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| OMB CONTROL NUMBER:EXPIRATION DATE:  | PRIVACY ACT STATEMENT**Authority:** Primarily 10 U.S.C. 8013; 10 U.S.C. 8037; and E.O. 9397.**Purpose(s):** To obtain information required for official purposes, to include claims adjudication, administration of militaryjustice, civil litigation (including bankruptcy and patents), legal assistance matters (WebLions), and management of JudgeAdvocate personnel assignment, duties, and related matters such as attorney licenses, continuation pay, and deployments.**Routine Uses:** The Privacy Act, 5 U.S.C. 552a,"Routine Uses is applicable as is the DoD "Blanket Routine Uses"published at the beginning of the Air Force's compilation of systems of records notices, located athttp://dpclo.defense.gov/Privacy/DODComponentArticleList/tabid/6799/Category/277/department-of-the-air-force.aspx;and other Routine Uses listed under the Legal Assistance and Judge Advocate Personnel Records Air Force JudgeAdvocate Privacy Act System of Record Notices. Such routine uses outside of DoD for other than DoD official purposes include responding to congressional requests and law enforcement requests. These routine uses may also be reviewed at the defense link.**Disclosure**: Disclosure is voluntary with respect to social security numbers requested, except for the payment of claims, which is required for payment purposes. Non-disclosure of requested personal information may result in the inability ofJACG personnel to provide appropriate legal assistance or properly manage Judge Advocate personnel assignments, duties, and related matters. Disclosure is non-voluntary with respect to the administration of military justice.**System of Records Notice:** *051 AFJA B (Invention, Patent Application, Application Security, and Patent Files);* *051 AF JA C (Legal Assistance Administration); (Judge Advocate Personnel Records);* *051 AF JA D (Litigation Records (Except Patents); 051 AF JA F (Courts Martial and Article 15 Records); 051 AF JA H (Claims Records)* |
|  | **NAME OF CLIENT** *(Last, First, Middle Initial)* | **CLIENT'S GRADE AND STATUS** | **CLIENT'S** **DOD ID No. / SSN** |
| **NAME AND RANK OF MILITARY SPONSOR***(If applicable)* | **ORGANIZATION** | **WORK TELEPHONE NO.** |
| **HOME OR MAILING ADDRESS** | **HOME TELEPHONE NO.** |
| PRIVILEGED INFORMATION - Information placed on this card is privileged. Neither the lawyer nor such paralegal assistants or clerical personnel that may assist in the case will disclose this information to anyone without the express consent of the client. Furthermore, disclosure may not be ordered by superior military authority. |
| DATE | LAWYER/ PARALEGAL | SUBJECT CODE | DOCUMENT CODE | REMARKS | TIME SPENT1/10th hrs | CONFLICT? |
|  |  |  |  |  |  |  |
| **SUBJECT CODES**1. ADOPTION/CHANGE OF NAME
2. AUTOMOBILE
3. CHILD CUSTODY
4. CONSUMER AFFAIRS
5. DEPENDENT NON-SUPPORT
6. DOMESTIC RELATIONS
7. IDENTITY THEFT
8. IMMIGRATION/NATURALIZATION
9. LANDLORD-TENANT
 | 1. NEGLIGENCE/TORTS
2. PATERNITY
3. PERSONAL FINANCE/DEBTS
4. REAL ESTATE
5. RESIDENCE/DOMICILE
6. SPECIAL NEEDS/EFMP
7. SCRA
8. TAXATION
9. USERRA
10. WILLS AND ESTATES
11. OTHER
 | **DOCUMENT CODES**1. ADVANCED MEDICAL DIRECTIVE
2. AFFIDAVIT
3. BILL OF SALE
4. CONTRACT
5. DEED/DEED OF TRUST
6. LEASE
7. LETTER
8. POA (GENERAL)
9. POA (SPECIAL)
 | 1. POA (HEALTH)
2. PROMISSORY NOTE
3. WILL DRAFTED
4. OTHER
 |
| SPECIAL INTEREST IDENTIFIER |

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| DATE | LAWYER/ PARALEGAL | SUBJECT CODE | DOCUMENT CODE | REMARKS | TIME SPENT1/10th hrs | CONFLICT? |
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