|  |  |
| --- | --- |
| **Office of the University Solicitor**  Request for Legal Advice | Deakin University logo |

|  |
| --- |
| **Contact Details** – if more than two Other Parties, please attach Schedule |

|  |  |  |
| --- | --- | --- |
| **Deakin person responsible for developing the project or arrangement (Instructor)** | Name: |  |
| Faculty/Division: |  |
| Job Title: |  |
| Telephone: |  |
| Email: |  |
| **Other Party 1** | Name of organisation: |  |
| Address: |  |
| Telephone:: |  |
| Facsimile: |  |
| Email: |  |
| Contact: |  |
| **Other Party 2** | Name of organisation: |  |
| Address: |  |
| Telephone:: |  |
| Facsimile: |  |
| Email: |  |
| Contact: |  |

|  |
| --- |
| **Matter Details** |

|  |  |  |
| --- | --- | --- |
| **What sort of matter is this?** | □ Agreement  □ Tender  □ Dispute | □ Legislation  □ Discipline/Grievance  □ Other/Not Sure |
| **Project Title** | [***insert details***] | |
| **What is this matter about?** | Outline the project/arrangement*.* Please provide a brief summary of the objectives of this project, the issues involved and the desired outcomes *(eg DU providing materials to Bloggs Corporation, tender for services, student discipline).* | |
| [***insert details***] | |
| **Does this matter relate to any existing matter?** | *(eg is this a consultancy arrangement falling under a Funding Agreement we have previously reviewed or does it relate to a student matter on which we have previously advised?) If so, please provide details, including our reference.* | |
| [***insert details***] | |
| [***UniSol reference***] | |
| **Background Information** | Please supply relevant background information, including any draft Agreement or proposal and, if a renewal, the previous Agreement and any UniSol reference. | |
| 1. [***insert details/list attachment***] 2. [***insert details/list attachment***] 3. [***insert details/list attachment***] | |
| [***insert UniSol reference***] | |
| **What do you want us to do for you?** | *(eg review the agreement provided by the Other Party and advise if it can be signed or, draft agreement reflecting this arrangement)* | |
| [***insert details***] | |
| **What has been arranged/agreed?** | Have you made any written or oral agreement with the Other Party/ies about this matter? *(eg agreed on services, cost, delivery dates)*  □ Yes  □ No | |
|  | |
| If yes, please set out in numbered paragraphs what you have agreed and attach any supporting documents (*eg emails, letters, etc*).   1. [***insert details***] 2. [***insert details***] 3. [***insert details***] | |

|  |
| --- |
| **Agreement Details** – Please complete this section only if this matter relates to an Agreement |

|  |  |  |  |
| --- | --- | --- | --- |
| **Renewal or Variation** | Is this Agreement going to extend, vary or replace an existing Agreement?  □ Yes – please attach a copy of the existing Agreement  □ No | | |
| **Term of Agreement** | When does the Agreement start and finish? | | |
| Start Date: | [***insert***] | |
| End Date: | [***insert***] | |
| Is extension available? | □ Yes  □ No | |
| **Financial Terms** | Dollar value of Agreement (excluding GST and any "in-kind" contributions): | $[ ] | |
| Deakin is paying: | □ | |
| Deakin is being paid: | □ | |
| Provide details of payment dates and any payment milestones: | | |
| [***insert details***] | | |
| Nature and value of in-kind contributions: | | |
| [***insert details***] | | |
| **Intellectual Property** | Will any Intellectual Property be created? | | □ Yes  □ No |
| If yes, please detail in brief:  [***details***] | | |
| Who will that Intellectual Property be owned by? | | □ Deakin  □ Other Party |
| Will the Other Party be contributing any Background Intellectual Property? | | □ Yes  □ No |
| If yes, please detail in brief:  [***details***] | | |
| Will Deakin be contributing any Background Intellectual Property? | | □ Yes  □ No |
| If yes, please detail in brief:  [***details***] | | |
| **Confidential Information** | Will the Other Party have access to Deakin's Confidential Information? *(eg business plans)*  □ Yes  □ No | | |
| **Sub-Contractors** | Is completion of this Agreement dependent on a sub-contractor?  □ Yes  □ No | | |

|  |
| --- |
| **General Information and Confirmation** |

|  |  |
| --- | --- |
| **Comments** | Please insert any comment or further information here. |
| [***insert details***] |
| **Is this matter urgent?** | □ Yes  □ No |
| If yes, please explain why this matter is urgent and specify the date this work needs to be completed by. |
| [***insert details***] |

By signing this Request for Legal Services Form I declare that:

|  |  |
| --- | --- |
| □ | I have obtained the relevant Faculty/Division approval to proceed with this project. |
| □ | If you are submitting an agreement with this request, please confirm that you have read the attached agreement and confirm that the schedules are correct and that all business aspects, including the fees, payment schedule, reporting requirements and milestones, reflect what has been agreed between the parties. |

If certain parts of this declaration do not apply or are not approved, please leave the check box blank and specify below:

[***insert details***]

|  |  |
| --- | --- |
| **To be signed by Instructor** | Name: |
| Signature: |
| Date: |