



Jana L. Knott
jana@basslaw.net

May 18, 2026

VIA E-MAIL

Tommie Johnson III, Oklahoma County Sheriff
c/o Cody L. Compton, General Counsel
Oklahoma County Sheriff's Office
cody.compton@oklahomacounty.org

Re: *Tommie Johnson III, in his capacity as Oklahoma County Sheriff, and the Oklahoma County Sheriff's Office, regarding the transportation of inmates from the Oklahoma County Jail to the Oklahoma County Courthouse*
Our File No. 15244

Dear Client:

Thank you for choosing Bass Law (the "Firm") to represent you, Tommie Johnson III, in his capacity as Oklahoma County Sheriff, and the Oklahoma County Sheriff's Office, (the "Client") in the above-referenced matter. This letter will serve to confirm the understanding of the Firm and the Client regarding this Engagement. The Firm's representation of Client will be governed by the following terms:

1. Scope of Engagement. The Firm will represent Client in connection with the above-referenced matter (the "Engagement"). During the course of the Engagement, the Firm will work closely with Client and any representative that Client designates.
2. Personnel. Jana L. Knott will primarily be responsible for this engagement. To provide quality legal services to Client in an efficient and economical manner, other attorneys, legal assistants and law clerks with varying billing rates may be utilized at the Firm's discretion. Should the Firm desire to engage co-counsel to assist in the above-referenced matter, Client authorizes Firm to engage such at the hourly rates agreed to herein.
3. Fees and Expenses. Firm's legal fees are computed on the basis of time expended by Firm's personnel. Firm's hourly rates range from \$75.00 per hour to \$450.00 per hour depending on the personnel performing the work and the nature of the work. Fees and expenses applicable to this Engagement are detailed on the attached Schedule of Fees and Expenses. Fees and expenses shall not exceed \$30,000.00 unless otherwise agreed to by Client.

104 North Rock Island Avenue
P.O. Box 157
El Reno, OK 73036

252 NW 70th St.
Oklahoma City, OK 73116



office 405.262.4040
fax 405.262.4058
web www.basslaw.net

4. Initial Retainer. No retainer required.
5. Litigation Expense Awards. In the event the engagement involves litigation, the parties might agree, or the court might order, that another party to such litigation pay some or all of the Firm's fees and expenses. Under applicable Oklahoma law, funds paid by reason of such agreements or orders belong to Client and Firm has no interest in the funds. Any agreement or order obligating another person to pay Client's attorneys' fees and expenses will entitle Client to seek reimbursement from the appropriate party, but will not affect Client's obligation to pay Firm's fees and expenses as provided in this letter.
6. Conflicts. Firm's conflicts review procedure has not revealed any conflict that would prevent the Firm from representing Client in this Engagements; however, unforeseen conflicts might arise. If such an actual conflict does arise, the Firm reserves the right to request that Client waive the conflict of interest in writing.
7. Termination and Conclusion of Engagement. Either Client or Firm may terminate this engagement at any time and for any reason by giving written notice of termination to the other party. In the event of termination, Client agrees to pay Firm's outstanding fees and expenses as of the date of termination and the Firm agrees to cooperate in all ways reasonably requested by Client in the transfer of pending matters to successor legal counsel. All files generated by the Firm are the property of the Firm; however, on payment of Firm's outstanding fees and expenses and the expenses of reproduction, copies of Firm's files relating to the Engagement will be made available to Client. Client is entitled and encouraged to take possession of all original documents in the file at the conclusion of the Engagement. The Firm reserves the right to securely destroy Client's file at the conclusion of the Engagement without further notice to Client.
8. Communications. It is the Firm's policy to return phone calls and emails by the close of the next business day whenever possible. If the communication is urgent and Client or Client's representative is unable to reach a specific member of the Firm, call the Firm's main phone number (405-262-4040) to speak to a legal assistant. If necessary, a legal assistant can arrange for Client or Client's representative to speak to another member of the Firm.
9. Entire Agreement. This letter and the attached Schedule of Fees and Expenses contains the entire agreement between the Firm and the Client regarding this Engagement. Any deletions, additions or changes to this agreement must be in writing and signed by both the Firm and the Client.

If the Client agrees to retain the Firm on the terms outlined herein, please sign this letter where indicated below and return to the Firm.

Sincerely,



Jana L. Knott

ACCEPTANCE

The undersigned does hereby employ Bass Law as counsel on the foregoing terms.

A handwritten signature in black ink, appearing to read 'Tommie Johnson III', written over a horizontal line.

*Tommie Johnson III,
in his capacity as Oklahoma County Sheriff*

*Chairman
Oklahoma County Board of County Commissioners*

Schedule of Fees and Expenses
January 1, 2026

Billing Rates

<u>Attorneys</u>	<u>Hourly Rate</u>
Jana L. Knott	\$450/hour
A. Gabriel Bass	\$350/hour
Associate Attorneys	\$225-\$300/hour
Legal Assistant/Paralegal	\$75-\$150/hour

The Firm's normal practice is to submit invoices for services rendered on a monthly basis. However, Firm may submit out-of-cycle invoices. Firm will send Client invoices with fees itemized on a daily basis, with a listing of out-of-pocket reimbursable expenses. Client may request that invoices be presented in a particular format or delivered to a particular address. **Invoices are due upon receipt. The Firm reserves the right to charge accounts interest at up to the highest rate allowed by law on any outstanding balances after 30 days from the date of the invoice.**

Reimbursable Expenses

Court costs, filing fees, recording fees, process service fees, deposition fees, transcript costs, evidence costs (including photographs, investigative services, witness fees, affidavits and other similar expenses) and computerized research are billed at Firm's actual cost.

Printing, book binding, outside copying and similar charges are billed at Firm's actual cost. Internal copying is billed at \$0.25 per copy.

Postage, certified mail, express mail, courier services and similar charges are billed at Firm's actual cost.

The Firm does not bill for facsimile charges or local or long distance telephone expenses. Conference calling services and similar charges are billed at Firm's actual cost.

Coach air fare, automobile rental, parking, ground transportation expenses, lodging, meals and similar charges incurred in travel (if travel becomes necessary) are billed at Firm's actual cost. Mileage is billed for use of Firm's employees' automobiles at the current rate approved by the I.R.S.

Overtime compensation for secretarial and clerical employees which are incurred as a result of extraordinary client demands are billed at Firm's estimated actual cost.

Other expenses approved by Client will be billed at Firm's actual cost.

```

=====
Bill To                               Requisition 12606829-00  FY 2026
OK COUNTY SHERIFF'S OFFICE
2101 NE 36th Street
                                     Acct No:
                                     1161-20-500-200-000-000-54455 -
OKLAHOMA CITY, OK                   Review:
73111                                 Buyer: 6065soanddea
                                     Status: Released
                                     Page 1
=====

```

```

=====
Vendor                                Ship To
BASS LAW FIRM P C                    OK COUNTY SHERIFF'S OFFICE
104 N ROCK ISLAND AVE                2101 NE 36th Street
PO BOX 157                             OKLAHOMA CITY, OK 73111
EL RENO, OK 73036
Tel#405-262-4040
=====

```

```

Deliver To
OK COUNTY SHERIFF'S OFFICE
2101 NE 36th Street
OKLAHOMA CITY, OK 73111

```

```

-----
Date      | Vendor | Date   | Ship  |      |      |
Ordered   | Number | Required | Via   | Terms | Department
-----
05/18/26 | 004918 | 05/20/26 |      |      | Sheriff
-----

```

```

-----
LN Description / Account                Qty      Unit Price      Net Price
-----
001 Legal Services (contract to be      1.00      30000.00000      30000.00
    approved BOCC 5/20/2026)            EACH
1 1161-20-500-200-000-000-54455 -      30000.00
-----

```

```

Ship To
OK COUNTY SHERIFF'S OFFICE
2101 NE 36th Street
OKLAHOMA CITY, OK 73111

```

```

Deliver To
OK COUNTY SHERIFF'S OFFICE
2101 NE 36th Street
OKLAHOMA CITY, OK 73111

```

```

Requisition Total 30000.00

```

```

***** General Ledger Summary Section *****
Account                                Amount  Remaining Budget
1161-20-500-200-000-000-54455 -      30000.00  105663.78
    Sheriff Law Enforcement           Professional Services-Other

```

```

***** Approval/Conversion Info *****
Activity Date      Clerk      Comment
Approved 05/18/26  Andrea Dean  Auto approved by orig/apprvr:
Approved 05/18/26  Brandi Sevier  Auto approved by orig/apprvr:
Queued   05/18/26  Albert Rodriguez  Auto approved by orig/apprvr:
Queued   05/18/26  Bailey Owens  Auto approved by orig/apprvr:
Queued   05/18/26  Brooke Smith  Auto approved by orig/apprvr:

```

Bill To
 OK COUNTY SHERIFF'S OFFICE
 2101 NE 36th Street

OKLAHOMA CITY, OK
 73111

Requisition 12606829-00 FY 2026

Acct No:
 1161-20-500-200-000-000-54455 -
 Review:
 Buyer: 6065soanddea
 Status: Released

Page 2

Vendor
 BASS LAW FIRM P C
 104 N ROCK ISLAND AVE
 PO BOX 157

EL RENO, OK 73036

Tel#405-262-4040

Ship To
 OK COUNTY SHERIFF'S OFFICE
 2101 NE 36th Street
 OKLAHOMA CITY, OK 73111

Deliver To
 OK COUNTY SHERIFF'S OFFICE
 2101 NE 36th Street

OKLAHOMA CITY, OK 73111

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
05/18/26	004918	05/20/26			Sheriff

LN	Description / Account	Qty	Unit Price	Net Price
Queued	05/18/26 Deborah McDonald	Auto approved	by orig/apprvr:	
Queued	05/18/26 Maria Pinley	Auto approved	by orig/apprvr:	
Queued	05/18/26 Sheena McGrady	Auto approved	by orig/apprvr:	
Queued	05/18/26 Chantel Boso	Auto approved	by orig/apprvr:	
Pending	Chantel Boso	Auto approved	by orig/apprvr:	
Pending	Ashley Franklin	Auto approved	by orig/apprvr:	
Pending	Ashley McMichael	Auto approved	by orig/apprvr:	
Pending	Lauren Adkison	Auto approved	by orig/apprvr:	
Pending	Long Tran	Auto approved	by orig/apprvr:	