

LIBERTY COUNTY MAGISTRATE COURT

Liberty County Justice Center
201 South Main Street, Suite 2100
Hinesville, Georgia 31313
(912) 368-2063

GUIDELINES OF WHAT A CLERK OF COURT MAY OR MAY NOT DO TO ASSIST A PARTY

A CLERK MAY:

- Answer general questions about how the court works.
- Tell you what the requirements are to have your case filed such as explaining the filing and service fees.
- Give you information from your case file.
- Provide you with information on the status of your case and copies of any court orders issued in the case.
- Provide general information on court rules, practices and procedures.
- Provide information about deadlines and due dates for pleadings.
- Explain how to get matters scheduled for a hearing or trial.
- Provide you with samples of court forms that are available.
- Provide limited assistance as to how to complete court forms.
- Describe how to file your legal documents with the court for the Judge's review.

A CLERK MAY NOT:

- Give a legal opinion. Only a lawyer can give legal advice.
- Tell you whether or not you should bring your problem to the court for resolution.
- Give you an opinion about what will happen if you bring your case to court.
- Withhold information about the status of your case.
- Allow you to review a court file that contains confidential information.
- Change deadlines and due dates without direction from the judge.
- Schedule matters without consent or order of the judge.
- Recommend which forms you should fill out to win your case.
- Recommend a specific lawyer to represent you in court.
- Persuade the judge to issue a judgment nor change an order of the court.
- Talk to the judge for you about your case nor let you talk to the judge outside the presence of the opposing party or counsel.