

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:
法官必須基於法律以及呈堂証供審理判決案件。作為當事人，您有義務了解法律規定並準備及呈交案情。建議如下：

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 - follow links to Small Claims, procedural guides and Rules.)
您可以在法庭登記處索取一些諸如《出庭準備》和《民事規則》的手冊並仔細閱讀內容。（也可登錄本省法庭網站www.ag.gov.bc.ca/courts，然後進入小額訴訟、程序指南及規定等鏈接查詢詳情）
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《和解邀請書》或許對當事人更有利。詳情可參考**法規第10條第1款**。
3. Review the Notice of Claim, the Reply and the Settlement Conference Record.
當事人需仔細閱讀《起訴書》、《應訴書》以及《庭前會議記錄》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?
列明訴訟案件中所需證明的每項情節，並考慮如何逐一加以證明。例如，需要什麼證明文件，及需要誰做証人呢？
5. Gather your documents (including photographs) and organize them in logical order. Be sure to bring them **and 2 extra copies** to your trial.
將所有起訴文件（包括各類照片）匯總，並按邏輯順序（按條理）整理好。出庭時，請確保攜帶文件原件**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)**.
確保遵守庭前會議時簽發的法庭令及會議指引中的規定。例如，如果您沒有按規定將某文件副本發給對方，那麼出庭時該份文件就可能不被允許使用。詳情見**法規第7條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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審準備所需重要信息

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

當事人自己一方的証人必須到庭作証。您可能需要安排送達《証人傳票》以確保證人出庭。（參考法規第9條）。法庭可能不接受証人出具的信件或宣誓証詞，除非當事人在距離開庭日之前很充裕的時間內就已經獲得對方同意接受上述信件或宣誓証詞。

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“專家証人”來協助指証（例如，機動車機械修理行業或建築行業的獨立專家）。如有這類需求，必須遵守法規第10條。

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.

找出和案子相關的法律，並依法準備您的訴訟抗辯。關於這方面信息的來源很多，可登陸網址<http://www.courts.gov.bc.ca/self%20help/>，或在電話簿中的《法律推薦服務》頁查找聯系電話進行諮詢。

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

以邏輯通順、條例清晰的方式陳述您的案情。法庭事務極其繁忙，因此感謝大家為案情的簡明清晰所做的努力。

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

如果有翻譯的需求，請確保安排由法庭認證的翻譯員來協助您共同出庭。