

Information about LSNV New Client Intake

People seeking help for **civil legal problems** from Legal Services of Northern can contact us by:

1. telephone;
2. walk-in for unscheduled consultations; or
3. apply online.

We do not offer assistance for **criminal** or **traffic** matters.

Our offices, their address and telephone numbers are set forth **below**.

Telephone

In-Person Appointments with an Attorney

Most people seeking help contact us by telephone. Our client intake staff screen callers for potential conflicts of interest and determine if they are financially eligible for legal aid. Appointments to see an attorney at one of our offices are made at that time.

Telephone Appointments with an Attorney

We understand clients with limited mobility, lack of transportation or child-care problems may have difficulty coming in person to one of our offices to seek help. Telephone consultations are generally available for persons seeking help in three of our areas of practice:

- Family law matters
- Elder law issues
- Employment and civil rights matters

Telephone Consultations for Applicants Age 60 and Over

Alexandria residents contact the LSNV branch office in the City of Alexandria: (703) 684-5566. Residents of Arlington, Falls Church, Fairfax County and Fairfax City contact the Falls Church office: (703) 778-6800. Loudoun residents contact the Leesburg office: (703) 777-7450. Residents of Prince William, Manassas and Manassas Park contact the Manassas office: (703) 368-5711.

Hotline

Family

We operate a telephone hotline on Tuesday and Thursday afternoons primarily for people seeking advice or help with family law issues. Call-backs from attorneys are arranged through our Falls Church office: (703) 778-6800.

Employment and Civil Rights Consultations

Anyone with an employment or employment-related civil rights issue can seek help by contacting any of our offices. All requests are set for specific half-hour telephone screening interviews on Thursdays each week.

Debt Issues/Bankruptcy – Debtors’ Rights Clinic

Northern Virginia residents seeking help with debt issues and/or possible bankruptcy may contact any office to schedule participation in a monthly group clinic (held generally on the second Monday afternoon of each month in the Fairfax City office). After the clinic, individuals who have issues to discuss that are not appropriate for a group meeting or who may qualify for referral to a volunteer bankruptcy attorney can schedule individual consultations with staff attorneys.

Divorce – Uncontested Divorce Clinic

Fairfax County and Fairfax City residents seeking help with uncontested divorces should contact the Fairfax City office to register for the monthly intake of new cases that is held in the office usually on the first Saturday of each month. Alexandria residents seeking help with uncontested divorces can register for intake of new cases that is conducted every other month on a Saturday morning in the City LSNV branch office.

Residents of Prince William, Manassas and Manassas Park seeking help with uncontested divorces should contact the Prince William branch office to be scheduled for a group clinic held on the third Monday of each month.

Advanced Medical Directive

Any resident of Northern Virginia seeking help with an advanced medical directive or simple will should contact the Falls Church office to enroll in the next available pro bono intake clinic: (703) 778-6800.

Potomac Legal Aid Society

You can also seek our services by telephoning the federally-funded legal services firm serving Northern Virginia:

The Potomac Legal Aid Society
6400 Arlington Boulevard, Suite 600
Falls Church, Virginia 22042

Tel: (703) 532-2525
Fax: 1 (866) 272-5039

Potomac Legal Aid provides advice and brief service with a range of civil matters and both screens applicants for financial eligibility and refers to Legal Services of Northern Virginia anyone eligible for our services who they cannot fully assist.

Walk-In for Unscheduled Consultations

We currently offer the opportunity to meet with an attorney at two outreach sites in Arlington and Fairfax County, without having to pre-schedule an appointment for a set time.

On Wednesday afternoons, beginning at 1:00, in the Arlington County Department of Social Services office, applicants seeking help with a civil legal problem can walk-in and be seen on a first-come-first served basis at:

Arlington County Department of Social Services
3033 Wilson Boulevard, Fifth floor
Arlington, Virginia 22201

On Monday through Friday from approximately 9:15 until about 11:30 Applicants with consumer matters (Monday through Thursday) and housing matters (Friday) can come to the Fairfax Judicial Center where we have an office:

Fairfax Courthouse
4110 Chain Bridge Road, Room 203
Fairfax, Virginia 22030

Requests from Other Legal Services Programs - Out-of-Area Applicants

Requests for help for non-residents from legal services programs in other parts of Virginia or from other jurisdictions should be sent by mail or fax to the main administrative office in Falls Church. If an out-of-area Applicant is referred by a federally-funded legal services program, LSNV accepts the formula for financial eligibility implemented by the referring organization.

Applicants who are Over-Income But Who Cannot Afford Private Counsel

The Alexandria and Fairfax Bar Associations operate programs to make available reduced-fee legal services for people with too much income to qualify for free representation from LSNV but too little income to afford to hire a private attorney. The Alexandria and Fairfax City branch staff screen Applicants for eligibility for these reduced-fee programs.

LSNV Offices

We have a total of eight (main administrative, branch, satellite and outreach) offices:

Falls Church/Eastern Fairfax

Main administrative office
6066 Leesburg Pike, Suite 500
Falls Church, Virginia 22041
Tel: (703) 778-6800

Fax: (703) 778-4790

Our main administrative office also houses attorney and paralegal staff who provide services for residents throughout Northern Virginia. The services include:

- The Law Center for Children (education issues, disability claims, guardianships, adoptions);
- Public Benefits Unit (Supplemental Security Income claims, Medicaid, Food Stamps, public assistance);
- Elder law services for Arlington, Falls Church, Fairfax County and Fairfax City residents;
- Services for HIV-Positive residents;
- Advocacy services for taxpayers (who have disputes with the IRS about tax returns they have already filed); and
- The Language Access Program/Interpreter Planning Partnership

The office is open from 9:00 to 5:00 and client intake staff are available to screen applicants for eligibility and schedule appointments from 9:00 to 5:00, Monday through Friday.

The office is located in the Culmore area of Fairfax County, north of Columbia Pike. There is free parking on site, behind the building.

Alexandria

City branch office
603 King Street, 4th floor
Alexandria, Virginia 22314
Tel: (703) 684-5566
Fax: (703) 684-0946

The office is open from 9:00 to 5:00 and client intake staff are available from 9:00 to 5:00 to screen Applicants for eligibility and to schedule appointments with attorneys and paralegals.

The office is located in Old Town Alexandria, one block from the City Courthouse. There is metered parking on nearby streets and bus service on King and Washington streets. The nearest Metro station is approximately one mile away on King Street.

Arlington

County and City of Falls Church branch office
1916 Wilson Boulevard, Suite 200
Arlington, Virginia 22201
Tel: (703) 532-3733
Fax: (703) 778-1011

Special outreach to Hispanic residents is provided through the Arlington office of the Hispanic Committee of Virginia.

Immigration Law

The office also hosts client intake by the non-profit organization AYUDA which assists with immigration law matters for all of Northern Virginia.

The office is open from 9:00 to 5:00 and client intake staff are available to screen client-applicants for eligibility and to schedule appointments with attorneys from 9:00 to 5:00. The office is located approximately two blocks from the Courthouse Metro station on the Orange line, and there is free parking on site, behind to the building.

Fairfax City/Central Fairfax

Fairfax City and County branch office
4110 Chain Bridge Road, second floor
Fairfax, Virginia 22030
Tel: (703) 246-4500
Fax: (703) 273-6476

The office is open from 8:00 to 5:00, and client intake staff are available from 9:00 to 5:00 to screen client-applicants for eligibility and to schedule appointments with staff and volunteer attorneys and paralegals.

The office is located in the Judicial Center campus, adjacent to the Police and Fire Department headquarters in the Massey Building. The office is served by the Fairfax City Cue bus, and there is paid parking (50 cents per hour) available in two public garages located behind the building on Page Street. The surface lot parking is for employees and is Police monitored.

Fairfax Judicial Center

Courthouse outreach office
4110 Chain Bridge Road, Room 203
Fairfax, Virginia 22030
Tel: (703) 246-4601

LSNV staffs an outreach office on the second floor of the main Courthouse building from approximately 9:15 to 11:30 on Monday through Friday (the office is located adjacent to the main civil courtroom of the General District Court, and is open while the Court, Part 2A is in session). Consumer advocates are available in the outreach office on Mondays through Thursdays, and housing advocates are in the office on Fridays. It is not necessary to pre-schedule an appointment to meet with staff in the Courthouse office; all client-applicants are seen on a first-come-first-served basis. Client-applicants who prefer to have scheduled appointments with either consumer or housing matters can schedule them with staff in the nearby Fairfax branch office.

Southern Fairfax/Route One

Satellite office
8305 Richmond Highway, Suite 17B
Alexandria, Virginia 22309
Tel: (703) 778-3448
Fax: (703) 778-3455

This satellite office serving southern Fairfax County is staffed part-time (Mondays and Tuesdays) by a family law attorney. Staff from the Fairfax City and Falls Church offices are available for intake of new cases on Wednesday each week. Appointments to meet with staff in the satellite office should be made by calling the Fairfax City office: (703) 246-4500.

The office is located across Richmond Highway from the South County Fairfax Government Center, approximately three miles north of Fort Belvoir.

Loudoun/Leesburg

County branch office
109 N. King Street
Leesburg, Virginia 20176
Tel: (703) 777-7450
Fax: (703) 771-7066

The office is open from 9 to 5, and client intake staff are available from 9 to 3 to screen client-applicants for eligibility and to schedule interviews.

The office is located across the street from the County Courthouse in downtown Leesburg. There is free parking behind the office building.

Prince William/City of Manassas

County and Cities branch office
9240 Center Street
Manassas, Virginia 20110
Tel: (703) 368-5711
Fax: (703) 368-5416

The office is open from 9:00 to 5:00 Monday through Friday and client intake staff are available from 9:30 to 12:30 Monday through Friday to screen client-applicants for eligibility and to schedule appointments with advocates.

The office is located in Old Town Manassas approximately two blocks from the County Courthouse. There is free parking in front of the building.