

# **PREPARING FOR YOUR TELEPHONIC FACILITATOR APPOINTMENT**

**Please make sure to read through all of the information and instructions below.**

Facilitators do not complete your forms for you. Copies of your completed paperwork (you keep the originals) need to be provided to the Facilitator at least 3 business days before your scheduled appointment. You will have time during the appointment to ask questions about the sections you do not understand but the Facilitator will not fill out the paperwork for you.

The Facilitators cannot give you legal advice, only procedural advice and cannot act as your attorney.

## **PAYMENT:**

Advance payment of the \$25 appointment fee is required at least 3 business days prior to your appointment. You can make payment at the Clerk's Office in Room M-206 or you can mail your payment in with the copies of your documents. If payment is not made at least 3 business days before your scheduled appointment, it will be cancelled. You will need to call and reschedule for another date.

To make your payment in person:

- Clerk's Office is currently only accepting cash, money order, or cashier's check.
- A completed and signed [Disclaimer/Contact Information](#) sheet must accompany your payment.
- The Clerk's Office doors are currently closed to the public. Upon arrival to Room M-206, you will need to **call the Cashiers @ 425-388-3770**. They will assist you with your payment and provide you with a receipt.
- Deliver your documents to the Facilitator in Room 1526 and include the receipt to show proof of payment for the appointment. If you would like to keep a copy of the receipt for yourself, you can ask the Cashier's to provide you with 2 receipts.

To make your payment by mail:

- Please send money order or cashier's check (no personal checks).
- Send payment with the completed/signed [Disclaimer/Contact Information](#) sheet.
- You can also include the copies of your completed court documents with your payment if you are unable to deliver or email these.
- Cashiers will route your receipt for proof of payment and all documents included with payment to the Facilitator.

## **DOCUMENTS:**

Make sure to complete/sign the [Disclaimer/Contact Information](#) sheet. This form needs to be provided with the copies of your completed court documents at least 3 business days before your appointment. If documents are not provided to the Facilitators at least 3 business days before your scheduled appointment, it will be cancelled. You will need to call and reschedule for another date.

You may email your paperwork by replying to your appointment confirmation email from [facilitator@snoco.org](mailto:facilitator@snoco.org). Please send whole documents in PDF or Word format. **Links or photos will NOT be accepted.**

If you are unable to email your documents, you can drop off copies (you should keep the originals) at Room 1526 (formerly Room C-125), 1<sup>st</sup> floor of the Courthouse. Slide the documents under the door. Or, you can mail your documents to the Clerk's Office. If mailing, please make sure you allow enough time for the documents to be delivered at least 3 business days before your scheduled appointment.

**Mailing Address for Payments & Documents:**

Snohomish County Clerk's Office  
Attn: Facilitator  
3000 Rockefeller Ave M/S 605  
Everett, WA 98201

**TELEPHONIC APPOINTMENT:**

The Facilitator will call you at the scheduled time for your appointment. Phone calls will be made from a County phone number. Please note that these phone calls may show up on caller ID as "SPAM?". Make sure that you are available and ready to answer the phone call at your scheduled time.

The Facilitator will try calling the phone number that was provided twice. If you do not answer, you will need to contact the Facilitator office @ 425-388-3795 to reschedule.

During your scheduled appointment, if it's determined that extensive changes need to be made to your documents or you are not fully prepared for the appointment, the Facilitator may suggest a 2<sup>nd</sup> appointment to review updated/completed documents. Additionally, due to the complexity of some court matters, the Facilitator may suggest that a 2<sup>nd</sup> appointment be made to complete the review of documents. If this is the case, you will need to schedule and pay for a 2<sup>nd</sup> appointment and provide new copies for that appointment.

Please note that while our office will make every effort to keep your scheduled appointment time, we may need to call and reschedule due to unexpected staffing unavailability.

If you have any questions, please contact the Facilitators by replying to this email or you can call 425-388-3795.