

IMPORTANT PHONE NUMBERS & WEBSITES

UNIVERSITY

Counseling Center

counselingcenter.illinois.edu 217-333-3704

Housing housing.illinois.edu

Residence Halls 217-333-7111

University Apartments 217-333-5656

Certified Housing 217-333-1420

certified.housing.illinois.edu

Student Code studentcode.illinois.edu

Student Conflict Resolution/Mediation 217-333-3680

conflictresolution.illinois.edu

Student Legal Service

217-333-9053

odos.illinois.edu/sls

Off-Campus Community Living

(f/k/a "Tenant Union") occl.illinois.edu 217-333-0112

COMMUNITY

Champaign champaignil.gov

Tenant Inspection Form 217-403-7070

champaignil.gov/neighborhood-services/neighborhood-code-compliance/tenant-inspection-form/

Office of Equity, Community and Human

Rights 217-403-8830

Champaign County

Circuit Clerk (Traffic) 217-384-3717

champaigncircuitclerk.org

Voter registration 217-384-3720

champaigncountyclerk.com

State of Illinois www2.illinois.gov

Attorney General ag.state.il.us Urbana - 217-278-3366

Secretary of State cyberdriveillinois.com

Champaign 217-278-3344 Springfield 217-785-3000

Department of Human Rights 217-785-5100

www2.illinois.gov/dhr

Dept. of Healthcare & Family Services 217-278-5500

www2.illinois.gov/hfs

Illinois Department of Revenue 217-782-3336

revenue.illinois.gov 800-732-8866

Urbana urbanainillinois.us

Division of Code Enforcement 217-384-2455

Human Relations Officer 217-384-2466

Housing & Building Safety

urbanainillinois.us/property-tenant-complaints

Tax information

I.R.S. irs.gov 800-829-1040

Taxpayer Advocate Service 877-777-4778

Chicago 312-566-3800 Springfield 217-862-6382

odos.illinois.edu/sls



facebook.com/illinois.sls



AVAILABLE SERVICES

- ⇒ Landlord—tenant issues (tenant, only; does not include students who are landlords)
- ⇒ Traffic tickets, Accident, Insurance (*DUI - consultation only*)
- ⇒ City Ordinance Violation Tickets
- ⇒ Certification of photocopies
- ⇒ Notarization
- ⇒ Misdemeanor charges (*Champaign County only*)
- ⇒ Small Claims
- ⇒ Consumer issues
- ⇒ Student Discipline hearing (*Consultation only*)
- ⇒ Name Changes
- ⇒ Other Miscellaneous issues

EXCLUDED SERVICES

SLS cannot advise or mediate in Student-vs-Student situations. No exceptions. Also:

- Bankruptcy
- Business issues, profit or non-profit
- Claims against or issues with the University of Illinois, its affiliated organizations, or the State of Illinois
- Contingent Fee Matters, Personal Injury
- Courtroom Representation outside Champaign County
- Divorce, Separation, Custody, Child Support, or other Family Law issues
- Felonies
- Immigration Issues, including green cards, changing visa status, employment, OPT, Passport, Visa issues
- Income—Producing activities
- Real Estate (other than landlord-tenant tenant issues)
- Tax/Income tax issues
- Wills or Trusts

I ILLINOIS

Student Legal Services

STUDENT AFFAIRS

324 Illini Union

Office: 8:30am-Noon, & 1-4:30pm, M-F

odos.illinois.edu/sls

studentlegalservice@illinois.edu

facebook.com/illinois.sls

Last revised: July, 2019.

I ILLINOIS

STUDENT LEGAL SERVICE PROGRAM



I ILLINOIS

Student Legal Services

STUDENT AFFAIRS

324 Illini Union / 1401 W Green St.

Urbana, IL 61801

217-333-9053

Office Hours:

8:30am– Noon, & 1:00–4:30 pm, M-F

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▶ WHO IS ELIGIBLE?

All students who are enrolled at the University of Illinois at Urbana–Champaign who have been assessed the Service Fee (at least 6 credit hours of classes) in the current semester, including summer term, are eligible to use Student Legal Service. Students who were eligible during the Spring term and who are pre-enrolled for the following fall term are eligible for service during the summer between them.

▶ PURPOSE OF THE STUDENT LEGAL SERVICE

The purpose of the Student Legal Service is to provide:

- (1) Preventive legal education,
- (2) Legal counseling and advice, and
- (3) Individual representation to students in order to:
 - (a) enhance student life and student knowledge of their rights and responsibilities, and
 - (b) positively impact student retention.

Priority is given to landlord-tenant matters and issues that might result in jail time. In-court representation is only available in Champaign County courts.

See the SLS Operational Plan here:

odos.illinois.edu/sls/about/purpose/

▶ LOCATION AND HOURS

The Student Legal Service is located in the Illini Union (third floor, North wing) in Suite 324-326.

Phone: 217-333-9053.

Email: studentlegalservice@illinois.edu

URL: odos.illinois.edu/sls

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 regular academic year and summer sessions. The office is closed on Saturdays, Sundays, and University holidays.

▶ THE STAFF

The staff of the Student Legal Service consists of four full-time attorneys, at least one full-time office support person, one or more work-study students, and sometimes one or more part-time interns who are students in the university's College of Law and work under the supervision of the attorneys.

The attorneys' bios are available here:

odos.illinois.edu/sls/about/staff

▶ HOW TO USE THE SERVICE

1. Go to: odos.illinois.edu/sls
Select: [How to Schedule an Appointment](#) (top right corner).
Select: [Submit an Intake](#) .
Select appropriate intake form. Be sure to provide a description of your legal problems so that attorneys can do any necessary research prior to your appointment.
- 2.* Once you have successfully submitted the intake, come in to the Student Legal Service Check In office, 326 Illini Union, with your i-card and any documentation related to your matter, such as ticket, court documentation, lease, letters, print-outs of emails, pictures.
- 3.* While you are in the office, you will set up an appointment to come back on a different day to meet with an attorney. Normally you will not have to wait longer than three (3) business days for your appointment.

* *In August, 2019, an online appointment scheduling platform is expected to go live. Once it is completed, you will not be required to come in to the SLS office prior to the appointment you select. Please forward scans of your related documents to studentlegalservice@illinois.edu .*

If you have a legal problem or anticipate one, give it your early attention. There are no walk-in or same-day appointments.

**Don't wait
until the day before
your court date to contact
Student Legal Service.**

NO LEGAL ADVICE WILL BE GIVEN OVER THE TELEPHONE OR THROUGH EMAIL. Business may not be conducted with an unknown party. This policy is for the protection of *your* privacy.

▶ 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 not 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 that 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.

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

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Student Legal Services
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