 **LEGAL SERVICES**

 **Legal Advice Instruction Form**

**Legal Advice Instruction Forms should be emailed to:**

**Legal-contracts-ljmu@ljmu.ac.uk**

Requests for legal advice will be dealt with as follows:

* Step 1 – Initial Assessment

To assist in prioritising our workload we will undertake an initial assessment to identify a deadline date, the urgency of the instruction and request further information (if required). We aim to provide the outcome of our initial assessment within **5-7 working days** from receipt of the instructions.

* Step 2 – Full Review

Following the initial assessment (Step 1), a full review will be undertaken and we will endeavour to provide final written advice within **2-4 weeks** upon receipt of the instructions**.** These timescales should be built into any project planning.

* Step 3 – Follow Up

Any follow-up advice from Legal ie if the parties raise further queries or circumstances change, preparation of further advice may take an additional **2-3 weeks**.

**Failure to complete mandatory\* fields or incomplete instructions, will result in your request being DELAYED**

|  |  |
| --- | --- |
| \*Date submitted to Legal Team | Click or tap to enter a date. |
| \* Your name |  |
| \* School/Faculty/Department |  |
| \* Telephone number |  |
| \* Email address |  |
| \*Have you received approval from Finance Department? (please provide evidence) | Choose an item. |
| \*Have you received approval from Procurement? (please provide evidence) | Choose an item. |
| \*Have you received approval from the institutional lead Director/Dean/PVC/DCE/VC)? (please provide evidence) | Choose an item. |
| \*Has this matter been reviewed by Research and Innovation Services / Academic Registry? (please provide evidence) | Choose an item. |
| \*Name of entity (ie x Ltd/Plc) or Project Name  |  |
| New or existing or linked matter | Choose an item. |
| If existing or linked, please give more details for us to locate the existing/linked matter |  |
| \*Agreement Type |  |
| \*Value of Contract/Project | £ |
| \* Deadline date by which legal advice is required (***please specify as dd/mm/yy****)* | Click or tap to enter a date. |
| \* Reason for deadline and consequences if not met (*please be specific to ensure your matter receives appropriate priority, eg “contract must start by that date otherwise ……”)* |  |
| \* Instructions (***please attach all relevant documents that are referenced and explain what you would like Legal to do ie draft a new document/review an existing document****)* |  |
| Any other relevant background information |  |
| Additional documents  |   |
| \* Will any information about individuals be used? | Choose an item. |
| If yes, have you considered if there is a need to carry out a Data Protection Impact Assessment (DPIA). This will be required for novel projects or where there is a higher risk of harm. The full criteria can be found in the [DPIA Guidance](https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=298&l=1) . The LJMU [DPIA template](https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=452&l=1) can be found in the policy Centre. | Choose an item. |
| \* Will the instruction involve any use of confidential information or intellectual property rights (ie patents, copyright or trademarks)?  | Choose an item. |
| \*Names of all University staff to whom legal advice should be communicated (*To protect the sensitive advice given and to preserve the University’s commercial interests, legal advice must* ***not*** *be distributed outside this designated group or sent externally or without prior approval from legal)*. |  |