

**JUDICIAL PROCEEDINGS PANEL
REQUEST FOR INFORMATION SET # 1**

44. DoD and Services: Are SVCs required to complete any forms or reports for each case or client? If so, provide sample copies.

DoD	No responsive forms exist at the DoD level.
USA	Special Victim Counsel complete client intake forms. The Client Intake System (CIS) generates reports. <i>See</i> Enclosure 14. ENCLOSURE 14: SVC Reporting Documents (Examples)
USAF	Yes. See list of references below. ATTACHMENTS: <ul style="list-style-type: none"> - Atch 44.1 – Client Intake Form (Sample) - Atch 44.2 – Transfer to New SVC (Sample) - Atch 44.3 – SVC Article 32 and Trial Report (Sample) - Atch 17.8 – Sample Notice of Representation (Sample) - Atchs 17.9 and 17.10 – Sample Special Victims’ Counsel Notice of Appearance (Sample) - Atch 19.3 – Scope of Representation Letter (Sample) - Atch 19.4 – Termination of Representation Letter (Sample)
USN	VLC are required to use a client intake sheet and a standardized document checklist. The Navy VLC Program requires use of a capacity assessment worksheet for child or diminished capacity clients. VLC execute a Scope of Representation letter with each client. A standard client intake sheet and a document checklist are provided in enclosure (25). ENCLOSURE 25: <ul style="list-style-type: none"> - VLC Client Intake Sheet (Sample) - VLC Document Checklist (Sample)
USMC	Enclosure (13) shows the fields of data collected. ENCLOSURE (13): CMS Fields Reference SVC Data
USCG	Currently, Coast Guard SVCs are not required to complete a specific form or report for each case. By practice, SVCs maintain personal logs of information regarding their representation, similar to those maintained by defense counsel.