

**TULARE COUNTY PUBLIC LAW LIBRARY**  
**AFTER-HOURS ACCESS POLICY**

(Approved 8/14/95, amended 7/1/00, 11/4/02, 3/11/13, 6/10/13, 1/14/19)

(559) 636-4600

1. Card key access to the Law Library for research purposes after the library's normal business hours may be granted to the following:
  - A. An active member of the State Bar of California, an attorney licensed in another state, or a judicial officer, and who resides or maintains an office in Tulare or Kings County;
  - B. A paralegal employed by an attorney or judicial officer qualified under 1(A);
  - C. A law clerk employed by an attorney or judicial officer qualified under 1(A);
  - D. An active member of the State Bar of California or an active member from an out-of-state Bar in litigation in Tulare or Kings County. Card key must be returned upon conclusion of litigation;
  - E. A retired judicial officer who resides or maintains an office in Tulare or Kings County.

A change in listed status can affect the after-hours access privilege.

2. A card key may be obtained for a fee. Statements for current users are mailed and due in full 45 days from the statement date. New applicant's fees are due at the time of application.
3. **A CARD KEY IS NON-TRANSFERABLE AND CANNOT BE SHARED.**
4. Card key access is valid January 1 through December 31 unless otherwise indicated. The card key shall be used for access only on Monday through Friday, between 5:00 p.m. and 8:00 a.m., weekends, and county holidays.
5. The person using the Law Library after hours **WILL**:
  - A. Enter the Law Library from the south door only;
  - B. Securely close the door and sign the register ledger;
  - C. Obey the Library's normal business hours operating policies (e.g., quiet, no food, drink, or smoking allowed);
  - D. User will reshelve books before departure. The last user in the library will switch off indicated lights and securely close the south door;
  - E. Show the Law Library card key upon request by Library staff or courthouse security officer.
6. The person using the Law Library after hours **WILL NOT**:
  - A. Admit anyone to the Law Library;
  - B. Lend the card key to anyone;
  - C. REMOVE ANY BOOKS OR MATERIAL FROM THE LAW LIBRARY.
7. Violation of any of the above listed conditions may be cause for immediate suspension of the after-hours access privilege.

**TULARE COUNTY PUBLIC LAW LIBRARY**

**AFTER-HOURS FEE SCHEDULE**

(Approved 8/14/95, rev. 7/1/00, 11/4/02, 3/11/13, 6/10/13, 1/14/19)

(559) 636-4600

Fees are for January 1 through December 31 unless otherwise indicated.

**1. ACTIVE & LICENSED ATTORNEY, RESEARCH STAFF, RETIRED JUDICIAL OFFICER WHO RESIDES OR MAINTAINS AN OFFICE IN TULARE OR KINGS COUNTY**

One application per access card or one application allowed for up to three (3) persons qualified under After-Hours Access Policy #1A-C, E. More than three cards requires a separate application/s and annual and additional card key fees.

- A. An active member of the State Bar of California,  
active out-of-state attorney, or retired judicial officer. \$60
- B. For additional attorney/s or research staff (maximum 2) \$5 each
- C. NEW APPLICANT ONLY (former cardholder cannot apply as a “new applicant”)
  - Prior to July 1 \$60
  - July 1 - Dec. 31 \$40
  - Sept. 1 - Dec. 31 \$35
  - Nov. 1 - Dec. 31 \$30
  - Additional card key  
(maximum 2) \$5 each

**2. ATTORNEY FROM OUTSIDE TULARE OR KINGS COUNTY**

One application per access card for each person qualified under After-Hours Access Policy #1D.

- Active member of State Bar of California or out-of-state bar member  
in litigation in Tulare or Kings County. \$60

**3. REPLACEMENT OF LOST OR MISSING CARD KEY \$10**

**TULARE COUNTY PUBLIC LAW LIBRARY  
APPLICATION FOR AFTER-HOURS CARD KEY ACCESS**

DATE \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**NAMES OF AUTHORIZED USERS - MAXIMUM 3 USERS**

1. **ATTORNEY/ JUDGE\*** \_\_\_\_\_ ; **Bar #** \_\_\_\_\_

\*If office is not in Tulare or Kings county, **requires**  
Home address & phone \_\_\_\_\_

**Or PARALEGAL/LAW CLERK** \_\_\_\_\_

**Requires:** Supervising atty's name \_\_\_\_\_ Bar # \_\_\_\_\_

Supervising atty's signature \_\_\_\_\_

2. **ATTORNEY\*** \_\_\_\_\_ ; **Bar #** \_\_\_\_\_

**Or PARALEGAL/LAW CLERK** \_\_\_\_\_

**Requires:** Supervising atty's name \_\_\_\_\_ Bar # \_\_\_\_\_

Supervising atty's signature \_\_\_\_\_

3. **ATTORNEY\*** \_\_\_\_\_ ; **Bar #** \_\_\_\_\_

**Or PARALEGAL/LAW CLERK** \_\_\_\_\_

**Requires:** Supervising atty's name \_\_\_\_\_ Bar # \_\_\_\_\_

Supervising atty's signature \_\_\_\_\_

**I HAVE READ THE AFTER-HOURS ACCESS POLICY AND I AGREE TO ABIDE BY ITS PROVISIONS.**

AUTHORIZING SIGNATURE \_\_\_\_\_

Print NAME \_\_\_\_\_

Title \_\_\_\_\_

\*\*\*\*\* FOR OFFICE USE ONLY\*\*\*\*\*

Total # cardkey/s _____	Paid period _____ \$/Date _____	Cash/Chk _____
Total # addn. cardkey/s _____	Paid period _____ \$/Date _____	Cash/Chk _____
Lost cardkey/s _____	Paid period _____ \$/Date _____	Cash/Chk _____
	Paid period _____ \$/Date _____	Cash/Chk _____
	Paid period _____ \$/Date _____	Cash/Chk _____
	Paid period _____ \$/Date _____	Cash/Chk _____
	Paid period _____ \$/Date _____	Cash/Chk _____
	Paid period _____ \$/Date _____	Cash/Chk _____
	Paid period _____ \$/Date _____	Cash/Chk _____