# Naval Court-Martial Reporting System (NCORS)

# **Defense Office User Guide**



January 8, 2025 Version 1.8.0

#### Prepared By: NCORS Development Team

### **Revision History**

Version	Date	Author	Summary of Changes
1.0.0	2/24/2023	Aman Kapoor, Kehinde Odusanya	Defense Office - Administrative Boards, PersRep, Court-Martial Case Actions V1
1.0.1	4/20/2023	Aman Kapoor	Defense Office - Updates to Administrative Boards, Case Documents Zip File Generation and Download
1.1.0	08/24/2023	Ryan Noone	Updated for NCORS Production Release 1
1.2.0	11/30/2023	Ryan Noone	Updated for NCORS November Release
1.3.0	4/1/2024	Ryan Noone	Updated for Q3 release
1.4.0	5/17/2024	Ryan Noone	Updated for the Q4 release
1.5.0	07/31/2024	Ryan Noone	Updated for OY1 Q1 release
1.6.0	09/23/2024	Ryan Noone	Updated for OY1 interim release
1.7.0	11/21/2024	Appian Team	Updated for OY1 Q2 Release
1.8.0	01/08/2025	Appian Team	Updated for OY1 Q2 Release

### <u>NCORS</u> <u>Legal Case Management</u> <u>Defense Office User Guide</u>

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 Trial Office, VLC, or Trial Judiciary users.

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### Administrative Boards of Inquiries

### Add Administrative Board of Inquiry

1. From the NCORS Defense Services site, select the "Admin Boards" tab.

<b>A</b>	*	<b>2:</b>	Ê		III (ARIÈ) appian
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

2. Select the "Add Admin Board" button on the top left of the page.

🖅 ADD ADMIN BOARD				± T· C
Q. Search DSO Admin Boards	SEARCH			
Client	Rank	Service Branch	Date Notified	Board Start Date
WILLIAMS, AMCS JEFFREY	Senior Chief	USN	2/10/2023	2/8/2023
GRAHAM, SEAMAN APPRENTICE JOHN	Seaman Apprentice	USN		12

- 3. From the Add Administrative Board form, user can input:
  - a. Client Details:
    - i. Admin Board Client Details
    - ii. Service Details
    - iii. Contact Information

Admin Board	l Details								
		This form wil	I timeout in 59 minutes. Any unsaved progress will be lo	lost.					
Client Details	Admin Board Client Details		First Name *			Middle Name	Suffix		
Board Details	Enter Last Name		Enter First Name			Middle Name	Suffix		
Basis	Sex	Race		Eti	hnicity			Date of Birth	
Outcome	Select a Value	• Sele	ct a Value		Select a Value		•	mm/dd/yyyy	
Review	Service Details								
	Service Status								
	Select a Service Status 💌								
	A Select a "Service Status" above to begin entering data								
	Service Branch		EDIPI / DOD						
	Select a Service Branch		▼ Enter EDIPI	I / DOD ID					0/10
	Grade		Rank			Unit			
	Select a Grade	*	Select a Rank		*	Enter a Unit			
	Rating		EAS						
	Select a Rating		mm/dd/yyyy 🚔						
	Contact Information								
	Email Address		Phone Number (Primary)			Phone Number (Alternate)			
	john.doe@example.com		123-456-7890			123-456-7890			
	Street Address or PO Box					Apartment or Unit Number			
	Enter Address/PO Box					Enter Apartment/Unit Number			
CANCEL									NEXT

- b. Board Details:
  - i. Board Intake
  - ii. Board Details
  - iii. Additional Board Details

Admin Board D									
Client Details	ms Board Intake Admin Board Type	Torm will timeo	ut in 56 minutes. An	y unsaved pr	Admin Board Location				
Board Details	Select a Value			•	Select a Value				•
Basis	Discovery Received Date				Request for Counsel Rece	ived Date			
Outcome	mm/dd/yyyy				mm/dd/yyyy 🛱				
Review	Board Details								
	Board Date	Board End Da	ate (if different)		Board Notified Date		Date Counsel Assigned		
	mm/dd/yyyy 🗰	mm/dd/yyyy	曲		mm/dd/yyyy 🛱		mm/dd/yyyy 🛱		
	Notification Paperwork	Recorder			Other Recorder?				
	UPLOAD 🖺 Drop file here								
	Additional Board Details								
	Was an expert consultant/witness involved	?	Includes Covered	Offenses?		Covered Offen	ise Type		
	◯ Yes ◯ No		⊖Yes ⊖No			Select a Valu	lue		*
	Was there a civilian defense counsel?		Was there DSO p	ersonnel tra	vel required?	Number of day	ys traveled		
	○ Yes ○ No		🔾 Yes 🔵 No			Enter number	of days traveled		
	Was Navy Independent Defense Funding Sp Yes No	ent?							
CANCEL								ВАСК	NEXT

- c. Basis:
  - i. Board Status
  - ii. Basis Type and Basis Finding

Admin Board	d Details		
	This fo	orm will timeout in 58 minutes. Any unsaved progress will be lost.	
Client Details Board Details	Basis Board Status * Not Walved (Not Further Specified)		
Basis Outcome	Basis Type	Basis Finding	0 - x
Review	Add New Basis		
CANCEL			BACK

- d. Outcome:
  - i. Recommendation by the board.
  - ii. Characterization.
  - iii. Recommended pay grade.
  - iv. Note: if all bases in the previous step were unsubstantiated, no data entry will be available on this step.

Admin Boar	d Details			
	This form w	ill timeout in 58 minutes. Any unsaved progress will be lost.		
Client Details	Outcome			
	Recommendation by the Board	Characterization	Recommended Paygrade 🕢	
Board Details	Select a Value 👻	Select a Value	Select a Value	-
Basis				
Outcome				
Review				
l,				
CANCEL				BACK NEXT

e. On the last step of the wizard, the user can review and update any information.

		This form wil	Il timeout in 57 minutes. Any unsaved progress will be lo	ost.			
Client Details	Admin Board Client Details						
	Last Name *		First Name*		Middle Name	Suffix	
Board Details	Enter Last Name		Enter First Name		Middle Name	Suffix	
Basis	Sex	Race		Ethnicity			Date of Birth
Outcome	Select a Value	▼ Sele	ct a Value	▼ Select a Valu	e		mm/dd/yyyy
Review	Service Details						
	Service Status						
	Select a Service Status						
	A Select a "Service Status" above to begin entering data						
	Service Branch		EDIPI / DOD	ID			
	Select a Service Branch		▼ Enter EDIPI	I DOD ID			
	Grade		Rank		Unit		
	Select a Grade	*	Select a Rank		Enter a Unit		
	Rating		EAS				
	Select a Rating		mm/ddlyyyyy 🗰				
	Contact Information						
	Email Address		Phone Number (Primary)		Phone Number (Alternate)	0	
	john.doe@example.com		123-456-7890		123-456-7890		
	Street Address or PO Box				Apartment or Unit Number		

- 4. Select "Submit" once complete.
- 5. The user can select the name of the new client from the list of Administrative Boards to be taken to a read-only summary of the board.

### Edit Administrative Board of Inquiry

1. From the NCORS Defense Services site, select the "Admin Boards" tab.



2. Select the "Client" name to navigate to the Administrative Board's Summary page.

<b>Q</b> Search DSO Admin Boards	SEARCH								
Client	Rank	Service Branch	Date Notified	Date of Admin Board	Board Basis				
WILLIAMS, AMCS JEFFREY	Senior Chief	USN	2/10/2023	2/8/2023	Report of NJP				
GRAHAM, SEAMAN APPRENTICE JOHN	Seaman Apprentice	USN	-	-	-				

3. From the summary page, navigate to the "Related Actions" tab and select "Edit Admin Board".

WILL	IAMS, AMCS JEFFREY
Summa	ry Admin Board Journals Documents Related Actions
	Edit Admin Board Action to edit Admin Board details
∎≡	Add Admin Board Journal Add a Admin Board journal to the Admin Board
<b>1</b>	Upload Document Upload a document

- 4. From the Edit Administrative Board form, the user can update any previously inputted information (as entered in Add Administrative Board of Inquiry).
  - a. Note: User will not be able to edit the Service Details of the Client.
- 5. Select "Submit" once complete.
  - a. The user is returned to the "Related Actions" tab of the Administrative Board. From here, the user can navigate back to the "Summary" tab to view the updated information.

### Add Administrative Board Journal

1. From the NCORS Defense Services site, select the "Admin Boards" tab.

r 🕆	<u>.</u> .	Ê	<b>L</b>	III (MARIE) appian
HOME CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

2. Select the "Client" name to navigate to the Administrative Board's Summary page.

<b>Q</b> Search DSO Admin Boards	SEARCH				
Client	Rank	Service Branch	Date Notified	Date of Admin Board	Board Basis
WILLIAMS, AMCS JEFFREY	Senior Chief	USN	2/10/2023	2/8/2023	Report of NJP
GRAHAM, SEAMAN APPRENTICE JOHN	Seaman Apprentice	USN	-	-	-

- 3. From the summary page, navigate to the "Admin Board Journals" tab and select "Add Admin Board Journal".
  - a. This action is also available from the "Related Actions" tab.

WILLIAMS, AMO	S JEFFREY
Summary Admin Board Jour	nais Documents Related Actions
Admin Board Journals	Admin Board Journal Enter text to search all Journal entries Q SEARCH D RESET
ACTIONS	DSO SENIOR DEFENSE COUNSEL, MARIE  D 2/16/2023 1:57 PM EST Awaiting response from Joanne regarding outcome decisions
	View More (0) >

- 4. Input the journal entry and any additional information:
  - a. User may mark the entry as a "Public Entry" (if desired).
    - i. Public entries are visible to all users with access to the Administrative Board.
  - b. User may "Add and Notify Recipients" and select the recipient(s) to the journal entry.
    - i. Recipients will receive an automated notification upon submission to review the journal entry.

Add Admin Boa	rd Journal	
Journal Entry *		
Entry Text		
		0/1000
Public Entry?	Add and Notify Recipients? Ves • No	

- 5. Select "Submit" to add the journal entry to the Administrative Board.
- 6. Journal entries are visible in the Administrative Board journal.
  - a. A maximum of 10 entries are displayed on a page, to view more select the "View More" button."

### Upload Administrative Board Document

1. From the NCORS Defense Services site, select the "Admin Boards" tab.

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS	appían
---	--------

2. Select the "Client" name to navigate to the Administrative Board's Summary page.

<b>Q</b> Search DSO Admin Boards	SEARCH				
Client	Rank	Service Branch	Date Notified	Date of Admin Board	Board Basis
WILLIAMS, AMCS JEFFREY	Senior Chief	USN	2/10/2023	2/8/2023	Report of NJP
GRAHAM, SEAMAN APPRENTICE JOHN	Seaman Apprentice	USN	-	-	-

3. From the summary page, navigate to the "Documents" tab and select "Upload Document".

- a. This action is also available from the "Related Actions" tab.
- 4. Select the action link to "Upload Document" to upload a new file.

WILLIAMS, AMC	CS JEFFREY						
Summary Admin Board Jour	rnals <b>Documents</b> Related Act	tions					
Documents	All Documents		SEARCH			T- S	
ACTIONS	Document 😧	Last Updated		Ļ	Туре	0	
	Admin Board Notes PDF - 52.3 KB	2/16/2023 2:52 PM Arie DSO Senior Defense Cour	isel	A	dmin Board N	lotes	

5. Select the file to upload, input the document type and select whether the document is "Redacted" under the attributes.

	Document Upload Upload a new document to the admin board and enter related information as required.								
File Upload *		Document Type *							
UPLOAD	Drop file here	Select a document type 👻							
Document At									

- 6. Select "Submit" once complete and to add the document to the Administrative Board file.
  - a. To submit multiple documents, select the "Submit and Add Another Document" button to continue to upload documents.
- 7. The user can view the uploaded document by navigating to the "Documents" tab and selecting the document.
  - a. User can preview and/or download the document by selecting the document name from the "All Documents" list.

Documents	All Documents								
	<b>Q</b> Search Documents		SEARCH			<b>▼</b> - 0	1 / 1	- + ∣ <i>\$</i> )	± ē
ACTIONS load Document	Document 🕑	Last Updated		1.	Туре	0			
	Admin Board Notes PDF - 52.3 KB	2/16/2023 2:52 PM Arile DSO Senior Defense	Counsel		Admin Board Note	es			
	DD 490	2/9/2023 1:28 PM			Show Cause Repo	rt		This is a Government 405(	k) Submission
	PDF - 27.3 KB	🛓 Edna DSO Paralegal							

### Remove Administrative Board Document

1. From the NCORS Defense Services site, select the "Admin Boards" tab.



2. Select the "Client" name to navigate to the Administrative Board's Summary page.

A Home	م ج CASES		CLIENTS	ADMIN BOARDS	REPORTS					MARIE DSO	<b>Ú</b>	National State
<b>Q</b> Search DS	O Admin Boaro	SEARCH	DATE NOTIF	IED Any - Any	•	BOARD DATE   Any - Any	v <b>-</b>	ADMIN BOARD TYPE	Any	• ±	<b>T</b> -	-
	лy	•	BASIS TYPE	Any	-	status   Any	•					
a ADD ADMI	N BOARD											
Client 1	Board Status	Paygrade	Board Type	Date Detailed	Da Notifi		Board Closed Date	Board Waived Date	Board Canceled Date	DSO Off	ice	
AA	Canceled	-	-				-		11/18/2024	DSO Anr	napolis	
Berries SN Blue	Waived	E-3	AdSep	11/7/2024	11/6/20	24 11/7/2024		11/7/2024		DSO Rot	а	
Clarke Joan	Pending	-	BOI	10/30/2024	10/30/20	24 10/30/2024	-		-	DSO Anr	apolis	
Dillon SR	Pending	E-1	AdSep	8/13/2024	8/15/20	- 24	-			DSO Wa		n

- 3. From the summary page, navigate to the "Admin Board Journals" tab and view the Admin Board Documents grid. Select the edit icon for a document in the grid.
  - a. Documents that have an information icon in place of an edit icon can only be replaced or removed from their original data source.

Berries SN Blue						
Summary Board Details A	Admin Board Journals	Documents Related Actions				
Documents	All Documents	ents	SEARCH	I	τ.	- <i>Q</i>
ACTIONS Upload Document	Document 🕑	Last Updated	ţ	Туре	0	Q
	caseNotes1 TXT - 0 KB	11/19/2024 2:25 PM Arie DSO Senior Defense Counsel	Admin Board Note			ø
	<b>audio</b> TXT - 0 KB	11/7/2024 10:51 AM Amarie DSO Senior Defense Counsel		dmin Board cation Paperwork		0

4. In the form, user can replace the existing document with a new document, or select the 'Remove' button to deactivate the document.

Document Upload	oard and enter related information as required.
	This form will timeout in 60 minutes. Any unsaved progress will be lost.
Document Type * Admin Board Notes Document Attributes Redacted File ?	File Upload* CaseNotes1 TXT - < 1 KB
CANCEL	REMOVE         SUBMIT & ADD ANOTHER DOCUMENT         SUBMIT

5. Upon submission, the document will no longer be visible in the Admin Board Documents grid.

### Add Conflict (Admin Board)

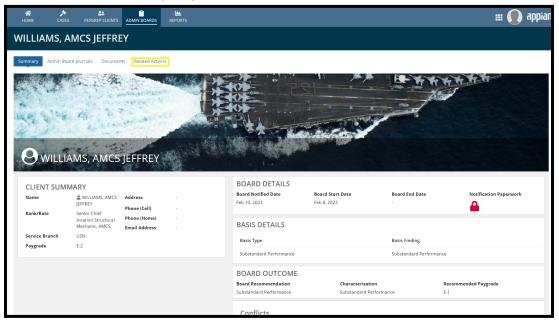
1. From the NCORS Defense Services site, select the "Admin Boards" tab.

<b>^</b>	*	•	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

2. Select an Admin Board Client

HOME CASES PERS	SREP CLIENTS ADMIN BOARD	S REPORTS			🎟 🌔 appiar
E ADD ADMIN BOARD					± ₹• 3
<b>Q</b> Search DSO Admin Boards	SEARCH	e Notified   Any - Any	▼ 5	TART DATE   Any - Any	•
Client	Rank		Service Branch	Date Notified	Board Start Date
WILLIAMS, AMCS JEFFREY	Construc	tionman Apprentice	USN	2/10/2023	2/8/2023
GRAHAM, SEAMAN APPRENTICE JOH	N Airman F	lecruit	USN	-	-
HUGHES, SERGEANT TODD	Ensign		USN	3/28/2023	4/1/2023
HUGHES 2, MIDSHIPMAN TODD	Lieutena	nt General	USMC	3/29/2023	3/27/2023
HUGHES, MIDSHIPMAN TODD	Lieutena	nt General	USMC	4/2/2023	4/4/2023
BEES, CHIEF BURT	Airman A	pprentice	USN	4/8/2023	4/6/2023
HARSCH, JACK AUGUSTIN, III	-		-	4/17/2023	4/17/2023
HARSCH, CTI3 JACK AUGUSTIN, X	Fireman	Recruit	USN	4/18/2023	4/18/2023
BASIS, GSM3 TODD	Fireman	Recruit	USN	4/20/2023	4/18/2023
HARSCH, JACK, XI	-		-	-	-
HARSCH, JACK, XII	-		-	-	-
BASIS. TODD	_		-	-	4/18/2023

3. From the Client Summary page select the "Related Actions" tab.



4. On the "Related Actions" tab, select the "Add Conflict" action.

<b>М</b> Номе	CASES	PERSREP CLIENTS		L REPORTS		🏼 🌔 appian
WILL	IAMS, AM	ICS JEFFRE	Y			
Summar	y Admin Board J	ournals Documen	ts Related Actio	ns		
ľ	Edit Admin Board Action to edit Adm					
<b>1</b> ≡	Add Admin Board Add a Admin Board	Journal d journal to the Admi	n Board			
1	Upload Documen Upload a documen					
<b>*</b>	Add Conflict Add or Edit Admin	Board Conflict				

- 5. From the Admin Board Conflict check form:
  - a. User can select the "Add New Conflict" radio button.
  - b. Upon selecting the "Add New Conflict" radio button, select the "Other Conflict" radio button and the following form will be displayed for the user to input information for the new conflict.
    - i. If "NCORS User" is selected, the user will be prompted to input a valid DSO user in the system.
  - c. Select "Submit" upon completion of the form.

		This form will timeout in 55 minutes	es. Any unsaved progress	will be lost.				
	NCORS User or Other Conflict?							
Enter Conflict Information		1						
Last Name *		First Name*			Middle Name	Suffix		
Enter Last Name		Enter First Name			Middle Name	Suffix		
Sex	Race			Ethnicity			Date of Birth	
Select a Value	✓ Select	t a Value	•	Select a Value		-	mm/dd/yyyy	
Service Details								
Service Status Select a Service Status								
Conflicted Reason								
Conflicted Reason			Upload Conflicted Doc	cumentation				
Select a Type of Conflict		•						
Additional Details 🕜								
								0/25
CANCEL								SUBN
Type of Conflict *								
Select a Type of Conflict -								
Select a Type of Conflict -								
Select a Type of Conflict -								

#### 6. Alternatively, users can search for existing conflict

a. User can select the "Search Existing Conflict" radio button.

HOME CASES	PERSER CLENTS ADMIN BOARDS REPORTS	💷 🎯 appi
	GRAHAM, AR JOHN	
	Summary Admin Board Journals Documents Related Actions	
	Add Conflict: U.S. v. Graham Add conflicts y saveling for watering conflict or by adding a new one.	
	This form will timeout in 60 minutes. Any unswed progress will be lost.	
	Search Existing Conflicts or Add a New Conflict*	
	SUBMT:	

- b. User can select whether to search by "Subject/Client" last name or by "Conflict" last name.
- c. Enter last name to search by in the text box and select submit button to search

Other

нома САЗ						🎟 🍪 appian
	GRAHAM, AR JOHN					
	Summary Admin Board Journals Documents	lelated Actions				
	Add Conflict: U.S. v. Grah					
		This form will timed	ut in 60 minutes. Any unsaved progress will be lost.			
	Search Existing Conflicts or Add a New Conflict?*  Search Existing Conflict  Add New Conflict	Search by Subject/Client or Conflict Last Name? Subject/Client Conflict		st Name of Subject/Client Q. SEARCH	l i	
	CANCEL				SUBMIT	

d. After the search completes a selectable grid will be displayed with Cases, Admin Boards, and DSO Persrep clients.

Summany Admin B							
Saminary Samino	ard Journals Docume	Related Act	tions				
	ict: U.S. v. G						
				This form will timeout in 26 min	inutes. Any unsaved progress will be lost.		
	flicts or Add a New Conf			r Conflict Last Name?		Last Name of Subject/Client	
	flicts or Add a New Conf nflict O Add New Confli		th by Subject/Client or bject/Client O Conflict		Search by I	Last Name of Subject/Client	Q SEARCH
						Last Name of Subject/Client	Q SEARCH
Search Existing Co							Q. SEARCH Assigned Defense Counsel
• Search Existing Co Subjects/Clients	nflict 🔾 Add New Confli	tict O Sut	bject/Client OConflict	*	doe		Assigned Defense Counsel
Search Existing Co Subjects/Clients Client Full Name	nflict O Add New Confli	lict O Sut	bject/Client O Conflict Case Number	t Accused Rank/Rate	doe Accused Command	Accused DOB 12/8/1986	Assigned Defense Counsel
Search Existing Co Subjects/Clients     Client Full Name     DOE, SN JOHN	nflict O Add New Confli Type Court Martial	Nict Sut Case Name U.S. v. Doe	bject/Client O Conflict Case Number N-EU-23-0003	t Accused Rank/Rate SN	doe Accused Command 45	Accused DOB 12/8/1986	Assigned Defense Counsel DSO Legal Clerk, Leroy; DSO Co-counsel, Sarah

e. The user can select a row and a second grid will populate with potential conflicts (subject, assigned counsel, and conflicts on case, Admin Board, or Client).

GRAHAM, A												
Summary Admin Bo	ard Journals Docum	ents Related Act	ons									
	Add Conflict: U.S. v. Graham ded conflicts by searching for wilding conflict or by adding a new one.											
				This form will timeout in 56 min	utes. Any unsaved progress will	be lost.						
	licts or Add a New Con nflict O Add New Conf		by Subject/Client or ect/Client 〇 Conflict	Conflict Last Name?		Search by Last Name of Subje	ect/Client	Q SEARCH				
Subjects/Clients												
Client Full Name	Туре	Case Name	Case Number	Accused Rank/Rate	Accused Command		Accused DOB	Assigned Defense Counsel				
DOE, SN JOHN	Court Martial	U.S. v. Doe	N-EU-23-0003	SN	45		12/8/1986					
DOE, YNSCJOHN	Court Martial	U.S. v. Doe	N-EU-23-0018	Senior Chief Petty Officer Yeoman, YNSC	Naval Special Warfare Lo	ogistics and Support Unit	1/17/1980	DSO Legal Clerk, Leroy; DSO Co-counsel, Sarah				
DOE, CPO JOHN	Court Martial	U.S. v. Doe	N-EU-23-0382	CPO	101		7/31/1980	DSO Co-counsel, Sarah; DSO Legal Clerk, Leroy; Paralegal, Edna				
DOE, PV2 JOHN	Court Martial	U.S. v. Doe	N-EU-23-0469	PV2	1			·				
Potential Conflicts												
Full Name						Туре						
DSO REGIONA	L DEFENSE COUNSEL, SA	AMAD				Case Conflict						
DOE, JOHN						Courts-martial Case Subject						
DSO LEGAL CL	ERK, LEROY					Assigned Counsel						
CANCEL												

f. User can select all potential conflicts to be added on the case and rows will populate to enter Conflicted details for each row.

Search Existing Conf	ict 🔘 Add New Confli	ct 💿 Subje	ect/Client O Conflict					doe		Q SEARCH	
ubjects/Clients											
Client Full Name	Туре	Case Name	Case Number	Accused Rank/Rate		Accused Comman	nd		Accused DOB	Assigned Defense Counsel	
DOE, SN JOHN	Court Martial	U.S. v. Doe	N-EU-23-0003	SN	45			12/8/1986			
DOE, YNSCJOHN	Court Martial	U.S. v. Doe	N-EU-23-0018	Senior Chief Petty Officer Yeom	ian, YNSC	YNSC Naval Special Warfare Logistics and S		istics and Support Unit	1/17/1980	DSO Legal Clerk, Leroy; DSO Co-counsel, Sarah	
DOE, CPO JOHN	Court Martial	U.S. v. Doe	N-EU-23-0382	CPO	CPO				7/31/1980	DSO Co-counsel, Sarah; DSO Legal Clerk, Leroy; DSO Paralegal, Edna	
DOE, PV2 JOHN	Court Martial	U.S. v. Doe	N-EU-23-0469	PV2		1			-	-	
tential Conflicts											
Full Name								Туре			
DSO REGIONAL	DEFENSE COUNSEL, SA	MAD						Case Conflict			
DOE, JOHN								Courts-martial Case Subject			
DSO LEGAL CLEF	IK, LEROY						Assigned Counsel				
onflicted Details											
Full Name			Тур	e of Conflict	Conflicted Documer	ntation	Addition	nal Details			
DSO REGIONAL DEFEN	ISE COUNSEL, SAMAD		Con	nflicted •	Conflicted Do TXT - < 1 KB	-	Conflict	onflicted			
DOE, JOHN			Rec	used 👻	Conflicted Do TXT - < 1 KB	Recused			7/4000		
DSO LEGAL CLERK, LEI	ROY	Oth	er 👻	Conflicted Do	-	Other			5/4000		

7. Select "Submit" upon completion of the form.

8. Following submission, added conflicts are visible from the "Summary" tab of the Admin Board.

	A DME	CASES		INTS	ADMIN BOARDS	Less Reports					:	:	appian
			Aviation Structural	Emai	l Address			ASIS DETAILS					
			Mechanic, AMCS				E	Basis Type		Basis Finding			
s	Service Branc	h	USN				9	ubstandard Performance		Substandard Perf	ormance		
F	Paygrade		E-2										
								OARD OUTCOME					
									Characterization Substandard Perform	nance	Recommended Pays	grade	
							-	botandar a r en ormanee	Substantial an errorn	ionee	2.1		
							(	Conflicts					
								<b>Q</b> Search Conflicted Users		SEARCH		Τ-	C
								Name	Location	Service Branch	Rank/Rate		0
								DSO REGIONAL DEFENSE COUNSEL, SAMAD	DSO Bremerton	-	-		1
								DAVIS, GABE			-		
								AJAG 02, CAROLINE	-	-	-		
								JMJ, GEORGE	Government HQ USMC				1
								ANDERSON, CHIEF WARRANT OFFICER 4 ELVINE ELNEVIAL	-	USMC	Private		
												5 iter	ns

## PersRep

### Create PersRep Client

1. From the NCORS Defense Services site, select the "PersRep Clients" tab.



2. Select the "Add PersRep Client" action.

<b>А</b> Номе	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	ED		pían
+ ADD PERSRE	P CLIENT				ž	т. Т.	Q

- 3. From the "Add PersRep Client" form:
  - a. In the "Client Information" step the user can input relevant information relating to the client and service details of the client. Select the "Next" button once all necessary information is inputted.

First Name     Last Name     Middle Name     Suffx       formation     Enter First Name     Enter Last Name     Middle Name     Suffx       iformation     Enter Clast Name     Middle Name     Suffx	eral Details	- I.B. (11)		will timeout in 58 minutes. Submit the form to save inputs.					
First Name     Last Name     Middle Name     Suffx       iformation     Enter Last Name     Inter Section     Suffx     Suffx       iformation     Enter Last Name     Inter Section     Suffx     Suffx       iformation     Enter Last Name     Inter Section     Suffx     Suffx       iformation     Enter Last Name     Enter Last Name     Suffx     Suffx       iformation     Enter Last Name     Enter Last Name     Suffx     Suffx       iformation     Section     Section     Suffx     Suffx       iformation     Section     Suffx     Inter Section     Suffx       iformation     Section     Suffx     Inter Section     Inter Section       iformation     Section     Section     Suffx     Inter Section       iformation     Section     Section     Suffx     Inter Section       iformation     Section     Section     Suffx     Inter Section       iformation     Section     Section     Section     Section		General Details							
Ether Miss Name     Ether Lass Name     Mittage Name     Date of Birth       formation <ul> <li>Sex x</li> <li>Sect a Value -</li> <li>Section Control of Sect a Value -</li> <li>Section Control of Section Control of S</li></ul>		First Name		Last Name		Middle Name			
See     Example     Example     Example     Example		Enter First Name		Enter Last Name		Middle Name	Suffix		
Intake Date Feb 20, 2023 Service Details Service Status	sel Information	Sex	Race		Ethnicity			Date of Birth	
Feb 20, 2023 Service Details Service Status	v	Select a Value	• Sele	ect a Value	Select a Value		-	mm/dd/yyyy	
Service Details Service Status		Intake Date							
Service Status		Feb 20, 2023							
		Service Details							
Select a Service Status		Service Status							
		Select a Service Status							

b. In the "Contact Information" step the user can Input relevant contact information relating to the client. Select the "Next" button once all necessary information is inputted.

Add PersRep C	lient		
	This form	will timeout in 56 minutes. Submit the form to save inputs.	
General Details	Contact Information		
	Email Address	Phone Number (Home)	Phone Number (Cell)
Contact Information	john.doe@example.com	123-456-7890	123-456-7890
Counsel Information	Street Address or PO Box		Apartment or Unit Number
Review	Enter Address/PO Box		Enter Apartment/Unit Number
1	City	State	Zip
	Enter City	Select a State 🔻	Enter Zip
	Additional Contact Information		
			0/1000
CANCEL			BACK

- c. In the "Counsel Information" step the user can determine whether this is an extended PersRep client and if the client has civilian counsel.
  - i. If the client has civilian counsel, additional fields are displayed to input counsel information.

	Th	s form will timeout in 53 minutes. Submit the form to save inputs.		
General Details Contact Information	Counsel Information Extended PersRep?  Obes client have civilian counsel? Yes Yes Yes			
Counsel Information	First Name	Last Name	Middle Name	Suffix
	Enter First Name	Enter Last Name	Middle Name	Suffix
eview	Email Address	Phone Number (Home)	Phone Number (Cell)	
	john.doe@example.com	123-456-7890	123-456-7890	

4. Review the information inputted in the previous steps of the form and select the "Submit" button.

			т	his form wi	ll timeout in 51 n	ninutes. Submit the form to save	inputs.						
ieneral Details	<b>General Details</b>												
	First Name				Last Name				Middle Name		Suffix		
ontact Information	John				Drow				Middle Name		Suffix		
unsel Information	Sex			Race				Ethnicity				Date of Birth	
view	м		•	Black			-	Hispanic or Latir	10		-	02/11/1970	đ
	Feb 20, 2023 Service Details Service Status Active Duty Service Branch USN	•	EDIPI / DOD ID 1234567898	567898 Rating Category			10/10 Rating • Construction fi		-		Unit		
	Grade E-5	-	Rank Second Class		•		-	Constructio	n Electrician	•	123		
						Construction	•	Constructio		•	123		
	E-5 Contact Information				• Phone Numbe 123-456-7890	Construction	-	Constructio	Phone Number (Cell)	•	123		
	E-5 Contact Information Email Address				Phone Numbe	Construction	•	Constructio	Phone Number (Cell)		123		

5. The user can select the name of the new client from the list of PersRep clients to be taken to a read-only summary of the client.

### Edit PersRep Client

1. From the NCORS Defense Services site, select the "PersRep Clients" tab.

HOME CASES PERSEP CLIENTS ADMIN BOARDS REPORTS	PARALEGAN APPIAN
--	------------------

2. Select the Client name to navigate to the PersRep client summary page.

+ ADD PERSREP CLIENT											± T. C
Q. Search DSO Clients			SEARCH	LOCATION   Any				•			
Client	Intake Date	Rank/Rate			Command	Latest Visit 🛛	Latest Assigned Attorney		Latest Issue	Total Visits	Extended PersRep?
SUTHERLAND, GS1 MARY	1/12/2023	Gas Turbine Syst GS1	em Technicia	an First Class,	544	1/10/2023	DSO LEAD COUNSEL, MARSHALL		IG Investigation	1	~

3. From the Client summary page, navigate to the "Related Actions" tab and select the "Edit PersRep Client" action.

<b>А</b> Номе	¢ CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS		EDNA DSO	appían
SUTH	IERLAND,	GS1 MAR	Y				
Summar	y Appointments	Related Actions					
	Edit PersRep Client Process used to edit		ails				
ö	Add Appointment Process used to add		ointment for the give	n client			
<b>*</b> +	Add Attorney-Clier Process used for cle		enter Attorney-Client	conflicts			

4. From the Edit Client Details form, the user is able to edit client details in the "General Details", "Service Details", and "Contact Information" sections.

Edit Client Details: N	Лa	ry SutherLand											
						This form will timeout in 60 minutes. Submit the form to s	save	e inputs.					
General Details													
First Name				1	Last Nam	e			Middle Name		Suffix		
Mary					SutherLa	ind			Middle Name		Suffix		
Sex			R	Race				Ethnicity				Date of Birth	
F		•		Caucasian		-		Not Hispanic or Lating	D		-	01/12/2023	曲
Intake Date													
Jan 12, 2023													
Service Details													
Service Status													
	•												
Service Branch		EDIPI / DOD ID											
USN	•	2848911237				10/10							
Grade		Rank						Rating		Unit			
E-6	•	First Class			•	Engineering and Hull		Gas Turbine System T	'echnician 🔹	544			
Contact Information													
Email Address				1	Phone Nu	mber (Home)			Phone Number (Cell)				
Mary@email.com					255-488-	9411			255-488-9411				
Street Address or PO Box									Apartment or Unit Number				
554 Sutherland st									Enter Apartment/Unit Number				
City					State				Zip				
City					Texas			-	77444				
Additional Contact Information													
													0/1000
CANCEL													SUBMIT

5. Select "Submit" once complete.

### Add Appointment - Clerk/Paralegal

1. From the NCORS Defense Services site, select the "PersRep Clients" tab.

*	*	<b>2:</b>	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

2. Select the Client name to navigate to the PersRep client summary page.

+ ADD PERSREP CLIENT										<u>+</u> T -
Q Search DSO Clients		SEARC	LOCATION Any				•			
Client	Intake Date	Rank/Rate		Command	Latest Visit 🛛	Latest Assigned Attorney		Latest Issue	Total Visits	Extended PersRep?
SUTHERLAND, GS1 MARY	1/12/2023	Gas Turbine System Tec GS1	hnician First Class,	544	1/10/2023	DSO LEAD COUNSEL, MARSHALL		IG Investigation	1	~

3. From the PersRep client summary page, navigate to the "Appointments" tab and select "Add Appointment" from the actions list.

SUTHERLAND, O	GS1 MARY				
Summary Appointments	Related Actions				
Appointments	<b>Q</b> Search DSO PersRep Appointr	ments SEARCH			T - 2
ACTIONS	Appointment Date	Issue Type	Additional Information	Assigned Attorney	
Add Appointment	1/10/2023	IG Investigation		DSO LEAD COUNSEL, MARSHALL	
	2/20/2023	Report of Officer Misconduct and/or Rebuttal		DSO CHIEF DEFENSE COUNSEL, PEARCE	

a. This action is also available from the "Related Actions" tab.

<b>А</b> Номе	کې CASES	PERSREP CLIENTS	ADMIN BOARDS	KEPORTS	сома арр	pian
SUTH	IERLAND,	GS1 MAR	Y			
Summar	/ Appointments	Related Actions				
	Edit PersRep Clien Process used to edi	<b>t</b> t PersRep Client deta	ils			
ö	Add Appointment Process used to add	d a new PersRep app	ointment for the give	en client		
<b>*</b> +	Add Attorney-Clien Process used for cle	nt Conflict erks or paralegals to	enter Attorney-Clien	t conflicts		

- 4. From the Add PersRep Appointment form:
  - a. User can input the appointment date, select an attorney to provide services, and select the type of issue to be addressed in the appointment.

Add PersRep Appointment									
	This form will timeout in 58 minutes. Submit the form to save inputs.								
Appointment [	Appointment Details								
Appointment Date *	Services Provided By *		Issue Type *						
02/20/2023 🗰	Pearce DSOChiefDefenseCounsel ×		Report of Officer Misconduct and/or Rebuttal						
CANCEL									

- 5. Select "Submit" once complete.
- 6. User can view a client's past and upcoming appointments by navigating to the "Appointments" tab.

SUTHERLAND, GS1 MARY									
Summary Appointments Related Actions									
Appointments	Q. Search DSO PersRep Appoint	ments SEARCH			<b>▼</b> • <i>∅</i>				
ACTIONS	Appointment Date	Issue Type	Additional Information	Assigned Attorney					
Add Appointment	1/10/2023	IG Investigation		DSO LEAD COUNSEL, MARSHALL					
2/20/2023 Report of Officer Misconduct and/or Rebuttal - DSO CHIEF DEFENSE COUNSEL, PEARCE									

### Edit Appointment

- 1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "PersRep Tasks" grid and select the "Enter PersRep Appointment Details" task.
  - a. This task will be available to the assigned attorney as entered by the clerk or paralegal in the Add PersRep Appointment action.

	VICES CASE MANA	GEMENT		12 Assigned cases	68	112 ≯ ALL OPEN CASES
口 MY WORKSPACE	PersRep Tasks					
曲 CALENDAR	Q Search NCORS Tasks		SEARCH			<b>▼</b> - 3
DOCUMENT SEARCH	Client Name		Task Type 🛿		Due Date	Days Until Due
Q CASE SEARCH	NEWMAN, CHARLES		Enter PersRep Appointment Details		2/16/2023	<b>A</b> -4
네 ADHOC REPORTS	SUTHERLAND, GS1 MARY		Enter PersRep Appointment Details		2/27/2023	<b>O</b> 7
	My Tasks					
SETTINGS	Q. Search NCORS Tasks		SEARCH			<b>▼</b> - <i>C</i>
() HELP	Case Title	Case Number	Task Type 😡		Due Date	Days Until Due
	U.S. v. McCrossan	N-EU-22-0013	Review Discovery Disclosure		12/8/2022	<b>A</b> -74
Helpful Links	U.S. v. Wilson	N-EU-22-0020	Review Evidence Production Response		12/27/2022	A -55
📾 U.S. Navy JAG Corps Blog	U.S. v. Jenkins	N-EU-22-0035	Review Evidence Production Response		12/27/2022	A -55
Trial Judiciary Docket	U.S. v. Robinson	N-EU-22-0018	Review Discovery Disclosure		1/4/2023	<b>A</b> -47
1 NMCCA Docket	U.S. v. Graham	N-EU-23-0033	Review Discovery Disclosure		2/22/2023	<b>A</b> 2

2. User can also complete the task by navigating to the client's summary page by selecting the client's name on the PersRep clients tab.

+ ADD PERSREP CLIENT											± ▼• ∅
<b>Q</b> Search DSO Clients			SEARCH	LOCATION Any				•			
Client	Intake Date	Rank/Rate			Command	Latest Visit 🛛	Latest Assigned Attorney		Latest Issue	Total Visits	Extended PersRep?
SUTHERLAND, GS1 MARY	1/12/2023	Gas Turbine Syste GS1	em Technicia	n First Class,	544	1/10/2023	DSO LEAD COUNSEL, MARSHALL		IG Investigation	1	~

- a. User can select the "Appointments" tab.
- b. From the appointments tab, the user can select the appointment date to be taken to a read-only summary of the appointment.
- c. User can select the "Related Actions" tab.
- d. User can select the "Edit Appointment" action to complete the appointment details.

SUTHERLAND, GS1 MARY							
Summary Appointments	Related Actions						
Appointments	Q Search DSO PersRep Appoin	ntments SEARCH			T - 3		
♣ ACTIONS	Appointment Date	Issue Type	Additional Information	Assigned Attorney			
	1/10/2023	IG Investigation		DSO LEAD COUNSEL, MARSHALL			
	2/20/2023	Report of Officer Misconduct and/or Rebuttal		DSO CHIEF DEFENSE COUNSEL, PEARCE			

2/20/2023: SUTHERLAND, GS1 MARY					
Summar	y Related Actions				
	Edit Appointment Process used to edit an appointment's details and add meeting summary information				

- 3. From the "Edit PersRep Appointment" form:
  - a. In the "Appointment Details" section the user can view appointment information such as date, services provided by, and issue type.
    - i. User has the option to edit the issue type.
  - b. In the "Appointment Summary" section the user can input meeting summary details and select the meeting duration from a dropdown of 15-minute time increments.
  - c. In the "PersRep Appointment Documents" section, the user can upload optional documents by selecting the "Add Document" button.
    - i. User can remove uploaded documents by selecting the red "X" icon.

Edit Pers	Rep Appointment					
		Т	his form will tin	eout in 57 minutes. Submit the form to save inputs.		
Appointment	t Details					
	Services Provided By		Issue Type *			
Feb 20, 2023	Pearce DSOChiefDefenseCounsel		Report of Off	er Misconduct and/or Rebuttal	-	
Appointmen	t Summary				-	
Meeting Summary PersRep App	ov4000 y	Meeting DurationSelect a Duration Enter the meeting durati minute time increments				
Document				Туре		0 0
PersRepAppo PDF - 2.96 KB	ointment 3			PersRep Appointment Document		- 🗙
Add Document						
CANCEL						SUBMIT

4. Select "Submit" once complete.

### Add Conflict (PersRep Client)

- 1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "PersRep Tasks" grid and select the "Complete PersRep Client Conflict Check" task.
  - a. This task will be available to the clerk or paralegal that added the new client.

	VICES CASE MANA	GEMENT		12 68 ► ASSIGNED CASES	112 All OPEN CASES
	PersRep Tasks				
箇 CALENDAR	Q. Search NCORS Tasks		SEARCH		T- 0
DOCUMENT SEARCH	Client Name		Task Type 🕖	Due Date	Days Until Due
Q, CASE SEARCH	DALTON, SW1 JAMES		Complete PersRep Client Conflict Check	3/1/2023	0.7
네 ADHOC REPORTS	My Tasks				
	Q. Search NCORS Tasks		SEARCH		τ- α
SETTINGS	Case Title	Case Number	Task Type 🕢	Due Date	Days Until Due
⑦ HELP	U.S. v. Wilson	N-EU-22-0020	Review Evidence Production Response	12/27/2022	<b>▲</b> -57
	U.S. v. Robinson	N-EU-22-0018	Review Discovery Disclosure	1/4/2023	<b>A</b> -49
Helpful Links	U.S. v. Graham	N-EU-23-0033	Review Discovery Disclosure	2/22/2023	۵ 🛦
U.S. Navy JAG Corps Blog Manual for Courts-Martial (2019)	U.S. v. Michaelson	N-EU-23-0009	Review Discovery Disclosure	2/27/2023	<b>▲</b> 5
Trial Judiciary Docket 1 NMCCA Docket	U.S. v. Michaelson	N-EU-23-0009	Review Discovery Disclosure	2/27/2023	<b>A</b> 5
THE CONTRACT OF THE CONTRACT.	U.S. v. Graham	N-EU-23-0033	Review Discovery Disclosure	2/27/2023	<b>A</b> 5
	U.S. v. Michaelson	N-EU-23-0009	Respond to Reciprocal Discovery Request	2/27/2023	<b>▲</b> 5
	U.S. v. McLaren	N-EU-22-0008	Review Evidence Production Response	2/28/2023	C 6
					8 items

2. User can also complete the task by navigating to the client's summary page by selecting the client's name on the PersRep clients tab.

HOME C	ASES		rs admin e		REPOR	TS		EDNA PARALEGA	appian
+ ADD PERSREP CLIENT		SEAR	CH LOCATION Any			·			¥ T• S
Client	Intake Date	Rank/Rate		Command	Latest Visit 🕑	Latest Assigned Attorney	Latest Issue	Total Visits	Extended PersRep?
SUTHERLAND, GS1 MARY	1/12/2023	Gas Turbine System Teo GS1	chnician First Class,	544	1/10/2023	DSO LEAD COUNSEL, MARSHALL	IG Investigation	1	~

3. From the Client summary page, navigate to the "Related Actions" tab and select the "Add Conflict" action.

A HOME		🏼 🌔 appían
HAR	RSCH, JACK AUGUSTIN, II	
Summa	nary Appointments Related Actions	
	Edit PersRep Client Process used to edit PersRep Client details	
ä	Add Appointment Process used to add a new PersRep appointment for the given client	
<b>*</b>	Add Conflict Process used to add a conflict to a client	

- 4. From the PersRep Conflict Check for DSO Client form:
  - a. User can select the "Add New Conflict" radio button.
  - b. Upon selecting the "Add New Conflict" radio button the following form will be displayed for the user to input information for the new conflict.
  - c. Select "Submit" upon completion of the form.

i. Note that users have the ability to select the "No Conflict" button, allowing them to complete the task without entering any conflict.

Add Conflict: U.S. v. Harsch	ithout identif	Sying a conflict by selecting the 'No Conflict Button'.					
		This form will timeout in 56 minutes. Any unsaved progress	s will be lost.				
Search Existing Conflicts or Add a New Conflict? * NCORS User or Other ( Search Existing Conflict O Add New Conflict O NCORS User O Other							
Enter Conflict Information		-					
Last Name*		First Name*		Middle Name	Suffix		
Travis		William		Middle Name	Suffix		
Sex	Race		Ethnicity			Date of Birth	
м •	Native H	Hawaiian or Other Pacific Islander 🔹 👻	Not Hispanic or Latin	10	•	11/13/1997	
Service Details Service Status - Select a Se							
Here are additional details CANCEL						NO CONFLICT	27/255 //
Type of Conflict *							
Select a Type of Conflict							•
Select a Type of Conflict							
Conflicted							
Recused							

- 5. Alternatively can search for existing conflict
  - i. User can select the "Search Existing Conflict" radio button.



- ii. User can select whether to search by "Subject/Client" last name or by "Conflict" last name.
- iii. Enter last name to search by in the text box and select submit button to search

Add conflict: U.S. v. Graham Add conflict by searching for existing conflict or by adding a new one, or submit form without identifying a conflict by selecting the 'No Conflict Button'. This form will timeout in 53 minutes. Any unsaved progress will be lost.							
Search Existing Conflicts or Add a New Conflict? * Search Existing Conflict Add New Conflict	Search by Subject/Client or Conflict Last Name? Subject/Client Conflict	Search by Last Name of Subject/Client	Q SEARCH				
CANCEL			NO CONFLICT SUBMIT				

Other

iv. After the search completes a selectable grid will be displayed with Cases, Admin Boards, and DSO Persrep clients.

				This form will timeout in 52 minutes.	Any unsaved progress	will be lost.		
earch Existing Con Conflict? *								
Search Existing Co	Existing Conflict Ocoffict Doe				Q SEARCH			
ubjects/Clients								
Client Full Name	Туре	Case Name	Case Number	Accused Rank/Rate	Accused Command		Accused DOB	Assigned Defense Counsel
DOE, SN JOHN	Court Martial	U.S. v. Doe	N-EU-23-0003	SN	45		12/8/1986	
DOE, YNSCJOHN	Court Martial	U.S. v. Doe	N-EU-23-0018	Senior Chief Petty Officer Yeoman, YNSC	Naval Special Warfar Unit	e Logistics and Support	1/17/1980	DSO Legal Clerk, Leroy; DSO Co-counsel, Sarah
DOE, CPO JOHN	Court Martial	U.S. v. Doe	N-EU-23-0382	СРО	101		7/31/1980	DSO Co-counsel, Sarah; DSO Legal Clerk, Leroy; DSO Paralegal, Edna
DOE, PV2 JOHN	Court Martial	U.S. v. Doe	N-EU-23-0469	PV2	1			

v. The user can select a row and a second grid will populate with potential conflicts (subject, assigned counsel, and conflicts on case, Admin Board, or Client).

Add Conflic Add conflict by searching			or submit form without	identifying a conflict by selecting the 'No Conflict Button'.					
				This form will timeout in 51 minutes.	Any unsaved progress will	be lost.			
Search Existing Confli	ts or Add a New Con	flict?* Search	by Subject/Client or	Conflict Last Name?		Search by Last Name of Subj			
Search Existing Conflict 🔷 Add New Conflict O Subject/Client 🔿 Conflict					Doe	Q SEARCH			
Subjects/Clients	ibjects/Clients								
Client Full Name	Туре	Case Name	Case Number	Accused Rank/Rate	Accused Command		Accused DOB	Assigned Defense Counsel	
DOE, SN JOHN	Court Martial	U.S. v. Doe	N-EU-23-0003	SN	45		12/8/1986		
DOE, YNSC JOHN	Court Martial	U.S. v. Doe	N-EU-23-0018	Senior Chief Petty Officer Yeoman, YNSC	Naval Special Warfare Logistics and Support Unit		1/17/1980	DSO Legal Clerk, Leroy; DSO Co-counsel, Sarah	
DOE, CPO JOHN	Court Martial	U.S. v. Doe	N-EU-23-0382	CPO	101	101		DSO Co-counsel, Sarah; DSO Legal Clerk, Leroy; DSO Paralegal, Edna	
DOE, PV2 JOHN	Court Martial	U.S. v. Doe	N-EU-23-0469	PV2	1			-	
Potential Conflicts									
Full Name						Туре			
DOE, JOHN						Courts-martial Case Subject			
DSO REGIONAL	DEFENSE COUNSEL, SA	AMAD				Case Conflict			
DSO LEGAL CLER	RK, LEROY					Assigned Counsel			
CANCEL								NO CONFLICT SUBMIT	

vi. User can select all potential conflicts to be added on the case and rows will populate to enter Conflicted details for each row.

This form will timeout in 49 minutes. Any unsaved progress will be lost.												
	ts or Add a New Conflic ict O Add New Conflict		by Subject/Client of cct/Client O Confli	or Conflict Last Name?					Search by Last Name of Subject/Client Doe Q SEARCH			
ubjects/Clients Client Full Name	Tumo	Case Name	Case Number	Accused Rank/Rate			Accused Comman	4		Assured DOR	Assigned Defense Counsel	
DOE, SN JOHN	Type Court Martial	U.S. v. Doe	N-EU-23-0003	SN			45	u		12/8/1986		
DOE, YNSCJOHN	Court Martial	U.S. v. Doe	N-EU-23-0018	Senior Chief Petty Offi	icer Yeoma	an, YNSC	Naval Special Warf	are Logi	stics and Support Unit	1/17/1980	DSO Legal Clerk, Leroy; DSO Co-counsel, Sarah	
DOE, CPO JOHN	Court Martial	U.S. v. Doe	N-EU-23-0382	СРО			101			7/31/1980	DSO Co-counsel, Sarah; DSO Legal Clerk, Leroy; DSO Paralegal, Edna	
DOE, PV2 JOHN	Court Martial	U.S. v. Doe	N-EU-23-0469	PV2			1 .					
otential Conflicts												
<ul> <li>Full Name</li> </ul>									Туре			
DOE, JOHN									Courts-martial Case Subject			
-	DEFENSE COUNSEL, SAM	AD						Case Conflict				
DSO LEGAL CLER	K, LEROY								Assigned Counsel			
onflicted Details				Type of Conflict		Conflicted Document			nal Details			
ruii Name				Type of conflict		connicted bocumen		Conflict				
DOE, JOHN				Conflicted	·	Conflicted Doc TXT - < 1 KB	c	connict	eu		10/400	
DSO REGIONAL DEFEN	ISE COUNSEL, SAMAD	D		Recused	d • (		c	Recused	d		7/400	
DSO LEGAL CLERK, LEROY Other Conflicted Doc Other							5/40(					

vii. Select "Submit" upon completion of the form.

6. To see "Existing Conflicts" for a "Persrep Client" navigate back to the "Summary" tab and the conflicts are displayed in the "Conflicts" grid.

HARSCH, JACK AUGL	JSTIN, II							
Summary Appointments Related A	ctions							
⊖HARSCH, JACK	AUGUSTIN, II					EDIPI 100 -	Service	Pay Grade \$-
Client Summary		Conflicts						
Intake Date 曲 April 17, 2023 Address	Phone (Cell) 123-456-7890 Phone (Home)	Q. Search Conflicted Users	SEARCH					T- 2
123 Jack Way, 2, Arlington, 22201	123-456-7890	Name	Location	Service Branch	Rank/Rate	Restrictions Re	emoved?	0
Email Address jack@gmail.com Additional Contact		DSO DEFENSE COUNSEL ASSISTANCE PROG, TALITHA JONES, KATHERINE	DSO San Diego	-	-	<b>-</b>		1
Test additional contact innformationrfsl Extended PersRep Client			-		-	-		1
		TRAVIS, WILLIAM				-		1
		DSO CO-COUNSEL, SARAH	DSO Mayport	-	-	-		1

- 7. To remove conflicts select the "Edit" action on the right side of the row in the "Conflicts" grid.
- 8. From the PersRep Conflict Check for DSO Client form:
  - a. User will see the form displaying the conflicted user information. To remove the user, select the "Remove Restrictions" checkbox on the top left. Upon submission the user will no longer be visible in the "Conflicts" grid.

Edit Conflicted User: U.S. v. Harsch								
Remove Restrictions?								
First Name *		Last Name *		Middle Name	Suffix			
Katherine		Jones Middle Name			Suffix			
Sex *	Race*		Ethnicity *			Date of Birth *		
F	White	le l	Not Hispanic or Latin	0	*	11/02/1988	曲	
Service Status Ctvillan Conflicted Reason Type of Conflict * Recused Additional Details  Recused Recused		Upload Conflicted D	ocumentation					
							7/255	
CANCEL							SUBMIT	

## **General Actions**

### Add Conflicted User (Court-Martial)

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

	appian
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2. Select the "Case Number" to navigate to the case summary page.

<b>Q</b> Search cases by client last name or case num	nber	SEARCH					
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	-	-	

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Add Conflict" 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	Charges & Officeres	Taial	Accused Details	Post-Trial	Amerillato Anticito	Case Action
Summary Documents Case Journal Victims, Witnesses, & Experts Case Actions	Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Action
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. From the Add Conflict form, add a new external conflicted user or select an existing defense user utilizing the "Search Existing Conflict" or "Add New Conflict" radio buttons.

Add Conflict: U.S. v. Graham	
	This form will timeout in 60 minutes. Any unsaved progress will be lost.
Search Existing Conflicts or Add a New Conflict?* Search Existing Conflict Add New Conflict	

- 5. The "Add New Conflict" radio button will give you the option to input user information, service details, and complete the "Conflicted Reason" section.
  - a. The "Conflicted Reason" section enables the user to input information about the type of conflict from a dropdown, upload any relevant conflicted documentation, and additional details.

Add Conflict: U.S. v. G	iraham					
		This form will timeout in §	57 minutes. Any unsaved progress wi	ll be lost.		
Search Existing Conflicts or Add a New Conflict? * Search Existing Conflict Add New Conflict	NCORS User or Other Conflict NCORS User • Other Conf					
Enter Conflict Information						
First Name*		Last Name *		Middle Name	Suffix	
Enter First Name		Enter Last Name		Middle Name	Suffix	
Sex	Race		Ethr	nicity		Date of Birth
Select a Value	▼ Sele	ect a Value	•	Select a Value	•	mm/dd/yyyy 🗰
Service Details Service StatusSelect a Service Status Conflicted Reason Type of ConflictSelect a Type of Conflict Additional Details			Upload Conflicted Docu			
Type of Conflict * Select a Type of Conflict Select a Type of Conflict Conflicted						•

- 6. The "Search Existing Conflict" radio button will give you the option to search for existing conflicts and potential conflicts on court-martials across the system.
  - a. User can search by the last name of the accused or by the last name of a conflict previously entered.

Add Conflict: U.S. v. G	Add Conflict: U.S. v. Graham									
	This form will timeout in 5	5 minutes. Any unsaved progress will be lost.								
Search Existing Conflicts or Add a New Conflict? * Search Existing Conflict Add New Conflict	Search by Subject/Client or Conflict Last Name? Subject/Client () Conflict	Search by Last Name of Subject/Client Doe Q SEARCH								
CANCEL			SUBMIT							

- b. After inputting the search criteria, user can select "Search" to return a grid of cases where the name of the accused or the last name of an existing conflict match the search criteria.
- c. Select a case from the grid to view a grid of existing conflicts or potential conflicts on the case.
  - i. Potential conflicts include the subject, the detailed counsel, and add other existing conflicts on the case.

Recused Other

				This form will timeout in 60	minutes. Any uns	aved progress will be lost.					
Search Existing Conflicts or Conflict?*	Add a New	Search by Subjec Name?	t/Client or Conflict	Last		Search by Last Name					
<ul> <li>Search Existing Conflict</li> <li>Add New Conflict</li> </ul>		<ul> <li>Subject/Client</li> </ul>	Conflict			doe		Q, SEARCH			
Subjects/Clients											
Client Full Name	Туре	Case Name	Case Number	Accused Rank/Rate	Accused Com	Accused Command		Assigned Defense Counsel			
DOE, SN JOHN	Court Martial	U.S. v. Doe	N-EU-23-0003	SN	45	45					
DOE, ADMIRAL MELISSA	Court Martial	U.S. v. Doe	N-EU-23-0018	Admiral	Combat Team	HHC 4-23rd Infantry Regiment, 2nd Stryker Brigade Combat Team (SBCT), 2nd Infantry Division (2ID), Joint Base Lewis-McChord, WA		DSO Legal Clerk, Leroy; DSO Co-counsel, Sarah			
DOE, CPO JOHN	Court Martial	U.S. v. Doe	N-EU-23-0382	СРО	101		7/31/1980	DSO Co-counsel, Sarah; DSO Legal Clerk, Leroy; DS Paralegal, Edna			
DOE, PV2 JOHN	Court Martial	U.S. v. Doe	N-EU-23-0469	PV2	1		-	-			
Potential Conflicts											
Full Name						Туре					
DOE, JOHN						Courts-martial Case Subject					
LAST, FIRST						Case Conflict					
						Case Connici					

- d. Select one or more potential conflicts from the grid to add them as conflicts to the case.
- e. For each person selected, input the details of the conflict in the grid.

Poter	ntial Conflicts								
	Full Name			Туре					
~	DOE, JOHN					Courts-martial Case Subject			
	LAST, FIRST		Case Conflict						
	POST TRIAL OFFICE USER, JOHN			Case Conflict					
Confl	Conflicted Details								
Full	Name	Type of Conflict	Conflicte	d Documentatio	n	Additional Details			
DOI	E, JOHN	Select a Reason 🔹	UPLOAD	Drop file her	e	Enter additional details	0		
CAN	ICEL					SUBM	ИІТ		

- 7. Select "Submit" once complete.
- 8. Following submission, added conflicts are available from the "Conflicts" grid on the summary page.
- 9. 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.

Calendar   💄 Sub	oject   🗙 Conflicts						
<b>Q</b> Search Conflicted Users		SEA	RCH				<b>T</b> - 3
Name	Date Marked Conflicted	Conflict Reason	Location	Service Branch	Rank/Rate	Restrictions Removed?	0
CUNNINGHAM, SR MONICA MOCACUAM	1/11/2024	1	-	USN	Seaman Recruit Gas Turbine System Technician - Electrical, SR	-	1
WILSON, WILLA	1/11/2024	1	-	USN	-	-	ø
WILSON, SN DOBRINYA	1/11/2024	2	-	USN	Constructionman Recruit Engineman, CR	-	1
VLC COUNSEL, ALEXANDER	1/11/2024	3	VLC District of Columbia	-	-		ø

### **Edit Conflicts**

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

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS	HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS	<b>##</b> (DSO) appian
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2. Select the "Case Number" to navigate to the case summary page.

<b>Q</b> Search cases by client last name or case num	ber	SEARCH	± <b>⊺</b> • S			
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	-	-

3. On the Summary page, navigate to the "Conflicts" grid, and select the Edit icon.

Summar	ry Documents Ca	se Journal Victims, Witnesses, & E	Experts Charges & Offenses	Trial Accuse	d Details Post-Trial	Case Actions					
	S OPEN	POST TRIAL CLOCK	DAYS SINCE TRIAL								
<b>4</b> € ≡ ○	⇒ pened 2/10/2023	Clock Not Started	26 >								
CA	SE SUMMARY			A C	onflicted Users						
	SE SUMMARY Number	Status		C	onflicted Users						
Case		<b>Status</b> Pending NOCAR	t	C	onflicted Users			SEARCH			<b>T</b> - 2
Case N-E Inve	Number U-23-0006 stigation Opened		:	C			Location	SEARCH	Service Branch	Rank/Rate	▼ - © Edit
Case N-E Inve	Number U-23-0006 stigation Opened		1		Search Conflicted Users			SEARCH	Service Branch	Rank/Rate	

- 4. On the "Edit Conflicted User" form:
  - a. If the conflicted user is external,
    - i. All "User Information" fields are editable.
    - ii. The "Conflicted Reason" section is editable.

iii. The restrictions may be removed via the "Remove Restrictions?" checkbox if the logged in user is an RDC or SDC. If this checkbox is selected, the system will prompt the user to input details about why the restriction was removed.

Edit Conflicted User												-
Remove Restrictions?*												
Enter User Information												1
First Name*			Last Na	lame *			Middle Name		Suffi	x		
Herbert			Walke	er			Middle Name		Suff	fix		
Sex*		Race*				Ethnicity*				Date of Birth *		L
м	-	Caucasian	n		-	Hispanic or Latino			-	02/07/1985	曲	L
Service Details												
Service Status												L
Active Duty 👻												L
Service Branch	EDIPI / DOD ID											L
USN -	1233445677				10/10							L
Grade	Rank			Rating Category		Rating		Unit				L
E-3 -	Third Class		-	Select a Category	•	Select a Rating	*	123				
												۰.
Conflicted Reason												
Type of Conflict *					onflicted	Documentation						
Conflicted				• 🖹 ×								
Additional Details 😮												
											0/255	
CANCEL											SUBMIT	

Edit Conflicted user	
Remove Restrictions?*	
	e e

- b. If the conflicted user is an existing defense system user,
  - i. The "Conflicted Reason" section is editable.
  - ii. The restrictions may be removed via the "Remove Restrictions?" checkbox if the logged in user is an RDC or SDC. If this checkbox is selected, the system will prompt the user to input details about why the restriction was removed.

Edit Conflicted User	
Remove Restrictions? *	
Conflicted Reason	R
Type of Conflict*	Upload Conflicted Documentation
Recused	<b>E</b> ×
Additional Details 🕜	
	0/255
CANCEL	SUBMIT

- 5. Select "Submit" once complete.
- 6. Navigate to the case summary page and view the "Conflicted User" grid to show that the user is no longer marked Conflicted from the case if an RDC or SDC removed the restrictions.

Conflicted Users				
<b>Q</b> Search Conflicted Users		SEARCH		<b>▼</b> - <i>€</i>
Name	Location	Service Branch	Rank/Rate	Edit
DSO CHIEF DEFENSE COUNSEL, PEARCE	DSO MCAS Miramar CA	-	-	<i>a</i> r

### Add Case Journal Entry

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

Â	*	<b>4</b> :	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

<b>Q</b> Search cases by client last name or case num	nber	SEARCH	± T. C			
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	-	-

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

Summary Documents	Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions
Case Journal	Case Journal
	Enter text to search all case journal entries Q SEARCH CREATER CONTRACT CON
	No entries have been made
ACTIONS Case Journal	View More (0) >
Case journal	

- 4. In the form, input the journal entry and any additional information:
  - a. User may enter the "Event Date" of the Journal entry
    - i. The "Event Date" value is used to sort journal entries on the site.
  - b. User may 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. User may 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 *	
[inty Text	
	0/1000
Event Date Public Entry? Add and Notify Recipients?	
11/29/2023 🛍 Ves © No Ves © 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.

ummary Documents	Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Case Actions	
Case Journal	Case Journal	
	Enter text to search all journal entries Q SEARCH C RESET	
ACTIONS	DSO SENIOR DEFENSE COUNSEL, MARIE	
Case Journal	Public journal Entry	
	BSO SENIOR DEFENSE COUNSEL, MARIE	
	Example case Journal entry	
	DSO SENIOR DEFENSE COUNSEL, MARIE	
	New Journal Entry	
	DSO SENIOR DEFENSE COUNSEL, MARIE	
	Reponses to other Journal Entry	
	View More (0) >	

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

😭 НОМЕ	ALL CASES	I REPORTS	
U.S. v. I	Messi		
Summary	Documents	ase Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions	
Case Jour		Case Journal Enter text to search all journal entries Case Journal Trials GovEnviewment Counsel, TODD Case Journal entry. This is a case Journal entry.	
		View More (0) >	

- 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.

New Case Jour	rnal Entry: U.S	v. Anderson		
		This form will time	out in 60 minutes. Any unsaved progress will be lost.	
Journal Entry *				
This is a case journal entry.				
				29/1000
Event Date	Public Entry?	Add and Notify Recipients?		
11/29/2023	🔾 Yes 💿 No	🔿 Yes 💽 No		
CANCEL				SUBMIT

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

+ ADD CASE JOURNAL		
Case Journal Details		
Enter text to search all journal entries	Q SEARCH	"O RESET
OLDEST FIRST Export VIEW		

<ul> <li>Select "Display View" to revert back to the origin</li> </ul>	nal view.	

+ ADD CASE JOURNAL					
Case Journal					
DISPLAY VIEW					
Sort and filter the entries below then select the "Export" button to genera	ate and dow	nload the entries			
<b>Q</b> Search Case Journal Entries	SEARCH	EVENT DATE   Any - Any		<b>-</b> <u>±</u>	₹- ₽
Entry			Author	Event Date	Public?
Journal Entry			TRIAL DEPARTMENT HEAD, SHANNON	11/19/2024	No

## Assign Users to Case

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



<b>Q</b> Search cases by client last name or case num	iber	SEARCH				± ▼• ≎
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	-	-

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Assign DSO Users" 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, Witness	, & Experts Charges & Offenses	Trial Accu	sed Details Post-Trial	Appellate Activity Case A	Actions
Case Actions Select Display Option O 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. From the "Assign DSO Users to Case" form:
  - a. Select the "Add User" button to add an additional row to the "DSO Assignments" grid.
  - b. User can search for existing defense system users.
  - c. Users can select the type of user role from a dropdown (Assigned User, Detailed, Counsel, Co-detailed Counsel, or Individual Military Counsel).
  - d. Users can remove assigned users from the grid by selecting the red "X" icon.

e. The "Waiver Received?" checkbox will appear if a user selects a conflicted user to add to the case, otherwise, this will be blank.

<b>DSO Assignments</b> Assign DSO users to roles for the selected case.			
User	Role	Date Assigned	Waiver Received? 🕜
MARE Marie DSO Senior Defense Counsel	Detailed Counsel	Feb 13, 2023	- ×
	Select a Value	▼ Feb 14, 2023	- x
O Add User			

- 5. Select "Submit" once complete.
  - a. To edit assignments after submitting, users can navigate back to the action via the "Case Actions" list and edit the form that will be pre-populated based on their previous submission.

#### Flag Case as CCIR

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

Â	*	<b>2:</b>	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

<b>Q</b> Search cases by client last name or case num	aber	SEARCH					Ŧ	₹-	C
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Spee	dy Trial	Clock	
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-		-		

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Flag Case as CCIR" 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	es, & Experts Charges & Offenses	Trial /	Accused Details	Post-Trial	Appellate Activity	Case Actio
Case Actions						
Select Display Option ODisplay all ODisplay all ODisplay 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. From the "Flag Case as CCIR" form:
  - a. User has the option to select whether the case should be flagged as CCIR, and, if selected, also to indicate whether the client exhibits suicidal ideations.



- 5. Select "Submit" once complete.
- 6. NCORS will identify CCIR cases using an icon in grids and reports

# Upload Case Document

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



<b>Q</b> Search cases by client last name or case num	nber	SEARCH					*	₹ -	C
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Spee	dy Trial	Clock	
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-		-		

- 3. From the case summary page, navigate to the "Documents" tab.
- 4. Select the action link to "Case Document" to upload a new file.

1105 Report     22/1/2023 9/41 AM     106A Matters     Gov (1)       ase Document     PDF - 3 KB     (1) john Post Trail office User     106A Matters       efense Evidence     Image: Comparison of the second	All Documents	All Documents				A Warning: Editing the document in the previewer will not save document changes
Colorery       Source (1/Ary)       Pace-Madd Document (2/Ary)       Colorery         Choice       Source (1/Ary)       Type       Source (0)         Choice       Document (2)       Last Updated       1       Type       Source (0)         ThOP:       Signed Top (2/Ary)       2/21/2023 964 AM       1106 Matters       Gor@       Image: Source (0)       Image: Sour	M 309 Matters	<b>Q</b> Search Documents	SEARCH DOCUMENT TYPE Any		• • Ø	
CTOUS       Document ©       Last Updated       i       Type       Source ©         1105 Agont       2/1/2023 94 AM       1006 Matters       Gor@       I       Image: Source ©       Ima	covery	CHARACTERISTICS   Any	PUBLISHED DOCUMENT	Iny	•	≡ jA0ECQMCnyRxpZ8AN 1 / 2   − 55% +   Ξ δ) 🛓
ACTONS pre Document 0     Last Updated     1     Type     Source     0       1105 Report per S ASR     2/21/2023 9/2 AM A Marie por S ASR     1106 Atters     Gor 0       1     105 Report per S ASR     2/21/2023 9/2 AM A Marie por S ASR     1106 Matters     Gor 0       1     1     1     106 Matters     Gor 0       1     1     1     1     106 Matters     Gor 0       1     1     1     106 Matters     Def 0     1       1     1     106 Matters     Def 0     2     2       1     1     106 Matters     Def 0     2     2       1     106 Matters     Def 0     2     2     2       1     106 Matters     Def 0     2     2     2       1     106 Matters		SOURCE   Any	•			Aliquit916
105 Report Production Request         105 Report Ports 3K8         2/21/2023 9:14 M Later PDF - 3 K8         106A Matters Later PDF - 3 K8         0 - 1         Image: Comparison of the match of t		Document 🕢	Last Updated	Туре	Source 🕜	
Effects         2/21/2023 9:26 AM A Mrie         106 Matters         Def @         1           Batestamped Doc 1 (24)         2/21/2023 9:26 AM A Mrie         106 Matters         Def @         1           Batestamped Doc 1 (24)         2/21/2023 9:26 AM A Mrie         106 Matters         Def @         1           D0 490 Ferm PDF - 3 KB         2/21/2023 9:24 AM A Mrie         1106 Matters         Def @         2           D0 490 Ferm PDF - 3 KB         2/21/2023 9:19 AM A Mrie         1106 Matters         Def @         2           D0 490 Ferm PDF - 3 KB         2/21/2023 9:19 AM A Mrie         1106 Matters         Def @         2           D0 505 enor/DefenseCounsel         1006 Matters         Def @         2         2           D0 505 enor/DefenseCounsel         1006 Matters         Def @         2         2           D0 505 enor/DefenseCounsel         1006 Matters         Def @         2         2				1106A Matters	Gov ⊕	test. And more test. And more test.
PDF-3 KB         2/21/2023 9:12 AM B Marie         1106 Matters         Def @         1           PDF-3 KB         2/21/2023 9:12 AM B Marie         1106 Matters         Def @         1           PDF-3 KB         2/21/2023 9:12 AM B Marie         1106 Matters         Def @         1           PDF-3 KB         2/21/2023 9:12 AM B Marie         1106 Matters         Def @         1           PDF-3 KB         2/21/2023 9:12 AM B Marie         1106 Matters         Def @         1           PDF-3 KB         2/21/2023 9:12 AM D DSOSenor DefenseCounsel         1106 Matters         Def @         2           PDF-3 KB         2/21/2023 9:12 AM D DSOSenor DefenseCounsel         1106 Matters         Def @         2	efense Evidence					Ited. And more text. Boring. zzzzz. And more text.
Batestamped Doc 1 (2-6)         2/21/2023 SIA AW         1106 Matters         Def ⊕           PDF - 3 K8         2/21/2023 SIA AW         1106 Matters         Def ⊕           PDF - 3 K8         2/21/2023 SIA AW         1106 Matters         Def ⊕           PDF - 3 K8         2/21/2023 SIA AW         1106 Matters         Def ⊕           PDF - 3 K8         2/21/2023 SIA AW         Def ⊕         2/21/2023 SIA AW           PDF - 3 K8         2/21/2023 SIA AW         Def ⊕         2/21/2023 SIA AW           PDF - 3 K8         2/21/2023 SIA AW         Def ⊕         2/21/2023 SIA AW           Discovery Request Document         2/21/2023 SIA AW         Def ⊕         2/21/2023 SIA AW           JH         Marie         1106 Matters         Def ⊕         2/21/2023 SIA AW	roduction Request		🛔 Marie	1106 Matters	Def	test. And more test. Even more. Continued on page 2
PDF - 3 KB         DSOSemon/DefenseCounsel           DD 480 Form PDF - 3 KB         2/21/2023 919 AM In Marie DSOSemon/DefenseCounsel         Def⊕           PDF - 3 KB         2/21/2023 914 AM DSOSemon/DefenseCounsel         Def⊕         2/21/2023 914 AM Info Matters         Def⊕         2/21/2023 914 AM           PDF - 3 KB         2/21/2023 914 AM DSOSemon/DefenseCounsel         1106 Matters         Def⊕         2/21/2023 914 AM           Discovery Request Document         2/21/2023 914 2M DSOSemon/DefenseCounsel         1106 Matters         Def⊕		Batestamped Doc 1 (2-6)			0.14	Compared Tel Call
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PDF-3 K8 DSOSeniorDefenseCounsel		јн	🛔 Marie	1106 Matters	Def 🌐	
		PDF - 3 KB	DSOSeniorDefenseCounsel			

- 5. Select the file to upload, document type, attributes, and any additional information pertinent to the document type.
  - a. Depending on the selected document type, input additional information related to the document.
  - b. Identify documents attributes to identify documents as "discovery", "redacted", "sealed", "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.

File Upload *		Document Type *
UPLOAD		Select a document type
Document Attributes		
Redacted File	Discovery	Reciprocal Discovery
Attorney Case File	Sealed	

- 6. 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.
- 7. The user can view the uploaded document by navigating to the "Documents" tab and selecting the document.
  - a. User can preview and/or download the document by selecting the document name from the "All Documents" list.

A Choice       Source: 1/49       Image: 1/49	All Documents	All Documents						A Warning: Editing the document in the previewer will n	iot save document changes
Subsection       Source:       Any         * ACTIONS       Source:       A vg         Decoment       Document 0       Last Updated       1       Type       Source:       0         PACTIONS       Document 0       Last Updated       1       Type       Source:       0       Gov       Gov       Image: Cover of the cover of th	RCM 309 Matters	<b>Q</b> , Search Documents	SEARCH DOCUMENT TYPE	Any		• •	C		
* ACTIONS       Document ①       Last Updated       1       Type       Source       0         * ACTIONS       1005 Report       2/2/1/2023 9/41 AM       1006 Adatters       Gor@       Image: Construction Report       2/2/1/2023 9/41 AM       Gor@       Image: Construction Report       Image: Construction Report       2/2/1/2023 9/42 AM       Gor@       Image: Construction Report       Image: Construction Report       2/2/1/2023 9/24 AM       Image: Construction Report       Image: Con	Discovery	CHARACTERISTICS Any	PUBLISHED DOCU	IMENT   Any		•		jA0ECQMCnyRxpZ8AN 1 / 2	- 55% +   🖸 \land 👱 🖶
PACHONS       Document 0       Last Updated       1       Type       Source       0         ACHONS       Case Document       105 Report       2/21/2023 9/41 AM       1006 Autaters       Gov@#       1       No reservation of the user       No reservation of the user o		SOURCE Any	•					A Tangle PGF for	
Decise Document         105 Report         2/21/2023 944 AM         100A Matters         Gov Φ           Production Requiset         20/1020 296 AM         1106 Matters         Gov Φ         1           Batestamped Doc 1(2-4)         2/21/2023 944 AM         Def Φ         1         1         Image: Comparison of the compar		Document 🕑	Last Updated	1	Туре	Source	0		
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DD days form     Avane     Dof Autors     Def ⊕       PDF-3 KB     22/21/2023 9:14 AM     1106 Matters     Def ⊕       PDF-3 KB     25/26/2023 9:14 AM     1106 Matters     Def ⊕       Discovery Request Document- PDF-3 KB     22/21/2023 9:12 AM     1106 Matters     Def ⊕       Discovery Request Document- PDF-3 KB     22/21/2023 9:12 AM     1106 Matters     Def ⊕       1006 Matters     Def ⊕     2/20/2023 1:045 AM     1106 Matters			🚨 Marie		1106 Matters	Def 🖶			
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1106Submission 1106 Matter Def #		јн	🚨 Marie		1106 Matters	Def ⊕			
PDF-3 KB DSOSeniorDefenseCounsel		1106Submission PDF - 3 KB	🚨 Marie		1106 Matters	Def 🌐			

## Remove Case Document

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

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS	appian			REPORTS	ADMIN BOARDS	PERSREP CLIENTS	CASES	HOME
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2. Select the "Case Number" to navigate to the case summary page.

Case Flags	Case Title 1	Case Number	Subject Name	Investigation Number	Status	Case Created Date 🕄	PTC/PTR Type	RCM 707 Clock
8	U.S. v. Davis	N-EU-24-0110	Davis 1st Sg Jordan	63535345	Investigation	10/23/2024	•	-

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.

nt Details	E DOCUMENTS							
tain unnublished case doc								
	uments can be	edited in the Case Documents grid. To edit docur	nents wi	thout edit	functionality, na	vigate to whe	re the docu	ments
1								
uments	SEARCH	DOCUMENT TYPE Any	-	CHARACTERIS	stics   Any		-	۳
UMENT   Any	•	SOURCE Any	-					
Last	Updated			1	Type	Source	0	0
Last								
	re originally uploaded. (i.e. is cuments cument   Any	re originally uploaded. (i.e. RCM 309 Docu is cuments SEARCH CUMENT   Any T	re originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 3 is cuments SEARCH DOCUMENT TYPE   Any CUMENT   Any SOURCE   Any	re originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 309 Requises SEARCH Document TYPE   Any  CUMENT   Any	re originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 309 Request which is cuments SEARCH DOCUMENT TYPE   Any   CHARACTERE CUMENT   Any  CHARACTERE CUMENT   Any  CHARACTERE	re originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 309 Request which is found in RCM 30 Is Cuments SEARCH DOCUMENT TYPE   Any CHARACTERISTICS   AN CHA	re originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 309 Request which is found in RCM 309 Matters tal is cuments       SEARCH     Document TYPE   Any <ul> <li>CHARACTERISTICS   Any</li> <li>COMMENT   Any</li> <li>SOURCE   Any</li> </ul>	re originally uploaded. (i.e. RCM 309 Documents can be edited in their corresponding RCM 309 Request which is found in RCM 309 Matters tab)

4. In the form, user can 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 info	rmation as required.	Please Confirm Action Upon submission of this form, the document and related data will be removed. Do you wish to to continue?			
Document Category 😧	File Upload *	NO			
Select the categories to filter	TXT - < 1 K	10			
Case Notes -					
Document Attributes					
Redacted File 🔞	Di	scovery 😧			
		ciprocal Discovery 😧			
CANCEL			REMOVE	SUBMIT & ADD ANOTHER DOCUME	NT SUBMIT

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

# Case Doc Zip Generation and Download

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

<b>А</b> НОМЕ	CASES	PERSREP CLIENT	S ADMIN BOARDS	REPORTS			MARIE	appi	ian
Select the "Case Number" to navigate to the case summary page.									
<b>Q</b> Search cases by client	last name or case nun	nber SE	ARCH					Ŧ	۰ ۲
Case Title		Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Spee	dy Trial Clo	ock

Pending NOCAR

1/6/2023

3. From the case summary page, navigate to the "Documents" tab.

19089850

N-EU-23-0006

U.S. v. Graham

2.

4. Select the action link to "Zip Case Documents" to generate and download a zip file of all case documents the user has access to.

All Documents	All Documents				
Discovery	Q. Search Documents	SEARCH DOCUME	NT TYPE   Any	•	<b>T</b> • <i>C</i>
	CHARACTERISTICS   Any	- PUBLISH	ED DOCUMENT   Any	-	
	SOURCE   Any	•			
ACTIONS	Document 📀	Last Updated	Туре	Source	0
Zip Case Documents Defense Evidence Production Request	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	Trial Management Order	T) 🕀	
	Motion PDF - 27.3 KB	4/12/2023 3:59 PM	Motion for Docketing	Gov 🌐	

5. Select the "Generate Zip File" button.

Generate Case File Zip: U.S. v. Anderson		
	This form will timeout in 59 minutes. Any unsaved progress will be lost.	
Date Generated 4/20/2023		
		GENERATE ZIP FILE

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

Generate Case File Zip: U.S. v. Anderson	
	This form will timeout in 60 minutes. Any unsaved progress will be lost.
Date Generated 4/20/2023	
Download Zip File	
	CLOSE

#### VWAP

#### Add Witness

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

A HOME	CASES	ADMIN BOARDS	KEPORTS	<b>III</b> (MARIE) appian

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

<b>Q</b> Search cases by client last name or case num	nber	SEARCH	± ▼• S			
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	-	-

3. From the case summary page, navigate to the "Case Actions" tab and select the "Add Witness" 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.

Summary Documents Case Journal Victims,	Witnesses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actio
ase Actions							
elect 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. This action is also available by navigating to the "Victims, Witnesses, and Experts" tab and selecting the action to "Add Witness" from the "Actions" list.

Summary Documents Case	Journal Victims, Witnesses, & Expe	ts Charges & Offenses Trial Act	cused Details Case Action	ons				
Victims           Witnesses           Experts           Requested Witnesses	Published Witnesses Q. Search Witnesses Name	SEARCH Email Source	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing	Added On Added By	₹- <i>©</i>
Depositions	4			No er	tries have been made			,
F ACTIONS Add Witness Publish Witness Add Victim	Unpublished Witnesses Q. Search Witnesses Name	SEARCH	Source	Ad	lded On Added By		Background Investigation	T - S File O
Add Production Request Add Expert				No entries have been mad	e			

- 5. 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.

General Details	Service Details					
Contact Information		-				
VWAP Details	Service Branch		EDIPI / DOD ID			
Review	USN	•	Enter EDIPI / DOD ID		C	0/10
	Grade	Rank		Unit		
	Select a Grade	Select a Rank	-	Enter a Unit		
	Rating	EAOS				
	Select a Rating	mm/dd/yyyy 🛱				
	General Details Witness Information					
	New entry matches an existin	g Witness on the case. Please review existing entries prior to	submission.			
	Last Name	First Name		Middle Name	Suffix	
	Nye	Bill		Middle Name	Suffix	

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

General Details	Service Details Service Status Active Duty										•
VWAP Details	Service Branch	Service Branch EDIPI / DOD ID									
Review	USMC	USMC • 2345678765 10/10									
·	Grade	Grade Rank					Unit				
	E-5	•	Sergeant			•	Example Unit				
	General Details Witness Information										
	First Name				Last Name			Middle Name	Suf	fix	
	Gregory				Kim			А	50	rffix	
	Sex			Race		E	thnicity			Date of Birth	
	м		-	Asian		-	Not Hispanic or Latino		-	11/09/1989	-
	Is the witness a member of law er Yes <b>O</b> No	nforcement	?								
CANCEL											NEXT

- 6. Review the witnesses'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.

General Details Contact information	Service Details Service Status								
VWAP Details	Active Duty								•
VWAP Details	Service Branch	EDIPI / DOD ID							
Review	USMC -	2345678765		10/10					
	Grade	Rank			Unit				
	E-5 *	Sergeant		•	Example Unit				
	General Details Witness Information First Name		Last Name			Middle Name	Suf	fix	
	Gregory		Kim			A	SU	rffix	
	Sex	Race		Et	hnicity			Date of Birth	
	м	▼ Asian		- N	lot Hispanic or Latino		•	11/09/1989	<b></b>
	Is the witness a member of law enforcemen Ves No Contact Information Preferred Method of Contact	127							

- 7. 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 defense office users until formally "published" to the assigned trial office in a separate action.

Victims Witnesses	Published Witnesses Q. Search Witnesses by case number or last name	SEARCH			<b>T</b> •
Experts Requested Witnesses	Name Email	Source Article 32 H	earing Article 39(a) Hearing	Merits Hearing Sentencing Hearing	Added On Added By
Depositions	¢		No e	ntries have been made	
ACTIONS	Unpublished Witnesses Q. Search Witnesses by case number or last name	SEARCH			<b>T</b> -
iequest idd Witness ublish Witness	Name	Email	Source	Added On Added By	Background Investigation File

## Deactivate Witness

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

*	*	<b></b>	Ê		=== MARIE annian
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

Case Flags	Case Title 1	Case Number	Subject Name	Investigation Number	Status	Case Created Date 😧	PTC/PTR Type	RCM 707 Clock
۵	U.S. v. Davis	N-EU-24-0110	Davis 1st Sg Jordan	63535345	Investigation	10/23/2024		-

 From the case summary page, navigate to the "Victims, Witnesses, and Experts" tab and select the Witnesses subtab. Select the Edit icon in the Unpublished Witnesses grid to edit a witness.

U.S. v. Davis					
Summary Documents Cas	ie Journal Victims, Witnesses, δ	Experts Charges & Offenses	Trial Accused Details Post-Tria	al Appellate Activity Case Actions	
Victims	& ADD WITNESS & PUBLI	5H WITNESS			
Witnesses	Witness Details				
Experts	Published Witnesses				
Requested Witnesses	Q. Search Witnesses by case	number or last name	SEARCH		T- C
Depositions	Name	Email	Source Article 32 Hearing	Article 39(a) Hearing Merits Hearing	Sentencing Hearing Added
All ACTIONS					
Add Witness				No entries have been made	e
Publish Witness	4				•
Request Expert	Unpublished Witnesses				,
Publish Expert Add Witness Production	Q, Search Witnesses by case	number or last name	SEARCH		T- 2
Enter Deposition					
	Name	Email	Source	Added On Added By	Background Investigation File
	Miles Uno	-	Defense	11/19/2024 Marie DSO Senior Defense Cou	insel 🗶 🚺
					🖋 Edit Witness

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.

Edit Witness:	U.S. v. Daviş							
	Comitos Dot		s form the unpublished wit					
General Details	Service Det	associated data will be	removed. Do you wish to to	o continue?				
Contact Information	Service Status Active Duty	NO		YES				
VWAP Details	Service Branch			EDIPI / DOD ID				
Review	USN		•					
1	Grade		Rank		Unit			
	Select a Grade	- •	Select a Rank	-	Enter a Unit			
	Rating		EAOS					
			mm/dd/yyyy					
CANCEL						BACK	REMOVE	SUBMIT

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

	Action completed	
]	Navigate To	
	₩ Home	
	Case Summary	
	All Cases	
	🖿 Reports	

#### **Publish Witness**

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

	HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	III (dso) appian
--	------	-------	-----------------	--------------	---------	------------------

<b>Q</b> Search cases by client last name or case num	ber	SEARCH	RCH			
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		-

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Publish Witness" 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.

ince Actions				-
ase Actions				
elect 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. Action is also available by navigating to the "Victims, Witnesses, and Experts" tab and selecting the action to "Publish Witness" from the "Actions" list.

Victims	Published Witnesses	number or last name	SEARCH						·- 0
Witnesses Experts Requested Witnesses	Name	Email		Article 32 Hearing	Article 39(a) Hearing	Merits Hearing Se	ntencing Hearing		ed On
Depositions	1				No en	tries have been made			
ACTIONS	Unpublished Witnesses								
Add Witness Production	Unpublished Witnesses Q. Search Witnesses by case to	number or last name	SEARCH					٦	·
ACTIONS Add Witness Production Request Add Witness Publish Witness		number or last name Email	SEARCH	Source	Added On	Added By	Ir	Background westigation File	· - 4
Add Witness Production Request Add Witness	<b>Q</b> Search Witnesses by case i	Email				Added By Meredith Hoopes	Ir	Background	

- 5. On the "Publish Witnesses" form:
  - a. User can select a checkbox next to the witness they would like to publish from the grid of witnesses.
  - b. User can select one or more options from the hearing involvement dropdown for each witness.

Publish Witnesses: U.S. v. Graham	
Select Witnesses to Publish	
Witness	Hearing Involvement 📀
LOZINSKIY, APOLLINARIYA APYALOIY	· ·
KIM , SERGEANT GREGORY A	Article 32, Article 39(a) 💿 🗸
CANCEL	SUBMIT

- 6. Select "Submit" once complete, a warning text box will appear notifying the user that published witnesses will be available to all parties on the case.
  - a. Once submitted, an email notification will automatically be sent to the Trial Office notifying them of published witnesses.
- 7. User can view published witnesses on the published witnesses grid and published witnesses will be visible to Trial Office users.

Summary Documents Ca	se Journal Victims, Witnesses, &	& Experts Charges & Offenses	Trial Accu	sed Details Post-Trial	Case Actions		
Victims	Published Witnesses	e number or last name	SEARCH				<b>▼</b> - 2
Experts Requested Witnesses	Name	Email	Source	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing
Depositions	KIM , SERGEANT GREGORY	· A -	Defense	~	~	×	× ,
	Unpublished Witnesses						
F ACTIONS	<b>Q</b> Search Witnesses by case	e number or last name	SEARCH				<b>T</b> - 2
Add Witness Production Request	Name	Email		Source	Added On Added By		Background Investigation File
Add Witness Publish Witness	LOZINSKIY, APOLLINARIYA	APYALOIY apollinariya.lozinskiy	@example.com	Defense	2/10/2023 Meredith Ho	opes	<b>±</b>
Add Expert Publish Expert							,

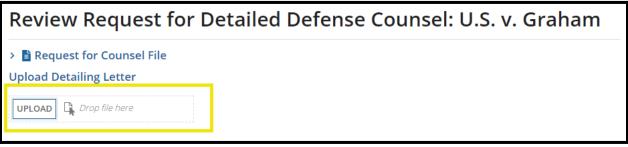
# Discovery

#### **Review Request For Counsel**

1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "Review Defense Counsel Request" task.

🗍 MY WORKSPACE	PersRep Tasks					
曲 CALENDAR	<b>Q</b> Search NCORS Tasks		SEARCH			₹- 2
	Client Name		Task Type 😧		Due Date	Days Until Due
Q, CASE SEARCH			There are n	no current PersRep tasks		
네 ADHOC REPORTS						
	My Tasks					
SETTINGS	<b>Q</b> Search NCORS Tasks		SEARCH			<b>▼</b> - <i>C</i>
() HELP	Case Title	Case Number	Task Type 🕑		Due Date	Days Until Due
	U.S. v. Graham	N-EU-23-0003	Review Defense	e Counsel Request	2/21/2023	7
Helpful Links	U.S. v. Graham	N-EU-23-0003	Review Discover	ry Disclosure	2/21/2023	⑦ 7
<ul> <li></li></ul>	U.S. v. Graham	N-EU-23-0003	Review Discover	ry Disclosure	2/21/2023	© 7

- 2. From the "Review Request for Detailed Defense Counsel" form:
  - a. Users can optionally upload a detailing letter.



- b. Select Yes or No for "Issues with RFC".
  - i. If the Yes radio button is selected, users can input a reason in the "Issues Description" field.
- c. Select Yes Or No for "Return to Trial Office?".
  - i. If the Yes radio button is selected, users can input a reason in the "Reason for return to TSO" field.
- d. If there are existing Discovery Disclosures on the case, the user can select and download discovery documents from the "Disclosed Discovery Documents" grid to review.

<b>Review Request</b>	for Detailed Defense Counsel: U.S. v. G	raham	
<ul> <li>B Request for Counsel File</li> <li>Upload Detailing Letter</li> </ul>			
UPLOAD 🖳 Drop file here			
Issues with RFC? *	Issues Description		
			0/4000
Return to Trial Office? Yes No	Reason for return to TSO		
			0/4000
Disclosed Discovery Docume	nts		
Document		Bates Range	Approved
Discovery Document 1		1 - 4	
Discovery Document 2		4 - 9	
CANCEL			SAVE

- e. User can select "Save" if they wish to complete the form later. Selecting "Save" will not remove the task from the user's "My Tasks" grid.
- 3. Select "Submit" once complete.
  - a. If "Return to Trial Office" was marked "Yes" by the user, an email notification will automatically be sent to the Trial Office with the return reason and a new request would have to be submitted.

#### **Detail Counsel**

- 1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "Detail Counsel" task.
  - a. This is available following approval of a request for counsel.

HOME CASES PERSREP C	LIENTS ADMIN BOARDS REPORTS			III 👶 💷
	PersRep Tasks			
<b>⊞</b> CALENDAR	Q Search Incomplete Tasks		SEARCH	τ. Θ
DOCUMENT TEMPLATES	Client Name		Task Type 😡	Date Assigned
			There are no current PersRep tasks	
CAST LOGIN DETAILS				
⑦ HELP	My Tasks 🛛 Q. Search Incomplete Tasks		SEARCH	۲. ۵
	Case Title	Case Number	Task Type 📀	Date Assigned
	U.S. v. Booker	N-EU-23-0189	Review Discovery Disclosure	A 11/16/2023
	U.S. v. Alvarez	N-EU-23-0150	Detail Counsel	▲ 1/11/2024
	U.S. v. Butler	N-SW-24-0003	Review Discovery Disclosure	▲ 1/11/2024
	U.S. v. Butler	N-SW-24-0003	Review Defense Counsel Request	<b>4</b> /4/2024
	U.S. v. Adams-Smith	N-EU-23-0080	Review Discovery Disclosure	▲ 4/4/2024
	U.S. v. Butler	N-SW-24-0003	Review Discovery Disclosure	<b>4</b> /4/2024
	U.S. v. Russo	N-EU-24-0056	Review Discovery Disclosure	▲ 7/25/2024
	U.S. v. Russo	N-EU-24-0056	Review Defense Counsel Request	▲ 7/25/2024
				8 items

2. Upon selecting the task, the user is taken to the the "Assign Users to Case" form:

a. Select the "Add User" button to add an additional row to the "Assignments" grid.

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS			III 🎒	
Assign Users to Case: U.S. v. Alvarez				
	This form will timeout in 60 minutes. Any unsaved progress will be lost.			
Assignments Assign DSO users to roles for the selected case.				
User	Role	Date Assigned	Waiver Received? 📀	
Marie DSOSeniorDefenseCounsel	Detailed Counsel	Jul 28, 2023		×
Add User				
CANCEL				SUBMIT

b. User can search for existing defense services users.

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS			III 🎒 💷
Assign Users to Case: U.S. v. Alvarez			
	This form will timeout in 54 minutes. Any unsaved progress will be lost.		
Assignments Assign DSO users to roles for the selected case.			
User	Role	Date Assigned	Waiver Received? 😧
Marie DSOSeniorDefenseCounsel	Detailed Counsel	Jul 28, 2023	□ ×
m	Select a Value	Aug 2, 2024	- <b>x</b>
Marshall DSOLeadCounsel marshall.dsoleadcounsel			
Marie DSOSeniorDefenseCounsel marie.dsoseniordefensecounsel			
Summer DSOAssistantSeniorDefenseCoun summer dSoassistantSeniorDefenseCoun			SUBMIT
Talitha DSODefenseCounselAssistanceProgram talitha.dsodefensecounselassistanceprogram			
Richard DSOIndividualMilitaryCounsel richard.dsoindividualmilitarycounsel			
Samad DSORegionalDefenseCounsel samad.dsoregionaldefensecounsel			

c. Users can select the type of user role from a dropdown (Assigned User, Detailed, Counsel, Co-Detailed Counsel, or Individual Military Counsel).

HOME CASES PER Assign Users to C		admin boards 5. v. Alva			III 🍪	Contraction of the second
			This form will timeout in 51 minutes. Any unsaved progress will be lost.			
Assignments Assign DSO users to roles for the selected	case.					
User			Role	Date Assigned	Waiver Received? 0	
🍇 Marie DSOSeniorDefenseCounse			Detailed Counsel	Jul 28, 2023		×
👤 Marshall DSOLeadCounsel 🗙			Select a Value	Aug 2, 2024	-	×
O Add User			Select a Value			
			Assigned User			
			Co-Detailed Counsel			
CANCEL			Detailed Counsel			SUBMIT
			Individual Military Counsel			

- d. Users can remove assigned users from the grid by selecting the red "X" icon.
- e. The "Waiver Received?" checkbox will appear if a user selects a conflicted user to add to the case, otherwise, this will be blank.

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS			III 🎒 🖪	Sana Sanata Sanata Sanata Sanata Sanata Sanata
Assign Users to Case: U.S. v. Alvarez				
	This form will timeout in 49 minutes. Any unsaved progress will be lost.			
Assignments Assign DSO users to roles for the selected case.				
User	Role	Date Assigned	Waiver Received? 🕢	
Marie DSOSeniorDefenseCounsel	Detailed Counsel	Jul 28, 2023		×
Marshall DSOLeadCounsel ×	Select a Value 🔻	Aug 2, 2024		×
O Add User				
CANCEL			SU	вміт

- 3. Select "Submit" once complete.
  - a. Following initial detailing of counsel via the "My Tasks" grid, assignments can be removed, edited, or added from the "Case Actions" tab.
  - b. Following submission, the assigned users receive a notification of their assignment.
  - c. Following submission, the assigned trial counsel receives a notification of the detailed counsel.

#### **Review Discovery Disclosure**

1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "Review Discovery Disclosure" task.

DEFENSE SER	VICES CASE MAN	IAGEMENT			12 ► ASSIGNED CASES	68	ALL OPEN C
🗍 MY WORKSPACE	PersRep Tasks						
葡 CALENDAR	Q. Search NCORS Tasks		SEARCH				τ-
⇒ DOCUMENT SEARCH	Client Name		Task Typ	e 🛛		Due Date	Days Until Due
Q CASE SEARCH				There are no current PersRep tasks			
ADHOC REPORTS							
RESOURCES	My Tasks						
SETTINGS	Q. Search NCORS Tasks		SEARCH				Τ-
2) HELP	Case Title	Case Number		Task Type 🕑		Due Date	Days Until Du
-	U.S. v. Graham	N-EU-23-0003		Review Defense Counsel Request		2/21/2023	<b>A</b> 5
Helpful Links	U.S. v. Graham	N-EU-23-0003		Review Discovery Disclosure		2/21/2023	<b>A</b> 5
III U.S. Navy JAG Corps Blog	U.S. v. Graham	N-EU-23-0003		Review Discovery Disclosure		2/21/2023	<b>A</b> 5
Manual for Courts-Martial (2019)  Trial Judiciary Docket  NMCCA Docket	U.S. v. Graham	N-EU-23-0003		Review Discovery Disclosure		2/23/2023	<b>(</b> ) 7

- 2. From the "Review Discovery Disclosure" form:
  - a. User is notified of which trial office member sent the discovery disclosure documents.
  - b. User can preview each discovery document by clicking on the document name.
  - c. User can upload an optional discovery receipt file for the discovery disclosure and the date of request is automatically populated.

Review Discovery Disclosure Documents for Case U.S. v. Gra Review Discovery Disclosure Documents sent by Todd Trial Government Counsel	aham	
Document	Bates Range	Approved
Discovery Document 1	1 - 4	○ Yes ○ No
Discovery Document 2	5 - 9	⊖ Yes ⊖ No
Receipt from Defense		
Discovery Receipt Date		
Feb 16, 2023		
Discovery Receipt UPLOAD DDrop file here		
CANCEL		ACKNOWLEDGE ALL

d. For each requested item response the user can approve or reject the response and provide a rejection reason.

4 Yes ONC		,	Here the Bernard States Bernard Stat	This is a small d just for use in the test. And more test. Not. And more test. And more test. And And more test. And more test.	DIE PDFF File werenten werden schenden hand werden schenden werden deres kerken fahre sind auf der meine werden deres werden werden Auf einer werden, werden schenden schenden auf auf einer Marken werden schenden schenden auf auf einer Marken werden schenden schenden auf auf einer Marken werden schenden schenden schenden werden schen	
9 Yes No	io -		1	This is a small d just for use in the test. And more test. Not. And more test. And more test. And And more test. And more test.	encentration, pdf file - Virtual Mechanics Luterials. More text. And more ad. And more text. And more text. And more text. Boring zzzzz. And more text. And more text. Boring zzzzz. And more text. And more text. And one text. And more text. And more text. And in more text.	
			2			
				2	2	

- 3. Select "Submit" once complete.
- 4. User can navigate to the "Documents" tab, select the "Discovery" subtab, and select the date of disclosure field to view a read-only summary of the disclosure, including the decisions to approve or reject the documents.

Summary Documents Ca	se Journal Victims, Witnesses, & Expert	s Charges & Offenses Trial	Accused Details Post-Trial Case Actions		
All Documents	Discovery Disclosures				
Discovery	Disclosed On	Documents Disclosed	Disclosed By	Reviewed By	Reviewed On
	2/14/2023	2	Todd Trial Government Counsel	Marie DSO Senior Defense Counsel	2/17/2023
	2/14/2023	3	Todd Trial Government Counsel	Pearce DSO Chief Defense Counsel	2/14/2023

#### Respond to Reciprocal Discovery Request

1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "Respond to Reciprocal Discovery Request" task.

DEFENSE SER	VICES CASE MAN	AGEMENT			12 ASSIGNED CASES	68 ∰ avg days in review	112 ★ ALL OPEN CASES
	PersRep Tasks						
<b>苗</b> CALENDAR	Q. Search NCORS Tasks		SEARCH				T- 3
DOCUMENT SEARCH	Client Name		Task	Туре 😡		Due Date	Days Until Due
Q CASE SEARCH				There are no current PersRep tasks			
네 ADHOC REPORTS							
	My Tasks						
SETTINGS	Q. Search NCORS Tasks		SEARCH				<b>▼</b> - 3
() HELP	Case Title	Case Number		Task Type 😡		Due Date	Days Until Due
	U.S. v. Benjamin	N-EU-23-0007		Respond to Reciprocal Discovery Request		2/24/2023	O 7
Helpful Links							
E U.S. Navy JAG Corps Blog     Manual for Courts-Martial (2019)     Trial Judiciary Docket     MNCCA Docket							

- 2. From the "Provide Reciprocal Discovery" form:
  - a. User can view the reciprocal discovery request summary.

#### b. User can preview the request file.

Provide Reciprocal Disc	overy: U.S. v. Benjamin			
Reciprocal Discovery Summa	ry			
Case Name U.S. v. Benjamin Request Date 🛍 February 17, 2023 Response Date -	Responses	Document   No items availabl		1 Provided By
Request File      JADECQMCKamLzzJ01T880-08/0, VyvázU	12GQ_EL&r3K0PHKrL2lcFanoqylo3XEArlovCJ2N3Ey3j2	Garranfar 1 / 2   - 100% + E Φ A Simple PDF File		± # :
1 Formation 2		This is a small demonstration pdf file - just for use in the Virtual Mechanics tutorials. More text. And more text. And more text. And more text. And more text. And more text. Born from text. Born from text. And text. And more text. Born from text. And more text. And more text. And more text. Born from text. And more And more text. And more text. And more text. And more And more text. And more text. And more text. And more text. And more text. And more text. And more text. And text. And more text. And more text. And more text. And text. And more text. And more text. Even more. Continued on page	more And text.	

- c. User can upload an optional response file.
- d. User can provide a defense response of "No responsive materials exist", "Responsive materials to be provided in accordance with rules", or "Responsive materials included" to the each of the following items included in reciprocal discovery:
  - i. Witness information.
  - ii. Documents and tangible items.
  - iii. Report of examination.
  - iv. Inadmissibility of withdrawn defense.
  - v. If "Responsive materials included" is selected, the user can upload a document to include with the submission.

Response	
Response File Upload	Items Required in Reciprocal Discovery
UPLOAD D Drop file here	Witness information     Occurrents and tangible items     Reports of examination and tests     Inadmissibility of withdrawn defense
Witness Information	
Defense Response	
No responsive materials exist	
<ul> <li>Responsive materials to be provided in accordance with rules</li> </ul>	
Responsive materials included	
Documents and Tangible Items	
Defense Response	
🔿 No responsive materials exist	
<ul> <li>Responsive materials to be provided in accordance with rules</li> </ul>	
Responsive materials included	
Report of Examination	
Defense Response	
O No responsive materials exist	
Responsive materials to be provided in accordance with rules	
Responsive materials included	
Inadmissibility of Withdrawn Defense	
Defense Response	
O No responsive materials exist	
Responsive materials to be provided in accordance with rules	
O Responsive materials included	
CANCEL	злемит

3. Based on the selection, user can upload or select files in response to the request.

- 4. Following submission, responses can be modified from the "Discovery" tab.
- 5. Select "Submit" once complete.

#### Submit Evidence Production Request

- 1. From the NCORS Defense Services site, select the "Cases" tab.
  - HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS
- 2. Select the "Case Number" to navigate to the case summary page.

<b>Q</b> Search cases by client last name or case num	aber	SEARCH					ŁT	• C
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy	Trial Cl	ock
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-		-	

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Defense Evidence Production Request" 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, & Exp	erts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions Select Display Option Oisplay 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. From the "Defense Evidence Request" form:
  - a. User can upload a request file for the defense evidence production request and input the date of request.

ate of Request * mm/dd/yyyy		Image: Property of the second seco		
ltem Number	ltem	Requested Response Date	0	
		No items available		
O Add Item				

- b. User can select the "Add Item" button to add items to the "Request Items" grid.
  - i. User can input item number, item description, and requested response date.
  - ii. User can select the red "X" icon in order to remove items from the requested items grid.

Requested Items			
-			
Item Number	ltem	Requested Response Date	0
	item Description		
1	····	02/16/2023	×
Add Item			-
CANCEL			SUBMIT
CANCEL			JODMIT

5. Select "Submit" once complete and a "Review Evidence Production Request" task and notification will automatically be sent to the trial office users assigned to the case.

#### **Review Evidence Production Request Response**

1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "Review Evidence Production Response" task.

	PersRep Tasks					
曲 CALENDAR	Q Search NCORS Tasks		SEARCH			T- 3
DOCUMENT SEARCH	Client Name		Task	Туре 😡	Due Date	Days Until Due
Q CASE SEARCH				There are no current PersRep tasks		
네 ADHOC REPORTS						
	My Tasks					
<b>©</b> SETTINGS	Q Search NCORS Tasks		SEARCH			₹- <i>C</i>
() HELP	Case Title	Case Number		Task Type 😡	Due Date	Days Until Due
Helpful Links	U.S. v. Graham	N-EU-23-0006		Review Evidence Production Response	2/23/2023	07

- 2. From the "Review Evidence Production Response" form:
  - a. User is notified of which trial office member sent the response and the ordered TMO date.
  - b. User can view previews of the request and response files.
  - c. For each requested item response user can approve or reject the response and provide a rejection reason.

			or Case U.S. v. Gra	ham				
Review Evidence Production Re	sponse sent by Todd Trial Gov	vernment Counsel						
🗰 Ordered TMO Date: Gov	ernment Disclosure Obliga	ations Due by 12/7/2022						
Date of Request								
Feb 16, 2023								
> 🖺 Request File								
> 🖹 Response File								
Requested Items								
Item Number	Item	Decision Type	Response Document 🚱	Bates Range	Parts Granted	Decision Reason	Approved	Rejection Reason
1	item Description	Granted in full	RequestItemResponse	1 - 4			🔿 Yes 💿 No	Rejection Reason
CANCEL								SUBMIT

- 3. Select "Submit" once complete.
  - a. If any items were rejected, an email notification is automatically sent to the trial office notifying them of the rejected items and the reason for rejection.
- 4. User can navigate to the "Documents" tab, select the "Discovery" subtab, and select the date of request field to view a read-only summary of the evidence production request and response, including the approval decisions of each item.

Summary Documents Case	Journal Victims, Witnesses, & Experts Charges & C	Offenses Trial Accused Details Post-Trial	Case Actions		
All Documents Discovery	Discovery Disclosures Disclosed On	Documents Disclosed	Disclosed By Reviewed By		Reviewed On
			No entries have been made		
ACTIONS     Case Document     Add Conflicted User     Defense Evidence     Production Request	Reciprocal Discovery Requests	Request      Requested by	Response		Response Date
			No entries have been made		
	Defense Evidence Production Requests Q. Search Defense Evidence Requests	SEARCH			<b>▼</b> • <i>2</i>
	Date of Request 1 Requested I	ems Requested By	Responded By	Date Responded	Response File
	2/21/2023 2	Marie DSO Senior Defense Counsel	Todd Trial Government Counsel	2/21/2023	*
	2/16/2023 1	Marie DSO Senior Defense Counsel	Todd Trial Government Counsel	2/16/2023	¥

## **Detail Civilian Counsel**

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

*	*	<b></b>	Ê	<b>(</b>	
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	📰 📴 ahhian

Q, N-EU-23-0480		SEARCH PTC/PTR TYPE Any		▼ STATUS   Any		•	DETAILED COUNSEL	Any	•	<u>*</u>	۳.	Q
Case Title t	Case Number	Subject Name	Investigation Number	Status	Date Opened	PTC/PTR Type	RCM 707 Clock	Lead Counsel				
U.S. v. Muscala	N-EU-23-0480	MUSCALA, PO1 MIKE	-	Investigation		-		DSO LEGAL CLERK, LEROY				

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Detail Civilian Witness" 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.
  - c. This action is also available by navigating to the "Accused Details" tab and selecting the action to "Detail Civilian Counsel" from the "Actions" list.

U.S. v. James						
Summary Documents Case Journal Victims, Witnesse	& Experts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Action
Case Actions						
Select Display Option						
O 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. From the "Detail Civilian Counsel" form:
  - a. User can select the "Counsel Type" to be "Civilian Defense Counsel" or "Civilian Appellate Counsel" and fill out details regarding name, email, phone, and address.

Detail Civilian Counsel: U.S. v. Muscala							
	This form will timeout in 57 minutes. Any unsaved progress will be lost.						
Counsel Type *  Civilian Defense Counsel Civilian Appellate Counsel							
First Name *	Last Name *	Middle Name	Suffix				
Enter First Name	Middle Name	Suffix					
Email Address	Phone Number (Primary)	Phone Number (Alternate)					
john.doe@example.com	Recample.com 123-456-7890 123-456-7890						
Mailing Address							
Street Address or PO Box		Apartment or Unit Number					
Enter Address/PO Box		Enter Apartment/Unit Number					
City	State	Zip					
Enter City	Select a State	Enter Zip					
CANCEL			SUBMIT				

5. Upon submission, civilian counsel details will be displayed in the "Accused Details" subtab of the "Accused Details" tab.

	e Journal Victims, Witnesses, & Experts	Charges & Offenses Trial	Post-Trial Appellate Activity Case Actions		
sed Details	L MUSCALA, PO1 MIKE				
	EDIPI/DOD ID: 2234232222	🖻 SSN:			
706 Inquiries ially Ordered	Demographic Details				
inement Credit	Race	Ethnicity	Date of Birth	Age	Sex
PTR	•	-		-	-
idable Delay	Service Details				
rm Prohibition	Service Branch	Rank / Rate	Unit	Gra	de
t Letters	Navy	PO1	1	E-6	
	\$ Pay per Month				
	a. Pay Entry Date	b. Basic	c. Sea/Foreign Duty	d. Tot	
ONS	-	\$0.00	\$0.00	\$0.00	
Civilian Counsel	a. Initial Date	b. Term (mon	ths)	c. EAOS	
	-	-		-	
	🚨 Assigned Civilian Counsel				
	Civilian Counsel				
	Name	Counsel Type	Phone Number (Primary)	Phone Number (Alternate)	Email
	ARMSTRONG, NEIL	Civilian Defense Counsel	123-456-9087		first@nasa.gov

# **Pretrial and Trial**

# Request RCM 309 Matters

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

	HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	III (DSO) appian
--	------	-------	-----------------	--------------	---------	------------------

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

<b>А</b> Номе	CASES	PERSREP CLIENTS ADMIN	BOARDS REPORTS							
	<b>to Display 🕢</b> gs, Case Title, Case Num	Page Size @	•		_	STATUS Any		▼ DETAIL	ed counsel   Amy	• ± T• 0
Case Flags	Case Title	t Case Number	Subject Name	Investigation Number	Status	Case Created Date 😡	PTC/PTR Type	RCM 707 Clock	Lead Counsel	
-	U.S. v. Anderson	N-EU-24-0008	ANDERSON, SA MAX	14141411	Pre-Preferral	7/1/2024		37	DSO SENIOR DEFENSE COUNSEL, MARIE	

3. From the case summary view, navigate to the "Documents" tab and select the "Request RCM 309 Matters" action from the "Actions" list.

HOME CASES PE	ERSREP CLIENTS ADMIN BO	MARDS REPORTS						<b></b>
U.S. v. Anderson								
Summary Documents Case	e Journal Victims, Witnes	ses, & Experts Charges &	Offenses Trial Accused Details	Post-Trial	Appellate Activit	ty Case Actions		
All Documents	All Documents							
RCM 309 Matters	<b>Q</b> Search Documents	SEARCH	DOCUMENT TYPE   Any	•	<b>▼</b> - 3			
Discovery	CHARACTERISTICS Any	•	PUBLISHED DOCUMENT Any	•				
	SOURCE Any	-						
	Document 😧	Last Updated	↓ Туре	Source	0			
ACTIONS Request RCM 309 Matters	<b>1106 Document</b> PDF - 27.3 KB	7/10/2024 1:11 PM	Counsel Other Filing	Gov 🕀				
Upload Case Document Zip Case Documents	Sample File PDF - 3 KB	7/9/2024 12:46 PM Alexander VLC Counsel	Motion Response	VLC 🕀				
Add Defense Evidence Production Request	Motion Ruling PDF - 3 KB	7/8/2024 4:30 PM	Trial Motion	Gov				

- 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, Witr	esses, & 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".

	This form will timeout in 60 minutes. Any unsaved progress will be lost.
Request Details	
efense	
Select a Value	
upplemental Documents	
Document	0
	No items available

- 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.
    - i. Note: Only certain submissions are eligible for Ex Parte submission.
  - 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 Matte	rs Request:	U.S. v. Anderson			
			This form will tim	eout in 59 minutes. Any unsaved progress will be lost.	
Request Details					
Source Defense					
File Type *		RCM 309 Matter Request File			
The Mental Capacity or Mental R	Responsibility of an 🝷	UPLOAD 🖳 Drop file here			
	are with VLC? 😧	Select VLC			
⊖Yes ⊖No	Yes 🔘 No	Select a VLC User	Ŧ		
Supplemental Docus	ments				
Document				Θ	
				No items available	
Add Document					
CANCEL					SUBMIT

- 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 trial 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.
- 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.

U.S. v. Anderso	n						
Summary Documents C	ase Journal Victims, Witnesses, &	Experts Charges & Off	fenses Trial Accused E	Petails Post-Trial Appellate	Activity Case Actions		
All Documents	RCM 309 Matters		•				τ.
Discovery	Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date 🛛 🔞
Transcription	Warrant	Recipient	Government	×	7/31/2024 4:08 PM EDT	-	· []
ACTIONS Request RCM 309 Matters Upload Case Document							

c. Documents included in the submission are visible from the "All Documents" subtab.

## Add Expert

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

*	*	<b></b>	<u></u>	<b>L</b>	
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

<b>Q</b> Search cases by client last name or case num	nber	SEARCH				± T. S
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	-	-

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Add Expert" 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	s, & Experts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actio
Case Actions						-
Select Display Option           O 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. Action is also available via the "Victims, Witnesses, and Experts" tab.

U.S. v. Graham							
Summary Documents Case	Journal Victims, Witnesses, & Experts Charges 8	k Offenses Trial Accused Deta	ils Post-Trial	Case Actions			
Victims Witnesses Experts Requested Witnesses	Published Experts Q. Search Expert Requests Name Type Email	SEARCH Source Federal Employee	Article 32 Hearing	Article Merits 39(a) Hearing Hearing Hearing	Sentencing Status Hearing Status	Added By	T - S Added On O
Depositions				No entries have been made			
ACTIONS Add Witness Production Request	Unpublished Experts Q. Search Expert Requests	SEARCH					<b>T</b> - 2
Add Witness Publish Witness Add Expert Publish Expert	Name	Type Email	Source	Federal Employee	Status	Added By	Added On 🛛 😡

- 5. In the Add Witness form:
  - a. User can select "Witness" or "Consultant" for expert type.
  - b. User can fill out the "Expert Details" Section which includes fields for the expert's type, hearing participation values, area of expertise, determination if the expert is a federal employee and who they are employed by.
  - c. User can fill out expert contact information and service details.
    - i. The "Service Details" section includes a status drop down that includes "Active Duty", "Reservist", "Pending Separation" and "Civilian". Each

option provides the user with additional fields to input additional information based on their selection.

d. User may cancel out of the form if required at any step and no information will be saved.

Add Expert: U.S. v. Graham				
Expert Details Source  Defense Hearing Participation		Expert Type * Witness Consultant Area of Expertise Enter Area of Expertise Employed By Enter Employer		
First Name *	Last Name *		Middle Name	Suffix
Enter First Name	Enter Last Name		Middle Name	Suffix
Service Details     Service Status	Phone Number (Home)		Phone Number (Cell)	
john.doe@example.com	123-456-7890		123-456-7890	
Command Email Address John doe@example.com Mailing Address	Command Phone Number 123-456-7890			
Street Address or PO Box			Apartment or Unit Number	
Enter Address/PO Box			Enter Apartment/Unit Number	
City	State		Zip	
Enter City	Select a State	•	Enter Zip	

- e. The "Request Details" section enables the user to determine if an expert request is required.
  - i. If required, the user can upload an optional request file and the date of the request.
- f. The "Decision Details" Section enables the user to select a decision on the request, date of the decision and a determination if the decision is provided by either the "Convening Authority" or "Court".

Request Details       Is Expert Request Required ●       ● Yes ○ No       Request File Upload       Urtcoad Cb Croafile here		Date of Request		
Decision Details Decision on Request	Date of decision       mm/ddyyyy		Decision Provided By Convening Authority Court	
CANCEL				SUBMIT

- 6. Select "Submit" once complete
- 7. The newly added expert is now available in the "Unpublished Experts" list.
  - a. Expert details may be edited by selecting the "Edit" icon in the grid.
  - b. "Unpublished" experts are only visible to defense office users until formally "published" to the assigned trial office in a separate action.

	e Journal Victims, Witnesses, & Experts Charge	s & Offenses Trial Accused	Details Post-Trial	Case Actions			
Victims Witnesses Experts Requested Witnesses	Published Experts Q. Search Expert Requests Name Type Email	SEARCH Source Federal Employe		Article Merits 39(a) Hearing	Sentencing Status Hearing Status	: Added By	T -
Depositions				No entries have been made			
ACTIONS	Unpublished Experts Q. Search Expert Requests	SEARCH					۲
equest							

#### **Publish Expert**

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

		A HOME	CASES	L PERSREP CLIENTS	ADMIN BOARDS	REPORTS	III (MARIB appían
--	--	-----------	-------	----------------------	--------------	---------	-------------------

<b>Q</b> Search cases by client last name or case num	ber	SEARCH	± <b>▼</b> - S			
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	-	-

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Publish Expert" 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.

Summary Documents Case Journal Victims, Witnesses, & Exper	s Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actio
ase Actions						
lect Display Option Display all Ocollapse 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. Action is also available by navigating to the "Victims, Witnesses, and Experts" tab and selecting the action to "Publish Expert" from the "Actions" list.

U.S. v. Graham							
Summary Documents Case	Journal Victims, Witnesses, & Experts Charges	& Offenses Trial A	ccused Details Post-Trial	Case Actions			
Victims Witnesses Experts Requested Witnesses	Published Experts Q. Search Expert Requests Name Type Email		H Federal Article 32 mployee Hearing	Article Merits 39(a) Hearing Hearing	Sentencing Hearing	Status Added By	T • 2 Added On 0
Depositions				No entries have been made			
ACTIONS Add Witness Production Request	Unpublished Experts Q. Search Expert Requests	SEARC	н				T. 2
Add Witness	Name	Type Email	Source	Federal Employee	Status	Added By	Added On 🛛 😧
Publish Witness Add Expert Publish Expert	GARTHY, WILLIAM	Consultant Williar	n@email.com Defense	<b>~</b>		Marie DSO Senior Defense Counsel	2/16/2023 🧳

- 5. On the "Publish Expert" form:
  - a. User can select a checkbox next to the witness they would like to publish from the grid of experts.
  - b. User can select one or more options from the hearing involvement dropdown for each expert.

Publish Expert Requests: U.S. v. Graham					
Select Experts to Publish					
✓ Expert	Hearing Involvement 📀				
GARTHY, WILLIAM	Article 32, Article 39(a)				
CANCEL	<b>SUBMIT</b>				

- 6. Once Complete select "Submit" and a warning text box is displayed.
  - a. Once submitted, an email notification will automatically be sent to the Trial Office notifying them of published witnesses.

<b>Confirm Expert Publication</b>
Warning: you are about to make expert(s): GARTHY, WILLIAM visible to all parties on the case. This action cannot be undone. Continue?
NO

7. User can view published experts on the published experts grid and published experts will be visible to Trial Officer users.

tims	Published Expe	rts										
itnesses	<b>Q</b> Search Expe	rt Requests		SEA	RCH							Τ.
<b>perts</b> equested Witnesses	Name	Туре	Email	Source	Federal Employee	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing	Status	Added By	Added On
positions	GARTHY, WILLIAM	Consultant	William@email.com	Defense	~	~	~	×	×		Marie DSO Senior Defense Counsel	2/16/2023
CTIONS Witness Production	Unpublished Expe			SEA	RCH							Τ-
Witness	Name		Ту	pe Ema	il	Source	Federal	Employee	Status		Added By	Added On

8. An email notification will automatically be sent to the Trial Office notifying them of published experts.

### Deposition Request (Request Details)

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



2. Select the "Case Number" of a case with the status of "Pending 306 Action", "Pending Arraignment", "Pending Trial", or "Pending Motions Litigation" and navigate to the case summary page.

<b>Q</b> Search cases by client last name or case num	ber	SEARCH	EARCH					
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speed	y Trial Cl	ock
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-		-	

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Deposition" 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	ses, & Experts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actio
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. Action is also available by navigating to the "Victims, Witnesses, and Experts" tab and selecting the action "Deposition" from the "Actions" list.

Summary Documents Ca	se Journal Victims, Witnesses, & Experts	Charges & Offenses Trial	Accused Details Post-Trial	Case Actions			
Victims	Depositions						
Witnesses	<b>Q</b> Search Depositions	SEAF	RCH				<b>▼</b> - 2
Experts Requested Witnesses	Deponent	Date of Request Source	e of Request	Action on Request	Deposition Start Date	position Type	Ø
Depositions			No entries	have been made			
ACTIONS							
Add Witness Production Request							
Add Witness							
Publish Witness							
Add Expert							
Publish Expert							

- 5. In the "Add Deposition" form:
  - a. User can select a deponent from the dropdown.
  - b. User can upload an optional deposition request document.

U.S. v. Benjamin		
Source of Request	Deponent *	Deposition Request
Defense	ANĐELIĆ, IVANA IVNAANIĆ	▼ Document
		UPLOAD 🖺 Drop file here
	•	

- 6. Select "Submit" once complete.
  - a. Once this deposition is submitted, a task is automatically sent to the trial office users assigned to the case to review the deposition request and enter additional details regarding the deposition.
- User can view submitted depositions on the "Deposition" grid by navigating to the "Victims, Witnesses, and Experts" tab and selecting the action to "Deposition" from subtabs.

Summary Documents Case	e journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details Post-Trial	Case Actions		
Victims	Depositions				
Witnesses	<b>Q</b> Search Depositions	SEARCH			<b>▼</b> - 2
Experts	Deponent	Date of Request Source of Request	Action on Request	Deposition Start Date Deposition Type	0
Requested Witnesses	ANĐELIĆ, IVANA IVNAANIĆ	2/17/2023 Extension			
Depositions					
ACTIONS					
Deposition					
Add Witness Production Request					
Add Witness					
Publish Witness					
Add Expert					
Publish Expert					

### Alternate Disposition Request

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

*	*	<b>2:</b>	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	📰 🔽 ahhian

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

<b>Q</b> Search cases by client last name or case num	ber	SEARCH	arch					
Case Title	Case Number	Investigation Number	Investigation Number Status Date Opened PTC/PTR Type					
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023		-		

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Request Alternate Disposition" 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 Action
Case Actions						
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. From the "Alternate Disposition Request" form:
  - a. User can select an alternate disposition type.
  - b. User can input a defense submission date.
  - c. User can upload an optional written request.

Alternate Dispos	ition	Request	: U.S. v	. Graham
<b>Request Details</b>				
Alternate Disposition Type *		Defense Submis	sion Date	Written Request
Separation in Lieu of Trial	•	mm/dd/yyyy	曲	UPLOAD 🛱 Drop file here
CANCEL				

- d. From the "Alternate Disposition Type" dropdown user can select from the following options:
  - i. Separation in Lieu of Trial.
  - ii. Resignation in Lieu of Trial.
    - 1. If Resignation in Lieu of Trial is selected, the user can select the "RIGHT Type" from a dropdown menu.

Request Details					
Alternate Disposition Type *	Defense Submission Date	Written Request			
Resignation in Lieu of Trial	mm/dd/yyyy 🗰	UPLOAD			
RILT Type Select a Value		L			
1. If Resignation	Trial. f Further Administrative P in Lieu of Further Admini user can select "RILFAP T	strative Processing is			
Request Details					
Alternate Disposition Type *	Defense Submission Date	Written Request			
Resignation in Lieu of Further Administ 🝷	mm/dd/yyyy 🗰	UPLOAD			
RILFAP Type Select a Value ▼					
	ial. wally input "Other Disposi	ition Type.			
Request Details					
Alternate Disposition Type *	Defense Submission Date	Written Request			
Other 🗸	mm/dd/yyyy 🛱	UPLOAD 🔓 Drop file here			
Other Disposition Type Enter other type					

a. Once submitted, an email and task is automatically sent to the trial office to review the alternate disposition request.

5.

# **Confirm Action**

Submitting this form will send a alternate disposition request to the trial office.

OK



### **Submit Pretrial Matters**

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



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

<b>Q</b> Search cases by client last name or case num	Q. Search cases by client last name or case number SEARCH					± ▼• C
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	-	-

3. From the case summary page, navigate to the "Trial" tab and select the "Submit Pretrial Matters" action from the actions list.

Summary Documents Cas	e Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details Post-Trial Case Action	S	
Arraignment	Arraignment Request			
ТМО	Date Request Made	Physical Security	Security Clearance	
Pretrial Matters	> 🖹 Motion for Docketing			
Motions	> 🖹 Risk Assessment Form			
Exhibits	> TMO Dates			
Trial				
Pleas & Findings				
Sentencing	Arraignment Hearing			
Sentence Suspensions	Arraignment Date and Time 2/19/2023 8:00 AM EST	Arraignment Judge TRIAL MILITARY JUDGE, TIM	Arraignment Location HQ Norfolk Courtroom 1	
Sentence Deferment				
Alternate Disposition				
ACTIONS Submit Pretrial Matters Upload Case Exhibits File Motion				

- 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	Charles 1.0%		1	2		
Summary Documents Case Journal Victims, Witnesses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Action
Case Actions Select Display Option						
Olisplay 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. From the "Submit Pretrial Matters" form, the user can upload documents for each of the following matter types:
  - a. Member Questionnaires
  - b. Request for Judicial Notice
  - c. Voir Dire
  - d. Combined Witness List
  - e. Proposed Instructions
  - f. Cleansed Charge Sheet
  - g. Findings Worksheet
  - h. Sentencing Worksheet
  - i. Preadmission of Evidence

	I Matters: U.S. v. Harp	DET e to be provided to the Military Judge as the pretrial matters	
		This form will timeout in 60 minutes. Any unsaved progress will be lost.	
Member Questionnaires	Pretrial Matters: Membe	r Questionnaires	
Request for Judicial Notice	Upload File(s)		
Voir Dire	Document	Туре	Submission Date 🛛 🔞
Combined Witness List		No new documents uploaded	
Proposed Instructions			
Cleansed Charge Sheet	Add Document		
Findings Worksheet			
Sentencing Worksheet			
Preadmission of Evidence			
Review			
CANCEL			NEXT

- 5. After documents are uploaded for the pretrial matter type, the user can select "Next" to navigate to the next matter type.
- 6. Select "Submit" once complete.
  - a. The user can view previously submitted pretrial matters by selecting the Trial tab and navigating to the Pretrial Matters subtab.

### **Upload Case Exhibit**

- 1. From the NCORS Defense Services site, select the "Cases" tab.
- 2. Select the "Case Number" to navigate to the case summary page.

<b>Q</b> Search cases by client last name or case number		SEARCH						۳.	C
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Spee	dy Trial	Clock	
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-		-		

3. From the case summary page, navigate to the "Trial" tab and select the "Upload Case Exhibits" action.

HOME CASES	PERSREP CLIENTS ADMIN BOARDS REPORTS	
Summary Documents	Case Journal Victims. Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions	
Arraignment		
TMO	_	
Pretrial Matters		
Motions	_	
Exhibits	No data has been entered	
Trial		
Pleas & Findings		
Sentencing		
Sentence Suspensions		
Sentence Deferment		
Other Filings		
Alternate Disposition		
ACTIONS		
Enter TMO Offered Dates		
File Motion		
Upload Other Filing		
Upload Case Exhibits		

- 4. This action is also available from 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 O 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. From the "Upload Case Exhibits" form:
  - a. User can upload a new document as the Exhibit or select from existing documents on the case via the "Select existing document" link.

- b. User can determine if the exhibit should be shared with the Court Reporter by marking the "Yes" radio button, otherwise the exhibit will remain in a "Draft" status until edited.
  - If "Yes" is selected, the user will be prompted to select whether the exhibit should be "Marked for Identification", which would notify the Court Reporter when the Court Reporter is assigning an exhibit number and status.
- c. User can input information about the exhibit's type, source, file type, and add a description.
- d. Exhibits can be added using the "ADD EXHIBIT" button and removed using the "Remove" button present on each exhibit.

Upload Case Exhibits: U.S. v. Graham		
Exhibit Details Date Added Feb 14, 2023 Upload Exhibit * UPLOAD D the fore		X Remove
+ Select existing document Share with Court Reporter?* Yes No Exhibit Type *	Request to Mark for Identification? Yes No Exhibit Source	Exhibit File Type
Select a Type	· Select a Source •	Select a File Type 🔻
		+ ADD EXHIBIT
CANCEL		SUBMIT

- 6. Select "Submit" once complete.
- 7. Navigate to the case summary, select the "Trial" tab, then select the "Exhibits" subtab to view submitted exhibits on a case.
  - a. Defense users can view:
    - i. Exhibits with a status of "Draft" and the "Defense" as the source.
    - ii. Exhibits with a status of "Offered and Admitted".
    - iii. Exhibits with "Defense" as the source.

Summary Documents Case	Journal Victims, Witne	sses, & Experts Charges & Offer	nses Trial Accused Details	Post-Trial Case Actions		
Arraignment	Prosecution					
тмо	<b>Q</b> Search Exhibits		SEARCH			± T- C
Pretrial Matters	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 😧
Motions						
Exhibits				No entries have been made		
Trial						
Pleas & Findings						
-	Defense					
Sentencing	<b>Q</b> Search Exhibits		SEARCH			± T- C
Sentence Suspensions	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 🚱
Sentence Deferment	Defense		Draft		Physical Evidence	2/14/2023 🛓 🥒
Alternate Disposition	belense		bruit		Thysical evolution	214/2023 🙇 🦻
	Appellate					
	<b>Q</b> Search Exhibits		SEARCH			± ▼• C
ACTIONS Upload Case Exhibits	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 😧
Request Alternate						
Disposition				No entries have been made		

### Add Witness Production Request

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

<b>А</b> НОМЕ	CASES		LAA REPORTS	<b>##</b> (data appian)

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

<b>Q</b> Search cases by client last name or case number		SEARCH	± <b>⊺</b> - S			
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		

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "Add Witness Production Request" 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					
	nesses, & 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. From the "Defense Witness Production Request" form:
  - a. User can upload a request file for defense witness production requests.
  - b. User can add a witness by selecting the "ADD WITNESS" button.

Defense Witness Production Rec	quest: U.S. v. Graham
Request Details Request File*	
CANCEL	+ ADD WITNESS

c. If Yes is selected for the "Is Existing Witness?" radio button field, the user can select an existing witness from "Witness" dropdown, and input hearing participation values.

Witness		
Is Existing Witness?*	Hearing Participation	
🔾 Yes 🔾 No	Article 39(a), Merits	o -
Witness *		
LOZINSKIY, APOLLINARIYA	AA -	
Witness Details		
Service Details		
Service Status		
Active Duty		
Service Branch	EDIPI / DOD ID	
USN	1304218989	
Grade	Rank / Rate	
E-8		
Name		
LOZINSKIY, APOLLINARIYA A	APYALOIY	
Email Address		Phone
apollinariya.lozinskiy@exam	nple.com	120-779
Mailing Address		
Address		
7437 Titova, Clinton, MD 89	013	

- d. If No is selected for the "Is Existing Witness?" radio button field, the user can create a new witness and input hearing participation values.
  - i. The "Witness Details" section enables the user to input service details, witness personal details, and mailing address.

Witness Is Existing Witness?* Yes No	Hearing Participation	•			
Witness Details					
Service Details					
Service Status					
Select a Service Status 👻					
First Name *	Last Name *		Middle Name		Suffix
Enter First Name	Enter Last Name		Middle Name		Suffix
Email Address		Phone Number (He	ome)	Phone	Number (Cell)
john.doe@example.com		123-456-7890		123-4.	56-7890
Mailing Address					
Street Address or PO Box				Apartm	ent or Unit Number
Enter Address/PO Box				Enter A	partment/Unit Number
City		State		Zip	
Enter City		Select a State	•	Enter.	Zip

5. The "Witness Travel" section enables the user to input arrival date, departure date and check if invitational orders are provided.

Witness Travel	1			
Arrival Date		rture Date		Invitational Orders Provided?
02/14/2023 🗰	02/14	4/2023	<b>#</b>	
CANCEL				

- 6. Select "Submit" once complete.
  - a. Once submitted, an email and task is automatically sent to the trial office users assigned to the case to review the witness production request.

### Request RCM 706 Inquiry

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

<b>А</b> НОМЕ	CASES	PERSREP CLIENTS	ADMIN BOARDS	Lee REPORTS	<b>III</b> Oso appian
0 - l + +l #					

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

<b>Q</b> Search cases by client last name or case num	ber	SEARCH				<u></u> ± <b>⊺</b> - <i>S</i>
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	-	

- 3. From the case summary page, navigate to the "Case Actions" tab and select the "RCM 706 Inquiry" 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						
elect 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. User can also navigate to the "Accused Details" tab and select the "RCM 706 Inquiry" action.

Summary	Documents Ca	ase Journal Victims, Witnesses, & Ex	perts Charges & Offenses Tr	ial Accused Details Post-Tria	I Case Action	ns			
Accuse	ed Details	MCCARTHY, ENSIGN 2	74 YAN 74 ANMUYA						
CA Det		EDIPI/DOD ID: 156494179		:					
Judicial	06 Inquiries Ily Ordered	Demographic Details     Race	Ethnicity			Date of Birth	Age		Sex
PTC/PT	ement Credit TR	Black	Hispanic or Latino			Aug 21, 1969	53		M
	able Delay	Service Details							
Firearn	n Prohibition	Service Branch	Rank			Unit		Grade	
		Navy	Ensign			Unit 4		0-1	
		\$ Pay per Month				🛱 Current Service			
	NS	a. Basic	b. Sea/Foreign Duty	c. Total		a. Initial Date	b. Term (months)		c. EAOS
RCM 706	_	\$124,092.00	\$34,795.00	\$158,887.00		Feb 21, 2014	5		Dec 29, 2024

- 5. From the "RCM 706 Inquiry" form:
  - a. User can determine if the RCM 706 inquiry was requested or ordered by sua sponte.
  - b. In the "Order" section of the form the user can determine who ordered the inquiry, the date it was ordered, and upload an optional RCM 706 Order document.
  - c. In the "Inquiry" section of the form the user can input the date the inquiry was completed, the date the issue was reported, and upload an optional RCM 706 short form report.
  - d. In the "Findings" section of the form, the user can:
    - i. Determine if the accused suffered from severe mental disease or defect during the time of alleged criminal conduct.
    - ii. Input the clinical psychiatric diagnosis.
    - iii. Determine if the accused was unable to appreciate the nature and quality or wrongfulness of his or her conduct at the time of alleged criminal conduct as a result of the severe mental disease or defect.
    - iv. Determine if the accused is 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.

RCM 706 Inquiry: U.S. v. McCarthy			
	This form will timeout in 48 minutes. Submit the form to save inputs.		
Was the 706 inquiry requested or ordered by sua sponte? *	mis form win diffeour in 48 minutes. Submit the form to save inputs.		
Select a Value			
Order			
Atilitan Judge Conversion Authority	ardered	RCM 706 Order	
mm/c	id/yyyy 📾	UPLOAD L Drop file here	
Inquiry			
Date Inquiry Completed Date F	eport Issued	RCM 706 Short Form Report	
mm/dd/yyyy 🗰 mm/d	id/yyyy 🗰	UPLOAD L Drop file here	
Findings		L	
At the time of the alleged criminal conduct, did the accused have a severe mental disease or def	ect?		
Ves No			
What is the clinical psychiatric diagnosis?			
			0/500
Was the accused, at the time of the alleged criminal conduct and as a result of such severe men	al disease or defect, unable to appreciate the nature and quality or wrongfulnes	ss of his or her conduct?	
Ves 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?	
Ves No			
CANCEL			SUBMIT

6. Select "Submit" once complete.

### **Plea and Pretrial Agreements**

### Generate Draft Plea Agreement

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

<b>^</b>	*	<b>4</b> 1	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

<b>Q</b> Search cases by client last name or case num	ber	SEARCH				± T. S
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	-	-

3. From the case summary page, navigate to the "Charges & Offenses" tab and select the "Generate Draft Plea Agreement" action.

ummary Documents Case	e Journal Victims, With	esses, & Experts Charges & Offenses Trial Accused Details	Post-Trial	Case Actions			
Investigated Offenses	Charge I: Violatio	n of the UCMJ, Article 105 - Misconduct as prisoner					
Charges	Specification	Details	DIBRS	RCM Count	RCM Start Date	SoL Date	Status
Charge Sheets Referral Plea Agreements	Specification	Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etlam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum (view more)	087AB2			9/21/2037	Dismissed
Pretrial Agreements Article 32 Requests	τ.						
	Charge II: Violatio	on of the UCMJ, Article 132 - Frauds against the United Sta	tes				
	Specification	Details	DIBRS	RCM Count	RCM Start Date	SoL Date	Status
ACTIONS inter Pretrial Agreement Generate Draft Plea	Specification 1	Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing ellt. Etlam venenatis purus sed nulla egestas vulputate. Nura ca mi nec enim maximus rutrum eget nec metus. Interdum (view more)	099-F-	-		12/21/2033	Preferred
greement inter Plea Agreement	Specification 2	Language for specification 2; Lorem ipsum dolor sit amet, consecte	115-AB			9/4/2036	Preferred

- a. This action can also be found within 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, & Exper	ts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions						
Select Display Option O Display all O 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 "Generate Plea Agreement" from, populate the details of the draft plea agreement.
  - a. As "Agreement Provisions" are selected, the text for the provision is editable and will appear in the generated document.
  - b. In the "Plea Details" step of the wizard, if the "Yes" option is selected for "Does the plea agreement contain an offer to plead guilty?", only preferred

specifications are available in the "Plea Details" section. The user can then select the plea for each specification under each charge via the "Plea" dropdown.

Generate Plea A	Agreement: U.S. v. Graham								
Agreement Provisions	Pleas to Charges and Specifications								
Plea Details	Does the plea agreement contain an offer to plead guilty? • Yes O No								
Punishment Details	Charge I: Violation of the UCMJ, Article 105 - Misconduct as prisoner -								
Review	Specification		Specification has been dismisse	d					
Generate Plea Agreement	Language for specification 1; Lorem ipsum dolor sit amet, consecteura adplische glit. Etiam venenatis purus sed nulla egestas vulgutate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum (view more)								
	Charge II: Violation of the UCMJ, Article 132 - Fraud	0							
	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	Confinement: Life	GUILTY -						
	egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum (view more)	<ul><li>Forfeitures: Total</li><li>Discharge: Death, DD, BCD</li></ul>							
	Specification 2	Max Punishment Authorized	Plea *						
	Language for specification 2; Lorem ipsum dolor sit amet, consecte	<ul> <li>Confinement: 10 vrs.</li> </ul>	NOT GUILTY						
	consecte	<ul> <li>Forfeitures: Total</li> <li>Discharge: DD, BCD</li> </ul>							

 c. In the "Punishment Details" step of the wizard, if the "Yes" option is selected for "Was there an agreed upon sentencing forum included in the plea agreement?", the user will be prompted to select a "Sentencing Composition" via the dropdown and input additional information depending on the selection.

HOME CASES	PERSREP CLIENTS ADMIN BOARDS REPORTS					
Generate Plea	Agreement: U.S. v. Graham					
Agreement Provisions	Punishment Details					
Plea Details	Was there an agreed upon sentencing forum included in the plea agreement?*  • Yes No					
Punishment Details	Sentencing Composition					
Review	Select a Value 🗸					
heren	Select a Value					
Generate Plea Agreement	Members					
	Judge					
CANCEL	Magistrate Judge					

5. Select "Generate Document" to generate the draft plea agreement based on the data.

Punishment Details	
Was there an agreed upon sentencing forum included in the plea agreement? *	
	BACK GENERATE DOCUMENT

6. The generated plea agreement may be downloaded and previewed prior to submission.

a. Upon submission, the draft plea agreement is available to be accessed in the "Plea Agreement" subtab under the "Charges and Offenses" tab.



### Add Plea Agreement

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

*	*	<b></b>	Ê	<b>(</b>	
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	appían 📰

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

<b>Q</b> Search cases by client last name or case num	nber	SEARCH					*	₹ •	C
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Spee	dy Tria	l Clock	
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023			-		

3. From the case summary page, navigate to the "Charges and Offenses" tab and select the "Enter Plea Agreement" action from the actions list.

U.S. v. Graham	U.S. v. Graham									
Summary Documents Cas	e Journal Victims, Witne	esses, & Experts Charges & Offenses Trial Accused Details Post-Trial C	Case Actions							
Investigated Offenses	Offenses									
Charges	<b>Q</b> Search Offenses	SEARCH			<b>▼</b> ~ <i>C</i>					
Charge Sheets	DIBRS Code	Offense Description	Divers Occasions	Added By	Added On					
Referral	087AB2	Escape from custody (on/after 1 Jan 19)	Ø	Meredith Hoopes	2/14/2023					
Plea Agreements	120-A4	Rape rendering another person unconscious (1 Oct 07 through 27 Jun 12)	Ø	Meredith Hoopes	2/14/2023					
Pretrial Agreements Article 32 Requests	119-B6	Manslaughter; involuntary - engaged in, or attempting, aggravated arson (on/after 1 Jan 19)	×	Meredith Hoopes	2/14/2023					
Article 52 Requests	134-D2	Graft (on/before 31 Dec 18)	×	Meredith Hoopes	2/14/2023					
S ACTIONS										
Enter Pretrial Agreement										
Generate Draft Plea Agreement										
Enter Plea Agreement										

- 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, 8	& Experts Charges & Offenses	Trial Acc	cused Details	Post-Trial	Appellate Activity	Case Actions
Select Display Option Olisplay 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 plea agreement and click "Submit".
  - a. For the "Status" dropdown of the plea agreement, users can select "Draft" (not shared outside of DSO), "With Government" (visible to TSO users), or "Public" (visible to all users with access to the case).

reement Details	Agreement Details	
	Status	Source
greement Provisions	With Government	✓ Defense
lea Details	Select a Value	
unishment Details	Draft	
	With Government	
eview	Public	

- b. As "Agreement Provisions" are selected, the text for the provision is editable and will appear in the generated document.
- c. In the "Plea Details" step of the wizard, if the "Yes" option is selected for "Does the plea agreement contain an offer to plead guilty?", only preferred

specifications are available in the "Plea Details" section. The user can then select the plea for each specification under each charge via the "Plea" dropdown.

d. Note: Plea agreements should be used for Post MJA 16 cases or instances where the accused has opted into a plea agreement on a non-MJA 16 case.

	nec metus. Interdum (view more)	<ul> <li>Discharge: Death, DD, BCD</li> </ul>	D
S	Specification 3	Max Punishment Authorized	i Plea*
c e	.anguage for specification 3; Lorem ipsum dolor sit amet, consectetur adipiscing ellt. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eg nec metus. Interdum (view more)	by UCMJ • Confinement: null • Forfeitures: null • Discharge: null	GUILTY •
	Punishment Details		
	Was there an agreed upon sentencing forum included ir Yes ONO	the plea agreement?*	
	Action on Agreement		
	Action on Plea Agreement 🕢 Date of Ad		
L	Approved • 10/27/20	22 🗰	
	Was Plea Agreement Later Withdrawn?		
		Agreement	Stipulation of Fact
	Article 16(c)(2)(A) SPCM	<b>al Plea</b> - < 1 KB	CD Stipulatio TXT - < 1 KB
CANCEL			BACK SUBMIT

- 5. Following submission, the plea agreement will be available in the "Plea Agreements" subtab.
  - a. User may edit a plea agreement by selecting the edit icon in the grid.
  - b. User may navigate to a read-only summary of the plea agreement by selecting the source of the plea agreement in the grid.
  - c. Plea agreement visibility is based on the source and status of the plea agreement. Defense users can view:
    - i. Plea agreements with a status of "Draft" and the "Defense" as the source.
    - ii. Plea agreements with a status of "With Defense".
    - iii. Plea agreements with a status of "With Government" and the "Defense" as the source.
    - iv. Plea agreements with a status of "Public".
    - v. Plea agreements with a status of "With CA".
    - vi. Plea agreements with a status of "Approved".
    - vii. Plea agreements with a status of "Denied".

U.S. v. Graham							
Summary Documents Cas	e Journal Victims, V	Vitnesses, & Experts Charges & Off	enses Trial Accused	Details Post-Trial Case Actions			
Investigated Offenses	Plea Agreements						
Charges	<b>Q</b> , Search Plea Ag	greements	SEARCH				<b>▼</b> • 3
Charge Sheets	Source	Status		Draft Agreement 🕑	Final Agreement 😮	Victim Input Provided	0
Referral	Defense	Draft		±.		A	1
Plea Agreements	Defense	With Government				A	1
Pretrial Agreements	_						
Article 32 Requests							

### Add Pretrial Agreement

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



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

<b>Q</b> Search cases by client last name or case num	Search cases by client last name or case number SEARCH				7	Τ-	C	
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy T	rial Clock	<
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-	-		

3. From the case summary page, navigate to the "Charges and Offenses" tab and select the "Enter Pretrial Agreement" action from the actions list.

U.S. v. Graham										
Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Case Actions										
Investigated Offenses	Offenses									
Charges	<b>Q</b> Search Offenses	SEARCH			₹- ₽					
Charge Sheets	DIBRS Code	Offense Description	Divers Occasions	Added By	Added On					
Referral	087AB2	Escape from custody (on/after 1 Jan 19)		Meredith Hoopes	2/14/2023					
Plea Agreements	120-A4	Rape rendering another person unconscious (1 Oct 07 through 27 Jun 12)	Ø	Meredith Hoopes	2/14/2023					
Pretrial Agreements	119-B6	Manslaughter; involuntary - engaged in, or attempting, aggravated arson (on/after 1 Jan 19)		Meredith Hoopes	2/14/2023					
Article 32 Requests	134-D2	Graft (on/before 31 Dec 18)		Meredith Hoopes	2/14/2023					
F ACTIONS										
Enter Pretrial Agreement										
Generate Draft Plea Agreement										
Enter Plea Agreement										

- 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       Case Actions       Select Display Option       O Display all     Collapse all	Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case 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. Input the details of the pretrial agreement and click "Submit".
  - a. For the "Status" dropdown of the pretrial agreement, users can select "Draft" (not shared outside of DSO), "With Government" (visible to TSO users), or "Public" (visible to all users with access to the case).
  - b. In the "Plea Details" step of the wizard, if the "Yes" option is selected for "Does the plea agreement contain an offer to plead guilty?", only preferred specifications are available in the "Plea Details" section. The user can then select the plea for each specification under each charge via the "Plea" dropdown.
  - c. Note: Pretrial agreements should be used for Pre MJA 16 cases.

Enter Pretria	Enter Pretrial Agreement: U.S. v. Graham				
		This form will timeout in 59 minutes. Submit the form to save inputs.			
Agreement Details	Agreement Details Status	Source			
Plea Details Review	Draft Defense Draft PTA Part II				
1	UPLOAD Drop file here	UPLOAD C C Drop file here			
	Pleas to Charges and Spe	cifications			
	Does the pretrial agreement contain an	، offer to plead guilty?			
CANCEL			BACK SUBMIT		

- 5. Following submission, the pretrial agreement entry will be available in the "Pretrial Agreements" subtab.
  - a. User may edit a pretrial agreement by selecting the edit icon in the grid.

- b. User may navigate to a read-only summary of the pretrial agreement by selecting the source of the pretrial agreement in the grid.
- c. Pretrial agreement visibility is based on the source and status of the pretrial agreement. Defense users can view:
  - i. Pretrial agreements with a status of "Draft" and the "Defense" as the source.
  - ii. Pretrial agreements with a status of "With Defense".
  - iii. Plea agreements with a status of "With Government" and the "Defense" as the source.
  - iv. Pretrial agreements with a status of "Public".
  - v. Pretrial agreements with a status of "With CA".
  - vi. Pretrial agreements with a status of "Approved".
  - vii. Pretrial agreements with a status of "Denied".

U.S. v. Graham								
Summary Documents Case	e Journal Victims,	Witnesses, & Experts	Charges & Offenses Tria	al Accused Details Pos	t-Trial Case Actions			
Investigated Offenses	Pretrial Agreen	nents						
Charges	Q Search Plea	Agreements		SEARCH				<b>▼</b> - 2
Charge Sheets	Source	Status	Draft PTA I 😧	Draft PTA II 😧	Final PTA I 😧	Final PTA II 📀	Victim Input Provided	Ø
Referral	Defense	Draft	÷	±.		-	<b>A</b>	1
Plea Agreements	_							_
Pretrial Agreements								
Article 32 Requests								
ACTIONS								
Enter Pretrial Agreement Generate Draft Plea								
Agreement								
Enter Plea Agreement								

## Arraignment

### Record Offered TMO Dates

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

*	*	<b>.</b>	<b>_</b>		== MARIA annian
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

<b>Q</b> , Search cases by client last name or case number		SEARCH 🕹 🍸				
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	-	-

3. From the case summary page, navigate to the "Trial" tab and select "TMO Offered Dates" action from the "Actions" list.

Summary Documents Cas	e Journal Victims, Witnesses, & Experts C	harges & Offenses Trial Accused Details Post-Trial Case Actions	
Arraignment TMO Pretrial Matters Motions Exhibits Trial	Arraignment Request Date Request Made Motion for Docketing Risk Assessment Form TMO Dates	Physical Security -	Security Clearance
Iriai Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment Alternate Disposition	Arraignment Hearing Arraignment Date and Time Arraignment date has not been set	Arraignment Judge No Judge Assigned	Arraignment Location Location has not been set
<ul> <li>ACTIONS</li> <li>Upload Case Exhibits</li> <li>Request Alternate</li> <li>Disposition</li> <li>TMO Offered Dates</li> <li>File Motion</li> </ul>			

- 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, With	esses, & Experts Charges & Offenses	Trial Accused Deta	ls Post-Trial	Appellate Activity	Case Actions
Select Display Option           O Display all         O 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 prior to the Ordered TMO dates entry from the Trial Judiciary user.
- 4. Input the details of the TMO draft offered dates and select "Submit" to save the details to the case.

Enter TMO Draf	t Dates: U.S. v. McCrossan	
	This	form will timeout in 59 minutes. Submit the form to save inputs.
USE GOVERNMENT DATES	Government Offered Date Feb 20, 2023	Defense Offered Date 02/20/2023
b. Defense request for discovery	Government Offered Date Jan 24, 2023	Defense Offered Date           01/24/2023         iiii
c. Government disclosure obligations	Government Offered Date	02/15/2023          Image: Contract of the second sec
d. Defense reciprocal disclosure obligations	Government Offered Date	Defense Offered Date
e. Defense expert consultant request	Government Offered Date	Defense Offered Date       mm/cdd/yyyy
f. Government response to Defense expert consultant request	Government Offered Date	Defense Offered Date       mm/dd/yyyy

- a. User can select "Use Government Dates" if they wish to copy the dates entered by the Trial Office. Otherwise, user can input their own dates using the "Defense Offered Date" date input for each line item.
- b. User can add offered dates for an additional 39(a) hearing by selecting the "Add Additional Hearing (Lines j, k, l) .
  - i. To remove an added hearing, select the "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	Defense Offered Date mm/dd/jyyy	Remove Additional Hearing (Lines J. k. l)	
k. Responses to motions (Additional Hearing 2)	Government Offered Date	Defense Offered Date		
l. Article 39(a) (Additional Hearing 2)	Government Offered Date	Defense Offered Date mm/dd/yyyy		
+ Add Additional Hearing (Lines j. k, I)				
CANCEL				

5. Following submission, the TMO offered dates will be available in the "TMO" subtab within the "Trial" tab.

Summary Documents Case	Journal Victims, Witnesses, & Exper	ts Charges & Offenses <b>Trial</b> Accused Details	Post-Trial Case Actions	
Arraignment TMO Pretrial Matters Motions Exhibits	a. Arraignment	Ordered Date - Government Offered Date 2/20/2023 Offered Dates	Defense Offered Date 2/20/2023	
Trial Pleas & Findings Sentencing	b. Defense request for discovery	Ordered Date - Government Offered Date 1/24/2023	Defense Offered Date 1/24/2023	
Sentence Suspensions Sentence Deferment Alternate Disposition	c. Government disclosure obligations	Ordered Date - Government Offered Date -	Defense Offered Date 2/15/2023	
ACTIONS Upload Case Exhibits	d. Defense reciprocal disclosure obligations	Ordered Date - Government Offered Date -	Defense Offered Date	
Request Alternate Disposition TMO Offered Dates File Motion	e. Defense expert consultant request	Ordered Date - Government Offered Date -	Defense Offered Date	

a. The TMO offered dates may be edited by selecting the "TMO Offered Dates" in the "Actions" list.

### Offer TMO Dates (Task)

- 1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "DSO Offer TMO Dates" task.
  - a. This action appears for DSO users assigned to the case after the Trial Counsel has input Offered TMO Dates.

<b>А</b> Номе	م دASES	ADMIN BOARDS	KEPORTS		MARIE DSO
		U.S. V. Jones	IN-EU-23-0460	Review Derense Counsel Request	A 12/20/2023
		U.S. v. Mbappe	C-##-24-0001	Review Defense Counsel Request	<b>A</b> 1/5/2024
		U.S. v. Mbappe	C-##-24-0001	Review Defense Counsel Request	▲ 1/8/2024
		U.S. v. Mbappe	C-##-24-0001	Review Defense Counsel Request	<b>A</b> 1/8/2024
		U.S. v. Mbappe	C-##-24-0001	Review Defense Counsel Request	▲ 1/8/2024
		U.S. v. Mbappe	C-##-24-0001	Review Evidence Production Response	▲ 1/8/2024
		U.S. v. Milkweed	N-EU-23-0281	DSO Respond to Post-Trial Motion	▲ 2/29/2024
		U.S. v. Arthur	N-EU-23-0474	Review Discovery Disclosure	3/13/2024
		U.S. v. McCrossan	N-EU-24-0084	DSO Offer TMO Dates	3/18/2024
					16 items

2. Input the details of the TMO draft offered dates and select "Submit" to save the details to the case.

Enter TMO Draf	t Dates: U.S. v. McCrossan	
	This	form will timeout in 59 minutes. Submit the form to save inputs.
USE GOVERNMENT DATES	Government Offered Date Feb 20, 2023	Defense Offered Date 02/20/2023
b. Defense request for discovery	Government Offered Date Jan 24, 2023	Defense Offered Date           01/24/2023         m
c. Government disclosure obligations	Government Offered Date	Defense Offered Date           02/15/2023         mm
d. Defense reciprocal disclosure obligations	Government Offered Date	Defense Offered Date
e. Defense expert consultant request	Government Offered Date	Defense Offered Date       mm/dd/yyyy
f. Government response to Defense expert consultant request	Government Offered Date	Defense Offered Date

- a. User can select "Use Government Dates" if they wish to copy the dates entered by the Trial Office. Otherwise, user can input their own dates using the "Defense Offered Date" date input for each line item.
- b. User can add offered dates for an additional 39(a) hearing by selecting the "Add Additional Hearing (Lines j, k, l) .
  - i. To remove an added hearing, select the "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	Defense Offered Date	▼ Remove Additional Hearing (Lines j, k, l)
k. Responses to motions (Additional Hearing 2)	Government Offered Date	Defense Offered Date	
l. Article 39(a) (Additional Hearing 2)	Government Offered Date	Defense Offered Date mm/cld/yyyy	
+ Add Additional Hearing (Lines j, k	, I)		
CANCEL			SUBMIT

3. Following submission, the TMO offered dates will be available in the "TMO" subtab within the "Trial" tab if the user goes to that case's summary view from the "All Cases" grid.

Arraignment	a. Arraignment	Ordered Date		
тмо		- Government Offered Date	Defense Offered Date	
Pretrial Matters		2/20/2023	2/20/2023	
Motions		Offered Dates		
Exhibits		•		
Trial	b. Defense request for	Ordered Date		
Pleas & Findings	discovery			
Sentencing		Government Offered Date	Defense Offered Date 1/24/2023	
Sentence Suspensions		Ordered Date		
Sentence Deferment	c. Government disclosure obligations			
	obligations	Government Offered Date	Defense Offered Date	
Alternate Disposition			2/15/2023	
	d. Defense reciprocal	Ordered Date		
	disclosure obligations			
F ACTIONS		Government Offered Date	Defense Offered Date	
Jpload Case Exhibits		-	-	
Request Alternate Disposition	e. Defense expert	Ordered Date		
IMO Offered Dates	consultant request	-		
File Motion		Government Offered Date	Defense Offered Date	

a. The TMO offered dates may be edited by selecting the "TMO Offered Dates" in the "Actions" list.

### **Motions**

#### **File Trial Motions**

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

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS
---

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

Case Flags	Case Title 1	Case Number	Subject Name	Investigation Number	Status	Case Created Date 🕢	PTC/PTR Type	RCM 707 Clock	Lead Counsel
	U.S. v. Pears	N-EU-24-0026	PEARS, SGM APPLE		Trial	7/18/2024		0	

3. From the case summary page, navigate to the "Trial" tab and select the "File Motion" action from the "Actions" list.

Summary Documents Ca	se Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details Post-Trial Case Actions		
Arraignment TMO Pretrial Matters Motions Exhibits Trial	Arraignment Request Date Request Made > Motion for Docketing > Risk Assessment Form > TMO Dates	Physical Security	Security Clearance	
Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment Alternate Disposition	Arraignment Hearing Arraignment Date and Time 12/5/2022 9:00 AM EST	<b>Arraignment Judge</b> MILITARY JUDGE, IOANA	Arraignment Location HQ Naples Courtroom	
<ul> <li>ACTIONS</li> <li>Upload Case Exhibits</li> <li>File Motion</li> </ul>				

- a. This action is only available after Arraignment Details have been submitted and the case has a status of "Pending Trial" or "Pending Motions Litigation".
- 4. Input the details of the File Motion submission and select "Submit" to save the details to the case.

		This form will timeout in 60 minutes. Any unsaved progress will be lost.	
Submission Details			
Filing Party Government Motion Type* 	Date Motion Filed Sep 12, 2024 Motion Document UPLOAD the Crop file here	Is Ex Parte submission?	
CANCEL			SUBMIT

- a. User may select to share the motion with VLC to allow the motion to be viewed by VLC users with access to the case.
- 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. Enclosure(s) may be uploaded in addition to the motion file.
- d. User may select a motion hearing to submit the motion (if any).
  - i. Available hearings are ordered by the judge in the TMO.
- 5. Following submission, the Filed Motion details will be available in the "Motions" subtab.

Summary Documents Ca	ise Journal Victims, Witnesses, & Experts Charges & Offenses	Trial Accused Details Post-Trial Case Action	15			
Arraignment	Unscheduled Motions The following motions are not scheduled to be heard at any motions h	earing				
Pretrial Matters	Q. Search Trial Motions	SEARCH				<b>▼</b> - <i>S</i>
Motions	Туре					
	1964	Filing Party	Motion 🔞	Exhibit Number	Status	Date Filed 🛛 🔞
Exhibits	MRE 506: Other Government Material (Unclassified)	Defense	Motion 😡	Exhibit Number	Filed	12/1/2022
Exhibits Trial			_			
	MRE 506: Other Government Material (Unclassified)	Defense	¥	-	Filed	12/1/2022

- a. Following submission:
  - i. Assigned judge will receive a task to rule on the motion and be notified of the submission.
  - ii. If the motion is not Ex Parte, a task will be sent out for Trial Office users, as well as any VLC users selected on the case, to "Respond to Motion" for the motion submitted by the Defense user.
  - iii. If the motion is not Ex Parte, assigned trial counsel and VLC are notified of the filing.
- b. The entry may be edited by selecting the actions (three vertical dots) at the right of the Unscheduled Motions grid, and selecting the drop down to "Edit Motion".
- 6. User may navigate to a read-only summary of the motion by selecting the motion's "Type".

Summary								
U.S. v. McCarthy Case Summary	Motion Summary Case Name U.S. v. McCarthy	Responses and Replies						
Trial	Submission Type Defense Motion Type MRE 506: Other Government Material (Unclassified)	Туре	Filing Party	Motion 🕑	Exhibit Number	Status	t	Date Filed
F ACTIONS	Date Filed  February 21, 2023 Status Filed	Motion Response	Government	-	-	Filed		2/21/2023
Edit Motion Reply to Motion								
	> 🗎 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.

### Respond/Reply to Trial Motions

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

<b>А</b> НОМЕ	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	<b>##</b> (MARIE appian
	<u> </u>				

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

<b>Q</b> Search cases by client last name or case num	ber	SEARCH				± ▼• ≎
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	-	-

3. From the case summary page, navigate to the "Trial" tab and select the "Motions" subtab.

Summary Documents Ca	se Journal Victims, Witnesses, & Experts Charges & Offenses 1	rial Accused Details Post-T	rial Case Actions			
Arraignment TMO Pretrial Matters	Unscheduled Motions The following motions are not scheduled to be heard at any motions her Q. Search Trial Motions	search				<b>T</b> - <i>C</i>
Motions	Туре	Filing Party	Motion 🚱	Exhibit Number	Status	Date Filed 🛛 🚱
Exhibits	MRE 506: Other Government Material (Unclassified)	Government	-		Filed	2/21/2023
Trial	MRE 506: Other Government Material (Unclassified)	Defense	±		Filed	2/21/2023
Pleas & Findings	To Dismiss	Defense	±.	-	Filed	2/21/2023
Sentencing						
Sentence Suspensions						
Sentence Deferment						
Alternate Disposition						

- 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".

Arraignment	Unscheduled Motions					
тмо	The following motions are not scheduled to be heard at any motion	ns hearing				
Pretrial Matters	Q Search Trial Motions	SEARCH				τ - 2
Motions	Туре	Filing Party	Motion 🕑	Exhibit Number	Status	Date Filed 🛛 🚱
Exhibits	MRE 506: Other Government Material (Unclassified)	Government	-	-	Filed	2/21/2023
Trial	MRE 506: Other Government Material (Unclassified)	Defense	¥		Filed	<ul> <li>Respond to Motion</li> </ul>
Pleas & Findings	To Dismiss	Defense	÷		Filed	2/21/2023
Sentencing						

- a. The action is also available from the motion's read-only summary view in the "Actions" list, which is available by selecting the "Type" column of the motion in the grid.
- 5. Input the details of the File Response and select "Submit" to save the details to the case.

File Respo	nse: U.S. v. McCart	hy									
			This form will timeout	in 60 minutes. Submit the form to sav	e inputs.						
Related Motio	on Details										
Filing Party	Government	Responses a	Responses and Replies								
Motion Type	Motion Type MRE 506: Other Government Material (Unclassified)		Filing Party	Motion 🚱	Exhibit Number	Status	t	Date Filed			
Date Filed   February 21, 2023											
Status	Filed			No replie	es or related motions						
Submission D	etails										
Filing Party	Date Respons	se Filed									
Defense Response Document	Feb 21, 2023										
UPLOAD Drop file	e here										
CANCEL								SUBMIT			

a. Following submissions:

- i. The Assigned Judge receives a task to "Rule on the Motion".
- ii. Assigned trial counsel and VLC are notified of the filing.
- 6. Following submission, the response will be available in the read-only summary of the motion related to the response under the "Motions" subtab (by selecting the "Type" column of the motion in the grid).
- 7. In the motion summary view, the response to the motion is visible in the "Related Responses and Replies".

Summary									
🏕 U.S. v. McCarthy	Motion Summa	ary							
Case Summary	Case Name	U.S. v. McCarthy	Responses and Replies						
Trial	Submission Type	Government	· · · ·	Cilia - Deute	Marian O	Exhibit Number	Chantara		Data Filed
	Motion Type	MRE 506: Other Government	Туре	Filing Party	Motion 😧	Exhibit Number	Status	1.1	Date Filed
		Material (Unclassified)	Motion Response	Defense	*		Filed		2/21/2023
ACTIONS	Date Filed	🗰 February 21, 2023							
	Status	Filed							
Reply to Motion									

### Respond to Trial Motion (Task)

- 1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "DSO Respond to Motion" task.
  - a. This task is sent to all Defense users after a motion has been filed by Trial Counsel or VLC users.

HOME	م دASES	Le PERSREP CLIENTS	ADMIN BOARDS	REPORTS				DSO Line
			HARSCH, JACK AUG	USTIN, II	Ente	er PersRep Appointment Details		A 10/9/2023
			LATESTATTORNEYA	SSIGNED1, SW3 APPLE	Con	nplete PersRep Client Conflict Ch	neck	A 10/9/2023
			LATESTATTORNEY	SSIGNED1, SW3 APPLE	Ente	er PersRep Appointment Details		A 10/9/2023
			LATESTATTORNEYA	SSIGNED1, SW3 APPLE	Ente	er PersRep Appointment Details		A 10/9/2023
			A1, A1		Con	nplete PersRep Client Conflict Ch	neck	A 10/10/2023
			TEST, TEST		Ente	er PersRep Appointment Details		A 10/17/2023
			A1, A1		Ente	er PersRep Appointment Details		A 10/17/2023
			A1, A1		Ente	er PersRep Appointment Details		A 10/18/2023
								13 items
			My Tasks 😮					
			Q, he		O SE	ARCH		₹- 2
			Case Title	Case Number		Task Type 😧		Date Assigned
			U.S. v. Heisen	N-EU-24-0084	1	DSO Respond to Motion		3/19/2024

2. Input the details of the File Response and select "Submit" to save the details to the case.

File Response: U.S. v. Heise	n								
		This form will timeout in	60 minutes. Any unsaved progress will	be lost.					
Related Motion Details									
Filing Party Government	Responses and I	Responses and Replies							
Motion Type In Limine - Suppression Date Filed   March 19, 2024	Туре	Filing Party	Motion 🕑	Exhibit Number	Status	t	Date Filed		
Status Filed			No replies	or related motions					
Submission Details									
Filing Party Date Resp									
Defense Mar 19, 20	24								
Response Document									
UPLOAD Drop file here									
New Enclosures									
Upload New/Existing Documents									
New Documents Existing Documents									
L									
CANCEL						NO RESPONSE REQUIR			

- a. Following submissions:
  - i. The Assigned Judge receives a task to "Rule on the Motion".
  - ii. Assigned trial counsel and VLC are notified of the filing.
- 3. Following submission, if user navigates to the case's summary page, the response will be available in the read-only summary of the motion related to the response under the "Motions" subtab of the "Trial" tab (by selecting the "Type" column of the motion in the grid).
- 4. In the motion summary view, the response to the motion is visible in the "Related Responses and Replies".

U.S. v. Heisen: In Limine - Suppression										
Summary										
쳐 U.S. v. Heisen	Motion Summary									
Case Summary	Case Name U.S. v. Heisen	Responses and Replies								
Trial	Submission Type Government Motion Type In Limine - Suppression	Туре	Filing Party	Motion 📀	Exhibit Number	Status	t	Date Filed		
ACTIONS	Date Filed  March 19, 2024 Status Filed	Motion Response	Defense	¥	-	Filed		3/19/2024		
Reply to Motion										

### Submit Other Filing

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

A Home	ALL CASES	KEPORTS	TODD	Naza In Kongo Kang In Kana
				-

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

	EPORTS						
Q. Search Cases SEARCH STATUS Any							
+ CREATE NEW CASE 🖋 ADD CASE U	JPDATES	EST 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 "Other Filings" subtab under the "Trial" tab.
  - a. Select the "Upload Other Filing" action to add a new filing.

U.S. v. Boston						
Summary Documents Case	Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details	Post-Trial Appellate Activit	y Case Actions		
Arraignment	Submission Type	So	urce		Submission Date 🛛 🛛	0
Pretrial Matters Motions			No entries have b	een made		
Exhibits						
Pleas & Findings Sentencing						
Sentence Suspensions						
Sentence Deferment Other Filings						
Alternate Disposition						
ACTIONS     Enter TMO Offered Dates     File Motion						
Upload Other Filing Upload Case Exhibits						

- 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 Filin	g: U.S. v. Boston	
		This form will timeout in 59 minutes. Any unsaved progress will be lost.
Submission Details		
Filing Party	Date Filed	
Government	Jul 31, 2024	
Filing Type	Submission Type *	
Other Filing	Other Filing	
Filing Document	Share motion with VLC? 🚱	Select VLC*
(D) Filing PDF - 26.6		VLC COUNSEL, ALEXANDER
PDF - 26.6		
CANCEL		ѕивміт

- 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 Ca	se Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused D	etails Post-Trial Appellate Activit	/ Case Actions			
Arraignment TMO Pretrial Matters	Submission Type Other Filing		overnment.		Submission Date 7/31/2024	0 0 ± /	
Motions Exhibits Trial							
Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment							
Other Filings							
ACTIONS Enter TMO Offered Dates File Motion Upload Other Filing Upload Case Exhibits							

## **Post-Trial**

### File Post-Trial Motions

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

*	*	<b>2</b> 1	<u></u>		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

<b>Q</b> Search cases by client last name or case number		SEARCH	± T. S				
Case Title	Case Number	Investigation Number	estigation Number Status Date Opened PTC/PTR Type				
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023			

3. From the case summary page, navigate to the "Post-Trial" tab and select the action link to "File Post-Trial Motion" to file a new post-trial motion.

Summary Documents Ca	se Journal Victims, Witnesses, & Ex	perts Charges & Offenses	Trial Accused Details Post-Trial	Case Actions			
STR	Unscheduled Post-Trial M	lotions					
CMR	The following motions are not scheduled to be heard at any post-trial motions hearing						
1106 Matters	<b>Q</b> Search Post Trial Motions		SEARCH				<b>▼</b> - 2
ROT	Туре	Filing Party	Motion 🕑	Exhibit Number	Status	4	Date Filed 🛛 🔞
CA Action	Post-Trial Motion	Government		-	Filed		2/21/2023
Post-Trial Motions	Post-Trial Motion	Government		-	Filed		2/20/2023
ACTIONS							
File Post-Trial Motion							
1106 Submission							

4. In the "File Post-Trial Motion" form, input the Motion Document to upload and the details of the submission:

- a. User may select to share the motion with VLC to allow the motion to be viewed by VLC users with access to the case.
- 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.

Submission Details		
Filing Party	Date Motion Filed	
Defense	Sep 12, 2024	
Motion Type	Motion Document	Is Ex Parte submission?
Post-Trial Motion	UPLOAD Drop file here	⊖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?		
CANCEL		

5. User can choose to add one or more enclosures to submit with the motion file a. New Documents:

New Enclosures Upload New/Existing Documents New Documents Cisting Documents Upload New Enclosure Documents			
Document	Bates Number Start	Bates Number Stop	Ø
Add Document	No documents have been uploaded		

- i. User can choose to upload a new document or documents as enclosures.
- ii. Select Add Document, upload the file and Input Bates Number.
- iii. Add multiple new documents selecting the "Add Document" button located in the bottom left corner of the form.
- iv. Remove a new document selecting the red "X" button to the right of the uploaded document.
- b. Existing Documents:

	v Enclosures d New/Existing Documents				
Ne	w Documents 🛃 Existing Documents				
Attac	h Existing Documents as Enclosures				
<b>Q</b> 50	earch Documents	SEARCH			
	Document		Туре		
	NORA letter		Post-Trial Motion		
	Test Document (2)		Victim Sentence Statement		
	Staged EOJ		Entry of Judgement		
	Staged Transcription Document		Transcription		
	Staged DD490		DD 490		
	Case Generation Sample STR		Statement of Trial Results		
~	Case N-EU-23-0097 Docketing Form		Motion for Docketing		

- i. Select existing documents on the case to include as enclosures to the motion.
- ii. Add multiple existing documents selecting the checkbox to the left of the document.
- iii. Remove an existing document by deselecting the checkbox to the left of the document.
- 6. Select "Submit" once complete to upload the motion to the case.
  - a. Assigned judge will receive a task to review 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 Trial Office users, as well as any VLC users selected on the case, to "Respond to Post-Trial Motion" for the motion submitted by the Defense user.
  - c. If the motion is not Ex Parte, assigned Trial Counsel and VLC are notified of the filing.
- 7. The user can view the uploaded Post-Trial Motion by navigating to the "Post-Trial" tab and selecting the "Post-Trial Motions" subtab.

Inscheduled Pos	t-Trial Motions						
-	following motions are not scheduled to be heard at any post-trial motions hearing         Search Post Trial Motions         SEARCH					Τ-	S
Туре	Filing Party	Motion 😧	Exhibit Number	Status	Ļ	Date Filed	0
Post-Trial Motion	Government	¥		Filed		1/31/2023	:
Post-Trial Motion	Government	Ŧ	-	Filed		1/30/2023	:

a. Edit a motion by selecting the actions (three vertical dots) at the right of the grid, and selecting "Edit Post-Trial Motion".

b. User can select the Motion Type to navigate to the summary view.

# **Respond/Reply to Post-Trial Motions**

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

<b>^</b>	*	<b>2:</b>	Ê	<b>L</b>	
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

<b>Q</b> Search cases by client last name or case num	nber	SEARCH				± T. ≎
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	-	-

- 3. From the case summary page, navigate to the "Post-Trial" tab.
  - a. From the Post-Trial Tab, navigate to the "Post-Trial Motions" subtab.
  - b. Select the actions (three vertical dots) at the right of the grid, and select "Respond to Motion".

Summary Documents Ca	ise Journal Victims, Witnesses, & Exp	erts Charges & Offenses Trial	Accused Details Post-Trial	Case Actions			
STR	Unscheduled Post-Trial Mo						
CMR	The following motions are not sche	duled to be heard at any post-trial motions	hearing				
1106 Matters	<b>Q</b> Search Post Trial Motions	SE	ARCH				T- 3
ROT	Туре	Filing Party	Motion 🚱	Exhibit Number	Status	1	Date Filed 🛛 😧
CA Action	Post-Trial Motion	Government			Filed		2/21/2023
Post-Trial Motions	Post-Trial Motion	Government	-	-	Filed		<ul> <li>Respond to Motion</li> </ul>
F ACTIONS							
File Post-Trial Motion							
1106 Submission							
Request CMR							

- c. This action can also be taken from the Summary view of the motion.
  - i. Select the "Type" link
  - ii. Select "Respond to Motion" from the actions list.
- 4. In the "File Response" form, upload a Response Document:
  - i. User can upload "Enclosures" to a "Reply" or "Response" to a motion.

<b>Related Post-Trial Motion</b>	Details							
Filing Party Government		Responses and Replie	e					
Motion Type Post-Trial Motion					- 111 A.			
Date Filed	23	Type Filin	ng Party	Motion 😨	Exhibit Number	Status	Ť	Date Filed
Status Filed				No repli	es or related motions			
. For damage								
> Enclosures								
Submission Details								
Filing Party	Date Respons	se Filed						
Defense Response Document	Feb 21, 2023							
UPLOAD Drop file here								
OFLOAD LA Drop menere								
CANCEL								SUBMIT
File Reply: U.S. v. Auto	CacoStatu							
The Reply: 0.5. V. Auto	casestatu	sUpdateTest2						
	casestatu	sUpdateTest2		0 minutes. Any unsaved progress will b	e lost.			
Related Motion Details	Casestatu	sUpdateTest2		0 minutes. Any unsaved progress will b	e lost.			
Related Motion Details Filing Party Government		SUDDATETEST2		0 minutes. Any unsaved progress will b	e lost.			
Related Motion Details		oonses and Replies		0 minutes. Any unsaved progress will b Motion <b>9</b>	e lost. Exhibit Number	Status	T	Date Filed
Related Motion Details Filing Party Government Motion Type Appropriate Relief	Resp Tyj	oonses and Replies	This form will timeout in 6			Status Filed	t	Date Filed 7/27/2023
Related Motion Details Filing Party Government Motion Type Appropriate Relief Date Filed  july 27, 2023	Resp Tyj Ma	conses and Replies	This form will timeout in 6 Filing Party	Motion @	Exhibit Number		t	
Related Motion Details Filing Party Government Motion Type Appropriate Relief Date Filed 11/10/27, 2023 Status Filed	Resp Tyj Ma	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details Filing Party Government Motion Type Appropriate Relief Date Filed III July 27, 2023 Status Filed	Resp Tyj Ma	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	T	7/27/2023
Related Motion Details Filing Party Government Motion Type Appropriate Relief Date Filed III July 27, 2023 Status Filed	Resp Tyr Mo Mo	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details Filing Party Government Motion Type Appropriate Relief Date Filed in July 27, 2023 Status Filed > Enclosures Submission Details Filing Party	Resp Tyj Ma	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details Filing Pary Government Motion Type Appropriate Relief Date Filed III July 27, 2023 Status Filed > Enclosures Submission Details Filing Pary Government Reply Document	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details Filing Party Government Motion Type Appropriate Relief Date Filed i July 27, 2023 Status Filed > Enclosures Submission Details Filing Party Government	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details Filing Party Government Motion Type Appropriate Relief Date Filed III, July 27, 2023 Status Filed > Enclosures Submission Details Filing Party Government Reply Document () Par 26.6	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details         Filing Party Government         Motion Type Appropriate Relief         Date Filed         Date Filed         Buby 27, 2023         Status Filed	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details         Filing Party       Government         Motion Type       Appropriate Relief         Date Filed       July 27, 2023         Status       Filed         > Enclosures         Submission Details         Filing Party         Government         Repty Document         PDF - 26.6         Uplad New/Existing Documents	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details         Filing Party       Government         Motion Type       Appropriate Relief         Date Filed       July 27, 2023         Status       Filed         > Enclosures         Submission Details         Filing Party         Government         Repty Document         PDF - 26.6         Uplad New/Existing Documents	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details         Filing Party       Government         Motion Type       Appropriate Relief         Date Filed       July 27, 2023         Status       Filed         > Enclosures         Submission Details         Filing Party         Government         Repty Document         PDF - 26.6         Uplad New/Existing Documents	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details         Filing Party       Government         Motion Type       Appropriate Relief         Date Filed       July 27, 2023         Status       Filed         > Enclosures         Submission Details         Filing Party         Government         Repty Document         PDF - 26.6         Uplad New/Existing Documents	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023
Related Motion Details         Filing Party       Government         Motion Type       Appropriate Relief         Date Filed       July 27, 2023         Status       Filed         > Enclosures         Submission Details         Filing Party         Government         Repty Document         PDF - 26.6         Uplad New/Existing Documents	Ress Tyj Ma Ma Date Reply Filed	ponses and Replies be tion Response	This form will timeout in 6 Filing Party Government	Motion O	Exhibit Number -	Filed	1	7/27/2023

- 5. Select "Submit" once complete to upload the Response to the Motion.
- 6. The user can view the Response by navigating to the "Post-Trial" tab, selecting the "Post-Trial Motions" subtab, navigating to the summary view of the Motion, and selecting the Motion Response.

Summary								
🏂 U.S. v. Jones	Post-Trial Motion Summary							
Case Summary	Case Name U.S. v. Jones	<b>Responses and Replies</b>						
Post-Trial	Submission Type Government		511 - D I		The second se	<b>C</b> 1		Desce Silved
	Motion Type Post-Trial Motion	Туре	Filing Party	Motion 😧	Exhibit Number	Status	1	Date Filed
	Date Filed	Motion Response	Defense	*	-	Filed		2/21/2023
ACTIONS	Status Filed							
Reply to Motion								

# Respond/Reply to Post-Trial Motions

- 1. From the NCORS Defense Services Site, on the "Home" Tab navigate to the "My Tasks" Grid and select the "DSO Respond to Post-Trial Motion" task.
  - a. This task is sent to all Defense users after a post-trial motion has been filed by Trial Counsel or VLC users.

CASES	PERSREP CLIENTS	ADMIN BOARDS	Lee Reports		
		LATESTATTORNEYA	SSIGNED1, SW3 APPLE	Enter PersRep Appointment Details	A 10/9/2023
		LATESTATTORNEYA	SSIGNED1, SW3 APPLE	Enter PersRep Appointment Details	A 10/9/2023
		A1, A1		Complete PersRep Client Conflict Check	A 10/10/2023
		TEST, TEST		Enter PersRep Appointment Details	A 10/17/2023
		A1, A1		Enter PersRep Appointment Details	A 10/17/2023
		A1, A1		Enter PersRep Appointment Details	A 10/18/2023
					13 items
	l	My Tasks 😧			
		<b>Q</b> mi		SEARCH	T- C
		Case Title	Case Number	Task Type 🕜	Date Assigned
		U.S. v. Milkweed	N-EU-23-0281	DSO Respond to Post-Trial Motion	▲ 2/29/2024

- 2. In the "File Response" form, upload a Response Document:
  - i. User can enter submission details.

File Response: U.S. v. Milkwe	ed						
		This form will timeout in 60	0 minutes. Any unsaved progress will	be lost.			
<b>Related Post-Trial Motion Details</b>							
Filing Party VLC Motion Type Post-Trial Motion	Respons	es and Replies					
Date Filed	Туре	Filing Party	Motion 🕖	Exhibit Number	Status	t	Date Filed
<b>Status</b> Filed			No replies	or related motions			
> 🖺 Motion Document							
Submission Details							
Filing Party Date Respon	se Filed						
Defense Mar 19, 2024 Response Document							
UPLOAD Drop file here							
CANCEL					N	O RESPONSE REQUIRE	DSUBMIT

- 3. Select "Submit" once complete to upload the Response to the Motion.
- 4. The user can view the Response by navigating to the "Post-Trial" tab for the case, selecting the "Post-Trial Motions" subtab, navigating to the summary view of the Motion, and selecting the Motion Response.

	ed: Post-Trial Motion						
Summary U.S. v. Milkweed Case Summary	Post-Trial Motion Summary Case Name U.S. v. Milkweed	Responses and Replie:					
Post-Trial	Submission Type VLC Motion Type Post-Trial Motion Date Filed	Type Motion Response	Filing Party Defense	Motion 🛿	Exhibit Number -	<b>Status</b> Filed	1 Date Filed 3/19/2024
Reply to Motion	> 🖹 Motion File						

## File DuBay Hearing Motion

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

<b>А</b> НОМЕ	ALL CASES	REPORTS	

2. Select the "Case Number" of a case in the status "Dubay Hearing Ordered" to navigate to the summary page.

	ASES REPORTS								тс	<u>@</u> =
age Size 🕢	-									
Y FILTERS Civ Monito	ar and a second s									
	used last name or case numbe SEARCH	STATUS Du	Bay Hearing Ordered	0 -	TRIAL COUNSEL   Any		LOCATION Any	-	± ₹	•
CREATE NEW CASE	ADD CASE UPDATES GENERATE	EST CASE								
Case Title	† Case Number	Subject Name	Investigation Number	Charges		Status	Trial Counsel	Case Created Date 🛛	PTC/PTR	Туре
U.S. v. Moss	N-EU-24-0055	MOSS, CR EUGENIE EUIETHIß	25262983	Article 101 - Improper us Article 132 - Retaliation	se of countersign; Article 130 - Stalking;	DuBay Hearing Ordered	TRIAL DEPARTMENT HEAD, SHANNON; TRIAL GOVERNMENT COUNSEL, TODD	2/6/2024	2	

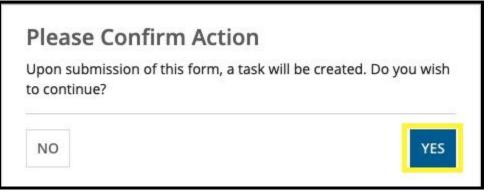
3. Select the "Appellate Activity" tab and navigate to the "Dubay Hearings" subtab. Then select the "File Dubay Hearing Motion" action.

ANACCA	Unreliabled DuBer Mating	_	Case Actions			
NMCCA Interlocutory ROT	Unscheduled DuBay Motions The following motions are not scheduled to be hear	d at any nost-trial motions bearing				
Article 65 Review	Q. Search Post Trial Motions	SEARCH				<b>T</b> -
Remands	Type Filing Party	Motion 🚱	Exhibit Number	Status	1	Date Filed
DuBay Hearings		No	o entries have been made			
ACTIONS						
Add DuBay Hearing						

- 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.

		This form will timeout in 57 m	nutes. Any unsaved progress will be lost.	
Submission Details				
Filing Party Government	Date Motion Filed Mar 19, 2024			
Motion Type	Motion Document	Share motion with VLC? 🚱	Select VLC *	
DuBay Hearing Motion	Motion PDF - 26.6		VLC APPELLATE COUNSEL, VLAD	
New Enclosures				
Upload New/Existing Documents				
New Documents Existing Do	ocuments			
<b>Motion Hearing</b>				
No Dubay Hearings have been add	ed to this case. Add a DuBay motions hearing to	link this motion		

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.

.S. v. Moss	ise Journal Victims, Witnesses, & Experts Cha	rges & Offenses Trial Accused Details	Post-Trial Appellate Activity Ca	se Actions			
NMCCA Interlocutory ROT	Unscheduled DuBay Motions The following motions are not scheduled to be he						
Article 65 Review Remands	Q. Search Post Trial Motions	SEARCH Filing Party	Motion 😡	Exhibit Number	Status	1	T + ي Date Filed @
DuBay Hearings	DuBay Hearing Motion	Government	۸		Filed		3/19/2024
ACTIONS							
dd DuBay Hearing							
ile Writ Petition							
ile DuBay Hearing Notion							
Return Remand to Code 40							

## Request CMR

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

<b>^</b>	*	<b>2</b> :	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	III (DSO) appian

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

Q. Search cases by client last name or case number SEARCH					± ₹- S	
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	-	-

3. From the case summary page, navigate to the "Post-Trial" tab and select the "Request CMR" action from the actions list.

Summary Documents Ca	se Journal Victims, Witnesses, & Experts	Charges & Offenses Tri	ial Accused Details Post-Trial	Case Actions	
STR	Prepared CMRs				
CMR	Letter Recipient			Date Requested	Date Provided
1106 Matters ROT			No entries have been mad	le	
CA Action					
Post-Trial Motions					
ACTIONS					
File Post-Trial Motion					
1106 Submission Request CMR					

- 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, & E	xperts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions Select Display Option O 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. On the Request CMR form, the user can review the auto-populated Letter Recipient (Defense/Accused) and Date Requested (automatically populated with the current date).

Request CMR: U.S. v.	Harper	
	This form will timeout in 60 minutes. Submit the form to save inputs.	
Letter Recipient		
Defense/Accused		
Date Requested		
Feb 21, 2023		
CANCEL		SUBMI

- 5. Select "Submit" once complete.
  - a. Submitting this form will send a task to the post trial user assigned to the case to prepare the CMR.
- 6. The user can select the Post-Trial tab and the CMR subtab to view CMR requests.

#### Submit Clemency Matters

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

	CASES	L PERSREP CLIENTS	ADMIN BOARDS	Lee Reports	<b>III</b> (MARIE) appian

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

<b>Q</b> Search cases by client last name or case num	iber	SEARCH				± ▼• ≎
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	-	-

- 3. From the case summary page, navigate to the "Post-Trial" tab.
  - b. Take the action "1106 Submission" from the actions list.

STR	1106 Subm	nissions					
CMR	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
1106 Matters	Accused	Clemency Submission	2/21/2023	- 🔺	Ŧ	Defense	:
CA Action							
Post-Trial Motions							
ACTIONS							

- c. 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, Witne	sses, & Experts Charges & Offenses	Trial Accused Deta	ils Post-Trial	Appellate Activity	Case Actions
Case Actions Select Display Option O 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 "Clemency Submission" form, the Submission Date and Submission Source is auto-populated "Accused (1106)" for Defense users. The user can input the Submission Type, and upload an 1106 document:
  - a. Select "Clemency Submission" for Submission Type.

SENTENCE ADJUDGED	DAYS REMAINING	SUBMISSION DEADLINE	
Submission Details			
Submission Source Accused (1106)			
Submission Type *			Submission Date *
Clemency Submission		-	Feb 21, 2023
1106 Document * Request Docu PDF - 51.07 KB			
Clemency Details			
Did the accused reserve the right Yes No	to submit additional 1106 matters	?	
CANCEL			SUBMIT

- 5. Select "Submit" to record the Clemency Submission.
- 6. The user can view the details of the submission by navigating to the "1106 Matters" subtab under the "Post-Trial" tab.

#### Submit Extension Request to Submit Rebuttals

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

*	*	<b>2:</b>	Ê		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

<b>Q</b> . Search cases by client last name or case number	SEARCH					± T - 2
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 Clemency	1/6/2023		

3. From the case summary page, navigate to the "Post-Trial" tab and select the "1106 Matters" subtab.

Summary	Documents	Case Jou	urnal Victims, Witne	esses, & Experts Charges & Offenses	Trial	Accused Details	Case Actions					
STR			1106 Submiss	sions								
CMR			Submitted By	Туре		Submiss	ion Date	Date Forwarded	to CA	Document	Submission Source	Θ
1106 M	/latters		Accused	Clemency Submission		2	/21/2023		- 🔺	¥	Defense	:
ROT												
CA Acti	ion											
Post-Tr	rial Motions											

4. User can select the actions (three vertical dots) next to the appropriate clemency submission on the 1106 submissions grid and select "Rebuttal Extension" action.

Summary Documents	Case Jour	rnal Victims, Witne	esses, & Experts Charges & Offenses	Trial	Accused Details Post-Trial	Case Actions						
STR		1106 Submiss	sions									
CMR		Submitted By	Туре		Submissio	on Date	Date Forwa	rded to CA	Document	Submission S	ource	0
1106 Matters		Accused	Clemency Submission		2/3	1/2023		- 🔺	¥	Defense		:
ROT		/ ccubed	ciencity submission						-	berense		
CA Action											Edit Clemency Sub	mission
er tricetori											<ul> <li>Rebuttal</li> </ul>	_
Post-Trial Motions											Rebuttal Extension	1

- 5. From the "Rebuttal Extension Submission" form:
  - a. User can upload an optional 1106 document.
  - b. User can input the number of days requested for the extension.

Rebuttal Extensi	on Submission: U.	S. v. Graham		
SUBMISSION DATE 2/21/23 Submission Details Submission Source Accused (1106) Submission Type *	DAYS REMAINING	rebuttal deadline 2/26/23	Submission Date * Feb 21, 2023	
Rebuttal Extension  106 Document  UPLOAD  Characteristic Drap file here  Extension Details  Days Requested*				
CANCEL				SUBMIT

- 6. Select "Submit" once complete and the user will be returned to the 1106 submission grid.
  - a. User can view the new entry for the rebuttal extension 1106 submission.

Summary Documents Ca	ase Journal Victims, With	nesses, & Experts Charges & Offenses	Trial Accuse	d Details Post-Trial Case Actions					
STR	1106 Submis	sions							
CMR	Submitted By	Туре		Submission Date	Date Forwarded to C	А	Document	Submission Source	0
1106 Matters	Accused	Clemency Submission		2/21/2023		- 🔺	¥	Defense	:
ROT CA Action	Accused	Rebuttal Extension		2/21/2023		- 🔺	¥	Defense	:
Post-Trial Motions									

# Submit a Rebuttal to a Clemency Submission

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



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

<b>Q</b> Search cases by client last name or case number	SEARCH					± T - C
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 Clemency	1/6/2023		

3. From the case summary page, navigate to the "Post-Trial" tab and select the "1106 Matters" subtab.

Summary Documents Ca	ise Journal Victims, With	esses, & Experts Charges & Offenses	Trial Accused Details	Post-Trial Case Actions				
STR CMR	1106 Submis	Sions Type		Submission Date	Date Forwarded to CA	Document	Submission Source	Θ
ROT CA Action	Accused	Clemency Submission		2/21/2023	- 🔺	¥	Defense	÷
Post-Trial Motions								

4. User can select the actions (three vertical dots) next to the appropriate clemency submission and select "Rebuttal" action.

Summary Documents C	ase Journal Victims, Wit	nesses, & Experts Charges & Offenses	Trial Ad	ccused Details <b>Post-Trial</b> Case Actions				
STR	1106 Submis	ssions						
CMR	Submitted By	Туре		Submission Date	Date Forwarded to CA	Document	Submission Sou	rce 0
ROT	Accused	Clemency Submission		2/21/2023	- A	Ł	Defense	:
CA Action Post-Trial Motions	Accused	Rebuttal Extension		2/21/2023	- 🔺	¥	Defense	<ul> <li>Edit Clemency Submission</li> <li>Rebuttal</li> <li>Rebuttal Extension</li> </ul>

- 5. From the "Rebuttal Submission" form:
  - a. User can upload an optional 1106 document.

Rebuttal Submis	sion: U.S. v. Graha	am		
SUBMISSION DATE 2/21/23 Submission Details Submission Source	DAYS REMAINING ① 5	REBUTTAL DEADLINE		
Accused (1106) Submission Type *			Submission Date *	
Rebuttal		Ŧ	Feb 21, 2023	
1106 Document *				
CANCEL				

6. Select "Submit" once complete and the user will be returned to the 1106 submission grid.a. User can view the new entry for the rebuttal 1106 submission.

S	ummary Documents	Case Jour	nal Victims, 1	Witnesses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Case Action	าร				
	STR		106 Subn	nissions										
	CMR		Submitted By	Туре		Subm	nission Date	Date Forwa	rded to CA		Document	Submission Source	0	
	1106 Matters		Accused	Clemency Submissio	n		2/21/2023		-	<b>A</b>	¥	Defense	:	
	ROT CA Action		Accused	Rebuttal Extension			2/21/2023		-	<b>A</b>	¥	Defense	:	
	Post-Trial Motions		Accused	Rebuttal			2/21/2023			A	¥	Defense		
														_

## **Enter Accused Post-Trial Rights Elections**

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

*	*	<b>2</b> 1	<u></u>		
HOME	CASES	PERSREP CLIENTS	ADMIN BOARDS	REPORTS	

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

<b>Q</b> Search cases by client last name or case num	aber	SEARCH					7	₹*	С
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speed	y Trial	l Clock	
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-		-		

3. From the case summary page, navigate to the "Accused Details" tab and select the "Accused Appellate Rights Election" action.

Summary Documents Ca	se Journal Victims, Witnesses, & Expert	ts Charges & Offenses Tria	Accused Details Post-Trial	Case Actions		
Accused Details	دىما ئىدتكىلى GRAHAM, SA ئىما ئىدتكىلى B EDIPI/DOD ID: 1089265639	🖬 SSN:	123454678			
RCM 706 Inquiries	Demographic Details					
Judicially Ordered	Race	Ethnicity		Date of Birth	Age	Sex
Confinement Credit PTC/PTR	Hispanic	Not Hispanic or Latino		Dec 8, 1986	36	M
Excludable Delay	Service Details					
Firearm Prohibition	Service Branch	Rank / Rate		Unit	Grad	e
	Navy	Seaman Apprentice Personr	nel Specialist, SA	Unit 4	E-2	
	\$ Pay per Month			🛱 Current Servic	e	
	a. Basic	b. Sea/Foreign Duty	c. Total	a. Initial Date	b. Term (months)	c. EAG
ACTIONS Accused Appellate Rights Election	\$61,947.00	\$10,901.00	\$72,848.00	Apr 7, 2010	4	Mar 7

- 4. From the "Accused Appellate Rights Election" form:
  - a. User can input post trial rights election date and upload an optional accused appellate rights advisement document.
  - b. User can select who each of the matters should be delivered to from the following options: "Accused", "Defense Counsel" or "Waived" as displayed below:

Request copy of Court-Martial Proceedings pursuant to RCM 1106 to be delivered to: Accused	Defense Counsel	Waived
Request copy of victim(s) matters to be delivered to:  Accused	Defense Counsel	Waived
Request CA's Action to be delivered to: Accused	Defense Counsel	Waived
Request Entry of Judgment to be delivered to:	Defense Counsel	Waived
Request certified ROT to be delivered to:	Defense Counsel	Waived

- c. In the "Appellate Review" section the user is able to waive right to appellate review.
  - i. If the user waives right to appellate review they can also upload an optional appellate review waiver document and input an appellate review waived date.

Accused Appellate Rights Election: U.S. v.	Graham	
Post-Trial Rights Election		
Post-Trial Rights Election Date*	Accused Appellate Rights Advisement	
mm/dd/yyyy 🗯	UPLOAD C Drop file here	
Request copy of Court-Martial Proceedings pursuant to RCM 1106 to be delivered to:		
Accused	Defense Counsel	Walved
Request copy of victim(s) matters to be delivered to:		
Accused	✓ Defense Counsel	Waived
Request CA's Action to be delivered to: Accused	Defense Counsel	✓ Waived
Request Entry of Judgment to be delivered to:	Defense courser	Valved
Accused	Defense Counsel	Waived
Request certified ROT to be delivered to:		
Accused	✓ Defense Counsel	Waived
Appellate Review		
Waive right to appellate review?	Appellate Review Waiver	Appellate Review Waived Date
• Yes No	UPLOAD Drop file here	mm/dd/yyyy 🗰
CANCEL		SUBMIT

5. Select "Submit" once complete and after submission, post-trial elections are displayed on the accused details summary page.

Summary Documents	Case Journal Victims, Witnesses, & Experts	Charges & Offenses Tria	Accused Details Post-Trial Ca	ise Actions				
Accused Details CA Details RCM 706 Inquiries Judicially Ordered	یبانیدنکتر GRAHAM, SA نیبانیدکتر BEDIPI/DOD ID: 1089265639 Demographic Details Race	BD 55 Ethnicity	<b>N:</b> 123454678	Date	of Birth	Age	Sex	
Confinement Credit	Hispanic	Not Hispanic or Latino			, 1986	36	M	
PTC/PTR								
Excludable Delay	Service Details							
Firearm Prohibition	Service Branch	Rank / Rate		Uni	t		Grade	
	Navy	Seaman Apprentice Perso	nnel Specialist, SA	Unit	: 4		E-2	
	\$ Pay per Month			曲(	Current Service			
	a. Basic	b. Sea/Foreign Duty	c. Total	a. Ir	nitial Date	b. Term (months)	c. EAOS	
ACTIONS	\$61,947.00	\$10,901.00	\$72,848.00	Apr	7, 2010	4	Mar 7, 2027	
Accused Appellate Rights Election								
	Post-Trial Rights Election							
	Post-Trial Rights Election Date		Accused Appellate Rig	nts Advisement				
	Feb 16, 2023		Ē					
	Request copy of Court-Martial Proc	eedings pursuant to RCM 1106	to be delivered to:					
	Accused							
	Request copy of victim(s) matters t	o be delivered to:						
	Defense Counsel							
	Request CA's Action to be delivered	d to:						
	Waived							
	Request Entry of Judgment to be de	elivered to:						
	Accused							
	Request certified ROT to be deliver	ed to:						
	Defense Counsel							
	Appellate Review							
	Waive right to appellate review?		Appellate Review Waiv	er		Appellate Review V	Valved Date	
	Yes		Ē			Feb 16, 2023		

# Reports

# View, Filter, and Export Reports

1. From the NCORS Defense Services 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.

RS DSO Reports		
Court-Martial Clients     Court-martial clients	Witnesses     Court-martial witnesses	🚓 Complainants Court-martial complainants
PersRep Appointments     PersRep Appointments reporting	Litigation	Lassigned Cases Unassigned cases with an RFC
Cases by Counsel	Admin Boards	

- 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.

HOME CASES	PERSREP CLIENTS ADMIN B							
All Reports	Columns to Display 🕑 Case Status, Counsel, Ro	Page Size 🥑 le, Client Na 🚥 🕲 🔻	•					
<ul> <li>Witnesses</li> </ul>	Cases by Counsel		1					
🖁 Complainants	<b>Q</b> Search cases by case r	search	DSO ROLE Any	•	CASE STATUS Anj	<i>Y</i>	• ±	<b>▼</b> • Ω
PersRep Appointments	IN PTC/PTR Any	-	BRANCH OF THE CLIENT Any	•	DETAILED COUNSEL	.   Any	-	
C Litigation	Case Status	Counsel	Role	Client Name		Rank/Rate	Service	Charge Art
Unassigned Cases     Cases by Counsel     Admin Boards	Pending Arraignment	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCCROSSAN, SR SOM	NYA SOYASTUS	Seaman Recruit	USN	Article 92 - Offenses co Maiming
A A A A A A A A A A A A A A A A A A A	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ROBINSON, SN MOR MOANHIEN	GAN	Constructionman Recruit	USN	Article 84 - Article 115
	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	مليالحدي HOOVER, RSC	مليا	Airman Apprentice	USN	Article 80 - property o Article 119
	Pending Alternate Disposition	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	GRAHAM, CHIEF WAF 3 MARGARITA MATA		Constructionman	USN	Article 105 against the offense
	Pending EOJ	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	JONES, MM3 CLARA O	CLRAJOEN	Fireman Recruit	USN	Article 80 - Article 103
	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	HUGO, SA JOHANNES	JOESLEAL	Airman Recruit	USN	Article 94 - of vessel; A
	Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ADAMS-SMITH, MAST JAQUELINE JANEPIDA		Fireman Apprentice	USN	Article 112 unborn ch
	Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Assigned User	ADAMS-SMITH, MAST JAQUELINE JANEPIDA		Fireman Apprentice	USN	Article 112 unborn ch
	Trial	DSO SENIOR DEFENSE COUNSEL,	Detailed Counsel	MCMURTY, SR JOVICA	A IOCAKAIĆ	Seaman Recruit	USN	Article 94

- 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.

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& Complainants		Q. Doe				SEARCH	DSO R	OLE Deta	iled Counsel		0 -	CASE STATUS   A	ny		•	± <b>▼</b> • C
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<ul> <li>Unassigned Cases</li> <li>Cases by Counsel</li> </ul>		Pending Ar	raignment	DSO SI MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel	MCCRO:	SSAN, SR SOI	NYA SOYASTUS	Seaman Reci	ruit	USN	Article 92 - F Offenses cor Maiming
🤱 Admin Boards		Preferred		DSO SI MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel	ROBINS MOANH	ON, SN MOR IIEN	GAN	Construction	man Recruit	USN	Article 84 - L Article 115 -
		Preferred		DSO SI MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel	HOOVER	ملبِالحدى R, RSC	ljia	Airman Appr	entice	USN	Article 80 - A property of Article 119b
		Pending Al Disposition	ternate 1	DSO SI MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel		/I, CHIEF WAI ARITA MATA	RRANT OFFICER AGAR	Construction	man	USN	Article 105 - against the U offense
		Pending EC	J	DSO SE MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel	JONES, 1	MM3 CLARA	CLRAJOEN	Fireman Reci	ruit	USN	Article 80 - A Article 103 -
		Preferred		DSO SE MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel	HUGO, S	5A JOHANNE	S JOESLEAL	Airman Recri	uit	USN	Article 94 - N of vessel; Art
		Trial		DSO SI MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel		SMITH, MAS NE JANEPIDA		Fireman App	rentice	USN	Article 112 - unborn child
		Trial		DSO SI MARIE	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel	MCMUR	TY, SR JOVIC	A JOCAKAIĆ	Seaman Recr	ruit	USN	Article 94 - N - Unlawful de
		Pending Ar	raignment	DSO SI	ENIOR DEFE	ISE COUNSEL,	De	tailed Cour	sel	MELROS	E. SN VICTO	RIA VIIAPAOR	Construction	man Recruit	USN	Article 103a
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D Litigation	Case Status		Counsel			Role		DSO Role = De Branch of the G	ailed Counsel lient = USN		Rank/Rate		Service	Charge Article(s)		
Unassigned Cases	Pending Arra	ignment	DSO SENIOR DEF	FENSE COUNSEL,	MARIE	Detailed Counsel				_	Seaman Recruit		USN	Article 92 - Failure to obey Government computers; A	order or regulation; A	Article 123 - Offenses cor
Admin Boards	Preferred		DSO SENIOR DEF	FENSE COUNSEL	MARIE	Detailed Counsel		CANCEL	NOUNDON, 2N MONDAY MORE	SAVE	Constructionma	an Recruit	USN	Article 84 - Unlawful enlist Malingering: Article 130 -		
	Preferred		DSO SENIOR DEF			Detailed Counsel			HOOVER, RSC هيا مليانين		Airman Appren	tice	USN	Article 80 - Attempts; Artic States—Waste, spollage, o		
	Pending Alter	mate Disposition	DSO SENIOR DEF	RENSE COUNSEL	MARIE	Detailed Counsel			GRAHAM, CHIEF WARRANT OFFIC MARGARITA MATAAGAR	ER 3	Constructionma	an	USN	Article 105 - Misconduct a Article 131c - Misprision o		
	Pending EOJ		DSO SENIOR DEF	FENSE COUNSEL,	MARIE	Detailed Counsel			JONES, MM3 CLARA CLRAJOEN		Fireman Recruit		USN	Article 80 - Attempts; Artic		
	Preferred		DSO SENIOR DEF	FENSE COUNSEL,	MARIE	Detailed Counsel			HUGO, SA JOHANNES JOESLEAL		Airman Recruit		USN	Article 94 - Mutiny or sedi 123 - Forgery	ion; Article 110 - Impr	roper hazarding of vesse
	Trial		DSO SENIOR DEF	RENSE COUNSEL	MARIE	Detailed Counsel			ADAMS-SMITH, MASTER CHIEF JA JANEPIDA	QUELINE	Fireman Apprer	ntice	USN	Article 112 - Drunk on dut 77 - Principals	y; Article 119a - Death	or injury of an unborn cl
	Trial		DSO SENIOR DEF	FENSE COUNSEL,	MARIE	Detailed Counsel			MCMURTY, SR JOVICA JOCAKAIĆ		Seaman Recruit		USN	Article 94 - Mutiny or sedi	ion; Article 122 - Robl	bery; Article 97 - Unlawfu
	Pending Arra	ignment	DSO SENIOR DEF	FENSE COUNSEL,	MARIE	Detailed Counsel			MELROSE, SN VICTORIA VIIAPAO		Constructionma	an Recruit	USN	Article 103a - Espionage; A Article 128 - Assault	rticle 109a - Mail mat	ter: wrongful taking, ope
	Trial		DSO SENIOR DEF	FENSE COUNSEL,	MARIE	Detailed Counsel			MELVILLE, FLEET ADMIRAL LEO L	EEOLINA	Chief Warrant C	Officer 4	USN	Article 97 - Unlawful deter vessel; Article 1196 - Child	tion; Article 87 - Miss endangerment	ing movement; jumping
	Pending Artic	de 65 Review	DSO SENIOR DEF	FENSE COUNSEL,	MARIE	Detailed Counsel			ALVAREZ, CA LESA LESACARR		Constructionma	an Apprentice	USN	Article 84 - Breach of med Article 105a - False or una	ical quarantine; Article uthorized pass offens	e 101 - Improper use of c ies
	Preferred		DSO SENIOR DEF			Detailed Counsel			ALVARADO, AA أبلين أيبتحان		Airman Appren		USN	Article 81 - Conspiracy; Ar	ida 102 - Enroine a ra	

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eports 🖬	Columns to Display 🖗 Case Status, Counsel, Role, Cli	Page Size 🖗	•				
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ation	BRANCH OF THE CLIENT   USN	0 -	DETAILED COUNSEL   Any	•			
assigned Cases	Case Status	Counsel	Role	Client Name	Rank/Rate	Service	Charge Article(s)
ses by Counsel min Boards	Pending Arraignment	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCCROSSAN, SR SONYA SOYASTUS	Seaman Recruit	USN	Article 92 - Failure to obey order or regulation; Article 123 - Offenses concerning Government computers; Article 128a - Maiming
	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ROBINSON, SN MORGAN MOANHIEN	Constructionman Recruit	USN	Article 84 - Unlawful enlistment, appointment, or separation; Article 115 - Malingering: Article 130 - Housebreaking
	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	A A A A A A A A A A A A A A A A A A A	Airman Apprentice	USN	Article 80 - Attempts; Article 109 - Property other than military property of United States—Waste, spoilage, or destruction; Article 119b - Child endangerment
	Pending Alternate Disposition	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	GRAHAM, CHIEF WARRANT OFFICER 3 MARGARITA MATAAGAR	Constructionman	USN	Article 105 - Misconduct as prisoner; Article 132 - Frauds against the Unit States; Article 131c - Misprision of serious offense
	Pending EOJ	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	JONES, MM3 CLARA CLRAJOEN	Fireman Recruit	USN	Article 80 - Attempts; Article 116 - Riot or breach of peace; Article 103 - Sp
	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	HUGO, SA JOHANNES JOESLEAL	Airman Recruit	USN	Article 94 - Mutiny or sedition; Article 110 - Improper hazarding of vessel; Article 123 - Forgery
	Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ADAMS-SMITH, MASTER CHIEF JAQUELINE JANEPIDA	Fireman Apprentice	USN	Article 112 - Drunk on duty; Article 119a - Death or Injury of an unborn ch Article 77 - Principals
	Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCMURTY, SR JOVICA JOCAKAIĆ	Seaman Recruit	USN	Article 94 - Mutiny or sedition; Article 122 - Robbery; Article 97 - Unlawful detention
	Pending Arraignment	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MELROSE, SN VICTORIA VIIAPAOR	Constructionman Recruit	USN	Article 103a - Espionage; Article 109a - Mail matter: wrongful taking, opening, etc; Article 128 - Assault
	Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MELVILLE, FLEET ADMIRAL LEO LEEOLINA	Chief Warrant Officer 4	USN	Article 97 - Unlawful detention; Article 87 - Missing movement; Jumping fr vessel; Article 119b - Child endangerment
	Pending Article 65 Review	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ALVAREZ, CA LESA LESACARR	Constructionman Apprentice	USN	Article 84 - Breach of medical quarantine; Article 101 - Improper use of countersign; Article 105a - False or unauthorized pass offenses
	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	أيلين أيبتعمان ALVARADO, AA ألين	Airman Apprentice	USN	Article 81 - Conspiracy; Article 102 - Forcing a safeguard; Article 131b - Obstructing justice
	Preferreri	DSO SENIOR DEFENSE COUNSEL MARIE	Detailed Counsel	BOOVER MM3 DEVIN	Party Officer Third Class	LISN	Article 89 - Disrespect toward superior commissioned officer: assault of

e. User can download the filtered data by selecting the "Export to Excel" download icon.

HOME CASES	PERSREP CLIENTS ADMIN B	OARDS <u>REPORTS</u>						III ᢤ 💵
All Reports	Columns to Display      Page Size        Case Status. Counsel, Role. Client N2 ··· O ··     25 ···       Cases by Counsel     Mr Aurtes							
PersRep Appointments	Q Search cases by case number			SEARCH DSO ROLE   Detailed Counsel		CASE STATUS   Any	CASE STATUS   Any	
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Le Unassigned Cases	Case Status	Counsel			Client Name	Rank/Rate	Service	Charge Article(s)
♥ Cases by Counsel ▲ Admin Boards	Pending Arraignment	DSO SENIOR DEFENSE COUN MARIE	SEL, Detail	ed Counsel	MCCROSSAN, SR SONYA SOYASTUS	Seaman Recruit	USN	Article 92 - Failure to obey order or regulation: Offenses concerning Government computers; Maiming
	Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE		ed Counsel	ROBINSON, SN MORGAN MOANHIEN	Constructionman Recruit	USN	Article 84 - Unlawful enlistment, appointment, Article 115 - Malingering: Article 130 - Housebr
	Preferred	DSO SENIOR DEFENSE COUN MARIE	SEL, Detail	ed Counsel	اليا المياحدي HOOVER, RSC	Airman Apprentice	USN	Article 80 - Attempts: Article 109 - Property oth property of United States—Waste, spoilage, or Article 119b - Child endangerment
	Pending Alternate Disposition	DSO SENIOR DEFENSE COUNSEL, MARIE Detailer		ed Counsel	GRAHAM, CHIEF WARRANT OFFICER 3 MARGARITA MATAAGAR	Constructionman	USN	Article 105 - Misconduct as prisoner: Article 13 against the United States: Article 131c - Mispris offense
	Pending EOJ	DSO SENIOR DEFENSE COUNSEL, Detailed Counsel		ed Counsel	JONES, MM3 CLARA CLRAJOEN	Fireman Recruit	USN	Article 80 - Attempts; Article 116 - Riot or breac Article 103 - Sples
	Preferred	DSO SENIOR DEFENSE COUN MARIE	ISEL. Detailed Counsel		HUGO, SA JOHANNES JOESLEAL	Airman Recruit	USN	Article 94 - Mutiny or sedition; Article 110 - Im; of vessel; Article 123 - Forgery
	Trial	DSO SENIOR DEFENSE COUN MARIE	SEL, Detail	ed Counsel	ADAMS-SMITH, MASTER CHIEF JAQUELINE JANEPIDA	Fireman Apprentice	USN	Article 112 - Drunk on duty; Article 119a - Deat unborn child; Article 77 - Principals
	Trial	DSO SENIOR DEFENSE COUN MARIE	SEL, Detail	ed Counsel	MCMURTY, SR JOVICA JOCAKAIĆ	Seaman Recruit	USN	Article 94 - Mutiny or sedition; Article 122 - Rok - Unlawful detention