## We Sow, You Reap:

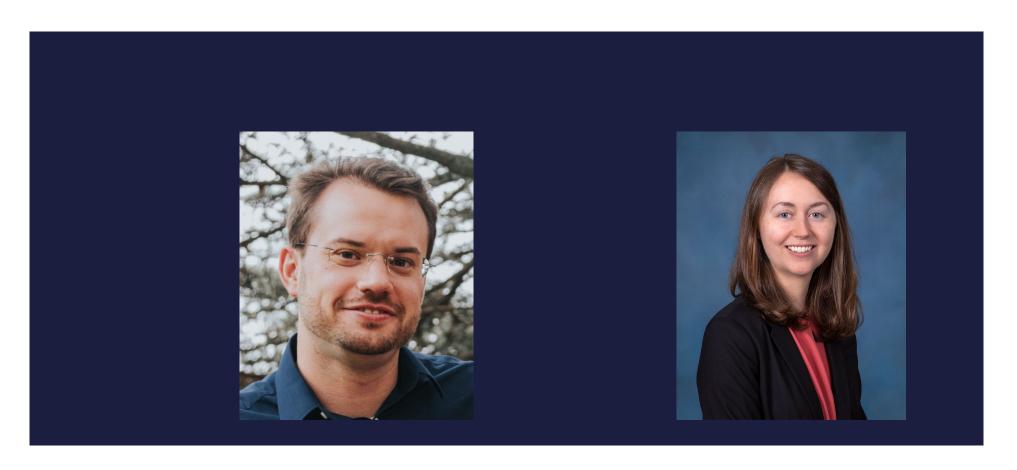
Gathering a Bounty of Legal Information

May 9, 2024





MLA/DLA Conference







Leland Sampson
Head of Web Content and Services,
State Law Library

Brittany West
Legal Content Analyst,
Access to Justice

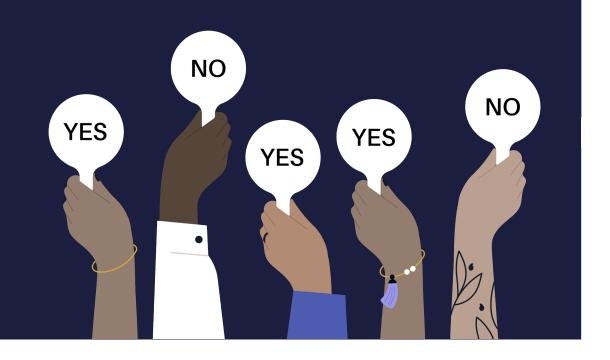
## Learning Objectives

 Describe the resources provided by the Maryland Judiciary and its agencies

 Identify helpful resources within those provided by the Judiciary

Distinguish between resources on similar topics

Do you receive legal questions from the public throughout your workday?



**Poll Question** 

## A self-represented litigant (SRL; aka pro se):

is a person seeking legal information to help them advocate on their own behalf, without a lawyer.

An estimated **3 out of 5 people** in civil cases go to court without a lawyer.

### Self-Represented Litigants

What can we provide to the self-represented?

Information

Self-Represented Litigants

## How comfortable are you in knowing the difference between

### legal advice and legal information?

1 = Not comfortable at all

5 = Very comfortable

### Self-Represented Litigants

#### I Can

Describe court processes.

Inform litigants of several options without advising them which is best.

Direct litigants to applicable court rules and statutes.

Define key terms and concepts, or describe the role of Judiciary employees who may be involved in the case.

Provide copies of documents that are matters of public record.

#### **I Cannot**

Give information if I am unsure of the answer.

Advise litigants whether to take a particular course of action. (Cannot say what a litigant "should" do.)

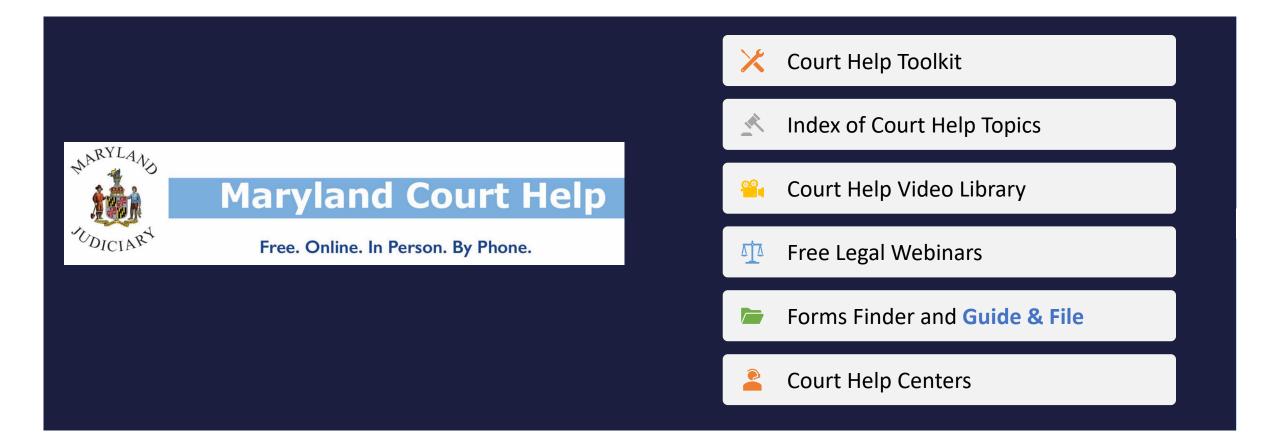
Take sides in a case or proceeding pending before the court.

Provide information to one party that I would be unwilling or unable to provide the other.

Disclose the outcome of a matter submitted to a judge for decision until the outcome is part of the public record, or until the judge directs disclosure of the matter.

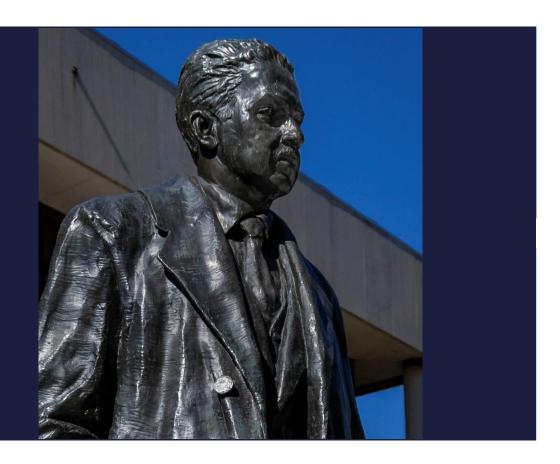
Source: Maryland Judiciary, A2J Department - <a href="https://mdcourts.gov/mdatjc/whatcanidotohelpyou">https://mdcourts.gov/mdatjc/whatcanidotohelpyou</a>

### What Can You Do?

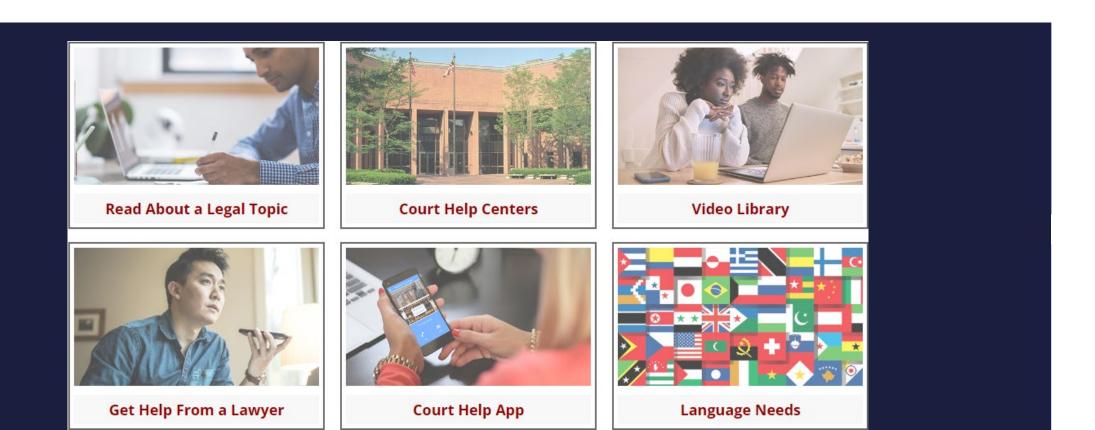


## Connecting SRLs with Resources

- Research questions by web form, phone, email, or in person
  - Extended hours:
    - T, Th: 8:00 am 9:00 pm
    - S: 9:00 am 4:00 pm
- People's Law Library website
- Legal reference training for public librarians



### State Law Library



# Connecting SRLs with Resources: mdcourts.gov/courthelp



## **Maryland Court Help**

Free. Online. In Person. By Phone.



## **Maryland Court Help**

Gratis. En Línea. En persona. Por teléfono.

## Maryland Court Help: mdcourts.gov/courthelp

## Tips for interacting with the Maryland courts

- Preparing for court
- Requesting or working with a court interpreter
- Remote proceedings

Basics on criminal and traffic

# Common civil case types, including family Common procedural issues

- Requesting fee waivers
- Filling out the restricted information form

## Court Help Topics



- Expungements
- Cannabis
- Evictions

## **Hot Topics**

### Links to common case types

- a basic overview of the legal topic
- links to resources regarding that topic
- information about which court has jurisdiction
- links to applicable court forms

#### Read About the Law - Index of Court Help Topics

This page list articles on common legal topics. These pages will provide you with some general informati detailed legal information is available through the People's Law Library website.

#### Civil Cases

Appealing an Administrative Decision

Appeals and Motions After Trial in the District Court

Bad Checks

Collecting on a Judgment

Discovery in the Circuit Court

Employment Issues

Housing

I Owe Money/Dealing with Debt Judgments & Debt Collection

Land Records

Life Planning and Power of Attorney

Mandamus

Money Issues

Return of Property

Small Claims

Someone Owes Me Money

What to Do if You Are Sued in District Court

Wills and Estates

#### Criminal Cases

Cleaning Up Your Record

Criminal Cases - General Information

Expungement

Shielding Criminal Records

Family Cases

#### Other

Access to Court Records

Appeals to the Appellate Court of Maryland

Restricted Information Form

#### Resources

Accommodations

Court Forms

Court Help App

Court Help Centers

Court Help Videos

Family Court Help Centers

Filing Fee Waivers

Finding Legal Help

Guide and File

Language Needs

Mediation and ADR

Peoples-Law Library

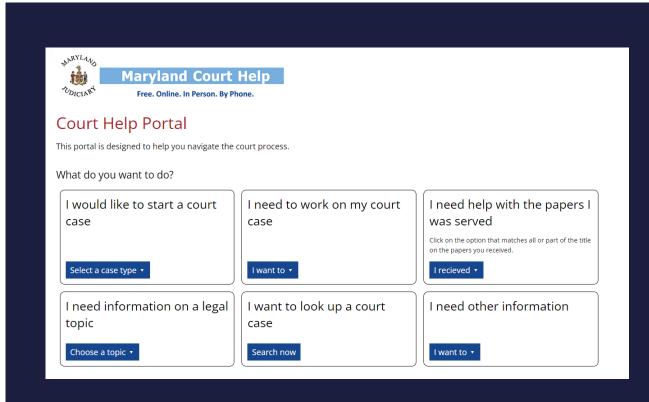
Remote Hearing Toolkit

The Thurgood Marshall State Law Library

Webinars

Traffic

Read about a legal topic: mdcourts.gov/courthelp/lawtopics



The **new portal** will better organize the myriad of Court Help topics for easier navigation and use!

## Court Help Portal

#### **Articles**

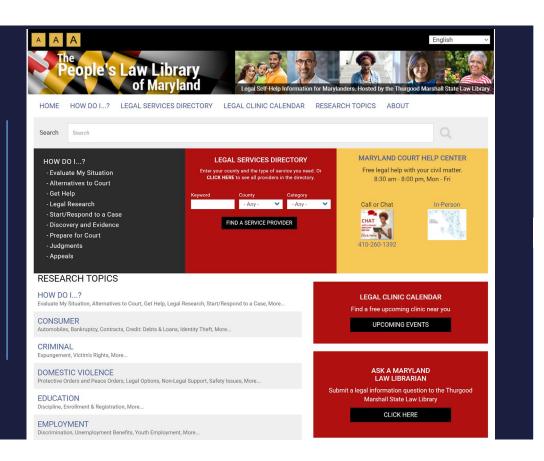
 Civil law topics most often encountered by MD residents

### **Explanations**

Common steps in the process of a legal situation

#### **Connections**

- Legal Services Directory
- Legal Clinic Calendar
- Court Help Centers
- Law Libraries



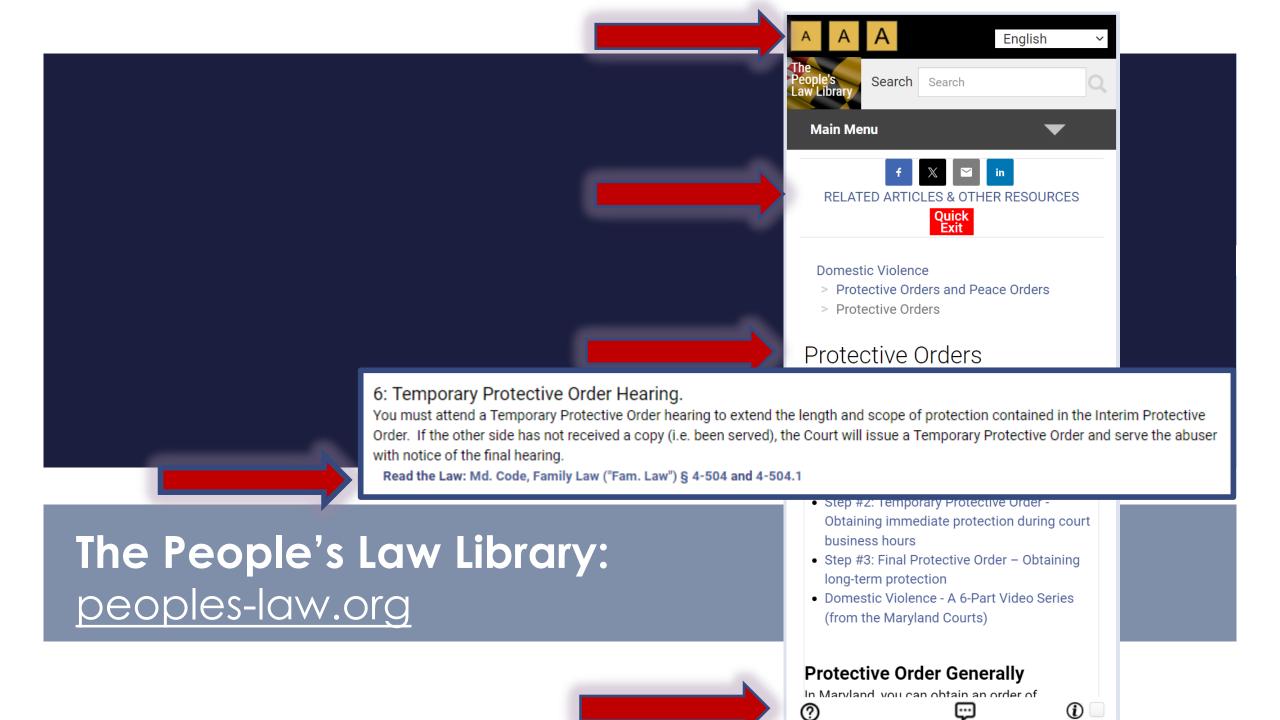
# The People's Law Library: peoples-law.org

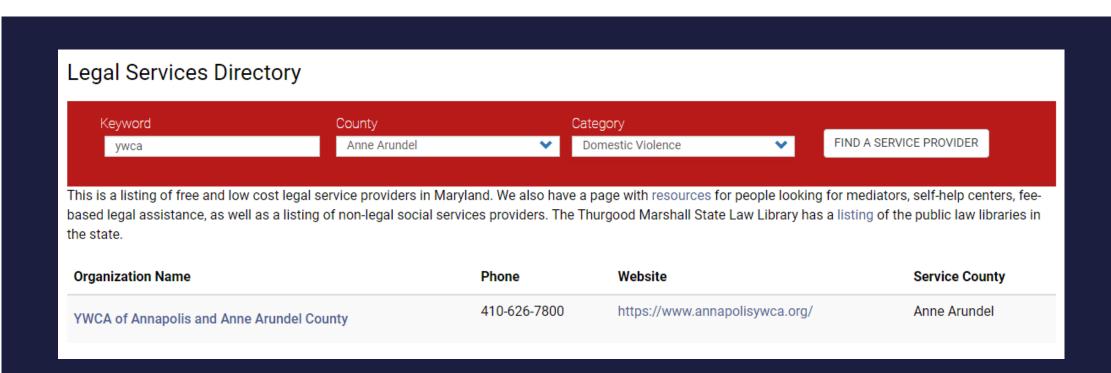
### Research Topics

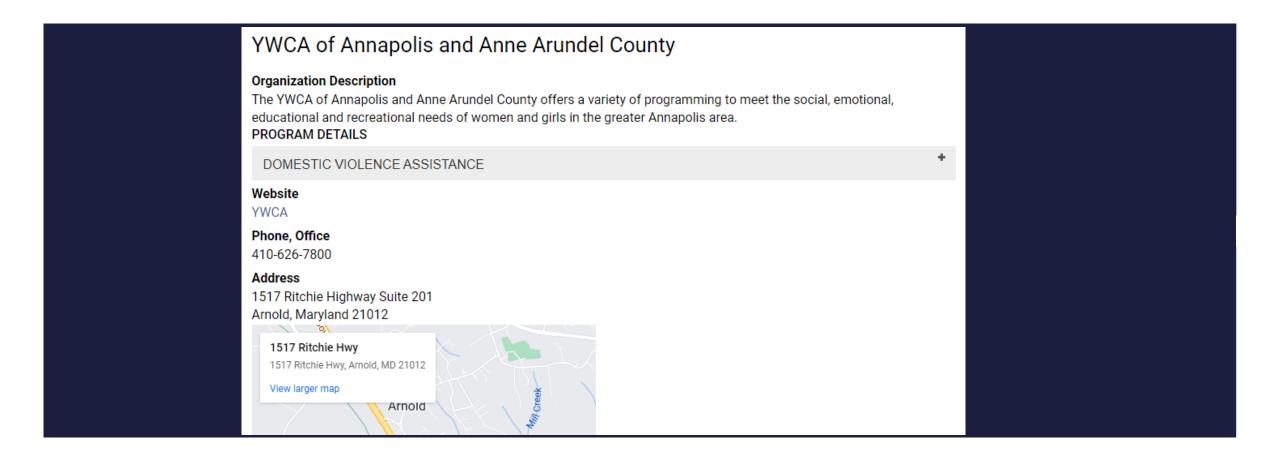
**GOVERNMENT BENEFITS & SERVICES** 

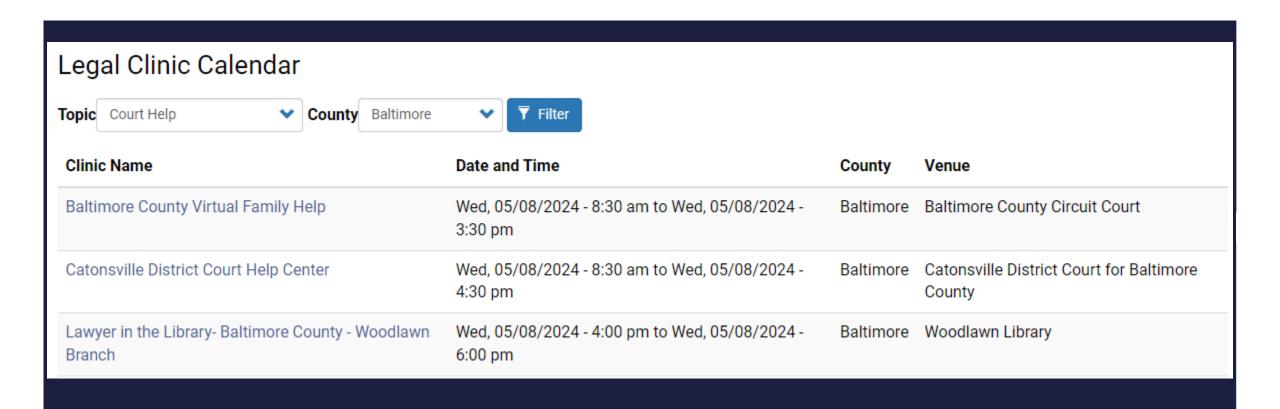
HOW DO I?	+	LANDLORD - TENANT	+
CONSUMER	+	LIFE AND HEALTH PLANNING	+
CRIMINAL	+	OTHER LEGAL ISSUES	+
DOMESTIC VIOLENCE	+	REAL ESTATE AND OTHER HOUSING	+
EDUCATION	+	TIOUSING	
EMPLOYMENT	+	WILLS - ESTATES - PROBATE	+
FAMILY LAW	+	YOUTH LAW	+
I AIVIIL I LAVV			

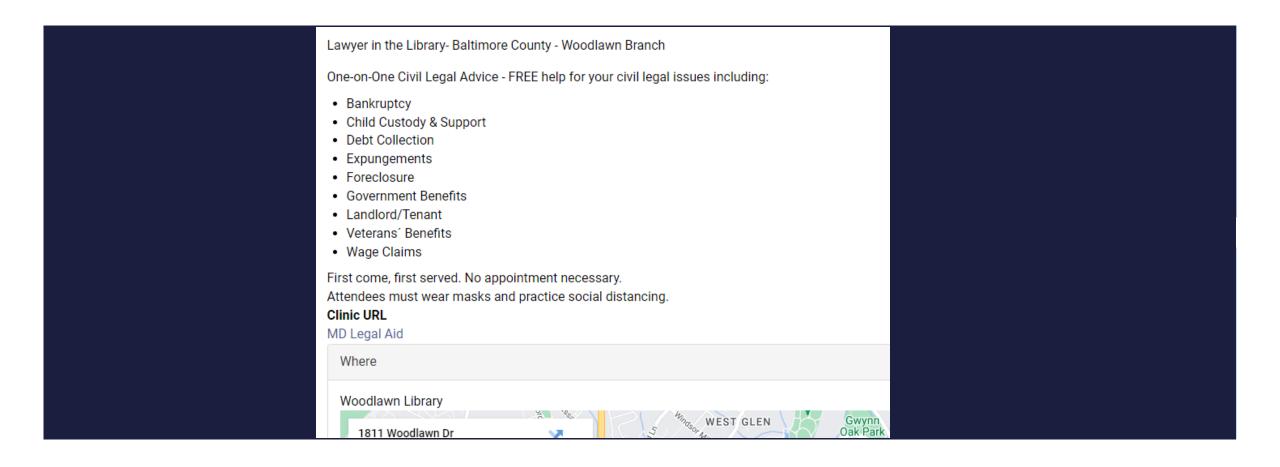
The People's Law Library: peoples-law.org











### **Help Centers**

 Staffed by attorneys who provide guidance/advice in a limited capacity

#### **Law Libraries**

 Staffed by librarians who can find information to supplement a direct request for more knowledge in a particular area of law

#### MARYLAND COURT HELP CENTER

Free legal help with your civil matter. 8:30 am - 8:00 pm, Mon - Fri

Call or Chat



In-Person



ASK A MARYLAND LAW LIBRARIAN

Submit a legal information question to the Thurgood Marshall State Law Library

CLICK HERE



What is service of process? Expungement? Rent Escrow? Each video in this series tackles a specific legal subject.



#### Court Basics

From filing fees to court interpreters, videos in this series deliver fundamentals on how the court operates.



Learn More >>

#### Family

Videos on family matters, including Child Custody, Child Welfare, and Divorce.



#### Guardianship Get Started

Considering becoming a guardian? Have you been appointed? This video series has the information you need



track to selfrepresentation.

Should you represent

yourself? Or should you

get a lawyer? These

videos help get you on



- Gain a basic understanding of a legal topic before seeking legal assistance
- Videos on court basics and procedural and substantive topics
- Each video page has links to a tip or fact sheet, transcript, and court information
- Spanish captioning available

## Court Help Video Library: mdcourts.gov/video



# Court Forms Finder: mdcourts.gov/courtforms/finder

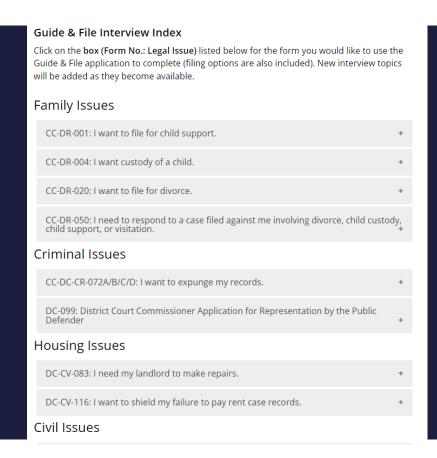
### Use filters to narrow down forms:

Does an SRL already know what form they need?

SRLs can use the **Court Form Search bar** to find forms!



# Court Forms Search: mdcourts.gov/forms



- Tool to assist SRLs in completing forms online
- Guides SRLs through a series of questions, or "interview," and copies those answers directly into the appropriate court form
- Completed forms can be filed in person, by mail, or electronically

# Guide and File: mdcourts.gov/guideandfile

(City/County)

#### CIVIL - DOMESTIC CASE INFORMATION REPORT

#### DIRECTIONS Plaintiff: This Information Report must be completed and attached to the complaint filed with the Clerk of Court unless your case is exempted from the requirement by the Chief Justice of the Supreme Court of Maryland pursuant to Rule 2-111(a). Defendant: You must file an Information Report as required by Rule 2-323(h). THIS INFORMATION REPORT CANNOT BE ACCEPTED AS A PLEADING FORM FILED BY: ■ PLAINTIFF □ DEFENDANT CASE NUMBER CASE NAME: Jane Doe John Doe PHONE: 410-260-1126 PARTY'S NAME: Jane Doe PARTY'S ADDRESS: 1111 Nice Town Ln Nice Town, MD 11111 PARTY'S E-MAIL: alvarezkimberly65@yahoo.com If represented by an attorney: PARTY'S ATTORNEY'S NAME: PHONE: PARTY'S ATTORNEY'S ADDRESS: PARTY'S ATTORNEY'S E-MAIL: I am not represented by an attorney RELATED CASE PENDING? Yes No If yes, Case #(s), if known: PLEADING TYPE New Case: ☑ Original Existing Case: ☐ Post-Judgment ☐ Amendment If filing in an existing case, skip Case Category/ Subcategory section - go to Issues section. SPECIAL REQUIREMENTS ☐ Spoken Language Interpreter - Attach form CC-DC-041 ☐ If you require an accommodation for a disability under the Americans with Disabilities Act - Attach form CC-DC-049 ALTERNATIVE DISPUTE RESOLUTION INFORMATION Is this case appropriate for referral to an ADR process under Md. Rule 17-101? (Check all that apply) A. Mediation Yes No C. Settlement Conference Yes No B. Arbitration Yes No D. Neutral Evaluation ☐ Yes ☒ No If no, explain why: Not necessary. IF NEW CASE: CASE CATEGORY/SUBCATEGORY (Check one box.) Domestic Family ☐ Alimony/Spousal Support Agency/TV-D Change of Name Independent Proceedings ☐ Annulment ☐ Child Support ☐ Change of Name ☐ Amend Birth Certificate □ Breach ☐ Paternity/Parentage ☐ Adult ☐ Change of Sex ☐ Child Support - Private □ UIFSA ☐ Minor ☐ Correct Death Certificate □ Custody □ Declare Deceased ■ Divorce Adoption □ Dispose Body ☐ Emancipation ☐ Adoption - Independent ☐ Amend Marriage Certificate ☐ Enforce Foreign Order ☐ Adoption - Private Agency ☐ Family Legal/Medical □ Paternity/Parentage Guardianship ☐ Recognition as Legal Child ☐ Guardianship of Adult Person and/or Property □ Visitation ☐ Guardianship of Minor Person and/or Property CC-DCM-001 (Rev. 12/2022) 2 -----

Page 1 of 2

	Mark this box if this form contains Restric	cted Information.
ANRYL	% CIRCUIT COURT FOR	Queen Anne's County , MARYLAND
. 42	d control countries	City/County
100	Located at 200 N. Commerce Street Centre	eville, MD 21817 Telephone 410-758-1773
Olci	Court Address	
		Case No.
	e Doe	John Doe
	Nice Town Ln	Defendant 1111 Nice Town Ln
Street A Nice	Address Town, MD 11111 410-260-1126	VS. Street Address Nice Town, MD 11111 410-260-1126
	ate, Zip Telephone	City, State, Zip Telephone
alvar E-mail	ezkimberly65@yahoo.com	alvarezkimberly65@yahoo.com E-mail
		R ABSOLUTE DIVORCE
		y Law § 7-103)
MDE		ns Restricted Information (confidential by statute, rule
		ng Restricted Information Pursuant to Rule 20-201.1
		ck the Restricted Information box on this form.
Visit	ne Doe	er. Only list the last four digits of account/ID numbers.
, 04	Name	, state that:
1	The defendant and I were married on	4/18/2022 in Centreville/Queen Anne's/MD
•	D	ate of marriage City/County/State where married
	United States in a E	d civil □ religious ceremony.
2.	Check all that apply:	
	☑ I have lived in Maryland since	4/1/2022 Month/Year
	My spouse has lived in Maryland since	e <u>4/1/2022</u> Month/Year
	☑ The grounds, or legal reasons, for divo	
	(for a list of grounds see number 13 be	elow)
	☐ The grounds for divorce occurred outsi	ide Maryland and either my spouse or I have been a
	resident of Maryland for at least six (6)	) months prior to the date this complaint was filed.
3.	cases about me, my spouse, or the child(rer	en involved (as a party, witness, etc.) in the following  a). Examples include cases such as custody, child support,  order, paternity, divorce, visitation (child access), CINA,

COADI CC-DR-020 (Rev. 07/2022) Page 1 of 6





Simple. Fast. Free.

Interviews guide you to complete court forms.

\* Court filing fees may still apply.

#### Handling a court case yourself?

Maryland Guide & File is a new tool developed by the Maryland Courts to help you complete court forms online.

The application guides you through a series of questions called an "interview." When you're done, the program automatically generates all the forms you will need, along with detailed instructions on what to do next.

Download, print, sign, and file your documents with the court.

Find Maryland Guide & File at: mdcourts.gov/guideandfile





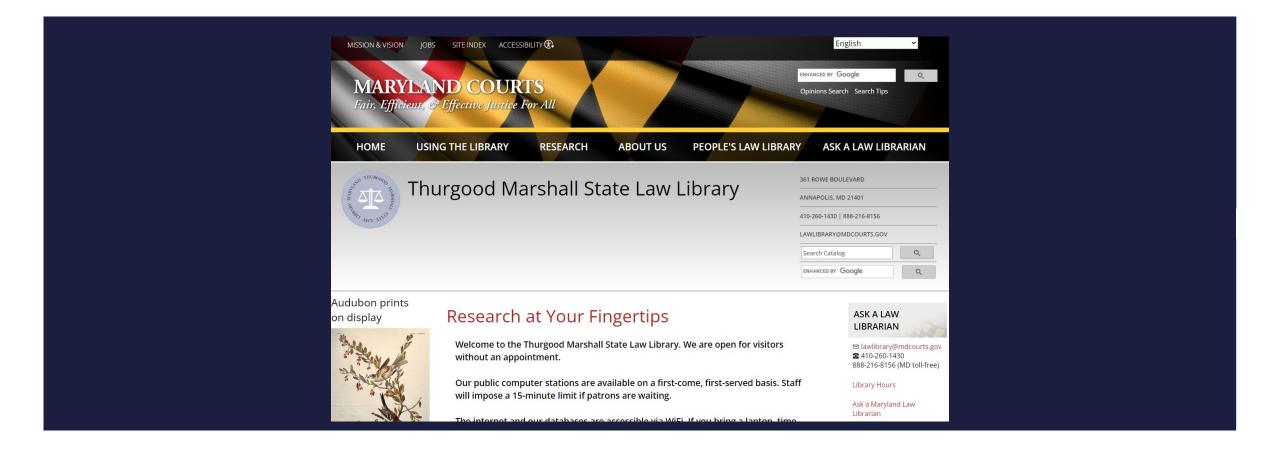
Guided interviews make it easier to complete court for Why Use Maryland Guide & File?

- Convenient. Use it from any computer with internet access.
- Smart. The application knows the forms you need based on your answers.
- Start and finish when you want. Create an account to save your work and return later.
- File your forms. Completed forms can be filed in person or by mail. Some interviews can be e-filed directly from the application. (Not available for cases filed in Baltimore City.)

#### **Resources include:**

- Getting Started
  - Quick Reference Guide & Video
- Frequently Asked Questions
- Guide & File Flyer for Litigants

# Guide and File Resources: mdcourts.gov/guideandfile



# State Law Library Website mdcourts.gov/lawlib



## State Law Library Website mdcourts.gov/lawlib

## Gateway to Maryland Law

The Thurgood Marshall State Law Library has an extensive collection of primary and secondary sources focusing on Maryland law. Many of these resources are available online, but some require physical presence at the Library to access.

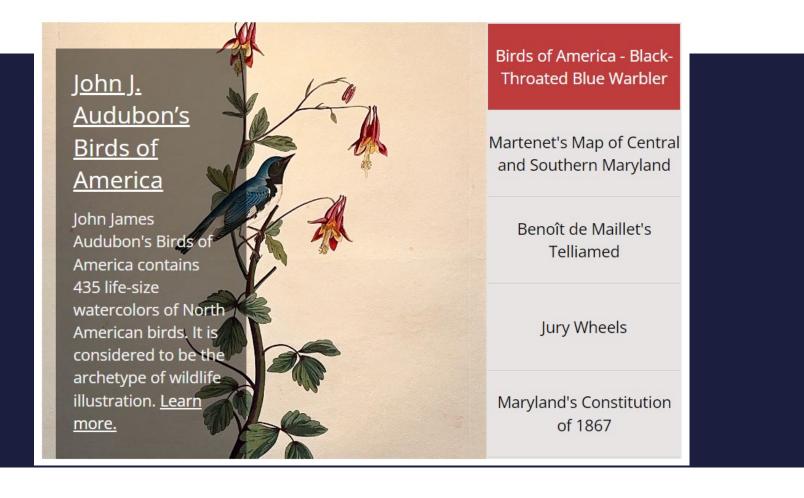
Maryland Code | County and Municipal Codes | Court Rules | Case Law | Regulations | Attorney General Opinions | State Publications | Task Force Reports | Incorporated by Reference | Law Reviews and Journals

State Law Library Website mdcourts.gov/lawlib/research/gateway-to-md-law

#### Contents

- 1. **Getting Started**: Legal Information vs. Legal Advice
- 2. Public Law Libraries
- 3. Self-Help
- 4. Attorneys
- 5. State Government Structure
- 6. Citing Maryland Law
- 7. Primary Sources of Law
- 8. State Constitution
- 9. State Legislative Law
- 10. Local Law
- 11. **State Judicial Law** (Courts), including forms information
- 12. **State Regulatory Law** (Executive Branch and Agencies)

Maryland Public Library Toolkit mdcourts.gov/lawlib/using-library/for-librarians/public-library-toolkit



## Special Collections Room mdcourts.gov/lawlib/research/special-collections-room

**Free 1-hour classes** taught by attorneys from the Maryland Court Help Centers

#### **Topics include:**

- Filing for divorce
- Child custody
- Filing a case in the District Court
- Filing for expungement

#### Free Online Classes (Webinars)

FREE 1-hour classes taught by attorneys from the Maryland Court Help Centers. Watch live or on demand.

#### Live Classes



Filing for Divorce in Maryland

January 19, 2023 3:00 p.m.

March 22, 2023 11:00 a.m.

An attorney from the Maryland Courts Help Center will guide you through the Absolute Divorce form.



Child Custody

February 23, 2023, 1:00 p.m.

An attorney from the Maryland Courts Help Center will provide information about child custody laws in Maryland.

On Demand Classes



Responding to a Complaint for Custody in Maryland

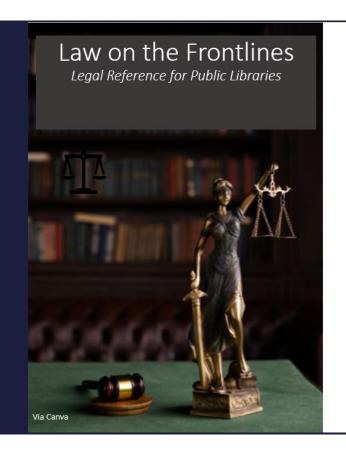
In this class, an attorney from the Maryland Court Help Center will walk you through filling out the Answer and Counter Complaint

Watch Now

Register

Register

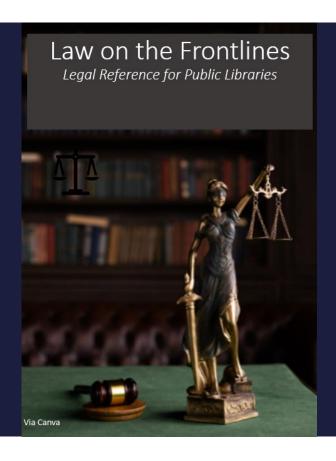
Free Legal Help Webinars: mdcourts.gov/legalhelp/webinars



Best Practices for Legal Reference

TMSLL/CMCLLD/MdA2JC 2024 02 rev

### Law on the Frontlines Legal Reference for Public Libraries



### Learn about:

- Access to Justice and why it matters to public libraries
- Legal reference interviews
- Resources for legal information
- Making referrals

Law on the Frontlines
Legal Reference for Public Libraries

YOU ARE IN:

Research

Catalog

Gateway to Maryland Law

Databases

Research Guides

Collections

Special Collections Room

### Gateway to Maryland Law

The Thurgood Marshall State Law Library has an extensive collection of primary and secondary sources focusing on Maryland law. Many of these resources are available online, but some require physical presence at the Library to access.

Maryland Code | County and Municipal Codes | Court Rules | Case Law |
Regulations | Attorney General Opinions | State Publications | Task Force Reports |
Incorporated by Reference | Law Reviews and Journals

Maryland Code and Laws of Maryland

### ADDITIONAL RESOURCES

- · Maryland Code and Rules
- Maryland County Codes
- Maryland Law Collections
- Maryland Law Reviews and Journals
- Maryland Municipal Codes
- Maryland Publications
- Scanned Collections
- Task Force Reports

Gateway to Maryland Law

#### Maryland Law Libraries Thurgood Marshall State Law Library **Circuit Court Law Libraries** Charles County Prince George's County Allegany County Anne Arundel County **Dorchester County** Queen Anne's County Baltimore City 🚨 Frederick County St. Mary's County Baltimore County Garrett County Somerset County **Calvert County** Harford County Talbot County Caroline County Howard County & Washington County Carroll County Kent County Wicomico County Montgomery County Cecil County **Worcester County** L indicates the library is staffed.

#### Thurgood Marshall State Law Library

Member, Conference of Maryland Court Law Library Directors

MDEC e-Filing Support from the Thurgood Marshall State Law Library

Access: Click here for details.

Staff: Yes, full time

Address: 361 Rowe Blvd, Annapolis MD 21401 Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m. Holiday closures posted on Library website

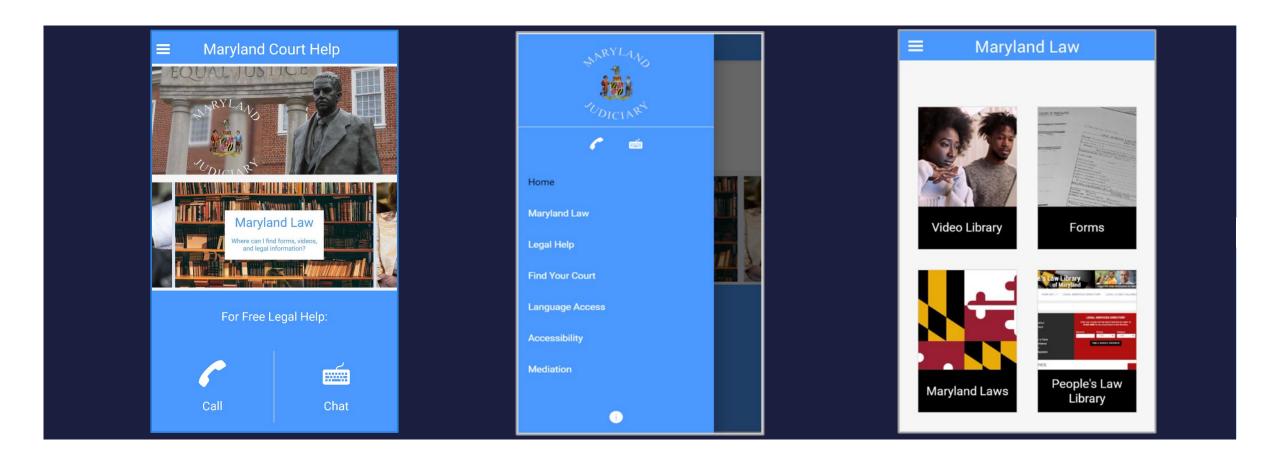
Phone: (410) 260-1430

Photocopies: Copiers available, \$.50 per page

Computers: Computers with internet access and printers are available for public use.

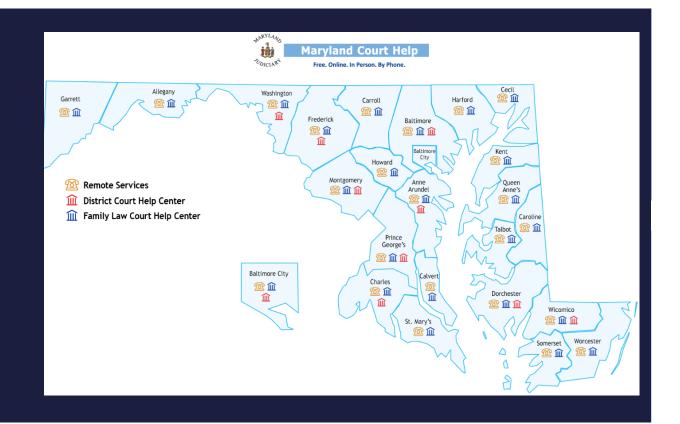
Printing is \$.50 per page. Wifi is available.

# Where is your closest law library? mdcourts.gov/ccll



## Maryland Court Help App mdcourts.gov/courthelp/mobileapp

- 10 District Court Help Centers
  - 2 "All Civil" Centers Frederick and La Plata
- 24 Family Law Court Help Centers
- Call and chat are available
  - Mon Fri at 8:30 AM 8:00 PM



# Maryland Court Help Centers: mdcourts.gov/helpcenter



#### Court Language Services

#### For the Public

Request an interpreter or learn how the court supports language needs Español | Français | русский | 한국어 | 中文



#### **Court Interpreters**

Resources for court interpreters



#### Apply to Become a Court Interpreter

Information on how to apply for the court interpreter program



## Toolkit for Judges and Court Staff CourtNet (Intranet)

Tools and resources to help judges and court staff assist persons with limited English

proficiency



Learn More >>

#### Services include:

- Language Identification Guide
- Language Line
- Flyers, forms, brochures, and other information are available in Spanish, French, Russian, Korean, and Chinese
- Video Remote Interpreters
- ASL Interpreters

# Language Services & Portals: mdcourts.gov/languageservices

## Order copies of Access to Justice materials:

- Public Access to Court Records brochures
- Court Help Center flyers
- Flyers and pocket cards advertising the App, the Court Help Videos, and Guide & File
- Language services posters, flyers, and language line materials

#### Legal Information for the Public

- Public Access to Court Records Brochures
- Court Help Materials:
   Maryland Court Help Centers (Remote Services Phone & Chat) 8.5x11 flier
  - English
  - Spanish
  - French
  - Russian
  - Korean
  - Chinese
  - Amharic
  - Haitian Creole
  - Portugese

#### **Order Forms**

- Online Order Form: Court Help Materials
- Online Order Form: Public Access to Court Records Brochures
- Online Order Form: Court Support
- Online Order Form: Language Services

# Publication Orders: mdcourts.gov/accesstojustice/publications

## What questions do you have?





Q&A

Thurgood Marshall State Law Library **Access to Justice** 

Leland.sampson@mdcourts.gov 410-260-1430

Brittany.west@mdcourts.gov 410-260-2508





## Thank you!