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 Thurgood 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.
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.
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 pro bono attorney and help to keep costs down, which in turn benefits the pro or low bono client in need.
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.
Our FY 2021 Numbers

3,405,974 WEB HITS

588 SERVED BY LAW LIBRARY SELF-HELP LEGAL ADVICE PROGRAMS

35,511 TRANSACTIONS
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.
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.
87% of transactions involve reference & referrals

76% of questions involve civil actions

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

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

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

“A+ Customer Service!”
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 in-person.

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.
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

Contact Information

Website: https://montgomerycountymd.gov/cct/law-library.html

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

Email: lawlibrary@mcscourt.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
- PACER
- BloombergBNA
- Maryland Daily Record and Family Law Update
- BlueBook

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

See the full report, FY21 Use Statistics [here](#).
The Virtual Reference Desk provides quick access to library services remotely that includes referrals to legal help and online information including law library FAQ pages.

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

Thank you for going above and beyond. - attorney researching trusts

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 library online catalog.

Previously, the catalog only contained records for the secondary sources. Sarah is now working to add records for all primary sources, current and historic.
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 [Self-Help at the Law Library](#) 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 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.

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: lawlibrary@mdcourts.gov

Fax: 410-260-1572

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.
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