

## IMPORTANT PHONE NUMBERS & WEBSITES

### UNIVERSITY

Counseling Center  
[www.counselingcenter.uiuc.edu](http://www.counselingcenter.uiuc.edu) 333-3704

HOUSING [www.housing.uiuc.edu](http://www.housing.uiuc.edu)  
Residence Halls 333-7111  
Orchard Downs 333-5656  
Certified Housing [certified.housing.uiuc.edu](http://certified.housing.uiuc.edu) 333-1420

Student Conflict Resolution / Mediation 333-3680  
[www.conflictresolution.uiuc.edu](http://www.conflictresolution.uiuc.edu)

Student Legal Service [www.odos.uiuc.edu/sls](http://www.odos.uiuc.edu/sls) 333-9053

Tenant Union [www.tenantunion.uiuc.edu](http://www.tenantunion.uiuc.edu) 333-0112

Student Code [www.admin.uiuc.edu/policy/code/](http://www.admin.uiuc.edu/policy/code/)

### COMMUNITY

Champaign [www.city.champaign.il.us](http://www.city.champaign.il.us)  
Property Maintenance Inspections 403-7070  
[www.ci.champaign.il.us/neighborhood/nhmi.php](http://www.ci.champaign.il.us/neighborhood/nhmi.php)  
Community Relations (Discrimination) 403-8830

Champaign County  
Circuit Clerk (Traffic) 384-3717  
[www.cccircuitclerk.com](http://www.cccircuitclerk.com)  
Voter registration 384-3720  
[www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

State of Illinois [www.il.gov](http://www.il.gov)

Attorney General 278-3366  
[www.ag.state.il.us](http://www.ag.state.il.us)  
Secretary of State 278-3344  
[www.cyberdriveillinois.com](http://www.cyberdriveillinois.com) Springfield 217-785-3000  
Human Rights Commission 785-4350  
[www.state.il.us/ihr/About\\_03.htm](http://www.state.il.us/ihr/About_03.htm)  
Department of Human Rights 785-5100  
[www.state.il.us/dhr](http://www.state.il.us/dhr)

Public Aid / Dept. of Health & Family Services 278-5500  
[www.hfs.illinois.gov](http://www.hfs.illinois.gov)

Tax information  
I.R.S. [www.irs.gov](http://www.irs.gov) 800-829-1040  
Taxpayer Advocate Service 877-777-4778  
Chicago 312-566-3800  
Springfield 217-862-6382

Ill. Department of Revenue 782-3336  
[www.revenue.state.il.us](http://www.revenue.state.il.us) 800-732-8866

Urbana [www.city.urbana.il.us](http://www.city.urbana.il.us)  
Division of Code Enforcement 384-2455  
Human Relations Officer 384-2466  
Building Safety Division 384-2431  
To arrange for inspection 384-2443

## AVAILABLE SERVICES

- ⇒ Landlord—tenant issues
- ⇒ Traffic tickets
- ⇒ Misdemeanor charges
- ⇒ Name Changes
- ⇒ City Ordinance Violations
- ⇒ Small Claims
- ⇒ Consumer issues
- ⇒ Auto Accidents and Insurance problems
- ⇒ Student Discipline
- ⇒ Other Miscellaneous problems

## EXCLUDED SERVICES

- ∅ Bankruptcy
- ∅ Claims against the University of Illinois or the State of Illinois
- ∅ Contingent Fee Matters
- ∅ Courtroom Representation outside Champaign County
- ∅ Divorce, Custody, Legal Separation
- ∅ Income—Producing activities
- ∅ Felonies
- ∅ Passport, Visa, Immigration Services, including green cards
- ∅ Real Estate (other than landlord-tenant)
- ∅ Student vs. Student
- ∅ Tax/Income tax issues
- ∅ Wills or Trusts

### STUDENT LEGAL SERVICE

324 Illini Union

[www.odos.uiuc.edu/sls](http://www.odos.uiuc.edu/sls)

Office Hours: 8:30a.m.-Noon, and 1-4:30p.m.

*Paid for by S.O.R.F.*

Revised: March 2009



ILLINOIS  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

# STUDENT LEGAL SERVICE PROGRAM



324 Illini Union  
1401 West Green Street  
Urbana, IL 61801  
333-9053

Office Hours: 8:30a.m.— Noon,  
& 1:00—4:30 p.m.

[www.odos.uiuc.edu/sls](http://www.odos.uiuc.edu/sls)

**Paid for by S.O.R.F.**

## ▶ WHO IS ELIGIBLE?

All students who are enrolled at the University of Illinois at Urbana-Champaign who have been assessed and not received a refund of the Student Organization Resource Fee (S.O.R.F.) in the current semester, including summer term, are eligible to use Student Legal Service.

## ▶ PURPOSE OF THE STUDENT LEGAL SERVICE

The purpose of the Student Legal Service is to inform students of practical aspects of the law as applied to their individual problems.

In addition, in-court representation is available in many cases. Priority is given to matters for which a student would be financially unable to retain a private attorney. This is determined by income guidelines established by the Student Legal Service Plan. It is believed that a majority of students will qualify for individual representation under those guidelines.

## ▶ LOCATION AND HOURS

The Student Legal Service is located in 324 Illini Union (third floor, North wing). The phone number is 217-333-9053.

The office is open from 8:30 a.m. to 12:00 Noon, and from 1:00 p.m. to 4:30 p.m., Monday through Friday throughout the school year, including summer sessions. The office is closed on Saturdays, Sundays, and University holidays.

## ▶ THE STAFF

The staff of the Student Legal Service consists of three full-time attorneys, and one full-time office support person, and sometimes one or more part-time law student interns, from the University's College of Law, who work under the supervision of the attorneys.

## ▶ HOW TO USE THE SERVICE

To use the Student Legal service, you must come to the office in person.

You will be required to:

- ⇒ provide your I-Card (student identification card), to the office staff, and
- ⇒ fill out an intake form, providing a brief description of your legal problems to make it possible for any necessary research to be done prior to your appointment.

You can do this on-line at our website or from our CD, print it and bring it with you to the office, or you can fill it out in our office when you come in.

Be sure to bring with you any documents (e.g., ticket, court documents, lease, letters, etc.)

Normally you will not have to wait longer than three (3) days for your appointment.

If you have a legal problem or anticipate one, give it your early attention.

*Don't wait until the day before you are to appear in court to contact Student Legal Service.*

There are no walk-in or same-day appointments.

*NO LEGAL ADVICE WILL BE GIVEN OVER THE TELEPHONE.*

Business may not be conducted with an unknown party. This policy is for the protection of *your* privacy.

University of Illinois  
STUDENT LEGAL SERVICE

## ▶ ATTORNEYS AND THEIR CLIENTS

In discharging their responsibilities at the Student Legal Service, the staff attorneys are subject to professional ethics. The following policies are in accordance with those professional responsibilities:

## ▶ CONFIDENTIALITY

An attorney is sworn to preserve the confidences of a client. This rule applies equally to those people who work with the attorney.

Information concerning your case will under no circumstances be released to third parties without your written authorization. There are no exceptions.

You should feel free to discuss openly and candidly all aspects of your problem which you feel may have a bearing on the outcome.

## ▶ ZEALOUS REPRESENTATION

The attorney assigned to your case is obligated to represent your interests zealously within the bounds of the law.

The attorneys at the Student Legal Service will, at all times, exercise independent, professional judgment in assessing the merits of a particular matter and in determining whether legal services will be given to an eligible student in that matter.

STUDENT LEGAL SERVICE  
324 Illini Union

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