

Access to the Law Library and Cell Block Area

Please note that the Yukon Government (YG), Department of Justice has implemented new procedures for after-hours access to the Yukon Public Law Library and the cell block area located in the Law Courts building (2134 Second Avenue, Whitehorse).

In order for members of the Law Society of Yukon to gain access to the Law Library after regular business hours, a YG photo ID/access card is required. These cards are issued by the YG Security Office.

If you do not have an access card (or misplace yours), please call the Department of Justice's Administrative Coordinator at 667-8296 to request one. You will need to identify yourself, the firm you are with and your status with the Law Society of Yukon. If you have a Certificate of Permission to Act in the Yukon, in addition to identifying yourself, you will have to state the length of time you wish access to the Law Library, with a specific end date.

At your convenience, you will need to arrange an appointment with YG Security located at the Yukon Government Administration Building on 2nd Avenue. They can be contacted at 667-5703. You will be required to provide a piece of picture ID such as a Drivers License so that a YG photo ID/access card can be created for you. You will need to select a 4 digit personal identification number (PIN) at that time. To preserve the security of the Law Courts, please do not share your PIN with anyone else.

To gain after-hours access to the Law Library: present your new card by holding it close to the card reader that is located just outside the exterior door nearest courtroom #5; once you hear a beep (confirming that your card has been read), move the card away from the card reader and enter in your 4-digit pin number. Once your pin number is entered, you should hear a 'click' as the door unlocks. Please ensure the door closes completely behind you as you enter and leave the building. Once inside there is another card reader at the library door entrance – no pin number is required at this door.

TIPS FOR USING YOUR NEW ACCESS CARD:

1. Remember your unique 4-digit pin number (you're the only one that knows it – if you forget it, you will need to call YG Security to have them re-set it).
2. Rather than 'swiping' your card by the card reader, please "present" it by holding it close in front of the reader until you hear a 'beep' indicating that your card has been read.
3. Once your card has been read, take the card away from the reader and then enter in your 4-digit pin number. If you hold the card in the same hand you are using to enter your pin number, the system may read the card again and cancel the entry.
4. If at first you don't succeed, keep trying! On occasion, when you use the card for the first time, the system may have difficulty initializing your card. If your first attempt does not work, wait at least 40 seconds and then try again from the beginning.

5. If you are still having difficulty getting your card to work, call YG Security at 667-5703.

For lawyers requiring access to clientele in the cells area of the Law Courts, please note the new procedure required to accomplish this. Access into the cells can only be granted by Provost located in the cells area. For the convenience of those needing to access this area, a phone has been installed outside the Sheriff's office and can be used to contact the Provost if Sheriff's staff is not present. No dialing is necessary - just pick up the phone and the Provost will be prompted to respond if he/she is available. Once you have the Provost on the line, please identify yourself and request entry into cells.