



LEONIDAS RALPH MECHAM  
Director

ADMINISTRATIVE OFFICE OF THE  
UNITED STATES COURTS

ROBERT LOWNEY  
Chief

CLARENCE A. LEE, JR.  
Associate Director

P.O. Box 780549  
San Antonio, TX 78278

District Court  
Administration Division

December 12, 2005

**MEMORANDUM TO SELECTED DOD AGENCIES**

**SUBJECT:** NEW UNITED STATES DISTRICT COURT VIOLATION NOTICE (DD1805)

On December 8, 2004, the President signed into law the Consolidated Appropriations Act of 2005, which included a provision (Section 308) that required changes to the U.S. District Court Violation Notice. In mid May 2005, your agency received correspondence from the Administrative Office of the United States Courts that outlined those changes and informed your agency they would be effective July 1, 2005. Those changes include a number of revisions that are critical to protect the privacy of the defendants. The Central Violations Bureau made an effort to facilitate the transition by providing many agencies with an initial supply of the new violation notice form. However, each agency should have taken the appropriate steps to procure an adequate supply. It is imperative that your agency move to the new violation notice immediately. If your agency has fully implemented the new violation notice form, please disregard this memo.

The May 2005 memo included printing specifications for the new violation notice. It instructed your agency to order new violation notice forms printed to those standards. By now your agency should have ordered and received a shipment of the new violation notice forms. If you have received the new violation notice forms, you should begin using them now. The old edition should be destroyed at this time. If your agency has not received the new violation notice forms, it is urgent that you obtain the new forms to ensure compliance with the law. **Be advised that violations issued on the old edition of the form may be subject to dismissal by the court.**

If you require assistance with procurement of the new violation notice forms, please refer to the points of contact listed on the page enclosed with this correspondence. If you have any questions about the content of this memo, please contact Ted Willmann, CVB Manager, at (210) 301-6444 or William Hernandez, CVB Operations Manager, at (210) 301-6424.

Sincerely,

A handwritten signature in blue ink that reads "Ted C. Willmann".

Ted C. Willmann  
Central Violations Bureau Manager

**Points of Contact for New U.S. District Court Violation Notices  
Form DD1805**

**Air Force**

Mr. Al Nesbitt  
Air Force Forms Management Officer  
202-404-2364, DSN 754-2364  
[alvin.nesbitt@pentagon.af.mil](mailto:alvin.nesbitt@pentagon.af.mil)

Ronalda Sullivan  
AFDPO/PPPF or PPPP  
202-404-5484, DSN 754-5484  
[ronalda.sullivan@pentagon.af.mil](mailto:ronalda.sullivan@pentagon.af.mil)

**Army**

Ms. Ruth Ann Coyner  
Electronic Forms Management Specialist  
Army Publishing Directorate  
703-428-0568, DSN 328-0568  
[ruth.coyner@hqda.army.mil](mailto:ruth.coyner@hqda.army.mil)

**Navy**

Mr. Charley Barth  
Department of the Navy  
Director of Records  
202-433-2434/DSN 288-2434  
[charley.barth@navy.mil](mailto:charley.barth@navy.mil)

**Marine Corps**

Ms. Laurie A. Somers  
Marine Corps Forms Manager  
703-614-2951, DSN 224-2951  
[somersla@hqmc.usmc.mil](mailto:somersla@hqmc.usmc.mil)

**DOD Forms**

Ms. Glynda B. Hughes  
DOD Forms Management Officer  
DOD/WHS/ESD  
Information Management Division  
703-696-5283, DSN 426-5283  
[glynda.hughes@whs.mil](mailto:glynda.hughes@whs.mil)