

**COMBAT CENTER REQUEST FOR LEGAL SERVICES (RLS)
MIMI
(USER GUIDE)**

**MILITARY JUSTICE
SECTION
(760) 830-6782/6783**

BLOCK 1.

The accused's name.

BLOCK 2.

The accused's EAS date.

BLOCK 3

The accused's rank

BLOCK 4

The accused's Social Security Number (Last Four)

BLOCK 5

The accused's NUMERICAL MOS number. (Not "Infantry")

BLOCK 6

The accused's unit, for example, 1/7, 2/7, 3/7, MCCES, HQBN, VMU-1, 3DLAR etc.

BLOCK 7a – 7d

The primary Command POC for the accused who can be easily and readily accessible.

BLOCK 8a – 8d

An alternate Command POC for the accused who can be accessed if the primary is not available.

BLOCK 9a – 9d

Check the appropriate box with an X for services requested.

BLOCK 10

Check whether the accused has been placed in pretrial confinement/restraint.

BLOCK 10a – 10c

If the accused HAS been placed into pretrial confinement **or any other type of restraint** (i.e. pretrial restriction, military protective order, preservation campaign plan) put the date started, (if released from the brig, list release date), what type of restraint it is in block 10b, and the relevant documents that apply to the type of restraint.

BLOCK 11

Every box in block 11 MUST be checked with the RLS and attachments MUST BE LEGIBLE.

BLOCK 11a – 11l

These blocks are specifically set up from 11a – 11i to fit the most common type of offenses. However, if none of the pre-prepared blocks fit the offenses the accused has violated then list in the open boxes (11j – 11l). Fill them in appropriately.

BLOCK 12

The adjutant must **CERTIFY** that everything that has been checked off as being in the RLS is in the RLS.

BLOCK 13a

The name of the officer who inform the accused of the sworn charges and take receipt of the sworn charges.

(Usually the Battalion Adjutant)

BLOCK 13b

The name of the officer who will refer the case to Court-Martial (Battalion Commander).

PAGE 3

The last page of the RLS is all of the POC information for the accused's command, if it's a drug case then the SACO information, coordinator, observer, if it's a companion case, and all other witnesses.

VERY IMPORTANT

ACCURACY: THE POC (NAMES, PHONE NUMBERS, E-MAILS) MUST BE ACCURATE. CHECK THEM BEFORE LISTING THEM. THEY SHOULD BE EASILY PULLED FROM A CURRENT RECALL ROSTER.

LEGIBLE: ANOTHER HUGE PROBLEM WITH THE EVIDENCE TO SUPPORT THE CHARGES REQUESTED IS THE LEGIBILITY OF THE PHOTOCOPIES. ENSURE THAT THE COPIES ARE READABLE. IF WE CAN'T READ IT, WE CAN'T CHARGE IT!!