

PRIVACY ACT STATEMENT					OMB CONTROL NUMBER: 0701-0161	
Authority: Primarily 10 U.S.C. § 9013, Secretary of the Air Force; 10 U.S.C. § 9037, Judge Advocate General, Deputy Judge Advocate General: Appointment and duties; 10 USC § 1044, Legal Assistance; Air Force Instruction 51-304, Legal Assistance, Notary, Preventive Law, and Tax Programs. Purpose(s): To collect data on the number and types of legal assistance cases handled and to help lawyers recall type of legal problems previously discussed. Routine Uses: Information may be disclosed for any of the Standard Routine Uses. Disclosure: Disclosure is voluntary, however, non-disclosure of requested personal information may result in the inability of JACG personnel to provide appropriate legal assistance System of Records Notice: <a href="https://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569886/f051-afja-g/">https://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569886/f051-afja-g/</a>					EXPIRATION DATE: XX-XX-XXXX	
TO BE COMPLETED BY CLIENT	NAME OF CLIENT <i>(Last, First, Middle Initial)</i>		CLIENT'S GRADE AND STATUS		CLIENT'S DOD ID No.	
	NAME AND RANK OF MILITARY SPONSOR <i>(If applicable)</i>		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 SPENT 1/10th hrs	CONFLICT?
<b><u>SUBJECT CODES</u></b>  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		10. NEGLIGENCE/TORTS 11. PATERNITY 12. PERSONAL FINANCE/DEBTS 13. REAL ESTATE 14. RESIDENCE/DOMICILE 15. SPECIAL NEEDS/EFMP 16. SCRA 17. TAXATION 18. USERRA 19. WILLS AND ESTATES 20. OTHER		<b><u>DOCUMENT CODES</u></b>  A. ADVANCED MEDICAL DIRECTIVE B. AFFIDAVIT C. BILL OF SALE D. CONTRACT E. DEED/DEED OF TRUST F. LEASE G. LETTER H. POA (GENERAL) I. POA (SPECIAL)		J. POA (HEALTH) K. PROMISSORY NOTE L. WILL DRAFTED M. OTHER  <div style="border: 1px solid black; padding: 5px; min-height: 40px;">             SPECIAL INTEREST IDENTIFIER           </div>

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LEGAL ASSISTANCE RECORD

<p><i>DISCLOSURE: The public reporting burden for this collection of information, 0701-0161, is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at <a href="mailto:whs.mcalex.esd.mbx.dd-dod-information-collections@mail.mil">whs.mcalex.esd.mbx.dd-dod-information-collections@mail.mil</a>. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</i></p>						
DATE	LAWYER/ PARALEGAL	SUBJECT CODE	DOCUMENT CODE	REMARKS	TIME SPENT 1/10th hrs	CONFLICT?

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