

In this section, "A2J" means any Lawyers, student volunteers, or other volunteers from Access to Justice Nova Scotia Society. In order to receive services from "A2J", you must review and agree to the terms below.

I. CLIENT DUTIES

I confirm that the information on this application form is accurate to the best of my knowledge and belief.

I understand and acknowledge that the A2J is a not-for-profit pro-bono legal service that only provides Short-Term Summary Legal Services in accordance with the Nova Scotia Barrister's Society's *Code of Professional Conduct*, an excerpt of which is attached.

I understand and acknowledge that any A2J volunteer lawyers that I speak to will not provide me with continuing legal services. Therefore, I am not forming any lawyer client-relationship with any A2J volunteer.¹

I understand and acknowledge that A2J is a volunteer service and volunteers must balance their time responsibly. Therefore, I agree to respect the discretion of volunteers to allocate their time when they speak with me about my legal affairs. I understand and acknowledge that any volunteer I meet with may not be able to assist me for more than one (1) hour at a time.

I understand and acknowledge that a volunteer lawyer may advise me that he or she may not be able to assist me by providing Short-Term Summary Legal Services and that I may be advised to seek more extensive services elsewhere.

I understand and acknowledge that I cannot receive services from A2J in respect of any matter for which I have already hired someone to provide me with legal services.

II. LAWYER AND VOLUNTEER SERVICES

I understand and acknowledge that only a lawyer who is licensed to practice law in Nova Scotia can give me legal advice.

I understand and acknowledge that lawyers volunteering with the A2J project cannot take money in trust on my behalf.

III. INFORMATION AND DISCLOSURE

I understand and acknowledge that A2J is under no obligation to keep or retain any documentation or information regarding the Short-Term Summary Legal Services provided to me but any information or documentation that I provide to A2J, or that is

¹ Please Consult Page 3, "Short-Term Summary Legal Services".

prepared by A2J in connection with the Short-Term Summary Legal Services I receive, may be kept in any manner and reviewed by anyone at A2J for reasons that include but are not limited to:

- Administrative record keeping.
- Maintaining a database of people served.
- Assessing the quality of services provided.
- Gathering general statistics about A2J clients.

I understand and acknowledge that I may be contacted in the future about the Short-Term Summary Legal Services I receive from A2J for the purpose of answering questions about the value of those services. If contacted, I may refuse to participate.

IV. RELEASE OF LIABILITY AND CLAIMS

I HEREBY RELEASE A2J, all its lawyers, their law firms and other volunteers from any and all claims whatsoever that could have arisen from my use of the A2J premises and the advice, assistance or services I received at or through the A2J service.

I acknowledge that I have read and understood all of the above terms of service.

Signature

Date (DD/MM/YY)

Short Term Summary Legal Services

“Short-Term Summary Legal Services” are defined and regulated in the Nova Scotia Barrister’s Society’s *Code of Professional Conduct*. Pursuant to amendments made on January 23, 2015, those rules have been reproduced here:

3.4-2A

In rules 3.4-2B to 3.4-2D “Short-term summary legal services” means advice or representation to a client under the auspices of a pro-bono or not-for-profit legal services provider with the expectation by the lawyer and the client that the **lawyer will not provide continuing legal services in the matter.**

3.4-2B

A lawyer may provide short-term summary legal services **without taking steps to determine whether there is a conflict of interest.**

3.4-2C

Except with consent of the clients as provided in rule 3.4-2, a lawyer must not provide, or must cease providing short-term summary legal services to a client where the lawyer has actual knowledge of or becomes aware that there is a conflict of interest.

3.4-2D

A lawyer who provides short-term summary legal services must take reasonable measures to ensure that no disclosure of the client's confidential information is made to another lawyer in the lawyer's firm.

How can a Volunteer or Lawyer help me today?

Volunteers I meet with **CAN**:

- Provide me with general information on the Rules of Civil Procedure and Courtroom Etiquette.
- Coach me on how to complete court forms.
- Coach me to be able to identify legal issues.
- Coach me to identify strengths and weaknesses in my case.
- Provide coaching and advice based on the information I provide.

Volunteers I meet with **SOMETIMES CAN**:

- Help me draft court forms or other documents.

Volunteers I meet with **CANNOT**:

- Replicate the quantity or quality of assistance I receive from a lawyer I retain privately.
- Commission or notarize documents for me.
- Assist me with legal problems that are unrelated to services A2J provides.
- Serve or accept service of court documents for me.
- Predict decisions judges will make.
- Take responsibility for the information in any court forms or documents I prepare.