

## Attorney Convenience Center And Virtual Law Library Information

### Where is the Attorney Convenience Center?

The Convenience Center is located on the first floor of the SJC courthouse, in the secure area to the left of the entrance to Department 33. You must have an access card to enter the secure hallway to the Convenience Center.

### What is in the Attorney Convenience Center?

The Convenience Center has two computers and printers and wireless internet. Printing is paid for on the honor system at 5 cents per page. There is also a conference table, microwave and refrigerator.

The computers have X-Spouse, X-Spouse Arrears, Essential Forms, and Microsoft Office. One of the computers has access to selected resources from the County Law Library (the Virtual Law Library).

### Can I bring clients or my office staff into the Convenience Center?

No. Use of the room is reserved exclusively for attorneys. You may not allow anyone else to use your badge to enter the secure area. Access to the Center by your staff may be allowed on a case-by-case basis and for a limited time (for instance, a paralegal assisting you with a lengthy trial) and you must receive specific permission from court administration. Other rules for use of the room are on the reverse of this sheet.

### How do I get an access card?

Access cards cost \$10. You must sign a contract and we take your picture; it takes approximately a week for your card to be ready; you must personally pick it up from the courthouse.

### Schedule of sign up sessions

You may sign up for your security badge the first Friday of every month at 3:30 p.m. in the upstairs Legal Help Center office. The cost is \$10 (check or exact change preferred). You must notify the court's [Human Resources division](#) no later than 3 p.m. on the date you want to sign up.

Picking up your badge: It generally takes 2-3 days for your badge to be ready. It can be picked up anytime during business hours at the courthouse. You can go to the Self Help Center or any window and ask staff to call Human Resources so you can pick up your badge. HR staff will come out to the public area so you can sign for your badge and pick

it up. You must pick up your badge personally. If you are in the courthouse after 3 p.m. and all the windows are closed, you can call HR directly at 916-408-6104.

**Auburn Attorneys:** There will be a one-time Auburn sign up event in mid-May, which is being coordinated by Auburn attorney Maureen Rodarte. Contact her to make arrangements.

## Rules for use of Attorney Convenience Center

The access card is the property of the Placer Superior Court.

Access cards may only be used by the person to whom they are issued. Holders of access cards may not allow any other person to use the card and may not allow any other person to enter the secure area through their use of the access card, including their office staff, clients, and members of the public. Holders of access cards may use the card only to access the Attorney Convenience Center and the basement holding cells.

Lost or stolen access cards must be reported immediately to the court's Human Resources Department.

The fee to issue or replace a card is \$10.

Use of computers, printers, and Wi-Fi network in the Attorney Convenience Center is at the user's own risk. Although the court's IT department maintains virus protection, no virus protection system is 100% effective.

Use of printers shall be paid for on the honor system at the price posted in the Center.

Users shall not damage court property or the personal property of others using the Attorney Convenience Center.

Usage of computers is limited to 15 minutes when others are waiting.

Access Card holders may not enter any rooms in the secure area, other than the Attorney Convenience Center, without specific authorization.

The court may revoke a user's access card for violation of this agreement or posted rules.