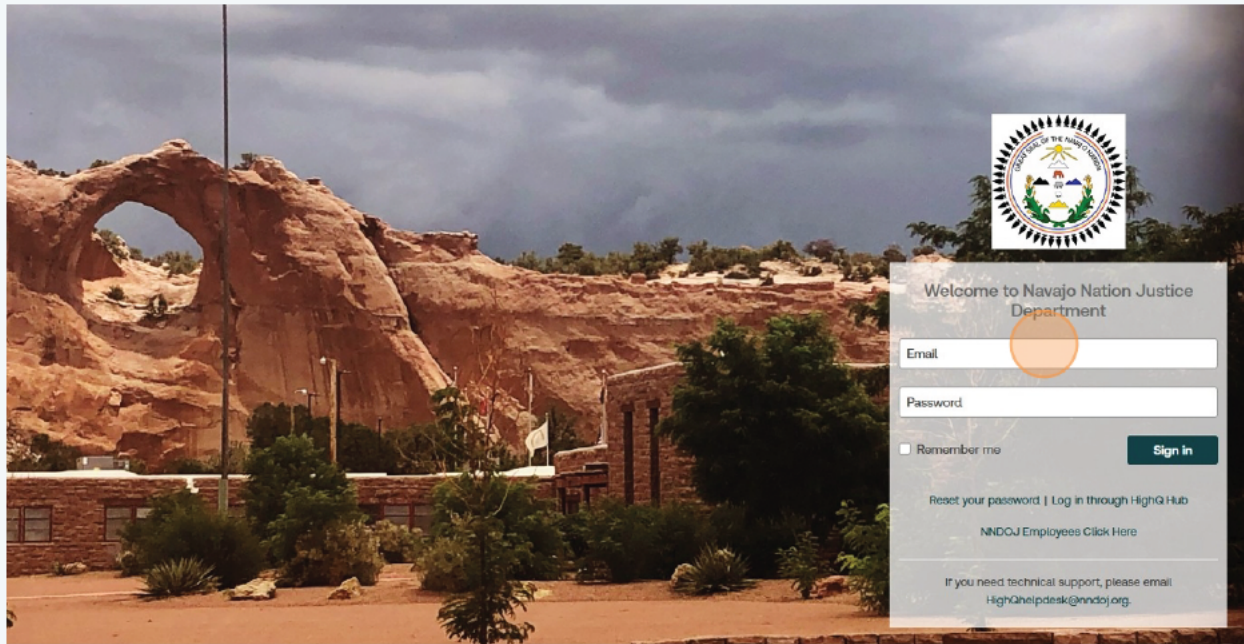


How to Submit a Legal Request on HighQ

1

Navigate to <https://nndoj.highq.com/nndoj/LoginRequiredPage.action> Login



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2 Click "Client Requests" Site

The screenshot shows the Navajo Nation Justice Department website. The header includes the Navajo Nation seal and navigation icons. The main content area is divided into three sections: Sites, Recent activity, and Tasks. The 'Sites' section has tabs for 'Recent' and 'Favorites'. Under 'Recent', the 'Client Requests' site is highlighted with an orange circle. Below it are 'HighQ Doc Auto' and 'HighQ Doc Auto' with a red 'HighQ Doc Auto' label. The 'Recent activity' section shows 'No recent activity'. The 'Tasks' section shows 'Personal' and 'Assigned to me' tabs, with a message: 'You don't have any personal tasks. Use the + icon above to add a task.'

3 Click "Intake Form"

The screenshot shows the 'Client Requests' page. The header includes the Navajo Nation seal and navigation icons. The main content area has a breadcrumb trail: 'Client Requests > iSheets > Files > Náhídzídi > Na'anish > Intake Form'. The 'Intake Form' tab is highlighted with an orange circle. Below the breadcrumb trail, there are buttons for 'Add' and 'Actions'. A search bar shows '1 - 16 of 16' and 'Quick search'. Below the search bar, there are tabs for 'Client Requests' and 'My Open Records'. A table lists client requests with columns: Intake Date, Status of Request, Type of Request, Tracking No 2024, Tracking No 2025, Assigned Attorney, Unit, Description of Request, Name of Division/Program, Client Name, Client E-mail Address, and Client Number. The table contains three rows of data, each with a checkbox and a circular icon. A large black redaction box covers the right side of the table.

	Intake Date	Status of Request	Type of Request	Tracking No 2024	Tracking No 2025	Assigned Attorney	Unit	Description of Request	Name of Division/Program	Client Name	Client E-mail Address	Client Number
<input type="checkbox"/>	11 Mar 2025 08:02	Attorney Review	Request for Services									
<input type="checkbox"/>	18 Mar 2025 12:50	Attorney Review	Request for Services									
<input type="checkbox"/>	17 Mar 2025 18:23	Attorney Review	Request for Services									

4 Click "Legal Request Form"

The screenshot shows the 'Client Requests' dashboard. At the top, there is a navigation bar with a home icon, 'Client Requests', 'iSheets', 'Files', 'Nahidizidi', 'Na'anish', and 'Intake Form'. Below this, there is a 'Legal Request Form' button highlighted with an orange circle. To the right of the button, there is a search bar with '1 - 16 of 16' and 'Quick search'. Below the search bar, there is a table with columns: Intake Date, Status of Request, Type of Request, Tracking No 2024, Tracking No 2025, Assigned Attorney, Unit, Description of Request, Name of Division/ Program, Client Name, Client E-mail Address, and Client Number. The table contains three rows of data, all with 'Request for Services' as the 'Type of Request'.

Intake Date	Status of Request	Type of Request	Tracking No 2024	Tracking No 2025	Assigned Attorney	Unit	Description of Request	Name of Division/ Program	Client Name	Client E-mail Address	Client Number
11 Mar 2025 08:02	Attorney Review	Request for Services									
18 Mar 2025 12:50	Attorney Review	Request for Services									
17 Mar 2025 18:23	Attorney Review	Request for Services									

5 Select the Type of Request

The screenshot shows the 'Add record - Client Requests' form. The 'Type of Request (required)' dropdown menu is open, showing options: 'Request for Services', '164 Statutory Review', 'Executive Official Review', and 'Employment Related'. The 'Request for Services' option is selected. Below the dropdown, there is a text field for 'Description of Request (required)' with a placeholder text: 'Briefly describe the subject matter of your request. For example, "Contract Review with [Contractor Name] for [Project Title]" or "Review of Draft [Name] Policy"'. Below this, there is a dropdown menu for 'Name of Division/ Program (required)' with the text '-- Select from below --'. At the bottom, there is a section for 'Resubmission (required)' with the question 'Has this matter been submitted for DOJ legal review before?' and two radio button options: 'Yes' and 'No'.

Add record - Client Requests

Type of Request (required)

- ☒ Request for Services
- ☐ 164 Statutory Review
- ☐ Executive Official Review
- ☐ Employment Related

Description of Request (required)

Briefly describe the subject matter of your request. For example, "Contract Review with [Contractor Name] for [Project Title]" or "Review of Draft [Name] Policy"

Name of Division/ Program (required)

-- Select from below --

Resubmission (required)

Has this matter been submitted for DOJ legal review before?

☐ Yes

☒ No

6 Provide a brief explanation of your Legal Request

Public Intake

Type of Request (required)

☒ Request for Services

☐ 164 Statutory Review

☐ Executive Official Review

☐ Employment Related

Description of Request (required)

Briefly describe the subject matter of your request. For example, "Contract Review with [Contractor Name] for [Project Title]" or "Review of Draft [Name] Policy."

Name of Division/ Program (required)

-- Select from below --

Resubmission (required)

Has this matter been submitted for DOJ legal review before?

☐ Yes

☒ No

Client Name (required)

Provide the full name of the person overseeing this matter.

7 Select the name of the Division/Program making the request

Public Intake

Type of Request (required)

☒ Request for Services

☐ 164 Statutory Review

☐ Executive Official Review

☐ Employment Related

Description of Request (required)

Briefly describe the subject matter of your request. For example, "Contract Review with [Contractor Name] for [Project Title]" or "Review of Draft [Name] Policy."

Request Preview of contract #0000000 with Contractor for Chapter

Name of Division/ Program (required)

Other

Resubmission (required)

Has this matter been submitted for DOJ legal review before?

☐ Yes

☒ No

Client Name (required)

Provide the full name of the person overseeing this matter.

☐ Add another record

Auto-saved at 09:52 Cancel Add

8

In the new drop-down, select the name of the department submitting the Legal Request

The screenshot shows a web application interface for submitting a legal request. On the left is a sidebar with a table of 'Client Requests' and 'My Open Requests'. The main area is a form titled '@ Request for Services'. The form includes several sections: a radio button for '164 Statutory Review', a radio button for 'Executive Official Review', and a radio button for 'Employment Related'. Below these is a text field for 'Description of Request (required)' with the placeholder text 'Briefly describe the subject matter of your request. For example, "Contract Review with [Contractor Name] for [Project Title]" or "Review of Draft [Name] Policy"'. The 'Name of Division/ Program (required)' section features a dropdown menu with 'Unassigned' selected, highlighted by an orange circle. Below this is a text field for 'Other (required)' with the placeholder text 'Please select the name of your Division/Department. If it is not present, select other and write it in.'. The 'Resubmission (required)' section has a radio button for 'Yes' and a radio button for 'No'. At the bottom, there is a checkbox for 'Add another record', an 'Auto-saved at 09:52' status, and 'Cancel' and 'Add' buttons.

9

In "Client Name" add the first and last name of the person submitting the legal request

This screenshot shows the same web application interface as the previous one, but with the 'Client Name (required)' section highlighted. The text field for 'Client Name (required)' contains the letter 'I', which is circled in orange. The form also shows the 'Resubmission (required)' section with the 'No' radio button selected. The 'Client E-mail Address (required)' and 'Client Phone Number (required)' fields are empty. The bottom of the form includes the 'Add another record' checkbox, the 'Auto-saved at 09:52' status, and the 'Cancel' and 'Add' buttons.

10 Provide the client email and phone number

☐ Yes
☒ No

Client Name (required)
Provide the full name of the person overseeing this matter.
Beau Regard

Client E-mail Address (required)
beauregard@noemail.com

Client Phone Number (required)
|

Other Client Name
Fill out if you wish to add a second contact to receive email notifications about the request

Other Client Email

Suggested Deadline
If needed, select an appropriate deadline for review of your submission.
Your addition of a deadline does not automatically heighten your submission's priority or grant completion by your selected date.

☐ Add another record

Auto-saved at 09:53 Cancel Add

11 Add the full name and email for any other person you'd like notified via email of the Legal Request status

Client Name (required)
Provide the full name of the person overseeing this matter.
Beau Rogard

Client E-mail Address (required)
beauregard@noemail.com

Client Phone Number (required)
999-999-9999

Other Client Name
Fill out if you wish to add a second contact to receive email notifications about the request
|

Other Client Email

Suggested Deadline
If needed, select an appropriate deadline for review of your submission.
Your addition of a deadline does not automatically heighten your submission's priority or grant completion by your selected date.

☐ Add another record

Auto-saved at 09:53 Cancel Add

12 If necessary, select a preferred date for review completion

The screenshot shows a web form titled 'Client Requests - My Open Requests'. On the left is a sidebar with a table of requests. The main form area contains fields for 'Client Phone Number (required)', 'Other Client Name', 'Other Client Email', and 'Suggested Deadline'. The 'Suggested Deadline' section includes a text input with a calendar icon, a date format '(MM/DD/YYYY)', and a calendar pop-up. The calendar is for April 2025, with the 1st highlighted. Below the calendar is a 'Supporting Document(s)' section with a 'Browse' button and a note to 'Attach all documents related to your request'. At the bottom right, there is an 'Add' button and an 'Auto-saved at 09:53' status.

Intake Date	Status of Request
11 Mar 2025 08:02	Attorney Review
18 Mar 2025 12:50	Attorney Review
17 Mar 2025 18:23	Attorney Review
05 Mar 2025 09:02	Attorney Review
10 Feb 2025 17:26	Attorney Review

Client Phone Number (required)
999-999-9999

Other Client Name
Fill out if you wish to add a second contact to receive email notifications about the request

Other Client Email

Suggested Deadline
If needed, select an appropriate deadline for review of your submission.
Your addition of a deadline does not automatically heighten your submission's priority or grant completion by your selected date.

Supporting Document(s)
Attach all documents related to your request.
Browse or drag files to upload.

Auto-saved at 09:53 Cancel Add

13 Provide a brief description on your reason for the deadline

This screenshot shows the same 'Client Requests' form, but with the 'Reason for Deadline' section visible. The 'Suggested Deadline' is now set to '04/30/2025'. Below it is a 'Reason for Deadline (required)' section with a text input field and a character count 'Maximum characters: 150'. The text input field is highlighted with an orange circle. The 'Supporting Document(s)' section and the bottom navigation bar are also visible.

Client Phone Number (required)
999-999-9999

Other Client Name
Fill out if you wish to add a second contact to receive email notifications about the request

Other Client Email

Suggested Deadline
If needed, select an appropriate deadline for review of your submission.
Your addition of a deadline does not automatically heighten your submission's priority or grant completion by your selected date.

Reason for Deadline (required)
Maximum characters: 150

Supporting Document(s)
Attach all documents related to your request.

Auto-saved at 09:53 Cancel Add

14 Click "Browse" to add files your attorney will need to complete the legal review.

The screenshot shows a web application interface for 'Client Requests'. On the left is a sidebar with a table of requests. The main area is a form for adding a new request. The 'Browse' button in the 'Supporting Document(s)' section is highlighted with an orange circle.

Intake Date	Status of Request
11 Mar 2025 08:02	Attorney Review
18 Mar 2025 12:50	Attorney Review
17 Mar 2025 18:23	Attorney Review
05 Mar 2025 09:02	Attorney Review
10 Feb 2025 17:26	Attorney Review

Other Client Name
Fill out if you wish to add a second contact to receive email notifications about the request

Other Client Email

Suggested Deadline
If needed, select an appropriate deadline for review of your submission.
Your addition of a deadline does not automatically heighten your submission's priority or grant completion by your selected date.

04/30/2025 (MM/DD/YYYY)

Reason for Deadline (required)
Maximum characters: 150
Plan to submit for Document Review at end of month

Supporting Document(s)
Attach all documents related to your request.

Browse or drag files to upload

☐ Add another record

Auto-saved at 09:53 Cancel **Add**

15 To complete the request, click "Add"

The screenshot shows the same web application interface as in step 14, but now a file has been uploaded. The 'Add' button at the bottom right is highlighted with an orange circle.

Other Client Email

Suggested Deadline
If needed, select an appropriate deadline for review of your submission.
Your addition of a deadline does not automatically heighten your submission's priority or grant completion by your selected date.

04/30/2025 (MM/DD/YYYY)

Reason for Deadline (required)
Maximum characters: 150
Plan to submit for Document Review at end of month

Supporting Document(s)
Attach all documents related to your request.

Browse or drag files to upload

HowtoSubmitaDocumentReviewrequesttheYellowSheettoNINDO... 3.0MB **Done**

☐ Add another record

Auto-saved at 09:54 Cancel **Add**