



# STUDENT LEGAL SERVICES OFFICE – Request for Services

Filling out this form is a request for services only. All information must be complete for the SLSO to consider your matter. Please visit [www.umass.edu/rso/slso](http://www.umass.edu/rso/slso) to view our eligibility policy.

Questions? Please email [slso@umass.edu](mailto:slso@umass.edu). Please return form to [slso@umass.edu](mailto:slso@umass.edu).

Effective Sept. 2021

## NAME & CONTACT INFORMATION

**First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_ **Gender Identity:** \_\_\_\_\_ **Personal Pronouns:** \_\_\_\_\_

**Spire ID#:** \_\_\_\_\_ **Date of Birth (MM/DD/YYYY):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_ **Town, State & Zip Code:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_ **Town, State & Zip Code:** \_\_\_\_\_

**UMass Email:** \_\_\_\_\_ **Alternate Email:** \_\_\_\_\_

**Preferred Contact:**  UMass Email<sup>1</sup>  Alt. Email<sup>1</sup>  Cell Phone<sup>1</sup>  Other: \_\_\_\_\_

<sup>1</sup>Cell phone and electronic message transmissions are not fully secure and may be intercepted by an unintended recipient.

**Are you visiting the office on behalf of a student organization (RSO/GSO) or a student government?**

Yes  No *If yes, please select one:*  RSO  GSO  SGA  GSS **Name:** \_\_\_\_\_

## STUDENT STATUS & DEMOGRAPHICS

**What best describes you?**  First Year  Sophomore  Junior  Senior  Graduate Student

Race/Ethnicity: \_\_\_\_\_

Are you a veteran?  Yes  No

*For International Students Only:* **Country:** \_\_\_\_\_ **Visa Status:** \_\_\_\_\_

**How did you hear about the Student Legal Services Office (SLSO)?** \_\_\_\_\_

## MATTER INFORMATION

**DO YOU HAVE A COURT DATE OR PENDING DEADLINE?** **Yes** **No** **If yes, when?** \_\_\_\_\_

### Opposing Party Information

**Name:** \_\_\_\_\_ **Company/Department Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Is the person you have an issue with a UMass Amherst student? **Yes** **No** **I am unsure**

*Opposing party information will only be used to determine if there is a conflict of interest regarding your legal matter. They will not be contacted for any reason. The SLSO cannot advise or represent two students against each other when both are eligible for our services.*

**Please give us a brief summary of your situation, including what assistance you are seeking from SLSO and your desired outcome.** If there are other UMass students involved in this issue (roommates, etc.), they should also fill out and submit an intake form as soon as possible, even if they *do not* intend to actively participate in your meeting with the attorney. They should note your name in the description of their form.

**Is your matter related to COVID-19?** **Yes** **No**