

# Fort Bliss Legal Assistance Office Fact Sheet

## Location

Building 1741 (1st Floor) Marshall Road, Near Fort Bliss Museum


## Hours via Appointment

Monday, Tuesday, Wednesday, and Friday ..... 0900-1620  
Thursday ..... 1300-1620  
Closed for Lunch ..... 1145-1300

***Walk-Ins are ONLY for Powers of Attorney and Notarizations  
All other services are by appointment ONLY***

## To schedule an appointment:

I) By Email, SCAN the QR Code and provide the following information

SCAN	Information Needed:
	<ol style="list-style-type: none"><li>1. Name and Rank</li><li>2. DOD ID #</li><li>3. Spouse's Name (if applicable)</li><li>4. Spouse's DOD ID # (if applicable)</li><li>5. Phone and Email</li><li>6. Description of your legal issue</li></ol>

II) If the QR code does not work, email:

[usarmy.bliss.hqda-otjag.mesg.bliss-legal-assistance-office@army.mil](mailto:usarmy.bliss.hqda-otjag.mesg.bliss-legal-assistance-office@army.mil)

III) Appointment telephone line: [915-568-7141](tel:915-568-7141)

## Appointment Procedure and Timeline

Scheduled appointments may be telephonic or in-person at the Legal Assistance Office (at the option of the client).

- *Telephonic*: the attorney will call the client at the scheduled appointment time using the phone number provided by the client.
- *In-person*: Clients should show up 15 minutes before scheduled in-person appointments.

*Appointments may be scheduled up to two weeks (1-10 duty days) in advance.*

## Personnel Who May Receive Assistance

Members of the Active-Duty US Armed Forces and their family members, retired military personnel and their family members, and Reserve Component personnel on Active Duty for 30 or more days.

## Legal Consultation

Attorneys advise individuals in many areas of the law: Marriage, Divorce, Adoption, Military Family Support, Consumer Law, Real Estate, and Landlord Tenant, Review of Legal Documents, Military Administrative Actions, and Taxes. To assist you better, please email your attorney (via the LAO e-mail address) all the documentation that is relevant to your issue.

With limited exceptions, everything discussed with an attorney will be confidential and not disclosed to anyone outside the Legal Assistance Office without your consent. *Legal Assistance attorneys are prohibited from representing individuals in court.* However, if necessary, we can provide a list of attorneys and agencies that may be able to assist you.

## Notarizations—General Guidance

- Do not sign or make any changes to any document that you desire to have notarized until you are in the presence of the Notary Public. Also, a Notary cannot notarize a blank form.
- Documents cannot be notarized unless the individual whose signature is to be notarized appears in person before the Notary Public.
- A Notary cannot make certified copies of any City, State, or Federal document. Certified copies of any document must be procured from the office that issued the original document.

## Wills

Please call or email to make an appointment and receive a copy of our *Will Worksheet*. You will complete and submit that Will Worksheet (either in-person or via the LAO e-mail address) to the LAO prior to your appointment. *Initial estate planning counseling may be done telephonically, but Will Executions will always be conducted via in-person appointment.*

## Subject Areas NOT Handled by Legal Assistance

- Personnel facing court-martial, Article 15 or administrative chapter elimination should consult Trial Defense Service.
- Commanders with questions concerning their command authority should consult the Criminal Law or Administrative Law offices, as appropriate.
- Soldiers complaining about mistreatment by a commanding officer or supervisor should use their chain of command or IG/EO offices first. We normally will not resort to an Article 138 complaint unless the Soldier attempts the first two options without success.
- Soldiers with pay issues should consult the appropriate finance office.
- Soldiers with questions regarding copyrights, patents, or other private, income-producing activities, to include outside employment, should consult a civilian attorney.

*NOTE: Clients entering the LAO building may be required to wear a mask in order to be admitted, depending on whether the current CDC COVID-19 Community Level is deemed HIGH, MEDIUM, or LOW (IAW DoD Guidance dated 1 MAR 22). The exterior LAO doors will post the most current guidance regarding mask requirements.*