

INFORMATION AVAILABLE FROM CLERK'S OFFICE AND COURT EMPLOYEES

(Clerk's) Court staff can:

- ✦ Tell you the status of a specific case, unless the case or information in the case is confidential. Confidential information is not available to the public because of state law or a judge's decision.
- ✦ Provide the court file on a specific case for you to review. If the case is confidential, you will need a court order to see the file.
- ✦ Give you general information on court rules, procedures and practices.
- ✦ Provide court-approved or required forms or tell you where you can find forms. There may be a charge for some forms. Forms are not available for all legal proceedings.
- ✦ Offer guidance on how to compute some deadlines and due dates.
- ✦ Provide court schedules and information on how to get matters scheduled.
- ✦ Provide the telephone number of the local attorney referral service or information about other agencies that may assist you.

PLEASE NOTE:

(Clerk's) Court staff do not know the answers to all questions about court rules, procedures and practices.

(Clerk's) Court staff cannot:

- ✦ Advise you about whether you should file a case or whether you should take any particular action in a case.
- ✦ Tell you what words to put in a form.
- ✦ Tell you what to say in court.
- ✦ Tell you what decision the judge will make or what sentence the judge will impose.
- ✦ Comment about specific persons you may name in a petition or pleading.
- ✦ Apply the law nor give directions about how to respond in any aspect of the legal process.
- ✦ Change an order signed by a judge.
- ✦ Let you talk to a judge outside of court.

LEGAL ADVICE:

(Clerk's) Court staff provides information, not legal advice. If you need legal advice, please contact an attorney. If you do not have an attorney, you may visit <http://www.wsba.org/The-Public> for the name of an attorney practicing in this area.

REMEMBER:

The court, including the judge and all staff, must remain impartial. They do not take sides in any matter coming before the court.