

FORT BLISS LEGAL ASSISTANCE OFFICE FACT SHEET

Telephone Number for Appointments: (915) 568-7141

Location: Building 113, Pershing Road; Cassidy Gate Entrance

General Legal Assistance Hours:

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

Powers of Attorney and notarizations are done on a walk-in basis depending on availability of a Notary Public.

Will Hours: Please call to make an appointment. Will appointments are conducted on Tuesdays. Married couples wishing to schedule for a Will need two separate appointments for each person. Will appointments are usually made at least one week in advance.

Personnel Who May Receive Assistance: Members of the US Armed Forces and their family members, retired military personnel and family members, and Reserve component personnel on active duty for 30 or more days.

Legal Counseling:

- Legal counseling from an attorney is available by appointment. Appointments are generally scheduled within 7–10 working days, but attorneys can see clients for emergency situations on a priority basis.
- Attorneys advise individuals in many areas of the law, to include: Marriage, Divorce, Adoption, Military Family Support, Consumer Law, Real Estate, and Landlord Tenant, Review of Legal Documents, Military Administrative Actions, and Taxes. Please remember to bring in all of the documentation that is relevant to your issue in order to assist you better. Also, please note that attorneys are prohibited from providing legal advice over the telephone.
- 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 offer you further assistance.

General Guidance on Notarizations:

- 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.

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 with the appropriate finance office.
- Soldiers with questions regarding copyrights, patents, or other private, income-producing activities should consult a civilian attorney.
- Soldiers with questions about outside employment should consult a civilian attorney.

USASMA Students: The LAO has a goal of assisting all eligible clients in a timely fashion. USASMA students, the office realizes that your availability during the normal duty day is somewhat limited. In an effort to assist, USASMA students who desire an appointment to talk with an attorney will be better served, if the student identifies him/her as a USASMA student. This will facilitate the scheduling of the appointment so that time in class is minimized. At the same times, many USASMA students simply want to come to the office to obtain a power of attorney or have a document notarized.