



Circuit Court for Howard County
Office of Court Administrator
8360 Court Avenue
Ellicott City, Maryland
21043

Suzanne H. James
Court Administrator

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June 15, 2007

Lonnie Robbins
Chief Administrative Officer
George Howard Building
3450 Courthouse Drive
Ellicott City, MD 21043

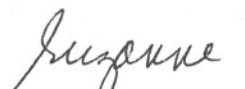
Dear Mr. Robbins:

I am writing to advise that the Circuit Court for Howard County has been awarded a \$20,000 grant from the Maryland State Law Library, Maryland Judiciary. This grant is to be used to improve our equipment and technology in the library for our judges, staff and patrons; to create a small duplicate chambers collection for heavily used books; and to provide enhanced professional development for our law librarian.

We have been in contact with the Department of Finance and have been given the FY08 revenue charge code of 051-210-0109-3111. We are requesting an SAO for FY08 in order to provide the appropriation to allow us to spend these funds.

Thank you for your assistance.

Sincerely,


Suzanne H. James

cc: Judge Diane O. Leasure
Carolyn Leveque, Financial Technician
Sandy Brewer, Law Librarian
Tom Mullenix, Budget Analyst
Jennifer Sager, Legislative Coordinator



DEPARTMENT OF FINANCE
Sharon F. Greisz
Director of Finance

June 19, 2007

To: Lonnie R. Robbins
Chief Administrative Officer

From: Sharon F. Greisz
Director of Finance

Re: SAO No. 1

I hereby certify that funds are unencumbered and available for transfer as follows:

FROM:

051-490-8903-1000-0607	Grants Fund Contingency	\$ 20,000
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TO:

051-210-1000-0109-0507	Circuit Court – Law Library	\$ 20,000
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