



ORANGE COUNTY BAR ASSOCIATION: CLERK SELF HELP CENTER

FREQUENTLY ASKED QUESTIONS FOR ATTORNEYS

What is the Clerk Self Help Center? The Self Help Center (SHC) was created by a partnership between the Orange County Bar Association, Inc. (OCBA) and the Orange County Clerk of Courts. The purpose of the SHC is to provide pro se litigants with access to local attorneys for a nominal cost. The SHC has locations at the Orange County Courthouse, 425 N. Orange Ave., Suite 340 and in Apopka at 1111 N. Rock Springs Road. Attorneys will assist pro se litigants with court-approved forms and provide procedural information about family law, landlord/tenant law and small claims matters.

What opportunities are available for attorneys at the Self Help Center? Attorneys selected to serve on the SHC panel will be assigned to work specified days at the SHC. Attorneys may sign up for half day shifts from 8:00 a.m. to 12:00 p.m. or 12:00 p.m. to 4:00 p.m., and full day shifts from 8:00 a.m. to 4:00 p.m. Appointments will be set between 8:00 a.m. and 4:00 p.m., excluding holidays. The Clerk will provide office space for attorneys to meet with pro se litigants.

What are the qualifications to serve on the SHC panel? Attorneys must be a member in good standing of the OCBA and The Florida Bar and have a minimum of one (1) year of practicing law as an attorney in Florida. They must agree to the program rules, including malpractice insurance requirements. Attorneys must be competent in family law, landlord/tenant law and small claims matters.

What will attorneys be responsible for? Attorney consultations will be limited to providing assistance to pro se litigants with court approved forms and procedural information for the family law (no injunctions), landlord/tenant law (residential only) and small claims matters. The SHC staff will be responsible for scheduling the appointments and processing payments for the pro se litigants.

Are there any attorney prohibitions? The attorneys will not: 1) represent pro se litigants in any legal proceeding; 2) assist the pro se litigants in any way outside of the context of meeting with them during a scheduled appointment session; or 3) take any action in furtherance of establishing an attorney-client relationship.

Who schedules the appointments with the pro se litigants? The SHC staff will schedule appointments and collect all applicable fees. Fees must be paid in full before an appointment is scheduled. The pro se litigants pay \$1.00 per minute, scheduled in 15 minute increments not to exceed 60 minutes. Income information of the pro se litigants is neither requested nor considered.

Will the attorneys be compensated? Attorneys will be compensated by the OCBA. For a full day of service, attorneys will be paid \$200 and for a half day of service attorneys will be paid \$100. Attorneys may select from one of the following payment options:

- Receive direct payment; or
- Waive the payment and request it to be donated to the Orange County Bar Association Foundation, Inc.; or
- Waive the payment and request it to be donated to the Legal Aid Society of the Orange County Bar Association, Inc.

Will the attorneys receive appropriate tax information? Participating attorneys will receive an annual IRS Form 1099 reflecting payments made directly to them. The 1099s will not include payments made directly to the Legal Aid Society of the OCBA, Inc. or the OCBA Foundation, Inc.

What if an attorney is unable to keep his/her day scheduled with pro se litigants? The attorney will contact the OCBA scheduling office to notify of any scheduling problem no less than three (3) business days before an appointment day.

How does an attorney request to join the panel? The attorney should complete the following program documents and submit them to the OCBA office: Attorney Application Form, Agreement for Attorney Contract Services, Attorney Rules Form and provide a copy their malpractice insurance declaration page and current resume.

Questions? Please contact Candice Maull at the OCBA at 407-422-4551 (ext. 226) or candiced@ocbanet.org.