



## Legal History

Version: July 25, 2023

Dear AC client:

### **Why do we need your legal history?**

A legal history helps our volunteers understand your legal issue. Our volunteers read this document to prepare for your appointment.

#### **A. What you should put in your legal history:**

1. Tell us what happened and when it happened.
  - a. For example:
    - i. when your issue started,
    - ii. the dates of any court/tribunal appearances or rulings, and
    - iii. any upcoming court/tribunal deadlines.
2. Who are the other people involved? What did they do? Include dates.
3. Tell us if you have received any legal advice or direction and from which organization.
4. Tell us what legal form you need help with (if you know what it is called).

It is okay to write in short sentences.

Try to make the details like dates as correct as possible.

Your writing does not have to be perfect.

It is okay if you prefer to write in: English, Chinese, Japanese, Portuguese, Spanish, or Tagalog.

#### **B. Sample**

##### **1. What happened**

Sept. 2021 - I started working at [write the company's name] in September. I was bullied by [person's name] nearly every shift (about 34 times in total). [Tell us what that person did to you].

Oct. 31, 2021 - On Oct 31, I could not accept what they were doing to me. I contacted the assistant manager, [write the manager's name], by email, to tell them what has been happening and ask them to implement gender diversity training.

Nov. 1, 2021 - [write the Manager's name] responded to my email and told me I needed to submit a formal complaint to human resources.

Nov. 1, 2021 - [write the Manager's name] and I talked on Nov. 1 and I tried to convince them to present a gender diversity training. [write the Manager's name] seemed to receive my feedback positively initially. [write the Manager's name] did not plan and present the training. All the work was put onto me and my social workers.

Nov. 2, 2021 - On Nov. 2, [write the person's name] kept bullying me. [write the Person's name] said/did [describe what happened]

Nov. 9 and 10, 2021 - I worked two shifts with [write the person's name] on Nov. 9 and 10. This ongoing treatment made me feel unsafe and distressed. I started to get panic attacks at work so I had to begin bringing [write the other person's name] with me to work.

**2. Where things are at now:**

- I have been transferred to another section at work.
- My hours have been reduced (3 days a week instead of 5)
- [write the Person's name] still works 5 days a week.
- There is still no mandatory training required for all employees on respectful conduct.
- I went to \_\_\_\_\_ and was told to fill out \_\_\_\_\_ form.
- I want to book an appointment with AC to make sure I have filled out the form correctly.