

Guidelines for Kansas Court	Clerk and Court Staff
STAFF MAY	STAFF MAY NOT
<p>Encourage self-represented litigants to be informed about their legal rights to consult with an attorney for legal advice.</p> <p>Encourage self-represented litigants to consult with an attorney for legal advice</p> <p>Provide information about:</p> <ul style="list-style-type: none"> * Pro bono legal services; * Low-cost legal services; * Lawyer referral services; * List of local attorneys provided by the local bar association. 	<p>Provide legal advice, including but not limited to:</p> <ul style="list-style-type: none"> * Recommending a specific course of action; * Performing legal research for litigants; * Interpreting how the law would apply to a specific situation; * Predicting the outcome of a particular strategy or action; * Computing deadlines specified by statute or court rule.
<p>Provide location(s) of all appropriate court approved forms and written instructions.</p> <p>Provide docketed case information.</p> <p>Provide reasonable accommodations required by the Americans with Disabilities Act.</p>	<p>Recommend any specific course of action, including but not limited to:</p> <ul style="list-style-type: none"> * Whether to file a pleading; * The specific content or phrasing for a pleading; * The types of claims or arguments to assert in pleadings or objections to pleadings; * Whether to settle or appeal.
<p>Provide locations for court-approved, written definitions of commonly used terms.</p>	<p>Assist in completing any forms or advise on how a particular term or definition applies to a specific situation.</p>
<p>Provide general information about courtroom location, other agencies' locations in the building and in-house facilities.</p>	<p>Interpret statutes or rules or advise whether a particular statute or rule applies in a specific situation.</p> <p>Provide information kept confidential by statute or court rule.</p> <p>Recommend or advise concerning rules of evidence, witnesses, objections, or rulings.</p>

Kansas Legal Services, Inc. 1-800-675-5860

Lawyer Referral Services @ www.ksbar.org or www.kansaslegalservices.org

Phone:1-800-9283111 or 1-316-265-1247

All applicable forms: www.kscourts.org/Kansas-Courts/Judicial-Council

Supreme Court Rules: www.kscourts.org/rules

Glossary of Legal Terms:

www.ncsconline.org/wc/publications/Res_CtInte_EnglishLegalGlossaryPub.pdf