

Date: \_\_\_\_\_

Special Court-Martial Request for Services

From: Commanding Officer, \_\_\_\_\_  
To: Officer in Charge, Naval Legal Service Office Central Branch  
Office Gulfport

Subj: REQUEST FOR COUNSEL IN THE SPECIAL COURT-MARTIAL OF \_\_\_\_\_

Ref: (a) NAVLEGSVCOFFCENTINST 5800.1K

Encl: (1) Two copies of referred and served charges  
(2) Two copies of evidence: investigative reports and witness statements, etc.  
(3) List of names, rate, duty stations, and telephone numbers of all potential witnesses  
(4) Service record of respondent

1. As required by reference (a), enclosures (1) through (4) are forwarded. Request assignment of a defense counsel, qualified in accordance with Article 27(b), UCMJ, be assigned to advise and, as appropriate, act as defense counsel at Special Court-Martial for \_\_\_\_\_

(If aware that accused already has counsel, state name of counsel and circumstances, e.g., counsel assigned while accused in pretrial confinement). This command acknowledges responsibility for funding costs of trial in accordance with reference (a).

2. The following information is submitted concerning this case:

a. The accused and all witnesses are available. Military witnesses (name(s)) have been placed in a legal hold status (if not, explain).

b. Any additional documentary evidence received by the command will be forwarded to the trial counsel as soon as possible.

c. Documentary and/or all real evidence pertinent to this matter not included in enclosure (2) is described and located as follows (list as applicable):

d. Potential problems (e.g., ship's upcoming departure from area, unit's operating schedule (unclassified), expected discharge of potential witnesses, etc).

Subj: REQUEST FOR COUNSEL FOR ADMINISTRATIVE SEPARATION BOARD

e. The following types of restraint for the following periods were imposed on this accused: (include restraints on liberty, restriction, civilian custody, and any confinement).

3. \_\_\_\_\_ has been assigned as liaison officer for this case and may be reached at \_\_\_\_\_ (telephone number). The liaison officer understands that (s)he is responsible for maintaining positive communications with the defense counsel and ensuring that the accused and all witnesses, as identified by the trial counsel, are available and on time for interviews and the trial.

Commanding Officer or his/her designee