



## FIRST AMENDMENT TO AGREEMENT FOR SPECIAL MAGISTRATE SERVICES

THIS FIRST AMENDMENT TO AGREEMENT FOR SPECIAL MAGISTRATE SERVICES ("First Amendment") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City") and **DHN ATTORNEYS, PA**, a professional association duly organized and authorized to do business in the state of Florida (EIN: 46-4054707) ("Attorneys" or "Firm").

**WHEREAS**, on May 21, 2025, City and Firm entered into an Agreement for Special Magistrate Services (the "Original Agreement") City of Ocala Contract Number GRM/241089 for a term of one (1) year term starting from May 19, 2025, through May 18, 2026; and

**WHEREAS**, City desires to correct a scrivener's error in Paragraph 5 of the Original Agreement.

**NOW THEREFORE**, in consideration of the foregoing recitals, the following mutual covenants and conditions, and other good and valuable consideration, City and Firm agree as follows:

1. **RECITALS.** City and Firm hereby represent, warrant, and agree that the Recitals set forth above are true and correct and are incorporated herein by reference.
2. **INCORPORATION OF ORIGINAL AGREEMENT.** The Original Agreement between City and Firm is hereby incorporated by reference as if set forth herein in its entirety and remains in full force and effect, except, for those terms and conditions expressly amended by this First Amendment.
3. **AMENDMENT TO PARAGRAPH 5 – TERM OF AGREEMENT.** The language contained in Paragraph 5 – Term of Agreement of the Original Agreement is hereby deleted and replaced with the following:

**TERM OF AGREEMENT.** This Agreement shall become effective and commence on **MAY 19, 2025**, and continue in effect for a term of **ONE (1) YEAR**, through and including **MAY 18, 2026** (the "Term"). This Agreement may be renewed for **ONE (1)** optional **ONE (1) YEAR** period by written consent between City and Firm.

4. **NOTICES.** All notices, certifications or communications required by this First Amendment shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:

If to Firm:

DHN Attorneys, PA  
 Attention: Ryan C. Fong, Esq.  
 448 S. Alafaya Trail, Unit 8  
 Orlando, Florida 32828  
 Phone: 407-269-5346 ext. 110  
 E-mail: [ryan@dhnattorneys.com](mailto:ryan@dhnattorneys.com)

If to City of Ocala:

Daphne M. Robinson, Esq., Contracting Officer  
 City of Ocala  
 110 SE Watula Avenue, 3rd Floor  
 Ocala, Florida 34471  
 Phone: 352-629-8343  
 E-mail: [notices@ocalafl.gov](mailto:notices@ocalafl.gov)



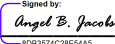
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
William E. Sexton, Esq., City Attorney  
 City of Ocala  
 110 SE Watula Avenue, 3<sup>rd</sup> Floor  
 Ocala, Florida 34471  
 Phone: 352-401-3972  
 E-mail: [cityattorney@ocalafl.gov](mailto:cityattorney@ocalafl.gov)

5. **COUNTERPARTS.** This First Amendment may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
6. **ELECTRONIC SIGNATURE(S).** Firm, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this First Amendment. Further, a duplicate or copy of the First Amendment that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original First Amendment for all purposes.
7. **LEGAL AUTHORITY.** Each person signing this First Amendment on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment.

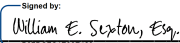
**IN WITNESS WHEREOF,** the parties have executed this First Amendment on 6/3/2025

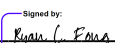
**ATTEST:****CITY OF OCALA**

Signed by:  
  
 Angel B. Jacobs  
 City Clerk

DocuSigned by:  
  
 Peter Lee  
 City Manager

**Approved as to form and legality:****DHN ATTORNEYS, PA**

Signed by:  
  
 William E. Sexton, Esq.  
 City Attorney

Signed by:  
  
 By: Ryan C. Fong  
 (Printed Name)

Title: Partner  
 (Title)

## Certificate Of Completion

Envelope Id: FC802AD0-D58C-451C-A25E-712E08179AE2  
 Subject: First Amendment to Agreement for Special Magistrate Services (GRM/241089)  
 Source Envelope:  
 Document Pages: 2  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Porsha Ullrich  
 110 SE Watula Avenue  
 City Hall, Third Floor  
 Ocala, FL 34471  
 pullrich@ocalafl.gov  
 IP Address: 216.255.240.104

## Record Tracking

Status: Original 5/29/2025 2:39:14 PM	Holder: Porsha Ullrich pullrich@ocalafl.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: Docusign

## Signer Events

Ryan C. Fong  
 ryan@dhnnattorneys.com  
 Partner  
 Security Level: Email, Account Authentication (None)

## Signature

Signed by:  
  
 6688A217E1BF45A...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 107.203.216.125

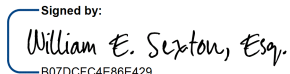
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 Signed: 5/29/2025 3:04:50 PM

## Electronic Record and Signature Disclosure:

Accepted: 5/29/2025 3:03:55 PM  
 ID: 5f244a6c-d187-466e-8bc6-505f1f455548

William E. Sexton, Esq.  
 wsexton@ocalafl.org  
 City Attorney  
 City of Ocala  
 Security Level: Email, Account Authentication (None)

Signed by:  
  
 B07DCFC4E86E429...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 216.255.240.104

Sent: 5/29/2025 3:04:51 PM  
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 Signed: 5/29/2025 3:33:17 PM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Peter Lee  
 plee@ocalafl.org  
 City Manager  
 City of Ocala  
 Security Level: Email, Account Authentication (None)


DocuSigned by:  
  
 5BB28E162F2E4C2...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 216.255.240.104

Sent: 5/29/2025 3:33:18 PM  
 Viewed: 6/3/2025 11:11:23 AM  
 Signed: 6/3/2025 11:11:36 AM

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Angel B. Jacobs  
 ajacobs@ocalafl.org  
 City Clerk  
 Security Level: Email, Account Authentication (None)

Signed by:  
  
 8DB3574C28E54A5...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 216.255.240.104

Sent: 6/3/2025 11:11:37 AM  
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 Signed: 6/3/2025 1:15:31 PM

## Electronic Record and Signature Disclosure:

Accepted: 6/3/2025 1:15:18 PM  
 ID: 9ae92f89-b3f2-4da2-887c-f32d32559582

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/29/2025 2:42:18 PM
Certified Delivered	Security Checked	6/3/2025 1:15:18 PM
Signing Complete	Security Checked	6/3/2025 1:15:31 PM
Completed	Security Checked	6/3/2025 1:15:31 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Ocala - Procurement & Contracting:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [contracts@ocalafl.org](mailto:contracts@ocalafl.org)

### **To advise City of Ocala - Procurement & Contracting of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Ocala - Procurement & Contracting**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Ocala - Procurement & Contracting**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.