

UPDATED

2024

October 21st - 26th

LAWYERS IN LIBRARIES

*Guide for
Library Staff*



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INTRODUCTION

In partnership with the Law Library of Louisiana, the State Library of Louisiana, and the Louisiana Library Association, the Louisiana State Bar Association (LSBA) is hosting its **11th annual Lawyers in Libraries** events. With the help of Louisiana's librarians and the LSBA's Access to Justice staff, volunteer attorneys will provide library patrons with brief, **limited legal services and resources** at no charge.

Louisiana's Lawyers in Libraries statewide week of service is held annually during National Celebrate Pro Bono Week, scheduled this year for **October 21-26, 2024**. Individual events are scheduled throughout the week based on attorney preference and library availability.

Lawyers in Libraries events will take place both **in-person and virtually**. Attorneys can sign up online for two-hour **"Ask-a-Lawyer" sessions**, where they meet with patrons one-on-one **in person at the library** or **over the phone** to answer their civil legal questions and connect them to further resources.

Lawyers in Libraries will again host attorneys for **virtual webinars** educating the public on timely legal issues, broadcast on our ["LSBA Louisiana Lawyers in Libraries" Facebook page](#) throughout the week of the program.

Libraries are encouraged to host events by registering to participate at:

<https://www.surveymonkey.com/r/ZYZGX2G>.

Please note that by registering for any in-person Ask-A-Lawyer events, you are providing library availability to host volunteers. Events are confirmed once a volunteer is secured. While organizers make every effort to recruit volunteer attorneys for each in-person Ask-A-Lawyer event libraries register for, that is not always possible. Thus, **events are confirmed when libraries are emailed with the information of the attorney volunteer(s) and their date(s) and time(s) for volunteering.**

For more information, contact:

Stephanie Beagh, Access to Justice Projects Counsel, at stephanie.beagh@lsba.org, or Bridget Berins, Access to Justice Coordinator, at bridget.berins@lsba.org.

LAWYERS IN LIBRARIES

ASK-A-LAWYER SESSIONS IN PERSON

ASK-A-LAWYER SESSIONS BY PHONE

LEGAL PRESENTATIONS ON FACEBOOK

EVENT OVERVIEW

Ask-a-Lawyer sessions are two-hour events where patrons to meet one-on-one with an attorney for 15-20 minutes each to ask questions about their individual legal issues. Volunteer attorneys provide as much information and guidance as they feel comfortable communicating. They can also direct patrons to free and low-costs legal resources in the “Resources & Referrals” list (pg. 17), which includes statewide lawyer referral information, contact information for legal aid & pro bono organizations, & additional resources. *Please print several copies of this list for attorneys to share with patrons.*

During COVID-19, we introduced phone consultations as a way to continue the program while we couldn’t meet in person, but we learned that they are a great option for attorneys and patrons who may not be able to get to the library for an event.

There are two ways you can help connect patrons who prefer to speak with an attorney over the phone instead of in person at the library:

- You can direct patrons to sign up or help them sign up for consultations online at bit.ly/3VmAvu4. *The deadline for patron sign-up is October 13th.*
- You can collect patron information using the Sign-Up Sheet included in this Guide. *If using this method, please email the sheet to Bridget.Berins@lsba.org by October 14th.*

Patrons who sign up will be matched with an attorney, who will call the patron’s provided phone number for a consultation during a time the patron has indicated they are available. If the patron does not answer, the attorney may try again later during the time slot or may leave a message directing the patron to submit their question online at LA.FreeLegalAnswers.org.

Lawyers in Libraries will again host attorneys for virtual webinars on common legal issues, broadcast on the [“LSBA Louisiana Lawyers in Libraries” Facebook page](#) throughout the week of the program. Past topics have included divorce and custody, successions and estate planning, bankruptcy, and more. We encourage you to share our promotional posts on your library’s Facebook page to help spread the word.

Additionally, based on patron, attorney, and library feedback, we are opting not to organize in-library workshops as we have in previous years, unless specifically requested by an attorney or library. This will allow us to focus more closely on making sure events meet individual patrons’ legal needs, which may include complex personal or private matters.

Special thanks to the Law Library of Louisiana, the State Library of Louisiana, the Louisiana Library Association, & all participating libraries!

CHECKLIST FOR LIBRARIES

1

Sign Up

- Review your library branch or branches' availability during the week of October 21-26. Lawyers in Libraries events are scheduled in two-hour time slots and require use of a private room or quiet area for attorneys to meet one-on-one with patrons.
- Sign up at the link below based on library space and staff availability. Volunteer attorneys will then be able to choose from any of the dates and times you select:
www.surveymonkey.com/r/LiLibrarySurvey.
- By registering for in-person Ask-A-Lawyer events, you are providing library availability to host volunteers. Events are not confirmed until a volunteer is secured. While organizers make every effort to recruit volunteer attorneys for each event libraries register for, that is not always possible. Thus, in-person events are confirmed when libraries are emailed with the information of the attorney volunteer(s) and their date(s) and time(s) for volunteering.
- Once an event is confirmed, please reserve a room & staff for those time slots. Ask-a-Lawyer sessions should take place in a private room or area out of earshot from other patrons. Staff will be needed to direct the volunteer attorney and patrons to the meeting space.

2

Connect with Attorneys

- Once an attorney signs up for an event at your library, we will email you and the volunteer attorney confirming the date, time, and library location. Please save this email so that you can contact the attorney with logistics regarding the event.
- You may not receive notification of attorney sign-ups immediately. The sign-up period is open late July through early October, and LSBA staff will actively work to recruit attorneys throughout this period.

3

Pre-Event Promotion

- The LSBA promotes all events via LSBA publications & partner organizations. However, participating libraries usually have closer local contacts to help get the word out within their communities, & we need your help.
 - **Website:** If your library has a website, promote the event on your newsfeed & make sure to add the event to your 'upcoming events' calendar.
 - **Social media:** If your library has a social media presence, promote the event on social media by creating a Facebook event & hashtag. Follow our "LSBA Louisiana Lawyers in Libraries" Facebook page & share posts. Make sure to post leading up to the event.
 - **Newsletter:** A library newsletter is a great way to promote the event to library users. We have provided a sample press release for you to customize.
 - **Local Media:** Contact local newspapers & radio stations to see if they will run a story about your event. A sample press release is contained in these materials.
 - **Flyers:** We highly recommend putting up flyers around the library to promote the event. Sample flyers are included in the materials. For maximum impact, we also suggest distributing flyers around the community, including at schools; aged-care facilities, churches; local businesses; medical centers; courts; and community bulletin boards.

CHECKLIST FOR LIBRARIES

4

Pre-Event Organization

- The LSBA will connect you with each volunteer attorney via a confirmation email when they sign up to volunteer at your library. Please reach out to the attorney directly with logistics regarding the event, such as who will meet them when they arrive, whether they will have WiFi access, etc.
- We will have Zoom Q&A sessions for library staff at 12:00PM on Tuesday, April 2, 2024 or Wednesday May 8, 2024, to answer any questions you may have about hosting events. Register to attend here: April 2nd (bit.ly/49YWMEj) or May 8 (bit.ly/3V4pmjy).
- Print copies of materials included in this guide that will be needed on the day of the event:
 - Sign-up Sheet (pg. 14) – The Sign-Up Sheet can be posted in advance of the event or can be used to organize walk-in patrons on the day of the event. Keep in mind that an attorney volunteering for a two-hour time slot will have time to see about 6-8 patrons for 15-20 minutes each.
 - Intake Waiver (pg. 16) – All patrons who meet with a volunteer attorney must sign an Intake Waiver acknowledging that the attorney is not providing legal representation.
 - Resources & Referrals List (pg. 17-18) – Please print several copies for attorneys to provide to patrons.

5

Day of Event(s)

- Make sure that all your library staff working on the day of the event know the details of the event, so that they can assist patrons & provide clear instructions to the volunteer(s). Consider having a staff member coordinate or monitor the Sign-Up Sheet on the day of the event to ensure that people are served in the order that they arrive.
- Please take pictures of the event! To protect people's privacy, please avoid photos of the patrons attending the events. However, we encourage you to take pictures of the attorney volunteers & library staff to use for future event promotion.
- Continue to promote the event using banners, signage, and word of mouth. You can post pictures or updates of the event to social media or your website on the day of the event to encourage patrons to attend.

6

After the Event

- Collect completed Intake Waivers from volunteer attorney(s) and send them to Stephanie Beagh (stephanie.beaugh@lsba.org | 601 St. Charles Ave, New Orleans, LA 70130).
- Send any pictures of the event, identifying the people in them, and pictures of any promotional displays to stephanie.beaugh@lsba.org.
- Shortly after the events have concluded, all participating libraries will receive a brief follow-up survey via email. Your feedback is greatly appreciated and helps us improve every year.

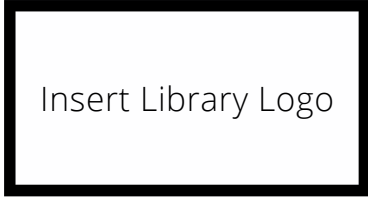
For More Information:

If you have any questions, please contact Stephanie Beagh at Stephanie.Beaugh@lsba.org or Bridget Berins at Bridget.Berins@lsba.org.



PRE-EVENT PROMOTION

The following documents are to assist librarians with advertising events in their parish libraries. If volunteer attorneys would like their name & firm name included, please let the library contact know. Attorneys may also use these materials to promote events.



<add date>

<add contact person(s)/info -- either LSBA, LLA, from local libraries, or all>

<Library> Parish Library Partners with La. State Bar Association to Host Lawyers in Libraries Events October 21st – 26th

<Insert Library Name> Library is pleased to announce that it is participating in the tenth annual “Lawyers in Libraries” statewide program in partnership with the Louisiana State Bar Association (LSBA), the State Library of Louisiana, and the Louisiana Library Association. This year, library patrons across the state have the opportunity to meet with attorney for brief “Ask-a-Lawyer” consultations in person at participating libraries and over the phone.

<If you’re participating in in-person events, include this paragraph:>

On Oct. <__>, <Attorney name> will provide free <individual consultations on legal issues> at <time> at the <name> branch located at <address>. Those interested in the event at XXX branch on <date> [can sign up __ / do not need to sign up in advance]. Presentations from other attorneys on topical legal issues will also be broadcast daily throughout the week via the “LSBA Louisiana Lawyers in Libraries” Facebook page. These programs are free and open to the public.

<If you’re participating in virtual/phone events, include this paragraph:>

Patrons interested in phone consultations can sign up [enter what way you’re having them sign up]. Presentations from other attorneys on topical legal issues will also be broadcast daily throughout the week via the “LSBA Louisiana Lawyers in Libraries” Facebook page. These programs are free and open to the public.

This attorney-library partnership is a critical one in a state where nearly 20% of the population lives below the federal poverty line, with many more just barely making ends meet. Many people need legal assistance but cannot afford an attorney or don’t know where to start. The Lawyers in Libraries program allows participants to get basic information on their legal issue and be connected to further free and low-cost legal resources. Attorneys can answer questions on a wide range of civil legal topics such as: Bankruptcy, Collection Matters, Custody, Divorce, Evictions, FEMA/Disaster Benefits, Food Stamps, Foreclosures, Housing, Medicaid, Social Security, SSI/SSDI, Successions, Taxes and Wills, and more. (The program does not address criminal matters.)

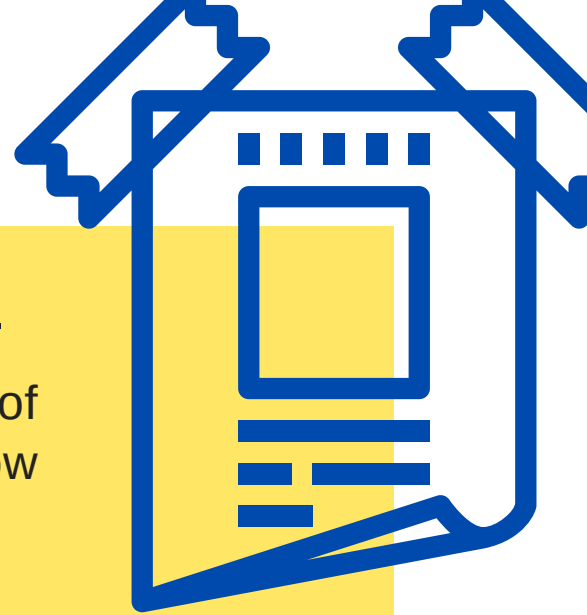
<Insert quote from local librarian; suggested quote below:>

“Public libraries are natural starting points for people in search of information and services. Library staff can provide direction to available resources, but not legal advice. The Lawyers in Libraries program is a great benefit to patrons needing legal help, especially in areas without a legal aid office.”

Thanks to the combined efforts of the LSBA, LSBA members, the State Library of Louisiana, LLA, Law Library of Louisiana, legal aid partners, local bar associations, and other community partners, the success of Lawyers in Libraries has only grown over the years. Since its launch, attorneys have assisted over 10,000 Louisianans and reached patrons in every parish in the state.

For more details or help finding an event in your area, contact your local library or visit www.LouisianaLawyersinLibraries.org.

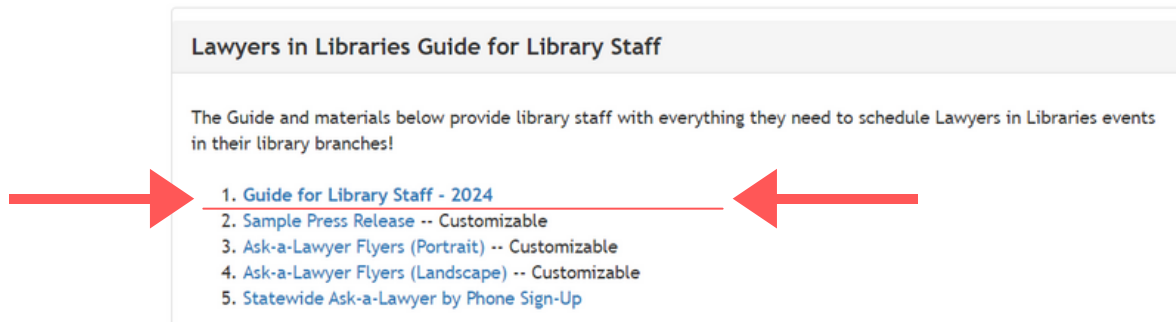
The Louisiana State Bar Association assists its more than 23,000 members in the practice of law. The statewide association, as part of its multi-faceted mission, promotes and maintains access to justice initiatives for the state’s residents, assists the Louisiana Supreme Court in its regulation of the practice of law, upholds the honor of the courts and the profession, and supports programs that increase public understanding of and respect for the law.



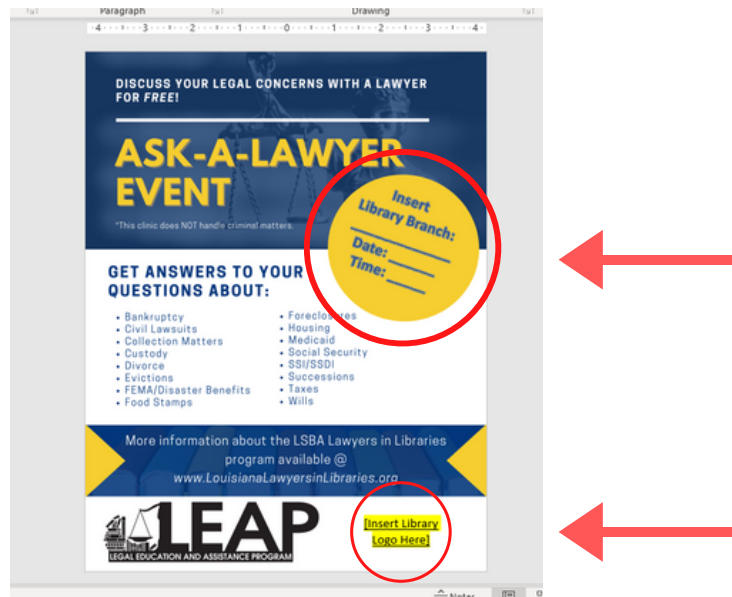
CUSTOMIZING FLYERS

To change the electronic versions of the Ask-a-Lawyer flyers, please follow these steps.

1. Download the Powerpoint file with both flyers from "For Librarians" page on www.LouisianaLawyersinLibraries.org.



2. Double-click on the blanks to edit the text and enter the information specific to your event.



3. After it is correct, to export as a .jpeg (for website applications), click on the File menu. Choose "Save As" and in the drop-down menu on the right, click on "JPEG".

**DISCUSS YOUR LEGAL CONCERNS WITH A LAWYER
FOR FREE!**

ASK-A-LAWYER EVENT

*This clinic does NOT handle criminal matters.

GET ANSWERS TO YOUR QUESTIONS ABOUT:

- Bankruptcy
- Civil Lawsuits
- Collection Matters
- Custody
- Divorce
- Evictions
- FEMA/Disaster Benefits
- Food Stamps
- Foreclosures
- Housing
- Medicaid
- Social Security
- SSI/SSDI
- Successions
- Taxes
- Wills

More information about the LSBA Lawyers in Libraries
program available @
www.LouisianaLawyersinLibraries.org



DISCUSS YOUR LEGAL CONCERNS WITH A LAWYER BY PHONE FOR *FREE!*

Virtual Ask-a-Lawyer Event

HOW IT WORKS:

- Sign up now for a free, 15-20 minute “Ask-a-Lawyer” phone consultation!
- When signing up, indicate dates and times you are available during Lawyers in Libraries week (October 21-26, 2024).
- An attorney will call you during one of these times. They can answer basic questions about your civil legal issue and direct you to more free or low-cost legal resources.
- They cannot answer questions about criminal issues.

Sign up @

*Registration ends
October 14th.

WHAT IF I MISS THE CALL?

If you miss the call, the attorney may leave a message stating that they will try again at another time. If they are not able to reach you during the window, you can submit your question online at [LA.FreeLegalAnswers.org](https://www.LA.FreeLegalAnswers.org) or visit www.lsba.org for more resources.



**LIVE WEBINARS
ON LEGAL TOPICS**

Check out the “LSBA Louisiana Lawyers in Libraries” Facebook page for daily workshops Oct. 21-26th!

MATERIALS FOR THE EVENT

- Sign-Up Sheets – use to organize patrons for in-person and phone consultations.
- Intake Waiver – each patron meeting in person with an attorney must complete this waiver.
- Resources & Referrals – print copies for attorneys to provide to patrons.

LOUISIANA STATE BAR ASSOCIATION
"LAWYERS IN LIBRARIES"
OCTOBER 2024
INTAKE WAIVER
(REQUIRED FOR ALL PARTICIPANTS)

Name: _____

Legal Issue: _____

I am requesting assistance with my legal issue from a volunteer attorney at the Louisiana State Bar Association (LSBA) "Lawyers in Libraries" event. I understand that an attorney may provide me with information or advice based on the information I provide, but does not represent me in this matter. Enrollment of counsel is neither expressed nor implied. I further understand that the volunteer attorney may assist both sides in cases. I do not have any expectation of confidentiality concerning any matter discussed, and understand that if I wish to have a confidential consultation, I should consult with or retain a private attorney. I have read and understand the disclosure statement written above.

Signature: _____

FOR OFFICE USE ONLY

Volunteer Name: _____

Legal Issue Discussed: _____

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Brief Q&A (0-5min) | <input type="checkbox"/> Provided Form(s) |
| <input type="checkbox"/> Extended Q&A (5-15min) | <input type="checkbox"/> Assisted w/Form(s) Preparation |
| <input type="checkbox"/> Analyzed Court Document(s) | <input type="checkbox"/> Referral to _____ |
| <input type="checkbox"/> Analyzed Other Document(s) | <input type="checkbox"/> Other _____ |

Notes: _____



RESOURCES & REFERRALS

Below are free and low-cost legal services and resources for Louisianans.

1) 'Find Legal Help' Online Portal: www.LSBA.org/goto/FindLegalHelp

The Find Legal Help Portal found on the Louisiana State Bar Association's page provides information on the spectrum of legal resources available throughout the state. This page includes information on: lawyer referral programs, legal aid organizations, online resources, forms, self-represented litigant resources, and other organizations that provide legal information.

2) Louisiana Civil Legal Navigator:

The Civil Legal Navigator, available at www.LouisianaLegalNavigator.org, is a FREE online resource that provides customized legal information, local court forms, referrals to legal aid, and more for a limited number of civil legal topics.

3) Louisiana's Legal Service Providers

Legal service organizations are non-profit legal aid programs that provide civil legal help to those who meet certain income qualifications. Refer patrons to a legal aid office in their area:

Acadiana Legal Service Corporation: www.la-law.org

- Alexandria Office (d.b.a. Legal Services of Central Louisiana): 1-866-275-2572
- Franklin Office: 1-866-275-2572
- Lafayette Office: 1-866-275-2572
- Lake Charles Office: 1-866-275-2572
- Monroe Office (d.b.a. Legal Aid of North Louisiana): 1-866-275-2572
- Natchitoches Office (d.b.a. Legal Aid of North Louisiana): 1-866-275-2572
- Shreveport Office (d.b.a. Legal Aid of North Louisiana): 1-866-275-2572

Southeast Louisiana Legal Services: www.slls.org

- Baton Rouge Office: (855) 512-3980
- Covington Office: (800) 891-0076
- Gretna Office: (800) 624-4771
- Hammond Office: (800) 349-0886
- Houma Office: (800) 256-1660
- New Orleans Office: (877) 521-6242
- St. Charles Office: (985) 331-3034

4) Modest Means Directory: www.LSBA.org/public/FindLegalHelp/ModestMeans.aspx

The Modest Means Online Directory provides a list of attorneys who charge reduced fees to people who earn up to 400% of the Federal Poverty Line.

5) Free Legal Answers: <https://LA.FreeLegalAnswers.org>

LA.FreeLegalAnswers.org is an online pro bono program that allows people to ask civil legal questions that are answered by attorney volunteers. Financial Eligibility Requirements apply.

RESOURCES & REFERRALS

Below are free and low-cost legal services and resources for Louisianans.

6) Guides for Self-Represented Litigants & Court Forms

- A variety of approved forms for self-represented litigants, mostly for domestic issues, are available at: www.lsba.org/Public/FindLegalHelp/Forms.aspx.
- The Law Library of Louisiana's Guide for Self-Represented Litigants (lasc.libguides.com/SRL) includes help finding legal information, resources, and referrals.
- The Legal Education & Assistance Program (LEAP) has published LibGuides, which provide basic information about various legal issues and connect people with attorneys and services in their area.

7) Louisiana Law Help: www.louisianalawhelp.org

Louisiana Law Help is a free site designed to offer clear, concise legal information to members of the public in a variety of areas. The site also provides self-help tools for people representing themselves and links to local legal aid providers.

8) Lawyer Referral Programs

If patrons don't know the name of an attorney, some cities have local bar associations that provide contact for a referral to attorneys in their area. These referral programs are listed below:

- Lafayette Bar Association: (337) 237-4700 - www.lafayettebar.org

9) LSBA Disaster Hotline: 1-800-310-7029

Those in need of disaster-related help can call the LSBA's Disaster Hotline to speak with an attorney. Post-disaster tips for recovery, tips for filing insurance or FEMA claims, and information on legal aid, fraud, and important contact information is also available in this Post-Disaster Tips for Recovery:

www.lsba.org/documents/News/LSBANews/DisasterTipsWorksheet.pdf.

10) Domestic Violence Resources

- Louisiana Coalition Against Domestic Violence Confidential 24/7 Hotline - (888) 411-1333 or visit <https://lcadv.org>
 - For parish-specific domestic violence organizations and programs, please visit <https://lcadv.org/programs-resources/>
- National Domestic Violence Hotline - (800) 799 SAFE (7233) or www.ndvh.org
- National Sexual Assault Hotline - (800) 656-HOPE (4673)

11) Other State Resources

- Governor's Office of Elderly Affairs: (225) 342-7100 or <http://goea.louisiana.gov/>
- Louisiana Child Abuse Hotline: 1-855-4LA-KIDS, (1-855-452-5437)

ADDITIONAL MATERIALS

The following documents are flyers for legal resources available throughout the state. Library Staff and Attorneys may give these to patrons who may need additional assistance and/or information.



Find Legal Help

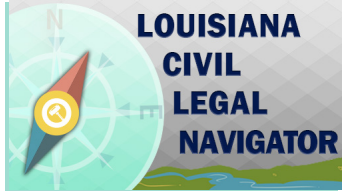
The Louisiana State Bar Association's "Find Legal Help" Portal is designed to help you identify your legal options, find an attorney and/or legal aid organization in your area, and access other services and resources that may be of assistance in resolving your legal issue. To access the information listed below, go online to:

www.LSBA.org/goto/FindLegalHelp



Find an Attorney

It is always in your best interest to speak with a licensed attorney about your legal issue. Use the "Find an Attorney" button to search a directory of Louisiana attorneys by name or location. Some cities have a "referral program" through local bar associations.



LOUISIANA CIVIL LEGAL NAVIGATOR

The Louisiana Civil Legal Navigator is a free online resource that helps diagnose your legal issue and provides customized legal information, local court forms, referrals to legal aid, and more for a limited number of civil legal topics.

Civil Legal Navigator



Legal Aid and Pro Bono Organizations

If you cannot afford to hire an attorney, you may be able to get free legal help from a "legal aid" or "pro bono" organization in your area. To view services in your area, click this button in the portal and select your parish.

Legal Aid & Pro Bono Organizations



Modest Means Directory

The Modest Means Directory provides a list of attorneys who charge reduced fees to people who meet certain income eligibility requirements. Use the directory to locate an attorney near you who handles your specific type of legal issue.

Modest Means Directory



Self-Help Services & Legal Forms

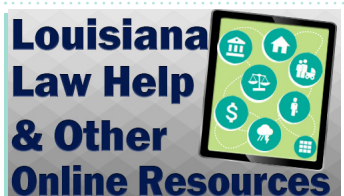
If you cannot afford an attorney and legal aid services are unavailable, you may be able to represent yourself in court. To view forms and any self-help centers or services in your area, click this button in the portal and select your parish.

Self-Help Services & Legal Forms



LA.FreeLegalAnswers.org

LA.FreeLegalAnswers.org is a free online program that allows you to ask civil legal questions through the website, which are answered by volunteer attorneys. Please note that you must meet certain income requirements to be eligible.



Louisiana Law Help & Other Online Resources

Law Help & Other Online Resources

This section of the portal provides links to LouisianaLawHelp.org, and other online resources, including local and statewide services, that can help you learn more about your legal issue and options.

Louisiana Civil Legal Navigator



Legal Information. Simplified.



Choose a
Legal Topic



Answer a Few
Questions



Get Customized
Legal Info

Currently Available Navigators Include:



Divorce



Child Custody



Employment &
Unemployment



Landlord Tenant



Legal Referrals

www.LouisianaLegalNavigator.org

NEED A LAWYER, BUT CAN'T AFFORD TO HIRE ONE?

LA.FreeLegalAnswers.org
may be able to help.

LA.FreeLegalAnswers.org is for those who need legal information but cannot afford to hire an attorney. Legal questions submitted to the site will be reviewed and answered by a Louisiana licensed attorney. There is no cost to post a question or to receive an answer on the site.

There are income eligibility requirements for those who want to use the site.

Users must meet the following requirements:

- ◆ Be 18 or older
- ◆ Not currently in jail or prison
- ◆ Have a household income within the federal poverty guidelines

This site ONLY allows civil legal questions – no criminal legal questions will be answered by volunteer attorneys.



Louisiana
State Bar
Association

Serving the Public. Serving the Profession.

INFORMATION FOR THE PUBLIC

Find Affordable Legal Assistance



Modest Means Online Legal Directory may be able to help

www.lsba.org/public/findlegalhelp/

The **Modest Means Online Legal Directory** is an online listing of attorneys who charge reduced rates. Those who qualify can view the list and directly contact an attorney.

To use the Directory, your income must fall at or below 400% of the Federal Poverty Guidelines (see chart). Before using, you must agree to the terms and input your household income and family size.

Once determined eligible and the list appears, **you can choose an attorney** you would like to reach out to and contact him or her directly using the contact information provided. There is no cost to use the Directory.



Your annual income based on household size must be at or below this amount to view the Directory:

Household Size	Annual Income*
1	\$60,240
2	\$81,760
3	\$103,280
4	\$124,800
5	\$146,320
6	\$167,840
7	\$189,360
8	\$210,880

*The income information you provide will be verified by the attorney.

**This is not a referral service. You must directly contact the attorneys listed.
Legal representation is not guaranteed.**

Louisiana State
Bar Association
Access to Justice

 Louisiana
State Bar
Association
Serving the Public. Serving the Profession.

ONLINE GUIDE TO FREE LEGAL HELP

Louisiana LawHelp.org

Visit to find legal
information and self help
tools on topics like:

- Family Law
- Work and Employment
- Housing and Landlord
Tenant Law
- Public Benefits
- Money, Debt, and
Consumer Issues
- Wills and Life Planning
- Youth Rights
- and more!

**NEED LEGAL HELP?
CHECK OUT THE LEGAL
PROGRAM DIRECTORY.**

LouisianaLawHelp.org



Welcome to the Law Library

The Law Library of Louisiana was established by the Louisiana State Legislature in 1838. Today, it is a part of the Supreme Court of Louisiana. The Library serves the people of Louisiana in many ways. Although the Library's primary responsibility is to support the research needs of the judiciary, a wide variety of information services are also extended to members of both the executive and legislative branches of the state government; to members of the Louisiana State Bar Association, regardless of location; and to the public, including self-represented litigants. The Library also collaborates with public libraries statewide and other special libraries in order to provide the most robust information assistance.

We welcome you to the Library. Your research needs are important to us.

Providing access to legal information and research assistance for judges, judicial staff, the bar, and the public throughout the state.

The Law Library of Louisiana

Supreme Court Building
400 Royal Street
Second Floor
New Orleans, Louisiana
70130-2104

Telephone: (504) 310-2400
TTY: (504) 310-2547
Fax: (504) 310-2419

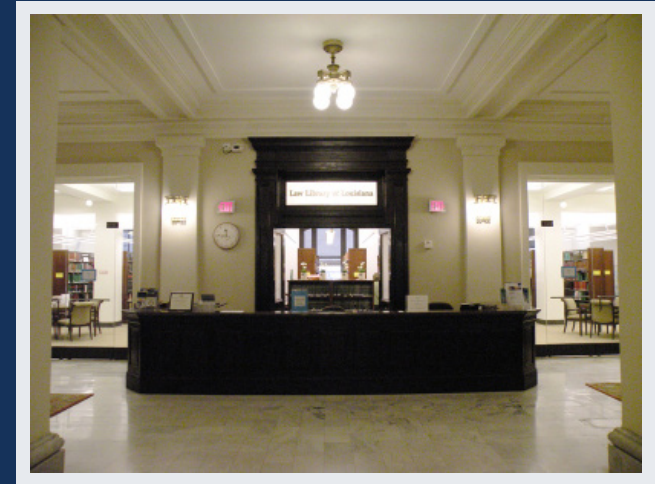
Toll-free within Louisiana:
(800) 820-3038

Email: library@lasc.org
Website: lasc.libguides.com

Hours:
Monday - Friday
8:30 a.m. - 4:30 p.m.



LAW LIBRARY OF LOUISIANA



Providing Legal Information
Services for the Judiciary,
the Bar, and the Public



lasc.libguides.com

Collections

- Comprehensive Louisiana law collection, including government documents, as well as many historical materials, rare books, and treatises
- All 50 states' laws and federal laws in print and/or electronic formats
- Free access to electronic databases such as Westlaw, Lexis, HeinOnline, and Gale Legal Forms
- 6 public access computer terminals for legal research
- Books on a wide variety of legal topics
- Research guides to help find legal information
- Hundreds of legal periodicals in print and electronic formats
- Scanning, photocopying, and interlibrary loan services



How the Library Can Help You

Reference Assistance

Reference librarians are here to help you find the legal information you need. We can provide basic legal research assistance and training. We can also help you research other topics such as science or demography that are related to your legal inquiry. We are available via phone, email, or in person. We can assist you in finding information in other libraries as well.

Online Services

The library has an online catalog, which you can access at lasc.libguides.com. Six public computer terminals provide access to numerous databases for free.

Document Delivery

We can email, mail, or fax opinions, legislation, or articles for a fee. We also provide a free public scanner and a self-service coin-operated photocopy machine.

Research Guides

The library has several research guides available on our website, including how to find legislative history and how to locate Louisiana cases.

Education

The library hosts periodic trainings for the public on a variety of topics such as researching in databases or Louisiana legal history.

Library staff cannot:

- Give legal advice
- Interpret the meaning of statutes, cases, or regulations
- Select statutes, cases, forms, or regulations for your situation
- Tell you how to file a document, which document to file, or how to proceed with court actions
- Proofread documents for you
- State opinions on legal matters
- Do legal research for you

