



Second Judicial District Court Washoe County Law Library

AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, December 4, 2019, at 11:00 AM in the Robert Z. Hawkins Boardroom in the Washoe County Law Library. The library is located in room 101 on the first floor of the Courthouse at 75 Court Street, Reno, Nevada 89501.

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.

The Robert Z. Hawkins Boardroom is accessible to the disabled. If you require special arrangements for the meeting, call the Law Library at (775) 328-3250, at least twenty-four 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 are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Board meeting. Persons may not allocate unused time to other speakers.

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 at the Law Library located at 75 Court Street, First Floor, Room 101, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Self Help Center and Law Library Program Manager, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at emily.reed@washoecourts.us.

The agenda will be:

- 11:00 AM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of September 4, 2019.*
 4. Update regarding the Law Library, including Lawyer in the Library Update, 2019 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2019, including statistics on number of patrons and the number and type of materials and resources used.
 5. Board Membership – Nomination and selection of one attorney member and one non-attorney member.*
 6. Discussion and possible approval of next year's meeting dates.*
 7. Discussion and possible action regarding Lexis Nexis print items purchased by the Law Library and possible authorization of the Self Help Center and Law Library Program Manger to negotiate the terms of and enter into a multi-year print agreement for the purchase of print items.*
 8. Update, discussion, and possible action regarding creation of informational videos about the court system and court procedure for the public.*
 9. Board Comment – Limited to Announcements or Issues for Future Agendas
 10. Public Comments
 11. Adjournment

*Denotes items for possible action.

The agenda for this meeting has been posted at the following locations: Washoe County Library (301 S. Center St., Reno), Law Library (Washoe County Courthouse, 75 Court Street, Room 101, Reno), Second Judicial District Court (Washoe County Courthouse, 75 Court Street/South Virginia Street, Reno), Washoe County Administration Building (1001 E. 9th Street, Reno), Sparks Justice Court (1675 E. Prater Way #107, Sparks), online at the Nevada Public Notice Website (<https://notice.nv.gov/>) and <https://www.washoecourts.com/LawLibrary>.

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

September 4, 2019

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Scott Freeman, Honorable Chuck Weller, Kathi Lutsch, and Mike Kattelman.

Also present were Stephan Hollandsworth, Deputy District Attorney, and Emily Reed, Self Help Center and Law Library Program Manager.

2. Public Comments

None.

3. Approval of Minutes from Board Meeting of May 1, 2019

Unanimous approval.

4. Update regarding the Law Library, including Lawyer in the Library Update, 2019 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2019, including statistics on number of patrons and usage

Discussion regarding number of patrons turned away for Lawyer in the Library. Between January 2019 and July 2019, we have turned away 24 individuals for Family Law, while servicing 455 participants. During the same time period, we have turned away 29 individuals for General Law, while servicing 300, and we have turned away 0 individuals in Probate Law, while servicing 70. By providing two Family Law attorneys on Family Law night, the number of participants turned away is reduced. It is hoped that momentum can continue. An increase in volunteers for General Law night continues to be sought.

We are also coordinating volunteers at the Eddy House Project, providing legal awareness workshops to homeless and displaced youth. Marc Picker from the Alternative Public Defender's Office has been especially helpful in volunteering his time. The next volunteer will be attorney Doug Nicholson.

Julie Brower, Law Library Assistant III, has resigned and has moved. The search/recruitment for her replacement has commenced.

5. Sarah Bates, Law Librarian II, was introduced to the Board. Ms. Bates worked at a law firm in Palo Alto, California, and she worked in the Public Law Library in Minden, Nevada. She is excited to be working for the Washoe County Law Library.

6. Information and discussion regarding Washoe County Bar Association's past funding for one Westlaw Next basic terminal for one year in an amount not to exceed \$4,862. As the computers have not been overly utilized for research this year, the Board approves unanimously not asking the Washoe County Bar Association to fund the terminal in the foreseeable future, but to instead examine use of the funds for other purposes.
7. Discussion and update of Lawyer in the Library volunteer recruitment by members of the Board and library staff, including information regarding the WCBA luncheon, at which Judge Freeman will make comments and ask for volunteers, and the Pro Bon Law Day events in October. By unanimous vote, this year's Lawyer in the Library volunteer celebration shall be had on December 4, 2019, at noon at the Law Library. However, future celebrations may be coordinated jointly with the Washoe County Bar Association, perhaps to be centered around Pro Bono Week.

Judge Steinheimer recommended contact with Patti Cafferata about publishing a recruitment letter in the Nevada Lawyer Magazine, and again asking the Washoe County Bar Association to do an e-mail blast.

8. The next Board meeting will be held on December 4, 2019 at the Law Library at 11:00 a.m.
9. Discussion about the Memorandum of Understanding for Utah State University Libraries to provide the services of a Federal Regional Depository Library, as we have been without a Regional Depository since 2011. Services will include reference and interlibrary-loan services and training to the Nevada Federal Depository Libraries. Unanimous approval that Emily Reed may sign the Memorandum of Understanding.
10. Update and report on proposal to work with the Sections of the State Bar of Nevada to create a designated pleadings repository in the Law Library. Courtney Young is and will be reaching out to sections for applicable motions. Will organize a reach out to the Courts to begin to flag good examples of pleadings which can be redacted and utilized.
11. Update regarding the \$5,000 in funding from the Family Law Section of the State Bar of Nevada for informational videos about the court system and court procedures for the public. Mike obtaining a letter from the Family Law Section to the Board of County Commissioners permitting acceptance of the funds. Unanimous approval that Mike should reach out to the Family Law Section at the Advanced Program in December 2019 and the Family Law Program in March 2020 for assistance with videos.
12. Discussion concerning updating the Lawyer in the Library participant program and information and disclosure form. Library Staff especially is concerned about the conflicts waivers and checks. Unanimous approval of review the

form for updates and changes. Judge Scott Freeman volunteered to assist in looking at the form.

13. Courtney Young's and Clay Brust's terms are set to expire on January 31, 2020. If either decide not to continue to pursue a spot on the Board, a new member will be sought.
14. Public Comments.
None.
15. Adjournment .

Minutes prepared by Michael Kattelman.

Next Board Meeting: December 4, 2019, 11:00 a.m.

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

AUG 2019

8/1/19 - 8/31/19

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	137	2	139
10:00 AM - 12:00 PM	208	24	232
12:00 PM - 3:00 PM	233	14	247
3:00 PM - 5:00 PM	350	11	361
5:00 PM - 7:00 PM	171	1	172
TOTAL			1151

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	37	1	38
10:00 AM - 12:00 PM	61	1	62
12:00 PM - 3:00 PM	73	1	74
3:00 PM - 5:00 PM	40	1	41
5:00 PM - 7:00 PM	8	0	8
TOTAL			223

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	64	6
General Law	44	5
Probate	8	0
TOTAL	116	11

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	12
EBSCO	2
Email- Ask a Librarian	4
Inhouse Usage	37
Internet/ Contexte	106
Westlaw Searches	646
TOTAL	807

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

AUG 2019

8/1/19 - 8/31/19

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	3	0	3
Answers	4	0	4
Child Custody	4	0	4
Child Support	4	0	4
Divorce/ Annulment/Separation	9	0	9
Domestic Violence/TPO/EPO	4	0	4
Family Court Procedures/Packets	32	0	32
Guardianships Adult/Minor	20	0	20
Name Change Adult/Minor	7	0	7
Motions/Notice/Emergency	16	0	16
Oppositions/Objections	4	0	4
Law Library Reference			
Appeals	0	0	0
Civil Complaints/Petitions	21	0	21
Civil Procedure/State/Federal	8	0	8
Civil Rights/Constitutional Law	2	0	2
Contract	1	0	1
Criminal Law and Defense	5	0	5
Employment/Labor	1	0	1
Immigration	3	0	3
Landlord/Tenant Rights	11	0	11
Medical	0	0	0
Military/Veterans Rights	1	0	1
Personal Injury/Damages	1	0	1
Probate/Wills/Trusts/Estate Planning	15	0	15
Rogue Title	3	0	3
Sealing of Criminal Record	8	0	8
Law Library Services			
Liberty Catalog/Circulation	25	9	34
Copier Use/ Change	52	3	55
Eflex / E-Filing	22	0	22
Internet/ Contexte	103	3	106
Lawyer in the Library Info./Referrals	54	1	55
Westlaw	14	29	43
Other Functions			
Copies of Court Records	1	0	1
Referrals To Other Services/NLS/WLS	24	0	24
Other	29	2	31
TOTAL			558

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

SEPT 2019

9/1/19 - 9/30/19

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	113	8	121
10:00 AM - 12:00 PM	244	20	264
12:00 PM - 3:00 PM	302	12	314
3:00 PM - 5:00 PM	497	5	502
5:00 PM - 7:00 PM	176	0	176
TOTAL			1377

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	25	2	27
10:00 AM - 12:00 PM	67	0	67
12:00 PM - 3:00 PM	45	1	46
3:00 PM - 5:00 PM	25	1	26
5:00 PM - 7:00 PM	4	0	4
TOTAL			170

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	72	20
General Law	45	3
Probate	9	0
TOTAL	126	23

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	24
EBSCO	7
Email- Ask a Librarian	13
Inhouse Usage	51
Internet/ Contexte	111
Westlaw Searches	763
TOTAL	969

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

SEPT 2019

9/1/19 - 9/30/19

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	7	0	7
Answers	6	0	6
Child Custody	13	0	13
Child Support	6	0	6
Divorce/ Annulment/Separation	11	0	11
Domestic Violence/TPO/EPO	3	0	3
Family Court Procedures/Packets	23	0	23
Guardianships Adult/Minor	7	0	7
Name Change Adult/Minor	4	0	4
Motions/Notice/Emergency	20	0	20
Oppositions/Objections	2	0	2
Law Library Reference			
Appeals	5	0	5
Civil Complaints/Petitions	12	0	12
Civil Procedure/State/Federal	12	0	12
Civil Rights/Constitutional Law	2	0	2
Contract	2	1	3
Criminal Law and Defense	6	0	6
Employment/Labor	1	0	1
Immigration	0	0	0
Landlord/Tenant Rights	6	0	6
Medical	1	0	1
Military/Veterans Rights	1	0	1
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	6	0	6
Rogue Title	0	0	0
Sealing of Criminal Record	6	0	6
Law Library Services			
Liberty Catalog/Circulation	27	24	51
Copier Use/ Change	67	8	75
Eflex / E-Filing	16	0	16
Internet/ Contexte	111	4	115
Lawyer in the Library Info./Referrals	67	0	67
Westlaw	28	30	58
Other Functions			
Copies of Court Records	3	0	3
Referrals To Other Services/NLS/WLS	18	0	18
Other	31	1	32
TOTAL			598

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

OCT 2019

10/1/19 - 10/31/19

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	93	9	102
10:00 AM - 12:00 PM	317	13	330
12:00 PM - 3:00 PM	336	8	344
3:00 PM - 5:00 PM	491	11	502
5:00 PM - 7:00 PM	167	2	169
TOTAL			1447

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	31	0	31
10:00 AM - 12:00 PM	45	2	47
12:00 PM - 3:00 PM	69	1	70
3:00 PM - 5:00 PM	56	2	58
5:00 PM - 7:00 PM	4	1	5
TOTAL			211

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	81	4
General Law	56	1
Probate	6	0
TOTAL	143	5

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	20
EBSCO	42
Email- Ask a Librarian	5
Inhouse Usage	93
Internet/ Contexte	125
Westlaw Searches	1303
TOTAL	1588

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

OCT 2019

10/1/19 - 10/31/19

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	7	0	7
Answers	3	0	3
Child Custody	11	0	11
Child Support	5	0	5
Divorce/ Annulment/Separation	14	0	14
Domestic Violence/TPO/EPO	1	0	1
Family Court Procedures/Packets	29	0	29
Guardianships Adult/Minor	6	0	6
Name Change Adult/Minor	2	0	2
Motions/Notice/Emergency	17	0	17
Oppositions/Objections	1	0	1
Law Library Reference			
Appeals	8	0	8
Civil Complaints/Petitions	18	0	18
Civil Procedure/State/Federal	13	0	13
Civil Rights/Constitutional Law	3	0	3
Contract	1	0	1
Criminal Law and Defense	7	0	7
Employment/Labor	1	0	1
Immigration	1	0	1
Landlord/Tenant Rights	8	0	8
Medical	0	0	0
Military/Veterans Rights	0	0	0
Personal Injury/Damages	3	0	3
Probate/Wills/Trusts/Estate Planning	18	0	18
Rogue Title	0	0	0
Sealing of Criminal Record	6	0	6
Law Library Services			
Liberty Catalog/Circulation	29	4	33
Copier Use/ Change	83	7	90
Eflex / E-Filing	13	0	13
Internet/ Contexte	123	2	125
Lawyer in the Library Info./Referrals	91	0	91
Westlaw	37	30	67
Other Functions			
Copies of Court Records	2	0	2
Referrals To Other Services/NLS/WLS	23	0	23
Other	38	0	38
TOTAL			665

**Lawyer in the Library Program
January-October 2019
(Family Law)**

Please check the area(s) of law that were covered with each patron who needed assistance and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Self Help Center/ Law Library Resources	Referred to Legal Aid
Adoption/Termination of Parental Rights	20	4	2
Alimony/Spousal Support	12	1	1
Appeals to Supreme Court	1		
Attorney's Fees	1		
Case Management Conference	6	2	1
Child Custody/Visitation	149	36	14
Child Support	3	4	
Community/Separate Property	8	2	1
Court Hearings	9	2	3
Criminal Law Questions	1		
Divorce/Annulment/Separation	6	3	2
Domestic Violence/TPO	13	2	3
Grandparent's Visitation	6	1	
Guardianship Adult/Child	23	5	
Hague Convention	2	1	
Jurisdiction/Family	2		
Juvenile Delinquency/Dependency	0		
Mediation	2		
Military	4	1	1
Minor Marriage	1		
Motions/Notice/Emergency	3	2	
Name Change/Child			
Objection to Master's Recommendation	2	1	
Other	3		
Partnership Dissolution	1		1
Paternity	14	2	
QDRO/Retirement	6		1
Settlement Conference/Trial	5	1	2
Total	303	70	32

Updated 11/26/2019 NC

**Lawyer in the Library Program
January-October 2019
(General Law)**

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Self Help Center/ Law Library Resources	Referred to Legal Aid
Appeals	1		
Animal Law	1		
Attorney Malpractice			
Business/Industry	2		
Civil Complaints/Petitions	46	1	3
Civil Procedure State/Federal	27		
Civil Rights/Constitutional Law	14		1
Collections	10		
Commercial Law	2		
Consumer Law	8		1
Contract Law	19		2
Criminal Law & Criminal Defense	29		4
Elder Law	1		
Employment / Labor Law	10		
Family Law			
Health Insurance/Medicaid/Medicare	4		
Immigration Law	4		
Landlord & Tenant	56	2	5
Legal Research Tools	2		
Mediation / Arbitration	1		
Medical Law	4		1
Military/Veterans Benefits			
Name Change/Adult	1		
Neighbor Law	1		
Other	7	2	
Personal Injury/Damages	15	1	2
Personal Property/Manufacture Homes	5		2
Real Estate/Foreclosure	19		2
Rogue Title	1		
Sealing of Criminal Record	1	1	1
Small Claims Court	6	1	
Taxes State/Federal			
Vehicle Repossession	5		
Victim of Crime	2		
Workman's Compensation	2		
Wrongful Termination	1		
Total	303	8	24

**Lawyer in the Library Program
January-October 2019
(Probate Law)**

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Self Help Center/ Law Library Resources	Referred to Legal Aid
Affidavit of Entitlement for Estate	5		3
Cremation			
Creditor's Claim	2	1	1
Challenge Will	4		
Estate Planning	5		1
General Administration	15	1	5
Inventory, Appraisal & Record of Value			
Letters of Administration	1		
Letters Testamentary			
Medical Records			
Military Issues			
Notice to Creditors	2	1	
Notice of Hearing on First & Final Report & Accounting			
Other	2		
Powers and Duties			
Probate Hearings	2		2
Publication			
Safe Deposit Box			
Set Aside	4		
Summary Administration	3		5
Trust Law/Setting up Trust	9		3
Total	46	3	20

Updated 11/26/2019 NC



Washoe County Community Services Department Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position.

Is there a specific Board or Commission vacancy you are applying for? If yes, which one?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Washoe County Law Library Board of Trustees	

Name: Cortney Young

Residential Home Address

Address: [REDACTED]		
City: Reno	State: Nevada	Zip: [REDACTED]
Assessor's Parcel Number if known: [REDACTED]		
Home Phone: None	Cell Phone: [REDACTED]	
E-mail: [REDACTED]		

Mailing Address (if different from residential home address)

Address: Same as above		
City:	State:	Zip:

Occupation and Business Address

Job Title: Mediator		
Business Name: Blanchard, Krasner & French		
Address (Street and/or P.O. Box): 5470 Kietzke Lane, Suite 200		
City: Reno	State: Nevada	Zip: 89511
Assessor's Parcel Number if known:		
Business Phone: [REDACTED]		
E-mail: [REDACTED]		

Registered Voter

Are you registered to vote in Washoe County?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership.	

How long have you lived in your area? (Years/Months) 3 Years
How long have you lived in Washoe County? (Years/Months) 16 years
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please list conviction dates and nature:

Please print or type, and complete the form entirely.

May 2015

Washoe County Community Services Department Application

Page 2

Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

I would like to continue my service as a member of the Board of Trustees because the law library is a great asset to our community. Having served on the board I have seen first hand the valuable services that the law library provides. It continues to offer access to high quality legal information for members of the bench, bar, and self represented litigants. The library continues to offer critical services such as lawyer in the library, which are vital to the health of our justice system.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

I spent over a decade with the Litigation and Trial team at Chapman Law firm, which has resolved millions of dollars annually in eminent domain and other real property claims. Additionally, I was a key player in the firm's ADR Litigation practice, and she continues that work at Blanchard, Krasner & French.

My mediation practice is focused on the resolution of a wide variety of disputes, including, but not limited to, asset valuation, eminent domain, securities, probate and trust disputes, divorces, breach of contract, homeowner association disputes, foreclosure and super-priority mediation, boundary disputes, landlord-tenant, employee disputes, and complex civil litigation.

Representative Third Party Neutral ADR Experience
Mediations:

Residential Construction Defect March 2014
Business litigation involving alleged property damage October 2014
Homeowner Association Construction Defect December 2014
Breach of Contract Mediation with Counterclaims January 2015
Breach of Contract involving alleged property damage April 2015
Securities Fraud September 2015
Breach of Contract involving property damage March 2016
Quiet Title- breach of contract July 2016
Dispute Concerning CC&Rs and Interpretation March 2017
Commercial Tenancy Dispute June 2017
Dissolution of Marriage (high net worth) July 2018

Representative Party-Side ADR Experience

- Dispute concerning complex purchase option in public/private lease agreement involving complex high worth valuation issues of over \$200,000,000.
- Direct condemnation action for land with companion inverse condemnation action for water rights that condemning agency had failed to acknowledge, resulting in judgment for \$20,000,000.
- Resolved complex title dispute involving Small Tract Act parcels and easements.

Mediation/Arbitration Affiliations

- Arbitrator, Financial Industry Regulatory Authority (FINRA)(2017- Present)
- Arbitrator, National Futures Association (2017-Present)
- Mediator, Nevada Real Estate Division (2016-2017)
- Mediator, Neighborhood Mediation Center, Mediator (2014-Present)
- Mediator/ Arbitrator, State Bar of Nevada Fee Dispute Committee (2014-Present)
- President, Nevada Dispute Resolution Coalition, (2017-Present) Member since 2014

Education

- Pepperdine University, School of Law -Straus Institute for Dispute Resolution (2015)
- University of Nevada Reno-Beginning Dispute Resolution (2014)
- University of Nevada Reno, Paralegal Studies (2005)

I was named a winner of the Twenty Under Forty awards in 2017 and chosen as one of Sierra Nevada's Top 20 Most Powerful Women in 2019. I have also been asked, for a second year, to join several nationally recognized scholars, practitioners, and judges as faculty for the American Law Institute and their annual seminar on Eminent Domain and Land Valuation Litigation Conference.

List your community and/or civic involvement history.

I am currently the Vice-Chair of the Reno Human Rights Commission.

I am the Founder of the Children's Cancer Classic which is a charity basketball game played between the District Attorneys and Public Defenders. Our game was played to raise money for the Northern Nevada Children's Cancer Foundation. We joined with the Reno Bighorns to put this event on. We ceased the event when the Bighorns left. However, we raised more than \$20,000 for the charity.

From 2015- 2017 I sat on the committee to grow the endowment for the Sierra Arts Foundation which, among other things, provides art education to school aged children in the Washoe County School District.

In 2017 I helped facilitate a local growth effort for K9's for Warriors which provides service dogs to Veterans living with Post Traumatic Stress Disorder.

Please list the name and phone number of any personal references that we may contact.

Lidia Stiglich [REDACTED]
Steven Silva [REDACTED]
Melissa Johnson [REDACTED]

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent Rules, Policies and Procedures. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature: 

Date: 9/18/19

PLEASE RETURN THE APPLICATION TO:

Washoe County Community Services Department, Planning and Building Division
1001 East Ninth Street, Reno, NV 89512
Phone: (775) 328-3600; FAX: (775) 328-6133; Email: kemerson@washoecounty.us

Date Received: _____ Commission District: _____

Appointed to: _____ Date of Appointment: _____

Thank you for your interest in Washoe County Government!

**This document is part of the public record
and is available for public review.**



Washoe County Community Services Department Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position.

Is there a specific Board or Commission vacancy you are applying for? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which one? Law Library Board of Trustees

Name: Patricia Halstead, Esq.

Residential Home Address

Address: Private		
City: Reno	State: NV	Zip: [REDACTED]
Assessor's Parcel Number if known:		
Home Phone:	Cell Phone: Private	
E-mail: [REDACTED]		

Mailing Address (if different from residential home address)

Address: 615 S. Arlington Ave.		
City: Reno	State: NV	Zip: 89509

Occupation and Business Address

Job Title: Attorney		
Business Name: Halstead Law Offices		
Address (Street and/or P.O. Box): 615 S. Arlington Ave.		
City: Reno	State: NV	Zip: 89509
Assessor's Parcel Number if known:		
Business Phone: [REDACTED]		
E-mail: [REDACTED]		

Registered Voter

Are you registered to vote in Washoe County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership.

How long have you lived in your area? (Years/Months) 4 years/4 months
How long have you lived in Washoe County? (Years/Months) 47 years
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please list conviction dates and nature:

Please print or type, and complete the form entirely.

May 2015

Washoe County Community Services Department Application

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Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

The Law Library provides a valuable service to the public who need and are entitled to access to the courts, which requires access to legal resources. The Law Library has been integral in promoting access through programs like Lawyer in the Library, in which I have participated. I have supported the Law Library in the past in my role as President of the Washoe County Bar Association and would like to continue my support in a different role.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

Please see a copy of my Curriculum Vitae provided herewith.

List your community and/or civic involvement history.

Please see a copy of my Curriculum Vitae provided herewith.

Please list the name and phone number of any personal references that we may contact.

The Honorable Connie Steinheimer - [REDACTED]

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent Rules, Policies and Procedures. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature: [Signature]

Date: 11-13-19

PLEASE RETURN THE APPLICATION TO:

Washoe County Community Services Department, Planning and Building Division
1001 East Ninth Street, Reno, NV 89512
Phone: (775) 328-3600; FAX: (775) 328-6133; Email: kemerson@washoecounty.us

Date Received: _____ Commission District: _____

Appointed to: _____ Date of Appointment: _____

Thank you for your interest in Washoe County Government!

**This document is part of the public record
and is available for public review.**

PATRICIA C. HALSTEAD, ESQ.

615 S. Arlington Avenue, Reno, NV 89509

Phone: [REDACTED]

LEGAL EXPERIENCE

HALSTEAD LAW OFFICES

June 2013 – Present

Solo practice focusing on litigation, probate, basic estate planning, select family law, and select criminal matters. I work directly with the Washoe County Public Administrator to assist on probate matters. In addition I serve as contracted counsel for a local collection company and am contracted with Washoe County to undertake conflict cases involving criminal matters, criminal appeals, habeas corpus petitions, and juvenile matters.

NEVADA STATE BOARD OF MEDICAL EXAMINER'S HEARING OFFICER

June 2018 – Present

Acting as a part time hearing officer for complaints brought against medical professionals. My services include, but are not limited to, managing pre-hearing discovery and conferences, supervising case progress, overseeing the hearings, and rendering findings to be considered by the Board of Medical Examiners.

RENO-SPARKS INDIAN COLONY PRO TEM JUDGE

October 2016 - Present

Providing part time tribal court coverage in civil and criminal matters.

WASHOE COUNTY PRO TEM JUSTICE OF THE PEACE AND ADMINISTRATIVE HEARING OFFICER

April 2016 - Present

Serving part time as an administrative hearing officer for code enforcement and animal services matters with availability to provide part time justice court coverage for Reno, Sparks, Incline Village, and Wadsworth Justice Courts.

SECOND JUDICIAL DISTRICT COURT, FAMILY DIVISION PRO TEM MASTER

March 2014 – February 2016

Provided part-time judicial coverage for Family Court Masters in relation to domestic violence and protection orders, child support, and minor guardianships.

WASHOE COUNTY DISTRICT ATTORNEY'S OFFICE

August 2007 – June 2013

Deputy District Attorney, Criminal Division, Felony Prosecutor

One S. Sierra Street, Fourth Floor, Reno, NV

Prosecution of all levels of crime from misdemeanors to category A felonies, inclusive of open murder, from inception to conclusion including, but not limited to: charging cases; appearing to address 72 hour deadlines for the filing of criminal charges; requesting search/seizure warrants; on-call and crime consultation for local law enforcement agencies; autopsy attendance; grand jury proceedings; preliminary hearings; motion practice; custody/bail hearings; victim/witness interviews; case investigation; pretrial motions and hearings; competency hearings; expert interviews and designations; arraignments; jury selection/voir dire; evidence designation; bench trials before the Washoe County

Justice Courts; jury trials before the Second Judicial District Court of the State of Nevada; sentencing; and probation revocation/Anaya hearings. In the span of approximately four years, I took fifteen felony cases to jury verdict and received a guilty verdict in all fifteen cases. I was awarded the office "trial dog" designation in 2009. I also engaged in the following on behalf of the State: defense of criminal appeals, inclusive of briefing and Supreme Court oral argument; writ proceedings, inclusive of briefing and oral argument; and a successful petition for an Information by Affidavit. In addition, I organized an educational class for local agencies and courts on ignition interlock systems. I was also an office representative for Secret Witness board meetings.

HALE LANE PEEK DENNISON AND HOWARD (now HOLLAND & HART)

August 2001 – August 2007

Associate Attorney, Litigation Section

5441 Kietzke Lane, Suite 200, Reno, NV

I practiced general civil and commercial litigation on behalf of plaintiffs and defendants at all case levels from inception to conclusion. Specific practice areas included, but were not limited to, mechanic's lien law, construction defect, contract law, landlord tenant law, property law, the Americans with Disabilities Act, and employment law. My duties included client intake interviews; conflict checks; case analysis; complaint and answer drafting; legal and legislative research; interpleader actions; discovery review and drafting; discovery response; deposition preparation and attendance; all forms of motion practice, inclusive of discovery motions, motions to dismiss, motions for summary judgment, and pre-trial motions; participating in hearings, arbitrations, and mediations at trial and at the Supreme Court level; participating in early case conferences and settlement negotiations; preparing cases and clients for legal proceedings; hearings; trials; appellate briefing, including amicus briefing; and appellate argument both before the Nevada Supreme Court and the Ninth Circuit Court of Appeals. In addition to my litigation practice, I also undertook family law and probate matters.

UNITED STATES DISTRICT COURT, DISTRICT OF NEVADA

August 2000 – August 2001

Law Clerk to the Honorable Howard D. McKibben

400 S. Virginia Street, Reno, NV

Reviewed submitted cases; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and aided in the oversight of jury trials. Matters that I worked on were primarily civil and included, but were not limited to, tobacco related litigation and Title VII litigation.

SUPREME COURT OF NEVADA

August 1999 – August 2000

Law Clerk to the Honorable A. William Maupin

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and gave courthouse tours. Matters I handled on appellate review were both civil and criminal.

SECOND JUDICIAL DISTRICT COURT OF NEVADA

August 1998 – August 1999

Law Clerk to the Honorable Scott T. Jordan

75 Court Street, Reno, NV

Reviewed and addressed all submissions, which primarily centered upon divorce, annulment, child custody, child support, and jurisdiction, inclusive of international child custody disputes. I drafted

bench memoranda and proposed orders, undertook legal and legislative research, reviewed name change petitions, and interviewed parties who applied to marry minors.

AMERICAN GAMING ASSOCIATION

March 1998 – May 1998

Legal Externship

1299 Pennsylvania Avenue, N.W., Suite 1175, Washington, D.C.

Aided in drafting and finalizing a safety guideline regarding minors on casino properties and researched matters relevant to gaming legislation.

OFFICE OF THE COMMONWEALTH ATTORNEY, STATE OF VIRGINIA

September 1997 – December 1997

Legal Externship

1435 N. Courthouse Road, Arlington, VA

Prosecuted criminal cases under Commonwealth Attorneys' supervision in the General Jurisdiction and Juvenile Courts of the State of Virginia; undertook legal research; drafted legal memoranda; and observed the case of *Commonwealth v. Albert*, which was the well-publicized case against sportscaster Marv Albert.

LAW OFFICE OF CALVIN R.X. DUNLAP

May 1997 – August 1997

Law Clerk

691 Sierra Rose, Suite A, Reno, NV

Undertook legal and legislative research; drafted motions and oppositions; aided in trial preparation for civil and criminal matters; and aided in preparation for and participated in the trial of a client charged with negligent homicide for whom we were able to secure a defense verdict.

UNITED STATES SENATE COMMITTEE ON THE JUDICIARY SUBCOMMITTEE ON ADMINISTRATIVE OVERSIGHT AND THE COURTS

August 1996 – December 1996

Externship

224 Dirksen Senate Office Building, Washington, D.C.

Researched and wrote memoranda on a variety of issues including, but not limited to, judicial nominees, pending legislation, tort reform, immigration, and federal mandates; assisted in writing a floor statement on immigration; and participated in a day of Secret Service training in Beltsville, Maryland.

SUPREME COURT OF NEVADA

May 1996 – July 1996

Extern to the Honorable Miriam Shearing

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals and performed related legal and legislative research; drafted bench memoranda, proposed orders, and opinions; compiled a reference outline of appellate standards and related case citations; and participated in a tour of the Nevada State Prison in Carson City, Nevada.

TRAINING COMPLETED AT THE NATIONAL JUDICIAL COLLEGE

March 2018 - Probate Courts: Contemporary Issues

May 2017 - Civil Mediation

October 2015 - Ethics, Fairness, and Security in Your Courtroom and Community

BAR ADMISSIONS

State Bar of Nevada: October 14, 1998
United States District Court, District of Nevada: October 27, 1998
State Bar of California: December 3, 1999
United States Court of Appeals for the Ninth Circuit: February 5, 2002
United States Court of Federal Claims: February 11, 2003
United States District Court, Eastern District of California: December 6, 2005

EDUCATION

AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW

Juris Doctor, May 1998

Activities: Moot Court (1996-1998) – 1996 Upper-Class Moot Court Quarterfinalist; Student Bar Association (1996-1997) – Senator-at-Large, Recording Clerk; Criminal Trial Practice; Graduation Committee; International Law Society; Work-a-Day; Student Activities Committee.

UNIVERSITY OF NEVADA, RENO

Bachelor of Arts in International Relations with minors in Spanish and Economics, December 1994

Activities: Study Abroad – Spain (Fall 1993), Italy (Spring 1994); Student Ambassadors; Student Orientation Staff; Law Club; Sagens – Top Ten Senior Woman Co-Chair; Women's Center – coordinated the Sexual Assault Facts and Education Program, scheduled and/or presented various lectures, conducted research, maintained computer entries and data, and helped manage the office; Kappa Alpha Theta – Campus Activities Chairman, Historian, Governing Cabinet, Intramural Sports, Chums (an outreach program for community at-risk youth), recognized for high academic achievement.

PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

State Bar of Nevada

- Vice-Chairman for the Standing Committee on Judicial Ethics (June 2019 – present)
- Member of the Standing Committee on Judicial Ethics (April 2014 – June 2019)
- Transitioning Into Practice (TIP) Mentor
- Probate Section Member and Solo Practitioner Section Former Member

Washoe County Bar Association

- 2018-2019 President
- 2017-2018 Vice President
- 2016-2017 Secretary
- 2015-2016 Treasurer
- 2014-2015 Sergeant at Arms and Writ Editor
- 2013-2014 Social Coordinator

Bruce R. Thompson American Inn of Court (Master)

- 2018-2019 Program Chairman
- 2019-2020 Membership Chairman

Northern Nevada Women Lawyers Association

- Former officer and mentor circle member

Lawyer in the Library Volunteer

Nevada Business Magazine Legal Elite

Nevada Legal Services Volunteer

Attorneys for Rural Nevadans Volunteer

The Rotary Club of Reno

- The Rotary Foundation Committee member

Nevada Day Board Member 2014-2016

Mock Trial Instructor 2006, 2007, 2011 (guest instructor), 2012-13

Nevada Department of Public Safety Instructor 2012

- Constitutional Law and Criminal Procedure

2020 PROPOSED MEETING DATES AND TIMES:

February 5, 2020, at 12:00 p.m.

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

September 2, 2020, at 12:00 p.m.

December 2, 2020, at 11:00 a.m.