



Suite 300 – 1140 West Pender Street
Vancouver, BC V6E 4G1
Tel: (604) 622 1100
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Toll free: 1 (855) 685 6222
Email: intakebchrc@clasbc.net

Application Information

Application Criteria

The BC Human Rights Clinic (the “Clinic”) provides free legal assistance and representation to individuals who have filed complaints with the BC Human Rights Tribunal. To qualify for legal services from the Clinic, you **must**:

- Have filed a complaint which has been accepted by the BC Human Rights Tribunal;
- Have a complaint that appears on its face to be a case of discrimination; and
- Be unable to obtain assistance from other sources.

The Clinic may consider any of the following factors in deciding whether to accept your application for legal services:

- Your income;
- Diminished capacity or any other physical, mental, or socio-economic limitations affecting your ability to represent yourself;
- Whether you have applied for assistance in a timely manner (within 30 days of notice from the Tribunal that your complaint has been accepted); and
- The availability of the Clinic’s resources to provide services to you.

Making your Application

Please read this information carefully when making your application for legal services from the Clinic. Any misrepresentation or inaccurate information provided on your application may disqualify you from receiving assistance from the Clinic.

Please complete and return the two attached documents **within 30 days** of receiving your Notice of Complaint Proceeding, along with all requested information:

1. the ***Application for Representation*** form; and
2. the ***Documents Checklist***.

Our intake committee will take approximately 6 – 8 weeks to assess your application and make a decision on whether we can assist you and what level of services we can provide. Until you receive confirmation of assistance from the Clinic, you will remain responsible for all steps in your complaint and meeting any deadlines set by the Tribunal.



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Application for Legal Services

Last Name:	First Name: Preferred name (if different):	Date of Birth (YYYY/MM/DD):	
Street Address:	City:	Province:	Postal Code:
Home Telephone:	Mobile Telephone:	Email:	
First Language:	Do you require an interpreter? If so, for which language?		
Do you identify as Indigenous? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say		What pronouns do you use? (Optional) <input type="checkbox"/> She/Her <input type="checkbox"/> He/Him <input type="checkbox"/> They/Them	
What is your highest educational qualification? <input type="checkbox"/> Less than High School <input type="checkbox"/> High School <input type="checkbox"/> Post-Secondary <input type="checkbox"/> Unknown			
Do you require any accommodations to help you access our services? Please explain:			
What is your current occupation?		Current AND previous year net annual household income from all sources? Current year: _____ Previous year: _____	
How many people live in your household?	Do you belong to a union? If so, which? Has a grievance been filed about the same issue?		
Have you obtained any legal advice in relation to these issues? If yes, please state from whom:			
<input type="checkbox"/> I declare that the information provided is true to the best of my knowledge			

You must complete all of the information. Any misrepresentation or inaccurate information provided may disqualify your application. As part of our review you may be asked to provide evidence of your income. By signing this form you give the Clinic permission to contact the Tribunal to discuss the status of your complaint and request documents if required.

Documents Checklist

Check the boxes against each item and include this page with your Clinic application form.

Application for Legal Services

Before you apply for legal services from the Clinic, you **must** have the following:

- Submitted a complaint to the BC Human Rights Tribunal by filing one of the following **Tribunal Complaint Forms**:
 - **Form 1.1 – Individual Complaint**; or
 - **Form 1.2 – Complaint for Another Person**; or
 - **Form 1.3 – Complaint for Group or Class**; or
 - **Form 1.4 – Retaliation Complaint**.
- Received a letter from the Tribunal stating **Notice of Complaint Proceeding**

Documents required with your application

Before your application can be considered by the Clinic, you must provide the following:

- Completed **BC Human Rights Clinic Application Form** and **Documents Checklist**;
- BC Human Rights Tribunal **Complaint Form** as filed with the Tribunal (All numbered pages including attachments);
- Letter from the Tribunal stating **Notice of Complaint Proceeding**;
- Any amendments filed with the Tribunal (**Form 3 – Amendment**);
- All letters and documents you have received from the Tribunal or from the Respondent(s) since filing your complaint; and
- All letters and documents you submitted to the Tribunal and Respondent(s) since your complaint was accepted for filing.

Missing documents will significantly delay the application process.