

Step by Step Guide to get your Clinic Report

1. Click on “member log in”, on the top right hand corner of the homepage. (www.accessjustice.ca)
2. Log in with your user password and ID (You’ll find it on the last page of your detail Clinic Assistant guide).



Member Area: Login

Top of Form

Username

Password

Bottom of Form

3. Click on Calendar



Member Area: Clinic Agent

Calendar

4. Click on the date of your clinic then press submit.



The screenshot shows the top of the Access Justice website. On the left is the logo: a red heart containing a white scale of justice, followed by the text "ACCESS JUSTICE" in large blue letters and "JUSTICE FOR ALL" in smaller blue letters below it. To the right is a faint background image of a woman holding a scale of justice. Below the logo is a dark blue navigation bar with the text "Book a Session" in orange. Below the navigation bar is a horizontal line with "Top of Form" centered above it and "Bottom of Form" centered below it. Between these lines are four links: "Step 1: Client Eligibility Questions *Click the Link!*", "*Law Explanation", "*Conflict List", and "*No Show List".

Step 2: OR 5 *(Click The 'Submit' Button for Both Searches)*

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5. Then find the start time of your clinic then click on the lawyer's name.



This screenshot is identical to the one above, showing the top of the Access Justice website with the logo, navigation bar, and navigation links.

Step 2: OR 5 *(Click The 'Submit' Button for Both Searches)*

Step 3: Book a Session for the Client *(Click a Lawyer's Name!)*

| Probono Date | Day of Week | Begin Time | Lawyer Name |
|--------------|-------------|------------|-------------|
|--------------|-------------|------------|-------------|

| | | | |
|-----------|----------|-------------|---|
| 6/15/2006 | Thursday | 11:30:00 AM | Northey, Alexander (4 More appointments ava.) |
| 6/15/2006 | Thursday | 1:45:00 PM | MacKinnon, Rodrick Keith (0 More appointments ava.) |

Bottom of Form

5. There you go! You get your clinic report. Please call the Lawyer and Clients twice to remind them of their appointment. First time is one week before; second time is two days before (after 1pm). Please get your clinic report two business days before your clinic to ensure you have the most up to date clinic report. Two days before your clinic, please fax or e-mail (as an attachment or copy and paste into the body of your e-mail) to the lawyer. Please put the clinic report in landscape format.

| COORDINATOR - PLEASE COMPLETE | | | | | | | | LAWYER PLEASE COMPLETE THIS SECTION | | |
|--|-----------|------------|------------|--------------|-------------------|----------------------|---|-------------------------------------|------|---------|
| 1. Two days before the clinic, email or fax this form to the lawyer shown below. 2. At the end of the session, after the lawyer has signed this form, please help the lawyer fax it to 604-324-1515. Clinic Name: Courthouse Clinic; Date of session: 10/19/2005 Lawyer Info Email:; Special Notes: ; Type of lawyer: Civil. | | | | | | | | | | |
| Begin Time | Last Name | First Name | Birth Year | Phone | Opposing Party(s) | Opposing Law Firm(s) | Brief Description of Services | Category | Show | No Show |
| 9:00:00 AM | Doe | John | 1952 | 604-123-4567 | Mrrs smith | Don't know | Family dispute, wants legal advice in regards to custody issue. | Civ / Fam / Cri / Imm | | |
| 9:30:00 AM | | | | | | | | Civ / Fam / Cri / Imm | | |
| 10:00:00 AM | | | | | | | | Civ / Fam / Cri / Imm | | |
| 10:30:00 AM | | | | | | | | Civ / Fam / Cri / Imm | | |
| Stand-by's or Drop-in's | | | | | | | | | | |
| 1 | | | | | | | | Civ / Fam / Cri / Imm | | |
| 2 | | | | | | | | Civ / Fam / Cri / Imm | | |
| 3 | | | | | | | | Civ / Fam / Cri / Imm | | |
| LAWYER: PLEASE CORRECTLY FILL IN THIS REPORT, SIGN TO CONFIRM YOU HAVE SEEN THE ABOVE CLIENTS, AND FAX TO | | | | | | | | | | |

ACCESS JUSTICE (604.324.1515) IMMEDIATELY AFTER THE CLINIC. (The Law Society Insurance Fund requires that clinic activity be reported through our program from insurance purposes for every client.)

I certify 1) I am enrolled with A.J., 2) I saw the clients above, 3) my services complied with the Law Society's 'approved services' as of July 31, 2004, and 4) I will fax this report as above.

To add new information to a client or if your client cancels 2 business days or more in advance. On the clinic report click on the time of the client and this page will pop up. You can then edit or add new information of the new client and press save.



Book a Client

*** Please do not type 'No Show' or 'Do Not Book' in either First Name or Last Name. Instead, you can select 'No Show' from Service No. , and you can type 'Do Not Book' in Description.**

Top of Form

| | | |
|---------------------|---|---|
| First Name : | <input type="text"/> | * |
| Last Name : | <input type="text"/> | * |
| Year of Birth : | <input type="text"/> | * |
| Phone : | <input type="text"/> | * |
| Opposing Party : | <input type="text"/> | * |
| Opposing Law Firm : | <input type="text"/> | * |
| Description : | * | |
| Category : | <input type="checkbox"/> Civ <input type="checkbox"/> Crm <input type="checkbox"/> Fam <input type="checkbox"/> Imm (MUST NOT BE BLANK) | |
| Service No. : | <input type="text" value="N/A"/> | ▼ |

Save

Cancel

| |
|----------|
| 36708 |
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| 12/22/20 |

