

# New York Criminal Bar Association

## (“NYCBA”)

### Attorney Lounge Rules

It is requested that those using this room be respectful of others using the room as well as of the room itself and kindly follow the rules outlined below so that we may maintain the condition of this room.

#### General rules of room:

- For security reasons, this room is intended for defense attorneys and their staff only. Please do not bring clients to this room. For conferences with clients, kindly use the attorney conference room on the 13<sup>th</sup> Floor instead.
- Any attorney practicing criminal defense may purchase a cardkey to gain access to this room, however, cardkeys will be provided to NYCBA members at a discounted rate.
- Keep noise to a respectful level.
- No littering.
- Try to leave furniture in place.
- Attorneys engaged in trial have priority use of the inner conference room (i.e., the small, side-room).

#### Special rules regarding computer usage:

- This room is affixed with wireless internet access. Any individual that brings a laptop with them to this room, may access the internet using their laptop provided that the laptop has a wireless internet card installed.
- The two desktop computers installed in this room are for NYCBA member use only.
- NYCBA members engaged in trial have priority use of the computers over those members not engaged in trial.
- When individuals are waiting to use the NYCBA’s computers, computer use should be limited to 30 minutes per individual.
- Individuals accessing Westlaw, Lexis, or any other website that charges a fee for use, must use their own account and will be responsible for any charges incurred. Individuals should always log off of their accounts when finished using the computer to ensure that unauthorized charges are not incurred.
- While use of the computers is provided free of charge as a benefit of NYCBA membership, neither the NYCBA nor the Court will be held responsible for any charges incurred while accessing the internet.
- Further, while the NYCBA’s computers have been installed with anti-virus software, neither the NYCBA nor the Court will be held responsible for any viruses, Trojan horses, or other problems that may occur to a user’s files or computers as a result of their use of computers in this room.

<p>The NYCBA reserves the right to suspend access to this room to any individual who abuses the room or any of the rules outlined above.</p>
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*For questions about this room or to purchase a cardkey, please email us at:  
nycrimbar@nyc.rr.com*