

Amici Curiae Friendship Society

阿米奇库瑞法庭之友协会

1

Virtual Legal Forms Workshop (Virtual AC) Information

线上法律表格填报辅助工作组（线上法庭之友）的信息

Updated April 11, 2020

2020 年 4 月 11 日更新

Who is AC (Friends of Court) Friendship Society?

法庭之友协会是什么？

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.

法庭之友协会是卑诗省一家非盈利性质的慈善机构，旨在不考虑客户的财务状况下，协助他们完成所需法律表格的填写。法庭之友协会从 2011 年 2 月 8 日开始运作。我们通过和许多机构的合作，在对客户来说方便的地点为他们服务。

What is Virtual AC?

线上法庭之友是什么？

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.

线上法庭之友是法庭之友法律表格填报辅助工作组的线上版本。由于 COVID-19 新型冠状病毒的大流行，我们已暂停法庭之友原本面对面的服务模式，推出了目前的线上平台来继续提供我们的服务。我们预期在 4 月中旬开始线上法庭之友服务的预约。

Amici Curiae Friendship Society

阿米奇库瑞法庭之友协会

2

Virtual Legal Forms Workshop (Virtual AC) Information

线上法律表格填报辅助工作组（线上法庭之友）的信息

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.

线上法庭之友采用网络视频会议的形式（整个视频会议的时间从一小时起），客户可以从我们的法律专业人士（例如一位法务助理）那里获得相关的法律表格填报辅助服务。视频会议还会有一位律师参加，这位律师会监督我们的法律专业人士和他们为您提供的相关辅助工作。但是律师给出的法律建议仅限于填写法律表格所需的内容。

For victims of gendered violence and those who can not use computers receive help by phone.
对于性别暴力的受害者以及那些无法使用电脑的人，法庭之友将通过电话的形式提供帮助。

What is video conferencing?

视频会议是什么？

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.

视频会议将两人或多人通过他们的电脑建立一个实时、可视的连接。线上法庭之友使用的是名为 Zoom 的在线视频会议服务。

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

您需要一台电脑，相对私密的空间和 Zoom 视频工具以便连接线上法庭之友和同我们交流。

The computer will need: 这台电脑需要具备以下功能：

- Internet connection 互联网的连接
- Microphone 麦克风
- Speakers 扬声器
- Webcam 网络摄像头
- Ability to download Zoom if the client would like to
依客户需要，需能下载和安装 Zoom 视频工具

Virtual Legal Forms Workshop (Virtual AC) Information

线上法律表格填报辅助工作组（线上法庭之友）的信息

What happens during a Virtual AC meeting?

线上法庭之友的视频会议包括哪些内容？

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:

如果这是您第一次使用我们的服务，或者您是因为新的法律事项而再次寻求我们的服务，这是我们将为您做的：

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.

我们的义工会帮助您写下您法律事项的背景概要。这项工作需要两小时完成。由于我们的服务是每次一个小时，所以您需要预约两次来完成概要的撰写。如果我们有空位，我们将尝试为您一次性预约两个小时的服务。

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.

在我们的义工为您培训如何使用 Zoom 之后，如果您能发送电子邮件向我们提供您法律事项的背景概要并附上与此相关的文件，这将会对我们提供服务起到很大的帮助作用。我们的预约人员需要跟据您准备的这些概要及文件为您预约。如果确定能为您的法律事项提供服务，我们将尽快地开展与您的工作。

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

注意：在这些情况下您无需提前准备好您的法律事项背景概要：

1. have a tight deadline 如果您所涉及的法律事项相关时间非常紧急
2. a temporary foreign worker seeking an uncontested divorce application. 或者您是一位寻求无争议离婚申请的临时外籍劳工。

Should you need help with Zoom, our volunteers will help you before your first meeting with us. 如果您需要帮助来使用 Zoom，我们的义工会在您与我们的首次视频会议前为您提供帮助。

Virtual Legal Forms Workshop (Virtual AC) Information

线上法律表格填报辅助工作组（线上法庭之友）的信息

What areas of law can I ask for help with?

我可以在哪些法律领域寻求帮助？

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

如下列表是我们可以帮助您填写法律表格的法律领域：

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

除了询问法律表格填写的相关内容外，您还可以咨询如下内容：

- o Next steps and timelines; 您接下来应采取的步骤及相关的时间表
- o Additional documents needed (if any), and; 您还需要准备哪些文件（如果有的话），以及
- o Useful resources. 您还可以获得哪些对您有帮助的资源。

Recommended reading: Rights and Responsibilities of Online Clients

推荐阅读：[作为在线客户的权利和义务](#)

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

每次预约我可以得到多长时间的服务？对每个人而言，有预约次数上限吗？

Your appointments are one to two hours in length.

每次预约您至少可以获得一个小时的服务，有时可以得到两个小时。

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.

我们没有预约次数上限。您可以根据您的需要进行预约。在您每次预约时段结束后，我们也可能建议您在下一次预约前完成一些特定的任务，例如完成填写一份宣誓书或者收集相关文件。

Virtual Legal Forms Workshop (Virtual AC) Information

线上法律表格填报辅助工作组（线上法庭之友）的信息

Can we bring a family or friend?

We understand that you may be doing this on your own, so we try to make your time with us as pleasant as possible. We encourage you to bring a trusted friend or family member to give emotional support, take notes, organize documents, or translate. Sometimes, a volunteer may be available to help you translate.

由于您可能孤军作战，所以我们尽量确保您与我们能度过愉快的时间。我们鼓励您带一位信赖的朋友或家人来提供情感支持，做笔记，整理文档或翻译。也可能有志愿者会愿意协助您的翻译。

Will I get the same volunteer when I return?

我下次预约还会是同一位义工为我提供服务吗？

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.

您每一次的预约都有可能是不同的义工为您服务。您无需担心，因为提供服务的义工会在您的预约时间之前阅览您的档案。如果我们的执行主管判定您的档案属于复杂类别，我们可能会为您指派同一位义工。

Is Virtual AC a safe way to get help?

线上法庭之友是一个安全的获得法律帮助的方式吗？

Using the internet carries some level of risk.

使用互联网会有一定程度的风险。

Virtual Legal Forms Workshop (Virtual AC) Information

线上法律表格填报辅助工作组（线上法庭之友）的信息

AC has taken steps to minimize these risks by:

法庭之友已采取相应的举措将风险最低化，包括：

- Encrypting the digital copy of your Services Agreement Form, each Session Record Form and your legal history (if there is one);
对您的服务协议表格、每次网上会议的记录表格、以及您的法律事项概要（如果有的话）的电子版本进行加密；
- Having our digital storage protocols comply with Law Society of BC guidelines;
我们的数字存储协议将遵守卑诗省律师公会的指南；
- No recording of meetings.
我们不会记录与您的视频会议。

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

对于性别暴力的受害者以及无法使用电脑的客户，我们将通过电话为您提供相关服务。

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. 您负有妥善保管好相关法律表格的责任。如果我们为您提供的是电话服务，直到我们可以把这些表格安全地交付于您之前，您的法律表格将被妥善保管。如果您需要更多信息，请与我们的义工联系。

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

我可以通过我的台式电脑、笔记本电脑、或者移动设备使用线上法庭之友服务吗？

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。在为您预约线上法庭之友服务前，一位义工会在网上与您会面并帮助您安装及使用 Zoom。我们也会回答您关于线上法庭之友服务的任何问题。

Amici Curiae Friendship Society

阿米奇库瑞法庭之友协会

7

Virtual Legal Forms Workshop (Virtual AC) Information

线上法律表格填报辅助工作组（线上法庭之友）的信息

How do I make an appointment for Virtual AC?

我如何预约法庭之友的线上服务？

1. Visit us at www.legalformsbc.ca
通过访问我们的官方网站：www.legalformsbc.ca
2. E-mail us at legalformsbc@gmail.com
向我们发送电子邮件：legalformsbc@gmail.com
3. Call us at 778.522.2839
致电我们： 778.522.2839

AC thanks Sammi Lan and Tiffany Zhang for translating this document. Special thanks to Jimmy Yan for supervising their work.
我们感谢 Sammi Lan 女士以及 Tiffany Zhang 女士在吉米言先生的协助下完成汉语翻译。