



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in CIVIL and CRIMINAL penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s). (DoD Directive 5400.11, "Department of Defense Privacy Program," November 16, 2004.)

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LEGAL ASSISTANCE CLIENT INTAKE QUESTIONNAIRE

PRIVACY ACT SENSITIVE: Any misuse or unauthorized disclosure may result in both civil and criminal penalties.
PRIVACY ACT STATEMENT: AUTHORITY 5 USC 301, Departmental Regulations; 10 USC 1044; and 32 CFR Part 727, Legal Assistance.
ROUTINE USE(S): Information provided is used to provide an administrative record for use by attorneys and clerical personnel directly involved in providing legal assistance, to manage internal counsel assignment, and for internal management of the office, to include generating periodic workload productivity and statistical reports.
MANDATORY/VOLUNTARY DISCLOSURE CONSEQUENCES OF REFUSAL TO DISCLOSE: Disclosure of requested information is voluntary, but failure to provide such information may limit the Legal Assistance Office's ability to provide assistance.

Receiving services from a non-attorney at the Legal Assistance Office does not create an attorney-client relationship. In order to form an attorney-client relationship you must meet with an attorney. The attorney-client relationship will terminate when the attorney's involvement in the current case ends.

First Name		Middle Name		Last Name		Maiden Name (if applicable)	
Address:				City:		State:	
Work Phone:		Cell Phone:		Birth Date:		Email:	
Male	<input type="checkbox"/> Active Duty	Dependent		Name of Spouse (include maiden name in parentheses)			
Female	<input type="checkbox"/> Reserve/Guard	Other (Explain):					
	<input type="checkbox"/> Retiree						
Military Information for Self or Spouse/Sponsor							
Marine Corps	<input type="checkbox"/> Air Force	Coast Guard		Rank/Rate: Unit:		DOD ID:	
Navy	<input type="checkbox"/> Army	DoD Civilian					
Are you currently represented by a civilian attorney or have you seen a Military Legal Assistance Attorney before?							Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is the attorney's name?							
Have you received services from this Legal Assistance office before?							Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what services did you receive?							

ADVERSE OR OPPOSING PARTY INFORMATION ***THIS MUST BE FILLED OUT***

First Name		Middle Name		Last Name		Maiden Name (if applicable)	
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-OR-

Name of Business:							
Street Address:				City:		State:	
						Zip:	

CONSENT TO DISCLOSE CONFLICT

If an opposing party is entitled to Legal Assistance and comes into our office, we cannot represent that person if you have formed an attorney-client relationship here. It will then be necessary to tell the opposing party or any conflicted party that this office represents you and cannot represent them. Do you consent to this office disclosing that we represent you?							Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature: _____ Date: _____							

FOR OFFICE STAFF ONLY

ID CARD SCREENED <input type="checkbox"/> CONFLICT CHECKED <input type="checkbox"/>		If Conflicted: Client was referred to:	
CLERK NAME:		By Clerk:	DATE:

LEGAL ASSISTANCE OFFICE
LEGAL SERVICES SUPPORT DETACHMENT IWAKUNI
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 1895
FPO AP 96310-0013

LAO
5801
Date: _____

CLIENT
5801
Date: _____

MEMORANDUM OF AGREEMENT
BETWEEN
LEGAL ASSISTANCE OFFICE, LSST-IWAKUNI
AND
CLIENT: _____

Subj: MEMORANDUM OF AGREEMENT TO LIMITED SCOPE OF REPRESENTATION

1. 10 U.S.C. §1044 allows military legal assistance offices to provide eligible persons legal assistance concerning their personal civil affairs. This authority is implemented in the Department of the Navy through JAGINST 5800.7F, Manual of the Judge Advocate General and in the Marine Corps through MCO P5800.16 (series), the Marine Corps Manual for Legal Administration.
2. Consequently, there are some services this office may not provide. To ensure that you are fully aware of those limitations and agree to the scope of legal assistance services that this office may provide to you, please read and sign this document. This agreement in no way obligates you to accept legal services from this office.
3. This agreement outlines the scope of representation that may be provided by the Legal Assistance Office, Legal Services Support Team-Iwakuni.
4. The client agrees that such limited scope of representation is reasonable under the circumstances. Further, the client has agreed to such scope of representation only upon being fully informed of the following limitations:
 - a. The attorney-client relationship in the legal assistance office is transactional in nature. That is, once the matter in which the client has sought assistance has been finalized by this office, the client becomes a former client.
 - b. The legal assistance office will only provide assistance regarding personal civil matters. It does not provide advice or assistance in business matters or for organizational support (exception: a one-time sale of property or regarding a single rental property that is not being used as residence solely because of military orders).
 - c. The legal assistance office does not produce complex estate planning documents to include: complex wills for persons with assets exceeding the federal estate tax exemption; inter vivos "living" trusts; or special needs trusts.
 - d. Due to the level of expertise required for certain matters, the legal assistance office provides only basic advice and counseling on bankruptcy, immigration, and complex tax law.
 - e. The legal assistance office does not provide real estate services such as title examinations, titling opinions, or real estate closings.

Subj: MEMORANDUM OF AGREEMENT TO LIMITED SCOPE OF REPRESENTATION

f. The legal assistance office does not file appearances as an attorney of record, or represent clients before courts or administrative/regulatory agency boards. Further, the legal assistance office will not engage in "ghostwriting" for a client to represent himself/herself pro se in a matter (prepare various court documents).

g. The legal assistance office does not provide advice or assistance regarding the following: federal/state/foreign criminal proceedings; courts-martial; non-judicial punishment; administrative separation proceedings.

h. Pursuant to 18 U.S.C. § 205, the legal assistance office is prohibited from providing advice or assistance in any matter in which the United States Government is either a party or has a substantial interest in the outcome, whether or not its interests are adverse to the client.

(1) * The limited exceptions to this include tax advice, assistance through administrative/fiscal channels only regarding a client's indebtedness to the U.S. Government or military pay matters, and other matters specifically approved by the Judge Advocate General of the Navy.

(2) The following are examples of matters in which the U.S. Government has an interest in which advice or assistance cannot be provided:

(a) Prosecution of any tort, military, personnel, TRICARE, or other monetary claim against the U.S. Government or any defense of such claim.

(b) Regarding an official criminal investigation or administrative investigation of the Department of Defense or any agency therein in which the individual seeking assistance is a party, witness, or subject of such investigation.

(c) Administrative complaints under Article 138 of the Uniform Code of Military Justice, or Section 1105 of the Navy Regulations, petition for relief to the Board for Correction of Naval Records or Naval Discharge Review Board, and rebuttal to the finding of a physical evaluation board, or a fitness report or evaluation.

(d) Civil Rights, Constitutional, or Employment complaints against the U.S. Government. This does not prohibit general advice to Reservists concerning the Uniformed Services Employment and Reemployment Rights Act (USERRA).

i. If two or more eligible persons with conflicting interests seek advice from this office, the party first establishing an attorney-client relationship will be provided representation.

Legal Assistance Attorney
Name (print): _____

Client
Name (print): _____