

## **Request for Legal Advice**

If you require legal advice on a University matter, please complete the [Request for Legal Advice form](#) and email it to Kimberly Marchuk at [kdrewnia@ualberta.ca](mailto:kdrewnia@ualberta.ca) or the lawyer you normally work with for the given subject matter.

The Office of General Counsel may, at its discretion, waive the requirement for a Request for Legal Advice form on a case-by-case basis. Urgent requests are one example where an exemption may be considered.

Please refer to the [University's Retention of External Legal Counsel Procedure](#) for [a list of individuals approved to provide instructions to and seek advice from the Office of General Counsel](#). If your position is not listed in the policy then you should raise this matter with someone whose position appears on the list and have them contact the Office of General Counsel, if necessary. This will ensure your matter is dealt with in an efficient manner.

You are responsible for contacting and coordinating with any other units that may need to advise on this matter (e.g. Risk Management; Information and Privacy; etc.), although the Office of General Counsel may suggest others who should be involved.

When requesting legal advice, please provide all relevant supporting documentation and background information. Legal advice will be provided in writing, over the telephone or in person, depending on the circumstances.

External legal counsel may be retained by the Office of General Counsel to work with you on your matter, depending on the situation.

Please note that we request as much advanced notice as possible and we may not be able to meet your timing expectations if we are not given sufficient notice.