



# Public Infrastructure and Conservation

Deb Bell

**Council Initiated:**

☐ Yes

☒ No

**ECAF:** 2025-2306

**Motion:** 25-360

**Type:**

☒ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

**Requested Handling:**

☒ Normal

☐ Expedite

☐ Urgent

**Fund Source:**

☐ General Fund

☒ Other

☐ N/A

**Executive Rec:**

☒ Approve

☐ Do Not Approve

☐ N/A

**Approved as to**

**Form:**

☒ Yes

☐ No

☐ N/A

**Subject:** Amendment No. 4 to Software as a Service Agreement with LegalAtoms Corporation.

**Scope:** Proposed Amendment 4 would add payment collection services for users of the County electronic filing solution for citizens utilizing the e-file service for court documents.

**Duration:** Execution through September 30, 2028.

**Fiscal Impact:** ☐ Current Year ☐ Multi-Year ☒ N/A

The new service is provided at no cost to the County.

|             | Motion                 | Start      | End        | Total     |
|-------------|------------------------|------------|------------|-----------|
| Original    | Executive              | 10/01/2020 | 12/31/2020 | \$18,000  |
| Amendment 1 | <a href="#">21-013</a> | 01/01/2021 | 12/31/2021 | \$36,000  |
| Amendment 2 | <a href="#">21-307</a> | 01/01/2022 | 09/30/2023 | \$84,000  |
| Amendment 3 | <a href="#">23-357</a> | 10/01/2023 | 09/30/2028 | \$278,491 |
| Amendment 4 | 25-360                 | Execution  | 09/30/2028 | \$0       |

**Authority Granted:** Approves and authorizes the County Executive to execute Amendment No. 4 to the Software as a Service Agreement between Snohomish County and LegalAtoms Corporation, under SCC 3.04.140(11).

**Background:** The Clerk's staff began using LegalAtoms on a trial basis to provide the public with an intuitive and easy tool for the completion and submission of self-represented litigants seeking a protection order. The original agreement was executed on September 23, 2020, via Executive's signature authority and totaled \$18,000.

The Executive's Office authorized a sole source award (SS-23-003JM) to LegalAtoms to continue to provide this service to the public and amended the agreement in February 2021, ensuring the secure protection order filing solution. In September 2021, Council approved a second amendment to the agreement extending the existing service through September 30, 2023. In July 2023, Council approved Amendment 3 to extend the agreement through September 30, 2028, for a cost of \$278,491, plus applicable sales tax.

**Requested Action:** For Council to move the motion to GLS on August 27th, 2025, for consideration.