

Important Information—Please Read this First

Thank you for asking us to assist you! Please read the following information so that you will understand how the ELC's Clinic operates and the terms under which we can help you.

A. The Service

The Environmental Law Centre (ELC) is a non-profit society that operates the ELC Clinic at the University of Victoria, Faculty of Law. The ELC Clinic provides *pro bono* legal representation and legal assistance to community, conservation and Indigenous groups in BC. Law students enrolled in the ELC Clinic program provide services under the supervision of a senior environmental lawyer.

The ELC's [Board of Directors](#) is comprised of law students, lawyers, law professors, and members of the community. The Board supervises and directs the Society's activities and is jointly led by an elected student executive. The Board must approve all Clinic projects.

B. Eligibility

Potential Clinic projects should aim to meet the following criteria:

- Represent a public interest environmental law matter that aligns with the goals of the ELC's vision and objectives (<http://www.elc.uvic.ca/about-us/>)
- Provide a significant educational opportunity for a law student
- Be financially feasible and not expose the ELC to financial or other risks
- Have the potential to make significant contribution to environmental protection or to the development of environmental law
- Provide a service to 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 remunerated at fair market rates for the services they are providing.

C. The Process

Project proposals that do not pose a conflict of interest are reviewed by [ELC staff](#). Selected projects that meet the criteria are presented to students as potential files at the beginning of each term.

If your project is selected, a Clinic student will schedule a time with you to conduct an intake interview. The student will then prepare an Intake Memo for presentation to the ELC Board, which makes the formal decision about whether to formally accept the project.

Upon approval, the Clinic student may contact you for more information in order to prepare the Retainer Letter, a contract that will clarify the project work to be conducted on behalf of you or your organization. Please ensure you sign and return these documents 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. At or near the end of the semester, you will receive the final file materials and a closing letter from the student.

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. **Read our Description of Clinic Services** document so you know about our process and how we select cases
2. **Complete a Clinic Project Application** form that provides us with the following information:
 - a. **Project Description** answering the following questions:
 - What is the legal issue you would like addressed?
 - What are the facts or story surrounding the legal issue?
 - Who are the parties involved? (List all organizations and individuals that have a role in this issue)
 - What would you like the ELC to produce or do for you?
 - How long do you think will this project take? (Provide information about any important dates.)
 - b. **Contact Information** (for you, your organization and any authorized representatives), which we are required by the Law Society of British Columbia to obtain and record
 - c. **Signed Disclosure of Information** that 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 of our cases.
3. **Return the completed form to the ELC** by email (csandbor@uvic.ca or elc@uvic.ca), fax or mail. We may need to contact you for further information.

PLEASE NOTE: We are only able to consider projects for the ELC Clinic that have a completed Clinic Project Application form.

**For more information about the ELC,
please see our website at: <http://www.elc.uvic.ca>**