





**V CORPS**  
**OFFICE OF THE STAFF JUDGE ADVOCATE**  
**LEGAL ASSISTANCE DIVISION**



**CASE INTAKE INFORMATION**

**Please return completed forms to: CPT Conrad Sewinski**  
**conrad.m.sewinski. mil@army.mil or vcorps.osja-legal-assistance@army.mil**

Please provide your attorney with a narrative description of your legal issue in the space provided below. Please write legibly and provide as much information as possible in the space provided. The information you provide is confidential and will not be shared with anyone unrelated to the OSJA Legal Assistance Division (LAD) without your express permission.

**Your Location:** \_\_\_\_\_

**Brief Description of Today's Legal Issue:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you seen a legal assistance attorney in this office previously? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you hired a private attorney related to today's appointment? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*\*Rules of Professional Conduct prohibit the attorneys in this office from advising you if you already have representation. If your civilian attorney needs our assistance with your case, please have your attorney contact this office. We will be happy to speak with him/her.\*\*\***

**CONFLICTS OF INTEREST:** A lawyer cannot represent competing interests of two or more parties. We do our best to avoid conflicts prior to any discussion between you and the attorney. Please provide information on any other individuals/parties related to your case so that we may be able to determine if a conflict of interest exists.

**OTHER INDIVIDUAL(S)/PARTIES INVOLVED:** \_\_\_\_\_

**OTHER INDIVIDUAL(S) SEEN BY OUR OFFICE?** Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

**TERMINATION OF REPRESENTATION AND MAINTAINING CLIENT FILES:** The attorney-client relationship between you and LAD will terminate once the above legal issue is resolved or LAD's ability to reasonably assist in resolving the above issue has been exhausted. If there is no clear date of resolution/termination, then the relationship will terminate six months after the last communication between you and LAD about the above legal issue. If you wish to re-engage LAD's services thereafter, you will need to re-apply for representation. Generally, LAD will retain your file for six years after your representation is terminated. After six years, any documents remaining in your file will be shredded without further notice to you. If you wish to retain any documents in your file, please alert LAD during your initial appointment so that copies can be made at that time, and the originals returned to you.

**CLIENT SIGNATURE:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_