

## Request for Legal Advice Form

Use this form if you require legal advice on behalf of the University. Please refer to the University's Retention of External Legal Counsel Procedure for a [list of the positions authorized to contact the Office of General Counsel to obtain advice](#). For further information on requesting legal advice, as well as relevant University policies and procedures, please refer to the Office of General Counsel website at: <https://www.ualberta.ca/general-counsel/resources>.

### **Contact Information**

Name: \_\_\_\_\_

Department/Faculty/Unit: \_\_\_\_\_

Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### **Details and Background**

- Below or by email, please provide a brief description of the relevant background information of the issue, including: key dates, the parties involved (including other University units that may be impacted), relevant documentation, dollar values at risk (if any), reputational concerns, etc.:

- Please list the specific issue(s) you need advice on and question(s) you need answered:

- Please provide details of any relevant timelines (note that we request as much notice as possible and we may not be able to meet your timing expectations if we are not given sufficient notice):

- Please provide a copy of any relevant supporting documentation.

**For Office of General Counsel Use Only**

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Date Received: \_\_\_\_\_ Responsible lawyer: \_\_\_\_\_

Date of Initial advice: \_\_\_\_\_ Date resolved (if known): \_\_\_\_\_