

Amici Curiae Friendship Society

阿米奇庫瑞法庭之友協會

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Virtual Legal Forms Workshop (Virtual AC) Information

線上法律表格填報輔助工作組（線上法庭之友）的信息

Updated April 11, 2020

2020年4月11日更新

Who is AC (Friends of Court) Friendship Society?

法庭之友協會是什麼？

AC Friendship Society is a nonprofit charity in British Columbia that assists the public complete their legal forms regardless of their means. It has been in operation since February 8, 2011. We like to meet our clients where they are, that is why we have partnerships with many institutions.

法庭之友協會是卑詩省一家非盈利性質的慈善機構，皆在不考慮客戶的財務狀況下，協助他們完成所需法律表格的填寫。法庭之友協會從 2011 年 2 月 8 日開始運作。我們通過和許多機構的合作，在對客戶來說方便的地點為他們服務。

What is Virtual AC?

線上法庭之友是什麼？

Virtual AC is the online version of the AC Friendship Society legal forms workshops. We created this virtual platform to temporarily replace our in-person services because of the COVID-19 pandemic. We have suspended our in-person services. We expect to begin booking appointments for Virtual AC by mid-April.

線上法庭之友是法庭之友法律表格填報輔助工作組的線上版本。由於 COVID-19 新型冠狀病毒的大流行，我們已暫停法庭之友原本面對面的服務模式，推出了目前的線上平臺來繼續提供我們的服務。我們預期在 4 月中旬開始線上法庭之友服務的預約。

Virtual AC connects you with a legal professional (such as a paralegal) via a video conference session (minimum of one hour). A lawyer will supervise our professionals and the work they prepare for you. The legal advice given is limited to what is necessary to complete your form.

線上法庭之友采用網絡視頻會議的形式（整個視頻會議的時間從一小時起），客戶可以從我們的法律專業人士（例如一位法務助理）那裏獲得相關的法律表格填報輔助服務。視頻會議還會有一位律師參加，這位律師會監督我們的法律專業人士和他們為您提供的相關輔助工作。但是律師給出的法律建議僅限於填寫法律表格所需的內容。

For victims of gendered violence and those who can not use computers receive help by phone.

對於性別暴力的受害者以及那些無法使用電腦的人，法庭之友將通過電話的形式提供幫助。

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What is video conferencing?

視頻會議是什麼？

Video conferencing connects two or more people using a live, visual connection between their computers. Virtual AC uses the online video conferencing service called Zoom.

視頻會議將兩人或多人通過他們的電腦建立一個實時、可視的連接。線上法庭之友使用的是名為 Zoom 的在綫視頻會議服務。

You will need a computer, privacy and Zoom to connect with us here at Virtual AC.

您需要一臺電腦，相對私密的空間和 Zoom 視頻工具以便連接線上法庭之友和同我們交流。

The computer will need: 這臺電腦需要具備以下功能：

- Internet connection 互聯網的連接
- Microphone 麥克風
- Speakers 揚聲器
- Webcam 網絡攝像頭
- Ability to download Zoom if the client would like to
依客戶需要，需能下載和安裝 Zoom 視頻工具

What happens during a Virtual AC meeting?

線上法庭之友的視頻會議包括哪些內容？

If this is your first visit with us, or if you are returning for a new matter, here is what we will be doing for you:

如果這是您第一次使用我們的服務，或者您是因爲新的法律事項而再次尋求我們的服務，這是我們將爲您做的：

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Our volunteer will help you write your legal history. This should take two appointments which are 1 hour long each. If we have space available, we will try to book you for a 2 hour appointment.

我們的義工會幫助您寫下您法律事項的背景概要。這項工作需要兩小時完成。由於我們的服務是每次一個小時，所以您需要預約兩次來完成概要的撰寫。如果我們有空位，我們將嘗試為您一次性預約兩個小時的服務。

It will be helpful if you can send an email to us explaining what happened to you and attach your documents, after you have trained with our volunteer on how to use Zoom. Our scheduler will want to see these before providing you with an appointment. If we can help you with your matter, we will begin working with you as soon as we can.

在我們的義工為您培訓如何使用 Zoom 之後，如果您能發送電子郵件向我們提供您法律事項的背景概要并附上與此相關的文件，這將會對我們提供服務起到很大的幫助作用。我們的預約人員需要根據您準備的這些概要及文件為您預約。如果確定能為您的法律事項提供服務，我們將儘快地開展與您的工作。

Note: you do not have to do a legal history if you:

注意：在這些情況下您無需提前準備好您的法律事項背景概要：

1. have a tight deadline 如果您所涉及的法律事項相關時間非常緊急
2. a temporary foreign worker seeking an uncontested divorce application. 或和您是一位尋求無爭議離婚申請的臨時外籍勞工。

Should you need help with Zoom, our volunteers will help you before your first meeting with us.

如果您需要幫助來使用 Zoom，我們的義工會在您與我們的首次視頻會議前為您提供幫助。

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What areas of law can I ask for help with?

我可以在哪些法律領域尋求幫助？

Here is a [list](#) of subject areas where we can help in completing legal forms:

如下列表是我們可以幫助您填寫法律表格的法律領域：

Aside from asking about the details of your forms, you can also ask about:

除了詢問法律表格填寫的相關內容外，您還可以諮詢如下內容：

- o Next steps and timelines; 您接下來應採取的步驟及相關的時間表
- o Additional documents needed (if any), and; 您還需要準備哪些文件（如果有的話），以及
- o Useful resources. 您還可以獲得哪些對您有幫助的資源。

Recommended reading: [Rights and Responsibilities of Online AC Clients](#)

推薦閱讀：[作為在線客戶的權利和義務](#)

How much time do I have in my appointment? Is there a limit to the number of appointments?

每次預約我可以得到多長時間的服務？對每個人而言，有預約次數上限嗎？

Your appointments are one to two hours in length.

每次預約您至少可以獲得一個小時的服務，有時可以得到兩個小時。

We allow unlimited appointments. You decide how much support you need. We may also recommend specific tasks after your appointment, like finishing an affidavit or collecting documents. We ask that you complete these assignments before booking your appointment.

我們沒有預約次數上限。您可以根據您的需要進行預約。在您每次預約時段結束後，我們也可能建議您在下一次預約前完成一些特定的任務，例如完成填寫一份宣誓書或者收集相關文件。

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Will I get the same volunteer when I return?

我下次預約還會是同一位義工為我提供服務嗎？

You are likely to get a different volunteer with each appointment. Be assured that your assigned volunteer reads your file before your appointment. We may assign the same volunteer if the executive director determines your file as complex.

您每一次的預約都有可能是不同的義工為您服務。您無需擔心，因為提供服務的義工會在您的預約時間之前閱覽您的檔案。如果我們的執行主管判定您的檔案屬於複雜類別，我們可能會為您指派同一位義工。

Is Virtual AC a safe way to get help?

線上法庭之友是一個安全的獲得法律幫助的方式嗎？

Using the internet carries some level of risk.

使用互聯網會有一定程度的風險。

AC has taken steps to minimize these risks by:

法庭之友已採取相應的舉措將風險最低化，包括：

- Encrypting the digital copy of your Services Agreement Form, each Session Record Form and your legal history (if there is one);
對您的服務協議表格、每次網上會議的記錄表格、以及您的法律事項概要（如果有的話）的電子版本進行加密；
- Having our digital storage protocols comply with Law Society of BC guidelines;
我們的數字存儲協議將遵守卑詩省律師公會的指南；
- No recording of meetings.
我們不會記錄與您的視頻會議。

For victims of gendered violence and those with no access to a computer you will be helped by phone.

對於性別暴力的受害者以及無法使用電腦的客戶，我們將通過電話為您提供相關服務。

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You are responsible for keeping your legal forms. If we work with you by phone, we keep your legal forms until we can safely deliver them to you. Please ask your volunteer if you need more information. 您負有妥善保管好相關法律表格的責任。如果我們為您提供的是電話服務，直到我們可以把這些表格安全地交付於您之前，您的法律表格將被妥善保管。如果您需要更多信息，請與我們的義工聯繫。

Can I use the Virtual AC from my desktop computer, laptop or mobile device?

我可以通過我的臺式電腦、筆記本電腦、或者移動設備使用線上法庭之友服務嗎？

Yes. Before booking your appointment, a volunteer will meet with you virtually to help you set up and use Zoom. We will also answer any questions you may have about our Virtual AC service.

可以。在為您預約線上法庭之友服務前，一位義工會在網上與您會面並幫助您安裝及使用 Zoom。我們也會回答您關於線上法庭之友服務的任何問題。

How do I make an appointment for Virtual AC?

我如何預約法庭之友的線上服務？

1. Visit us at www.legalformsbc.ca
通過訪問我們的官方網站：www.legalformsbc.ca
2. E-mail us at legalformsbc@gmail.com
向我們發送電子郵件：legalformsbc@gmail.com
3. Call us at 778.522.2839
致電我們：778.522.2839

AC thanks Sammi Lan and Tiffany Zhang for translating this document. Special thanks to Jimmy Yan for supervising their work. 我們感謝 Sammi Lan 女士以及 Tiffany Zhang 女士在吉米言先生的協助下完成漢語翻譯。