

**Location:**

417 South King Street, Room 115
Honolulu, Hawai'i 96813

Hours:

Regular: Mon. through Fri., 7:45 am - 4:15 pm
Extended: Mon. through Fri., 4:15 pm - 6:00 pm
Closed on Saturday, Sunday, & all State holidays

Contact Information:

Tel: 539-4964 (reference and circulation)
Fax: 539-4974
E-mail: LawLibrary@courts.state.hi.us
Hawai'i State Judiciary Web Site:
<http://www.courts.state.hi.us>
Note: Under "Services", select "Law Library".

*Access during extended hours is available to those who present a valid Judiciary ID, Hawai'i State Bar Association (HSBA) membership card or Supreme Court Law Library card. Check with Library staff for eligibility of extended hours access.

Borrowing Privileges

- Judiciary personnel and volunteers
- Attorneys who are actively licensed to practice law in the state of Hawai'i and have a current HSBA membership card.
- Individuals issued a current Supreme Court Law Library card*
 - Legal support staff employed and sponsored by an attorney holding an active license to practice law in the state of Hawai'i.
 - Individuals registered to take the next Hawai'i state bar examination.
 - Pro se litigants who present a recent court-stamped document relating to their active court case in Hawai'i.
 - Members of the Hawai'i State Legislature, and legislative service agencies.

*There is a \$25.00 replacement charge for lost Supreme Court Law Library cards.

Circulation of Materials: Borrowing of library books and materials is generally governed by the Library's *Circulation Policy*. Materials with white charge-out cards may be checked out by authorized borrowers who *must* present a valid Judiciary ID, HSBA membership card, or Supreme Court Law Library card each time materials are checked out. The loan period is two (2) weeks and the library reserves the right to limit the number of books on a specific subject that can be checked out by an individual during the same loan period. Materials may be renewed for up to two (2) consecutive periods and be made in-person for those living on Oahu and by telephone for those on the neighbor islands. Borrowed materials should be returned to the Circulation/Reference Desk.

Fines will be imposed on all overdue, lost, or damaged materials. Refer to the *Schedule of Library Fines and Fees* posted in the library. A user's borrowing privileges will be suspended until all overdue fines and replacement costs are paid in full. Failure to pay after the third past-due notice is sent may result in the issuance of an *Order to Show Cause* and further disciplinary action by the Hawai'i Supreme Court.

Collection: The Library houses a collection of primary and secondary legal resources in both print and electronic formats. Free access is made available to electronic subscriptions such as Westlaw, Shepard's, Hein Online, and LegalTrac. The Library also provides free access to government and commercial legal websites via the internet.

Document Delivery: The library will mail and fax copies of Supreme Court Law Library materials as permitted by the "fair use" provision of the Copyright Act. Service hours are 7:45 a.m. - 4:15 p.m., Monday through Friday, except State holidays. Prepayment by business check, cashier's check or money order is required. For more information, please call or consult the *Schedule of Library Fines and Fees* [RefRm KFH529.7 S96 A3 no.8a], see the posted text in the library or online at: <http://www.state.hi.us/jud/library/finesandfees.htm>

Microforms: Microfiche and microfilm can be viewed and copied with library equipment during regular work hours. Self-service copying is available at \$.15 per page. Payment for all copies is to be made at the Circulation/Reference Desk. Viewing and copying of outside microforms is permitted, but priority for use of the reader/printers is given to users of Supreme Court Law Library microforms.

Photocopiers: The library has two self-service copiers and cost is \$.15 per copy. Photocopy machines are operated with nickels, dimes, quarters, one and five dollar bills, and copy cards. Copy cards pre-programmed in the amount of \$15 can be purchased at the Circulation/Reference Desk. Users are responsible for preventing damage, loss or misplacement of their copy cards.

Public Computer Work Stations: The library has three public computer workstations that provide access to a variety of electronic legal resources. These computers are intended for *legal research only*. Registration to use these computers is required and users are responsible for all pages printed at \$.15 per page. For more information, consult the *Public Computer Use Policy and Guidelines* posted at each workstation or online at: <http://www.state.hi.us/jud/library/publicpcusepolicy.htm>

Reference Services: Library staff will provide basic reference services, such as suggesting sources to use, explaining how to use legal research tools, helping you locate a statute or case when you have a specific citation, and suggesting other organizations or government agencies to contact for additional assistance.

Library staff **CANNOT** give legal advice, legal opinions, or provide legal assistance in any manner. It is the responsibility of the user to do all of the necessary research needed to find the answers to their legal issues. Consult a lawyer for professional legal assistance.

Rules and Regulations: The Library is governed by the Rules and Regulations as approved and adopted by order of the Supreme Court, pursuant to Rule 12 of the Rules of the Supreme Court of Hawaii. Rules and Regulations are posted in the library, or may be viewed online at: <http://www.state.hi.us/jud/library/rules.htm>

Searching the Collection: The Hawaii CARD Network Online Catalog is the online public access catalog (OPAC) for the Supreme Court Law Library. Users can access CARD in the library via the public computer workstations or through any internet connection at: <http://www.state.hi.us/lrb/card/>

Security: By order of the Supreme Court, any person wishing to enter Ali'iolani Hale (which houses the Supreme Court Law Library), is required to pass through security screening and have their belongings inspected. Security check-points have been established at the King Street and Diamond Head makai ramp entrances. All other perimeter doors to the building are closed and equipped with alarms.

This User Guide is based on the Supreme Court Law Library Handbook [Ref Rm KFH393.5 A9 H31]

In accordance with the Americans with Disabilities Act, if you require an accommodation or special assistance, contact the library's ADA Coordinator at 808-539-4964. This document is available in alternate formats upon request.

The Supreme Court Law Library makes legal resources and references available to the public free of charge—and also available online. By organizing legal topics into subject guides, as well as providing links to free, open access legal resources on the internet, users can look up a particular topic and find information readily available and in one place. These online resources are particularly helpful when a self-represented litigant is not sure where to start. Keep in mind that these links may not be completely exhaustive of each topic, but they are a great place to begin learning about a certain topic at hand.

Each subject guide (i.e. “Child Support”) is organized by primary resources, secondary resources, internet resources, agencies & organ-

izations, and electronic resources. If there are applicable manuals for a particular topic, they will also be included. Both online and print

resources are listed for each subject

guide, and the print resources are available within the library. Access to the print resources is available for free; there

is a small fee for copying (\$.15/page). The law library web site is: <http://www.state.hi.us/jud/library/index.htm>

Users can link to “Subject Guides” or to “Legal Web sites.”

Additionally, the library provides public access to two reputable and well-known legal databases: Westlaw, and Shepard’s on Lexis.com.

O t h e r

legal databases such as HeinOnline, LegalTrac, and RIA Checkpoint are also available. Users are welcome to use these databases for free from the terminals within the library; there is a

Supreme Court Law Library: **A Pathway to Justice**

by Jenny R.F. Fujimaka

small fee for printing (\$.15/page).

Currently, the American Bar Association reports a rising trend of self-represented litigants.¹ This number may increase during our economic crisis, as counsel becomes a luxury fewer can afford. Without meaningful access to the necessary information provided by the law library for the self-represented, delays and appeals may abound at court—an experience that can be traumatic and create barriers to justice for these litigants.

In worsening economics, library usage increases, as is currently reported in communities such as Boston² and Illinois.³ Law Library System usage reflects this trend: statistics show there has been an increase in library transactions of 20% from FY2008 to FY2009, with 22% focused on serving neighbor island patrons. The continued availability of legal resources is of utmost importance to provide the public access to justice, especially on the neighbor islands, where the Law Library is the only direct, public source of legal information.

During these hard economic times, library budgets are often targeted to be cut, but doing so only creates an untenable cost to the public. Denying people access to legal resources and library services at the law library is denying access to justice for the very people the state serves and protects.

¹ *ABA Journal* (2008). (http://www.abajournal.com/news/more_americans_go_pro_se_even_in_complex_matters)

² *Boston Globe* (2009). (http://www.boston.com/news/local/massachusetts/articles/2009/01/04/check_it_out/)

³ *Northwest Herald* (2009). (http://www.nwherald.com/articles/2009/04/01/r_slkdvzqr25fztu5yqtyw/index.xml)

Jenny R.F. Fujinaka is the State Law Librarian at the Supreme Court Law Library.

ABA/ NLADA 2008 Equal Justice Conference

Serving the Un-served: Your Law Library as Your Partner and Your Bridge
WSR_026

Moderator: Sara Galligan

1. Judge John R. Rodenberg--(Minnesota) Judge, MN Fifth Judicial District (New Ulm), and chair for a statewide task force that studied self help/law library collaboration in MN.
2. Lisa Rush--(Texas) Law Librarian for Travis County, Austin, TX--representing law library programs that serve pro se. Lisa.Rush@co.travis.tx.us, 512-854-9290
3. Charley Dyer--(Washington), Consultant and Retired Law Library Director, Chair, SRLN Law Librarians Working Group. charlesrdyer@clearwire.net, www.charlesrdyer.com.
4. Sara Galligan --(Minnesota) Law Librarian and immediate past chair for the Amer. Assoc. of Law Libraries' Special Committee on Pro Bono Partnerships

Brief Description:

Where do Self Represented Litigants (SRLs) go when courts and traditional legal service providers can't serve them? Many end up in public law libraries. This presentation will feature collaborative law library programs that use innovations in self-help, best practices, and law library enhanced pro bono partnerships to serve SRLs.

Law libraries are acting as a bridge between SLRs and pro bono providers. Pro bono collaborations in court, county, academic, and firm libraries are relatively new and still developing. We will present results from a nationwide study that was conducted by the American Association of Law Libraries' Special Committee on Pro Bono Partnerships. Law librarians offer free resources to diverse user populations without regard to economic status, race, gender, or educational level.

Law librarians are committed to the belief that fostering the equal participation of diverse people in library services underscores one of our basic tenets: open access to information for all individuals.

Topical Outline:

- I. Introduction by Moderator Sara Galligan
- II. Partnerships, Public Libraries, and the Pro Se Litigant (Judge Rodenberg)
 - a. Expanded county law library services in a multicounty region
 - b. Public library training and staffing issues
 - c. Pro se friendly Westlaw
 - d. Library self-help resources for pro se litigants
- III. Access to Justice Initiatives via the County Law Library (Lisa Rush)
 - a. How the model developed in one county law library serves a diverse population
 - b. Description about video resources to help pro se litigants know what to expect in court
 - c. Best practices "quiz"—examples of how the law library implements recommendations
 - d. Use of reference attorneys in the law library setting

- IV. Best Practices and Roles of Law Librarians (Charley Dyer)
Law librarians and self-represented litigants (SRLs)
 - a. Best Practices in Law Libraries for assisting SRLs
 - i. Classes for SRLs
 - ii. Websites for SRLs
 - iii. Online reference
 - iv. Partnerships
 - b. Law librarians, self-help programs and SRLN connections

- V. Pro Bono Partnerships and Law Librarians (Sara Galligan)
 - a. American Association of Law Libraries Pro Bono Partnerships Committee
 - b. Pro bono partnership survey, findings, recommendations
 - c. Outreach activities, including connections with public libraries
 - d. Partnering—Summary and Conclusion

- VI. Question/Answer
 - a. Since law libraries may be perceived as a new and possibly unfamiliar partner, the Q & A should offer productive discourse on ways to strengthen connections with law librarians who serve self-represented litigants.

Notes:

Four speakers will present an area of expertise; these include innovations in law library/self help and survey results about pro bono. At least 10-15 minutes will be left for questions and answers--since law libraries will more than likely be perceived as a new and possibly unfamiliar partner, the Q & A portion should be very productive.

1. Participants will be able to identify at least three methods for partnering with law libraries to serve self-represented litigants.
2. Participants will be able to create relationships with law librarians in local areas.
3. Participants will be prepared to summarize how law libraries partner with pro bono providers

Bibliography & Website Links:

1. www.FreeTexasForms.org
2. www.TexasLawHelp.org
3. www.TravisCountyLawLibrary.org
4. www.SelfhelpSupport.org

5. Directory of Library Based Self-Help Programs,
http://www.aallnet.org/sis/sccll/docs/library_self_help_directory.pdf; also at
www.selfhelpsupport.org
6. Report of Minnesota's Statewide Law Library/Self-Help Center Project Advisory
Workgroup, Jan. 2007,
<http://www.lawlibrary.state.mn.us/StatewideLLReport.pdf>
7. American Association of Law Libraries, Special Committee on Pro Bono
Partnerships, http://www.aallnet.org/committee/pro_bono.asp
8. Serving Self Represented Litigants: Planning for Action, A Workshop for the New
York State Unified Court System, October 24, 2006, presented by Charles R. Dyer.
<http://www.charlesrdyer.com/NYSUCS.asp>

HANDOUT

ABA/ NLADA 2008 Equal Justice Conference

Serving the Un-served: Your Law Library as Your Partner and Your Bridge

Charles R. Dyer
Charles R. Dyer Consulting
808 East Maple Street
Bellingham, WA 98225-5225
360-738-6439
Mobile 360-483-9446
charlesrdyer@clearwire.com
<http://www.charlesrdyer.com>

Brief Description:

As the chair of the Self Represented Litigation Network's Law Librarian's Working Group, Mr. Dyer will report on best practices in law libraries across the country for serving self represented litigants, including cooperative efforts with other agencies and organizations. He will also quickly discuss the role of law librarians within the SRLN and the role of the American Association of Law Libraries as one of its participating organizations. (Mr. Dyer is also currently serving as the official representative of the AALL to the SRLN.)

Topical Outline:

- I. Short Introduction on Information Needs of Self-Represented Litigants
 - a. Five of the seven barriers listed in Richard Zorza's *The Self Help Friendly Court* have information components for SRLs: The Analysis Barrier, The Situations and Options Evaluation Barrier, The Preparation and Presentation Barrier, The Remedy Barrier, The Enforcement Barrier. (The Ethics and Neutrality Barrier and Bar Uncertainty are our problems.)

- II. Directory of Library Based Self-Help Programs
 - a. Just completed by the SRLN Law Librarians Working Group, it currently 24 entries, with some entries including more than one program. Adding more as we find them.
 - b. These are specific programs for self represented litigants, which go beyond offering library access and good reference services.
 - c. The Directory includes a full description of each program and contact information.
 - d. Example: Kern County Slide showing SRL workshops done jointly by the Kern County Law Library and Greater Bakersfield Legal Assistance.

- e. Example: Washoe County Slide showing that, in addition to the brief advice clinic and workshops, their website acts as a portal to other agencies offering free services.
- f. Freely available at
http://www.aallnet.org/sis/sccll/docs/library_self_help_directory.pdf .
 Also on www.selfhelpsupport.org .

III. A Best Practice: Classes for Self Represented Litigants

- a. Some with librarians as teachers; some with other partners.
- b. Classes held at law libraries, public libraries, and other venues.
- c. Variety of topics: research computer use, even procedures and forms.

IV. A Best Practice: Websites Oriented to Self Represented Litigants

- a. Statewide, developed through cooperative effort.
- b. Better usability and easy navigation.
- c. Simple explanation.
- d. Referrals to local law libraries.
- e. Email and live chat-room style reference.
- f. Examples: California, [Http://www.publiclawlibrary.org](http://www.publiclawlibrary.org)
- g. Example: Maryland, <http://www.peoples-law.info/Home/PublicWeb>

V. A Best Practice: Online Reference for Self Represented Litigants.

- a. Librarian and user communicate through a chat room window.
- b. The librarian takes control of the user's PC and points the user to specific websites in another window in response to reference questions.
- c. Librarians can use previously written scripts in order to send large amounts of information quickly.
- d. Example: California Council of County Law Librarians, Using 24-7 (now called Ask Now)
http://www.247ref.org/portal/access_law3.cfm?virt=CCCLL

VI. A Best Practice: Partnering

- a. Increased partnering between public law libraries and the courts or other legal services agencies.
- b. More than just referrals, these other agencies will place staff in the law libraries themselves.
- c. Sometimes they share funding with the library, too.
- d. Example: San Diego County Public Law Library
 - i. They had a clinic run by the San Diego Volunteer Lawyer Program (a pro bono organization), 2001-2005.
 - ii. Replaced by a Law School SRL clinic, run by the University of San Diego School of Law.
 - iii. Also, specialty clinics are run by local bar associations.

VII. Law Librarians are Active in the Self Represented Litigation Network

- a. The Information, Marketing and Outreach Working Group has a sub-group specifically to include a larger number of law librarians.

- b. The Law Librarians Group has completed several projects and sponsored several presentations at various national conferences on behalf of the SRLN.
- c. Law librarians also participate in other working groups. Judy Meadows, the State Law Librarian of Montana, chairs the Distance Services Working Group.
- d. The American Association of Law Libraries became a participating organization in the SRLN in 2007, including an annual contribution and an official representative, who participates on the Management Team.

VIII. Consulting Services

- a. Charles R. Dyer Consulting, <http://www.charlesrdyer.com> and charlesrdyer@clearwire.net , offers limited free mentoring and consultations, in addition to full consultations.
- b. Judy Meadows, State Law Librarian for Montana, jmeadows@mt.gov , is also listed with the National Center for State Courts as a consultant and can do one-day site visits at cost when her court allows.

Notes:

Bibliography & Website Links:

1. Directory of Library Based Self-Help Programs (Self Represented Litigation Network, Law Librarians Working Group, 2008). Freely available at http://www.aallnet.org/sis/scell/docs/library_self_help_directory.pdf . Also on www.selfhelpsupport.org .
2. Best Practices in Court-Based Programs for the Self Represented: Concepts, Attributes, and Issues for Exploration (Self Represented Litigation Network, 2006 edition). Available on www.selfhelpsupport.org, but requires registration. http://www.ncsconline.org/WC/Publications/KIS_ProSeBestPracticesSRLN.pdf A second edition is forthcoming, with expansion, descriptions of particular programs and contact information. Best Practices 2, 4, 8, 9, and 13 are represented in the work discussed in this presentation.
3. Serving Self Represented Litigants: Planning for Action, A Workshop for the New York State Unified Court System, October 24, 2006, presented by Charles R. Dyer.

<http://www.charlesrdyer.com/NYSUCS.asp>. This website contains all the power point materials, handouts, and explanations for their use from a half-day workshop on best practices and triage patterns for public law libraries.