



REQUEST FOR LEGAL SERVICES

NAME

DEPARTMENT/COLLEGE/UNIT

POSITION

EMAIL

PHONE NUMBER

AUTHORIZED BY

SUMMARY OF REQUEST

Please describe the specific issue(s) you need advice on and/or the question(s) you need answered:

Please provide relevant background information including key dates, parties involved (including other university units that may be impacted), dollar values, risks (financial, reputational, other):

Please provide details of any relevant timelines (eg. deadlines):