

**REGION LEGAL SERVICE OFFICE MID-ATLANTIC, LEGAL ASSISTANCE**  
**BUILDING A-50, NAVAL STATION NORFOLK**

**HOURS OF OPERATION**

- Hours of Operation
  - Monday, Tuesday & Thursday: from 0745-1145, 1300-1530
  - Wednesday: 0900-1145, 1300-1530
  - Friday: 0900-1200 for POA and notary services, 1030-1200 for attorney services.

**WILLS/FAMILY LAW**

- Walk in services for **wills and family law** are offered for active duty and active duty dependents at the hours listed above. We will see retirees for family law services on a walk-in basis. Retiree wills are handled by appointment only at 757-433-2230.
- For the will worksheet, go to **www.jag.navy.mil**, click on **Legal Services** tab, go to **Legal Assistance**, and then scroll to the bottom to select **RLSO MIDLANT**. Under **Forms**, you will see a link to our Standardized Will Worksheet. **Each client needing a will MUST have a completed worksheet before the walk-in!**
- All services are offered on a first come, first serve basis. Services are offered with limited availability per day, based on attorney numbers.
- **PRIORITY IS GIVEN TO ACTIVE DUTY MEMBERS WHO ARE DEPLOYING WITHIN 30 DAYS.**

**NOTARY/POWER OF ATTORNEY**

- You must present (2 TYPES OF ID) your military, dependent, or retiree ID card **AND** a state ID, driver's license, or passport upon checking in. All forms of identification **MUST** be current (no expired IDs).
- Notary and Power of Attorney services are offered on a walk-in basis at the hours listed above.

**EMERGENCIES**

- If you believe you have an emergency, you will need to be screened to determine if you qualify for immediate legal assistance.
- The Department Head, Assistant Department Head, Senior Civilian Attorney, or Office Manager determine emergency legal assistance eligibility.

**APPOINTMENTS**

A limited number of appointments are available each week for more complex issues such as consumer law and landlord/tenant (only if the Housing Welcome Center at 757-445-2832 is unable to assist you). Retiree wills can be scheduled by appointment at our Oceana and Little Creek Branch Offices. If you would like to schedule an appointment, please call 757-433-2230. Appointment Line hours are 1000-1300 on **MONDAYS ONLY**. Appointments fill up very quickly – call early! Appointments cannot be made in-person inside our office.

**BUILDING 3370, JEB LITTLE CREEK-FORT STORY**

- Powers of attorney and notary services are offered Monday-Thursday from 0800-1145 and 1300-1530.
- Limited appointments are available on Tuesdays. Call 757-433-2230 for an appointment.
- Walk-ins for attorney services (active duty priority) are available Monday, Wednesday, and Thursday from 0900-1530. Walk-ins are limited so early arrival is encouraged.

**BUILDING 320, NAVAL AIR STATION OCEANA**

- Powers of attorney and notary services are offered Monday-Thursday from 0800-1145 and 1300-1530.
- Limited appointments are available weekly. Call 757-433-2230 if you would like to schedule an appointment.
- Walk-ins for family law and wills (active duty priority) are available Monday-Thursday from 0900-1530. Walk-ins are limited so early arrival is encouraged.

**NO CHILDREN OR PETS (EXCEPTION FOR SERVICE ANIMALS) ARE ALLOWED IN OUR OFFICE**  
**ACTIVE DUTY PERSONNEL MUST BE IN UNIFORM OF THE DAY OR PRESENT VALID LEAVE DOCUMENTS**

**For more information on locations and services offered, please visit our website at [www.jag.navy.mil](http://www.jag.navy.mil), go to the Legal Services tab, and click on Legal Assistance. Then scroll down to select RLSO MIDLANT.**