

## RESOURCES:

Polk County District Attorney  
Support Enforcement Division  
Polk County Courthouse  
Dallas, OR 97338  
Phone: 503 623-9269

Polk County Courts Website  
[www.courts.oregon.gov/Polk](http://www.courts.oregon.gov/Polk)

State of Oregon approved family  
law forms  
[www.courts.oregon.gov](http://www.courts.oregon.gov)

Legal Aid of Oregon: 503-581-5265  
or toll free no. 1 800-359-1845

Oregon State Bar: 1-800-452-7636  
[www.osbar.org](http://www.osbar.org)

State of Oregon Vital Records  
Phone: 503 731-4095

Child Support Guidelines Calculator  
[www.dcs.state.or.us/calculator](http://www.dcs.state.or.us/calculator)

Lawhelp.org

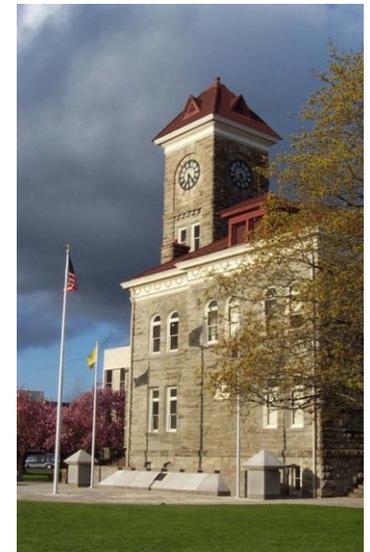
### Polk County Facilitation Program

**850 Main Street, Room 301  
Dallas, OR 97338**

**Phone: 503-831-5966  
Fax: 503-623-6614**

**[nichol.smith@ojd.state.or.us](mailto:nichol.smith@ojd.state.or.us)**

# Polk County Family Facilitation Program



**POLK COUNTY COURTHOUSE**

Family Facilitation Coordinators:  
Nichol Smith 503-831-5966  
Loy Thommen 503-623-3154

8:00 am to 12:00 pm & 1:00 pm to 4:00 pm  
BY APPOINTMENT

## **A FACILITATOR CAN PROVIDE THE FOLLOWING:**

1. Explain common, routinely-used laws and rules;
2. Refer litigants to applicable laws and rules; cite litigants to statutes and rules;
3. Show litigants how to find statutes and rules;
4. Explain how to file a case or request a hearing;
5. Explain specific court requirements for seeking certain relief;
6. Can provide forms and instructions;
7. Answer questions about how to complete forms, including where to write particular types of information and what unfamiliar legal terms mean;
8. Can write information provided by the litigant on the forms IF the litigant is not capable of filling out the forms him/herself;
9. Can check forms for completeness;
10. Can provide information about specific problems with the form and how to resolve them;
11. Inform a litigant of the various options that may be available and the steps to carry them out;
12. Tell a litigant how to file a legal pleading;
13. Explain what records are kept by the court;
14. Provide publicly-accessible records;
15. Recommend that a litigant seek the advice of a lawyer;
16. Provide information about how to get a lawyer;
17. Provide litigants with pamphlets or information on how to present evidence in court;
18. Tell litigants how to request a continuance;
19. Answer questions about what happened in a court proceeding based upon the court file documents;
20. Tell a litigant to put in writing any information they want to convey to the judge and that they should provide a copy to the other side;
21. Tell litigants what to do when they have settled their case;
22. Explain the process to appeal a judge's decision.

## **RESTRAINING ORDERS**

**RESTRAINING ORDERS MUST BE FILED BEFORE 11:30AM TO BE HEARD THE SAME DAY AT 1:00PM.**

**RESTRAINING ORDERS FILED AFTER 11:30AM WILL BE HEARD AT 1:00PM THE NEXT DAY.**

**NOTE: If you are in immediate danger and need a safe place to stay, contact SABLE HOUSE, 24-Hour Crisis Line at (503) 623-4033 or 1-866-305-3030**