



AMICI CURIAE LEGAL FORMS WORKSHOPS

Dear Volunteer,

Thank you very much for your interest in Amici Curiae!

Amici Curiae, translated as 'friends of the court', is a volunteer group consisted of lawyers, paralegals, librarians, and accountants. As volunteers, our purpose is to contribute to access to justice by assisting self-represented litigants with their legal forms in British Columbia. We ask our volunteers to provide quality work to our clients, however, when legal topics within our workshops need to be taught, we try to develop our volunteers by running lectures.

We run six legal forms workshops that operate throughout Vancouver. We have included a short description for each workshop below. Please fill out the attached Volunteer Intake Form and Service Letter, and provide us with your complete Volunteer Intake Package to **Jennifer Buckley, Volunteer Coordinator** at jvrbuckley@gmail.com.

If you have any questions, please feel free to contact **Yvonne Choi, Executive Assistant** at ychoi@harrisco.com.

We look forward to working with you.

Sincerely,

Amici Curiae

We currently run the following six legal forms workshops:

1) Supreme Court of British Columbia / 2) BC Court of Appeal / 3) BC Human Rights Tribunal (Legal Forms Workshop)

This workshop assists self-represented litigants draft forms for the BC Court of Appeal; Supreme Court of BC civil and family matters; and tribunals (i.e., BC Human Rights Tribunal, Employment Standards Branch, Residential Tenancy Branch, etc.).

Venue: Vancouver Justice Access Centre, #290 – 800 Hornby Street, Vancouver Law Courts

Time: Wednesday (every three weeks) from 5:30 p.m. to 7:30 p.m.

4) Temporary Foreign Workers Uncontested Divorce

This fee-based workshop (\$25/one-hour session) assists temporary foreign workers from countries like the Philippines to prepare uncontested Supreme Court of BC divorce applications.

Venue: Justice Education Society, #260-800 Hornby Street, Vancouver Law Courts

Time: Saturday (every three weeks) from 9:45 a.m. to 12:00 p.m.

5) Battered Women's Support Services

This workshop assists victims of violence, for anyone who self-identifies as a woman, draft affidavits in family law proceedings.

Venue: Confidential; disclosed to volunteers when you are scheduled

Time: Wednesday (every three weeks) from 5:45 p.m. to 7:45 p.m.

6) Atira Women's Resource Society

This workshop assists Downtown Eastside residents who self-identifies as a woman to draft forms for the BC Court of Appeal; Supreme Court of BC civil and family matters; and tribunals (i.e., BC Human Rights Tribunal, Employment Standards Branch, Residential Tenancy Branch, etc.).

Venue: Atira Legal Advocacy Program, 56 East Hastings Street, Coast Salish Territory

Time: Wednesday (every two weeks) from 5:30 p.m. to 7:30 p.m.



AMICI CURIAE LEGAL FORMS WORKSHOPS
Volunteer Intake Form

Name of Volunteer: _____ Date: _____

Phone Number(s): _____ E-Mail Address: _____

Current Role:

Lawyer / Paralegal / Legal Assistant / Firm Accountant / Librarian / Other: _____

Current Employer: _____

Legal Practice Area(s) <i>(please specify):</i>	Year(s) of Experience
1.	
2.	
3.	

Which AC workshops are you available to attend? *(please check all that apply):*

Atira Women's Resource Society *(for anyone who self-identifies as a woman):*

Wednesday (every two weeks) from 5:30 p.m. to 7:30 p.m.

Battered Women's Support Services *(for anyone who self-identifies as a woman):*

Wednesday (every three weeks) from 5:45 p.m. to 7:45 p.m.

Legal Forms Workshop

Wednesday (every three weeks) from 5:30 p.m. to 7:30 p.m.

Temporary Foreign Workers Uncontested Divorce Workshop

Saturday (every three weeks) from 9:45 a.m. to 12:00 p.m.

Anything else you would like to tell us?

Your Volunteer Intake Package Must Contain:

- Volunteer Intake Form
- Signed Service Letter
- CV (maximum of 2 pages)



AMICI CURIAE LEGAL FORMS WORKSHOPS
Service Letter

Acknowledgement of the Scope of the Volunteer's Service

I acknowledge as a volunteer that I will assist the various Amici Curiae workshops by doing the following:

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

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

Acknowledgement of the Conditions of Service

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

1. disclose the confidential location of the Battered Women's Support Services workshops;
2. 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 an adverse party; and
3. representing and assisting a party adverse to my law firm on a matter substantially related to any matter(s) in which my law firm may be acting for its clients.

Name of Volunteer

Signature of Volunteer

Date