

Conference of Maryland Court Law Library Directors

**MARYLAND'S
COURT
LAW
LIBRARIES**

Because access to justice
requires access to legal information

ANNE ARUNDEL
BALTIMORE
BALTIMORE CITY
CARROLL
CHARLES
HOWARD
MONTGOMERY
PRINCE GEORGE'S
THURGOOD MARSHALL STATE LAW

Annual Report

Conference
of Maryland
Court Law
Library
Directors

FISCAL YEAR
2019

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Introduction

Note from the Conference Chair

Maryland's court law libraries are on the frontlines when it comes to providing access to justice. Court law librarians interact with hundreds of people each day; this gives us a unique opportunity to make a difference in their lives. This past fiscal year, Maryland's court law libraries had a substantial impact statewide. Our featured projects this year included outreach to our colleagues in public law libraries and attorneys in new Maryland Electronic Courts (MDEC) counties.

While only eight of Maryland's twenty-four counties have staffed law libraries, last year our collective staffs of thirty-one people worked with thousands of individuals to provide needed resources and assistance — a computer with Westlaw, for example, or a place to make a copy, a location for a meeting, or assistance using legal information.

We are an exceptional group of law librarians. Many of us work beyond our regular hours volunteering at evening legal clinics, serving in leadership positions in state and national organizations, and assisting in detention centers.

We are very proud of our work, as is detailed in this report.

Mary Jo Lazun
Chair, Conference of Maryland Court Law Library Directors

*"Just wanted to thank you for all your help today. You were truly a blessing!!!" - Public patron
Howard County*

About Law Librarians

We believe that access to justice requires access not just to legal information, but also to knowledgeable information experts who can assist users in locating the best sources of information for their needs.

We often hear, "**Why do you need law librarians since everything is online?**"

The answer is simple. The sheer volume of materials makes choosing the best source of information challenging and time consuming. Many of the best sources of law are not freely available on the internet, and many free sources of information may not be current.

Law librarians are skilled in matching the information need with the information user, because we understand that each patron has a unique information need.

*"I looked and looked on the Internet but couldn't find anything. - Public patron
Anne Arundel County*

About the Conference

Since its founding in 2008, the Conference of Maryland Court Law Library Directors has provided a forum for policy discussion, information exchange, and professional development for the state's court law library community. The Conference also advises the Chief Judge of the Court of Appeals, the Judicial Council, the Administrative Office of the Courts, and the conferences of circuit court clerks, administrators, and judges in matters affecting court law libraries.

We do this by exchanging ideas and views on matters relating to the operation, management, and leadership of the court law libraries including, but not limited to:

- court law library standards
- coordination of collection development and acquisitions
- retention and disposal of court law library resources
- court law library funding
- service to the public
- access to justice through education and the provision of legal information

See Court of Appeals Administrative order dated September 28, 2015.

Featured Projects

Law on the Front Lines: Resources for Public Library Reference

Access to trustworthy legal information is critical to ensure all Marylanders have access to justice. While a great deal of legal information is available online, many people do not know how to find it.

In fiscal year 2019, 150 public librarians from across the state completed a basic legal research training, titled "Law on the Front Lines: Resources for Public Library Reference." Catherine McGuire and her team of court law librarians taught public librarians how to assist the public with legal reference questions and where to find quality legal reference materials, including forms and brochures. This program was developed as a collaboration between the Conference of Maryland Circuit Court Law Library Directors, the Maryland Access to Justice Commission, the Thurgood Marshall State Law Library and the Administrative Office of the Courts' Access to Justice.

In fiscal year 2019, the group began developing an advanced training module to focus in more detail on family law, landlord/tenant law, housing, debt collection, and employment matters. The advanced module will aid public librarians in locating information through use of hands-on exploration and assessment exercises.

MDEC Assistance to Local Attorneys

The Maryland Electronic Courts (MDEC) case management system continues to roll out statewide. Lee Sampson from the Thurgood Marshall State Law Library and Tara Glover from Judicial Information Systems developed an exceptional training program to help law librarians at new MDEC counties assist members of the bar and self-represented litigants with e-filing. MDEC training sessions taught staff how to answer questions from the public about e-filing and viewing documents both remotely and within the courthouse.

"Thanks for your service to the Bar and to the people of this State." - An attorney Thurgood Marshall State Law Library

Throughout fiscal year 2019, law librarians had nearly 2,000 reference interactions with patrons regarding MDEC and e-filing. Baltimore County went live with MDEC in February 2019, which may have contributed to the spike in questions beginning in March 2019. As MDEC continues to expand to the most populous jurisdictions in the state, we anticipate demand for MDEC support will increase in the coming years.

Our Facts and Figures

In fiscal year 2019 **nearly 147,000 people interacted with a Maryland court law librarian**, seeking everything from a quick visit to print a document to an hour-long consultation to untangle a complex legislative history.

Who uses court law libraries?

The primary users of court law libraries are self-represented litigants. Law librarians work closely with them to help find the information they need to make informed decisions about their case. Education is a vital component of what we do every day.

Local attorneys are also frequent users of court law libraries. Every year, our research expertise helps attorneys save a significant amount of time litigating their cases.

Other frequent users of law libraries include judges, law clerks, paralegals, and government officials. Law librarians provide these legal professionals with on-demand legal research assistance, citation checking, case searching, and locating statutes.

Court Law Library Transactions



146,924
visitors

600 per day



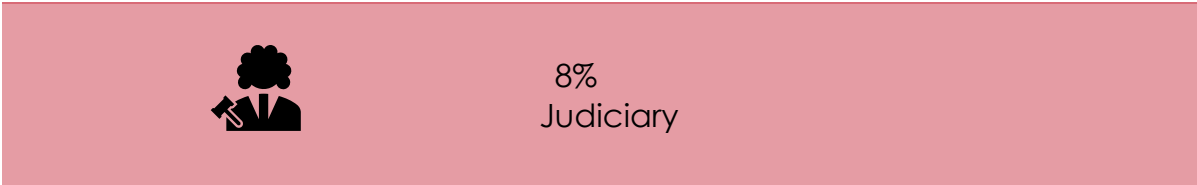
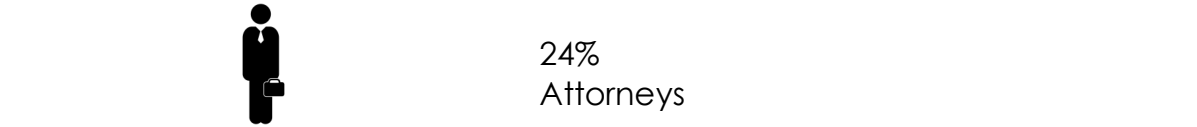
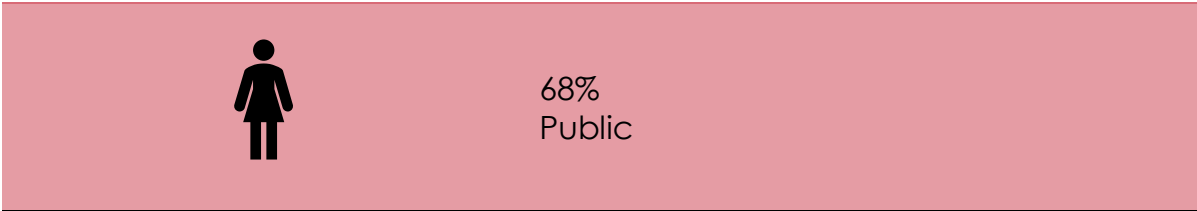
3,109,205
web hits

12,690 per day

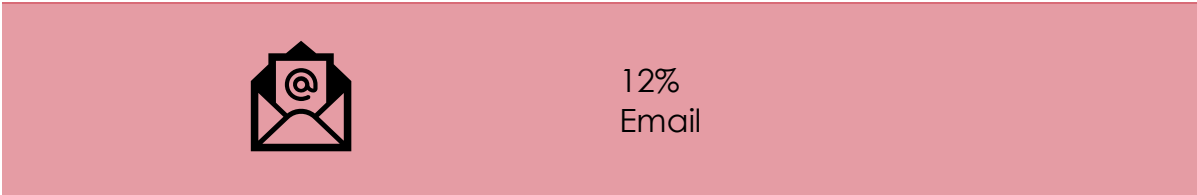
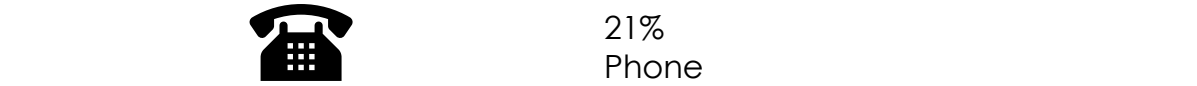
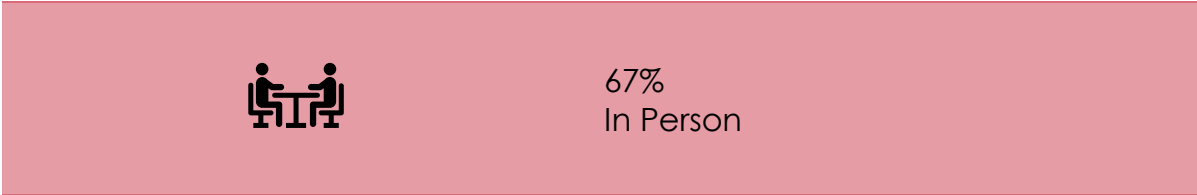


1,616
served by law library self-help legal advice
programs

Who We Serve

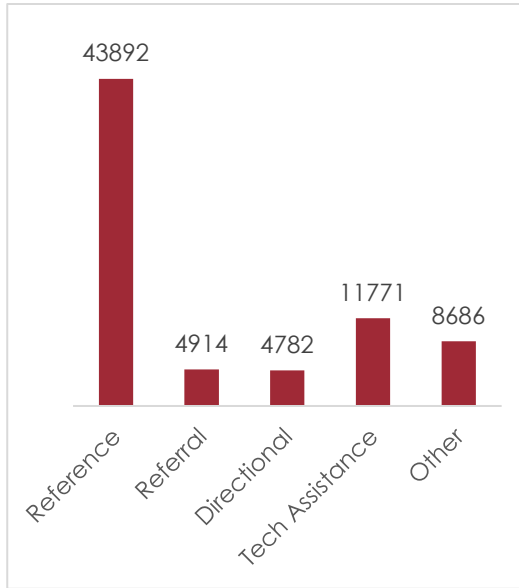


How We Serve



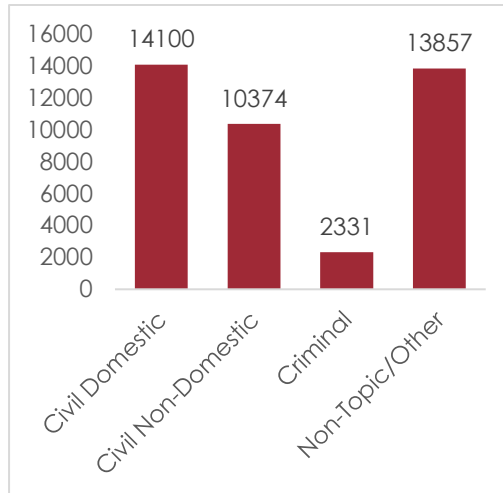
Transaction Type:

66% of transactions involve answering reference questions and making referrals.



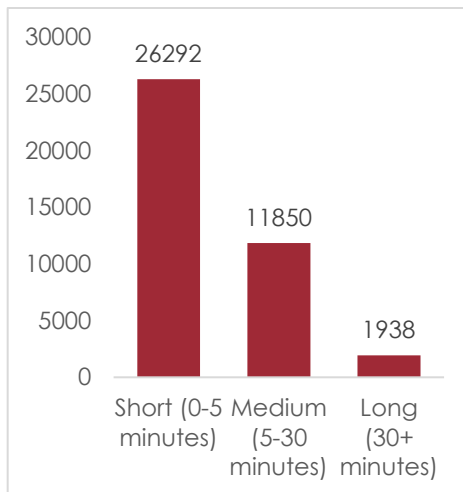
Subject:

Most questions are non-criminal, and most involve family law issues.



Transaction Length:

56% of questions take longer than 5 minutes to answer



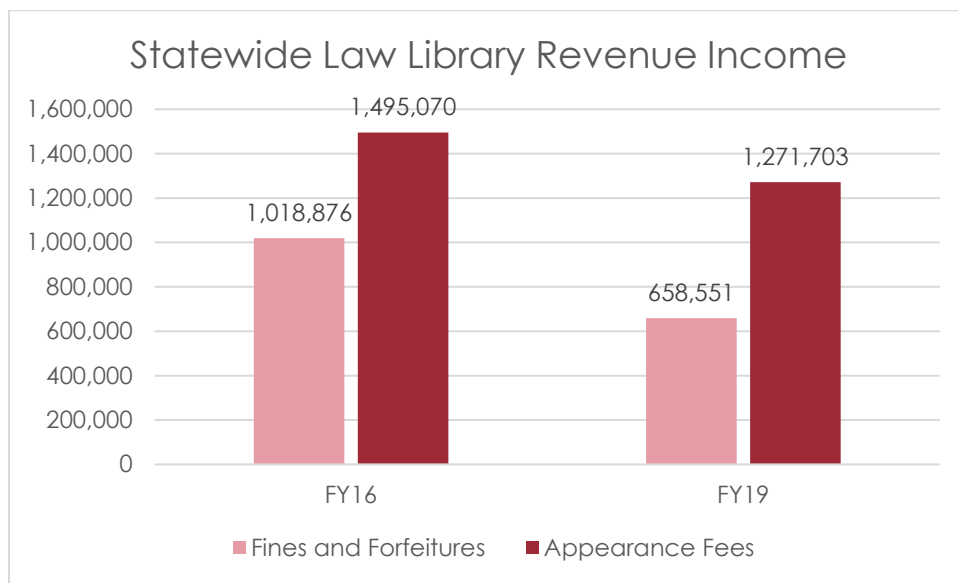
Funding and Staffing

Law libraries are funded using two models: **direct funding** and **statutory revenue funding**.

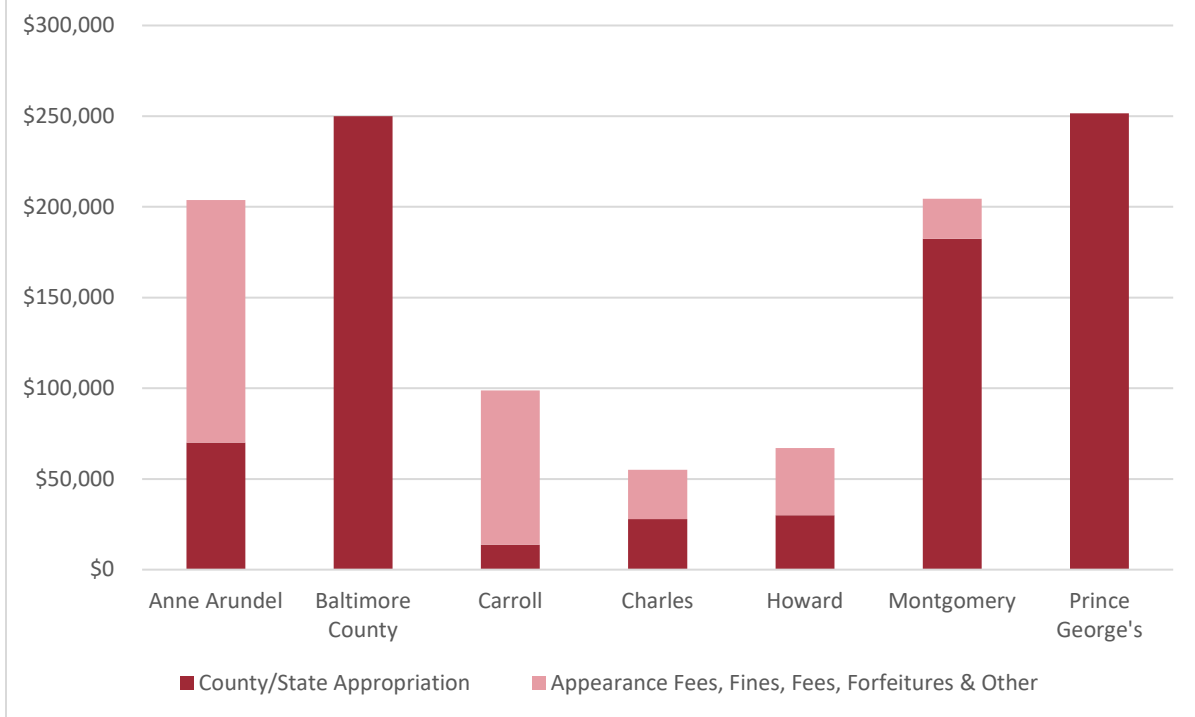
Direct funding means that funding for the library is provided for in a line item in a governmental budget. The Thurgood Marshall State Law Library and the law libraries of Baltimore, Montgomery, and Prince George's counties are funded using this method.

Revenue funding is derived from statutory revenue sources such as attorney appearance fees, fines, and forfeitures. The law libraries in Anne Arundel, Carroll, Charles, and Howard counties derive a significant portion of their budget from this method, sometimes augmented with county funding.

The most recent data show that **statewide revenue from fines and forfeitures to law libraries dropped 33% between fiscal year 2016 and fiscal year 2019. Appearance fees are also down by 15%** during the same time period. When combined, **total revenue to all court law libraries decreased by 35%** in just three years. See Appendix X for reports from the Administrative Office of the Courts on the decline in revenue funding.



Circuit Court Funding Sources Fiscal Year 2019



| | Professional Staff | Support Staff | County/State Appropriation | Appearance Fees, Fines, Fees, Forfeitures & Other | Total | State or County Funded % |
|-------------------------|--------------------|---------------|----------------------------|---|-------------|--------------------------|
| Anne Arundel | 1 | 1 | \$70,000 | \$135,434 | \$205,434 | 34% |
| Baltimore County | 2 | 1 | \$250,000 | \$0 | \$250,000 | 100% |
| Carroll | 1 | 0 | \$13,800 | \$85,067 | \$98,867 | 14% |
| Charles | 1 | 0 | \$27,943 | \$27,057 | \$55,000 | 51% |
| Howard | 1 | 0 | \$30,000 | \$37,000 | \$67,000 | 45% |
| Montgomery | 2 | 1 | \$182,400 | \$22,065 | \$204,465 | 89% |
| Prince George's | 2 | 1 | \$251,600 | \$0 | \$251,600 | 100% |
| Marshall | 11 | 6 | \$3,675,733 | \$0 | \$3,675,733 | 100% |

Information Technology

All court law libraries that participate in the Conference offer access to:

- public computers
- wi-fi
- scanners
- copiers and printers

Law library computers also provide patrons with access to major legal databases as well as access to legal software tools like SASI-Calc.

| | Public Computers | Westlaw | Lexis | Child Support Calculator | Alimony Calculator | Jury Verdicts | National Consumer Law Center | MDEC Case Filings |
|-------------------------|------------------|---------|-------|--------------------------|--------------------|---------------|------------------------------|-------------------|
| Anne Arundel | 11 | x | x | x | | x | x | x |
| Baltimore County | 6 | x | x | x | | | | x |
| Carroll | 6 | x | x | x | x | x | | x |
| Charles | 4 | x | x | x | x | | | x |
| Howard | 4 | x | | x | x | | | x |
| Montgomery | 6 | x | x | x | x | x | x | |
| Prince George's | 12 | x | x | x | x | x | x | |
| Marshall | 8 | x | | | | | x | x |

Baltimore City does not participate with the Conference involving the collection and use of data.

Library Collections

In addition to providing library patrons with access to premiere databases like Lexis and Westlaw, the Conference's law libraries also maintain substantial collections of form books, treatises, and legal encyclopedias in print and online.

Conference libraries maintain a comprehensive collection of Maryland legal materials in both electronic and print formats. Each Conference library does its best to follow the [collection standards](#) recommended by the American Association of Law Libraries. Below is an abbreviated list of these standards:

- access to all primary sources of legal information at the county, state and federal level
- national and state legal encyclopedias
- significant state-oriented legal treatises and practice materials
- state and local bar publications and ethics opinions
- state and federal digests or online case law classification services
- a citation service, such as Shepard's or KeyCite
- state-oriented reference tools including state government manuals, legal/social services directories, and city and/or county directories
- significant state and local court publications including, but not limited to, annual reports, judicial statistics, court and general legal forms, policy statements, and items related to local legal history

- general reference tools, including an unabridged dictionary, atlas, and statistical abstracts
- a collection of general legal and self-help titles on subjects of interest to the public and self-represented litigants, including print or online resources for people with limited English proficiency and materials in languages other than English to reflect the needs of users

Strategic Goals

Each year the Conference reviews the Judiciary's strategic objectives and aligns our work with those goals. What follows below is what we do every day.

1. Provide access to justice

Access to justice is only possible when there is access to legal information sources. Court law libraries offer free access to premier legal databases like Westlaw or Lexis Advance, specialty software like child support calculation tools, as well as a comprehensive Maryland treatises collection.

To achieve this goal, the Conference continues to:

- promote court law libraries as the resource for legal information for all
- expand self-help programs and resources
- continue collaboration, assistance, and sharing of information through regular meetings with the Access to Justice and the leadership of the Courts

2. Be responsive and adaptable to changing community needs

Law libraries have evolved from quiet places to store books into bustling legal information centers. They also serve as a neutral and safe place for all who visit. Maryland's court law librarians ensure that legal materials are relevant and accessible.

To achieve this goal, we continue to:

- provide access to resources for non-attorneys and assist self-represented litigants
- retain a print-based collection for clients with limited computer skills
- explore emerging technologies, such as e-books, online communication methods, discovery tools, and expanded databases

3. Communicate effectively with stakeholders

The core mission of Maryland's court law libraries is to provide access and professional guidance to legal information sources that inform and educate the public, the bar, justice partners, and staff.

To achieve this goal, we continue to:

- provide legal research training to Judiciary staff
- provide programs for courthouse staff on legal resources available to the public
- provide training to local public libraries on legal research, legal reference, and law library services
- develop and update local legal referral information

4. Improve systems and processes

Maryland's court law librarians strive to obtain the maximum value for our institutions' fiscal resources, while at the same time making judicious, analytical, and rational use of our institutions' information resources.

To achieve this goal, we continue to:

- maintain the Conference's Standards for Maryland Court Law Libraries, including core collection lists
- maintain mutual aid agreements as part of the Judiciary's Continuity of Operations Plan (COOP)
- share bibliographic data and records seamlessly among Conference libraries
- provide access to computers and programs needed for e-filing

5. Be accountable

Maryland's court law librarians provide professional service using the most appropriate resources and implementing programs consistent with the Maryland Judiciary's purpose and goals.

To achieve this goal, we continue to:

- ratify and publicly disseminate the minutes of Conference meetings within thirty days of a meeting
- exchange ideas and views on matters relating to the operation, management and leadership of court libraries
- provide transparency by reporting data on reference activity and library web pages

6. Assure the highest level of service

Maryland's court law librarians strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

To achieve this goal, we continue to:

- provide legal research and reference services to the bench, the bar, and the public
- ensure that all Maryland court libraries provide access to information to meet the needs of all user communities
- provide a forum for professional development and mentoring for court library staff
- provide referrals for services that meet the needs of users

7. Build partnerships

An area where court law libraries excel is building partnerships. We recognize that some of our most influential work is done when we work with both internal and external organizations. These include Judiciary committees, bar associations, local public libraries and schools.

To achieve this goal, we continue to:

- collaborate with the Maryland Judiciary courts and departments, locally and statewide

- provide informational programs at local, regional, and national professional library association meetings and conferences
- initiate and develop partnerships with Maryland legal service providers, government agencies, community organizations and other non-legal service organizations to provide comprehensive information assistance
- participate in the work of the American Association of Law Libraries' Government Law Libraries and Legal Information Services to the Public Special Interest Sections and the Self Represented Litigation Network Law Librarians Working Group

8. Use resources wisely

Maryland's circuit court law librarians strive to obtain the maximum value for our institution's fiscal resources, while at the same time making judicious, analytical and rational use of our institution's information resources.

To achieve this goal, we continue to:

- share library catalog records
- increase productivity using library interns
- share resources through interlibrary loan and document delivery

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Our Partners

Legal

- Anne Arundel Bar Association
- Carroll County Bar Association
- Charles County Bar Association
- Community Legal Services of Prince George's County, Inc.
- Howard County Bar Association
- Legal Aid of Southern Maryland
- Maryland Legal Aid
- Maryland State Bar Association's Access to Justice Commission
- Maryland Volunteer Lawyers Service
- Montgomery County Bar Association
- Prince George's County Bar Association
- Pro Bono Resource Center of Maryland

Libraries

- Anne Arundel County Public Library
- Calvert Library
- Carroll County Public Library
- Charles County Public Library
- Howard County Public Library System
- Howard County 50+ Center
- Montgomery County Public Libraries
- Prince George's County Memorial Library System
- St. Mary's Public Library

Detention Centers

- Charles County Detention Center
- Carroll County Detention Center

Schools

- Prince George's County Public Schools
- Montgomery College's Paralegal Program

Community Organizations

- Langley Park Community Center
- National Alliance on Mental Illness, Prince George's County
- Youth Leadership Bowie – City of Bowie

Professional Contributions

American Association of Law Libraries

Government Law Libraries Special Interest Section

- Joan Bellistri, SIS Chair
- James Durham, SIS Secretary / Treasurer (Jan. - July 2019) & Vice Chair / Chair-Elect (July – Dec. 2019)
- Julia Viets, Chair of the Education Committee
- Mary Jo Lazun, Chair of the Technology Committee

Legal Information Services to the Public Special Interest Section

- Catherine McGuire, SIS Chair

Law Library Association of Maryland

- Julia Viets, Immediate past president
- Several CMCLLD members were on the planning committee for and/or speakers at the 2019 Legal Research Institute

Self-Represented Litigation Network Law Librarians Working Group

Law Librarians Working Group

- Joan Bellistri worked with Sara Galligan of the Ramsey county law Library in St. Paul, MN, to update the 2013 Survey of Law Library Services to Self-Represented Litigants. They received an AALL LexisNexis research grant so that with the aid of the SRLN GIS specialist the survey results could be mapped

Maryland Partners for Justice Conference

- Joan Bellistri, as a member of the Maryland Partners for Justice Conference planning committee, coordinated and moderated “Guardianship (or not)”

Maryland Library Association

- The Anne Arundel County Law Library continued its annual tradition of hosting the Maryland Library Association Legislative Day breakfast provided by the Law Library Association of Maryland

Maryland Access to Justice Commission

- Catherine McGuire and Joan Bellistri participated in weekly calls to discuss developments in the statewide public library training program in conjunction with the Maryland Access to Justice Commission

Judicial Council Court Access and Community Relations Committee and its SRL Sub-committee

- Joan Bellistri is a member of the Judicial Council Court Access and Community Relations Committee and its SRL Sub-committee

Court of Appeals Standing Committee on Pro Bono

- Joan Bellistri is a member

Updates from Maryland's Court Law Libraries

Anne Arundel County

Joan Bellistri, Law Library Director

The law library continues its digital transformation, transitioning most of the general U.S. and federal collection to online only.

A JIS networked computer was added to the library's Self-Help computer room and to the law library reading room. The new computers provide access to Thurgood Marshall State Law Library resources.

The law library created online family law forms packets to support the work of the Family Law Self-Help Center. The packets include links to online forms as listed in results of the mdcourts.gov forms finder as well as links to online articles and listings of books in the law library.

"I am acknowledging the "gracious help" of the librarians at the Anne Arundel County Circuit Court Law Library for their help in transmitting some documents. You're brilliant!" – An attorney

The law library continued to offer self-help programs and events, all of which are sponsored by Maryland Volunteer Lawyer Service (MVLS). The Lawyer in the Library program is held weekly in the law library and monthly in two different Anne Arundel County Public Library branches. Working with Legal Aid, two of the regularly scheduled Lawyer in the Library programs at the Glen Burnie Regional Library added an expungement component. The library also offered a

monthly MVLS Remote Foreclosure Clinic using videoconferencing via Google Hangouts.

During Maryland's Pro Bono Celebration, the law librarian coordinated three special events as a member of the Local Pro Bono Committee. A Legal Fair and Expungement Clinic was held on October 6 and 20 partnering with two sororities, Delta Sigma Theta and Zeta Phi Beta. The legal services at the Anne Arundel County Annual Homeless Resource Day were coordinated by the law library. Legal Aid brought their expungement clinic to the event.

The law library created the online nomination form and compiled results for the AABA President's Pro Bono Award, a project of the Anne Arundel County Local Pro Bono Committee. The award was presented at the joint dinner meeting of the AABA and Inns of Court.

"You (in the library) make such a big difference. If you hadn't been here I would have gone crazy. I appreciate the professionalism and caring attitude." – Public patron

The law library hosts and organizes the Anne Arundel County Annual Pro Bono Recognition Lunch. The event was held in June, rather than February, this year so that it continues to correspond to the pro bono reporting year that now follows the judiciary's fiscal year. The law

library keeps track of the pro bono hours of all law library program volunteers. The hours total is sent to the lawyers with their lunch invitation and all who attend receive a certificate of the hours provided.

Even though Anne Arundel was the first jurisdiction with MDEC, Anne Arundel law library staff was not trained in the public facing MDEC interface until May. Now the law library can provide MDEC assistance beyond access to library computers. The MDEC kiosk option has been added to library computers.

Baltimore County

Stephanie Levasseur, Library Director

This year the Baltimore County Law Library made the following contributions:

Provided Access to Justice – Offered SASI-CALC, MDEC Kiosks and Portal, and Westlaw and Lexis Databases. Increased journal holdings via expanded HeinOnline subscription. Library continued to provide self-help information to self-represented litigants.

I'm glad you guys are here. You are always very helpful." – Public patron

Communicated effectively with stakeholders – Developed closer working relationship with Clerk's Office because of MDEC. Librarian is now included in Courthouse MDEC meetings. Librarian continues to educate patrons on how to search historical Maryland laws and legislative history.

Improved systems and processes – Library made the switch from Baltimore County workstations to Maryland workstations because of MDEC. Library maintained full functionality of the systems and services offered. With MDEC Public Kiosk and MDEC OFS/Portal in Library, Librarians provided support to patrons/attorneys retrieving files and e-filing documents. Librarians assisted attorneys with registration for MDEC Portal and OFS.

Ensured Accountable – Librarian accepted into courses for ICM program. Self-represented litigant praised library staff to Court Administrator for quality of services provided.

Ensured the highest level of service – Assisted State's Attorney, Baltimore County Board of Appeals and Health Department and CASA attorneys on e-filing documents in MDEC.

Built partnerships – Developed closer working relationship with Baltimore County Family Services. Librarian is now included in Courthouse Family Law Meetings. Library provided private access computer workstation for viewable Child Assess Evaluation documents. Librarian is Maryland Assess to Justice Communication Committee member, handles their Facebook feed and acts as photographer at MAACM conferences.

Carroll County

Florence Barnes, Law Librarian

The public Law Library at the Carroll County Circuit Court is an integral component of the Circuit Court and the County's efforts to provide meaningful access to justice. The legal resources available at the Circuit Court's Law Library are not available to the public at any other single location within Carroll County. The public Law Library's collection provides authoritative legal information about laws and legal procedures. The court's solo librarian, utilizing professional librarianship practices is committed to providing law library patrons access to legal information which is an integral element in the Court's ability to provide access to justice. Below is a summary of how the Circuit Court for Carroll County's public Law Library supported the Judiciary's Strategic Goals in fiscal year 2019.

"The Carroll County Law Library are a fantastic resource to have. The Librarian was extremely knowledgeable and provided all the information and resources I needed for my civil matter. Thank you." – Public patron

Provided access to justice – Connecting individuals with legal information is a daily function of the public law library in Carroll County. In fiscal year 2019, the Carroll County Circuit Court's Self-Help Computer Center was featured in the *Resources for Self-Represented Litigants in the Maryland Courts Fiscal Year 2019*

Annual Report.

Responded to and adapted to changing community needs – Continuing in fiscal year 2019 the Librarian provided support to attorneys and self-represented litigants with the MDEC Public Kiosk located in the public Law Library.

Communicated effectively with stakeholders – In 2019, the librarian reworked its trifold handout outlining self-help and library resources available at the public Law Library. The handout provides information for library visitors to take with them and outlines the Law Library's mission statement, contact information, hours of operation, reference services, interlibrary loan services, self-help resources, online resources, and print resources.

Improved systems and processes –

The public law Library provided attorneys and self-represented litigants access to case information on its public MDEC kiosk. This JIS

networked computer also provides access to the Thurgood Marshall State Law Library's public online resources.

"I would like to express my sincere appreciation for the help I received from one of your employees. The Law Librarian was not only pleasant and helpful but went above and beyond to assist me in locating the information for which I was searching." – Public patron

Ensured the highest level of service – In 2019, the new librarian at the Carroll County Detention Center contacted the Law Library for a tour of its resources. In collaboration with the new Carroll County Detention Center librarian, the sharing of resources and referrals was initiated to assist that librarian in meeting the needs of the detention center user community.

Built partnerships – In collaboration with the Family Law Administration office at the Carroll County Circuit Court, the Law Library offered conference rooms, word processing computers, printers, SASI-Calc and an Alimony calculator for its court mediation team to use in their same-day ADR processes.

Charles County

Mary Jo Lazun, Law Librarian

The Charles County Public Law Library learned how to run on a shoestring budget this past fiscal year when almost 20% of its budget for print and online materials was cut due to steep and unforeseen declines in court revenues. Despite the unplanned budget cut, the library was able to maintain its core Maryland collection as well as access to Westlaw and Lexis.

New furniture arrived in anticipation of a new legal clinic to be co-located in the law library, funded by grant money from the Administrative Office of the Courts' Family Law Division. Additional chairs and tables were ordered, and an office was set up to allow the attorney to have private consultations with clients.

"Without you, I would perish."
– Judiciary staff

"Thank you for everything you do every day for everyone." – An attorney

Throughout the year, the public law librarian attended monthly free legal clinics hosted by Legal Aid of Southern Maryland at local public libraries in Calvert, St. Mary's and Charles County. The clinics were well attended, particularly in Calvert County, and were an excellent opportunity to market the law library to clinic participants and public library staff.

The librarian collaborated with the Charles County Public Library system to offer a panel discussion aimed at young drivers and their parents, titled "So You Were Pulled Over." The program, which included representatives from the Charles County Sheriff's Office, State's Attorney's Office, the Office of the Public Defender, and the Charles County Circuit Court, was well attended, and public library staff said it was one of the best-received programs in recent memory.

The success of "So You Were Pulled Over" was in large part thanks to the work of Charles County Public Law Library Intern Destiny Posso. Following her internship, Destiny graduated with a B.A. in Library Science and is now attending the University of Indiana where she is working on a dual Master's in Public Policy and Library Science.

The librarian also worked closely with the president of the Charles County Bar Association to develop a day-long seminar on e-discovery issues. This seminar was well received and well attended by bar members from Charles, St. Mary's and Calvert counties.

Howard County

Sandy Brewer, Law Librarian

This year, in response to a growing demand from litigants who are unable to visit the courthouse during the day, the law librarian (who manages the Circuit Court for Howard County free legal advice programs) added a third monthly evening session to the Court's Family Law Assistance Program. Evening sessions of the Program are held off-site in meeting rooms at a local branch of the Howard County Public Library System. This partnership with a local public library increases access to justice to self-represented litigants and helps to meet the changing needs of the community.

In the Spring of 2019, the Circuit Court for Howard County, Law Library & Legal Resource Center launched a self-help center videoconferencing pilot program to supplement the Circuit Court for Howard County's free legal advice in-person programs (which have limited hours). The videoconferencing service improves systems and processes for self-represented litigants and assures the highest level of service to SRLs. Two computers in the library use Polycom, Inc. communication technology - combined with cameras, microphones and headphones - to provide self-represented litigants with face-to-face interactions with attorneys. The videoconferencing service is offered Mondays – Fridays, 8:30 am to 4:30pm.

In the Summer of 2019, the law librarian led a courthouse tour for twenty-six middle school students from South Korea. The students' visit is part of a partnership with the Howard County Public School

"Your help and care meant the world to the family I was working with today! Thank you so very much for all you do! You make such a huge difference." - Public patron

System's Cultural Exchange Program. The courthouse tour, which has become an annual event, began in the Clerk's Office, where the Clerk of Court spoke with the students and explained the duties of the Clerk's Office. The tour then moved to a courtroom where Hon. Timothy McCrone spoke with the students about circuit court jurisdiction and Maryland law. Judge McCrone fielded several questions about a judge's responsibilities and duties. The tour ended in the Sheriff's Department, where deputies handed out souvenir badges and provided a viewing of the lockup areas. This multi-department courthouse tour is an example of communicating effectively to organizational and community stakeholders.

Montgomery County

Julia Viets, Law Library Director

This year, the Montgomery County Circuit Court Law Library underwent an internal transformation: In January, long-standing director Kate Martin retired. Julia Viets, former Assistant

"I really appreciate that you made this step of a complicated process so simple. Thank you for being free and here for the community."- Public Patron

Law Librarian, took over the helm and proceeded to promote Jenna Wolf, former Morning Librarian, to Assistant Law Librarian. At the end of 2019, Georgia Weingarten joined Jill Schorr to round out law library staff. The law library began to improve and redefine systems and processes; thus, much time was devoted to staff training, revising internal and external policies, and streamlining procedures.

To be responsive and adaptable to changing community needs in 2019, the law library acquired new self-help resources for assisting family members of incarcerated persons. To meet an increase in legislative history research requests from the judiciary and the bar, the law library started to bind historic Montgomery County laws and acquired a microfilm and microfiche machine for public use. The law library used its budget wisely to continue to provide the same high-level legal resources and services as in previous years, including entering a new contract for providing Westlaw at public terminals.

The law library leveraged court and community partnerships to provide access to justice resources and programming in 2019. Utilizing input from Clerk's departments, the law library revised its Legal Resources in Montgomery County brochure, geared towards non-attorneys who want to find legal help and learn more about the court system. This brochure was handed out in the law library, clerk windows, courtrooms, and several branches of the Montgomery County Public Library.

In the spring, the law library partnered with the Pro Bono Resource Center of Maryland to hold an Advice-A-Thon for the Maryland Free Legal Answers website. The law library also assisted the Montgomery County Bar Association's Elder Law Day, volunteering free notary services to seniors drafting advanced medical directives and power of attorneys with the help of volunteer attorneys. In the fall, several staff members were active planning committee members of the Law Library Association of Maryland's Legal Research Institute that provided legal reference training to public librarians, detention center librarians, paralegals, law students, and law librarians across the state.

"Thank you for going above and beyond—your legal research skills are the best! You rock!"-Judiciary staff

Prince George's County

Tonya Baroudi, Law Library Director

The Circuit Court for Prince George's County Law Library has traditionally provided legal information and information services to judges, attorneys, state and county employees, and self-represented litigants of Prince George's County. During fiscal year 2019, the library had over 32,000 visits where individuals had approximately 4,400 inquiries on topics such as civil procedure, family law, personal injury and employment law.

"It's frustrating to be in the Courthouse, but to come across a pleasant and knowledgeable person like yourself is a treasure. Thank you for being you." - Public patron

Additionally, over 200 titles were added to the library's collection in the form of books, CD-ROMs and electronically, including the National Consumer Law Center (NCLC) Digital Library. This service includes 20 digital titles on topics such as Debtor Rights, Credit and Banking, Consumer

Litigation and Deception and Warranties. NCLC treatises are available entirely online – including chapters, appendices, sample pleadings, and primary sources.

In addition to providing and assisting people with legal research, the library had several new and continuing initiatives for fiscal year 2019. The Judiciary Project: a Courthouse Experience, organized by the library, provides students in grades 9-12 with an authentic opportunity to learn about the judicial system by observing real cases and court proceedings. Students also receive an overview of the Department of

"Thank you for help. The staff has always led me in the right direction. The Library is an amazing resource, and one of the best in the area." – An attorney

Juvenile Services and are able to engage in a question and answer session with a Circuit Court judge. The program hosted four different schools and organizations with numerous participants for fiscal year 2019 and included a defense attorney as a speaker. The program was acknowledged by the Publicity and Public Relations Committee of the American Association of Law Libraries for its unique and successful library promotion efforts. The segment is called "Marketing Mavens", which is featured on the attached link. <https://www.aallnet.org/gllsis/news-events/marketing-mavens/>.

Another successful program organized by the law library has been the Everyday Law program for courthouse personnel. Th program consists of regularly scheduled events that bring in an expert from a different legal field for discussions and to answer questions from court employees. The program has featured judges, attorneys, elected officials, and government officials who have volunteered to share their expertise with employees. Attendees have been enlightened by the information garnered at these events.

Another successful program organized by the law library has been the Everyday Law program for courthouse personnel. Th program consists of regularly scheduled events that feature experts from different areas to discuss their expertise and answer questions from court employees. This program has featured judges, attorneys, elected officials, and government officials who have volunteered to share their vast range of knowledge with employees.

Law library outreach to new and established attorneys includes regular announcements in the Prince George's County Bar Association's monthly newsletter. As part of their community service, the Library's 11th Annual Book Drive, hosted during National Library Week, benefited Langley Park Children's Community Center, an organization in Prince George's County which fosters the needs of citizens and provides the highest standard of excellence and care for the community. Built upon the support of the courthouse community, 135 books were collected for children and young adults.

Law library staff continue to serve on courthouse committees such as the Continuity of Operations Plan committee, the Strategic Planning Team, and at events such as the Veterans Appreciation Ceremony. A new event we added in 2019 was participation in the court's Constitution Day in which games and tasks were created to present the Constitution in an entertaining approach for the public. In addition, the law library offered a Westlaw training session in which employees with Westlaw accounts were introduced to basic legal research skills that will make using Westlaw more efficient.

Additional memberships in the American Library Association, the Law Library Association of Maryland as a board member, the American Association of Law Libraries, the Citizens for Maryland Libraries and the Conference of Maryland Law Library Directors have provided educational, leadership, and networking opportunities that staff members have used to better serve patrons of the law library. Through these organizations, staff have attended meetings and participated in events such as the Electronic Resources and Libraries Conference, the State Library Resource Center Conference, and the Maryland Library Legislative Day, where participants meet with elected officials to discuss the needs of libraries.

Thurgood Marshall State Law Library

Steve Anderson, Law Library Director

The Thurgood Marshall State Law Library continued its partnership with the Maryland Access to Justice Commission on the Legal Reference for Public Libraries project. Website resources were augmented, most significantly in the areas of Online Sources and Forms information. The partnership expanded to include input from legal services providers and educators at the University of Maryland iSchool. Project trainings were conducted for the Southern Maryland Regional Library Association (SMRLA); the Eastern Shore Regional Libraries (ESRL); the Cecil County Public Library; and the Anne Arundel County Public Library. With the completion of these trainings, 23 out of 24 Maryland counties have received basic legal reference training through this partnership.

The State Law Library's legal information website, the People's Law Library (PLL), launched a redesigned website early in FY 2019. The new redesign includes increased site accessibility and readability, improved aesthetics, and enhanced mobile navigation. In addition, an "Ask A Law Librarian" feature was added to connect PLL users directly to the Library's reference desk.

I have used the State Law Library on numerous occasions and found it and its staff to be very helpful, rich with legal resources and a pleasure to utilize." – An attorney

Sixteen new articles were published in fiscal year 2019, including articles on immigration law, family law, and landlord/tenant law. Over 40% of procedural and substantive law articles are available in Spanish.

The State Law Library and select circuit court law libraries assist attorneys and self-represented litigants with the public-facing components of MDEC, including E-File & Serve, Record Search, and the Public Kiosk. Library staff members provide trainings to Judiciary staff and court librarians on assisting the public through in-person sessions at the Baltimore County Circuit Court and the Anne Arundel County Circuit Court.

The library is an active member of the Legal Information Archive (LIA), a collaborative digital archive established to preserve and ensure permanent access to vital legal information. The Library's focus is on preservation of born-digital Maryland documents. During fiscal year 2019, the LIA collections were migrated to a new platform, Preservica, an industry leader in digital preservation for archives and libraries. The new platform allows for the preservation of a wide range of formats, securing future access to critical materials.

The library began a long-term project to digitize Maryland County and Municipal Codes into the Scanned Collections. The collection will include select county and municipal codes prior to 1978, as well as recent editions of the Baltimore City Code.

In cooperation with the Department of Legislative Services, bill files from the 2003 to 2008 Maryland General Assembly Sessions were added to the library's Scanned Collections. Bill files are received at the Library in CD format and uploaded to the library's website for wide availability to legislative history researchers.

A full description of the State Law Library's fiscal year 2019 activities is available in the Annual Highlights and Reference Report for fiscal year 2019, available on the Library's website, <https://mdcourts.gov/lawlib/about-us/news-and-reports>.

Appendices

FY 2016 and FY 2019 Fines, Forfeitures, and
Appearance Fees Collected



**Fines, Forfeitures, and Appearance Fees Collected and Remitted
or Retained by Clerks of the Circuit Courts
(Pursuant to Courts and Judicial Proceedings Articles 7-204 and 7-507)
Fiscal Year 2016**

| Total Fines and Forfeitures | | | | |
|-----------------------------|-----------------------|-----------------------|------------------------------|-----------------------|
| | To Bar Library | To County/City | Appearance Fees ¹ | Total |
| First Circuit | | | | |
| Dorchester | \$3,734.92 | \$5,095.24 | \$5,960.00 | \$14,790.16 |
| Somerset | \$0.00 | \$8,360.00 | \$3,182.00 | \$11,542.00 |
| Wicomico | \$28,194.10 | \$25,374.69 | \$16,479.44 | \$70,048.23 |
| Worcester | \$80,331.28 | \$72,299.18 | \$13,461.48 | \$166,091.94 |
| TOTAL | \$112,260.30 | \$111,129.11 | \$39,082.92 | \$262,472.33 |
| Second Circuit | | | | |
| Caroline | \$2,640.09 | \$2,933.30 | \$5,440.00 | \$11,013.39 |
| Cecil | \$101,913.99 | \$91,722.59 | \$30,483.04 | \$224,119.62 |
| Kent | \$4,882.58 | \$4,613.44 | \$3,820.84 | \$13,316.86 |
| Queen Anne's | \$63,705.10 | \$57,334.91 | \$14,983.37 | \$136,023.38 |
| Talbot | \$5,568.40 | \$5,011.69 | \$6,943.53 | \$17,523.62 |
| TOTAL | \$178,710.16 | \$161,615.93 | \$61,670.78 | \$401,996.87 |
| Third Circuit | | | | |
| Baltimore | \$0.00 | \$1,091,307.26 | \$232,752.07 | \$1,324,059.33 |
| Harford | \$54,476.99 | \$49,029.42 | \$83,569.96 | \$187,076.37 |
| TOTAL | \$54,476.99 | \$1,140,336.68 | \$316,322.03 | \$1,511,135.70 |
| Fourth Circuit | | | | |
| Allegany | \$7,344.98 | \$11,122.97 | \$12,386.49 | \$30,854.44 |
| Garrett | \$2,635.00 | \$2,371.50 | \$5,270.00 | \$10,276.50 |
| Washington | \$36,616.10 | \$36,616.12 | \$26,582.44 | \$99,814.66 |
| TOTAL | \$46,596.08 | \$50,110.59 | \$44,238.93 | \$140,945.60 |
| Fifth Circuit | | | | |
| Anne Arundel | \$119,570.23 | \$107,613.12 | \$97,599.61 | \$324,782.96 |
| Carroll | \$28,088.22 | \$25,279.59 | \$52,396.92 | \$105,764.73 |
| Howard | \$0.00 | \$98,698.70 | \$48,563.18 | \$147,261.88 |
| TOTAL | \$147,658.45 | \$231,591.41 | \$198,559.71 | \$577,809.57 |
| Sixth Circuit | | | | |
| Frederick | \$103,473.98 | \$93,126.87 | \$46,538.42 | \$243,139.27 |
| Montgomery | \$77,006.27 | \$63,931.49 | \$0.00 | \$140,937.76 |
| TOTAL | \$180,480.25 | \$157,058.36 | \$46,538.42 | \$384,077.03 |
| Seventh Circuit | | | | |
| Calvert | \$8,483.01 | \$7,634.75 | \$29,834.65 | \$45,952.41 |
| Charles | \$39,118.65 | \$35,206.74 | \$35,187.06 | \$109,512.45 |
| Prince George's | \$250,303.86 | \$250,303.85 | \$186,712.93 | \$687,320.64 |
| St. Mary's | \$788.02 | \$709.21 | \$15,380.00 | \$16,877.23 |
| TOTAL | \$298,693.54 | \$293,854.55 | \$267,114.64 | \$813,710.32 |
| Eighth Circuit | | | | |
| Baltimore City | \$0.00 | \$657,679.28 | \$521,542.36 | \$1,179,221.64 |
| TOTAL | \$0.00 | \$657,679.28 | \$521,542.36 | \$1,179,221.64 |
| <hr/> | | | | |
| GRAND TOTAL | \$1,018,875.77 | \$2,803,375.91 | \$1,495,069.79 | \$5,271,369.06 |

¹Appearance fees are used to fund the operation of the circuit court law libraries in the respective jurisdictions. In Prince George's, Anne Arundel, St. Mary's, and Baltimore counties, appearance fees are remitted to the county.



**Fines, Forfeitures, and Appearance Fees Collected and Remitted
or Retained by Clerks of the Circuit Courts
(Pursuant to Courts and Judicial Proceedings Articles 7-204 and 7-507)
Fiscal Year 2019**

| Total Fines and Forfeitures | | | | |
|------------------------------------|-----------------------|-----------------------|------------------------------------|-----------------------|
| | <u>To Bar Library</u> | <u>To County/City</u> | <u>Appearance Fees¹</u> | <u>Total</u> |
| First Circuit | | | | |
| Dorchester | \$2,891.60 | \$2,602.48 | \$6,178.37 | \$11,672.45 |
| Somerset | \$1,578.00 | \$3,283.15 | \$3,226.07 | \$8,087.22 |
| Wicomico | \$17,706.00 | \$15,935.40 | \$15,981.09 | \$49,622.49 |
| Worcester | \$90,849.96 | \$81,765.29 | \$13,808.13 | \$186,423.38 |
| TOTAL | \$113,025.56 | \$103,586.32 | \$39,193.66 | \$255,805.54 |
| Second Circuit | | | | |
| Caroline | \$4,055.50 | \$4,506.06 | \$6,478.70 | \$15,040.26 |
| Cecil | \$86,439.57 | \$77,795.61 | \$24,604.32 | \$188,839.50 |
| Kent | \$2,997.81 | \$2,698.07 | \$4,123.40 | \$9,819.28 |
| Queen Anne's | \$42,640.83 | \$38,376.74 | \$12,923.68 | \$93,941.25 |
| Talbot | \$17,425.62 | \$15,783.29 | \$7,253.37 | \$40,462.28 |
| TOTAL | \$153,559.33 | \$139,159.77 | \$55,383.47 | \$348,102.57 |
| Third Circuit | | | | |
| Baltimore Co. | \$0.00 | \$392,628.92 | \$185,759.00 | \$578,387.92 |
| Harford | \$53,990.87 | \$48,591.82 | \$75,992.64 | \$178,575.33 |
| TOTAL | \$53,990.87 | \$441,220.74 | \$261,751.64 | \$756,963.25 |
| Fourth Circuit | | | | |
| Allegany | \$5,546.49 | \$23,991.84 | \$12,291.32 | \$41,829.65 |
| Garrett | \$2,752.48 | \$2,477.22 | \$4,169.49 | \$9,399.19 |
| Washington | \$23,314.75 | \$23,314.75 | \$18,865.00 | \$65,494.50 |
| TOTAL | \$31,613.72 | \$49,783.81 | \$35,325.81 | \$116,723.34 |
| Fifth Circuit | | | | |
| Anne Arundel | \$0.00 | \$68,104.88 | \$90,199.94 | \$158,304.82 |
| Carroll | \$34,056.04 | \$30,698.13 | \$50,471.89 | \$115,226.06 |
| Howard | \$0.00 | \$75,835.57 | \$43,420.07 | \$119,255.64 |
| TOTAL | \$34,056.04 | \$174,638.58 | \$184,091.90 | \$392,786.52 |
| Sixth Circuit | | | | |
| Frederick | \$25,571.57 | \$23,014.63 | \$41,310.27 | \$89,896.47 |
| Montgomery | \$31,925.71 | \$28,733.14 | \$0.00 | \$60,658.85 |
| TOTAL | \$57,497.28 | \$51,747.77 | \$41,310.27 | \$150,555.32 |
| Seventh Circuit | | | | |
| Calvert | \$5,402.08 | \$4,861.89 | \$31,371.02 | \$41,634.99 |
| Charles | \$19,324.20 | \$17,846.80 | \$31,406.79 | \$68,577.79 |
| Prince George's | \$188,099.34 | \$188,099.35 | \$163,477.06 | \$539,675.75 |
| St. Mary's | \$1,982.50 | \$1,784.25 | \$14,450.00 | \$18,216.75 |
| TOTAL | \$214,808.12 | \$212,592.29 | \$240,704.87 | \$668,105.28 |
| Eighth Circuit | | | | |
| Baltimore City | \$0.00 | \$164,546.12 | \$413,941.00 | \$578,487.12 |
| TOTAL | \$0.00 | \$164,546.12 | \$413,941.00 | \$578,487.12 |
| GRAND TOTAL | \$658,550.92 | \$1,337,275.40 | \$1,271,702.62 | \$3,267,528.94 |

¹Appearance fees are used to fund the operation of the circuit court law libraries in the respective jurisdictions. In Prince George's, Anne Arundel, St. Mary's, and Baltimore counties, appearance fees are remitted to the county.