# RMIT logo 35mm colLEGAL SERVICES REQUEST FORM

**(General)**

***This form is privileged and confidential for the purpose of obtaining legal advice***

**Your Details:**

|  |  |
| --- | --- |
| **Date:** |  |
| **Name:** |  |
| **Position Title:** |  |
| **Contact Number:** |  |
| **School/Group/Centre:** |  |
| **Portfolio:** |  |

**Authority:**

|  |  |
| --- | --- |
| **Has this legal request/project received appropriate internal approval?** | |
| **Yes** | **Provide Name & Title of appropriate approver:** |
|  |  |
| **No** | Seek appropriate internal approval and re-submit request at that time. |

**You require Legal to:**

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| --- | --- | --- |
| **Draft a New Agreement** |  | *Complete Section A & B* |
| **Review Agreement from External Party** |  | *Complete Section A & C* |
| **Provide Advice re; a dispute or disagreement** |  | *Complete Section A & D* |
| **Provide General Legal advice / Other** |  | *Complete Section A* |

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| **Is this request related to or similar to an existing Legal file?** | | **Yes / No** |
| **If Yes,** please provide more details such as Legal File Reference Number, name of the other party or who at Legal Services assisted you previously. |  | |

**Legal Request Summary:**

***SECTION A***

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| **Please provide a Background Summary of this request and/or the project:** |
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| *For example: - What is this request about?*   * *What issues need to be addressed?* * *What outcomes are you seeking? How will RMIT benefit?* * *What are the perceived risks to RMIT?* * *Have any issues arisen from your due diligence on the other party/parties (if an agreement is involved)?*   *For General Legal Advice or Other requests, please include above full details as to the nature of your enquiry and how Legal can assist.*  *Note: please attach all relevant documentation.* |

***SECTION B***

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| ***Drafting a New Agreement*** | |
| 1. Provide **details of the other party** | |
| **Legal Entity or Party Name:** |  |
| **ACN or ABN:** |  |
| **Street Address:** |  |
| **Contact Name:** |  |
| **Telephone:** |  |
|  | |
| 1. **Agreement specifications** – please outline below (or attach separately):  * **key commercial terms** to be included in the agreement * **commercial specifications** which include precise details of the obligations of both parties, required deliverables, how & when those deliverables are to be provided, pricing & payment arrangements * any **other operational concerns**. | |
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***SECTION C***

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| ***Reviewing an Agreement from External Party*** | |
| 1. **Have you** read the agreement, understand the intended arrangement and can the University comply with its obligations? | Yes / No |
| 1. **Outline concerns** you may have and any changes you believe should be made to the agreement (if any). | |
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| 1. Please ensure the **complete agreement is attached** to you Legal Services Request Form, including any and all Schedules and Annexures. | |

***SECTION D***

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| ***Dispute or Disagreement Advice*** |
| 1. **Please provide full details, such as:**  * Parties involved * Is the matter an internal complaint/dispute? Have legal proceedings been issued (e.g. letter of demand, complaint or legal proceedings filed in an external tribunal/court or complaint made to an external regulatory or complaints body (eg. Ombudsman Victoria)? * Are the parties represented (eg. by a lawyer, Student Rights Officer, Union)? |
|  |
| 1. **If applicable to your request, please provide:**  * Details about the people involved * Whether the complainant is a current or former student or staff member of RMIT * Chronology of key events * Copies of any formal documentation & associated correspondence received by RMIT from other side * Copies of related documentation such as internal advice, investigation reports, relevant VCE or Council decisions, applicable RMIT regulations or policies * Whether there are any past or concurrent claims relating to this person (eg. WorkCover claim, past misconduct hearings etc.) |
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**Conclusion and Submission**

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| **Turnaround Times** |
| Turnaround times are highly dependent upon the nature and complexity of the matter at hand, and the adequacy of instructions provided to Legal Services. As a guide, Legal Services will often be in a position to provide at least preliminary advice within ten (10) working days of receipt of a Legal Services Request Form.  If this matter is urgent or subject to specific deadlines, please advise: |
|  |
| **Acknowledgement Receipt** |
| You should receive **email notification** from Legal Services within 1-3 days of lodgement of your Legal Services Request Form. This notification will provide you with a **Legal File Reference Number** for your request.  If after 3 days you have not received this email notification, please follow up directly with the Legal Services Group administrator to ensure your submission has been received. |

Please submit your Legal Services Request Form (and associated documentation) to: [legalservices@rmit.edu.au](mailto:legalservices@rmit.edu.au)

or via Internal Mail: Building 21; Level 4; Room 7