

District Court Self-Help Assistance Program

If you are a *pro se* litigant with a case in this Court, the help desk attorney is available to provide you with free legal advice and assistance during your scheduled appointment.

The help desk attorney will:

- provide information about federal court procedure and the law as it applies to your case;
- assist you in preparing your own pleadings, motions, and other court documents;
- assist you in accessing other sources of information about your legal issues;
- refer you, in appropriate cases, to other providers of civil legal services or social service agencies; and
- keep any personal information you provide confidential, unless you agree to its disclosure in writing.

The help desk attorney will *not*:

- appear on your behalf in court;
- research or write court documents for you;
- conduct any investigation into the facts of your case; or
- negotiate with your opponent or your opponent's attorney.

The help desk attorney may decline to give you advice after interviewing you if:

- the help desk attorney has already given advice to your opponent;
- your legal problem is beyond the scope of the Help Desk; or
- in the help desk attorney's view, giving legal advice conflicts with any provision of the Illinois Rules of Professional Conduct.

Hours of Service: Monday through Friday — mornings and early afternoons

Location: Room 2056A

The help desk attorney operates *by appointment only*. Appointments are made at the Clerk's Office Intake Desk on the 20th floor, or by calling 312-435-5691.