

## 1. REQUEST FOR LEGAL ADVICE

<b>Office or Division:</b>	CITY LEGAL DEPARTMENT			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to citizen			
<b>Who may avail:</b>	Any resident of the City of San Juan and employee/s of the City.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Valid Competent Evidence of Identity 2. Request Form				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit accomplished Request form issued by The City Legal Office	1. Logs client's information;	None	3 minutes	Administrative Staff/Legal Assistant
	2. Validates the request form of the client;	None	3 minutes	Administrative Staff/Legal Assistant
	3. Forwards the request form of the client to the available lawyer;	None	3 minutes	Administrative Staff/Legal Assistant
	4. Client is assisted to the lawyer for advice;	None	30 minutes	City Legal Officer/ Attorney IV
	5. If lawyers are not available, may refer to Public Attorney's Office or may set an appointment	None	3 minutes	Staff/Legal Assistant

**END OF TRANSACTION**