**Request for Legal Advice**

Please send the completed form to [andrea.wilson@liverpool.ac.uk](mailto:andrea.wilson@liverpool.ac.uk). Receipt will be confirmed by email. We will assess requests against our current workload and prioritise accordingly. The form must be submitted with the full knowledge and approval of your Head of Department.

You can contact Legal Services on ext. 42628

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| Requested by:  (Name, Job Title and Department) |  | | |
| Phone Number:  (Required) |  | Email: |  |
| Date: |  | | |
| Any deadline? |  | | |
| Reason for deadline: |  | | |

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| Does your matter relate to any of the following? Select as appropriate.  Employment  Property  Student  General Commercial  Probate  Other\* |
| \*If Other please specify details here |
| Brief details of matter for which legal advice is being sought |

**Please note any Research, Research related contracts or queries should be sent directly to the Research Contracts Team at the following link** [**www.liverpool.ac.uk/legal/research\_contracts**](http://www.liverpool.ac.uk/legal/research_contracts)**.** **This form does not need completing for such queries.**