



24th JDC Self Help Resource Center (SHRC) – A Fact Sheet for Volunteers

The SHRC is open every Tuesday and Thursday from 10 a.m. to Noon

*Although it's not necessary to be a **notary**, it is beneficial. Please bring your notary materials with you.*

Directions to the Self Help Resource Center at the 24th Judicial District Court

The 24th JDC Domestic Self Help Center is located at the courthouse at 200 Derbigny in Gretna. Park in the garage; we can validate your ticket. You enter through the front, go through security, and go to the left. Walk down the hall, pass the cafeteria on your right, and go through the double doors. Go straight towards the back wall with the large Louisiana emblem, go left to the elevators, and go to the second floor. Exit and go left again. The center is located in the Judicial Administration office on the 2nd floor.

We provide LEGAL INFORMATION. We DO NOT give LEGAL ADVICE – Here is the disclosure signed by visitors upon first coming to the desk:

DISCLOSURE: I am requesting the 24th Judicial District Court Self-Help Resource Center (SHRC) assist me with information and documents concerning my legal issue. I understand neither the SHRC, nor anyone associated with the SHRC, can provide me with legal advice nor represent me or any of my interests in this or any other matter. I understand the SHRC may assist both myself and the adverse party in my case. I do not have any expectation of confidentiality concerning any matter discussed and I understand that if I wish to have a confidential consultation, I should consult with or retain a private attorney. The information I provide in this intake is strictly confidential and will only be used for data purposes by the 24th Judicial District Court and The Pro Bono Project. I have read and understand the disclosure statement written above.

The information we provide is strictly procedural:

- Pleadings are fill in the blank
- Instructions are on the front pages
- Jurisdiction is your biggest concern: Where are they from? Where was their last matrimonial domicile? Where does the defendant live? Where is the child residing?
- Clerk of Court is down the hall
- If there is any inclination of domestic violence, refer them to **Metropolitan Center for Women and Children**. They are located down the hall, across from the Clerk's office, in the attorney-client rooms
- Anything beyond Divorce, Custody, Rule for Continuance, or Rule to Show Cause is beyond the desks' services. Please refer visitor to:
 - o Lawyer referral line: 504-561-8828
 - o www.LouisianaLawHelp.org (FAQs; civil legal aid organizations available by parish)

For more information, please call Kathleen Legendre 504-581-4043 x 207 - klegendre@probono-no.org