

STUDENT LEGAL SERVICES INTAKE FORM

Information regarding those involved in an issue is used to determine whether there is a conflict of interest in your legal matter, and they will not be contacted by Student Legal Services. All information collected by SLS for the purpose of rendering services will be confidential. If it is in, its **RED must be answered**. The more detail you provide and the sooner you return these forms, the easier it will be to set up an appointment with the attorney.

CONTACT AND STUDENT INFORMATION:

First Name:

Last Name:

Date of Birth:

Phone Number:

Email:

W#:

Local Address:

Apt #

City/State/Zip:

Year in School:

Are you receiving or eligible to receive support services on campus?

If yes, what type? (Veteran, Disability Support Services, etc.)

INTERNATIONAL STUDENTS ONLY:

Country:

Via type/Status:

CASE INFORMATION:

Does this case involve any of the following:

- a. The University of Wyoming?
- b. Another UW student?
- c. An entity or student organization of UW?

What is the name of the person, people, or business you have a problem with?

NOTE ON ELIGIBILITY: To be eligible for SLS, you must be:

- a. A University of Wyoming Student.
- b. Who is full-time enrolled (12 credit hours undergraduate, 9 credits graduate) or has paid the on-campus fee for tuition.
- c. Whose conflict does NOT involve another UW student, a UW entity or student or organization, or the University of Wyoming.

TELL US WHAT IS GOING ON:

In the body of the email you attach this document to, please provide a summary of the issue you describe within this document. This document, however, should contain an in-depth description of your legal issues. Please attach additional documentation, such as copies of a lease, citations, or images, to the email: do not embed them into this document, as it may reduce the quality.

LIMITED SCOPE AGREEMENT:

You must read, confirm your understanding, and consent to the limited scope of agreement.

LIMITED SCOPE REPRESENTATION AGREEMENT

NOTICE OF LIMITED REPRESENTATION

The Wyoming Rules of Professional Conduct allow attorneys to offer limited representation to clients. This means that a lawyer may agree to help you with part of your legal problem, but not all of it. As long as the scope of this limited representation is reasonable, the client has notice of the limited representation, and the client consents to the scope of the limited representation, it is allowed.

The scope of legal services offered by Student Legal Services is limited at the discretion of the students' attorney and by mandatory limitations on the program put in place by the Board of Trustees. Student Legal Services cannot litigate on behalf of students and cannot advise students if their dispute is against another student, the University of Wyoming, or a University of Wyoming Recognized Student Organization.

When a lawyer and client agree to a limited scope representation, the lawyer must act in the client's best interest and give competent help with the agreed-upon issue. Please understand:

The lawyer DOES NOT HAVE TO GIVE MORE HELP than what was agreed to in the Limited Scope Representation Agreement.

The lawyer DOES NOT HAVE TO HELP with any other legal problem or any other part of the same legal problem.

If you want help from Student Legal Services beyond what you agreed to in the Limited Scope Representation Agreement, you must ask the lawyer for more help, the lawyer must agree to help you, and you must both agree to and sign a new agreement outlining the scope of the new services. Student Legal Services is not obligated to help you with any further legal issues.

SCOPE OF LIMITED REPRESENTATION

I agree that Student Legal Services will provide legal advice for the following legal issue(s): TBD upon receipt of the intake form.

CONSENT TO LIMITED REPRESENTATION

By responding and me telling you have read it, understand it, and agree to the limited scope representation, you acknowledge that you read and understand the Notice of Limited Representation. You understand and agree that Student Legal Services is not your attorney for any other purpose and does not have to give me legal help beyond what is written in the Scope of Limited Representation. You also understand that the Board of Trustees of the University of Wyoming has placed limitations upon the services that Student Legal Services can provide. You agree that the address you provided below is your permanent address where you can be reached. You understand that it is important that the opposing party, if any, and a court, if your case is a court case, be able to reach you at this address in the event Student Legal Services ends its limited representation. You, therefore, agree that you will inform any court and opposing party involved in your case if there is a change to your permanent address.

FULL LEGAL NAME (IN PRINT):

SIGNATURE: