

**REGION LEGAL SERVICE OFFICE
REQUEST TO RECEIVE REMOTE LEGAL ASSISTANCE SERVICES AND
CONFIDENTIALITY DISCLOSURE**

As a party eligible for legal assistance services from Region Legal Service Office (“RLSO”), I hereby request to receive those services by remote means. This may include discussion and communications with RLSO attorneys and support staff using the telephone, electronic mail (email), internet programs to include Defense Connect Online (DCO) and ARMDEC Safe File Exchange or other means conducted in place of face-to-face consultations. I am seeking support via these remote means as a matter of personal convenience or necessity, and understand that I may schedule a face-to-face meeting with RLSO legal assistance providers if I desire to do so by calling the Legal Assistance Appointment Desk at _____.

I understand that the confidentiality of all my communications with RLSO personnel is of utmost importance to RLSO. It is the policy and practice of RLSO that the confidentiality of all my private information and case-related matters be protected from improper disclosure in every possible manner and at all times. I understand that all personnel assigned to RLSO (military and civilian attorneys, paralegals, and support staff) are governed by this confidentiality requirement and may not discuss my private client information outside the scope of their official duties or disclose my private client information to third parties without my permission or as otherwise required by law.

While I understand the confidentiality requirements regarding my case, I also understand that accessing legal assistance services via remote means subjects my communications with RLSO personnel to possible interception or discovery by third parties. While RLSO personnel will take all reasonable measures to protect my private information, RLSO cannot control or guarantee absolute privacy of communications made via telephone, cell phone, email, internet or any other electronic communication systems not operated by RLSO. While the risk of any intercept may be low, it is a risk I accept in seeking legal assistance support through these remote means.

I also understand that the presence of any third party I allow to be present or participate in my communications with RLSO legal assistance providers may compromise the privacy of my information and any underlying “attorney-client privilege” I may form with those providers. A third party (to include a roommate, co-worker, friend, spouse, or parent) is not bound by any rules of confidentiality and could relate my information for any purpose to any other parties.

I am advised that I have the opportunity to discuss these issues with a RLSO legal assistance provider prior to my disclosure of any confidential information or the execution of legal assistance support by remote means. By signing below, I acknowledge that I have read and understand this disclosure, have discussed any confidentiality concerns with a RLSO provider, and desire the provision of legal assistance services by remote means.

Signature

Date

Printed Name (to include any alias, prior, or maiden name)