

**Things Volunteers Do:**

- Greet and Respond to Public
- Database Entry
- Mail Distribution
- Help staff with paperwork and filing
- Facilitate telephone inquiries
- Facilitate and encourage communication
- Attend on-going trainings

**Things Volunteers Don't Do:**

- Give legal advice
- Become a friend to parties in court cases
- Use position for personal gain
- File legal documents with the court without assistance
- Provide unsupervised access to court facilities



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Phone: ###-###-####

NAME Courthouse

M/S ###; Street Address

City, WA Zip Code



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***Senior  
Volunteer  
Opportunity***

*Name  
Of  
Court*

# So You Want to Volunteer for Name of Court

**EXAMPLE- Language**  
Volunteering for Name of Court is challenging and a way for seniors to provide those in our commu-



nity seeking court services access to justice. The mission of Name of Court is to serve the public by adjudicating its cases in a fair, timely and efficient manner. It is in this spirit that the Superior Court Bench believes in the valuable contribution that volunteerism promotes in achieving our mission.

Name of Court has Number (##) Superior Court judges and Number (#) appointed court commissioners.

**How do you apply to be a volunteer?**

The first step is to complete a volunteer application form and a background check. Staff will complete the background check and upon clearance a meeting will be set. At this meeting staff will discuss the programmatic needs of the court and review with you how your skill set and availability might work.

**Why are volunteers needed?**

Often the needs of the public are beyond the staffing capacity of the court. Superior Court recognizes that Pro Se Litigants are increasing in our court community and as volunteers our vision is to facilitate services for those needing assistance.



**How long is the volunteering commitment?**

Volunteers commit to a minimum of **6 months** of service which can be extended upon mutual agreement.

**What kind of training does a Volunteer receive?**

Volunteers receive initial pre-screening to determine skill sets. The Court provides an initial orientation and job training. Periodic coaching and skill building will be provided as needed.

FOR MORE INFORMATION  
CONTACT THE SNOHOMISH  
COUNTY SENIOR VOLUNTEER  
PROGRAM COORDINATOR at

Name

Address

E-mail, Phone, Fax

**NAME of COURT**

CONTACT Information