

CAMPUS RESOURCES

Student Legal Services www.asmsu.msu.edu	(517) 353-3716
Student Right Advocates www.asmsu.msu.edu	(517) 884-1253
Council of Graduate Students www.cogs.msu.edu	(517) 353-9189
Ombudsperson www.msu.edu/unit/ombud	(517) 353-8830
MSU Counseling Center www.counseling.msu.edu	(517) 355-8270
LBGT Resource Center www.lbgct.msu.edu	(517) 353-9520
MSU Safe Place www.safeplace.msu.edu	(517) 355-1100
Office of International Students & Scholars (OISS) www.oiss.msu.edu	(517) 353-1720

COMMUNITY RESOURCES

POLICE

Emergencies Only	9-1-1
MSU Police Department (non-emergency) www.police.msu.edu	(517) 355-2221
East Lansing Police Department (non-emergency) www.cityofeastlansing.com/police	(517) 351-4220

COURTS

54-A District Court (Lansing) www.lansing.mi.gov/district_court	(517) 483-4433
54-B District Court (East Lansing including MSU Campus) www.cityofeastlansing.com	(517) 351-7000
55th District Court (Meridian Township, Lansing Township, Remainder of Ingham County) www.dc.ingham.org	(517) 676-8400

CITY OF EAST LANSING www.cityofeastlansing.com	(517) 337-1731
Parking & Code Enforcement	(517) 319-6894
Planning, Building & Development (Rental Housing Issues)	(517) 319-6857

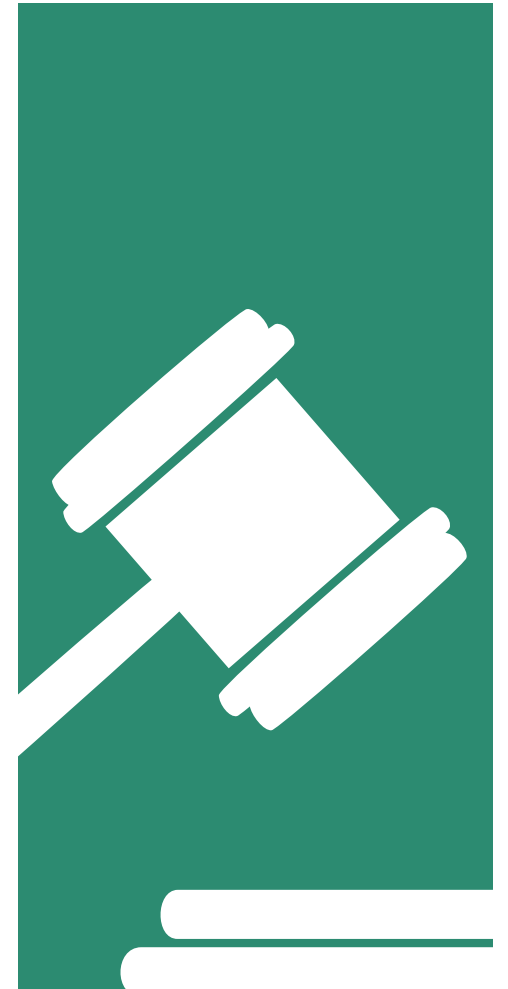
Student Legal Services
556 E. Circle Dr., Room 329
East Lansing, MI 48824

Phone: 517-353-3716
Fax: 517-432-1999
asmsu.msu.edu

This pamphlet is prepared by the law office of Jeffries and Associates, PLLC. It is intended to provide students with general information only and should not be considered as a substitute for legal advice from a licensed attorney. If you need legal advice or representation, contact Student Legal Services immediately to schedule an appointment.



STUDENT LEGAL SERVICES



WHAT IS STUDENT LEGAL SERVICES?

Student Legal Services is a student government sponsored program that provides free legal services for all eligible Michigan State University students through a private law firm consisting of attorneys, legal interns, and support staff. Our office provides students with advice and representation regarding a wide range of legal issues including criminal misdemeanors, landlord-tenant matters, traffic offenses, and much more. Student Legal Services is sponsored by the Associated Students of Michigan State University (ASMSU) and the Council of Graduate Students (COGS).

WHO WE ARE

ASMSU and COGS, in addition to many other programs, offer free legal services to the students of Michigan State University. The attorneys at Jeffries and Associates, PLLC have a combined 40 plus years of legal experience at Student Legal Services. Brian Jeffries, Adam Cozort, and Mary Beth Wimberley have demonstrated the skills and understanding necessary to represent the unique legal needs of students.

LOCATION AND HOURS

Student Legal Services is located on the campus of Michigan State University at 556 E. Circle, Drive, Room 329, of the Student Services Building. Our office is open from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. Student Legal Services is closed Saturdays, Sundays, and all Michigan State University holidays.

ELIGIBILITY

All undergraduate and graduate students of Michigan State University who are currently enrolled and taking classes, and who have not received a refund of his/her student tax are eligible to receive legal services. There is no fee to use our services as long as you meet these requirements.

SERVICES OFFERED

Our services consist of court representation (limited to district court practice within Ingham County), professional advice and consultation in a wide variety of areas of law, particularly student-related matters, informational brochures and sample documents, as well as speaking engagements and preventative law programs regarding various legal issues.

USING THE SERVICE

You must schedule an appointment in order to use Student Legal Services. Appointments will be scheduled during regular office hours by either calling 517-353-3716 or visiting our office. You will be required to provide a valid student ID to verify eligibility.

Our office does not accept walk-ins or same day appointments and no advice will be given over the phone or via e-mail.

You are required to bring to your appointment any documentation that relates to your case. This includes all court notices and documents, police reports, tickets, lease, pictures, videos, e-mails, agreements, and any other information that you think may help us assist you with your case.

DO NOT WAIT UNTIL THE LAST MINUTE TO CONTACT STUDENT LEGAL SERVICES!

CLIENT OBLIGATIONS

A student who seeks counseling or representation from Student Legal Services has certain obligations as a client, such as:

- Advise Student Legal Services of a change of mailing address or telephone number at the earliest opportunity.
- Attend all scheduled appointments, hearings, or trials.
- Bring all documentation and other information relating to your legal problem to any meeting with your attorney.
- Always be honest. The attorney must know all of the facts, both good and bad, to properly represent you.
- Be prepared to pay all filing fees, fines, and other court costs necessary to prepare, file, or conclude your case.

CONFIDENTIALITY

Each attorney is sworn to preserve the confidence of a client. Attorney-Client Privilege provides our clients with the assurance of absolute confidentiality. Any information provided to Student Legal Services will not be disclosed to parents, the University, police agencies, or any other individual or party without the client's express written consent, or as required by law. It is essential that every client disclose the facts of his/her case to the attorney in order to receive the best possible advice and representation. Confidentiality waivers are available upon request.