



# THE JBSA JURIST

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## Subpoenas - What do you do when you get one?

**NOTE: This is general information. Each situation is different. Please contact the legal office for more information about your particular situation**

All DoD personnel—military and civilian—are expected to perform their duties both on and off duty. For example, personnel, whether on or off duty, must comply with subpoenas whether it be from a civilian court or a military court.

**What should you do after receiving a subpoena?** The easy answer is to contact your local legal office immediately. The local legal office will provide guidance on which process to follow. Much of what personnel can testify to hinges on whether it is in an official or nonofficial capacity.

An attorney will review the subpoena with you and explain what it means, what is being requested of you, and any rights you may have as a military service member.

If you are being subpoenaed to appear and testify concerning official information and the requested information does not include Privacy Act material, then the legal office will help you:

- Attempt to resolve the matter with the attorney requesting the information/issuing the subpoena;
- Appear and explain the matter to the court;

When Privacy Act material is involved, the legal office will help you:

- Determine if a judge of a legal jurisdiction personally issued the subpoena; and
- Make or negotiate a response or appear before the court; and
- Consult with the release authority for the specified Privacy Act material described in the subpoena.

In most cases the supervising attorney at the legal office is able to release you to appear for witness testimony. Medical Law Consultants are the release authorities for medical providers and other hospital personnel assigned to their hospital. In the rare instance that releasing you to testify is out of the purview of either of these individuals, the request will then be sent to the Air Force Legal Operations Agency for review and action.

It is vital that when approved, that you are only providing the information that was requested in the subpoena and not providing an opinion or expert testimony without additional approval.

**AREA DEFENSE COUNSEL**

*ADCs are experienced judge advocates outside the local chain of command to allow Airmen completely confidential legal advice for criminal and adverse matters.*

**Ft Sam Houston: DSN 471-9679**

**Lackland: DSN 473-2924/2926**

**Randolph: DSN 487-2274**

**SPECIAL VICTIMS' COUNSEL**

*SVCs are experienced, independent judge advocates who provide confidential legal advice to victims of sexual assault. They serve both restricted and unrestricted reporters, help victims understand their legal rights, and explain how the legal process works for processing sex assault claims.*

**JBSA (LAK, FSH, RND): DSN 473-4748**

**Duty Cell (202)308-4670**

**PREPARE FOR YOUR  
LEGAL ASSISTANCE APPOINTMENT**

**LOG ONTO: <https://aflegalassistance.law.af.mil>**

**Wills & Power of Attorney Powers of Attorney**

1. Click on tab "Legal Worksheets"
2. Complete worksheet for documents you wish to have created
3. Save your ticket number, then call the Legal Office for an appointment!
4. Please complete survey online

**Legal Assistance**

1. Click on tab "Legal Information"
2. If the information you are looking for is not listed, call the Legal Office for an appointment!
3. Please complete online survey!

**TO SCHEDULE AN APPOINTMENT CALL  
ONE OF THE OFFICES BELOW**

**JBSA-Ft Sam Houston**

502 FSG/JA  
2422 Stanley Road

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Tues 0830-1030 All eligible clients  
Thurs 0830-1030 Active Duty only

**Will Executions**

Thurs 1330 By appointment only

**Notary and Powers of Attorney**

Mon-Thurs 0730-1630  
Fri 0730-1200

**DSN 420-0169  
Comm: 210-808-0169**

**JBSA-Randolph**

502 SFLSG/JA  
1 Washington Circle, Bldg 202

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Tue 0900-1000 All eligible clients  
Thurs 0900-1000 Active Duty only

**Will Executions**

Fri 0900 By appointment only

**Notary and Powers of Attorney**

Mon-Fri 0800-1500

**DSN 487-6781  
Comm: 210-652-6781**

**JBSA-Lackland**

502 ISG/JA  
1701 Kenly Ave, Suite 134

*Legal Assistance Primarily by  
Appointment*

**Walk-in Hours**

Wed 0830-0930 All eligible clients

**Will Executions**

Thurs 0830 By appointment only

**Notary and Powers of Attorney**

Mon, Tues, Thurs, Fri 0830-1530  
Wed 0830-1230

**DSN 473-3362  
Comm: 210-671-3362**



**WISDOM - VALOR - JUSTICE**