

Month/Year: _____ INSTALLATION: _____

Number of new Special Victims seen as clients: _____

Number of Special Victim Clients Seen by Office: _____

- Number of Services provided below for Special Victims: _____
- Legal Counseling: _____
- Number of Clients Accompanied During Interviews / Pretrial Preparation: _____
- Trial Attendance / Participation: _____
- Post Trial Counseling: _____

Person Responsible for Report: _____

**SERVICES REPORT :: AD, OTJAG, LAPD
10/1/2014 TO 10/17/2014**

Attorney responsible for report

Office phone

Report run
10/17/2014 at 1402

| | | |
|----------------------|-----------------------------|-----------------------------|
| Provider: All | Branch: All Branches | Clients: All Clients |
|----------------------|-----------------------------|-----------------------------|

| Value of Services | | | |
|---|------------|-------------------|----------------------|
| Service | # Provided | Value of Services | Manhours of Services |
| Legal Correspondence (SL) | 0 | \$0 | 0 |
| Email/short correspondence sent (EC) | 0 | \$0 | 0 |
| Other document prepared and/or executed (SO) | 0 | \$0 | 0 |
| Legal Negotiation (SN) | 0 | \$0 | 0 |
| Edit to Previously Prepared Legal Document (SE) | 0 | \$0 | 0 |
| Guidance or Consultation with a supervising attorney (GC) | 0 | \$0 | 0 |
| Legal Counseling (SC) | 0 | \$0 | 0 |
| Legal Research (LR) | 0 | \$0 | 0 |
| Notarization (ZN) | 0 | \$0 | 0 |
| Power of attorney prepared, reviewed, edited, and/or executed (includes notary) (SP) | 0 | \$0 | 0 |
| Telephone call (STE) | 0 | \$0 | 0 |
| No show failed to keep scheduled appointment (NS) | 0 | \$0 | 0 |
| Separation agreement prepared, reviewed, edited, and/or executed (SA) | 0 | \$0 | 0 |
| SGLV-8286 prepared, reviewed, and/or executed (SG) | 0 | \$0 | 0 |
| Will prepared without a trust (SW) | 0 | \$0 | 0 |
| Advance Medical Directive (SV) | 0 | \$0 | 0 |
| Will Execution (WE) | 0 | \$0 | 0 |
| Will with testamentary trust and guardianship (ST) | 0 | \$0 | 0 |
| Federal tax controversies (TV) | 0 | \$0 | 0 |
| State tax controversies (TU) | 0 | \$0 | 0 |
| Tax query/question (TQ) | 0 | \$0 | 0 |
| Tax Planning (TP) | 0 | \$0 | 0 |
| State income tax return prepared (TS) | 0 | \$0 | 0 |
| Federal income tax return electronically filed (TE) | 0 | \$0 | 0 |
| Federal income tax prepared (TF) | 0 | \$0 | 0 |
| State or local income tax return electronically filed (TT) | 0 | \$0 | 0 |
| Provided lawyer's name, a list of lawyers' names, or referred to a state or local lawyer referral office (RL) | 0 | \$0 | 0 |
| Referral to Reserve component attorney (RR) | 0 | \$0 | 0 |
| Referral to a Soldier's counsel attorney (RSC) | 0 | \$0 | 0 |
| Referral to alternate attorney b/c matter is outside scope of Legal Assistance (RS) | 0 | \$0 | 0 |
| Referral to alternate attorney b/c office only provides limited services (RLS) | 0 | \$0 | 0 |
| Referral to alternate attorney b/c matter is outside experience of Legal Assistance attorney in office (RE) | 0 | \$0 | 0 |
| Referral to civilian attorney on a reduced-fee basis (RRF) | 0 | \$0 | 0 |
| Other referral, such as to a state or federal agency or another military office or pro-bono program (RO) | 0 | \$0 | 0 |
| Alternate dispute resolution (SM) | 0 | \$0 | 0 |
| In-court representation in foreign proceeding (SB) | 0 | \$0 | 0 |
| In-court representation in state proceeding (SI) | 0 | \$0 | 0 |
| In-court representation in Federal (non-military) proceeding (SD) | 0 | \$0 | 0 |
| Pro se assistance in state proceeding (SS) | 0 | \$0 | 0 |
| Pro se assistance in foreign proceeding (SF) | 0 | \$0 | 0 |
| Pro se assistance in Federal (non-military) proceeding (SU) | 0 | \$0 | 0 |
| ABCMR Appeal (ABA) | 0 | \$0 | 0 |

| | | | |
|---|----------|------------|----------|
| Individual Orientation MEB Counseling (MC) | 0 | \$0 | 0 |
| DVA Rating Reconsideration Appeal (DES) (DRA) | 0 | \$0 | 0 |
| DOD PD&R Appeal (DA) | 0 | \$0 | 0 |
| Physical Disability Agency Appeal (PA) | 0 | \$0 | 0 |
| PEB Hearing Preparation (Formal) (PHP) | 0 | \$0 | 0 |
| Rebuttal to Informal PEB Decision (PR) | 0 | \$0 | 0 |
| Informal PEB Counseling (PC) | 0 | \$0 | 0 |
| Review of Independent Medical Review Report (RER) | 0 | \$0 | 0 |
| Request for Independent Medical Review (RIR) | 0 | \$0 | 0 |
| MEB Rebuttal Assistance (MR) | 0 | \$0 | 0 |
| Ongoing MEB Counseling (CM) | 0 | \$0 | 0 |
| PEB Hearing (PEB) | 0 | \$0 | 0 |
| Demobilization Legal Counseling (DE) | 0 | \$0 | 0 |
| Mobilization Deployment Readiness Exercise (MO) | 0 | \$0 | 0 |
| Noncombatant Evacuation Operation (NE) | 0 | \$0 | 0 |
| Soldier Readiness Program (SR) | 0 | \$0 | 0 |
| SVC Legal Counseling (SVA) (SVC) | 0 | \$0 | 0 |
| SVC Accompany Client During Interviews/Pretrial Preparation (PRE) | 0 | \$0 | 0 |
| SVC Trial Attendance/Participation (TR) | 0 | \$0 | 0 |
| SVC Post Trial Counseling (PTR) | 0 | \$0 | 0 |
| Interview of witness (IW) | 0 | \$0 | 0 |
| PEB process briefing (group) (PPB) | 0 | \$0 | 0 |
| Counseling re RPEB appeal to USAPDA decision (CAD) | 0 | \$0 | 0 |
| Preparation for appeal post-USAPDA decision (misc) (PAP) | 0 | \$0 | 0 |
| Representation at FPEB hearing (RFH) | 0 | \$0 | 0 |
| Preparation of request for reconsideration to PEB (PRR) | 0 | \$0 | 0 |
| FPEB case file review (CFR) | 0 | \$0 | 0 |
| Preparation of written IPEB appeal (PIA) | 0 | \$0 | 0 |
| Counseling re IPEB results (CIR) | 0 | \$0 | 0 |
| PEB counseling (general) (PCG) | 0 | \$0 | 0 |
| Review of Informal PEB (IPEB) results (RRP) | 0 | \$0 | 0 |
| MEB process briefing (MPB) | 0 | \$0 | 0 |
| Preparation of MEB rebuttal (PMR) | 0 | \$0 | 0 |
| Review of other MEB documents (ROM) | 0 | \$0 | 0 |
| Review of completed MEB (DA 3947 and NarSum) (RCM) | 0 | \$0 | 0 |
| Initial MEB Counseling (General) (ICM) | 0 | \$0 | 0 |
| Other (--) | 0 | \$0 | 0 |
| Total | 0 | \$0 | 0 |



SPECIAL VICTIMS COUNSEL MONTHLY REPORT

Office of The Judge Advocate General, U.S. Army
2200 Army Pentagon, Room 3B548
Washington, DC 20310-2200



** Send completed form to WO1 _____ at _____ .mil@mail.mil no later than the **fourth day of each month** **

- Complete one report per SVC
- All time is recorded in **HOURS**
- ONLY include travel time in 'Travel' category. Do **NOT** account for travel time in other categories.

| Installation | Command | Reporting Month | Fiscal Year |
|--------------|---------|-----------------|-------------|
| | | | |

| SVC Name (Last, First MI) | Rank | Full Time <input type="checkbox"/> | Part Time <input type="checkbox"/> _____ % time spent on SVC Duties |
|---------------------------|------|------------------------------------|---|
| | | | |

| General Legal Counsel and Advice (record time in hours) | | | | |
|--|------|------|------|------|
| Activity | Wk 1 | Wk 2 | Wk 3 | Wk 4 |
| Explained victim's reporting options | | | | |
| Provided overview of victim's rights: Review DD Form 2701 (Victim/Witness Notice of Rights), expedited transfer policy and requests, and/or MPO and civilian protective orders | | | | |
| Discussed military and/or VA benefits | | | | |
| Other legal advice and guidance (includes time spent referring client to TDS) | | | | |
| Total | | | | |

| Pre-trial (record time in hours) | | | | |
|---|------|------|------|------|
| Activity | Wk 1 | Wk 2 | Wk 3 | Wk 4 |
| Explained court martial process, potential pretrial arguments and/or alternate dispositions | | | | |
| Prepared and represented client at interviews | | | | |
| Attended pre-trial hearings and sessions | | | | |
| Drafted, filed, and/or argued pretrial motions (i.e. MRE 412, MRE 513 and client immunity) | | | | |
| Reviewed DD 2702/03, Charge Sheet, evidence and other case materials | | | | |
| Individual communications with Military Judge | | | | |
| Individual communications with Trial Counsel | | | | |
| Individual communications with Defense Counsel | | | | |
| Total | | | | |

| Trial (record time in hours) | | | | |
|------------------------------|------|------|------|------|
| Activity | Wk 1 | Wk 2 | Wk 3 | Wk 4 |
| | | | | |

| | | | | |
|---|--|--|--|--|
| Prepared client for trial | | | | |
| Attended trial (do NOT include travel time) | | | | |
| Total | | | | |

| Post-trial (record time in hours) | | | | |
|---|------|------|------|------|
| Activity | Wk 1 | Wk 2 | Wk 3 | Wk 4 |
| Prepared client for trial | | | | |
| Attended trial (do NOT include travel time) | | | | |
| Total | | | | |

| Training and Outreach (record time in hours) | | | | |
|---|------|------|------|------|
| Activity | Wk 1 | Wk 2 | Wk 3 | Wk 4 |
| Resident SVC related training | | | | |
| Virtual SVC related training | | | | |
| Conducted outreach (i.e. briefings, promotions, etc.) | | | | |
| Total | | | | |

| Travel | |
|---|--|
| Activity | |
| Number of times TDY for client services (i.e. interviews, sessions and meetings) | |
| Number of times TDY for trial | |
| Approximate travel time for SVC related activities (include time spent creating DTS authorizations and vouchers) (in hours) | |

| Client Flow | |
|-----------------------------|----------------|
| New Clients (Current Month) | Active Clients |
| | |

| Client Category Breakdown | | |
|---------------------------|-----------|--------|
| Service Member | Dependent | Minors |
| | | |

| Digital Signature | Date |
|-------------------|------|
| <p>X</p> <hr/> | |

Digitally sign form by doubleclicking on X