

TULSA COUNTY LAW LIBRARY

500 S. Denver Tulsa, OK 74103

2nd Floor Tulsa County Courthouse

Phone: 918-596-5404 Fax: 918-596-4509

Hours: 8:30 a.m.- 5:00 p.m.
Monday - Friday (closed holidays)

The library operates pursuant to Oklahoma State Statute Title 20, § 1201 *et seq.* (est. Nov. 1, 1949). The print collection of 25,000+ volumes is complemented by online legal databases. Photocopy services, facsimile services, nine computer workstations, and an Optelec ClearView video magnifier are available to patrons.

TULSA COUNTY LAW LIBRARY SERVICES

COPY SERVICE:

Library staff may copy library materials and/or personal documents as requested by patrons. Patrons must pay for copies upon receipt. **Copy orders are filled as quickly as possible.**

The Law Library maintains a coin-operated photocopy machine for patrons' self-use.

Library staff may copy materials as requested by a licensed attorney or law firm via mail, fax, telephone, or requests left at the counter. Copy orders containing vague information will not be processed. An invoice detailing services and total amount due will accompany all copy orders returned by fax or mail.

Library staff may give a refund or credit against a future copy order only when: (a) text portion of copies is illegible; (b) staff copied material not requested; or (c) staff copied materials contrary to patron request.

Library staff may **not** give a refund or credit against a future copy order when: (a) the patron mistakenly requested copies of unwanted materials; (b) patron altered request after the copies were made; or (c) patron furnished an illegible original to be copied.

Licensed attorneys and law firms have the opportunity to open Monthly Charge Accounts. **Patrons with monthly accounts are allowed to charge copy services only.** Charges totaling less than \$1.00 will not be accepted. On the first day of each month a statement will be mailed to the responsible party. Full payment is due by the 10th of each month. Delinquent monthly accounts will be closed with restrictions on future services.

Copy Service closes at 4:55 p.m. daily.

NOTICE: WARNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

Payment for all services is due upon receipt. Monthly Account payments are due by the 10th of each month. Please make checks payable to the Tulsa County Law Library.

Library services will be suspended for nonpayment.

FAX SERVICE:

Library staff may transmit and/or receive via the facsimile machine any and all documents as requested by patrons. A cover sheet may be furnished without cost to patrons upon request; however, patrons must pay for transmission of a cover sheet. Patrons may also receive documents via facsimile transmission. Patrons must pay for any and all facsimile services upon receipt. Prices are based on sending and receiving within the United States.

Fax Service closes at 4:55 p.m. daily.

FILE-BY-FAX SERVICE:

Library staff may accept documents for filing via facsimile transmission or electronic mail from a licensed attorney only. The Library cannot advance any court costs or fees.

Library staff will deliver a copy of the filed document to the judge when applicable and will return to the attorney via fax a file stamped copy along with an invoice.

Library staff will file documents within two hours of receipt of the last page to be filed. Incomplete requests will not be processed. **E-mail filings require confirmation by phone from attorney.** Filing requests after 4:00 p.m. will incur a rush filing fee.

New filings will **not** be accepted on accounts more than 30 days past due. The Library reserves the right to suspend all services permanently for frequently overdue accounts.

Statute states that the courts must accept facsimile filings, NOT that the Law Library must provide this service.

OS Title 12, Sec. 2005 provides for the service and filing of legal documents:
Paragraph (E)(2) authorizes filing of facsimile copies in lieu of original documents.
Paragraph (E)(3) details filing with the court by facsimile transmission. [Fed. R. Civ. P. 5(e)]

File-By-Fax services close at 4:45 p.m. daily.

REFERENCE SERVICE:

Library staff may **instruct** patrons on the proper usage of the library materials; **direct** patrons to the appropriate resources; **advise** patrons on research strategies and sources; and, **refer** patrons to other libraries or agencies. Library staff does not Shepardize cases.

Library staff does not offer legal advice, legal counseling, legal guidance, or any legal opinions to patrons. Library staff does not interpret the law or read definitions, statutes, or cases over the telephone. Patrons who telephone the library with legal questions are encouraged to visit the library to consult the legal materials. Library staff may not make recommendations about or provide referrals to attorneys, but may provide the telephone number of the Tulsa County Bar Association's **Lawyer Referral Service** (587-6014).

FILE BY FAX

TULSA COUNTY LAW LIBRARY 500 S. DENVER, TULSA, OK, 74103 TEL(918)596-5404 FAX(918)596-4509

In Accordance with Oklahoma Statute Title 12 Section 2005 (E)(3)

DATE: _____

INVOICE #: **FF** _____

TO BE COMPLETED BY ATTORNEY:

ATTORNEY: _____ BAR ID# _____

FIRM: _____ TELEPHONE: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

TITLE PLEADING: _____ #PAGES: _____

PLEASE CHECK ALL THAT APPLY:

- FILE
- RUSH FILING (4:00 p.m. - 4:45 p.m.)
- DELIVERY TO JUDGE _____ PICK-UP
- RETURN BY MAIL / FAX

FOR OFFICE USE ONLY:

INVOICE

PAGES 1-10 FILED	@ 1.00 PER PG	_____ PGS	\$ _____
PAGES 11 + FILED	@ .50 PER PG	_____ PGS	\$ _____
RUSH FILING (4-4:45P.M.)	@ 10.00	_____	\$ _____
DELIVERY/PICK-UP	@ 3.00 EACH	_____	\$ _____
MAIL RETURN	@ 3.00	_____	\$ _____
FAX RETURN LOCAL	@ .50 PER PG	_____ PGS	\$ _____
FAX RETURN LD	@ 1.00 PER PG	_____ PGS	\$ _____

TOTAL AMOUNT DUE \$ _____

DATE PAID: _____ CHECK # _____ AMOUNT _____

ANY PLEADING REQUIRING A FILING FEE WILL NOT BE FILED!

*SERVICE AVAILABLE TO LICENSED ATTORNEYS ONLY; FILING MUST BE RECEIVED BY 4:45 P.M.
NEW FILINGS WILL NOT BE ACCEPTED ON ACCOUNTS MORE THAN 30 DAYS PAST DUE.*

PLEASE PAY FROM THIS STATEMENT

PAYMENT IS DUE IMMEDIATELY UPON RECEIPT OF INVOICE.

FILE PICK UP

TULSA COUNTY LAW LIBRARY 500 S. DENVER, TULSA, OK, 74103 TEL(918)596-5404 FAX(918)596-4509

DATE: _____

INVOICE #: **FP** _____

TO BE COMPLETED BY ATTORNEY:

ATTORNEY: _____ BAR ID# _____

FIRM: _____ TELEPHONE: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

CASE NUMBER: _____ TITLE DOCUMENT _____ #PAGES: _____

PLEASE CHECK ALL THAT APPLY:

PICK-UP FROM COURT CLERK JUDGE CHAMBERS _____

ORDERED FROM RECORDS (storage)

RETURN BY MAIL

RETURN BY FAX

FOR OFFICE USE ONLY:

INVOICE

PHOTOCOPIES	@	.20 PER PG	_____ PGS	\$ _____
PICK-UP	@	3.00 EACH	_____	\$ _____
MAIL RETURN	@	3.00	_____	\$ _____
FAX RETURN LOCAL	@	.50 PER PG	_____ PGS	\$ _____
FAX RETURN LD	@	1.00 PER PG	_____ PGS	\$ _____

TOTAL AMOUNT DUE \$ _____

DATE PAID: _____ CHECK # _____ AMOUNT _____

Separate charges by Court Clerk for certification of documents may incur.

SERVICE AVAILABLE TO LICENSED ATTORNEYS ONLY

REQUEST MUST BE RECEIVED BY 4:45 P.M. REQUESTS ARE NOT BE ACCEPTED ON PAST-DUE ACCOUNTS.

PLEASE PAY FROM THIS STATEMENT

PAYMENT IS DUE IMMEDIATELY UPON RECEIPT OF INVOICE.

TULSA COUNTY LAW LIBRARY
500 SOUTH DENVER
TULSA, OKLAHOMA 74103

PHONE: (918) 596-5404

FAX: (918) 596-4509

COPY ORDER

DATE: _____

INVOICE : # _____

Name:	_____
Firm:	_____
Address:	_____
City:	_____ State: _____
Telephone:	_____
Fax:	_____

Please Check One of the Following:

- Call When Ready: _____
- Hold For Pick-up: _____ a.m. _____ p.m.
- Return by Fax: _____
- Document Delivery: _____ am _____ pm

Volume	Book	Page

CLIENT _____
(To be named by attorney/firm, if required)

PLEASE PAY FROM THIS STATEMENT

- COPIES # _____ @.20
- CPU COPIES # _____ @.20
- FAX OUT/IN LOCAL # _____ @.50
- FAX OUT-LD # _____ @1.00
- MAILING # _____ @3.00
- COURIER DELIVERY # _____ @5.00
- \$ TOTAL DUE** _____

<i>FOR OFFICE USE ONLY:</i>		
DATE: _____	CHECK# _____	AMOUNT: _____

TULSA COUNTY LAW LIBRARY PRICES

COPY SERVICE:

COPIES	\$.20 PER PAGE
CPU COPIES	\$.20 PER PAGE
LOCAL FAX (IN/OUT)	\$.50 PER PAGE
LONG DISTANCE FAX (OUT)	\$ 1.00 PER PAGE
DOCUMENT DELIVERY	\$ 5.00 PER ORDER
MAILING	\$ 3.00 PER ORDER

FILE-BY-FAX:

FILING (1-10)	\$ 1.00 PER PAGE
FILING (11 +)	\$.50 PER PAGE
RUSH FILING (4-4:45 p.m.)	\$10.00 PER ORDER
DELIVERY TO JUDGE	\$ 3.00 PER ORDER
PICK-UP FROM JUDGE	\$ 3.00 PER ORDER
RETURN BY MAIL	\$ 3.00 PER ORDER
RETURN BY FAX LOCAL	\$.50 PER PAGE
RETURN BY FAX LONG DISTANCE	\$ 1.00 PER PAGE

TULSA COUNTY LAW LIBRARY SERVICES POLICY

All Library computer workstations should be used for information gathering only, not as a communication medium, nor a submission medium. Public use of electronic mail, computer games, newsgroups and other interactive services is prohibited.

INTERNET ACCESS SERVICE:

The Tulsa County Law Library provides equal and free access to Internet resources to all library users. Library staff does not censor, monitor, control, or guarantee accuracy of information found on the Internet. Patrons are responsible for any information accessed and are advised, as with all library materials, to exercise judgement and discrimination when evaluating the usefulness and reliability of material found on the Internet. The Law Library discourages improper access and display of material harmful to minors which would be in violation of Oklahoma Statute Title 21, § 1040.76 (1996).

Patrons are prohibited from violating copyright law, software license agreements, and/or other patron's privacy. Patrons may not deliberately crash or disrupt computer systems or workstations; modify files or install software; alter, remove or damage configurations; introduce viruses; play sound or video files; interfere with the work of other users; conceal or misrepresent their name or affiliation to mask irresponsible or offensive behavior; set up a personal e-mail account or web page; send abusive or patently offensive or unwanted material to others; or any other illegal acts promulgated from or targeting the library's computers or computer systems. Misuse of library computers or network resources may constitute trespass or disruptive behavior, both carry legal consequences.

The Internet workstation uses Netscape software designed to browse the World Wide Web and is not equipped with word processing software. Dial-in access is not available through the library. Preregistration and time limits for patrons may be necessary to provide equitable access based on public use and demand.

Downloading to a disk at the workstations is not available; however, printing of information is available at the regular copy fee. Print jobs should be collected at the counter after payment. Please be aware that payment is expected for all printing from computer workstations regardless of patron intent.

All computer services close at 4:45 p.m. daily.

Tulsa County Law Library

On-Line Resources Available

Bureau of National Affairs (BNA)

ABA/BNA Lawyer's Manual on Professional Conduct

Americans with Disability Act Manual

Criminal Law Reporter

Employment discrimination Report

Family Law Reporter

The United States Law Week

LexisNexis

Oklahoma Enhanced Library

Shepard's Citator Services

TULSA COUNTY LAW LIBRARY PATRON POLICY

GENERAL INFORMATION:

- Patrons must conduct themselves at all times in a manner which does not annoy others.
- Quiet shall be maintained in all study areas.
- Access to library equipment is on a first-come, first-serve basis.
- Only one person per table in study areas: *no attorney-client conferences!*
- Only licensed attorneys are allowed to use the "Attorney Telephone."
- No smoking is allowed in the Law Library at anytime.
- No food or beverages including water are allowed.
- Portable phones and pagers shall be turned off upon entering the library.
- Walkways and aisles must be kept clear.
- Library materials shall **not** be taken from the premises without prior permission.
- Patrons should re-shelve their books.
- Sleeping is prohibited in the library.
- Children must be accompanied by a responsible adult at all times.
- Disruptive children and the accompanying adult(s) will be asked to leave the premises.
- Posting or distributing printed materials is prohibited.
- Access to computer equipment is terminated daily at 4:50 p.m.
- Patrons should report damaged library materials/property to Law Library Director.
- Services may be denied to any patron who does not observe these rules and restrictions.