



# WELCOME TO THE SUPERIOR COURT OF ARIZONA, COUNTY OF YAVAPAI

**WE ARE HAPPY TO HELP YOU IF WE CAN. HOWEVER, WE ARE ALLOWED TO HELP YOU ONLY IN CERTAIN WAYS SINCE WE MUST BE FAIR TO EVERYONE.**

This is a list of some things the court staff can and cannot do for you.

## **WE CAN:**

- ★ Provide the status of a specific case, unless the case (or information in the case) is “sequestered” (not available for public inspection because of state law or a judge’s decision).
- ★ Provide the court file on a specific case for you to review, unless the case is “sequestered.”
- ★ Provide general information on court rules, procedures and practices.
- ★ Provide court-approved forms (forms are not available for all legal proceedings).
- ★ Provide guidance on how to compute deadlines and due dates.
- ★ Provide court schedules and information on how to get matters scheduled.

**Court staff do not know the answers to all questions about court rules, procedures and practices. They have been instructed to not answer questions if they do not know the correct answers.**

You are welcome to visit the Yavapai County Law Library if you would like to research court rules, procedures and practices.

## **WE CANNOT:**

- ★ Give advice about whether you should file a case or whether you should take any particular action in a case.
- ★ Fill out a form for you or tell you what words to put in a form.
- ★ Advise you what to say in court.
- ★ Speculate about what decision the judge might make or what sentence the judge might pronounce or the amount of fines that might be imposed.

**LEGAL ADVICE: Court staff can provide information, not *legal advice*.** If you need legal advice, please contact a lawyer. If you do not have a lawyer, you may wish to call the State Bar of Arizona, at 1-866-482-9227 or utilize their website at [www.azbar.org](http://www.azbar.org), for the name of a lawyer who practices in the area of law in which you need advice.

**REMEMBER:** The court, including the judge and all court staff, must remain impartial. They do not take sides in any matter coming before the court.