



Superior Court - Courthouse Facilitator 12911.861.

Mission Statement

To provide and improve access to justice services to pro se Clallam County court participants. The Court Facilitator offers services to all incomes levels and charges an average fee of \$35 for an appointment.

Function

The Court Facilitator can assist self-represented parties under Title 26 RCW. The types of cases in Title 26 include dissolution of marriage (divorce), child support, child custody plans, and parentage (paternity establishment). The Court Facilitator reviews Family Law court forms completed by pro se parties, explains court procedures and rules, defines legal terms, computes child support, explains court filing processes as well as timelines, and has printed Family Court forms available for pro se parties to purchase. The Court Facilitator may offer services to patrons of all income levels and charges a \$35 consolation fee plus the cost of forms. The Courthouse Facilitator is not an attorney and as such is not permitted to give legal advise nor strategize outcomes with clients.

Upon seeing the Court Facilitator, patrons are required to fill out a disclaimer with language from GR 27; the court rule that defines the basic services facilitators are authorized to provide self-represented parties. The Court Facilitator may also offer referrals to legal aid, social services, supervised visitation service providers, or alternate dispute resolution resources. The Facilitator offers appointments as well as a daily "walk-in" window of time for services. Per demand of services, Court Facilitator appointments often are scheduled two weeks out and beyond at times.

Trends/Events

Until October 2022 the Court Facilitator position was a half-time position that was funded by Clallam County Pro Bono Lawyers. To make the position full-time for the employee (but not for the function of Court Facilitator), the same employee was engaged as a half-time Family and Juvenile Court Improvement Plan (FJCIP) Coordinator which is funded by the Family and Juvenile Court Improvement Plan program grant offered by the Administrative Office of the Courts (AOC) through Superior Court.

In 2022 AOC offered to expand the FJCIP program and grant to make the Coordinator position a full-time position to include costs for salary and benefits. Clallam County decided to bifurcate the two half-time positions of Court Facilitator and FJCIP Coordinator and rendered them two full-time positions. The Court Facilitator is now a court contracted professional service provided by Clallam County Pro Bono Lawyers with the agreement that the position be housed at the Clallam County Courthouse. The Court Facilitator is a non-benefited position that is now directly employed by Clallam County Pro Bono Lawyers.

Goals

Over the past few years there has been a tremendous increase in court participants needing Court Facilitator assistance. It would be helpful if there was capacity for two Court Facilitators, or at least an additional part-time Facilitator to help alleviate the backlog of returning phone calls, emails and scheduling of appointments, especially when the Court Facilitator is needed in court.

Workload Indicators

	2022 Actual	2023 Actual	6/30/24 Actual
Court Facilitator Appointments	341	527	299
Telephone Consolations	4,552	4,514	2320
Children involved in cases	439	625	363

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Beginning Fund Balance	973	1,153	1,133	542
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	5,756	6,320	2,599	5,580
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In - Surcharge	0	0	0	0
Total	6,729	7,473	3,732	6,122

Expenditures

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Ending Fund Balance	1,153	1,133	1,592	542
Salaries and Wages	0	0	0	0

Personnel Benefits	0	0	0	0
Supplies	0	0	0	0
Other Services and Charges	5,576	6,340	2,140	5,580
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	6,729	7,473	3,732	6,122

Staffing

	2022 Actual	2023 Actual	6/30/24 Actual	2025 Budget
Full Time Equivalents	0.00	0.00	0.00	0.00