

Washington County Legal Advice Clinic Intake Form

Clinic Services are available to residents of Washington County and to litigants with cases pending in Washington County. **Your annual income must be at or below 300% of the Federal Poverty Guidelines.** Complete this entire form, sign the disclosure statement, and mail to: Law Library, 14949 62nd St. No., Room 1005, Stillwater, MN 55082, or fax to: **(651) 430-6331**, or scan and email to lawlibrary@co.washington.mn.us. A staff member will call to schedule an appointment. *It is very important that you bring any court orders or court documents to the Clinic so the Attorney can review your case and give you legal advice.*

Date: _____ Court File Number (if applicable) _____

I. YOUR INFORMATION

Name _____ Also Known As (AKA) _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____

Email Address _____

II. OTHER PARTY'S INFORMATION (Required)

Name _____ Also Known As (AKA) _____

Street Address _____

City _____ State _____ Zip Code _____

III. WHICH FAMILY OR CIVIL ACTION DO YOU NEED HELP WITH? (please circle it below) It can only be a Family or a Civil issue (NOT BOTH).

Family: Contempt, Changing Custody, Changing Visitation, Domestic Abuse (Orders for Protection), Divorce WITH Children, Divorce WITHOUT Children, Establishing Custody, Establishing Visitation, Paternity, Child Support, Spousal Maintenance, Other Post-Decree, Name Change for Minors.

Number of children and ages (if applicable) _____

Civil: Default Judgment, Consumer Issues, Conciliation, Housing/Eviction, Eviction Expungement, Name Change (adults), Judgment Collection, Harassment, or Automobile Title Transfer.

Write your question for the attorney below (please be brief.)

IV. Do you have legal representation for this issue? Yes ___ No ___

If you already have an attorney, there will be limits as to what the volunteer attorney can advise you.

Please read and sign the disclosure statement on the back of this sheet.

Disclosure Statement

The Washington County clinic personnel are available to residents who are 300% or below the Federal Poverty Guidelines and are representing themselves in a legal action in Washington County. The personnel who assist you do not represent you. The clinic personnel may assist both parties with information or preparation of documents. The clinic personnel can also give general information about legal issues, court process, practice and procedure.

The Washington County Law Library personnel **DO NOT REPRESENT YOU OR YOUR INTEREST.** They cannot take sides or advocate for you. They cannot attend a hearing with you.

Matters regarding legal issues are complicated and important! You are encouraged to hire an attorney if you want personalized advice or strategy.

I understand that the attorney I meet with today is meeting with me for the limited purpose of providing a consultation on my legal problem. This volunteer attorney can provide brief legal help and information but will not be assisting me beyond the clinic session.

I also understand and agree that the opposing party may now, or in the future, be represented by this attorney's law firm.

I understand that anything I tell the attorney today is privileged and confidential. If the opposing party is represented by this attorney's law firm in a related matter, the attorney will not participate in the representation nor share confidential information with members of his or her law firm.

I consent to allow my information to be shared with others as deemed appropriate in a good faith effort to assist me in this matter.

I have read this Disclosure Statement (or have had it read to me) and understand it.

Date	Printed Name
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Signature



Washington County Public Law Library

**Legal Advice Clinic
Intake Form**

Civil Law Clinic

Conciliation court, judgment collection,
landlord/tenant, creditor/debtor
Every other Monday
1:00-3:00 p.m.

Family Law Clinic

Divorce, child support, domestic abuse, paternity,
custody, visitation, spousal maintenance, name change
Every Tuesday
1:00-3:00 p.m.

Washington County Public Law Library
14949 62nd St. N.
Stillwater, MN 55082
651.430.6330
651.430.6331 (fax)

lawlibrary@co.washington.mn.us

<http://www.co.washington.mn.us/lawlibrary>

