



HENDERSON HALL LEGAL ASSISTANCE OFFICE

HOURS OF OPERATION

Monday – Thursday: 0730-1100 & 1300-1600
Friday: 0730-1100

The Office is closed daily from 1100 to 1300 for administrative time, physical training and chow.

The Office is closed on all federal holidays.

SERVICES are provided to active duty, dependents, and retirees. All individuals **MUST** present a valid Armed Forces Military Identification card:

- **Separation/Divorce services – E-5 and below or their eligible family members:** Services for separation and/or divorce include advice, counseling, preparation of a property settlement agreement, and preparation of *pro se* divorce pleadings.
- **Separation/Divorce services – E-6 and officers or their eligible family members:** Services for separation and/or divorce include advice, counseling and referral to family law attorneys.
- **Estate Planning Services:** Estate Planning Services are available to active duty service members, retirees and their family members by appointment. The services include the preparation of wills, living wills, health care powers of attorney and springing durable general powers of attorney. Please download and complete the LAO Estate Planning Questionnaire (available on this website) and bring the completed form with you to your appointment.
- Survivor's counseling
- Citizenship – active duty only
- Nonsupport/support counseling
- Child custody, support, and visitation counseling
- Paternity counseling
- Step-parent adoptions
- Landlord/Tenant issues
- Credit reporting, debt collection, bankruptcy
- Car contract issues
- Consumer fraud/ID theft
- Personal contract review, excluding real estate
- SCRA counseling
- Uniformed Services Employment and Reemployment Rights Act
- Deployment briefings

The Legal Assistance Office is **PROHIBITED from providing advice:**

- On personal business matters
- On criminal matters (traffic violations, DUI)
- On claims against the government
- To opposing parties
- On military justice or official military matters (courts-martial, NJP, admin boards)
- Over the telephone or via e-mail
- To third parties

APPOINTMENTS. Attorney services are provided by appointment only. Attorneys will *NOT* provide legal advice over the telephone. Emergency appointments are made on a case-by-case basis. To schedule an appointment, you must call **(703) 614-1266**. Appointments are limited and are made on a “First Come, First Served” basis. Please download and complete the LAO Client Intake Questionnaire (available on this website) and bring the completed form with you to your appointment.

Please arrive 15 minutes prior to your scheduled appointment. All scheduled appointments are 45 minutes and follow-up appointments will be scheduled accordingly. If you cannot make your scheduled appointment, please call to cancel as far in advance as possible.

NOTARY SERVICES AND POWERS OF ATTORNEY are available on a walk-in basis during hours of operation. The LAO Power of Attorney Worksheet can be downloaded from this website or completed in the office. We are unable to provide notarization of real estate closing documents. **PLEASE** be advised that the person signing the document **MUST** be present and produce a valid military identification card. Additionally, a Notary Public cannot certify true:

- any vital records, such as birth, marriage or death certificates;
- documents in the custody of a court, such as divorce decrees;
- recordable documents, such as deeds or corporate records;
- certificates of naturalization;
- a document unless we view the original.

All documents must be signed in the presence of the Notary Public.

CHILDREN. The Legal Assistance Office cannot provide child care assistance during scheduled appointments. Clients need to make child care arrangements for the date/time of their appointment. Children are not permitted to attend the appointment with the attorney. If the client arrives for their appointment with children, their appointment will be canceled and rescheduled to enable the client to make child care arrangements.

TAX CENTER. The Joint Base Myer-Henderson Hall Consolidated Tax Center will provide cost-free tax services for members of the military community by processing state and federal tax returns. The Tax Center is located at 101 Bloxon Street, Building 205, Fort Myer, VA 22211; tel. no.: (703) 696-1040.

For more information please refer to their website:
www.mdwhome.mdw.army.mil/sja_nav/tax-center/tax-center