

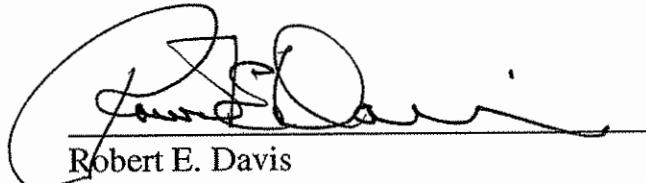
IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order No. 232

In re: Services by Court Clerks and Staff to the Self-Represented Litigant

As recommended by the Self-Representation Study Committee appointed by this Court to study and make recommendations regarding self-represented litigants, the Clerks of the District Court are directed to conspicuously post the attached notice describing services court clerks and staff may provide to self-represented litigants. A copy of the notice shall be provided to any person on request.

BY ORDER OF THE COURT this 27<sup>th</sup> day of JANUARY, 2009.



Robert E. Davis  
Chief Justice

# Guidelines for Kansas Court Clerks and Court Staff

<b>Staff MAY</b>	<b>Staff MAY NOT</b>
<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"> <li>▪ Pro bono legal services;</li> <li>▪ Low-cost legal services;</li> <li>▪ Lawyer referral services;</li> <li>▪ List of local attorneys provided by the local bar association.</li> </ul>	<p>Provide legal advice, including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Recommending a specific course of action;</li> <li>▪ Performing legal research for litigants;</li> <li>▪ Interpreting how the law would apply to a specific situation;</li> <li>▪ Predicting the outcome of a particular strategy or action;</li> <li>▪ Computing deadlines specified by statute or court rule.</li> </ul>
<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"> <li>▪ Whether to file a pleading;</li> <li>▪ The specific content or phrasing for a pleading;</li> <li>▪ The types of claims or arguments to assert in pleadings or objections to pleadings;</li> <li>▪ Whether to settle or appeal.</li> </ul>
<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>