

# Apply For Services

All individuals looking to apply for legal services with LASEV must go through an eligibility screening with a Community Support Specialist. This process will collect information about you, your household and your income to determine if you are eligible to receive free legal services. Only individuals who reside in our service area and who meet our income and asset eligibility guidelines will be approved. If your legal matter is taking place in our service area and you do not reside in Virginia, you must contact [your local legal aid](#) to obtain a referral.

**Before applying, please note that LASEV is unable to assist with criminal matters, personal injury, medical malpractice, or traffic matters. We assist in civil legal matters only.**

To apply for services at LASEV, please reach out to the Community Support Team in one of the following ways:

1. Complete a web application online. To utilize the web application, you must have an email address and working phone number. If you have a court date within 72 hours, DO NOT complete a web application. [You may complete a web application here](#) and a member of our community support staff will call you back within three business days.
2. Call our centralized intake number at 757-827-5078. Our intake number is open Monday, Tuesday, Thursday and Friday from 9:00AM-1:00PM. Wednesdays the line is closed.
3. Walk-in to our offices and make an application in person, see walk-in hours below. Completing a walk-in application does not guarantee same-day service or a same-day meeting with an attorney.
4. Meet us out in the community at one of our outreach events. View upcoming events [here](#).

**If you have a court date within 72 hours OR are being evicted within 72 hours, please do not complete a web application. We suggest that you come into our office to complete a walk-in application or call our intake**

## **line.**

### WALK IN HOURS

- Norfolk walk-in hours: Monday through Friday from 9:00 a.m. - 4:00 p.m.
- Hampton walk-in hours: Mondays and Wednesdays from 9:00 a.m. - 5:00 p.m., on Fridays 9:00 a.m. - 12:00 p.m., and by appointment. Please, call to ensure the office is staffed before visiting: (757) 275-0080
- Williamsburg walk-in hours: Monday through Thursday 9:00 a.m. - 5:00 p.m., on Fridays 9:00 a.m. - 12:00 p.m.
- Eastern Shore walk-in hours: Monday through Thursday, 9:00 a.m.- 5:00 p.m., but closed from 12:00 p.m. - 1:00 p.m. for lunch.

### REFERRAL

To refer clients from other legal aids, email Sarah Black ([sarahb@laseva.org](mailto:sarahb@laseva.org)) or Megan Marmottin ([meganm@laseva.org](mailto:meganm@laseva.org)). Referrals may also be faxed to (757)622-8102.

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