Welcome to the Student Legal Service (SLS). If you want to consult the SLS attorney concerning a legal problem or question, please read the following terms and conditions, complete the attached form and sign it. Your signature on the form indicates that you have read the conditions, understand the limitations of the service, and agree to be bound by the restrictions.

**ELIGIBILITY.** Because students provide the funding for the service, legal representation is available only to eligible students. In order to be eligible you must (1) be enrolled currently at UIC, (2) pay the student services fee, and (3) have a legal matter for which SLS provides service. When you are no longer eligible, SLS will withdraw from your case.

A student may not ask for advice on behalf of another person (relative, friend, etc.) unless the case directly affects the student. The service is not available to anyone who has not paid the student activity fee, including post-doctoral students, those participating in optional practical training, medical residents, employees and staff of UIC or participants in special programs who do not pay the activity fee.

**CLIENT RESPONSIBILITIES.** To assist us in serving you we ask that you:

**Be truthful.** Provide complete and accurate information about eligibility and about your case. Everything you tell us will be held in the strictest confidence, and no one else in the University has access to our files.

**Cooperate in advancing your case.** Promptly provide all available records, documents, and information related to the case and update this information as needed. We need leases, tickets, bills, etc. to discuss your questions at the first interview. Return phone calls from SLS and e-mails in a timely manner, show up for appointments and notify SLS staff in advance if you will be late or unable to make an appointment.

**Pay any expenses** (court costs, travel fee) promptly. Many cases do not require fees or costs. The travel fee must be paid before the scheduled court date.

**RESTRICTIONS.** The following restrictions apply to the program.

1. The attorney may not advise one UIC student against another UIC student. If you have a claim adverse to another eligible UIC student, this office cannot advise you. We may be able to direct you to the university office that can assist you.
2. The attorney may not give advice against the University of Illinois, its trustees, officers, agents, associations, departments or employees.
3. Once you have graduated from UIC/are no longer a UIC student, this office may not advise you.
4. The attorney may not advise students regarding University grievance and disciplinary proceedings and may not represent them in any such proceedings.
5. The attorney may not advise concerning income-producing ventures such as starting a business or dealing with real estate except for advice to tenants in landlord-tenant matters.
6. The attorney gives advice about wills and trusts but will not draft such documents.
7. The attorney does not advise on immigration matters nor represents the student before the Immigration Service. Matters relating to the student visa are handled by the Office of International Services. For other issues, we may be able to provide references to other organizations or attorneys who handle immigration matters.
8. The program provides an attorney to represent students at court and other non-university-related hearings on a limited first-come, first-served and case-by-case basis.
9. Please complete the attached form and sign it. You may keep this sheet if you wish.

Revised 5/2013