

## Legal Assistance Website Instructions

The U.S. Air Force Legal Assistance website (aflegalassistance.law.af.mil) consists of three features: information on legal assistance topics, legal worksheets, and feedback.

**Information:** You may review basic information on legal assistance topics that commonly affect military members. The information provided is for educational and general information purposes only. It is not legal advice. Please contact our office to schedule an appointment with an attorney, should you need legal advice.

**Legal Worksheets:** You may complete an online legal worksheet for a will, advance medical directive, and/or power of attorney prior to visiting the legal office. **However, you are not required to fill out an online worksheet to receive legal assistance services at your nearest military legal office.** Completing the online worksheet prior to your visit allows you to gather necessary information in the comfort of your home.

To complete a worksheet, follow the steps below:

1. Visit the U.S. Air Force Legal Assistance website at aflegalassistance.law.af.mil.
2. Select 'Legal Worksheets'.
3. For a will and/or medical directive, select 'Create Estate Planning Package' and follow the step-by-step instructions.

For a Power of Attorney, select 'Create Power of Attorney (POA) Worksheet.' Select the POA that suits your needs and follow the step-by-step instructions.

4. Once the package and/or worksheet is complete, the website will generate a ticket number. Bring your ticket number to the nearest Air Force legal office within 90 days to complete your legal document.

**NOTE:** Your ticket number is important. Air Force Legal Offices cannot access your package and/or worksheet without your ticket number. **DO NOT** use the email option offered by the AF Legal Assistance website. Due to phishing prevention, the email does not reach us.

**Feedback:** Aviano Air Base legal office is constantly looking for ways to improve the quality of our service, as we strive to provide the best possible service to our clients. To do that, we need you to provide your honest feedback regarding your visit. **Please only submit feedback after you have visited our office.**

To submit feedback, follow the steps below:

1. Visit the U.S. Air Force Legal Assistance website at aflegalassistance.law.af.mil.
2. Select 'Feedback' and complete the questionnaire.