

CMCLLD Meeting Notes
September 18, 2023
Charles County Circuit Court

Approved: October 23, 2023

In attendance: Julia Viets (Chair); Catherine McGuire (Vice Chair); Julee Snyder; Rebecca Littleton; Florence Barnes; James Durham; Joan Bellistri (virtual); Tonya Baroudi (virtual)

Member Updates

Anne Arundel County:

- Began the move into new space on the main floor of the courthouse on Friday. The family help center is co-located in the space. The phones and computers are awaiting hook-up.

Charles County:

- Recorded a video for the Access to Justice Department's Court Help Provider Conference in October.
- Created a law clerk orientation for this year's incoming group.

Washington County:

- Does not have copier in the library; users must go down the hall to the clerk's office to make copies.
- Access to Justice is making a video on the topic of victim's rights; Brittany reached out to Rebecca for input on the script and video.

Carroll County:

- Sent welcome email to new law clerks, inviting them to stop by the library when convenient for a Law Library tour and orientation.
- New Westlaw contract added National Analytical to public access.
- Bookmarks were created/laminated with the Law Library's hours of operation, address & phone number and were handed out to the District & Circuit Clerk's offices and the Family Law Administration office if they need to refer anyone to, or contact, the Law Library.
- A standalone laptop and printer have been added to the library; library users can now use flash drives and internet email to access, download, and print out material.

Access to Justice:

- Videos
 - The instructional video series on E-filing for Self-Represented Litigants is in the final stages of production
 - The Remote Proceedings video series is in production now.
 - We have updated 68 video tip sheets with QR codes that link to the video page.
 - ATJ is working with Family and Juvenile Services on updating the divorce videos.
- Publications
 - We are working on redesigning our Court Help webpages to be more user friendly. We will have a portal to better identify what the user needs and match them to that content. We also want to streamline the content on each page.
- Court Help Access and Information Center

- We are working with the Circuit Court for Allegany County to put together a Court Help Access and Information Center in the courthouse where litigants will be able to video conference a Maryland Court Help Center attorney, access Court Help tools and resources easily, and print forms and materials.
- Outreach
 - Kim Alvarez conducted several online Resources for SRLs trainings for court staff across the state. Kim also conducted external outreach to public libraries on resources for SRLs.
- Guide and File
 - Christian is working on updating the interview for filling out the divorce complaint and forms for the changes on October 1.

Montgomery County:

- Added a third Zoom room to the library for remote hearing attendance
- Still working on EOS contract; was to expire June 30, but has had extensions
- Renegotiating Westlaw contract (Westlaw Next)
- Library and staff computers are still not on the JIS network
- Court is getting a new judge
- Orientation season for law clerks; library offers free pizza to encourage them to visit; has designed a “quest” (choose-your-own-adventure) to make orientation more interactive
- Redesign of library map
- Working on reclassification of library staff

State Law Library:

- Working on Wolters Kluwer contract
- Moving forward with a full collection review
- Completed FY2025 budget request
- Outreach activities: Fall sessions of Frontlines have begun; working on annual reporting (SRL, CMCLLD, and TMSLL); constructing a Westlaw training session for Senior Judge Technology Day in October

Prince George’s County:

- Just completed Westlaw Edge contract (5 year contract)
- Looking at alternative ILS; currently have Lucidea, looking at Koha’s Bywater
- Doing a refresh this year – considering full library collection and space footprint, thinking about reconfiguration benefits and incorporation of a “digital library” to bridge print/online needs

General Discussion

- LLAM memberships and activities
- Upcoming Court Help Provider Conference – who is attending
- Bluebook Online – costs and access points
- Co-located facilities – materials for family support (families waiting with children) - “Free Little Library”, coloring books, etc.
- Chambers collections; who pays, what do they have, what do they want

Annual Meeting Planning

Invitation list: CMCLLD, Circuit Court Administrators, A2JD, MCLA (Help Center personnel)

Agenda ideas:

- Collection management
- Contract negotiations and clauses
- Space allocations and needs
- Self-help co-located libraries; what resources and services the library brings to support help center activity
- Information versus advice: the daily struggle

The meeting ended with a tour of the Charles County Circuit Court library and help center facility.

Next meeting: Annual Meeting of Maryland Court Law Libraries, November 30, 2023, at the Maryland Judicial Center in Annapolis