**MUFA Legal Intake Form**

Before you fill in this form please make sure you have consulted MUFA’s [Legal Support Policy](https://macfaculty.mcmaster.ca/app/uploads/2021/07/Policy-MUFA-Members-Legal-Support-15-July-2021.pdf) , [Confidentiality Policy](https://macfaculty.mcmaster.ca/app/uploads/2021/07/MUFA-Confidentiality-Policy-Short.pdf) and the Joint [Retainer Agreement](https://macdrive.mcmaster.ca/f/3b66651cf36a4e249a1a/) as well as the [Grievance Policy](https://secretariat.mcmaster.ca/app/uploads/2019/06/FacultyGrievanceProcedure.pdf) and any other relevant University policy that can be found on the [Secretariat web site](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/).

Please provide an email, preferably a non-McMaster email, so that we may reach out to you for additional information when necessary. We will do our best to get back to you with a decision on whether you will be provided with legal support within 21 days.

**Date**:Click or tap to enter a date.

**Name**:Click or tap here to enter text.

**Email** (required, you are advised to provide a non-McMaster email):Click or tap here to enter text.

**Phone**:Click or tap here to enter text.

**Type of Academic Appointment**: Choose an item.

**Academic Unit**: Click or tap here to enter text.

**Briefly outline your grievance. Please include why legal counsel is needed at this time and whether mediation was attempted prior to this request. (limit one page, bullet points preferred):**

Click or tap here to enter text.

**Relevant dates to complaint (such as when the incident happened, dates grievances were files, and dates for responses received):**

Click or tap here to enter text.

**Relevant policy/policies related to your grievance, with explanation:**

Click or tap here to enter text.

**Persons consulted to date and guidance/information received (such MUFA Executive members, Administration officials or Legal Counsel):**

Click or tap here to enter text.