

HOW CAN WE HELP YOU?

TIPS FOR REQUESTING LEGAL RESEARCH MATERIALS FROM THE STATE LAW LIBRARY

1



I need information on a legal topic:

Please provide as much detail as possible. Examples include: elements of a particular crime; definitions of legal terms; general information on search and seizure.

Very important: Is your legal topic civil or criminal?

2



I need a case:

Please provide as much of a case citation as possible. For example: *State v. Smith*, 123 Wn2d 456 (2025). If you don't know the citation, please at least provide the parties, date and/or a description of the case.

3



I need court rules or laws:

Please provide a full citation, if possible. For example: CrR 2.3 or RCW 9.41.040. Or, the title of the rule or law.

Very important: Are the rules or laws federal or state? Is the rule a civil or a criminal rule?

4



I need forms:

We will send you one copy of a form if you provide the specific form name and we have access to it in our collection.

Very important: Where do you need to file your form? Is your form for a civil or criminal case?

5



I need help with *my* case:

The law library does not give legal advice. If you have specific questions about your case or need interpretation of the law, please contact an attorney.



Washington State Law Library
Temple of Justice
PO Box 40751
Olympia, WA 98504



Important

1 —
2 —
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You can request up to 10 legal research items per letter. Multiple letters received on the same day are considered to be one request and subject to the 10-request limit.

There is a 30-page print limit per item sent by mail. We will not send materials over the limit in 30-page increments.



The law library does not have access to Superior Court documents or case files. You will need to contact the Clerk of the court where the case is located to request the file.

The law library does not accept calls from correctional facilities or state hospitals. Requests must be sent in writing to the law library. However, **a family member or friend can call or email the law library on your behalf: statelawlibrary.ips@courts.wa.gov.** We will send the requested information to them via email to send to you.



The law library cannot recommend an attorney or provide contact information for attorneys. Please contact the Washington State Bar Association or a county bar association for attorney recommendation resources. For criminal matters, the Washington State Office of Public Defense or the Washington Appellate Project may be good resources.

Mail to and from the law library is NOT considered legal mail and cannot be marked as legal mail. Materials sent from the law library are subject to review and rejection per facility mail policies. The law library does not have the ability to track mail.

