

DRAFT

ACCESSIBILITY CHECKLIST FOR SELF-REPRESENTED LITIGANTS

Website

- We have information on our website regarding self-help services including where they're located and their hours of operation.
- Our local rules are available on our website.
- Our local forms are available on our website
- Instruction sheets that have been developed by our family law facilitator program and other self-help programs are available on our website.
- We link to the page with all local rules from different counties
<http://www.courtinfo.ca.gov/rules/localrules.htm>
- Our court has EZLegalFile in our county
- We have information on our filing fees on our website
- We link to the AOC's self-help website
- We have the list of newspapers of general circulation on our website.
- We provide information on where a litigant would file different types of actions and how to determine where to file.
- Our court provides internet access to patrons so that they can access this information.

Self-help Centers

- Our court has committed additional funding for our family law facilitator so they can do more than child support.
- Our court provides assistance for self-represented litigants in:
 - Guardianship
 - Consumer
 - Family Law
 - Domestic Violence
 - Civil Harassment
 - Landlord/Tenant

- Conservatorship
- Traffic
- Other Civil (list: _____)

- Our family law facilitator is part of our court management team
- Our self-help center attorney (if not the facilitator) is part of our court management team

Mediation Services

- Our court provides mediation assistance for self-represented litigants in:
 - Small claims
 - Guardianship
 - Consumer
 - Family Law (beyond child custody mediation)
 - Civil Harassment
 - Landlord/Tenant
 - Other Civil (list: _____)
- We work with our DRPA provider to encourage provision of mediation services.

Court Clerks

- Our court has posted MC-800 *Court Clerks Office Signage* to describe what clerks can and cannot do.
- We provide a list of resources including lawyer referral services, legal services agencies and self-help resources to litigants.
- Our court provides training for court clerks on the difference between legal information and legal advice.
 - We use the AOC's broadcasts entitled "May I Help You – the Difference Between Legal Information and Legal Advice # 1 and #2.
 - We offer other training
- We have regular meetings between our court clerks and self-help providers to identify any challenges and issues that can be resolved.
- We encourage court clerks to spend time working in the self-help center as a perk to learn more about how the program operates and allow them to develop new skills.

Facilities

- We have adequate facilities for the self-help center
 - sufficient space to meet with litigants
 - rooms for workshops
 - sufficient waiting areas
 - facilities for computers to be used by the public

- Informational pamphlets can be easily found

Signage

- A person who has not been to court before can know from the signage where to go
 - at entrances
 - at clerks office
 - in courtroom areas

- The numbering of the courtrooms logical for someone who is not used to coming to court.

- We have invited community members to walk through the courthouse with us and provide information on whether they can find courtrooms, clerks offices, self-help assistance and other locations where they are likely to want to go.

Community Outreach

- We provide or partner with community organizations to provide workshops on basic legal topics in the community.

- Our judges participate in recognition events for pro bono attorneys

- We have an active court-community collaboration group

- We have an active Self-Represented Litigants Task Force in our county.

Courtroom

- We have self-help assistance in the courtroom to help with the following types of calendars:
 - Guardianship
 - Consumer
 - Family Law

- Domestic Violence
- Civil Harassment
- Landlord/Tenant
- Conservatorship
- Traffic
- Other Civil (list: _____)

- We have referral slips in the courtroom to direct litigants to self-help assistance.
- We have common forms and instructional materials available in our courtrooms.
- We provide additional support staff in calendars with large numbers of self-represented litigants
- We have pro per days where we try to coordinate as many resources as possible to allow self-represented litigants to complete their case fully
- We collaborate with community agencies to bring as many resources as possible to the courtroom to help ensure that litigants get to the resources they need.
- We work closely with our interpreter program in scheduling cases to allow as many civil matters to have interpreters as possible.