



# Request for Legal Services

Requested By: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department/Division/Lead: \_\_\_\_\_

Requested Deadline: \_\_\_\_\_

End User: \_\_\_\_\_

(ASAP is not considered a date. When setting deadlines, take into consideration timeline for Board approval, if needed).

Phone/Ext No.: \_\_\_\_\_

**Instructions:** Fill out completely. Provide as much detail as possible to ensure a quality response. Email this request with all supporting documents to [LegalRequest@piercetransit.org](mailto:LegalRequest@piercetransit.org), or send a hard-copy to Dana Henderson in Legal.

**1. Party/Project Name:** \_\_\_\_\_

**2. Description of Request:** Please provide a general description of your issue or project, outline any specific concerns or questions and what you need in terms of legal opinion or work. Please note any pressing deadlines.

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**3. List of documents attached:** Please provide all documents in WORD format and submit all related materials (original agreements, prior BOC action, etc...).

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**4. BOC or EFC Approval Needed?** ☐ Yes ☐ No

(\$200,000 to 1M to EFC) (\$1M+ or Interlocal to BOC)

Has this previously been to the BOC? ☐ Yes ☐ No If yes, provide Fact Sheet & Resolution # \_\_\_\_\_

Proposed date to go to BOC or EFC: \_\_\_\_\_ (BOC/EFC)(Circle)

**5. Contact Information of others outside of PT (opposing counsel, other party's contact, etc., include title, phone # & email if possible):**

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**LEGAL Dept. Only:**

Date Received: \_\_\_\_\_ Received via: \_\_\_\_\_ Legal Request # \_\_\_\_\_

Notes:

**File Location**

Attach in R drive

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

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