

Paralegals Working Group | FLO Guidelines

This Guideline for the [Paralegals Working Group](#) ("PWG") includes:

- [PWG description & purpose](#)
- Membership in PWG:
 - [Who can join the PWG](#)
- Duty to keep confidential information:
 - [Information shall not be shared with non-PWG members](#)
 - [Identities of clients shall not be revealed, either directly or indirectly](#)

This Guideline is made further to the terms and definitions in the [Universal Terms of Use](#) and [FLO Community Terms of Use](#)

PWG description & purpose

The [Paralegals Working Group](#) consists of a private forum for Designated Paralegals and Paralegals to share information and ask questions on procedure, communication, research, and process. The PWG's FLO Working Group Page (as defined in the [FLO Community Terms of Use](#)) is an area of the Platform reserved exclusively for PWG members (who are also members of FLO). PWG membership is restricted, and confidentiality among those who participate in the PCWG's private forum is expressly required.

Membership in PWG

Who can join the PWG

The PWG is restricted to persons who work as Designated Paralegals or Paralegals in British Columbia in the area of family law, and have read and are prepared to abide by the Guidelines contained herein in addition to the following:

- [Universal Terms of Use](#)
- [FLO Community Terms of Use](#)

Those who qualify can apply to join and must complete an acknowledgement of these guidelines and their confidentiality duties ([complete form online](#)).

Confidentiality

Duty to keep PWG content appropriate and confidential

To ensure that the PWG members will share Content responsibly and participate freely in members-only discussions, all Users who are granted access to the PWG Working Group Page shall:

- Not ask any questions that are related to a particular file. Accordingly, questions should be framed in a general manner as there

could be a PWG member who is working for the lawyer on the other side of a file.

- Not use this forum to gossip, complain, vent, or speak negatively of other professionals.
- Not forward or otherwise distribute Content to anyone (including a FLO Member) who is not a PWG member without express permission from the Content owner, except where it is for the purposes of working with instructing counsel or clients and can be done in a manner that:
 - permits the User to vet the information before they share it,
 - anonymizes the source of the information (including any metadata),
 - omits any personal views or opinions contained in the information that is not essential to the purposes of working with instructing counsel or clients, and
 - eliminates, as much as possible, any risk that the identity of another PWG member might be disclosed, directly or indirectly.
- Keep in mind ss. 3(a) (Inappropriate Behaviour), 3(b) (Commercial Messages), 3(c) (Privileged and Confidential Information), and 3(d) (Identity and Accountability for Access to Accounts) of the [Universal Terms of Use](#).

Duty to keep client information and identities confidential

- Users are explicitly reminded of the [Universal Terms of Use](#)
- Users shall not post Content that divulges confidential client information or engage in communications about the affairs of a client that may reveal the client's identity even though the client is not named

Paralegals Working Group (“PWG”) Membership Application Certification

I certify that:

- I work as a Designated Paralegal or Paralegal in British Columbia in the area of family law and that I have recently read and understood the following documents:
 - Universal Terms of Use <https://www.lawbster.net/content/379/universal-terms-of-use>
 - FLO Community Terms of Use <https://www.lawbster.net/content/409/flo-community-terms-of-use>
 - FLO Paralegals Working Group Guidelines <https://lawbster.net/content/6947/paralegals-working-group-guidelines>
- I agree to abide by the terms and restrictions contained in the above documents as a condition to membership in the PWG.
- I agree not to share the information I obtain through the PWG with others who are not PWG members (unless expressly permitted by the Content owner), except where it is for the purposes of working with my instructing counsel or clients and I can do so in a manner that:
 - permits me to vet the information before I share it,
 - anonymizes the source of the information (including any metadata),
 - omits any personal views or opinions contained in the information that is not essential to the purposes of working with my instructing counsel or clients, and
 - eliminates, as much as possible, any risk that the identity of another PWG member might be disclosed, directly or indirectly.
- Before posting information to the PWG’s FLO Working Group Page that may disclose information relating to a particular file, I understand that it is my duty to determine whether other members of the PWG are working for another party in that file, and whether disclosing such information would breach a professional duty (including that of my instructing counsel) to maintain confidentiality.

Confirm Certification and Agreement*

Please grant me access to the PWG’s FLO Working Group Page.

- ✓ I have read the above and do certify and agree to same