

6.3 Law Libraries and Legal Material

Introduction

This U.S. Immigration and Customs Enforcement (ICE) Family Residential Standard protects residents' rights by ensuring their access to courts, counsel, and comprehensive legal materials.

Various terms used in this standard may be defined in the ICE Family Residential Standard on *Definitions*.

Program Philosophy

The requirements of this standard must be implemented in accordance with the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes*.

A. Language Access and Disability Requirements

Centers will adhere to the language access and disability laws, regulations, responsibilities, requirements, and laws cited in the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes* and the ICE Family Residential Standard on *Disability Identification, Assessment, and Accommodation*. These requirements must be promulgated in all Center policies, practices, and operations and its themes must be fully incorporated into every Center activity. This is of critical importance and will directly impact resident life, health, and safety.

Expected Outcomes

The expected outcomes of this standard are as follows (specific requirements are defined in the Expected Practices section in this standard):

1. Each resident's legal rights will be protected.
2. Residents will have access to a properly equipped law library, legal materials, and equipment (including photocopying resources) to facilitate the preparation of documents.
3. When requested and where resources permit, Centers will provide residents meaningful access to law libraries, legal materials, equipment, and related materials on a regular schedule and no fewer than 10 hours per week.
4. Special scheduling consideration will be given to residents facing deadlines or time constraints.
5. Residents will not be required to forgo recreation time to use the law library. Requests for additional time to use the law library will be accommodated to the extent possible, including accommodating work schedules when practicable, consistent with safe and secure Center operations.
6. Residents will have access to courts and counsel.

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7. Residents will be able to have confidential contact with attorneys and their authorized representatives in person, on the telephone, and through correspondence.
8. Residents will receive assistance where needed (e.g., orientation to written or electronic media and materials; assistance in accessing related programs, forms, and materials); in addition, residents who are illiterate, have limited English proficiency (LEP), have a disability, or are indigent (a resident is considered “indigent” if he/she has fewer than \$15 in his/her account) will receive appropriate special assistance.
9. Residents will be notified of the Center’s rules on law libraries and legal material through the resident handbook and local supplement.

Standards Affected

This standard replaces the ICE Family Residential Standard on *Access to Legal Material* dated 12/21/2007.

Expected Practices

A. Law Library

Each Center will provide a properly equipped law library in a designated, well-lit room that is reasonably isolated from noisy areas and large enough to provide reasonable access to all residents who request its use. It will be furnished with a sufficient number of tables and chairs to accommodate residents’ legal research and writing needs.

B. Supervision

The Center will develop procedures that effectively prevent residents from damaging, destroying, or removing equipment, materials, or supplies from the law library.

Centers are encouraged to monitor resident use of legal materials to prevent vandalism.

Supervision will not be used to intimidate or otherwise impede residents’ lawful use of the law library.

C. Hours of Access

Each Center Administrator will devise a flexible schedule that:

- Permits all residents, regardless of housing, to use the law library on a regular basis;
- Enables maximum possible use without interfering with safe and secure Center operations. Generally, law library hours of operation will be scheduled between 8 a.m. and 8 p.m. daily;
- Determines the number of residents permitted to use the law library at any given time; and
- Takes into consideration any rules that regulate the intermingling of differently classified residents.

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Each resident will be permitted to use the law library for a minimum of 10 hours per week. Residents may not be forced to forego their minimum recreation time to use the law library (in accordance with the ICE Family Residential Standard on *Recreation*). Staff will accommodate resident requests for additional law library time to the extent possible, and requests for the accommodation of work schedules to the extent practicable, consistent with safe and secure Center operations, and with special priority given to such requests from residents facing a court deadline.

D. Equipment

The law library will have an adequate number of computers, printers, and their supplies to support the resident population. Sufficient writing implements, paper, photocopiers, facsimile machines, and related office supplies will be provided to residents to prepare documents for legal proceedings, special correspondence, or legal mail. The law library also will provide access to two-hole punches, folders, and, where appropriate, computer disk containers. A sign-in sheet will be maintained to establish fair and orderly use, based on demand.

Consistent with safe and secure Center operations, residents will be provided with electronic media storage (e.g., disks, thumb drives, CDs), in a secure and private electronic format, password protected, so they may return at a later date to access previously saved legal work products.

Each Center Administrator will designate an employee to inspect equipment daily, at a minimum, to ensure it is in good working order, and to stock sufficient supplies.

E. Maintaining Up-to-Date Legal Materials

1. Materials for Law Libraries

Each law library will contain the materials listed in Appendix 6.3.A: List of Legal Reference Materials for Family Residential Centers in printed and/or electronic form (unless any are found to be out of print), and also may include the optional legal reference materials in Appendix 6.3.B: Optional Legal Reference Materials. Each law library also will contain any materials approved by the Juvenile and Family Residential Management Unit (JFRMU) Chief. If in printed form, then ICE/Enforcement and Removal Operations (ERO) will arrange for subscriptions to services that update materials, if available, for each publication on the list.

Paper Publications. Centers are encouraged to make available paper versions of the materials listed in Appendix 6.3.A: List of Legal Reference Materials for Family Residential Centers, by ordering copies from the publisher. (See Appendix 6.3.C: Publishers' Addresses and Telephone Numbers. Ordering information also can be obtained from the Office of the Principal Legal Advisor Law Librarian, at 202-732-5000.)

LexisNexis CD-ROM (or ICE/ERO-approved Equivalent). As an alternative to obtaining and maintaining the paper-based publications in Appendix 6.3.A: List of Legal Reference Materials for Family Residential Centers, Centers may make available in the law library the LexisNexis CD-ROM (or ICE/ERO-approved equivalent) provided by ICE/ERO containing the required publications.

The Center Administrator must certify to the respective Field Office Director (FOD), with verification, that the Center provides residents sufficient access to:

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- Operable computers capable of running the LexisNexis CD-ROM (or ICE/ERO-approved equivalent);
- Operable printers;
- Supplies for both; and
- Instructions on basic use of the system.

If materials are provided on CD-ROM or in another electronic format, then technical assistance will be provided.

2. Updating and Replacing Legal Materials

Each Center Administrator will designate a Center Law Library Coordinator to be responsible for inspecting legal materials weekly, updating them, maintaining them in good condition, and replacing them promptly as needed. The resident handbook and local supplement also will provide residents with information regarding the procedure for notifying a designated employee that library material is missing, out of date, or damaged.

ICE/ERO Headquarters Coordinator. At ICE/ERO headquarters, JFRMU in the Custody Management Division is designated as the coordinator to assist Centers and Field Offices in maintaining up-to-date law library materials.

The Office of the Principal Legal Advisor (OPLA) will review and update the contents of Appendix 6.3.A: List of Legal Reference Materials for Family Residential Centers annually at a minimum. Updated materials will be provided as soon as practicable after such materials are published. Centers must take care to ensure that the most updated statutes, regulations, and other required legal materials are in the library at all times.

ICE/ERO will arrange a subscription to the updating service, if available, for each publication on the list.

If anticipated updates are not received or if subscriptions lapse, then the Center Administrator (or designee) will seek assistance from ICE/ERO. The Center Law Library Coordinator will check with ICE quarterly to ensure that the law library has the most up-to-date version of the LexisNexis CD-ROM (or ICE/ERO-approved equivalent).

List of Publishers. Information regarding updating can be obtained directly from the publishers in Appendix 6.3.C: Publishers' Addresses and Telephone Numbers. The ICE/OPLA Law Librarian also can provide updating information.

Centers will seek assistance from ICE/ERO if subscriptions lapse or anticipated updates are not received in a timely manner.

Procedures for Replacement of Materials. When a Center receives replacement supplements or other materials, the Law Librarian or other designated individual will dispose of the outdated ones.

Damaged or stolen materials will be replaced promptly. In addition to conducting regular inspections, the Center will encourage residents to report missing or damaged materials. The Center may obtain replacements by contacting ICE/ERO.

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If materials from outside organizations need to be replaced, then the Center will contact ICE/ERO to obtain replacements from the submitting organization.

F. Materials from Outside Persons or Organizations

Outside persons and organizations may submit requests to the FOD for approval of legal materials to be included in the Center's law library. Centers that receive published or unpublished legal material for inclusion in a Center's law library will forward them to the FOD for review. If the material is in a language other than English, then a certified English translation must be provided.

1. Published Material

If a Center receives published material, then the Center Administrator will accept or decline this material based on considerations of usefulness and space limitations. If published materials related to immigration law or procedures are declined, then the Center Administrator will notify the submitter and the FOD in writing of the reason.

2. Unpublished Material

If the Center receives any unpublished legal material, then the Center Administrator will forward this material as soon as possible to the FOD for review and approval. Unpublished immigration-related material can include intake questionnaires from nongovernmental legal service provider organizations.

Unpublished material must have a cover page that:

- Identifies the submitter and the preparer of the material;
- Clearly states that ICE/ERO did not prepare and is not responsible for the contents; and
- Provides the date of preparation.

The FOD's decision will be made expeditiously, ordinarily within 45 days. The FOD may reject in whole or in part, materials that may pose a threat to safe and secure Center operations, or materials that misstate immigration law, policies, or procedures. The FOD will consult with OPLA and other appropriate ICE/ERO staff to determine whether to approve the materials. Submitters will be notified in writing of the FOD's decision and justification.

Material provided in a language other than English must include a certified English translation.

G. Requests for Additional Legal Material

Residents may submit a written request to the Center Administrator for legal materials not available at the Center law library. The request will specify the title and author of the material requested. The Center Administrator will inform ICE/ERO of the request as soon as possible.

ICE/ERO, with the assistance of the Office of the Principal Legal Advisor, will respond to all requests within two business days of receipt. Requests from residents who face imminent deadlines will receive priority. Requests for copies of specific court decisions normally will be made available within three business days of receipt. If the request is not approved, then ICE/ERO will inform the submitter in writing of the reason for the denial.

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H. Photocopying Legal Documents

The Center will ensure that residents can obtain at no cost to the resident photocopies of legal material and special correspondence in accordance with the ICE Family Residential Standard on *Correspondence and Other Mail* when such copies are reasonable and necessary for a legal proceeding involving the resident. This may be accomplished by providing residents access to a copier, or by making copies for residents.

Residents also will be permitted to photocopy grievances and letters regarding conditions of residency. Residents will not be prohibited from photocopying sick call requests, corrective decisions, special needs forms, photographs, newspaper articles, or other documents that are relevant to the presentation of any type of immigration proceeding.

The number of copies of documents to be filed with a particular court, combined with the number required for ICE/ERO records and the number required for the resident's personal use will determine the number of photocopies required.

Requests for photocopies of legal material may be denied only if:

- The documents might pose a risk to safe and secure Center operations;
- Copying would constitute a violation of any law or regulation;
- The request is clearly abusive or excessive; or
- There are other legitimate security reasons.

Center staff will inspect documents offered for photocopying to ensure that they comply with these rules. However, staff may not read special correspondence or any document that on its face is clearly a legal document involving that resident.

All requests will be documented in the resident's residential file. Prior to denying any request, the Center Administrator will advise the JFRMU Onsite Coordinator. The JFRMU Onsite Coordinator will be responsible for advising the JFRMU Chief and the respective FOD. Staff denying the request will advise the resident they may appeal the request through the resident grievance system.

I. Assistance to Residents

1. Assistance from Center Staff

Upon request, staff will attempt to aid residents in accessing law library services and materials, provide technical assistance, and contact *pro bono* legal assistance organizations on the Executive Office for Immigration Review website.

2. Assistance from Other Residents

The Center will permit residents to assist other residents in researching and preparing legal documents upon request, except when such assistance poses a security risk. Such assistance is voluntary, and no resident will be allowed to charge a fee or accept anything of value for assistance.

Centers are encouraged to allow outside volunteers and programs who train residents to help other residents to access legal materials.

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The Center Administrator may not provide compensation to a resident for researching or preparing legal documents.

3. Assistance to Residents with Disabilities, LEP, and Illiterate Residents

Residents who are illiterate, who have LEP, or who have a disability and who wish to pursue a legal claim related to their immigration proceedings or residency, and who request assistance or indicate difficulty with the legal materials, must be provided assistance beyond access to a set of English-language law books.

To the extent practicable, and consistent with safe and secure Center operations, efforts will be made to assist all residents who are illiterate, who have LEP, or who have a disability in using the law library. Centers will establish procedures to meet this requirement on a case-by-case basis.

If such efforts are unsuccessful in providing the resident sufficient assistance, then the Center will contact the ICE/ERO Field Office to determine appropriate further action.

J. Personal Legal Materials

When residents have large amounts of personal legal materials, staff may place a portion of the legal materials in the resident's personal property storage. The resident will be permitted access in accordance with the ICE Family Residential Standard on *Funds and Personal Property*.

For a resident with a large amount of personal legal materials, the Center will make the following provisions:

- A portion of the materials may be placed in a personal property storage area, with access permitted during designated hours;
- The Center will provide an explanation to the resident as to why the materials present a safety, security, or sanitation hazard;
- Requests for access will be granted as soon as feasible, but no later than 24 hours after receipt of the request, unless documented security concerns preclude action within that timeframe; and
- Residents who have a documented, scheduled immigration hearing within 72 hours will be provided access to their personal legal materials to the extent practicable.

K. Envelopes and Stamps for Indigent Residents

Ordinarily, a resident is considered "indigent" if he/she has fewer than \$15 in his/her account. Centers will make a determination without unreasonable delay as to whether a resident is indigent.

The Center will provide indigent residents with free envelopes and stamps for domestic mail related to a legal matter, including correspondence to a legal representative, a potential legal representative, or any court. Requests to send international mail also may be honored.

Indigent residents may receive assistance from local consular officials with international mail. As noted in this standard, envelopes and stamps are provided to indigent residents for delivery of mail to consulates in the United States.

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L. Notaries, Certified Mail, and Miscellaneous Needs Associated With Legal Matters

In accordance with the ICE Family Residential Standard on *Correspondence and Other Mail*, Centers will provide assistance in a timely manner to any unrepresented resident who requests a notary public, certified mail, or other such services to pursue a legal matter if the resident is unable to do so through a family member, friend, or community organization.

If it is unclear whether the requested service is necessary, then the Office of the Principal Legal Advisor will be consulted. A reply will be received in a timely manner; pressing legal matters with a deadline will be prioritized.

Telephone access for indigent unrepresented residents requesting legal materials will be in compliance with the ICE Family Residential Standard on *Telephone Access*.

M. Notice to Residents

Centers will notify residents of the law library rules and procedures through a resident handbook and local supplement, as appropriate, including the following information:

- That a law library is available for resident use;
- The location and scheduled hours of access to the law library;
- The procedure for requesting access to the law library, including in situations where it is occupied to maximum capacity;
- The procedure for requesting additional time in the law library (beyond the 10-hours-per-week minimum);
- The procedure for requesting legal reference materials not maintained in the law library;
- The procedure for notifying a designated employee that library material is missing or damaged;
- The status of required access to computers, printers, and other supplies; and
- If applicable, that LexisNexis (or ICE/ERO approved equivalent) is used at the Center and that instructions for its use are available.

These policies and procedures also will be posted in the law library, along with a list of the law library's holdings. The list of the law library's holdings will be kept up to date, and will include the date and content of the most recent updates of all legal materials available to residents in print and electronic media.

N. Retaliation Prohibited

Staff will not permit a resident to be subjected to reprisals, retaliation, or penalties because of a decision to seek judicial or administrative relief or investigation of any matter, including but not limited to the following:

- The legality of his/her confinement;

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- The conditions of confinement or treatment while in residency;
- Any issue relating to his/her immigration proceedings;
- Any allegation that the Government is denying rights protected by law; or
- Any investigation conducted by the U.S. Department of Homeland Security (DHS) Office for Civil Rights and Civil Liberties or the DHS Office of the Inspector General.

A resident may be denied access to the law library or to legal material only in the event that safe and secure Center operations or the safety and security of a resident is a concern.

A resident will not be denied access to law libraries and legal materials as a corrective measure, reprisal, retaliation, or penalty.

References

- ICE Family Residential Standard on Definitions
- ICE Family Residential Standard Correspondence and Other Mail
- ICE Family Residential Standard on Funds and Personal Property
- ICE Family Residential Standard on Grievance System
- ICE Family Residential Standard on Program Philosophy, Goals, and Expected Outcomes
- ICE Family Residential Standard on Recreation
- ICE Family Residential Standard on Resident Handbook
- ICE Family Residential Standard on Telephone Access

Appendix 6.3.A: List of Legal Reference Materials for Family Residential Centers

Revised March 2019

The information in Appendix 6.3.A: List of Legal Reference Materials for Family Residential Centers, Appendix 6.3.B: Optional Legal Reference Material, and Appendix 6.3.C: Publishers' Addresses and Telephone Numbers was updated as of March 2019. All costs are approximate and need to be verified before purchase. Further information may be obtained from the publishers, whose names and addresses are provided in Appendix 6.3.C: Publishers' Addresses and Telephone Numbers. Ordering and updating information also can be obtained from the ICE/OPLA Law Librarian, at 202-732-5000.

Constitution of the United States of America: Analysis and Interpretation

Prepared by the Congressional Research Service, Library of Congress, 2014.

One hardbound volume and 2014 supplement

Order from U.S. Government Bookstore: <http://bookstore.gpo.gov/>

Cost: \$226.00

Updated: Supplements and revised editions published irregularly

United States Code, Title 8, Aliens and Nationality

Individual Titles of the United States Code Annotated are available

Title 8 is in six volumes

Order from Thomson West

Cost: \$396.00; \$2,656.00 for set

Code of Federal Regulations, Title 8, Aliens and Nationality

Codification of general and permanent rules

Published in the Federal Register

Order from U.S. Government Bookstore: <http://bookstore.gpo.gov/> PO Stock # 869-088-00024-2

Cost: \$68.00

Updated: Published annually

Bender's Immigration and Nationality Act Set

Immigration and Nationality Act updated quarterly

One loose-leaf volume

Order from LexisNexis Matthew Bender Publication number 132

Cost: \$227.00; renewal subscription \$212.00

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Bender's Immigration Regulations Service

Immigration and Nationality Regulations updated monthly

Two loose-leaf volumes

Order from LexisNexis Matthew Bender Publication Number 695

Cost: \$532.00; renewal subscription \$464.00

Administrative Decisions Under Immigration and Nationality Laws

Board of Immigration Appeals (BIA) decisions consisting of bound volumes and loose-leaf decisions:

Bound Volumes: Volumes 1–26 (1940–2017)

Per Set: \$1,950.00

Volumes 1-7 are \$95.00 each (as are v. 1-24)

Volume 25 - \$105.00 + S/H, volume 26 - \$110.00

Current Interim Decisions Service (volume 27) covers #3887 (April 6th, 2017) through May 31, 2019 includes 2 binders: \$320.00.

Latest one released is #3948 (Dec. 20th, 2018).

Order from William S. Hein & Co., Inc. (www.wshein.com/catalog)

Note: Precedent decisions (Vol. 8 and continuing) from the BIA are available at

http://www.usdoj.gov/eoir/vll/intdec/lib_indecitnet.html.

Immigration Law and Defense

By the National Immigration Project of the National Lawyers Guild.

Spring 2019 Edition includes forms

Order from Thomson West

Cost: \$1,038.00 (full set)

Updated: Annual subscription \$1,352.00

Immigration Law and Crimes

By the National Immigration Project of the National Lawyers Guild

Winter 2018 Edition

Order from Thomson West

Cost: \$791.00

Updated: Annual subscription \$1,779.00

Guide for Immigration Advocates (twenty-first edition)

A manual covering the basics of immigration law and researching immigration law; written as a simple guide for paralegals

One loose-leaf volume published in 2018

Order from Immigrant Legal Resource Center

Cost: \$440.00 for nonprofit

Updated: Published irregularly

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Country Reports on Human Rights Practices

Submitted by the U.S. Department of State to the Committee on Foreign Affairs of the U.S. House of Representatives and the Committee on Foreign Relations of the U.S. Senate

Available electronically at www.state.gov/g/drl/rls/hrrpt/.

Updated: Published annually.

Human Rights Watch—World Report

One bound volume

Order from Human Rights Watch, Publication Department: <http://www.hrw.org>

Cost: \$34.00

Note: Available electronically at <http://www.hrw.org>

Updated: Annually

United Nations High Commissioner for Refugees (UNHCR) Handbook on Procedures and Criteria for Determining Refugee Status

One pamphlet re-issued in December 2011

Download 200-page pamphlet from <http://www.unhcr.org/>

Updated: Irregularly

Considerations for Asylum Staff Members Adjudicating Asylum Claims from Women

Immigration and Naturalization Service Memorandum May 26, 1995

Order from ICE/OPLA Law Librarian.

Affirmative Asylum Procedures Manual

Citizenship and Immigration Services, Office of International Affairs, Asylum Division

Download from www.uscis.gov

104-page manual, May 2016

Updated: Irregularly

American Association of Immigration Lawyers' (AILA) Asylum Primer (seventh edition)

One softbound volume

Order from AILA

Cost: \$189.00

Updated: Irregularly

Rights of Prisoners (fifth edition), by Michael B. Mushlin

Order from Thomson West

Cost: \$720.00

Updated: Annual pocket parts \$243.00

Federal Habeas Corpus, Practice & Procedure (seventh edition)

Two hardbound volumes published 2015, with current supplement

Order from LexisNexis Matthew Bender

Cost: \$512.00

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Updated: Loose-leaf update, \$117.00

Federal Civil Judicial Procedure and Rules (2019 edition)

Paperback volume

Order from Thomson West

Cost: \$215.00

Updated: Re-issued semiannually, usually in March and August

United States Code, Title 28, Rules, Appellate Procedure, Pamphlets I + II

Only the two softbound volumes contain the U.S. Court of Appeals Rules

2018 Edition

Order from Thomson West

Cost: \$118.00 each volume; \$236.00 total

Updated: Annually, usually in June

Federal Criminal Code and Rules

Paperback volume, 2019 Edition

Order from Thomson West

Cost: \$225.00

Updated: Published semiannually, usually in March and August

LaFare, Israel, King and Kerr's Criminal Procedure (sixth edition), Hornbook Series

One volume, 2017

Order from West Academic

Cost: \$125.00

Updated: Published irregularly

Olson's Legal Research in a Nutshell (thirteenth edition)

Paperback volume published 2007

Order from West Academic

Cost: \$47.00

Updated: Published irregularly

Murray and DeSanctis' Legal Writing and Analysis (second edition)

One volume, 2015

Order from West Academic

Cost: \$129.00

Updated: Published irregularly

Black's Law Dictionary, Latest Standard Edition (tenth edition) 2014

One volume, hardbound

Order from Thomson West

Cost: \$81.95

Updated: Published irregularly

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Directory of Nonprofit Agencies that Assist Persons in Immigration Matters

Available online at www.immigrationlawhelp.org

Updated: Irregularly

Other Translation Dictionaries

To be selected by the Center Administrator or Law Librarian in accordance with the most common languages spoken by the respective resident population

Resident Handbook and Resident Orientation Materials

Self-help Materials

Materials provided by outside organizations after clearance pursuant to the procedures described in Section V.F. of ICE Family Residential Standard on *Law Libraries and Legal Material*.

Telephone Books (Yellow Pages or Equivalent)

Provided for local areas and nearby metropolitan areas where counsel may be located

Note: Cost of an initial purchase of an item with an annual subscription includes the first year of subscription updates.

Appendix 6.3.B: Optional Legal Reference Materials

Revised March 2019

Bender's Immigration Case Reporter

Decisions from Federal Court, BIA, AAU, and Board of Alien Labor Certification Appeals from 1984 forward

Three volumes and loose-leafs

Order from LexisNexis Matthew Bender

Publication Number 403 Release 410

Cost: \$2,713.00

Updated: Annual subscription \$2,466.00

Appendix 6.3.C: Publishers' Addresses and Telephone Numbers

Revised March 2019

AILA

1331 G Street NW, Suite 300
Washington, D.C. 20005
www.aila.org
1-800-982-2839

Human Rights Watch

Publications Department
350 Fifth Ave., 34th Floor
New York, NY 10118-0329
<http://hrwpubs.stores.yahoo.net>
212-216-1809

Immigrant Legal Resource Center

1458 Howard Street
San Francisco, CA 94103
www.ilrc.org
415-255-9499

LexisNexis Matthew Bender

1275 Broadway
Albany, NY 12204
Federal Government Sales: Robert D. Raskin
(937) 247-8173
Robert.D.Raskin@lexisnexis.com
<http://bookstore.lexis.com/bookstore/catalog>

National Immigration Law Center

3450 Wilshire Blvd. #108-62
Los Angeles, CA 90010
www.nilc.org
213-639-3900

Thomson West

610 Opperman Dr.
MS B-6M-N512
Eagan, MN 55123
Federal Government Sales: David Waldhauser
1-800-328-9352, Ext. 7118

West Academic

444 Cedar Street, Suite 700

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St. Paul, MN 55101
Federal Government Sales: Scott Duckson
Scott.Duckson@westacademic.com
(651) 202-4764

U.S. Government Printing Office

<http://bookstore.gpo.gov/>
1-866-512-1800

United Nations High Commissioner for Refugees

1775 K St., NW, Suite 300
Washington, DC 20006
www.unhcr.org
202-296-5191

William S. Hein & Co.

2350 North Forest Road
Getzville, NY 14068
www.wshein.com
1-800-828-7571
Government Sales Contact: Dale M. Missert (Mr.)
(716) 882-2600, ext. 11
dmissert@wshein.com

Note

West Publishing Company was bought by Thomson, a Canadian corporation, and is now operated as Thomson West. This company purchased Clark Boardman & Callaghan, as well as a number of other small legal publishing companies.

LexisNexis Matthew Bender was formed by the purchase of LexisNexis, Matthew Bender Company, the Michie Company, and Shepard's-McGraw Hill, Inc. They are a division of Reed-Elsevier, a Dutch corporation.

Caution: Federal Government pricing is deeply discounted from prices found in the publisher's general catalogs or websites. Always use the Federal Government contacts at privately owned publishers. If none is listed, then ask whether special Federal pricing is available. AILA gives ICE the member discount.