

## INSTRUCTIONS FOR COMPLETING THE LEGAL REVIEW FORM

Please complete the entire form, including VP or designee's signature and attach this to the agreement requiring review. This should be sent to the Office of General Counsel and all signatories through Adobe Sign.

1. All contracts, MOU's and affiliation agreements must be accompanied by a legal review form.
2. The legal review form should have **your and your department head's signature completed prior to routing to Office of General Counsel** (*the Office of General Counsel should include Elizabeth Nash at [ENash@centralstate.edu](mailto:ENash@centralstate.edu) as "acceptor" and Arcola Whatley, General Counsel, at [AWhatley@centralstate.edu](mailto:AWhatley@centralstate.edu) as "signer" on the legal review form*).
3. The legal review form is to confirm that the agreement conforms with University and State regulations prior to being signed by the University. The General Counsel approves the agreement for legal form and signs to acknowledge the approved legal form. General Counsel cannot sign agreements on behalf of the University.
4. If the agreement is from the vendor/contractor/community partner and not the University's standardized PSA or MOU, it may require an additional step of review and negotiation. Prior to submitting the agreement through this legal review process, you should provide a copy for a compliance review by sending the agreement via email to Arcola Whatley at [AWhatley@centralstate.edu](mailto:AWhatley@centralstate.edu) with a copy to Elizabeth Nash at [ENash@centralstate.edu](mailto:ENash@centralstate.edu). General Counsel is looking, primarily, for the following prohibited terms and conditions:
  - a) Automatic renewal of terms;
  - b) Terms in excess of two years or the biennium;
  - c) Venue and jurisdiction in case of a dispute being outside of the Ohio Court of Claims, Franklin County, Ohio;
  - d) Requirements for arbitration or waiver of jury trial; and
  - e) Indemnification provisions.
5. Once General Counsel has arrived at a final approved agreement, you will receive notice that the agreement is ready for the Adobe Sign process.

### **Please note the following:**

1. You should include the DATE NEEDED, otherwise, please allow a minimum of two weeks for legal review, including revisions, as needed.
2. The originator's signature should be added to begin the signature routing process, and you must agree that the business aspects of the agreement have been negotiated and the budget needed for the agreement has been approved by your department head.
3. The routing process should include the departmental director's signature and then vice president's signature prior to routing to Office of General Counsel. The legal review should be the last step before the agreement is signed by the President or Vice President of Administration and Finance on behalf of the University.
4. Once the agreement is fully signed by all parties, you are required to return a copy to the Office of General Counsel at [ENash@centralstate.edu](mailto:ENash@centralstate.edu).

