

## Aviano Legal Assistance Website Instructions

To better serve you with your Power of Attorney (POA), and or Will request, please visit our website: <https://aflegalassistance.law.af.mil> <<https://aflegalassistance.law.af.mil/>> to prepare your worksheet.

1. Please select "Legal Worksheets", then you will have a choice of preparing either a Power of Attorney(s) or Will and Advance Medical Directive
2. Fill in the worksheet with information required for your specific needs.
3. When you are done, each of your completed request will be assigned a ticket number.
4. Please cut and paste the ticket number and email to us at: [31fw.jalegalassistancetickets@aviano.af.mil](mailto:31fw.jalegalassistancetickets@aviano.af.mil)

Note: Please do not use the email option offered by the aflegalassistance website, due to phishing prevention, it often does not reach us.

Instead use your own email to send us the ticket numbers.

Your POA request will be ready for pick up any time after you submit your ticket number(s). Monday-Friday from 0730-1630.

Your Will request will be ready for execution with one of our Legal Counsel during our Walk in for Legal Assistance held every Monday and Wednesday

1530-1630, or Friday 0900-1000.