

## **USC Stevens Legal Office Hours Intake Form**

### **PERSONAL INFORMATION**

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
School Affiliation: \_\_\_\_\_ Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **USC AFFILIATION**

Full-time Faculty                      Part-time Faculty                      Undergraduate Student  
Graduate Student                      Postdoctoral Researcher                      Alumni

### **CONSULTATION REQUESTED**

Corporate Law                      Intellectual Property Law

How did you hear about us?

**Summary of business concept and plans.**

*(Description of innovation or project you would like to review with an attorney).*

**Briefly describe your question(s) or the service that you would like to have provided.**

*(Please provide 3-5 questions you would like the attorney to address).*

**Please submit the completed intake form to [legalofficehours@stevens.usc.edu](mailto:legalofficehours@stevens.usc.edu).  
In order to schedule an appointment, the intake form must be completed and submitted. An appointment will be scheduled within 48-72 hours of receipt. Please note the appointments are scheduled on a first-come, first-serve basis.**