

# Naval Court-Martial Reporting System (NCORS)

## Trial Office User Guide



**NABS**  
NAVAL APPLICATIONS & BUSINESS SERVICES

January 08, 2025  
Version 1.13.0

Prepared By: NCORS Development Team

## Revision History

Version	Date	Author	Summary of Changes
1.0.0	10/28/2022	Ryan Noone, Katrina Gillam	WF 1 Draft V1
1.1.0	11/3/2022	Ryan Noone, Katrina Gillam	Added WF 1-2
1.2.0	11/18/2022	Ryan Noone, Katrina Gillam	Added WF 3-4
1.3.0	12/2/2022	Ryan Noone, Katrina Gillam	Added WF 5
1.4.0	12/12/2022	Ryan Noone, Katrina Gillam	Added cover page, footer formatting, action groups
1.5.0	2/24/2023	Ryan Noone	Updated to include module interaction actions and updated existing guides where required
1.6.0	08/25/2023	Ryan Noone	Updated for NCORS Production Release 1
1.7.0	11/30/2023	Ryan Noone	Updated for NCORS November and December Release
1.8.0	4/1/2024	Ryan Noone	Updated for the Q3 release
1.9.0	5/17/2024	Ryan Noone	Updated for the Q4 release
1.9.1	7/25/2024	Ryan Noone	Updated based on NABS feedback
1.10.0	7/31/2024	Ryan Noone	Updated for OY1 Q1 Release
1.11.0	9/23/2024	Ryan Noone	Updated for OY1 Interim Release
1.12.0	11/21/2024	Appian Team	Updated for OY1 Q2 Release
1.13.0	01/08/2025	Appian Team	Updated for OY1 Q2 Release

# NCORS

## Legal Case Management

### Trial Office User Guide

*This document is meant to be used as a step-by-step guide for NCORS application legal case management functionality. Certain sections will only be relevant to certain groups, as defined in parentheses beside each section's name. This user journey is not relevant to DSO, VLC, or Trial Judiciary users. The NCORS system may handle sensitive (CUI) data. NCORS is not capable of marking printed pages with sensitivity level therefore NCORS Users will follow SECNAV Notice 5510 – DON Implementation of CUI Policy.*

<b>Case Intake</b>	<b>8</b>
<b>Create New Case</b>	<b>8</b>
<b>Add/Remove OSTC Flag (OSTC Users)</b>	<b>12</b>
<b>Assign and Remove Users from Case</b>	<b>14</b>
<b>Upload Report of Investigation (ROI)</b>	<b>16</b>
<b>Flag for Civilian Activity</b>	<b>18</b>
<b>Upload Draft Disposition Decision</b>	<b>20</b>
<b>Review Draft Disposition Document (Supervisory Users)</b>	<b>22</b>
<b>General Actions</b>	<b>24</b>
<b>Case Journal Entry</b>	<b>24</b>
<b>Case Updates Entry</b>	<b>27</b>
<b>Upload Case Document</b>	<b>29</b>
Remove Case Document	30
Case Doc Zip Generation and Download	32
<b>Upload 303A Letter</b>	<b>33</b>
<b>Edit Accused Details</b>	<b>35</b>
<b>Add TSO Conflict</b>	<b>37</b>
<b>Add Legal Hold</b>	<b>39</b>
<b>Link Cases</b>	<b>41</b>
<b>Enter Expected Forum</b>	<b>46</b>
<b>Add Case Flags</b>	<b>48</b>
<b>Mark Cases with Reference to Classified Materials</b>	<b>50</b>
<b>Transfer Case</b>	<b>52</b>
<b>Review Case Transfer Request (Supervisory Location User)</b>	<b>53</b>
<b>Close Case for Alternate Disposition</b>	<b>54</b>
<b>Reactivate Case</b>	<b>56</b>

Update Circuit	58
Charges and Offenses	60
Enter Investigation Details	60
Enter Draft Charges and Specifications	64
Add Victim to Specification	68
VWAP	70
Generate VWAP 2701	70
Generate VWAP 2702	73
Declare Victims on Case	75
Add Victim	77
Deactivate Victim	81
Publish Victim	83
Add Victim Notification	85
Add Witness	88
Deactivate Witness	91
Upload Witness Background Investigation	93
Add Witness Travel	95
Publish Witness	97
Change Witness to Victim	102
Change Victim to Witness	104
Link Court-Martial to VLC Client	106
Review VLC Client to Court Martial Link Request	109
Disclose Documents to VLC	110
Acknowledge Notice of Representation (Task)	112
Pretrial Confinement and Restraint	114
Enter PTC/PTR Details	114
Release from PTC/PTR	117
Excludable Delay	119
Preferral	122
New Charge Sheet	122
Generate Charge Sheet	125
Upload Signed Charge Sheet	128
Review of Generated Charge Sheet (Supervisory Users)	130
Override Speedy Trial Clock	134
Review RCM 707 Clock Override (Supervisory Users)	135
Discovery	136
Send Request for Detailed Defense Counsel	136
Disclose Discovery	138

Prepare Discovery Disclosure (Task)	141
Respond to Evidence Production Request	143
Send Request for Reciprocal Discovery	145
Plea and Pretrial Agreements	148
Generate Draft Plea Agreement	148
Enter Plea Agreement	154
Input Action on Plea Agreement	160
Enter Pretrial Agreement	162
Input Action on Pretrial Agreement	167
RCM 309 Matters	169
Request RCM 309 Matters	169
Upload Subpoenaed Documents	173
Referral	177
Upload Other Allied Papers	177
Request Article 32 Hearing	178
Defer Charges (OSTC Users)	180
Refer Charges and Specifications	182
Refer Charge to Article 32 Hearing	186
Withdraw and/or Dismiss Charges and Specifications	187
Edit Referral Action	190
Input Details of Article 32 Hearing	192
Add Article 33 Forwarding Letter	195
Input Article 34 Pretrial Advice	197
Enter Convening Authority Details	198
Add Firearm Prohibition	201
Arraignment	203
Enter TMO Offered Dates	203
Enter Arraignment Details	208
Input Ordered TMO Dates	211
Pretrial and Trial	215
Review Alternate Disposition Request	215
Add Deposition	217
Review Deposition Request	220
Review Witness Production Request	222
Add Expert	225
Publish Expert	229
Enter Pleas to Charges and Specifications	231
Enter Trial Details	234

Generate Cleansed Charge Sheet	237
Submit Pretrial Matters	239
Upload Case Exhibits	243
Add Judicially Ordered Confinement Credit	246
Enter RCM 706 Inquiry	248
<b>Motions</b>	<b>252</b>
Create Motions Hearing	252
File Motion	255
Rule on Motion	259
File Motion for Continuance	261
Respond to Motion	265
Respond to Motion (Task)	269
Reply to Response to Motion	271
Update Motions at Motions Hearing	274
Submit Other Filing	276
<b>Findings and Sentencing</b>	<b>277</b>
Enter Findings to Charges and Specifications	277
Enter Sentence	280
Add Victim Sentencing Statement	289
Generate Confinement Order	291
Generate VWAP 2704	293
Input Recommended Suspensions	296
Input Requested Sentence Deferments	299
Generate STR	302
Input Accused Post-Trial and Appellate Rights Elections	305
Forward STR for Review	307
<b>Post-Trial</b>	<b>310</b>
File Post-Trial Motion	310
Rule on Post-Trial Motion	314
Respond to Post-Trial Motion	316
Respond to Post-Trial Motion (Task)	319
Reply to Response to Post-Trial Motion	321
Update Motions at Post-Trial Motions Hearing	323
File DuBay Hearing Motion	326
Rule on DuBay Hearing Motion	328
Add DuBay Hearing	330
<b>Interlocutory Appeals</b>	<b>332</b>
Submit a Writ to NMCCA	332

<b>Add / Edit Details of Interlocutory ROT</b>	<b>333</b>
<b>Forward Interlocutory ROT to Code 40</b>	<b>335</b>
<b>Reports</b>	<b>337</b>
<b>View, Filter, and Export Reports</b>	<b>337</b>

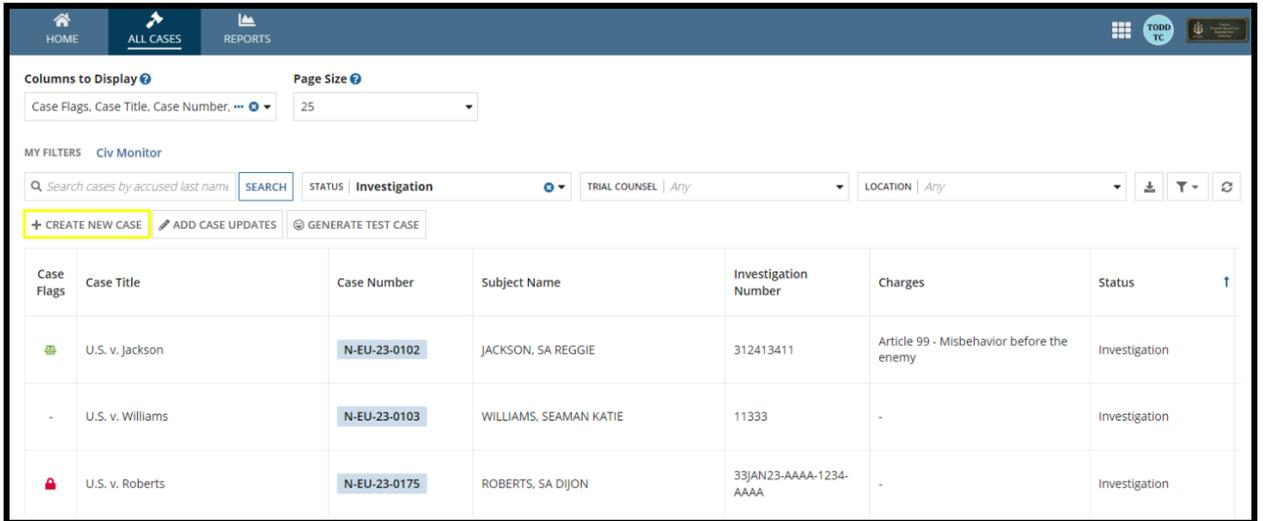
# Case Intake

## Create New Case

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the button to “Create New Case”.



3. Enter the details of the case through each step of the form.
  - a. Enter EDIPI/DOD ID and select “Search” to see all cases that have the matching EDIPI/DOD ID.
  - b. Select “Reactivate Case” to reactivate a case in the status of “Closed” if applicable.

**Open New Case**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Case Search

Case Intake

Accused Information

Pretrial Confinement Details

Review

### Search for Existing Case

⚠ At least one case has a matching EDIPI

**EDIPI / DOD ID**  
9453553442

Enter the EDIPI of the accused to search for potential duplicate cases.

**REACTIVATE CASE**

**Potential Cases**  
Review existing cases in the grid. If a duplicate, close case exists, select the row in the grid to reactivate the case

<input checked="" type="checkbox"/>	Case Title	Case Number	Name of Accused	Investigation Number	Status	Detailed Counsel	Location	Date Created
<input checked="" type="checkbox"/>	U.S. v. Baller	N-EU-24-0040	BALLER, SN BIG	12412342322	Closed	TRIAL GOVERNMENT COUNSEL, TODD	RLSO EURAFCENT	8/6/2024

- c. Enter relevant case data on each step of the form; selecting next once all required data is input.
- d. The user in the “Trial Counsel” field will be assigned to the case in NCORS as the Trial Counsel and grant them access to the case in the system.
- e. The user can decide to flag the case for OSTC review.
  - i. If “Yes” is selected, an OSTC flag indicator will be added on the case for use in identifying cases where the case may fall under the OSTC jurisdiction.
    1. The OSTC flag will automatically be added if the selected location of the case is an OSTC location
  - ii. When entering the “EDIPI/DOD ID”, if there is another case in NCORS with a matching “EDIPI/DOD ID” a warning will display letting the user know that this is the case.

Open New Case

This form will timeout in 52 minutes. Any unsaved progress will be lost.

Case Intake      Accused Information      Pretrial Confinement Details      Review

**Case Intake**

Source of Intake:  Enter an intake source

CCN/Investigation Number:  Enter CCN/Investigation Number

Investigation Source:  Enter investigation Source

Date Investigation Opened:  mm/dd/yyyy

Date RLSO Contacted / RLS Received:  mm/dd/yyyy

RLS Document:  UPLOAD  Drop file here

**Executive Summary**

Enter Executive Summary

Executive summary is visible to other users with access to the case

**Personnel/Location**

Trial Counsel:  Select Trial Counsel

Investigator/Agent:  Enter investigator/Agent

Location:  Select Location

**OSTC Review**

Flag for OSTC Review?  Yes  No

- f. The user can enter the Accused Information and Service details
  - i. The user can mark the case for “Close Hold from SJA?”
    - 1. This will add a flag indicator to the case to identify cases marked for “Close Hold from SJA”

Open New Case

This form will timeout in 58 minutes. Any unsaved progress will be lost.

Case Search      **Accused Information**

Case Intake

Accused Information

Pretrial Confinement Details

Review

SSN:  Enter Social Security Number

Last Name:  Enter Last Name

First Name:  Enter First Name

Middle Name:  Middle Name

Suffix:  Suffix

Sex:  Select a Value

Race:  Select a Value

Ethnicity:  Select a Value

Date of Birth:  mm/dd/yyyy

**Service Details**

At least one case has a matching EDIPI

EDIPI/DOD ID:  1111111111

Service Branch:  Select a Service Branch

Grade:  Select a Grade

Rank:  Select a Rank

Unit:  Enter Unit

Rating:  Select a Rating

GCMCA-Level Command:  Select a GCMCA Level Command

Close Hold from SJA?  Yes  No

**Monthly Pay**

Pay Entry Date:  mm/dd/yyyy

Monthly Pay:  Enter Monthly Pay

Sea/Foreign Pay:  Sea/Foreign Pay

Total Pay:

- ii. The user can enter if the Accused is in PTC/PTR by selecting a check box. If “Yes” is selected, a red indicator will be added in the “Case Flags” section of the case summary view.

This form will timeout in 57 minutes. Any unsaved progress will be lost.

Case Intake      Accused Information      **Pretrial Confinement Details**      Review

### PTC/PTR Details

**Accused in PTC/PTR?**

#### Confinement Details

Date the Accused entered PTC/PTR:

PTC/PTR Type\*:

Civilian or Brig Confinement?  Civilian  Brig

Brig:

#### ▼ Civilian Confinement Details

⚠ This section is only available for when the selected confinement type is "Civilian"

Street Address or PO Box:

Summary    Documents    Case Journal    Victims, Witnesses,

## ANDERSON, EN2 ALEXIS

Unit 4

### Executive Summary

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In lacinia... neque. Donec et lacinia elit. Morbi bibendum consectetur arcu vita...

<b>CASE FLAGS</b> 	<b>DAYS OPEN</b> <b>418</b>	<b>RCM-7</b> <b>4</b>
-----------------------	--------------------------------	--------------------------

Accused has at least one PTC / PTR entry with no release date. 4/7/2023 0 D

4. Review entered information and select the "Submit" button to create the case in NCORS.
  - a. Upon submission, the user who created the case is automatically assigned to the case.

Open New Case

This form will timeout in 43 minutes. Any unsaved progress will be lost.

Case Intake      Accused Information      Pretrial Confinement Details      Review

**Case Intake**

Source of Intake: Military Police      CCN/Investigation Number: 2432222123      Date Investigation Opened: 03/13/2024      Date RLSO Contacted / RLS Received: 03/14/2024

**Executive Summary**

NCIS opened a case into allegations of misconduct aboard the USS Alabama on 13 MAR 2024. Allegations include assault of a non-commissioned offer and drunk on duty.

**Personnel/Location**

Trial Counsel: Todd Trial Government Counsel      Investigator/Agent: Inspector Gadget      Location: RLSO EURAFCENT

**OSTC Review**

Flag for OSTC Review? \*  
 Yes     No

**Accused Information**

CANCEL      BACK      SUBMIT

5. View confirmation page.
  - a. The confirmation page displays the case details and indicates the case has been successfully created in NCORS.
  - b. Case details are accessible to assigned users by selecting the "Case Number" in the confirmation page or from the "All Cases" grid.

Case Created: U.S. v. Anderson

**Case Details**

Case Number: C-CG-24-0061      Accused: ANDERSON, MCPO PAUL THOMAS

Case Status: Investigation      Summary: -

Created On: May 29, 2024

CLOSE

## Add/Remove OSTC Flag (OSTC Users)

1. From the NCORS Legal Case Management site, select the "All Cases" tab.



2. Select the "Case Number" of a case with an OSTC flag and navigate to the "Case Summary" view.

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	RCM 707 Clock	Case Journal
U.S. v. Udogie	<b>N-EU-23-0389</b>	UDOGIE, SA JOHN DAVID	12NOV02-NWBR-12344-MAAL	Investigation	TRIAL GOVERNMENT COUNSEL, TODD	8/22/2023	Confinement	13	

3. Navigate to the “Case Actions” tab and select the “Flag for OSTC Review” action.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

## U.S. v. James

Summary
Documents
Case Journal
Victims, Witnesses, & Experts
Charges & Offenses
Trial
Accused Details
Post-Trial
Appellate Activity
Case Actions

### Case Actions

**Select Display Option**

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. Review the “Investigation Details” and “Charges and Specifications” of the case. Then, mark the OSTC Flag decision as “Yes” or “No”.
  - a. If No is selected, the user can input the date the OSTC Flag was removed if applicable.

HOME ALL CASES REPORTS

## Flag Case as OSTC: U.S. v. Doug

This form will timeout in 60 minutes. Any unsaved progress will be lost.

### Investigation Details

**Source of Intake**  
Civilian

**Investigator/Agent**  
Ivan I Investigator

**CCN/Investigation Number**  
1441515151

**Date Investigation Opened**  
October 18, 2023

### Executive Summary

This is the executive summary (view less)

### > Charges and Specifications

**Flag as OSTC? \***  
 Yes  No

**Date of OSTC Flag Removal**

CANCEL SUBMIT

5. Select submit.
  - a. If “Yes” was selected, the OSTC flag will be added to the Case Summary and All Cases grid.
  - b. If the flag is removed, the OSTC flag will be removed from the case if there are no covered offenses currently added to the case.

HOME ALL CASES REPORTS

## U.S. v. Doug

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**DOUG, SA JEFF**  
100

EDIPI: 1111444141 Service: USN Pay Grade: E-2

### Executive Summary

This is the executive summary

**CASE FLAGS**  
Case flagged for OSTC review.

**DAYS OPEN**  
211  
Opened 10/18/2023

**RCM-707 CLOCK**  
211  
0 Days Excluded

**ARTICLE 10 COUNT**  
0  
Zero days confinement/arrest

**DAYS UNTIL TRIAL**  
-  
Trial Not Scheduled

**PRETRIAL CONFINEMENT**  
-  
Accused not currently in PTC/PTR

### Case Summary

Case Number: N-EU-23-0461  
Status: Pending Disposition Decision

### My Workspace

Tasks | Calendar | Linked Cases

Case Tasks

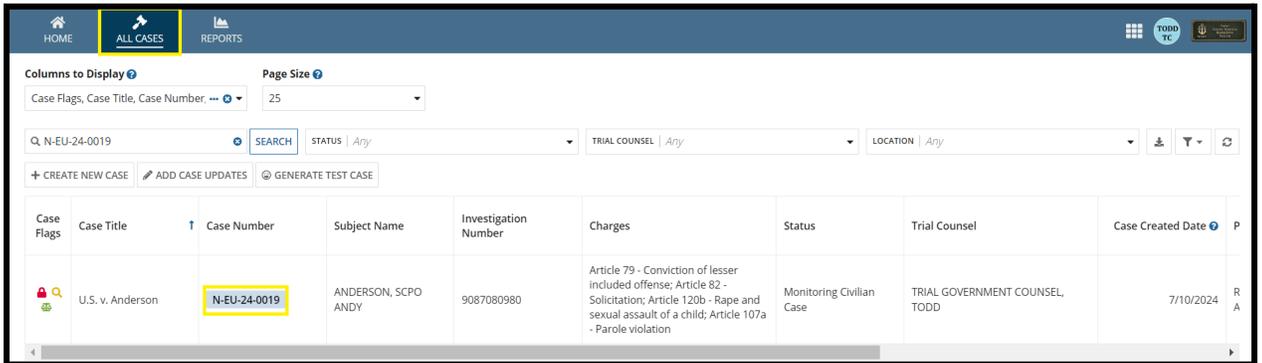
## Assign and Remove Users from Case

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

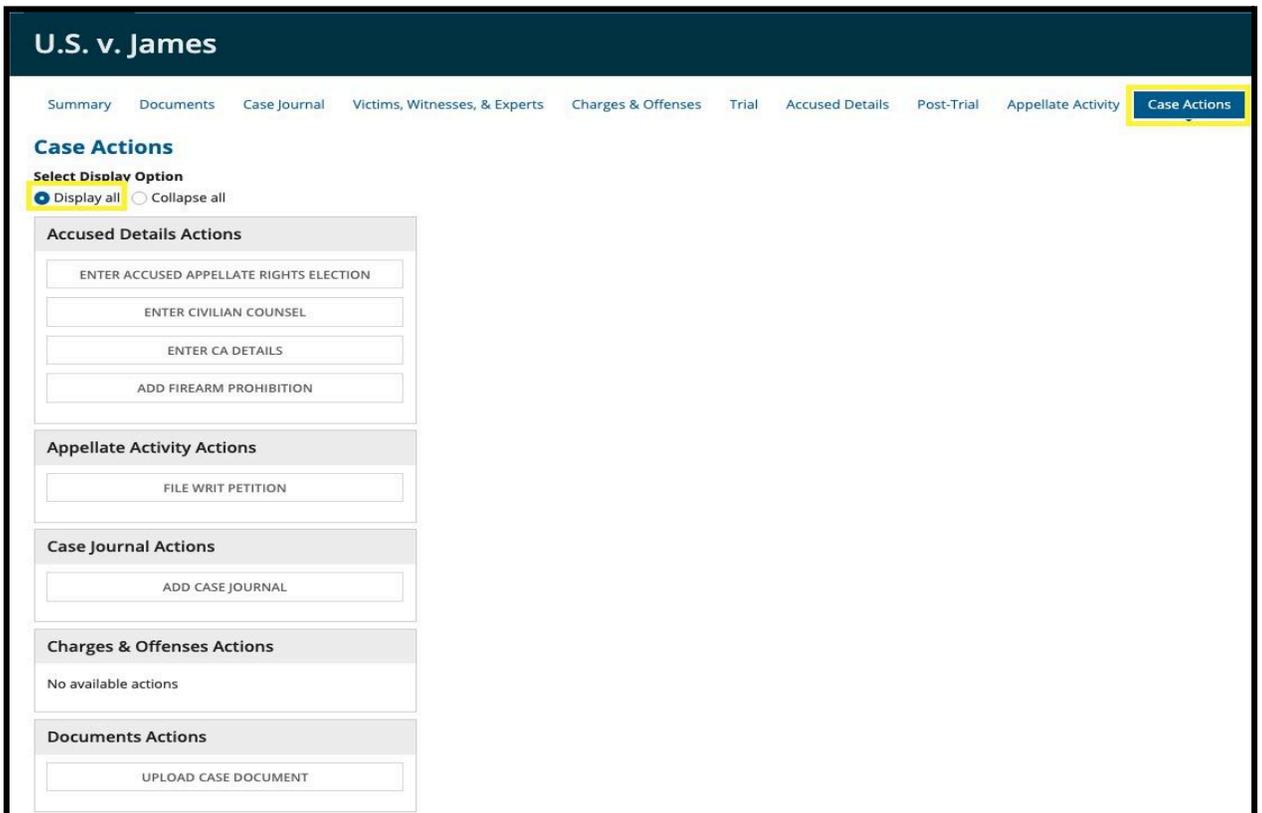
HOME ALL CASES REPORTS

TODD TC

2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view navigate to the “Case Actions” tab and select “Assign Case Personnel” to assign users to the case.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.
  - c. Paralegals and Trial Counsel users must be assigned in order to view and access a case.
  - d. STC and ASTC users have access to all cases at their location.
    - i. Users need to be given specific access for cases outside of their location.



4. In the form, existing assignments are visible with options to add or remove assignments.

- a. **Assign User:** Select the “Add User” button and this will add another row to the grid of case users.
  - i. Populate the user to assign and their role on the case using the free text field and dropdown.
  - ii. Multiple users may be added at once by repeating this step.

Assign Users to Case: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Assignments**  
The following roles can be assigned to cases: Trial Government Counsel, Assistant Trial Government Counsel, Paralegal, Court Reporter. All other roles have system-embedded case visibility.

User	Role	Date Assigned
Todd Trial Government Counsel	Trial Government Counsel	Jul 10, 2024 <span style="color: red;">✕</span>
John Post Trial Office User	Post Trial Office User	Jul 24, 2024 <span style="color: red;">✕</span>
<a href="#">Add User</a>		

[CANCEL](#) [SUBMIT](#)

- b. **Remove User from Case:** Select the red “x” next to the assignment to remove.

Assign Users to Case: U.S. v. Anderson

This form will timeout in 59 minutes. Any unsaved progress will be lost.

**Assignments**  
The following roles can be assigned to cases: Trial Government Counsel, Assistant Trial Government Counsel, Paralegal, Court Reporter. All other roles have system-embedded case visibility.

User	Role	Date Assigned
Todd Trial Government Counsel	Trial Government Counsel	Jul 10, 2024 <span style="color: red;">✕</span>
John Post Trial Office User	Post Trial Office User	Jul 24, 2024 <span style="color: red;">✕</span>
Ralph OSTC Regional Counsel <span style="color: red;">✕</span>	Assistant Trial Government Counsel	Aug 2, 2024 <span style="color: red;">✕</span>
<a href="#">Add User</a>		

[CANCEL](#) [SUBMIT](#)

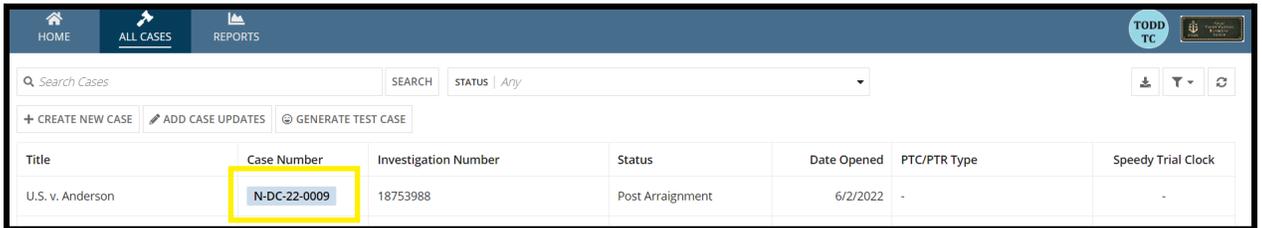
5. Review form information and select the “Submit” button to assign the selected users to the case.
  - a. Newly added users are able to view and take actions on the case.
  - b. Removed users will no longer have access to the case.

## Upload Report of Investigation (ROI)

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

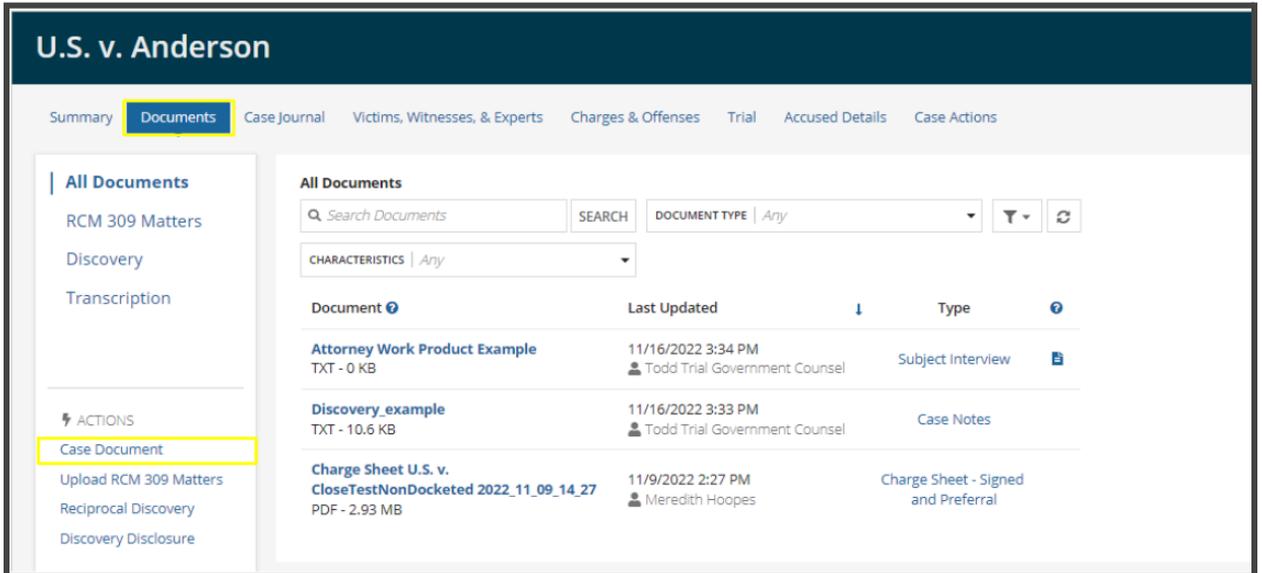
HOME **ALL CASES** REPORTS TODD TC

2. Select the “Case Number” to navigate to the case summary view.



Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Documents” tab and select the “Case Document” action from the “Actions” list.



**U.S. v. Anderson**

Summary **Documents** Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions

**All Documents**

RCM 309 Matters  
Discovery  
Transcription

**ACTIONS**  
**Case Document**  
Upload RCM 309 Matters  
Reciprocal Discovery  
Discovery Disclosure

**All Documents**

Search Documents SEARCH DOCUMENT TYPE Any

CHARACTERISTICS Any

Document	Last Updated	Type
<b>Attorney Work Product Example</b> TXT - 0 KB	11/16/2022 3:34 PM Todd Trial Government Counsel	Subject Interview
<b>Discovery_example</b> TXT - 10.6 KB	11/16/2022 3:33 PM Todd Trial Government Counsel	Case Notes
<b>Charge Sheet U.S. v. CloseTestNonDocketed 2022_11_09_14_27</b> PDF - 2.93 MB	11/9/2022 2:27 PM Meredith Hoopes	Charge Sheet - Signed and Preferral

4. In the form, select the file to upload, document type, attributes, and the date the ROI was received.
  - a. Select “Report of Investigation” as the document type.
  - b. Identify documents attributes to identify documents as “discovery”, “redacted”, “reciprocal discovery”, or “attorney work product”.
    - i. Input Bates Number for documents identified as “discovery”. Documents will later be sent as discovery in a separate action.
  - c. Selecting “No” to the question “Is the ROI Substantially Complete?” does not change the case status to “Pending Preferral”.

5. Select “Submit” once complete to upload the file to the case.
  - a. Following submission, the case status will change to "Pending Referral".
    - i. The case status change only happens whenever the user selects “Yes” to the question “Is the ROI Substantially Complete?” and provides a date for the field “Date Substantially Completed ROI Received”.

6. View the uploaded ROI by navigating to the “Documents” tab and selecting the document.
  - a. Preview and/or download the document as needed by selecting the document name from the “All Documents” list.
  - b. Cases with a substantially completed ROI but no referral of charges or alternate disposition will appear in the “Post-ROI” report on the “Reports” tab

## Flag for Civilian Activity

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

The screenshot shows the 'ALL CASES' dashboard. At the top, there are navigation tabs: HOME, ALL CASES (highlighted), and REPORTS. Below the navigation is a 'Page Size' dropdown set to 25. Under 'MY FILTERS', there is a 'Civ Monitor' filter. A search bar contains 'alfredo'. Below the search bar are buttons for '+ CREATE NEW CASE', '+ ADD CASE UPDATES', and '@ GENERATE TEST CASE'. A table lists cases with columns: Case Title, Case Number, Subject Name, Investigation Number, Charges, and Status. The row for 'U.S. v. Alfredo' has 'N-EU-24-0038' in the Case Number column, which is highlighted with a yellow box.

Case Title	Case Number	Subject Name	Investigation Number	Charges	Status
U.S. v. Alfredo	N-EU-24-0038	ALFREDO, ALFIE	-	-	Investigation

3. From the case summary view, navigate to the “Case Actions” tab and select the “Flag for Civilian Activity” action from the list of available case actions.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

The screenshot shows the 'U.S. v. James' case summary view. At the top, there are navigation tabs: Summary, Documents, Case Journal, Victims, Witnesses, & Experts, Charges & Offenses, Trial, Accused Details, Post-Trial, Appellate Activity, and Case Actions (highlighted). Below the navigation is the 'Case Actions' section. Under 'Select Display Option', there are two radio buttons: 'Display all' (selected) and 'Collapse all'. Below this are five sections of actions: 'Accused Details Actions' (ENTER ACCUSED APPELLATE RIGHTS ELECTION, ENTER CIVILIAN COUNSEL, ENTER CA DETAILS, ADD FIREARM PROHIBITION), 'Appellate Activity Actions' (FILE WRIT PETITION), 'Case Journal Actions' (ADD CASE JOURNAL), 'Charges & Offenses Actions' (No available actions), and 'Documents Actions' (UPLOAD CASE DOCUMENT).

- On the form, select the radio button to flag for civilian activity and select Submit when complete.

### Flag for Civilian Activity: U.S. v. Alfredo

This form will timeout in 60 minutes. Any unsaved progress will be lost.

#### Flag for Civilian Activity

Flag for civilian activity?

Yes  No

CANCEL
SUBMIT

## Upload Draft Disposition Decision

- From the NCORS Legal Case Management site, select the "All Cases" tab.



- Select the "Case Number" to navigate to the case summary view.

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	RCM 707 Clock	Location
U.S. v. CB Dashboard Test	N-EU-23-0119	CB DASHBOARD TEST, AMSCS EDEN EDENWRHT	-	Trial	TRIAL DEPARTMENT HEAD, SHANNON; TRIAL GOVERNMENT COUNSEL, TODD	3/9/2023	Restriction in Lieu of Arrest	-	RLSO EURAFCENT
U.S. v. Bowles	N-EU-23-0463	BOWLES, POZ TODD	-	Pending Arraignment	TRIAL GOVERNMENT COUNSEL, TINA	-	-	7	RLSO EURAFCENT
U.S. v. Bowen	N-OW-23-0001	BOWEN, SA BRUCE	-	Investigation	TRIAL GOVERNMENT COUNSEL, TODD	-	-	-	OSTC San Diego

3. From the case summary view, navigate to the “Documents” tab and select the “Case Document” action from the “Actions” list.

**U.S. v. Bowles**

Summary **Documents** Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**All Documents**

RCM 309 Matters  
Discovery  
Transcription

**ACTIONS**  
**Case Document**  
Request RCM 309 Matters  
Reciprocal Discovery  
Discovery Disclosure

**All Documents**

Search Documents SEARCH DOCUMENT TYPE | Any CHARACTERISTICS | Any

PUBLISHED DOCUMENT | Any SOURCE | Any

Document	Last Updated	Type	Source
Witnesses were published in case U.S. v. Bowles (Rank PO2) on 10/19/2023 PDF - 1.8 KB	10/19/2023 3:48 PM Applan Administrator	System Notification	Gov
finalDispositionDocument TXT - 0 KB	10/19/2023 3:26 PM Omid OSTC West USN	Charge Sheet - Signed and Preferral	Gov
iconIndicatorFaceHappy PNG - 0.9 KB	10/19/2023 12:01 PM Tina Trial Government Counsel	Charge Sheet - Signed and Preferral	Gov
Charge Sheet U.S. v. Bowles 2023_10_19_11_58 PDF - 2.89 MB	10/19/2023 11:58 AM Omid OSTC West USN	Charge Sheet - Signed and Preferral	Gov
finalDispositionDocument TXT - 0 KB	10/19/2023 11:39 AM Omid OSTC West USN	Charge Sheet - Signed and Preferral	Gov

4. In the form, upload the case document of type “RAP”, “NODD”, or “CAM”.
  - a. For more information on Upload Case Document action, click [here](#).

**Document Upload**

Upload a new document to the case and enter related information as required.

This form will timeout in 54 minutes. Any unsaved progress will be lost.

**File Upload \***  
CAMfile  
TXT - < 1 KB

**Document Attributes**

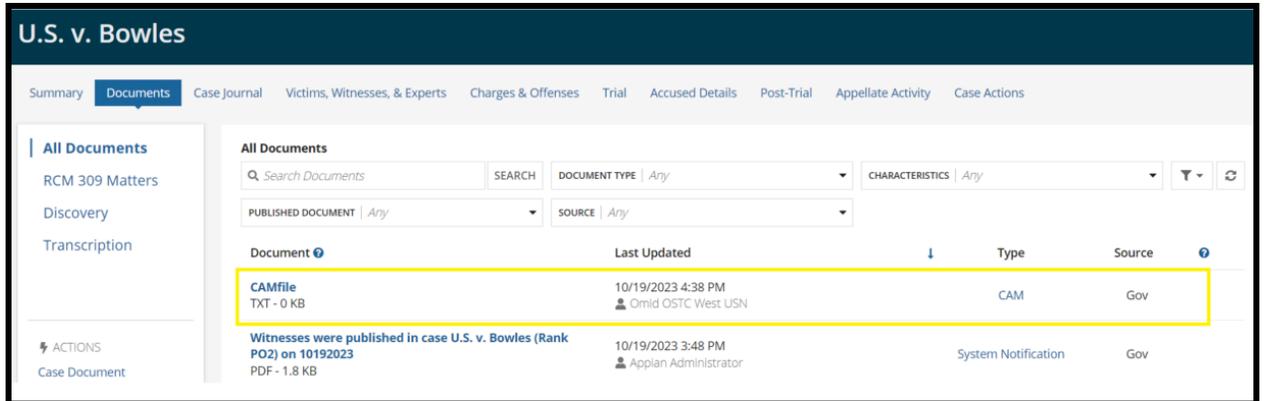
Redacted File  
 Attorney Case File

**Document Type \***  
CAM

Discovery  
 Reciprocal Discovery

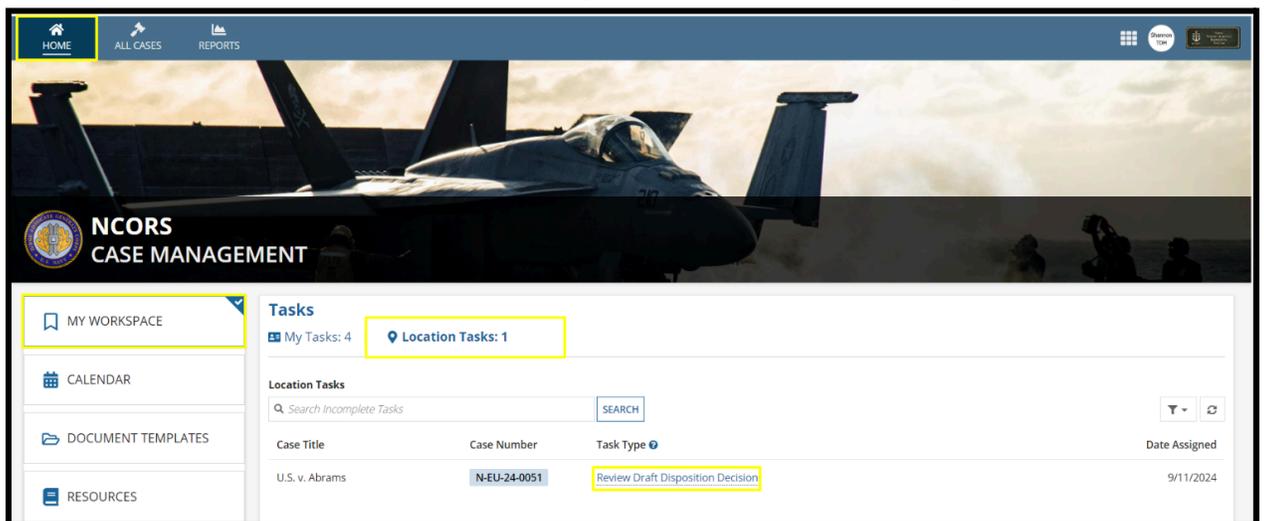
CANCEL SUBMIT & ADD ANOTHER DOCUMENT SUBMIT

5. Select “Submit” once complete and to add the document to the case file. The document will now appear in the “All Documents” grid.
  - a. Following submission, the status of the case will update to “Draft Disposition Pending Review”.
  - b. A task is created for supervisory counsel to review the draft disposition document.



## Review Draft Disposition Document (Supervisory Users)

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid for Privileged Trial Office Users.
  - a. The task to “Review Draft Disposition Decision” is displayed in the “ Task Type” column with the case name and "Case Number".
  - b. Task is created after a document of type CAM, NODD, or RAP is uploaded.



2. In the form, review the draft disposition document and any supporting documentation uploaded including the proof matrix and PMM.
3. Select to “Approve” or “Deny” the draft.
  - a. If “Approve” is selected, you can upload the “Signed Disposition Document”, and input the RAP/CAM date.
  - b. If “Deny” is selected, you can input a “Reason for Denial”.

**Review Draft Disposition Decision: U.S. v. Abrams**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

> **Draft Disposition Document**

> **Charges and Specifications**

Approve the draft?  Approve  Deny

Signed Disposition Document  Drop file here

RAP/CAM Date

Reason for denial

4. If the draft disposition document is approved, the “Signed Disposition Document” can be seen in the “All Documents” grid under the Documents tab for the case and replace the previously uploaded draft version.
  - a. If the document is approved, the case status will update to “Pending Disposition Decision”.
  - b. To close a case from this status, please see the [Close Case](#) action.

**U.S. v. Bowles**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**All Documents**

SEARCH DOCUMENT TYPE | Any CHARACTERISTICS | Any

PUBLISHED DOCUMENT | Any SOURCE | Any

Document	Last Updated	Type	Source
<b>iconIndicatorFaceHappy</b> PNG - 0.9 KB	10/19/2023 5:05 PM Shannon Trial Department Head	CAM	Gov
<b>CAMfile</b> TXT - 0 KB	10/19/2023 4:53 PM Todd Trial Government Counsel	CAM	Gov
<b>Witnesses were published in case U.S. v. Bowles (Rank PO2) on 10192023</b> PDF - 1.8 KB	10/19/2023 3:48 PM Applan Administrator	System Notification	Gov
<b>finalDispositionDocument</b> TXT - 0 KB	10/19/2023 3:26 PM Omid OSTC West USN	Charge Sheet - Signed and Preferral	Gov
<b>iconIndicatorFaceHappy</b> PNG - 0.9 KB	10/19/2023 12:01 PM Tina Trial Government Counsel	Charge Sheet - Signed and Preferral	Gov

< 1 - 5 of 8 >

5. If the draft disposition document is denied, the assigned trial counsel, trial paralegal, and assistant trial counsel will receive an email notification that the draft was denied with the reason input.

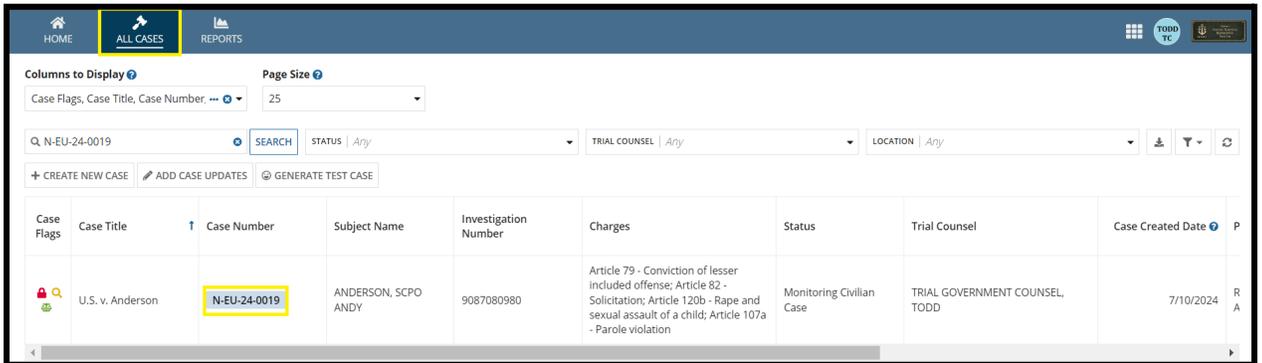
# General Actions

## Case Journal Entry

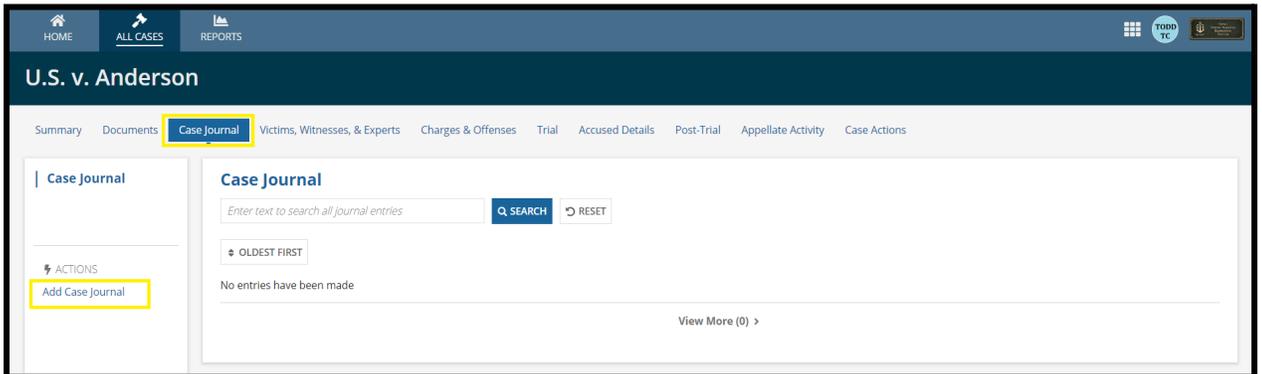
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Case Journal” tab and select the “Case Journal” action to create a new case journal entry.



4. In the form, input the journal entry and any additional information:
  - a. Enter the “Event Date” of the Journal entry
    - i. The “Event Date” value is used to sort journal entries on the site.
  - b. Mark the entry as a “Public Entry” (if desired).
    - i. Public entries will be visible to **all** system users with access to the case.
    - ii. Non-public entries will only be visible to other Trial Office Users.
  - c. Optionally notify other users by selecting “yes” to the “Add and Notify Recipients” field.
    - i. Add one or more recipients to the journal entry by inputting the name of the user to notify.

- ii. Recipients will receive an automated notification upon submission to review the journal entry.

New Case Journal Entry: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Journal Entry\*

Event Date: 11/29/2023

Public Entry?  Yes  No

Add and Notify Recipients?  Yes  No

CANCEL SUBMIT

- 5. Select “Submit” to add the journal entry to the case.
- 6. Following submission, journal entries are visible in the “Case Journal” log.
  - a. A maximum of 10 entries are displayed on a page, to view more select the “View More” button.
  - b. Public entries are indicated with the “Public” icon as pictured below.

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

Case Journal

Enter text to search all journal entries SEARCH RESET

OLDEST FIRST

TODD TC TRIAL GOVERNMENT COUNSEL, TODD

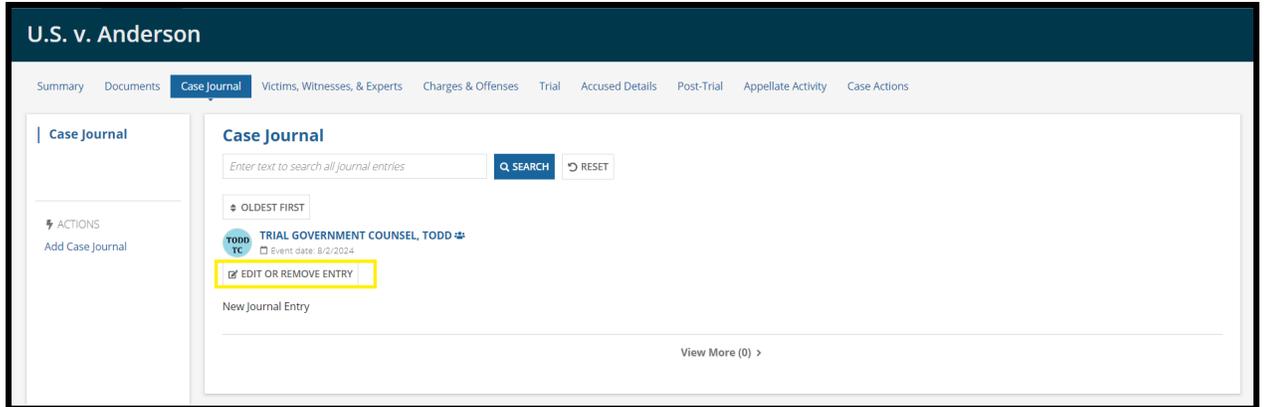
Events date: 8/2/2024

EDIT OR REMOVE ENTRY

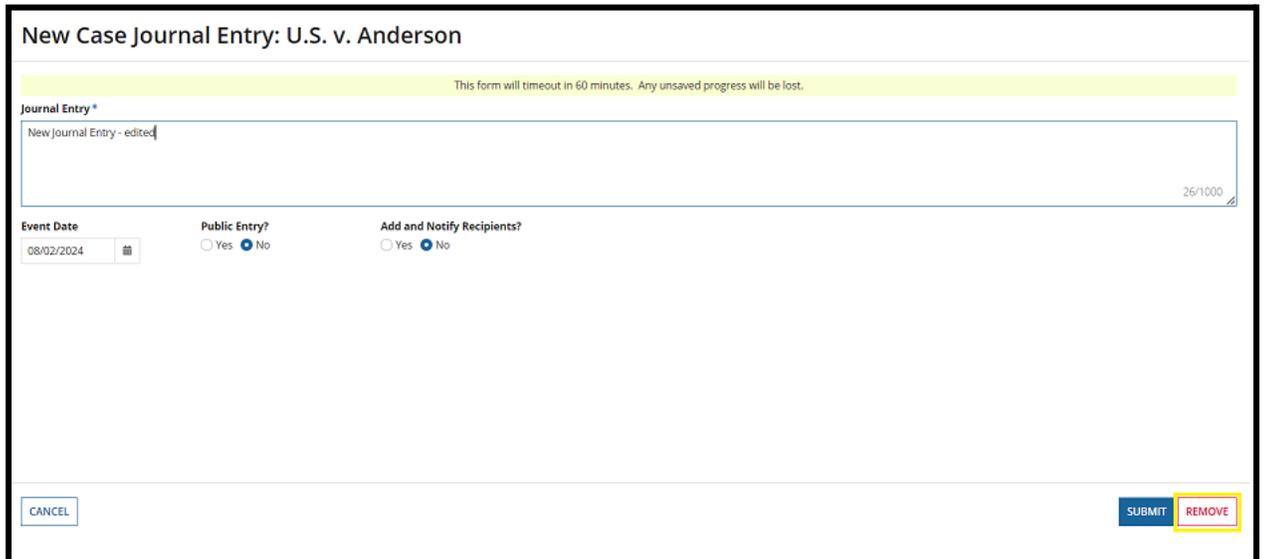
New Journal Entry

View More (0) >

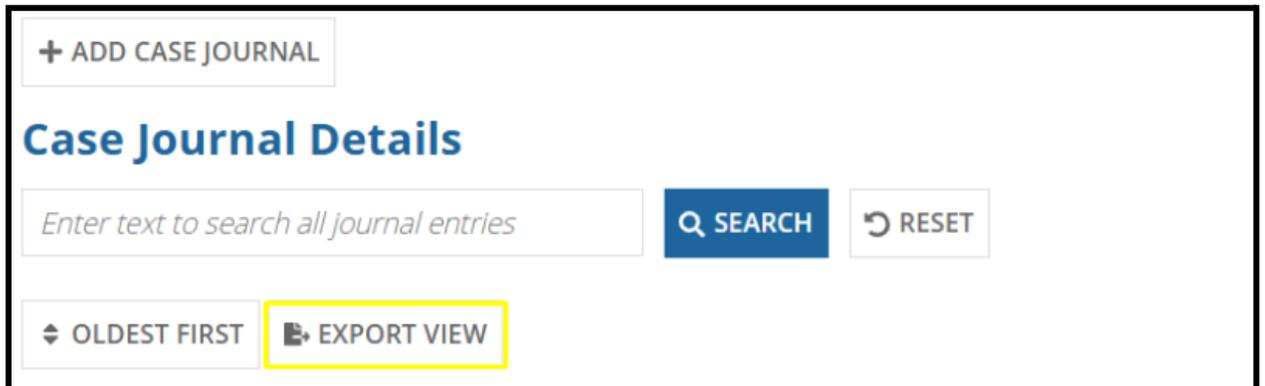
- 7. Select the button “Edit or Remove Entry” to edit or delete the “Case Journal” from the case.



8. Select the “Remove” button at the bottom right to delete the “Case Journal”.
  - a. Edited journal entries will update for all users with access to the journal entry following submission.



9. To export all journal entries on the case, select the export view button.



- a. Then select the export icon on the grid.
- b. Select “Display View” to revert back to the original view.

Case Journal

Sort and filter the entries below then select the "Export" button to generate and download the entries

Search Case Journal Entries [SEARCH] EVENT DATE | Any - Any [Export] [Filter] [Refresh]

Entry	Author	Event Date	Public?
Journal Entry	TRIAL DEPARTMENT HEAD, SHANNON	11/19/2024	No

## Case Updates Entry

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME ALL CASES REPORTS TODD TC

2. Select the “Add Case Updates” action to add a journal entry to multiple cases.

Search cases by accused last name or case number [SEARCH] STATUS | Any

+ CREATE NEW CASE + ADD CASE UPDATES

Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-EU-23-0015	-	Pending 306 Decision	1/10/2023	Confinement	14
U.S. v. Williams	N-EU-23-0012	69242568	Code 20 - Article 73 Review In Progress	1/10/2023	-	-
U.S. v. Nebel	N-EU-23-0014	59287458	ROT Examined and Sent to NMCCA	1/10/2023	-	-
U.S. v. Cross	N-EU-23-0013	69118002	ROT Sent to Code 20	1/10/2023	-	-
U.S. v. Killian	N-EU-23-0011	73337939	ROT Examined and Sent to NMCCA	1/10/2023	-	-
U.S. v. Hanson	N-EU-23-0010	90523299	Pending Principal Brief	1/9/2023	-	-
U.S. v. Example	N-EU-23-0001	34288554	Pending Principal Brief	1/5/2023	-	-
U.S. v. Holmes	N-EU-23-0005	-	Code 20 - Article 69 Review In Progress	1/6/2023	-	-

3. In the form, input a journal entry for cases as desired in the “Case Journal” column of the grid.
  - a. Optionally search cases by the “Assigned Trial Counsel” or “Case Status”.
  - b. Optionally identify an entry as “public” by selecting the “Public?” checkbox.
    - i. Public entries will be visible to **all** system users with access to the case.
    - ii. Non-public entries will only be visible to other Trial Office Users.

### Add Case Journal Updates

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Accused Last Name/Case Number   Assigned Trial Counsel TRIAL GOVERNMENT COUNSEL, TODD Case Status Investigation

Case Title	Case Number	Investigation Number	Case Status	Case Journal	Event Date	Public?
U.S. v. Harsch	N-EU-23-0114	2050284	Investigation	Case Journal Entry	mm/dd/yyyy	<input type="checkbox"/>
U.S. v. Lou	N-EU-23-0126	398w4w221	Investigation	Case Journal Entry	mm/dd/yyyy	<input type="checkbox"/>
U.S. v. Ross	N-EU-23-0127	28932Sthugeio	Investigation	Case Journal Entry	mm/dd/yyyy	<input type="checkbox"/>
U.S. v. Drew	N-EU-23-0172	123456789098765	Investigation	Case Journal Entry	mm/dd/yyyy	<input type="checkbox"/>
U.S. v. Roberts	N-EU-23-0175	33JAN23-AAAA-1234-AAAA	Investigation	Case Journal Entry	mm/dd/yyyy	<input type="checkbox"/>
U.S. v. person1	N-SE-23-0001	-	Investigation	Case Journal Entry	mm/dd/yyyy	<input type="checkbox"/>
U.S. v. Unknown	M-#-23-0001	-	Investigation	Case Journal Entry	mm/dd/yyyy	<input type="checkbox"/>

4. Select "Submit" to save the updates to the selected cases.
5. To view the added case updates, select the "Case Number" from the "All Cases" grid to navigate to the case summary view.
6. Journal entries are visible on the "Case Journal" tab.
  - a. A maximum of 10 entries are displayed on a page, to view more select the "View More" button.
  - b. Public entries are indicated with the "people" icon as pictured below.

### U.S. v. Anderson

Summary Documents **Case Journal** Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions

#### Case Journal

Enter text to search all case journal entries

**TODD TC** TRIAL GOVERNMENT COUNSEL, TODD  
 11/16/2022 3:43 PM EST  
 Responses to other journal entry

**TODD TC** TRIAL GOVERNMENT COUNSEL, TODD   
 11/16/2022 3:39 PM EST  
 New Journal Entry

**TODD TC** TRIAL GOVERNMENT COUNSEL, TODD  
 11/16/2022 3:39 PM EST  
 Example case journal entry

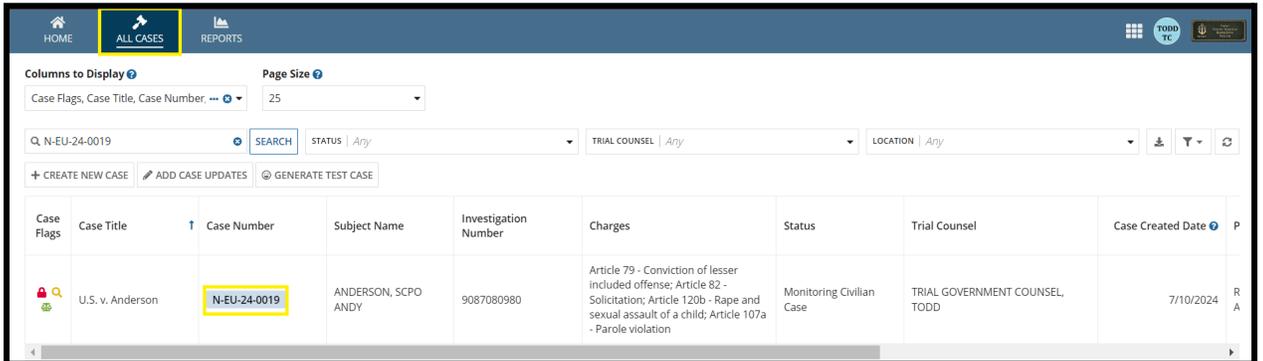
[View More \(0\) >](#)

# Upload Case Document

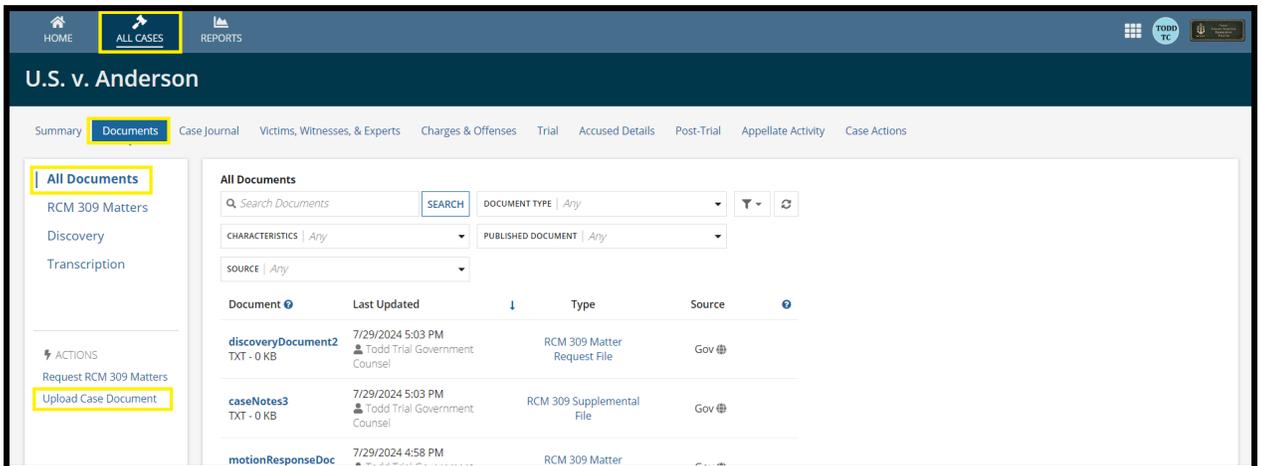
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Documents” tab and select the “Case Document” action from the “Actions” list.



4. In the form, select the file to upload, document type, attributes, and any additional information pertinent to the document type.
  - a. To better filter document types that appear in the “Document Type” dropdown, users can select a document category from the “Document Category” dropdown.
  - b. Depending on the selected document type, input additional information related to the document.
  - c. Identify documents attributes to identify documents as “discovery”, “redacted”, “reciprocal discovery”, or “attorney work product”.
    - i. Input Bates Number for documents identified as “discovery”. Documents will later be sent as discovery in a separate action.

**Document Upload**  
Upload a new document to the case and enter related information as required.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Document Category**  
--- Select the categories to filter ---

**Document Type**  
--- Select a document type ---

**Document Attributes**

**Attorney Case File**

**Redacted File**

**Discovery**

**Reciprocal Discovery**

**File Upload**  
UPLOAD Drop file here

CANCEL SUBMIT & ADD ANOTHER DOCUMENT SUBMIT

5. Select "Submit" once complete and to add the document to the case file.
  - a. To submit multiple documents, select the "Submit and Add Another Document" button to continue to upload documents.
6. View the uploaded document by navigating to the "Documents" tab and selecting the document.
  - a. Preview and/or download the document by selecting the document name from the "All Documents" list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**All Documents**

Search Documents SEARCH DOCUMENT TYPE | Any

CHARACTERISTICS | Any PUBLISHED DOCUMENT | Any

SOURCE | Any

Document	Last Updated	Type	Source
caseNotes3 TXT - 0 KB	8/2/2024 12:07 PM Todd Trial Government Counsel	Case Notes	Gov
caseNotes3			
discoveryDocument2 TXT - 0 KB	7/29/2024 5:03 PM Todd Trial Government Counsel	RCM 309 Matter Request File	Gov
caseNotes3 TXT - 0 KB	7/29/2024 5:03 PM Todd Trial Government Counsel	RCM 309 Supplemental File	Gov
motionResponseDoc TXT - 0 KB	7/29/2024 4:58 PM Todd Trial Government Counsel	RCM 309 Matter Request File	Gov

Download document

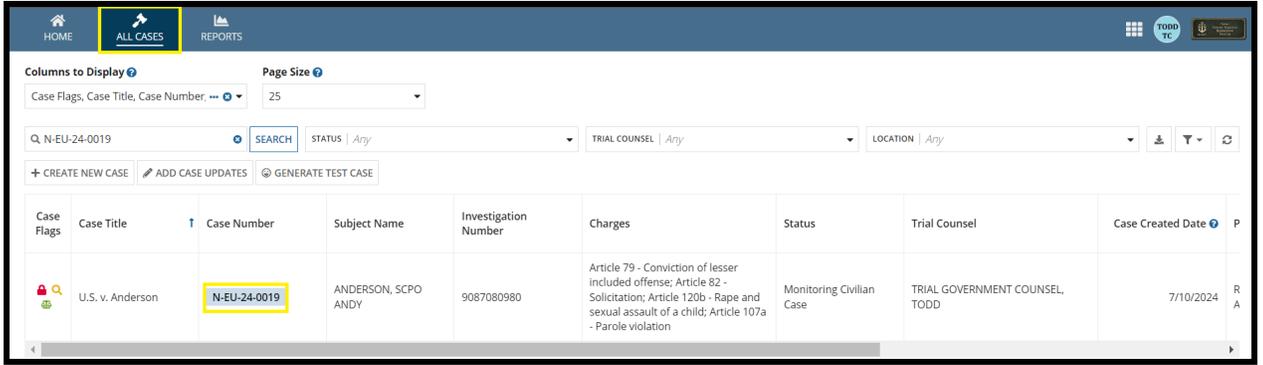
Case Notes 3

## Remove Case Document

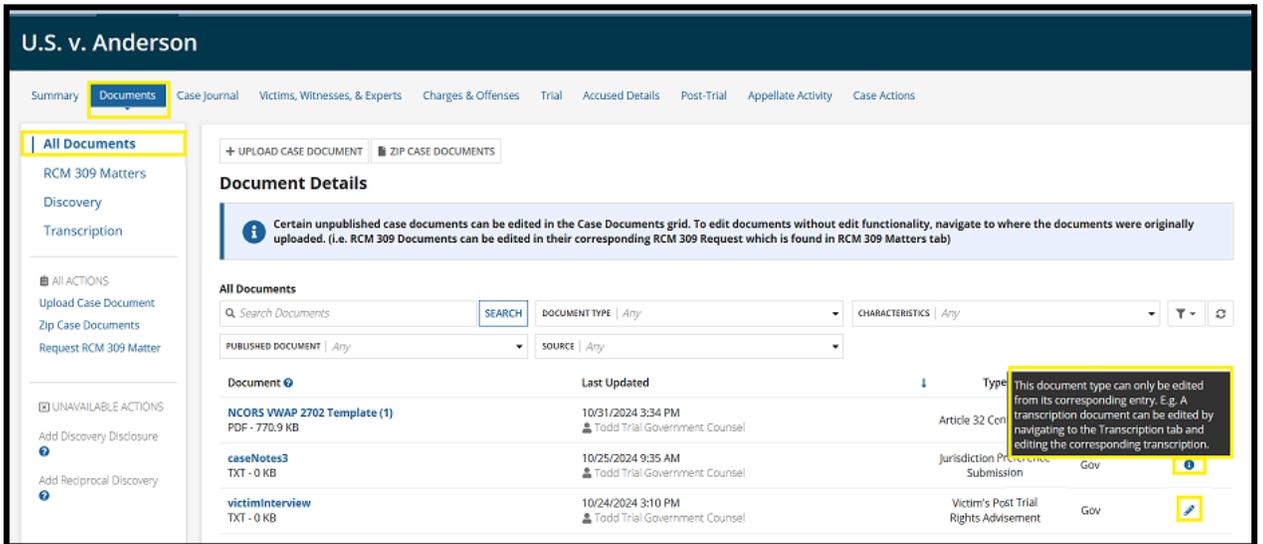
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



2. Select the "Case Number" to navigate to the case summary view.



- 7.
3. From the case summary page, navigate to the “Documents” tab. Select the Edit icon in the All Documents grid for a given document. If an Information icon appears next to a document rather than an Edit icon, this means that the document can only potentially be edited or removed from the original data source.



4. In the form, replace the existing document with a new document, or select the ‘Remove’ button to deactivate the document.

## Document Upload

Upload a new document to the case and enter related information as required.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Document Category** ?  
 --- Select the categories to filter ---

**File Upload \***  
 victiminterview  
 TXT - < 1 KB

**Document Type \***  
 Victim's Post Trial Rights Advisement

**Document Attributes**

**Attorney Case File** ?

**Discovery** ?

**Redacted File** ?

**Reciprocal Discovery** ?

**Additional Information**

**Victim \***

CANCEL REMOVE SUBMIT & ADD ANOTHER DOCUMENT SUBMIT

- Upon submission, the document will no longer be visible in the All Documents grid.

## Case Doc Zip Generation and Download

- From the NCORS Defense Services site, select the "Cases" tab.



- Select the "Case Number" to navigate to the case summary page.

Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-	-

- From the case summary page, navigate to the "Documents" tab.
- Select the action link to "Zip Case Documents" to generate and download a zip file of all case documents the user has access to.

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**All Documents**

Q Search Documents SEARCH DOCUMENT TYPE | Any

CHARACTERISTICS | Any PUBLISHED DOCUMENT | Any

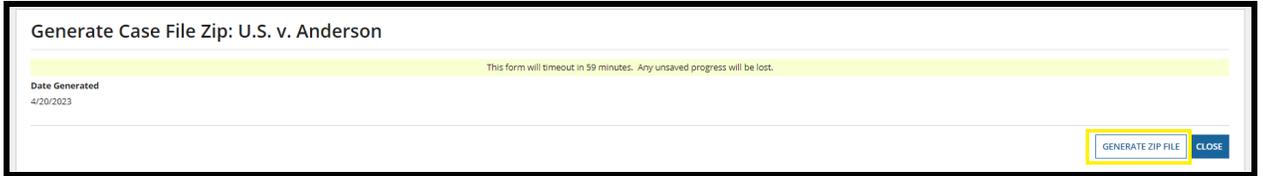
SOURCE | Any

Document	Last Updated	Type	Source
Appointing Order PDF - 27.3 KB	4/13/2023 9:51 AM Pearce DSO Chief Defense Counsel	Written Request	Def
Appointing Order PDF - 27.3 KB	4/12/2023 4:57 PM Pearce DSO Chief Defense Counsel	Written Request	Def
Signed Trial Management Order PDF - 27.3 KB	4/12/2023 4:21 PM Tim Trial Military Judge	Trial Management Order	TJ
Motion PDF - 27.3 KB	4/12/2023 3:59 PM Todd Trial Government Counsel	Motion for Docketing	Gov
Request File PDF - 27.3 KB	4/12/2023 2:27 PM Pearce DSO Chief Defense Counsel	Witness Production Request	Def

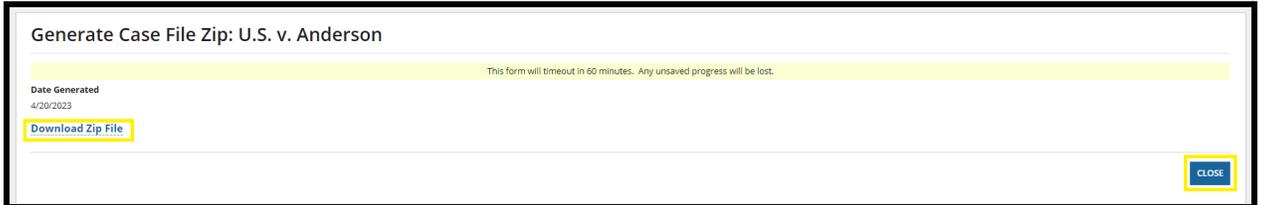
**ACTIONS**

- Case Document
- Zip Case Documents**
- Defense Evidence
- Production Request

- Select the "Generate Zip File" button.



6. Select "Download Zip File" to download the generated zip.
7. Select "Close" once complete.

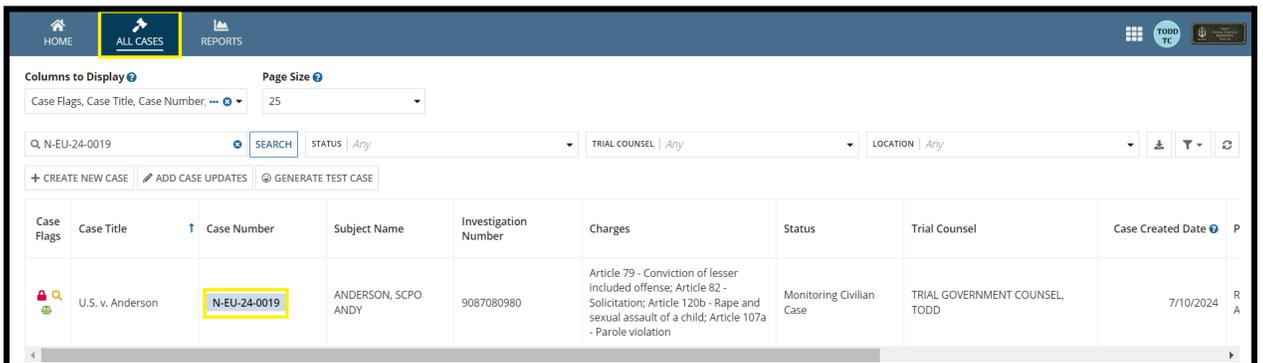


## Upload 303A Letter

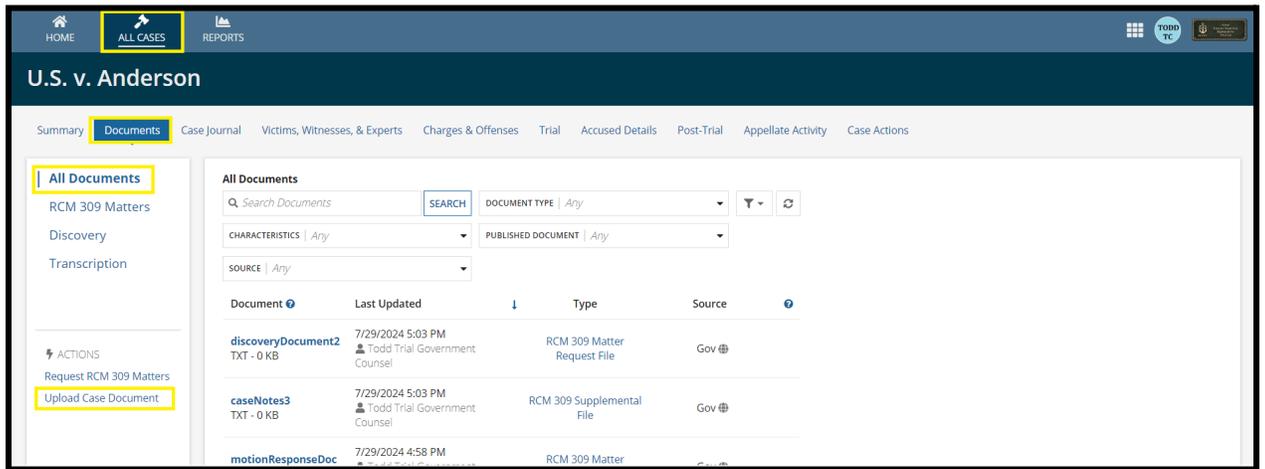
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



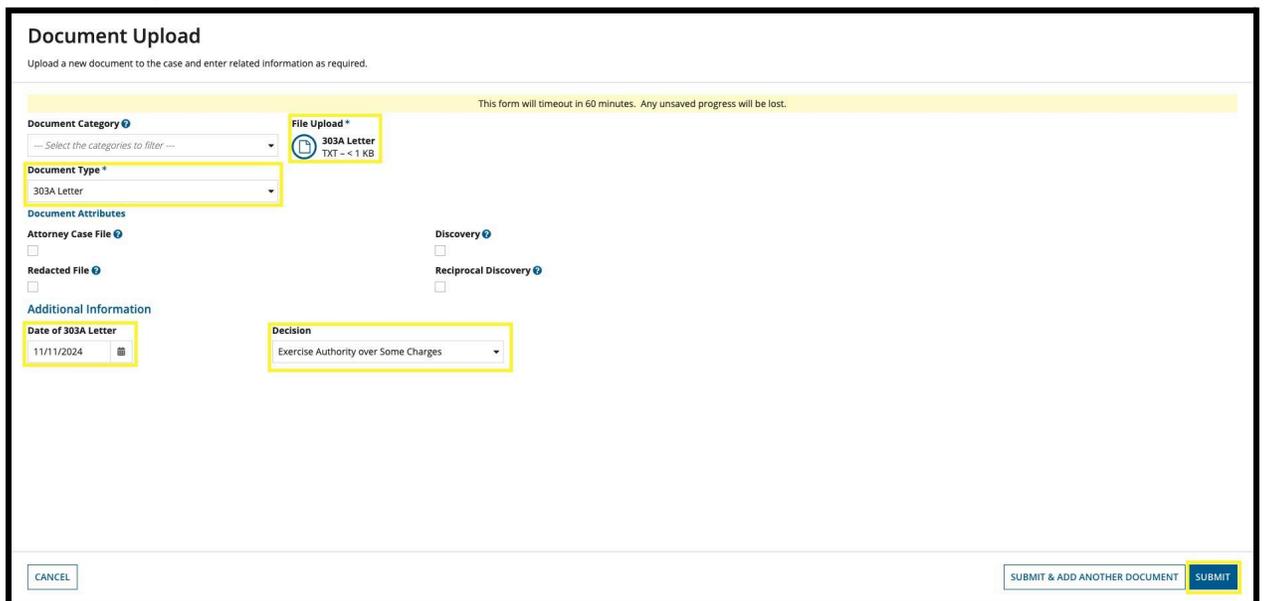
2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Documents” tab and select the “Case Document” action from the “Actions” list.



4. In the form, select the file to upload and the type as “303A Letter”.
  - a. The document type “303A Letter” can be found in the “Early Disposition” document category.
  - b. Enter the “Additional Information” for the “303A Letter” and select “Submit” when complete.



5. After submission, the document can be edited by selecting the “Edit” icon in the grid.

+ UPLOAD CASE DOCUMENT   ZIP CASE DOCUMENTS

### Document Details

**Information:** Certain unpublished case documents can be edited in the Case Documents grid. To edit documents without edit functionality, navigate to where the documents were originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 309 Request which is found in RCM 309 Matters tab)

All Documents

Search Documents   SEARCH   DOCUMENT TYPE | Any   CHARACTERISTICS | Any   PUBLISHED DOCUMENT | Any   SOURCE | Any

Document	Last Updated	Type	Source	
<b>303A Letter</b> TXT - 0 KB	11/18/2024 1:52 PM Todd Trial Government Counsel	303A Letter	Gov	
audio TXT - 0 KB	11/15/2024 12:37 PM Todd Trial Government Counsel	Motion for Docketing	Gov	
<b>1106 Document</b> PDF - 27.3 KB	7/22/2024 12:37 PM Todd Trial Government Counsel	Court Martial Convening Order	Gov	
<b>12</b> TXT - 0 KB	7/17/2024 3:04 PM Todd Trial Government Counsel	Withdraw Letter	Gov	
<b>DiscoveryReceipt1</b> PDF - 27.3 KB	7/17/2024 12:46 AM Todd Trial Government Counsel	Charge Sheet	Gov	

5 items

## Edit Accused Details

- From the NCORS Legal Case Management site, select the “All Cases” tab.

- Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

- From the “Accused Details” tab, select the “Accused Details” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Case Actions

**Accused Details**

RCM 706 Inquiries  
Judicially Ordered Confinement Credit  
PTC/PTR  
Excludable Delay  
Firearm Prohibition

**ACTIONS**  
Firearm Prohibition  
Enter PTC/PTR  
RCM 706 Inquiry  
Add Judicial Credit  
**Accused Details**  
Excludable Delay

**ANDERSON, COMMANDER COLIN COINMONO**  
EDIP/DOD ID: 1849495313 SSN:

**Demographic Details**

Race	Ethnicity	Date of Birth	Age	Sex
Caucasian	Not Hispanic or Latino	Oct 26, 1983	39	M

**Service Details**

Service Branch	Rank	Unit	Grade
Navy	Commander	Unit 3	O-5

**\$ Pay per Month**

a. Basic	b. Sea/Foreign Duty	c. Total	d. Current Service	e. Term (months)	f. EAOS
\$101,243.00	\$57,550.00	\$158,793.00	Mar 24, 2012	3	Dec 7, 2024

**Assigned Defense Counsels**  
+ Add Defense Counsel

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- Input the appropriate details for the accused and select “Submit” once completed to save the edits.

## Add TSO Conflict

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.

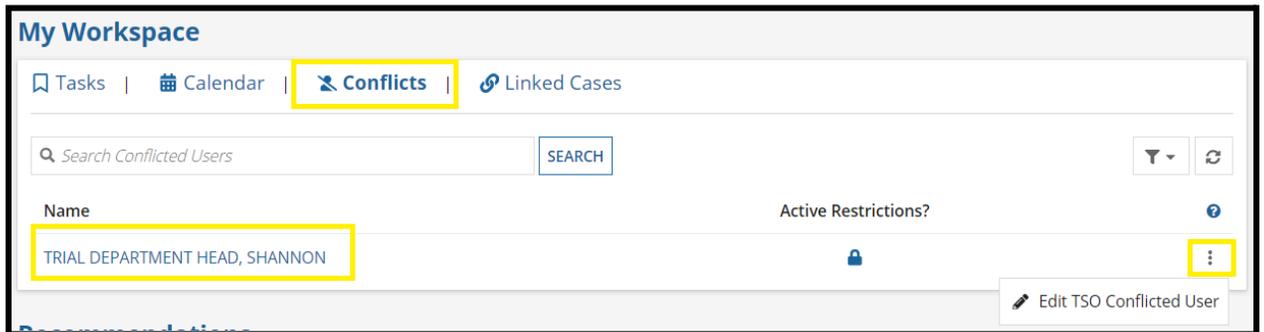
Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date
-	U.S. v. Soldano	N-EU-24-0029	SOLDANO, SR JORGE	-	-	Investigation	-	7/18/2024

- From the case summary page, navigate to the “Case Actions” tab and select the “Add TSO Conflict” action.
  - Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.

4. From the Add TSO Conflict form, search to add an existing TSO user by typing in their name in the “Trial Office User” field.

- a. Mark the conflict as Conflicted, Recused, or Other, upload a conflicted document, and enter additional details. Press submit when complete.
5. Following submission, added conflicts are available from the “Conflicts” grid on the summary page.

- Navigate to the case summary page and select the “Conflicts” tab of the “My Workspace” to show the grid of conflicts and that the user is now marked Conflicted from the case.



## Add Legal Hold

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.



- From the case summary view, navigate to the “Accused Details” tab and select the “Legal Hold” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Case Actions

**Accused Details**

CA Details  
RCM 706 Inquiries  
Judicially Ordered Confinement Credit PTC/PTR  
Excludable Delay  
Firearm Prohibition

**ACTIONS**  
Firearm Prohibition  
RCM 706 Inquiry  
Add Judicial Credit  
Enter PTC/PTR  
Accused Details  
Excludable Delay  
Add Convening Authority  
**Legal Hold**

**ANDERSON, MMCM JAMES A**  
EDIP/DOD ID: 2345678900 SSN: 123456789

**Demographic Details**

Race	Ethnicity	Date of Birth	Age	Sex
Caucasian	Not Hispanic or Latino	Feb 9, 1990	33	M

**Service Details**

Service Branch	Rank / Rate	Unit	Grade
Navy	Master Chief Machinist's Mate, MMCM	Command 1	E-9

**Pay per Month**

a. Basic	b. Sea/Foreign Duty	c. Total	a. Initial Date	b. Term (months)	c. EAOS
\$5,000.00	\$1,000.00	\$6,000.00	Feb 20, 2023	72	Apr 24, 2023

**Current Service**

**Assigned Defense Counsels**

Defense Counsels	Name	Role	Rank	Email
No entries have been made				

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

- In the form, input the details of the legal hold for the accused and select “Submit” once completed to save the edits.

- Following submission, the details of the legal hold are visible under the “Accused Details” tab.

## Link Cases

- From the NCORS Legal Case Management site, select the “All Cases” tab.

- Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

- From the case summary view, select the “Link Case” action from the “Linked Cases” grid.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Case Actions

DAYS OPEN: 1 (Opened 2/14/2023)

RCM-707 CLOCK: N/A (Clock Not Started)

ARTICLE 10 CLOCK: N/A (Clock Not Started)

DAYS UNTIL TRIAL: N/A (Trial Not Scheduled)

**CASE SUMMARY**

Case Number: N-EU-23-0015  
 Status: Pending 306 Decision  
 Investigation Opened: 1/10/2023  
 Expected Forum: SCM

**ACCUSED DETAILS**

Name: ANDERSON, LIEUTENANT JUNIOR GRADE TRINIDAD A  
 Paygrade: O-2  
 Unit: UNIT 1

**LINKED CASES**

Case Title	Case Number	Court Type	Rank	Reason
No entries have been made				

External Linked Cases

Source	Accused First Name	Accused Last Name	Reason
No entries have been made			

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

4. Select the type of case for the link.

a. Options are “NCORS” or “External”.

Link Case: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Link Case**

Case Type  
 NCORS  External

CANCEL SUBMIT

- b. To link the case to another case in NCORS, select “NCORS” as the “Case Type” and search by “Case Number” or “Accused Last Name”.
- i. Search for the NCORS case by inputting the last name of the accused, or the NCORS “Case Number,” and selecting the “Search” button.
  - ii. The highlighted grid labeled “Cases with matching EDIPI” are cases that have a matching EDIPI with the current case.

Link Case: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Link Case**

Case Type  
 NCORS  External

**Cases with matching EDIPI**

Case Title	Case Number	Name of Accused	Status	Detailed Counsel	Location	Date Created
U.S. v. Pillows	N-EU-23-0350	PILLOWS, SEAMAN APPRENTICE MARIE	Investigation	TRIAL GOVERNMENT COUNSEL, TODD	RLSO EURAFCENT	7/31/2023
U.S. v. Longbottom	N-EU-23-0351	LONGBOTTOM, SR NEVILLE	Code 40 Writ Review Completed	TRIAL GOVERNMENT COUNSEL, TODD	RLSO EURAFCENT	8/1/2023

Search Cases by the Case Number  Search Cases by Accused Last Name

Q SEARCH

CANCEL SUBMIT

- c. Upon selecting “Search” a selectable grid below populates based upon the search criteria input.
- d. From the grid of search results, users can select the case from the grid to establish a link between the two cases.
- i. Once it is selected the “Reason for Link” dropdown is shown and can be filled in.

Link Case: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Link Case**

Case Type  
 NCORS  External

Cases with matching EDIPI

Case Title	Case Number	Name of Accused	Status	Detailed Counsel	Location	Date Created
U.S. v. Pillows	N-EU-23-0350	PILLOWS, SEAMAN APPRENTICE MARIE	Investigation	TRIAL GOVERNMENT COUNSEL, TODD	RLSO EURAFCENT	7/31/2023
U.S. v. Longbottom	N-EU-23-0351	LONGBOTTOM, SR NEVILLE	Code 40 Writ Review Completed	TRIAL GOVERNMENT COUNSEL, TODD	RLSO EURAFCENT	8/1/2023

Search Cases by the Case Number

Search Cases by Accused Last Name

Reason for Link \*

Q SEARCH

Case Title	Case Number	Name of Accused	Status	Detailed Counsel	Location	Date Created
U.S. v. Longbottom	N-EU-23-0351	LONGBOTTOM, SR NEVILLE	Code 40 Writ Review Completed	-	RLSO EURAFCENT	8/1/2023

CANCEL SUBMIT

- e. To link the case to an external case, select “External” as the “Case Type” and input the details of the external case.

Link Case: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Link Case**

Case Type  
 NCORS  External

Case Source

Accused First Name

Accused Last Name

Reason for Link

CANCEL SUBMIT

- 5. Select “Submit” to add the linked case(s) to the case.
- 6. Linked cases can be viewed from the “Summary” in the “Linked Cases” view.

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Case Actions

DAYS OPEN  
1  
Opened 2/14/2023

ROM-707 CLOCK  
N/A  
Clock Not Started

ARTICLE 10 CLOCK  
N/A  
Clock Not Started

DAYS UNTIL TRIAL  
N/A  
Trial Not Scheduled

**CASE SUMMARY**

Case Number  
N-EU-23-0015

Status  
Pending 306 Decision

Investigation Opened  
1/10/2023

Expected Forum  
SCM

**EXECUTIVE SUMMARY**

ACCUSED DETAILS

Name  
ANDERSON, LIEUTENANT JUNIOR GRADE TRINIDAD A

Paygrade  
O-2

Unit  
Unit 1

Calendar: January 2023 - June 2023

Linked Cases

Case Title	Case Number	Court Type	Rank	Reason
U.S. v. Cross	N-EU-23-0013	GCM	Chief Warrant Officer 5	Related Offenses

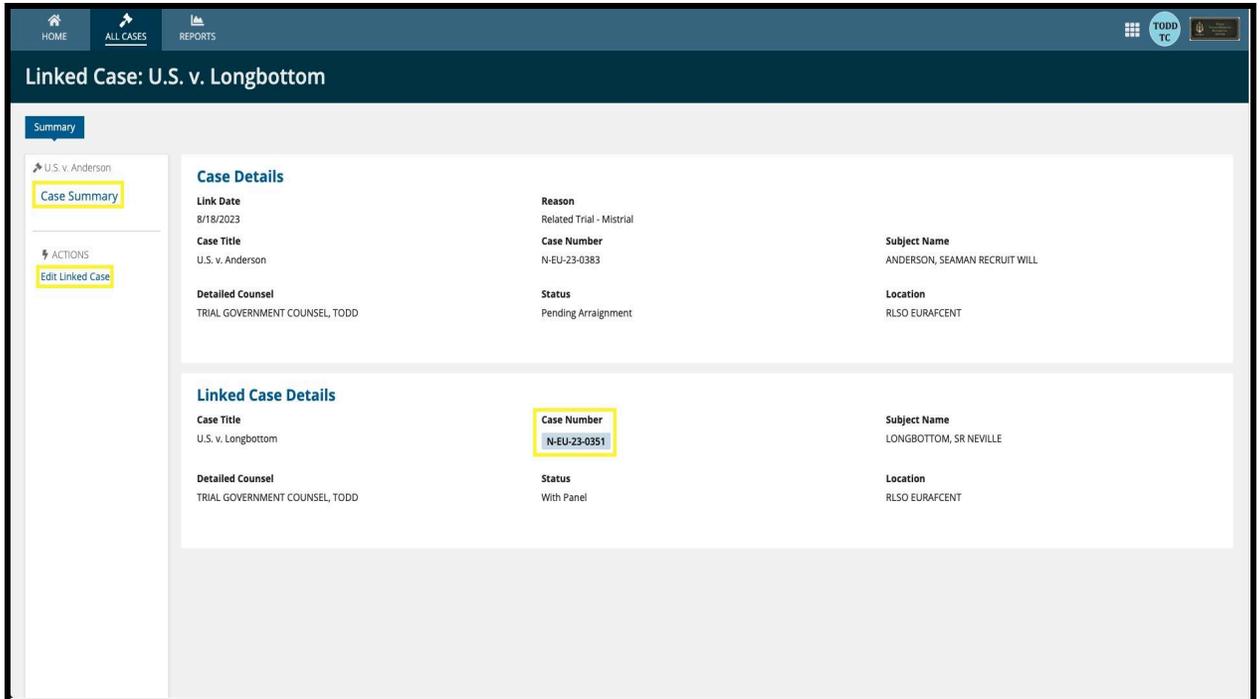
External Linked Cases

Source	Accused First Name	Accused Last Name	Reason
Army	Jane	Doe	Related Offenses

- a. Links can be edited or removed by selecting the “Edit” icon in the “Linked Cases” and “External Linked Cases” grids.
  - b. To remove a linked case, select the “Remove” button in the form.
7. Select the “Case Title” of a link and be navigated to the “Link Summary” page.

The screenshot shows the 'U.S. v. Anderson' case summary page. The interface includes a navigation bar with 'HOME', 'ALL CASES', and 'REPORTS'. Below the navigation bar, there are several key metrics: 'DAYS OPEN' (0, opened 8/18/2023), 'RCM-707 CLOCK' (N/A, clock not started), 'ARTICLE 10 COUNT' (0, days spent in confinement/arrest), and 'DAYS UNTIL TRIAL' (N/A, trial not scheduled). The 'CASE SUMMARY' section displays the case number (N-EU-23-0383), status (Pending Arraignment), investigation opened date (8/1/2023), investigation number (444114144), and investigator (Ivan). The 'ACCUSED DETAILS' section shows the name (ANDERSON, SEAMAN RECRUIT WILL), paygrade (E-1), and unit (101). A calendar view shows no events scheduled for August, September, October, and November 2023. The 'Linked Cases' table has one entry: 'U.S. v. Longbottom' with case number N-EU-23-0351, court type SPCM, rank Seaman Recruit, and reason Related Trial - Mistrial. The 'External Linked Cases' table has one entry: 'Civilian' with accused first name Jerome, accused last name Johnson, and reason Other.

8. Select the “Case Summary” tab on the left to be navigated back to the “Case Summary Page”
- a. Select the “Edit Linked Case” icon to edit or remove the link.
  - b. Select “Case Number” in the “Linked Case Details” to navigate to the linked case summary.



9. Users can see the Linked Case summary after selecting the “Case Number”.
  - a. Navigate to the case by selecting the “Case Number” in the summary if the user has access to the linked case.

## Enter Expected Forum

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Case Actions” tab and select “Enter Expected Forum”.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- In the form, input the expected forum.

Enter Expected Forum: U.S. v. Anderson

Expected Case Forum ⓘ

SPCM

CANCEL SUBMIT

- Select "Submit" to save the expected forum.
  - Entry will only be visible to Trial Office users on the case.
- Following submission, the expected forum is visible from the case summary..

**U.S. v. Anderson**

Summary | Documents | Case Journal | Victims, Witnesses, & Experts | Charges & Offenses | Trial | Accused Details | Alternate Disposition Request | Case Actions

DAYS OPEN: 0 (Opened 11/2/2022)

RCM-707 CLOCK: N/A (Clock Not Started)

ARTICLE 10 CLOCK: N/A (Clock Not Started)

DAYS UNTIL TRIAL: N/A (Trial Not Scheduled)

**CASE SUMMARY**

Case Number: N-EU-22-0004

Status: Pending 306 Decision

Investigation Opened: 9/28/2022

**Expected Forum**: SPCM [Edit]

Executive Summary: Lorem ipsum dolor sit amet, consectetur adipiscing elit. In lacinia mattis tortor ac ultricies. Donec eu euismod elit, ut fringilla leo. Ut gravida arcu ac varius aliquet. Morbi et mauris neque. Donec et lacinia elit. Morbi bibendum consectetur ar... (view more)

Calendar: October 2022, November 2022, December 2022, January 2023, February 2023, March 2023

Linked Cases table:

Case Title	Case Number	Court Type	Rank	Reason

7. This action can also be entered and edited from the case summary by selecting on the “Edit” icon beneath the expected forum.

## Add Case Flags

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME | **ALL CASES** | REPORTS | TODD TC

2. Select the “Case Number” to navigate to the case summary view.

Columns to Display: Case Title, Case Number

Page Size: 25

Search: Doug

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM 707 Clock
	U.S. v. Doug	<b>N-EU-23-0461</b>	DOUG, SA JEFF	1441515151	Article 99 - Misbehavior before the enemy Article 130 - Soliloquy Article 138a	Pending Disposition Decision	TRIAL GOVERNMENT COUNSEL TODD	10/18/2023	-	211

3. From the case summary view, navigate to the “Case Actions” tab and select “Add Case Flag”.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

4. In the form, select the flags to add to the case.
  - a. The case can be flagged for high visibility, extremist activity, LSTC Deferral Withhold, and Law of War violation within this form
    - i. The “LSTC Deferral Withhold” flag is only available if the case is [flagged for OSTC review](#).

5. Select “Submit” to add the case flags in NCORS.
  - a. Following submission, the case flags can be viewed by navigating to the “Case Summary” tab and from the “All Cases” grid.
    - i. Hovering over each icon will display additional details about the flag.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM 707 Clock
[Icons]	U.S. v. Doug	N-EU-23-0461	DOUG, SA JEFF	1441515151	Article 99 - Misbehavior before the enemy	Pending Disposition Decision	TRIAL GOVERNMENT COUNSEL TODD	10/18/2023	-	211

## Mark Cases with Reference to Classified Materials

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

2. Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Case Actions” tab and select “Classified Materials”.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, select “Yes” to identify that the case references classified materials.
  - a. Users may optionally flag a case as high visibility within this action.

Specify References to Classified Materials: U.S. v. Anderson

Flag Reference to Classified Materials?  Yes  No

Flag as High Visibility?  Yes  No

CANCEL **SUBMIT**

5. Select “Submit” to flag the case.

- From the case summary, an icon is now visible to indicate the case references classified materials.

## Transfer Case

- From the NCORS Legal Case Management site, select the “All Cases” tab.

- Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

- From the case summary view, navigate to the “Case Actions” tab and select “Transfer Case”.
  - Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.

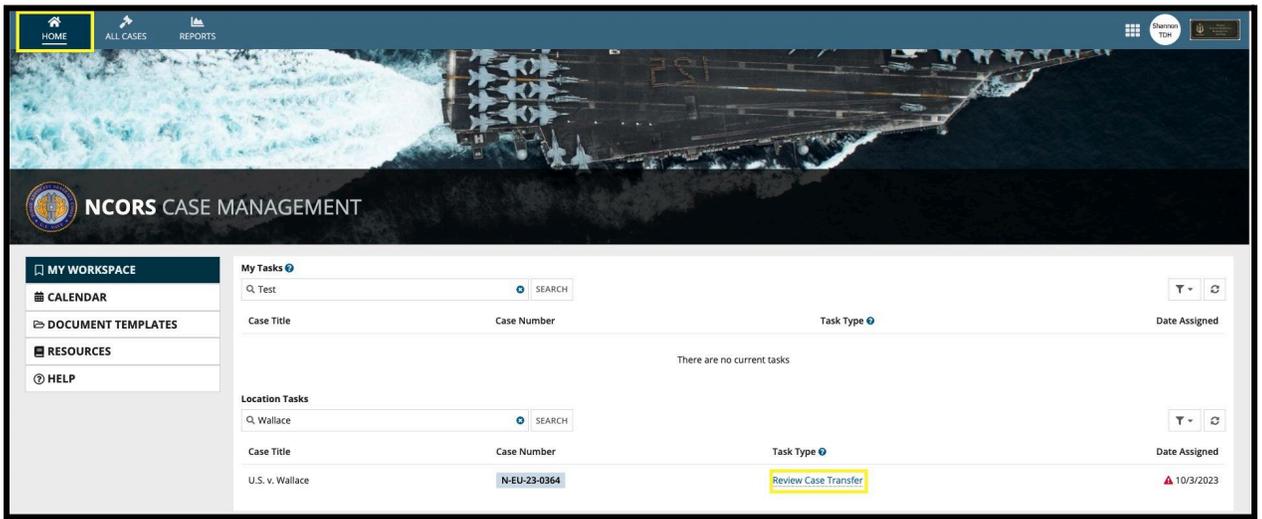
- In the form, select the location to transfer the case.

- Select "Submit" to send a transfer request for the case.
- On submission of the form, a task is created for the STC of the location selected in the form.

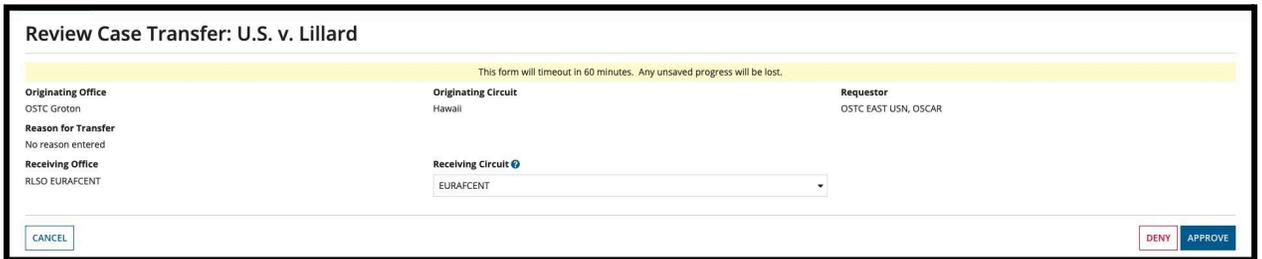
## Review Case Transfer Request (Supervisory Location User)

- From the NCORS Legal Case Management site, outstanding tasks to complete are available on the "Home" tab in the "Location Tasks" grid.
  - The task to "Review Case Transfer Request" is displayed in the "Task Type" column with the case name and "Case Number".

- b. Task is created through an action to transfer a case to a new location initiated by an Supervisory Location User.



2. Initiate the task by selecting the task name.
3. In the form, review the transfer request and input decision.



- a. "Approve" will update the location of the case to the current user's location.
- b. "Deny" will not update the case's location.
- c. Optionally change the "Receiving Circuit" in the "Receiving Circuit" dropdown.

## Close Case for Alternate Disposition

1. From the NCORS Legal Case Management site, select the "All Cases" tab.



2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Case Actions” tab and select “Close Case”.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

4. In the form, input the details of the case closure.

- a. If the charges and specifications on the case have not been withdrawn and/or dismissed, input the details of the action taken by the referral authority to withdraw and/or dismiss specifications from a court martial.

**Close Case**

Closing Reason\*

Alternate Disposition Date\*

Close Case Date\*

Alternate Disposition Type

Upload Final Disposition Document

- b. If the case has not been docketed, enter the date the alternate disposition was initiated and/or the date the case was closed.
  - i. If the case has been docketed, users can not close the case until the assigned judge removes the case from the docket in NCORS.
- c. Enter the “Closing Reason(s)” for the case, and input the “Alternate Disposition Type” from a dropdown of values.
  - i. If an Alternate Disposition Type of “SILT/RILT” is selected, additional SILT / RILT details can be entered.

**Close Case**

Closing Reason\*

Alternate Disposition Date

Close Case Date

Alternate Disposition Type

Upload Final Disposition Document

**SILT / RILT Details**

Request type\*  RILT  SILT

Was request approved?  Yes  No

Date request was approved

Date request was submitted

Characterization of service

- d. Upload a “Final Disposition Document” on the case.
5. Select “Submit” to update the case.
  - a. If the case has been docketed, a task is created for the Trial Judiciary to remove the case from the docket.
6. Following submission, the status of the case will update based on the data input.
  - a. If the case has been docketed or there was no input for “Close Case Date”, the case status updates to “Pending Alternate Disposition”.
  - b. If the case was not docketed and the “Close Case Date” was input, the case status updates to “Closed”.

## Reactivate Case

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.
  - a. Select a case with a status of “Closed” or “Pending Alternate Disposition”

Case Title	Case Number	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Jones	N-EU-23-0027	91822904	Trial	TRIAL GOVERNMENT COUNSEL, TODD	1/20/2023	-	-
U.S. v. Anderson	N-EU-23-0016	-	Closed	TRIAL GOVERNMENT COUNSEL, TODD	2/20/2023	-	-

3. From the case summary view, navigate to the “Case Actions” tab and select “Reactivate Case”.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

4. In the form, review the closure details.

**Reactivate Case: U.S. v. Anderson**

Review the details below, then click submit to reactivate the case.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

<b>Closing Reason</b> Victim(s) declines to participate	<b>Alternate Disposition Date</b> Feb 23, 2023	<b>Close Case Date</b> Feb 24, 2023
--	---	--

5. Select “Submit” to reactivate the case.

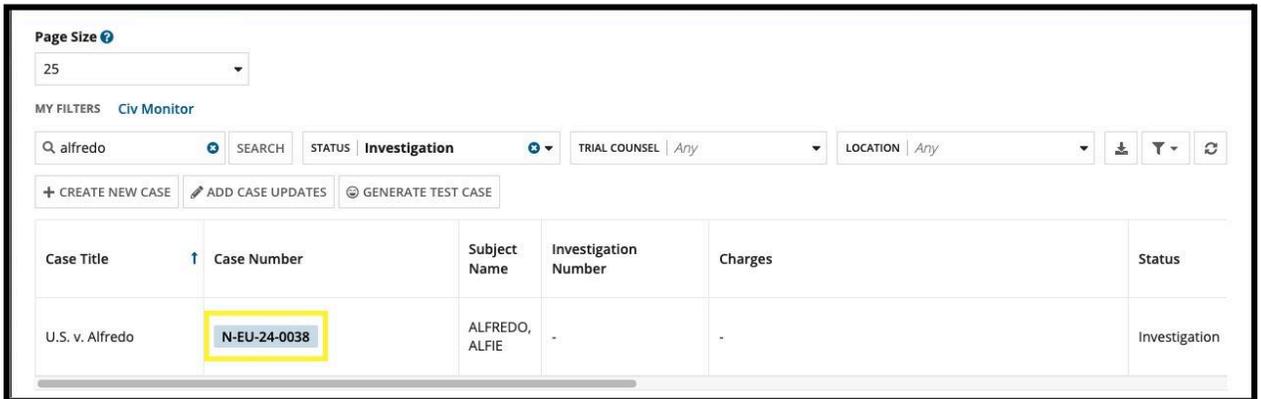
- a. If the case was not previously docketed, the case status updates to the last status of the case before closing.
- b. If the case was previously docketed, a task is created for the Trial Judiciary to remove the case from the docket.
  - i. If the case was previously docketed, the case status will not update until the Trial Judiciary adds the case to their docket in NCORS.

## Update Circuit

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.
  - a. Select a case with a status from “Investigation” to “Trial”



3. Navigate to the “Case Actions” tab and select the “Update Circuit” action.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

4. Select the desired circuit found in the “Select Circuit” dropdown. Select “Submit” when finished with the form.

5. Navigate to the “Summary” tab and the user can see the updated circuit in the “Case Summary” section

**U.S. v. Alfredo**

Summary | Documents | Case Journal | Victims, Witnesses, & Experts | Charges & Offenses | Trial | Accused Details | Post-Trial | Appellate Activity | Case Actions

**ALFREDO, ALFIE**  
234

EDIPI: 4927405836 | Service: USAR | Pay Grade: E-9

**Executive Summary**

DAYS OPEN: 36 (Opened 1/30/2024)

RCM-707 CLOCK: - (Clock Not Started)

ARTICLE 10 COUNT: - (Zero days confinement/arrest)

DAYS UNTIL TRIAL: - (Trial Not Scheduled)

PRETRIAL CONFINEMENT: - (Accused not currently in PTC/PTR)

**Case Summary**

Case Number: N-EU-24-0038

Expected Forum: No Forum Entered

Investigation Opened: -

Date RLSO Contacted / RLS Received: -

Status: Investigation

Circuit: Central

Investigation Number: -

Investigator: -

**My Workspace**

Tasks | Calendar | Linked Cases

Case Tasks

Search Incomplete Tasks

Case Title	Case Number	Task Type	Date Assigned
There are no current tasks			

## Charges and Offenses

### Enter Investigation Details

- From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME | **ALL CASES** | REPORTS | TODD TC

- Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Co
-	U.S. v. Soldano	N-EU-24-0029	SOLDANO, SR JORGE	-	Article 84 - Unlawful enlistment, appointment, or separation	Preferred	-

- From the case summary view, navigate to the “Charges & Offenses” tab and select the action to “Enter Investigation Details” from the actions list.

U.S. v. Soldano

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

**Investigation Details**

Charges  
Charge Sheets  
Referral  
Plea Agreements  
Pretrial Agreements  
Article 32 Hearing Request  
Deferral

ALL ACTIONS  
Assemble Request for D...  
**Enter Investigation Details**  
Enter Charges  
Generate Cleansed Char...  
Generate Draft Plea Agr...

**Investigation Details**

+ ENTER INVESTIGATION DETAILS

Investigating Entity	Investigation Number	Investigator/Agent	
Chain of Command	-	-	
Date Earliest Offense Reported/Discovered	Date of Earliest Offense	Date Investigation Opened	Date RLSO Contacted / RLS Received
-	-	-	-
Executive Summary	-		

**ROI Details**

**Investigated Offenses**

DIBRS Code	Offense Description	Offense Category	Added By	Added On
084-A-	Affect unlawful enlistment	-	Todd Trial Government Counsel	8/29/2024

4. In the “Enter Investigation Details” form, enter the investigation details, add ROI details, and input the details of each investigated offense on the case.
  - a. Add multiple offenses selecting the “Add Offense” button located in the bottom right corner of the form.
    - i. Added offenses can be removed by selecting the red “Remove” button in the top right corner of the investigated offense.
  - b. The user can select an Article number which will filter the available DIBRS Codes
    - i. This does not apply for articles 77, 78, 79 and 80, which will display all available DIBRS Codes.
    - ii. The selected article will allow the offense to be pre-populated under a draft charge of the same article
  - c. The user can select the “Additional Offense Details” collapsible section to reveal additional fields to enter.
    - i. The user can identify the investigated offense as Covered, Related, Potentially-Covered, Other Known, or Non-Covered.
      1. Offenses, conspiracy, solicitation, or attempts of offenses under articles 117a, 118, 119, 120, 120b, 120c, 125, 128b, 130, 132, and certain offenses under 134 are automatically identified as covered offenses.
    - ii. Based on the input, the regional OSTC users receive an email notification of the covered, related, or potentially covered offense offense.
      1. This will also add an OSTC flag indicator on the case.

Enter Investigation Details: U.S. v. Soldano

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Investigation Details**

Investigating Entity: Chain of Command | Investigation Number: Enter CCV/Investigation Number | Investigator/Agent: Enter investigator/agent

Date Earliest Offense Reported/Discovered: mm/dd/yyyy | Date of Earliest Offense: mm/dd/yyyy | Date Investigation Opened: 08/26/2024 | Date RLSO Contacted / RLS Received: mm/dd/yyyy

Executive Summary: Enter Executive Summary (0/1000)

---

**ROI Details**

**Investigated Offenses**

**Offense 1**

Article: 84 | DIBRS Code: 084-A - Affect unlawful enlistment

**Offense 2** ✕ Remove

Article: 105a | DIBRS Code: 1105AA2 - Military pass/id, sale, gift, loan or dispose (on/after 1 Jan 19)

Investigating Entity: Chain of Command | Basis of OSTC Authority: -- Select a Value --

Date of Offense: mm/dd/yyyy | End Date of Offense (if different): mm/dd/yyyy | Date Offense Reported: mm/dd/yyyy | Sol Expiration Date: mm/dd/yyyy

Offense Notes: (0/500)

+ ADD OFFENSE

CANCEL SUBMIT

U.S. v. Soldano

Summary | Documents | Case Journal | Victims, Witnesses, & Experts | Charges & Offenses | Trial | Accused Details | Post-Trial | Appellate Activity | Case Actions

**SOLDANO, SR JORGE** EDIPI 1313412312 | Service USN

Executive Summary

CASE FLAGS	DAYS OPEN: 56 Opened 7/19/2024	RCM-707 CLOCK: 14 0 Days Excluded	ARTICLE 10 COUNT: - Zero days confinement/arrest	DAYS UNTIL TRIAL: - Trial Not Scheduled	PRETRIAL CONFINEMENT: - Accused not currently in PTC/PTR
------------	-----------------------------------	--------------------------------------	---	--	---

**Case Summary**

Case Number: N-EU-24-0029	Status: Preferred
Expected Forum: No Forum Entered	Circuit: EURAFCENT
Investigation Opened: 8/26/2024	Investigation Number:

**My Workspace**

Tasks | Calendar | Conflicts | Linked Cases

Case Tasks

Search Incomplete Tasks

Case Title	Case Number	Task Type
------------	-------------	-----------

- d. To enter ROI details, users can upload an ROI document, mark if the ROI is substantially complete, and input the date received for the ROI in the ROI Details grid. Users can remove newly added ROI's in the form, but existing ROI's can only be edited.
  - i. If a substantially complete ROI is added to the case, the case's status will update to "Preferred".

**Enter Investigation Details: U.S. v. Soldano**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Investigation Details**

Investigating Entity: Chain of Command | Investigation Number: Enter CCN/Investigation Number | Investigator/Agent: Enter investigator/Agent

Date Earliest Offense Reported/Discovered: mm/dd/yyyy | Date of Earliest Offense: mm/dd/yyyy | Date Investigation Opened: 08/26/2024 | Date RLSO Contacted / RLS Received: mm/dd/yyyy

Executive Summary: Enter Executive Summary (0/1000)

---

**ROI Details**

Document	Is Substantially Complete?	Date ROI Received
ROI doc 1 TXT - 1 KB	<input type="checkbox"/>	mm/dd/yyyy
ROI doc 2 TXT - 1 KB	<input checked="" type="checkbox"/>	09/11/2024
UPLOAD <input type="button" value="Drop file here"/>	<input type="checkbox"/>	mm/dd/yyyy

5. Following submission, the offenses are visible in the “Investigated Offenses” subtab in the “Charges and Offenses” tab.
  - a. Optionally edit investigated offenses by selecting the edit icon or retaking the “Enter Investigation Details” action.
    - i. The user cannot change the article number of offenses that have been added to a charge. All other fields remain editable.

**Investigation Details**

Charges: Charge Sheets | Subtab: Investigated Offenses

Investigation Details: Investigating Entity, Investigation Number, Investigator/Agent, Date Earliest Offense Reported/Discovered, Date of Earliest Offense, Date Investigation Opened, Date RLSO Contacted / RLS Received

Executive Summary

---

**ROI Details**

Document	Is Substantially Complete?	Date ROI Received
ROI doc 1 TXT - 0 KB	<input type="checkbox"/>	mm/dd/yyyy
ROI doc 2 TXT - 0 KB	<input checked="" type="checkbox"/>	09/11/2024

---

**Investigated Offenses**

DIBRS Code	Offense Description	Offense Category	Added By	Added On
084A	Offense description	Integrity Control	Test That Government Counsel	08/26/24
084A2	Military service date, gft, date of release (over 1 year)	Integrity Control	Test That Government Counsel	08/26/24

**Enter Offense Details: U.S. v. Soldano**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Offense Details**

Article: 84 | DIBRS Code: 084-A - Affect unlawful enlistment

**Additional Offense Details**

Investigating Entity: Chain of Command | Basis of OSTC Authority: Offense Category is locked 24hrs after submission for non-OSTC users | Select a Value

Date of Offense: mm/dd/yyyy | End Date of Offense (if different): 08/29/2024 | Date Offense Reported: mm/dd/yyyy | SOL Expiration Date: mm/dd/yyyy

Offense Notes: Offense notes are visible to users with access to the case (0/500)

# Enter Draft Charges and Specifications

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM 707 Clock
	U.S. v. Anderson	C-CG-24-0061	ANDERSON, MCPO PAUL THOMAS	10MAY24-1723	-	Investigation	COAST GUARD TRIAL COUNSEL CHAD; TRIAL GOVERNMENT COUNSEL TODD	5/29/2024	Confinement	15

3. From the case summary view, navigate to the “Charges & Offenses” tab and select the “Enter Charges” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

**Investigation Details**

Investigating Entity: - Investigation Number: - Investigator/Agent: -  
Date Earliest Offense Reported/Discovered: - Date of Earliest Offense: - Date Investigation Opened: - Date RLSO Contacted / RLS Received: -  
Executive Summary: -

**Investigated Offenses**

DIBRS Code	Offense Description	Offense Category	Added By	Added On
No entries have been made				

**ACTIONS**

- Enter Pretrial Agreement
- Generate Draft Plea Agreement
- Enter Plea Agreement
- Enter Charges**
- Assemble Request for Detailed Defense Counsel
- Enter Article 32 Hearing Request

- a. Action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, enter the case information in the top section then add charges and specifications to add to the case.
  - a. The “Populate Investigated Offenses” button allows the user to take the offenses added in the [“Enter Investigation Details”](#) and create a draft charge for each unique article that exists within the list of offenses.
    - i. Some text will appear below the button informing the user of which draft charges will be created when the button is clicked.

**Add Charges and Specifications: U.S. v. Anderson**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Case Information**

Accused: Alcohol or illegal drug use involved?

Any Victim: Alcohol or illegal drug use involved?

Any offense involves extremist or criminal gang activities as defined in DoDI 1325.06?  
 Yes  No

Firearm involved in the commission of any offense?  
 Yes  No

**POPULATE INVESTIGATED OFFENSES**

Investigated offenses that exist on the case include article(s) 83 and 85.

**▼ Draft Charge:**

Article\*

- b. To add new charges and specifications, select the “Add Charge” and “Add Specification” buttons.
  - i. “Add Charge” will create a new draft charge. For each charge added, select the article of the UCMJ the charge is under and add draft specifications under that charge.
    1. The selected article number will filter the available Investigated Offenses and DIBRS Codes for New Offenses.
  - ii. “Add Specification” will create a new draft specification under a charge.
    1. Multiple specifications may be added under a single charge.
  - iii. All values entered for investigated offenses populated using the “Populate Investigated Offenses” will be retained and can be edited by selecting the collapsible “Additional Offense Details” section.

**▼ Draft Charge III:**

Article\*

Specification

Status

Select Offense Type  Investigated Offense  New Offense

- c. For each specification, input the appropriate specification and related offense details.
  - i. For “Investigated or Existing Offenses”, select the appropriate offense from the dropdown.

1. Only existing offenses with a matching article as the selected charge article will be available in the dropdown.
- ii. For “New Offenses” added on this form, select a DIBRS Code and input the additional offense details.
  1. The DIBRS Codes will be filtered based on the selected charge article.
  2. The user can identify the investigated offense as Covered, Related, Potentially-Covered, Other Known, or Non-Covered.
    - a. Based on the input, the regional OSTC users receive an email notification of the covered, related, or potentially covered offense.
    - b. This will also add an OSTC flag indicator on the Case Summary.
- iii. Users can delete an added charge or specification by selecting the “Remove” icon on the top right.

**Draft Charge III: 79 - Conviction of lesser included offense**

Article \*  
79

Specification

Status  
Draft ✖ Remove

Select Offense Type \*  
 Investigated Offense  New Offense

DIBRS Code \*  
082-BA - Solicit to mutiny

Additional Offense Details

Investigating Entity: Military Criminal Investigative Organization  
 Accused's Role: Perpetrator  
 Basis of OSTC Authority: --- Select a Value ---

Date of Offense: mm/dd/yyyy  
 End Date of Offense (if different): mm/dd/yyyy  
 Date Offense Reported: mm/dd/yyyy  
 SoL Expiration Date: mm/dd/yyyy

Specification Language

Offense Notes

Offense notes are visible to users with access to the case

+ ADD SPECIFICATION

5. Use the arrows to the right of the charge to change the order of the charges.
  - a. The up arrow moves a charge upward on the list.
  - b. The down arrow moves a charge downward on the list.

**Add Charges and Specifications: U.S. v. Anderson**

This form will timeout in 55 minutes. Any unsaved progress will be lost.

**Case Information**

Accused: Alcohol or illegal drug use involved?  Any Victim: Alcohol or illegal drug use involved?

Any offense involves extremist or criminal gang activities as defined in DoDI 1325.06?  Yes  No

Firearm involved in the commission of any offense?  Yes  No

> Draft Charge I: 83 - Fraudulent enlistment, appointment, or separation

> Draft Charge II: 85 - Desertion

> Draft Charge III: 79 - Conviction of lesser included offense

↓ Remove Charge

↑ Remove Charge

↑ Remove Charge

+ ADD CHARGE

CANCEL SAVE CHANGES

6. Select “Save Changes” once complete.
7. The draft charges will now appear in the “Charges & Offenses” tab under the “Charges” subtab.
  - a. Specifications under a charge may be edited by selecting the “Edit” icon in the grid.
  - b. To edit all added charges and specifications, select the “Enter Charges” action to return to the form.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigation Details

**Charges**

Charge Sheets

Referral

Plea Agreements

Pretrial Agreements

Article 32 Hearing Details

Deferral

ACTIONS

Enter Pretrial Agreement

Generate Draft Plea Agreement

Enter Plea Agreement

Enter Charges

Specification	Details	DIBRS	Offense Category	Preferral Date	Referral Date	Sol. Date	Status	Clock	Edit
<b>Draft Charge I: Violation of the UCMJ, Article 79 - Conviction of lesser included offense</b>									
Specification	-	082-82	-	-	-	-	Draft	🕒	✎
<b>Draft Charge II: Violation of the UCMJ, Article 82 - Solicitation</b>									
Specification 1	-	082-8D	-	-	-	-	Draft	🕒	✎
Specification 2	-	082-81	-	-	-	-	Draft	🕒	✎
<b>Draft Charge III: Violation of the UCMJ, Article 120b - Rape and sexual assault of a child</b>									
Specification	-	12082A	Covered	-	-	-	Draft	🕒	✎

- c. Navigate to a summary view of a specification by selecting the specification title in the grid.

## Add Victim to Specification

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM 707 Clock
	U.S. v. Bowling	N-EU-24-0256	BOWLING, SSGT JOHN	-	Article 81 - Conspiracy; Article 82 - Solicitation; Article 83 - Malingering	Investigation	TRIAL GOVERNMENT COUNSEL, TODD	5/15/2024	-	-

3. From the case summary view, navigate to the “Charges & Offenses” tab and select the “Charges” subtab to view the charge(s) added to the case.
4. From the list of charges and specifications, choose to edit the desired specification by selecting the “Edit” icon in the grid.

The screenshot shows the 'Charges & Offenses' tab for case 'U.S. v. Bowling'. The 'Charges' subtab is active. A table lists specifications for two draft charges. The first specification is highlighted, and its 'Edit' icon is circled in yellow.

Specification	Details	DIBRS	Offense Category	Preferral Date	Referral Date	SoL Date	Status	Clock	Edit
Specification 1		081-A	Covered	-	-	-	Draft		

5. In the form, add one or more victims to the specification.
  - a. Victims previously added to the case will be available from the dropdown.
  - b. Users may optionally add “Unknown” or “Undercover Agent” victims to account for special scenarios.

The screenshot shows the 'Edit Specification' form for 'U.S. v. Bowling'. A yellow banner at the top states: 'This form will timeout in 60 minutes. Any unsaved progress will be lost.' The 'Add victim(s) to specification?' checkbox is checked. The 'Victims' dropdown menu is open, showing a list of victims: 'DOE, JANE', 'Other - Unknown', and 'Other - Undercover Agent'. The 'SUBMIT' button is highlighted in yellow.

6. Select “Submit” to add the victim(s) to the specification.

- The added specification(s) for the victim can now be viewed for the selected victim(s) by selecting the victim name.

U.S. v. Bowling

Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**Victims**  
 Witnesses  
 Experts  
 Requested Witnesses  
 Depositions

Does any charged offense involve a victim as defined by DoD Directive 1030.01?  
 Yes

**Published Victims**  
 Search Victims by case number or last name SEARCH

Name	Status	Service Branch	Rank	VLC Representation	VLC Name	Special Victim	Actions
No entries have been made							

**Unpublished Victims**  
 Search Victims by case number or last name SEARCH

Name	Status	Service Branch	Rank	VLC Representation	VLC Name	Special Victim	Actions
DOE, JANE				Unknown			

- To access the specification(s) aligned to a victim, navigate to the “Specifications” tab to view the specification(s) grid of that victim.

Victim: DOE, JANE

Summary Notifications **Specifications** VWAP & Victim's Rights Representation Expedited Transfer Request Victim Documents

U.S. v. Bowling  
 Case Summary  
 Victims, Witnesses, & Experts

**Specifications**  
 Specifications mapped to DOE, JANE  
 Search Map Spec Victims SEARCH

Charge	Specification	DIBRS Code & Description	Status
Draft Charge #:	Specification: Sample specification language	081-A - Conspiracy, war crime resulting in death	Draft

## VWAP

### Generate VWAP 2701

- From the NCORS Legal Case Management site, select the “All Cases” tab.

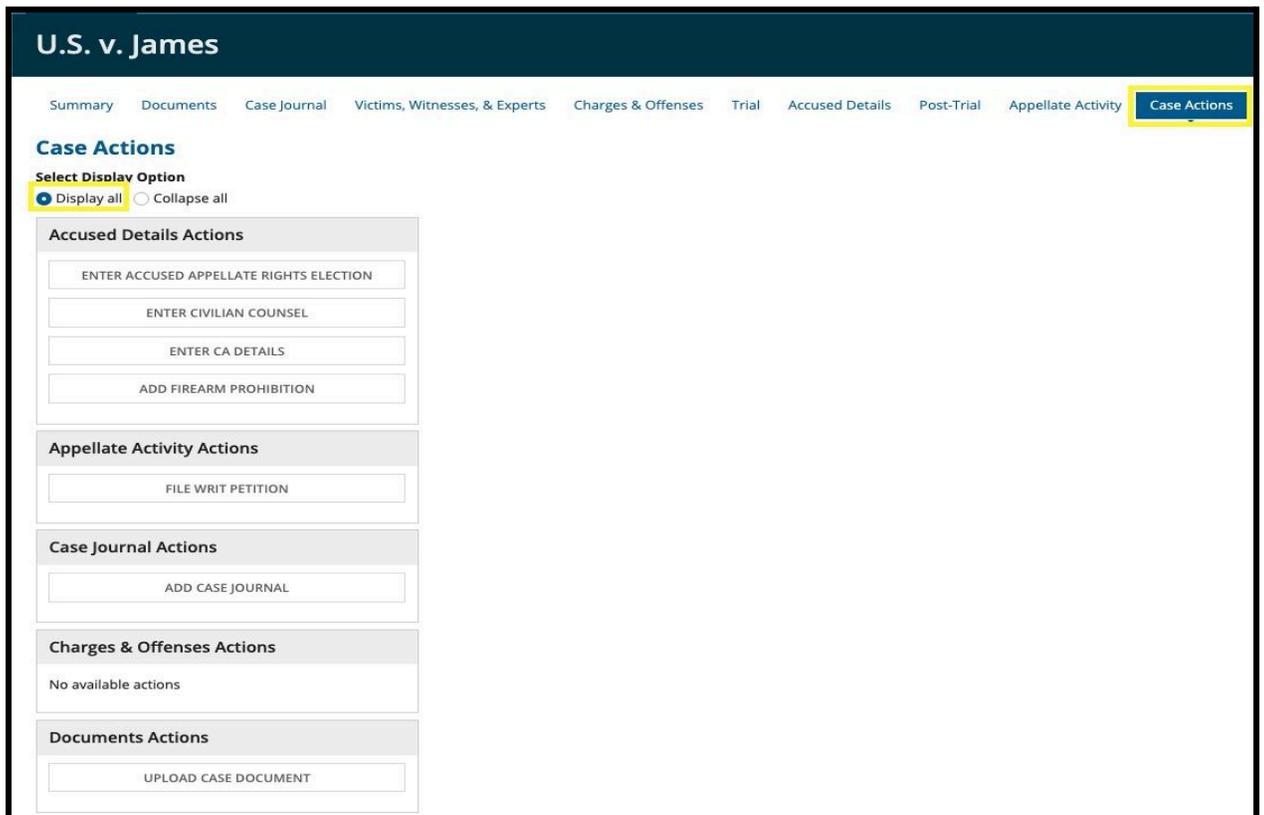
HOME **ALL CASES** REPORTS TODD TC

2. Select the “Case Number” to navigate to the case summary view.



Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Case Actions” tab and select “Generate VWAP 2701”.
- Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.



### U.S. v. James

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

#### Case Actions

Select Display Option

Display all  Collapse all

##### Accused Details Actions

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

##### Appellate Activity Actions

- FILE WRIT PETITION

##### Case Journal Actions

- ADD CASE JOURNAL

##### Charges & Offenses Actions

No available actions

##### Documents Actions

- UPLOAD CASE DOCUMENT

4. In the form, input the applicable contact details in the form and select “Generate” when complete.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**DD 2701 Information**  
General case information/support/rights violations (Victim/Witness Liaison)

Status of the criminal investigation

Status of the prosecution (Legal Office)

Legal Assistance office (if eligible)

Special Victims' Counsel/Victims' Counsel/Victims' Legal Counsel (if eligible)

Assistance with compensation for medical expenses or other expenses (State office for Crime Victim Compensation)

Assistance with reprisal, retaliation, or ostracism (Inspector General's office)

Family Advocacy Office

Victim Advocate

**GENERATE**

5. Review the generated document and choose “Save” or “Cancel”.
  - a. “Save” will save the generated file to NCORS as a case document. A confirmation message will appear to confirm the user wishes to save the file to the case documents.
  - b. “Cancel” will cancel the action and return the user to the ‘Case Actions’ tab.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

⚠ Warning: Editing the document in the previewer will not save document changes

DD Form 2701, "Initial Information for Victims and Witnesses of Crime" 1 / 2 100%

**LEGAL REPRESENTATION**

If you are the victim of sexual assault, certain related offenses, or domestic violence, you may be eligible for assistance from a specialized military attorney, in addition to services provided by a Sexual Assault Response Coordinator, a Victim Advocate, and/or Family Advocacy.

**OVERVIEW of VICTIM RIGHTS\***

As a crime victim, you have the right to:

- Be treated with fairness/respect for your dignity and privacy
- Be reasonably protected from the accused, including protective orders. Reasonable, accurate and timely notice of hearings/confinement events.
- Be present at public hearings/proceedings unless your testimony would be materially altered by your presence.
- Be reasonably heard at certain hearings.
- Confer with the U.S. government prosecutor.

**CONTACT INFORMATION**

If you need additional assistance, below are several key points of contact:

- General case information/support/rights violations (Victim/Witness Liaison):
- Status of the criminal investigation:
- Status of the prosecution (Legal Office):
- Legal Assistance office (if eligible):
- Special Victims' Counsel/Victims' Counsel/Victims' Legal Counsel (if eligible):
- Assistance with compensation for medical expenses or

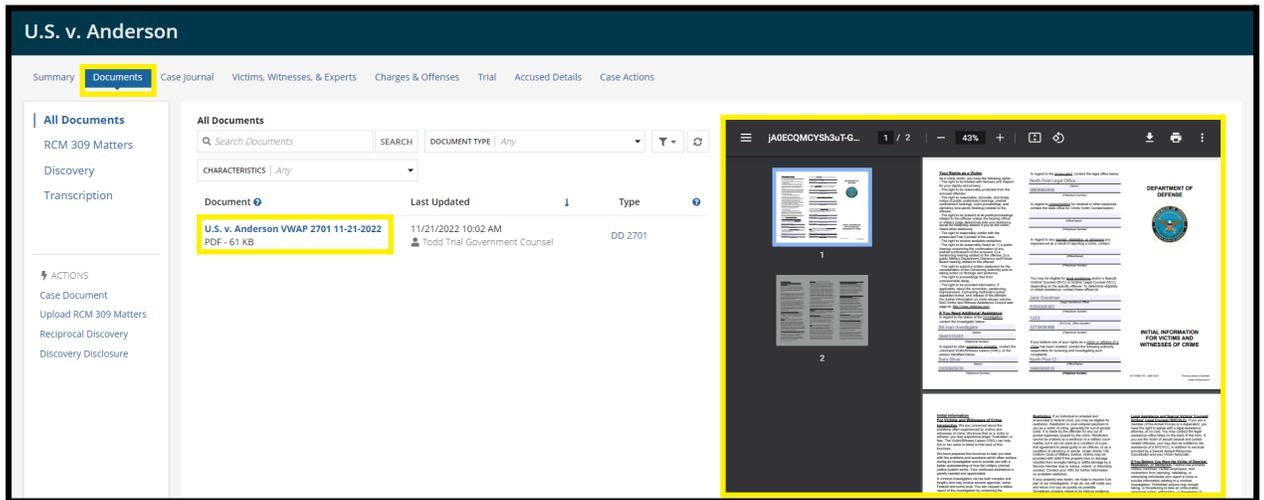
U.S. Department of Defense



**INITIAL INFORMATION  
FOR  
VICTIMS & WITNESSES  
OF CRIME**

**SAVE**

- If the user selects “Save to Case Documents”, the file will be available in the “Documents” tab with the option to download and print.

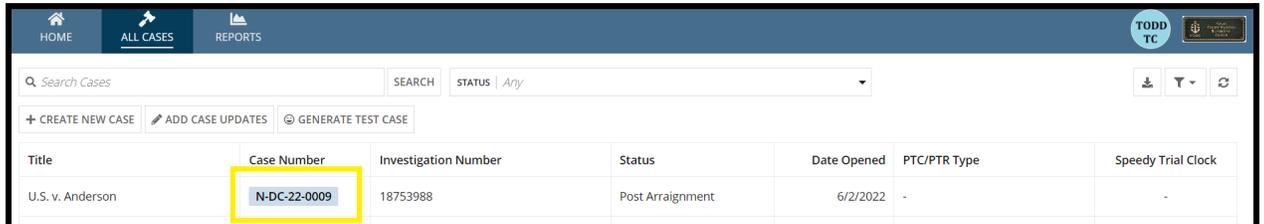


## Generate VWAP 2702

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.



- From the case summary view navigate to the “Case Actions” tab and select the “Generate VWAP 2702” action.
  - Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- In the form, input the applicable contact details in the form and select “Generate” when complete.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**DD 2702 Information**

General case information/support/rights violations: Victim/Witness Liaison -

Status of the criminal investigation: Investigator -

Status of the prosecution: Legal Office -

Legal Assistance office (if eligible):

Special Victims' Counsel/Victims' Counsel/Victims' Legal Counsel (if eligible):

Assistance with compensation for medical expenses or other expenses: State office for Crime Victim Compensation -

Assistance with reprisal, retaliation, or ostracism: Inspector General's office -

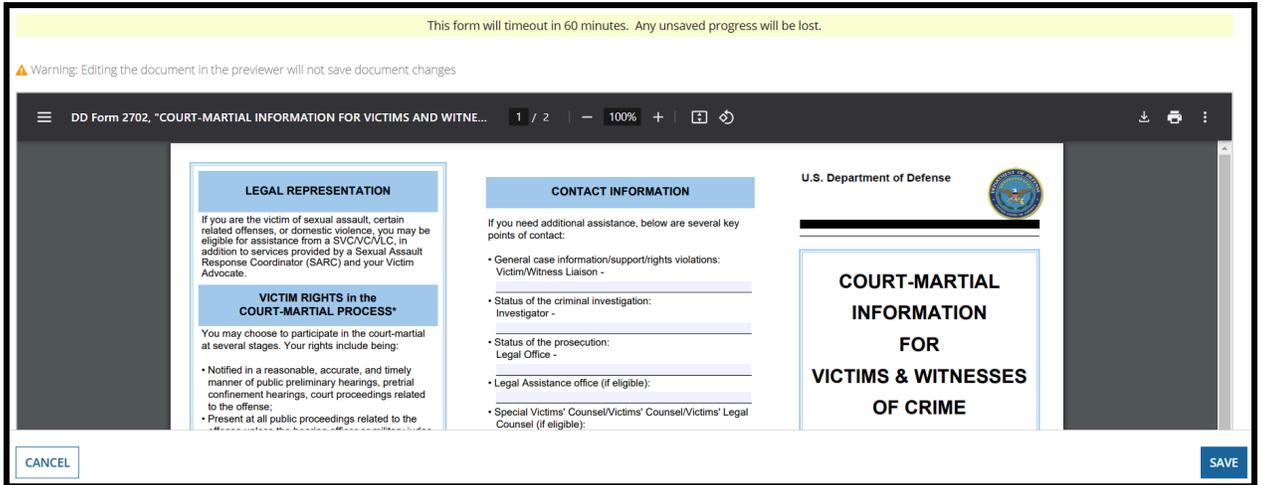
Family Advocacy Office:

Miscellaneous Contact Information:

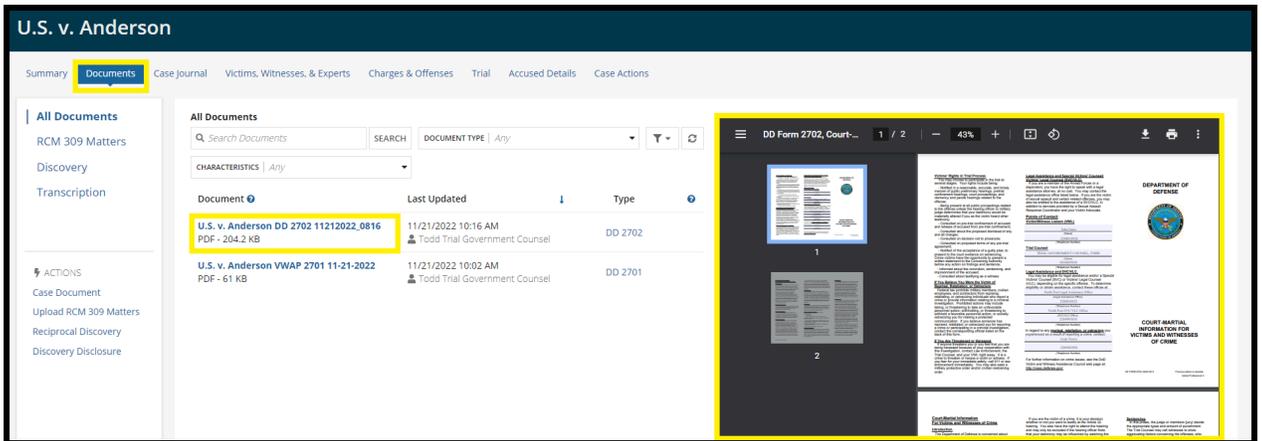
CANCEL GENERATE

- Review the generated document and choose “Save” or “Cancel”.

- a. "Save" will save the generated file to NCORS as a case document. A confirmation message will appear to confirm the user wishes to save the file to the case documents.
- b. "Cancel" will cancel the action and return the user to the 'Case Actions' tab.



6. If the user selects "Save", the file will be available via the "Documents" tab with the option to download and print.

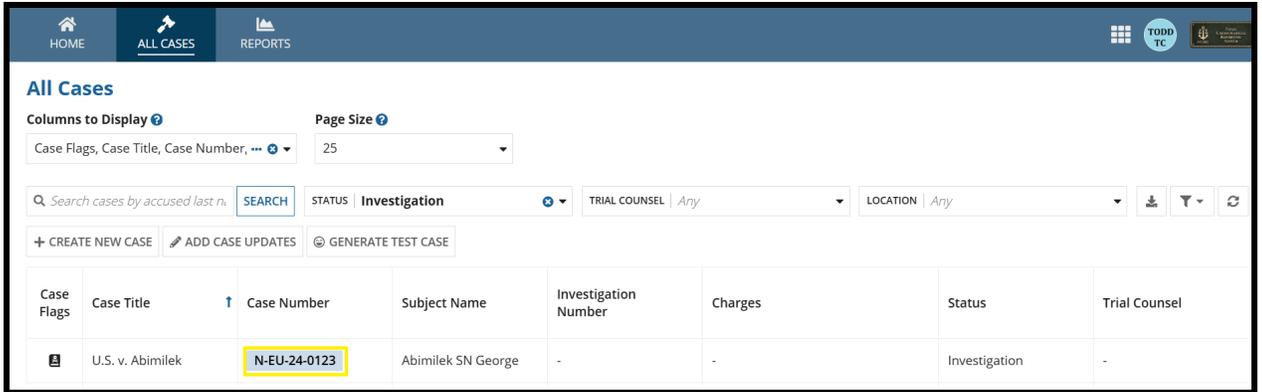


## Declare Victims on Case

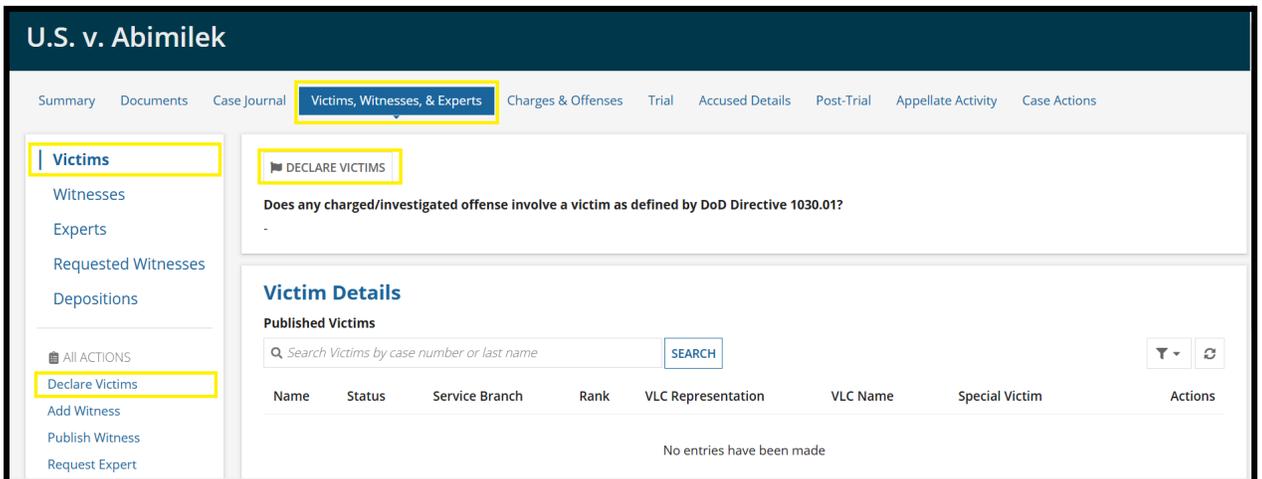
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



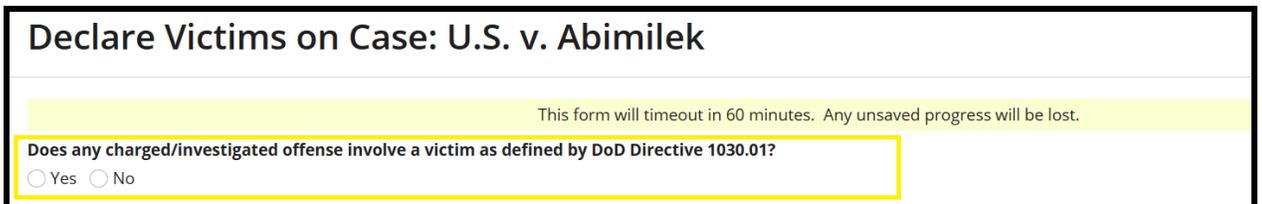
2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Victims, Witnesses, and Experts” tab and select the action to “Declare Victims on Case” from the “Actions” list. This action only appears if there is not already a victim on the case or “No” was elected on the form previously.
  - a. Note that the response to the form appears on the Victims subtab. If a response has not yet been recorded or “No” was selected, the Published Victims and Unpublished Victims grids are not visible.

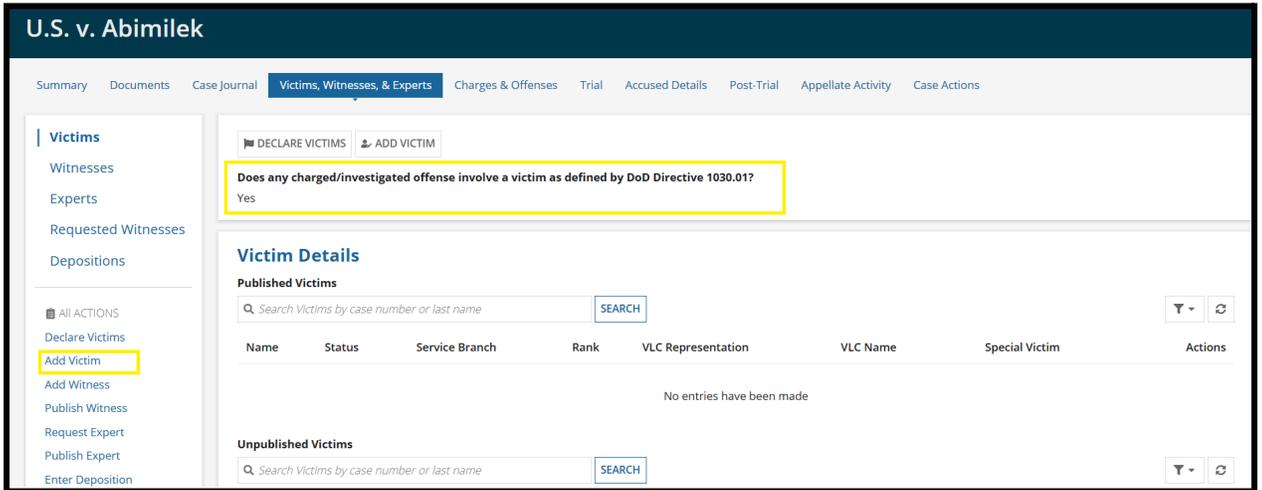


4. Enter the details of the form and press “Submit”.



5. If “Yes” is selected, user will be able to add victims to the case via the “Add Victims” action. If “No” is selected, user will only be able to take the “Declare Victims on Case” action.

- a. Once a victim is added to the case, user will no longer be able to take the “Declare Victims on Case” action.

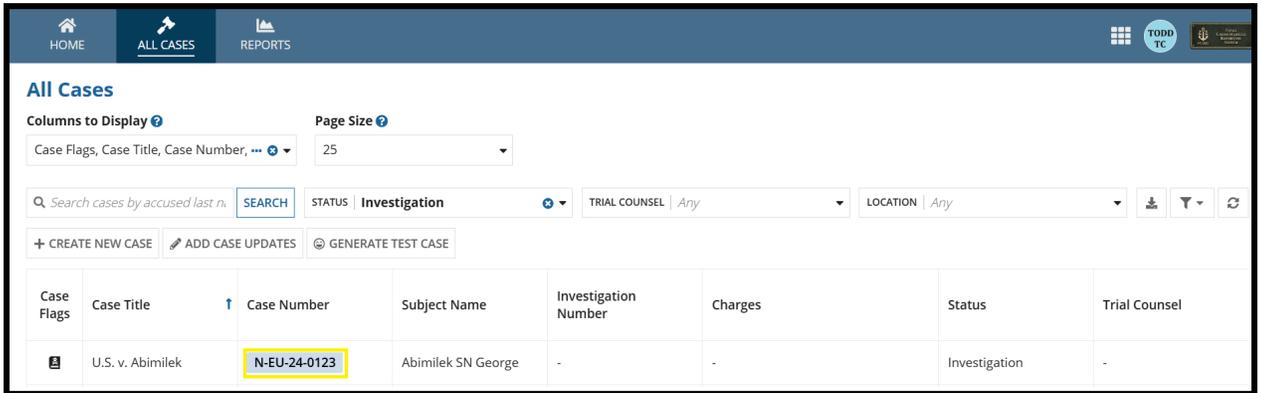


## Add Victim

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Victims, Witnesses, and Experts” tab and select the action to “Add Victim” from the “Actions” list.

**U.S. v. Abimilek**

Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**Victims**

Witnesses  
Experts  
Requested Witnesses  
Depositions

**ALL ACTIONS**

Declare Victims  
**Add Victim**  
Add Witness  
Publish Witness  
Request Expert  
Publish Expert  
Enter Deposition

DECLARE VICTIMS **ADD VICTIM**

Does any charged/investigated offense involve a victim as defined by DoD Directive 1030.01?  
Yes

**Victim Details**

**Published Victims**

Search Victims by case number or last name SEARCH

Name	Status	Service Branch	Rank	VLC Representation	VLC Name	Special Victim	Actions
No entries have been made							

**Unpublished Victims**

Search Victims by case number or last name SEARCH

- a. This action is also available under the "Case Actions" tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

**Select Display Option**

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. For each step in the form, input the applicable information and select “Next” when complete.

- a. User can select any milestone in the left column to navigate to that section of the form.
  - i. In the General Details section, a warning message will appear if user enters a new victim with the same first and last name as an existing victim.

- ii. In the Additional Victim Details section, user can enter if the victim qualifies as a special victim. If 'Yes', user can select the Special Victim Type and the Relation to Accused.

- iii. In the VWAP and Victim's Rights section, user can enter if the victim declined to participate in the trial. If 'Yes', user can upload a Victim Declination Document.

**Add Victim: U.S. v. Abimilek**

This form will timeout in 37 minutes. Any unsaved progress will be lost.

**WVAP and Victim's Rights**

**WVAP Details**

Indicate the dates WVAP forms were provided to the victim

Form	Provided On	Provided By	Election	Download
No WVAP Forms Provided				

**Trial Participation**

Did the victim decline to participate?

**Victim Declination Document**  
  
 TXT - < 1 KB

[Victim Declination](#)

[Victim Post Trial Rights](#)

- b. Based on user selections, fields will become visible if additional information is required.
- c. The user may submit the form at any point by selecting the “Review” step of the wizard and pressing “Submit” at the bottom right corner of the screen, and all information will be saved.
- d. The user may cancel out of the form if required at any step and no information will be saved.

This form will timeout in 38 minutes. Any unsaved progress will be lost.

**Service Details**

Service Status: Active Duty

Service Branch: USA

Grade: E-3

Rank: Sergeant

Unit: 4th Fleet

EDIP / DOD ID: 335888484

Rating Category:

Rating:

**General Details**

**Victim Information**

Last Name: Johnson

First Name: John

Middle Name: J

Suffix: Jr.

Sex: M

Race: White

Ethnicity: Hispanic or Latino

Date of Birth: 19/29/1988

**Victim Status**

Victim Status: Military

Is the victim deceased?  Yes  No

**Point of Contact Information**

Relation to Victim:

Last Name:

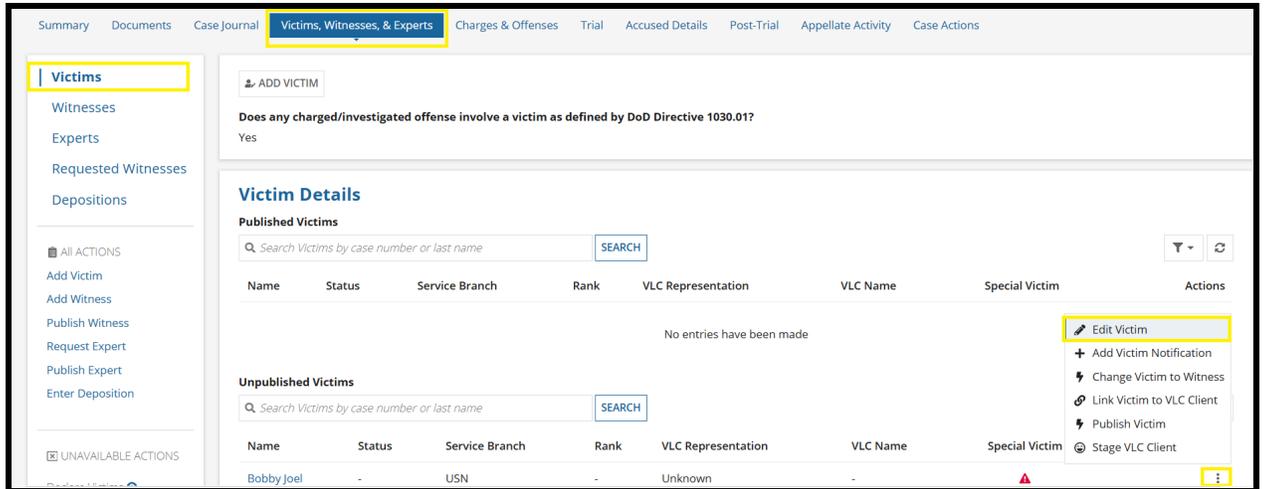
First Name:

Middle Name:

Suffix:

[CANCEL](#) [NEXT](#)

5. Review the victim’s details from the “Review” step and press “Submit” to save the victim to the case.
  - a. Edits to fields may be made directly from the “Review” step.
  - b. User may navigate to previous sections by selecting the milestones on the left side of the form or by selecting the “Back” button.
6. Following submission, the newly added victim is now available in the “Unpublished Victims” list.
  - a. Victim details may be edited by selecting the “Edit” icon in the grid.
  - b. Uploaded document(s) will be available under the Case Documents tab to view/download.

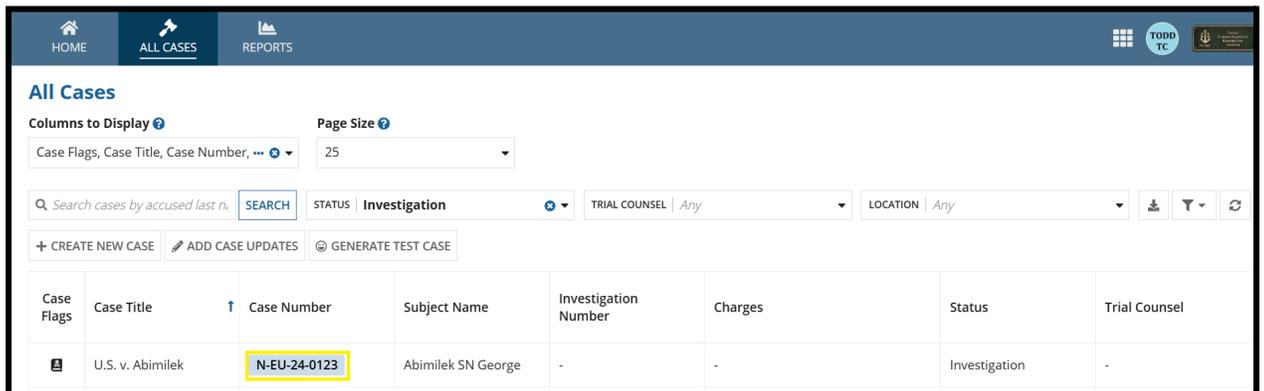


## Deactivate Victim

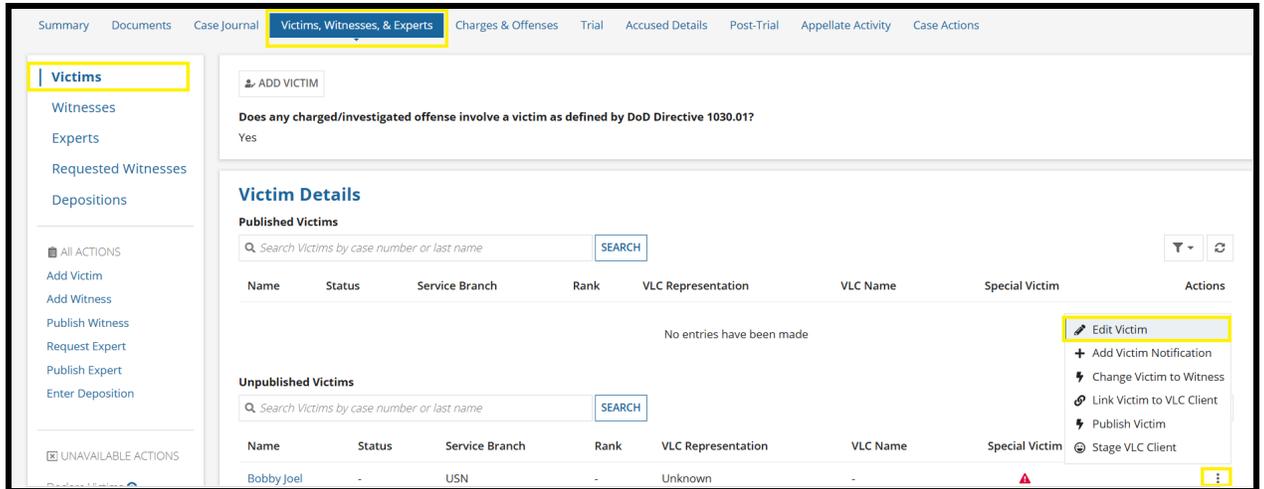
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



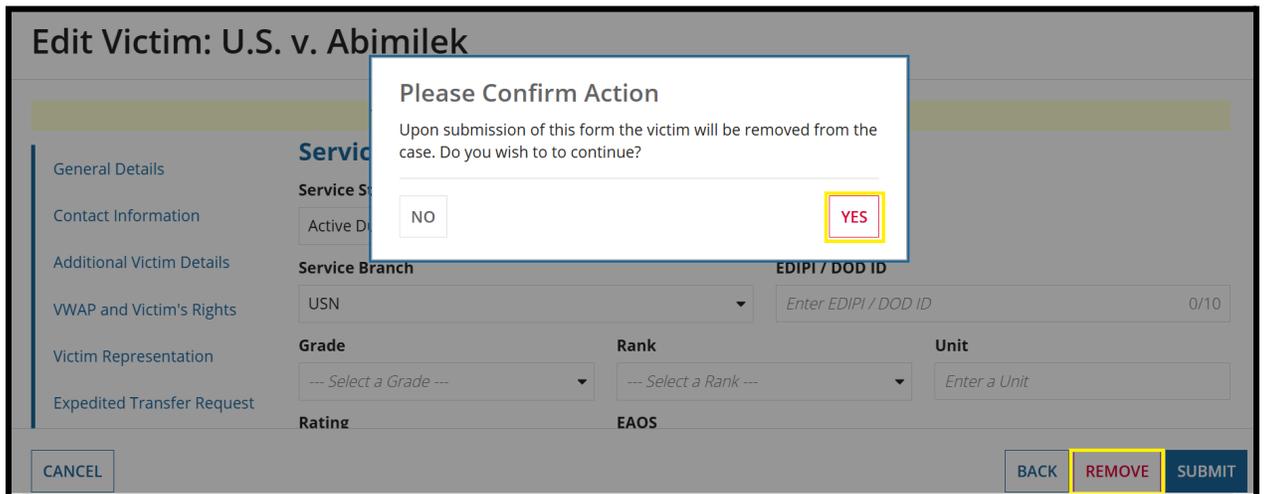
2. Select the "Case Number" to navigate to the case summary view.



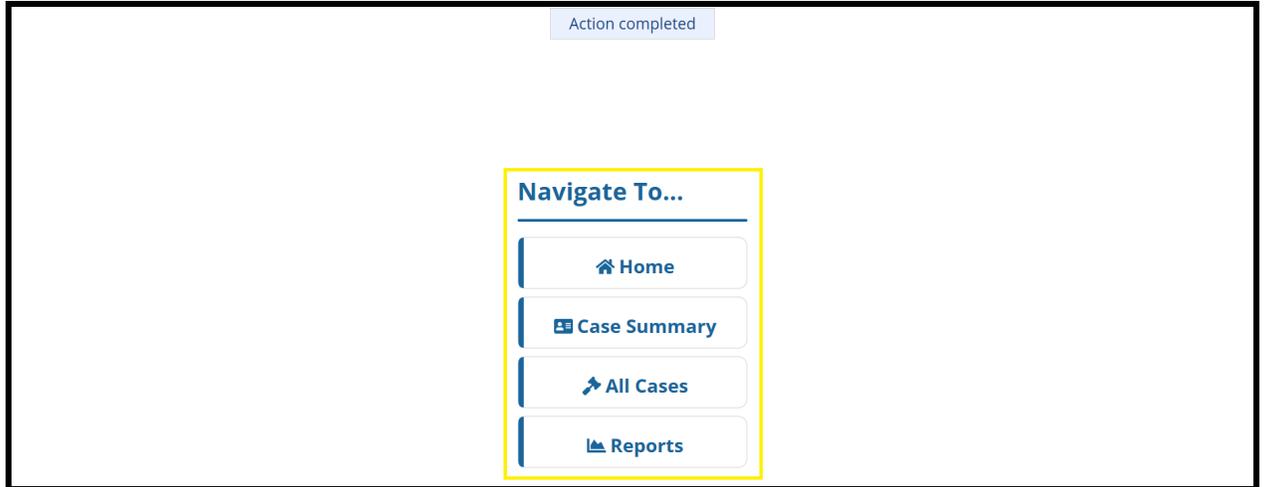
3. From the case summary view, navigate to the "Victims, Witnesses, and Experts" tab and view the Unpublished Victims grid from the Victims subtab.
  - a. Victim details may be edited by selecting the "Edit" icon in the grid.



- In the Edit Victim form, user can select the 'Remove' button to deactivate the unpublished victim from the case. Confirm the action by selecting 'Yes'. Note that this functionality is only available for unlinked, unpublished victims.



- On confirmation, user is sent to a navigation view to reroute the user in the tab.



## Publish Victim

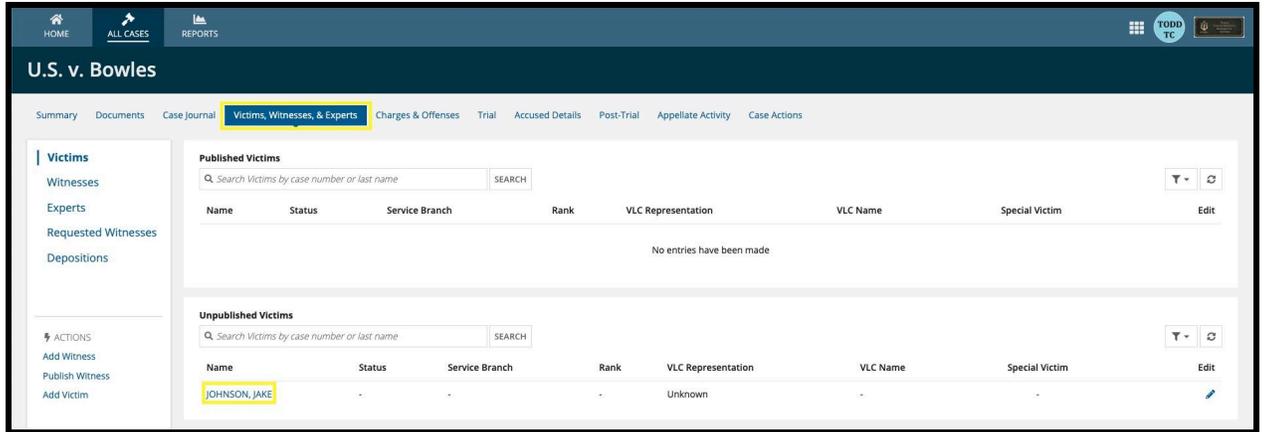
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



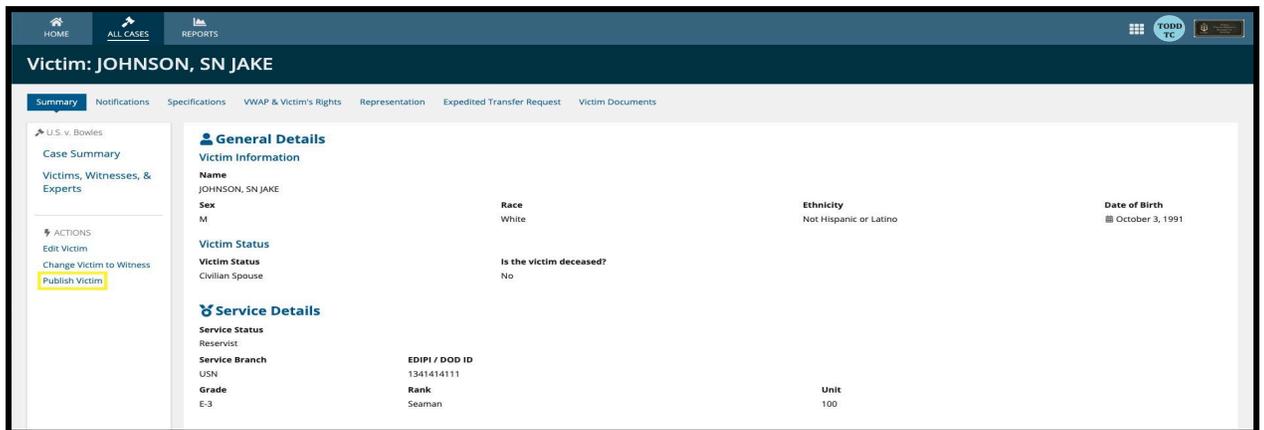
2. Select the “Case Number” to navigate to the case summary view.



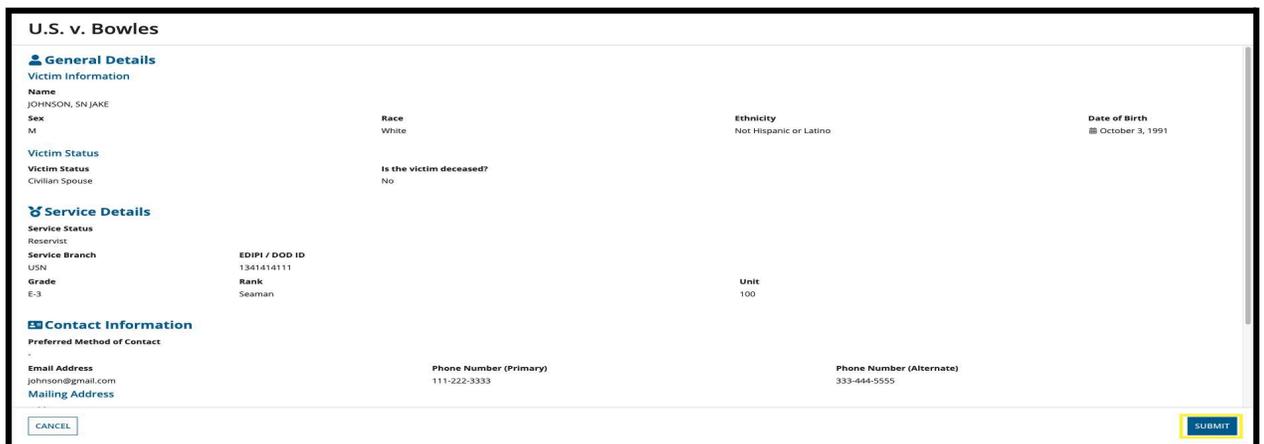
3. From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the tab to display the available case victims.
4. Select the desired victim from the list of victims in the “Unpublished Victims” grid by selecting their name to be navigated to the victim summary page.



5. Select the “Publish Victim” action to publish the victim.

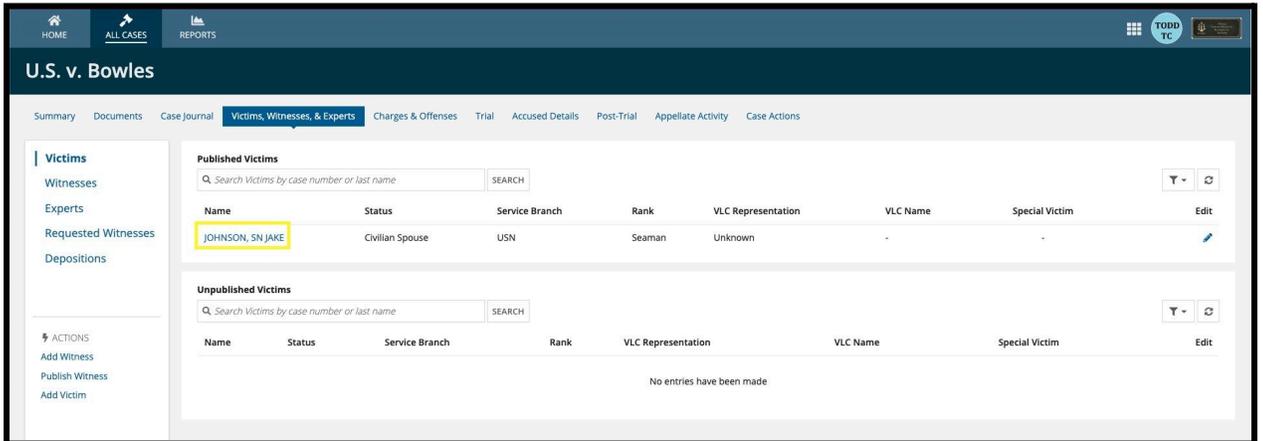


6. Review the “Victim Details” and select “Submit” to publish the victim.  
 a. Upon selecting “Submit” a confirmation message is displayed. Select “Yes” to continue.

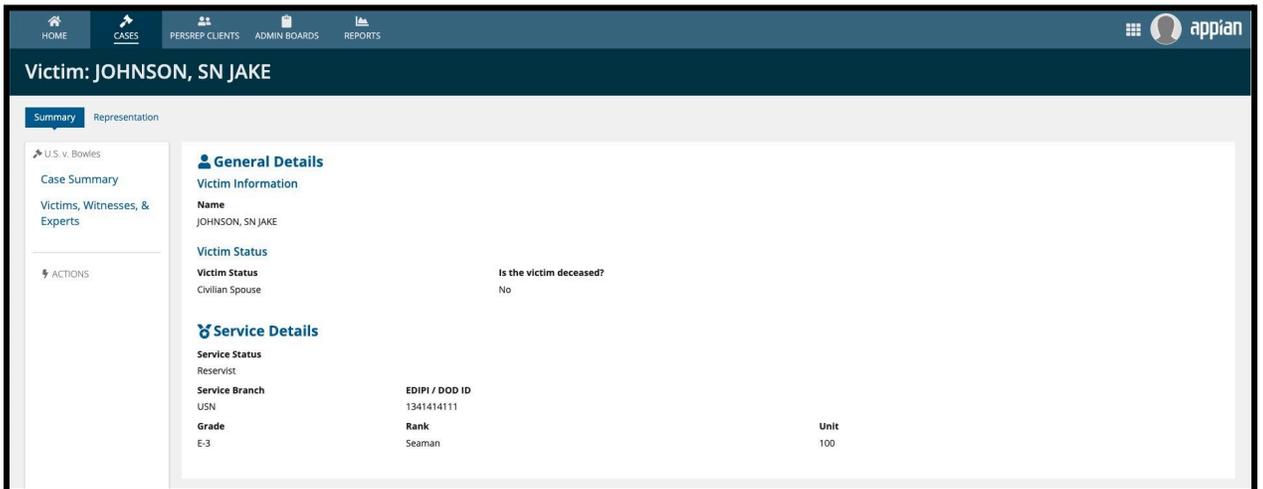


7. After returning to the “Victim Summary” select the “Victims, Witnesses, & Experts” tab on the left to return to the “Victims, Witnesses, & Experts” tab. The victim that was

previously in the “Unpublished Victims” grid can now be found in the “Published Victims” grid.



- Following the publication of a victim, DSO victims can view a simplified view of a victim containing basic information related to their service status and representation.

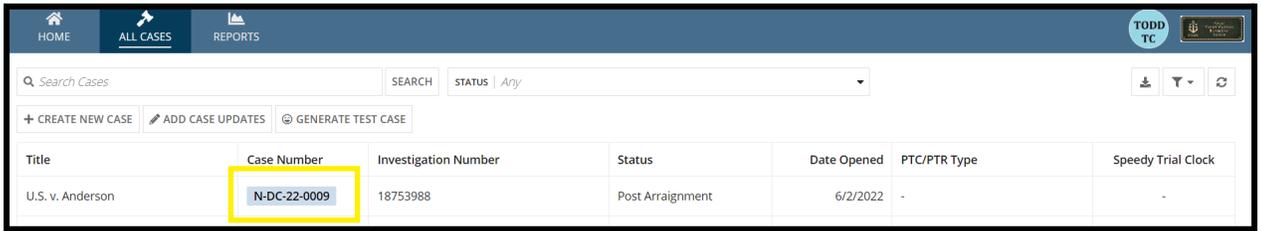


## Add Victim Notification

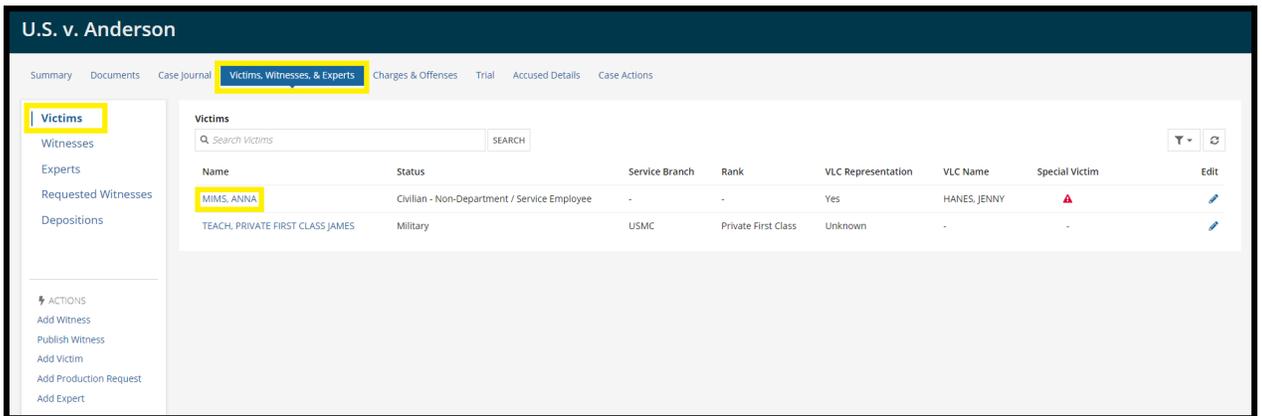
- From the NCORS Legal Case Management site, select the “All Cases” tab.



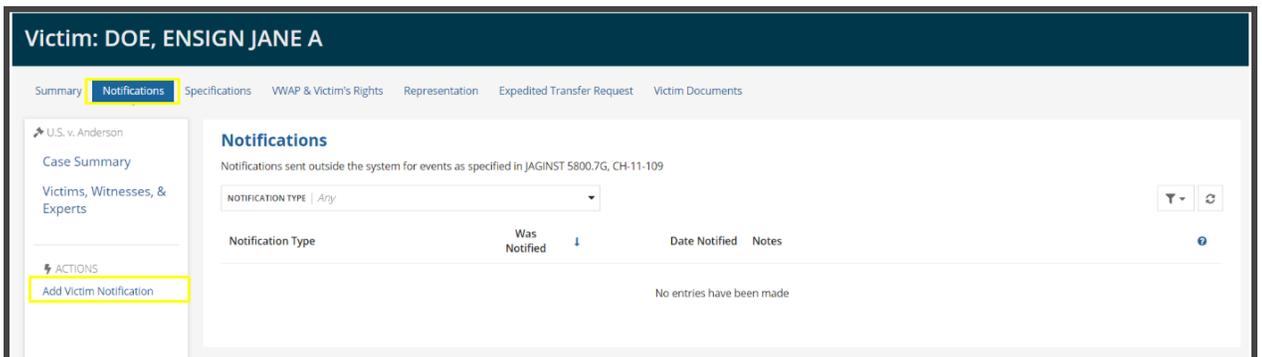
2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the tab to display the available case victims.
4. Select the desired victim from the list of victims by selecting their name to be navigated to the victim summary page.



5. From the victim summary, select the “Victim Notifications” tab and select the “Add Notification” action from the “Actions” list.
  - a. Tab will display a list of notifications sent to the victim (if any).



6. In the form, input the details of the notification provided to the victim.
  - a. The user may add multiple notifications at once by selecting the “Add Notification” button in the bottom left corner of the list.

### Add Victim Notifications: U.S. v. Anderson

Add information about Victim Notifications that occurred outside the system per JAGINST 5800.7G, CH-11-109.

Notification Type	Notified?	Date Notified	Notes
Conclusion of the Investigation: Upon upload of a substantially c...	<input checked="" type="radio"/> Yes <input type="radio"/> No	11/04/2022	Example Notes 13/2000

[Add Notification](#)

[CANCEL](#) [SUBMIT](#)

7. Following the entry of all information, select "Submit" to save the entries to the victim.
  - a. Prior to submission, user may remove any input notifications by selecting the red "x" icon to remove the notification.

### Add Victim Notifications: U.S. v. Anderson

Add information about Victim Notifications that occurred outside the system per JAGINST 5800.7G, CH-11-109.

Notification Type	Notified?	Date Notified	Notes
Conclusion of the Investigation: Upon upload of a substantially c...	<input checked="" type="radio"/> Yes <input type="radio"/> No	11/01/2022	Example Notes 13/2000
Initial disposition decision	<input checked="" type="radio"/> Yes <input type="radio"/> No	11/02/2022	Notes 5/2000
Preferral of charges	<input checked="" type="radio"/> Yes <input type="radio"/> No	11/04/2022	Notes 5/2000

[Add Notification](#)

[CANCEL](#) [SUBMIT](#)

8. All entered notifications are now visible in the "Notifications" list.

**Victim: DOE, ENSIGN JANE A**

Summary **Notifications** Specifications WVAP & Victim's Rights Representation Expedited Transfer Request Victim Documents

U.S. v. Anderson  
Case Summary  
Victims, Witnesses, & Experts

**Notifications**  
Notifications sent outside the system for events as specified in JAGINST 5800.7G, CH-11-109

NOTIFICATION TYPE | Any

Notification Type	Was Notified	Date Notified	Notes
Referral of charges	✓	11/4/2022	Notes (view more)
Initial disposition decision	✓	11/2/2022	Notes (view more)
Conclusion of the Investigation: Upon upload of a substantially completed ROI	✓	11/1/2022	Example Notes (view more)

a. User can edit a notification by selecting the “Edit” icon in the grid.

## Add Witness

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME **ALL CASES** REPORTS TODD TC

2. Select the “Case Number” to navigate to the case summary view.

HOME **ALL CASES** REPORTS TODD TC

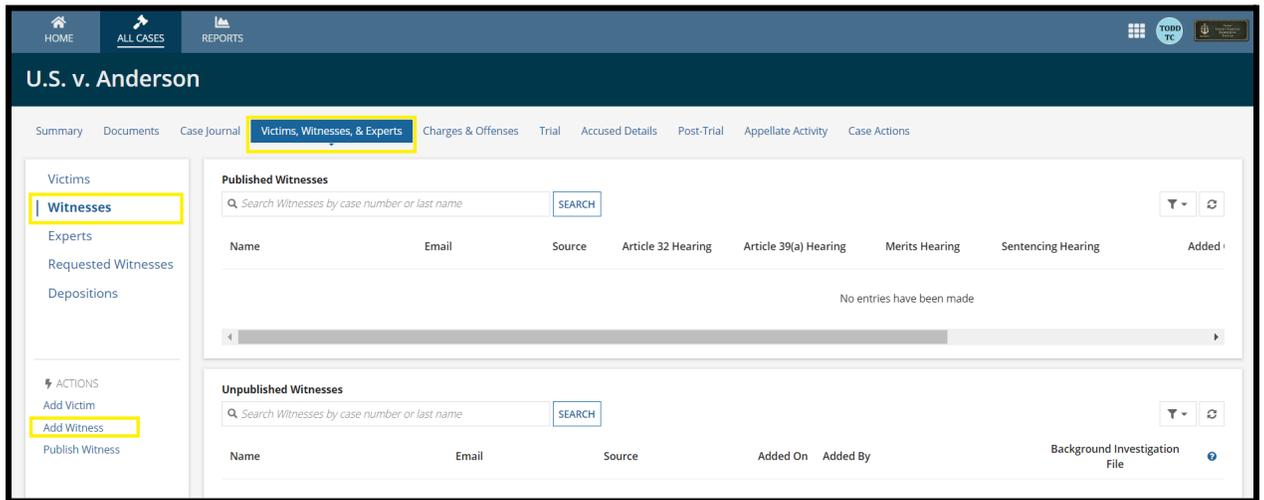
Columns to Display Page Size  
Case Flags, Case Title, Case Number ... 25

Q N-EU-24-0019 SEARCH STATUS | Any TRIAL COUNSEL | Any LOCATION | Any

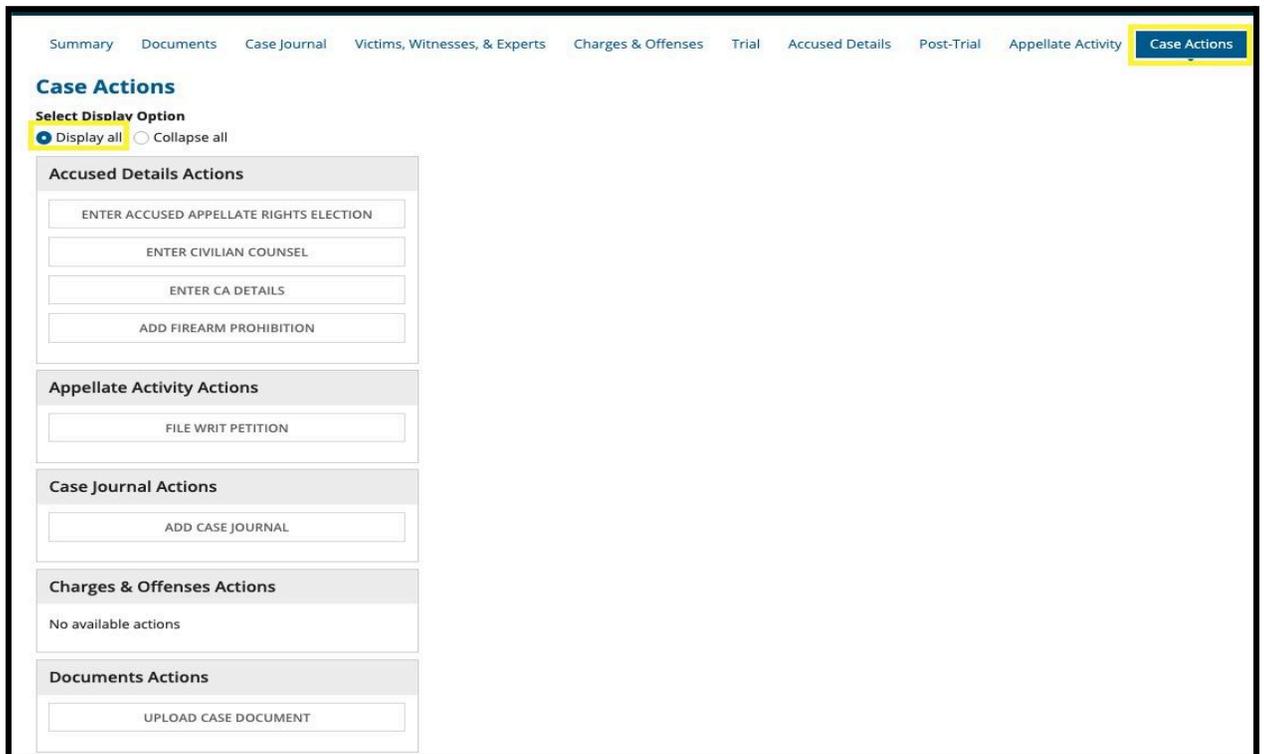
+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date
	U.S. v. Anderson	<b>N-EU-24-0019</b>	ANDERSON, SCPO ANDY	9087080980	Article 79 - Conviction of lesser included offense; Article 82 - Solicitation; Article 120b - Rape and sexual assault of a child; Article 107a - Parole violation	Monitoring Civilian Case	TRIAL GOVERNMENT COUNSEL, TODD	7/10/2024

3. From the case summary view, navigate to the “Victims, Witnesses, and Experts” tab and select the action to “Add Witness” from the “Actions” list.



- a. This action is also available under the "Case Actions" tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.



4. For each step in the add witness form, input the applicable information and select “Next” when complete.

- a. Based on user selections, fields will become visible if additional information is required.
  - i. If user enters a new witness with the same first and last name as an existing witness, a warning message will appear.

Add Witness: U.S. v. Abimilek

**General Details**

Contact Information

WVAP Details

Review

**Service Details**

Service Status: Active Duty

Service Branch: USN

EDIFI / DOD ID: 0/10

Grade: --- Select a Grade ---

Rank: --- Select a Rank ---

Unit: Enter a Unit

Rating: --- Select a Rating ---

EAOS: mm/dd/yyyy

**General Details**

**Witness Information**

New entry matches an existing Witness on the case. Please review existing entries prior to submission.

Last Name: Nye

First Name: Bill

Middle Name: Middle Name

Suffix: Suffix

- b. The user may cancel out of the form if required at any step and no information will be saved.

Add Witness: U.S. v. Anderson

This form will timeout in 59 minutes. Any unsaved progress will be lost.

**General Details**

Contact Information

WVAP Details

Review

**Service Details**

Service Status: Reservist

Service Branch: USN

EDIFI / DOD ID: 8979796999

Grade: E-5

Rank: Petty Officer Second Class

Unit: 7

Rating Category: Aviation

Rating: Aviation Machinist's Mate

EAOS: mm/dd/yyyy

**General Details**

**Witness Information**

Last Name: Enter Last Name

First Name: Enter First Name

Middle Name: Middle Name

Suffix: Suffix

Sex: --- Select a Value ---

Race: --- Select a Value ---

Ethnicity: --- Select a Value ---

Date of Birth: mm/dd/yyyy

Point of Contact Information

Relation to Witness

- 5. Review the victim's details from the "Review" step and press "Submit" to save the witness to the case.
  - a. Edits may be made directly from the "Review" step.
  - b. User may navigate to previous sections by selecting the milestones on the left side of the form or by selecting the "Back" button.

**Add Witness: U.S. v. Anderson**

This form will timeout in 58 minutes. Any unsaved progress will be lost.

**General Details**

Service Status: Reservist

Service Branch: USN EDIPI / DOD ID: 8979796999 10/10

Grade: E-5 Rank: Petty Officer Second Class Unit: 7

Rating Category: Aviation Rating: Aviation Machinist's Mate EAOS: mm/dd/yyyy

**General Details**

**Witness Information**

Last Name: Enter Last Name First Name: Enter First Name Middle Name: Middle Name Suffix: Suffix

Sex: --- Select a Value --- Race: --- Select a Value --- Ethnicity: --- Select a Value --- Date of Birth: mm/dd/yyyy

6. Following submission, the newly added witness is now available in the “Unpublished Witnesses” list.
  - a. Witness details may be edited by selecting the “Edit” icon in the grid.
  - b. “Unpublished” witnesses are only visible to trial office users until formally “published” to the assigned defense office in a separate action.

**U.S. v. Anderson**

Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**Witnesses**

**Published Witnesses**

Search: Search Witnesses by case number or last name [SEARCH]

Name	Email	Source	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing	Added
No entries have been made							

**Unpublished Witnesses**

Search: Search Witnesses by case number or last name [SEARCH]

Name	Email	Source	Added On	Added By	Actions
BALL, AD2 LAMRON	-	Government	8/2/2024	Todd Trial Government Counsel	Edit Witness + Add Witness Notification + Add Witness Travel Change Witness to Victim

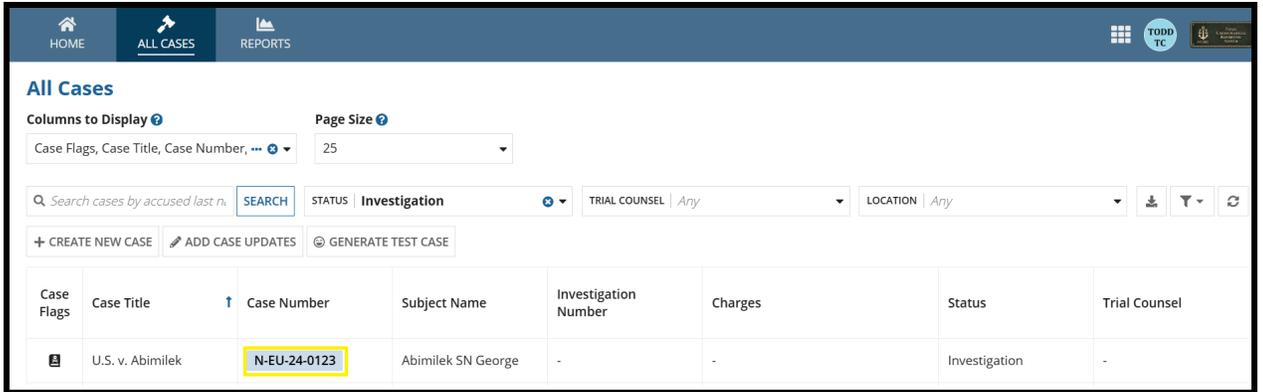
- a. User can edit an added witness by selecting the “Edit” icon in the grid.
- b. User can navigate to a summary view of a witness by selecting the witness’ name in the grid.

## Deactivate Witness

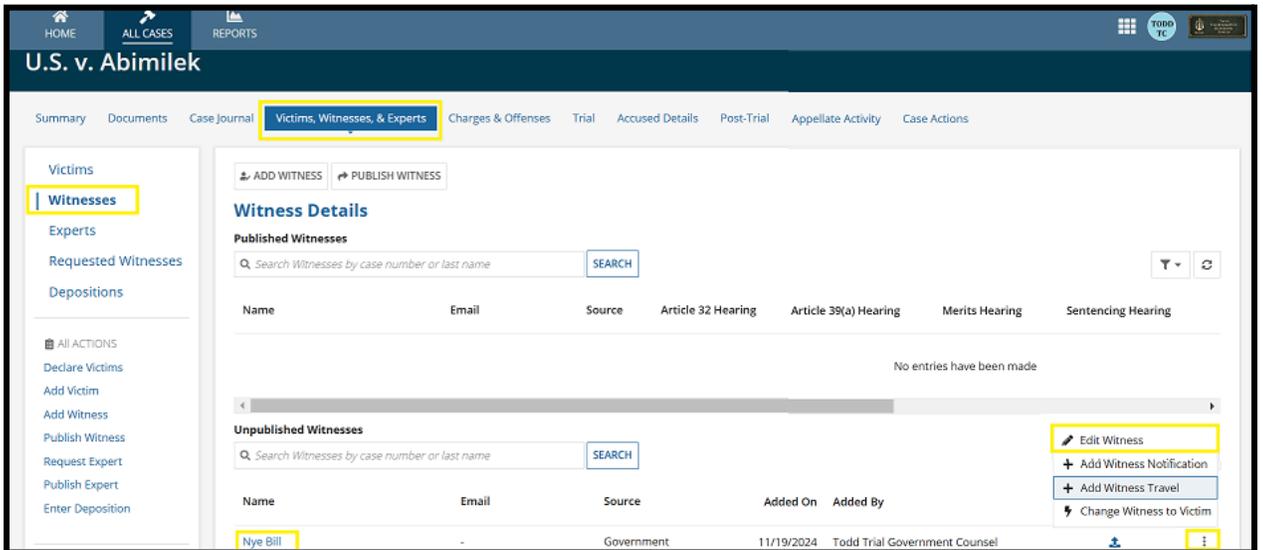
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



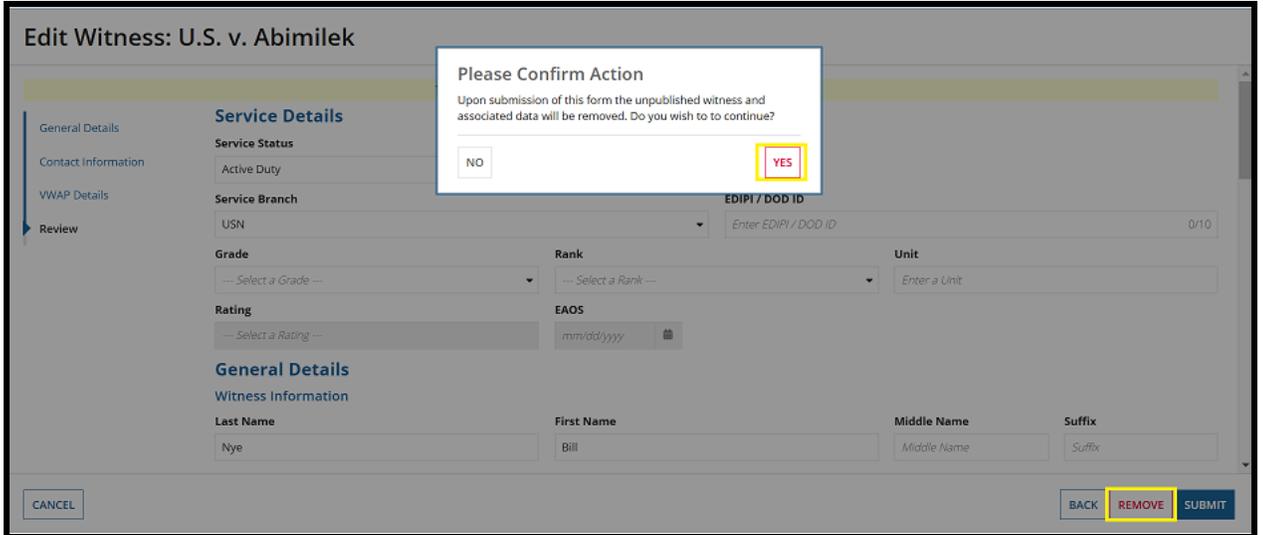
2. Select the “Case Number” to navigate to the case summary view.



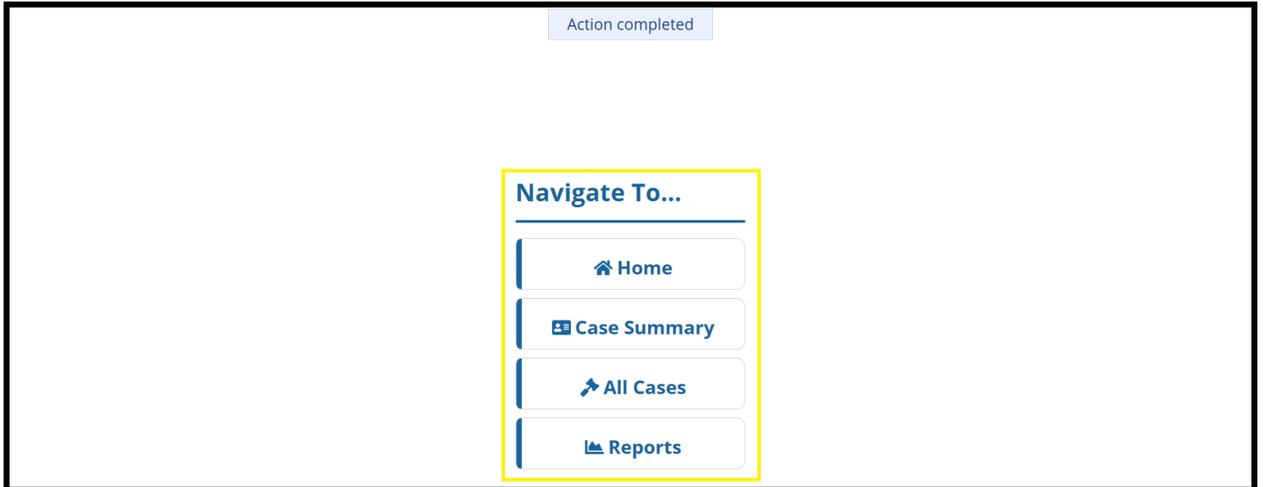
3. From the case summary view, navigate to the “Victims, Witnesses, and Experts” tab and view the Unpublished Witnesses grid from the Witnesses subtab.
  - a. Witness details may be edited by selecting the “Edit” icon in the grid.



4. In the Edit Witness form, user can select the ‘Remove’ button to deactivate the unpublished witness from the case. Confirm the action by selecting ‘Yes’. Note that this functionality is only available for unlinked, unpublished witnesses.



5. On confirmation, user is sent to a navigation view to reroute the user in the tab.



## Upload Witness Background Investigation

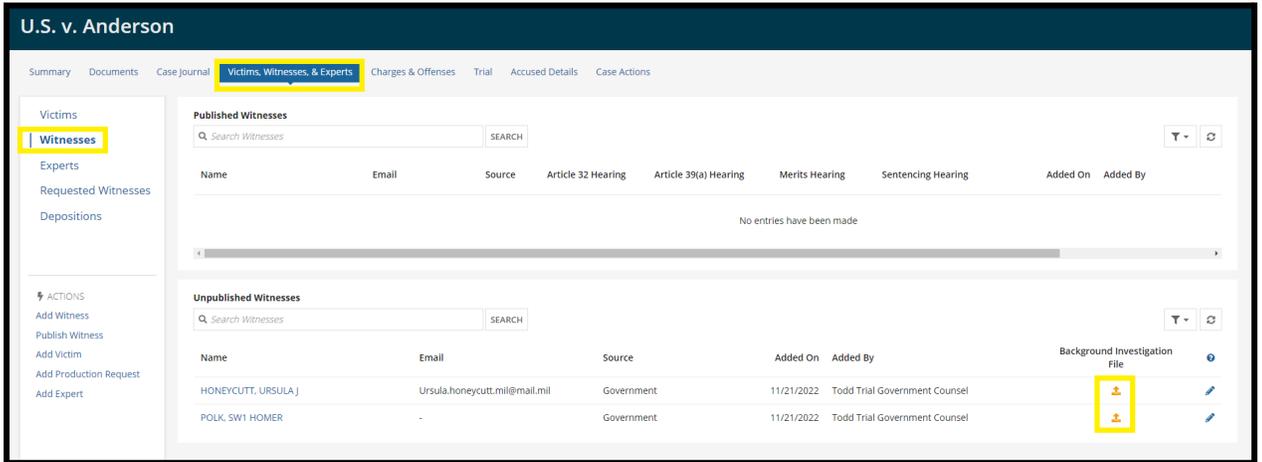
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



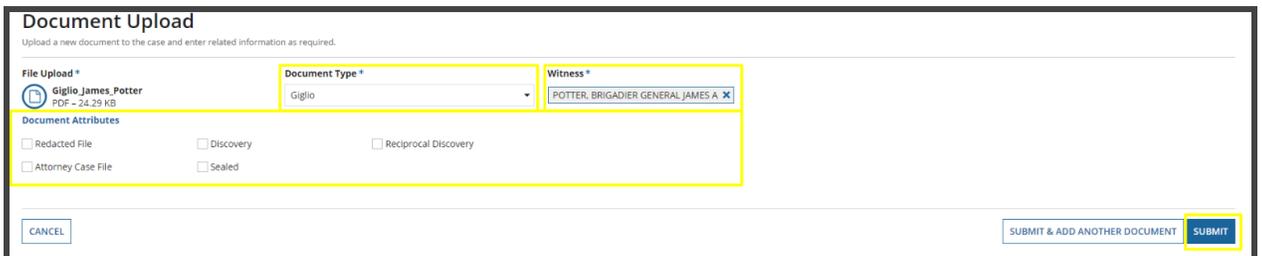
2. Select the “Case Number” to navigate to the case summary view.



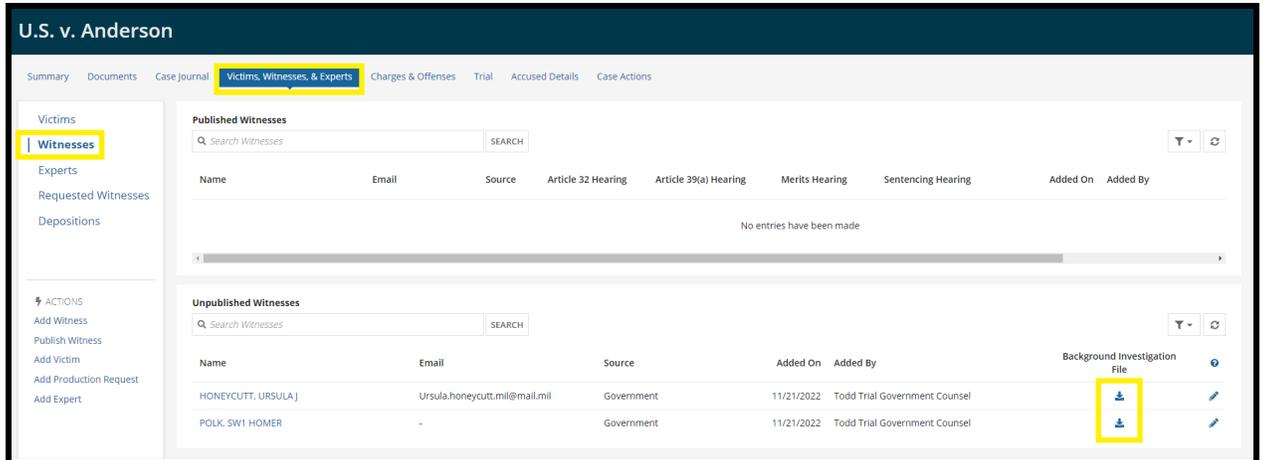
3. From the case summary view, navigate to the “Victims, Witnesses, and Experts” tab and select the Witnesses subtab to view published and unpublished witnesses.
4. To upload a background investigation (Giglio) file, select the yellow upload icon within the grid.



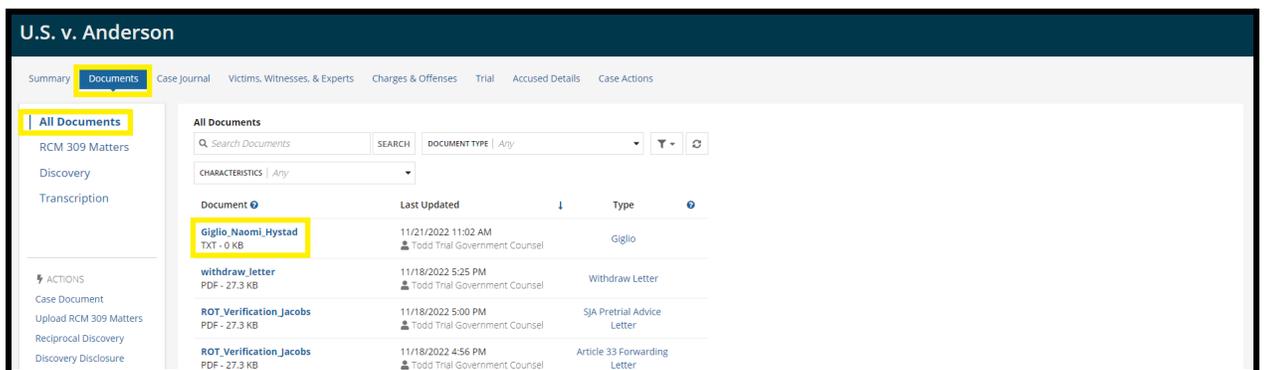
5. In the form, upload the appropriate background investigation file related to the witness
  - a. Select the file type as “Giglio”.
  - b. Input the name of the appropriate witness in the “Witness” field
  - c. Identify documents attributes to identify documents as “discovery”, “redacted”, “reciprocal discovery”, or “attorney work product”.
    - i. Input Bates Number for documents identified as “discovery”. Documents will later be sent as discovery in a separate action.



6. Following submission, file is available to be downloaded from the witnesses list under the “Victims, Witnesses, and Experts tab”.



- a. Document is also available to be viewed and/or downloaded under the case documents tab.



## Add Witness Travel

1. From the NCORS Legal Case Management site, select the "All Cases" tab.

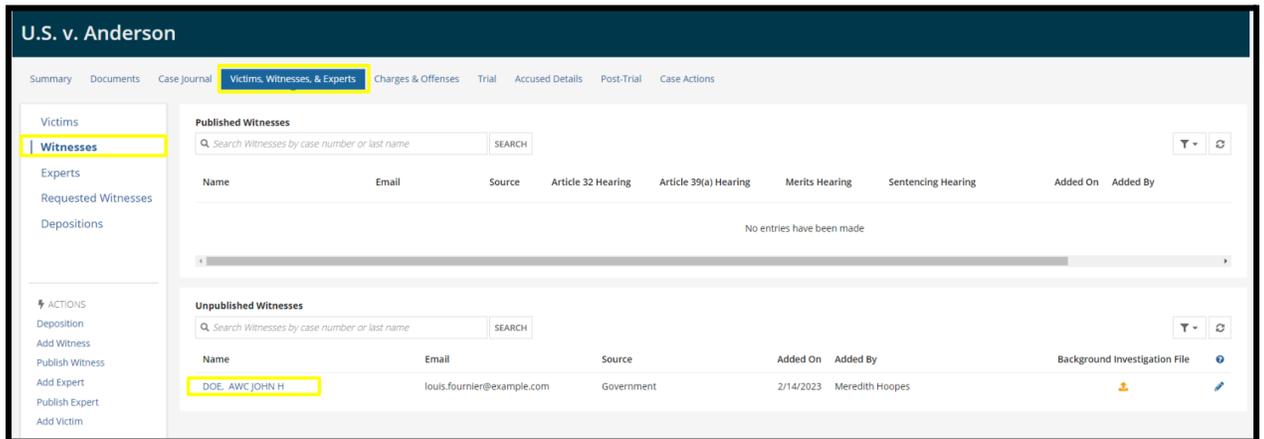


2. Select the "Case Number" to navigate to the case summary view.

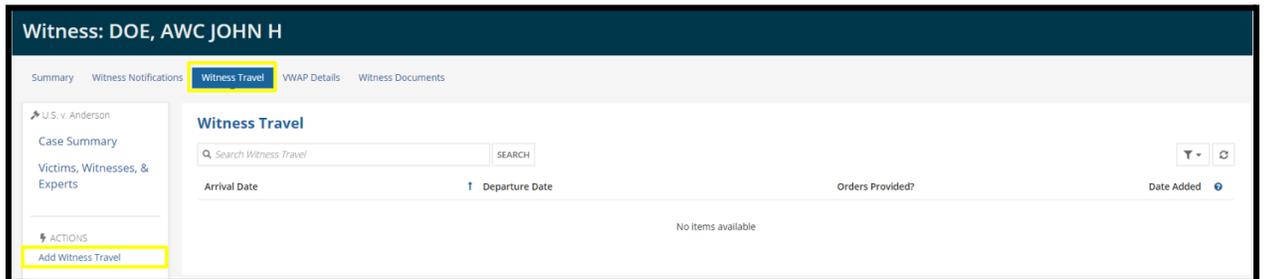


3. From the case summary view, navigate to the "Victim, Witnesses, and Experts" tab and select the tab to display the available witnesses.

4. Select the desired witness from the list of witnesses in the “Witnesses” subtab by selecting their name to be navigated to the witness summary page.



5. From the witness summary, navigate to the “Witness Travel” tab and select the “Add Witness Travel” action from the “Actions” list.



6. Input the details of the witness travel.
  - a. User may add multiple travel entries at once by selecting the “Add Travel” button in the bottom right corner of the list.
  - b. User can remove an entry prior to submission by selecting the “Remove” button in the right hand column of the list.

Witness Travel: Anderson

Arrival Date* 02/06/2023	Departure Date* 02/10/2023	Invitational Orders Provided? <input type="checkbox"/>	<a href="#">X Remove</a>
Arrival Date* mm/dd/yyyy	Departure Date* mm/dd/yyyy	Invitational Orders Provided? <input type="checkbox"/>	<a href="#">X Remove</a>

[+ ADD TRAVEL](#)

[CANCEL](#) [SUBMIT](#)

- Following the entry of all information, select “Submit” to save the entries to the witness.
- All entered travel details are now visible in the “Witness Travel” list and are able to be edited by selecting the “Edit” icon in the grid.

Witness: DOE, AWC JOHN H

Summary Witness Notifications **Witness Travel** VWAP Details Witness Documents

U.S. v. Anderson

Case Summary  
Victims, Witnesses, & Experts

ACTIONS  
Add Witness Travel

Witness Travel

Search Witness Travel

Arrival Date	Departure Date	Orders Provided?	Date Added
2/6/2023	2/10/2023	X	2/20/2023 <a href="#">Edit</a>

## Publish Witness

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.

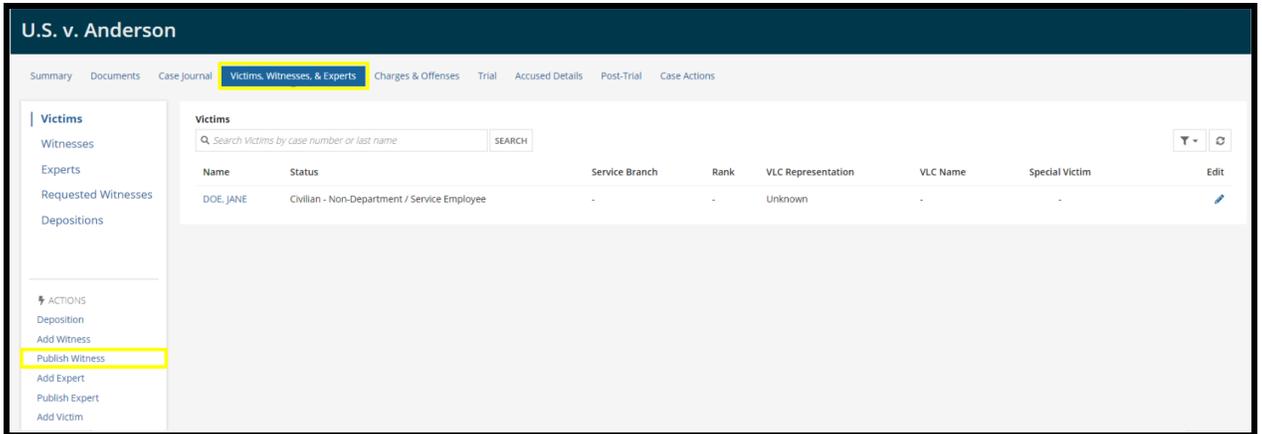
HOME **ALL CASES** REPORTS

SEARCH Cases STATUS | Any

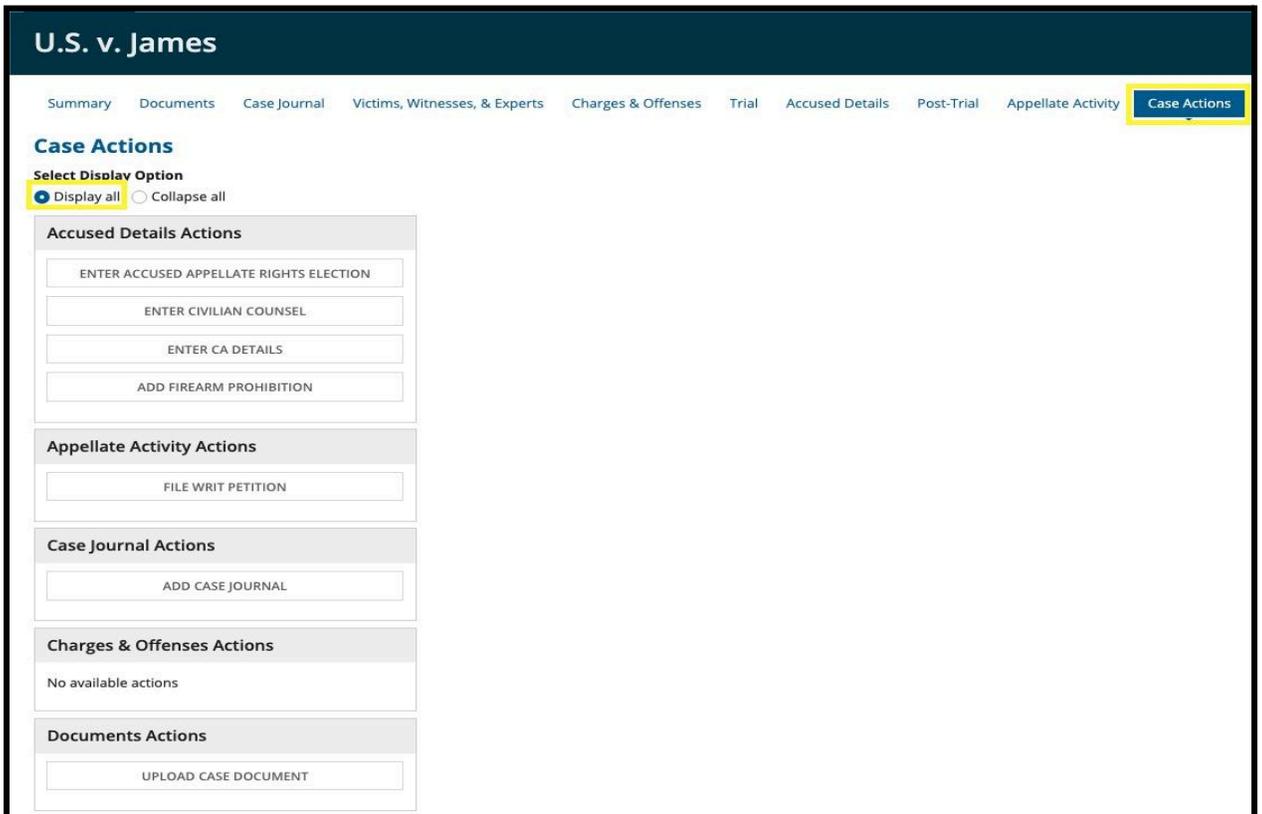
+ CREATE NEW CASE + ADD CASE UPDATES @ GENERATE TEST CASE

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	<b>N-DC-22-0009</b>	18753988	Post Arraignment	6/2/2022	-	-

- From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the “Publish Witness” action from the “Actions” list.



- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.



4. In the form, select from the list of witnesses which witness or witnesses to publish to the case.
  - a. For each witness selected, select the “Hearing Involvement” to identify that the witness is for one for more hearings on the case.

- i. Options for hearing involvement are: “Article 32, Article 39(a), Merits, Sentencing”.

- 5. Select “Submit” to publish the witness to the case.
  - a. A “published” witness will be visible to all other users who have access to the case.
- 6. The published witness or witnesses are visible in the “Published Witnesses” grid under the “Witnesses” subtab under the “Victims, Witnesses, and Experts” tabs.

Name	Email	Source	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing	Added On	Added By
DOE, AWCJOHN H	louis.fournier@example.com	Government	✓	✓	✗	✗	2/14/2023	Meredith Hoopes

## Grant Witness Immunity

- 1. From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.

The screenshot shows the 'ALL CASES' dashboard with a table of cases. The table has columns for Case Title, Case Number, Subject Name, Investigation Number, Charges, and Status. The case 'U.S. v. Argonaut' has the case number 'N-EU-24-0129' highlighted in a yellow box.

Case Title	Case Number	Subject Name	Investigation Number	Charges	Status
U.S. v. Argonaut	N-EU-24-0129	ARGONAUT, JASON	-	-	Investigation
U.S. v. ChargeSheetOverflow	N-EU-23-0444	CHARGESHEETOVERFLOW, SR JOHN	-	Article 80 - Attempts; Article 92 - Failure to obey order or regulation; Article 103a - Espionage; Article 134 - General article	Trial

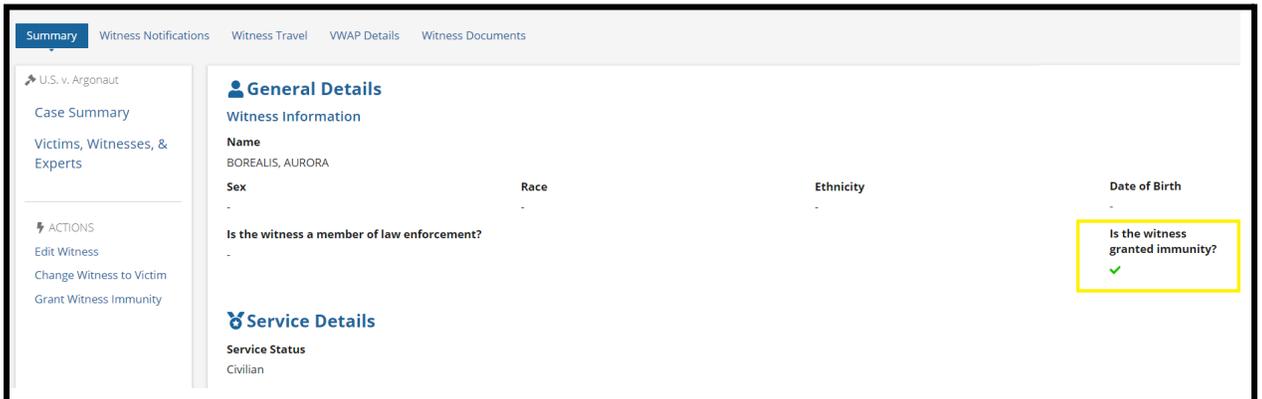
- From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the “Witnesses” subtab.
- Select a published witness from the “Published Witnesses” grid by selecting their name to be navigated to the witness summary page.

The screenshot shows the 'U.S. v. Argonaut' case summary view. The 'Victims, Witnesses, & Experts' tab is selected, and the 'Witnesses' subtab is active. The 'Published Witnesses' grid shows a list of witnesses. The witness 'BOREALIS, AURORA' is highlighted in a yellow box.

Name	Email	Source	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing
BOREALIS, AURORA	-	Government	✓	✓	✓	✓



- Details of the witness immunity can be seen in the witness summary view. To edit witness immunity details, take the “Grant Witness Immunity” action again.



## Change Witness to Victim

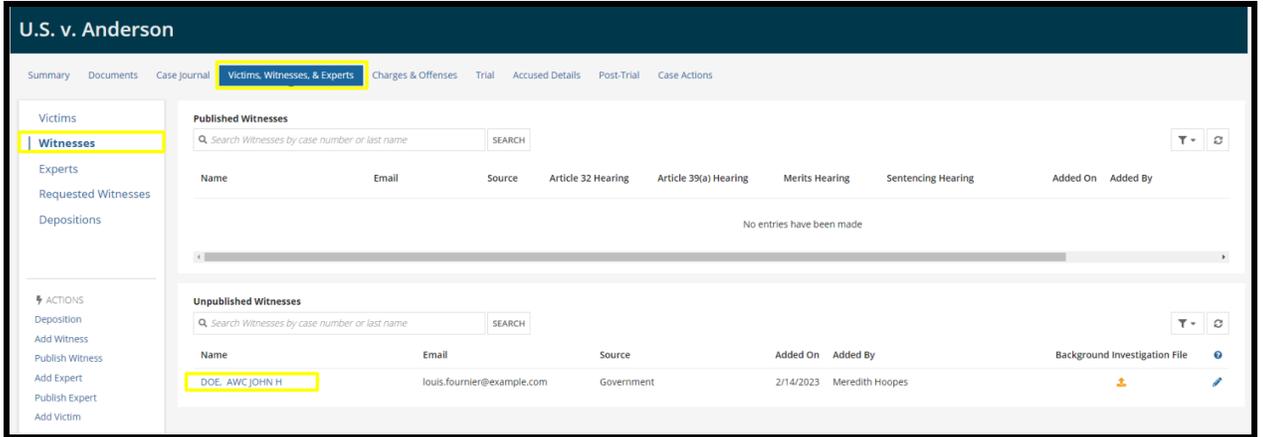
- From the NCORS Legal Case Management site, select the “All Cases” tab.



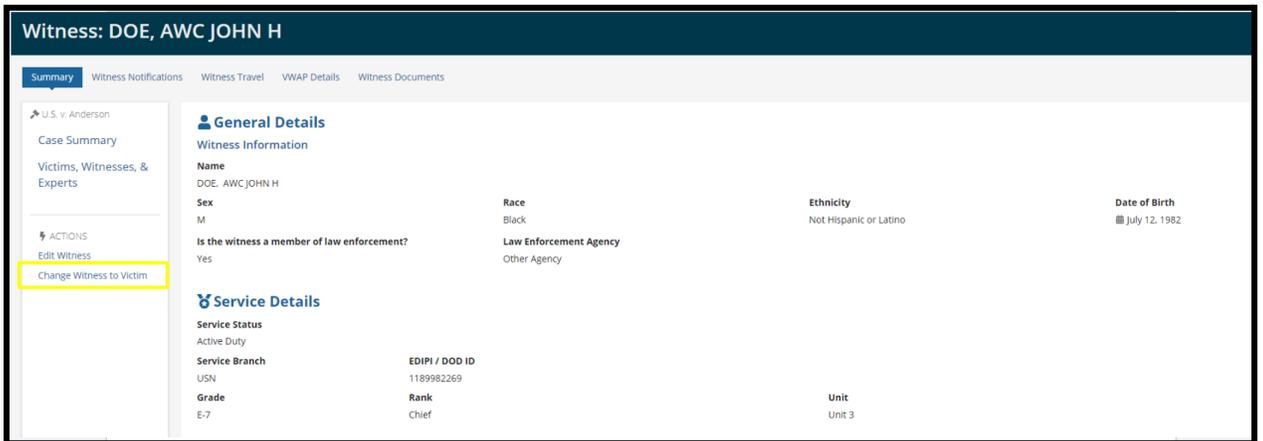
- Select the “Case Number” to navigate to the case summary view.



- From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the tab to display the available case victims.
- Select the desired witness from the list of witnesses in the “Witnesses” subtab by selecting their name to be navigated to the witness summary page.



- From the witness summary, select the “Change Witness to Victim” action from the “Actions” list.



- View the confirmation details prior to changing the witness to a victim.

### Change Witness to Victim: U.S. v. Anderson

*This action will change this individual from a witness to a victim in the system but all related materials will still be available. Changes to the new victim can be made by independently editing the victim after completing this action.*

#### Existing Witness Details

**Name**  
DOE, AWC JOHN H

**Sex**  
M

**Race**  
Black

**Ethnicity**  
Not Hispanic or Latino

**Date of Birth**  
Jul 12, 1982

#### Service Details

**Service Status**  
Active Duty

**Service Branch**  
USN

**EDIP / DOD ID**  
1189982269

**Grade**  
E-7

**Rank / Rate**  
Chief Naval Aircrewman, AWC

**Unit**  
Unit 3

7. Select "Submit" to change the witness to a victim.
8. The newly changed victim is visible in the "Victims" grid under the "Victims, Witnesses, and Experts" tab.
  - a. Entry is no longer visible under the "Witnesses" tab.

### U.S. v. Anderson

Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Case Actions

**Victims**

Search Victims by case number or last name

Name	Status	Service Branch	Rank	VLC Representation	VLC Name	Special Victim	Edit
ARCHER, CHIEF WARRANT OFFICER 3 ANNE A	Other	USN	Chief Warrant Officer 3	Yes	JØRGENSEN, JOSEFINE JØNEJØEN	-	<input type="button" value="edit"/>
TWIST, LIEUTENANT JUNIOR GRADE OLIVER N	Civilian - Non-Department / Service Employee	USN	Lieutenant Junior Grade	Yes	BJØRN, NATHAN NAANBJRN	-	<input type="button" value="edit"/>
DOE, AWC JOHN H	-	USN	Chief	Unknown	-	-	<input type="button" value="edit"/>

**ACTIONS**  
 Deposition  
 Add Witness  
 Publish Witness  
 Add Expert  
 Publish Expert  
 Add Victim

## Change Victim to Witness

1. From the NCORS Legal Case Management site, select the "All Cases" tab.



- Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

- From the case summary view, navigate to the "Victim, Witnesses, and Experts" tab and select the tab to display the available case victims.
- Navigate to the summary view of the desired victim by selecting their name from the "Victims" grid.

Name	Status	Service Branch	Rank	VLC Representation	VLC Name	Special Victim	Edit
ARCHER, CHIEF WARRANT OFFICER 3 ANNE A	Other	USN	Chief Warrant Officer 3	Yes	JORGENSEN, JOSEFINE JONEJØEN	-	
TWIST, LIEUTENANT JUNIOR GRADE OLIVER N	Civilian - Non-Department / Service Employee	USN	Lieutenant Junior Grade	Yes	BJØRN, NATHAN NAANBJØRN	-	
DOE, AWC JOHN H	-	USN	Chief	Unknown	-	-	

- From the witness summary, select the "Change Victim to Witness" action from the "Actions" list.

Section	Field	Value
General Details	Name	DOE, AWC JOHN H
	Sex	M
	Race	Black
	Ethnicity	Not Hispanic or Latino
Service Details	Service Status	Active Duty
	Service Branch	USN
Service Details	EDPI / DOD ID	1189982269
	Grade	E-7
	Rank	Chief
Service Details	Unit	Unit 3
	Date of Birth	July 12, 1982

- View the confirmation details prior to changing the victim to a witness.

### Change Victim to Witness: U.S. v. Anderson

*This action will change this individual from a victim to a witness in the system but all related materials will still be available. Changes to the new witness can be made by independently editing the witness after completing this action.*

#### Existing Victim Details

**Name**  
DOE, AWC JOHN H

<b>Sex</b> M	<b>Race</b> Black	<b>Ethnicity</b> Not Hispanic or Latino	<b>Date of Birth</b> Jul 12, 1982
-----------------	----------------------	--	--------------------------------------

#### Service Details

**Service Status**  
Active Duty

<b>Service Branch</b> USN	<b>EDIP / DOD ID</b> 1189982269	<b>Unit</b> Unit 3
<b>Grade</b> E-7	<b>Rank / Rate</b> Chief Naval Aircrewman, AWC	

7. Select "Submit" to change the victim to a witness.
8. The newly changed victim is visible in the "Witnesses" grid under the "Victims, Witnesses, and Experts" tab.
  - a. Entry is no longer visible under the "Victims" tab.

### U.S. v. Anderson

Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Case Actions

**Victims**

**Witnesses**

Experts

Requested Witnesses

Depositions

---

**ACTIONS**

Deposition

Add Witness

Publish Witness

Add Expert

Publish Expert

Add Victim

#### Published Witnesses

Search Witnesses by case number or last name

Name	Email	Source	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing	Added On	Added By
No entries have been made								

---

#### Unpublished Witnesses

Search Witnesses by case number or last name

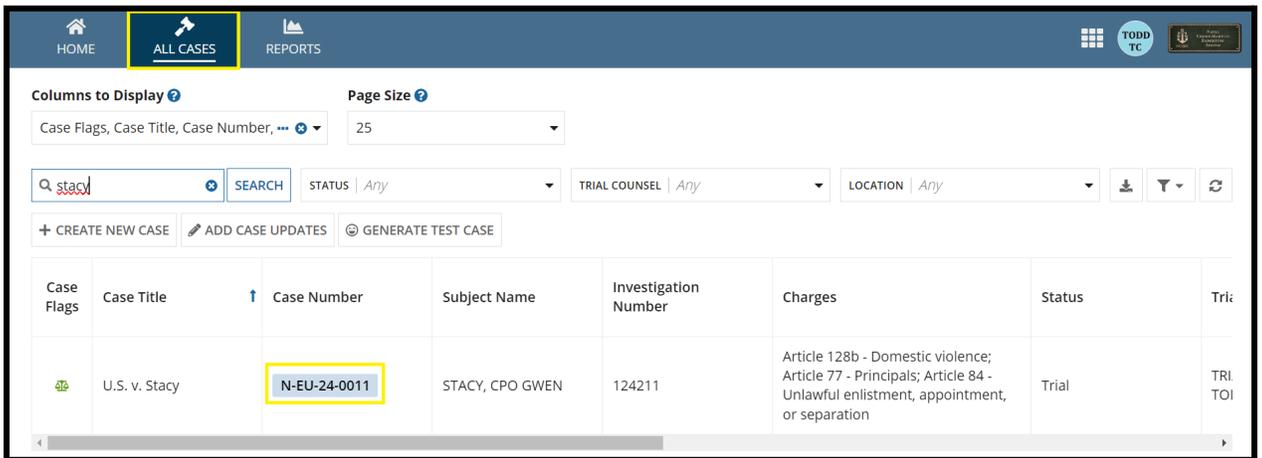
Name	Email	Source	Added On	Added By	Background Investigation File
DOE, AWC JOHN H	louis.fournier@example.com	Government	2/14/2023	Meredith Hoopes	

## Link Court-Martial to VLC Client

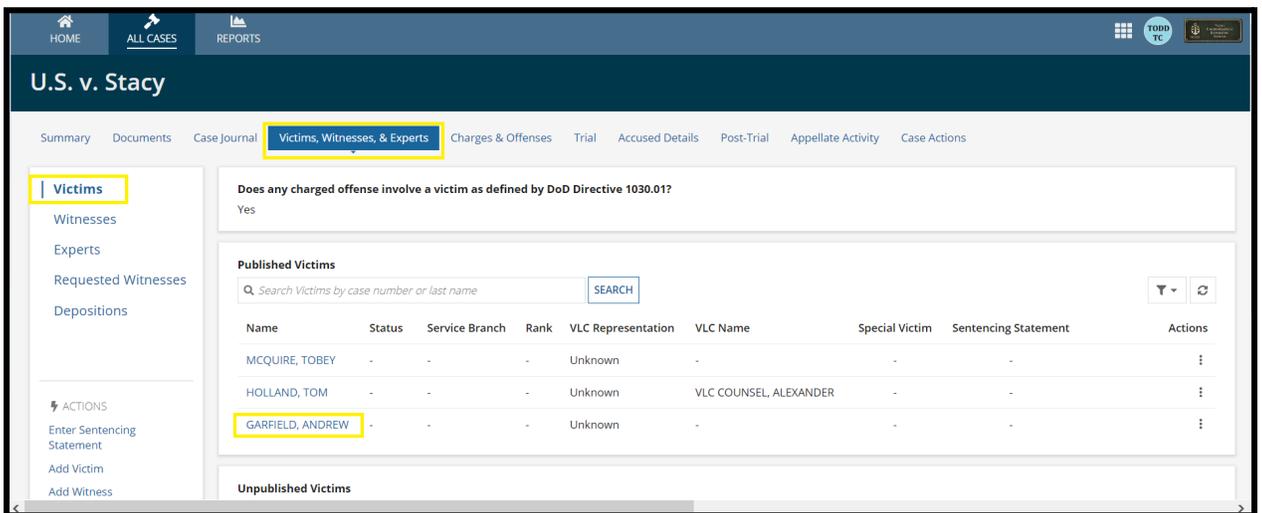
1. From the NCORS Legal Case Management site, select the "All Cases" tab.

HOME **ALL CASES** REPORTS TODD TC

2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the tab to display the available case victims.
4. Navigate to the summary view of the desired victim by selecting their name from the "Victims" grid.



5. From the “Victim Representation” subtab under the victim summary, select the “Link Victim to VLC Client” action from the “Actions” list.

**Victim: GARFIELD, ANDREW**

Summary Notifications Specifications WAP & Victim's Rights **Representation** Expedited Transfer Request Victim Documents

U.S. v. Stacy

Case Summary

Victims, Witnesses, & Experts

ACTIONS

Edit Victim

**Link Victim to VLC Client**

**Victim Representation**

**Trial Preferences**

Was the victim advised of their right to submit a preference regarding jurisdiction? Preference Indicated

> Jurisdiction Preference Document

**VLC Services**

Was the victim informed of VLC services? Date Informed Did the victim request VLC? Does the victim have VLC? No

**Civilian Counsel**

Does the victim have civilian counsel? No

6. In the form, view the search criteria to find the VLC client by inputting the details of the victim and the subject.
  - a. To search for a VLC client, user must include:
    - i. The first and last name of the victim
    - ii. Either the first and last name of the subject **or** the EDIPI of the subject
  - b. Select "Search" to view the results of the criteria.

**Link Case Victim to VLC Client: U.S. v. Stacy**

This form will timeout in 59 minutes. Any unsaved progress will be lost.

Search for a VLC Client to link to a Case Victim. Upon submission, a request to link the selected VLC Client will be sent to the assigned VLC for review.

**Search for VLC Client**

Victim First Name: Andrew  
Victim Last Name: Garfield

Subject First Name: Gwen  
Subject Last Name: Stacy  
Subject EDIPI / DOD ID: Enter EDIPI / DOD ID

**SEARCH**

**Results**

Results *	Subject	Notice Date
<input checked="" type="checkbox"/> VLC Client		
<input checked="" type="checkbox"/> GARFIELD, ANDREW	STACY, GWEN	7/16/2024

**Request Details**

Request Document

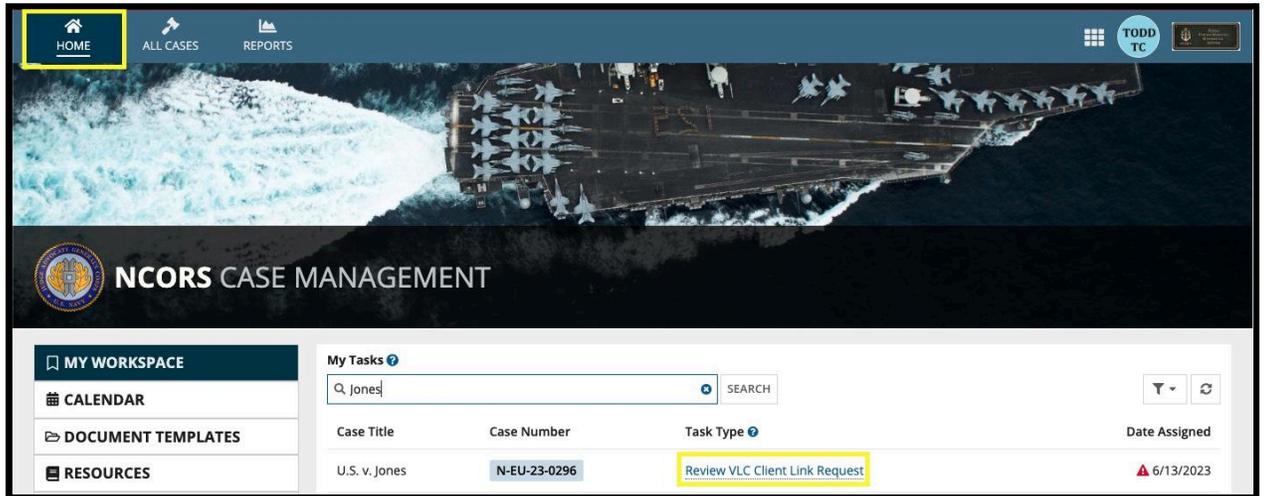
UPLOAD  Drop file here

**CANCEL** **SUBMIT**

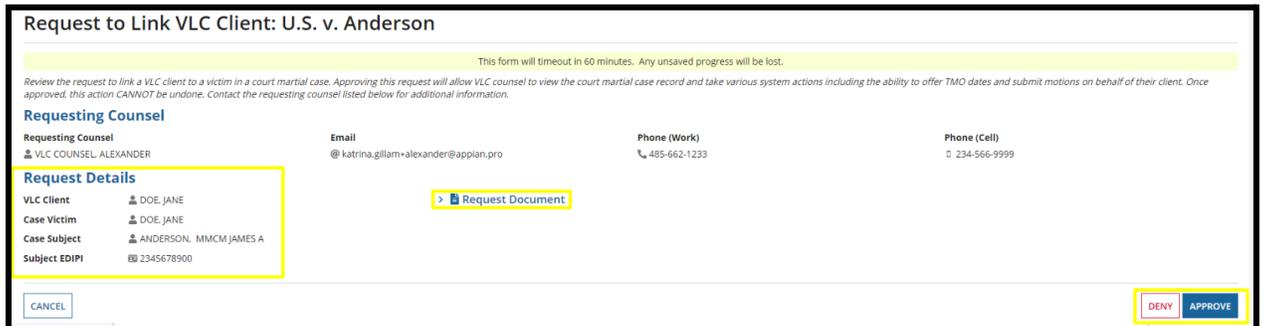
7. Select "Submit" to send a task to the VLC assigned to the client to link their client to the case.
  - a. If the assigned VLC counsel completes the task and accepts the link, the VLC user will have access to view the case in NCORS and take actions on behalf of their client.

# Review VLC Client to Court Martial Link Request

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to “Review VLC Client Link Request” is displayed in the “Task Type” column with the case name and "Case Number".
  - b. Task is created through an action to link a client to an NCORS court martial initiated by the VLC user.



2. Initiate the task by selecting the task name.
3. In the form, review the request information submitted from the VLC and decide to approve or deny the link.



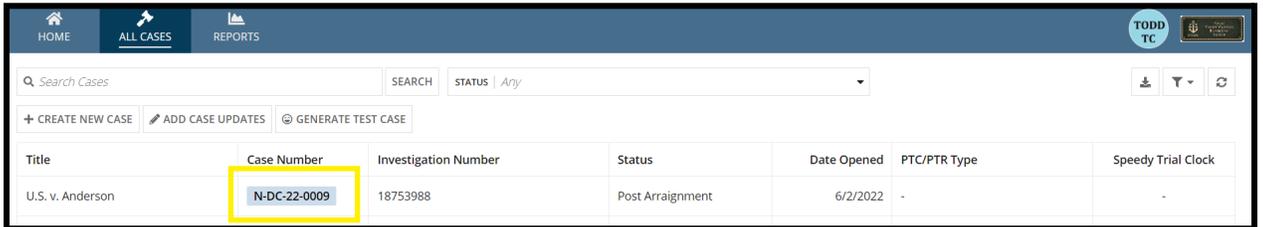
4. Select “Approve” or “Deny” the request.
  - a. If approved, the VLC user will have access to view the case in NCORS and take actions on behalf of their client.
    - i. If approved, the VLC details will be updated for the selected victim.
  - b. If denied, the VLC user will not have access to the case.

# Disclose Documents to VLC

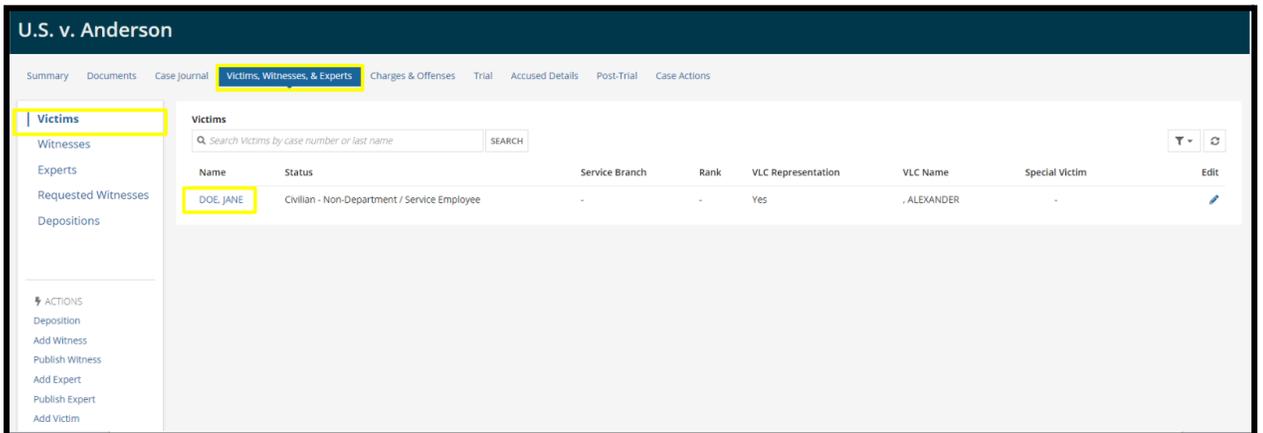
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



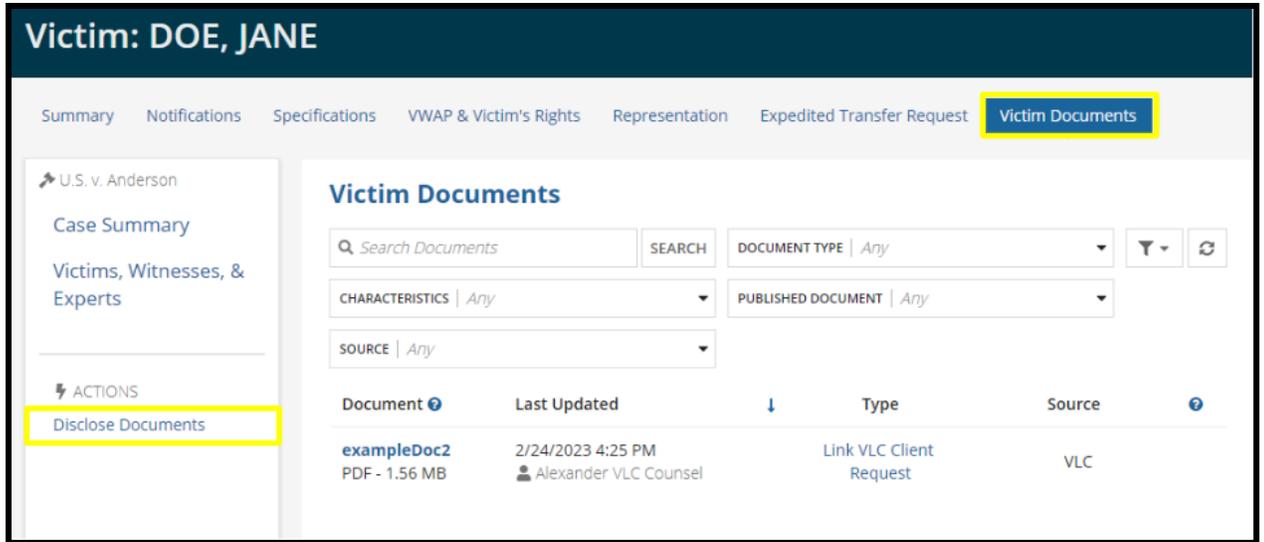
2. Select the “Case Number” to navigate to the case summary view.



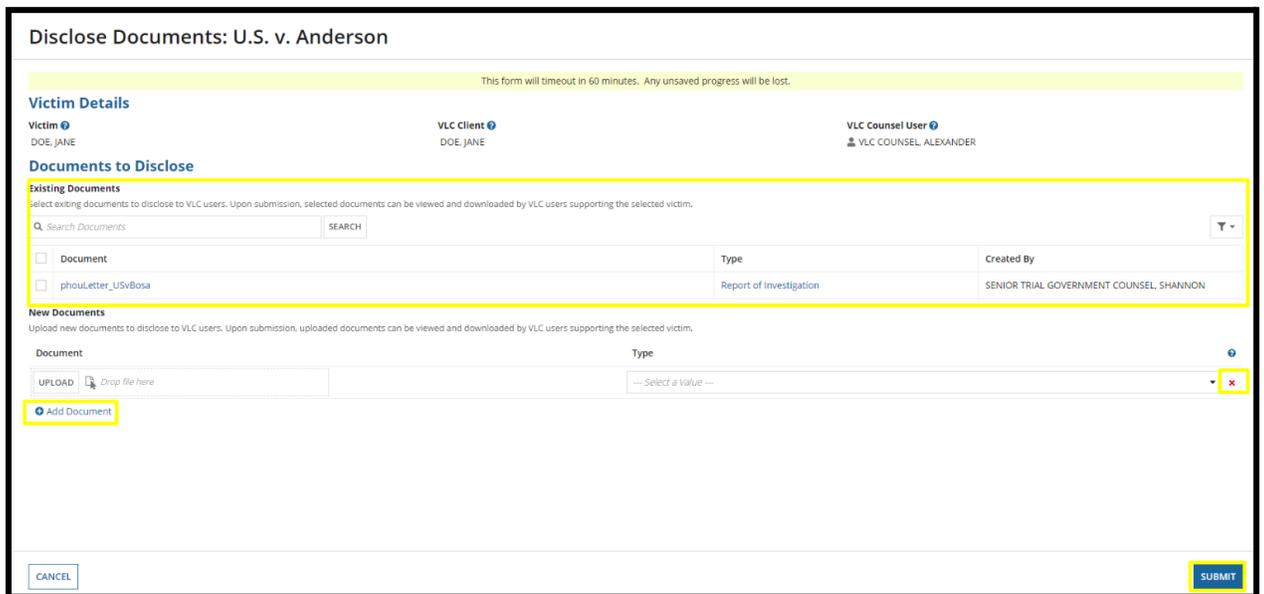
3. From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the tab to display the available case victims.
4. Navigate to the summary view of the desired victim by selecting their name from the “Victims” grid.



5. From the “Victim Documents” subtab under the victim summary, select the “Disclose Documents” action from the “Actions” list.



6. In the form, select the document or documents to disclose to the assigned VLC.
  - a. To select an existing case document to disclose to the VLC, select one or more documents from the “Existing Documents” list.
  - b. To add one or more new documents to disclose to the VLC, select the “Add Document” button and input the details of the new document.
    - i. To remove an added document, select the “Remove” icon from the grid.



7. Select “Submit” to disclose the documents to the VLC.
8. Following submission, the files are available under the “Victim Documents” tab.
  - a. Disclosed files are visible to the detailed VLC on the case.

**Victim: DOE, JANE**

Summary Notifications Specifications VWAP & Victim's Rights Representation Expedited Transfer Request **Victim Documents**

U.S. v. Anderson

Case Summary

Victims, Witnesses, & Experts

ACTIONS

Disclose Documents

### Victim Documents

Search Documents SEARCH DOCUMENT TYPE | Any

CHARACTERISTICS | Any PUBLISHED DOCUMENT | Any

SOURCE | Any

Document	Last Updated	Type	Source
<b>exampleDoc1</b> PDF - 152.5 KB	2/24/2023 4:47 PM Todd Trial Government Counsel	Victim Interview	Gov
<b>Charge Sheet U.S. v. Anderson</b> PDF - 4.09 MB	2/24/2023 4:47 PM Todd Trial Government Counsel	Charge Sheet - Signed and Preferral	Gov
<b>exampleDoc2</b> PDF - 1.56 MB	2/24/2023 4:25 PM Alexander VLC Counsel	Link VLC Client Request	VLC

- b. Disclosed files are not disclosed to any other users unless done previously through discovery actions or other forms in NCORS.

## Acknowledge Notice of Representation (Task)

1. From the NCORS Legal Case Management site, navigate to the "Home" tab to view the "Location Tasks" grid.



2. Select the "Task Type" from the grid to navigate to "Acknowledge NoR" form.
  - a. This task is sent to all privileged Trial Counsel users after a Notice of Representation has been uploaded by a VLC user and routed to the location of the TSO users.
  - b. Note that there is no Case Title or Case Number, as this action is not dependent on there being a case, but rather there being a client that the VLC user is representing.

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Dough	<a href="#">N-EU-24-0130</a>	<a href="#">Review Charge Sheet</a>	3/14/2024
U.S. v. Arroy	<a href="#">N-EU-24-0128</a>	<a href="#">Review Charge Sheet</a>	3/20/2024
U.S. v. Ortiz	<a href="#">N-EU-23-0442</a>	<a href="#">Review Charge Sheet</a>	4/1/2024
U.S. v. 3747PR	<a href="#">N-EU-24-0165</a>	<a href="#">Review Charge Sheet</a>	4/3/2024
N/A	-	<a href="#">Acknowledge NoR</a>	4/23/2024
U.S. v. ArticleRework3	<a href="#">N-EU-24-0226</a>	<a href="#">Review Charge Sheet</a>	4/30/2024
U.S. v. 3747PR	<a href="#">N-EU-24-0165</a>	<a href="#">Review Charge Sheet</a>	4/30/2024
U.S. v. ArticleRework3	<a href="#">N-EU-24-0226</a>	<a href="#">Review Charge Sheet</a>	4/30/2024
U.S. v. Jenkins	<a href="#">N-EU-23-0506</a>	<a href="#">Review Charge Sheet</a>	5/1/2024
N/A	-	<a href="#">Acknowledge NoR</a>	5/2/2024
N/A	-	<a href="#">Acknowledge NoR</a>	5/2/2024
U.S. v. ArticleRework3	<a href="#">N-EU-24-0226</a>	<a href="#">Review Charge Sheet</a>	5/3/2024
U.S. v. Darby	<a href="#">N-EU-24-0249</a>	<a href="#">Review Charge Sheet</a>	5/13/2024
U.S. v. Darby	<a href="#">N-EU-24-0249</a>	<a href="#">Review Charge Sheet</a>	5/13/2024
U.S. v. Harts	<a href="#">MPN-23-0003</a>	<a href="#">Review Charge Sheet</a>	5/14/2024
U.S. v. Freesia	<a href="#">N-EU-23-0215</a>	<a href="#">Review Charge Sheet</a>	5/14/2024
N/A	-	<a href="#">Acknowledge NoR</a>	5/16/2024

3. In the form, input the details to Acknowledge the NoR.
  - a. User can view the details of the Notice of Representation, and select a checkbox to acknowledge the document.

**Acknowledge Notice of Representation:**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Notice Details**

Notice Issued By: VLC COUNSEL, ALEXANDER  
 Notice Issued Date: February 14, 2023  
 Subject: DOE, JOHN B  
 TSO Location: RLSO EURAFCENT  
 Date Notice Acknowledged: -

**Notice of Representation Document**

Download document

Notice of Representation

**Notice of Representation Acknowledgement**

Acknowledge Notice of Representation?

Date NoR Acknowledged\* 05/02/2023

4. Select "Submit" to complete the task.
  - a. Following submission, the NoR will no longer be visible for the TSO users, but the Date Acknowledged will appear for VLC users to inform them that their notice was reviewed.

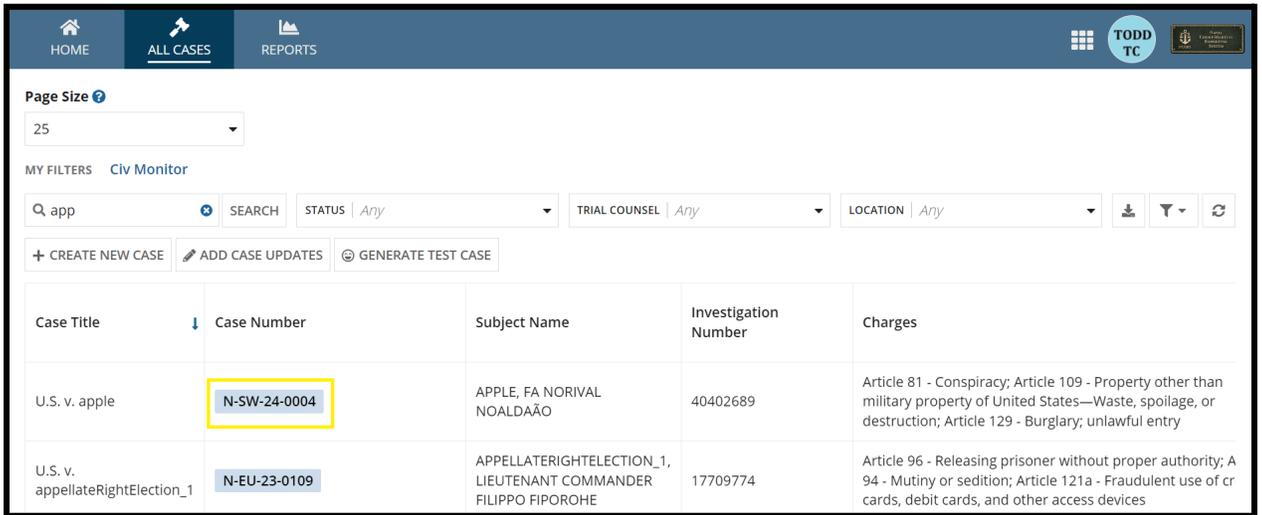
# Pretrial Confinement and Restraint

## Enter PTC/PTR Details

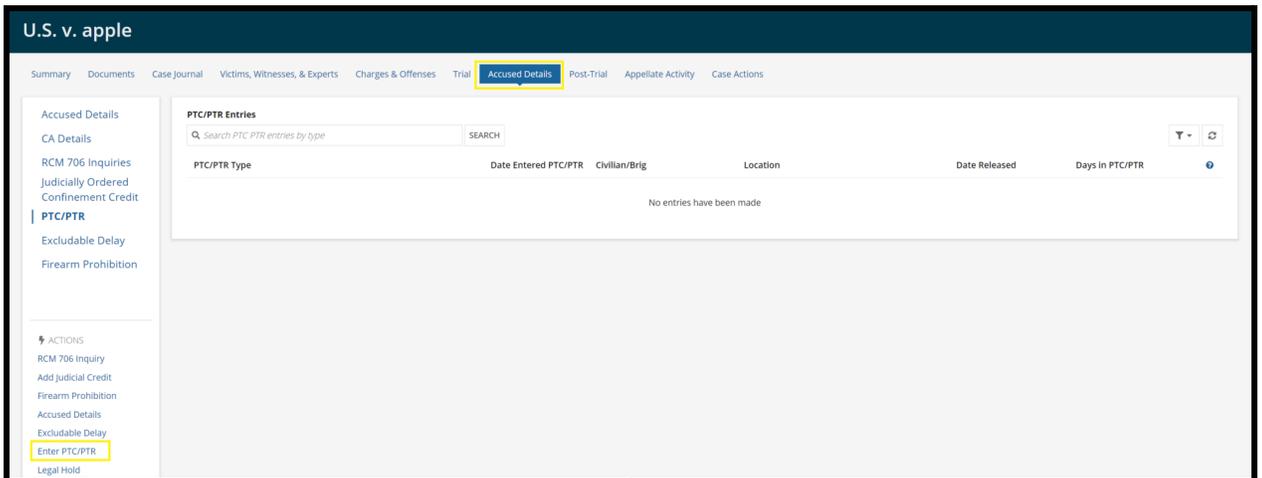
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

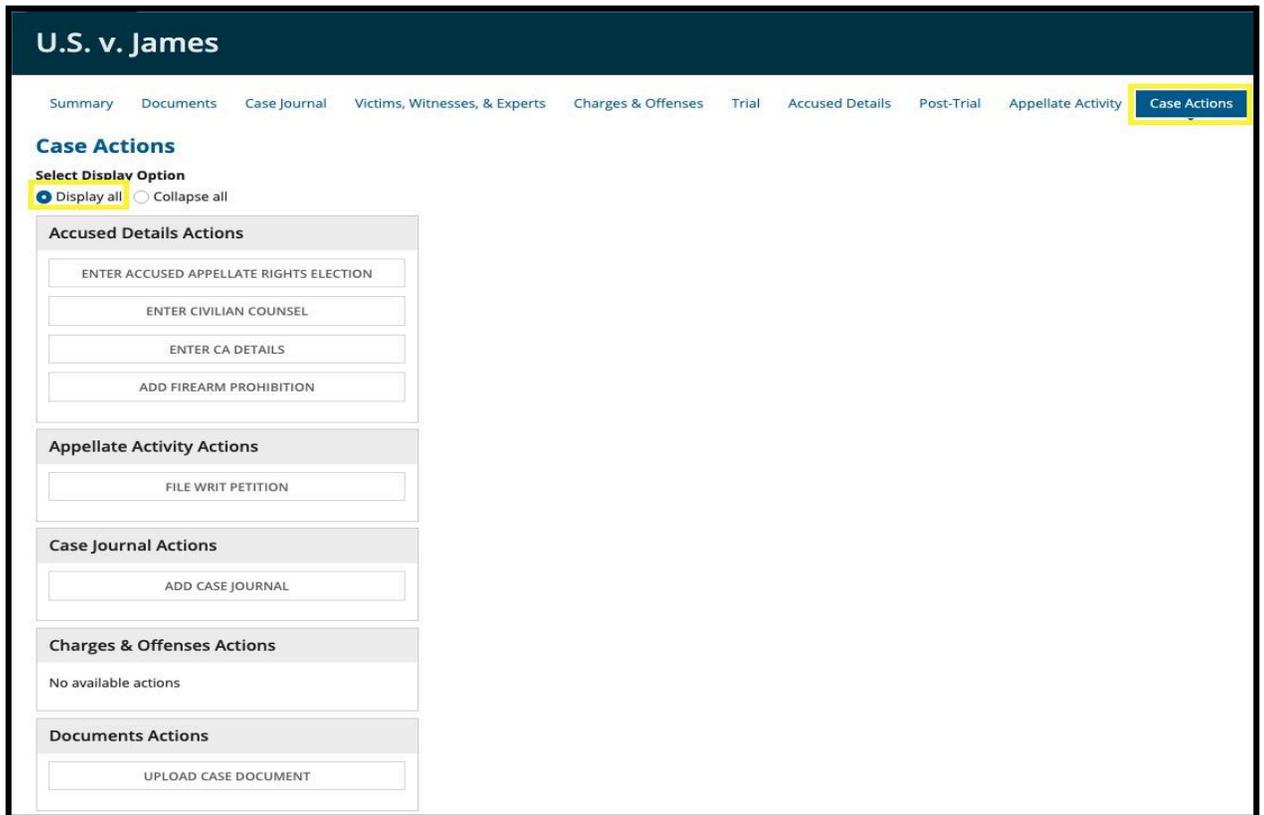


3. From the case summary view, navigate to the “Accused Details” tab.
4. From the “Accused Details” tab, select the “Enter PTC PTR” action from the “Actions” list.
  - a. Action is only available if the accused does not have an “active” PTC/PTR entry.



- b. Action is also available under the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.

- ii. Use CTRL + F to search for an action in the list.



**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

5. In the form, input the details of the pretrial confinement or restraint.
  - a. Depending on the type of “PTC/PTR Type”, additional fields may be required.
  - b. If the accused is in confinement, input the confinement location.
  - c. If the accused is in confinement or arrest, select whether to “Notify Judiciary of IRO Hearing?”
    - i. If “Yes”, Judiciary users in the circuit will be notified of the impending IRO hearing
  - d. PTC/PTR entries can be input out of sequence and can also input when they were released if that has already occurred.
  - e. If a PTC/PTR entry is entered without a release date, a red “PTC” tag will appear next to the case number. The tag will be removed once the Accused is no longer in PTC/PTR.

### Enter Accused into PTC/PTR: U.S. v. Anderson

**PTC/PTR Details**

**Confinement Details**

Date the Accused entered PTC/PTR \*

PTC/PTR Type \*

Civilian or Brig Confinement?  Civilian  Brig

Notify Judiciary of IRO Hearing?

Has IRO Hearing Occurred?

**IRO Hearing Notification:** Judiciary users in the circuit will be notified of the impending IRO hearing.

**Release Details**

Release from PTC/PTR Date

Source of Release

6. Following submission, the RCM 707 and Article 10 Clocks are updated and are displayed on the case summary as well as within the “Accused Details” tab in the PTC/PTR subtab.
  - a. Optionally edit an entry by selecting the “Edit” icon in the grid.
  - b. The RCM 707 clock starts at the point of earliest entry into pretrial confinement, arrest, or restriction in lieu of arrest and does not reset following release.
  - c. If the entries are unbroken (release date = new entry date) the clock runs from the entry date of the first entry. If the entries are broken (release date < new entry date) the clock runs from the entry date of the first entry.

### U.S. v. apple

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Appellate Activity Case Actions

Accused Details  
CA Details  
RCM 706 Inquiries  
Judicially Ordered Confinement Credit  
**PTC/PTR**  
Excludable Delay  
Firearm Prohibition

**10**  
Total Days Spent in PTC/PTR

**PTC/PTR Entries**

PTC/PTR Type	Date Entered PTC/PTR	Civilian/Brig	Location	Date Released	Days in PTC/PTR	
Conditions on Liberty	3/4/2024	-	-	-	10	

7. Navigate to the “Summary” tab to verify the “PTC” tag on the case if the PTC/PTR entry is still active.

U.S. v. apple

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**APPLE, FA NORIVAL NOALDAÃO** EDIPI 1351817837  
Unit 5

**Executive Summary**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. In lacinia mattis tortor ac ultricies. Donec eu euismod elit, ut fringilla leo. Ut gravida arcu ac varius aliquet. Morbi et mauris neque. Donec et lacinia elit. Morbi bibendum consectetur arcu vitae hendrerit, mattis, ligula id venenatis tincidunt, diam tortor congue enim, at gravida nisl neque quis lorem. Sed erat mauris, auctor tincidunt consectetur sed, mattis suscipit eros.

DAYS OPEN: 43 (Opened 1/31/2024)  
RCM-707 CLOCK: 43 (0 Days Excluded)  
ARTICLE 10 COUNT: - (Zero days confinement/arrest)  
DAYS UNTIL TRIAL: - (Trial Not Scheduled)  
PRETRIAL CONFINEMENT: Conditions on Liberty (Accused entered PTC/PTR on 3/4/2024)

**Case Summary**

Case Number: N-SW-24-0004 PTC  
Status: Preferred  
Expected Forum: Other Adverse Action  
Investigation Opened: 12/27/2023  
Circuit: Southwest  
Investigation Number: 40402689

**My Workspace**  
Tasks | Calendar | Linked Cases  
Case Tasks: Search Incomplete Tasks  
Case Title | Case Number | Task Type

## Release from PTC/PTR

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME ALL CASES REPORTS TODD TC

2. Select the “Case Number” to navigate to the case summary view.

HOME ALL CASES REPORTS TODD TC

Page Size: 25

MY FILTERS Civ Monitor

Q app SEARCH STATUS Any TRIAL COUNSEL Any LOCATION Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

Case Title	Case Number	Subject Name	Investigation Number	Charges
U.S. v. apple	N-SW-24-0004	APPLE, FA NORIVAL NOALDAÃO	40402689	Article 81 - Conspiracy; Article 109 - Property other than military property of United States—Waste, spoilage, or destruction; Article 129 - Burglary; unlawful entry

3. From the case summary view, navigate to the “PTC/PTR” subtab under the “Accused Details” tab.

4. In the grid of PTC/PTR entries, select the “Pencil” icon to release the accused from PTC/PTR.

**U.S. v. apple**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Appellate Activity Case Actions

Accused Details  
CA Details  
RCM 706 Inquiries  
Judicially Ordered Confinement Credit  
**PTC/PTR**  
Excludable Delay  
Firearm Prohibition

**10**  
Total Days Spent in PTC/PTR

PTC/PTR Entries

PTC/PTR Type	Date Entered PTC/PTR	Civilian/Brig	Location	Date Released	Days in PTC/PTR
Conditions on Liberty	3/4/2024	-	-	-	10

5. In the form, input the details of the release from PTC/PTR.
  - a. User now has the option to “Remove” the PTC/PTR entry as well.

Enter Accused into PTC/PTR: U.S. v. apple

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**PTC/PTR Details**  
Confinement Details

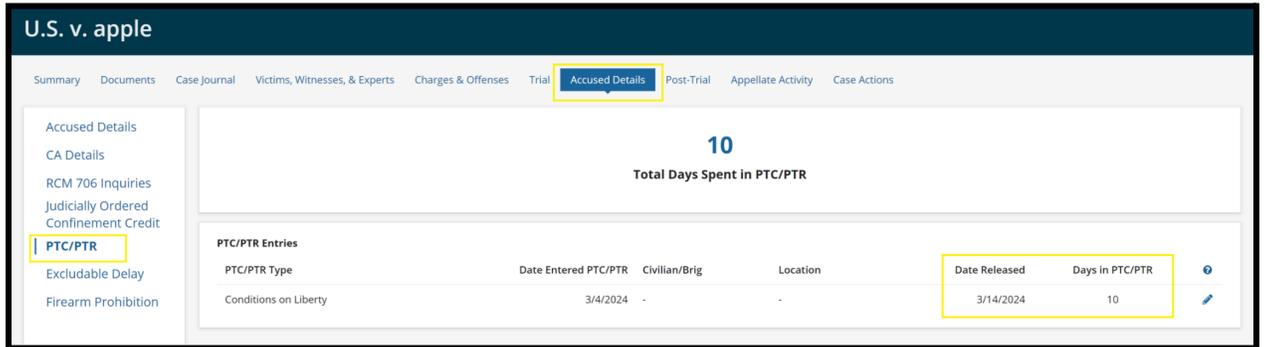
Date the Accused entered PTC/PTR \* 03/04/2024  
PTC/PTR Type \* Conditions on Liberty

**Release Details**  
Release from PTC/PTR Date 03/14/2024  
Source of Release  
 At the Direction of Command  
 At the Direction of a Military Judge  
 IRO Hearing

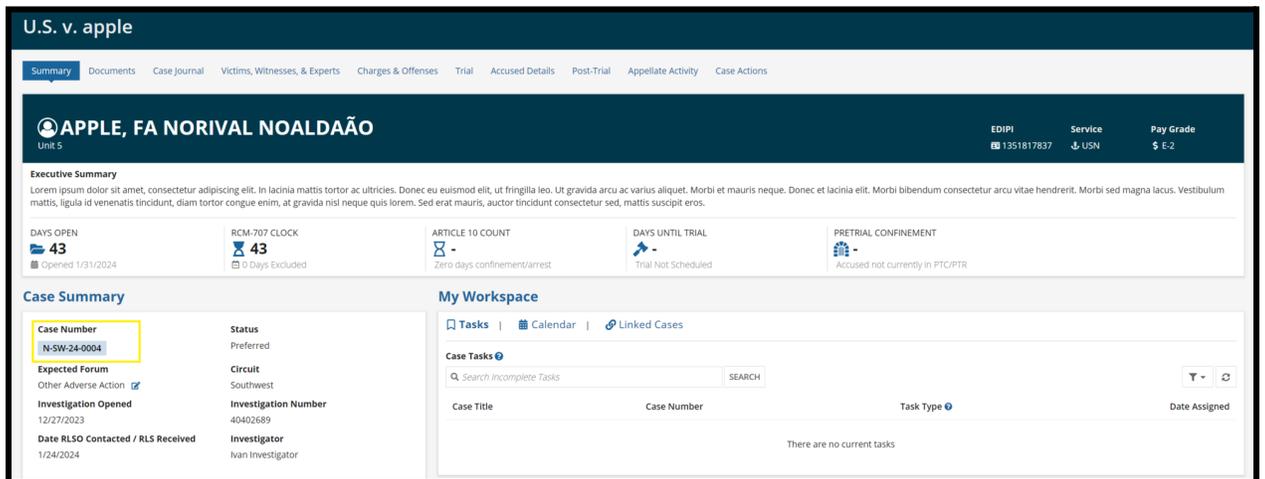
CANCEL REMOVE SUBMIT

6. Select “Submit” to release the accused from PTC/PTR in NCORS.
  - a. The RCM 707 clock starts at the point of earliest entry into pretrial confinement, arrest, or restriction in lieu of arrest and does not reset following release.
  - b. If the entries are unbroken (release date = new entry date) the clock runs from the entry date of the first entry.

- Following submission, the “PTC/PTR Entries” grid displays the updates information within the “Accused Details” tab in the “PTC/PTR” subtab.



- RCM and Article 10 Clocks are updated accordingly on the case summary view. The “PTC” tag is no longer visible next to the case number.



## Excludable Delay

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.



3. From the “Accused Details” tab, select the “Excludable Delay” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Case Actions

**Accused Details**

RCM 706 Inquiries  
Judicially Ordered Confinement Credit PTC/PTR  
Excludable Delay  
Firearm Prohibition

**ACTIONS**

Firearm Prohibition  
Enter PTC/PTR  
RCM 706 Inquiry  
Add Judicial Credit  
Accused Details  
**Excludable Delay**  
Legal Hold

**ANDERSON, AMH3 ANDY A**  
EDIP/DOD ID: 8988381999 SSN: 123299939

**Demographic Details**

Race	Ethnicity	Date of Birth	Age	Sex
Caucasian	Not Hispanic or Latino	May 10, 1984	38	M

**Service Details**

Service Branch	Rank / Rate	Unit	Grade
Navy	Aviation Structural Mechanic - Hydraulics Third Class, AMH3	2-2	E-4

**Pay per Month**

a. Basic	b. Sea/Foreign Duty	c. Total
\$5,600.00	\$1,400.00	\$7,000.00

**Current Service**

a. Initial Date	b. Term (months)	c. EAOS
Nov 1, 2022	24	Nov 1, 2024

**Assigned Defense Counsels**

+ Add Defense Counsel

4. Action is also available under the “Case Actions” tab.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

**Select Display Option**

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- In the form form, fill out all pertinent information.

**Request for Excludable Delay: U.S. v. Anderson**

**Request Details**

Requested Start Date\*  
11/02/2022

Requested End Date\*  
11/04/2022

Approver\*  
 Military Judge
  Convening Authority
  Preliminary Hearing Officer

Approval Document  
 Approval Docu...  
 TXT - < 1 KB

CANCEL SUBMIT

- Select "Submit" to save the details to the case.
- Following submission, the details of the excludable delay are visible on the "Excludable Delay" subtab under the "Accused Details" tab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Case Actions

Accused Details  
 RCM 706 Inquiries  
 Judicially Ordered Confinement Credit  
 PTC/PTR  
**Excludable Delay**  
 Firearm Prohibition

**Excludable Delay Details**

RCM-707 CLOCK  
 7 Days Elapsed  
 Accused is in Conditions on Liberty  
 Number of Days Excluded: 3

Start Date	End Date	Days Requested	Approver
11/2/2022	11/4/2022	3	Military Judge

Total days approved: 3

- RCM 707 clock is updated based on the inputs.
  - The RCM 707 clock will adjust for any elapsed excluded periods.
- The submitted "Approval Document" is available to be viewed and/or downloaded under the case documents tab.

**U.S. v. Anderson**

Summary **Documents** Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions

All Documents  
 Q Search Documents SEARCH DOCUMENT TYPE | Any  
 CHARACTERISTICS | Any

Document	Last Updated	Type
<b>Approval Document</b> TXT - 0 KB	11/21/2022 11:37 AM Todd Trial Government Counsel	Excludable Delay Approval
Discovery Document 3 PDF - 52.3 KB	11/21/2022 10:55 AM Shannon Senior Trial Government Counsel	Charge Sheet - Signed and Preferal
Background Investigation TXT - 0 KB	11/21/2022 10:54 AM Todd Trial Government Counsel	Giglio
U.S. v. Anderson DD 2702 11212022_0816 PDF - 204.2 KB	11/21/2022 10:16 AM Todd Trial Government Counsel	DD 2702
U.S. v. Anderson VWAP 2701 11-21-2022 PDF - 61 KB	11/21/2022 10:02 AM Todd Trial Government Counsel	DD 2701

5 items

8. To edit details of an excludable delay, select the pencil icon in the excludable delay grid.
  - a. Upon edit, user can elect to remove the excludable delay by selecting the “Remove” button.

### Request for Excludable Delay: U.S. v. Anderson

This form will timeout in 58 minutes. Any unsaved progress will be lost.

#### Request Details

**Requested Start Date \***

**Requested End Date \***

**Approver \***

Military Judge    Convening Authority  
 Preliminary Hearing Officer

**Approval Document**

**Approval Docu...**  
 TXT - < 1 KB

CANCEL

REMOVE

SUBMIT

## Preferral

### New Charge Sheet

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM 707 Clock
	U.S. v. Anderson	C-CG-24-9061	ANDERSON, MCPO PAUL THOMAS	10MAY24-1723	-	Investigation	COAST GUARD TRIAL COUNSEL, CHAD; TRIAL GOVERNMENT COUNSEL TODD	5/29/2024	Confinement	15

3. From the case summary view, navigate to the “Charges and Offenses” tab and select the “New Charge Sheet” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses

**Charges**

Charge Sheets

Referral

Plea Agreements

Pretrial Agreements

Article 32 Hearing Details

Deferral

**ACTIONS**

Enter Pretrial Agreement

Generate Draft Plea Agreement

Enter Plea Agreement

Add Charges

Assemble Request for Detailed Defense Counsel

Add Article 32 Hearing Request

Add Investigation Details

**New Charge Sheet**

**Draft Charge I: Violation of the UCMJ, Article 79 - Conviction of lesser included offense**

Specification	Details	DIBRS	Offense Category	Preferral Date	Referral Date	SoL Date	Status	Clock	Edit
Specification	-	082-BA	-	-	-	-	Draft		

**Draft Charge II: Violation of the UCMJ, Article 83 - Fraudulent enlistment, appointment, or separation**

Specification	Details	DIBRS	Offense Category	Preferral Date	Referral Date	SoL Date	Status	Clock	Edit
Specification	-	083-B	-	-	-	-	Draft		

**Draft Charge III: Violation of the UCMJ, Article 85 - Desertion**

Specification	Details	DIBRS	Offense Category	Preferral Date	Referral Date	SoL Date	Status	Clock	Edit
Specification 1	-	085-D	-	-	-	-	Draft		
Specification 2	-	085-C1	-	-	-	-	Draft		

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, select “Select all Charges” to include all the charges in the charge sheet

- a. Check or uncheck charges and specifications to be included
5. If the charge order needs to be updated select “yes” to the question “Override Charge order?”
  - a. Then use the arrows to move the charges as needed

**Charges & Specifications**

SELECT ALL CHARGES

Override Charge Order?  Yes  No

⚠ One or more of the selected specifications has already been added to another charge sheet. Review existing charge sheets before continuing.

**Draft Charge I: Violation of the UCMJ, Article 79 - Conviction of lesser included offense**

Specification

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

445/4000

**Draft Charge II: Violation of the UCMJ, Article 83 - Fraudulent enlistment, appointment, or separation**

Specification

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

445/4000

**Draft Charge III: Violation of the UCMJ, Article 85 - Desertion**

Specification

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

445/4000

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

445/4000

6. Once complete, select “Submit”

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses

Charges

**Charge Sheets**

Referral

Plea Agreements

Pretrial Agreements

Article 32 Hearing Details

Deferral

**ACTIONS**

Enter Pretrial Agreement

Generate Draft Plea Agreement

Enter Plea Agreement

Add Charges

Assemble Request for Detailed Defense Counsel

Add Article 32 Hearing Request

Add Investigation Details

New Charge Sheet

**Charge Sheet - Draft**

**Next Steps:** Upload a signed charge sheet and record the preferal date to update the case status to "Preferred".

**Draft Charge I: Violation of the UCMJ, Article 79 - Conviction of lesser included offense**

Specification	Language
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Draft Charge II: Violation of the UCMJ, Article 83 - Fraudulent enlistment, appointment, or separation**

Specification	Language
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Draft Charge III: Violation of the UCMJ, Article 85 - Desertion**

Specification	Language
Specification 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Specification 2	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

7. The charge sheet is now available in the “Charges & Offenses” tab under the “Charge Sheets” subtab.

# Generate Charge Sheet

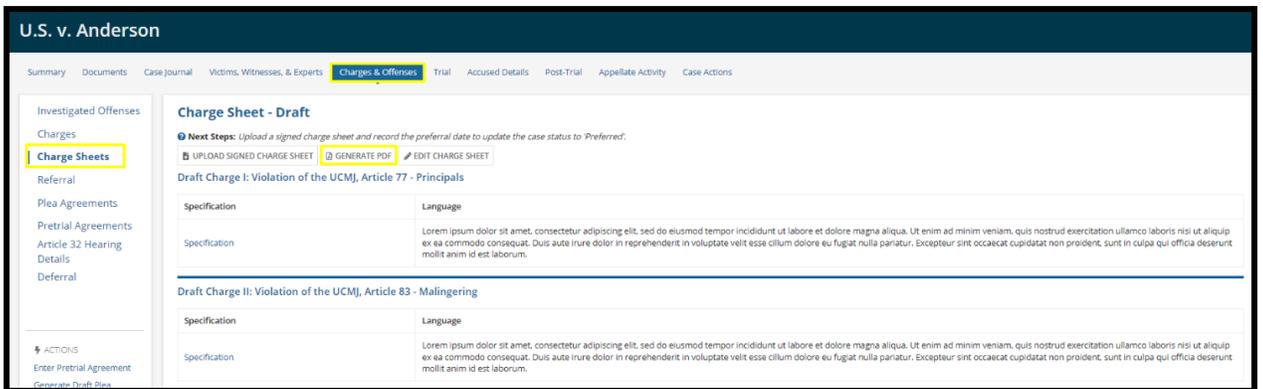
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM 707 Clock
	U.S. v. Anderson	C-CG-24-0061	ANDERSON, MCPO PAUL THOMAS	10MAY24-1723	-	Investigation	COAST GUARD TRIAL COUNSEL CHAD; TRIAL GOVERNMENT COUNSEL TODD	5/29/2024	Confinement	15

3. From the case summary view, navigate to the “Charges & Offense” tab and the “Charge Sheets” subtab. Take the action to “Generate PDF”.



4. In the form, confirm the personal data, and fill in all required fields.
5. Select “Next”

Generate Charge Sheet for Preferral: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**I. Personal Data**

Review and update charge sheet information. Any updates to accused information or specifications made on this form will appear on the generated charge sheet. Updates will also be recorded on the case file and can be reviewed on the Accused Details tab or Charges & Offenses tab of the case.

Preview

**Accused Information**

SSN  
Enter Social Security Number

Last Name \* Anderson First Name \* Andy Middle Name \* Suffix \*  
Race \* Ethnicity \* Date of Birth \* mm/dd/yyyy

**Service Details**

EDIP/DOD ID \* 5927568362 GCMCA 10/10 Select a GCMCA  
SEARCH

Service Branch \* USAF Grade \* E-4 Rank \* Senior Airman Unit \* 34

**Monthly Pay**

Pay Entry Date mm/dd/yyyy Monthly Pay Enter Monthly Pay Sea/Foreign Pay Enter Sea/Foreign Pay Total Pay

**Service Term**

Initial Date mm/dd/yyyy Service Term (Months) Enter Service Term EAS mm/dd/yyyy

**Pretrial Confinement Details**

Nature of Restraint of Accused Arrest Date(s) Imposed 04 Jun 24 - Present

CANCEL NEXT

6. Confirm the Charges and Specs.
7. Select "Preview"

Generate Charge Sheet for Preferral: U.S. v. Anderson

This form will timeout in 58 minutes. Any unsaved progress will be lost.

**I. Personal Data**

**II. Charges and Specifications**

Preview

**Draft Charge I: Violation of the UCMJ, Article 77 - Principals**

Specification	Details
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. 445/4000

**Draft Charge II: Violation of the UCMJ, Article 83 - Malingering**

Specification	Details
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. 445/4000

**Draft Charge III: Violation of the UCMJ, Article 85 - Desertion**

Specification	Details
Specification 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. 445/4000
Specification 2	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. 445/4000

CANCEL BACK PREVIEW

8. Download the generated charge sheet.
9. Select "Save" to save a draft charge sheet to the case

10. Select "Submit" to submit the generated charge sheet for review

Generate Charge Sheet for Preferral: U.S. v. Anderson

This form will timeout in 54 minutes. Any unsaved progress will be lost.

I. Personal Data  
 II. Charges and Specs  
 Preview

Warning: Editing the document in the previewer will not save document changes

DD Form 458, Charge Sheet, May 2000

1 / 3 100% + -

Download icon

AND NO OTHERS

III. PREFERRAL

11a. NAME OF ACCUSER (Last, First, Middle Initial) b. GRADE c. ORGANIZATION OF ACCUSER

12. SIGNATURE OF ACCUSER e. DATE (YYYYMMDD)

AFFIDAVIT: Before me, the undersigned, authorized by law to administer oath in cases of this character, personally appeared the above named accuser this \_\_\_\_\_ day of \_\_\_\_\_, and signed the foregoing charges and specifications under oath that he/she is a person subject to the Uniform Code of Military Justice and that he/she either has personal knowledge of or has investigated the matters set forth therein and that the same are true to the best of his/her knowledge and belief.

Type of Name of Officer Organization of Officer

Grade Official Capacity to Administer Oath (See R.C.M. 307 (a), must be commissioned officer)

Signature

DD FORM 458, MAY 2000 PREVIOUS EDITION IS OBSOLETE.

12. On \_\_\_\_\_, \_\_\_\_\_, the accused was informed of the charges against him/her and of the name(s) of the accuser(s) known to me (See R.C.M. 308 (a)). (See R.C.M. 308 if notification cannot be made.)

Save a draft or submit the generated charge sheet for review. Select the download icon displayed above the document viewer component to download the generated charge sheet document.

CANCEL BACK SAVE SUBMIT

11. The charge sheet is now available in the "Charges & Offenses" tab under the "Charge Sheets" subtab, and can be downloaded from the charge history grid.

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses  
 Charges  
**Charge Sheets**  
 Referral  
 Plea Agreements  
 Pretrial Agreements  
 Article 32 Hearing  
 Details  
 Deferral

ACTIONS  
 Enter Pretrial Agreement  
 Generate Draft Plea Agreement  
 Enter Plea Agreement  
 Add Charges  
 Assemble Request for Detailed Defense Counsel  
 Add Article 32 Hearing Request  
 Add Investigation Details  
 New Charge Sheet

Charge Sheet - Draft

Next Steps: Upload a signed charge sheet and record the preferal date to update the case status to 'Preferred'.

UPLOAD SIGNED CHARGE SHEET GENERATE PDF EDIT CHARGE SHEET

Draft Charge I: Violation of the UCMJ, Article 77 - Principals

Specification Language  
 Specification Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Draft Charge II: Violation of the UCMJ, Article 83 - Malingering

Specification Language  
 Specification Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Draft Charge III: Violation of the UCMJ, Article 85 - Desertion

Specification Language  
 Specification 1 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.  
 Specification 2 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Charge Sheet History

Version	Status	Download Document	Last Updated By	Last Updated On
1	Draft - Unsubmitted	Charge Sheet U.S. v. Anderson 2024_06_12_15_40.pdf	Todd Trial Government Counsel	6/12/2024

# Upload Signed Charge Sheet

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM 707 Clock
	U.S. v. Anderson	C-CG-24-0061	ANDERSON, MCPO PAUL THOMAS	10MAY24-1723	-	Investigation	COAST GUARD TRIAL COUNSEL CHAD; TRIAL GOVERNMENT COUNSEL TODD	5/29/2024	Confinement	15

3. From the case summary view, navigate to the “Charges & Offense” tab and the “Charge Sheets” subtab. Take the action to “Upload Signed Charge Sheet”.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses

Charges

**Charge Sheets**

Referral

Plea Agreements

Pretrial Agreements

Article 32 Hearing Details

Deferral

**Charge Sheet - Draft**

**Next Steps:** Upload a signed charge sheet and record the preferal date to update the case status to "Preferred".

**UPLOAD SIGNED CHARGE SHEET** GENERATE PDF EDIT CHARGE SHEET

Draft Charge I: Violation of the UCMJ, Article 79 - Conviction of lesser included offense

Specification	Language
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Draft Charge II: Violation of the UCMJ, Article 83 - Fraudulent enlistment, appointment, or separation

Specification	Language
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Draft Charge III: Violation of the UCMJ, Article 85 - Desertion

Specification	Language
Specification 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Specification 2	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

4. In the form, upload a signed charge sheet under the “Charge Sheet” upload, and enter the Preferal Date.
  - a. If needed users can upload a redacted charge sheet

### Upload Charge Sheet: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Upload a new charge sheet document to record a new charge sheet version.** Upload a signed, preferred charge sheet and record the 'Preferal Date' to update the case status to 'Preferred'. You will no longer be able to modify which charges and specifications are listed on the charge sheet once the preferal date has been recorded.

#### Upload Signed Charge Sheet

**Charge Sheet \***

UPLOAD Drop file here

**Redacted Charge Sheet**

UPLOAD Drop file here

**Preferal Date \***

mm/dd/yyyy

CANCEL
SUBMIT

5. Select "Submit"
  - a. A confirmation message will appear saying "You will no longer be able to modify which charges and specifications are listed on the charge sheet once the preferal date is recorded. Are you sure you would like to continue?"
  - b. Select "Yes"

### U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses

Charges

**Charge Sheets**

Referral

Plea Agreements

Pretrial Agreements

Article 32 Hearing Details

Deferral

ACTIONS

Enter Pretrial Agreement

Generate Draft Plea Agreement

Enter Plea Agreement

Add Charges

Assemble Request for Detailed Defense Counsel

Add Article 32 Hearing Request

Add Investigation Details

Create Cleared Charge Sheet

#### Charge Sheet - 12 June 2024

+ ADD ACTION ON SPECIFICATIONS UPLOAD SIGNED CHARGE SHEET

Draft Charge I: Violation of the UCMJ, Article 79 - Conviction of lesser included offense

Specification	Language
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

---

Draft Charge II: Violation of the UCMJ, Article 83 - Fraudulent enlistment, appointment, or separation

Specification	Language
Specification	Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

---

Draft Charge III: Violation of the UCMJ, Article 85 - Desertion

Specification	Language
Specification 1	Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Specification 2	Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

---

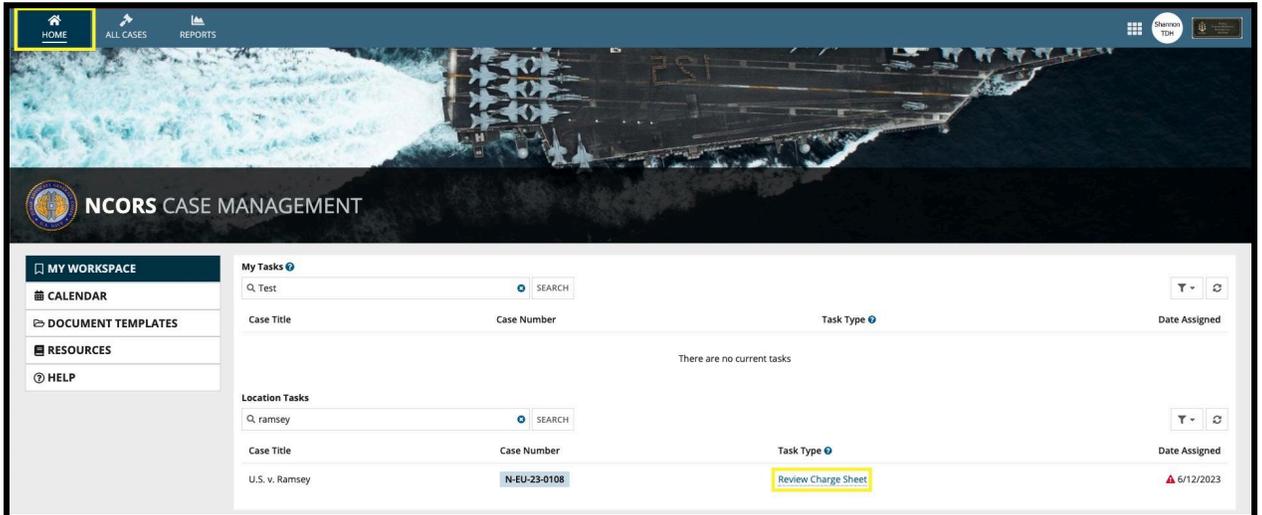
**Charge Sheet History**

Version	Status	Download Document	Last Updated By	Last Updated On
1	Uploaded - Preferred	<a href="#">Signed Charge Sheet.doc</a>	Todd Trial Government Counsel	6/12/2024

6. The charge sheet is now available in the "Charges & Offenses" tab under the "Charge Sheets" subtab, and can be downloaded from the charge history grid.

## Review of Generated Charge Sheet (Supervisory Users)

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to “Review Charge Sheet” is displayed in the “Task Type” column with the case name and "Case Number" and is created after [generating a charge sheet](#).
2. Initiate the task by selecting the task name.



The screenshot displays the NCORS Case Management web application. At the top, there is a navigation bar with 'HOME', 'ALL CASES', and 'REPORTS' tabs. Below this is a header with the NCORS logo and 'NCORS CASE MANAGEMENT'. A left sidebar contains 'MY WORKSPACE', 'CALENDAR', 'DOCUMENT TEMPLATES', 'RESOURCES', and 'HELP'. The main content area is divided into 'My Tasks' and 'Location Tasks'. The 'My Tasks' section shows a search bar and a table with columns for Case Title, Case Number, Task Type, and Date Assigned. Below this, the 'Location Tasks' section also has a search bar and a table with the same columns. A task is listed in the 'Location Tasks' table with Case Title 'U.S. v. Ramsey', Case Number 'N-EU-23-0108', and Task Type 'Review Charge Sheet'. The 'Review Charge Sheet' text is highlighted with a yellow box.

3. In the form, review the generated charge sheet and select the button corresponding to the user’s decision.
  - a. “Approve” will save the charge sheet as reviewed and approved. No further action required.
  - b. “Reject and Modify” will reject the current version of the charge sheet and allow the user to [generate a new version of the charge sheet](#).
  - c. “Reject and Close” will save the charge sheet as rejected and send an automated email to the trial office user who generated the charge sheet. No further action required.

Review Charge Sheet for Preferral: U.S. v. Anderson

DD Form 458, Charge Sheet, May 2000

1 / 3 | 80%

CHARGE SHEET			
1. NAME OF ACCUSED (Last, First, Middle Initial) ANDERSON, CTN1 JOHN L.		2. EORI 2888388303	3. GRADE OR RANK CTN1
5. UNIT OR ORGANIZATION 2nd Fleet S2		4. EAS 11/5/2023	6. PAY GRADE E-6
7. PAY PER MONTH		8. NATURE OF RESTRIANT OF ACCUSED None	9. TERM 36 months
4. BASIC \$2,300.00	5. SEAFORCE DUTY \$1,200.00	6. TOTAL \$3,500.00	8. DATE(S) IMPOSED N/A
10. CHARGES AND SPECIFICATIONS			
11. ADDITIONAL PAGES FOR OTHER CHARGES			
12. PREFERRAL			
13a. NAME OF ACCUSER (Last, First, Middle Initial)		13b. GRADE	13c. ORGANIZATION OF ACCUSER
14. SIGNATURE OF ACCUSER		15. DATE (YYYYMMDD)	

CANCEL

REJECT AND CLOSE REJECT AND MODIFY APPROVE

4. Based on the decision selected, the charge sheet will appear in the charge sheet history grid of the corresponding case with the appropriate status.
  - a. Status will be "Reviewed - Rejected" or "Reviewed - Approved".

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Case Actions

Investigated Offenses

Charges

**Charge Sheets**

Referral

Plea Agreements

Pretrial Agreements

Article 32 Requests

ACTIONS

Add Charges

Generate Charge Sheet

Add Offenses

Add Article 32 Hearing Request

**Charge Sheet - Draft**

UPLOAD SIGNED CHARGE SHEET

Draft Charge I: Violation of the UCMJ, Article 129 - Burglary

Specification	Language
	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Draft Charge II: Violation of the UCMJ, Article 128 - Assault

Specification	Language
	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Charge Sheet History**

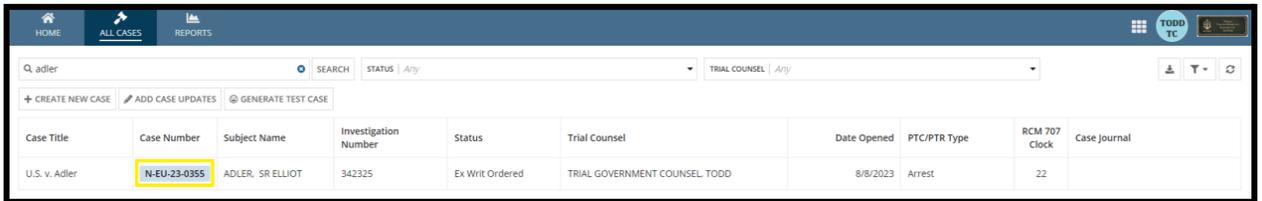
Version	Status	Download Document	Last Updated By	Last Updated On
1	Reviewed - Approved	Charge Sheet U.S. v. Anderson 2022_11_21_14_08.pdf	Shannon Senior Trial Government Counsel	11/21/2022

## Command Inputs (OSTC Users)

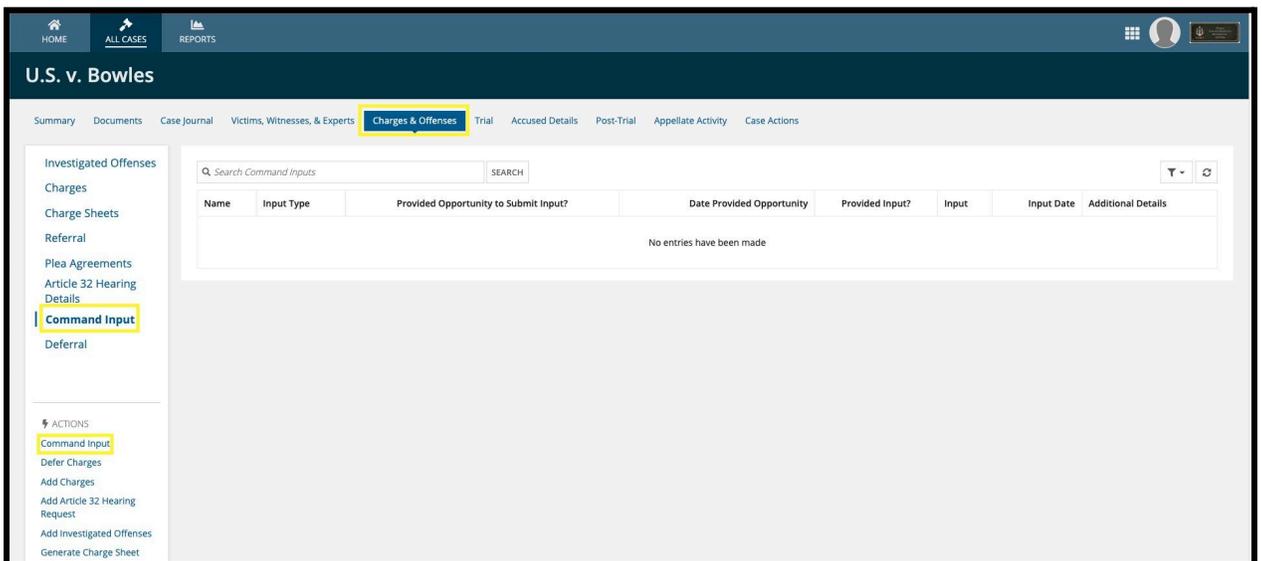
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.



3. Navigate to the “Charges & Offenses” tab and select the “Command Input” action from the action list.



4. The user can select the buttons on the bottom right to add or remove inputs depending upon the input provided.

HOME ALL CASES REPORTS

## Command Inputs: U.S. v. Bowles

This form will timeout in 60 minutes. Any unsaved progress will be lost.

### Command Input Preferral

Name	Provided Opportunity to Submit Input?	Date Provided Opportunity	Provided Input?	Input	Input Date	Additional Details
CO of the Accused	--- Select a Value ---	mm/dd/yyyy	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000
CO of the Victim: JOHNSON, SN JAKE	--- Select a Value ---	mm/dd/yyyy	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000

### Command Input Referral

Name	Provided Opportunity to Submit Input?	Date Provided Opportunity	Provided Input?	Input	Input Date	Additional Details
CO of the Accused	--- Select a Value ---	mm/dd/yyyy	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000
CO of the Victim: JOHNSON, SN JAKE	--- Select a Value ---	mm/dd/yyyy	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000

REMOVE PREFERRAL INPUTS REMOVE REFERRAL INPUTS + ADD DEFERRAL INPUTS

CANCEL SUBMIT

5. Upon completion of the form select "Submit" to complete the action.
6. Upon submission, details of the command input can be viewed from the "Command Input" tab.
  - a. To edit any existing "Command Inputs", user can retake the "Command Input" action again.

HOME ALL CASES REPORTS

## U.S. v. Bowles

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses

Charges

Charge Sheets

Referral

Plea Agreements

Article 32 Hearing Details

**Command Input**

Deferral

ACTIONS

**Command Input**

Defer Charges

Add Charges

Add Article 32 Hearing Request

Add Investigated Offenses

Generate Charge Sheet

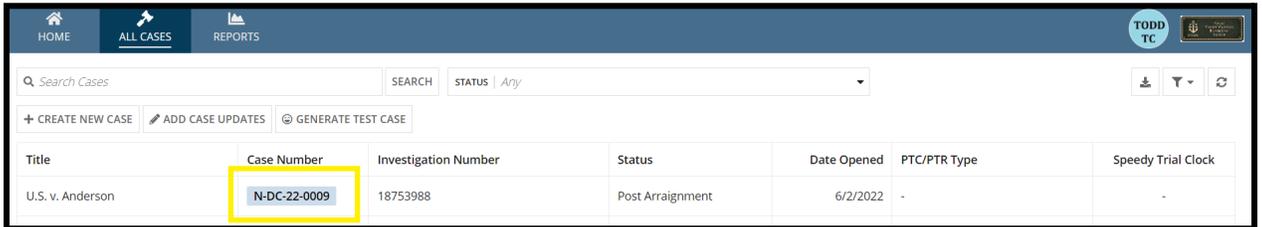
Name	Input Type	Provided Opportunity to Submit Input?	Date Provided Opportunity	Provided Input?	Input	Input Date	Additional Details
Commanding Officer of the Accused	Preferral	✓	10/20/2023	✗	-	-	Additional details are input here.
Commanding Officer of JOHNSON, SN JAKE	Preferral	✓	10/20/2023	✓	Concurred	10/20/2023	-
Commanding Officer of the Accused	Referral	✗	-	-	-	-	-
Commanding Officer of JOHNSON, SN JAKE	Referral	✓	10/20/2023	✓	Partially concurred	10/20/2023	-

# Override Speedy Trial Clock

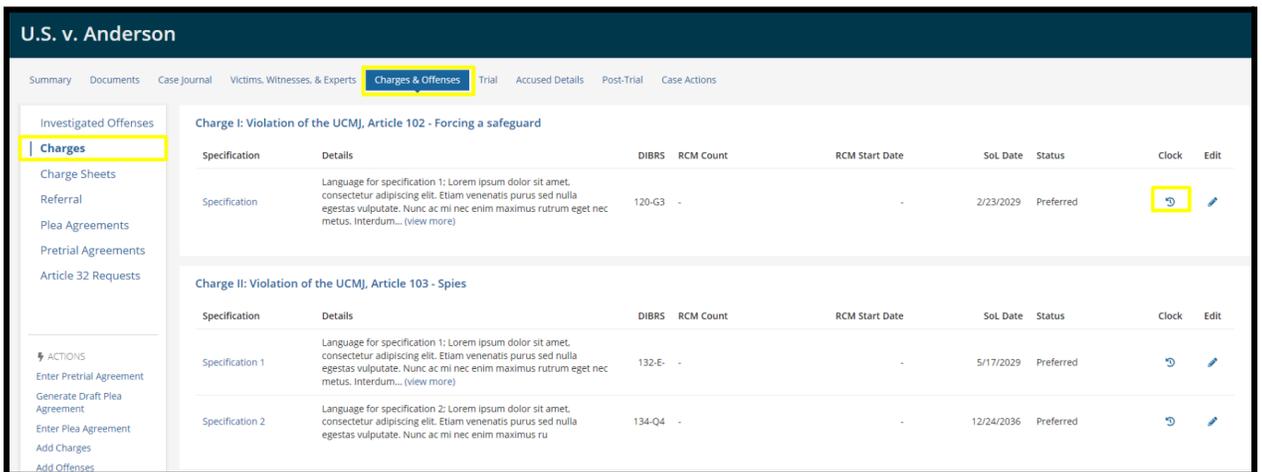
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the “Charges and Offenses” tab, select the icon in the “Clock” column in the “Charges” subtab of desired specification to override the Speedy Trial Clock.
  - a. Speedy trial clock is calculated at the specification-level. If the Speedy Trial Clock needs to be overridden for multiple specifications, action must be repeated for each specification.



4. In the form, enter the requested start date for the Speedy Trial Clock.
  - a. Prior to the entry of the start date of the clock, the “Count of Days” field will display the current Speedy Trial Clock count.
  - b. The “Count of Days” field will update based on the value entered as the “Requested Start Date”
    - i. If clock has not started, NCORS will display a message stating the Speedy Trial Clock has not been started,
  - c. Select “Submit” once data entry is complete.

## Manually Override Speedy Trial Clock: U.S. v. Anderson

**Requested Start Date** ? \*

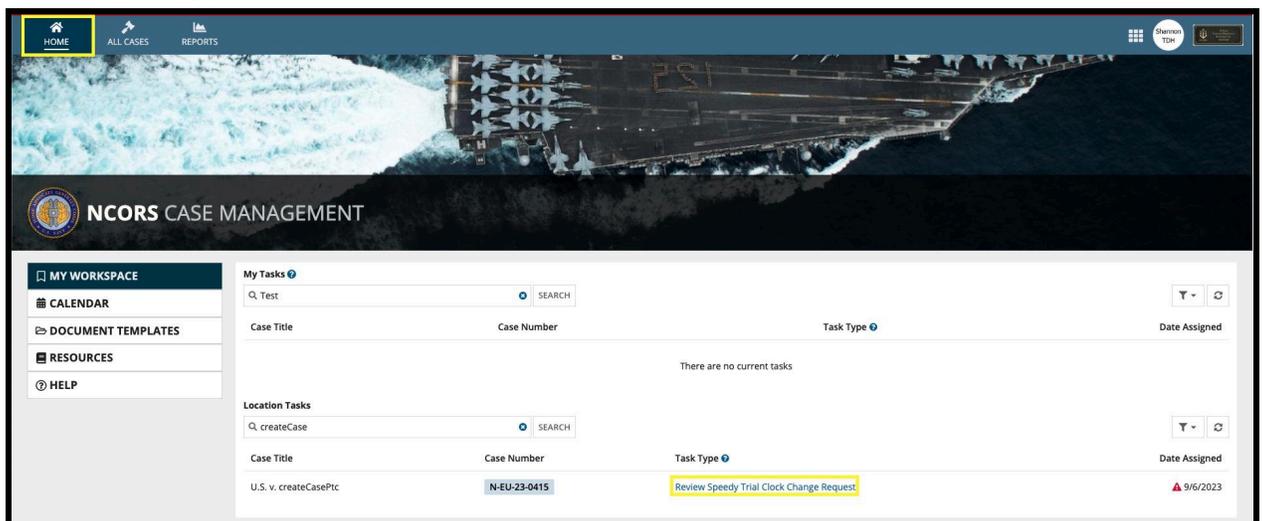
**Count of Days** ?

*Speedy Trial Clock has not been started*

5. Following submission, a task is created for the Senior Trial Counsel of the case's location to review the Speedy Trial Clock start date.
  - a. The Speedy Trial Clock will not update on the case until the request has been reviewed by the STC.

## Review RCM 707 Clock Override (Supervisory Users)

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the "Home" tab in the "Location Tasks" grid.
  - a. The task to "Review Speedy Trial Clock Change Request" is displayed in the "Task Type" column with the case name and "Case Number".



2. Initiate the task by selecting the task name.
  - a. User may navigate to the case summary view by selecting the "Case Number".
3. Within the form, review the requested override.
  - a. User can view the "Requested Start Date" and the "Count of Days" based on that value.
  - b. User can edit the "Requested Start Date" and view the impact on the "Count of Days".
  - c. User can select "Submit" to override the Speedy Trial Clock to begin on the entered start date.
  - d. User can select "Deny" to not override the Speedy Trial Clock.

Manually Override Speedy Trial Clock: U.S. v. Anderson

Requested Start Date

Count of Days

4. Following submission, the Speedy Trial Clock for the specification will update based on the inputs from the user.
  - a. To view the clock, user can access the case by navigating to the “All Cases” tab and selecting a case from the list of cases.

## Discovery

### Send Request for Detailed Defense Counsel

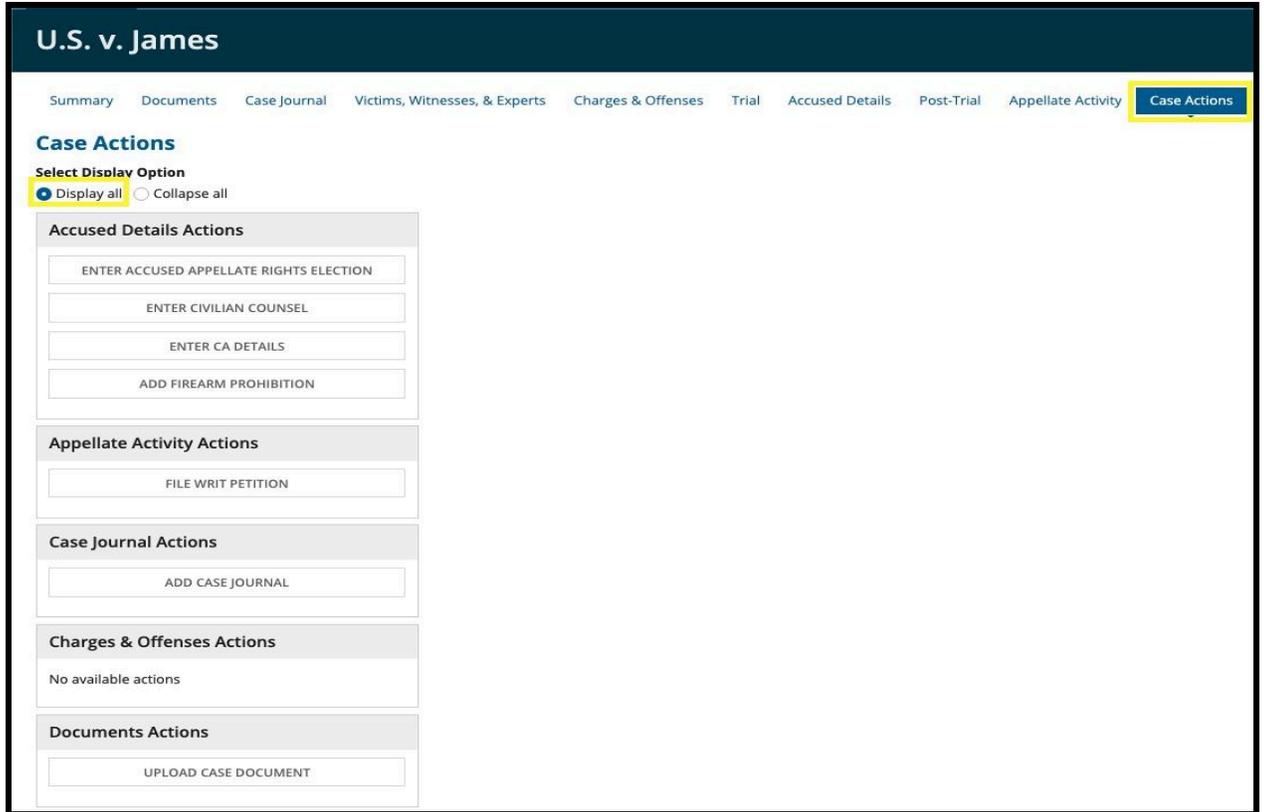
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



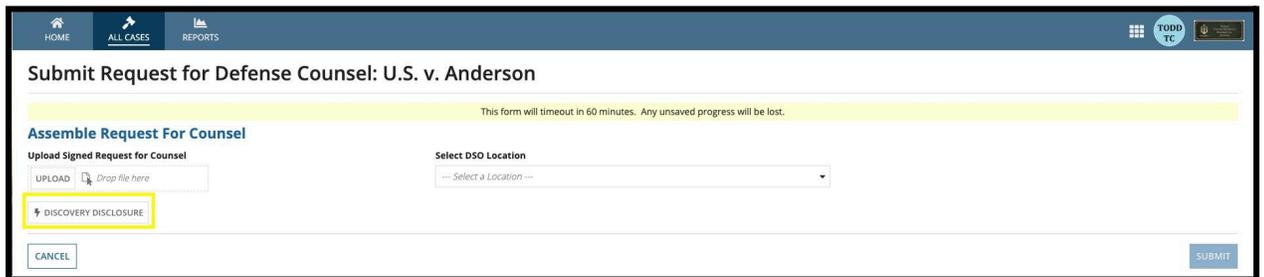
2. Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Arraignment	11/8/2022	-	-
U.S. v. BoswellPostTrialStatus2	N-EU-22-0099	12322021	Motions Litigation	10/17/2022	-	-

3. From the case summary view, navigate to the “Case Actions” tab and take the action to “Assemble Request for Detailed Defense Counsel”.
  - a. Use the “Display All” option to view all case actions available on the case.
  - b. Use CTRL + F to search for an action in the list.
  - c. The action can also be taken from the “Charges & Offenses” tab.



4. Upload the request for counsel (RFC) document and select the DSO location to send the request.
  - a. User can select the “Discovery Disclosure” button in the form to take the “Discovery Disclosure” action directly from the form.
  - b. For more information on the process to disclose discovery, see the [“Disclose Discovery”](#) action.
  - c. Upon submission, this will create a task for the selected DSO location to detail counsel to the case.



5. Following submission, the RFC file disclosure is now available in the “Documents” tab.

# Disclose Discovery

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Arraignment	11/8/2022	-	-
U.S. v. BoswellPostTrialStatus2	N-EU-22-0099	12322021	Motions Litigation	10/17/2022	-	-

3. From the case summary view, navigate to the “Documents” tab and select the “Add Discovery Disclosure” action from the “Actions” list.

U.S. v. Anderson

Summary **Documents** Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions

All Documents  
RCM 309 Matters  
Discovery  
Transcription

ACTIONS  
Case Document  
Upload RCM 309 Matters  
Reciprocal Discovery  
**Discovery Disclosure**

**Discovery Disclosures**

Disclosed On	Documents Disclosed	Disclosed By	Reviewed By	Reviewed On
11/21/2022	1	Todd Trial Government Counsel	-	-

**Reciprocal Discovery Requests**

Request Date Request Requested by Response Response Date

No entries have been made

**Defense Evidence Production Requests**

Date of Request Requested Items Requested By Responded By Date Responded Response File

No entries have been made

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL+F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. Input the details of the discovery disclosure and select "Submit" to save the details to the case.

**Add Discovery Disclosure: U.S. v. Anderson**

This form will timeout in 58 minutes. Any unsaved progress will be lost.

**Discovery Disclosures**

Disclosed On	Documents Disclosed	Disclosed By	Reviewed By	Reviewed On
2/14/2023	2	Todd Trial Government Counsel	-	-

**Disclosure Details**

Date of Disclosure\*  
 Mar 17, 2024

↑ UPLOAD DISCOVERY DOCUMENT

**Discovery File**

Name	Download	Bates Stamp Start	Bates Stamp Stop	Uploaded By	Uploaded On
<input type="checkbox"/> Discovery Document 1	<a href="#">Download</a>	1	4	Todd Trial Government Counsel	2/14/2023
<input type="checkbox"/> Discovery Document 2	<a href="#">Download</a>	4	9	Todd Trial Government Counsel	2/14/2023
<input type="checkbox"/> exampleDoc1	<a href="#">Download</a>			Todd Trial Government Counsel	2/23/2023
<input type="checkbox"/> exampleDoc1	<a href="#">Download</a>			Todd Trial Government Counsel	2/23/2023
<input type="checkbox"/> Checklist	<a href="#">Download</a>	1	2	Todd Trial Government Counsel	6/13/2023
<input type="checkbox"/> Checklist	<a href="#">Download</a>	2	3	Todd Trial Government Counsel	6/13/2023

CANCEL SUBMIT

- a. User may upload new documents by selecting the “Upload Discovery Document” action or select an existing document by selecting the box within the “Discovery File” grid.
  - i. In the “Upload Discovery Document” form, user may upload multiple new documents by selecting the “Add Document” link or remove documents by selecting the red “X” icon

Upload Discovery Document: U.S. v. Anderson

This form will timeout in 59 minutes. Any unsaved progress will be lost.

**New Discovery Documents**

Documents

Document	Bates Number Start	Bates Number Stop	Redacted	Type
<input type="button" value="UPLOAD"/> Drop file here			<input type="checkbox"/>	--- Select a Value ---
<input type="button" value="UPLOAD"/> Drop file here			<input type="checkbox"/>	--- Select a Value ---

[Add Document](#)

- b. For each document included in the disclosure, user can input or edit the “Bates Number Start” and “Bates Number Stop”.
5. Following submission, the discovery disclosure is now available in the “Documents” tab under the “Discovery” subtab within the “Discovery Disclosures” grid.

U.S. v. Anderson

Summary **Documents** Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions

All Documents

RCM 309 Matters

**Discovery**

Transcription

**Discovery Disclosures**

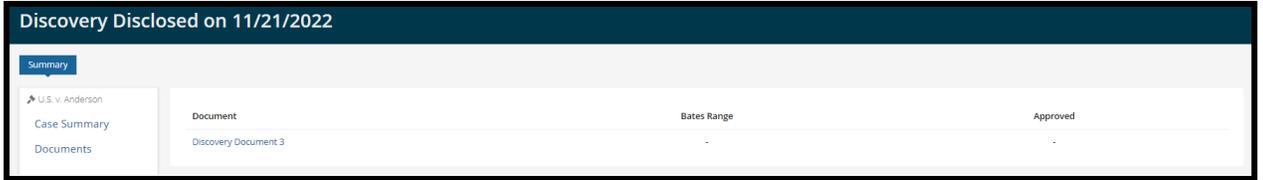
Disclosed On	Documents Disclosed	Disclosed By	Reviewed By	Reviewed On
11/21/2022	1	Todd Trial Government Counsel	-	-

**Reciprocal Discovery Requests**

Search Reciprocal Discoveries SEARCH

Request Date	Request	Requested by	Response	Response Date
No entries have been made				

- a. User can select the “Disclosed On” date to navigate to a read-only view of the disclosure.
- b. Following submission, a task is created for the DSO office to review the disclosed documents.

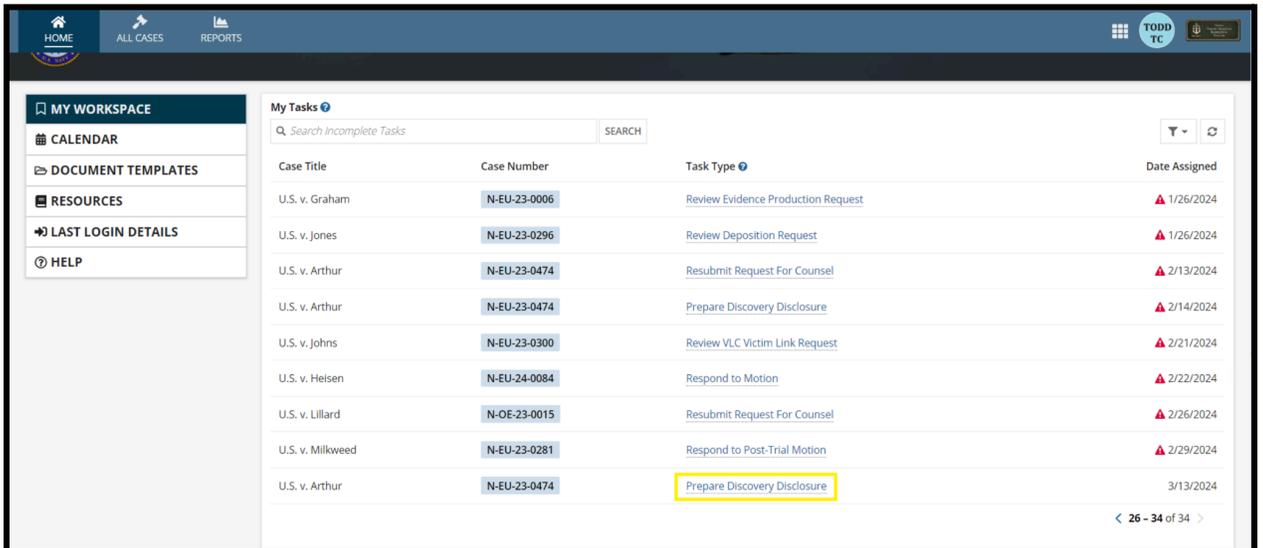


## Prepare Discovery Disclosure (Task)

1. From the NCORS Legal Case Management site, select the “Home” tab.



2. Navigate to the “My Tasks” grid and select the “Task Type” labeled “Resubmit Discovery Disclosure”.
  - a. This task appears for TSO users if a discovery disclosure is rejected by the DSO user assigned to the case.



3. User will be navigated to the “Add Discovery Disclosure” form. Input the details of the discovery disclosure and select “Submit” to save the details to the case.
  - a. Discovery documents not yet approved will be visible in the “Discovery File” grid.

**Add Discovery Disclosure: U.S. v. Arthur**

This form will timeout in 49 minutes. Any unsaved progress will be lost.

**Discovery Disclosures**

Disclosed On	Documents Disclosed	Disclosed By	Reviewed By	Reviewed On
11/13/2023	2	Todd Trial Government Counsel	Marie DSO Senior Defense Counsel	3/5/2024
11/13/2023	2	Todd Trial Government Counsel	Marie DSO Senior Defense Counsel	3/13/2024
11/14/2023	4	Todd Trial Government Counsel	Marie DSO Senior Defense Counsel	2/14/2024
12/21/2023	1	Todd Trial Government Counsel	Marie DSO Senior Defense Counsel	12/21/2023
12/21/2023	3	Todd Trial Government Counsel	Marie DSO Senior Defense Counsel	12/21/2023

1 - 5 of 6 >

**Disclosure Details**

Date of Disclosure\*  
Mar 13, 2024

**UPLOAD DISCOVERY DOCUMENT**

**Discovery File**

<input type="checkbox"/>	Name	Download	Bates Stamp Start	Bates Stamp Stop	Uploaded By	Uploaded On
<input type="checkbox"/>	CAMfile			8	Todd Trial Government Counsel	11/13/2023
<input type="checkbox"/>	Order Document		2	7	Todd Trial Government Counsel	3/13/2024

CANCEL **SUBMIT**

- c. User may upload new documents by selecting the “Upload Discovery Document” action or select an existing document by selecting the box within the “Discovery File” grid.
  - i. In the “Upload Discovery Document” form, user may upload multiple new documents by selecting the “Add Document” link or remove documents by selecting the red “X” icon

**Upload Discovery Document: U.S. v. Anderson**

This form will timeout in 59 minutes. Any unsaved progress will be lost.

**New Discovery Documents**

**Documents**

Document	Bates Number Start	Bates Number Stop	Redacted	Type
<input type="button" value="UPLOAD"/> Drop file here			<input type="checkbox"/>	--- Select a Value ---
<input type="button" value="UPLOAD"/> Drop file here			<input type="checkbox"/>	--- Select a Value ---

**Add Document**

CANCEL **SUBMIT**

- b. For each document included in the disclosure, user can input or edit the “Bates Number Start” and “Bates Number Stop”.

- Following submission, the discovery disclosure is now available in the “Documents” tab under the “Discovery” subtab within the “Discovery Disclosures” grid on the case.

The screenshot shows the 'U.S. v. Arthur' case page with the 'Documents' tab selected. The 'Discovery Disclosures' grid is visible, showing two entries. The second entry, dated 3/13/2024, is highlighted with a yellow box. Below the grid, there is a section for 'Reciprocal Discovery Requests'.

Disclosed On	Documents Disclosed	Disclosed By	Reviewed By	Reviewed On
12/21/2023	2	Todd Trial Government Counsel	Marie DSO Senior Defense Counsel	12/21/2023
3/13/2024	2	Todd Trial Government Counsel	-	-

- User can select the “Disclosed On” date to navigate to a read-only view of the disclosure.
- Following submission, a task is once again created for the DSO office to review the disclosed documents.

The screenshot shows the 'Discovery Disclosed on 3/13/2024' view. The 'Disclosed Documents' table is visible, showing two entries: 'CAMfile' and 'Order Document'. The 'Bates Range' and 'Approved' columns are also visible.

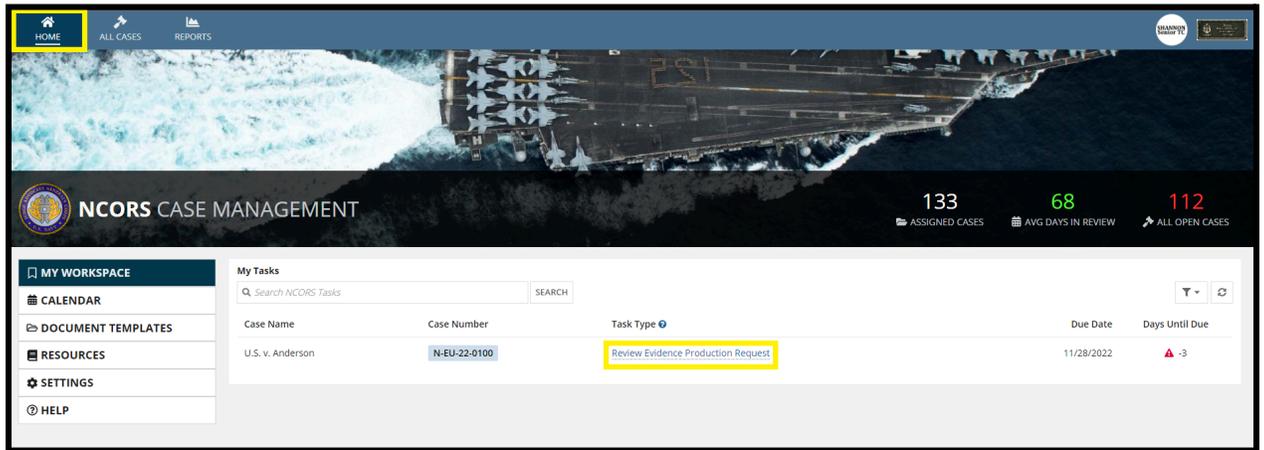
Document	Bates Range	Approved
CAMfile TXT - 0 KB	- 8	-
Order Document TXT - 0 KB	2 - 7	-

## Respond to Evidence Production Request

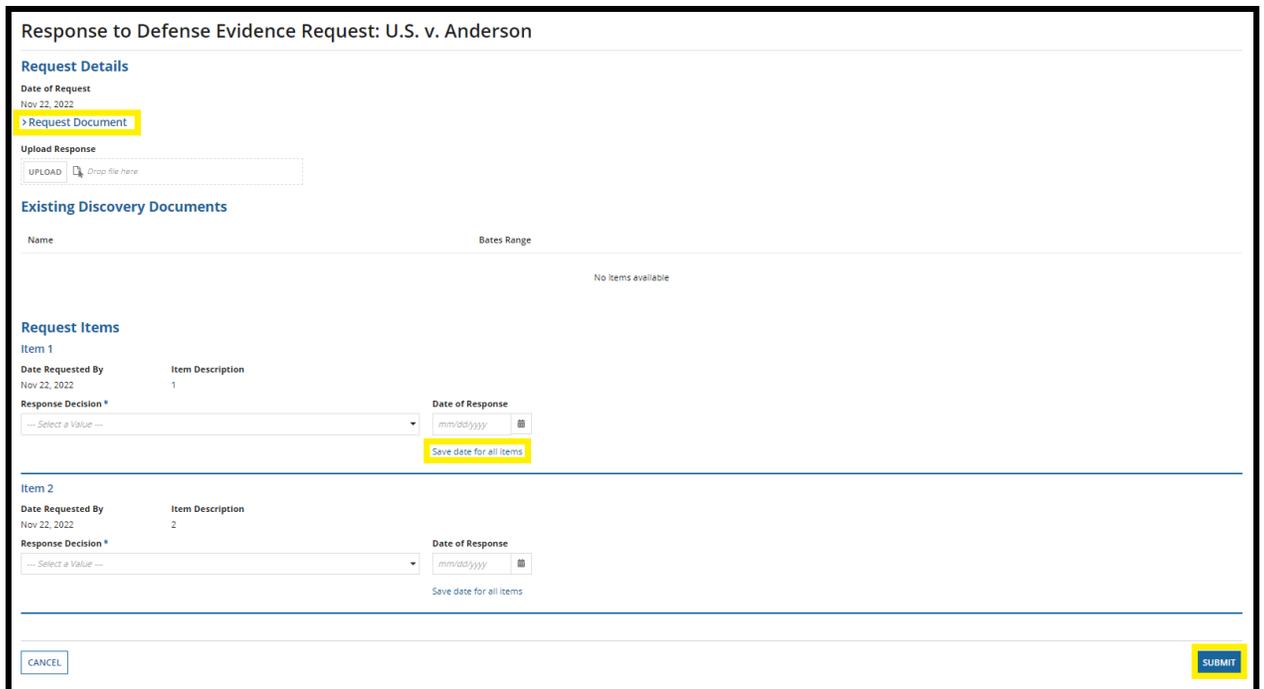
- From the NCORS Legal Case Management site, navigate to the “Home” tab to view the “My Tasks” grid.

The screenshot shows the navigation bar of the NCORS Legal Case Management site. The 'HOME' tab is highlighted with a yellow box. Other tabs include 'ALL CASES' and 'REPORTS'. There are also logos for 'STANFORD' and 'UNIVERSITY OF CALIFORNIA' in the bottom right corner.

2. Select the “Task Type” from the grid to navigate to “Review Evidence Production Request” form.

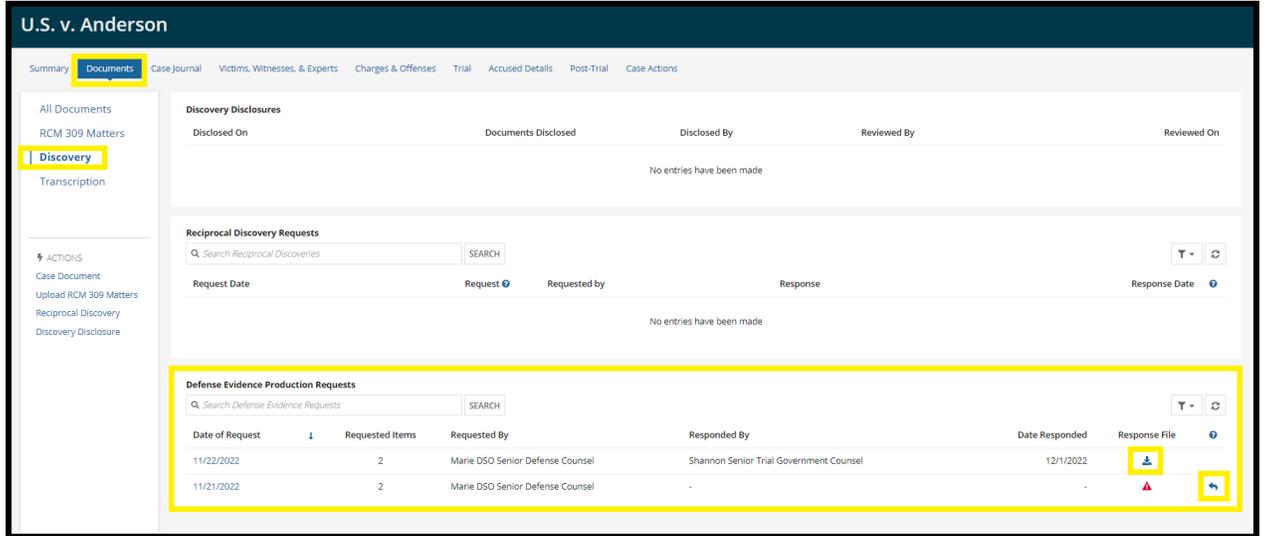


- a. This task is created following an action to send an evidence production request submitted from the defense.
3. In the form, input the details of the Response to Defense Evidence Request and select “Submit” to save the details to the case.

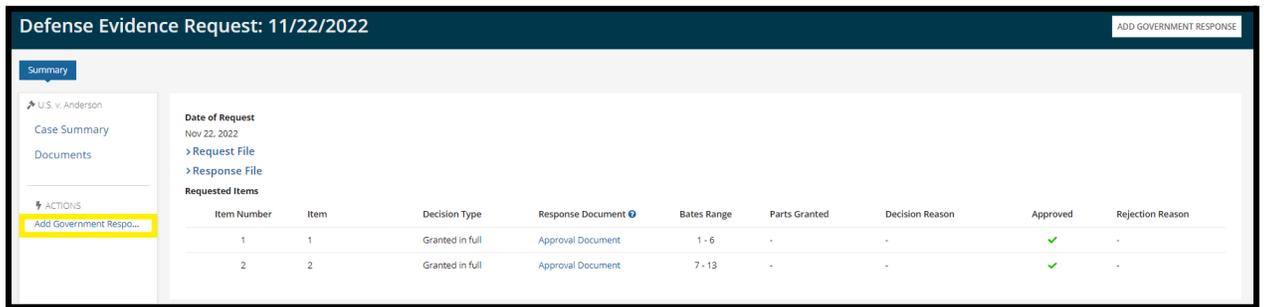


- a. The request document can be viewed in the Response form by selecting the “Request Document”.
4. For each item in the request, user can select the response decision.
  - a. Date of response can be populated for all Items by selecting the “Save date for all items”.

- b. If required, select or upload the files corresponding to the requested item.
5. Select “Submit” to respond to the request.
  - a. A task for Defense to “Review Evidence Production Response”.
6. Following submission, the details of the request are available in the “Discovery” subtab, in the “Documents” tab.



- a. User can respond to the production request by selecting the action from the grid in the right column of the grid.
- b. User can access a read-only summary of the request by selecting the “Date of Request” field in the grid.
  - i. From the summary view, user can take the action to add a response to the request by selecting the “Add Government Response” action from the “Actions” list.



## Send Request for Reciprocal Discovery

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Arraignment	11/8/2022	-	-
U.S. v. BoswellPostTrialStatus2	N-EU-22-0099	12322021	Motions Litigation	10/17/2022	-	-

3. From the case summary view, navigate to the “Documents” tab and take the “Reciprocal Discovery” action from the “Actions” list.

**U.S. v. Anderson**

Summary | **Documents** | Case Journal | Victims, Witnesses, & Experts | Charges & Offenses | Trial | Accused Details | Post-Trial | Case Actions

**All Documents**

Search Documents | SEARCH | DOCUMENT TYPE | Any | Filter | Refresh

CHARACTERISTICS | Any | PUBLISHED DOCUMENT | Any

SOURCE | Any

Document	Last Updated	Type	Source
<b>Request For Counsel</b> PDF - 3 KB	2/14/2023 1:19 PM Todd Trial Government Counsel	Signed Request for Detailed Defense Counsel Form	Gov
<b>Discovery Document 2</b> PDF - 3 KB	2/14/2023 1:18 PM Todd Trial Government Counsel	Discovery	Gov
<b>Discovery Document 1</b> PDF - 3 KB	2/14/2023 1:18 PM Todd Trial Government Counsel	Discovery	Gov
<b>Charge Sheet U.S. v. Graham</b> 2023_02_14_13_18 PDF - 4.1 MB	2/14/2023 1:18 PM Meredith Hoopes	Charge Sheet - Signed and Preferral	Gov

**ACTIONS**

- Case Document
- Request RCM 309 Matters
- Reciprocal Discovery**
- Discovery Disclosure

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. Upload the reciprocal discovery request document.

**Request Reciprocal Discovery: U.S. v. Anderson**

Items Required in Reciprocal Discovery

- Witness Information
- Documents and tangible items
- Reports of examination and tests
- Inadmissibility of withdrawn defense

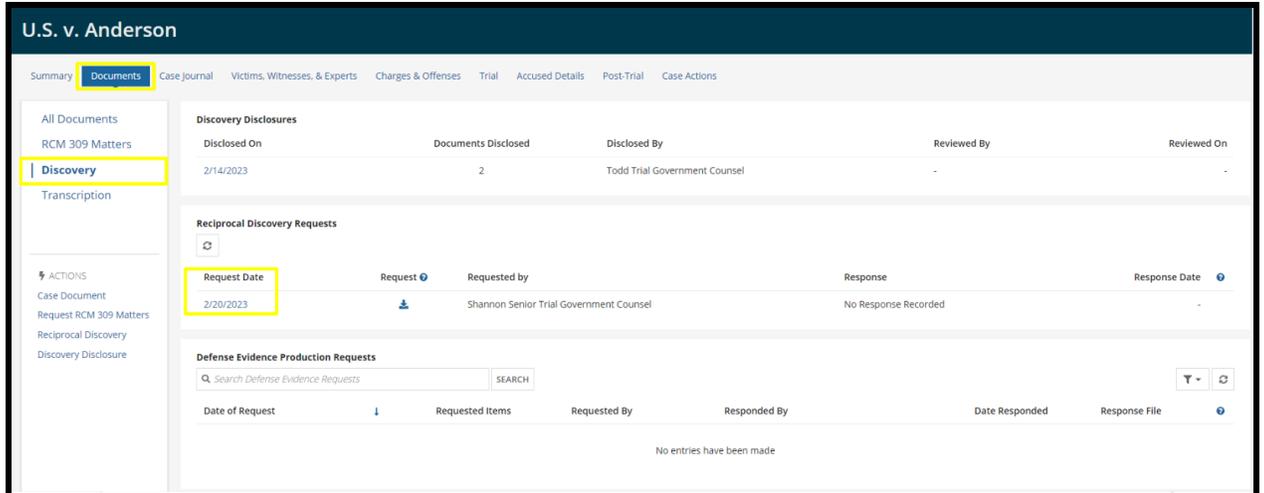
Date of Request  
Feb 20, 2023

**Request File Upload**

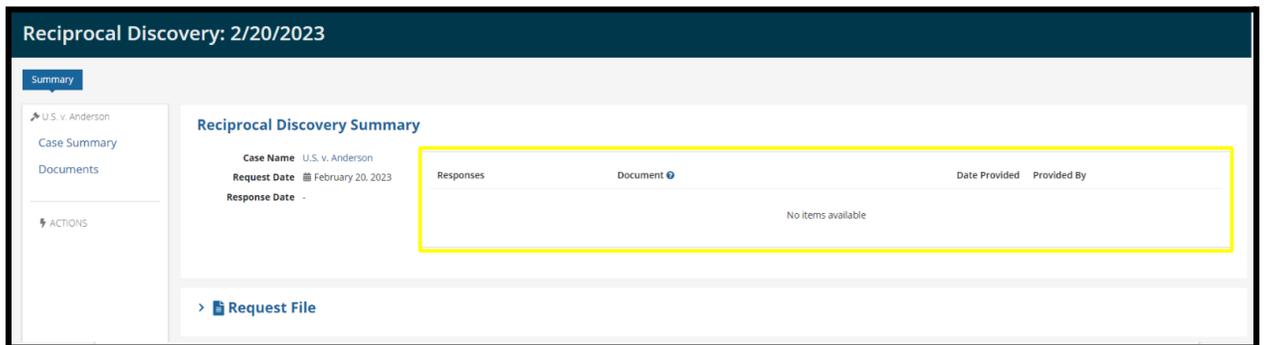
UPLOAD Drop file here

CANCEL **SUBMIT**

5. Select “Submit” to send the reciprocal discovery request to the defense.
  - a. A task is created for the defense counsel to respond to the request.
6. Following submission, the reciprocal discovery request is visible in the “Discovery” subtab under the “Documents” tab.



- a. User can navigate to a summary view of the request by selecting the “Request Date” in the “Reciprocal Discovery Requests” grid.
  - i. Responses from the defense will appear in the summary view as responses are submitted.



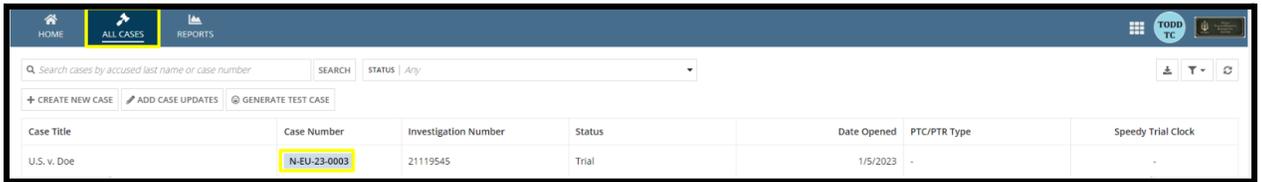
## Plea and Pretrial Agreements

### Generate Draft Plea Agreement

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

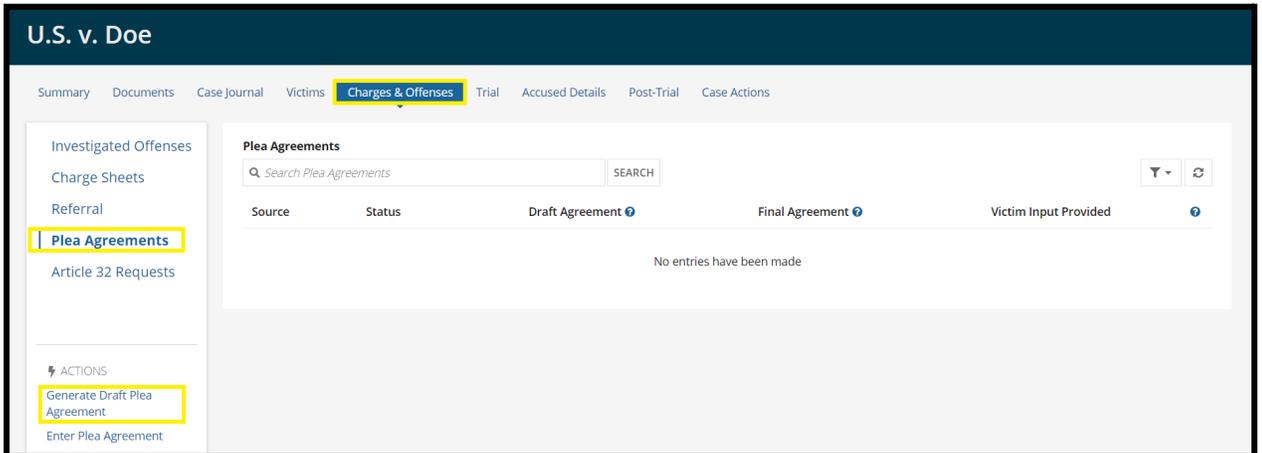


2. Select the “Case Number” to navigate to the case summary view.



Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Doe	N-EU-23-0003	21119545	Trial	1/5/2023	-	-

3. From the case summary view, navigate to the “Charges and Offenses” tab and select the “Generate Draft Plea Agreement” action from the “Actions” list.



U.S. v. Doe

Summary Documents Case Journal Victims **Charges & Offenses** Trial Accused Details Post-Trial Case Actions

Investigated Offenses  
Charge Sheets  
Referral  
**Plea Agreements**  
Article 32 Requests

⚡ ACTIONS  
**Generate Draft Plea Agreement**  
Enter Plea Agreement

Plea Agreements

Search Plea Agreements SEARCH

Source	Status	Draft Agreement	Final Agreement	Victim Input Provided
No entries have been made				

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

4. In the “Generate Plea Agreement” form, populate the details of the draft plea agreement.
  - a. Select stock provision language to include in the plea agreement in the “Agreement Provisions” step. Select the “Next” button once all necessary information is input.
    - i. By default, a set of “General” provisions will be selected.
    - ii. Provisions can be added by selecting the “Add Provision” link.
    - iii. Provisions can be removed by selecting the “Remove” icon.
    - iv. Provision language can be edited in the “Provision” field. Changes to the provision language will be reflected in the generated plea agreement document.

**Generate Plea Agreement: U.S. v. Doe**

This form will timeout in 56 minutes. Any unsaved progress will be lost.

**Agreement Provisions**

Select model provisions to include in the plea agreement. Provisions are organized by category and type, and a group of general provisions are included by default.

Category	Type	Provision
General	General	I agree to enter pleas as indicated below. I assert that I am, in fact, guilty of the offense(s) to which I am pleading guilty. I am entering into this agreement freely and voluntarily. No one has threatened or coerced me into entering this agreement.
General	General	"a. I understand that should I commit any misconduct (i.e., any act or omission in violation of the UCMJ which constitutes a material breach of this agreement) after the signing of this plea agreement but before the date of trial, such misconduct may be the basis for the convening authority to unilaterally

[Add Provision](#)

[CANCEL](#) [BACK](#) [NEXT](#)

- b. Input the offered pleas to charges and specifications in the “Plea Details” step. Select the “Next” button once all necessary information is input.
- If “GUILTY to LIO or Other Offense” is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
  - If “GUILTY, except for the words” is selected as the plea, input the exception details.

**Generate Plea Agreement: U.S. v. Doe**

This form will timeout in 51 minutes. Any unsaved progress will be lost.

**Plea Details**

Does the plea agreement contain an offer to plead guilty?  
 Yes  No

**Charge I: Violation of the UCMJ, Article 81 - Conspiracy - GUILTY**

Specification	Max Punishment Authorized by UCMJ	Plea *	Plea Details *
-	<ul style="list-style-type: none"> <li>Confinement: Life</li> <li>Forfeitures: Total</li> <li>Discharge: Death, DD, BCD</li> </ul>	GUILTY, except for...	GUILTY except for the words ____ and substituting the words ____ Of the excepted words, NOT GUILTY; Of the specification as excepted and substituted, GUILTY.

- c. Input the agreed upon sentencing forum and minimum and maximum punishment in the “Punishment Details” step. Select the “Next” button once all necessary information is input.
- If the agreed upon sentencing composition is “Members”, input the minimum and maximum punitive discharge, confinement, and fine amounts.
  - If the agreed upon sentencing composition is “Judge” or “Magistrate Judge”, input the minimum and maximum punitive discharge and minimum confinement and fine amounts for each specification under segmented sentencing rules.

**Generate Plea Agreement: U.S. v. Doe**

This form will timeout in 43 minutes. Any unsaved progress will be lost.

- Agreement Provisions
- Plea Details
- Punishment Details**
- Review
- Generate Plea Agreement

**Punishment Details**

Was there an agreed upon sentencing forum included in the plea agreement? \*  
 Yes  No

**Sentencing Composition**  
 Magistrate Judge

**Punitive Discharge**

Minimum Punitive Discharge: --- Select a Value ---  
 Maximum Punitive Discharge: --- Select a Value ---

**Segmented Confinement and Fines**

Charge I: Violation of the UCMJ, Article 81 - Conspiracy

**Specification**  
 -

**Confinement**

Minimum Confinement: --- Minimum Period --- Minimum Duration  
 Maximum Confinement: --- Maximum Period --- Maximum Duration

Concurrent With: --- Select Concurrent Specs ---  
 Consecutive With: --- Select Consecutive Specs ---

**Fines**

Minimum Fine Amount: \_\_\_\_\_  
 Maximum Fine Amount: \_\_\_\_\_

iii. Select the “Calculate Total” button to calculate the total minimum and maximum confinement and fine amounts.

**Punishment Totals**

**Calculate Total**

Confinement		Fines	
Total Minimum Confinement	3 months	Total Minimum Fine Amount	\$300.00
Total Maximum Confinement	8 months	Total Maximum Fine Amount	\$1,500.00

CANCEL BACK NEXT

d. In the “Review” step, review the details of the agreement, then select the “Generate Document” button to generate the draft plea agreement document.

**Punishment Details**

Was there an agreed upon sentencing forum included in the plea agreement? \*  
 Yes  No

**Sentencing Composition**  
 Members

**Punitive Discharge**

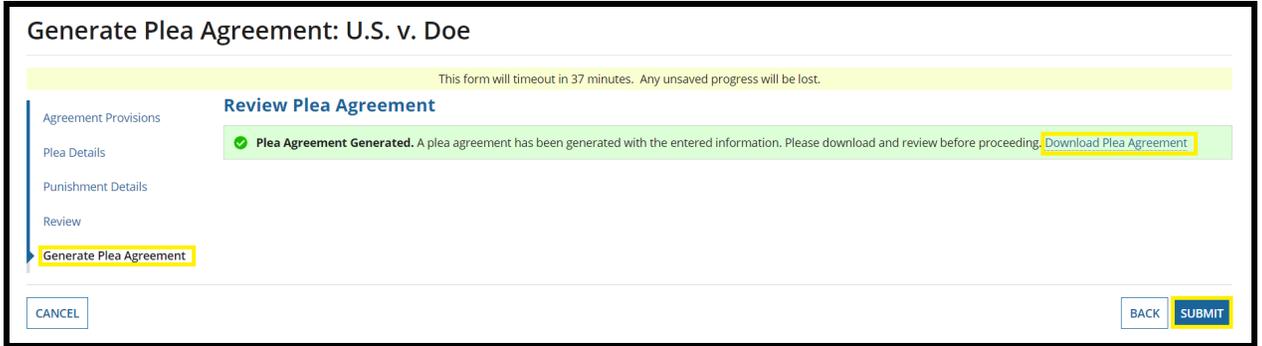
Minimum Punitive Discharge: --- Select a Value ---  
 Maximum Punitive Discharge: --- Select a Value ---

**Punishment Totals**

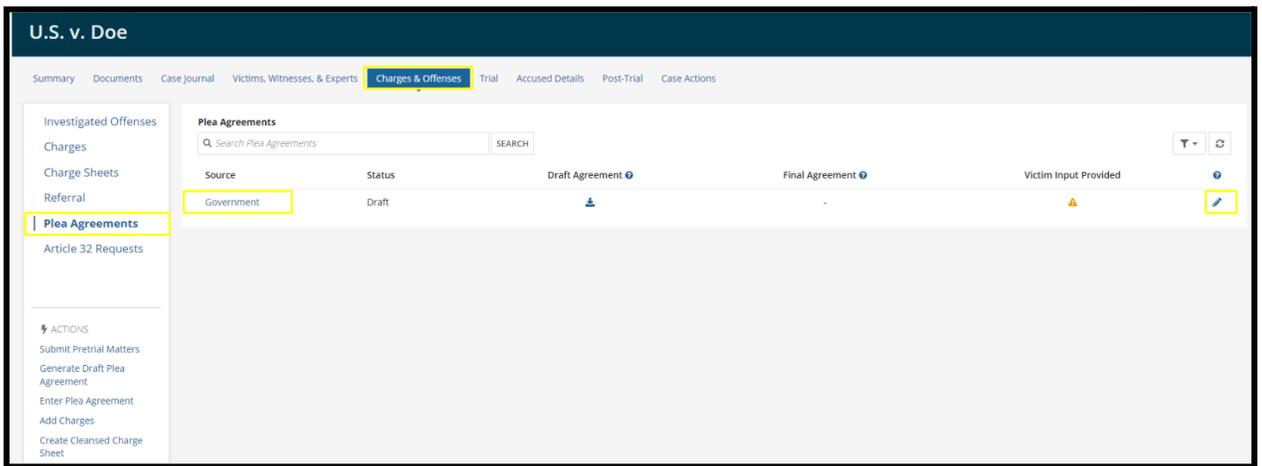
Confinement		Fines	
Total Minimum Confinement	Total Maximum Confinement	Total Minimum Fine Amount	Total Maximum Fine Amount
--- Minimum Period --- Minimum Duration	--- Maximum Period --- Maximum Duration		

CANCEL BACK GENERATE DOCUMENT

5. The generated plea agreement may be downloaded and previewed prior to submission by selecting the “Download Plea Agreement” link.



6. Following submission, the draft plea agreement is available on the “Plea Agreement” subtab under “Charges and Offenses” tab.
  - a. A summary of the agreement can be viewed by selecting the “Source” link.
  - b. The agreement can be edited by selecting the “Edit” icon in the grid.



7. When editing the agreement, the “Status” can be updated to disclose the agreement to other users in the system.
  - a. If the “Status” is “Draft”, the agreement can only be viewed by Trial Office users.
  - b. If the “Status” is “With Defense”, the agreement can be viewed by defense users and Trial Office users.
  - c. If the “Status” is “With Public”, the agreement can be viewed by VLC users, Trial Office users, and Defense users.

### Enter Plea Agreement: U.S. v. Doe

This form will timeout in 60 minutes. Any unsaved progress will be lost.

- Agreement Details
- Agreement Provisions
- Victim Input
- Plea Details
- Punishment Details
- Action on Agreement
- Review

#### Agreement Details

**Status** Draft **Source** Government

**Draft Plea Agreement**

**Agreement Provisions**

Select model provisions to include in the plea agreement. Provisions are organized by category and type, and a group of general provisions are included by default.

Category	Type	Provision	
General	General	I agree to enter pleas as indicated below. I assert that I am, in fact, guilty of the offense(s) to which I am pleading guilty. I am entering into this agreement freely and voluntarily. No one has threatened or coerced me into entering this agreement.	✖
General	General	This memorandum sets out the entire agreement between the convening authority and me. There are no other written, oral, or implied agreements.	✖
General	General	I am satisfied with (all of) my defense counsel, (name), individual military defense counsel (name), and civilian defense counsel (name) in all respects and consider (him/her/them) qualified to represent me at this court-martial.	✖
General	General	I understand that I may withdraw from this plea agreement for any reason prior to acceptance of this plea agreement by the military judge. I understand that I may also request to withdraw from this plea agreement after its acceptance, but before the sentence is announced if good cause is shown.	✖
General	General	I understand that per R.C.M. 705(e)(4)(B), the convening authority may withdraw from this plea agreement: a. at any time before my substantial performance of the promises contained in this agreement;	✖

CANCEL
BACK
SUBMIT

## Enter Plea Agreement

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date
	U.S. v. DigitalSignatureTest_1	N-EU-24-0033	DIGITALSIGNATURETEST_1, MIDSHIPMAN ZACHARY ZARYLOLO	72615119	Article 103b - Aiding the enemy; Article 128 - Assault; Article 115 - Malingering	Trial	TRIAL GOVERNMENT COUNSEL, TODD	7/22/2024
<span style="color: green;">✔</span>	U.S. v. Po	N-EU-24-0031	PO, MA1 EGE EGGEAKIK	79466856	Article 116 - Riot or breach of peace; Article 104a - Fraudulent enlistment, appointment, or separation; Article 128b - Domestic violence; Article 112a - Wrongful use, possession, etc., of controlled substances	Trial	TRIAL DEPARTMENT HEAD, SHANNON	7/19/2024
<span style="color: green;">✔</span>	U.S. v. Stacy	N-EU-24-0011	STACY, CPO GWEN	124211	Article 128b - Domestic violence; Article 77 - Principals; Article 84 - Unlawful enlistment, appointment, or separation	Trial	TRIAL GOVERNMENT COUNSEL, TODD	7/1/2024

3. From the case summary view, navigate to the “Charges and Offenses” tab and select the “Enter Plea Agreement” action.

The screenshot shows the case summary view for "U.S. v. Po". The "Charges & Offenses" tab is selected and highlighted. The main content area displays a "Plea Agreements" table with columns for Source, Status, Draft Agreement, Final Agreement, and Victim Input Provided. Below the table, it states "No entries have been made". On the left sidebar, under the "ACTIONS" section, the "Enter Plea Agreement" action is highlighted.

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

The screenshot shows the case summary view for "U.S. v. James". The "Case Actions" tab is selected and highlighted. The main content area displays the "Case Actions" section with a "Select Display Option" dropdown set to "Display all". Below this, there are several categories of actions:
 

- Accused Details Actions:** ENTER ACCUSED APPELLATE RIGHTS ELECTION, ENTER CIVILIAN COUNSEL, ENTER CA DETAILS, ADD FIREARM PROHIBITION.
- Appellate Activity Actions:** FILE WRIT PETITION.
- Case Journal Actions:** ADD CASE JOURNAL.
- Charges & Offenses Actions:** No available actions.
- Documents Actions:** UPLOAD CASE DOCUMENT.

4. In the “Enter Plea Agreement” form, input the details of the plea agreement and select “Submit”.
  - a. In the “Agreement Details” step, input the agreement status and upload the draft agreement document. Select the “Next” button once all necessary information is input.
    - i. If the “Status” is “Draft”, the agreement can only be viewed by TSO users.
    - ii. If the “Status” is “With Defense”, the agreement can be viewed by Defense users and Trial Office users.
    - iii. If the “Status” is “With Public”, the agreement can be viewed by VLC users, Trial Office users, and Defense users.

The screenshot shows a web form titled "Enter Plea Agreement: U.S. v. Po". A yellow banner at the top states "This form will timeout in 60 minutes. Any unsaved progress will be lost." On the left is a sidebar menu with options: Agreement Details (selected), Agreement Provisions, Victim Input, Plea Details, Punishment Details, Action on Agreement, and Review. The main content area is titled "Agreement Details" and contains a "Status" dropdown menu set to "Draft", a "Source" field set to "Government", and a "Draft Plea Agreement" section with an "UPLOAD" button and a "Drop file here" link. At the bottom left is a "CANCEL" button and at the bottom right is a "NEXT" button.

5. Select stock provision language to include in the plea agreement in the “Agreement Provisions” step. Select the “Next” button once all necessary information is input.
  - a. By default, a set of “General” provisions will be selected.
  - b. Provisions can be added by selecting the “Add Provision” link.
  - c. Provisions can be removed by selecting the “Remove” icon.
  - d. Provision language can be edited in the “Provision” field. Changes to the provision language will be reflected in the generated plea agreement document.

Enter Plea Agreement: O.S. v. Doe

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Agreement Details

**Agreement Provisions**

Select model provisions to include in the plea agreement. Provisions are organized by category and type, and a group of general provisions are included by default.

Category	Type	Provision	
General	General	I agree to enter pleas as indicated below. I assert that I am, in fact, guilty of the offense(s) to which I am pleading guilty. I am entering into this agreement freely and voluntarily. No one has threatened or coerced me into entering this agreement.	X
General	General	This memorandum sets out the entire agreement between the covering authority and me. There are no other written, oral, or implied agreements.	X
General	General	I am satisfied with (all of) my defense counsel, (name), individual military defense counsel (name), and civilian defense counsel (name) in all respects and consider (him)(her)(them) qualified to represent me at this court-martial.	X
General	General	I understand that I may withdraw from this plea agreement for any reason prior to acceptance of this plea agreement by the military judge. I understand that I may also request to withdraw from this plea agreement after its acceptance, but before the sentence is announced if good cause is shown.	X
General	General	*I understand that per R.C.M. 705(e)(4)(B), the covering authority may withdraw from this plea agreement: a. at any time before my substantial performance of the promises contained in this agreement:	X
General	General	*Future Misconduct: a. I understand that should I commit any misconduct (i.e., any act or omission in violation of the UCMJ which constitutes a material breach of this agreement) after the signing of this plea agreement but before the date of trial, such misconduct may be the basis for the covering authority to unilaterally withdraw from the plea agreement, rendering the entire agreement null and void.	X

Victim Input

Plea Details

Punishment Details

Action on Agreement

Review

ADD Provision

CANCEL

BACK NEXT

- In the "Victim Input" step, input if victim(s) were provided an opportunity to provide input on the agreement.

Enter Plea Agreement: O.S. v. Doe

This form will timeout in 57 minutes. Any unsaved progress will be lost.

Agreement Details

Agreement Provisions

**Victim Input**

Name	Provided Opportunity to Submit Input?	Provided Input?	Input	Date	Additional Details
LAM, SAMUEL SAELLAAM	--- Select a Value ---	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000
BUTNIK, ZHADAN ZHANBUIK	--- Select a Value ---	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000
DOE, AMECS JANE A	--- Select a Value ---	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000

Victim Input

Plea Details

Punishment Details

Action on Agreement

Review

CANCEL

BACK NEXT

- Input the offered pleas to charges and specifications in the "Plea Details" step. Select the "Next" button once all necessary information is input.
  - If "GUILTY to LIO or Other Offense" is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
  - If "GUILTY, except for the words" is selected as the plea, input the exception details.

8. In the “Punishment Details” step, input the agreed upon sentencing forum and minimum and maximum punishment. Select the “Next” button once all necessary information is input.
  - a. If the agreed upon sentencing composition is “Members”, input the minimum and maximum punitive discharge, confinement, and fine amounts.
  - b. If the agreed upon sentencing composition is “Judge” or “Magistrate Judge”, input the minimum and maximum punitive discharge and minimum confinement and fine amounts for each specification under segmented sentencing rules.

- i. Once segmented limits are input, select the “Calculate Total” button to calculate the total minimum and maximum confinement and fine amounts.

**Punishment Totals** CALCULATE TOTAL

Confinement		Fines	
Total Minimum Confinement	3 months	Total Minimum Fine Amount	\$300.00
Total Maximum Confinement	8 months	Total Maximum Fine Amount	\$1,500.00

CANCEL BACK NEXT

- c. In the “Action on Agreement” step, input the details of the action taken on the agreement by the CA.
  - i. If the agreement is approved, input the details of the approved agreement and upload the final agreements file and the stipulation of fact.
  - ii. Trial Office users are the only users who can enter these details for all agreements on a case regardless of the source.
  - iii. Users can also view the TMO Dates set on the case, and select the “Ordered TMO Dates” button to update ordered dates.

Enter Plea Agreement: U.S. v. Po

This form will timeout in 55 minutes. Any unsaved progress will be lost.

**Action on Agreement**

Date Forwarded to Referral Authority: mm/dd/yyyy

Date Signed by Accused: mm/dd/yyyy

Action on Plea Agreement: Approved

Date of Action: mm/dd/yyyy

Was Plea Agreement Later Withdrawn?  Yes  No

Was there an agreement to refer the charges to a lesser forum?

Final Plea Agreement: [UPLOAD] Drop file here

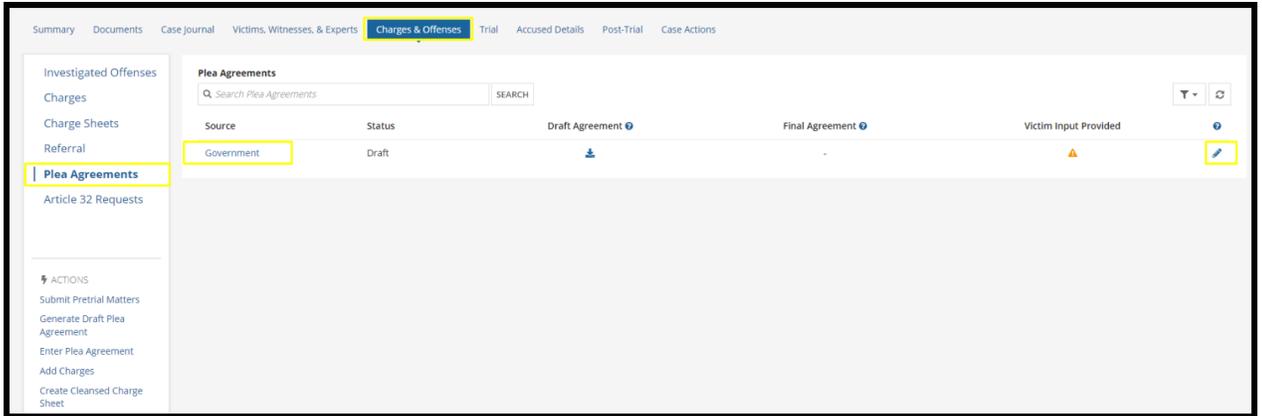
Stipulation of Fact: [UPLOAD] Drop file here

**TMO Dates**

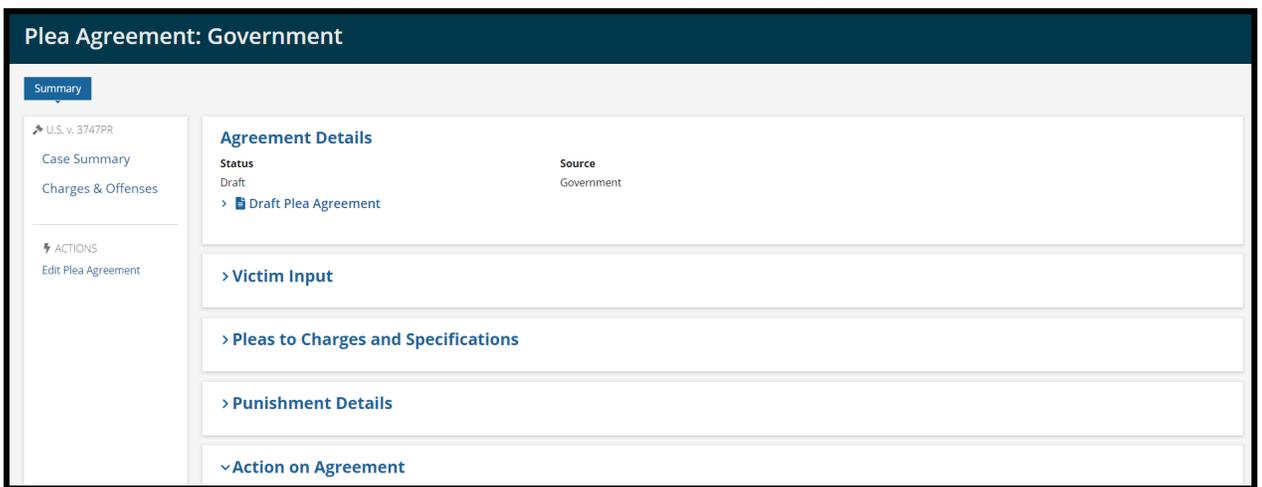
ORDERED TMO DATES

	Ordered Date	Government Offered Date	Defense Offered Date
a. Arraignment	7/16/2024		

- d. In the “Review” step, review the information input in the previous steps.
9. Following submission, the plea agreement is available on the “Plea Agreement” subtab of the “Charges and Offenses” tab.
  - a. The agreement can be edited by selecting the “Edit” icon in the grid.
  - b. Plea agreement visibility is based on the source and status of the plea agreement. Trial Office users can view:
    - i. Plea agreements with a status of “Draft” and “Government” as the source.
    - ii. Plea agreements with a status of “With Government” as the source.
    - iii. Plea agreements with a status of “Public”.
    - iv. Plea agreements with a status of “With CA”.
    - v. Plea agreements with a status of “Approved”.
    - vi. Plea agreements with a status of “Denied”.



c. A summary of the agreement can be viewed by selecting the “Source” link.



## Input Action on Plea Agreement

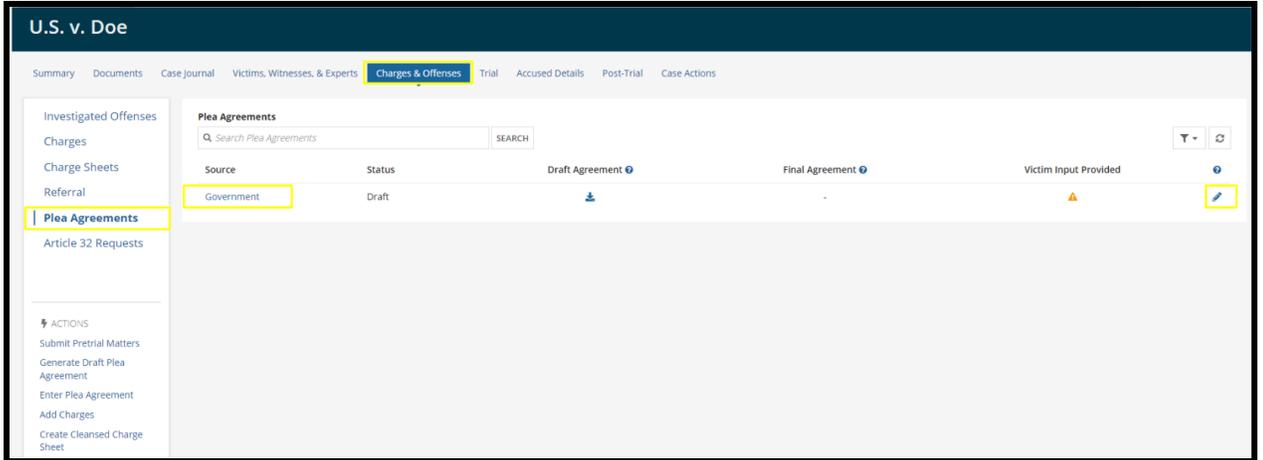
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



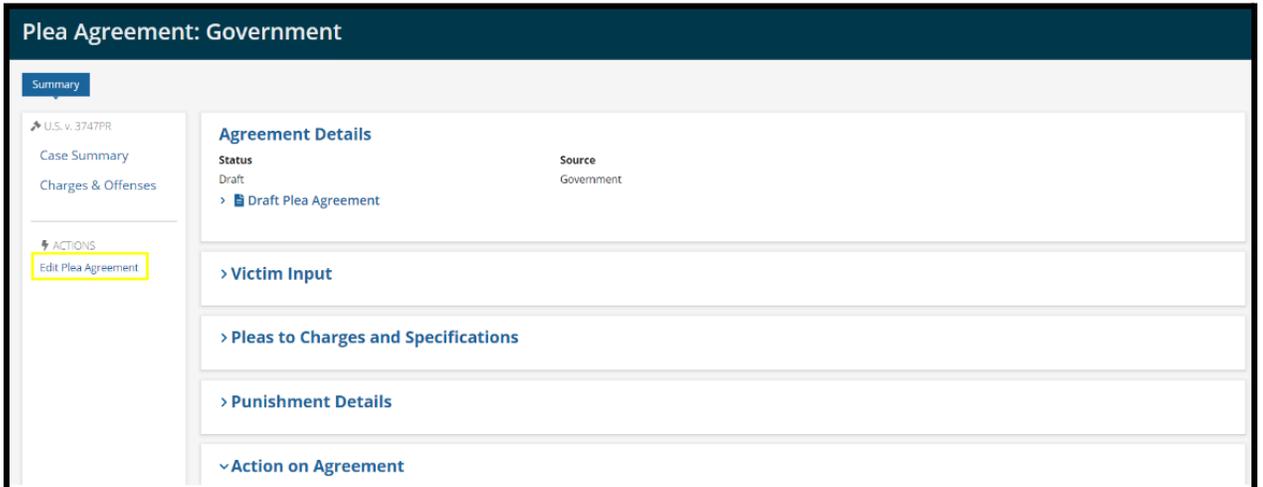
2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary, navigate to the “Plea Agreements” subtab under the “Charges and Offenses” tab.
4. Select the “Edit” icon in the grid to edit the details of an existing plea agreement.
  - a. Edit action can be taken on all agreements visible in the grid.



- b. This action can also be taken from the summary view of an agreement by selecting the “Edit Agreement” action from the “Actions” list.
  - i. Summary view can be accessed by selecting the “Source” link in the grid.



- 5. In the form, navigate to the “Action on Agreement” step and input the details of the action taken on the agreement by the CA.
  - a. If the agreement is approved, input the details of the approved agreement and upload the final agreements file and the stipulation of fact.
  - b. Trial Office users are the only users who can enter these details for all agreements on a case regardless of the source.

Enter Plea Agreement: U.S. v. Doe

This form will timeout in 53 minutes. Any unsaved progress will be lost.

**Action on Agreement**

Agreement Details  
 Agreement Provisions  
 Victim Input  
 Plea Details  
 Punishment Details  
 Action on Agreement  
 Review

Date Forwarded to CA: mm/dd/yyyy  
 Date Signed by Accused: mm/dd/yyyy  
 Action on Plea Agreement: Approved  
 Date of Action: mm/dd/yyyy  
 Was Plea Agreement Later Withdrawn?  
 Yes  No  
 Was there an agreement to refer the charges to a lesser forum?  
 --- Select a Value ---  
 Final Plea Agreement: UPLOAD Drop file here  
 Stipulation of Fact: UPLOAD Drop file here

CANCEL BACK NEXT

6. Review the details on the agreement and select “Submit” to save the details to the case.
7. Following entry of data, the status of the agreement will update in the grid based on the inputs
  - a. If approved, the “Final Plea Agreement” document will be published.

U.S. v. Doe

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Case Actions

Investigated Offenses  
 Charges  
 Charge Sheets  
 Referral  
**Plea Agreements**  
 Pretrial Agreements  
 Article 32 Requests

Plea Agreements

Search Plea Agreements SEARCH

Source	Status	Draft Agreement	Final Agreement	Victim Input Provided
Government	Denied			

- a. The action on the agreement can be edited by selecting the “Edit” icon or from the summary view of the agreement.

## Enter Pretrial Agreement

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Doe	N-EU-23-0003	21119545	Trial	1/5/2023	-	-

3. From the case summary view page, navigate to the “Charges and Offenses” tab and select the “Enter Pretrial Agreement” action from the “Actions” list.
  - a. Note: Pretrial agreements are only available for pre-MJA 16 cases.

**U.S. v. Doe**

Summary Documents Case Journal Victims **Charges & Offenses** Trial Accused Details Post-Trial Case Actions

Investigated Offenses  
Charge Sheets  
Referral  
Plea Agreements  
**Pretrial Agreements**  
Article 32 Requests

**Pretrial Agreements**

Search *Search Plea Agreements* SEARCH

Source	Status	Draft PTA I	Draft PTA II	Final PTA I	Final PTA II	Victim Input Provided
No entries have been made						

**ACTIONS**

- Enter Pretrial Agreement**
- Generate Draft Plea Agreement
- Enter Plea Agreement

- b. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

4. In the “Enter Pretrial Agreement” form, input the details of the pretrial agreement and select “Submit”.
  - a. In the “Agreement Details” step, input the agreement status, select a victim to link the agreement to, and upload the Draft PTA Part I and Draft PTA Part II documents. Select the “Next” button once all necessary information is input.
    - i. If the “Status” is “Draft”, the agreement can only be viewed by Trial Office users.
    - ii. If the “Status” is “With Defense”, the agreement can be viewed by Defense users and Trial Office users.
    - iii. If the “Status” is “With Public”, the agreement can be viewed by VLC users, Trial Office users, and Defense users.

- b. In the “Victim Input” step, input if the victim(s) on the case were provided and opportunity to provide input on the agreement.

Enter Pretrial Agreement: U.S. v. Doe

This form will timeout in 58 minutes. Any unsaved progress will be lost.

Agreement Details

**Victim Input**

	Name	Provided Opportunity to Submit Input?	Provided Input?	Input	Date	Additional Details
Plea Details	LAM, SAMUEL SAEELLAAM	--- Select a Value ---	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	
Action on Agreement						0r1000
Review	BUTNIK, ZHADAN ZHANBUIK	--- Select a Value ---	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	
						0r1000
	DOE, AMECS JANE A	--- Select a Value ---	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	
						0r1000

CANCEL BACK NEXT

- c. Input the offered pleas to charges and specifications in the “Plea Details” step. Select the “Next” button once all necessary information is input.
- If “GUILTY to LIO or Other Offense” is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
  - If “GUILTY, except for the words” is selected as the plea, input the exception details.

Enter Pretrial Agreement: U.S. v. Doe

This form will timeout in 56 minutes. Any unsaved progress will be lost.

Agreement Details

Victim Input

**Plea Details**

Does the pretrial agreement contain an offer to plead guilty?  
 Yes  No

Charge I: Violation of the UCMJ, Article 81 - Conspiracy - GUILTY

Specification	Max Punishment Authorized by UCMJ	Plea *	Plea Details *
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	Coming Soon	GUILTY, except for the words	GUILTY except for the words ___ and substituting the words ___ Of the excepted words: NOT GUILTY; Of the specification as excepted and substituted: GUILTY.

Charge II: Violation of the UCMJ, Article 115 - Communicating threats -

Specification 1  
 Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more) *Specification has been dismissed*

Specification 2  
 Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more) *Specification has been dismissed*

Charge III: Violation of the UCMJ, Article 121 - Larceny and wrongful appropriation -

Specification 1	Max Punishment Authorized by UCMJ	Plea *
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	Coming Soon	--- Select a Plea ---

- d. In the “Action on Agreement” step, input the details of the action taken on the agreement by the CA.
- If the agreement is approved, input the details of the approved agreement and upload the final pretrial agreements documents.
  - Trial Office users are the only users who can enter these details for all agreements on a case regardless of the source.

Enter Pretrial Agreement: U.S. v. Doe

This form will timeout in 54 minutes. Any unsaved progress will be lost.

Agreement Details

Victim Input

Plea Details

Action on Agreement

Review

**Action on Agreement**

Date Forwarded to CA: mm/dd/yyyy

Date Signed by Accused: mm/dd/yyyy

Action on Pretrial Agreement: Approved

Date of Action: mm/dd/yyyy

Was Pretrial Agreement Later Withdrawn?  
 Yes  No

Was there an agreement to refer the charges to a lesser forum?  
 --- Select a Value ---

Sentencing Composition  
 --- Select a Value ---

Final PTA Part I  
 UPLOAD Drop file here

Final PTA Part II  
 UPLOAD Drop file here

CANCEL

BACK NEXT

- e. In the “Review” step, review the information input in the previous steps.
5. Following submission, the pretrial agreement is available on the “Pretrial Agreement” subtab of the “Charges and Offenses” tab.
  - a. The agreement can be edited by selecting the “Edit” icon in the grid.
  - b. Pretrial agreement visibility is based on the source and status of the plea agreement. VLC users can view:
    - i. Pretrial agreements with a status of “Draft” and “VLC” as the source.
    - ii. Pretrial agreements with a status of “Public”.
    - iii. Pretrial agreements with a status of “With CA”.
    - iv. Pretrial agreements with a status of “Approved”.
    - v. Pretrial agreements with a status of “Denied”.

U.S. v. Doe

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Case Actions

Investigated Offenses

Charges

Charge Sheets

Referral

Plea Agreements

**Pretrial Agreements**

Article 32 Requests

ACTIONS

Submit Pretrial Matters

Enter Pretrial Agreement

Generate Draft Plea Agreement

Enter Plea Agreement

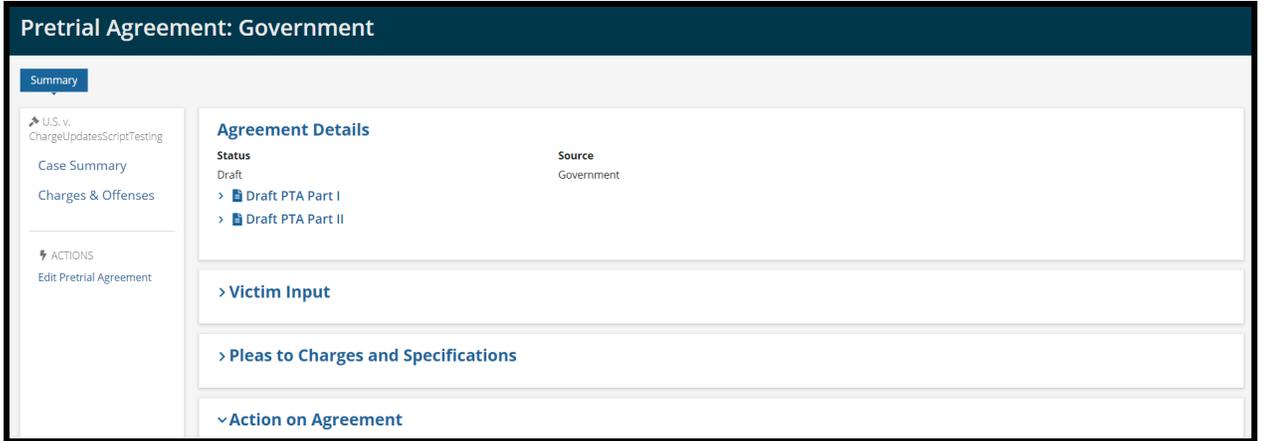
Add Charges

Pretrial Agreements

SEARCH

Source	Status	Draft PTA I	Draft PTA II	Final PTA I	Final PTA II	Victim Input Provided	
Government	Approved					✓	

- c. A summary of the agreement can be viewed by selecting the “Source” link.

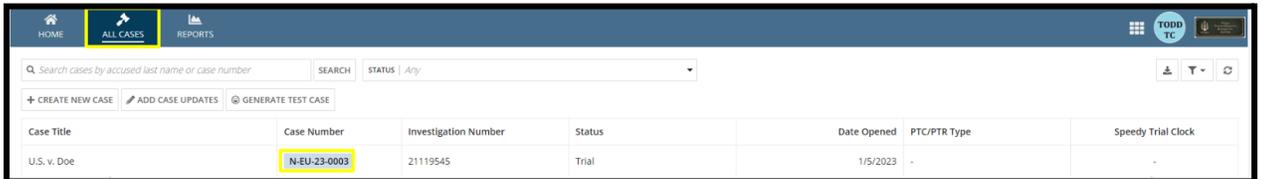


## Input Action on Pretrial Agreement

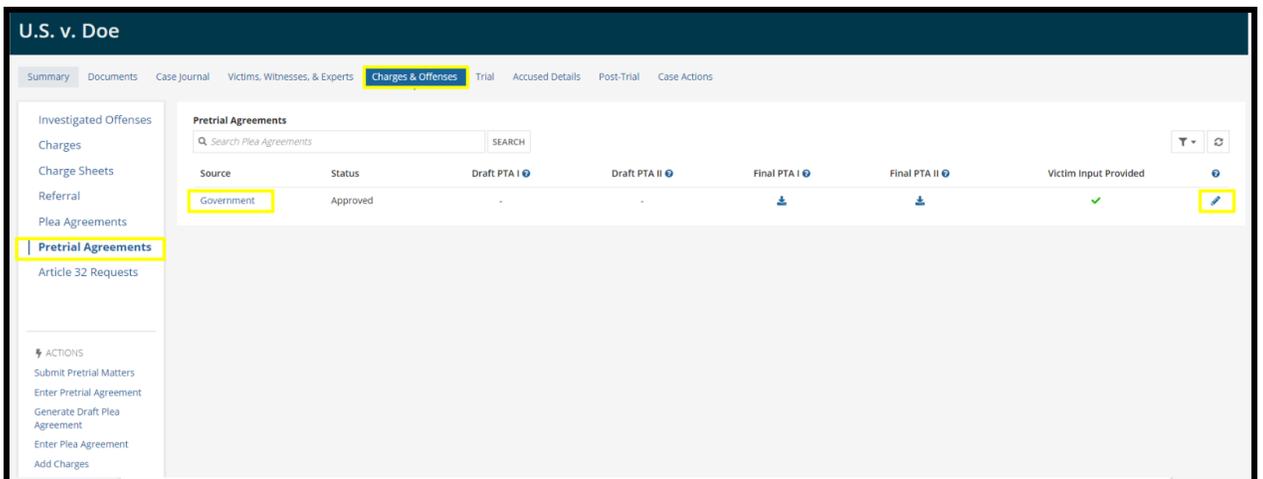
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



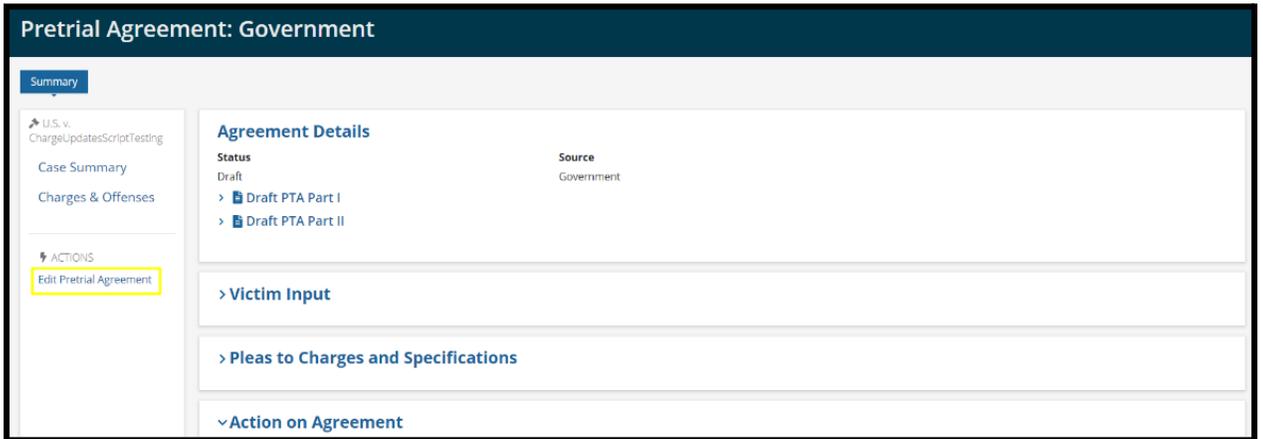
2. Select the “Case Number” to navigate to the case summary view.



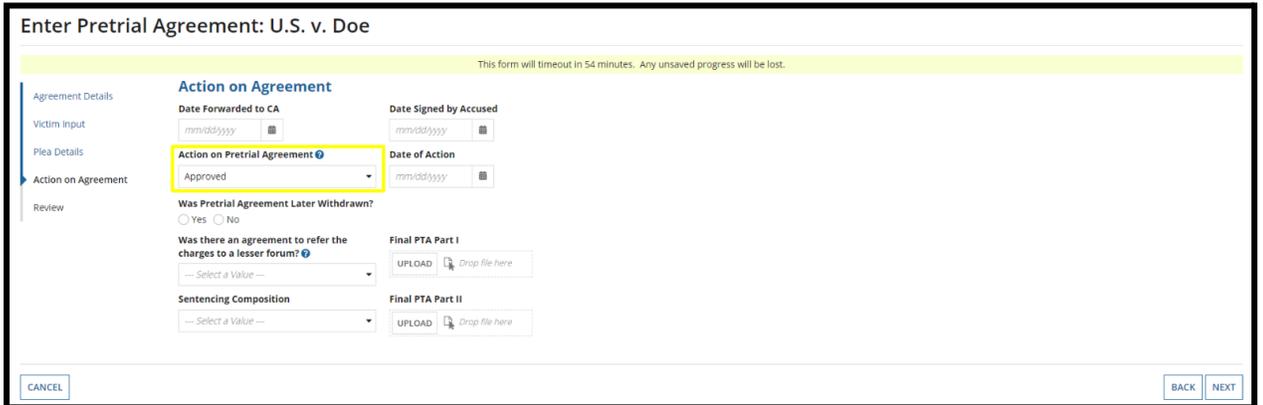
3. From the case summary, navigate to the “Pretrial Agreements” subtab under the “Charges and Offenses” tab.
4. Select the “Edit” icon in the grid to edit the details of an existing plea agreement.
  - a. Edit action can be taken on all agreements visible in the grid.



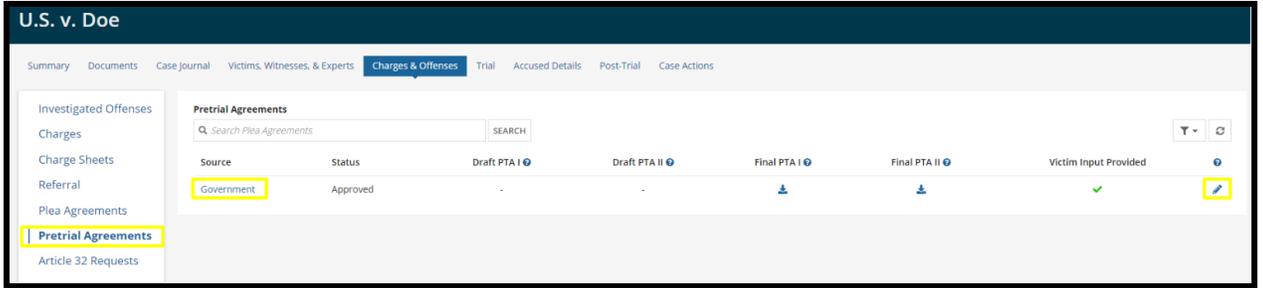
- b. This action can also be taken from the summary view of an agreement by selecting the “Edit Pretrial Agreement” action from the “Actions” list.
  - i. Summary view can be accessed by selecting the “Source” link in the grid.



- 5. In the form, navigate to the “Action on Agreement” step and input the details of the action taken on the agreement by the CA.
  - a. If the agreement is approved, input the details of the approved agreement and upload the final pretrial agreement documents.
  - b. Trial Office users are the only users who can enter these details for all agreements on a case regardless of the source.



- 6. Review the details on the agreement and select “Submit” to save the details to the case.
- 7. Following entry of data, the status of the agreement will update in the grid based on the inputs.



- a. The action on the agreement can be edited by selecting the “Edit” icon or from the summary view of the agreement.

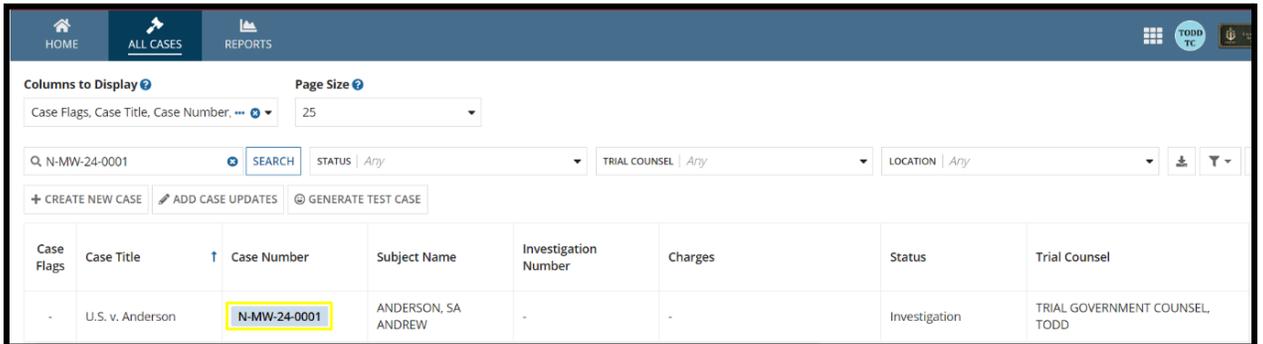
## RCM 309 Matters

### Request RCM 309 Matters

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select a “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Documents” tab and select the “Request RCM 309 Matters” action from the “Actions” list.

**U.S. v. Anderson**

Summary **Documents** Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

**All Documents**

RCM 309 Matters  
Discovery  
Transcription

**ACTIONS**  
Request RCM 309 Matters  
Upload Case Document

**All Documents**

Search Documents SEARCH DOCUMENT TYPE Any CHARACTERISTICS Any

PUBLISHED DOCUMENT Any SOURCE Any

Document	Last Updated	Type	Source
<b>Clemency</b> PDF - 41.9 KB	7/23/2024 3:06 PM Todd Trial Government Counsel	RCM 309 Matter Request File	Gov
<b>discoveryDocument1</b> TXT - 0 KB	7/23/2024 1:49 PM Alexander VLC Counsel	RCM 309 Matter Request File	VLC
<b>Conflicted Document</b> TXT - 0 KB	7/23/2024 1:49 PM Alexander VLC Counsel	RCM 309 Supplemental File	VLC
<b>warrantDoc</b> TXT - 0 KB	7/23/2024 1:33 PM Alexander VLC Counsel	RCM 309 Matter Request File	VLC
<b>caseNotes1</b> TXT - 0 KB	7/23/2024 12:53 PM Todd Trial Government Counsel	RCM 309 Matter Request File	Gov

1 - 5 of 27

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, select the “File Type”.

RCM 309 Matters Request: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Request Details**

Source  
Government

File Type\*  
--- Select a Value ---

**Supplemental Documents**

Supplemental Documents

Document

No items available

+ Add Document

CANCEL SUBMIT

- a. Based on the file type selected, additional fields will display in the form for additional data capture for investigative subpoenas, warrants, and orders for stored communication.
5. Upload the request file and input applicable data.
  - a. A submission identified as an “Ex Parte” submission will only be made available to the judiciary.
  - b. Use the “Share with VLC” option and “Select VLC” fields to toggle VLC visibility.
    - i. **Note:** VLC in the dropdown will be based on VLC who have been granted access to the case.
      1. If no VLC have access to the case, the fields will be disabled.
  - c. Input appropriate details and upload supplemental documents in the grid to include with the submission.
    - i. Use the “Add Document” field to add supplemental files to the submission.

RCM 309 Matters Request: U.S. v. Anderson

This form will timeout in 59 minutes. Any unsaved progress will be lost.

### Request Details

Source  
Government

File Type\*  
Warrant

RCM 309 Matter Request File

Is Ex Parte submission?  Yes  No

Share with VLC?  Yes  No

Select VLC

### Recipient Details

Recipient

Date Recipient was Notified

Action by Recipient  
 Comply  Sought Relief  Did not Respond

### Supplemental Documents

Supplemental Documents

Document

No items available

6. Following entry of data, select "Submit" to save the entry to the case.
  - a. Following submission, 309 matters will be shared with the judiciary and other parties on the case based on user input.
    - i. Ex Parte submissions are only visible to the judiciary.
      1. **Note:** Only certain submissions are eligible for Ex Parte submission.
    - ii. Non-Ex Parte submissions are visible to the defense counsel, judiciary, and any VLC who have been granted access to the submission.
  - b. Parties with access to the submission receive a notification of the submission.
  - c. Judiciary users receive a task to rule on the 309 matter, if applicable.
    - i. **Note:** By default, all matters are forwarded to the judiciary except for "Investigative Subpoenas".
      1. For subpoenas, users have the option to select "Military Judge", "GCM Convening Authority" or "Prosecuting Attorney on Behalf of GCMCA" as the decision authority.
      2. If "Military Judge" is selected, a task will be sent to the judiciary.
      3. If "GCM Convening Authority" or "Prosecuting Attorney on Behalf of GCMCA" is selected, user can record the ruling on the matter.

7. Following submission, the matters can be accessed from the “RCM 309 Matters” subtab.
  - a. Entries can be edited directly from the grid by selecting the action to edit the submission.
  - b. To view additional details, select the “Submission Type” to navigate to a summary view of the submission.

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Warrant	Recipient	Government	No	7/31/2024 4:08 PM EDT	No	

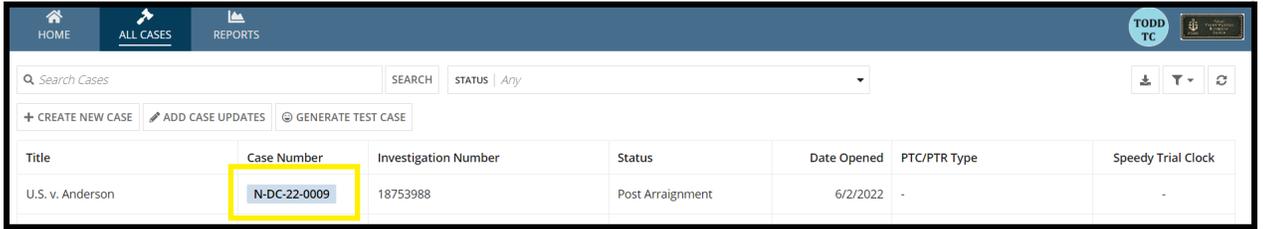
- c. Documents included in the submission are visible from the “All Documents” subtab.

## Upload Subpoenaed Documents

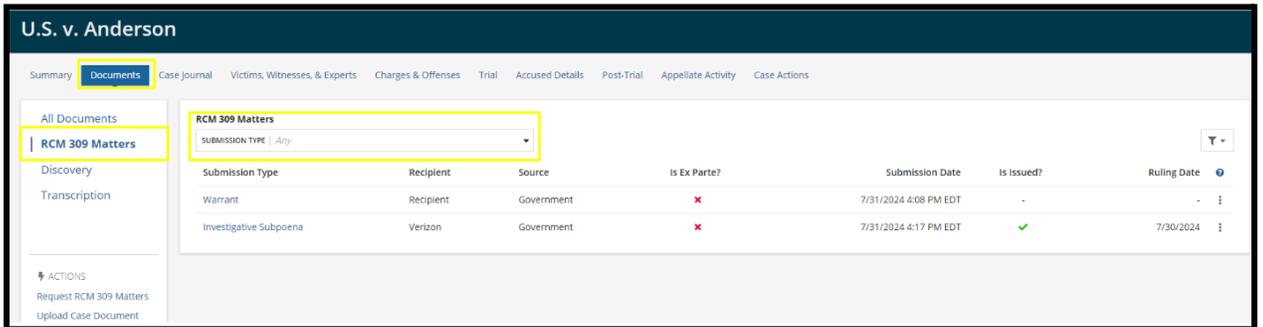
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



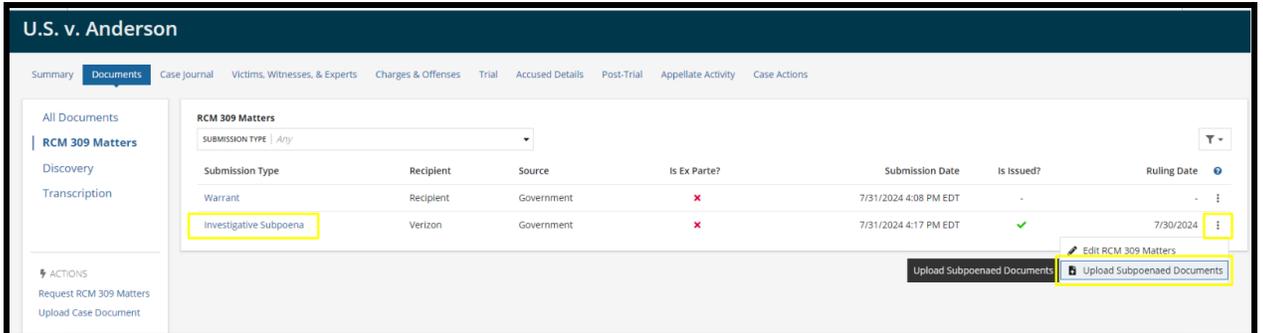
2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the "Documents" tab and select the "RCM 309 Matters" subtab to view RCM 309 matters on a case.
  - a. Matters can be filtered using the "Submission Type" filter on the page.



4. For issued investigated subpoenas, take the action to upload subpoenaed documents from the grid or summary view.
  - a. From the grid, select the action to "Upload Subpoenaed Documents".



- b. To upload documents from the summary view, select the "Submission Type" value from the grid and take the action to "Upload Subpoenaed Documents".

**RCM 309 Matters: Investigative Subpoena**

**Summary**

U.S. v. Anderson

Case Summary

Documents

ACTIONS

Edit RCM 309 Matters

Upload Subpoenaed Do...

**Request Details**

Source: Government

File Type: Investigative Subpoena

Does the Subpoena Seek Personal or Confidential Information of a Victim?: No

Decision Authority: GCM Convening Authority

Is Ex Parte?: No

Is the Subpoena for Bank Records?: No

**Recipient Details**

Recipient: Verizon

Date Recipient was Notified: July 30, 2024

Action by Recipient: Comply

**Request Documents**

RCM 309 Matter Request File

**Decision Details**

Decision Authority: GCM Convening Authority

Is the Matter Issued?: Yes

Date Issued: July 30, 2024

Decision Details: -

RCM 309 Matter Decision File

5. In the form, upload one or more files received as a result of the subpoena.

Upload RCM 309 Matters: U.S. v. Anderson

This form will timeout in 59 minutes. Any unsaved progress will be lost.

> Request Details

> Decision Details

**Subpoena Documents**

Date Subpoenaed Documents Received: 02/23/2023

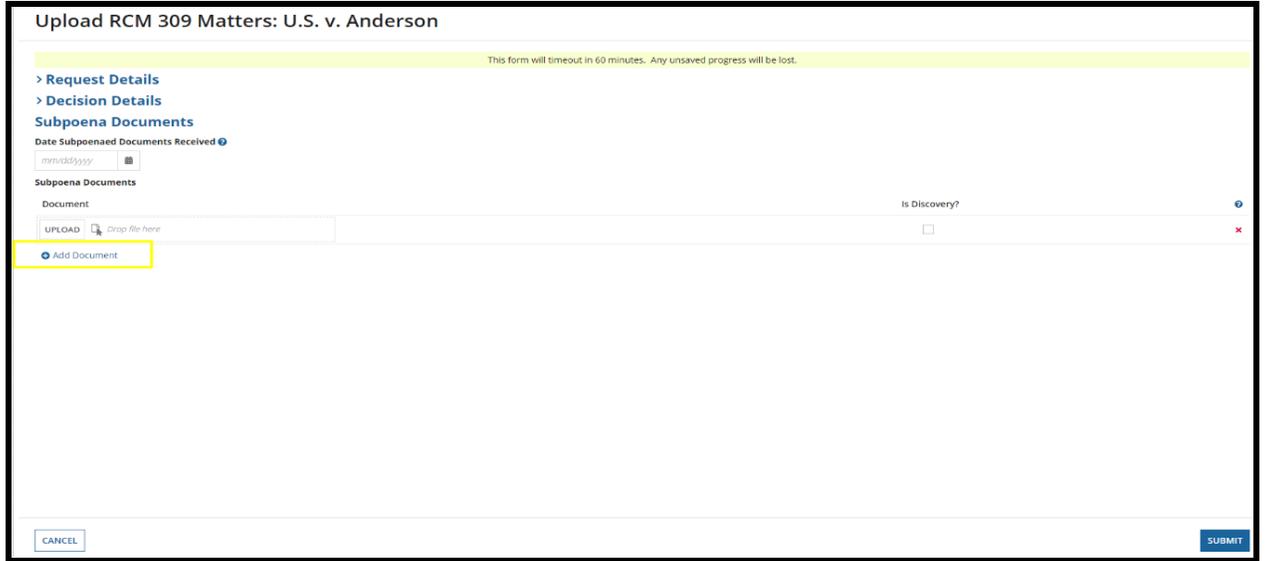
Document	Type	Is Discovery?
exampleDoc1 PDF - 148.9 KB	-- Select a Value --	<input type="checkbox"/>

Add Document

CANCEL

SUBMIT

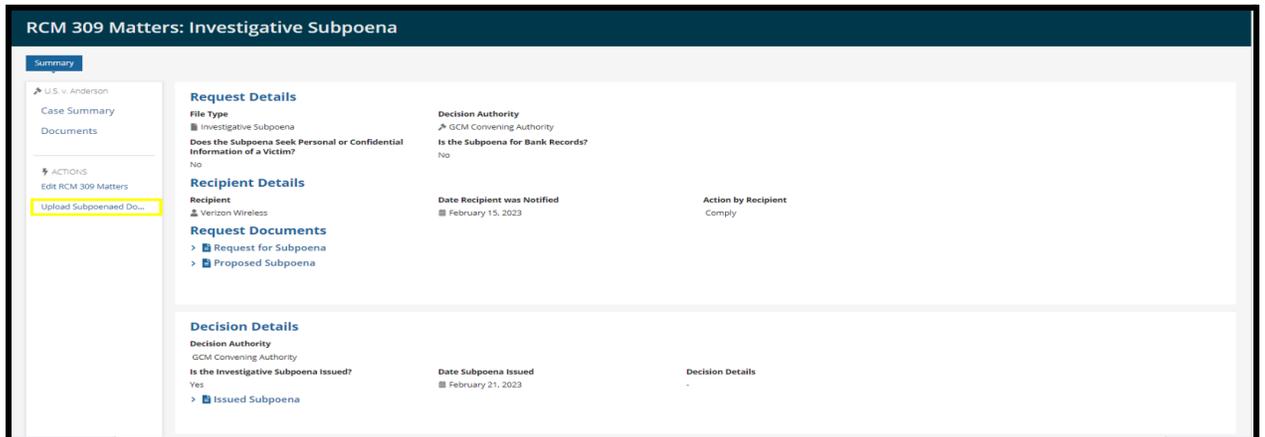
- User can view the details of the request and decision by expanding the “Request Details” and “Decision Details” sections.
- Select “Add Document” to add multiple subpoenaed files.
- User can remove a file by selecting the “Remove” icon in the right column of the grid.



6. Select “Submit” to save the subpoenaed documents to the case.
  - a. Subpoenaed documents will not be visible to any other users with access to the case unless disclosed in discovery or published through another action.
7. The uploaded subpoenaed documents are visible in the summary view of the subpoena in the “Subpoenaed Documents” section.



- a. User can edit the uploaded documents or add new files by selecting the “Upload Subpoenaed Documents” action in the “Actions” list.



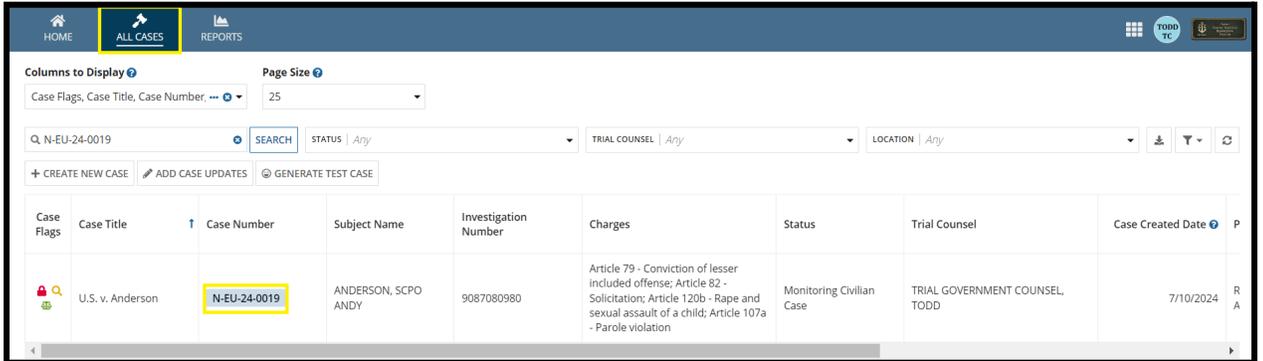
# Referral

## Upload Other Allied Papers

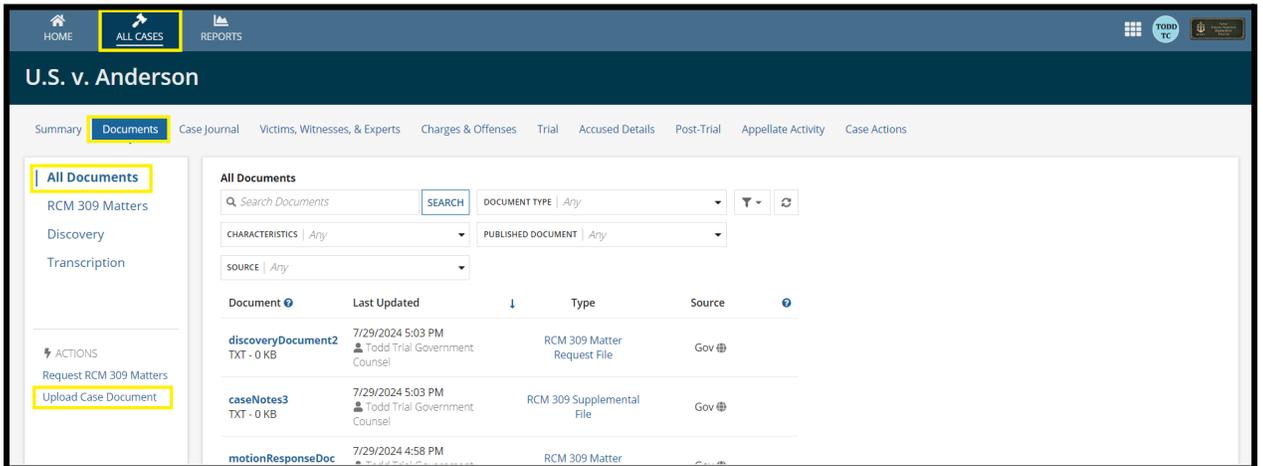
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Documents” tab and select the “Case Document” action from the “Actions” list.



4. In the form, select the file to upload and the type as “Other Allied Paper”.
  - a. Select any “Document Attributes” that the document pertains to.

### Document Upload

Upload a new document to the case and enter related information as required.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Document Category   
 --Select the categories to filter--

Document Type \*   
 Other Allied Paper

File Upload \*   
 Allied Papers   
 TXT - < 1 KB

Document Attributes

Attorney Case File

Redacted File

Discovery

Reciprocal Discovery

CANCEL SUBMIT & ADD ANOTHER DOCUMENT **SUBMIT**

5. After submission, the document can be edited by selecting the “Edit” icon in the grid.

+ UPLOAD CASE DOCUMENT    ZIP CASE DOCUMENTS

### Document Details

Certain unpublished case documents can be edited in the Case Documents grid. To edit documents without edit functionality, navigate to where the documents were originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 309 Request which is found in RCM 309 Matters tab)

All Documents

SEARCH    DOCUMENT TYPE | Any    CHARACTERISTICS | Any    PUBLISHED DOCUMENT | Any    SOURCE | Any    [Filter] [Refresh]

Document	Last Updated	Type	Source	
<b>Allied Papers</b> TXT - 0 KB	11/18/2024 2:24 PM Todd Trial Government Counsel	Other Allied Paper	Gov	
<b>303A Letter</b> TXT - 0 KB	11/18/2024 1:52 PM Todd Trial Government Counsel	303A Letter	Gov	
<b>audio</b> TXT - 0 KB	11/15/2024 12:37 PM Todd Trial Government Counsel	Motion for Docketing	Gov	
<b>1106 Document</b> PDF - 27.3 KB	7/22/2024 12:37 PM Todd Trial Government Counsel	Court Martial Convening Order	Gov	
<b>12</b> TXT - 0 KB	7/17/2024 3:04 PM Todd Trial Government Counsel	Withdraw Letter	Gov	
<b>DiscoveryReceipt1</b> PDF - 27.3 KB	7/17/2024 12:46 AM Todd Trial Government Counsel	Charge Sheet	Gov	

6 items

## Request Article 32 Hearing

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the "Article 32 Request" tab and select the "Enter Article 32 Hearing Request Details" action from the "Actions" list.

4. In the form, input the details of the requested Article 32 hearing and select "Submit" to save the details of the request to the case.
  - a. This action is required to [enter the details of the Article 32](#).

5. Following submission, the request can be viewed from the "Article 32 Requests" subtab under the "Charges and Offenses" tab.
  - a. The entry may be edited by selecting the "Edit" icon in the grid.
  - b. Multiple entries may be added by selecting the "Request Article 32" action from the "Actions" list.

## Defer Charges (OSTC Users)

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type
U.S. v. Lee	N-MW-23-0003	LEE, WO1 BRUCE	909090909	Investigation	ASSISTANT TRIAL DEPARTMENT HEAD, ANDY; TRIAL GOVERNMENT COUNSEL, TODD	9/21/2023	-

3. From the case summary view, navigate to the “Charges and Offenses” tab and select the “Defer Charges” action from the “Actions” list.

U.S. v. Lee

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Draft Charge: Violation of the UCMJ, Article 132 - Retaliation

Specification	Details	DIBRS	Offense Category	Preferral Date	Referral Date	SoL Date	Status
Specification 1	words words words	134-T2	-	-	-	-	Draft
Specification 2	-	134-B9	-	-	-	-	Draft

**ACTIONS**

- Generate Draft Plea Agreement
- Enter Plea Agreement
- Command Input
- Defer Charges**

4. Input the details of the form.

**Add Deferral: U.S. v. 309Test2**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

> **Charges and Specifications**

**Deferral Details**

Deferral Document Deferral Date

Deferral Reason  
 No probable cause to believe a covered offense was committed

Deferral Notes  
 Test

**Command Input**

Name	Provided Opportunity to Submit Input?	Date Provided Opportunity	Provided Input?	Input	Input Date	Additional Details
CO of the Accused	No	mm/dd/yyyy	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000
CO of the Victim: FU, KUNGS	No	mm/dd/yyyy	--- Select a Value ---	--- Select a Value ---	mm/dd/yyyy	0/1000

CANCEL SUBMIT

5. Select "Submit" once completed.
  - a. Upon submission, the user is navigated to the [Close Case](#) action.
  - b. To edit, take the action again from the "Charges and Offenses" tab or "Case Actions" tab.
  - c. The details of the deferral can now be seen in the "Deferral" subtab.

**U.S. v. 309Test2**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigation Details  
 Charges  
 Charge Sheets  
 Referral  
 Plea Agreements  
 Pretrial Agreements  
 Article 32 Hearing Request  
 Command Input  
**Deferral**

+ DEFER CHARGES

**Deferral Details**

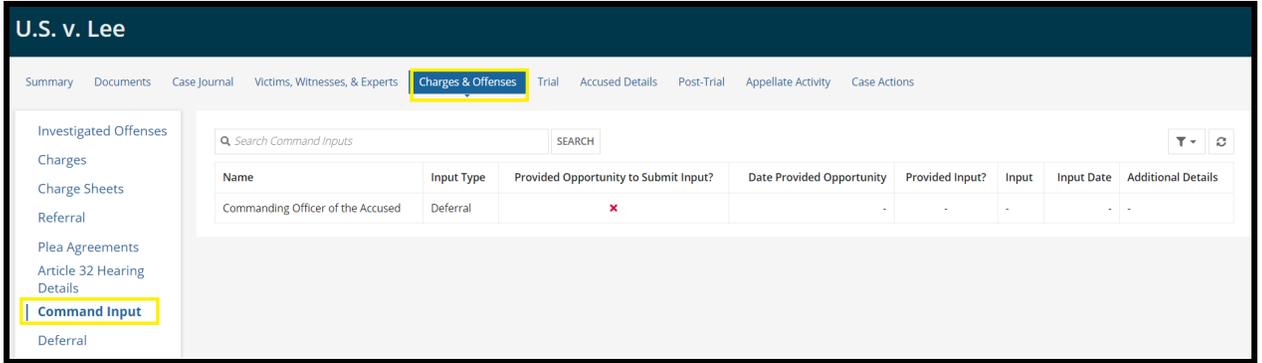
Date Deferred  
 Sep 3, 2024

Deferral Reason  
 No probable cause to believe a covered offense was committed

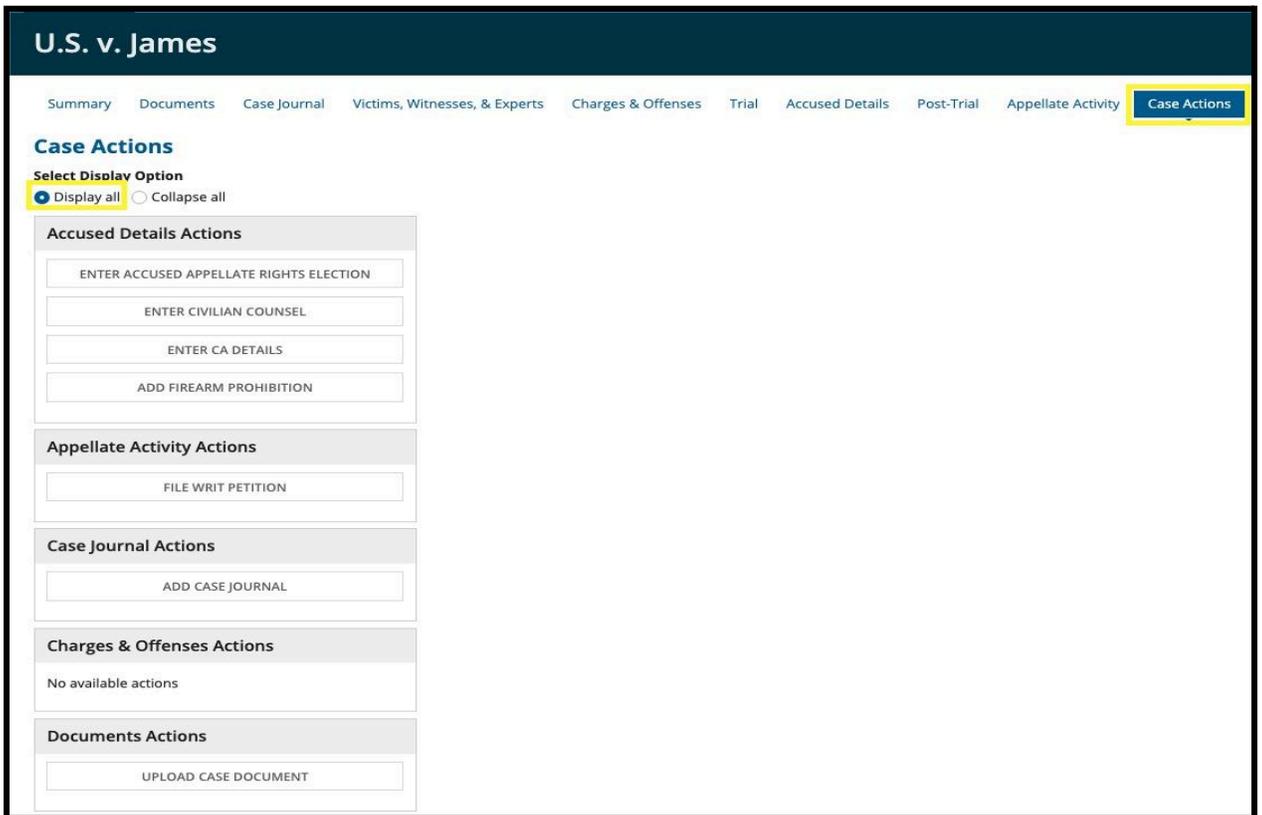
Deferral Notes  
 Test

> Deferral Document

- d. The command input details of the deferral can also be seen in the "Command Input" subtab, with the "Input Type" being listed as "Deferral".



6. This action is also available from the “Case Actions” tab.
  - a. Use the “Display All” option to view all case actions on the case.
  - b. Use CTRL + F to search for an action in the list.

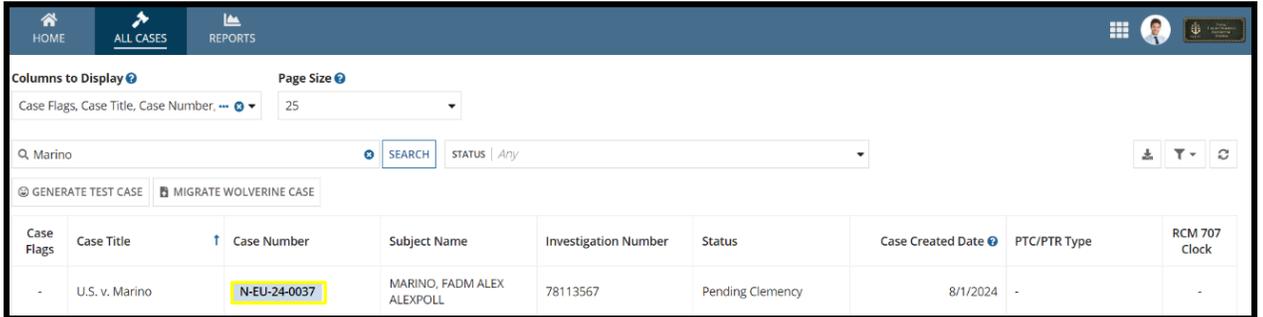


## Refer Charges and Specifications

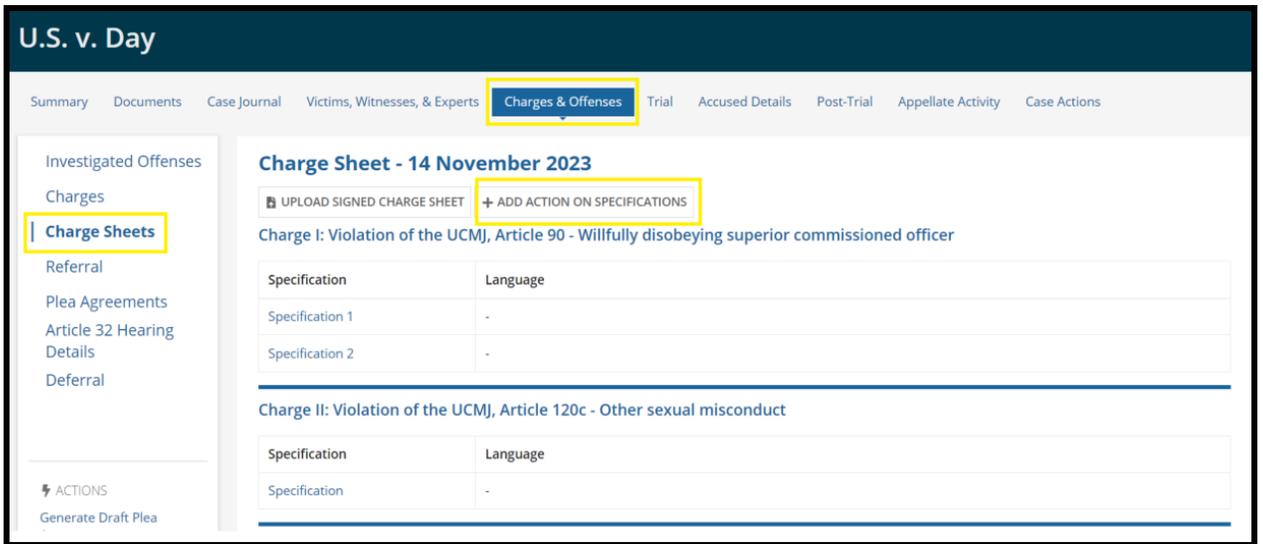
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Charges & Offenses” tab and select the “Charge Sheets” subtab.
  - a. This action is dependent on [charges and specifications being preferred](#).
4. From the “Charge Sheets” subtab, select the action to “Add Action on Specifications”.
  - a. This action will apply only to the charges and specifications included in the charge sheet.



5. In the form, input the referral actions taken by the convening authority on the charges and specifications included in the charge sheet. Users can choose to input action details at the top of the page under the “Action on All Specifications” header, and select “Apply To All”. This will populate the same action details on all specifications for charges in the charge sheet.
  - a. If a user refers to GCM without an Article 32 on the case, a warning message will be displayed to inform the user to send charges to Article 32 hearing.

6. The user can select the “Case Circuit” drop down to navigate to the case to a different circuit. The dropdown is defaulted to a circuit based upon the case’s location upon creation.
  - a. As an OSTC user, it is possible to input the Referral Authority when referring charges. This field is not visible to non-OSTC users.
7. User must input details of the Convening Authority if not on the case already. The CA name and GCMCA must be entered.
  - a. User can upload the Convening Order if the charges are referred to a court martial.

Enter Actions on Specifications: U.S. v. Day

This form will timeout in 59 minutes. Any unsaved progress will be lost.

**OSTC Referral Authority**

Select a OSTC User

**Case Circuit \***

EURAFCENT

**CA Details**

**Last Name \*** Enter Last Name      **First Name \*** Enter First Name      **Middle Name** Middle Name      **Suffix** Suffix      **GCMCA \*** Select a GCMCA

> Previous Actions

Action on All Specifications

Action Category	Action Type	CA Command	CA Paygrade	Date
-- Select --	-- Select --	Enter a Unit	-- Select --	mm/dd/yyyy

APPLY TO ALL

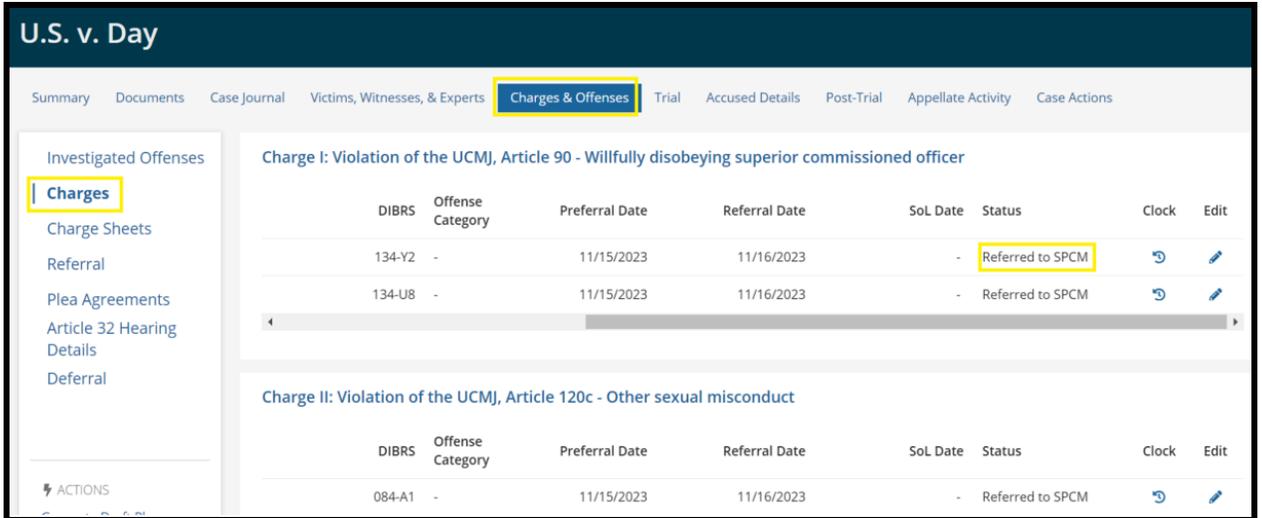
Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

Specification	Details	Action Category	Action Type	CA Command	CA Paygrade	Date
Specification 1	-	-- Select --	-- Select --	Enter a Unit	-- Select --	03/14/2024
Specification 2	-	-- Select --	-- Select --	Enter a Unit	-- Select --	03/14/2024

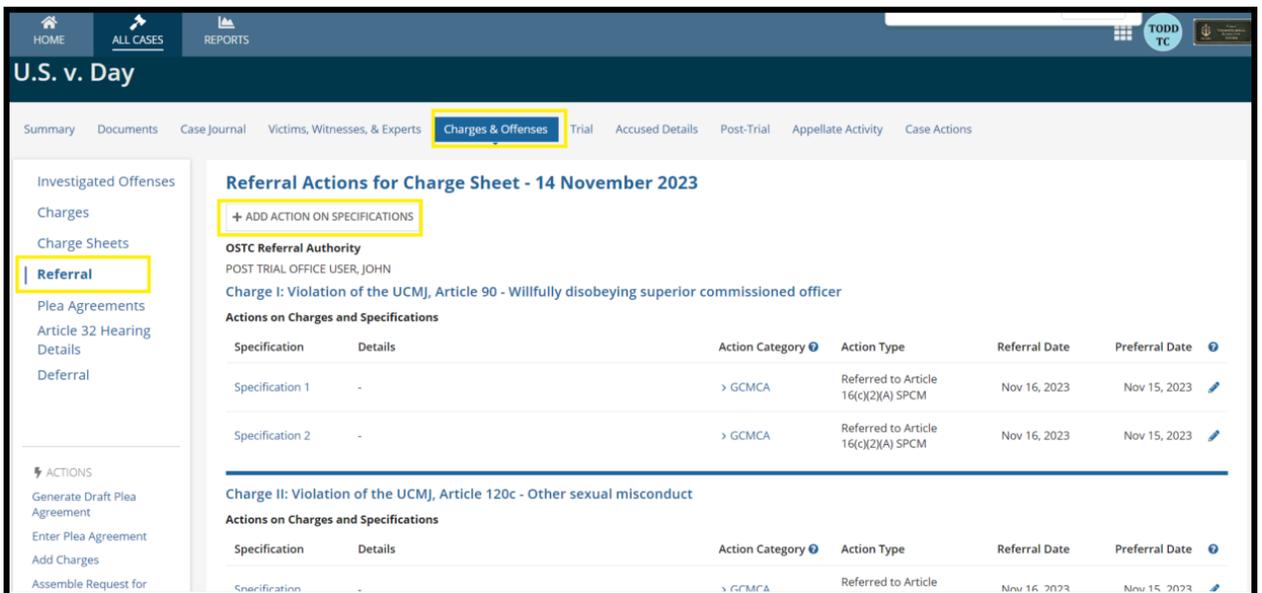
Charge II: Violation of the UCMJ, Article 120c - Other sexual misconduct

CANCEL      SUBMIT

8. Select “Submit” to add the actions on the specifications.
  - a. If the specifications were referred to a court martial, the case status will update to “Pending Arraignment”.
    - i. The status of the charges and specifications included in the referral action will update to “Referred to ”[court-martial forum]”.



9. Following submission, details of the referral are available in the “Referral” subtab under the “Charges and Offenses” tab for each charge sheet.
  - a. Additional actions may be taken by selecting the “Add Referral Actions” action
    - i. This may be used to refer charges and specifications to a court martial following an Article 32 Hearing or following a withdrawal of charges and specifications.
  - b. Users can access the details of the action taken by selecting the “Action Category” field.
  - c. Upon submission the “Referral Date” column in the “Charges” subtab is populated.

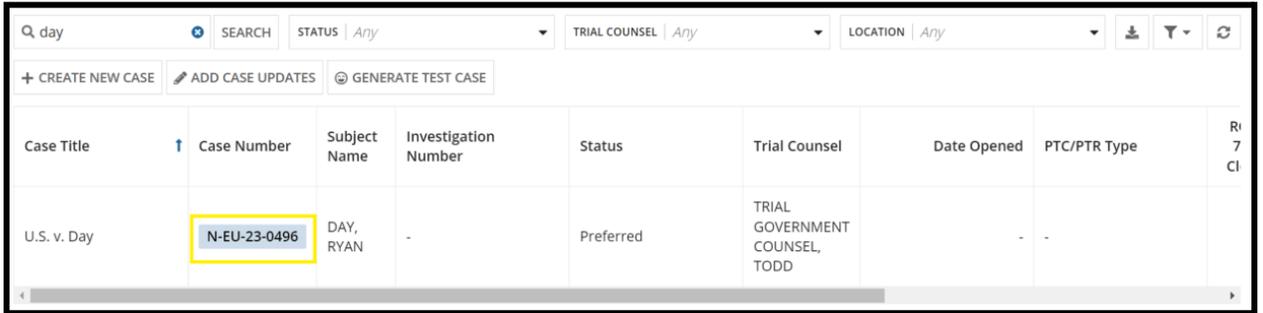


# Refer Charge to Article 32 Hearing

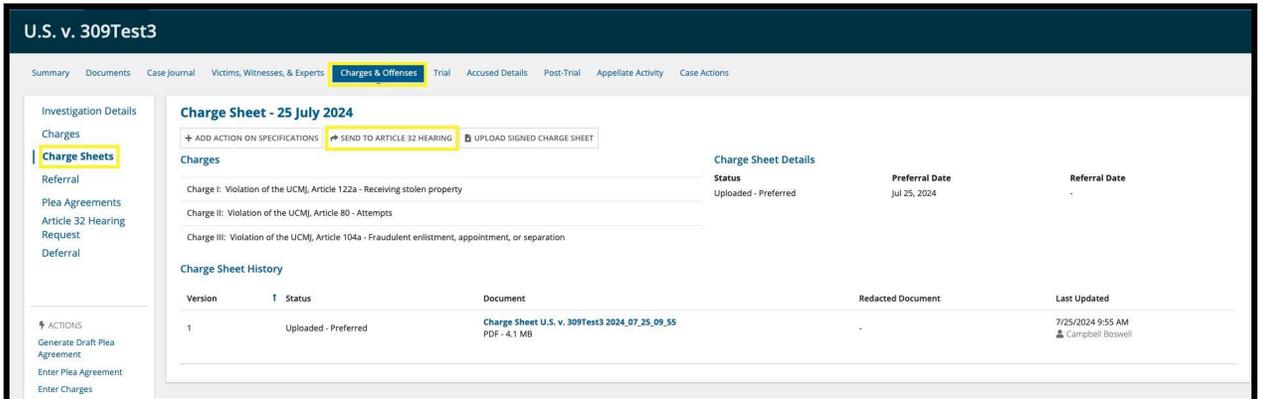
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. Navigate to the “Charge Sheets” subtab on the “Charges & Offenses” tab. Select the “Sent to Article 32 Hearing” action.



4. This action defaults the “Action Type” to “Article 32 Ordered” for every specification on the case. Select “Submit” when done.

**Enter Actions on Specifications: U.S. v. 309Test3**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Case Circuit \*  
Southern

CA Details

Last Name \* First Name \* Middle Name Suffix GCMCA \*  
Rogers Joe Middle Name Suffix Yuma X

**Charge I: Violation of the UCMJ, Article 122a - Receiving stolen property**

Specification	Details	Action Category	Action Type	CA Command	CA Paygrade	Date
Specification 1	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget	SPCMCA	Article 32 ordered	Enter a Unit	-- Select --	08/02/2024
Specification 2	Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	SPCMCA	Article 32 ordered	Enter a Unit	-- Select --	08/02/2024

**Charge II: Violation of the UCMJ, Article 80 - Attempts**

Specification	Details	Action Category	Action Type	CA Command	CA Paygrade	Date
Specification 1	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	SPCMCA	Article 32 ordered	Enter a Unit	-- Select --	08/02/2024
Specification 2	Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	SPCMCA	Article 32 ordered	Enter a Unit	-- Select --	08/02/2024

**Charge III: Violation of the UCMJ, Article 104a - Fraudulent enlistment, appointment, or separation**

CANCEL SUBMIT

5. Navigate to the “Charges” subtab to see the specification status for each specification be updated to “Pending Article 32”.
  - a. The case status also updates to “Pending Article 32”.

**U.S. v. 309Test3**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigation Details **Charges** Charge Sheets Referral Plea Agreements Article 32 Hearing Request Deferral

**Charge I: Violation of the UCMJ, Article 122a - Receiving stolen property**

Specification	Details	DIBRS	Offense Category	Preferal Date	Referral Date	Sol Date	Status	Clock	Edit
Specification 1	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget	122AB1	-	7/7/2024	-	9/11/2037	Pending Article 32	🕒	✎
Specification 2	Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	122AB2	-	7/7/2024	-	5/15/2031	Pending Article 32	🕒	✎

## Withdraw and/or Dismiss Charges and Specifications

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	Rt 7 CI
U.S. v. Day	N-EU-23-0496	DAY, RYAN	-	Preferred	TRIAL GOVERNMENT COUNSEL, TODD	-	-	

3. From the case summary view, navigate to the “Referral” subtab under the “Charges and Offenses” tab and select the “Add Action on Specifications” action.

U.S. v. Day

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses

Charges

Charge Sheets

**Referral**

Plea Agreements

Article 32 Hearing Details

Deferral

ACTIONS

Generate Draft Plea Agreement

Enter Plea Agreement

Add Charges

Assemble Request for

### Referral Actions for Charge Sheet - 14 November 2023

+ ADD ACTION ON SPECIFICATIONS

**OSTC Referral Authority**  
POST TRIAL OFFICE USER, JOHN

**Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer**

**Actions on Charges and Specifications**

Specification	Details	Action Category	Action Type	Referral Date	Prefferal Date
Specification 1	-	> GCMCA	Referred to Article 16(c)(2)(A) SPCM	Nov 16, 2023	Nov 15, 2023
Specification 2	-	> GCMCA	Referred to Article 16(c)(2)(A) SPCM	Nov 16, 2023	Nov 15, 2023

**Charge II: Violation of the UCMJ, Article 120c - Other sexual misconduct**

**Actions on Charges and Specifications**

Specification	Details	Action Category	Action Type	Referral Date	Prefferal Date
Specification	-	> GCMCA	Referred to Article	Nov 16, 2023	Nov 15, 2023

4. In the form, input the action taken on the charges and specifications and select “Submit” to save the actions to the case. As an OSTC user, you can assign an OSTC Referral Authority when completing [this action](#).
  - a. Users can choose to input action details at the top of the page under the “Action on All Specifications” header, and select “Apply To All”. This will populate the same action details on all specifications for charges in the charge sheet.

**Enter Actions on Specifications: U.S. v. Day**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Case Circuit\*  
EURAFCENT

Previous Actions

Action on All Specifications

Action Category	Action Type	CA Command	CA Paygrade	Date
-- Select --	-- Select --	Enter a Unit	-- Select --	mm/dd/yyyy

APPLY TO ALL

Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

Specification	Details	Action Category	Action Type	CA Command	CA Paygrade	Date
Specification 1	-	-- Select --	-- Select --	Enter a Unit	-- Select --	11/29/2023

CANCEL SUBMIT

- b. To view the previous actions taken, select the “Previous Actions” dropdown at the top left of the form.
- c. User may optionally upload a withdrawal letter prior to submission.
  - i. Following submission, the uploaded document will be available to view/download in the “Case Documents” tab.

Withdraw Letter

UPLOAD  Drop file here

- d. This action is only applicable to charges and specifications that have already been referred to a court martial.
  - i. For charges and specifications already referred to a court martial, “Withdraw”, and “Withdraw and Dismiss” are the only “Action Type” values available to users.
5. Following submission, referral information is now available in the “Referral” subtab under the “Charges and Offenses” tab for each charge sheet.
  - a. If all charges and specifications are dismissed, the status of the case will update to “Pre-Referral”
    - i. The status of the dismissed charges and specifications will update to “Dismissed”.
    - ii. If the charges and specifications were previously referred, the Referral Date of the initial action will be retained in the grid of the “Charges” subtab
  - b. If all charges and specifications are withdrawn, the status of the case will update to “Preferred”.

- i. The status of the dismissed charges and specifications will update to “Preferred”.

**U.S. v. Day**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Appellate Activity Case Actions

Investigated Offenses  
Charges  
Charge Sheets  
**Referral**  
Plea Agreements  
Article 32 Hearing  
Details  
Deferral

**Referral Actions for Charge Sheet - 14 November 2023**

+ ADD ACTION ON SPECIFICATIONS

OSTC Referral Authority  
POST TRIAL OFFICE USER, JOHN  
Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

Actions on Charges and Specifications

Specification	Details	Action Category	Action Type	Referral Date	Prefferal Date
Specification 1	-	> SPCMCA	Withdraw	Nov 29, 2023	Nov 15, 2023
Specification 2	-	> SPCMCA	Withdraw	Nov 29, 2023	Nov 15, 2023

Charge II: Violation of the UCMJ, Article 120c - Other sexual misconduct

Actions on Charges and Specifications

Specification	Details	Action Category	Action Type	Referral Date	Prefferal Date
Specification	-	> SPCMCA	Withdraw	Nov 29, 2023	Nov 15, 2023

- 6. Additional actions may be taken by selecting the “Add Action on Specifications” action
  - a. This may be used to refer charges and specifications to a court martial following an Article 32 Hearing or following a withdrawal of charges and specifications.
  - b. User can access the details of previous actions taken by selecting the “Action Category” field.

## Edit Referral Action

- 1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME **ALL CASES** REPORTS TODD TC

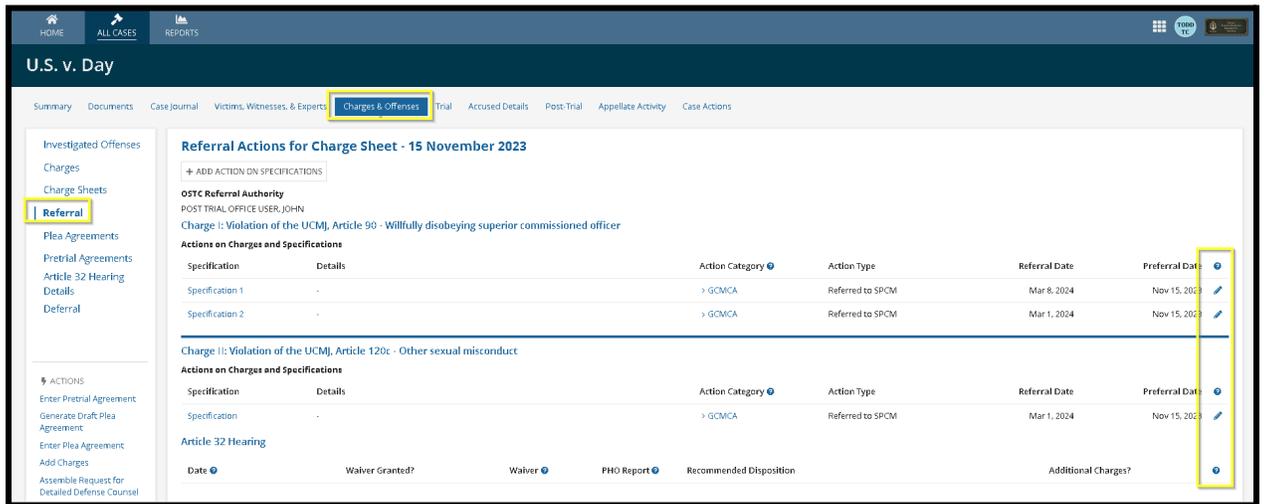
- 2. Select the “Case Number” to navigate to the case summary view.

Q day SEARCH STATUS Any TRIAL COUNSEL Any LOCATION Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	Ri 7 Cl
U.S. v. Day	N-EU-23-0496	DAY, RYAN	-	Preferred	TRIAL GOVERNMENT COUNSEL, TODD	-	-	

3. From the case summary view, navigate to the “Referral” subtab under the “Charges and Offenses” tab and select the “Edit” icon within the Referral Actions grid.



4. In the form, edit the details of the referral action.
  - a. The specification and case status will update according to the updated values.
    - i. **Pre-Preferral:** The case status will update to "Pre-Preferral" if the sole referred specification on the case is Dismissed.
    - ii. **Preferral:** The case status will update to "Preferral" if the sole referred specification on the case is Withdrawn.
    - iii. **Pending Article 32:** The case status will update to "Pending Article 32" if the selected "Action Type" is "Article 32 ordered".
    - iv. **Pending Arraignment:** The case status will update to "Pending Arraignment" if the selected "Action Type" is "Referred to SPCM" or "Referred to GCM" and no referral actions of "Article 32 ordered" exist on the case.
  - b. The user can also “Remove” referral actions by clicking the “Remove” button at the bottom of the form,
    - i. If a previous referral action was taken on the specification, that referral action will take the place of the removed action, updating the specification and case statuses according to the logic described in step a.

**Edit Action on Specification: U.S. v. Day**

This form will timeout in 56 minutes. Any unsaved progress will be lost.

Charge 1: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

Specification	Details	Action Category	Action Type	CA Command	CA Paygrade	Date
Specification 1		GCMCA	Referred to SPCM	3	O-7	03/08/2024

R.C.M. 406A: Pretrial advice before referral to special court-martial  
 Did the convening authority consult with a judge advocate, law R.C.M. 406A?\*

Yes  No

5. Following submission, the user can verify the edited details of the referral action as well as any status updates.
  - a. Specification status updates can be verified by navigating to the “Charges” subtab.
  - b. Case status updates can be verified by navigating to the “Case Summary” tab.

## Input Details of Article 32 Hearing

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Referral” tab under the “Charges and Offenses” tab.
4. Select the action to “Enter Article 32 Hearing”.

- a. This action is only available if charges and specifications have been [referred to an Article 32 hearing](#)

5. In the form, input the details of the Article 32 hearing in each step of the form.
6. Enter whether the accused waived their right to an Article 32 Hearing

7. If the right to an Article 32 Hearing is waived and the waiver is granted all other non-waiver related fields are disabled.

Enter Article 32 Hearing: U.S. v. Gruber

This form will timeout in 33 minutes. Any unsaved progress will be lost.

**Hearing Details**

Did the Accused Waive their Right to an Article 32 Hearing?  
 Yes

Accused Waiver:  Drop File Here

Waiver Type:

Ruling on Waiver:  Granted  Denied

Ruling Date:

Hearing Date:

Appointing Order:  Drop File Here

**Victim Notifications**

Name	Declined to Participate?	Is Victim Deceased?	Notified of Hearing?	Reason
SILLY, JILLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="-- Select --"/>	<input type="text" value="0/1000"/>

**Hearing Participants**

**Victims**

Victim	Participant at Hearing?	Request Transcription?	Filed Petition for Writ of Mandamus?	Writ of Mandamus Granted?
SILLY, JILLY	<input type="text" value="-- Select --"/>			

**Witnesses**

Witness	Source	Request Transcription?
No witnesses identified as participants in the Article 32 hearing		

8. Select "Submit" to view the details of the Article 32 hearing on the case.

Enter Article 32 Hearing: U.S. v. Anderson

This form will timeout in 55 minutes. Any unsaved progress will be lost.

**Hearing Details**

Did the Accused Waive their Right to an Article 32 Hearing?  
 Yes

Hearing Date:

Appointing Order:

**Victim Notifications**

Name	Declined to Participate?	Is Victim Deceased?	Notified of Hearing?	Reason
KATANIC, DRAGINJA DRJAKAIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Yes"/>	<input type="text" value="0/1000"/>
WRIGHT, SCOTT SCTWRHT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Yes"/>	<input type="text" value="0/1000"/>
BLAKE, KATHLEEN MARIE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Yes"/>	<input type="text" value="0/1000"/>
HERNDON, ARTHUR JAMES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="No"/>	<input type="text" value="0/1000"/>

9. Following submission, the Article 32 hearing is visible under the "Referral" subtab below the "Referral Actions".

Article 32 Hearing

Hearing Date	PHO Report	Report Submitted	Jurisdiction over Accused	PHO Recommended Disposition	Recommendation of Additional Charges
11/22/2022	-	11/22/2022	<input checked="" type="checkbox"/>	GCM	<input checked="" type="checkbox"/>

- a. User can edit the entry by selecting the “Edit” icon in the grid.
- b. User can navigate to a summary view of the hearing by selecting the “Hearing Date” value.
  - i. If the hearing was waived, user can select the “-” in the “Hearing” date field to navigate to view the previously entered details

**Article 32 Hearing: 11/18/2022**

**Summary**

U.S. v. Anderson

Case Summary

Charges & Offenses

ACTIONS

Edit Article 32 Hearing

**Hearing Details**

Hearing Date: November 18, 2022

Did the Accused Waive their Right to an Article 32 Hearing? No

Appointing Order

**Victim Notifications**

Name	Declined to Participate?	Is Victim Deceased?	Notified of Hearing?	Reason
KATANIC, DRAGINJA DRJAKAIC	✗	✗	✓	-
WRIGHT, SCOTT SCTTWRHT	✗	✗	✓	-
BLAKE, KATHLEEN MARIE	-	-	✓	-
HERNDON, ARTHUR JAMES	-	-	✗	-
KASTEN, MARCUS RICHARD	-	-	✓	-

5 items

**Hearing Participants**

Victim	Participant at Hearing?	Request Transcription?	Filed Petition for Writ of Mandamus?	Writ of Mandamus Granted?

## Add Article 33 Forwarding Letter

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME ALL CASES REPORTS TODD TC

2. Select the "Case Number" to navigate to the case summary view.

HOME ALL CASES REPORTS TODD TC

Search Cases SEARCH STATUS | Any

+ CREATE NEW CASE + ADD CASE UPDATES @ GENERATE TEST CASE

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Referral” subtab under the “Charges and Offenses” tab and select the action to “Enter Article 33”.
  - a. This action is only available after an [Article 32 Hearing has been added](#).

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Case Actions

Investigated Offenses  
Charges  
Charge Sheets  
**Referral**  
Plea Agreements  
Pretrial Agreements  
Article 32 Requests

**Referral Actions for Charge Sheet - 08 November 2022**

ENTER ARTICLE 33 + ADD REFERRAL ACTIONS

Charge I: Violation of the UCMJ, Article 96 - Releasing prisoner without proper authority

**Actions on Charges and Specifications**

Specification	Details	Action Category	Action Type	Date	Preferral Date
	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim ma	> SPCMCA	Article 32 ordered	Nov 18, 2022	Oct 22, 2022

Charge II: Violation of the UCMJ, Article 127 - Extortion

**Actions on Charges and Specifications**

Specification	Details	Action Category	Action Type	Date	Preferral Date
	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur faucibus lobortis tristique. Sed maximus vestibulum neque eget laoreet. Fusce odio odio, nunc	> SPCMCA	Article 32 ordered	Nov 18, 2022	Oct 22, 2022
	Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie				

ACTIONS  
Add Charges  
Add Offenses  
Add Article 32 Hearing Request  
Enter Plea Agreement  
Generate Draft Plea Agreement

4. In the form, add one or more Article 33 Forwarding Letters
  - a. Select “Add Forwarding Letter” to add more than one letter.
  - b. Added letters can be removed by selecting the “Remove” button.
5. Select “Submit” to save the articles to the case.
  - a. Uploaded letters are available under the “Case Documents” tab.

**Add Article 33 Forwarding Letter: U.S. v. Anderson**

Forwarding Letter \*  
Forwarding Letter  
TXT - < 1 KB  
Date Received \*  
11/03/2022

Forwarding Letter \*  
Forwarding Letter  
TXT - < 1 KB  
Date Received \*  
11/04/2022

Remove

+ ADD FORWARDING LETTER

CANCEL SUBMIT

6. Following submission, the Article 33 Forwarding Letter(s) are available under the “Referral” subtab.
  - a. User can edit an entry by selecting the “Edit” icon in the grid.

Article 33 Forwarding Letter(s)

Search Article 33s SEARCH

Forwarding Letter	Download Letter	Date Received
Forwarding Letter		11/3/2022
Forwarding Letter		11/4/2022

## Input Article 34 Pretrial Advice

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Referral” subtab under the “Charges and Offenses” tab and select the action to “Enter Article 34 Pretrial Advice”.

U.S. v. Anderson

Summary Documents Case journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Case Actions

Referral Actions for Charge Sheet - 08 November 2022

ENTER ARTICLE 34 PRETRIAL ADVICE + ADD REFERRAL ACTIONS

Charge I: Violation of the UCMJ, Article 96 - Releasing prisoner without proper authority

Specification	Details	Action Category	Action Type	Date	Referral Date
	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur faucibus lobortis tristique. Sed maximus vestibulum neque eget laoreet. Fusce odio odio, rutr	SPCMCA	Article 32 ordered	Nov 18, 2022	Oct 22, 2022

Charge II: Violation of the UCMJ, Article 127 - Extortion

Specification	Details	Action Category	Action Type	Date	Referral Date
	Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur faucibus lobortis tristique. Sed maximus vestibulum neque eget laoreet. Fusce odio odio, rutr	SPCMCA	Article 32 ordered	Nov 18, 2022	Oct 22, 2022

4. In the form, input the details of the Article 34 Pretrial Advice.
  - a. For each specification, input the required details related to the jurisdiction and merit of the specification.

- i. To populate a value for all charges and specifications, select the “YES” or “NO” buttons at the top of the grid.
- ii. Values can be cleared by selecting the “CLEAR” button.

Enter Article 34 Pretrial Advice: U.S. v. Anderson

Article 34 Letter \*  
 Article 34 Letter  
 TXT - < 1 KB

Date Advice Provided to CA \*  
 11/01/2022

Does the CA have jurisdiction over the accused? \*  
 Yes  No

Recommended Disposition of Case \*  
 GCM

Review of Charges and Specifications

Article	Charge	Specification	Jurisdiction?			Alleges Offense?			Probable Cause?			Dismissal?		
			YES	NO	CLEAR	YES	NO	CLEAR	YES	NO	CLEAR	YES	NO	CLEAR
120a	Charge I	: Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam ve... (view more)	Yes			Yes			Yes			No		
92	Charge II	: Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam ve... (view more)	Yes			Yes			Yes			No		
92	Charge II	: Language for specification 2; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam ve... (view more)	Yes			Yes			Yes			No		
108a	Charge III	: Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam ve... (view more)	Yes			Yes			Yes			No		
108a	Charge III	: Language for specification 2; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam ve... (view more)	Yes			Yes			Yes			No		
108a	Charge III	: Language for specification 3; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam ve... (view more)	Yes			Yes			Yes			No		

CANCEL SUBMIT

5. Select “Submit” to save the details to the case.
6. Following submission, the details of the Article 34 Pretrial Advice are available to users under the “Referral” subtab below the details of the Article 32 and Article 33.
  - a. User can edit the entry by selecting the “Edit” icon in the grid.

Article 32 Hearing

Hearing Date	PHO Report	Report Submitted	Jurisdiction over Accused	PHO Recommended Disposition	Recommendation of Additional Charges
11/18/2022	-	11/15/2022	✓	SPCM	✗

Article 33 Forwarding Letter(s)

Search Article 33s  SEARCH

Forwarding Letter	Download Letter	Date Received
ROT_Verification_Jacobs		11/18/2022

Article 34 Pretrial Advice

SJA Letter	Letter to CA	Recommended Disposition	Jurisdiction Over Accused
	11/18/2022	SPCM	Yes

EDIT

- b. Following completion of the Article 34 Pretrial Advice, input the appropriate referral details by [Entering Referral Actions](#).

## Enter Convening Authority Details

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the "Accused Details" tab and select the "Add Convening Authority" action from the "Actions" list..

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Case Actions

**Accused Details**

CA Details  
RCM 706 Inquiries  
Judicially Ordered Confinement Credit  
PTC/PTR  
Excludable Delay  
Firearm Prohibition

**ACTIONS**

- Firearm Prohibition
- RCM 706 Inquiry
- Add Judicial Credit
- Accused Details
- Excludable Delay
- Add Convening Authority**

**ANDERSON, LIEUTENANT JUNIOR GRADE TRINIDAD A**

EDIP/DOD ID: 1677541605 SSN: 123456789

**Demographic Details**

Race	Ethnicity	Date of Birth	Age	Sex
Asian	Hispanic or Latino	Aug 13, 1977	45	F

**Service Details**

Service Branch	Rank	Unit	Grade
Navy	Lieutenant Junior Grade	Unit 1	O-2

**Pay per Month**

a. Basic	b. Sea/Foreign Duty	c. Total	a. Initial Date	b. Term (months)	c. EAOS
\$139,238.00	\$41,782.00	\$181,020.00	Mar 11, 2014	1	Nov 18, 2023

**Current Service**

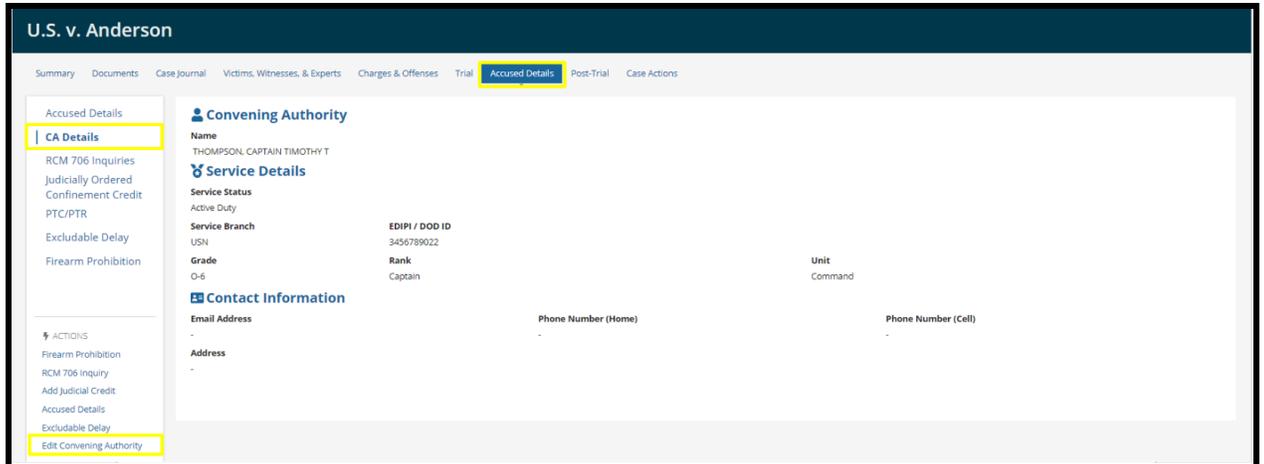
**Assigned Defense Counsels**

Defense Counsels	Name	Role	Rank	Email
No entries have been made				

- a. This action is also available from the "Case Actions" tab.
  - i. Use the "Display All" option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

4. In the form, enter the details of the Convening Authority who referred the charges to a court martial.

5. Select "Submit" to save the details of the Convening Authority to the case.
6. Following submission, the details of the Convening Authority are visible on the "CA Details" subtab under the "Accused Details" tab.



- a. Details of the Convening Authority can be edited by selecting the “Edit Convening Authority” action from the “Actions” list.

## Add Firearm Prohibition

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Accused Details” tab and select the “Firearm Prohibition” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Case Actions

Accused Details

**CA Details**

- RCM 706 Inquiries
- Judicially Ordered Confinement Credit
- PTC/PTR
- Excludable Delay
- Firearm Prohibition

**Convening Authority**

Name  
THOMPSON, CAPTAIN TIMOTHY T

**Service Details**

Service Status  
Active Duty

Service Branch  
USN

EDIFI / DOD ID  
3456789022

Grade  
O-6

Rank  
Captain

Unit  
Command

**Contact Information**

Email Address  
-

Phone Number (Home)  
-

Phone Number (Cell)  
-

Address  
-

**ACTIONS**

- Firearm Prohibition**
- RCM 706 Inquiry
- Add Judicial Credit
- Accused Details
- Excludable Delay
- Edit Convening Authority

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

**Select Display Option**

Display all  Collapse all

**Accused Details Actions**

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

4. Enter the details of the firearm prohibition and the confirmation provided by NICS.
  - a. Confirmation details should be the information returned from NICS to confirm that the subject has been added to the database.

Enter Firearm Prohibition Details: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Prohibition Information**

- 922 Paragraphs
- 2(a) Referral to GCM or indictment for a crime punishable by confinement for longer than 1 year \*\*Charge Sheet Required\*\*
- 2(b) Convicted at a GCM of a crime punishable by confinement for longer than 1 year \*\*Results of Trial Required\*\*
- 2(c) Fugitive from Justice \*\*Charge Sheet and DD Form 553 Required\*\*
- 2(d) Unlawful user of or addicted to any controlled substance \*\*See GENADMIN for further information\*\*
- 2(e) Adjudicated as a mental defective or committed to any mental institution \*\*Supporting Documentation Required\*\*
- 2(f) Illegal Alien
- 2(g) Discharged from the Armed Forces under Dishonorable conditions \*\*Results of Trial Required\*\*
- 2(h) Renounced citizenship
- 2(i) Subject to restraining order related to domestic violence \*\*Civilian Court Order Documentation Required\*\*
- 2(j) Convicted at a SPCM or GCM of a crime of domestic violence \*\*Results of Trial Required\*\*

10 Items

**NICS Submission\***

UPLOAD

Submission Date

Is this Firearm Prohibition active?  Yes  No

**Confirmation Details**

**NICS Confirmation**

UPLOAD

Confirmation Date

Confirmation Number

CANCEL SUBMIT

5. Select "Submit" to save the prohibition information to the case.
6. Following submission, the details of the prohibition are visible from the "Firearm Prohibition" subtab under the "Accused Details" tab.

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Case Actions

Accused Details  
CA Details  
RCM 706 Inquiries  
Judicially Ordered Confinement Credit  
PTC/PTR  
Excludable Delay  
**Firearm Prohibition**

**Firearm Prohibitions**

SEARCH

Confirmation Number	922 Paragraph	Confirmation Status	Active Status	Submission Date	NICS Submission Form	NICS Confirmation Form
1234567897	2a : 2b : 2f	✓	✓	2/13/2023		

**ACTIONS**

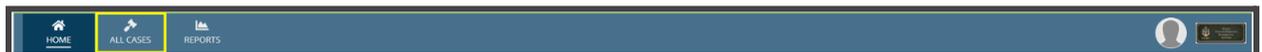
- Firearm Prohibition
- RCM 706 Inquiry
- Add Judicial Credit
- Accused Details
- Excludable Delay
- Edit Convening Authority

- a. The details of the prohibition can be edited by selecting the "Edit" icon in the "Firearm Prohibitions" grid.

## Arraignment

### Enter TMO Offered Dates

1. From the NCORS Legal Case Management site, select the "All Cases" tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the "Trial" tab and select "TMO Offered Dates" action from the "Actions" list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Case Actions

**Arraignment Request**

Date Request Made: Nov 29, 2022

Physical Security: Medium

Security Clearance: Unclassified

> Motion for Docketing

> Risk Assessment Form

> TMO Dates

**Arraignment Hearing**

Arraignment Date and Time: Arraignment date has not been set

Arraignment Judge: No Judge Assigned

Arraignment Location: Location has not been set

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension
- Enter Sentence Deferment
- TMO Offered Dates**
- File Motion
- Request Arraignment

- a. This action is also available from the "Case Actions" tab.
  - i. Use the "Display All" option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

# U.S. v. James

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

## Case Actions

### Select Display Option

Display all  Collapse all

#### Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

#### Appellate Activity Actions

FILE WRIT PETITION

#### Case Journal Actions

ADD CASE JOURNAL

#### Charges & Offenses Actions

No available actions

#### Documents Actions

UPLOAD CASE DOCUMENT

4. For each TMO line item, input the “Government Offered Date”.

Enter TMO Draft Dates		
a. Arraignment	Government Offered Date	Defense Offered Date
	<input type="text" value="11/01/2022"/>	
	Victim	Victim Offered Date
	<input type="text" value="MIMS, ANNA"/>	<input type="text" value="11/30/2022"/>
	<a href="#">+ Add Victim Offered Date</a>	
b. Defense request for discovery	Government Offered Date	Defense Offered Date
	<input type="text" value="11/09/2022"/>	
c. Government disclosure obligations	Government Offered Date	Defense Offered Date
	<input type="text" value="11/09/2022"/>	
d. Defense reciprocal disclosure obligations	Government Offered Date	Defense Offered Date
	<input type="text" value="11/09/2022"/>	
e. Defense expert consultant request	Government Offered Date	Defense Offered Date
	<input type="text" value="11/14/2022"/>	
f. Government response to Defense expert consultant request	Government Offered Date	Defense Offered Date
	<input type="text" value="11/14/2022"/>	
g. Government notices pursuant to M.R.E. 404(b), 413(b), 414(b)	Government Offered Date	Defense Offered Date
	<input type="text" value="11/14/2022"/>	
h. Defense witness request	Government Offered Date	Defense Offered Date
	<input type="text" value="11/14/2022"/>	
i. Government response to Defense witness request	Government Offered Date	Defense Offered Date
	<input type="text" value="11/16/2022"/>	

- a. If required, select the “Add Victim Offered Date” link to add an offered date for a victim.
  - i. If selected, choose the victim from the dropdown who submitted the offered date.
  - ii. The victims in the dropdown are only victims who are not represented in NCORS by VLC users.
    1. NCORS VLC users are responsible for submitting their own TMO dates on behalf of their client.
- b. If available, user can choose to use defense or VLC offered dates for each line item.
- c. User can add offered dates for an additional 39(a) hearing by selecting the “Add Additional Hearing (Lines j, k, l)” in the bottom left of the form.
  - i. If selected, input the date(s) of the additional 39(a) hearing.

- ii. To remove an added hearing, select “Remove Additional Hearing (Lines j, k, l)” on the right of the form.

j. Motions filed and notice pursuant to M.R.E. 412 (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	<a href="#">Remove Additional Hearing (Lines j, k, l)</a>
+ Add Victim Offered Date			
k. Responses to motions (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	
+ Add Victim Offered Date			
l. Article 39(a) (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	
+ Add Victim Offered Date			
<a href="#">+ Add Additional Hearing (Lines j, k, l)</a>			
<a href="#">CANCEL</a>		<a href="#">SUBMIT</a>	

- 5. Select the “Other TMO Dates” to add another TMO Date.
  - a. To remove the added “Other TMO Date” select “Remove Row” at the top right of the row.

HOME	ALL CASES	REPORTS	TODD YC
I. Article 39(a)	Government Offered Date mm/dd/yyyy	Defense Offered Date -	
m. Written notice of certain defenses	Government Offered Date mm/dd/yyyy	Defense Offered Date -	
n. Written notice of pleas and forum	Government Offered Date mm/dd/yyyy	Defense Offered Date -	
o. Final pretrial matters	Government Offered Date 08/18/2023	Defense Offered Date -	
p. Trial Start/End Dates	Government Offered Start Date 08/18/2023	Defense Offered Start Date -	
	Government Offered End Date 09/08/2023	Defense Offered End Date -	
TMO Item Name*	Government Offered Date mm/dd/yyyy	Defense Offered Date -	<a href="#">Remove Row</a>
+ Add Additional Hearing (Lines j, k, l)			
<a href="#">+ Add Other TMO Dates</a>			
<a href="#">CANCEL</a>		<a href="#">SUBMIT</a>	

- 6. Select “Submit” to save the offered dates to the case.

- Following submission, the TMO offered dates will be available in the “TMO” subtab within the “Trial” tab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Case Actions

Arraignment  
**TMO**  
 Pretrial Matters  
 Motions  
 Exhibits  
 Trial  
 Pleas & Findings  
 Sentencing  
 Sentence Suspensions  
 Sentence Deferment  
 CA Action  
 Alternate Disposition

**a. Arraignment**

Ordered Date	-	
Government Offered Date	11/1/2022	Defense Offered Date
Victim	MIMS, ANNA	Offered Date
		11/30/2022

**b. Defense request for discovery**

Ordered Date	-	
Government Offered Date	11/9/2022	Defense Offered Date
		-

**c. Government disclosure obligations**

Ordered Date	-	
Government Offered Date	11/9/2022	Defense Offered Date
		-

**d. Defense reciprocal disclosure obligations**

Ordered Date	-	
Government Offered Date	11/9/2022	Defense Offered Date
		-

**e. Defense expert consultant request**

Ordered Date	-	
Government Offered Date	11/14/2022	Defense Offered Date
		-

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension
- Enter Sentence Deferment
- TMO Offered Dates**
- File Motion
- Request Arraignment

- The TMO offered dates may be edited by selecting the “TMO Offered Dates” in the “Actions” list.
- Defense and VLC submitted dates will be visible once added from Defense and VLC NCORS users.

## Enter Arraignment Details

- From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME ALL CASES REPORTS

- Select the “Case Number” to navigate to the case summary view.

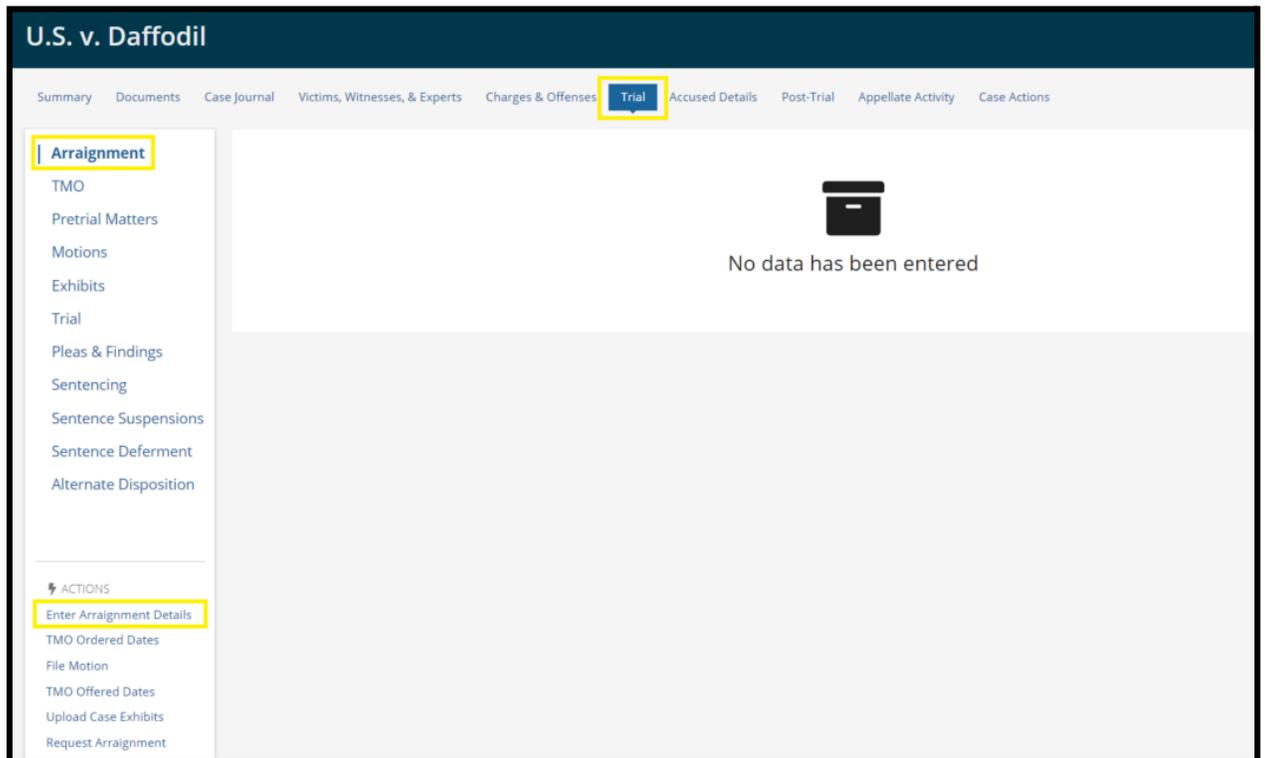
HOME ALL CASES REPORTS

SEARCH daffodil STATUS Pending Arraignment TRIAL COUNSEL Any LOCATION Any

+ CREATE NEW CASE + ADD CASE UPDATES @ GENERATE TEST CASE

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	RCM 707 Clock	Location	Case Journal
U.S. v. Daffodil	<b>N-EU-23-0179</b>	DAFFODIL, SEAMAN RECRUIT JANN	32ryh8VSRAIKNO	Pending Arraignment	-	4/21/2023	Conditions on Liberty	230	RLSO EURAFCENT	-

3. From the case summary view, navigate to the “Trial” tab and select the “Enter Arraignment Details” action from the “Actions” list.



- a. This action is available if the case has referred charges.
  - b. With the OOB updates, the user can select if they want to “Request Arraignment” or just “Record Arraignment” without going through the “Request Arraignment” process.
    - i. If the user selects “Request Arraignment” and completes the form, a notification will be sent out to all judges within the case’s circuit to assign an arraignment judge
4. Input the details of the form.
    - a. If the user selects “Record Arraignment” the form will be displayed as below.
      - i. By selecting “Record Arraignment” the user will assign an “Arraignment Judge” to the case as well.

This form will timeout in 60 minutes. Any unsaved progress will be lost.

### Request Arraignment?



**Request Arraignment**  
Send arraignment request to Trial Judiciary



**Record Arraignment**  
Record details of a scheduled arraignment

Select 'Request Arraignment' to forward an arraignment request and offered TMO dates to the Trial Judiciary. Requesting an arraignment will create a task for the judiciary to assign a Military Judge and set the arraignment date. Select 'Record Arraignment' to record the details of an arraignment scheduled outside of NCORS. Record the assigned Military Judge and pleas of the accused (if applicable).

#### Arraignment Request

**Date Request Made**  
08/01/2024

**Motion for Docketing**  
UPLoad

**Convening Order\***  
UPLoad

#### Arraignment Hearing

**Arraignment Judge\***  
--- Select a Value ---

**Arraignment Date and Time**  
mm/dd/yyyy

**Location**  
--- Select a Value ---

**Physical Security**  
--- Select a Value ---

**Security Clearance**  
--- Select a Value ---

**Risk Assessment Form**  
UPLoad

**Pleas**  
Were Pleas Deferred? \*  
 Yes  No

- b. If the user selects “Request Arraignment” the form will be displayed as below.
  - i. Selecting “Request Arraignment” will create a task for the trial judiciary to assign an arraignment judge to the case.

Enter Arraignment: U.S. v. Boston

This form will timeout in 59 minutes. Any unsaved progress will be lost.

### Request Arraignment?



**Request Arraignment**  
Send arraignment request to Trial Judiciary



**Record Arraignment**  
Record details of a scheduled arraignment

Select 'Request Arraignment' to forward an arraignment request and offered TMO dates to the Trial Judiciary. Requesting an arraignment will create a task for the judiciary to assign a Military Judge and set the arraignment date. Select 'Record Arraignment' to record the details of an arraignment scheduled outside of NCORS. Record the assigned Military Judge and pleas of the accused (if applicable).

#### Arraignment Request

**Date Request Made**  
08/01/2024

**Motion for Docketing**  
UPLoad

**Convening Order\***  
UPLoad

**TMO Dates**

<b>a. Arraignment</b>	Government Offered Date mm/dd/yyyy <input type="text"/>	Defense Offered Date -
	+ Add Victim Offered Date	
<b>b. Defense request for discovery</b>	Government Offered Date mm/dd/yyyy <input type="text"/>	Defense Offered Date -

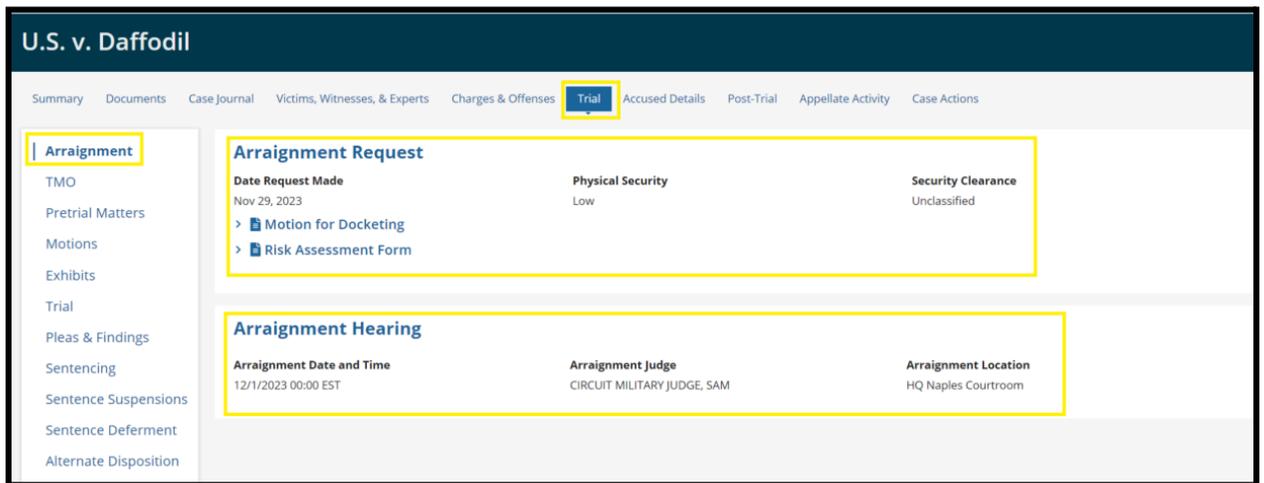
**Physical Security**  
--- Select a Value ---

**Security Clearance**  
--- Select a Value ---

**Risk Assessment Form**  
UPLoad

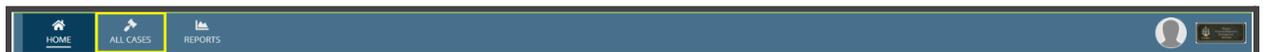
5. Upon submission of the form, Arraignment Request and Arraignment Hearing details will be found on the “Arraignments” subtab of the “Trial” tab.
  - a. Following submission, the status of the case will update to a new status based upon user input.
    - i. If the trial date is not null and less than or equal to the current date, the status is “Trial”.

- ii. If the motions hearing date is not null and less than or equal to the current date OR motions hearing date is null and the arraignment date is not null and less than or equal to the current date, the status is “Pending Trial”.
  - iii. If the motions hearing date is not null and greater than the current date and arraignment date is not null less than or equal to the current date, the status is “Motions Litigation”.
  - iv. If the arraignment date is not null and greater than the current date, the status is “Pending Arraignment”.
  - v. If none of the above criteria is met, the case will keep the current case status.
- b. If pleas were not deferred, the details of the pleas can be found on the “Trial” tab under the “Pleas and Findings” subtab.

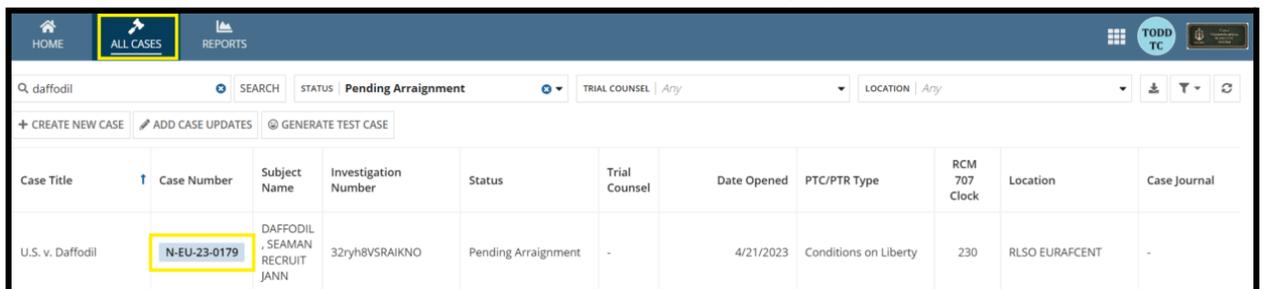


## Input Ordered TMO Dates

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Trial” tab and select “TMO Ordered Dates” action from the “Actions” list.

The screenshot shows the 'U.S. v. Anderson' case page. The 'Trial' tab is selected in the top navigation bar. On the left sidebar, under the 'ACTIONS' section, the 'TMO Ordered Dates' option is highlighted with a yellow box. The main content area displays a table of trial-related actions:

Action	Ordered Date	Government Offered Date	Defense Offered Date
a. Arraignment	1/1/2023	1/1/2023	1/1/2023
b. Defense request for discovery	-	2/1/2023	2/1/2023
c. Government disclosure obligations	-	2/3/2023	2/3/2023
d. Defense reciprocal disclosure obligations	-	-	-

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

The screenshot shows the 'U.S. v. James' case page. The 'Case Actions' tab is selected in the top navigation bar. The 'Case Actions' section is expanded, and the 'Display all' radio button is selected, highlighted with a yellow box. The page lists various actions categorized by section:

- Accused Details Actions:**
  - ENTER ACCUSED APPELLATE RIGHTS ELECTION
  - ENTER CIVILIAN COUNSEL
  - ENTER CA DETAILS
  - ADD FIREARM PROHIBITION
- Appellate Activity Actions:**
  - FILE WRIT PETITION
- Case Journal Actions:**
  - ADD CASE JOURNAL
- Charges & Offenses Actions:**
  - No available actions
- Documents Actions:**
  - UPLOAD CASE DOCUMENT

- b. This action is available when the case status is “Pending Arraignment”, “Pending Motions Litigation”, “Pending Trial”, or “Trial”.
- 4. In the “Enter TMO Ordered Dates” form, upload a Signed Trial Management Order document and input the details of the ordered TMO dates.
  - a. Select the “Use Agreed Date” button to populate the date field with the date offered by the Government and Defense. This button is only available if Government and Defense have agreed on a common date in their offered TMO dates.

### Enter TMO Ordered Dates: U.S. v. Anderson

Upload a signed Trial Management Order document and record the associated TMO dates in the form below. These dates will be used to determine the dates of trial events in the system. A signed TMO document must be uploaded any time the TMO dates in the system are modified.

#### TMO Document

**Signed Trial Management Order \***

UPLOAD Drop file here

#### TMO Dates

<p><b>a. Arraignment</b></p> <p>Ordered Date 01/01/2023 </p> <p>Government Offered Date 1/1/2023</p> <p>VLC Offered Dates None Provided</p>	<p style="text-align: center; border: 1px solid yellow; padding: 2px;">USE AGREED DATE</p> <p>Defense Offered Date 1/1/2023</p>
<p><b>b. Defense request for discovery</b></p> <p>Ordered Date mm/dd/yyyy </p> <p>Government Offered Date 2/1/2023</p>	<p style="text-align: center; border: 1px solid #ccc; padding: 2px;">USE AGREED DATE</p> <p>Defense Offered Date 2/1/2023</p>

- b. Select the “Use Government Date” or “Use Defense Date” buttons to populate the date field with the Government or Defense offered TMO dates.

### Enter TMO Ordered Dates: U.S. v. Anderson

Upload a signed Trial Management Order document and record the associated TMO dates in the form below. These dates will be used to determine the dates of trial events in the system. A signed TMO document must be uploaded any time the TMO dates in the system are modified.

#### TMO Document

**Signed Trial Management Order \***

UPLOAD Drop file here

#### TMO Dates

<p><b>a. Arraignment</b></p> <p>Ordered Date 01/01/2023 </p> <p>Government Offered Date 1/2/2023</p> <p>VLC Offered Dates None Provided</p>	<p style="text-align: center; border: 1px solid yellow; padding: 2px;">USE GOVERNMENT DATE</p> <p style="text-align: center; border: 1px solid yellow; padding: 2px;">USE DEFENSE DATE</p> <p>Defense Offered Date 1/1/2023</p>
<p><b>b. Defense request for discovery</b></p> <p>Ordered Date mm/dd/yyyy </p> <p>Government Offered Date 2/2/2023</p>	<p style="text-align: center; border: 1px solid #ccc; padding: 2px;">USE GOVERNMENT DATE</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">USE DEFENSE DATE</p> <p>Defense Offered Date 2/1/2023</p>

- 5. Select the “Add Additional Hearing (Lines j, k, l)” link to order an additional 39(a) hearing.

- a. To remove an added hearing, select the “Remove Additional Hearing (Lines j, k, l)” link.

6. Select “Add Other TMO Dates” to add another row of TMO Dates.
  - a. To remove the added “Other TMO Date” select “Remove Row” at the top right of the row.

7. Select “Submit” to save the ordered TMO dates to the case.

✖ Remove Additional Hearing (Lines j, k, l)

<b>j. Motions filed and notice pursuant to M.R.E. 412 (Additional Hearing 2)</b>	<b>Ordered Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Government Offered Date</b> None Provided	<b>Defense Offered Date</b> None Provided
<b>k. Responses to motions (Additional Hearing 2)</b>	<b>Ordered Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Government Offered Date</b> None Provided	<b>Defense Offered Date</b> None Provided
<b>l. Article 39(a) (Additional Hearing 2)</b>	<b>Ordered Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Government Offered Date</b> None Provided	<b>Defense Offered Date</b> None Provided

➕ Add Additional Hearing (Lines j, k, l)

CANCEL
SUBMIT

8. Following submission, the ordered TMO dates will be available on the “TMO” subtab of the “Trial” tab.
  - a. The ordered TMO dates may be edited by selecting the “TMO Ordered Dates” action in the “Actions” list.

**U.S. v. Anderson**

Summary
Trial
Accused Details
Post-Trial
Case Actions

- Arrestment
- TMO
- Motions
- Exhibits
- Trial
- Pleas & Findings

⚡ ACTIONS

- Edit Findings
- Edit Pleas
- Trial Details
- TMO Ordered Dates

<b>a. Arrestment</b>	<b>Ordered Date</b> 1/1/2023	<b>Government Offered Date</b> 1/2/2023	<b>Defense Offered Date</b> 1/1/2023
<b>b. Defense request for discovery</b>	<b>Ordered Date</b> 1/11/2023	<b>Government Offered Date</b> 2/2/2023	<b>Defense Offered Date</b> 2/1/2023
<b>c. Government disclosure obligations</b>	<b>Ordered Date</b> 1/20/2023	<b>Government Offered Date</b> 2/3/2023	<b>Defense Offered Date</b> 2/3/2023
<b>d. Defense reciprocal disclosure obligations</b>	<b>Ordered Date</b> 1/25/2023	<b>Government Offered Date</b> 2/4/2023	<b>Defense Offered Date</b> 2/4/2023

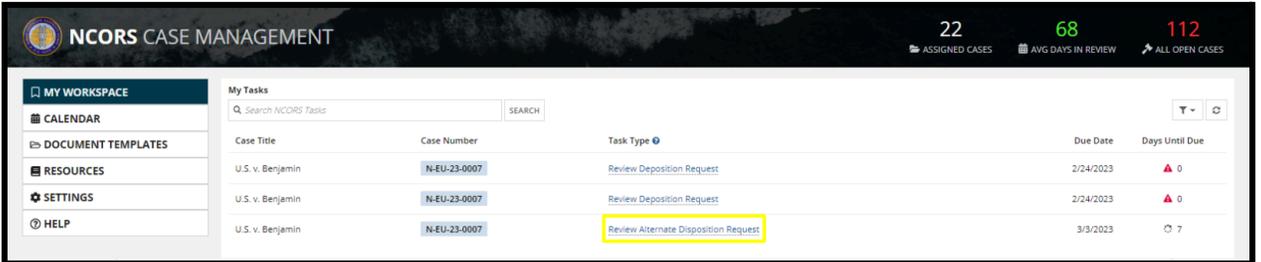
## Pretrial and Trial

### Review Alternate Disposition Request

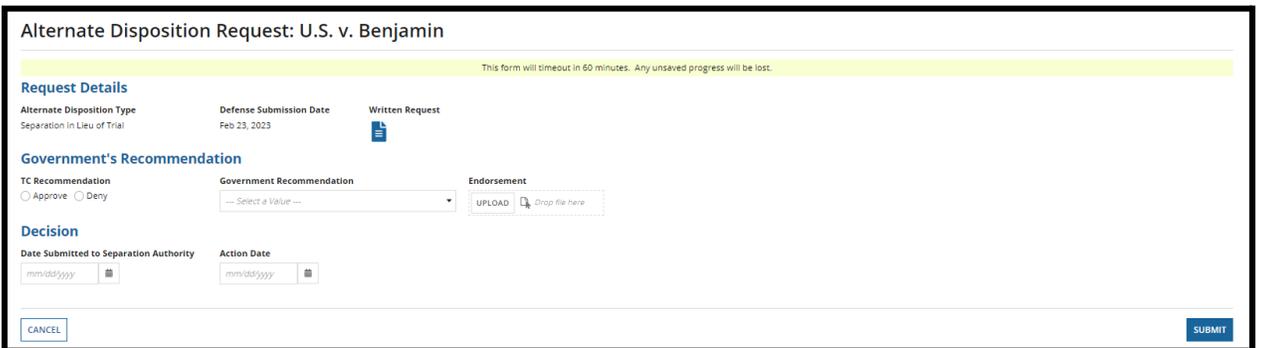
1. From the NCORS Legal Case Management site, navigate to the “Home” tab to view the “My Tasks” grid.



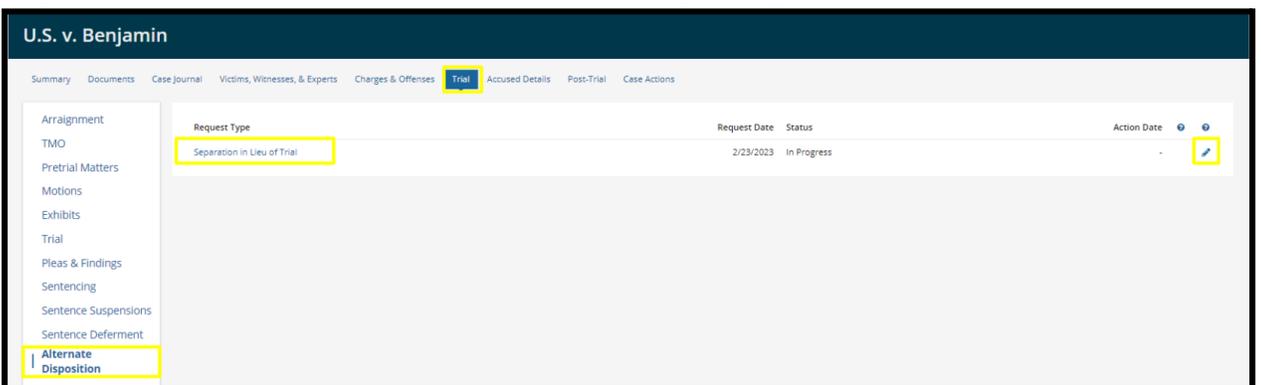
2. Select the “Task Type” from the grid to navigate to “Review Alternate Disposition Request” form.



- a. This task is created following an action to send an alternate disposition request is submitted from the defense.
3. Initiate the task by selecting the task name.
  4. In the form, review the details of the alternate disposition from the defense and input the government’s recommendation and decision on the request (if available).
    - a. If a decision is entered, the details of the alternate disposition request will not be able to be edited once submitted.



5. Select “Submit” to save the updates to the alternate deposition request.
6. Following submission, the details of the request are available on the “Alternate Disposition” subtab under the “Trial” tab of the corresponding case.



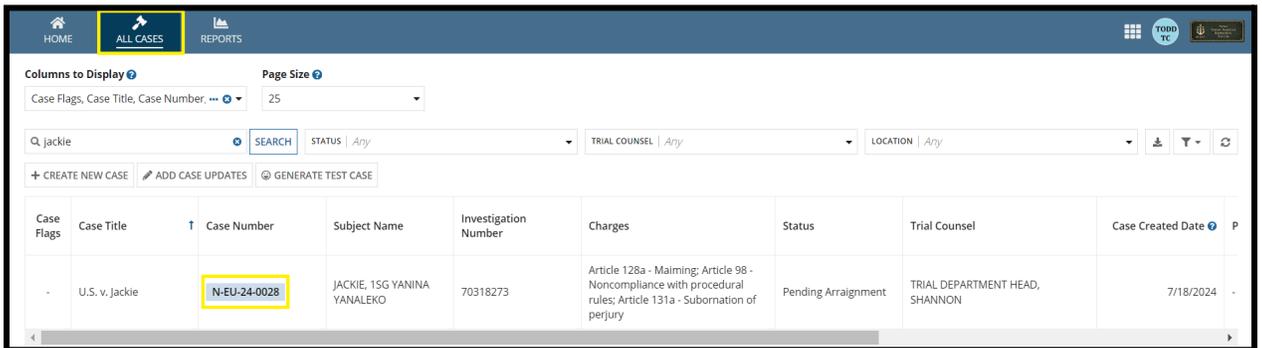
- a. User can edit the entry by selecting the “Edit” icon in the grid (if no decision is entered).
- b. User can navigate to a read-only summary of the request by selecting the “Request Type” value in the grid.

## Add Deposition

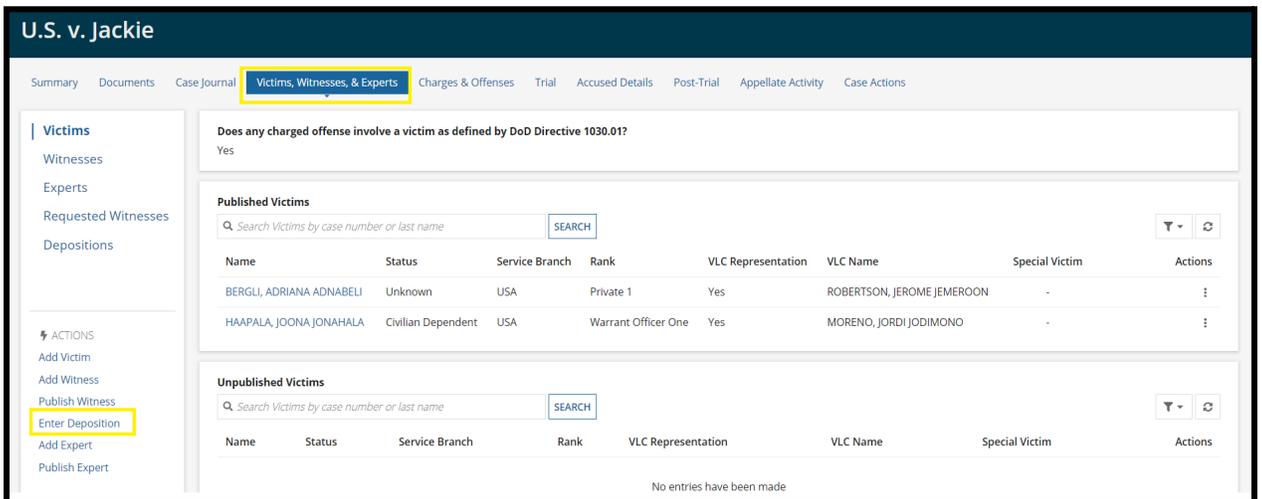
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.



3. From the “Victims, Witnesses, and Experts” tab, select the “Deposition” action from the “Actions” list.



- a. This action is also available under the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

### Case Actions

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, input the details of the deposition.
  - a. User can select the deponent from a list of victims, witnesses, and the accused on the case.
    - i. If applicable, user can select the counsel of the deponent as a representative at the deposition.
  - b. Depending on the type of deposition, user can upload files related to the written or oral deposition.

**Request Details**

Date of Request: Feb 21, 2023

Source of Request: Government

Deponent\*: DOE, JANE

Deposition Request Document: UPLOAD Drop file here

**Ruling Details**

Ruling Authority: Convening Authority

Action on Request:  Approved  Denied

Deposition Order Document: UPLOAD Drop file here

Date Ordered: mm/dd/yyyy

**Deposition Personnel**

Identify all individuals present at the deposition including government, defense, and other representatives.

Government Representatives: -- Select Government Representatives --

Defense Representatives: -- Select Defense Representatives --

Deposition Officer: Enter Deposition Officer

Deposition Officer Affiliation:  Military  Civilian

Was Counsel for the Deponent Present?

Counsel of Deponent: -- Select Deponent Counsel --

**Deposition Details**

Deposition Type:  Oral  Written

Start Date of Deposition: mm/dd/yyyy

End Date of Deposition: mm/dd/yyyy

CANCEL SUBMIT

5. Select "Submit" to save the deposition to the case.
6. Following submission, the deposition is visible under the "Depositions" subtab under the "Victims, Witnesses, and Experts" tab.
  - a. User can edit a deposition from the grid by selecting the "Edit" icon from the grid.

**U.S. v. Jackie**

Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

Victims  
Witnesses  
Experts  
Requested Witnesses  
**Depositions**

**Depositions**

Deponent	Date of Request	Source of Request	Action on Request	Deposition Start Date	Deposition Type	
HAAPALA, JOONA JONAHALA	8/2/2024	Government	-	-	Written	

**ACTIONS**

- Add Victim
- Add Witness
- Publish Witness
- Enter Deposition
- Add Expert
- Publish Expert

7. User can navigate to a summary view of the deposition by selecting the name of the deponent.

**Deposition: HAAPALA, JOONA JONAHALA**

**Summary**

U.S. v. Jackie  
Case Summary  
Victims, Witnesses, & Experts

**ACTIONS**  
Edit Deposition Request

**Request Details**

<b>Date of Request</b> Aug 2, 2024 > <a href="#">Deposition Request Document</a>	<b>Source of Request</b> Government	<b>Deponent</b> HAAPALA, JOONA JONAHALA
--	--	--

**Ruling Details**

<b>Ruling Authority</b> Military Judge	<b>Action on Request</b> -	<b>Date Ordered</b> -
---	-------------------------------	--------------------------

**Deposition Personnel**

**Government Representatives**  
TRIAL DEPARTMENT HEAD, SHANNON

**Defense Representatives**  
-

**Deposition Officer**  
Deposition Officer Affiliation

## Review Deposition Request

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “My Tasks” grid.
  - a. The task to “Review Deposition Request” is displayed in the “Task Type” column with the case name and "Case Number".
  - b. Task is created through an action to file a deposition request initiated by the defense counsel.

**NCORS CASE MANAGEMENT**

67 ASSIGNED CASES    68 AVG DAYS IN REVIEW    112 ALL OPEN CASES

**MY WORKSPACE**

CALENDAR  
DOCUMENT TEMPLATES  
RESOURCES  
SETTINGS  
HELP

**My Tasks**

Search NCORS Tasks SEARCH

Case Title	Case Number	Task Type	Due Date	Days Until Due
U.S. v. Graham	N-EU-23-0033	Review Deposition Request	2/27/2023	6
U.S. v. Graham	N-EU-23-0033	Review Deposition Request	2/27/2023	6
U.S. v. Michaels	N-EU-23-0010	Review Witness Production Request	2/27/2023	6

2. Initiate the task by selecting the task name.
3. In the form, review the details of the submission from the defense and input the details of the ruling on the request from the Convening Authority or Military Judge.

**Add Deposition: U.S. v. Graham**

This form will timeout in 60 minutes. Submit the form to save inputs.

**Request Details**

Date of Request: Feb 21, 2023 | Source of Request: Defense | Deponent: ROGER, GAËL GAELROER

**Ruling Details**

Ruling Authority:  Convening Authority  Military Judge | Action on Request:  Approved  Denied | Deposition Order Document: UPLOAD | Drop file here | Date Ordered: mm/dd/yyyy

**Deposition Personnel**

Identify all individuals present at the deposition including government, defense, and other representatives.

Government Representatives: --- Select Government Representatives --- | Defense Representatives: --- Select Defense Representatives --- | Deposition Officer: Enter Deposition Officer | Deposition Officer Affiliation:  Military  Civilian | Was Counsel for the Deponent Present?

**Deposition Details**

Deposition Type:  Oral  Written | Start Date of Deposition: mm/dd/yyyy | End Date of Deposition: mm/dd/yyyy

CANCEL | SUBMIT

4. Select "Submit" to save the deposition to the case.
5. Following submission, the deposition is visible under the "Depositions" subtab under the "Victims, Witnesses, and Experts" tab of the corresponding case.
  - a. User can edit a deposition from the grid by selecting the "Edit" icon from the grid.

**U.S. v. Anderson**

Summary | Documents | Case Journal | **Victims, Witnesses, & Experts** | Charges & Offenses | Trial | Accused Details | Post-Trial | Case Actions

Victims | Witnesses | Experts | Requested Witnesses | **Depositions**

Depositions

Q Search Depositions SEARCH

Deponent	Date of Request	Source of Request	Action on Request	Deposition Start Date	Deposition Type
DOE, LIEUTENANT COMMANDER JANE DWNEHONS	2/21/2023	Government	Approved	2/21/2023	-

ACTIONS: Deposition, Add Witness, Publish Witness, Add Expert, Publish Expert, Add Victim, Sentencing Statement

6. User can navigate to a summary view of the deposition by selecting the name of the deponent.

Deposition: DOE, LIEUTENANT COMMANDER JANE DWNEHONS EDIT DEPOSITION REQUEST

**Summary**

- U.S. v. Anderson
- Case Summary
- Victims, Witnesses, & Experts

**ACTIONS**

- Edit Deposition Request

**Request Details**

Date of Request Feb 21, 2023	Source of Request Government	Deponent DOE, LIEUTENANT COMMANDER JANE DWNEHONS
---------------------------------	---------------------------------	---

**Ruling Details**

Ruling Authority Convening Authority	Action on Request -	Date Ordered -
---	------------------------	-------------------

**Deposition Personnel**

Identify all individuals present at the deposition including government, defense, and other representatives.

Government Representatives  
-

Defense Representatives  
-

Deposition Officer  
-

Deposition Officer Affiliation  
-

Was Counsel for the Deponent Present?  
Yes

Counsel of Deponent  
HOPKINS, JOSE JOSEHONS

**Deposition Details**

Deposition Type -	Start Date of Deposition -	End Date of Deposition -
----------------------	-------------------------------	-----------------------------

## Review Witness Production Request

- From the NCORS Legal Case Management site, outstanding tasks to complete are available on the "Home" tab in the "My Tasks" grid.
  - The task to "Review Witness Production Request" is displayed in the "Task Type" column with the case name and "Case Number".
  - Task is created through an action to file a witness production request initiated by the defense counsel.

HOME ALL CASES REPORTS TODD TC

**NCORS CASE MANAGEMENT**

**MY WORKSPACE**

- CALENDAR
- DOCUMENT TEMPLATES
- RESOURCES
- HELP

**My Tasks**

Q Jones SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Jones	N-EU-23-0296	Review VLC Client Link Request	6/13/2023
U.S. v. Jones	N-EU-23-0296	Review Witness Production Request	9/26/2023

- Initiate the task by selecting the task name.

3. In the form, review the details of the submission from the defense and input the details of the decision for each witness included in the request.

Defense Witness Production Request: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

> Request Details

Witness Information

+ ADD WITNESS TRAVEL

View Witness Details  
UNO, JOHN

Decision

Request Decision \*  
-- Select a Value --

Decision Date \*  
mm/dd/yyyy

Witness Information

+ ADD WITNESS TRAVEL

View Witness Details  
DOS, JANE

Decision

Request Decision \*  
-- Select a Value --

Decision Date \*  
mm/dd/yyyy

CANCEL SUBMIT

- a. User can expand and view the request document by selecting the “Request Details” section.
- b. For each witness in the request, user can view the details of the witness by selecting the witness’ name in the “View Witness Details” link under the “Witness Information Section”.
  - i. If selected, user will navigate to a summary of the witness requested in a separate tab.

Witness: UNO, JOHN

Summary | Witness Notifications | Witness Travel | WAP Details | Witness Documents

U.S. v. Anderson

Case Summary

Victims, Witnesses, & Experts

ACTIONS

Change Witness to Victim

General Details

Witness Information

Name  
UNO, JOHN

Sex

Race

Ethnicity

Date of Birth

Is the witness a member of law enforcement?

Service Details

Service Status  
Civilian

Contact Information

Preferred Method of Contact

Email Address

Phone Number (Home)

Phone Number (Cell)

Mailing Address

Address

Legal Counsel

Does Witness Have Legal Counsel?

- c. Input the details of the decision for each witness in the “Decision” section.
  - i. If a requested witness is denied, upload the “Denial Document”.

- d. If required, input the details of travel for the witness by selecting the “Add Witness Travel” button.
  - i. After selecting the action, a separate window will open for the user to enter the witness travel details.

- e. Following entry of witness travel, select “Submit” to return to the form used to review the request.
  - i. Details of the travel are visible with the corresponding witness.

Arrival Date	Departure Date	Orders Provided?	Date Added
2/23/2023	2/27/2023	✖	2/23/2023

- 4. Select “Submit” to save the details of the request to the case.
- 5. Following submission, the details of the witness production request are visible on the “Requested Witnesses” subtab under the “Victims, Witnesses, and Experts” tab on the corresponding case.

The screenshot shows the 'U.S. v. Anderson' case page. The 'Victims, Witnesses, & Experts' tab is selected. On the left sidebar, 'Requested Witnesses' is highlighted. The main content area has two sections: 'Witness Production Requests' and 'Requested Witnesses'. The 'Witness Production Requests' section contains a table with the following data:

Request Date	Number of Individuals Requested	Request Document
2/22/2023	2	<a href="#">Download</a>

The 'Requested Witnesses' section contains a table with the following data:

Requested Witness	Request Date	Government Decision	Decision Date	Request Document
UNO, JOHN	2/22/2023	Approved	2/14/2023	<a href="#">Download</a>
DOS, JANE	2/22/2023	Denied	2/13/2023	<a href="#">Download</a>

- User can access a summary view of a request by selecting the "Request Date" in the "Witness Production Requests" grid.

The screenshot shows the summary view for the 'Witness Production Request: 2/22/2023'. The 'Request Details' section is visible, showing the 'Date of Request' as Feb 22, 2023. Below this is a table of 'Requested Witnesses' with the following data:

Requested Witness	Government Decision	Decision Date	Request Document
UNO, JOHN	Approved	2/14/2023	<a href="#">Download</a>
DOS, JANE	Denied	2/13/2023	<a href="#">Download</a>

## Add Expert

- From the NCORS Legal Case Management site, select the "All Cases" tab.

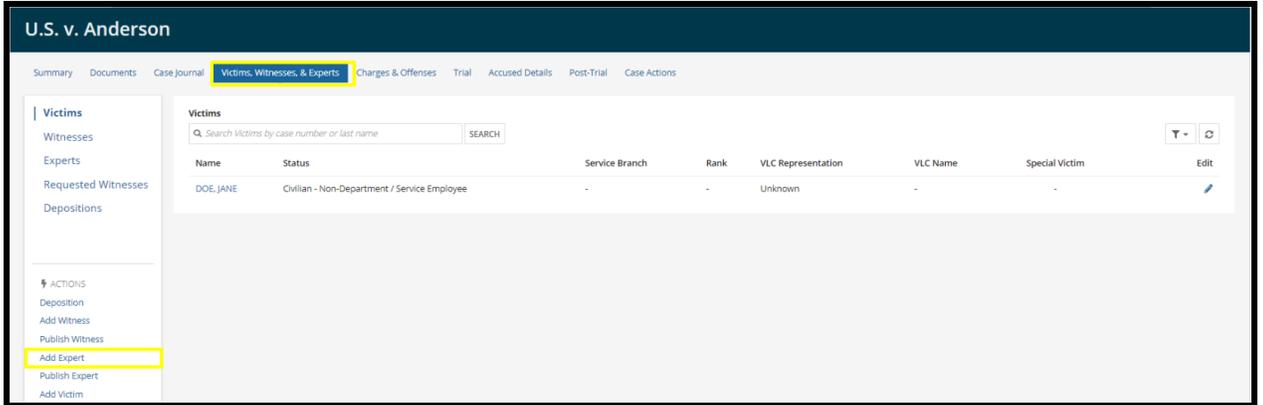
The screenshot shows the navigation bar of the NCORS Legal Case Management site. The 'ALL CASES' tab is highlighted with a yellow box.

- Select the "Case Number" to navigate to the case summary view.

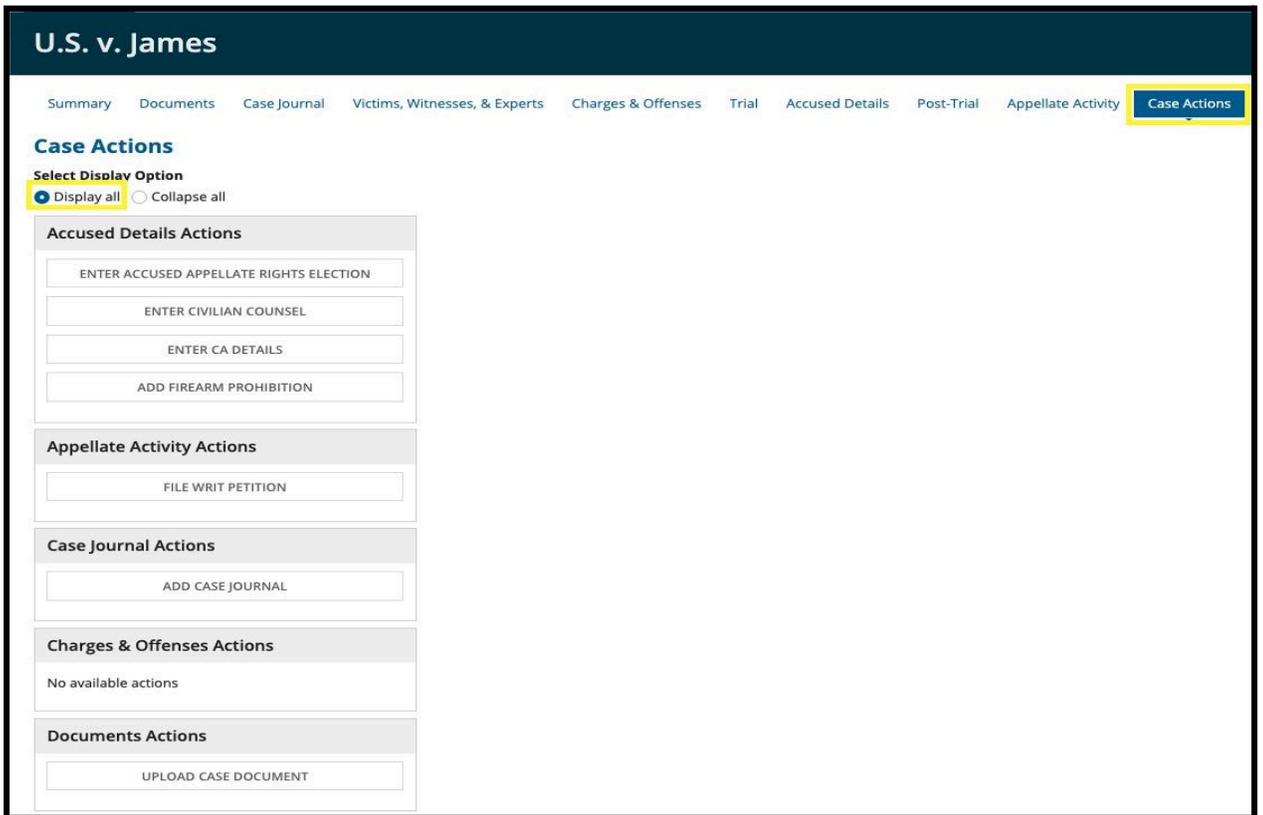
The screenshot shows the 'All Cases' view. A table lists several cases, with the 'Case Number' column highlighted. The case 'U.S. v. Anderson' is highlighted with a yellow box.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Weah	<a href="#">N-EU-22-0102</a>	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	<a href="#">N-EU-22-0101</a>	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	<a href="#">N-EU-22-0100</a>	8883-2022	Pending Arraignment	11/8/2022	-	-
U.S. v. BoswellPostTrialStatus2	<a href="#">N-EU-22-0099</a>	12322021	Motions Litigation	10/17/2022	-	-

- From the "Victims, Witnesses, and Experts" tab, select the "Add Expert" action from the "Actions" list.



- a. This action is also available under the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.



4. In the form, enter the details of the expert.
  - a. Select the type of expert as either an expert witness or expert consultant and input the details of the expert.

Add Expert: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Expert Details**

Source Government **Expert Type \***  
 Witness  Consultant

Hearing Participation  Area of Expertise

Is the Expert a Federal Employee?  
 Yes  No Employed By

First Name \*  Last Name \*  Middle Name  Suffix

Service Details

Service Status

Contact Information

Email Address  Phone Number (Home)  Phone Number (Cell)

Command Email Address  Command Phone Number

Mailing Address

Street Address or PO Box  Apartment or Unit Number

City  State  Zip

- b. If one or more experts have been added to the case, user has the ability to select an existing expert to the case by selecting “Yes” to the “Is Existing Expert?” field.
  - i. Field
  - ii. If adding an existing expert, user can select which expert to add by selecting the expert in the “Select an Expert” field.
    1. Once an existing expert is selected, the service and contact details of the expert will populate based on the previously entered information.

Add Expert: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Expert Details**

Is Existing Expert? \*  
 Yes  No

Select an Expert

Is the Expert a Federal Employee?  
 Yes  No

Name

Source Government **Expert Type \***  
 Witness  Consultant

Hearing Participation  Area of Expertise

Employed By

Service Details

Service Status

Contact Information

Email Address  Phone Number (Home)  Phone Number (Cell)

Command Email Address  Command Phone Number

Mailing Address

Address

5. Input the details of the request and the decision on the request (if any).
  - i. Request and decision fields are only required if user inputs that an expert request is required.

**Request Details**

Is Expert Request Required?  Yes  No

Request File Upload:  UPLOAD Drop file here

Date of Request:

---

**Decision Details**

Decision on Request:

Date of decision:

Decision Provided By:  Convening Authority  Court

6. Select "Submit" to save the expert to the case.
7. Following submission, the details of the expert are visible under the "Experts" subtab under the "Victims, Witnesses, and Experts" tab.

**U.S. v. Anderson**

Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Case Actions

Victims  
Witnesses  
**Experts**  
Requested Witnesses  
Depositions

**Published Experts**

SEARCH

Name	Type	Email	Source	Federal Employee	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing	Status	Added By	Added On
No entries have been made											

**Unpublished Experts**

SEARCH

Name	Type	Email	Source	Federal Employee	Status	Added By	Added On
DOE, JOHN	Consultant	-	Government	✓	N/A	Todd Trial Government Counsel	2/24/2023

ACTIONS: Deposition, Add Witness, Publish Witness, Add Expert, Publish Expert, Add Victim

- a. User can edit the entry by selecting the "Edit" icon in the "Unpublished Experts" grid.
- b. User can navigate to a summary view of the expert by selecting the name of the expert in the grid.

**Expert Request: DOE, JOHN**

Summary

U.S. v. Anderson

Case Summary  
Victims, Witnesses, & Experts

ACTIONS: Edit Expert Request

**Expert Details**

Source: Government

Expert Type: Consultant

Hearing Participation: -

Area of Expertise: Forensics

Is the Expert a Federal Employee?: Yes

Employed By: USN

Name: DOE, JOHN

Service Details

Service Status: Civilian

Contact Information

Email Address: example@email.com

Phone Number (Home): -

Command Email Address: -

Phone Number (Cell): 123-456-7890

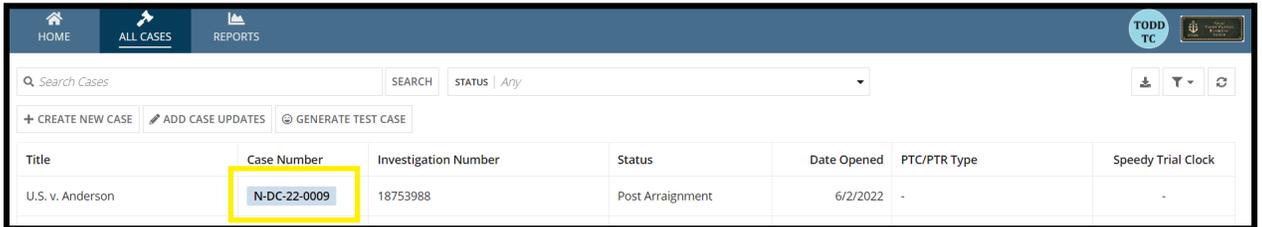
Address: 123 Address Street, City, VA 22201

# Publish Expert

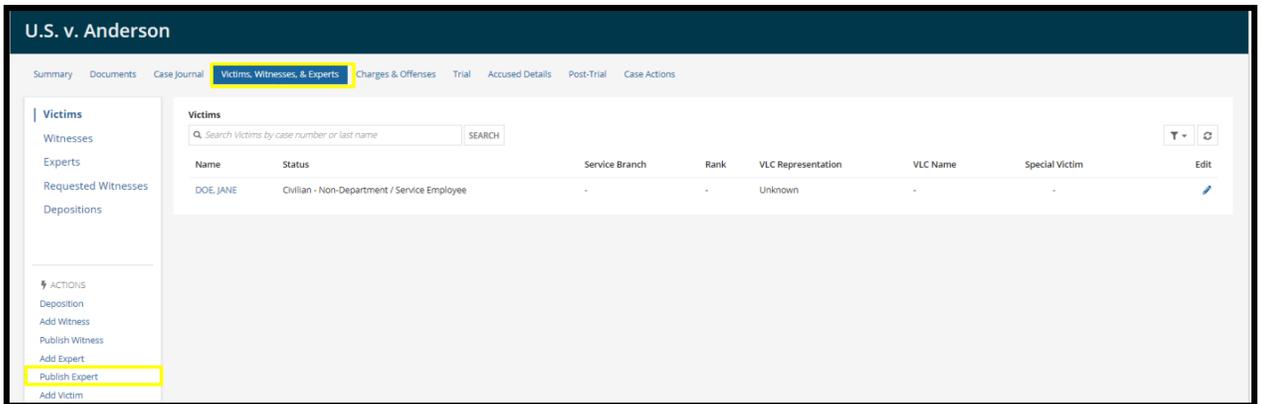
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



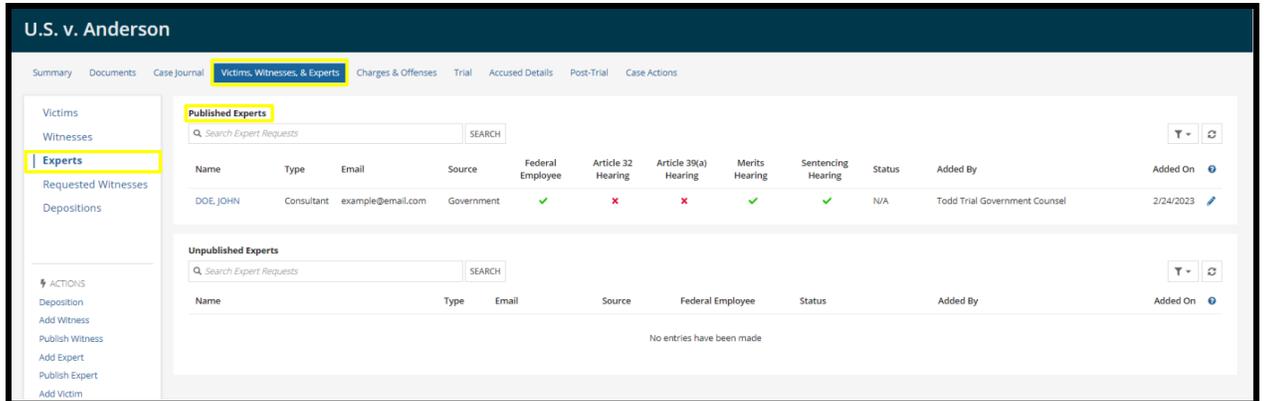
3. From the case summary view, navigate to the “Victim, Witnesses, and Experts” tab and select the “Publish Expert” action from the “Actions” list.



- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

4. In the form, select from the list of experts which expert or experts to publish to the case.
  - a. For each expert selected, select the “Hearing Involvement” to identify that the witness is for one for more hearings on the case.
    - i. Options for hearing involvement are: “Article 32, Article 39(a), Merits, Sentencing”.

5. Select “Submit” to publish the expert to the case.
  - a. A “published” expert will be visible to all other users who have access to the case.
6. The published expert or experts are visible in the “Published Experts” grid under the “Experts” subtab under the “Victims, Witnesses, and Experts” tabs.

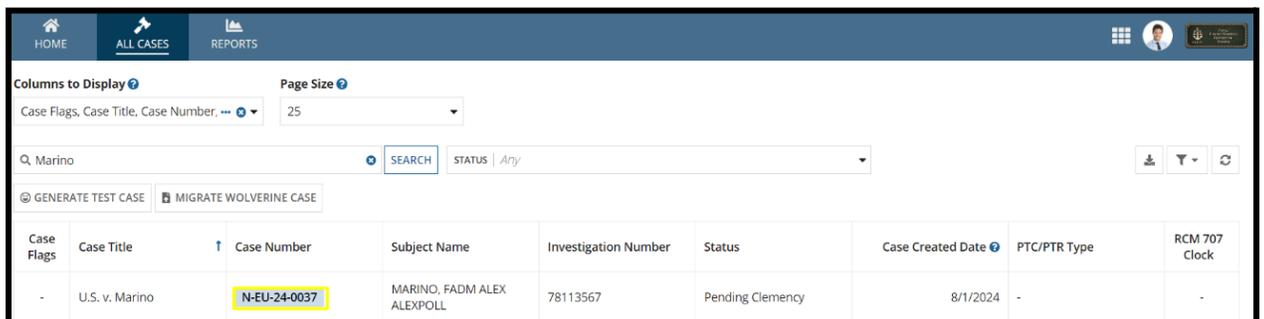


## Enter Pleas to Charges and Specifications

1. From the NCORS Legal Case Management site, select the "All Cases" tab.



2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the "Trial" tab and select the "Edit Pleas" action from the "Actions" list.
  - a. This action is only available if the case has a status of "Pending Trial" or "Pending Motions Litigation".

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Case Actions

**Arraignment**

- TMO
- Pretrial Matters
- Motions
- Exhibits
- Trial
- Pleas & Findings
- Sentencing
- Sentence Suspensions
- Sentence Deferment
- CA Action

**ARRAIGNMENT REQUEST**

**Date Request Made**  
Nov 22, 2022

**Physical Security**  
Low

**Security Clearance**  
Unclassified

- > Motion for Docketing
- > Risk Assessment Form
- > TMO Dates

**ARRAIGNMENT HEARING**

**Arraignment Date and Time**  
11/22/2022 9:00 AM EST

**Arraignment Judge**  
DOCKETING JUDGE, ROBSON

**Arraignment Location**  
Det Mayport Courtroom

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension
- Enter Sentence Deferment
- File Motion
- Trial Details
- Edit Pleas**
- Submit Pretrial Matters
- Edit Findings

- b. This action is also available from the “Case Actions” tab.
- Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, input the plea to each specification.

Enter Pleas of the Accused: U.S. v. Anderson

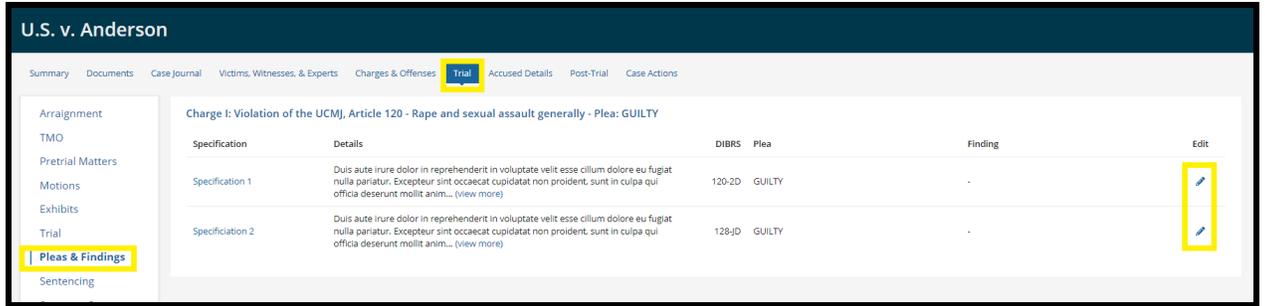
**Pleas to Charges and Specifications**

Charge I: Violation of the UCMJ, Article 129 - Burglary - GUILTY

Specification	Max Punishment Authorized by UCMJ	Plea *
<b>Specification 1</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut... (view more)	• Confinement: 5 yrs. • Forfeitures: Total • Discharge: DD, BCD	GUILTY
<b>Specification 2</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit. sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut... (view more)	• Confinement: 30 yrs. • Forfeitures: Total • Discharge: DD, BCD	GUILTY

CANCEL SUBMIT

- 5.
- a. User does not need to enter the details of the charges.
    - i. The plea of the charge is determined by the pleas to the specifications under the charge.
  - b. Depending on the plea the user selects, additional information may be required.
    - i. Lesser included offense UCMJ Article and DIBRS Code.
    - ii. Exceptions and substitutions.
6. Following submission, the pleas will be available in the "Pleas and Findings" subtab.



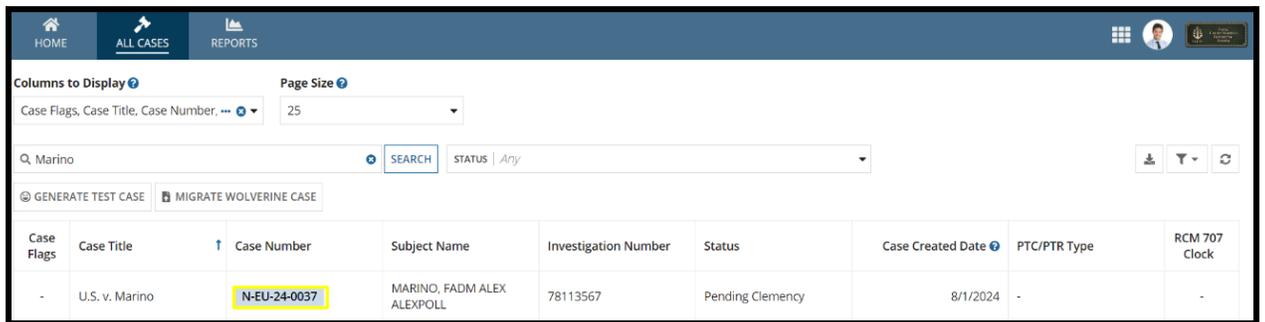
- User can edit the entry by selecting the "Edit" icon in the grid.
- To edit all of the pleas, select the "Edit Pleas" action from the "Actions" list.

## Enter Trial Details

- From the NCORS Legal Case Management site, select the "All Cases" tab.



- Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Trial” tab and select “Trial Details” action from the “Actions” list.

The screenshot shows the case summary view for "U.S. v. Anderson" in the "Trial" tab. The interface includes a top navigation bar with tabs for Summary, Documents, Case Journal, Victims, Witnesses, & Experts, Charges & Offenses, Trial (highlighted), Accused Details, Post-Trial, and Case Actions. A left sidebar contains a menu with categories: Arraignment (TMO, Pretrial Matters, Motions, Exhibits, Trial, Pleas & Findings, Sentencing, Sentence Suspensions, Sentence Deferment, CA Action, Alternate Disposition), ACTIONS (Upload Case Exhibits, Sentence Suspension, Enter Sentence Deferment, Sentencing, File Motion, Trial Details (highlighted), Edit Pleas), and a bottom section for Edit Pleas. The main content area is divided into two sections: "Arraignment Request" and "Arraignment Hearing".

Arraignment Request		
<b>Date Request Made</b> Nov 22, 2022 > Motion for Docketing > Risk Assessment Form > TMO Dates	<b>Physical Security</b> Low	<b>Security Clearance</b> Unclassified

Arraignment Hearing		
<input type="text" value="ENTER ARRAIGNMENT DETAILS"/>		
<b>Arraignment Date and Time</b> 11/22/2022 9:00 AM EST	<b>Arraignment Judge</b> DOCKETING JUDGE, ROBSON	<b>Arraignment Location</b> Det Mayport Courtroom

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- b. This action is only available after [Arraignment Details](#) have been submitted.
4. In the form, input the details of the trial. After completion of the form select “Submit” to save the entered details.

Enter Trial Details: U.S. v. Anderson

**Trial Details**

Hearing Date and Location

Hearing Dates: No Start Date Provided in TMO - No End Date Provided in TMO

Location of Trial: Det Lemoore Courtroom

**Security**

Physical Security Level: Low

Security Clearance Level: Unclassified

Hearing Type:  Open  Closed

**Personnel**

Composition of the Court for Merits Phase: Military Judge Alone

Trial Judge: DOCKETING JUDGE, ROBSON

**Court Reporters**

Court Reporter	Date Assigned
Chris Court Reporter	Nov 21, 2022

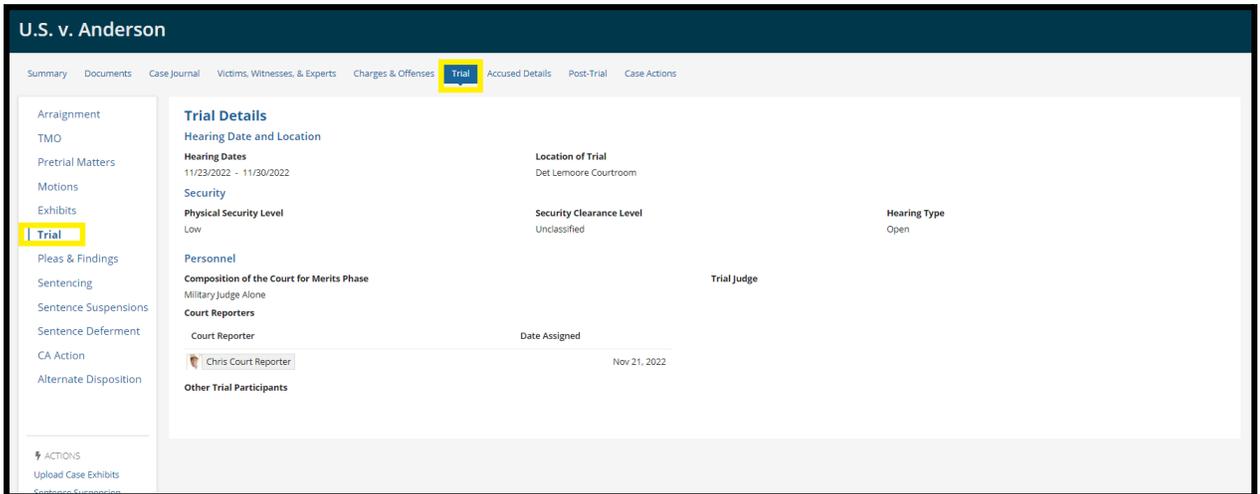
[Add User](#)

**Other Trial Participants**

CANCEL SUBMIT

- a. Trial dates are based on the data entered in the ordered TMO by the Trial Judiciary.

- b. Court reporters added in this form will be assigned to the case in NCORS and have access to the case.
5. Following submission, the details of the trial are visible on the “Trial” subtab under the “Trial” tab.



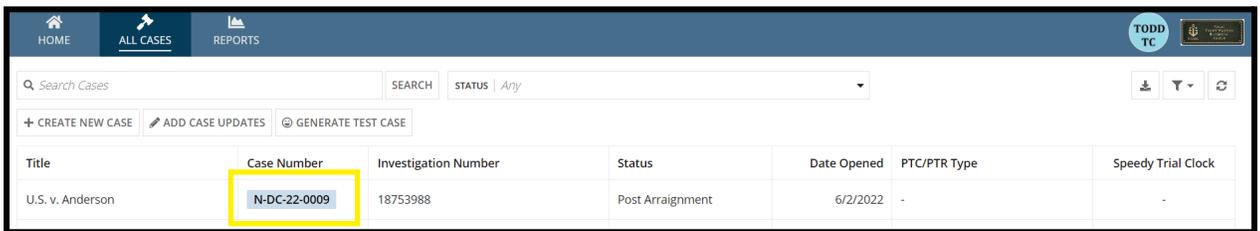
- a. User can edit the details by selecting the “Trial Details” action from the “Actions” list.

## Generate Cleansed Charge Sheet

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Charges and Offenses” tab and select the “Create Cleansed Charge Sheet” action from the “Actions” list.
- a. This action is only available if there is a [charge sheet uploaded](#) with a status of “Uploaded - Referred” or “Uploaded - Served” and charges and specifications have been [referred to a court martial](#).

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts **Charges & Offenses** Trial Accused Details Post-Trial Case Actions

Investigated Offenses  
Charges  
**Charge Sheets**  
Referral  
Plea Agreements  
Pretrial Agreements  
Article 32 Requests

**Charge Sheet - 13 February 2023**

UPLoad SIGNED CHARGE SHEET + ADD REFERRAL ACTIONS

Charge I: Violation of the UCMJ, Article 102 - Forcing a safeguard

Specification	Language
Specification	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur faucibus lobortis tristique. Sed maximus vestibulum neque eget laoreet. Fusce odio odio, rutrum et risus et, tincidunt vestibulum felis. Aliquam commodo leo id elit varius maximus. Suspendisse turpis risus. dapibus non bibendum non, interdum ut risus. Proin leo odio, mollis ac tristique id libero. Fusce imperdiet lorem a sapien malesuada, ege

Charge II: Violation of the UCMJ, Article 103 - Spies

Specification	Language
Specification 1	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur faucibus lobortis tristique. Sed maximus vestibulum neque eget laoreet. Fusce odio odio, rutrum et risus et, tincidunt vestibulum felis. Aliquam commodo leo id elit varius maximus. Suspendisse turpis risus. dapib
Specification 2	Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus ru

Charge III: Violation of the UCMJ, Article 128 - Assault

Specification	Language
Specification 1	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur faucibus lobortis tristique. Sed maximus vestibulum neque eget laoreet. Fusce odio odio, rutrum et risus et, tincidunt vestibulum felis. Aliquam commodo leo id elit varius maximus. Suspendisse turpis risus. dapibus non bibendum non, interdum ut risus. Proin leo odio, mollis ac tristique

ACTIONS

- Enter Pretrial Agreement
- Generate Draft Plea Agreement
- Enter Plea Agreement
- Add Charges
- Add Offenses
- Add Article 32 Hearing Request
- Create Cleansed Charge Sheet**

- b. This action is also available from the “Case Actions” tab.
- Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

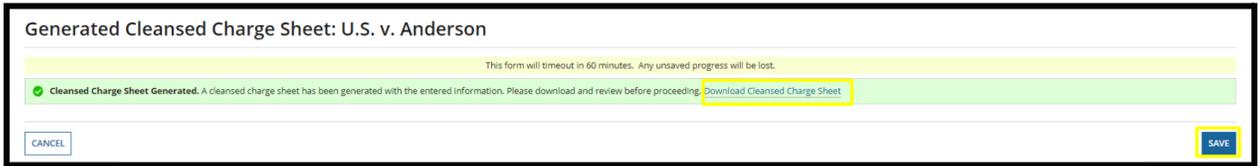
No available actions

**Documents Actions**

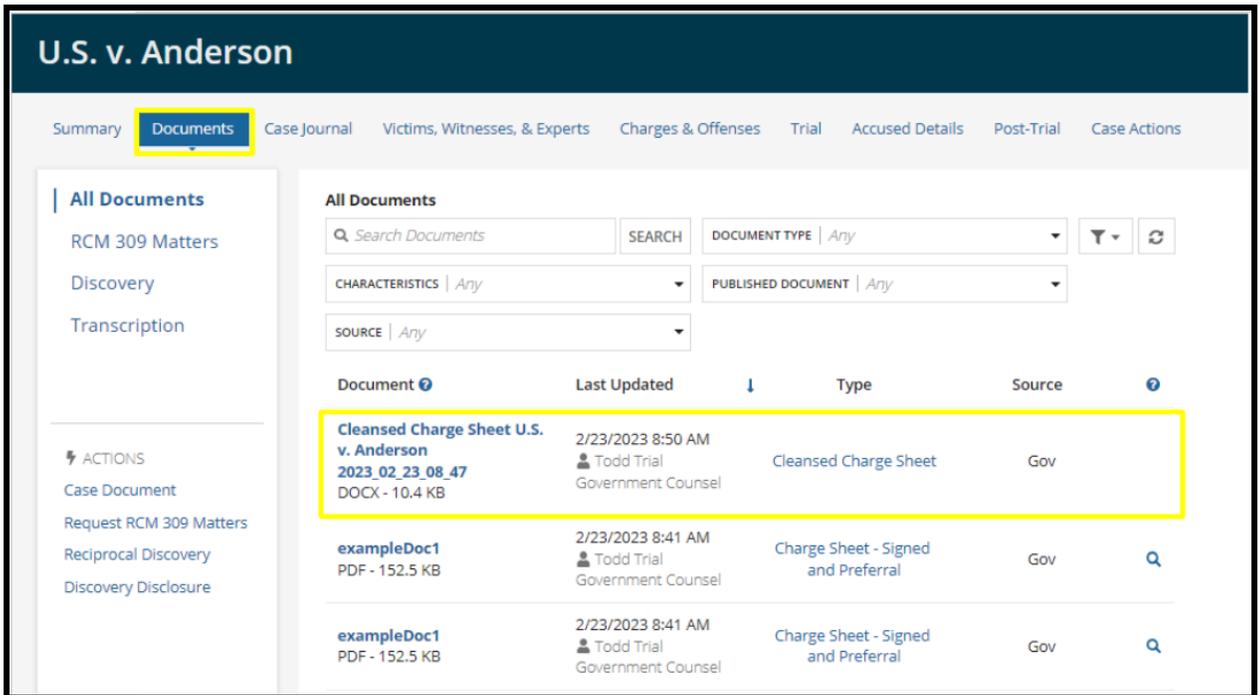
- UPLOAD CASE DOCUMENT

4. In the form, download the generated cleansed charge sheet by selecting the “Download Cleansed Charge Sheet” link.

- a. Generated document will contain the charges and specifications referred to a court martial as previously entered in NCORS.



- 5. After previewing the document, select “Save” to save the cleansed charge sheet to the case.
- 6. Generated file is visible in the “All Documents” subtab under the “Documents” tab.
  - a. Generated file will be available to select when [submitting pretrial matters](#).



## Submit Pretrial Matters

- 1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the "Trial" tab and select the action to "Submit Pretrial Matters" from the "Actions" list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Case Actions

**Arraignment Request**

Date Request Made: Nov 22, 2022

Physical Security: Low

Security Clearance: Unclassified

> Motion for Docketing

> Risk Assessment Form

> TMO Dates

**Arraignment Hearing**

ENTER ARRANGEMENT DETAILS

Arraignment Date and Time: 11/22/2022 9:00 AM EST

Arraignment Judge: DOCKETING JUDGE, ROBSON

Arraignment Location: Det Mayport Courtroom

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension
- Enter Sentence Deferment
- Sentencing
- File Motion
- Trial Details
- Edit Pleas
- Submit Pretrial Matters**
- Edit Findings

- a. This action is also available from the "Case Actions" tab.
  - i. Use the "Display All" option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

### Case Actions

Select Display Option

Display all  Collapse all

**Accused Details Actions**

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

- b. This action is only available after [Arraignment Details](#) have been submitted and the case has a status of "Pending Trial" or "Pending Motions Litigation".

6. For each step in the form, add or upload Pretrial Matters.

**Submit Pretrial Matters: U.S. v. Anderson**  
 For each pretrial matter type, select an existing system document or upload a new file to be provided to the Military Judge as the pretrial matters

**Pretrial Matters: Review**

**Submitted Matters**  
 Below are the currently disclosed pretrial matters

Document	Type	Submission Date
No existing pretrial matters submissions		

**Uploaded Submission(s)**

Document	Type	Submission Date
Members Questionnaire TXT - < 1 KB	Member Questionnaires	-
Request for Judicial Notice TXT - < 1 KB	Request for Judicial Notice	-
Voir Dire TXT - < 1 KB	Voir Dire	-
Combined Witness List TXT - < 1 KB	Combined Witness List	-
Proposed Instructions TXT - < 1 KB	Proposed Instructions	-
Cleansed Charge Sheet TXT - < 1 KB	Cleansed Charge Sheet	-
Findings Worksheet TXT - < 1 KB	Findings Worksheet	-
Sentencing Worksheet TXT - < 1 KB	Sentencing Worksheet	-
Preadmission of Evidence TXT - < 1 KB	Motions for Preadmission of Evidence	-

**Selected Pretrial Matters**

Document	Type	Upload Date
No new pretrial matters submissions selected		

CANCEL BACK SUBMIT

- a. For each step in the form, user can select previously uploaded Pretrial Matters and/or upload new documents.
    - i. Existing documents are pulled from uploaded case documents of the matching “document type” as the pretrial matters document types (see [Upload Case Documents](#)).
  - b. For each step in the form, user can upload a new file as a pretrial matter if no existing documents exist on the case.
7. Select “Submit” to save the matters to the case.
- a. Submitted files will be visible on the case to all users with access to the case.
8. Following submission, the submitted matters are available on the “Pretrial Matters” subtab under the “Trial” tab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Case Actions

Arraignment  
 TMO  
**Pretrial Matters**  
 Motions  
 Exhibits  
 Trial  
 Pleas & Findings  
 Sentencing  
 Sentence Suspensions  
 Sentence Deferment

**Pretrial Matters Submissions**

Search Pretrial Matters SEARCH

Document	Submission Type	Source	Submission Date
Members Questionnaire	Member Questionnaires	Government	11/22/2022
Request for Judicial Notice	Request for Judicial Notice	Government	11/22/2022
Voir Dire	Voir Dire	Government	11/22/2022
Combined Witness List	Combined Witness List	Government	11/22/2022
Proposed Instructions	Proposed Instructions	Government	11/22/2022

< 1 - 5 of 9 >

- a. User can edit existing submissions or add other matters by Submissions by selecting the “Submit Pretrial Matters” action from the “Actions” list.

## Upload Case Exhibits

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Trial” tab and select the “Upload Case Exhibits” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Case Actions

**Arraignment Request**

Date Request Made: Nov 22, 2022

Physical Security: Low

Security Clearance: Unclassified

> Motion for Docketing

> Risk Assessment Form

> TMO Dates

**Arraignment Hearing**

ENTER ARRAIGNMENT DETAILS

Arraignment Date and Time: 11/22/2022 9:00 AM EST

Arraignment Judge: DOCKETING JUDGE, ROBSON

Arraignment Location: Det Mayport Courtroom

**ACTIONS**

Upload Case Exhibits

Sentence Suspension

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

4. In the form, input the details of the exhibit.

- a. User has the ability to upload new or existing documents.
  - i. “Select existing document” allows the user to select a [previously uploaded case document](#) to add as an exhibit.
    1. If selected, choose the desired exhibit from the grid.

- ii. For new files, upload the file in the “Upload Exhibit” field.
- b. Multiple exhibits can be added at once by selecting the “Add Exhibit” button in the bottom right of the form.
- c. If taking the action as a Court Reporter, user can input the exhibit number and status of the exhibit.
  - i. Fields are only accessible to Court Reporters.

The screenshot shows a form with the following fields:
 

- Exhibit Type: Prosecution
- Exhibit Source: Government
- Exhibit File Type: Physical Evidence
- Exhibit Status: --- Select a Status ---
- Exhibit Number: (empty field)

- d. User may remove an exhibit prior to submission by selecting the “Remove” button in the top right corner of each added exhibit.
5. Following submission, the exhibits are visible on the “Exhibits” subtab under the “Trial” tab.

The screenshot shows the “Exhibits” subtab for the case “U.S. v. Anderson”. The table displays exhibits submitted by the Prosecution, Defense, and Appellate.

Source	Exhibit Number	Status	Description	File Type	Date Added	Actions
<b>Prosecution</b>						
Government	-	-	Red fiber found at scene.	Physical Evidence	11/16/2022	[Remove] [Edit]
Government	-	-	Shoe print (casting) found at scene.	Physical Evidence	11/16/2022	[Remove] [Edit]
Government	-	-	Accused hair strand found at the scene.	Physical Evidence	11/16/2022	[Remove] [Edit]
<b>Defense</b>						
Defense	-	-	Voice recording of victim	Audio	11/15/2022	[Remove] [Edit]
<b>Appellate</b>						
VLC	-	-	Victim forms.	Document	11/28/2022	[Remove] [Edit]

- a. Exhibits submitted by Trial Office users are only visible to the submitting party and Court Reporters until officially added to the case by the court reporter.
- b. Exhibits uploaded by Court Reporters with an assigned exhibit number and status are visible to all users with access to the case.
- c. User can edit an exhibit by selecting the “Edit” icon from the grid.
  - i. User can remove an exhibit by selecting “Remove” while editing the exhibit.

**Exhibit Details**  
 Date Added  
 Feb 25, 2023  
 > [View Exhibit](#)

Exhibit Type\*  
 Prosecution

Exhibit Source  
 Government

Exhibit File Type  
 Physical Evidence

Exhibit Status  
 --- Select a Status ---

Exhibit Number

Exhibit Description  
 Shoe print (casting) found at scene.

CANCEL REMOVE SUBMIT

## Add Judicially Ordered Confinement Credit

1. From the NCORS Legal Case Management site, select the "All Cases" tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Accused Details” tab and select the “Add Judicial Credit” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Case Actions

**Accused Details**

CA Details

RCM 706 Inquiries

Judicially Ordered Confinement Credit

PTC/PTR

Excludable Delay

Firearm Prohibition

**ACTIONS**

Firearm Prohibition

RCM 706 Inquiry

**Add Judicial Credit**

Accused Details

Excludable Delay

Edit Convening Authority

**ANDERSON, LIEUTENANT JUNIOR GRADE TRINIDAD A**

EDIPU/DOD ID: 1677541605 SSN: 123456789

**Demographic Details**

Race	Ethnicity	Date of Birth	Age	Sex
Asian	Hispanic or Latino	Aug 13, 1977	45	F

**Service Details**

Service Branch	Rank	Unit	Grade
Navy	Lieutenant Junior Grade	Unit 1	O-2

**Pay per Month**

a. Basic	b. Sea/Foreign Duty	c. Total
\$139,238.00	\$41,782.00	\$181,020.00

**Current Service**

a. Initial Date	b. Term (months)	c. EAOS
Mar 11, 2014	1	Nov 18, 2023

**Assigned Defense Counsels**

**Defense Counsels**

Name	Role	Rank	Email
No entries have been made			

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

**Select Display Option**

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- In the form, input the details of the judicially ordered confinement credit.

Enter Judicially Ordered Confinement Credit Details: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Credit Details**

**Number of Days Ordered** |-- Enter number of days ordered -- Reason Ordered Enter reason

**Date Ordered** mm/dd/yyyy 0/255

CANCEL **SUBMIT**

- Select "Submit" to save the entry to the case.
- Following submission, details of the confinement credit are visible on the "Judicially Ordered Confinement Credit" subtab under the "Accused Details" tab.

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Case Actions

Accused Details	Number of Days Ordered	Date Ordered	Reason Ordered
CA Details	10	2/23/2023	Reason example
RCM 706 Inquiries			
<b>Judicially Ordered Confinement Credit</b>			Total days ordered: 10
PTC/PTR			
Excludable Delay			
Firearm Prohibition			

**ACTIONS**

- Firearm Prohibition
- RCM 706 Inquiry
- Add Judicial Credit
- Accused Details
- Excludable Delay
- Edit Convening Authority

- The total number of awarded days is visible in the bottom right of the grid and displays the total of all judicially ordered confinement credit.
- User can edit the entry by selecting the "Edit" icon in the right column of the grid.

## Enter RCM 706 Inquiry

- From the NCORS Legal Case Management site, select the "All Cases" tab.



- Select the "Case Number" to navigate to the case summary view.

HOME **ALL CASES** REPORTS TODD TC

Q Search Cases SEARCH STATUS Any

+ CREATE NEW CASE + ADD CASE UPDATES @ GENERATE TEST CASE

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Accused Details” tab and select the “Enter RCM 706 Inquiry” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Appellate Activity Case Actions

**Accused Details**

CA Details  
RCM 706 Inquiries  
Judicially Ordered  
Confinement Credit  
PTC/PTR  
Excludable Delay  
Firearm Prohibition

**ACTIONS**  
Enter Accused Details  
Add Legal Hold  
Add Convening Authority  
Enter PTC/PTR  
Enter Excludable Delay  
**Enter RCM 706 Inquiry**  
Add Firearm Prohibition  
Assign Civilian Counsel

**ANDERSON, SR MARY**  
EDIP/DOD ID: 4441411411 SSN: 254242342

**Demographic Details**

Race	Ethnicity	Date of Birth	Age	Sex
White	Not Hispanic or Latino	Aug 24, 1971	52	M

**Service Details**

Service Branch	Unit	Grade	Rank / Rate	SJA Office
Navy	1	E-1	SR	United States Naval Observatory (USNO)

**Pay per Month**

a. Pay Entry Date	b. Basic	c. Sea/Foreign Duty	d. Total
-	\$0.00	\$0.00	\$0.00

**Current Service**

a. Initial Date	b. Term (months)	c. EAOS
-	-	-

**Assigned Defense Counsel**

Defense Counsel	Name	Role	Title	Email

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- In the form, input the source of the inquiry.

RCM 706 Inquiry: U.S. v. Anderson

This form will timeout in 59 minutes. Any unsaved progress will be lost.

Was the 706 inquiry requested or ordered by sua sponte?\*

--- Select a Value ---

- If the 706 inquiry was "Requested", input the details of the request.

HOME ALL CASES REPORTS

RCM 706 Inquiry: U.S. v. Anderson

This form will timeout in 55 minutes. Any unsaved progress will be lost.

Was the 706 inquiry requested or ordered by sua sponte?\*

Requested

**Request Details**

Source of Request  
 Member  Defense  Government

Date of Request  
 08/14/2024

RCM 706 Request  
 UPLOAD Drop file here

Action on Request  
 Approved  Denied

Date of Decision  
 mm/dd/yyyy

- If the inquiry was ordered by the court sua sponte, no request details are required.

- In the form, input the details of the inquiry.

**Inquiry**

Date Inquiry Completed  
 08/06/2024

Date Report Issued  
 08/13/2024

- Enter the findings of the inquiry.

**Findings**

At the time of the alleged criminal conduct, did the accused have a severe mental disease or defect?  
 Yes  No

What is the clinical psychiatric diagnosis?  
 Neurosis

Was the accused, at the time of the alleged criminal conduct and as a result of such severe mental disease or defect, unable to appreciate the nature and quality or wrongfulness of his or her conduct?  
 Yes  No

Is the accused presently suffering from a mental disease or defect rendering the accused unable to understand the nature of the proceedings against the accused or to conduct or cooperate intelligently in the defense?  
 Yes  No

Did the court find the accused competent to stand trial?  
 Yes  No

7. Select "Submit" to save the entry to the case.
8. Following submission, details of the inquiry are visible on the "RCM Inquiries" subtab under the "Accused Details" tab.

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Appellate Activity Case Actions

Accused Details  
 CA Details  
**RCM 706 Inquiries**  
 Judicially Ordered  
 Confinement Credit  
 PTC/PTR  
 Excludable Delay  
 Firearm Prohibition

Source	Date of Request	Approval	Ordered By	Date Ordered	Date Report Issued	Download Report
Member	8/14/2024	Approved	Convening Authority	8/14/2024	8/13/2024	-

- a. User can edit the entry by selecting the "Edit" icon in the right column of the grid.

RCM 706 Inquiry: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Was the 706 inquiry requested or ordered by sua sponte?\*

Requested

**Request Details**

Source of Request  
 Member  Defense  Government

Date of Request  
 08/14/2024

Action on Request  
 Approved  Denied

Date of Decision  
 mm/dd/yyyy

**Order**

Ordered By  
 Military Judge  Convening Authority

Date Ordered  
 08/14/2024

**Inquiry**

Date Inquiry Completed  
 08/06/2024

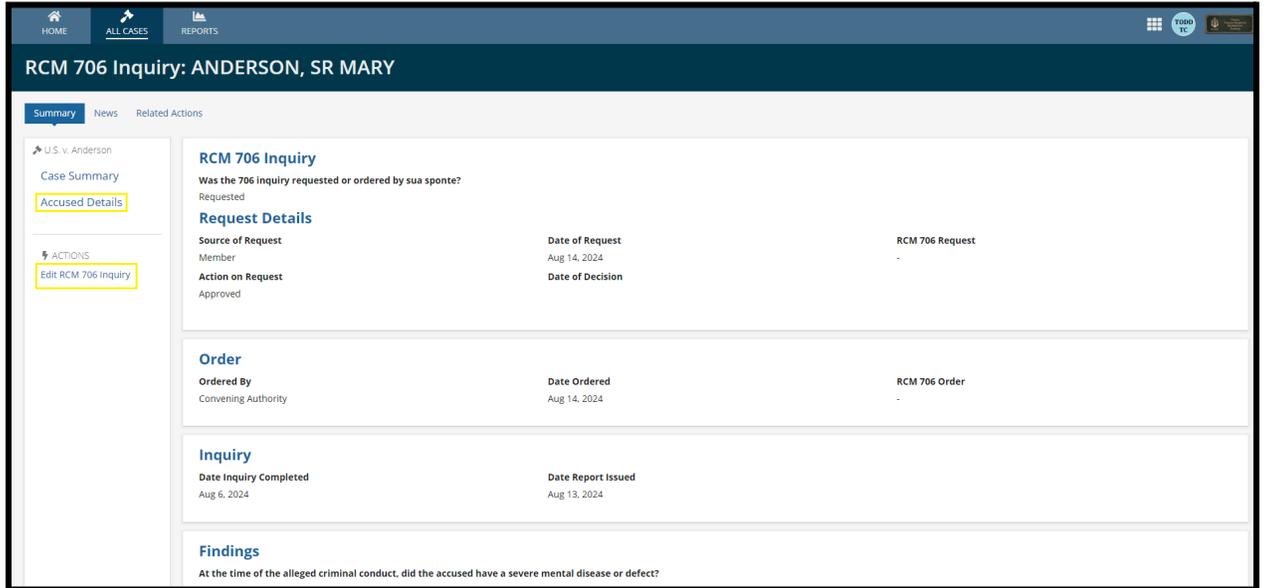
Date Report Issued  
 08/13/2024

**Findings**

At the time of the alleged criminal conduct, did the accused have a severe mental disease or defect?  
 Yes  No

What is the clinical psychiatric diagnosis?  
 Neurosis

- b. User can navigate to a summary view of the inquiry by selecting the “Source” column in the grid.
  - i. User can edit the RCM 706 inquiry by selecting the “Edit RCM 706 Inquiry” from the Actions list.
    - 1. User can select the “Accused Details” button to return the “Accused Details” tab.



## Motions

### Create Motions Hearing

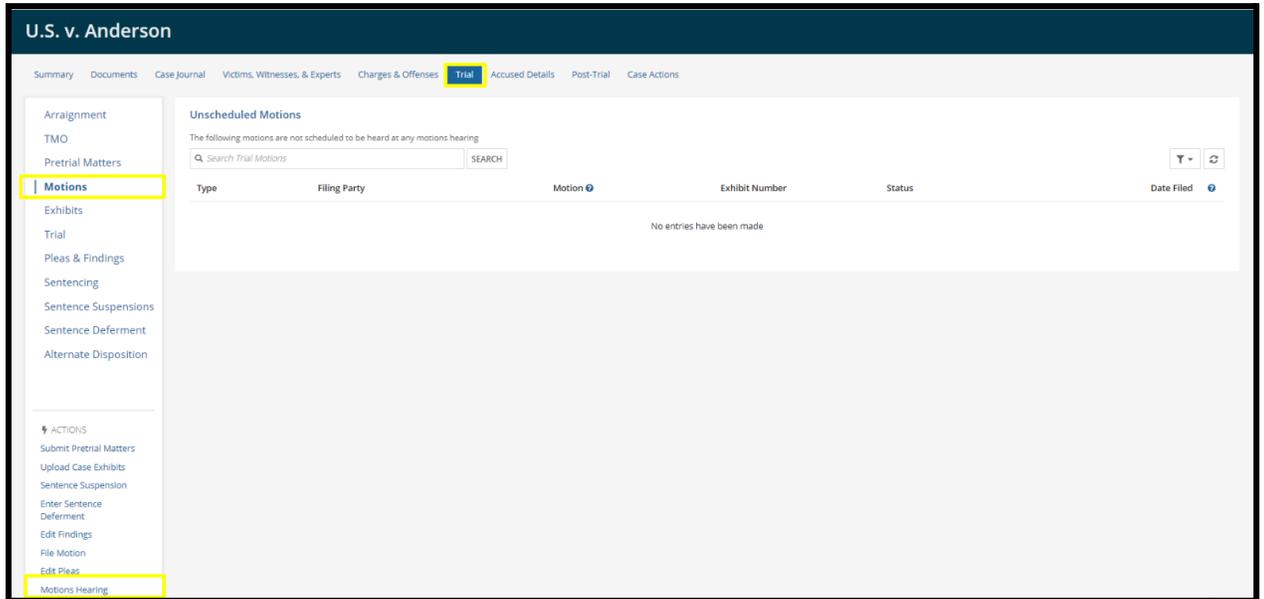
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.



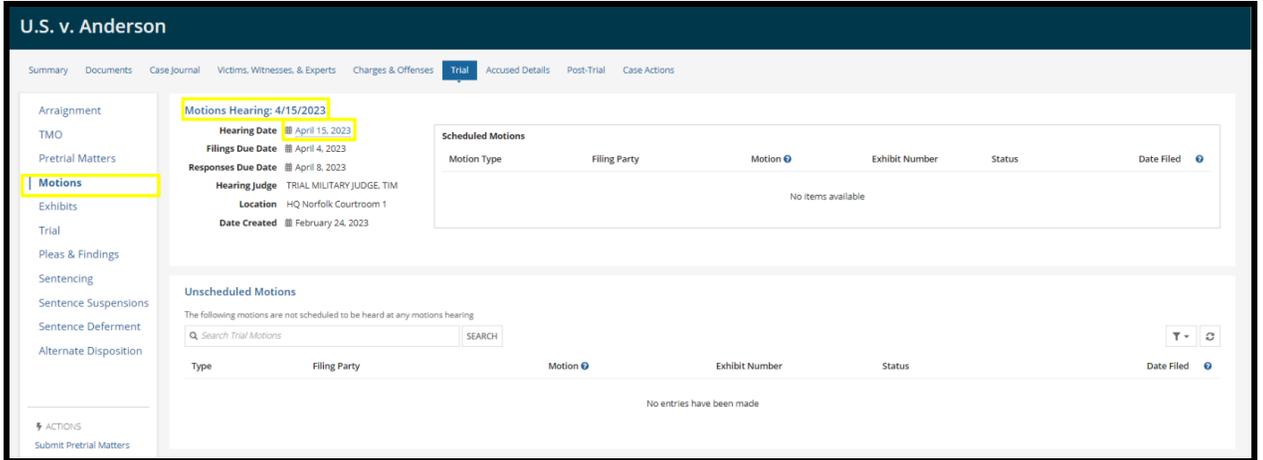
3. From the case summary view, navigate to the “Trial” tab and select the “Motions Hearing” action from the “Actions” list.
  - a. Action is only available if a motions hearing has been ordered by the Trial Judiciary.



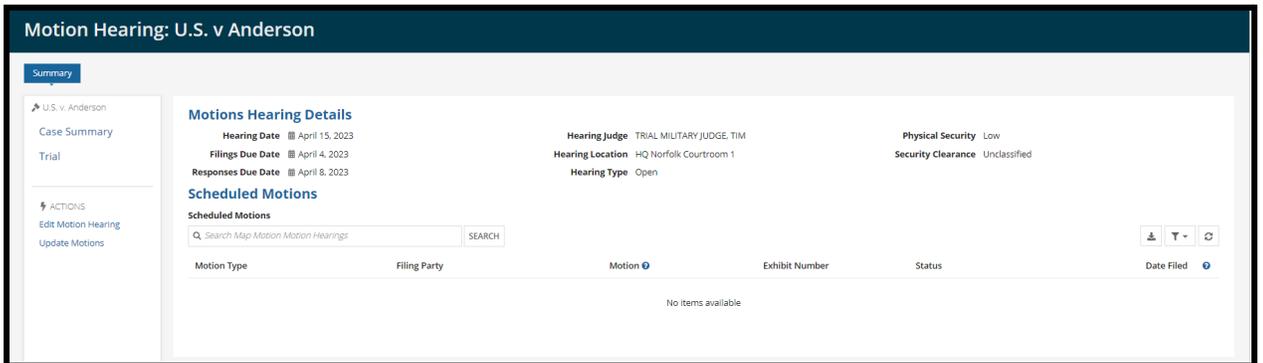
- b. This action is also available from the “Case Actions” tab.
      - i. Use the “Display All” option to view all case actions available on the case.
      - ii. Use CTRL + F to search for an action in the list.

4. In the form, select which ordered hearing to create and input the details of the hearing.
  - a. The list of hearings is based on the ordered TMO dates.

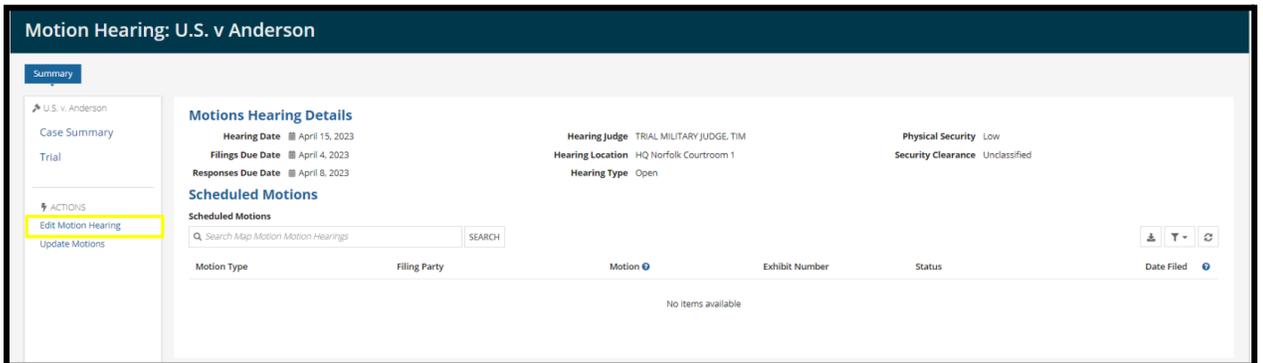
5. Select “Submit” to save the hearing to the case.
6. Following submission, the details of the hearing are visible on the “Motions” subtab under the “Trial” tab.



- a. User can navigate to a summary view of the hearing by selecting the “Hearing Date” of the hearing.



- b. User can edit the details of the hearing by selecting the “Edit Motion Hearing” action from the “Actions” list.



## File Motion

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type	RCM TOT Clock
-	U.S. v. Pears	N-EU-24-0026	PEARS, SGM APPLE	-	Article 79 - Conviction of lesser included offense	Trial	TRIAL DEPARTMENT HEAD, SHANNON	7/18/2024	-	0

3. From the case summary view, navigate to the "Trial" tab and select the "File Motion" action from the "Actions" list.

**U.S. v. Pears**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Appellate Activity Case Actions

**Arraignment**

- TMO
- Pretrial Matters
- Motions
- Exhibits
- Trial
- Pleas & Findings
- Sentencing
- Sentence Suspensions
- Sentence Deferment
- Other Filings
- Alternate Disposition

**All ACTIONS**

- Enter Arraignment
- Order TMO Dates
- Enter Pretrial Matters
- File a Motion**

**Arraignment Details**

**Arraignment Request**

Date Request Made: Sep 4, 2024

Physical Security: -

Security Clearance: -

**Arraignment Hearing**

Arraignment Date and Time: 9/3/2024 09:00 EDT

Arraignment Judge: TRIAL MILITARY JUDGE, TIM

Arraignment Location: -

- a. This action is also available from the "Case Actions" tab.
  - i. Use the "Display All" option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

### Case Actions

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, input the details of the motion.

### File Motion: U.S. v. Pears

#### Submission Details

Filing Party: Government  
 Date Motion Filed: Sep 12, 2024  
 Motion Type\*: Appropriate Relief  
 Motion Document: caseNotes1.TXT - < 1 KB

Is Ex Parte submission?  
 Yes  No

Share motion with VLC?

#### New Enclosures

Upload New/Existing Documents  
 New Documents  Existing Documents

#### Motion Hearing

Add this Motion to a Motions Hearing?  
 Yes  No

	Hearing Date	Filings Due Date	Responses Due Date
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

CANCEL SUBMIT

- a. User can select to share the motion with VLC to give VLC users visibility to this specific motion.
- b. User can mark the motion as an Ex Parte submission. If the motion is marked as Ex Parte, only users of the filing party, as well as judiciary, court reporter/local post-trial, and power paralegal users can view the submission and its related documents.

- c. One or more enclosure(s) may be uploaded in addition to the motion file.
  - i. User can upload a new document as the enclosure by selecting “New Documents” and the “Add Document” button.
  - ii. User can remove an uploaded enclosure by selecting the “Remove” icon in the right column of the grid.

- iii. User can select an existing case file as the enclosure by selecting “Existing Document” and choosing the document(s) to include.

Document	Type	Exhibit Number	Created By
<input checked="" type="checkbox"/> Case N-EU-23-0027 Docketing Form	Motion for Docketing	-	HOOPEs, MEREDITH
<input type="checkbox"/> Case N-EU-23-0027 Risk Assessment Form	Risk Assessment Form	-	HOOPEs, MEREDITH
<input type="checkbox"/> Case N-EU-23-0027 ROI	Report of Investigation	-	HOOPEs, MEREDITH
<input type="checkbox"/> Staged Appellate Rights Form	Victim's Post Trial Rights Advisement	-	HOOPEs, MEREDITH
<input type="checkbox"/> Charge Sheet U.S. v. Anderson 2023_02_24_09_53	Charge Sheet - Signed and Preferal	-	HOOPEs, MEREDITH

- d. If any [motions hearings have been added](#) to the case, user can select a motion hearing to submit the motion to.

Motions Hearing(s)	Hearing Date	Filings Due Date	Responses Due Date
<input checked="" type="checkbox"/>	4/15/2023	4/4/2023	4/8/2023

- i. If no hearing exists, the option to submit to a hearing is not available.
5. Select “Submit” to save the motion to the case.
    - a. Assigned judge will receive a task to rule on the motion and be notified of the submission.
    - b. If the motion is not Ex Parte, a task will be sent out for Defense users, as well as any VLC users selected on the case, to “Respond to Motion” for the motion submitted by the Trial Office user.
    - c. If the motion is not Ex Parte, assigned defense counsel and VLC are notified of the filing.
  6. Following submission, the motion details are visible on the “Motions” subtab under the “Trial” tab.
    - a. If motion is not saved to a motions hearing, the motion will appear as an “Unscheduled Motion”.

**Unscheduled Motions**

The following motions are not scheduled to be heard at any motions hearing

Search Trial Motions [SEARCH] [Filter] [Refresh]

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
In Limine - Alibi	Government	-	-	Filed	9/4/2024

b. If motion is submitted to a motions hearing, the motion will appear as an “Scheduled Motion”.

**U.S. v. Pears**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Appellate Activity Case Actions

Arraignment TMO Pretrial Matters **Motions** Exhibits Trial Pleas & Findings

+ FILE A MOTION + ADD MOTIONS HEARING

**Trial Motion Details**

Motions Hearing:

Hearing Date -  
 Filings Due Date -  
 Responses Due Date -  
 Hearing Judge TRIAL MILITARY JUDGE, TIM  
 Location 29 Palms

**Scheduled Motions**

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Appropriate Relief	Government	caseNotes1	-	Filed	9/12/2024

c. The entry may be edited by selecting the actions (three vertical dots) at the right of the grid, and selecting the “Edit Motion” action.

7. User may navigate to a read-only summary of the motion by selecting the motion “Type” in the motions grid.

**U.S. v. Pears: Appropriate Relief**

Summary

U.S. v. Pears

Case Summary Trial

ACTIONS **Edit Motion** Respond to Motion Rule on Motion

**Motion Summary**

Case Name U.S. v. Pears  
 Submission Type Government  
 Motion Type Appropriate Relief  
 Date Filed September 12, 2024  
 Status Filed  
 Ruling Details -

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No replies or related motions					

> Motion File

a. User may access any related motions by selecting the “Type” value in the “Responses and Replies” grid.

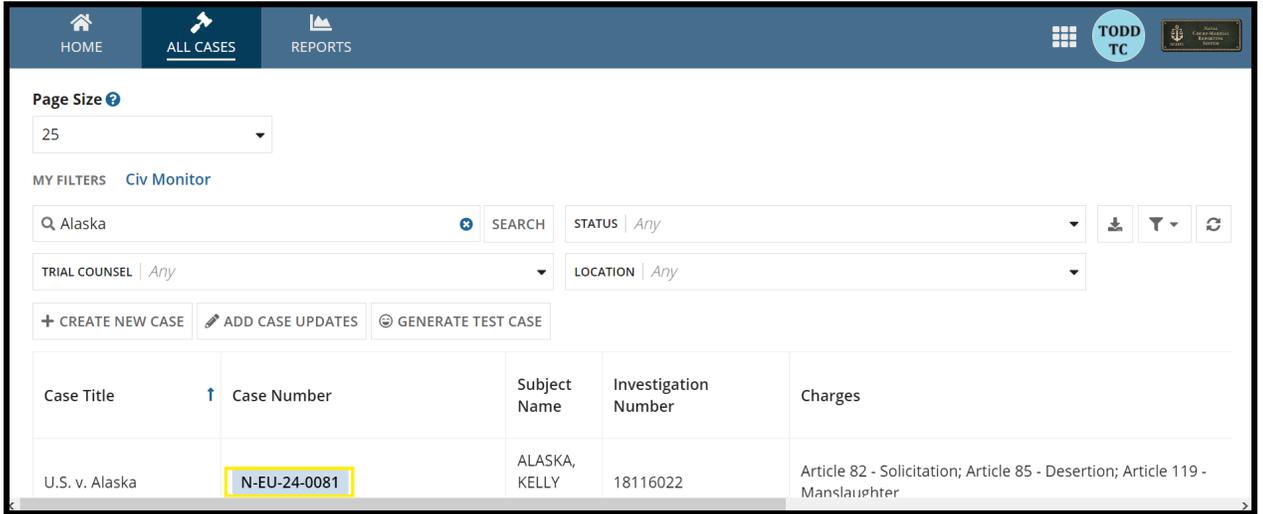
b. User may edit the motion by selecting the “Edit Motion” from the “Actions” list.

## Rule on Motion

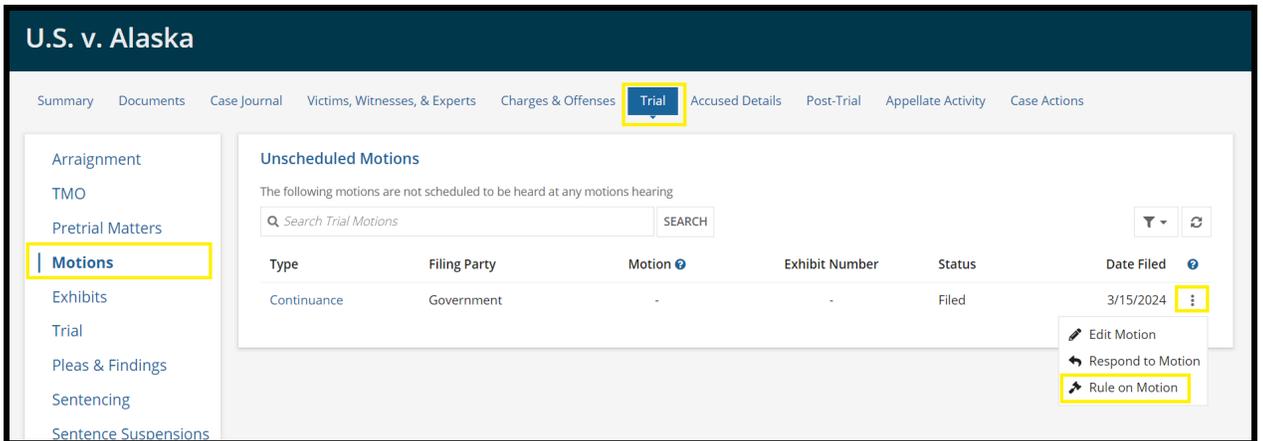
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



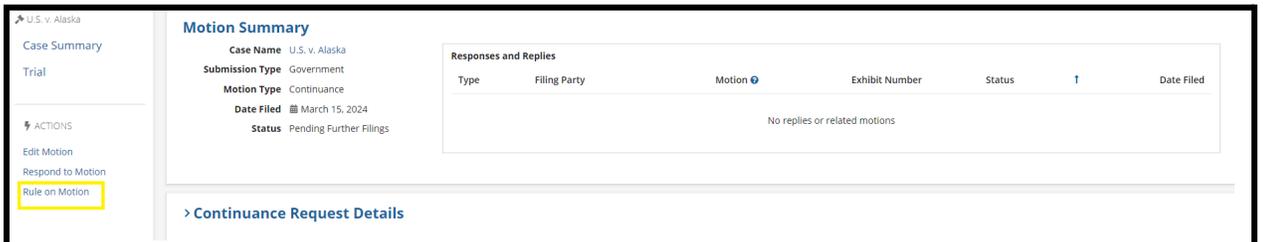
2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Trial” tab and “Motions” subtab. Select the “Edit” icon on a motion from the “Motions” grid to take the “Rule on Motions” action.



a. User can also take this action by selecting the “Type” on a motion and taking the “Rule on Motion” action from the “Actions” list on the motion summary page.



4. From the “Rule on Motion” form, user can view Submission Details.

a. User can enter the “Ruling Details” on the motion.

- i. Input the Ruling Status, Ruling Judge, Date of Ruling, and the Written Ruling Document. If there is already a circuit judge on the case, the judge will auto-populate in the Ruling Judge field.
  1. Users can elect to share the Motion with any VLC on the case, and mark the motion as Ex Parte.

5. Select "Submit" to enter the ruling details on the motion.
  - a. On submission, any existing tasks are marked as completed and notifications are distributed in the same way if a judiciary user made the ruling.

## File Motion for Continuance

1. From the NCORS Legal Case Management site, select the "All Cases" tab.
2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Trial” tab and select the “File Motion” action from the “Actions” list.

The screenshot shows the case summary view for "U.S. v. Anderson" in the "Trial" tab. The left sidebar contains a navigation menu with "File Motion" highlighted. The main content area displays "Arraignment Request" and "Arraignment Hearing" details.

Arraignment Request		
<b>Date Request Made</b> Nov 22, 2022	<b>Physical Security</b> Low	<b>Security Clearance</b> Unclassified
<a href="#">&gt; Motion for Docketing</a> <a href="#">&gt; Risk Assessment Form</a> <a href="#">&gt; TMO Dates</a>		

Arraignment Hearing		
<input type="text" value="ENTER ARRAIGNMENT DETAILS"/>		
<b>Arraignment Date and Time</b> 11/22/2022 9:00 AM EST	<b>Arraignment Judge</b> DOCKETINGJUDGE, ROBSON	<b>Arraignment Location</b> Det Mayport Courtroom

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all the case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

4. Select “Continuance” as the “Motion Type”.

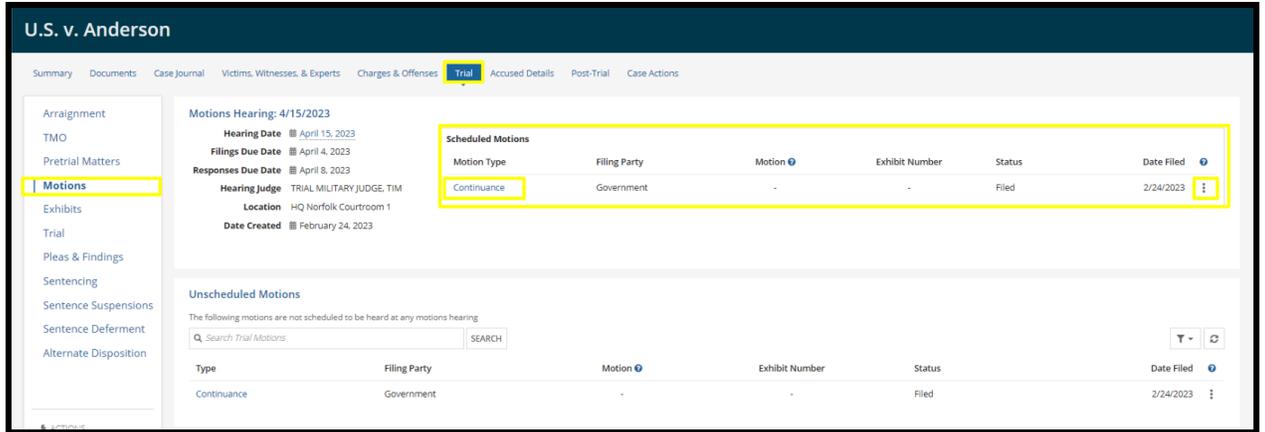
5. In the form, input the [details of the motion](#).
6. Select the ordered TMO dates included in the request and input the requested dates.
  - a. Select the dates to change from the “TMO Ordered Dates” grid.
  - b. Selected dates appear in the “New Continuance Requests” grid.
  - c. For each requested date, input the requested date value.
  - d. Selected dates can be removed from the request by selecting the “Remove” icon from the grid.

TMO Ordered Dates		Ordered Date	New Continuance Requests		
TMO Date Type			TMO Date Type	Original Date	Requested Date
<input type="checkbox"/>	a. Arraignment	2/23/2023	p. Trial Start Date	5/2/2023	mm/dd/yyyy ✕
<input type="checkbox"/>	b. Defense request for discovery	3/4/2023	q. Trial End Date	5/4/2023	mm/dd/yyyy ✕
<input type="checkbox"/>	c. Government disclosure obligations	3/6/2023			
<input type="checkbox"/>	d. Defense reciprocal disclosure obligations	3/14/2023			
<input type="checkbox"/>	e. Defense expert consultant request	3/19/2023			
<input type="checkbox"/>	f. Government response to Defense expert consultant request	3/20/2023			
<input type="checkbox"/>	g. Government notices pursuant to M.R.E. 404(b), 413(b), 414(b)	3/27/2023			
<input type="checkbox"/>	h. Defense witness request	3/28/2023			
<input type="checkbox"/>	i. Government response to Defense witness request	4/4/2023			
<input type="checkbox"/>	j. Motions filed and notice pursuant to M.R.E. 412	4/4/2023			
<input type="checkbox"/>	k. Responses to motions	4/8/2023			
<input type="checkbox"/>	l. Article 39(a)	4/15/2023			
<input type="checkbox"/>	m. Written notice of certain defenses	4/16/2023			
<input type="checkbox"/>	n. Written notice of pleas and forum	4/22/2023			
<input type="checkbox"/>	o. Final pretrial matters	4/28/2023			
<input checked="" type="checkbox"/>	p. Trial Start Date	5/2/2023			
<input checked="" type="checkbox"/>	q. Trial End Date	5/4/2023			
		17 items			

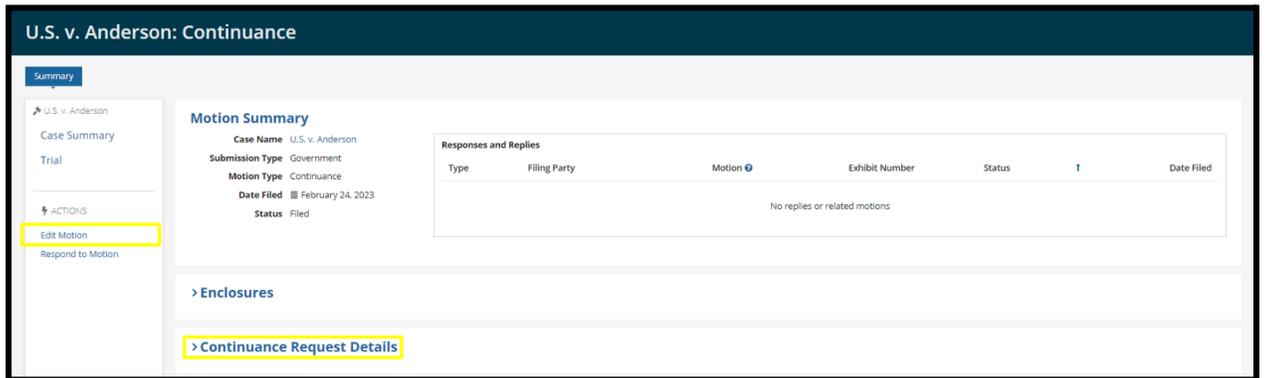
7. Select “Submit” to save the motion to the case.
  - a. Assigned judge will receive a task to rule on the motion.
  - b. Assigned defense counsel and VLC are notified of the filing.
8. Following submission, the motion details are visible on the “Motions” subtab under the “Trial” tab.
  - a. If motion not saved to a motions hearing, the motion will appear as an “Unscheduled Motion”.

U.S. v. Anderson						
Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses <b>Trial</b> Accused Details Post-Trial Case Actions						
Arraignment	Motions Hearing: 4/15/2023		Scheduled Motions			
TMO	Hearing Date	April 15, 2023	Motion Type	Filing Party	Motion	Exhibit Number
Pretrial Matters	Filings Due Date	April 4, 2023	MRE 514: Victim Advocacy records	Government	-	-
<b>Motions</b>	Responses Due Date	April 8, 2023				Status
Exhibits	Hearing Judge	TRIAL MILITARY JUDGE, TIM				Filed
Trial	Location	HQ Norfolk Courtroom 1				Date Filed
Pleas & Findings	Date Created	February 24, 2023				2/24/2023
Sentencing	Unscheduled Motions					
Sentence Suspensions	The following motions are not scheduled to be heard at any motions hearing					
Sentence Deferment	Q Search Trial Motions SEARCH					
Alternate Disposition	Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
	Continuance	Government	-	-	Filed	2/24/2023

- b. If motion is submitted to a motions hearing, the motion will appear as an “Scheduled Motion”.



- c. The entry may be edited by selecting the actions (three vertical dots) at the right of the grid, and selecting the “Edit Motion” action.
9. User may navigate to a read-only summary of the motion by selecting the motion “Type” in the motions grid.



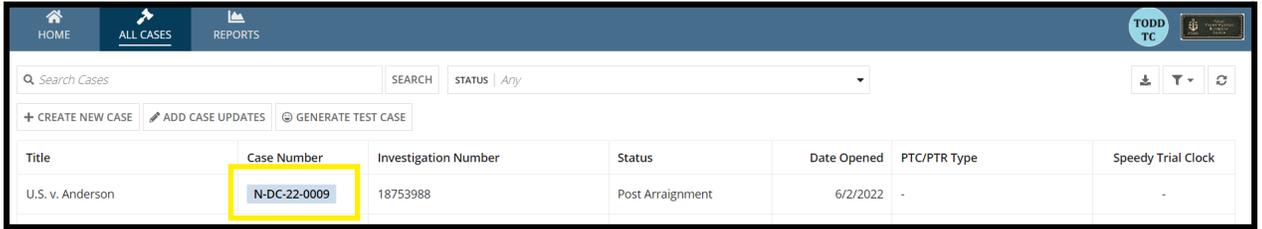
- a. User may access any related motions by selecting the “Type” value in the “Responses and Replies” grid.
- b. User may edit the motion by selecting the “Edit Motion” from the “Actions” list.
- c. User can view the requested continuance details by expanding the “Continuance Request Details” section.

## Respond to Motion

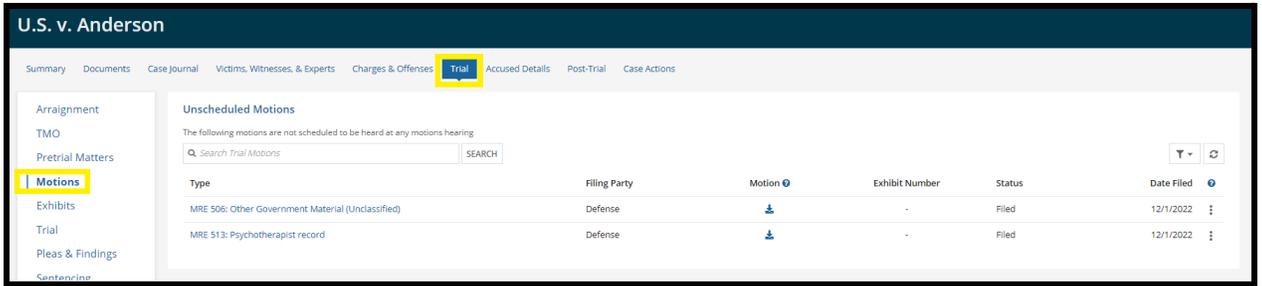
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



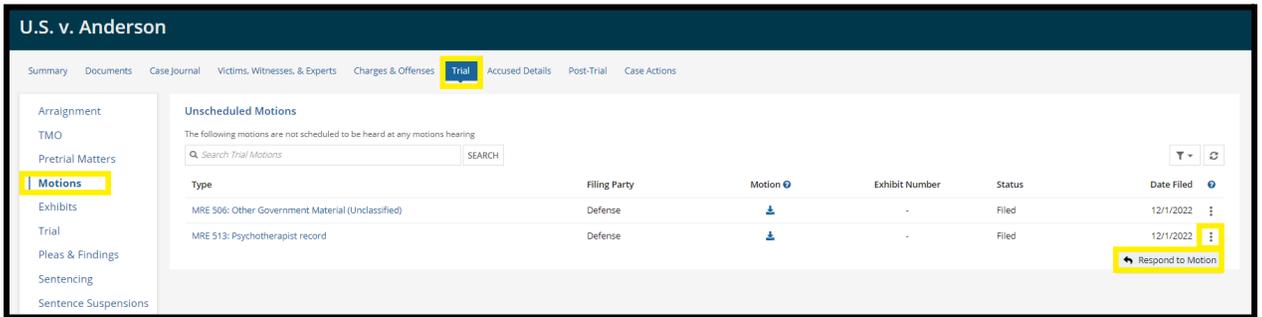
2. Select the "Case Number" to navigate to the case summary view.



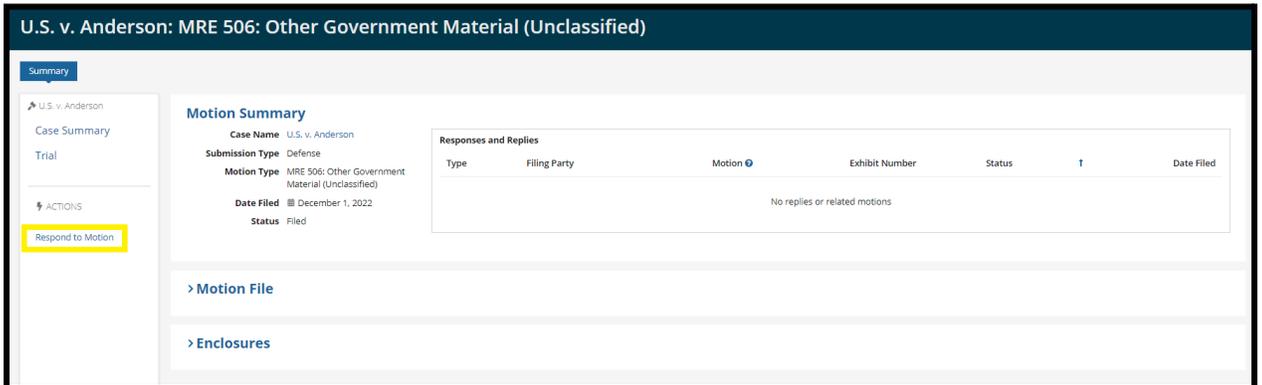
3. From the case summary view, navigate to the "Trial" tab and select the "Motions" subtab.



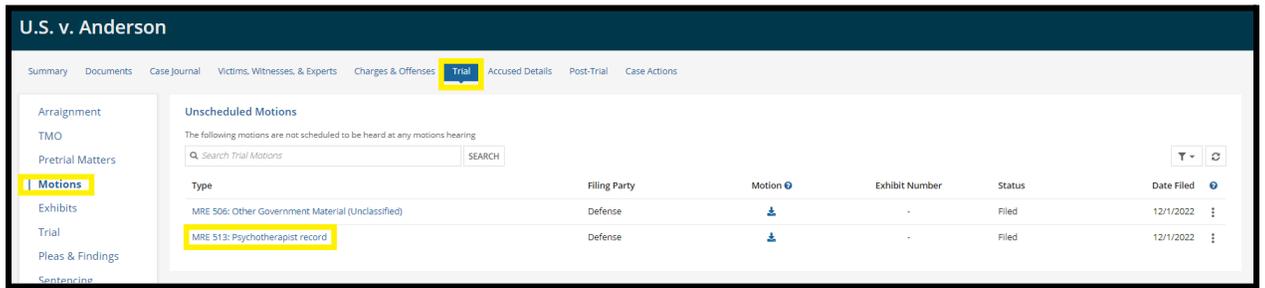
- a. This action is only available on previously submitted motions from another party.
4. Respond to the motion by selecting the actions (three vertical dots) at the right of the grid, and select the drop down to "Respond to Motion".



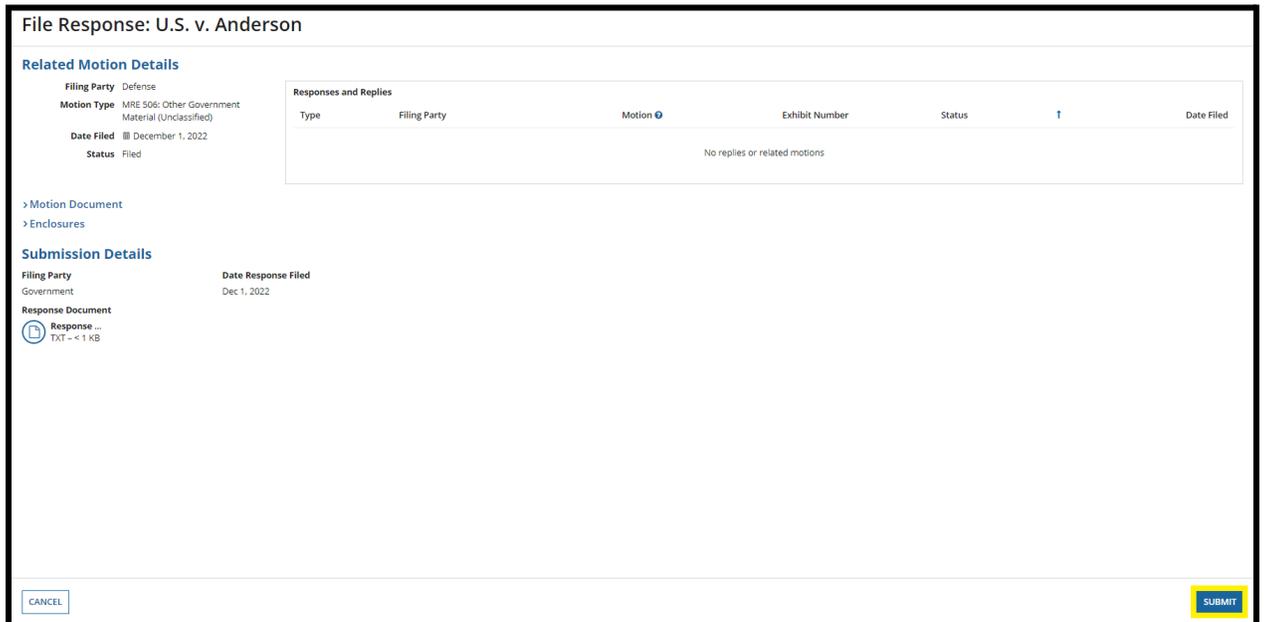
- a. The action is also available from the motion's read-only summary view in the "Actions" list.



- i. Read-only summary is available by selecting the “Type” column of the motion in the grid.



- 5. In the form, input the details of the response.
  - a. User can also add “Enclosures” to the “Reply” or “Response” to a motion.



**File Reply: U.S. v. AutoCaseStatusUpdateTest2**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Related Motion Details**

Filing Party: Government  
 Motion Type: Appropriate Relief  
 Date Filed: July 27, 2023  
 Status: Filed

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government	-	-	Filed	7/27/2023
Motion Reply	Government	↓	-	Filed	7/27/2023

> Enclosures

**Submission Details**

Filing Party: Government  
 Date Reply Filed: Aug 21, 2023

Reply Document  
 Reply PDF - 26.6...

**New Enclosures**

Upload New/Existing Documents  
 New Documents  Existing Documents

CANCEL SUBMIT

6. Select "Submit" to file the response to the case.
  - a. Following submission, tasks and notifications are forwarded to the assigned judge and the other counsel users detailed to the case.
    - i. Assigned judge receives a task to "Rule on the Motion".
    - ii. Assigned defense counsel and VLC are notified of the filing.
7. Following submission, the response will be available in the read-only summary of the motion related to the response under the "Motions" subtab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Case Actions

Arraignment  
 TMO  
 Pretrial Matters  
**Motions**  
 Exhibits  
 Trial  
 Pleas & Findings

**Unscheduled Motions**

The following motions are not scheduled to be heard at any motions hearing

Q Search Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 506: Other Government Material (Unclassified)	Defense	↓	-	Filed	12/1/2022
MRE 513: Psychotherapist record	Defense	↓	-	Filed	12/1/2022

8. In the motion summary view, the response to the motion is visible in the "Related Responses and Replies".

**U.S. v. Anderson: MRE 513: Psychotherapist record**

**Motion Summary**

Case Name: U.S. v. Anderson  
 Submission Type: Defense  
 Motion Type: MRE 513: Psychotherapist record  
 Date Filed: December 1, 2022  
 Status: Filed

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government		-	Filed	12/1/2022

- a. User may navigate to the summary view of the response by selecting the “Type” value in the grid.

## Respond to Motion (Task)

1. From the NCORS Legal Case Management site, navigate to the “Home” tab to view the “My Tasks” grid.

2. Select the “Task Type” from the grid to navigate to “Respond to Motion” form.
  - a. This task is sent to all Trial Counsel users after a motion has been filed by Defense or VLC users.

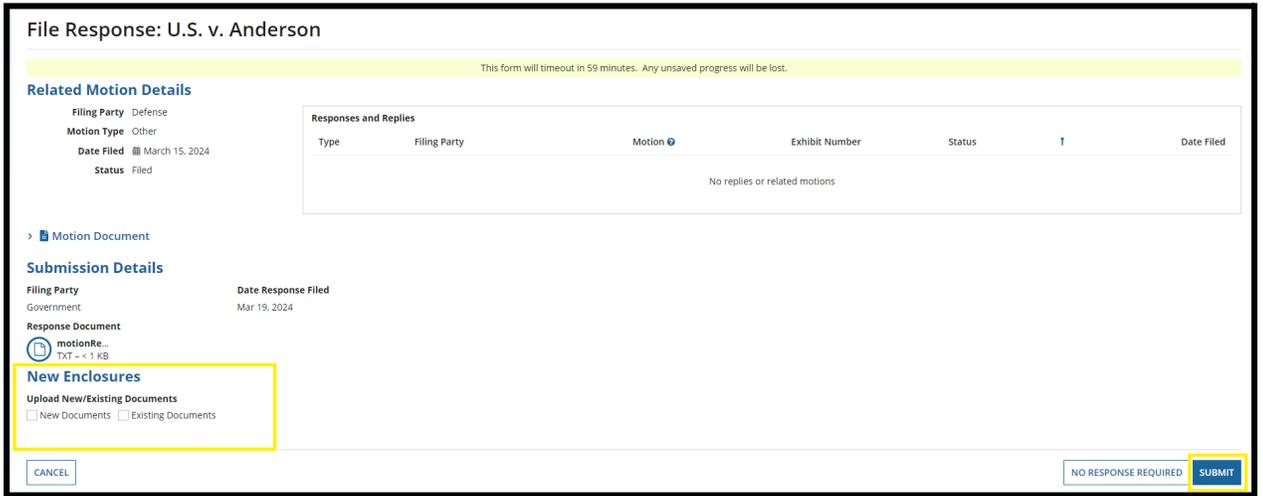
**NCORS CASE MANAGEMENT**

**My Tasks**

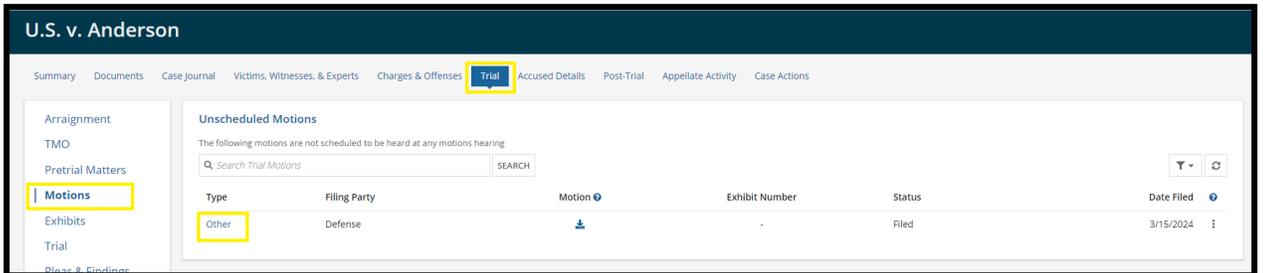
Case Title	Case Number	Task Type	Date Assigned
U.S. v. Lillard	N-OE-23-0015	Resubmit Request For Counsel	2/26/2024
U.S. v. Milkweed	N-EU-23-0281	Respond to Post-Trial Motion	2/29/2024
U.S. v. Anderson	C-CG-24-0022	Respond to Motion	3/15/2024

3. In the form, input the details of the response.

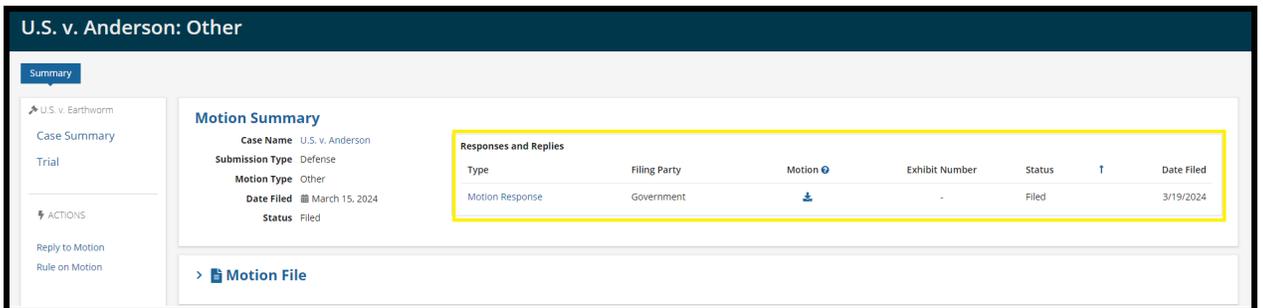
- a. User can also add “Enclosures” to the “Reply” or “Response” to a motion.



4. Select “Submit” to file the response to the case.
  - a. Following submission, tasks and notifications are forwarded to the assigned judge and the other counsel users detailed to the case.
    - i. Assigned judge receives a task to “Rule on the Motion”.
    - ii. Assigned defense counsel and VLC are notified of the filing.
5. Following submission and navigating to the case summary view from the “All Cases” grid, the response will be available in the read-only summary of the motion related to the response under the “Motions” subtab.



6. In the motion summary view, the response to the motion is visible in the “Related Responses and Replies”.



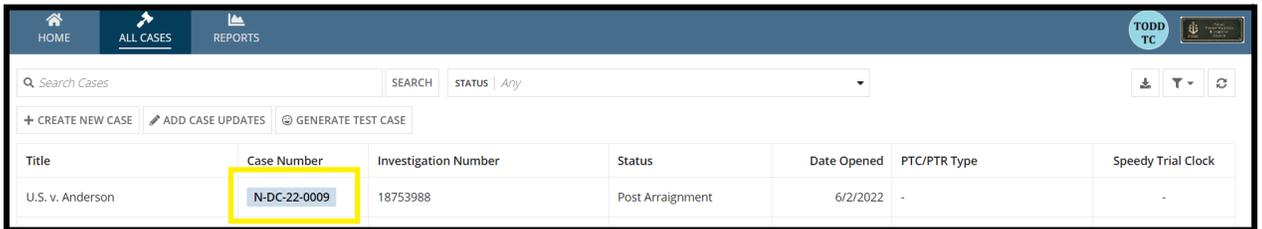
- a. User may navigate to the summary view of the response by selecting the “Type” value in the grid.

## Reply to Response to Motion

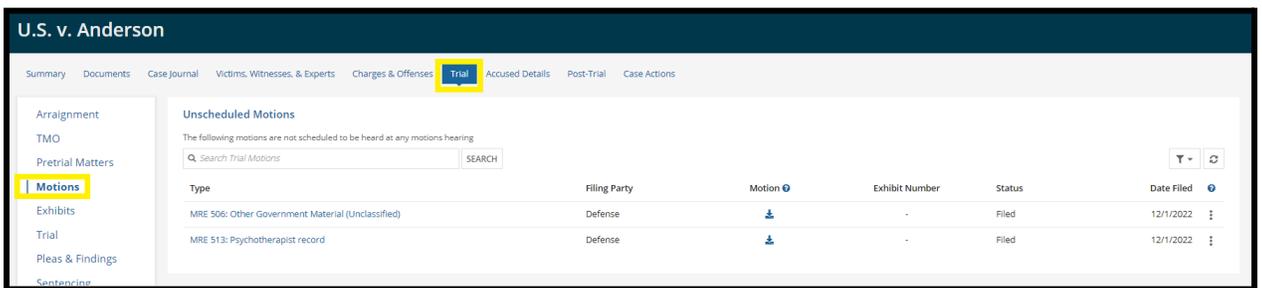
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



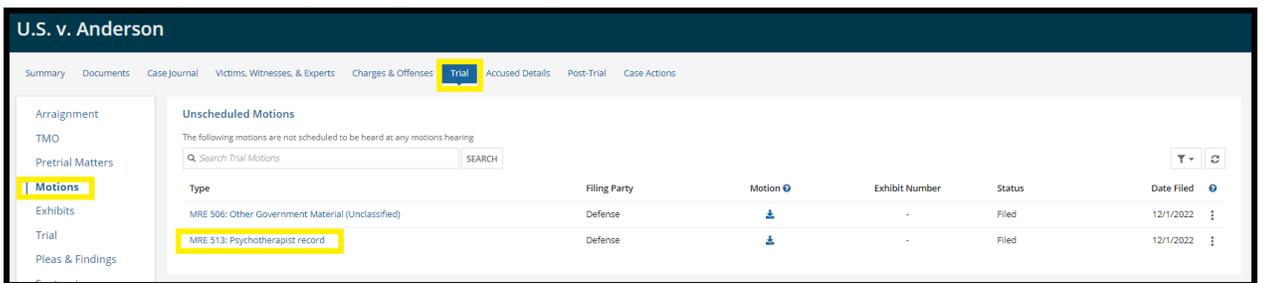
2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Trial” tab and select the “Motions” subtab.



4. Navigate to the desired motion’s read-only summary page by selecting the “Type” column in the grid.
  - a. When replying to a response to a motion, navigate to the original filing’s summary view by selecting the “Type” in the grid.



5. From the read-only summary of the initial filing, select the desired response by selecting the “Type” column in the “Responses and Replies” grid.

**U.S. v. Anderson: MRE 513: Psychotherapist record**

Summary

U.S. v. Anderson

Case Summary

Trial

ACTIONS

Reply to Motion

**Motion Summary**

Case Name U.S. v. Anderson

Submission Type Defense

Motion Type MRE 513: Psychotherapist record

Date Filed December 1, 2022

Status Filed

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government		-	Filed	12/1/2022

> Motion File

> Enclosures

- From the read-only summary of the response, select the action to “Reply to Motion” from the actions grid.

**U.S. v. Anderson: Response**

Summary

U.S. v. Anderson

Case Summary

Trial

ACTIONS

Edit Response

Reply to Motion

**Motion Summary**

Case Name U.S. v. Anderson

Submission Type Government

Motion Type Response

Date Filed December 1, 2022

Status Filed

**Related Motion**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion MRE 513: Psychotherapist record	Defense		-	Filed	12/1/2022

> Motion File

9. In the form, input the details of the reply.

File Reply: U.S. v. Anderson

**Related Motion Details**

Filing Party: Government  
 Motion Type: MRE 513: Psychotherapist record  
 Date Filed: November 23, 2022  
 Status: Filed

> Motion Document  
 > Enclosures

**Submission Details**

Filing Party: Government  
 Date Reply Filed\*: Nov 23, 2022

Reply Document

UPLOAD Drop file here

CANCEL SUBMIT

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Defense	-	-	Filed	11/23/2022

10. Select “Submit” to file the reply to the case.

- a. Following submission, tasks and notifications are forwarded to the assigned judge and the other counsel users detailed to the case.
  - i. Assigned judge receives a task to “Rule on the Motion”.
  - ii. Assigned defense counsel and VLC are notified of the filing

11. Following submission, the replies to responses will be available in the summary view of the motion.

- a. User can navigate to a summary view of any of the related motions by selecting the “Type” value in the grid.

U.S. v. Anderson: MRE 513: Psychotherapist record

Summary

U.S. v. Anderson  
 Case Summary  
 Trial

ACTIONS  
 Edit Motion  
 Reply to Motion

**Motion Summary**

Case Name: U.S. v. Anderson  
 Submission Type: Government  
 Motion Type: MRE 513: Psychotherapist record  
 Date Filed: November 23, 2022  
 Status: Filed

> Motion File  
 > Enclosures

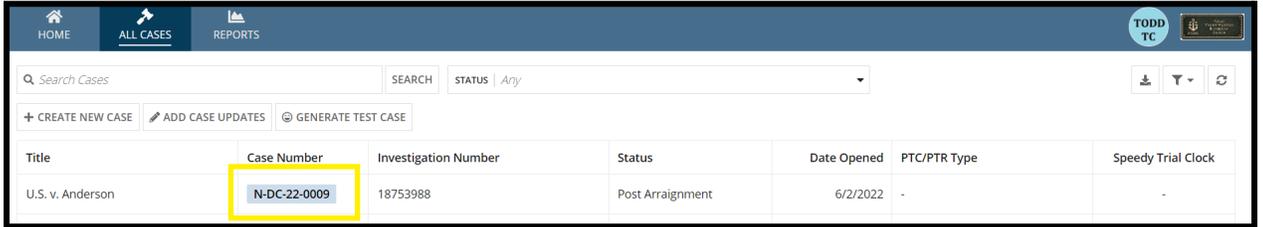
Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Defense	-	-	Filed	11/23/2022
Motion Reply	Government		-	Filed	11/23/2022

# Update Motions at Motions Hearing

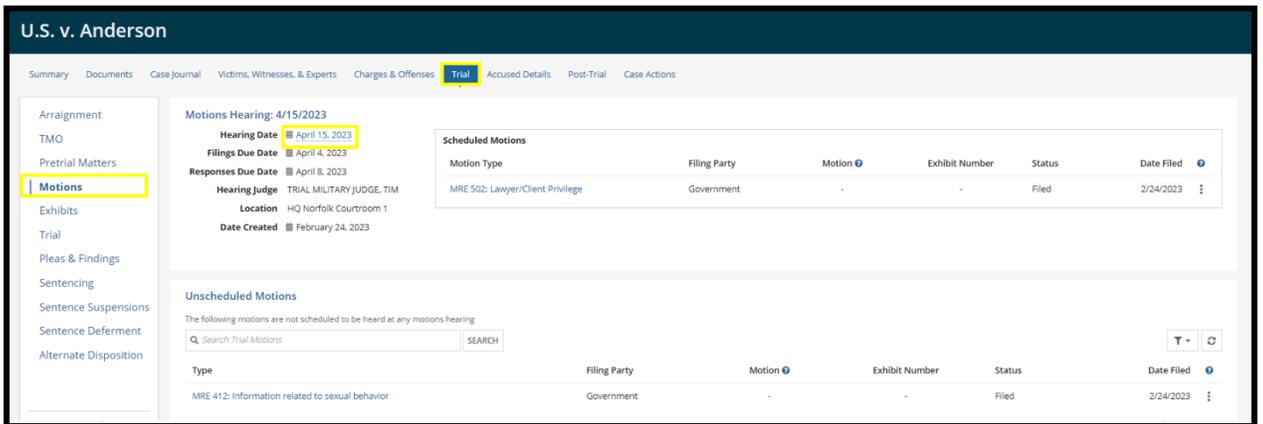
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



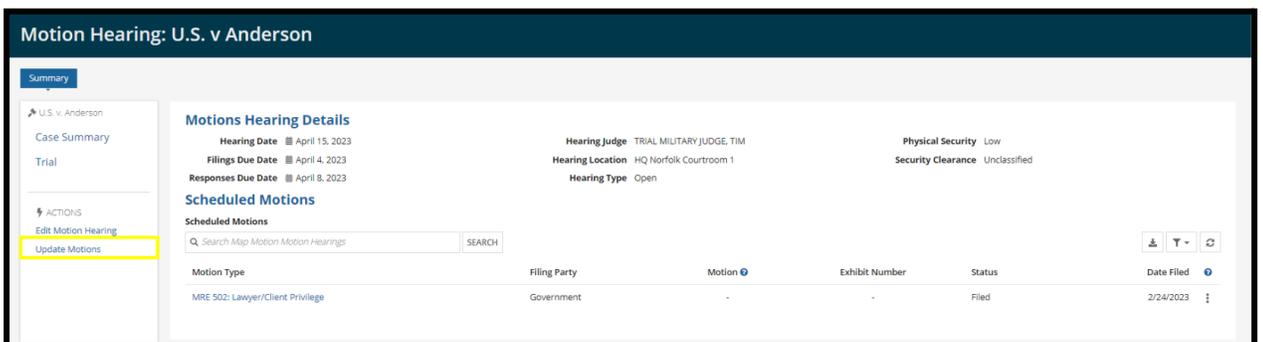
2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the "Motions" subtab under the "Trial" tab.
4. Select the "Hearing Date" of a motions hearing to navigate to a summary view of the hearing.



5. From the summary view of the hearing, select the "Update Motions" action from the "Actions" list.



6. In the form, update the motions to be heard at the motions hearing by adding or removing motions from the "Scheduled Motions" grid.

- a. Remove a motion from the motions hearing by selecting the “Remove” icon in the “Scheduled Motions” grid.
  - i. See [File Motion](#) action for more details on scheduled and unscheduled motions.
- b. Add an unscheduled motion to the motions hearing by selecting the “Add” icon from the “Available Motions” grid.
  - i. See [File Motion](#) action for more details on scheduled and unscheduled motions.
- c. For more information on a motion, select the “Motion Type” value from the grids to view a summary view of the motion.

Update Scheduled Motions: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Motions Hearing Details**

Hearing Date: April 15, 2023  
 Filings Due Date: April 4, 2023  
 Responses Due Date: April 8, 2023

Hearing Judge: TRIAL MILITARY JUDGE, TIM  
 Hearing Location: HQ Norfolk Courtroom 1  
 Hearing Type: Open

Physical Security: Low  
 Security Clearance: Unclassified

**Update Scheduled Motions**

The “Scheduled Motions” grid contains a list of all motions currently scheduled to be heard at the hearing. The “Available Motions” grid contains a list of all motions that are available to be scheduled to be heard at the hearing. Use the “plus” or “remove” icons on the two grids to add or remove motions for the hearing.

**Scheduled Motions**

Motions scheduled to be heard at the motions hearing. Clicking “remove” icon will remove the motion from the hearing.

Motion Type	Filing Party	Status	Date Filed
MRE 502: Lawyer/Client Privilege	Government	Filed	Feb 24, 2023

**Available Motions**

Motions available to be scheduled at the motions hearing. Clicking the “plus” icon will add the motion to the hearing.

Motion Type	Filing Party	Status	Date Filed
MRE 412: Information related to sexual behavior	Government	Filed	Feb 24, 2023

CANCEL SUBMIT

7. Select “Submit” to update the motions hearing.
8. The updated motions scheduled to be heard at the hearing appear in the “Scheduled Motions” section of the motion hearing summary.

Motion Hearing: U.S. v Anderson

Summary

U.S. v. Anderson

Case Summary

Trial

ACTIONS

Edit Motion Hearing

Update Motions

**Motions Hearing Details**

Hearing Date: April 15, 2023  
 Filings Due Date: April 4, 2023  
 Responses Due Date: April 8, 2023

Hearing Judge: TRIAL MILITARY JUDGE, TIM  
 Hearing Location: HQ Norfolk Courtroom 1  
 Hearing Type: Open

Physical Security: Low  
 Security Clearance: Unclassified

**Scheduled Motions**

Search: Search Map Motion Motion Hearings SEARCH

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 412: Information related to sexual behavior	Government	-	-	Filed	2/24/2023
MRE 502: Lawyer/Client Privilege	Government	-	-	Filed	2/24/2023

9. The update motions hearing details are visible on the “Motions” subtab under the “Trial” tab..

## Submit Other Filing

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Other Filings” subtab under the “Trial” tab.
  - a. Select the “Upload Other Filing” action to add a new filing.

4. After completion of the form select “Submit” to complete the action.
  - a. If the user selects “Share with VLC?”, a drop down appears and displays all available VLC users to share the filing with.
  - b. The filing party is automatically defaulted to the source of the currently logged in user.

**Upload Other Filing: U.S. v. Boston**

This form will timeout in 59 minutes. Any unsaved progress will be lost.

**Submission Details**

**Filing Party**  
Government

**Date Filed**  
Jul 31, 2024

**Filing Type**  
Other Filing

**Submission Type \***  
Other Filing

**Filing Document**  
Filing PDF - 26.6...

Share motion with VLC?

**Select VLC \***  
VLC COUNSEL, ALEXANDER

5. After completion of the action the user is taken back to the “Other Filings” subtab where they can see all previously entered “Other Filings”.
  - a. User can select the “Submission Type” to navigate to the entry’s summary.
  - b. User can select the “Edit action” to the right of the entry to edit the specific entry.

**U.S. v. Boston**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Appellate Activity Case Actions

Submission Type	Source	Submission Date
Other Filing	Government	7/31/2024

**ACTIONS**

- Enter TMO Offered Dates
- File Motion
- Upload Other Filing
- Upload Case Exhibits

## Findings and Sentencing

### Enter Findings to Charges and Specifications

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME **ALL CASES** REPORTS TODD TC

2. Select the “Case Number” to navigate to the case summary view.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Marino	N-EU-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-	-

3. From the case summary view, navigate to the “Trial” tab and select the “Edit Findings” action from the actions list.
  - a. This action is only available after [pleas have been entered](#) and [trial details have been input](#).

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Case Actions

**Arraignment**

TMO  
Pretrial Matters  
Motions  
Exhibits  
Trial  
Pleas & Findings  
Sentencing  
Sentence Suspensions  
Sentence Deferment  
CA Action

**Arraignment Request**

Date Request Made: Nov 22, 2022  
Physical Security: Low  
Security Clearance: Unclassified

> Motion for Docketing  
> Risk Assessment Form  
> TMO Dates

**Arraignment Hearing**

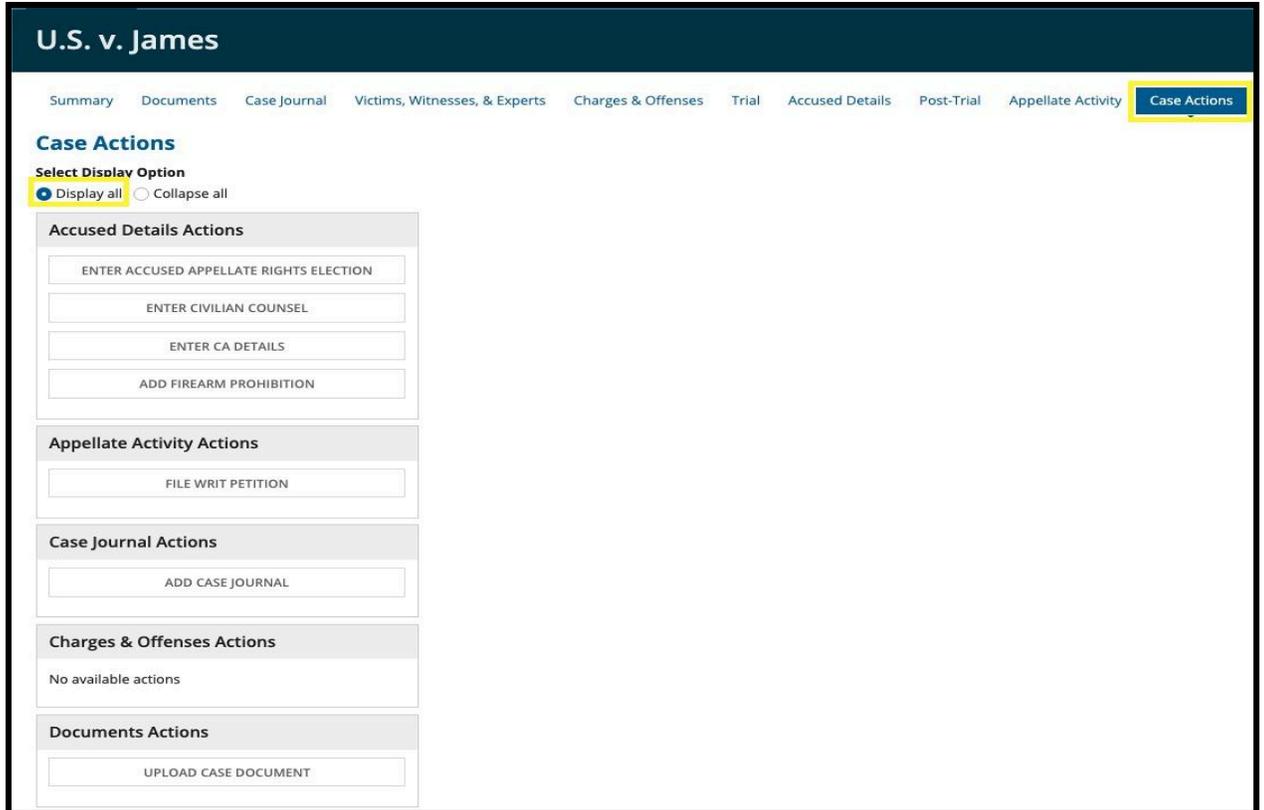
ENTER ARRAIGNMENT DETAILS

Arraignment Date and Time: 11/29/2022 9:00 AM EST  
Arraignment Judge: DOCKETING JUDGE, ROBSON  
Arraignment Location: Det Mayport Courtroom

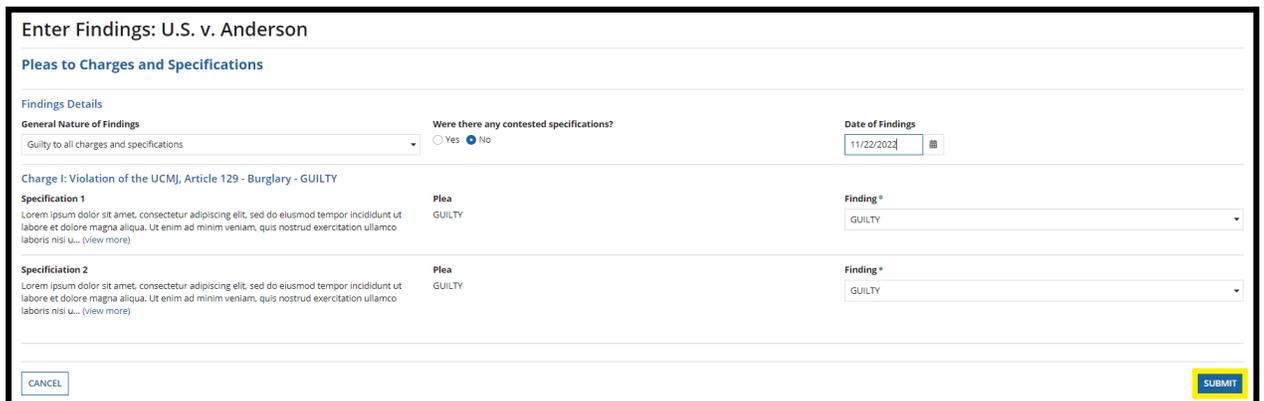
**ACTIONS**

Upload Case Exhibits  
Sentence Suspension  
Enter Sentence Deferment  
TMO Offered Dates  
File Motion  
Request Arraignment  
**Edit Findings**

- b. This action is also available from the "Case Actions" tab.
    - i. Use the “Display All” option to view all case actions available on the case.
    - ii. Use CTRL + F to search for an action in the list.



4. In the form, input the details of findings. After entering the findings, select “Submit” to save the findings to the case.



- a. User may select that the findings are “Guilty to all charges and specifications” or “Not guilty to all charges and specifications”, or “Mixed findings” in the “General Nature of Findings” dropdown.
  - i. This will auto-populate the findings to all charges and specifications in the form.
- b. Findings to charges are determined by the findings entered for each specification under the charge.

- c. If the user selects that there are no contested specifications, the finding to each specification will auto-populate to match the plea to the specification.
  - d. Based on the finding input, additional details may be required.
    - i. UCMJ Article and DIBRS Code of the lesser included offense.
    - ii. Exceptions and substitutions.
5. Following submission, the findings entered will be available in the “Pleas and Findings” subtab under the “Trial” tab.
- a. User can edit a finding by selecting the “Edit” icon.



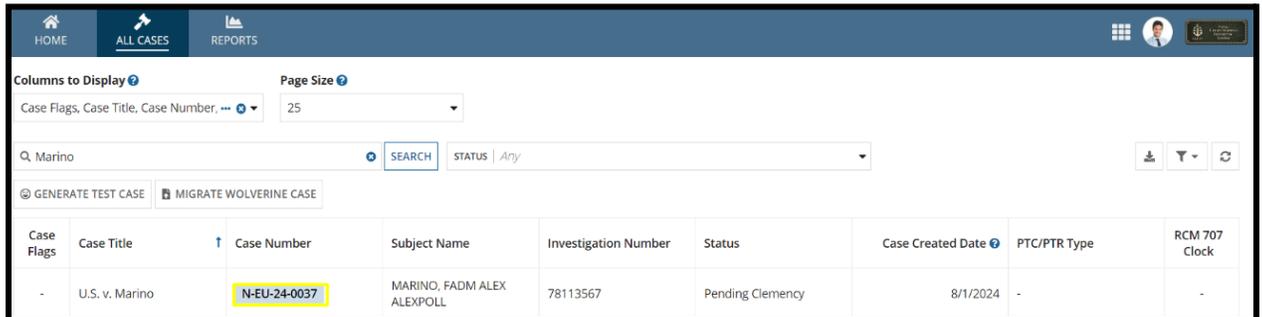
- b. User can edit the findings to all specifications by selecting the “Edit Findings” action from the “Actions” list.

## Enter Sentence

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Trial” tab and select the “Sentencing” action from the “Actions” list.
  - a. Action is only available if there is a [finding of guilty to any specification](#).

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-trial Case Actions

**Arraignment**

- TMO
- Pretrial Matters
- Motions
- Exhibits
- Trial
- Pleas & Findings
- Sentencing
- Sentence Suspensions
- Sentence Deferment
- CA Action

**Arraignment Request**

**Date Request Made**  
Nov 22, 2022

**Physical Security**  
Low

**Security Clearance**  
Unclassified

> Motion for Docketing  
> Risk Assessment Form  
> TMO Dates

**Arraignment Hearing**

ENTER ARRAIGNMENT DETAILS

**Arraignment Date and Time**  
11/22/2022 9:00 AM EST

**Arraignment Judge**  
DOCKETING JUDGE, ROBSON

**Arraignment Location**  
Det Mayport Courtroom

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension
- Enter Sentence Deferment
- Sentencing**
- File Motion

- b. This action is also available from the “Case Actions” tab.
- Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. Input the details of sentencing and select “Next” to navigate to the next step in the wizard.
  - a. Based on the court composition and the sentencing composition, user will be prompted to input either the adjudged sentences, segmented sentences or both.
    - i. If the sentencing composition is Judge or Magistrate Judge and the case disposition is SPCM or GCM, user may select if the accused opted into segmented sentencing rules to enable entry of the segmented sentence.
  - b. Sentencing composition is input in the “Hearing Details” section of the form.

**Enter Sentence: U.S. v. Anderson**

This form will timeout in 15 minutes. Any unsaved progress will be lost.

**Hearing Details**

Segmented Sentence

Sentence Details

Parameter and Criteria Sent...

Confinement Credit

Notifications

Review

**Hearing Details**

Date Sentence Adjudged \* 05/17/2024

Sentencing Composition \* Judge

Sentence Hearing Judge CIRCUIT MILITARY JUDG...

Was a sentence adjudged at the sentencing hearing?  Yes  No

Was a sentence adjudged under segmented sentencing rules?  Yes  No

CANCEL NEXT

5. If segmented sentencing is required, input the segmented sentence for each specification with a finding of guilt in the “Segmented Sentencing” step of the form.
  - a. For each specification input the specification or specifications the sentence is to be served consecutively and/or concurrently by using the dropdown.
    - i. Select “All Others” or “None Others” if the sentence is to be served consecutively or concurrently with all other segmented sentences.
  - b. Once all segmented sentence details are input, select the “Calculate Total” button to view the total of the segmented sentence.
    - i. If required, edit the segmented sentence details and select “Calculate Total” as needed to refresh the result.

**Charge III: Violation of the UCMJ, Article 104 - Public records offenses**

**Specification 1** *Specification does not have guilty finding*  
 Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene...  
 (view more)

---

**Specification 2**  
 Language for specification 2; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene...  
 (view more)

<b>Confinement</b> ?	Months ▾ 6	<b>Concurrent With</b> ? * All Others ⌵	<b>Consecutive With</b> ? None ⌵	<b>Fine</b> ? \$500.00
----------------------	------------	--	-------------------------------------	---------------------------

---

**Specification 3**  
 Language for specification 3; Lorem ipsum dolor sit amet, consectetur adipiscing

<b>Confinement</b> ?	Months ▾ 12	<b>Concurrent With</b> ? * All Others ⌵	<b>Consecutive With</b> ? None ⌵	<b>Fine</b> ? <i>Fine Amount</i>
----------------------	-------------	--	-------------------------------------	-------------------------------------

---

**Segmented Sentence Totals** CALCULATE TOTAL

**Confinement** 1 year **Fines** Fine of \$500.00

6. In the “Sentence Details” step, input the details of the sentence elements by selecting the checkbox and inputting any additional details required.
  - a. For each sentence element included, additional details may be required.

Enter Sentence: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Sentence Details**  
 Select the applicable sentence elements and enter the details of the adjudged sentence. Mandatory and automatic punishments should not be included as a part of the adjudged sentence.

Punitive Letter of Reprimand

Reduction in Grade

Forfeitures

Dollars per Month\*  Number of Months\*  Are forfeitures total?  Yes

Fine

Restriction to Specified Limits

Hard Labor without Confinement

Confinement

Years  Months  Days

Number of Life Sentences  Life without eligibility for parole?  Yes  No

Punitive Discharge

Death

CANCEL BACK NEXT

- b. If segmented sentencing is included in the sentence, user can override the system-calculated segmented totals by selecting the “Override” option for confinement and/or fines.

**Sentence Details**  
 Select the applicable sentence elements and enter the details of the adjudged sentence. Mandatory and automatic punishments should not be included as a part of the adjudged sentence.

Punitive Letter of Reprimand

Reduction in Grade

Forfeitures

Fine

Dollars\* \$500.00

Override Total Fine?  Yes

Add Confinement Provision?  Yes

Restriction to Specified Limits

Hard Labor without Confinement

Confinement

Override Total Confinement?  Yes

Total Confinement 1 year

Punitive Discharge

Discharge\*

7. If all non-draft specifications occurred after December 27th, 2023, there is an additional step included in the sentencing wizard for "Parameter and Criteria Sentencing".
- If “Parameter” is selected as the “Offense Type” the user can enter “Offense Category”, “Departure Type”, “Departure Reason”, and “Additional Details”. The “Confinement Range” will be calculated.
  - Select the “Next” button once all necessary information is input.

Enter Sentence: U.S. v. Anderson

This form will timeout in 39 minutes. Any unsaved progress will be lost.

**Parameter and Criteria Sentencing**

Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

**Specification**  
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

Specification has been dismissed

Parameter and Criteria Sen...

Notifications

Review

Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction

**Specification 1**  
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

**Offense Description**  
Pandering; arranging/receiving consideration

**DIBRS Code**  
134-B8

**Confinement**  
-

**Offense Type\***  
--- Select a Value ---

**Offense Category**  
--- Select a Value ---

**Confinement Range**  
-

**Departure Type**  
--- Select a Value ---

**Departure Reason**  
--- Select a Value ---

**Additional Details**  
0/4000

**Specification 2**  
Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

**Offense Description**  
Fall to go to place of duty

**DIBRS Code**  
086-A2

**Confinement**  
-

**Offense Type\***  
--- Select a Value ---

**Offense Category**  
--- Select a Value ---

**Confinement Range**  
-

**Departure Type**  
--- Select a Value ---

**Departure Reason**  
--- Select a Value ---

**Additional Details**  
0/4000

Enter Sentence: U.S. v. Anderson

This form will timeout in 53 minutes. Any unsaved progress will be lost.

**Parameter and Criteria Sentencing**

Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

**Specification**  
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

Specification has been dismissed

Parameter and Criteria Sen...

Notifications

Review

Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction

**Specification 1**  
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

**Offense Description**  
Pandering; arranging/receiving consideration

**DIBRS Code**  
134-B8

**Confinement**  
-

**Offense Type\***  
Parameter

**Offense Category**  
Category 1

**Confinement Range**  
0 - 12 Months

**Departure Type**  
Upwards

**Departure Reason**  
There was an articulable adverse impact on the mission, discipline, or e...

**Additional Details**  
Detaild  
7/4000

**Specification 2**  
Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

**Offense Description**  
Fall to go to place of duty

**DIBRS Code**  
086-A2

**Confinement**  
-

**Offense Type\***  
--- Select a Value ---

**Offense Category**  
--- Select a Value ---

**Confinement Range**  
-

**Departure Type**  
--- Select a Value ---

**Departure Reason**  
--- Select a Value ---

**Additional Details**  
0/4000

8. In the “Confinement Credit” step of the form, verify the confinement credit entered on the case and optionally add confinement credit by selecting the “Add Confinement Credit” button.
  - a. Any confinement credit added through this action will be factored into the “Judicially Ordered Credit” and “Total Confinement Credit” fields.

Enter Sentence: U.S. v. Anderson

This form will timeout in 23 minutes. Any unsaved progress will be lost.

Hearing Details

Sentence Details

**Confinement Credit**

Notifications

Review

**Confinement Credit**

Total Pretrial Confinement  -

Pretrial Confinement Credit  0 Days

Judicially Ordered Credit  25 Days

Total Confinement Credit 25 Days

**Details**

This is the reason for ordering confinement credit; Accused was trapped in a man-hole for 10 days

[ADD CONFINEMENT CREDIT](#)

CANCEL

BACK NEXT

9. In the “Notifications” step of the form, input the details of the notifications required.
  - a. Fields reflect the information captured on the Statement of Trial Results.

Enter Sentence: U.S. v. Anderson

This form will timeout in 59 minutes. Any unsaved progress will be lost.

Hearing Details

Segmented Sentence

Sentence Details

Parameter and Criteria Sent...

**Notifications**

Review

**Notifications**

Is sex offender registration required in accordance with appendix 4 to enclosure 2 of DoDI 1325.07?  Yes  No

Is DNA collection and submission required in accordance with 10 U.S.C. § 1565 and DoDI 5505.14?  Yes  No

Reference Documents  
SECNAV Instruction 5800.14A | DoDI 5505.11p | DoDI 5505.14p | DoD Issuances [↗](#)

Did this case involve a crime of domestic violence as defined in enclosure 2 of DoDI 6400.06?  Yes  No

Does this case trigger a firearm possession prohibition in accordance with 18 U.S.C. § 922?  Yes  No

CANCEL

BACK NEXT

10. Following entry of data, review the entries and select “Submit” to save the sentence to the case.

**Enter Sentence: U.S. v. Anderson**

**Hearing Details**

Date Sentence Adjudged \* 11/01/2022

Sentencing Composition \* Judge

Did the accused opt in to segmented sentencing rules?  Yes  No

Was there a sentence adjudged at the sentencing hearing?  Yes  No

**Confinement Credit**

Total Pretrial Confinement  None

Pretrial Confinement Credit  0

Judicially Ordered Credit  0

Total Confinement Credit 0 Days

**Details**

**Sentence Details**

Select the applicable sentence elements and enter the details of the adjudged sentence. Mandatory and automatic punishments should not be included as a part of the adjudged sentence.

Punitive Letter of Reprimand

Reduction in Grade

Forfeitures

Fine

Restriction to Specified Limits

Hard Labor without Confinement

Confinement

Punitive Discharge

Death

**Notifications**

Is sex offender registration required in accordance with appendix 4 to enclosure 2 of DoDI 1325.007?  Yes  No

Is DNA collection and submission required in accordance with 10 U.S.C. § 1565 and DoDI 5505.147?  Yes  No

Reference Documents  
SECNAV Instruction 5800.14A | DoDI 5505.11p | DoDI 5505.14p

Did this case involve a crime of domestic violence as defined in enclosure 2 of DoDI 6400.067?  Yes  No

Does this case trigger a firearm possession prohibition in accordance with 18 U.S.C. § 922?  Yes  No

**CANCEL** **BACK** **SUBMIT**

11. Following submission, the sentencing details will be available in the “Sentencing” subtab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Appellate Activity Case Actions

Arraignment

TMO

Pretrial Matters

Motions

Exhibits

Trial

Pleas & Findings

**Sentencing**

Sentence Suspensions

Sentence Deferment

Alternate Disposition

**ACTIONS**

Enter Arraignment Details

TMO Ordered Dates

Edit Pleas

Motions Hearing

Trial Details

Submit Pretrial Matters

File Motion

Sentence Suspension

Enter Sentence Deferment

**Sentence Hearing**

Date Sentence Adjudged Sep 19, 2023

Sentencing Composition Judge

Sentence Hearing Judge JASSO, MICHAEL

Confinement of 1 year

> Segmented Sentence

> Parameter and Criteria Sentencing

> Confinement Credit

> Notifications

- a. Segmented sentencing, parameter and criteria sentencing, confinement credit and notifications are initially collapsed and can be viewed by expanding the section.

**Sentence Hearing**

Date Sentence Adjudged: Sep 19, 2023

Sentencing Composition: Judge

Sentence Hearing Judge: JASSO, MICHAEL

Confinement of 1 year

> Segmented Sentence

Parameter and Criteria Sentencing

Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

Specification 1: Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)

Specification 2: Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)

Specification	Offense Description	Offense Category	Confinement Range
Specification 1	Falsifying: arranging/receiving consideration	-	-
	DIBRS Code: 134-88	Departure Type: -	Departure Reason: -
	Confinement: 34 months	Additional Details: -	
	Offense Type: Criteria		
Specification 2	Fail to go to place of duty	Category 2	1 - 36 Months
	DIBRS Code: 086-A2	Departure Type: Upwards	Departure Reason: There was deliberate cruelty to a victim or there was gratuitous violence inflicted upon a victim... (view more)
	Confinement: Life with Parole	Additional Details:	

b. User can edit the sentence by selecting the “Sentencing” action from the “Actions” list.

**U.S. v. Anderson**

Date Sentence Adjudged: Nov 1, 2022

Sentence Details

- Forfeiture of \$700.00 per month for 12 months
- 3 years, 2 months, 22 days

> Confinement Credit

> Notifications

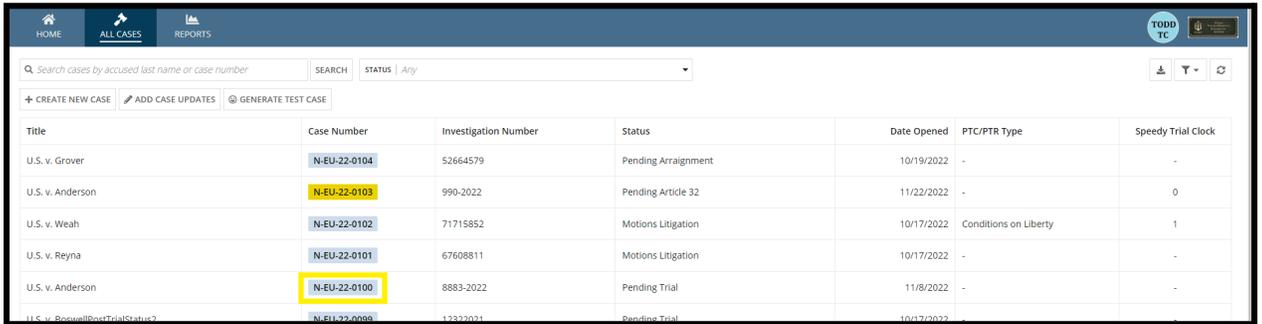
c. If the accused was actively in PTC/PTR, the active entry will end with a release date that matches the date of sentencing.

# Add Victim Sentencing Statement

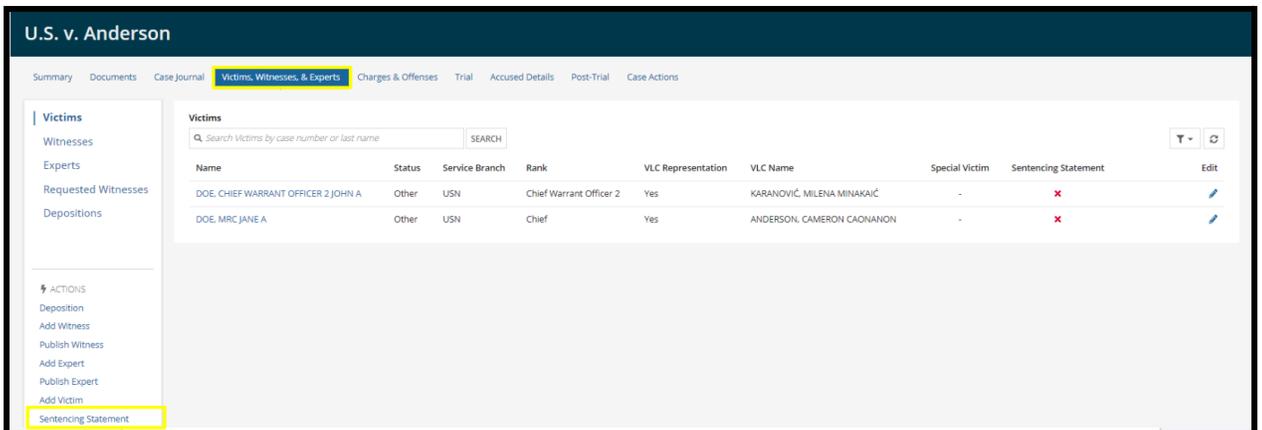
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Victims, Witnesses, and Experts” tab and select the “Sentencing Statement” action from the “Actions” list.
  - a. This action is only available following [sentencing](#).



- b. This action is also available under the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, upload the sentencing statement for each victim who provided a statement at sentencing (if any).
  - a. If the victim did not provide a statement at sentencing, no upload is required.

**Enter Victim Sentencing Statement: U.S. v. Anderson**

Record whether any victims exercised their right to be reasonably heard during sentencing in accordance with R.C.M. 1001(c).

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Victim Name	Provided Statement at Sentencing?	Upload Sentencing Statements
DOE, CHIEF WARRANT OFFICER 2 JOHN A	No	UPLOAD <input type="text" value="Drop file here"/>
DOE, MRC JANE A	No	UPLOAD <input type="text" value="Drop file here"/>

CANCEL SUBMIT

5. Select "Submit" to save the statements to the case.
6. Following submission, the "Victims" grid on the "Victims" subtab of the "Victims, Witnesses, and Experts" tab will display if a victim provided a statement at sentencing.

**U.S. v. Anderson**

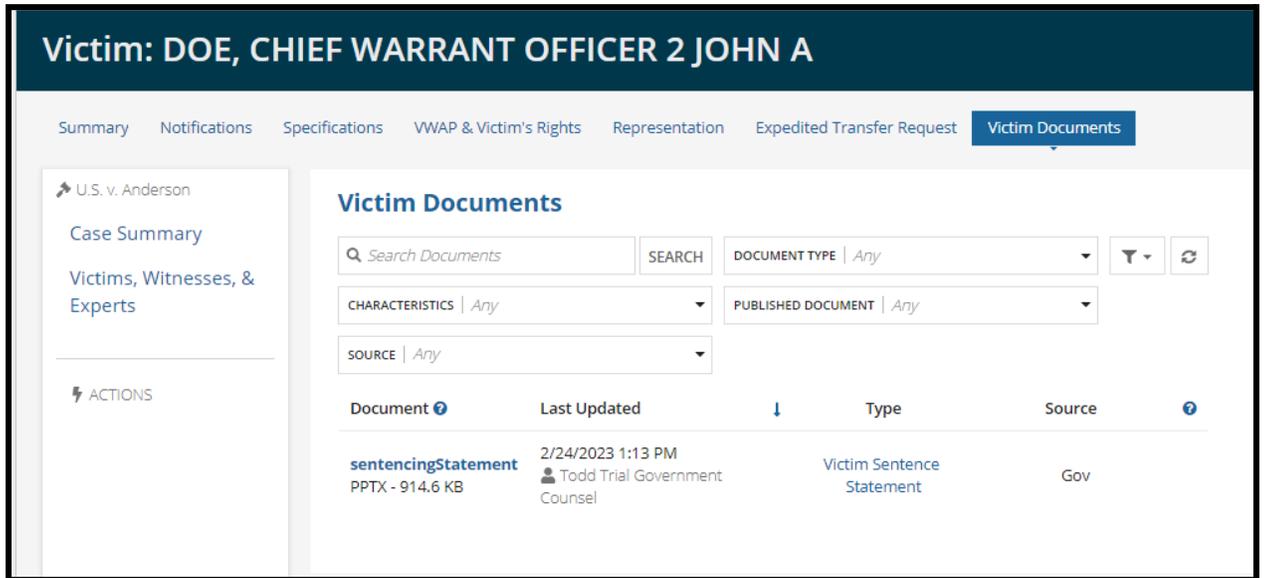
Summary Documents Case Journal **Victims, Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Case Actions

**Victims**

Search Victims by case number or last name  SEARCH

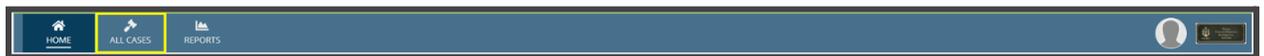
Name	Status	Service Branch	Rank	VLC Representation	VLC Name	Special Victim	Sentencing Statement	Edit
DOE, CHIEF WARRANT OFFICER 2 JOHN A	Other	USN	Chief Warrant Officer 2	Yes	KARANOVIC, MILENA MINAKAIC	-	✓	
DOE, MRC JANE A	Other	USN	Chief	Yes	ANDERSON, CAMERON CAONANON	-	✗	

7. For victims who provided a statement, the uploaded statement is accessible on the “Victim Documents” tab of the victim’s summary view.
  - a. User can access the summary view of the victim by selecting the “Name” value in the “Victims” grid.

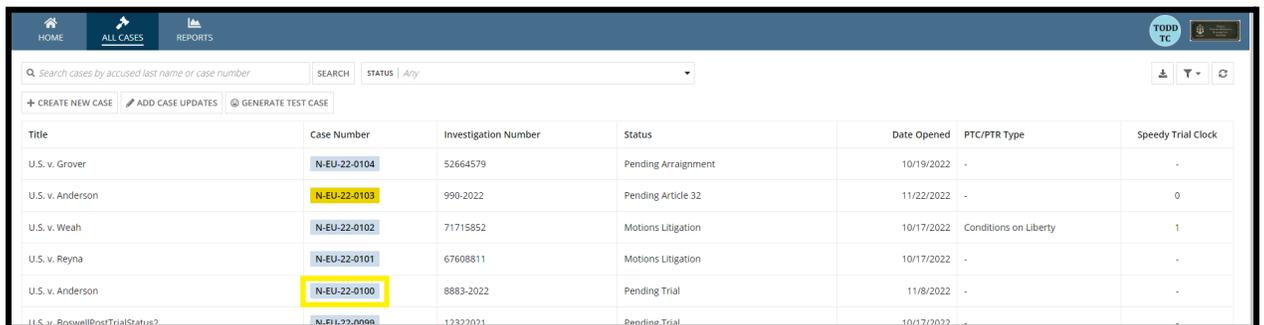


## Generate Confinement Order

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Case Actions” tab and select the “Generate Confinement Order” action from the “Actions” list.
  - a. This action is only available following [sentencing](#) with a sentence that includes confinement.
  - b. Use the “Display All” option to view all case actions available on the case.
  - c. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, review the generated confinement order..
  - a. User may select “Cancel” to return to the “Case Actions” tab. The generated document will not be saved to the case documents.

Review Generated Confinement Order: U.S. v. Anderson

**Confinement Order**

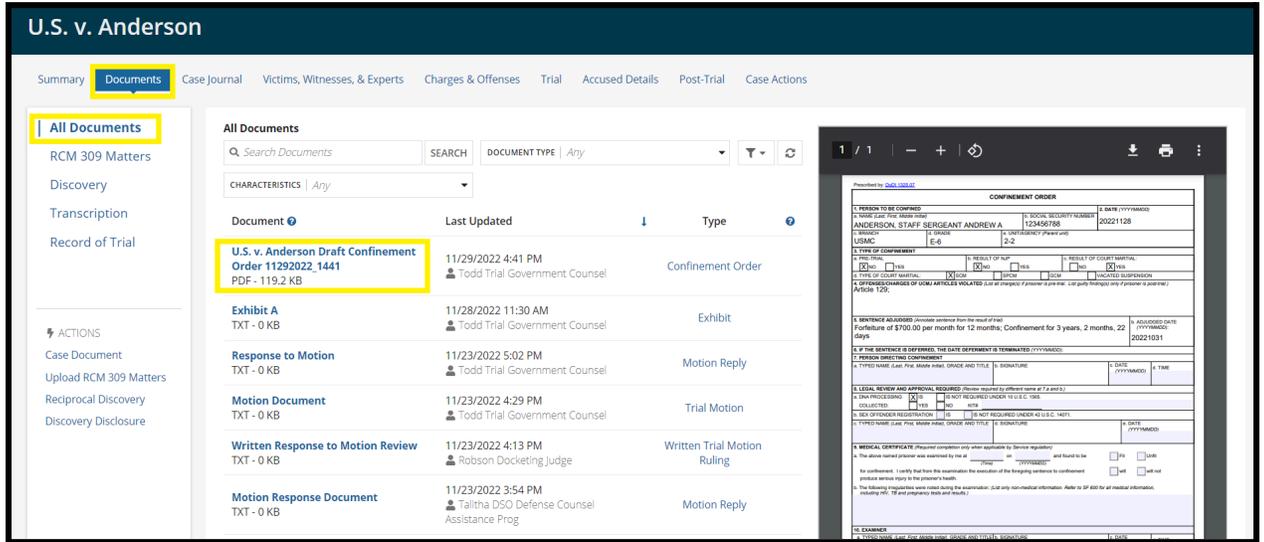
Prescribed by: DdD1.1325.07

**CONFINEMENT ORDER**

<b>1. PERSON TO BE CONFINED</b>		<b>2. DATE (YYYYMMDD)</b>
a. NAME (Last, First, Middle Initial) ANDERSON, STAFF SERGEANT ANDREW A		b. SOCIAL SECURITY NUMBER 123456788
c. BRANCH USMC	d. GRADE E-6	e. UNIT/AGENCY (Parent unit) 2-2
<b>3. TYPE OF CONFINEMENT</b>		
a. PRE-TRIAL: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	b. RESULT OF NJP: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	c. RESULT OF COURT MARTIAL: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
d. TYPE OF COURT MARTIAL: <input checked="" type="checkbox"/> SCM <input type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION		
4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED (List all charge(s) if prisoner is pre-trial. List guilty finding(s) only if prisoner is post-trial.) Article 129;		
5. SENTENCE ADJUDGED (Annotate sentence from the result of trial) Forfeiture of \$700.00 per month for 12 months; Confinement for 3 years, 2 months, 22 days		b. ADJUDGED DATE (YYYYMMDD): 20221031
6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED (YYYYMMDD):		
7. PERSON DIRECTING CONFINEMENT		

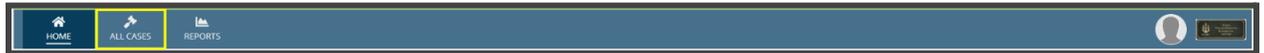
- b. User may edit, download, and print from the review form.
5. Select “Submit” to save the confinement order to the case.

6. Following submission, a confirmation page will display indicating the generated order will save to case documents.
  - a. Following submission, the generated confinement order will be available in the “All Documents” subtab within the “Documents” tab.

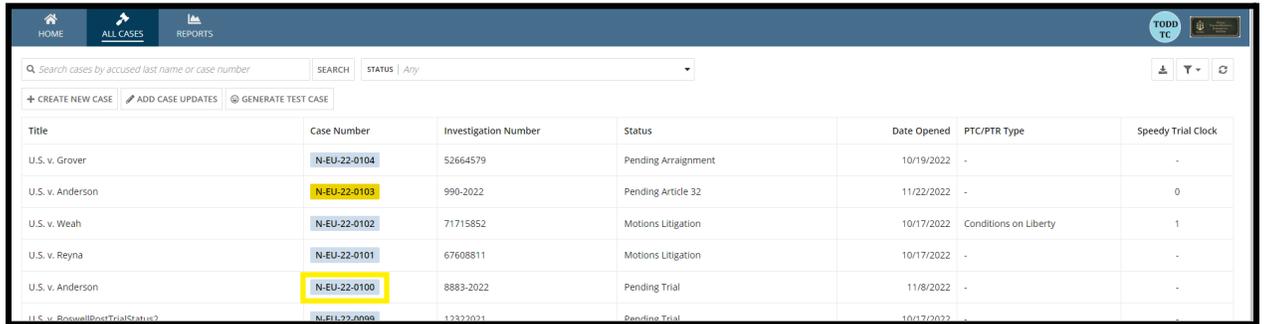


## Generate VWAP 2704

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



3. From the case summary view, navigate to the “Case Actions” tab and select the “Generate Confinement Order” action from the “Actions” list.
  - a. This action is available following sentencing with a sentence of confinement.
  - b. Use the “Display All” option to view all case actions available on the case.
  - c. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

### Case Actions

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, review the generated DD 2704 and select “Save” to save the document to the case.
  - a. User may select “Cancel” to return to the “Case Actions” tab. The generated document will not be saved to the case documents.

Generated DD 2704: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

Warning: Editing the document in the previewer will not save document changes

DD Form 2704, Victim/Witness Certification and Election Concerning Prisoner Status, ... 1 / 3 80% +

1

2

3

VICTIM/WITNESS CERTIFICATION AND ELECTION CONCERNING PRISONER STATUS			
<b>PRIVACY ACT STATEMENT</b>			
<small>AUTHORITY: 42 U.S.C. 10607 et seq., 18 U.S.C. 1152 et seq., DoD 1035.07, DoD 1035.2, and DoD 1035.1</small>			
<small>PRINCIPAL PURPOSES: To inform victims and witnesses of their post-trial rights; to determine whether the victim or witness of a crime elects to be notified of changes in the confinement status of a convicted criminal offender; and to record the election by the victim or witness of their desire to be notified about subsequent changes in prisoner status.</small>			
<small>ROUTINE USES: None.</small>			
<small>DISCLOSURE: Voluntary; however, failure to provide identifying information will prevent the correctional facility from notifying victim or witness of changes in a criminal offender's status.</small>			
<b>SECTION 1 - ADMINISTRATIVE INFORMATION</b>			
Prisoner Number	91822904	City	State
Institution	RLSO EURAFCENT	City	State
Court-martial case of United States v.	ANDERSON, CHIEF WARRANT OFFICER'S ANGELA A.	State	ZIP Code
Convened by	Referral Convenor, 2/24/2023, Referral CA	Prisoner Name of Accountant/Staff (Last, Middle Initial)	Social Security Number (last 4 only)
		Court-Martial Convening Order Number, Date, and Issuing Command	
<b>SECTION 2 - CERTIFICATION OF NO VICTIM(S) OR WITNESS(ES)</b>			
I certify that this case does not involve a victim or witness entitled to receive information about the confinement status of the defendant as required by 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq.			
Date (YYYYMMDD)	Signature of Trial Counsel or Designee	Type Name (Last, First, Middle Initial)	
	Grade and Title	Telephone Number (include area code)	
<b>IF THERE ARE NO VICTIM(S) OR WITNESS(ES), STOP HERE AND SKIP TO SECTION 4.</b>			
<b>SECTION 3 - CERTIFICATION OF ADVISE TO VICTIM(S) AND WITNESS(ES)</b>			
I certify that on this date I personally notified the victim(s) and witness(es) in the above-named court-martial case that included a sentence to confinement, of their right under 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq., to receive information about the status of the prisoner named in Section 1 of this form, to include length of sentence, anticipated earliest release date, likely place of confinement, the possibility of transfer, and the right to receive notification of a new place of confinement. I advised of the possibility of parole or demeracy with an explanation of these terms. Additionally, I advised of the right to prior notification of the prisoner's parole hearings, release from confinement, escape and death. I advised the victim(s) and witness(es) that to receive notification of the prisoner's transfer, parole hearings, and release confinement, the victim or witness <b>MUST PROVIDE THE INFORMATION REQUIRED ON PAGE 2 OF THIS FORM.</b> I advised all victim(s) and witness(es) that if they elect to terminate or reschedule notifications, or if they change their address, they must contact the Military Service Central Repository listed in Section 4. When a Victim or Witness is not present to initial box 4 on page 2 of this form the Trial Counsel or Designee shall contact the Victim or Witness in order to determine their election choice (Yes or No). Once verified, the Trial Counsel or Designee shall initial box 4 indicating and validate the Victim's or Witness's election choice.			

CANCEL SAVE

- b. User may edit, download, and print from the review form.
5. Following submission, a confirmation page will display indicating the generated document will save to case documents.
  - a. Following submission, the generated DD 2704 will be available in the "All Documents" subtab within the "Documents" tab.

**U.S. v. Anderson**

Summary **Documents** Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Case Actions

**All Documents**

RCM 309 Matters  
Discovery  
Transcription

**ACTIONS**  
Case Document  
Request RCM 309 Matters  
Reciprocal Discovery  
Discovery Disclosure

**All Documents**

Search Documents SEARCH DOCUMENT TYPE | Any CHARACTERISTICS | Any PUBLISHED DOCUMENT | Any SOURCE | Any

Document	Last Updated	Type	Source
<b>Generated DD 2704 - U.S. v. Anderson</b> PDF - 495.7 KB	2/24/2023 1:23 PM Todd Trial Government Counsel	DD 2704	Gov
<b>sentencingStatement</b> PPTX - 914.6 KB	2/24/2023 1:13 PM Todd Trial Government Counsel	Victim Sentence Statement	Gov
<b>Case N-EU-23-0027 Docketing Form</b> PDF - 5.3 KB	2/24/2023 9:53 AM Meredith Hoopes	Motion for Docketing	Gov

## Input Recommended Suspensions

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME **ALL CASES** REPORTS

2. Select the “Case Number” to navigate to the case summary view.

HOME **ALL CASES** REPORTS

Search cases by accused last name or case number SEARCH STATUS | Any

+ CREATE NEW CASE + ADD CASE UPDATES @ GENERATE TEST CASE

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Grover	N-EU-22-0104	52664579	Pending Arraignment	10/19/2022	-	-
U.S. v. Anderson	N-EU-22-0103	990-2022	Pending Article 32	11/22/2022	-	0
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Trial	11/8/2022	-	-
U.S. v. Bernal	N-EU-22-0099	19375021	Pending Trial	10/17/2022	-	-

3. From the case summary view, navigate to the “Trial” tab and select the “Sentence Suspension” action from the “Actions” list.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Case Actions

**Arraignment Request**

Date Request Made: Nov 22, 2022

Physical Security: Low

Security Clearance: Unclassified

> Motion for Docketing

> Risk Assessment Form

> TMO Dates

**Arraignment Hearing**

ENTER ARRAIGNMENT DETAILS

Arraignment Date and Time: 11/22/2022 9:00 AM EST

Arraignment Judge: DOCKETING JUDGE, ROBSON

Arraignment Location: Det Mayport Courtroom

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension**
- Enter Sentence Deferment
- Sentencing

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

- ENTER ACCUSED APPELLATE RIGHTS ELECTION
- ENTER CIVILIAN COUNSEL
- ENTER CA DETAILS
- ADD FIREARM PROHIBITION

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

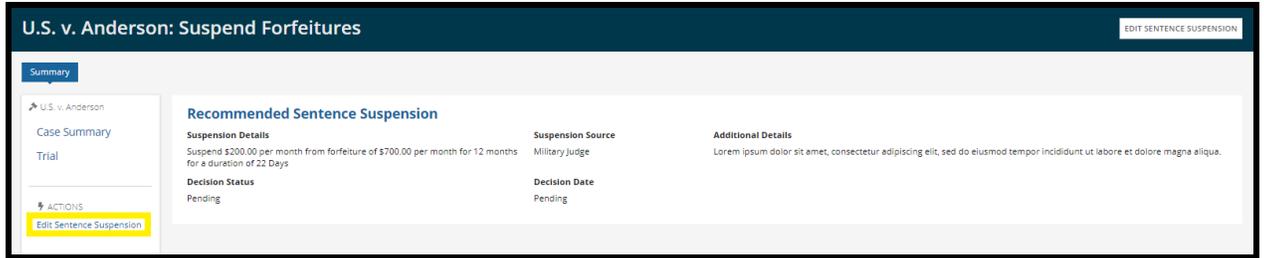
**Documents Actions**

- UPLOAD CASE DOCUMENT

4. In the form, input the details of recommended sentence suspensions from the military judge and/or members.
  - a. User may input the recommended suspensions for the adjudged and segmented sentence (if applicable).
  - b. For each element included in the suspension, select the sentence from the list and input the details of the suspension.
  - c. For the sentence elements included, input the suspended amount and the suspension period.
    - i. Supplemental details provided from the judge or members can be input as additional details.

5. Following submission, the sentence suspensions are visible on the “Sentence Suspensions” subtab under the “Trial” tab.
  - a. The “Decision Status” will be set as “Pending” until the Convening Authority’s Action is input in post-trial.

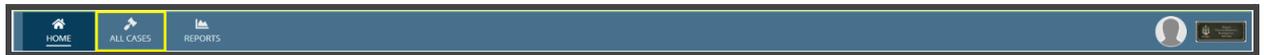
- b. User can view a summary of the recommended suspension by selecting the “Recommended Suspensions” from the grid.



- c. User can edit the entry by selecting “Edit Sentence Suspension” in the “Actions” list.

## Input Requested Sentence Deferments

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Grover	N-EU-22-0104	52664579	Pending Arraignment	10/19/2022	-	-
U.S. v. Anderson	N-EU-22-0109	990-2022	Pending Article 32	11/22/2022	-	0
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Trial	11/8/2022	-	-
U.S. v. Powell/Dot+Trial+Status	N-EU-22-0099	12332021	Pending Trial	10/17/2022	-	-

3. From the case summary view, navigate to the “Trial” tab and select the “Enter Sentence Deferment” action from the “Actions” list.

The screenshot shows the case summary for "U.S. v. Anderson" in the "Trial" tab. The top navigation bar includes "Summary", "Documents", "Case Journal", "Victims, Witnesses, & Experts", "Charges & Offenses", "Trial" (highlighted), "Accused Details", "Post-Trial", and "Case Actions". The left sidebar lists "Arraignment" sub-items: TMO, Pretrial Matters, Motions, Exhibits, Trial, Pleas & Findings, Sentencing, Sentence Suspensions, Sentence Deferment, and CA Action. Below these is an "ACTIONS" section with "Upload Case Exhibits", "Sentence Suspension", "Enter Sentence Deferment" (highlighted), and "Sentencing". The main content area is divided into two sections: "Arraignment Request" and "Arraignment Hearing".

Arraignment Request		
<b>Date Request Made</b> Nov 22, 2022	<b>Physical Security</b> Low	<b>Security Clearance</b> Unclassified
<a href="#">&gt; Motion for Docketing</a>		
<a href="#">&gt; Risk Assessment Form</a>		
<a href="#">&gt; TMO Dates</a>		

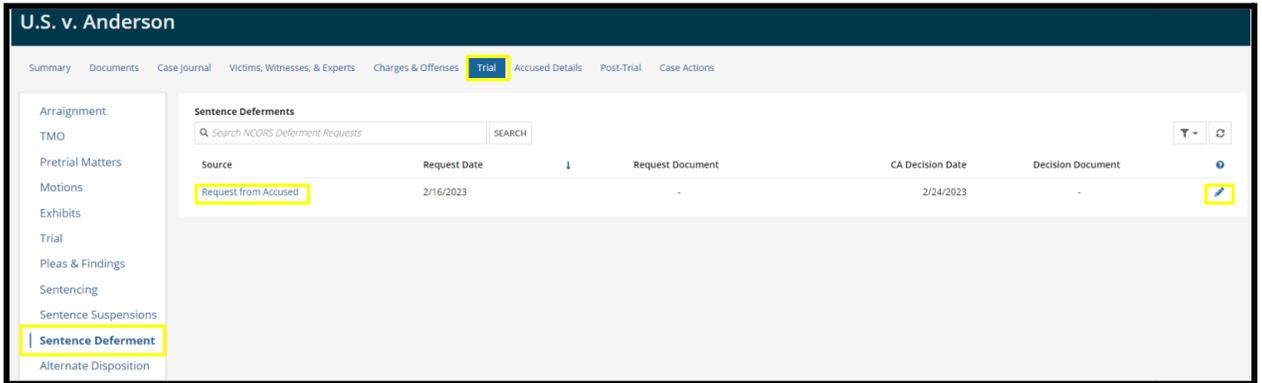
Arraignment Hearing		
<input type="button" value="ENTER ARRAIGNMENT DETAILS"/>		
<b>Arraignment Date and Time</b> 11/22/2022 9:00 AM EST	<b>Arraignment Judge</b> DOCKETING JUDGE, ROBSON	<b>Arraignment Location</b> Det Mayport Courtroom

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

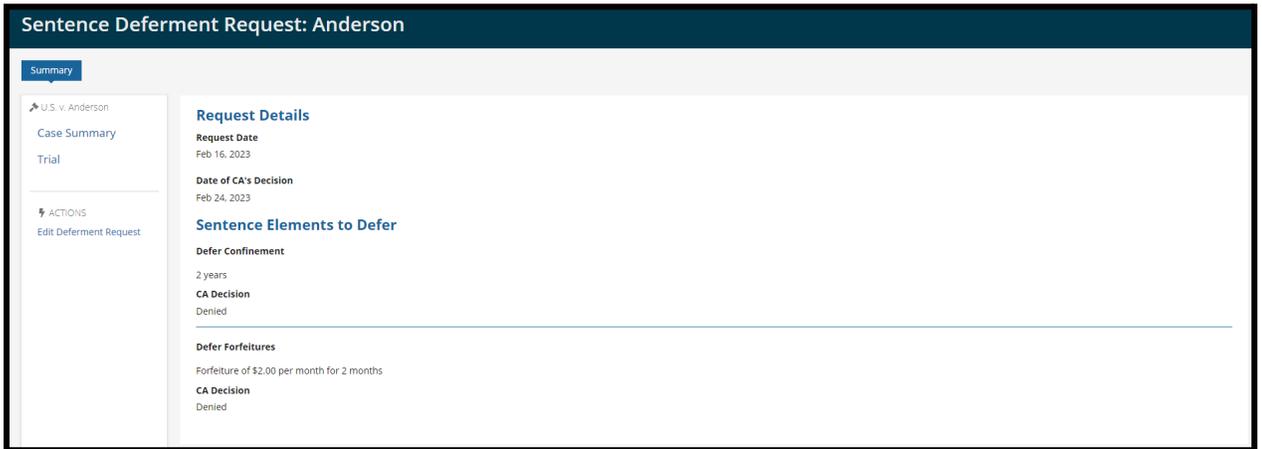
4. In the form, input the details of the sentence deferment request from the accused.
  - a. To record a deferment request from the defense, elect that the deferment is based on a request from the accused in the form.
  - b. Input the details of the deferment request in the “Deferment Details” section.
  - c. Select the sentence elements included in the deferments.
    - i. Only deferment-eligible sentence elements appear in the form: confinement, forfeitures, and reduction in grade.
  - d. For each element selected, input the decision from the CA, and input the details of the deferment period.

5. Select “Submit” to save the details to the case.

- Following submission, the deferment request details on the “Sentence Deferment” subtab under the “Trial” tab.

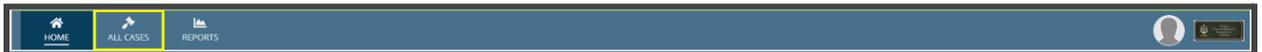


- User can edit the entry by selecting the “Edit” icon in the grid.
- User can view a summary of the deferment request by selecting the “Source” in the grid.



## Generate STR

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Grover	N-EU-22-0104	52664579	Pending Arraignment	10/19/2022	-	-
U.S. v. Anderson	N-EU-22-0103	990-2022	Pending Article 32	11/22/2022	-	0
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Trial	11/8/2022	-	-

- From the case summary view, navigate to the “Case Actions” tab and select “Generate STR”.
  - Use the “Display All” option to view all case actions available on the case.
  - Use CTRL + F to search for an action in the list.

**U.S. v. James**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

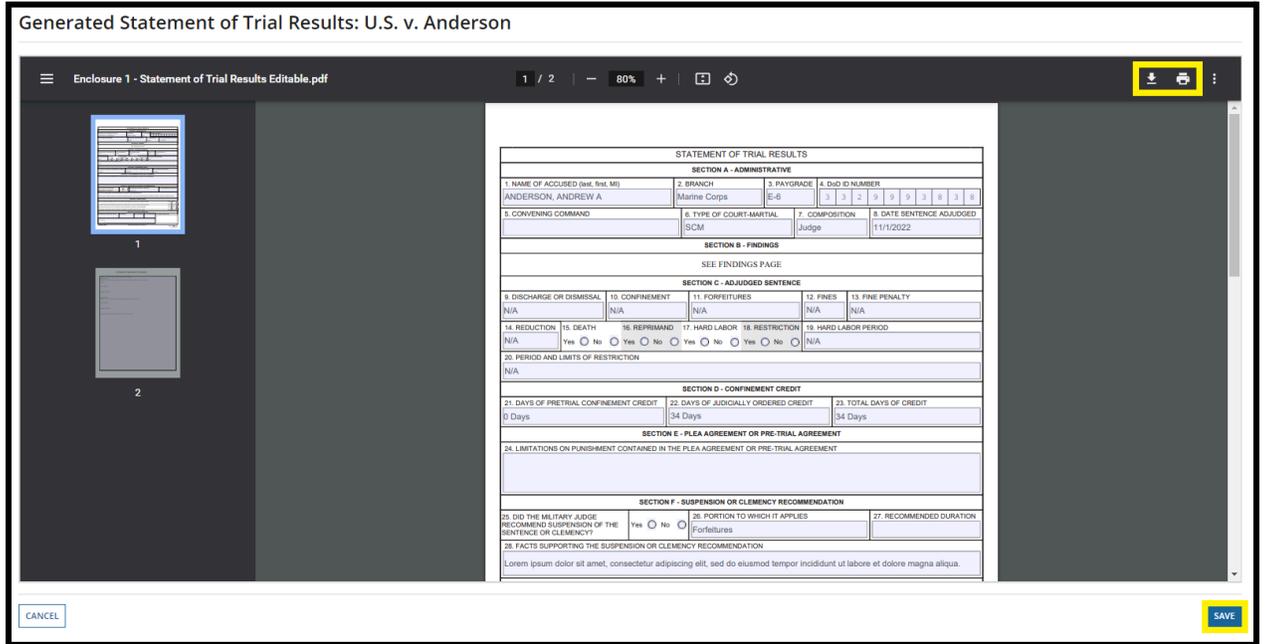
**Charges & Offenses Actions**

No available actions

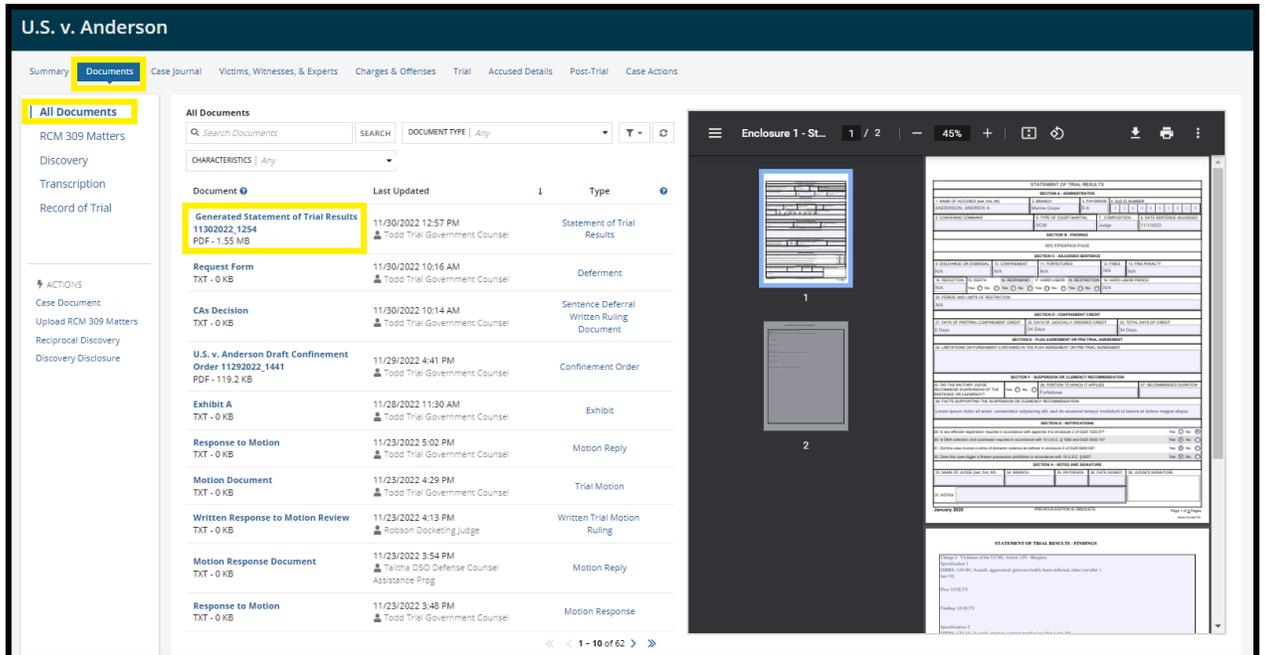
**Documents Actions**

UPLOAD CASE DOCUMENT

- Review the generated STR and select “Save” to save the document to the case.



- User may edit, download, and print from the review form.
- Following submission, a confirmation page will display indicating the generated STR will save to case documents.
  - Following submission, the generated STR will be available in the “All Documents” subtab under the “Documents” tab.

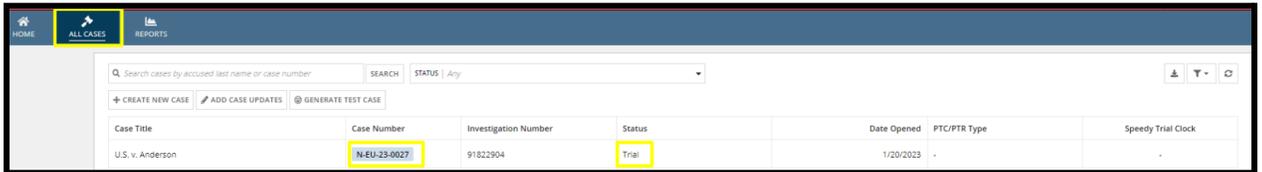


# Input Accused Post-Trial and Appellate Rights Elections

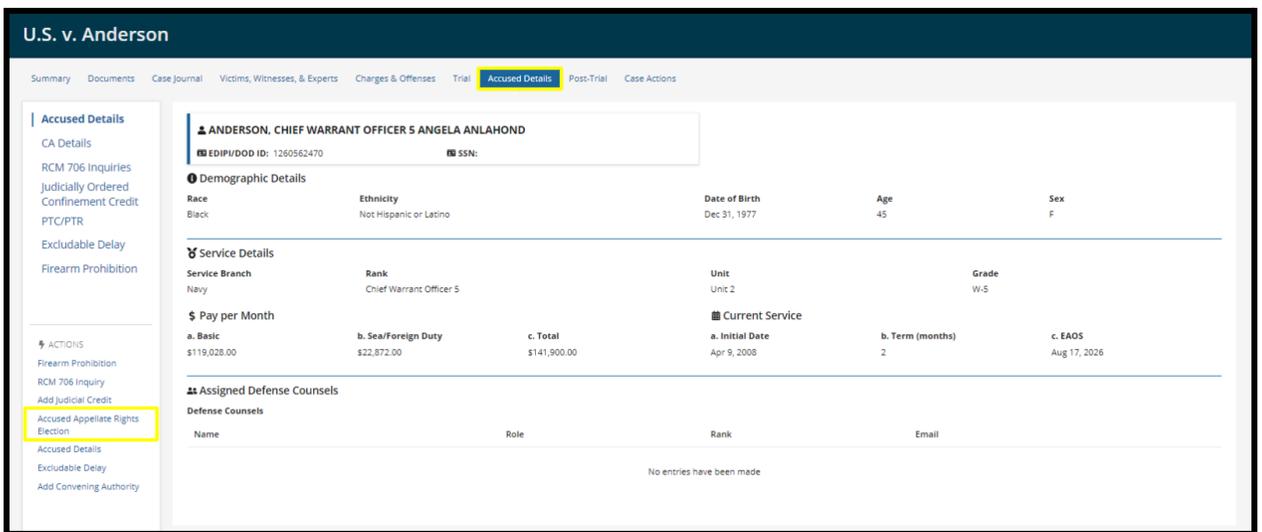
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the case summary view.



- a. Case must be in a status of “Trial” to take this action.
3. From the case summary view, navigate to the “Accused Details” tab and select the “Accused Appellate Rights Election” action from the “Actions” list.



- a. This action is also available under the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

4. In the form, input the post-trial and appellate rights elections of the accused.
  - a. For each post-trial right election, select if the accused requests for copies of post-trial documents to be provided to the accused, their defense counsel, or if they waive that right.

5. Select "Submit" to save the post-trial and appellate rights elections for the accused.
6. Following submission, the post-trial and appellate rights elections of the accused are visible on the "Accused Details" subtab under the "Accused Details" tab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial **Accused Details** Post-Trial Case Actions

**Accused Details**

CA Details  
RCM 706 Inquiries  
Judicially Ordered Confinement Credit  
PTC/PTR  
Excludable Delay  
Firearm Prohibition

**ACTIONS**  
Firearm Prohibition  
RCM 706 Inquiry  
Add Judicial Credit  
Accused Appellate Rights Election  
Accused Details  
Excludable Delay  
Add Convening Authority

**ANDERSON, CHIEF WARRANT OFFICER 5 ANGELA ANLAHOND**  
EDIP/DOD ID: 1260562470 SSN:

**Demographic Details**

Race	Ethnicity	Date of Birth	Age	Sex
Black	Not Hispanic or Latino	Dec 31, 1977	45	F

**Service Details**

Service Branch	Rank	Unit	Grade
Navy	Chief Warrant Officer 5	Unit 2	W-5

**Pay per Month**

a. Basic	b. Sea/Foreign Duty	c. Total	<b>Current Service</b>	
\$119,028.00	\$22,872.00	\$141,900.00	a. Initial Date	b. Term (months)
			Apr 9, 2008	2
			c. EAOS Aug 17, 2026	

**Post-Trial Rights Election**

Post-Trial Rights Election Date  
Feb 24, 2023

Accused Appellate Rights Advice

Request copy of Court-Martial Proceedings pursuant to RCM 1106 to be delivered to:  
Accused and Defense Counsel

Request copy of victim(s) matters to be delivered to:  
Accused and Defense Counsel

Request CA's Action to be delivered to:  
Defense Counsel

Request Entry of Judgment to be delivered to:  
Defense Counsel

Request certified ROT to be delivered to:  
Defense Counsel

**Appellate Review**

Waive right to appellate review?  
No

- a. User can edit the entries by selecting the “Accused Appellate Rights Election” action from the “Actions” list.

## Forward STR for Review

1. From the NCORS Legal Case Management site, select the “All Cases” tab.

2. Select the “Case Number” to navigate to the case summary view.

Columns to Display Page Size 25

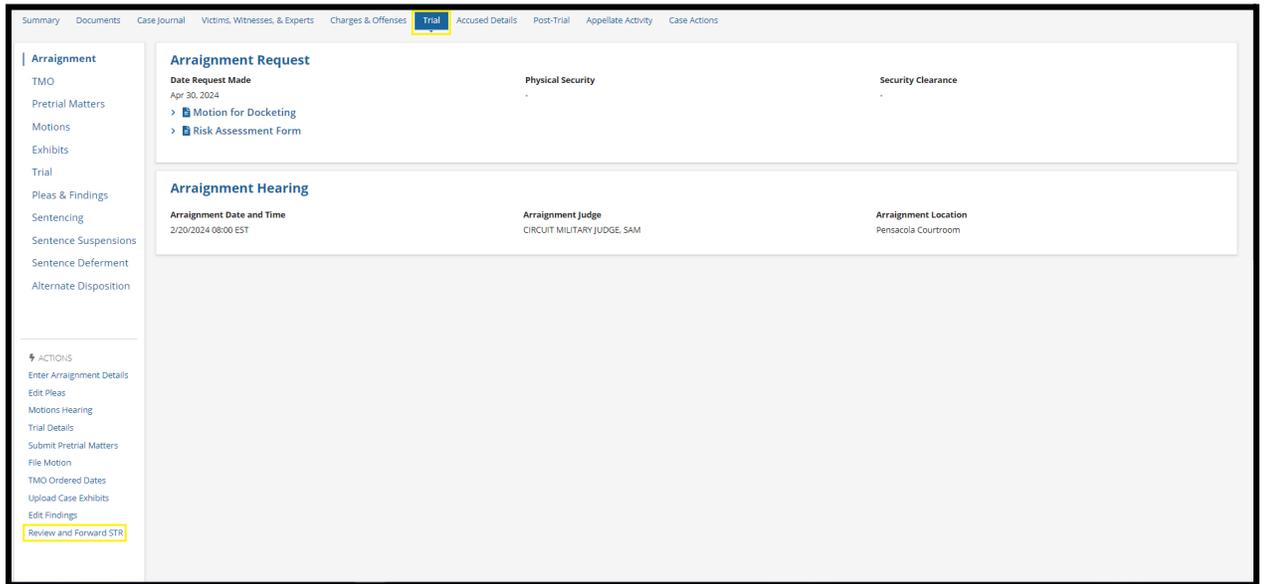
Case Flags, Case Title, Case Number, --

Q Marino SEARCH STATUS | Any

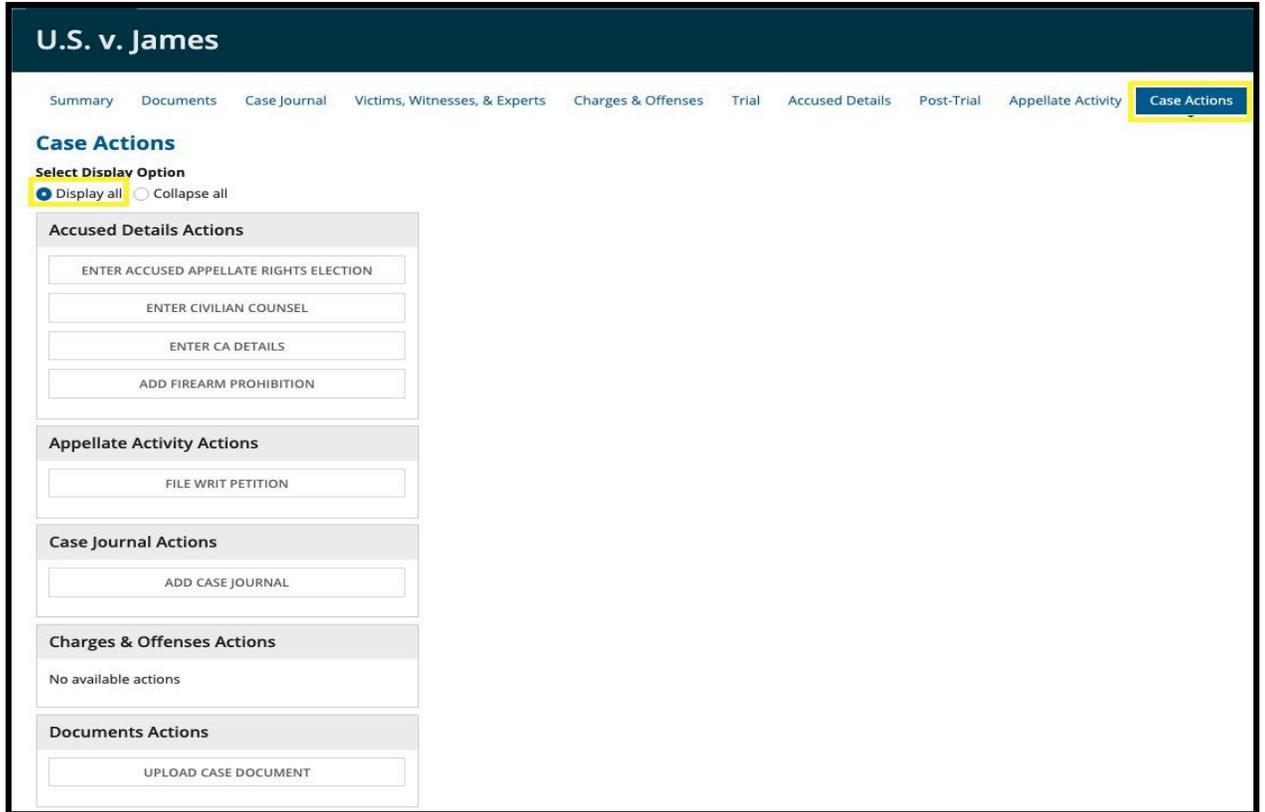
GENERATE TEST CASE MIGRATE WOLVERINE CASE

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Marino	N-EU-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-	-

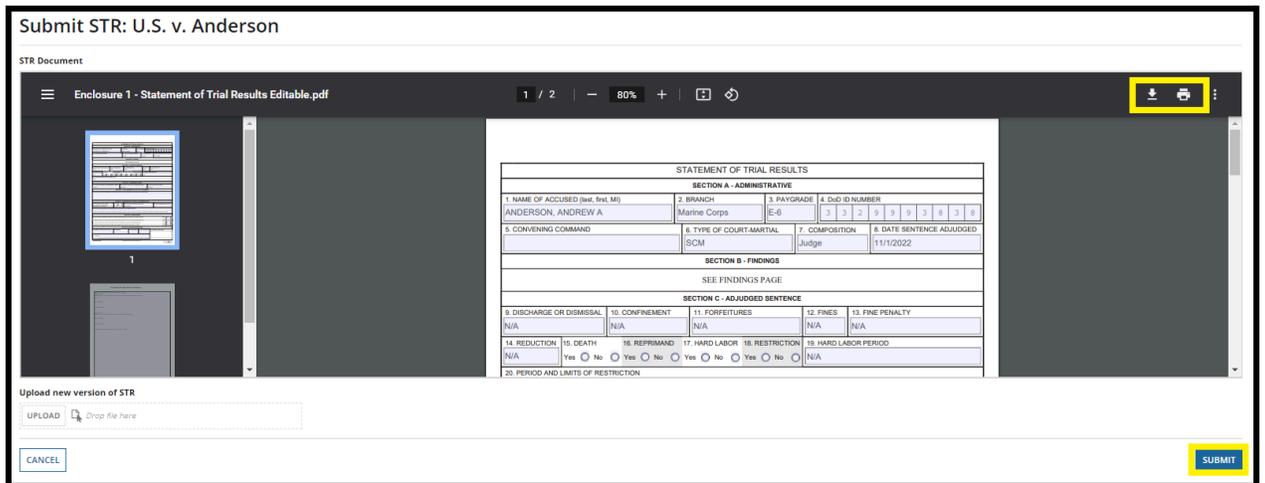
3. From the case summary view, navigate to the “Trial” tab and select “Review and Forward STR”.



- a. This action is available after a [STR](#) is generated and saved or [uploaded as a case document](#) to the case.
- b. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.



4. Review the STR and select “Save” to save the document to the case.
  - a. Users have the option to edit, download, and print from the review form.



5. Following submission, a confirmation page will display indicating the generated STR will create a task for the assigned judge to “Review the STR”.
  - a. Select “Yes” to send to create a task for the judge to review and sign the STR.

6. Users now have the option to “Submit STR” using the OOB functionality. Instead of creating a task as normal using the “Forward STR to Military Judge for Signature”, users can select the button “STR Signed by Military Judge”.
  - a. Upon completion of the form, select “Submit” and a “Signed STR” will be uploaded to the case.

**Submit STR: U.S. v. Bitar**

This form will timeout in 56 minutes. Any unsaved progress will be lost.

> **STR Document**

Has the STR been signed by a Military Judge?

STR Signed by Military Judge

Forward STR to Military Judge for Signature

*If the uploaded STR has already been signed by the Military judge, please select 'STR Signed by Military Judge' to input the details and forward the case to your local post-trial office. If the STR has not been signed, select 'Forward STR to Military Judge for Signature' to create a task for the judge to review and sign the STR.*

Upload STR  
Brief  
PDF – 26.69 KB

Select Military Judge  
Tim Trial Military Judge

Date Signed by Judge  
03/18/2024

CANCEL SUBMIT

## Post-Trial

### File Post-Trial Motion

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Columns to Display: Case Flags, Case Title, Case Number  
Page Size: 25

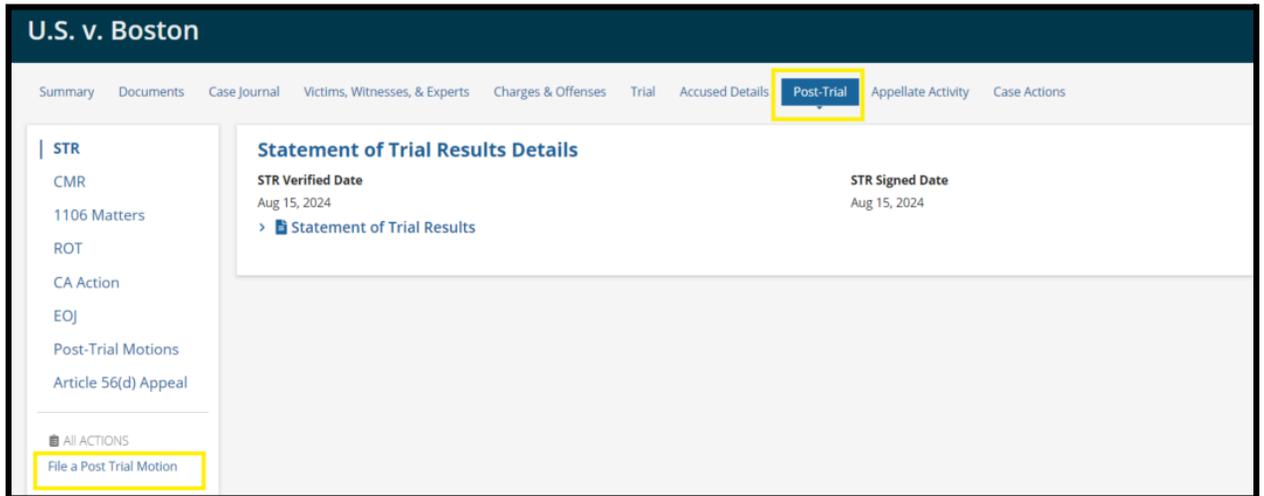
Case Flags, Case Title, Case Number

Q: boston SEARCH STATUS: Any TRIAL COUNSEL: Any LOCATION: Any REGION: Any

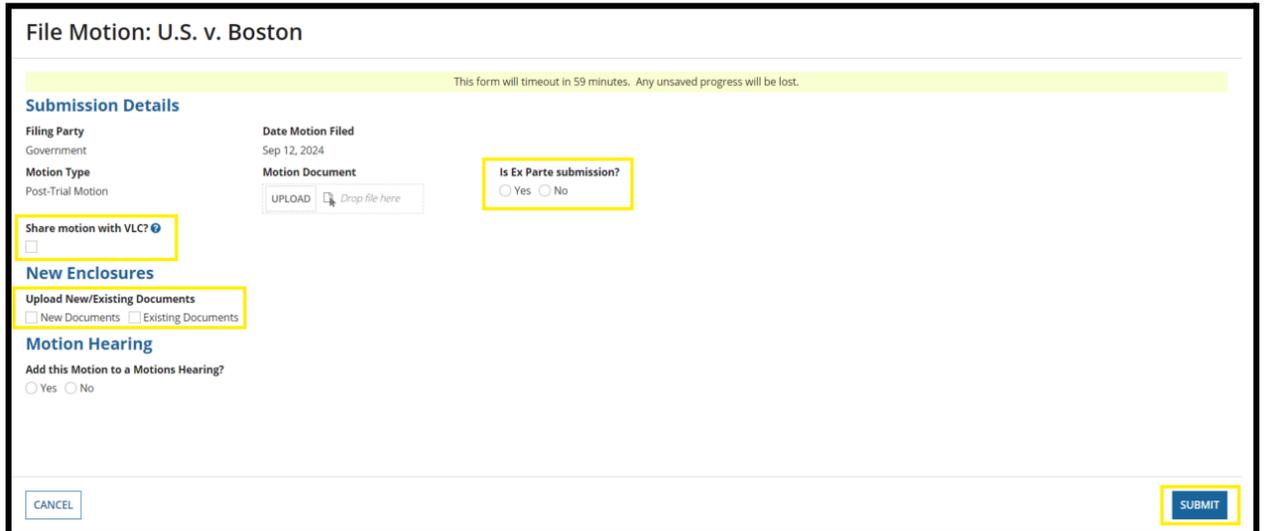
+ CREATE NEW CASE + ADD CASE UPDATES + GENERATE TEST CASE

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date
	U.S. v. Boston	N-EU-24-0032	BOSTON, TSGT BILL	-	Article 82 - Solicitation; Article 100 - Subordinate compelling surrender; Article 105 - Misconduct as prisoner	Pending EOJ	TRIAL DEPARTMENT HEAD, SHANNON	7/22/2024

- From the case summary view, navigate to the “Post-Trial” tab and select the “File Post-Trial Motion” action from the “Actions” list.



- In the form, input the details of the motion.



- User can select to share the motion with VLC to give VLC users visibility to this specific motion.
- User can mark the motion as an Ex Parte submission. If the motion is marked as Ex Parte, only users of the filing party, as well as judiciary, court reporter/local post-trial, and power paralegal users can view the submission and its related documents.
- One or more enclosure(s) may be uploaded in addition to the motion file.
  - User can upload a new document as the enclosure by selecting “New Documents” and the “Add Document” button.

- ii. User can remove an uploaded enclosure by selecting the “Remove” icon in the right column of the grid.

- iii. User can select an existing case file as the enclosure by selecting “Existing Document” and choosing the document(s) to include.

Document	Type	Exhibit Number	Created By
<input checked="" type="checkbox"/> Case N-EU-23-0027 Docketing Form	Motion for Docketing	-	HOOPEES, MEREDITH
<input type="checkbox"/> Case N-EU-23-0027 Risk Assessment Form	Risk Assessment Form	-	HOOPEES, MEREDITH
<input type="checkbox"/> Case N-EU-23-0027 ROI	Report of Investigation	-	HOOPEES, MEREDITH
<input type="checkbox"/> Staged Appellate Rights Form	Victim's Post Trial Rights Advice	-	HOOPEES, MEREDITH
<input type="checkbox"/> Charge Sheet U.S. v. Anderson 2023_02_24_09_53	Charge Sheet - Signed and Preferal	-	HOOPEES, MEREDITH

- d. If a post-trial motions hearing has been ordered on the case by the Trial Judiciary, user can select a motion hearing to submit the motion to.

Location	Hearing Date	Filings Due Date	Responses Due Date
<input type="checkbox"/> HQ Washington, DC - Courtroom (Bldg 200)	2/23/2023	1/18/2023	2/21/2023

- i. If no hearing exists, the option to submit to a hearing is not available.
5. Select “Submit” to save the motion to the case.
    - a. Assigned judge will receive a task to rule on the motion, and a notification of submission of the motion.
    - b. If the motion is not Ex Parte, a task will be sent out for Defense users, as well as any VLC users selected on the case, to “Respond to Post-Trial Motion” for the motion submitted by the Trial Office user.
    - c. If the motion is not Ex Parte, assigned defense counsel and VLC are notified of the filing.
  6. Following submission, the motion details are visible on the “Post-Trial Motions” subtab under the “Post-Trial” tab.
    - a. If motion is not saved to a motions hearing, the motion will appear as an “Unscheduled Motion”.

**Unscheduled Post-Trial Motions**

The following motions are not scheduled to be heard at any post-trial motions hearing

Search Post Trial Motions

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed	
Post-Trial Motion	Government	Motion	-	Granted	9/10/2024	⋮
Post-Trial Motion	Government	Motion	-	Granted	9/10/2024	⋮
Post-Trial Motion	Government	Motion	-	Filed	9/10/2024	⋮
Post-Trial Motion	Government	Motion	-	Filed	9/10/2024	⋮
Post-Trial Motion	Government	Motion	-	Filed	9/10/2024	⋮

< 1 - 5 of 7 >

b. If motion is submitted to a motions hearing, the motion will appear as a “Scheduled Motion”.

**U.S. v. Boston**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details **Post-Trial** Appellate Activity Case Actions

STR  
CMR  
1106 Matters  
ROT  
CA Action  
EOJ  
**Post-Trial Motions**  
Article 56(d) Appeal

■ All ACTIONS  
File a Post Trial Motion

□ UNAVAILABLE ACTIONS  
Enter 1105 Hearing

**Post-Trial Motion Details**  
Post-Trial Motions Hearing: 9/5/2024

Hearing Date September 5, 2024  
Filings Due Date July 29, 2024  
Responses Due Date -  
Hearing Judge TRIAL MILITARY JUDGE, TIM  
Location -  
Date Created August 22, 2024

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed	
Post-Trial Motion	Government	exhibit1	-	Filed	9/12/2024	⋮
Post-Trial Motion	Government	caseNotes2	-	No Ruling - Case Withdrawn and Dismissed	8/22/2024	⋮

Post-Trial Motions Hearing: 8/29/2024  
Hearing Date August 29, 2024  
Filings Due Date -

**Scheduled Post-Trial Motions**

c. The entry may be edited by selecting the actions (three vertical dots) at the right of the grid, and selecting the “Edit Motion” action.

- User may navigate to a read-only summary of the motion by selecting the motion “Type” in the motions grid.

- User may access any related motions by selecting the “Type” value in the “Responses and Replies” grid.
- User may edit the motion by selecting the “Edit Motion” from the “Actions” list.

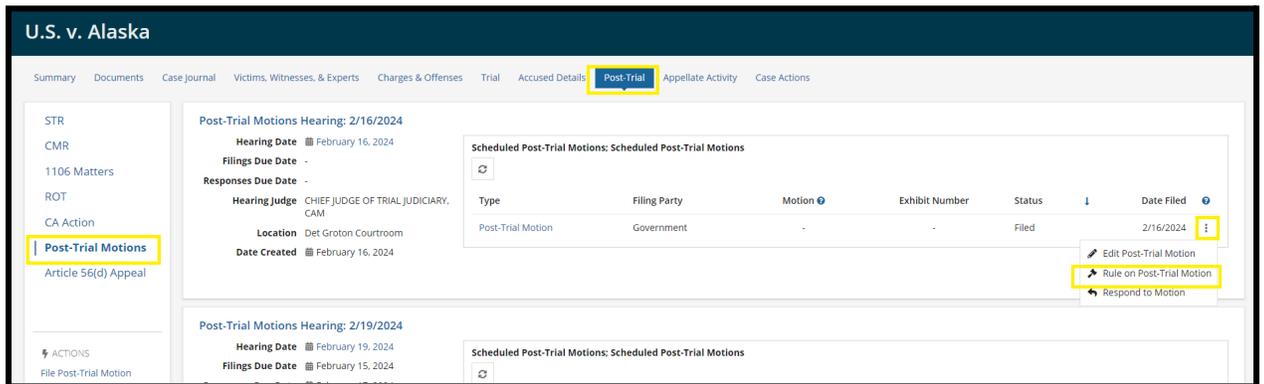
## Rule on Post-Trial Motion

- From the NCORS Legal Case Management site, select the “All Cases” tab.

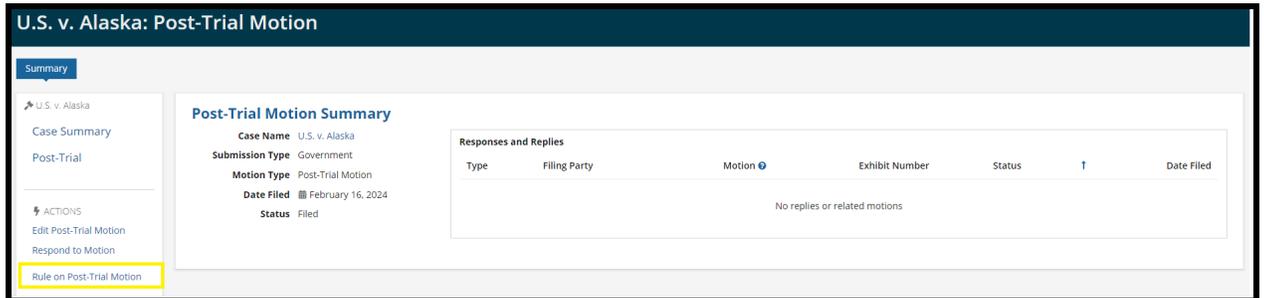
- Select the “Case Number” to navigate to the case summary view.

Case Title	Case Number	Subject Name	Investigation Number	Charges
U.S. v. Alaska	N-EU-24-0081	ALASKA, KELLY	18116022	Article 82 - Solicitation; Article 85 - Desertion; Article 119 - Manslaughter

3. From the case summary view, navigate to the “Post-Trial” tab and “Post-Trial Motions” subtab. Select the “Edit” icon on a motion from the “Motions” grid to take the “Rule on Post-Trial Motions” action.



- a. User can also take this action by selecting the “Type” on a post-trial motion and taking the “Rule on Post-Trial Motion” action from the “Actions” list on the motion summary page.



4. From the “Rule on Post-Trial Motion” form, user can view Submission Details.
  - a. User can enter the “Ruling Details” on the post-trial motion.
    - i. Input the Ruling Status, Ruling Judge, Date of Ruling, and the Written Ruling Document. If there is already a circuit judge on the case, the judge will auto-populate in the Ruling Judge field.
    - ii. Users can elect to share the Motion with any VLC on the case, and mark the motion as Ex Parte as well.

5. Select “Submit” to enter the ruling details on the motion.
  - a. On submission, any existing tasks are marked as completed and notifications are distributed in the same way if a judiciary user made the ruling.

## Respond to Post-Trial Motion

1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the "Case Number" to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

3. From the case summary view, navigate to the “Post-Trial” tab and select the “Post-Trial Motions” subtab.
  - a. This action is only available on previously submitted motions from another party.
4. Respond to the motion by selecting the actions (three vertical dots) at the right of the grid, and select the drop down to “Respond to Motion”.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details **Post-Trial** Case Actions

STR  
CMR  
1106 Matters  
ROT  
CA Action  
**Post-Trial Motions**

**Post-Trial Motions Hearing: 2/23/2023**  
**Hearing Date** February 23, 2023  
**Filings Due Date** January 18, 2023  
**Responses Due Date** February 21, 2023  
**Hearing Judge** MILITARY JUDGE, IOANA  
**Location** HQ Washington, DC - Courtroom (Bldg 200)  
**Date Created** February 23, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	<a href="#">↓</a>	-		2/23/2023
Post-Trial Motion	Defense	-	-		2/23/2023

**Unscheduled Post-Trial Motions**  
 The following motions are not scheduled to be heard at any post-trial motions hearing

Q Search Post Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	<a href="#">↓</a>	-	Filed	2/23/2023

**ACTIONS**  
 File Post-Trial Motion

a. The action is also available from the motion’s read-only summary view in the “Actions” list.

**U.S. v. Anderson: Post-Trial Motion**

Summary

U.S. v. Anderson  
 Case Summary  
 Post-Trial  
**ACTIONS**  
 Edit Post-Trial Motion  
**Respond to Motion**

**Post-Trial Motion Summary**  
**Case Name** U.S. v. Anderson  
**Submission Type** Government  
**Motion Type** Post-Trial Motion  
**Date Filed** February 23, 2023  
**Status**

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No replies or related motions					

[> Motion File](#)

i. Read-only summary is available by selecting the “Type” column of the motion in the grid.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details **Post-Trial** Case Actions

STR  
CMR  
1106 Matters  
ROT  
CA Action  
**Post-Trial Motions**

**Post-Trial Motions Hearing: 2/23/2023**  
**Hearing Date** February 23, 2023  
**Filings Due Date** January 18, 2023  
**Responses Due Date** February 21, 2023  
**Hearing Judge** MILITARY JUDGE, IOANA  
**Location** HQ Washington, DC - Courtroom (Bldg 200)  
**Date Created** February 23, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
<b>Post-Trial Motion</b>	Government	<a href="#">↓</a>	-		2/23/2023
Post-Trial Motion	Defense	-	-		2/23/2023

**Unscheduled Post-Trial Motions**  
 The following motions are not scheduled to be heard at any post-trial motions hearing

Q Search Post Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	<a href="#">↓</a>	-	Filed	2/23/2023

**ACTIONS**  
 File Post-Trial Motion

- In the form, input the details of the response.

File Response: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Related Post-Trial Motion Details**

Filing Party: Defense  
 Motion Type: Post-Trial Motion  
 Date Filed: February 23, 2023  
 Status: Denied

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No replies or related motions					

**Submission Details**

Filing Party: Government  
 Date Response Filed: Feb 25, 2023

**Response Document**

UPLOAD

CANCEL SUBMIT

- Select "Submit" to file the response to the case.
  - Following submission, tasks and notifications are forwarded to the assigned judge and the other counsel users detailed to the case.
    - Assigned judge receives a task to "Rule on Post-Trial Motion".
    - Assigned defense counsel and VLC are notified of the filing.
- Following submission, the response will be available in the read-only summary of the motion related to the response under the "Post-Trial Motions" subtab.

U.S. v. Anderson

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details **Post-Trial** Case Actions

STR  
 CMR  
 1106 Matters  
 ROT  
 CA Action  
**Post-Trial Motions**

**Post-Trial Motions Hearing: 2/23/2023**

Hearing Date: February 23, 2023  
 Filings Due Date: January 18, 2023  
 Responses Due Date: February 21, 2023  
 Hearing Judge: MILITARY JUDGE. IOANA  
 Location: HQ Washington, DC - Courtroom (Bldg 200)  
 Date Created: February 23, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government		-		2/23/2023
Post-Trial Motion	Defense		-		2/23/2023

**Unscheduled Post-Trial Motions**

The following motions are not scheduled to be heard at any post-trial motions hearing

Search Post Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government		-	Filed	2/23/2023

- In the motion summary view, the response to the motion is visible in the "Related Responses and Replies".

**U.S. v. Anderson: Post-Trial Motion**

**Post-Trial Motion Summary**

Case Name: U.S. v. Anderson  
 Submission Type: Government  
 Motion Type: Post-Trial Motion  
 Date Filed: February 23, 2023

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government	-	-	Filed	2/25/2023

> [Motion File](#)

- a. User may navigate to the summary view of the response by selecting the “Type” value in the grid.

## Respond to Post-Trial Motion (Task)

1. From the NCORS Legal Case Management site, navigate to the “Home” tab to view the “My Tasks” grid.

2. Select the “Task Type” from the grid to navigate to “Respond to Post-Trial Motion” form.
  - a. This task is sent to all Trial Counsel users after a motion has been filed by Defense or VLC users.

**NCORS CASE MANAGEMENT**

**My Tasks**

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Lillard	N-OE-23-0015	<a href="#">Resubmit Request For Counsel</a>	▲ 2/26/2024
U.S. v. Anderson	N-EU-23-0281	<a href="#">Respond to Post-Trial Motion</a>	▲ 2/29/2024

3. In the form, input the details of the response.

**File Response: U.S. v. Anderson**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Related Post-Trial Motion Details**

Filing Party: Defense  
 Motion Type: Post-Trial Motion  
 Date Filed: February 23, 2023  
 Status: Denied

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No replies or related motions					

**Submission Details**

Filing Party: Government  
 Date Response Filed: Feb 25, 2023

**Response Document**

UPLOAD Drag file here

CANCEL SUBMIT

4. Select “Submit” to file the response to the case.
  - a. Following submission, tasks and notifications are forwarded to the assigned judge and the other counsel users detailed to the case.
    - i. Assigned judge receives a task to “Rule on Post-Trial Motion”.
    - ii. Assigned defense counsel and VLC are notified of the filing.
5. Following submission, the response can be seen in the read-only summary of the motion related to the response under the “Post-Trial Motions” subtab for that case.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details **Post-Trial** Case Actions

STR  
 CMR  
 1106 Matters  
 ROT  
 CA Action  
**Post-Trial Motions**

**Post-Trial Motions Hearing: 2/23/2023**

Hearing Date: February 23, 2023  
 Filings Due Date: January 18, 2023  
 Responses Due Date: February 21, 2023  
 Hearing Judge: MILITARY JUDGE, IOANA  
 Location: HQ Washington, DC - Courtroom (Bldg 200)  
 Date Created: February 23, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government		-		2/23/2023
Post-Trial Motion	Defense	-	-		2/23/2023

**Unscheduled Post-Trial Motions**

The following motions are not scheduled to be heard at any post-trial motions hearing

SEARCH  SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government		-	Filed	2/23/2023

6. In the motion summary view, the response to the motion is visible in the “Related Responses and Replies”.

**U.S. v. Anderson: Post-Trial Motion**

**Post-Trial Motion Summary**

Case Name: U.S. v. Anderson  
 Submission Type: Government  
 Motion Type: Post-Trial Motion  
 Date Filed: February 23, 2023  
 Status: [unreadable]

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government	-	-	Filed	2/25/2023

> [Motion File](#)

- User may navigate to the summary view of the response by selecting the "Type" value in the grid.

## Reply to Response to Post-Trial Motion

- From the NCORS Legal Case Management site, select the "All Cases" tab.

HOME ALL CASES REPORTS TODD TC

- Select the "Case Number" to navigate to the case summary view.

HOME ALL CASES REPORTS TODD TC

Search Cases SEARCH STATUS Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

- From the case summary view, navigate to the "Post-Trial" tab and select the "Post-Trial Motions" subtab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details **Post-Trial** Case Actions

STR  
 CMR  
 1106 Matters  
 ROT  
 CA Action  
**Post-Trial Motions**

**Post-Trial Motions Hearing: 2/23/2023**

Hearing Date: February 23, 2023  
 Filings Due Date: January 18, 2023  
 Responses Due Date: February 21, 2023  
 Hearing Judge: MILITARY JUDGE, IOANA  
 Location: HQ Washington, DC - Courtroom (Bldg 200)  
 Date Created: February 23, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	+	-		2/23/2023
Post-Trial Motion	Defense	-	-		2/23/2023

**Unscheduled Post-Trial Motions**

The following motions are not scheduled to be heard at any post-trial motions hearing

Search Post Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	+	-	Filed	2/23/2023

4. Navigate to the desired motion's read-only summary page by selecting the "Type" column in the grid.
  - a. When replying to a response to a motion, navigate to the original filing's summary view by selecting the "Type" in the grid.

The screenshot shows the 'U.S. v. Anderson' case page with the 'Post-Trial' tab selected. The left sidebar has 'Post-Trial Motions' highlighted. The main content area displays 'Post-Trial Motions Hearing: 2/23/2023' with details like 'Hearing Date', 'Filings Due Date', and 'Responses Due Date'. Below this is a table titled 'Scheduled Post-Trial Motions' with columns: Type, Filing Party, Motion, Exhibit Number, Status, and Date Filed. A row for 'Post-Trial Motion' is highlighted, showing it was filed by the Government on 2/23/2023. Below the table is a section for 'Unscheduled Post-Trial Motions' with a search bar and another table showing a 'Post-Trial Motion' filed by the Government on 2/23/2023.

5. From the read-only summary of the initial filing, select the desired response by selecting the "Type" column in the "Responses and Replies" grid.

The screenshot shows the 'U.S. v. Anderson: Post-Trial Motion' summary page. The left sidebar has 'Post-Trial' selected. The main content area displays 'Post-Trial Motion Summary' with details like 'Case Name', 'Submission Type', 'Motion Type', 'Date Filed', and 'Status'. Below this is a table titled 'Responses and Replies' with columns: Type, Filing Party, Motion, Exhibit Number, Status, and Date Filed. A row for 'Motion Response' is highlighted, showing it was filed by the Government on 2/25/2023. Below the table is a 'Motion File' link.

6. From the read-only summary of the response, select the action to "Reply to Motion" from the actions grid.

The screenshot shows the 'U.S. v. Anderson: Response' summary page. The left sidebar has 'Reply to Motion' highlighted. The main content area displays 'Post-Trial Motion Summary' with details like 'Case Name', 'Submission Type', 'Motion Type', 'Date Filed', and 'Status'. Below this is a table titled 'Related Motion' with columns: Type, Filing Party, Motion, Exhibit Number, Status, and Date Filed. A row for 'Motion Post-Trial Motion' is shown, filed by the Defense on 2/23/2023. Below the table is a 'Motion File' link.

7. In the form, input the details of the reply.

File Reply: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Related Post-Trial Motion Details**

Filing Party: Defense  
 Motion Type: Post-Trial Motion  
 Date Filed: February 23, 2023  
 Status: Denied

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government		-	Filed	2/25/2023

**Submission Details**

Filing Party: Government  
 Date Reply Filed: Feb 25, 2023

**Reply Document**

exampleD...  
 PDF - 1.43 ...

CANCEL SUBMIT

8. Select "Submit" to file the reply to the case.
  - a. Following submission, tasks and notifications are forwarded to the assigned judge and the other counsel users detailed to the case.
    - i. Assigned judge receives a task to "Rule on Post-Trial Motion".
    - ii. Assigned defense counsel and VLC are notified of the filing
9. Following submission, the replies to responses will be available in the summary view of the motion.
  - a. User can navigate to a summary view of any of the related motions by selecting the "Type" value in the grid.

U.S. v. Anderson: Post-Trial Motion

Summary

U.S. v. Anderson

Case Summary  
 Post-Trial

ACTIONS  
 Edit Post-Trial Motion  
 Reply to Motion

**Post-Trial Motion Summary**

Case Name: U.S. v. Anderson  
 Submission Type: Government  
 Motion Type: Post-Trial Motion  
 Date Filed: February 23, 2023  
 Status:

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government	-	-	Filed	2/25/2023
Motion Reply	Government	-	-	Filed	2/25/2023

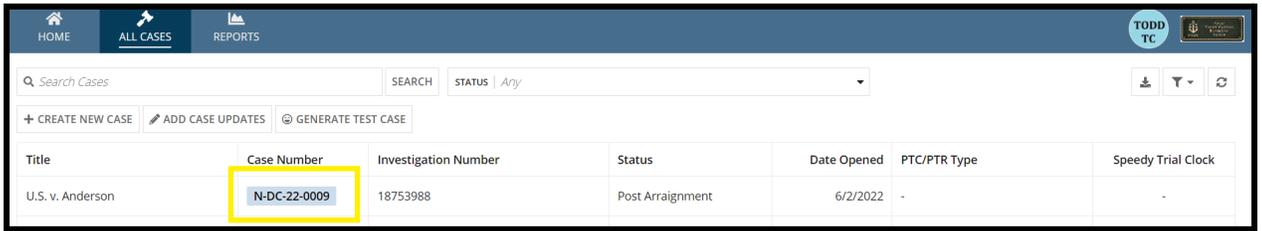
> Motion File

## Update Motions at Post-Trial Motions Hearing

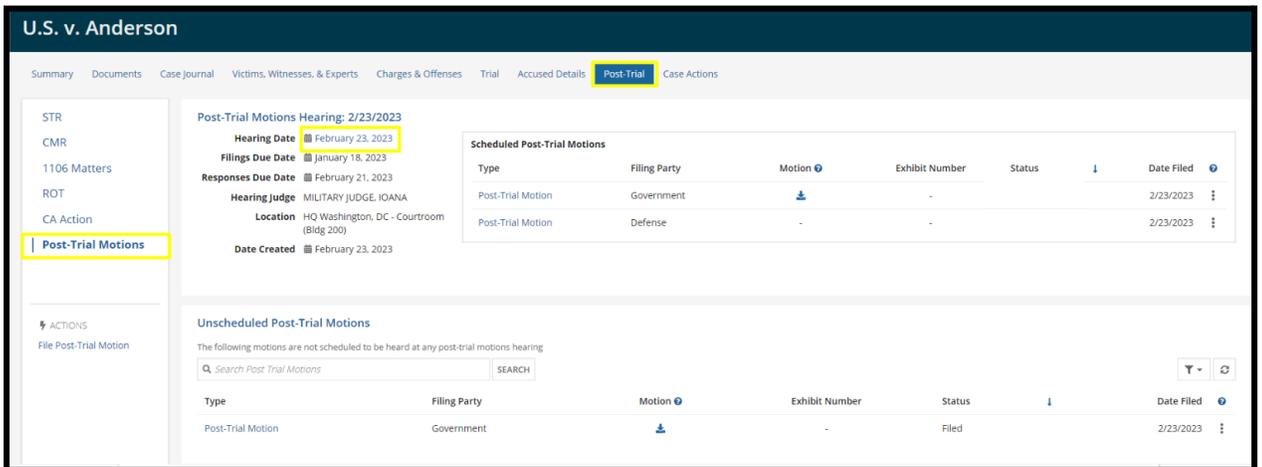
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



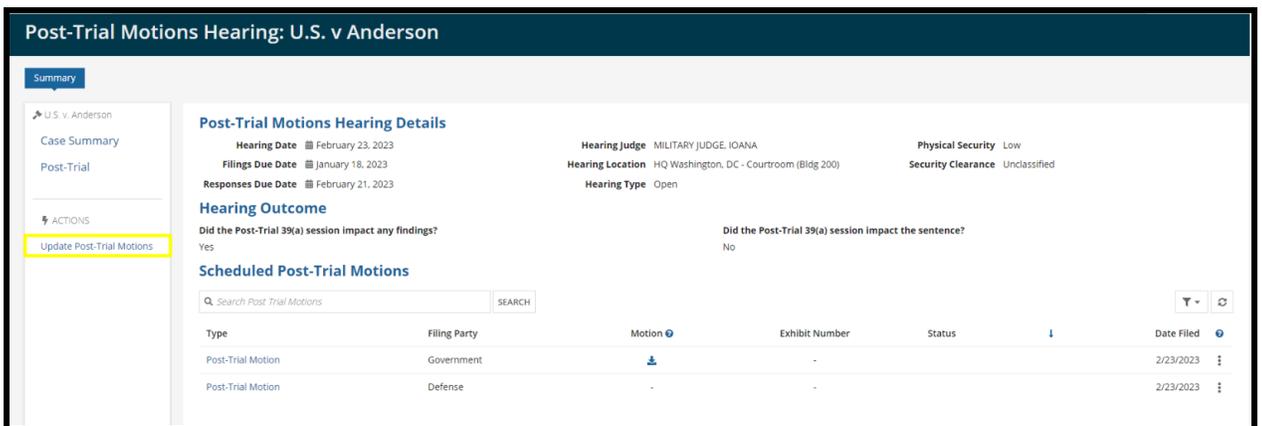
2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the "Post-Trial Motions" subtab under the "Post-Trial" tab.
4. Select the "Hearing Date" of a motions hearing to navigate to a summary view of the hearing.



5. From the summary view of the hearing, select the "Update Post-Trial Motions" action from the "Actions" list.



6. In the form, update the motions to be heard at the motions hearing by adding or removing motions from the "Scheduled Motions" grid.
  - a. Remove a motion from the motions hearing by selecting the "Remove" icon in the "Scheduled Post-Trial Motions" grid.

- i. See [File Motion](#) action for more details on scheduled and unscheduled motions.
- b. Add an unscheduled motion to the motions hearing by selecting the “Add” icon from the “Available Post-Trial Motions” grid.
  - i. See [File Motion](#) action for more details on scheduled and unscheduled motions.
- c. For more information on a motion, select the “Motion Type” value from the grids to view a summary view of the motion.

Update Scheduled Post-Trial Motions: U.S. v. Anderson

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Post-Trial Motions Hearing Details**

Hearing Date: February 23, 2023  
 Filings Due Date: January 18, 2023  
 Responses Due Date: February 21, 2023

Hearing Judge: MILITARY JUDGE, IOANA  
 Hearing Location: HQ Washington, DC - Courtroom (Bldg 200)  
 Hearing Type: Open

Physical Security: Low  
 Security Clearance: Unclassified

**Update Scheduled Post-Trial Motions**

The “Scheduled Post-Trial Motions” grid contains a list of all post-trial motions currently scheduled to be heard at the hearing. The “Available Post-Trial Motions” grid contains a list of all post-trial motions that are available to be scheduled to be heard at the hearing. Clicking the “plus” or “remove” icons on the two grids to add or remove post-trial motions for the hearing.

**Scheduled Post-Trial Motions**

Post-trial motions scheduled to be heard at the motions hearing. Clicking “remove” icon will remove the post-trial motion from the hearing.

Motion Type	Filing Party	Status	Date Filed
Post-Trial Motion	Government	Filed	Feb 23, 2023
Post-Trial Motion	Defense	Filed	Feb 23, 2023

**Available Post-Trial Motions**

Post-trial motions available to be scheduled at the motions hearing. Clicking the “plus” icon will add the post-trial motion to the hearing.

Motion Type	Filing Party	Status	Date Filed
Post-Trial Motion	Government	Filed	Feb 23, 2023

CANCEL SUBMIT

- 7. Select “Submit” to update the motions hearing.
- 8. The updated motions scheduled to be heard at the hearing appear in the “Scheduled Post-Trial Motions” section of the motion hearing summary.

Post-Trial Motions Hearing: U.S. v Anderson

**Summary**

U.S. v. Anderson

Case Summary  
 Post-Trial

**Post-Trial Motions Hearing Details**

Hearing Date: February 23, 2023  
 Filings Due Date: January 18, 2023  
 Responses Due Date: February 21, 2023

Hearing Judge: MILITARY JUDGE, IOANA  
 Hearing Location: HQ Washington, DC - Courtroom (Bldg 200)  
 Hearing Type: Open

Physical Security: Low  
 Security Clearance: Unclassified

**Hearing Outcome**

Did the Post-Trial 39(a) session impact any findings?  
 Yes

Did the Post-Trial 39(a) session impact the sentence?  
 No

**Scheduled Post-Trial Motions**

Search Post-Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Defense	-	-	Denied	2/23/2023

- 9. The updated motions hearing details are visible on the “Post-Trial” subtab under the “Post-Trial” tab.

**U.S. v. Anderson**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details **Post-Trial** Case Actions

STR  
CMR  
1106 Matters  
ROT  
CA Action  
**Post-Trial Motions**

**Post-Trial Motions Hearing: 2/23/2023**  
 Hearing Date February 23, 2023  
 Filings Due Date January 18, 2023  
 Responses Due Date February 21, 2023  
 Hearing Judge MILITARY JUDGE, IOANA  
 Location HQ Washington, DC - Courtroom (Bldg 200)  
 Date Created February 23, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Defense	-	-		2/23/2023

**Unscheduled Post-Trial Motions**  
 The following motions are not scheduled to be heard at any post-trial motions hearing

Search Post-Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	↓	-		2/23/2023
Post-Trial Motion	Government	↓	-		2/23/2023

## File DuBay Hearing Motion

- From the NCORS Legal Case Management site, select the “All Cases” tab.

HOME **ALL CASES** REPORTS TODD TC

- Select the "Case Number" of a case in the status “Dubay Hearing Ordered” to navigate to the summary page.

HOME **ALL CASES** REPORTS TODD TC

Page Size 25

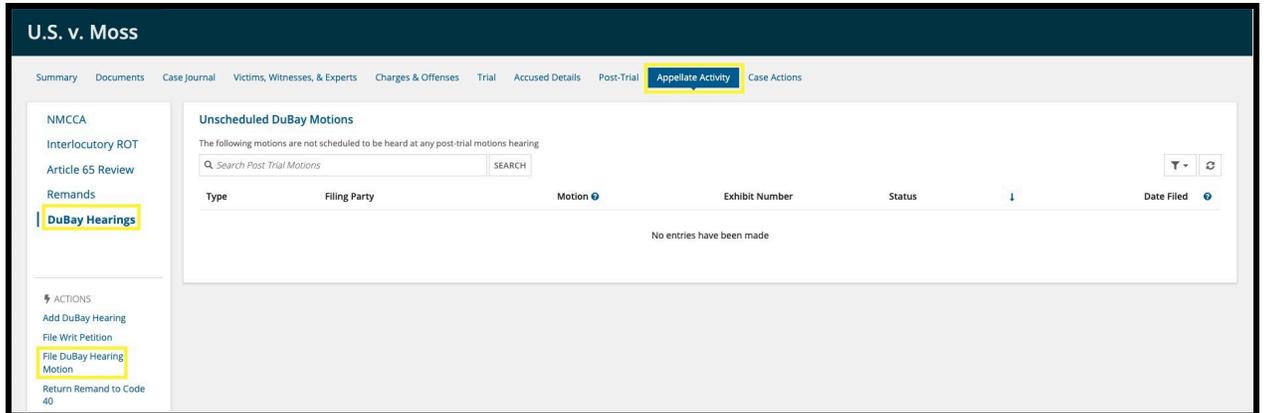
MY FILTERS Civ Monitor

Search cases by accused last name or case number SEARCH STATUS **Dubay Hearing Ordered** TRIAL COUNSEL Any LOCATION Any

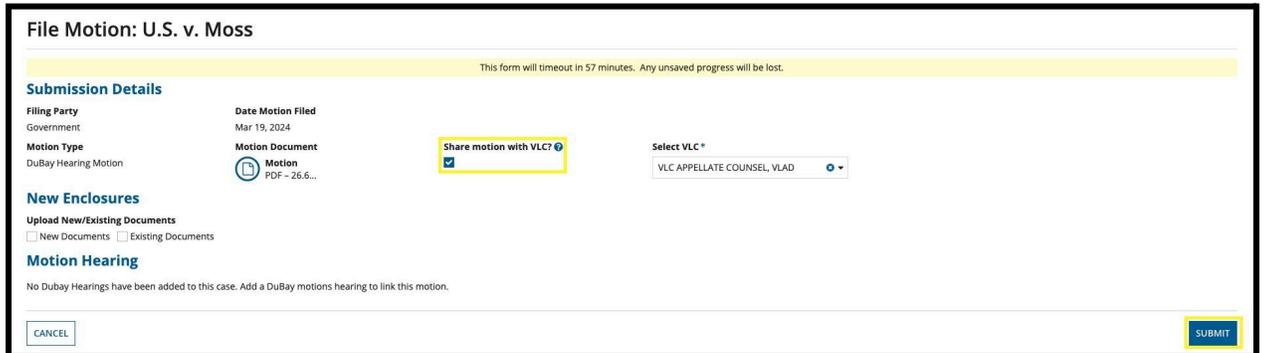
+ CREATE NEW CASE + ADD CASE UPDATES + GENERATE TEST CASE

Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type
U.S. v. Moss	<b>N-EU-24-0055</b>	MOSS, CR EUGENIE EUJETHIB	25262983	Article 101 - Improper use of countersign; Article 130 - Stalking; Article 132 - Retaliation	<b>DuBay Hearing Ordered</b>	TRIAL DEPARTMENT HEAD, SHANNON; TRIAL GOVERNMENT COUNSEL, TODD	2/6/2024	-

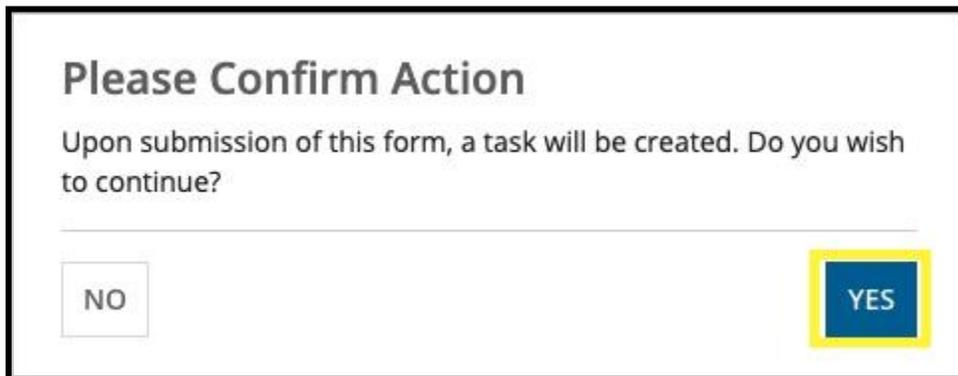
- Select the “Appellate Activity” tab and navigate to the “Dubay Hearings” subtab. Then select the “File Dubay Hearing Motion” action.



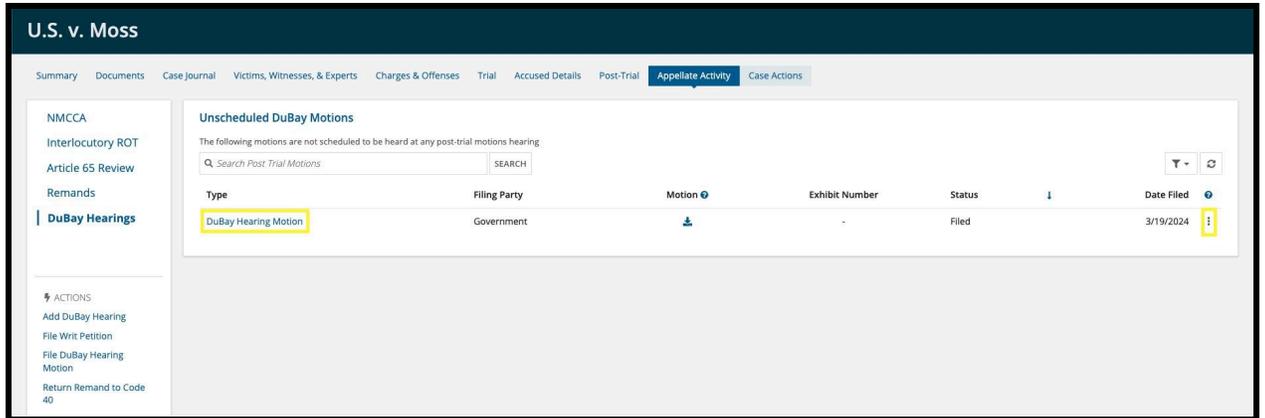
4. Fill out the form and on completion, select “Submit”.
  - a. Users can select the “Share motion with VLC” checkbox to display a new dropdown giving the users the ability to share the motion with specific VLC users.



5. Select “Yes” on the confirmation message to complete the action.



6. Users can select the type of the newly added motion to be navigated to the motion summary page. The user can also select the action menu on the right side of the grid to take available actions on this specific motion.

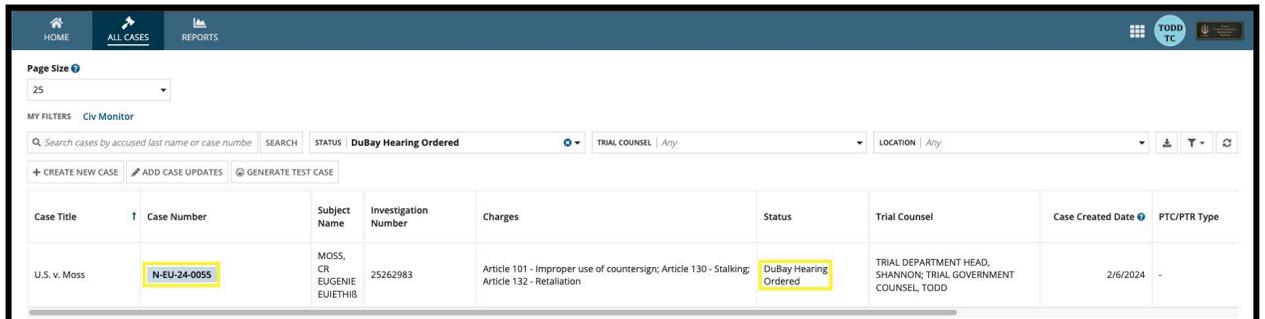


## Rule on DuBay Hearing Motion

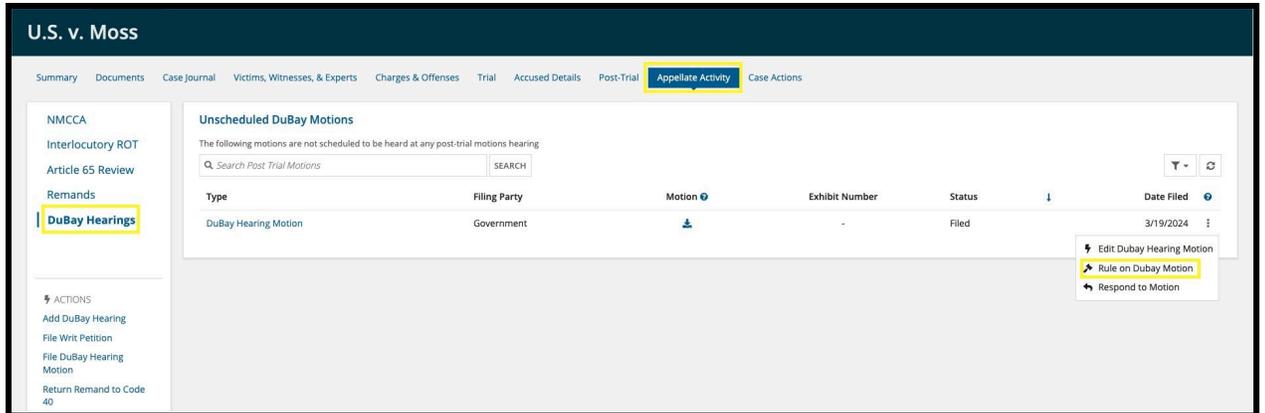
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



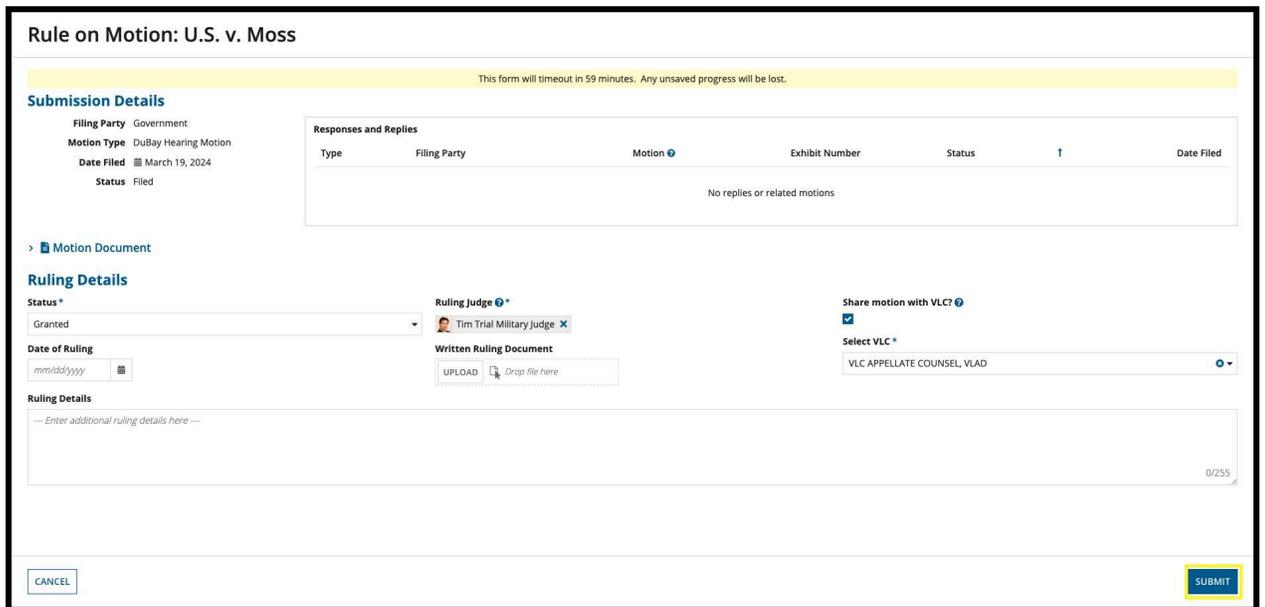
2. Select the "Case Number" of a case in the status "Dubay Hearing Ordered" to navigate to the summary page.



3. Select the "Appellate Activity" tab and navigate to the "Dubay Hearings" subtab. Then select the "Rule on Motion" action from the grid.



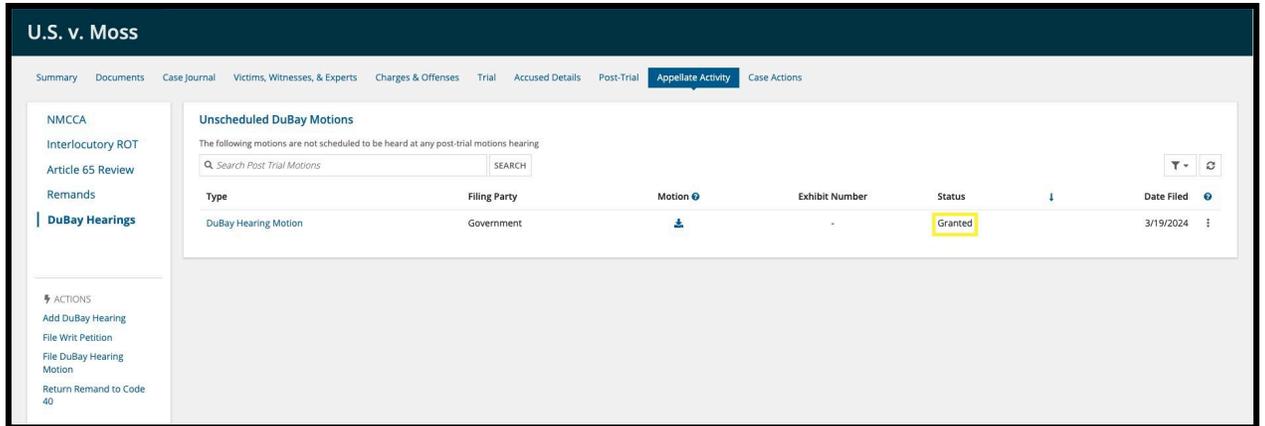
- Complete the form and select "Submit" to complete the form.



- Select "Yes" on the confirmation message to complete the action.



- User can see the updated status of the previously ruled on motion.

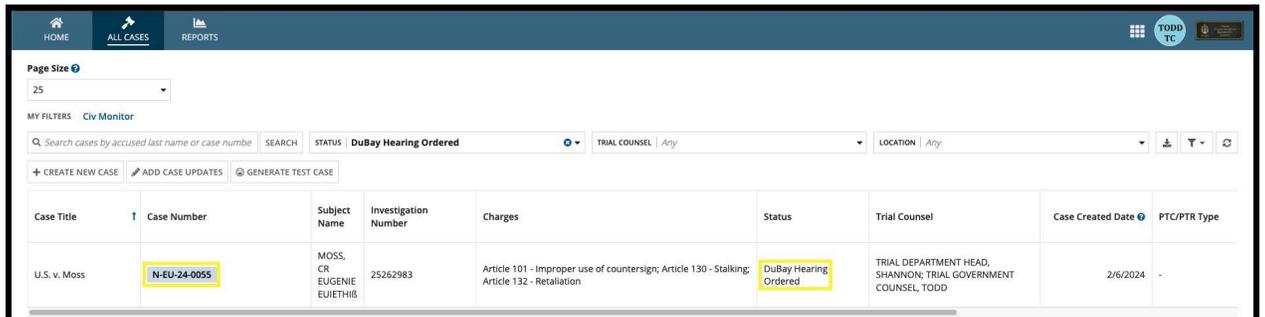


## Add DuBay Hearing

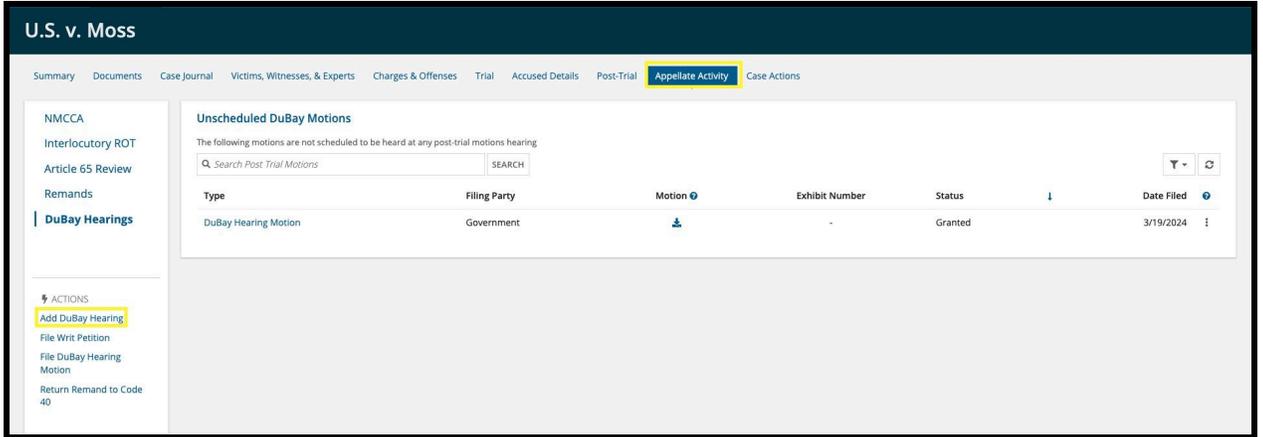
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



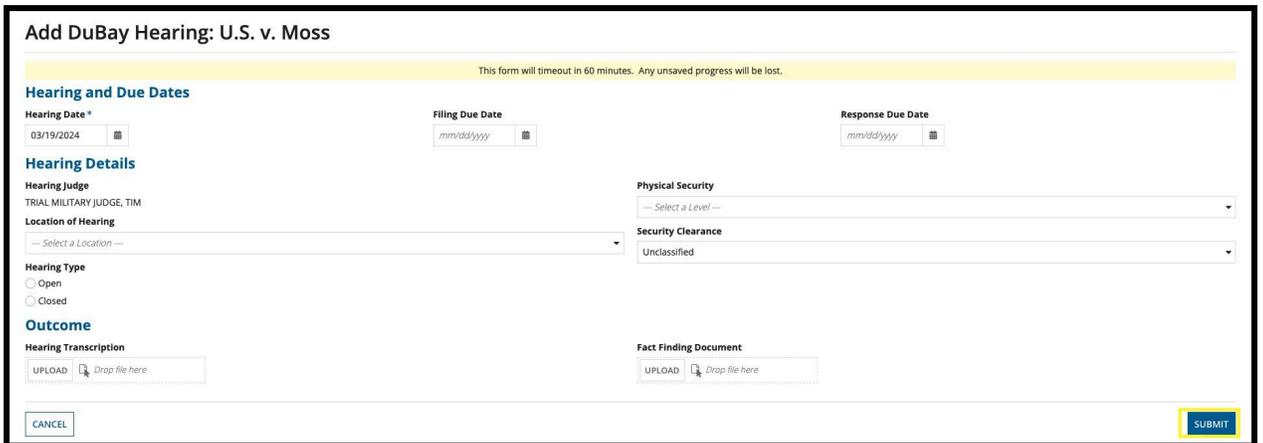
2. Select the "Case Number" of a case in the status "Dubay Hearing Ordered" to navigate to the summary page.



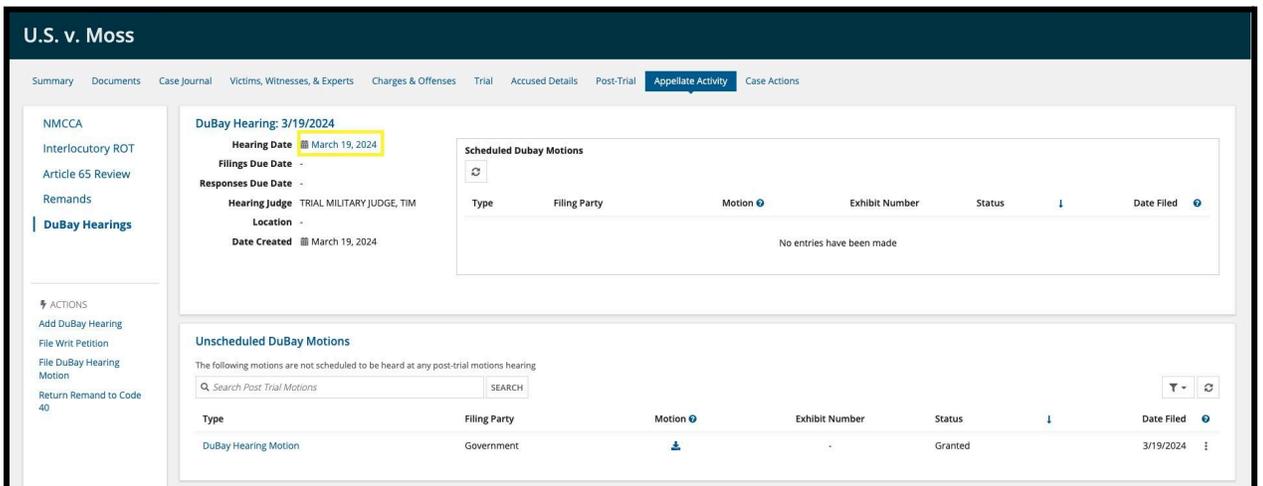
3. Select the "Appellate Activity" tab and navigate to the "Dubay Hearings" subtab. Then select the "Rule on Motion" action from the grid..



- User can complete the form then after, select “Submit” to complete the action.



- After submitting the form, the user can see the newly added “Dubay Hearing” on the dashboard. If the user selects the “Hearing Date” of the hearing, they can be navigated to the summary page of the hearing.



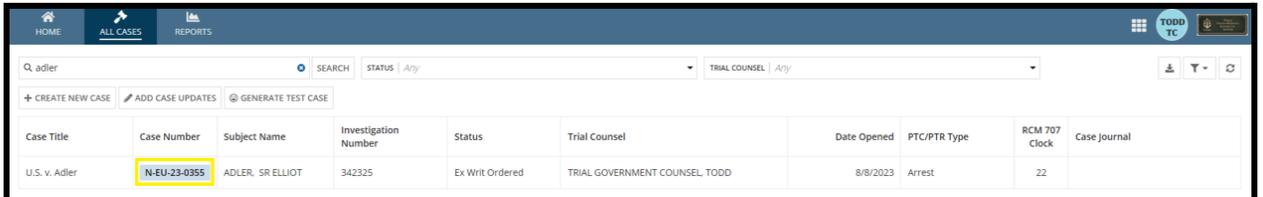
# Interlocutory Appeals

## Submit a Writ to NMCCA

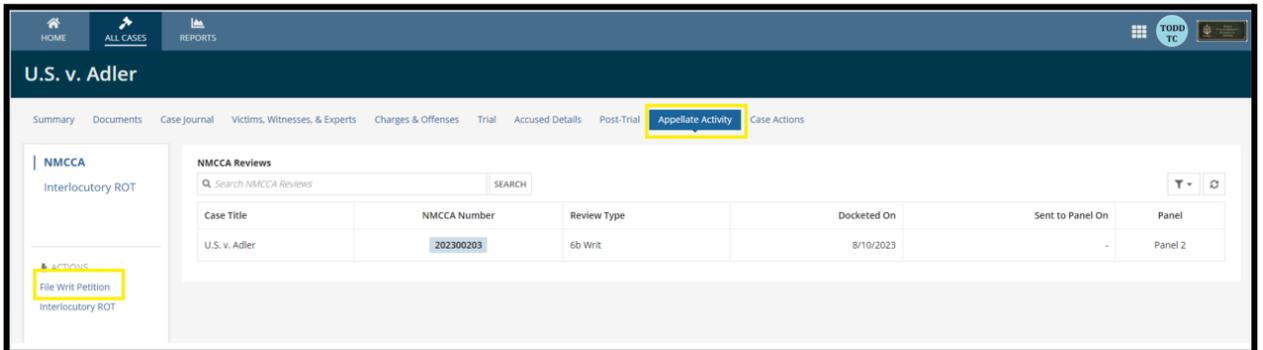
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



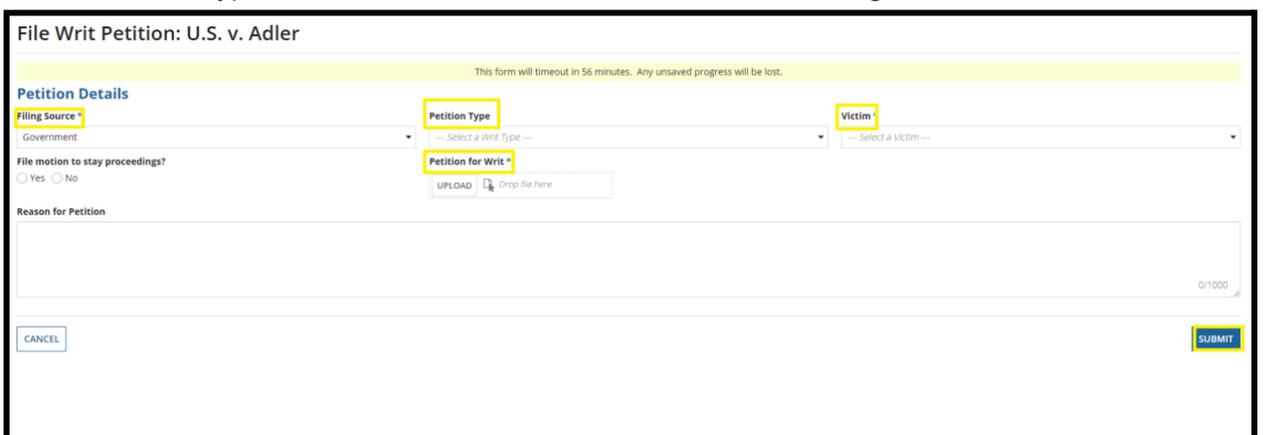
2. Select the "Case Number" to navigate to the case summary view.



3. From the case summary view, navigate to the “Appellate Activity” tab and select the “File Writ Petition” action from the “Actions” list.



4. Input the petition details of the writ petition being filed.
  - a. Under the “Filing Source” field, select either “Government” or “VLC”. Enter the Petition Type, Victim, and Petition Document before selecting Submit.



- Following submission, the task to review the Ex Writ is sent to Code 40 users, and an email notification is sent to the assigned judge, Code 45 and Code 46 Directors/Deputy Directors, and other counsel users detailed to the case.

## Add / Edit Details of Interlocutory ROT

- From the NCORS Legal Case Management site, select the “All Cases” tab.



- Select the "Case Number" to navigate to the case summary view.

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	RCM 707 Clock	Case Journal
U.S. v. Adler	N-EU-23-0355	ADLER, SR ELLIOT	342325	Ex Writ Ordered	TRIAL GOVERNMENT COUNSEL TODD	8/8/2023	Arrest	22	

- From the case summary view, navigate to the “Appellate Activity” tab and select the “Interlocutory ROT” subtab.
- Select the “Interlocutory ROT” action from the “Actions” list.
- Input the details of the interlocutory ROT and select “Submit”.

Prepare Interlocutory ROT: U.S. v. Adler

This form will timeout in 59 minutes. Any unsaved progress will be lost.

Interlocutory ROT Document

▼ ROT Details

Status

Physical ROT Details

Number of Volumes: 1  All Pages are Included

Number of PDF Pages: 2  Pages are Sequential

Number of Transcribed Pages: 3  Validated Index Sheet

Compliant with National Security Requirements

▼ ROT Verification

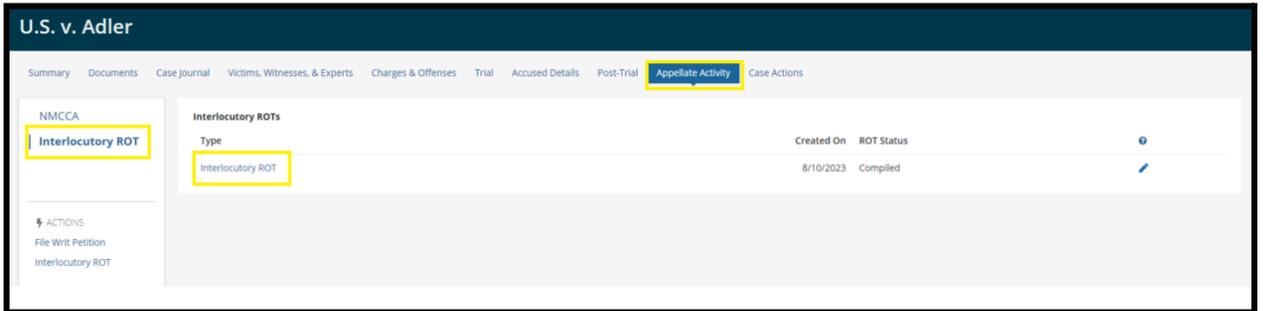
Military Judge:  Verified On:

▼ ROT Certification

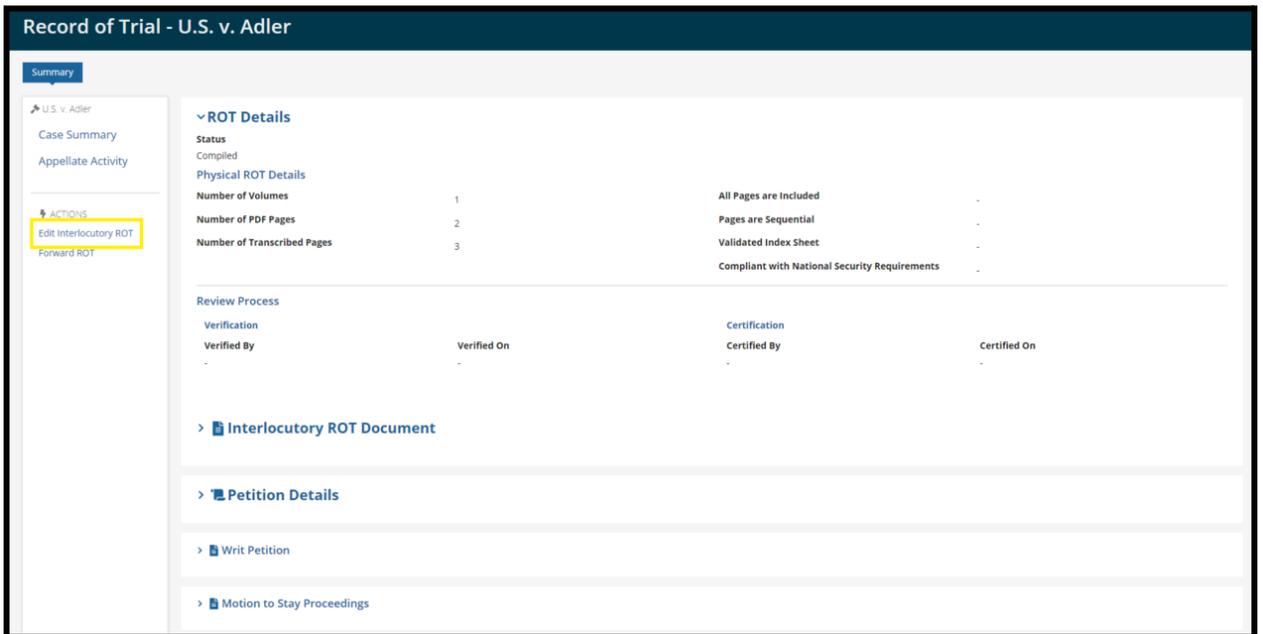
Court Reporter:  Certified On:

- Following submission, the ROT is visible in the “Interlocutory ROTs” grid on the “Interlocutory ROT” subtab.

7. Select the “Interlocutory ROT” in the grid column to navigate to a summary view of the interlocutory ROT.



8. From the summary view of the ROT, select the “Edit Interlocutory ROT” action from the “Actions” list to edit the prepared ROT.



- Input the appropriate details for the ROT and select “Submit” once completed to save the edits.

Prepare Interlocutory ROT: U.S. v. Adler

This form will timeout in 59 minutes. Any unsaved progress will be lost.

Interlocutory ROT Document

▼ ROT Details

Status

Physical ROT Details

Number of Volumes: 1  All Pages are Included

Number of PDF Pages: 2  Pages are Sequential

Number of Transcribed Pages: 3  Validated Index Sheet

Compliant with National Security Requirements

▼ ROT Verification

Military Judge:  Verified On:

▼ ROT Certification

Court Reporter:  Certified On:

CANCEL SUBMIT

## Forward Interlocutory ROT to Code 40

- From the NCORS Legal Case Management site, select the “All Cases” tab.

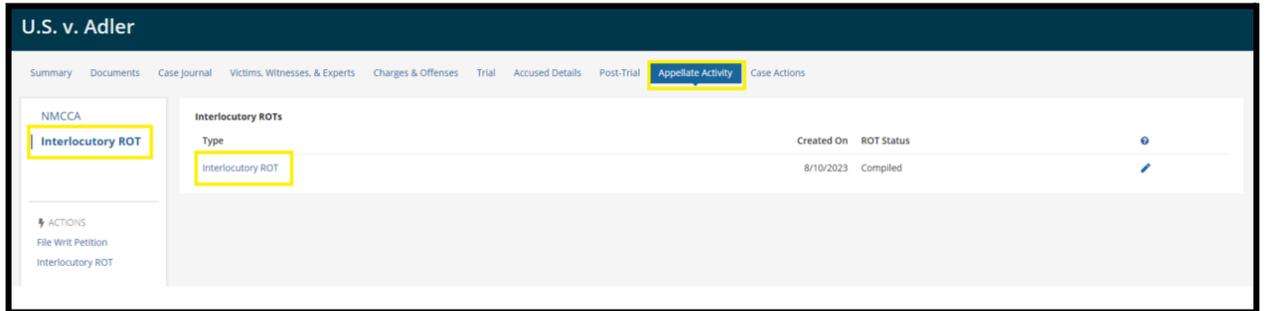


- For cases with the case status of “Ex Writ Ordered”, select the "Case Number" to navigate to the case summary view.

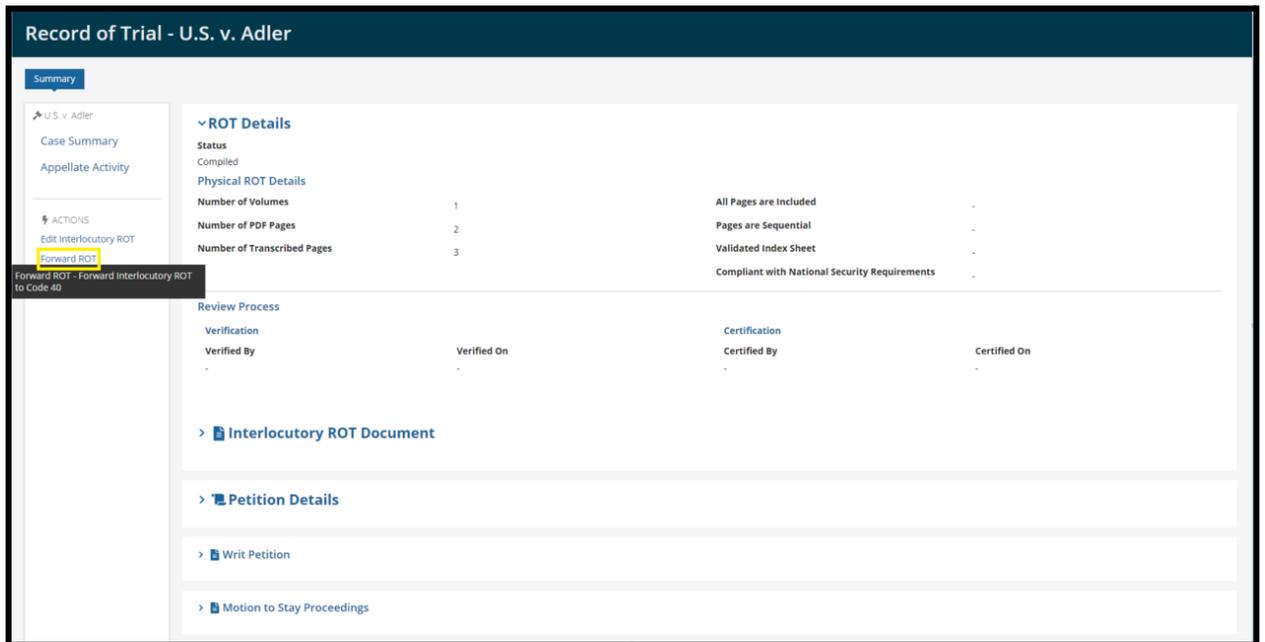
Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	RCM 707 Clock	Case Journal
U.S. v. Adler	N-EU-23-0355	ADLER, SR ELLIOT	342325	Ex Writ Ordered	TRIAL GOVERNMENT COUNSEL TODD	8/8/2023	Arrest	22	

- From the case summary view, navigate to the “Appellate Activity” tab and select the “Interlocutory ROT” subtab.

- Select the “Interlocutory ROT” in the grid column to navigate to a summary view of the interlocutory ROT.



- From the summary view of the ROT, select the “Forward ROT” action from the “Actions” list.



6. Enter the necessary details to forward the physical ROT to Code 40 and select “Submit”.

Forward to Code 40: U.S. v. Adler

This form will timeout in 58 minutes. Any unsaved progress will be lost.

▼ ROT Details

Status  
Completed

Physical ROT Details

Number of Volumes	1	All Pages are Included	-
Number of PDF Pages	2	Pages are Sequential	-
Number of Transcribed Pages	3	Validated Index Sheet	-
		Compliant with National Security Requirements	-

Review Process

Verification

Verified By	Verified On	Certification	Certified By	Certified On
-	-	-	-	-

Shipping Details

Delivery Method *	Tracking Number *	Date Shipped *
USPS	0192837465	08/01/2023

CANCEL SUBMIT

7. Following submission, a task is created for Code 40 users to review and forward the interlocutory ROT.

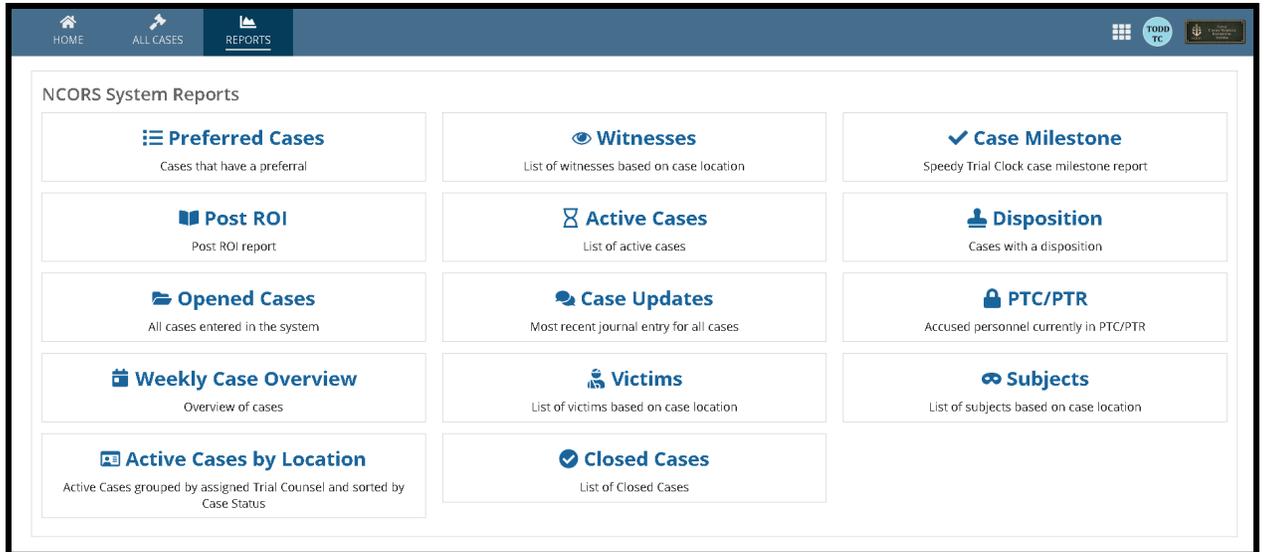
## Reports

### View, Filter, and Export Reports

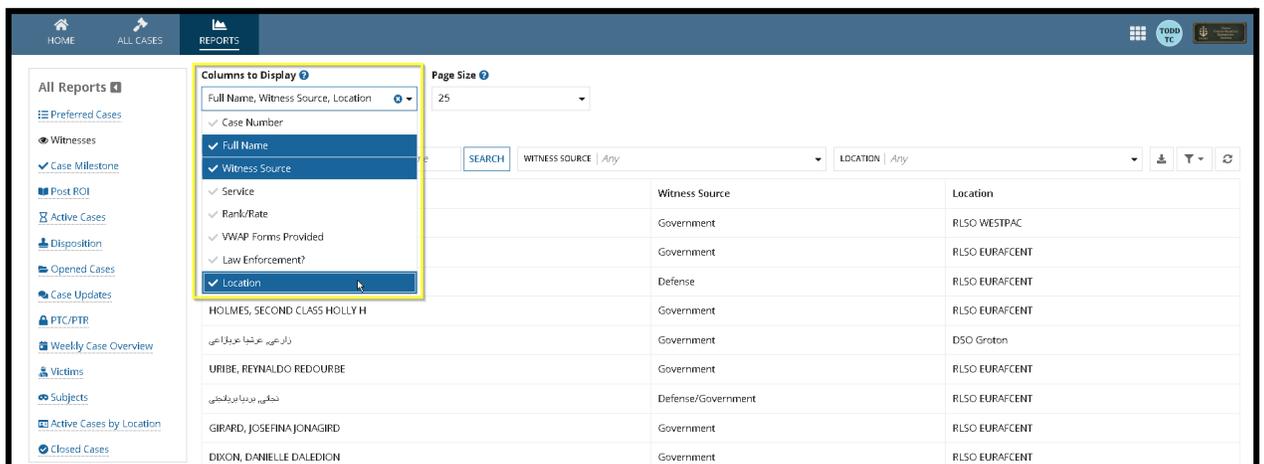
1. From the NCORS Legal Case Management site, select the “Reports” tab.



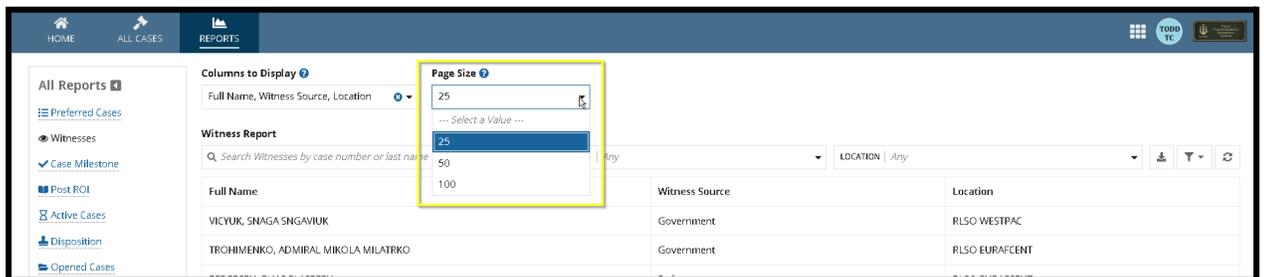
2. Select any of the available reports to be navigated to the report.
  - a. Report visibility is based on user role so the screenshot below may not accurately reflect the reports available to all users.



3. Filter the report as needed using the available components.
  - a. Report columns can be filtered using the “Columns to Display” dropdown.



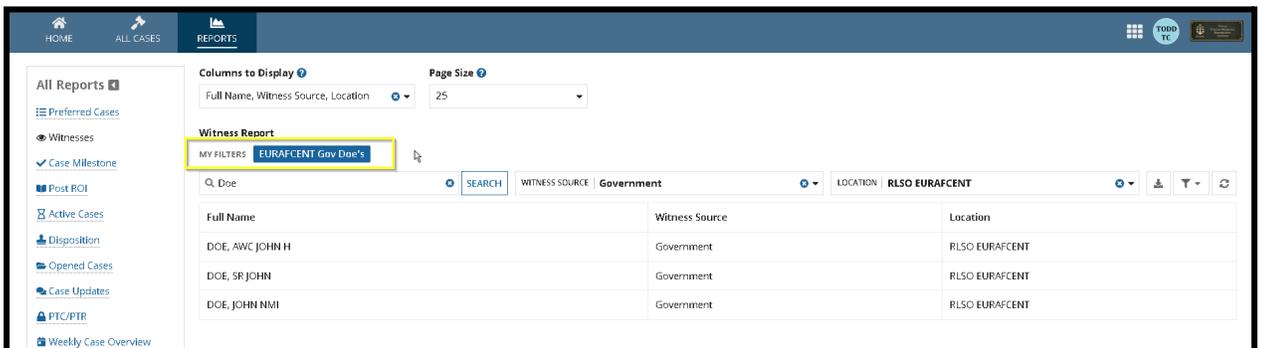
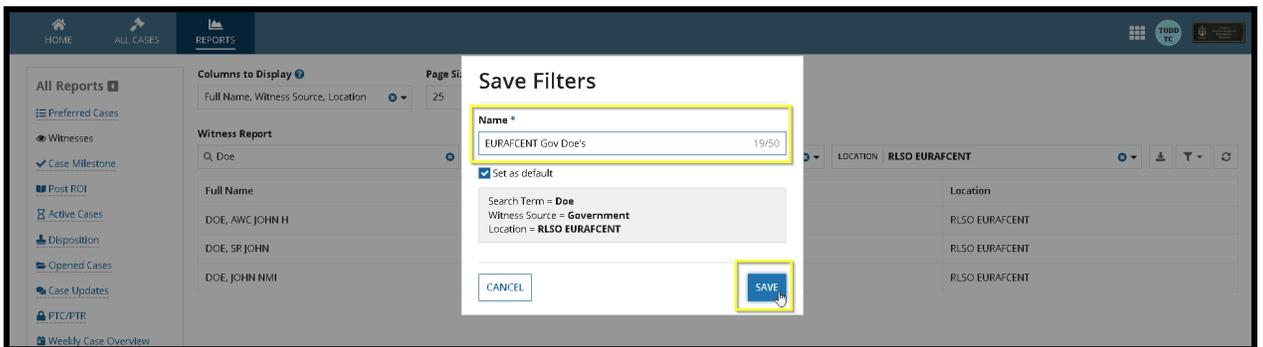
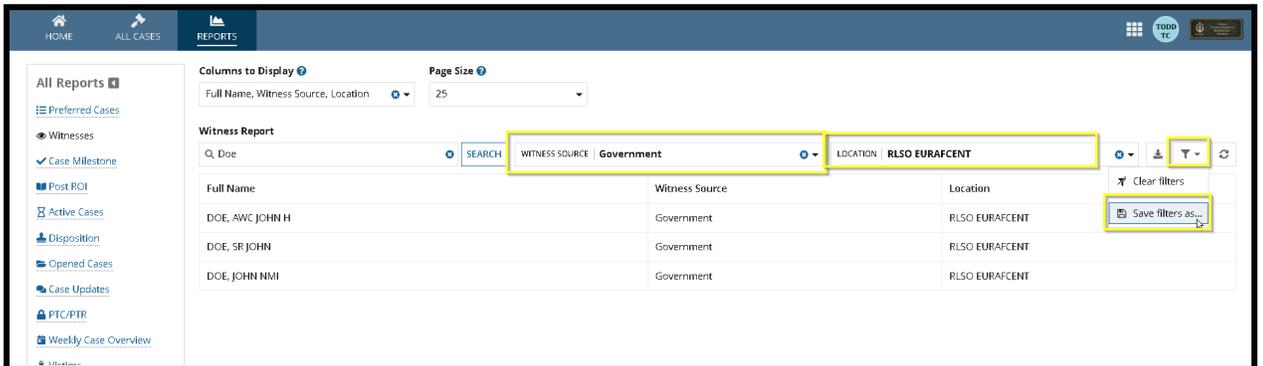
- b. The number of rows that appear for each page can be configured using the “Page Size” dropdown.



- c. The report can be further filtered by typing matching criteria into the “Search” bar.



d. Additional filters may exist that are specific to each report such as “Location” filters, and can be saved by selecting the “Filter” icon dropdown.



- e. Download the filtered data as needed by selecting the “Export to Excel” download icon.

The screenshot displays a web application interface for a 'Witness Report'. The top navigation bar includes 'HOME', 'ALL CASES', and 'REPORTS'. A sidebar on the left lists various report categories like 'All Reports', 'Preferred Cases', 'Witnesses', 'Case Milestone', 'Post ROI', 'Active Cases', 'Disposition', 'Opened Cases', 'Case Updates', 'PTC/PTR', 'Weekly Case Overview', and 'Victims'. The main content area shows a table with columns for 'Full Name', 'Witness Source', and 'Location'. The table is filtered by 'EURAFCENT Gov Doe's' and 'Government'. The 'Export to Excel' button is highlighted with a yellow box, and a tooltip explains its function: 'Export to Excel - Exports the currently filtered list of records as an Excel file.'

Full Name	Witness Source	Location
DOE, AWC JOHN H	Government	RLSO EURAFCENT
DOE, SR JOHN	Government	RLSO EURAFCENT
DOE, JOHN NMI	Government	RLSO EURAFCENT