

OFFICE OF HUMAN RESOURCES
MEMORANDUM

DATE: October 15, 2019
TO: Management
FROM: Abe Ali, Vice President, Human Resources

SUBJECT: Request for Legal Service/Advice

DRAFT

In an effort to ensure resources are being used efficiently and to reconcile billing, Human Resources has been tasked by Dr. Scroggins to develop a process for legal request outside of those managed by Risk Management. All request for legal service/advice must be submitted using the Request for Legal Service/Advice form. All request forms must be approved by the division vice president and forwarded to the Vice President, Human Resources for review and approval. Please contact the your division Executive Assistant II or Human Resources if you have questions about requesting legal services/advice.

Enclosure

**Mt. SAN ANTONIO COLLEGE
REQUEST FOR LEGAL SERVICE/ADVICE**

Date of Request: _____	
Name (first & last): _____	Title: _____
Department: _____	
Phone: _____	Ext.: _____ Email: _____
Description of need for legal consultation (be specific): 	
Date legal response needed: _____ Resources used to obtain the required information? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what resources did you use? 	
Approved by (Division VP Signature) : _____ Date: _____	
*****HUMAN RESOURCES *****	
Date Received: _____	Received by (first & last): _____
Approved by (VPHR Signature): _____ Date: _____	

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