

## LEGAL CLINICS REQUEST FOR ADVICE

(This form is to be used by a party wishing to request legal advice via DMCC's Legal Clinics initiative (a Request).

This form must be typed.

Date: \_\_\_\_\_

### DETAILS OF THE PERSON MAKING THE REQUEST (REQUESTING PARTY)

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

### DETAILS OF COUNTER PARTY/PARTIES (COUNTER PARTY)\*

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

*\* This will be your employer's details if this is an employment matter.*

### TYPE OF LEGAL ADVICE:

Employment

Intellectual Property

Corporate

Commercial

Real Estate

Disputes

*Please note that you may only select one area of law. If you require legal advice in relation to more than one area of law, you will need to complete a separate Request.*

### SECTORS:

Energy

Food Trade

Hospitality

Other (please specify below)

Maritime

Construction

Aviation

Other (please specify):

\_\_\_\_\_  
*Please tick the sector or sectors to which the legal advice relates.*

### BRIEF DESCRIPTION OF THE LEGAL ADVICE REQUIRED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach copies of any supporting documents as evidence (if relevant).*

### Terms and Conditions

1. The DMCC Disputes Centre facilitates the operational aspects of the Legal Clinics by matching the Requesting Party with a provider of legal services who has agreed to participate in the Legal Clinics initiative.
2. Legal Clinic appointments are allocated by the DMCC Disputes Centre on a first come first served basis and there are only a finite number of appointments available each month. If there is no appointment available in a given month due to high demand, the DMCC Disputes Centre will contact the Requesting Party to ask if they would like their Request to be considered for the appointments available in the following month.

3. The legal advice is provided solely by the legal service provider.
4. DMCC is not responsible in any way for the content or accuracy of the legal advice provided by the legal service provider. Neither DMCC nor any other DMCC entity or affiliate of DMCC accepts any responsibility for any loss which may arise from reliance on information or advice provided by the legal service provider.
5. No Legal Clinic appointment will be confirmed until a participating legal service provider has confirmed that they are willing to act in relation to the Request.
6. It is entirely at the discretion of the legal service provider whether they accept or reject the Request, and there may be occasions where no legal service provider is able to act. This may be because, for example, it is a highly specialist area in which none of the legal service providers has the requisite expertise to provide advice, or the participating legal service provider considers it has a conflict of interest or otherwise believes it would not be in its best interest to provide advice to the Requesting Party. In such cases, the DMCC Disputes Centre will notify the Requesting Party that it has been unable to match the Request with a legal service provider.
7. If the legal service provider accepts the Request the DMCC Disputes Centre will confirm the date and time of the Legal Clinic appointment to the Requesting Party. The Legal Clinic appointment will be scheduled on the basis of the legal service provider's availability. If the Requesting Party is unable to attend the allocated appointment with the legal service provider, the Requesting Party will be added to the Legal Clinic appointment waiting list for that month and that Legal Clinic appointment will be offered to the next person on the Legal Clinic appointment waiting list. If there are other Legal Clinic appointments available that month the Requesting Party will be offered one of these, but if there are no other available Legal Clinic appointments available that month, the Requesting Party will be asked if they would like their Request to be considered for the appointments available in the following month. It is therefore very important that the Requesting Party makes every effort to attend the allocated Legal Clinic appointment.
8. The Legal Clinic appointments operate on the basis of a 60 minute legal consultation free of charge (with the exception of employment matters which are scheduled for a 30 minute legal consultation free of charge). Once the free of charge consultation has taken place, should the Requesting Party wish to continue to receive legal services from the legal service provider, fees will be payable by the Requesting Party to the legal service provider. The legal service provider who has provided the initial free of charge consultation will explain the terms and conditions on which it will continue to provide legal advice to the Requesting Party.
9. DMCC is not responsible for any legal fees incurred by the Requesting Party.
10. The DMCC Disputes Centre's role is limited to the facilitation of the initial free of charge consultation. The DMCC Disputes Centre will not be involved in the provision of legal services or any ongoing arrangement between the legal service providers and users of the Legal Clinics.
11. If the Requesting Party fails to attend a confirmed Legal Clinic appointment, the Legal Clinic appointment will not be rearranged and the Requesting Party forfeits the right to the Legal Clinic appointment.
12. The DMCC Disputes Centre reserves the right to reject any Request from a Requesting Party in its absolute discretion.

By signing this Request I, the Requesting Party, agree to the Legal Clinics Terms and Conditions set out above.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**DMCC PURPOSE**

**LEGAL SERVICE PROVIDER DETAILS**

**Name:** \_\_\_\_\_

**Contact person(s):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Date of Notification:** \_\_\_\_\_

**DMCC Disputes Centre Notes:** \_\_\_\_\_