

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
CORRECTIONAL INSTITUTIONS DIVISION

INTER-OFFICE COMMUNICATION

TO: All Offenders

Date: January 1, 2018

FROM: K. Holt, LL3 Law Librarian *KH*

Subject: Law Library - Direct Access

Offenders housed in minimum or medium security receive direct access to the Law Library. They are eligible to be scheduled for Law Library sessions. The Law Library schedule (I-184) is posted in each building. The Law Library rules are posted in the Law Library.

To request a Law Library session, submit a completed I-60 to the Law Library and put it in the general mail box on your building. Print legibly and include the following information:

First and last name (no initials)

I.D. number and housing assignment

Work assignment (including assigned hours and days off)

School assignment (including assigned hours and days off)

If your I-60 is not correct and complete, you will not be scheduled for session.

Law Library sessions last two hours and are available Monday through Friday. You cannot request a specific session or time. You will be scheduled around your work and school hours. If these hours prevent you from attending any regular session, send an I-60 to the Law Library explaining your situation.

When you are scheduled for a Law Library session, you will be issued a lay-in. You are required to arrive within 15 minutes of the scheduled starting time on your lay-in or you will not be allowed to stay. You can request extra time by submitting an I-60 during your regularly scheduled session.

You may not receive a Law Library lay-in if you have an overlapping lay-in from another department.

Law Library lay-ins do not excuse you from work or school. If you are scheduled for a Law Library session during your work or school hours, you will be rescheduled provided you gave the correct information when you submitted your I-60.

Same session legal visits between GP offenders must be requested on a separate I-60. Legal visits with segregated offenders are processed according to the

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TO: All Offenders

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FROM: K. Holt, LL3 Law Librarian *hlt*

Subject: Law Library - Indirect Access

Offenders in close custody or any form of segregation, including High Security, LOP, PHD, transient, solitary, and lockdown, do not have direct access to the Law Library. Instead, they receive legal research materials through in-cell book delivery under the terms of the Access to Courts Manual (ATC 080).

You may request legal research materials on a Material Delivery Request Form. If you do not have this form, you may use an I-60. You will be issued a blank form with each delivery. All materials are issued on a first-come, first-served basis, so be sure to include alternates in case one or more of your choices are not available. Case law citations are delivered as photocopies, so you must cite specific cases, not just case law books.

You can receive up to 3 items of legal research material on each delivery day, which is 3 times a week. Materials are delivered on Mondays, Wednesdays, and Fridays. If you do not know what is available, you can request a Holdings List, which lists what is available on this unit as well as what is available from Huntsville.

All Law Library books and materials are the property of Access to Courts and must be returned. If you damage, destroy, or fail to return them, you will be restricted from receiving other legal research materials, in addition to facing disciplinary action.

The Intra-Law Library Loan Program makes certain items available from Access to Courts Program in Huntsville. You must submit Intra-loan requests on a separate I-60. It can take a while to receive these materials from Huntsville.

Shepard requests may be made on the Material Delivery Request Form. These requests count against your 3 items allowed per delivery day.

Requests for legal forms must be submitted on a separate I-60. Only those forms listed in the Holdings List are available. Forms may only be used for their intended purpose. They may not be used for writing or scrap paper or for homemade I-60s.