

# Referrals for People Without Lawyers at the Madison County Courthouse

Third Judicial Circuit - 155 North Main Street, Edwardsville, IL 62025; Hours - M-F from 8:30 am to 4:30 pm

## RESOURCES IN THE COURTHOUSE



### Self-Help Assistance

#### ☐ Legal Self Help Center

- Find general legal information and court forms.
- Speak with the Legal Self-Help Center Clerk, who can assist with general forms and court process questions.
- Access to computers and the internet.

☎ 618-296-4472

📍 155 N. Main St., Lower Level Room 24 (back of library)

🕒 8:30 am-4:30 pm  
(closed for lunch from 12:00-1:00 pm)

#### ☐ Law Library

- Access to legal reference books and Westlaw (legal research program).
- Assistance with federal and state legal research.
- Access to computer terminals, court forms and photocopying.

☎ 618-296-5921

📍 155 N. Main St., Lower Level Room 24

🕒 8:30 am-4:30 pm  
(closed for lunch from 12:00-1:00 pm)

#### ☐ Illinois JusticeCorps

- Members provide assistance navigating the courthouse, giving general legal information and connecting people to helpful resources.
- Provides referrals to local social service and legal organizations who may be able to provide assistance to self-represented litigants.

📍 Within the Law Library and Information Desk - 155 N. Main St., Lower Level



### Emergency Orders of Protection

#### ☐ Assistance with Orders of Protection

- Emergency Orders of Protection are seen by judges daily at 11am and 3pm.
- Land of Lincoln Legal Assistance Foundation and Oasis Women's Center are available to assist self-represented individuals complete and e-file the necessary forms.
- The Law Library and Legal Self Help Center are also available to assist. Allow for at least an hour before the 11am and 3pm hearings in order to fill out the forms.

☎ 618-296-5412

📍 155 N. Main St., Lower Level Room 14A

🕒 11:00 am and 3:00 pm - cases are called daily by judges at these times.



### E-Filing

#### ☐ Assistance with E-Filing

- **ALL civil court documents must be e-filed.**

☎ Circuit Clerk: 618-692-6240

📍 The Circuit Clerk has an e-filing room (Lower Level Room 14) staffed by a clerk to assist in the process.



E-filing can be completed anywhere with internet access at <https://illinois.tylerhost.net/ofswweb> with a registered username and passcode.



If you believe you are unable to e-file, please bring concerns and questions to the Clerk's Office. The IL Courts Exemption from E-Filing for Good Cause form is available at <https://tinyurl.com/ILExemption>



### Elder Initiative

#### ☐ Elder Law & Justice Division

- Provides seniors (60+) with later docket times, accessible courtrooms, and consolidation of cases.
- When e-filing, include in the e-filing submission that you are requesting special accommodations due to age.

☎ **General Questions:**  
618-296-4580

☎ **ADA Questions:**  
618-296-4884

📍 See the Clerk's Office for more information - 155 N. Main St., Room 120



### Language Access

#### ☐ Interpreter Requests

- If you have trouble speaking or understanding English **OR** need a sign language interpreter, the Court may be able to provide an interpreter for you.
- To tell the court that you need an interpreter, you can: ask court personnel, tell the judge, or e-file an interpreter request form.
- An Interpreter Request Form must be e-filed to request an interpreter be present at future court dates.



<https://tinyurl.com/ILInterpreter>



See the Clerk's Office for more information on submitting a request for an interpreter.

## RESOURCES IN THE COMMUNITY



### General Resources

#### ☐ Illinois Legal Aid Online

- Legal information, videos, forms and instructions for going to court. Available for free online.
- Chat function available to ask questions of volunteer attorneys. Select "Get Legal Help" at the top of the screen to access the help function.
- Assistance available in English and Spanish.

 [www.illinoislegallaid.org](http://www.illinoislegallaid.org)

#### ☐ Illinois LawyerFinder

- Assistance in finding an attorney who specializes in a specific area of the law. Receive a 30-minute consultation with a lawyer in your area for no more than \$25.

 1-800-922-8757

 <https://www.zeekbeek.com/isba>



### Domestic Violence Services

#### ☐ Oasis Women's Center

 618-465-1978 (Alton) or 1-800-244-1978

#### ☐ Phoenix Crisis Center

 618-451-1008 (Granite) or 618-664-2953 (Bond)

#### ☐ Land of Lincoln Legal Assistance Foundation

 618-462-0029 or 1-800-642-5570

#### ☐ Call For Help (Sexual Assault )

 618-462-0029 or 1-800-642-5570

#### ☐ Madison County State's Attorney

 618-692-6280



### Limited Scope Representation

#### ☐ Finding an Attorney for a Fee

- Limited scope representation is when an attorney helps on certain areas of the case, but not on others. There will be a fee, but much smaller than if the attorney took the entire case.
- A list of attorneys available for limited scope representation is available in the Law Library.

 See Law Librarian --  
155 N. Main St., Lower  
Level Room 24



### Free Attorneys

Pro bono attorneys may be able to represent an individual in a case free of charge.

#### ☐ Land of Lincoln Legal Assistance

- Provides free civil legal services to low-income persons and senior citizens in 65 counties in central and southern Illinois.

 877-342-7891

 Mon-Thur. 9:00 am-4:00 pm; Fri. 9:00 am-1:30 pm

#### ☐ Catholic Charities Legal Services

- Helps people with little to no income in obtaining pro bono legal assistance from area lawyers in specialized fields.

 1-800-745-5194

#### ☐ Legal Advice Clinic

- 30 minutes of free legal advice with an attorney, who will **not** necessarily represent you in your case.
- Offered to low-income individuals.
- Must be scheduled with the Legal Self Help Center in the Courthouse.

 618-296-4472



### Veteran Services

#### ☐ Illinois Armed Forces Legal Aid Network (IL-AFLAN)

- Statewide hotline that provides legal information, advice, brief services (including the preparation and review of legal documents), and referrals to veterans, service members, National Guard, reservists, and their spouses and dependents.

 855-452-3526 OR 855-IL-AFLAN

 <https://tinyurl.com/AFLAN>

#### ☐ Additional Veteran Services

- More resources available in the Legal Self Help Center in the Courthouse.



### Forms

#### ☐ Madison County Court Website

- The Circuit Clerk's website includes many of the necessary forms to begin a case or file into an existing one.

 <https://tinyurl.com/MadisonForms>

#### ☐ Illinois Courts Website

- The Illinois Supreme Court's website provides plain language legal forms for self-represented litigants.

 <https://tinyurl.com/ILForms>

## NOTES:

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