



## Circuit Court of St. Mary's County, Maryland

JOHN HANSON BRISCOE CIRCUIT COURTHOUSE

41605 COURT HOUSE DRIVE

Post Office BOX 859

LEONARDTOWN, MARYLAND 20650

MICHAEL J. STAMM  
ADMINISTRATIVE JUDGE

301-475-4200 ext. \*4140

July 22, 2020

*Use of the Law Library and Self-Help Center of the Saint Mary's Circuit Court of Saint Mary's County.*

### *Library and Self-Help Center*

1. Social distancing will be enforced by security in the courthouse library and the Self-Help Center, to include limiting to 10 the number of people permitted in the library at one time, and 2 in the Self -Help Center, cordoning off certain areas and limitations on access to the copier and computers.
2. Two (2) computer terminals are available for use in the Law Library. One (1) is reserved for those attorneys and litigants scheduled for Court on the day of use. The second computer terminal is available for use by the public not scheduled for a court session on the day of use.
3. To use the computer terminal reserved for same day court sessions, please contact the Court Administrator for the daily password to gain access. When notifying the Court Administrator, you need to provide the court room and case number of the case in which you are participating.
4. One (1) computer terminal is available for use in the Self-Help Center.

5. To use the computer terminal available for use for the public not involved in court on that day or in the Self-Help Center, please contact the Court Administrator to schedule an appointment. You may provide your name, or if you wish to remain anonymous, advise that you wish not to give your name and a onetime use number will be given to you to reserve the time slot.
6. When you arrive at the Court House advise the Screeners that you are there to use the library or the Self-Help Center and they will contact the Court Administrator who will meet you at the law library to confirm your appointment, give either your name or the provided number.
7. The computer terminal appointments for both the Law Library and the Self-Help Center are limited to one (1) hour per morning session 9 am to 12pm and one (1) afternoon session 1pm to 4 pm. per day. Each time slot is one (1 hour in length and begin at the top of each hour.
8. The use of Law Library and Self-Help Center computer terminals are limited to legal research using the free access West Law Service, Maryland court forms, Maryland case search, related legal matter. Non-permitted use includes but is not limited, to all social media, on line shopping, gaming and "surfing the web. If in doubt of whether some search perimeter is appropriate, contact the Court Administrator for advice.
9. Failure to abide by the above will result in loss of use of the Law Library and Self-Help Center computer terminals.
10. If you arrive at the court house and do not have an appointment, ask the screener to contact the Court Administrator. The Court Administrator will meet with you and if a slot is not filled you may be able to use the terminal either in the Library or the Self-Help Center for the remaining minutes of the available time slot.
11. Each computer is equipped with a onetime use disposable keyboard cover. Anyone using the computer terminal is to place a cover on the computer keyboard and when done they are to remove it and dispose the cover in the provided waste can by each terminal. If the individual does not see any covers they are to tell Security who will notify the Court Administrator for a new supply.
12. Failure to use the keyboard covers by a user will result in the denial of further use of the library and self-help computer terminals for 14 days. No warning will be given.
13. Masks will be required in the bar library as in other areas of the Courthouse Building.

14. The library is sanitized regularly, and every effort will be made to ensure frequent cleaning of high-touch areas and devices.

15. The users of the Law Library and Self-Help Center assume all risk.

Court Administrator contact number: 301/475-4200, ext. 74163

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Michael J. Stamm

Administrative Judge for the Circuit  
Court for Saint Mary's County