

Guidelines for Missouri Court Clerks and Court Staff

Court Clerks and Staff MAY	Court Clerks and Staff MAY NOT
<p>Encourage pro se litigants to be informed about their legal rights</p> <p>Provide information about</p> <ul style="list-style-type: none"> ▪ Pro bono legal services ▪ Low cost legal services ▪ Lawyer referral services 	<p>Provide legal advice, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Recommending a specific course of action ▪ Performing legal research for litigants ▪ Interpreting how the law would apply to a specific situation ▪ Predicting the outcome of a particular case strategy or action ▪ Computing deadlines specified by statute or court rule
<p>Provide appropriate court-approved forms and written instructions</p> <p>Provide appropriate aid and services for individuals with limited literacy or who have disabilities to the extent required by ADA</p>	<p>Recommend any specific course of action, including but not limited to:</p> <ul style="list-style-type: none"> ▪ 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 ▪ Whether to settle or appeal
<p>Provide court-approved, written definitions of commonly used terms</p>	<p>Advise on how a particular term or definition applies to a specific situation</p>
<p>Provide information on how to access statutes, court rules, and local rules</p>	<p>Interpret statutes or rules or advise whether or not a particular statute or rule applies in a specific situation</p>

Provide docketed case information for the litigant's case	Provide information that must be kept confidential by statute, court rule, or case law
Provide general information about court process, practice and procedure, and facilitate the setting of hearings	Recommend specific techniques for presenting evidence, including but not limited to: <ul style="list-style-type: none"> ▪ Specific questions to ask witnesses ▪ Objections to raise at trial
Provide information about mediation, required educational programs, and community services	