

PORT COQUITLAM-NEW WESTMINSTER FAMILY DUTY COUNSEL ROSTER LAWYERS

The Legal Services Society, also known as Legal Aid BC (LABC) is seeking applications from qualified family lawyers situated in the Metro Vancouver area to be added to the Port Coquitlam-New Westminister Family Duty Counsel roster. The roster lawyers will provide next step legal advice to clients at the Port Coquitlam and New Westminister courthouses, including coaching them through negotiations, mediation and litigation. The roster of lawyers will be guided by and work closely with the Port Coquitlam Lead Family Duty Counsel lawyer.

Interested applicants should be experienced family counsel with significant local practice experience in both the Provincial and Supreme Courts.

The FDC Service provides low-income self-represented individuals with:

- Information and advice on court processes, both Provincial and Supreme court
- Information and advice on family law, child protection law, and related legislation
- Information and advice on options for resolving legal issues out-of-court
- Referrals to other services, including online resources and other public agencies
- Assistance with preparing documents for court
- Assistance with brief appearances in Provincial Court on list days and with urgent applications on non-list days
- Assistance with appearances at Family Management Conferences, Family Settlement Conferences, and Judicial Case Conferences if arranged in advance.

The service does not include providing representation at trial or other contested hearings.

Responsibilities

The roster lawyers will:

- Be available for regularly scheduled shifts;
- Provide advice and limited representation to Family Duty Counsel clients on family and child protection law matters, in the Provincial and Supreme Courts; and
- Follow LABC policies and procedures.

Criteria for selection

The successful applicant will:

- Be a member in good standing with the Law Society with preference given to counsel with at least five years' experience primarily in Family Law;
- Be eligible for an LABC vendor number;
- Have demonstrated expertise in assisting clients with family law issues, including using DivorceMate for support issues;
- Have experience and ability in providing unbundled services or willingness to do so, including the ability to coach clients in advocating for themselves and presenting their case at court;

- Knowledge of the challenges of providing legal services to persons representing themselves and available local resources including those available online;
- Have the ability to work with all family justice resources, including the Family Justice Counsellors and Court Services Branch;
- Have practiced at the Port Coquitlam and New Westminster courthouses, preferably for at least the past two years;
- Not have competing legal or personal work that would create a real or perceived conflict of interest;
- Have demonstrated comfort and experience supporting clients and appearing in court in person and remotely using video technology and software, including MS Teams/Zoom; and
- Have a demonstrated knowledge of family and child protection law, particularly:
 - Practice and procedure in Supreme Court under the *Divorce Act* and *Family Law Act*;
 - Practice and procedure in the Provincial Court under the *Family Law Act*, the *Child, Family and Community Services Act* and the *Family Maintenance Enforcement Act*;
 - Practice and procedure under the *Interjurisdictional Support Orders Act*;
 - Excellent knowledge of *Provincial Court Family Rules*, *Provincial Court (CFCSA) Rules*, and *Supreme Court Family Rules*, including prescribed forms;

In addition, the following factors will be considered in the selection of the successful candidates:

- Experience working with Indigenous clients and communities;
- Awareness of the unique needs of Indigenous clients;
- Awareness of local cultural diversity issues in and around the location applied for, and of the social and economic circumstances associated with the special needs of low-income individuals;
- Training in mediation, arbitration or collaborative processes;
- Proven oral and written communication skills;
- Knowledge of a second language;
- Proven ability to function independently and under pressure and ability to perform a variety of diverse tasks at the same time; and
- Law Society of BC discipline history;
- Information received from the LABC Audit & Investigations Department; and
- satisfactory recommendation, evaluation or reference from stakeholders contacted by LABC.

Qualified lawyers may not necessarily be added to the roster, as evaluation of the service has shown that smaller rosters provide the best client service. Exceptions to the criteria may be made at LABC discretion. Presence on or removal from a roster is at the discretion of LABC.

Compensation: LABC tariff rates for Family Duty Counsel

Closing Date for Applications: **June 30, 2026**

Virtual interviews of short-listed candidates will be conducted as soon as possible and may commence prior to the closing date. We would like to thank all applicants for their interest, but regret that only those short-listed will be contacted.

To apply, please e-mail your resume and cover letter outlining qualifications to:

Legal Aid BC

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