

## **What is a “Self-Represented Litigant”?**

A “Self-Represented Litigant” is any individual who seeks information to file, pursue, or respond to a case without the assistance of a lawyer.

## **What is a “Self-Represented Litigant Coordinator”?**

A “Self-Represented Litigant Coordinator” fondly called “Sherlock” is a court employee designated to assist anyone who does not have an attorney in any **non-criminal matters** that are filed or will be filed in any of the State of Colorado Courts.

## **Who can the Coordinator help?**

The Coordinator can help anyone who is not represented by an attorney in non-criminal matters.

The individual does not need to be indigent to receive assistance from the Coordinator.

## **How much does it cost?**

This is a **FREE** service provided by the Court!

## **How can a Self-Represented Litigant meet with a coordinator?**

Monday to Friday: 8:00 am to 5:00 pm

Phone: 303-441-4741

Email: [BoulderCourtSelfHelp@judicial.state.co.us](mailto:BoulderCourtSelfHelp@judicial.state.co.us)

Walk-ins are welcome and will be assisted on a first-come, first-served basis. Appointments are available.

## **What the Coordinator CAN do:**

- ✓ Provide general information about court procedures and logistics, including requirement for service, filing, scheduling hearings, and compliance with local procedure;
- ✓ Provide, either orally or in writing, information about court rules, terminology, procedures, and practices;
- ✓ Inform the Self-Represented Litigant of available free legal services, low-cost legal services, including mediation and services offered by the Office of Dispute Resolution, lawyer referral services, and legal resources provided by state and local libraries;
- ✓ Offer educational sessions and materials, and provide information about classes;
- ✓ Explain options within and outside the court system, including providing information about domestic violence, and community resources and services;
- ✓ Assist the Self-Represented Litigant in selecting the correct forms and understanding what information is needed to complete filling in the blanks on approved forms;
- ✓ Record information provided by the Self-Represented Litigant on forms if that person cannot do so because of disability, language, or literacy barriers

## **What the Coordinator CANNOT do:**

- ✗ Recommend whether a case should be brought to court;
- ✗ Give an opinion about what will happen if a case is brought to court;
- ✗ Represent litigants in court;
- ✗ Provide legal analysis, strategy, or advice;
- ✗ Disclose information in violation of a court order, statute, rule, chief justice directive, or case law;
- ✗ Complete forms on behalf of the Self-Represented Litigant except if the person cannot do so because of disability, language, or literacy barriers;
- ✗ Refer the Self-Represented Litigant to a specific lawyer or law firm for fee-based representation;
- ✗ Tell the Self-Represented Litigant anything that could not be repeated in the presence of any other party in the case.

## **Interpreter services:**

If you require an interpreter, a court-appointed interpreter will be scheduled to assist you at no charge. You must inform the Self-Represented Litigant Coordinator at 303-441-4741.

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## SCHEDULE

Monday to Friday:  
8:00 am – 5:00 pm

*\*\*Schedule is subject to change*

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Call before coming to make sure the Coordinator will be available on the day of your visit to the Court

Call 303-441-4741 and leave a detailed message with your questions

The Coordinator will return messages within 2 business days

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### Clinic Presentations and Workshops:

**Collections Clinic:**

1<sup>st</sup> Tuesday monthly, 12:00–1:30 pm

**Small Claims Clinic:**

3<sup>rd</sup> Tuesday monthly, 12:00–1:30 pm

**Divorce and Custody Forms Workshop:**

Every Thursday, 1:00–2:30 pm

**Probate Forms Workshop:**

3<sup>rd</sup> Wednesday monthly, 10:00–11:00 am

All held in the Court Resource Center



*“The Colorado Courts provide self-help assistance to Self-Represented Litigants to facilitate access to the courts. The goal is to provide, within the bounds of [Chief Justice Directive 13-01], assistance to achieve fair and efficient resolution of cases, and to minimize the delays and inefficient use of court resources that may result from use of the court system by litigants who are not represented by lawyers. There is a compelling state interest in resolving cases efficiently and fairly, regardless of the financial resources of the parties.”*

**– Chief Justice Michael L. Bender**

Updated November 30, 2018

## *The Self-Represented Litigant Coordinator*



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## CONTACT INFORMATION

**Boulder County Combined Court  
1<sup>st</sup> Floor, Court Resource Center  
1777 6<sup>th</sup> Street  
Boulder, CO 80302**

**Mailing Address:**  
P.O. Box 4249  
Boulder, CO 80306

Phone: 303-441-4741

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Email:  
[BoulderCourtSelfHelp@judicial.state.co.us](mailto:BoulderCourtSelfHelp@judicial.state.co.us)

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