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.