

## CIVIL COURT CLAIMS FOR WORKPLACE SEXUAL HARASSMENT: PROCESS GUIDE

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### A. WHAT IS CIVIL COURT?

“Civil” court refers to non-criminal court. It means going to court to get compensation if you have been harmed. Here we discuss how a person who experienced workplace sexual harassment can start a legal claim. We have links below on how to get free legal advice.

### B. WHO CAN MAKE A CIVIL (COURT) CLAIM?

If you have experienced **sexual harassment** at work, you can make a claim in civil court in these situations:

- **Wrongful dismissal:** If you were laid off or fired without good reason or without enough advance notice or pay.
- **Constructive dismissal:** If you had to leave your job due to sexual harassment.
- **Constructive dismissal:** If your employer significantly reduced your hours, pay or other aspects of your job.
- **Privacy Act or Personal Information Protection Act claim:** If someone breached your privacy by sharing personal photos or information about you without permission or conducted unlawful surveillance or eavesdropping.
- **Breach of Fiduciary Duty:** If you were highly dependent on or vulnerable to your employer (such as being a live-in worker or a migrant worker), and your employer abused their power over you.

### C. CLAIMING FOR WORKPLACE INJURIES

If you were injured at work (mentally or physically) you may be unable to make a claim in court because you must use the WorkSafe BC claim process instead. This area of the law is complex. If this is your situation, get legal advice right away. Please also refer to our WORKSAFE BC PROCESS GUIDE.

### D. WHAT COUNTS AS SEXUAL HARASSMENT?

**Sexual harassment** is:

1. Any **unwanted comments, behaviour or actions** that are sexual or related to your sexuality, sexual orientation, gender, or gender identity or expression.
  - Some examples are sexual comments, touching, threats, stalking, sharing sexual photos or texts, crude jokes, repeatedly asking you for a date, negative comments about your sexual orientation or gender expression or identity.
2. The comments, behaviour or actions are having a **negative effect** on you.
  - It could be causing you stress, sadness, affecting your work, causing medical problems, affecting your self-confidence, or other things.

3. It can be just one incident, or it can be an ongoing pattern of behavior.

#### E. WHAT COUNTS AS THE WORKPLACE?

The “workplace” can be your actual work site, or related places (like training sites or work social events), and it can also include work-related social media.

#### F. WHAT ARE THE POSSIBLE SOLUTIONS (REMEDIES) AVAILABLE THROUGH THE CIVIL COURT PROCESS?

The main solution is **damages** (i.e. money) paid by your employer and/or the harasser as compensation for the harm.

#### G. WHEN DO I NEED TO START A CLAIM?

- Usually, you need to start a claim **within 2 years of the date you became aware of the harm or the breach of contract by your employer**. This time limit is called a **limitation period**.
  - For example, if you were fired then you have two years from the date you were fired to start a claim.
- Some exceptions apply. For example:
  - If you were employed by a city or town, the limitation period is much shorter.
  - If you were sexually assaulted, or if the sexual harassment happened when you were under 19 years old, the limitation period may be longer.
- Limitation periods are complex, and you should obtain legal advice as soon as possible.

#### H. HOW DO I KNOW HOW MUCH TO CLAIM?

There are many factors, including the seriousness of the harm, the type of job you do, your age, your income, the employer or harasser’s behaviour, and the impact on you. You should get legal advice on this.

#### I. HOW DO I START A CLAIM?

Depending on the amount, there are three different places you can start your claim:

1. Civil Resolution Tribunal for claims under \$5000;
2. British Columbia Provincial Court - Small Claims for claims between \$5000 and \$35,000; and
3. British Columbia Supreme Court for claims over \$35,000

##### 1. CLAIMS UNDER \$5000: CIVIL RESOLUTION TRIBUNAL

This is an online process that is designed to be used without a lawyer, **but you should still get legal advice**.

More information about the Civil Resolution Tribunal (the Tribunal) is available online:  
<https://civilresolutionbc.ca/solution-explorer/>

If you are filing for **wrongful dismissal** or **constructive dismissal** from your job, select the “Employment” option on the website. You will be guided through a “Solution Explorer” on the website.

**Please note:** The Civil Resolution Tribunal online process is limited, and it will not be able to assist you with union issues, human rights issues, or claims for breach of privacy under the *Privacy Act*. Please refer to our other guides and get legal advice to decide which options are best for you.

## WHAT ARE THE STAGES OF THE CIVIL RESOLUTION TRIBUNAL PROCESS?

### a. SOLUTION EXPLORER

While using the “Solution Explorer”, you will be able to choose “Make a Claim” as an option. There are other options such as “contact your employer” or “negotiate.” **However, you should choose “Make a Claim” if your limitation period is close to running out. You must start a claim within the limitation period.**

### b. ONLINE NEGOTIATION (OPTIONAL)

There is an online messaging service to try to settle with the employer or harasser. If you reach an agreement, the Tribunal will provide a form that you can use to enforce your agreement. The Tribunal does not help with negotiation, but they monitor the process to make sure it is respectful. If your employer talks to you in an abusive way, someone from the Tribunal will step in.

You can read more about the online negotiation process here: <https://civilresolutionbc.ca/help/what-is-negotiation/>

### c. REQUESTING DISPUTE RESOLUTION

If you do not settle you can request Dispute Resolution by filling in the Application Form – Small Claims (Business or Person). It is available online or in print at the following link: <https://civilresolutionbc.ca/resources/forms/>

## THE CIVIL RESOLUTION TRIBUNAL APPLICATION FORM

### a. SECTION 1: APPLICANT INFORMATION

Fill in your name, address, and email address, and if you need language assistance or other accommodation.

### b. SECTION 2: RESPONDENT INFORMATION

The **respondent** is the person(s), organization(s) or corporation(s) that harassed you, or that are responsible for keeping your workplace safe.

When completing the application form, you should always name your employer as a respondent. This is because your employer is responsible for keeping the workplace safe.

If your employer is a company, you can find its legal name by requesting a company search through BC online: <https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies/searches-certificates>

You should also name any person who harassed you in the workplace. This could be a supervisor, a co-worker, or even a contractor or customer at work. You can learn more about naming parties in the LSLAP Civil Resolution Tribunal and Small Claims Manual (listed below).

### c. SECTION 3: DISPUTE DETAILS

Include information about your job title, when you started, your pay, and when your job ended. Explain what happened in time order, from the first event to the last event. Give dates where you can. If you cannot recall the exact date, write the month and year. Explain what happened, who said or did things, and where things happened. You should also include information about how you have been affected by the events (i.e. anxiety, depression, fear, etc.). Stick to facts, and not opinions.

This is an example of clear facts (do this):

“I started my job as a retail clerk in January, 2022. On February 10, 2022 and again on February 14, 2022, my supervisor, Bob Jones, sent me text messages asking me out on a date. I did not respond to them. On March 15, 2022, I received a letter telling me I was fired from my job. I felt embarrassed and humiliated, and I have felt anxiety when trying to find a new job.”

This is an example of opinions and vague statements (avoid this):

“I like my job, but the boss is sexist and fired me for no reason, and I can’t look for work.”

#### *What information is relevant to my dispute?*

This depends on the kind of claim you are making. Relevant facts are facts that can be used to persuade a tribunal or court that the claim is true or is untrue. This can be complicated, and you should seek legal advice.

#### *Other resolution processes*

You need to let the Tribunal know if you have started any other processes, such as a WorkSafe BC or Human Rights Tribunal claim.

### d. RESOLUTIONS

In this section, list the amount of money you are claiming. Get legal advice to decide how much to claim and how to separate different amounts.

### e. DISPUTE-RELATED FEES, EXPENSES, AND INTEREST

You will need to pay fees (\$75 to \$150) to start your claim with the Civil Resolution Tribunal. If you cannot afford it, you can ask for your fees to be **waived** (which means you don’t have to pay) by using this form: <https://civilresolutionbc.ca/resources/forms/fee-waiver-request/>

Usually, you will have to pay your own fees and costs even if you win. Sometimes, where the other party has caused unnecessary delay or expense in the claim, the Tribunal may order them to pay your costs.

For interest, you can check off the box that says, “I want to claim interest, but don’t have an agreement on the interest rate.”

## WHAT HAPPENS AFTER I FILL OUT THE FORM?

Here are the next steps:

### a. SERVICE OF THE DISPUTE NOTICE

If the Tribunal accepts your claim for filing, the Tribunal will send a copy of a document called a Dispute Notice to the respondent. They will also send a copy to you. If you have not provided the respondent’s information, you will need to make sure the respondent receives a copy of the Dispute Notice. The Tribunal can tell you how to do this.

## **b. RESPONSE TO A CLAIM**

After your Dispute Notice is provided to the employer, they can file a Dispute Response form within 14 days (if they are inside BC) or 30 days (if they are outside BC).

## **c. DEFAULT DECISION**

If the employer does not respond, you can apply for a **default decision**, which means the Tribunal can make a decision without the employer. You will still need to show evidence of your claim.

## **d. CASE MANAGEMENT**

A case manager may try to help you resolve your claim with the other party without a hearing using negotiation. Get ready for negotiation by:

- knowing the solutions or remedies that are possible in your case (you can find out by doing case research or getting legal advice)
- having an idea of the strength of your claim, including evidence and the seriousness of your case (legal advice is also helpful for this)
- having an idea of what you would be willing to accept in terms of compensation and other solutions
- considering the pros and cons of settlement for you
  - For example: a pro can be that the claim is resolved more quickly which can reduce stress. A con is that you may not get the exact amount of money you could get if you went through a hearing.
- providing documents, evidence, research or arguments that may help the other side understand your case

If you cannot resolve your claim, your case will be scheduled for hearing, and you will need to pay a Tribunal Decision Fee of \$50. If you cannot afford to pay, you can apply for a **fee waiver**.

## **e. TRIBUNAL DECISION PLAN**

In advance of a hearing, the case manager can ask you and the employer to complete a Tribunal Decision Plan. This could include:

- information and evidence about your claim,
- details about your legal argument,
- creating an agreed statement of facts with the employer and/or respondent, or
- responding to information the employer and/or respondent provides.

If you want to have an oral (teleconference or videoconference) hearing, let the Tribunal know your reasons. Reasons might include wanting the Tribunal to hear important testimony from you or other witnesses. Legal advice can be helpful here.

## **f. HEARING**

The format of the hearing is flexible. Your hearing may take place in writing, or by telephone or videoconference. In advance of the hearing, you will need to:

- Be very familiar with your claim, the response, and all of the evidence, including the witnesses involved and what they might say.
- Understand the law that is relevant to your case. This will depend on what kind of case you have. You should research the law and save copies of helpful cases for your hearing, and you should get legal advice.

The process of a hearing is flexible, but you will need to present your evidence, respond to questions, and ask questions about the employer's evidence. Get legal advice well in advance of a hearing to help prepare your case.

## 2. CLAIMS UNDER \$35,000: BRITISH COLUMBIA PROVINCIAL COURT - SMALL CLAIMS

If your claim is **over \$5,000 but under \$35,000** you can file a claim at the [British Columbia Small Claims Court](#). This is a process that is simpler than the Supreme Court and it is designed to be accessible to people without lawyers. However, it is always helpful to get legal advice if you can.

**Please note:** you cannot make a claim for breach of privacy in Small Claims Court.

## WHAT ARE THE STAGES OF THE SMALL CLAIMS COURT PROCESS?

### a. NOTICE OF CLAIM

To start a claim, **fill out a Notice of Claim (Form 1)**, **file** it with the small claims court (get the form stamped by the court registry), and **serve a copy of the filed Notice of Claim** on the employer.

You can find the Notice of Claim form here: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/small-claims-forms>

You can also use the **Small Claims Filing Assistant** to fill out your Notice of Claim: <https://justice.gov.bc.ca/FilingAssistant/index.do>

### STEP 1: GENERAL INFORMATION

- Fill out your legal name and address, and the legal name and address of the employer. The employer you are claiming against is called the **defendant**. If the employer is a corporation, ensure you have the correct name and address for the employer by using a company search. You can find more information here: <https://www2.gov.bc.ca/gov/content/employment-business/business/managing-a-business/permits-licences/businesses-incorporated-companies/searches-certificates>
- Include a copy of the company search with the Notice of Claim.
- You may also want to name individual people as defendants. You can find more information about how to name different kinds of respondents in the LSLAP Civil Resolution Tribunal and Small Claims Manual, listed at the bottom of this guide.

**STEP 2: WHAT HAPPENED:** Under the “What Happened” section, list the facts that your claim is based on and the harm you have suffered.

**STEP 3: WHERE:** Under the “Where” section, you should write the city and province where the events happened.

**STEP 4: WHEN:** Under the “When” section, list specific dates if you can, but if you cannot remember specific dates, write the month and year. If it was a series of events over time, you can say “from about March 2016 to June 2022,” using your own beginning and end dates.

**STEP 5: HOW MUCH** Under the “How Much” section, the maximum you can request is \$35,000. **You should get legal advice to understand what your claim is worth.** If you want to claim compensation for mental distress (for example, because of the way you were fired or laid off, or the way you were treated at work), you should ask for “aggravated damages” and if the employer’s behavior has been very bad, you may also be able to ask for “punitive damages.” In this section, do not make an argument, but just list the facts in a clear way. **Get legal advice when filling out the Notice of Claim form.**

**Punitive and aggravated damages are only awarded in exceptional cases.**

**Aggravated damages:** Aggravated damages are designed to provide compensation to an employee for harm they have suffered due to the employer’s conduct. Aggravated damages are very rarely awarded. For a court to award aggravated damages, the employee needs to show that they were seriously harmed by the employer’s conduct, and this must be more than the usual shock, disappointment, or distress that anyone would feel if they were fired.

**Punitive damages:** Punitive damages are designed to punish the employer. Punitive damages are also very rarely awarded, only in cases where the employer’s conduct is exceptionally bad. Examples might include where the employer spreads false allegations about the employee, or purposefully humiliates the employee in front of others.

## **b. FILING THE NOTICE OF CLAIM**

**File** the completed Notice of Claim in the provincial court closest to the employer, or where the events took place. If you are not sure where to file the Notice of Claim, contact the [court registry](#) closest to you.

You can file your documents electronically at <https://justice.gov.bc.ca/cso/index.do>. You may also file in person, by mail, or by fax. If you use mail, use registered mail so you can track delivery. A list of registries and contact information is here: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/courthouse-locations>

When you file the Notice of Claim, you will need to pay a fee of \$100 for claims up to \$3000, or a fee of \$156.00 for claims over \$3000. Fees are subject to change. Information on fees can be found here: [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/261\\_93\\_05#ScheduleA](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/261_93_05#ScheduleA)

If you cannot afford to pay, apply for a **waiver** by filing an Application to the Registrar (Form 16) and a Statement of Finances to explain your financial situation, which are available here:

<https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/small-claims-forms>

### c. SERVING THE NOTICE OF CLAIM

You will need to serve a copy of the Notice of Claim and a blank Reply form on **every defendant**. You must deliver the documents in person or use registered mail. If the **defendant is a corporation**, you must use the registered address of the company from the company search. You can hire a **process server** to serve documents to the defendants in person for you, for a fee. You need to serve these documents **within one year of filing** your Notice of Claim.

You can find more information here: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/small-claims/how-to-guides/serving-documents>

**Important to Note:** Settlement of a claim is available at any time in the process. In order to come to a settlement, you and the employer will agree on how much the employer should pay you and any other terms. The terms could include confidentiality clauses, payment schedules, etc.

Get legal advice before accepting a settlement offer or signing any documents (**see below for information on how to get free legal advice**).

### d. THE DEFENDANT'S REPLY

After the defendant receives the Notice of Claim, they may file a **Reply**. In the Reply, the defendant will say what they agree and disagree with in your Notice of Claim. The Reply is the defendant's defense to the claims you made.

### e. DEFAULT JUDGEMENT

If the defendant does not file a Reply within **14 days of being served** with your Notice of Claim (or 30 days for out-of-province defendants), you may ask the court for a **Default Order**. The court registry will schedule a hearing and you will need to give evidence about your case. The defendant will be notified of this hearing and may ask the judge for permission to file a late **Reply**. If this is granted, you cannot get a **Default Order**.

### f. MEDIATION FOR CLAIMS BETWEEN \$10,000 AND \$35,000

**Mediation** is an informal process where the parties try to find a solution, with the help of a neutral third person (the **mediator**). A mediator cannot force either party to do anything.

If your claim is between \$10,000 and \$35,000, you can request mediation by filing a **Notice to Mediate for Claims between \$10,000 and \$35,000 (Form 29)** with the court and serving it on the defendant(s).

You can get a copy of this form here: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/small-claims-forms>

If you choose to go to mediation, you can prepare by:

- knowing the solutions or remedies that are possible in your case (you can find out by doing case research or getting legal advice)
- having an idea of the strength of your claim, including evidence and the seriousness of your case (legal advice is also helpful for this)



- having an idea of what you would be willing to accept in terms of compensation and other solutions
- considering the pros and cons of settlement for you
  - For example: a pro can be that the claim is resolved more quickly which can reduce stress. A con is that you may not get the exact amount of money you could get if you went through a hearing.
- providing documents, evidence, research or arguments that may help the other side understand your case

If you agree on a solution with the defendant(s), you need to file a **mediation agreement (Form 25)**: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/small-claims-forms>

**It is your choice whether or not to go to mediation.** If you do go to mediation, **get legal advice in advance to understand the strengths of your case.**

You can find out more here:

<http://www.smallclaimsbcc.ca/settlement-options/mediation>

#### **g. SETTLEMENT CONFERENCE**

The **Settlement Conference** is a mandatory part of the Small Claims process for all claims except those for less than \$10,000 that are filed in Vancouver-Robson Square or Richmond (these use a 'Simplified Trial' process).

The Settlement Conference is a meeting with a Small Claims judge that lasts from 30 minutes to an hour. The purpose is to identify issues, make sure the evidence is ready, and resolve issues before trial. If both parties agree, the claim can also be settled.

The judge will ask both parties to summarize their case, and the judge may make orders for the parties to do things (like file documents) before the trial. The judge will give their opinion on some aspects of the case.

The judge can also offer mediation, help the parties make a statement of agreed facts, and talk about the evidence. You must bring all of the documents that are relevant to your claim. You should also have an idea of the witnesses you might have at trial.

You can prepare for a settlement conference similarly to preparing for a mediation (above).

If you do not settle at the settlement conference, you will be given a date for trial or a trial conference (this depends on the estimated length of the trial – shorter trials do not need a trial conference).

**You should seek legal advice before going to a Settlement Conference.**

More information and tools are available here: <http://www.smallclaimsbcc.ca/conferences/settlement-conference>

**Note:** For claims under \$10,000 at Vancouver-Robson Square, you will not need to attend a Settlement Conference, because you will be able to use the **Simplified Trial** process (see below).

#### **h. TRIAL CONFERENCE**

If you have a longer trial, you will have to go to a **Trial Conference**. The Trial Conference is a 30-minute meeting between you, the defendant(s), and the judge. At the Trial Conference, a judge will review your claim and can order you or the defendant(s) to produce evidence or do other things.

Before the Trial Conference, the court will send you a **Trial Statement form (Form 33)**, available here: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/small-claims-forms>

You need to fill this in and **file** it at least **14 days** before the Trial Conference, and **make sure the employer/defendants get a copy** at least **7 days** before the Trial Conference.

The Trial Statement must include the facts of your case in numbered paragraphs, the amount you are claiming, all relevant documents, and a list of **witnesses** (people who can talk in court about what they saw and heard about the events relevant to your case) along with a brief description of what they will talk about at the trial.

The Trial Statement is important, because if you do not include evidence in your Trial Statement, you will not be able to use that evidence at trial.

**You should seek legal advice in preparing your Trial Statement.**

More information about the Trial Conference is available here: <http://www.smallclaimsbcc.ca/conferences/trial-conference>

#### **i. TRIAL**

If your case is not settled it will go to trial. The length of the trial depends on how complicated the case is and how many witnesses there are. A trial is a formal hearing in front of a judge.

In advance of a trial, you will need to do all of these things:

- be very familiar with your Claim, the Reply, and all of the evidence;
- understand how you will prove your case. This requires you to understand the legal elements you must prove, and how these are proven by the evidence;
- prepare an opening statement to tell the judge how you will prove your case;
- if necessary, file a summons (Form 8) to witnesses who do not want to come to the trial voluntarily: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/small-claims-forms>
- prepare your witnesses;
- prepare the questions you will ask your witnesses, and the questions you will ask the other side's witnesses;
- prepare your documents (the registry will tell you how many copies to bring); and
- prepare a closing statement to summarize your argument and the remedies you are asking for.

**You should seek legal advice before going to trial.**

You can find a small claims trial preparation checklist here: <https://smallclaimsbcc.ca/index.php/preparing-your-case/trial>

You can find a handout called “Getting Ready for Court” here: <https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/courthouse-services/small-claims/guides/ready.pdf>

Another factsheet called “Preparing for Trial” can be found here: <https://thelawcentre.ca/preparing-for-trial/>

You can find more information about the small claims trial here: <http://www.smallclaimsbcc.ca/trial/trial-all-locations>

**Note:** if your claim is for less than \$10,000, and it is filed at Robson Square courthouse in Vancouver or in Richmond, you will be scheduled for a **Simplified Trial**. It takes place in front of an adjudicator, and it is one hour long. The advice for a trial (above) is also useful for the Simplified Trial process. You will need to file a Trial Statement, just the same as you would for a regular trial.

You can find more information about the Simplified Trial process here: <http://www.smallclaimsbcc.ca/trial/simplified-trial>

#### j. ENFORCING THE JUDGEMENT

If you win your case, you get a **judgement** from the court with an order for the employer to pay. Sometimes the employer does not pay, and you must take further steps in court. This is called enforcing the judgement.

More information about the ways you can do this are available here: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/small-claims/how-to-guides/getting-results>

### 3. CLAIMS OVER \$35,000 OR BREACH OF PRIVACY CLAIMS: BRITISH COLUMBIA SUPREME COURT

If you want to claim more than \$35,000 or your claim involves breach of privacy (such as sharing photos of you without consent) by the employer, you will need to file your claim in the British Columbia Supreme Court.

This is more complex, and it is designed mostly for people with lawyers. **You should seek the advice of a lawyer if your claim needs to go to Supreme Court (see below for information on how to get free legal advice).** This is important because in the Supreme Court, unlike the Small Claims Court, it is possible to have **costs** awarded against you. This means if you lose, you may have to pay part of the employer’s legal fees.

You can find basic information about the Supreme Court process here: <https://www.bccourts.ca/supreme-court/self-represented-litigants/>

#### HOW ARE CLAIMS NORMALLY RESOLVED?

Civil claims (using any of these processes) are often settled, but they can also be resolved through court-assisted mediation or via a formal hearing.

#### HOW LONG DOES IT TAKE?

A civil claim can be settled quickly if the parties can agree on a solution. If your case goes through the Civil Resolution Tribunal process, you can expect it to be resolved in no more than a few months, even if

it goes to a hearing. In Small Claims Court, it will take longer than at the Civil Resolution Tribunal, and for British Columbia Supreme Court it could take several years.

## HOW DOES A CIVIL (COURT) CLAIM INTERACT WITH OTHER OPTIONS?

There are other legal options, like human rights, employment standards, and workers' compensation claims. In some cases, you can pursue these options in addition to a civil claim. Usually, you cannot have the same remedy twice – so if you received two months' worth of payment for lost wages in court, you could not get those same two months' worth of pay in your human rights claim, but you could still claim other lost wages, and other **remedies** like injury to dignity.

These other options can sometimes give you access to different **remedies** than the ones available in court. Please refer to our other process guides for the various available **remedies** to consider which ones are the best match for your case.

## J. WHERE CAN I GET MORE HELP WITH THIS?

Detailed process guides on other topics are available at: [Stand Informed Resources](#).

**You can get free legal advice at:**

### **Access Pro Bono**

This program provides free summary advice (15 minutes) from a lawyer, as well as several other legal assistance programs.

Call: 604-878-7400 or 1-877-762-6664

Email: [appointments@accessprobono.ca](mailto:appointments@accessprobono.ca)

Website: <http://accessprobono.ca>

### **Amici Curiae Program**

This program provides free help with filling out court forms.

Website: <https://www.legalformsbc.ca>

### **Law Students' Legal Advice Program (LSLAP)**

This program provides free legal advice and representation (by supervised law students) in the Lower Mainland for low-income people at all stages of civil court claims.

Call: 604-822-5791

Website: <https://www.lslap.bc.ca>

### **University of Victoria - The Law Centre**

This program provides free legal advice and representation (by supervised UVic law students) in Victoria, BC for civil court claims.

Call: 250-385-1221

Email: [reception@thelawcentre.ca](mailto:reception@thelawcentre.ca)

Website:

<https://www.uvic.ca/law/about/centre/services/humanrightsclinic.php>

## Find an Advocate

You can also **find advocates** across BC by using PovNet’s “Find an Advocate” Tool, available online: <https://www.povnet.org/find-an-advocate>.

### RESOURCES

**Civil Resolution Tribunal Rules and Policies:**

<https://civilresolutionbc.ca/resources/rules-and-policies/>

**Small Claims Rules:**

[https://www.bclaws.ca/civix/document/id/complete/statreg/261\\_93\\_00b](https://www.bclaws.ca/civix/document/id/complete/statreg/261_93_00b)

**Small Claims BC (information about all aspects of Small Claims Court):**

<http://www.smallclaimsbc.ca/>

**BC Government Small Claims How-to Guides:**

<https://www2.gov.bc.ca/gov/content/justice/courthouse-services/small-claims/how-to-guides>

**LSLAP Civil Resolution Tribunal and Small Claims Manual:**

[https://www.lslap.bc.ca/uploads/2/9/3/5/29358111/20\\_small\\_claims.pdf](https://www.lslap.bc.ca/uploads/2/9/3/5/29358111/20_small_claims.pdf)

**BC Civil Liberties Association, “Your Right to Sue to Invasion of Privacy”:**

<https://bccla.org/privacy-handbook/main-menu/privacy2contents/privacy2-11.html>

**Jeffrey Sack, eText on Wrongful Dismissal and Employment Law:**

<https://commentary.canlii.org/w/canlii/2012CanLIIDocs1>