

## Amici Curiae Programme Information

### Volunteer Information

We love volunteers! To read more about the different Amici Curiae clinics we run, click [here](#).

We will arrange for you to observe one of our clinics to see if you like it.

### Duty Counsel

To serve as duty counsel, please email **Dom Bautista**.

### Paralegals, Articling Students, Foreign Trained Lawyers and Legal Administrative Assistants

Our paralegals need to have a minimum two years paralegal litigation experience in BC. Foreign trained lawyers and articling students who are in the process of qualifying may serve as paralegals too. We provide free training and have an extensive resource of materials. To serve as a paralegal, please submit your CV and a signed copy of our **service letter**. Email it to **Dom Bautista**.

If you do not have two years paralegal litigation experience in BC and you still like to be involved, join us as a mentee. To serve as a mentee, please submit your CV and a signed copy of our **service letter**. Email it to **Yvonne Choi**.

### Support from BC's legal community

**Here** is a message from former Chief Justice of BC Finch 3/21/11:

*I welcome the creation of the Paralegal Pro Bono Program and Access Pro Bono's partnership with the Law Courts Center in its evening Pro Bono Paralegal Program at the Vancouver Justice Access Centre. The Program is unique in Canada in engaging paralegals as primary pro bono legal service providers who work under the supervision of a lawyer to provide assistance to those who would otherwise find themselves with no help at all.*

**Here** is a message from Attorney General of BC Anton 9/27/14:

*I also wish to commend the Amici Curiae Pro Bono Paralegal Program, now in its third year of operations. We have a complex justice system, and finding and understanding information can sometimes be quite daunting. Your volunteer work with the Vancouver Justice Access Centre helps the public better access justice services and your contribution in this area is highly admirable.*

updated 150930

## Resources for Self-Represented Litigants in BC courtesy of Amici Curiae Paralegal Programme

There is a supervising lawyer in all our clinics.

### 1. Court Form Preparation Clinic (Supreme Court of BC, BC Court of Appeals, BC Human Rights Tribunals and other jurisdictions):

- a. Supreme Court of BC civil court pleadings (you do not need to have received legal advice)
  - i. Notice of Claim (Form 1)
  - ii. Response to Civil Claim (Form 2)
  - iii. Counterclaim (Form 3)
  - iv. Response to Counterclaim (Form 4)
  - v. Third Party Notice - (Form 5)
  - vi. Response to Third Party Notice (Form 6) Reply (Form 7) Amendments to
  - vii. any of the above.
- b. Supreme Court of BC civil court forms
- c. Supreme Court of BC family court forms for
  - i. Judicial Case Conference Orders;
  - ii. after chamber applications;
  - iii. Final Orders F52 , or
  - iv. other Orders (like Consent, Without Notice, Protection)
- d. BC Human Rights Tribunal forms
- e. forms relating to employment, foreclosures and residential tenancy matters
- f. BC Court of Appeal family law pleadings and organizing appeal books.

Appointments can be made:

By calling the Justice Access Centre of Vancouver at 6046602084. Our free clinics run every Wednesday. Two time slots: 5:30 and 6:30 pm.

### 2. Paralegal clinic for Temporary Foreign Workers who need to prepare uncontested divorce applications

Our clinics run on Saturday. Two time slots: 2:00 and 3:00 pm. There is a \$25 user fee per session. Click [here](#) for details.

Kung kayo po ay temporary foreign worker, tuwing Sabado ng hapon sa downtown Vancouver, matutulungan po namin kayo handain ang mga papeles ninyo para sa **uncontested divorce application**. Hindi po kami nagbibigay ng avisong legal. May \$25 user fee bawat session. **Nandito** po ang detalya.

Appointments can be made:

By Email at: [tfw.divorce@gmail.com](mailto:tfw.divorce@gmail.com), or

By calling or texting: 778.322.2839

### 3. Battered Womens Support Services Court Form Preparation Clinic

Appointments can be made by calling: 604.687.1868 x307. Our free clinics run on Wednesday. Two time slots: 5:45 and 6:45 pm.

#### Other useful resources:

#### Canadian Association Supporting Self-Represented Litigants

Legal information:

**Guide to Civil Litigation in the Supreme Court of BC for Self-Represented Litigants (extract)**

**Clicklaw**

Family law: **Legal Services Society**

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October

2

**9th Paralegal & Support Staff Conference (APSSC15)**

A day to converse and connect! The Oct 2 all-star line up includes: SCBC Justice Butler, PCBC Associate Chief Judge Phillips, UBC Professor Julie Robillard, Martha Jane Lewis. *and You.*

October

13

**Working With Women Who Experience Violence Part 2: Family Law & Affidavit Writing (ACL BWSS2)**

Tuesday • 5:30 to 7pm • The purpose of the second part of the training is to explore how the *Family Law Act* interprets “family violence”.

November

10

**Legal Advice v Legal Information**

Tuesday • 5:30 to 7pm • What is the difference between legal advice and legal information? For court staff and legal support staff, knowing what to say to self-represented litigants is crucial.

November

14

**BC Court of Appeal and the SRL**

Saturday • 9am to 4pm

Learn the BC Court of Appeal Procedures with a special emphasis on self-represented litigants. Presently open to volunteers only. Mentees may write Dom to be put on a queue.

November

22

***Fa-la-la-la* An Afternoon of Amici Curiae Xmas Carols**

St Marks Catholic Church 3pm

5935 Iona Drive (near UBC) Vancouver, BC V6T 1J7

Join Elizabeth Glover and the rest of the AC choir as they celebrate what has been a wonderful Amici Curiae year. If you love to sing or dance, write me. The Caregivers Centre Society will fete us with Filipino food!

Optional 2pm mass for caregivers. I need at least one person to draft and read an intention during the mass.



## **AMICI CURIAE PRO BONO PARALEGAL PROGRAM**

### **Paralegal Scope and Conditions of Service**

#### **Acknowledgement of the Scope of the Paralegal's Service**

I acknowledge as a volunteer paralegal or mentee that I will assist the various Amici Curiae clinics by doing the following:

1. take instructions from and work under the supervision of duty counsel; and
2. review and assist in preparing court documents for Amici Curiae clients.

Furthermore, I shall identify myself as a paralegal or mentee and not provide legal advice nor give legal undertakings.

#### **Acknowledgement of the Conditions of Service**

By signing this letter, I agree that I will not:

- A. use any confidential information against clients and will take steps, including the establishment of screening measures, to ensure that clients' confidential information is not accessible to members of my firm representing and adverse party;
- B. represent a party adverse to my law firm on a matter substantially related to any matter(s) in which our law firm may be acting for our clients; and
- C. disclose the confidential location of the Battered Women's Support Services clinic.

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Name of Volunteer

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Signature of Volunteer

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Date