

**Northern Law Center
SHAPE**



Measures in place:

- 1) By appointment only, for example for notary and power of attorney, and no walk-in services; all staff/customers/clients must be wearing a mask.
- 2) BLDG Access SOP and acknowledgement of LAO policies/procedures memo.
- 3) Call volume is high, and customers who leave a message should include their name, phone number and email address. Legal Assistance personnel will then be able to contact the customer back.
- 4) Appointment customers -- Foot traffic control for entering/exiting building, call-in/check-in upon arrival (no waiting room), hand-washing and sanitizing station, drop box for "Acknowledgement of procedures memo."
- 5) Approved appointments must bring own blue pen, documents, notebook and signed "Acknowledgement of LAO Policies/Procedures memo."
- 6) Established outdoor notary sign/pick-up station.
- 7) No in-person appointments for separate legal services until further guidance on number of persons in a DOD/SHAPE office (for example, services requiring witnesses)

Contact

Commercial: 065 444868
DSN: 314 423 4868

Outprocessing appointments:
Commercial: 065 44 3773 or 065 44 3858
DSN: 423-3773 or 423-3858

Schedule

Monday – Friday:
0830-1200, 1330-1600

Saturday – Sunday:
Closed

By appointment only