



**FORT NOVOSOL SOLDIER AND FAMILY LEGAL SERVICES
CLIENT INTAKE SHEET**

NAME:	RANK / GRADE:	DATE:
UNIT:		DOD ID # (REQUIRED)
CLIENT CATEGORY (CIRCLE ONE) SM FM RET RETFM OTHER		PHONE NUMBER:
EMAIL ADDRESS:		SPOUSE NAME:
MARITAL STATUS (CIRCLE ONE) MARRIED SEPARATED DIVORCED SINGLE WIDOW(ER)		

Nature of Today's Issue (select one or more):

<input type="checkbox"/>	Divorce/Family Law	<input type="checkbox"/>	Consumer Law
<input type="checkbox"/>	General Officer Memorandum of Reprimand (GOMOR)	<input type="checkbox"/>	Financial Liability Investigation of Property Loss (FLIPL)
<input type="checkbox"/>	Tenant/Landlord Issue	<input type="checkbox"/>	Immigration
<input type="checkbox"/>	Removal from Flight School	<input type="checkbox"/>	Business/ Rental Property
<input type="checkbox"/>	Estate Planning (Will)	<input type="checkbox"/>	Other

*****REQUIRED***** Provide our attorney with a narrative description of your legal issue in the space provided below. Please write legibly. The information you provide is confidential and will not be shared with anyone unrelated to the OSJA, Soldier and Family Legal Services (SFLS), Legal Assistance Office (LAO) without your expressed permission.

Have you seen a legal assistance attorney in this office previously? (circle one) Yes No
Do you currently have a civilian attorney related to this issue? (circle one) 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: For your protection and privacy, a lawyer cannot represent competing interests of two or more parties. 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 exist.

Other individuals/parties involved: _____

TERMINATION OF REPRESENTATION AND MAINTAINING CLIENT FILES: The attorney-client relationship between you and LAO will terminate once the above legal issue is resolved or LAO'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 LAO about the above legal issue. If you wish to re-engage LAO's services thereafter, you will need to re-apply for representation. **Initials (Required):** _____