



## CLINIC PROJECT APPLICATION

### Important Information

Before completing the Project Application, please read about our services below and the terms under which we can help you. Thank you for asking us to assist you!

## DESCRIPTION OF ELC CLINIC SERVICES

### A. Our Services

The Environmental Law Centre (ELC) is a non-profit society working within the University of Victoria, Faculty of Law to deliver the ELC Clinic course. Clinic students and staff lawyers deliver over 4,000 hours of legal aid, legal research, law reform and legal education services each year to community organizations, non-profit organizations and First Nations throughout BC. Under the supervision of an environmental lawyer, Clinic students provide direct service to clients while gaining hands-on experience in public interest environmental legal practice.

The ELC may communicate with clients, witnesses and others by email or videoconference tools. Clients should be aware of the risks associated with both email and videoconferencing. For instance, such communications may be intercepted, hacked, recorded, blocked by spam filters or not reach their intended destination. Providers of email and videoconferencing may be contractually permitted to access private conversations of users. In addition, inadvertent inclusion of third parties in communications (e.g., “replying all” to an email) could potentially be interpreted as client waiver of solicitor client privilege.

To use ELC services, clients must accept the risks of communication by email and/or videoconferencing, including but not limited to the risks described in the preceding two paragraphs.

### B. Eligibility

Potential Clinic projects should aim to meet the following criteria:

1. Represent a public interest environmental law matter that aligns with the goals of the ELC’s vision and objectives ([envirolawcentre.ca/about-us](http://envirolawcentre.ca/about-us));
2. Provide a significant educational opportunity for a law student in the areas of legal research, legal writing, law reform or advocacy;
3. Be financially feasible and not expose the ELC to financial or other risks;
4. Have the potential to make significant contribution to environmental protection or to the development of environmental law;
5. Provide a service for a client who would otherwise be unable to obtain the service (e.g. unable to pay for their own lawyer) and must not be undertaken merely as a support service for a lawyer or professional who is being paid fair market rates for their services.

### C. The Process

Project proposals that do not pose a conflict of interest are reviewed by ELC staff. Before the beginning of each term (typically September, January, and May), our Case Roster Committee meets to prioritize the proposals. An ELC staff member will contact you to let you know the status of your application.

Students are assigned to files on the first class of each term. If the Case Roster Committee has tentatively selected your project, a Clinic student will schedule a time with you to conduct an intake interview to learn more about your case and to practice the skill of

interviewing. The student then presents your case to the ELC's Board of Directors, who make a formal decision about whether to proceed with the project. The ELC's Board of Directors supervises and directs the Society's activities and must approve all Clinic projects.

Upon approval of your project, the Clinic student will prepare a Retainer Letter, which is a contract that will clarify the project work to be conducted on behalf of you or your organization. Please ensure you sign and return this document as soon as possible.

The Clinic student will work on your project throughout the semester, under supervision, and will keep you updated as matters progress. Within a reasonable time after the end of the semester, you will receive the final file materials and a closing letter – unless the project continues into the following semester. If the ELC Board approves a continuation of the file, you'll receive a new retainer letter clarifying what services will be conducted during the new semester.

## **D. Withdrawal of Services**

The ELC may withdraw its services at any time if the ELC and/or the client lose confidence in their relationship. Examples of circumstances in which the essential level of confidence may be lost are:

- The client misleads the ELC about the factual situation of the complaint;
- The client fails to make full and frank disclosure of all facts and all documents relevant to the complaint;
- The client fails to keep the ELC informed of current resident addresses and telephone numbers;
- The client fails to respond to requests for information from the ELC in a timely fashion;
- The client instructs the ELC to conduct the case in a manner that, in the opinion of the ELC, is unreasonable;
- The client fails to cooperate with the ELC with regard to any reasonable request;
- The client fails to meet any eligibility criteria as determined by the ELC; or
- The ELC must withdraw its services for professional ethical reasons.

The ELC will give written notice of withdrawal and will otherwise comply with the provisions regarding withdrawal found in the [Code of Professional Conduct for British Columbia](#) of the Law Society of British Columbia.

## **E. How to Apply**

1. **Complete the Clinic Project Application form**
2. **Sign the Disclosure of Information form** which confirms your understanding that while we will treat all information you provide to us as confidential unless you consent to it being treated otherwise, your potential project will be considered by the ELC Society's Board of Directors, who are responsible for formally approving all our cases.
3. **Return both the Clinic Project Application (as a Word document if possible) and Signed Disclosure of Information (which may be sent as a PDF or image)** by email ([elcclinicdirector@uvic.ca](mailto:elcclinicdirector@uvic.ca), cc: [elc@uvic.ca](mailto:elc@uvic.ca)), fax or mail. We may contact you for further information.

**PLEASE NOTE: We are only able to consider projects for the ELC Clinic that have provided us with a completed Clinic Project Application form and signed Disclosure of Information.**

# CLINIC PROJECT APPLICATION

## Part 1: Project Description

What is the legal issue you would like addressed?

Click or tap here to enter text.

What are the facts or story surrounding the legal issue?

Click or tap here to enter text.

Who are the parties involved? (List all organizations and individuals that have a role in this issue)

Click or tap here to enter text.

What would you like the ELC to produce or do for you?

Click or tap here to enter text.

How long do you think this project will take? (Provide information about any important dates.)

Click or tap here to enter text.

## Part 2: Contact Information

Click or tap here to enter text.

Matter (brief description or file name)

### FOR ORGANIZATIONS:

Name of organization: Click or tap here to enter text.

Address, City, Postal Code: Click or tap here to enter text.

Click or tap here to enter text.

General nature of the type of business or activities

Click or tap here to enter text.

Incorporation/business identification number (BIN) and place of issue of incorporation or BIN

Contact information for those individuals authorized to give instructions with respect to the matter for which the lawyer is retained (if required, attach sheet with additional contacts):

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Position: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Position: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email address: Click or tap here to enter text.

**FOR INDIVIDUALS:**

Name: Click or tap here to enter text.

Address, City, Postal Code: Click or tap here to enter text.

Occupation: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text.

Address, City, Postal Code: Click or tap here to enter text.

Occupation: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

If you are acting for or representing a third-party beneficiary or a principal (e.g. EDRF lawyers representing a client), provide the above information about the principal or beneficiary as well.

### Part 3: Disclosure of Information Acknowledgment

The client has read the above and the ELC Description of Clinic Services. The client acknowledges that it is providing information that the Board of the Environmental Law Centre Society will consider in order to determine whether the Centre can provide legal services to the client. The Environmental Law Centre Society will treat all such information as confidential unless the client consents to it being treated otherwise. We must receive this completed form and application before the Board can discuss the matter.

☐ The client confirms that they understand and accept the risks associated with communicating by email and/or videoconferencing.

☐ If the client is or has retained a lawyer or law firm, they confirm they will not be paid at all for the work that the ELC does for them, and they are either EDRF funded or acting *pro bono* or for a reduced fee.

Click or tap here to enter text.

Name of authorized representative

\_\_\_\_\_  
Signature

Dated: Click or tap to enter a date.

Please return the ELC Clinic Project Application and the signed Disclosure of Information Acknowledgement by email or mail to:

Environmental Law Centre  
Murray and Anne Fraser Building  
University of Victoria, PO Box 1700 STN CSC  
Victoria, BC V8W 2Y2  
Email: [elc@uvic.ca](mailto:elc@uvic.ca)

**PLEASE NOTE: We are only able to consider projects for the ELC Clinic that have provided us with a completed Clinic Project Application form and signed Disclosure of Information.**

**For more information about the ELC, please see our website:**

**[envirolawcentre.ca](http://envirolawcentre.ca)**