



## REQUIRED DOCUMENTS

- Typing Test (Completed online or from the Base Education Office)
- One page biography of yourself and why you want to be a paralegal (typed)
- Last 5 EPRs
- Air Force Fitness Management System printout (PT Score must be passing and current)
- AF Form 422 w/minimum PULHES of 333333
- Letters of Recommendation from Commander, First Sergeant, and Supervisor (minimum). Additional recommendations will be accepted
- Records Review RIP (Obtained from MPS, Legal Office will be able to obtain if you are unable)
- Recommendation from SJA/Law Office Superintendent (completed post-interview)
- Any additional documentation you wish to provide



**For more information contact your nearest**

**Legal Office**

**Base Legal Office Information**

**Base:**

**Points of Contact:** 784-4131

**Name:**

**Title:**

**Commercial Phone:**

**Name:**

**Title:**

**Commercial Phone:**



**RETRAIN NOW!**

**BECOME A  
PARALEGAL**





## DUTIES

- Assist attorneys in providing legal guidance to commanders
- Draft legal reviews for a vast variety of topics to include:
  - Administrative Discharges
  - FOIA Requests
  - Private Organizations
  - Barments
  - Unfavorable Information Files
- Conduct Legal Research
- Manage Legal Assistance Program
- Interview Witnesses
- Perform Notary Services
- Draft Wills
- Prepare Article 15s and Courts-Martial documents
- Provide Defense Services
- Provide Special Victim Services
- Process Claims for and against the US Government
- International & Operational Law



## QUALIFICATIONS

- No previous convictions by courts-martial; punishment under Article 15 in the previous 6 years; or conviction by a civilian court, except for minor traffic violations and similar infractions listed in AFI 36-2002. Similar infractions include, but are not limited to:
  - Blocking Traffic
  - Driving left of center
  - Disobeying traffic signals
  - Driving w/out registration/insurance/licence
  - Hitchhiking
  - Playing radio too loud
  - Skateboard/roller skate violations
- Minimum General AQE Score 51 (ASVAB)
- Ability to communicate effectively in writing
- Ability to speak clearly and distinctly
- Minimum Keyboarding speed of 25 wpm
- No record of substance abuse, domestic violence, or child abuse
- No record of emotional instability, personality disorder, or other unresolved mental health concerns that may result in the impairment of the paralegal duty function or risk to the mission

## FAQs

### Will I get to prosecute courts?

You will assist the attorney in charge of the prosecution by interviewing witnesses, drafting motions, preparing exhibits, as well as other aspects of the court-martial process.

### What does the legal office do?

The base legal office is responsible for providing legal advice to commanders, first sergeants and other key personnel on a variety of legal subjects.

### Where do paralegals work?

Most paralegals start working in base legal offices. As paralegals gain experience and attend advanced training, their opportunities increase to include managing criminal defense offices, special victims offices, appellate offices and medical law consultant offices.

### Will I deploy?

Yes. There are many opportunities to deploy and perform similar functions as a base legal office and many other exciting opportunities to work with host nations.

### Where is tech school?

The JAG Corps has a top of the line facility for training of attorneys and paralegals at Maxwell AFB, AL. Tech school is a seven week immersion into the career field.

### Will I be stationed overseas?

Paralegals are stationed worldwide in Asia, Europe, CONUS, Alaska, Hawaii, and Australia

