

# **Paraprofessional Licensing Implementation Committee**

## **Core Skills Required for Domestic Relations Proceedings**

1. Enter into a contractual relationship with an unrepresented party in order to provide advice and assistance in eviction proceedings.
2. Consult with clients to understand their needs and goals and obtain facts relevant to achieving the client's objectives.
3. Support clients in navigating the legal system by providing information and advice relating to the domestic relations proceedings, including:
  - a. explaining the process and timelines;
  - b. Explaining what to expect at a hearing;
  - c. helping clients understand court scheduling, protocols and procedures and what to bring and how to dress and act in court.
4. Select, prepare, file and serve court forms or other approved pattern forms and other documents, explaining how those forms and documents will be used and the applicable procedures for proper filing and service of court forms and related documents.
  - a. Guide client through court-specific procedures, requirements, and operations.
5. Review documents and exhibits of another party, explain those documents and exhibits to the client, and communicate with another party or the party's representative regarding the relevant forms and matters.
6. Advise clients as to other documents or pleadings that may be necessary to support the client's case and explain how such additional documents or pleadings may affect the client's case.
7. Assist clients in understanding the relevance of facts in their case and organizing their evidence and paperwork to present to the court, including where and how to obtain necessary documents or records.
8. Perform legal research.
9. Provide the client with self-help materials prepared by an Oregon lawyer or approved by the Oregon State Bar or the court that contain information about relevant legal requirements, case law basis for the client's claim, and venue and jurisdiction requirements.
10. Advise clients to seek legal advice from an attorney if a licensee knows or reasonably should know that a client requires services outside of the limited scope of practice.
11. Provide emotional and administrative support to the client in court.

12. Knowledge of second-hand trauma coping skills. Ability to refer to mental health specialists when necessary.

13. Ability to screen for domestic violence, child abuse, elder abuse. Ability to refer to shelter, knowledge of abuse reporting requirements.