

WASHOE COUNTY LAW
LIBRARY COURT HOUSE
Law Library Board of Trustees
Meeting Minutes

February 6, 2019

1. Roll Call at 12:01 a.m.

Board Members present:

Honorable Connie Steinheimer, Honorable Chuck Weller, Honorable Scott Freeman, Michael Kattelman, Clayton Brust, Stephen Hollandsworth, and Cortney Young. Also, present was Self Help Center and Law Library Program Manager, Emily Reed. Kathi Lutsch was absent.

2. Public Comments
None.

3. Approval of Minutes from Board Meeting of December 5, 2018:

Honorable Scott Freeman made a motion to approve, Cortney Young seconded the motion; unanimous approval.

4. Update regarding the Law Library, including Lawyer in the Library Update, 2018 and 2019 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2018 and 2019, including statistics on number of patrons and the number and type of materials and resources used.

Project Homeless Count – 2 Law Library & 2 Filing Offer staff assisted 226 people.

Stats – down 472 in person from 2017-2018, 209 down over the phone. The Self-Help Center was up 1273 phone calls.

5. Discussion and possible action regarding the design of the Law Library space in the future Downtown Courthouse and the status of Downtown Court Master Plan with respect to the Law Library space.

There is a Downtown Washoe County Court Complex Master Plan that will be completed in May. It will assess DA, PD, HAS, Reno Justice Court, and SJDC needs and growth in the downtown area. Judge Hardy will present to the BCC on February 26, 2019.

6. Discussion and possible action regarding ways to increase the Law Library's partnership with the Washoe County Bar Association.

Discussion regarding Law Library will continue to hand out WCBA guides and the Law Library will work with the Eddy House.

Discussion also regarding Court and subsections of Bar designating pleadings for repository at Law Library.

Motion by Honorable Judge Freeman to send this proposal to the Washoe County Bar to explore this and to discuss at the next meeting, motion was seconded by Mike Kattelman, unanimous approval.

7. Discussion and possible action regarding recruitment of volunteers for Lawyer in the Library, recognition for Lawyer in the Library volunteers, and annual recognition event.

- Incentives? Biannual Recognition?
- Offsite celebration?
- Recognizing volunteers for # of years

Elizabeth Beadle suggests Biannual Recognition.

Maybe move to October during Pro Bono week to get the press to attend and possibly continue with other Pro Bono events.

Honorable Scott Freeman made a motion to table until next meeting, Clay Brust seconded the motion, unanimous approval.

8. Update, discussion, and possible action regarding informational videos, including videos about the court system and court procedure, that the Law Library could record for the public on the following topics:

- 1) The Motion Process
 - a. Motions and responses
- 2) How to answer a complaint
- 3) Joint Petitions

Michael Kattelman spoke with Kim Surratt. Michael Kattelman will apply for monetary donation.

Michael Kattelman moves to ask Family Law Section for donation not to exceed \$10,000 and volunteers to help with the videos.

Michael Kattelman made a motion, Honorable Chuck Weller seconded the motion; unanimous approval.

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

Emily Reed made an announcement we have a vacancy for a Law Librarian II position. This will be posted shortly. Once the position is filled, it will be put on a future agenda so the Board can meet the new Librarian.

10. Public Comments - None.

11. Adjournment at 1:02 p.m.

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JANUARY 2019

1/1/19 - 1/31/19

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	82	11	93
10:00 AM - 12:00 PM	220	20	240
12:00 PM - 3:00 PM	266	14	280
3:00 PM - 5:00 PM	345	10	355
5:00 PM - 7:00 PM	221	3	224
TOTAL			1192

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	31	1	32
10:00 AM - 12:00 PM	48	1	49
12:00 PM - 3:00 PM	44	0	44
3:00 PM - 5:00 PM	13	2	15
5:00 PM - 7:00 PM	0	0	0
TOTAL			140

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	80	5
General Law	42	0
Probate	9	0
TOTAL	131	5

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	6
EBSCO	24
Email- Ask a Librarian	5
Inhouse Usage	56
Internet/ Contexte	93
Westlaw Searches	1111
TOTAL	1295

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

JANUARY 2019

1/1/18 - 1/31/18

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	8	0	8
Answers	4	0	4
Child Custody	9	0	9
Child Support	1	0	1
Divorce/ Annulment/Separation	22	0	22
Domestic Violence/TPO/EPO	14	0	14
Family Court Procedures/Packets	38	0	38
Guardianships Adult/Minor	16	0	16
Name Change Adult/Minor	11	0	11
Motions/Notice/Emergency	20	0	20
Oppositions/Objections	4	0	4
Law Library Reference			
Appeals	0	0	0
Civil Complaints/Petitions	10	0	10
Civil Procedure/State/Federal	7	0	7
Civil Rights/Constitutional Law	1	0	1
Contract	0	0	0
Criminal Law and Defense	9	0	9
Employment/Labor	4	0	4
Immigration	0	0	0
Landlord/Tenant Rights	6	0	6
Medical	0	0	0
Military/Veterans Rights	0	0	0
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	17	0	17
Rogue Title	1	0	1
Sealing of Criminal Record	15	0	15
Law Library Services			
Liberty Catalog/Circulation	8	9	17
Copier Use/ Change	48	6	54
Eflex / E-Filing	26	0	26
Internet/ Contexte	89	4	93
Lawyer in the Library Info./Referrals	46	0	46
Westlaw	44	50	94
Other Functions			
Copies of Court Records	2	0	2
Referrals To Other Services/NLS/WLS	22	0	22
Other	66	3	69
TOTAL			640

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

FEBRUARY 2019

2/1/19 - 2/28/19

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	64	8	72
10:00 AM - 12:00 PM	235	26	261
12:00 PM - 3:00 PM	242	24	266
3:00 PM - 5:00 PM	261	9	270
5:00 PM - 7:00 PM	139	7	146
TOTAL			1015

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	21	0	21
10:00 AM - 12:00 PM	38	2	40
12:00 PM - 3:00 PM	53	1	54
3:00 PM - 5:00 PM	23	0	23
5:00 PM - 7:00 PM	2	0	2
TOTAL			140

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	51	5
General Law	46	0
Probate	13	0
TOTAL	110	5

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	6
EBSCO	24
Email- Ask a Librarian	8
Inhouse Usage	57
Internet/ Contexte	84
Westlaw Searches	775
TOTAL	954

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

FEBRUARY 2019

2/1/19 - 2/28/19

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	2	0	2
Answers	4	0	4
Child Custody	4	0	4
Child Support	1	0	1
Divorce/ Annulment/Separation	10	0	10
Domestic Violence/TPO/EPO	9	0	9
Family Court Procedures/Packets	21	0	21
Guardianships Adult/Minor	17	0	17
Name Change Adult/Minor	10	0	10
Motions/Notice/Emergency	16	0	16
Oppositions/Objections	2	0	2
Law Library Reference			
Appeals	0	0	0
Civil Complaints/Petitions	17	0	17
Civil Procedure/State/Federal	8	1	9
Civil Rights/Constitutional Law	1	0	1
Contract	0	0	0
Criminal Law and Defense	4	0	4
Employment/Labor	0	0	0
Immigration	0	0	0
Landlord/Tenant Rights	6	0	6
Medical	0	0	0
Military/Veterans Rights	0	0	0
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	13	0	13
Rogue Title	0	0	0
Sealing of Criminal Record	2	0	2
Law Library Services			
Liberty Catalog/Circulation	18	4	22
Copier Use/ Change	25	3	28
Eflex / E-Filing	55	4	59
Internet/ Contexte	83	1	84
Lawyer in the Library Info./Referrals	56	1	57
Westlaw	27	40	67
Other Functions			
Copies of Court Records	2	1	3
Referrals To Other Services/NLS/WLS	16	0	16
Other	33	5	38
TOTAL			522

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

MARCH 2019

3/1/19 - 3/31/19

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	106	6	112
10:00 AM - 12:00 PM	213	22	235
12:00 PM - 3:00 PM	231	19	250
3:00 PM - 5:00 PM	284	23	307
5:00 PM - 7:00 PM	200	1	201
TOTAL			1105

WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	22	1	23
10:00 AM - 12:00 PM	53	1	54
12:00 PM - 3:00 PM	50	1	51
3:00 PM - 5:00 PM	25	1	26
5:00 PM - 7:00 PM	10	0	10
TOTAL			164

LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	65	0
General Law	43	0
Probate	12	0
TOTAL	120	0

WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	23
EBSCO	10
Email- Ask a Librarian	11
Inhouse Usage	158
Internet/ Contexte	114
Westlaw Searches	1217
TOTAL	1533

SECOND JUDICIAL DISTRICT COURT STATISTICS

WASHOE COUNTY LAW LIBRARY REFERENCE

MARCH 2019

3/1/19 - 3/31/19

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
Family Law			
Adoption/ Termination of Parental Rights	8	0	8
Answers	7	0	7
Child Custody	9	0	9
Child Support	7	0	7
Divorce/ Annulment/Separation	14	0	14
Domestic Violence/TPO/EPO	13	0	13
Family Court Procedures/Packets	31	0	31
Guardianships Adult/Minor	23	0	23
Name Change Adult/Minor	12	0	12
Motions/Notice/Emergency	20	0	20
Oppositions/Objections	1	0	1
Law Library Reference			
Appeals	4	0	4
Civil Complaints/Petitions	22	0	22
Civil Procedure/State/Federal	14	0	14
Civil Rights/Constitutional Law	3	0	3
Contract	1	0	1
Criminal Law and Defense	6	0	6
Employment/Labor	6	0	6
Immigration	3	0	3
Landlord/Tenant Rights	10	0	10
Medical	1	0	1
Military/Veterans Rights	0	0	0
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	15	2	17
Rogue Title	1	0	1
Sealing of Criminal Record	9	0	9
Law Library Services			
Liberty Catalog/Circulation	42	24	66
Copier Use/ Change	29	4	33
Eflex / E-Filing	15	0	15
Internet/ Contexte	94	22	116
Lawyer in the Library Info./Referrals	45	0	45
Westlaw	37	44	81
Other Functions			
Copies of Court Records	4	0	4
Referrals To Other Services/NLS/WLS	22	0	22
Other	27	1	28
TOTAL			652

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

FAMILY LAW

JANUARY-MARCH 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
TOTALS		196	10

Total Assisted – 196

Total General Law Turned Away – 10

GENERAL LAW

JANUARY- MARCH 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
TOTALS		131	0

Total Assisted – 131

Total General Law Turned Away – 0

PROBATE LAW

JANUARY-MARCH 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
TOTALS		34	0

Total Assisted – 34

Total Probate Law Turned Away - 0

Lawyer in the Library Program

January-March 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	Nevada Legal Services	Washoe Legal Services	Self Help Center	Law Library Resources	State Bar	Senior Law Project	Other
Adoption – Adult	1							
Adoption – Minor								
Alimony / Spousal Support	3			1		1		
Annulment								
Appeals to Supreme Court	1							
Attorney’s Fees								
Case Management Conference	2			1				
Child Custody Jurisdiction	9			2		1		1
Child Custody / Visitation	67			7				1
Child Support	15			1				
Community / Separate Property	4			1				1
Court Hearings	5	1	1	1		1		
Divorce – Complaint	15			4				2
Divorce – Joint Petition	4			1				
Domestic Partnerships								
Domestic Violence / TPO	4			1		1		
Ex Parte Motions								
Emancipation								
Grandparent’s Visitation	2							
Guardianship – Adult								
Guardianship – Minor Child	4							
Hague Convention								
Indian Child Welfare Act								
Joint Petition for Divorce								
Jurisdiction – Family	1							
Juvenile Delinquency								
Juvenile Dependency								
Legal Separation	1			1				
Mediation								
Military	2							
Minor Marriage								
Objection to Master’s Recommendation								
Partnership Dissolution								
Paternity	3							
Post or Pre-Nuptial Agreement								
QDRO / Retirement	3							1
Settlement Conference								
Surrogacy								
Termination of Parental Rights	2		1					
Trial	1							
Total	149	1	2	21	0	4	0	6

Lawyer in the Library Program

January-March 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	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Abandoned Vehicle								
Animal Law								
Attorney Malpractice								
Bankruptcy								
Business / Industry								
Civil Litigation	14	1	1			1		
Civil Procedure (Federal)	1							
Civil Procedure (State)	4							
Civil Rights	1							
Collections	3							
Commercial Law								
Consumer Law	3							
Contract Law	4					1		1
Criminal Law & Criminal Defense	12	1	1			1		1
Education Law								
Elder Law								
Employment / Labor Law	4							
Health Law / Insurance	1							
Immigration Law	3							
Intellectual Property Law								
Landlord & Tenant	12	1	1					1
Legal Research Tools								
Litigation	5							
Mediation / Arbitration	1							
Medical Malpractice	1							
Medicaid								
Military Issues								
Name Change								
Native American Law								
Neighbor Law								
Personal Injury								
Personal Property / Manufacture Homes	2	1	1					
Probate								
Real Estate / Foreclosure	3							
Small Claims								
SSD / SSI / Appeals								
Student Loans								
TANF / Food Stamps								
Taxes State / Federal								
Torts	4							
Vehicle Repossession	3							
Victim of Crime	1							
Water Law								
Workman's Compensation	1							
Wrongful Termination	1		1					
Total	84	4	5	0	0	3	0	3

Lawyer in the Library Program
January-March 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	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Affidavit of Entitlement for Estate	1							
Cremation								
Creditor's Claim	1	1						
Challenge Will	1							
Estate Planning	1							
General Administration	6							
Inventory, Appraisal & Record of Value								
Letters of Administration								
Letters Testamentary								
Medical Records								
Military Issues								
Notice to Creditors								
Notice of Hearing on First & Final Report & Accounting								
Powers and Duties								
Probate Hearings								
Publication								
Safe Deposit Box								
Set Aside	3							
Summary Administration	1							
Trust Law	2	1						
Total	16	2	0	0	0	0	0	0

Updated 04/05/2019 NC