

Naval Court-Martial Reporting System (NCORS)

Defense Office User Guide



NABS
NAVAL APPLICATIONS & BUSINESS SERVICES

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

NCORS

Legal Case Management

Defense Office User Guide

This document is meant to be used as a step-by-step guide for NCORS application legal case management functionality. Certain sections will only be relevant to certain groups, as defined in parentheses beside each section's name. This user journey is not relevant to Trial Office, VLC, or Trial Judiciary users.

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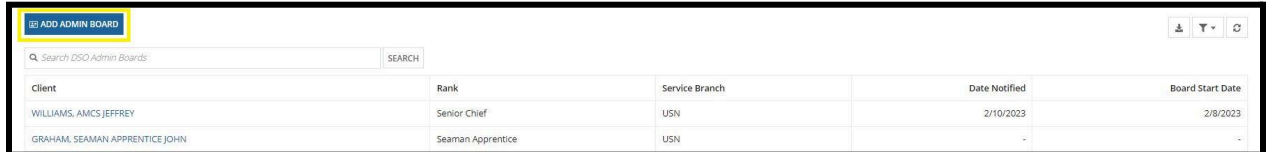
Administrative Boards of Inquiries

Add Administrative Board of Inquiry

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



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



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 Details

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

Client Details

Admin Board Client Details

Last Name *
Enter Last Name

First Name *
Enter First Name

Middle Name
Middle Name

Suffix
Suffix

Sex
--- Select a Value ---

Race
--- Select a Value ---

Ethnicity
--- Select a Value ---

Date of Birth
mm/dd/yyyy

Service Details

Service Status
--- Select a Service Status ---

⚠ Select a "Service Status" above to begin entering data

Service Branch
--- Select a Service Branch ---

EDIPI / DOD ID
Enter EDIPI / DOD ID 0/10

Grade
--- Select a Grade ---

Rank
--- Select a Rank ---

Unit
Enter a Unit

Rating
--- Select a Rating ---

EAS
mm/dd/yyyy

Contact Information

Email Address
john.doe@example.com

Phone Number (Primary)
123-456-7890

Phone Number (Alternate)
123-456-7890

Street Address or PO Box
Enter Address/PO Box

Apartment or Unit Number
Enter Apartment/Unit Number

CANCEL **NEXT**

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

Admin Board Details

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

Client Details

Board Details

Basis

Outcome

Review

Board Intake

Admin Board Type
--- Select a Value ---

Admin Board Location
--- Select a Value ---

Discovery Received Date
mm/dd/yyyy

Request for Counsel Received Date
mm/dd/yyyy

Board Details

Board Date
mm/dd/yyyy

Board End Date (if different)
mm/dd/yyyy

Board Notified Date
mm/dd/yyyy

Date Counsel Assigned
mm/dd/yyyy

Notification Paperwork
UPLOAD Drop file here

Recorder

Other Recorder?
☐

Additional Board Details

Was an expert consultant/witness involved?
☐ Yes ☐ No

Includes Covered Offenses?
☐ Yes ☐ No

Covered Offense Type
--- Select a Value ---

Was there a civilian defense counsel?
☐ Yes ☐ No

Was there DSO personnel travel required?
☐ Yes ☐ No

Number of days traveled
Enter number of days traveled

Was Navy Independent Defense Funding Spent?
☐ Yes ☐ No

CANCEL **BACK** **NEXT**

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

Admin Board Details

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

Client Details

Board Details

Basis

Outcome

Review

Basis

Board Status*
Not Waived (Not Further Specified)

Basis Type
--- Select a Value ---

Basis Finding
--- Select a Value ---

Add New Basis

CANCEL **BACK** **NEXT**

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

Admin Board Details

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

Client Details

Board Details

Basis

Outcome

Review

Outcome

Recommendation by the Board

--- Select a Value ---

Characterization

--- Select a Value ---

Recommended Paygrade

--- Select a Value ---

CANCEL **BACK** **NEXT**

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

Admin Board Details

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

Client Details

Board Details

Basis

Outcome

Review

Admin Board Client Details

Last Name *

Enter Last Name

First Name *

Enter First Name

Middle Name

Middle Name

Suffix

Suffix

Sex

--- Select a Value ---

Race

--- Select a Value ---

Ethnicity

--- Select a Value ---

Date of Birth

mm/dd/yyyy

Service Details

Service Status

--- Select a Service Status ---

Select a "Service Status" above to begin entering data

Service Branch

--- Select a Service Branch ---

EDIP / DOD ID

Enter EDIP / DOD ID

0/10

Grade

--- Select a Grade ---

Rank

--- Select a Rank ---

Unit

Enter a Unit

Rating

--- Select a Rating ---

EAS

mm/dd/yyyy

Contact Information

Email Address

john.doe@example.com

Phone Number (Primary)

123-456-7890

Phone Number (Alternate)

123-456-7890

Street Address or PO Box

Enter Address or PO Box

Apartment or Unit Number

Enter Apartment or Unit Number

CANCEL **BACK** **SUBMIT**

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.

Q 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	-	-	-

- From the summary page, navigate to the “Related Actions” tab and select “Edit Admin Board”.

WILLIAMS, AMCS JEFFREY

[Summary](#)
[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

[Upload Document](#)
 Upload a document

- From the Edit Administrative Board form, the user can update any previously inputted information (as entered in Add Administrative Board of Inquiry).
 - Note: User will not be able to edit the Service Details of the Client.
- Select “Submit” once complete.
 - 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

- From the NCORS Defense Services site, select the “Admin Boards” tab.



- Select the “Client” name to navigate to the Administrative Board’s Summary page.

Q 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	-	-	-

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

WILLIAMS, AMCS JEFFREY

Summary **Admin Board Journals** Documents Related Actions

Admin Board Journals

ACTIONS

Add Admin Board Journal

Admin Board Journal

Enter text to search all journal entries

DSO SENIOR DEFENSE COUNSEL, MARIE

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 Board Journal

Journal Entry *

Entry Text

0/1000

Public Entry?

☐ Yes ☐ No

Add and Notify Recipients?

☐ Yes ☒ 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

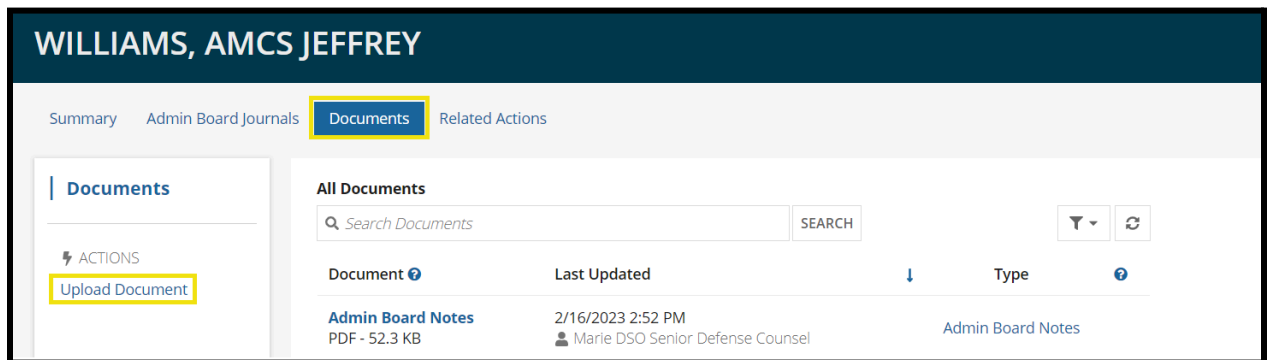
MARIE DSO appian

2. Select the “Client” name to navigate to the Administrative Board’s Summary page.

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”.

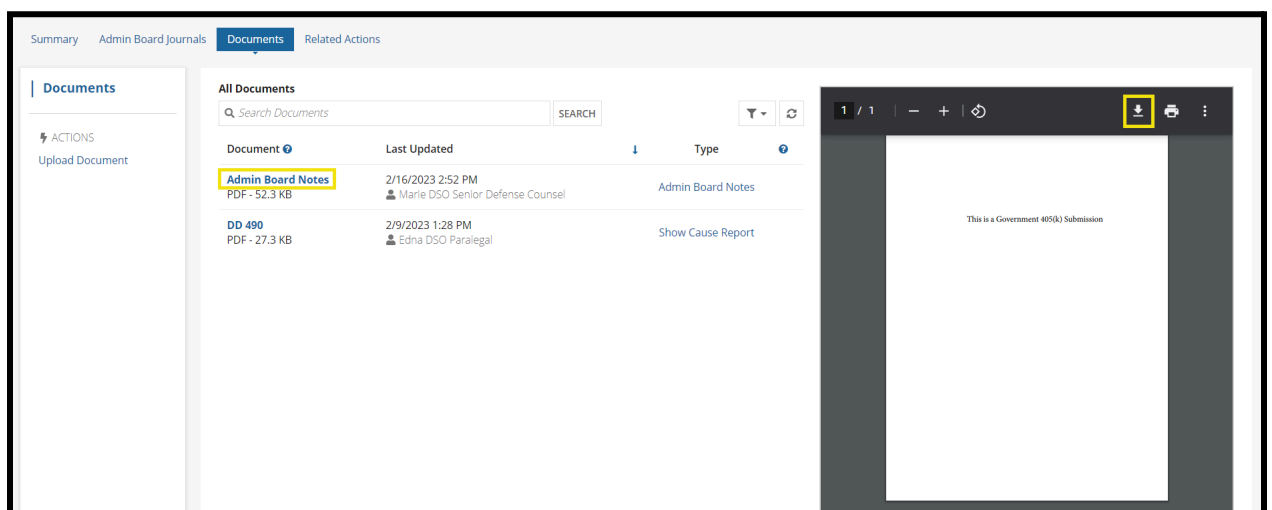
- a. This action is also available from the “Related Actions” tab.
4. Select the action link to “Upload Document” to upload a new file.



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

The screenshot shows the 'Document Upload' form. The 'File Upload' section includes an 'UPLOAD' button and a 'Drop file here' area. The 'Document Type' dropdown menu is highlighted, showing 'Select a document type'. The 'Document Attributes' section has a 'Redacted File' checkbox.

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.

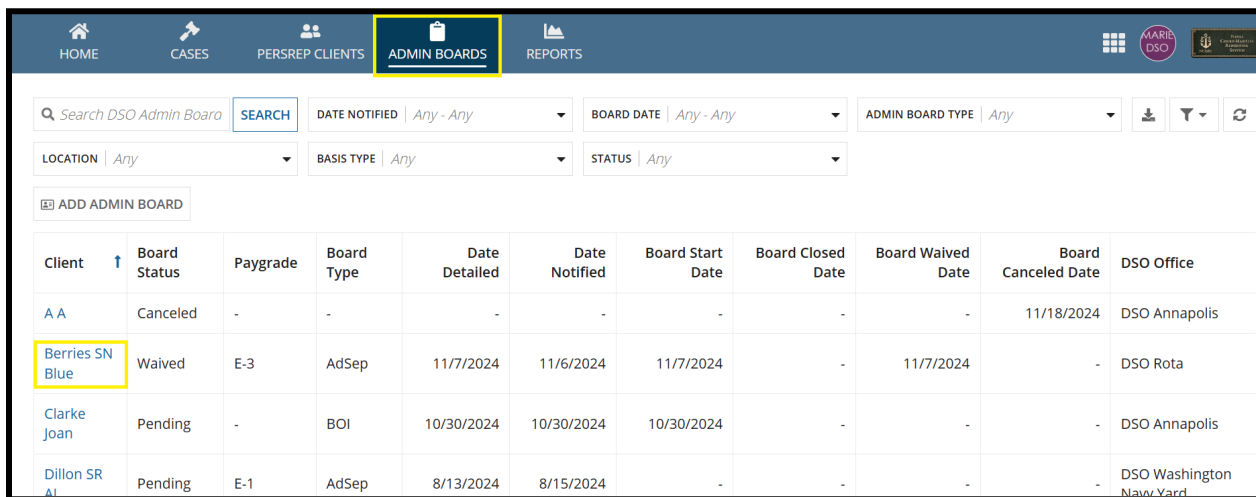


Remove Administrative Board Document

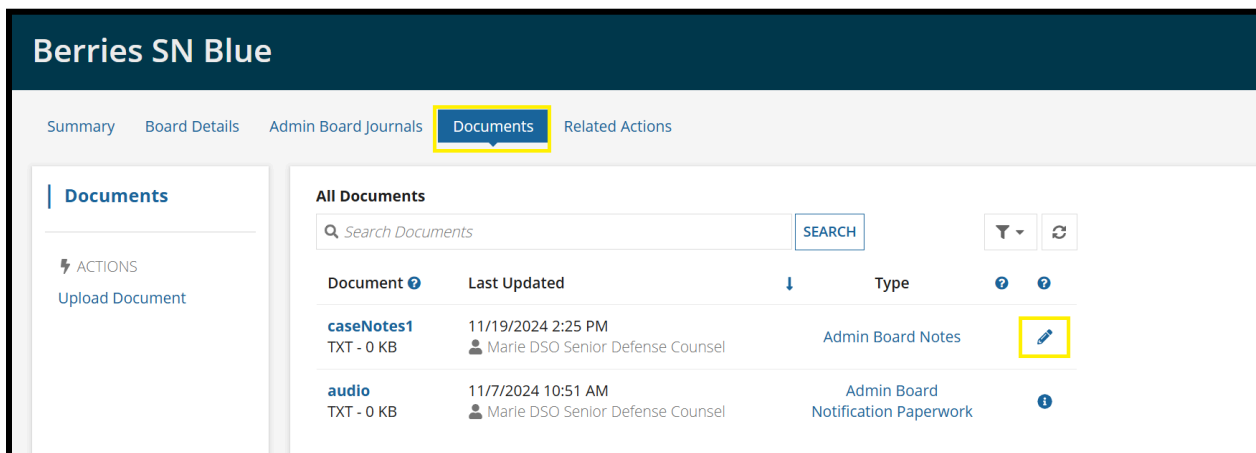
1. From the NCORS Defense Services site, select the “Admin Boards” tab.



2. Select the “Client” name to navigate to the Administrative Board’s Summary page.



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.



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 admin board and enter related information as required.

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

Document Type *

Admin Board Notes

File Upload *

caseNotes1
TXT - < 1 KB

Document Attributes

Redacted File ?
☐

CANCEL

REMOVE

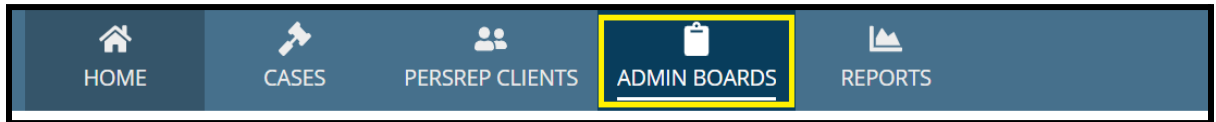
SUBMIT & ADD ANOTHER DOCUMENT

SUBMIT

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

Add Conflict (Admin Board)

- From the NCORS Defense Services site, select the “Admin Boards” tab.



- Select an Admin Board Client

Client	Rank	Service Branch	Date Notified	Board Start Date
WILLIAMS, AMCS JEFFREY	Constructionman Apprentice	USN	2/10/2023	2/8/2023
GRAHAM, SEAMAN APPRENTICE JOHN	Airman Recruit	USN	-	-
HUGHES, SERGEANT TODD	Ensign	USN	3/28/2023	4/1/2023
HUGHES 2, MIDSHIPMAN TODD	Lieutenant General	USMC	3/29/2023	3/27/2023
HUGHES, MIDSHIPMAN TODD	Lieutenant General	USMC	4/2/2023	4/4/2023
BEES, CHIEF BURT	Airman Apprentice	USN	4/8/2023	4/6/2023
HARSCH, JACK AUGUSTIN, III	-	-	4/17/2023	4/17/2023
HARSCH, CT13 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.

WILLIAMS, AMCS JEFFREY

Summary Admin Board Journals Documents **Related Actions**

WILLIAMS, AMCS JEFFREY

CLIENT SUMMARY		
Name	WILLIAMS, AMCS JEFFREY	Address
Rank/Rate	Senior Chief Aviation Structural Mechanic, AMCS	Phone (Cell)
Service Branch	USN	Phone (Home)
Paygrade	E-2	Email Address

BOARD DETAILS			
Board Notified Date	Board Start Date	Board End Date	Notification Paperwork
Feb 10, 2023	Feb 8, 2023	-	

BASIS DETAILS	
Basis Type	Basis Finding
Substandard Performance	Substandard Performance

BOARD OUTCOME		
Board Recommendation	Characterization	Recommended Paygrade
Substandard Performance	Substandard Performance	E-1

Conflicts

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

WILLIAMS, AMCS JEFFREY

Summary 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
- Upload Document**
Upload a document
- Add Conflict**
Add or Edit Admin Board Conflict

5. From the Admin Board Conflict check form:
- User can select the “Add New Conflict” radio button.
 - 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.
 - If “NCORS User” is selected, the user will be prompted to input a valid DSO user in the system.
 - Select “Submit” upon completion of the form.

Add Conflict: U.S. v. Harsch
Add conflict by searching for existing conflict or by adding a new one.

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

Search Existing Conflicts or Add a New Conflict?
☐ Search Existing Conflict ☒ Add New Conflict

NCORS User or Other Conflict?
☐ NCORS User ☒ Other Conflict

Enter Conflict Information

Last Name* First Name* Middle Name Suffix

Sex Race Ethnicity Date of Birth

Service Details

Service Status

Conflicted Reason

Type of Conflict* Upload Conflicted Documentation

Additional Details [?](#)

Type of Conflict *

Conflicted

Recused

Other

6. Alternatively, users can search for existing conflict
 - a. User can select the “Search Existing Conflict” radio button.

GRAHAM, AR JOHN

Summary Admin Board Journals Documents **Related Actions**

Add Conflict: U.S. v. Graham
Add conflict by searching for existing conflict or by adding a new one.

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

- 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

GRAHAM, AR JOHN

Summary Admin Board Journals Documents **Related Actions**

Add Conflict: U.S. v. Graham
Add conflict by searching for existing conflict or by adding a new one.

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

Search Existing Conflicts or Add a New Conflict? * Search by Subject/Client or Conflict Last Name? Search by Last Name of Subject/Client Search by Last Name of Accused/Client

☒ Search Existing Conflict ☐ Add New Conflict ☒ Subject/Client ☐ Conflict

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

GRAHAM, AR JOHN

Summary Admin Board Journals Documents **Related Actions**

Add Conflict: U.S. v. Graham
Add conflict by searching for existing conflict or by adding a new one.

This form will timeout in 26 minutes. Any unsaved progress will be lost.

Search Existing Conflicts or Add a New Conflict? * Search by Subject/Client or Conflict Last Name? Search by Last Name of Subject/Client

☒ Search Existing Conflict ☐ Add New Conflict ☒ Subject/Client ☐ Conflict

doe

Subjects/Clients

Client Full Name	Type	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	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	-	-

- 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).

HOME

CASES

25 PENDING CLIENTS

ADMIN BOARDS

REPORTS

GRAHAM, AR JOHN

SummaryAdmin Board JournalsDocumentsRelated Actions

Add Conflict: U.S. v. Graham

Add conflict by searching for existing conflict or by adding a new one.

This form will timeout in 56 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

Subjects/Clients

Client Full Name	Type	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	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	-	-

Potential Conflicts

Full Name

Type

DSO REGIONAL DEFENSE COUNSEL, SAMAD

Case Conflict

DOE, JOHN

Courts-martial Case Subject

DSO LEGAL CLERK, LEROY

Assigned Counsel

CANCEL

SUBMIT

f. 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 29 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

Subjects/Clients

Client Full Name	Type	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	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	-	-

Potential Conflicts

Full Name

Type

DSO REGIONAL DEFENSE COUNSEL, SAMAD

Case Conflict

DOE, JOHN

Courts-martial Case Subject

DSO LEGAL CLERK, LEROY

Assigned Counsel

Conflicted Details

Full Name	Type of Conflict	Conflicted Documentation	Additional Details
DSO REGIONAL DEFENSE COUNSEL, SAMAD	Conflicted	Conflicted Do... TXT - < 1 KB	Conflicted 10/4000
DOE, JOHN	Recused	Conflicted Do... TXT - < 1 KB	Recused 7/4000
DSO LEGAL CLERK, LEROY	Other	Conflicted Do... TXT - < 1 KB	Other 5/4000

CANCEL

SUBMIT

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

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Version 1.8.0, January 08, 2025

CUI/SP-CTI/FEDCON/DON/NAVWAR

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

The screenshot shows the Appian Admin Board interface. The left sidebar contains navigation links: HOME, CASES, PERSREP CLIENTS, ADMIN BOARDS (selected), and REPORTS. The main content area is divided into three sections: BASIS DETAILS, BOARD OUTCOME, and Conflicts.

BASIS DETAILS

Basis Type	Basis Finding
Substandard Performance	Substandard Performance

BOARD OUTCOME

Board Recommendation	Characterization	Recommended Paygrade
Substandard Performance	Substandard Performance	E-1

Conflicts

Search Conflicted Users [SEARCH] [Filter] [Refresh]

Name	Location	Service Branch	Rank/Rate	
DSO REGIONAL DEFENSE COUNSEL, SAMAD	DSO Bremerton	-	-	[Edit]
DAVIS, GABE	-	-	-	[Edit]
AJAG 02, CAROLINE	-	-	-	[Edit]
JMJ, GEORGE	Government HQ USMC	-	-	[Edit]
ANDERSON, CHIEF WARRANT OFFICER 4 ELVINE ELNEVIAL	-	USMC	Private	[Edit]

5 items

PersRep

Create PersRep Client

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

The screenshot shows the Appian navigation bar with the following tabs: HOME, CASES, PERSREP CLIENTS (selected), ADMIN BOARDS, and REPORTS. The Appian logo and EDNA PARALEGAL badge are visible on the right.

2. Select the “Add PersRep Client” action.

The screenshot shows the Appian PERSREP CLIENTS page. The navigation bar is the same as the previous screenshot. Below the navigation bar, there is a button labeled "+ ADD PERSREP CLIENT" which is highlighted with a yellow border. To the right of the button are icons for user management, filters, and refresh.

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.

Add PersRep Client

This form will timeout in 58 minutes. Submit the form to save inputs.

General Details

Contact Information

Counsel Information

Review

General Details

First Name
Enter First Name

Last Name
Enter Last Name

Middle Name
Middle Name

Suffix
Suffix

Sex
--- Select a Value ---

Race
--- Select a Value ---

Ethnicity
--- Select a Value ---

Date of Birth
mm/dd/yyyy

Intake Date
Feb 20, 2023

Service Details

Service Status
--- Select a Service Status ---

CANCEL

NEXT

- 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 Client

This form will timeout in 56 minutes. Submit the form to save inputs.

General Details

Contact Information

Counsel Information

Review

Contact Information

Email Address
john.doe@example.com

Phone Number (Home)
123-456-7890

Phone Number (Cell)
123-456-7890

Street Address or PO Box
Enter Address/PO Box

Apartment or Unit Number
Enter Apartment/Unit Number

City
Enter City

State
--- Select a State ---

Zip
Enter Zip

Additional Contact Information

0/1000

CANCEL

BACK NEXT

- 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.

Add PersRep Client

This form will timeout in 53 minutes. Submit the form to save inputs.

General Details
Contact Information
Counsel Information
Review

Counsel Information

Extended PersRep? ☐ Yes ☒ Does client have civilian counsel? ☐ Yes ☒

First Name Last Name Middle Name Suffix

Email Address Phone Number (Home) Phone Number (Cell)

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

Add PersRep Client

This form will timeout in 51 minutes. Submit the form to save inputs.

General Details
Contact Information
Counsel Information
Review

General Details

First Name Last Name Middle Name Suffix

Sex Race Ethnicity Date of Birth

Intake Date
Feb 20, 2023

Service Details

Service Status

Service Branch EDIPI / DOD ID

Grade Rank Rating Category Rating Unit

Contact Information

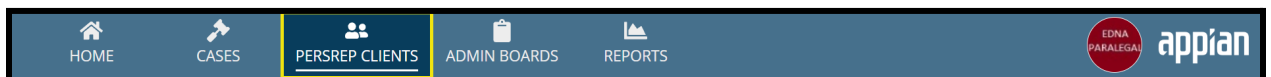
Email Address Phone Number (Home) Phone Number (Cell)

Street Address or PO Box Apartment or Unit Number

- 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

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



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

+ ADD PERSREP CLIENT								
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 System Technician First Class, GS1	S44	1/10/2023	DSO LEAD COUNSEL, MARSHALL	IG Investigation	1	✓

- From the Client summary page, navigate to the “Related Actions” tab and select the “Edit PersRep Client” action.

HOME
CASES
PERSREP CLIENTS
ADMIN BOARDS
REPORTS
EDNA DSO appian

SUTHERLAND, GS1 MARY

Summary
Appointments
Related Actions

- Edit PersRep Client**
Process used to edit PersRep Client details
- Add Appointment**
Process used to add a new PersRep appointment for the given client
- Add Attorney-Client Conflict**
Process used for clerks or paralegals to enter Attorney-Client conflicts

- 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: Mary SutherLand
This form will timeout in 60 minutes. Submit the form to save inputs.

General Details

First Name: Mary
Last Name: SutherLand
Middle Name: Middle Name
Suffix: Suffix
Sex: F
Race: Caucasian
Ethnicity: Not Hispanic or Latino
Date of Birth: 01/12/2023
Intake Date: Jan 12, 2023

Service Details

Service Status: Active Duty
Service Branch: USN
EDIPI / DOD ID: 2848911237
Grade: E-6
Rank: First Class
Rating Category: Engineering and Hull
Rating: Gas Turbine System Technician
Unit: S44

Contact Information

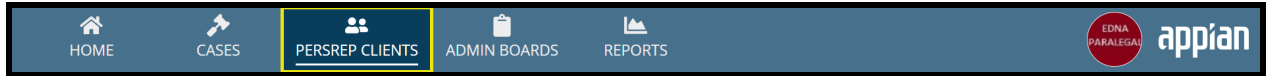
Email Address: Mary@email.com
Phone Number (Home): 255-488-9411
Phone Number (Cell): 255-488-9411
Street Address or PO Box: 554 Sutherland st
Apartment or Unit Number: Enter Apartment/Unit Number
City: City
State: Texas
Zip: 77444
Additional Contact Information:

CANCEL
SUBMIT

- Select “Submit” once complete.

Add Appointment - Clerk/Paralegal

- From the NCORS Defense Services site, select the “PersRep Clients” tab.



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

 This screenshot shows the 'PersRep Clients' list. The client 'SUTHERLAND, GS1 MARY' is highlighted with a yellow box. The table includes columns for Client, Intake Date, Rank/Rate, Command, Latest Visit, Latest Assigned Attorney, Latest Issue, Total Visits, and Extended PersRep?.

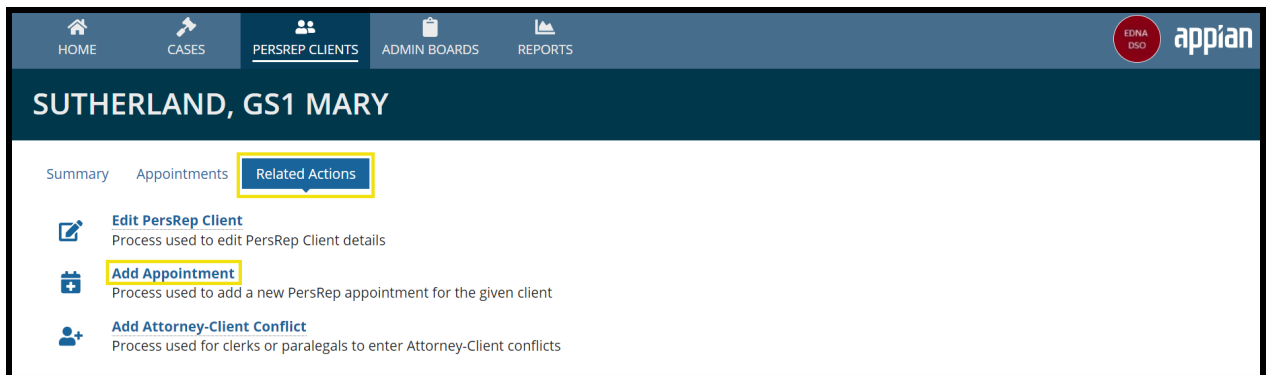
Client	Intake Date	Rank/Rate	Command	Latest Visit	Latest Assigned Attorney	Latest Issue	Total Visits	Extended PersRep?
SUTHERLAND, GS1 MARY	1/12/2023	Gas Turbine System Technician First Class, GS1	544	1/10/2023	DSO LEAD COUNSEL, MARSHALL	IG Investigation	1	✓

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

 This screenshot shows the client summary page for 'SUTHERLAND, GS1 MARY'. The 'Appointments' tab is highlighted. Under the 'ACTIONS' section, 'Add Appointment' is highlighted. A table of appointments is also visible.

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

- a. This action is also available from the “Related Actions” tab.



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.

 This screenshot shows the 'Add PersRep Appointment' form. The 'Appointment Details' section has three highlighted fields: 'Appointment Date' (02/20/2023), 'Services Provided By' (Pearce DSOChiefDefenseCounsel), and 'Issue Type' (Report of Officer Misconduct and/or Rebuttal). There are 'CANCEL' and 'SUBMIT' buttons at the bottom.

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 Appointments SEARCH

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

Summary **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 PersRep Appointment

This form will timeout in 57 minutes. Submit the form to save inputs.

Appointment Details

Appointment Date: Feb 20, 2023 Services Provided By: Pearce DSOChiefDefenseCounsel

Issue Type *

Report of Officer Misconduct and/or Rebuttal

Appointment Summary

Meeting Summary:

Meeting Duration:

Enter the meeting duration in 15-minute time increments (e.g.: 90)

PersRep Appointment Documents

Document	Type
PersRepAppointment PDF - 2.96 KB	PersRep Appointment Document

Add Document

CANCEL **SUBMIT**

4. Select “Submit” once complete.

Add Conflict (PersRep Client)

- 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.
 - This task will be available to the clerk or paralegal that added the new client.

DEFENSE SERVICES CASE MANAGEMENT

12 ASSIGNED CASES 68 AVG DAYS IN REVIEW 112 ALL OPEN CASES

MY WORKSPACE

- CALENDAR
- DOCUMENT SEARCH
- CASE SEARCH
- ADHOC REPORTS
- RESOURCES
- SETTINGS
- HELP

Helpful Links

- U.S. Navy JAG Corps Blog
- Manual for Courts-Martial (2019)
- Trial Judiciary Docket
- NMCCA Docket

PersRep Tasks

Search NCORS Tasks

Client Name Task Type Due Date Days Until Due

DALTON, SW1 JAMES Complete PersRep Client Conflict Check 3/1/2023 7

My Tasks

Search NCORS Tasks

Case Title	Case Number	Task Type	Due Date	Days Until Due
U.S. v. Wilson	N-EU-22-0020	Review Evidence Production Response	12/27/2022	-57
U.S. v. Robinson	N-EU-22-0018	Review Discovery Disclosure	1/4/2023	-49
U.S. v. Graham	N-EU-23-0033	Review Discovery Disclosure	2/22/2023	0
U.S. v. Michaelson	N-EU-23-0009	Review Discovery Disclosure	2/27/2023	5
U.S. v. Michaelson	N-EU-23-0009	Review Discovery Disclosure	2/27/2023	5
U.S. v. Michaelson	N-EU-23-0009	Respond to Reciprocal Discovery Request	2/27/2023	5
U.S. v. McLaren	N-EU-22-0008	Review Evidence Production Response	2/28/2023	6

8 Items

- 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 CASES PERSREP CLIENTS ADMIN BOARDS REPORTS

EDNA PARALEGAL appian

+ ADD PERSREP CLIENT

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 System Technician First Class, GS1	544	1/10/2023	DSO LEAD COUNSEL MARSHALL	IG Investigation	1	✓

- From the Client summary page, navigate to the “Related Actions” tab and select the “Add Conflict” action.

HOME CASES PERSREP CLIENTS ADMIN BOARDS REPORTS

EDNA PARALEGAL appian

HARSCH, JACK AUGUSTIN, II

Summary Appointments **Related Actions**

- Edit PersRep Client**
Process used to edit PersRep Client details
- Add Appointment**
Process used to add a new PersRep appointment for the given client
- Add Conflict**
Process used to add a conflict to a client

- From the PersRep Conflict Check for DSO Client form:
 - User can select the “Add New Conflict” radio button.
 - Upon selecting the “Add New Conflict” radio button the following form will be displayed for the user to input information for the new conflict.
 - 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
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 56 minutes. Any unsaved progress will be lost.

Search Existing Conflicts or Add a New Conflict? *
☐ Search Existing Conflict ☒ Add New Conflict

NCORS User or Other Conflict?
☐ NCORS User ☒ Other Conflict

Enter Conflict Information

Last Name* First Name* Middle Name Suffix

Sex Race Ethnicity Date of Birth

Service Details
Service Status

Conflicted Reason
Type of Conflict* Upload Conflicted Documentation TXT - <1 KB

Additional Details [Additional Details](#)
Here are additional details

Type of Conflict *

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

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 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

- 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

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

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 52 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

Subjects/Clients

Client Full Name	Type	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	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	-	-

CANCEL

NO CONFLICT

SUBMIT

- 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 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 51 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

Subjects/Clients

Client Full Name	Type	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	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	-	-

Potential Conflicts

Full Name	Type
<div>DOE, JOHN</div>	Courts-martial Case Subject
<div>DSO REGIONAL DEFENSE COUNSEL, SAMAD</div>	Case Conflict
<div>DSO LEGAL CLERK, LEROY</div>	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.

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 49 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

Subjects/Clients

Client Full Name	Type	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	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	-	-

Potential Conflicts

Full Name	Type
<input checked="" type="checkbox"/> DOE, JOHN	Courts-martial Case Subject
<input checked="" type="checkbox"/> DSO REGIONAL DEFENSE COUNSEL, SAMAD	Case Conflict
<input checked="" type="checkbox"/> DSO LEGAL CLERK, LEROY	Assigned Counsel

Conflicted Details

Full Name	Type of Conflict	Conflicted Documentation	Additional Details
DOE, JOHN	Conflicted	Conflicted Doc... TXT - < 1 KB	Conflicted 10/4/2000
DSO REGIONAL DEFENSE COUNSEL, SAMAD	Recused	Conflicted Doc... TXT - < 1 KB	Recused 7/4/2000
DSO LEGAL CLERK, LEROY	Other	Conflicted Doc... TXT - < 1 KB	Other 5/4/2000

vii. Select “Submit” upon completion of the form.

- 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 AUGUSTIN, II

Summary Appointments Related Actions

HARSCH, JACK AUGUSTIN, II EDIPI Service Pay Grade

Client Summary

Intake Date
April 17, 2023

Address
123 Jack Way, 2, Arlington, 22201

Email Address
jack@gmail.com

Additional Contact
Test additional contact information/fbi

☒ Extended PersRep Client

Phone (Cell)
123-456-7890

Phone (Home)
123-456-7890

Conflicts

Name	Location	Service Branch	Rank/Rate	Restrictions Removed?	
DSO DEFENSE COUNSEL ASSISTANCE PROG, TALITHA	DSO San Diego	-	-	<input checked="" type="checkbox"/>	
JONES, KATHERINE	-	-	-	<input checked="" type="checkbox"/>	
-	-	-	-	<input checked="" type="checkbox"/>	
TRAVIS, WILLIAM	-	-	-	<input checked="" type="checkbox"/>	
DSO CO-COUNSEL, SARAH	DSO Mayport	-	-	<input checked="" type="checkbox"/>	

- To remove conflicts select the “Edit” action on the right side of the row in the “Conflicts” grid.
- From the PersRep Conflict Check for DSO Client form:
 - 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?
☐

User Information

First Name *
Katherine

Last Name *
Jones

Middle Name
Middle Name

Suffix
Suffix

Sex *
F

Race *
White

Ethnicity *
Not Hispanic or Latino

Date of Birth *
11/02/1988

Service Details

Service Status
Civilian

Conflicted Reason

Type of Conflict *
Recused

Upload Conflicted Documentation

Additional Details ⓘ
Recused

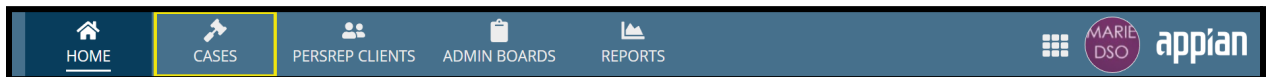
7/255

CANCEL **SUBMIT**

General Actions

Add Conflicted User (Court-Martial)

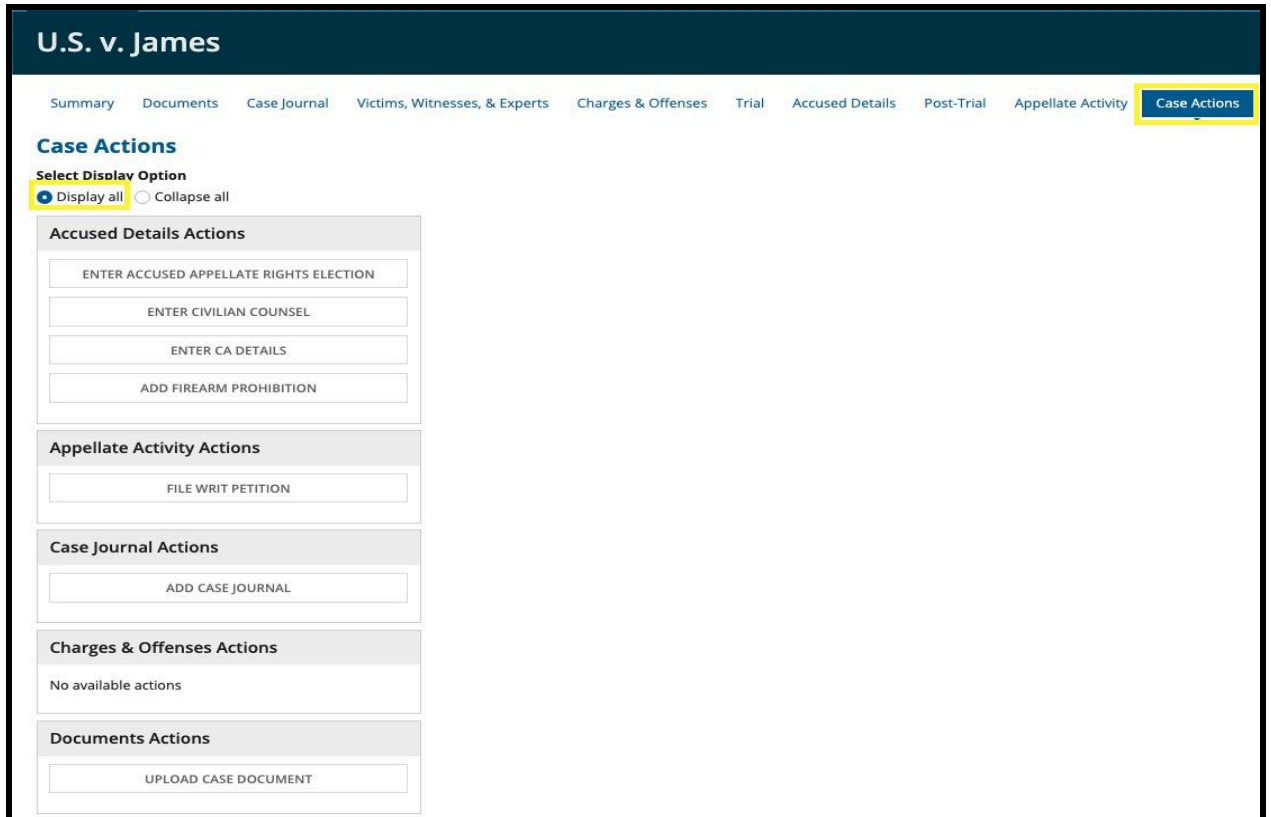
1. From the NCORS Defense Services site, select the “Cases” tab.



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

<input type="text"/> Search cases by client last name or case number				<input type="button" value="SEARCH"/>		<input type="button" value="Filter"/> <input type="button" value="Refresh"/>	
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

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

Case Actions

Select Display Option
☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

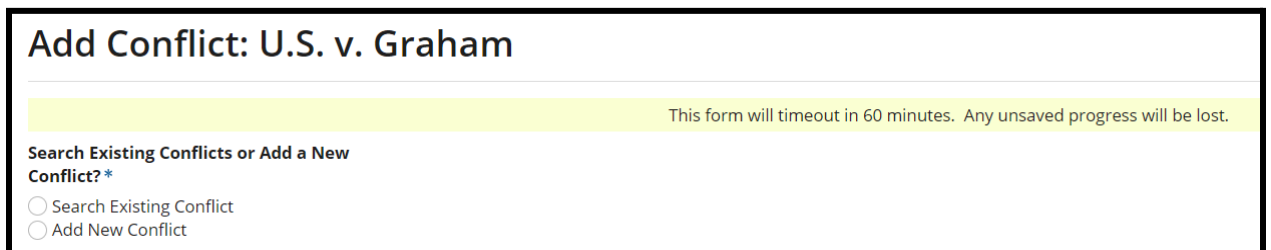
Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. 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. Graham

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

Search Existing Conflicts or Add a New Conflict? *

☐ Search Existing Conflict ☒ Add New Conflict

NCORS User or Other Conflict?

☐ NCORS User ☒ Other Conflict

Enter Conflict Information

First Name * **Last Name *** **Middle Name** **Suffix**

Sex **Race** **Ethnicity** **Date of Birth**

Service Details

Service Status

Conflicted Reason

Type of Conflict * **Upload Conflicted Documentation**

Additional Details

Type of Conflict *

Conflicted

Recused

Other

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. Graham

This form will timeout in 55 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

- 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.

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

Search by Subject/Client or Conflict Last Name?
☒ Subject/Client ☐ Conflict

Search by Last Name of Subject/Client

Client Full Name	Type	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, ADMIRAL MELISSA	Court Martial	U.S. v. Doe	N-EU-23-0018	Admiral	HHC 4-23rd Infantry Regiment, 2nd Stryker Brigade Combat Team (SBCT), 2nd Infantry Division (2ID), Joint Base Lewis-McChord, WA	1/21/1967	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; DSO Paralegal, Edna
DOE, PV2 JOHN	Court Martial	U.S. v. Doe	N-EU-23-0469	PV2	1	-	-

Potential Conflicts

Full Name	Type
<input type="checkbox"/> DOE, JOHN	Courts-martial Case Subject
<input type="checkbox"/> LAST, FIRST	Case Conflict

- 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.

Potential Conflicts

Full Name	Type
<input checked="" type="checkbox"/> DOE, JOHN	Courts-martial Case Subject
<input type="checkbox"/> LAST, FIRST	Case Conflict
<input type="checkbox"/> POST TRIAL OFFICE USER, JOHN	Case Conflict

Conflicted Details

Full Name	Type of Conflict	Conflicted Documentation	Additional Details
DOE, JOHN	<div>Select a Reason</div>	<div> <div>UPLOAD</div> <div>Drop file here</div> </div>	<div>Enter additional details</div> <div>0/4000</div>

CANCEL

SUBMIT

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.

My Workspace

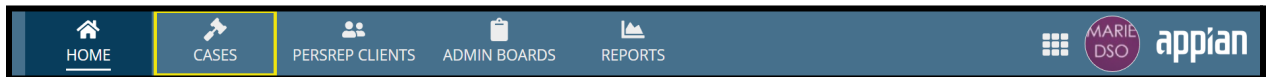
Calendar | Subject | **Conflicts**

Search Conflicted Users SEARCH

Name	Date Marked Conflicted	Conflict Reason	Location	Service Branch	Rank/Rate	Restrictions Removed?	
CUNNINGHAM, SR MONICA MOCACUAM	1/11/2024	1	-	USN	Seaman Recruit Gas Turbine System Technician - Electrical, SR	-	
WILSON, WILLA	1/11/2024	1	-	USN	-	-	
WILSON, SN DOBRINYA	1/11/2024	2	-	USN	Constructionman Recruit Engineman, CR	-	
VLC COUNSEL, ALEXANDER	1/11/2024	3	VLC District of Columbia	-	-	-	

Edit Conflicts

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



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

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	-	-

- On the Summary page, navigate to the “Conflicts” grid, and select the Edit icon.

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

DAYS OPEN
4
Opened 2/10/2023

POST TRIAL CLOCK
Clock Not Started

DAYS SINCE TRIAL
26
Trial Date 1/19/2023

CASE SUMMARY

Case Number: **N-EU-23-0006**

Status: Pending NOCAR

Investigation Opened: 1/6/2023

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

Conflicted Users

Search Conflicted Users SEARCH

Name	Location	Service Branch	Rank/Rate	Edit
DSO CHIEF DEFENSE COUNSEL, PEARCE	DSO MCAS Miramar CA	-	-	
WALKER, THIRD CLASS HERBERT	-	USN	Third Class	

- On the “Edit Conflicted User” form:
 - If the conflicted user is external,
 - All “User Information” fields are editable.
 - 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

First Name *
Herbert

Last Name *
Walker

Middle Name
Middle Name

Suffix
Suffix

Sex *
M

Race *
Caucasian

Ethnicity *
Hispanic or Latino

Date of Birth *
02/07/1985

Service Details

Service Status
Active Duty

Service Branch
USN

EDIPI / DOD ID
1233445677

Grade
E-3

Rank
Third Class

Rating Category
--- Select a Category ---

Rating
--- Select a Rating ---

Unit
123

Conflicted Reason

Type of Conflict *
Conflicted

Upload Conflicted Documentation

Additional Details

0/255

CANCEL SUBMIT

Edit Conflicted user

Remove Restrictions? *

☒

Restriction Removal Reason

- b. If the conflicted user is an existing defense system user,
- The “Conflicted Reason” section is editable.
 - 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? *
☒

Restriction Removal Reason

Conflicted Reason

Type of Conflict *
 Recused

Upload Conflicted Documentation

Additional Details ⓘ

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.

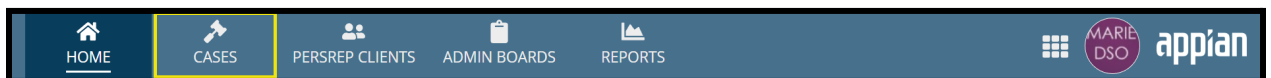
Conflicted Users

Search Conflicted Users SEARCH

Name	Location	Service Branch	Rank/Rate	Edit
DSO CHIEF DEFENSE COUNSEL, PEARCE	DSO MCAS Miramar CA	-	-	

Add Case Journal Entry

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



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

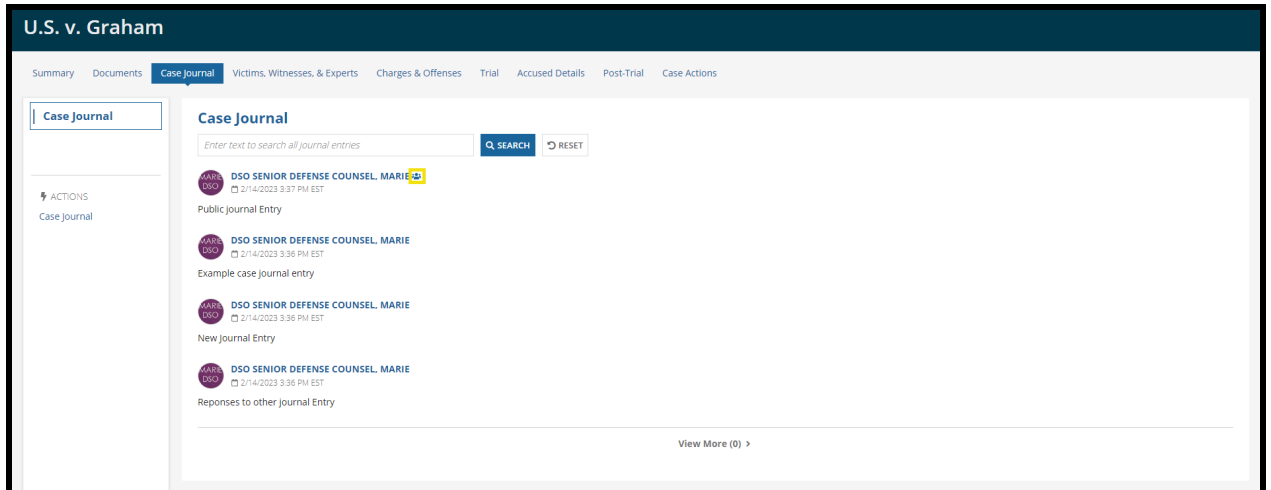
Search cases by client last name or case number SEARCH

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	-	-

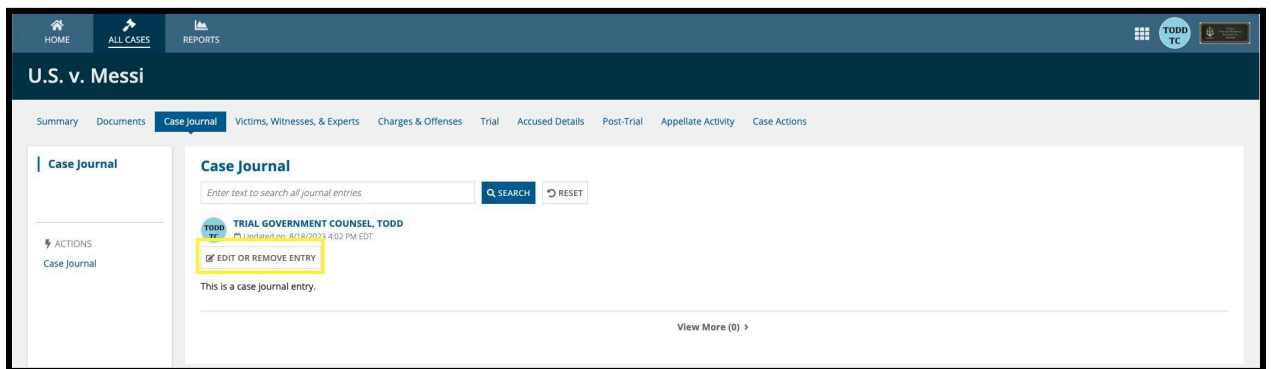
3. From the case summary page, navigate to the "Case Journal" tab and select the "Case Journal" action to create a new case journal entry.

4. In the form, input the journal entry and any additional information:
 - a. 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.

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.



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



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

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

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

Journal Entry *

[This is a case journal entry.]

29/1000

Event Date: 11/29/2023

Public Entry? ☐ Yes ☒ No

Add and Notify Recipients? ☐ Yes ☒ No

CANCEL SUBMIT REMOVE

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

SEARCH RESET

OLDEST FIRST EXPORT VIEW

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

+ ADD CASE JOURNAL

Case Journal

DISPLAY VIEW

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

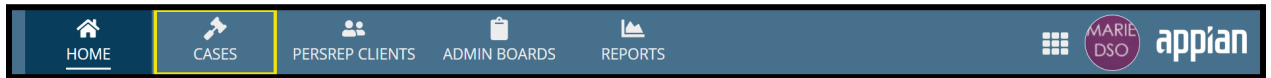
Search Case Journal Entries SEARCH EVENT DATE | Any - Any

EXPORT FILTER REFRESH

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

Assign Users to Case

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



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

<input type="text"/> Search cases by client last name or case number		SEARCH		<input type="button" value="Filter"/> <input type="button" value="Refresh"/>		
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, Witnesses, & Experts](#)
[Charges & Offenses](#)
[Trial](#)
[Accused Details](#)
[Post-Trial](#)
[Appellate Activity](#)
[Case Actions](#)

Case Actions

Select Display Option

☒ Display all
 ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. 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.

Assign DSO Users to Case: U.S. v. Graham

DSO Assignments
Assign DSO users to roles for the selected case.

User	Role	Date Assigned	Waiver Received?
Marie DSO Senior Defense Counsel	Detailed Counsel	Feb 13, 2023	-
<input type="text"/>	--- Select a Value ---	Feb 14, 2023	-

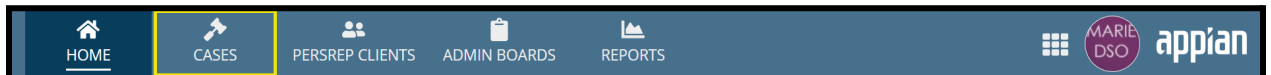
Add User

CANCEL SUBMIT

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.



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

<input type="text"/> 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 "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.

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.

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

<input type="text"/> Search cases by client last name or case number		<input type="button" value="SEARCH"/>		<input type="button" value="User Icon"/> <input type="button" value="Filter"/> <input type="button" value="Refresh"/>		
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	-	-

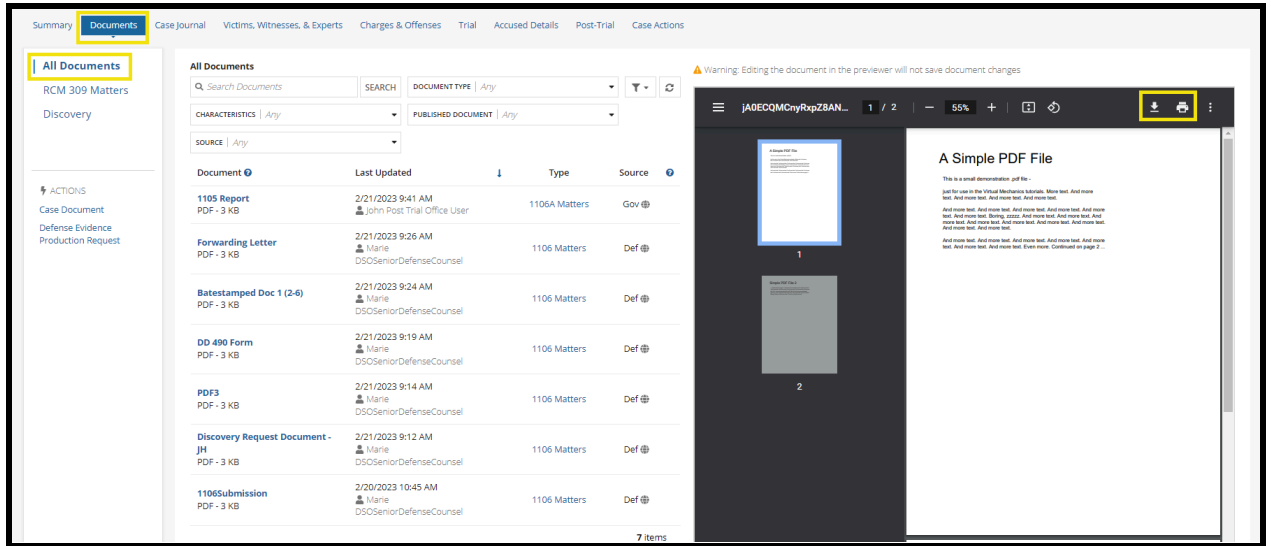
3. From the case summary page, navigate to the “Documents” tab.
4. Select the action link to “Case Document” to upload a new file.

The screenshot shows the 'Documents' tab selected in the top navigation bar. On the left sidebar, under the 'ACTIONS' section, the 'Case Document' link is highlighted. The main content area displays a list of documents with columns: Document, Last Updated, Type, and Source. A preview of a PDF document titled 'A Simple PDF File' is shown on the right.

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.

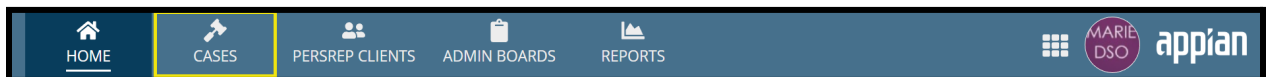
The screenshot shows the 'Document Upload' form. The 'File Upload' section has an 'UPLOAD' button and a 'Drop file here' area. The 'Document Type' dropdown is set to 'Select a document type'. The 'Document Attributes' section has checkboxes for 'Redacted File', 'Discovery', 'Reciprocal Discovery', 'Attorney Case File', and 'Sealed'. The 'SUBMIT' button is highlighted in yellow.

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.



Remove Case Document

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



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

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
	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.

U.S. v. Davis

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

All Documents

RCM 309 Matters
Discovery

All ACTIONS
Upload Case Document
Zip Case Documents
Request RCM 309 Matter
Add Defense Evidence P...

+ UPLOAD CASE DOCUMENT ZIP CASE DOCUMENTS

Document Details

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

All Documents

Search Documents SEARCH DOCUMENT TYPE Any CHARACTERISTICS Any

PUBLISHED DOCUMENT Any SOURCE Any

Document	Last Updated	Type	Source
caseNotes2 TXT - 0 KB	11/20/2024 8:08 AM Marie DSO Senior Defense Counsel	Case Notes	Def
audio3 TXT - 0 KB	11/15/2024 11:19 AM Todd Trial Government Counsel	Case Notes	
audio TXT - 0 KB	11/15/2024 11:03 AM Todd Trial Government Counsel	303A Letter	Gov

This document can only be edited by the source who submitted it

- 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 information as required.

Document Category *— Select the categories to filter —*

Document Type *
Case Notes

Document Attributes

Redacted File ☐

Discovery ☐

Reciprocal Discovery ☐

File Upload *
caseNotes2
TXT - < 1 KB

Please Confirm Action
Upon submission of this form, the document and related data will be removed. Do you wish to continue?

NO YES

CANCEL REMOVE SUBMIT & ADD ANOTHER DOCUMENT SUBMIT

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

Case Doc Zip Generation and Download

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

HOME **CASES** PERSREP CLIENTS ADMIN BOARDS REPORTS

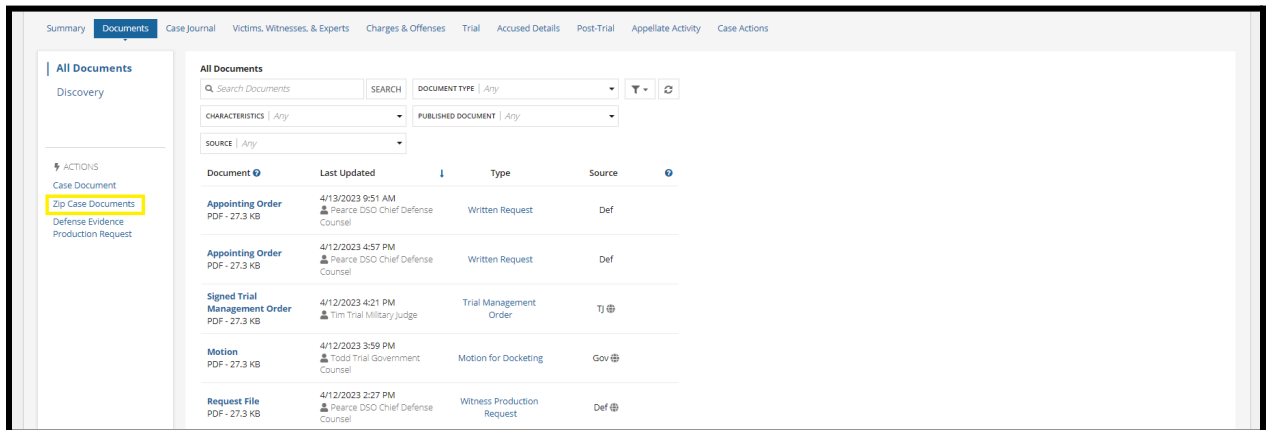
MARIE DSO appian

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

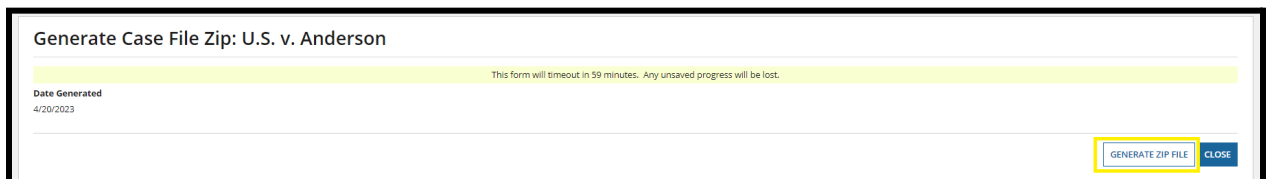
Search cases by client last name or case number	SEARCH					
Case Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Graham	N-EU-23-0006	19089850	Pending NOCAR	1/6/2023	-	-

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

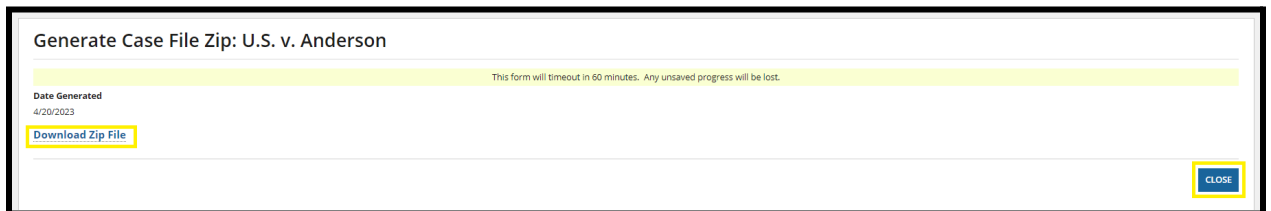
4. Select the action link to “Zip Case Documents” to generate and download a zip file of all case documents the user has access to.



5. Select the “Generate Zip File” button.



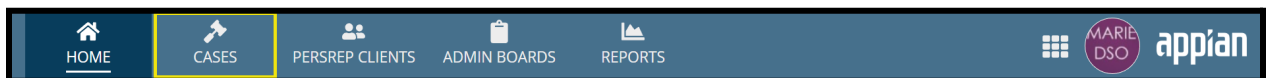
6. Select “Download Zip File” to download the generated zip.
7. Select “Close” once complete.



VWAP

Add Witness

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



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

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 “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.

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.

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 Status: Active Duty

Service Branch: USN

EDIPI / DOD ID: Enter EDIPI / DOD ID

Grade: --- Select a Grade ---

Rank: --- Select a Rank ---

Unit: Enter a Unit

Rating: --- Select a Rating ---

EAOS: mm/dd/yyyy

General Details

Witness Information

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

Last Name: Nye

First Name: Bill

Middle Name: Middle Name

Suffix: Suffix

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

General Details

Service Status: Active Duty

Service Branch: USMC

EDIPI / DOD ID: 2345678765

Grade: E-5

Rank: Sergeant

Unit: Example Unit

General Details

Witness Information

First Name: Gregory

Last Name: Kim

Middle Name: A

Suffix: Suffix

Sex: M

Race: Asian

Ethnicity: Not Hispanic or Latino

Date of Birth: 11/09/1989

Is the witness a member of law enforcement?
☐ Yes ☒ No

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

Service Status: Active Duty

Service Branch: USMC

EDIPI / DOD ID: 2345678765

Grade: E-5

Rank: Sergeant

Unit: Example Unit

General Details

Witness Information

First Name: Gregory

Last Name: Kim

Middle Name: A

Suffix: Suffix

Sex: M

Race: Asian

Ethnicity: Not Hispanic or Latino

Date of Birth: 11/09/1989

Is the witness a member of law enforcement?
☐ Yes ☒ No

Contact Information

Preferred Method of Contact
☐ Phone ☒ Email

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.

U.S. v. Graham

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

Victims
Witnesses
Experts
Requested Witnesses
Depositions

Published Witnesses

Search Witnesses by case number or last name SEARCH

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

Unpublished Witnesses

Search Witnesses by case number or last name SEARCH

Name	Email	Source	Added On	Added By	Background Investigation File	
LOZINSKIY, APOLLINARIYA APYALOIV	apollinariya.lozinskiy@example.com	Defense	2/10/2023	Meredith Hoopes		
KIM, SERGEANT GREGORY A	-	Defense	2/14/2023	Marie DSO Senior Defense Counsel		

Deactivate Witness

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

HOME **CASES** PERSREP CLIENTS ADMIN BOARDS REPORTS

MARIE DSO appian

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

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
	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 “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 Case Journal **Witnesses, & Experts** Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions

Victims
Witnesses
Experts
Requested Witnesses
Depositions

Witness Details

ADD WITNESS PUBLISH WITNESS

Published Witnesses

Q Search Witnesses by case number or last name SEARCH

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

Unpublished Witnesses

Q Search Witnesses by case number or last name SEARCH

Name	Email	Source	Added On	Added By	Background Investigation File	
Miles Uno	-	Defense	11/19/2024	Marie DSO Senior Defense Counsel		Edit Witness

- 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. Davis

General Details
Contact Information
VWAP Details
Review

Service Details

Service Status: Active Duty

Service Branch: USN

Grade: --- Select a Grade ---

Rank: --- Select a Rank ---

Unit: Enter a Unit

Rating: --- Select a Rating ---

EAOS: mm/dd/yyyy

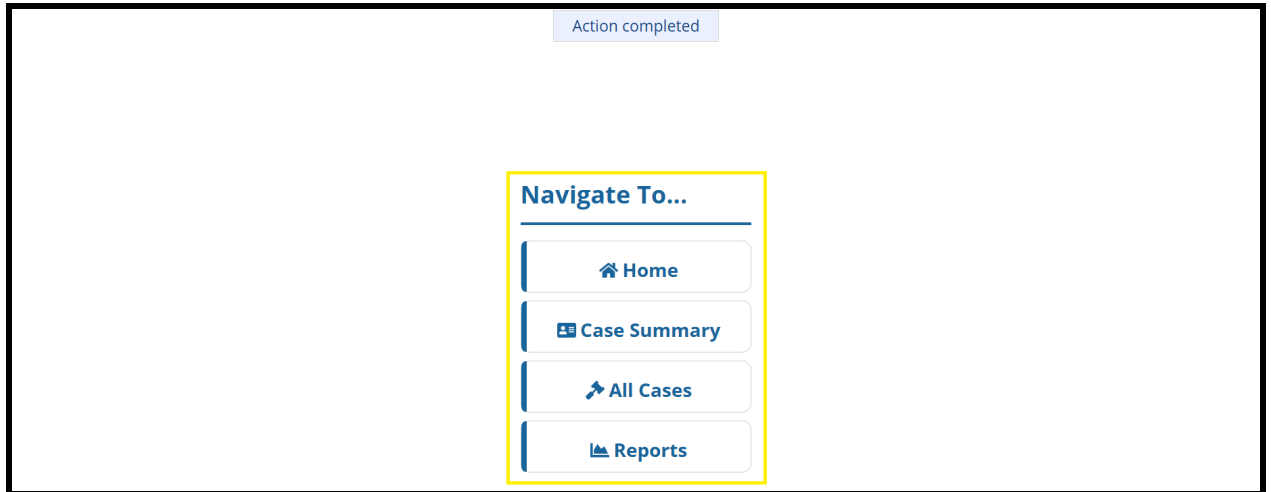
Please Confirm Action

Upon submission of this form the unpublished witness and associated data will be removed. Do you wish to continue?

NO YES

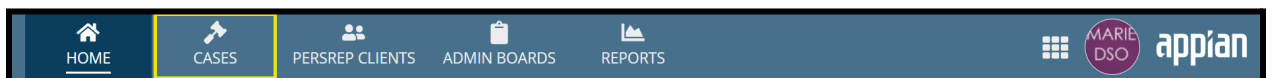
CANCEL BACK REMOVE SUBMIT

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



Publish Witness

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



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

<input type="text"/> 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 “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.

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 to “Publish Witness” from the “Actions” list.

Published Witnesses

Search Witnesses by case number or last name

SEARCH

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

Unpublished Witnesses

Search Witnesses by case number or last name

SEARCH

Name	Email	Source	Added On	Added By	Background Investigation File	
LOZINSKIY, APOLLINARIYA APYALOY	apollinariya.lozinskiy@example.com	Defense	2/10/2023	Meredith Hoopes		
KIM, SERGEANT GREGORY A	-	Defense	2/14/2023	Marie DSO Senior Defense Counsel		

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 APYALOY

☒ KIM, SERGEANT GREGORY A

Article 32, Article 39(a)

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

Victims

Witnesses

Experts

Requested Witnesses

Depositions

Published Witnesses

Search Witnesses by case number or last name SEARCH

Name	Email	Source	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing
KIM, SERGEANT GREGORY A	-	Defense	✓	✓	✗	✗

Unpublished Witnesses

Search Witnesses by case number or last name SEARCH

Name	Email	Source	Added On	Added By	Background Investigation File
LOZINSKIY, APOLLINARIYA APYALOY	apolinariya.lozinskiy@example.com	Defense	2/10/2023	Meredith Hoopes	

ACTIONS

- Add Witness Production Request
- Add Witness
- Publish Witness
- 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

CALENDAR

DOCUMENT SEARCH

CASE SEARCH

ADHOC REPORTS

RESOURCES

SETTINGS

HELP

Helpful Links

[U.S. Navy JAG Corps Blog](#)
[Manual for Courts-Martial \(2019\)](#)
[Trial Judiciary Docket](#)
[NMCCA Docket](#)

PersRep Tasks

Client Name

Task Type

Due Date

Days Until Due

There are no current PersRep tasks

My Tasks

Case Title	Case Number	Task Type	Due Date	Days Until Due
U.S. v. Graham	N-EU-23-0003	Review Defense Counsel Request	2/21/2023	7
U.S. v. Graham	N-EU-23-0003	Review Discovery Disclosure	2/21/2023	7
U.S. v. Graham	N-EU-23-0003	Review Discovery Disclosure	2/21/2023	7

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

Review Request for Detailed Defense Counsel: U.S. v. Graham

[Request for Counsel File](#)

Upload 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.

Review Request for Detailed Defense Counsel: U.S. v. Graham

> [Request for Counsel File](#)

Upload Detailing Letter

UPLOAD Drop file here

Issues with RFC? *
☒ Yes ☐ No

Issues Description
 0/4000

Return to Trial Office?
☒ Yes ☐ No

Reason for return to TSO
 0/4000

Disclosed Discovery Documents

Document	Bates Range	Approved
Discovery Document 1	1 - 4	-
Discovery Document 2	4 - 9	-

CANCEL SAVE SUBMIT

- 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 CLIENTS ADMIN BOARDS REPORTS

MY WORKSPACE

- CALENDAR
- DOCUMENT TEMPLATES
- RESOURCES
- LAST LOGIN DETAILS
- HELP

PersRep Tasks

Search Incomplete Tasks SEARCH

Client Name Task Type Date Assigned

There are no current PersRep tasks

My Tasks

Search Incomplete Tasks SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Booker	N-EU-23-0189	Review Discovery Disclosure	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	4/4/2024
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	4/4/2024
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.

The screenshot shows a web application interface for assigning users to a case. The title is "Assign Users to Case: U.S. v. Alvarez". Below the title is a yellow warning bar: "This form will timeout in 60 minutes. Any unsaved progress will be lost." The main section is titled "Assignments" and contains the instruction "Assign DSO users to roles for the selected case." Below this is a table with the following columns: "User", "Role", "Date Assigned", "Waiver Received?", and an action column. The first row shows "Marie DSO Senior Defense Counsel" as the user, "Detailed Counsel" as the role, "Jul 28, 2023" as the date assigned, and an unchecked "Waiver Received?" checkbox. An "Add User" button is highlighted with a yellow box below the "User" column. At the bottom of the form are "CANCEL" and "SUBMIT" buttons.

User	Role	Date Assigned	Waiver Received?	
Marie DSO Senior Defense Counsel	Detailed Counsel	Jul 28, 2023	<input type="checkbox"/>	✖

- b. User can search for existing defense services users.

This screenshot shows the same "Assign Users to Case: U.S. v. Alvarez" form, but with a search dropdown menu open. The dropdown is positioned over the "User" column of the "Assignments" table. It contains a search input field with the letter "m" entered. Below the input field is a list of user suggestions, each with a profile icon and a name: "Marshall DSO Lead Counsel", "Marie DSO Senior Defense Counsel", "Summer DSO Assistant Senior Defense Coun", "Talitha DSO Defense Counsel Assistance Program", "Richard DSO Individual Military Counsel", and "Samad DSO Regional Defense Counsel". The "Add User" button is no longer visible, as the dropdown menu is open. The "SUBMIT" button remains at the bottom right.

User	Role	Date Assigned	Waiver Received?	
Marie DSO Senior Defense Counsel	Detailed Counsel	Jul 28, 2023	<input type="checkbox"/>	✖
m	— Select a Value —	Aug 2, 2024	-	✖

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

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

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?	
Marie DSO Senior Defense Counsel	Detailed Counsel	Jul 28, 2023	<input type="checkbox"/>	X
Marshall DSO Lead Counsel	--- Select a Value ---	Aug 2, 2024	-	X

--- Select a Value ---
Assigned User
Co-Detailed Counsel
Detailed Counsel
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.

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 DSO Senior Defense Counsel	Detailed Counsel	Jul 28, 2023	<input checked="" type="checkbox"/>	X
Marshall DSO Lead Counsel	--- Select a Value ---	Aug 2, 2024	-	X

--- Select a Value ---
Assigned User
Co-Detailed Counsel
Detailed Counsel
Individual Military Counsel

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 SERVICES CASE MANAGEMENT

12
ASSIGNED CASES
68
AVG DAYS IN REVIEW
112
ALL OPEN CASES

MY WORKSPACE
CALENDAR
DOCUMENT SEARCH
CASE SEARCH
ADHOC REPORTS
RESOURCES
SETTINGS
HELP

Helpful Links

- U.S. Navy JAG Corps Blog
- Manual for Courts-Martial (2019)
- Trial Judiciary Docket
- NMCCA Docket

PersRep Tasks
 SEARCH

Client Name Task Type Due Date Days Until Due

There are no current PersRep tasks

My Tasks
 SEARCH

Case Title	Case Number	Task Type	Due Date	Days Until Due
U.S. v. Graham	N-EU-23-0003	Review Defense Counsel Request	2/21/2023	▲ 5
U.S. v. Graham	N-EU-23-0003	Review Discovery Disclosure	2/21/2023	▲ 5
U.S. v. Graham	N-EU-23-0003	Review Discovery Disclosure	2/21/2023	▲ 5
U.S. v. Graham	N-EU-23-0003	Review Discovery Disclosure	2/23/2023	⌚ 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. Graham

Review Discovery Disclosure Documents sent by Todd Trial Government Counsel

Document	Bates Range	Approved
Discovery Document 1	1 - 4	<input type="radio"/> Yes <input type="radio"/> No
Discovery Document 2	5 - 9	<input type="radio"/> Yes <input type="radio"/> No

Receipt from Defense
Discovery Receipt Date
Feb 16, 2023
Discovery Receipt

UPLOAD Drop file here

CANCEL ACKNOWLEDGE ALL

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

Review Discovery Disclosure Documents for Case U.S. v. Graham
Review Discovery Disclosure Documents sent by Todd Trial Government Counsel

Document	Bates Range	Approved	Rejection Reason
Discovery Document 1	1 - 4	<input type="radio"/> Yes <input checked="" type="radio"/> No	<div>Rejection reason</div>
Discovery Document 2	5 - 9	<input checked="" type="radio"/> Yes <input type="radio"/> No	-

Receipt from Defense
Discovery Receipt Date
Feb 16, 2023
Discovery Receipt

UPLOAD

Drop file here

CANCEL

SUBMIT

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	Case Journal	Victims, Witnesses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Case Actions
All Documents								
Discovery Disclosures								
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 SERVICES CASE MANAGEMENT

12 ASSIGNED CASES 68 AVG DAYS IN REVIEW 112 ALL OPEN CASES

MY WORKSPACE

CALENDAR

DOCUMENT SEARCH

CASE SEARCH

ADHOC REPORTS

RESOURCES

SETTINGS

HELP

Helpful Links

U.S. Navy JAG Corps Blog

Manual for Courts-Martial (2019)

Trial Judiciary Docket

NMCCA Docket

PersRep Tasks

Search NCORS Tasks

SEARCH

Client Name Task Type Due Date Days Until Due

There are no current PersRep tasks

My Tasks

Search NCORS Tasks

SEARCH

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

7

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 Discovery: U.S. v. Benjamin

Reciprocal Discovery Summary

Case Name	U.S. v. Benjamin	Document	Date Provided	Provided By
Request Date	February 17, 2023			
Response Date	-			


No items available

Request File

- 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

UPLOAD  Drop file here

Witness Information

Defense Response

☒ No responsive materials exist
☐ Responsive materials to be provided in accordance with rules
☐ Responsive materials included

Documents and Tangible Items

Defense Response

☐ No responsive materials exist
☐ Responsive materials to be provided in accordance with rules
☐ Responsive materials included

Report of Examination

Defense Response

☐ No responsive materials exist
☐ Responsive materials to be provided in accordance with rules
☐ Responsive materials included

Inadmissibility of Withdrawn Defense

Defense Response

☐ No responsive materials exist
☐ Responsive materials to be provided in accordance with rules
☐ Responsive materials included

Items Required in Reciprocal Discovery

- Witness information
- Documents and tangible items
- Reports of examination and tests
- Inadmissibility of withdrawn defense

CANCEL

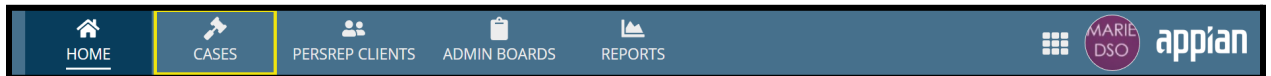
SUBMIT

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.



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

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 “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.

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.

Defense Evidence Request: U.S. v. Graham

Date of Request *

Request File

UPLOAD Drop file here

Item Number	Item	Requested Response Date	
No items available			

+ Add Item

CANCEL

SUBMIT

- 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.

Item Number	Item	Requested Response Date	
1	item Description	02/16/2023	

+ Add Item

CANCEL

SUBMIT

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.

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.

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 & Offenses Trial Accused Details Post-Trial Case Actions

All Documents
Discovery

ACTIONS
Case Document
Add Conflicted User
Defense Evidence
Production Request

Discovery Disclosures

Disclosed On	Documents Disclosed	Disclosed By	Reviewed By	Reviewed On
No entries have been made				

Reciprocal Discovery Requests

Request Date	Request	Requested by	Response	Response Date
No entries have been made				

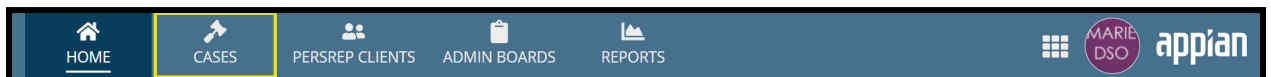
Defense Evidence Production Requests

Search Defense Evidence Requests SEARCH

Date of Request	Requested Items	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

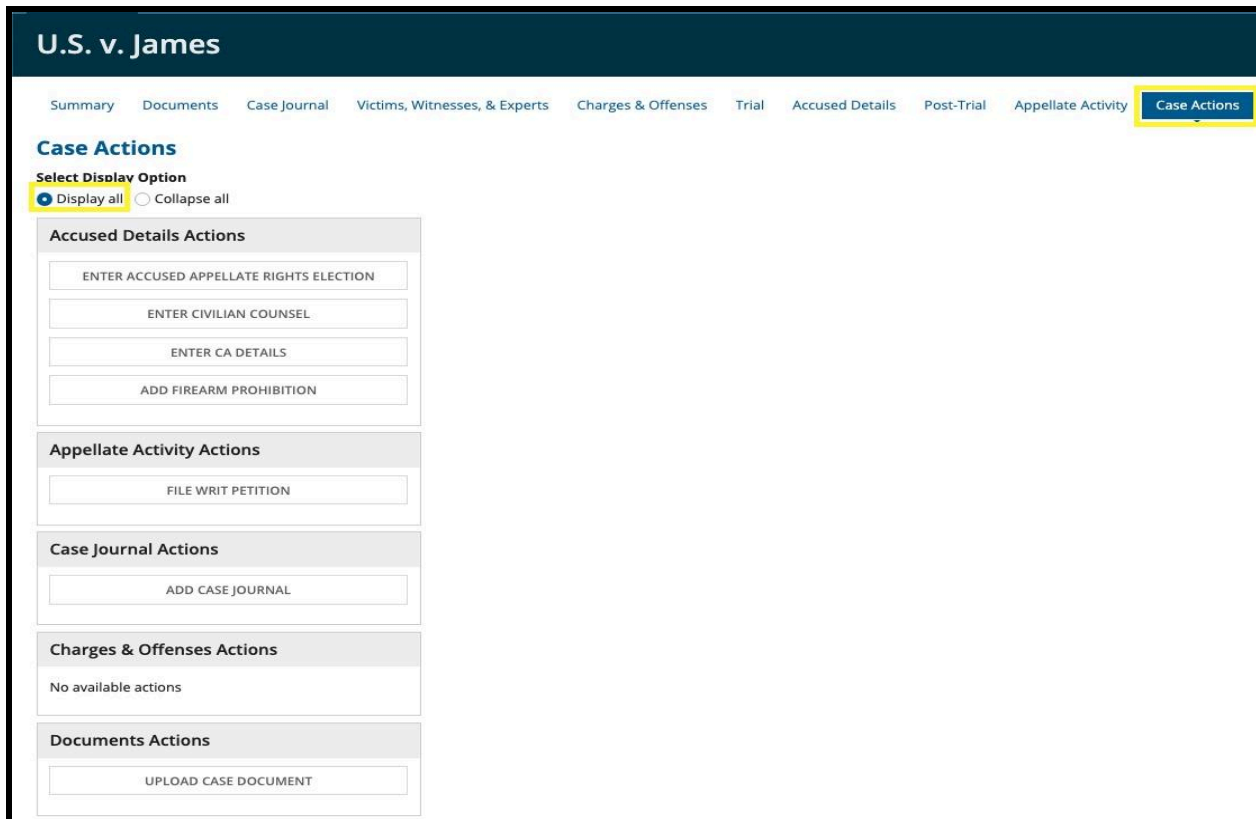
- From the NCORS Defense Services site, select the “Cases” tab.



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

Q: N-EU-23-0480		SEARCH	PTC/PTR TYPE: Any	STATUS: Any	DETAILED COUNSEL: Any			
Case Title	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

- From the case summary page, navigate to the “Case Actions” tab and select the “Detail Civilian Witness” action.
 - Use the “Display All” option to view all case actions available on the case.
 - Use CTRL + F to search for an action in the list.
 - 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, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity **Case Actions**

Case Actions

Select Display Option

☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

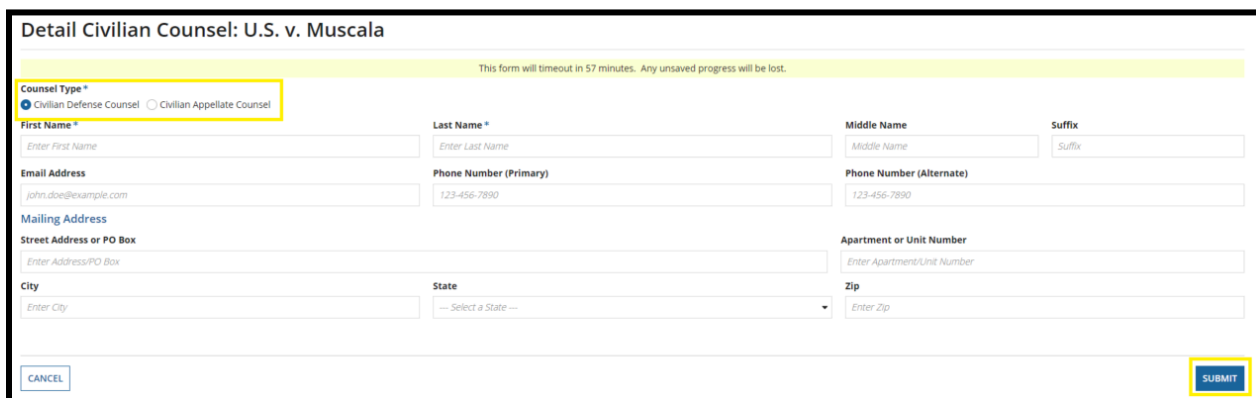
Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. 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 Enter Last Name Middle Name Suffix

Email Address **Phone Number (Primary)** **Phone Number (Alternate)**

john.doe@example.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.

U.S. v. Muscala

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

Accused Details

CA Details

RCM 706 Inquiries

Judicially Ordered Confinement Credit

PTC/PTR

Excludable Delay

Firearm Prohibition

Client Letters

ACTIONS

Detail Civilian Counsel

MUSCALA, PO1 MIKE

EDIPI/DOD ID: 2234232222 SSN:

Demographic Details

Race	Ethnicity	Date of Birth	Age	Sex
-	-	-	-	-

Service Details

Service Branch	Rank / Rate	Unit	Grade
Navy	PO1	1	E-6

Pay per Month

a. Pay Entry Date	b. Basic	c. Sea/Foreign Duty	d. Total
-	\$0.00	\$0.00	\$0.00

Current Service

a. Initial Date	b. Term (months)	c. EAOS
-	-	-

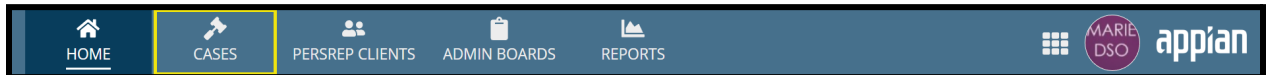
Assigned Civilian Counsel

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.



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

HOME

CASES

PERSREP CLIENTS

ADMIN BOARDS

REPORTS

Columns to Display ⓘ

Page Size ⓘ

Case Flags, Case Title, Case Number. -- ⓘ

25

Q 0008

SEARCH

PTC/PTR TYPE | Any

STATUS | Any

DETAILED COUNSEL | Any

Case Flags	Case Title	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.

U.S. v. Anderson

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

All Documents

Q Search Documents **SEARCH** DOCUMENT TYPE | Any

CHARACTERISTICS | Any PUBLISHED DOCUMENT | Any

SOURCE | Any

Document	Last Updated	Type	Source
1106 Document PDF - 27.3 KB	7/10/2024 1:11 PM Todd Trial Government Counsel	Other Filing	Gov
Sample File PDF - 3 KB	7/9/2024 12:46 PM Alexander VLC Counsel	Motion Response	VLC
Motion Ruling PDF - 3 KB	7/8/2024 4:30 PM Ryan Nozoe	Trial Motion	Gov

ACTIONS

- Request RCM 309 Matters**
- Upload Case Document
- Zip Case Documents
- Add Defense Evidence
- Production Request

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

U.S. v. James

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

Case Actions

Select Display Option

☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. In the form, select the “File Type”.

RCM 309 Matters Request: U.S. v. Anderson

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

Request Details

Source
Defense

File Type*
— Select a Value —

Supplemental Documents

Supplemental Documents

Document

No items available

[Add Document](#)

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

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 Matters Request: U.S. v. Anderson

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

Request Details

Source
Defense

File Type*
The Mental Capacity or Mental Responsibility of an ...

RCM 309 Matter Request File
[UPLOAD](#) [Drop file here](#)

Is Ex Parte submission? [Share with VLC?](#) [Select VLC](#)

☐ Yes ☐ No
 ☒ Yes ☐ No
 ☐ Yes ☐ No

— Select a VLC User —

Supplemental Documents

Supplemental Documents

Document

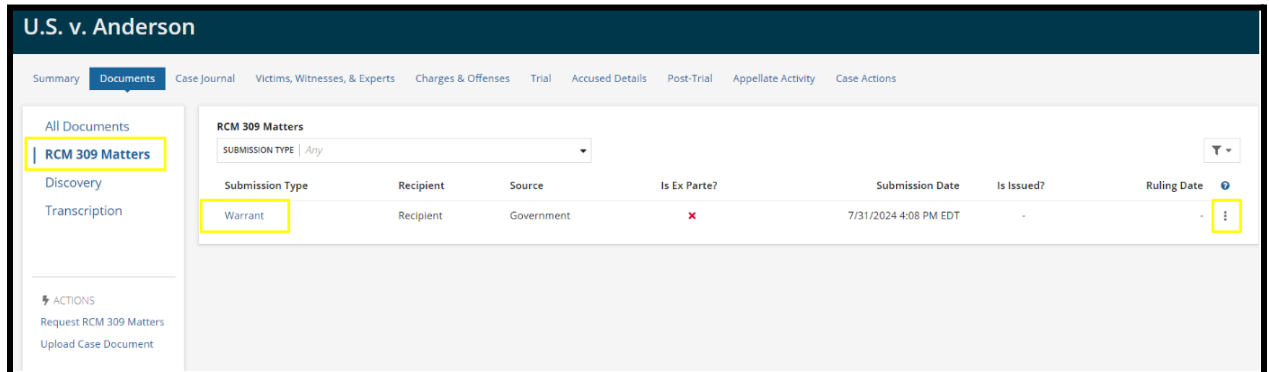
No items available

[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.

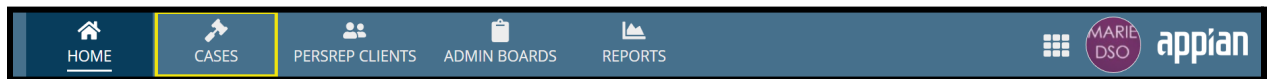
- b. Parties with access to the submission receive a notification of the submission.
 - c. Judiciary users receive a task to rule on the 309 matter.
7. Following submission, the matters can be accessed from the “RCM 309 Matters” subtab.
 - a. Entries can be edited directly from the grid by selecting the action to edit the submission.
 - b. To view additional details, select the “Submission Type” to navigate to a summary view of the submission.



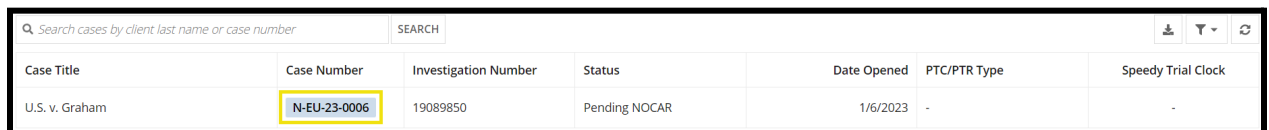
- c. Documents included in the submission are visible from the “All Documents” subtab.

Add Expert

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



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



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

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

Case Actions

Select Display Option
☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. Action is also available via the “Victims, Witnesses, and Experts” tab.

U.S. v. Graham

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

Victims
 Witnesses
Experts
 Requested Witnesses
 Depositions

Published Experts

Search Expert Requests SEARCH

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

Unpublished Experts

Search Expert Requests SEARCH

Name	Type	Email	Source	Federal Employee	Status	Added By	Added On
No entries have been made							

ACTIONS

Add Witness Production Request
 Add Witness
 Publish Witness
Add Expert
 Publish Expert


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

Expert Type* ☐ Witness ☐ Consultant

Hearing Participation — Select Values —

Area of Expertise Enter Area of Expertise

Is the Expert a Federal Employee? ☐ Yes ☐ No

Employed By Enter Employer

First Name * Enter First Name

Last Name * Enter Last Name

Middle Name Enter Middle Name

Suffix Enter Suffix

Service Details

Service Status — Select a Service Status —

Contact Information

Email Address john.doe@example.com

Phone Number (Home) 123-456-7890

Phone Number (Cell) 123-456-7890

Command Email Address john.doe@example.com

Command Phone Number 123-456-7890

Mailing Address

Street Address or PO Box Enter Address/PO Box

Apartment or Unit Number Enter Apartment/Unit Number


City Enter City


State — Select a State —


Zip 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 UPLOAD  Drop file here

Date of Request mm/dd/yyyy 

Decision Details

Decision on Request — Select a Value —

Date of decision mm/dd/yyyy 

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.

U.S. v. Graham

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

Victims
Witnesses
Experts
Requested Witnesses
Depositions

Published Experts

Q Search Expert Requests SEARCH

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

Unpublished Experts

Q Search Expert Requests SEARCH

Name	Type	Email	Source	Federal Employee	Status	Added By	Added On
GARTHY, WILLIAM	Consultant	William@gmail.com	Defense	✓	-	Marie DSO Senior Defense Counsel	2/16/2023

ACTIONS
Add Witness Production Request
Add Witness
Publish Witness
Add Expert
Publish Expert

Publish Expert

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

HOME **CASES** PERSREP CLIENTS ADMIN BOARDS REPORTS

MARIE DSO appian

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

Q 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	-	-

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

U.S. v. James

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

Case Actions

Select Display Option
☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

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 Accused Details Post-Trial Case Actions

Victims
Witnesses
Experts
Requested Witnesses
Depositions

Published Experts

Search Expert Requests

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

Unpublished Experts

Search Expert Requests

Name	Type	Email	Source	Federal Employee	Status	Added By	Added On
GARTHY, WILLIAM	Consultant	William@email.com	Defense	✓	-	Marie DSO Senior Defense Counsel	2/16/2023

5. On the “Publish Expert” form:
- User can select a checkbox next to the witness they would like to publish from the grid of experts.
 - 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

☒ GARTHY, WILLIAM

Hearing Involvement

Article 32, Article 39(a)

CANCEL SUBMIT

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

Confirm Expert Publication

Warning: you are about to make expert(s): GARTHY, WILLIAM visible to all parties on the case. This action cannot be undone. Continue?

NO YES

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

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

Victims
Witnesses
Experts
Requested Witnesses
Depositions

Published Experts

Q Search Expert Requests SEARCH

Name	Type	Email	Source	Federal Employee	Article 32 Hearing	Article 39(a) Hearing	Merits Hearing	Sentencing Hearing	Status	Added By	Added On
GARTHY, WILLIAM	Consultant	William@email.com	Defense	✓	✓	✓	✗	✗	-	Marie DSO Senior Defense Counsel	2/16/2023

Unpublished Experts

Q Search Expert Requests SEARCH

Name	Type	Email	Source	Federal Employee	Status	Added By	Added On
No entries have been made							

ACTIONS
Add Witness Production Request
Add Witness
Publish Witness
Add Expert
Publish Expert

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

Deposition Request (Request Details)

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

HOME **CASES** PERSREP CLIENTS ADMIN BOARDS REPORTS

MARIE DSO appian

- 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.

Q 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	-	-

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

U.S. v. James

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

Case Actions

Select Display Option
☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

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

Victims
 Witnesses
 Experts
 Requested Witnesses
Depositions

Depositions

Search Depositions SEARCH

Deponent	Date of Request	Source of Request	Action on Request	Deposition Start Date	Deposition Type
No entries have been made					

ACTIONS

Deposition

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.

Add Deposition: U.S. v. Benjamin

Request Details
Date of Request
Feb 17, 2023

Source of Request
Defense

Deponent *
ANĐELIĆ, IVANA IVNAANIĆ

Deposition Request Document

UPLOAD

Drop file here

CANCEL

SUBMIT

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

Victims
Witnesses
Experts
Requested Witnesses
Depositions

Depositions
 SEARCH

Deponent	Date of Request	Source of Request	Action on Request	Deposition Start Date	Deposition Type
ANĐELIĆ, IVANA IVNAANIĆ	2/17/2023	Extension	-	-	-

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.

HOME

CASES

PERSREP CLIENTS

ADMIN BOARDS

REPORTS

MARIE DSO appian

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

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 “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 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 “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 Disposition Request: U.S. v. Graham

Request Details

Alternate Disposition Type * Defense Submission Date Written Request

Separation in Lieu of Trial mm/dd/yyyy UPLOAD Drop file here

CANCEL SUBMIT

- 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 *
Resignation in Lieu of Trial

Defense Submission Date
mm/dd/yyyy

Written Request

UPLOAD

Drop file here

RILT Type
--- Select a Value ---

- iii. Retirement in Lieu of Trial.
- iv. Resignation in Lieu of Further Administrative Processing.
 - 1. If Resignation in Lieu of Further Administrative Processing is selected, the user can select “RILFAP Type” from a dropdown menu.

Request Details

Alternate Disposition Type *
Resignation in Lieu of Further Administ...

Defense Submission Date
mm/dd/yyyy

Written Request

UPLOAD

Drop file here

RILFAP Type
--- Select a Value ---

- v. NJP.
- vi. Summary Court Martial.
- vii. Other.
 - 1. User can manually input “Other Disposition Type.”

Request Details

Alternate Disposition Type *
Other

Defense Submission Date
mm/dd/yyyy

Written Request

UPLOAD

Drop file here

Other Disposition Type
Enter other type

- 5. Select “Submit” once complete and a confirmation text box is displayed.
 - a. Once submitted, an email and task is automatically sent to the trial office to review the alternate disposition request.

Confirm Action

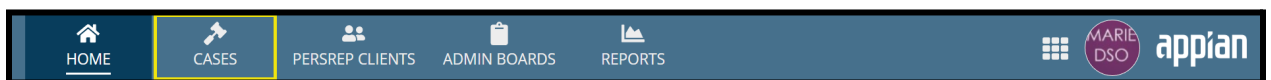
Submitting this form will send a alternate disposition request to the trial office.

CANCEL

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.

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 the "Submit Pretrial Matters" action from the actions list.

Arraignment Request

Date Request Made	Physical Security	Security Clearance
> Motion for Docketing		
> Risk Assessment Form		
> TMO Dates		

Arraignment Hearing

Arraignment Date and Time	Arraignment Judge	Arraignment Location
2/19/2023 8:00 AM EST	TRIAL MILITARY JUDGE, TIM	HQ Norfolk Courtroom 1

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

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

Case Actions

Select Display Option

☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. From the “Submit Pretrial Matters” form, the user can upload documents for each of the following matter types:
- Member Questionnaires
 - Request for Judicial Notice
 - Voir Dire
 - Combined Witness List
 - Proposed Instructions
 - Cleansed Charge Sheet
 - Findings Worksheet
 - Sentencing Worksheet
 - Preadmission of Evidence

Submit Pretrial Matters: U.S. v. Harper
For each pretrial matter type, select an existing system document or upload a new file to be provided to the Military Judge as the pretrial matters

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

Pretrial Matters: Member Questionnaires

Member Questionnaires

Request for Judicial Notice

Voir Dire

Combined Witness List

Proposed Instructions

Cleansed Charge Sheet

Findings Worksheet

Sentencing Worksheet

Preadmission of Evidence

Review

Upload File(s)

Document

Type

Submission Date

No new documents uploaded

Add Document

CANCEL

NEXT

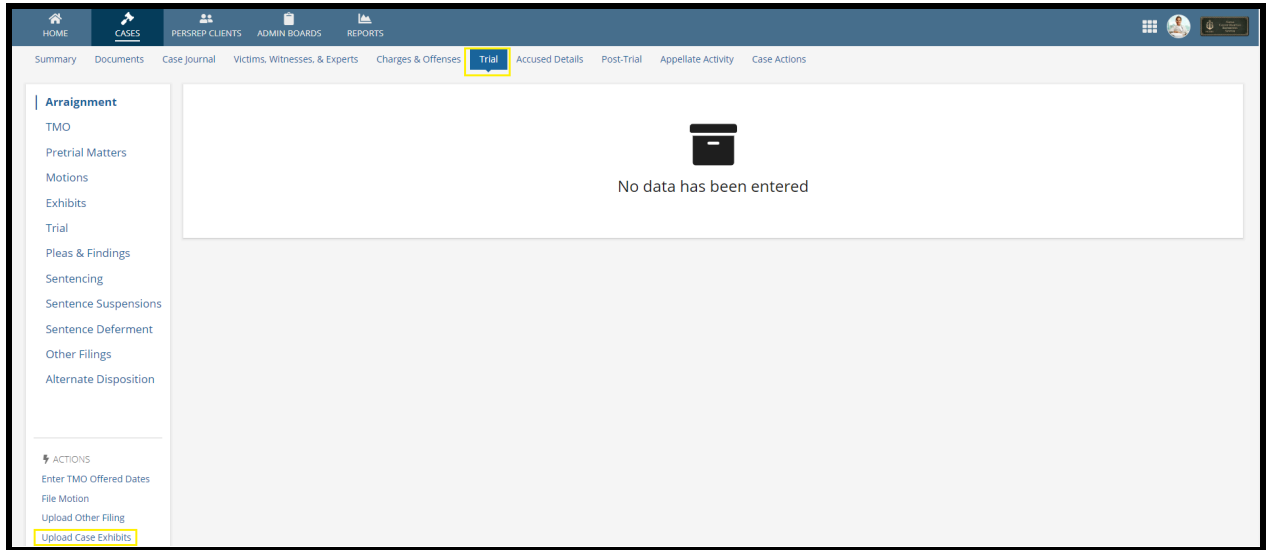
5. After documents are uploaded for the pretrial matter type, the user can select “Next” to navigate to the next matter type.
6. Select “Submit” once complete.
 - a. The user can view previously submitted pretrial matters by selecting the Trial tab and navigating to the Pretrial Matters subtab.

Upload Case Exhibit

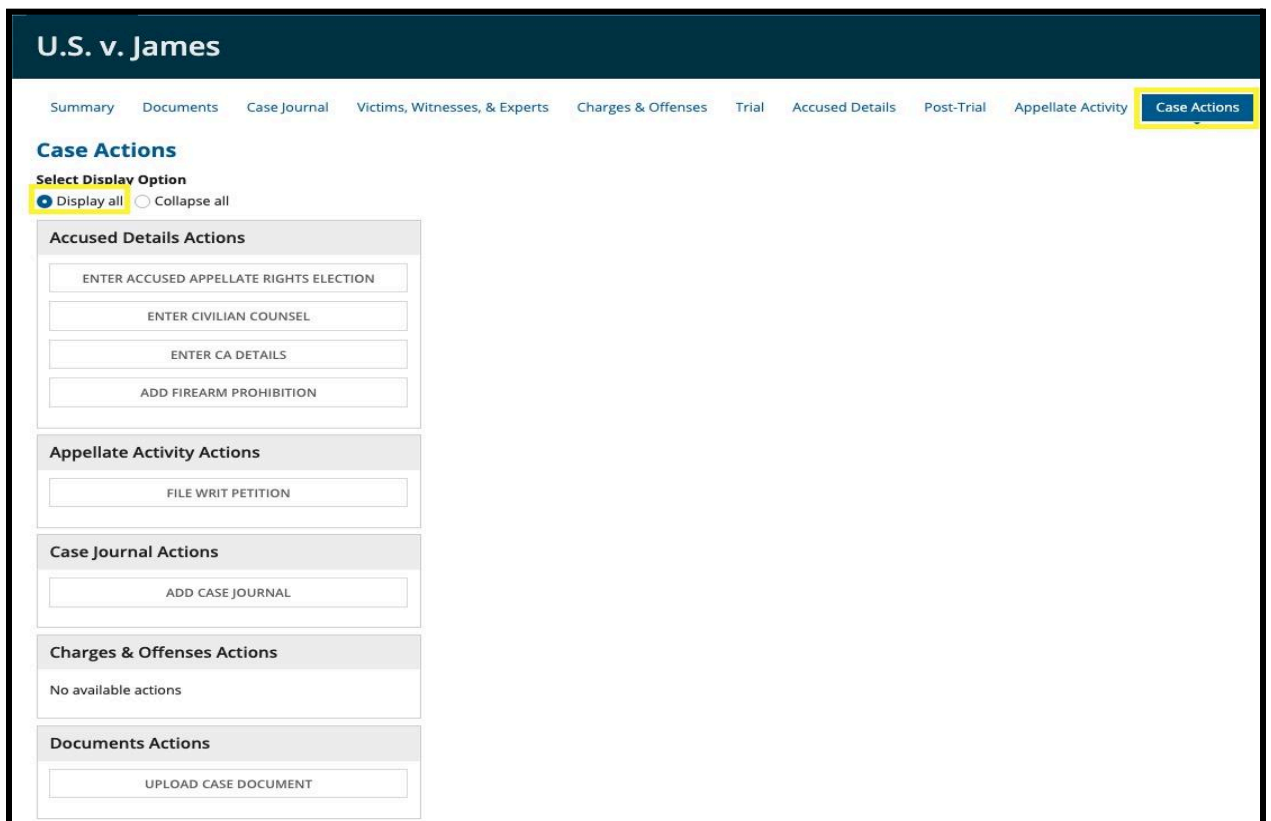
1. From the NCORS Defense Services site, select the “Cases” tab.
2. Select the “Case Number” to navigate to the case summary page.

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 the “Upload Case Exhibits” action.



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.



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.
 - i. 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 Drop file here

+ Select existing document

Share with Court Reporter? *

☒ Yes ☐ No

Request to Mark for Identification?

☐ Yes ☐ No

Exhibit Type *

--- Select a Type ---

Exhibit Source

--- Select a Source ---

Exhibit File Type

--- Select a File Type ---

Exhibit Description

+ 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, Witnesses, & Experts Charges & Offenses **Trial** Accused Details Post-Trial Case Actions

Arraignment
TMO
Pretrial Matters
Motions
Exhibits
Trial
Pleas & Findings
Sentencing
Sentence Suspensions
Sentence Deferment
Alternate Disposition

ACTIONS
Upload Case Exhibits
Request Alternate Disposition

Prosecution
Q Search Exhibits SEARCH

Source	Exhibit Number	Status	Description	File Type	Date Added
No entries have been made					

Defense
Q Search Exhibits SEARCH

Source	Exhibit Number	Status	Description	File Type	Date Added
Defense	-	Draft	-	Physical Evidence	2/14/2023

Appellate
Q Search Exhibits SEARCH

Source	Exhibit Number	Status	Description	File Type	Date Added
No entries have been made					

Add Witness Production Request

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

HOME **CASES** PERSREP CLIENTS ADMIN BOARDS REPORTS

MARIE DSO appian

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

Q 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	-	-

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

U.S. v. James

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

Case Actions

Select Display Option
☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

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 Request: U.S. v. Graham

Request Details

Request File*

UPLOAD Drop file here

+ ADD WITNESS

CANCEL SUBMIT

- 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? *
☒ Yes ☐ No

Hearing Participation
Article 39(a), Merits

Witness *
LOZINSKIY, APOLLINARIYA A

Witness Details

Service Details

Service Status
Active Duty

Service Branch
USN

Grade
E-8

Name
LOZINSKIY, APOLLINARIYA APYALOIV

Email Address
apollinariya.lozinskiy@example.com

Mailing Address
Address
7437 Titova, Clinton, MD 89013

EDIPI / DOD ID
1304218989

Rank / Rate
-

Unit
Unit 3

Phone Number (Home)
120-779-3710

Phone Number (Cell)
171-521-9236

- 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
Select Values

Witness Details

Service Details

Service Status
Select a Service Status

First Name *
Enter First Name

Last Name *
Enter Last Name

Middle Name
Middle Name

Suffix
Suffix

Email Address
john.doe@example.com

Phone Number (Home)
123-456-7890

Phone Number (Cell)
123-456-7890

Mailing Address
Street Address or PO Box
Enter Address/PO Box

Apartment or Unit Number
Enter Apartment/Unit Number

City
Enter City

State
Select a State

Zip
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

Arrival Date
02/14/2023

Departure Date
02/14/2023

Invitational Orders Provided?
☒

+ ADD WITNESS

CANCEL

SUBMIT

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.

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

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	-	-

- From the case summary page, navigate to the “Case Actions” tab and select the “RCM 706 Inquiry” action.
 - Use the “Display All” option to view all case actions available on the case.
 - Use CTRL + F to search for an action in the list.

U.S. v. James

Summary

Documents

Case Journal

Victims, Witnesses, & Experts

Charges & Offenses

Trial

Accused Details

Post-Trial

Appellate Activity

Case Actions

Case Actions

Select Display Option

☒ Display all
 ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

- User can also navigate to the “Accused Details” tab and select the “RCM 706 Inquiry” action.

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

Accused Details

CA Details

RCM 706 Inquiries

Judicially Ordered Confinement Credit PTC/PTR

Excludable Delay

Firearm Prohibition

ACTIONS

RCM 706 Inquiry

MCCARTHY, ENSIGN ZAYAN ZAA NMUYA

EDIPI/DOD ID: 1564941796 SSN:

Demographic Details

Race	Ethnicity	Date of Birth	Age	Sex
Black	Hispanic or Latino	Aug 21, 1969	53	M

Service Details

Service Branch	Rank	Unit	Grade
Navy	Ensign	Unit 4	O-1

Pay per Month

a. Basic	b. Sea/Foreign Duty	c. Total
\$124,092.00	\$34,795.00	\$158,887.00

Current Service

a. Initial Date	b. Term (months)	c. EAOS
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? *

--- Select a Value ---

Order

Ordered By: ☐ Military Judge ☐ Convening Authority

Date Ordered: mm/dd/yyyy

RCM 706 Order

UPLOAD Drop file here

Inquiry

Date Inquiry Completed: mm/dd/yyyy

Date Report Issued: mm/dd/yyyy

RCM 706 Short Form Report

UPLOAD Drop file here

Findings

At the time of the alleged criminal conduct, did the accused have a severe mental disease or defect?

☐ Yes ☐ No

What is the clinical psychiatric diagnosis?

0/500

Was the accused, at the time of the alleged criminal conduct and as a result of such severe mental disease or defect, unable to appreciate the nature and quality or wrongfulness of his or her conduct?

☐ Yes ☐ No

Is the accused presently suffering from a mental disease or defect rendering the accused unable to understand the nature of the proceedings against the accused or to conduct or cooperate intelligently in the defense?

☐ Yes ☐ No

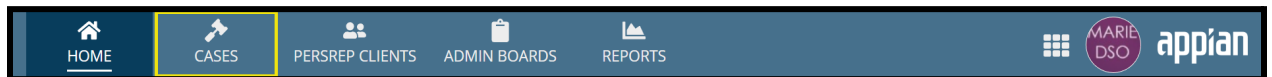
CANCEL SUBMIT

6. Select "Submit" once complete.

Plea and Pretrial Agreements

Generate Draft Plea Agreement

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



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

Q

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 "Charges & Offenses" tab and select the "Generate Draft Plea Agreement" action.

U.S. v. Graham

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

Investigated Offenses

Charges

Charge Sheets

Referral

Plea Agreements

Pretrial Agreements

Article 32 Requests

ACTIONS

Enter Pretrial Agreement

Generate Draft Plea Agreement

Enter Plea Agreement

Charge I: Violation of the UCMJ, Article 105 - Misconduct as prisoner

Specification	Details	DIBRS	RCM Count	RCM Start Date	SoL Date	Status
Specification	Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	087AB2	-	-	9/21/2037	Dismissed

Charge II: Violation of the UCMJ, Article 132 - Frauds against the United States

Specification	Details	DIBRS	RCM Count	RCM Start Date	SoL Date	Status
Specification 1	Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	099-F-	-	-	12/21/2033	Preferred
Specification 2	Language for specification 2; Lorem ipsum dolor sit amet, consectetur	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, & 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 “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.

- 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.

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

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.

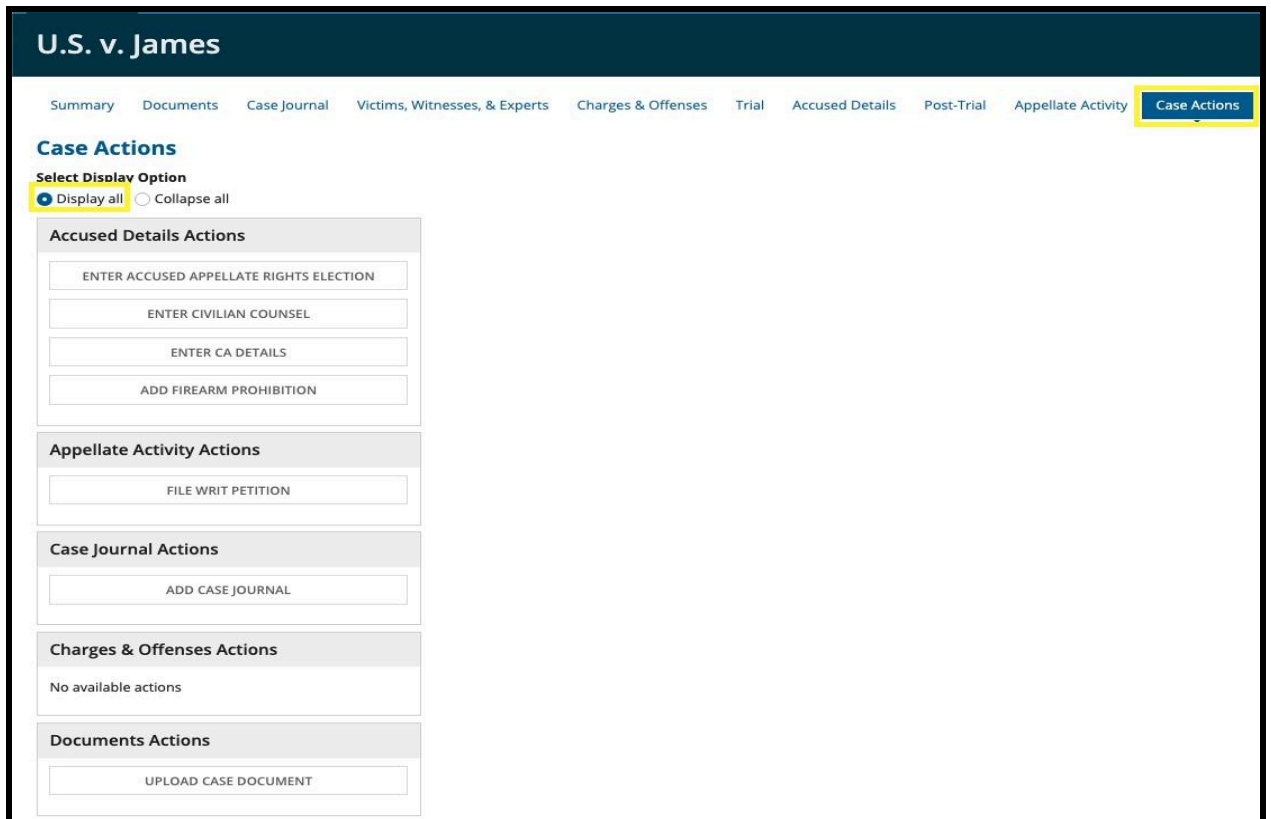
2. Select the “Case Number” to navigate to the case summary page.

<input type="text" value="Search cases by client last name or case number"/> <input type="button" value="SEARCH"/>						<input type="button" value="Filter"/> <input type="button" value="Refresh"/>
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 and Offenses” tab and select the “Enter Plea Agreement” action from the actions list.

DIBRS Code	Offense Description	Divers Occasions	Added By	Added On
087AB2	Escape from custody (on/after 1 Jan 19)	🟢	Meredith Hoopes	2/14/2023
120-A4	Rape rendering another person unconscious (1 Oct 07 through 27 Jun 12)	🟢	Meredith Hoopes	2/14/2023
119-B6	Manslaughter; involuntary - engaged in, or attempting, aggravated arson (on/after 1 Jan 19)	🔴	Meredith Hoopes	2/14/2023
134-D2	Graft (on/before 31 Dec 18)	🔴	Meredith Hoopes	2/14/2023

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



U.S. v. James

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

Case Actions

Select Display Option
☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. Input the details of the 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).



Enter Plea Agreement: U.S. v. Graham

Agreement Details Agreement Provisions Plea Details Punishment Details Review

Agreement Details

Status

With Government

--- Select a Value ---

Draft

With Government

Public

Source

Defense

CANCEL

- 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.

The screenshot shows a web form for creating a plea agreement. At the top, there's a section for 'Specification 3' with a text area for details and a 'Plea' dropdown menu set to 'GUILTY'. Below this is the 'Punishment Details' section, which includes a question 'Was there an agreed upon sentencing forum included in the plea agreement?' with radio buttons for 'Yes' and 'No'. The 'Action on Agreement' section has a dropdown for 'Action on Plea Agreement' set to 'Approved' and a date picker for 'Date of Action' set to '10/27/2022'. There are also checkboxes for 'Was Plea Agreement Later Withdrawn?' and 'Was there an agreement to refer the charges to a lesser forum?'. At the bottom, there are sections for 'Final Plea Agreement' and 'Stipulation of Fact', each with a file upload icon and a label indicating the file type and size. The form has a 'CANCEL' button on the left and 'BACK' and 'SUBMIT' buttons on the right.

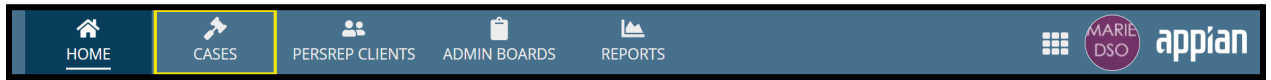
5. Following submission, the plea agreement will be available in the “Plea Agreements” subtab.
 - a. User may edit a plea agreement by selecting the edit icon in the grid.
 - b. User may navigate to a read-only summary of the plea agreement by selecting the source of the plea agreement in the grid.
 - 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”.

The screenshot shows the 'U.S. v. Graham' case page with the 'Charges & Offenses' subtab selected. The 'Plea Agreements' section is active, displaying a table of plea agreements. The table has columns for 'Source', 'Status', 'Draft Agreement', 'Final Agreement', and 'Victim Input Provided'. There are two rows of data: one with 'Defense' as the source and 'Draft' as the status, and another with 'Defense' as the source and 'With Government' as the status. The 'With Government' row is highlighted with a yellow box. The table also includes a search bar and a 'SEARCH' button.

Source	Status	Draft Agreement	Final Agreement	Victim Input Provided
Defense	Draft		-	
Defense	With Government	-	-	

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.

Search cases by client last name or case number							SEARCH	Filter	Refresh
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 and Offenses" tab and select the "Enter Pretrial Agreement" action from the actions list.

U.S. v. Graham

SummaryDocumentsCase JournalVictims, Witnesses, & ExpertsCharges & OffensesTrialAccused DetailsPost-TrialCase Actions

Investigated Offenses

Charges

Charge Sheets

Referral

Plea Agreements

Pretrial Agreements

Article 32 Requests

ACTIONS

Enter Pretrial Agreement

Generate Draft Plea Agreement

Enter Plea Agreement

Investigated Offenses

Search Offenses

SEARCH

Filter

Refresh

DIBRS Code	Offense Description	Divers Occasions	Added By	Added On
087AB2	Escape from custody (on/after 1 Jan 19)	🟢	Meredith Hoopes	2/14/2023
120-A4	Rape rendering another person unconscious (1 Oct 07 through 27 Jun 12)	🟢	Meredith Hoopes	2/14/2023
119-B6	Manslaughter; involuntary - engaged in, or attempting, aggravated arson (on/after 1 Jan 19)	🔴	Meredith Hoopes	2/14/2023
134-D2	Graft (on/before 31 Dec 18)	🔴	Meredith Hoopes	2/14/2023

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

4. 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.

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

Investigated Offenses
Charges
Charge Sheets
Referral
Plea Agreements
Pretrial Agreements
Article 32 Requests

Pretrial Agreements

Search Plea Agreements SEARCH

Source	Status	Draft PTA I	Draft PTA II	Final PTA I	Final PTA II	Victim Input Provided
Defense	Draft					

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.

HOME **CASES** PERSREP CLIENTS ADMIN BOARDS REPORTS

MARIE DSO appian

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

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.

- 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.

- 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 Draft Dates: U.S. v. McCrossan

This form will timeout in 59 minutes. Submit the form to save inputs.

USE GOVERNMENT DATES

a. Arraignment	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
c. Government disclosure obligations	Government Offered Date	Defense Offered Date 02/15/2023
d. Defense reciprocal disclosure obligations	Government Offered Date	Defense Offered Date mm/dd/yyyy
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 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/yyyy	✗ Remove Additional Hearing (Lines j, k, l)
k. Responses to motions (Additional Hearing 2)	Government Offered Date	Defense Offered Date mm/dd/yyyy	
l. Article 39(a) (Additional Hearing 2)	Government Offered Date	Defense Offered Date mm/dd/yyyy	

+ Add Additional Hearing (Lines j, k, l)

CANCEL **SUBMIT**

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

The screenshot shows the 'Trial' tab selected in the top navigation bar. The left sidebar contains a list of trial-related items: Arraignment, TMO, Pretrial Matters, Motions, Exhibits, Trial, Pleas & Findings, Sentencing, Sentence Suspensions, Sentence Deferment, and Alternate Disposition. Below this is an 'ACTIONS' section with options: Upload Case Exhibits, Request Alternate Disposition, TMO Offered Dates (highlighted with a yellow box), and File Motion. The main content area displays a table of trial events:

Event	Ordered Date	Government Offered Date	Defense Offered Date
a. Arraignment	-	2/20/2023	2/20/2023
b. Defense request for discovery	-	1/24/2023	1/24/2023
c. Government disclosure obligations	-	-	2/15/2023
d. Defense reciprocal disclosure obligations	-	-	-
e. Defense expert consultant request	-	-	-

- 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.

The screenshot shows the 'My Tasks' grid in the NCORS system. The top navigation bar includes 'HOME' (highlighted with a yellow box), 'CASES', 'PERSREP CLIENTS', 'ADMIN BOARDS', and 'REPORTS'. The grid lists tasks for various cases:

Case Name	Task ID	Task Description	Due Date
U.S. v. Jones	N-EU-23-0460	Review Defense Counsel Request	1/2/2023
U.S. v. Mbappe	C-##-24-0001	Review Defense Counsel Request	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	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

The task 'DSO Offer TMO Dates' for case 'U.S. v. McCrossan' is highlighted with a yellow box. The bottom right corner indicates '16 items'.

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

Enter TMO Draft Dates: U.S. v. McCrossan

This form will timeout in 59 minutes. Submit the form to save inputs.

USE GOVERNMENT DATES

a. Arraignment	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
c. Government disclosure obligations	Government Offered Date	Defense Offered Date 02/15/2023
d. Defense reciprocal disclosure obligations	Government Offered Date	Defense Offered Date mm/dd/yyyy
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 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/yyyy	✗ Remove Additional Hearing (Lines j, k, l)
k. Responses to motions (Additional Hearing 2)	Government Offered Date	Defense Offered Date mm/dd/yyyy	
l. Article 39(a) (Additional Hearing 2)	Government Offered Date	Defense Offered Date mm/dd/yyyy	
+ Add Additional Hearing (Lines j, k, l)			
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.

Event	Ordered Date	Government Offered Date	Defense Offered Date
a. Arraignment	-	2/20/2023	2/20/2023
b. Defense request for discovery	-	1/24/2023	1/24/2023
c. Government disclosure obligations	-	-	2/15/2023
d. Defense reciprocal disclosure obligations	-	-	-
e. Defense expert consultant request	-	-	-

- 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.

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

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

Arraignment

- TMO
- Pretrial Matters
- Motions
- Exhibits
- Trial
- Pleas & Findings
- Sentencing
- Sentence Suspensions
- Sentence Deferment
- Alternate Disposition

Arraignment Request

Date Request Made: 12/5/2022 9:00 AM EST

Physical Security: MILITARY JUDGE, IOIANA

Security Clearance: HQ Naples Courtroom

> Motion for Docketing

> Risk Assessment Form

> TMO Dates

Arraignment Hearing

Arraignment Date and Time: 12/5/2022 9:00 AM EST

Arraignment Judge: MILITARY JUDGE, IOIANA

Arraignment Location: HQ Naples Courtroom

ACTIONS

Upload Case Exhibits

File Motion

- 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

Date Motion Filed: Sep 12, 2024

Motion Type*:

Motion Document:

Is Ex Parte submission? ☒ Yes ☐ No

Share motion with VLC? ☒

New Enclosures

Upload New/Existing Documents

☐ New Documents ☐ Existing Documents

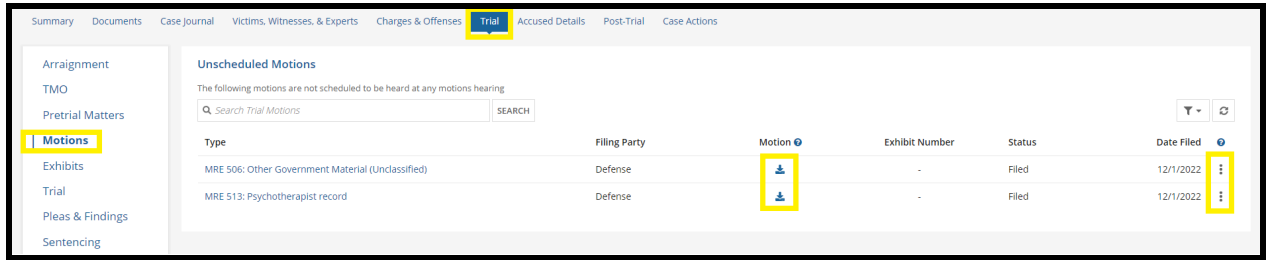
Motion Hearing

Add this Motion to a Motions Hearing?

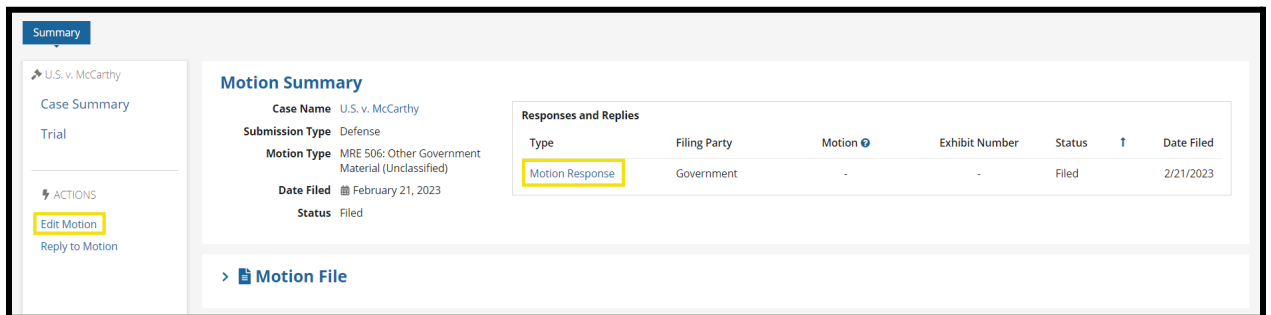
☐ Yes ☐ No

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.



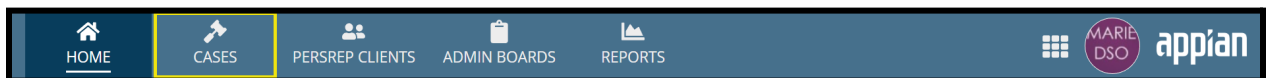
- a. Following submission:
 - i. Assigned judge will receive a task to rule on the motion and be notified of the submission.
 - ii. If the motion is not Ex Parte, a task will be sent out for Trial Office users, as well as any VLC users selected on the case, to “Respond to Motion” for the motion submitted 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”.



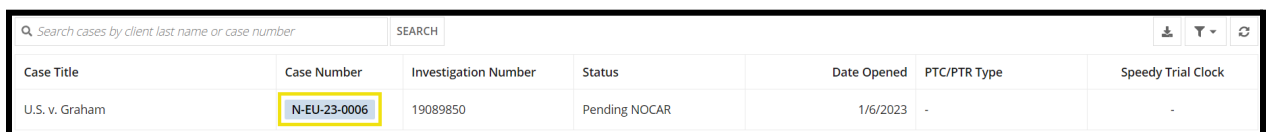
- a. User may access any related motions by selecting the “Type” value in the “Responses and Replies” grid.
- b. User may edit the motion by selecting the “Edit Motion” from the “Actions” list.

Respond/Reply to Trial Motions

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



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



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

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

Arraignment
TMO
Pretrial Matters
Motions
Exhibits
Trial
Pleas & Findings
Sentencing
Sentence Suspensions
Sentence Deferment
Alternate Disposition

Unscheduled Motions

The following motions are not scheduled to be heard at any motions hearing

Q Search Trial Motions SEARCH

Type	Filing Party	Motion ⓘ	Exhibit Number	Status	Date Filed ⓘ
MRE 506: Other Government Material (Unclassified)	Government	-	-	Filed	2/21/2023 ⋮
MRE 506: Other Government Material (Unclassified)	Defense	⤴	-	Filed	2/21/2023 ⋮
To Dismiss	Defense	⤴	-	Filed	2/21/2023 ⋮

- 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”.

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

Arraignment
TMO
Pretrial Matters
Motions
Exhibits
Trial
Pleas & Findings
Sentencing
Sentence Suspensions
Sentence Deferment
Alternate Disposition

Unscheduled Motions

The following motions are not scheduled to be heard at any motions hearing

Q Search Trial Motions SEARCH

Type	Filing Party	Motion ⓘ	Exhibit Number	Status	Date Filed ⓘ
MRE 506: Other Government Material (Unclassified)	Government	-	-	Filed	2/21/2023 ⋮
MRE 506: Other Government Material (Unclassified)	Defense	⤴	-	Filed	⤵ Respond to Motion
To Dismiss	Defense	⤴	-	Filed	2/21/2023 ⋮

- 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 Response: U.S. v. McCarthy

This form will timeout in 60 minutes. Submit the form to save inputs.

Related Motion Details

Filing Party Government
Motion Type MRE 506: Other Government Material (Unclassified)
Date Filed February 21, 2023
Status Filed

Responses and Replies

Type	Filing Party	Motion ⓘ	Exhibit Number	Status	Date Filed
No replies or related motions					

Submission Details

Filing Party Defense
Date Response Filed Feb 21, 2023

Response Document

UPLOAD Drop file 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”.

Motion Summary

Case Name: U.S. v. McCarthy
 Submission Type: Government
 Motion Type: MRE 506: Other Government Material (Unclassified)
 Date Filed: February 21, 2023
 Status: Filed

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Defense		-	Filed	2/21/2023

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 | CASES | PERSREP CLIENTS | ADMIN BOARDS | REPORTS

HARSH, JACK AUGUSTIN, II	Enter PersRep Appointment Details	10/9/2023
LATESTATTORNEYASSIGNED1, SW3 APPLE	Complete PersRep Client Conflict Check	10/9/2023
LATESTATTORNEYASSIGNED1, SW3 APPLE	Enter PersRep Appointment Details	10/9/2023
LATESTATTORNEYASSIGNED1, SW3 APPLE	Enter PersRep Appointment Details	10/9/2023
A1, A1	Complete PersRep Client Conflict Check	10/10/2023
TEST, TEST	Enter PersRep Appointment Details	10/17/2023
A1, A1	Enter PersRep Appointment Details	10/17/2023
A1, A1	Enter PersRep Appointment Details	10/18/2023

13 items

My Tasks

Q he SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Heisen	N-EU-24-0084	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. Heisen

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

Related Motion Details

Filing Party: Government
 Motion Type: In Limine - Suppression
 Date Filed: March 19, 2024
 Status: Filed

Responses and Replies

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No replies or related motions					

Submission Details

Filing Party: Defense
 Date Response Filed: Mar 19, 2024

Response Document

UPLOAD Drop file here

New Enclosures

Upload New/Existing Documents
☐ New Documents ☐ Existing Documents

CANCEL NO RESPONSE REQUIRED 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.
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

U.S. v. Heisen
 Case Summary
 Trial
 ACTIONS
 Reply to Motion

Motion Summary

Case Name: U.S. v. Heisen
 Submission Type: Government
 Motion Type: In Limine - Suppression
 Date Filed: March 19, 2024
 Status: Filed

Responses and Replies

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Defense		-	Filed	3/19/2024

Submit Other Filing

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

HOME **ALL CASES** REPORTS TODD TC

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

HOME **ALL CASES** REPORTS TODD TC

Search Cases SEARCH STATUS: Any

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

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

3. From the case summary view, navigate to the “Other Filings” subtab under the “Trial” tab.
 - a. Select the “Upload Other Filing” action to add a new filing.

4. After completion of the form select “Submit” to complete the action.
 - a. If the user selects “Share with VLC?”, a drop down appears and displays all available VLC users to share the filing with.
 - b. The filing party is automatically defaulted to the source of the currently logged in user.

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.

Post-Trial

File Post-Trial Motions

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

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

<input type="text" value="Search cases by client last name or case number"/> <input type="button" value="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 and select the action link to "File Post-Trial Motion" to file a new post-trial motion.

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
Defense

Date Motion Filed
Sep 12, 2024

Motion Type
Post-Trial Motion

Motion Document
 Drop file here

Is Ex Parte submission?
☐ Yes ☐ No

Share motion with VLC?
☐

New Enclosures

Upload New/Existing Documents
☐ New Documents ☐ Existing Documents

Motion Hearing

Add this Motion to a Motions Hearing?
☐ Yes ☐ No

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 ☐ Existing Documents

Upload New Enclosure Documents

Document	Bates Number Start	Bates Number Stop	
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:

New Enclosures

Upload New/Existing Documents

☐ New Documents ☒ Existing Documents

Attach Existing Documents as Enclosures

<input type="checkbox"/>	Document	Type
<input type="checkbox"/>	NORA letter	Post-Trial Motion
<input type="checkbox"/>	Test Document (2)	Victim Sentence Statement
<input type="checkbox"/>	Staged EOJ	Entry of Judgement
<input type="checkbox"/>	Staged Transcription Document	Transcription
<input type="checkbox"/>	Staged DD490	DD 490
<input type="checkbox"/>	Case Generation Sample STR	Statement of Trial Results
<input checked="" type="checkbox"/>	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.

Unscheduled Post-Trial Motions

The following motions are not scheduled to be heard at any post-trial motions hearing

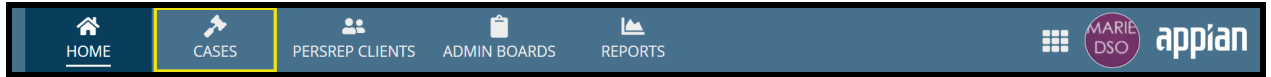
Type	Filing Party	Motion	Exhibit Number	Status	Date Filed	
Post-Trial Motion	Government		-	Filed	1/31/2023	
Post-Trial Motion	Government		-	Filed	1/30/2023	

- 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

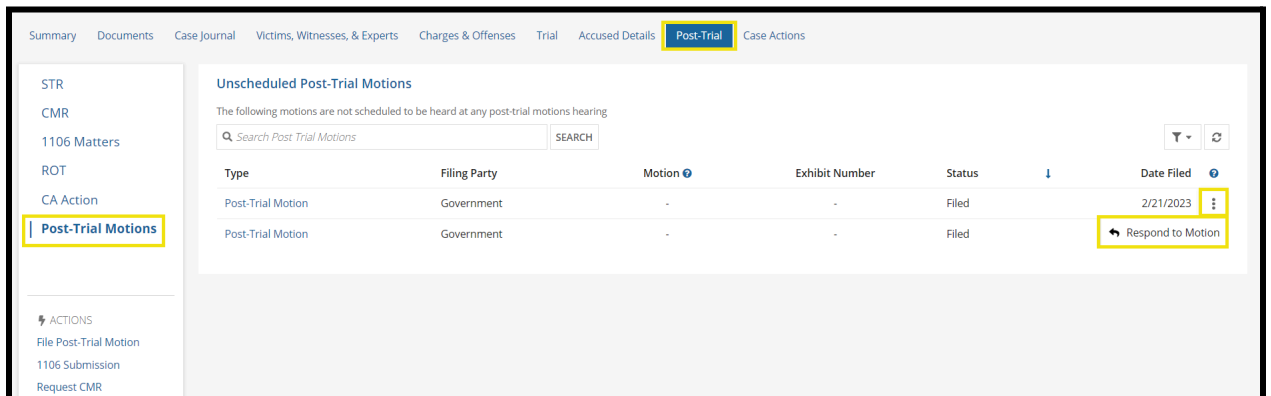
1. From the NCORS Defense Services site, select the "Cases" tab.



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

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 "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".



- 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.

Related Post-Trial Motion Details

Filing Party Government

Motion Type Post-Trial Motion

Date Filed February 21, 2023

Status Filed

Responses and Replies

Type	Filing Party	Motion	Exhibit Number	Status	↑	Date Filed
No replies or related motions						

> Enclosures

Submission Details

Filing Party Defense

Date Response Filed Feb 21, 2023

Response Document

UPLOAD

Drop file here

CANCEL

SUBMIT

File Reply: U.S. v. AutoCaseStatusUpdateTest2

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

Related Motion Details

Filing Party Government

Motion Type Appropriate Relief

Date Filed July 27, 2023

Status Filed

Responses and Replies

Type	Filing Party	Motion	Exhibit Number	Status	↑	Date Filed
Motion Response	Government	-	-	Filed		7/27/2023
Motion Reply	Government		-	Filed		7/27/2023

> Enclosures

Submission Details

Filing Party Government

Date Reply Filed Aug 21, 2023

Reply Document

Reply PDF - 26.6...

New Enclosures

Upload New/Existing Documents

☐ New Documents ☐ Existing Documents

CANCEL

SUBMIT

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

Case Summary

Post-Trial

ACTIONS

Reply to Motion

Post-Trial Motion Summary

Case Name U.S. v. Jones

Submission Type Government

Motion Type Post-Trial Motion

Date Filed February 21, 2023

Status Filed

Responses and Replies

Type	Filing Party	Motion	Exhibit Number	Status	↑	Date Filed
Motion Response	Defense		-	Filed		2/21/2023

Defense Office User Guide
 Version 1.8.0, January 08, 2025

CUI/SP-CTI/FEDCON/DON/NAVWAR

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.

The screenshot shows the 'My Tasks' grid in the NCORS Defense Services Site. The grid lists tasks with columns for Case Title, Case Number, Task Type, and Date Assigned. The task 'DSO Respond to Post-Trial Motion' is highlighted. The 'My Tasks' tab is selected, and a search bar is visible.

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.

The screenshot shows the 'File Response: U.S. v. Milkweed' form. The form includes sections for 'Related Post-Trial Motion Details', 'Submission Details', and 'Responses and Replies'. The 'Submission Details' section is highlighted, showing the 'Filing Party' as 'Defense' and the 'Date Response Filed' as 'Mar 19, 2024'. The 'Responses and Replies' section shows a table with columns for Type, Filing Party, Motion, Exhibit Number, Status, and Date Filed. The 'Submit' button is highlighted.

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No replies or related motions					

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.

U.S. v. Milkweed: Post-Trial Motion

Summary

U.S. v. Milkweed

Case Summary

Post-Trial

ACTIONS

Reply to Motion

Post-Trial Motion Summary

Case Name U.S. v. Milkweed

Submission Type VLC

Motion Type Post-Trial Motion

Date Filed February 29, 2024

Status Filed

Responses and Replies

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Defense		-	Filed	3/19/2024

> **Motion File**

File DuBay Hearing Motion

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

HOME **ALL CASES** REPORTS

TODD TC

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

HOME **ALL CASES** REPORTS

TODD TC

Page Size 25

MY FILTERS Civ Monitor

Search cases by accused last name or case number SEARCH STATUS **Dubay Hearing Ordered** TRIAL COUNSEL Any LOCATION Any

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

Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type
U.S. v. Moss	N-EU-24-0055	MOSS, CR EUGENIE EUIETHIB	25262983	Article 101 - Improper use of countersign; Article 130 - Stalking; Article 132 - Retaliation	Dubay Hearing Ordered	TRIAL DEPARTMENT HEAD, SHANNON; TRIAL GOVERNMENT COUNSEL, TODD	2/6/2024	-

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

U.S. v. Moss

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

NMCCA

Interlocutory ROT

Article 65 Review

Remands

Dubay Hearings

ACTIONS

Add DuBay Hearing

File Writ Petition

File DuBay Hearing Motion

Return Remand to Code 40

Unscheduled DuBay Motions

The following motions are not scheduled to be heard at any post-trial motions hearing

Search Post Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No entries have been made					

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.

File Motion: U.S. v. Moss

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

Submission Details

Filing Party: Government

Date Motion Filed: Mar 19, 2024

Motion Type: DuBay Hearing Motion

Motion Document: Motion PDF - 26.6...

Share motion with VLC? ☒

Select VLC *: VLC APPELLATE COUNSEL, VLAD

New Enclosures

Upload New/Existing Documents

☐ New Documents ☐ Existing Documents

Motion Hearing

No DuBay Hearings have been added to this case. Add a DuBay motions hearing to link this motion.

5. Select "Yes" on the confirmation message to complete the action.

Please Confirm Action

Upon submission of this form, a task will be created. Do you wish to continue?

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.

U.S. v. Moss

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

NMCCA

Interlocutory ROT

Article 65 Review

Remands

DuBay Hearings

Unscheduled DuBay Motions

The following motions are not scheduled to be heard at any post-trial motions hearing

Search Post Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
DuBay Hearing Motion	Government		-	Filed	3/19/2024

ACTIONS

Add DuBay Hearing

File Writ Petition

File DuBay Hearing Motion

Return Remand to Code 40

Request CMR

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

HOME **CASES** PERSREP CLIENTS ADMIN BOARDS REPORTS

MARIE DSO appian

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

<input type="text"/> Search cases by client last name or case number		<input type="text"/> SEARCH		<div> <div></div> <div></div> <div></div> </div>		
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](#)
[Case Journal](#)
[Victims, Witnesses, & Experts](#)
[Charges & Offenses](#)
[Trial](#)
[Accused Details](#)
[Post-Trial](#)
[Case Actions](#)

[STR](#)
[CMR](#)
[1106 Matters](#)
[ROT](#)
[CA Action](#)
[Post-Trial Motions](#)

ACTIONS

[File Post-Trial Motion](#)
[1106 Submission](#)
[Request CMR](#)

Prepared CMRs

Letter Recipient	Date Requested	Date Provided
No entries have been made		

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

U.S. v. James

[Summary](#)
[Documents](#)
[Case Journal](#)
[Victims, Witnesses, & Experts](#)
[Charges & Offenses](#)
[Trial](#)
[Accused Details](#)
[Post-Trial](#)
[Appellate Activity](#)
[Case Actions](#)

Case Actions

Select Display Option

☒ Display all
 ☐ Collapse all

Accused Details Actions

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

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. 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

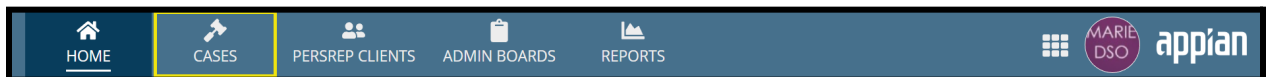
Date Requested
Feb 21, 2023

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

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.



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

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 "Post-Trial" tab.
 - b. Take the action "1106 Submission" from the actions list.

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

STR
CMR
1106 Matters
ROT
CA Action
Post-Trial Motions

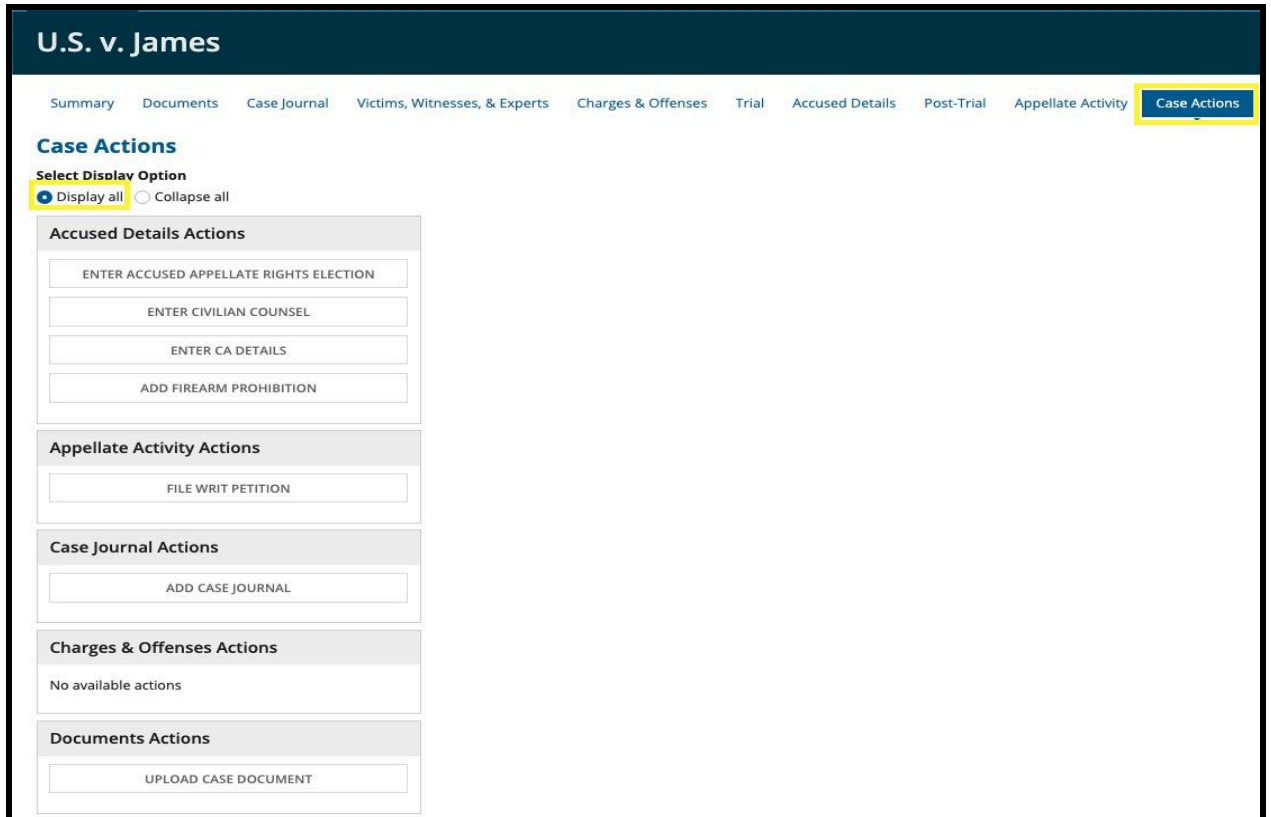
1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source
Accused	Clemency Submission	2/21/2023	-		Defense

ACTIONS

File Post-Trial Motion
1106 Submission
Request CMR

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

Case Actions

Select Display Option
☒ Display all ☐ Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL

Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

4. In the “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 2/21/2023 DAYS REMAINING 10 SUBMISSION DEADLINE 3/3/2023

Submission Details

Submission Source
Accused (1106)

Submission Type *
Clemency Submission

1106 Document *
Request Docu...
PDF - 51.07 KB

Submission Date *
Feb 21, 2023

Clemency Details

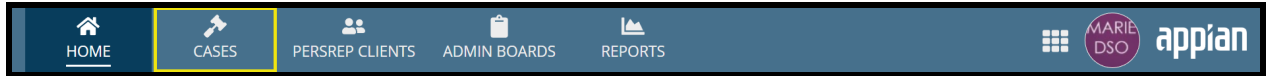
Did the accused reserve the right to submit additional 1106 matters?
☐ Yes ☐ No

CANCEL SUBMIT

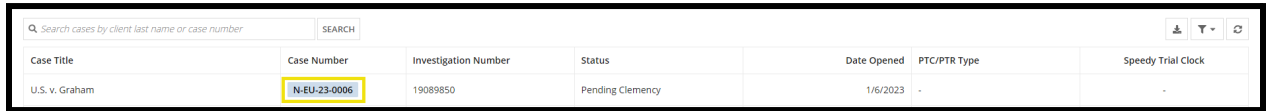
5. Select “Submit” to record the Clemency Submission.
6. The user can view the details of the submission by navigating to the “1106 Matters” subtab under the “Post-Trial” tab.

Submit Extension Request to Submit Rebuttals

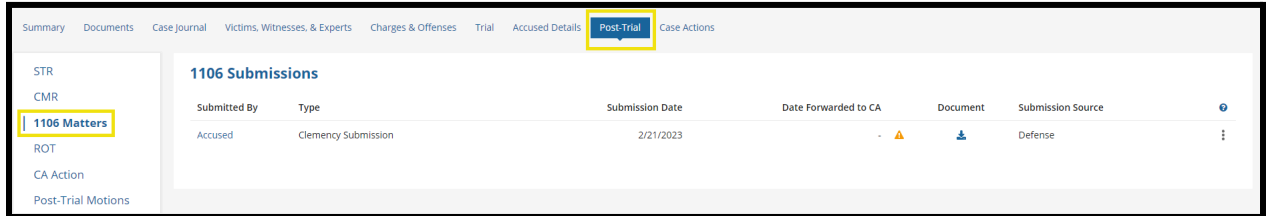
1. From the NCORS Defense Services site, select the “Cases” tab.



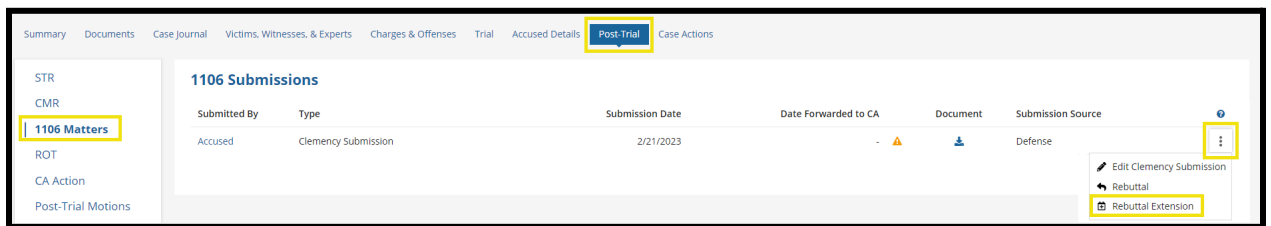
2. Select the “Case Number” to navigate to the case summary page.



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

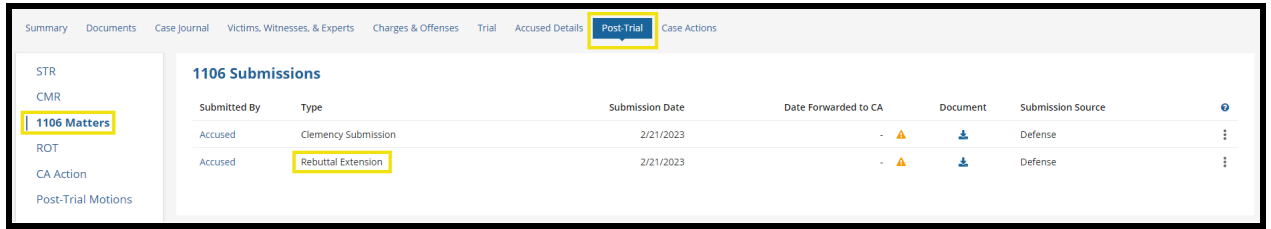


4. User can select the actions (three vertical dots) next to the appropriate clemency submission on the 1106 submissions grid and select “Rebuttal Extension” action.



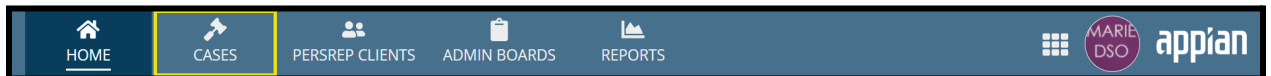
5. From the “Rebuttal Extension Submission” form:
 - a. User can upload an optional 1106 document.
 - b. User can input the number of days requested for the extension.

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.

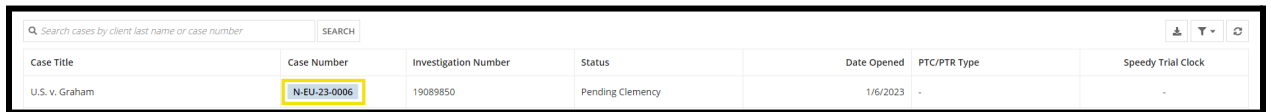


Submit a Rebuttal to a Clemency Submission

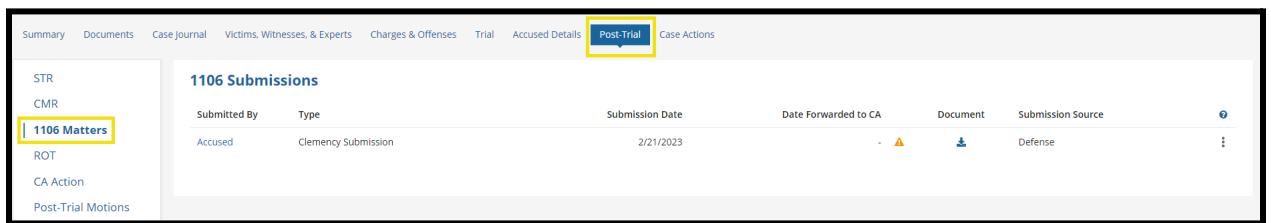
1. From the NCORS Defense Services site, select the “Cases” tab.



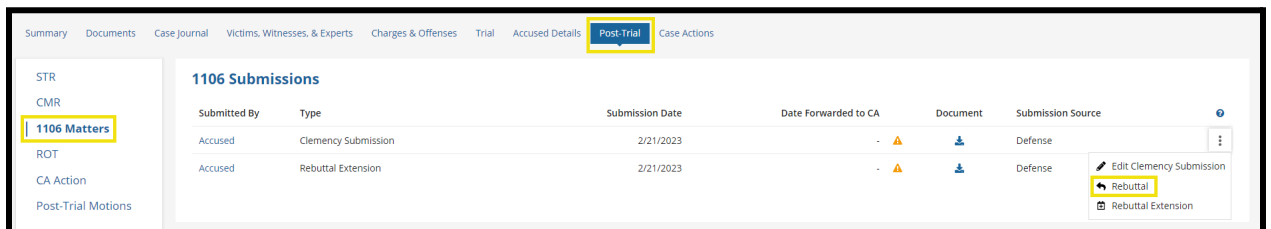
2. Select the “Case Number” to navigate to the case summary page.



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



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



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

Rebuttal Submission: U.S. v. Graham

SUBMISSION DATE 2/21/23 DAYS REMAINING 5 REBUTTAL DEADLINE 2/26/23

Submission Details

Submission Source
Accused (1106)

Submission Type *
Rebuttal

Submission Date *
Feb 21, 2023

1106 Document *

UPLOAD Drop file here

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 1106 submission.

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

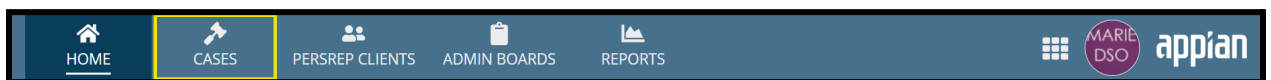
STR
CMR
1106 Matters
ROT
CA Action
Post-Trial Motions

1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/21/2023	-		Defense	
Accused	Rebuttal Extension	2/21/2023	-		Defense	
Accused	Rebuttal	2/21/2023	-		Defense	

Enter Accused Post-Trial Rights Elections

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



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

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 "Accused Details" tab and select the "Accused Appellate Rights Election" action.

U.S. v. Graham

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

Accused Details

CA Details

RCM 706 Inquiries

Judicially Ordered Confinement Credit

PTC/PTR

Excludable Delay

Firearm Prohibition

ACTIONS

Accused Appellate Rights Election

GRAHAM, SA نيميا نيميا
 EDIPI/DOD ID: 1089265639 SSN: 123454678

Demographic Details

Race	Ethnicity	Date of Birth	Age	Sex
Hispanic	Not Hispanic or Latino	Dec 8, 1986	36	M

Service Details

Service Branch	Rank / Rate	Unit	Grade
Navy	Seaman Apprentice Personnel Specialist, SA	Unit 4	E-2

\$ Pay per Month

a. Basic	b. Sea/Foreign Duty	c. Total
\$61,947.00	\$10,901.00	\$72,848.00

Current Service

a. Initial Date	b. Term (months)	c. EAOS
Apr 7, 2010	4	Mar 7, 2027

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:

☐ Accused ☐ Defense Counsel ☐ Waived

Request certified ROT to be delivered to:

☐ Accused ☐ 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

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:

☒ Accused ☐ Defense Counsel ☐ Waived

Request certified ROT to be delivered to:

☐ Accused ☒ Defense Counsel ☐ Waived

Appellate Review

Waive right to appellate review? ☒ Yes ☐ No

Appellate Review Waiver

Appellate Review Waived Date

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 Trial **Accused Details** Post-Trial Case Actions

Accused Details

CA Details

RCM 706 Inquiries

Judicially Ordered Confinement Credit PTC/PTR

Excludable Delay

Firearm Prohibition

ACTIONS

Accused Appellate Rights Election

GRAHAM, SA نيلما نيلما

EDIP/DOD ID: 1089265639 SSN: 123454678

Demographic Details

Race	Ethnicity	Date of Birth	Age	Sex
Hispanic	Not Hispanic or Latino	Dec 8, 1986	36	M

Service Details

Service Branch	Rank / Rate	Unit	Grade
Navy	Seaman Apprentice Personnel Specialist, SA	Unit 4	E-2

\$ Pay per Month

a. Basic	b. Sea/Foreign Duty	c. Total
\$61,947.00	\$10,901.00	\$72,848.00

Current Service

a. Initial Date	b. Term (months)	c. EAOS
Apr 7, 2010	4	Mar 7, 2027

Post-Trial Rights Election

Post-Trial Rights Election Date
Feb 16, 2023

Accused Appellate Rights Advisement

Request copy of Court-Martial Proceedings pursuant to RCM 1106 to be delivered to:
Accused

Request copy of victim(s) matters to be delivered to:
Defense Counsel

Request CA's Action to be delivered to:
Waived

Request Entry of Judgment to be delivered to:
Accused

Request certified ROT to be delivered to:
Defense Counsel

Appellate Review

Waive right to appellate review?
Yes

Appellate Review Waiver

Appellate Review Waived Date
Feb 16, 2023

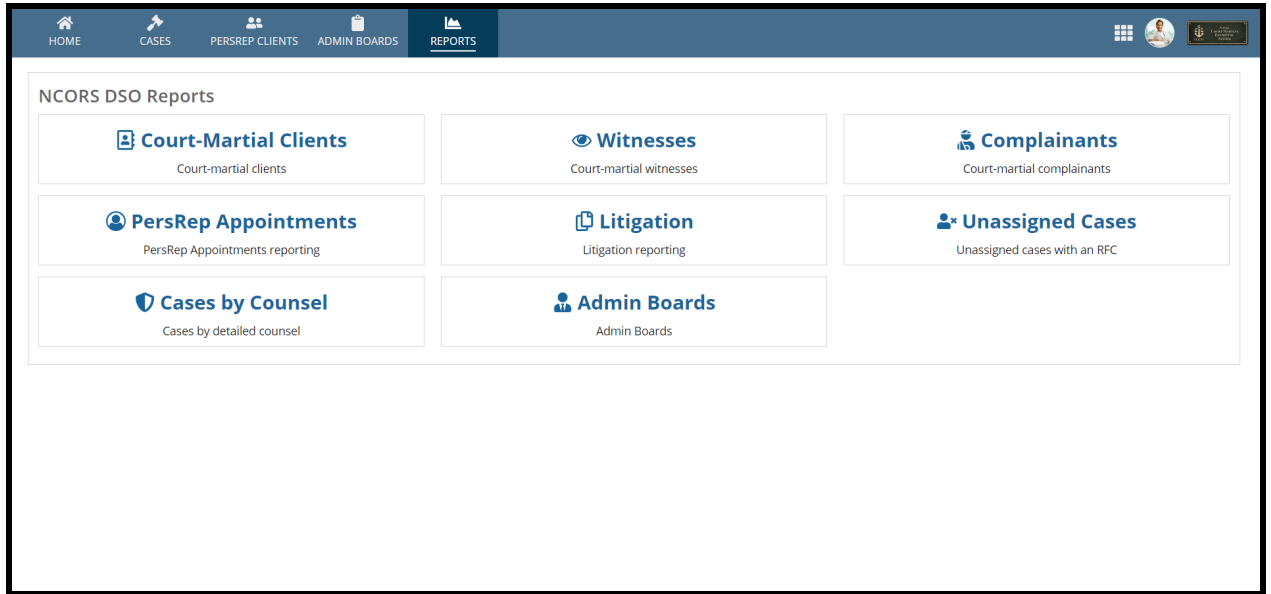
Reports

View, Filter, and Export Reports

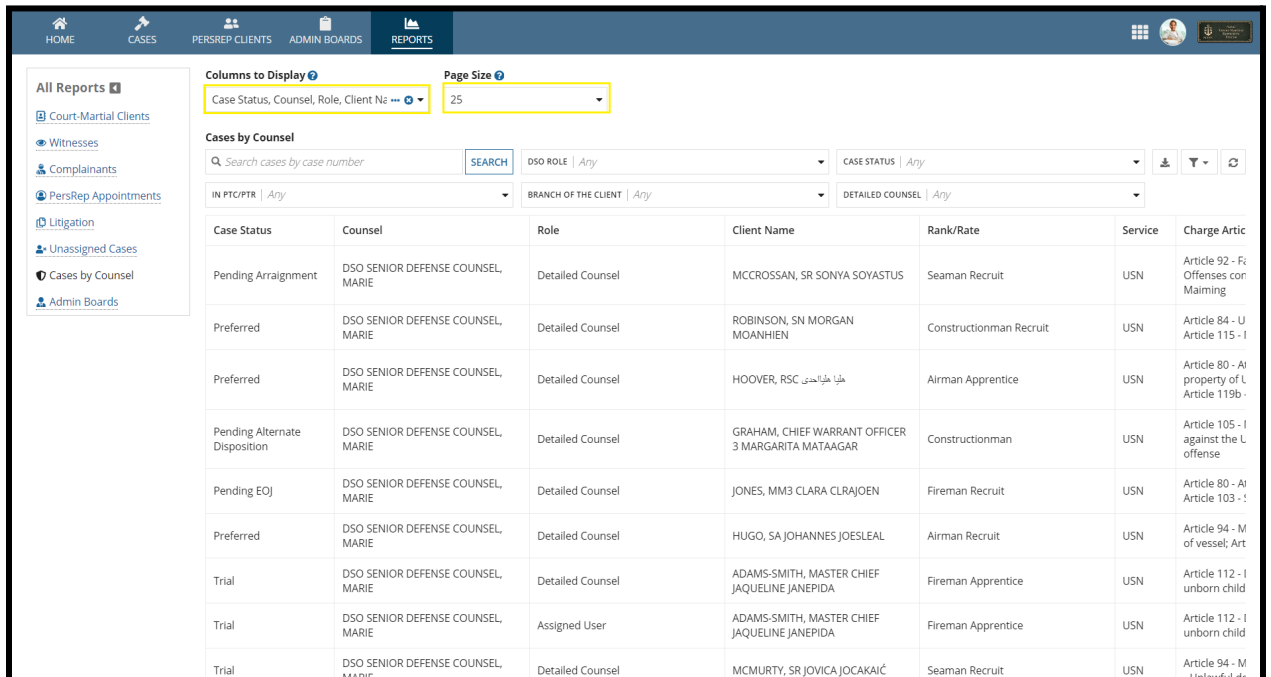
- From the NCORS Defense Services site, select the "Reports" tab.



- Select any of the available reports to be navigated to the report.
 - Report visibility is based on user role so the screenshot below may not accurately reflect the reports available to all users.



3. Filter the report as needed using the available components.
 - a. Report columns can be filtered using the “Columns to Display” dropdown.
 - b. The number of rows that appear for each page can be configured using the “Page Size” dropdown.



- c. The report can be further filtered by typing matching criteria into the “Search” bar.
- d. Additional filters may exist that are specific to each report such as “Location” filters, and can be saved by selecting the “Filter” icon dropdown.

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CASES

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All Reports

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Witnesses

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PersRep Appointments

Litigation

Unassigned Cases

Cases by Counsel

Admin Boards

Columns to Display

Case Status, Counsel, Role, Client Na

Page Size

25

Cases by Counsel

Q Doe

SEARCH

DSO ROLE Detailed Counsel

CASE STATUS Any

IN PTG/PTR Any

BRANCH OF THE CLIENT USN

DETAILED COUNSEL Any

Clear filters

Save filters as...

Case Status	Counsel	Role	Client Name	Rank/Rate	Service	Charge Article(s)
Pending Arraignment	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCCROSSAN, SR SONYA SOYASTUS	Seaman Recruit	USN	Article 92 - F; Offenses cor Maiming
Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ROBINSON, SN MORGAN MOANHIE	Constructionman Recruit	USN	Article 84 - U Article 115 - I
Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	HOOVER, RSC حيا حيا	Airman Apprentice	USN	Article 80 - A; property of U Article 119b -
Pending Alternate Disposition	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	GRAHAM, CHIEF WARRANT OFFICER 3 MARGARITA MATAAGAR	Constructionman	USN	Article 105 - I against the L offense
Pending EOJ	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	JONES, MM3 CLARA CLRAJOEN	Fireman Recruit	USN	Article 80 - A; Article 103 - I
Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	HUGO, SA JOHANNES JOESLEAL	Airman Recruit	USN	Article 94 - M of vessel; Art
Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ADAMS-SMITH, MASTER CHIEF JAQUELINE JANEPIIDA	Fireman Apprentice	USN	Article 112 - I unborn child
Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCMURTY, SR JOVICA JOCAKAI	Seaman Recruit	USN	Article 94 - M - Unlawful de
Pending Arraignment	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MELROSE, SN VICTORIA VHAAPOR	Constructionman Recruit	USN	Article 103a -

HOME

CASES

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Unassigned Cases

Cases by Counsel

Admin Boards

Columns to Display

Case Status, Counsel, Role, Client Na

Page Size

25

Cases by Counsel

Q Doe

SEARCH

DSO ROLE Detailed Counsel

CASE STATUS Any

IN PTG/PTR Any

BRANCH OF THE CLIENT USN

DETAILED COUNSEL Any

Clear filters

Save filters as...

Case Status	Counsel	Role	Client Name	Rank/Rate	Service	Charge Article(s)
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 MOANHIE	Constructionman Recruit	USN	Article 84 - Unlawful enlistment, appointment, or separation; Article 115 - Maiming; Article 130 - Housebreaking
Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	HOOVER, RSC حيا حيا	Airman Apprentice	USN	Article 80 - Attempts; Article 109 - Property other than military property of United States--Waste, spoilage, or destruction; Article 119a - 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 United States; Article 131c - Misprison 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 - Spies
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 JANEPIIDA	Fireman Apprentice	USN	Article 112 - Drunk on duty; Article 119a - Death or injury of an unborn child; Article 117 - Principals
Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCMURTY, SR JOVICA JOCAKAI	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 VHAAPOR	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 LEOUNA	Chief Warrant Officer 4	USN	Article 97 - Unlawful detention; Article 97 - Missing movement; jumping from vessel; Article 119b - Child endangerment
Pending Article 65 Review	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ALVAREZ, CA LESA LESACARR	Constructionman Apprentice	USN	Article 94 - Breach of medical quarantine; Article 101 - Improper use of counterintelligence; Article 109a - False or unauthorized pass offenses
Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ALVARADO, AA انور	Airman Apprentice	USN	Article 81 - Conspiracy; Article 102 - Forcing a safeguard; Article 131b - Obstructing justice

Defense Office User Guide
Version 1.8.0, January 08, 2025

CUI/SP-CTI/FEDCON/DON/NAVWAR

Case Status	Counsel	Role	Client Name	Rank/Rate	Service	Charge Article(s)
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 MOANHNIEN	Constructionman Recruit	USN	Article 84 - Unlawful enlistment, appointment, or separation; Article 115 - Malingering; Article 130 - Housebreaching
Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	HOOVER, RSC هيا هيا حدي	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 United States; Article 131c - Misprision of serious offense
Pending EOJ	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	JONES, MMJ CLARA CLRAJOEN	Fireman Recruit	USN	Article 80 - Attempts; Article 116 - Riot or breach of peace; Article 103 - Spies
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 JANEPIIDA	Fireman Apprentice	USN	Article 112 - Drunk on duty; Article 119a - Death or injury of an unborn child; Article 77 - Principals
Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCMURTY, SR JOVICA JOCAKAIC	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 VILAPADOR	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 LEOOLINA	Chief Warrant Officer 4	USN	Article 97 - Unlawful detention; Article 87 - Missing movement; jumping from 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	ALVARADO, تون ليدسان فله	Airman Apprentice	USN	Article 81 - Conspiracy; Article 102 - Forging a safeguard; Article 131b - Obstructing justice
Preferred	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ROOBER, MMJ DEJUN	Para Officer Third Class	USN	Article 89 - Disrespect toward superior commissioned officer; assault of

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

Case Status	Counsel	Role	Client Name	Rank/Rate	Service	Charge Article(s)
Pending Arraignment	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed 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	Detailed Counsel	ROBINSON, SN MORGAN MOANHNIEN	Constructionman Recruit	USN	Article 84 - Unlawful enlistment, appointment, Article 115 - Malingering; Article 130 - Housebre
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Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	ADAMS-SMITH, MASTER CHIEF JAQUELINE JANEPIIDA	Fireman Apprentice	USN	Article 112 - Drunk on duty; Article 119a - Deat unborn child; Article 77 - Principals
Trial	DSO SENIOR DEFENSE COUNSEL, MARIE	Detailed Counsel	MCMURTY, SR JOVICA JOCAKAIC	Seaman Recruit	USN	Article 94 - Mutiny or sedition; Article 122 - Rot - Unlawful detention