

GUIDELINES FOR MISSOURI COURT CLERKS AND COURT STAFF

Court Clerks & Staff MAY

Encourage pro se litigants to be informed about their legal rights

Provide information about:

- Pro bono legal services
- Low cost legal services
- Lawyer referral services

Provide appropriate court approved forms & written instructions

Provide appropriate aid and services for individuals with limited literacy or who have disabilities to extent required by ADA

Provide court approved definitions of commonly used terms, orally or in writing

Provide resources for locating statutes, court rules and local rules

Provide docketed case information

Provide general information about court process, practice and procedure, and facilitate the setting of hearings

Provide information about mediation, required educational programs, and community services

Court Clerks and Staff MAY NOT

Provide legal advice, including but not limited to:

- Recommending a specific course of action
- Performing legal research for litigants
- Interpreting how the law would apply to a specific situations

Predict the outcome of a particular case, strategy, or action

Recommend any specific course of action, including but not limited to:

- Whether to file a pleading
- The specific content or phrasing for a pleading

The specific types of claims or arguments to assert in pleadings or objections to pleadings

Advise on how a particular term or definition applies to a specific situation

Interpret statutes or rules or advise whether or not a particular statute/rule applies in a specific situation

Provide information that must be kept confidential by statute, court rule or case law

Recommend specific techniques for presenting evidence, including but not limited to:

- Specific questions to ask witnesses
- Objections to raise at trial
- Whether to settle or appeal

Compute deadlines specified by statute or court rule