

## **NOTICE TO THE BAR**

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

Pursuant to the amendments to Rule 1:5-7, which take effect on September 1, 2004, and in accordance with the Servicemembers Civil Relief Act, 50 U.S.C. §521, unless based on facts admissible in evidence, an affidavit of non-military service must have attached to it a statement from the Department of Defense or from each branch of the armed services that the defendant is not in military service. Such a statement is available from the following source, at no charge:

Defense Manpower Data Center  
1600 Wilson Boulevard Suite 400  
Arlington, Va. 22209-2593  
Phone (703) 696-6762 (Genny Brooks)

The Defense Manpower Data Center allows verification of non-military status for defense branches of armed services by providing access to a secure website for approved users. Potential users must call for information on how to obtain the necessary Personal Identification Numbers (PINs) and Match Codes from the Center. Once approved, users have 24-hour access to the site to search for information regarding military status. Documentation is provided electronically in a form with the seal of the Department of Defense and the signature of the Center's Director. Faxed requests may also be made on a form provided by the Defense Manpower Data Center. Turnaround time for response to faxed requests is approximately 24 hours.

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 or birth date is not known, this fact should be noted. A statement of why the information is needed and a self-addressed stamped envelope should also be included. Unless otherwise noted below, a postal money order or a certified, cashier's or personal check made payable to the Department of Treasury in the amount of \$5.20 for each defendant must accompany each request.

#### **U.S. NAVY**

World Wide Locator  
Bureau of Naval Personnel  
PERS 312  
5720 Integrity Drive  
Millington, TN 38055-3120

#### **U.S. AIR FORCE**

HQ AFPC/DPDXIDL  
550 C Street, West, Suite 50  
Randolph AFB, TX 78150-4752

#### **U.S. MARINE CORPS**

HQMC MMSB-10  
2008 Elliott Road Suite 203  
Quantico, VA 22134-5030

#### **U.S. ARMY**

Commander USA EREC  
Attn: AHRC-ERP  
8899 East 56th Street  
Indianapolis, IN 46249-5301

N.B. make check payable to "Finance Officer."

**U.S. COAST GUARD**

USCG – Personnel Command – Adm-3

4200 Wilson Blvd. Suite 1100

Arlington, VA 22203-1804

N.B. make check payable to "U.S. Coast Guard."

Richard J. Williams, J.A.D.

Administrative Director of the Courts

Dated: August 9, 2004