

INFORMATION AVAILABLE FROM CLERK'S OFFICE AND COURT EMPLOYEES

(Clerk's) Court staff can:

- Tell you the status of a specific case, unless the case or information in the case is confidential. Confidential information is not available to the public because of the state law or a judge's decision.
- Provide the court file on a specific case for you to review. If the case is confidential, you will need a court order to see the file.
- Give you general information on court rules, procedures and practices.
- Provide court-approved or required forms or tell you where you can find forms. There may be a charge for some forms. Forms are not available for all legal proceedings.
- Offer guidance on how to compute some deadlines and due dates.
- Provide court schedules and information on how to get matters scheduled.
- Provide upon request at 15 cents per page a list of attorneys practicing law in Jefferson County.

PLEASE NOTE:

(Clerk's) Court staff do not know the answers to all question about court rules, procedures and practices.

(Clerk's) Court staff cannot:

- Advise you about whether you should file a case or whether you should take any particular action in a case.
- Tell you what words to put in a form.
- Tell you what to say in court.
- Tell you what decision the judge will make or what sentence the judge will impose.
- Comment about specific persons you may name in a petition or pleading.
- Apply the law nor give directions about how to respond in any aspect of the legal process.
- Change an order signed by a judge.
- Let you talk to a judge outside of court.

LEGAL ADVICE:

(Clerk's) Court staff provides information, not legal advice. If you need legal advice, please contact an attorney.

REMEMBER:

The court, including the judge and all staff, must remain impartial. They do not take sides in any matter coming before the court.