

## Frequently Asked Questions of the Office of the General Counsel

### ***Where are you located?***

The Office of the General Counsel is located uptown at 300 Gibson Hall and downtown at Tidewater Suite 2417. Office Hours are from 8:30 a.m. to 5:00 p.m. Monday thru Friday.

### ***I have a legal question.***

The Office of the General Counsel is the legal counsel for Tulane University. We do not offer personal legal advice to students, faculty or staff. You may call the legal services program funded by the Associated Student Body, Tulane University Legal Assistance Program (TULAP), G-02 Lavin-Bernick Center, 865-5515, <http://www.law.tulane.edu/tulap> for one of the Tulane University Law School Clinics. Faculty or staff members who have legal questions in connection with Tulane should call the General Counsel's Office.

### ***I need to speak with an attorney.***

Please call the office and briefly summarize the issue and you will be directed to an attorney to assist you.

### ***I have received a subpoena.***

If the subpoena is in connection with your duties at Tulane, please contact our office immediately and note the date and time of service.