



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 consultation fee plus the cost of forms. The Courthouse Facilitator is not an attorney and as such is not permitted to give legal advice 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 appointment only. Per demand of services, Court Facilitator appointments often are scheduled two weeks out and beyond at times.

Trends/Events

The Court Facilitator is a court contracted, professional service provided by Clallam County Pro Bono Lawyers. As part of this contract agreement the Facilitator is located at the Clallam -Jefferson County Courthouse near the Family Courtroom in order to provide the best service for easy access to Family Court forms and assistance. Since this service is very popular particularly with pro se litigants needing help filling out documents and knowing what is needed for court, scheduling of appointments and returning phone calls has increased tremendously making it difficult for the Faciliator to return each and every request in a timely matter. This year we worked diligently and collaboratively with our IT department to create a self-scheduling option for the public through the County website, along with the creation of a QR code to access documents and schedule appointments. Additionally, we added a link to our website for printing Family Court documents for agreed divorce cases. The Court Facilitator has been coordinating and meeting with local attorneys to expand services provided to Title 11 cases (Uniform Guardianships, Conservatorship, and other Protective Arrangements Act)

Goals

The Court Facilitator program is a highly valued public service with consistent and increasing high demand from the community. The Court is committed to continuing to provide this helpful service and working closely with Pro Bono Legal Services to ensure that this need is met. Having a Court Facilitator available at the courthouse is a tremendous benefit to the court and courtroom efficiency when hearing cases. Our goal is to continue to support this program and possibly expand services at some point with additional help to provide more efficient and accelerated services for citizens needing Family Law court assistance.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
Court Facilitator Appointments	527	618	373
Telephone Consolations	4,514	5,220	3374
Children involved in cases	625	830	408

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Beginning Fund Balance	543	523	577	731
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	6,320	5,433	2,880	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	6,863	5,956	3,457	6,311

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Ending Fund Balance	523	577	731	731
Salaries and Wages	0	0	0	0
Personnel Benefits	0	0	0	0
Supplies	0	0	0	0
Other Services and Charges	6,340	5,379	2,726	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	6,863	5,956	3,457	6,311

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalents	0.00	0.00	0.00	0.00