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 Oregon State Bar membership is discontinued for any reason, I will notify the Law Library within sixty (60) days. _____

I live or work in Clackamas County. _____

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

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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

CRAIG ROBERTS, Sheriff

INFORMATION TO COURT SECURITY BYPASS APPLICANT and/or LAW LIBRARY ACCESS CARD APPLICANT

PLEASE READ THOROUGHLY

Authorization to bypass security at the Clackamas County Courthouse and/or after-hours access to the Law Library is granted only to attorneys in good standing with the Oregon State Bar after a successful criminal history check and final approval of the Clackamas County Sheriff's Office Civil Division Commander as outlined in the Clackamas County Courts Security Policy. The privileges extended to the holder of the Security Bypass card and/or after-hours Law Library access card end upon voluntary withdrawal, revocation, or loss of good standing in the Oregon State Bar.

PLEASE NOTE: All attorneys MUST APPEAR IN PERSON to apply, pick up card, and apply for renewal.

FEES: $25 – Non-refundable application fee due when application is turned in to the Sheriff's Civil Division. In addition to the non-refundable application fee, the following fees are due when the requested access card is issued:

$ 0 – For after-hours law library access.

$50 – For a Security Bypass card – due when badge is picked up from the Civil Division.

$25 – Replacement of lost/stolen card prior to expiration date. (Limited to 1 replacement per year.)

RENEWALS: Security Bypass and/or Law Library access cards are valid for two years and the expiration date is clearly marked on the card. ALL CARDS MUST BE RENEWED IN PERSON and a new application must be processed. A new photo will be required if your appearance has changed from the prior photo.

Renewal fees are the same as initial issuance (listed above).

All cards are issued and all cardholders are subject to the following terms and conditions:

Civil Division 807 Main Street, Room 100, Oregon City, OR 97045
Tel 503-655-8351 • Fax 503-650-3038 • www.clackamas.us/sheriff

Revised 7-2014

Terms and Conditions

Authorization to bypass security screening at the Clackamas County Courthouse or for after-hours access to the law library is a privilege that may be granted through the Clackamas County Sheriff's Office Civil Division, subject to the terms and conditions set forth.

1. **Official Use Only:** Bypassing security screening using the Security Bypass card is to be used when in court facilities on OFFICIAL BUSINESS. Cardholders may NOT bypass security screening when at court facilities for personal business, to include appearances where the cardholder is a party to the proceedings. Failure to comply with this requirement will result in immediate forfeiture of the card and denial of any application for re-issuance.

2. **Non-Transferrable:** The Security Bypass and/or Law Library access card issued by the Clackamas County Sheriff's Office Civil Division is for use only by the person whose name and photograph appear on the card. No one other than the authorized person may use the specified card for any purpose and the cardholder may not escort other persons into a court facility without security screening. Failure to comply with this requirement will result in immediate forfeiture of the card and denial of any application for re-issuance.

3. **Privilege May be Suspended or Revoked:** The Security Bypass and/or Law Library access 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 or for operational/security purposes.

4. **Sheriff's Authority to Confiscate:** The Clackamas County Sheriff or Sheriff's Deputy has authority to confiscate the Security Bypass and/or Law Library access card upon a good faith belief that the authorized person is a security risk or has violated any term of this agreement, statute, rule or order governing security in court facilities in Clackamas County.

5. **Duty to Advise:** The cardholder must immediately advise the Clackamas County Sheriff's Office Civil Division (503- 655-8351) if:

    a. the card is lost, misplaced or stolen from the cardholder; or

    b. 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 security screening and access the law library after hours 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 Division.

    Failure to comply with this requirement will result in immediate forfeiture of the card and denial of any application for re-issuance.

6. **Limited Privilege:** The Security Bypass card authorizes entry into the courthouse in an expedited manner by bypassing security screening. It does not exempt the card

holder from complying with Clackamas County Courthouse General Orders regarding possession of any dangerous or deadly weapon, hazardous substance, private audio, visual or electronic recording device, or other contraband items. Failure to comply with this requirement will result in immediate forfeiture of the card and denial of any application for re-issuance.

7. **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 ORS 166.370 and orders of the court.

8. **Renewal of Cards:** Both cards may be renewed, upon expiration, on terms and conditions set forth by the Clackamas County Sheriff's Office. You must renew or the card will expire and be confiscated.

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 or for after-hours access to the Law Library upon a good faith belief that the applicant does not qualify under the criteria listed in the application or court rules. An applicant whose application has been denied will be advised in writing of the denial and the reason(s) for the denial. The applicant may request a review of the denial as outlined in paragraph 11.

10. **Suspension/Revocation of Privileges, Notice:** As soon as practical, any authorized person whose privileges are suspended or revoked will be notified in writing of the suspension/revocation and reason(s). The cardholder may request a review of the suspension/revocation as outlined in paragraph 11.

11. **Review of Denial, Suspension or Revocation:** Any request for review of a denial, suspension or revocation of card privileges must be in writing and submitted to the Civil Division Commander within 14 days of the written notice of denial, suspension or revocation. The request should set forth the specific grounds upon which the denial, suspension or revocation should be reconsidered. Reconsideration is solely at the discretion of the Sheriff's Civil Division Commander and his/her decision is final. Denial, suspension or revocation of bypass access does not limit access to court facilities; 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 the 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:** Application fee is due and payable at the time of application for new, renewal or replacement cards and additional fees as listed above are due at time of issuance. Checks, money orders, credit cards, or exact cash amount are the only acceptable forms of payment.

14. **Photographs:** All applicants will be photographed, no exceptions.

CLACKAMAS COUNTY SHERIFF'S CIVIL DIVISION
SECURITY BYPASS AND LAW LIBRARY ACCESS CARD APPLICATION

PERMISSION TO BYPASS COURTHOUSE SECURITY SCREENING AND AFTER-HOURS LAW LIBRARY ACCESS IS SUBJECT TO THE TERMS AND CONDITIONS IN THE APPLICATION PACKET. BYPASSING SECURITY SCREENING IS INTENDED FOR PRE-SCREENED ATTORNEYS WHO HAVE CONTINUOUS, REGULAR ACCESS TO THE COURTHOUSE FOR OFFICIAL BUSINESS.

REQUESTING PARTY

LAST NAME (Print)	FIRST NAME (Print)	MIDDLE NAME (Print)

DATE OF BIRTH	DRIVER'S LICENSE STATE AND NUMBER	OREGON BAR NUMBER

EMPLOYER	PHONE

EMPLOYER ADDRESS

RESIDENCE ADDRESS

RESIDENCE PHONE	CELL/MESSAGE PHONE	E-MAIL

ACCESS REQUESTED (check all that apply)

☐ Courthouse Security Screening bypass

☐ New ☐ Renewal ☐ Replace existing card

How many times are you in the courthouse on official business per month? _____

☐ After-hours Law Library access – Law Library approval must be attached for new and renewal cards

☐ New ☐ Renewal ☐ Replace existing card

I hereby declare and understand the following (by my initials):

____ I have no outstanding warrants for my arrest,
____ I am not free on any form of pretrial release,
____ I have never been convicted or found guilty of a felony,
____ I have not been convicted or found guilty of a misdemeanor within four years prior to this application,
____ I have never been convicted of Domestic Violence,
____ I am currently not under direction by a permanent or temporary Restraining Order, Protective Order or Stalking Order,
____ I have not been committed to the mental health and development disability services division,
____ I have been discharged from the jurisdiction of the juvenile court for more than four years if, while a minor was found to be within the jurisdiction of the juvenile court for having committed an act which if committed by an adult, would constitute a felony or misdemeanor involving violence, as defined in ORS 166.470 (Assault IV, Menacing, Recklessly Endangering Another Person, Assaulting a Police Officer and Intimidation II),
____ I have read, understand and agree to the terms and conditions in the application packet,
____ I certify that all information submitted is correct to the best of my knowledge,
____ I understand that making false statements on this application will result in immediate denial,
____ I acknowledge that upon approval, I must pick up the access card in person within 30 days of notification, and
____ If I do not pick up the card within 30-days, the card will be forfeited and I may reapply in one year.

_____ SIGNATURE OF APPLICANT

_____ DATE

- Civil Division Use Only -

Approved ☐ Denied ☐ Civil Division Commander: _____

Rev. 07/14