

CLIENT LEGAL ASSISTANCE RECORD
For use of this form, see AR 27-3, the proponent agency is OTJAG



**US ARMY MANEUVER CENTER OF EXCELLENCE
FORT BENNING, GEORGIA
OFFICE OF THE STAFF JUDGE ADVOCATE LEGAL ASSISTANCE**



CASE INTAKE INFORMATION

Please provide your 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 Legal Assistance Office (LAO) without your expressed permission.

Nature of Today's Issue (*select one*):

Probate	Adoption	Immigration
Will/Estate Planning	Divorce	Landlord/Tenant Issues
GOMOR/FLIPL or Other Military Investigation: Circle Action		
Other: Add Brief Description:		

Have you seen a legal assistance attorney in this office previously?	Yes	No
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If yes, which attorney did you see? _____

Have you hired a private attorney related to today's appointment?	Yes	No
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*****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 exists.

OTHER INDIVIDUAL(S)/PARTIES INVOLVED: _____

OTHER INDIVIDUAL(S) SEEN BY OUR OFFICE?	Yes	No	Don't Know
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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. Generally, LAO will retain your file for six years after your representation is terminated. Please ensure you do not leave original documents with the attorney. The file will be shredded in accordance with regulation. If you wish to retain any documents in your file, please alert LAO during your initial appointment so that copies can be made at that time, and the originals returned to you.

CLIENT SIGNATURE: _____

TODAY'S DATE: _____