

The Court staff is here to help you in whatever way they can. Their role is to provide you with information, not legal help. They have been instructed not to answer questions if they do not know the answer and may refer you to other resources to assist you in obtaining the information you request.

WHAT COURT STAFF CAN and CANNOT DO FOR YOU:

- They **can** give you information on a court case, unless it is unavailable by law.
- They **can** provide you with general information on court rules, procedures and practices.
- They **cannot** tell you what to say in court.
- They **cannot** tell you what a judge might do.
- They **can** give you court-approved forms (forms are not available for all legal proceedings).
- They **can** assist you in filling out forms in conciliation court, domestic abuse, and harassment cases*.
- They **can** give you court calendars and information on how to get matters scheduled in court.
- They **cannot** give you advice about whether you should file a case or whether you should take any particular action in a case.
- They **cannot** collect on a judgment for you.
- They **cannot** provide service of papers.

Remember, court staff is here to provide you with information, not legal help. Court staff cannot act as your attorney. If you choose to represent yourself, you will have the same responsibilities as an attorney.

If you choose to hire an attorney, the legal resources listed in this brochure can assist you in locating an attorney who specializes in the area of law. These resources offer full, low, and no fee legal referrals depending on your financial ability to pay.



*For more information see Minnesota Statutes 491A.02, 518B.01, 609.748, and Minnesota Rule of District Court 504 (b) (2).

LEGAL RESOURCES:

Statewide:

Attorney Referral Program

Dakota County 651-431-3200

Hennepin County 612-339-8777

Ramsey County 651-224-1775

All other counties in Minnesota
800-292-4152

Websites:

Minnesota State Law Library

www.courts.state.mn.us/library/index.html

State Bar Association

www.mnbar.org

Local information:

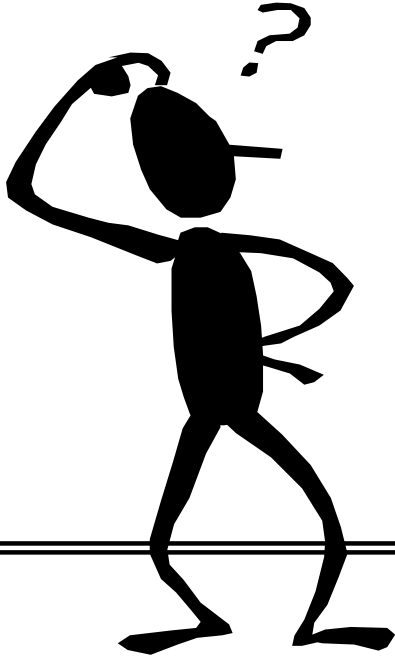
Each county can put in its own local information here.

Excellence in Service

Each Judicial District in the State of Minnesota is committed to providing court-related services to external customers in an efficient manner. External customers include litigants, attorneys, jurors, witnesses, victims, media representatives, advocates, appellate courts, criminal justice stakeholders, and members of the public presenting themselves to request a service provided by the trial courts. In an attempt to achieve this goal, every person employed by the court system (including judges, judicial staff, administrative staff) shall make the best effort to follow the standards listed below and adopted by the Conference of Chief Judges on May 19, 1995.

External Customers of the court system can expect all trial court employees to:

1. Demonstrate respect and courtesy;
2. Treat all customers fairly and equitably;
3. Provide to the extent authorized by law, a prompt and courteous response to both oral and written requests for pertinent information on cases and proceedings;
4. Furnish, to the extent authorized by law, adequate information regarding what to expect of the court system and instructions on how to use the services.
Information and forms should be provided in an easy to read, understandable format;
5. Provide service that includes as little personal inconvenience as possible.



**WHAT COURT
STAFF CAN
(and cannot)
DO FOR YOU**

May 1999

State Court Administration
Court Services Division
120 Judicial Center
25 Constitution Avenue
St. Paul, MN 55155
651-297-7587

