

## Virtual Legal Forms Workshop (Virtual AC) Information

Updated March 24, 2020

### Who is AC (Friends of Court) Friendship Society?

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.

### What is Virtual AC?

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.

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.

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

### What is video conferencing?

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.

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

The computer will need:

- Internet connection
- Microphone
- Speakers
- Webcam
- Ability to download Zoom if the client would like to

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### What happens during a Virtual AC meeting?

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:

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.

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.

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

1. have a tight deadline
2. a temporary foreign worker seeking an uncontested divorce application.

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

### What areas of law can I ask for help with?

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

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

- o Next steps and timelines;
- o Additional documents needed (if any), and;
- o Useful resources.

Recommended reading: [How to Make the Most of Your Appointment with Amici Curiae \(Friends of Court\)](#)

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

Your appointments are one to two hours in length.

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.

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### Will I get the same volunteer when I return?

You 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.

### Is Virtual AC a safe way to get help?

Using the internet carries some level of risk.

AC has taken steps to minimize these risks by:

- Encrypting the digital copy of your Services Agreement Form, each Session Record Form and your legal history (if there is one);
- Having our digital storage protocols comply with Law Society of BC guidelines;
- No recording of meetings.

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

You are responsible for your legal forms as a Virtual AC client. 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.

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

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.

### How do I make an appointment for Virtual AC?

1. Visit us at [www.legalformsbc.ca](http://www.legalformsbc.ca)
2. E-mail us at [legalformsbc@gmail.com](mailto:legalformsbc@gmail.com)
3. Call us at 778.522.2839