

WASHINGTON STATE LAW LIBRARY

Guide to Requesting Legal Research Services

The Washington State Law Library provides legal research assistance for individuals experiencing incarceration, in compliance with correctional facility policies.

Please review this guide carefully before requesting materials from the law library.

How do I request legal research assistance from the Washington State Law Library?	Submit requests via letter to: Washington State Law Library Temple of Justice PO Box 40751 Olympia, WA 98504
Can I call the law library from jail?	We do not accept calls from correctional facilities. Requests from incarcerated individuals must be sent in writing to the above address. However , a family member or friend can call or email the law library for on your behalf: statelawlibrary.ips@courts.wa.gov . We will send the requested information to them via email to send to you.
What can I request from the Washington State Law Library? <i><u>There is a 30-page print limit per item sent by mail. We will not send materials over the limit in 30-page increments.</u></i> 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.	You can request <u>up to 10</u> of the following items at a time from the law library: <ul style="list-style-type: none">• State and Federal <u>Appellate</u> cases. Please provide as much of a citation as possible (Example: <i>State v. Smith</i>, 123 Wn2d 456 (2018)).• General information on <u>legal</u> topics (Example: Elements of a crime; definitions of legal terms; etc.)• Copies of state and federal laws.• Law review articles.
Can you send me a library book?	Unfortunately, we cannot send library books directly to you. We can loan a book to the jail

	library, but the request must come directly from the jail librarian or jail staff.
Can you send me examples of forms or tell me how to fill out a form or write a motion or brief?	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.
Can you comment on my case or determine what I need for my case?	We cannot determine what you need for your case. Please see below regarding legal advice.
Can you provide legal advice?	The law library <u>does not</u> give legal advice. If you have specific questions about your case or need interpretation of the law, please contact an attorney.
Can you contact my attorney or send material to a family member or friend?	We cannot communicate with your attorney, family or friends <u>unless</u> they contact the law library on your behalf. We will not call or email your attorney, family or friends for you.
Is correspondence to or from the law library considered to be confidential legal mail OR can the law library send mail to me marked as legal mail?	Mail to and from the law library is NOT considered legal mail and we <u>cannot</u> mark packages as legal mail. Materials sent from the law library are subject to review and rejection per the jail's mail policy. We do not have the ability to track mail.
How long does it take to get a response from the law library?	Letters are answered in the order they are received. Response times depend on number of requests and staff availability. Having a friend or family member contact the law library on your behalf MAY result in a faster response time: statelawlibrary.ips@courts.wa.gov . We will send the requested information to them via email to send to you.
Can you provide me with a list of attorneys or recommend an attorney?	For lists of attorneys or attorney recommendations, please contact the state or county bar associations.

The law library reserves the right to reject research assistance requests for any reason.

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