LEGAL SERVICES REQUEST FORM (For UH-Hilo Requests)

Date: ____________________________________________

Requestor/Contact Name: ___________________________________________________________

Campus - School/College - Department: _____________________________________________

Phone No.: __________________________ Facsimile No.: ______________________________

Email: __________________________________________________________________________

1. Nature of Request
   Summarize your request and the nature of the University's involvement, (e.g. contract review, respond to a subpoena, request for legal opinion, etc.). Attach any relevant documents. (*Please use another sheet if you need more space.*)

2. Date for Response:
   Indicate the date by which a response is desired.

3. Do you wish for a written opinion or oral response?

Requests must be approved by Dean/Director & Vice Chancellor (Chancellor if direct report).

__________________________________________  Type Dean/Director Name  __________________________
Dean/Director Signature                        Date

__________________________________________  Type VC / Chancellor Name  __________________________
Vice Chancellor(VC)/Chancellor Signature       Date

Please submit the completed form via mail/facsimile/hand delivery to:

Darolyn H. Lendio  
Vice President for Legal Affairs and University General Counsel  
2444 Dole Street, Bachman 110  
Honolulu, Hawai‘i 96822  
Facsimile No.: (808) 956-2109

This request is a confidential communication and should be treated as such. Indicate "Confidential" on the envelope and/or the facsimile cover sheet.

UHH (Revised 2/17/11)