

RISE WOMEN'S LEGAL CENTRE

Rise Women's Legal Centre is a community resource, developed through a partnership between West Coast LEAF and UBC, for women who need help with legal problems. We acknowledge that our Centre is located on unceded First Nations territory, and we welcome all individuals who self-identify as women to our space.

We hope that we can help you, but first, here is some information that you need to know about us:

- We are currently only able to accept family law matters (i.e. divorce, child custody, protection orders, child and/or spousal support, property division, etc.). We are not able to accept files regarding criminal defence, immigration, civil litigation or other areas of law at this time. We hope to continue to add to the services we offer, so please check our website for updates.
- We are not a Legal Aid office. If you want to apply to Legal Aid for a lawyer to assist you with family, criminal, or immigration law, you can find the location of a Legal Aid Office nearest to you:
 - at http://www.legalaid.bc.ca/legal_aid/legalAidOffices.php
 - or by phone at 604-408-2172 (1-866-577-2525 toll-free).
- If you have been refused coverage through Legal Aid, or if you have received coverage through Legal Aid but cannot find a private lawyer to assist you, we may be able to help.
- If we are able to help you, you will be assisted by a Student Advisor, not by a lawyer. Our Student Advisors are upper-year UBC law students who pay tuition to work and study at Rise Women's Legal Centre, and are closely supervised by our staff lawyers.
- If you wish to meet with a Student Advisor to discuss your problem, you will need to fill out our appointment form. Once you have met with a Student Advisor we will make a determination about whether we are able to provide you with a referral, summary advice, or some other form of legal representation.
- We try to help as many people as we can. However, we have limited resources, and no person has the right to our services. We will do our best.
- If you would like to apply for help, please complete the attached appointment form and return it to us:
 - by email/scan to info@womenslegalcentre.ca
 - by faxing it to 604-304-4072
 - by mailing or dropping it off at: 201-456 West Broadway V5Y 1R3We will then contact you to schedule an appointment.

- Appointments are scheduled on Tuesdays and Wednesdays only.
- If you do not live in Vancouver, or if you live in Vancouver but have mobility issues which prevent you from coming to our office, we may be able to speak to you by telephone.
- If you don't wish to meet with a Student Advisor, you are welcome to drop in and use our self-help computer and library, where you can do online research and work on legal forms. We are located at 201- 456 West Broadway in Vancouver, and are open Monday through Friday from 9:00 am to 4:00 pm.

Questions?

Please email info@womenslegalcentre.ca
or call us at 604-451-7447

Rise Women's Legal Centre

APPOINTMENT FORM

In order for us to schedule an appointment for you with a Rise Women's Legal Centre Student Advisor, we ask that you provide us with some preliminary information.

If you need help with this form, or have any questions, please call 604-451-7447

CONTACT INFORMATION

FIRST NAME: _____ LAST NAME: _____

Is this your legal name? Yes No

If you selected 'No' please provide your full legal name: _____

ADDRESS: _____

_____ Postal Code _____

PHONE NUMBER: _____ ALTERNATE PHONE: _____

If we call and someone else answers, can we say that we are calling from the Women's Legal Centre?

Yes No

(Please note that our telephone number appears on call display as WLC.)

EMAIL: _____

Can we send information relating to your legal matters to this email address? Yes No

ACCESSIBILITY

Do you have any special needs we should accommodate so that you can access our office in a safe and comfortable manner?

Yes No

If yes, please describe: _____

Do you require translation services to access our services?

Yes No If yes, what language? _____

(Please note that, while we try our best to fulfill requests for physical accommodation and/or translation service, we may not always have the resources to do so. Thank you for understanding.)

SAFETY

Do you have any urgent safety concerns?

Yes No

Please briefly describe your problem: _____

OPPOSING PARTY

Please provide the name(s) of all the opposing party(s) in this matter, if any. In family law cases, this will usually be your ex-partner. We require this information so that we can do a conflict-of-interest check.

Full Name of Opposing Party: _____

Full Name of Opposing Party: _____

Are you legally married to the opposing party? Yes No Divorced

DEPENDENTS

Do you have children under the age of 19? Yes No

Where do the children live? _____

FINANCIAL ELIGIBILITY

Please provide us with your approximate annual income IN STRICTEST CONFIDENCE: \$ _____

COURT DATES or HEARING DATES

Do you have a court date coming up? Yes No

In which Court is your matter being heard? Provincial Court Supreme Court

DATE: _____ TIME: _____

LOCATION: _____ COURTROOM # _____

Have you attended court on this matter before? Yes No If yes, how many times? _____

PRIVACY and EVALUATION

The organizations that fund Rise Women's Legal Centre want to make sure that we are providing a valuable service to our clients. In order to maintain our funding, we are required to provide statistical information about our organization to our funders. In seeking our services, you agree that we may provide anonymous statistics about your legal matter to our funders. For example, we plan to report the number of clients that we see in a year, and how many of our files each year involve family violence. However, *we will never give out your personal information.*

After your file is closed, you may be contacted by a Rise Women's Legal Centre representative to answer questions about the services that you received from us. If you are contacted, you can decline to participate in any evaluation of Rise Women's Legal Centre.

In the future, Rise Women's Legal Centre may seek funding in order to provide support to particular client groups. If you would like to self-identify with any of the following communities for the purpose of assisting us in obtaining future funding, please do so here:

- | | |
|--------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Solo parent | <input type="checkbox"/> Person with a disability |
| <input type="checkbox"/> Indigenous person | <input type="checkbox"/> Trans* |
| <input type="checkbox"/> Immigrant | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> LGBTQ | |

How did you hear about Rise Women's Legal Centre? _____

CERTIFICATION

I certify that the above is true and correct.

Signature: _____ Date: _____

*Thank you for your interest in Rise Women's Legal Centre.
We look forward to meeting you!*

OFFICE USE ONLY

CONFLICT: Yes No CHECK COMPLETED BY: _____ DATE: _____