



278 Aleshire Ave., Bldg. 2037, Schofield Barracks, Hawaii 96857  
Phone: (808) 655-8607 Online: <https://home.army.mil/hawaii/index.php/my-fort/services/legal>

## **25ID & USARHAW Legal Assistance FAQ**

### **Q: Where are you located and what is your phone number?**

A: We are located at 278 Aleshire Ave., Building 2037 on Schofield Barracks. This is the only active duty Army Legal Assistance Office in Hawaii.

Our phone number is (808) 655-8607.

### **Q: What are your hours of operation?**

A: Monday – Thursday: 9:00 AM – 4:30 PM  
Friday: 1:00 PM – 4:30 PM  
1<sup>st</sup> Wed. of the Month: 1:00 PM – 4:30 PM

Closed on all federal holidays and USARHAW DONSA's. These hours are subject to modification, and updates will be posted to our website and social media page.

### **Q: Do you have a website or social media page?**

A: Yes, you can visit us online at <https://home.army.mil/hawaii/index.php/my-fort/services/legal> and on Facebook at [www.Facebook.com/LegalAssistanceHawaii](http://www.Facebook.com/LegalAssistanceHawaii). Preventative law information and updates to service hours will be posted to these sites.

### **Q: Who is eligible for legal assistance?**

A: The following groups of individuals are eligible to receive legal assistance from our office:

1. Regular component members of the Armed Forces, officers of the Public Health Services Regular Corps, and members of National Oceanic and Atmospheric Administration commissioned officer corps.
2. Retired members of those groups who are entitled to or are receiving military retirement pay (including individuals on the temporary disability retired list).
3. Retired reserve component members are not eligible to receive legal assistance until they begin receiving retired pay.

The information contained in this information paper is not to be construed as legal advice and does not form an attorney/client relationship. Each situation is unique with specific factual situations. If you have any questions, please contact the Legal Assistance Office at (808) 655-8607 to schedule an appointment with an attorney. Visit us online at <https://home.army.mil/hawaii/index.php/my-fort/services/legal> or [www.facebook.com/LegalAssistanceHawaii](http://www.facebook.com/LegalAssistanceHawaii).

4. Reserve component members of the Armed Forces who are on active duty or FTNG duty for more than 29 consecutive days are eligible for services.
5. Dependents of Active duty, retirees, and RC members on orders for more than 29 days are also entitled to services.
6. RC Service members on orders for 29 days or less may be eligible for services depending on available resources. IDT (drilling) status only SMs should first contact their servicing reserve component judge advocates for legal assistance services.
7. DoD civilians who are notified of a financial liability recommendation under AR 735-5 are eligible for assistance in rebutting the financial liability recommendation.
8. DoD civilians who are deploying to a combat zone or on a contingency operation, and their family members while the employee is deployed, are eligible for assistance related to the deployment.
9. Contractors are not entitled to assistance at this location.

For a full list of persons entitled to legal assistance services please refer to Army Regulation 27-3, paragraph 2-4.

**Q: What services do you provide?**

Our office provides notaries and powers of attorney on a walk-in basis. No appointment is needed for these services.

Our attorneys provide legal counseling on the following areas of law:

- Family Law
- Estate Planning
- Real Property
- Consumer Transactions
- Military Administrative
- Special Education (particularly in preparation for mediation or dispute resolution)
- Immigration matters

For a full list of services provided, please see AR 27-3, paragraphs 3-5 and 3-6.

**Q: Can you be more specific?**

A: Sure...

First, our attorneys are not authorized to represent you in court or attend hearings on your behalf. They are also not authorized to complete your forms for you. They are able to answer your questions about court and hearing procedures as well as specific questions you may have about completing any forms you have to fill out.

**Family law** includes counseling on marriage, divorce, annulment, separation, financial non-support, child custody and visitation, paternity, and adequacy of a family care plan. We are also authorized to assist victims of domestic violence in partnership with our Special Victims' Counsel.

**Estate planning** services include drafting a will, testamentary trust, durable powers of attorney, advance medical directives and living wills, healthcare powers of attorney, and providing information about SGLI benefits and alternatives to wills. We do not draft living trusts or complex testamentary instruments.

**Real property** services cover landlord/tenant issues, such as exercising your rights under the Service members Civil Relief Act (SCRA) and the Tenant Bill of Rights for Privatized Military Housing. Assistance is also provided on matters involving your principal residence.

Assistance is also provided on **consumer transactions**, such as purchasing personal property, credit and consumer protection matters, debt collection, and reviewing consumer contracts.

Our attorneys also assist Soldiers with **military administrative matters**. These include assisting with responses to administrative letters of reprimand, line of duty investigations, financial liability investigations, adverse evaluation reports, relief for cause reviews, Article 138 complaints, IG activities and procedures, certain enlisted administrative separation actions, and correction of military records. Some military administrative actions are processed through the Trial Defense Services office. For Hawaii, TDS is located at Building 683, 1252 Wright Ave. on Wheeler Army Airfield. Their phone number is (808) 656-1190 and can be found online at [www.facebook.com/tdspacrim](http://www.facebook.com/tdspacrim).

Congress recently authorized legal assistance attorneys to assist in the area of **special education law**. Primarily, our attorneys will assist you in preparing for the mediation or dispute resolution process. We cannot attend the hearings on your behalf.

Service members and their immediate family members are eligible for special processes in **immigration** matters. Our attorneys can assist you in reviewing your paperwork and talking you through the process.

**Q: Other than limitations on going to court or filing paperwork, are there any other limitations on legal assistance services?**

A: Yes, the following are additional limitations on our services:

The legal assistance office can only provide limited assistance in the following areas:

- Civilian criminal matters – we are authorized to only provide information on possible punishments and court procedures;

- Employment law – primarily for reserve component members, we can only provide information on how to exercise your rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Any additional assistance may jeopardize other rights you may have under USERRA;
- Torts (Personal Injury or property damage) – If you might be liable for personal injury or damage to another person’s property, our attorneys may only assist you in how to exercise your rights under the SCRA to request a stay in proceedings if you will be unavailable for a court hearing due to military mission requirements.

Our office is NOT authorized to assist with any matters about requesting an exemption to any vaccine or appealing any exemption denials. If, however, a Soldier receives a letter of reprimand for a vaccine refusal, our attorneys may assist with the rebuttal process.

We also cannot assist both parties of a dispute. For example, we cannot represent both parties in a divorce. The conflicted party will be referred to another legal assistance office for assistance (see below).

Finally, we are prohibited from advising on standards of conduct issues or if you are the accused in any matter arising out of a sex-related offense or domestic violence offense.

Please contact our office and we will work with you to determine your eligibility for services and whether your legal matters fall into our scope of services.

**Q: Are there other military legal assistance offices in Hawaii?**

A: Although we are the only active Army legal assistance office in Hawaii, other branches also have offices in Hawaii:

Air Force and Navy

Joint Base Pearl Harbor-Hickam  
850 Willamette St, 2nd Floor  
Honolulu, HI 96818  
(808) 473-0437

Marine Corps

Marine Corps Base Hawaii - Kaneohe  
Building 215  
(808) 257-6738

Coast Guard

Prince Kuhio Federal Building  
300 Ala Moana Blvd.  
(808) 535-3240

## **Q: What is the Special Victims' Counsel (SVC) program?**

A: Special Victims' Counsel, or SVCs, are legal assistance attorneys who received specialized training in representing victims of sexual assault and domestic violence, including representing child victims. SVCs zealously represent and advocate for their clients throughout the military justice process, even when a clients' interests do not align with those of the command. An SVC's primary duty is to his or her client and the attorney-client relationship is protected by the attorney/client privilege.

To receive SVC representation, you must be an eligible client and there must be a qualifying offense:

Eligible clients are those who are also eligible for legal assistance, including

- Active Duty members and retirees and their dependents
- RC members and retirees, and their dependents, and DoD civilians may qualify.
- Civilian personnel with no ties to the military do not qualify for SVC services.

The perpetrator of a qualifying offense must be subject to military jurisdiction.

Qualifying offenses include:

- Restricted or unrestricted reports of Sexual assault, including rape, forcible sodomy, unwanted sexual contact, and other sex-related crimes; and
- Domestic violence.

If you are eligible for services and would like to request SVC representation please contact a Victim Advocate (24/7 Hotline: (808) 624-7233), Brigade SARC, or the Family Advocacy Program at ACS at (808) 787-4227. Additional resources are the SHARP 24/7 hotline at 833-SARC808.

The SVCs, along with numerous other SHARP resources, are located in the new SHARP Fusion Center on Schofield Barracks. The SHARP Fusion Center (sometimes referred to as the SHARP Resource Center), is located at 3585 McCornack Rd, Bldg. 692 on Schofield Barracks. Their phone number for general information is (808) 787-0394. See also [www.facebook.com/USARHAWSHARP](https://www.facebook.com/USARHAWSHARP) and <https://home.army.mil/hawaii/index.php/25thID/resources/sharp>

## **Q: So how do I schedule an appointment?**

A: You may walk and request an appointment at our customer service counter, or visit us online at <https://home.army.mil/hawaii/index.php/my-fort/services/legal> and download our appointment request packet. Follow the instructions in the packet and someone will be in touch with you. Please note that requesting an appointment is not a guarantee that our office will be able to assist you, and an appointment request is not confirmed until someone from our office reviews your paperwork and verifies an appointment with you.