

USING SLS

To use SLS, you must come to the SLS office in person. You will need to show your DePaul ID card. You will also need to fill out an SLS Student Intake form and an SLS Attorney Contact Form. These forms will provide SLS with a brief description of your legal problem(s) and provide both you and SLS with important contact information.

We will then schedule an appointment for your initial consultation. While it is possible that we could see you the same day, it is not guaranteed.

WHEN SHOULD I CONTACT SLS?

We encourage you to make an appointment as soon as you think you may need legal assistance. **Please do not wait until the day before you are to appear in court to contact the Office of Student Legal Services.**

IN-PERSON CONSULTATIONS

Please note that legal advice will never be given over the telephone. SLS cannot conduct business without verifying a person's identity. This policy exists to protect your privacy.



At DePaul, we believe your studies are crucial to your future success. Legal issues may distract you from getting the full value of your education. DePaul's new Office of Student Legal Services (SLS) is here to help.

SLS provides high quality, free or low-cost legal advice to DePaul students on a wide range of common problems, including contract disputes, misdemeanor criminal offenses and more. While we cannot represent you in court, we can help you understand your rights and obligations, provide general recommendations, and help you find useful resources. If you need a lawyer, we can refer you to a licensed practicing attorney with experience related to your case.

SLS was created through a recommendation of the Student Government Association and operates out of DePaul University's Office of the General Counsel.

THE OFFICE OF STUDENT LEGAL SERVICES
DePaul University
990 W. Fullerton Ave., 1st Floor
Chicago, Illinois 60614
(773) 325-4959



THE OFFICE OF STUDENT LEGAL SERVICES

Landlord Disputes
Utility Contracts
Misdemeanors
Traffic Violations
Credit Concerns

SLS
WE CAN HELP

FREE / LOW COST SERVICES

If you're currently enrolled at DePaul, you are eligible to use SLS. Our services are free if you are a full-time undergraduate student who has paid your \$25 Student Activity Fee. If you are a graduate student or a part-time undergraduate, we will assist you for a small fee of \$10 per case. You are responsible for all out-of-pocket expenses, including court filing fees, long-distance telephone calls, postage, and fax and photocopying charges associated with your case.

SLS STAFF

SLS operates under the direction of Father Thomas Croak, C.M., a Vincentian and an attorney with many years of experience at DePaul University.



OFFICE LOCATION AND HOURS

SLS is available during the Autumn, Spring, and Winter Academic Quarters, and is located at DePaul's Lincoln Park Campus at 990 W. Fullerton. Office hours vary. We encourage you to call or stop by to schedule an appointment.

SLS ASSISTS STUDENTS WITH:

- Routine traffic violations
- Landlord-tenant issues
- City ordinance violations
- Misdemeanor criminal offenses
- Leases & minor business contracts
- Other minor legal problems

SLS GENERALLY DOES NOT PROVIDE ADVICE ON:

- Will and trusts
- Name changes
- Bankruptcy actions
- Small claims actions
- Contingent fee matters
- Complex real estate issues
- Student discipline matters
- Conflicts between DePaul students
- Claims involving DePaul or its employees
- Auto accidents and insurance problems
- Divorce, custody, legal separation
- Income-producing activities
- Felony criminal offenses
- Immigration issues

FOR MORE COMPLEX LEGAL ISSUES, SLS CAN REFER YOU TO A LICENSED, PRACTICING ATTORNEY.

SLS DOES NOT PROVIDE IN-COURTROOM REPRESENTATION

MISSION

The SLS aims at helping students resolve their legal problems with as little disruption as possible to their educational endeavors. The SLS focuses on preventative law and on enabling students to make educated choices.



CONFIDENTIALITY

The SLS staff are obliged to preserve the confidences of the student client. SLS will not divulge to anyone any information or communication pertaining to the student client's issues without the client's permission, except as required by law. As the legal right to keep information confidential belongs to the student client, she/he must be careful not to disclose information about her/his case inadvertently.

ZEALOUS REPRESENTATION

SLS is obliged to represent the student client's interest zealously within the bounds of the law. SLS reserves the right to assess the merits of a particular matter and determine whether legal services will be given to the student applicant in that matter.