



DEPARTMENT OF THE AIR FORCE
MILITARY JUSTICE AND DISCIPLINE DIRECTORATE
TRIAL DEFENSE DIVISION

DOVER AFB AREA DEFENSE COUNSEL'S OFFICE
IMPORTANT – INTAKE PACKET SUBMISSION POLICY

You are currently viewing the **required Intake Packet** for scheduling an appointment with the Area Defense Counsel (ADC).

To avoid delays or rescheduling, please follow these instructions exactly:

✓ **1. COMPLETE THIS ENTIRE PACKET**

- Fill out **every section** to the best of your ability.
- If you are unsure about a question, leave it blank and discuss it with your attorney during the appointment.

✓ **2. SUBMIT THE COMPLETED PACKET BEFORE YOUR APPOINTMENT**

You have two options:

- **Option A – Email Submission**

Send your completed packet to:

✉ 435aw.adc.adc@us.af.mil

- **Option B – In-Person Submission**

Print it and bring it with you to your appointment (only if you scheduled an in-person meeting).

⚠ **IF YOU DO NOT COMPLETE THIS PACKET BEFORE YOUR APPOINTMENT:**

- Your appointment may be **cancelled or rescheduled**.
- We cannot proceed without the information in this packet.

Have questions? Contact our office prior to your appointment at COMM (302) 677-6995 or 436aw.adc.adc@us.af.mil.

Thank you for your cooperation.

MENDEL TAUB, Capt, USAF
Defense Counsel



Dover AFB Area Defense Counsel

262 Chad Street, Suite 213, Dover AFB, DE 19902
Building 262, 2nd Floor
COMM: (302) 677-6995 or DSN: (312) 445-6995

CLIENT INFORMATION RECORD

(This is subject to the Privacy Act of 1974)

AUTHORITY: Military Rule of Evidence 502: MCM 2019

PRINCIPLE PURPOSE: Obtain data necessary for preparation of defense in adverse disciplinary and administrative actions.

ROUTINE USES: Used by defense counsel and his staff in preparing defenses, motions, and matters in extenuation and mitigation.

DISCLOSURE IS VOLUNTARY: The information requested is privileged and cannot be disclosed without your consent. Failure to provide the information will delay or prohibit attorney preparation.

NAME (LAST, FIRST MI)

DOD ID #	RANK/GRADE	ETHNICITY	MARITAL STATUS	# OF CHILDREN
UNIT and BASE	PHONE Please check which number(s) you'd prefer us to call			
	WORK PHONE	HOME PHONE	CELL PHONE	
LOCAL ADDRESS, CITY & STATE			MILITARY STATUS (AD, Res, ANG)	
COMMANDER'S NAME	E-MAIL ADDRESS (Work and Personal (e.g., Gmail/Yahoo))		DATE OF BIRTH	
1 ST SERGEANT'S NAME				
SUPERVISOR'S NAME (RANK LAST, FIRST)	DATE ARRIVED AT CURRENT BASE		DATE OF RANK	
DATE OF INITIAL ENLISTMENT	DATE OF YOUR LAST REENLISTMENT (If Applicable)		CURRENT DATE OF SEPARATION	
Have you spoken to another attorney or been otherwise represented on this matter? (Yes) (No) Who? _____				
Have you ever been a commander or section commander? (Yes) (No) When? _____				
Have you ever been a first sergeant or an acting first sergeant? (Yes) (No) When? _____				
Have you ever been to the ADC before: (Yes) (No) When? _____				
Are there other military members involved in this matter? (Yes) (No) If so, list them. (This is to avoid attorney-client conflicts between you and the others involved in the same incident.) _____ _____ _____				
LIST ALL THAT APPLY (Current enlistment only) NOT INCLUDING WHAT YOU'VE COME IN TO DISCUSS TODAY				
Letter(s) of Counseling? (Yes) (No) How many? _____ For what? _____				
Letter(s) of Reprimand? (Yes) (No) How many? _____ For what? _____				
Article 15(s)? (Yes) (No) How many? _____ For what? _____				
Are you on a Control Roster? (Yes) (No) How many? _____ For what? _____				
No contact orders (Yes) (No) How many? _____ For what? _____				
Civilian or military convictions? (Yes) (No) How many? _____ For what? _____				
What were your last EPR / OPR ratings: _____(date: _____) / _____(date: _____) _____(date: _____)				

This document is protected by the Attorney-Client confidentiality privilege. It will not be disclosed to anyone without your expressed/written permission to do so.

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PLEASE EXPLAIN WHY YOU'VE COME IN TODAY. DO NOT STATE "BEING INVESTIGATED;" "READ MY RIGHTS;" "NEED ADVICE," ETC. PLEASE BE SPECIFIC!

Were you questioned by anyone? _____ If so, by whom? _____

Did you consent to any searches? (i.e. urinalysis, blood, breath, home/dorm) _____
If yes, what was the result of the search?

Did you give a statement (oral or written)? _____

If yes, did you implicate/confess yourself to violating an offense? _____
Again if yes, what did you say (briefly explain).

This document is an Attorney-Client work product

PRIVILEGED INFORMATION

Information placed on this card is privileged. Neither the Area Defense Counsel nor his/her paralegal or other personnel associated with this case will disclose this information to anyone without the express consent from you. Also, if necessary I hereby authorize the ADC to release my records to his/her replacement. Furthermore, superior military authority may not lawfully order disclosure.

I request that you _____ send out a Notice of Representation to inform my leadership, AFOSI/SFS, and the legal office that I am represented by legal counsel and that any future communications concerning my case should include the Area Defense Counsel.

Signature

Date



**DEPARTMENT OF THE AIR FORCE
MILITARY JUSTICE AND DISCIPLINE DIRECTORATE
TRIAL DEFENSE DIVISION**

MEMORANDUM FOR CLIENT

FROM: CAPT MENDEL TAUB (Dover AFB Area Defense Counsel's Office)

Subject: Tools to Cope with Stress

1. Legal troubles are often very stressful, but there are a number of healthy ways to cope with this stress. There are a number of agencies that can help you develop the skills you may need to cope effectively. I have listed some of them below. Before using any of these services, I recommend you **talk with me first** about the best service to use for your particular situation. Depending on which one you use, what you say may not be confidential.

a. **Chaplains/Clergy** (insert local contact info) have confidentiality (like my office) and are trained to help you with the problems you are facing, including spiritual counseling. There is an absolute privilege for all information confided in a chaplain or clergy as a formal act of conscience or faith.

b. **Military One Source (MOS)** (1-800-342-9647) provides telephonic, online, and face-to-face counseling. <https://www.militaryonesource.mil/non-medical-counseling/>

c. **Military Family Life Counselor (MFLC)** (insert local contact number) are licensed counselors that assist service members and their families with deployment adjustments, stress management, issues related to PCS, relationships, problems at work, grieving, and more. (insert web address for local MFLC; this can be found on your installation's FSS webpage)

d. **Base Mental Health** (insert local contact info) provides licensed psychologists, psychiatrists, and social workers. In addition to you seeking services on your own initiative, if certain individuals, including your First Sergeant or me, believe you are a danger to yourself, we can recommend to your commander that you be referred for a mental health evaluation under the Limited Privilege for Suicide Prevention (LPSP) Program.

e. **National Suicide Prevention Lifeline (NSPL)**: If you are ever feeling desperate, alone or hopeless you can call the NSPL at 988 or 1-800-273-TALK (8255). NSPL is a free, confidential, 24-hour hotline available to anyone in suicidal crisis or emotional distress. <http://www.suicidepreventionlifeline.org/>

2. **REMEMBER: You are a valuable person and member of the Department of the Air Force Family. We are committed to providing you services and support during this stressful time.** If you have any questions concerning this information, please call me at DSN 445-6996 or Commercial (302) 677-6995.

A handwritten signature in blue ink, reading "Mendel Taub", is located at the bottom right of the page.

MENDEL TAUB, Capt, USAF
Area Defense Counsel

Dover ADC Initial In-Brief

- I am Dover AFB's Public Defender. I help any military member facing a court-martial, Article 15 (NJP), administrative discharge, paperwork, etc. I work for my clients, and I'm the only person on base who truly has your best interests in mind. My boss is Maj Allen Abrams at JB Langley-Eustis, Virginia. He is in charge of all the ADCs in the Eastern Region. My MAJCOM is the Department of the Air Force, Military Justice and Discipline Directorate, Trial Defense Division (DAF/JAJD). This means I don't work for the base legal office, nor do I work for, report to, or get rated by anyone on this base.

- I am a licensed attorney. Everything you tell me or SrA Hart, the defense paralegal, is covered by the **attorney-client privilege**. Only you can break this privilege by disclosing what we discuss to someone else, or by authorizing SrA Hart or me to do so. I will not even disclose that you came to our office. Even if you told me you committed a crime, I cannot be forced to disclose that fact to anyone. The only time I'm authorized to break your privilege is if I believe it's necessary to prevent you from: 1) committing a crime which will cause serious harm or death to someone, 2) significantly impairing national security, or 3) causing serious harm to yourself.

- Other than a chaplain, **NO ONE** offers a complete confidential communication privilege. Anything you say to any of the following individuals can be used against you: doctors, nurses, behavioral health professionals (FAP/Mental Health), ADAPT, AFRC, civilian or military personnel, friends, family, co-workers, supervisors, etc.

Right to Remain Silent

- You can be ordered to attend an ADAPT or FAP appointment, and if you are, you must go. However, you **CANNOT** be ordered by any commander, superior officer or NCO, doctor, counselor, etc. to say anything which might incriminate you.

- Your right to remain silent is absolute. No one can compel you to incriminate yourself, and no one can use your exercise of this right against you. The fact that you invoked your right to remain silent cannot be mentioned at a court-martial, much less used against you to prove your guilt or worsen your punishment.

- Choosing to remain silent is **NOT** an admission of guilt, nor does it make you "look guilty." I may advise you not to talk even though you are not guilty of anything. If I believe it is in your best interests to make a statement, I will advise you accordingly.

- Even if you already made a statement or answered questions, you may still invoke your right to remain silent from now on.

Right to Refuse Consent

- You have the right to be free from unreasonable searches and seizures of your body and your belongings. You do not have to give consent to a search or seizure of anything (dorm room, vehicle, phone, urine, etc.). If you consent to a search, anything found during that search can be used against you in a court-martial.

Right to Counsel

- You have the right to consult with an attorney prior to making any oral or written statements, and you have the right to have an attorney present during questioning.

- You may hire, at your own expense, a civilian lawyer of your choice. If you do, I will serve as an associate counsel if you wish.

- You may ask for another military attorney by name, and if that attorney is available he/she will be detailed to represent you. If you do request a specific military attorney and that request is granted, you must request my chain of command permit me to remain on your case.

Three Basic Rules

Rule 1: Do not talk about your case to **anyone** but myself and SrA Hart.

Rule 2: Stay out of trouble between now and the time your case is resolved. Your unit will be watching you closely, and will be more likely to give you paperwork, NJP, etc. for even minor reasons (tardiness, sloppy uniform, etc.).

Rule 3: DO NOT LIE TO ME. I do not make moral judgements about my clients. My job is to represent your interests to the best of my ability in order to meet your goals, whether that's being acquitted at a court-martial, retained at a discharge hearing, getting paperwork dropped, etc. I evaluate the evidence against you and try to hold the government to its burden of proof. I am not a miracle worker. I seek to get you the best result possible. If you lie to me, you are only undermining my ability to represent you to the best of my ability and secure the best possible outcome for you.

I voluntarily sign confirming I have reviewed and understand the above and received the Dealing with Stress Memorandum.

Signature

Date

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