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|  | **DEPARTMENT OF THE AIR FORCE**  **[Appropriate header]** |

**Source: AFI 51-201, Figure 7.8, Sample Notice of Proceedings**

(Date)

MEMORANDUM FOR (Rank and Name of SVC or Victim’s Counsel)

FROM: (JA Office and Rank and Name of Legal Office Member Sending Notification)

SUBJECT: Notice of Proceeding – (Rank and Name of Accused)

1. We have received notice that you represent (Rank and Name of Victim), the alleged victim in case of United States v. (Rank and Name of Accused).

2. Please be advised a (Seven Day Hearing for Pretrial Confinement)(Article 32 Preliminary Hearing)(Court-Martial)(a proceeding of the Air Force clemency) has been scheduled for [INSERT DATE AND TIME OF HEARING] at the following location: [INSERT DATE AND TIME OF HEARING]. [Please contact AFLOA/JAJR at (240) 612-4841 regarding receiving notices for any proceedings related to the accused’s parole board relating to the offense(s).]

3. If you have any questions please contact [INSERT NAME AND CONTACT INFORMATION OF POC].

(NAME), (Rank), (USAF)

(Member’s Title/Role in Legal Office)

(Office (e.g., Nowhere AFB Legal Office)