

# **NOTICE TO THE BAR**

## **AFFIDAVIT OF NON-MILITARY SERVICE**

NOTE: This notice supersedes the August 9, 2004 Notice to the Bar on this subject.

Pursuant to Rule 1:5-7 and in accordance with the Servicemembers' Civil Relief Act, 50 U.S.C. Appx. 521, unless otherwise based on facts admissible in evidence, an affidavit of non-military service must have appended thereto a statement from the Department of Defense or from each branch of the armed services that the defendant is not in military service. The Defense Manpower Data Center maintains a website at <https://www.dmdc.osd.mil/scra/owa/home> that is searchable for information regarding an individual's military status. Use of that website requires entry of the last name and social security number of the person whose military status is being verified, which results in electronic generation of a report with the seal of the Department of Defense and the signature of the Center's Director.

If the website cannot be accessed or otherwise used, a statement still may be obtained from the Defense Manpower Data Center at no cost by mailing a request setting out the same information noted above, along with a pre-addressed and stamped return envelope, to the following address:

Defense Manpower Data Center  
Attn: Military Verification  
1600 Wilson Boulevard, Suite 400  
Arlington, Va. 22209-2593

Certificates from the individual branches of the armed services may be obtained from the addresses listed below. Requests for such certificates should contain the defendant's full name, social security number, and date of birth. If the social security number is not known, this fact should be noted. A statement of why the information is needed and a pre-addressed and stamped return envelope must also be included. A postal money order or a certified, cashier's or personal check, made payable as indicated below in the amount of \$5.20 for each defendant, must accompany each request.

AIR FORCE

Worldwide Locator  
HQ AFPC/DPDXIDL  
550 C Street, West, Suite 50  
Randolph AFB, TX 78150-4752  
[Note: Make check payable to DAQ-DE.]

ARMY

Commander USA EREC  
Attn: AHRC-ERP  
8899 East 56th Street  
Indianapolis, IN 46249-5031  
[Note: Make check payable to Finance Officer.]

COAST GUARD

USCG – Personnel Command  
Military Records Branch (ADM-3)  
4200 Wilson Blvd., Suite 1100  
Arlington, VA 22203-1804  
Attn: Coast Guard Locator Assistant  
[Note: Make check payable to U.S. Coast Guard.]

MARINE CORPS

Headquarters U.S. Marine Corps  
Personnel Management  
Support BRMMSB 10, Suite 201  
2008 Elliott Road Suite 203  
Quantico, VA 22134-5030  
[Note: Mark bottom of envelope  
"Official Business" and make check  
payable to United States Treasurer.]

NAVY

Naval Personnel Command  
5720 Integrity Drive  
Millington, TN 38055-3120  
[Note: Make check payable to  
United States Treasurer.]

Also, effective September 1, 2006, the Supreme Court has amended Rule 1:5-7 to give the trial court discretion to require the posting of a bond when the military status of a defendant cannot be determined. That provision mirrors the language of the Servicemembers' Civil Relief Act.

/s/ Philip S. Carchman

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Philip S. Carchman, J.A.D.  
Acting Administrative Director of the Courts

Dated: August 7, 2006