

Request for PASA Legal Services

Complete and save this writable form before closing it.

Please Note:

Before completing this form, please review PASA's Legal Services Policy on the PASA website and call PASA's General Counsel at 717-540-4448.

Member Information:

Personal Information:

Name: _____

Address: _____

County: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Employment Information:

School Entity: _____

Address: _____

County: _____

Email: _____

Phone: _____ Cell Phone: _____

Position/Title: _____

Contract Term: _____ Year _____ From: _____ To: _____

Briefly explain your need for PASA Legal Services.

(If necessary, provide additional information on a separate document.)

Anticipated timeframe for legal services:

Is there an on-going criminal investigation or are criminal charges pending?

Yes ☐ No ☐

Has a mandatory report been filed with the PA Department of Education regarding professional misconduct?

Yes ☐ No ☐

Is this matter directly related to your employment relationship with the Board of School Directors?

Yes ☐ No ☐

Have you consulted an attorney about this matter?

Yes ☐

No ☐

If applicable:

Name of Attorney: _____ Phone: _____

Address: _____

What action, if any, is the attorney taking on your behalf?

PASA may contact you for additional information and/or documentation before making a determination regarding your request for legal services.

NOTICE: Completion of this form does not mean that a PASA attorney will represent you. A PASA attorney will not represent you unless and until both you and the PASA attorney execute a written representation agreement.

Acceptance of Policy: By signing this form, I declare that I have read and understood the PASA Legal Services Policy and agree to the provisions therein.

Signature: _____ **Date:** _____

Along with this application, attach relevant documents as necessary (e.g. employment contract, performance evaluations, correspondence with or from the Board, etc.) and send it directly to:

PASA

Attn: General Counsel

2608 Market Place

Harrisburg, PA 17110

Notes: Documents may be submitted initially by email to General Counsel Robert Tomaine at rtomaine@pasa-net.org. However, please also submit to the PASA office original hard-copies of all documents.

For PASA Use Only:

PASA Member

Yes ☐

No ☐

Commissioned Officer

Yes ☐

No ☐

Request Status:

Approved:

Date: _____ Signature: _____ Title: _____

Disapproved:

Date: _____ Signature: _____ Title: _____

Anyone who has been denied legal services under this policy may appeal to the PASA Executive Committee within 30 days of the initial denial of legal services.