

## General Information

The Alden E. Miller Law Library of Clackamas County exists in accordance with ORS 9.840. The Law Library is funded entirely by a portion of the civil case filings fees collected in the Clackamas County Circuit Courts. The Clackamas County Bar Association appoints the Law Library Committee which administers the Law Library.

State law (ORS 9.160) and Law Library policy prohibit staff from doing anything which might constitute the unauthorized practice of law. Law Library staff members are available to assist patrons with locating materials and performing legal research during all regular business hours. If you have questions or comments, please contact the Law Librarian.



## Location and Contact Information

**Holman Law Center**  
**821 Main Street, Room 101**  
**Oregon City, Oregon 97045**  
**Phone: 503-655-8248**  
**Fax: 503-655-8229**  
**Law Librarian:**  
**Jennifer Bascom, J.D., M.L.I.S.**  
**lawlibrary@co.clackamas.or.us**



### HOURS

Monday - Friday  
8:30 am - 5:00 pm  
Except Holidays.



# Alden E. Miller Law Library of Clackamas County



**Providing legal research  
assistance, resources  
and information to  
Clackamas County  
citizens, attorneys,  
litigants and staff.**

<http://www.co.clackamas.or.us/lawlibrary>

# Services

## Conference Rooms

The Holman Law Center has three rooms available for conferences, meetings, reading, arbitrations, depositions, etc. Reservations can be scheduled in advance or the rooms may be used on a first-come, first-served basis.

## Photocopier

The Law Library has a self-service photocopy machine. Copies are ten cents each.

## Wireless

The Law Library has wireless access that is available within the first floor of the Holman Law Center. Passwords and assistance are provided by Law Library staff.

## Telefacsimile

The Law Library has a fax machine that is available on a fee-for-service basis.

## Citation Requests

Attorneys can request up to ten citations per day by telephone or email. Requests will be e-mailed or faxed within 24 hrs.

## After-hours Access

Clackamas attorneys may apply for an after-hours access cardkey that will allow twenty-four hour entry to the Law Library.

# Circulation

The Law Library seeks to ensure that materials in its collection are available for use on the premises. The Law Library is primarily a legal reference (non-circulating) library.

Although non-attorneys are not permitted to check out materials, they are welcome to use all of the Law Library resources and materials to perform legal research during regular business hours.



Select materials (those with a call number) can be checked out by attorneys with an Oregon State Bar card for a period not to exceed ten days. CLE seminars with audio cassettes/compact discs and handbooks are available to be checked out. An attorney can have up to three materials checked out at any given time. All other designated materials may not be removed.

# Collection

## Holdings

The Law Library has a select collection of local, state and federal materials accessible in print and through online subscriptions.

## Forms

The Law Library does not have ready-made forms available. Law Library staff can assist patrons with locating sample forms that can be used to help them create their own forms. Law Library staff can also assist with locating other forms.

## Research

The Law Library has eight public access terminals available for computer assisted legal research only. The Law Library also has two staff terminals with a broader range of access. A laptop computer is available for attorney usage. All patrons can access Lexis-Nexis, Westlaw, OJIN Online, RIA Checkpoint, Shepard's Online, the Internet and OSB CLEs at no cost.

Law Library staff members are available to provide both computer and traditional legal research assistance to Clackamas County citizens and employees during all regular business hours. Research assistance requests may be made in person, by email or telephone.