

MAKE THE MOST OF YOUR TIME WITH THE FACILITATOR

Your time is valuable, so make the most of your visit with the Family Court Facilitator. If you have already purchased a “do-it-yourself” kit from the Spokane County Bar Association Office, located on the Fourth Floor of the Spokane County Courthouse Annex, 509-477-6032, read the instructions carefully and make a note of the questions you have. Have all your documents filled out as much as possible. That way the Facilitator will be able to review the documents with you to see if they are filled out properly. **Try to answer the Facilitator’s questions clearly and briefly.**

Please **DO NOT** bring children with you to the Facilitator. The CHILDREN’S WAITING ROOM is a free staffed area for children while their parents/guardians are conducting courthouse business. They are located in the Broadway Center Building, 721 North Jefferson, Room 101. Please contact them directly for more information at 477-6815.

The Family Court Facilitator cannot give you legal advice or predict what the Court will do in your case. Only an attorney in private practice or in a volunteer legal services program can advise you about your rights and responsibilities, and which course of action is best for you.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Unavailable	Doors Open at 8:30 a.m.	Doors Open at 8:30 a.m.	Doors Open at 8:30 a.m.	Doors Open at 8:30 a.m.
	Appointment Times: 9:00 – 11:40 a.m.	Appointment Times: 9:00 – 11:40 a.m.	Appointment Times: 9:00 – 11:40 a.m.	Appointment Times: 9:00 – 11:40 a.m.
NOON CLOSED FOR LUNCH	NOON CLOSED FOR LUNCH	NOON CLOSED FOR LUNCH	NOON CLOSED FOR LUNCH	NOON CLOSED FOR LUNCH
Doors Open at 1:00 p.m.	Doors Open at 1:00 p.m.	Doors Open at 1:00 p.m.	Doors Open at 1:00 p.m.	Doors Open at 1:00 p.m.
Appointment Times: 1:30 – 3:50 p.m.	Appointment Times: 1:30 – 3:50 p.m.	Appointment Times: 1:30 – 3:50 p.m.	Appointment Times: 1:30 – 3:50 p.m.	Appointment Times: 1:30 – 3:50 p.m.

In order to schedule an appointment or sign up for the walk-in sheet, the appropriate fee must be paid in advance through the Clerk’s Office.

THERE WILL BE NO REFUNDS OF THE FAMILY COURT FACILITATOR USER FEE.

Scheduled Appointments: Appointments are scheduled daily for 20 minutes each. You **MUST** come in to the Family Law Center, Room 200 of the Spokane County Courthouse, to set your appointment time. You may not set your appointment by phone or email. Appointment times are from 9 a.m. to 11:40 a.m. and 1:30 p.m. to 3:50 p.m., Monday through Friday, except Monday mornings when the Family Court Facilitator is not available. We require 24-hour advance notice in order to cancel and reschedule an appointment.

First Come/First Serve Walk-in Appointments: Walk-in clients are accepted from 9 a.m. to 11:40 a.m. and 1:30 p.m. to 3:50 p.m., for 20 minutes each. You are not guaranteed an appointment slot. Please sign in on the walk-in sheet located at the front counter in Room 200.

The Family Court Facilitator is not available by telephone, email or postal mail and does not accept faxes.

ROBEN ESVELD – FAMILY COURT FACILITATOR
PHONE: 477-7612 - ROOM 200 – Spokane County Courthouse