

Alden E. Miller Law Library of Clackamas County Attorney After-Hours Card Key Access Procedures*

In order for an individual to qualify for after-hours access to the Law Library, he/she must:

- a. Be a licensed attorney in Oregon;
- b. Be in good standing with the Oregon State Bar; AND
- c. Live or practice in Clackamas County.

Attorneys need to:

1. Fill out and sign the Clackamas County Law Library After-Hours Access Agreement.
2. Give it to a Law Library staff member and present proof they are licensed by the OSB *and* live or practice in Clackamas County.
3. Print their name on the Law Library Authorization form.
4. Have the Authorization form signed by the Law Librarian.
5. Take the Law Library Authorization form to the Sheriff's Civil Office (Courthouse, Room 101).
6. Follow the Sheriff's security bypass and Law Library access procedures.

* Clackamas County Law Library, June 2008

**Alden E. Miller Law Library of Clackamas County
After-Hours Access Agreement**

(Please initial)

I am a current member of the Oregon State Bar.

My Oregon State Bar ID number is _____.

If my membership in the Oregon State Bar is discontinued for any reason, I will return my cardkey to the Law Library within sixty (60) days.

I accept full responsibility for the cardkey assigned to me and for the Law Library when my cardkey has been used to facilitate entry.

I will not loan my cardkey to anyone.

I will not admit any other person or animal into the Law Library while I am taking advantage of my after-hours privileges.

Print Name

Address

Email Address

Telephone Number

Card-Key # (staff)

Signature

Date

Alden E. Miller Law Library of Clackamas County Attorney After-Hours Access Authorization

The following attorney has been approved for after-hours access privileges to the Law Library.

Attorney

Please perform a background check and, if acceptable, issue this attorney a cardkey that will allow after-hours entry to the Law Library.

Jennifer Dalglish, Law Librarian

Alden E. Miller Law Library of Clackamas County
807 Main St., Room 101
Oregon City, OR 97045
(503) 655-8248, <http://www.co.clackamas.or.us/lawlib/>
Open Monday through Friday from 8:30 a.m. to 5:00 p.m.



CLACKAMAS COUNTY SHERIFF'S OFFICE

Civil Section

Clackamas County Courthouse Security
807 Main St.
Oregon City, OR. 97045
503-655-8351

INFORMATION TO COURT SECURITY BYPASS APPLICANT AND/OR LAW LIBRARY ACCESS CARD APPLICANT READ CAREFULLY

FEES: \$75 – Photo Identification Courthouse Security Bypass Card *

\$25 – *Application fee.* Successful applicant's fee will be credited toward the card fee.

Unsuccessful applicants will forfeit application fee.

(\$25 application fee due when photo/application is taken by Civil Sheriff)

(\$50 due when completed identification badge is picked up from Civil Sheriff)

\$25 – Law Library Access Card Only (included with Courthouse Security Bypass, if applicable)

\$25 – Replacement Due to Change of Address, Loss, or Theft. *(Limited to 1 replacement per year)*

RENEWALS: Security Bypass and/or Law Library access cards will be **valid for two years** (see individual card for expiration date). All cards **MUST BE RENEWED IN PERSON BY APPOINTMENT** with the Sheriff's Civil Section located in the Courthouse so the photo can be updated.

Renewal Fees: \$75 – Photo Identification Security Bypass card.

\$25 – Law Library access card.

* Authorization to bypass security at the Clackamas County Courthouse may only be granted to attorneys in good standing of the Oregon State Bar after a successful criminal history check and final approval of the Civil Sheriff Commander as outlined in the Clackamas County Courts Security Policy. The privileges extended to the holder of the security bypass identification card end upon voluntary or revocation withdrawal or loss of good standing in the Oregon State Bar.

Clackamas County Sheriff's Office

Terms and Conditions

Authorization to bypass the Clackamas County Courthouse Security Screening is a privilege that may be granted through the Clackamas County Sheriff's Office Civil Section, subject to the terms and conditions set forth.

1. **Non-Transferable:** The photo identification security bypass and/or law library access cards issued by the Clackamas County Sheriff's Office Civil Section is for use by the approved applicant whose name and/or photograph appears on the card only. No one other than the authorized person may use the specified card for any purpose. Willful failure to comply with this requirement will result in immediate forfeiture of the card and denial of any application for re-issuance.
2. **Privilege May Be Suspended or Revoked:** The photo identification security bypass card remains at all times the property of the Clackamas County Sheriff's Office, which reserves the right to suspend, cancel or revoke the authorization for failure to comply with any requirement set forth in the application.
3. **Sheriff's Authority to Confiscate:** The Clackamas County Sheriff or Sheriff's Deputy has authority to confiscate the photo identification access card upon a good faith belief that the authorized person is a security risk or has violated any term of this agreement of the statutes, rules or orders governing security in court facilities in Clackamas County.
4. **Duty to Advise:** The authorized person must immediately advise the Clackamas County Sheriff's Office Civil Section (503) 655-8351, if the person is charged with a criminal offense, has a family abuse restraining order or stalking order entered against him or her, or an attorney has his or her Oregon State Bar license suspended. Upon occurrence of any of these events the privilege to bypass the security screening shall be suspended pending the resolution of the matter, and the card shall be surrendered at once to the Clackamas County Sheriff's Office Civil Section. Willful failure to comply with this requirement will result in immediate forfeiture of the card and denial of any application for re-issuance.
5. **Limited Privilege:** The photo identification security bypass card authorizes entry into the courthouse in an expedited manner by bypassing the security screening. It does not exempt the card holder from complying with Clackamas County Courthouse General Order 98-6 regarding possession of any dangerous or deadly weapon, hazardous substance, private audio, visual or electronic recording device. Willful failure to comply with this requirement will result in immediate forfeiture of the card and denial of any application for re-issuance.
6. **Subject to Search in Court Facilities:** When entering or within any Clackamas County Court Facility, the authorized person remains subject to search by the Sheriff, a Deputy Sheriff, a Facility Security Officer, or by any law enforcement officer for the purposes of enforcement of ORD 166.370 and orders of the court.
7. **Renewal of Cards:** Both cards may be renewed upon expiration on terms and conditions set forth by the Clackamas County Sheriff's Office. A renewal date will be posted on the card. You must renew or the card will expire and will be confiscated. Renewal for library access cards can be done by mail while the photo identification security bypass cards can only be renewed in person.

Clackamas County Sheriff's Office

8. **Reporting Loss or Theft:** Loss or theft of either card must be reported immediately to the Clackamas County Sheriff's Office Civil Section (503) 655-8351.
9. **Denial of Privileges, Notice:** The Clackamas County Sheriff's Office has authority to deny any application for authorization to bypass the Clackamas County Courthouse Security Checkpoint upon a good faith belief that the applicant does not qualify under the criteria listed in the application. An applicant whose application has been denied will be advised in writing of the denial and the reasons for the denial. The applicant may request a review of the denial as outlined paragraph 11 below.
10. **Revocation of Privileges, Notice:** As soon as practical, any authorized person whose privileges are suspended will be notified in writing of the suspension and the reasons for the suspension. The previously authorized persons may request a review of the revocation as outlined in paragraph 11 below.
11. **Review of Denial or Revocation:** Any request for a review of a denial for a card or suspension of card privileges must be in writing. It must be submitted to the Sheriff's Office Civil Section Commander within 14 days of the written notice of denial or evocation and must be set forth with specifically the grounds upon which the denial or revocation would be reconsidered. Reconsideration is solely at the discretion of the Sheriff's Civil Section Commander and his/her decision is final. By itself, denial or revocation of card privileges does not limit access to the court facility; it only removes the privilege of bypassing the security checkpoint.
12. **Sheriff's Authority to Change Terms and Conditions:** The Clackamas County Sheriff is the authority on security in court facilities and retains the right to change the terms and conditions for use of the photo identification security bypass card, up to and including closing the security bypass availability to cardholders without prior notice for reasons necessitating increased security measures.
13. **Fee:** Fees are due and payable at the time of application for new, renewal or replacement cards. Checks, money orders or exact cash amount are the only acceptable forms of payment.
14. **Photographs:** All applicants will be photographed, no exceptions.

