**Statement of Trial Results (STR) Instructions**

**Generally:**

* Prepare the STR before the hearing with as much information as possible. If it is a guilty plea, you should be able to complete everything except the sentence before the day of the guilty plea.

**Section A – Administrative:**

* Block 1: Include the full name of the accused.
* Block 2: Branch of service of the accused
* Block 3: Paygrade of the accused
* Block 4: DoD ID of the accused. DO NOT include the social security number.
* Block 5: Convening Command. This is the command that convened the court-martial.
* Block 6: Type of court-martial. Indicate if the court-martial is a general court-martial, special court-martial, or a non-BCD court-martial.
* Block 7: Composition of the court-martial (aka the forum). “Judge Alone MJA16,” or “Members w/ Judge Sentencing” is for cases with judge alone sentencing that applies the MJA16 rules (segmented sentencing). If you select “Judge Alone MJA16,” or “Members w/ Judge Sentencing,” the form will create a separate page to document the segmented sentencing. If the case has pre-MJA16 sentencing rules, select any other option. (Members, Enlisted Members, Judge Alone – Pre MJA16)
	+ Once you select a composition, the findings page will be created. **Section B**
* Block 8: Date sentence adjudged. This is the date the court-martial is adjourned. If a case resulted in a full acquittal, it is the date the findings were announced. If the accused was convicted of any offense, it is the date the sentence was announced.

Make sure all of the administrative data in Section A of the STR matches the administrative data on the charge sheet. Also, confirm the administrative data with personnel databases.

**Section B – Findings (page 2)**

* **Charge:**  Enter the Charge number (I, II, III, etc.)
	+ **Add Charge:** Go to “MENU” and then select “Add Charge.” Ensure you number the Charges. If it is an “Additional Charge” on the charge sheet, update that on the STR.
	+ **Add Specifications:** Go to “MENU” and then go to the charge where you want to add the specification. Select “Add Specification.”
	+ **Remove Charge and/or Specification:** If you need to remove a charge, go to “MENU” and select “Remove Charge” or “Remove specification.”
* **Article:** Enter the UCMJ Article. Click in the box “Article.”
	+ Make sure you enable the Javascript before doing this. You do this by going to the yellow bar at the top of the screen. Click “options” and then “enable javascript for this document.”
* **Plea:** Click on the drop down box in the “Plea” column. Select the plea of the accused. If there is a Plea Agreement or Pre-Trial Agreement, review the language in the agreement and ensure the STR matches the Agreement. If the plea changes during the hearing, review the audio to ensure the plea matches exactly what was said on the record.
	+ **Guilty by Exceptions OR Guilty by Exceptions and Substitutions:** When you select this as your plea, write out the exact language of the plea in the “Exceptions and substitutions” block.
* **Finding/Disposition:** Enter the finding or disposition in the case.
	+ **Guilty to LIO:**
		- In the “Article” field, select the UCMJ Article that was on the original charge sheet.
		- Select the offense description associated with the original charge
		- Then select the LIO Article. When you select this, a box called “LIO Offense description” will appear. Select the specific offense associated with the LIO.
		- Ensure the DIBRS code is correct based on the LIO.
	+ **Guilty by Exceptions or Exceptions & Substitutions:**
		- **Guilty Plea:** If an accused pled guilty by exceptions or exceptions and substitutions, the finding entered is “Guilty”
			* However, you need to add the language of the offense to which the accused pled not guilty to the “Withdrawn and Dismissed” text box. This should include the action that was taken with regard to that language. (“the language to which the accused pled not guilty was withdrawn and dismissed without prejudice to ripen into prejudice upon the completion of the appellate review.”)
		- **Guilty Finding:** If an accused pleads not guilty, but is ultimately found guilty by exceptions or by exceptions and substitutions, you enter a finding of either “guilty by exceptions” or “Guilty by E&S.” When this occurs, you must type out the exact language of the findings in the “:Exceptions and substitutions” text box.
* **Order/Regulation Violated:** For violations of Article 92, enter the lawful general order or regulation violated.
* **DIBRS Codes:** DIBRS code will appear based on the theory of the offense. Confirm it is the correct DIBRS code. The Defense Incident-Based Reporting system (DIBRS) is the DoD’s centralized reporting system to the FBI’s National Incident-Based Reporting System (NIBRS). DIBRS Codes are used to report UCMJ convictions and NIBRS Codes are used to report county, State, and Federal convictions to civilians. DIBRS Codes are listed in DoD Manual 7730.47-M, Volume 2, Enclosure 2 and Appendix. Report the DIBRS Code associated with the offense for which the accused was found guilty.

**Section C – Adjudged Sentence**

* Block 9: Discharge or Dismissal. Enter the punitive discharge if it was adjudged, regardless of the language of a PTA or Plea Agreement. See R.C.M. 1003(b)(8)
* Block 10: Enter the amount of confinement adjudged. Enter the amount exactly as it was announced. For example, if the sentence adjudged was 180 days, write “180 days” not “6 months.” The amount of confinement here is the adjudged confinement. Do not adjust the amount based on the PTA or Plea Agreement.
* Block 11: Forfeitures. This is for the adjudged forfeitures. Enter “total forfeiture” or state the exact amount in whole dollars to be forfeited each month and the number of months the forfeitures will last.
* Block 12: Fines. Enter the amount of the fine. See RCM 1003(b)(3) for the limitations on this punishment.
* Block 13. Fine Penalty. Enter the period of confinement (in addition to the adjudged confinement, if any) to be served that is considered equivalent to the amount of the fine, if the fine is not paid. See RCM 1003(b)(3).
* Block 14: Reduction. Select the adjudged reduction in pay grade for an enlisted accused.
* Block 15: Death – select “yes. or “no” See RCM 1004.
* Block 16: Reprimand – Select “yes” or “no” A court-martial shall not specify the terms or wording of a reprimand, which shall be issued, in writing, by the convening authority.
* Block 17: Hard Labor – Select “yes” or “no.” If you select “yes” Enter the period of time the hard labor will run in Block 19.
* Block 18: Restriction – Select “yes” or “no.” If you select “yes,” enter the period of restriction to specified limits in Block 20. RCM 1003(b)(5) for limitations on this punishment.
* Block 19: Enter the period of time the hard labor will run
* Block 20: Enter the period of restriction to specified limits

**If Segmented Sentencing is Applicable:**

* Segmented sentencing is only available IF:
	+ Military judge alone;
	+ All offenses occurred one or after 1 Jan 19; or
	+ The Accused opted into the MJA16 sentencing rules
* If there segmented sentencing, go to Block 7. Select “Judge Alone – MJA16” or “Members w/ Judge Sentencing.” This will create the Segmented Sentencing Form.
* **Block 10:** Enter the total amount of confinement after entering the segmented sentence in Page 3.
	+ Example: Three charges and the military judge sentenced the accused to 1 year of confinement for each charge, but indicates that the periods of confinement would run consecutively. The total confinement in Block 10 is 3 years.
	+ Example: Three charges and the military judge sentences the accused to 1 year of confinement for each charge, but he indicates that the periods of confinement will run concurrent. The total confinement in Block 10 is 1 year.
* **Block 13:** Enter the total fine imposed. Use the information based on the segmented sentence to determine the total amount.
* For each Charge and Specification, enter the following:
	+ Period of confinement exactly as announced.
	+ Indicate if the period of confinement will run concurrent or consecutive with any of the other charges or specifications.
	+ Amount of a Fine imposed for each charge and specification.

**Section D – Confinement Credit**

* **Block 21:** Days of pretrial Confinement Credit:Enter the number of days the accused is to be credited for time spent in pretrial confinement.
* **Block 22:** Days of Judicially Ordered Credit.Enter the number of days of confinement credit ordered by the military judge other than pretrial confinement credit.
* **Block 23:** Total Days of Credit. This number is automatically generated based on data in entered in Blocks 21 and 22.

**Section E – Plea Agreement or Pre-Trial Agreement**

* **Block 24:** Enter any limitation on the sentence that may be imposed as specified in the plea agreement. Enter the terms of the Plea Agreement or Pre-Trial Agreement.

**Section F – Suspension or Clemency Recommendation**

* **Block 25:** Was there a Suspension Recommendation Clemency: Select “yes” or “no.” this is for any recommendation from the military judge or trial counsel.
* **Block 26:** Portion to Which is Applies.Enter what portion of the sentence the recommendation applies (e.g., confinement, punitive discharge, reduction in rank, forfeitures, etc.)
* **Block 27:** Recommended Duration.Enter the period of suspension. The suspension period shall not be unreasonably long (see RCM 1107(d)(3)).
* **Block 28:** Facts Supporting the Suspension or Clemency Recommendation.Enter an explanation of the facts supporting the suspension recommendation.

**Section G – Notifications**

* **Block 29:** Is sex offender registration required in accordance with 34 USC § 209 or Appendix 4 of DoDI 1325.07? Enter “yes” if the accused was found guilty of any offense listed in Appendix 4 of DoDI 1325.07, otherwise, enter “no.”
* **Block 30:** Is DNA collection and submission required in accordance with 10 USC § 1565 and DoDI 5505.14? DNA samples are required on each person subject to the UCMJ who is or has been convicted of a “qualifying military offense (QMO). A QMO is any offense under the UCMJ punishable by a sentence to confinement for more than one year, regardless of the sentence imposed. Enter “yes” if the accused has been found guilty of any offense punishable by a sentence to confinement for more than one year, regardless of the sentence imposed, otherwise enter “no.”
* **Block 31:** Did this case involve a crime of domestic violence as defined in enclosure 2 of DoDI 6400.06? A qualifying domestic violence offense is an offense with an element of force or attempted force where the victim is the current or former spouse of the accused, the child of the accused, a child over which the accused had guardianship, a person with whom the accused shares a child in common, or someone who cohabitates or cohabitated with the accused as spouse, parent, or guardian or similarly situated thereto.
* **Block 32:** Does this case trigger a firearm possession prohibition in accordance with 18 USC § 922(g)(1)? This is one of the categories reportable to DoD to the FBI pursuant to the Brady Act. Enter “yes” or “no.” The answer to this question should be the same as the answer to the DNA processing question (Block 30).

**Block H – Notes and Signature**

* **Block 33:** Name of Military Judge. Enter the full name of the military judge.
* **Block 34:** Branch. Enter the branch of service of the military judge
* **Block 35:** Paygrade. Enter the paygrade of the Military Judge.
* **Block 36:** Date Signed. Enter the date the Military Judge signed the STR.
* **Block 37:** Notes. Use this section to add any details not covered by the above blocks.
* **Block 38:** Judge’s Signature. The Military Judge that announced the findings and sentence must sign the STR.