

## Scheduling an Appointment with the Court Clinic

When scheduling your appointment, you will be expected to complete an intake process either by on-line questionnaire and/or with a clinic intake staff member. For the intake process and eventually your appointment, it is helpful to provide information about your legal issue and share any specific questions you hope to discuss during your appointment. Below are items to consider **both** before completing the intake process and before your appointment with the Court Clinic.

### Things to Consider for Intake Process & Before Your Appointment

To ensure you have a meaningful appointment and that your time is spent productively, we encourage you to consider the following:

What is your legal issue? (Think about this so you can articulate the issue, concerns, and legal basis for the claim.)

What are the basic facts of your case?

What is most important for you to discuss with the volunteer attorney at this appointment? (It can be helpful to write down one or two specific questions so you can request the guidance you need as you take the next steps to represent yourself.)

What other issues/concerns are there in your case?

What is the status of your case?

Have you filed a complaint? What court? (If you have filed, please provide the court case number at the time of intake so the volunteer attorney can review the court docket before your appointment.)

What specific questions do you have for the attorney volunteer?  
(Write down your questions in advance and be specific.)

What documents and information do you want to organize to have available when you talk with the attorney volunteer? (Organize your relevant documents and if meeting in person with the attorney volunteer, bring extra copies if able. If not meeting in person, think of how you will show/discuss the documents with the attorney volunteer.)

**Please Note:** While you can seek additional appointments as your case progresses and as you have other questions, each appointment is limited to 30 minutes. Also, volunteer attorneys who provide appointments through the clinic are there to provide brief guidance to help people who represent themselves and do not provide direct representation or generally accept cases.

Please review the Self-Represented Litigants link on the Court's website for useful information that may assist you before the appointment. Go to [www.azd.uscourts.gov](http://www.azd.uscourts.gov) and select the "Self-Represented Litigants" tile in the middle of the page. This will take you to the homepage for "Proceeding without an Attorney". To view or download the *Handbook for Self-Represented Litigants*, select it in the left-hand menu or click the hyperlinked title in the homepage text.