



Getting the Help You Need From the Law Library & Resource Center During COVID-19

Update, 08/06/20 – The Arizona Superior Court in Pima County remains committed to protecting the public, its staff, and its judiciary. So, while the Court continues to function, the spread of the virus has demanded we adjust the way we interact with the public. Therefore, Pima County Superior Court’s Law Library & Resource Center is closed to the public and has temporarily suspended **in-person** services until further notice.

However, we know you may still need help, so the Law Library staff will respond to your [emails](#) and telephone requests Monday through Friday, 8:00 a.m. until 4:45 p.m.

REFERENCE ASSISTANCE:

In your communications, please provide as many details as possible so we may better serve you.

- This information may include:
 - Type of case, most recent case activity, what you hope to accomplish, is the case Post or Pre-Decree?

Telephone: Please call **520-724-8456** to speak with Law Library staff Monday through Friday, 8:00 a.m. through 4:45 p.m. Staff will assist and guide patrons to sources of current, accurate legal information.

Email: Please send questions to LawLibrary@sc.pima.gov, and a Law Library staff member will respond.

Law Library Website: Visit the Superior Court’s [Law Library](#) online, where reference materials, self-service forms, and research guidance can be found.

Legal Forms: Library staff will, free of charge, photocopy items or scan and email up to 15 pages from the Law Library’s print collection for you to pick up outside of the east entrance to the Superior Courthouse, located at 110 W. Congress in Tucson, 85701. When requesting forms, please try to provide the title of the exact form needed.

➤ Document Pickup

- If you call between 8:00 a.m. and 1:00 p.m. you may collect your documents the same day.
- If you call between 1:00 p.m. and 4:45 p.m. you may collect your documents the next day.
- Documents are delivered to the pickup location every 15 minutes during regular business hours, from 8:00 a.m. until 5:00 p.m., Monday through Friday.

Westlaw Legal Research: If provided an exact citation, Law Library staff will email Westlaw search results.

NEW! Westlaw is now providing direct access to their legal database for Law Library patrons. Register directly with Westlaw for **20 hours of usage or 14 days, whichever comes first**. Content includes primary law, secondary sources, litigation, as well as “Practical Law” on the Westlaw Classic platform. To register, visit

<https://legal.thomsonreuters.com/en/c/remote-patron-access> Detailed instructions are [here](#).



LEGAL ADVICE

While the Arizona Code of Conduct for Judicial Employees prohibits court employees from providing legal advice, Law Library staff can:

- Provide information that may help you prepare for court;
- Explain general court processes and procedures;
- Provide court forms;
- Refer you to applicable state and local court rules; and,
- Advise how to contact an attorney.

Please allow 48 business hours for Library staff to respond to your requests, due to increased call and email volume.

The Court thanks you for your understanding and your patience. Stay well.