

Office of the
JEFFERSON COUNTY CLERK

P.O. Box 1220, Port Townsend, WA 98368
(360) 385-9125 Fax (360) 385-5672

COURTHOUSE FACILITATOR INFORMATION

Location: Jefferson County Courthouse, 2nd floor

Fee: **\$20.00 per visit**

Date/Time: **WEDNESDAYS** from **8:30 a.m. to 3:30 p.m.** (please check in no later than 3:00)

Walk-ins Only: All services are provided in person and on a walk-in basis only. Sign in at the desk of the Court Clerk at Superior Court and pay \$20.00 fee; parties will be taken on a first-come, first-serve basis.

Telephone: (360) 385-9124 (Facilitator); (360) 385-9125 (Clerk's Office)

E-mail Address: smccracken@co.jefferson.wa.us

THE FACILITATOR CAN:

1. Explain the family law process when/if a party chooses to go to court.
2. Identify and help locate forms for domestic relations (family law) cases only.
3. Help a party schedule court hearings.
4. Check paperwork before a party goes to court.
5. Help arrange for an interpreter for court appearances.
6. Refer to other agencies for extra help parties may need.
7. Compute child support per your income figures.

THE FACILITATOR CANNOT:

1. Give legal advice.
2. Represent a party in court.
3. Fill out forms for the party.
4. Tell the party what to say.
5. Provide assistance in other civil or criminal matters.

<p>Important: Pursuant to Local Court Rule 5.4, final paperwork must be reviewed by the Facilitator before you will be allowed to proceed to final hearing or submit final paperwork to the judge. Upon proper completion of final paperwork, your case will be placed on the Domestic Calendar by the Facilitator.</p>
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PRO SE DISSOLUTION CALENDAR:

Date/Time: Pro se domestic relations hearings are held **FRIDAYS (only) @ 2:00 p.m.**