

Are you being served?
Court staff can give legal information.
Lawyers give legal advice.

The court staff can give legal **information**.

- How do I request a hearing?
- How do I file a lawsuit?
- Has a complaint (or petition, motion, response, answer, certificate of service, objection, etc.) been filed?
- I just got this summons and complaint. It says I have to file an “answer” or I will be in “default.” I can’t afford an attorney. What is an “answer”? What does one look like? What does it say? What does “default” mean?
- When is my answer due?
- What does “interrogatory” mean?
- I got a summons for jury duty. Who do I call if I need excused?
- When are the court deadlines and due dates?
- What are the court procedures?
- Where can I find the rules of court?
- Who can I call for legal help?

The court staff **will**:

- Explain how the court works, including procedures, rules, and practices to litigants, the media and citizens.
- Provide examples of forms and pleadings, provide procedural guidance to litigants, and answer questions about the completion of forms.
- Explain the meaning of terms and documents used in the process.
- Explain how to bring problems before the court.
- Provide information contained in docket reports, case files (except juvenile, adoption and family), indexes, and other reports.
- Explain the requirements to have a case considered by the court.
- Give you information from your case file.
- Encourage you to seek legal advice from a lawyer.

The court staff **cannot**:

- Advise you whether to bring your problems before the court or what remedy to seek.
- Give advice or information to one party over another or take sides in a case.
- Give information when they are unsure of the correct answer.
- Advise you whether to take a particular course of action.
- Disclose the outcome of a matter until the outcome is part of the public record.
- Give information that must be kept confidential, by law, rule, such as juvenile, adoption or family matters.
- Tell you whether or not to bring a case to court.
- Give an opinion about what will happen if a case is brought to court.
- Recommend a lawyer.
- Talk to the judge for you about what will happen in your case or deliver information to the judge.
- Let you talk to the judge outside of a court hearing or proceeding.