

# Legal Assistance Office Camp Foster

## Hours of Operation

Location: Building 5717 Camp Foster, down the hill from the Naval Hospital.

### OFFICE HOURS:

MON - FRI: 0800 - 1100 AND 1300 - 1600

### CLIENT WALK-IN HOURS:

(Reserved for new clients)

TUES AND THURS: 1300 - 1530

New clients are seen on a first come, first served basis.

\*\*Due to the amount of attorneys available and complexity of cases, waiting time to be seen will vary.\*\*

\*\*We recommend arriving early. Due to the high volume of cases, we may ask you to return at a later walk-in day.\*\*

In order to schedule an appointment with one of our attorneys, you must first be screened and seen during walk-in hours. We cannot schedule appointments for new clients over the phone or in person. We apologize for the inconvenience.

### NOTARY SERVICES HOURS:

MON, WED, FRI: 0800 - 1100 AND 1300 - 1600

TUES AND THUR: 0800 - 1100

Notary services are provided during regular office hours and subject to availability during walk-in hours.

### ADDITIONAL NOTARY SERVICES:

If you require notary services outside of the hours posted herein, please be aware that under 10 U.S.C. 1044A a unit Adjutant (S-1 OIC) is authorized to act as a federal notary. Officers in the grade of O-4 and above, any legal officer, and judge advocates for the Navy and Marine Corps are authorized to act as a notary per JAGMAN 0902D. No Seal is required pursuant to Federal Law.

PHONE NUMBER: DSN 645-1037

Website: <http://www.mcbbutler.marines.mil/Base-Information/Legal-Assistance/>

# **ADDITIONAL LEGAL RESOURCES**

## ➤ **KADENA LEGAL ASSISTANCE**

Bldg. 15.

Phone: DSN 634-3300. From cellphone 098-938-1111 (Kadena Operator)

<http://www.kadena.af.mil/Kadena-Legal-Services>

### **Walk-in hours to speak with attorney:**

- ❖ Monday, Wednesday, and Thursday (0900-1000)

### **Power of Attorney and notary services:**

- ❖ Monday - Friday (0900-1500)
- ❖ Fill out POA online before coming in:

<https://aflegalassistance.law.af.mil>

### **Will drafting and execution:**

- ❖ Tuesday - appointments only (1300-1400)
- ❖ Fill out the will worksheet online:

<https://aflegalassistance.law.af.mil>

### **Tax Center:**

Phone: DSN 634-7418/7748 (during tax season)

- ❖ Monday, Wednesday, Thursday (0900-1000) walk-in services for IRS letters, refund or payment issues, and general questions.
- ❖ Tax Prep Thursdays are by appointment only - Please email request to Leigh Dedrick (leigh.dedrick@us.af.mil) or contact DSN 634-5651 for more information.

## ➤ **TORII STATION LEGAL OFFICE**

Bldg. 218.

Phone: DSN 644-4332/ From cellphone 098-970-5555 (Torii Station Operator)

- ❖ To talk to an attorney is by appointment only
- ❖ Notary hours are Monday - Friday 0800-1100 and 1300-1600

## ➤ **U.S. CONSULATE GENERAL NAHA**

2-1-1 Toyama, Urasoe City, Okinawa Phone: 098-876-4211

<http://jp.usembassy.gov/embassy-consulates/naha/>