



## Stand Informed Services Information for Roster Lawyers

**Joining the Roster:** Lawyers may apply to be added to the ad hoc roster list for the Stand Informed legal advice service for sexual assault. Lawyers are expected to be willing to take four cases in one year. Lawyers are generally required to attend Stand Informed training.

**Service Hours:** Each case referral is limited to **three (3) hours** of legal advice. Lawyers may not need all 3 hours. Additionally, a lawyer may be approved for an additional 2 hours.

**Intake:** The coordinator will assess if potential clients qualify for the service. To qualify the client 1) has experienced sexual assault in BC and/or 2) resides in BC. There are no financial eligibility guidelines for this service.

**Conflicts Check:** The coordinator will assign a lawyer in accordance to the Referral Guidelines. The coordinator will contact the lawyer with the potential client's name, date of birth, location, and the respondent(s) names for a conflict check.

Lawyers are to advise the coordinator **within 24 hours** to minimize delay if the lawyer cannot assist the client and another lawyer needs to be contacted.

Where there is no conflict and the lawyer has confirmed willingness to take the case, the client will be requested to sign the service agreement. After signature the lawyer will be sent the client's contact information, a copy of the agreement, and information obtained on intake.

**Initial Meeting:** At the first meeting, the lawyer is requested to briefly confirm the client understands the agreement and remind the client of the limitations of the service.

**Referrals support:** As it is recognized that a client's legal problem is often combined with non-legal issues, lawyers should make effort to identify issues for which the client may benefit from referrals to other services, such as victim support, counselling. Lawyers may contact the coordinator at 604-673-3143 or email [Standinformed@clasbc.net](mailto:Standinformed@clasbc.net) for assistance in identifying services that the client may be able to access.

**Extension of Hours:** At the end of the 3 hours, an additional 2 hours may be authorized to assist the client in understanding their legal options. To qualify, counsel must have exhausted the 3 hours of legal advice for each referral. CLAS considers, but not limited to, the following:

- Vulnerability of the client and the client's ability to process information
- Whether new issues or information has arisen
- The merits and complexity of the case
- Stage of the case
- Whether the extension will assist the client in addressing an issue
- Service capacity (funding)
- Demand for services
- Alternative services available

Note: As this is brief advice services, lawyers will not be approved for extensions to assist to start or progress a claim where it is clear the client cannot continue without additional support.

To apply for extended service hours, please provide a letter or e-mail outlining the reasons for the extension request to [StandInformed@clasbc.net](mailto:StandInformed@clasbc.net). Counsel should receive a response within five (5) business days of our receipt of the request. Please ensure prior authorization is sought *before* incurring hours beyond the referral limits as Counsel assumes the risk of not being reimbursed for the additional hours.

**No Solicitation:** Lawyers are not to solicit private retainers during service hours. At the completion of the service hours lawyers may enter discussions with the client for a private retainer or willingness to provide further assistance on a pro bono basis.

Where a client initiates an inquiry during the approved hours of service, and the lawyer genuinely believes that the client due to vulnerability, complexity and stage of the case cannot advocate for themselves, the lawyer may provide a written request to the Supervising Lawyer to approve ending the legal advice retainer earlier.

**Case referrals to roster list:** At the end of the service hours, where if a lawyer believes the client requires additional support, considering factors such as the complexity of the case, vulnerability of the client and availability of other supports, and the lawyer is unable to provide further assistance either on a private retainer or on a pro bono basis, lawyers are requested to advise [StandInformed@clasbc.net](mailto:StandInformed@clasbc.net) in writing providing a summary of the case and its status so that the coordinator may canvass the lawyers on the roster list for a lawyer who may be able and willing to assist the client directly.

Lawyers are reminded that complainants who have pursued a criminal complaint may qualify for limited Legal Aid services. Also, if a provincial human rights complaint has been filed, CLAS operates the Human Rights Clinic which may be able to represent clients at no charge once a complaint has been accepted.

**Fees and disbursements:** Lawyers will be paid at legal aid rates for the hours of service. Disbursements will be reimbursed in accordance to the CLAS Stand Informed Fees and Disbursement guide. Lawyers will invoice CLAS - Stand Informed for payment.

Lawyers may interim bill, but at a minimum, are required to invoice CLAS:

- at resolution of a case, when service hours are exhausted, or otherwise where services have been concluded; or
- before the end of the **program fiscal year (March 31)** in which services were provided.

**Case Reporting:** Lawyers are required to complete a Case Reporting form when invoicing, and on conclusion of services, to provide CLAS with the necessary information for reporting to funders and monitoring service needs.