

## COURT FACILITATOR DISCLAIMER/POLICY

- Appointments are non-refundable. One hour of time will be blocked out for you. If you are late to your appointment, you will only have the time remaining in that block to work with the facilitator. If for some reason, you cannot make it to your appointment please call/email in advance to reschedule. No shows will have to pay again to schedule any further appointments.
- To qualify for the reduced fee you must have a waiver of fees on file signed by the Judge or be able to show proof of State Assistance.
- If you have more than a few easily answered questions, the facilitator may request you set up an appointment.
- The Court Facilitator **MAY DECLINE** to meet with you if they determine that they CANNOT assist with your case.
- It is **YOUR RESPONSIBILITY** to come to your appointment prepared with the appropriate paperwork filled out to the best of your abilities. This ensures the best use of our time together. If you do not show up with the forms you need, you will need to purchase the forms **OR** cancel your appointment and request another appointment. No refund will occur for the canceled appointment.
- You may bring one support person or spouse as long as things remain civil. If parties cannot behave civilly, **YOU MAY BE ASKED TO LEAVE**.
- The Court Facilitator assumes **NO RESPONSIBILITY** for the accuracy or legal effects of: The information contained in any written or verbal instructions the Facilitator might give you; child support worksheets they might prepare for you or the information you have in any forms or papers you file or use in court.
- The Court Facilitator **WILL ASK YOU TO LEAVE** the office immediately if you behave in an inappropriate manner and may refuse future services.
- No children are allowed in appointments unless arrangements are made prior with the Court Facilitator.

The Court Facilitator is **NOT** your attorney or personal assistant. The facilitator is not responsible for sending you additional information outside of your appointment or notifying you of hearings or of the Judge's ruling. The facilitator will do their best to be accommodating when able, but you will need to call the Douglas County Superior Court Clerk's office to inquire about your filings and status of your case.