

# Welcome to the Court Service Center

**PLEASE READ** each sentence below, then **WRITE YOUR INITIALS** to show that you understand. If you do not understand one of these sentences, please ask Court Service Center staff to explain it to you.

- \_\_\_\_\_ The CSC will give me legal information, not legal advice.  
\_\_\_\_\_ The staff members and volunteers at the CSC are not my lawyers, and what I tell them is not confidential.  
\_\_\_\_\_ The CSC is available to help both parties. This means that this center may also help the other side of my case.

**What is your name?** \_\_\_\_\_

**What is the name of the other party in the case?** \_\_\_\_\_

**What is the docket number of your case if you know it?** \_\_\_\_\_

**Is DOR listed as a party at any point in your case?**     Yes     No

**Have you ever served in the Armed Forces?**     Yes     No

**What is your preferred language?** \_\_\_\_\_

**Do you need an interpreter?**     Yes     No

**What type of information would you like assistance with?**

- |  |   |
|--|---|
| <input type="checkbox"/> Divorce or separation                   | <input type="checkbox"/> Domestic violence/abuse/harassment |
| <input type="checkbox"/> Child custody or visitation             | <input type="checkbox"/> Small Claims / Debt Collection     |
| <input type="checkbox"/> Child support or Dept. of Revenue (DOR) | <input type="checkbox"/> Eviction/Housing                   |
| <input type="checkbox"/> Paternity                               | <input type="checkbox"/> Changing birth certificate         |
| <input type="checkbox"/> Guardianship                            | <input type="checkbox"/> Passport                           |
| <input type="checkbox"/> Probating an estate or a will           | <input type="checkbox"/> Other _____                        |

**What do you need help with today?**

- General legal information
- Triage - type of paperwork I need to file
- Help completing the court forms
- Legal research
- I would like to know how to find an attorney

**Would you like assistance connecting with resources outside of court?**     Yes     No

**Some examples of resources are below:**

- |                             |  |
|-----------------------------|--|
| ➤ Community Supports        | ➤ Housing/Shelter                          |
| ➤ Money management          | ➤ Finding medical treatment                |
| ➤ Employment resources      | ➤ Finding mental health providers          |
| ➤ Cash/Food/Fuel assistance | ➤ Information on substance abuse treatment |
| ➤ Resources for Children    |  |

**Today's Date:** \_\_\_\_\_

# COURT SERVICE CENTER

# STAFF USE ONLY

<b>CASE INFORMATION</b>	<b>Language Access:</b> <input type="checkbox"/> Spanish <input type="checkbox"/> Other: _____				
Docket # _____	<input type="checkbox"/> Language Line <input type="checkbox"/> Interpreter <input type="checkbox"/> Staff/volunteer <input type="checkbox"/> Other				
<b>REFERRED FROM</b>					
<b>Court</b>	<input type="checkbox"/> P&F <input type="checkbox"/> Judge/C-M	<input type="checkbox"/> Housing <input type="checkbox"/> Counter	<input type="checkbox"/> Dist/BMC <input type="checkbox"/> Probation	<input type="checkbox"/> Juvenile <input type="checkbox"/> Security	<input type="checkbox"/> Superior <input type="checkbox"/> Law Library
<b>External</b>	<input type="checkbox"/> DOR	<input type="checkbox"/> DCF	<input type="checkbox"/> Community	<input type="checkbox"/> Legal aid	<input type="checkbox"/> Repeat
<b>SERVICES</b>					
<u>Requested</u>			<u>Provided</u>		
<input type="checkbox"/> General info			<input type="checkbox"/> General info		
<input type="checkbox"/> Triage – which paperwork to file			<input type="checkbox"/> Triage		
<input type="checkbox"/> Forms help			<input type="checkbox"/> Forms help		
<input type="checkbox"/> Legal research			<input type="checkbox"/> MassCourts		
<input type="checkbox"/> Legal research			<input type="checkbox"/> Legal research		
<input type="checkbox"/> Triage – which paperwork to file			<input type="checkbox"/> Triage		
<input type="checkbox"/> Forms help			<input type="checkbox"/> Forms help		
<input type="checkbox"/> Legal research			<input type="checkbox"/> MassCourts		
<b>Case Type/Form</b>			<b>Party Type</b>		
<u>Probate and Family</u>			<u>P&amp;F/Juvenile</u>		
<input type="checkbox"/> Divorce 1A/1B			<input type="checkbox"/> Custodial parent		
<input type="checkbox"/> CSP			<input type="checkbox"/> Non-custodial		
<input type="checkbox"/> Paternity			<input type="checkbox"/> Relative		
<input type="checkbox"/> Compl./Petition			<input type="checkbox"/> Other		
<input type="checkbox"/> Guardianship			<input type="checkbox"/> Other		
<input type="checkbox"/> Motion			<u>District/BMC/Superior/</u>		
<input type="checkbox"/> Answer			<u>Land</u>		
<input type="checkbox"/> Counterclaim			<input type="checkbox"/> Plaintiff/Petitioner		
<input type="checkbox"/> Contempt			<input type="checkbox"/> Defendant/Resp.		
<input type="checkbox"/> Modification			<input type="checkbox"/> Other		
<input type="checkbox"/> Joint Mod.			<input type="checkbox"/> <b>Indigency / Fee Wavier</b>		
<input type="checkbox"/> Commotion			<input type="checkbox"/> Public assistance		
<input type="checkbox"/> Financial Stmt			<input type="checkbox"/> <125% of federal poverty guidelines		
<input type="checkbox"/> Service of process			<input type="checkbox"/> Supplemental Affidavit		
<input type="checkbox"/> 209A					
<input type="checkbox"/> Other:					
<u>Housing</u>			<u>District/BMC</u>		
<input type="checkbox"/> Eviction			<input type="checkbox"/> Small claims		
<input type="checkbox"/> Small claims			<input type="checkbox"/> Eviction		
<input type="checkbox"/> TRO			<input type="checkbox"/> Section 35		
<input type="checkbox"/> Other:			<input type="checkbox"/> Speedy Trial		
			<input type="checkbox"/> 209A		
			<input type="checkbox"/> 258E		
			<input type="checkbox"/> Other:		
			<u>Superior</u>		
<u>Juvenile</u>			<input type="checkbox"/> 30A		
<input type="checkbox"/> CRA			<input type="checkbox"/> Speedy Trial		
<input type="checkbox"/> Guardianship			<input type="checkbox"/> Motion		
<input type="checkbox"/> Paternity			<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:					
<u>Land</u>					
<input type="checkbox"/> Complaint					
<input type="checkbox"/> Motions					
<input type="checkbox"/> Foreclosures					

Is this a complex case?     Yes     No

**REFERRED TO:**

<u>In court</u>	<u>Legal resources</u>	<u>Other resources</u>
<input type="checkbox"/> Counter staff	<input type="checkbox"/> Legal aid	<input type="checkbox"/> Insurance assistance
<input type="checkbox"/> Judge/Clerk-Magistrate	<input type="checkbox"/> Lawyer for the Day	<input type="checkbox"/> Mental Health / Substance Abuse Treatment
<input type="checkbox"/> Probation	<input type="checkbox"/> Bar Association	<input type="checkbox"/> Veterans Services
<input type="checkbox"/> Security	<input type="checkbox"/> LAR attorney list	<input type="checkbox"/> Parent education classes
<input type="checkbox"/> Mediation		<input type="checkbox"/> Self
<input type="checkbox"/> Law Library		<input type="checkbox"/> Other: _____

**Does the reason the litigant came into the CSC today involve any cases or matters in another court department or out-of-court agency?**     Yes     No

Is the other case/matter in a specific court?     Yes     No    If yes, which court? \_\_\_\_\_

Is the other case/matter in an out-of-court department, for example DCF or DOR?     Yes     No

If yes, which department? \_\_\_\_\_

**TIME LITIGANT IS SEEN:** \_\_\_\_\_    **TIME LITIGANT LEAVES:** \_\_\_\_\_    **DATA ENTERED**