BEST PRACTICES FOR DEALING WITH PRO SE LITIGANTS

1.	Be Polite and Respectful
2.	Provide Easy Access to Information
3.	Make Your Role Clear
4.	Communicate with the Pro Se in Advance of Hearings to Understand the Issues and be able to frame the Issues for the Judge
5.	Consider Pro Se Litigants Schedule When Choosing Hearing Dates Where Possible
6.	Pick up the Phone and Timely Return Calls and Emails
7.	Feel Their Pain- Be Someone They Can Simply Vent To
8.	Consider the Pros and Cons of Settlement
9.	Understand the Role of Social Media
10.	Remember All Conversations are Public
11.	Know Your Pro Se Litigant
12.	Don’t Rely on Courtroom Procedure to Win the Case
13.	Confirm Key Issues in Writing to Avoid Confusion
14.	Don’t Take the Pro Se Litigant Lightly