Legal Briefs

From the Fort Knox Legal Assistance Office

LEGAL ASSISTANCE

LEGAL ASSISTANCE OFFICE

The Legal Assistance Office is, in effect, your law firm. There, you may obtain advice and assistance on personal legal matters which are primarily civil in nature.

LOCATION

The Fort Knox Legal Assistance Office is located on the first floor of Building 1310, Pike Hall (north of the post office on Knox Street).

DUTY HOURS

The Legal Assistance Office is open on duty days, Monday, Tuesday, Wednesday and Friday from 0900 to 1600, and on Thursday from 1300 to 1600.

Appointments: Consultations with attorneys are ONLY BY APPOINTMENT. Please call (502) 624-2771 to schedule an appointment.

Walk-in Service: The walk-in service is available for a limited number of clients on Friday beginning at 0900 Walk-in clients are seen on a first-come-first-serve basis. Be sure to be here early, as slots fill up fast. Walk-in services are designed for issues attorneys can review and address in a relatively short amount of time, like reviewing documents, answering questions about child support, reviewing contracts, leases, etc. Emergency cases will be determined by the Chief of the Legal Assistance Division and will be seen on a walk-in basis.

PERSONS ENTITLED TO LEGAL ASSISTANCE

Legal Assistance is available to members of the Armed Forces of the United States and family members, retire military personnel and family members, and survivors of members of the Armed Forces who would be eligible were th soldiers alive. Reserve Component personnel on active duty for thirty days or more are also entitled to legal assistance

STAFFING

The Legal Assistance Office is staffed during duty hours with qualified attorneys who are members of the Judge Advocate General's Corps and civilian employees. When you consult with a Legal Assistance Officer, that attorney is acting in his or her capacity as an attorney, and can interview, investigate, advise, and assist you on persona legal matters. Presently, Legal Assistance Officers are not authorized to appear with you as your attorney of record in any court. As your legal advisor, your attorney will keep confidential any matters which you disclose to him or her in connection with your legal problems.

LEGAL SERVICES AVAILABLE

As a general rule, the attorneys at Legal Assistance can advise on most personal legal matters. The attorney ca prepare wills, correspondence, and review legal documents such as contracts and leases that are not related to your private income producing business. The legal Assistance Office can advise on matters concerning: automobile accidents, wills, credit matters, repossessions, consumer complaints, living wills, health surrogate forms, tax assistance

life insurance contracts and powers of attorney. The services of the Legal Assistance Office are provided to you without charge.

TIPS CONCERNING LEGAL ASSISTANCE

Before any adequate advice can be given on your legal problem, your attorney needs primarily two things. First, the attorney needs the time to talk with you, and second, ALL THE FACTS pertaining to your problem. No legal advice is given over the telephone. You should bring all papers and documents that pertain to the problem so your attorney may review them before advising you. If you forget to bring them, a return appointment and trip are usually necessary before the attorney can completely advise you. Be sure to tell your attorney all the facts; otherwise, the advice will only be as good as the facts you provided.

SERVICES OF A NOTARY PUBLIC

Before seeing a Notary Public, the following matters should be considered:

- A Notary Public is subject to severe legal penalties for improper performance of notary services. Consequently, do not be surprised that the Notary will pay close attention to such "details" as your identification and the nature of your signature.
- DO NOT sign any papers which you desire to have notarized until you are in the presence of the Notary. DO NOT make any changes in the document(s) until you have seen the Notary.
- Documents CANNOT be notarized unless the individual whose signature is to be notarized appears in person before the Notary.
- The Notary Public of the Fort Knox Legal Assistance Office cannot make certified copies of any document. Certified copies of documents must be procured from the office (normally the county/city clerk's office) that issued the original document.
- DO NOT ask a Notary Public to notarize a blank form.

All blanks should be completely filled in when you sign any document.

If you have any questions concerning these matters, please call the Legal Assistance Office for an appointment at (502) 624-2771 or visit our website at www.knox.army.mil/center/sja/. Our hours of operation are Monday, Tuesday, Wednesday and Friday, 0900 – 1600, and Thursdays 1300-1600. The Fort Knox Legal Assistance Office is located in Building 1310, Pike Hall at the corner of Knox and Third Street.