Managing Your Library: With or Without a Librarian

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Washington Legal Researcher's Deskbook, 2d

by
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# Washington Legal Researcher's Deskbook, 2d

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INTRODUCTION

The Washington Legal Researcher's Deskbook has been written to assist lawyers, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of the state of Washington and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Most lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, the Washington Rules of Professional Conduct (RPC) 1.1 require that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association Ethics Opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, Smith v. Lewis, 10 Cal.3d 349, 530 P.2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases in other jurisdictions have reached a similar result. Washington has apparently adopted this standard in Halvorsen v. Ferguson, 46 Wash. App. 708, 718, 735 P.2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar recently listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

3.1 Knowledge of the Nature of Legal Rules and Institutions;
3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design.

The legal researcher of the 1990s cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, Computers Are Required for the Practitioner to Avoid Malpractice, 47 Washington State Bar News 51-52 (no. 11, Nov. 1993); Robert C. Berring, Technology and the Standard of Care for Legal Research, 3 Legal Malpractice Report 21-22 (no. 4, 1992).

The purpose of this Deskbook is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, I describe how to use a law library. From using law libraries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I outline a strategy to help a legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. A reprint of an article that discusses the relative merits of computer and manual legal research tools has been included to help researchers sort through the maze of legal information products. If taking good notes is your downfall, be sure to read the note-taking article found near the end of this chapter. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter three was written by Mary Whisner and is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, city and county codes, administrative regulations, case law, case-finding tools, Attorney General Opinions, citator services, and basic citation information. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter. This is one of the chapters that should be read completely by any researcher who must use Washington legal information resources.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in the next chapter by Cheryl Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues administrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never done a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter five on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!
Ms. Jarrett shows the novice exactly how to follow the legislature's process and includes important tips for accomplishing this research chore efficiently and competently.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 6, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. Organized into sections on encyclopedic sources; deskbooks and treatises; continuing legal education materials; litigation aids (benchbooks, pattern forms, jury verdicts and judicial biographies); ethics opinions; directories; and current awareness services, this chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

This edition of the Deskbook contains a new chapter on nonlegal research written by Mary Whisner and Peggy Roebuck Jarrett. In a clear and direct style, the authors cover sources that will help you find information about people and organizations, find factual information, and improve your writing skills.

Peggy Roebuck Jarrett, Nancy McMurrer, and Mary Whisner have written the chapter on computer-assisted legal research (CALR). Although the Deskbook is replete with references to and discussions of electronic research tools, this section discusses CALR generally. Highlighting the electronic tools and information available to the Washington legal researcher, this chapter includes excellent sections on different types of access to computer-assisted legal research: online services, CD ROM products, bulletin board systems and the Internet. Comparative tables of the most important Washington legal materials and their availability on WESTLAW and LEXIS-NEXIS are also included. If you have little or no exposure to electronic legal information systems, this chapter is a must.

In the final chapter Ms. Jarrett compiles a collection of information about legal resources in Washington. Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Lists of filing and library service organizations, document delivery services, legal publishers with addresses and telephone numbers, publisher information for Washington legal periodicals, Washington CLE providers, and libraries that have various city and county codes complete the informative material to be found in this section of the Deskbook. This chapter will be a great help to those trying to keep their libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

I am very pleased with the high quality of the material you will find within this Deskbook. Many thanks to the authors for their tireless work. Janet Abbott worked many hours to put our draft material into final form — thank you! Thanks
also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Penny A. Hazelton
Seattle, Washington
July 1996
AUTHOR BIOGRAPHIES

PENNY A. HAZELTON. Professor Hazelton has been the Director of the Marian Gould Gallagher Law Library at the University of Washington School of Law since 1985. Teaching legal research to law students, law librarianship students (lawyers training to be law librarians), library students, attorneys, legal secretaries, and paralegals has occupied a good part of Professor Hazelton's twenty-year career. She earned her JD from Northwestern School of Law of Lewis & Clark College and received a Masters in Law Librarianship from the University of Washington in 1976. Professor Hazelton is a member of the Washington State Bar Association and has served as a member and Chair of its Editorial Advisory Board Committee. Professor Hazelton spent five years at the University of Maine and four at the U.S. Supreme Court Library as head of the research services department.

PEGGY ROEBUCK JARRETT. Peggy Roebuck Jarrett received at BA in Economics from the University of California, Davis, in 1981 and an MLS from the Catholic University of America in 1984. Ms. Jarrett spent seven years working in private law firm libraries in Washington D.C. and Seattle before joining Gallagher Law Library in August of 1990. Ms. Jarrett is a member of the reference staff and is also the Collection Development – Documents Librarian. She has served as President of the Law Librarians of Puget Sound and is an active member of the American Association of Law Libraries.

NANCY M. McMURRER. Ms. McMurrer received a BA in History/Political Science from Furman University in 1966 and a JD from the University of Virginia Law School in 1969. She practiced with the Office of Chief Counsel, Internal Revenue Service from 1969 until moving to Germany in 1976. She earned her Masters of Librarianship with Law Librarianship Certificate from the University of Washington in 1990. Ms. McMurrer was a Reference Librarian with a law firm in Seattle before joining the reference staff at the University of Washington in 1994. Nancy McMurrer is a member of the Virginia State Bar Association, the American Association of Law Libraries, and the Law Librarians of Puget Sound.

CHERYL RAE NYBERG. Cheryl Nyberg received her BA cum laude in English in 1977 and her MS in Library Science in 1979, both from the University of Illinois at Urbana-Champaign. Before joining the Gallagher Law Library reference staff in 1995, she worked at the University of Illinois Law Library for fifteen years, principally as government documents and reference librarian. Since 1985, she has authored the Subject Compilations of State Laws bibliography series. Her articles have appeared in Government Publications Review, Jurisdocs, Law Library Journal, and Legal Reference Services Quarterly and her chapter on federal and state government documents is included in Law Librarianship: A Handbook for the Electronic Age (Rothman, 1995). Cheryl Nyberg is an active member of the American Association
of Law Libraries and the Law Librarians of Puget Sound, and is a former officer and member of the Mid-America Association of Law Libraries.

MARY WHISNER. Mary Whisner received a BA in Philosophy from the University of Washington in 1977, a JD from Harvard Law School in 1982, and an MLIS from Louisiana State University in 1987. Ms. Whisner clerked for Judge Stephanie K. Seymour of the U.S. Court of Appeals, Tenth Circuit, and practiced law for two years in Washington, D.C. at the National Labor Relations Board and the Lawyers' Committee for Civil Rights Under Law. She has been on the reference staff of the Gallagher Law Library at the University of Washington since 1988. Mary Whisner is a member of the American Association of Law Libraries, Law Librarians of Puget Sound, and the Washington State Bar Association.
I. Managing Your Library: With or Without a Librarian

A. If Your Firm Has a Librarian

The American Association of Law Libraries has 5,000 members and more than 1,300 of them belong to the Private Law Libraries Special Interest Section. Law firm librarians work in every large city in the country, and over 25 Seattle firms employ librarians. The larger firms may have several professional librarians while a smaller firm may have just one. Some small firms choose to hire professional librarians who work as independent consultants. Law firm librarians and consultants perform a wide array of functions, including reference and research, administration, and training.

Reference service in a law firm setting means referring attorneys, legal assistants, secretaries, and law clerks to the information they want and need. Librarians answer questions ranging from "How do I update the WAC?" to "Where can I find the Telecommunications Act of 1996?" Research service is the more in-depth provision of information, and these activities can be billed to the client. Law firm librarians prepare state and federal legislative histories, expert witness bibliographies, and subject bibliographies on legal and nonlegal topics. They shepardize and cite-check briefs and memoranda, retrieve full-text documents, and find statistics. They perform online searches on LEXIS-NEXIS, WESTLAW, and a variety of non-legal databases. They search CD ROM databases and retrieve information from the Internet. Whether the subject is business, marketing, engineering, medicine, or law, your firm librarian can find an answer.

Firm librarians perform several important management functions. These are not as obvious to the attorneys who use the librarian's research and reference services, but they are important to the financial management of the firm. Librarians are not only expert online, CD ROM, and Internet searchers, they are also expert seekers of cost-effective information systems. They keep up-to-date with the changes in prices and pricing plans for LEXIS-NEXIS and WESTLAW, and, since, unlike the vendors, they have no vested interest in one particular system, they can advise attorneys on which would be the best one to use for a particular problem. They also keep up-to-date with the available CD ROM products, as well as the ever-increasing number of legal and law-related sites on the Internet. Search strategy does not mean just finding the answer, it means finding the best answer while using the fewest resources. Attorneys simply do not have the time to keep up with trends, costs, and services offered by the myriad of electronic information providers; keeping up is the librarian's job.
Keeping up with the exponentially increasing cost of library materials is another valuable service provided by the librarian. The price for individual publications is always increasing, as is their number. A librarian can assist the firm in controlling these costs by budgeting sensibly, knowing the sources, and maintaining effective working relationships with vendors. Again, attorneys do not have the time to keep up with the information and price explosion, nor do they have the time to deal with electronic and print publishers’ sales representatives.

Law firm librarians participate in attorney and staff training on both informal and formal levels. At some firms, the librarians give formal presentations or brownbag lunches on research strategies and online systems. Informally, librarians help new attorneys on a question-by-question basis by stressing the educational component in the answer to the question “How do I update the CFR?”

Finally, librarians provide law firms with a network of libraries and information. Through interlibrary loan, knowledge of local and national resources, and professional contacts, librarians put other valuable information resources at the disposal of law firms.

B. If Your Firm Does Not Have a Librarian

Many smaller firms do not have a library collection or budget large enough to warrant hiring a professional librarian. However, attention does need to be paid to the library, so the collection of books does not become a frustrating financial black hole. Someone needs to be in charge of maintaining the library and deciding about purchases. Some firms appoint a library committee or assign responsibility to the office administrator, a legal assistant, or a legal secretary, with oversight by a designated attorney. Centralization of tasks avoids both duplication of effort and wasteful spending and it ensures that important details are not forgotten.

The most important thing to remember about law library maintenance is that legal materials need to be kept up-to-date. Some material is updated by pocket parts or supplements, while other material is published in a looseleaf format. Attention to detail is important so that pocket parts are current, supplements are ordered, and looseleafs are filed properly. Simple systems can and should be developed to keep track of what is ordered, when it arrives, and when it is paid for. Individual issues of newsletters and periodicals should be recorded upon receipt and can be routed to interested attorneys. Additionally, if the firm has more than a few attorneys, a check-out system should be instituted to prevent time wasting “office-hunts.” Several of the books and articles in the following bibliography provide examples of such library systems.

Choosing what to order for the library should also be centralized and subject to some sort of firm policy. It can be easy to succumb to the sales pitch of a pub-
lisher's representative, so a formalized approval process can prevent impulse and duplicative buying. Examples of questions to ask when developing these policies are:

- Does the firm want to keep all materials paid from the library budget physically in the library, or can an attorney request a book or set of books for his or her office?
- Should court rules and directories come out of the library budget or out of an office supply budget?
- Does each attorney and legal assistant need a copy of the court rules or can several copies be shared?
- Should approval for purchases be made by a committee representing each practice area in the firm or individual department heads?
- Should each practice area have the same amount to spend?
- Should continuing legal education materials come out of the library budget?

There are no right answers to these questions, but regardless of who orders what, the person in charge of maintaining the library should be notified of all new purchases, including office copies, to ensure the purchase will be updated when necessary.

C. Using a Consultant

Many firms choose to hire a library filing and maintenance service or a professional consultant to assist them in managing their library. In the Seattle area, several individuals and firms provide library maintenance services. These businesses and individuals will usually do the looseleaf filing, insert pocket parts, order books and supplements, keep records of purchases, and route periodicals. Consultants, who are usually professionally trained librarians, can set up systems, train in-house staff on library procedures, build new collections, expand existing ones, and assist with library space planning and moving. Consultants can also provide reference and research services, document delivery, and electronic and print legal research training. A list of local filing and maintenance services and consultants is contained later in this chapter.

D. How Do You Know When You Need a Librarian?

As discussed earlier, librarians provide a wide array of services to law firms, but deciding to hire a librarian, whether full-time or part-time, often comes down to the question of "how much billable time can be saved?" Attorney time currently spent on overseeing the library, meeting with publishers' representatives, and deciding on purchases and policies can be recovered by hiring a librarian. In addition, a librarian can perform online and manual research for the attorneys, thus saving attorney time and generating a small amount of revenue.

Most law firm librarians do bill time. The rates vary, but usually fall within the highest legal assistant to lowest associate rate. Although a modest amount of revenue can be counted on, most firms do not set billing goals for librarians. Most of
what the librarian does is administrative, and goals deflect from these responsibilities. In addition, not all the research done by a librarian can be billed; a common occurrence is to give the librarian a nonbillable project, such as client development, in order to free-up attorney billable time.

Other reasons to consider hiring a librarian are the size of the collection and the use of technology. Once collection size gets to the point where it is frustrating to use, professional help may be needed. Librarians can efficiently organize and arrange collections for easy access. They can create useful brief and memoranda files, form files, and expert witness files. A librarian can also make sure that computerized resources are used in a cost-effective manner; the explosion of electronic information means that expert help can ensure the firm is getting the most for its money.

Law librarians usually have a Master’s degree in Library Science. A list of joblines and placement services follows this section.

II. Hiring a Librarian

The Law Librarians of Puget Sound (LLOPS), a chapter of the American Association of Law Libraries, maintains a résumé bank for job-seekers and prospective employers. For more information, contact:

Employment Committee Chair
Law Librarians of Puget Sound
P.O. Box 21588
Seattle, WA 98111

The Pacific Northwest Library Association runs a job hotline for law, academic, special, and public libraries. The hotline number is (206) 543-2890. To post a position on the job hotline, contact:

University of Washington
Graduate School of Library and Information Science
Box 352930
Seattle, WA 98195
(206) 543-1794.

The American Association of Law Libraries runs a national Career Hotline at (312) 939-7877 and posts position announcements on a World Wide Web site. To post a position (for a small fee), contact:

Deborah Moore
American Association of Law Libraries
53 West Jackson Blvd., Suite 940
III. Managing Your Library: A Selected Bibliography

The following bibliography includes recent books and articles on managing the law firm library.


Chapter 9, Managing Your Library

IV. Selection of Materials

Some of the most difficult decisions in law library management involve selecting materials to purchase. The range of material available to the Washington practitioner can be overwhelming. Not only are you choosing among publishers, but you are also choosing among technologies.

A. Questions to Consider

When deciding what to select, whether it be print, online, or CD ROM, it may be useful to ask yourself the following series of questions.

What is your practice area? Different practice areas have different research needs. For example, a family law practitioner may be able to get by with a set of the RCW, a copy of the Washington State Bar Association's Family Law Deskbook, and a subscription to the AEES Bulletin. A tax practitioner, on the other hand, would need at least one multi-volume federal tax looseleaf, one state tax looseleaf, and access in either print or electronic form to cases, administrative rulings, and possibly legislative documents.

Do you have what you want when you need it? Are you constantly frustrated because necessary information is not within reasonable reach? Are you conveniently located near a law library? If you use the same thing over and over again at the local law library, would you save money and time by purchasing it for your office? Does the law library have the material you need? Some attorneys practice in areas with very specialized and expensive services that the county, court, and academic law libraries usually do not have.

How much money do want to spend? Keep in mind that almost every legal research tool, whether it is a book, periodical, CD ROM, or online system, requires updating. Costs are rarely one-time. You must think in terms of ongoing subscriptions.

How much can you spend on staff? Just as you must think in terms of ongoing subscription costs, so must you think in terms of staff resources to update those subscriptions. Pocket parts need to be placed into the books, looseleafs must be filed on a regular basis, CD ROMs must be loaded onto the computer, and computer equipment needs to be maintained.

How much space do you have? Do you have room for adequate shelving (including room for growth), and computer work stations?

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Do you have the necessary equipment to use computer-assisted legal research tools or would you have to purchase some or all of the components? Are you prepared to upgrade when software requirements change?

Are you comfortable with technology? If you bought a CD ROM product or subscribed to an online service, would you use it? Will you read online and download and print just what you need or will you print out so many documents that your supply budget would be adversely affected? Are you interested in and willing to take the time to keep up with technological developments? Print sources are still useful and valid choices for many practitioners.

How many people need to use the chosen material? You might want to consider multiple copies of heavily-used items such as court rules and deskbooks.

Do you have a good relationship with the sales representatives? Unfortunately, not all sales representatives are equal. Some just want to make a sale, but many do provide a valuable service.

Can you purchase cooperatively? Some practitioners share office space and can jointly purchase and maintain library material. If you do not share space, are you located in a building with similarly-situated attorneys who might be interested in joint purchases? For online resources, the King County Bar Association, through the Electronic Law Library Service at the King County Law Library, offers group membership to LEXIS-NEXIS and a pay-as-you-go WESTLAW search service.

Do you know the full range of options available? Before making any purchase, find out as much as possible about other possibilities. Read bar publications and look for reviews of legal research tools. Talk to your colleagues and find out what they are using and if they are satisfied with the product and with the customer support for it. Look through the publishers’ brochures that come through the mail. Try out publicly-available CD ROM products at local public law libraries. If you need professional advice, there are library consultants who can help you make decisions about collections, computer-assisted systems, and space planning.

How are you keeping track of what you are purchasing? Review your bills, reconcile your invoices and statements, and return what you do not order and do not want. A system as straightforward as a notebook or a simple computer program in which you can record date of order, date of receipt, and date of payment will help you make sure your money is being spent accurately, if not wisely.

B. Selection and Acquisitions Tools

Many researchers find out about available material, whether print or electronic, through book reviews, publisher brochures, advertisements in bar publications, conversations with sales representatives and colleagues, or trips to local libraries.
Other tools do exist, however, that both help you to identify what is published and give you the information you need to need to purchase it.

One very useful tool for the attorney trying to keep costs down is a new publication titled *The Legal Information Buyer’s Guide and Reference Manual*. Written by Kendall Svengalis, the Rhode Island State Law Librarian, this one-volume annual work compiles cost-saving tips with comparative reviews of a wide variety of legal publications. Mr. Svengalis discusses, among other topics, the evaluation of materials, supplementation, unsolicited publications, electronic sources, and buying used law books. He reviews hundreds of legal treatises, as well as the various state and federal primary sources. Although *The Legal Information Buyer’s Guide and Reference Manual* is certainly useful for law librarians, it is written for the practicing attorney.

Attorneys and librarians alike may find it useful to subscribe to a periodical that covers legal publishing. *Legal Information Alert*, subtitled “what’s new in legal publications, databases, and research techniques,” is published 10 times a year. It includes articles, tips, updates, and a wide variety of book reviews written by law librarians, all meant to assist readers in making informed, economical choices.

Another set of tools is a trio of books: *Legal Looseleafs in Print, Legal Newsletters in Print*, and *Directory of Law-Related CD ROMs*, which, as the titles indicate, are directories of legal materials available in particular formats. They are all

### Selection & Acquisitions Tools


- *Legal Information Alert* (Alert Publications, Inc.)


annual publications that pull together bibliographic information on thousands of looseleafs, newsletters, and CD ROMs. Each directory is organized alphabetically by title, and each has a subject index. These books do not review or compare substantive coverage of publications and CD ROMS, but they do tell you what is being published, how much it costs, and how to contact the publisher for further information.

A good source for legal and law-related material organized by topic is the *Encyclopedia of Legal Information Sources, 2d* ed. This work contains bibliographic information on almost 29,000 publications and information sources on 480 topics. Each topic is subdivided. For example, under Environmental Law there are 14 subheadings, including looseleaf services, formbooks, textbooks, law reviews, newsletters, and directories. This work is also useful as a research guide for a particular topic.

A standard tool for identifying a particular publication is *Books in Print*, which is available in most libraries and larger book stores. The same publisher has a more specialized version titled *Law Books & Serials in Print: A Multimedia Sourcebook*, which most large law libraries have in their collections.

### C. Publishers on the World Wide Web

Many publishers are taking advantage of the popularity of the World Wide Web (WWW) by created homepages. Some publisher homepages are simply advertising, but others have useful features such as the ability to email questions about a certain product or price. When known, WWW addresses have been included in the following list of publishers and distributors. A good source for a relatively complete list of WWW links to publishers is a homepage titled AcqWeb. AcqWeb covers all types of publishers, but has a special category for legal publishing. The address for AcqWeb is:

http://www.library.vanderbilt.edu/law/acqs/pubr.law.html

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1 Bibliographic information usually includes title, author or editor, publisher, year of publication, frequency of publication, number of volumes, etc. Since the directories mentioned are intended to assist in acquiring material, price, including supplementation, and publisher information — address, phone number, fax number, email address — are also included.
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V. Library Support Services in King County

Note: Please check with each for specific prices and services.

Burke Library Services
Vivienne C. Burke
7006 36th Ave. N.E.
Seattle, WA 98115
(206) 522-0478
Email: vcburke@aol.com
(research, management & consulting)

Falken Information Services
Linda Falken
18841 8th Ave. N.W.
Shoreline, WA 98177
(206) 546-4480
Email: FALKINFO@aol.com
(research, management & consulting)

Golden Information Group
Susan Golden
753 N. 35th St., Suite 312
Seattle, WA 98103
(206) 547-5662
Email: golden@halcyon.com
URL: http://www.halcyon.com/golden
(research)

INFOPROS
Michael Spindler
P.O. Box 17183
Seattle, WA 98107
(206) 224-7543
Email: mspin@halcyon.com
(research and consulting)

Information Design
Amy Madigan & Jane Cargill
21516 86th Ave. W.
Edmonds, WA 98020
(206) 365-6279 or 774-0445
(research, management & consulting)

Professional Library Services
Janis Creim
2200 6th Ave.
Suite 500
Seattle, WA 98121
(206) 728-7028
(research, management, consulting & CD ROM document conversion)

Susan Schulkin
(206) 527-2070
(free-lance librarian)

Susan Walters
(206) 284-9466
(free-lance librarian)

I.B. Documents
Elizabeth Scribner
(206) 625-1667
Fax: (206) 328-2728
Email: ibdocs@ix.netcom.com
(University of Washington retrievals only)
VI. Document Delivery Services

Note: Some of these organizations do research for a fee in addition to document delivery. Some organizations limit the type of document they will provide. Please check with each for prices and services.

A. Pacific Northwest

Attorney’s Information Bureau
C-603 King County Courthouse
Seattle, WA 98104
(206) 622-1909

Attorneys Services
Northwestern School of Law
Lewis and Clark College
10015 SW Terwilliger Blvd.
Portland, OR 97219
(503) 768-6705
(document delivery only)

CT Corporation
812 SW Washington
Suite 300
Portland, OR 97205
(800) 547-0945

Fairchild Record Search
P.O. Box 1368
Olympia, WA 98507
(206) 786-8775
(800) 547-7007

Gonzaga University
School of Law Library
E. 601 Sharp Ave.
Box 3528
Spokane, WA 99220-3528
(509) 328-4220 ext. 3755

IB Documents
Elizabeth Scribner
(206) 625-1667
Fax: (206) 328-2728
Email: ibdocs@ix.netcom.com
(University of Washington retrievals only)

Information Design
Amy Madigan & Jane Cargill
21516 86th Ave. W.
Edmonds, WA 98020
(206) 365-6279 or
(206) 774-0445
(medical document delivery)

Golden Information Group
Susan Golden
753 N. 35th St.
Suite 312
Seattle, WA 98103
(206) 547-5662
Email: golden@halcyon.com
URL: http://www.halcyon.com/golden
(research only)
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Seattle Public Library
Pacific Rim Business Information
Service
1000 4th Ave.
Seattle, WA 98104
(206) 386-4677 or 386-4645

Unisearch
101 Capitol Way N.
Suite 201
Olympia, WA 98501
(800) 722-0708

University of Washington
Gallagher Law Library
1100 NE Campus Parkway
Seattle, WA 98105
(206) 543-4086
(document delivery only)

University of Washington
Health Sciences Library and Information Center
Document Services
Seattle, WA 98195
(206) 543-3436

University of Washington Libraries
Research Express
Suzzallo and Allen Library
Seattle, WA 98195
(206) 616-4838

B. National

Boalt Express
University of California, Berkeley
Berkeley, CA 94720
(800) 832-4586

BNA Plus
Bureau of National Affairs
1231 25th St. N.W.
Washington, D.C. 20037
(202) 452-4324
(800) 452-7773

Disclosure, Inc.
5161 River Rd.
Bethesda, MD 20816
(800) 638-8241

Federal Document Retrieval
810 First St. NE
Seventh Floor
Washington, D.C. 20002
(202) 789-2233
(800) 548-2269

LEXIS Document Services
P.O. Box 2969
Springfield, IL 62708
(800) 634-9738
(UCC/corporate filings)

NEXIS Express
LEXIS/NEXIS
P.O. Box 933
Dayton, OH 45401
(800) 843-6476

Research Information Service
717 D Street NW
Suite 200
Washington, D.C. 20004
(202) 737-7111
(800) 542-3320

Washington Document Service
400 7th St. NW
Suite 300
Washington, D.C. 20001
(202) 628-5200
(800) 728-5201
C. Electronic

CARL UnCover
URL: http://www.carl.org/uncover

VII. Legal Publishers and Distributors: A Selected List

Alert Publications
401 W. Fullerton Parkway
Suite 1403E
Chicago, IL 60614-2805
(312) 525-7594
Email: 72164.507@compuserve.com

American Bar Association
750 N. Lake Shore Dr.
Chicago, IL 60611
(312) 988-5000
(800) 285-2221
URL: http://www.abanet.org

Anderson Publishing Company
2035 Reading Rd.
Cincinnati, OH 45202
(513) 421-4142
(800) 582-7295

Andrews Publications, Inc.
1646 West Chester Pike
Westtown, PA 19395
(215) 399-6600
(800) 345-1101

Aspen Law & Business, Inc.
270 Sylvan Ave.
Englewood Cliffs, NJ 07632
(800) 638-8437

Attorneys Eagle Eye Service, Inc.
P.O. Box 7418
Bellevue, WA 98008-1418
(206) 747-5242
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Clark Boardman Callaghan
155 Pfingsten Rd.
Deerfield, IL 60015
(708) 948-7000
(800) 323-1336
URL: http://www.cbclegal.com

Patricia A. Chandler Publishing Co.
15015 Main St.
Suite 103-155
Bellevue, WA 98007-5229

Code Publishing Company
P.O. Box 51164
Seattle, WA 98115-1164
(206) 527-6831

Commerce Clearing House, Inc.
4025 W. Peterson Ave.
Chicago, IL 60646
(312) 583-8500
(800) 835-5224
URL: http://www.cch.com

Congressional Quarterly, Inc.
1414 22d St. NW
Washington, DC 20037
(202) 887-8500
(800) 638-1710
URL: gopher://gopher.cqalert.com/

Congressional Information Service
4520 East-West Highway
Bethesda, MD 20814
(301) 654-1550
(800) 638-8380
URL: http://www.cispub.com/

Data West Corporation
400 112th Ave NE
Suite 290
Bellevue, WA 98004
Email: datawest@courtlink.com
(206) 450-0394
(800) 774-7317
URL: (http://www.courtlink.com)

Davis Wright Tremaine
2600 Century Square
1501 Fourth Ave.
Seattle, WA 98101
(206) 622-3150

Foundation Press
615 Merrick Ave.
Westbury, NY 11590
(516) 832-6950

Gale Research
835 Penobscot Bldg.
Detroit, MI 48226-4094
(313) 961-2242
(800) 877-4253

Government Institutes, Inc.
4 Research Place, Suite 200
Rockville, MD 20850
(301) 921-2355

Greenwood Publishing Group
88 Post Road W.
P.O. Box 5007
Westport, CT 06881
(203) 226-3571
(800) 225-5800
URL: http://www.greenwood.com

Hadrian House Publishers
Rosewood Station
P.O. Box 18854
Spokane, WA 99208
(509) 456-0884
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Nolo Press
950 Parker St.
Berkeley, CA 94710
(510) 704-2224
(800) 992-6656

Omnigraphics, Inc.
Penobscot Bldg.
Detroit, MI 48226
(313) 961-1340
(800) 234-1340

Oversight Publications
P.O. Box 82821
Portland, OR 97282-0821

Oxford University Press, Inc.
198 Madison Ave.
New York, NY 10016-4314
(212) 726-6000
(800) 451-7556
URL: http://www.oup-usa.org

Peanut Butter Publishing
226 Second Ave., W
Seattle, WA 98119
(206) 281-5965

Practising Law Institute
810 Seventh Ave.
New York, NY 10019
(212) 765-5700
(800) 260-4754
URL: http://www.pli.edu

Prentice Hall Law & Business, Inc.
see Aspen Law & Business

William J. Price
Karr Tuttle Campbell
1201 Third Ave.
Suite 2900
Seattle, WA 98101-3028
(206) 224-8053

Professional Education Systems, Inc.
P.O. Box 1208
Eau Claire, WI 54702
(800) 826-7155

Public Sector Information, Inc.
P.O. Box 1422
Eugene, OR 97440-1422
(541) 689-0188
Email: psinfo@aol.com

Raven Research and Library Services
19919 88th Ave. W
Edmonds, WA 98026
(206) 776-9781
Email: raven@cyberspace.com

Research Institute of America, Inc.
90 Fifth Ave.
New York, NY 10011
(212) 645-4800
(800) 431-2057

Rhode Island LawPress
17 Mosher Dr.
Barrington, RI 02806
(401) 247-2163

Rothbaum’s Guide
P.O. Box 11365
Bainbridge Island, WA 98110

Fred B. Rothman & Co.
10368 W. Centennial Rd.
Littleton, CO 80127
(303) 979-5657
(800) 457-1986
Email: info@rothman.com
Self-Counsel Press
see International Self-Counsel Press

Shepard's/McGraw-Hill
P.O. Box 35300
Colorado Springs, CO 80935
(719) 488-3000
(800) 525-2474
URL: http://www.shepards.com

Thomson Publishing Group
1725 K St. NW
Washington, D.C. 20006
(202) 872-4000
(800) 879-3169
URL: http://www.thomson.com

Timeline Publishing Company, Inc.
10655 NE 4th Street, Suite 604
Bellevue, WA 98004
Telephone: (206) 462-7714
FAX: (206) 462-0411
Email: info@LLR.COM

U. S. Government Bookstore
915 2d Ave.
Rm. 194 Federal Bldg.
Seattle, WA 98174
(206) 442-4270

U. S. Government Printing Office
Washington, D.C. 20402
(202) 783-3238
URL: http://www.access.gpo.gov

University of Washington
School of Law
Continuing Legal Education
1100 NE Campus Parkway
Seattle, WA 98105
(206) 543-0059

University of Washington Press
P.O. Box 50096
Seattle, WA 98145-5096
(206) 543-4050
(800) 441-4115

Wallingford Press
P.O. Box 1028
Portland, OR 97207

Warren, Gorham & Lamont, Inc.
31 James St.
Park Square Building
Boston, MA 02116
(617) 423-2020
(800) 950-1213
URL: http://www.wgl.com/

Washington Digital Law Library Foundation
P.O. Box 1830
Richland, WA 99352

Washington Law Institute
1001 Fourth Ave. Plaza
Suite 3200
Seattle, WA 98154
(206) 726-9408

Washington Law School Foundation
see University of Washington, School of Law, Continuing Legal Education

Washington State
Office of Administrator for the Courts
1206 S. Quince St.
P.O. Box 41170
Olympia, WA 98504-1170
(360) 753-3365
URL: http://www.wa.gov/courts/home.htm

256
Washington State Office of the Code Reviser
Legislative Building
P.O. Box 40551
Olympia, WA 98504-0551
(360) 753-6804
URL: http://www.leg.wa.gov/www/admin/legis/codervsr/codervsr.htm

Washington State Office of the Secretary of State
Legislative Building
P.O. Box 40220
Olympia, WA 98504-0220
(360) 753-7121
URL: http://www.wa.gov/sec/

Washington State Bar Association
500 Westin Building
2001 Sixth Ave.
Seattle, WA 98121-2599
(206) 727-8200
URL: http://www.wsba.org

Washington State Trial Lawyers Association
1809 Seventh Ave.
Suite 909
Seattle, WA 98101-1324
(206) 464-1011
URL: http://www.wstla.org

For more WWW addresses, see AcqWeb:
URL: http://www.library.vanderbilt.edu/law/acqs/pubr.law.html

VIII. Publishers of Washington Legal Periodicals

A. Law Reviews

Gonzaga Law Review
Gonzaga University School of Law
Spokane, WA 99258-0001
(509) 328-4220

Pacific Rim Law and Policy Journal
University of Washington
School of Law
1100 NE Campus Parkway
Seattle, WA 98105
(206) 543-6649
Washington University Law Review
950 Broadway Plaza
Tacoma, WA 98402-4470
(206) 591-2995

Washington Law Review
University of Washington
School of Law
1100 NE Campus Parkway
Seattle, WA 98105
(206) 543-4069

B. Legal Newspapers

Daily Journal of Commerce
P.O. Box 11050
Seattle, WA 98111

Washington Journal
900 Fourth Ave.
Suite 3720
Seattle, WA 98164
(206) 622-4585

C. Bar Publications

Bar Bulletin
King County Bar Association
Bank of California Building
Suite 600
900 Fourth Ave.
Seattle, WA 98164-1005
(206) 624-9365
URL: http://www.owt.com/kcba

De Novo
WSBA Young Lawyers Division
500 Westin Building
2001 Sixth Ave.
Seattle, WA 98121-2599
(206) 727-8200
URL: http://www.wsba.org

Defense Press
Washington Defense Trial Lawyers
Two Union Square
601 Union
Suite 4100
Seattle, WA 98101
(206) 628-2764

Trial News
Washington State Trial Lawyers Association
1809 Seventh Ave.
Suite 909
Seattle, WA 98101-1324
(206) 464-1011
URL: http://www.wstla.org

Washington State Bar News
500 Westin Building
2001 Sixth Ave.
Seattle, WA 98121-2599
(206) 727-8200
URL: http://www.wsba.org

(note: various sections of WSBA also have publications)

D. Indexes

Current Index to Legal Periodicals
Gallagher Law Library
University of Washington
1100 NE Campus Parkway
Seattle, WA 98105
ATTN: Muriel Quick
(206) 543-4097
Email: cilp@u.washington.edu

NEWDEX: The Index to Washington Legal News
Raven Research and Library Services
19919 88th Ave. W
Edmonds, WA 98026
(206) 776-9781
Email: raven@cyberspace.com
Subject Index to Washington Law
Reviews
Gallagher Law Library
University of Washington
1100 NE Campus Parkway
Seattle, WA 98105
ATTN: Vickie Moor
(206) 543-4089
Email: vmoor@washington.edu
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