

# Amici Curiae (AC) Friends of Court

We are here to help complete your legal forms. For free.  
We provide services based on the principle of equal access to justice  
regardless of your means.

## Amici Curiae (AC) Friends of Court 法庭之友

### Your Rights and Obligations as an Online Client

#### 作為在線客戶的權利和義務

Thank you for asking us to assist you in completing your legal form(s). Amici Curiae (AC) Friends of Court is run by volunteers. To make your experience with us as helpful as possible, we would like to let you know what your rights and responsibilities are.

感謝您尋求我們的法庭表格填寫服務。由於法庭之友由義工運作，為了讓您獲得充分的幫助，我們希望您了解您的權利和義務。

#### **A. Your Rights 您的權利**

You are entitled to be treated with respect and dignity. 您有權得到尊重和尊嚴。

You are entitled to have your matter kept in confidence. 您有權獲得案件的保密處理。

When we book your appointment we will tell you, to the best of our ability, how we can help you. 當我們同您預約時，我們會盡力告訴您我們能如何為您提供幫助。

Before we start each meeting, we will tell you what tasks we plan to help you with. 在每次會議前，我們將告訴您我們計畫幫助您執行那些任務。

After each meeting, we will tell you what tasks have been completed and we will give you instructions on what, if anything, you need to do next. 每次會議後，我們將告訴您那些任務已經完成，並指示下一步需要做什麼？

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#### **B. Your responsibilities 您的責任**

If you would like our help, you must: 如果您想獲得我們的幫助，您必須：

- show up for your appointments on time. 準時出席。
- treat our volunteers with courtesy and respect. 禮貌並尊重對待我們的義工。
- answer questions and show us the documents we need. 答覆我們的問題並提供我們所需的文件。
- follow and complete the instructions we give you. 遵從並完成我們對您提出的要求。
- keep your files and bring them to the next appointment.<sup>1</sup> 準備好文件，並帶好文件出席下一次會議。
- learn about the law and rules that apply to your legal matter. 了解同您法律事務有關的法律和法規。

We have zero tolerance for discriminatory actions or words, or for violent, aggressive or intimidating behaviour in any form. 對於歧視性行為或言論，或任何形式的暴力，侵略性或恐嚇性的行為，我們均報以零容忍的態度。

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<sup>1</sup> If you need help organizing them please tell us. 如果您需要我們幫助您整理文件，請告訴我們。