

Request for Army Reserve Trial Defense Service (TDS) Attorney

A digital copy of this form is also available online at
<https://www.jagcnet.army.mil/TDS>

The U.S. Army Reserve Trial Defense Service (USAR TDS) provides defense counsel to eligible USAR personnel worldwide. To determine whether you are eligible for USAR TDS services, please answer the following questions:

- 1. Are you on full-time active duty in the Active Guard Reserve (AGR) Program or on extended active duty orders (>30 days)?** If so, then the Active Component (AC) provides your primary legal services, not USAR TDS. Please visit <https://www.jagcnet.army.mil/TDS> and select [Active Component \(Regular Army\)](#) under **Request for Counsel Instructions**.
- 2. Is this a civilian criminal matter?** TDS attorneys are not authorized to represent you in civilian courts (including Federal magistrate courts for certain offenses committed on military installations). You may request a public defender if they are provided for the court that is hearing your case or you may retain a civilian criminal defense attorney at your own expense.
- 3. Is this a Legal Assistance matter?** TDS attorneys typically represent Soldiers who have been charged with military crimes or who face adverse administrative action such as Administrative Separations, Article 15s, Investigations, etc. If your legal issue is outside the scope of TDS services as identified in AR 27-3, you may seek Legal Assistance at <https://www.usar.army.mil/Commands/Functional/Legal-Command/Legal-Resources/request-for-legal-assistance-info>.

If you are a drilling Troop Program Unit (TPU) Reserve member, Individual Mobilization Augmentee (IMA), or Individual Ready Reserve (IRR) member, please complete this form and e-mail it to the USAR TDS Group E-mail at usarmy.pentagon.hqda-otjag.mbx.tds-usar-requestforcounsel@army.mil. Subject: "**RANK Last, First MI - Request for Counsel**". If you are having difficulty using this form, email the USAR TDS Group E-mail or call the Reserve Liaison Officer, Headquarters, U.S. Army Trial Defense Service at (703) 693-0285.

Note: Units completing this form on a Soldier's behalf must include:

- 1. The Soldier's personal telephone number (home or mobile) and personal email; and**
- 2. A statement in the brief description that the request is being submitted with the permission of the Soldier** (the Soldier asked for help with the form, submitted an election of rights requesting counsel, etc.). A military attorney cannot be detailed unless the Soldier wants one, and units may not request an attorney without the Soldier's permission. Insufficient requests will be returned without action.

Soldiers requesting counsel should expect to be contacted by a TDS attorney (or paralegal) within 5-7 business days of submitting a request.

REGIONAL
OFFICE: _____

Today's Date (YYYY/MM/DD): ____/____/____

REQUEST FOR COUNSEL

US ARMY RESERVE TRIAL DEFENSE SERVICE

Information placed on this card is legally privileged and cannot be ordered to be disclosed. Likewise, anything communicated with this office to either an attorney or enlisted Soldier working in this office is covered by the attorney / client privilege and cannot be repeated to anyone.

NAME: (First Full Middle Name Last)

RANK / GRADE:

DUTY STATUS: ADOS AGR (Active Guard Reserve) IMA (Individual Mobilization Augmentee)
IRR (Individual Ready Reserve) TPU (Troop Program Unit – AKA Drilling Reservist)

CURRENT RESIDENCE:
(City and State Only)

ETS / MRD DATE (MM/DD/YYYY):
(Expiration of Term of Service)

DISCLAIMER: A Trial Defense Service Attorney or Paralegal may contact you via any of the contact information provided. Please ensure the contact information provided on this document is working and monitored.

MILITARY EMAIL ADDRESS:

CIVILIAN EMAIL ADDRESS:

**CHECK HERE IF YOU
DO NOT HAVE
ACCESS TO .MIL**

COUNTRY
CODE: (+1, 49, etc.)

CELL PHONE NUMBER:
(XXX-XXX-XXXX)

WHATSAPP
SIGNAL
OTHER _____

UNIT ASSIGNMENT INFO (Include complete unit name - Use logical abbreviations where appropriate)
CO: _____ BN: _____
BDE: _____ **GO HQ:** _____

TYPE OF ACTION: Administrative Separation / Officer Elimination Notification Date: _____
Article 15 Notification Date: _____
Civilian Matters (Court, Divorce, Protection Order, etc.) **Contact Civilian Counsel, not TDS**
Investigation - Military (15-6, CID, IG, MP, etc.) Notification Date: _____

REASON FOR ADMINISTRATIVE SEPARATION: Positive Urinalysis Date of Urinalysis: _____
Revoked Security Clearance
Unsatisfactory Participation
Other (Explain): _____

Provide a brief description of the reason you require a defense attorney **(200 characters or less)**.
DO NOT include confidential information on this form. Discuss it with your attorney or TDS paralegal.

E-mail the completed form to the USAR TDS Group E-Mail Inbox:
usarmy.pentagon.hqda-otjag.mbx.tds-usar-requestforcounsel@army.mil

Form Updated 10/11/2023

SUBJECT: "RANK Last, First MI – Request for Counsel"

QUESTIONS???? E-mail the USAR TDS Group E-Mail Inbox or call the Headquarters, U.S. Army Trial Defense Service, Reserve Liaison Officer at (703) 693-0285.