

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY Title 10, USC, Section 3013.
PRINCIPAL PURPOSE The purpose of this form is to assist the attorney in preparing legal documents for the client, and to prepare statistical reports on legal assistance services provided during the year. The information on this form is protected by the attorney-client privilege and may be released only in accordance with law or with approval of the client.
ROUTINE USES Information on this form will be used to provide legal advice and to prepare legal correspondence and documents for the client, and to prepare statistical reports.
DISCLOSURE Voluntary. However, nondisclosure may preclude the legal assistance desired by the client.

1 NAME (Last, first MI)		2 CLIENT CATEGORY <input type="checkbox"/> SVC MBR <input type="checkbox"/> FAM MBR <input type="checkbox"/> RET SM/FM <input type="checkbox"/> DOD CIV/FM <input type="checkbox"/> OTHER			
3 MIL GRADE OF CLIENT OR SPONSOR	4 CLIENT'S SSN - 1034 4/	5 MARITAL STATUS	6 SPOUSE'S NAME *		
7 CLIENT'S LOCAL MAILING ADDRESS (Include ZIP Code)			8 CLIENT'S DAYTIME PHONE ()	9 CLIENT'S HOME PHONE ()	
10 MILITARY ORGANIZATION OF CLIENT OR SPONSOR *				11 PCS *	12 ETS *

* IF APPLICABLE

(DO NOT WRITE BELOW THIS LINE)

DATE	ATTORNEY	MODE	TYPE CASE	TYPE OF SERVICES	REMARKS

DA FORM 2465, JUL 92

DA FORM 2465, MAR 84 IS OBSOLETE

CLIENT LEGAL ASSISTANCE RECORD

For use of this form, see AR 27-3; the proponent agency is OTJAG



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
OFFICE OF THE STAFF JUDGE ADVOCATE
9911 LOWEN ROAD
FORT BELVOIR, VIRGINIA 22060-6107

LEGAL ASSISTANCE CLIENT ADVISEMENT

- **SCOPE:** The Fort Belvoir Legal Assistance Office provides assistance in the following areas: a) Wills and estate planning; b) Family law; c) Servicemembers' rights; d) Taxation; e) Bankruptcy; f) Landlord-Tenant matters; g) Consumer law; h) Citizenship issues, and other non-criminal matters. Attorney services do not normally extend to representation in court. However, we do prepare separation agreements, and court documents for uncontested divorces, adoptions, name changes, and other types of cases. If a client requires support that cannot be provided by our office, we will assist the client in finding private counsel. Please understand that clients who retain private counsel are responsible for payment of their own attorney's fees.
- **FEES:** There are no fees for our services; however, clients who intend to file documents with a court are responsible for all filing fees and costs associated with the case.
- **CONFLICTS:** Since our attorneys and staff may not provide legal advice to persons with whom the office has a conflict of interest, we must obtain information from prospective clients and conduct screenings before assistance may be provided. In the event we discover a potential conflict, we may be prohibited from providing support.
- **CONFIDENTIALITY:** The Office will treat any information that a client provides as confidential, except for disclosures that relate to threats to national security or disclosures that suggest that serious bodily harm may come to a third party.
- **DOCUMENTS:** Given the substantial number of clients that we service, our office does not retain copies of wills, powers of attorney or advanced medical directives prepared by our staff. In addition, all original client documents must be maintained by the client. We only retain copies of documents for our files.
- **TERMINATION:** Our assistance ends: a) once services have been provided to the client (i.e., preparation and execution of wills or advanced medical directives); b) when the client abandons the case; or c) upon the discovery of a conflict of interest. All client documents and files are destroyed 2 years following the termination of a case.
- **FEEDBACK:** Clients are encouraged to complete the attached ICE form, and leave it with our staff at the front desk.
- **OIC:** Christopher B. Rydelek (703) 805-4388.

"LEADERS IN EXCELLENCE"

SUBJECT: Ft. Belvoir Legal Assistance Client Survey

As a recent client of our Legal Assistance Office, we value your comments regarding our program. We ask that you complete this short survey, and leave it with our staff.

1. Please rate our facility:

Excellent _____ Good _____ Fair _____ Poor _____

2. Please rate our staff's attitude:

Excellent _____ Good _____ Fair _____ Poor _____

3. Please rate the timeliness of services provided:

Excellent _____ Good _____ Fair _____ Poor _____

4. Please rate the hours of service:

Excellent _____ Good _____ Fair _____ Poor _____

5. Did our legal assistance services meet your needs?

Yes _____ No _____ N/A _____

6. Were you satisfied with your experience at this office?

Yes _____ No _____ N/A _____


7. Which attorney or paralegal did you see: _____

8. Today's date: _____

9. Please provide any other comments:

10. May we enter your comments on the ICE website? Yes _____ No _____



Leave us  feedback at the ICE website under: *Ft Belvoir / Administration / Legal Assistance*; at this address: https://ice.disa.mil/index.cfm?fa=site&site_id=336