



## COMMITTEE ON ACCESS TO FAMILY COURTS AGENDA

Office of State Courts Administrator  
121 Alameda Drive, Conference Room B  
December 19, 2008, 10:00 am – 3:00 pm

### I. Call to Order

- A. Approval of October 2, 2008 Meeting Minutes  
*Attachment page 4*
- B. Approval of December 4, 2008 Conference Call Minutes  
*Attachment page 11*
- C. Introduction of New Member  
*Attachment page 12*

### II. Status Updates

- A. Discussion Database - demonstration of use (Norris)
- B. Court Staff / Clerk Education (Recommendation #2) (Bird)  
*Attachment page 18*
- C. Judicial Education (Recommendation #3) (Williamson)  
*Attachment page 19*
  - 1. Judicial College Education  
*Attachment page 20*
  - 2. Future College Courses
    - (a) Faculty
    - (b) Ethics Hours
  - 3. Future Leadership of Judicial Education Committee (Zacharias / Burkemper)
- D. Website (Recommendation #4) (Norris)  
*Attachment page 23*
  - 1. Survey Results
  - 2. Comments Received (August - present)
  - 3. Revisions / Additions
- E. Alliances with State / Local Bar Associations / Pro Bono Initiatives (Recommendations #6 & #7) (Stewart)  
*Attachment page 24*

- F. Litigant Education (Recommendations #1 & #5) (Bird)  
*Attachment page 30*
  - 1. Pamphlet for Clerk's Offices  
*Attachment page 31*
    - (a) Distribution
  - 2. DVD Demonstration (Jim Kapowicz)
- G. Forms (Recommendation #8) (Smith)  
*Attachment page 33*
  - 1. Supreme Court Action  
*Attachment page 34*
  - 2. New Forms Review
- H. Communications (Cruse)  
*Attachment page 40*
- I. Funding (Scaglia / McClure)  
*Attachment page 41*
- J. Self-Help Centers (Schneider)  
*Attachment page 42*
  - 1. Family Court Committee RFP  
*Attachment page 46*
  - 2. Self-Help Center Project  
*Attachment page 59*
- K. Goals / Strategic Plan Spreadsheet
  - 1. Effective / Maximum Use of Document

### **III. Staff Report (Zacharias)**

- 1. Technical Support at OSCA (Zacharias / Norris)
- 2. New Software
- 3. Funding

### **IV. New Business**

- A. Conference Updates
  - 1. MOPACC (Zacharias / McClure)
  - 2. SSF Conference
- B. ABA Award Application (Levine / Smith)

C. Requests for Materials Distribution (Levine)  
*Attachment page 68*

1. Department of Corrections
2. General Public
3. Courts

D. Resignations / Appointments (Levine)  
*Attachment page 73*

1. Recommendations

**V. Subcommittee Breakout Sessions (if needed)**

**VI. Adjourn Meeting**

**PLEASE MARK YOUR CALENDARS FOR THE NEW CAFC MEETINGS:**

March 6, 2009  
June 5, 2009  
September 4, 2009  
December 4, 2009



**COMMITTEE ON ACCESS TO FAMILY COURTS  
MINUTES  
October 2, 2008**

Members Present: Judge Dennis Smith, Judge Leslie Schneider, Judge Charles Atwell, Judge Bennett Burkemper, Judge Miles Sweeney, Judge J.D. Williamson, Commissioner Anne-Marie Clark, Lori Levine, Fred Cruse, Lou DeFeo, Richard Holtmeyer, Charles Hutson, Mary Ann McClure, Patricia Scaglia, Deanna Scott, and Allan Stewart

Members Absent: Karen Brown, Kathleen Bird, Richard Halliburton, and Beth Dessem

OSCA Staff: Greg Linhares, Gary Wait, Cathy Zacharias, Terri Norris, Kelly Cramer, and Debbie Eiken

Missouri Bar Staff: Robert Stoeckl

Guests: Kyle Schlosser

**I. Call to Order and Approval of Minutes**

The Committee on Access to Family Courts (CAFC) was called to order by Lori Levine at 10:00 a.m. at the Office of State Courts Administrator, 3425 West Truman Blvd, Jefferson City, Missouri. Judge Burkemper moved the minutes from the May 22, 2008, meeting be approved. Judge Williamson seconded. The minutes were approved.

Greg Linhares, the new State Courts Administrator, attended the meeting and introduced himself.

Cathy Zacharias, OSCA Legal Counsel, introduced herself to the committee and provided a brief outline of her background, her duties, and the experience she has had with the State Judicial Records Committee. Cathy will now be staffing the CAFC.

Kyle Schlosser, Program Development Specialist with the Missouri Court Appointed Special Advocate Association, attended the meeting in place of Beth Dessem.

**II. Status Updates**

Lori stated the Supreme Court has approved and adopted the recommended changes to the rules. The dissolution of marriage forms must be approved and adopted at today's meeting.

### **III. Old Business**

#### **Conference Update**

Lori asked for comments from the members who attended the Court Leadership Conference in Baltimore. Judge Williamson stated he previously attended the conference in Des Moines, Iowa, and at that time, Missouri's efforts were far behind other states. Missouri has made tremendous progress in the last three years and can be held next to the best in the country.

Kelly Cramer indicated Missouri is at the forefront regarding clerk education, and the assistance provided by clerks in other states is similar to what our clerks provide. Mary Ann McClure stated about 10 states use the same guidelines that Missouri uses.

Kelly noted many states have started and are incorporating self-help centers (SHC). Richard Halliburton questioned the average cost of a self-help center. Kelly commented that some SHCs share physical space, materials, and cost. Setup is different within a law library. Judge Williamson believes Missouri could initiate some SHCs in public libraries since there are more public libraries than law libraries, and encouraging judges to buy-in to this idea might prevent potential negativity.

Tricia Scaglia stated Missouri is far ahead of many states although all states seem to be experiencing the same general problems; states are undecided about forms; one state believes in providing handouts instead of promoting a Web site. Partnering with a self-help center is important, but should be packaged in a certain way. There should also be a focus on moving people toward limited scope representation.

Judge Burkemper believes the access to justice is crucial and focus should be on self-help centers. Lori noted this is the number one priority of the members who attended the conference and questioned what the design of a SHC should be. According to Judge Williamson, a SHC should be different in each community and will be dependent on the resources available locally. He does not believe a statewide model SHC can be developed because of the differences in local resources. It may be feasible to try to put together some kind of basic cooperative project with public libraries and other local resources. He believes the committee will need to provide some basic structure adaptable to whatever jurisdiction or resources there might be. Tricia noted a challenge to this is some courthouses do not have law libraries. For example, Jackson County's law library is located in a private building.

Judge Schneider explained efforts underway in Boone County to develop a model for the circuit but is not limited to a self-help center at the courthouse. A planning committee has been developed with members including Lou DeFeo, Lori Levine, circuit clerks, judges, members of the bar, law school representatives, and social service agencies. The greater emphasis is to create a pro bono program and to get lawyers to offer their services to take full advantage of limited scope representation. It is envisioned that the program will coordinate attorneys who will volunteer their time and will be available to help in the clerk's office once or twice a month if litigants need assistance. The project is not expected to be a full-time SHC.

Judge Smith stated they have a resource center available in his circuit and it saves the clerk's time and money. He believes some of the other counties are large enough to have a resource center.

Lori asked for suggestions for generating buy-in from each circuit court and if it is necessary to have a commitment from the presiding judge. Judge Smith stated it was buy-in from several areas in his circuit.

### **Forms Subcommittee Update**

A discussion ensued about the comments and recommendations of the State Judicial Records Committee (SJRC), which reviewed the dissolution of marriage forms package at their July meeting. The CAFC made some minor changes to the current forms package in response to the recommendations of the SJRC.

One item discussed in detail was the proposed Judgment form provision that the sheriff or law enforcement officers shall enforce the rights of any person to custody or visitation pursuant to RSMo. The CAFC indicated that if a judge did not want the provision to apply that it could be crossed off the form.

Judge Smith noted a few minor changes he has made to the forms package such as entering age of spouse instead of date of birth. He also suggested the phrase "use of this form is mandatory" be added to the form at some later point. It was suggested to make the font size of the Web site address currently on the bottom of each page larger, but page space limitations make that impossible at this time.

Tricia questioned whether a motion to strike a pleading would be granted if someone does not comply with using the CAFC forms. Judge Smith stated that until the forms are approved by the Supreme Court, a motion to strike might not be appropriate.

Judge Schneider asked if the forms subcommittee recommended using the state approved income and expense forms. Judge Smith stated that most cases are uncontested and the main concern is gross income and cost of child care.

The SJRC recommended changing the wording on Question 5A of the parenting plan to "The following are examples of major decisions." Judge Smith indicated that he already made the change to the form based upon those comments.

The SJRC noted that the CAFC's Form 14 Lines 2c, 1, 2 and 3 are different than the Supreme Court approved Form 14.

Cathy noted that the Supreme Court Form 14 is required by statute to be used in cases involving child support and that it is attached to the judgment and would there be confusion regarding the use of the Form 14 if the Supreme Court approved two different Form 14s. Judge Smith stated that the CAFC form provided additional information and did not change Form 14.

Judge Smith stated the Parenting Plan form approved by the Supreme Court is not usable by pro se litigants. The goal is to make the courts accessible to all litigants. Lori asked how many times the Supreme Court Parenting Plan has been used by lawyers. Tricia commented she does not use it unless she is the guardian ad litem. Other members agreed they did not use it.

Richard Holtmeyer brought up the question of whether the form should include the possibility of medical support being ordered to be provided by both parents. Judge Smith stated this would be addressed later if needed.

**Judge Smith moved the dissolution of forms package be approved. Mary Ann McClure seconded. The dissolution of marriage forms package was approved.**

Cathy Zacharias indicated the Court likely will take no action with regards to approving the forms until after the revised child support forms are approved.

Cathy commented she has received several comments from clerks and judges requesting that CAFC create a second set of dissolution of marriage forms for a dissolution “without children”. Judge Smith explained why a separate set has not been developed, stating people would not admit to having children for one reason or another. Lou DeFeo suggested the current forms package be stage one of a three-stage plan. Judge Smith believes there will be revisions to the forms, but having two sets will create too many problems. A discussion ensued about a possible three-stage plan for the forms, the possible use of a document assembly program, or the use of another type of forms management program.

The group discussed creation of a child support modification form next and possible ramifications from courts and lawyers. The need to move slowly with the creation of additional forms to try and minimize negativity was noted.

### **Judicial Education Subcommittee Update**

The committee discussed the importance of maintaining a presence during annual judicial education sessions for training about recent developments in the work of the committee and for continuing to garner judicial support. Also discussed was the importance of continuing to designate education session as ethics hours.

Kathleen Bird and Lori Levine will be speaking at the Court Clerk College October 8<sup>th</sup>.

The committee discussed the necessity to coordinate with the Trial Judge Education Committee as well as to develop other educational opportunities. The Supreme Court might need to direct the Trial Judge Education Committee to work with us. Judge Burkemper will forward any suggestions and the proposal for Judicial College from Judge Williamson to Judge Sheffield who is a member of the Judicial Education Committee.

Lori indicated that effective court management techniques could be a very beneficial topic for education. A session on how to handle hearings with Self Represented Litigants (SRL) could be a good place to start the education process. Another topic could be about ethical dilemmas and how to resolve them. J.D. indicated the Trial Judge Education committee has already developed

materials for judges on how to handle SRL hearings but suggests caution before instructing judges on how to manage their courts. The Committee also agreed that 1½ hours at the judicial colleges would be sufficient.

Judge Schneider stated she is changing her approach to her presentation; it will not be quite as long as the time that is given her. There was discussion in regards to live hook-up to the website. Lori stated that if possible the course at Judicial College should be for ethics hours. Lori will discuss this with Judge Holliger, and let him know the committee does not need three (3) hours at the Judicial College, we only need about 1 ½ hours.

Lori Levine will meet with Judge Stith and Judge Russell to find out the status of the changes to the Code of Judicial Conduct on ethics.

Judge Burkemper stated he attended the meeting at the Judicial Conference and it would be at least a year before the Ad hoc committee got anything to the Supreme Court. The committee was called the Ad hoc Committee to Study Rule 2, Code of Judicial Conduct; the Chair of the committee is Gary Lynch.

#### **Web Site Subcommittee Update**

The committee discussed the positive feedback from the public about the litigant awareness program and online availability of the forms. Mary Ann McClure stated the court clerks are not providing paper copies to litigants, but instructing them to download the forms from the Internet.

Mary Ann McClure reviewed the statistics from Jackson County of pro se filings from a year ago through August and this year through August. There has been an increase in filings in Jackson County in cases without children in Independence and a small increase of filings with children in Kansas City. Mary Ann stated she used pro se party type to query the statistics.

#### **Litigant Awareness Program Update**

The committee reviewed the redesign of the information brochure being developed for clerks to make available in their offices.

The committee discussed the development of a live instruction litigant awareness program at this point in time, or if other delivery methods are more important. Judge's Smith and Williamson agree live programs are the circuits' responsibilities and not this committees since there are limited resources and there is a program on the Internet. A DVD will be made available to courts. The issue of live instruction including a course syllabus and instructor training and recruitment was tabled for later discussion.

Judge Smith suggested the committee may need to consider a policy that if a litigant consulted with an attorney then there is not a need for the litigant to complete the litigant awareness program. Judge Smith believed the people seem to like the online presentation.

Mary Ann updated the committee on the DVD. Filming is beginning on October 8, 2008. They have silent actors and will be filming in the court rooms. The script was sent to Beth Riggert for

comments, Debra Walker will be the narrator, there will be interviews with clerks, judges, and lawyers, and it will be translated into Spanish. There could be a future internet video. The total cost was approximately \$12,000, about \$1.50 per copy.

The DVD will need some form of certificate of completion for litigants to print out to show they had completed the program.

The committee discussed the DVD in relation to Americans With Disabilities Act requirements. This issue was tabled until the next meeting.

### **Communications Subcommittee Update**

Lori Levine noted the need to provide the communications subcommittee with guidance about primarily external communication. Fred Cruse stated the subcommittee's responsibility is to supplement the co-chairs. The committee developed a list of contacts for external communication about the work of the committee including ESQ, the Missouri Bar Journal, local bar associations, specialty bar associations, bar meetings, and the Missouri Bar Web site. The message that should be communicated is the charge and accomplishments of the committee. Myth busters can be developed from the email comments of the Solo and Small Firms Internet Group.

The communications subcommittee was directed to contact the local and specialty bar associations about recent accomplishments of the committee.

The committee discussed building a list of interested, supportive people who might carry the message if committee members were not able to speak to a particular audience. Tricia Scaglia stated the Board of Governors might be appropriate in a support roll. Tricia also suggested an outreach program at the fall meeting because young lawyers often are willing to help. We need to get on the agenda so we can talk about the program.

The Solo and Small Firm conference will be held June 11-13, 2009. Committee members should try to attend and try to get on the agenda to inform more lawyers about our charge and work since this group represents the most vocal opponents. It was suggested that Judge Atwell attend. Tricia indicated she would attend as well.

The email comments from the Solo and Small Firm Internet group forwarded to committee members by Fred Cruse were briefly discussed. Judge Smith requested only emails containing constructive comments be forwarded to committee members in the future.

Judge Smith expects the Supreme Court will mandate the use of the CAFC forms. This message will need to be communicated to lawyers.

### **Alliance with State & Local Bar Associations / Pro Bono Initiative Subcommittee Update**

Lou DeFeo reported some work in this area is in place.

The idea of a pro se week was suggested, with members visiting around the state. One concern voiced was the difficulty in bringing information to prisoners. However, the program can be provided to prisoners via DVD.

#### **Funding Subcommittee Update**

Different funding sources need to be identified such as Legal Services Corp., A2J funding, funding streams identified through OSCA staff, and bar foundations.

### **IV. New Business**

#### **Discussion Database**

A new discussion database developed by OSCA's Information Technology Division for the committee was demonstrated. The database will be accessible through the Internet with a log on and password for committee members only. The database will hold the work of the committee. Members will be notified of upcoming meetings through regular email as usual.

#### **Goals/Strategic Plan**

Lou DeFeo developed a goals and objectives spreadsheet for internal committee communication which provides contacts and committee responsibilities. Updates can be made directly to the spreadsheet. One important goal is to provide information to those who are carrying the message. Other items or objectives are who the contacts are, audience definition, message and information.

#### **New Subcommittee**

A new subcommittee named the Self-Help Center Subcommittee was created. Members of the subcommittee include Judge Williamson, Judge Burkemper, Judge Schneider, Tricia Scaglia, and Kelly Cramer. The subcommittee should work on developing a definition of self-help center's and a list of possible components of a self-help center.

#### **Appointments to Committee**

Lori Levine will draft a letter to the Supreme Court asking for Kelly Martinez to be appointed to the committee.

### **VI. Adjourn Meeting**

The next Committee on Access to Family Courts meeting will be December 19, 2008, and will be held in the Alameda B at 121 Alameda Drive. The meeting adjourned at 3:40 p.m.

Next year meeting dates are March 6, 2009 and June 5, 2009.



**COMMITTEE ON ACCESS TO FAMILY COURTS  
MINUTES  
December 4, 2008**

Members Present: Lori Levine, Co-Chair, Judge Dennis Smith, Co-Chair, Kathleen Bird, Lou DeFeo, Beth Dessem, Richard Holtmeyer, Richard Halliburton, Charles Hutson, Mary Ann McClure, Deanna Scott, Allan Stewart, and Judge J.D. Williamson

Members Absent: Judge Charles Atwell, Karen Brown, Judge Bennett Burkemper, Fred Cruse, Patricia Scaglia, Judge Leslie Schneider, and Judge Miles Sweeney,

OSCA Staff: Cathy Zacharias and Terri Norris

**I. Call to Order**

The Committee on Access to Family Courts (CAFC) was called to order by Dennis Smith at 4:06 pm via conference call.

**II. Forms**

Dennis Smith reviewed the changes made to the Dissolution of Marriage forms.

Lori Levine moved the Dissolution of Marriage Forms be approved. Judge Williamson seconded. The forms were approved by a vote of 11 in favor and 1 abstention. The forms will be sent over to the Supreme Court requesting approval.

**III. Adjourn Meeting**

The meeting was adjourned.



## Committee on Access to Family Courts

2112 INDUSTRIAL DRIVE  
P. O. BOX 104480  
JEFFERSON CITY, MISSOURI  
65110

December 3, 2008

The Honorable Mary Rhodes Russell  
Supreme Court of Missouri  
207 West High Street  
Jefferson City, MO 65101

**Re: Committee on Access to Family Courts -- Appointment of New Member**

Dear Judge Russell:

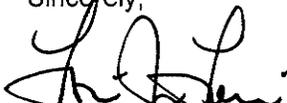
I am hereby formally requesting that the Court appoint Ms. Kelly Martinez as a member of the Committee on Access to Family Court (CAFC) and that Janette Brickman's name be removed from the roster. Shortly after the Court appointed members to the CAFC, one of the appointees, Janette Brickman, resigned due to her husband's job transfer and a resulting move out of Missouri. Ms. Brickman was appointed primarily to represent the interests and views of the domestic violence community. In order to fill that void, we requested that the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) send representation to our committee meetings.

As a result, Ms. Martinez, an attorney and Legal Advocacy Specialist with MCADSV, began attending our meetings. Although Kelly is not now a voting member, she is an active and valuable participant who has attended each meeting and works actively on subcommittees. She would be a valuable addition to our roster. I hope this appointment can be accomplished without much difficulty. Of course, if you or the Court need any additional information regarding Ms. Martinez, please do not hesitate to contact me and I will make sure that we get that information to you.

I was advised yesterday that Family Court Commissioner Anne-Marie Clarke has resigned from CAFC due to her re-assignment to the Juvenile Division. The Committee will discuss this vacancy at its upcoming meeting and report back to the Court.

I thank you in advance for your attention to this matter. I hope you will be able to attend our next meeting on December 19, 2008, beginning at 10 a.m.

Sincerely,



Lori J. Levine

LJL:aed

Committee Members

Dennis Smith, Co-Chair  
Lori Levine, Co-Chair  
Bennett Burkemper  
Leslie Schneider

Charles Atwell  
J.D. Williamson  
Lou DeFeo  
J. Miles Sweeney

Mary Ann McClure  
Beth Dessem  
Charles Hutson  
Richard Holtmeyer

Richard Halliburton  
Kathleen Bird  
Patricia Scaglia  
Deanna Scott

Fredrich Cruse  
Allan Stewart  
Karen Brown



# **SUPREME COURT OF MISSOURI**

## **en banc**

December 9, 2008

In re: Committee on Access to Family Courts

### **ORDER**

Kelly Hesington Martinez, Columbia, Missouri, is hereby appointed a member of the Committee on Access to Family Courts, until her successor is appointed and qualified; vice, Janette Brickman, resigned.

Day – to – Day

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LAURA DENVIR STITH  
Chief Justice

## COMMITTEE ON ACCESS TO FAMILY COURTS

**December 15, 2008**

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The Honorable Leslie Schneider  
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VACANT

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**ACCESS TO FAMILY COURTS COMMITTEE  
SUBCOMMITTEES**

**December 1, 2008**

**Recommendation #1 & #5 – Litigant  
Education Program/Brochure**

Lori Levine, Chair  
Kathleen Bird  
Karen Brown  
Fred Cruse  
Dick Halliburton  
Charles Hutson  
Mary Ann McClure  
Allan Stewart

**Recommendation #2 – Court Staff  
Education**

Kathleen Bird, Chair  
Karen Brown  
Charles Hutson  
Mary Ann McClure

**Recommendation #3 – Judicial  
Education**

J.D. Williamson, Chair  
Charles Atwell  
Ben Burkemper  
Leslie Schneider  
Miles Sweeney

**Recommendation #4 – Internet/Website**

Kathleen Bird, Chair  
Lou DeFeo  
Beth Dessem  
Richard Holtmeyer  
Kelly Martinez  
Terri Norris

**Recommendation #6 & #7 – Alliances  
with State and Local Bar  
Associations/Pro Bono Initiatives**

Allan Stewart, Chair  
Charles Atwell  
Fred Cruse  
Lou DeFeo  
Dick Halliburton  
Richard Holtmeyer  
Leslie Schneider  
Miles Sweeney

**Recommendation #8 – Forms**

Dennis Smith, Chair  
Richard Holtmeyer  
Kelly Martinez  
Tricia Scaglia  
Deanna Scott  
Leslie Schneider

**Communications/Networking**

Fred Cruse, Chair  
Ben Burkemper  
Lou DeFeo  
Beth Dessem  
Allan Stewart  
J.D. Williamson  
Mary Ann McClure  
Tricia Scaglia  
Bob Stoeckl

**Funding**

Mary Ann McClure, Co-Chair  
Tricia Scaglia, Co-Chair  
Dick Halliburton  
Deanna Scott

**Self-Help Center Development**

J.D. Williamson

Leslie Schneider

Tricia Scaglia

Ben Burkemper

Kelly Cramer





**MASTER COMPILATION OF EVALUATIONS**  
**TOTAL PAPER RESPONSES RECEIVED = 12**

**2008 FALL JUDICIAL COLLEGE EVALUATION**  
**THURSDAY, OCTOBER 23, 2008**

**ACCESS TO JUSTICE**

*PANEL: LORI LEVINE, MARY ANN McCLURE, RICHARD CALLAHAN, PATRICIA JOYCE, WILLIAM COLLINS,  
DENNIS SMITH AND J.D. WILLIAMSON*

10:00 A.M. TO 2:00 P.M.

Please rate the following items for this session. *(Please circle the most appropriate response for each.)*

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
The content provided in this session was relevant to my job.	5[ 2]	4[ 1]	3[ 2]	2[ 0]	1[ 0]	NA[ 1]
The speakers presented in a clear and organized manner.						
Ms. Lori Levine	5[ 5]	4[ 6]	3[ 2]	2[ 0]	1[ 0]	NA[ 0]
Ms. Mary Ann McClure	5[ 3]	4[ 5]	3[ 5]	2[ 0]	1[ 0]	NA[ 0]
Hon. Richard Callahan	5[ 4]	4[ 7]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Hon. Dennis Smith	5[ 3]	4[ 8]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Hon. Patricia Joyce	5[ 3]	4[ 6]	3[ 3]	2[ 0]	1[ 0]	NA[ 0]
Hon. William Collins	5[ 4]	4[ 7]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Hon. JD Williamson	5[ 2]	4[ 4]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
The speakers were knowledgeable about the subject.						
Ms. Lori Levine	5[ 5]	4[ 6]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Ms. Mary Ann McClure	5[ 4]	4[ 7]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Hon. Richard Callahan	5[ 5]	4[ 6]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Hon. Dennis Smith	5[ 4]	4[ 7]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Hon. Patricia Joyce	5[ 4]	4[ 5]	3[ 3]	2[ 0]	1[ 0]	NA[ 0]
Hon. William Collins	5[ 4]	4[ 6]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
Hon. JD Williamson	5[ 2]	4[ 3]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
The speaker's use of presentation visuals was effective.						
Ms. Lori Levine	5[ 3]	4[ 5]	3[ 3]	2[ 0]	1[ 0]	NA[ 0]
Ms. Mary Ann McClure	5[ 3]	4[ 4]	3[ 4]	2[ 0]	1[ 0]	NA[ 0]
Hon. Richard Callahan	5[ 2]	4[ 5]	3[ 3]	2[ 0]	1[ 0]	NA[ 0]
Hon. Dennis Smith	5[ 4]	4[ 4]	3[ 2]	2[ 0]	1[ 1]	NA[ 0]
Hon. Patricia Joyce	5[ 5]	4[ 3]	3[ 3]	2[ 0]	1[ 0]	NA[ 0]
Hon. William Collins	5[ 2]	4[ 4]	3[ 3]	2[ 0]	1[ 0]	NA[ 2]
Hon. JD Williamson	5[ 2]	4[ 2]	3[ 1]	2[ 0]	1[ 0]	NA[ 0]
The handouts were helpful.	5[ 2]	4[ 5]	3[ 3]	2[ 0]	1[ 0]	NA[ 0]
The quality/appropriateness/ scope of discussion furthered your understanding of the topic.	5[ 2]	4[ 6]	3[ 3]	2[ 0]	1[ 0]	NA[ 0]
This session was a valuable professional development experience.	5[ 2]	4[ 7]	3[ 1]	2[ 0]	1[ 0]	NA[ 1]

	Agree	Neutral	Disagree	NA	Total
<b>Judicial College - 10-23-2008</b>					
<b>Access to Justice</b>	0	0			0
This session was worthwhile.	52	11	20	0	83
Content provided was relevant to my court.	59	18	17	2	96
Overall, it was a valuable professional development experience.	50	21	24	1	96
<b>About the Presenter: Lori Levine</b>					
Speaker presented in a clear and organized manner.	68	18	9	0	95
Speaker was knowledgeable about the topic.	77	10	5	0	92
The use of presentation visuals was effective.	40	27	11	17	95
<b>About the Presenter: Mary Ann McClure</b>					
Speaker presented in a clear and organized manner.	73	9	5	1	88
Speaker was knowledgeable about the topic.	74	6	4	0	84
The use of presentation visuals was effective.	47	20	8	18	93
<b>About the Presenter: Honorable Richard Callahan</b>					
Speaker presented in a clear and organized manner.	75	6	9	1	91
Speaker was knowledgeable about the topic.	83	6	3	0	92
The use of presentation visuals was effective.	69	13	12	1	95
<b>About the Presenter: William Collins</b>					
Speaker presented in a clear and organized manner.	59	17	13	0	89
Speaker was knowledgeable about the topic.	70	18	7	0	95
The use of presentation visuals was effective.	26	21	11	33	91
<b>About the Presenter: Patricia Joyce</b>					
Speaker presented in a clear and organized manner.	55	19	10	0	84
Speaker was knowledgeable about the topic.	71	10	7	0	88
The use of presentation visuals was effective.	41	20	10	21	92
<b>About the Presenter: Dennis Smith</b>					
Speaker presented in a clear and organized manner.	59	12	12	0	83
Speaker was knowledgeable about the topic.	77	5	6	1	89
The use of presentation visuals was effective.	27	19	14	29	89
<b>About the Presenter: J.D. Williamson</b>					
Speaker presented in a clear and organized manner.	33	9	2	26	70
Speaker was knowledgeable about the topic.	23	7	1	41	72
The use of presentation visuals was effective.	15	9	2	45	71

Overall, I was satisfied with the quality of this session.

5[ 1]

4[ 7]

3[ 2]

2[ 0]

1[ 0]

NA[ 0]

---

What do you consider the most valuable knowledge you gained during this session?

- Explanation of JEWELS.
- How complicated "Pro Se" is.

Do you have any suggestions for improving this session?

- No.



**Pro Bono/LSR Initiatives Subcommittee**

**Chair: Allan Stewart**

Recommendation #6 & 7

# 6 - The Circuit and Family Courts should strengthen alliance with state and local bar associations throughout Missouri to encourage, promote, and support lawyer referral programs that will link those in need of legal representation to lawyers who are available to provide some services in family law cases at reasonable or reduced fees.

# 7 - The court system and organized bar should proactively encourage lawyers within the state to offer pro bono services annually and encourage initiatives to provide more sources of pro bono legal assistance.

<b>Topic</b>	<b>Description</b>	<b>Action/Recommendation</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Notes</b>
pro bono attys list serve	Build community among pro bono attorneys.	promote awareness and participation			
pro bono deskbook		promote awareness and use			Garvey report 8/06
pro bono deskbook		Add new components	Lou		Garvey report 8/06
pro bono attorney recruitment	annual letter from Chief Justice and MoBar president recruiting attorneys to pro bono service				Garvey report 8/06
prescreening of clients	what organizations/agencies are available to prescreen applicants for pro bono services?	identify and network with agencies			Garvey report 8/06
pro bono attorney recruitment	Court & Bar leaders should visit each local bar association and encourage pro bono services.	develop plan of action			Garvey report 8/06
pro bono attorney recruitment	establish pro bono committee within each local bar association.	develop plan of action			Garvey report 8/06
Law School clinics	establish clinics in all Mo. Law schools similar to Wash U/SLU model	develop plan of action			Garvey report 8/06
remove obstacles to pro bono practice	malpractice for pro bono attorneys	promote awareness of State and Legal Services insurance programs. Are there other needs?			Garvey report 8/06
remove obstacles to pro bono practice	Educate judges on means and methods of encouraging pro bono services e.g. docket preference.	develop plan of action			Garvey report 8/06
appreciate pro bono attorneys	Waive MCLE fees for pro bono attorneys	workout agreement with Mo Bar			Garvey report 8/06
Support services for pro bono attorneys	Organize contributed office space, equipment/computer use, library access etc. for pro bono attorneys without such resources e.g. retired attorneys	develop plan of action			Garvey report 8/06
government attorneys	recruitment of and removal of obstacles for government attorneys to do pro bono work				
corporate attorneys	recruitment of and removal of obstacles for corporate attorneys to do pro bono work				
ABA Pro Bono celebration	nationwide pro bono celebration Oct. 2009	collaborate			
malpractice premiums	Reduction in premiums for pro bono attorneys under LEF	confer with The Bar Plan	Fred		

MCLE credit for pro bono service	Provide credit or free MCLE for pro bono attorneys	Draft guidelines. Obtain Mo Bar approval			
lawyer referral services	including pro bono & LSR in lawyer referral services	research status and improvements			Bird email
Pro bono attorney list	a database of attorney willing to provide pro bono/LSR/sliding scale legal services	develop plan of action and communication			
Matching attorneys to needy clients		Develop plan to match pro bono/LSR attorneys to needy clients.			



## Committee on Access to Family Courts

2112 INDUSTRIAL DRIVE  
P. O. BOX 104480  
JEFFERSON CITY, MISSOURI  
65110

EMAIL: [cafc@courts.mo.gov](mailto:cafc@courts.mo.gov)  
PHONE: (573) 751-4377  
FAX: (573) 522-5961

To: Chairs of Mo Bar Committees

From: Missouri Supreme Court Committee on Access to Family Courts (CAFC)

Date: October 29, 2008

**Re: New developments beneficial to attorneys engaged in limited scope representation, *pro bono*, reduced fee and sliding scale legal services.**

Good Afternoon!

In April of this year the Missouri Supreme Court by \*Order created the Committee on Access to Family Courts and tasked the CAFC with the implementation of the recommendations of the former Commission on Pro Se Litigation. The full text of the nine \*Recommendations is available on the CAFC archives.

On July 1, 2008, the Supreme Court by three \*Orders approved changes to the Supreme Court Rules regarding limited scope representation, *pro se* litigation, forms and litigant awareness programs for *pro se* litigants. The Court will soon approve the forms required by Rule 88.09 for *pro se* family law litigants.

The new rules on limited scope representation (LSR) give more flexibility to attorneys to provide legal services focused on the client's needs at a lower cost to the client and in a time efficient way for the attorney. These tools are especially valuable to attorneys providing *pro bono*, reduced fee or sliding scale legal services. Also LSR gives attorneys a tool to compete effectively with such modern phenomena as do-it-yourself websites.

CAFC is also developing other supports for attorneys engaged in *pro bono* legal service.

- A virtual \*Deskbook for Pro Bono Attorneys which has been developed by CAFC is now online. See <http://www.courts.mo.gov/hosted/probono/index.htm>.
- A new Mo Bar list serve is now available for *pro bono* attorneys to communicate statewide.
- A chapter on LSR is part of the virtual \*Deskbook for Pro Bono Attorneys.
- The state legislature has provided free malpractice coverage for *pro bono* attorneys working through governmental or tax-exempt organizations. (See: Section 105.711.2(5), RSMo.) For more on this coverage, see the \*Deskbook.

#### Committee Members

Dennis Smith, Co-Chair  
Lori Levine, Co-Chair  
Bennett Burkemper  
Leslie Schneider

Charles Atwell  
J.D. Williamson  
Anne-Marie Clarke  
J. Miles Sweeney

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Deanna Scott

Fredrich Cruse  
Allan Stewart  
Karen Brown  
Lou DeFeo

**Please share this update with the members of your Committee through your Committee email list serve.**

Attorneys make the difference in bringing peace, order and fairness to our society. CAFC continues to work to support the attorneys who daily improve access to the courts for citizens living at the margins. We will keep you updated about developments.

Studies show that three out of four low-income families during a three year period face at least one legal problem, yet over 70% do not have access to the help of a lawyer. The need is clear. Our professional ethics call us to respond.

You can email comments and questions to the CAFC at [CAFC@courts.mo.gov](mailto:CAFC@courts.mo.gov).

\* All documents indicated by the asterisk are available on the CAFCs web archive at <http://www.selfrepresent.mo.gov/page.asp?id=11291>

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## Committee on Access to Family Courts

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PHONE: (573) 751-4377  
FAX: (573) 522-5961

To: Local and Specialty Bar Presidents

From: Missouri Supreme Court Committee on Access to Family Courts (CAFC)

Date: November 6, 2008

**Re: New developments beneficial to attorneys engaged in limited scope representation, *pro bono*, reduced fee and sliding scale legal services.**

Good Morning!

In April of this year the Missouri Supreme Court by \*Order created the Committee on Access to Family Courts and tasked the CAFC with the implementation of the recommendations of the former Commission on Pro Se Litigation. The full text of the nine \*Recommendations is available on the CAFC archives.

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**Please share this update with the members of your bar association through your email list or newsletter.**

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Visit [www.selfrepresent.mo.gov](http://www.selfrepresent.mo.gov) for more information about handling your family matters in Missouri including:

• **Litigant Awareness Program**

Take an assessment to determine whether your abilities, skills, and personal circumstances make representing yourself advisable. There is a description of the litigation process and a discussion of your risks and responsibilities when proceeding without a lawyer. The program covers phases of the lawsuit including: Starting a Case, Filing, Service, Answer, Preparing for the Hearing, and the Final Hearing. Check with your local Circuit Clerk for instructions on completing the litigant awareness program in your area. You can also do the program online and print off a certificate of completion. You are required to show the court that you have completed this program when you represent yourself in a family law matter.



If you decide to represent yourself, free forms are available for use in Missouri family law matters at [www.selfrepresent.mo.gov](http://www.selfrepresent.mo.gov).

• Legal Clinics offer limited legal services. You may need to meet certain income guidelines.

Pro Se Divorce Classes

Legal Aid of Western Missouri

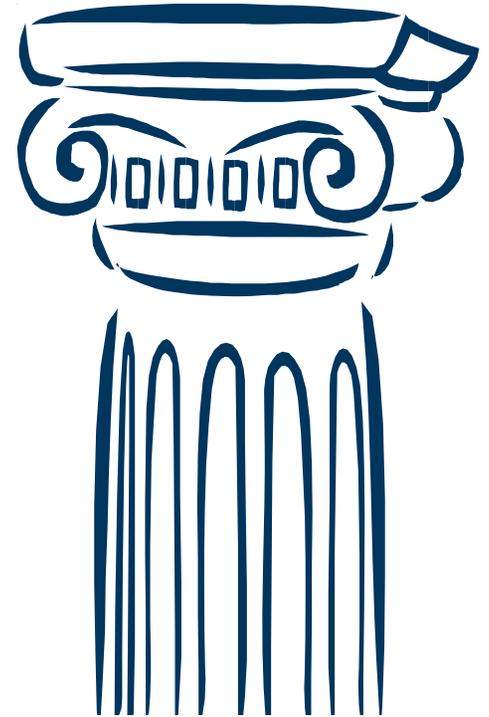
- Kansas City (816) 474-6750
- Joplin (800) 492-7095
- St. Joseph (800) 892-2101
- Warrensburg (800) 892-2943

UMKC Law Library Pro Se Coordinator  
5100 Rockhill Road, Kansas City, MO  
(816) xxx-xxxx

• **Resources for Domestic Violence**

**Domestic violence** is a pattern of offensive and coercive behaviors used to control an intimate partner. It can include physical, emotional, or sexual abuse. If you are involved in such a relationship there are resources that can help. For a list of service providers visit [www.mocadsv.org](http://www.mocadsv.org) or call the National Domestic Violence Hotline at 800-799-7233.

# Handling Your Case in Family Court



Committee on Access to Family Courts  
Office of State Courts Administrator  
2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, MO 65110

Your family law matter is important. It may affect your status as a spouse or parent, your property rights, or the parenting of your children. Information about the resources available online and in your community will assist you in making an informed decision about how to handle your case.

Don't make the mistake of assuming you can't get legal help. There are options available to obtain professional legal assistance. You should not assume you can't afford to hire a lawyer. It is worthwhile to talk with a lawyer first. The *Client Resource Guide* published by The Missouri Bar contains helpful information about hiring a lawyer. State and local bar associations can help you find a lawyer.

Talk about the fee at your meeting with a lawyer. The lawyer wants you to be pleased with services and expects to discuss fees with you. The lawyer may provide a "consultation" at a set price. Visit [www.selfrepresent.mo.gov](http://www.selfrepresent.mo.gov) for information about how lawyers set fees. Low-income persons may be eligible for free assistance through Legal Services or other non-profit legal services organizations. Many lawyers donate time to the Volunteer Attorney Projects operated by Legal Services.

## Getting a Lawyer

Before you decide to represent yourself it is worth seeing if you can find a lawyer to help you. You may be able to get help from a lawyer for free if you meet certain financial criteria. Check with the Legal Services office in your area to find out whether you qualify. Non-profit organizations and law school clinics may provide free help. If you don't qualify for free legal services, you may want to contact a lawyer to see if options are available that will allow you to afford hiring counsel. Look to the resources in this brochure to explore these options.

- **Legal Services of Missouri** offers free legal services in some family law cases, particularly when domestic abuse is involved, if you meet certain income guidelines. Find the Legal Services office that covers your county on the Web at [www.lsmo.org](http://www.lsmo.org).

- Legal Services of Eastern Missouri (314) 534-4200
- Legal Services of Southern Missouri (417) 881-1397
- Legal Services of Western Missouri (816) 474-6750
- Mid Missouri Legal Services (573) 442-0116

- **Not-for-profit organizations** may also be a source to find free legal assistance. Ask your local court, churches, law schools, and social services agencies about resources in your area.

The Samaritan Center in Jefferson City serves mid-Missouri residents. Visit [www.midmosamaritan.org](http://www.midmosamaritan.org) for more information or call (573) 634-7776.

Catholic Charities Legal Assistance Ministry serves St. Louis City and St. Louis County. Visit [www.ccstl.org/services.CLAM](http://www.ccstl.org/services.CLAM) for more information or call (314) 977-3993.

## Other Resources to Find a Lawyer

- **LawyerSearch**, a service of The Missouri Bar, is an online list of lawyers who have indicated they are currently accepting clients.
- The **Official Missouri Directory of Lawyers** makes it possible for citizens to check a lawyer's standing using the Internet. Access both of these resources at [www.mobar.org](http://www.mobar.org).

## Bar Association Lawyer Referral Services



It is always worthwhile to talk with a lawyer. Contact the following bar associations to obtain lawyer referrals:

- [www.kcmba.org](http://www.kcmba.org) (816) 221-9472  
Kansas City Metropolitan Bar Association offers referrals in the Kansas City area.
- [www.bamsl.org](http://www.bamsl.org) (314) 621-6681  
Bar Association of Metropolitan St. Louis offers referrals in the St. Louis area.
- [www.smba.cc](http://www.smba.cc) (417) 831-2783  
Springfield Metropolitan Bar Association offers referrals in the Springfield/southwest Missouri area.
- [www.mobar.org](http://www.mobar.org) (573) 636-3635  
The Missouri Bar offers referrals in the remainder of outstate Missouri.





## Family Court Committee

2112 INDUSTRIAL DRIVE  
P. O. BOX 104480  
JEFFERSON CITY, MISSOURI  
65110

PHONE (573) 751-4377

FAX (573) 522-6086

October 27, 2008

Honorable Jimmie M. Edwards  
Judge, 22nd Judicial Circuit  
Family Court - Juvenile Division  
920 North Vandeventer  
St. Louis, MO. 63108

Dear Judge Edwards:

I am writing to advise you that, per the request of the State Judicial Records Committee (SJRC), the Family Court Committee has reviewed the forms for use in domestic matters by self-represented litigants that were submitted by the Committee on Access Family Courts (CAFC). Following is a summary of the Family Court Committee's comments and recommendations for the SJRC's consideration:

Due to the number and complexity of the forms, it was recommended that the forms be streamlined so they are simpler and contain fewer pages. For example, one set of forms would be used in cases with children, one set for cases without children, one set if there is no property, etc. The reading level is too high for many of the targeted users. The Parenting Plan is confusing.

The Family Court Committee also reviewed the SJRC handout titled "Comments/Recommendations Regarding Committee on Access to Family Court Forms." The Committee members agreed with the SJRC on all eight comments and recommendations. The Committee also supported statutory changes to address the concerns about release of social security numbers and other identifying information.

---

Committee Members:

Mary Sheffield, Chair  
Cary Augustine  
T. Bennett Burkemper, Jr.  
Patrick William Campbell

David Evans  
Mary K. Hoff  
Darrell Missey

David Mobley  
Steven Ohmer  
John F. Payne

Thea Sherry  
Elizabeth Swann  
Robin Vannoy

Finally, the Family Court Committee noted that, as evidenced by the fact that this Committee and the SJRC had so few comments, overall, the forms package is very well done and commended Judge Dennis Smith and the CAFC for their work on this very important project.

Thank you for providing the Family Court Committee the opportunity to review and comment on the proposed forms. Please let me know if we can be any further assistance to your Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary W. Sheffield". The signature is fluid and cursive, with a large loop at the end.

Mary W. Sheffield  
Chairperson

cc: Hon. Dennis Smith, CAFC  
Lori Levine, CAFC  
Cathy Zacharias  
Norma Rahm



## Committee on Access to Family Courts

2112 INDUSTRIAL DRIVE  
P. O. BOX 104480  
JEFFERSON CITY, MISSOURI  
65110

PHONE: (573) 751-4377  
FAX: (573) 522-5961

December 8, 2008

Honorable Mary Rhodes Russell  
Missouri Supreme Court  
207 W. High St., PO Box 150  
Jefferson City, MO 65102

Dear Judge Russell:

Attached are the Dissolution of Marriage forms approved by the Committee on Access to Family Courts on December 4, 2008. An earlier version of these forms was forwarded to the Judicial Records Committee and to the Family Court Committee for their review and comments.

These forms are combined into one interactive form with a table of contents that is available at [www.selfrepresent.mo.gov](http://www.selfrepresent.mo.gov) and are attached with a listing of pro se dissolution of marriage forms. This listing reflects the changes that have been made in the forms in recent months.

The State Judicial Records Committee (SJRC) met on July 18, 2008, and discussed the forms. I attended this meeting. They reviewed the forms in detail and made certain recommendations which were forwarded to the Family Court Committee and to the Committee on Access to Family Courts. A copy of that correspondence is attached.

The Family Court Committee agreed with the recommendations of the State Judicial Records Committee. Their letter is also attached.

These recommendations were discussed at the meeting of the Committee on Access to Family Courts on October 2, 2008. The recommendations were addressed as follows:

### ALL FORMS

The State Judicial Records Committee recommended that "In the \_\_\_\_\_ Court of \_\_\_\_\_, Missouri" be changed to state "In the Circuit Court of \_\_\_\_\_, Missouri." The Committee on Access to Family Courts agreed with this change and the forms have been changed accordingly.

#### Committee Members

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Also the State Judicial Records Committee criticized the length of the forms and suggested that the instructions be separated from the forms themselves. The Committee on Access to Family Courts discussed this idea. Everyone agreed that the lengths of the forms are a problem, but believed it was necessary to have the instructions embedded into the forms themselves. People do not refer to separate instruction booklets as they should. Additionally, these separate instruction booklets would not be served on the adverse party. Part of the benefit of the instructions is to the respondent who must decipher what the petitioner has alleged. Finally, it was discussed that one of the main purposes of the forms is the educational component. In all of the efforts of the Pro Se Commission and its subsequent committees/commission, we have continually stressed that the pro se litigant must be informed of the risks and responsibilities of proceeding without representation. This is the purpose of the mandatory litigant awareness program and it is the purpose of the lengthy forms.

For these reasons, the Committee did not recommend a complete re-write of the forms. We will take this into consideration in the creation of subsequent form packages.

#### PETITION FOR DISSOLUTION OF MARRIAGE

The Committee on Access to Family Courts shares the SJRC's concern about confidentiality and identity theft. This is a major issue which must be addressed by the state legislature, as the forms comply with state law. The petition was changed to remove the birth date of the parties themselves from the petition and now only requests the age of the parties. This information is important to the court for several reasons, but we felt the omission of the birth date would help a little in the confidentiality situation.

#### STATEMENT OF PROPERTY AND DEBT AND PROPOSED SEPARATION AGREEMENT

The SJRC noted that the definition of non-marital property does not include "any property that is acquired after a legal separation or by a valid written agreement of the parties."

The forms stated "RSMo Section 452.330 defines marital property as property acquired by either spouse during the marriage of the parties other than property acquired by gift, inheritance, or in exchange for non-marital property."

Pro se litigants do not understand the difference between a legal separation and a separation. Almost all pro se litigants think they are legally separated even though they are merely separated. Additionally, the dissolution of marriage forms are not designed for usage by an individual that wants to convert a legal separation to a dissolution of marriage. Accordingly, this language was omitted.

However, the definition of marital property on the forms is technically incorrect and therefore the Committee on Access to Family Courts adopted a change to the forms. The above paragraph now reads "RSMo Section 452.330 defines marital property. Usually marital property is property acquired by either spouse during the marriage of the parties other than property acquired by gift, inheritance, or in exchange for non-marital property."

I believe the SJRC intended to state in their correspondence that marital property does not include property excluded by valid written agreement of the parties. The CAFC believed that this

would also cause confusion to the unrepresented litigant. Very rarely does a pro se litigant have a "valid written agreement" concerning the classification of property. And if they were to have such an agreement, they probably would be sufficiently knowledgeable enough to know that this property would be excluded. So, the form design decision is whether we should confuse most of the pro se litigants with a legalized definition, or not precisely define the term at all. The CAFC has opted for the general explanation with a cite to the specific statute.

#### STATEMENT OF INCOME AND EXPENSES

The SJRC correctly notes that "the CAFC form is significantly different than the approved Income and Expense Statement form CV100." It is significantly different because it provides significant information to the court that Form CV100 does not.

For example, a judge hearing a dissolution of marriage is interested in the gross income of BOTH parties. CV100 only provides for the income and expenses of the party filing the document. The judge also wants to see the income and expenses that are used to support the Form 14 calculation in cases involving children. The CAFC form does this and CV100 does not.

This is not to indicate that CV100 is incorrect or a bad form. It is only to indicate that the usage by the court of these two forms usually is significantly different.

#### RESPONDENT'S ANSWER

There was a suggestion that an optional checkbox in Question #5 would state "I am on active duty in the armed service of the United States of America but *do not* waive my rights pursuant to the Service members Civil Relief Act of 2003." This suggested change was rejected by the CAFC.

It is the concern of the CAFC that a member on active duty in the armed services might waive their rights pursuant to the SCRA of 2003 if they file an answer. It is unclear if someone can file an answer in a case and reserve their rights under the SCRA of 2003. The CAFC was concerned that someone might file an answer after checking this box and still waive their rights.

#### PARENTING PLAN - PART A CUSTODY OF THE CHILDREN

The SJRC recommended changing Question 5 under Major Decisions to read "The following are examples of major decisions" instead of "These decisions include the following:" The CAFC accepted this suggestion and the forms were changed.

#### PARENTING PLAN - PART B SUPPORT OF THE CHILDREN

The SJRC noted that the Form 14 which is included in the parenting plan is slightly different than that published by the court. This is correct.

Lines were added between lines 2b and 2c. These lines were designated as lines 2c(1), 2c(2) and 2c(3). The purpose of the addition of these lines is that the Form 14 can be more easily calculated. Line 2c may require other Form 14's to be calculated if a parent has children not the subject of the

current proceeding that primarily reside with him or her. In the experience of the members of the CAFC, this calculation was never made correctly by pro se litigants, and lawyers usually incorrectly make this calculation. These lines were added so that the correct line 2c amount could be calculated on one form. It is the opinion of the CAFC that this additional information makes the Form 14 much more usable and understandable.

It should be noted that the Form 14 was changed after the October meeting of the CAFC. Several changes were made externally to the form at that time. This was primarily because the earlier Form 14 approved by the Supreme Court in 2005 referred to "primary custody" on line 2c. This language was changed in 2008 by the Family Court Committee and the Supreme Court and the forms previously approved by the CAFC also had to be changed.

### JUDGMENT OF DISSOLUTION

The SJRC recommended that the a check box be inserted prior to the language that states "The sheriff or other law enforcement's ability to enforce the custody and visitation rights of any person pursuant to Section 452.425 RSMo." This is not a correct statement of the form content. The form approved by the CAFC states "The sheriff or other law enforcement officers shall enforce the rights of any person to custody or visitation pursuant to RSMo. Section 452.425." The CAFC thought that this language should be in all judgments by default. If a judge entering this judgment does not want that language to be in his or her judgment, he or she merely has to strike out that phrase. After talking with a number of judges about this issue, and after discussion, the CAFC thought it would be a mistake to make this an opt-in rather than an opt-out and suggested the form remain the same.

The CAFC has approved the attached dissolution of marriage forms and is submitting them to the Court for your consideration and approval.

Sincerely,



Dennis Smith

Attachments





**Self-help Center Development subcommittee.**

**Chair: Leslie Schneieder**

Goal: This subcommittee will make recommendations regarding the design and utilization of self-help centers in Missouri

<b>Topic</b>	<b>Description</b>	<b>Action/Recommendation</b>	<b>Assigned to</b>	<b>Due Date</b>	<b>Notes</b>
	Family Court Committee RFP Self-help Center Project	Prepare response develop			

## **Self-Help Center Subcommittee Status Update - 12/2008**

This subcommittee met twice via telephone conference calls on November 4 and December 2, 2008. This report is a summary of those meetings.

The Agenda for the meeting included establishing a vision of what is needed from a Self-Help Center (SHC), then identifying the leadership and partners needed to accomplish that vision. Additionally, the creation of a plan to accomplish the vision of a SHC is needed as well as identifying the obstacles to such creation and appropriate responses.

However, an immediate issue requiring input from the subcommittee arose just prior to the November 4 teleconference regarding a chance to obtain funding to establish a SHC.

Money collected in the Domestic Relations Resolution Fund (DRRF) is derived from a \$3.00 surcharge assessed on all civil cases. The particular information regarding the DRRF is as follows:

- The DRRF statute reads:  
"There is established in the state treasury a special fund to be known as the "Domestic Relations Resolution Fund." The director of revenue shall credit to and deposit all amounts received pursuant to section 452.552 to the fund. The general assembly shall appropriate moneys annually from the domestic relations resolution fund to the state courts administrator to pay the cost associated with the handbook created in section 452.556 and to reimburse local judicial circuits for the costs associated with the implementation of and creation of education programs for parents of children, alternative dispute resolution programs and similar programs applicable to domestic relations cases."
- The DRRF is under the oversight of the Family Court Committee (FCC). Throughout the years, a Request For Proposal (RFP) has been developed. Each year in January, the RFP is sent out to all judges requesting circuits apply for funding for local court programs relating to domestic relations cases. Currently, the FCC allots a total of \$150,000 from the DRRF to be divided between the programs selected and approved by the FCC for operation. The language of the RFP is "...for the creation and implementation of domestic relations programs..." Each circuit that submits an RFP can ask for up to \$20,000 for a full fiscal year of funding. All proposals received are reviewed and a recommendation for funding is made to the FCC, who has final approval.
- The next RFP will go out at the end of January for FY 10 funding (July 1, 2009 - June 30, 2010).
- The balance of the DRRF is currently more than \$400,000. The spending authority for the fund though is currently \$300,000.

- Within the next few months, the FCC will develop a plan for spending down the fund.

One option proposed to the FCC at the October meeting is to expand the current RFP to include programs/projects pertaining to local pro se efforts, as this does fall under the category of domestic relations cases. The FCC members were open to that suggestion.

At an internal OSCA meeting it was determined that the Self Help Center Subcommittee could assist with drafting language for the DRRF RFP to include the creation of programs or projects related to self representation or the creation of self help centers. During the subcommittee teleconference, Terri Norris and Cathy Zacharias explained the current situation to the subcommittee and asked for their input about options for applying the DRRF funds to assist with providing access to the courts for self-represented litigants (SRLs) in the domestic relations area.

As the establishment of Self Help Centers has become a priority for CAFC this is a fortunate opportunity to direct some of these funds to the establishment of a SHC. The subcommittee agreed, however, that it will be difficult to choose one type or model of center that will work effectively throughout the entire state. Missouri has several metropolitan centers but is otherwise a mostly rural state. Additionally, resources will vary from county to county and circuit to circuit. Therefore, one model will not effectively work across the state.

The subcommittee did agree that any viable SHC must have adequate resources such as books, forms, instructions, appropriate equipment as well as a person physically present to assist SRLs. The subcommittee envisioned a person that can provide information and assistance but not advice. Such person could help the SRL find appropriate forms to choose from, ensure all forms required to be filed are accounted for and properly completed. It was agreed that projects such as an “unmanned” forms kiosk will not be successful and is not recommended.

The subcommittee was unsure if it would be more beneficial to ask the FCC to fund a pilot program for a SHC in two to three courts or revise the current RFP to allow for funding of programs and projects related to SRLs. Any change to the current RFP should allow for funding of a resource center, contractual services and staffing, printers, office supplies, paper and equipment. It should also allow for construction and remodeling costs for conversion of building space into an appropriate center. An additional option may be to allow funding for rental fees if no space is available in the court house.

The subcommittee agreed that both options should be explored. One option is to create a new RFP so the DRRF may fully fund a pilot court program for SHCs. A second option is to modify the current RFP to allow for funding of programs and projects related to SRLs. Kelly Cramer was assigned the task of drafting a new Self Help Center RFP.

The Family Court Committee subsequently approved the recommended changes to the current DRRF RFP during their November 2008 meeting to allow funding for programs/projects related to SRLs.

Secondly, this subcommittee reviewed the proposed SHC RFP to ensure that the Guiding Principles, Essential Components, Project Goals and Project Requirements would accurately reflect what the subcommittee envisions for a SHC and the types of services/projects it should provide.

The entire SHC RFP has been included in this agenda for your review.



**STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL**

**RFP NO. OSCA 10-002**

**TITLE: Domestic Relations Programs for Parents and Children**

**ISSUE DATE: January 9, 2009**

**CONTACT: Herb Conner**

**PHONE NO.: (573) 522-2617**

**E-MAIL: herb.conner@courts.mo.gov**

**RETURN PROPOSAL NO LATER THAN: February 23, 2009, AT 3:00 PM**

**RETURN PROPOSAL TO: OFFICE OF STATE COURTS ADMINISTRATOR  
Attn: Herb Conner  
2112 INDUSTRIAL DRIVE  
PO BOX 104480  
JEFFERSON CITY MO 65110  
FAX: (573) 522-6937**

**CONTRACT PERIOD: July 1, 2009, THROUGH June 30, 2010**

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
AGENCY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
CONTACT PERSON		TITLE:
PHONE NO.	FAX NO.	E-MAIL ADDRESS

**NOTICE OF AWARD (STATE USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
OSCA CONTACT COORDINATOR	DATE	Director OSCA Juvenile and Adult Court Programs

## 1. Background Information

### 1.1 Introduction:

- 1.1.1 The Family Court Committee of the Missouri Supreme Court, through the Office of State Courts Administrator (OSCA), is seeking applications from Missouri Courts for the **creation and implementation** of domestic relations programs including, but not limited to the following: Waiting Areas/Rooms for Children in Court Facilities; programs that provide Supervised Access and Exchange for parents and children; programs that address issues of Domestic Violence; Education Programs for Parents and Children; programs or projects for self-represented litigants; and other programs and services pertaining to domestic relations cases.
- 1.1.2 The funding for creation and implementation of domestic relations programs allows for programs and services to be developed in the State of Missouri. This RFP encourages circuits to take this opportunity to create new initiatives. The emphasis in reviewing the applications will be on **measurable program outcomes** and **responsible use of resources**.
- 1.1.3 Funding for these programs is available through the Domestic Relations Resolution Fund (452.552 RSMo). Use of funds must comply with the requirements identified in RSMo 452.554.

## 2. APPROVED PROGRAMS

### 2.1 Education Programs for Parents and Children

- 2.1.1 Educational sessions may be offered to married, divorced, separated and never married parents and children in domestic relations cases involving children. Types of cases may include:
- a. Pre and post dissolution cases
  - b. Legal separations
  - c. Modifications
  - d. Family access motions
  - e. Paternity
  - f. Child support
  - g. Other post-judgment proceedings
- 2.1.2 The educational sessions shall address the effects of a dissolution or separation on children and the benefits of alternative dispute resolution, including mediation in resolving disputes related to child custody, visitation, and support.
- 2.1.3 Program curriculum for parents must include content that informs parent of the effect of separation or dissolution of marriage on children; teaches parents how to help children adjust to change; helps parents understand that children, whenever possible and appropriate, need frequent, continuing and meaningful contact with both parents; and informs parents of the benefits of alternative dispute resolution, including mediation.
- 2.1.4 Program curriculum for children must include content that: addresses age-appropriate needs and behaviors of children; helps children deal with their feelings about the separation of their family; helps children cope better with the stress and change involved in their parent's separation or dissolution.

- 2.1.5 Funds may be used to purchase furniture for classes provided in court facilities including tables and chairs of the size appropriate for younger children.
- 2.1.6 Funds may be used to purchase equipment for classes provided in court facilities.
- 2.1.7 Funds may be used to purchase resource materials for children/adults such as class materials, class activities, videos.
- 2.1.8 Funds may be used to purchase resource materials for program development such as purchase of curriculum, trainer manual.
- 2.1.9 Funds may be used to purchase contractual services for class instructors.
  - a. Contractual instruction services may not exceed \$35.00 per parent or \$35.00 per child.
  - b. In areas of the state where the customary rate for such services is greater than \$35.00 per attendee, the applicant may include a request for increased reimbursement. However, pursuant to Section 452.610, reimbursement may not exceed \$75.00 per person.
  - c. Note – all costs incurred by contracted class instructors, including travel, class preparation time or administrative time are to be included in the rate per participant and are not reimbursable through this program.
- 2.1.10 Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF and can be used or adapted for their particular program.
- 2.1.11 Funds may be used to purchase training that improves the service skills of staff (program instructors or program coordinators), contractual service providers, or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from the Office of State Courts Administrator, to the attention of Terri Norris at 573-522-8259 or email [terri.norris@courts.mo.gov](mailto:terri.norris@courts.mo.gov) to attend "miscellaneous training" not specifically outlined in the approved budget.

## **2.2 Self-Represented Litigants in Domestic Relations Cases**

- 2.2.1 The program must be related to the needs of self-represented litigants involved with the court in a domestic relations case.
- 2.2.2 This may include a Litigant Awareness Program for married or separated self-represented litigants.
  - a. The Litigant Awareness Program may address the risks and responsibilities of representing yourself in court without an attorney, a self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney, how the Missouri court system

works, what court staff may or may not assist litigants with, and a review of the forms needed for self representation.

- 2.2.3 This may include a resource center established at the court or operated in partnership with a legal services corporation, law school, or independent agency.
  - a. The resource center may have available forms, instructions, and information about court procedure.
  - b. The resource center may have contractual personnel, which includes but is not limited to attorneys, program coordinators, program instructors, and security officers.
- 2.2.4 This may include a Help Desk established at the court or operated in partnership with a legal services corporation, law school, or independent agency.
  - a. The Help Desk may have available forms, instructions, and information about court procedure.
  - b. The Help Desk may have contractual personnel, which includes but is not limited to attorneys, program coordinators, program instructors, and security officers.
- 2.2.5 This may include an online resource center.
  - a. The online resource center may include a Litigant Awareness Program.
    - 1. The Litigant Awareness Program may address the risks and responsibilities of representing yourself in court without an attorney, a self-assessment exercise designed to identify personal strengths and weaknesses that may affect success in court without an attorney, how the Missouri court system works, what court staff may or may not assist litigants with, and a review of the forms needed for self representation.
  - b. The online resource center may include access to forms.
  - c. The online resource center may include a Certificate of Completion of the Litigant Awareness Program.
  - d. The online resource center may include information about how to find an attorney.
  - e. The online resource center may include information about county, circuit, or regional resources available to self-represented litigants.
- 2.2.6 Funds may be used to purchase construction/renovation of an area or room in a court facility such as partitions, flooring, walls, paint, and light fixtures.
- 2.2.7 Funds may be used to purchase furniture for the use of program participants at the program site.
- 2.2.8 Funds may be used to purchase equipment such as VCR, TV, or DVD/CD player, and cell phone.
- 2.2.9 Funds may be used to purchase resource materials for adults such as educational brochures, books, videos, or journals.

2.2.10 Funds may be used to purchase resource materials for program development such as program manuals, program guides, or videos.

2.2.11 Funds may be used to purchase contractual services for attorneys, program coordinators, program instructors, child care attendants, use of a program site, security officers, and curriculum development.

- a. Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts and their designees.
- b. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF that can be used or adapted for their particular program.

2.2.12 Funds may be used to pay for administrative costs such as the purchase of paper, copying, printing, or postage.

### **2.3 Supervised Access and Exchange:**

2.3.1 The Access Program must provide a safe, secure environment for all family members. Visits must take place under the supervision of an individual or individuals that have the responsibility of ensuring the child's physical and emotional safety during the time the child spends with the visiting parent and/or extended family members.

2.3.2 The Exchange Program must provide a safe and secure environment for the transfer of a child from one parent or family member to another parent or family member for the purpose of the child spending time with the other parent or family member. The Program must provide that the transfer of the child is supervised by an individual or individuals that have the responsibility of ensuring the physical and emotional safety of the child and those participating in the exchange at the exchange site.

2.3.3 Funds may be used to purchase furniture that is the appropriate size for children and adults at the access and/or exchange site.

2.3.4 Funds may be used to purchase equipment such as TV, VCR, or DVD/CD tape players, or cell phone.

2.3.5 Funds may be used to purchase security equipment such as a hand held metal detector, or video equipment.

2.3.6 Funds may be used to purchase resource materials used by children/adults in the program such as magazines for waiting area, toys for children and consumable supplies for children such as snacks, diapers, coloring books, or crayons.

2.3.7 Funds may be used to purchase resource materials for program development such as policy manuals purchased from other supervised visitation programs, or purchase of the Supervised Visitation Network newsletter.

2.3.8 Funds may be used to purchase contractual services for access and/or exchange supervisors, security personnel, program coordinator.

2.3.9 Funds may be used to purchase the use of an access and/or exchange site.

2.3.10 Funds may be used for administrative costs such as the purchase of supplies and postage.

2.3.11 Funds may be used to purchase training that improves the service skills of staff (program instructors or program coordinators), contractual service providers, or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from the Office of State Courts Administrator, to the attention of Terri Norris at 573-522-8259 or email [terri.norris@courts.mo.gov](mailto:terri.norris@courts.mo.gov) to attend "miscellaneous training" not specifically outlined in the approved budget.

2.3.12 All equipment, furniture, and materials purchased become the property of the circuit court

## **2.4 Domestic Violence Programs:**

2.4.1 The program must be related to the needs of family members who are involved with the court due to an issue of family violence related to a domestic relations case.

a. This may include services to assist adult and child victims and services for offenders to prevent re-offense.

2.4.2 Funds may be used to purchase furniture for the use of program participants at the program site.

2.4.3 Funds may be used to purchase equipment such as VCR, TV, or DVD/CD tape player, and cell-phone.

2.4.4 Funds may be used to purchase resource materials for children/adults such as safety planning brochures, books, age appropriate toys, magazines, videos, or journals.

2.4.5 Funds may be used to purchase resource materials for program development such as program manuals, program guides, or videos.

2.4.6 Funds may be used to purchase contractual services for advocates, treatment providers, childcare attendants, program coordinator, program instructors, use of a program site, security officers, and curriculum development.

a. Curriculum developed becomes the property of the circuit court and OSCA. The curriculum developed may be duplicated and used by other circuit courts and their designees.

b. Applicants seeking funds to develop curriculum should consult with OSCA staff prior to submitting an application for curriculum development to determine if a suitable curriculum has already been developed through the use of DRRF that can be used or adapted for their particular program.

c. Applicants should consult with OSCA Contracts Coordinator prior to contracting for the development of curriculum to insure that the contractor agrees and understands the above requirements.

2.4.7 Funds may be used to pay for administrative costs such as the purchase of paper, copying, printing, or postage.

2.4.8 Funds may be used to purchase training that improves the service skills of staff (program instructors or program coordinators), contractual service providers, or volunteers within the applicant agency that provides direct services. Agencies must first look to training held in the state of Missouri. Training costs will not be reimbursed until after the training has been attended. Prior approval must be obtained from the Office of State Courts Administrator, to the attention of Terri Norris at 573-522-8259 or email [terri.norris@courts.mo.gov](mailto:terri.norris@courts.mo.gov) to attend "miscellaneous training" not specifically outlined in the approved budget.

2.4.9 All equipment, furniture, and materials purchased become the property of the circuit court except as stated above.

## **2.5 Waiting Areas/Rooms for Children in Court Facilities:**

2.5.1 The waiting area or room must be in a court facility and designed for children who accompany adults involved in domestic relations cases.

2.5.2 The waiting area may be a separate room or a designated area for children located within a larger area or room.

2.5.3 The waiting area or room must allow for supervision of children by the adults who bring the children to the court facility or by designated court staff, volunteers, or contracted personnel.

2.5.4 Funds may be used to purchase furniture which is of appropriate size for children and adult supervisors such as tables, chairs, storage shelves for toys, display racks for children's books, pictures/posters for walls.

2.5.5 Funds may be used to purchase equipment such as VCR, TV, or DVD/CD tape players.

2.5.6 Funds may be used to purchase resource materials for children/adults that include age appropriate activities for children, such as toys, games, books, and relevant information for parents.

2.5.7 Funds may be used to purchase construction/renovation of an area or room in a court facility such as partitions, flooring, walls, paint, and light fixtures.

2.5.8 Funds may be used to purchase contractual services for personnel to supervise the waiting area/room or a volunteer coordinator to arrange for volunteers to supervise the area. However, funds shall not be used to pay staff salaries or overtime.

2.5.9 All equipment, furniture and materials purchased become the property of the circuit court except as stated above.

## **2.6 Other Programs and Services:**

2.6.1 This category applies to all other programs and services that have not previously been addressed in this RFP. The criteria set forth by RSMo 452.554 are as follows.

- a. The general assembly shall appropriate moneys annually from the domestic relations resolution fund to the state courts administrator to pay the cost associated with the handbook created in section 452.556 and *to reimburse local judicial circuits for the costs associated with the implementation of*

*and creation of education programs for parents of children, alternative dispute resolution programs and similar programs applicable to domestic relations cases.*

## **2.7 Publications:**

- 2.7.1 The courts must acknowledge the Domestic Relations Resolution Fund as the source of funding on any curriculum, manuals, or public relations materials created with monies from the fund. This includes brochures, handbooks, or informational materials distributed to the public regarding programs and services. It also includes program manuals, curriculum, audio and videotapes created with monies from the fund. It does not include, program forms, written internal policies and procedures.
- 2.7.2 The courts must receive the prior approval of the Office of State Courts Administrator prior to the printing and/or production and distribution of written, audio, or video materials that fall under the above noted criteria.

## **3. PROGRAM PERFORMANCE REQUIREMENTS**

### **3.1 Program Evaluation:**

- 3.1.1 Each circuit court receiving reimbursement funds must participate in a program evaluation designed to measure how successful the circuit court has been in providing the services identified in their program proposal.
- 3.1.2 The evaluation process may include, but is not limited to, the following:
  - a. Access to circuit court records for the purpose of retrieving statistical data;
  - b. Utilization of questionnaires or surveys of consumer satisfaction for all parties involved, including judicial officers, circuit court staff, attorneys, guardians ad litem, and program participants; and
  - c. Development and implementation of performance measurement tools when applicable.
- 3.1.3 OSCA agrees to provide technical assistance to each circuit court in conducting its program evaluation. This technical assistance will include, but is not limited to, establishment of performance measures, collection and analysis of data, and reporting of program outcomes.
- 3.1.4 Costs to circuit courts for conducting program evaluations are not allowable reimbursable costs. OSCA shall provide technical assistance for evaluation of programs.

### **3.2 Reporting Requirements:**

- 3.2.1 Each circuit court must submit to OSCA three (3) Quarterly Data Reports and a twelve (12) month Final Program Report. All monthly and quarterly reports should be submitted to the Office of State Courts Administrator, Attn: Terri Norris or can be emailed to [terri.norris@courts.mo.gov](mailto:terri.norris@courts.mo.gov).
- 3.2.2 The Data and Program Reports are intended to:
  - a. Assure that use of the funds is consistent with the project application and the intent of the funding source;
  - b. Determine the number of parties served and/or number of hours of service provided;
  - c. Document the types services provided; and

d. Provide OSCA, the Family Court Committee, legislature, and other interested parties with information regarding consumer satisfaction, program efficiency, and effectiveness.

3.2.3 The Data and Program Reports will be evaluated for progress toward completion of the specific program goals, as indicated in the application, and to identify any barriers to successful implementation.

3.2.4 Quarterly Data Reports must be submitted within thirty (30) days of the end of each quarterly reporting period on the OSCA Domestic Relations Resolution Fund Quarterly Report Form. Quarterly report forms will be developed specific to the programs that are awarded funds.

a. Reporting requirements will include, but not be limited to, the number of parties served by the circuit court as a result of the funds reimbursed through this program.

3.2.5 A twelve (12) month Final Program Report must be submitted within thirty (30) days of the end of the 12 month funding period on the Domestic Relations Resolution Fund Final Report Form provided by OSCA.

### **3.3 Reimbursement of Costs:**

3.3.1 No payments will be made directly to any contracted providers. This may require that the county pay for these services up front. OSCA anticipates a 2-4 week turnaround on reimbursement. **All reimbursements will be made to the County Treasurer.**

Note: This issue may need to be addressed with your fiscal officer when planning your project proposal.

3.3.2 Invoices must be submitted by the circuit court to OSCA, Attention: Herb Conner, no later than ten (10) days after the end of each month on the Certificate of Compliance Form. Certificate of Compliance forms will be provided to each court awarded a contract prior to the start of the contract period.

a. Copies of all invoices and other supporting documentation must be attached and submitted to OSCA with the request for reimbursement.

## **4. EVALUATION AND AWARD CRITERIA**

### **4.1 Evaluation Criteria for all Program Awards:**

4.1.1 Awards to circuit courts for the creation and implementation of domestic relations programs will be made based upon **particular needs for the program and why those needs are not being met**, and availability of funds.

4.1.2 Consideration shall be given as to whether the request for funds is reasonable, with clear documentation to support the request or justification as to why the costs are beyond what is customary.

4.1.3 Consideration shall be given to the circuit's ability to sustain the program at the end of the funding period.

4.1.4 Consideration shall be given to the proposed number of persons served, hours of service, and the cost of those services per person and/or per hour.

- a. Documentation of how costs are determined must be provided with justification for costs that might be considered beyond what is customary.
- b. Justifications for budgets should be broken down into the following categories:
  - Furniture and equipment
  - Resource materials
  - Construction
  - Contractual services
  - Administrative
  - Training for program staff

4.1.5 Consideration shall be given to program goals that are clearly defined with measurable outcomes.

4.1.6 Circuits are encouraged to maximize the use of the available funds by collaborating with other circuits to jointly provide programs that one circuit would otherwise be unable to afford or sustain.

4.1.7 Circuits are encouraged to collaborate with other agencies and service providers to maximize the use of existing resources in the community thereby reducing the amount of funding needed through this award.

## **4.2 Terms of Awards:**

4.2.1 Reimbursement of funds is available for a period of 12 months. Awards can be made for up to \$20,000 per year, per application for up to 12 months.

4.2.2 Continuation funding beyond the initial 12 months is uncertain. Circuit courts should develop alternative ways to fund programs upon completion of this funding period.

4.2.3 The Family Court Committee maintains the discretion to adjust, in whole or in part, each program in each circuit court's request based upon the reasonableness of each request, and the availability of funds.

4.2.4 If it appears that a circuit court will not use all funds awarded in the 12 month period, the Family Court Committee may, in its discretion, reduce the amount of reimbursement funds to the circuit court and distribute those funds to other circuit courts.

4.2.5 Any funds awarded for program services cannot be used to supplant existing local or state funds. Supplanting refers to using these funds to replace funds normally available and currently received from local or state sources.

## **5. APPLICATION REQUIREMENTS**

### **5.1 Proposal Submission:**

5.1.1 All circuit courts desiring to apply for funding for costs associated with creation and implementation of programs as identified herein, must submit a complete proposal incorporating the items identified in the following section.

5.1.2 Courts may submit more than one application and may be funded for more than one program.

5.1.3 Proposals must be signed by the Family Court Judge. If there is no Family Court Judge, the Presiding Judge must sign the proposal. Proposals may be faxed to Herb Conner at 573-522-6937, or emailed at [Herb.Conner@courts.mo.gov](mailto:Herb.Conner@courts.mo.gov) or by regular mail. All proposals must be received prior to specified closing date and time as stated on the cover page.

## 5.2 Project Proposal:

5.2.1 All applicants must clearly describe the proposed plan to create and implement new domestic relations programs. Proposals must include the following:

- a. **Provide the name of the proposed program.**
- b. **Need for the Program:** Explain the particular need for the program and why those needs are not being met through existing materials, programs, services, or other resources. Be specific. Example: Report the number of families that could benefit from supervised access programs each week/year. Report what attempts have been made to establish a program and what were the barriers to the program being established.
- c. **Number of people to be served/hours of service provided:** Estimate the number of adults and children that your program will actually serve. Estimate the number of hours of service that will be provided. Justify/show the calculations of how you arrived at those figures.
- d. **Implementation plan:** Provide a detailed description of work completed in preparation for implementation of the proposed project. Provide a timeline and a description for how your circuit will implement the proposed project. Describe in detail the services to be performed in achieving the project objectives and the approach to be used for providing each service and assuring utilization of the services. For contractual services, clearly describe the proposed assistance, with the names and qualifications of the outside source and the nature of the services to be contracted. Please include providers' resumes, if known, or identify qualifications of providers to be contracted with.
- e. **Project Goals and Objectives:** A clear, concise statement of what the proposed project is intended to accomplish, including a listing of project goals with measurable outcomes. Example: One goal for a waiting area for children might be to increase the affordability of accessing the court. A measurable objective could be the amount of childcare dollars saved by parents who used the child waiting area.
- f. **Sustainability:** Explain how the program will continue once this funding ends. Example: Children's waiting area – Once the area is created, minimal funding will be necessary. Broken toys will be donated by the XX youth service group. Court-employed cleaning and maintenance personnel will take care of every day cleaning and maintenance.

## 5.3 Project Funding Breakdown:

5.3.1 **Funds Requested:** Identify the funding needs in each of the following areas, as applicable, to the program you are creating. Indicate when these items or services are not needed or are covered by other sources. Example: Furniture – none needed, can use existing furniture in the courthouse. Toys for children – Toy store XXX has agreed to donate \$200.00 worth of age appropriate toys. Identify why the item/service is needed, how it will be used, describe the item/service, cost per item/per hour, where it

will be purchased/who will provide the service, how many items/hours are needed, and total costs. Remember that the more detailed the better.

**Furniture and Equipment:**

**Resource Materials for Participants and Program Development:**

**Construction:**

**Contractual services:**

**Administrative Costs and Supplies:**

**Training:**

TOTAL AMOUNT OF FUNDS REQUESTED: \_\_\_\_\_

- 5.3.2 **Cost Per Person Served and/or Cost Per Hours of Service Provided:** Divide the number of persons served by the total amount of funds requested. And/or Divide the number of hours of service provided by the total amount of funds requested. Show your calculations.

**Attachment 1**  
**Domestic Relations Resolution Fund (DRRF) Programs/Projects Previously Funded**

Below are the names of programs/projects funded by the DRRF in past years, and the circuits that implemented them. The name and phone number of the contact person for the duration of the program's or project's funding has been included.

**Domestic Violence Child Advocacy Program** – 3<sup>rd</sup> Circuit; Rita Martz (600-359-2347)  
**Domestic Violence Advocate** – 4<sup>th</sup> Circuit; Muriel Zimmerman (660-562-2320)  
**Domestic Violence Advocate** – 7<sup>th</sup> Circuit; Kathleen Bird (816-736-8402)  
**Domestic Violence Education & Counseling** – 14<sup>th</sup> Circuit; Tena Houston (660-263-2970)  
**High Conflict Exchange Education & Intervention Program** – 7<sup>th</sup> Circuit; Kathleen Bird (816-736-8402)  
**Supervised Visitation Program** – 45<sup>th</sup> Circuit; Judge Ben Burkemper (636-528-6438)  
**Supervised Exchange Program** – 16<sup>th</sup> Circuit; Karen J. Brown (816-881-1811)  
**Divorce Education & Batterers Intervention Program** – 1<sup>st</sup> Circuit; Judge John Moon (660-727-3628)  
**Batterer Compliance Coordinator & Project** – 21<sup>st</sup> Circuit; Sue Ashwell (314-615-2969)  
**Pro Se Classes** – 16<sup>th</sup> Circuit; Karen J. Brown (816-881-1811)  
**Mediation Coordinator & Mediation Class Materials** – 31<sup>st</sup> Circuit; Perry Epperly (417-829-6108)  
**Waiting Area** – 35<sup>th</sup> Circuit; Mike Davis (573-568-4640 ext. 5)  
**Child's Waiting Room** – 42<sup>nd</sup> Circuit; JoAnn Bayless (573-775-2787)  
**Child Protection Assessments** – 13<sup>th</sup> Circuit; Kathy Lloyd (573-886-4060)  
**Guardian ad Litem Program** — 37<sup>th</sup> Circuit; Stan Smith (417-256-4383)

Additionally, the following programs/projects were funded for FY 2008.

**Child Advocacy Program** – 3<sup>rd</sup> Circuit; Rita Martz (660-359-2347)  
**Visitation/Exchange Program** – 6<sup>th</sup> Circuit; Janet Warner (816-858-3420)  
**High Conflict Child Exchange Education & Intervention Program** – 7<sup>th</sup> Circuit; Kathleen Bird (816-736-8402)  
**Guardian ad Litem Training Program** – 16<sup>th</sup> Circuit; Karen J. Brown (816-881-1811)  
**Parenting Separately Video** – 16<sup>th</sup> Circuit; Karen J. Brown (816-881-1811)  
**Supervised Access & Visitation Program** – 23<sup>rd</sup> Circuit; Judge Lisa Page (636-797-6493)  
**Supervised Visitation & Monitored Exchange Program** – 25<sup>th</sup> Circuit; Russell Shelden (573-774-4730)  
**Waiting Area** – 30<sup>th</sup> Circuit; Judge Michael Hendrickson (414-745-6822)  
**Mediation Coordinator** – 31<sup>st</sup> Circuit; Perry Epperly (417-829-6108)  
**Supervised Access & Exchange Program** – 36<sup>th</sup> Circuit; Lesi Smith (573-686-8054)  
**Domestic Violence Victim Impact Panel** – 45<sup>th</sup> Circuit; Judge Ben Burkemper (636-528-6438)  
**Supervised Visitation Program** – 45<sup>th</sup> Circuit; Judge Ben Burkemper (636-528-6438)



**STATE OF MISSOURI  
OFFICE OF STATE COURTS ADMINISTRATOR  
REQUEST FOR PROPOSAL**

**RFP NO. OSCA 07-036  
TITLE: SELF HELP CENTER PILOT COURT PROGRAM  
ISSUE DATE: JANUARY 1, 2009**

**CONTACT: Herb Conner  
PHONE NO.: (573) 522-2617  
E-MAIL: herb.conner@courts.mo.gov**

**RETURN PROPOSAL NO LATER THAN: ?? AT 5:00 PM (TBD)**

**MAILING INSTRUCTIONS:** Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package.

**RETURN PROPOSAL TO:** OFFICE OF STATE COURTS ADMINISTRATOR  
ATTN: HERB CONNER  
2112 INDUSTRIAL DRIVE  
PO BOX 104480  
JEFFERSON CITY MO 65110

**CONTRACT PERIOD: JULY 1, 2009 THROUGH JUNE 30, 2010**

**DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:  
THROUGHOUT THE STATE OF MISSOURI**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Office of State Courts Administrator or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the offeror and the Office of State Courts Administrator.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE		DATE
PRINTED NAME		TITLE
COMPANY NAME		
MAILING ADDRESS		
CITY, STATE, ZIP		
VENDOR NO. (IF KNOWN)		FEDERAL EMPLOYER ID NO.
PHONE NO.	FAX NO.	E-MAIL ADDRESS

**NOTICE OF AWARD (STATE USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
OSCA CONTRACT COORDINATOR	DATE	STATE COURT ADMINISTRATOR

**1. INTRODUCTION.**

- 1.1 The Office of the State Courts Administrator (OSCA), in collaboration with the Supreme Court Committee on Access to Family Courts, is interested in establishing one or more pilot project court sites in order to assess the effectiveness and efficiency of a court-based self help center on courts, self-represented litigants, and other users of the justice system.
- 1.2. All Circuit Courts are invited to submit proposals to participate in a pilot project to implement a self help center to assist self-represented litigants in family law-related proceedings involving dissolution of marriage, legal separation, parentage or the modification of a judgment in any such proceeding pursuant to Supreme Court Rule 88.09.
- 1.3. The project is a two-year project. The total amount of funds available for the Self Help Center Project is \$50,000 per year.
  - 1.3.1 The maximum award for any one applicant/court is \$25,000 per year.
- 1.4 The number of pilot project court sites selected and the amount of each project award will be based upon review and evaluation by the Committee on Access to Family Courts and OSCA, of each proposal submitted in response to the specifications set forth in this document and as approved for funding by the Committee on Access to Family Courts.
- 1.5 Practical considerations may make it appropriate for several counties within a circuit or for courts in several circuits to submit a joint proposal.
  - 1.5.1 Effective, coordinated collaboration among circuit courts is encouraged and will be considered in determining selection of the pilot project sites.
- 1.6 Pilot project court sites will be selected from among all applicants based on the merits of the proposed Self Help Center model to be implemented, including:
  - a. Adoption of the *Guiding Principles* specified in Section 5 of this document;
  - b. The effectiveness of the proposed plan to implement in whole or in part, the *Essential Components* specified in Section 6 of this document;
  - c. The effectiveness of the proposed plan to measure the performance of the project in meeting the *Project Goals* specified in Section 7 of this document;
  - d. The documented need for the additional resources awarded through this project to implement the proposed Self Help Center project; and
  - e. The documented support of the *court en banc*, the legal community, and other key stakeholders and community based resource and service providers.
- 1.7 Written proposals for this project must be **received by OSCA no later than close of business on Friday, ..., 2009. (TBD)**

- 1.8 All written reports will be reviewed by the Committee on Access to Family Courts and, based upon the merits of the proposals; **selected courts will be invited to give an oral presentation to the Committee on Access to Family Courts on ..., 2009. (TBD)**

## **2. BACKGROUND.**

- 2.1 The Missouri Supreme Court established the Committee on Access to Family Courts on April 15, 2008. The general purpose of the Committee on Access to Family Courts is to improve access to court in domestic relations cases, particularly for self-represented litigants.
- 2.2 Most self-represented litigants have a low to middle income level, have only a high school or limited college education, often have low literacy and comprehension levels, have no legal education and limited understanding of the court process. Many have a limited English proficiency, cannot distinguish between substance and procedure and do not comprehend the complexity of their case.
- 2.3 Self-represented litigants often fail to appear in court at the appointed time, do not have the appropriate or complete set of forms, have incorrectly filled out the forms, and do not understand the processing of a case from initiation to completion. Additionally, a court clerk and judge typically must spend a longer period of time than average to assist self-represented litigants, answer their questions and review their filings. The result of self-representation is often an unenforceable or incomplete order/judgment that does not adequately address the problems for which a litigant has sought relief and has expended much of the courts time, energy and resources.

## **3. DEFINITION AND STRUCTURE OF A SELF HELP CENTER.**

- 3.1 A self help center is typically a program that provides solutions for access to the courts in an effective and efficient manner that will in turn improve the processes and efficiency of the court in responding to the litigant's requests and filings. A center is not an advocacy program but an informational program. A Self Help Center can be a valuable resource for self-represented litigants to find out information, how to shepherd their case through the court process and reach a fair resolution.
- 3.2 The optimal self help center is difficult to quantify as resources vary from circuit to circuit and each region may have different needs. There are various models of self help centers and services which include but are not limited to the following:
- a. a resource center in the court or library with access to forms, instructions, and information about court procedure;
  - b. a telephone helpline and internet website with services centrally staffed, but without face to face service;
  - c. clinics and workshops for self-represented litigants;
  - d. a resource center established and operated through a legal services corporation;
  - e. a resource center established and operated through an independent agency;
  - f. a public library model;
  - g. a law library model;

- h. a concierge desk within the courthouse;
  - i. a virtual self help center;
  - j. courtroom services that provide an attorney or legal aid representative in the courtroom or can immediately print forms;
  - k. a comprehensive statewide center.
4. **PURPOSE:** The purpose of a Self Help Center is to ensure that litigants have meaningful access to the courts. Additionally, ensure that cases involving children and families are handled in a fair, timely, effective and cost-efficient manner.
- 5 **GUIDING PRINCIPLES:** The Committee on Access to Family Courts has identified the following “Guiding Principles” as the foundation for defining and implementing a Self Help Center.
- 1. No attorney-client relationship is established. Services are provided in a neutral and impartial manner.
  - 2. Staff is to provide information on the law and the court processes to assist litigants in navigating the system and presenting their cases.
  - 3. All persons, whether children or adults, should be treated with objectivity, sensitivity, dignity and respect.
  - 4. There should be a means of differentiating among cases so that resources are conserved and cases are diverted to appropriate personnel.
  - 5. The center should coordinate and maximize court resources and establish linkages with community resources.
  - 6. Centers should have well trained and highly motivated judicial and nonjudicial personnel.
6. **ESSENTIAL COMPONENTS:** Integral characteristics of a model self help center include, but are not necessarily limited to, the following:
- a. **Computer access** to internet website for forms access and printing, litigant awareness, FAQs.
  - b. **Coordination** of resources to specific needs of self-represented litigant and complexity of their case.
  - c. **Collaboration** between the center, judiciary, stakeholders and the community to provide access to an array of services for the self-represented litigant.
  - d. **Use of Technology** to facilitate the capability of the center’s staff to obtain information, forms and services for the center’s litigants.
  - e. **Personnel** assistance to assist litigants in the judicial process.
7. **PROJECT GOALS:** THE GOALS OF THE PROJECT ARE AS FOLLOWS:

- a. Assure litigant has access to the center's resources regardless of gender, race, nationality, sexual orientation, disability, or religion.
- b. Increase expertise in working with self-represented litigants by providing specialized training and continuing education for the center's staff.
- c. Improve meaningful access to the family court, in order to provide prompt resolution of issues/conflicts.
- d. Maximize the use of non-trial services and programs, including alternative dispute resolution (ADR).
- e. Maximize the use and availability of community resources.
- f. Improve and expand the use of technology.
- g. Provide civil, courteous service to all persons using the center.
- h. Improve the quality of justice provided to families by ensuring access to the courts.
- i. Evaluate the effectiveness and efficiency of a Self Help Center on courts, litigants, and other users of the justice system

**8. PROJECT REQUIREMENTS:**

8.1 Each selected project site shall:

- a. Complete all program and financial reporting forms required by OSCA;
- b. Participate in the evaluation component of the project designed to measure how successful the selected pilot project court sites have been in meeting the project goals set forth in Section 7 of this document;
- c. Meet with and provide program status reports to OSCA staff, the Supreme Court Committee on Access to Family Courts, and other OSCA or Supreme Court Committees or Commissions as requested; and
- d. Develop and implement a plan for sustainability at the end of the award period.

8.2 Each selected project site may:

- a. Provide for an employee, contractual employee or alternative assistant to assist litigants regarding legal information, appropriate forms, and court processes and procedures.
- b. Provide reasonable space and support for the Self Help Center;
- c. Provide a telephone helpline and internet website with services centrally staffed, but without face to face service;
- d. Provide clinics and workshops for self-represented litigants.

## 9. CATEGORY OF FUNDS.

9.1 Funds for the development, implementation, evaluation and support of the selected Self Help Center pilot project court sites will be awarded based upon the merits of the proposal, including the documented need for the funding, the availability of funds, and according to the order of the categories listed below.

- Category I. Personnel
- Category II. Programs and Services
- Category III. Resource Materials
- Category IV. Professional Staff Development
- Category V. Equipment

9.2 Funds for the Self Help Center Project cannot be used to supplant existing local, state or federal funds. Supplanting refers to using funds received through the Self Help Center Project to replace funds that normally are budgeted or expended in your local budget.

9.3 OSCA agrees to provide technical assistance to the selected pilot project court sites for implementation and evaluation of the project. All costs associated with conducting the program evaluation, with the exception of local data collection by project court staff, shall be the responsibility of OSCA. Awards will not be made for local court staff time and resource costs associated with program evaluation.

9.4 **Category I. Personnel:** Applicants may request funds to reimburse for the costs associated with employing or contracting for **new** personnel services and contract employees such as an attorney as specified below:

**Note: No new state FTEs will be funded through the project. Circuits may request a new county employee to be reimbursed through the project.**

9.4.1 Each selected pilot project court site must provide for a minimum of one (1) part time employee, to be housed within the selected pilot project court site.

9.4.2 Funds may be awarded, not to exceed a maximum of \$25,000 per year, to reimburse the total costs for a contracted provider to perform the duties as specified in Section 8 of this document. This includes all costs associated with salary, fringe benefits, travel, training, office expenses and equipment or other administrative costs.

9.4.3 Funds may not be used to fund additional court staff or personnel.

9.4.4 Funds may be awarded to reimburse for costs associated with employing or contracting for other Self Help Center personnel, such as contract attorneys, paralegal or other professional staff.

9.4.5 Funds may be awarded to reimburse for travel and other related expenses for Self Help Center personnel as approved in the project award, within the guidelines established by the OSCA.

9.5 **Category II. Programs and Services:** Applicants may request funds to provide programs and services to self-represented litigants at no cost or a reduced cost to the participants.

9.5.1 Funds may be utilized to create and implement new court based programs and services or to pay the costs to participants to participate in community based programs and services.

9.5.2 Eligible programs and services include, but are not limited to:

- a. Face-to-face services and self-education resources, videos, on-line tutorials, and on-line forms tools with help features;
- b. Parent education programs (includes programs related to dissolutions of marriage, never married parents);
- c. Helplines and internet website services;
- d. Alternative dispute resolution services;
- e. Assistance seminars, clinics or workshops ranging from forms completion to appropriate courtroom attire;
- f. Attorney-led coaching sessions on courtroom procedure and preparation for hearings;
- g. Forms review;
- h. Unbundled assistance from pro bono, legal aid programs and law schools.

9.6 **Category III. Resource Materials:** Funds may be awarded for resource materials to be shown, loaned or distributed by staff to litigants and the general public. Resource materials may include videos, books, brochures and pamphlets describing the self help center program and available services.

9.8 **Category IV. Professional Staff Development:** Funds may be awarded for the costs associated with professional development of center personnel, including educational programs for staff, attendance at conferences or symposiums, books, videos and subscriptions directly related to self help center programs and services.

9.9 **Category V. Equipment:** Equipment may be included in the application, but only if purchased for the center, not if purchased for a contracting agency.

## 10. TERMS AND CONDITION OF AWARD

10.1 The award period will be for a twelve (12) month period of time, effective July 1, 2009.

10.2 Funding is limited to a maximum of \$25,000 per year for any one applicant/court.

10.2.1 This amount does include reimbursement for travel and other related expenses for the self help center personnel. Therefore, applicants should include this item in their proposal's project funding breakdown.

10.3 Continuation funding is not guaranteed.

10.4 In the event funding is discontinued, the selected courts are responsible for seeking other funding sources to support continuation of their programs, including the self help center personnel.

10.5 Requests for reimbursable costs must be made monthly, with final request within 60 (sixty) days of the end of the twelve (12) month award period.

- 10.6 The Committee on Access to Family Courts maintains the right to approve, in whole or in part, each program area contained in each request, based upon the priority of each request, the reasonableness of each request, and the availability of funds.
- 10.7 If it appears that funds will not be used by the end of the award period the Committee on Access to Family Courts may, at its discretion, reduce the amount of reimbursement to a designated pilot court project site to allow for re-distribution to any other pilot court project site.
- 10.8 No payments will be made directly to any contracted providers without prior approval from OSCA. This will require that the county pay for these services upfront. OSCA anticipates a 2-4 week turnaround on reimbursement.

**Note:** This issue may need to be addressed with your fiscal officer when planning your project proposal.

- 10.9 Costs exceeding the maximum amount allowed for any category awarded will be the responsibility of the project court site.

## 11. Application Requirements

- 11.1 All circuit courts desiring to apply must submit a written proposal to the OSCA. Written proposals for this project must be **received by OSCA no later than close of business on Friday, ... 2009. (TBD)**
- 11.2 In order to be considered, the proposal must be approved by the *court en banc* and signed by the presiding judge or in the case of a multi-circuit proposal, by each circuit's presiding judge.
- 11.3 **Project Proposal:** All applicants must clearly describe the proposed plan to develop, implement and sustain a self help center project. Written proposals must include the following:

### 11.3.1 Section I. Project Narrative

- a. **Introduction:** Provide an introduction that includes a concise statement of the court's interest in the project. Describe the proposed project site (county, circuit) and include:
  - 1. a description of the center(s) projected number of caseload;
  - 2. a description of the organization of the proposed self help center model.
- b. **Need for the Project:** Discuss particular needs of the project and why those needs are not being met through the use of existing materials, programs, services, or other resources. **All proposals must include:**
  - 1. an estimate of the total projected number of cases and clients to be served,
  - 2. a breakdown of the projected number of free or reduced costs services or programs to be provided, including Legal Services and Programs and Services

**Note:** Applicants must include a detailed description of any sources of funding currently available to the court to fund, in whole or in part, existing self help center services or other self-represented litigation related services. For example, if the court is receiving a grant from

OSCA for mediation or a grant from another state or outside agency program, please include the source and amount of funds, the time period for funding, and how the funds are used.

- c. **Project Objective:** The proposal should include a clear, concise statement of what the proposed project is intended to accomplish, including a description of how this project will meet the project goals defined in Section 7 of this document.
- d. **Program Areas to be Covered:** Identify specific program services, by category of funds for which funding is requested, as described in Section 9 of this document (e.g., Category I., Personnel; Category II., Intervention and Prevention Programs and Services.)
- e. **Approach:** Identify the self help center methodology and process(es) to be utilized. Describe in detail the services to be performed in achieving the project objective and the approach to be used for providing each service and assuring utilization of the services.
  - 1. **Contractual Services:** In making application for funds to contract outside assistance, clearly describe the proposed assistance, with the names and qualifications of the outside source and the nature of the services to be contracted. Please include providers' resumes, if known.
- f. **Letters of Support:** Applicants are encouraged to include letters of cooperation or support from their circuit judges, attorneys, and other individuals or agencies involved in self help center or self-represented litigation related matters for consideration.

11.3.2 Section II. Project Funding Breakdown:

- 1. Applicants should include a total reimbursement dollar amount requested with a full explanation of the funding breakdown by category.
- 2. Contracted services must be itemized by cost per participant or cost per case. Limits to these costs may be set and will be specified in the funding award letter.

To whom it may concern:

My name is John Etzel #297345.  
I am an offender currently incarcerated  
at OCE Prison. I am in need of  
documents to help me get a divorce.  
What I need is a Divorce Kit  
to help me achieve this. I will  
appreciate any and all help you  
can provide me.

Thank You  


John Etzel #297345  
HU# I-B-26-3  
OZARK CORRECTIONAL CENTER  
FORDLAND, MO. 65652

To Whom it may Concern!

10/12/08

I would like to request a Divorce Kit. I was incarcerated and this girl Jerry Sawyer frauded my name on a marriage license and I'd like to get a divorce. The marriage took place in Cherokee County Kansas. Could you let me know what I can do to dissolve this. I am indigent.

Respectfully

Justin Hylton

Justin Hylton #1058560

O.C.C

929 Honor Camp Lane

Fordland, Mo 65652

I can provide proof that I was locked up on the date of this marriage.

Dear Pro-se-Commission

Greetings, I'm writing you from OCC. Prison treatment Center requesting for a kit packet for divorces. If you could please send me one I would appreciate! Thank you very much!!

Sincerely  
Josh Husted

My address: Josh Husted 1099978  
OCC. IC 28-1  
929 Honor Comp Ln.  
Fordland MO  
65652

2025 SEP 27 PM 11:52  
PJ:GIMNAS 912  
To whom it may concern me and my wife are going through some things and she would like to see other's people and I'm trying to see if it's away I can get the.

Divorce kits for St. Louis City,  
St. Louis County, MO.

Thank You for Your Time

Sincerely

M. Charles Ward



## LEGAL SERVICES OF SOUTHERN MISSOURI

Springfield Office

2872 S. Meadowbrook Avenue

Springfield, Missouri 65807

Telephone: (417) 881-1397 Toll-Free: 1 (800) 444-4863

Fax: (417) 881-2159

November 26, 2008

Committee on Access to Family Courts  
Office of State Courts Administrator  
2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, MO 65110

To Whom It May Concern:

I would like to request 100 copies of Accessing Family Courts in Missouri brochure for our clients to read and take home with them.

Thank you for your consideration in this matter.

Sincerely,

Mildred Foote  
Data Clerk

**Anne-Marie  
Clarke/22/Courts/Judicial**

12/01/2008 02:57 PM

To Debbie Eiken/OSCA/Courts/Judicial@Judicial

cc

Subj Re: Reminder - December Meeting<sup>(1)</sup>  
ect

I've been re-assigned to the Juvenile Division and will no longer be able to serve on this committee.

amc

Effective 6 October 2008, my contact information will change as follows:

Anne-Marie Clarke  
Family Court Commissioner - Juvenile Division  
22nd Judicial Circuit Court of Missouri  
920 N. Vandeventer  
St. Louis, MO 63108  
phone 314-552-2034  
fax 314-552-2260