

SBLC REQUEST FOR SERVICES FORM

PLEASE NOTE: SUBMITTING THIS FORM DOES NOT MAKE US YOUR ATTORNEYS

PERSONAL INFORMATION

First Name	Last Name	M.I.	
Previously Used Names			
Address			
City	State	Zip	
Phone	Mobile	Home	Other _____
Email Address			
Name of Current Spouse / Domestic Partner			
Name(s) of Previous Spouse(s) / Domestic Partner(s)			

PERSONAL INCOME AND EXPENSE INFORMATION

Current Year-To-Date Gross Income	Number In Household		
Monthly Gross Income	From Wages	Other _____	
Prior Year 20____ Gross Income	Estimate	From 20____ Tax Return	
Current Monthly Expenses	I Am Currently	Employed	Not Employed
Value of Personal Assets, if Any (Home, Vehicles, Bank Accounts, 401(K), Stocks, Etc.)			
Value of All Personal Debt, if Any (Home, Vehicles, Credit Cards, Etc.)			

OTHER PERSONAL INCOME AND EXPENSE INFORMATION (NOT FROM BUSINESS)

Source of Other Personal Income
Current Year-To-Date Gross Income From Other Source
Prior Year Ending 20____ Gross Income From Other Source
Source of Other Personal Income
Current Year-To-Date Gross Income From Other Source
Prior Year Ending 20____ Gross Income From Other Source
Other Personal Expenses

BUSINESS INFORMATION (IF APPLICABLE)

Business Name			
Address			
City		State	Zip
Phone		Website	
Email Address			
Are You Currently In Business?		Month And Year Business Started	
Yes	No		
Number of Employees		Do You Conduct Business Online?	
		Yes	No
Is The Business Already Registered with The State of California?		Yes	No
Nature of Business (Specify Primary Services / Products / Commodities Provided)			
Relationship To Business (Check All That Apply)			
Owner/Principal		President/CEO	Partner
Employee		Other _____	
Name(s) of Business Partner(s)			
If Applicable, Names of Individuals On Board of Directors			

BUSINESS INCOME AND EXPENSE INFORMATION

Current Year-To-Date Gross Business Revenue		
Prior Year Ending 20____ Gross Business Revenue	Estimate	From 20____ Tax Return
Current Monthly Business Expenses		
Value of Business Assets, if Any (Real Estate, Vehicles, Bank Accounts, Computers, Etc.)		
Value of All Business Debt, if Any (Real Estate, Vehicles, Credit Cards, Etc.)		

OTHER BUSINESS INCOME AND EXPENSE INFORMATION

Source of Other Business Income
Current Year-To-Date Gross Business Income From Other Source
Prior Year Ending 20____ Gross Business Income From Other Source
Other Business Expenses

LEGAL SERVICES NEEDED (CHECK ALL THAT APPLY)**PLEASE NOTE THE SMALL BUSINESS LAW CENTER DOES NOT PROVIDE LITIGATION LEGAL SERVICE OR ANY INTERNATIONAL PATENT OR TRADEMARK SERVICES**

Incorporation / LLC or Partnership Formation

Corporate Governance

Permits and Licenses

Business Organization and Registration

Contracts or Licenses

Commercial Leasing

Tax-exempt / Non-profit Status

Employment Issues

Trademark

Copyright

Patent (see additional questions, below)

Other (please explain) _____

FOR PATENT SERVICE REQUESTS ONLY, PLEASE FULLY ANSWER THE FOLLOWING (USE ADDITIONAL SHEETS AS NEEDED)Briefly Summarize Your Idea. **DO NOT PROVIDE ANY CONFIDENTIAL DETAILS.**

Have You Described Your Idea To Others Verbally Or In Writing?

Yes

No

If Yes, Provide Date(s) And Explain To Whom And Where.

Have You Demonstrated Or Used Your Idea with Others Around?

Yes

No

If Yes, Provide Date(s) And Explain To Whom And Where.

Have You Offered Your Idea For Sale Or Sold It To Others?

Yes

No

If Yes, Provide Date(s) And Explain To Whom And Where.

OTHER REQUIRED DOCUMENTS

IN ORDER TO COMPLETE YOUR REQUEST FOR SERVICES AND TO DETERMINE YOUR FINANCIAL ELIGIBILITY FOR SERVICES FROM THE SBLC, YOU ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS (IF APPLICABLE)

PERSONAL INCOME

Most recently filed Form 1040, including all Schedules, W-2 AND/OR 1099 FORMS

I cannot provide this document. Reason _____

Two most recent paystubs

I cannot provide this document. Reason _____

BUSINESS INCOME

Business Tax Return

I cannot provide this document. Reason _____

Year-to-date and prior year business financials (profit & loss, balance sheet)

I cannot provide this document. Reason _____

Statement/Declaration of Income and Expense

I cannot provide this document. Reason _____

How did you hear about the Small Business Law Center? _____

Please note submitting this form does not make us your attorneys. Also, as an educational clinic, the SBLC has different time constraints than a traditional law firm. In order to ensure quality of student work and to promote a learning environment, the waiting period between the time you submit a request for services and the time you receive a response may be longer than expected. Please understand that these timing issues also affect the speed at which services are rendered. If your matter is time sensitive in nature or you require prompt assistance, please contact another attorney. The SBLC values the quality of services we provide our clients as well as the educational experience offered to our students. By submitting the request for services and financial documents, you agree to the timing limitations addressed above.

By signing, I affirm that I have read all information on this form, and that all information that I have provided is true and correct.

Signature: _____ Date: _____

**PLEASE COMPLETE THIS FORM DIGITALLY AND EMAIL TO SBLC@TJSL.EDU OR FAX TO (619) 961-1382,
OR DROP OFF IN PERSON TO 495 ELEVENTH AVENUE SAN DIEGO, CA 92101**