



Policy and Procedure for Requesting and Receiving Services from the Office of Legal Affairs

Policy #	Origination Date	Responsible Office	Status	Approval Date
09-05-01	12/08/08	Office of Legal Affairs	FINAL	5/5/2009

Policy Statement

The Office of Legal Affairs is committed to providing proactive legal services that are relevant, timely and cost-effective to support the University's mission and program initiatives in an ethical and professional manner. To that end, we strive to (1) be involved early with our internal clients in the planning and structuring of program initiatives and resolution of disputes, (2) solve problems creatively, identifying legal risks and formulating alternatives to achieve our clients' business objectives, (3) communicate effectively with our clients, and (4) foster a climate of mutual respect and a team approach to meeting our clients' needs.

Reason for Policy/Purpose

The purpose of this policy and procedure is to promote efficiency and accountability in the provision of legal services.

Who Needs to Know This Policy?

All units of the university.

Policy/Procedures

When to Contact the Office of Legal Affairs

In an effort to better align the expectations of the University with the level of service that the Office of Legal Affairs is currently able or authorized to provide, we have reviewed the types of and the manner in which matters are currently referred to the Office of Legal Affairs to determine where improvements could be made. In the course of our review, we have identified a few things that University staff and faculty can do to help minimize legal costs and expedite our services. Before contacting the Office of Legal Affairs, it is important that you:

- determine that you have a legal question as opposed to an administrative, procedural

- or business issue;
- check existing manual guidelines and handbooks, written University policies, applicable contracts in your possession or other available materials for the answer to your question, or consult other managers in the Department who may have experience in the particular business or procedural matter;
- obtain and gather pertinent supporting documents and other factual information that the Office of Legal Affairs will need to analyze the matter.

Please keep in mind that the function of the Office of Legal Affairs is to provide legal services to the University and to University employees acting in their official capacity. Time constraints and rules of professional ethics preclude us from providing legal services to employees or students with respect to personal matters. If any employee or student needs advice on a personal legal matter, we will try to give referrals to private attorneys. Employees may also obtain such referrals through the University's Employee Assistance Program.

When you contact the Office of Legal Affairs be sure to:

- obtain whatever supervisory approval is necessary before proceeding with the matter;
- state the question or problem explicitly and provide all the facts and documents you have;
- provide a realistic estimate of when a response is needed and confirm the response date with the Office of Legal Affairs before setting deadlines with internal or external customers or other third parties;
- refer matters or problems to the Office of Legal Affairs as soon as you become aware of them so that they do not become emergencies simply because of delays in bringing them to our attention.

Procedure

The Office of Legal Affairs has developed a procedure for the referral of matters for legal review. This procedure is intended to ensure (1) better tracking of pending requests for legal services and their status, (2) more accurate and timely information provided to the Office of Legal Affairs to enable it to render its services, (3) faster turnaround time in the delivery of legal services, (4) greater accountability and confirmation that particular projects or requests for legal services have been approved at the appropriate level.

Effective immediately, all requests for legal services must be submitted to the Office of Legal Affairs on the attached Legal Request Form, with all supporting documentation. The appropriate division must approve and sign the Legal Request Form before the Office of Legal Affairs will perform any work on such request. You may submit a request by email (provided the signed hard copy is also sent to the Office of Legal Affairs).

Although we recognize that each matter referred to the Office of Legal Affairs is important to the employee referring such matter, the Office of Legal Affairs must leverage its limited resources and balance the needs of the entire user community with the management of legal projects or issues that are material to the University's overall business objectives and interest. Upon receipt

of a fully-completed Legal Request Form, the Office of Legal Affairs will stamp it and assign a request number and an anticipated completion date. We will keep a log of all submitted and completed requests.

While we will strive to complete each request within the time frame requested, such time frame may be adjusted based on the priority assigned to your project. We will communicate the time frame within which we expect to complete your project, and we will keep you advised of the status of your request. Please keep in mind that it is often almost impossible to predict the exact amount of time a task will take. To a large extent, our response time will be impacted by the degree to which you provide us with all necessary factual information, the response we receive from outside parties and other circumstances beyond our control.

Website Address(es) for this Policy

<http://www.dillard.edu/>

Contact(s)

For questions about this policy contact:

Office of Legal Affairs
(504) 816-4546

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Related Information

Web addresses of related policies

Legal References

Who Approved this Policy?

Senior Cabinet Members

History/Revision Dates

Origination Date: 12/8/2008

Approval Date: 05/05/2009

Updated: 08/30/2019

Revised: N/A

Next Review Date: 08/2021



LEGAL REQUEST FORM

IMPORTANT: The Office of Legal Affairs will not commence work on your request unless and until the appropriate division or department approval has been obtained and all information requested below is provided (all fields completed).

Name and Title of Requester: _____

Telephone/Email: _____

Division or Department Approval Signature: _____

Division/Department: _____

Date Submitted: _____

Date Response Needed By: _____

Nature of request (please be specific):

_____ Review contract or other legal document (please attach original or copy of all relevant documents)

_____ Prepare contract or other legal document

_____ Commence/defend lawsuit or other judicial or governmental proceeding

_____ Provide written legal opinion

_____ Provide other legal advice

Other: _____

This Box for Office of Legal Affairs. Use Only

Date Received by the Office of Legal Affairs (Date Stamp):

Request No.: _____

Priority Code: _____

(1-Critical 2-High 3-Normal 4-Low)

Anticipated completion date: _____

Assigned to: _____

Date Completed: _____

