

# Lawyer's Clinic Instructions

## ***Pro Bono Brief***

1. Read the '*Pro Bono Brief*' (in the Blue File).
2. Have the client read, complete, and sign Part 1 at the top of the form before the session begins. Witness the signature as indicated on Part 2.
3. Make sure the copy is legible! Beware of felt pens! They will not press through on the copy.
4. During the session, use Parts 3 and 4 to write out your summary of facts and your advice.
5. Have the client complete and sign Part 5 at the end of the session to confirm what was said at the session.
6. Give the yellow copy to the client. We recommend that you read out the contents of the box at the bottom to the client.
7. Keep the white original form in your own *pro bono* file and preserve it.

## **Clinic Report**

8. Complete and sign the 'Clinic Report' (provided by your clinic coordinator) and check that all other info on it is complete and correct. For no shows, put in "NO SHOW" over the description of services.
9. MAKE SURE THE CLINIC REPORT IS FAXED TO ACCESS JUSTICE BEFORE YOU LEAVE THE CLINIC (604-324-1515).
10. If the above procedures do not work for you, or if there is any problem that your coordinator cannot resolve, please contact your 'Team Captain' or, failing that, e-mail the Society's Clinic Coordinator at [help@accessjustice.ca](mailto:help@accessjustice.ca).
11. We no longer require that you leave a copy of the brief for the agency. Do not leave behind any written materials. Remember that the new person using this room could be your last client's adversary!

**WE RECOMMEND YOU READ THE 'MATERIALS FOR LAWYERS' IN THE RED FILE IF YOU HAVE NOT ALREADY DONE SO.**

***THANK YOU FOR YOUR HELP!***