

2021 Annual Report

Conference of Maryland Court Law Library Directors

Anne Arundel
Baltimore
Baltimore City
Carroll
Howard
Montgomery
Prince George's
and the
Thurgood Marshall
State Law Library

Court Law Libraries in Maryland

Maryland's network of court law libraries continues to provide access to legal information, offer expert assistance with using legal materials, operate educational programs and advocate and innovate new solutions for connecting the public to legal information and self-help resources. The Conference of Maryland Court Law Library Directors (CMCLLD) brings together directors of the seven professionally staffed Circuit Court libraries* and the Maryland Thuraood Marshall State Law Library to discuss increasing access to justice through education and through the provision of legal information for the public. CMCLLD members also exchange ideas on law library operations and programming. Maryland's professionally staffed law libraries are in the following counties:

Anne Arundel County
Baltimore City **
Baltimore County
Carroll County
Howard County
Montgomery County
Prince George's County
Thurgood Marshall State Law Library

*Charles County's law librarian left in December. Statistics will reflect that county for July – December 2020.

^{**}Baltimore City did not contribute to this report.

COVID RESPONSE

The member libraries of the Conference of Maryland Court Law Library Directors adjusted to provide remote services comparable to the quality of in-person services by using:

- · Email,
- · Phone,
- Remote, temporary access to Westlaw Next and LexisNexis
- Online information

Lawyer in the Library Programs were converted to virtual.

Trainings were provided online.

Conference members participated in monthly **Zoom conference calls**.

Assisting Self-Represented Individuals

Many self-represented litigants arrive at a law library looking for assistance with challenging situations. Librarians assist by connecting self-represented litigants (SRLs) to legal and community information, resources and local referrals. In FY21, staffed law libraries provided more than 35,500 instances of service.

Law libraries also assisted patrons remotely via telephone and email. Remote inquiries accounted for 69% of interactions in FY21- which is more than double the percentage in FY20.

Many law library patrons are members of the public - including SRLs. Librarians continue to gear their resources, guides, programming and services to exceed the public's expectations. Public patrons account for about 77% of law library patrons - an increase when compared to FY20.

Law libraries serve SRLs in the following unique, innovative and industrious ways:

- Research assistance
- Legal research training and instruction
- Legal services referrals
- Technology and MDEC assistance
- Access to self-help resources and forms
- Curated online information and guides
- Legal advice programs
- Access to Maryland Court Help Centers

There are no income or subject matter restrictions in court law libraries.



MARYLAND
COURT LIBRARIES
ARE OPEN TO ALL

Working with Attorneys

- Research assistance
- Online query formulation
- Technology and MDEC assistance
- Pro bono coordination and support
- Circulation of legal texts and treatises

By providing free access to Westlaw and other library resources, libraries support the probono attorney and help to keep costs down, which in turn benefits the pro or low bono client in need.



MARYLAND
COURT LAW
LIBRARIANS
ASSIST
ATTORNEYS
WITH LEGAL
RESEARCH

Assisting Judges and Law Clerks

- Research assistance
- Management of chambers resources
- Westlaw password and Lexis E-book access
- Maintenance of the chambers reserve collection
- Legal research training

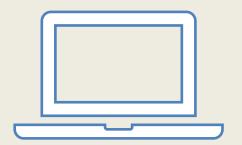
Consulting with the librarian can save the court time.
One librarian always suggests – if research time exceeds 15 minutes – call your law librarian.



COURT LAW
LIBRARIES
PROVIDE
RESEARCH
ASSISTANCE AND
CHAMBERS
RESOURCE
MANAGEMENT

Our FY 2021 Numbers

3,405,974 WEB HITS





588
SERVED BY LAW
LIBRARY SELF-HELP
LEGAL ADVICE
PROGRAMS



WHO WE SERVE



77% PUBLIC



16% BAR



7% JUDICIARY

HOW WE SERVE

31% IN PERSON

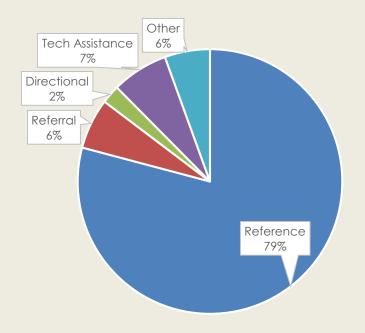


34% PHONE



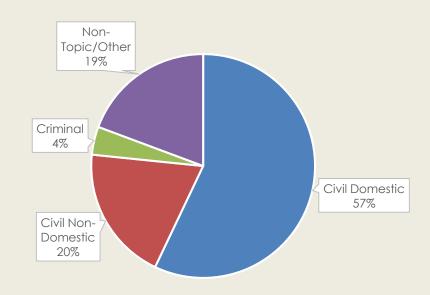
35% EMAIL

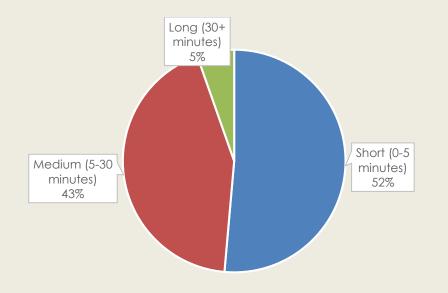




85% OF TRANSACTIONS INVOLVE REFERENCE & REFERRALS

77% OF
QUESTIONS
INVOLVE
CIVIL
ACTIONS





52% OF TRANSACTIONS TAKE 5 MINUTES OR LESS

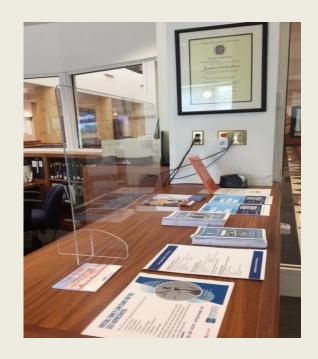
Public Library Training and Partnerships

The partnership between the CMCLLD and the Maryland Access to Justice Commission, providing legal reference training to public library staff, continued in FY21 with a move to web presentation format. Through the Fall of FY21, shorter topic-based sessions were offered to address topics identified as relevant to the pandemic: landlord-tenant, family law, abuse law, consumer law, public benefits, and life & health planning. Sessions were coordinated and hosted virtually by the Montgomery County Public Library. The virtual format allowed for a larger number of public librarians across the state to attend.

In October of 2020, Catherine McGuire of the Thurgood Marshall State Law Library and Joan Bellistri of the Anne Arundel County Public Law Library presented the public library training as a program at the 2020 virtual Maryland Library Association/Delaware Library Association Conference.

Prince George's County Circuit Court Law Library

During FY21, the Circuit Court for Prince George's County Law Library services were 100% virtual. Over 50% of inquiries were from the general public, with 31% from attorneys, and 13% from judicial employees, including judges and law clerks.



New Projects:

Digital Resources Video Tutorial

The Law Library continued to increase digital-only items available to patrons at a click of a button 24 hours a day. A video tutorial on how to access these digital resources is available on the Circuit Court's YouTube page: https://youtube.com/watch?v=FEFt7kNp3AA

Research Guides

The Law Library expanded the creation of its own research guides during FY21, with twelve guides now available through the online catalog and the Circuit Court's website.

MISSION

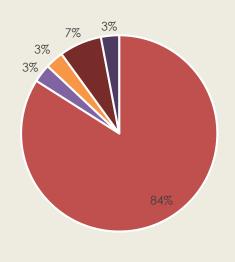
Prince George's County Circuit Court Law Library provides legal information and information services to Judges and attorneys, state and local employees, and self-represented litigants who reside or practice in Prince George's County, Maryland.

Court and Community Outreach

- Law Library staff conducted outreach to new and established attorneys and placed regular announcements in the Prince George's County Bar Association's monthly newsletter.
- Staff increased the Law Library's virtual presence by adding the Library's webpage address to all email signatures.
- Staff created Research Guides and the Legal Resources on the Internet handout for public use.
- Law Library provided expanded document delivery services.
- Staff ensured that Law Library collections are responsive to community needs.
- Law Library worked with Westlaw to provide temporary Westlaw accounts to patrons.
- Staff attended Conference of Court Law Library
 Directors, Prince George's County Circuit Court
 Directors, Law Library Association of Maryland,
 American Association of Law Libraries, American Library
 Association, and Maryland Library Association meetings,
 events and training programs.

"Thank you. I am very grateful for all that you do. We have the best library!" Senior Judge C. Philip Nichols, Jr.

TRANSACTION TYPE

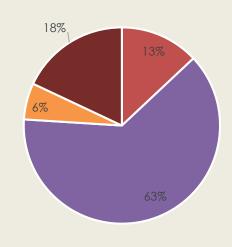


87% OF TRANSACTIONS **INVOLVE REFERENCE & REFERRALS**

■ Reference ■ Referral ■ Directional ■ Tech Assistsance ■ Other

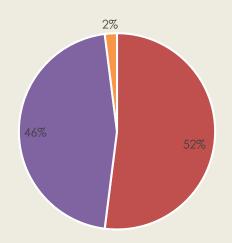
SUBJECT

76% OF QUESTIONS INVOLVE CIVIL ACTIONS



Civil Domestic Civil Non-Domestic Criminal Non-Topic/Other

DURATION



52% OF TRANSACTIONS TAKE **5 MINUTES OR LESS**

Library Databases

Westlaw

Lexis

SASI-CALC

VerdictSearch

Support Alimony Calculator

HeinOnline

National Consumer Law Center Digital Library



Law Library Staff

Tonya E. Baroudi Director

Vickie Yiannoulou Assistant Law Librarian

Sharon C. Brandon Library Assistant

Prince George's County Circuit Court Law Library

Email lawlibrary@co.pg.md.us

Phone 301-952-3438 Fax 301-952-2770 Address 14735 Main Street

Room M1400

Upper Marlboro, MD 20772

Website

www.princegeorgescourts.org/285/Law-Library

Law Library & Legal Resource Center Circuit Court for Howard County

Howard County Officials
Unveil New Circuit
Courthouse!

"The library is so big and quiet! You have everything I need."



LOCATED JUST THREE MILES FROM THE OLD COURTHOUSE.

During FY21, the Law Library & Legal Resource Center prepared for its move to the new circuit courthouse.

The Law Library's new space provides two conference rooms, private study carrels, three worktables and six public access computers.

In addition, the new circuit courthouse offers a private room for its free legal assistance programs – the Civil Law Center and the Family Law Assistance Program; both services are managed by the Law Librarian.

"Thank you so
much for
providing this
service. I won
my case
because of
you!"

Ongoing Special Projects

The Law Librarian manages the Circuit Court for Howard County's free legal assistance programs – the Civil Law Center and the Family Law Assistance Program. In August 2020, both services reopened by appointment only - using a table with a plastic divider in the large Jury Assembly Room.

Resources

Library visitors can scan documents and electronically file documents. The Law Library & Legal Resource Center also provides access to the Maryland Electronic Courts Public Kiosk, where visitors can view documents filed in other cases. In addition, Library users can video chat with a lawyer from the Maryland Court Help Center during all open hours.

Electronic Resources

- WestlawNext
- SASI-Calc
- MS Word
- MDEC Kiosk
- Video Chat with a Lawyer

Contact Information

Website:
http://mdcourts.gov/circuit/
howard/lawlibrary

Email: sandy.brewer@mdcourts.gov

Phone: 410-313-2135

Address:
Circuit Court for Howard
County, Law Library & Legal
Resource Center, 9250
Judicial Way, Ellicott City,
MD 21043



"A+ Customer
Service!"

FY21 Transaction Type

- 85% Reference Questions
- 4% Referrals
- 7% Directional
- 3% Tech Assistance
- 1% Other

FY21 Subject of Questions

- 64% of Questions Involve Family Law Matters
- 24% of Questions Involve Civil Non-Domestic Matters
- 9% of Questions Involve Criminal Matters
- 3% of Questions Involve Other Matters

FY21 Duration of Assistance

- 46% of Questions Take 5 Minutes or Less
- 48% of Questions Take 5 30 Minutes
- 6% of Questions Take 30 Minutes or More

Carroll County Circuit Court Law Library



The Circuit Court Law
Library is the public law
library for Carroll County.
The Law Library provides
legal information
resources and services to
support access to justice
for the public and the
legal research activities of
the Court, the Bar and
Government offices.

Throughout FY21 the Carroll County Circuit Court Law Library pivoted its library services, in keeping with the directives issued by the Courts due to the pandemic health emergency, to consistently provide access to legal information resources either remotely and/or inperson.

I appreciate your help and the assistance you gave me on the phone. I do declare librarians are some of the nicest, most helpful people in the world."

Self Represented

Litigant

Outreach

In order to keep the legal community and public informed of the Law Library's accessibility:

- Law Library's Web page updated regularly
- Emails sent to local Bar Association to keep members up-to-date

Remote Delivery of Services

- Offered remote legal information reference and document delivery services
- Offered free remote access to commercial legal databases provided by those Vendors

Public Access Computer Centers

The Law Library provides access to a Maryland Electronic Courts (MDEC) Public Kiosk

- AND -

To a Self-Help Computer Center that offers legal service provider information including access to the People's Law Library and the Maryland Court Help Center via chat

Free Access to Databases

 Westlaw/Lexis Advance/SASI-Calc/Kaufman Alimony Calculator/Hein Online/NOLO/West Academic

Contact Information

Website:
https://circuitcourt.carrollcounty
md.gov/law-lib.aspx

Email: carrollcclawlibrary@ mdcourts.gov

Phone: 410-386-5672

Address:

Circuit Court for Carroll County Law Library – Historic Courthouse 200 Willis Street Westminster, MD 21157

> Hours of Operation: Monday-Friday 8:30 am – 4:30 pm

Contact us for all your legal information needs.



"I contacted our Law Librarian who is the most wonderful source of information with whom I have ever been acquainted." Attorney

FY21 Question Type

- 32% Reference Questions
- 11% Referrals
- 3% Directional
- 18% Tech Assistance
- 36% Other

FY21 Questions Asked By

- 32% Public
- 53% Bar
- 15%Judiciary

FY21 Topic

- 12% Civil Domestic
- 35% Civil Non-Domestic
- 4% Criminal
- 49% Non-Topic/Other

FY21 Duration

- •64% Short (0-5 minutes)
- •35% Medium (5-30 minutes)
- 1% Long (30+ minutes)

Montgomery County Circuit Court Law Library





Montgomery County Circuit Court Law Library assisted the public and bar remotely, and the judiciary in-person and remotely during FY21.

Contact Information

Website:

https://montgomerycountymd.go v/cct/law-library.html

Location: 50 Maryland Ave, Rockville, MD 20850, Room N-3420

Email: lawlibrary@mcccourt.com

Phone: 240-777-9120

Library Hours:

Monday-Friday, 8am-5:30pm (starting January 2022, hours will be 8am-5pm)

Services

We help everyone with their local legal research needs. Onsite notary services and meeting rooms are also available.

The following databases are provided to all patrons:

Westlaw

Lexis

NCLC

SasiCalc

Kaufman's Guidelines

HeinOnline

PACFR

BloombergBNA

Maryland Daily Record and Family Law Update

BlueBook

Some of Montgomery County Circuit Court Law Library's achievements in FY21 include:

- 1. Implemented a new emergency service: remote notarization
 In May 2020, library staff started planning efforts to offer new remote
 notarization services under the auspices of Maryland Emergency Executive
 Order 20-03-30-04. The library implemented emergency remote notary
 services from August 2020 to the order's expiration in November 2020.
- **2. Implemented inclusive decisions in collection development**The library is committed to addressing diversity, equity, and inclusion issues in its collection development and outreach activities. In FY21, the library added five interdisciplinary law and LGBTQIA+ treatises to its collection.

3. Continued Everyday Law Programs remotely

During the springs of 2020 and June 2021, the library partnered with the Rockville branch of Montgomery County Public Libraries, local volunteer attorneys, and our court's Self-Help Center attorneys to present "Everyday Law" programs. These programs provided free, basic information and resources about the following legal topics for non-attorneys. Topics included estate planning, elder law, family law, family immigration law, and guardianship.

After the advent of the pandemic, the library retooled programming for Zoom and garnered record-high attendance rates. During FY21, the estate planning Everyday Law program enjoyed encore presentations to community groups like the Suburban Hospital breast cancer survival support group and GROWS Montgomery County.

4. Supported the court by acting as Zoom Law Clerks

All librarians assisted Senior Judges' Zoom hearings for about 11 weeks from August-November 2020 in addition to simultaneously running the library and remotely assisting public, bar, and judiciary researchers.

Law Library staff were trained on Zoom for Government, administered Zoom during hearings, contacted parties, and created a Teams Channel to manage dockets to accommodate double/triple booking and fall-off rates. Librarians used Teams collect, label, and display digital exhibits during hearings. Librarians also created an instruction manual on best practices for operating Zoom hearings and spreadsheets to supplement HP data to include email address/contact information.

In FY22, Montgomery County Circuit Court Law Library hopes to achieve the following:

1. Assist the public and bar with MDEC filings

A File and Serve "Business Center" will be installed in the library in October 2021. Librarians will assist the public and bar with uploading documents to the system.

2. Collect Montgomery County Circuit Court opinions

In FY21, the library resumed collection development of written opinions of Montgomery County Circuit Court's family and civil cases. Our library is currently the only publicly-available research source for the majority of Montgomery County Circuit Court's trial court-level opinions. Starting in FY22, we hope to take this project further via two directions 1) curate a criminal opinions collection, and 2) create an online database for these opinions.

3. Employ inclusive outreach

The Law Library has started to conduct a review of currently produced research guides for areas of opportunity to better serve underserved and marginalized populations. For instance, the library is in the preliminary stages of adding gender change guidance to its existing name change guide. The library hopes to pair these changes in research guides with more inclusive topics and treatment of those topics in FY22's spring Everyday Law programming.

Some feedback from our patrons in FY21:

- "I am most grateful for your assistance in accessing the DC Handbook Self-help manual, as well as VA references for representing myself. Your assistance has made me more confident as I proceed. Speaking for the public, we are lucky to have you to assist us." -Public patron
- "Julia, thanks for your help and kindness." Public patron
- "Thank you for contributing to expanding our horizons." -Court employee
- "It means the world to me that you librarians are so helpful with requests for info." -Public patron
- "Thank you so much, I really appreciate your help!" Attorney

Anne Arundel County Public Law Library



The law library moved to its new location in the historic section of the courthouse in September 2020. The "old" law library is now the Jury Annex providing space for social distanced juror selection.

The law library provides access to much that was previously held in print through online databases. Certain titles and the historic code collection are stored in the old space until a new location is found for the law library.

Read more about the move here.

Database Access:

Westlaw

Lexis

National Consumer Law Center Digital Law Library

SasiCalc

HeinOnline

Nolo Legal Information Reference Center

Cheetah- Wolters Kluwer

MISSION

The Anne Arundel County
Public Law Library serves the
needs of Anne Arundel
County's court, attorneys,
government and citizens by
providing access to legal
information resources;
promoting access to these
resources; creating
educational opportunities that
enhance the understanding of
legal information; and
providing access to programs
providing legal advice to the
public.

Remote Services Delivery

Remote services that were expanded due to COVID are available even as the court has opened more fully.

Westlaw passwords, email document delivery and legal research co-browsing are still helpful and convenient tools for those needing library services remotely.

The Lawyer in the Library
Program continued to operate
remotely. The partnership
with the Anne Arundel Public
Library was revived, which
increased awareness of the
virtual program in the
community.

The percentage of service by email and phone more than doubled when compared to FY20.

I thought I had just a simple problem but the attorney gave me so much information – I really appreciate the help. - Lawyer in the Library client



1788 visits to the Law Library



2565 questions



123 served by the Lawyer in the Library Prog



28,575 web hits

See the full report, FY21 Use Statistics <u>here</u>.

The <u>Virtual Reference</u>

<u>Desk</u> provides quick access to library services remotely that includes referrals to legal help and online information including law library FAQ pages.

Thanks for going above and beyond. - attorney researching trusts

AACPLL Virtual Reference Desk

Library services are available in-person and remotely.

Research Help

Online
Resources

Call or email a law librarian, Monday through Friday, for help finding

- Access to Westlaw, an online legal

Lawyer in the Library, now available remotely every Wednesday from 11 a.m.

The continued use of email templates that include legal assistance referrals and library FAQ pages have streamlined information delivery to remote and inperson SRLs.

Anne Arundel
County
Public Law Library
Staff

Joan M. Bellistri Law Library Director

Denise Wolf Law Library Associate

Sarah Green Law Library Associate

Cataloging Project

Close to 1900 titles were discarded before the move. Some titles were no longer current, but many were to be continued as digital or e-resources. The catalog records for the discarded titles had to be either deleted or converted to e-resource records. Sarah Green has worked diligently to get it done so that all library resources are discoverable in the <u>library online catalog</u>.

Previously, the catalog only contained records for the secondary sources. Sarah is now working to add records for all primary sources, current and historic.

Anne Arundel County Public Law Library

Anne Arundel County Circuit Court 8 Church Circle Annapolis, MD 21401

AALawLibrarian@mdcourts.gov 410-222-1387

Online @ http://www.circuitcourt.org/legal-help/law-library

http://aacpll.pbworks.com

aacpll.org

Baltimore County Law Library

Library Director Stephanie Levasseur retired in March after 32 years of service to the county. Scott Stevens was hired in April as the new director.

The Family Self-Help Center was re-located to the law library. The law library supported the Center with library resources and computers.

The Center has been providing remote service since COVID. Law Library staff can provide in-person assistance and referrals.

The Law Library provides a <u>Self-Help at the Law Library</u> webpage for family and civil issues.



Thank you very much. You have been a big help. Thank you for taking the time to assist me.

Baltimore County Law Library

County Courts Building, Second Floor 401 Bosley Avenue Towson, Maryland 21204

Library and Civil Self-Help
Phone: 410-887-3086
Email: baltcocivilselfhelp@
mdcourts.gov

Family Law Self-Help
Phone: 410-887-3446
Email (preferred):
baltcoselfhelp@mdcourts.g
ov

Hours

Monday through Friday 8:30 a.m. to 4:30 p.m.

The Law Library is closed on weekends and <u>Court</u> <u>holidays</u>.

Baltimore County Law Library COVID Response

After a brief shutdown of the Baltimore County Law Library due to the initial rise of COVID in the spring of 2020 (FY2020), the Law Library re-opened in the summer of 2020 on a limited basis. We instituted e-mail service and telephone service to continue assisting patrons.

The Courthouse closed again to the public around Thanksgiving 2020 when COVID rates started increasing. Library staff continued to provide remote assistance to Attorneys, Self-Represented litigants, Judges, and court departments.

The Courthouse re-opened when COVID cases began to subside in March 2021. The Law Library re-opened on a limited basis with recommended distancing and masking procedures in place.

While the amount of assistance provided (measured in the number of responses to questions/number of people helped over the course of the year) dropped from the last "normal" year of 2019, it dropped in tandem with the decrease in court caseload as measured by the number of hearings set during the fiscal year.

However, many of those hearings set were to be held remotely. This indicates that, although litigants had less reason to come to the courthouse, they still sought out assistance from the Law Library during the on-going pandemic.

Thurgood Marshall State Law Library

Services and Collections

With full in-person service throughout FY2021, the State Law Library saw the largest single-year increase in reference activity, with a 28% rise over FY20, and an increase in the percentage of assistance via email, from 50% to 70%. Combined with telephone and letter requests, the overall volume of reference service to remote patrons is more than 90% of the total.

The Library expanded its digital collection to incorporate additional materials, including ebook access for Judiciary users to Michie's Annotated Code of Maryland and the addition of uncopyrighted historic Maryland Rules to the scanned collection.

Mission

The Library, a court-related agency of the Maryland Judiciary, serves the needs of Maryland's government and citizens by: building and preserving collections of legal information resources, promoting access to these collections, and creating educational opportunities that enhance the understanding of legal information.

Thank you very much for this thorough response. I continue to hold the State Law Library in high esteem.

13,000+ Reference Interactions

Over 4 million Page Views (PLL & TMSLL)

90% Services to Remote Patrons

Education

- To improve our ability to assist our community, staff expanded skills through training sessions in procurement, emergency planning, ethics, digital preservation, and instructional design.
- To enhance skills within our Judiciary community, the State Law Library developed and offered courses through the Judicial College in Online Legal Research and Resources for Self-Represented Litigants.
- To enrich the wider community, library staff provided programming to the University of Maryland School of Law, the Maryland Library Association, the Office of the Public Defender, the North American Virtual Reference Online Conference, and the AALL Teaching the Teachers Conference.

Dear Librarians,
Thank you so much for
your continuous
support and
assistance. I am ever
so grateful to you all
for always helping me
with my case
matters. You have
helped me
accomplish and work
through so many legal
hurdles.

Thank you so much for your outstanding help! I really appreciate how quickly you were willing and able to assist, and your colleagues were extremely kind on the phone. I would have never found these without you, and feel very lucky that even during the pandemic it was possible to obtain virtual copies of hard copy documents, within an hour.

Contact Information

Thurgood Marshall State Law Library Robert C. Murphy Courts of Appeal Building 361 Rowe Boulevard Annapolis, Maryland 21401

Telephone: 410-260-1430 888-216-8156 (toll-free in Maryland)

Email: <u>lawlibrary@mdcourts.gov</u>

Fax: 410-260-1572

The People's Law Library saw sizeable growth in users and pageviews: users increased by 23%, topping 2 million for the first time, and pageviews grew 27% to 3.9 million.

The PLL How-Do-I sections (100+ articles), addressing a wide range of topics related to court procedures, were entirely reviewed and revised. In addition, seven new articles were added to the overall PLL content:

- Spousal Elective Share
- Baltimore City Rental Dwelling License Law
- Unemployment Insurance Benefit Series
- Frequently Asked Questions about Utilities for Landlords and Tenants
- Contesting a Will (Caveat Proceeding)
- Parenting Coordination
- Frequently Asked Questions Deeds

The People's Law Library (PLL) is a legal information and self-help website maintained and managed by the Thurgood Marshall State Law Library and supported by Maryland's non-profit legal services providers, pro bono attorneys, and the legal academic community. PLL relies on a network of volunteers, including many attorneys from Judiciary departments, bar associations, law school legal clinics and Maryland Legal Services Corporation grantee organizations.