

Rule 504. Judges; Administrator; Reporting

(a) Judges. The judges and, where authorized by statute, full and part time judicial officers and referees of the district court will serve as judges of conciliation court for such periods and at such times as the judges determine. Judges, judicial officers, or referees are collectively referred to as conciliation judges.

(b) Administrator.

(1) The court administrator will manage the conciliation court, and may delegate a deputy or deputies to assist in performing the administrator's duties. The court administrator must keep records and accounts and perform such duties as may be prescribed by the conciliation judges. The court administrator must account for, and transmit to the appropriate official, all fees received as required by statute or rule.

(2) Under supervision of the conciliation court judges, the court administrator will explain to litigants the procedures and functions of the conciliation court. Upon request, the court administrator will assist litigants in filling out the forms provided under Rules 507 and 518 of these rules and to the extent feasible, forward properly completed statement of claim and counterclaim forms to the administrator of the appropriate conciliation court together with the applicable fees, if any. The court administrator will also advise litigants of the availability of subpoenas to obtain witnesses and documents, and the availability of interpretation services and translated court forms. The performance of these duties does not constitute the practice of law.

(3) Unless personal service is required under these rules, the court administrator may transmit notices by mail or by any means authorized by Rule 14 of the General Rules of Practice for the District Courts.

(c) Reporting. Conciliation court trials and proceedings will not be reported.

(Amended effective July 1, 2015; amended effective July 1, 2026.)

1993 Committee Comment

Rule 504(b)(2) requires court administrators to advise litigants of the availability of subpoenas under Rule 512(a). The required advice may be provided orally or in writing (e.g. on the litigant's copy of a court form, an accompanying instruction sheet, or in a brochure).

Advisory Committee Comment - 2026 Amendments

Rule 504(b)(2) is amended to require the court administrator to advise litigants of the availability of interpretation services and translated court forms.

Rule 504 has been amended as part of a comprehensive set of changes to the conciliation court rules in 2026 to use plain language and improve clarity.