EFFECTIVE SOLO
AND SMALL FIRM PRACTICE

PLANNING, MARKETING, PSYCHOLOGY, AND COMPUTERIZED LEGAL RESEARCH/PRACTICE

May 6, 1989
University of Washington School of Law
Continuing Education
# TABLE OF CONTENTS

## PART I - PRESENTATIONS

<table>
<thead>
<tr>
<th>Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rethinking Hourly Billings: Alternative Methods of Valuing Legal Services</td>
<td>1</td>
</tr>
<tr>
<td>Richard C. Reed</td>
<td></td>
</tr>
<tr>
<td>From Small to Large: Benefits and Drawbacks of Law Firm Mergers</td>
<td>18</td>
</tr>
<tr>
<td>Otto Klein</td>
<td></td>
</tr>
<tr>
<td>Polly Lord</td>
<td></td>
</tr>
<tr>
<td>From Large to Small: Starting Over with a Small Firm</td>
<td>25</td>
</tr>
<tr>
<td>William Hugger</td>
<td></td>
</tr>
<tr>
<td>Ethical Dilemmas in Everyday Practice</td>
<td>54</td>
</tr>
<tr>
<td>Robert D. Wilson-Hoss</td>
<td></td>
</tr>
<tr>
<td>Starting Out and Succeeding in Solo Practice</td>
<td>61</td>
</tr>
<tr>
<td>Karen Gates-Hildt</td>
<td></td>
</tr>
<tr>
<td>Dynamics of Change in Solo Practice</td>
<td>(no materials)</td>
</tr>
<tr>
<td>Marlin Appelwick</td>
<td></td>
</tr>
<tr>
<td>Cost-Effective Access to Law Library and Other Information Resources</td>
<td>87</td>
</tr>
<tr>
<td>Penny Hazelton</td>
<td></td>
</tr>
<tr>
<td>Trends that will Impact Practice in the 1990's: A Model of a Successful Professional Services Firm</td>
<td>127</td>
</tr>
<tr>
<td>Gary Garrett, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Marketing a Small Professional Services Firm</td>
<td>132</td>
</tr>
<tr>
<td>Carl Obermiller, Ph.D.</td>
<td></td>
</tr>
</tbody>
</table>

1
<table>
<thead>
<tr>
<th>Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical Constraints in Lawyer Advertising</td>
<td>140</td>
</tr>
<tr>
<td>by Carol Sue Huntting</td>
<td></td>
</tr>
<tr>
<td>Promoting and Managing Effective Performance in a Small Firm</td>
<td>159</td>
</tr>
<tr>
<td>by Cecil H. Bell, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Common Malpractice Traps in Solo and Small Firm Practice: Risk</td>
<td>198</td>
</tr>
<tr>
<td>Prevention and Loss Management</td>
<td></td>
</tr>
<tr>
<td>by William Shaw</td>
<td></td>
</tr>
<tr>
<td>Effective Use of Paralegals in Solo and Small Firm Practice</td>
<td>225</td>
</tr>
<tr>
<td>by Dan Kilpatrick</td>
<td></td>
</tr>
<tr>
<td>Demonstration of Computerized Legal Research and Information Data</td>
<td>237</td>
</tr>
<tr>
<td>Bases</td>
<td></td>
</tr>
<tr>
<td>by Melissa Landers</td>
<td></td>
</tr>
<tr>
<td>by Mary Whisner</td>
<td></td>
</tr>
</tbody>
</table>

**PART II - WORKSHOPS**

<table>
<thead>
<tr>
<th>Workshop #1</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computer Hardware for Solo and Small Firm Practice:</td>
<td>261</td>
</tr>
<tr>
<td>How to Ask the Right Questions and Evaluate the Right Technology</td>
<td></td>
</tr>
<tr>
<td>by Ron Baker</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workshop #2</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hands-On Demonstration of Computer Software for Solo and Small Firm</td>
<td>275</td>
</tr>
<tr>
<td>Practice: Understanding the Choices, Costs, and Benefits (Basic</td>
<td></td>
</tr>
<tr>
<td>and Intermediate Levels)</td>
<td></td>
</tr>
<tr>
<td>by Larry G. Johnson</td>
<td></td>
</tr>
<tr>
<td>by Ray Steiner</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Workshop #3</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What Every Lawyer Should Know about Word Processing Even if He or</td>
<td>(no</td>
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<tr>
<td>She Can't Type</td>
<td>materials)</td>
</tr>
</tbody>
</table>

**ii**
<table>
<thead>
<tr>
<th>Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop #6: How to Recognize and Deal With Work-Related Stress and Substance Abuse</td>
<td>320</td>
</tr>
<tr>
<td>Andrew Benjamin, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Workshop #5: Developing Career Satisfaction in Solo and Small Firm Practice</td>
<td>344</td>
</tr>
<tr>
<td>Deborah Arron</td>
<td></td>
</tr>
<tr>
<td>Workshop #6: How Personality Styles Affect Decision Making in Small Firms</td>
<td>365</td>
</tr>
<tr>
<td>Judith Stevens-Long, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>Workshop #7: Designing a Marketing Program for your Practice</td>
<td>382</td>
</tr>
<tr>
<td>Carl Obermiller, Ph.D.</td>
<td></td>
</tr>
</tbody>
</table>
COST-EFFECTIVE ACCESS TO LAW LIBRARY AND OTHER INFORMATION RESOURCES

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Professor Penny A. Hazelton
COST-EFFECTIVE ACCESS TO LAW; LIBRARY
AND OTHER INFORMATION RESOURCES

CONTENTS

List of Recommended Legal Materials for the Solo and Small Firm Practitioner 92

Attachment 1
Comparative Table of Major Publications of Interest to Washington Lawyers 94

Attachment 2
Selected Bibliography of Legal Materials on Washington Law 97

Attachment 3
Description of the Digital Law Library 104

Attachment 4
Selected Washington Legal Resources Available on WESTLAW and LEXIS 105

Attachment 5
Major Legal Publishers 106

Attachment 6
Publishers of Washington CLE Materials 109

Attachment 7
Law Libraries Open to Attorneys in the State of Washington 110

89
LIST OF RECOMMENDED LEGAL MATERIALS
FOR THE SOLO AND SMALL FIRM PRACTITIONER
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A. Bare essentials

1. STATE CODE ANNOTATED
      (Book Publishing Co.) v.0-9
      and
      Annotations to the RCW, 1986 + 1988 supplement
      (Book Publishing Co.) v.1-5
      OR
   b. Revised Code of Washington Annotated, 66 books + annual
      pocket parts and periodic legislative service
      (West)

   N.B. LEXIS currently has the unannotated RCW online, but it
   is no substitute for the printed version. WESTLAW plans
   to make RCWA available in 1989. Digital Law Library
   has RCW available in machine-readable form. Primitive
   search capability. No annotations.

2. WSBA Resources (April each year)
   (Washington State Bar Association)
   Free to active members of WSBA.
   Contains Rules of Professional Conduct, Formal Ethics
   Opinions, and court and attorney directories

3. COURT RULES
   a. Washington Court Rules 1989 (published annually)
      (West) 2 vols. lv. state; 1 v. federal
      OR
   b. Official Rules of Court 1989 (published annually)
      (State Law Reports Office) 1 v. state only
      OR
   c. Desk Copy Rules of Court Annotated State of Washington
      (Book Publishing Co.) v.1-3 1968 + 1989
      OR
6. TELEPHONE NUMBERS

a. M.G. Gallagher Law Library (UW)
   Hours: (206) 543-4088
   Circulation: (206) 543-4086
   (to borrow books or request photocopy service)
   Reference: (206) 543-6794

b. King County Law Library (Seattle)
   (206) 296-3940
   OR
   Nearest law library (see attached list)

c. Washington State Law Library (Olympia)
   Circulation: (206) 753-6525
   (to borrow books or request copy service)
   Reference: (206) 753-6524

B. Nice to have - Finding tools

1. Washington Digest (West)
   Also on WESTLAW

2. Washington Shepard's Citations (Shepard's)
   Also on WESTLAW, LEXIS and VERALEX

   (Seattle King County Bar Association Young Lawyers Div.)

4. CLEDEX (CLEDEX Publications, Inc.)
   A subject index of all CLE presentations made in Washington CLE programs.

5. Selection of:
   - West hornbooks/nutshell (West)
     (See attachment 5 for major legal publishers)
   - Washington CLE materials
     (See attachment 6 for publishers)
   - Law Books on Washington Law
     (See attachment 2)

6. Legal Encyclopedia

   a. CJS (West)

   OR

   b. AmJur, 2d (Bancroft-Whitney)

7. American Law Reports 2d-4th, Federal (Bancroft-Whitney)
   Also on LEXIS, VERALEX
b. WESTLAW (West)

Full text database of state and federal cases, statutes, administrative decisions, looseleaf services and periodicals. (See attachment 4 for table of Washington law on WESTLAW)

Available:
- Own contract with West
($125/mo. + $2.91/min. or $90/mo. + $4.50/min.)
- Through public terminal sponsored by SKCBA at King County Law Library - Electronic Law Library Service
($6/min. with $7.50 per search)
(206) 296-0947
- Through ABANET
(Call 1-800-366-4638 for further information)
- Through public terminals at Pierce County Law Library
and Spokane County Law Library
(Call (206) 591-7494 or (509) 456-3680 respectively)
- Eastside Law and Tax Library
(Private subscription law library, call (206) 451-3961)

c. VERALEX 2 (Bancroft-Whitney)
Access to ALR 2d - Federal with citation; and gateway to full text access to LEXIS
(Minimum use fee $25/hr. + $1.50-$2.50/document + 75 cents/min.)
(Access to all of LEXIS: add $3.00 to LEXIS search costs + $1.00 for Autocite, Lexsee and Lexstat)

d. Washington Digital Law Library Foundation
720 Third Avenue #2121, Seattle, WA 98104
Currently, only RCW is available. Plans are to extend coverage to WA, WAC, WAP, WAC and Court Rules.
(See attachment 3)
<table>
<thead>
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<th>Publisher</th>
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<th>Annual Upkeep</th>
<th>Library</th>
<th>LEIS</th>
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<td>B-W</td>
<td>$1,200</td>
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COURT RULES


CRIMINAL LAW AND PROCEDURE


JUVENILES
Washington Association of Juvenile Court Administrators.
looseleaf.

Washington Association of Prosecuting Attorneys.
KFW595 .J85 1981

LANDLORD AND TENANT
Strong, Sidney J.

MOTOR VEHICLES
Washington State Bar Association.

Washington State Bar Association
Washington motor vehicle accident insurance deskbook.
(1989).

PRACTICE AND PROCEDURE
Guide to Trial Practice in King County.
Guide to trial practice in King County. (1984).
KFV524 .K55 .G8 1984

O'Brien, Joseph G.
KFV68 .627 1954

Orland, Lewis H.
KFV80 .W3 v.2A, 3, 3A, 4, 4A

Orland, Lewis H.
KFV40 .W3 v.2
Mucklestone, Robert S.
KFW144.N28

Reutlinger, Mark.
KFW144.B48 1985

VanFredenberg, D.

VanFredenberg, D.

Washington State Bar Association.
Continuing Legal Education.
KFW144.A75W5 1984

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Washington State Bar Association.
Resources (directory). Annual.
KFW75.5.A2.A134

PROPERTY

Cross, Harry M.
Community property law in Washington, Rev. ed. (1986).
KFW97.C7 1986

Treacy, Gerald B.
KFW106.7T4 1988

Washington State Bar Association.
Continuing Legal Education.
KFW97.W38
The Future Is Here: Statutes Now Available On Floppy Disks

Editor

My article, "Computerized Lawbooks," published in the December 1986 Bar News, described how state computer tapes containing the Revised Code of Washington could be downloaded to law-office microcomputers. After reaching an agreement with the Statute Law Committee, downloading the data from the state's mainframe, and writing the required microcomputer software, I am pleased to report that the RCW, Digital Edition, is now available.

The software for the Digital RCW provides keyword search capability, Boolean logic, and display of full text; runs on an XT or AT-compatible computer with at least 80 megabytes of hard disk storage available. The required hard disk unit can be purchased from various mail order outlets for about $450 and can be installed next to the existing hard disk. For those who cannot obtain the full 60 megabyte of storage, there will be made available sub-sets of the database and a searching tool which identifies relevant sections but does not display full text.

In accordance with my belief that access to government databases should be free, the search software and text for the Digital RCW will be distributed free, except for the actual costs of postage and copying. It is my hope that local bar associations will provide copying and distribution services for their members.

A demonstration disk containing the search software, and a sample of searchable RCW text, is available. The disk includes text files for describing the hardware requirements for the system together with a copy of a licensing agreement required by the Statute Law Committee. A copy of the demonstration disk is currently being sent to the presidents of local bar associations. It can also be obtained from attorney Jeffrey J. Bode, who has joined with me in forming a non-for-profit corporation to coordinate the task of law database distribution. Send a self-addressed, stamped envelope with a formatted floppy disk to: Jeffrey J. Bode, Director, Washington Digital Law Library Foundation, 720 Third Avenue #2121, Seattle, WA 98104.

The downloading and search software which has been developed are usable with databases other than the RCW, and they will operate in conjunction with large-capacity digital disks as well as hard disks. Our goal is to expand the Digital RCW project to include the WAC, Washington Reports, Washington Appellate Reports, and Court Rules in addition to various Secretaries of State, Department of Vital Statistics, and court docket databases. All of these can be provided on a set of one or two optical disks at a cost of less than $200 for the removable disks and about $600 for the optical disk drive. The Statute Law Committee, with great foresight, has agreed to release the RCW and WAC for a one-year pilot project. However, a substantial expression of interest by attorneys in this project will be required in order for access to other databases to be obtained without further delay. We invite all interested lawyers and local bar associations to participate in the development of the Digital Law Library and to join us in an effort to make additional databases available for use on office microcomputers.

EDWARD V. RIKES
Richland

Asia-Pacific Lawyers

Editor

The Asia-Pacific Lawyers Association is holding its Third Annual General Assembly this coming January 6 through January 9, in Honolulu. The Association, headquartered in Seoul, is the only Asian-based Pacific Region legal organization which actively includes and encourages American lawyers to participate and become members. The four-day program is scheduled to include a series of panels and workshops dealing with

Douglas L. Cowan, Stephen W. Hayne and Jon Scott Fox

Please forward a defense of persons charged with

DWI

and other traffic and drivers license matters

Douglas L. Cowan


Stephen W. Hayne


Jon Scott Fox


1621 -114th Ave. S.E., Suite 210 Bellevue, WA 98004 (206) 451-1995

WASHINGTON STATE BAR NEWS November 1986 5
MAJOR LEGAL PUBLISHERS

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San Francisco, CA 94107
(415) 986-4410

Local Representative
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945 North 70th Street
Seattle, WA 98103
(206) 784-2474

BNA Books
2550 M Street, NW
Suite 699
Washington, DC 20037
(202) 452-5742 or
1-800-372-1033

Local Representative
Mark Standish or Kim Leu
442 Central Building
Seattle, WA 98124
(206) 682-3779

Book Publishing Co.
201 Westlake Avenue, N.
Seattle, WA 98109
(206) 343-5700

Butterworth Legal Publishers
15014 NE 40th Street
Redmond, WA 98052
(206) 881-3900

Callaghan & Co.
3207 Old Glenview Road
Wilmette, IL 60091
(312) 256-7000 or
1-800-323-1336

Local Representative
Lisa Kaushman
4163 Beach Drive S.W. #402
Seattle, WA 98116
(206) 938-0152

Commerce Clearing House, Inc.
4025 West Peterson Avenue
Chicago, IL 60646
(312) 583-8500

Local Representative
Paula Jory
Plaza 600 Building
Suite 1220
Seattle, WA 98101
(206) 448-1224
Shepard's/McGraw-Hill
432 North Cascade Avenue
Colorado Springs, CO 80901
(303) 577-7707 or
1-800-524-2474

VERALEX
See Bancroft-Whitney

Warren, Gorham & Lamont, Inc.
210 South Street
Boston, MA 02111
1-800-922-0666

West Publishing Co.
P.O. Box 64526
50 West Kellogg Boulevard
St. Paul, MN 55164-0526
(612) 228-2073 or
1-800-328-2209

Westlaw
West Publishing Company
P.O. Box 64526
50 West Kellogg Boulevard
St. Paul, MN 55164-0526
1-800-328-9833

Local Representative

Jim Romer
Suite 6185
11410 NE 124th Street
Kirkland, WA 98034
(206) 821-9406

Kathe Paulsen
1350 Alki Avenue S.W. #3
Seattle, WA 98116
(206) 338-4677

Chris Bawn
2408 West Oravus Street
Seattle, WA 98199
281-9090
LAW LIBRARIES OPEN TO ATTORNEYS
IN THE
STATE OF WASHINGTON
(By County)

Compiled by
Professor Penny A. Hazelton
February 1988
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CHELAN COUNTY

LIBRARY
Chelan County Law Library
ADDRESS
5th Floor, Law and Justice Building
Wenatchee, WA 98801
CONTACT PERSON
Kellie Miller, Bailiff
TELEPHONE
(509) 664-5213
HOURS
M-F 8 a.m.-5 p.m.

CIRCULATION
May lawyers check out books? Yes
For how long? 1 week
By mail? No
Deposits? No

PHOTOCOPYING
Do-it-yourself? No
Cost
By mail? No
Cost

TELEPHONE SERVICE
Photocopy requests? No
Search collection for item? Yes
Read? No
Other services:

MISCELLANEOUS
Attorneys may use phone in library: (509) 664-5236
**Grays Harbor County**

**Library**
Grays Harbor County Law Library

**Address**
Courthouse, 2nd Floor
Montesano, WA 98563

**Contact Person**
Elaine Urquhart, Librarian

**Telephone**
(206) 249-5317, Dolores Mode, Court Administrator
No phone in library

**Hours**
Librarian works Mon. and Thurs. mornings
Court Administrator has key M-F 8:00 a.m.-5:00 p.m.

### Circulation

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>May lawyers check out books?</td>
<td>Yes</td>
</tr>
<tr>
<td>For how long?</td>
<td>About 5 days</td>
</tr>
<tr>
<td>By mail?</td>
<td>No</td>
</tr>
<tr>
<td>Deposits?</td>
<td>No</td>
</tr>
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</table>

### Photocopying

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do-it-yourself?</td>
<td>Yes, in Clerk's Office</td>
</tr>
<tr>
<td>Cost</td>
<td>10¢/page</td>
</tr>
<tr>
<td>By mail?</td>
<td>No</td>
</tr>
<tr>
<td>Cost</td>
<td></td>
</tr>
</tbody>
</table>

### Telephone Service

- Photocopy request?
- Search collection for item?
- Read?
- Other services: No phone in library. May leave message for librarian.

### Miscellaneous
**KING COUNTY**

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>King County Law Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>W21 County Courthouse (3rd and James) Seattle, WA 98104</td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>Alan B. Anderson and James J. McArule, Librarians</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>(206) 344-3940</td>
</tr>
<tr>
<td>HOURS</td>
<td>M-F 8:00 a.m.-10:00 a.m. Sat. 10:00 a.m.-5:00 p.m.</td>
</tr>
<tr>
<td>CIRCULATION</td>
<td>May lawyers check out books? Yes, for 1 week, no deposits.</td>
</tr>
<tr>
<td></td>
<td>Deposits? No, $25-$250, depending on size of firm</td>
</tr>
<tr>
<td>PHOTOCOPYING</td>
<td>Do-it-yourself? Yes, 15¢/page, no mail? No</td>
</tr>
<tr>
<td>TELEPHONE SERVICE</td>
<td>Photocopy request? No, search collection for item? Will check if item is owned and if it's checked out; will not check shelf.</td>
</tr>
<tr>
<td></td>
<td>Read? At discretion, other services: Electronic Law Library Service, Access to WESTLAW for a fee, sponsored by the Young Lawyer's Division of the Seattle-King County Bar Association (206) 344-6944 M-F 5-Noon and 1:30-5</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
</tr>
</tbody>
</table>
KITSAP COUNTY

LIBRARY

Kitap County Law Library

ADDRESS

Courthouse
614 Division Street
Port Orchard, WA 98366

CONTACT PERSON

Barbara VanBuskirk, Librarian

TELEPHONE

(206) 876-7140 (Message)

HOURS

M-F 8:30 a.m.-4:30 p.m.
Library is only staffed 12-3:30 Wednesdays;
attorneys can make arrangements to use library
after hours

CIRCULATION

May lawyers check out books? Yes
For how long? 2 weeks
By mail? No
Deposits? No

PHOTOCOPYING

Do-it-yourself? Yes
Cost 10c/page
By mail? No
Cost

TELEPHONE SERVICE

Photocopy request? No phone in library; very
little staffing
Search collection for item? Read?
Other services:

MISCELLANEOUS
PIERCE COUNTY

LIBRARY Pierce County Law Library
ADDRESS 123 County-City Building
Tacoma, WA 98402
CONTACT PERSON Janet Gildenhar, Law Librarian
Tina Aure, Librarian
TELEPHONE (206) 591-7494
HOURS M-Th 8:30 a.m.-9:00 p.m.
Fri. 8:30 a.m.-4:30 p.m.
Sat. 9:00 a.m.-1:00 p.m.
Sun. 1:00 a.m.-5:00 p.m.

CIRCULATION
May lawyers check out books? Yes
For how long? 3 days
By mail? No
Deposits? No

PHOTOCOPYING
Do-it-yourself? Yes
Cost? 70¢/page
By mail? Yes
Cost?

TELEPHONE SERVICE
Photocopy request? Yes
Search collection for item? Yes
Read? At discretion
Other services:

MISCELLANEOUS
SKAGIT COUNTY

LIBRARY
Skagit County Law Library

ADDRESS
County Courthouse, First Floor
Mount Vernon, WA 98273

CONTACT PERSON
Pat Ryan, Esq., part-time Library Coordinator

TELEPHONE
(206) 336-9619

HOURS
M-F 8:00 a.m.-5:00 p.m. (same as Courthouse)

CIRCULATION
- May lawyers check out books?: Yes, honor system
- For how long?: No set period
- By mail?: No
- Deposits?: No

PHOTOCOPYING
- Do-it-yourself?: No
- Cost?: No

TELEPHONE SERVICE
- Photocopy request?: Service very limited
- Search collection for item?:
- Read?:
- Other services?:
<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>Gonzaga University School of Law Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>600 East Sharp Avenue</td>
</tr>
<tr>
<td></td>
<td>Box 3528</td>
</tr>
<tr>
<td></td>
<td>Spokane, WA 99200</td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>Mark Folmsbee, Reader Services Librarian</td>
</tr>
<tr>
<td></td>
<td>James Quinn, Reader Services Assistant</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>(509) 484-6092 Circulation</td>
</tr>
<tr>
<td>HOURS</td>
<td>Sun-Th 8:00 a.m.-Midnight</td>
</tr>
<tr>
<td></td>
<td>Fri-Sat 8:00 a.m.-10:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(Shorter hours during breaks)</td>
</tr>
<tr>
<td>CIRCULATION</td>
<td>Yes, certain materials</td>
</tr>
<tr>
<td></td>
<td>For how long?</td>
</tr>
<tr>
<td></td>
<td>2 weeks</td>
</tr>
<tr>
<td></td>
<td>Yes (as interlibrary loan)</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td>PHOTOCOPYING</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>8¢/page (copied)</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>10¢/page (min. $1) +</td>
</tr>
<tr>
<td></td>
<td>$5 surcharge. Out-of-town attorneys only.</td>
</tr>
<tr>
<td>TELEPHONE SERVICE</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Yes, and will hold book</td>
</tr>
<tr>
<td></td>
<td>Rarely</td>
</tr>
<tr>
<td></td>
<td>LaserCat search to see who else has book</td>
</tr>
<tr>
<td></td>
<td>Attorneys may use WESTLAW terminal and get billed by WEST.</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td></td>
</tr>
</tbody>
</table>
THURSTON COUNTY

LIBRARY
Washington State Law Library

ADDRESS
Temple of Justice
Olympia, Washington 98504
(Currently at 1058 Capitol Way; mailing address remains the same)

CONTACT PERSON
Arthur Ruffner, Reference Librarian

TELEPHONE
(206) 753-6525 General
(206) 753-6524 Reference

HOURS
M-F 8:00 a.m.-5:00 p.m.

CIRCULATION
May lawyers check out books? Yes, most materials
For how long? 1 month
By mail? Unbound periodicals, 2 weeks
Deposits? Yes

PHOTOCOPYING
Do-it-yourself? No
Cost: Yes
By mail? $1 for first 5 pages, then 15¢/page; bill
Cost

TELEPHONE SERVICE
Photocopy request? Yes
Search collection for item? Yes
Read? Yes, if short
Other services:

MISCELLANEOUS
YAKIMA

LIBRARY     Yakima County Law Library
ADDRESS     Yakima County Courthouse
            Yakima, WA 98901
CONTACT PERSON     Letha Hamner, Librarian
TELEPHONE     (509) 457-6402
HOURS     Librarian works M-F 9 a.m.-Noon
            Attorneys may check out keys for 24-hour access
            ($2 deposit)

CIRCULATION
May lawyers check out books? Yes
For how long? 2 weeks
By mail? No
Deposits? No

PHOTOCOPYING
Do-it-yourself? Yes
Cost 10¢/page
By mail? Yes, some
Cost 10¢/page, in advance

TELEPHONE SERVICE
Photocopy request? Maybe
Search collection for item? Yes
Read? Rarely
Other services:

MISCELLANEOUS