



18th Judicial Circuit Court, DuPage County Illinois
Pro-Se Assistance Center
505 North County Farm Road, Room 2017
Wheaton, Illinois 60187



ANN B. JORGENSEN
Chief Judge

DuPage County Bar
Association

POLICIES AND PROCEDURES

1. **Services Offered:** The DuPage Pro-se Assistance Center will offer limited services for the purpose of completing documents in domestic relations cases limited to financial matters such as increases, decreases or collection of child support, medical expenses, recreational and extra-curricular expenses, and college and other post high school expenses. The Pro-se Assistance Center will assist pro-se litigants in assembling or preparing documents necessary to present or defend their case at the pro-se night court domestic relations call. If appropriate, the Pro-se Assistance Center may refer litigants to DuPage Legal Aid, Lawyer Referral Service or other agency that may be able to more effectually address their issues.
2. **Procedures:** The location of the DuPage Pro-se Assistance Center will be in Room 2017 of the DuPage County Courthouse and will operate on Mondays and Wednesdays between the hour of 9:30 a.m. and 12:00 p.m to offer services for Domestic Relations cases. Service will be offered on a first come first served basis with the expectation that each individual will take between 15 minutes and one-half hour to complete necessary forms. There will be a waiting area set up in the hall outside the designated office to handle waiting litigants. There are no appointments. The Pro-se Assistance Center area will stock necessary pre-printed forms including Petitions for Rule, Notices of Motion, etc., to assist pro-se litigants.
3. **Staffing:** The Pro-se Assistance Center will be staffed by volunteer attorneys who will be encouraged to serve in this worthwhile endeavor one morning per year.
4. **Publicity:** The existence of the Pro-se Assistance Center will be publicized on the DuPage County Bar Association web site, the DuPage County Circuit Court website, the DuPage County Circuit Court Clerk website and information will be given to Judges staff assigned to the Domestic Relations Division and the Circuit Clerk. The Domestic Relations Division staff, DuPage County Bar Association staff on the 3rd floor Attorney Resource Center will distribute information regarding the Pro-se Assistance Center.
5. **Pro Se Litigant Disclaimer:** Before receiving assistance from the staff attorney, each pro-se litigant will execute a disclaimer, a copy of which is attached.