

MARY A. HOTCHKISS

Director of Academic Advising and Senior Lecturer, University of Washington School of Law
Adjunct Senior Lecturer, University of Washington Information School
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EDUCATION

J.D. 1983, LL.M. 1985	The George Washington University, Washington, D.C.
M.S.L.S. 1978	The Catholic University of America, Washington, DC
Graduate Fellow in History, 1976	The College of William & Mary, Williamsburg, VA
B.A. History, 1975	Duke University, Durham, NC

Admitted to the Maryland Bar, June 1983

ACADEMIC APPOINTMENTS

- **UNIVERSITY OF WASHINGTON SCHOOL OF LAW**, Seattle, WA – *Assistant Dean for Academic Services*, July 2002-July 2005; *Director of Academic Advising*, August 2005-present.
- **UNIVERSITY OF WASHINGTON SCHOOL OF LAW**, Seattle, WA - *Part-time Lecturer*, 1995-98; *Affiliate Assistant Professor*, 1998-99; *Full-time Lecturer*, 1999-2001; *Senior Lecturer*, 2001 to present.
- **UNIVERSITY OF WASHINGTON INFORMATION SCHOOL** Seattle, WA - *Part-time Lecturer*, 1995-99; *Adjunct Lecturer*, 1999-2001; *Adjunct Senior Lecturer*, 2001 to present.
- **HIGHLINE COMMUNITY COLLEGE: LEGAL ASSISTANT CERTIFICATE PROGRAM**, Des Moines, WA – *Part-time Instructor*, 1993 to 1995.
- **UNIVERSITY OF WASHINGTON, GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE**, Seattle, WA – *Visiting Professor*, Summer 1991.

UNIVERSITY OF WASHINGTON TEACHING PORTFOLIO

*Instruction for varied audiences: J.D. candidates, LL.M. candidates, and M.L.I.S. candidates.
Each academic year I generally teach five or six courses (15 or more quarter credits).*

Access to Justice Seminar explores the legal, ethical and financial issues involved in providing legal service to low and moderate-income persons. [2 credits; taught 2002 to present]

Employment Law covers the employment relationship outside of the union context. Specific topics include employment at will, employee privacy, trade secrets and duty of loyalty, prohibitions on status discrimination, regulation of compensation, employee benefits, workers compensation and occupational health and safety. [3-4 credits; taught 2002, 2003, 2005 to present]

Information in Social Context examines social and legal issues related to intellectual freedom, information as public/private good, intellectual property, privacy, confidentiality, information liability, the economics of information, and other professional values. [4 credits; taught 2001 to present]

International and Foreign Law Research provides an overview of major legal sources in the vernacular and in English language translations and focuses on specialized practice tools. Topics include treaty research, human rights, transnational litigation, transnational business and tax law. [2 credits; taught 1999 to present]

Legal Research I and **Legal Research II** are designed as sequential classes, taught each fall and winter. These courses are cross-listed with the Information School and required of students in the law librarianship certificate program. Assignments and research projects focus on case law, statutes, legislative materials, finding tools, specialized areas of the law, and computer-assisted legal research. Strong emphasis on research strategy and process and the integration of the use of manual and online sources. [3 credits each; taught 1996 to date]

Advanced Legal Research is a one-quarter long course covering state and federal materials; upper level law students hone research skills through extensive assignments and examination of research tools and techniques. [4 credits, taught 1995, 1996]

Federal Tax Research introduces graduate law students to the specialized research tools and techniques used in federal tax practice through lectures, hands-on lab sessions, and multiple assignments. [2 credits; taught 1996-2002]

PROFESSIONAL EXPERIENCE

- **U.S. COURTS LIBRARY, U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT.**
Seattle, WA - March 1992 to November 1999.

Assistant Librarian. Provided both legal and non-legal research assistance to U.S. Court of Appeals, U.S. District Court, and U.S. Bankruptcy Courts staff in Seattle and Tacoma, using print and on-line sources. Provided general reference assistance to members of the bar and the public. Responsible for all aspects of computer-assisted legal research, including installation, training, upgrades, and user support for LEXIS, WESTLAW, and the Internet. Promoted library services through production of weekly newsletter and user guides. Maintained in-house database for Ninth Circuit published opinions and memorandum dispositions. Tracked current events and policy issues related to the judiciary. Participated in decision-making on budget, automation issues, space planning and construction projects, and service parameters.

- **MARIAN GOULD GALLAGHER LAW LIBRARY, UNIVERSITY OF WASHINGTON,**
Seattle, WA - Contract employee, August 1991 to December 1998.

Editor. CURRENT INDEX TO LEGAL PERIODICALS, June 1992 to December 1998. Responsible for editorial production of weekly current awareness publication produced by the Gallagher Law Library and received by over 2500 subscribers, in print or electronic format. Available at <lib.law.washington.edu/cilp/cilp.html>.

Special Projects Librarian, August 1991 to January 1992. Designed and completed a six-month collection assessment project profiling subject areas and types of materials held by the Marian Gould Gallagher Law Library. Used DataPerfect software to develop an in-house collection development database.

- **MARIAN GOULD GALLAGHER LAW LIBRARY, UNIVERSITY OF WASHINGTON,**
Seattle, WA - October 1989 to July 1991.

Assistant Librarian for Public Services. Supervised and coordinated public services functions including Circulation and Reference Departments (four full-time professionals and six full-time support staff). Served as liaison between the Law Librarian and the public services staff. Responsible for the development and improvement of library services to the law school faculty and students, the general academic community, members of the bar, and the general public. Provided classroom instruction for law school courses. Promoted better access for public patrons, including development of user guides and orientation sessions. Provided support for general and specialized

reference service, including online as well as print research. Managed special projects including the installation of new carpeting in the reading room and coordinating the University of Washington Law Librarianship Program 50-Year Celebration. Participated in the development of library policies, budget proposals, and long-range planning.

- **WHITE HOUSE LAW LIBRARY, EXECUTIVE OFFICE OF THE PRESIDENT,**
Washington, DC - August 1986 to October 1989.

Law Librarian. Provided legal research assistance in the areas of public administration, international affairs, regulatory law, judicial appointments, and current events to Executive Office attorneys and staff. Identified and tracked policy issues; compiled legislative histories; retrieved relevant case and statutory law through print and online resources; summarized research in written memos. As Senior Staff, participated in division-wide decision-making on budget, automation issues, user policies, and service parameters. Assisted in planning and implementation of second-generation integrated library system. Responsible for the daily administration of law library operations including acquisitions, circulation, collection maintenance, research and general reference.

- **JACOB BURNS LAW LIBRARY, THE GEORGE WASHINGTON UNIVERSITY,**
Washington, DC - February 1982 to August 1986.

Held positions of increasing responsibility, culminating as *Head of Collections Management*. Active participant in administrative projects, including selection and implementation of INNOVAQ serials system and the 1983-84 library renovation. Provided legal reference assistance to faculty and students; developed online training programs; supervised circulation, reserve, and stack maintenance operations. Prepared tours and educational programs for the law school. Hired, scheduled, and trained departmental staff. Supervised four full-time employees, six part-time professionals, and 25 student assistants.

- **ROSS, MARSH & FOSTER,** Bethesda, MD - June 1978 to May 1984.

Law Clerk (1978-1983); *Research Attorney* (1983-1984). Assisted with real estate settlements, residential foreclosures, tax return preparation, fiduciary accountings, and drafting of wills and powers of attorney.

- **COLONIAL WILLIAMSBURG FOUNDATION & THE EARL GREGG SWEM LIBRARY,**
Williamsburg, VA - July 1976 to August 1977.

Graduate Fellow in Historical Library and Archival Administration. Managed early Americana collection; cataloged manuscripts; provided reference assistance to Colonial Williamsburg Research Library patrons.

- **U.S. HOUSE OF REPRESENTATIVES SELECT COMMITTEE ON AGING,** Washington, DC -
September 1975 to June 1976.

Legislative Intern. Assisted with legislative hearings and researched elder law issues for committee staff.

RECENT PUBLICATIONS

Julie A. Cho-Heintz, Thomas D. Cobb, and Mary A. Hotchkiss, *Washington Legal Research*, 2d ed. (Carolina Academic Press, forthcoming 2009).

Mary A. Hotchkiss & Mary Whisner, "Chapter 3: Communicating Research Results Through Writing," in *Fundamentals of Legal Research*, 9th ed. (Roy M. Mersky & Donald J. Dunn, eds., Foundation Press, forthcoming 2009).

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Mary A. Hotchkiss, "Federal Tax Research," in *Specialized Legal Research* (Penny A. Hazelton ed., Aspen, 2008).

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-16 (1992-2008), 17 Perspectives: Teaching Legal Res. & Writing 54-94 (2008).

Efthimis N. Efthimiadas and Mary A. Hotchkiss, *Legal Discovery: Does Domain Expertise Matter?* TREC Legal Track Proceedings, National Institute of Standards & Technology (2007).

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-15 (1992-2007), 16 Perspectives: Teaching Legal Res. & Writing 51-89 (2007).

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-14 (1992-2006), 15 Perspectives: Teaching Legal Res. & Writing 68-103 (2006).

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-13 (1992-2005), 14 Perspectives: Teaching Legal Res. & Writing 39-71 (2005).

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-12 (1992-2004), 13 Perspectives: Teaching Legal Res. & Writing 40-72 (2004).

Law for the Non-JD, (co-authored with Mary Whisner), AALL Spectrum, Dec. 2003, at 4, 5, 27.

LAW FOR THE NON-JD (2003) (materials for AALL Workshop). Chapters on Property and Business Law.

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-11 (1992-2003), 12 Perspectives: Teaching Legal Res. & Writing 46-83 (2003).

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-10 (1992-2002), 11 Perspectives: Teaching Legal Res. & Writing 28-58 (2002).

Index to Perspectives: Teaching Legal Research and Writing, Volumes 1-9 (1992-2001), 10 Perspectives: Teaching Legal Res. & Writing 36-64 (2001).

Editor, BEST OF PERSPECTIVES: TEACHING LEGAL RESEARCH AND WRITING (Volumes 1-9)(West Group, 2001). [An anthology of articles from the first nine years.]

Special Editor and Contributor. *Profile: University of Washington Centennial Edition*, volume XI (2001). Special issue of the UWLS alumni magazine commemorating the Law School's Centennial.

Toolbox for Teaching, 93 LAW LIB. J. 405 (2001).

Editor, PERSPECTIVES: TEACHING LEGAL RESEARCH AND WRITING (West Group). Tenure began with volume 9, Fall 2000. Available in print, on Westlaw ("PERSPEC" database identifier) and on the web at <http://west.thomson.com/newsletters/perspectives> .

From the Editor: A Fresh Perspective, 9 Perspectives: Teaching Legal Res. & Writing 1-2 (2000).

The University of Washington Law Librarianship Program: 60 Years of Excellence, 16 ALKI 19 (Dec. 2000).

Mary A. Hotchkiss and Nancy M. McMurrer, *FEE-BASED ELECTRONIC RESOURCES: THE FUTURE OF LEGAL RESEARCH*. University of Washington School of Law, Washington Law School Foundation, 2000.

INTERNET LEGAL RESEARCH SERIES: EFFECTIVE WEB-BASED TAX RESEARCH. University of Washington School of Law, Washington Law School Foundation, 1999.

Managing Multiple Projects, or the Art of Juggling, AALL SPECTRUM, September 1998 at 12.

Juggling Three Bags: A Day in My Law Library Life, 89 LAW LIB. J. 182 (1997).

PRESENTATIONS, CONTINUING LEGAL EDUCATION & SPEAKING ENGAGEMENTS

“Workshop on Copyright and Licensing Issues in University Settings,” Evergreen State College, Olympia, WA – June 27, 2008.

“About Peter Nicolas,” Introduction at the Installation of Peter Nicolas as the Jeffrey & Susan Brotman Professor of Law, University of Washington, Seattle, WA – May 8, 2008.

“Equal Opportunity and Diversity: The ABA Standard Under Fire,” Panelist, American Association of Law Libraries Annual Meeting, New Orleans, LA – July 15, 2007.

“Library 101: Basics of Intellectual Property,” Gates Foundation, Seattle, WA – June 21, 2007.

“Careers in Law Librarianship,” UW Information School, Seattle, WA – April 13, 2007.

“Copyright: Licensing & Emerging Topics,” 2-hour MLIS workshop, Seattle, WA –February 22, 2007.

“Copyright: Library Exceptions & Liability,” 2-hour MLIS workshop, Seattle WA – February 20, 2007.

IP Workshop for Information Managers, 3-hour workshop for UW Executive MSIM Program, Seattle, WA – January 26, 2007.

“Study Abroad: A World of Opportunities,” ILS Presentation, UWLS, Seattle, WA – November 2, 2006.

“Turn That Music Down: A Conversation Across Generations,” Panel discussion on the changing Workplace, Law Librarians of Puget Sound, Seattle WA – October 25, 2006.

“Blazing Trails for our Future: Practical Strategies for Recruiting the Next Generation of Law Librarians,” Panelist, American Association of Law Libraries Annual Meeting, St. Louis, MO (July 10, 2006).

“Digitization Projects: Electronic Frontiers,” LLOPS Workshop, Seattle, WA (May 3, 2006).

“Study Abroad - Bergen and Beyond!” ILS Presentation, UWLS, Seattle, WA (March 2, 2006).

“Nuts & Bolts of Writing Samples,” Career Services Panel, UWLS, Seattle, WA (Jan. 12, 2006).

“Externships: All You Need to Know,” Career Services Panel, UWLS, Seattle, WA (Nov. 16, 2005).

“Preparing for Non-Washington State Bar Exams,” Career Services Panel, UWLS (Nov 8, 2005).

“A Look Back: Fifteen Years of LLOPS,” Panel discussion, Seattle, WA – June 29, 2005.

“A Look Inside: Prison Law Libraries,” Law Librarians of Puget Sound, Seattle, WA – September 29, 2004.

“Googling for Good, Not Evil,” UWLS Teaching Workshop, Seattle WA – June 3, 2004.

“Copyright Overview for Public Libraries,” Seattle Public Library, Seattle, WA – December 18, 2003.

AALL Workshop on Law for the Non-JD. Two-day workshop, Seattle, WA - July 10-11, 2003. Director. Recruited speakers, organized curriculum, and presented 3 sessions.

“Civil Liberties in Libraries: Ramifications of Recent Legislation,” Inland Northwest Council of Libraries, Spokane, WA – November 7, 2002.

“New Perspectives on LIS Education: Curriculums, Demographics, and Partnerships,” Thomson Tech Center Presentation, American Association of Law Libraries, Orlando, FL – July 22, 2002.

“First Amendment Issues of Information Professionals: Book Banning to Internet Filtering to Managing Patron Behavior,” Lecture, Information School, Seattle, WA – April 25, 2002.

“Tailoring Instruction to the Setting and Audience,” Information School, Seattle, WA – April 6, 2002.

“Mainstreaming Westlaw & WestNews,” Library Educators Advisory Board, Eagan, MN – March 1, 2002.

“UCITA: Licensing and Fair Use Issues,” Lecture, Information School, Seattle, WA – November 29, 2001.

“Essential Tools for Tax Research,” Lecture, UW Law School, Seattle WA – October 23, 2001.

“Ask the Experts: Basics of International Legal Research,” CONELL Roundtable, AALL Annual Meeting, Minneapolis, MN – July 14, 2001.

AALL Workshop on Law for the Non-JD. Two-day workshop, Minneapolis, MN - July 12-13, 2001. Director. Recruited speakers, organized curriculum, and presented 3 sessions.

“Foreign Law Research: Tips and Techniques,” CONELL Roundtable, AALL Annual Meeting, Philadelphia, PA – July 15, 2000.

“Fee-based Electronic Resources: the Future of Legal Research,” University of Washington School of Law CLE Workshop, Seattle, WA - January 17, 2000.

“Effective Web-based Tax Research,” University of Washington School of Law CLE Workshop, Seattle, WA - March 16, 1999; June 22, 1999; September 1, 1999; September 14, 1999; December 2, 1999.

“Search with Success: Legal Research on the Web,” Lavender Law ‘99 Conference, University of Washington School of Law, Seattle WA - October 23, 1999.

“Internet Legal Research: Basic Power Searching (Washington),” University of Washington School of Law CLE Workshop, Seattle, WA - June 15, 1999.

“Teaching Legal Research Using Government Documents,” American Association of Law Libraries Annual Meeting, Anaheim, CA - July 1998.

“CLE: Tax Research Update for the General Practitioner,” Montana State Bar Association, Missoula, MT - October 1997.

“Westlaw Basics for Legal Assistants,” Highline Community College Continuing Education, Des Moines, WA - May 1996.

“Bridging the Gap from Law School to Law Practice: What Law Students and New Lawyers Need to Know About Legal Research,” LLOPS Panel at University of Washington School of Law – April 1996.

Panelist: “Serving The Legal Information Needs of a Varied Constituency: The Bench, The Bar, And The Public,” American Association of Law Libraries Winter Institute, Sacramento, CA - February 1996.

“Legal Resources on The Internet,” University of Washington Extension - Continuing Education for Librarians, Seattle, WA - May 1995.

AALL Institute on Basic Legal Reference Services. Three-day Institute, Portland, OR - July 5-7, 1994. Co-Director. Recruited speakers, organized curriculum, and presented 3 sessions.

Washington State Reformatory. Monroe, WA – December 1991 to August 1992. *Volunteer Instructor.* Taught several multi-week legal research courses to members of the Concerned Lifers Organization.

“Online Research Skills for Legal Secretaries and Paralegals,” CLE Seminars Inc., Seattle, WA - May 1991.

UNIVERSITY OF WASHINGTON SERVICE

University-wide Committees

Faculty Senate, 2005-2007.

Graduate Faculty, 2004-present.

UW Decennial Accreditation Steering Committee, 2002-2004.

Law School Committees

Academic Standards, 2002-2005.

Admissions, 1999-present.

Curriculum, 2002-2005; 2008-present.

Gates Public Service Scholarship Selection Committee, 2006-2008.

Graduate Studies, 2000-2001.

Lectureships, 1999-2000.

Information School Committees

Curriculum Transformation, 2005 to date.

Academic Standards, 2004-2007.

Extended Faculty Task Force, 2000-2002.
Curriculum Review Working Group, 1999-2001.

COMMUNITY INTERESTS

Northwest Women's Law Center, Junior League of Seattle (Sustainer) , Roosevelt Neighborhood Association (Advisory Board, 1996-1998; Newsletter Committee, 1995 to date), Roosevelt High School Site Council (1996-98), Roosevelt High School Senior Projects Judge (1998-2000).

PROFESSIONAL MEMBERSHIPS

American Association of Law Schools (AALS); Legal Writing Institute (LWI); Association for Library and Information Science Education (ALISE); Regional chapters of the American Association of Law Libraries: Law Librarians of Puget Sound and Law Librarians' Society of Washington, D.C.

PROFESSIONAL ACTIVITIES

COUNCIL ON PUBLIC LEGAL EDUCATION, WASHINGTON STATE BAR ASSOCIATION

- Member, 2005 to present.

PROFESSIONAL DEVELOPMENT IMPLEMENTATION COMMITTEE (PDIC), WASHINGTON STATE BAR ASSOCIATION

- Member, 2003-2004.

***PERSPECTIVES: TEACHING LEGAL RESEARCH & WRITING* EDITORIAL BOARD**

- Editor-in-Chief, 2000 to present.

***Legal Information & Technology eJournal* Advisory Board (SSRN)**

- Member, 2008 to present.

UNIVERSITY OF WASHINGTON PARALEGAL STUDIES ADVISORY BOARD

- Member, 2002 to present.

AMERICAN LIBRARY ASSOCIATION: SECOND CONGRESS ON PROFESSIONAL EDUCATION

- Steering Committee Member, 2000-2003.

WEST GROUP LIBRARY SCHOOL EDUCATORS ADVISORY BOARD

- Member, 2000-2002.

AMERICAN ASSOCIATION OF LAW LIBRARIES

Received AALL Presidential Certificate of Merit, July 2002.

- Chair and Faculty Member, AALL 2003 Summer Institute, "Law for the Non-J.D."
- Representative, ALA Congress on Professional Education (COPE II) Steering Committee, 2000-2002.
- Chair and Faculty Member, AALL 2001 Summer Institute, "Law for the Non-J.D."
- Member, AALL Mentoring Committee, 1999-2001.
- Chair, AALL Professional Development Committee, 1998-1999.
- Member, AALL Professional Development Committee, 1996-1998.
- Faculty Member, AALL 1996 Winter Institute, "Serving the Legal Information Needs of a Varied Constituency: the Bench, the Bar and the Public."
- Co-Chair and Faculty Member, AALL 1994 Summer Institute, "Basic Legal Reference Services."
- Publicity Chair, 1994 AALL Annual Meeting.

LAW LIBRARIANS OF PUGET SOUND

Received LLOPS President's Award, June 1993.

- Executive Board Member, 1996-97.
- President, 1995-96.
- Vice-President/President-Elect, 1994-95.
- Marketing Committee, Chair, 1992-1994.
- Program Committee, 1993-1995; 1996-1998; and 1999-2000.
- Professional Development Committee, 1990-1993.

LAW LIBRARIANS' SOCIETY OF WASHINGTON, DC

- Executive Board, 1988-1989.
- Co-chair, Program Committee for "New Frontiers at 50: the Washington Conference," LLSDC 50th Anniversary Conference, Washington DC, October 1989.
- Arrangements Committee, 1986-1988.
- Education Committee, 1984-1987.