Code	038
Check ID	
Payment ID	9gYTScl

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 251.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 251.00

Subtotal: \$208
 Amount: \$208

+ Tip: 42.50
 = Total: 251.00

X *[Signature]*
 CHRISTOPHER A GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thanks for visiting Adelphia Sports Bar & Gri
 Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, J. Stover, C. Garnes, J. Gundy, G. Johnson, C. Morris

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 06/06/2017

Date: 6/6/2017 Time: 11:38:16 AM

Status: Approved

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 230073
 Tab Number: 400
 Number Of Covers: 29
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13, 14, 15
 Card Owner: games/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>271.30</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>271.30</u>

AMOUNT	223.30
TIP	<u>48.00</u>
TOTAL	<u>271.30</u>
	Approval: 015878

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 Justices, staff, and guests.

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 06/14/2017

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25309
 3042055482
 Cashier: Employee
 Transaction 100000
 Total \$186.00
 CREDIT CARD AUTH \$186.00
 VISA 8448
 Tip Inc.
 Total 186.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 186.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 186.00

Retain this copy for statement validation
 14-Jun-2017 11:42:03A
 \$186.00 | Method: EMV
 VISA CREDIT XXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 716500576171
 Auth #: 013896
 MID: *****5998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference



FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Clerk's Office
 DATE(S) OF FUNCTION 07/31/2017

DEFERRED ORDER
 *** Order Due: 12:15PM ***
 Pies and Prints #2
 222 Capitol Street
 Charleston, WV 25301
 Phone:
 www.piesandprints.net

Order #1
 TO GO
 Emp: Ryan
 07/31/2017 12:20 PM

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>232.0</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>232.0</u>

1 Large Pizza Pie	16.00
1 Large Pizza Pie	16.00
1 Large Pizza Pie	16.00
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Pizza Pie	15.00
Pepperoni	2.50
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Classic Pie	24.00
1 Large Classic Pie	24.00
1 Char-Grilled hot wings	10.00
1 Char-Grilled hot wings	10.00
1 Char-Grilled hot wings	10.00
1 Char-Grilled hot wings	10.00

PURPOSE/JUSTIFICATION OF FUNCTION:
 Award Ceremony

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):
 M. Workman, A. Loughry, Clerk's Office, & guests

Subtotal	191.50
Tax	0.00
Total	191.50
Visa B448 Payment	191.50
TIP	<u>40.50</u>
Total	<u>232.00</u>

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
 AGENCY HEAD SIGNATURE

*** Guest Copy ***

 DATE _____
 DATE _____

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SONOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

08/30/2017 07:33:15
 CREDIT CARD
 VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 08/30/2017

Card # XXXXXXXXXXXX08448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 0085
 TC: 2A7766A4F47FF9E5
 SEQ #: 1
 Batch #: 7
 Trans #: 1
 SERVER 5515
 Approval Code: 089594
 TRANS ID: 467242557761334
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 190.14
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 190.14

SALE AMOUNT \$190.14
 TIP AMOUNT Inc.
 TOTAL AMOUNT 190.14

THANK YOU
 CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 08/31/2017

Date: 8/31/2017 Time: 11:26:35 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 233153
 Tab Number: 100
 Number Of Covers: 26
 Persons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>214.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>214.00</u>

AMOUNT	177.13
TIP	<u>36.87</u>
TOTAL	<u>214.00</u>

Approval: 076598

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, J. Stover, C. Garnes, J. Gundy, G. Johnson

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

Server: BrieAnna W
Check #1
Tax Exempt

09/12/17 11:11 AM
Court

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/12/2017

Credit Card
Visa
Time
Authorization
Approval Code
Check ID
Payment ID

Swiped
XXXXXXXX8448
11:42 AM
Approved
052464
dy0GgIBJQ

Amount: \$181.00

+ Tip: 39.00
= Total: 220.00

X 
CHRISTOPHER A GARNES

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 220.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 220.00

Customer Copy

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (881) 265-9074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/13/2017

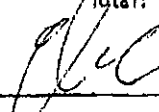
TABLE: Wvsc - 11 Guests
 Server: Zach
 9/13/2017 11:31:45 AM
 Sequence #: 0000002
 ID #: 0128701

ITEM	QTY	PRICE
Subtotal		\$140.60
Grand Total		\$140.60

Credit Purchase
 Name : GARNES/CHRISTOPHER A
 CC Type : VISA
 CC Num : XXXX XXXX XXXX 8448
 Approval : 013632
 Server : Zach
 Ticket Name : Wvsc

Payment Amount: \$140.60

Tip: 30.40
 Total: 171.00



X _____
 TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>171.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>171.00</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

Y: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

Y: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOMOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

09/18/2017 11:42:57
CREDIT CARD
VISA SALE

Card # XXXXXXXX000000000008448
Chip Card: CITI VISA
AID: A0000000031010
ATC: 0000
TC: 163200213E60014C
SEQ #:
Batch #:
Trans #:
SERVER 551
Approval Code: 06637
TRANS ID: 38726156527858
Entry Method: Chip Rec
Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/19/2017

SALE AMOUNT \$191.64
TIP AMOUNT \$0.00
TOTAL AMOUNT \$191.64

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 191.64
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 191.64

THANK YOU
CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, G. Johnson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/19/2017

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25309
 3042055482

Cashier: Mindy F
 Transaction 100000
 Total \$206.40
 CREDIT CARD AUTH \$206.40
 VISA 8448
 Tip Inc
 Total 206.40

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>206.40</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>206.40</u>

Retain this copy for statement validation

19-Sep-2017 11:26:47A
 \$206.40 | Method: EMV
 VISA CREDIT XXXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 726200602811
 Auth #: 012046
 MID: *****5998
 AID: A000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference



FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

M. Workman, M. Ketohum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

88--000231

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

south hills market
and café

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/20/2017

Date: 9/20/2017 Time: 11:23:26 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 233998
 Tab Number: 100
 Number Of Covers: 25
 Persons: 1, 2, 3, 4, 6, 6, 7
 8, 10, 11, 12
 Card Owner: garnes/christopher

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>217.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>217.00</u>

AMOUNT	179.43
TIP	<u>32.57</u>
TOTAL	<u>212.00</u>
	Approval: 065918

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills marke
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 9/28/2017 Time: 11:35:10 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 09/28/2017

Server Name: Tasha

Check Number: 234328

Tab Number: 100

Number Of Covers: 28

Persons: 1, 2, 3, 4, 5, 6, 7,

9, 10, 11, 12, 13, 14

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>246.00</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>246.00</u>

AMOUNT 202.93

TIP 43.67

TOTAL 246.00

Approval: 044304

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, R. Melvin, G. Johnson, C. Morris, L. Paletta-Davis

B. Holmes, J. Lewis, V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 26309
 3042055482

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 11/14/2017

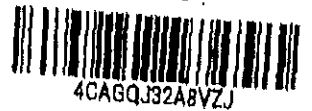
Cashier: Mindy F
 Transaction 100000
 Total \$120.00
 CREDIT CARD AUTH \$120.00
 VISA 8448
 Tip Inc.
 Total 120.00

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>120.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>120.00</u>

14-Nov-2017 11:36:29A
 \$120.00 | Method: EMV
 VISA CREDIT XXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 731800616241
 Auth #: 059544
 MID: *****5998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, R. Melvin, W. Humphrey,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831
July 23, 2018

The Honorable Margaret L. Workman, Chief Justice
Supreme Court of Appeals of West Virginia
Capitol Complex
Building One, Room E-306
Charleston, West Virginia 25305

In re: Complaint No. 39-2018

Dear Justice Workman:

On July 20, 2018, the Judicial Investigation Commission was presented with a complaint filed against you by Judicial Disciplinary Counsel. The complaint alleged potential violations of Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct pertaining to the justices' practice of buying lunches on a State purchasing card while at work at the Capitol on argument docket and administrative conference days.¹ The facts giving rise to the complaint are as follows:

You were first elected to the Supreme Court in November 1988, took office on January 1, 1989, and resigned in 2000 to return to private practice. You were next elected to a twelve-year term on the Court in November 2008, and took office on January 1, 2009. Since that time, you have served as Chief Justice of the Court five separate times.

Prior to 2012, the Court began each argument day at 10:00 a.m. and recessed for lunch from 12:30 to 2:00 p.m. Thereafter, the Court would resume its work on the bench until the docket was complete. Afterward, the Court held conference to decide that day's cases. On days where there was an all-day administrative conference, the Court also took a lunch break in the middle of the day.

¹ Soon after the complaint was opened, the Commission on Special Investigations contacted the Judicial Investigation Commission and alleged that you may have hired one or more people who worked on your 2008 judicial campaign as "ghost" employees of the Court. A ghost employee is someone on the payroll who doesn't actually work or do work for an agency. Through falsification of personnel or payroll records paychecks are generated to the "ghost" for work that was never performed. The "ghost" then converts these paychecks. Following a thorough investigation into this claim, the Judicial Investigation Commission finds there is **no** probable cause to charge you with any violation of the Code of Judicial Conduct.

Beginning in or around January 2012, the Court, then comprised of Justices Davis, Ketchum, Benjamin, McHugh, and you, informally changed the schedule on argument days by ceasing the 12:30 p.m. to 2:00 p.m. lunch break. Instead, the Court opted to stay on the bench until the docket was completed. The Court then immediately began the decision conference and held a working lunch paid for by the Court. Lunches were also provided for visiting circuit court judges who filled in for justices conflicted off specific cases. With respect to all day administrative conferences, the Court also elected to have a working lunch. The Court also provided lunches for various court employees who had to remain at their posts and copy, type and/or retrieve documents for the Justices while they were on the bench or in conference.

According to Justices Davis, Ketchum, Benjamin and you, the change to a working lunch was brought about for several reasons. First, litigants, lawyers and other court participants who came from all over the state did not have to wait while the Court broke for a 90 minute lunch during argument docket days but would instead be able to begin their travel home much earlier. Second, the practice proved more convenient for visiting judges who could return to their circuit the same day and perhaps engage in some work there. Third, eliminating the lunch break during argument and administrative conference days also allowed the Justices and certain staff additional time to work on research, writing and other Court matters. Fourth, the practice proved more efficient since the justices and staff members were no longer at the mercy of restaurants and traffic as to their ability to return to work in a timely manner.

The custom of a paid working lunch on argument docket and administrative conference days remained in effect for several years, was well known throughout the Court system, and no one had ever questioned the correctness of the policy prior to the FOIA request. Importantly, the policy was never reduced to writing. While it was never an express written policy, it was clearly a longstanding practice by custom and habit.

In December 2017, the Court, for the first time, was asked about paid lunches in a FOIA request from a local television reporter. The Court's Finance Director was tasked with gathering the information about the lunches for 2016 and 2017. From January 5, 2016, through November 15, 2016,² the Court purchased lunches for the Justices and various staff members for a total of approximately 550 lunches on 51 separate days from some upscale Charleston restaurants and spent a total of approximately \$9,107.12. The average with tip included cost approximately \$16.56 per meal. You participated in 41 of these lunches. From January 4, 2017, through November 14, 2017, the Court purchased lunches for the Justices and various staff members for a total of approximately 602 lunches on 52 separate days and

² Given that the practice was well known, the Commission's statute of limitations would only allow us to look back two years. Rule 2.12 of the Rules of Judicial Disciplinary Procedure provides that "[a]ny complaint filed more than two years after the complainant knew, or in the exercise of reasonable diligence should have known, of the existence of a violation of the Code of Judicial Conduct, shall be dismissed by the Commission."

spent a total of approximately \$10,096.20. The average with tip included cost approximately \$16.77 per meal. You participated in 50 of the paid lunches.

On or about April 18, 2018, Judicial Disciplinary Counsel opened a complaint against you alleging the aforementioned facts and potential Code violations. By letter dated April 30, 2018, you denied violating the Code of Judicial Conduct. You also voluntarily submitted to an interview on May 21, 2018.

You stated that when you first served on the Court there was a regularly scheduled time for the lunch break. When you returned to the Court, the break time was "an ever-changing phenomenon, depending on how long the arguments went and who the chief justice was." Thereafter, you requested a return to a regularly scheduled lunch break. The following then occurred:

One of the other Justices suggested that, rather than having an out-of Court break, we hear all arguments prior to leaving the bench and have lunch brought in to eat while working on decisions. The purpose of this was to accommodate lawyers who traveled from northern West Virginia or the Eastern Panhandle, as well as litigants who then didn't have to pay additional attorney fees for lawyers sitting around waiting. I don't believe that any decision was ever made formalizing this plan, so much as it just became a practice that was done to promote efficiency. . . .

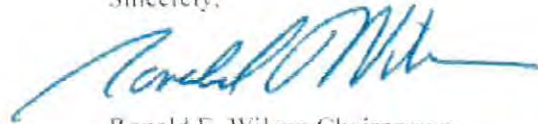
As to my administrative assistant, in addition to the regular work hours, she is required to be present anytime I am at the Court. Especially on argument, decision and administrative conference days, there is often a need to get copies of a brief, a case, or other information from the voluminous amount of material that flows through the Court on a daily basis. Consequently, on Court and administrative conference days, my assistant was not permitted to take an out-of-office break and therefore lunch was also provided to her.

Like Justices Benjamin and Davis, you also indicated that the Court's power to control its own administrative business is established by Article VIII, § 3 of the West Virginia Constitution. You stated that a court has the power to do all things reasonably necessary for the administration of justice within the scope of its jurisdiction. You also indicated that the Court's inherent power extends not only to the facilitation of the prompt and efficient administration of its own docket, but also the administration of court system as a whole. You recognize that the Court's inherent powers are not limitless and may be limited by constitutional provisions. However, you also correctly noted that a court's inherent powers have been held to be broad especially in the area of court administration and case flow management and that a court's inherent power may supersede legislation to the contrary. You further noted that the Court is a governmental entity and as such, it has implied power to reasonably expend public funds where doing so is consistent with its public mission and where there is a commensurate benefit to the governmental body and to the public. You also

appropriately noted that the practice of working lunches is not limited to the Justices but is a reasonable and customary policy utilized by other state agencies³

In applying the foregoing facts to the alleged Rule violations, the Commission finds that there is no probable cause to believe that you violated the Code of Judicial Conduct. You employed an already well-established policy utilized by other State agencies to make the Court run more efficiently and effectively on argument docket and administrative conference days. Perhaps, the only criticism that the JIC can make is that you failed to reduce the policy to writing – with well-established guidelines for the purchase of the working lunches. By failing to do this, you unnecessarily opened the door to unfair public criticism of an otherwise appropriate method for conducting the business of the Court. As no further action is warranted, the complaint against you is dismissed, and the file in this matter has been closed.

Sincerely,



Ronald E. Wilson Chairperson
Judicial Investigation Commission

REW: tat
Complaint No. 39-2018

³ The Internal Revenue Service recognizes working lunches to be a legitimate business expense when such activities are related to a legitimate business purpose and is not a non-work-related perk. Similarly, the IRS recognizes the legitimacy of working lunches in furtherance of public entities where such meals are furnished at the work sight and are for the convenience of the agency. In his March 1, 2008 Charleston Gazette-Mail article entitled "WV Ethics Commission Chews on Issues," Phil Kabler stated that the use of working lunches is a "fairly common practice of state agencies and other public bodies." Relying in part on the IRS Guide for Public Employers, the Ethics Commission found that "[g]enerally the expenditure of public funds is permissible if there is a legitimate government purpose for the expenditure." W. Va. Ethics Advisory Opinion 2012-27 (06/28/2012). Thus, a public Board properly had a working lunch where it felt that doing so ensured its ability to accomplish its work. *Id.* Factors which the Board considered in making its decision included the amount of its work for the day, the anticipated length of time it would take to accomplish its work, the travel requirements of its members, the convenience of the Board, and whether having a working lunch permitted the Board to accomplish its mission more effectively, thereby serving the public. *Id.* Where there was a legitimate business or governmental reason for such a practice and where the meal was provided on-premises, the State Ethics Commission found no ethical violation when a governmental entity "provide[s] a working meal to its members and any staff who are required to be present at the meeting as part of their job duties, when the meal is provided for the benefit of the Board, i.e. to accomplish its work." *Id.*



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831

April 20, 2018

The Honorable Margaret L. Workman, Chief Justice
Supreme Court of Appeals of West Virginia
State Capitol Complex
Building 1, Room E-100
1900 Kanawha Blvd. East
Charleston, WV 25305

via: Email

Re: Judicial Investigation Complainant No. 39-2018

Dear Chief Justice Workman:

On April 18th the above-numbered complaint was opened against you and docketed by Judicial Disciplinary Counsel. This letter will serve as the formal complaint and the Complainant is Judicial Disciplinary Counsel. The filing of the complaint was triggered in part by recent news reports and following an examination of records received in connection with an ongoing investigation into another matter. The area of concern is the Court's practice of purchasing lunches for themselves and others while at work at the Capitol on work days which include but may not be limited to Argument Dockets and Administrative Conferences.

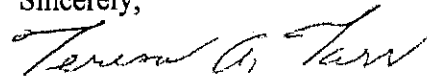
In accordance with the provisions of Rule 2.2 of the Rules of Judicial Disciplinary Procedure, Counsel must investigate complaints of alleged violations of the Code of Judicial Conduct. Rule 2.3 provides that upon notice of the nature of the complaint, a "judge shall have ten days" to file a written response. Therefore, your response to the complaint is due ten (10) days from the date you received this letter. Should you need additional time to respond to the allegations, you must ask for an extension in writing.

In your response the Commission would like you to directly address, what express or implied authority allowed the Court to use State funds to purchase lunches during Argument Dockets and Administrative Conferences? What express or implied authority allowed the Court to use State funds to purchase lunches for people other than the Justices during Argument Dockets and Administrative Conferences? What public benefit was gained by having the lunches paid for with State funds instead of by the individuals?

Since this letter serves as the complaint, you should be aware that our investigation will look at your conduct as it may relate to Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct. For your information, the Rules, which are relevant to the handling of complaints against judicial officers, may be found in the State Court Rules along with the Code of Judicial Conduct. Additionally, the Rules and the Code may be found on the State Supreme Court website at <http://www.courts.wv.gov/legal-community/judicial-investigation.html>

Thank you for your consideration and your willingness to meet with Counsel. Please do not hesitate to contact me should you have any questions, comments or concerns.

Sincerely,



Teresa A. Tarr,
Judicial Disciplinary Counsel

TAT: mps
Complaint No. 39-2018



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA
25305

MARGARET L. WORKMAN
CHIEF JUSTICE

April 30, 2018

Teresa A. Tarr, Counsel
Judicial Investigation Commission
City Center East, Suite 1200 A
4700 MacCorkle Ave., S.E.
Charleston, West Virginia 25304

Dear Ms. Tarr:

This is written in response to the judicial ethics complaint filed against me concerning the purchase with public funds of working lunches for me and my administrative assistant on Court days and administrative conference days.

I would first like to provide the following background information:

When I served on the Court from 1989 until 2000, there was a regularly scheduled time for the lunch break.

When I returned to the Court in 2009, the break time was an ever-changing phenomenon, depending on how long the arguments went and who the chief justice was. I requested that we have some regular time for a lunch break. At some point, one of the other Justices suggested that, rather than having an out-of-Court break, we hear all arguments prior to leaving the bench and have lunch brought in to eat while working on decisions. The purpose of this was to accommodate lawyers who traveled from northern West Virginia or the Eastern Panhandle, as well as litigants who then didn't have to pay additional attorney fees for lawyers sitting around waiting. I don't believe that any decision was ever made formalizing this plan, so much as it just became a practice that was done to promote efficiency.

I prefer having a lunch break; it is a good opportunity to clear out my mind and visit with co-workers. But that was not the consensus of the Court. I would have been very happy to pay for my lunches, but the time required for sending separate cash or credit cards from at least ten people seemed logistically impractical.

As to my administrative assistant, in addition to the regular work hours, she is required to be present anytime I am at the Court. Especially on argument, decision, and administrative conference days, there is often a need to get copies of a brief, a case, or other information from the voluminous amount of material that flows through the Court on a daily basis. Consequently, on Court and administrative conference days, my assistant was not permitted to take an out-of-office break and therefore lunch was also provided to her.

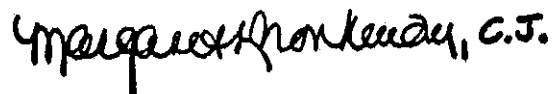
It should also be pointed out that it is a very common practice in many segments of the court system (including, but not limited to, the Mass Litigation Panel, the Juvenile Justice Commission, the lawyer and judicial disciplinary boards, and others) to provide working lunches to the participants. It may be argued that the participants in those groups must come from out of town, but each member of these groups could also pay for their own lunch or leave the meeting for lunch. If it is inappropriate or unethical to provide taxpayer-funded lunches for working sessions of the Court, it must also be so for members of boards and commissions who do so.

My research indicates that the Internal Revenue Service has held that employer-provided lunches are not taxable income if they are working lunches and done for the convenience of the employer. Neither statutory nor other ethics law prohibits such expenditure.

I have given serious consideration to paying back my proportional share of the lunches (as their costs cannot be sorted out individually), but I feel that such reimbursement appears to be an admission of unethical conduct. Because I do not believe it to be unethical, I have not reimbursed the cost. In retrospect, I would not again accept lunches paid by the State, not only because cumulatively, they added up to a substantial expenditure of taxpayer funds; but, even more importantly, because in the context of other indefensible spending by the Court as a whole, the continuation of this practice will not help in rebuilding the public's trust in our institution, which is my primary goal in my remaining time on the Court.

If you need further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Margaret L. Workman, C.J." The signature is written in a cursive, slightly slanted style.

Margaret L. Workman
Chief Justice



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831
July 23, 2018

The Honorable Robin Jean Davis, Justice
Supreme Court of Appeals of West Virginia
Capitol Complex
Building One, Room E-301
Charleston, West Virginia 25305

In re: Complaint No. 40-2018

Dear Justice Davis:

On July 20, 2018, the Judicial Investigation Commission was presented with a complaint filed against you by Judicial Disciplinary Counsel. The complaint alleged potential violations of Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct pertaining to the justices' practice of buying lunches on a State purchasing card while at work at the Capitol on argument docket and administrative conference days.¹ The facts giving rise to the complaint are as follows:

You were first elected to the Supreme Court in November 1996, took office on January 1, 1997, and have served continuously until the present time. You have been Chief Justice of the Court on six separate occasions.

Prior to 2012, the Court began each argument day at 10:00 a.m. and recessed for lunch from 12:30 to 2:00 p.m. Thereafter, the Court would resume its work on the bench until the docket was complete. Afterward, the Court held conference to decide that day's

¹ On May 20, 2018, the Legislative Audit Division released a post-audit report in which it questioned your use of a state vehicle to attend a political event. From November 13-15, 2011, you attended anti-truancy meetings in Wheeling and Parkersburg. The Director of Court Security went with you to these meetings. You spent the night of November 13, 2011, in Wheeling. You attended the anti-truancy meeting there during the day on November 14, 2011. You then traveled to Parkersburg, where you attended the political fundraiser and spent the night. You then attended the anti-truancy meeting there on November 15, 2011, before returning to Charleston later that day. You did not charge lodging to the State but paid for it yourself, and you only charged \$115.00 for meal expenses for the three days of travel. You also indicated that you made a stop at the Raleigh County Armory for what you believed was a political event incidental to court business. After a thorough review, the Commission believes that you did not violate the Code of Judicial Conduct since the primary purpose of the travel was for court-business and the political events were ancillary, did not require additional travel, or expense payments.

cases. On days where there was an all-day administrative conference, the Court also took a lunch break in the middle of the day.

Beginning in or around January 2012, the Court, then comprised of Justices Workman, Ketchum, Benjamin, McHugh, and you, informally changed the schedule on argument days by ceasing the 12:30 p.m. to 2:00 p.m. lunch break. Instead, the Court opted to stay on the bench until the docket was completed. The Court then immediately began the decision conference and held a working lunch paid for by the Court. Lunches were also provided for visiting circuit court judges who filled in for justices conflicted off specific cases. With respect to all day administrative conferences, the Court also elected to have a working lunch. The Court also provided lunches for various court employees who had to remain at their posts and copy, type and/or retrieve documents for the Justices while they were on the bench or in conference.

According to Justices Workman, Ketchum, Benjamin and you, the change to a working lunch was brought about for several reasons. First, litigants, lawyers and other court participants who came from all over the state did not have to wait while the Court broke for a 90 minute lunch during argument docket days but would instead be able to begin their travel home much earlier. Second, the practice proved more convenient for visiting judges who could return to their circuit the same day and perhaps engage in some work there. Third, eliminating the lunch break during argument and administrative conference days also allowed the Justices and certain staff additional time to work on research, writing and other Court matters. Fourth, the practice proved more efficient since the justices and staff members were no longer at the mercy of restaurants and traffic as to their ability to return to work in a timely manner.

The custom of a paid working lunch on argument docket and administrative conference days remained in effect for several years, was well known throughout the Court system, and no one had ever questioned the correctness of the policy prior to the FOIA request. Importantly, the policy was never reduced to writing. While it was never an express written policy, it was clearly a longstanding practice by custom and habit.

In December 2017, the Court, for the first time, was asked about paid lunches in a FOIA request from a local television reporter. The Court's Finance Director was tasked with gathering the information about the lunches for 2016 and 2017. From January 5, 2016, through November 15, 2016,² the Court purchased lunches for the Justices and

² Given that the practice was well known, the Commission's statute of limitations would only allow us to look back two years. Rule 2.12 of the Rules of Judicial Disciplinary Procedure provides that "[a]ny complaint filed more than two years after the complainant knew, or in the exercise of reasonable diligence should have known, of the existence of a violation of the Code of Judicial Conduct, shall be dismissed by the Commission."

various staff members for a total of approximately 550 lunches on 51 separate days from some upscale Charleston restaurants and spent a total of approximately \$9,107.12. The average with tip included cost approximately \$16.56 per meal. You participated in 26 of these lunches. From January 4, 2017, through November 14, 2017, the Court purchased lunches for the Justices and various staff members for a total of approximately 602 lunches on 52 separate days and spent a total of approximately \$10,096.20. The average with tip included cost approximately \$16.77 per meal. You participated in three of the paid lunches.

On or about April 18, 2018, Judicial Disciplinary Counsel opened a complaint against you alleging the aforementioned facts and potential Code violations. By letter dated April 26, 2018, you denied violating the Code of Judicial Conduct. You also voluntarily submitted to an interview on May 21, 2018.

You stated that when you first served on the Court there was a regularly scheduled time for the lunch break. When you returned to the Court, the break time was "an ever-changing phenomenon, depending on how long the arguments went and who the chief justice was." Thereafter, you requested a return to a regularly scheduled lunch break. The following then occurred:

One of the other Justices suggested that, rather than having an out-of-Court break, we hear all arguments prior to leaving the bench and have lunch brought in to eat while working on decisions. The purpose of this was to accommodate lawyers who traveled from northern West Virginia or the Eastern Panhandle, as well as litigants who then didn't have to pay additional attorney fees for lawyers sitting around waiting. I don't believe that any decision was ever made formalizing this plan, so much as it just became a practice that was done to promote efficiency. . . .

As to my administrative assistant, in addition to the regular work hours, she is required to be present anytime I am at the Court. Especially on argument, decision and administrative conference days, there is often a need to get copies of a brief, a case, or other information from the voluminous amount of material that flows through the Court on a daily basis. Consequently, on Court and administrative conference days, my assistant was not permitted to take an out-of-office break and therefore lunch was also provided to her.

Like Justices Benjamin and Workman, you also indicated that the Court's power to control its own administrative business is established by Article VIII, § 3 of the West Virginia Constitution. You stated:

The decision to implement this practice was based upon the Court's Constitutional and inherent authority to make policy decisions for the effective management of the judicial system. As a policy matter, the Court determined that providing a modest budget for working meals for its members and supporting staff was a necessary expenditure because of the uninterrupted long hours that were spent on the Bench and in Chambers resolving the Court's business. . . .

I must also point out that I do not believe that the Court's working meal policy violates any provision of the West Virginia Governmental Ethics Act. . . . Specifically, I do not believe that the policy constitutes "personal gain," within the meaning of W. Va. Code § 6B-1-2(a). In fact, the West Virginia Ethics Commission issued an Advisory Opinion which supports the Court's policy determination. The Commission issued Advisory Opinion No. 2012-217 (June 28, 2012), wherein it was asked to determine whether a State Licensing Board could supply working meals for its members and staff with government funds. The Advisory Opinion found that the Board could use government funds for such meals. . . .

The facts giving rise to this Advisory Opinion, i.e., long meetings lasting five to six hours, working meals to facilitate the governmental business conducted during such meetings, and the necessity of support staff to complete tasks related to such meetings are exactly the same considerations that led to the Court's policy based upon the effective management of the Court's Constitutional duties and not for any personal gain to its members. I must also point out that the Advisory Opinion noted that the IRS permits such expenditures.

You also appropriately noted that the practice of working lunches is not limited to the Justices but is a reasonable and customary policy utilized by other divisions within the Supreme Court and by other state agencies.³

In applying the foregoing facts to the alleged Rule violations, the Commission finds that there is no probable cause to believe that you violated the Code of Judicial Conduct. You employed an already well-established policy utilized by other State agencies to make the Court run more efficiently and effectively on argument docket and administrative conference days. Perhaps, the only criticism that the JIC can make is that you failed to reduce the policy to writing – with well-established guidelines for the

³ In his March 1, 2008 Charleston Gazette-Mail article entitled "WV Ethics Commission Chews on Issues," Phil Kabler stated that the use of working lunches is a "fairly common practice of state agencies and other public bodies."

purchase of the working lunches. By failing to do this, you unnecessarily opened the door to unfair public criticism of an otherwise appropriate method for conducting the business of the Court. As no further action is warranted, the complaint against you is dismissed, and the file in this matter has been closed.⁴

Sincerely,



Ronald E. Wilson Chairperson
Judicial Investigation Commission

RI W: tar
Complaint No. 40-2018

⁴ In an effort to be thorough, the Commission also looked into allegations concerning seven dinners hosted by you at your residence in Charleston, West Virginia, that coincided with bi-annual State Circuit Court Judicial Conferences. The dinners were held in lieu of the standard judicial banquet that would have occurred either at the conference site or some other location in the city and would have been paid for by the Court. The Commission also investigated one dinner hosted by you at your home in Jackson, Wyoming, during a national State Supreme Court Justice conference held there. You personally paid for everything associated with the majority of the dinners. However, the Court paid approximately \$900.00 in transportation costs for guests during a 2011 dinner hosted at your Charleston home and approximately \$11,300.00 for food, decorations, and tent, table and chair rentals for a dinner held there in 2013. For the 2013 dinner, you still paid for some of the costs including all drinks, alcohol, serving staff, bartender and clean-up. These were the total expenditures paid by the Court for the eight dinners. The fact that you paid for the majority of the costs for the dinners associated with the Circuit Court Conferences actually saved the state money. The costs paid for by the Court associated with the 2011 and 2013 dinners are normal costs that would have been paid by the agency for a banquet that would have been held at the hotel or at some other location in the city. After a thorough review of this evidence, the Commission also finds that there is no probable cause to charge you any violation of the Code of Judicial Conduct.



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831

April 20, 2018

The Honorable Robin Jean Davis, Justice
Supreme Court of Appeals of West Virginia
State Capitol Complex
Building 1, Room E-100
1900 Kanawha Blvd. East
Charleston, WV 25305

via: Email

Re: Judicial Investigation Complainant No. 40-2018

Dear Justice Davis:

On April 18th the above-numbered complaint was opened against you and docketed by Judicial Disciplinary Counsel. This letter will serve as the formal complaint and the Complainant is Judicial Disciplinary Counsel. The filing of the complaint was triggered in part by recent news reports and following an examination of records received in connection with an ongoing investigation into another matter. The area of concern is the Court's practice of purchasing lunches for themselves and others while at work at the Capitol on work days which include but may not be limited to Argument Dockets and Administrative Conferences.

In accordance with the provisions of Rule 2.2 of the Rules of Judicial Disciplinary Procedure, Counsel must investigate complaints of alleged violations of the Code of Judicial Conduct. Rule 2.3 provides that upon notice of the nature of the complaint, a "judge shall have ten days" to file a written response. Therefore, your response to the complaint is due ten (10) days from the date you received this letter. Should you need additional time to respond to the allegations, you must ask for an extension in writing.

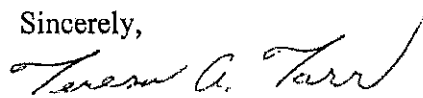
In your response the Commission would like you to directly address, what express or implied authority allowed the Court to use State funds to purchase lunches during Argument Dockets and Administrative Conferences? What express or implied authority allowed the Court to use State funds to purchase lunches for people other than the Justices during Argument Dockets and Administrative Conferences? What public benefit was gained by having the lunches paid for with State funds instead of by the individuals?

PAGE 2 of 2

Since this letter serves as the complaint, you should be aware that our investigation will look at your conduct as it may relate to Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct. For your information, the Rules, which are relevant to the handling of complaints against judicial officers, may be found in the State Court Rules along with the Code of Judicial Conduct. Additionally, the Rules and the Code may be found on the State Supreme Court website at <http://www.courtsww.gov/legal-community/judicial-investigation.html>

Thank you for your consideration and your willingness to meet with Counsel. Please do not hesitate to contact me should you have any questions, comments or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Teresa A. Tarr".

Teresa A. Tarr,
Judicial Disciplinary Counsel

TAT: mps
Complaint No. 40-2018



SUPREME COURT OF APPEALS

STATE CAPITOL COMPLEX

ROOM E-301

CHARLESTON, WEST VIRGINIA 25305

(304) 558-4811

ROBIN JEAN DAVIS

Justice

April 26, 2018

Hand Delivered

Teresa A. Tarr
Judicial Disciplinary Counsel
City Center East, Suite 1200 A
4700 MacCorkle Avenue, SE
Charleston, West Virginia 25304

Re: Robin Jean Davis
Judicial Investigation Complaint
No. 40-2018

Dear Ms. Tarr:

I am in receipt of the above-referenced complaint dated April 20, 2018. Pursuant to the complaint and your directive, I respond as follows.

I took office on December 16, 1996. From that time until approximately December 2011, the Court began its argument day at 10:00 a.m., and the Court recessed for lunch from 12:30 p.m. until 2:00 p.m. Thereafter, the Court resumed its work on the bench until the docket was finished for the day. Following the conclusion of the docket, the Court held conference to decide that day's cases.

Beginning in January 2012, the Court, comprised of new members, informally changed its schedule. The Court argument day began at 10:00 a.m. However, the Court ceased breaking for lunch from 12:30 p.m. to 2:00 p.m. Instead, the Court took no lunch

break and stayed on the bench hearing arguments until the docket was concluded. Thereafter, the Court resumed its work in conference during a working lunch which was paid for by the Court. In addition to the members of the Court and several visiting judges,¹ some Court employees who were provided lunches included, at times, the Justices' administrative assistants who performed services during working lunches such as copying, typing, and retrieving documents for the Justices. Other employees, whose presence was necessary at times, included the Court Security, Court Counsel and Administrator, and Court Clerk and Assistant Clerk.

The Court's work schedule for argument days and conference days was modified for several reasons. By not breaking for lunch, the litigants, lawyers, and other court participants did not have to wait for the Court to reconvene that extra one and one-half hour. It also is more convenient for visiting judges sitting by special assignment. At the end of arguments, the Court, during a working lunch, decides the cases. The visiting judge could then return to his/her circuit. Thus, there is no need for visiting judges to return to Charleston on a second day to decide the case. Time and taxpayer dollars are saved. Finally, eliminating a one and one-half hour break during the argument day provides the Justices and their staffs additional time to work on research, writing, and other Court matters after concluding their working lunch.

The decision to implement this practice was based upon the Court's Constitutional and inherent authority to make policy decisions for the effective management of the judicial system. As a policy matter, the Court determined that providing a modest budget for working meals for its members and supporting staff was a necessary expenditure because of the uninterrupted long hours that were spent on the Bench and in Chambers resolving the Court's business.

It is important to note that Court-paid working lunches, have been, in the past, provided to many divisions of the Court family. For example, statewide probation meetings are held at City Center East. For a number of years, the Court has paid for lunches during those meetings. Other examples include, but are not limited to, Technology meetings, Juvenile Justice Commission meetings, Mass Litigation Panel Hearings, and the Court's Law Clerk Education Program. This policy is further confirmed by the Court's Director of Financial Management, Sue Racer-Troy, and the Court's Director of Education, Training,

¹Those visiting judges who participated in the Court's working lunches include Wilfong, Evans, Hutchison, Swope, Wilkes, Johnson, Alsop, O'Briant, Clawges, Tabit, Ferguson, Keadle, Hatcher, Mazzone, Holliday, Waters, Carl, Matish, and former Justice Thomas McHugh.

and Access to Justice, Sara Thompson. A copy of Ms. Racer-Troy's memo and documents are attached hereto as Exhibit 1, and a copy of Ms. Thompson's memo is attached hereto as Exhibit 2.

I must also point out that I do not believe that the Court's working meal policy violates any provision of the West Virginia Governmental Ethics Act, W. Va. Code § 6B-1-1 *et seq.* Specifically, I do not believe that the policy constitutes "personal gain," within the meaning of W. Va. Code § 6B-1-2(a). In fact, the West Virginia Ethics Commission issued an Advisory Opinion which supports the Court's policy determination. The Commission issued *Advisory Opinion* No. 2012-27 (June 28, 2012),² wherein it was asked to determine whether a State Licensing Board could supply working meals for its members and staff with government funds. The Advisory Opinion found that the Board could use government funds for such meals. The facts of the case showed that the Board held meetings that could last for five to six hours, and that the working meals were purchased from inexpensive restaurants like Bob Evans. In deciding that the working meals were not for unlawful private gain, the Advisory Opinion held as follows:

Generally, the expenditure of public funds is permissible if there is a legitimate government purpose for the expenditure. The Internal Revenue Service (IRS) guidelines permit meals for public employees when: (1) they are furnished on the agency's premise and (2) they are furnished for the convenience of the employer. The Commission is not authorized to interpret IRS regulations; however, it finds them useful in analyzing whether the expenditure constitutes a taxable fringe benefit, or whether it is a legitimate business/governmental expenditure. If it is the latter, then this supports the conclusion that the overriding benefit is to the public and the public agency since the expenditure is made to enable the agency to perform its statutory duties. Hence, even if there is an incidental benefit to public officials or employees; [sic] still, it is a legitimate governmental business expense, not a taxable fringe benefit. Indeed, if it qualifies as a taxable fringe benefit or compensation, then it would constitute an emolument of office. Public officials are prohibited from increasing their own compensation.

Based upon the facts presented, the Commission finds that it does not violate the Ethics Act for the Requester to provide a working meal to its members and any staff who are required to be present at the meeting as part of their job duties, when the meal is provided for the benefits of the Board, i.e., to

²A copy of the Advisory Opinion is attached hereto as Exhibit 3.

accomplish its work. Here, the Commission finds that the meals are not being furnished with the intent of lavishing an unlawful benefit/compensation upon the Board Members, or any staff who are required to be present. Instead, they are furnished for the convenience of the Board so that it may accomplish its mission more effectively and thereby serve the public.

(Emphasis added; footnotes omitted).

The facts giving rise to this Advisory Opinion, *i.e.*, long meetings lasting five to six hours, working meals to facilitate the governmental business conducted during such meetings, and the necessity of support staff to complete tasks related to such meetings, are exactly the same considerations that led to the Court's adoption of its working meal policy. Just as the Advisory Opinion found, so, too, is the Court's policy based upon the effective management of the Court's Constitutional duties, and not for any personal gain to its members. I must also point out that the Advisory Opinion noted that the IRS permits such expenditures. Specifically, the Department of Treasury - IRS Publication 15-B, titled Employer's Tax Guide To Fringe Benefits 2017, permits meals to be paid if the meals are related to a substantial business reason. A copy of the relevant sections of the IRS Publication is attached hereto as Exhibit 4.


The average cost of the Court-paid lunches in which I participated is approximately \$15.70 per meal. Such an amount is quite reasonable, and thus permitted, under the terms of this Advisory Opinion in order to conduct business of the Court as efficiently and effectively as possible.

I have reviewed Rules 1.1, 1.2, 1.3, 3.13, and 3.15 of the Code of Judicial Conduct that you cite in your letter. The Court, in fact, performed Court business during the working lunches. So, there seems to be no violation of Rules 1.1, 1.2, and 1.3. Moreover, Rule 3.13 seems to apply to things of value being supplied by a third party to garner favor from a judge. Working lunches would not fall into that category. Finally, the Comment to Rule 3.15 indicates there is no need to report expenses for judicial meetings. Working lunches may, in fact, be considered judicial meetings.

In conclusion, I do not believe that the policy adopted by the Court to provide a modest budget for working lunches is violative of Rules 1.1, 1.2, 1.3, 3.13, or 3.15 of the Code of Judicial Conduct. That conclusion is clearly supported by Comment 1 of Rule 3.15. I also do not believe that any statute is violated by the policy. Finally, I believe that the Court had authority under the Constitution and its inherent authority to implement a working lunch policy that enabled the Court to more effectively manage the judicial system of our State.

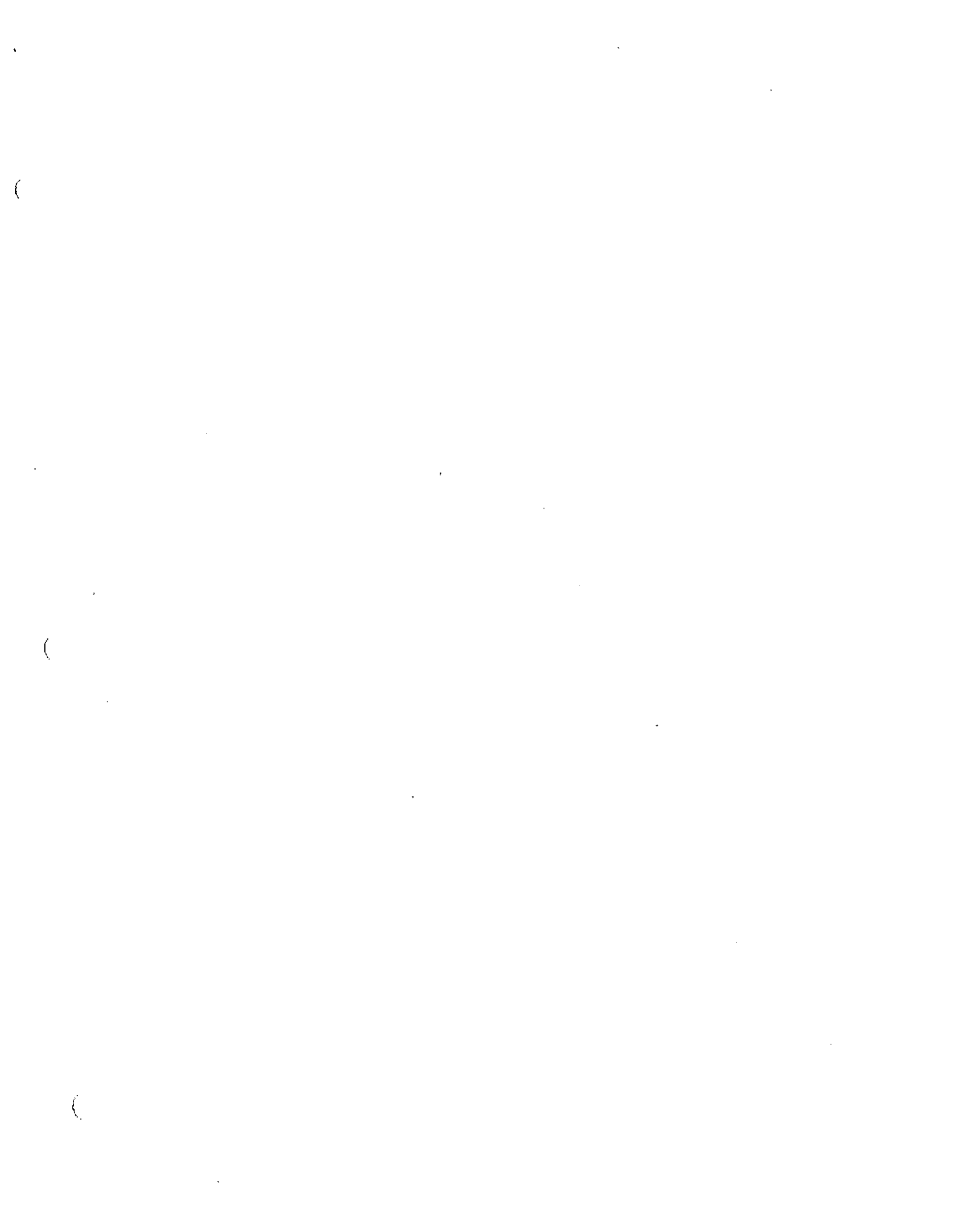
I trust that this letter fully answers your inquiries.

Respectfully,

A handwritten signature in cursive script that reads "Robin Jean Davis". The signature is written in dark ink and is positioned above the printed name.

Robin Jean Davis

Enclosures: Exhibits 1-4



SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtsww.gov

To: Justice Robin Davis
From: Sue Racer-Troy *ACT*
Date: April 23, 2018
Subject: Lunch expenditures

() I reviewed p-card transactions for the current fiscal year and located the following examples of hospitality expenditures:

- CIP board – quarterly board meetings
- Board of Law Examiners – board meetings
- Judicial Investigation Commission – meeting
- Judicial Hearing Board - meeting
- Fatality Review – meeting
- Juvenile Justice Commission – board meetings
- Mass Litigation – MLP meetings

- Magistrate Court – lunch during new magistrate training at City Center East
- Magistrate Court – UJA training at City Center East

HOSPITALITY DOCUMENTATION

EVENT INFORMATION

NAME OF EVENT: CIP Board Meeting

DATE OF EVENT: August 18, 2017

PURPOSE: Meeting

ATTENDEES: Judge Bloom, Judge Stone, Judge Janes, Barb Baxter, Tabi Blevins, Cammie Chapman, Andrea Darr, Denny Dodson, Susan Frye, Jacob Green, Kandi Greter, John Hedges, Andria Jones, Alicia Mascioli, Stacie Mullins, Tanny O'Connell, Fenway Pollack, Kim Runyon-Wilds, Angela Visconti, Laura Walsh, Linda Watts, Susan Wilmerink, Joyce Yedlosky, Pete Conley

NUMBER OF ATTENDEES: 24

LOCATION: CCE 2nd Floor conference room

VENDOR / PURCHASE INFORMATION

VENDOR: AAA Catering

QUANTITY	DESCRIPTION	COST
30	Soup, Salad and Brownies	\$315.00
	Delivery Fee	\$10.00
	GRAND TOTAL	\$325.00

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS

DATE 8/24/17
SIGNED [Signature]



Invoice date— 7-18-17

Invoice Number— 71817

Contact Person— STACEY

Phone Number— _____

Function— Meeting Supper

Location— 2ND FLOOR

Time— 11:30

Menu—

CHICK TORT SOUP - TORT. TOPPING
BROCCOLI CHEESE
CHICKEN NOODLE

Tossed SALAD - IT Ranch - garbanzo - olives
MANDARIN OR SALAD -

SPINACH ORECHES

GARLIC BREAD

BOWTIES \$ 315.00

PICK UP CROCK POTS - after
2 PM.

Delivery Fee— \$ 100

Tax— _____

Total— \$ 325.00

AAA Catering—Judy Byrne

Serving the Kanawha Valley for over 30 years!

P.O. Box 4334—Charleston, West Virginia—25304

304-437-4344 - www.aacatering.net

Mullins, Stacie

From: JUDYBYRNE1969@GMAIL.COM
Sent: Friday, August 18, 2017 1:51 PM
To: Mullins, Stacie
Subject: Order Confirmation

Order Results

Profile Name: AAA CATERING
Transaction ID: 180817A14-6A53D599-31B8-46B6-81A8-1F6B633F932D
Date/Time: 08/18/2017 01:50:37 PM
Transaction Type: SALE
Approval Message: APPROVAL
Approval Code: 024668

Order Section

Card Number: *****8994
Amount: \$325.00USD

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STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

Billing Cycle Month

Billing Cycle Year

KANDIL GRETER

4807158000208994

KANAWHA

ADMINISTRATIVE OFFICE

Cardholder Name

Account Number

County

Court / Division

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
08/02/17	Office Max	Supplies (MH)		\$67.50	R
08/03/17	Tyler Mountain Water	Water		\$119.00	R
08/04/17	Office Max	Supplies (CIP Training Grant)		\$95.99	R
08/16/17	USPS	Stamps (Bailiffs Conference Grant)		\$122.50	R
08/16/17	USPS	Stamps (Bailiffs Conference Grant)		\$49.00	R
08/16/17	Office Max	Supplies (MH)		\$3.67	R
08/16/17	Office Max	Supplies (2nd, 8th and 9th Floor)		\$607.41	R
08/18/17	AAA Catering	Lunch for Board Meeting (CIP Grant)		\$325.00	R
08/22/17	Office Max	Supplies UJA)		\$227.25	R
08/24/17	Cisco systems	Webex for the year (CIP GRANT)		\$297.89	R
08/26/17	Webex	Monthly webex charge (CIP Grant)		\$49.00	R
8/29/17	Ring Central	Yearly fax charge		GRAND TOTAL AMOUNT: 256.69 R 2,220.50	

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

9/12/17

Purchasing Cardholder Signature

Date

*R=Reconciled
*D=Disputed
*C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Authorizing Supervisor Signature

Date

HOSPITALITY DOCUMENTATION

EVENT INFORMATION

NAME OF EVENT: CIP Cross Training Meeting

DATE OF EVENT: September 15, 2017

PURPOSE: Committee meeting

ATTENDEES: Judge Stone, Andria Jones, Susan Richards, Alicia Mascioli, Shannon Bragg, Michelle Dean, Teresa Lyons, Cammie Chapman, Kandi Greter, Stacie Mullins, Joyce Yedlesky and April Harless

NUMBER OF ATTENDEES: 12

LOCATION: Braxton County DHHR

VENDOR / PURCHASE INFORMATION

VENDOR: Moes

QUANTITY	DESCRIPTION	COST
10	Fajita Bar	129.62
	GRAND TOTAL	129.62

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS
DATE 9/27/2017
SIGNED C. Chapman

Pilot

PILOT STORE 474
270 Scott's Fork-Bonnie Road
Sutton, WV 26601
(304) 765-7302
09/15/2017

QSR Counter
DINING ROOM

SALE

Transaction #: 10395191

Qty	Name	Price	Total
5	Fajita Chicken	55.00	55.00
5	Fajita Steak	55.00	55.00
1	Queso-bowl	5.29	5.29
1	12 Cookies	6.99	6.99
Subtotal			122.28
Sales Tax			7.34

Received:

Visa 129.62
XXXXXXXXXXXX3994 MANUAL
Approved
Auth #: 082414

catering

Gen Merch Rate	7.34
Total	129.62



047410395191

Pos:10 Clerk:386 09/15/2017 11:08:37



STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

Sept.
Billing Cycle Month

2017
Billing Cycle Year

KANDI GRETER
Cardholder Name

4807158000208994
Account Number

KANAWHA
County

ADMINISTRATIVE OFFICE
Court / Division

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
08/31/17	Office Max	Supplies (Office max can not find a receipt)		\$19.99	D
09/08/17	Office Max	Supplies (2nd,8th, 9th floors)		\$159.87	R
09/08/17	Office Max	Supplies (9th Floor)		\$80.99	R
09/08/17	Office Max	Supplies (Education)		\$4.99	R
09/09/17	Office Max	Supplies (Mass Lit)		\$34.29	R
09/09/14	Web Ex	Web Conferencing (CIP) (website down can't get recp)		(\$47.42)	R
09/11/17	Office Max	Supplies (Mass Lit)		\$25.04	R
09/15/17	Pilot	Lunch (CIP Training Committee)		\$129.62	R
09/21/17	Office Max	Supplies (8th 9th Floors)		\$334.20	R
09/26/17	Office Max	Supplies (2nd 9th Floors)		\$27.53	R
09/27/17	Office Max	Supplies (Toner DV Registry 2nd Floor)		\$141.76	R
GRAND TOTAL AMOUNT:				\$910.86	

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

[Signature] *10-5-17*
Purchasing Cardholder Signature Date

*R=Reconciled
*D=Disputed
*C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

[Signature]
Authorizing Supervisor Signature Date



Invoice date— 2-02-18

Invoice Number— 20218-1

Contact Person— Kandi

Phone Number— _____

Function— Sup of

Location— 2ND FLOOR

Time— _____

Menu— 35

- Baked chicken
- Artichoke Rice
- Maio. OR SALAD
- Stuffed shells
- Green Beans
- Hot Rolls
- Brownies
- AP. CRUMB \$ 437.50

Delivery Fee— \$10.00

Tax— _____

Total— \$ 447.50

AAA Catering—Judy Byrne

Serving the Kanawha Valley for over 30 years!

P.O. Box 4334—Charleston, West Virginia—25304

304-437-4344 - www.aaacatering.net



STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

February
Billing Cycle Month

2018
Billing Cycle Year

KANDI L GRETER
Cardholder Name

4807158000208994
Account Number

KANAWHA
County

ADMINISTRATIVE OFFICE
Court / Division

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
02/01/18	Tyler Mountain	Water (2nd Floor)		\$56.00	R
02/02/18	AAA Catering	Lunch CIP Board Meeting		\$447.50	R
02/05/18	Office Max	Supplies (2nd/9th Floor)		\$68.40	R
02/13/18	Office Max	Supplies (Judicial Ed.)		\$13.38	R
02/13/18	Office Max	Supplies (2nd/9th Floor)		\$52.55	R
02/13/18	Office Max	Supplies (2nd Floor)		\$6.40	R
02/13/18	Office Max	Supplies (2nd/9th Floor)		\$82.95	R
					R
					R
					R
					R
GRAND TOTAL AMOUNT:				\$727.18	

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

[Handwritten Signature] 3-6-18
Purchasing Cardholder Signature Date

*R=Reconciled
*D=Disputed
*C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

[Handwritten Signature] 3-6-18
Authorizing Supervisor Signature Date

Judicial Investigation Commission Meeting
December 8, 2017
Charleston, WV

1. Judge Ronald E. Wilson, Chairperson
2. Judge Christopher C. Wilkes
3. Circuit Court Judge H.L. Kirkpatrick
4. Family Court Judge Robert C. Hicks
5. Mr. Layton Cottrill, Public Member
6. Thomas Burgoyne, Public Member -- by phone
7. Robert Fitzsimmons
8. Magistrate Gail Boober-by video conference
9. Teresa Tarr-Counsel
10. Brian Lanham-Assistant Counsel
11. Pam Schafer-Executive Assistant

south hills market and cafe

1010 Bridge Road
Charleston, WV 25314
Phone: (304) 345-2585
Fax: (304) 345-2587

INVOICE

Invoice Number: 12834

Invoice Date: 12/8/2017

Customer Information:

Billing Address:		Shipping Address:	
Company:	WV Supreme Court of Appeals	Company:	
Name:	Mary Schafer 558-0169	Name:	
Address:	4700 MacCorkle Ave SE	Address:	
	Suite 1200A		Mary.schafer@courtsww.gov
City/State/Zip	Charleston, WV	City/State/Zip	

Mlewis@wvdoc.org

Terms:

Due upon receipt

Order Information:

Qty	Product Description	Amount Each	Amount
12 ppl	Corporate Lunch	\$14.00	\$168.00
	Assorted Meats/Cheeses/Condiments		
	Assorted Vegetables/Breads		
	Pastina		
	Potato Salad		
	Brownies		
	No Drinks		
	Utensils, Plates, Serving Utensils, Napkins		
		Subtotal:	\$168.00
		Tax:	Exempt
		Delivery Fee:	\$35.00
		Total:	\$203.00

Notes:

Deliver to 12th Floor/ Set up by 11:15
Use call box upon arrival

south hills market
and café

SOUTH HILLS

Date: 12/8/2017 Time: 10:28:50 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX4690
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 23707
Tab Number: 400
Number Of Covers: 0
Persons: 1
Card Owner: Manual Ent

AMOUNT 203.00

TIP 10.00

TOTAL 213.00

Approval: 047361

CUSTOMER COPY

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Mass litigation Panel

CONTACT PERSON Deb Brogan

TELEPHONE NUMBER 304-340-3440

FUNCTION SPONSOR _____

LOCATION OF FUNCTION Ceremonial Courtroom Kan. Co

DATE(S) OF FUNCTION January 18-19, 2018

ESTIMATED EXPENSES

FOOD AND BEVERAGE

\$ _____

MEETING ROOM

\$ _____

EQUIPMENT RENTAL

\$ _____

LODGING

\$ _____

OTHER/

\$ _____

OTHER/

\$ _____

TOTAL

\$ _____

PURPOSE/JUSTIFICATION OF FUNCTION:

Gwin Landfill Litigation - Mediation

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

Judge Becker T. Stephens

Kim Fields

Judge Akaw D. Moats

Deb Brogan

Judge Jay M. Hoke

Harold Bailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: Deb Brogan
FUNCTION REPRESENTATIVE'S SIGNATURE

1-17-18
DATE

By: Kimberley R. Fields
AGENCY HEAD SIGNATURE

1/17/2018
DATE

Brogan, Debra

From: Johnson, Gary
Sent: Friday, January 12, 2018 1:30 PM
To: Brogan, Debra
Cc: Mullins, Joan; Chapman, Cammie; Fields, Kim; Troy, Sue
Subject: RE: Approval for Lunches- Mass Litigation- Mediation-Gavin Landfill Litigation January 18-19, 2018

approved

From: Brogan, Debra
Sent: Friday, January 12, 2018 10:27 AM
To: Johnson, Gary <Gary.Johnson@courtswv.gov>
Cc: Mullins, Joan <Joan.Mullins@courtswv.gov>; Chapman, Cammie <Cammie.Chapman@courtswv.gov>; Fields, Kim <Kim.Fields@courtswv.gov>
Subject: Approval for Lunches- Mass Litigation- Mediation-Gavin Landfill Litigation January 18-19, 2018

Good Morning Judge Johnson.

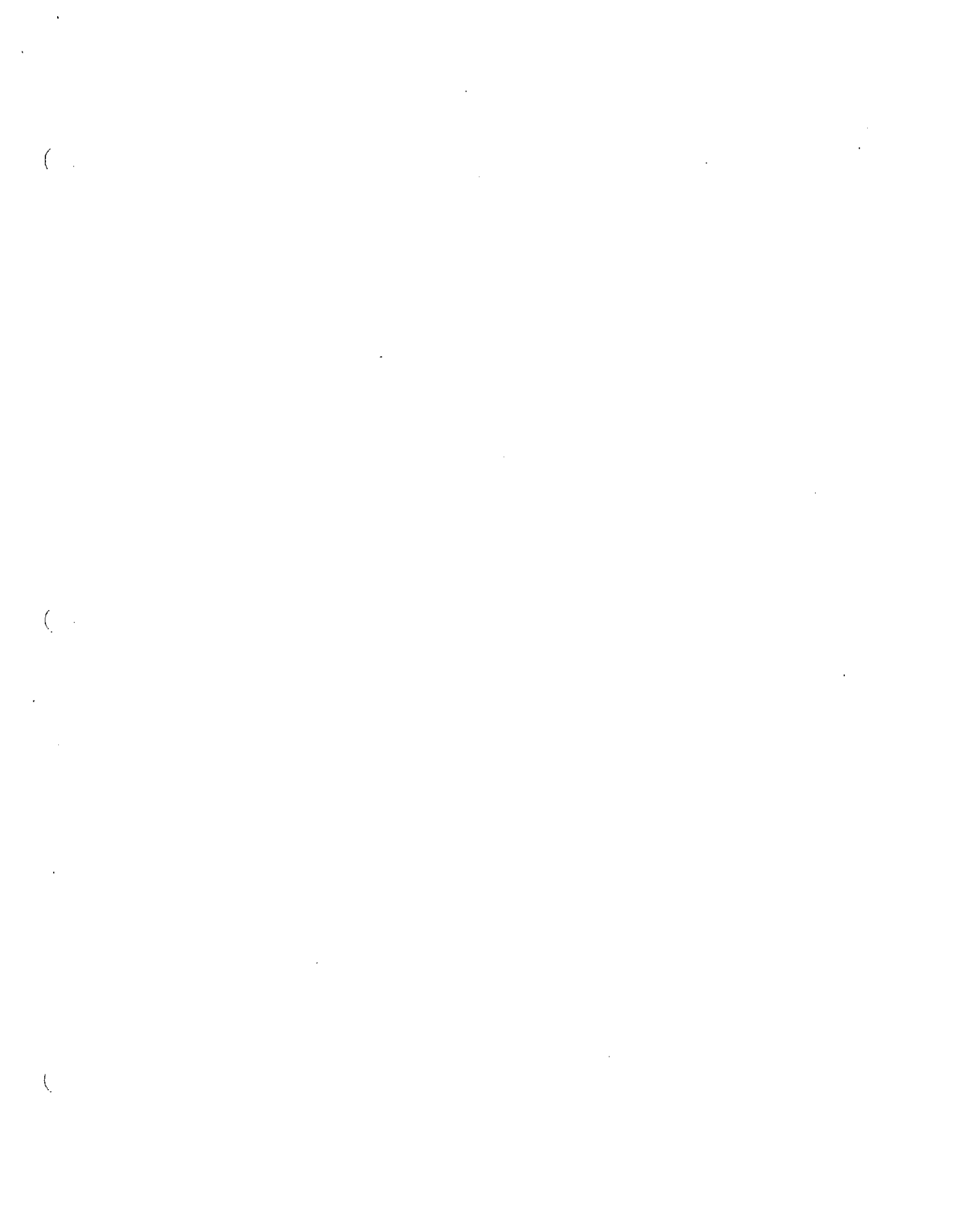
The Resolution Judges assigned to the Gavin Landfill Litigation will be conducting mediation on Thursday, January 18th and Friday January 19th, 2018, in the Ceremonial Courtroom of the Kanawha County Courthouse. I am requesting authorization to order lunches for the following judges and staff on these days, to facilitate working through lunch during the course of mediation:

Judge Booker T. Stephens
Judge Alan D. Moats
Judge Jay Hoke
Kimberley R. Fields
Debra K. Brogan
Harold Dally

Attached is a copy of Request for Hospitality Service. There is no charge to the parties or the Court associated with the use of the ceremonial courtroom.

Please let me know if you have any questions, or need any further information. Thank you.

Debra K. Brogan
Mass Litigation Panel Administrative Assistant
The Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd., East
Charleston, West Virginia 25305
(304) 340-3440 (Office)
(304) 558-0775 (Fax)
(304) 545-6519 (Cell)
Debra.Brogan@courtswv.gov



SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0145
304-558-0145 – PHONE
304-558-1212 – FAX
WWW.COURTSWV.GOV

MEMORANDUM

TO: All Law Clerks

FROM: Sara Thompson, Director
Education, Training, and Access to Justice

DATE: February 27, 2018

RE: **REGISTRATION**
2017 All Law Clerks Education Program
Charleston Marriott Town Center, Charleston, West Virginia
March 19-21, 2018

The 2018 All Law Clerks Education Program at Charleston Marriott Town Center will begin 9:00 a.m. on Monday, March 19, 2018 and end late afternoon Wednesday, March 21, 2018. A **draft** conference agenda is attached. On Monday, March 19, 2018, breakfast will be available beginning at 7:00 a.m. and registration will begin at 8:00 a.m.

Attendance is mandatory for all circuit judge law clerks.

LODGING

Hotel accommodations have been authorized for Sunday, Monday, and Tuesday nights for law clerks whose workplace or residence (whichever is closer), is more than 40 miles from the Marriott.

Registration for accommodations is available when you register for the program. The Marriott will direct-bill the Court for the cost of the room; however all other incidental charges are not covered by the court and are the responsibility of the attendee. The Marriott will request a credit card to be placed on file for these charges.

PARKING

For those staying at the Marriott, parking is included in your bill.

For those traveling to the program each day, it is recommended that you park in the Charleston Mall Parking Garage across the street from the Marriott. You will need to pay for your parking and seek reimbursement. Parking cannot be reimbursed without a receipt. If you choose to park in the Marriott's parking garage (15.00 per day), the court will only reimburse up to the cost of mall parking (\$1.75) and you will be responsible for the difference.

MEALS

Breakfast and lunch will be provided each day of the program. There is no reimbursement for meals without an overnight stay.

- **For those who will arrive on Sunday, March 18, 2018,** your per diem will be \$40.50 that day. **On Monday, March 19, 2018,** and **Tuesday, March 20, 2018,** the per diem will be \$32.40. **On Wednesday, March 21, 2018,** the per diem is \$24.30.
- **For those who will arrive on Monday, March 19, 2018,** your per diem that day will be \$24.30. **On Tuesday, March 20, 2018,** the per diem is \$32.40. **On Wednesday, March 21, 2018,** your per diem will be \$24.30

MILEAGE: Mileage will be reimbursed at \$.545 per mile. For those traveling the West Virginia Turnpike, you do **not** need toll receipts for reimbursement.

REGISTRATION

You are required to register for this program online with the below link. **PLEASE REGISTER NO LATER THAN MONDAY, MARCH 5, 2018 BY 12:00 P.M.**

<https://www.regonline.com/2018lawclerkconference>

Sara E. Thompson
Director of Education, Training, and Access to Justice
Supreme Court of Appeals of West Virginia Administrative Office
1900 Kanawha Boulevard, East

()

Building One, Room E-100
Charleston, WV 25305
Office: (304) 558-0145
Cell: (304) 389-4158
Fax: (304) 558-0775

()

()

ADVISORY OPINION NO. 2012-27

Issued On June 28, 2012 By The

WEST VIRGINIA ETHICS COMMISSION

OPINION SOUGHT

A **State Licensing Board** asks under what circumstances the Ethics Act allows it to purchase meals for its members and staff and, if permissible, what monetary limits apply.

FACTS RELIED UPON BY THE COMMISSION

The Requester is a State Licensing Board established under Chapter 30 of the West Virginia Code. Such Boards are commonly referred to as Chapter 30 Boards. Their members are appointed by the Governor and approved by the Senate.

Chapter 30 Boards are comprised of representative members of their regulated professions and members of the general public. These members reside in different parts of the State.

When Chapter 30 Boards meet, at times, the meetings are long. For instance, the Requester has several committees whose meetings often last from five to six hours. To accomplish its work, the Board has working meals. The Requester states that they normally order from an inexpensive restaurant such as Bob Evans and work during the meals. Agency staff members who are present to assist the Board Members also get lunch. The Board uses public funds to purchase the lunches.

CODE PROVISIONS RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-2-5(b)(1) reads in relevant part: A public official ... may not knowingly and intentionally use his ... office or the prestige of his ... office for his ... own private gain or that of another person.

ADVISORY OPINION

In determining whether an expenditure of public funds violates the Ethics Act, the Commission relies upon the common law, West Virginia Code, Legislative Rules, Attorney General Opinions and opinion letters issued by the Auditor's Office to determine whether there is express or implied authority for the expenditure. See A.O. 2010-19 wherein the Commission ruled there was no authority for the expenditure of public funds to purchase funeral flowers.

In the present situation, the State Licensing Board states that it has a working lunch to ensure that it accomplishes the work of the board and that its decision to use public

A.O. 2012-27 (Page 1 of 3)

funds for this purpose is based, in large part, upon the fact that its meetings are long and its Board Members travel from various parts of the state. In light of these facts, the Commission must determine whether the expenditure of public funds for this purpose constitutes unlawful private gain to the Board Members and staff, or whether, for purposes of the Ethics Act, it is permissible.

Generally, the expenditure of public funds is permissible if there is a legitimate government purpose for the expenditure. The Internal Revenue Service (IRS) guidelines permit meals for public employees when: (1) they are furnished on the agency's premise and (2) they are furnished for the convenience of the employer.¹ The Commission is not authorized to interpret IRS regulations; however, it finds them useful in analyzing whether the expenditure constitutes a taxable fringe benefit, or whether it is a legitimate business/governmental expenditure. If it is the latter, then this supports the conclusion that the overriding benefit is to the public and the public agency since the expenditure is made to enable the agency to perform its statutory duties. Hence, even if there is an incidental benefit to public officials or employees; still, it is a legitimate governmental business expense, not a taxable fringe benefit. Indeed, if it qualifies as a taxable fringe benefit or compensation, then it would constitute an emolument of office. Public officials are prohibited from increasing their own compensation.²

Based upon the facts presented, the Commission finds that it does not violate the Ethics Act for the Requester to provide a working meal to its members and any staff who are required to be present at the meeting as part of their job duties, when the meal is provided for the benefit of the Board, i.e. to accomplish its work. Here, the Commission finds that the meals are not being furnished with the intent of lavishing an unlawful benefit/compensation upon the Board Members, or any staff who are required to be present. Instead, they are being furnished for the convenience of the Board so that it may accomplish its mission more effectively and thereby serve the public.

Nevertheless, the Commission cautions that this opinion may not be construed as giving State Boards or Commissions unfettered authority under the Ethics Act to expend money for meals. In that regard, the Commission hereby establishes the following guidelines for such expenditures:

- State Boards or Commissions may spend a reasonable amount of public funds for meals at meetings when the meeting takes place at a time or is of such length that it makes the same reasonable.
- The Ethics Act does not authorize any governing body to recess or adjourn a meeting and go to a restaurant (or other off-site location) to consume a meal paid for with public funds. Indeed, governing bodies should take care not to schedule public meetings at private locations unless those meetings take

¹ IRS Quick Reference Guide for Public Employers

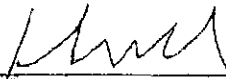
² For this reason, in A.O. 2009-02 the Commission found that a County Funded Employee Wellness Program may not be extended to elected county officials whose compensation is set by statute.

place in a public area fully accessible to the public at no cost to members of the public.

- The agency may not order lavish meals; instead, it must exercise fiscal responsibility in expending public funds on meals for its members and staff.
- The decision to purchase the meal must be based upon a legitimate government reason, i.e. that the agency is having a working lunch or dinner in order that agency business may be conducted most efficiently and effectively.
- The agency must determine whether it has funds to cover this expenditure.
- The ruling in this opinion does **not** extend to local governmental officials and agencies, e.g. City Council Members, County Commissioners or other local agencies. In A.O. 2001-18 the Commission found that the Ethics Act prohibits local government bodies from spending public funds for this purpose.
- A State Board or Commission seeking to expend money for meals at its meetings should check with the Auditor's Office to ensure that it does not run afoul of laws or regulations governing authorized expenditures.

In closing, the guidance offered herein recognizes that the expenditure of public funds for this purpose under the facts presented is acceptable under the general limitations in the Ethics Act against use of office for private gain. This guidance does not confer any benefit or establish that appointed State Board Members are entitled to a working lunch or dinner at the public's expense at each meeting. Instead, the governing body must determine whether the expenditure is consistent with fiscal responsibility and whether appropriated funds may be used for this purpose.

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code § 6B-1-1, *et seq.*, and does not purport to interpret other laws or rules. In accordance with W. Va. Code § 6B-2-3, this opinion has precedential effect and may be relied upon in good faith by other public agencies unless and until it is amended or revoked, or the law is changed.



Jonathan E. Turak, Acting Chairperson



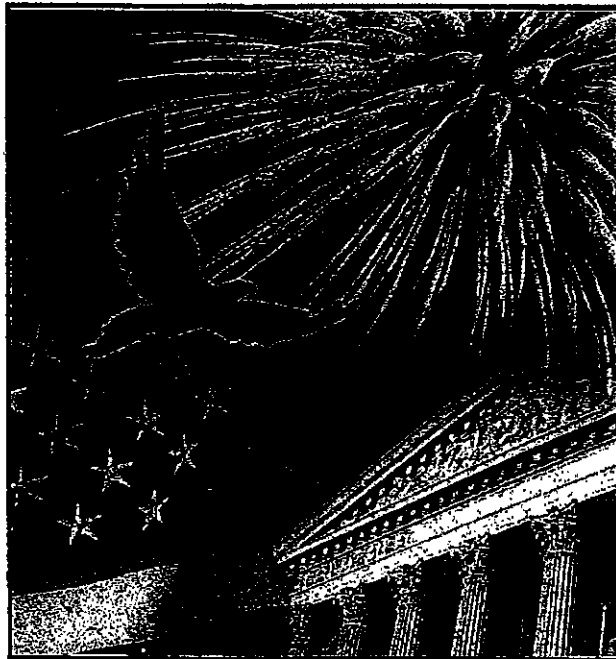
Department of the Treasury
Internal Revenue Service

Publication 15-B

Cat. No. 29744N

Employer's Tax Guide to Fringe Benefits

For use in **2017**



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Future Developments

For the latest information about developments related to Pub. 15-B, such as legislation enacted after it was published, go to IRS.gov/pub15b.

What's New

Cents-per-mile rule. The business mileage rate for 2017 is 53.5 cents per mile. You may use this rate to reimburse an employee for business use of a personal vehicle, and under certain conditions, you may use the rate under the

Partnerships and S corporations. Partners and 2% shareholders of an S corporation aren't eligible for salary reduction (pre-tax) contributions to an HSA. Employer contributions to the HSA of a bona fide partner or 2% shareholder are treated as distributions or guaranteed payments as determined by the facts and circumstances.

Cafeteria plans. You may contribute to an employee's HSA using a cafeteria plan and your contributions aren't subject to the statutory comparability rules. However, cafeteria plan nondiscrimination rules still apply. For example, contributions under a cafeteria plan to employee HSAs can't be greater for higher-paid employees than they are for lower-paid employees. Contributions that favor lower-paid employees aren't prohibited.

Reporting requirements. You must report your contributions to an employee's HSA in box 12 of Form W-2 using code "W." The trustee or custodian of the HSA, generally a bank or insurance company, reports distributions from the HSA using Form 1099-SA.

Lodging on Your Business Premises

You can exclude the value of lodging you furnish to an employee from the employee's wages if it meets the following tests.

- It is furnished on your business premises.
- It is furnished for your convenience.
- The employee must accept it as a condition of employment.

Different tests may apply to lodging furnished by educational institutions. See section 119(d) of the Internal Revenue Code for details.

If you allow your employee to choose to receive additional pay instead of lodging, then the lodging, if chosen, isn't excluded. The exclusion also doesn't apply to cash allowances for lodging.

On your business premises. For this exclusion, your business premises is generally your employee's place of work. For example, if you're a household employer, then lodging furnished in your home to a household employee would be considered lodging furnished on your business premises. For special rules that apply to lodging furnished in a camp located in a foreign country, see section 119(c) of the Internal Revenue Code and its regulations.

For your convenience. Whether or not you furnish lodging for your convenience as an employer depends on all the facts and circumstances. You furnish the lodging to your employee for your convenience if you do this for a substantial business reason other than to provide the employee with additional pay. This is true even if a law or an employment contract provides that the lodging is furnished as pay. However, a written statement that the lodging is furnished for your convenience isn't sufficient.

Condition of employment. Lodging meets this test if you require your employees to accept the lodging be-

cause they need to live on your business premises to be able to properly perform their duties. Examples include employees who must be available at all times and employees who couldn't perform their required duties without being furnished the lodging.

It doesn't matter whether you must furnish the lodging as pay under the terms of an employment contract or a law fixing the terms of employment.

Example of qualifying lodging. You employ Sam at a construction project at a remote job site in Alaska. Due to the inaccessibility of facilities for the employees who are working at the job site to obtain lodging and the prevailing weather conditions, you furnish lodging to your employees at the construction site in order to carry on the construction project. You require that your employees accept the lodging as a condition of their employment. You may exclude the lodging that you provide from Sam's wages. Additionally, since sufficient eating facilities aren't available near your place of employment, you may also exclude meals you provide to Sam from his wages, as discussed under *Meals on Your Business Premises*, later in this section.

Example of nonqualifying lodging. A hospital gives Joan, an employee of the hospital, the choice of living at the hospital free of charge or living elsewhere and receiving a cash allowance in addition to her regular salary. If Joan chooses to live at the hospital, the hospital can't exclude the value of the lodging from her wages because she isn't required to live at the hospital to properly perform the duties of her employment.

S corporation shareholders. For this exclusion, don't treat a 2% shareholder of an S corporation as an employee of the corporation. A 2% shareholder is someone who directly or indirectly owns (at any time during the year) more than 2% of the corporation's stock or stock with more than 2% of the voting power. Treat a 2% shareholder as you would a partner in a partnership for fringe benefit purposes, but don't treat the benefit as a reduction in distributions to the 2% shareholder.

Meals

This section discusses the exclusion rules that apply to de minimis meals and meals on your business premises.

De Minimis Meals

You can exclude any occasional meal you provide to an employee if it has so little value (taking into account how frequently you provide meals to your employees) that accounting for it would be unreasonable or administratively impracticable. The exclusion applies, for example, to the following items.

- Coffee, doughnuts, or soft drinks.
- Occasional meals or meal money provided to enable an employee to work overtime. However, the exclusion doesn't apply to meal money figured on the basis

of hours worked, or meals or meal money provided on a regular or routine basis.

- Occasional parties or picnics for employees and their guests.

TIP If food or beverages you furnish to employees qualify as a de minimis benefit, you can deduct their full cost. The 50% limit on deductions for the cost of meals doesn't apply. The deduction limit on meals is discussed in chapter 2 of Pub. 535.

Employee. For this exclusion, treat any recipient of a de minimis meal as an employee.

Employer-operated eating facility for employees. The de minimis meals exclusion also applies to meals you provide at an employer-operated eating facility for employees if the annual revenue from the facility equals or exceeds the direct operating costs of the facility. Direct operating costs include the cost of food, beverages, and labor costs (including employment taxes) of employees whose services relating to the facility are performed primarily on the premises of the eating facility. Therefore, for example, the labor costs attributable to cooks, waiters, and waitresses are included in direct operating costs, but the labor cost attributable to a manager of an eating facility whose services aren't primarily performed on the premises of the eating facility aren't included in direct operating costs.

For this purpose, your revenue from providing a meal is considered equal to the facility's direct operating costs to provide that meal if its value can be excluded from an employee's wages as explained under Meals on Your Business Premises, later. If you provide free or discounted meals to volunteers at a hospital and you can reasonably determine the number of meals you provide, then you may disregard these costs and revenues. If you charge non-employees a greater amount than employees, then you must disregard all costs and revenues attributable to these nonemployees.

An employer-operated eating facility for employees is an eating facility that meets all the following conditions.

- You own or lease the facility.
- You operate the facility. You're considered to operate the eating facility if you have a contract with another to operate it.
- The facility is on or near your business premises.
- You provide meals (food, drinks, and related services) at the facility during, or immediately before or after, the employee's workday.

Exclusion from wages. You can generally exclude the value of de minimis meals you provide to an employee from the employee's wages.

Exception for highly compensated employees. You can't exclude from the wages of a highly compensated employee the value of a meal provided at an employer-operated eating facility that isn't available on the same terms to one of the following groups.

- All of your employees.
- A group of employees defined under a reasonable classification you set up that doesn't favor highly compensated employees.

For this exclusion, a highly compensated employee for 2017 is an employee who meets either of the following tests.

1. The employee was a 5% owner at any time during the year or the preceding year.
2. The employee received more than \$120,000 in pay for the preceding year.

You can choose to ignore test (2) if the employee wasn't also in the top 20% of employees when ranked by pay for the preceding year.

Meals on Your Business Premises

You can exclude the value of meals you furnish to an employee from the employee's wages if they meet the following tests.

- They are furnished on your business premises.
- They are furnished for your convenience.

If you allow your employee to choose to receive additional pay instead of meals, then the meals, if chosen, aren't excluded. The exclusion also doesn't apply to cash allowances for meals.

On your business premises. Generally, for this exclusion, the employee's place of work is your business premises.

For your convenience. Whether you furnish meals for your convenience as an employer depends on all the facts and circumstances. You furnish the meals to your employee for your convenience if you do this for a substantial business reason other than to provide the employee with additional pay. This is true even if a law or an employment contract provides that the meals are furnished as pay. However, a written statement that the meals are furnished for your convenience isn't sufficient.

Meals excluded for all employees if excluded for more than half. If more than half of your employees who are furnished meals on your business premises are furnished the meals for your convenience, you can treat all meals you furnish to employees on your business premises as furnished for your convenience.

Food service employees. Meals you furnish to a restaurant or other food service employee during, or immediately before or after, the employee's working hours are furnished for your convenience. For example, if a waitress works through the breakfast and lunch periods, you

can exclude from her wages the value of the breakfast and lunch you furnish in your restaurant for each day she works.

Example. You operate a restaurant business. You furnish your employee, Carol, who is a waitress working 7 a.m. to 4 p.m., two meals during each workday. You encourage but don't require Carol to have her breakfast on the business premises before starting work. She must have her lunch on the premises. Since Carol is a food service employee and works during the normal breakfast and lunch periods, you can exclude from her wages the value of her breakfast and lunch.

If you also allow Carol to have meals on your business premises without charge on her days off, you can't exclude the value of those meals from her wages.

Employees available for emergency calls. Meals you furnish during working hours so an employee will be available for emergency calls during the meal period are furnished for your convenience. You must be able to show these emergency calls have occurred or can reasonably be expected to occur, and that the calls have resulted, or will result, in you calling on your employees to perform their jobs during their meal period.

Example. A hospital maintains a cafeteria on its premises where all of its 230 employees may get meals at no charge during their working hours. The hospital must have 120 of its employees available for emergencies. Each of these 120 employees is, at times, called upon to perform services during the meal period. Although the hospital doesn't require these employees to remain on the premises, they rarely leave the hospital during their meal period. Since the hospital furnishes meals on its premises to its employees so that more than half of them are available for emergency calls during meal periods, the hospital can exclude the value of these meals from the wages of all of its employees.

Short meal periods. Meals you furnish during working hours are furnished for your convenience if the nature of your business (not merely a preference) restricts an employee to a short meal period (such as 30 or 45 minutes) and the employee can't be expected to eat elsewhere in such a short time. For example, meals can qualify for this treatment if your peak workload occurs during the normal lunch hour. However, they don't qualify if the reason for the short meal period is to allow the employee to leave earlier in the day.

Example. Frank is a bank teller who works from 9 a.m. to 5 p.m. The bank furnishes his lunch without charge in a cafeteria the bank maintains on its premises. The bank furnishes these meals to Frank to limit his lunch period to 30 minutes, since the bank's peak workload occurs during the normal lunch period. If Frank got his lunch elsewhere, it would take him much longer than 30 minutes and the bank strictly enforces the time limit. The bank can exclude the value of these meals from Frank's wages.

Proper meals not otherwise available. Meals you furnish during working hours are furnished for your

convenience if the employee couldn't otherwise get proper meals within a reasonable period of time. For example, meals can qualify for this treatment if there are insufficient eating facilities near the place of employment. For an example of this, see the Example of qualifying lodging, earlier in this section.

Meals after work hours. Meals you furnish to an employee immediately after working hours are furnished for your convenience if you would have furnished them during working hours for a substantial nonpay business reason but, because of the work duties, they weren't eaten during working hours.

Meals you furnish to promote goodwill, boost morale, or attract prospective employees. Meals you furnish to promote goodwill, boost morale, or attract prospective employees aren't considered furnished for your convenience. However, you may be able to exclude their value as discussed under De Minimis Meals, earlier.

Meals furnished on nonworkdays or with lodging. You generally can't exclude from an employee's wages the value of meals you furnish on a day when the employee isn't working. However, you can exclude these meals if they are furnished with lodging that is excluded from the employee's wages as discussed under Lodging on Your Business Premises, earlier in this section.

Meals with a charge. The fact that you charge for the meals and that your employees may accept or decline the meals isn't taken into account in determining whether or not meals are furnished for your convenience.

S corporation shareholder-employee. For this exclusion, don't treat a 2% shareholder of an S corporation as an employee of the corporation. A 2% shareholder is someone who directly or indirectly owns (at any time during the year) more than 2% of the corporation's stock or stock with more than 2% of the voting power. Treat a 2% shareholder as you would a partner in a partnership for fringe benefit purposes, but don't treat the benefit as a reduction in distributions to the 2% shareholder.

Moving Expense Reimbursements

This exclusion applies to any amount you directly or indirectly give to an employee (including services furnished in kind) as payment for, or reimbursement of, moving expenses related to starting work at a new principal place of work. You must make the reimbursement under rules similar to those described in chapter 11 of Pub. 535 for reimbursement of expenses for travel, meals, and entertainment under accountable plans.

The exclusion applies only to reimbursement of moving expenses that the employee could deduct if he or she had paid or incurred them without reimbursement. However, it doesn't apply if the employee actually deducted the expenses in a previous year.

JOINT COMMITTEE ON GOVERNMENT AND FINANCE
WEST VIRGINIA OFFICE OF THE LEGISLATIVE AUDITOR

POST AUDIT DIVISION

LEGISLATIVE AUDIT REPORT

SUPREME COURT OF APPEALS OF WEST VIRGINIA

REPORT SUMMARY

1. Some Justices of the Supreme Court of Appeals of West Virginia Used State Vehicles and Rental Cars Paid for by the State for Personal Use, While Ignoring Federal Law for Taxable Fringe Benefits.
2. Supreme Court Justice Ketchum has Repaid the State \$1,663.81 for Incorrect Travel Reimbursements.
3. Personal Use of State Vehicles and an Antique Desk May Violate the Ethics Act's Provision Prohibiting the Use of Public Office for Private Gain.
4. The Supreme Court Does Not Comply With §17A-3-23(a) Which Requires a License Plate on the Front of State Vehicles.

Legislative Auditor: Aaron Allred
Post Audit Director: Denny Rhodes



GENERALLY ACCEPTED GOVERNMENT
AUDITING STANDARDS STATEMENT

We conducted this performance audit in accordance with Generally Accepted Government Auditing Standards (**GAGAS**). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

POST AUDIT DIVISION
Director, Denny Rhodes



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APRIL 16, 2018
LEGISLATIVE AUDIT REPORT

SUPREME COURT of APPEALS of WEST VIRGINIA

LEGISLATIVE AUDITOR'S STAFF CONTRIBUTORS

Denny Rhodes Director
Justin Robinson Audit Manager

Ben Agsten Auditor
Christian Baumgarner Auditor
Perry Bennett Photographer
Melissa Bishop, CPA Assistant Director
Doren Burrell Legal Counsel
Christopher Canada Auditor
Anne Ellison Legal Counsel
Adam Fridley Audit Manager
Nathan S. Harris Assistant to the Director
Nathan Hamilton Referencer
C. Michelle Krompecher Assistant to the Legislative Auditor
Judy Strawderman Auditor

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ISSUE 1: PAGE **2**

Some Justices of the Supreme Court of Appeals of West Virginia Used State Vehicles and Rental Cars Paid for by the State for Personal Use, While Ignoring Federal Law for Taxable Fringe Benefits.

ISSUE 2: PAGE **21**

Supreme Court Justice Ketchum has Repaid the State \$1,663.81 for Incorrect Travel Reimbursements.

ISSUE 3: PAGE **22**

Personal Use of State Vehicles and an Antique Desk May Violate the Ethics Act's Provision Prohibiting the Use of Public Office for Private Gain.

ISSUE 4: PAGE **24**

The Supreme Court Does Not Comply With §17A-3-23(a) Which Requires a License Plate on the Front of State Vehicles.

APPENDICIES: PAGE **27**

Introduction

The Post Audit Division was assigned the audit of the Supreme Court of Appeals of West Virginia by the Legislative Auditor in January 2018. Based on issues that had been brought to our attention during our preliminary information gathering phase of the audit process, the initial focus of our audit concerned the use of state vehicles and other employer-provided benefits that may have not been treated properly for state and federal tax purposes. As a result of this work, we have identified the following four issues:

- 1. Some Justices of the Supreme Court of Appeals of West Virginia Used State Vehicles and Rental Cars Paid for by the State for Personal Use, While Ignoring Federal Law for Taxable Fringe Benefits.**
- 2. Supreme Court Justice Ketchum has Repaid the State \$1,663.81 for Incorrect Travel Reimbursements.**
- 3. Personal Use of State Vehicles and an Antique Desk May Violate the Ethics Act's Provision Prohibiting the Use of Public Office for Private Gain.**
- 4. The Supreme Court Does Not Comply With §17A-3-23(a) Which Requires a License Plate on the Front of State Vehicles.**

Issue 1: Some Justices of the Supreme Court of Appeals of West Virginia Used State Vehicles and Rental Cars Paid for by the State for Personal Use, While Ignoring Federal Law for Taxable Fringe Benefits.

The Supreme Court of Appeals of West Virginia provides the five Justices with exclusive access to three Buicks – a 2007 Lucerne, a 2009 Lucerne, and a 2012 LaCrosse. While the most likely intention for use of the vehicles is for business purposes, such as attending meetings and conferences, visiting circuit courts, or speaking to groups, the Legislative Auditor has found that at least two of the Justices have used the vehicles for significant personal use. Justice Ketchum used the 2007 Buick Lucerne for over four years to commute from his home in Huntington and for golf outings in Virginia. Justice Loughry used both the 2009 Lucerne and the 2012 Buick LaCrosse, along with additional Court vehicles, for multiple periods of undocumented use. The Legislative Auditor questions whether Justice Loughry’s use of the state provided vehicles was all for business purposes. Justice Ketchum’s and Justice Loughry’s use of the vehicles should have been, but was not, included in their respective IRS W-2s as a taxable fringe benefit, **although there is evidence to suggest that the Justices and their staff knew that the personal use should have been included.**

Figure 1
Picture of Buicks Used by the Supreme Court Justices



West Virginia Supreme Court Justice Ketchum

Justice Ketchum Had Almost Exclusive Access to a 2007 Buick Lucerne for Approximately Four Years That He Used for Commuting to Charleston from His Home in Huntington, West Virginia and for Personal Trips Out-of-State.

Beginning in 2012 and with the formal approval of the other four Justices who were in office at the time, Justice Ketchum was given access to a 2007 Buick Lucerne, which he used for some business trips but generally for commuting to the State Capitol from his home in Huntington. Justice Ketchum used that same vehicle for other personal trips, including golf outings in Virginia. According to Justice Ketchum, he commuted in the 2007 Lucerne from Huntington for approximately four and half years from January 9, 2012 until June 15, 2016. He stated that he didn't always have possession of the vehicle, as he left it at the State Capitol for extended periods. The Legislative Auditor's review of the fuel card records tied to the 2007 Lucerne confirm Justice Ketchum's assertion that the vehicle was occasionally unused for extended periods of times. According to the gas card records, in thirty-eight instances the vehicle went more than seven days between fuel purchases over the course of the four and a half years that Justice Ketchum used the vehicle. This includes one instance where the vehicle went 52 days between fuel purchases. However, the Legislative Auditor's review of the corresponding odometer readings for these fuel purchases indicate that the 2007 Lucerne had *de minimis* use in the time between fuel purchases. Therefore, the Legislative Auditor concludes that Justice Ketchum had almost exclusive use of the 2007 Lucerne between January 9, 2012 and June 15, 2016.

Justice Ketchum also used a state fuel card to purchase gas for his commute from Huntington. Based on fuel records, during the time that Justice Ketchum was provided with the vehicle, he drove the vehicle 78,423 miles¹, purchased fuel 312 times, and spent a total of \$12,250.04 on the Supreme Court's gas card paid for by the state. Many of those gas purchases were made in the Huntington area, primarily Milton, WV, which is within 20 miles from Justice Ketchum's personal residence. The Legislative Auditor analyzed those fuel purchases and found that fuel was purchased 275 times at locations within 20 miles of Justice Ketchum's home for a total of \$10,689.37 from January 9, 2012 to June 15, 2016. Additionally, fuel was purchased a total of 280 times for \$10,947.05 along the route that Justice Ketchum would be driving from his home in Huntington to the State Capitol in Charleston on Interstate 64. Thus, most of Justice Ketchum's fuel purchases appear to be for commuting. This issue, concerning the use of a state vehicle for the primary purpose of commuting, is not unlike many other state agencies who allow employees to do the same.

Justice Ketchum Used the State Vehicle for Traveling to Virginia for Personal Golf Trips and Charged the Fuel Purchases to the State.

Justice Ketchum informed the Legislative Auditor that he had traveled out-of-state in the 2007 Buick Lucerne. Specifically, there were five out-of-state gas purchases totaling \$202.71 that caused the Legislative Auditor to question if the trips were for business or personal purposes:

¹ When a state employee uses the state fuel cards to purchase gasoline, the user is prompted to enter the vehicle's odometer reading. Thus, individual entry errors can occur.

- April 14, 2012 purchase in Abingdon, Virginia for \$45.92;
- May 26, 2012 purchase in Lebanon, Virginia for \$35.24;
- June 23, 2012 purchase in Bristol, Virginia for \$32.23;
- May 11, 2013 purchase in Glade Springs, Virginia for \$44.24;
- June 20, 2013 purchase in Abingdon, Virginia for \$45.08.

The Legislative Auditor received correspondence from Justice Ketchum on February 26, 2018, in response to questions about these trips. In that correspondence, Justice Ketchum addressed four of the five gas purchases and stated that he:

...reviewed the Court gas card records and found four instances of out-of-state gas charges that could have been out-of-state trips to play golf. I did not recall taking the 2007 Buick Lucerne for golf. I was not certain but out of an abundance of caution I reimbursed the State the full potential value.

As such, Justice Ketchum calculated the round-trip mileage from Huntington, WV to Abingdon, VA at 396 miles and reimbursed the State on January 25, 2018, for \$863.28. He arrived at this rate by calculating the number of miles for four round-trips at a rate of \$0.545 cents per mile.

On April 4, 2018, Justice Ketchum provided a memo with a copy of a check he submitted to reimburse the state for the personal use of a state vehicle regarding the May 26, 2012, Lebanon, VA fuel purchase. The amount of reimbursement repaid to the state concerning this instance was \$215.82 calculated by the same method as previously described and which addressed the last of the five instances noted above.

Beginning in 2016, Justice Ketchum Claimed Mileage Reimbursement for His Commute from Huntington to Charleston in Lieu of Commuting in a State Vehicle. in Several Instances, Justice Ketchum Claimed and Received Reimbursement When He Was Not Eligible to Do So.

In reviewing travel reimbursements for Justice Ketchum, the Legislative Auditor noted that beginning on August 23, 2016, approximately two months after he ceased using the 2007 Buick Lucerne, Justice Ketchum began claiming mileage reimbursement for his commute from his home in Huntington to Charleston. In support of his mileage reimbursement claim, Justice Ketchum cited W.Va. Code §6-7-5 on his reimbursement forms, which states in part:

A judge of the Supreme Court of Appeals and of a circuit court shall be entitled to an allowance for mileage at the rate of fifteen cents for each mile . . . to the place of holding of any term of court in a county other than that of his residence . . . (Emphasis added)

The Legislative Auditor reviewed travel reimbursement documents submitted by Justice Ketchum and noted 131 instances from August 23, 2016 to August 10, 2017, in which Justice Ketchum claimed the \$0.15 cents per mile reimbursement for his commute to the Capitol from his home in Huntington. Each 104-mile round-trip was reimbursed for \$15.60. In total, **Justice Ketchum received \$2,028 in travel reimbursements** for his commute to the Capitol during this time frame that the Legislative Auditor believes should have been included on his W-2s as taxable income.

The Legislative Auditor cross-referenced each of Justice Ketchum's travel reimbursements, issued under W.Va. Code §6-7-5, with the Supreme Court's Judicial Calendars for 2016 and 2017. For each of these two years, the Supreme Court of Appeals had two terms of Court:

➤ Spring Term:

- January
- February
- March
- April
- May
- June

➤ Fall Term:

- September
- October
- November

Each Judicial Calendar designates the dates which the Supreme Court of Appeals held court or held judicial or other conferences. Additionally, each calendar shows the date upon which the Court ended each term *sine die*. A copy of the Court's 2016 and 2017 Judicial Calendars can be viewed in Appendix C of this report.

Of the 131 days Justice Ketchum claimed and received mileage reimbursements, for 16 of those days the Supreme Court had ended its term of court *sine die*. The reimbursements associated with those 16 days total \$249.60. Since the term of court had ended, Justice Ketchum was not eligible under W.Va. Code §6-7-5 for mileage reimbursement for traveling to Charleston on these days. Justice Ketchum responded quickly to the Legislative Auditor after being informed of the incorrect reimbursements. On April 2, 2018, Justice Ketchum provided the Legislative Auditor with a copy of a memo to the Director of the Court's Division of Financial Management and a copy of a check reimbursing the state for \$249.60. The memo stated:

Enclosed is my check for \$249.60. This is to reimburse the State for mileage charges set out in the post audit division's draft report dated March 29, 2018.

The \$249.60 is for \$0.15 cents a mile reimbursement to me for commuting pursuant to W.Va. Code §6-7-5 while Supreme Court was sine die.

In addition to the mileage reimbursements issued pursuant to W.Va. Code §6-7-5, the Legislative Auditor identified ten instances totaling \$448.82 in which Justice Ketchum claimed the full mileage reimbursement rate of \$0.54 cents per mile for commuting from Huntington to Charleston. Four trips were to Yeager Airport, three trips were to attend a training conference at the Embassy Suites Hotel in Charleston, and three trips were to attend the swearing-in ceremony for circuit court judges.

Under federal tax law, reimbursements for commuting are not exempted from an employee's reportable income. Therefore, the Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia issue amended W-2s to Justice Ketchum including as taxable income the \$2,476.82 he received in mileage reimbursements for commuting. Additionally, the Legislative Auditor finds that W.Va. Code §6-7-5 may need clarification as to whether the intention is for Justices of the Supreme Court to be reimbursed for mileage to drive from their homes while Court is in session. Additionally, the statute authorizes circuit court judges to be reimbursed \$0.15 cents per mile for driving to the holding of court outside the county of their residence. The statute has not been amended since 1975; thus, the Legislative Auditor recommends that the Legislature consider increasing the \$0.15 cents per mile to reflect inflationary increases.

The Supreme Court Did Not Report the Taxable Fringe Benefit of Justice Ketchum's Use of State Vehicles on His W-2s as Required by Federal Tax Law.

In accordance with IRS regulations, the Supreme Court should have calculated the value of Justice Ketchum's personal use of state vehicles and included those amounts in his W-2s as a taxable fringe benefit. **The Supreme Court Administrative Office has not correctly calculated Justice Ketchum's W-2s since at least 2012.** According to the IRS, a fringe benefit is a form of pay for the performance of services. Any fringe benefit provided by an employer is taxable and must be included in the recipient's pay. Thus, the Supreme Court ignored IRS guidance. On March 29, 2018, the Administrative Director of the Supreme Court issued a memorandum to Justice Ketchum stating:

Per your instructions and our agreement, we are issuing you amended W-2's for your use of the 2007 Buick Lucerne.

A copy of the memorandum is included in Appendix D of this report.

West Virginia Supreme Court Justice Loughry

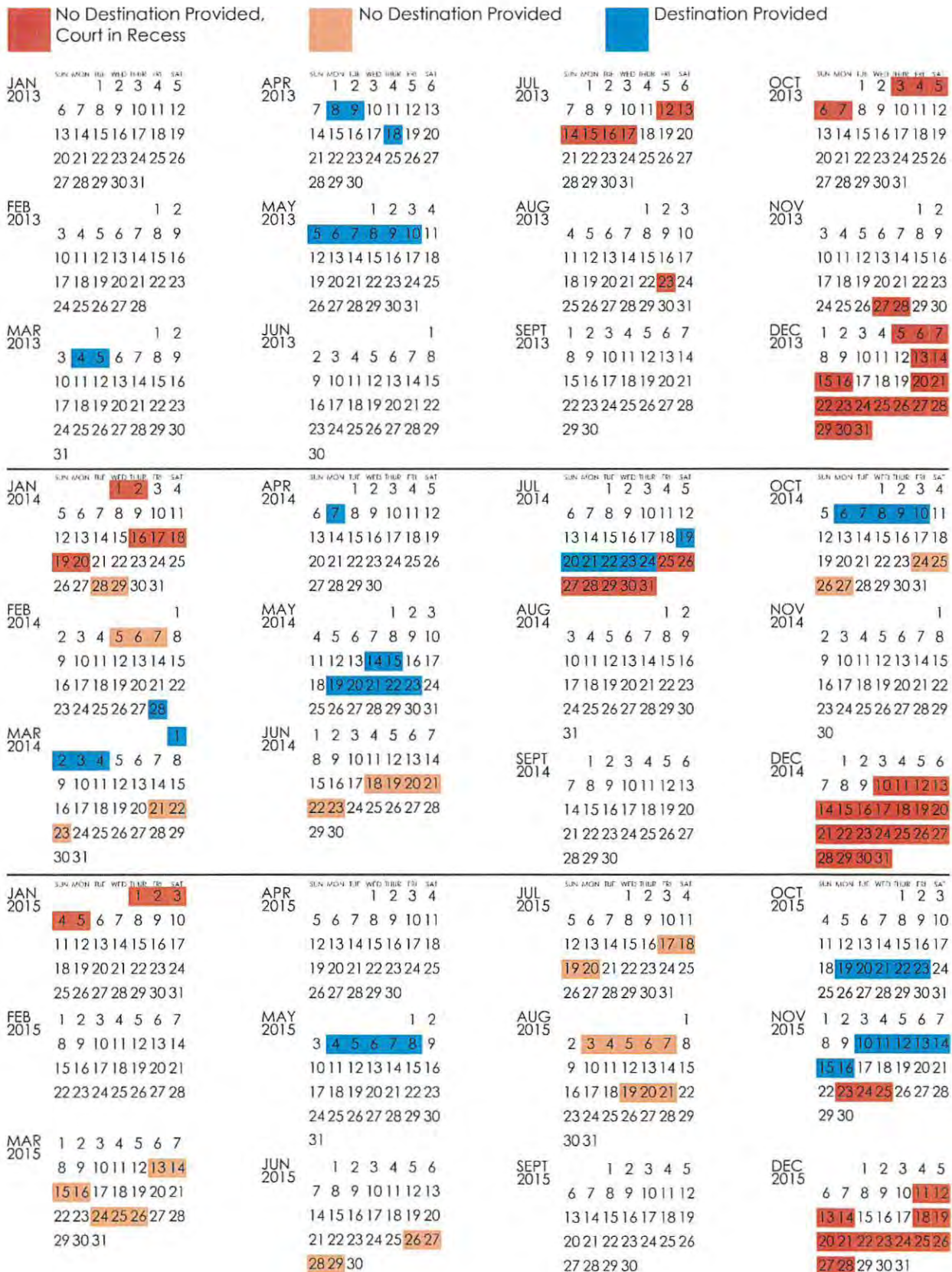
Justice Loughry Had Frequent Use of State Vehicles Without Declaring A Business Purpose for Vehicle Use.

The Supreme Court does not have formal written policies or procedures for the use of vehicles. In order for a Justice to reserve a vehicle, the Court has created an internal reservation system, essentially a calendar, to request the use of a vehicle. This is the only record that the Court maintains of vehicle usage. Notably, mileage logs and/or destination logs detailing use are not maintained. Thus, there are significant limitations in determining the mileage and the purpose of vehicle usage. The Legislative Auditor was provided a copy of the Court's reservation system and noted the frequent amount of time that Justice Loughry reserved the vehicle from January 2013 – September 2016. After September 16, 2016, Justice Loughry no longer frequently appears as reserving a vehicle in the reservation system. While there are notes of the destination for some of Justice Loughry's reservations, many do not include a destination. Justice Loughry reserved a car from 2013 – 2016 for 212 days. **Of those, 148 days or 70 percent of Justice Loughry's reservations had no destination or substantiation listed.** Table 1 displays the total number of days the vehicle was in use and number of days without substantiation for use of the vehicle, followed by a calendar (Figure 2) with reservation dates for 2013 – 2015.

Year	Total Days of Vehicle Use	Number of days without substantiation	Percentage of usage without substantiation
2013	44 days	33 days	75%
2014	78 days	54 days	69%
2015	63 days	46 days	73%
2016	27 days	15 days	56%
Totals	212	148	69.81%

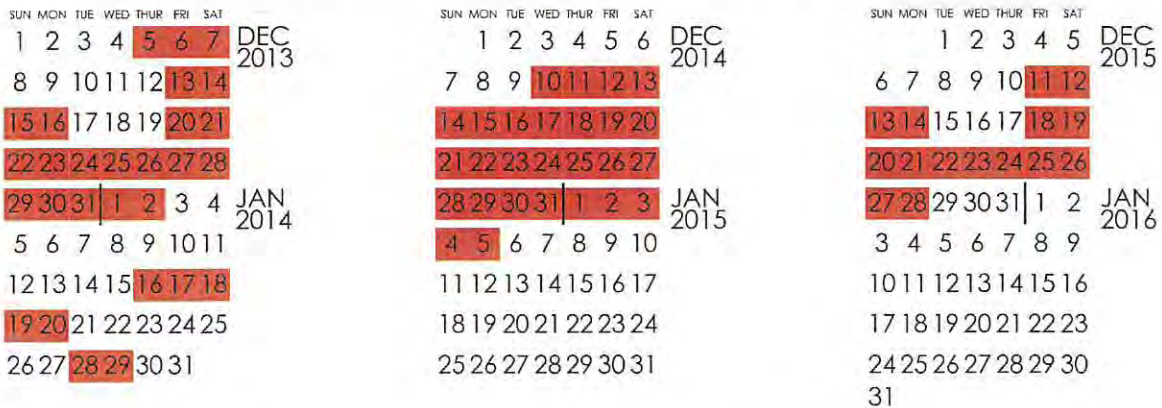
Source: Supreme Court of Appeals of West Virginia vehicle reservation log.

Figure 2 Justice Loughry's Vehicle Reservation 2013 - 2015



One noted pattern of use is that Justice Loughry reserved a vehicle for significant amounts of time in the months of December for three straight years from 2013 to 2015, carrying over into January twice, as shown in Figure 3 below. In those December months, Justice Loughry had reserved a court vehicle for 19 days in 2013, 22 days in 2014, and for 15 days in 2015; each instance over the Christmas holiday. **Notably, Justice Loughry had a state vehicle for 27 consecutive days through the Christmas and New Year’s holidays from December 10, 2014 to January 5, 2015. The Supreme Court of Appeals was in recess during all the December dates, and no destination or substantiation is listed for any of these time frames. The Legislative Auditor is unable to find any purposes for which Justice Loughry used the vehicles during the December months.**

**Figure 3
Dates Justice Loughry Reserved State Vehicles in December 2013, 2014, and 2015**



The Legislative Auditor was provided a memo written by both the Director and Deputy Director of Supreme Court Security; it appears Justice Loughry may have refused to provide destination information. The memo states in part:

The only person we can recall that failed to provide a destination when asked was Justice Loughry [sic].

Court memos show that other Justices of the Supreme Court questioned in writing whether Justice Loughry’s use of a state car was for business purposes, to which Justice Loughry made it clear that in his view, he should not have to report a destination or a purpose. His position was that once he said he was traveling on state business, that should be the end of any inquiry. In turn, Justice Loughry questioned whether the use of state vehicles by Justices Davis and Benjamin was for business purposes.²

² The Legislative Auditor will report any possible issues with Justice Davis and Justice Benjamin at the May interim meetings.

The Legislative Auditor Questions Justice Loughry’s Need and Use of State-Paid Rental Vehicles During Out-of-State Trips.

The Supreme Court regularly rented cars from Enterprise Rent-A-Car³ for Justice Loughry when he flew to out-of-state conferences. Based on Enterprise Rent-A-Car receipts, he would generally pick up the rental car at the airport. On many of these trips, there is a widely disproportionate number of miles recorded on the odometer reading section of the receipts, compared to the actual round-trip mileage from the airport to the hotel where Justice Loughry stayed. The hotels in which he stayed were generally at the conference location or close to the conference location.

The Legislative Auditor concludes the rental cars that Justice Loughry rented with state money were for personal use. There are significant differences in the miles necessary to travel to the hotel that could only have been personal use by Justice Loughry. Seven instances were found that Justice Loughry rented vehicles with mileage driven during out-of-state trips which appear to be for purely personal reasons, which are shown below in Table 2.

Dates	Location	Round-Trip Distance Airport to Hotel	Mileage on Rental Car Receipt	Difference	Total Cost (Car, Parking, Fuel Option)
July 19 – 25, 2013	San Francisco, CA	27 miles	472 miles	445 miles	\$364.71
January 23 – 29, 2015	San Antonio, TX	17 miles	407 miles	390 miles	\$441.54
July 10 – 16, 2015	Montréal, QC	27 miles	607 miles*	580 miles*	\$549.99
July 24 – 29, 2015	Omaha, NE	8 miles	475 miles	467 miles	\$223.06
January 29 – February 4, 2016	Monterey, CA	6 miles	177 miles	171 miles	\$337.92
January 27 – February 2, 2017	Scottsdale, AZ	25 miles	523 miles	498 miles	\$303.46
July 21 – 26, 2017	Boston, MA	13 miles	336 miles	323 miles	\$447.96
				TOTAL	\$2,668.64
* Converted from Kilometers into Miles					
Sources: Justice Loughry’s travel reimbursements from wvOASIS, P-Card transactions, and Google Maps.					

As shown in Table 2, Justice Loughry rented a car at Montréal Pierre Elliott Trudeau International Airport and stayed at the Hyatt Regency Montréal. The airport is 21.9 kilometers or

³ With the exception of the Monterey, CA rental, which was made through the Hertz Corporation, the remaining rentals were made through Enterprise Rent-A-Car.

13.6 miles from the hotel for a round-trip of approximately 44 kilometers or 27 miles. Yet, according to the Enterprise Rent-A-Car receipt, the car was driven 607 miles while rented under Justice Loughry's name. This rental cost the state \$549.99. In Arizona, Justice Loughry rented a car at the Phoenix Sky Harbor International Airport which was 25 miles round-trip from his hotel in Scottsdale. Yet, according to the Enterprise Rent-A-Car receipt, the car was driven 523 miles while rented under Justice Loughry's name. This unnecessary rental cost the state \$303.46. One other instance not included in the table due the fact that the State was reimbursed for the rental car after Justice Loughry was dissatisfied with the rental, was in Jackson Hole, Wyoming from July 22 through July 28, 2016. There are two different receipts for this instance; one showing that Justice Loughry drove the rental car 494 miles and another showing 1,749 miles driven. Thus, the Legislative Auditor is uncertain of the actual miles driven. The round-trip distance to the hotel from the point of rental in this instance was 20 miles, leaving 474 miles or 1,729 miles driven, based on the differing receipts, that appear to be for personal use. The original cost to the State for this was \$748.64, which as stated before was fully refunded to the state.

In addition to the cost of the rental cars, there were other unnecessary costs related to renting a car such as hotel parking and fuel that increased the expenses incurred by Justice Loughry that were paid by the state, as opposed to him taking a taxi, shuttle, or public transportation. It must be noted that Justice Loughry regularly selected the "fuel option" when he rented vehicles, which automatically charged a full tank of gas to the state for part of his fuel usage. These seven car rentals in question cost the State a total of approximately \$2,669 in unnecessary expenditures but, more importantly, appear to have been for personal use. Based on this analysis, it appears possible that Justice Loughry, or a travel companion allowed to use the rental cars, vacationed on the state's dollar.

The Supreme Court of Appeals' Travel Regulations Filed with the West Virginia State Auditor's Office Granted Justices Different Treatment Regarding Rental Car Reimbursements Than Other Court Employees.

Based on the travel regulations filed by the Supreme Court with the West Virginia State Auditor's Office, the Supreme Court Justices were exempted from the requirements for rental car reimbursements that other court employees were subject to. These regulations, provided from the State Auditor's Office and effective October 2016, state in part:

... Except for vehicles rented by Supreme Court Justices, reimbursement will be allowed for car rental only if the Administrative Director or his designee has granted approval in advance, and rental cars must be driven within the travel requirements for personal vehicles; [Emphasis Added]

Under this policy the Justices of the Supreme Court had far more discretion to use a rental car and to be reimbursed for those related expenses without prior approval. Further, the policy does not even require the Justices to follow the basic rule of driving the most direct and practical route for approved activities.

Thus, rental car use by Justices of the Supreme Court that falls outside of the definition of "driving, by the most direct and/or practical route, from and return to headquarters to perform

duties or engage in other approved activities”, and which was highlighted in Table 2 concerning Justice Loughry’s rental car use, appears to be allowed under these regulations. **The Legislative Auditor questions if such a policy has caused the State to incur additional and unnecessary costs due to the use of rental cars that may appear to have been for more than business purposes.** The Supreme Court’s complete travel regulations, as provided by the State Auditor’s Office, are available in Appendix E of this report.

The Supreme Court Did Not Report the Taxable Fringe Benefit of Justice Loughry’s Use of State Vehicles on His W-2s as Required by Federal Tax Law.

In accordance with IRS regulations, the Supreme Court should have calculated the value of Justice Loughry’s personal use of state vehicles and included those amounts in his W-2s as a taxable fringe benefit. **The Supreme Court Administrative Office has not correctly calculated Justice Loughry’s W-2s since at least 2013.** According to the Internal Revenue Service (IRS), a fringe benefit is a form of pay for the performance of services. Any fringe benefit provided by an employer is taxable and must be included in the recipient’s pay. Thus, the Supreme Court ignored IRS guidance. With no Court records indicating a valid business use of the vehicles by Justice Loughry, the Court should have determined the fair market value (FMV) of the vehicles for the miles traveled, along with the cost of the gas used and included those amounts in Justice Loughry’s W-2s as taxable fringe benefits.

On March 28, 2018, the Legislative Auditor Sent Justice Loughry a Letter to Inquire if He Had Made Any Reimbursements to the State Concerning Personal Use of State Vehicles, Rental Cars, or Use of an Antique Cass Gilbert Desk Owned by the State He Had at His Personal Residence.

On March 28, 2018, the Legislative Auditor sent an inquiry to Justice Loughry to determine if he had made any reimbursements to the State for any instances of personal use of a state vehicle, similar to the reimbursements made by Justice Ketchum. Further, this inquiry sought to determine if he had also made reimbursements concerning the use of rental cars paid for by the State that appeared to be for personal use, as well as the use of an antique Cass Gilbert desk valued at approximately \$42,000 that he had in his personal residence. Justice Loughry did not respond to this inquiry, which can be found in Appendix G of this report. Justice Loughry did respond to the Administrative Director of the Court concerning the draft copy of this report he had been provided, where he stated the following:

I have reviewed the revised draft audit report, dated April 10, 2018, from the legislative auditor's office. I have also reviewed the proposed response of our Court, which has been agreed to by all five Justices. The draft audit report refers to me in at least two of the four designated issues. I disagree with the factual and legal assumptions made, the standards and definitions applied, and the conclusions ultimately reached in the draft audit report.

Justice Loughry’s response concerning the draft of this report can be found in Appendix H of this report.

Use of State-Owned Vehicles by Justices of the Supreme Court of Appeals of West Virginia Constitutes a Taxable Fringe Benefit Per Federal Tax Law.

According to IRS Publication 15B, a fringe benefit is defined as a form of pay in addition to stated pay for work performed. The form of pay includes property, services, cash, or cash equivalents. The IRS also highlights the following example of a fringe benefit by stating:

For example, you provide an employee with a fringe benefit when you allow the employee to use a business vehicle to commute to and from work.

As it relates to the tax implications for an employer-provided vehicle, IRS guidance indicates that if the vehicle is used **exclusively** for business use, there are no tax consequences, **but commuting is specifically excluded from the definition of business use**. Since the vehicles used by the Justices of the Supreme Court are used for both business and personal reasons, any substantiated business use of the vehicles is not included as taxable income for the Justices. To satisfy the IRS's substantiation requirements, separate records for business use and personal mileage are required. **If records documenting the business and personal mileage separately are not provided, then the value of all use of the vehicle is considered taxable income to the employee.** The Supreme Court has not complied with federal tax law to appropriately document the use of the vehicle.

For example, as noted previously, the Legislative Auditor reviewed gas card records linked to the 2007 Buick Lucerne, almost exclusively used by Justice Ketchum between 2012 and 2016. Analysis of these records finds that the vehicle was primarily used by Justice Ketchum to commute from his home in Huntington, West Virginia to the Capitol. As evidence of this, 275 of the 312 documented fuel purchases between 2012 and 2016, or approximately 88 percent, were made in Huntington, Milton, or Barboursville within 20 miles of Justice Ketchum's home. Over the course of these four and a half years, Justice Ketchum put approximately 78,000 miles on the 2007 Lucerne. Because the Supreme Court did not maintain records documenting the business and personal mileage in any form whatsoever, **all use of the vehicle is considered taxable income to Justice Ketchum.**

Under the general valuation rule for fringe benefits established by the IRS, the amount to include in income is the FMV. The FMV is generally the lease value of the vehicle. Although the IRS provides three different methods for determining the FMV of using an employer-provided vehicle to drive from one's home to place of employment, only one method is allowable in these circumstances. IRS Publication 15B describes:

- the *Commuting Rule*,
- the *Vehicle Cents-Per-Mile Rule*, and
- the *Automobile Lease Valuation Rule*.

The *commuting rule*, which is calculated by multiplying the number of one-way commuting trips by \$1.50, cannot be used by any of the Justices because they are **Control**

Employees. By definition, an elected official in a governmental organization (the Justices) is defined as a “control employee”, according to the IRS. Publication 15B states:

Personal use of a vehicle by a “control employee” cannot be valued using the commuting valuation rule (\$1.50 rule).

The *vehicle cents-per-mile rule*, which is calculated by multiplying the number of commuting miles by the Federal standard mileage rate, cannot be used for the Court’s 2007 Buick Lucerne. This is because the value of the vehicle in the year it was first made available to Justice Ketchum for commuting exceeds the IRS limit, which was \$15,900 during 2012. The 2007 Buick Lucerne used by Justice Ketchum for commuting was purchased for \$36,894, then valued at \$16,275 in 2012.

Therefore, the automobile lease valuation rule must be used to report the Justices’ additional income. The automobile lease valuation rule uses the FMV of the vehicle to determine the annual lease value. The vehicle FMV is calculated when the person starts driving the vehicle, and the value stays the same for four full-calendar years. Then after that, the FMV is reevaluated for the next four years. The annual lease value is then allocated to the percentage of personal use. It must be noted that generally, the statute of limitations for the IRS to assess taxes on a taxpayer expires three years from the due date of the return, unless the omitted amount is greater than 25 percent of the tax filers gross income, which then increases the statute to six years. However, no deadline applies where the IRS can establish that there is a willful attempt to evade taxes. Additionally, in the circumstance of providing a corrected W-2 to the employee, IRS section 6501(c)(3) dictates that there is no statute of limitations for penalties.

The Supreme Court Should Have Included Taxable Fringe Benefits on Justices’ W-2s Between 2012 – 2017.

As stated above, because there were no records maintained to determine personal vs. business use, 100 percent of the use of the vehicle is taxable. Additionally, fuel is not included in this calculation and must be added to the final amount or \$0.055 cents per mile must be added to the taxable fringe benefit calculation. Under this rule, the Supreme Court should have reported an additional income on Justice Ketchum’s W-2s.

Finally, the Supreme Court should have reported additional income for Justice Ketchum in 2016 and 2017 for reimbursements that he received from the state for traveling from his home to Charleston. This includes the \$0.15 cents per mile he claimed for “court” and the full mileage rate (\$0.545 cents per mile) he claimed for conferences or the airport in Charleston. Reimbursements for travel are only excludable from income if they are incurred for temporary travel on business away from the general area of an employee’s tax home. The tax home is considered the general vicinity of the employee’s principal place of business. In the case of the Supreme Court Justices the tax home is Charleston. In total, Justice Ketchum received \$2,477 in reimbursements.

Concerning Justice Loughry's use of the Supreme Court's vehicles, detailed records were not maintained to distinguish between the miles Justice Loughry accumulated on the vehicles and that of other employees. Although certain days were recorded in the Supreme Court's vehicle reservation system, there are no records to differentiate between the business use and personal use. *As noted earlier in the report, only 30 percent of the days Justice Loughry reserved a vehicle had a destination noted and could be substantiated that at least part of the travel was for business purposes.* However, the remaining trips had no information noted in the reservation and would be considered 100 percent taxable income to Justice Loughry. Again, the value of all use of an employer-provided vehicle is considered taxable income to the employee if separate records for business use and personal use are not maintained. It is the legal responsibility of the Supreme Court and Justice Loughry to determine the fair market value (FMV) of his use of the vehicles and report that amount to the IRS as additional income. Thus, the Supreme Court needs to calculate the number of miles driven by Justice Loughry for which there is no business purpose stated from fuel and service records and include 100 percent of the value as a taxable fringe benefit on amended W-2s.

The Justices of the Supreme Court and the Administrative Office Were Aware That the Use of State Vehicles for Commuting and Personal Use Were Supposed to be Reported as Taxable Income.

The tax implications regarding commuting in a state vehicle and using the vehicle for personal use were known by the Supreme Court Justices and the Administrative Office. The Legislative Auditor is aware of four sources of evidence that show Supreme Court officials were aware of the IRS requirements. The evidence is listed as follows, and then discussed in more detail:

1. A Supreme Court information technology employee had his commuting in a state vehicle reported on his W-2 as income.
2. The current Director of the Division of Financial Management – a CPA – stated that she informed the former Administrative Director that Justice Ketchum’s commuting was taxable.
3. In July 2016, a former Administrative Counsel for the Court wrote a memo informing the former Administrative Director of the use of state vehicles being taxable.
4. The Justices discussed the use of state vehicles in a September 2016 administrative conference and reviewed draft policies on the use of state vehicles but took no action.

A Supreme Court information technology employee had his commuting in a state vehicle reported on his W-2 as income.

In 2008 – 2009, the Supreme Court supplied one of its information technology employees with a van to commute from his home to his work location. This employee used the van to work in all counties. The former Finance Manager of the Court required the employee to list dates on which he used the vehicle for commuting, then the former Finance Manager used the IRS commuter rule of \$1.50 per day to do a fringe benefit adjustment. While this is the only instance the Legislative Auditor is aware of a Court employee having his wage reporting adjusted, it is clear evidence that wages have been adjusted for at least one.

The current Director of the Division of Financial Management – a CPA – stated that she informed the former Administrative Director that Justice Ketchum’s commuting was taxable.

At some point after the Court’s current Director of the Division of Financial Management became aware of Justice Ketchum’s commuting from Huntington in a state vehicle, she stated that she informed the Court’s former Administrative Director that it was a taxable event under the IRS Taxable Fringe Benefit guidelines. At that time, she was not involved in payroll or the production or accuracy of employee W-2s. This was the responsibility of Human Resources/Payroll which was a separate division. She informed the Legislative Auditor that she did not know whether the benefit was ever reported on Justice Ketchum’s W-2s.

In July 2016, a former Administrative Counsel for the Court wrote a memo informing the former Administrative Director of the use of state vehicles being taxable.

At the request of Justice Robin Davis, on July 21, 2016, the former Administrative Counsel for the Supreme Court submitted a memorandum by email to the former Administrative Director which discussed the use of state owned vehicles. The full memorandum is in Appendix F of this report. In it, the former Administrative Counsel outlined: Legislative Rule Title 148, Series 3 regarding State Owned Vehicles in which “commuting” and “official business” are defined; the Legislative Auditor’s Office report on the former Commissioner of the Division of Corrections and his travel expenses; the IRS Commuting Rule (IRS Publication 15-B); the Code of Judicial Conduct regarding extrajudicial activities, reimbursement of expenses, and reporting requirements; and the applicability to the Judiciary of state rules governing use of state vehicles. Notably, the former Administrative Counsel closed the memorandum with a section on “Possible Consequences of Improper Use of State Vehicles.” He wrote:

Use of a state vehicle in a manner that contravenes the provisions of an applicable West Virginia legislative rule, or an Internal Revenue Service (IRS) regulation, could result in a determination that untaxed wages were accrued that must be reported to the IRS.

Contravention of the relevant provisions of the Code of Judicial Conduct could result in the filing of an ethical violation complaint with the Judicial Investigations Commission.

According to the Justice’s Administrative Conference Agenda dated August 29, 2016, the July 21, 2016 memorandum from the former Administrative Counsel was provided to the Justices.

The Justices discussed the use of state vehicles in a September 2016 Administrative Conference and reviewed draft policies on the use of state vehicles but took no action.

According to notes, agendas, and memos regarding the Justices’ administrative conferences, it appears that the issue of the Justices’ use of vehicles was brought up in June 2016 by Justice Robin Davis, who requested the legal research that was outlined in the aforementioned July 21, 2016 memorandum. Justice Davis was concerned due to several news stories at that time regarding the Legislative Auditor’s Office surveys concerning travel and the use of state cars. Several memoranda, including a memorandum from Justice Loughry, show that Justice Davis was questioning Justice Loughry’s state vehicle use. In his memorandum Justice Loughry stated that:

This fishing expedition is also clearly retaliation for inquiries I made regarding the unilateral authorization of payments by our (former) Court administrator Steve Canterbury, to Mark Starcher totaling approximately \$1 million and the depletion of the Court’s so-called rainy day fund in the amount of \$26 million, which has never been accounted for despite numerous inquiries from more than one justice.⁴

Thus, at Justice Davis’s request, “Agenda Item 6” related to the Justices’ use of state vehicles was included on the August 29, 2016, Administrative Conference Agenda. Although, meeting notes from Justice Ketchum indicate that the use of state vehicles was not discussed until

⁴ The Legislative Auditor plans to review the issue of the alleged \$1 million payment and depletion of the “rainy day fund” as part of the audit of the Supreme Court of Appeals.

a meeting held on September 8, 2016. A suggested vehicle policy was discussed, yet no action was taken. According to Justice Ketchum from a memorandum dated December 7, 2017:

I do not remember the issue of a car policy being discussed again.

Thus, the Justices and the Administrative Office of the Supreme Court of Appeals were clearly informed of the Court's responsibility to properly account for the Justices' use of state vehicles and report the taxable fringe benefit associated with this use to the IRS.

In October 2016, the Supreme Court Submitted Its Travel Regulations to the State Auditor's Office; Which Exempted All Justices' Travel Reimbursements from the Requirements Set Forth for All Other Court Employees in These Same Regulations.

While the Supreme Court did not adopt a vehicle use policy after the Justices discussed the issue in a September 2016, Administrative Conference, updated travel regulations were submitted to the State Auditor's Office in October 2016. As reflected by the minutes of the Administrative Conference held on September 15, 2016, this issue arose because the State Auditor's Office would not approve Court employees' requests for travel reimbursements without an updated set of travel regulations per W.Va. Code §12-3-11(a). These regulations were updated and presented to the Court with the Justices asked to respond with a vote yes or no by Monday, September 19, 2016.

Subsequently, in the October 3, 2016 Administrative Conference, these travel regulations were discussed further. There were concerns raised regarding the limitations that the regulations would impose on the Justices' requests for travel reimbursements. This was based on the fact that the travel regulations were copied from the Court's personnel manual which applied to all Court employees and made no special consideration for the Justices. The agenda for this conference states the following:

1. TRAVEL REGULATIONS

Discussion:

At the last Administrative Conference, the Administrative Director distributed a memorandum from Finance Director Sue Troy reporting that the newly hired travel reimbursement director in the Auditor's Office had requested a copy of the Court's travel regulations for the Auditor's Office file. Sue also referred to WV Code 12-3-11 which reinforces the Auditor's Office demand.

A copy of the travel regulations was distributed and the Administrative Director hoped to get approval of these regulations so that they could be sent to the Auditor's Office. However, several points were made regarding the limitations that these regulations could impose on Justices' requests for reimbursement. The regulations, incidentally, were just copied verbatim from the Personnel Manual. [Emphasis Added]

Therefore, an addition has been made to the regulations, an addition which will not be part of the Personnel Manual since it applies only to the Justices and to no other employee. The entire set of regulations is attached. However, for ease of discussion, the additional passage is as follows:

10.4 JUSTICES' TRAVEL

An expense account submitted by a Justice of the West Virginia Supreme Court of Appeals shall be honored irrespective of any of the language in these travel regulations. [Emphasis Added]

The minutes of this same conference show that the matter concerning the adoption of the proposed travel regulations was discussed and, **by a unanimous vote, the Court approved the travel regulations with one minor revision to the addition of 10.4 Justices' Travel. This revised language stated, "An expense account submitted by a Justice of the Supreme Court of Appeals pursuant to Judicial Branch policies shall be honored irrespective of any of the language in its travel regulations submitted to the State Auditor's Office.**

The Court's travel regulations granted special rules for the Justices' use of rental cars. However, this revision to these regulations went further than granting the Justices special treatment regarding rental cars, it exempted them entirely. **The Legislative Auditor questions the purpose of these travel regulations, if they are not to be applied equally to all employees of the Court and if, in exempting the Justices, it creates a situation of disparate treatment. Further, the Legislative Auditor questions whether exempting the Justices from those regulations has contributed to or justified excessive and unnecessary travel expenses.**

Conclusion

The Legislative Auditor finds that the instances documented in this report, taken together with media reports, show a complete lack of regard for the principles of fiscal prudence and responsibility. The decision by the Court to not follow federal and state tax laws is particularly troublesome given the substantial evidence that suggests the Court did, in fact, know how to properly calculate and apply the taxable income from these fringe benefits going back to at least 2012.

The July 2016 legal memorandum regarding the appropriate use of state vehicles explained in great detail the ways in which the Court's usage of state vehicles could run afoul of state law, IRS tax laws, the State Ethics Act, and the Code of Judicial Ethics. The memorandum, went so far as to provide an example from the Legislative Auditor's reports of inappropriate usage of state vehicles. And yet, the issues identified in this report are many of the same issues warned against in the Court's own legal research that was written nearly two years ago.

The Legislative Auditor will continue his review of the use of vehicles and state assets by other Justices, former Justices, and other former and current Court staff. As information is

continually being received, the Legislative Auditor will assess the applicability of additional findings.

Recommendations

- 1.1 *The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia immediately suspend use of state vehicles by its employees without requiring documentation by any driver that the use of the vehicle is clearly for business purposes only.*
- 1.2 *The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia adopt a written policy on the use of state vehicles. At a minimum the policy should clearly outline the requirement that Supreme Court employees document the purpose for travel and the recording of odometer readings before and after each use. This policy should be provided to the Post Audits Subcommittee during its May 2018 meeting.*
- 1.3 *The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia amend the yearly W-2s for Justice Ketchum based on issues contained in this report. The Supreme Court should report the status of this recommendation to the Post Audits Subcommittee at its May 2018 meeting.*
- 1.4 *The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia use gas purchase records and service records to determine the total number of miles driven by Justice Loughry for non-business purposes. The Supreme Court should then calculate taxable fringe benefits for the personal use by Justice Loughry of state vehicles and any other state property that should be reported as income. The Supreme Court should amend Justice Loughry's W-2s for personal use of state vehicles. The Supreme Court should report the status of this recommendation to the Post Audits Subcommittee at its May 2018 meeting.*
- 1.5 *The Legislative Auditor recommends that the Legislature consider updating West Virginia Code §6-7-5 to clarify its intent for whether Justices of the Supreme Court of Appeals of West Virginia are eligible for travel reimbursement for attending Court. The Legislature should also consider increasing the reimbursement amount of \$0.15 cents per mile for circuit judges traveling out of his or her home county to preside over court in another county.*
- 1.6 *The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia adopt and submit new travel regulations with the West Virginia State Auditor's Office that are applied equally to all employees, including the Justices.*

Issue 2: Supreme Court Justice Ketchum Has Repaid the State \$1,663.81 for Incorrect Travel Reimbursements.

During the Legislative Auditor’s review of various travel expense reimbursements made to the Justices of the Supreme Court, six instances were noted where Justice Ketchum was reimbursed for mileage associated with the use of a personal vehicle, when in fact he had used the 2007 Buick Lucerne owned by the Supreme Court. After being informed of these instances by the Legislative Auditor, **Justice Ketchum promptly repaid the state in the amount of \$1,495.33** for the mileage reimbursements he should not have received. He cited that an employee at the time must have made a mistake, and these errors were not caught prior to him being reimbursed for the mileage in question. The amount of erroneously reimbursed mileage to Justice Ketchum is detailed in the table below.

Table 3 Justice Ketchum’s Repayments to the State		
Date	Trip Purpose/Location	Amount Repaid
May 15-18, 2012	Spring Circuit Judges Conference / Pipestem, WV	\$109.89
July 20-25, 2012	CCJ/COSCO Conference / St. Louis, MO	\$509.49
September 30, 2012	Duke Law School Civil Legal Aid Panel / Durham, NC	\$379.62
October 2-5, 2012	Fall Judicial Conference / Morgantown, WV	\$174.28
May 6-8, 2013	Spring Judicial Conference / Bridgeport, WV	\$145.77
June 26-29, 2013	Fourth Circuit of Appeals Conference / White Sulphur Springs, WV	\$176.28
	Total	\$1,495.33

Further, we noted one additional instance where a travel reimbursement was submitted twice for the same trip, resulting in Justice Ketchum receiving a reimbursement of \$168.48 that he should not have received. Again, after being informed by the Legislative Auditor of this error, **Justice Ketchum immediately reimbursed the state for \$168.48**. Further review of travel reimbursements of the other current Justices is still ongoing, and any issues found will be reported at a later date.

Issue 3: Personal Use of State Vehicles and an Antique Desk May Violate the Ethics Act's Provision Prohibiting the Use of Public Office for Private Gain.

W.Va. Code §6B-2-5(b) establishes a proscription against the personal use of state-owned resources:

A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person.

The use of public resources for personal purposes without specific legal authority is a violation of this provision.

Justice Ketchum's Use of State Vehicles May Violate the Ethics Act.

As previously discussed in this report, Justice Ketchum used the Court's 2007 Buick Lucerne for both commuting to Charleston from his home in Huntington, West Virginia and for several personal trips out of state. In addition, he used the state's gas card to purchase fuel for his commute and personal trips. To the extent that the use of the vehicle and gas card were for Justice Ketchum's private gain, his actions may constitute a violation of the West Virginia Ethics Act.

Justice Loughry's Use of State Vehicles, Rental Cars, and Antique Desk May Violate the Ethics Act.

Also, as previously described in this report, the Legislative Auditor's review of Justice Loughry's use of state vehicles and his use of rental cars while attending out of town conferences appears to have been at least partially for personal use. Justice Loughry's personal use of state-funded vehicles could constitute private gain, and potentially violates the Ethics Act.

In 2013, Justice Loughry had an antique desk brought to his home from the Office of the Supreme Court. The desk, referred to as a "Cass Gilbert desk", was an original desk used by Supreme Court Justices when the East Wing of the Capitol opened in 1927. The desk is owned by the State of West Virginia and has been appraised at \$42,000. Following a media inquiry regarding the propriety of having state property inside a personal residence, Justice Loughry returned the desk to the Court.

In 2013, the West Virginia Ethics Commission addressed a "common misconception" that public employees may use public equipment for personal purposes so long as it is not for commercial purposes and does not interfere with the government's use of the property. The commission rejected this proposition and declared that the test for a violation of the statute is not the cost to the state, but the benefit that public official or employee enjoys from the use of the state property. In Advisory Opinion No. 2012-52 dated February 10, 2013, the Ethics Commission stated:

[I]f an individual derives a benefit from the use of public equipment, that constitutes a private gain. Even if an individual's use does not result in a cost to the government; still the individual benefitted from the use of the public equipment. Absent access to the use of public equipment, the individual would have incurred the expense of renting or purchasing the equipment.

Based upon the Ethics Commission's prior opinions, it appears that Justice Loughry's use of state equipment for personal purposes could constitute private gain and possibly violate the Ethics Act.



The West Virginia Ethics Commission has the jurisdiction to determine whether these uses of state property are a violation of the Ethics Acts, and the Legislative Auditor has reported its concerns to the commission and defers to its determinations as to whether any violations have occurred.

Issue 4: The Supreme Court Did Not Comply with §17A-3-23(a) Which Requires a License Plate on the Front of State Vehicles.

Under W.Va. Code §17A-3-23(a) any passenger vehicle owned or leased by the State of West Virginia:

...may not be operated or driven by any person unless it has displayed and attached to the front thereof, ... A plate of the same size as the regular registration [plate with white lettering on a green background bearing the words "West Virginia" in one line and the words "State Car" in another line...

An on-site inspection by the Legislative Auditor of three WV Supreme Court of Appeals' fleet vehicles found a lack of the required green and white plate on the front of those vehicles. The 2013 gray Chevy Impala, the 2012 black Buick LaCrosse, and the 2007 Black Dodge Caravan are all lacking front plates as required by W.Va. Code §17A-3-23(a). **The failure to display the required plate increases the risk of improper usage of the vehicle.** It inhibits the public's ability to report instances of what is perceived to be improper usage, possibly creating an issue of transparency. The Legislative Auditor recommends that the Supreme Court of Appeals comply with W.Va. Code §17A-3-23(a).

Recommendation

4.1 *The Legislative Auditor recommended the Supreme Court of Appeals of West Virginia comply with West Virginia Code §17A-3-23(a) and add front plates to its vehicles in accordance with this code section.*

April 12, 2018 The Supreme Court complied to the Legislative Auditor's recommendation and has brought their vehicles into accordance with §17A-3-23(a).



Appendices

Appendix A
WEST VIRGINIA LEGISLATIVE AUDITOR'S OFFICE
Post Audit Division

1900 Kanawha Blvd. East, Room W-329
Charleston, WV 25305-0610
(304) 347-4880



Denny Rhodes
Director

March 29, 2018

Gary L. Johnson, Administrative Director
Office of the Courts
1900 Kanawha Boulevard East
Building One, Room E-100
Charleston, WV 25301

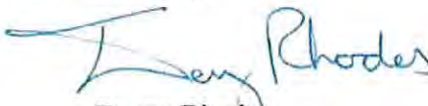
Dear Director Johnson:

This is to transmit a draft copy of the West Virginia Supreme Court audit report. This report is scheduled to be presented during the April 16, 2018 interim meeting of the Post Audits Subcommittee. We will inform you of the exact time and location once the information becomes available. It is expected that a representative of the agency be present at the meeting to respond to the report and answer any questions committee members may have during or after the meeting.

We need to schedule an exit conference to discuss any concerns you may have with the report. Please notify Nathan Harris, Assistant to the Director at 304-347-4880 by April 3, 2018. In addition, we need your written response by noon on Thursday, April 12, 2018 in order for it to be included in the final report.

Please understand, the enclosed is a working draft. It is our practice with every agency to provide a draft report prior to release of the final version. This practice allows time for the agency to discuss corrections and areas of disagreement prior to the agency's official response. Thank you for your cooperation.

Sincerely,


Denny Rhodes

Enclosure

cc. Chief Justice Margaret L. Workman
Justice Robin Jean Davis
Justice Menis E. Ketchum, II
Justice Allen H. Loughry II
Justice Elizabeth D. Walker

Appendix B

Objective, Scope, and Methodology

The Post Audit Division within the Office of the Legislative Auditor conducted this audit pursuant to Chapter 4, Article 2, Section 5 of the *West Virginia Code*, as amended.

Objectives

This is the first in a series of audits of the Supreme Court of Appeals of West Virginia. The first issue contained several audit objectives. The initial objective was to determine whether the Justices used the Court's vehicles for commuting and/or personal use, to what extent those vehicles were used for commuting and/or personal use, and whether the taxable fringe benefits were appropriately included on the Justices' W-2s. When it was determined that the taxable fringe benefits were not included, an objective was to determine why the taxable fringe benefits were not included, and if the Justices and/or Administrative Office of the Supreme Court were aware that the benefits should be reported. An additional objective was to determine the frequency that Justice Loughry rented vehicles paid for by the State during out-of-state conferences, and whether the vehicles were for personal use. The objective of the second issue was to calculate Justice Ketchum's incorrect travel reimbursements from 2012 – 2018. Issues three and four were identified as concerns during the course of the audit that need to be addressed by the West Virginia Ethics Commission and the Supreme Court respectively.

Scope

The scope of this audit consists of the use of state-owned vehicles by Justice Ketchum from 2012 – 2018 and Justice Loughry from 2013 – 2018. The scope for the vehicles rented by Justice Loughry was from 2013 to 2018. Evidence gathered includes all reservations made in the Supreme Court's vehicle reservation system; travel expense reimbursements; rental car receipts and documentation; memos, Justice Administrative Conference notes, and other documents discussing the Court's use of state-owned or rented vehicles; and maintenance and fuel card records for the Court owned Buicks for use by the Justices. The auditors did not complete a full analysis on the use of these assets by **all** Justices and Court employees, and while subsequent reports may focus on additional Justices and employees' usage of state-owned and rented vehicles, it is not the intention of the Post Audit Division to audit the use of state assets by **every** employee of the Court over the scope of this audit.

Methodology

Post Audit staff gathered and analyzed many sources of information and assessed the sufficiency and appropriateness of the information used as evidence. Testimonial evidence was gathered through interviews with various individuals who oversee, collect, or maintain information for the Court. The purpose for testimonial evidence was to gain a better understanding or clarification of certain issues, to confirm the existence or non-existence of a condition, and/or to understand the Court's position on an issue. Such testimonial evidence was confirmed by either written statements or the receipt of corroborating or physical evidence.

Auditors requested and received documentation from the Supreme Court Justices and staff in order to conduct this audit, including policies, memos, Administrative conference minutes, and other documentation relating to the use of any state-owned or rented vehicles by Justices and employees of the Court. Auditors also analyzed travel reimbursements, fuel card records, Court vehicle reservation records, and vehicle service records to determine the usage of the vehicles.



Appendix C

SUPREME COURT OF APPEALS OF WV

2016 JUDICIAL CALENDAR

Court
 Conference
 Judicial Conference
 Holidays
 Sine Die

JANUARY						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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FEBRUARY						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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28	29					

MARCH						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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13	14	15	16	17	18	19
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27	28	29	30	31		

March 1 - WVU College of Law

APRIL						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
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MAY						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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May 24-26 - Judicial Conference

JUNE						
January 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
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SEPTEMBER						
September 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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OCTOBER						
September 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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October 18-20 - Judicial Conference

NOVEMBER						
September 2016 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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27	28	29	30			



SUPREME COURT OF APPEALS OF WV

2017 JUDICIAL CALENDAR

Court
 Conference
 Judicial Conference
 Holidays
 Sine Die

JANUARY						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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FEBRUARY						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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12	13	14	15	16	17	18
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February 28 - WVU College of Law

APRIL						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
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30						

April 4 - LAWS (Parsons)

MAY						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 9-11 - Judicial Conference

JUNE						
January 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
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SEPTEMBER						
September 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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September 6 - Independence Hall, Wheeling

OCTOBER						
September 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 24-27 - Judicial Conference

NOVEMBER						
September 2017 Term						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Appendix D

**SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA**

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtsww.gov

MEMORANDUM

TO: Justice Menis Ketchum

FROM: Gary L. Johnson

A handwritten signature in blue ink, appearing to read "G.L. Johnson".

DATE: March 29, 2018

SUBJECT: Amended W-2's

Per your instructions and our agreement, we are issuing you amended W-2's for your use of the 2007 Buick Lucerne.

Appendix E

Travel Regulations for Court Employees

SECTION 10: TRAVEL REGULATIONS

The regulations set out in this section supersede the travel regulations previously promulgated by the Supreme Court of Appeals, effective October 3, 2016.

10.1 GENERAL PROVISIONS

- A. An employee's official headquarters is the same as that of the court for which he or she works. A judge's county of residence determines his or her headquarters within the Circuit. If a judge's employee's headquarters is different from that of the judge, such different headquarters must be designated by the Chief Judge in writing and approved by the Chief Justice. An employee will not be reimbursed for commuting from his or her residence to headquarters, except for judges as provided in W.Va. Code § 6-7-5 and for judges' secretaries and court reporters or electronic recording operators who demonstrate an undue burden to, and receive approval by, the Administrative Director. The Administrative Director will consider requests on a case-by-case basis, and determination of whether undue burden is demonstrated shall be in his or her sole discretion.
- B. Individuals conducting official business or who are being interviewed for employment within the state judicial system will be allowed reimbursement for expenses under the regulations of this section.
- C. The standard state *Travel Expense Account* form (available on the publicly accessible internet) must be used for submission of all claims. Claim items and amounts must be listed day-by-day for each date of travel, and receipts must be attached for items requiring documentation. The claimant must sign the expense account. Expense accounts of employees other than judges must be certified by the appropriate supervising Circuit Judge, Chief Magistrate, or chief probation officer; all other expense accounts must be certified by an Administrative Office staff member having signature authority.
- D. No "miscellaneous" listing claimed on an expense account will be reimbursed.
- E. Expenses paid by or reimbursed by a third party will not be otherwise reimbursed.

- F. The following expense claims, if otherwise allowable, require documentation submitted with the expense account:
1. Airfare: original customer receipt portion of the airline ticket. The Administrative Office has a direct-billing arrangement with National Travel for booking airfare. Call the Administrative Office Finance Division for details;
 2. Lodging: original hotel bill showing full credit or zero balance, the original customer copy of the credit card slip, or a photocopy of both sides of the cancelled check together with the original hotel bill;
 3. Parking: original receipt;
 4. Ground transportation (taxi, airport bus, van, or limo; car rental and gasoline): original receipt;
 5. Conference tuition, registration, or other fees for educational opportunities: original receipt or photocopy of both sides of cancelled check -- unless, for out-of-state conferences, billed directly to the Supreme Court.
- G. Expense accounts for in-state conferences and for out-of-state travel must be submitted within one month of the return date. Expense accounts for other in-state travel must be submitted within three months of any date of travel.

10.2 IN-STATE TRAVEL

- A. TRANSPORTATION -- PERSONAL VEHICLE: Reimbursement will be allowed for driving, by the most direct and/or practical route, from and return to headquarters to perform duties or engage in other approved activities. The mileage reimbursement rate follows that set annually by the United States General Services Administration. Charges for tolls, parking or other travel expenses must be documented by original receipt.
- B. TRANSPORTATION -- RENTAL VEHICLE
1. Except for vehicles rented by Supreme Court Justices, reimbursement will be allowed for car rental only if the Administrative Director or his designee has granted approval in advance, and rental cars must be driven within the travel requirements for personal vehicles;
 2. Allowable reimbursements will be for rental charges (but not optional insurance) and gasoline, both of which must be documented by original

receipts; toll charges; and parking, which also must be documented by an original receipt.

C. TRANSPORTATION: COMMON CARRIER OR PUBLIC CONVEYANCE

1. Reimbursement will be allowed for commercial airline, train, or bus (at tourist or economy rates, unless the travel time exceeds three hours).
2. The Administrative Office has a direct-bill arrangement for booking airfare. Contact the Finance Division for details. Otherwise, allowable reimbursement will be for the following: ticket or supersaver reduced-price airfare cost, which must be documented by original customer ticket stub, original receipt, or photocopy of both sides of cancelled check; mileage; and parking (the latter must be documented by original receipt). The Administrative Director may approve reimbursement to employees holding a non-refundable airline ticket if approved travel is cancelled for a reason deemed by the Administrative Director to be an unavoidable emergency.
3. Reimbursement for ground transportation expense at destination site will be allowed only from airport or station to hotel and return (which must be documented by original receipt).

D. LODGING

1. Reimbursement or direct billing to the Supreme Court will be allowed for overnight stays more than 40 miles from headquarters when required for the employee to perform official duties or to engage in other approved activities.
2. Allowable reimbursement or direct billing to the Supreme Court will be at the single-occupancy (and, if available, government or conference) rate; the cost (unless direct-billed) must be documented by the original hotel bill showing full credit or a zero balance; or by either the original customer copy of the credit card slip or a photocopy of both sides of the cancelled check together with the original hotel bill.
3. Reimbursement will be allowed for necessary transfer or storage of baggage on the check-in or check-out dates not to exceed 10% of the daily single-occupancy hotel rate, with presentation of receipt.
4. No reimbursement will be allowed for such extra hotel charges as entertainment, bar bills, laundry, valet service, or personal telephone calls or for any lodging or meal charges for an employee's guest(s).

E. MEALS

1. Reimbursement for meals will be allowed (except for judges receiving the statutory *per diem*) when travel outside an employee's headquarters county is required to perform official duties or to engage in other approved activities when there is an overnight stay away from home.
2. Reimbursement is limited to actual expenses for food, service, and gratuities, not to exceed the Authorized Daily Rates as established by the U.S. General Services Administration (GSA), accessible on the internet at <http://www.gsa.gov/portal/content/104877>. Specifically excluded are alcoholic beverages and entertainment expenses. Where a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar.
3. When meals are provided for a traveling employee, the employee must deduct from the maximum daily rate as detailed by the GSA in the online chart of Meals and Incidental Expenses (M&IE) Breakdown, accessible online following links from the above web address.
4. On the first and last days of travel on a multi-day trip, the meal reimbursement rate is 75% of a full travel day's rate, regardless of arrival and departure time. As in Subsection 3 above, if meals are provided on these days, meal expenses submitted for reimbursement must be deducted accordingly.
5. Employees who attend a banquet at a conference sponsored by the Supreme Court may be reimbursed for the banquet cost or have the cost directly billed to the Supreme Court, regardless of the event location.
6. The costs of all coffee breaks or refreshments during functions sponsored by the Supreme Court will be paid directly by the Court and will not reduce the meal allowance for personnel participating in the functions.

F. DIFFERING REGULATIONS FOR EDUCATION TRAVEL: For specific variations in allowances for education-related travel, prevailing over this section's regulations, see Section 9., which follows below.

G. CIRCUIT JUDGE OUT-OF-COUNTY DUTY TRAVEL: A Circuit Judge traveling outside of his or her county of residence to hold court may opt either for the *per diem* allowance under W.Va. Code § 6-7-5 or for expense reimbursement under the regulations above.

10.3 OUT-OF-STATE TRAVEL

- A. APPROVAL: All out-of-state travel, except that made by Supreme Court Justices, must be approved in advance by the Administrative Director or Director of Judicial Education or either of their designees. Requests by employees other than Circuit Judges, unless initiated by the Administrative Director, must be recommended by the selecting authority. Requests must include information sufficient to show justification and estimated costs. An exception to the approval requirement and procedure above is that expense accounts by probation officers for out-of-state duty travel need only be accompanied by a court order directing such travel.
- B. CONFERENCE TUITION, REGISTRATION, AND OTHER FEES: Unless billed directly to the Supreme Court, reimbursement will be allowed at actual cost for approved seminars, workshops, or conventions as documented by original receipt or photocopy of both sides of a cancelled check.
- C. TRANSPORTATION: Allowances for transportation will be the same as previously described for in-state travel, except when out-of-state travel is by personal auto, reimbursement for transportation, meals, and hotel together on the days *en route* may not exceed the round-trip coach fare for travel by commercial airline to and from the destination.
- D. LODGING: Allowances for lodging will be the same as previously described, except for approved attendance at programs conducted by the National Judicial College, the American Academy of Judicial Education, the National Center for State Courts, and other national providers. In these instances, reimbursement will be limited to the amounts charged for the accommodations provided or made available by the program sponsor.
- E. MEALS: meal expenses are reimbursed as previously described for in-state travel.
- F. CASH ADVANCES
 - 1. The Administrative Director, the Director of Judicial Education, or either of their designees for doing so may, upon timely request, approve a cash advance for out-of-state travel.
 - 2. A request for a cash advance for out-of-state travel must be communicated to the Administrative Office at least three weeks in advance of the expected departure date.
 - 3. A cash advance reflects an estimate of expenses to be incurred for approved out-of-state travel. A cash advance is not a minimum

allowance or guarantee, and any surplus (amount beyond actual allowable expenditures) must be refunded to the state at the time of settlement by the employee who received the advance.

4. Anyone receiving a cash advance is personally responsible for filing actual allowable expenses and making final settlement, through the Administrative Office, within one month after the return date of the out-of-state trip.

10.4 JUSTICES' TRAVEL

An expense account submitted by a Justice of the West Virginia Supreme Court of Appeals pursuant to Judicial Branch policies shall be honored irrespective of any of the language in these travel regulations.

SECTION 9: EDUCATION TRAVEL REGULATIONS

- 9.3 **MILEAGE REIMBURSEMENT:** Employees may receive reimbursement for mileage to attend approved education courses offered outside the county of residence. Reimbursement will be for actual mileage from work place or residence to the course or program location and return. Reimbursement for such expenses is subject to Supreme Court travel regulations and any further limitations set in particular instances by the Director of Judicial Education or the Administrative Director.
- 9.4 **LODGING AND MEALS REIMBURSEMENT:** Employees may receive reimbursement for lodging and meals associated with attendance at in-state courses and programs only in special circumstances and with advance approval by the Director of Judicial Education or Administrative Director. Reimbursement for such expenses is subject to Supreme Court travel regulations and to any further limitations set in particular instances by the Director of Judicial Education or Administrative Director.
- 9.5 **APPLICATION AND REIMBURSEMENT PROCEDURES:** Employees must submit the following to the Director of Judicial Education:
 - A. Approved, signed *Application for Education Benefits* (form available on the publicly accessible internet);
 - B. Within six weeks after the successful completion of the college course: a completed *Employee Reimbursement Request* form (available on the publicly accessible internet), together with either an original receipt for tuition and/or

registration fees, OR two photocopies of both sides of the canceled check for tuition and/or registration fees.

- C. If reimbursement has been approved for mileage, lodging, and/or meals, submit a separate *Travel Expense Account* (form available on the publicly accessible internet.) Reimbursement for such expenses is subject to Supreme Court travel regulations and to any further limitations set in particular instances by the Director of Judicial Education or Administrative Director.

9.6 OUT-OF-STATE EDUCATION PROGRAMS

Requests to attend out-of-state education programs at state expense must be submitted to the Administrative Director or Director of Judicial Education for approval. Requests by personnel other than judges, unless initiated by the Administrative Director, must be accompanied by a favorable recommendation from the supervising judge. Cash advances and/or reimbursement allowances for attendance at out-of-state programs are governed by the Supreme Court travel regulations.

Appendix F

MEMORANDUM

TO: Steven D. Canterbury, Administrative Director
FROM: J. Kirk Brandfass, Administrative Counsel
DATE: July 21, 2016
RE: State Owned Vehicles

Legislative Rule

Title 148, Series 3: State Owned Vehicles

In West Virginia, “[l]egislative power may be constitutionally delegated to an administrative agency to promulgate rules and regulations necessary and proper for the enforcement of a statute. W. Va. Const. art. VI, § 1; art. V, § 1.” Syl. Pt. 3, *State ex rel. Callaghan v. W. Va. Civil Serv. Comm’n*, 166 W.Va. 117, 273 S.E.2d 72 (1980). W. Va. Code § 29A-1-2(d) [1982], and such a legislative rule has the force and effect of law.” Syl. Pt. 5, *Smith v. W. Va. Human Rights Comm’n*, 216 W.Va. 2, 602 S.E.2d 445 (2004). *State ex rel. State Farm Mut. Auto. Ins. Co. v. Bedell*, 226 W. Va. 138, 143, 697 S.E.2d 730, 735 (2010).

Legislative rules are those “affecting private rights, privileges or interests,” in what amounts to a legislative act. W.Va. Code, 29A-1-2(i) (1982). Legislative rules have “the force of law [.]” W.Va. Code, 29A-1-2(d) (1982). See also *Chico Dairy Co. v. West Va. Human Rights Comm’n*, 181 W.Va. 238, 382 S.E.2d 75 (1989) (to be valid, the promulgation of legislative rules must be authorized by the West Virginia Legislature). *Appalachian Power Co. v. State Tax Dep’t of W. Virginia*, 195 W. Va. 573, 583, 466 S.E.2d 424, 434 (1995).

Title 148, Series 3, of the *West Virginia Code of State Rules* [2015], is designated “State Owned Vehicles.” This rule was passed by the West Virginia legislature on March 14, 2015, and became effective on July 1, 2015.

§ 148-3-1.1, designated “Scope,” provides “[t]his Rule governs all State owned vehicles and aircraft, including the minimal requirements for all state spending units that have a state vehicle and/or aircraft in their possession.”

§ 148-3-2.3, provides, “‘Commuting’ means an employee who has a state vehicle assigned to them, whether permanently assigned or temporarily assigned, and they drive the vehicle to and from their home and office.”

§ 148-3-2.11 provides, “‘Official business’ means business on behalf of the State of West Virginia.”

§ 148-3-2.17 provides, “‘State owned vehicle’ means a vehicle owned by the State of West Virginia.”

§ 148-3-9.3.2 provides that a State owned vehicle “cannot be used for personal purposes except for de minimis personal use as allowed by the Internal Revenue Service (IRS) Publication 15-B, *Employer’s Tax Guide to Fringe Benefits*, published under U.S. Code Title 26.”

IRS Publication 15-B, on page 18, in a section designated “De Minimis Benefits,” provides, “[y]ou can exclude the value of any de minimis transportation benefit you provide to an employee from the employee’s wages. A de minimis transportation benefit is any local transportation benefit you provide to an employee if it has so little value (taking into account how frequently you provide transportation to your employees) that accounting for it would be unreasonable or administratively impracticable. For example, it applies to occasional transportation fare you give an employee because the employee is working overtime if the benefit is reasonable and isn’t based on hours worked.”

Legislative Auditor’s Office: Compliance Audit

A compliance audit of practices utilized by the West Virginia Division of Corrections, which audit was conducted by the Legislative Auditor’s Office for the period of July 1, 2013, through June 30, 2014, (hereinafter, “Auditor’s Report”) stated that “Legislative 148-3 subsection 9.3 requires that the [State] vehicle be **‘assigned to an employee that has been required by the spending office in writing to commute to and /or from work for bona fide noncompensatory reasons.’**” (emphasis in the original)

Pursuant to IRS guidelines, in order for a travel expense to be deductible, the employee must be traveling away from home or on a temporary assignment or job. IRS Pamphlet 463 explains that an employee’s “tax home” is, generally, “your regular place of business or post of duty, regardless of where you maintain your family home and includes the entire city or general area in which their place of business is located.” Therefore, if a person were to use a State owned vehicle to travel from Charleston, their tax home, to their family home, for non-business purposes, those travel expenses would not qualify as a deductible travel expense. Rather, any amounts reimbursed for such travel would have to be reported as wages, and would be taxed as wages.

As set out in the Auditor’s Report, “[t]he IRS stipulated that in order for a travel expense to be deductible, the employee must be traveling away from home on a temporary assignment or job. The IRS generally defines an employee’s tax home as “your regular place of business or post of duty, regardless of where you maintain your family home and includes the entire city or general area in which their place of business is located.” The Auditor’s Report then summarized the factual situation that was being addressed:

“With the application of IRS Publication 463, it was determined the former Deputy Commissioner’s tax home was Charleston, WV because it was his official headquarters. As a result, when the former Deputy Commissioner traveled to Charleston, WV from his home, it did not qualify as a deductible travel expense per the IRS definitions. Therefore, any amounts reimbursed by DOC for travel expenses should have been reported as wages paid to the former Deputy Commissioner.”

IRS Commuting Rule (IRS Publication 15-B)

Under the IRS Commuting Rule, you determine the value of a vehicle you provide to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount must be included in the employee’s wages or reimbursed by the employee. You can use the commuting rule if all the following requirements are met.

(1) You provide the vehicle to an employee for use in your trade or business and, for bona fide noncompensatory business reasons, you require the employee to commute in the vehicle. You will be treated as if you had met this requirement if the vehicle is generally used each workday to carry at least three employees to and from work in an employer-sponsored commuting pool.

(2) You establish a written policy under which you don’t allow the employee to use the vehicle for personal purposes other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between a business delivery and the employee’s home). Personal use of a vehicle is all use that isn’t for your trade or business.

(3) The employee doesn’t use the vehicle for personal purposes other than commuting and de minimis personal use.

(4) If this vehicle is an automobile (any four-wheeled vehicle, such as a car, pickup truck or van), the employee who uses it for commuting isn’t a control employee. (emphasis added)

IRS Publication 15-B states that for a government employer, an elected official constitutes a “control employee.”

West Virginia Division of Highways Administrative Operating Procedures

The *State of West Virginia Fleet Management Policies and Procedures Manual*, Edition 7, in Section VII, addresses the issue of commuting in connection with the use of State owned

vehicles. It defines commuting as “[t]he act of driving a vehicle, whether permanently or temporarily assigned, to and from an employee’s home and office.”

Subsection 1: Commuting General:

1.0 Permissible Uses:

- 1.1. State-owned or leased vehicles will not be used for the convenience of the employee .
- 1.2. Use is required for bona fide non-compensatory business reasons with respect to the duties of the employee to which the vehicle is assigned.
- 1.3. State-owned, leased, or rented vehicles will not be used as a compensatory mechanism to circumvent hiring, salary, longevity, or other restrictions imposed by federal, state, or spending unit directives, policies, orders, or statute.
- 1.4. State-owned or leased vehicles will not be used for personal purposes except for de minimis personal use as allowed by the Internal Revenue Service (IRS) Publication 15-B, Employer’s Tax Guide to Fringe Benefits, published under U.S.Code Title 26.
- 1.5. State-owned or leased vehicles will not be used for commuting without formal approval by the employee’s assigned cabinet secretary or designee using DOA-FM- 006, Fleet Duty Appointment. Commuting vehicle authorizations may be issued for periods up to one year. In cases where the spending unit is not assigned a cabinet secretary, the Cabinet Secretary, Department of Administration, will fulfill that responsibility.

Code of Judicial Conduct

Rule 3.1 Extrajudicial Activities in General

A judge may engage in extrajudicial activities, except as prohibited by law or this Code. However, when engaging in extrajudicial activities, a judge shall not:

- (A) participate in activities that will interfere with the proper performance of the judge’s judicial duties;
- (B) participate in activities that will lead to frequent disqualification of the judge;
- (C) participate in activities that would appear to a reasonable person to undermine the judge’s independence, integrity, or impartiality;
- (D) engage in conduct that would appear to a reasonable person to be coercive; or

(E) make use of court premises, staff, stationery, equipment, or other resources, except for incidental use for activities that concern the law, the legal system, or the administration of justice, or unless such additional use is permitted by law.

Rule 3.14 Reimbursement of Expenses and Waivers of Fees or Charges

(A) Unless otherwise prohibited by Rules 3.1 and 3.13(A) or other law, a judge may accept reimbursement of necessary and reasonable expenses for travel, food, lodging, or other incidental expenses, or a waiver or partial waiver of fees or charges for registration, tuition, and similar items, from sources other than the judge's employing entity, if the expenses or charges are associated with the judge's participation in extrajudicial activities permitted by this Code.

(B) Reimbursement of expenses for necessary travel, food, lodging, or other incidental expenses shall be limited to the actual costs reasonably incurred by the judge and, when appropriate to the occasion, by the judge's spouse, domestic partner, or guest.

(C) A judge who accepts reimbursement of expenses or waivers or partial waivers of fees or charges on behalf of the judge or the judge's spouse, domestic partner, or guest shall publicly report such acceptance as required by Rule 3.15.

Rule 3.15 Reporting Requirements

(A) A judge shall publicly report the amount or value of:

- (1) compensation received for extrajudicial activities as permitted by Rule 3.12;
- (2) gifts and other things of value as permitted by Rule 3.13(C), unless the value of such items, alone or in the aggregate with other items received from the same source in the same calendar year, does not exceed \$150; and
- (3) reimbursement of expenses and waiver of fees or charges permitted by Rule 3.14(A), unless the amount of reimbursement or waiver, alone or in the aggregate with other reimbursements or waivers received from the same source in the same calendar year, does not exceed \$500.

(B) When public reporting is required by paragraph (A), a judge shall report the date, place, and nature of the activity for which the judge received any compensation; the description of any gift, loan, bequest, benefit, or other thing of value accepted; and the source of reimbursement of expenses or waiver or partial waiver of fees or charges.

(C) The public report required by paragraph (A) shall be made annually by July 1 for the preceding calendar year, and must be filed as a public document in the office of the Clerk of the Supreme Court of Appeals.

Applicability to the Judiciary of State Rules Governing Use of State Vehicles

In *State ex rel. Lambert v. Stephens*, 200 W. Va. 802, 490 S.E.2d 891 (1997), the Court stated:

In upholding a lower court's inherent authority to order a county commission to provide security to a courthouse, the Supreme Court of Colorado reiterated the basic principle that a court holds those "powers reasonably required to act as an efficient court." *Board of County Comm'rs v. Nineteenth Judicial Dist.*, 895 P.2d 545, 547-48 (Colo.1995) (internal quotations omitted). The court also quoted one of its prior decisions where it eloquently stated that it is the responsibility and duty of the courts to be completely independent. Such independence "is not only axiomatic, it is the genius of our government.... It is abhorrent to the principles of our legal system and to our form of government that courts, being a coordinate department of government, should be compelled to depend upon the vagaries of an extrinsic will.... [It] would interfere with the operation of the courts, impinge upon their power and thwart the effective administration of justice. These principles, concepts, and doctrines are so thoroughly embedded in our legal system that they have become bone and sinew of our state and national polity." *Board of County Comm'rs v. Nineteenth Judicial Dist.*, 895 P.2d 545, 547-48 (Colo.1995) (quoting *Smith v. Miller*, 153 Colo. 35, 40-41, 384 P.2d 738, 741 (1963)).

Importantly, however, the Colorado court recognized the inherent power of the judiciary is not unfettered and generally is "limited to matters that are reasonably necessary for [its] ... proper functioning...." *Id.* (citations omitted). The judiciary must be wary not to overstep its boundaries and violate the separation of powers doctrine it is trying to protect by encroaching upon legislative and executive affairs. It is the prudent use of the judiciary's inherent power which will advance "the public interest of a cooperative and harmonious governmental structure." *Id.* (citation omitted); see also *Board of Comm'rs v. Riddle*, 493 N.E.2d 461, 463 (Ind.1986) (finding the issue to be resolved is whether the mandate for office space "is reasonably necessary for the operation of the court or court related functions, and if so, whether the mandate adversely affects any governmental interest"); *Anderson County Quarterly Court v. Judges*, 579 S.W.2d 875, 879 (Tenn.Ct.App.1978) (holding "however broad and justifiable the use of inherent powers may be, it is not a license for unwarranted flexing of the judicial power.

The generally recognized standard for applying the inherent powers doctrine requires its use to be reasonable and necessary.”)

Possible Consequences of Improper Use of State Vehicles

Use of a state vehicle in a manner that contravenes the provisions of an applicable West Virginia legislative rule, or an Internal Revenue Service (IRS) regulation, could result in a determination that unfaxed wages were accrued that must be reported to the IRS.

Contravention of the relevant provisions of the Code of Judicial Conduct could result in the filing of an ethical violation complaint with the Judicial Investigations Commission.

Appendix G
WEST VIRGINIA LEGISLATURE
Joint Committee on Government and Finance

1900 Kanawha Blvd. East, Room E-132
Charleston, WV 25305-0610
(304) 347-4800
(304) 347-4819 FAX



Aaron Allred
Legislative Manager

March 28, 2018


Justice Allen Loughry
Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd., East, E-100
Charleston, WV 25305

Justice Loughry:

As you are aware, we recently met with Supreme Court staff, including Sue Racer-Troy, to discuss travel expenses reported by Supreme Court staff and Justices. According to Ms. Racer-Troy, you have never reimbursed the state for personal use of state vehicles, the Cass Gilbert Desk, nor rental cars paid for by the State of West Virginia.

If Ms. Racer-Troy's statement is inaccurate, please provide our office an image of the front and back of your canceled checks by April 3, 2018. Feel free to contact me, if I can be of assistance to you in completing this request.

Sincerely,


Denny Rhodes

Appendix H



SUPREME COURT OF APPEALS

CHARLESTON, WEST VIRGINIA

25305

MARGARET L. WORKMAN
CHIEF JUSTICE

April 12, 2018

Mr. Aaron Allred
1900 Kanawha Blvd. East, Room E-143
Charleston, WV 25305

Hand Delivered

Dear Mr. Allred:

This response is submitted on behalf of the Supreme Court of Appeals of West Virginia to the report of the West Virginia Legislative Auditor's Office, Post Audit Division, the most recent draft of which was issued on April 10, 2018. Since the beginning of this audit, the Court has provided all requested information promptly and completely, dedicated numerous staff hours to both information production and personal interviews, and otherwise cooperated fully in every way with the Legislative Auditor and his staff.

In response, the Court has made a number of reforms:

- We have consulted with the Executive Director of the West Virginia Fleet Management, Department of Administration and have adopted the State of West Virginia Motor Vehicle Use Policy. We are also joining the State Fuel and Maintenance Program available through Automotive Resources International.
- We have adopted a procedure wherein full documentation of any request for vehicle use by a Justice or employee of the Supreme Court will be required, including the purpose of the use, the destination(s), the mileage in and out, and the specific vehicle assigned.
- By April 13, 2018, all of the Court's nineteen vehicles will bear a tag identifying it as state-owned pursuant to West Virginia Code § 17A-3-23(a).

- The IRS conducted an audit of the Supreme Court beginning in April of 2017 and concluding in 2018. Based upon the results of the IRS Audit resolution process, the Court does not believe that it is necessary to issue any revised/amended W-2s for the referenced IRS Audit time frames of 2014, 2015, 2016, 2017, and 2018 through March 31. **However, at Justice Ketchum's request and insistence, the Court is in the process of issuing amended W-2s for Justice Ketchum based upon the issues as discussed in the herein response of the Court to the Legislative Auditor's report.**
- The Court is in the process of revising all of its travel related policies. The new travel policy will be ready for review and approval of the Court at its May Administrative Conference. The revised travel policy will apply even-handedly to all Judicial Employees, including the Justices. The Court will strive to have the approved travel policy ready for presentation to the Post Audits Subcommittee at its May 2018 meeting.

However, the Court offers the following clarifications:

IRS Matters

Audit Resolution:

The IRS Audit Agents assigned to the previously mentioned IRS Audit of the Supreme Court requested and reviewed detailed fleet data and determined that the fleet did not present issues sufficient to spur further inquiry, issuance of any Proposed Adjustment, or assessment of any monies due.

The Court reached a resolution with the IRS on a number of other items, and one of the terms of the agreement was that issues related to tax years 2014, 2015, 2016, 2017, and 2018 through March 31, 2018, would be closed relative to the scope of the IRS Audit. Further, the IRS Auditors advised the Court as the IRS Audit was in the final settlement phase that it would not be necessary to issue revised W-2s for employment tax issues encompassed by the IRS Audit for tax years 2014, 2015, 2016, 2017, and 2018 through March 31, 2018. Moreover, the Court understands that the IRS agreement achieves resolution for employment tax matters for the referenced time frame. This is a standard term of settlement in IRS matters such as the Court's IRS Audit.

West Virginia Code § 6-7-5:

As the Court provided in a previous Audit Response, the IRS Audit addressed payments under this section of the West Virginia Code. The IRS Auditors advised the Court

that since mileage reimbursement payments made by the Court pursuant to this code section is for "commuting," these payments should always be considered taxable income to the recipient going forward from April 1, 2018. Based upon this, the Court does not believe that any amended W-2s are necessary relative to these payments for the tax years encompassed by the IRS settlement.

On April 10, 2018, Administrative Director Gary Johnson, Administrative Counsel Lori Paletta-Davis, and I met with Legislative Auditor Aaron Allred and members of his staff for an exit interview. It was agreed that there would be continued communication and a joint cooperation in continuing to improve fiscal procedures and accountability.

Sincerely,

A handwritten signature in black ink, appearing to read "Margaret Workman". The signature is written in a cursive, flowing style.

Margaret Workman
Chief Justice

Appendix I



SUPREME COURT OF APPEALS

CHARLESTON, WEST VIRGINIA
25305

ALLEN H. LOUGHRY II
JUSTICE

April 11, 2018

Mr. Gary Johnson
Administrative Director
Supreme Court of Appeals of West Virginia
State Capitol, Room E-100
Charleston, WV 25305

Joint Committee
APR 12 2018
Post Audit Committee

Dear Mr. Johnson:

I have reviewed the revised draft audit report, dated April 10, 2018, from the legislative auditor's office. I have also reviewed the proposed response of our Court, which has been agreed to by all five Justices. The draft audit report refers to me in at least two of the four designated issues. I disagree with the factual and legal assumptions made, the standards and definitions applied, and the conclusions ultimately reached in the draft audit report.

I look forward to working with the Court to enact, or further refine, our administrative policies.

Sincerely,

A handwritten signature in blue ink that reads "Allen H. Loughry II".

Allen H. Loughry II
Justice

AHL:vs

Appendix J

Statement of Justice Menis Ketchum Concerning Income Taxes for Commuting

April 15, 2018

I used a Supreme Court vehicle to commute to work from Huntington to Charleston from January 9, 2012, to June 15, 2016, as the Legislative Auditor found is not an uncommon practice in other state agencies when authorized. The Court authorized my use of the vehicle for commuting. I discontinued use of any state vehicle on June 15, 2016, and have not driven any state car since then.

Later, a memo from the Court's then-legal counsel dated July 21, 2016, (first seen by the Justices as an attachment to the August 29, 2016, administrative agenda) stated that use of a state car for commuting may be taxable. Upon reading this memo, I contacted my tax accountant and he told me that I did not need to file an amended return for taxes because the personal use was not on my state-issued W-2 form.

In December 2017 or January 2018, we received the Auditor's letter stating that there would be an audit on the commuting use of state cars. I contacted my accountant again. He told me again that I did not need to report for taxes my use of the car. He said that if it would make me feel better or protect my reputation to send him the mileage and make of the car and that he would figure the tax and prepare amended returns. In the interest of fully complying with all tax law, I sent the mileage used to the accountant. (I believe that I also gave a copy to Mr. Allred of the mileage calculations that I sent to my accountant). The accountant calculated the use and called me stating that I owed no taxes on the car use because of the age of the car and because I was entitled to charge 15 cents a mile under W.Va Code 6-7-5 for commuting. He sent me a bill for his services in rendering this conclusion for which I paid \$1,225.00 on January 19, 2018.

When the Court received the Auditor's first draft report discussing the issuance of amended W-2's, I honestly had never heard of amended W-2's. I thought a person just filed an amended tax return upon learning of a mistake. After learning of the Auditor's recommendation that I be issued amended W-2 forms (and despite being advised by the the Court counsel that it was their opinion that I owed no taxes pursuant to the IRS audit of the Court), I instructed the administrative office chief financial officer to calculate the figures and prepare amended W-2's for me. I gave a copy to Mr Allred.

When the amended W-2s are given to me, I will fully comply by paying any taxes due for use of the state automobile.



POST AUDITS SUBCOMMITTEE
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SENATE MEMBERS

President, Mitch Carmichael
Ed Gaunch
Roman Prezioso

HOUSE MEMBERS

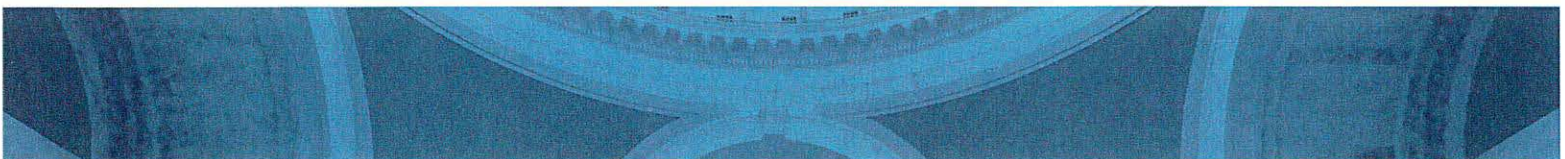
Tim Armstead, *Speaker*
Timothy Miley
Eric Nelson Jr.



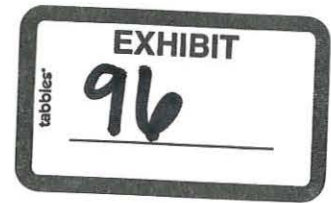
JOINT COMMITTEE ON GOVERNMENT AND FINANCE
WEST VIRGINIA OFFICE OF THE LEGISLATIVE AUDITOR
- POST AUDIT DIVISION -

Legislative Auditor: Aaron Allred
Post Audit Director: Denny Rhodes

Building 1, Room W-329
1900 Kanawha Boulevard East
Charleston, West Virginia 25305
Phone: (304) 347-4880



JOINT COMMITTEE ON GOVERNMENT AND FINANCE
WEST VIRGINIA OFFICE OF THE LEGISLATIVE AUDITOR



POST AUDIT DIVISION

LEGISLATIVE AUDIT REPORT

SUPREME COURT OF APPEALS OF WEST VIRGINIA *REPORT 2*

Legislative Auditor: Aaron Allred



GENERALLY ACCEPTED GOVERNMENT
AUDITING STANDARDS STATEMENT

We conducted this performance audit in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

POST AUDIT DIVISION



POST AUDIT DIVISION

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Timothy Miley
Eric Nelson Jr.



SUPREME COURT OF APPEALS OF WEST VIRGINIA

REPORT 2

MAY 20, 2018

LEGISLATIVE AUDIT REPORT

LEGISLATIVE AUDITOR'S STAFF CONTRIBUTORS

Aaron Allred Legislative Auditor
Doren Burrell Legal Counsel
Anne Ellison Legal Counsel
Justin Robinson Audit Manager
Melissa Bishop, CPA Assistant Director
Ben Agsten Auditor
Christian Baumgarner Auditor
Christopher Canada Auditor
Judy Strawderman Auditor

Nathan Hamilton Referencer
Nathan S. Harris Assistant to the Director
C. Michelle Krompecher Assistant to the Legislative Auditor

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<i>Former Administrative Director Steve Canterbury had six instances where a Court vehicle was reserved but no purpose or destination was provided. Also, Mr. Canterbury had 20 instances of rental car use, totaling \$11,076, that appear to be for personal use and/or convenience. He was also improperly reimbursed \$911 in relation to those instances.</i>	
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Introduction

During the April 16, 2018 Post Audits Subcommittee meeting, the Legislative Auditor released a report on the Supreme Court of Appeals of West Virginia that focused on issues regarding Justice Ketchum's and Justice Loughry's use of state vehicles and the Court's failure to report personal use of Court vehicles as a taxable fringe benefit. The report also covered issues of questionable rental car use by Justice Loughry as well as his use of an antique desk valued at \$42,000 in his personal residence, and the lack of a front vehicle plate on Court vehicles. As a continuation of the audit of the Supreme Court of Appeals of West Virginia, this report is focused on the following issues, some of which are in relation to those issues previously reported.

- 1. Justice Davis had seven uses of a Court vehicle where a destination was provided, but no business purpose was provided.**
- 2. Former Administrative Director Steve Canterbury had six instances where a Court vehicle was reserved but no purpose or destination was provided. Also, Mr. Canterbury had 20 instances of rental car use that appear to be for personal use and he was improperly reimbursed \$911 in relation to those instances.**
- 3. In 2016 and 2017, the drug courts under the Supreme Court of Appeals of West Virginia purchased 529 gift cards totaling approximately \$105,000 with the State Purchasing Card, without permission from the State Auditor's Office to do so.**
- 4. The Supreme Court did not provide information regarding Justice Ketchum's use of a Court vehicle for commuting during the IRS audit of the Court's 2015 federal employment tax returns.**

Issue 1: Justice Davis had seven uses of a Court vehicle where a destination was provided, but no business purpose was provided.

As discussed in the previous Legislative Auditor's report released on April 16, 2018, the Supreme Court of Appeals of West Virginia provides the five Justices with exclusive access to three Buicks – a 2007 Lucerne, a 2009 Lucerne, and a 2012 LaCrosse. The most likely intention for use of the vehicles is for business purposes, such as attending meetings and conferences, visiting circuit courts, or speaking engagements. As a follow-up to issues in the previous report which focused on Justice Ketchum's and Justice Loughry's use of Court vehicles, the Post Audit Division reviewed the Court vehicle and rental car use for the other presiding Justices, former Justice Benjamin, and the current and former Court Administrators.

Justice Davis

Seven Court vehicle reservations for Justice Davis were noted where a destination was provided but no purpose was provided to substantiate the use of a Court vehicle for Court related business. Based on the Court vehicle reservations provided by the Court from 2011 to 2018, there were 75 reservations for Justice Davis. The Post Audit Division reviewed Court records and travel expense documentation to determine the business purpose for these instances. A letter was also sent to Justice Davis requesting clarification and to provide business use and destination for any of those reservations where such information was not available. Of the 75 reservations, the business purpose and destination for 55 reservations was determined. Based on Justice Davis's response and further review, **13 instances were found where, although there appeared to be a reservation, it was determined that Justice Davis did not use the vehicle.** Justice Davis stated she traveled in Court vehicles only when accompanied by the Director of Court Security, and for those thirteen instances neither Justice Davis nor the Director of Security have record of travel for those dates. Further, no fuel purchases or other travel expenses could be attributed to those dates. For the remaining seven instances, a destination was determined but not a business purpose. The vehicle use was confirmed for each of the seven instances through a review of the Director of Court Security's calendar which notes that he drove Justice Davis on all seven occasions. For each of these seven instances the business purpose could not be established. These instances are detailed in Table 1.

Table 1		
Justice Davis Vehicle Use Without Defined Business Purpose		
Date	Destination	Round Trip Mileage
September 14, 2011	Roanoke, WV	194
October 17, 2011	Clarksburg, WV	250
May 29, 2012	Jackson County, WV	80
August 4, 2012	Morgantown, WV	312
September 16, 2012	Snowshoe, WV	294
October 24, 2012	Huntington, WV	106
January 17, 2014	Clay County, WV	104
Total Mileage		1340

During the review of Justice Davis's vehicle use, it was also noted that Justice Davis attended a political fundraiser during a three-day consecutive period for which she had reserved a Court vehicle. From November 13th through 15th, 2011, Justice Davis had reserved a Court vehicle and traveled with the Director of Court Security to attend anti-truancy meetings in Wheeling, WV and Parkersburg, WV. On November 13th, she was driven from Charleston to Wheeling and stayed overnight in Wheeling. The following day, November 14th, she participated in an anti-truancy event in Wheeling. At the conclusion of the program, she was driven to Parkersburg, WV where, according to her *State of West Virginia Campaign Financial Statement of 2012*, she attended a fundraising event. On November 15th, Justice Davis participated in the anti-truancy event in Parkersburg and then returned to Charleston. Both anti-truancy programs were announced in a press release from the Supreme Court of Appeals of West Virginia on November 10th, 2011. During this trip Justice Davis charged no lodging to the State, and only charged \$115 for meal expenses for the three days of travel. Justice Davis also had indicated she made a stop at the Raleigh County Armory for what she believed was a political event incidental to court business, but a date and time for this event could not be confirmed or correlated to any vehicle reservation.

Issue 2: Former Administrative Director Steve Canterbury had six instances where a Court vehicle was reserved but no purpose or destination was provided. Also, Mr. Canterbury had 20 instances of rental car use, totaling \$11,076, that appear to be for personal use and/or convenience. He was also improperly reimbursed \$911 in relation to those instances.

Steve Canterbury, Former Administrative Director

The vehicle use for former Administrative Director Steve Canterbury was also reviewed. Mr. Canterbury reserved a Court vehicle 78 times between 2012 and July of 2016. Mr. Canterbury did not complete the purpose section of the reservation form for 36 of the 78 uses. Mr. Canterbury responded to an inquiry from the Legislative Auditor and provided business purposes to substantiate the use in all but six instances. For the remaining six instances, the Legislative Auditor attempted to view the personal calendar maintained by the Court for Mr. Canterbury to determine if there was a business purpose; however, those calendars were missing. In a memo dated February 16, 2018, the Executive Assistant informed the current Administrative Director that, in response to a request outside of this audit, she was asked to provide the daily calendars from 2005 to present. However, the calendars for 2013 to 2016 that were previously in her files were now missing. As a result, the Legislative Auditor is unable to confirm the purpose, destination, mileage, or if in fact a Court vehicle was used by Mr. Canterbury for those six instances.

In regard to Mr. Canterbury's use of rental cars when traveling on out-of-state Court business, we noted 20 instances that appeared to be for personal use, similar to Justice Loughry's rental car use in the previous report. These 20 instances are detailed in Table 2.

Table 2
Rental Car Use by former Administrative Director Steve Canterbury

Dates	Location	Round-Trip Mileage Airport to Hotel	Mileage on Rental Car Receipt	Mileage Difference	Total Cost of Rental Car (with Parking, Upgrades, Fuel Option, and GPS)	Amount Improperly Reimbursed to Mr. Canterbury
July 23-27, 2010	Denver/Vail, CO	244	1922	1678	\$1,771.12	\$321.72
September 19-21, 2010	Salt Lake City, UT	18	56	38	\$144.88	\$ -
November 30-December 4, 2010	New Orleans, LA	33	91	58	\$721.42	\$ -
November 30-December 4, 2011	San Antonio, TX	20	144	124	\$671.13	\$75.80
April 22-25, 2012	Little Rock, AR	13	136	123	\$491.46	\$ -
May 9-12, 2012	Omaha, NE	14	235	221	\$514.42	\$30.00
November 28-December 3, 2012	Palm Springs, CA	481	1024	543	\$1,124.46	\$233.18
April 20-25, 2013	Boston, MA	34	163	129	\$404.27	\$ -
December 4-8, 2013	Naples, FL	68	344	276	\$1,395.09	\$77.78
January 26-28, 2014	Savannah, GA	21	207	186	\$294.44	\$ -
March 20-23, 2014	Pensacola, FL	120	168	48	\$684.58	\$79.78
April 26-30, 2014	Portland, OR	25	798	773	\$320.54	\$ -
September 15-19, 2014	Memphis, TN	24	155	131	\$180.91	\$ -
May 13-15, 2015	Arlington, VA	11	86	75	\$366.19	\$ -
May 16-20, 2015	Albuquerque, NM	12	273	261	\$331.63	\$ -
November 7-10, 2015	Austin, TX	21	88	67	\$277.30	\$ -
December 2-5, 2015	Monterey, CA	212	706	494	\$497.91	\$ -
March 17-20, 2016	Pensacola, FL	10	247	237	\$228.45	\$ -
July 20-26, 2016	Jackson Hole, WY	20	252	232	\$302.10	\$ -
November 29-December 4, 2016	Naples, FL	68	203	135	\$354.01	\$92.78
TOTALS		1469	7298	5829	\$11,076.31	\$911.04

As the table shows, for many of the instances Mr. Canterbury drove a significant number of miles in these rental cars in excess of the round-trip mileage to and from the airport and hotel where he stayed. Based on the rental car receipts, some instances are more egregious than others. For instance, during his trip to Denver/Vail, CO, Mr. Canterbury drove the rental car for 1,922 miles, 1,678 miles more than the round-trip mileage from the airport to his hotel. This car rental, including parking and additional days of use unrelated to Court business, cost a total of \$1,771.12. On his trip to Portland, OR, Mr. Canterbury drove the rental car 798 miles, 773 miles more than the round-trip distance from the airport to hotel, costing \$320.54. The total cost related to these rental cars is \$11,076.31. While not all instances noted have excessive mileage over the round-trip distance to the airport and hotel, the Legislative Auditor questions the need for these rental cars in lieu of using some less expensive means of transportation such as a taxi, shuttle, or ride share service. As similarly noted for Justice Loughry's use of a rental car in the April 16, 2018 Legislative Auditor's report, Mr. Canterbury's rental car use also appears to be for personal use at the cost of the State.

Also, in relation to these rental car uses, Mr. Canterbury was reimbursed for related rental car expenses that he should not have been reimbursed. For these 20 instances, the Legislative Auditor reviewed the cost of the rental car, associated expense reimbursements, adjustments made to the reimbursements to account for personal use, and the number of miles driven. To determine any improper reimbursements, the Legislative Auditor examined additional airport parking costs, vehicle upgrade charges, and other expenses resulting from rental car use for personal days taken on these trips. In many of these instances, Mr. Canterbury was reimbursed for costs related to his travel that he had paid for upfront. For several trips, Mr. Canterbury took additional "personal days" in the location he traveled to, essentially as personal vacations. To account for the personal expenses related to his use of rental cars Mr. Canterbury attempted to pro-rate the rental car costs and seek reimbursement only for those costs that were associated with Court business. However, in some instances he did not account for the higher rental rate charged over the base weekly rate for using the vehicle for additional days for personal use and was reimbursed based on the flat average daily cost of the rental he had calculated. Also, he sought reimbursement for hotel parking charges and upgrades to the rental cars, such as upgrading to a better vehicle and GPS, that were not necessary but were included in the costs in his pro-rated calculation. The additional personal days also incurred costs associated with the parking charges for his personal vehicle at the airport he departed from, which he was also reimbursed for by the Court. The result of this examination showed that **Mr. Canterbury was improperly reimbursed for \$911.04 of expenses he was not eligible to receive.**

The Legislative Auditor contacted Mr. Canterbury and informed him of the \$911.04 of expenses related to the rental cars that he was improperly reimbursed. On May 10, 2018, Mr. Canterbury provided the Legislative Auditor with a copy of a letter he sent to the Court's current Administrative Director. In this letter, Mr. Canterbury states that he was informed of these errors by the Legislative Auditor's Office and that, even though he had made every attempt to account for any costs incurred related to personal expenses for these trips, he had made several honest mistakes that were not caught by the Administrative Office's Finance Division when the reimbursements were processed. In regard to these errors, Mr. Canterbury provided the Court a

check in the amount of \$911.04 payable to the State of West Virginia to correct these errors, a copy of which was provided to the Legislative Auditor.

Remaining Justices' and Administrative Director's vehicle use.

Justice Benjamin (Former Justice)

The Legislative Auditor reviewed the use of Court vehicles by former Justice Benjamin and determined there were no issues. There were only six instances of Court vehicle use by Justice Benjamin and all uses stated a business purpose. Justice Benjamin had significantly more travel expenses reimbursed to him than other Justices, totaling \$122,457 from 2010 through 2016, but the Legislative Auditor found no issues in reviewing those records. Instances of rental car use were also reviewed with no issues. Justice Benjamin was very meticulous with his record keeping, planned trips in a manner that minimized the associated mileage reimbursements, and only claimed reimbursement for expenses that were reasonable and allowed.

Justice Walker

The Legislative Auditor reviewed the one Court vehicle reservation by Justice Walker and found no issues.

Chief Justice Workman

The Legislative Auditor reviewed the seven Court vehicle reservations by Chief Justice Workman and found no issues.

Administrative Director Gary Johnson

The Legislative Auditor reviewed the four Court vehicle reservations by the current Administrative Director and found no issues.

Recommendation

The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia comply with his recommendations from the April 16, 2018 report concerning its vehicle use and continue with its current course of action to administer its vehicle fleet under the Fleet Management Office of the Department of Administration.

Issue 3: In 2016 and 2017, the drug courts under the Supreme Court of Appeals of West Virginia purchased 529 gift cards totaling approximately \$105,000 with the State Purchasing Card, without permission from the State Auditor's Office to do so.

Based on documentation provided from the State Auditor's Office, in 2016 and 2017 drug courts under the purview of the Supreme Court of Appeals of West Virginia purchased approximately \$105,000 in gift cards, using the State Purchasing Card (P-Card), as part of its incentive program for drug court participants. The State Auditor's Office Purchasing Card Policies require P-Card holders to obtain prior approval to purchase gift cards, and this approval is not granted as a blanket approval but rather per instance. The Supreme Court of Appeals did not request this approval from the State Auditor's Office and therefore, was in violation of those Purchasing Card Policies. Due to this issue, the Legislative Auditor sought to determine the nature of the drug court incentive program and the purchase of these gift cards.

The purpose of the drug courts is to enhance public safety while reducing crime and drug-related convictions, increase the possibility of successful rehabilitation, reduce substance abuse, and reduce recidivism for substance abuse offenders. This is accomplished through judicially supervised substance abuse treatment, rehabilitation, and intense monitoring with the goal of returning drug-free, law abiding, and productive citizens to the community. As a component of this program, incentives are used to acknowledge progress within the program or remove barriers to the possible success of the individual participant.

The drug courts' incentive programs are administered through the county probation offices. Participants are required to pay a fee, up to \$700, to participate in the drug court program. These fees are deposited with the Supreme Court at the end of each month and maintained in separate accounts to be allocated to the appropriate drug court. Participants who cannot pay the fee can pay a reduced amount in addition to performing some form of court mandated activity, such as community service, in lieu of the full fee. These fees are used to pay for incentives, supplies, graduation ceremonies, participant meals and snacks, and other costs associated with the participants' treatment and activities, so long as the expenditures directly benefit drug court participants. Currently, incentive purchases are limited to \$1,000 per month for each probation office. The only instance where tax dollars are spent on drug court incentives is in the case of the juvenile drug courts, where participants are not required to pay a fee.

Each probation office is issued one Purchasing Card to make purchases with, including to purchase incentives needed for the drug court participants. According to the Adult Drug Court Reporting Requirements, all purchases made for the drug courts with participant fees must be paid for with the P-Card. While drug courts were purchasing gift cards as incentives to be given directly to drug court participants, these drug courts were also purchasing gift cards in large amounts, up to \$1,000. A summary of those gift cards purchased for large amounts, \$100 to \$1,000, is shown in Table 3.

Table 3 Drug Court Gift Card Purchases Over \$100		
Value of Gift Cards Purchased	Total Number Purchased	Total Cost
\$1,000	4	\$4,000.00
\$500-\$999	20	\$10,461.15
\$100-\$499	94	\$13,451.95
Total	118	\$27,913.10

The purpose for purchasing gift cards for large amounts was for convenience to purchase other incentives using the gift card instead of the P-Card. There is only one P-Card issued to each probation office, and therefore, there is only one person that can make purchases for the entire office, including for the drug court program.

To get around this issue, these offices began the practice of purchasing gift cards for large amounts and then allowing probation officers administering the incentive program to purchase incentives as needed with those cards. Gift cards were purchased for large amounts, up to \$1,000, for Wal-Mart as well as Visa and Mastercard gift cards that have no purchase location restriction. This practice makes it difficult to provide transparency of the use of the drug court participants' collected fees. The purpose of the State Auditor's Office Purchasing Card Policy prohibiting the purchase of gift cards without approval is due to the fact that once the gift card is purchased, the State Auditor's Office can no longer determine what was subsequently purchased using the gift card. The potential for fraudulent activity to occur is greatly increased and accountability is reduced without itemized receipts to account for each transaction made with the gift card. **The Legislative Auditor attempted to reconcile transactions made with gift cards by the Kanawha County Adult Probation Office and was unable to do so with the receipts provided.** The system currently in place that attempts to account for those purchases is inadequate and does not promote accountability and transparency.

On March 14, 2018, the Post Audit Division sent a letter to the Administrative Director of the Court recommending the drug court's practice of purchasing gift cards with the P-Card stop until approval is granted from the State Auditor's Office. This practice has since been suspended, and the Court is currently discussing the process with the State Auditor's Office to determine if the practice can be continued and to develop a method for doing so that would alleviate the State Auditor's Office's concerns with accountability and transparency.

Another issue identified by the Legislative Auditor relates to the current spending of those drug court participants' collected fees, which is limited to \$1,000 per month. Currently across the 55 counties operating drug courts, there is a current total balance of collected fees of approximately \$300,000, which has been the consistent balance since 2015. Some counties have accumulated a substantial balance of collected fees, such as Hampshire County with over \$60,000. The current

spending limit of \$1,000 per month makes it nearly impossible for Hampshire County to spend down this balance. Without some change to this current structure, these fees will continue to accumulate and remain unused.

Recommendations

- 3.1 The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia seek approval from the State Auditor's Office to purchase gift cards as incentives for drug court participants. Gift cards should be awarded directly to drug court participants, should be limited to a reasonable amount, and should be recorded in a manner that would allow the State Auditor's Office to confirm the recipient of the gift card was a participant in the drug court program. Further, it is recommended that the court abandon the practice of purchasing gift cards for large amounts that are in turn used to purchase other incentive items and determine and implement another method for purchasing these incentives.
- 3.2 The Legislative Auditor recommends the Supreme Court of Appeals of West Virginia determine and implement a method that will allow drug courts that have accumulated an excessive amount of participant fees to spend down this balance in a way that is equitable and meets the defined purpose for those fees. If changes to statute are required to do so, it is recommended that the Court work with the Legislature in order to make those required changes. The Supreme Court should report back to the Post Audits Subcommittee no later than the interim meeting held in September 2018 and inform the committee of this method.

Issue 4: The Supreme Court did not provide information regarding Justice Ketchum’s use of a Court vehicle for commuting during the IRS audit of the Court’s 2015 federal employment tax returns.

In April 2017, the Internal Revenue Service (IRS) began conducting an audit of the 2015 federal employment tax returns of the Supreme Court of Appeals of West Virginia. The scope of this audit covered the Court’s payroll processes and procedures, travel reimbursements and related policies, payments to independent contractors, educational reimbursements, and the classification of employees. This audit, which concluded in January 2018, resulted in the Court paying the IRS \$227,541 concerning eight notices of adjustment issued to the Court. Seven of those adjustments were for workers classified as independent contractors who should have been treated as employees for tax purposes. The eighth required adjustment related to per diem payments that should have been treated as taxable to the employees who received them. The agreement reached on each of these adjustments stipulates that such agreement is “final and conclusive **except**” for the following three conditions:

1. The matter it relates to may be reopened in the event of fraud, malfeasance, **or misrepresentation of material facts**; [Emphasis Added]
2. It is subject to the Internal Revenue Code sections that expressly provide that effect be given to their provisions (including any stated exception for Code section 7122) notwithstanding any other law; and
3. If it relates to a tax period ending after the date of this agreement, it is subject to any law, enacted after the agreement date, that applies to the tax period.

In the IRS Information Document Request Number 4 (IDR No. 4), which is in Appendix C of this report, the Court was requested to provide employee and vehicle information for, “*any WV Supreme Court of Appeals owned or leased vehicles that were taken home overnight by an employee in 2015 (i.e. employees commute in vehicle).*” As a press release by the Supreme Court concerning the IRS audit clearly states, “**none of the employees listed are Justices.**” The Legislative Auditor just last month released a report clearly showing that Justice Ketchum, in his own words, “... ***began commuting in the 2007 silver Buick Lucerne after January 9, 2012. The last time [he] drove the 2007 Buick Lucerne was June 15, 2016.***” Also, this report noted that the other Justices had approved this vehicle use prior to Justice Ketchum using the vehicle for commuting. In a memo to the Legislative Auditor dated February 26, 2018, he states:

I believe that I began commuting in the 2007 silver Buick Lucerne after a Court meeting on January 9, 2012. In this meeting, all the Justices authorized me to drive the 2007 Buick Lucerne. I believe our Court administrator, Steve Canterbury, was also present at this meeting.

In the Court’s response to the April 16, 2018 Legislative Auditor’s report, the Court stated:

The Court reached a resolution with the IRS on a number of other items, and one of the terms of the agreement was that issues related to tax years 2014, 2015, 2016, 2017, and 2018 through March 31, 2018 would be closed relative to the scope of the IRS Audit. Further, the IRS Auditors advised the Court as the IRS Audit was in the final settlement phase that it would not be necessary to issue revised W-2s for

employment tax issues encompassed by the IRS Audit for tax years 2014, 2015, 2016, 2017, and 2018 through March 31, 2018.

The Legislative Auditor posed three questions to the Court regarding this agreement reached with the IRS. The Court's response, which restates each of those questions, are quoted below:

- 1) *"Did the IRS auditors issue a verbal or written agreement with the Court on matters referred to in the two sentences above with regards to the use of automobiles? I have looked through the IRS documentation you provided us and do not see a Form 5701 Notice of Proposed Adjustment that deals with the cars or any comments about the use of the cars on the Form 144491. If I overlooked something, please let me know."*

Issues relating to the Court Fleet of Vehicles were within the scope of the IRS Audit, but not identified as an area of concern by the IRS Audit Agents. No Notice of Proposed Adjustment relating to the Court Fleet of Vehicles was issued.

- 2) *"If the Court's position is that the IRS formally waived any need for amended W-2s for the vehicles, did the Supreme Court of Appeals, when dealing with the IRS on the issue of the taxable fringe benefit of the use of the cars by the Justices (Form 4564 - Request Number 4), inform the IRS that the Court's Administrative Division Counsel had informed the members of the Court in 2016 in writing that the use of the cars were a taxable fringe benefit?"*

The Court's position is that the IRS Audit Agents instructed the Court not to produce amended W-2s as a result of the IRS Audit and resolution. As noted, the IRS Audit Agents were provided with information regarding the Court Fleet of Vehicles in response to IDR (Individual Document Request) No. 4. Conversation regarding the Court Fleet of Vehicles was minimal. The IRS Audit Agents neither requested nor were provided any other memoranda, minutes or other documents concerning vehicle usage.

- 3) *"Did the Supreme Court of Appeals, when dealing with the IRS on the issue of the taxable fringe benefit of the use of the cars by the Justices (Form 4564 - Request Number 4), inform the IRS that Justice Ketchum had used a Court vehicle for over 70,000 miles of commuting and other personal use?"*

The information regarding vehicles provided by the Court to the IRS in response to IDR No. 4 did not include any specific information regarding Justice Ketchum's use of a Court vehicle.

In addition, in a letter dated March 8, 2018, to the Legislative Auditor's Office, Sue Racer-Troy, Chief Financial Officer of the Supreme Court of Appeals, confirmed that, prior to the IRS' audit of the Court, she knew Justice Ketchum had used a state vehicle to commute. Moreover, Ms. Troy stated she had informed the previous Administrative Director that "commuting was a taxable event" when she became aware of Justice Ketchum's commuting in a state vehicle. Thus, the Legislative Auditor's Office questions why this information was not provided to the IRS.

Other potential issues concerning the IRS audit of the Supreme Court of Appeals.

The IRS audit also brought to light other issues that the Legislative Auditor calls into question. These issues include:

1. **Worker classification**, where employees were misclassified as “contract employees”, yet should have been treated as employees of the Court. The Legislative Auditor questions whether this misclassification may extend beyond the federal tax implication into areas concerning benefits that weren’t provided those employees such as health care and retirement benefits through the State and additional taxes incurred by the employee due to this classification.
2. **Per diems**, that were improperly reported on IRS Form 1099 rather than employees’ W-2s relating to daily compensation and mileage paid to circuit judges in accordance with W.Va. Code §6-7-5. The Legislative Auditor questions the rationale behind reporting these wages on IRS Form 1099 and if there may be confusion over the State’s use of the term per diem. The IRS resolution for these issues was for the Court to absorb the tax burden of the instances of non-compliance and pay the associated taxes due. No individual employee of the Court was required to pay, and the IRS indicated that issuing amended W-2s to those employees would not be appropriate or required.
3. **Payment of additional wages on IRS Form 1099 for employees** where it appears doing so may have been an attempt to limit the wages reported on a W-2 to circumvent salary limits set by statute or established for employees who are receiving retirement benefits from the Consolidated Public Retirement Board. It is the Legislative Auditor’s understanding that this was in fact the case, and for employees who had reached the cap limit of wages set out in statute the Court allowed them to continue to work and be paid in excess of this cap and intentionally reported these wages on IRS Form 1099 to avoid them being reported on a W-2 as wages which would have put those employees over the cap and in violation of statute.

These issues are currently being reviewed by the Legislative Auditor and his staff at the Post Audit Division. It is the intent to release a report concerning these issues to the Post Audits Subcommittee in the upcoming June 2018 meeting. This upcoming report will also cover issues concerning the Court’s General Revenue Fund re-appropriations which grew to \$29 million in 2012 and was spent down in a direct attempt to forestall legislative sponsorship of a constitutional amendment which would take away the Court’s budgetary authority.

Appendices

Appendix A

WEST VIRGINIA LEGISLATURE *Joint Committee on Government and Finance*

1900 Kanawha Blvd. East, Room E-132
Charleston, WV 25305-0610
(304) 347-4800
(304) 347-4819 FAX



Aaron Allred
Legislative Manager

May 4, 2018

Gary Johnson, Administrative Director
Supreme Court of Appeals of West Virginia
Building 1, Room E-100
1900 Kanawha Boulevard, East
Charleston, WV 25305

Dear Director Johnson:

This is to transmit a draft copy of the Post Audit Division's second report on the Supreme Court of Appeals of West Virginia. This report is scheduled to be presented during the May interim meeting of the Post Audits Subcommittee. We will inform you of the exact time and location once the information becomes available, but at this time we anticipate that meeting to be held Sunday, May 20, 2018, at 1:00 pm in the Senate Finance Committee Room, Room 451-M. It is expected that a representative from the Supreme Court of Appeals of West Virginia be present at the meeting to respond to the report and answer any questions committee members may have during or after the meeting.

If you would like to schedule an exit conference to discuss any concerns you may have with the report, please notify Nathan Harris, at 304-347-4880 as soon as possible. In addition, if you would like to provide a written response to be included in the report, it must be submitted to our office by Noon on Thursday, May 17, 2018, for it to be included in the final report. Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink that reads "Aaron Allred".

Aaron Allred

Enclosure

Cc. Chief Justice Margaret L. Workman
Justice Menis E. Ketchum, II
Justice Robin Jean Davis
Justice Allen H. Loughry, II
Justice Elizabeth D. Walker
Lori J. Paletta-Davis, Esq

Appendix B

Objective, Scope, and Methodology

The Post Audit Division within the Office of the Legislative Auditor conducted this audit pursuant to Chapter 4, Article 2, Section 5 of the *West Virginia Code*, as amended.

Objectives

This is the second in a series of audits of the Supreme Court of Appeals of West Virginia. The first issue contained several audit objectives. The initial objective was to determine whether the Justices used the Court's vehicles for commuting and/or personal use, to what extent those vehicles were used for commuting and/or personal use, and whether the taxable fringe benefits were appropriately included on the Justices' W-2s. When it was determined that the taxable fringe benefits were not included, an objective was to determine why the taxable fringe benefits were not included, and if the Justices and/or Administrative Office of the Supreme Court were aware that the benefits should be reported. In this second report, we sought to analyze vehicle use by the remaining presiding Justices, Former Justice Benjamin, and the current and former Administrative Director of the Court. An additional objective was to determine the frequency that former Court Administrator Steve Canterbury rented vehicles paid for by the State during out-of-state business, whether the vehicles were for personal use, and whether he was properly reimbursed for expenses related to this use. The objective of the third issue was to determine the nature of the purchase of gift cards using the State Purchasing Card by drug courts under the purview of the Supreme Court, as well as any weaknesses in the procedures for doing so that make the practice susceptible to fraud, misuse, or abuse. Issue four was based on information reviewed regarding the outcome of the IRS audit of the Supreme Court which concluded in January 2018. The objective of issue four was to determine the Courts compliance with the IRS audit based on issues reported in the Legislative Auditor's April 2018 report on the Supreme Court, and to identify any other issues unrelated to federal taxes that may affect the Supreme Court based on the results of this audit.

Scope

The scope of this audit consists of the use of state-owned vehicles by the three presiding Justices not covered in the previous report as well as former Justice Benjamin and the former and current Administrative Directors of the Court for the period of 2011-2018, where such information was available. The scope for the vehicles rented by the former Administrative Director of the Court was from 2010 to 2016. Evidence gathered includes all reservations made in the Supreme Court's vehicle reservation system; travel expense reimbursements; rental car receipts and documentation; memos, Justice Administrative Conference notes, and other documents discussing the Court's use of state-owned or rented vehicles; and maintenance and fuel card records for the Court owned Buicks for use by the Justices. The auditors did not complete a full analysis on the use of these assets by **all** Court employees and it is not the intention of the Post Audit Division to audit the use of state assets by **every** employee of the Court over the scope of this audit. Further, the scope of this audit concerning the purchase of gift cards by the drug courts of the Supreme Court of Appeals consisted of a review of documentation provided by the State Auditor's Office for all purchases of gift cars using the State Purchasing Card for 2016 and 2017, the policies and procedures of the

drug courts, and interviews with agency personnel who oversee this program. Finally, the scope concerning issues related to the IRS audit of the Courts 2015 federal employment tax returns consisted of a review of the documents and final opinion issued by the IRS to the Supreme Court.

Methodology

Post Audit staff gathered and analyzed many sources of information and assessed the sufficiency and appropriateness of the information used as evidence. Testimonial evidence was gathered through interviews with various individuals who oversee, collect, or maintain information for the Court. The purpose for testimonial evidence was to gain a better understanding or clarification of certain issues, to confirm the existence or non-existence of a condition, and/or to understand the Court's position on an issue. Such testimonial evidence was confirmed by either written statements or the receipt of corroborating or physical evidence.

Auditors requested and received documentation from the Supreme Court Justices and staff in order to conduct this audit, including policies, memos, Administrative conference minutes, and other documentation relating to the use of any state-owned or rented vehicles by Justices and employees of the Court. Auditors also analyzed travel reimbursements, fuel card records, Court vehicle reservation records, and vehicle service records to determine the usage of the vehicles. The auditors also reviewed communications and documentation related to the IRS audit of the Court's 2015 federal employment tax returns.

Appendix C

Form 4564	Department of the Treasury Internal Revenue Service Information Document Request	Request Number 4 - FRI
To: State of West Virginia Supreme Court of Appeals EIN: 55-6000760 1900 Kanawha BLVD E Charleston, WV 25305		Subject: Employment Taxes – Fringe Benefits <hr/> Submitted to: [REDACTED]
		Dates of Previous Requests: Initial Request

Description of Documents Requested:

Please have the following information for the calendar year ending 2015 available at the appointment that was scheduled for the week of June 26th thru June 30th, 2017:

1. Copies of all written policies for the following, for review:
 - Accountable and/or Non-Accountable plan
 - Travel allowances and/or reimbursements
 - Automobile allowances and/or reimbursements
 - Employee use of employer provided automobile
 - Tuition reimbursements (either paid for directly or reimbursed)
 - Any other allowance and/or reimbursements (i.e. meal, entertainment, health insurance, etc.)

2. A list of all fringe benefit plans available to any employee or group of employees (current or retired), including but not limited to cafeteria plans (Section 125), health plans, HAS (Health Savings Accounts), medical reimbursement plans, etc

3. For any of the above plans that the WV Supreme Court of Appeals has, please provide copies of the plans for review

4. Provide a list of employees that have group term life insurance over \$50,000 and if it is included in their wages the amount that is included

5. Provide the following for any WV Supreme Court of Appeals owned or leased vehicles that were taken home overnight by an employee in 2015 (i.e. employees commute in vehicle):
 - Name of Employee, Job Title and SSN
 - Department
 - Make, Model and Year of Vehicle
 - Cost of the vehicle or FMV at the time placed in service
 - Mileage logs for 2015, if available
 - Amount included in wages, if any and date included
 - If amount was included in wages, provide documentation to support calculation and method used for calculation
 - WV Supreme Court of Appeals written Policy on take home vehicles

Information Due By June 26, 2017 At Next Appointment Mail In

	Name and Title of Requestor: [REDACTED]	Date: May 25, 2017
	Employee Identification Number: 0770895	
FROM	Office Location: [REDACTED]	Phone: [REDACTED] Fax: [REDACTED]

Appendix D



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA
25305

LEGISLATIVE MANAGER

MAY 17 2018

RECEIVED

MARGARET L. WORKMAN
CHIEF JUSTICE

May 17, 2018

Mr. Aaron Allred
1900 Kanawha Blvd. East, Room E-143
Charleston, WV 25305

Hand Delivered

Dear Mr. Allred:

The revised final draft of the Post Audit Division's second report on the Supreme Court of Appeals of West Virginia was received by the Court on May 15, 2018, and identifies the following issues to which this response is directed:

Issues 1 and 2 involve the use of State vehicles

As previously provided in response to the first report of the Post Audit Division, the Court has completely overhauled the vehicle use policy and adopted the State of West Virginia Motor Vehicle Use Policy, as well as initiated a record-keeping system requiring full documentation of any request for vehicle use by any Supreme Court employee. The Court is in the process of revising its travel-related policies and it will track the State policy. The travel policy will be approved in June.

Issue 3 concerns the purchase with State purchasing cards of gift cards as drug court incentives

In 2015 and 2016, there was significant internal debate by the Court regarding the propriety of monetary incentives in drug courts. Although the Court voted to continue Adult Drug Court monetary incentives (collected from funds paid by participants, not public funds), it was conditioned on the development of a single accounting system. The entire purpose of the Court voting to establish the system was to achieve the goal of transparency, accountability and better oversight, rather than multiple individual drug courts keeping track of the funds.

The Post Audit Division's second report indicates that a number of adult drug courts were purchasing gift cards in large amounts up to \$1,000. A chart in the report shows that there were 118 P-card purchases in amounts from \$100 to \$1,000. As the report points out, the reason was for the convenience of the one drug court employee in each court who was authorized to make these expenditures. The report also points out that this system made it difficult to provide transparency on the use of the drug court participants fees. Although there is no evidence of any fraudulent transactions, the Court recognizes that this can create the potential for fraudulent activity. We also recognize that the accounting system currently in place needs improvement.

The Court has suspended the practice of purchasing gift cards with P-cards and the

Court has been working with the State Auditor's Office to ascertain whether the practice should continue and, if so, to develop an improved accounting system. The Court will also undertake an examination of the drug court fees that have been accumulated and work to find an equitable means of allowing drug courts to utilize the balance of those fees for the purpose for which they were intended.

Issue 4 concerns the IRS Audit

The Post Audit Division's second report emphasizes in the discussion of the Court's agreement reached with the IRS that "[t]he agreement reached on each of these adjustments stipulates that such agreement is 'final and conclusive except' for the following three conditions:

1. The matter it relates to may be reopened in the event of fraud, malfeasance, or misrepresentation of material facts; [Emphasis Added]

The Post Audit Division's second report proceeds to note in bold that

[b]ased on the facts presented to the Legislative Auditor, it appears the Court was aware of the commuting use of a Court vehicle by Justice Ketchum and understood the tax implications of such use prior to the date the IRS audit began yet did not provide this information to the IRS in IDR No. 4.

But the Legislator Auditor also states that he is "unsure why this information was not provided given the amount of evidence that suggests the Court was aware of Justice Ketchum's commuting in a Court vehicle."

There is no evidence whatsoever that the Court or any employee affirmatively misrepresented any fact to the IRS during the audit. As is common practice, the IRS conducted a document-focused audit. The IRS issued an Individual Document Request (“IDR”) regarding vehicle-usage information and, through Administrative Counsel Lori Paletta-Davis, the existing information was provided. Ms. Paletta-Davis is an experienced lawyer with familiarity with audit issues while, at the same time, she was new to the Court and its practices. Rather, this issue appears to be a result of a mistake that was able to occur, in at least part, because of incomplete record keeping.

Administrative Counsel Lori Paletta-Davis worked closely with Director of Financial Services Sue Troy because of her relevant experience and familiarity with the Court’s financial and accounting history. Ms. Paletta-Davis coordinated the response through Mr. Johnson, but stated that she did not engage with any of the Justices directly at any time during the audit.

At the opening conference, the IRS Audit team explained that this was a “large audit,” which would be focused on how employment taxes were treated by the Court, particularly the classification of certain workers who provided services to the Court. The audit was described as routine for which a number of state government entities, particularly state courts, were undergoing across the country. Further, it was explained that the audit would be executed through Individual Document Requests (“IDRs”) rather than narrative

explanations for the issues that were raised. The procedure was that the IRS requested documents and wanted documents, not narratives, in response.

An IDR "FR-4" entitled "Employment Taxes - Fringe Benefits." FR-4 was comprised of a series of requests that included the following:

Provide the following for any WV Supreme Court of Appeals owned or leased vehicles that were taken home overnight by an employee in 2015 (i.e. employees commute in vehicle):

1. Name of Employee, Job Title and SSN
2. Department
3. Make, Model and Year of Vehicle
4. Cost of the vehicle or FMV at the time placed in service
5. Mileage logs for 2015, if available
6. Amount included in wages, if any and date included
7. If amount was included in wages, provide documentation to support calculation and method used for calculation
8. WV Supreme Court of Appeals written Policy on take home vehicles

To satisfy this request, Ms. Paletta-Davis obtained a spreadsheet of the Court's vehicle fleet list and the vehicle reservation calendar. Other than reformatting this information into a digital format, Ms. Paletta-Davis did not otherwise edit or revise the information she was provided. Ms. Paletta-Davis did recall that someone raised an issue about a member of the Court technology staff who had taken a state-owned car home from time-to-time to accommodate his extensive work-related travel and therefore the employee received a taxable fringe benefit on his W-2.

No one raised any issue regarding Justice Ketchum's use of a court vehicle during the course of the audit. Notably, Justice Ketchum had stopped using the Buick Lucerne, in June

of 2016, more than ten months before Ms. Paletta-Davis was hired in April 2017. Ms. Paletta-Davis stated that she shared all of the documents that were collected and produced as part of the audit with Mr. Johnson and Ms. Troy, and neither raised an issue regarding Justice Ketchum's use of a Court vehicle.

The IRS and Court entered into a "Closing Agreement on Final Determination Covering Specific Matters Regarding Worker Classification" on or about January 8, 2018, resulting in the Court issuing a check to the IRS in the amount of \$227,541 as a result of various proposed adjustments that were identified during the audit. None of the adjustments related to untaxed fringe benefits incurred as a result of a personal vehicle.

On or around January 17, 2018, the Legislative Auditor contacted Ms. Paletta-Davis and indicated that the Post Audit Division was commencing an audit regarding, among other things, an allegation that Justices used state vehicles for personal use. The Legislative Auditor provided a draft report to Ms. Paletta-Davis and the Court on or about April 6, 2018.

Ms. Paletta-Davis learned sometime in March 2018 that Justice Ketchum had used a state vehicle during a prior period of time to commute to and from his home in Huntington. Upon learning that fact, Ms. Paletta-Davis contacted the IRS and informed them of this new information. According to Ms. Paletta-Davis, both Revenue Agents indicated that the IRS would not be reopening the audit, that the matter was to remain closed and that no amended

W-2s should be issued.

Further, it is important to note that the audit by the IRS was an employment tax audit, in which the IRS was attempting to identify systemic issues that may have lead to underreporting of employment taxes. The IRS made clear that the audit was closed and they did not want the Court to issue amended W-2s for the tax year 2015 to any of the individually-affected employees for which the IRS did find an alleged error.¹ Moreover, this position is supported by the fact that neither of the lead Revenue Agents expressed any concern regarding the issue or desire to reopen the audit.

The Court wants to make clear that at no time did any representative of the Court make any knowing misrepresentation or omission.

We appreciate the Legislative Auditor's cooperation and collaboration with the Court on finalizing this portion of the audit.

Sincerely,

A handwritten signature in blue ink, appearing to read "Margaret Workman".

Margaret Workman
Chief Justice

¹It should be noted, however, that Justice Ketchum has stated that he did not know that commuting was a taxable event and he has since insisted that he be issued revised W-2s.

Appendix E



RECEIVED

MAY 18 2018

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SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA
25305

MARGARET L. WORKMAN
CHIEF JUSTICE

May 18, 2018

Mr. Aaron Allred
1900 Kanawha Blvd. East, Room E-143
Charleston, WV 25305

Hand Delivered

Dear Mr. Allred:

Please include the attached letter which I received from Sue Racer-Troy in the response to your audit revision.

Sincerely,

A handwritten signature in black ink that reads "Margaret Workman, C.J.".

Margaret Workman
Chief Justice

SUPREME COURT OF APPEALS
OF WEST VIRGINIA

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



May 18, 2018

ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtswv.gov

Chief Justice Margaret Workman
Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd., East
Building 1, Room E-300
Charleston, WV 25305

LEGISLATIVE MANAGER

MAY 18 2018

RECEIVED

Dear Chief Justice Workman:

I wish to clarify my involvement with the IRS audit last year. We received at least 18 unique Information Document Requests covering various subjects. Many of the requests involved information that I produced while others did not.

The vehicle information was requested in IRD 4 – Employment Taxes and Fringe Benefits. The information was compiled with assistance from several employees including Kim Ellis (list of fleet vehicles) and Arthur Angus (registration calendar). At no point did either IRS agent ask me about my knowledge of anyone using a vehicle for commuting nor do I have any recollection of even being in the room when the issue was discussed (if it was). There were many meetings which I did not attend as they did not apply to records in my possession.

I did tell Steve Canterbury (the Administrative Director and my direct supervisor) that the use of a state vehicle by Justice Ketchum would be a taxable fringe benefit, if it was used for commuting. Mr. Canterbury told me that it was “none of my business”. My knowledge of Justice Ketchum’s vehicle use was my personal observation of seeing a state car parked in his parking space at the Capitol. But the extent of his usage (when he started using the vehicle, how frequently he used the vehicle, etc.) was not known to me. I would not risk my professional license to hide vehicle usage from the IRS.

Sincerely,

A handwritten signature in blue ink that reads "Sue Racer-Troy".

Sue Racer-Troy, Chief Financial Officer

cc: Aaron Allred, Legislative Manger



POST AUDITS SUBCOMMITTEE
MEMBERS

SENATE MEMBERS

President, Mitch Carmichael
Ed Gaunch
Roman Prezioso

HOUSE MEMBERS

Tim Armstead, *Speaker*
Timothy Miley
Eric Nelson Jr.



JOINT COMMITTEE ON GOVERNMENT AND FINANCE
WEST VIRGINIA OFFICE OF THE LEGISLATIVE AUDITOR
- POST AUDIT DIVISION -

Legislative Auditor: Aaron Allred

Room 329 W, Building 1
1900 Kanawha Boulevard East
Charleston, West Virginia 25305
Phone: (304) 347-4880



JOINT COMMITTEE ON GOVERNMENT AND FINANCE
WEST VIRGINIA OFFICE OF THE LEGISLATIVE AUDITOR



POST AUDIT DIVISION

LEGISLATIVE AUDIT REPORT

SUPREME COURT OF APPEALS OF WEST VIRGINIA *RE-APPROPRIATED FUND BALANCE ANALYSIS*

Legislative Auditor: Aaron Allred



GENERALLY ACCEPTED GOVERNMENT
AUDITING STANDARDS STATEMENT

We conducted this performance audit in accordance with Generally Accepted Government Auditing Standards (**GAGAS**). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

POST AUDIT DIVISION

POST AUDIT DIVISION

POST AUDITS SUBCOMMITTEE MEMBERS

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President, Mitch Carmichael	Tim Armstead, Speaker
Ed Gaunch	Timothy Miley
Roman Prezioso	Eric Nelson Jr.



JUNE 24, 2018
LEGISLATIVE AUDIT REPORT

SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE-APPROPRIATED FUND BALANCE ANALYSIS

LEGISLATIVE AUDITOR'S STAFF CONTRIBUTORS

Aaron Allred Legislative Auditor
Melissa Bishop, CPA Assistant Director
Justin Robinson Audit Manager
Christian Baumgarner Auditor
Judith Strawderman Auditor

BACKGROUND: 1
MEMO by Former Administrative Director: 4
POST AUDIT ANALYSIS of Court Spending: 6
APPENDIX A: 11
APPENDIX B: 12
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Background

In a memo written by the former Administrative Director Steve Canterbury, dated November 7, 2016, Mr. Canterbury describes the spend down of \$29 million of excess funds the Court had accumulated up to Fiscal Year 2012. In this memo, Mr. Canterbury mentioned that the Court had spent down this balance, among other reasons, because of concerns from members of the Legislature regarding this balance of funds and the possibility of the sponsorship of a constitutional amendment that would take away the Court's budgetary authority. While Mr. Canterbury attests to the accuracy of this memo, a review of all the Court's administrative conference minutes during this period where the Justices discussed such matters does not reflect any conversation that the balance was spent down for this purpose.

During the May 2018 Post Audits Subcommittee meeting, Chief Justice Workman responded to a question from Senate President Carmichael regarding the spend down of these excess funds and the statements made by Mr. Canterbury in his memo. The Chief Justice responded that she, nor any of the Justices, discussed the need to spend this balance down to avoid sponsorship of a constitutional amendment. Further, she stated she was concerned with how this money was spent which is why she had asked for Mr. Canterbury to provide an explanation, which in turn resulted in his November 7, 2016 memo. The report that follows discusses the memo written by Mr. Canterbury and the Post Audit Division's review of expenditures that contributed to the spend down of the \$29 million of excess funds re-appropriated by the Court in Fiscal Year 2012.

In Fiscal Year 2012, the Supreme Court of Appeals of West Virginia had unused appropriated General Revenue Funds totaling \$29 million. By Fiscal Year 2016, this re-appropriated fund balance was reduced to \$333,514 for various reasons, including the renovations to the Justice's chambers and other Court facilities.

The Legislative Auditor first became aware of concerns regarding the spend down of the Court's re-appropriated fund balance while reviewing memos written by Justice Loughry responding to questions concerning his Court vehicle use. In an August 26, 2016 memo to the other Justices responding to their questions regarding this vehicle use, Justice Loughry questioned the "*depletion of the Court's so-called rainy day fund in the amount of \$26 million*". Based on this statement, the Legislative Auditor sought to determine how these excess appropriated funds had accumulated up to 2012, and what this money was spent on to reduce it to approximately \$333,514 only four years later.

A meeting was held with the current Administrative Director and the Director of Financial Management to discuss these re-appropriated funds. It soon became clear that determining exactly how these funds were accumulated up to 2012 would not be possible because employees with such knowledge were no longer employed with the Court. However, simply stated, the Court was appropriated more General Revenue Funds than were needed nearly every year since 1997. The graph on the next page shows the trend of the yearly re-appropriated funds.

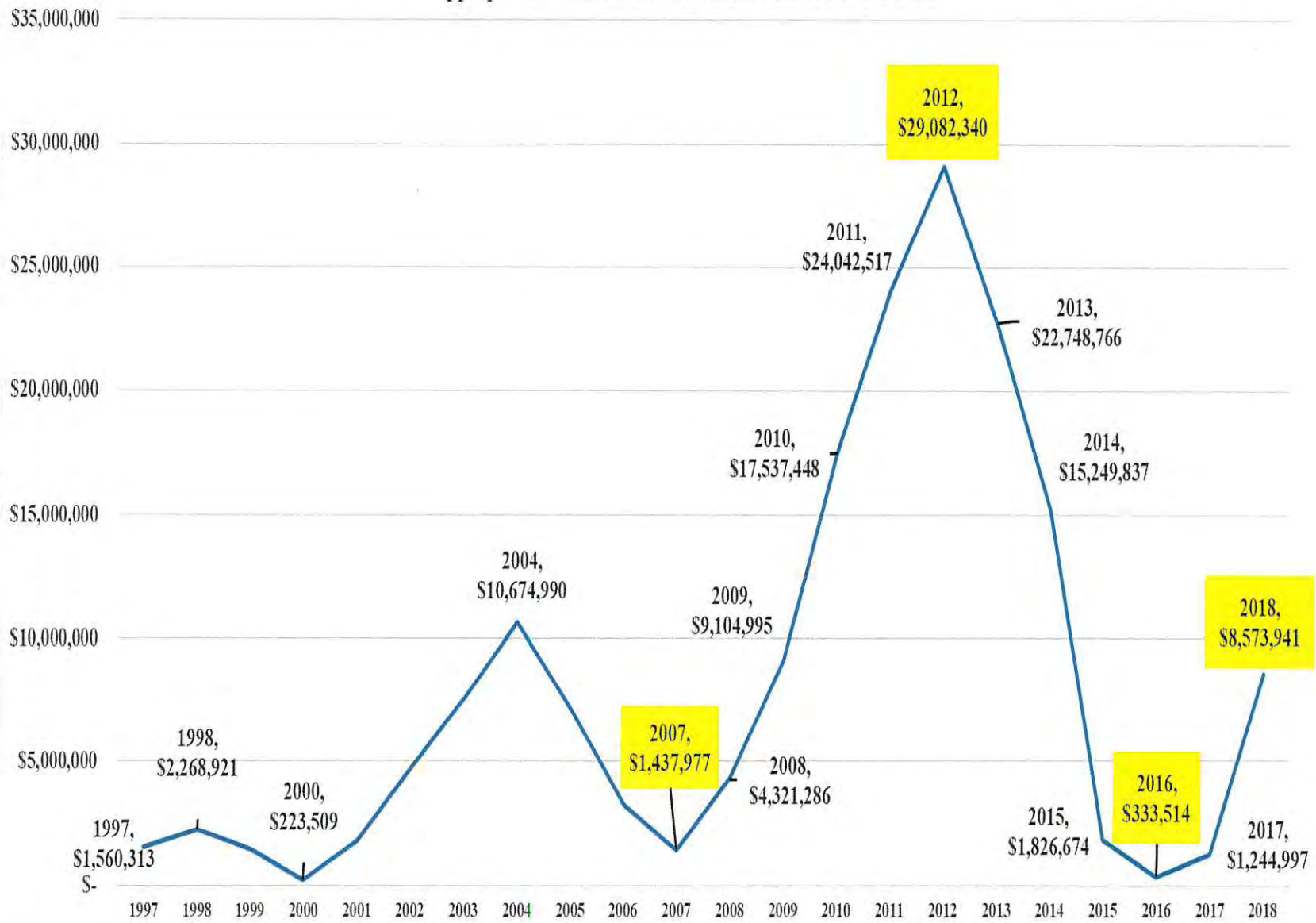
Through a review of the re-appropriations from 2007, when the re-appropriated amount was \$1.4 million, to 2012, when the Court had accumulated \$29 million in excess funds, the Legislative Auditor determined that budgeted funds remained unused in the following categories:

1. Payroll Expenses - \$17,435,464
 - a. Personal Services - \$8,080,741
 - b. Annual Increment - \$827,504
 - c. Employee Benefits - \$8,527,219
2. Child Protection Act Funding - \$3,522,912
3. Unclassified/Current Expenses - \$7,766,363
4. BRIM Premium - \$357,600

Total Funds Re-Appropriated to Fiscal Year 2012 = \$29,082,340*

*Difference of \$1 due to rounding.

Supreme Court of Appeals of West Virginia
 Re-Appropriated General Revenue Funds FY 1997 - FY 2018



Data obtained from the Executive Budget Reports for Fiscal Years 1998 to 2019

November 7, 2016 Memo by Former Administrative Director Steve Canterbury

The memo from the former Administrative Director to Justice Workman on November 7, 2016, suggested several reasons the amount of re-appropriated funds had been depleted. The reasons stated in his memo, which is available in its entirety in Appendix C of this report, are as follows:

Fiscal Year 2011

At the end of 2011, the Court carried over approximately \$29 million into FY 2012.

Fiscal Year 2012

Judges, justices, and magistrates all received pay raises effective July 1, 2011 totaling approximately \$6.1 million which, for this Fiscal Year, was absorbed by the Court using the re-appropriated funds from 2011. The Court's appropriation request for General Revenue Funds was decreased by \$2 million to further reduce some of the re-appropriated funds. The court then carried over approximately \$22.7 million into FY 2013.

Fiscal Year 2013

In his memo, the former Administrative Director indicated that there was "scuttlebutt" in the Senate concerning the Court's re-appropriated funds which was causing more talk of a constitutional amendment to take away the Court's budgetary authority. As a result, the Court absorbed some of the previous year's raises for judges, justices, and magistrates from these re-appropriated funds totaling approximately \$4.4 million. Additionally, unanticipated construction and furniture purchases for Justices' chambers, the business court, the City Center East server room with backup air conditioning and generators, the Clerk's office, and the Justices' Conference Room added additional costs. There was also new Family Court space in several counties that required the purchase of technologies, furniture, and office equipment. Altogether, there was an additional \$1.2 million spent beyond the amount budgeted for these purposes. Finally, the mandate that the drug courts serve all W.Va. counties caused an additional \$1.9 million in drug court expenditures. At the end of FY 2013, the Court re-appropriated approximately \$15.25 million to Fiscal Year 2014.

Fiscal Year 2014

The Court chose to return approximately \$4 million of its discretionary funds to the General Revenue Fund to help with the budget shortfall that year. Also, as stated in this memo,

The Court did not seek appropriations for approximately \$10 million in expenditures in an attempt to bring the year-end balance to as close to zero as possible, mainly to continue to forestall a constitutional amendment. The Court discussed the need to eliminate any carry-over money at the end of the year so that the Senate leadership would not continue down the path towards the sponsorship of such an amendment. So the money was spent from several lines. No one category saw an extremely large increase, but some of the increases were in the new drug courts, the roll-out of the UJA [Unified Judicial Application], the completion of all remodeling in the Capitol and at City Center East, and with mandated raises of certain classifications of employees. (Emphasis Added)

At the end of Fiscal Year 2014 the Court re-appropriated approximately \$1.8 million to Fiscal Year 2015.

Fiscal Year 2015

The Court re-appropriated \$333,514 to Fiscal Year 2016.

As previously stated, how or why the Court accumulated \$29 million in excess General Revenue Funds in 2012 cannot fully be explained. The description of how the funds were spent down in the former Administrative Director's memo does not accurately account for how the money was depleted to a balance of \$333,514 going into 2016. Those instances noted in his memo simply do not fully account for the depletion of \$29 million. As stated in his memo, Mr. Canterbury said:

As can be logically deduced, the carried-over funds were not all spent on a single project or in a single way. Money was spent in several areas in several years that totaled a reduction in the rollover amount of \$28 million

Fiscal Year 2016

The Court re-appropriated approximately \$1.2 million to Fiscal Year 2017. This included \$2 million that was returned to the General Revenue Fund that had been budgeted for the anticipated annual Judicial Retirement contribution.

Post Audit Analysis of Expenditures by the Supreme Court

The Post Audit Division conducted an analysis of the Court's expenditures for Fiscal Years 2012 to 2018 to determine specific categories where the Court had increased its spending over prior years to account for how the \$29 million of re-appropriated funds was decreased to \$333,514 in Fiscal Year 2016, and then again increased to \$8.6 million in 2018. This analysis resulted in the following:

Fiscal Year	Re-Appropriated Balance	Appropriation	Total Available	Total Expenditures	Remaining Balance
2012	\$29,082,340	\$120,483,624	\$149,565,964	\$126,817,198	\$22,748,766
2013	\$22,748,766	\$122,320,952	\$145,069,718	\$129,819,881	\$15,249,837
2014	\$15,249,837	\$121,511,992	\$136,761,829	\$134,935,155	\$1,826,674
2015	\$1,826,674	\$131,812,993	\$133,639,667	\$133,306,154	\$333,513**
2016	\$333,514	\$139,572,495	\$139,906,009	\$138,661,012	\$1,244,997
2017	\$1,244,997	\$141,759,670	\$143,004,667	\$134,430,726	\$8,573,941
2018	\$8,573,941	\$141,759,670	\$150,333,611	N/A*	N/A*

* Those items noted N/A are not available due to data not being available for the completed Fiscal Year 2018. ** Difference of \$1 Due to Rounding
Data obtained from the State of WV Executive Budget Reports FY 2012 - 2019

Fiscal Year	Increase/(Decrease) in Appropriation vs. Prior Year	Increase/(Decrease) in Re-Appropriation vs. Prior Year	Increase/(Decrease) in Expenditures vs. Prior Year	Current Year Increase/(Decrease) in Re-Appropriation	Year End Balance (Re-Appropriation)
2012	\$1,577,432	\$5,039,823	\$12,950,828**	(\$6,333,574)	\$22,748,766
2013	\$1,837,328	(\$6,333,574)	\$3,002,683	(\$7,498,929)	\$15,249,837
2014	(\$808,960)	(\$7,498,929)	\$5,115,274	(\$13,423,163)	\$1,826,674
2015	\$10,301,001	(\$13,423,163)	(\$1,629,001)	(\$1,493,160)	\$333,514
2016	\$7,759,502	(\$1,493,160)	\$5,354,858	\$911,483	\$1,244,997
2017	\$2,187,175	\$911,483	(\$4,230,286)	\$7,328,944	\$8,573,941
2018	\$0	\$7,328,944	N/A*	N/A*	N/A*

* Those items noted N/A are not available due to data not being available for the completed Fiscal Year 2018. ** Difference of \$1 Due to Rounding
Data obtained from the State of WV Executive Budget Reports FY 2012 - 2019

Table 1 above shows the yearly appropriations, amounts re-appropriated from the prior year, and the total available balance of funds. It also shows the total expenditures for each year and the year-end balance of unused funds that are re-appropriated into the next year.

Table 2 provides an analysis of the changes in amounts noted in Table 1 from prior years, current year changes in expenditures, and the year-end balances of unused funds. This includes the change in the amount appropriated to the Court, the change in the unused funds balance that was re-appropriated, and the change in total expenditures as compared to the prior year. It also shows the current year change in the balance of unused funds, as well as the year-end balance of those unused funds that are re-appropriated into the next year.

Fiscal Year 2012

In Fiscal Year 2012, the re-appropriated fund balance was decreased by approximately \$6.3 million, from \$29 million to \$22.7 million. In addition to the \$29 million re-appropriated that year, the Court received an increase in their current year appropriation of \$1.58 million

for a total available balance of \$149.6 million. The Court had roughly \$13 million more in expenditures over the prior year, totaling approximately \$127 million. Nearly all of this increase in expenditures is attributable to payroll expenses, with a total increase of \$12,404,621 over the past year's expenditures totaling nearly \$101 million. Payroll related expenses were approximately 80 percent of the Court's Fiscal Year 2012 expenditures. This correlates to the \$6.1 million of raises given to the judges and justices of the Court as stated in Mr. Canterbury's memo, as well as including other related payroll expense increases. Other areas of spending saw a net increase of \$546,207, with notable increases in the following categories:

Category	Total Expenditures	Increase Over Prior Year
Travel	\$ 1,545,301	\$ 587,784
Telecommunications	\$ 1,384,385	\$ 582,374
Leasehold Improvements	\$ 872,928	\$ 872,928
Computer Equipment	\$ 754,877	\$ 361,270

The reduction of the re-appropriated balance by \$6,333,574 is accounted for as follows:

Increase in Spending FY 2012	\$12,950,828
Less: Increase in Re-Appropriation from FY 2011	(\$5,039,823)
Less: Increase in FY 2012 Appropriation	(\$1,577,432)
Net Decrease in Re-Appropriated Fund Balance	\$6,333,573
	(Difference of \$1 Attributable to Rounding)

Fiscal Year 2013

In Fiscal Year 2013, the re-appropriated balance was further decreased by approximately \$7.5 million, from \$22.7 million to \$15.2 million. In addition to the re-appropriated funds, the Court received an increase in their Fiscal Year 2013 appropriation of \$1.8 million for a total available balance of approximately \$145 million. The Court had a net increase in spending of \$3 million over the prior year. Payroll related expenses increased \$900,491 over the prior year, but with only an additional \$1.8 million in appropriations, the Court was still absorbing some of the salary increases from the prior year through its re-appropriated fund balance. Other areas saw a net increase in expenditures of \$2.1 million. It is difficult to pinpoint exactly what expenditures were attributable to the increase in spending that led to a decrease in the re-appropriated fund balance; however, the following areas saw notable increases in spending over the prior year:

Category	Total Expenditures	Increase Over Prior Year
Contractual Services	\$ 1,769,328	\$ 1,587,586
Computer Services	\$ 2,866,787	\$ 922,348
Routine Building Maintenance	\$ 905,545	\$ 505,223
Office Equipment	\$ 692,135	\$ 330,453
Consulting for Capital Asset Project	\$ 791,113	\$ 725,764

As stated in Mr. Canterbury's memo, the majority of the spending increases over the prior year were for renovations to various family and business courts, the Court's City Center East leased office space, the clerk's office, and the widely publicized renovations and furniture purchases of the Justice's chambers. As also stated in his memo, those related expenditures exceeded the budgeted amount for those renovation projects by \$1.2 million. The Legislative Auditor questions the Court's spending on renovations to the leased space at City Center East, where those renovations would not benefit the Court if it were to vacate that space, but instead would be to the benefit of the lessor.

The reduction of the re-appropriated balance by \$7,498,929 is accounted for as follows:

Increase in Spending FY 2013	\$3,002,683
Plus: Decrease in Amount Re-Appropriated from FY 2012	\$6,333,574
Less: Increase in FY 2013 Appropriation	(\$1,837,328)
Net Decrease in Re-Appropriated Fund Balance	\$7,498,929

Fiscal Year 2014

In Fiscal Year 2014, the Court decreased its re-appropriated fund balance by the greatest amount in the four-year period. In this year, the balance was reduced by \$13.4 million for a total year end balance of \$1.8 million. The Court received \$808,960 less in appropriations for the year for a total available balance of approximately \$136.8 million. Expenditures increased by \$5.1 million over the prior year. Payroll expenses again increased by approximately \$2.4 million over the prior year. Other areas had a net increase in spending of \$2.7 million. Categories of expenditures that saw significant increases in spending included:

Category	Total Expenditures	Increase Over Prior Year
Rental Expenses (Real Property)	\$ 1,157,141	\$ 375,965
Contractual Services	\$ 2,255,231	\$ 485,902
Travel	\$ 2,356,639	\$ 909,251
Computer Services	\$ 3,225,697	\$ 358,910
Attorney Legal Services Payments	\$ 5,056,069	\$ 1,058,542
Miscellaneous Equipment	\$ 825,513	\$ 271,565
Contractor Payments - Capital Asset Project	\$ 1,251,192	\$ 1,251,192
Computer Equipment	\$ 536,464	\$ 409,428

The increases in contractor payments and contractual services are also attributable to the completion of renovations to the Court's City Center East facilities and at the Capitol, including those renovations to the Justices' chambers. This increase in expenditures related to renovations along with a slight reduction in the current year appropriation further decreased the Court's re-appropriated fund balance. The reduction of this balance by \$13.4 million is accounted for as follows:

Increase in Spending FY 2014	\$5,115,274
Plus: Decrease in Amount Re-Appropriated from FY 2013	\$7,498,929
Plus: Decrease in FY 2013 Appropriation	\$808,960
Net Decrease in Re-Appropriated Fund Balance	\$13,423,163

Fiscal Year 2015

The Court carried over approximately \$1.8 million in unused funds into Fiscal Year 2015. It also appropriated an additional \$10.3 million in funds over the previous year for a total available balance of approximately \$133.6 million. According to Mr. Canterbury’s memo, the appropriation request in the prior year was reduced by \$10 million to reduce their year-end balance to as close to zero as possible “*mainly to continue to forestall a constitutional amendment*”. However, in 2015 the Court did seek that increase in appropriation and was granted it. Total expenditures decreased by \$1.6 million over the prior year; however, based on the prior years’ increases in spending, the total expenditures of \$133.3 million reduced the Court’s re-appropriated fund balance to \$333,514 at the end of this year. Payroll expenses again increased, this time by \$1.45 million. The only other area of spending that saw a significant increase was Contractual Services, shown below:

Category	Total Expenditures	Increase Over Prior Year
Contractual Services	\$ 4,990,267	\$ 2,735,036

Fiscal Year 2016

In Fiscal Year 2016, the Court received an additional \$7.76 million in appropriations over the prior year. With the \$333,514 in re-appropriated funds, the total available balance for 2016 was approximately \$140 million. Payroll costs decreased by \$1.7 million in this year, yet overall expenditures increased by \$5.35 million. Some areas that saw an increase include:

Category	Total Expenditures	Increase Over Prior Year
Rental Expenses (Real Property)	\$ 1,545,376	\$ 907,289
Telecommunications	\$ 2,057,853	\$ 715,067
Contractual Services	\$ 6,494,519	\$ 1,504,251
Travel	\$ 3,031,268	\$ 446,726
Attorney Legal Services Payments	\$ 6,989,695	\$ 2,039,508

With the increase in appropriation exceeding the increase in expenditures for Fiscal Year 2016, the Court’s ending balance of unused funds grew from \$333,514 to \$1.24 million.

Fiscal Year 2017

In Fiscal Year 2017, the Court received an additional appropriation of approximately \$2.19 million over the prior year. With the \$1.24 million of unused funds from the prior year, the total available balance was \$143 million. Nearly every category saw a decrease in expenditures, including payroll expenses which decreased by \$71,000. This in turn resulted in the Court’s year-end unused fund balance to increase from \$1.24 million to \$8.57 million, with a total increase of \$7,328,944.

Fiscal Year 2018

In the current fiscal year, which is nearly complete, it appears that the Court's expenditures are again reduced from the prior year. Since the data available is not complete until the close of the fiscal year, it is not possible to report specific decreases at this time. However, it is projected by the Court in a memo from the Court's Director of Finance to the Court's Administrative Director dated February 27, 2018, that this year-end "surplus" will be approximately \$19.5 million. Therefore, from the start of Fiscal Year 2016 to the end of Fiscal Year 2018, the Court will have increased its re-appropriated fund balance by nearly \$19.2 million.

Conclusion

The Legislative Auditor is concerned with the Court's accumulation of appropriated General Revenue Funds in the majority of the years reviewed, with particular regard to the fact that in five years they had re-appropriated funds that went from \$1.4 million in 2007 to \$29 million in 2012. There is also concern over how these funds were subsequently spent down. A focus for an increase in the spending of tax dollars should be on increasing the outcomes for those operations of the Court that benefit the citizens of the State. In Fiscal Year 2012, the \$29 million equated to 24% of the Court's total appropriations (\$120 million) and 25.5% of the Court's total Fiscal Year 2011 expenditures (\$113.9 million). The Court's re-appropriated fund balance totaled approximately \$8.6 million at the beginning of Fiscal Year 2018. If the Court's current projection is accurate, this balance will grow to \$19.5 million at the end of the current fiscal year. The total growth from Fiscal Year 2016 to 2019 will be nearly \$19.2 million in unused appropriated funds, equaling 14% of the Court's 2018 total appropriations.

The Legislative Auditor's Post Audit Division will continue its research in identifying specific expenditures that attributed to the increased spending and reduction of the \$29 million of excess funds. Those areas identified in this report as having a significant increase in spending over the prior year will be further reviewed to identify the specific reasons that these monies were spent. This information will be presented to the Post Audits Subcommittee at an upcoming meeting.

WEST VIRGINIA LEGISLATURE
Joint Committee on Government and Finance

Appendix A

1900 Kanawha Blvd. East, Room E-132
Charleston, WV 25305-0610
(304) 347-4800
(304) 347-4819 FAX



Aaron Allred
Legislative Manager

June 14, 2018

Lori J Paletta-Davis, Esq., Administrative Counsel
WV Supreme Court of Appeals
Capitol Complex
1900 Kanawha Blvd. E
Bldg. 1, Room E-100
Charleston, WV 25305-0830

Dear Ms. Paletta-Davis:

This is to transmit a draft copy of the Post Audit Division's Report on the Supreme Court of Appeals of West Virginia. This report is tentatively scheduled to be presented during the June interim meeting of the Post Audits Subcommittee. We will inform you of the exact date, time, and location once the information becomes available, but at this time we anticipate that meeting to be held Sunday, June 24, 2018 1:00 pm in the Senate Finance Committee Room, Room 451-M. It is expected that a representative from the Supreme Court of Appeals of West Virginia be present at the meeting to respond to the report and answer any questions committee members may have during or after the meeting.

If you would like to schedule an exit conference to discuss any concerns you may have with the report, please notify Nathan Harris, at 304-347-4880 as soon as possible. In addition, if you would like to provide a written response to be included in the report, it must be submitted to our office by Noon Friday, June 22, 2018, for it to be included in the final report. Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink that reads "Aaron Allred".

Aaron Allred

Enclosure

Cc. Chief Justice Margaret L. Workman
Justice Menis E. Ketchum, II
Justice Robin Jean Davis
Justice Elizabeth D. Walker

Appendix B

Objective, Scope, and Methodology

The Post Audit Division within the Office of the Legislative Auditor conducted this audit pursuant to Chapter 4, Article 2, Section 5 of the *West Virginia Code*, as amended.

Objectives

This is the third in a series of audit reports of the Supreme Court of Appeals of West Virginia. The objective of this report is to provide information concerning the Court's accumulation of \$29 million of unused appropriated funds that were re-appropriated into Fiscal Year 2012, the spend down of this balance to \$333,514 at the end of Fiscal Year 2015, those areas of expenditures that saw a significant increase over prior years, and finally to provide information concerning the Court's growing balance of unused funds.

Scope

The scope of this audit consists of an analysis of budget information and appropriations for the Court for Fiscal Years 1998 to present; and an analysis of expenditures for Fiscal Years 2012 through present.

Methodology

Evidence was gathered from various sources including internal court memorandums, administrative conference meetings of the Court discussing budget matters, executive budget reports, WVFIMS and wvOASIS transaction data, invoices, and testimonial evidence of Court employees.

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

MEMORANDUM

TO: ALL JUSTICES

FROM: STEVE CANTERBURY *SAC*

DATE: November 7, 2016

SUBJECT: Review of the Lowered Reappropriation from FY 2011 until the Present

Justice Workman asked that I prepare a memorandum to explain how the appropriation rollover of some \$29 million in FY 2011 has resulted in a rollover this past fiscal year of \$1.3 million. In brief, she wants to know where the money went.

As can be logically deduced, the carried-over funds were not all spent on a single project or in a single way. Money was spent in several areas in several years that totaled a reduction in the rollover amount of \$28 million. And there was a decision by the Court to ask for lower appropriations during the most recent fiscal years due to growing concerns that key Senate leaders were angered by the excessive amount of the Court's "surplus funds," as they styled it. That anger led to discussions among legislators about sponsoring a constitutional amendment to remove the budgetary privilege of appropriation self-determination that the Court now enjoys.

Before getting into the specifics year-by-year, it is necessary to point out that not only is every dime accounted for in Director of Finance Sue Troy's electronic files, but that the Court approved each of the appropriation requests with an understanding of the major issues and expenditures that the Court was facing when approving these requests, issues such as the threat of a successful constitutional amendment to take away the Court's budgetary independence if the Court continued to have a large fund at the end of each fiscal year, especially as the State faced greater and greater shortages. If any member of the Court wishes to know about any specific expenditure areas to the dime, then Director Troy would be happy to provide that information.

Justice Workman asked that as much of this information as possible be put into bullet points and, in any case, to keep the memorandum brief:

FY 2011

- At the end of FY 2011, the Court carried over approximately \$29 million.

FY 2012

- During the Legislative Session of 2011, Justices, judges, and magistrates all received pay raises effective July 1, 2011. However, the Legislative leadership held up that legislation until they were assured that the Court could digest the additional \$6.1 million, which the Court did. The Legislature did not provide additional, supplemental money to cover those costs.
- The Court also gave back \$2 million to the General Revenue Fund that year.
- At the end of FY 2012, the Court rolled over some \$22.7 million into the next fiscal year. A few lines did not cost as much as were projected some eighteen months earlier when the appropriation request was prepared which is why there was not an ever lower carry-over amount.

FY 2013

- With Senator Prezioso as Chair of Senate Finance and Senator Unger as Majority Leader, scuttlebutt about the Legislative leadership's frustration with the Court's so-called "surplus" started to grow more shrill, and there was more talk of a constitutional amendment to take away the Court's budgetary authority. Therefore, some of the previous year's pay raises were digested in FY 2012: \$4.4 million.
- Some unanticipated construction and furniture purchases for Justices' chambers, the business court, the City Center East server room with backup air conditioning and generators, the Clerk's office, and the Justices' Conference Room added additional costs. There was also new Family Court space in several counties that required the purchase of technologies, furniture, and office equipment. Altogether, there was an additional \$1.2 million spent beyond the budgeted amount.
- The Legislature mandated that drug courts serve all of the state's counties causing an unanticipated spike in drug court expenditures of \$1.9 million.
- At the end of FY 2013, the Court reappropriated \$15.25 million.

FY 2014

- The Court agreed to return \$4 million to the General Revenue Fund.

- The Court did not seek appropriations for approximately \$10 million in expenditures in an attempt to bring the year-end balance to as close to zero as possible, mainly to continue to forestall a constitutional amendment. The Court discussed the need to eliminate any carry-over money at the end of the year so that the Senate leadership would not continue down the path towards the sponsorship of such an amendment. So the money was spent from several lines. No one category saw an extremely large increase, but some of the increases were in the new drug courts, the roll-out of the UJA, the completion of all remodeling in the Capitol and at City Center East, and with mandated raises of certain classifications of employees.
- At the end of FY 2014, the Court reappropriated \$1.8 million.

Since then, the Court has appropriated enough to cover expenditures ending FY 2015 with \$333,514 and FY 2016 with \$1,244,997. The reappropriated amount in FY 2016 includes the \$2 million that was returned to the General Revenue Fund that had been budgeted for the anticipated annual Judicial Retirement contribution. The latter figure would have been a bit lower had more work been done on a couple of the newly created judges' spaces in the first half of that fiscal year.

As requested, I kept this explanation brief. If any more details are requested by any member of the Court, please let me know. Or contact Director Troy directly.

Thank you.



POST AUDITS SUBCOMMITTEE
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Roman Prezioso

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Tim Armstead, *Speaker*
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Eric Nelson Jr.



JOINT COMMITTEE ON GOVERNMENT AND FINANCE
WEST VIRGINIA OFFICE OF THE LEGISLATIVE AUDITOR
- POST AUDIT DIVISION -

Legislative Auditor: Aaron Allred

Room 329 W, Building 1
1900 Kanawha Boulevard East
Charleston, West Virginia 25305
Phone: (304) 347-4880



Neutral

As of: September 7, 2018 6:35 PM Z

Lawyer Disciplinary Bd. v. White

Supreme Court of Appeals of West Virginia
February 6, 2018, Submitted; March 15, 2018, Filed
No. 16-1003

Reporter

811 S.E.2d 893 *; 2018 W. Va. LEXIS 195 **

LAWYER DISCIPLINARY BOARD, Petitioner v.
BENJAMIN F. WHITE, a member of the West Virginia
State Bar, Respondent

client's vulnerability, the attorney's past disciplinary record, and nonresponse to the proceedings were aggravating factors.

Prior History: [****1**] Lawyer Disciplinary Proceeding. Nos. 15-03-283, 15-03-285, 15-03-288.

Outcome

License annulled; costs ordered.

[Lawyer Disciplinary Bd. v. White, 234 W. Va. 167, 764 S.E.2d 327, 2014 W. Va. LEXIS 978 \(Sept. 30, 2014\)](#)

LexisNexis® Headnotes

Disposition: ANNULMENT AND COSTS.

Core Terms

Disciplinary, recommended, probation, charges, misconduct, sexual relations, sanctions, provides, vulnerable, alcohol, license, aggravating factor, discipline, Ethics, disciplinary proceeding, mitigating factors, annulled, disciplinary board, allegations, responsive, scheduling, violating, expenses, factors, felony, appropriate sanction, conflicting interest, communicated, profession, reprimand

Civil Procedure > Appeals > Standards of Review > Clearly Erroneous Review

Legal Ethics > Sanctions > Disciplinary Proceedings > Appeals

Civil Procedure > Appeals > Standards of Review > De Novo Review

Case Summary


Overview

HOLDINGS: [1]-Since the attorney had failed to responde to the charges against him and the Hearing Panel Subcommittee ruled that the factual allegations in the statement of charges were deemed admitted, there was no basis to disturb the determination that the attorney had violated five separate provisions of the Rules of Professional Conduct; [2]-Annulment of the attorney's license was appropriate where he had intentionally pursued a personal relationship with a client facing criminal charges, he had provided the client with drugs and alcohol despite knowing her past battles with drug addiction and the drug testing requirements of her probation, there were no mitigating factors, and the

HN1 Standards of Review, Clearly Erroneous Review

A de novo standard applies to a review of the adjudicatory record made before the Lawyer Disciplinary Board as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; the Supreme Court of Appeals of West Virginia gives respectful consideration to the Board's recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the Board's findings of fact, unless such findings are not supported by reliable, probative, and substantial evidence on the whole record.

Legal Ethics > Sanctions > Disciplinary Proceedings > Appeals


[HN2](#)  **Disciplinary Proceedings, Appeals**

While the Supreme Court of Appeals of West Virginia respectfully consider the Hearing Panel Subcommittee's recommendations on the appropriate sanctions, the Supreme Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions, or annulments of attorneys' licenses to practice law.

[Evidence > Burdens of Proof > Allocation](#)

[Legal Ethics > Sanctions > Disciplinary Proceedings > Hearings](#)

[Evidence > Burdens of Proof > Clear & Convincing Proof](#)

[HN3](#)  **Burdens of Proof, Allocation**


The Supreme Court of Appeals of West Virginia has consistently held that in lawyer disciplinary matters, the Office of Disciplinary Counsel has the burden to prove the allegations of the formal charge by clear and convincing evidence.

[Legal Ethics > Sanctions > General Overview](#)

[HN4](#)  **Legal Ethics, Sanctions**

In deciding on the appropriate disciplinary action for ethical violations, the Supreme Court of Appeals of West Virginia must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession.

[Legal Ethics > Sanctions > General Overview](#)

[HN5](#)  **Legal Ethics, Sanctions**

W. Va. R. Law. Disc. P. 3.16 enumerates factors to be considered in imposing sanctions and provides as follows: In imposing a sanction after a finding of lawyer misconduct, unless otherwise provided in these rules, the Supreme Court of Appeals of West Virginia or the Lawyer Disciplinary Board shall consider the following

factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors.

[Legal Ethics > Sanctions > General Overview](#)

[HN6](#)  **Legal Ethics, Sanctions**

In considering the fourth Jordan factor, aggravating or mitigating factors, the Supreme Court of Appeals of West Virginia has explained that mitigating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify a reduction in the degree of discipline to be imposed. The Supreme Court has consistently described mitigating factors as follows: Mitigating factors which may be considered in determining the appropriate sanction to be imposed against a lawyer for violating the Rules of Professional Conduct include: (1) absence of a prior disciplinary record; (2) absence of a dishonest or selfish motive; (3) personal or emotional problems; (4) timely good faith effort to make restitution or to rectify consequences of misconduct; (5) full and free disclosure to disciplinary board or cooperative attitude toward proceedings; (6) inexperience in the practice of law; (7) character or reputation; (8) physical or mental disability or impairment; (9) delay in disciplinary proceedings; (10) interim rehabilitation; (11) imposition of other penalties or sanctions; (12) remorse; and (13) remoteness of prior offenses.

[Legal Ethics > Sanctions > General Overview](#)

[HN7](#)  **Legal Ethics, Sanctions**

Aggravating factors in a lawyer disciplinary proceeding are any considerations or facts that may justify an increase in the degree of discipline to be imposed. There is no magic formula for the Supreme Court of Appeals of West Virginia to determine how to weigh the host of mitigating and aggravating circumstances to arrive at an appropriate sanction; each case presents different circumstances that must be weighed against the nature and gravity of the lawyer's misconduct.

Legal Ethics > Sanctions > General Overview

[HN8](#) Legal Ethics, Sanctions

A person named in a disciplinary proceeding before the Supreme Court of Appeals of West Virginia, who, after the Hearing Panel Subcommittee has filed its Report with the recommended sanctions, commits a violation of the Rules of Professional Conduct related to the facts in the underlying complaint may be subject to an increased degree of discipline. Such subsequent misconduct may be relied upon by the Supreme Court as an aggravating factor that justifies enhancement of the recommended sanctions of the Hearing Panel Subcommittee.

Syllabus

BY THE COURT

1. "A *de novo* standard applies to a review of the adjudicatory record made before the [Lawyer Disciplinary Board] as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; this Court gives respectful consideration to the [Board's] recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the [Board's] findings of fact, unless such findings are not supported by reliable, probative, and substantial evidence on the whole record." [Syllabus Point 3, Committee on Legal Ethics v. McCorkle, 192 W. Va. 286, 452 S.E.2d 377 \(1994\)](#).
2. "This Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law." [Syllabus Point 3, Committee on Legal Ethics v. Blair, 174 W. Va. 494, 327 S.E.2d 671 \(1984\)](#).
3. "In deciding on the appropriate disciplinary action for ethical violations, this Court must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore **[**2]** public confidence in the ethical standards of the legal profession." [Syllabus Point 3, Committee on Legal Ethics v. Walker, 178 W. Va. 150, 358 S.E.2d 234 \(1987\)](#).
4. "Rule 3.16 of the West Virginia Rules of Lawyer Disciplinary Procedure enumerates factors to be considered in imposing sanctions and provides as follows: 'In imposing a sanction after a finding of lawyer misconduct, unless otherwise provided in these rules, the Court [West Virginia Court of Appeals] or Board [Lawyer Disciplinary Board] shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors.'" [Syllabus Point 4, Office of Lawyer Disciplinary Counsel v. Jordan, 204 W. Va. 495, 513 S.E.2d 722 \(1998\)](#).
5. "Mitigating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify a reduction in the degree of discipline to be imposed." [Syllabus Point 2, Lawyer Disciplinary Board v. Scott, 213 W. Va. 209, 579 S.E.2d 550 \(2003\)](#).
6. "Mitigating factors which may be considered in determining the appropriate sanction to be imposed against a lawyer for violating the Rules of Professional Conduct include: (1) absence of a prior disciplinary record; (2) absence of a dishonest or selfish motive; **[**3]** (3) personal or emotional problems; (4) timely good faith effort to make restitution or to rectify consequences of misconduct; (5) full and free disclosure to disciplinary board or cooperative attitude toward proceedings; (6) inexperience in the practice of law; (7) character or reputation; (8) physical or mental disability or impairment; (9) delay in disciplinary proceedings; (10) interim rehabilitation; (11) imposition of other penalties or sanctions; (12) remorse; and (13) remoteness of prior offenses." [Syllabus Point 3, Lawyer Disciplinary Board v. Scott, 213 W. Va. 209, 579 S.E.2d 550 \(2003\)](#).
7. "Aggravating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify an increase in the degree of discipline to be imposed." [Syllabus Point 4, Lawyer Disciplinary Board v. Scott, 213 W. Va. 209, 579 S.E.2d 550 \(2003\)](#).
8. "A person named in a disciplinary proceeding before this Court, who, after the Hearing Panel Subcommittee has filed its Report with recommended sanctions, commits a violation of the Rules of Professional Conduct related to the facts in the underlying complaint may be subject to an increased degree of discipline. Such subsequent misconduct may be relied upon by this Court as an aggravating factor that justifies

enhancement of the recommended sanctions of the Hearing Panel Subcommittee." **[**4]** [Syllabus Point 7, Lawyer Disciplinary Board v. Grafton, 227 W. Va. 579, 712 S.E.2d 488 \(2011\).](#)

Counsel: For Petitioner: Renee N. Frymyer, Esq.,
Office of Disciplinary Counsel, Charleston, West Virginia.

For Respondent: Benjamin F. White, Esq.,
Chapmanville, West Virginia.

Judges: JUSTICE WALKER delivered the Opinion of the Court.

Opinion by: WALKER

Opinion

[*896] WALKER, Justice:

Benjamin F. White is a lawyer who convinced A.S.¹ to hire him as counsel after A.S. was charged with one count of felony child neglect in April 2015. Mr. White never discussed (or documented) his fee arrangement with A.S., but immediately pursued an intimate relationship with her. Mr. White took A.S. on out-of-town trips, during which he provided her with alcohol and drugs — causing her to violate the terms of her probation — and engaged in sexual relations with her. A.S. eventually reported Mr. White's conduct and he was promptly removed as her counsel in June 2015. Mr. White was charged with violating six separate provisions of the West Virginia Rules of Professional Conduct, but he failed to respond to the formal statement of charges. Following a hearing at which both Mr. White and A.S. testified, the Hearing Panel Subcommittee (HPS) of the Lawyer Disciplinary Board (LDB) recommended that Mr. White be suspended from the practice **[**5]** of law for five years. Upon consideration of Mr. White's egregious conduct, including the additional aggravating factor that Mr. White disregarded this Court's order to file a responsive brief, we order that his license be annulled.

I. FACTUAL AND PROCEDURAL BACKGROUND

¹Because of the sensitive nature of the facts alleged in this case, initials are used herein for Mr. White's client. See W. Va. R. App. P. 40(e); [State v. Edward Charles L., 183 W. Va. 641, 645 n. 1, 398 S.E.2d 123, 127 n. 1 \(1990\).](#)

Mr. White is a lawyer practicing in Chapmanville, West Virginia who was admitted to the West Virginia State Bar on November 2, 2005. Mr. White was previously reprimanded in 2014. Additionally, Mr. White's license was administratively suspended on November 13, 2017 for nonpayment of dues and noncompliance with the financial responsibility disclosure requirement, but was reinstated on February 2, 2018 after complying with both. The current proceeding arises from three lawyer ethics complaints filed against Mr. White in July 2015—all stemming from allegations of misconduct in relation to his representation of A.S. in a felony criminal matter.²

A. Underlying Facts and Allegations

In October 2014, Mr. White sent A.S. a Facebook friend request and began sending her messages through that social media platform. Throughout early 2015, though Mr. White and A.S. communicated online occasionally about her ongoing divorce proceeding, **[**6]** she testified that she did not consider him to be her attorney. The nature of their relationship changed, however, on April 22, 2015, when A.S. was charged with one felony count of gross child neglect. A.S. was appointed representation, but after speaking with Mr. White—who advised her that court appointed attorneys "were not as good as [him]"—she requested that the public defender be removed as counsel. Although Mr. White and A.S. did not reduce his representation to a formal written agreement or set his rate of pay, Mr. White filed a Notice of Appearance on May 19, 2015.

After representation began, Mr. White came to A.S.'s residence unannounced on **[*897]** several occasions. Though A.S. acknowledges that they had a friendship beyond the usual attorney-client relationship, she testified that she felt that he was "pushy and bullish" during this time. Because Mr. White never asked for payment for his services, A.S. testified that she felt obligated to be friendly with him and that she didn't feel like she could turn down his requests, specifically testifying that she felt that "if she quit having anything to

²The first complaint was filed on July 1, 2015, by Judge Miki Thompson, Circuit Court Judge for the Thirtieth Judicial Circuit of West Virginia (I.D. No. 15-03-283). The second complaint was filed on July 6, 2015, by Teresa C. McCune, Chief Public Defender for the Thirtieth Judicial Circuit of West Virginia, who served as appointed counsel for A.S. in the associated criminal case (I.D. No. 15-03-285). The final complaint was filed on July 8, 2015, by A.S., Mr. White's client in the associated criminal case (I.D. No. 1503-288).

do with him, then he wasn't going to be [her] lawyer anymore."

At her plea hearing on [**7] May 28, 2015, A.S.'s home confinement was suspended and she was placed on probation. Immediately afterward, Mr. White insisted that they drive to Charleston to "celebrate." Once in Charleston, Mr. White took A.S. to dinner and purchased alcoholic drinks for her, despite knowing that her consumption of those drinks would violate her probation. On their way home, in the early morning hours of May 29, 2015, Mr. White took her to the ATV resort he owns and they engaged in sexual relations for the first time.

The following week, Mr. White and A.S. traveled together again when she accompanied him to Louisville, Kentucky for an ATV convention. Mr. White told her not to mention to anyone at the convention that he was her lawyer. On the way to Louisville, Mr. White gave A.S. an entire bottle of Xanax. In addition to ingesting a number of those pills, she consumed alcohol that was also provided by Mr. White and the two again engaged in sexual relations.

After the Louisville trip, Mr. White threatened to "put [A.S.] in jail" for one year for leaving her required alternative sentencing program classes early, despite her having permission to do so. On one such occasion, Mr. White came to the location [**8] where A.S. attended classes and began questioning other workers as to her whereabouts. One of the workers told Mr. White that A.S. left in a gold Suburban and Mr. White asked a friend on the police department to stop the automobile in an attempt to find her. When Mr. White and A.S. next spoke, A.S. told Mr. White that she was upset that he had involved the police because she could have been arrested. According to A.S.'s testimony, Mr. White responded, "that would have been good for [her]" and "that's what [she] need[s]." A.S. testified that after this encounter she was paranoid that he would try to "set her up." Notwithstanding this concern, Mr. White and A.S. ultimately reconciled and were on "good terms for a week." During this time, Mr. White and A.S. again traveled to Charleston and engaged in sexual relations. Once more, Mr. White purchased alcohol for A.S. while she was still on probation.

During this time, Mr. White continued serving as A.S.'s lawyer by filing various motions.³ A.S. testified that she

³Mr. White filed a Motion to Reduce Probation Fees on June 16, 2015. On June 18, 2015, Mr. White filed a Motion to

believed Mr. White filed motions relating to her plea solely to remain involved with her case. Mr. White also gave A.S.'s children gifts during his representation and paid to have [**9] her cell phone fixed.

On June 22, 2015, A.S. told A.S.'s community service manager, Ms. Maynard, about Mr. White's behavior. Ms. Maynard accompanied A.S. to Judge Thompson's office, where A.S. requested a new lawyer. On June 24, 2015, Mr. White was removed as counsel and Theresa McCune was appointed to represent her. A.S.'s probation was ultimately revoked due to a failed drug screen and she was sentenced to jail as a result. A.S. testified that the situation with Mr. White was very stressful and embarrassing, and had occurred at a very vulnerable time in her life. She cited her "downfall" as the prescription Xanax Mr. White had provided to her.

B. Charges by the Lawyer Disciplinary Board

Upon review of the three complaints filed against Mr. White, the Investigative Panel of the LDB filed a formal Statement of Charges on October 26, 2016, alleging that Mr. White violated the following Rules of Professional Conduct: Rule 1.7(a)(2) (conflict of interest; current clients),⁴ Rule 1.8(e) (conflict of interest/prohibition on providing financial assistance [**898] to a client),⁵ Rule 1.8(j) (conflict of interest/prohibition on sexual relations with a client),⁶

Amend Language of Plea and Sentencing Order and a Motion to Withdraw Felony Plea.

⁴Rule 1.7(a)(2) provides:

[e]xcept as provided in paragraph (b), a lawyer shall not represent a client if the representation involves a concurrent conflict of interest. A concurrent conflict of interest exists if: (2) there is a significant risk that the representation of one or more clients will be materially limited . . . by a personal interest of the lawyer.

⁵Rule 1.8(e) provides:

[a] lawyer shall not provide financial assistance to a client in connection with pending or contemplated litigation, except that: (1) a lawyer may advance court costs and expenses of litigation, the repayment of which may be contingent on the outcome of the matter; and (2) a lawyer representing an indigent client may pay court costs and expenses of litigation on behalf of the client.

⁶Rule 1.8(j) provides:

[a] lawyer shall not have sexual relations with a client whom the lawyer personally represents during the legal

Rule 4.2 (prohibition on communication with persons represented by counsel),⁷ Rule 1.5(b) (requiring communication of scope of representation, **[**10]** fees, and expenses),⁸ and Rule 8.4(d) (misconduct).⁹ Further, the LDB listed—as an aggravating factor—a prior disciplinary offense, which resulted in this Court issuing a reprimand for Mr. White's violation of Rules 1.15(b) and (c) (safekeeping property).

The Statement of Charges was served upon Mr. White on November 10, 2016,¹⁰ when he appeared for the Scheduling Conference. He verbally agreed to accept service as of that date. But, Mr. White failed to respond to these formal charges as required by Rule of Lawyer Disciplinary Procedure **[**12]** (RLDP) 2.12.¹¹ Accordingly, the Office of Disciplinary Counsel (ODC) filed a Motion to Deem Admitted the Factual Allegations in the Statement of Charges. The ODC also filed a Motion to Exclude Testimony of Witnesses and Documentary Evidence or Testimony of Mitigating Factors because Mr. White failed to provide his discovery to the ODC as he was obligated to do under RLDP 3.4.¹² These motions were granted by the HPS at

the April 17, 2017 prehearing.

C. HPS Report and Recommended Sanctions

This **[**13]** matter proceeded to hearing before the HPS in Charleston on April 24, 2017, at **[*899]** which the HPS heard testimony from A.S. and from Mr. White. As a result of the HPS's ruling to deem the factual allegations in the statement of charges admitted, in conjunction with it considering the evidence presented, the HPS found that Mr. White violated Rules of Professional Conduct 1.7(a)(2), 1.8(e), 1.8(j), 1.5(b), and 8.4(d). The HPS further found that there were no mitigating factors present, but found several aggravating factors, including past discipline by this Court and the vulnerability of the victim in this matter. As to sanctions, the HPS recommended that Mr. White's law license be suspended for a period of five years and that he be required to pay the costs of the proceedings.

On September 13, 2017, the ODC filed its consent to the recommendation of the HPS. This Court, however, did not concur with the recommendation of the HPS and on October 18, 2017, ordered this matter to be

shall also be communicated to the client.

⁹Rule 8.4 provides "[i]t is professional misconduct for a lawyer to:...(d) engage in conduct that is prejudicial to the administration of justice."

¹⁰The Clerk previously attempted service of process upon Mr. White by certified mail on or about October 27, 2016, but the correspondence was returned on or about December 14, 2016, marked unclaimed.

¹¹Rule 2.12 provides, in part: "[responsive] pleadings shall be filed by the respondent with the Clerk of the Supreme Court of Appeals and the Office of Disciplinary Counsel not more than thirty days after service of the formal charges."

¹²Rule 3.4, in relevant part, provides:

Within 30 days after receiving Disciplinary Counsel's mandatory discovery, the respondent shall provide the Office of Disciplinary Counsel with the complete identity, address and telephone number of any person with knowledge about the facts of any of the charges; provide a list of the proposed witnesses to be called at the hearing, including their addresses, telephone numbers, and a summary of their anticipated testimony; provide a disclosure of any trial expert pursuant to the requirements of Rule 26(b)(4) of the West Virginia Rules of Civil Procedure; provide inspection and copying of the results of any reports of physical or mental examinations or scientific tests or experiments; and provide a list and copy of any proposed exhibit to be used at the hearing.

representation unless a consensual relationship existed between them at the commencement of the lawyer/client relationship. For purposes of this rule, "sexual **[**11]** relations" means sexual intercourse or any touching of the sexual or other intimate parts of the lawyer for the purposes of arousing or gratifying the sexual desire of either party or as a means of abuse.

⁷Rule 4.2 provides:

[i]n representing a client, a lawyer shall not communicate about the subject of representation with a person the lawyer knows to be represented by another lawyer in the matter, unless the lawyer has the consent of the other lawyer or is authorized to do so by law or a court order.

⁸Rule 1.5(b) provides:


[t]he scope of the representation and the basis or rate of the fee and expenses for which the client will be responsible shall be communicated to the client in writing, before or within a reasonable time after commencing the representation, except when the lawyer will charge a regularly represented client on the same basis or rate. Any changes in the basis or rate of the fee or expenses


scheduled for oral argument under Rule 19 of the West Virginia Rules of Appellate Procedure.

Although this Court directed the ODC and Mr. White to brief the matter pursuant to the scheduling order, Mr. White did not file a responsive brief. On January 8, 2018, the ODC filed a motion urging this Court to consider Mr. White's failure to **[**14]** file a responsive brief in accordance with this Court's scheduling order as an additional aggravating factor. The ODC now requests that we enhance Mr. White's sanction from the five-year suspension recommended by the HPS to annulment of his license to practice law.


II. STANDARD OF REVIEW

We review lawyer disciplinary proceedings using the following standards:

HN1  A *de novo* standard applies to a review of the adjudicatory record made before the [Lawyer Disciplinary Board] as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; this Court gives respectful consideration to the [Board's] recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the [Board's] findings of fact, unless such findings are not supported by reliable, probative, and substantial evidence on the whole record.¹³

HN2  While we respectfully consider the HPS's recommendations on the appropriate sanctions, "[t]his Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law."¹⁴ Keeping these standards **[**15]** in mind, we proceed to consider the arguments before the Court.

III. DISCUSSION


HN3  We have consistently held that in lawyer disciplinary matters, the ODC has the burden "to prove

¹³ *Syl. Pt. 3, Comm. on Legal Ethics v. McCorkle*, 192 W. Va. 286, 452 S.E.2d 377 (1994).


¹⁴ *Syl. Pt. 3, Comm. on Legal Ethics v. Blair*, 174 W. Va. 494, 327 S.E.2d 671 (1984).

the allegations of the formal charge by clear and convincing evidence."¹⁵ In contrast to most cases we review, Mr. White failed to respond to the charges against him and the HPS ruled that the factual allegations in the Statement of Charges were deemed admitted by Mr. White. We find no basis to disturb the underlying determination by the HPS that Mr. White violated five separate provisions of the Rules of Professional Conduct.

As such, we need only consider the appropriate sanctions for Mr. White's egregious conduct. In doing so, we are mindful of our underlying obligation to weigh the multiple considerations in this matter:

HN4  In deciding on the appropriate disciplinary action for ethical violations, this Court must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession.¹⁶

With these principles **[**16]** in mind, we turn to the factors to be considered in imposing sanctions as set forth in Rule 3.16 of the RLDP. **[*900]** We begin with our holding in *Office of Disciplinary Counsel v. Jordan*:

HN5  Rule 3.16 of the West Virginia Rules of Lawyer Disciplinary Procedure enumerates factors to be considered in imposing sanctions and provides as follows: "In imposing a sanction after a finding of lawyer misconduct, unless otherwise provided in these rules, the Court [West Virginia Court of Appeals] or Board [Lawyer Disciplinary Board] shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors."¹⁷

¹⁵ *Syl. Pt. 1, in part, Lawyer Disciplinary Bd. v. McGraw*, 194 W. Va. 788, 461 S.E.2d 850 (1995).

¹⁶ *Syl. Pt. 3, Comm. on Legal Ethics v. Walker*, 178 W. Va. 150, 358 S.E.2d 234 (1987).

¹⁷ *Syl. Pt. 4, Office of Lawyer Disciplinary Counsel v. Jordan*, 204 W. Va. 495, 513 S.E.2d 722 (1998).

In applying the first *Jordan* factor, the HPS found—and we agree—that Mr. White violated several duties owed to his client, to the public, and to the legal profession. As a defendant in a felony criminal matter, A.S. was in a particularly vulnerable situation and relied on Mr. White to protect her liberty. Mr. White's decision to pursue a personal relationship with such a vulnerable [**17] client reflects adversely on his character and fitness to practice law for a number of reasons.

First, by initiating an intimate and sexual relationship with A.S. after becoming counsel of record in her criminal matter, Mr. White's ability to exercise independent judgment and render her with independent advice became impaired. Second, Mr. White—by inviting A.S. to accompany him on an overnight trip and purchasing alcoholic drinks for her and providing her with prescription Xanax while she was on supervised probation—directly assisted A.S. in violating the terms of her court ordered probation, falling far short of his fiduciary role in the matter. Third, Mr. White never confirmed the scope of his representation, nor did he provide the basis or rate of fees and expenses in writing. This resulted in A.S. feeling indebted to Mr. White and afraid to terminate the attorney-client relationship for fear of retribution.

More broadly, Mr. White's reprehensible conduct fell short of the duties owed to the public and to the legal profession. As officers of the court, lawyers are required to act in a manner to maintain the integrity of the Bar.¹⁸ It is abundantly clear that the actions Mr. White took [**18] with respect to his representation of A.S. were directly contrary to this obligation.

Turning to the second *Jordan* factor, we examine Mr. White's mental state at the time of his misconduct to determine whether he acted knowingly, intentionally, or negligently. The undisputed facts are that Mr. White intentionally and knowingly started and maintained a sexual relationship with a client in a very vulnerable situation, provided her with alcohol and drugs while he knew she was serving probation, and did not communicate with her regarding his fees or the scope of his representation. Mr. White's culpable mental state is further evidenced by his repeated requests that A.S. keep their attorney-client relationship a secret—instructing her not tell any of his friends that he was her attorney. A.S. testified that Mr. White demanded

secrecy on this matter "because he could get in trouble."

Applying the third *Jordan* factor—*injury or potential injury caused*—it is clear that Mr. White's involvement with A.S. caused her real injury. A.S. served jail time for violating her probation due to positive drug screens. She attributed part of her decision to "use" again to the Xanax Mr. White provided her, [**19] as well as the stress caused by her relationship with him—specifically his threats to have her imprisoned for things he had witnessed during the course of their relationship. When Mr. White provided A.S. with drugs and alcohol, he was aware that the requirements of her probation included mandatory drug tests. And he knew of her past battles with addiction. This repugnant behavior is not befitting of an attorney and Mr. White should have been aware of the injury likely to result.

HN6 [↑] In considering the fourth *Jordan* factor—*aggravating or mitigating factors*— [**901] we have explained that "[m]itigating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify a reduction in the degree of discipline to be imposed."¹⁹ We have consistently described mitigating factors as follows:

Mitigating factors which may be considered in determining the appropriate sanction to be imposed against a lawyer for violating the Rules of Professional Conduct include: (1) absence of a prior disciplinary record; (2) absence of a dishonest or selfish motive; (3) personal or emotional problems; (4) timely good faith effort to make restitution or to rectify consequences of misconduct; (5) full [**20] and free disclosure to disciplinary board or cooperative attitude toward proceedings; (6) inexperience in the practice of law; (7) character or reputation; (8) physical or mental disability or impairment; (9) delay in disciplinary proceedings; (10) interim rehabilitation; (11) imposition of other penalties or sanctions; (12) remorse; and (13) remoteness of prior offenses.²⁰

By contrast, **HN7** [↑] "[a]ggravating factors in a lawyer disciplinary proceeding are any considerations or facts that may justify an increase in the degree of discipline to

¹⁸ See *Lawyer Disciplinary Bd. v. Stanton*, 225 W. Va. 671, 678, 695 S.E.2d 901, 908 (2010).

¹⁹ *Syl. Pt. 2, Lawyer Disciplinary Bd. v. Scott*, 213 W. Va. 209, 579 S.E.2d 550 (2003).

²⁰ *Id.*, *Syl. Pt. 3*.

be imposed."²¹ As we very recently noted, "there is no 'magic formula' for this Court to determine how to weigh the host of mitigating and aggravating circumstances to arrive at an appropriate sanction; each case presents different circumstances that must be weighed against the nature and gravity of the lawyer's misconduct."²²

We agree with the HPS that there are no mitigating factors in this matter and, as such, Mr. White should not receive the benefit of any considerations that may justify a reduction in the degree of discipline to be imposed. We also agree with the HPS that there are multiple aggravating factors present—the first being Mr. White's prior **[**21]** disciplinary offense from 2014 as indicated by Rule 9.22(A) of the ABA Model Standards for Imposing Lawyer Sanctions. As punishment for Mr. White's violation of Rules 1.15(b) and (c) (safekeeping property), this Court issued a reprimand and ordered Mr. White to take an additional six hours of Continuing Legal Education and to pay the costs of the disciplinary proceeding.

A second aggravating factor stems from the vulnerability of Mr. White's client—an individual charged with gross child neglect and who has a history of drug and alcohol abuse. Mr. White used A.S.'s vulnerability first to obtain her as a client by convincing her that her court-appointed attorney would not provide adequate representation in a felony case involving her children. Then—after initiating a sexual relationship with A.S.—Mr. White preyed upon this same vulnerability both by employing tactics to ensure A.S. felt indebted to him and threatening A.S. with criminal charges based upon information obtained by and through the attorney-client relationship.

Finally, Mr. White's behavior during the pendency of his disciplinary proceedings must be considered as an additional aggravating factor. The HPS initially recommended to this Court that Mr. White's **[**22]** license be suspended for five years in addition to other sanctions. Subsequently, Mr. White engaged in additional misconduct by ignoring the directive of this Court to file a responsive brief. The ODC argues that his law license should now be annulled as a result.


Based solely on Mr. White's conduct during his

²¹ *Id.*, Syl. Pt. 4.

²² Lawyer Disciplinary Bd. v. Sirk, W. Va., 810S.E.2d276, 2018 W. Va. LEXIS 100, 2018 WL 944266, at *8 (February 15, 2018).

representation of A.S., there is ample precedent to support the five-year suspension initially recommended by the HPS. For example, in *Lawyer Disciplinary Board v. Stanton*,²³ we imposed a three-year suspension as a result of a lawyer pursuing and conducting a personal relationship with a vulnerable client. And this Court has previously ordered discipline where a lawyer provides his or her client with gifts or financial assistance similar to those provided in this case.²⁴ Mr. White's conduct is even more egregious **[*902]** than that of the attorneys in those cases because he not only pursued a relationship with his client and used his position of power to his advantage, but he also provided alcohol and prescription drugs to a client with a known drug problem while she was on probation.

Moreover, Mr. White ignored this Court's scheduling order and failed to file a responsive brief in this matter. **[**23]** This behavior further evinces a disturbing pattern of misconduct that merits a more substantial punishment. This Court has held that

HNS  [a] person named in a disciplinary proceeding before this Court, who, after the Hearing Panel Subcommittee has filed its Report with the recommended sanctions, commits a violation of the Rules of Professional Conduct related to the facts in the underlying complaint may be subject to an increased degree of discipline. Such subsequent misconduct may be relied upon by this Court as an aggravating factor that justifies enhancement of the recommended sanctions of the Hearing Panel Subcommittee.²⁵

Absent extenuating circumstances, we question whether a respondent attorney who disregards the directives of this Court and altogether fails to advocate for himself—to maintain his career—will adequately advocate for his or her clients. Accordingly, we conclude that a respondent attorney's violation of this Court's scheduling order will be deemed an aggravating factor and may

²³ 233 W. Va. 639, 760 S.E.2d 453 (2014).

²⁴ Lawyer Disciplinary Bd. v. Nessel, 234 W. Va. 695, 769 S.E.2d 484 (2015) (lawyer who made small gifts to litigation clients with a humanitarian motive reprimanded, supervised for a year, assessed costs, and ordered to attend an additional nine hours of continuing legal education in the area of ethics and law office management).

²⁵ Syl. Pt. 7, Lawyer Disciplinary Bd v. Grafton, 227 W. Va. 579, 712 S.E.2d 488 (2011).

give rise to heightened discipline.

We find that Mr. White's egregious violations of the standards of the legal profession, combined with his outright unwillingness to comply with the directives of **[**24]** this Court, are sufficient to merit the most severe sanction available and hereby order that his license be annulled.

IV. CONCLUSION

Based upon the foregoing, we impose the following sanctions pursuant to Rule 3.15 of the Rules of Lawyer Disciplinary Procedure: (1) annul Mr. White's law license; and (2) order that Mr. White will pay the costs of these proceedings.

Annulment and Costs.

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Lawyer Disciplinary Bd. v. Sirk

Supreme Court of Appeals of West Virginia

January 24, 2018, Submitted; January 24, 2018, Submitted; February 15, 2018, Filed

No. 16-1179

Reporter

810 S.E.2d 276 *; 2018 W. Va. LEXIS 100 **

LAWYER DISCIPLINARY BOARD, Petitioner v.
TIMOTHY M. SIRK, A MEMBER OF THE WEST
VIRGINIA STATE BAR, Respondent

Prior History: [****1**] Lawyer Disciplinary Proceeding.

Disposition: SANCTIONS IMPOSED.

Review > Clearly Erroneous Review

Legal Ethics > Sanctions > Disciplinary
Proceedings > Appeals

Civil Procedure > Appeals > Standards of
Review > De Novo Review

Core Terms

Disciplinary, misconduct, recommended, sanctions, retainer fee, suspension, ethical, disciplinary proceeding, funds, aggravating factor, practice of law, factors, bankruptcy petition, disciplinary board, fail to file, license, legal profession, discipline, three-year, one-year, mitigating factors, proceedings, confidence, violations, dishonest, suspended, offenses, provides, enhance, selfish

Case Summary

Overview

HOLDINGS: [1]-A three-year suspension was imposed upon an attorney where he knowingly and intentionally made repeated withdrawals from a client's bank account for his own personal use, accepted a retainer fee and misinformed another client about the case's status, and the term for the suspension was consistent with similar attorney discipline precedent.

Outcome

Sanctions ordered.

LexisNexis® Headnotes

HN1 [↓] Standards of Review, Clearly Erroneous Review

In lawyer disciplinary proceedings, the Supreme Court of Appeals of West Virginia reviews de novo the recommended decision of the hearing panel subcommittee: a de novo standard applies to a review of the adjudicatory record made before the Lawyer Disciplinary Board as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; the Supreme Court gives respectful consideration to the Board's recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the Board's findings of fact, unless such findings are not supported by reliable, probative, and substantial evidence on the whole record.

Legal Ethics > Sanctions > Disciplinary
Proceedings > Appeals

HN2 [↓] Disciplinary Proceedings, Appeals

While affording deference to the hearing panel subcommittee, the Supreme Court of Appeals of West Virginia is responsible for determining the ultimate resolution of lawyer disciplinary proceedings. As such, the Supreme Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law.

Civil Procedure > Appeals > Standards of

[Evidence > Burdens of Proof > Allocation](#)

[Legal Ethics > Sanctions > Disciplinary Proceedings > Hearings](#)

[Evidence > Burdens of Proof > Clear & Convincing Proof](#)

an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession.

[Legal Ethics > Sanctions > General Overview](#)

[HN3](#) **Burdens of Proof, Allocation**

In lawyer disciplinary matters, the Office of Disciplinary Counsel has the burden to prove the allegations of the formal charge by clear and convincing evidence.

[Legal Ethics > Sanctions > General Overview](#)

[HN4](#) **Legal Ethics, Sanctions**

A person named in a disciplinary proceeding before the Supreme Court of Appeals of West Virginia, who, after the hearing panel subcommittee has filed its report with the recommended sanctions, commits a violation of the Rules of Professional Conduct related to the facts in the underlying complaint may be subject to an increased degree of discipline. Such subsequent misconduct may be relied upon by the Supreme Court as an aggravating factor that justifies enhancement of the recommended sanctions of the hearing panel subcommittee.

[Legal Ethics > Sanctions > General Overview](#)

[HN5](#) **Legal Ethics, Sanctions**

The Supreme Court of Appeals of West Virginia has emphasized that attorney disciplinary proceedings are not designed solely to punish the attorney, but rather to protect the public, to reassure it as to the reliability and integrity of attorneys and to safeguard its interest in the administration of justice.

[Legal Ethics > Sanctions > General Overview](#)

[HN6](#) **Legal Ethics, Sanctions**

In deciding on the appropriate disciplinary action for ethical violations, the Supreme Court of Appeals of West Virginia must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as

[HN7](#) **Legal Ethics, Sanctions**

W. Va. R. Law. Disc. P. 3.16 enumerates factors to be considered in imposing sanctions and provides as follows: In imposing a sanction after a finding of lawyer misconduct, unless otherwise provided in these rules, the Supreme Court of Appeals of West Virginia or the Lawyer Disciplinary Board shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors.

[Legal Ethics > Sanctions > General Overview](#)

[HN8](#) **Legal Ethics, Sanctions**

The Supreme Court of Appeals of West Virginia has held that mitigating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify a reduction in the degree of discipline to be imposed. Mitigating factors which may be considered in determining the appropriate sanction to be imposed against a lawyer for violating the Rules of Professional Conduct include: (1) absence of a prior disciplinary record; (2) absence of a dishonest or selfish motive; (3) personal or emotional problems; (4) timely good faith effort to make restitution or to rectify consequences of misconduct; (5) full and free disclosure to disciplinary board or cooperative attitude toward proceedings; (6) inexperience in the practice of law; (7) character or reputation; (8) physical or mental disability or impairment; (9) delay in disciplinary proceedings; (10) interim rehabilitation; (11) imposition of other penalties or sanctions; (12) remorse; and (13) remoteness of prior offenses. By contrast, aggravating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify increase in the degree of discipline to be imposed. A pattern of conduct and multiple offenses may be considered as aggravating factors.

Legal Ethics > Sanctions > General Overview

[HN9](#) Legal Ethics, Sanctions

Courts apply the aggravating factor of dishonest or selfish motives in cases where the lawyer intends to benefit financially from prohibited transactions. For example, an attorney who solicits loans from a client because he is unable to find funding elsewhere acts selfishly because the attorney seeks to benefit directly from the client.

Legal Ethics > Sanctions > General Overview

[HN10](#) Legal Ethics, Sanctions

There is no magic formula for the Supreme Court of Appeals of West Virginia to determine how to weigh the host of mitigating and aggravating circumstances to arrive at an appropriate sanction; each case presents different circumstances that must be weighed against the nature and gravity of the lawyer's misconduct.

Business & Corporate Compliance > ... > Legal Ethics > Client Relations > Client Funds

[HN11](#) Legal Ethics, Client Funds

When a lawyer violates W. Va. R. Prof. Conduct 8.4(c) and 8.4(d) by misappropriating property belonging to a client, that lawyer breaches one of the fundamental duties of this profession.

Syllabus

BY THE COURT

1. "A *de novo* standard applies to a review of the adjudicatory record made before the [Lawyer Disciplinary Board] as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; this Court gives respectful consideration to the [Board's] recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the [Board's] findings of fact, unless such findings are not supported by reliable, probative, and substantial

evidence on the whole record." [Syl. Pt. 3, Comm. on Legal Ethics v. McCorkle, 192 W.Va. 286, 452 S.E.2d 377 \(1994\).](#)

2. "This Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law." [Syl. Pt. 3, Comm. on Legal Ethics of the W.Va. State Bar v. Blair, 174 W.Va. 494, 327 S.E.2d 671 \(1984\).](#)

3. "A person named in a disciplinary proceeding before this Court, who, after the Hearing Panel Subcommittee has filed its Report with the recommended sanctions, commits a violation of the Rules of Professional Conduct related to the facts in the underlying complaint may be subject to an increased degree of discipline. Such subsequent misconduct may be relied upon by **[**2]** this Court as an aggravating factor that justifies enhancement of the recommended sanctions of the Hearing Panel Subcommittee." [Syl. Pt. 7, Lawyer Disciplinary Bd. v. Grafton, 227 W.Va. 579, 712 S.E.2d 488 \(2011\).](#)

4. "In deciding on the appropriate disciplinary action for ethical violations, this Court must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession." [Syl. Pt. 3, Comm. on Legal Ethics of the W.Va. State Bar v. Walker, 178 W.Va. 150, 358 S.E.2d 234 \(1987\).](#)

5. "Rule 3.16 of the West Virginia Rules of Lawyer Disciplinary Procedure enumerates factors to be considered in imposing sanctions and provides as follows: 'In imposing a sanction after a finding of lawyer misconduct, unless otherwise provided in these rules, the Court [West Virginia Supreme Court of Appeals] or Board [Lawyer Disciplinary Board] shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors.'" **[**3]** [Syl. Pt. 4, Office of Disciplinary Counsel v. Jordan, 204 W.Va. 495, 513 S.E.2d 722 \(1998\).](#)

6. "Mitigating factors in a lawyer disciplinary proceeding

are any considerations or factors that may justify a reduction in the degree of discipline to be imposed." *Syl. Pt. 2, Lawyer Disciplinary Bd. v. Scott, 213 W.Va. 209, 579 S.E.2d 550 (2003)*.

7. "Mitigating factors which may be considered in determining the appropriate sanction to be imposed against a lawyer for violating the Rules of Professional Conduct include: (1) absence of a prior disciplinary record; (2) absence of a dishonest or selfish motive; (3) personal or emotional problems; (4) timely good faith effort to make restitution or to rectify consequences of misconduct; (5) full and free disclosure to disciplinary board or cooperative attitude toward proceedings; (6) inexperience in the practice of law; (7) character or reputation; (8) physical or mental disability or impairment; (9) delay in disciplinary proceedings; (10) interim rehabilitation; (11) imposition of other penalties or sanctions; (12) remorse; and (13) remoteness of prior offenses." *Syl. Pt. 3, Lawyer Disciplinary Bd. v. Scott, 213 W.Va. 209, 579 S.E.2d 550 (2003)*.

8. "Aggravating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify increase in the degree of discipline to be imposed." *Syl. Pt. 4, Lawyer Disciplinary Bd. v. Scott, 213 W.Va. 209, 579 S.E.2d 550 (2003)*.

Counsel: For Petitioner: Andrea J. Hinerman, Esq., **[**4]** Senior Lawyer Disciplinary Counsel, Office of Lawyer Disciplinary Counsel, Charleston, West Virginia.

Judges: JUSTICE WORKMAN delivered the Opinion of the Court.

Opinion by: WORKMAN

Opinion

[*278] WORKMAN, Justice:

This lawyer disciplinary proceeding against Respondent Timothy M. Sirk was brought to this Court by the Office of Disciplinary Counsel ("ODC") on behalf of the Lawyer Disciplinary Board ("Board"). The Board's Hearing Panel Subcommittee **[*279]** ("HPS") determined that Mr. Sirk committed multiple violations of the West Virginia Rules of Professional Conduct ("Rules") and recommended that this Court suspend his law license for a period of one year, in addition to other sanctions. Based upon our review of the record submitted, ODC's brief and

argument,¹ and the applicable legal precedent, we find Mr. Sirk committed numerous violations of the Rules. We disagree, however, with the HPS's recommendation that a one-year suspension is sufficient discipline. We find, instead, that Mr. Sirk's egregious misconduct warrants a three-year suspension from the practice of law and adopt the HPS's remaining recommended sanctions in full.

I. FACTUAL AND PROCEDURAL HISTORY

Mr. Sirk is a lawyer practicing in Keyser, West Virginia. He was admitted **[**5]** to the West Virginia State Bar in 1983. Prior to these proceedings, he had no disciplinary history.

This matter involves two formal charges filed against Mr. Sirk that proceeded to hearing before the HPS in May 2017; several witnesses testified, including the two complainants, as well as Mr. Sirk who appeared pro se. In addition, ODC submitted several exhibits and the parties submitted Stipulated Findings of Fact and Conclusions of Law.² Based upon this evidence, the HPS filed its report with this Court in September 2017. The following is a brief summary of the complaints.

A. Complaint of Client # 1

Client # 1³ and Mr. Sirk have been friends for more than fifty years; he previously retained Mr. Sirk to represent him in a variety of legal matters. When Client # 1 became the executor of his mother's estate, he retained Mr. Sirk to represent him. Following the sale of Client # 1's mother's home, Mr. Sirk opened a trust account at M&T Bank in Keyser, West Virginia, and deposited \$30,068 from the sale of the home in August 2013. Client # 1 and Mr. Sirk had a verbal agreement at the time the account was opened that Mr. Sirk could borrow from this account as long as he repaid the money.

¹ Mr. Sirk failed to file a responsive brief in this matter, despite being ordered to do so by this Court in its briefing schedule. On or about December 27, 2017, Mr. Sirk submitted an "Answer to the Lawyer Disciplinary Board." However, this document did not comply with Rule 10 of the West Virginia Rules of Appellate Procedure. Therefore, we decline to consider it.

² At the hearing, Mr. Sirk acknowledged signing the Stipulated Findings of Fact and Conclusions of Law; nevertheless, he noted exceptions to several paragraphs.

³ Client # 1 is Mr. George F. Wilson. He filed a complaint against Mr. Sirk in August 2014.

However, they **[**6]** never discussed the specific terms of this agreement, Mr. Sirk did not advise Client # 1 to seek legal counsel, nor did Client # 1 provide written consent for Mr. Sirk to withdraw funds.

Client # 1 visited the bank in January 2014 and inquired about the balance of this trust account. He was shocked to learn that Mr. Sirk had withdrawn approximately \$16,800. After leaving the bank, Client # 1 went to Mr. Sirk's law office to confront him. Mr. Sirk stated that he would repay the money, but it would take some time because he was experiencing financial problems and would need to take a second mortgage out on his home. Mr. Sirk explained that he was dealing with personal problems, including children battling drug addictions. In July 2014, Mr. Sirk returned \$16,000 to Client # 1 and approximately a month later, he paid the remaining \$800.

At the hearing held before the HPS, Mr. Sirk expressed remorse and apologized to Client # 1. Mr. Sirk explained that he was suffering severe financial problems when he was supporting his grown son who is a heroin addict and was trying to secure drug rehabilitation. During this time, he learned that his other son was also a drug addict. Mr. Sirk testified that he **[**7]** was also caring for his elderly parents who were both very ill and dealing with his own personal health problems. Mr. Sirk stated that he turned to gambling and contemplated divorce.⁴

⁴Mr. Sirk testified:

I just had too much and my life just kind of got out of control, and then just as a way of relaxing, I would sit at the hotdog stand and play the poker machines for an hour or two a day, but the amount of money I spent there was, . . . nothing at all compared to what I was spending on paying my children's bills and enabling them, and then trying to get them into rehab. And I just - since that point in time, I've gotten things together somewhat. My - both of my children are doing much better. My wife and I have worked out all of our issues and are happily back living together again, but I still don't have a lot of time to work because my parents are - I live next door to them and I'm their primary caretaker.

And so I have limited my practice pretty much for the last year or so to just court appointed cases and occasional deeds, DUI's, you know no real civil litigation of any kind. And I'm making enough money that I'm paying my bills and getting by again. Things are better. I don't know that I'll ever be able **[**8]** to go back to a full-time practice of law. I'd certainly like to, but I just don't know that I am ever going to be able to do that.

[280]** In the matter involving Client # 1, the HPS found that Mr. Sirk violated several of the Rules.⁵ Specifically, the HPS concluded that Mr. Sirk violated Rule 1.8(a)⁶ because Mr. Sirk withdrew money from a trust account containing money belonging to his client but did not disclose the transaction and terms in writing, did not advise the client to seek independent counsel, and did not obtain written consent to the various transactions. The HPS further found that Mr. Sirk violated Rule 8.4(c) and Rule 8.4(d)⁷ because he wrongfully misappropriated and converted funds belonging to his client and/or to a third person to his own personal use.

B. Complaint of Client # 2

In September 2013, Client # 2⁸ retained Mr. Sirk to file a bankruptcy petition and paid him a \$2,500 retainer fee. For nearly a year, Client # 2 contacted his office regularly to inquire about the status of her case and was told either that Mr. Sirk was still working on the matter or that there were cases ahead of hers and he would get to it soon. Client # 2 met with Mr. Sirk in September 2014,

⁵By order entered September 29, 2014, this Court approved comprehensive amendments to the West Virginia Rules of Professional Conduct. While the amendments became effective January 1, 2015, this Opinion applies the version of the Rules that was in effect at the time of Mr. Sirk's misconduct. However, we note that the substance of the new Rules would not have resulted in a different disposition of this case.

⁶Rule 1.8(a) provides,

(a) A lawyer shall not enter into a business transaction with a client or knowingly acquire an ownership, possessory, security or other pecuniary interest adverse to a client unless:

(1) the transaction and terms on which the lawyer acquires the interest are fair and reasonable to the client and are fully disclosed and transmitted in writing to the client in a manner which can be reasonably understood by the client;

(2) the client is given a reasonable opportunity **[**9]** to seek the advice of independent counsel in the transaction; and

(3) the client consents in writing thereto.

⁷Rules 8.4(c) and 8.4(d) provide, "[i]t is professional misconduct for a lawyer to: . . . (c) Engage in conduct involving dishonesty, fraud, deceit or misrepresentation. (d) Engage in conduct that is prejudicial to the administration of justice."

⁸Client # 2 is Ms. Carrie E. Wolford-Watson. She filed a complaint against Mr. Sirk in December 2014.

and he assured her that they were ready to "go to court" and would receive a court date in the mail within the next month.

However, in October 2014, Client # 2 received a form letter from Mr. Sirk advising that he was "winding down" his practice of law and would be closing the office soon. In this letter, Mr. Sirk assured his clients that he would continue to work on pending cases for as long as possible until they were completed but that he was not accepting any new clients. The closure of Mr. Sirk's law office was sudden and the result of several reasons, primarily financial and health related; after the office closed, he no longer had access to the bankruptcy software **[**10]** or electronic filing, but he did not share this information with Client # 2.

In December 2014, Client # 2 texted Mr. Sirk to inform him that if she did not hear back from him soon regarding her bankruptcy matter that she would file a civil suit against him. She received a voicemail the following day from Mr. Sirk who responded that he was "broke due to an illness, . . . did not file bankruptcy for [her] and did not have [her] money to give back to [her] at this time." Mr. Sirk acknowledged that he owed her the \$2,500 retainer fee, and suggested that she sue him and file a judgment lien against his house. Client # 2 did file suit against Mr. Sirk in magistrate court and he **[*281]** simply confessed judgment. Mr. Sirk eventually returned half of Client # 2's retainer fee, \$1,250, in December 2014, but he failed to return her file timely and then failed to answer her telephone calls. Client # 2 feared that her creditors could come after her home because of the delay in the bankruptcy action. She borrowed money from her parents to pay a retainer fee for another lawyer to file the bankruptcy petition.

At the hearing held before the HPS, Client # 2 testified that she felt "very degraded by the system as **[**11]** well as taken advantage of by a man who knows he can get away with whatever he wishes to do." Mr. Sirk testified that he performed work on Client # 2's bankruptcy petition; but he failed to itemize his work on the case to justify withholding the remainder of the retainer fee.

In the matter involving Client # 2, the HPS concluded that Mr. Sirk violated: Rule 1.3⁹ for failing to act with reasonable diligence by failing to file the bankruptcy petition even though he received a retainer fee to do so;

⁹ Rule 1.3 provides that "[a] lawyer shall act with reasonable diligence and promptness in representing a client."

Rule 1.4(a) and 1.4(b)¹⁰ for failing to keep Client # 2 reasonably informed about the status of the case and failing to promptly comply with her reasonable requests for information; Rule 1.15¹¹ for failing to produce an accounting and/or itemized statement detailing her account when he claimed to have earned \$1,250 of the \$2,500 retainer fee; Rule 1.16(d)¹² for failing to provide a full refund of the retainer fee after he failed to file the bankruptcy petition; and Rules 8.4(c) and 8.4(d)¹³ for wrongfully misappropriating and converting client funds to his own personal use.

C. Factors Considered by the HPS

In addition to the findings made by the HPS in each complaint, the HPS further concluded that Mr. Sirk violated duties to his clients, to the public, to the legal system, and to the legal profession. The HPS found he acted both knowingly and intentionally and the amount of real and potential injury to his clients was great. The HPS found several aggravating factors were present: dishonest or selfish motive; a pattern of misconduct; multiple offenses; and substantial experience in the practice of law. It also determined the following mitigating factors were present: an absence of a prior disciplinary record; personal or emotional problems; and remorse.

D. The HPS's Recommended Sanctions

¹⁰ Rules 1.4(a) and 1.4(b) provide, "(a) A lawyer shall keep a client reasonably informed about the status of a matter and promptly comply with reasonable requests for information. (b) A lawyer shall explain a matter to the extent reasonably necessary to permit the client to make informed decisions regarding the representation."

¹¹ The relevant portion of Rule 1.15 provides,

(c) When in the course of representation a lawyer is in possession of property in which both the lawyer and another person claim interests, the property shall be kept separate by the lawyer until **[**12]** there is an accounting and severance of their interests. If a dispute arises concerning their respective interests, the portion that is in dispute shall be kept separate by the lawyer until [the] dispute is resolved.

¹² Rule 1.16(d) provides, in relevant part: "(d) Upon termination of representation, a lawyer shall take steps to the extent reasonably practicable to protect a client's interests, such as . . . surrendering papers and property to which the client is entitled[.]"

¹³ See note 7, *supra*.

To this Court, the HPS recommended that Mr. Sirk's law license be suspended for one year. It further recommended that Mr. Sirk: be required to refund Client # 2 the remaining \$1,250 of the \$2,500 retainer fee; complete an additional six hours of continuing [**13] legal education, including an additional three hours in the areas of ethics and office management above that which is already required; upon reinstatement, be placed on one year of supervised practice by an active attorney should he be reinstated; comply with the mandates of Rule 3.28 of the Rules of Lawyer Disciplinary Procedure; and pay the costs of these proceedings pursuant to Rule 3.15 of the Rules of Lawyer Disciplinary Procedure.

E. ODC's Motion to Enhance Sanctions

This Court scheduled this matter for argument and ordered the parties to file briefs. ODC filed its brief on November 22, 2017, [**282] and agreed with the HPS's recommended sanctions. Though ordered to do so by this Court, Mr. Sirk failed to file a brief.¹⁴ On January 10, 2018, ODC moved this Court to enhance the previously requested sanctions because, in its opinion, Mr. Sirk committed an additional aggravating factor when he failed to file a brief in this case; ODC moved to enhance his suspension to practice law for a period of three years, along with other penalties.

II. STANDARD OF REVIEW

[HN1](#) [↑] In lawyer disciplinary proceedings, this Court reviews de novo the recommended decision of the HPS:

A *de novo* standard applies to a review of the adjudicatory record made before the [Lawyer Disciplinary Board] as to questions of law, questions [**14] of application of the law to the facts, and questions of appropriate sanctions; this Court gives respectful consideration to the [Board's] recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the [Board's] findings of fact, unless such findings are not supported by reliable, probative, and substantial evidence on the whole record.

[Syl. Pt. 3, Comm. on Legal Ethics v. McCorkle, 192 W.Va. 286, 452 S.E.2d 377 \(1994\)](#). [HN2](#) [↑] While affording deference to the HPS, this Court is responsible

for determining the ultimate resolution of lawyer disciplinary proceedings. As such, "[t]his Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law." [Syl. Pt. 3, Comm. on Legal Ethics of the W.Va. State Bar v. Blair, 174 W.Va. 494, 327 S.E.2d 671 \(1984\)](#). With these standards in mind, we proceed to the merits of this matter.

III. DISCUSSION

[HN3](#) [↑] In lawyer disciplinary matters, ODC has the burden "to prove the allegations of the formal charge by clear and convincing evidence." [Syl. pt. 1, in part, Lawyer Disciplinary Bd. v. McGraw, 194 W.Va. 788, 461 S.E.2d 850 \(1995\)](#). Based on the record before us, this Court finds no reason to disturb the underlying determination by the HPS that Mr. Sirk violated various provisions of the Rules.

ODC initially urged this [**15] Court to accept the HPS's recommendations, including the one-year suspension. Ultimately, however, ODC maintained that Mr. Sirk engaged in additional misconduct after the HPS completed its report and argued that his law license should be suspended for three years in addition to other sanctions. ODC asserted that Mr. Sirk violated duties to his clients, to the public, to the legal system, and to fellow members of the legal profession.

Further, in ODC's motion to consider an additional aggravating factor and to enhance the sanctions against Mr. Sirk, the evidence shows that Mr. Sirk ignored a directive of this Court when he failed to file a responsive brief. Not only does this behavior evince a disturbing pattern of misconduct, but it also shows a failure to obey an obligation imposed by a tribunal. As set forth in [syllabus point seven of Lawyer Disciplinary Board v. Grafton, 227 W.Va. 579, 712 S.E.2d 488 \(2011\)](#),

[HN4](#) [↑] [a] person named in a disciplinary proceeding before this Court, who, after the Hearing Panel Subcommittee has filed its Report with the recommended sanctions, commits a violation of the Rules of Professional Conduct related to the facts in the underlying complaint may be subject to an increased degree of discipline. Such subsequent misconduct may be [**16] relied upon by this Court as an aggravating factor that justifies enhancement of the recommended sanctions of the Hearing Panel Subcommittee.

¹⁴ See note 1, *supra*.

We now turn our focus to the appropriate sanctions for Mr. Sirk's misconduct. [HN5](#) This Court has emphasized that "[a]ttorney disciplinary proceedings are not designed solely to punish the attorney, but rather to protect the public, to reassure it as to the reliability and integrity of attorneys and to safeguard its interest in the [*283] administration of justice." [Lawyer Disciplinary Bd. v. Taylor, 192 W.Va. 139, 144, 451 S.E.2d 440, 445 \(1994\)](#). Furthermore, we are mindful of this Court's holding in [syllabus point three of Committee on Legal Ethics of the West Virginia State Bar v. Walker, 178 W.Va. 150, 358 S.E.2d 234 \(1987\)](#):

[HN6](#) In deciding on the appropriate disciplinary action for ethical violations, this Court must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession.

With these principles in mind, we proceed to the relevant factors set forth in Rule 3.16 of the Rules of Lawyer Disciplinary Procedure. In [syllabus point four of Office of Disciplinary Counsel v. Jordan, 204 W.Va. 495, 513 S.E.2d 722 \(1998\)](#), this Court held:

[HN7](#) Rule 3.16 of the West Virginia Rules of Lawyer Disciplinary Procedure enumerates factors to be considered in imposing sanctions and provides as follows: "In imposing a sanction after [*17] a finding of lawyer misconduct, unless otherwise provided in these rules, the Court [West Virginia Supreme Court of Appeals] or Board [Lawyer Disciplinary Board] shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors."

Beginning with the first [Jordan](#) factor, Mr. Sirk violated several Rules that encompass ethical duties that he owed to the public and the legal system. However, the most important duty he violated was that owed to his clients. The clients sought his counsel, trusted his judgment, and expected that he would handle their legal affairs and proceeds accordingly. As discussed more fully below, Mr. Sirk's failure to act with integrity when dealing with client funds was especially egregious.

The second [Jordan](#) factor—the lawyer's mental state—is easy to discern. Mr. Sirk acted both knowingly and intentionally. In the matter involving Client # 1, he made repeated withdrawals [*18] from the client's bank account for his own personal use. Notably, he continued to make withdrawals from this account even after Client # 1 confronted him in January of 2014 and demanded repayment. In the matter involving Client # 2, Mr. Sirk accepted the retainer fee in September 2013, then made little to no progress in the case for over a year, failed to keep her reasonably informed about the matter, and misinformed her about the true status of the case.

Applying the third [Jordan](#) inquiry—the injury or potential injury caused—it is obvious that Mr. Sirk's misconduct caused actual monetary damage to both clients. While Mr. Sirk eventually repaid Client # 1, he still suffered injury at the time when deprived of his funds for several months. Moreover, the potential for such misconduct to cause serious injury was enormous considering Mr. Sirk's precarious financial situation; the loans were not subject to a written loan agreement or security, payment of interest, penalties or fees, or a schedule for repayment. Without proper documentation, Client # 1 was completely vulnerable to losing this money. Likewise, Client # 2's bankruptcy petition was delayed and she was frustrated when Mr. Sirk ignored [*19] her attempts to speed things along. After Mr. Sirk failed to file the bankruptcy petition, he never paid the remainder of the retainer fee and Client # 2 was forced to obtain a judgment against him in magistrate court. Finally, she had to borrow additional money from her parents to pay another lawyer's retainer fee and remained financially vulnerable to creditors.

We now turn to the final [Jordan](#) factor and consider Mr. Sirk's conduct in light of both mitigating and aggravating factors. [HN8](#) This Court has held that "[m]itigating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify a reduction in the degree of discipline to be imposed." [Syl. Pt. 2, Lawyer Disciplinary \[*284\] Bd. v. Scott, 213 W.Va. 209, 579 S.E.2d 550 \(2003\)](#).

Mitigating factors which may be considered in determining the appropriate sanction to be imposed against a lawyer for violating the Rules of Professional Conduct include: (1) absence of a prior disciplinary record; (2) absence of a dishonest or selfish motive; (3) personal or emotional problems; (4) timely good faith effort to make restitution or to rectify consequences of misconduct; (5) full and free disclosure to

disciplinary board or cooperative attitude toward proceedings; (6) inexperience in the practice **[**20]** of law; (7) character or reputation; (8) physical or mental disability or impairment; (9) delay in disciplinary proceedings; (10) interim rehabilitation; (11) imposition of other penalties or sanctions; (12) remorse; and (13) remoteness of prior offenses.

Id. at 210, 579 S.E.2d at 551, Syl. Pt. 3. By contrast, "[a]ggravating factors in a lawyer disciplinary proceeding are any considerations or factors that may justify increase in the degree of discipline to be imposed." *Id.* at 217, 579 S.E.2d at 558, Syl. Pt. 4. A pattern of conduct and multiple offenses may be considered as aggravating factors. *Id.*

The HPS found the remorse shown by Mr. Sirk constituted a mitigating factor as well as the absence of a prior disciplinary record, and his personal/emotional problems. Conversely, several aggravating factors were also present including Mr. Sirk's dishonest or selfish motive, pattern of misconduct, multiple offenses, and his substantial experience in the practice of law. [HN9](#) Courts have applied the aggravating factor of dishonest or selfish motives in cases where the lawyer intends to benefit financially from prohibited transactions. "For example, an attorney who solicits loans from a client because he is unable to find funding elsewhere acts selfishly because the attorney seeks to benefit directly from the client." *In re Disciplinary Proceeding Against Trejo*, 163 Wn.2d 701, 185 P.3d 1160, 1174 (Wash. 2008).

[HN10](#) There is no "magic formula" for this Court to determine how to weigh the host of mitigating and aggravating circumstances **[**21]** to arrive at an appropriate sanction; each case presents different circumstances that must be weighed against the nature and gravity of the lawyer's misconduct. Considering all the relevant factors in this case, we conclude that the one-year suspension recommendation submitted by the HPS is too lenient a punishment for serious behavior that has become a pattern of continued wrongdoing.

This Court is not unsympathetic to Mr. Sirk's personal problems that contributed to his professional misconduct. Nevertheless, the severity of his misconduct cannot be overstated. [HN11](#) When a lawyer violates Rules 8.4(c) and 8.4(d) by misappropriating property belonging to a client, that lawyer breaches one of the fundamental duties of this profession. The New Jersey Supreme Court eloquently explained why this breach, perhaps more than any

other, sullies the reputation of the entire legal profession and not merely the errant practitioner.

Like many rules governing the behavior of lawyers, this one has its roots in the confidence and trust which clients place in their attorneys. Having sought his advice and relying on his expertise, the client entrusts the lawyer with the transaction—including the handling of the client's funds. **[**22]** Whether it be a real estate closing, the establishment of a trust, the purchase of a business, the investment of funds, the receipt of proceeds of litigation, or any one of a multitude of other situations, it is commonplace that the work of lawyers involves possession of their clients' funds. That possession is sometimes expedient, occasionally simply customary, but usually essential. Whatever the need may be for the lawyer's handling of clients' money, the client permits it because he trusts the lawyer.

It is a trust built on centuries of honesty and faithfulness. Sometimes it is reinforced by personal knowledge of a particular lawyer's integrity or a firm's reputation. The underlying faith, however, is in the legal profession, the bar as an institution. No other explanation can account for clients' customary willingness to entrust their funds to relative strangers simply because they are lawyers.

Abuse of this trust has always been recognized as particularly reprehensible: **[*285]** "(T)here are few more egregious acts of professional misconduct of which an attorney can be guilty than misappropriation of a client's funds held in trust." [*In re Beckman*, 79 N.J. 402, 404-05, 400 A.2d 792, 793 (1979)].

Matter of Wilson, 81 N.J. 451, 409 A.2d 1153, 1154-55 (N.J. 1979). Consequently, the fact that Mr. Sirk had no prior disciplinary **[**23]** record is of small significance; an attorney cannot shield himself from the consequences of committing a serious ethical violation simply because it was his first offense.

Finally, an important factor that weighs heavily in our decision is our duty to maintain the integrity of the State Bar. In other words, "[u]nless we keep clean our own house . . . we cannot expect the public to have confidence in . . . our system of justice." [*In re Goldman*, 179 Mont. 526, 588 P.2d 964, 985 (Mont. 1978) (Harrison, J., dissenting)]. "Society allows the legal profession the privilege of self-regulation. Thus, it is of the utmost importance that the public have confidence

in the profession's ability to discipline itself—lest the privilege be withdrawn." [Disciplinary Matter Involving Buckalew, 731 P.2d 48, 55 \(Alaska 1986\)](#).

This Court has increased the HPS's recommended sanction of a one-year suspension to a three-year suspension in lawyer disciplinary proceedings under factually similar circumstances. In [Lawyer Disciplinary Board v. Rossi, 234 W.Va. 675, 769 S.E.2d 464 \(2015\)](#), we found the lawyer's substantial misconduct warranted a three-year suspension from the practice of law when he failed to act with reasonable diligence in representing clients, failed to communicate with clients, failed to return client files in a timely fashion, engaged in conduct that was deceitful, and engaged in conduct that **[**24]** was prejudicial to the administration of justice. [Id. at 686, 769 S.E.2d at 475](#). Mr. Rossi had comparable aggravating and mitigating factors as Mr. Sirk including a pattern of misconduct, multiple offenses, and substantial experience in the practice of law. [Id. at 685, 769 S.E.2d at 474](#). This Court considered an additional aggravating factor of dishonest or selfish motive based on Mr. Rossi's deceitful behavior when he lied to a client, accepted a retainer fee and then failed to perform work on the case. *Id.*; see also [Lawyer Disciplinary Bd. v. Hart, 235 W.Va. 523, 538, 775 S.E.2d 75, 90 \(2015\)](#) (rejecting HPS's recommendation of one-year suspension and imposing three-year suspension when lawyer failed to perfect appeals, violated his duty of communication, and agreed to perform certain legal services but failed to perform those services and, additionally, retained unearned fees after being discharged by clients); [Lawyer Disciplinary Bd. v. Aleshire, 230 W.Va. 70, 79-80, 736 S.E.2d 70, 79-80 \(2012\)](#) (disagreeing with HPS's recommendation of one-year suspension, finding "Mr. Aleshire was completely unresponsive to his clients in these two matters and caused both of them actual monetary damage. Additionally, Mr. Aleshire has shown a consistent unwillingness to respond to opposing counsel, court orders, and the ODC. Therefore, we believe a three-year suspension [is warranted].").

Consistent with this precedent, **[**25]** we impose a three-year suspension on Mr. Sirk's law license. Further, we adopt the remaining recommendations made to this Court by the HPS. We believe these sanctions will accomplish the goals of our disciplinary system by punishing Mr. Sirk, restoring public confidence in the ethical standards of our profession and serving as a deterrent to other members of the State Bar.

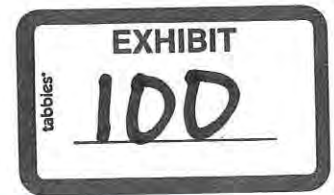
IV. CONCLUSION

For the foregoing reasons, this Court imposes the following sanctions: Mr. Sirk's law license is suspended for three years;¹⁵ he must refund Client # 2 the remaining \$1,250 of her retainer fee; he must complete an additional six hours of continuing legal education, including an additional three hours in the area of ethics and office management above that which is already required; upon reinstatement, Mr. Sirk will be placed on one year of supervised practice by an active attorney in his geographic area in good standing **[*286]** with the West Virginia State Bar and agreed upon by ODC; and he is ordered to pay the costs of these proceedings.

Sanctions Ordered.

End of Document

¹⁵Mr. Sirk is required to comply with the provisions of Rule 3.28 of the Rules of Lawyer Disciplinary Procedure regarding the duties of suspended lawyers. Moreover, pursuant to Rule 3.32 of those Rules, Mr. Sirk will be required to petition for the reinstatement of his law license.



A Neutral
As of: September 7, 2018 6:37 PM Z

State ex rel. Judicial Investigation Comm'n v. Putnam County Bd. of Ballot Comm'rs

Supreme Court of Appeals of West Virginia
March 15, 2016, Submitted; April 7, 2016, Filed
No. 16-0223

Reporter

237 W. Va. 99 *; 785 S.E.2d 805 **; 2016 W. Va. LEXIS 205 ***; 2016 WL 1397308

STATE OF WEST VIRGINIA EX REL. JUDICIAL INVESTIGATION COMMISSION, Petitioner v. THE PUTNAM COUNTY BOARD OF BALLOT COMMISSIONERS (THE HONORABLE BRIAN WOOD, PUTNAM COUNTY CLERK AND CHAIRMAN; JUDY JEFFRIES, MEMBER; AND JOYCE SURFACE, MEMBER) AND TROY SEXTON, Respondents

the election ballot where his misdemeanor conviction of falsely filing an emergency report, [W. Va. Code § 61-6-20\(2\)](#), constituted a conviction of a misdemeanor involving moral turpitude, which rendered him ineligible to serve as a magistrate under [W. Va. Code § 50-1-4](#).

Outcome

Writ of mandamus granted.

Prior History: [State ex rel. Judicial Investigation Comm'n v. Putnam Cnty. Bd. of Ballot Comm'rs, 2016 W. Va. LEXIS 169 \(W. Va., Mar. 15, 2016\)](#)

LexisNexis® Headnotes

Disposition: WRIT GRANTED.

Core Terms

candidate, misdemeanor, involving moral turpitude, emergency, election, mandamus, ballot, moral turpitude, election ballot, sentence, fined, convicted, convicted of misdemeanor, qualifications, eligibility, reporting, judicial office, holding office, ineligible, falsely, jail, Ethics, judicial conduct, requirements, magisterial, magistrates, responding, candidacy, confined, dollars

Governments > Courts > Judges

[HN1](#) [↓] Courts, Judges

To be eligible to serve as magistrate in the State of West Virginia, a person must meet the following qualifications: Each magistrate shall be at least 21 years of age, shall have a high school education or its equivalent, shall not have been convicted of any felony or any misdemeanor involving moral turpitude and shall reside in the county of his election. No magistrate shall be a member of the immediate family of any other magistrate in the county. [W. Va. Code § 50-1-4](#).

Case Summary

Overview

HOLDINGS: [1]-The Judicial Investigation Commission (JIC) had standing to bring a mandamus action challenging the qualifications of a magistrate candidate where the scope of authority entrusted to the JIC to enforce the rules governing judicial conduct applied with equal force to candidates for judicial office, and as the entity charged with upholding the integrity of the judiciary, the JIC had an undeniable interest in ensuring that candidates complied with the Code of Judicial Conduct; [2]-The county board of ballot commissioners had a clear duty to remove the candidate's name from

Civil Procedure > ... > Writs > Common Law Writs > Mandamus

Governments > Local Governments > Elections

[HN2](#) [↓] Common Law Writs, Mandamus

The Supreme Court of Appeals of West Virginia previously has held that mandamus is a proper proceeding by which to challenge a candidate's eligibility

for an elected office: The eligibility of a candidate for an elective office may be determined in a proceeding in mandamus and, upon a determination therein that a candidate is ineligible to be elected to or to hold the office for which he seeks nomination or election, a writ of mandamus will issue directing the board of ballot commissioners to strike or omit such candidate's name from the primary or general election ballot.

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

Governments > Local Governments > Elections

Governments > State & Territorial
Governments > Elections

[HN3](#) **Common Law Writs, Mandamus**

In West Virginia a special form of mandamus exists to test the eligibility to office of a candidate in either a primary or general election. The proper party respondent in such special action in mandamus is the Secretary of State of the State of West Virginia in the case of an office to be filled by the voters of more than one county or the clerk of the circuit court in the case of an office to be filled by the voters of one county, and this action in mandamus, being a special creation of the evolving common law, is ripe for prosecution immediately upon a candidate's filing of his certificate of candidacy.

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

Governments > Local Governments > Elections

Governments > State & Territorial
Governments > Elections

[HN4](#) **Common Law Writs, Mandamus**

Where an action in mandamus is brought to test eligibility to office before a primary or general election it is proper to join as an original party respondent the real party in interest in order to avoid the delay attendant upon petitions to intervene and other procedural formalities which might frustrate the expeditious resolution of the case.

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

[HN5](#) **Common Law Writs, Mandamus**

A writ of mandamus will not issue unless three elements coexist: (1) a clear legal right in the petitioner to the relief sought; (2) a legal duty on the part of respondent to do the thing which the petitioner seeks to compel; and (3) the absence of another adequate remedy.

Governments > Local Governments > Elections

[HN6](#) **Local Governments, Elections**

A board of ballot commissioners typically does not assess the legal qualifications of a candidate to hold office beyond the contents of the certificate he/she files with the clerk.

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

[HN7](#) **Common Law Writs, Mandamus**

Issuance of the writ of mandamus depends upon (1) the petitioner's clear legal right to the relief he/she seeks; (2) the respondent's legal duty to perform the action the petitioner seeks to compel; and (3) the absence of another adequate remedy.

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

Governments > Local Governments > Elections

[HN8](#) **Common Law Writs, Mandamus**

A citizen, taxpayer and voter has such interest as entitles him to maintain a mandamus to compel the board of ballot commissioners to discharge its duties lawfully in respect to the preparation of ballots lots for a general election. Likewise, a political party executive committee, being the statutorily presumed representative of the citizens and voters who are members of that political party, has an interest or standing to compel the ballot commissioners to discharge their duties lawfully in respect to the preparation of ballots for a general election.

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

Governments > Local Governments > Elections

Governments > State & Territorial
Governments > Elections

[HN9](#) **Common Law Writs, Mandamus**

The Secretary of State, as the official charged with the enforcement of West Virginia's election laws, likewise has standing to institute a proceeding contesting election ballots.

Governments > Courts > Judges

[HN10](#) **Courts, Judges**

The Judicial Investigation Commission possesses regulatory powers in its own right over candidates for judicial office akin to those the Secretary of State exercises over candidates for statewide elections generally.

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN11](#) **Courts, Judges**

See W. Va. R. Jud. Disc. P. 1.

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN12](#) **Courts, Judges**

Among the Judicial Investigation Commission's (JIC's) enumerated powers are the authority to determine whether probable cause exists to formally charge a judge with a violation of the Code of Judicial Conduct and engage in such other activities related to judicial discipline as it deems appropriate. W. Va. R. Jud. Disc. P. 1.11(1) and (7). The fulfillment of the JIC's duties fosters the preservation and enhancement of public

confidence in the honor, integrity, dignity, and efficiency of the members of the judiciary and the system of justice.

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN13](#) **Courts, Judges**

Candidates for judicial office are required to abide by the Code of Judicial Conduct.

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN14](#) **Courts, Judges**

See W. Va. Code Jud. Conduct Canon 6(A).

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN15](#) **Courts, Judges**

For purposes of W. Va. Code Jud. Conduct Canon 6(A), a candidate is a person seeking selection for or retention in judicial office by election or appointment. A person becomes a candidate for judicial office as soon as he or she makes a public announcement of candidacy, declares or files as a candidate with the election or appointment authority, or authorizes solicitation or acceptance of contributions or support.

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN16](#) **Courts, Judges**

Compliance with the Judicial Conduct Code is immediate and mandatory: a person to whom this Code becomes applicable shall comply immediately with all provisions of the Code. W. Va. Code Jud. Conduct Canon 6(F). Thus, it is clear that the scope of authority entrusted to the Judicial Investigation Commission to

enforce the rules governing judicial conduct in West Virginia apply with equal force to sitting judicial officers as well as candidates for judicial office.

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN17](#) Courts, Judges

It is clear that the position of magistrate is a judicial office subject to West Virginia's Code of Judicial Conduct. The West Virginia Constitution specifically reposes the judicial power in courts and judicial officers of West Virginia, including magistrate courts and magistrates of such courts. [W. Va. Const. art. VIII, § 1](#). And, because a magistrate is a judicial officer, he is subject to all of the Canons of the Judicial Code of Ethics. Thus, magistrates, as well as magisterial candidates, are among the class of judicial officers whose conduct is regulated by the Supreme Court of Appeals of West Virginia through the Judicial Investigation Commission. [W. Va. Const. art. VIII, § 8](#); [W. Va. Code Jud. Conduct Canon 6\(A\)](#).

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

Governments > Courts > Judges

Legal Ethics > Judicial Conduct

[HN18](#) Common Law Writs, Mandamus

To the extent that the Judicial Investigation Commission (JIC) is charged with upholding the integrity of the judiciary in West Virginia, the JIC has an undeniable interest in ensuring that candidates for judicial office likewise comply with the Code of Judicial Conduct. Among such ethical requirements is a judge's, or judicial candidate's, immutable duty to respect and comply with the law. [W. Va. Code Jud. Conduct Canon 2\(A\)](#). This mandatory allegiance to the law of West Virginia necessarily includes a judicial candidate's obligation to satisfy the statutory eligibility requirements required to hold such judicial office, i.e., the office of magistrate. [W. Va. Code § 50-1-4](#). Thus, apprising whether a judicial candidate is qualified to hold the office for which he/she has declared his/her candidacy is an integral function of the JIC's authority to enforce, and compel compliance

with, the Code of Judicial Conduct. Accordingly, the Supreme Court of Appeals of West Virginia holds that the JIC is a proper party to bring a writ of mandamus to challenge the qualifications of a candidate for judicial office.

Governments > Courts > Judges

Governments > State & Territorial
Governments > Legislatures

[HN19](#) Courts, Judges

Pursuant to [W. Va. Const. art. VIII, § 10](#), the Legislature is responsible for determining the qualifications of magistrates.

Governments > Courts > Judges

[HN20](#) Courts, Judges

See [W. Va. Code § 50-1-4](#).

Governments > Legislation > Interpretation

[HN21](#) Legislation, Interpretation

The primary object in construing a statute is to ascertain and give effect to the intent of the Legislature. To ascertain legislative intent, courts look first to the statute's language. If the text, given its plain meaning, answers the interpretive question, the language must prevail and further inquiry is foreclosed.

Governments > Legislation > Interpretation

[HN22](#) Legislation, Interpretation

Statutes whose language is plain must be applied as written, while those whose language is ambiguous must be construed before they can be applied.

Governments > Legislation > Interpretation

Governments > Courts > Judges

[HN23](#) [↓] Legislation, Interpretation

The Supreme Court of Appeals of West Virginia previously has interpreted the word any as being used in the sense of a and not of every. Any may mean one indifferently out of a number. Construing [W. Va. Code § 50-1-4](#) consistently with this definition of the word any, it is apparent that conviction of a single misdemeanor offense involving moral turpitude would render a magistrate, or magisterial candidate, ineligible to serve in that judicial office.

Governments > Legislation > Interpretation

[HN24](#) [↓] Legislation, Interpretation

Although moral turpitude is an elusive concept incapable of precise definition, it is generally described as importing an act of baseness, vileness or depravity in the duties which one person owes to another or to society in general, which is contrary to the usual, accepted and customary rule of right and duty which a person should follow. Moral turpitude is also defined as any conduct that is contrary to justice, honesty, and good morals.

Governments > Legislation > Interpretation

[HN25](#) [↓] Legislation, Interpretation

Whether a crime is one of moral turpitude is determined from the nature and elements of the offense itself and from the facts and circumstances giving rise to the conviction. The Supreme Court of Appeals of West Virginia has recognized, for example, that where fraud or a fraudulent intent is an essential element of the offense, the crime is one of moral turpitude per se. Crimes which involve corruption of the legal system or perversion of justice have been held to involve moral turpitude as a matter of law. Moral turpitude is also held to be inherent in crimes involving intentional dishonesty or illegal activity for personal gain or other corrupt purpose.

Governments > Legislation > Interpretation

[HN26](#) [↓] Legislation, Interpretation

A crime involving moral turpitude is generally one that

shocks the collective public conscience or that is so inherently evil that it is prohibited by society, whether the conduct, itself, is criminalized by law. Moral turpitude refers generally to conduct that shocks the public conscience as being inherently base, vile, or depraved, and contrary to the accepted rules of morality and the duties owed between persons or to society in general. Among the tests to determine if a crime involves moral turpitude is whether the act is accompanied by a vicious motive or a corrupt mind.

Governments > Legislation > Interpretation

[HN27](#) [↓] Legislation, Interpretation

A crime of moral turpitude is one that is deliberately committed and serious, either in terms of the magnitude of the loss that it causes or the indignation that it arouses in the law-abiding public. Moreover, for an offense to involve moral turpitude, it must require a reprehensible or despicable act. Moral turpitude reaches conduct that is inherently wrong, or malum in se, rather than conduct deemed wrong only because of a statutory proscription, malum prohibitum. A crime of moral turpitude, moreover, necessarily involves an evil intent or maliciousness in carrying out the reprehensible act.

Governments > Local Governments > Employees & Officials

Governments > Legislation > Interpretation

[HN28](#) [↓] Local Governments, Employees & Officials

With respect to laws prohibiting an individual from holding office when he/she has been convicted of a crime involving moral turpitude, it is said that a conviction of a felony or a misdemeanor involving moral turpitude implies the absence of qualities which fit one for an office of trust, where the rights and property of others are concerned. The record of conviction is conclusive evidence on this point.

Criminal Law & Procedure > ... > Fraud Against the Government > False Statements > Elements

[HN29](#) [↓] False Statements, Elements

See [W. Va. Code § 61-6-20\(2\)](#).

Governments > Courts > Judges

[HN30](#) Courts, Judges

The Supreme Court of Appeals of West Virginia is of the opinion that a conviction of falsely reporting an emergency incident constitutes a conviction of any misdemeanor involving moral turpitude so as to render the individual ineligible to serve as magistrate pursuant to [W. Va. Code § 50-1-4](#). Moral turpitude is inherent in crimes involving fraud and intentional dishonesty as well as those instances of misconduct that are so offensive to societal norms and human decency as to be shocking and inconceivable.

Criminal Law & Procedure > ... > Fraud Against the Government > False Statements > Elements

[HN31](#) False Statements, Elements

An essential element of the offense of filing a false emergency report, itself, is knowing the information reported, conveyed or circulated is false or baseless. [W. Va. Code § 61-6-20](#).

Governments > Courts > Judges

[HN32](#) Courts, Judges

The Supreme Court of Appeals of West Virginia previously has found that providing misleading information to the West Virginia State Police, in violation of [W. Va. Code § 15-2-16](#) (1977) (Repl. Vol. 2014), and falsely reporting an emergency incident, contrary to [W. Va. Code § 61-6-20\(3\)](#) (1984) (Repl. Vol. 2014), provide sufficient grounds to support a magistrate's suspension.

Governments > Courts > Judges

[HN33](#) Courts, Judges

The Supreme Court of Appeals of West Virginia holds that a conviction of the misdemeanor offense of falsely reporting an emergency incident set forth in [W. Va. Code § 61-6-20](#) (1984) (Repl. Vol. 2014) constitutes a

conviction of any misdemeanor involving moral turpitude as contemplated by the magistrate qualifications enumerated in [W. Va. Code § 50-1-4](#) (1992) (Repl. Vol. 2008). The Supreme Court further holds that, pursuant to the magistrate qualifications set forth in [W. Va. Code § 50-1-4](#) (1992) (Repl. Vol. 2008), a person who has been convicted of any misdemeanor involving moral turpitude is not eligible to hold the office of magistrate.

Governments > Local Governments > Elections

[HN34](#) Local Governments, Elections

The Supreme Court of Appeals of West Virginia previously has recognized that no official or person other than the board of ballot commissioners has the authority to place the names of eligible candidates on a ballot. The authority for this conclusion is provided by [W. Va. Code § 3-1-21\(a\)](#) (2007) (Repl. Vol. 2013), which directs that the board of ballot commissioners for each county shall provide the ballots and sample ballots necessary for conducting every election for public officers in which the voters of the county participate. Furthermore, any officer or person upon whom any duty is imposed by this chapter may be compelled to perform his or her duty by writ of mandamus. [W. Va. Code § 3-1-45](#) (2003) (Repl. Vol. 2013). [W. Va. Code § 3-1-21\(a\)](#), which requires the board to prepare election ballots, is a part of the referenced chapter of statutory duties that may be enforced through mandamus proceedings. [W. Va. Code § 3-1-45](#).

Civil Procedure > ... > Writs > Common Law Writs > Mandamus

[HN35](#) Common Law Writs, Mandamus

Mandamus will lie only when no other remedy is sufficient to provide the relief requested.

Civil Procedure > ... > Writs > Common Law Writs > Mandamus

Governments > Local Governments > Elections

[HN36](#) Common Law Writs, Mandamus

The public policies in protecting fundamental rights, preserving electoral integrity, and promoting both

political and judicial economy have prompted a practical approach in addressing whether an election case is appropriate for mandamus relief. It is only when a writ of mandamus has been invoked to preserve the right to vote or to run for political office that the Supreme Court of Appeals of West Virginia has eased the requirements for strict compliance for the writ's preconditions, especially those relating to the availability of another remedy. Thus, because there is an important public policy interest in determining the qualifications of candidates in advance of an election, the Supreme Court does not hold an election mandamus proceeding to the same degree of procedural rigor as an ordinary mandamus case.

Civil Procedure > ... > Writs > Common Law
Writs > Mandamus

Governments > Local Governments > Elections

[HN37](#) **Common Law Writs, Mandamus**

Mandamus lies to determine the eligibility of a candidate for an elective office and to require the board of ballot commissioners to strike or omit from a primary or general election ballot the name of a candidate who can not hold the office for which he seeks nomination and election. Therefore, members of a board of ballot commissioners may be required by mandamus to discharge their duties.

Governments > Courts > Judges

[HN38](#) **Courts, Judges**

See [W. Va. Code § 50-1-5](#) (1976) (Repl. Vol. 2008).

Governments > Local Governments > Elections

[HN39](#) **Local Governments, Elections**

When an individual has been found to be ineligible to hold the office for which he/she has become a candidate, it is a fruitless endeavor to permit such individual to run in the first instance and frustrate the integrity of the electoral process. Rather, the intelligent and meaningful exercise of the franchise requires some method of averting a void or voidable election. Consequently the Supreme Court of Appeals of West

Virginia has recognized that some form of proceeding must be available by which interested parties may challenge in advance of a primary or general election the eligibility of questionable candidates in order to assure that elections will not become a mockery.

Syllabus

[*100] [806] BY THE COURT**

1. "The eligibility of a candidate for an elective office may be determined in a proceeding in mandamus and, upon a determination therein that a candidate is ineligible to be elected to or to hold the office for which he seeks nomination or election, a writ of mandamus will issue directing the board of ballot commissioners to strike or omit such candidate's name from the primary or general election ballot." [Syllabus point 1, State ex rel. Summerfield v. Maxwell, 148 W. Va. 535, 135 S.E.2d 741 \(1964\).](#)

2. "A writ of mandamus will not issue unless three elements coexist — (1) a clear legal right in the petitioner to the relief sought; (2) a legal duty on the part of respondent to do the thing which the petitioner seeks to compel; and (3) the absence of another adequate remedy." [Syllabus point 2, State ex rel. Kucera v. City of Wheeling, 153 W. Va. 538, 170 S.E.2d 367 \(1969\).](#)

3. The Judicial Investigation Commission is a proper party to bring a writ of mandamus to challenge the qualifications of a candidate for judicial office.

4. A conviction of the misdemeanor offense of falsely reporting an emergency incident set forth in [W. Va. Code § 61-6-20](#) (1984) (Repl. Vol. 2014) constitutes a conviction of "any misdemeanor involving moral [*101] [**807] turpitude" as contemplated by the magistrate qualifications enumerated in [W. Va. Code § 50-1-4](#) (1992) (Repl. Vol. 2008).

5. Pursuant to the magistrate qualifications set forth in [W. Va. Code § 50-1-4](#) (1992) (Repl. Vol. 2008), a person who has been convicted of "any misdemeanor involving moral turpitude" is not eligible to hold the office of magistrate.

6. "Mandamus lies to determine the eligibility of a candidate for an elective office and to require the board of ballot commissioners to strike or omit from a primary or general election ballot the name of a candidate who can not hold the office for which he seeks nomination

and election." Syllabus point 1, State ex rel. Dostert v. Riggelman, 155 W. Va. 808, 187 S.E.2d 591 (1972).

Counsel: [***1] For the Petitioner: Teresa A. Tarr, Brian J. Lanham, Deputy Counsel, Judicial Investigation Commission, Charleston, West Virginia.

For Putnam County Board of Ballot Commissioners, Respondent: Mark A. Sorsaia, Putnam County Prosecuting Attorney, Jennifer Scragg Karr, Putnam County Assistant Prosecuting Attorney, Winfield, West Virginia.

Troy Sexton Hurricane, Respondent, Pro se, West Virginia.

Judges: JUSTICE DAVIS delivered the Opinion of the Court. JUSTICE BENJAMIN, deeming himself disqualified, did not participate in the decision of this case. JUDGE JOHNSON, sitting by temporary assignment.

Opinion by: Davis

Opinion

Petition for Writ of Mandamus

Davis, Justice:

The petitioner herein, the Judicial Investigation Commission ("JIC"), requests this Court to issue a writ of mandamus against one of the respondents herein, the Putnam County Board of Ballot Commissioners ("Board"), to remove the other respondent herein, Troy Sexton ("Mr. Sexton"), a candidate for the office of magistrate in Putnam County, as a magisterial candidate from the May 2016 election ballot. The JIC bases its request for relief upon its determination that Mr. Sexton has been convicted of a "misdemeanor involving moral turpitude" such that he is not [***2] qualified to serve as a magistrate pursuant to the requirements for that office set forth in W. Va. Code § 50-1-4 (1992) (Repl. Vol. 2008). Upon a review of the parties' arguments, the appendix record, and the pertinent authorities, we conclude that Mr. Sexton's misdemeanor conviction of reporting a false emergency incident under W. Va. Code § 61-6-20(2) (1984) (Repl. Vol. 2014) constitutes a conviction of a "misdemeanor involving moral turpitude" so as to render him an ineligible candidate for the office of magistrate as contemplated by W. Va. Code § 50-1-4. Accordingly, we

grant the requested writ of mandamus and direct the respondent Board to remove Mr. Sexton as a magisterial candidate from the May 2016 election ballot.

I.

FACTUAL AND PROCEDURAL HISTORY

HN1 [↑] To be eligible to serve as magistrate in the State of West Virginia, a person must meet the following qualifications:

Each magistrate shall be at least twenty-one years of age, shall have a high school education or its equivalent, *shall not have been convicted of any felony or any misdemeanor involving moral turpitude* and shall reside in the county of his election. No magistrate shall be a member of the immediate family of any other magistrate in the county. . . .

W. Va. Code § 50-1-4 (emphasis added). At issue in the [***3] case *sub judice* is whether Mr. Sexton has been convicted of "any misdemeanor involving moral turpitude" so as to render him ineligible to hold the office of Putnam County Magistrate, for which he has filed to be a candidate in the May 2016 election.

A. Putnam County, West Virginia, Misdemeanor Convictions

Mr. Sexton has had a long and storied involvement with the criminal justice system of Putnam County, West Virginia, culminating in multiple misdemeanor convictions for various offenses. In August 2009, Mr. Sexton was charged with two counts of misdemeanor domestic battery in violation of W. Va. Code § 61-2-28(a) (2004) (Repl. Vol. 2010)¹ in connection with an

¹ Domestic battery is defined as follows:

Any person who unlawfully and intentionally makes physical contact of an insulting or provoking nature with his or her family or household member or unlawfully and intentionally causes physical harm to his or her family or household member, is guilty of a misdemeanor and, upon conviction thereof, shall be confined in a county or regional jail for not more than twelve months, or fined not more than five hundred dollars, or both.

W. Va. Code § 61-2-28(a) (2004) (Repl. Vol. 2010). Because

incident involving [*102] [**808] his two six-year-old sons. Apparently frustrated with the children's performance at football practice, Mr. Sexton allegedly picked one child up and threw him to the ground. Mr. Sexton then allegedly picked up his other son by the child's ankle and carried and/or dragged the boy, upside down, across the football field, banging his helmeted head on the ground, and finally throwing him to the ground as well. Ultimately, Mr. Sexton pleaded no contest to both charges in magistrate court. Following his appeal to circuit court, Mr. Sexton was [***4] sentenced to six months in jail on the first charge and one year in jail on the second charge; after serving thirty days in jail, the court suspended the remainder of both sentences and placed Mr. Sexton on probation for two years.²

In an encounter that allegedly was related to the foregoing domestic battery convictions, Mr. Sexton was charged, in February 2010, with the misdemeanor crime of making harassing telephone calls in violation of W. Va. Code § 61-8-16 (1976) (Repl. Vol. 2010).³ During

Mr. Sexton's conduct leading to his arrest for and conviction of this offense occurred in 2009, the 2004 version of this statute governed his criminal proceeding.

²Abuse and neglect charges also were filed against Mr. Sexton as a result of this incident, but those charges later were dismissed without a finding that Mr. Sexton had abused or neglected his children. For the pertinent statutory provision in effect at the time of these allegations, see W. Va. Code § 49-6-2(c) (2006) (Repl. [***5] Vol. 2009), which required a circuit court to hold a hearing and "make a determination based upon the evidence and . . . make findings of fact and conclusions of law as to whether such child is abused or neglected."

³The 1976 version of W. Va. Code § 61-8-16 (1976) (Repl. Vol. 2010) governed Mr. Sexton's prosecution of making harassing phone calls and provided that

(a) It shall be unlawful for any person with intent to harass or abuse another by means of telephone to:

(1) Make any comment, request, suggestion or proposal which is obscene; or

(2) Make a telephone call, whether or not conversation ensues, without disclosing his identity and with intent to harass any person at the called number; [***6] or

(3) Make or cause the telephone of another repeatedly or continuously to ring, with intent to harass any person at the called number; or

(4) Make repeated telephone calls, during which

the course of an evening, Mr. Sexton allegedly called the victim four times and used harassing language during these exchanges. Mr. Sexton pleaded guilty to this charge, and the magistrate court sentenced him to twenty days in jail, with credit for time served, and imposed a \$100 fine.

Thereafter, in January 2014, Mr. Sexton was charged with one count of misdemeanor falsely reporting an emergency incident in violation of W. Va. Code § 61-6-20(2) (1984) (Repl. Vol. 2014).⁴ On this occasion, Mr. [*103] [**809] Sexton called Putnam County 911 and allegedly reported that his children were dead and that he had beaten and molested them. When law enforcement officials arrived at his residence, they found Mr. Sexton's children and wife to be unharmed [***7] and learned that Mr. Sexton had been drinking. Mr. Sexton pleaded guilty to this charge, and the magistrate court sentenced him to ninety days in jail and imposed a fine of \$93.54. The court then suspended this sentence and placed Mr. Sexton on probation for one year.

Finally, in April 2014, Mr. Sexton was charged with one count of misdemeanor first offense driving under the influence ("DUI") in violation of W. Va. Code § 17C-5-

conversation ensues, with intent to harass any person at the called number; or

(5) Threaten to commit a crime against any person or property.

....

(c) Any offense committed under this section may be deemed to have occurred at the place at which the telephone call was made, or the place at which the telephone called was received.

(d) Any person who violates any provision of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than five hundred dollars, or imprisoned in the county jail not more than six months, or both fined and imprisoned.

⁴The crime of falsely reporting an emergency incident is defined as follows:

A person is guilty of reporting a false emergency incident when knowing the information reported, conveyed or circulated is false or baseless, he:

....

(2) Reports, by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger to life or

2(d) (2010) (Repl. Vol. 2013)⁵ when the vehicle he was driving was observed weaving and crossing the center line. Upon stopping Mr. Sexton's vehicle, the arresting officer observed the smell of alcohol on Mr. Sexton's breath; found one opened and one unopened beer can in Mr. Sexton's vehicle; and administered three field sobriety tests, all of which Mr. Sexton failed. Mr. Sexton pleaded guilty to this charge, and the magistrate court sentenced him to time served and imposed a \$100 fine.

B. Hamilton County, Ohio, Misdemeanor Convictions

In addition to the foregoing misdemeanor convictions in Putnam County, West Virginia, Mr. Sexton twice has been convicted of misdemeanor crimes in Hamilton County, Ohio. Mr. Sexton was charged with the misdemeanor offenses of disorderly conduct while intoxicated⁶ and resisting arrest⁷ at the Cincinnati Reds'

Great American Ball Park in June 2008. These charges arose when Mr. Sexton got into an altercation with opposing fans during a Cincinnati Reds baseball game. Mr. Sexton pleaded guilty to disorderly conduct while intoxicated, and the resisting arrest charge was dismissed pursuant to his plea agreement. The Hamilton County, Ohio, Municipal Court imposed [***10] a lifetime ban from the Great American Ball Park and charged Mr. Sexton \$250 in costs.

Subsequently, in June 2014, Mr. Sexton violated the aforementioned lifetime ban by attending a Cincinnati Reds baseball game at the team's Great [***11] American Ball Park and was charged with the felony offense of burglary.⁸ [*104] [**810] Mr. Sexton ultimately pleaded no contest to the misdemeanor offense of criminal trespass (reduced),⁹ and the charge of felony burglary was dismissed. The Hamilton County, Ohio, Court of Common Pleas then sentenced Mr. Sexton to six months of non-reporting community

property, an alleged occurrence or impending occurrence of a fire, explosion, crime, catastrophe, accident, illness or other emergency in which it is likely that public alarm or inconvenience will result or that firefighting apparatus, ambulance apparatus, one or more rescue vehicles or other emergency apparatus might be summoned, which did not occur, does not in fact exist. . . .

Any person who violates this section is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than five hundred dollars or confined [***8] in the county jail not more than six months, or both fined and confined.

W. Va. Code § 61-6-20(2) (1984) (Repl. Vol. 2014).

⁵The offense of driving under the influence is set forth as follows:

(d) Any person who:

(1) Drives a vehicle in this state while he or she:

-
- (A) Is under the influence of alcohol;
 - (B) Is under the influence of any controlled substance;
 - (C) Is under the influence of any other drug;
 - (D) Is under the combined influence of alcohol and any controlled substance or any other drug; or
 - (E) Has an alcohol concentration in his or her blood of eight hundredths of one percent or more, by weight, [***9] but less than fifteen hundredths of one percent, by weight;

(2) Is guilty of a misdemeanor and, upon conviction thereof, except as provided in section two-b of this article, shall be confined in jail for up to six months and shall be fined not less than one hundred dollars nor more than five hundred dollars. A person sentenced pursuant to this subdivision shall receive credit for any period of actual confinement he or she served upon arrest for the subject offense.

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control¹⁰ and imposed a \$250 fine. The court

[W. Va. Code § 17C-5-2\(d\)](#) (1976) (Repl. Vol. 2013).

⁶The State of Ohio's criminal offense of disorderly conduct while intoxicated is defined as follows:

(B) No person, while voluntarily intoxicated, shall do either of the following:

(1) In a public place or in the presence of two or more persons, engage in conduct likely to be offensive or to cause inconvenience, annoyance, or alarm to persons of ordinary sensibilities, which conduct the offender, if the offender were not intoxicated, should know is likely to have that effect on others;

(2) Engage in conduct or create a condition that presents a risk of physical harm to the offender or another, or to the property of another.

[Ohio Rev. Code Ann. § 2917.11\(B\)](#) (West 2001).

⁷[Ohio Rev. Code Ann. § 2921.33](#) (West 1997) sets forth the misdemeanor offense of resisting arrest:

(A) No person, recklessly or by force, shall resist or interfere with a lawful arrest of the person or another.

....

(D) Whoever violates this section is guilty of resisting arrest. A violation of division (A) of this section is a misdemeanor of the second degree.

⁸The State of Ohio's felony offense of burglary with which Mr. Sexton was charged is defined as follows:

(A) No person, by force, stealth, or deception, shall do any of the following:

....

(3) Trespass in an occupied structure or in a separately secured or separately occupied portion of an occupied structure, with purpose to commit in the structure or separately secured or separately occupied portion of the structure any criminal offense.

[Ohio Rev. Code Ann. § 2911.12](#) (West 2011).

⁹[Ohio Rev. Code Ann. § 2911.21](#) (West 2009) sets forth the misdemeanor offense of criminal trespass:

(A) No person, without privilege to do so, shall do any of the following: **[***12]**

(1) Knowingly enter or remain on the land or premises of another;

(2) Knowingly enter or remain on the land or premises of another, the use of which is lawfully restricted to certain persons, purposes, modes, or hours, when the offender knows the offender is in violation of any such restriction

additionally warned Mr. Sexton that violation of the terms and conditions of community control would result in the imposition of a thirty-month jail sentence and further ordered him to stay away from the Great American Ball Park.

or is reckless in that regard;

(3) Recklessly enter or remain on the land or premises of another, as to which notice against unauthorized access or presence is given by actual communication to the offender, or in a manner prescribed by law, or by posting in a manner reasonably calculated to come to the attention of potential intruders, or by fencing or other enclosure manifestly designed to restrict access;

(4) Being on the land or premises of another, negligently fail or refuse to leave upon being notified by signage posted in a conspicuous place or otherwise being notified to do so by the owner or occupant, or the agent or servant of either.

(B) It is no defense to a charge under this section that the land or premises involved was owned, controlled, or in custody of a public agency.

(C) It is no defense to a charge under this section that the offender was authorized to enter or remain on the land **[***13]** or premises involved, when such authorization was secured by deception.

(D)(1) Whoever violates this section is guilty of criminal trespass, a misdemeanor of the fourth degree. . . .

¹⁰In the State of Ohio,

"[c]ommunity control sanction" means a sanction that is not a prison term and that is described in section 2929.15, 2929.16, 2929.17, or 2929.18 of the Revised Code or a sanction that is not a jail term and that is described in [section 2929.26](#), [2929.27](#), or [2929.28](#) of the Revised Code. "Community control sanction" includes probation if the sentence involved was imposed for a felony that was committed prior to July 1, 1996, or if the sentence involved was imposed for a misdemeanor that was committed prior to January 1, 2004.

[Ohio Rev. Code Ann. § 2929.01\(E\)](#) (West 2014). Community control does not entail jail time, but is more akin to probation and alternative sentencing in this State. See generally [Ohio Rev. Code Ann. § 2929.25](#) (West 2011) (recognizing community control as an alternative sentence to jail time for misdemeanor offenses). See also [Ohio Rev. Code Ann. § 2929.26](#) (West 2014) (describing community residential sanctions as form of community control); [Ohio Rev. Code Ann. § 2929.27](#) (West 2011) (listing nonresidential sanctions as type of community control); [Ohio Rev. Code Ann. § 2929.28](#) (West 2011) (detailing financial sanctions as method of community control).

C. Candidacy for Putnam County Magistrate [***14]

Following these various misdemeanor convictions and resultant sentences, Mr. Sexton decided to run for the office of magistrate in the 2nd Magisterial District of Putnam County. In furtherance of his candidacy, Mr. Sexton filed his precandidacy papers on December 22, 2015, and filed his Certificate of Announcement to run for magistrate and paid his associated filing fee on January 11, 2016. Thereafter, the JIC learned of Mr. Sexton's candidacy for magistrate in spite of his multiple misdemeanor convictions and initiated an investigation into his qualification for this office. By decision of February 26, 2016, the JIC unanimously voted to file the instant petition for writ of mandamus seeking Mr. Sexton's removal from the May 2016 election ballot as a candidate for Putnam County magistrate. This Court then issued a rule to show cause and heard oral arguments in this matter.

[*105] [**811] II.

STANDARD FOR ISSUANCE OF WRIT

[HN2](#) [↑] This Court previously has held that mandamus is a proper proceeding by which to challenge a candidate's eligibility for an elected office:

The eligibility of a candidate for an elective office may be determined in a proceeding in mandamus and, upon a determination therein that a candidate [***15] is ineligible to be elected to or to hold the office for which he seeks nomination or election, a writ of mandamus will issue directing the board of ballot commissioners to strike or omit such candidate's name from the primary or general election ballot.

[Syl. pt. 1, State ex rel. Summerfield v. Maxwell, 148 W. Va. 535, 135 S.E.2d 741 \(1964\)](#). We have elaborated on the availability of mandamus relief in this regard as follows:

[HN3](#) [↑] In West Virginia a special form of mandamus exists to test the eligibility to office of a candidate in either a primary or general election. The proper party respondent in such special action in mandamus is the Secretary of State of the State of West Virginia in the case of an office to be filled by the voters of more than one county or the clerk of the circuit court in the case of an office to be

filled by the voters of one county, and this action in mandamus, being a special creation of the evolving common law, is ripe for prosecution immediately upon a candidate's filing of his certificate of candidacy.

[Syl. pt. 5, State ex rel. Maloney v. McCartney, 159 W. Va. 513, 223 S.E.2d 607 \(1976\)](#). Moreover,

[HN4](#) [↑] [w]here an action in mandamus is brought to test eligibility to office before a primary or general election it is proper to join as an original party respondent the real party in interest in order to avoid the delay attendant [***16] upon petitions to intervene and other procedural formalities which might frustrate the expeditious resolution of the case.

[Syl. pt. 6, id.](#)

Interposed with the propriety of mandamus as a remedy to remove an ineligible candidate for office, however, is the underlying standard for the issuance of the writ, itself. We previously have held that

[HN5](#) [↑] [a] writ of mandamus will not issue unless three elements coexist — (1) a clear legal right in the petitioner to the relief sought; (2) a legal duty on the part of respondent to do the thing which the petitioner seeks to compel; and (3) the absence of another adequate remedy.

[Syl. pt. 2, State ex rel. Kucera v. City of Wheeling, 153 W. Va. 538, 170 S.E.2d 367 \(1969\)](#). In keeping with these standards, we proceed to consider the parties' arguments.

III.

DISCUSSION

The issue presented by the instant proceeding requires us to determine whether Mr. Sexton has been convicted of "any misdemeanor involving moral turpitude" so as to render him ineligible to serve as magistrate pursuant to [W. Va. Code § 50-1-4](#) and to require his name to be removed from the May 2016 election ballot as a candidate for this office. In its arguments to this Court, the JIC contends that Mr. Sexton's conviction of filing a false emergency report constitutes a misdemeanor conviction involving [***17] moral turpitude so as to disqualify him from serving as a magistrate should he be

elected to that office. Alternatively, the JIC argues that Mr. Sexton's domestic battery conviction or the cumulative effect of all of his misdemeanor convictions satisfy the moral turpitude standard set forth in W. Va. Code § 50-1-4. Mr. Sexton disputes that he is ineligible to hold the office of magistrate, while the Board defers to this Court's determination of this issue.¹¹

[*106] [812]** Before deciding the substantive matter involving Mr. Sexton's eligibility to serve as magistrate, we first must consider whether the JIC is entitled to the relief in mandamus which it seeks in this case. As noted in the foregoing section, HN7 issuance of the writ of mandamus depends upon (1) the petitioner's clear legal right to the relief he/she seeks; (2) the respondent's legal duty to perform the action the petitioner seeks to compel; and (3) the absence of another adequate remedy. Syl. pt. 1, Kucera, 153 W. Va. 538, 170 S.E.2d 367. Accord Syl. pt. 3, State ex rel. Dostert v. Riggleman, 155 W. Va. 808, 187 S.E.2d 591 (1972) ("He who seeks a relief by mandamus must show a clear legal right to the remedy.").

In the case *sub judice*, the JIC seeks relief in mandamus to compel the Board to remove Mr. Sexton's name from the May 2016 election ballot as a candidate for magistrate. This Court previously has delineated who may bring an extraordinary proceeding **[***19]** to challenge the propriety of an election ballot:

¹¹ HN6 A board of ballot commissioners typically does not assess the legal qualifications of a candidate to hold office beyond the contents of the certificate he/she files with the clerk. See generally Syl., in part, State ex rel. McKnight v. Clark, 86 W. Va. 496, 103 S.E. 399 (1920) ("When a candidate for a nomination in a primary election files a certificate with the clerk of the circuit court, from which it appears that he is eligible to hold the office for which he is a candidate, the board of ballot commissioners ha[s] no authority to institute an inquiry for the purpose of determining the question of his legal qualifications to hold such office. The duty of said board is to place his name upon the ballot[.]), *overruled on other grounds by Syl. pt. 2, State ex rel. Summerfield v. Maxwell, 148 W. Va. 535, 135 S.E.2d 741 (1964). Accord State ex rel. Summerfield, 148 W. Va. at 541, 135 S.E.2d at 746* (observing that board of ballot commissioners has no "jurisdiction **[***18]** . . . to determine the qualification of a candidate in a primary election, where the certificate of candidacy was regular and showed on its face that the candidate was qualified to hold the office for which he sought the nomination" and further had "no jurisdiction to make any independent investigation in order to determine such qualification" (internal quotations and citation omitted)).

HN8 A citizen, taxpayer and voter has such interest as entitles him to maintain a Mandamus to compel the board of ballot commissioners to discharge its duties lawfully in respect to the preparation of ballots lots for a general election. Likewise, a political party executive committee, being the statutorily presumed representative of the citizens and voters who are members of that political party, has an interest or standing to compel the ballot commissioners to discharge their duties lawfully in respect to the preparation of ballots for a general election.

Syl. pt. 1, State ex rel. Booth v. Board of Ballot Comm'rs of Mingo Cnty., 156 W. Va. 657, 196 S.E.2d 299 (1972). We further have recognized that HN9 the Secretary of State, as the official charged with the enforcement of this State's election laws, likewise has standing to institute a proceeding contesting election ballots. See State ex rel. Tennant v. Ballot Comm'rs of Mingo Cnty., 234 W. Va. 620, 622, 768 S.E.2d 438, 440 (2014) (recognizing right of Secretary of State to bring mandamus action against county board of ballot commissioners to compel correction of election ballot). See also Syl. pt. 1, State ex rel. Manchin v. Lively, 170 W. Va. 672, 295 S.E.2d 912 (1982) ("The Secretary of State of West Virginia does have standing to bring an action to obtain a constructive enforcement of the State's election laws by virtue of his role as chief election official **[***20]** and the powers given to him in W. Va. Code, 3-1A-6.").

It goes without saying that the JIC does not fit neatly within any of the preceding classifications of persons with standing to bring a mandamus proceeding to challenge the propriety of an election ballot. Be that as it may, HN10 the JIC possesses regulatory powers in its own right over candidates for judicial office akin to those the Secretary of State exercises over candidates for statewide elections generally.

Pursuant to its Constitutional authority to prescribe a judicial code of ethics to govern the "conduct and performance[] [of] justices, judges and magistrates,"¹² the Court has created the Judicial Investigation

¹² W. Va. Const. art. VIII, § 8. Accord Syl. pt. 6, State ex rel. Carenbauer v. Hechler, 208 W. Va. 584, 542 S.E.2d 405 (2000) ("The West Virginia Constitution confers on the West Virginia Supreme Court of Appeals, both expressly and by necessary implication, the power to protect the integrity of the judicial branch of government and the duty to regulate the political activities of all judicial officers.").

Commission. The role of the JIC is described as follows:

[HN11](#) [↑] The ethical conduct of judges is of the highest importance to the people of the State of West Virginia and to the legal profession. Every judge shall observe the highest standards of judicial conduct. In [*107] [**813] furtherance of this goal, the Supreme Court of Appeals does hereby establish a Judicial Investigation Commission [Commission] to determine whether probable cause exists to formally charge a judge with a violation of the Code of Judicial Conduct promulgated by the Supreme Court of Appeals [***21] to govern the ethical conduct of judges[.]

W. Va. R. Jud. Disc. Proc. 1 (brackets in original). [HN12](#) [↑] Among the JIC's enumerated powers are "the authority to . . . determine whether probable cause exists to formally charge a judge with a violation of the Code of Judicial Conduct . . . and engage in such other activities related to judicial discipline as it deems appropriate." W. Va. R. Jud. Disc. Proc. 1.11(1 & 7). The fulfillment of the JIC's duties fosters "the preservation and enhancement of public confidence in the honor, integrity, dignity, and efficiency of the members of the judiciary and the system of justice." Syl., in part, Matter of Gorby, 176 W. Va. 16, 339 S.E.2d 702 (1985).

Although the Code of Judicial Conduct ("the Code") is intended to ensure "an independent, fair, and competent judiciary,"¹³ sitting judicial officers are not the only individuals who are governed by its terms. Rather, [HN13](#) [↑] candidates for judicial office also are required [***22] to abide by the Code of Judicial Conduct. In this regard, the Code specifically directs that

[HN14](#) [↑] [a]nyone, whether or not a lawyer, who is an officer of a judicial system and who performs judicial functions, including but not limited to Justices of the Supreme Court of Appeals, Circuit Judges, Family Law Masters, Magistrates, Mental Hygiene Commissioners, Juvenile Referees, Special Commissioners and Special Masters, is a judge within the meaning of the Code. All judges shall comply with this Code except as provided below. *All candidates for judicial office shall comply with the applicable provisions of the Code.*

W. Va. Code Jud. Cond. Canon 6.A (emphasis added). The Code further defines a "candidate" as follows:

[HN15](#) [↑] A candidate is a person seeking selection for or retention in judicial office by election or appointment. A person becomes a candidate for judicial office as soon as he or she makes a public announcement of candidacy, declares or files as a candidate with the election or appointment authority, or authorizes solicitation or acceptance of contributions or support[.]

W. Va. Code Jud. Cond., Terminology. Finally, [HN16](#) [↑]] compliance with the Code is immediate and mandatory: "[a] person to whom this Code becomes applicable shall comply [***23] immediately with all provisions of this Code." W. Va. Code Jud. Cond. Canon 6.F.¹⁴ Thus, it is clear that the scope of authority entrusted to the JIC to enforce the rules governing judicial conduct in this State apply with equal force to sitting judicial officers as well as candidates for judicial office, such as Mr. Sexton.

Moreover, [HN17](#) [↑] it is clear that the position of magistrate is a judicial office subject to this State's Code of Judicial Conduct. The West Virginia Constitution specifically reposes the judicial power in courts and judicial officers of this State, including "magistrate courts . . . and magistrates of such courts." W. Va. Const. art. VIII, § 1. And, "[b]ecause a magistrate is a judicial officer, he is subject to all of the Canons of the Judicial Code of Ethics[.]" Syl. pt. 4, in part, West Virginia Judicial Inquiry Comm'n v. All among, 162 W. Va. 652, 252 S.E.2d 159 (1979). See also W. Va. Code § 50-1-12 (1978) (Repl. Vol. 2008) ("Magistrates shall be subject to and shall abide by the code of judicial ethics as adopted and amended by the supreme court of appeals."). Thus, magistrates, as well as magisterial candidates, are among [***24] the class of judicial officers whose conduct is regulated by the Supreme Court of Appeals of West Virginia through the JIC. See W. Va. Const. art. VIII, § 8; W. Va. Code Jud. Cond. Canon 6.A.

[*108] [**814] Therefore, [HN18](#) [↑] to the extent that the JIC is charged with upholding the integrity of the judiciary in this State, the JIC has an undeniable interest in ensuring that candidates for judicial office likewise comply with the Code of Judicial Conduct. Among such ethical requirements is a judge's, or judicial candidate's, immutable duty to "respect and comply with the law." W.

¹³ W. Va. Code Jud. Cond., Preamble.

¹⁴ Allowance is made for delayed compliance with certain, enumerated provisions regarding finances which are not at issue herein. See W. Va. Code Jud. Cond. Canon 6.F.

Va. Code Jud. Cond. 2.A. For purposes of the case *sub judice*, this mandatory allegiance to the law of this State necessarily includes a judicial candidate's obligation to satisfy the statutory eligibility requirements required to hold such judicial office, *i.e.*, the office of magistrate. See W. Va. Code § 50-1-4. Thus, apprising whether a judicial candidate is qualified to hold the office for which he/she has declared his/her candidacy is an integral function of the JIC's authority to enforce, and compel compliance with, the Code of Judicial Conduct. See generally W. Va. R. Jud. Disc. Proc. 1.11. Accordingly, we hold that the Judicial Investigation Commission is a proper party to bring a writ of mandamus to challenge the qualifications [***25] of a candidate for judicial office.

Having established that the JIC is a proper party to bring the instant mandamus proceeding, we next must determine whether the Board has a clear legal duty to do that which the JIC seeks to compel: to remove Mr. Sexton's name from the May 2016 election ballot if he is not eligible to hold the judicial office of magistrate to which he seeks election. See Syl. pt. 1, Kucera, 153 W. Va. 538, 170 S.E.2d 367. This inquiry necessarily has two subparts: (1) whether Mr. Sexton is qualified to hold the office of magistrate and (2) whether the Board has the authority to remove Mr. Sexton's name from the election ballot if he is not qualified to serve as magistrate. We first will consider the magisterial qualifications and whether Mr. Sexton has satisfied the same.

HN19 Pursuant to article VIII, § 10 of the West Virginia Constitution, the Legislature is responsible for determining the qualifications of magistrates. See W. Va. Const. art. VIII, § 10 ("The legislature shall establish in each county a magistrate court or courts with the right of appeal as prescribed by law. . . . The legislature shall determine the qualifications and the number of magistrates for each such court to be elected by the voters of the county[.]"). In accordance with this constitutional mandate, the Legislature [***26] enacted W. Va. Code § 50-1-4, which defines a magistrate's qualifications:

HN20 Each magistrate shall be at least twenty-one years of age, shall have a high school education or its equivalent, *shall not have been convicted of any felony or any misdemeanor involving moral turpitude* and shall reside in the county of his election. No magistrate shall be a member of the immediate family of any other magistrate in the county. . . .

Id. (emphasis added). At issue in this case is whether any of Mr. Sexton's misdemeanor convictions are for misdemeanors "involving moral turpitude" as contemplated by the statutory magisterial qualifications. *Id.*

Insofar as this matter involves a matter of statutory interpretation, we are guided by our rules of statutory construction. HN21 "The primary object in construing a statute is to ascertain and give effect to the intent of the Legislature." Syl. pt. 1, Smith v. State Workmen's Comp. Comm'r, 159 W. Va. 108, 219 S.E.2d 361 (1975). To ascertain legislative intent, "[w]e look first to the statute's language. If the text, given its plain meaning, answers the interpretive question, the language must prevail and further inquiry is foreclosed." Appalachian Power Co. v. State Tax Dep't of West Virginia, 195 W. Va. 573, 587, 466 S.E.2d 424, 438 (1995). HN22 "Statutes whose language is plain must be applied as written, while those whose language is ambiguous must be construed before [***27] they can be applied." Foster Found. v. Gainer, 228 W. Va. 99, 110, 717 S.E.2d 883, 894 (2011). See Syl. pt. 2, State v. Elder, 152 W. Va. 571, 165 S.E.2d 108 (1968) ("Where the language of a statute is clear and without ambiguity the plain meaning is to be accepted without resorting to the rules of interpretation."). See also Syl. pt. 1, Farley v. Buckalew, 186 W. Va. 693, 414 S.E.2d 454 (1992) ("A statute that is ambiguous must be construed before it can be applied.").

Here, the pertinent statutory language to determine Mr. Sexton's eligibility to serve as [*109] [**815] magistrate requires a determination as to whether he has been convicted of "any misdemeanor involving moral turpitude." W. Va. Code § 50-1-4. While criminal offenses are legislatively classified as being either a misdemeanor or a felony, neither of the two operative words in this phrase, *i.e.*, "any" or "moral turpitude," have been defined by the Legislature. HN23 We previously have interpreted the word "any" as "being used in the sense of 'a' and not of 'every.' 'Any' may mean 'one indifferently out of a number,' Webster's Dictionary[.]" McGrew v. Stewart, 113 W. Va. 45, 47, 166 S.E. 847, 847-48 (1932) (citation omitted). Construing W. Va. Code § 50-1-4 consistently with this definition of the word "any," it is apparent that conviction of a single misdemeanor offense involving moral turpitude would render a magistrate, or magisterial candidate, ineligible to serve in that judicial office.

While the Legislature also [***28] has not defined "moral turpitude," this Court previously has considered

the meaning of this phrase.

[HN24](#)[↑] Although "moral turpitude" is an elusive concept incapable of precise definition, it is generally described as importing "an act of baseness, vileness or depravity in the duties which one person owes to another or to society in general, which is contrary to the usual, accepted and customary rule of right and duty which a person should follow." *Syllabus Point 2, in part, Committee on Legal Ethics of West Virginia State Bar v. Scherr*, 149 W. Va. 721, 143 S.E.2d 141 (1965). See generally 7 Am. Jur. 2d Attorneys at Law § 74 (1980). "Moral turpitude" has also been defined as any conduct that is "contrary to justice, honesty and good morals." *In Re Smith*, 158 W. Va. [13,] at 17, 206 S.E.2d [920,] at 923 [(1974)].

[HN25](#)[↑] Whether a crime is one of moral turpitude is determined from the nature and elements of the offense itself and from the facts and circumstances giving rise to the conviction. *Matter of Mann*, 151 W. Va. 644, 154 S.E.2d 860 (1967)[, overruled on other grounds by *Committee on Legal Ethics of West Virginia State Bar v. Boettner*, 183 W. Va. 136, 394 S.E.2d 735 (1990)]. We have recognized, for example, that where fraud or a fraudulent intent is an essential element of the offense, the crime is one of moral turpitude per se. *In Re Smith*, [158 W. Va. 13, 206 S.E.2d 920]; *In Re West*, [155 W. Va. 648, 186 S.E.2d 776 (1972)]; *Matter of Mann*, [151 W. Va. 644, 154 S.E.2d 860]. Crimes which involve corruption of the legal system or perversion of justice have been held to involve moral turpitude as a matter of law. *In Re Brown*, [157 W. Va. 1, 197 S.E.2d 814 (1973)]; *In Re Barron*, 155 W. Va. 98, 181 S.E.2d 273 (1971). Moral [***29] turpitude has also been held to be inherent in crimes involving intentional dishonesty or illegal activity for personal gain or other corrupt purpose. See *In Re Strick*, 34 Cal. 3d 891, 196 Cal. Rptr. 509, 671 P.2d 1251 (1983); *Matter of Grimes*, 414 Mich. 483, 326 N.W.2d 380 (1982); *In Re Conduct of Chase*, 299 Or. 391, 702 P.2d 1082 (1985); *Searcy v. State Bar of Texas*, 604 S.W.2d 256 (Tex. Civ. App. 1980). See generally 7 C.J.S. Attorney and Client § 67 (1980).

Committee on Legal Ethics of the West Virginia State Bar v. Six, 181 W. Va. 52, 54, 380 S.E.2d 219, 221-22 (1989) (emphasis added). Accord *Wallis v. State Bar of California*, 21 Cal. 2d 322, 328, 131 P.2d 531, 534 (1942) ("Representations which may be legally

characterized as amounting to 'moral turpitude, dishonesty or corruption' must be made with an intent to mislead.").

Furthermore, [HN26](#)[↑] a crime involving moral turpitude is generally one that shocks the collective public conscience or that is so inherently evil that it is prohibited by society, whether the conduct, itself, is criminalized by law.

Moral turpitude refers generally to conduct that shocks the public conscience as being inherently base, vile, or depraved, and contrary to the accepted rules of morality and the duties owed between persons or to society in general. . . . Among the tests to determine if a crime involves moral turpitude is whether the act is accompanied by a vicious motive or a corrupt mind.

Omagah v. Ashcroft, 288 F.3d 254, 259-60 (5th Cir. 2002) (internal quotations and citations omitted). Accord *Medina v. United [*110] [**816] States*, 259 F.3d 220, 227 (4th Cir. 2001) ("Moral turpitude is a nebulous concept, which refers generally to conduct that shocks the public conscience as being inherently base, vile, or [***30] depraved, contrary to the rules of morality and the duties owed between man and man, either one's fellow man or society in general." (internal quotations and citations omitted)); *Nguyen v. Reno*, 211 F.3d 692, 695 (1st Cir. 2000) ("Moral turpitude refers generally to conduct . . . contrary to the accepted rules of morality and the duties owed between persons or to society in general . . . an act which is per se morally reprehensible and intrinsically wrong." (internal quotations and citations omitted)). In other words, [HN27](#)[↑] "a crime of moral turpitude is one that is deliberately committed and 'serious,' either in terms of the magnitude of the loss that it causes or the indignation that it arouses in the law-abiding public." *Padilla v. Gonzales*, 397 F.3d 1016, 1019 (7th Cir. 2005) (citation omitted). Moreover,

for an offense to involve moral turpitude, it must require a reprehensible or despicable act. Moral turpitude reaches conduct that is inherently wrong, or *malum in se*, rather than conduct deemed wrong only because of a statutory proscription, *malum prohibitum*. A crime of moral turpitude, moreover, necessarily involves an evil intent or maliciousness in carrying out the reprehensible act.

Efagene v. Holder, 642 F.3d 918, 921-22 (10th Cir. 2011) (emphasis in original; citations omitted). Accord

Blake v. Carbone, 489 F.3d 88 (2d Cir. 2007); Recio-Prado v. Gonzales, 456 F.3d 819 (8th Cir. 2006).

Finally, [HN28](#) with respect to laws prohibiting an [***31](#) individual from holding office when he/she has been convicted of a crime involving moral turpitude, it has been said that "[a] conviction of a felony or a misdemeanor involving moral turpitude implies the absence of qualities which fit one for an office of trust, where the rights and property of others are concerned. The record of conviction is conclusive evidence on this point." Ex parte Wall, 107 U.S. 265, 307, 2 S. Ct. 569, 604, 27 L. Ed. 552, 5 Ky. L. Rptr. 3 (1883). See also Mississippi Comm'n on Judicial Performance v. Thompson, 80 So. 3d 86, 94 (Miss. 2012) ("Moral turpitude includes, but is not limited to, actions which involve interference with the administration of justice, fraud, deceit, . . . or other such actions which bring the judiciary into disrepute." (internal quotations and citations omitted)).

The JIC argues that Mr. Sexton's misdemeanor conviction of falsely filing an emergency report constitutes a conviction of "any misdemeanor involving moral turpitude" so as to render him ineligible to serve as a magistrate pursuant to W. Va. Code § 50-1-4 because this offense has, at its essence, falsity and intentional dishonesty indicative of moral turpitude. We agree. The Legislature has defined the misdemeanor crime of falsely reporting an emergency incident in W. Va. Code § 61-6-20(2), in pertinent part, as follows:

[HN29](#) A person is guilty of reporting a false emergency incident when knowing [***32](#) the information reported, conveyed or circulated is false or baseless, he:

....

(2) Reports, by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger to life or property, an alleged occurrence or impending occurrence of a fire, explosion, crime, catastrophe, accident, illness or other emergency in which it is likely that public alarm or inconvenience will result or that firefighting apparatus, ambulance apparatus, one or more rescue vehicles or other emergency apparatus might be summoned, which did not occur, does not in fact exist[.]

....

Any person who violates this section is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than five hundred dollars or confined in the county jail not more than six

months, or both fined and confined.

In January 2014, Mr. Sexton was charged with one count of reporting a false emergency incident after he called the Putnam County 911 dispatch and reported that his children were dead and he had beaten and molested them. According to the criminal complaint filed for this incident,

[\[*111\]](#) [**817](#) [o]n the above date [January 23, 2014] the undersigned [responding deputy] [***33](#) was dispatched to [Mr. Sexton's residence] in Hurricane, Putnam County, WV for a disturbance. [The responding deputy] was notified by Putnam County Dispatch that the defendant Troy Sexton had called 911 and stated that his kids were dead and the he had molested and beat *[sic]* them. Dispatch further informed [the responding deputy] that . . . the defendant had requested that the prosecutor arrive at his house because "they were the only ones who cared about his children." After arriving at the residence mentioned above [the responding deputy] observed that some of the lights in the home quickly turned off. [The responding deputy] then began to approach the residence with caution and notified dispatch to call the defendant back and request him [to] step outside. [The responding deputy] was informed by dispatch that they had made contact with the defendant. During the radio transmission the defendant slowly began to walk out of the front door. [The responding deputy] then began a pat down on the defendant for his and [the responding deputy's] safety before detaining him. [The responding deputy] then made contact with the defendant's wife and children and they were all in good health. [***34](#) The wife of the defendant stated that he had not been violent during the day, but had been drinking. She also stated that she did not know why the defendant felt the need to harass law-enforcement and that all the allegations made to 911 were false. Before walking the defendant out of the residence he asked his wife for a pair of shoes and stated "get them before I beat you again like I did for not having dinner ready."

As a result of this incident, Mr. Sexton was convicted of one count of misdemeanor falsely reporting an emergency incident in violation of W. Va. Code § 61-6-20(2). Ultimately, Mr. Sexton pleaded guilty to this charge, and the magistrate court sentenced him to ninety days in jail and imposed a fine of \$93.54. The court then suspended this sentence and placed Mr.

Sexton on probation for one year.

Having reviewed the facts giving rise to this conviction and resultant sentence, [HN30](#)^[↑] we are of the opinion that Mr. Sexton's conviction of falsely reporting an emergency incident constitutes a conviction of "any misdemeanor involving moral turpitude" so as to render him ineligible to serve as magistrate pursuant to [W. Va. Code § 50-1-4](#). Moral turpitude is inherent in crimes involving fraud and intentional dishonesty as well [\[***35\]](#) as those instances of misconduct that are so offensive to societal norms and human decency as to be shocking and inconceivable. See [Committee on Legal Ethics v. Six, 181 W. Va. at 54, 380 S.E.2d at 221-22](#). See also [Omagah, 288 F.3d at 259](#) (recognizing that moral turpitude encompasses conduct that shocks the public conscience). [HN31](#)^[↑] An essential element of the offense of filing a false emergency report, itself, is "knowing the information reported, conveyed or circulated is false or baseless." [W. Va. Code § 61-6-20](#) (emphasis added). Thus, it is apparent that Mr. Sexton's actions resulting in his conviction for filing a false emergency report involved such intentional deceit and deception so as to render his crime one involving moral turpitude.

Furthermore, that Mr. Sexton reported this nonexistent emergency involving his children is disturbing in and of itself. However, the nature of the atrocities to which he claimed to have subjected his children is simply unimaginable and allegations of such magnitude, or, indeed any claims of harm to children, are not to be taken lightly. It is incredible to think that Mr. Sexton, who previously had been convicted of domestic battery of *the very same children* about whom he made the false emergency report, would falsely claim that he had beaten, molested, and killed [\[***36\]](#) his own children. Moreover, it is unthinkable that any person who also had been charged with the abuse and/or neglect of *those same children* would ever joke about subjecting them to such grievous injury. Filing a false emergency report is bad enough, in its own right. But to have suggested that the parent calling the emergency dispatchers had committed such unspeakable acts against his/her own children wrecks of such depravity, vileness, and baseness as to shock the collective public conscience such that the inherent [\[*112\]](#) [\[**818\]](#) evilness of this offense renders it moral turpitude *per se*. See, e.g., [Efgene v. Holder, 642 F.3d at 921-22](#) (recognizing that moral turpitude bespeaks of reprehensible or despicable acts).

We do not stand alone in our determination that filing a

false emergency report is a crime involving moral turpitude. Our conclusion in this case is consistent with the court's decision in [Azher v. State Medical Board of Ohio, 2008-Ohio-3102, 2008 WL 2514818 \(Ohio Ct. App. 2008\)](#), wherein the court determined that a doctor's filing of a false police report constituted moral turpitude to warrant the suspension of his medical license. The *Ansar* court recounted the physician's false emergency report in its opinion:

In the summer of 2005, Dr. Ansar was in the midst [\[***37\]](#) of a bitter divorce and custody battle. He became upset about a police report that his wife had filed against him. Dr. Ansar admitted to the Board that in an attempt to gain a legal advantage in the divorce, he drove to a store with his child, purchased a knife, and then drove to his parents' home, where he was living at the time. He placed the knife in his pocket, and while he was transferring his four-year-old son into the car seat of his wife's car, [Dr. Ansar] cut himself with the knife and tossed the knife into his wife's car. [Dr. Ansar] then called police and made a false report that he had been attacked by his wife. [He] recanted his statement when he realized the officers were going to handcuff his wife and take her into custody.

[2008-Ohio-3102, P3, \[WL\] at *1](#). As a result of this incident, Dr. Ansar was convicted in Minnesota, where this incident occurred, of falsely reporting a crime, which is defined in that state as follows:

Whoever informs a law enforcement officer that a crime has been committed or otherwise provides information to an on-duty peace officer, knowing that the person is a peace officer, regarding the conduct of others, knowing that it is false and intending that the officer shall act [\[***38\]](#) in reliance upon it, is guilty of a misdemeanor.

[Minn. Stat. § 609.505\(1\)](#) (2005). The Ohio court concluded that Dr. Ansar's conviction of this crime involved moral turpitude and supported his suspension because his "conduct violated moral sentiment and the accepted moral standards of the community, thereby potentially eroding the public's esteem for him." [2008-Ohio-3102, 2008 WL 2514818, at *7](#).

Furthermore, other courts have found that misconduct involving the provision of false information or the filing of false reports of a non-emergent nature also qualify as crimes involving moral turpitude. See, e.g., [Stephens v. State Bar of California, 19 Cal. 2d 580, 583, 122 P.2d](#)

549, 550 (1942) (per curiam) (attorney's actions in "repeatedly misrepresenting facts to his clients and making statements to them concerning their lawsuits which he knew to be false [was] conduct [that] certainly involved moral turpitude"); Huff v. Anderson, 212 Ga. 32, 33-34, 90 S.E.2d 329, 330-31 (1955) (concluding that crime of which respondent was convicted, which "charged that [he] on five different dates did knowingly, willfully, and unlawfully make and present certain claims against a department of the United States government, knowing such claims to be false, fictitious and fraudulent, by presenting certain vouchers for stated amounts of money calling for the payment of wages for services rendered by named persons, [***39] when in truth and fact such wages had not been earned" constituted a crime involving moral turpitude); Disciplinary Counsel v. McAuliffe, 121 Ohio St. 3d 315, 319-20, 2009 Ohio 1151, 903 N.E.2d 1209, 1214 (2009) (per curiam) (observing that moral turpitude was evident from respondent's convictions of "arson, fraud, and conspiracy" after "McAuliffe conspired with a business partner to burn down McAuliffe's house so that McAuliffe could collect the insurance proceeds. . . . He then signed and submitted to the insurance company claim forms that contained false statements. On the claim forms, McAuliffe stated that the house was not destroyed because of any act or design on [his] part; that [n]othing ha[d] been done to conceal or misrepresent any material facts concerning this claim, nor to deceive the company; and that he did not know the cause and origin of the fire. McAuliffe and the company ultimately settled his claim for \$235,000, which McAuliffe spent. Pursuant [***113] [**819] to the settlement, McAuliffe signed and submitted another form falsely stating that he did not know the origin of the fire. . . . McAuliffe's crimes involved moral turpitude. His greed and mendacity manifest the lack of social conscience and depravity beyond any established criminal intent that establishes moral turpitude." (internal quotations [***40] and citations omitted)); Searcy v. State Bar of Texas, 604 S.W.2d 256, 259 (Tex. Civ. App. 1980) ("The gist of the offense as charged is that Searcy willfully and knowingly made material false statements in an application for a loan from a lending institution insured by the Federal Deposit Insurance Corporation for the purpose of obtaining a loan. The gravamen of the crime is the offense of knowingly lying to obtain a loan for the personal benefit of the appellant. Such conduct contains the essential elements of fraud, and clearly meets the criteria of a crime involving moral turpitude."). *But see* Beltran-Tirado v. I.N.S., 213 F.3d 1179, 1184 (9th Cir. 2000) (concluding that Congressional legislative history "establishes that use of

a false Social Security number to further otherwise legal behavior is not a crime of 'moral turpitude' when the user is granted amnesty or registry without first having been convicted for the behavior").

Finally, HN32 we previously have found that providing misleading information to the West Virginia State Police, in violation of W. Va. Code § 15-2-16 (1977) (Repl. Vol. 2014),¹⁵ and falsely reporting an emergency incident, contrary to W. Va. Code § 61-6-20(3) (1984) (Repl. Vol. 2014),¹⁶ provide sufficient grounds to support a magistrate's suspension. See In re Riffle, 210 W. Va. 591, 558 S.E.2d 590 (2001) (per curiam). See also In re Inquiry Concerning Judge Robertson, 277 Ga. 831, 834, 596 S.E.2d 2, 6 (2004) (per curiam) (finding that failure to report conviction

¹⁵ W. Va. Code § 15-2-16 (1977) (Repl. Vol. 2014) prohibits interfering with public safety officers or providing false information to said officers:

Any person who shall at any time intercept, molest or interfere with any officer or member of the department of public safety while on duty, or any state, county or municipal officer or person then under the charge and direction of some officer or member of the department of public safety while on duty, or who knowingly gives false or misleading information to a member of the department, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than twenty-five dollars nor more than two hundred dollars, or imprisoned in the county jail for not more than sixty days, or both fined and imprisoned.

¹⁶ Subsection 3 of W. Va. Code § 61-6-20 provides that

A person is guilty of reporting a false emergency incident when knowing the information reported, conveyed or circulated is false [***42] or baseless, he:

....

[r]eports to a law-enforcement officer or agency the alleged occurrence of any offense or incident which did not in fact occur or an allegedly impending occurrence of an offense or incident which is not in fact about to occur or false information relating to an actual offense or incident or to the alleged implication of some person therein[.]

....

Any person who violates this section is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not more than five hundred dollars or confined in the county jail not more than six months, or both fined and confined.

of [***41] crimes involving moral turpitude on papers declaring candidacy constituted moral turpitude sufficient to remove magistrate from office due to resulting "ero[sion of] the public's confidence in the judiciary" and "risk [to] the integrity of the judicial system of which he is a member").

Accordingly, [HN33](#) [↑] we therefore hold that a conviction of the misdemeanor offense of falsely reporting an emergency incident set forth in [W. Va. Code § 61-6-20](#) (1984) (Repl. Vol. 2014) constitutes a conviction of "any misdemeanor involving moral turpitude" as contemplated by the magistrate qualifications enumerated in [W. Va. Code § 50-1-4](#) (1992) (Repl. Vol. 2008). We further hold that, pursuant to the magistrate qualifications set forth in [W. Va. Code § 50-1-4](#) (1992) (Repl. Vol. 2008), a person who has been convicted of "any misdemeanor involving moral turpitude" is not eligible to hold the office of magistrate. Applying these holdings to the case *sub judice*, we conclude [***43] that Mr. Sexton's conviction for falsely reporting an emergency incident under [W. Va. Code § 61-6-20](#) is a conviction of a "misdemeanor involving moral turpitude" so as to render him ineligible [*114] [**820] to hold the judicial office of magistrate as contemplated by [W. Va. Code § 50-1-4](#).¹⁷

Having determined that Mr. Sexton is not qualified to hold the office of magistrate, we next must determine whether the Board has the authority to remove Mr. Sexton's name from the May 2016 election ballot. See [Syl. pt. 2, State ex rel. Kucera v. City of Wheeling, 153 W. Va. 538, 170 S.E.2d 367](#). [HN34](#) [↑] We previously have recognized that "no official or person other than the board of ballot commissioners has the authority to place the names of eligible candidates on a ballot." [State ex rel. Gengo v. Cudden, 153 W. Va. 190, 197, 168 S.E.2d 541, 545 \(1969\)](#) (additional citation omitted). The authority for this conclusion is provided by [W. Va. Code § 3-1-21\(a\)](#) (2007) (Repl. Vol. 2013), which directs that "[t]he board [***44] of ballot commissioners for each county shall provide the ballots and sample ballots necessary for conducting every election for public

¹⁷ While we certainly do not condone Mr. Sexton's behavior leading to his other misdemeanor convictions and resultant sentences, the specific statutory language of [W. Va. Code § 50-1-4](#) rendering an individual disqualified from serving as magistrate upon the conviction of "any misdemeanor involving moral turpitude" renders it unnecessary for us to determine whether any of Mr. Sexton's other convictions also would abrogate his magisterial eligibility.

officers in which the voters of the county participate." Furthermore, "[a]ny officer or person upon whom any duty is imposed by this chapter may be compelled to perform his or her duty by writ of mandamus." [W. Va. Code § 3-1-45](#) (2003) (Repl. Vol. 2013). [W. Va. Code § 3-1-21\(a\)](#), which requires the Board to prepare election ballots, is a part of the referenced chapter of statutory duties that may be enforced through mandamus proceedings. See [W. Va. Code § 3-1-45](#). Therefore, we conclude that the Board has a legal duty to remove Mr. Sexton's name from the May 2016 election ballot because Mr. Sexton is not qualified to serve as magistrate,¹⁸ and the Board has a mandatory duty to prepare such election ballots.¹⁹

The final step in determining whether the JIC is entitled to the mandamus relief it herein seeks is whether there exists another adequate remedy. [HN35](#) [↑] Mandamus will lie only when no other remedy is sufficient to provide the relief requested. See [Syl. pt. 2, State ex rel. Kucera v. City of Wheeling, 153 W. Va. 538, 170 S.E.2d 367 \(1969\)](#). Recognizing the importance, and expedient nature, of election contests, we previously have held that

[HN36](#) [↑] [t]he public policies in protecting fundamental rights, preserving [***45] electoral integrity, and promoting both political and judicial economy have prompted a practical approach in addressing whether an election case is appropriate for mandamus relief. . . . It is only when a writ of mandamus has been invoked to preserve the right to vote or to run for political office that this Court has eased the requirements for strict compliance for the writ's preconditions, especially those relating to the availability of another remedy.

[Syl. pt. 3, in part, State ex rel. Sowards v. County Comm'n of Lincoln Cnty., 196 W. Va. 739, 474 S.E.2d 919 \(1996\)](#). Thus, "[b]ecause there is an important public policy interest in determining the qualifications of candidates in advance of an election, this Court does not hold an election mandamus proceeding to the same degree of procedural rigor as an ordinary mandamus case." [Syl. pt. 2, State ex rel. Bromelow v. Daniel, 163 W. Va. 532, 258 S.E.2d 119 \(1979\)](#).

With specific respect to challenges to an election ballot

¹⁸ See [W. Va. Code § 50-1-4](#).

¹⁹ See [W. Va. Code § 3-1-21\(a\)](#).

such as the case *sub judice* we have held that

[HN37](#) [↑] [m]andamus lies to determine the eligibility of a candidate for an elective office and to require the board of ballot commissioners to strike or omit from a primary or general election ballot the name of a candidate who can not hold the office for which he seeks nomination and election.

Syl. pt. 1, State ex rel. Dostert v. Riggleman, 155 W. Va. 808, 187 S.E.2d 591. Therefore, "members of a board of ballot commissioners may [***46] be required by mandamus to discharge their duties." *State ex rel. Genko v. Cudden, 153 W. Va. at 197, 168 S.E.2d at 545.*

[*115] [**821] Not only is the instant election proceeding the precise type of case we have found to be appropriate for relief in mandamus, but the facts of the case also suggest that no other adequate remedy exists to afford the JIC the relief it has requested from this Court. The relevant statute addressing the removal of a magistrate speaks in terms of removing a sitting magistrate from office and does not address precluding an ineligible magisterial candidate from running for such office in the first instance:

[HN38](#) [↑] A magistrate may be removed from office in the manner provided in section seven, article six, chapter six of this Code. In addition to the grounds for removal enumerated in section three, article six, chapter six of this Code, *a magistrate may be removed from office for conviction of a felony, for conviction of a misdemeanor involving moral turpitude or a duty of the office, or for willful violation of this chapter or any rule, regulation or order provided for in this chapter.* In addition to other methods provided by law, removal proceedings may be initiated upon the motion of a judge of the circuit court of the county. . . .

W. Va. Code § 50-1-5 (1976) (Repl. [***47] Vol. 2008) (emphasis added). See also *W. Va. Code § 6-6-3* (1931) (Repl. Vol. 2015) (regarding procedure for impeachment of judges referenced in *W. Va. Code § 50-1-5*); *W. Va. Code § 6-6-7* (1985) (Repl. Vol. 2015) (establishing method for removal of county officers).

Nevertheless, [HN39](#) [↑] when an individual, such as Mr. Sexton, has been found to be ineligible to hold the office for which he/she has become a candidate, it is a fruitless endeavor to permit such individual to run in the first instance and frustrate the integrity of the electoral process. Rather,

the intelligent and meaningful exercise of the franchise requires some method of averting a void or voidable election. Consequently this Court has recognized that some form of proceeding must be available by which interested parties may challenge in advance of a primary or general election the eligibility of questionable candidates in order to assure that elections will not become a mockery.

State ex rel. Maloney v. McCartney, 159 W. Va. 513, 527, 223 S.E.2d 607, 616 (1976). Accordingly, we grant the requested writ of mandamus and direct the Board to remove Mr. Sexton from the May 2016 election ballot as a candidate for magistrate in Putnam County.

IV.

CONCLUSION

For the foregoing reasons, the requested writ of mandamus is hereby granted, and the Putnam County Board of Ballot Commissioners [***48] is instructed to remove Troy Sexton from the May 2016 election ballot as a candidate for the office of magistrate because he does not satisfy the statutory requirements for that office enumerated by *W. Va. Code § 50-1-4* (1992) (Repl. Vol. 2008). Furthermore, the Putnam County Board of Ballot Commissioners is directed

(1) to withdraw the certification of candidacy of respondent Troy Sexton; (2) to further strike, omit, or otherwise remove the name of Troy Sexton from the official ballots, ballot cards, or ballot labels, as the case may be, to be used in the primary election to be conducted May 10, 2016, as candidate for Magistrate of Putnam County; and (3) to disregard and refrain from tallying, tabulating, certifying, or returning any vote case, absentee, write-in, or otherwise for respondent Troy Sexton

as commanded by this Court's Order of March 15, 2016, granting the instant writ.

Writ Granted.

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Cited

As of: September 7, 2018 6:52 PM Z



Lawyer Disciplinary Bd. v. Cooke

Supreme Court of Appeals of West Virginia

March 8, 2017, Submitted; April 20, 2017, Filed

No. 15-1243

Reporter

239 W. Va. 40 *; 799 S.E.2d 117 **; 2017 W. Va. LEXIS 273 ***; 2017 WL 1456999

LAWYER DISCIPLINARY BOARD, Petitioner v.
MICHAEL P. COOKE, Respondent

Prior History: [***1] Lawyer Disciplinary Proceeding
Nos. 14-05-474, 15-05-135, and 15-05-250.

Disposition: LAW LICENSE SUSPENDED AND
OTHER SANCTIONS.

Core Terms

billed, Disciplinary, suspension, overbilling, attorneys, vouchers, billable hour, misconduct, court-appointed, violations, fail to respond, matters, days, guardian ad litem, documentation, recommended, rule violation, discipline, services, charges, professional conduct, abuse and neglect, duplicative, requires, waiting, travel, funds, fail to timely file, practice of law, records

Case Summary

Overview

HOLDINGS: [1]-An attorney had violated W. Va. R. Prof. Conduct 8.4(c) given his pervasive, long-standing overbilling of the State for court-appointed defense and related work, the pattern of his billing practices, the annual figures on their face, and the attorney's admitted duplicative and/or improper billing; [2]-Pursuant to W. Va. R. Law. Disc. P. 3.16, the attorney's misconduct warranted two-year suspension from the practice of law given the defrauding of the State through overbilling, gross mishandling of a client matter and funds, his dereliction of duty to his infant clients as a guardian ad litem, and his unrelenting pattern of unresponsiveness and empty reassurances of remediation.

Outcome

License suspended; other sanctions imposed.

LexisNexis® Headnotes

Legal Ethics > Client Relations > Duties to
Client > Effective Representation

[HN1](#) [↓] **Duties to Client, Effective Representation**

W. Va. R. Prof. Conduct 1.3 provides that a lawyer shall act with reasonable diligence and promptness in representing a client.

Legal Ethics > Professional Conduct > Tribunals

[HN2](#) [↓] **Professional Conduct, Tribunals**

W. Va. R. Prof. Conduct 8.4(d) provides that it is professional misconduct for a lawyer to engage in conduct that is prejudicial to the administration of justice.

Legal Ethics > Professional Conduct > Tribunals

[HN3](#) [↓] **Professional Conduct, Tribunals**

W. Va. R. Prof. Conduct 3.4(c) prohibits a lawyer from knowingly disobeying an obligation under the rules of a tribunal.

Legal Ethics > Sanctions > Disciplinary
Proceedings > Investigations

[HN4](#) [↓] **Disciplinary Proceedings, Investigations**

W. Va. R. Prof. Conduct 8.1(b) prohibits a lawyer, in connection with a disciplinary matter, from knowingly

failing to respond to a lawful demand for information from a disciplinary authority.

Legal Ethics > Professional Conduct > Illegal Conduct

[HN5](#) **Professional Conduct, Illegal Conduct**

W. Va. R. Prof. Conduct 8.4(c) states that it is professional misconduct for a lawyer to engage in conduct involving dishonesty, fraud, deceit or misrepresentation.

Legal Ethics > Client Relations > Duties to Client > Effective Representation

[HN6](#) **Duties to Client, Effective Representation**

W. Va. R. Prof. Conduct 1.4(a)(1) requires a lawyer to promptly inform the client of any decision or circumstance with respect to which the client's informed consent, as defined in W. Va. R. Prof. Conduct 1.0(e), is required by the West Virginia Rules of Professional Conduct.

Legal Ethics > Client Relations > Duties to Client > Effective Representation

[HN7](#) **Duties to Client, Effective Representation**

W. Va. R. Prof. Conduct 1.4(a)(3) requires a lawyer to keep the client reasonably informed about the status of the matter.

Legal Ethics > Client Relations > Duties to Client > Effective Representation

[HN8](#) **Duties to Client, Effective Representation**

W. Va. R. Prof. Conduct 1.4(b) requires a lawyer to explain a matter to the extent reasonably necessary to permit the client to make informed decisions regarding the representation.

Business & Corporate Compliance > ... > Legal Ethics > Client Relations > Client Funds

[HN9](#) **Legal Ethics, Client Funds**

W. Va. R. Prof. Conduct 1.15(a) requires client funds to be kept in a separate account designated as a client's trust account. W. Va. R. Prof. Conduct 1.15(f) (formerly W. Va. R. Prof. Conduct 1.15(d)) provides that funds which are nominal in amount or are expected to be held for a brief period, must be kept in a pooled, interest or dividend-bearing account in compliance with State Bar Administrative Rule 10.

Legal Ethics > Sanctions > Disciplinary Proceedings > Appeals

[HN10](#) **Disciplinary Proceedings, Appeals**

A de novo standard applies to a review of the adjudicatory record made before a hearing panel subcommittee (HPS) of the Lawyer Disciplinary Board as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; the Supreme Court of Appeals of West Virginia gives respectful consideration to the HPS's recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the HPS's findings of fact, unless such findings are not supported by reliable, probative, and substantial evidence on the whole record.

Administrative Law > Judicial Review > Standards of Review > Clearly Erroneous Standard of Review

Legal Ethics > Sanctions > Disciplinary Proceedings > Appeals

[HN11](#) **Standards of Review, Clearly Erroneous Standard of Review**

While the standard of review for the findings of fact of the hearing panel subcommittee (HPS) of the Lawyer Disciplinary Board is deferential, it should not be seen in any way as requiring the Supreme Court of Appeals of West Virginia to rubber stamp the HPS's factual findings. In another context, the United States Supreme Court distinguished judicial review and judicial abdication of the review function. Speaking for the Court, Justice Marshall observed that a deferential standard of judicial review does not shield an agency's action from thorough, probing, in-depth review. The Supreme Court emphasized, however, that the ultimate

standard of review is a narrow one.

Legal Ethics > Sanctions > Disciplinary
Proceedings > Appeals

[HN12](#) **Disciplinary Proceedings, Appeals**

In every case involving lawyer discipline, the Supreme Court of Appeals of West Virginia will review the findings of fact of the hearing panel subcommittee of the Lawyer Disciplinary Board and not rubber stamp them. Only by giving due deference to such factual findings and by carefully reviewing the record can the Supreme Court properly perform its reviewing task.

Evidence > Burdens of Proof > Clear & Convincing
Proof

Legal Ethics > Sanctions > Disciplinary
Proceedings > Hearings

[HN13](#) **Burdens of Proof, Clear & Convincing Proof**

The West Virginia Rules of Professional Conduct require the Office of Disciplinary Counsel to prove the allegations of the formal charge by clear and convincing evidence.

Legal Ethics > Sanctions > Disciplinary
Proceedings > Appeals

[HN14](#) **Disciplinary Proceedings, Appeals**

With or without a lawyer's acceptance of the hearing panel subcommittee's (HPS's) of the Lawyer Disciplinary Board findings and recommendations, it is incumbent upon the Supreme Court of Appeals of West Virginia to carefully review the findings of the HPS and exercise its own independent judgment with respect to recommended discipline. The Supreme Court of Appeals is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law.

Public Health & Welfare Law > Social

Services > Legal Aid

[HN15](#) **Social Services, Legal Aid**

[W. Va. Code § 29-21-13a\(a\) \(2008\)](#) requires panel counsel for the Public Defender Services to maintain detailed and accurate records of the time expended and expenses incurred on behalf of eligible clients. [W. Va. Code § 29-21-13a\(d\)](#) provides that panel counsel shall be compensated for actual and necessary time expended for services performed and expenses incurred.

Public Health & Welfare Law > Social
Services > Legal Aid

[HN16](#) **Social Services, Legal Aid**

[W. Va. Code § 29-21-14 \(1981\)](#), which governs state payment of counsel fees for indigent criminal defendants, envisages a system where each client is proportionately billed according to the time spent actually representing that client; consequently, billing for more hours than are actually worked is duplicative billing that is clearly contrary to the system envisaged by the legislature.

Legal Ethics > Professional Conduct > Illegal
Conduct

[HN17](#) **Professional Conduct, Illegal Conduct**

Engaging in extensive overbilling to the State of West Virginia is misconduct that plainly qualifies as dishonest, fraudulent, deceitful or misleading in violation of W. Va. R. Prof. Conduct 8.4(c).

Legal Ethics > Professional Conduct > Tribunals

[HN18](#) **Professional Conduct, Tribunals**

W. Va. R. Prof. Conduct 3.3(a)(1) prohibits a lawyer from making a false statement of fact or law to a tribunal or fail to correct a false statement of material fact or law previously made to the tribunal by the lawyer.

Legal Ethics > Sanctions > General Overview

[HN19](#) Legal Ethics, Sanctions

W. Va. R. Law. Disc. P. 3.16 enumerates factors to be considered in imposing sanctions and provides as follows: In imposing a sanction after a finding of lawyer misconduct, unless otherwise provided in these rules, the Supreme Court of Appeals of West Virginia or Lawyer Disciplinary Board shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors.

Legal Ethics > Sanctions > General Overview

[HN20](#) Legal Ethics, Sanctions

As demonstrated in case law, with respect to fraudulent billing, suspensions of years, rather than months, appear to be the norm. The Supreme Court of Appeals of West Virginia considers the protection of the public and the State coffers of paramount importance, particularly as pertains to lawyer disciplinary matters. Attorney disciplinary proceedings are primarily designed to protect the public, to reassure it as to the reliability and integrity of attorneys and to safeguard its interest in the administration of justice. Moreover, the discipline meted out by the Supreme Court of Appeals should serve the equally important purpose of deterrence: In deciding on the appropriate disciplinary action for ethical violations, the Supreme Court of Appeals must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession.

Syllabus

[*41] [118] BY THE COURT**

1. "A *de novo* standard applies to a review of the adjudicatory record made before the [Hearing Panel Subcommittee] as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; this Court gives respectful

consideration to the [Hearing Panel Subcommittee's] recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the [Hearing Panel Subcommittee's] findings of fact, unless such findings are not supported by reliable, probative, and substantial evidence on the whole record." Syl. Pt. 3, [Comm. on Legal Ethics of W. Va. v. McCorkle](#), 192 W.Va. 286, 452 S.E.2d 377 (1994).

2. "Rule 3.7 of the Rules of Lawyer Disciplinary Procedure, effective July 1, 1994, requires the Office of Disciplinary Counsel to prove the allegations of the formal charge by clear and convincing evidence." Syl. Pt. 1, in part, [Lawyer Disciplinary Bd. v. McGraw](#), 194 W.Va. 788, 461 S.E.2d 850 (1995).

3. "This Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law." Syl. Pt. 3, [Committee on Legal Ethics v. Blair](#), 174 W.Va. 494, 327 S.E.2d 671 (1984).

4. "[W. Va. Code, 29-21-14](#) [1981], which governs state payment of counsel fees for indigent criminal defendants, [***2] envisages a system where each client is proportionately billed according to the time spent *actually* representing that client; consequently, billing for more hours than are actually worked is duplicative billing that is clearly contrary to the system envisaged by the legislature." Syl. Pt. 1, [Frasher v. Ferguson](#), 177 W.Va. 546, 355 S.E.2d 39 (1987).

[*42] [**119] 5. "Rule 3.16 of the West Virginia Rules of Lawyer Disciplinary Procedure enumerates factors to be considered in imposing sanctions and provides as follows: 'In imposing a sanction after a finding of lawyer misconduct, unless otherwise provided in these rules, the Court [West Virginia Supreme Court of Appeals] or Board [Lawyer Disciplinary Board] shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors.'" Syl. Pt. 4, [Office of Lawyer Disc. Counsel v. Jordan](#), 204 W.Va. 495, 513 S.E.2d 722 (1998).

6. "Child abuse and neglect cases must be recognized as being among the highest priority for the courts' attention. Unjustified procedural delays wreak havoc on

a child's development, stability and security." Syl. Pt. 1, in part, *In Interest of Carlita B.*, 185 W.Va. 613, 408 S.E.2d 365 (1991).

[***3] 7. "In deciding on the appropriate disciplinary action for ethical violations, this Court must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession." Syl. Pt. 3, *Committee on Legal Ethics v. Walker*, 178 W.Va. 150, 358 S.E.2d 234 (1987).

Counsel: For Petitioner: Jessica H. Donahue Rhodes, Esq., Lawyer Disciplinary Counsel, Office of Disciplinary Counsel, Charleston, West Virginia.

Michael P. Cooke, Esq., Respondent, Pro se, Bluefield, West Virginia.

Judges: JUSTICE WORKMAN delivered the Opinion of the Court.

Opinion by: WORKMAN

Opinion

JUSTICE WORKMAN delivered the Opinion of the Court.

This lawyer disciplinary proceeding is before the Court upon the objection of respondent Michael P. Cooke (hereinafter "Cooke") to the recommended discipline of the Hearing Panel Subcommittee (hereinafter "HPS") of the Lawyer Disciplinary Board, arising from three disciplinary complaints for which he was found to have committed twelve violations of the West Virginia Rules of Professional Conduct. The HPS recommended that Cooke be subjected to a three-month suspension, a requirement [***4] of petition for reinstatement, one-year supervised practice, nine hours of CLE, and payment of costs. Cooke objects only to the requirement that he petition for reinstatement at the close of his three-month suspension. The Office of Disciplinary Counsel (hereinafter "ODC"), however, requests a more severe sanction of eighteen months' suspension from practice.

This Court has before it all matters of record, including the exhibits and a transcript of the evidentiary hearing conducted by the Board, as well as the briefs and

argument of counsel and the pro se respondent. We agree with the twelve enumerated violations found by the HPS; however, based on this Court's independent review of the record, we find that Cooke additionally violated Rule 8.4(c) of the West Virginia Rules of Professional Conduct by engaging in conduct involving dishonesty, fraud, deceit or misrepresentation relative to the complaint filed by Public Defender Services (hereinafter "PDS"). We commensurately find that the recommended sanctions of both the HPS and ODC are inadequate to fully effectuate the goals of the disciplinary process. Accordingly, we therefore modify the HPS' recommendation and order that Cooke be suspended from the practice of law for two years and adopt the [***5] remainder of the HPS' recommended sanctions.

I. FACTS AND PROCEDURAL HISTORY

Cooke, who was admitted to the West Virginia State Bar in 2005, practices in Bluefield, West Virginia. His practice consists almost entirely of court-appointed work in the areas of criminal defense, juvenile truancy, [*43] [**120] and abuse and neglect in both Mercer and Raleigh Counties. Cooke also worked for some unspecified period of time as a Mental Hygiene Commissioner until 2014. The underlying complaints involve conduct spanning the two-year period of 2014 and 2015.¹

Complaint of the Office of Disciplinary Counsel

The first complaint, filed in September 2014, emanates from this Court's referral of Cooke to ODC for his failure to timely file a guardian ad litem brief in an abuse and neglect matter. By Scheduling Order entered July 8, 2014, Cooke was to file a guardian ad litem brief or summary response with this Court by August 7, 2014, but failed to do so. Upon contact by the Clerk's office, Cooke offered no explanation as to why he did not file a brief, but indicated he would file one by August 18, 2014; he once again failed to do so. A Notice of Intent to Sanction directed Cooke to file a brief or summary

¹ Inasmuch as the West Virginia Rules of Professional Conduct were amended effective January 1, 2015, both the former and amended Rules are implicated herein. For Rules that were not changed as a result of the amendments or for conduct occurring after the amendments, only the current version of the Rule is cited. Where the prior Rule is applicable, it is noted herein.

response by [***6] August 29, 2014, yet he again failed to do so. Upon issuance of a Rule to Show Cause on September 3, 2014, Cooke filed a one-page summary response the next day.

In his response to the ODC's complaint, Cooke stated that "during the time the appeal was pending," he was experiencing a "medical issue" causing him to sleep between ten and sixteen hours a day and underwent two minor surgeries,² after which he was able to file his brief. Cooke also indicated that he had "overextended" himself by taking on too many cases. On October 8, 2014, ODC wrote to Cooke inquiring as to whether he had advised this Court about his medical issues and requesting a response within twenty days, yet he once again failed to respond. On November 6, 2014, ODC wrote again, reiterating its request and directing Cooke to reply by November 17. On November 18, ODC received a letter from Cooke replying that he had not advised the Court of his medical issues because in his experience, "an attorney's personal medical issues are not of concern to a Court." He promised changes to his office procedures, but complained that he had lost two office assistants.

In a sworn statement before the ODC, Cooke admitted that he failed [***7] to timely file his brief, but noted that "the chances of the judge's decision getting reversed were—are almost non—non-existent" and that the children's "voice was heard, but it was heard very delayed." Testimony before the HPS by staff members of this Court's Clerk's office indicated that Cooke's delay caused administrative burden and delay to the processing of the case.

Based on this complaint, the HPS found four violations of the West Virginia Rules of Professional Conduct, as follows: Rule 1.3 (diligence),³ 8.4(d) (conduct prejudicial to the administration of justice),⁴ 3.4(c) (fairness to opposing party and counsel)⁵, and 8.1(b)⁶ (failure to

²The "medical issue" was identified by Cooke as "low testosterone," which he maintains can cause fatigue. The two minor medical procedures occurred on August 5 and August 28; Cooke indicates he had little down-time from these procedures, however.

³[HN1](#) [↑] Rule 1.3 provides that "[a] lawyer shall act with reasonable diligence and promptness in representing a client."

⁴[HN2](#) [↑] Rule 8.4(d) provides that it is professional misconduct for a lawyer to "engage in conduct that is prejudicial to the administration of justice."

respond to disciplinary matter).

Complaint of Dana Eddy, PDS

On November 26, 2014, Dana Eddy, Executive Director of the West Virginia PDS, wrote to Cooke about certain "billing anomalies" observed in his review of Cooke's fee vouchers. In particular, Cooke was found to have exceeded fifteen billable hours a day on thirty-one dates from mid-January, 2014 to mid-September, 2014. In addition, on four [*44] [**121] dates he submitted vouchers for twenty-three or greater billable hours and on two dates he submitted vouchers for greater than twenty-four hours.⁷ In addition [***8] to the total amount of time billed for each, Mr. Eddy found that the actual time billed appeared suspicious. Mr. Eddy indicated that Cooke appeared to be billing the same travel time to multiple matters, billing multiple entries of the same activity and amount of time on multiple matters,⁸ and outright duplicate billing of activity on the same file.

Mr. Eddy further expressed concern about the cumulative amount of time Cooke was billing to PDS annually, specifically the years 2011-2014. From 2011 through 2014 Cooke billed \$122,300.50, \$108,474.50, \$128,654.00, and \$157,291.50, respectively. His annual hours billed during this time period ranged from a low of 2,279.3 hours in 2012 to a high of 3,259.46 in 2014.⁹

Cooke was thereafter placed on a "watch" list at PDS and required to include additional detail in his billing; Mr. Eddy also requested an explanation of the "anomalies" outlined in his letter. Having received no response from

⁵[HN3](#) [↑] Rule 3.4(c) prohibits a lawyer from "knowingly disobey[ing] an obligation under the rules of a tribunal[.]"

⁶[HN4](#) [↑] Rule 8.1(b) prohibits a lawyer, in connection with a disciplinary matter, from "knowingly fail[ing] to respond to a lawful demand for information from . . . [a] disciplinary authority[.]"

⁷Mr. Eddy also noted that Cooke billed twenty-seven hours on the day after Christmas in 2013.

⁸Mr. Eddy referenced charges for review of orders in as many as thirty-seven (37) cases on the same day, billing the same amount of time for each.

⁹Specifically, Cooke billed 2,568.5 hours, 2,279.3 hours, 2,671.2 hours, and 3,259.46 hours for the years 2011-2014, respectively. These billable hours equate to an average *daily* billable rate of 7 hours, 6.2 hours, 7.3 hours, and 8.9 hours, for 365 days.

Cooke, Mr. Eddy wrote again on February 13, 2015 requesting a response by February 23. Cooke alleges that he faxed a letter on February 23, requesting PDS to provide him with a detailed accounting of his time on the days in question such that he could [***9] provide explanation. Mr. Eddy testified below that his office did not receive this response, although Cooke produced a copy of the letter. As a result of his belief that Cooke had once again failed to respond, Mr. Eddy filed a complaint with ODC.

On March 20, 2015, a complaint was opened by ODC and forwarded to Cooke with a response due on April 20; however, Cooke failed to respond. On April 27, 2015, ODC once again requested a response to the complaint and Cooke replied the day before his response was due. In his response, Cooke primarily complained that he was unable to provide a better answer to Mr. Eddy's request for an explanation of his billing because Mr. Eddy had not provided him with an accounting of his time and that his own time-keeping system would not permit him to retrieve that information.¹⁰ In response to the aggregate hours billed, Cooke asserted that he is "forced to work in my office outside of normal business hours in order to get things accomplished . . . [t]his means that I am working at my office, or at home, very early in the mornings, late at night, and on weekends and holidays." With respect to 2014's hours, Cooke indicated that the hours billed reflected not only [***10] his billable time, but that of two contract attorneys. The record reflects that Cooke engaged a part-time contract attorney from September 2013 to April or May 2014¹¹ and a full-time contract attorney from December 2013 to March 21, 2014. Cooke indicated that he simply billed their hours as his own since they were working as contract attorneys, but was unaware that he was supposed to designate the time as being performed by someone else in his voucher submissions.¹²

¹⁰ Cooke apparently kept a "contact sheet" in each client file where he would record his time, rather than in a daily journal form.

¹¹ Elsewhere within the appendix record, however, Cooke states that this attorney worked until September, 2014. We find no evidence in the record otherwise indicating which statement is accurate. However, an accounting of time billed to PDS in August, 2014, contains the billable time of an attorney with whom Cooke was sharing office space who "covered" a hearing for him, rather than the part-time attorney previously identified.

¹² Mr. Eddy explained that billing others' time was permissible,

Subsequent to filing the complaint with ODC, Cooke and Mr. Eddy met and, at Mr. Eddy's request, Cooke provided PDS explanatory [*45] [**122] letters for his billing on three specific dates; these specific dates are days where the time billed was purportedly that of Cooke and his two contract attorneys. Upon receipt of the explanations, PDS and Cooke entered into a "Conciliation Agreement" wherein Cooke would refund certain documented double-billed items (totaling \$727.80) and would agree to a 25% (\$15,554.64) reduction of vouchers which were pending payment.¹³

The HPS took extensive testimony from Mr. Eddy. Mr. Eddy explained that PDS is paying \$25 million a year to court-appointed counsel that are, in his opinion, undercompensated at \$45/hour [***11] for "out of court" time and \$65/hour for "in court" time.¹⁴ He indicated that when requesting an hourly increase at the Legislature he was typically confronted with the fact that many attorneys were making greater than \$100,000.00 a year in court-appointed work and that the legislators took a dim view of an hourly rate increase when, in their opinion, the court-appointed attorneys had given themselves a "raise" by overbilling. Therefore, to curtail this abuse, Mr. Eddy began the voucher review process

but that the voucher should indicate as much in the explanation field.

¹³ Mr. Eddy was careful to explain to the HPS that these particular pending vouchers were not themselves being scrutinized, but that the 25% was withheld from these vouchers as a settlement of sorts for "historical overbilling." Mr. Eddy further indicated that Cooke was in the "lower midrange" of reductions, *i.e.* he was not the worst offender. He explained that the 25% reduction was a "negotiated percentage, essentially, based upon what we believe were the additional overbillings which he did not admit or which, frankly nobody could actually confirm based upon the state of everybody's records involved[.]" Mr. Eddy testified that Cooke's response to his request for an explanation of the excessive hours was to demand more documentation from PDS so that Cooke could "unravel[] what his records should've already shown." Mr. Eddy stated that he found this frustrating since, by statute, Cooke was required to maintain detailed and accurate records.

¹⁴ More specifically Mr. Eddy testified that the total cost of indigent defense is \$51 million. He explained that expense for panel attorneys is typically line-itemed in the budget for \$10.3 million, but that it typically requires approximately \$25 million, necessitating PDS to request the Legislature to make supplemental funding from other accounts. Mr. Eddy testified that fully funding panel counsel "may involve transfers of moneys from 20 to 30 different accounts to get it for us."

and began entering conciliation agreements with counsel to achieve some reimbursement and create a hindrance to continued overbilling. He further expressed concern that although he suspected overbilling, he believed that he often had little actual proof of it.

Mr. Eddy testified that upon review of the vouchers being submitted by court-appointed counsel, he noted that many were billing in excess of fifteen hours a day on a regular basis. He testified that based on his thirty years of experience such billing was not sustainable over a long period of time; therefore, he endeavored to "flag" those individuals for closer review. He explained that, by statute, court-appointed counsel are required [***12] to maintain "accurate and detailed" records of time and are to bill only "actual time" expended on a matter. He testified that initially he believed Cooke's time could only be explained by either billing staff time as attorney time and/or "value billing," i.e. billing the "value" of a task, rather than the actual time it took.

After meeting with Cooke and further review of his explanations, Mr. Eddy concluded that

in most instances, he provided the services that he indicated he did. *I do believe that he duplicated his billing at times with respect to travel and with respect to waiting in court*, but that is more based upon his complete absence of any timekeeping system within his office. . . . [I]t really was a complete lack of organization, I think, that resulted in that overbilling.

(emphasis added). Mr. Eddy reiterated that although Cooke overbilled, he believed it was "due to disorganization and inadvertence." Nonetheless, Mr. Eddy testified that "I do believe he probably engaged in some value billing, but I had no real proof that that was the case."¹⁵ He further stated that

[*46] [**123] this was not a situation where he was putting down services that were not performed, which is the obvious criminal [***13] activity in our view and the obvious fraudulent view. *It was still my belief, however, that he was probably charging too*

¹⁵ For example, Mr. Eddy testified:

I had no proof that I felt I could present that would establish a clear ethical violation. It remains my opinion, however, that many of [the] entries, for example a .2 on 37 occasions on one day for review of an order leads me to believe that [Cooke] did not actually spend 12 minutes on each one of those orders, but I have no proof of that.

much time for some of those services on a regular basis.

(emphasis added).

Despite being charged with violation of Rule 8.4(c)¹⁶ (engaging in conduct involving dishonesty, fraud, deceit or misrepresentation), the HPS found only two violations of the Rules of Professional Conduct: Rule 8.4(d)¹⁷ (conduct that is prejudicial to the administration of justice) and Rule 8.1(b) (failure to respond to the ODC complaint). Based upon Mr. Eddy's testimony, the HPS did not find sufficient evidence to support a finding that Cooke's actions were "dishonest, fraudulent, deceitful or misleading." Rather, it found that his actions were merely negligent and that "[t]here was not clear proof that [Cooke] overbilled the PDS[.]"

Complaint of Peggy Robinette

On or about October 10, 2014, Ms. Robinette hired Cooke to represent [***14] her in voiding a deed wherein she conveyed her property to her son while she was in a nursing home. She paid Cooke \$1,500.00, which he promptly put into one of his firm operating accounts. Although Cooke characterized this account as a "trust account," it bore no such designation. In January, 2015, Cooke wrote a letter to Ms. Robinette's son demanding that he contact Cooke to discuss the deed; it appears, however, that Cooke sent the letter to the wrong addressee.¹⁸ On January 26, 2015, Cooke corresponded with Ms. Robinette, advising that he would file suit in February if he did not hear from her son. Ms. Robinette claimed that Cooke would not return her calls thereafter and filed a complaint on June 8, 2015.

Cooke's response to Ms. Robinette's complaint was due on July 5, 2015; however, he failed to respond. ODC wrote to Cooke to elicit a response to the complaint by a

¹⁶ [HNS](#) [↑] Rule 8.4(c) states that it is professional misconduct for a lawyer to "engage in conduct involving dishonesty, fraud, deceit or misrepresentation[.]" Given that the vouchers are submitted to the circuit court for approval before submission to PDS, the Investigative Panel could have (and likely should have) charged Cooke with making a false statement to a tribunal as prohibited by Rule 3.3(a)(1).

¹⁷ See n. 4, *supra*.

¹⁸ Whether this is based on faulty information from Ms. Robinette or was Cooke's error is unclear and largely inconsequential.

new deadline of July 27, 2015; he once again failed to respond. After being subpoenaed for a sworn statement with ODC on September 23, Cooke finally responded to the complaint on August 21, 2015. In his response, Cooke claimed that he did speak with Ms. Robinette by telephone many times (approximately every two weeks), [***15] but that she and/or a friend on her behalf called incessantly. Cooke further claims that he determined that the transfer of the property may have been done for Medicare purposes relative to her nursing home stay and that voiding the transfer would require a greater time investment than what he had envisioned and he could not handle the matter; however, he did not convey that to Ms. Robinette. On September 11, 2015, he refunded Ms. Robinette her full \$1,500.00 despite claiming to have performed ten hours work on the matter.

During Cooke's sworn statement regarding this complaint, he indicated that he did not have an IOLTA account although he knew "from day one" that he needed to have one. He suggested that he had attempted to get information regarding IOLTA accounts from the State Bar on several occasions, but had received nothing. Documents subpoenaed from Cooke's bank revealed further that none of his accounts were designated as "trust accounts." Finally, during the sworn statement, ODC suggested that Cooke needed to send a termination of representation letter to Ms. Robinette, which he subsequently did. Ms. Robinette passed away before the disciplinary hearing below.

The HPS found [***16] six violations arising out of Cooke's representation of Ms. Robinette.¹⁹ [*47] [**124] Because he failed to properly terminate representation of Ms. Robinette, the HPS found that Cooke violated Rule 1.4(a)(1)²⁰ (promptly informing client of matters requiring informed consent), 1.4(a)(3)²¹ (keeping client reasonably informed), and 1.4(b)²²

¹⁹ Despite not timely responding to the ODC complaint or follow-up letter, Cooke was not charged with violating Rule 8.1(b) for failure to respond to a request from disciplinary counsel as pertains to this complaint.

²⁰ [HN6](#) [↑] Rule 1.4(a)(1) requires a lawyer to "promptly inform the client of any decision or circumstance with respect to which the client's informed consent, as defined in Rule 1.0(e), is required by these Rules[.]"

²¹ [HN7](#) [↑] Rule 1.4(a)(3) requires a lawyer to "keep the client reasonably informed about the status of the matter."

²² [HN8](#) [↑] Rule 1.4(b) requires a lawyer to "explain a matter to

(explaining a matter to permit informed decision-making). Because Cooke failed to hold her funds in a "client trust account" or IOLTA account, the HPS found that he violated Rule 1.15(a) and (f)²³ (safekeeping property). Because he failed to promptly refund Ms. Robinette's retainer, the HPS found that Cooke also violated Rule 1.15(d)²⁴ (safekeeping property).

With respect to the appropriate discipline, the HPS found that two aggravating factors were present: multiple offenses and substantial experience in the practice of law. However, the HPS found that Cooke's absence of a prior disciplinary record, absence of dishonest or selfish motive, good faith effort to make restitution, and imposition of other penalties vis-à-vis the Conciliation Agreement were mitigating factors.

The HPS determined that for Cooke's "intentional, and inexcusable transgressions of his duties to his infant clients and the legal system," he should [***17] suffer a suspension of some duration. However, insofar as his failure to communicate with Ms. Robinette and safekeep her property, the HPS noted that Cooke's conduct did not appear to be part of a pattern and practice of his business. Moreover, citing the absence of "clear proof that Respondent overbilled the PDS," the HPS found the ODC's recommended suspension of eighteen months to be too harsh. Accordingly, the HPS recommended a ninety-day suspension, required petition for reinstatement, one-year supervised practice, nine hours of CLE, and payment of costs. Cooke thereafter objected to the HPS' recommended discipline, giving rise to the instant proceeding.

II. STANDARD OF REVIEW

With respect to the HPS' findings,

[HN10](#) [↑] [a] *de novo* standard applies to a review

the extent reasonably necessary to permit the client to make informed decisions regarding the representation."

²³ [HN9](#) [↑] Rule 1.15(a) requires client funds to be "kept in a separate account designated as a 'client's trust account[.]'" Subsection (f) (formerly Rule 1.15(d)) provides that funds which are "nominal in amount or are expected to be held for a brief period," must be kept in "a pooled, interest or dividend-bearing account" in compliance with State Bar Administrative Rule 10.

²⁴ Rule 1.15(d) requires a lawyer to "promptly deliver to the client . . . any funds . . . that the client . . . is entitled to receive[.]"

of the adjudicatory record made before the [HPS] as to questions of law, questions of application of the law to the facts, and questions of appropriate sanctions; this Court gives respectful consideration to the [HPS's] recommendations while ultimately exercising its own independent judgment. On the other hand, substantial deference is given to the [HPS's] findings of fact, unless such findings are not supported by reliable, probative, [***18] and substantial evidence on the whole record.

Syl. Pt. 3, *Comm. On Legal Ethics of W. Va. v. McCorkle*, 192 W.Va. 286, 452 S.E.2d 377 (1994). As pertains to the deference due the HPS' factual findings, the *McCorkle* Court elaborated:

HN11 [↑] While this standard of review is deferential, it should not be seen in any way as requiring this Court to "rubber stamp" the Committee's factual findings. In another context . . . the Supreme Court of the United States distinguished judicial review and judicial abdication of the review function. Speaking for the Court, Justice Marshall observed that a deferential standard of judicial review does not "shield ... [an agency's action] from thorough, probing, in-depth review." The Supreme Court emphasized, however, that "the ultimate standard of review is a narrow one." Justice Marshall's admonition [] is applicable here. HN12 [↑] In every case involving lawyer discipline, [*48] [**125] we will review the Committee's findings of fact and not rubber stamp them. Only by giving due deference to such factual findings and by carefully reviewing the record can we properly perform our reviewing task.

Id. at 290 n.9, 452 S.E.2d at 381 n.9 (citations omitted) (emphasis in original). We are mindful, however, that HN13 [↑] the Rules "require[] the Office of Disciplinary Counsel to prove the allegations of the formal charge [***19] by clear and convincing evidence." Syl. Pt. 1, in part, *Lawyer Disciplinary Bd. v. McGraw*, 194 W.Va. 788, 789, 461 S.E.2d 850, 851 (1995). With these standards in mind, we proceed to our review of the HPS' findings and recommended discipline.

III. DISCUSSION

Cooke's briefing in this matter makes clear that he does not challenge the HPS' conclusions regarding his various violations of the Rules of Professional Conduct.

Nor, apparently, does Cooke take issue with the HPS' recommended discipline of three months suspension. Rather, his lone challenge to the Report of the HPS is the requirement that he be required to petition for reinstatement at the end of his three-month suspension. HN14 [↑] With or without a lawyer's acceptance of the HPS' findings and recommendations, as noted above, it is incumbent upon this Court to carefully review the findings of the HPS and "exercise[e] its own independent judgment" with respect to recommended discipline. Syl. Pt. 3, *McCorkle*. "This Court is the final arbiter of legal ethics problems and must make the ultimate decisions about public reprimands, suspensions or annulments of attorneys' licenses to practice law." Syl. Pt. 3, *Committee on Legal Ethics v. Blair*, 174 W.Va. 494, 327 S.E.2d 671 (1984).

That being said, however, it is clear that there is little utility in belaboring the HPS' findings with respect to the violations [***20] arising out of the ODC and Robinette complaints. As to the ODC complaint, Cooke admitted that he very clearly disregarded multiple Court orders for the filing of his guardian ad litem brief. Cooke's dereliction to his infant clients, by his own admission, "was clearly inappropriate [and] resulted in a delay of any adoption proceeding for the children involved in the appellate matter." As to the Robinette complaint, Cooke mishandled virtually every aspect of this representation, resulting in manifest violations of the standards of professional conduct for diligence, communication, and safekeeping of property as more particularly enumerated by the HPS. All that remains with respect to these matters is to ascertain whether the recommended discipline is appropriate. However, before proceeding to the disciplinary aspect of this matter, our review of the adjudicatory record reveals that closer examination of the HPS' findings with respect to the PDS complaint is warranted.

A. Violations Arising Out of the Complaint of PDS

As indicated above, the HPS found that the evidence presented with respect to the PDS complaint did not establish a violation of Rule 8.4(c) prohibiting conduct involving "dishonesty, [***21] fraud, deceit or misrepresentation." Citing Mr. Eddy's testimony that Cooke was "simply [] a completely disorganized individual" lacking any "nefarious purpose," who merely failed to comply with statutory timekeeping requirements, the HPS found only that Cooke's conduct was prejudicial to the administration of justice, as prohibited by Rule 8.4(d).

With all due respect to the HPS, however, it appears to have disregarded the more particular testimony given by Mr. Eddy which clearly demonstrates that, despite his unwillingness to overtly accuse Cooke of fraud, he did believe that the documentation revealed that Cooke had engaged in pervasive overbilling. As indicated above, Mr. Eddy stated that he believed Cooke was charging too much time on a regular basis, whether through duplicate billing or value billing. Mr. Eddy reiterated several times his belief that Cooke was charging excessive time, yet was reluctant to characterize his conduct as fraudulent because it was not as egregious as others: impossible." It is this incongruity that compels this Court to utilize its plenary review to ascertain the extent of Cooke's violation of Rule 8.4.

I still hold firm that we were billed for duplicate—we were billed [***22] several times for the same trip, that we were billed several [*49] [***126] times from the same period of waiting in court. In other words, if he had three hearings, let's say he waited in court for one hearing while he was actually doing another hearing. That's not properly [sic] billing. That's billing the same period of time. So I firmly believe that that had happened, but in looking through the vouchers and everything else, *it appeared to be less frequent than I had seen with other counsel.*²⁵

The only perceived fraud or deception that still exists in my mind is the fact that he may have been value billing, that is, billing a .2 for an activity that should've only been a .1 or a .4 when it should've been a .2. However, he wasn't billing me 3.0 for these things and he was—and he was saying 12 minutes as opposed to 240 minutes. . . . *I just did not see in his case the overt deception that existed with many other attorneys. . . .* He was unable to exonerate himself completely in this situation because he had failed to comply with that time requirement, but that, overall, I believe that he was zealously representing his clients and he was providing the actual services that were described even though the [***23] time allotted to them may

²⁵ Mr. Eddy gave the example of one attorney who "rubber-stamped" the same time for each day and one attorney who billed 900 hours of travel in a three-month period. He felt that "none of what Mr. Cooke was doing, in my opinion, raised to that level" in that he "wasn't engaging in what I would consider to be criminal behavior." Mr. Eddy estimated that out of 800 attorneys doing court-appointed work "700 of them are probably billing honestly, in fact scrupulously."

have been—may not have been the actual time.

(footnote added) (emphasis added). Moreover, despite the HPS' conclusion that Cooke was not guilty of conduct which was dishonest, fraudulent, deceitful or misleading, it clearly agreed with Mr. Eddy's impression that Cooke's overall billable hours were simply not credible: "[T]he hours he was billing well exceed those of any 'super' attorney. Billing over two thousand, and two hundred (2,200) hours, every year, for the past 4 to 5 years is not just an extraordinary practice but could be seen as quite

[HN15](#) [↑] [West Virginia Code § 29-21-13a\(a\)](#) (2008) requires panel counsel for the PDS to "maintain detailed and *accurate* records of the time expended and expenses incurred on behalf of eligible clients[.]" (emphasis added). [Subsection \(d\)](#) of that statute provides that panel counsel "shall be compensated . . . for *actual* and necessary time expended for services performed and expenses incurred[.]" (emphasis added). Further, Syllabus Point 1 of [Frasher v. Ferguson, 177 W.Va. 546, 355 S.E.2d 39 \(1987\)](#) states:

[HN16](#) [↑] [W. Va. Code, 29-21-14](#) [1981], which governs state payment of counsel fees for indigent criminal defendants, envisages a system where each client is proportionately billed according to the time spent *actually* representing that client; consequently, billing [***24] for more hours than are actually worked is duplicative billing that is clearly contrary to the system envisaged by the legislature.

(emphasis in original).

Upon careful review of the somewhat limited adjudicatory record,²⁶ it appears that during the time period of January 21, 2014, through September 18,

²⁶ The record does not reflect the time billed on any other days which may have further demonstrated a pattern of extraordinary billed hours, yet simply fell short of the fifteen-hour benchmark utilized by Mr. Eddy to identify potential offenders. The record further contains no information from Cooke's contract attorneys to vouch for the hours attributed to their work, nor does there appear to have been a review of Cooke's files to compare the time billed to the items in the file. Moreover, as noted during oral argument, Cooke also performed work as a guardian ad litem and mental hygiene commissioner. The record contains no information about the amount of time being billed to these separately funded matters to create a more complete picture of the amount being billed to the State of West Virginia by Cooke.

2014, Cooke billed more than fifteen hours a day on thirty-seven different days.²⁷ On five of those days, he [*50] [**127] billed in excess of twenty hours and on two of those days, he billed greater than twenty-four hours. Cooke maintains that during that period of time he was billing the time of the contract attorneys working for him, as well as his own.²⁸ However, per Cooke's own testimony, this would have occurred for only some portion of the time period at issue inasmuch as his "full-time" contract attorney quit in late-March, leaving only the part-time contract attorney, who likewise quit at some point later that year.

Moreover, during this time period, Cooke contends that he was suffering from diagnosed "low testosterone" which caused him to sleep between ten and sixteen hours a day; medical records introduced into evidence do in fact support such a diagnosis in June, 2014. Cooke maintains that this [***25] fatigue continued throughout the time frame in which the guardian ad litem matter was "pending" and continued until November, 2014.²⁹ Therefore, giving Cooke the benefit of every doubt, this purported fatigue and reduced working capacity would have existed from approximately February until November, 2014—the exact time period under scrutiny for overbilling. Per Cooke's own testimony, therefore, during this time there would have been between only eight and fourteen hours of the day in which he could even be awake to perform work.

Accordingly, for three different dates during this period— March 6, April 17, and August 18—Cooke provided a letter of explanation attempting to account for all the time billed to PDS and ferreting out the time that was billed by others. However, *despite purportedly being awake only eight to fourteen hours a day*, Cooke still ostensibly billed 15.7, 19.4, and 13.3 hours,

²⁷ Mr. Eddy references thirty-one different dates on which Cooke billed greater than fifteen hours; however, the supporting documentation reveals thirty-seven dates from January 21, 2014 through September 18, 2014.

²⁸ However, when he first proffered this explanation for his hours in his response to the PDS, Cooke stated "[n]ow, given the method of tracking billable hours I used in the past, there is no way I can ascertain whether that is correct[.]"

²⁹ The abuse and neglect appeal was filed in February, 2014; however, the deadline to perfect the appeal was extended, resulting in Cooke's brief being due in August, 2014. Cooke first complained to his doctor of fatigue in June, 2014; by September, 2014, his testosterone was reported as normal in his labwork, although, as indicated, Cooke purports that the effects lingered into November, 2014.

respectively, after deducting the time which he attributed to other attorneys. Moreover, Cooke's itemization of the work he performed on those dates does not fully account for these billed hours. For example, on March 6, Cooke accounts for only 9.7 of his own billable hours out of the residual [***26] 15.7 hours after deduction of the contract attorneys' time.³⁰ On April 17, he accounts for only 15.5 hours of his own billable time out of the 19.4 residual hours after deduction of others' time.³¹ On August 18, Cooke accounts for only 13.3 of his own billable time of the 15.8 residual hours after deduction of others' time.³²

While the failure to account for the time billed to PDS is certainly indicative of overbilling, the actual accounting of his time provided by Cooke is replete with admittedly excessive charges. Cooke maintains, however, that this excess billing reflects "clerical errors" rather than deliberate overbilling. We find that the volume and nature of these errors on dates randomly selected by PDS for further explanation—which are almost exclusively to Cooke's monetary benefit—belie any suggestion that they are inadvertent. While Cooke's explanations are somewhat inscrutable, that portion which is clear is patently demonstrative of excessive billing on its face. Cooke billed travel multiple times and duplicated travel and other activity across multiple vouchers.³³ He billed time for activity [*51] [**128] which did not occur on the dates indicated and failed to demonstrate that the time was [***27] not duplicatively billed on the days in which it actually occurred.³⁴ Cooke

³⁰ Cooke billed 33.2 hours to PDS; in his letter of explanation, he attributes 17.5 hours to his contract attorneys, leaving 15.7 hours billed by Cooke himself. He accounted for only 9.7 of those hours.

³¹ Cooke billed 25.7 hours to PDS; he attributed 6.3 hours to his contract attorneys, leaving 19.4 hours billed by Cooke himself. He accounted for only 15.5 of those hours.

³² Cooke billed 18.1 hours to PDS; he attributed 2.3 hours to an attorney covering for him, leaving 15.8 hours billed by Cooke himself. He accounted for only 13.3 of those hours.

³³ On April 17, Cooke admittedly double-billed 1.0 in travel to/from a hearing to two separate matters, both of which were scheduled at 1:30 before the same judge. He further admitted to duplicative billing of 2.7 additional hours. On March 6, round trips for travel were billed on seven different vouchers on this date for a total of 9.7 hours. On April 17, round trips to the courthouse were billed on seven different vouchers totaling 8.0 hours.

³⁴ On March 6, Cooke admits that 2.8 hours of another attorney's billed activity did not occur on this day. On April 17,

frequently "value billed," billed time at far greater than he admittedly documented, and billed time for the same activity over multiple vouchers.³⁵ Moreover, he frequently billed greater amounts of time than were available during certain windows of activity.³⁶ See *Disciplinary Counsel v. Holland*, 106 Ohio St. 3d 372, 2005 Ohio 5322, 835 N.E.2d 361, 363 (Ohio 2005) (using similar comparison of court docket and schedule with hours billed by court-appointed attorney to establish overbilling, observing that attorney billed fees "sometimes for more in-court hours than the juvenile court was open in a day," including "an impossible" number of billable hours ranging from nine to twenty-four hours on thirty-four different days).

Mr. Eddy observed that Cooke's inflated hours were frequently *de minimis* in nature; however, we conclude that this is of absolutely no moment. Given Cooke's

he admits to .2 billable hours which did not occur that day.

³⁵ Cooke rarely billed activity at less than .2 hours (12 minutes); the only .1 (6 minutes) entries are attempted phone calls and, occasionally, a hearing. Review of any and all documentation or correspondence, including email, is billed at a minimum .2 hours. Virtually every hearing entails billing .3 hours for "waiting in court," which affords a higher hourly rate.

On March 6, among the time billed by one contract attorney, Cooke admits that activity documented as .4 was billed as 4.0 hours. On April 17, Cooke further admits that travel billed at 1.0 hour was actually documented at .3 hours. On March 6, entries for "preparing notice of appeal," "preparing brief," and "preparing habeas" were billed on three different vouchers for a total of 10.7 hours. On April 11, Cooke billed 37 separate entries for "reviewed order" on multiple vouchers.

³⁶ On April 17, based on Cooke's accounting of his time utilizing his schedule and the court's docket, in the two-hour window from 1:00 p.m. until a 3:00 meeting at the jail, he billed a cumulative 4.3 hours of "actual time"; the activity billed all consisted of travel, waiting in court, and attending hearings. Similarly, on August 18, Cooke's in-court schedule shows hearings at 9:00, 9:30, and 10:30 with the docket resuming at 1:00. The matters which were scheduled in the three-hour window from 9:00 a.m. until noon, were billed at a cumulative 6.1 hours. Additionally, matters beginning at 1:15 p.m. on that date were billed at additional 7.2 hours and consisted solely of waiting in court, reviewing "court summaries" while waiting, and attending hearings.

According to Cooke, none of these amounts reflect multi-tasking, *i.e.* reviewing a document while also waiting in court. Cooke's explanatory letter was careful to note that document review was performed in his office and if it had occurred prior to a hearing, he would have commensurately reduced the time billed to "waiting in court."

stated caseload of approximately 200 cases, it would take very little inflation of any given time entry when spread among numerous matters and multiple vouchers to aggregate appreciably excessive fees. See *Holland*, 835 N.E.2d at 363, 365 (finding lawyer's "outrageous fee charges" not "readily apparent" in court-appointed matters "because fees are claimed in each [***28] client's case on separate forms filed at different times" and "present[] too small a picture to reveal respondent's excessive charges"). To whatever extent Cooke's overbilling is not singularly impressive with respect to a particular entry, his annual billings and billable hours are a stark reflection of his insidious activity. Despite Cooke's insistence that his impressive hours reflect the billable hours of, at times, three attorneys, annual billings which precede the time period when he had three billing attorneys are simply implausible. In the three years preceding the PDS' audit, Cooke billed 2,568.5, 2,279.3, and 2,671.2 billable hours respectively.³⁷ These hours necessitate billing an average of 7, 6.2, and 7.3 billable hours *every day for 365 days a year*. As Mr. Eddy indicated, although such billable time and even greater may occur during discrete periods of time, this pace is not reasonably sustainable over a prolonged period of time. See *Dayton Bar Ass'n v. Swift*, 142 Ohio St. 3d 476, 2014-Ohio 4835, 33 N.E.3d 1, 3 (Ohio 2014) (finding annual billable hours of [**52] [**129] 2,555.5 hours, 2,967 hours and noting average daily billable hours of 7 and 8.12 hours for 365 days "extraordinarily high"). Further, this time does not account for additional hours billed in his role as mental [***29] hygiene commissioner or serving as guardian ad litem in abuse and neglect or family court matters, which are payable from funding sources separate from PDS.

Based upon our review of the foregoing, this Court concludes that Cooke was in fact HN17 engaging in extensive overbilling to the State of West Virginia, misconduct which plainly qualifies as "dishonest, fraudulent, deceitful or misleading" in violation of Rule 8.4(c) of the West Virginia Rules of Professional Conduct.³⁸ The HPS appeared to feel unnecessarily

³⁷ As Mr. Eddy stated in his complaint to ODC: "For five fiscal years the average yearly total hours would be 2612.6 hours. Simply stated, this is impossible, especially when it is maintained continually over a five years' period of time."

³⁸ This conclusion, however, does not supplant the HPS' finding of a violation of Rule 8.4(d) for misconduct prejudicial to the administration of justice. As Mr. Eddy explained, overbilling by lawyers such as Cooke consumes already

confined by Mr. Eddy's begrudging testimony that he believed Cooke to be simply "disorganized," despite the supporting documentation, Mr. Eddy's considerable experience, and the instincts of the HPS indicating otherwise.³⁹ The documentation contained in the adjudicatory record undermines any suggestion that the overbilling was isolated and accidental. The randomly selected days which Cooke was called upon to account for are filled with admittedly improper and/or unsubstantiated billing. The pervasiveness of this billing activity, the pattern of Cooke's billing practices, the annual figures on their face, as well as Cooke's admitted duplicative and/or improper billing are sufficient to establish, by clear and convincing evidence, misconduct violative [***30] of Rule 8.4(c).⁴⁰

B. The Jordan Factors

Turning now to the appropriate discipline to be imposed in this matter, we are guided by this Court's holding in Syllabus Point 4 of [Office of Lawyer Disciplinary Counsel v. Jordan, 204 W.Va. 495, 513 S.E.2d 722 \(1998\)](#):

HN19 [↑] Rule 3.16 of the West Virginia Rules of Lawyer Disciplinary Procedure enumerates factors to be considered in imposing sanctions and provides as follows: "In imposing a sanction after a finding of lawyer misconduct, unless otherwise

strained resources at PDS for the investigation and resolution of such matters. Accordingly, this Court declines to disturb the HPS' finding of a violation of Rule 8.4(d), finding rather that Cooke's conduct is *also* violative of Rule 8.4(c).

³⁹ Mr. Eddy's testimony made abundantly clear that because Cooke was not the "worst offender" Mr. Eddy chose to give him some benefit of the doubt. Mr. Eddy's testimony seemed to suggest that because services were *in fact* rendered by Cooke, inflating the time spent on such services was not necessarily the type of misconduct prohibited by Rule 8.4(c). This Court emphatically disagrees.

⁴⁰ We observe that Cooke's misrepresentation of his billable hours would also appear to give rise to a violation of **HN18** [↑] Rule 3.3(a)(1) which prohibits a lawyer from "mak[ing] a false statement of fact or law to a tribunal or fail to correct a false statement of material fact or law previously made to the tribunal by the lawyer[.]" Because the vouchers reflecting a court-appointed lawyer's time must be tendered to and approved by the appointing circuit judge, any knowing falsity contained therein would be violative of the Rule. Disciplinary authorities are cautioned to bring all appropriate charges arising from lawyer misconduct.

provided in these rules, the Court [West Virginia Supreme Court of Appeals] or Board [Lawyer Disciplinary Board] shall consider the following factors: (1) whether the lawyer has violated a duty owed to a client, to the public, to the legal system, or to the profession; (2) whether the lawyer acted intentionally, knowingly, or negligently; (3) the amount of the actual or potential injury caused by the lawyer's misconduct; and (4) the existence of any aggravating or mitigating factors.

As is clear from the foregoing discussion of Cooke's misconduct with PDS, Cooke's extraordinary overbilling was not only intentional and pervasive within the time period at issue, but long-standing. Given the state of the public fisc, the actual injury to the taxpayers of the State of West Virginia is all too real. As the Supreme Court of Ohio stated, overbilling the state for [***31] representing indigent clients "exploit[s] an already overburdened system designed to aid the poorest members of our society and lessen[s] public [*53] [**130] confidence in the legal profession and compromise[s] its integrity." [Holland, 835 N.E.2d at 366](#). Cooke's misconduct in that regard, therefore, profoundly affects the public, the legal system, and the profession.

Moreover, while the bulk of the foregoing discussion has been dedicated to Cooke's overbilling to PDS, by no means does this Court intend to minimize the seriousness of Cooke's other violations. In particular, Cooke's failure to timely file a guardian ad litem brief with this Court in an abuse and neglect matter is not only violative of the Rules of Professional Conduct, but in complete disregard of the countless warnings issued by this Court regarding the appellate obligations of guardians ad litem. See [In re A. N., Nos. 15-0182 and 15-0208, 2015 W. Va. LEXIS 960, 2015 WL 5738019 \(W. Va. Sept. 30, 2015\)](#) (disqualifying guardian ad litem from further appointments for failure to timely file brief on behalf of infant in abuse and neglect matter); [In re N.K., Nos. 14-0660 and 14-0714, 2015 W. Va. LEXIS 727, 2015 WL 3631681, at *2 \(W. Va. June 10, 2015\)](#) ("[W]e wish to re-emphasize how vitally important it is for guardians ad litem to comply with Rule 11(h) of the Rules of Appellate Procedure and this Court's orders in a timely fashion so that abuse and neglect appeals can [***32] be promptly and efficiently resolved. Guardians ad litem must submit a response brief or summary response that specifically responds to each of the assignments of error raised on appeal."); [In re Katie S., 198 W.Va. 79, 91, n.16, 479 S.E.2d 589, 601, n.16 \(1996\)](#) ("Part of [the guardians ad litem's] representation is to file an appellate brief to insure that their clients'

interests are presented."); Rule of Procedure for Child Abuse and Neglect 18a, Appendix A, Section E(3) ("If an appeal is filed by another party in an abuse and neglect case, the GAL is required to file a respondent's brief or summary response that adheres to the requisite provisions of Rule 11 of the Rules of Appellate Procedure.").

As should be apparent to any guardian ad litem, needless delay is not only a gross disservice to his or her infant client, but also actively perpetuates the continuing harm occasioned by the lack of permanency. "Unjustified procedural delays wreak havoc on a child's development, stability and security." Syl. Pt. 1, in part, *In re Carlita B.*, 185 W.Va. 613, 408 S.E.2d 365 (1991). When that delay is directly attributable to the dereliction of the court-appointed guardian ad litem, the guardian has abdicated his or her responsibilities to the child so fully that it is difficult to surmise of a more egregious failure within our abuse and neglect system.

With [***33] regard to Cooke's dilatory misconduct in the Robinette matter, as well as his persistent refusal to respond to ODC, PDS, and particularly this Court, we are equally troubled. On the heels of being subject of a rule to show cause issued by this Court and an ODC complaint for his failure to timely file a guardian ad litem brief, Cooke failed to respond to the ODC's request for additional information regarding the pending complaint. Cooke then failed to respond to PDS' letter demanding an explanation of his billing irregularities and, more importantly, failed to timely respond to the PDS disciplinary complaint. Notwithstanding the pendency of these complaints, Cooke again failed to timely file a response to the Robinette complaint and a subsequent letter demanding a response.⁴¹ Incredibly, despite receiving the HPS' recommendation of suspension of his law license and despite assurances to the HPS that he had rectified this dilatory conduct, Cooke likewise filed his response brief in the instant matter untimely.

Significantly, although Cooke has not been formally disciplined previously, he was "strongly warned" in the Investigative Panel's dismissal of another complaint in October [***34] 2013 that future violations of Rule 1.3 (diligence) and 1.4 (communication) would subject him to more severe discipline. In that matter, he likewise twice failed to respond to ODC and was also warned

⁴¹ See n.19 and 40, *supra*. Disciplinary authorities are again cautioned to bring all appropriate charges arising from lawyer misconduct including but not limited to charges for failure to respond to ODC pursuant to Rule 8.1(b).

that future failures to respond to disciplinary counsel would be handled more harshly. Like the Robinette complaint, Cooke had been accused in the October 2013 complaint of taking on a matter which he did not have time to handle, failing [*54] [**131] to communicate with the client about that inability, and only refunding the client's retainer after an ODC complaint was filed. Cooke was warned that he should be "aware of his schedule and current client list to enable him to determine whether he has the ability to take on new clients." Just as in this case, Cooke told ODC that "he needed to make changes to how he runs his office which includes returning telephone calls in a reasonable time." There remains little question that Cooke's assurances to the HPS and this Court ring entirely hollow.

C. Appropriate Sanctions

As set forth hereinabove, the HPS recommended a ninety-day suspension, requirement of a petition for reinstatement, one-year supervised practice, along with additional CLE and payment of costs. ODC [***35] recommends a suspension of eighteen months. Focusing primarily on Cooke's failure to timely file his guardian ad litem brief, the HPS found support for its recommended ninety-day suspension in similar cases involving failure to make timely filings. See *Lawyer Disciplinary Bd. v. Sturm*, 237 W.Va. 115, 785 S.E.2d 821 (2016) (ninety-day suspension for failure to file habeas petition and appeal); *Lawyer Disciplinary Bd. v. Conner*, 234 W.Va. 648, 769 S.E.2d 25 (2015) (ninety-day suspension for failure to perfect appeal and other violations); *Lawyer Disciplinary Bd. v. Sullivan*, 230 W.Va. 460, 740 S.E.2d 55 (2013) (thirty-day suspension for failure to correct criminal sentencing and other violations); *Lawyer Disciplinary Bd. v. Santa Barbara*, 229 W.Va. 344, 729 S.E.2d 179 (2012) (one-year suspension for failure to file within statute and perfect jurisdictional notice requirements, and other violations).

As pertains to the Robinette complaint, the HPS cited *Lawyer Disciplinary Board v. Morgan*, 228 W.Va. 114, 717 S.E.2d 898 (2011), wherein a lawyer failed to establish an IOLTA account, did not respond to ODC, and took retainers for work he did not perform, resulting in a one-year suspension. The HPS distinguished Cooke's conduct from that in *Morgan*, however, as "not appear[ing] to be part of a pattern and practice of [his]

business."⁴² Moreover, with respect to the PDS complaint, the HPS distinguished [Lawyer Disciplinary Board v. Cavendish](#), 226 W.Va. 327, 700 S.E.2d 779 (2010), wherein a lawyer billed PDS for non-existent claims and was suspended for three years. The HPS reiterated the perceived absence of proof of Cooke's dishonesty [***36] and the refund of money occasioned by the conciliation agreement.

Having concluded that Cooke *did* commit a violation of Rule 8.4(c), we take a different view of [Cavendish](#) and find it an appropriate starting point for evaluation of Cooke's conduct. In [Cavendish](#), a lawyer recently hired by PDS submitted assignment schedules to Daniels Capital Corporation for advance payment of PDS-owed fees.⁴³ Cavendish stipulated that he received advance payments for "work he had not performed by misrepresenting the amount due him," work performed for privately retained clients in violation of statute, and work performed under a prior employer, which would have been entitled to the fees. [Id. at 336, 700 S.E.2d at 788](#). The Court found that a three-year suspension was appropriate because Cavendish violated duties to clients, the public, the legal system, and the profession through his intentional misconduct. Noting the financial injury caused by Cavendish's conduct that also "lessen[ed] people's faith and confidence in the legal profession," the Court found a three-year suspension appropriate. [Id. at 338, 700 S.E.2d at 790](#).

[*55] [**132] However, the Court likewise noted that Cavendish attributed his conduct to a cognitive disorder and expressed concern that he was unable to maintain a law practice due to his "memory problems." [Id.](#) Citing this Court's duty to protect the public, it found "additional support" for a three-year suspension in Cavendish's

⁴² Certainly the 2013 complaint wherein Cooke behaved in precisely the same manner would suggest otherwise.

⁴³ Cooke likewise assigned his PDS vouchers to Daniels Capital Corporation. As explained in [Cavendish](#),

[b]y entering into a contract with Daniels Capital Corporation, a lawyer representing an indigent defendant can assign what is owed to him or her by Public [***37] Defender Services to Daniels Capital which immediately pays the lawyer up to 75% of the money due to the lawyer. When Daniels Capital Corporation receives the assigned payment from Public Defender Services, Daniels Capital Corporation then pays the lawyer the balance of the payment, less its fee.

[226 W.Va. at 330-31 n.2, 700 S.E.2d at 782-83 n.2.](#)

admitted inability to practice law. *Id.* Like Cavendish, Cooke "misrepresented the amount due him" by inflating and/or improperly billing his time to PDS. However, this case does not present the same concerns about Cooke's cognitive ability to maintain a law practice.

Cooke's conduct is not without highly similar precedent outside of our jurisdiction. In [Disciplinary Counsel v. Milhoan](#), 142 Ohio St. 3d 230, 2014- Ohio 5459, 29 N.E.3d 898 (Ohio 2014) a court-appointed lawyer failed to keep proper track of his time, resulting in improper fee applications including instances where he "billed two separate clients for the same drive to the Ashland County clerk of courts[.]" [Id. at 900](#). The [***38] court found that a two-year suspension was warranted. In [Swift](#), the court found Swift's average daily billable hours and annual aggregate billable hours, along with failure to "maintain independent time records for himself or for the other attorneys whom he allegedly supervised" warranted discipline. [33 N.E.3d at 3](#). The [Swift](#) court noted that "the sheer volume of Swift's false statements to the affected courts, the complete absence of any documentation to assist [the] court in determining the full extent of his overbilling . . . sufficiently egregious" to warrant two-year suspension. [Id. at 4](#). The court noted further that such discipline was warranted as the state was essentially at the mercy of court-appointed attorneys to honestly submit their billings: "The courts and the public defender's offices must rely upon the trustworthiness and integrity of the attorneys who seek payment to provide accurate information regarding their time and billing." [Id. at 3](#). See also [Attorney Grievance Comm'n of Md. v. Tun](#), 428 Md. 235, 51 A.3d 565 (Md. Ct. App. 2012) (indefinitely suspending lawyer for negligent, rather than intentional overbilling on court-appointed cases); [Attorney Grievance Comm'n of Md. v. Hess](#), 352 Md. 438, 722 A.2d 905 (Md. Ct. App. 1999) (suspending lawyer for three years for inflating client bills).

Therefore, [HN20](#)^[↑] as demonstrated in [Cavendish](#) and the foregoing cases, with respect [***39] to fraudulent billing, suspensions of years, rather than months, appear to be the norm. This Court considers the protection of the public and the State coffers of paramount importance, particularly as pertains to lawyer disciplinary matters. "[A]ttorney disciplinary proceedings are primarily designed to protect the public, to reassure it as to the reliability and integrity of attorneys and to safeguard its interest in the administration of justice[.]" [Comm. on Legal Ethics of the W. Va. State Bar v. Keenan](#), 192 W.Va. 90, 94, 450 S.E.2d 787, 791 (1994). Moreover, the discipline meted out by this Court should

serve the equally important purpose of deterrence:

In deciding on the appropriate disciplinary action for ethical violations, this Court must consider not only what steps would appropriately punish the respondent attorney, but also whether the discipline imposed is adequate to serve as an effective deterrent to other members of the Bar and at the same time restore public confidence in the ethical standards of the legal profession.

Syl. Pt. 3, [Comm. on Legal Ethics v. Walker, 178 W.Va. 150, 358 S.E.2d 234 \(1987\)](#). In view of the foregoing, we find that Cooke's misconduct warrants a two-year suspension from the practice of law. Cooke's defrauding of the State through overbilling, gross mishandling of a client matter and funds, his dereliction of duty to his infant [***40] clients as a guardian ad litem—all of which is compounded by his unrelenting pattern of unresponsiveness and empty reassurances of remediation—plainly justify this degree of discipline.

IV. CONCLUSION

For the foregoing reasons, we impose the following sanctions: 1) Cooke is hereby suspended from the practice of law for two (2) years and is directed to abide by the duties imposed pursuant to Rule 3.28 of the Rules of Lawyer Disciplinary Procedure; 2) If Cooke is successfully reinstated in the future, [*56] [**133] upon reinstatement, he is to be supervised by another attorney approved by ODC for a period of one (1) year; 3) Prior to being reinstated to the practice of law pursuant to Rule 3.32 of the Rules of Lawyer Disciplinary Procedure, Cooke must complete an additional nine (9) hours of CLE with six (6) hours in office procedures and/or office management and an additional three (3) hours in ethics; and 4) Prior to being reinstated to the practice of law, Cooke must reimburse the costs of these proceedings to the Lawyer Disciplinary Board pursuant to Rule 3.15 of the Rules of Lawyer Disciplinary Procedure.

Law license suspended and other sanctions imposed.



JOINT COMMITTEE ON GOVERNMENT AND FINANCE
WEST VIRGINIA OFFICE OF THE LEGISLATIVE AUDITOR

POST AUDIT DIVISION

LEGISLATIVE AUDIT REPORT

SUPREME COURT OF APPEALS OF WEST VIRGINIA *REPORT 4*

ISSUE 1:

Over a Period of Four Years, the Supreme Court Depleted \$29 Million of Surplus Re-Appropriated Funds to a Balance of \$333,514.

ISSUE 2:

The Supreme Court of Appeals of West Virginia Spent Approximately \$3.4 Million on Renovations Between 2012 and 2016. Several of the Renovation Projects Do Not Contain Invoice Documentation with Sufficient Detail for Analysis.

ISSUE 3:

Between 2009 and 2017, the Chief Justices of the Supreme Court of Appeals of West Virginia Allowed 10 Senior Status Judges in the Judicial Retirement System to Exceed the Statutory Compensation Cap 26 Times for a Total of \$271,000.

Legislative Auditor: Aaron Allred
Post Audit Director: Justin Robinson



GENERALLY ACCEPTED GOVERNMENT
AUDITING STANDARDS STATEMENT

We conducted this performance audit in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

POST AUDIT DIVISION
Director, Justin Robinson

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SUPREME COURT OF APPEALS OF WEST VIRGINIA *REPORT 4*

SEPTEMBER 7, 2018

LEGISLATIVE AUDITOR'S STAFF CONTRIBUTORS

Aaron Allred..... Legislative Auditor
Doren Burrell..... Attorney

Justin Robinson..... Director
Stanley Lynch..... Deputy Director
Melissa Bishop, CPA..... Assistant Director
Adam Fridley, CGAP..... Audit Manager
Randolph Mays II..... Senior Auditor
Ben Agsten..... Auditor
Christian Baumgarner..... Auditor
Marshall Clay..... Auditor
Peter Roach..... Auditor
Judith Strawderman..... Auditor
Mike Jones, CFE..... Referencer
Nathan Hamilton..... Referencer

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Introduction

During the June 2018 Post Audits Subcommittee meeting, the Legislative Auditor released a report concerning the spend down of \$29 million in excess re-appropriated funds by the Supreme Court of Appeals of West Virginia (the Court) from Fiscal Year 2012 through Fiscal Year 2015. In that report, the Legislative Auditor expressed concern with the Court's accumulation of appropriated General Revenue Funds, with particular regard to the fact that in just five fiscal years from 2007 to 2012 this surplus fund balance grew from \$1.4 million to \$29 million. Of equal concern was the fact that this \$29 million surplus was subsequently depleted to a balance of \$333,514 over the following four years. In this prior report, the Legislative Auditor attempted to account for the spend down by highlighting spending categories that saw significant increases over prior years. This audit report is a continuation of that effort attempting to further account for the spending that depleted the \$29 million over the four-year period of Fiscal Years 2012 - 2015.

This report also includes an analysis of the Court's renovation costs to various offices located within the Capitol, including the Justices' chambers, as well as noting the expenditures for renovations of Court facilities outside of the Capitol. Many of the renovations could be attributed as a portion of the reduction of the \$29 million of re-appropriated funds as they occurred during that same period.

Finally, this report discusses the Court's payments to Senior Status Judges. In some instances, these payments were in excess of statutory limits for Consolidated Public Retirement Board (CPRB) annuity recipients. The Court's process of paying Senior Status Judges as independent contractors appears to be an attempt to exceed those statutory limits.

Issue 1: Over a Period of Four Years, the Supreme Court Depleted \$29 Million of Surplus Re-Appropriated Funds to a Balance of \$333,514.

As reported during the June 2018 Post Audits Subcommittee meeting, the Legislative Auditor became aware of concerns regarding the spend down of the Court's re-appropriated fund balance while reviewing memos written by Justice Loughry responding to questions from other justices concerning his Court vehicle use. In that same report, the Legislative Auditor outlined various categories of expenditures that significantly increased over the prior year. The Legislative Auditor has continued to research the increased spending and reduction of the \$29 million of excess funds in an attempt to further account for how this balance was depleted.

This analysis does not attempt to account for every expenditure directly attributable to the spend-down as doing so is not practical. The volume of invoices and lack of institutional knowledge regarding the expenditures make it difficult to determine if an expenditure was contemplated for budgeting purposes within the Court's appropriation request. However, the Legislative Auditor has been able to attribute the spending to specific categories by calculating the difference between what was budgeted each fiscal year and what was actually spent. Any expenditures above that year's appropriated funds were considered spending from the re-appropriated surplus funds. In analyzing the Court's expenditures by budget category and vendor, we were able to segregate expenditures not in-line with the Court's usual spending. Although these results are not complete due to a lack of information available and those limitations previously stated, the majority of expenditures could be traced to specific categories and/or vendors. **The results of this analysis show that a majority of all re-appropriated funds were spent within two categories, *Personal Services (Payroll)* and *Unclassified/Current Expenses*.**

Where Did the Money Go?

Fiscal Year 2012

As the beginning of Fiscal Year 2012, the Court had a surplus re-appropriated fund balance of \$29 million. During this fiscal year, the balance was decreased by approximately \$6.3 million to \$22.7 million. Due to the increase in salaries for judges, justices, and magistrates, the Court's salary expenses, including all employee benefits and employer taxes, increased by approximately \$12.4 million. **Approximately \$4.6 million of the surplus re-appropriated funds were spent on salary increases.**

Renovations

An additional \$1.7 million was spent in excess of the budgeted amount, under the category *Unclassified/Current Expenses*. An overview of the total \$24 million spent by the Court in this budget category revealed certain vendors for which the spending could be attributed. Specifically, Neighborgall Construction Company and Capitol Business Interiors were paid \$1.18 million and \$1.02 million, respectively. Both of these vendors were used by the Court for various renovation projects at the Capitol, including the Justices' chambers. **Thus, the remaining \$1.7 million of re-appropriated funds depleted in this year could be attributable to the total \$2.2 million in payments to these vendors.**

Summary of Fiscal Year 2012 Spend-Down

The Fiscal Year 2012 spend-down of the re-appropriated funds are summarized in the table below:

Table 1		
Fiscal Year 2012 Spend-Down of Supreme Court Re-Appropriated Funds		
	Expenditures	Balance
FY 2012 Beginning Balance		\$29,082,340
Salary Increases	\$4,631,427	
Renovations	<u>\$1,702,147</u>	
Total Expenditures	<u>\$6,333,574</u>	
FY 2012 Ending Balance		<u>\$22,748,766</u>

Source: Legislative Auditor's analysis of appropriated funds, re-appropriated funds, and expenditures for Fiscal Year 2012.

Fiscal Year 2013

In Fiscal Year 2013, the re-appropriated balance was further decreased by approximately \$7.5 million, from \$22.7 million to \$15.2 million. Payroll related expenses increased an additional \$900,491 over the prior year, but with only an additional \$1.8 million in appropriations, the Court was still absorbing some of the salary increases from the prior year through its re-appropriated fund balance. Specifically, the Court spent \$2.9 million on salaries from the re-appropriated funds. The remaining \$4.6 million was expended from the *Unclassified/Current Expenses* category.

Unclassified/Current Expenses

The previous Post Audit report noted that expenses increased in areas such as Contractual Services, Computer Services, Office Equipment, etc. during Fiscal Year 2013. The Legislative Auditor's analysis revealed the following Contractual Services expenditures:

Table 2	
FY 2013 Contractual Services Noted in Spend-Down	
Category	Amount
Drug Courts	\$978,635
Senior Status Judges & Magistrates	\$95,913
CIP Training	\$76,330
Temporary Employee Services	\$41,172
Contract Law Clerk for Justice Ketchum	\$15,000
Portrait of Justice McHugh	<u>\$4,000</u>
Total	<u>\$1,211,050</u>

Source: Legislative Auditor's analysis of appropriated funds, re-appropriated funds, and expenditures for Fiscal Year 2013.

Computer services and equipment also accounted for much of the spending throughout Fiscal Year 2013. Approximately \$1.6 million was spent on multiple vendors. Those vendors

making up the largest cost of computer services and computer equipment include the following:

- Dell Marketing, LP at a cost of \$846,446.
- Oracle America, Inc. at a cost of \$573,817.
- Global Science & Technology, Inc. at a cost of \$171,421.

At least \$1,488,489 of these expenses can be attributed to the spend-down of the re-appropriated funds.

Adult and Juvenile Drug Courts

Due to the Legislative mandate that drug courts serve all counties throughout the State, there was an additional cost to the Court beginning in Fiscal Year 2013. Excluding the payroll and contractual service payments noted above, the Court spent an additional \$266,026 on Adult and Juvenile Drug Courts.

Renovations

Supreme Court renovations continued to be a significant expense. The Legislative Auditor was able to account for approximately \$1.67 million of renovation expenses that contributed to the spend-down. Vendors included in this amount are listed in the following table:

Table 3	
FY2013 Expenses Attributable to the Spend-Down	
Vendor	Amount
Neighborgall Construction Company	\$771,451
Capitol Business Interiors	\$311,267
Silling Associates	\$169,563
State Electric Supply Company	\$140,426
Electronic Specialty Company	\$94,821
Carpet Gallery	\$55,554
DSL Sound, Inc.	\$53,466
Design Works, LLC	\$51,592
Edward Hillenbrand Furnituremaker	\$19,847
Total	<u>\$1,667,987</u>

Source: Legislative Auditor's analysis of appropriated funds, re-appropriated funds, and expenditures for Fiscal Year 2013.

The most notable renovation project expenses during Fiscal Year 2013 occurred within the Capitol. However, requests for additional information made by the Legislative Auditor's Office concerning the renovations have remained unanswered as of the date of this report.

Summary of Fiscal Year 2013 Spend-Down

The Fiscal Year 2013 re-appropriated funds for the year is summarized in the following table:

	Expenditures	Balance
Fiscal Year 2013 Beginning Balance		\$22,748,766
Salary Increases from FY2012	\$2,905,376	
Contractual Services	\$1,211,050	
Computer Services and Equipment	\$1,488,489	
Drug Courts	\$226,027	
Renovations	\$1,667,987	
Total Expenditures	\$7,498,929	
FY 2013 Ending Balance		\$15,249,837

Source: Legislative Auditor's analysis of appropriated funds, re-appropriated funds, and expenditures for Fiscal Year 2013.

Fiscal Year 2014

In Fiscal Year 2014, the Court decreased its re-appropriated fund balance by the greatest amount in the four-year period. In this year, the balance was reduced by \$13.4 million for a total year-end balance of \$1.8 million. Due to the Governor's request for additional funds to be made available to help with budget shortfalls that year, the Court analyzed its discretionary funds and chose to return \$4 million to the State's General Revenue Fund. The remaining \$9.4 million was spent on *Payroll, Current Expenses, and Other Assets*.

Payroll expenses again increased by approximately \$2.4 million over the prior year. Approximately \$2 million of this increased expense was covered by the surplus re-appropriated funds. Computer Services and Equipment continued to be a significant cost as well. Dell Marketing, LP expenditures totaled over \$846,000 in Fiscal Year 2014, as well as Global Science and Technology, Inc. at almost \$477,000 and Oracle America, Inc. at \$422,000.

Other areas of spending that can be attributed to the spend-down include an increase in Travel Expenses by \$909,000 and an increase in Attorney Legal Services Payments by \$1.1 million. Attorney Legal Services cover a multitude of services including, but not limited to, special prosecutors, mental hygiene, and guardian ad litem. Additionally, rental expenses increased during the year by \$375,965. The majority of the increase in rent expenses was paid to one specific vendor, General Corp, which increased by over \$314,000 from the previous year's expenditures. The increased payments to General Corp can be attributed to the rental of additional space at the City Center East building. Excluding General Corp, there are sixty-one other vendors to which rent was paid. Therefore, the remaining \$62,000 is spread out over those vendors.

Renovations

Throughout Fiscal Year 2014, renovations for the Supreme Court continued. The most significant renovation expenditures for this year appear to have occurred under the category *Other Assets*. Vendors paid under this category include Neighborgall Construction Company totaling \$644,000 and Geiger Brothers, Inc. totaling \$600,000. A little over \$433,000 of the amount paid to Geiger Brothers is attributable to the renovations of Justice Davis’ Chambers. Other vendors paid in relation to the renovations include Electronic Specialty Company totaling over \$116,000; Design Works, Inc. totaling over \$64,000; and Capitol Business Interiors totaling \$158,000. Also, during this fiscal year Carpet Gallery received \$47,000, which included the \$32,000 couch for Justice Loughry’s office.

Payments made toward renovations during Fiscal Year 2014 can be attributed to the chambers of Justice Davis, Justice Loughry, and Justice Workman, as well as the 1st floor hallway, the Clerk’s Office, and the 2nd and 6th floors at City Center East. The Legislative Auditor has not received the information requested from the Court concerning City Center East thus, all renovation expenses have not been accounted for in this report. As a result, we cannot specifically account for \$1.75 million in expenses paid using the re-appropriated fund balance during Fiscal Year 2014.

Summary of Fiscal Year 2014 Spend-Down

The spend-down of re-appropriated funds for the year, including the unaccounted-for balance, is summarized in the following table:

Fiscal Year 2014 Spend-Down of Supreme Court Re-Appropriated Funds		
	Expenditures	Balance
Fiscal Year 2014 Beginning Balance		\$15,249,837
Returned to General Revenue Fund	\$4,000,000	
Salary Increases	\$1,956,757	
Computer Services and Equipment	\$1,745,748	
Travel	\$909,251	
Attorney Legal Service Payments	\$1,058,542	
Renovations	\$1,630,373	
Rental Expenses (Real Property)	\$375,965	
Unaccounted for	<u>\$1,746,527</u>	
Total Expenditures	<u>\$13,423,163</u>	
Fiscal Year 2014 Ending Balance		<u>\$1,826,674</u>

Source: Legislative Auditor’s analysis of appropriated funds, re-appropriated funds, and expenditures for Fiscal Year 2014.

Fiscal Year 2015

The Court carried over approximately \$1.8 million in unused funds into Fiscal Year 2015. Total expenditures of \$133.3 million reduced the Court’s re-appropriated fund balance

to \$333,514 at the end of this fiscal year. Payroll expenses again increased, this time by \$1.45 million. Approximately \$912,000 of the remaining surplus re-appropriated funds were spent to cover this increase. The only other area of spending that saw a significant increase was Contractual Services in the amount of \$2.7 million which accounts for the remaining \$581,000 reduction of the re-appropriated fund balance. These contractual services expenses appear to include, but are not limited to, juror reimbursement, drug courts, and the new e-file system to be used for court filing by outside attorneys.

Summary of Spend-Down

A summary of the complete spend-down can be viewed in the following table. Unfortunately, there are some expenses that we are unable to extract from the current records. One issue noted is that the majority of all expenses within the *Unclassified/Current Expenses* category for each fiscal year were purchased on a Purchasing Card. Prior to Fiscal Year 2015, individual purchasing card transaction documentation is not included in the current accessible records for our review.

Table 6		
Spend-down of Supreme Court Re-Appropriated Funds		
	Expenditures	Balance
Fiscal Year 2012 Beginning Balance		\$29,082,340
Salary Increases	\$4,631,427	
Renovations	\$1,702,147	
Total Expenses	\$6,333,574	
Fiscal Year 2013 Beginning Balance		\$22,748,766
Salary Increases from FY2012	\$2,905,376	
Drug Courts	\$978,635	
Senior Status Judges & Magistrates	\$95,913	
CIP Training	\$76,330	
Temporary Employee Services	\$41,172	
Contracted Law Clerk for Justice (3 months)	\$15,000	
Portrait of Justice	\$4,000	
Computer Services and Equipment	\$1,488,489	
Adult and Juvenile Drug Courts	\$226,027	
Renovations	\$1,667,987	
Total Expenses	\$7,498,929	
Fiscal Year 2014 Beginning Balance		\$15,249,837
Returned to General Revenue Fund	\$4,000,000	
Salary Increases	\$1,956,757	
Computer Services and Equipment	\$1,745,748	
Travel	\$909,251	
Attorney Legal Service Payments	\$1,058,542	
Renovations	\$1,630,373	
Rental Expenses (Real Property)	\$375,965	
Unaccounted for	\$1,746,527	
Total Expenses	\$13,423,163	
Fiscal Year 2015 Beginning Balance		\$1,826,674
Salary Increases	\$911,728	
Contractual Services	\$581,432	
Total Expenses	\$1,493,160	
Fiscal Year 2015 Ending Balance		\$333,514

Source: Legislative Auditor's analysis of appropriated funds, re-appropriated funds, and expenditures for Fiscal Year 2012-2015.

Issue 2: The Supreme Court of Appeals of West Virginia Spent Approximately \$3.4 Million on Renovations Between 2012 and 2016. Several of the Renovation Projects Do Not Contain Invoice Documentation with Sufficient Detail for Analysis.

The Legislative Auditor analyzed all available invoices provided by the Court for the renovations conducted at the Capitol Building. These invoice documents cover multiple renovation projects including each of the Justices' Chambers, the Courtroom, various Court restrooms, and other Court spaces at the Capitol. Table 7 provides a top-level breakdown of the total cost associated with each renovation project. The total combined cost of all of these renovations was \$3,407,726.

Renovation Project	Total Renovation Cost
Justice Benjamin's Chamber	\$264,836
Justice Walker's Chamber	\$130,655
Justice Ketchum's Chamber	\$188,931
Justice Workman's Chamber	\$112,780
Justice Davis's Chamber	\$503,668
Justice Loughry's Chamber	\$367,915
Unattributed Silling Invoices for Chambers	\$374,571
3 rd Floor Men's Restroom	\$38,887
3 rd Floor Women's Restroom	\$77,725
1 st Floor Hallway	\$79,145
Saferoom	\$98,513
Courtroom	\$162,596
Justice's Conference Room	\$300,350
Common Area	\$324,509
Clerk's Office	\$282,793
Chief Counsel's Office	\$90,279
Elevator Upgrades	\$9,572
Total	<u>\$3,407,726</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Court.

The Legislative Auditor attempted to analyze all of the renovations undertaken by the Court from 2009 to 2016. Currently, the Court has not provided the Legislative Auditor with invoice documentation related to the renovations to the Supreme Court's law library or the administrative offices located in the Capitol Building's East Wing. Further, while the Court has provided some of the invoice documentation for the renovations to the Clerk's Office and the Chief Counsel's Office, the Legislative Auditor is still waiting to receive a portion of these invoices, which were originally requested on July 25, 2018.

In addition, the Legislative Auditor has not yet been able to fully analyze the renovation documentation related to the Court's leased spaces, such as the extensive renovations undertaken at the Court's office space at City Center East, located in Kanawha City, but will provide that analysis in a future report.

The following report sections provide a breakdown of each renovation project for which the invoice documentation contained sufficient detail. The expenditures for these renovations were allocated by the Legislative Auditor into broad classification types, such as infrastructure (structural work to walls, electrical, plumbing); fixtures (cabinetry, shelves, counters); décor (rugs, marble work, glass work, window treatments and blinds); and furniture.

The Five Justices' Chambers Were Renovated for a Combined Cost of Approximately \$1.9 Million.

The Legislative Auditor's analysis determined that the total combined cost of the renovations to the Justices' Chambers totaled \$1,943,357. However, the Legislative Auditor is only able to provide a detailed analysis for \$1,568,786 or 81 percent of the total. This is due to a lack of sufficient detail in the invoice documents submitted by the architecture and design vendor Silling Associates, Inc (Silling).

Silling Associates, Inc.

Silling billed the Court a total of \$374,571 for work they conducted on the renovations of the Justices' Chambers. However, none of the invoice documents submitted to and paid by the Court provide a breakdown for work that was conducted by Silling, nor on which Justice's chamber the work was conducted. The Director of Finance for the Court indicated that she had attempted to contact Silling to obtain more detail but had not been provided any additional information from the vendor.

The Legislative Auditor was informed by the Court's Director of Finance that Justices Walker¹ and Ketchum used Silling in a very limited capacity, and that Justice Davis did not use their services at all. Further, all of the Silling invoices provided to the Legislative Auditor were submitted between March 3, 2009 and September 10, 2013. Only two invoices, totaling \$4,481 were submitted to the Court during Justice Loughry's tenure as a Justice of the Court. The Legislative Auditor is unable to further attribute these expenses due to lack of invoice detail.

Justice Benjamin's Chambers

According to the invoice documentation reviewed by the Legislative Auditor, the renovations to Justice Benjamin's Chambers cost \$264,836. The Legislative Auditor believes that this amount is, to some degree, understated since the full costs of any architectural or design services provided by Silling cannot be attributed. The renovation expenditures included \$25,489 for flooring, approximately \$38,000 for wood work, and \$21,000 for window treatments.

The Legislative Auditor allocated the renovation costs into broad categories of expenditures. The largest categories of expenditures for this renovation project were for fixtures

¹ Justice Walker had one charge, totaling \$450, for work conducted by Silling.

(37 percent) followed by infrastructure costs (19 percent). Table 8 shows the total dollar amount spent for each category of expenditure and the percent of the total.

Table 8 Breakdown of Renovation Expenditures for Justice Benjamin's Chambers		
Expenditure Category	Amount	Percent of Total
Décor	\$26,395	9.97%
Fixtures	\$98,748	37.29%
Flooring	\$25,489	9.62%
Furniture	\$26,764	10.11%
Infrastructure	\$51,497	19.44%
Miscellaneous	\$11,037	4.17%
Painting	\$24,906	9.40%
Total	\$264,836	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Justice Walker's Chambers

The total cost to renovate Justice Walker's Chambers was \$130,655 and includes expenditures such as \$9,000 for flooring, over \$7,000 for cabinetry, and approximately \$23,000 for tables and chairs. The Legislative Auditor notes that Justice Walker "inherited" Justice Benjamin's Chambers when she replaced him on the bench. Therefore, Justice Walker's renovation costs are in addition to the \$265,000 spent by Justice Benjamin seven years prior, for a total of \$395,491. Approximately \$9,000 of flooring costs in Justice Walker's Chambers are attributable to her covering the \$25,000 of flooring completed approximately seven years prior in the same chambers under Justice Benjamin.

The Legislative Auditor notes that upon leaving office, Justice Benjamin purchased eight pieces of office furniture from the Court for a total of \$6,720. The original price paid by the Court for these office furnishings was \$10,260. Justice Walker, upon election to the Court, may have needed to replace these items either by purchasing new items or selecting items from the Court's storage warehouse.

The Legislative Auditor similarly appropriated the renovation costs for Justice Walker's Chambers into broad expenditure categories. The largest category of expenditures for this renovation project was for furniture (23 percent). Since these Chambers had recently undergone extensive renovations, only 16 percent of Justice Walker's renovations are attributable to infrastructure. Table 9 provides a full breakdown.

Table 9
Breakdown of Renovation Expenditures for Justice Walker's Chambers

Expenditure Category	Amount	Percent of Total
Décor	\$28,747	22.00%
Fixtures	\$26,435	20.23%
Flooring	\$9,145	7.00%
Furniture	\$30,625	23.44%
Infrastructure	\$20,686	15.83%
Miscellaneous	\$15,016	11.49%
Total	\$130,655	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Justice Ketchum's Chambers

The total cost to renovate Justice Ketchum's Chambers was originally totaled at \$193,970 by the Court, which includes approximately \$9,100 of work to two Cass Gilbert Desks. The Legislative Auditor notes that Justice Ketchum disputes two charges attributed to his office, totaling \$18,098, indicating that the work encompassed by these charges was not done in his Chambers. At least \$5,038 does appear to be for work in another Justice's chamber; therefore, reducing Justice Ketchum's amount to \$188,931. If the remaining \$13,060 of work was misattributed, the corrected renovation costs for Justice Ketchum's Chambers would be \$175,871. However, the Legislative Auditor has no way of verifying whether this charge is appropriately attributed based on the available documentation.

The renovation expenditures were allocated into broad categories. For Justice Ketchum's Chambers, the largest expenditure category was infrastructure, which accounted for approximately 43 percent of the total renovation costs for this project. Table 10 shows the total dollar amount spent for each category of expenditure and the percent of the total.

Table 10
Breakdown of Renovation Expenditures for Justice Ketchum's Chambers

Expenditure Category	Amount	Percent of Total
Décor	\$18,664	9.88%
Fixtures	\$59,312	31.39%
Flooring	\$10,453	5.53%
Furniture	\$12,396	6.56%
Infrastructure	\$81,782	43.29%
Miscellaneous	\$6,324	3.35%
Total	\$188,931	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Justice Workman's Chambers

The total cost attributed to the renovations in Justice Workman's Chambers totaled \$112,780. These renovation expenditures include \$12,000 for cabinetry, \$35,000 for flooring, and \$17,000 for fabrics and reupholstery of various pieces of furniture. An additional invoice for floor repair, costing \$5,038, indicates that the work was done in Justice Workman's Chambers. However, her name is marked out on the invoice and Justice Ketchum's is written in; this is one of the charges that Justice Ketchum disputes. During the Impeachment Hearing in the House of Delegates, testimony was provided that indicated Justice Workman's floor required repairs; therefore, it is possible that these charges could be attributed to her office. Thus, Justice Workman's cost for renovations could be as much as \$117,818, not including the Silling invoices. Additionally, since the \$374,571 paid to Silling for architectural and design services cannot be attributed to any one Justice's chamber, as previously stated on page 10 of this report, the Legislative Auditor believes that this total renovation cost is potentially understated.

The largest category of expenditure for the renovations to Justice Workman's Chambers was flooring (32 percent). Table 11 shows the total dollar amount spent for each category of expenditure and the percent of the total.

Expenditure Category	Amount	Percent of Total
Décor	\$14,745	13.07%
Fixtures	\$16,986	15.06%
Flooring	\$35,605	31.57%
Furniture	\$18,460	16.37%
Infrastructure	\$22,034	19.54%
Painting	\$4,950	4.39%
Total	\$112,780	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Justice Loughry's Chambers

The total costs associated with the renovations to Justice Loughry's office total \$367,915. This includes expenditures such as an \$8,500 custom sofa upholstered for \$23,000 totaling almost \$32,000, a desk totaling \$3,300, and approximately \$20,000 for chairs. The Legislative Auditor notes that only \$4,481 of architectural or design service fees from Silling could potentially be attributed to the renovations to Justice Loughry's Chambers, but it is possible that this amount is higher. While it has been suggested by the Court's Director of Finance that this renovation project used these services extensively, any additional costs for such cannot be accurately attributed.

The largest expenditure categories for the renovations to Justice Loughry's Chambers were fixtures (36 percent) and infrastructure (29 percent). Table 12 shows the total dollar amount spent for each category of expenditure and the percent of the total.

Table 12
Breakdown of Renovation Expenditures for Justice Loughry's Chambers

Expenditure Category	Amount	Percent of Total
Décor	\$18,552	5.04%
Fixtures	\$131,068	35.62%
Flooring	\$35,445	9.63%
Furniture	\$67,411	18.32%
Infrastructure	\$107,539	29.23%
Painting	\$7,900	2.15%
Total	<u>\$367,915</u>	<u>100.00%</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Justice Davis's Chambers

The total costs for the renovations to Justice Davis's Chambers total \$503,668. Justice Davis's Chambers renovations cost more than any other Capitol renovation project undertaken by the Court and includes expenditures such as \$8,000 for a chair, \$22,000 for flooring and tile work, and \$28,000 for a pair of rugs.

The largest categories of expenditures for the renovations to Justice Davis's Chambers are fixtures (38 percent) and infrastructure (35 percent), which includes over \$56,000 for glass countertops. Table 13 shows the total dollar amount spent for each category of expenditure and the percent of the total.

Table 13
Breakdown of Renovation Expenditures for Justice Davis's Chambers

Expenditure Category	Amount	Percent of Total
Décor	\$85,454	16.97%
Fixtures	\$192,250	38.17%
Flooring	\$22,160	4.40%
Furniture	\$16,950	3.37%
Infrastructure	\$177,900	35.32%
Painting	\$8,955	1.78%
Total	<u>\$503,668</u>	<u>100.00%</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Other Renovation Projects Undertaken by the Court Had a Combined Total Cost of \$1,464,369.

In addition to the renovations to the Justices’ Chambers, the Legislative Auditor also analyzed the invoice documents for other renovation projects undertaken by the Court to its office spaces and facilities at the Capitol. The sections below provide a more detailed analysis of each project.

3rd Floor Women’s Restroom

The Court spent a total of \$77,725 to renovate the public women’s restroom on the third floor of the Capitol’s East Wing. The majority of this cost is attributable to infrastructure costs (59 percent). Table 14 provides a breakdown of the renovation costs by expenditure category.

Table 14		
Breakdown of Renovation Expenditures for the 3rd Floor Women’s Restroom		
Expenditure Category	Amount	Percent of Total
Décor	\$896	1.15%
Equipment	\$1,234	1.59%
Fixtures	\$15,256	19.63%
Furniture	\$1,263	1.62%
Infrastructure	\$45,747	58.86%
Miscellaneous	\$10,095	12.99%
Painting	\$3,234	4.16%
Total	<u>\$77,725</u>	<u>100.00%</u>

Source: Legislative Auditor’s analysis of renovation invoices provided by the Supreme Court.

1st Floor Hallway

The Court spent \$79,145 on renovations and upgrades to the lighting fixtures in the first-floor hallway of the East Wing. In addition, the Court paid \$47,570 (60 percent) of the total renovation costs to have the marble walls cleaned and polished. Table 15 provides a breakdown of the renovation costs by expenditure category.

Table 15
Breakdown of Renovation Expenditures for the 1st Floor Hallway

Expenditure Category	Amount	Percent of Total
Architect	\$8,973	11.34%
Décor	\$47,570	60.11%
Fixtures	\$10,500	13.27%
Labor	\$1,983	2.51%
Materials	\$3,437	4.34%
Miscellaneous	\$2,146	2.71%
Printing	\$319	0.40%
Travel	\$275	0.35%
Total	\$79,145	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

The Courtroom

The Court spent a total of \$162,596 to renovate the Courtroom from December 2010 through February 2013. The majority of these costs are attributable to flooring, for which the Court paid \$143,017. Table 16 provides a breakdown of the renovation costs by expenditure category.

Table 16
Breakdown of Renovation Expenditures for the Courtroom

Expenditure Category	Amount	Percent of Total
Architects	\$216	0.13%
Décor	\$3,548	2.18%
Flooring	\$143,017	87.96%
Furniture	\$5,260	3.24%
Infrastructure	\$3,625	2.23%
Painting	\$6,931	4.26%
Total	\$162,596	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

The Justices' Conference Room

The Court spent \$300,350 to renovate the Justices' Conference Room beginning in 2009. This included \$18,000 for a cabinet to house a 55" flat panel television, approximately \$20,000 for a custom bookcase, and over \$34,000 for a conference room table. The largest expenditure category for this renovation project was for furnishings (42 percent). Table 17 provides a breakdown of the renovation costs by expenditure category.

Table 17
Breakdown of Renovation Expenditures for the Justices' Conference Room

Expenditure Category	Amount	Percent of Total
Appliances	\$11,998	3.99%
Décor	\$24,043	8.00%
Fixtures	\$26,247	8.74%
Flooring	\$23,786	7.92%
Furniture	\$125,044	41.63%
Infrastructure	\$42,360	14.10%
Miscellaneous	\$28,001	9.32%
Painting	\$18,871	6.28%
Total	<u>\$300,350</u>	<u>100.00%</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

The Common Area

The Court spent \$324,509 to renovate its common area between 2009 and 2014. The vast majority of these costs, \$216,593, (67 percent) were billed to the Court through a change order by Neighborgall Construction. The Legislative Auditor determined that the supporting documentation for this payment provides no details other than attributing the dollar amount to “*additional cost for renovation of 3rd floor Hallway Renovation [sic].*” The change order references a number of “Drawing Sheets” wherein additional details were supposed to be included, but the Legislative Auditor has not received copies of any “Drawing Sheets.” Table 18 provides a breakdown of the renovation costs by expenditure category.

Table 18
Breakdown of Renovation Expenditures for the Court's Common Area

Expenditure Category	Amount	Percent of Total
Décor	\$76,881	23.69%
Fixtures	\$1,453	0.45%
Flooring	\$19,491	6.01%
Infrastructure	\$224,910	69.31%
Miscellaneous	\$1,774	0.55%
Total	<u>\$324,509</u>	<u>100.00%</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

The Chief Counsel's and Clerk's Offices

As mentioned above, the Legislative Auditor has received and analyzed some of the renovation costs associated with the Chief Counsel's Office and the Clerk's Office but has not yet

been provided full documentation by the Court. All of the information reviewed relates to architectural, design, or construction services. The Court spent at least \$90,279 to renovate the Chief Counsel's Office and at least \$282,793 to renovate the Clerk's Office. Tables 19 and 20 provide a breakdown of the known renovation costs to the Chief Counsel's Office and the Clerk's Office, respectively.

Expenditure Category	Amount	Percent of Total
Bidding & Negotiations	\$2,409	2.67%
Construction Administration	\$28,529	31.60%
Design Development	\$19,518	21.62%
Expenses not in contract	\$2,761	3.06%
Schematic Design	<u>\$37,063</u>	<u>41.05%</u>
Total	<u>\$90,279</u>	<u>100.00%</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Expenditure Category	Amount	Percent of Total
Construction Administration	\$25,115	8.88%
Construction Documents	\$65,894	23.30%
Consultant Services	\$60,047	21.23%
Design Development	\$95,010	33.60%
Schematic Design	<u>\$36,728</u>	<u>12.99%</u>
Total	<u>\$282,793</u>	<u>100.00%</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

There is Not Sufficient Invoice Detail to Determine the Nature of the Work or, In Some Cases, Where the Work Was Performed for Approximately \$522,000 of Renovation Expenses.

In addition to the renovation projects detailed earlier, the Court also renovated the public men's restroom on the third floor of the East Wing, the East Wing Elevators, and the "Saferoom". However, the invoice documentation provided for these renovation projects does not list any details about what work was performed. When the total costs associated with these renovation projects are added together with the unattributable Silling invoices, the Legislative Auditor determined that the Court paid nearly \$522,000 in renovation costs for which it has incomplete or

insufficiently detailed invoice documentation. Table 21 provides a breakdown of the total renovation costs of these projects.

Renovation Project	Amount
Silling Associates Inc.	\$374,571
“Saferoom”	\$98,513
3 rd Floor Men’s Restroom	\$38,887
Elevator Upgrades	<u>\$9,572</u>
Total	<u>\$521,543</u>

Source: Legislative Auditor’s analysis of renovation invoices provided by the Supreme Court.

Issue 2 Conclusion

Because of the insufficient invoice detail for the \$521,543 spent to renovate a number of the Court’s Capitol facilities, **the Legislative Auditor is unable to provide analysis for approximately 15 percent of the total renovation costs incurred by the Court at the Capitol Complex.**

The Legislative Auditor plans to continue to evaluate the cost of the Court’s renovations at its City Center East facility in Kanawha City, its leased spaces on Quarrier Street in downtown Charleston, and the remainder of the Court’s renovations at the Capitol Complex. The results of those analyses will be provided in a future report.

Issue 3: Between 2009 and 2017, the Chief Justices of the Supreme Court of Appeals of West Virginia Allowed 10 Senior Status Judges in the Judicial Retirement System to Exceed the Statutory Compensation Cap 20 Times for a Total of \$271,000.

During the ongoing audit of the Court, the Legislative Auditor became aware of an audit conducted by the Internal Revenue Service (IRS). In April 2017, the IRS began conducting an audit of the Court's 2015 federal employment tax returns. The scope of the audit covered the Court's payroll processes and procedures, travel reimbursements and related policies, payments to independent contractors, educational reimbursements, and the classification of employees.

One of the findings of the IRS audit dealt with the Court inappropriately designating certain employees, including Senior Status Judges, as independent contractors. The audit, which concluded in January 2018, resulted in the Court paying a settlement to the IRS totaling \$227,541 in relation to eight notices of adjustment for workers inappropriately classified by the Court as independent contractors, in 2015 - the only year covered by the IRS audit, who should have been treated as employees for tax purposes. Based upon other concerns, beyond issues of state and federal taxes, the Legislative Auditor directed the Post Audit Division to conduct an audit of the Court's practice of designating certain employees as independent contractors.

The Legislature Authorized the Court, by Statute, to Empanel a Slate of Retired Judges to Serve as Senior Status Judges to Fill in for Active Judges, as Needed.

In 1991, the Legislature authorized the Court to create a panel of retired judges admitted to senior status from retired circuit judges and Supreme Court Justices. These Senior Status Judges serve as temporary replacements in circuit courts throughout the State when an active Circuit Judge is absent from duty or caseloads necessitate the services of these Senior Status Judges. The Court was required to promulgate rules governing the eligibility, compensation, and assignment of these judges.

Subsequently, the Court issued an Administrative Order, entered on June 9, 1991, governing Senior Status Judges, a copy of which can be found in Appendix C. In establishing eligibility, the Court's order indicates that to qualify for senior status, one must:

- be receiving benefits under the Judicial Retirement System pursuant to W.Va. Code, Chapter 51, Article 9; or
- meets one of the following criteria:
 - served in the judicial office with the eligibility equivalency for judicial retirement under W.Va. Code, Chapter 51, Article 9, but retires under Public Employees Retirement System pursuant to W.Va. Code, Chapter 5, Article 10;
 - has served in the judicial office for one full term and retires at the end of that term under the Public Employees Retirement System; or
 - has served in the judicial office for more than one full term and subsequently receives benefits under the Judicial Retirement System or the Public Employees Retirement System.

Additionally, the judge must be a bona fide resident of the State of West Virginia and is prohibited from being engaged in a substantial law practice (e.g., association with a law firm or

full-time law practice). Limited law practice would disqualify a retired judge admitted to senior status from assignment to duty in any circuit where he or she engages in practice. Furthermore, to qualify for senior status, a judge or justice must agree, in advance, to comply with the provisions of the Rule on Retired Judges Admitted to Senior Status as promulgated by the above Administrative Order.

Senior Status Judges Receive a \$435 Per Diem for Their Service but Are Prohibited by Statute from Making More Than Active Circuit Court Judges.

When the system of senior status for retired judges was established in 1991, the Court set compensation rates for Senior Status Judges on a per diem basis. The initial per diem rate was \$200. There were subsequent raises to \$225 in 1995, \$300 in 2000, \$350 in 2007, and \$400 in 2010. Effective July 1, 2011, the per diem rate was raised to \$435. For service rendered in a judge's circuit of residence, judges must bill in half-day increments (\$217.50). In addition, Senior Status Judges are entitled to receive reimbursement for necessary and related travel and/or other necessary expenses.

The Court's 1991 order also established a compensation cap for Senior Status Judges. While the Court wanted to incentivize retired judges to accept these appointments to senior status, neither the Court, nor the Legislature, desired for retired judges to earn more than active Circuit Court Judges. Therefore, the court established a compensation cap and wrote, "... *the per diem and retirement compensation of a retired judge, admitted to senior status shall not exceed the salary of a sitting judge.*"

W.Va. Code §51-9-10 mirrors the Court's 1991 Administrative Order on *Retired Judges Admitted to Senior Status* by indicating, "...the per diem and retirement compensation of a senior judge shall not exceed the salary of a sitting judge..." The salaries for judges are set by the Legislature in statute. W.Va. Code §51-2-13 sets the salary of a sitting Circuit Court Judge. From July 1, 2005 until July 1, 2011 the annual salary was \$116,000. Since July 1, 2011, it has been set at \$126,000. Therefore, the cap established by statute for a Senior Status Judge participating in the Judges Retirement System was \$116,000 prior to July 1, 2011 and \$126,000 after that date. Any judge serving as a Senior Status Judge whose combined compensation and retirement benefits reaches the cap is required to cease receiving their monthly retirement annuity or forego additional assignment or compensation as a Senior Status Judge.

The Legislative Auditor Reviewed All Senior Status Judges Appointed by the Court from 2009 Through 2017.

The Legislative Auditor requested that the Court provide a list of all Senior Status Judges from 2009 through 2017, a copy of which can be found in Appendix D. The Legislative Auditor determined that over this 9-year period, 34 judges had been appointed to senior status. The Legislative Auditor's analysis shows that 16 judges were appointed five or more times over this period. This includes six judges who have been appointed every year since 2009. Table 22 provides a breakdown of these appointments.

The Legislative Auditor reviewed the Court's handling of Senior Status Judges appointed between 2009 and 2017. Based upon an analysis of these appointments, as well as the compensation and retirement benefits for each respective judge, the Legislative Auditor identifies the following issues:

1. The Court has allowed certain Senior Status Judges to receive compensation in excess of the statutory limit set in W. Va. Code for Judges also receiving retirement benefits.
2. From 2012 to 2016, the Court engaged in a practice of converting some Senior Status Judges from employees to independent contractors to enable them to continue to receive full retirement benefits after they were no longer eligible for those benefits as a result of exceeding the statutory compensation cap.
3. Although the Court ceased the practice of converting employees to independent contractor status in 2017, certain Senior Status Judges are still being allowed to exceed the statutory compensation cap.

The Legislative Auditor obtained the annual retirement annuity amount for each Senior Status Judge from the West Virginia Consolidated Public Retirement Board (CPRB). The retirement benefits received by each Judge from 2009 through 2017 were then added to the total per diem compensation for their service as a Senior Status Judge to determine if the statutory cap on allowable compensation had been exceeded.

Of the 34 Senior Status Judges from 2009 to 2017, 10 judges (29 percent) were paid in excess of the cap, and six (17 percent) were paid over the cap on more than one occasion. This includes Judge Thomas Keadle who exceeded the cap for three consecutive years from 2013 through 2015, and Judge John Henning who exceeded the cap three out of four years between 2013 and 2016. Table 22 provides a breakdown of judges who exceeded the statutory compensation cap and the amount by which it was exceeded.

**Table 22
Breakdown of Judges Who Exceeded the Statutory
Compensation Cap**

Judge's Name	Year	Overpayment
John L. Cummings	2011	\$942
John L. Cummings	2014	\$10,976
Fred L. Fox	2011	\$13,773
Andrew N. Frye	2012	\$1,995
John L. Henning	2013	\$23,818
John L. Henning	2015	\$783
John L. Henning	2016	\$10,551
John S. Hrko	2016	\$3,953
Thomas H. Keadle	2013	\$27,962
Thomas H. Keadle	2014	\$24,518
Thomas H. Keadle	2015	\$21,570
Arthur M. Recht	2012	\$278
James J. Rowe	2016	\$7,033
James J. Rowe	2017	\$55,064
Larry V. Starcher	2012	\$9,930
Larry V. Starcher	2013	\$9,930
Thomas W. Steptoe	2012	\$35,925
Thomas W. Steptoe	2014	\$12,000
Total		<u>\$271,000*</u>

Source: Legislative Auditor's calculations based upon wage earnings from WV State Auditor's Office My App1 and retirement benefit amounts provided by CPRB.

**Difference due to rounding.*

In 2011, two judges' total retirement plus compensation exceeded \$121,000² by a total amount of \$14,715, all reported on a W-2. On July 1, 2011 the allowable compensation went from \$116,000 to \$126,000. For calendar year 2011, for purposes of analysis, the total allowable compensation was prorated to \$121,000. This compensated for half a year at \$116,000 and half at \$126,000. From 2012 to 2017, nine judges received a combination of retirement benefits and compensation in excess of the statutory cap of \$126,000. These nine judges exceeded the cap a combined 16 times by a total of \$256,286. Table 23 displays each instance of overpayment from 2009 through 2017 and whether such compensation was reported as W-2 or 1099 income.

² On July 1, 2011, the total compensation of Circuit Court Judges was increased by \$10,000 to \$126,000. Since this occurred mid-calendar year, we allocated 50%, or \$5,000, of this increase to the retirement cap as our analysis is on a calendar year basis.

**Table 23
Instances of Overpayment from 2009-2017**

#	Year	Retirement Benefits	W-2 Wages	1099 Wages	Total Wages	Limit	Overpayment
1	2011	\$84,127	\$37,815	---	\$121,942	\$121,000*	\$942
2	2011	\$90,750	\$44,023	---	\$134,773	\$121,000*	\$13,773
3	2012	\$94,500	\$27,840	\$5,655	\$127,995	\$126,000	\$1,995
4	2012	\$86,625	\$39,653	---	\$126,278	\$126,000	\$278
5	2012	\$102,000	\$33,930	---	\$135,930	\$126,000	\$9,930
6	2012	\$94,500	\$30,668	\$36,758	\$161,925	\$126,000	\$35,925
7	2013	\$84,133	\$30,233	\$35,453	\$149,818	\$126,000	\$23,818
8	2013	\$86,625	\$40,367	\$26,970	\$153,962	\$126,000	\$27,962
9	2013	\$102,000	\$33,930	---	\$135,930	\$126,000	\$9,930
10	2014	\$87,603	\$38,280	\$11,093	\$136,976	\$126,000	\$10,976
11	2014	\$94,500	\$29,918	\$26,100	\$150,518	\$126,000	\$24,518
12	2014	\$94,500	\$26,970	\$16,530	\$138,000	\$126,000	\$12,000
13	2015	\$84,133	\$31,320	\$11,330	\$126,783	\$126,000	\$783
14	2015	\$94,500	\$31,320	\$21,750	\$147,570	\$126,000	\$21,570
15	2016	\$84,133	\$30,450	\$21,968	\$136,551	\$126,000	\$10,551
16	2016	\$94,500	\$35,453	---	\$129,953	\$126,000	\$3,953
17	2016	\$78,750	\$54,283	---	\$133,033	\$126,000	\$7,033
18	2017	\$94,500	\$86,565	---	\$181,065	\$126,000	\$55,065

*Source: Legislative Auditor's calculations based upon wage earnings from WV State Auditor's Office My Apps and retirement benefit amounts provided by CPRB. *\$10,000 Increase to JRS Limit on July 1, 2011, \$5,000 (50%) of the increase applied to 2011 calendar year.*

The Legislative Auditor noted that in six of the instances between 2012 and 2016, judges exceeded the compensation cap through W-2 wages in the total amount of \$86,189, but the other ten instances included compensation received through both a W-2 and a 1099. These ten instances resulted in judges exceeding the cap by a combined total of \$170,098.

The Legislative Auditor observed that in each of the years reviewed, only a small number of Senior Status Judges exceeded the compensation cap. The vast majority of Senior Status Judges were below the statutory cap. Table 24 compares the total number of Senior Status Judges appointed by the Court from 2009 through 2017 with the number who exceeded the cap.

**Table 24
Number of Senior Status Judges Who
Exceeded Statutory Limits by Year**

Year	Number of Judges Appointed to Senior Status	Number Exceeded Statutory Limit
2009	17	0
2010	14	0
2011	15	2
2012	14	4
2013	16	3
2014	17	3
2015	21	2
2016	18	3
2017	17	1

Source: Legislative Auditor's calculations based upon wage earnings obtained from WV State Auditor's MyApps and retirement benefit amounts provided by CPRB.

During the time of these overpayments, other Senior Status Judges were well below the cap and would not have been in excess of the sitting judge's salary if they had been selected to fill the same appointment. In each of the years reviewed, the Legislative Auditor determined that there were at least ten judges who did not exceed the cap.

The Legislative Auditor conducted an analysis of the remaining unused eligibility days for each year's panel of Senior Status Circuit Court Judges. The Legislative Auditor calculated the total dollar amount below the cap for each year's panel of judges and divided the total by the per diem compensation rate of \$435. Based on this analysis, the Legislative Auditor determined that the Court's panel of Senior Status Judges retained between 233 and 1042 combined days of unused eligibility in the same year another judge was allowed to exceed the compensation cap. Table 25 provides a breakdown of the total unused eligible days in each year where the cap was exceeded.

Table 25
Average Number of Days Other Senior Status Judges Were Available

Year	Number of Judges Under Statutory Limit	Total Amount Under Statutory Limit	Ave. Number of Available Days	Total Eligible Days
2011	13	\$302,706	54	696
2012	10	\$101,177	23	233
2013	13	\$163,360	29	376
2014	14	\$156,604	26	365
2015	19	\$275,214	33	633
2016	15	\$269,739	41	620
2017	16	\$453,105	65	1042

Source: Legislative Auditor's calculations based upon wage earnings from WV State Auditor's Office My Apps and retirement benefit amounts provided by CPRB.

In addition to the unused days which accumulated among the Senior Status Judges, there have been other avenues open to the Court to assure the statewide continuity of judicial services. The June 9, 1991 Administrative Order by the Court states the following:

Section(e) Assignment of Duty subsection (4)

Nothing in this rule shall preclude the recall or assignment to active judicial service of any retired judge or justice who has not been admitted to senior status but who agrees to serve,...

This provides an additional population from which the Court may secure coverage, assuming there is no one in the Senior Status Judge pool who would be willing to cover a particular jurisdiction.

It is also within the purview of the Court under the State Constitution, Article VII, Section 3, to be able to assign a judge from one circuit court to another for temporary service.

In 2012, the Court Began Converting Senior Status Judges from Employees to Independent Contractors When Exceeding the Statutory Compensation Cap.

The Legislative Auditor determined that between 2009 and 2011, the judges who exceeded the compensation cap set in West Virginia Code did so through wages earned as an employee of the Court, whose wages were reported on a W-2 form. Beginning in 2012, however, the Court began the practice of converting these judges from employees to independent contractors.

The Legislative Auditor conducted an interview with the Director of Finance Division with the Court. She indicated that the practice of converting Senior Status Judges from W-2 employees to independent contractors was in place prior to the start of her employment with the Court. According to the Director, **the Court's Payroll Division and the recusal assistant actively monitored the accumulated compensation for judges and initiated the conversion when they were at the statutory cap.** She stated that the Payroll Division would notify the recusal administrative assistant when a judge was about to exceed the allowable level of compensation, triggering the conversion from employee to independent contractor.

For Senior Status Judges nearing the salary of a sitting judge, the Chief Justice and the Senior Status Judge signed a WV-48 form from the State of West Virginia Purchasing Division which theoretically changed the Senior Status Judge from an employee to an independent contractor. However, as found by the IRS audit, these individuals were not independent contractors and were in fact still employees of the Court. Importantly, the Legislative Auditor notes that the Senior Status Judges received the same per diem as independent contractors as they did when they were treated as employees.

The judges received a letter explaining the theoretical transition from employee to independent contractor, a copy of which can be found in Appendix E. A letter to one judge in 2013 began:

Enclosed is a copy of the Independent Contractor Agreement. I have given the original to . . . the Director of Financial Services.

Your "retirement" allowed per diem may run out on May 7th, depending on your work days. Thereafter, please submit an invoice for your \$435 per diem for your service after May 7, 2013 directly to [the Director of Financial Services].

From 2012 to 2017, the Legislative Auditor identified ten instances in which the conversion to independent contractor status allowed a Senior Status Judge to exceed the statutory compensation cap. Table 26 provides a breakdown of each judge who received wages reported on a 1099 when exceeding the cap, the amount of those 1099 wages in excess of the cap, and the number of occurrences.

Last Name	First Name	Times in Which 1099 Wages Received in Excess of Cap	Total Amount Over Cap
Henning	John L.	3	\$35,152
Keadle	Thomas H.	3	\$74,050
Steptoe	Thomas W.	2	\$47,925
Cummings	John L.	1	\$10,976
Frye	Andrew N.	1	\$1,995

Source: Legislative Auditor's calculations based upon wage earnings obtained from the WV State Auditor's MyApp1 and retirement benefit amounts provided by CPRB.

The Court's Director of Finance indicated that it was common knowledge that the Court engaged in this practice to get around the statutory cap and allow a Senior Status Circuit Court Judge to continue to receive their retirement while serving. Quoting the Director of the Division of Finance, *"I was told so they would not stop receiving their pension"*. The Director of the Finance Division indicated that each time a Senior Status Judge was changed from an employee to an independent contractor, a WV-48 form was executed.

While this practice of allowing Senior Status Judges to exceed compensation limits established by statute seems to have been common knowledge of both the Court and the judges, it

should not be assumed that this practice was never questioned or considered improper. The Director of the Court's Division of Finance informed the Legislative Auditor that Justice Thomas McHugh, when presented with compensation for services rendered as a Senior Status Judge appointed by the Supreme Court to fill Justice Joseph Albright's unexpired term, immediately returned the payments that were in excess of the limit. She indicated that Justice McHugh thought that it was wrong to accept the payments while continuing to receive retirement benefits, indicating that at least one judge was aware of the limits established and that the practice of being paid in excess of those limits was not proper.

The Court continued the theoretical conversion of these employees to independent contractors until the IRS audit. Prior to the release of the IRS audit, then-Chief Justice Allen Loughry entered an Administrative Order dated, May 19, 2017, in which he attempted to legitimize the Court's practice of allowing Senior Status Judges to exceed the statutory cap. Chief Justice Loughry invoked the administrative authority granted to the Court in the Constitution claiming that:

...in certain exigent situations involving protracted illness, lengthy suspensions due to ethical violations, or other extraordinary circumstances, it is impossible to assure statewide continuity of judicial services without exceeding the payment limitations imposed by the statutory proviso.

After Justice Loughry's Administrative Order, the Court stopped converting Senior Status Judges from employees to independent contractors. As a result, the Court continued enabling these judges to receive compensation in excess of the statutory cap. In fact, one judge exceeded the cap by over \$55,000 in 2017 through wages reported on a W-2. **The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia comply with West Virginia Code and cease all compensation in excess of the statutory limits.**

West Virginia Code Requires Both the Consolidated Public Retirement Board and the Retiree to Correct Overpayment of Benefits.

W.Va. Code §51-9-18 governs all instances of overpayments, underpayments, and the corrections of errors that may arise under West Virginia's judicial retirement systems. W. Va. Code §51-9-18(e) states:

... If any error results in any member, retirant, beneficiary, entity or other individual receiving from the system more than he would have been entitled to receive had the error not occurred the board, upon learning of the error, shall correct the error in a timely manner.

If correction of the error occurs after annuity payments to a retirant or beneficiary have commenced, the board shall prospectively adjust the payment of the benefit to the correct amount. In addition, the member, retirant, beneficiary, entity or other person who received the overpayment from the retirement system shall repay the amount of any overpayment to the retirement system in any manner permitted by the board.

On August 21, 2018, the Legislative Auditor met with CPRB to discuss issues related to these Senior Status Judges. At the meeting, CPRB informed the Legislative Auditor that it was never made aware of any issues concerning judges receiving compensation in excess of the

statutory limit. As such, the Legislative Auditor concludes that no judge who exceeded the statutory compensation cap has notified CPRB and corrected the overpayment. **Therefore, the Legislative Auditor recommends that the judges who received compensation in excess of the statutory cap between 2009 and 2017 and the Consolidated Public Retirement Board comply with W. Va. Code §51-9-18 and correct all issues of overpayment.**

Issue 3 Conclusion

The Supreme Court of Appeals of West Virginia serves a critical governmental function as the final interpreter, arbiter, and upholder of the law in the State. As such, the Court should exercise great care to ensure that it operates within the confines of those laws. While arguments can and have been made with respect to the legality of the Court's practice of allowing Senior Status Judges to exceed West Virginia Code's compensation caps, the IRS audit made clear that the Court's conversion of employees to independent contractor status ran afoul of federal tax law. This error, and others, on the Court's part resulted in the IRS forcing the State to pay over \$200,000 in taxes for calendar year 2015 that it should have previously paid.

Further, it is the opinion of the Legislative Auditor that circumvention of State law, even where legally permissible, should be a matter of last resort rather than a matter of convenience. While the Administrative Order issued by then-Chief Justice Loughry argues that it was necessary to allow Senior Status Judges to exceed the statutory limits, the Legislative Auditor questions whether it was truly necessary "to assure statewide continuity of judicial services" when the Court's panel of Senior Status Judges retained **hundreds of unused days of eligibility each year.**

The Post Audit Division plans to continue its evaluation of the Court's use of independent contractors and other Senior Status Judges (such as Magistrate and Family Court Judges). These issues will be presented to the Post Audits Subcommittee at a future interim meeting.

Recommendations

- 3.1 The Legislative Auditor recommends that the Supreme Court of Appeals of West Virginia comply with West Virginia Code and cease all compensation in excess of the statutory limits.
- 3.2 The Legislative Auditor recommends that the Judges who received compensation in excess of the statutory cap between 2009 and 2017 and the Consolidated Public Retirement Board comply with W. Va. Code §51-9-18 and correct all issues of overpayment.

WEST VIRGINIA LEGISLATURE
Joint Committee on Government and Finance

1900 Kanawha Blvd. East, Room E-132
Charleston, WV 25305-0610
(304) 347-4800
(304) 347-4819 FAX



Aaron Allred
Legislative Manager

September 5, 2018

Barbara H. Allen, Interim Administrative Director
Supreme Court of Appeals of West Virginia
Capitol Complex
1900 Kanawha Blvd., East
Bldg. 1, Room E-100
Charleston, WV 25305-0830

Dear Ms. Allen:

This letter is to transmit a revised draft copy of the Post Audit Division's fourth report on the Supreme Court of Appeals of West Virginia. Based on our conversation with Chief Justice Workman, we have revised the total cost of renovations to her chambers from \$163,127 to \$117,818. The draft previously provided was done so to inform the Court of the issues contained in the report prior to its release. Unfortunately, due to the anticipated release date of the report being less than two weeks away, this draft was provided prior to it going through our internal review process that would normally have caught such an error, which in this case resulted from a miscalculation. The copy of the report currently being provided with this letter has also yet to be fully subjected to this review process, which is currently ongoing. However, as part of our effort to keep the Court informed and be transparent in our process, we felt it prudent to provide this draft correcting the error noted by the Chief Justice as well as an issue noted in your September 4, 2018 letter. Significant changes made in this draft are provided in a listing also enclosed with this letter. Once this report has been fully reviewed and revised, a final draft version will be submitted to the Court for its inspection.

After much consideration, the Legislative Auditor has determined it best to release this report prior to our scheduled exit conference on September 12, 2018. We encourage the Court to contact us with any issues or concerns related to this draft report prior to its release, which we anticipate being Friday, September 7, 2018. Any issues brought to our attention prior to Noon on Friday, September 7, 2018 will be addressed in the report prior to its release. Any issues after that time will be addressed through a corrected version of the report after its release. Thank you for your cooperation and attention to the matter, and please contact us should you have any questions or concerns.

Sincerely,



Justin Robinson

Enclosure

Cc: Justices, Supreme Court of Appeals of West Virginia
Sarah B. Massey, Esq., Associate Administrative Counsel

Objective, Scope, and Methodology

The Post Audit Division within the Office of the Legislative Auditor conducted this review as authorized by Chapter 4, Article 2, Section 5 of the *West Virginia Code*, as amended.

Objectives

The objectives of this review were to:

- Provide a detailed breakdown of the Court's spend down of approximately \$29 million in reappropriated General Revenue Funds between FY 2012 and 2015;
- Provide a detailed breakdown of the renovation costs for all renovation projects undertaken by the Court at the State Capitol Complex; and
- Determine to what extent the Court's practice of using Senior Status Circuit Court Judges is appropriate and in compliance with West Virginia Code.

Scope

The scope of this review consists of the all documentation regarding the Court's renovation projects at the Capitol building, which encompasses thousands of individual invoices. In addition, the scope consists of the line-item budget amounts for each year from FY 2012 through FY 2015. For Issue 3, the scope consists of reviewing the Senior Status Circuit Court Judge appointments made by the Court and the compensation and retirement annuity benefits paid to each judge from 2009 through 2017.

Methodology

Post Audit staff gathered and analyzed several sources of information and assessed the sufficiency and appropriateness of the information used as evidence. Testimonial evidence was gathered through interviews with various agencies that oversee, collect, or maintain information. The purpose for testimonial evidence was to gain a better understanding or clarification of certain issues, to confirm the existence or non-existence of a condition, or to understand the respective agency's position on an issue. Such testimonial evidence was confirmed by either written statements or the receipt of corroborating or physical evidence.

Audit staff analyzed various source documents that were either provided to us by the Court, or publicly available through wvOASIS. In addition, information was obtained using the Legislature's Impeachment Proceedings webpage, and information provided by the Consolidated Public Retirement Board.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Number of Appointments by Judge (2009-2017)	
Judge	Number of Appointments
Henning	9
Hrko	9
Starcher	9
Steptoe	9
Stone	9
Vickers	9
Chafin	8
Cummings	8
Frye	8
Holliday	8
Jolliffe	7
Keadle	5
Recht	6
Fox	5
Knight	5
McHugh	5
Pomponio	4
Perry	3
Rowe	2
Canady Jr.	2
Cookman	2
Gaughan	2
Jordan	2
Taylor	2
Zakaib	2
Cline	1
Egnor Jr.	1
Halbritter	1
Hott	1
Madden	1
O'Hanlon	1
Schlaegel	1
Pancake	1
Marks	1

Source: List of Senior Status Judges provided to the Legislative Auditor, by the Court.

SUPREME COURT OF APPEALS OF WEST VIRGINIA
ADMINISTRATIVE ORDER

RULE ON RETIRED JUDGES ADMITTED TO
SENIOR STATUS

WHEREAS, The Supreme Court of Appeals has been authorized and empowered to create a panel of retired judges admitted to senior status from among former circuit judges and Supreme Court justices of this State, and to promulgate rules providing for such judges and justices to be assigned duties as needed and as feasible;

IT IS THEREFORE ORDERED that there is hereby established, effective June 9, 1991, a system of senior status for retired judges, pursuant to W.Va. Code § 51-9-10.

(a) Eligibility.

(1) Former Judge or Justice. To qualify for senior status, one must: (A) be receiving benefits under the Judicial Retirement System pursuant to W.Va. Code, Chapter 51, Article 9; or (B) meets one of the following criteria: (i) served in the judicial office with the eligibility equivalency for judicial retirement under W. Va. Code, Chapter 51, Article 9, but retires under Public Employees Retirement System pursuant to W. Va. Code, Chapter 5, Article 10; (ii) has served in the judicial office for one full term and retires at the end of that term under the Public Employees Retirement System; or (iii) has served in the judicial office for more than one full term and

subsequently receives benefits under the Judicial Retirement System or the Public Employees Retirement System.

(2) Residence. To qualify and to remain qualified for senior status, one must be a bona fide resident of the State of West Virginia.

(3) Practice of Law. (A) Engagement in a substantial law practice (e.g., association with a law firm or full-time law practice) shall disqualify a retired judge or justice from eligibility for senior status. (B) Engagement in a limited law practice (e.g., no association with a law firm or part-time practice) shall not disqualify a retired judge or justice from eligibility for senior status, but shall disqualify a retired judge admitted to senior status from assignment to duty in any circuit where he or she engages in practice.

(4) Ethics Code. A judge admitted to senior status shall be bound by the prevailing canons of judicial ethics and by the prevailing rules on complaints against judges and justices.

(5) Training. Senior status judges are required to attend the judicial training conferences and will be reimbursed for expenses as active judges.

(6) Compliance with Rule. To qualify, a retired judge or justice must agree in advance to comply with the provisions of this rule.

(7) Other Considerations. The Supreme Court of Appeals may take into account such other considerations as it deems pertinent (i.e., age, health, etc.).

(b) Application. Application for senior status shall be submitted to the Administrative Director of the Supreme Court of Appeals, on the form prescribed by the Administrative Director. The applicant shall provide all the information called for by the form; Provided, however, that the Supreme Court may require the applicant to submit additional information. Application may be made within one year before the applicant's anticipated date of eligibility or at anytime after the applicant's date of eligibility.

(c) Admission; Oath; Revocation. Admission to senior status shall be a privilege; admission may granted or denied by the Supreme Court, in its discretion, acting in administrative conference and recording such action in an administrative order duly entered; admission may be for indefinite duration or temporary duration of a specified period. Before commencing service, a judge admitted to senior status shall take an oath of office, and file such oath with the Administrative Director. The Supreme Court may, for failure to comply with provisions of this rule or for incapacity, revoke senior status, by acting in administrative conference and recording such action in an administrative order duly entered.

(d) Change of Circumstances; Withdrawal. A judge admitted to senior status shall forthwith inform the

Administrative Director of any change of circumstances bearing on his or her senior judicial status, and may at anytime by written notice withdraw from senior status.

(e) Assignment to Duty.

(1) The Chief Justice may, by order duly entered, assign a judge admitted to senior status to such judicial duties in such courts as the Chief Justice deems appropriate and as consistent with applicable provisions of law.

(2) No retired judge admitted to senior status who has been defeated in an election for a circuit judgeship shall be assigned to duty in the circuit where he or she was defeated.

(3) All judges admitted to senior status are hereby generally assigned and empowered to perform marriages and to administer oaths in any county of this State.

(4) Nothing in this rule shall preclude the recall or assignment to active judicial service of any retired judge or justice who has not been admitted to senior status but who agrees to serve, all subject to any applicable rules or provisions of law.

(f) Financial Allowances:

(1) Per Diem. (A) Compensation for service by a judge admitted to senior status will be at the rate of \$200 per day. (B) For service within the circuit of residence, service will be billable in half-day increments; for service outside the


circuit of residence, service will be billable in full-day increments. (C) Provided, however, that the per diem and retirement compensation of a retired judge, admitted to senior status shall not exceed the salary of a sitting judge.

(2) Expenses. Reimbursement for travel and/or other necessary expenses incurred during assigned service will be made according to the prevailing Supreme Court regulations.

(3) Allowances Form. Statements for per diem and expense allowances under subdivisions (1) and (2) of this subsection (g) must be submitted to and approved by the Administrative Director, on the form prescribed by the Administrative Director.

(4) Staff Support. Insofar as feasible, a judge admitted to senior status, while on assignment, must rely on the services of regular staff personnel of the court of assignment; Provided, however, that upon good cause shown and advance approval by the Administrative Director, a judge admitted to senior status may arrange, consistent with prevailing Supreme Court regulations, for temporary workers to provide secretarial and/or court-reporting services.

ENTER, this 15th day of November 1991.



Thomas B. Miller
CHIEF JUSTICE

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.slaia.wv.us/wvsc/

25 April 2013

Honorable John L. Henning



Dear Judge Henning:

Enclosed is a copy of the Independent Contractor Agreement. I have given the original to Sue Troy, the Director of Financial Services.

Your "retirement" allowed per diem may run out on May 7th, depending on your work days. Thereafter, please submit an invoice for your \$435 per diem for your service after May 7, 2013 directly to Sue Troy. The invoice can be simply your name, home address, date of service (list each date of service separately), per diem amount and total. The total may help you to track payments. Ms. Troy will be handling all contract payments. As an independent contractor, you may have to pay income tax directly to both the State and federal governments.

Please continue to submit your expenses of the Senior Status Allowance form to me. The expenses will continue to be processed in the same way.

I have not heard about any appointments by the Governor.

Thank you so much for continuing to serve. The Court appreciates your dedication and willingness to make sure that Justice is not delayed in the 26th Circuit.

Please let me know if you have any questions.

I am looking forward seeing at the Spring Judicial Conference.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kathleen S. Gross".

Kathleen S. Gross
Deputy Administrative Director

KSG/mg
Enclosure
cc: Sue Troy
Shannon Green

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # 52003

I, Thomas W. Steptoe Jr., agree to perform the following services
(Name and address)
for WV Supreme Court of Appeals at Charleston, WV
(Agency) (Location)

Senior Status Judge Thomas W. Steptoe Jr., pursuant to past and future assignments ordered by the WV Supreme Court of Appeals in Administrative Orders, is directed to provide as a temporary circuit judge in proceedings in, but not limited to, the Counties of Berkeley, Jefferson, Kanawha, Marion, Mercer, Morgan, and Randolph in the State of West Virginia.
(Detailed description of services to be performed)

Date(s) of Service: from June 25, 2012 to December 31, 2012

The rate of pay shall be \$435.00 per day

not to exceed \$ \$39,150.00 for the entire term of the contract.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____

The vendor serves as _____ with the title of _____
(Position)

certified by _____
(Supervisor's Signature)

HIPAA Business Associate Addendum - The West Virginia State Government HIPAA Business Associate (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/pd/purchasing/contracting/baa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR § 100.103) and will be disclosing Protected Health Information (45 CFR § 160.103) to the vendor.

APPROVED BY:

Agency WV Supreme Court
Mavis C. Kell
(Authorized Signature of Agency)
Chief Justice
(Title)
June 27, 2012
(Date)

Vendor Thomas W. Steptoe Jr.
W. Steptoe
(Social Security or FEIN)
June 27, 2012
(Date)

State of West Virginia
Purchasing Division
AGREEMENT

Purchase Order # _____ WVFIMS Account # _____
TEAM Vendor # _____ WVFIMS Vendor # _____

I, Andrew N. Frye, Jr., _____, agree to perform the following services

(Name and address) _____
for WV Supreme Court of Appeals at Charleston, WV
(Agency) (Location)

Senior Status Judge Andrew N. Frye, Jr., pursuant to past and future assignments ordered by the WV Supreme Court of Appeals in Administrative Orders, is directed to preside as a temporary circuit judge in proceedings in the Circuit Courts of WV.
(Detailed description of services to be performed)

Date(s) of Service: from August 1, 2012 to December 31, 2012
The rate of pay shall be \$435.00 per day

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____

The vendor serves as _____ with the title of _____
(Position)

certified by _____
(Supervisor's Signature)

HIPAA Business Associate Addendum -- The West Virginia State Government HIPAA Business Associate (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchasing/vrc/hipaa.htm>) is hereby made part of this agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

APPROVED BY:

Agency Supreme Court of Appeals of West Virginia

[Signature]
(Identified Signature of Agency)

Chief Justice

August 10, 2012
(Date)

Vendor Andrew N. Frye, Jr.

[Signature]

(Social Security or TEIN)

August 6, 2012
(Date)

WV-60 (rev. 03/08/12)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____

WVFIMS Account # 51746

TEAM Vendor # _____

WVFIMS Vendor # _____

I, Thomas H. Keadle, Senior Status Judge, agree to perform the following services
(Name and title)
for W. Va. Supreme Court as appointed,
(Agency)
as of April 16, 2013, 22nd Judicial Circuit
(Detailed description of services to be performed)
as a Senior Status Judge.

Date(s) of Service: from April 16, 2013 to December 31, 2013.
The rate of pay shall be 435.00 per day not to exceed
\$ to be determined for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as Senior Status Judge with the title of Senior Status Judge, certified by _____.

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/YCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Brent Benjamin, CJ
Brent D. Benjamin
(Authorized Signatory of Agency)
Chief Justice
4/11/2013

Vendor Thomas H. Keadle
Senior Status Judge
Thomas H. Keadle
(Vendor's Signature)
April 11, 2013

WV 48 (rev. 06/08/12)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____

WVFIMS Account # _____

TEAM Vendor # _____

WVFIMS Vendor # 149031

I, John Henning, (Name and address) _____, do hereby agree to perform the following services
for W Va Supreme Ct at an appropriate (Location) _____
as of May 8, 2013 (Detailed description of services to be performed)

Date(s) of Service: from May 8, 2013 to 31 December 2013
The rate of pay shall be \$ 435.00 per day not to exceed
\$ to be determined for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as Senior Status Judge (Position) with the title of Senior Status Judge, certified by _____ (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency _____
[Signature]
Chief Justice
04/24/2013
(Title)
(Date)

Vendor _____
[Signature]
John Henning
April 20 2013
(Social Security or PEID)
(Date)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, The Hon. Thomas H. Keadle, ^(Name and address) _____, agree to perform the following services for WV Supreme Court of Appeal at Charleston, WV ^(Agency) _____

The Honorable Thomas H. Keadle, ^(Name) is directed to preside as a Senior Status Circuit Judge where needed in the state ^(Location) court system, pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West ^(Detailed description of services to be performed) Virginia. Judge Keadle is authorized to preside in any proceeding as assigned under this agreement.

Date(s) of Service: from June 30, 2014 to December 31, 2014

The rate of pay shall be 435.00 per day not to exceed \$ n/a for the entire term of the contract.

NOTE: ~~Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor.~~ The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ ^(Position) with the title of _____, certified by _____ ^(Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Robin Jean Davis, C.J.
West Virginia Supreme Court of Appeals
^(Authorized Signature of Agency)
Chief Justice
September 17, 2014
^(Date)

Vendor The Hon. Thomas H. Keadle
Thomas H. Keadle
^(Scanned copy of PKI)
Sept 9, 2014
^(Date)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WFIMS Account # _____

TEAM Vendor # _____ WFIMS Vendor # _____

I, the Hon. Charles M. Vickers, (Name and address) agree to perform the following services for WV Supreme Court of Appeal at Charleston, WV (Agency) (Location)

The Honorable Charles M. Vickers is directed to preside as a Senior Status Circuit Judge where needed in the state court system, pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia. Judge Vickers is authorized to preside in any proceeding as assigned under this agreement. (Detailed description of services to be performed)

Date(s) of Service: from September 17, 2014 to December 31, 2014

The rate of pay shall be 436.00 per day not to exceed \$ N/A for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ with the title of _____, certified by _____ (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Supreme Court of Appeals of West Virginia
John Glenn (Authorized Signature of Agency)
Chief Justice
10/16/14 (Date)

Vendor The Hon. Charles M. Vickers
Charles M. Stitzer
Sept 29, 2014 (Date)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, The Hon. Thomas W. Steptoe, Jr., agree to perform the following services
(Name and Address)
for WV Supreme Court of Appeal at Charleston, WV

The Honorable Thomas W. Steptoe, Jr., is directed to preside as a Senior Status Circuit Judge where needed in the state
(Agency) (Location)
court system, pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West
(Detailed description of services to be performed)
Virginia. Judge Steptoe is authorized to preside in any proceeding as assigned under this agreement.

Date(s) of Service: from September 20, 2014 to December 31, 2014

The rate of pay shall be 435.00 per day not to exceed
\$ n/a for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ with the title of _____, certified by _____
(Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY Robin Jean Beck, C.J.
Agency West Virginia Supreme Court of Appeals
(Authorized Signature of Agency)
Chief Justice
September 17, 2014
(Date)

Vendor The Hon. Thomas W. Steptoe, Jr.
W Steptoe
September 15, 2014
(Date)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, The Hon. John L. Henning (Name and Address), agree to perform the following services
for WV Supreme Court of Appeal at Charleston, WV (Agency) (Location)

The Honorable John L. Henning is directed to preside as a Senior Status Judge where needed in the state court system,
pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia.
(Detailed description of services to be performed)
Judge Henning is authorized to preside in any proceeding as assigned under this agreement.

Date(s) of Service: from May 21, 2015 to December 31, 2015

The rate of pay shall be 435.00 per day not to exceed
\$ N/A for the entire term of the contract.

NOTE: ~~Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor.~~ The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ with the title of _____, certified by _____

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency Supreme Court of Appeals of WV
Margaret A. Workman, C.J.
(Authorized Signature of Agency)
Chief Justice
7/31/15
(Date)

Vendor The Hon. John L. Henning
[Signature]
(Social Security or FEIN)
July 27 2015
(Date)

State of West Virginia
Purchasing Division

AGREEMENT

Purchase Order # _____ WVFIMS Account # _____

TEAM Vendor # _____ WVFIMS Vendor # _____

I, the Hon. Thomas H. Keadle, (Name and address) agree to perform the following services for WV Supreme Court of Appeal at Charleston, WV (Agency) (Location)

The Hon. Thomas H. Keadle is directed to preside as Senior Status Circuit Judge where needed in the state court system pursuant to an Administrative Order entered by the Chief Justice of the Supreme Court of Appeals of West Virginia. Judge Keadle is authorized to preside in any proceeding as assigned under this contract. (Detailed description of services to be performed)

Date(s) of Service: from September 1, 2015 to December 31, 2015

The rate of pay shall be 435.00 per day not to exceed \$ N/A for the entire term of the contract.

NOTE: ~~Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor.~~ The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
- I am currently a full-time employee of the State of West Virginia (complete certification below).

It is hereby certified that the services to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by _____ (above named vendor) from the State of West Virginia for full-time employment during the current fiscal year will be \$ _____. The vendor serves as _____ (Position) with the title of _____, certified by _____ (Supervisor's Signature)

GENERAL TERMS AND CONDITIONS: The General Terms and Conditions for Agency Delegated Master Terms and Conditions located on the Purchasing Division's website at <http://www.state.wv.us/admin/purchase/TCA.pdf>, ("Terms and Conditions") are hereby made a part of this agreement and are specifically incorporated herein by reference. By signing this agreement, Vendor certifies that it has reviewed the Terms and Conditions, fully understands them, and agrees to be bound by their provisions.

APPROVED BY:

Agency an
[Signature]
CHIEF JUSTICE
9/9/15
(Title) (Date)

Vendor [Signature]
[Signature]
September 5, 2015
(Social Security or FEIN) (Date)



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Timothy Miley
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- POST AUDIT DIVISION -

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Post Audit Director: Justin Robinson

Room W-329, Building 1
1900 Kanawha Boulevard East
Charleston, West Virginia 25305
Phone: (304) 347-4880



WEST VIRGINIA JUDICIARY

Justice Elizabeth D. Walker

Search *Search*



Justice Elizabeth "Beth" D. Walker was elected to the Supreme Court of Appeals of West Virginia on May 10, 2016, becoming the first Justice elected in a non-partisan race. She took office on January 1, 2017.

Justice Walker was raised in Huron, Ohio. She is a 1987 *summa cum laude* graduate of Hillsdale College in Hillsdale, Michigan. She earned her law degree in 1990 from The Ohio State University, where she was Articles Editor for *The Ohio State Law Journal*. During her years of private practice, she participated in courses offered by the Program on Negotiation at Harvard Law School, including its Mediation Workshop.

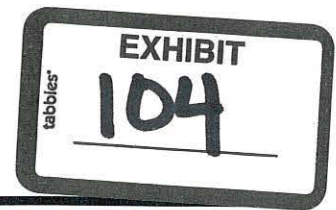
Immediately after graduating from law school, Justice Walker moved to West Virginia and joined the law firm of Bowles Rice McDavid Graff & Love (now Bowles Rice) in Charleston. During her twenty-two years at Bowles Rice, she concentrated her statewide practice on labor and employment law and mediation. Justice Walker served on the firm's Executive Committee and in several other leadership roles.

After moving from Charleston to Morgantown in 2011, Justice Walker became Associate General Counsel for the West Virginia United Health System (also known as West Virginia University Medicine). In that role, she advised WVU Medicine's hospitals and other affiliates regarding labor and employment matters from 2012 until she resigned in 2016 to take office.

In 2012, Justice Walker was elected a Fellow of the College of Labor and Employment Lawyers. She is a 1999 graduate of Leadership West Virginia.

A lifelong Girl Scout, Justice Walker is former chairwoman and current member of the board of directors of Girl Scouts of Black Diamond Council. She has been an active community volunteer and served as chairwoman of the boards of Leadership West Virginia and Kanawha Pastoral Counseling Center.

She is married to Mike Walker and stepmother to Jennifer. They live in Charleston.



Clemens, Ashley

From: Morris, Christopher
Sent: Tuesday, December 12, 2017 3:58 PM
To: Clemens, Ashley
Subject: FW: FOIA Request

From: Bundy, Jennifer
Sent: Tuesday, December 5, 2017 11:06 AM
To: Johnson, Gary <Gary.Johnson@courtswv.gov>; Loughry, Allen <Allen.Loughry@courtswv.gov>; Morris, Christopher <Christopher.Morris@courtswv.gov>
Cc: Harless, April <April.Harless@courtswv.gov>
Subject: FW: FOIA Request

From: Kennie Bass [<mailto:kbass@sbgvtv.com>]
Sent: Tuesday, December 05, 2017 11:05 AM
To: Johnson, Gary; Bundy, Jennifer
Cc: Christopher Swope
Subject: FOIA Request

Kennie Bass
WCHS-TV/WVAH-TV
1301 Piedmont Road
Charleston, WV 25301
12/5/17

Gary Johnson
Administrative Director of West Virginia Courts
Administrative Office
1900 Kanawha Boulevard East
Charleston, WV 25305

Mr. Johnson,

Under the West Virginia Freedom of Information Act, §29-B-1-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records that which detail certain spending by the West Virginia Supreme Court of Appeals, its justices and employees. Please provide the following records:

1. Any and all emails to and/or from Chief Justice Allen Loughry pertaining to the remodeling and renovation of the justice's chambers from January 2013 to present.
2. Any and all emails to and/or from Kim Ellis, Director of Administrative Services, pertaining to the remodeling and renovation of the Chief Justice Allen Loughry's chambers from 2013 to present.
3. Any and all charges for meals purchased using public funds for the justices and clerks during 2016 and 2017.
4. Any and all P-Card purchases by the justices and court employees related to fuel and travel costs from 2009 to present.

5. The written court policy concerning the use of state-owned furniture in the justice's homes, the process which that policy was approved and the date of its approval.
6. Access to the WV Supreme Court of Appeals warehouse on Venable Avenue in Charleston to video state-purchased and state-owned furniture (a Cass Gilbert desk and blue-green leather couch) which were taken from Chief Justice Allen Loughry's home and placed within the warehouse. If the furniture has been moved to another location, please provide the current location of the furniture and allow our organization to video the furniture where it is being stored or utilized.
7. The cost for dinnerware and drinking glasses, mugs or cups emblazoned with the logo of the WV Supreme Court of Appeals purchased by the court using public money.
8. The cost of flatware purchased by the court using public money.
9. Any and all emails or documents pertaining to the court's practice of allowing former and current justices to purchase furniture owned by the state which was bought by public funds without going through West Virginia's surplus property procedures. Please provide the written policy, the date it was approved and the manner in which the value of the furniture is determined.
10. A list of state-owned furniture purchased by former and current justices of the WV Supreme Court of Appeals from 2009-present, the value of those items and the dates which they were purchased.
11. A list of vehicles used by the court, including vehicles used by the justices.
12. The policy pertaining to the use of state-owned vehicles by the justices and court employees, including reasons given for the usage of state-owned vehicles and the destination of the occupants disclosed to the court's vehicle supervisor.
13. The policy which allows justices to be exempt from disclosing their reasons for using a state-owned vehicle and to be exempt from disclosing their destinations, how the exemption was crafted, who approved it and the date of the approval.
13. A list of usage of state-owned vehicles by the justices and court employees.

If there are any fees for searching or copying these records, please inform me of the cost. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of understanding of how the court spends public money provided by the taxpayers of West Virginia. I am a member of the news media and my request is related to news gathering purposes. This information is not being sought for commercial purposes.

The West Virginia Freedom of Information Act requires a response to this request be made within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records and access to the supreme court warehouse.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

Kennie Bass

News Anchor/Reporter

WCHS (ABC 8) / WVAH (FOX 11)

Eyewitness News

1301 Piedmont Road, Charleston, WV 25301

Newsroom: 304.345.4115

My Desk: 304.561.3827

ABC 8/FOX 11 Front Desk: 304.345.5358

Fax: 304.345.1849

Mobile: 304.539.9122

Twitter: @KennieBassWCHS

Facebook: facebook.com/Kennie-Bass-257839674292570/
wchstv.com wvah.com



Sinclair provides services to WVAH pursuant to a shared services agreement.



Clemens, Ashley

From: Morris, Christopher
Sent: Friday, January 12, 2018 8:34 AM
To: Clemens, Ashley
Subject: FW: FOIA Request 1/11/18

Follow Up Flag: Follow up
Flag Status: Flagged

See below.

From: Morris, Christopher
Sent: Thursday, January 11, 2018 5:31 PM
To: Troy, Sue <Sue.Troy@courtswv.gov>
Subject: FW: FOIA Request 1/11/18

More FOIA for us. Take a look and let me know what you think.

Best,
Chris

From: Johnson, Gary
Sent: Thursday, January 11, 2018 5:29 PM
To: Morris, Christopher <Christopher.Morris@courtswv.gov>
Subject: FW: FOIA Request 1/11/18

From: Kennie Bass [<mailto:kbass@sbgvtv.com>]
Sent: Thursday, January 11, 2018 4:08 PM
To: Johnson, Gary <Gary.Johnson@courtswv.gov>; Bundy, Jennifer <Jennifer.Bundy@courtswv.gov>
Cc: Christopher Swope <crswope@sbgvtv.com>; Sarah Lieu <smlieu@sbgvtv.com>; Leslie Rubin <larubin@sbgvtv.com>
Subject: FOIA Request 1/11/18

Kennie Bass
WCHS-TV/WVAH-TV
1301 Piedmont Road
Charleston, WV 25301
1/11/18

Gary Johnson
Administrative Director of West Virginia Courts
Administrative Office
1900 Kanawha Boulevard East
Charleston, WV 25305

Mr. Johnson,

Under the West Virginia Freedom of Information Act, §29-B-1-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records which detail certain spending by the West Virginia Supreme Court of Appeals, its justices and employees. Please provide the following records:

1. Any and all purchases by the justices and court employees related to fuel and travel costs from 2009 to present, using a "Travel Visa" credit card issued by CitiBank and a "Fuel Card" issued by Wex Bank. Additionally, please provide any pertinent records of similar purchases made by alternate means of payment which are not specifically listed in this request, including but not limited to other forms of credit card payments, debit card payments, purchasing card payments, check payments, money order payments, money transfer payments and cash payments.
2. Any and all charges for meals purchased using public funds for the justices and clerks from 2009 through 2015.

The West Virginia Freedom of Information Act requires a response to this request be made within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

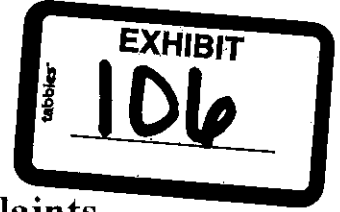
Sincerely,

Kennie Bass

News Anchor/Reporter
WCHS (ABC 8) / WVAH (FOX 11)
Eyewitness News
1301 Piedmont Road, Charleston, WV 25301
Newsroom: 304.345.4115
My Desk: 304.561.3827
ABC 8/FOX 11 Front Desk: 304.345.5358
Fax: 304.345.1849
Mobile: 304.539.9122
Twitter: @KennieBassWCHS
Facebook: facebook.com/Kennie-Bass-257839674292570/
wchstv.com wvah.com



Sinclair provides services to WVAH pursuant to a shared services agreement.



Judicial Investigation Commission closes complaints against Justices Davis, Walker, and Workman

For immediate release

CHARLESTON, W.Va. – The West Virginia Judicial Investigation Commission (JIC) announced today it has investigated ethics complaints against three Supreme Court Justices and closed the cases without taking any disciplinary action.

Justices Robin Jean Davis and Beth Walker and Chief Justice Margaret L. Workman agreed to the release of letters to them from the JIC informing them of the JIC's conclusions.

The Complaints were opened against the Justices by Judicial Disciplinary Counsel earlier this year. This closes all outstanding complaints against them.

The JIC governs the ethical conduct of judges and is charged with determining whether probable cause exists to formally charge a judge with a violation of the Code of Judicial Conduct. The JIC is the same body that investigated allegations against Supreme Court Justice Allen Loughry and filed a 32-count statement of charges against him on June 6.

JIC policy is to not acknowledge the existence of complaints against judicial officers until probable cause has been found to issue a statement of charges or an admonishment. "We are taking the unusual step of making our findings public in these cases because Supreme Court Justices are the highest judicial officers in West Virginia. It is important for the public to know that allegations against them have been thoroughly investigated, and they have been cleared of wrongdoing," said Commission Chairman Ronald Wilson, a judge in the First Judicial Circuit (Brooke, Hancock, and Ohio Counties).

The three sitting Justices voluntarily agreed to be interviewed by the JIC.

The Judicial Disciplinary Counsel filed complaints against the three Justices alleging they violated Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct because they used state funds to pay for lunches for themselves, their administrative assistants, and court security officers while they were discussing cases and administrative matters in conference.

The JIC found the lunches reduced the amount of time attorneys spent in court (and thus reduced legal fees) and allowed visiting judges to return to their circuits in time to do other work the same day. The working lunches made the court "run more efficiently and effectively on argument docket and administrative conference days," the letters say. The letters note that both the Internal Revenue Service and the West Virginia Ethics Commission consider paid working lunches an acceptable expense because they improve efficiency.

The letter to Justice Walker indicated that the lunch practice was longstanding when she joined the Court on January 1, 2017. "You had no involvement in the original decision to provide working lunches on argument and administrative conference days and you had no reason to challenge the practice at the time you took office because it was well-known and well-established practice," the letter to Justice Walker states.

The letters to the other Justices note that "Perhaps the only criticism that the JIC can make is that you failed to reduce the policy to writing – with well-established guidelines – for the purchase of the working lunches. By failing to do this, you unnecessarily opened the

door to unfair public criticism of an otherwise appropriate method for conducting the business of the Court.”

Letters to Chief Justice Workman and Justice Davis indicate, in footnotes, that the Commission also investigated other allegations against them and found that they did not violate the Code of Judicial Conduct.

- Justice Davis’ stops at a political rally in Parkersburg and a political event at the Raleigh County Armory while on Court business trips were “incidental to court business,” the letter to Justice Davis said. “After a thorough review, the Commission believes that you did not violate the Code of Judicial Conduct since the primary purpose of the travel was for court business and the political events were ancillary, did not require additional travel, or expense payments.”
- Justice Davis hosted parties at her homes in Charleston and Wyoming. “The fact that you paid for the majority of the costs for the dinners associated with the Circuit Court Conferences actually saved the state money,” the letter to Justice Davis says. “The costs paid for by the Court associated with the 2011 and 2013 dinners are normal costs that would have been paid by the agency for a banquet that would have been held at the hotel or at some other location in the city. After a thorough review of this evidence, the Commission also finds that there is no probable cause to charge you any violation of the Code of Judicial Conduct.”
- The Commission on Special Investigations reported to the JIC that Chief Justice Workman may have hired one or more people who worked on her 2008 judicial campaign as “ghost” employees. A ghost employee is someone who is put on the payroll but does not do any work. “Following a thorough investigation into this claim, the Judicial Investigation Commission finds there is no probable cause to charge you with a violation of the Code of Judicial Conduct.”

Contact: Teresa A. Tarr, Chief Counsel
Judicial Investigation Commission
(304) 558-0169



ADVISORY OPINION NO. 2009-02

Issued On March 5, 2009 By The

WEST VIRGINIA ETHICS COMMISSION

OPINION SOUGHT

A County Commission asks whether it may extend the benefits of a County funded employee wellness program to elected County officials, including members of the County Commission.

FACTS RELIED UPON BY THE COMMISSION

A County Commission, through its Prosecuting Attorney, asks whether extending the benefits of a County funded employee wellness program to elected County officials, including members of the County Commission violates the Ethics Act.

In 2005, the County Commission established an employee wellness program in hopes of improving employee health and potentially reducing health care premiums. Participants may join an approved exercise facility and, if they go to the facility a minimum of two times a week, qualify for direct reimbursement from the County for the cost of monthly membership ranging from \$23.50 to \$40 per month. The County has also paid for employees' entry fees for the "Biggest Loser" contest conducted by the local health department.

At least one County Commissioner has expressed an interest in joining the program, and the Commissioners have asked whether the Ethics Act allows them to extend the benefits of the program to County elected officials, including themselves. The Commissioners state that County elected officials may not opt out of county provided health insurance coverage, and that their participation in the wellness program would ultimately reduce health insurance costs. Although the County's insurance provider has encouraged full participation in a wellness program as a means of reducing health insurance costs, participation does not guarantee an attendant reduction in the County's health care costs, nor does the health insurance company offer a premium discount to the County for the program.

CODE PROVISIONS AND OTHER LEGAL AUTHORITY RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-2-5(b)(1) reads:

A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person. Incidental use of equipment or resources available to a public official or public employee by virtue of his

or her position for personal or business purposes resulting in de minimis private gain does not constitute use of public office for private gain....

W. Va. Code § 7-7-4(a)(1) provides, in pertinent part, that all county commissioners shall be paid compensation out of the county treasury in amounts and according to the schedule set forth in subdivision (2) of this subsection for each class of county as determined by the provisions of section three of this article.

W. Va. Code § 7-5-20 reads:

Every county through its county [commission] shall have plenary power and authority to negotiate for, secure and adopt for the officers and regular employees thereof, ..., a policy or policies of group insurance written by a carrier or carriers chartered under the laws of any state and duly licensed to do business in this state and covering life; health; hospital care; surgical or medical diagnosis, care and treatment; drugs and medicines; remedial care; other medical supplies and services; or any other combination of these

The county [commission] is hereby authorized and empowered to pay the entire premium cost, or any portion thereof of said group policy or policies....

West Virginia Constitution Article 6 § 38 reads:

No extra compensation shall be granted or allowed to any public officer, agent, servant or contractor, after the services shall have been rendered or the contract made; nor shall any Legislature authorize the payment of any claim or part thereof, hereafter created against the state, under any agreement or contract made, without express authority of law; and all such unauthorized agreements shall be null and void. Nor shall the salary of any public officer be increased or diminished during his term of office, nor shall any such officer, or his or their sureties be released from any debt or liability due to the state: **Provided**, the Legislature may make appropriations for expenditures hereafter incurred in suppressing insurrection, or repelling invasion.

ADVISORY OPINION

The Ethics Commission was first asked to weigh in on employee wellness programs in Advisory Opinion 98-28. There a State Agency asked whether it could underwrite a wellness program for all state employees by providing financial incentives to participating employees as a means of reducing overall health care costs. An example of such an incentive was a cash award for attending a blood screening when more than fifty percent of an agency's employees participated. There the Commission wrote that the Ethics Act's prohibition against use of office for private gain "does not apply to this agency's use of its financial resources in a program intended to reduce the overall cost

of agency operation, even if the program results in immediate financial gain to its members”.

In Advisory Opinion 2002-04, the Commission stated that “wellness programs are being recognized as a legitimate part of an agency’s efforts to increase the health and welfare of its personnel, while reducing agency expenses.” There, the Commission, without any cost benefit analysis or other rationale for its decision, authorized a County Commission to extend the benefits of a county funded wellness program to county elected officials.

In Advisory Opinion 2004-22, the Commission was asked whether a State Agency may sell electronic games to school employees and parents at a discounted price obtained to conduct a trial health promotion initiative. In denying the Agency’s request, the Commission wrote:

This particular proposal involves a game system that is being evaluated to determine whether it is a cost-effective tool for promoting beneficial aerobic activity in overweight children. **Absent a reasoned medical determination that this system promotes wellness and reduces health costs for the State**, authorizing discounted purchases by employees of the State Agency, State University or participating boards of education, would violate the prohibition against use of public office for private gain.

(emphasis in original)

Similarly, here there is no specific documentation that the participation of elected officials in the county’s wellness program will result in reduced health care costs for the County. The County’s insurance provider has not promised reduced rates if a certain percentage of its covered members participate. According to the Requester, there are eight (8) elected officials in the County; the maximum annual amount of reimbursement which a participant may receive is \$480. Extending the wellness program to elected officials could result in an annual cost of \$3,840 to the County with no guarantee of a reduction in health care costs. Finally, the wellness program is not provided as a benefit of the County provided health insurance program.

As noted earlier, approved wellness programs reduce agency expenses. Preventive health measures result in a direct benefit to an employer when its employees are healthier, for example, by reducing absenteeism. As we have ruled in the past, this is an appropriate perquisite to offer public employees. Such is not the case for elected officials whose compensation package is statutorily set.

We note that although the Ethics Commission is only empowered to interpret the Ethics Act, we may not do so in a vacuum. Thus, we must take into consideration provisions of the Code and the Constitution that directly bear on this request.

The requirements for county officials' compensation are established by constitutional and statutory provisions outside the Ethics Act. W. Va. Code § 7-7-4 (a)(1) specifies the pay structure for county officials, based, in part, on the class of the County. West Virginia Constitution Article 6 § 38 prohibits any increase in compensation for County officials unless expressly authorized by the Legislature. In W. Va. Code § 7-5-20, the Legislature specifically increased the compensation of County officials by providing for health insurance benefits to be paid by the County.

Since the Legislature has not authorized Counties to spend public monies on wellness programs for County elected officials, we find that it would violate W. Va. Code § 6B-2-5(b)(1) for the County to extend the benefits of its wellness program to its elected officials.

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code § 6B-1-1 *et seq.*, and does not purport to interpret other laws, rules or agency policies. In accordance with W. Va. Code § 6B-2-3, this opinion has precedential effect and may be relied upon in good faith by public servants and other persons unless and until it is amended or revoked, or the law is changed.

We now believe that AO 2002-04 failed to consider the legal principle that public officials may not increase their own compensation and benefits. Advisory Opinion 2002-04 is hereby overruled. To the extent that other county elected officials, in reliance on AO 2002-04, are presently participating in wellness programs at county expense, such expenditures are hereby authorized to continue through Fiscal Year 2008-09. County elected officials who participate in wellness programs at county expense thereafter violate the Ethics Act. Only the Legislature may confer additional benefits upon elected County officials. Unless and until the Legislature statutorily establishes such a benefit, the Ethics Commission finds that County Commissions should not confer this benefit upon themselves or other elected County officials.


R. Kemp Morton, Chair

Comparison of Renovation Costs Justice Benjamin & Justice Walker

Table 8

Breakdown of Renovation Expenditures for Justice Benjamin's Chambers

Expenditure Category	Amount	Percent of Total
Décor	\$26,395	9.97%
Fixtures	\$98,748	37.29%
Flooring	\$25,489	9.62%
Furniture	\$26,764	10.11%
Infrastructure	\$51,497	19.44%
Miscellaneous	\$11,037	4.17%
Painting	\$24,906	9.40%
Total	\$264,836	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Table 9

Breakdown of Renovation Expenditures for Justice Walker's Chambers

Expenditure Category	Amount	Percent of Total
Décor	\$28,747	22.00%
Fixtures	\$26,435	20.23%
Flooring	\$9,145	7.00%
Furniture	\$30,625	23.44%
Infrastructure	\$20,686	15.83%
Miscellaneous	\$15,016	11.49%
Total	\$130,655	100.00%

Source: Legislative Auditor's analysis of renovation invoices provided by the Supreme Court.

Beth Walker for Supreme Court



**BETH WALKER: AN INDEPENDENT VOICE
ON OUR STATE SUPREME COURT**

West Virginians deserve fair courts

West Virginians deserve
BETH WALKER
on the State Supreme Court

WEST VIRGINIANS
FOR
FAIR COURTS

EXHIBIT
109

**THE NON-PARTISAN ELECTION FOR STATE SUPREME COURT
WILL BE ON MAY 10TH.**

**Be sure to vote for fair courts.
Vote for BETH WALKER for State Supreme Court.**



With nearly three decades of experience handling cases in West Virginia courts, Beth Walker will be fair to everyone before the State Supreme Court.

West Virginia needs a fair and balanced court.

**West Virginia needs Beth Walker
on the State Supreme Court.**



Photography by Darrin

tabbies[®]
11D
EXHIBIT

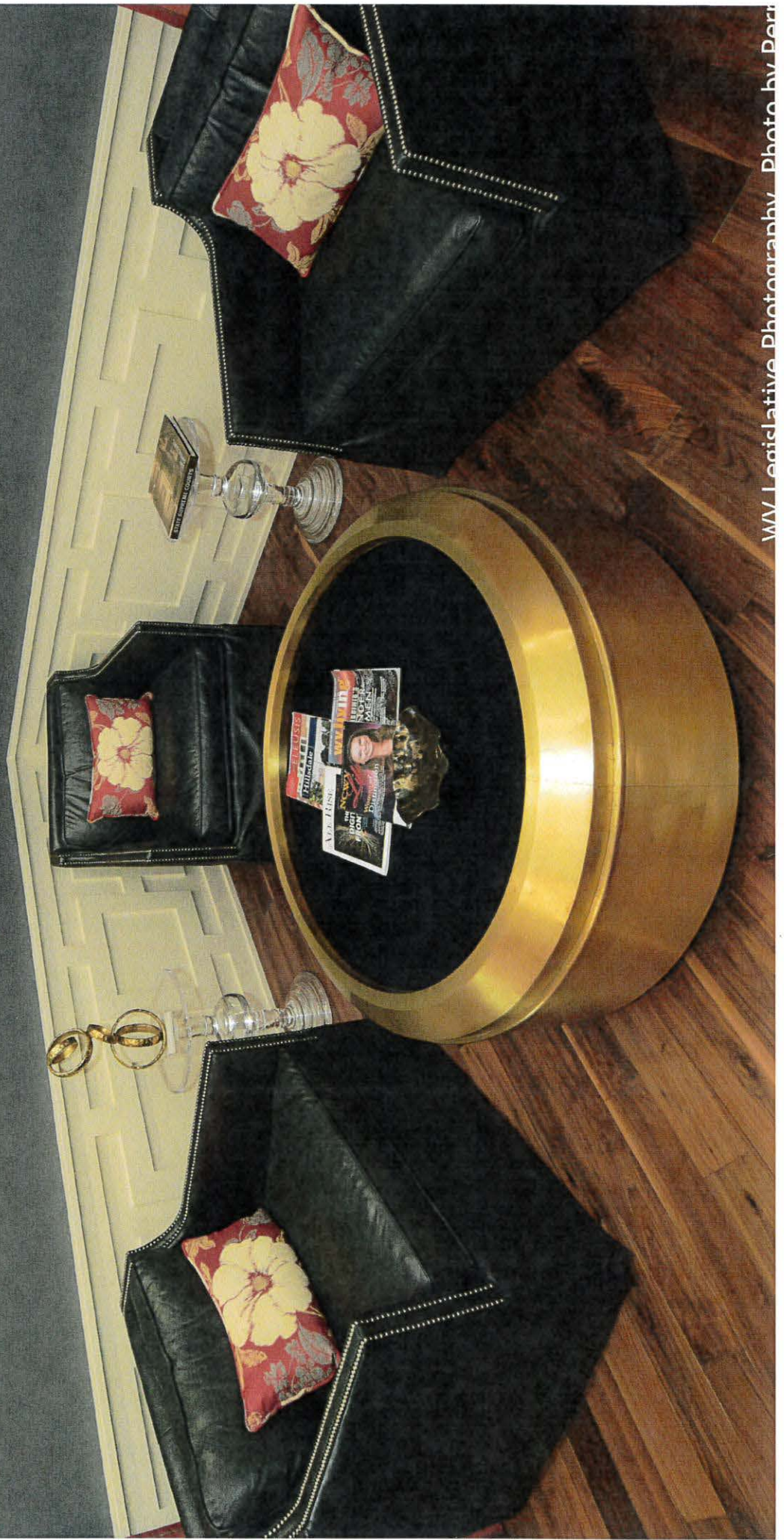




EXHIBIT

113

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EXHIBIT



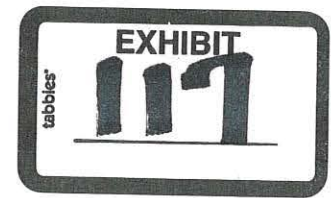
MW Legislative Photogram

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EXHIBIT
115



Table 7	
Supreme Court Capitol Renovation Project Costs	
Renovation Project	Total Renovation Cost
Justice Benjamin's Chamber	\$264,836
Justice Walker's Chamber	\$130,655
Justice Ketchum's Chamber	\$188,931
Justice Workman's Chamber	\$112,780
Justice Davis's Chamber	\$503,668
Justice Loughry's Chamber	\$367,915
Unattributed Silling Invoices for Chambers	\$374,571
3 rd Floor Men's Restroom	\$38,887
3 rd Floor Women's Restroom	\$77,725
1 st Floor Hallway	\$79,145
Saferoom	\$98,513
Courtroom	\$162,596
Justice's Conference Room	\$300,350
Common Area	\$324,509
Clerk's Office	\$282,793
Chief Counsel's Office	\$90,279
Elevator Upgrades	\$9,572
Total	<u>\$3,407,726</u>

Source: Legislative Auditor's analysis of renovation invoices provided by the Court.



FY 2017 Per Diem Rates for West Virginia

Lodging by month (excluding taxes) | October 2016 - September 2017

Meals & Incidentals (M&IE) Rates

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

[View Rates](#)

Primary Destination ⓘ	County ⓘ	2016 Oct	Nov	Dec	2017 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91
Charleston	Kanawha	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107
Morgantown	Monongalia	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105
Wheeling	Ohio	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115

Meals & Incidentals (M&IE) Breakdown ⓘ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
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Primary Destination ⓘ	County ⓘ	M&E Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
Standard Rate	Applies for all locations without specified rates	\$51	\$11	\$12	\$23	\$5	\$38.25
Charleston	Kanawha	\$54	\$12	\$13	\$24	\$5	\$40.50
Morgantown	Monongalia	\$54	\$12	\$13	\$24	\$5	\$40.50
Wheeling	Ohio	\$54	\$12	\$13	\$24	\$5	\$40.50



FY 2018 Per Diem Rates for West Virginia

Lodging by month (excluding taxes) | October 2017 - September 2018

Meals & Incidentals (M&IE) Rates

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

[View Rates](#)

Primary Destination ⓘ	County ⓘ	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates / STANDARD RATE	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93
Charleston	Kanawha	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Morgantown	Monongalia	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97	\$97
Wheeling	Ohio	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101	\$101

Meals & Incidentals (M&IE) Breakdown ⓘ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
Standard Rate	Applies for all locations without specified rates / STANDARD RATE	\$51	\$11	\$12	\$23	\$5	\$38.25
Charleston	Kanawha	\$54	\$12	\$13	\$24	\$5	\$40.50
Morgantown	Monongalia	\$54	\$12	\$13	\$24	\$5	\$40.50
Wheeling	Ohio	\$54	\$12	\$13	\$24	\$5	\$40.50



14180 Dallas Parkway
Suite 280
Dallas, TX 75254

Public CLE Seminars
In House CLE Seminars
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Personalized Curricula
Document Redrafting
Editorial Consulting
Appellate Focus Groups
High Stakes Briefing

9 March 2017

Justice Beth Walker
Supreme Court of Appeals of West Virginia
Capitol Complex
Building One, Room E-302
Charleston, West Virginia 25305

Dear Justice Walker:

This letter confirms that LawProse, Inc. will conduct a full-day seminar on Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia in Charleston, West Virginia on July 28, 2017.

As we discussed, the lecture fee is be \$18,500 net to LawProse (for up to 30 local participants). Additional attendees are included in the final invoice (\$1,000 for each group of 10). Expenses include airfare, hotel accommodations, other out-of-pocket travel expenses, shipping costs, and coursebooks. We'll send an expense statement shortly after the program is completed.

We ask clients to pay the fee in two installments: half the fee (a nonrefundable deposit) upon our setting the date and the other half upon completing the program. Please submit the deposit by April 9, 2017, to make your booking definite. We'll send an expense statement shortly after the program is completed.

Two other points. First, because the lecture is copyrighted material, we do not allow audiotaping or videotaping. Second, you will need to arrange for CLE credits for the lawyers who attend. We're well known to most state CLE accreditors, so our programs are routinely approved for CLE credit. But for our in-house programs, responsibility for obtaining this approval rests with the client.

We're delighted that we'll be working together.

Sincerely,
Karolyne H. Cheng

INVOICE

Deposit for an In-House Seminar

9 March 2016

To: Justice Beth Walker
Supreme Court of Appeals of West
Virginia
Capitol Complex
Building One, Room E-302
Charleston, West Virginia 25305

From: LawProse, Inc.
14180 Dallas Parkway
Suite 280
Dallas, TX 75254

For services rendered in preparing and conducting a full-day seminar on
Advanced Judicial Writing for the Supreme Court of Appeals of West
Virginia in Charleston, West Virginia on July 28, 2017.

Current Lecture Fee: \$18,500 (net)

Deposit Due by April 9, 2017: \$9,250

The remaining lecture fee and expenses to be billed afterward.

Troy, Sue

From: Walker, Beth
Sent: Friday, April 07, 2017 11:43 AM
To: Troy, Sue
Cc: Johnson, Gary; Loughry, Allen
Subject: Check Needed
Attachments: LawProse Letter and Invoice for 07.28.17.pdf; W-9 2017.pdf

Sue,

On Wednesday the Court approved my proposal for in-house seminar on judicial writing to be conducted by Bryan Garner of LawProse, Inc. on July 28, 2017.

I need a deposit check in the amount of \$9,250 to be sent to LawProse asap as explained in the attached letter. The due date is April 9 but if you tell me how much time you need to get a check out I will contact them and let them know if we need extra time. A W-9 is also attached if you need that.

I meant to send this you yesterday but I completely forgot. Thanks for your assistance.

Beth



INVOICE
Fee Statement
In-House Training by LawProse, Inc.

August 1, 2017

To: Justice Beth Walker
Supreme Court of Appeals of West
Virginia
Capitol Complex
Building One, Room B-302
Charleston, West Virginia 25305

From: LawProse, Inc.
14180 Dallas Parkway
Suite 280
Dallas, TX 75254

Fee statement for services rendered in preparing and
conducting the seminar for your group on July 28, 2017.

Vendor's Name: LawProse, Inc.
Vendor's Address: 14180 Dallas Parkway, Suite 280
Dallas, TX 75254

TIN: [REDACTED]

Invoice number: 07282017 ✓

Description of services: legal-writing seminar

Total Remaining Lecture Fee: \$10,250
Course books and related expenses: \$881.67
Travel expenses: \$1,120.39
Total Due: \$12,252.06 ✓

Due September 2, 2017.

FINAL INVOICE

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 8/2/2017
SIGNED Beth Walker, Jg.

Details of Expenses
July 28, 2017

30 Advanced Judicial Writing course books @ \$25 each	\$750
FedEx shipping: 3 boxes	\$56.67
LawProsc handling and packaging boxes @ \$25/box—3 boxes	\$75
9 Advanced Judicial Writing course books @ \$25 each	\$225
Executive Amendment (KHC)	(\$225)
Course books and related expenses:	\$881.67
Dallas car service (\$80/2)	\$40
Airfare	\$1,020.39
Skycap	\$10
Car from airport to hotel	\$0
Porter	\$10
Hotel	\$0
Dinner (per diem)	\$0
Dallas car service (\$80/2)	\$40
Travel expenses:	\$1,120.39
Lecture fee for full-day seminar for up to 30 participants	\$18,500
Additional Attendance @ \$1,000 per group of 10 31-40 1 group	\$1,000
Deposit paid	(\$9,250)
Lecture fee remaining:	\$10,250
Total Due:	\$12,252.06



LAWPROSE

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Suite 200
Dallas, TX 75241

Public CLE Seminars
In-House CLE Seminars
Online Writing & Amicus Training
Personalized Citations
Document Redlining
Editorial Guidelines
Appellate Process Group
High School Briefs

August 1, 2017

Justice Beth Walker
Supreme Court of Appeals of West Virginia
Capitol Complex
Building One, Room E-302
Charleston, West Virginia 25305

Dear Justice Walker:

Enclosed is our invoice for the legal-writing seminar that Professor Garner taught on July 28, 2017. I trust that you'll find it to be in order and ask that you put it in line for payment.

As always, he looks forward to seeing you and your colleagues again soon.

All best wishes,
Karolyne

Troy, Sue

From: Walker, Beth
Sent: Tuesday, August 01, 2017 9:41 PM
To: Troy, Sue
Cc: Johnson, Gary; Loughry, Allen
Subject: Fwd: LawProse Fee Statement
Attachments: WV Supreme Court 7.28.17.pdf; ATT00001.htm

Sue,

Can you process this for payment? Thanks so much.

Beth

Begin forwarded message:

From: Mia Taylor <[REDACTED]>
Date: August 1, 2017 at 5:47:44 PM EDT
To: "Beth.Walker@courtswv.gov" <Beth.Walker@courtswv.gov>
Cc: Karolyne <[REDACTED]>
Subject: LawProse Fee Statement

Dear Justice Walker,

Thank you again for your help in arranging the program. We greatly appreciate it.

Attached is our fee statement. Please let me know if you have any questions.

Enjoy your evening!

Sincerely,
Mia



State of West Virginia
Agency Purchase Order

CORRECT ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS
 ORDER SHOULD BE DIRECTED TO
 THE DEPARTMENT CONTACT.

Order Date: 2017-08-02

Order Number: APO 2400 2400 SUP1700000006	Procurement Folder: 323109
Document Name: LawProse Inc.	Reason for Modification: Add cost of materials and travel
Document Description: full-day seminar on Advanced judicial Writing	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtswv.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: VC0000054254 LAWPROSE INC 14180 DALLAS PARKWAY SUITE 280 DALLAS TX 75254 US Vendor Contact Phone: (000) 000-0000 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtswv.gov
---	---

304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US
---	---

Total Order Amount: \$21,502.06

DEPARTMENT AUTHORIZED SIGNATURE
 SIGNED BY:
 DATE:
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	86000000	0.00000			\$18,500.00
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Education and Training for Advanced Judicial Writing

Extended Description:

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017 requested by Justice Walker

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86000000	0.00000			\$1,000.00
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Education and Training for Advanced Judicial Writing

Extended Description:

Fee for additional participants

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	86000000	0.00000			\$881.67
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Course books and related expenses

Extended Description:

Course books and shipping and handling costs

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	86000000	0.00000			\$1,120.39
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Travel expenses for Professor Garner

Extended Description:

Airfare, cab fee

SUP1700000006	Document Phase Draft	Document Description full-day seminar on Advanced judicial Writing	Page 3 of 3
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**State of West Virginia
Agency Purchase Order**

**CORRECT ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.**

Order Date: 2017-08-02

Order Number: APO 2400 2400 SUP1700000006	Procurement Folder: 323109
Document Name: LawProse Inc.	Reason for Modification: Add cost of materials and travel
Document Description: full-day seminar on Advanced judicial Writing	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: VC0000054254 LAWPROSE INC 14180 DALLAS PARKWAY SUITE 280 DALLAS TX 75254 US Vendor Contact Phone: (000) 000-0000 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtsww.gov
--	--

INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount: \$21,502.06

DEPARTMENT AUTHORIZED SIGNATURE
SIGNED BY:
DATE:
ELECTRONIC SIGNATURE ON FILE



Extended Description:

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	86000000	0.00000			\$18,500.00
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Education and Training for Advanced Judicial Writing

Extended Description:

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017 requested by Justice Walker

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	86000000	0.00000			\$1,000.00
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Education and Training for Advanced Judicial Writing

Extended Description:

Fee for additional participants

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	86000000	0.00000			\$881.67
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Course books and related expenses

Extended Description:

Course books and shipping and handling costs

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	86000000	0.00000			\$1,120.39
	Service From	Service To	Manufacturer	Model No	Delivery Date
	2017-07-28	2017-07-28			

Commodity Line Description: Travel expenses for Professor Garner

Extended Description:

Airfare, cab fee

SUP1700000006	Document Phase Final	Document Description full-day seminar on Advanced Judicial Writing	Page 3 of 3
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**State of West Virginia
Agency Purchase Order**

**CORRECT ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.**

Order Date: 2017-04-14

Order Number: APO 2400 2400 SUP1700000006	Procurement Folder: 323109
Document Name: LawProse Inc.	Reason for Modification:
Document Description: full-day seminar on Advanced judicial Writing	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: VC0000054254 LAWPROSE INC 14180 DALLAS PARKWAY SUITE 280 DALLAS TX 75254 US Vendor Contact Phone: (000) 000-0000 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtsww.gov
--	--

INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount:	\$18,500.00
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DEPARTMENT AUTHORIZED SIGNATURE SIGNED BY: DATE: ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	86000000	0.00000			\$18,500.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-07-28	2017-07-28				

Commodity Line Description: Education and Training for Advanced Judicial Writing

Extended Description:

Advanced Judicial Writing for the Supreme Court of Appeals of West Virginia on July 28, 2017 requested by Justice Walker

SUP1700000006	Document Phase Final	Document Description full-day seminar on Advanced Judicial Writing	Page 3 of 3
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SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(FAX) 304/558-1212
www.courtsww.gov

MEMORANDUM

TO: ALL JUSTICES
FROM: GARY JOHNSON *YLF*
DATE: APRIL 12, 2017
RE: FINAL ADMINISTRATIVE CONFERENCE MINUTES

Attached for your records are final Minutes from the Administrative Conference held
Wednesday, April 5, 2017.

Attachment

MINUTES
ADMINISTRATIVE CONFERENCE
APRIL 5, 2017

1. PUBLIC ACCESS TO ADMINISTRATIVE CONFERENCE MINUTES

The Court discussed the matter.

2. FATALITY REVIEW PROCESS

Justice Workman prepared an Order and presented it to the Court for review. This matter will be placed on the next Administrative Conference for final action.

3. APPLICATION OF JUDGE CHARLES E. PARSONS TO BE A SENIOR STATUS JUDGE

By a vote of 5 - 0, the Court approved the appointment of Judge Charles E. Parsons to be a Senior Status Judge as of April 5, 2017.

4. IT REQUESTS

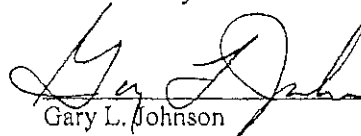
By a vote of 5 - 0, the Court approved:

4.1 The maintenance/support renewal for the SolarWinds Device Tracker software at a cost of \$3,856.00 to cover the period of 5/24/17 through 5/24/18.

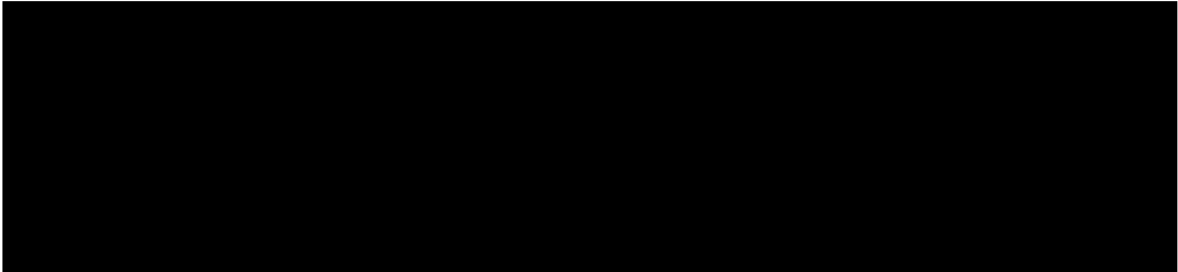
4.2 To renew the Symantec Antivirus maintenance/support used on all servers and computers within the Court network system at a cost of \$32,978.00 to cover the maintenance/support for a twelve-month period from 4/21/17 to the end date of 4/21/18.

4.3 The Veritas System Recovery support renewal for \$3,540.00 to cover support from 4/21/17 to 4/20/18.

Submitted by:


Gary L. Johnson

Date: 4/12/17



6. JUDICIAL INVESTIGATION COMMISSION SALARY REQUESTS

By a vote of 5 – 0, the Court tabled the request from Circuit Judge Ronald Wilson, Chairperson on the Judicial Investigation Commission, on behalf of the Commission members, for a salary increase for Teresa Tarr counsel, Brian Lanham assistant counsel and Pam Schafer, Executive Assistant, until there is a review of all salaries and benefits.

7. REORGANIZATION OF THE INTENSIVE SUPERVISION OFFICERS (ISO) PROGRAM IN THE PROBATION OFFICE

After reviewing the entire Intensive Supervision Officers for Sexual Offenders, the Court directed Administrative Director Gary Johnson and Director of Probation Services Mike Lacy to submit a proposed reorganization of the Probation Services Division for the Court's consideration.

8. COURT SERVICES REVIEW

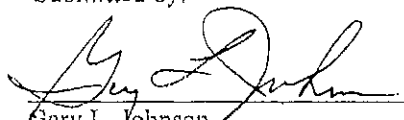
The Court postponed a review of the following Court Services items until the next Administrative Conference:

- The DV Registry employees' salary history and payments made to the DV Registry independent contractors.
- 2016 salary increases for Court Services.
- Salary history for Court Services employees.
- Reimbursement for indirect expenditures and grant modification to pay Oracle costs.

9. MISCELLANEOUS

- A. By a vote of 5 – 0, the Court approved a Court Facebook page with the conditions that no comments be allowed on the page and that it comply with ethics rules pertaining to any photographs posted.
- B. The Court reviewed the budget information, and no action was required.

Submitted by:

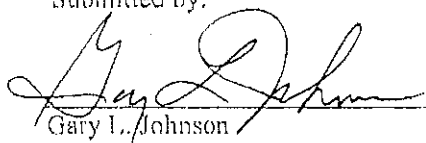

Gary L. Johnson Date: 4/12/17

- C. The Court reviewed the current state of the Court's legislation, and no further action was required.
- D. The EEO Utilization Report was presented for the Court's information, and no action was required.
- E. The Court approved the State Justice Institute Grant Application entitled "West Virginia Technology Technical Assistance" to allow for an evaluation of the entire court system, IT staff, and systems.
- F. If a vacancy occurs for the Drug Court Development and Training Specialist position, Mike Lacy has proposed that the LSCMI position be reassigned to the Drug Court position. The Court directed the Administrative Director to decide this personnel issue with the stipulation that the position is to be grant funded and continued employment in the position shall be dependent on continued grant funding.
- G. For the Court's information – Software Computer Group agreed to waive any fees for Court personnel or employees that use Circuit Express. The Court has paid Software Computer Group the following amounts: FY 2015: \$57,599.99; FY 2016: \$64,915.31; and FY 2017: \$30,201.61; for a total amount of \$152,716.91.
- H. The Court reviewed the National Center for State Courts reports on IT, IT personnel, and AO organization and no further action was taken.

ADDITIONAL TOPICS

- By a vote of 5 – 0, the Court approved the advertising for, and hiring of, a project manager for Court Plus.
- The Court reviewed the National Center for State Courts report that suggested a four-year Chief Justice term. After reviewing the report, Justice Ketchum made a motion to make the Chief Justice position a four-year term to be elected by a majority of the Court in the third week of September in the fourth year of the Term, which was approved by a vote of 4 – 1, with Justice Davis voting against the matter.
- Justice Ketchum made a motion that Chief Justice Loughry be elected to the first four-year Chief Justice term, the first year of said term which shall include the current year starting January 1, 2017, and shall expire December 31, 2020, which was approved by a vote of 4 – 1, with Justice Davis voting against the matter.

Submitted by:

 Date: 4/12/17
Gary L. Johnson

- Justice Ketchum made an additional motion that the outgoing Chief Justice shall be eligible for re-election which was approved on a 4 – 1 vote, with Justice Davis voting against the matter.
- The Court reviewed the contract from Casto Technical Services for \$1,721.00 for water leak repair work already completed on the Fourth Floor and \$10,866.00 to repair the remaining pipes that was previously entered into by the Administrative Director.
- At the request of Justice Walker, the Court approved by a 4 – 1 vote, with Justice Davis voting against, a one-day seminar by Brian A. Garner (resume attached) for law clerks.

1. The lecture fee is \$18,500 for up to 30 participants, \$19,500 for 31 – 40 participants or \$20,500 for up to 50 participants. An invitation will be extended to all of the Justices, the personal clerks of the Justices, lawyers in the Office of Counsel, and the Clerk's Office. The Clerk's Office shall determine the number of participants.

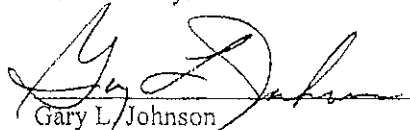
3. Travel and other expenses, including the course book will be approximately \$2,500.00 (depending on the number of participants).

Justice Walker stated that the salaries of her staff are approximately \$89,000 less than has been permitted for this calendar year. The savings can be used for the costs of the seminar.

ADDENDUM

After the meeting, the Court was polled and approved on a 5 – 0 vote the purchases of furniture for the new family court offices and court rooms in Cabell County. A list will be attached to the Administrative Conference Minutes.

Submitted by:


Gary L. Johnson Date: 4/12/17

BRYAN A. GARNER

14180 Dallas Parkway, Suite 280

Dallas, Texas 75254

Tel.: (214) 691-8588 Fax: (214) 691-9294

bgarner@lawprose.org

- Employment** President, LawProse Inc.; Dallas, Texas; Dec. 1990–present
Speaker in more than 3,000 public & private CLE programs since January 1991;
consultant on legal-writing & -drafting projects (briefs, corporate documents, etc.);
frequent expert witness on legal linguistics
Distinguished Research Professor of Law, Southern Methodist University
(teaching since 1990, current title since 2009)
Lecturer in Law, University of Texas School of Law, 2015, 2016
Lecturer in Law, Texas Tech University School of Law, 2014, 2016
Visiting Associate Professor of Law, University of Texas at Austin, 1988–1990
Associate at Carrington, Coleman, Sloman & Blumenthal, Dallas, 1985–1988;
Hiring Committee, 1987–1988
Law clerk to Judge Thomas M. Reavley, Fifth Circuit, 1984–1985
- Author** *Garner's Modern English Usage* (Oxford Univ. Press, 2016)
The Chicago Guide to Grammar, Usage, and Punctuation (Univ. of Chicago Press, 2016)
Garner's Dictionary of Legal Usage (Oxford Univ. Press, 3d ed. 2011; 2d ed. 1995; 1st ed. 1987)
(foreword by Judge Thomas M. Reavley)
Making Your Case: The Art of Persuading Judges (West, 2008) (coauthored with Justice Antonin Scalia)
Reading Law: The Interpretation of Legal Texts (West, 2012) (coauthored with Justice Antonin Scalia)
The Law of Judicial Precedent (Thomson Reuters, 2016) (coauthored with 12 appellate judges)
(foreword by Justice Stephen Breyer)
Garner on Language and Writing (ABA, 2009) (foreword by Justice Ruth Bader Ginsburg)
The Winning Brief (Oxford Univ. Press, 3d ed. 2014; 2d ed. 2004; 1st ed. 1999)
The Winning Oral Argument (West, 2009)
Legal Writing in Plain English (Univ. of Chicago Press, 2d ed. 2013; 1st ed. 2001)
The Elements of Legal Style (Oxford Univ. Press, 2d ed. 2002; 1st ed. 1991)
(foreword by Charles Alan Wright)
The Redbook: A Manual on Legal Style (West, 3d ed. 2013; 2d ed. 2006; 1st ed. 2002)
Guidelines for Drafting and Editing Legislation (RosePen, 2016)
(under the auspices of the Uniform Law Commission) (foreword by Judge Harriet Lansing)
Ethical Communications for Lawyers (LawProse, 2009)
Securities Disclosure in Plain English (CCH, 1999)
HBR Guide to Better Business Writing (Harvard Business Review, 2013)
The Rules of Golf in Plain English (Univ. of Chicago Press, 4th ed. 2016; 3d ed. 2013; 2d ed. 2008;
1st ed. 2004) (coauthored with Jeffrey Kuhn)
Garner's Modern American Usage (Oxford Univ. Press, 3d ed. 2009; 2d ed. 2003; 1st ed. 1998)
(abridged as *The Oxford Dictionary of American Usage and Style* (2000))
Quack This Way: David Foster Wallace and Bryan A. Garner Talk Language and Writing
(RosePen, 2013)
- Chief Editor** *Black's Law Dictionary* (Thomson-Reuters & West, 10th ed. 2014; 9th ed. 2009; 8th ed. 2004;
7th ed. 1999; and all pocket & abridged eds. since 1995)
A New Miscellany-at-Law, by Sir Robert Megarry, retired Vice Chancellor of
England & Wales (2005) (completed & edited the book for 96-year-old friend
who could no longer read)
Texas, Our Texas: Remembrances of the University (Bakin Press, 1984)
- Professional Activities** Drafting consultant to:
• Standing Committee on Rules of Practice and Procedure, Judicial Conference of the United States (restyled amendments to federal rules, including complete rewrites of the Civil Rules, Appellate Rules, and Criminal Rules), 1992–1999, 2015–present
• Judicial Conference of the United States (restyled the Rules for Judicial-Conduct and Judicial-Disability Proceedings), 2007–2008

**Professional
Activities**

Drafting consultant to:

- United States Court of Appeals for the Tenth Circuit (restyled local rules), 1998
- United States Court of Appeals for the Eleventh Circuit (restyled criminal & civil jury instructions), 2008–2013
- Supreme Court of Delaware (restyled Delaware civil & criminal jury charges), 1996–2003
- Supreme Court of Texas (restyled Texas Rules of Appellate Procedure), 1995–1996
- California Judicial Council (restyled California Rules of Appellate Procedure and Judicial Council Rules), 1997–2000
- California State Bar Court (restyled procedural rules for lawyer discipline), 2009–2010
- California Political Reform Commission (revising the California Political Reform Act in plain English), 2016

Board of directors, Center for American and International Law (Plano, Texas), 2015–present
Board of directors, Texas Law Review Association, 2000–2009
Editorial advisory boards:

- *The Chicago Manual of Style* (15th ed. 2003—and author of chapter 5)
- *The Green Bag* (journal), 2004–present

Columnist, “Garner on Words,” *ABA Journal*, Aug. 2012–present
Founding editor, *The Scribes Journal of Legal Writing* (editor in chief, 1990–2000)
President, American Society of Legal Writers (Scribes), 1997–1999 (board member, 1991–present)
Member, American Law Institute, 1992–present; member & lead reviser,
Special Committee on Bylaws and Council Rules, 1993–1994
Chair, Plain-Language Committee, State Bar of Texas, 1989–1995
Consultant to the Oxford Dictionary Department, Oxford, England, on various dictionaries
including the *Oxford English Dictionary*, 1988–present
Life fellow, Texas Bar Foundation
Member, Philosophical Society of Texas, 1993–present
Member, American Law Institute, 1992–present
Visiting scholar: University of Salzburg, June 1995, July 1998; University of Glasgow, July 1996;
University of Cambridge, Wolfson College, July 1997

Awards

2015 Exemplary Legal Writing Award, *Green Bag Almanac*, for *Black's Law Dictionary* (10th ed.)
2015 Bernie Siegan Award, Federalist Society, San Diego Chapter
2011 Canyon High School Hall of Fame (Canyon, Texas)
2010 Burton Award: Legal-Writing and Reference-Book Author of the Decade
(Washington, D.C., presented at the Library of Congress)
2010 Benjamin Franklin Book Award, Independent Book Publishers Association
(for *Garner on Language and Writing*, 2009)
2009 Burton Award: Outstanding Book in Law (Washington, D.C.) (for *Making Your Case: The Art of Persuading Judges*, coauthored with Justice Antonin Scalia)
2005 Lifetime Achievement Award, Center for Plain Language (Washington, D.C.)
2000 Scribes Book Award for Research and Writing (for *Black's Law Dictionary*, 7th ed.)
1998 Outstanding Young Texas Ex Award
1997 Clarity Award for Clear Legal Writing, State Bar of Michigan (for role as principal stylistic reviser of the Federal Rules of Appellate Procedure)
1994 Henry C. Lind Award, Association of Reporters of Judicial Decisions
(for significant contributions to the improved reporting of American judicial decisions)

Education

B.A., 1980, University of Texas at Austin
Phi Beta Kappa; Special Honors in Plan II
J.D., 1984, University of Texas at Austin
Texas Law Review, associate editor, 1983–1984; Triar Society, Abbot, 1983–1984
Honorary degrees: LL.D., Thomas M. Cooley Law School, Lansing, Michigan, 2000; LL.D.,
University of LaVerne, Ontario, California, 2007; LL.D., Stetson University College of Law,
Gulfport, Florida, 2010

Clubs

Century Association (N.Y.), Grolier (N.Y.), Johnsonians (N.Y.), Cosmos (Washington, D.C.),
Bent Tree (Dallas)

4/5/17 Administrative Conference
Approved, Kim Ellis will order.

03-31-2017
16:47:28

OMEGA Commercial Interiors

510 Hartman Run Road
Martinsburg, WV 26505
P: 304-581-6701

WV FAMILY COURT - HUNTINGTON

Item	Qty.	Product	Price	
			Unit	Extended
1	1	SS2460WSSL3 FOOTPRINT,24DX60W,SURF,1 3/16T,STRAIGHT,LAM,WIRE MGR PF P 1/8" MOLDED PVC STD STANDARD GROUP 1 CW CORDOVAN 462 CINDER 462 CINDER *** ---- *** ---- *** ---- *** ---- *** ----	Sell: \$179.08	\$179.08

RM 209 SECY/CLERK

2	1	SS2478WSSL3 FOOTPRINT,24DX78W,SURFACE,1 3/16T,STRAIGHT,LAM,WIRE MGR PF P 1/8" MOLDED PVC STD STANDARD GROUP 1 CW CORDOVAN 462 CINDER 462 CINDER *** ---- *** ---- *** ---- *** ---- *** ----	Sell: \$248.16	\$248.16
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RM 209 SECY/CLERK

Peggy Lovio

Supreme Court Lunches Listing Justice Walker as Attendee - January 1, 2017 - December 31, 2017						
DATE	Restaurant	Number of Attendees	Total Cost	Average Per Person Cost		
1/4	S. Hills Market	12	\$ 167.81	\$		13.98
1/9	Soho's	11	\$ 210.48	\$		19.13
1/10	Paternos	12	\$ 154.80	\$		12.90
1/11	Adelphia	12	\$ 175.00	\$		14.58
1/17	S.Hills Market	10	\$ 154.00	\$		15.40
1/18	Soho's	10	\$ 210.78	\$		21.08
1/23	Adelphia	11	\$ 212.64	\$		19.33
1/24	Paternos	17	\$ 276.00	\$		16.24
1/25	S.Hills Market	13	\$ 221.00	\$		17.00
2/7	Soho's	12	\$ 200.04	\$		16.67
2/8	Lola's	11	\$ 187.00	\$		17.00
2/13	Adelphia	12	\$ 214.00	\$		17.83
2/14	Paternos	13	\$ 189.60	\$		14.58
2/15	S.Hills Market	13	\$ 254.00	\$		19.54
2/27	Soho's	12	\$ 213.36	\$		17.78
3/6	Genesis Café	10	\$ 83.65	\$		8.37
3/7	Lola's	12	\$ 218.79	\$		18.23
3/8	Adelphia	12	\$ 205.00	\$		17.08
3/20	Soho's	11	\$ 190.08	\$		17.28
3/28	S.Hills Market	5	\$ 106.23	\$		21.25
4/5	S.Hills Market	13	\$ 206.55	\$		15.89
4/18	The BLOCK	9	\$ 137.00	\$		15.22
4/19	Paternos	12	\$ 183.60	\$		15.30
4/24	Soho's	11	\$ 214.74	\$		19.52
4/25	S.Hills Market	14	\$ 216.00	\$		15.43
5/2	Adelphia	11	\$ 188.00	\$		17.09
5/3	The BLOCK	11	\$ 160.00	\$		14.55
5/16	Paternos	12	\$ 176.40	\$		14.70
5/17	Soho's	12	\$ 207.66	\$		17.31
5/23	S.Hills Market	11	\$ 184.00	\$		16.73
5/31	Adelphia	13	\$ 251.00	\$		19.31
6/14	Paternos	11	\$ 186.00	\$		16.91
8/30	Soho's	10	\$ 190.14	\$		19.01
8/31	S.Hills Market	12	\$ 214.00	\$		17.83
9/12	Adelphia	12	\$ 220.00	\$		18.33
9/13	The BLOCK	11	\$ 171.00	\$		15.55
9/19	Soho's	11	\$ 191.64	\$		17.42
9/19	Paternos	12	\$ 206.40	\$		17.20
9/20	S.Hills Market	12	\$ 217.00	\$		18.08
10/2	Adelphia	12	\$ 200.20	\$		16.68
10/3	The BLOCK	11	\$ 167.00	\$		15.18
10/11	Soho's	12	\$ 201.78	\$		16.82
10/17	Paternos	11	\$ 175.20	\$		15.93
10/18	S.Hills Market	13	\$ 216.00	\$		16.62
10/31	Soho's	11	\$ 192.48	\$		17.50
TOTALS			\$ 8,718.05	\$		755.36

Remaining Supreme Court Lunches - January 1, 2017 - December 31, 2017 (Justice Walker Not Identified in Attendance)

DATE	Restaurant	Number of Attendees	Total Cost	Average Per Person Cost
2/17	Soho's	6	\$ 155.04	\$ 25.84
6/6	S.Hills Market	15	\$ 271.30	\$ 18.09
7/31	Pies and Pints	?	\$ 232.00	
9/28	S.Hills Market	13	\$ 246.00	\$ 18.92
10/23	Adelphia	11	\$ 174.00	\$ 15.82
11/13	Soho's	11	\$ 179.82	\$ 16.35
11/14	Paternos	10	\$ 120.00	\$ 12.00
Subtotal			\$ 1,378.16	\$ 107.02
TOTAL			\$ 10,096.21	\$ 862.38