



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

Update, May 11, 2021 – Pima County Superior Court’s Law Library & Resource Center is happy to announce it has reopened for **brief** in-person visits, Monday through Friday, from 8:30 a.m. until 5:00 p.m.

- Occupancy is limited to ten library patrons at a time
- Visits are limited to twenty minutes or less
- Patrons may access legal court forms, computers, printers, photocopiers, and print materials
 - Materials may not be checked out

Law Library staff will continue to respond to your [emails](#) and telephone requests for assistance Monday through Friday, 8:30 a.m. until 5:00 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, 8:30 a.m. through 5:00 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

- Documents will be delivered to the pickup location twice each business day, at noon and 4:00 p.m.
 - If you call in the morning, you may collect your documents after noon.
 - If you call in the afternoon, you may collect your documents after 4:00 p.m.

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

- Westlaw is 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, and “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.

The Family Court free legal clinic will continue to hold consultations remotely. Call 520-724-8456 for more details.

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

**The Superior Court remains committed to serving the public while protecting the wellbeing of court visitors, staff, and its judiciary. The court thanks you for your understanding and your patience.**