



## Second Judicial District Court *Washoe County Law Library*

### AGENDA – Amended August 27, 2018

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, September 5, 2018, at 5:00 PM in the Robert Z. Hawkins Boardroom in the Washoe County Law Library. The library is located in room 101 on the first floor of the Courthouse at 75 Court Street, Reno, Nevada 89501.

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another later meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

The Robert Z. Hawkins Boardroom is accessible to the disabled. If you require special arrangements for the meeting, call the Law Library at (775) 328-3250, at least twenty-four hours prior to the meeting.

**Time Limits.** Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Board meeting. Persons may not allocate unused time to other speakers.

**Responses to Public Comments.** The Board of Trustees can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board of Trustees. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Board of Trustees will consider, Board of Trustees may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board of Trustees may do this either during the public comment item or during the following item: “Board Comment – Limited to Announcements or Issues for Future Agendas”.



## Second Judicial District Court *Washoe County Law Library*

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public at the Law Library located at 75 Court Street, First Floor, Room 101, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Self Help Center and Law Library Program Manager, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us).

The agenda will be:

- 5:00 PM
1. Roll Call
  2. Public Comments
  3. Approval of Minutes from Board Meeting of May 2, 2018\*
  4. Update regarding the Law Library, including Lawyer in the Library Update, 2018 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2018, including statistics on number of patrons and usage; update regarding electronic filing in the Law Library
  5. Discussion and update regarding the potential to host a meet the judges event during Pro Bono Week\*
  6. Discussion and direction regarding Thomson Reuters Library Management Arrangement and print items for addition or removal\*
  7. Discussion and update regarding attorney survey to determine relevant Law Library services\*
  8. Discussion and direction regarding informational videos about the court system the Law Library could record\*
  9. Board Comment – Limited to Announcements or Issues for Future Agendas
  10. Public Comments
  11. Adjournment

\*Denotes items for possible action.

The agenda for this meeting has been posted at the following locations: Washoe County Library (301 S. Center St., Reno), Law Library (Washoe County Courthouse, 75 Court Street, Room 101, Reno), Second Judicial District Court (Washoe County Courthouse, 75 Court Street/South Virginia Street, Reno), Washoe County Administration Building (1001 E. 9<sup>th</sup> Street, Reno), Sparks Justice Court (1675 E. Prater Way #107, Sparks), online at the Nevada Public Notice Website (<https://notice.nv.gov/>) and <https://www.washoecourts.com/LawLibrary>.

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT  
**Law Library Board of Trustees**  
**Meeting Minutes**

May 2, 2018

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Scott Freeman, Michael Kattelman, Kathi Lutsch, and Cortney Young. Honorable Chuck Weller joined the meeting during item 4.

Also present were Stephan Hollandsworth, Deputy District Attorney, and Emily Reed, Self Help Center and Law Library Program Manager.

2. Public Comments

None.

3. Approval of Minutes from Board Meeting of February 7, 2018\*

Unanimous approval.

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

Discussion regarding number of patrons turned away for Lawyer in the Library. During 2018, we have only turned away 14 individuals for Family Law night and 42 for General Law night. We are hoping that the overflow program will reduce the number of people turned away on General Law night. By providing two Family Law attorneys on Family Law night, the number of participants turned away has been sharply reduced. It is hoped that momentum can continue. An increase in volunteers for General Law night is now sought.

5. Training on the open meeting law

Training on the open meeting law was provided by Stephan Hollandsworth, Deputy District Attorney. A power point was presented and included in the meeting materials.

6. Discussion and update of Lawyer in the Library volunteer recruitment by members of the Board and library staff, including information regarding the volunteer reception at the Family Law Conference, the WCBA luncheon, and the Law Day event\*

The Northern Nevada Women Attorneys Law Day event had 18 attorney

volunteers and was able to assist 80 members of the public. Advertising was done on community boards at various businesses, which appears successful.

Law Library staff and Board members have been working to recruit new volunteers for our regular Lawyer in the Library program.

The promotional video for Lawyer in the Library was presented at the Probate Bar luncheon, WCBA lunch, and Family Bench Bar meeting. Judge Freeman presented the video at the WCBA lunch and Ms. Lutsch set up the presentation of the video at the Probate Bar lunch. Both felt the video was well received.

Ms. Lutsch currently works to sign up the Probate Lawyer in the Library volunteers. Discussion was had regarding things we can offer to encourage participation, including current CLE efforts. A suggestion was made for a substance abuse CLE.

7. Discussion and direction regarding Pro Bono Week events including an educational class/seminar for self-represented litigants and Ask-a-Lawyer event\*

Discussion was had regarding Pro Bono Week which is typically the last week of October. We have previously partnered with Nevada Legal Services to hold an Ask-a-Lawyer. We also try to present a self-represented litigant class.

Discussion was had regarding holding a northern Nevada meet the judges reception to promote pro bono. Motion to explore further with assistance by Ms. Young was made by Judge Freeman, seconded by Judge Weller. Unanimous approval.

The Nevada State Bar TIPS program may be interested in collaborating to take a pro bono case as part of the TIPS requirements. Mr. Kattelman volunteered to reach out to the TIPS program.

Ms. Young offered to teach a mediation class or create a short video about mediation for self-represented litigants.

Judge Steinheimer suggested exploration of a drug abuse CLE; trial process class; and Westlaw training.

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

Videos for self-represented litigants that the Law Library could produce as part of our educational goals.

Keeping the Law Library relevant to attorneys and paralegals. Survey regarding services and materials to be prepared.

Record retention of meeting minutes and recordings.

Thomson Reuter print agreement.

9. Public Comments.  
None.

10. Adjournment

# SECOND JUDICIAL DISTRICT COURT STATISTICS

## WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JANUARY - JULY 2018

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	913	80	993
10:00 AM - 12:00 PM	2395	157	2552
12:00 PM - 3:00 PM	2677	126	2803
3:00 PM - 5:00 PM	2640	92	2732
5:00 PM - 7:00 PM	1367	22	1389
<b>TOTAL</b>			<b>10469</b>

## WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	336	17	353
10:00 AM - 12:00 PM	363	24	387
12:00 PM - 3:00 PM	334	21	355
3:00 PM - 5:00 PM	156	19	175
5:00 PM - 7:00 PM	13	2	15
<b>TOTAL</b>			<b>1285</b>

## LAWYER IN THE LIBRARY

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	514	17
General Law	252	43
Probate	59	2
<b>TOTAL</b>	<b>825</b>	<b>62</b>

## WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

ELECTRONIC USAGE	TOTAL
Circulation of Books	251
EBSCO	84
Email- Ask a Librarian	46
Inhouse Usage	609
Internet/ Contexte	886
Westlaw Searches	10126
<b>TOTAL</b>	<b>12002</b>

# SECOND JUDICIAL DISTRICT COURT STATISTICS

## WASHOE COUNTY LAW LIBRARY REFERENCE JANUARY - JULY 2018

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
<b>Family Law</b>			
Adoption/ Termination of Parental Rights	47		47
Answers	33		33
Child Custody	137	2	139
Child Support	49		49
Divorce/ Annulment/Separation	196	1	197
Domestic Violence/TPO/EPO	63		63
Family Court Procedures/Packets	284	2	286
Guardianships Adult/Minor	134		134
Name Change Adult/Minor	93		93
Motions/Notice/Emergency	196		196
Oppositions/Objections	15		15
<b>Law Library Reference</b>			
Appeals	16		16
Civil Complaints/Petitions	55		55
Civil Procedure/State/Federal	48	1	49
Civil Rights/Constitutional Law	6	1	7
Contract	5	2	7
Criminal Law and Defense	36	2	38
Employment/Labor	4	2	6
Immigration	6		6
Landlord/Tenant Rights	54	1	55
Medical	6		6
Military/Veterans Rights	4		4
Personal Injury/Damages	5	1	6
Probate/Wills/Trusts/Estate Planning	116	1	117
Rogue Title	79	1	80
Sealing of Criminal Record	84	4	88
<b>Law Library Services</b>			
Liberty Catalog/Circulation	116	135	251
Copier Use/ Change	996	41	1037
Internet/ Contexte	831	55	886
Lawyer in the Library Info./Referrals	413	5	418
Westlaw	210	330	540
<b>Other Functions</b>			
Copies of Court Records	41	0	41
Referrals To Other Services/NLS/WLS	125	0	125
Other	424	69	493
<b>TOTAL</b>			<b>5583</b>

**LAWYER IN THE LIBRARY PROGRAM FOR FAMILY, GENERAL & PROBATE PROGRAM**  
**FAMILY LAW**  
**JANUARY- JULY 2018**

<b>MONTH</b>	<b>ATTORNEY</b>	<b># OF PEOPLE WHO ATTENDED</b>	<b># OF PEOPLE TURNED AWAY</b>
JAN. 2, 2018	No program	0	0
JAN. 9, 2018	Caryn Sternlicht & Danielle Christenson	25	0
JAN. 16, 2018	Megan Lucey & Danielle Christenson	27	3
JAN. 23, 2018	Tehan Slocum & Erin Grieve	20	0
JAN. 30, 2018	Bonnie Mahan & Bryan Carpenter	21	0
FEB. 6, 2018	Graeme Reid & Caryn Sternlicht	16	0
FEB. 13, 2018	Caryn Sternlicht & Travis Clark	10	0
FEB. 20, 2018	Erin Grieve & Danielle Christenson	20	0
FEB. 27, 2018	Michelle Bumgarner & Tamatha Schreinert	14	0
MAR. 6, 2018	Andriea Aden and Timothy Hay	14	0
MAR. 13, 2018	Bronagh Kelly & Gary Silverman	18	0
MAR. 20, 2018	Jessica Anderson & Gary Silverman	23	8
MAR. 27, 2018	Erin Grieve & Brittany Cooper	16	0
APRIL 3, 2018	Sandra Unsworth & Travis Clark	16	0
APRIL 10, 2018	Linda Daykin & Sandra Unsworth	22	3
APRIL 17, 2018	Bronagh Kelly & Scott Husbands	24	0
APRIL 24, 2018	Jessica Anderson & Ilin Rocovits	9	0
MAY 1, 2018	No program	0	0
MAY 8, 2018	Gary Silverman & Kathryn Breckenridge	19	0
MAY 15, 2018	Bronagh Kelly & Sandra Unsworth	17	0
MAY 22, 2018	Danielle Christenson & Bryan Carpenter	23	0
MAY 29, 2018	Jonathan King	10	0
JUNE 5, 2018	Gary Silverman & Graeme Reid	14	0
JUNE 12, 2018	Kaitlyn Miller & Caryn Sternlicht	26	2
JUNE 19, 2018	Gary Silverman & Timothy Hay	15	0
JUNE 26, 2018	Gary Silverman & Timothy Hay	12	0
JULY 3, 2018	No program	0	0
JULY 10, 2018	Caryn Sternlicht & Linda Daykin	23	0
JULY 17, 2018	Gary Silverman & Linda Daykin	22	0
JULY 24, 2018	Tamatha Schreinert & Richard Davies	19	0
JULY 31, 2018	Tehan Slocum & Caryn Sternlicht	19	1
<b>TOTAL</b>		<b>514</b>	<b>17</b>

Total Assisted – 514

Total Family Law Turned Away –17



## Lawyer in the Library Program

**January-July 2018**

*(Family Law)*

Please check the area(s) of law that were covered with each patron who needed assistance and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	Self Help Center	Law Library Resources	State Bar	Senior Law Project	Other
Adoption – Adult	2							
Adoption – Minor	4		1	2				
Alimony / Spousal Support	6		1	2				
Annulment	2		1					
Appeals to Supreme Court								
Attorney’s Fees								
Case Management Conference	5		1					
Child Custody Jurisdiction	18			4				
Child Custody / Visitation	46		2	4				2
Child Support	25	1	1	1		1		
Community / Separate Property	1			1				
Court Hearings	5		1	2				
Divorce – Complaint	20	1	4	7				
Divorce – Joint Petition	7			4				1
Domestic Partnerships	2			1				
Domestic Violence / TPO	15							
Ex Parte Motions	8			3				1
Emancipation								
Grandparent’s Visitation	2							
Guardianship – Adult	5	1	1	2				
Guardianship – Minor Child	7	1	1	3				2
Hague Convention								
Indian Child Welfare Act	2							
Joint Petition for Divorce	3							
Jurisdiction – Family								
Juvenile Delinquency								
Juvenile Dependency								
Legal Separation								
Mediation	1							1
Military	1							
Minor Marriage								
Objection to Master’s Recommendation	1							
Partnership Dissolution								
Paternity	9	1	2	4	1			
Post or Pre-Nuptial Agreement	1							
QDRO / Retirement	2			1				
Settlement Conference	1							
Surrogacy								
Termination of Parental Rights	4				1			
Trial	1							
<b>Total</b>	<b>206</b>	<b>5</b>	<b>16</b>	<b>41</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>7</b>

GENERAL LAW  
JANUARY- JULY 2018

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 3, 2018	No program		
JAN. 10, 2018	Pete Cladianos	13	0
JAN. 17, 2018	Richard Cornell	10	5
JAN. 24, 2018	Jennifer Richards	11	5
JAN. 31, 2018	John Samberg	11	5
FEB. 7, 2018	Leah Wigren	9	0
FEB. 14, 2018	Program cancelled	0	0
FEB. 21, 2018	Joe Gorman	11	8
FEB. 28, 2018	Program cancelled	0	13
MAR. 7, 2018	Laura Jacobson	11	3
MAR. 14, 2018	Stephen Schreerer	8	0
MAR. 21, 2018	Chelsea Latino	10	0
MAR. 28, 2018	Linda Daykin	14	0
APRIL 4, 2018	Bryce Alstead	10	0
APRIL 11, 2018	Philip Mannelly	11	1
APRIL 18, 2018	Pete Cladianos	11	2
APRIL 25, 2018	Mark Liapis	9	0
MAY 2, 2018	Jennifer Richards	8	0
MAY 9, 2018	Richard Cornell	9	0
MAY 16, 2018	Richard Williamson	9	0
MAY 23, 2018	Chelsea Latino	10	0
MAY 30, 2018	Roger Harada	10	1
JUNE 6, 2018	Madelyn Shipman	6	0
JUNE 13, 2018	Kevin Karp	9	0
JUNE 20, 2017	Leah Wigren	5	0
JUNE 26, 2018	Jennifer Shogren	10	0
JULY 4, 2018	No program	0	0
JULY 11, 2018	Richard Cornell	10	0
JULY 18, 2018	Elizabeth Bassett	8	0
JULY 25, 2018	Philip Mannelly	9	0
<b>TOTAL</b>		252	43

Total Assisted – 252

Total General Law Turned Away – 43

## Lawyer in the Library Program

**January-July 2018**

(General Law)

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Abandoned Vehicle	3							1
Animal Law	2							
Attorney Malpractice	1					1		
Bankruptcy	1							
Business / Industry								
Civil Litigation	8	1	2		1			4
Civil Procedure (Federal)	8	1	1		1			1
Civil Procedure (State)	8				1			2
Civil Rights	7		1		2			
Collections	10	1	1					1
Commercial Law	3				2			
Consumer Law	7				1	1		
Contract Law	5	1	1		1			
Criminal Law & Criminal Defense	17		1			1		9
Education Law								
Elder Law	3						1	
Employment / Labor Law	6							1
Health Law / Insurance								
Immigration Law								
Intellectual Property Law	2							2
Landlord & Tenant	20	2	1		1			1
Legal Research Tools								
Litigation								
Mediation / Arbitration								
Medical Malpractice	9					1		4
Medicaid								
Military Issues								
Name Change	2							1
Native American Law								
Neighbor Law	3							
Personal Injury	13					1		6
Personal Property / Manufacture Homes	1					1		
Probate								
Real Estate / Foreclosure	15				1	1		2
Small Claims								
SSD / SSI / Appeals	4	2	2					2
Student Loans								
TANF / Food Stamps	1							
Taxes State / Federal	1	1	1		1	2		1
Torts	9							3
Vehicle Repossession	2				1			
Victim of Crime	5							
Water Law								
Workman's Compensation	1							1
Wrongful Termination	3							
<b>Total</b>	<b>180</b>	<b>9</b>	<b>11</b>	<b>0</b>	<b>13</b>	<b>9</b>	<b>1</b>	<b>42</b>

PROBATE LAW  
JANUARY-JULY 2018

<b>MONTH</b>	<b>ATTORNEY</b>	<b># OF PEOPLE WHO ATTENDED</b>	<b># OF PEOPLE TURNED AWAY</b>
JAN. 17, 2018	Ed Gorman & Audrey Damonte	6	0
FEB. 21, 2018	Jack Grellman & Bryce Rader	4	0
MAR. 21, 2018	Brian Saeman & David O'Mara	15	2
APRIL 18, 2018	Audrey Damonte	12	0
MAY 16, 2018	Cedric Anderson & Jack Grellman	6	0
JUNE 20, 2018	F. McClure Wallace & Patrick Millsap	8	0
JULY 18, 2018	J. Doug Clark	8	0
<b>TOTAL</b>		59	2

Total Assisted – 59

Total Probate Law Turned Away - 2

## Lawyer in the Library Program

**January-July 2018**

*(Probate Law)*

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

<b>Nature of Problem</b>	<b>Number of Patrons</b>	<b>Nevada Legal Services</b>	<b>Washoe Legal Services</b>	<b>VARN</b>	<b>Law Library Resources</b>	<b>State Bar</b>	<b>Senior Law Project</b>	<b>Other</b>
Affidavit of Entitlement for Estate	2				2			
Cremation								
Creditor's Claim								
Challenge Will	1							
Estate Planning	3							
General Administration	5	1	3					2
Inventory, Appraisal & Record of Value	1							
Letters of Administration	1							
Letters Testamentary	3					2		
Medical Records								
Military Issues								
Notice to Creditors	1		1				1	
Notice of Hearing on First & Final Report & Accounting								
Powers and Duties								
Probate Hearings	3							2
Publication								
Safe Deposit Box								
Set Aside	3					1		1
Summary Administration	4				1			2
Trust Law	6	1	2			1	1	2
<b>Total</b>	<b>33</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>9</b>