16TH CIRCUIT FAMILY SELF-HELP PROGRAM

The purpose of the 16th Circuit's Self-Help Program is to provide assistance to self-represented litigants to achieve fair and efficient resolution of their family law case. The purpose is **NOT** to provide legal advice.



While you are not required to have a lawyer to file papers or to participate in a family court case, we encourage you to do so.

In all cases, it is best to consult with an attorney, especially if your case presents significant issues regarding children, child support, alimony, retirement or pension benefits, assets or liabilities.

→ ***Before you decide whether to use the services of the Self-Help Program, it is important to understand that the staff of the Self-Help Program are NOT acting as your lawyer and are NOT providing you legal advice.***

Legal assistance programs available for qualifying individuals:

Legal Services of Greater Miami Inc.- www.legalservicesmiami.org
ABA Free Legal Clinic- www.florida.freelegalanswers.org

Self-Help staff CAN:

- Provide information about low-cost or free legal services programs or other community services.
- Provide information about available approved forms and packets without providing advice or any specific course of action.
- Provide general information about court process, practice or procedure.
- Engage in limited oral communications to assist a person in completion of blanks in forms.
- Provide information about community services.
- Facilitate the setting of hearings.

Self-Help staff CANNOT:

- Provide legal advice or recommend a specific course of legal action.
- Provide interpretation of legal terminology, statutes, rules, and orders.
- Represent litigants in court.
- Record information on a form.
- Perform legal research.

Hours: Open Monday – Friday from 8:30 a.m. to 5:00 p.m.
(closed for lunch from noon to 1:00 p.m.)

★ Assistance is available by appointment ONLY, please call or email the Self-Help case managers below to schedule an appointment.

Key West Cases:
Janelle Batista, Self-Help Case Manager
Phone: (305) 295-3643
Email: janelle.batista@keyscourts.net

Key West Cases:
Jillian Duclo, Self-Help Case Manager
Phone: (305) 295-3620
Email: jillian.duclo@keyscourts.net

Marathon and Plantation Key Cases:
Samantha Wills, Self-Help Case Manager
Phone: (305) 853-7387
Email: samantha.wills@keyscourts.net