



Legal Advice Procedures (B-009)

Request for Legal Advice – Template

Date: _____

Requester: _____

- I. Why is legal advice needed?

- II. Describe the specific facts that explain the problem.
(Attach relevant documents, maps, pictures, diagrams, and other helpful information.)

- III. Who is affected by the problem?
(Internally and externally)

- IV. Provide previous legal advice on the issue.

- V. Who are the contact persons for clarification of the request?