

A Tool for Ensuring Legal Readiness

A legal checklist, if used when people enter the Armed Forces and every time they change duty stations, will do much to ensure all service personnel are legally prepared for the uncertainties of military life, including untimely death.

Legal Readiness Checklist

INSTRUCTIONS: Free legal assistance is a valuable benefit provided to all service members and their families. Keeping legal affairs in order is as important to the military mission as being healthy and physically fit. Answer all the following questions. If you have checked any shaded box you may have a problem that you should discuss with a legal assistance attorney. If it appears that you need to consult with a legal assistance attorney, you should schedule an appointment with an attorney by contacting the Legal Assistance Office nearest to your base or installation. Information provided will be protected and not be disclosed without your permission.

Shaded boxes, when checked, signal a need for legal assistance	YES	NO
1. Do you have a will?		
A. Have you reviewed your will within the past 36 months?		
B. Have you had a recent, significant family event such as marriage, divorce, birth of child, adoption of child, or death?		
C. If you are married, does your spouse have a will?		
2. Does your spouse (or parents) know where your important papers are kept?		
3. Do you have questions about state or federal income tax requirements?		
4. Do you have questions about voting?		
5. Motor vehicle:		
A. Do you have liability insurance coverage for personal injury of at least \$25,000/\$50,000 on your motor vehicle?		
B. Do you have liability insurance coverage for property damage of at least \$10,000 on your motor vehicle?		
C. Is your motor vehicle registered in your state of domicile? (usually the state where you enlisted).		
D. If you have children under 4 yrs of age, do you have a child restraint device for each such child for your motor vehicle?		
E. Is your motor vehicle registered in the state where you reside?		
F. Has your motor vehicle been inspected within 12 months by your state of domicile?		
G. Has your motor vehicle been inspected within 12 months by the state where you reside?		
H. Is your motor vehicle registered in your name alone?		
I. Are your motor vehicle registration and drivers license from the same state?		
6. Do you have life insurance (do not count SGLI)?		
7. Do you have household goods/personal property insurance?		
8. Do you have any questions about firearm registration, storage, etc?		
9. Do your children have social security numbers?		
10. Have you changed or attempted to change your domicile in the past 12 months?		
11. Have you ever given anyone a power of attorney?		
12. Do you have debt/credit issues?		

Shaded boxes, when checked, signal a need for legal assistance	YES	NO
13. Are your monthly credit payments more than ½ of your monthly take-home pay?		
14. Have you purchased anything on installment during the past 6 months (motor vehicle, TV, washer, etc)?		
15. Do you expect to be transferred within the next 12 months?		
16. Have you purchased a home/land?		
17. Have you purchased land for an investment?		
18. Have you purchased a timeshare?		
19. Have you purchased a vacation campground?		
20. Did you sell your home prior to assignment to this command?		
21. Have you received a copy of our command's "memorandum for reporting personnel" about legal assistance?		
22. Have you rented quarters in the area?		
23. Were you married within the past 12 months?		
A. Are you separated from your spouse because of marital problems?		
B. Are you seeking marital counseling?		
24. Are you retiring within 12 months?		
25. Are you involved in any type of civil/criminal litigation or lawsuit?		

Bring this completed questionnaire with you to the legal assistance office.

Last Name	First Name	Middle Name	Grade/Rate	SSN
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DUTY PHONE

DATE