



Second Judicial District Court Washoe County Law Library

AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, September 2, 2020, at 12:00 PM. This meeting will be held by teleconference only due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.

Members of the public may attend the meeting via ZOOM webinar by accessing the following link: <https://washoecourts.zoom.us/j/97182453641?pwd=RGpwSjNIMWZiSThCRWdZSHZJS0lFQT09> Passcode: 379249. This option will require a computer with audio and video capabilities.

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another later meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

Accessibility. In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Washoe County Law Library at (775) 328-3250, 24 hours prior to the meeting

Time Limits. Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. Persons may not allocate unused time to other speakers.

Public Comment. As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the ZOOM webinar listed above, via email to emily.reed@washoecourts.us or by leaving a voice message at: (775) 325-6625. Voice messages received will either be broadcast into the record during the meeting, or transcribed for entry into the record. The Board will make reasonable efforts to include all comments received for public comment by email and voice-mail into the record. Please try to provide comments by 4:00 p.m. on September 1, 2020.

Responses to Public Comments. The Board of Trustees can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board of Trustees. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Trustees will consider, Board of Trustees may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board of Trustees may do this either during the public comment item or during the following item: "Board Comment – Limited to Announcements or Issues for Future Agendas".

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public in the lobby of 1 S. Sierra Street, Reno, Nevada 89501, and online at <https://www.washoecourts.com/lawlibrary/boardoftrustees>. Ms. Sarah Bates, Law Librarian II, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Bates is located at the Second Judicial District Court and may be reached by telephone at (775) 328-3254 or by email at sarah.bates@washoecourts.us.

The agenda will be:

- 12:00 PM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of May 6, 2020. For possible action.
 4. Update regarding the Law Library, including Lawyer in the Library Update, recruitment for open positions, 2020 statistics on volunteers, attendance, and topics covered.
 5. Update regarding the Law Library during the COVID-19 closure and next steps to reopen. For possible action.
 6. Review of updates to Library Card Policy and Confidentiality of Library Records Policy. For possible action.
 9. Update and discussion about creation of informational videos about the court system and court procedure for the public. For possible action.
 10. Board Comment – Limited to Announcements or Issues for Future Agendas
 11. Public Comments
 12. Adjournment

The agenda for this meeting has been posted at the following locations: the Second Judicial District Court (<https://www.washoecourts.com/>), the Nevada Public Notice Website (<https://notice.nv.gov/>) and the Washoe County Law Library at (<https://www.washoecourts.com/lawlibrary/boardoftrustees>). Pursuant to Section 3 of the Declaration of Emergency Directive 006, the requirement in NRS that notice agendas be physically posted within the State of Nevada has been suspended.

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT
Law Library Board of Trustees
Meeting Minutes

May 6, 2020, 12:00 p.m.

1. Roll Call

Board Members present:

Honorable Scott Freeman, Patricia Halstead, Cortney Young, Kathi Lutsch, and Mike Kattelman.

Also present were Lindsay Liddell, Deputy District Attorney, and Emily Reed, Assistant Court Administrator, Kait Flocchini, State Bar Counsel. Ms. Flocchini left after Agenda item 5.

Sarah Bates, Law Librarian joined at 12:13 p.m. and left after Agenda item 5.

2. Public Comments

None.

3. Approval of Minutes from Board Meeting of February 5, 2020.

Mike Kattelman moved for approval of the minutes. Second by Patricia Halstead. Unanimous approval.

4. Approval of Minutes from Emergency Board Meeting of March 16, 2020.

Mike Kattelman moved for approval of the minutes. Second by Patricia Halstead. Unanimous approval.

5. Kait Flocchini, State Bar Counsel, presented the Board with information regarding the various disciplinary statuses imposed by the State Bar of Nevada to guide volunteer protocol.

Discussion about Lawyer in the Library volunteer protocol, including a section regarding disciplinary status with the State Bar of Nevada, and creating a volunteer acknowledgment of receipt of protocol.

Board directed that the protocol be revised to include a section asking volunteers to disclose any formal disciplinary action currently pending with the State Bar of Nevada. Volunteers will also be required to disclose any suspensions within the last five (5) years.

Motion by Mike Kattelman. Chief Judge Freeman seconded. Unanimous approval.

6. Update regarding the Law Library, including Lawyer in the Library Update, 2020

statistics on volunteers, attendance, and topics covered.

Ms. Reed provided information regarding the amount of protection orders being sought during COVID-19 and assistance provided.

Nikki Cohn has retired after over 30 years of service. The Board thanked her for her service.

Natalie Villegas is a new employee and the Board welcomes her.

Ms. Reed provided a detailed overview of the items the Law Library team is working on including trainings, website updates, and staff meetings.

Discussion regarding challenges presented by circumstances related to COVID-19.

7. Update regarding Law Library closure during COVID-19 and possible next steps to re-open.

Discussion regarding possible curbside lending and returns of materials provided by the Law Library. Staff is working to accommodate patrons of the Law Library via Zoom or telephonic appointments.

8. Review of updated Law Library Board of Trustees member application and discussion about any additional questions to be added to the application.

Ms. Liddell, Esq., provided guidance regarding the address requirement on the application. Washoe County purchased a new program that will require board members to apply via the program.

Discussion regarding ability to add information to the application but not remove it.

Motion by Patricia Halstead to approve application with the additional requirement for lawyers to provide a certificate of good standing from the State Bar of Nevada. Second by Cortney Young. Unanimous approval.

9. Update and discussion about creation of informational videos about the court system and court procedure for the public.

Mike Kattelman provided an update on the status of the funds provided by the Family Law Section of the State Bar and indicated that the funds were now on deposit with the Clerk of the Court. Due to COVID-19 and restrictions related thereto Mr. Kattelman will be seeking volunteers through other methods.

10. Board Comment –
None.

11. Public Comments
None.

12. Adjournment; Next meeting September 2, 2020, at 12:00 pm.

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JUNE 2020

6/1/20 - 6/30/20

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 5:00 PM	NO IN PERSON VISITS		0

WASHOE COUNTY LAW LIBRARY LIVE CHATS

ClickDesk	TOTAL
	82

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM			0
10:00 AM - 12:00 PM			0
12:00 PM - 3:00 PM			0
3:00 PM - 5:00 PM			0
5:00 PM - 7:00 PM			0
		TOTAL	359

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	48	0
General Law	20	0
Probate	7	0
TOTAL	75	0

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	17
EBSCO	13
Email- Ask a Librarian	132
Inhouse Usage	
Internet / Contexte	
Westlaw Searches	
TOTAL	162

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

JUNE 2020

6/1/20 - 6/30/20

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	13	0	13
Answers	11	0	11
Child Custody	29	0	29
Child Support	33	0	33
Divorce/ Annulment/Separation	42	0	42
Domestic Violence/TPO/EPO	26	0	26
Family Court Procedures/Packets	24	0	24
Guardianships Adult/Minor	32	0	32
Name Change Adult/Minor	18	1	19
Motions/Notice/Emergency	31	0	31
Oppositions/Objections	34	2	36
Law Library Reference			
Appeals	15	1	16
Civil Complaints/Petitions	20	3	23
Civil Procedure/State/Federal	8	0	8
Civil Rights/Constitutional Law	10	0	10
Contract	4	1	5
Criminal Law and Defense	9	1	10
Employment/Labor	0	0	0
Immigration	4	0	4
Landlord/Tenant Rights	2	0	2
Medical	0	0	0
Military/Veterans Rights	0	0	0
Personal Injury/Damages	20	2	22
Probate/Wills/Trusts/Estate Planning	8	1	9
Rogue Title	0	0	0
Sealing of Criminal Record	0	0	0
Law Library Services			
Liberty Catalog/Circulation	7	17	24
Copier Use/ Change	0	0	0
Eflex / E-Filing	58	0	58
Internet/ Contexte	1	0	1
Lawyer in the Library Info./Referrals	90	7	97
Westlaw	31	2	33
Other Functions			
Copies of Court Records	25	0	25
Referrals To Other Services/NLS/WLS	23	3	26
Other	39	7	46
TOTAL			715

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JULY 2020

7/1/20 - 7/31/20

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 5:00 PM	NO IN PERSON VISITS		0

WASHOE COUNTY LAW LIBRARY LIVE CHATS

ClickDesk	TOTAL
	101

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM			0
10:00 AM - 12:00 PM			0
12:00 PM - 3:00 PM			0
3:00 PM - 5:00 PM			0
5:00 PM - 7:00 PM			0
		TOTAL	221

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	47	
General Law	33	
Probate	23	
TOTAL	103	0

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	16
EBSCO	8
Email- Ask a Librarian	80
Inhouse Usage	0
Internet / Contexte	0
Westlaw Searches	0
TOTAL	104

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

JULY 2020

7/1/20 - 7/31/20

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	6	1	7
Answers	4	0	4
Child Custody	25	0	25
Child Support	20	0	20
Divorce/ Annulment/Separation	39	0	39
Domestic Violence/TPO/EPO	8	0	8
Family Court Procedures/Packets	23	0	23
Guardianships Adult/Minor	20	0	20
Name Change Adult/Minor	6	0	6
Motions/Notice/Emergency	26	0	26
Oppositions/Objections	5	0	5
Law Library Reference			
Appeals	1	0	1
Civil Complaints/Petitions	14	0	14
Civil Procedure/State/Federal	3	0	3
Civil Rights/Constitutional Law	0	0	0
Contract	0	0	0
Criminal Law and Defense	7	0	7
Employment/Labor	1	0	1
Immigration	0	0	0
Landlord/Tenant Rights	10	0	10
Medical	0	0	0
Military/Veterans Rights	0	0	0
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	12	0	12
Rogue Title	0	0	0
Sealing of Criminal Record	4	0	4
Law Library Services			
Liberty Catalog/Circulation	6	17	23
Copier Use/ Change	0	0	0
Eflex / E-Filing	25	3	28
Internet/ Contexte	0	0	0
Lawyer in the Library Info./Referrals	88	0	88
Westlaw	4	3	7
Other Functions			
Copies of Court Records	9	1	10
Referrals To Other Services/NLS/WLS	18	0	18
Other	50	8	58
TOTAL			467

**LAWYER IN THE LIBRARY PROGRAM FOR FAMILY, GENERAL & PROBATE
PROGRAM**

FAMILY LAW

MAY - JULY 2020

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEYS	PARTICIPANTS	TURNE AWAY
MAY 5, 2020	Tehan Slocum/Kendra Jepsen	2	0	10	0
MAY 12, 2020	Michael Roth/Bronagh Kelly	2	0	10	0
MAY 19, 2020	Elizabeth Bittner/Bronagh Kelly	2	0	10	0
MAY 26, 2020	Kevin Ryan/Michael Roth	2	0	8	0
JUNE 2, 2020	Gary Silverman/Tehan Slocum	2	0	12	0
JUNE 9, 2020	Michael Roth/Gary Silverman	2	0	8	0
JUNE 16, 2020	Michael Roth/Janet Traut/Johnathan King	3	0	12	0
JUNE 23, 2020	Janet Traut/Kevin Ryan	2	0	8	0
JUNE 30, 2020	Bronagh Kelly	1	0	8	0
JULY 7, 2020	Johnathan King/Gary Silverman	2	0	12	0
JULY 14, 2020	Michael Roth/Gary Silverman	2	0	10	0
JULY 21, 2020	Bronagh Kelly/Gary Silverman	2	0	11	0
JULY 28, 2020	Janet Traut/Michael Roth/Gary Silverman	3	0	14	0

Total of Attorneys Per Session- 27

Total of New Attorneys - 0

Total Assisted – 133

Total Family Law Turned Away – 0

GENERAL LAW

MAY-JULY 2020

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEYS	PARTICIPANTS	TURNUED AWAY
May 6, 2020	Aaron Richter	1	0	2	0
May 13, 2020	Michael Alonso/John Samberg	2	0	8	0
May 20, 2020	Colton Loretz	1	0	1	0
May 27, 2020	Colton Loretz	1	0	6	0
June 3, 2020	Michael Alonso	1	0	4	0
June 10, 2020	Michael Alonso	1	0	4	0
June 17, 2020	Matthew Morris/Madelyn Shipman	2	0	5	0
June 24, 2020	Colton Loretz/John Samberg	2	0	7	0
July 1, 2020	Colton Loretz	1	0	4	0
July 8, 2020	Matthew Morris	1	0	5	0
July 15, 2020	John Samberg/Sarah Molleck	2	0	8	0
July 22, 2020	Colton Loretz	1	0	8	0
July 29, 2020	Kristen Matteoni	1	0	8	0
TOTALS		17	2	33	0

Total of Attorneys Per Session- 17

Total of New Attorneys- 0

Total Assisted- 33

Total General Law Turned Away- 0

PROBATE LAW

MAY - JULY 2020

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEYS	PARTICIPANTS	TURNUED AWAY
May 6, 2020	Nicole Harvey	1	0	6	0
May 13, 2020	Robert Broili	1	0	3	0
May 20, 2020	Robert Broili	1	0	2	0
May 27, 2020	Robert Broili	1	0	0	0
June 3, 2020	Ann Morgan	1	0	1	0
June 10, 2020	Debra Nicholson	1	0	2	0
June 17, 2020	Audrey Damonte	1	0	2	0
June 24, 2020	Nicole Harvey	1	0	2	0
July 1, 2020	Aaron Richter	1	0	2	0
July 8, 2020	Audrey Damonte	1	0	5	0
July 15, 2020	Nicole Harvey	1	0	7	0
July 22, 2020	Robert Broili	1		5	0
July 29, 2020	Robert Broili	1	0	4	0

Total of Attorneys Per Session- 13

Total of New Attorneys - 0

Total Assisted - 41

Total Probate Law Turned Away - 0

FILED

AUG 05 2020

JACQUELINE BRYANT, CLERK

By: [Signature]
DEPUTY CLERK

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6 **IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA**
7 **IN AND FOR THE COUNTY OF WASHOE**
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9 IN THE ADMINISTRATIVE MATTER OF:

10 THE SECOND JUDICIAL DISTRICT COURT'S

11 RESPONSE TO CORONAVIRUS DISEASE

12 (COVID-19)
13 _____/

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16 **ADMINISTRATIVE ORDER 2020-10**

17 WHEREAS, the Second Judicial District Court ("District Court") Chief Judge has authority to
18 make administrative decisions pertaining to the business of the court (WDCR 2(2), NRS 3.025(2)(c));

19 WHEREAS, on March 12, 2020, Governor Steve Sisolak ("Governor Sisolak") issued a
20 Declaration of Emergency in Nevada to facilitate response to the Coronavirus Disease (COVID-19)
21 pandemic;

22 WHEREAS, as the result of the Declaration of Emergency for COVID-19, Governor Sisolak
23 issued Directives governing activities in Nevada, including a stay at home order, directives limiting
24 the number of persons who can gather, and phases for reopening;

25 WHEREAS, the Declaration of Emergency for COVID-19, and all Directives issued are
26 available at: gov.nv.gov/News/Emergency_Orders/Emergency_Orders (last accessed 08/04/2020);
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1 WHEREAS, on March 18, 2020, the Chief Judge issued AO 2020-05 which temporarily
2 closed the courthouse to the public;

3 WHEREAS additional Administrative Orders have been issued on other court matters and all
4 Administrative Orders are available at washocourts.com/Main/AdminOrders (last accessed
5 08/04/2020).

6 **Accordingly, after review, and good cause appearing therefor, this Administrative Order**
7 **2020-10 follows:**

8 This Administrative Order is intended to be consistent with the Declaration of Emergency in
9 Nevada and to effectuate Governor Sisolak's issued Directives resulting from the Declaration of
10 Emergency and subsequent renewals or extensions of said Directives.

11 Due to the on-going health crisis caused by the COVID-19 pandemic, the physical Washoe
12 County Law Library remains closed to the public. Despite the Law Library's physical closure to the
13 public, services continue to be offered through e-mail (LawLibrary@washocourts.us), phone (775-
14 328-3250), and virtual chat (www.washocourts.com/LawLibrary). Law Library staff continues to
15 offer services by promptly answering e-mails, phone calls, voicemails, and virtual chats.

16 In order to ensure continued access to the Law Library's print collection, contactless book
17 lending is available to all Law Library cardholders. Patrons may request print materials through the
18 Law Library's online catalog (<https://washoelawlib.softlinkliberty.net/liberty/libraryHome.do>), by
19 phone call (775-328-3250), or by e-mail (LawLibrary@washocourts.us). Patrons without a Law
20 Library card may request one online by filling out an application through Law Library's online
21 catalog (<https://washoelawlib.softlinkliberty.net/liberty/libraryHome.do>). Patrons wishing to access
22 Westlaw remotely may go to the Law Library's webpage to sign-up for a free trial subscription to
23 Westlaw (www.washocourts.com/LawLibrary/OtherResources). There are other electronic databases
24 that can be accessed remotely to obtain electronic books and sample legal forms. These additional
25 databases can be found on the Law Library's webpage

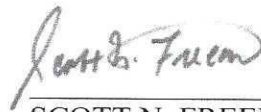
1 (www.washoecourts.com/LawLibrary/OtherResources).

2 The Lawyer in the Library program is being offered virtually via phone or videoconference,
3 with sign-up and program information available on the Washoe County Law Library website
4 (www.washoecourts.com/LawLibrary). The Lawyer in the Library program is held on Tuesdays
5 between 12 PM and 5 PM for the Family Law program, and Wednesdays between 12 PM and 5 PM
6 for the General Law and Probate Law programs. Due to the closure of the Law Library's physical
7 location to the public, all existing Conference Room reservations have been cancelled and no new
8 Conference Room reservations are being accepted until the expiration of this order.
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11 This Order shall be reviewed no later than every thirty (30) days and shall continue until
12 modified or rescinded by a subsequent order.

13 IT IS SO ORDERED.

14 DATED this 5th day of August, 2020.

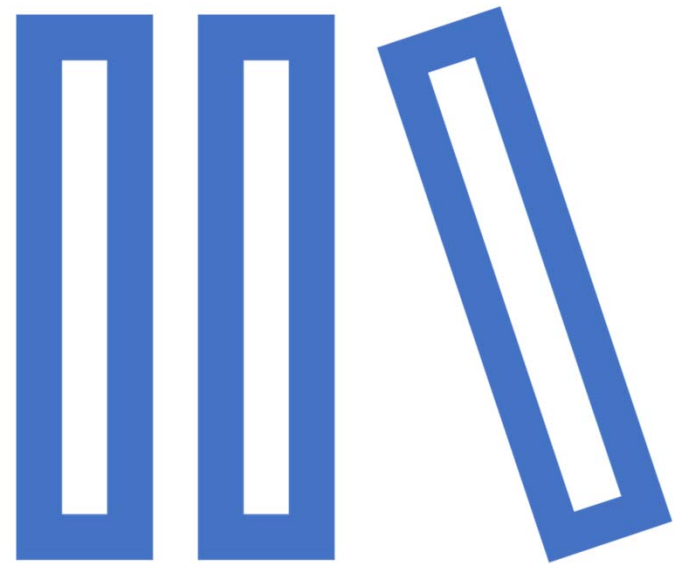
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17 SCOTT N. FREEMAN

18 CHIEF JUDGE
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September 2, 2020

Law Library update



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FILED

AUG 05 2020
JACQUELINE BRYANT, CLERK
By: *[Signature]*
DEPUTY CLERK

IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE

IN THE ADMINISTRATIVE MATTER OF:
THE SECOND JUDICIAL DISTRICT COURT'S
RESPONSE TO CORONAVIRUS DISEASE
(COVID-19)

ADMINISTRATIVE ORDER 2020-10

WHEREAS, the Second Judicial District Court ("District Court") Chief Judge has authority to make administrative decisions pertaining to the business of the court (WDCR 2(2), NRS 3.025(2)(c));

WHEREAS, on March 12, 2020, Governor Steve Sisolak ("Governor Sisolak") issued a Declaration of Emergency in Nevada to facilitate response to the Coronavirus Disease (COVID-19) pandemic;

WHEREAS, as the result of the Declaration of Emergency for COVID-19, Governor Sisolak issued Directives governing activities in Nevada, including a stay at home order, directives limiting the number of persons who can gather, and phases for reopening;

WHEREAS, the Declaration of Emergency for COVID-19, and all Directives issued are available at: gov.nv.gov/News/Emergency_Orders/Emergency Orders (last accessed 08/04/2020);

Administrative Order 2020-10

Issued regarding the Law Library closure as a response to COVID-19

Law Library Staff



Currently down to 4 staff members with some recent departures



We are recruiting for 2 positions

Where are we?



Most of the staff is working remotely from home



We strive to have 1 team member in the Law Library Monday through Friday

Staff takes turns rotating through to accommodate tasks that require us to be in the building

We are available to help!



Phone – the Law Library phones are forwarded to a cloud-based phone system that staff answers remotely



Email –we are responding to emails LawLibrary@washocourts.us



Chat – Law Library staff has our own chat box on the Law Library webpage

New website!

- We have redesigned our website
- Better organized and easier to find information
- We are continually adding online resources to assist patrons

The screenshot displays the Washoe County Law Library website. At the top, the navigation bar includes links for Judges & Calendars, Electronic Filing, Daily Calendar, Case Inquiry, Departments/Programs (highlighted with a red circle), Forms & Packets, and Notices. A search bar is located in the top right corner. Below the navigation bar, a dropdown menu for 'Departments/Programs' is open, listing various services such as Adult Guardianship, Arbitration, Assisted Outpatient Treatment, Discovery, Family Services, Filing Office, Foster Care Education, Jury, Language Access Services (highlighted with a red circle), Law Library (highlighted with a red circle), Minor Guardianship, Pretrial Services, Probate, Protection Orders, Resource Center, and Specialty Courts. The main content area features a 'Law Library' section with a notice about in-person services being closed and a list of virtual services including Lawyer in the Library, contactless book lending, digital cards, remote Westlaw access, and online databases. Below this is a 'Featured Content' section with a table of links: Law Library - Home Page, About Us, Board of Trustees, Lawyer in the Library, Legal Forms, Library Online Resources, Nevada Law and Courts, Federal Law, Find Legal Help, Community Resources, Tutorials and Seminars, Federal Depository Library Program, and FAQ's. To the right of the featured content is a 'Search the Library Catalog' section with a search input field and a search button. Further right is a 'Contact Information' section providing the address (75 Court Street, Room 101, Reno, NV 89501), phone number (775) 328-3250, and email LawLibrary@washocourts.us. Below contact information is the 'Hours of Operation' section, which states that in-person services are closed and provides hours for phone, email, and chat: Monday - Thursday: 8:00 am - 5:00 pm, Friday: 8:00 am - Noon, and Saturday and Sunday: Closed. At the bottom, there is a section for 'Ask a Law Librarian' with a link to www.washocourts.com/LawLibrary/AskLibrarian. The footer of the page includes 'Law Library - Home Page' and 'News and Announcements'.

Virtual Lawyer in the Library

- We are offering the Lawyer in the Library program via Zoom
- Patrons sign up through our website
 - Family Law on Tuesdays
 - General Law on Wednesdays
 - Probate Law on the 1st & 3rd Wednesdays of the month
- We work around the volunteers' schedules and let them choose the times



Virtual Lawyer in the Library

- Law Library staff handles all technical aspects of the program
- We ensure patrons are able to get connected to Zoom
- The attorney is provided a private breakout room to meet with each patron privately for 15 minutes
- Both patrons and volunteer attorneys are enjoying the convenience and safety of the virtual format

Since going virtual, we have assisted 374 patrons!





Digital Library Cards Now Available!

No need to come inside the Law Library to get a library card

1. Read our Library Card Policy
2. Fill out and sign the Library Card application
3. Return the signed application with a picture ID, and Bar number if applicable via email

We will issue a library card so patrons can access the online database that require it, and borrow books using contactless pick-up



Contactless book lending began June 16



Patrons can request Law Library books



Schedule an appointment to pick-up the books



Pick-up the books from Law Library staff outside the courthouse, contact-free



Books can now be returned to our book return in the lobby of 1 S. Sierra

Westlaw Online Remote Access



We have been offering remote access to Westlaw since mid-April.



Patrons can sign up for a free trial login that is good for 20 hours of usage for up to 14 days



Other Online Resources Available



Gale LegalForms

- Form templates and sample forms

EBSCO Legal Information Resource Center

- 80 full-text publications and reference books
- Thousands of forms searchable by state and topic

Instructional eFlex videos

[Requesting an E-Filing Account](#) *1105 views*

[How to Attach an Exhibit](#) *383 views*

[How to Electronically File via Eflex](#) *366 views*

[How to File Miscellaneous Documents](#) *159 views*

And more, on our website!

Preparing for upcoming Eviction needs

We worked with Nevada Legal Services to hold an eviction seminar on July 9

Seminar was hosted by the Law Library via Zoom

NLS provided the content and legal information

We had 80 attendees
Recording posted to YouTube has over 80 views

Reopening plan

We are working on a safe and effective plan for reopening

- Sneeze guards at the reference desk
- Keyboard protective covers for public computers
- Staggering of public-use computers to allow for social distancing
- Patron appointments to limit people in library
- Rotating staff
- Continuing virtual format of Lawyer in the Library





Thank you!

Policy Area:	
Effective Date:	
Revised Date:	
Review Date:	

POLICY AND PROCEDURE

1. **Title:** Library Card Policy – Law Library
2. **Purpose:** The Law Library’s collection is comprised of specialized legal materials. Items designated for circulation and not marked “Reference, Library Use Only” are available for loan to the public.
3. **Policy:** This policy informs the public about the Law Library’s circulation policy and the requirements needed to apply for a library card in order to borrow items.
4. **Scope and Applicability:** A set of procedures guiding the public and Law Library staff through the process of applying for and the responsibilities of having a library card, for those who wish to borrow materials from the library’s collection.
5. **Definitions:** Not Applicable
6. **Law:** Not Applicable
7. **Procedures:**
 - Law Library patrons are required to have a library card to check out materials.
 - Eligibility and Identification Requirements for a Library Card:
 - Nevada Attorneys:
 - A State Bar of Nevada card or bar number, and a photo ID.
 - Nevada Residents or California Residents from the following counties: El Dorado, Lassen, Placer, Plumas, Nevada, and Sierra:
 - Government issued photo ID (valid, with current address)
 - OR
 - Government issued photo ID (valid, address not current) and a verification of current address. Documents that can be used to verify your address include a utility bill, lease, or a piece of mail with your name and current address on it.
- Only one library card is allowed per individual. The library card will expire on an annual basis and may be renewed if the account is in good standing (i.e. no overdue books, no unpaid charges, etc.), the patron presents a valid government issued photo ID, and can verify their current address, if needed.
- Upon checking out materials, patrons must present a current library card or a photo ID to library staff.
- The Law Library has a three-item borrowing limit and a lending period of seven days.

Policy Area:	
Effective Date:	
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POLICY AND PROCEDURE

- Materials may be renewed once before the due date for another seven days, if not requested by another library user. Patrons may renew materials by logging on to their library accounts online through the library's online catalog, in person, via email: LawLibrary@washoecourts.us, or by phone: 775-328-3250.
- Materials not returned by the due date will be considered overdue.
- As a courtesy, the Law Library's system generates an overdue notice to patrons who provide email addresses.
- If an item is lost or not returned within 30 days of the due date, the patron will be charged the replacement cost of the book.
- If the past due item is returned in good condition, the replacement cost will be waived.
- If a patron pays the replacement charge and later returns the lost item to the library, no refund is given. The patron may keep the book or donate it to the Law Library.
- Library users with unpaid lost or damaged book charges or who have not returned library materials, may not check out items from the Law Library until all charges have been paid, and the items are returned or replaced.
- Loss of your Library Card should be reported immediately to the Law Library.
- Obtaining a digital Law Library card:
 - To apply for a digital Law Library card, a patron needs to agree to this policy and complete a Library Card Application.
 - Email the application with a copy of your government issued photo ID with proof of current address to LawLibrary@washoecourts.us.
 - For attorneys, please include a copy of your Nevada Bar card or number in the email.
 - The patron will receive their Law Library card account information via email. The patron can pick up their physical card by coming to the Law Library and presenting a valid government issued photo ID.
- By applying for and accepting a library card, users accept responsibility for all materials checked out and are bound by the Law Library's policies and procedures.

8. **Approved By:** Washoe County Law Library Board of Trustees

End of Policy

**SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA, WASHOE COUNTY**

Policy Area:	Law Library-2
Effective Date:	09/08/2016
Revised Date:	09/07/2016
Review Date:	09/07/2016

POLICY AND PROCEDURE

1. **Title:** **Library Card Policy – Law Library**
2. **Purpose:** The Law Library’s collection is comprised of specialized legal materials. Items designated for circulation and not marked “reference, library use only” are available for loan to the public.
3. **Policy:** This policy informs the public about the Law Library’s lending practices and how to apply for a library card in order to borrow items.
4. **Scope and Applicability:** A set of procedures guiding the Law Library staff through the the process of issuing a library card to Law Library users who wish to borrow materials from the library’s collection.
5. **Definitions:** Not Applicable.
6. **Law:** Not Applicable.
7. **Procedures:**
 - Law Library patrons are required to have a library card to check out materials.
 - Eligibility and Identification Requirements for a Library Card:
 - Nevada Attorneys:
A State Bar of Nevada card or bar number, and photo ID.
 - Nevada Residents or California Residents from the following counties: El Dorado, Lassen, Placer, Plumas, Nevada, and Sierra:
Nevada/California Government ID (valid, with current address) and *one* other form of address verification; OR Nevada/California Government ID (valid, address not current), plus *two* other forms of current address verification.
 - Government Employees:
Government agency Identification and photo ID.
 - Upon checking out materials, patrons must present a current library card or photo ID to library staff.
 - The Law Library has a three item borrowing limit and a lending period of seven days.
 - Materials may be renewed before the due date for another seven days, if not requested by another library user. Patrons may renew materials in person or phone, 775-328-3250.
 - Materials not returned within seven days will be charged an overdue fine of \$1.00 per day, per book. If an item(s) is lost or not returned within 30 days, the patron will be charged the replacement cost of the book and an administrative fee of \$15.00.
 - As a courtesy, the Law Library’s system generates an overdue notice to patrons who provide email addresses. However, not receiving an overdue notice does not excuse a card holder from overdue fines, replacement costs, or fees.
 - Library users with unpaid fines or who have not returned library materials, may not check out items from the Law Library until all charges have been paid, and the items returned or replaced.

Approved By: Washoe County Law Library Board of Trustees

End of Policy

**SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA, WASHOE COUNTY**

Policy Area:	
Effective Date:	
Revised Date:	08/12/2020
Review Date:	

POLICY AND PROCEDURE

1. **Title:** Washoe County Law Library Confidentiality of Library Records

2. **Purpose:**

Privacy and confidentiality of all patrons' library records or file information is protected by law and is important to the Washoe County Law Library. This includes all library circulation records and all other records linking the names of library patrons, their addresses, and other personal information with specific materials, online sites, and resources they access.

3. **Policy:**

Library staff members will protect information about library patrons and requests for information.

Any patron is entitled to information regarding his or her own items on loan, items on hold, items overdue, and fines. No information will be released to a patron by the library without verification that the patron asking for that information is that person.

No patron records or files will be made available to any individual, organization, or to any agency of federal, state or local government without a subpoena or court order. Any requests for patron record information will be referred to the Law Library Manager, the Assistant Court Administrator or the Clerk of the Court, and will not be released without authorization of same.

4. **Scope and Applicability:**

This policy covers procedures for the handling and protection of library records and the confidentiality of all patrons' library records.

5. **Definitions:**

Circulation: the lending of library books and other materials.

6. **Law:**

Nevada Revised Statute 239.013 states:

“Any records of a public library or other library which contain the identity user and the books, documents, films, recording or other property of the library which were used are confidential and not public books or records within the meaning of NRS 239.010. Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime.”

**SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA, WASHOE COUNTY**

Policy Area:	
Effective Date:	
Revised Date:	08/12/2020
Review Date:	

POLICY AND PROCEDURE

7. Procedures:

- If a subpoena, warrant, court order, or any requests for confidential library information are presented to Law Library staff, the Law Library Manager must be notified immediately.
- If the Law Library staff is asked to provide library records or files by an official agent or officer, the Law Library Manager must be notified immediately.
- If the Law Library provides information for a government agency through the USA PATRIOT Act, the Law Library cannot notify anyone, including the person whose confidential information is being provided.
- The Law Library cannot disclose to third parties the fact that confidential information has been requested or obtained on an individual, unless the individual consents or the Law Library is compelled to make the disclosure by order, warrant, subpoena, or other legal process.
- The Law Library reserves the right to voluntarily disclose any information to any person or entity where the manager of the Law Library believes that an emergency involving immediate danger of death or serious injury justifies the disclosure.

8. Approved By:

End of Policy