

# YOUR APPOINTMENT

## Amici Curiae (Friends of Court)

### Your Rights and Obligations as a Client

Thank you for asking us to assist you in completing your legal form(s). Amici Curiae (Friends of Court) is run by volunteers. To make your experience with us as helpful as possible, we would like to let you know what your rights and responsibilities are.

#### **A. Your Rights**

You are entitled to be treated with respect and dignity.

You are entitled to have your matter kept in confidence.

When we book your appointment we will tell you, to the best of our ability, how we can help you.

Before we start each meeting, we will tell you what tasks we plan to help you with,

After each meeting, we will tell you what tasks have been completed and we will give you instructions on what, if anything, you need to do next.

#### **B. Your responsibilities**

If you would like our help:

- You must show up for your appointments punctually.
- You must treat our volunteers with courtesy and respect.
- You must answer relevant questions we ask and give us the documents we request.
- You must follow and complete the instructions we give you.
- You must keep your files and bring them to the next appointment. If you need help organizing them please tell us.
- You must learn about the law and rules that apply to your legal matter.

We have zero tolerance for discriminatory actions or words, or for violent, aggressive or intimidating behaviour in any form.

## How to Make the Most of Your Appointment with Amici Curiae (Friends of Court)

### How to Make the Most of Your Appointment with Amici Curiae (Friends of Court) Legal Forms Workshops

- 1) Make sure you answer the email from legalformsbc@gmail.com to confirm your appointment.
- 2) Arrive early for your scheduled appointment  
Please plan to arrive at least 10 minutes prior to your scheduled meeting time so that our volunteers can assist you in making the most of your appointment. If you are going to be late or unable to come, call or message: 7785222839. With the exception of BWSS clients, if you do not show up 3 times, we will not serve you in the future.

We may not be able to see you if you arrive 15 minutes after your appointment.

- 3) Prepare before your first appointment

Your first appointment is for 2 hours to write your legal history. A paralegal will help you write it. You must finish this before you can receive an appointment to see a lawyer who is a subject area specialist.

Note: exempted from this service are:

- Those with tight deadlines
- Temporary foreign workers applying for uncontested divorce
- Existing clients as of January 15, 2019
- 60s Scoop Claimants

More information on what happens after your first interview:

<https://www.legalformsbc.ca/your-first-visit.html>

We can help you in these areas of law:

<https://www.legalformsbc.ca/legal-subject-areas.html>

Think about what it is that you want to accomplish at your appointment and write down a list of any questions you have leading up to it.

Here are some things you can ask us to help you with:

- Determine what forms to be used in your legal matter;
- Complete specific court or tribunal forms;
- Prepare of an affidavit or chronology of your legal matter; or
- Determine when and how specific legal documents must be filed.

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### 4) What to bring in your first appointment

- A short summary of what happened, setting out the basic facts in the order of how things happened.
- A list of names, addresses and phone numbers of the people involved.
- Write a list of any questions you might have.
- (optional) Any summary advice sheets received from other legal advice clinics you have been to

If you have a tight deadline, ask for an appointment to specifically to get help in completing a legal document required for the court or a tribunal.

Our dates at different venues are posted here when you request an appointment:

<https://www.legalformsbc.ca/online-appointment-request.html>

Appointment dates look similar to this:

CARNEGIE COMMUNITY LEARNING CENTRE  
(CHECK ALL DATES THAT YOU LIKE.) ☉

March 27

April 17

May 15

CHIMO RICHMOND (CHECK ALL DATES  
THAT YOU LIKE.) ☉

March 28

April 25

May 23

UNCONTESTED DIVORCE AND FAMILY LAW  
AT JUSTICE EDUCATION SOCIETY  
DOWNTOWN (CHECK ALL DATES THAT YOU  
LIKE.) ☉

March 14

April 11

May 9

We will try to pick one of the dates that you have asked for.

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### 5) Bring Important Documents

Organize and bring all important documents. If you can, list all important documents and bring the list to your appointment. Your paralegal will need know more about the details you think are important to your case.

These details are often contained in documents such as:

- letters,
- e-mails,
- text messages,
- social media postings,
- screen shots,
- photographs,
- court or tribunal decisions,
- agreements (examples: contracts, separation/marriage agreements), and
- documents (examples: applications, orders, affidavits) etc.

Putting these documents in one place will help you stay organized and ensure that you have the necessary information available.

Organize these documents in a manner that makes sense to you, so that you know where they are and can find them easily if requested.

You are responsible for your documents. We do not keep copies of your documents.

### 6) Think about how you want to save your legal form

There is a lawyer who will review the legal form that the paralegal helped you prepare. Once they have approved the work, you can take the form with you. The lawyer will not give you legal advice.

If you want to keep an electronic copy of the document, please bring a USB stick; or you might want to email the document to yourself. If you do not have an email, we can help you create one.

Sometimes, there are documents that are not finished, you might want to email the document to yourself.

You are responsible for your keeping your completed legal form and your documents. We do not keep copies of your materials.