

**WASHINGTON STATE LAW LIBRARY**  
**Guide to Requesting Legal Research Services**

*The Washington State Law Library provides legal research assistance for individuals experiencing incarceration with the Washington State Department of Corrections.*

**Please review this guide carefully before requesting materials from the law library. *The law library reserves the right to reject research assistance requests for any reason.***  
**Mailed items may be subject to rejection, per policy DOC 450.100: *Mail Services.***

<b>HOW DO I REQUEST LEGAL RESEARCH ASSISTANCE FROM THE WASHINGTON STATE LAW LIBRARY?</b>  A public records request is <u>not</u> needed to request library services. Please be sure to include your name, DOC# and return address on your letter.	<b>Submit requests <u>via letter</u> to:</b>  Washington State Law Library Temple of Justice PO Box 40751 Olympia, WA 98504
<b>CAN I CALL THE LAW LIBRARY FROM PRISON?</b>  We will not communicate with your attorney, family or friends <u>unless</u> they contact the law library on your behalf.	We do not accept calls from correctional facilities. <b>However</b> , we encourage you to ask a family member or friend to call or email the law library for you: <a href="mailto:statelawlibrary.ips@courts.wa.gov">statelawlibrary.ips@courts.wa.gov</a> . We will send the requested information to them via email to send to you.
<b>WHAT CAN I REQUEST FROM THE WASHINGTON STATE LAW LIBRARY?</b>  <b><u>There is a 10-page print limit per item sent by mail. We will not send materials over the limit in 10- page increments.</u></b>  Please do not send letters in someone else's name in order to avoid copyright limits or copy limits.  Please do not send multiple or groups of letters asking for us to send entire sets of rules, statutes or books in increments.  Please do not ask for multiple copies.  Please ask for only legal research materials.	<b>You can request <u>up to 10</u> of the following items at a time from the law library:</b> <ul style="list-style-type: none"><li>• <b><u>Appellate</u></b> cases from:<ul style="list-style-type: none"><li>○ States other than Washington.</li><li>○ Federal courts outside of the 9<sup>th</sup> Circuit.</li></ul></li></ul> <b>(Please provide a complete citation.</b> Example: 252 Ariz. 405 (2021)). <ul style="list-style-type: none"><li>• <b><u>Past</u></b> WA statutes or current and past out of state statutes.</li><li>• Copies of current and past laws from states other than WA.</li><li>• Copies of <b><u>past</u></b> WA state and federal laws.</li><li>• Law review articles.</li><li>• General information on legal topics (Examples: Elements of a crime; definitions of legal terms; etc.)</li></ul>

<p><b>WHY DOES THE LAW LIBRARY ONLY SEND CASES FROM CERTAIN COURTS AND NOT WASHINGTON OR US SUPREME COURT CASES?</b></p> <p><b>WHY DOES THE LAW LIBRARY ONLY SEND OUT OF STATE OR PAST WA STATUTES?</b></p>	<p>The law library will only provide copies of caselaw or state and federal statutes that are not available on your Securus tablet or in the law library.</p> <p><b>However</b>, a friend or family member may contact the law library to request WA and Supreme Court cases or current statutes on your behalf via email:  <a href="mailto:statelawlibrary.ips@courts.wa.gov">statelawlibrary.ips@courts.wa.gov</a>.</p>
<p><b>CAN YOU SEND ME A LIBRARY BOOK?</b></p>	<p>We cannot send library books to correctional facilities. You may be able to find what you need on your Securus tablet or in your law library. For book items not available on your tablet or in the law library, we can send copies of sections or chapters within copy limits and subject to copyright law.</p>
<p><b>CAN YOU SEND ME EXAMPLES OF FORMS OR TELL ME HOW TO FILL OUT A FORM OR WRITE A MOTION OR BRIEF?</b></p>	<p>We can send you forms <u>if</u> you provide the specific form name and we have access to it in our collection. We cannot determine which forms you need for your case and we cannot provide guidance or assistance with filling out forms or other legal documents.</p>
<p><b>CAN YOU PROVIDE LEGAL ADVICE?</b></p>	<p>The law library does not give legal advice. We also cannot comment on or determine what you need for your case.</p>
<p><b>IS CORRESPONDENCE TO OR FROM THE LAW LIBRARY CONSIDERED TO BE CONFIDENTIAL LEGAL MAIL?</b></p>	<p>Mail to and from the law library is <b><u>NOT considered legal mail.</u></b></p>
<p><b>CAN YOU PROVIDE ME WITH A LIST OF ATTORNEYS OR RECOMMEND AN ATTORNEY?</b></p>	<p>The law library cannot recommend attorneys or provide lists of attorneys. Please ask your law librarian if you need this information.</p>