



AMICI CURIAE - LEGAL FORMS WORKSHOPS Welcome Letter – Volunteers

Dear Volunteer,

Thank you very much for your interest in Amici Curiae!

Amici Curiae, translated as “friends of the court”, is a volunteer program that assists self-represented litigants complete their legal forms in British Columbia. Amici Curiae does not provide legal advice to its clients. We are composed of lawyers, paralegals, legal assistants, law librarians, and firm accountants. Our paralegals and legal assistants draft legal forms, law librarians conduct legal research, firm accountants draft F8 Financial Statement Affidavits, and lawyers supervise the drafted legal forms in our workshops.

Words from former Chief Justice Finch of BC Court of Appeal (March 21, 2011):

I welcome the creation of the Paralegal Pro Bono Program and Access Pro Bono’s partnership with the Law Courts Center in its evening Pro Bono Paralegal Program at the Vancouver Justice Access Centre. The Program is unique in Canada in engaging paralegals as primary pro bono legal service providers who work under the supervision of a lawyer to provide assistance to those who would otherwise find themselves with no help at all.

Currently, Amici Curiae operates out of five locations throughout Vancouver - a short description for each location is provided.

We hope that you will find your experience rewarding. You will be meeting other likeminded volunteers who work in the legal field through our workshops and by attending our CPD accredited seminars and lectures, at no cost to AC volunteers in good-standing.

Please fill out the attached Volunteer Intake Form and Service Letter, and provide us with your complete Volunteer Intake Package to **Jennifer Buckley, Volunteer Scheduler** at jvrbuckley@gmail.com.

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

We look forward to working with you.

Yours Truly,

Amici Curiae

Amici Curiae Legal Forms Workshops

I. AC Legal Forms Workshop @ VJAC

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.

II. Temporary Foreign Workers Uncontested Divorce Workshop

This workshop 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.

III. Battered Women's Support Services

This workshop assists victims of violence who self-identify as women 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.

IV. Atira Women's Resource Society

This workshop assists Downtown Eastside residents who self-identify as women 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, 101 East Cordova Street

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

V. Vancouver Public Library

In partnership with the Vancouver Public Library Oakridge Branch, 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 Public Library, Oakridge Branch, #191 – 650 West 41st Avenue, Vancouver

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



Your Volunteer Intake Package

Must Contain:

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

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: _____

Languages Spoken: _____

Legal Practice Area(s) (please specify):	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.

Vancouver Justice Access Centre (VJAC)

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.

Vancouver Public Library Workshop

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

How did you hear about us?

Website Referred by _____ Other _____

Anything else you want to tell us?



AMICI CURIAE - LEGAL FORMS WORKSHOPS
Service Letter - Volunteer

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