

## Other Things to Know...

### ADA ACCOMODATION REQUESTS

[www.gofourth.org](http://www.gofourth.org) → Americans with Disabilities Act → Request Accommodations

### INTERPRETER SERVICES

Should you need an interpreter one can be provided by the court at no cost to you. You can request interpretive services on [www.gofourth.org](http://www.gofourth.org) → Request an Interpreter.

**Spanish Interpreters are always on-site.**

### COURT CARE Room S-140

Court Care for the Pikes Peak Region provides **FREE**, licensed child care for children of individuals who have court related business. Court Care accepts children ages six weeks through 14 years old. The center is open from Monday through Friday from 07:45am - 12:15pm and 01:15pm - 05:00pm. Questions: [www.courtcare.org](http://www.courtcare.org) OR 719-452-5499

### CIVIL PROTECTION ORDER FILINGS

If you are in a domestic violence situation or other situation in which you feel that you are in imminent danger you may obtain civil protection order instructions and forms online at

[www.courts.state.co.us](http://www.courts.state.co.us) under Self-Help/Forms → Protection Orders OR in the Clerk's Office (Room S101). The Clerk's Office accepts new protection order filings Monday through Friday from 07:30AM - 09:30AM\*. A hearing for your request will be held the same day.

**\*Please note** - all forms must be completely filled out prior to 09:30AM in order to have a hearing with the Magistrate the same day.

## OBTAINING HELP ONLINE

Instructions and forms  
[www.courts.state.co.us](http://www.courts.state.co.us)  
under Self Help/Forms

El Paso County Forms  
[www.gofourth.org](http://www.gofourth.org)

Additional resources on  
[www.courts.state.co.us](http://www.courts.state.co.us)  
Self Help/Forms → Self Help Resources

If you have general questions about court processes and procedures, email the Self-Help center at [04selfhelp@judicial.state.co.us](mailto:04selfhelp@judicial.state.co.us).

## OTHER HELP ONLINE

Colorado Legal Help Center  
[www.coloradolegalhelp.us](http://www.coloradolegalhelp.us)

Colorado Revised Statutes and Colorado Rules  
[www.lexisnexis.com/hottopics/colorado](http://www.lexisnexis.com/hottopics/colorado)

All information contained within this brochure is subject to change.

# El Paso County Court Self-Help Resources



El Paso County Combined Courts  
270 S. Tejon St.  
Colorado Springs, CO 80903  
719-452-5000



## Representing Yourself in Any Legal Matter...

...may be confusing and overwhelming. It is always recommended that you seek legal advice from a licensed attorney before opening a case or filing documents, and during your case, if you are unsure of how to proceed. Court employees (even Judges) and volunteers cannot give legal advice.

## HOW WE CAN HELP

### What We CAN do:

- ✓ Provide general information about court procedures and processes
- ✓ Explain and assist in completing forms
- ✓ Help you determine which forms are needed for the type of action you are requesting
- ✓ Provide and explain instructional packets\*\*
- ✓ Explain the process of scheduling hearings and mediation

\*\*A fee for forms may apply

### What We CANNOT do:

- ✗ Provide legal analysis, strategy, or advice
- ✗ Recommend whether a case should be brought to court
- ✗ Give an opinion on what will happen if a case is brought to court
- ✗ Disclose information in violation of a court order, statute, rule, chief justice directive or case law

## THE EL PASO COUNTY COMBINED COURT OFFERS THE FOLLOWING FREE RESOURCES TO ASSIST PROCEDURALLY:

### ① Clerk's Office and Self-Help Center - Room S-101 Open Mon-Fri 7:30am - 4:30pm

This is the office where customers may open court cases or file documents into existing court cases. Forms can also be obtained in this office; however, there may be a fee for some forms.

The Self-Help Center can provide general information and resources to parties representing themselves. Volunteer attorneys are available to answer brief legal questions on certain mornings each month in the Self-Help Center. Please ask a clerk for a copy of the monthly Legal Resource Calendar for current availability.

Sherlocks (Self-Represented Litigant Coordinators) are court employees that can assist parties without attorneys in understanding court processes and procedures, as well as the completion of court forms. Available Mon-Fri: 07:30AM - 04:30PM for walk-in assistance or by email at [04selfhelp@judicial.state.co.us](mailto:04selfhelp@judicial.state.co.us).

### ② Records Dept. - Room S003

The Records Department is the office where customers can obtain previously filed documents from court cases, subject to redaction and restrictions per CJD 05-01.

The Records Department is open  
M-F: 07:30AM - 05:00PM.

### ③ Family Court Facilitators (FCF)

The Domestic (DR) FCF Office (Rm S-116) can assist with pre and post-decree matters (i.e. divorce, custody, legal separation, motions to modify and motions for enforcement). The DR FCFs also facilitate ALL mandatory Initial Status Conferences (set when a NEW case is opened). This office can be reached at 719-452-5104.

The DR FCF Office has walk-in assistance available in Room S-116 as follows:

For all DR case types:

Mon. & Fri: 08:30AM - 11:30AM  
Mon.-Thurs.: 01:00PM - 04:00PM

Cases with NO Children only:

Monday: 09:00AM - 11:30AM

The Juvenile (JV) FCF (Rm W-173) can assist with Dependency and Neglect Actions (i.e. Department of Human Services cases), truancy, juvenile delinquency and adoptions. This office can be reached at 719-452-5403.

### ④ Probate Staff - Room W149

The Probate division is Division W, and it handles most trust and estate matters, as well as guardianship and conservatorship matters.

Probate staff has open window hours for:

Guardianship and Conservatorship

Procedural Questions:

Wednesdays: 08:15AM - 12:00PM

Estate Procedural Questions:

Wednesdays: 01:15PM - 05:00PM