

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> <ul style="list-style-type: none"> ▪ Provide information about 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"> ▪ Recommend a specific course of action ▪ Perform legal research for litigants ▪ Interpret how the law would apply in a specific situation ▪ Predict the outcome of a particular case strategy or action
<p>Provide appropriate court approved forms & instructions</p> <ul style="list-style-type: none"> ▪ Provide information about court approved forms ▪ Answer questions to assist person in filling in blanks on court approved forms ▪ Record information provided by pro se litigants on approved forms ▪ Check court approved forms for completeness ▪ Provide appropriate aid and services for individuals with limited literacy or who have disabilities to extent required by ADA 	<p>Recommend any specific course of action</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
<p>Define commonly used terms</p>	<p>Advise on how a particular term or definition applies to a specific situation</p>
<p>Provide resources for locating statutes, court rules and local rules</p>	<p>Interpret statutes or rules or advise whether or not a particular statute/rule applies in a specific situation</p>

Provide docketed case information	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 <ul style="list-style-type: none">▪ Specific questions to ask witnesses▪ Objections to raise at trial▪ Whether to settle or appeal▪ Compute deadlines specified by statute or court rule
Provide information about mediation and required educational programs and community services	