

Notary Services in Law Libraries: Summary of Responses

Original query posted by Paula Seeger, Dane County Legal Resource Center, Madison, WI:

"Does your library offer notary services to the public? I'm especially interested in court and county law libraries. If you offer a notary, do you charge for the service and how much? Have you had any difficulty justifying this charge? If you don't offer notary services, have you ever been asked to start this service? What have been your reasons why you don't offer the service? If your library is in a courthouse, is there somewhere else the public can go for notary services in the courthouse?"

Laws regarding notaries are summarized by state at this website:

<http://www.nationalnotary.org/Sections/index.cfm?text=nsAgentLaws>

Responses by state:

Alabama – No Response

Alaska – No Response

Arizona

Library: Superior Court Law Library (Phoenix)

Reported by: Valerie Lerma

Offer notary? No

Fee? n/a

Comments: *"If the public is filing paperwork then the clerk of court will notarize for them (for no additional charge) when they file. If they are not filing anything then we suggest their local bank as a possible solution. On occasion we are asked why we don't offer this service. I don't think we've ever given it much thought."*

Arkansas – No Response

California

Library: Bernard E. Witkin Alameda County Law Library (Oakland)

Reported by: Cossette T. Sun

Offer notary? No

Fee? n/a

Comments: *"We don't offer notary services, although we have been asked to start this service. We keep a list of notaries near the law library for referral. The courthouse or the clerk's office does not offer the service either because it would take away the staff time."*

Library: San Bernardino County Law Library (San Bernardino)

Reported by: Larry Meyer

Offer notary? No

Fee? n/a

Comments: *"We do not offer a notary service. However, I have thought about it. I have a staffer that I would like to send to training. I am not sure what we would charge. My guess is that we would be competitive with nearby notaries. We would not expect to directly recoup our costs, but could also use the notary for internal needs, cutting down on our expenses."*

Library: Los Angeles County Law Library (Los Angeles)

Reported by: Diane Reynolds

Offer notary? No

Fee? n/a

Comments: *"Our Library has received infrequent requests for certified copies of code sections as of specific date in the past. Providing a certified copy has generally meant having a statement from authorized staff member reviewing photocopy procedure from original source and declaring copy to be true copy and then having notary notarize signature of the staff member. Notary Public provides an independent service in our building. By code, notary fee is set, approximately ten dollars per notarized signature. When courts require certified copy, notary needs statement verifying authentication of the original copy and copying process from appropriate library personnel...Notary in our building also provides miscellaneous typing of legal documents."*

We do notice the need for notary services when the notary is on vacation. Requests for certified copies happen approximately two or three times a year and generally at the same time. We have had repeat business by individual who obtained certified copy needing a different document certified as a true copy of an original. Since request for certified copy is so infrequent, library has not charged for the statement. Individual pays the notary fee involved in typing the statement and have staff member's signature notarized. I believe the total fee for notarization and preparation of the statement is approximately \$20-\$25. Individuals requesting the service are very happy to pay charges quoted because they need to submit certified document in court generally outside of California. At this time, no member of our staff is a notary public and the notary does not split the fee with the library."

Colorado – No Response

Connecticut

Library: Connecticut Judicial Branch Law Libraries (Hartford)

Reported by: Claudia Jalowka

Offer notary? No

Fee? n/a

Comments: *"...many of our courthouses now have Court Service Centers (designed specifically to assist the Pro Se client) and Notary services are available in many of these."*

Library: Connecticut State Library (Hartford)

Reported by: Cheryl Schutt

Offer notary? Yes

Fee? No

Comments: *"I am the notary public for the Connecticut State Library. The library did not require my services. I noticed a need for it. The library did however, pay for my test, and materials. They did support the idea once it was brought to their attention."*

Delaware – No response

District of Columbia – No Response

Florida

Library: Everlove and Associates, Inc. (St. Petersburg)

Reported by: Nora Everlove

Offer notary? Will soon

Fee? Info not provided

Comments: *"We have just completed our notary requirements but have not officially started providing the service."*

Georgia

Library: Dougherty County Law Library (Albany)

Reported by: Laureen Adams

Offer notary? No

Fee? n/a

Comments: *"We don't currently offer notary service, but I will strongly consider adding it. Currently, only our Probate Court offers notary service. They charge \$2 per executed signature."*

Hawaii – No Response

Idaho – No Response

Illinois

Library: William D. Block Memorial Law Library, 19th Jud. Cir., State of Illinois (Waukegan)

Reported by: David E. Bender

Offer notary? No

Fee? n/a

Comments: *"We do not offer a notary service solely because the county clerk's office is literally the next door over, and they provide a free notary as a service to the public. Several other offices in the county provide free notary service as well. I am not aware of any office that charges."*

Library: DuPage County Law Library (Wheaton)

Reported by: Elizabeth Cooper

Offer notary? No

Fee? n/a

Comments: *"Our library doesn't offer the service, but the Circuit Court Clerk's office does. We are in the same building in the DuPage County Court House. I believe all of the clerks can notarize documents. They do not charge for the service. Needless to say, this is a big help for us!"*

Indiana – No Response

Iowa – No Response

Kansas

Library: Douglas County Law Library (Lawrence)

Reported by: Kerry Altenbernd

Offer notary? No

Fee? n/a

Comments: *"We do not offer the service and we have not been asked to do so. No one in the court building does notary work for the public. Although they do not advertise it, the county clerk's office located near the court building will do so for free if requested."*

Library: Johnson County Law Library (Olathe)

Reported by: John Pickett

Offer notary? Yes (but see Comments below)

Fee? No

Comments: *"My assistant is a notary but I think she was probably already a notary (as well as a paralegal) before she started with the library. It is not a job requirement yet. I don't think we would need to have a notary to function as a high quality law library but it depends how busy you are and your staffing. You can't do everything well... There are other notaries in the courthouse including in the clerk of courts, court trustee and several of the judges administrative assistants. We are a county library, not a court library and not part of the court but work with the court and have our own independent board of trustees that includes judges and attorneys. Funded part by court filing fees and part by attorney fees."*

Kentucky – No Response

Louisiana

Library: Law Library of Louisiana (New Orleans)

Reported by: Catherine Lemann

Offer notary? Yes

Fee? No

Comments: *"I am a notary and do notarize documents occasionally. We do not advertise it. I believe it would violate a court rule on practicing law, so I don't charge. (In Louisiana, notaries are mostly attorneys. Non-attorney notaries have to pass a test which is quite difficult.) I think the going rate in the area would probably be \$10, but I really don't know. The clerk of court, in the building, is also a notary. Other than that, people can try to find an attorney near here."*

Maine – No Response

Maryland

Library: Charles County Public Law Library (La Plata)

Reported by: Mary Rice

Offer notary? No

Fee? n/a

Comments: *"No, we do not offer Notary services. There has only been one request that came through me, and I called around the courthouse to find a Notary. This issue has not been addressed through the law library, if at all."*

Massachusetts – No Response

Michigan

Library: Mound Correctional Facility (Detroit)

Reported by: Joseph A. Novak

Offer notary? Yes

Fee? No

Comments: *"The Michigan Department of Corrections requires (at every prison facility) that all unit counselors and Library staff to be notaries. Also, the Department does not allow us to charge."*

Minnesota

Library: Minnesota State Law Library (St. Paul)

Reported by: Susan Larson

Offer notary? No

Fee? n/a

Comments: *"The MN State Law Library does not have any notaries on staff, however within the MN Judicial Center, there are about 8 notaries available. Ironically the Clerk's Office (Court Administration) is not among them. Whenever we have a request for a notary we can call upon any of the 8 (there is an informal rotation) and they will come to the library and provide the service. There are no fees associated with notary services done in the MN Judicial Center."*

Library: Anoka County Law Library (Anoka)

Reported by: Gene Myers

Offer notary? Yes

Fee? No

Comments: *"The law library has paid the notary fees for the person, who works for me, to be a notary. If she notarizes documents at work, nothing is charged, as we provide it as a free service."*

Mississippi – No Response

Missouri – No Response

Montana – No Response

Nebraska – No Response

Nevada – No Response

New Hampshire – No Response

New Jersey – No Response

New Mexico – No Response

New York

Library: Appellate Division Law Library (Rochester)

Reported by: Betsy A. Vipperman

Offer notary? Yes (but also see Comments)

Fee? Info not provided

Comments: *"We have one staff member who just became a notary but we're not sure how we want to proceed."*

North Carolina – No Response

North Dakota – No Response

Ohio

Library: Clermont County Law Library (Batavia)

Reported by: Carol Suhre

Offer notary? Yes

Fee? No

Comments: *"We take care of the county notary services in our county law library. That is, we create, send out & administer the tests & the renewal applicants. We are all notaries, paid by Law Library funds & offer this as a free service, esp because the Clerks office said it is a conflict for them to notarize."*

Oklahoma

Library: Oklahoma County Law Library (Oklahoma City)

Reported by: Venita Hoover

Offer notary? Yes

Fee? Yes

Comments: *"The Law Library in Oklahoma County, Oklahoma City, is located in the Court House and has for as long as I can remember has had a notary available. All of our staff are notaries. We charge \$1.00 per stamp/seal, we do not charge county or court employees for notary service. We do approx. 15 notaries per day and have no problem in collecting the \$1.00. We are considering raising this cost to \$2.00."*

Oregon

Library: Washington County Law Library (Hillsboro)

Reported by: Laura Orr

Offer notary? Yes

Fee? No (but see also Comments below)

Comments: *"We do not charge, although I reserve the right to do so (this reservation was made at the time I got my notary commission). The state publishes official Notary fees so no other justification is needed - other than from my board, which approves my decision. The demand is low and the service is appreciated as much by our judges as by attorneys and the public. If demand was greater I might have decided to charge... We're across the street from the courthouse and right now there is no other notary nearby; a few local banks will notarize documents for their own customers."*

Library: Multnomah Law Library (Portland)

Reported by: Jacque Jurkins

Offer notary? Yes

Fee? No

Comments: *"We offer notary service and have for many years. We do not charge, but if we did, the charge would be fixed by state statute. At present we are the only notary service in the courthouse, although the judges may notarize documents if necessary... We do not have a big number of requests, but often an attorney will need his affidavit notarized and she/he does not have time to go back to the office, and of course we notarize the pro se stuff, the Clerk's office sends them to us. We more or less are a quick fix notary for people in the courthouse who need their signature notarized right away."*

Pennsylvania

Library: Lehigh County Law Library (Allentown)

Reported by: Lorelei A. Broskey

Offer notary? No

Fee? n/a

Comments: *"Although I have thought about getting a notary commission for myself many times, I always scrap the idea because we are court office and Patrons can go to the Clerk of Courts office in this same building or across the street to private firms... If I did do this, I would certainly charge the state mandated fee for notary services! In PA, notaries are sort of independent contractors, therefore the service would be from that individual person, not really the library. Either all my employees would have to be notaries and fight it out for the clients, or the ones that have commissions would have to be paid individually for that service. I just don't want to be accused of any kind of poaching or double dipping, so we don't do it."*

Library: Jenkins Law Library (Philadelphia)

Reported by: Katrina Piechnik

Offer notary? Yes

Fee? Yes...Price varies, see link below

Comments: See <http://www.jenkinslaw.org/services/notary.php>

Rhode Island – No Response

South Carolina – No Response

South Dakota – No Response

Tennessee – No Response

Texas

Library: Collin County Law Library (McKinney)

Reported by: Katy Gill

Offer notary? No

Fee? n/a

Comments: *"We are a county law library and we do not offer notary services, though goodness knows we've been asked about it plenty of times! We have a library staff of only two people, both of us are librarians but neither of us are notaries. We are asked so frequently to notarize documents for patrons that we simply don't have the manpower or time resources necessary for doing it. Fortunately, there are several notaries in our courthouse building who will notarize for the public. Some of them charge a fee and some do not. I do not know what the amount of the fee is that is charged by those notaries."*

Library: Smith County Law Library (Tyler)

Reported by: Cristy Keul

Offer notary? Yes

Fee? Yes

Comments: *"The Smith County Law Library (Tyler, Texas) offers notary service and both of us (our entire staff!) are notary publics. We charge \$3 per instrument. Texas law allows \$6 per instrument so we have not had any problem justifying the fee. We offer notary service because it is not available from clerks or court staff. The public comes to the courthouse expecting to be able to have their documents notarized. We think it is an important service to have available. We don't keep separate records for fees generated from notary services, but we probably do about 50 a month."*

Library: Brazoria County Law Library (Angleton)

Reported by: Angela Wollam

Offer notary? No

Fee? n/a

Comments: *"I used to be a notary but I was being asked to notarize without ID (the attorneys would bring in their clients that did not have proper ID and expect me to notarize without ID), so I finally decided not to renew my commission. I did not charge."*

Utah – No Response

Vermont – No Response

Virginia – No Response

Washington

Library: Clark County Law Library (Vancouver)

Reported by: Maria Sosnowski

Offer notary? No

Fee? n/a

Comments: *"...we don't have a notary service. My board is concerned about the potential liability for that...Nobody in the courthouse provides that service. However, there are several bail bond places a block away and they all provide the service. There is a statute that states how much you can charge for a notary."*

West Virginia – No Response

Wisconsin

Library: Dane County Legal Resource Center (Madison)

Reported by: Paula Seeger

Offer notary? Yes

Fee? Yes

Comments: *50 cents max per statute (current legislation pending to change maximum to \$5.00)*

Library: Wisconsin State Law Library (Madison)

Reported by: Paula Seeger

Offer notary? No

Fee? n/a

Library: Milwaukee Legal Resource Center (Milwaukee)

Reported by: Paula Seeger

Offer notary? No

Fee? n/a

Comments: *Notary is available elsewhere in Courthouse*

Wyoming – No Response

Contributed by:

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