



Second Judicial District Court Washoe County Law Library

AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, February 5, 2020, at 12:00 PM 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:

- 12:00 PM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of December 4, 2019. For possible action.
 4. Update regarding the Law Library, including Lawyer in the Library Update, 2020 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. Nomination and Election for Law Library Board of Trustees Officer Positions of President and Secretary. For possible action.
 6. Review of base application for all Washoe County, Nevada, Boards and Commissions, and discussion about any additional questions to be added to the Law Library Board of Trustees application. For possible action.
 7. Discussion about Lawyer in the Library volunteer policies and creating a volunteer acknowledgment of receipt of policies. For possible action.
 8. Discussion on creating a children's area in the Law Library and request to pursue grant funding for the same. 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: 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

December 4, 2019

1. Roll Call

Board Members present:

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

Also present were Stephan Hollandsworth, Deputy District Attorney, Alicia Lerud, Assistant Court Administrator, Sarah Bates, Law Librarian, and Emily Reed, Self Help Center and Law Library Program Manager.

2. Public Comments

None.

3. Approval of Minutes from Board Meeting of September 4, 2019.*

Judge Weller moved for the approval of the minutes, second by Kathi Lutsch. 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 the number and type of materials and resources used.

Law Library phone calls continue to be up. Ms. Reed is now supervised by the Assistant Court Administrator, Alicia Lerud. Additional staff changes have been made and Kyle Kindall is a new addition to the team from the Nevada Supreme Court Law Library.

5. Board Membership – Nomination and selection of one attorney member and one non-attorney member.*

Judge Steinheimer arrived during this agenda item.

Ms. Young and Mr. Brust's terms expire January 31, 2020. At this time we accept Mr. Brust's resignation with regrets and are thankful for Ms. Young's interest in continuing on the Board.

Patricia Halstead, Esq. has applied for the attorney position on the Board. Mr. Kattelman moved to recommend Ms. Young for the non-attorney position and Ms. Halstead for the attorney position. Ms. Lutsch seconded. Unanimous approval.

6. Discussion and possible approval of next year's meeting dates.*

Noon meetings are working better for the Board. Mr. Kattelman moved to approve the following 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.; and
December 2, 2020, at 11:00 a.m.

Ms. Lutsch seconded the motion. Unanimous approval.

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.*

Discussion regarding our print agreement expiring in March 2020. After review, staff recommends maintaining current print and adding Modern Child Custody Practice. Funds to enter into a new agreement are sufficient at this time.

Judge Weller moved to approve entering into a new multi-year print agreement. Mr. Kattelman seconded. Unanimous approval.

8. Update, discussion, and possible action regarding creation of informational videos about the court system and court procedure for the public.*

Judge Freeman arrived during this agenda item.

Discussion regarding status of project was had. The \$5,000.00 donation will go before the Washoe County Board of County Commissioners on December 17, 2019, for approval. Once approval is given, Mr. Kattelman will need assistance with the project.

Legal Aid Center of Southern Nevada is working with their local public television station and may have scripts we can utilize. Mr. Kattelman is to work with the Family Bar and staff on scripts.

Discussion regarding producing the videos was had. Possible interaction with KNPB, Channel 4, or the producer from Lawyers, Guns, and Money. Many television stations do public service items frequently and may be interested.

Motion by Mr. Kattelman for Judge Freeman and Judge Steinheimer to work on finding someone to produce 5, 2-3 minute videos, and Mr. Kattelman and Ms. Reed to work on scripts. Judge Weller seconded. Unanimous approval.

9. Board Comment – Limited to Announcements or Issues for Future Agendas

Justice Stiglich will be attending the Lawyer in the Library luncheon.

At our next meeting, we need to hold an election for officer positions on the Board.

10. Public Comments.
None.

11. Adjournment .

Minutes prepared by Cortney Young.

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JANUARY-DECEMBER 2019

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	1281	103	1384
10:00 AM - 12:00 PM	2965	266	3231
12:00 PM - 3:00 PM	3181	223	3404
3:00 PM - 5:00 PM	4350	133	4483
5:00 PM - 7:00 PM	2107	25	2132
TOTAL			14634

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

JANUARY-DECEMBER 2019

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	335	18	353
10:00 AM - 12:00 PM	678	20	698
12:00 PM - 3:00 PM	640	19	659
3:00 PM - 5:00 PM	358	14	372
5:00 PM - 7:00 PM	40	2	42
TOTAL			2124

LAWYER IN THE LIBRARY

JANUARY-DECEMBER 2019

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	746	55
General Law	507	38
Probate	105	0
TOTAL	1358	93

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

JANUARY-DECEMBER 2019

ELECTRONIC USAGE	TOTAL
Circulation of Books	230
EBSCO	208
Email- Ask a Librarian	69
Inhouse Usage	752
Internet/ Contexte	1213
Westlaw Searches	9689
TOTAL	12161

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

JANUARY-DECEMBER 2019

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	70	0	70
Answers	68	0	68
Child Custody	112	0	112
Child Support	52	0	52
Divorce/ Annulment/Separation	180	0	180
Domestic Violence/TPO/EPO	75	0	75
Family Court Procedures/Packets	312	0	312
Guardianships Adult/Minor	184	0	184
Name Change Adult/Minor	85	0	85
Motions/Notice/Emergency	223	0	223
Oppositions/Objections	24	0	24
Law Library Reference			
Appeals	31	0	31
Civil Complaints/Petitions	198	0	198
Civil Procedure/State/Federal	125	1	126
Civil Rights/Constitutional Law	26	0	26
Contract	10	6	16
Criminal Law and Defense	63	0	63
Employment/Labor	26	0	26
Immigration	10	0	10
Landlord/Tenant Rights	83	0	83
Medical	7	0	7
Military/Veterans Rights	3	0	3
Personal Injury/Damages	10	0	10
Probate/Wills/Trusts/Estate Planning	178	3	181
Rogue Title	10	0	10
Sealing of Criminal Record	103	0	103
Law Library Services			
Liberty Catalog/Circulation	348	193	541
Copier Use/ Change	618	67	685
Eflex / E-Filing	227	7	234
Internet/ Contexte	1170	47	1217
Lawyer in the Library Info./Referrals	673	2	675
Westlaw	364	432	796
Other Functions			
Copies of Court Records	39	1	40
Referrals To Other Services/NLS/WLS	273	0	273
Other	402	34	436
TOTAL			7175

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

JANUARY-DECEMBER 2019

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 1, 2019	No program	0	0
JAN. 8, 2019	Sandra Unsworth & Mikyla Miller	22	0
JAN. 15, 2019	Gary Silverman & Michelle Bumgarner	19	0
JAN. 22, 2019	Bronagh Kelly & Andriea Aden	16	5
JAN. 29, 2019	Brittany Cooper & Tamatha Schreinert	23	0
FEB. 5, 2019	Erin Grieve & Caryn Sternlicht	11	0
FEB. 12, 2019	Mikyla Miller	10	5
FEB. 19, 2019	Tehan Slocum & Bronagh Kelly	13	0
FEB. 26, 2019	Elizabeth Bittner & Graeme Reid	17	0
MAR. 5, 2019	Gary Silverman	12	0
MAR. 12, 2019	Linda Daykin & Bryan Carpenter	17	0
MAR. 19, 2019	Sandra Unsworth & Kenton Karrasch	20	0
MAR. 26, 2019	Gary Silverman & Janet Traut	16	0
APR. 2, 2019	Gary Silverman & Doug Nicholson	22	0
APR. 9, 2019	Linda Daykin, Mikyla Miller & Gary Silverman	12	0
APR. 16, 2019	Bronagh Kelly & Scott Husbands	16	0
APR. 23, 2019	Gary Silverman & Tamatha Schreinert	20	0
APR. 30, 2019	Gary Silverman & Doug Nicholson	15	0
MAY 7, 2019	Janet Traut & Gary Silverman	13	0
MAY 14, 2019	Gary Silverman & Lisa Fraas	16	0
MAY 21, 2019	Elizabeth Bassett & Scott Husbands	16	0
MAY 28, 2019	Doug Nicholson	7	0
JUNE 4, 2019	Scott Husbands & Michal Roth	18	0
JUNE 11, 2019	Bryan Carpenter & Michael Roth	12	0
JUNE 18, 2019	Scott Husbands	9	8
JUNE 25, 2019	Erin Grieve & Kendra Jepsen	18	6
JULY 2, 2019	Program cancelled	0	0
JULY 9, 2019	Travis Clark & Elizabeth Bittner	14	0
JULY 16, 2019	Gary Silverman & Mike Roth	21	0
JULY 23, 2019	Sandra Unsworth & Janet Traut	13	0
JULY 30, 2019	Bronagh Kelly & Scott Husbands	17	0
AUG. 6, 2019	Gary Silverman & Mike Roth	21	0
AUG. 13, 2019	Jill Whitbeck	13	6
AUG. 20, 2019	Bronagh Kelly & Gary Silverman	18	0
AUG. 27, 2019	Elizabeth Bittner & Sandra Unsworth	12	0
SEPT. 3, 2019	Gary Silverman & Kevin Ryan	20	2
SEPT. 10, 2019	Gary Silverman & Danielle Christenson	24	
SEPT. 17, 2019	Mike Roth	12	18
SEPT. 24, 2019	Gary Silverman & Mike Roth	16	0
OCT. 1, 2019	Sandra Unsworth	10	0
OCT. 8, 2019	Kenton Karrasch & Mike Roth	19	2
OCT. 15, 2019	Gary Silverman & Bronagh Kelly	16	0
OCT. 22, 2019	Tehan Slocum & Danielle Christenson	22	2
OCT. 29, 2019	Bronagh Kelly & Elizabeth Bittner	14	0
NOV. 5, 2019	Jill Whitbeck & Elizabeth Bassett	10	0
NOV. 12, 2019	Gary Silverman & Elizabeth Bittner	11	0
NOV. 19, 2019	Tehan Slocum & Linda Daykin	15	1
NOV. 26, 2019	Gary Silverman	10	0
DEC. 3, 2019	Janet Traut & Linda Daykin	7	0
DEC. 10, 2019	Gary Silverman & Rayna Brachmann	10	0
DEC. 17, 2019	Michael Roth & Elizabeth Bittner	11	0
DEC. 24, 2019	No program	0	0
DEC. 31, 2019	No program	0	0
TOTALS		746	55

Total Assisted – 746

Total Family Law Turned Away – 55

GENERAL LAW
JANUARY- DECEMBER 2019

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 2, 2019	Elizabeth Bassett	5	0
JAN. 9, 2019	Michael Alonso	12	0
JAN. 16, 2019	Michael Alonso	7	0
JAN. 23, 2019	Leah Wigren	9	0
JAN. 30, 2019	Jennifer Richards	9	0
FEB. 6, 2019	Madelyn Shipman	9	0
FEB. 13, 2019	E. Joe Gorman	14	0
FEB. 20, 2019	Jennifer & William Shogren	15	0
FEB. 27, 2019	Richard Cornell	8	0
MAR. 6, 2019	Philip Mannelly	10	0
MAR. 13, 2019	John Samberg	10	0
MAR. 20, 2019	Adam McMillen	13	0
MAR. 27, 2019	*Doug Nicholson	10	0
APR. 3, 2019	Madelyn Shipman & Doug Nicholson	19	0
APR. 10, 2019	Richard Cornell & Doug Nicholson	9	0
APR. 17, 2019	Jeremy Nork	10	5
APR. 24, 2019	Jeremy Nork & Doug Nicholson	13	0
MAY 1, 2019	Jennifer Richards	4	0
MAY 8, 2019	No Program	0	0
MAY 15, 2019	Roger Harada	12	7
MAY 22, 2019	Jeremy Nork	8	0
MAY 29, 2019	Kevin Karp	8	0
JUNE 5, 2019	Madelyn Shipman	8	0
JUNE 12, 2019	Linda Daykin	11	1
JUNE 19, 2019	John Samberg	6	0
JUNE 26, 2019	Jeremy Nork	12	0
JULY 3, 2019	No program	0	0
JULY 10, 2019	Sarah Molleck	15	10
JULY 17, 2019	Kevin Karp	9	0
JULY 24, 2019	Jeremy Nork	14	6
JULY 31, 2019	Michael Alfonso	11	0
AUG. 7, 2019	Madelyn Shipman	13	5
AUG. 14, 2019	John Samberg	7	0
AUG. 21, 2019	Elizabeth Bassett	10	0
AUG. 28, 2019	Jeremy Nork	14	0
SEPT. 4, 2019	Jennifer Richards	10	1
SEPT. 11, 2019	Colton Loretz & Jennifer Richards (Lawyer on the Line)	13	2
SEPT. 18, 2019	Adam Hosmer-Henner	9	0
SEPT. 25, 2019	Sarah Molleck & Pete Cladianos	13	0
OCT. 2, 2019	Madelyn Shipman & Jennifer Richards (Lawyer on the Line)	7	0
OCT. 9, 2019	Jennifer Richards & John Samberg	6	0
OCT. 16, 2019	Sarah Molleck	10	0
OCT. 23, 2019	Jennifer Richards & Kristen Matteoni	16	0
OCT. 30, 2019	Colton Loretz & Jeremy Nork	17	1
NOV. 6, 2019	Jennifer Richards & Pete Cladianos – Program cancelled	0	0
NOV. 13, 2019	Colton Loretz & John Samberg	18	0
NOV. 20, 2019	Jeremy Nork, Sarah & Luke Molleck	12	0
NOV. 27, 2019	No program	0	0
DEC. 4, 2019	Jennifer Richards & Aaron Richter	9	0
DEC. 11, 2019	Colton Loretz & Jeremy Nork	11	0
DEC. 18, 2019	Kristen Matteoni	9	0
DEC. 25, 2019	No program	0	0
TOTALS		507	38

Total Assisted – 507

Total General Law Turned Away – 38

PROBATE LAW
JANUARY-DECEMBER 2019

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 16, 2019	Brian Davenport & Courtney O'Mara	9	0
FEB. 20, 2019	Brian Saeman	13	0
MAR. 20, 2019	Audrey Damonte & E. Joe Gorman	12	0
APR. 17, 2019	McClure Wallace & Patrick Millsap	15	0
MAY 15, 2019	Stephen Moss & Paul Malikowski	10	0
JUNE 19, 2019	Brian Saeman & John White	8	0
JULY 17, 2019	F. McClure Wallace & Patrick Millsap	3	0
AUG. 21, 2019	David Reese & Danielle Christenson	8	0
SEPT. 18, 2019	McClure Wallace & Patrick Millsap	9	0
OCT. 16, 2019	John White	6	0
NOV. 20, 2019	Audrey Damonte & Michelle Rafferty	8	0
DEC. 18, 2019	Audrey Damonte & Michelle Rafferty	4	0
TOTALS		105	0

Total Assisted – 105

Total Probate Law Turned Away - 0

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JANUARY 2020

1/1/20 - 1/31/20

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	141	7	148
10:00 AM - 12:00 PM	269	21	290
12:00 PM - 3:00 PM	257	18	275
3:00 PM - 5:00 PM	373	10	383
5:00 PM - 7:00 PM	271	10	281
TOTAL			1377

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	18	1	19
10:00 AM - 12:00 PM	55	5	60
12:00 PM - 3:00 PM	56	4	60
3:00 PM - 5:00 PM	32	3	35
5:00 PM - 7:00 PM	1	2	3
TOTAL			177

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	65	5
General Law	55	0
Probate	8	0
TOTAL	128	5

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	66
EBSCO	14
Email- Ask a Librarian	3
Inhouse Usage	64
Internet / Contexte	126
Westlaw Searches	
TOTAL	273

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

JANUARY 2020

1/1/20 - 1/31/20

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	6	0	6
Answers	6	0	6
Child Custody	17	0	19
Child Support	13	0	13
Divorce/ Annulment/Separation	24	0	26
Domestic Violence/TPO/EPO	4	0	4
Family Court Procedures/Packets	36	0	39
Guardianships Adult/Minor	10	0	10
Name Change Adult/Minor	6	0	7
Motions/Notice/Emergency	25	0	28
Oppositions/Objections	3	0	3
Law Library Reference			
Appeals	2	0	2
Civil Complaints/Petitions	26	0	26
Civil Procedure/State/Federal	12	0	12
Civil Rights/Constitutional Law	0	0	0
Contract	4	0	4
Criminal Law and Defense	6	0	6
Employment/Labor	2	0	2
Immigration	2	0	2
Landlord/Tenant Rights	2	0	2
Medical	1	0	1
Military/Veterans Rights	0	0	0
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	21	0	21
Rogue Title	2	0	2
Sealing of Criminal Record	11	0	11
Law Library Services			
Liberty Catalog/Circulation	50	23	73
Copier Use/ Change	45	11	56
Eflex / E-Filing	15	1	16
Internet/ Contexte	125	1	126
Lawyer in the Library Info./Referrals	95	0	95
Westlaw	30	25	55
Other Functions			
Copies of Court Records	4	0	4
Referrals To Other Services/NLS/WLS	36	0	36
Other	37	0	37
TOTAL			750

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

FAMILY LAW
JANUARY 2020

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 7, 2020	Kendra Jepsen & Gary Silverman	20	2
JAN. 14, 2020	Michael Roth & Gary Silverman	16	0
JAN. 21, 2020	Travis Clark & Kevin Ryan	19	1
JAN. 28, 2020	Michael Roth	10	2
TOTALS		65	5

Total Assisted – 65

Total Family Law Turned Away – 5

GENERAL LAW
JANUARY 2020

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 8, 2020	Sarah Molleck and Michael Alonso	18	0
JAN. 15, 2020	Colton Loretz & Richard Cornell	15	0
JAN. 22, 2020	Sarah Molleck, Luke Molleck & Kevin Karp	10	0
JAN. 29, 2020	Michael Alonso & Aaron Richter	12	0
TOTALS		55	0

Total Assisted -55

Total General Law Turned Away -0

PROBATE LAW
JANUARY 2020

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 15, 2020	Brian Saeman & John White	8	0
TOTALS		8	0

Total Assisted – 8

Total Probate Law Turned Away - 0

Application Form

Profile

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

What district do you live in? *

None Selected

How long have you lived in Washoe County?

How long have you lived in your district?

Question applies to multiple boards

Are you registered to vote in Washoe County?

Yes No

Employer

Job Title

Which Boards would you like to apply for?

- Reno-Tahoe Airport Authority Airport Noise Advisory Panel (ANAP)
- Washoe County Regional Animal Advisory Board
- Washoe County Senior Services Advisory Board

Interests & Experiences

Question applies to Washoe County Advisory Board to Manage Wildlife

Please select which position you are applying for. *

None Selected

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board or commission?

Upload a Resume

Question applies to Washoe County Advisory Board to Manage Wildlife

Please attach a letter of recommendation.

Question applies to Washoe County Regional Animal Advisory Board

Which board position are you applying for? *

None Selected

Nepotism

Are you related to anyone employed by Washoe County by blood or marriage?

Yes No

If yes, please list the names and relationship of all persons you are related to.



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 type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which one?

Name:

Residential Home Address

Address:		
City:	State:	Zip:
Assessor's Parcel Number if known:		
Home Phone:	Cell Phone:	
E-mail:		

Mailing Address (if different from residential home address)

Address:		
City:	State:	Zip:

Occupation and Business Address

Job Title:		
Business Name:		
Address (Street and/or P.O. Box):		
City:	State:	Zip:
Assessor's Parcel Number if known:		
Business Phone:		
E-mail:		

Registered Voter

Are you registered to vote in Washoe County? <input 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)
How long have you lived in Washoe County? (Years/Months)
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <input type="checkbox"/> Yes <input 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.

--

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

--

List your community and/or civic involvement history.

--

Washoe County Community Services Department Application

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

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: _____

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.

LAWYER IN THE LIBRARY PROGRAM PROTOCOL FOR VOLUNTEER LAWYERS

THANK YOU FOR VOLUNTEERING!

The goal of *Lawyer in the Library* is to educate and equip members of the general public to address common legal issues and/or function within our legal system. By volunteering, you have pledged not to benefit in any way as a result of your participation. ***You may not accept a program participant as a client.***

1. **PLEASE BE ON TIME.** *Lawyer in the Library* is from 5-7pm on Tuesday and Wednesday evenings. All participants arrive at 4:25. Some participants have been waiting over an hour to see you, so please try to be prompt. If it is your first time to volunteer, it is helpful if you can arrive 10 minutes early.
2. **CALLING PARTICIPANTS.** When you are ready to see a participant, please call the appropriate number. If no one responds, simply move on to the next number. As you see participants, please put their numbered ping-pong ball in the container.
3. **KEEP IT BRIEF.** Limit your discussions with each participant to 10 to 15 minutes. To be fair, please use a timer. The Law Library takes as many as 10 participants per evening per attorney.
4. **STAY ON TRACK.** Participants often will want to give you a number of personal details about their case. However, you may wish to politely remind them that in order to be fair to the other participants who are waiting, you only have time to focus on one major issue in the case.

If the participant does not have a legitimate legal question or is in any way making you feel uncomfortable, do not hesitate to end the session early.

5. **KEEP IT SIMPLE.** Try not to use legal jargon. You will find a wide variety of education and comprehension levels, please adjust your consultation to the needs of each participant.
6. **MAKE REFERRALS WHEN APPROPRIATE.** You will find a list of community resources and a participant referral sheet later in this binder. You may give these to participants to refer them to agencies that handle a variety of legal and other problems.
7. **DO NOT DISCUSS CONFIDENTIAL INFORMATION.** Please check the intake sheet for opposing party conflicts. Do not discuss parties involved or confidential or personal information with the participants. Identify, disclose and avoid any potential conflict of interest.
8. **YOU MUST HAVE AN ACTIVE STATE BAR OF NEVADA LICENSE.** To volunteer, you must be licensed and in good standing with the State Bar of Nevada. If you are subject to disciplinary action, including but not limited to disciplinary review hearings, letters of caution, letters of reprimand, suspension, or disbarment, by any bar association, you must disclose this information. Participation is limited to those attorneys who do not have pending disciplinary action.

We appreciate your service.

If you have any questions, please do not hesitate to ask the Law Library staff.

Acknowledgement

I acknowledge that I have read the Lawyer in the Library Protocol for Volunteer Lawyers, understood it, and agree to abide by it. I acknowledge that my participation in the Lawyer in the Library program is contingent upon following the Lawyer in the Library Protocol for Volunteer Lawyers.

Date: _____

Signature: _____

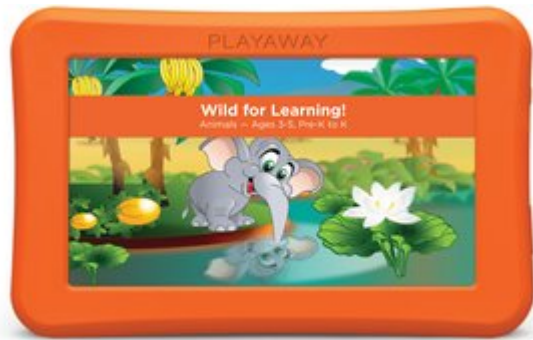
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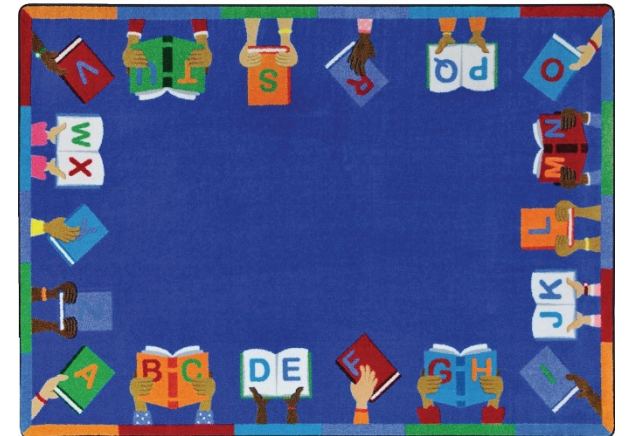
Law Library Children's Area

Comfortable Seating

Educational Tablets with Headphones



Kid-Friendly Environment



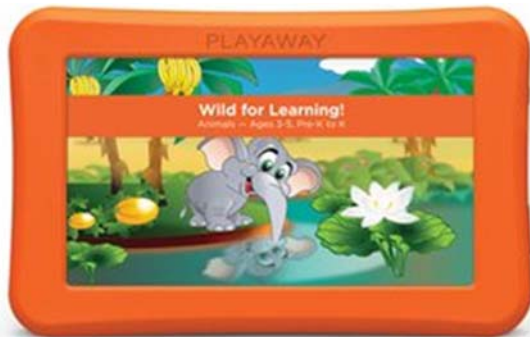
Children's Area Cost Estimates

Tablets:

Playaway Launchpad

\$120-\$140 (2 for each age range would be 8 x \$130=\$1040, shipping cost unknown)

- Designed specifically with libraries in mind.
- Protective case
- Secure and locked down – no camera, no Wi-Fi access.
- Apps are purchased in packs – apps available for children of all ages, teens, adults.
- App packs look to be around \$120-\$140.
- Each app pack contains 10 apps based around a theme (Reading, Math, STEM, etc.) as well as an age group.
- Pre-K to K, Grades K-2, Grades 3-5, Grades 5+



Headphones:

Elecder i37 Headphones

\$10 on Amazon (8 x \$10=\$80, shipping is free)



Tethering Cables for Tablets:

AboveTEK Lock

\$23 on Amazon (8 x \$23=\$184, shipping is free)



Tables:

Round Adjustable Height Table

\$228 School Outfitters on School Outfitters (2 x \$228=\$456, shipping cost: \$181, Total: \$637)



Carpets/Rugs:

Joy Carpets

\$855 Demco (shipping cost: \$250, Total \$1105)



Chairs:

Virco Plastic Chairs

\$63

Demco (8 x \$63=\$504 plus shipping \$120, Total \$624)



Total about \$4,000

