**Tips for Working with SVCs**

- **Early investigative stages:**

-- Is there an SVC letter of representation? Check with MJ section and OSI to ensure receipt

--- If so, cease any questioning of the victim and contact the SVC

--- If not, then ask the victim if they would like an SVC before interviews begin

- **Discovery:**

-- Best practice: contact the SVC regarding discovery issues early in the process

-- Provide a redacted copy of the ROI to the SVC upon request pursuant to AFI 71-101, Vol 1

-- It is critical that the SVC have an accurate picture of the case and can advise the victim

-- If there is a videotape of victim's OSI interview, allow SVC to review it

-- SVCs have no discovery obligations under *Brady* as SVCs are not government agents

**- Preferral of charges:**

-- Provide the SVC with a redacted copy of the charge sheet

-- Contact the SVC for scheduling input prior to scheduling the Preliminary Hearing

-- Contact the SVC for victim input, victim travel requirements, and interview coordination

-- Prior to victim interview, TC should review all statements and recorded interviews of victim

- **Referral of charges**:

-- Contact SVC prior to referral to obtain scheduling information for the docketing conference

-- Provide the SVC with a redacted copy of the charge sheet

-- Notify the SVC immediately upon docketing

- **Trial preparation:**

-- Ensure SVC is provided with all relevant motions involving the victim (e.g. MRE 412, 513 & 514)

-- Contact the SVC early to begin scheduling interviews

-- Contact the SVC early for victim’s input regarding PTAs, RILOs, and Chapter 4 requests

-- Arrange for a suitable work location for SVC and victim during trial

-- Ensure all victim’s travel and billeting arrangements are accomplished prior to travel date

- **Post-trial:**

-- Consult victim (through SVC) for decision on both [victim’s request for a Record of Trial](../29.%20%20End%20of%20Trial%20Docs/End%20of%20Trial%20Documents%20Samples/Victim_request_for_ROT.pd.pdf) and

[victim’s right to submit matters for clemency](../29.%20%20End%20of%20Trial%20Docs/End%20of%20Trial%20Documents%20Samples/Memo%20Notifying%20Victim%20of%20Rights%20re%20Input%20on%20Clemency.docx)