

WHAT COURT STAFF CAN (and cannot) DO FOR YOU

State Court Administration
Court Services Division
25 Rev. Dr. Martin Luther King Jr. Blvd., Suite 105
St. Paul, MN 55155
651-297-7587

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 **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** tell you what to say in court.
- They **cannot** tell you what a judge might do.
- 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 document 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).

Finding a Lawyer

Bar Association Attorney Referral Programs

Anoka County www.anokabar.org/FindingaLawyer.html

Dakota County 952-431-3200

Hennepin County 612-752-6666

Ramsey County 651-224-1775

All Other Counties in Minnesota 800-292-4152 (refers you to www.mnfindalawyer.com)

Free or Low-Fee Lawyers

If you are low-income, search for free or low-fee help at www.lawhelpmn.org or, call your local Legal Aid Office. The Bar Association Attorney Referral Programs may also have information on free attorney programs.

Additional Websites:

Minnesota State Courts

www.mncourts.gov

Minnesota State Law Library

www.lawlibrary.state.mn.us

Minnesota State Courts Self Help Center

www.mncourts.gov/selfhelp

Court Forms Site

www.mncourts.gov/forms

Law Help Minnesota

www.lawhelpmn.org

Minnesota Statutes

www.leg.state.mn.us/leg/statutes.asp

State Bar Association

www.mnbar.org

Minnesota Attorney General's Office

www.ag.state.mn.us

EXCELLENCE IN SERVICE

The Minnesota Judicial Branch 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:

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.