**Exhibit 1**

1. Supplier is responsible for using our draft Word documents to prepare, print, and mail final formatted Supreme Court booklets.
2. OAG schedules a filing date and submitting the Word draft a few days in advance.

1. The Supplier formats the cover and the tables of content and of authorities when converting the Word draft into a PDF;
2. Supplier prepares the relevant court orders into a properly formatted appendix to attach to the PDF.
3. OAG engages in rounds of edits on the PDF before it is approved for printing.
4. Once the brief is finalized, the Supplier shall create 40 copies of the PDF in a specialized booklet format for filing, create the service copies for us and for all opposing counsel, and deliver all of those printed copies to the court or to counsel as needed for the case.
5. The Supplier must also send us the final PDFs as they were printed for e-filing with the Supreme Court the same day that the printed copies are mailed.
6. The Supplier will be responsible for the initial payment of expenses relating to reimbursable shipping and filing fees.