



# HENDERSON HALL LEGAL ASSISTANCE OFFICE

## HOURS OF OPERATION

0730-1100 & 1300-1600 Monday – Thursday

0730-1100 Friday

**\*Closed periodically for training; Call ahead to ensure we are open\***

**\*\*Seasonal Tax Center periods of operation will be announced\*\***

**AUTHORITY TO PROVIDE LEGAL ASSISTANCE.** Legal Assistance is provided to eligible clients pursuant to 10 U.S.C. § 1044. For Navy and Marine Corps Legal Assistance offices, this authority is promulgated through JAGINST 5800.7F, Manual of the Judge Advocate General (JAGMAN) and JAGINST 5801.2A, Navy-Marine Corps Legal Assistance Program. Legal Assistance is NOT separately funded; the program is **authorized**, not mandated by Congress. **Accordingly, all legal assistance services are provided subject to availability of staff legal resources.**

**CLIENT ELIGIBILITY.** Services are available to active duty, dependents, and retirees. All individuals must present a valid Armed Forces Military Identification card.

## **SERVICES.**

- NOTARY SERVICES and POWERS OF ATTORNEY are available on a walk-in basis.
- The legal assistance attorney provides advice and counsel **BY APPOINTMENT** in the following areas:

ESTATE PLANNING

SEPARATION/DIVORCE

CHILD CUSTODY/SUPPORT

LANDLORD/TENANT

CONSUMER TRANSACTIONS

MILITARY RIGHTS/BENEFITS

FRAUD/SCAMS

NAME CHANGE

DEBT/CREDIT PROBLEMS

FORECLOSURE

CONSUMER FINANCE

SERVICEMEMBERS' CIVIL RELIEF ACT

NONSUPPORT

PATERNITY

ADOPTION

IMMIGRATION

**The Legal Assistance Office is staffed with only one full-time attorney. Accordingly, the number of available appointments is limited.** Additionally, the following limitations apply:

**SEPARATION/DIVORCE DRAFTING.** The provision of full separation/divorce services is limited to active duty servicemembers (or their spouses) with the rank of **E-5 and below**. Separation/Divorce drafting services are NOT available to Officers, Warrant Officers, E-6s and above, retirees, or their eligible family members.

**RETIREE SERVICES.** Services for retirees and their dependents are limited to **ESTATE PLANNING MATTERS.**

**APPOINTMENTS.** To schedule an appointment, you must call **(703) 614-1266**. Appointments are limited and are made on a "First Come, First Served" basis. Appointments are almost always only available for the following week, and will not be provided for more than one week in advance unless exceptional circumstances occur. Appointments for the same week are almost never available, except in emergency circumstances. **Attorneys will NOT provide legal advice over the telephone.**

**CHILDREN.** Please do not bring children with you to the office.

**CONFLICTS OF INTEREST.** This office is not able to see an individual whose legal interests conflict with those of an existing client of the **Henderson Hall or Quantico** legal assistance office. If there is a conflict, you may be referred to another legal assistance office in the area.