

on the north end of the Courthouse or call the small claims desk at (515) 286-3921.

Probate

Probate court deals with estates, guardianship, conservatorships, and related matters. The probate judge takes walk-in appointments each day between 8:00 am. and 9:00 a.m. and then again at 1:00 p.m. through 1:30 p.m. If there is a probate question, please call the probate judge's office at (515) 286-3790 or the Probate Clerk of Court at (515) 286-3773 or 286-6112.

Probation

Misdemeanor probation cases are held in Room 109 of the Polk County Courthouse. Just north of the courtroom is an office where the probation department (informal probation) is housed. If there are any questions about your probation, please stop in and talk to the probation department or call (515) 242-6680

Community Service

The Community Service Office is conveniently located in the Polk County Courthouse in Room 114A. The telephone number is (515) 286-3732.

Information Desk

The information desk staff is available at the south end of the Courthouse rotunda to answer questions from 7:30 a.m. to 4:00 p.m.

Child Support

The child support Clerk of Court office is located on the first floor of the Courthouse at

the north end. Payments for child support may be paid at the office or a copy of child support payment records may be obtained there. If there are questions, please call (515) 286-3257.

Clerk of Court

The Clerk of Court's office is located on the first and second floors of the Courthouse. The first floor offices include small claims, civil, probate and domestic relations. The criminal clerk is located on the second floor at the south end. Questions regarding traffic and simple misdemeanors can be answered by going to Room 103 of the Polk County Courthouse.

NOTES: _____

**WHO'S WHO
AT THE
POLK COUNTY
COURTHOUSE**

Most Commonly Asked Questions . . .

*Prepared as a public service by
Polk County Bar Association*

521 E. Locust St., Suite 302
Des Moines, IA 50309-1939

04/00

Who's Who
at the
**Polk County
Courthouse**



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The Polk County Courthouse has four main floors. The Courthouse houses the following court staff:

- Small claims
- Misdemeanor criminal court
- Civil district court
- Felony criminal court
- Juvenile court
- Domestic relations (family) court
- Landlord-Tenant (FED) court
- Probate
- Probation
- Community Service
- Child Support
- Clerk of Court
- Traffic

Small Claims

Small claims cases are civil cases filed with damages of \$4,000 or less. If someone has a small claim matter, they should check in at the small claims desk which is located at the north end of the first floor of the Courthouse. If anyone has a question about a case filed in small claims court, please contact the small claims desk at (515) 286-3921 or the Clerk of Court at (515) 286-3762.

Misdemeanors

Misdemeanor cases are criminal cases that are categorized as

- 1) simple misdemeanors;
- 2) serious misdemeanors; and
- 3) aggravated misdemeanors. Misdemeanor court is held on the first and second floors of the Courthouse.

Driving Offenses - Room 202A

Domestic Abuse - Room 211

Assaults - Room 211

Theft and Non-Felony Drug Room 211

OWI - Room 202A

Probation Violations - Room 109

City Prosecutions (not in Des Moines) – Room 206

Des Moines Prosecutions - Room 102

Simple Misdemeanors - Room 102

If an individual is in jail, that person will appear for misdemeanor and probation violation matters at the jail court. Jail court can be observed on the television monitors located on the north end of the rotunda on the first floor of the Polk County Courthouse. Spectators are not allowed in the jail courtroom.

If a person has a question about misdemeanor court, please contact the Criminal Clerk of Court - (515) 286-3765 (second floor, south end) or Room 109 (probation violations).

Civil Court

Civil District Court cases include real estate cases and lawsuits over \$4,000 in value. Civil cases are normally heard on the third and fourth floors of the Courthouse. If someone has a question about a civil case, please contact Court Administration located in Room on the fourth floor of the Courthouse at (515) 286-3762.

Felony

Felony court is held on the second floor of the Polk County Courthouse. Most arraignments are in Room 204 unless otherwise stated in a court order. Pretrial conferences for felony drug cases are held in Room 207, and for all other felony cases in Room 204 unless otherwise stated in

a court order. If someone has a question about a felony case, please contact the felony case coordinator located in Room 204 or the Courthouse at (515) 286-3423 or the Criminal Clerk of Court at (515) 286-3772.

Juvenile

Juvenile cases consist of Child In Need of Assistance (CINA) and criminal conduct (Delinquency) cases. There are judges specifically assigned to handle juvenile cases. Juvenile court is held on the second and third floor of the Courthouse. Each day there is a list of cases to be heard on that is posted on the outside of each Juvenile Courtroom. If there are any questions about a juvenile case, contact the clerk at 286-3960, or go to Room 202C.

Domestic

Domestic relations cases include divorces, paternity, custody, visitation, adoptions, child support, name change and civil domestic abuse matters. Domestic court is held in rooms 412 and 413 of the Courthouse each day. A list of cases to be heard is posted just south of the elevators on a bulletin board outside the courtrooms. If there is a question about domestic relations court, contact call Court Administration at (515) 286-3843 or the clerk in Room 406.

Landlord-Tenant (FED)

Landlord-Tenant cases involving evictions are held on the first floor of the Courthouse. These cases are handled by an Associate District Judge unless a real estate contract forfeiture is involved. If someone has an eviction or Forcible Eviction and Detainer (FED) case, check in at the small claims desk