



**REQUEST FOR ASSISTANCE WITH CONTRACT, MEMORANDUM OF UNDERSTANDING (MOU) or SPECIAL AGREEMENT**

State Form 53559 (R3 / 3-24)  
INDIANA DEPARTMENT OF HEALTH - OFFICE OF LEGAL AFFAIRS

TO: Director, Office of Legal Affairs  
Indiana Department of Health  
317-233-7409

| <b>REQUESTED RESPONSE PRIORITY<br/>FROM DATE RECEIVED IN OLA</b> |                |
|------------------------------------------------------------------|----------------|
| Emergency*                                                       | within 14 days |
| Expedite*                                                        | within 21 days |
| Regular Priority                                                 | within 30 days |

Date response needed: \_\_\_\_\_ Effective date: \_\_\_\_\_

***\*If requesting response within 21 days or less, please answer the following questions:***

Why is an *Emergency* or *Expedite* response necessary?

\_\_\_\_\_  
\_\_\_\_\_

What prevented the submission of this Request to OLA sooner?

\_\_\_\_\_  
\_\_\_\_\_

THRU: \_\_\_\_\_  
Assistant Commissioner Month/Date/Year

\_\_\_\_\_  
Division Director Month/Date/Year

FROM: \_\_\_\_\_  
Contact Person and Position Month/Date/Year

Please attach all pertinent documents, including the Contract, MOU or Special Agreement; any Amendments, Attachments or documents referenced in the Contract, MOU or Special Agreement.

Do you have any of the documents in electronic format?  YES  NO

*If yes, the attorney assigned may contact you to obtain them.*

What type of legal assistance is needed for this agreement? (Attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Has a Contract, MOU or Special Agreement of this nature been prepared in the past?

YES  NO  DO NOT KNOW

If yes, state when the document was prepared and attach a copy, if available. \_\_\_\_\_  
Month/Date/Year

| <b>This Section for Use of the Office of Legal Affairs</b> |
|------------------------------------------------------------|
| <b>Date received in OLA:</b>                               |
| <b>Assigned by:</b>                                        |
| <b>Assigned to:</b>                                        |
| <b>Date Distributed:</b>                                   |