

**The judge must decide the case based on the law and the evidence presented in court. You are responsible for knowing the Rules and ~~for~~ preparing and presenting your case.** Here are some suggestions:  
法官必须基于法律以及呈堂证供审理判决案件。作为当事人，您有义务了解法律规定并准备及呈交案情。建议如下：

1. Pick up the booklets "**Getting Ready For Court**" and "**Civil Rules**" at the court registry and read them carefully. (They are also on the internet at: [www.ag.gov.bc.ca/courts](http://www.ag.gov.bc.ca/courts) - follow links to Small Claims, procedural guides and Rules.)  
您可以在法庭登记处索取一些诸如《出庭准备》和《民事规则》的手册并仔细阅读内容。（也可登录本省法庭网站[www.ag.gov.bc.ca/courts](http://www.ag.gov.bc.ca/courts)，然后进入小额诉讼、程序指南及规定等链接查询详情）
2. It may be to your advantage to make a formal "Offer to Settle". See **Rule 10.1**.  
提交一份正式的《和解邀请书》或许对当事人更有利。详情可参考法规第10条第1款。
3. Review the Notice of Claim, the Reply and the Settlement Conference Record.  
当事人需仔细阅读《起诉书》、《应诉书》以及《庭前会议记录》等文件。
4. List the points you need to prove, and consider how you will prove each one. What documents and witnesses will you need?  
列明诉讼案件中所需证明的每项情节，并考虑如何逐一加以证明。例如，需要什么证明文件，及需要谁做证人呢？
5. Gather your documents (including photographs) and organize them in logical order. Be sure to bring them and **2 extra copies** to your trial.  
将所有起诉文件（包括各类照片）汇总，并按逻辑顺序（按条理）整理好。出庭时，请确保携带文件原件及**2份副本**。
6. Be sure to comply with the Court Orders and directions that were made at the Settlement Conference. E.g. If you fail to send a copy of your documents to the opposing party, you may not be allowed to use them in court. See **Rule 7(15)**.  
确保遵守庭前会议时签发的法庭令及会议指引中的规定。例如，如果您没有按规定将某文件副本发给对方，那么出庭时该份文件就可能不被允许使用。详情见法规第7条15款。
7. Your witnesses must be present in court to testify. You may need to serve a "Summons to Witness" on them to ensure they attend. (**Rule 9**) A letter or affidavit

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### 卑诗省级法院庭审准备所需重要信息

will NOT be allowed, unless you have obtained the opposing party's agreement, well before the trial date.

当事人自己一方的证人必须到庭作证。您可能需要安排送达《证人传票》以确保证人出庭。（参考**法规第9条**）。法庭可能不接受证人出具的信件或宣誓证词，除非当事人在距离开庭日之前很充裕的时间内就已经获得对方同意接受上述信件或宣誓证词。

8. You may need an "expert witness" to prove your case. (E.g. an independent expert in auto mechanics or the construction industry.) If so, you must comply with **Rule 10**.

您的案子可能需要“专家证人”来协助指证（例如，机动车机械修理行业或建筑行业的**独立**专家）。如有这类需求，必须遵守**法规第10条**。

9. Find out what the law is relating to your case, and be prepared to make an argument on the law. There are many resources for such information. Try: <http://www.courts.gov.bc.ca/self%20help/> or the "Lawyer Referral Service" in the telephone book.

找出和案子相关的法律，并依法准备您的诉讼抗辩。关于这方面信息的来源很多，可登陆网址<http://www.courts.gov.bc.ca/self%20help/>，或在电话簿中的《法律推荐服务》页查找联系电话进行咨询。

10. Present your case in a logical, organized manner. The courts are very busy, and your efforts to be concise will be appreciated.

以逻辑通顺、条例清晰的方式陈述您的案情。法庭事务极其繁忙，因此感谢大家为案情的简明清晰所做的努力。

11. If you require an interpreter to proceed with your matter, please ensure that you arrange for a court certified interpreter to attend with you at your court appearances.

如果有翻译的需求，请确保安排由**法庭认证的翻译员**来协助您共同出庭。