**Tips on Working with STCs**

- Determine if you are requesting an STC to sit as counsel at trial, or requesting consultation (include in the “reason for request” section below)

- Request STC early enough to allow for scheduling, transfer/review of case material, and advice

- Legal questions are difficult to answer in a vacuum; provide context and evidence

- Consider sending an email to tee up the issue with a request for a follow-up call if needed

- The form below was provided by the STC community to use for the initial request for assistance and may be found on the [JAJG sharepoint site](https://cs3.eis.af.mil/sites/afjagc/AFLOA/JAJ/JAJG/field/default.aspx?View=%7bb54a8a62-ea28-451b-bc13-56a4e3102a2c%7d&SortField=LinkTitle&SortDir=Asc).

([https://cs3.eis.af.mil/sites/afjagc/AFLOA/JAJ/JAJG/field/default.aspx?View={b54a8a62-ea28-451b-bc13-56a4e3102a2c}&SortField=LinkTitle&SortDir=Asc](https://cs3.eis.af.mil/sites/afjagc/AFLOA/JAJ/JAJG/field/default.aspx?View=%7bb54a8a62-ea28-451b-bc13-56a4e3102a2c%7d&SortField=LinkTitle&SortDir=Asc))

**Form to Request STC Support and Consultation (as of Aug 15)**

Base:

Requester: (name, direct office number and email address)

Anticipated trial counsel: (name, direct office number and email address)

Anticipated case paralegal: (name, direct office number and email address)

Defense Counsel: (if known; particularly interested if civilian DC expected)

Complete name of case/AMJAMS Case Id #: (*United States v. SSgt John Smith, Case Id 453212*)

Reason for request: (media attention, nature of offense, uncertified trial counsel, *etc.*)

Case status: \_\_\_\_ Before publishing of ROI

\_\_\_\_ Before preferral (Anticipated date of preferral [if known] \_\_\_\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_ After preferral, but before Art. 32, U.C.M.J., hearing

\_\_\_\_ After Art. 32, U.C.M.J., hearing, but before referral

\_\_\_\_ After referral, but before case docketing

\_\_\_\_ After case docketing

Any portion of the case that is currently scheduled: (Art. 32, U.C.M.J., hearing date, motion practice or trial on the merits)

If before preferral, when is preferral anticipated: (if there are any external time constraints such as the statute of limitations or potential separation of the accused driving when preferral must be accomplished, state them here)

Anticipated forum: (GCM or SPCM)

General statement of the case and summary of the evidence: (this should be 2-3 paragraphs long and outline the major facts, relationships and evidentiary concerns)

Potential or alleged charges: (insert the actual charging language, with all appropriate headers, that would be inserted into Block 10 of the DD Form 458, or note that a DD Form 458 has been submitted along with this request)

Charge: Violation of the UCMJ, Article 120b

Specification 1: In that STAFF SERGEANT XXX, United States Air Force, 21st Logistics Readiness Squadron, Kadena Air Base, Japan, did, at or near Kadena Air Base, Japan, on divers occasions, between on or about 28 June 2012 and on or about 5 January 2014, commit a sexual act upon YYY, a child who not had attained the age of 12 years, to wit: penetrating her vulva with his tongue, with the intent to gratify the sexual desire of XXX.

Specification 2: In that XXX, United States Air Force, 21st Logistics Readiness Squadron, Kadena Air Base, Japan, did, at or near Kadena Air Base, Japan, on divers occasions, between on or about 28 June 2012 and on or about 5 January 2014, commit a sexual act upon YYY, a child who not had attained the age of 12 years, to wit: penetrating her anus with his finger, with the intent to gratify the sexual desire of XXX.

*Etc.*

Anticipated issues: (witness availability, likely defense motions, *etc.*)

*Notes*

1. Attach any proof analysis that has been accomplished to this initial request.
2. If this is an Article 120 case pre-preferral, either the JAJG Chief of Policy & Coordination or your circuit’s Chief Senior Trial Counsel will be detailed to conduct a charging review. To facilitate the review, upon confirmation, send him or her the following:
   1. This form;
   2. Proof analysis;
   3. The ROI or sufficient evidence (witness statements) to inform his review; and
   4. Current statement of expected preferral date including any external time constraints.

Please email the request form to Major Brett Landry ([brett.a.landry.mil@mail.mil](mailto:brett.a.landry.mil@mail.mil)) and [usaf.pentagon.af-ja.mbx.afloa-jajg-stc@mail.mil](mailto:usaf.pentagon.af-ja.mbx.afloa-jajg-stc@mail.mil). If you have any questions, please contact Maj Landry or Maj Mark Rosenow ([mark.f.rosenow.mil@mail.mil](mailto:mark.f.rosenow.mil@mail.mil) and [markrosenow@outlook.com](mailto:markrosenow@outlook.com)).