

Legal Request Form Instructions

1. Visit [Legal Request Service Desk](#) and click “Questions for Legal”.

[Help Center](#) / [Legal Request](#)

Legal Request

Welcome! You can raise a request for Legal Request using the options provided.

What can we help you with?



2. Enter your WHOI email address, subject and a short description of your request.
3. Click “Browse” or Drag and Drop your file to attach a document to your ticket.
4. Select your “Department” and optionally enter your “Due Date”.
5. When finished, click “Send”.

Email confirmation to *

1.Email [red box] [redacted]@whoi.edu

2.Subject [red box] [redacted]

3.Description [red box] [redacted]

Please provide a brief summary of your situation, including what assistance you are seeking from OGC. *

Please attach relevant agreement or document (e.g., SOWs, budgets, contract or agreements, email communications, etc.)

4.Attach document here [red box] [red arrow] Browse

5 [red box] Your department *

6 [red box] Due date * e.g. 15/Aug/23 [calendar icon]

7 [red box] [red arrow] Send Cancel

6. You should see a confirmation message and receive an email once the ticket is created.