

Engagement and Outreach

Washington State Department of Corrections

Questions about access to legal resources?

What can I find at the law library?

The law library offers many legal resources to provide helpful direction in filling out forms. Some popular resources include:

- LexisNexis - a legal software on law library computers and on your tablet. This software contains federal law, state law and analytical and reference texts as well as self-help litigation manuals, practice forms and more. You can use LexisNexis for help with researching and preparing legal matters related to:
 - Your sentence and/or confinement, including jail time.
 - Actions related to your civil rights.
 - Actions related to proceedings in a dependency court.
 - DOC contracts with LexisNexis to provide appellate caselaw. DOC only offers appellate to help with litigation as outlined in *DOC Policy 590.500 Legal Access for Incarcerated Individuals (I)(A)(2)*.
 - Forms and packets are only available on the law library computers.
- Northwest Justice divorce packet with instructions.
- Name change packets from Disability Rights Washington.
- GR39 Legal Financial Forms (LFO) from the Office of Public Defense.
- The Redemption Project forms packet and qualifying information.
- The Clemency Redemption Project forms packet and, along with qualifying information.

How do I access my law library?

If you are housed at a facility with a law library, anyone in general population can access it through kites, kiosks and/or a facility-specific access form. If your facility does not have a law library, reach out to your classification counselor to discuss what services your facility offers.

What can the law librarian help me with?

The law librarian provides administrative services, such as electronic filing, legal photocopying, legal mail, address lookup, issuing forms, notary, indigent postage/envelopes, priority access, legal media and help with general questions.

The law librarian can supply Disability Rights Washington, American Civil Liberties Union (ACLU) and Equal Justice Initiative contact information.

The law librarian **cannot** help with filling out legal forms and **does not** give legal advice. If you need help filling out legal forms you can reach out to your facilities Contract Attorney for assistance.

Legal resources in IMU and segregation:

Restricted housing units have different rules than general population. Intensive Management Units (IMU) require a kite to the sergeant to request access to the law library, and Sky River Treatment Center post signup sheets for the Electronic Law Library (ELL) computer. ELL computers provide the same legal resources available to the general population.

In segregation units, incarcerated individuals can checkout resources (such as reviewing a policy or Washington Administrative Codes [WAC] handbook) and the librarian provides weekly check-in onsite services. Those in segregation can get approved for priority access if the individual has a verifiable response deadline to the court within 45 days or less. Incarcerated individuals may request access to their legal material and will receive additional legal resources (such as forms, e-filing, etc.) with priority access.

For more information about legal resources:

Please see *DOC Policy 590.500 Legal Access for Incarcerated Individuals*. DOC policies and their attachments are located on the Securus Tablets and the ELL computers.

The WAC handbook provides information on laws and is in the Statewide Resources folder under “supplemental information” on the ELL computers. This folder also contains the Statewide and Facility Resources Folders content list.