Legal Request Form Instructions

1. Visit [Legal Request Service Desk](#) and click "Questions for Legal".

2. Enter your WHOI email address, subject and a short description of your request.
3. Click "Browse" or Drag and Drop your file to attach a document to your ticket.
4. Select your "Department" and optionally enter your "Due Date".
5. When finished, click "Send".

6. You should see a confirmation message and receive an email once the ticket is created.