



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.

Thank you for your interest in Rise! We hope we can help you, but first, here's some important information:

- Rise is a teaching clinic. If we are able to help you, you will be served by a trained and supervised student clinician, not by a lawyer. Our student clinicians are upper-year UBC law students who pay tuition to work full-time at Rise Women's Legal Centre and learn the practice of family law.
- Once you have met with a student clinician, we will make a determination about the type and level of assistance we are able to provide, from a referral to summary advice to limited legal services to full representation. There are certain matters that Rise is unable to offer assistance with, including any file where the supervising lawyer makes a determination that a law student cannot properly assist the client under the circumstances. These matters are assessed at Rise's sole discretion.
- We are currently only able to accept clients with family law matters (i.e. divorce, custody, protection orders, child and/or spousal support, property division, etc.), wills drafting, and child protection matters. 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 check our website for updates.
- Rise is not connected with the Legal Services Society (i.e. government 'legal aid'). If you want to apply for legal aid and receive assistance with family, criminal, or immigration matters, you can find the location of a legal aid office online or by calling 604-408-2172 and 1-866-577-2525 toll-free.
- If you do not qualify for coverage through legal aid, we may be able to help.
- Because we are a teaching clinic, there are periods (approximately 4-to-6-weeks) between semesters when there are no students here at all and we are not able to serve clients; in addition, the first 3 weeks of every semester are an intensive training period for our incoming student clinicians, during which we are also unable to see clients.
- We try to help as many people as we can. However, no one has the right to our services. We have limited resources and an ongoing wait-list, and we will do our best.
- If you would like to apply for help, please complete the attached request form and return it to Rise by:
 - email/scan to info@womenslegalcentre.ca
 - faxing it to 604-304-4072
 - mailing or dropping it off at: 201 - 456 West Broadway V5Y 1R3

We will then contact you to schedule an appointment at the first availability.

- 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 serve you by telephone. Please indicate same on your request form, in the space where we ask about special needs and how we may accommodate them.
- If you don't wish to meet with a student clinician, you are welcome to drop by and use our self-help computer and library to 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 (except holidays).

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: _____

IF YOUR FULL LEGAL NAME IS DIFFERENT THAN THE ABOVE, PLEASE PROVIDE IT HERE:

_____ DATE OF BIRTH _____

PHYSICAL/MAILING ADDRESS: _____

_____ Postal Code _____

PHONE NUMBER: _____ May we call this number, and leave voicemail if necessary?

(Please note that our office shows up on call display as "WLC")

Yes

No

EMAIL: _____

Can we send information relating to your legal matters to this email address?

Yes

No

ACCESSIBILITY NEEDS

Do you have any accessibility needs of any kind that you would like Rise to accommodate so that you can access our office and/or services safely and comfortably (i.e. physical-accessibility needs, including service by phone, translation requirements, allergies, etc.)

Yes No

If yes, please describe: _____

(Please note that we try our very best to fulfill requests for physical accommodation, translation services, and other arrangements, but we may not always have the resources to do so. Thank you for understanding.)

SAFETY

Do you have any urgent safety concerns at this time?

Yes No

Please briefly describe your legal 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 2nd Opposing Party (if applicable): _____

Are you legally married to the opposing party? Yes No (never married to them) Divorced

DEPENDENTS

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

Who do the children live with? _____

CURRENT REPRESENTATION

Do you currently have a lawyer? Yes No

If yes, did you hire this lawyer privately or was one assigned to you by legal aid (Legal Services Society)?

COURT PROCEEDINGS

If you have an ongoing court proceeding, in which Court and location is your matter being heard?

Provincial Court Supreme Court Location: _____

Do you have an upcoming court hearing/appearance? Yes No DATE: _____ TIME: _____

Do you have an upcoming trial (2 court days or more)? Yes No DATE: _____ TIME: _____

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

FINANCIAL INFORMATION

What is your current occupation? _____

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

**Please note that if Rise accepts your file, we will require documented proof of your income.*

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:

Solo parent

Indigenous person

Immigrant

LGBQ

Person with a disability

Trans*

Other: _____

SERVICE LEVELS

Please remember that Rise offers a range of service levels, from summary advice (a legal opinion only), to unbundled services (designated number of hours, completion of certain discrete tasks), to full representation, including court. The level of service we're able to provide to your matter can only be determined after your initial intake appointment, and is at the sole discretion of Rise.

CERTIFICATION

I certify that the information I have provided here is true and correct.

Signature: _____ Date: _____

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