

NWSBA CENTER PROCEDURES

1. The CENTER will not be staffed. The CENTER will be locked at all times. To gain access you must be a paid NWSBA member in good standing and have paid \$20 for a pass or key fob for access.
2. All Third District Judges have access to the CENTER and will receive fob free of charge.
3. **BY RECEIVING ACCESS AND A KEY FOB YOU AGREE TO THE POLICIES, PROCEDURES, RULES AND REGULATIONS PERTAINING TO THE CENTER, WHICH ARE SUBJECT TO CHANGE.**
4. If you should lose a key fob, a replacement will cost \$50, which covers cost and time to deactivate and reactivate the fobs.
5. The CENTER will be open during courthouse operating hours. The only exception is if a member is on trial and needs access to the CENTER to print out documents or provide information to a judge on the same day.
6. Members must clean up after themselves. Failure to do so will subject members to discipline. This is not your home or office and use of the CENTER is a privilege, not to be abused.
7. Only attorneys are allowed access to the CENTER. The public is allowed access only with an accompanying attorney, and only one client at a time.
8. Fridays from 9:30 a.m. to 12:30 p.m. the CENTER will host Legal Self Help Center in the dedicated conference room for the Self Help Center. This conference room is off limits from all other attorneys at all times.

From 1:00 a.m. to 3:00 p.m. the CENTER will provide a separate conference room for Pro Bono assistance.

If there is only one volunteer attorney or staff member, then only one pro se client will be allowed into the room at a time. If there are two volunteer attorneys or staff members, two pro se clients will be permitted into the CENTER. All other pro se clients seeking assistance will have to sign in and wait outside the CENTER until the volunteer attorney brings them in.

9. If attorneys come to the CENTER with clients, the attorneys must use the conference rooms and not the general area. Conference rooms are limited to ½ hour blocks and are available first come first serve. The general areas are strictly limited for attorneys, not clients or the public.

10. Attorneys who bring their clients to the CENTER are responsible for the actions and conduct of their clients.

11. The CENTER will have networked computers available for members to use. The computers will have the NWSBA website as its home page and will have many different legal web search engines preset. (see computer policy)
12. There will be two ink jet printers installed. There will be a 10-page limit for the number of pages that can be copied or faxed.
13. The CENTER will be wirelessly connected through a provider for internet access. There will be no wired phone service. Members will need to use their own cell phones. Calls can also be made through the internet.
14. The NWSBA will be able to put on CLEs in the room, which will have a wi-fi enabled television capable of connecting to computers for power point presentations. The television will be connected to cable. CLEs must be set up through the NWSBA; no ad hoc CLEs will be permitted. Confirmed and scheduled CLEs will have priority to general use.
15. The CENTER will not be stocked with food, unless donated.
16. The CENTER will have a water cooler.
17. The CENTER will have a coffee maker/dispenser, with coffee that is donated by sponsors. Please thank the sponsors and do not abuse this perk!
- 18. The CENTER will be monitored via security camera. No sound will be captured to ensure privacy. The NWSBA is not responsible for any property left or allegedly lost in the CENTER and attorneys or persons who leave said coats, personal items or other personal property do so at their own risk.**
19. For all questions, to schedule a CLE, and/or complaints or for any issues please call NWSBA staff at 847-621-2378 or jbarth@nwsba.org.