

Matter Name:	
Matter ID:	
Assigned To:	

REQUEST FOR LEGAL SERVICES

FROM:

SUBJECT:

CONTACT:

PHONE:

EMAIL:

DATE:

Service Requested: *(please check all that apply)*

Review Documents
Attend Meetings

Draft Document
Advise

Written Opinion Requested
Other:

1. Brief statement of the nature of the request or problem:

2. Discussion of the implications and the possible impact if not apparent from preceding information:

3. Time considerations and their significance:

4. Factual background:

5. List and/or attach related documents:

6. Relevant prior legal assistance provided:

8. Has your VP/Dean approved your request for legal services:

YES

NO

7. Other (anything else that should be brought to the attention of the General Counsel Office):