

WELCOME TO OUR OFFICE

**IF THIS MATTER INVOLVES ANOTHER UNT STUDENT OR THE UNIVERSITY
PLEASE ASK THE CLERK FOR ALTERNATE RESOURCES**

While brief and generalized consultations are provided, Student Legal Services **DOES NOT** represent students with the following issues:

- Criminal matters (including traffic tickets)
- Contested divorces, custody issues or modifications
- Bankruptcy
- Intellectual property issues
- Business Entity Formation

UNT Student Legal Services is a free legal service exclusively for UNT students who are enrolled in the current semester, paid for by your student activities fees. Occasionally our Student Legal Assistants will do your intake – information gathering, not a consultation – to facilitate your meeting with an attorney.

If we agree to represent you, you **MUST NOT** communicate with the opposing parties or their lawyers without first consulting us. You are always free to get a second opinion from an outside attorney any time you wish.

Representation may include phone calls, letters, mediations, and (on rare occasions and at the sole discretion of the Director) appearances in court. In the latter case, students will be responsible for **ALL** litigation expenses. In order for our 2 licensed attorneys to provide quality legal services for a student body of 38,000, a unique attorney-client relationship is enjoyed in our office. **You will be responsible for helping us help you.**

Our expectation is that if you are given “homework,” it will be returned to the office in a reasonable amount of time. Homework can be anything from copies of a lease, screenshots of a text thread, or a timeline of your dispute. Our office will keep your case on active status **ONLY** if such requests are delivered in a reasonable amount of time; if you fail to communicate with this office **your case will be closed after 5 days**. Furthermore, if you are 10 or more minutes late to a scheduled appointment, you will be required to reschedule for a later date, which could be as far as two weeks in the future.

You are our client, and whatever is discussed in our office is treated as confidential; this attorney-client privilege extends to our staff. If you see anyone from this office around the campus or in a public place, be assured that they will not initiate a discussion about your case. **We ask that you do the same** – you do not want to lose the privilege of confidentiality.

A note on preferred names: *If your preferred name differs from your legal name, there is a space on our intake form for you to indicate this. We respect you and your privacy, and only ask for your legal name because that is what will need to be listed on official documents and court records.*