

**FORT JACKSON LEGAL ASSISTANCE OFFICE  
CLIENT INTAKE FORM**



The information you provide on this form is confidential and will be used for administrative purposes only. It will not be shared with anyone unrelated to the OSJA Legal Assistance Office. **This intake form should be completed by active-duty Servicemembers and their dependents located at Fort Jackson only, including National Guard/Reservists on Title 10 active-duty orders and Active Guard Reserve (AGR) personnel.** Please provide a copy of your orders when returning this form (Reserve/National Guard).

<b>Client Name</b> (Last, First, MI): _____			<b>ID Card Expiration Date</b> (dd/mm/yy): _____		
<b>Client DOD ID Number:</b> _____					
<b>Male</b>	<b>Female</b>	<b>Military Grade of Client/Sponsor</b>			
<b>Duty Status:</b>	Army Active Duty	Army Reserve Title 10 AD	National Guard Title 10 AD	Dependent Spouse	Dependent
	Retired SM	Retired FM	Civilian	Other Status	
<b>*PLEASE ENTER YOUR CONTACT INFORMATION BELOW*</b>					
<b>Marital Status:</b>	Single	Married	Divorced	Widowed	Other Status: _____
<b>Spouse's Full Name</b> _____					
<b>Client Current Unit/Location:</b> _____ <b>PCS/ETS/Redeploy:</b> ____/____/____					
<b>Client Mailing Address:</b> _____					
<b>Client Work Phone:</b> _____			<b>Client Home/Cell Phone:</b> _____		
<b>DOB:</b> ____/____/____		<b>Age:</b> ____	<b>E-Mail:</b> _____		
<b>Special Status*:</b>	WW	WWFM	KIA		

**Case Information**

Please provide a brief description of the legal issue you are seeking assistance with.

Are you currently represented by an attorney for this legal issue (i.e., have you hired an attorney related to this matter)?

Yes

No

Legal Assistance Attorneys cannot provide representation. For example, they cannot appear in court, prepare paperwork, or file documents on behalf of Servicemembers or dependent family members for divorce, child custody, child support, or probate cases. Are you seeking legal representation?

Yes

No

Please provide the names of any other individuals/parties related to your case (e.g., other parent in a child custody matter, another Servicemember found liable in a FLIPL).