

**Form for 1.5.1 (Page 1 of 4)**  
**A Checklist of Court Activities**  
**To Promote Affordable Access to Justice**

**Part I. Court Policies Regarding Affordable Access**

Please check "Yes" or "No" for the following questions:

1. Does the court have written goals or policies regarding the information that should be available to help the public access affordable legal services?  
 Yes  No
  
2. Does the court have written policies regarding the extent of the services court employees may provide to members of the public?  
 Yes  No

**Part II. Court Assistance for Obtaining Affordable Access**

Please check "Yes" or "No" for the following questions.

3. Does the court have prominently displayed signs to help the public locate information on alternative methods of obtaining legal services?  
 Yes  No
  
4. Does the court provide brochures or other written materials that explain how to obtain legal advice through a legal aid program or lawyer referral service?  
 Yes  No
  
5. Does the court provide brochures or other written materials that explain the costs and eligibility requirements for obtaining various forms of legal assistance?  
 Yes  No
  
6. Are there reproducible pattern forms approved by the court that may be used by private attorneys, legal aid services, and pro se litigants when preparing required legal documents?  
 Yes  No

If "No," is the court currently sponsoring or cooperating in any such effort by its own staff, State administrative office, or the bar association to develop and make such forms available?

Yes  No



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Type of Legal Proceeding	Information Brochure About Self-Representation	Plain-Language Forms	Instructional Packet for Forms	Procedural Assistance by Trained Personnel	Procedure in Place for Waiver of Costs	Total Score
Guardianship matters	_____	_____	_____	_____	_____	_____
Adoption of stepchildren	_____	_____	_____	_____	_____	_____
Name change	_____	_____	_____	_____	_____	_____
Criminal record review	_____	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____	_____

**Part V. Activities Ensuring Affordability**

Please check "Yes" or "No" for the following questions. In the last 3 years, have court officials sponsored or participated in the following activities:

11. A research or evaluation project to determine the court services that would help individuals with limited incomes access the justice system?  
 Yes  No
  
12. A research or evaluation project to determine the court services available for helping individuals with a limited income access the justice system?  
 Yes  No
  
13. A research or evaluation project to determine whether pro bono legal services for indigents are actually available in the jurisdiction?  
 Yes  No
  
14. An initiative—directed at or in cooperation with the bar or with the county, State, or Federal government—to seek solutions (such as establishing appropriate funding levels for legal aid services, expanding pro bono practice among the members of the bar, supporting paralegal services to assist individuals with routine legal problems, or ensuring the availability of mediation) to problems in obtaining affordable legal services?  
 Yes  No

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15. Committee or task force meetings (organized by court officials, members of the bar, or social services/citizens groups) to improve the affordability and convenience of court services?  
 Yes  No
16. Participation on the governing or advisory board of a legal aid organization? (If no such board exists, did court officials engage in activities to promote its establishment?)  
 Yes  No
17. Media events and public speaking engagements targeted at low-income individuals or the professionals who serve them (including lawyers) to discuss ways in which the costs of disposing legal matters can be reduced, contained, or made more affordable?  
 Yes  No
18. Direct management or affiliation with quasi-judicial or ministerial services (e.g., mediation, arbitration, support enforcement conferences, "no contest" calendars) that increase the opportunity for individuals with a limited income to access the justice system?  
 Yes  No