

**JUDICIAL PROCEEDINGS PANEL  
REQUEST FOR INFORMATION SET # 6**

**153. (Update to JPP RFI 44) DoD and Services: Are SVCs required to complete any forms or reports for each case or client? (For example, intake forms, surveys, memorandums for record, representation letters, etc.) If so, provide sample copies.**

<b>DoD</b>	This is not a DoD function or requirement. We defer to TJAGS and the SJA to the CMC for supervision of the SVCs and VLCs.
<b>USA</b>	See Enclosure 1, Additional SVC Establishment Documents, for intake forms, MFRs, scope of representation letters, and other related documents.  <b>ENCLOSURES:</b>  1. SVC Handbook, 3rd Edition 2. Info Paper on SVC Program 3. Representing Children Overseas Info Paper 4. SVC Course Presentation 5. SVC Program Overview Hill Engagement 6. SVC Structure Slide
<b>USAF</b>	The SVC Article 32/Trial Report was updated in FY15. Additionally, a standardized SSVc bi-weekly report is now utilized by all SSVcs and AFLOA/CLSV. See JPP RFI 44.
<b>USN</b>	Yes. VLC utilize a Client Intake Form (enclosure (35)), Scope of Representation Letters (enclosures (9) and (18) from Question 125), Termination of Representation Memos (enclosure (36)), and a standard document checklist (enclosure (37)). For minors or diminished capacity clients, VLC use a capacity assessment worksheet (enclosure (19)) each time they meet with the client. A Notice of Representation Form (enclosure (38)) and a Notice of Appearance Form (enclosure (39)) are used for clients who retain VLC and in cases where VLC appear in court to advocate on behalf of clients. In cases where VLC are performing limited acts for a client or doing a soft hand-off to another VLC, a Limited Scope of Representation form (enclosure (40)) is utilized. Lastly, if a VLC is traveling in conjunction with a case, they are required to submit a VLC Travel Justification Form (enclosure (41)).  <b>ENCLOSURES:</b>  1. VLC Client Intake Form (Sample) 2. VLC Termination of Representation Letter (Sample) 3. VLC Document Checklist (Sample) 4. VLC Notice of Representation – 2015 (Redacted) 5. VLC Notice of Appearance Form (Sample) 6. VLC Limited Scope of Representation (Sample) 7. VLC Travel Justification Form (Sample)
<b>USMC</b>	VLC are required to complete Intake forms, Detailing letters, Scope of Representation letters, and Notice of Representation. These standard forms used by the Marine Corps VLCO program are provided as enclosures (20) through (23).  <b>ENCLOSURES:</b>  1. Victim Legal Counsel Client Intake Form

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	<ol style="list-style-type: none"> <li>2. Victims' Legal Counsel for Victim Detailing Memorandum</li> <li>3. Scope of Representation and Attorney –Client Relationship Memorandum</li> <li>4. Notification of Representation by Victims' Legal Counsel of Victim Memorandum</li> </ol>
<p><b>USCG</b></p>	<p>Yes. SVCs utilize the following forms. Scope of representation, (Enclosure 6), client checklist (Enclosure 13 and 13.1), representation letters (Enclosures 14, 15, and 16), and after action reports (Enclosure 17), and termination letters (Enclosure 18). Additionally, the Program provides sample case note sheets (Enclosure 19) and informal instruction in using the Law Manager database which is where all SVC case information is entered.</p> <p><b>ENCLOSURES:</b></p> <ol style="list-style-type: none"> <li>1. Scope of Representation</li> <li>2. SVC Client Checklists</li> <li>3. Representation Letters</li> <li>4. After Action Reports</li> <li>5. Termination Letters</li> <li>6. Case Note Sheets</li> </ol>