



Legal Service Support Section Pacific  
Camp Butler Legal Assistance Office  
LegalAssistMCB@usmc.mil  
DSN 315-645-1037



IF YOU WOULD LIKE TO SCHEDULE AN APPOINTMENT

Please email [LegalAssistMCB@usmc.mil](mailto:LegalAssistMCB@usmc.mil) stating your full name, your status (AD, dependent, etc) and the reason for your appointment. If you are a new client, please email us the forms required to expedite the process.

## ELIGIBILITY & SCOPE OF SERVICES

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### WHO IS ELIGIBLE?

Our first priority is mission readiness for operational units, especially deploying units. Other services may be limited or suspended for deployment briefs. Predeployment services are also available for reservists in pre-mobilization status. Individualized legal assistance services are available on a limited basis according to the following priority:

1. Active duty personnel
2. Dependents of active duty personnel as resources permit
3. Reserve personnel on active duty for more than 30 days as resources permit
4. Dependents of activated reserve personnel as resources permit
5. Retired personnel and spouses as resources permit
6. DoDEA civilians
6. Any other eligible party under MCO 5800.16 Vol 5 Section 0105 (see table on Legal Assistance Menu page)

### I AM ELIGIBLE. HOW CAN I SEE AN ATTORNEY?

Those seeking to speak with an attorney must schedule an appointment via **email** ([legalassistMCB@usmc.mil](mailto:legalassistMCB@usmc.mil)). **Appointment only**. No walk-ins. **FOR EMERGENCIES ONLY** please call **DSN 645-1037**. Please **fill out the forms** (client intake and memorandum of agreement) which are found on our website and email them to us completed. You can also request them via email. The office will conduct a **conflict check** after receiving your forms. **NO APPOINTMENT WILL BE SCHEDULED IF WE DO NOT RECEIVE THE FORMS FILLED OUT COMPLETELY**. If a conflict is discovered at any time, this office will not be able to provide legal advice, and your case will be referred to the Legal Office at Iwakuni for assistance. If you are more than **twenty (10) minutes late** for your appointment, you will have to reschedule. Please

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SPECIFIC LEGAL ADVICE.

FOR ADVICE REGARDING A PARTICULAR SITUATION, ALWAYS CONSULT WITH AN ATTORNEY

**bring all documentation** relating to your case with you to your appointment. If you do not have the necessary documents on hand, the attorney may not be able to assist you.

#### **WHAT CAN I RECEIVE ASSISTANCE ABOUT?**

Per MCO 5800.16 Vol 5, Legal Assistance offices are only authorized to provide advice regarding:

- Family Law (divorce, separation, child custody, etc.)
- Consumer, credit, and debt issues
- Service members' Civil Relief Act
- Estate Planning (Wills, Living Wills, Healthcare Power of Attorney)
- Limited Immigration Assistance

#### **WHAT IS NOT IN THE LEGAL ASSISTANCE SCOPE OF SERVICES?**

Our office is **prohibited** from providing advice regarding:

- Advanced Estate Planning (Living trusts, Probate, Will Contest)
- Bankruptcy
- "Involved" Family law cases - Contested divorces, civilian restraining orders, MPOs (Military Protective Orders)
- Employment issues (Discrimination, wrongful firing)
- Personal business matters
- Claims against commanding Officers
- Criminal Matters/DUI, Traffic violations – Please contact the [Defense Services](#) (DSN 645-3075)
- Military Justice or official military matters (NJP, Courts Martial, Fit Rep Rebuttal, BCNR petitions) – Please contact the [Defense Services](#) (DSN 645-3075) or the [Victim Legal Counsel Office](#) (DSN 645-4457)
- Claims against the government – Please contact the [Base Staff Judge Advocate](#) (DSN 645-9373)
- SOFA related issues – Please contact the [Base Staff Judge Advocate](#) (DSN 645-7461/7462)

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