

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 27th day of JANUARY, 2009.



Robert E. Davis
Chief Justice

Guidelines for Kansas Court Clerks 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>