

Naval Court-Martial Reporting System (NCORS)

Trial Judiciary User Guide



NABS
NAVAL APPLICATIONS & BUSINESS SERVICES

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Prepared By: NCORS Development Team

Revision History

Version	Date	Author	Summary of Changes
1.0.0	2/24/2023	Campbell Boswell	Trial Judiciary - Court-martial Case Actions V1
1.1.0	08/25/2023	Ryan Noone	Updated for NCORS Production Release 1
1.2.0	11/30/2023	Ryan Noone	Updated for NCORS November and December Release
1.3.0	4/1/2024	Ryan Noone	Updated for the Q3 release
1.4.0	5/17/2024	Ryan Noone	Updated for the Q4 release
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1.5.0	7/31/2024	Ryan Noone	Updated for OY1 Q1 Release
1.6.0	9/23/2024	Ryan Noone	Updated for OY1 Interim Release
1.7.0	11/21/2024	Appian Team	Updated for OY1 Q2 Release
1.8.0	01/08/25	Appian Team	Updated for OY1 Q2 Release

NCORS

Legal Case Management

Trial Judiciary 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, DSO, or VLC users. The NCORS system may handle sensitive (CUI) data. NCORS is not capable of marking printed pages with sensitivity level therefore NCORS Users will follow SECNAV Notice 5510 – DON Implementation of CUI Policy.

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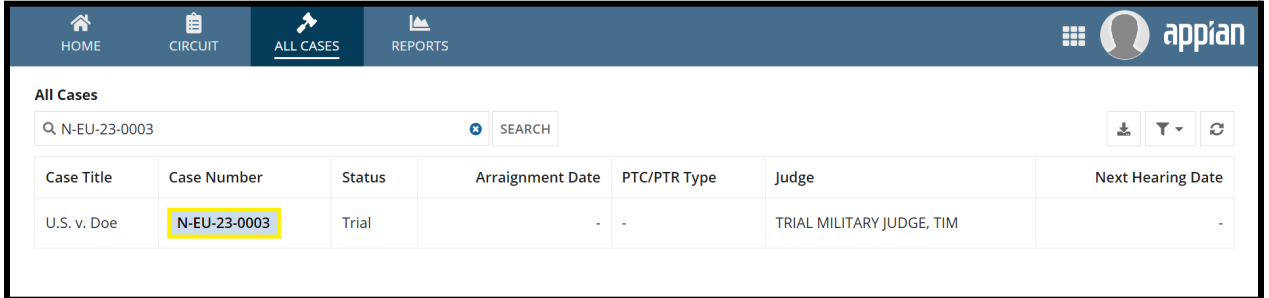
General Actions

Reassign a Judge on a Case

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



2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Case Actions” tab and select the action to “Reassign Judge” from the actions grid.
 - a. Use the “Display All” option to view all case actions available on the case.
 - b. Use CTRL + F to search for an action in the list.
 - c. The action is only available to Circuit Judge, Deputy Chief Judge, Chief Judge, and Chief Judge of the Department of the Navy users.

U.S. v. James

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

Case Actions

Select Display Option

Display all Collapse all

Accused Details Actions

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

Appellate Activity Actions

FILE WRIT PETITION

Case Journal Actions

ADD CASE JOURNAL


Charges & Offenses Actions

No available actions

Documents Actions

UPLOAD CASE DOCUMENT

- In the “Assign Judge to Case” form, select the new judge to assign to the case from the dropdown of available users. Upload a Detailing Letter document and input the assignment date.


HOME CIRCUIT **ALL CASES** REPORTS 

Assign Judge to Case: U.S. v. Doe


Select Judge to Assign *

--- Select a User ---

Upload Detailing Letter

UPLOAD  Drop file here

Assignment Date ? *

mm/dd/yyyy 

CANCEL **SUBMIT**

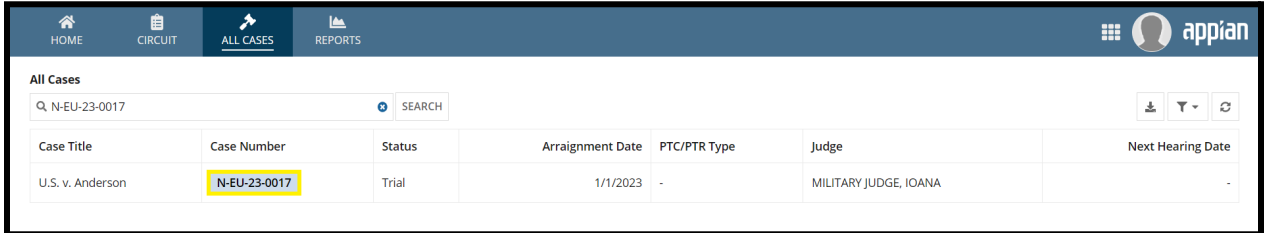
- Select the “Submit” button to update the judge assigned to the case.

Enter RCM 706 Inquiry

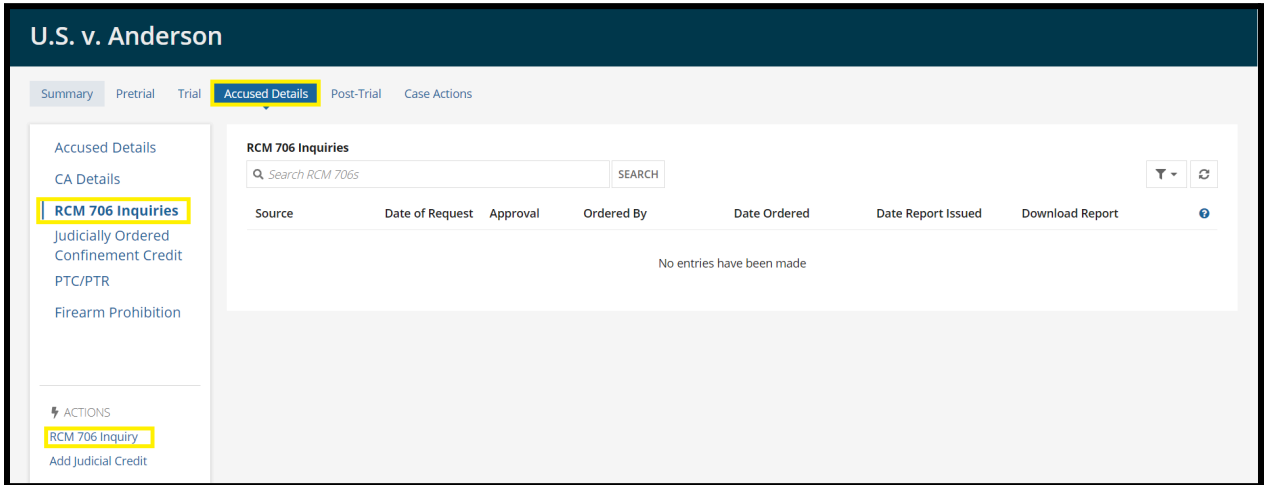
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the Case Summary page.



3. From the case summary page, navigate to the “Accused Details” tab and select the action to input “RCM 706 Inquiry” details 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.

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 “RCM 706 Inquiry” form, input whether the inquiry was requested or ordered *sua sponte*. Input the Request Details, Order Details, Inquiry Details, and Finding. Select “Submit” to save the details to the case.
 - a. Select that the inquiry was requested to input the Request Details.

RCM 706 Inquiry: U.S. v. Anderson

Was the 706 inquiry requested or ordered by sua sponte?*

--- Select a Value ---

Order

Ordered By
 Military Judge Convening Authority

Date Ordered

RCM 706 Order
 Drop file here

Inquiry

Date Inquiry Completed

Date Report Issued

RCM 706 Short Form Report
 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

5. Following submission, the inquiry will be available on the “RCM 706 Inquiries” subtab of the “Accused Details” tab.
 - a. The entry may be edited by selecting the “Edit” icon in the grid.

U.S. v. Anderson

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

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

RCM 706 Inquiries

Source	Date of Request	Approval	Ordered By	Date Ordered	Date Report Issued	Download Report	
Sua Sponte		None	Military Judge	1/18/2023	2/3/2023		

ACTIONS
 RCM 706 Inquiry
 Add Judicial Credit

Enter Confinement Credit

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



2. Select the “Case Number” to navigate to the Case Summary page.

Case Title	Case Number	Status	Arraignment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Trial	1/1/2023	-	MILITARY JUDGE, IOANA	-

3. From the case summary page, navigate to the “Accused Details” tab and select the action to “Add Judicial Credit” from the “Actions” list.

U.S. v. Anderson

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

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

Number of Days Ordered Date Ordered Reason Ordered

No entries have been made

Total days ordered: 0

ACTIONS
RCM 706 Inquiry
Add Judicial Credit

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

4. In the “Enter Judicially Ordered Confinement Credit Details” form, input the details of the credit ordered. Select “Submit” to save the details to the case.

5. Following submission, the confinement credit will be displayed on the “Judicially Ordered Confinement Credit” subtab of the “Accused Details” tab.
 - a. The entry may be edited by selecting the “Edit” icon in the grid.

U.S. v. Anderson

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

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

⚡ ACTIONS
 RCM 706 Inquiry
 Add Judicial Credit

Number of Days Ordered	Date Ordered	Reason Ordered
30	2/22/2023	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Total days ordered: 30

Upload Case Document

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

HOME CIRCUIT **ALL CASES** REPORTS

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

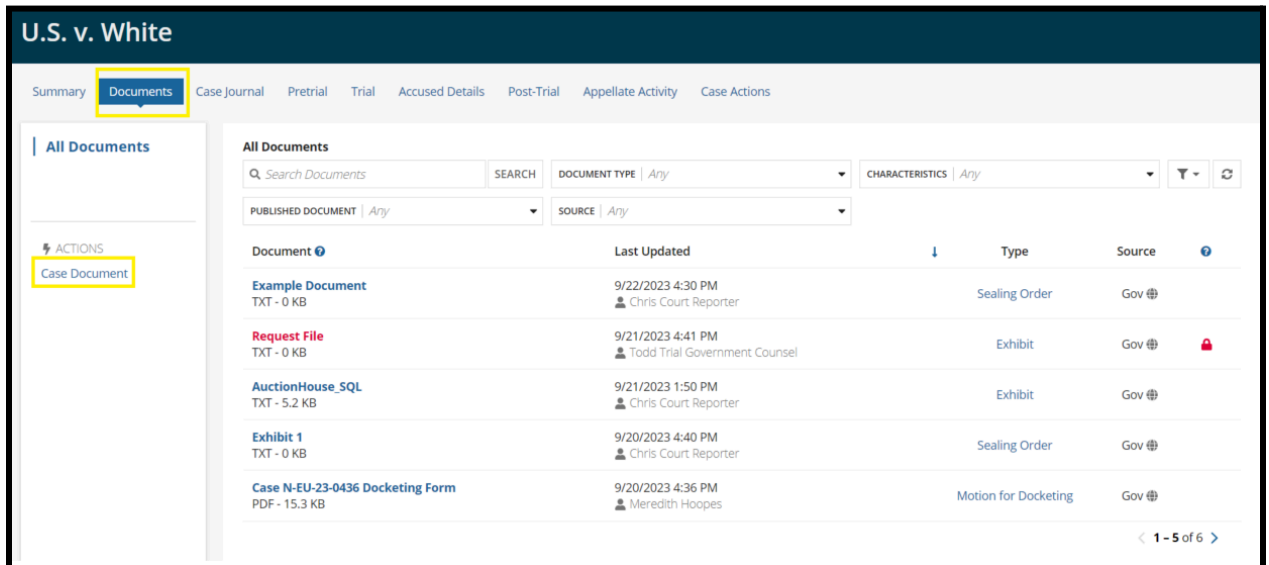
HOME CIRCUIT **ALL CASES** REPORTS

All Cases

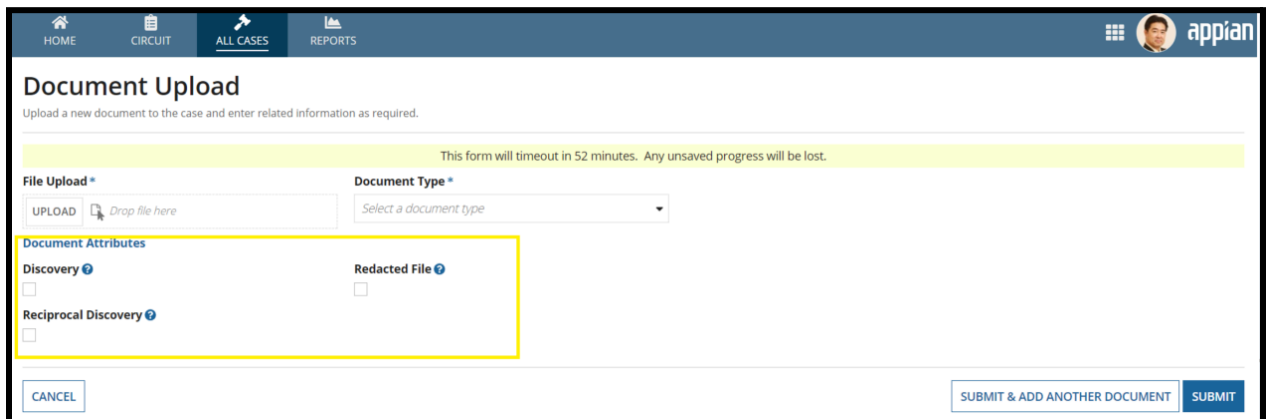
Q N-EU-23-0436 SEARCH

Case Title	Case Number	Status	Arrestment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. White	N-EU-23-0436	Pending Trial	9/19/2023	-	TRIAL MILITARY JUDGE, TIM; CIRCUIT JUDGE, VICTORIA	12/1/2023

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

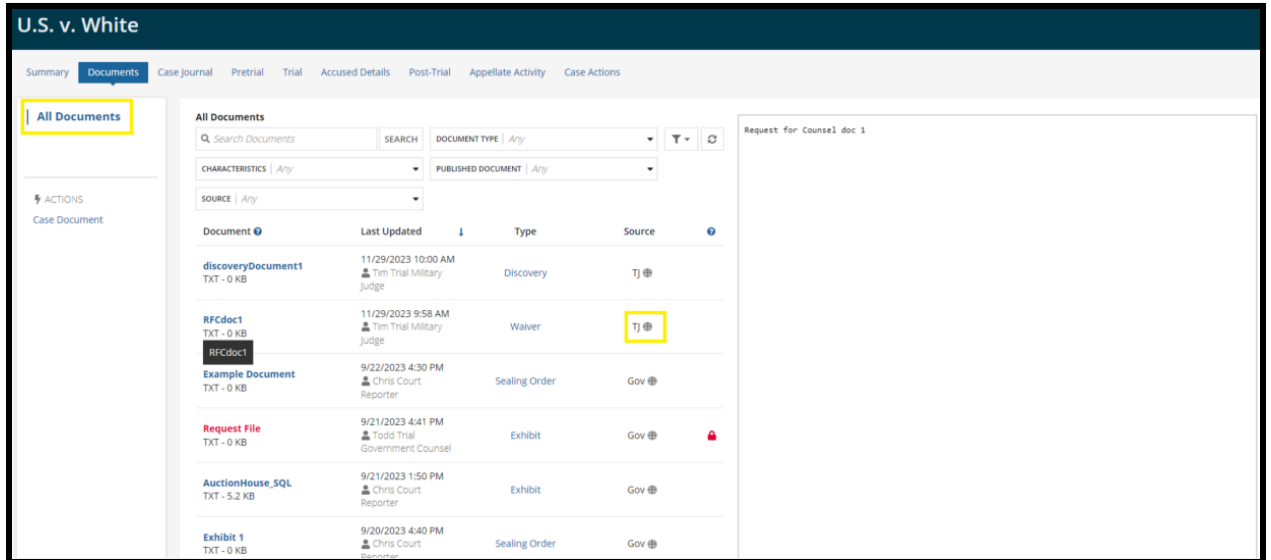


4. In the form, select the file to upload, document type, attributes, and any additional information pertinent to the document type.
 - a. Depending on the selected document type, input additional information related to the document.
 - b. Identify documents attributes to identify documents as “discovery”, “redacted”, “reciprocal discovery”, or “attorney work product”.
 - i. Input Bates Number for documents identified as “discovery”. Documents will later be sent as discovery in a separate action.



5. Select “Submit” once complete and to add the document to the case file. As a Trial Judiciary user, documents uploaded will be visible to all other users with access to the case.
 - a. To submit multiple documents, select the “Submit and Add Another Document” button to upload additional documents.

6. The user can view the uploaded document by navigating to the “Documents” tab and selecting the document.
 - a. Preview and/or download the document by selecting the document name from the “All Documents” list.
 - b. Note that the source of the document will be listed as TJ for Trial Judiciary.



Case Doc Zip Generation and Download

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



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

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

3. 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.

The screenshot shows the 'All Documents' interface. On the left, under 'ACTIONS', the 'Zip Case Documents' option is highlighted. The main area displays a table of documents:

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

5. Select the "Generate Zip File" button.

The dialog box is titled 'Generate Case File Zip: U.S. v. Anderson'. It features a progress bar and a warning: 'This form will timeout in 59 minutes. Any unsaved progress will be lost.' The 'Date Generated' is 4/20/2023. The 'GENERATE ZIP FILE' button is highlighted.

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

The dialog box shows the progress bar is complete. The 'Date Generated' is 4/20/2023. The 'Download Zip File' button is highlighted.

Add Case Journal Entry

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

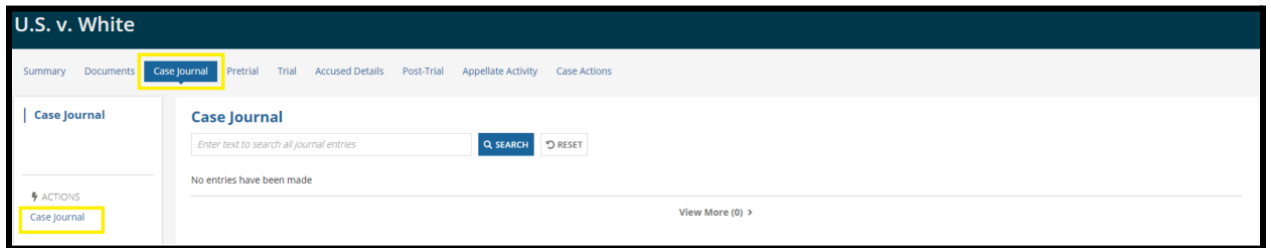
The navigation bar includes 'HOME', 'CIRCUIT', 'ALL CASES' (highlighted), and 'REPORTS'. The Appian logo is on the right.

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

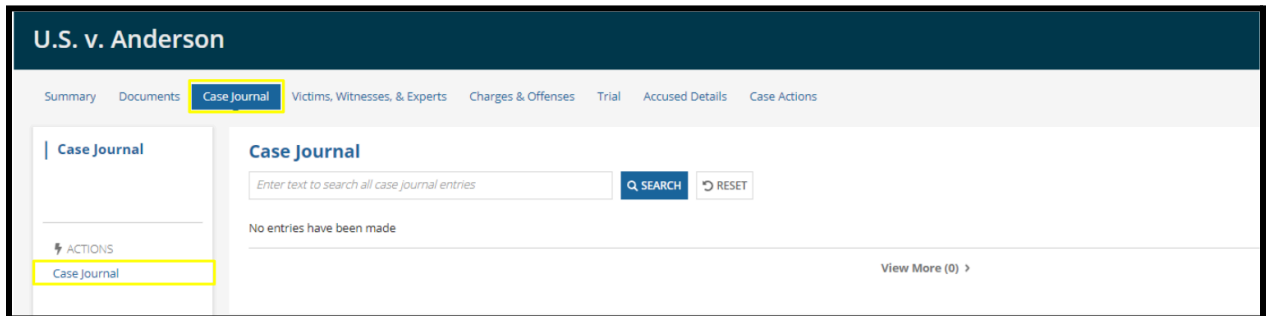
The 'All Cases' page shows a search bar with 'N-EU-23-0436' and a search button. Below is a table of cases:

Case Title	Case Number	Status	Arrestment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. White	N-EU-23-0436	Pending Trial	9/19/2023	-	TRIAL MILITARY JUDGE, TIM; CIRCUIT JUDGE, VICTORIA	12/1/2023

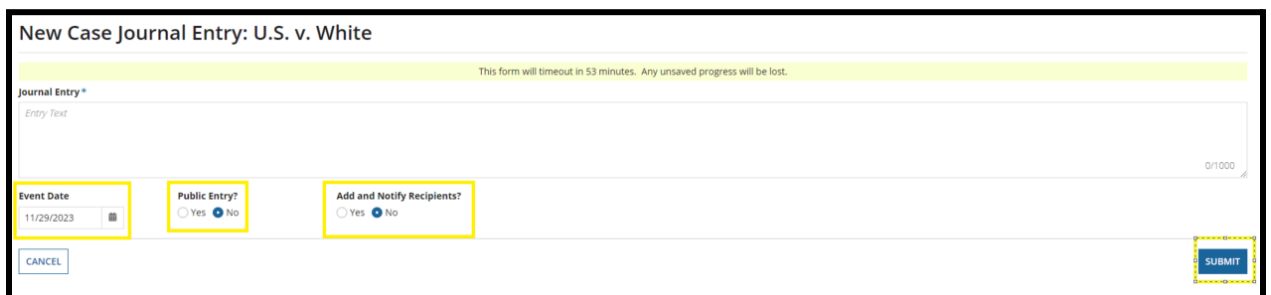
- From the case summary view, navigate to the “Case Journal ” tab and select the “Case Journal” action from the “Actions” list.



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

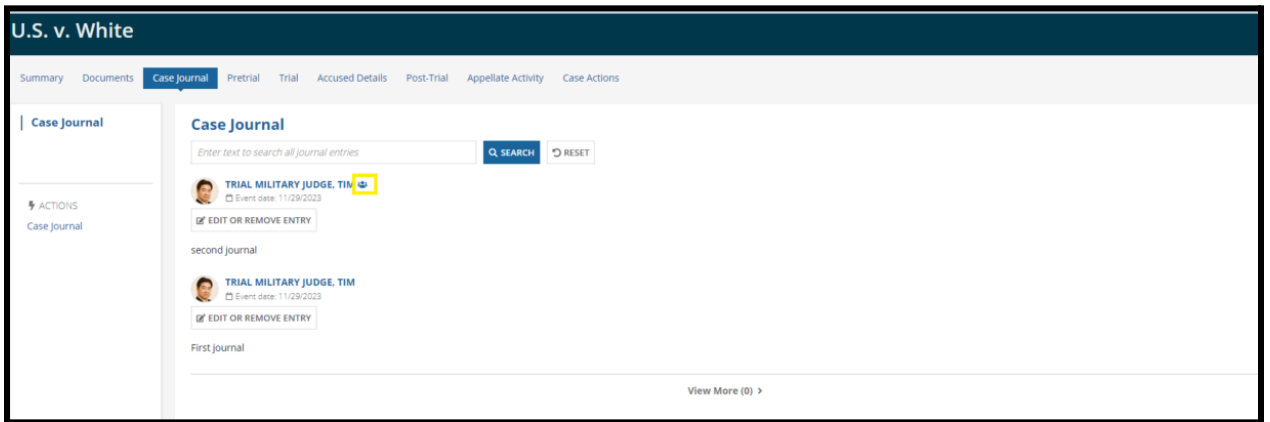


- In the form, input the journal entry and any additional information:
 - Enter the “Event Date” of the Journal entry
 - The “Event Date” value is used to sort journal entries on the site.
 - Mark the entry as a “Public Entry” (if desired).
 - Public entries will be visible to **all** system users with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

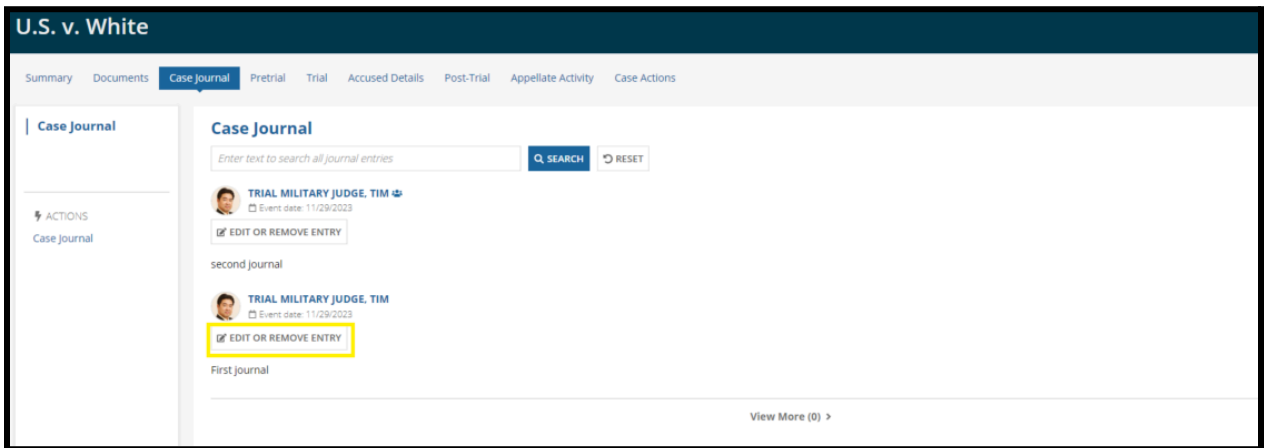


- Select “Submit” to add the journal entry to the case.
- Following submission, journal entries are visible in the “Case Journal” log.

- 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.



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



10. 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. White

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

Journal Entry *

First journal 13/1000

Event Date: 11/29/2023

Public Entry? Yes No

Add and Notify Recipients? Yes No

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

Case Journal Details

Enter text to search all journal entries

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

Case Journal

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

Search Case Journal Entries EVENT DATE | Any - Any

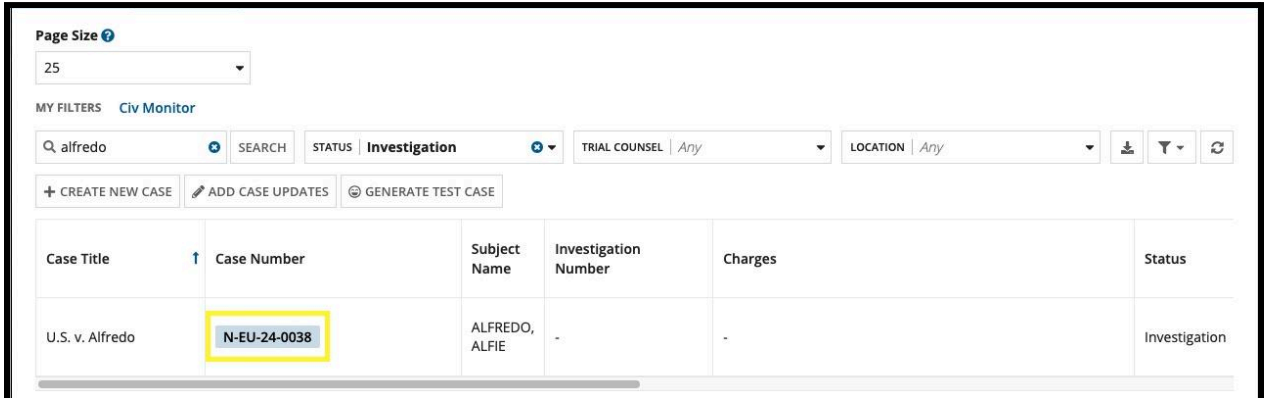
Entry	Author	Event Date	Public?
Journal Entry	TRIAL DEPARTMENT HEAD, SHANNON	11/19/2024	No

Update Circuit

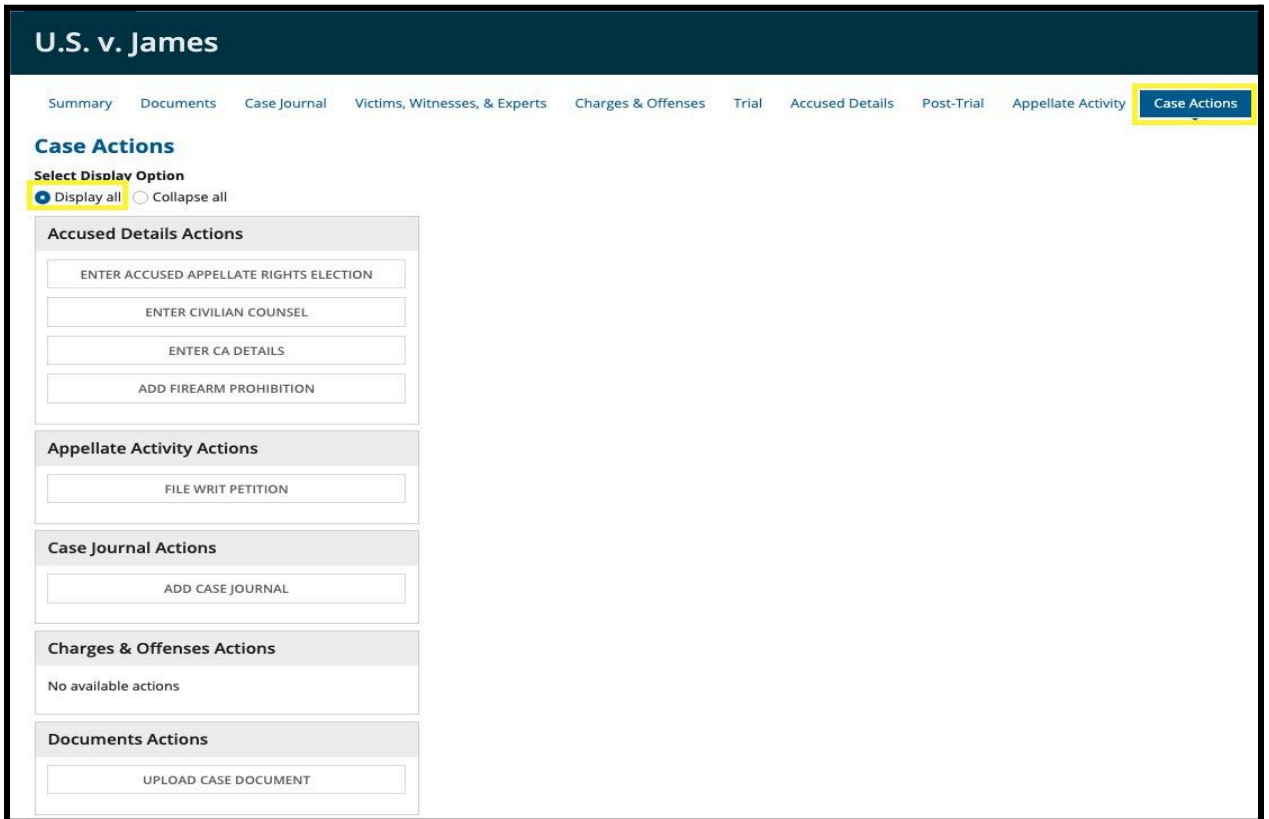
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



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



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

Edit Circuit: U.S. v. Alfredo

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

Case Location: RLSO EURAFCENT

Select Circuit: Central

CANCEL SUBMIT

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

U.S. v. Alfredo

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

ALFREDO, ALFIE
234
EDIPI 4927405836 Service USA Pay Grade E-9

Executive Summary

DAYS OPEN: 36 (Opened 1/30/2024)
RCM-707 CLOCK: - (Clock Not Started)
ARTICLE 10 COUNT: - (Zero days confinement/arrest)
DAYS UNTIL TRIAL: - (Trial Not Scheduled)
PRETRIAL CONFINEMENT: - (Accused not currently in PTC/PTR)

Case Summary

Case Number: N-EU-24-0038
Status: Investigation
Expected Forum: No Forum Entered
Investigation Opened: -
Date RLSO Contacted / RLS Received: -
Investigation Number: -
Investigator: -
Circuit: Central

My Workspace

Tasks | Calendar | Linked Cases

Case Tasks

Search Incomplete Tasks

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

RCM 309 Matters

Rule on RCM 309 Matters (Task)

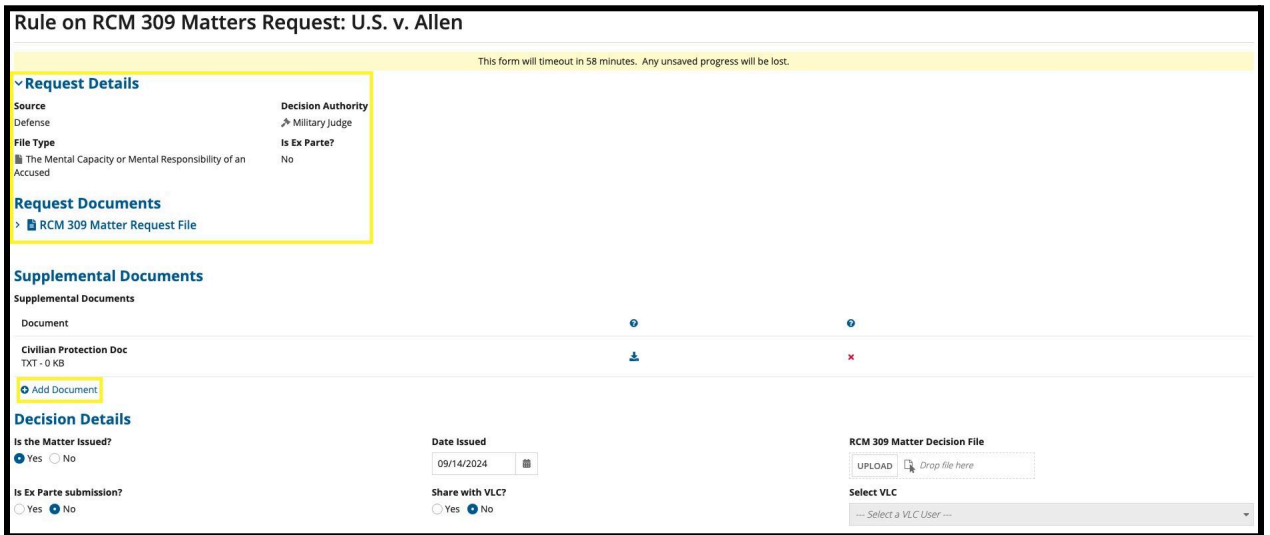
1. From the NCORS Legal Case Management site, select the “Circuit” tab.



2. Navigate to the “Docket Tasks” grid and locate the appropriate task to “Rule on RCM 309 Matter”.



3. Select the task to record the ruling on the 309 matter.
4. Review the “Request Details” section and the “Supplemental Documents” section.
 - a. Select the “Add Document” link on the “Supplemental Documents” grid to upload a new supplemental document.



5. Input “Decision Details” and select “Submit” to save the ruling to the case.

Rule on RCM 309 Matters Request: U.S. v. Doe

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

> Request Details

Source VLC	Decision Authority Military Judge
File Type Pre-Referral Matters Referred by an Appellate Court	Victim -

Request Documents

> Supplemental Documents

Decision Details

Is the Matter Issued?
 Yes No

Date Issued
08/02/2024

RCM 309 Matter Decision File
 Sample File
 PDF - 2.96 KB

Decision Details
 Example ruling

14/1000

CANCEL SUBMIT

- a. Depending on the submission source, presence of VLC to a case, and whether the submission was made Ex-Parte, additional information can be input to modify the visibility of the 309 matter to other users.

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

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

> Request Details

> Supplemental Documents

Decision Details

Is the Matter Issued?
 Yes No

Date Issued
mm/dd/yyyy

RCM 309 Matter Decision File
 UPLOAD Drop file here

Is Ex Parte submission?
 Yes No

Share with VLC?
 Yes No

Select VLC*
 VLC COUNSEL, ALEXANDER

Decision Details

0/1000

- i. Ex-Parte submissions are only visible to the submitting party and the judiciary.
1. **Note:** Only certain submissions are eligible for Ex-Parte submission.
- ii. Non-Ex-Parte submissions are visible to the trial counsel, defense counsel, judiciary, and any VLC who have been granted access to the submission.
- iii. Judiciary users can modify VLC visibility as selected by the government or defense by changing the values in the “Share with VLC” and “Select VLC” fields.
1. Select the VLC from the dropdown that should have access to the submission, if applicable.
 2. If no VLC exists on the case, the fields will be disabled.
- b. Following submission all parties with access to the submission are notified of the ruling.

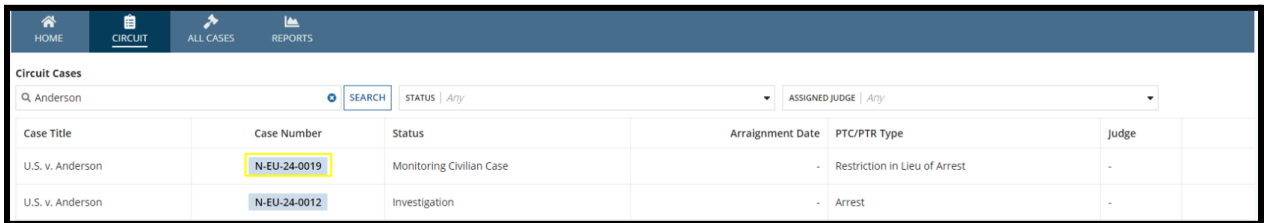
6. Following submission, details of the submission and ruling can be accessed and edited from the case record on the “RCM 309 Matters” subtab under the “Pretrial” tab.
 - a. The case can be accessed under the “Circuit” tab if the case is within the user’s assigned circuit or from the “All Cases” tab to view all cases across circuits.

Rule on RCM 309 Matters

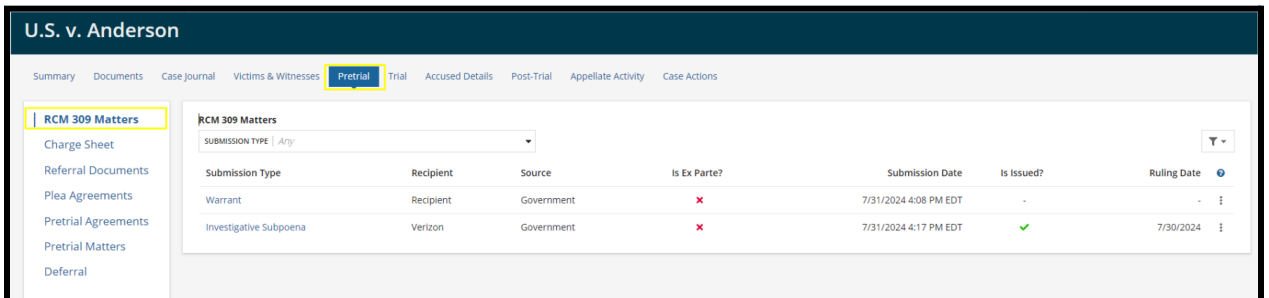
1. From the NCORS Legal Case Management site, select the “Circuit” tab or the “All Cases” tab.
 - a. The case can be accessed under the “Circuit” tab if the case is within the user’s assigned circuit or from the “All Cases” tab to view all cases across circuits.



2. Select the “Case Number” to navigate to the Case Summary page.



3. View 309 Matters submissions from the “RCM 309 Matters” subtab under the “Pretrial” tab.



4. Record a ruling on a 309 matter by selecting the “Rule on 309 Matter” action from the grid or navigate to the summary view and select the action to rule on the matter from the “Actions list.”
 - a. Grid:

U.S. v. Anderson

Summary Documents Case Journal Victims & Witnesses **Pretrial** Trial Accused Details Post-Trial Appellate Activity Case Actions

RCM 309 Matters

Charge Sheet

Referral Documents

Plea Agreements

Pretrial Agreements

Pretrial Matters

Deferral

RCM 309 Matters

SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Warrant	Recipient	Government	✗	7/31/2024 4:08 PM EDT	-	-
Investigative Subpoena	Verizon	Government	✗	7/31/2024 4:17 PM EDT	✓	-

Rule on RCM 309 Matter

b. Summary View:

U.S. v. Anderson

Summary Documents Case Journal Victims & Witnesses **Pretrial** Trial Accused Details Post-Trial Appellate Activity Case Actions

RCM 309 Matters

Charge Sheet

Referral Documents

Plea Agreements

Pretrial Agreements

Pretrial Matters

Deferral

RCM 309 Matters

SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Warrant	Recipient	Government	✗	7/31/2024 4:08 PM EDT	-	-
Investigative Subpoena	Verizon	Government	✗	7/31/2024 4:17 PM EDT	✓	-

Rule on RCM 309 Matter

RCM 309 Matters: Warrant

Summary

U.S. v. Anderson

Case Summary

Pretrial

ACTIONS

Rule on RCM 309 Matter

Request Details

Source: Government

Decision Authority: Military Judge

File Type: Warrant

Is Ex Parte?: No

Recipient Details

Recipient: Recipient

Date Recipient was Notified: July 30, 2024

Action by Recipient: Comply

Request Documents

RCM 309 Matter Request File

Decision Details

Is the Matter Issued?: -

Date Issued: -

Decision Details: -

5. Review the “Request Details” section and the “Supplemental Documents” section.
 - a. Select the “Add Document” link on the “RCM 309 Supplemental Ruling Documents” grid to upload a new supplemental ruling document.

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

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

Request Details

Source Government	Decision Authority Military Judge
File Type Warrant	Is Ex Parte? Yes

Recipient Details

Recipient -	Date Recipient was Notified September 17, 2024	Action by Recipient Comply
-----------------------	--	--------------------------------------

Request Documents

- RCM 309 Matter Request File

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

Supplemental Documents

RCM 309 Supplemental Request Documents

Document	Last Updated
No entries have been made	

RCM 309 Supplemental Ruling Documents

Document	
Civilian Protection Doc TXT - < 1 KB	x

[Add Document](#)

6. Input "Decision Details" and select "Submit" to save the ruling to the case.

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

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

[Request Details](#)

[Supplemental Documents](#)

Decision Details

Is the Matter Issued?
 Yes No

Date Issued

RCM 309 Matter Decision File
 Ruling Doc
 TXT - < 1 KB

Decision Details

0/1000

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

- a. Depending on the submission source, presence of VLC to a case, and whether the submission was made Ex-Parte, additional information can be input to modify the visibility of the 309 matter to other users.

- i. Ex-Parte submissions are only visible to the submitting party and the judiciary.
 - 1. **Note:** Only certain submissions are eligible for Ex-Parte submission.
- ii. Non-Ex-Parte submissions are visible to the trial counsel, defense counsel, judiciary, and any VLC who have been granted access to the submission.
- iii. Judiciary users can modify VLC visibility as selected by the government or defense by changing the values in the “Share with VLC” and “Select VLC” fields.
 - 1. Select the VLC from the dropdown that should have access to the submission, if applicable.
 - 2. If no VLC exists on the case, the fields will be disabled.
- b. Following submission all parties with access to the submission are notified of the ruling.
- 7. Following submission, details of the submission and ruling can be accessed and edited from the case record on the “RCM 309 Matters” subtab under the “Pretrial” tab.

Enter an Article 30(a) Hearing

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



2. Select the “Case Number” to navigate to the Case Summary page.

The screenshot shows the 'All Cases' page in Appian. The top navigation bar includes 'HOME', 'CIRCUIT', 'ALL CASES', and 'REPORTS'. The 'ALL CASES' tab is active. A search bar contains the text 'N-EU-23-0003'. Below the search bar is a table with the following data:

Case Title	Case Number	Status	Arraignment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Doe	N-EU-23-0003	Trial	-	-	TRIAL MILITARY JUDGE, TIM	-

3. From the Case Summary page, navigate to the “Pretrial” tab and select the “RCM 309 Matters” subtab.
4. Select the “Menu” icon from one of the entries in one of the RCM 309 Matters grids (“Investigative Subpoena”, “Warrant”, or “Order for Stored Communications (2703(d))”, then select the “Enter Hearing Details” action.
 - a. This action is only available if a requested matter type has been issued.

The screenshot shows the 'U.S. v. Anderson' Case Summary page. The 'Pretrial' tab is selected. The 'RCM 309 Matters' subtab is active. The page displays two grids: 'Investigative Subpoena' and 'Warrant'. The 'Investigative Subpoena' grid has one entry for 'Bank Corp' with a green checkmark in the 'Is Issued' column and a menu icon in the 'Date Materials Received' column.

5. In the “RCM 309 Matters Request” form, input whether a 30(a) Hearing was held. Select “Submit” to save the details to the case.
 - a. Select the “Request Details” section label to view the details of the request. Select the “Decision Details” section label to view the details of the decision.
 - b. If a 30(a) Hearing was held, input the hearing date

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

> Request Details
> Decision Details

Article 30(a) Hearing

Was an 30(a) Hearing Held?
 Yes No

30(a) Hearing Date
 02/15/2023

CANCEL SUBMIT

6. Following submission, the hearing details will be available on the “RCM 309 Matters” subtab of the “Pretrial” tab.
 - a. The hearing details may be edited by selecting the “Menu” icon from one of the entries in one of the RCM 309 Matters grids, then selecting the “Enter Hearing Details” action.

U.S. v. Anderson

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

RCM 309 Matters

Charge Sheet
Referral Documents
Plea Agreements
Pretrial Agreements
Pretrial Matters

INVESTIGATIVE SUBPOENA

Search RCM 309 Matters SEARCH

Recipient	Is Issued	Recipient Action	Judicial Action	Art. 30a Session	Art. 30a Date	Date Materials Received
Bank Corp	✓	Did not Respond	-	✓	2/15/2023	-

WARRANT

Search RCM 309 Matters SEARCH

Recipient	Is Issued	Recipient Action	Judicial Action	Art. 30a Session	Art. 30a Date	Date Executed
No entries have been made						

ACTIONS

7. Select the “Recipient” link to view a summary of the request, decision details, and hearing details.
 - a. The hearing details may be edited by selecting the “Enter Hearing Details” action in the “Actions” list.

RCM 309 Matters: Investigative Subpoena

Summary

U.S. v. Anderson

Case Summary

Pretrial

ACTIONS

Enter Hearing Details

Rule on RCM 309 Matter

Request Details

File Type

Investigative Subpoena

Decision Authority

Military Judge

Does the Subpoena Seek Personal or Confidential Information of a Victim?

Yes

Is the Subpoena for Bank Records?

Yes

> Financial Privacy Act NDA

Recipient Details

Recipient

Bank Corp

Date Recipient was Notified

February 17, 2023

Action by Recipient

Did not Respond

Victim Details

Victim

DOE, PS2 JANE THEAPEEN

Victim Notification Date

February 20, 2023

Action by Recipient

Comply

Request Documents

> Request for Subpoena

> Proposed Subpoena

Arraignment

Assign a Judge to an Arraignment

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

HOME CIRCUIT ALL CASES REPORTS

appian

- Select the “Assign Judge to Arraignment” task in the “Docket Tasks” grid.
 - The task can be acted on by any trial judiciary user assigned to a given circuit.

HOME CIRCUIT ALL CASES REPORTS

appian

Docket Tasks

Search NCORS Tasks SEARCH

Case Title	Case Number	Task Type	Download Document	Request Date
U.S. v. Anderson	N-EU-23-0017	Assign Judge to Arraignment	-	2/20/2023

- In the “Assign Judge to Arraignment” form, select the judge to assign to the case from the dropdown of available users.
 - Select the “Arraignment Request” section label to view the details of the arraignment request, including the Motion for Docketing document, Risk Assessment Form document, and requested TMO dates.
- Select the “Submit” button to assign the judge to the case.
 - Upon submission, a task will be assigned to the selected user prompting them to set the arraignment date.

Assign a Judge to an Arraignment (Docketing Judge)

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



2. Select the “Assign Judge to Arraignment” task in the “My Tasks” grid.
 - a. The task will be assigned to a circuit docketing judge following action by the Trial Office to request an arraignment.

3. In the “Assign Judge to Arraignment” form, select the judge to assign to the case from the dropdown of available users.
 - a. Select the “Arraignment Request” section label to view the details of the arraignment request, including the Motion for Docketing document, Risk Assessment Form document, and requested TMO dates.
4. Select the “Submit” button to assign the judge to the case.
 - a. Upon submission, a task will be assigned to the selected user prompting them to set the arraignment date.

HOME CIRCUIT ALL CASES REPORTS appian

Assign Judge to Arraignment: U.S. v. Anderson

Select Judge to Assign *

--- Select a User ---

▼ Arraignment Request

Date Request Made Feb 20, 2023

Physical Security

Security Clearance

> Motion for Docketing

> Risk Assessment Form

> TMO Dates

CANCEL SUBMIT

Set Date of Arraignment

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



- Select the “Set Date of Arraignment” task in the “My Tasks” grid.
 - The task will be assigned to the judge selected in a prior task to “Assign Judge to Arraignment”.

TRIAL JUDICIARY CASE MANAGEMENT

MY WORKSPACE

CALENDAR

DOCUMENT SEARCH

CASE SEARCH

My Tasks

Search NCORS Tasks SEARCH

Case Title	Case Number	Task Type
U.S. v. Anderson	N-EU-23-0017	Set Date of Arraignment

- In the “Set Date of Arraignment” form, input the arraignment date and time and select the arraignment location from a dropdown of courtroom locations.
 - Select the “Arraignment Request” section label to view the details of the arraignment request, including the Motion for Docketing document, Risk Assessment Form document, and requested TMO dates.
 - Select the “Use Government Date” or “Use Defense Date” buttons to populate the arraignment date and time fields with the Government or Defense offered TMO date.

- c. Select the “Use Date Provided” button to populate the arraignment date and time fields with the offered TMO date. This button is only available if Government and Defense have agreed on a common arraignment date in their offered TMO dates.

4. Select the “Submit” button to set the arraignment date and time.

Enter Arraignment Details

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

2. Select the “Case Number” to navigate to the Case Summary page.

The screenshot shows the 'All Cases' page in Appian. At the top, there are navigation tabs: HOME, CIRCUIT, ALL CASES (selected), and REPORTS. A search bar contains 'N-EU-23-0017'. Below the search bar is a table with the following data:

Case Title	Case Number	Status	Arrestment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Pending Arrestment	-	-	MILITARY JUDGE, IOANA	-

3. From the Case Summary page, navigate to the “Trial” tab and select the “Arrestment” subtab.
4. Input the details of the arrestment in the form.
If the

The screenshot shows the 'Arrestment Request' form. It includes sections for 'Date Request Made', 'Physical Security', 'Security Clearance', 'Motion for Docketing', 'Risk Assessment Form', 'Arrestment Hearing', and 'Pleas'. The 'Arrestment Judge *' dropdown menu, the 'Arrestment Date and Time' field (showing '00:00 - 23:59'), and the 'Location' dropdown menu are highlighted in yellow. At the bottom right, there is a yellow 'SUBMIT' button.

5. Upon submission of the form, Arrestment Request and Arrestment Hearing details will be found on the “Arrestments” subtab of the “Trial” tab.
 - a. Following submission, the status of the case will be updated to either “Motions Litigation” or “Pending Trial” based on the ordered TMO dates.
 - b. If pleas were not deferred, the details of the pleas can be found on the “Trial” tab under the “Pleas and Findings” subtab.
6. Entry may be edited by selecting the “Enter Arrestment Details” action.

Order TMO Dates

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

The screenshot shows the Appian navigation bar with the following tabs: HOME, CIRCUIT, ALL CASES (highlighted in yellow), and REPORTS. The Appian logo is visible on the right side.

2. Select the “Case Number” to navigate to the Case Summary page.

The screenshot shows the 'All Cases' page in Appian. At the top, there are navigation tabs: HOME, CIRCUIT, ALL CASES (selected), and REPORTS. A search bar contains 'N-EU-23-0017'. Below the search bar is a table with the following data:

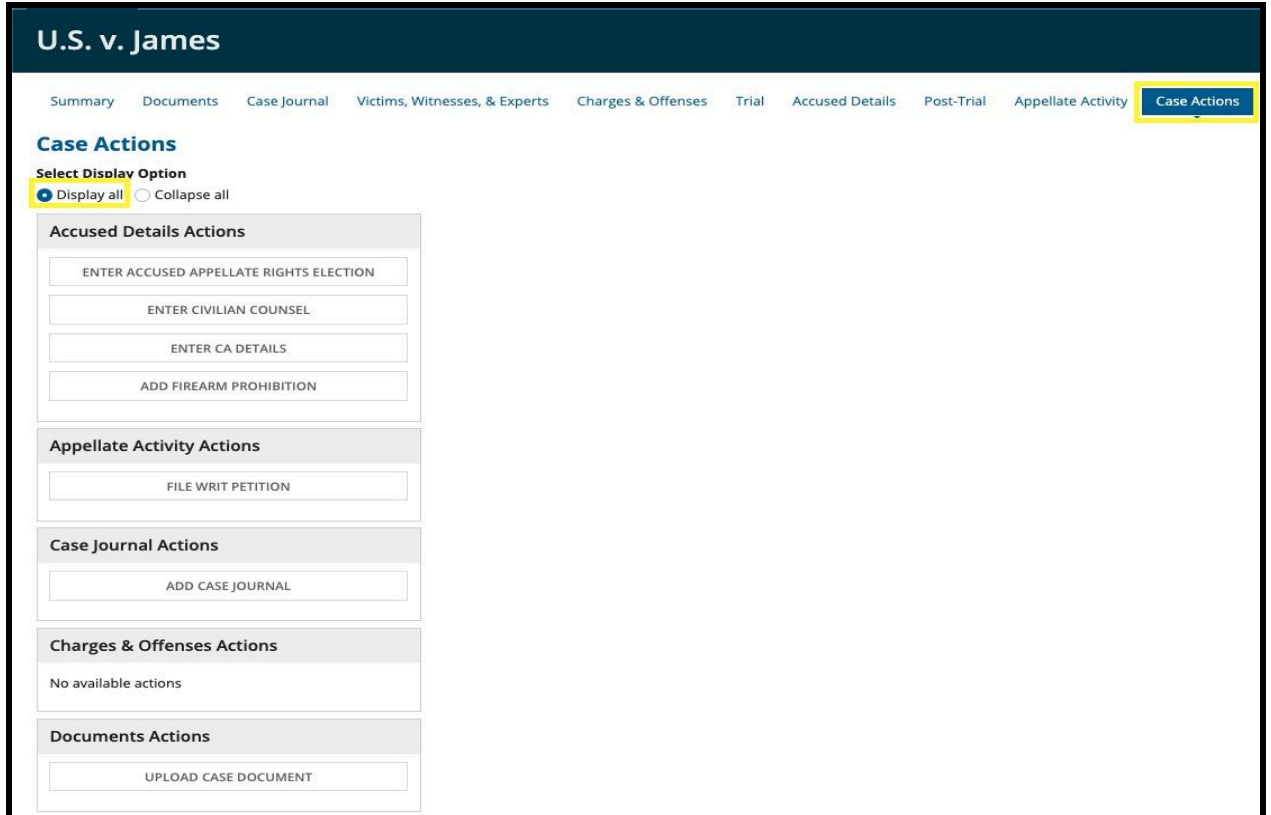
Case Title	Case Number	Status	Arrestment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Pending Trial	1/1/2023	-	MILITARY JUDGE, IOANA; MILITARY JUDGE, IOANA	-

3. From the Case Summary page, navigate to the “Trial” tab and select “TMO Ordered Dates” action from the “Actions” list.

The screenshot shows the 'U.S. v. Anderson' case page in the 'Trial' tab. The sidebar on the left has the following items: Arraignment, TMO (highlighted), Motions, Exhibits, Trial, Pleas & Findings, ACTIONS, Edit Findings, Edit Pleas, Trial Details, and TMO Ordered Dates (highlighted). The main content area shows the following details:

Section	Ordered Date	Government Offered Date	Defense Offered Date
a. Arraignment	1/1/2023	1/1/2023	1/1/2023
b. Defense request for discovery	-	2/1/2023	2/1/2023
c. Government disclosure obligations	-	2/3/2023	2/3/2023
d. Defense reciprocal disclosure obligations	-	-	-

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




- b. This action is available when the case status is “Pending Arraignment”, “Pending Motions Litigation”, “Pending Trial”, or “Trial”.
4. In the “Enter TMO Ordered Dates” form, upload a Signed Trial Management Order document and input the details of the ordered TMO dates.
 - a. Select the “Use Agreed Date” button to populate the date field with the date offered by the Government and Defense. This button is only available if Government and Defense have agreed on a common date in their offered TMO dates.

Enter TMO Ordered Dates: U.S. v. Anderson

Upload a signed Trial Management Order document and record the associated TMO dates in the form below. These dates will be used to determine the dates of trial events in the system. A signed TMO document must be uploaded any time the TMO dates in the system are modified.


TMO Document

Signed Trial Management Order *

UPLOAD  Drop file here

TMO Dates

a. Arraignment


Ordered Date: 01/01/2023 

Government Offered Date: 1/1/2023

VLC Offered Dates: None Provided

Defense Offered Date: 1/1/2023

b. Defense request for discovery

Ordered Date: mm/dd/yyyy 

Government Offered Date: 2/1/2023

Defense Offered Date: 2/1/2023

USE AGREED DATE

USE AGREED DATE


- b. Select the “Use Government Date” or “Use Defense Date” buttons to populate the date field with the Government or Defense offered TMO dates.

Enter TMO Ordered Dates: U.S. v. Anderson

Upload a signed Trial Management Order document and record the associated TMO dates in the form below. These dates will be used to determine the dates of trial events in the system. A signed TMO document must be uploaded any time the TMO dates in the system are modified.


TMO Document

Signed Trial Management Order *

UPLOAD  Drop file here

TMO Dates

a. Arraignment


Ordered Date: 01/01/2023 

Government Offered Date: 1/2/2023

VLC Offered Dates: None Provided

Defense Offered Date: 1/1/2023

b. Defense request for discovery

Ordered Date: mm/dd/yyyy 

Government Offered Date: 2/2/2023

Defense Offered Date: 2/1/2023

USE GOVERNMENT DATE **USE DEFENSE DATE**

USE GOVERNMENT DATE **USE DEFENSE DATE**

5. Select the “Add Additional Hearing (Lines j, k, l)” link to order an additional 39(a) hearing.
- a. To remove an added hearing, select the “Remove Additional Hearing (Lines j, k, l)” link.

j. Motions filed and notice pursuant to M.R.E. 412 (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	Remove Additional Hearing (Lines j, k, l)
	+ Add Victim Offered Date		
k. Responses to motions (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	
	+ Add Victim Offered Date		
l. Article 39(a) (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	
	+ Add Victim Offered Date		
+ Add Additional Hearing (Lines j, k, l)			
CANCEL			SUBMIT

6. Select "Add Other TMO Dates" to add another row of TMO Dates.
 - a. To remove the added "Other TMO Date" select "Remove Row" at the top right of the row.

<div style="display: flex; justify-content: space-between;"> HOME CIRCUITS ALL CASES REPORTS </div> <div style="text-align: right;"> </div>			
and forum	08/18/2023	Government Offered Date None Provided	Defense Offered Date None Provided
o. Final pretrial matters	Ordered Date 08/18/2023	Government Offered Date 8/18/2023	Defense Offered Date None Provided
			USE GOVERNMENT DATE
p. Trial Start/End Dates	Ordered Start Date 08/18/2023	Ordered End Date 09/08/2023	Government Offered Dates 8/18/2023 - 9/8/2023
			VLC Offered Dates None Provided
			Defense Offered Dates No Start Date -
TMO Item Name *	Ordered Date mm/dd/yyyy	Government Offered Date None Provided	Defense Offered Date None Provided
	+ Add Additional Hearing (Lines j, k, l)		Remove Row
	+ Add Other TMO Dates		
CANCEL			SUBMIT

7. Select "Submit" to save the ordered TMO dates to the case.

✖ Remove Additional Hearing (Lines j, k, l)

j. Motions filed and notice pursuant to M.R.E. 412 (Additional Hearing 2)	Ordered Date <input type="text" value="mm/dd/yyyy"/>	Government Offered Date None Provided	Defense Offered Date None Provided
k. Responses to motions (Additional Hearing 2)	Ordered Date <input type="text" value="mm/dd/yyyy"/>	Government Offered Date None Provided	Defense Offered Date None Provided
l. Article 39(a) (Additional Hearing 2)	Ordered Date <input type="text" value="mm/dd/yyyy"/>	Government Offered Date None Provided	Defense Offered Date None Provided

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

CANCEL
SUBMIT

8. Following submission, the ordered TMO dates will be available on the “TMO” subtab of the “Trial” tab.
 - a. The ordered TMO dates may be edited by selecting the “TMO Ordered Dates” action in the “Actions” list.

U.S. v. Anderson

Summary
Trial
Accused Details
Post-Trial
Case Actions

Arrestment

TMO

Motions

Exhibits

Trial

Pleas & Findings

⚡ ACTIONS

Edit Findings

Edit Pleas

Trial Details

TMO Ordered Dates

a. Arrestment	Ordered Date 1/1/2023 Government Offered Date 1/2/2023 Offered Dates -	Defense Offered Date 1/1/2023
b. Defense request for discovery	Ordered Date 1/11/2023 Government Offered Date 2/2/2023	Defense Offered Date 2/1/2023
c. Government disclosure obligations	Ordered Date 1/20/2023 Government Offered Date 2/3/2023	Defense Offered Date 2/3/2023
d. Defense reciprocal disclosure obligations	Ordered Date 1/25/2023 Government Offered Date 2/4/2023	Defense Offered Date 2/4/2023

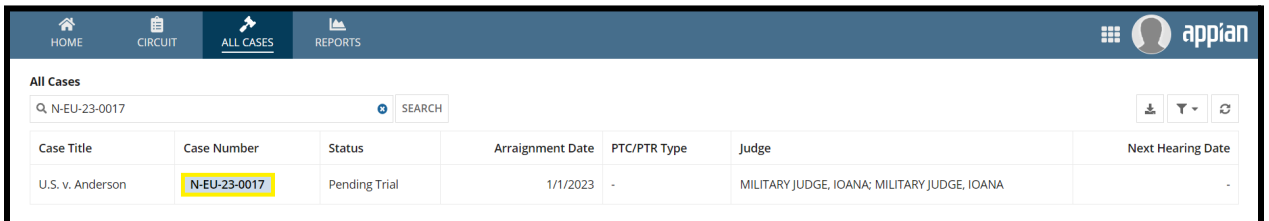
Pretrial and Trial

Enter Pleas to Charges and Specifications

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

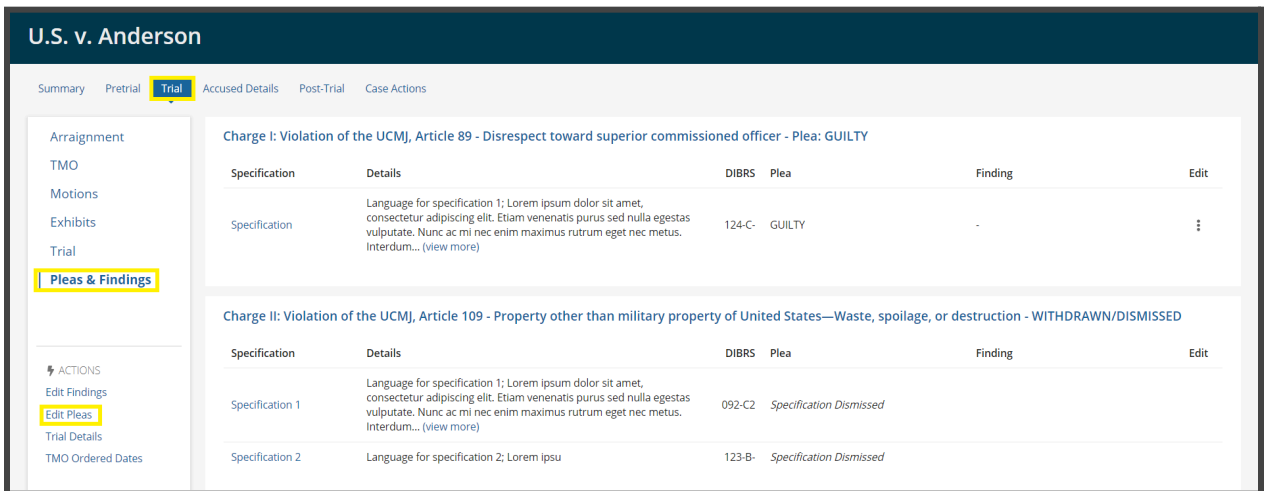


2. Select the “Case Number” to navigate to the Case Summary page.

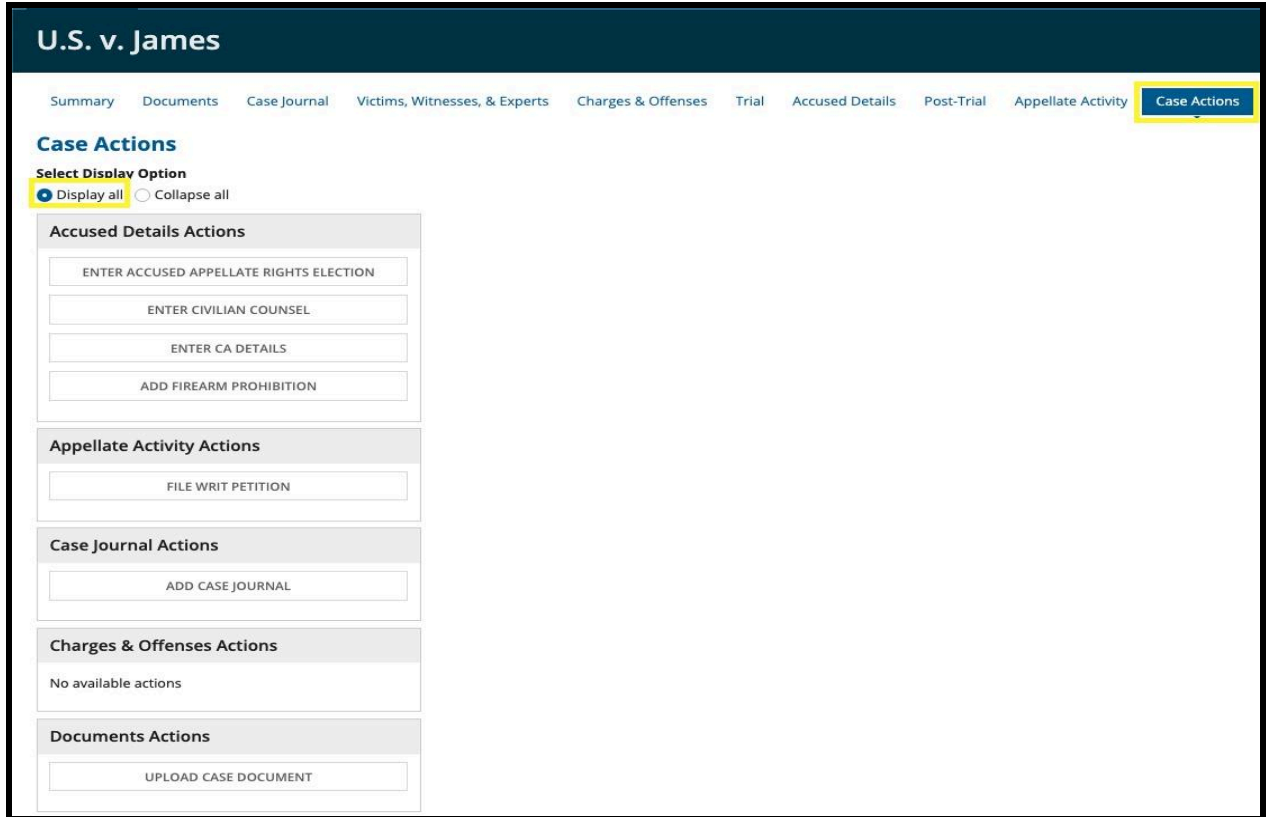


3. From the case summary page, navigate to the “Trial” tab and select the “Edit Pleas” action from the “Actions” list.

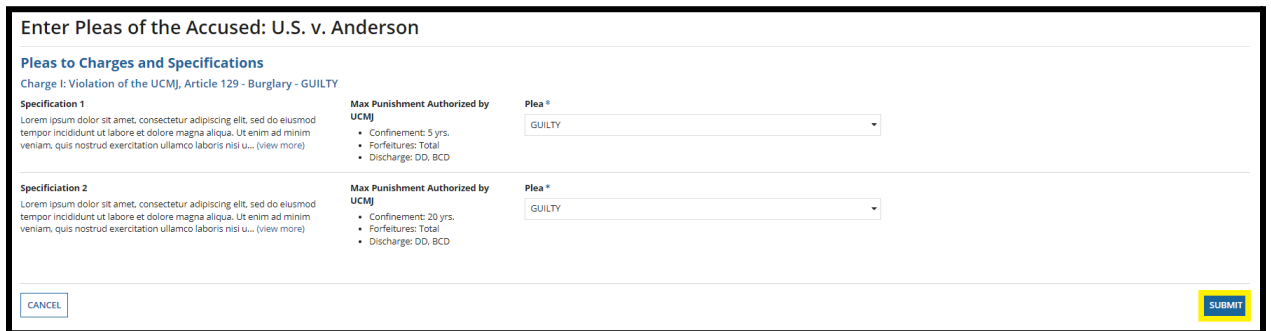
- a. This action is only available after Arraignment Details have been input and the case has a status of “Pending Trial” or “Pending Motions Litigation”.



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



4. In the “Enter Pleas of the Accused” form, input the details of the pleas of the accused and select “Submit” to save the details to the case.
 - a. The action to “Edit Pleas” may be used to edit pleas that were previously input as part of the arraignment details.
 - b. Users do not need to enter the details of the charges. The plea to a charge is determined by the pleas to the specifications under the charge.
 - c. Depending on the plea the user selects, additional information may be required.



5. Following submission, the pleas will be available in the “Pleas and Findings” subtab.
 - a. The entry may be edited by selecting the “Menu” icon in the grid and selecting the “Edit Pleas” action, or by selecting the “Edit Pleas” action from the “Actions” list.

U.S. v. Anderson

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

Arraignment
TMO
Motions
Exhibits
Trial
Pleas & Findings

⚡ ACTIONS
Edit Findings
Edit Pleas
Trial Details
TMO Ordered Dates

Charge I: Violation of the UCMJ, Article 89 - Disrespect toward superior commissioned officer - Plea: GUILTY

Specification	Details	DIBRS	Plea	Finding	Edit
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)	124-C-	GUILTY	-	

Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction - WITHDRAWN/DISMISSED

Specification	Details	DIBRS	Plea	Finding	Edit
Specification 1	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	092-C2	Specification Dismissed		
Specification 2	Language for specification 2: Lorem ipsum	123-B-	Specification Dismissed		

Enter Trial Details

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

HOME CIRCUIT **ALL CASES** REPORTS

2. Select the “Case Number” to navigate to the Case Summary page.

HOME CIRCUIT **ALL CASES** REPORTS

All Cases

Q N-EU-23-0017 SEARCH

Case Title	Case Number	Status	Arraignment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Pending Trial	1/1/2023	-	MILITARY JUDGE, IOANA; MILITARY JUDGE, IOANA	-

3. From the case summary page, navigate to the “Trial” tab and select the action to input “Trial Details” from the “Actions” list.

The screenshot shows the 'U.S. v. Anderson' case page with the 'Trial' tab selected. The left sidebar contains a navigation menu with 'Arraignment' selected, and a sub-menu with 'Trial Details' highlighted. The main content area is titled 'Arraignment Request' and includes sections for 'Arraignment Request' (with links for Motion for Docketing, Risk Assessment Form, and TMO Dates) and 'Arraignment Hearing' (with an 'ENTER ARRAIGNMENT DETAILS' button). The 'Arraignment Hearing' section displays 'Arraignment Date and Time' (1/1/2023 9:00 AM EST), 'Arraignment Judge' (MILITARY JUDGE, IOANA), and 'Arraignment Location' (HQ Washington, DC - Courtroom (Bldg 200)).

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

The screenshot shows the 'U.S. v. James' case page with the 'Case Actions' tab selected. The 'Case Actions' section is active, showing a 'Select Display Option' with 'Display all' selected. Below this, there are several categories of actions: 'Accused Details Actions' (ENTER ACCUSED APPELLATE RIGHTS ELECTION, ENTER CIVILIAN COUNSEL, ENTER CA DETAILS, ADD FIREARM PROHIBITION), 'Appellate Activity Actions' (FILE WRIT PETITION), 'Case Journal Actions' (ADD CASE JOURNAL), 'Charges & Offenses Actions' (No available actions), and 'Documents Actions' (UPLOAD CASE DOCUMENT).

- b. This action is only available after arraignment details have been submitted and the case has a status of “Pending Trial”, "Pending Motions Litigation", or “Trial”.

4. In the “Enter Trial Details” form, input the details of the trial and select “Submit” to save the details to the case.
 - a. Select the Trial Judge from a dropdown of judge users.
 - b. Select the “Add User” link to select court reporter users to assign to the trial. Court reporters added in this form will be assigned to the case in NCORS and have access to the case.

Enter Trial Details: U.S. v. Anderson

Trial Details

Hearing Date and Location

Hearing Dates: No Start Date Provided in TMO - No End Date Provided in TMO

Location of Trial:

Security

Physical Security Level:

Security Clearance Level:

Hearing Type: Open Closed

Personnel

Composition of the Court for Merits Phase:

Trial Judge:

Court Reporters

Court Reporter	Date Assigned
No Court Reporters Assigned to the case	

[Add User](#)

Other Trial Participants

5. Following submission, the Trial Details will be available in the “Trial” subtab.
 - a. The entry may be edited by selecting the “Trial Details” action.

U.S. v. Anderson

Summary | Pretrial | **Trial** | Accused Details | Post-Trial | Case Actions

Trial Details

Hearing Date and Location

Hearing Dates: No Start Date Provided in TMO - No End Date Provided in TMO

Location of Trial: HQ Washington, DC - Courtroom (Bldg 200)

Security

Physical Security Level: Low

Security Clearance Level: Unclassified

Hearing Type: Open

Personnel

Composition of the Court for Merits Phase: Military Judge Alone

Trial Judge: MILITARY JUDGE, IOANA

Court Reporters

Name	Date Assigned
COURT REPORTER, CHRIS	2/20/2023

Other Trial Participants

Left Sidebar:

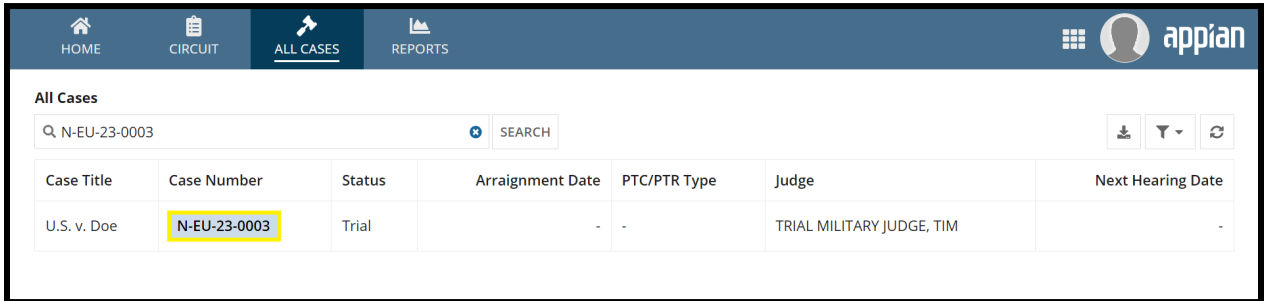
- Arraignment
- TMO
- Motions
- Exhibits
- Trial**
- Pleas & Findings
- ACTIONS
- Edit Findings
- Edit Pleas
- Trial Details**
- TMO Ordered Dates

Seal Exhibits

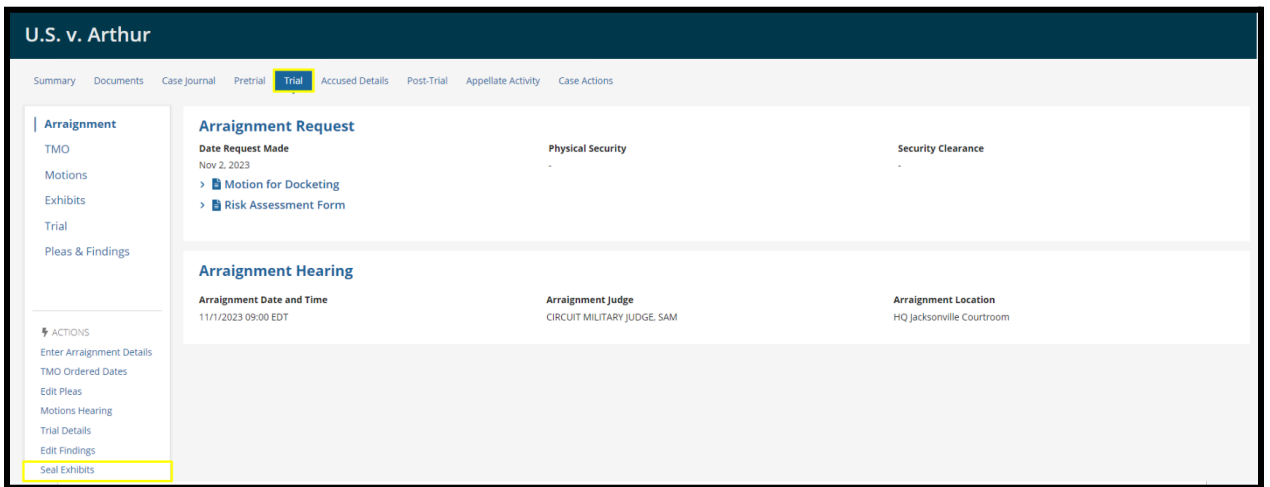
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



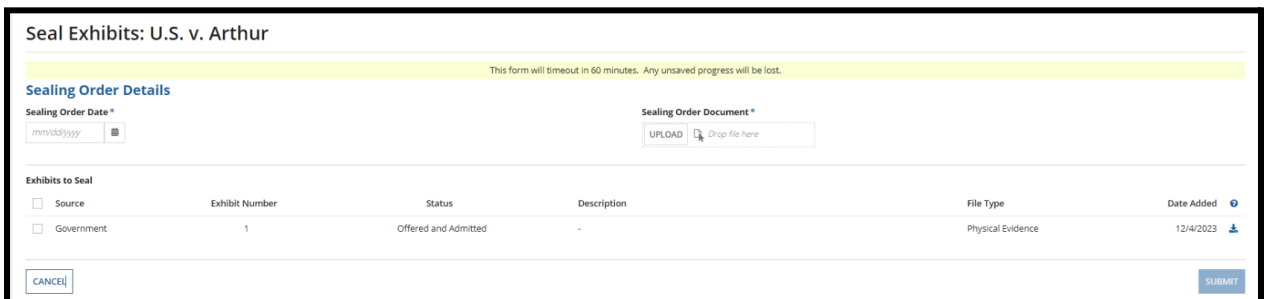
2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Trial” tab and select the “Exhibits” subtab.
4. Select the “Seal Exhibits” action from the “Actions” list.



1. In the “Seal Exhibit” form, input the sealing order date and upload a Sealing Order document.
 - a. Select 1 or more exhibits to seal in the grid of exhibits.



2. Select the “Submit” button to mark the exhibit as sealed.

Seal Exhibit: U.S. v. Doe

Exhibit Details

Date Added
Feb 20, 2023

Exhibit Type
Prosecution

Exhibit Description
Shoe print (casting) found at scene.

Exhibit Source
Government

Exhibit File Type
Physical Evidence

> Exhibit Document

Sealing Order Details

Sealing Order Date *
mm/dd/yyyy

Sealing Order Document
 Drop file here

3. Following submission, sealed exhibits will be marked as “Sealed” with a “lock” icon or a red “download” icon.
 - a. Sealed exhibits are not able to be previewed, downloaded, or replaced by any users in NCORS besides court reporters, trial judiciary users, or NMCCA judges.
 - i. TSO, DSO, VLC, Code 40, Code 45, and Code 46 users will have a “lock” icon.
 - ii. Court Reporters and Trial Judiciary users will view a red “download” icon but still have access to download and preview the file.

U.S. v. Arthur

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

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

Prosecution

Source	Exhibit Number	Status	Description	File Type	Date Added
Government	1	Offered and Admitted	-	Physical Evidence	12/4/2023

Defense

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

Appellate

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

ACTIONS

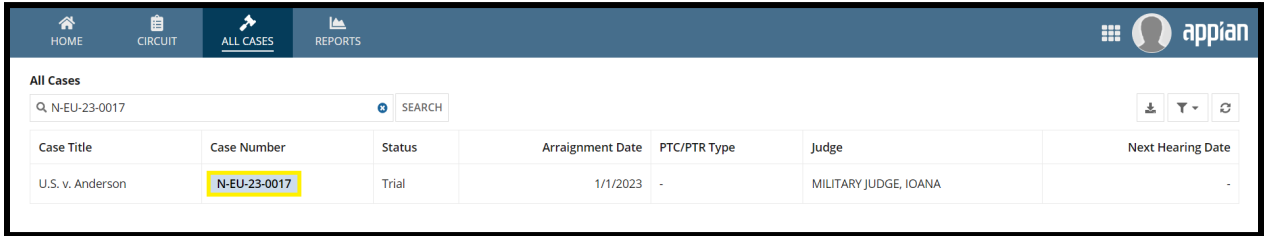
Trial Motions

Add Motions Hearing

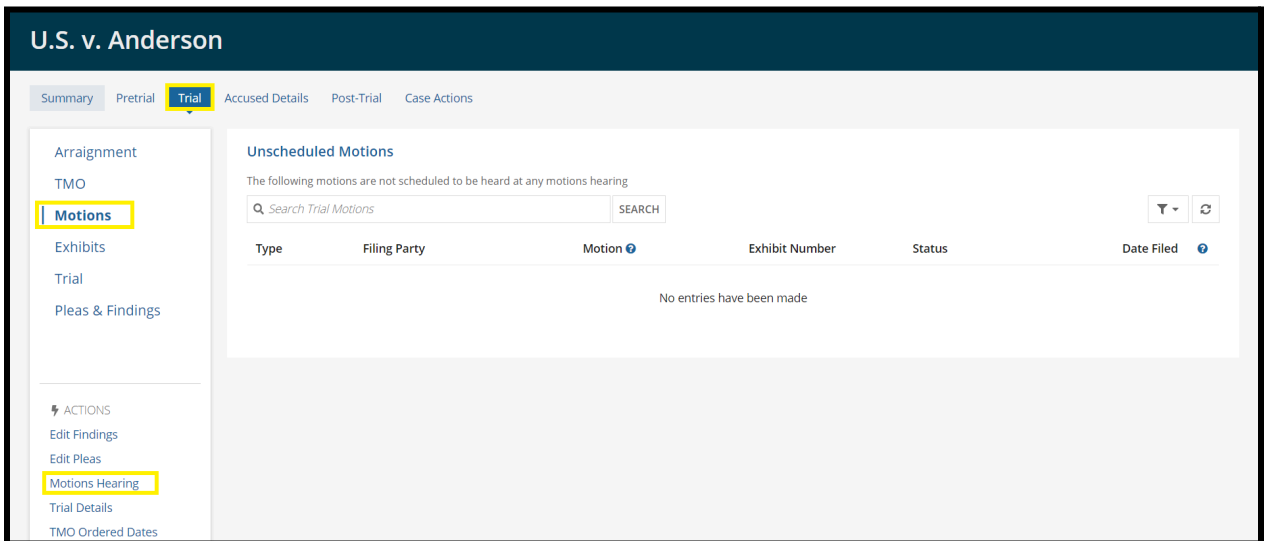
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Trial” tab and select the “Motion Hearing” action from the actions list.
a. This action is only available if an Article 39(a) motions hearing has been scheduled as part of the ordered TMO dates.



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

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 “Add Motions Hearing” form, select the hearing date and input the details of the motions hearing. Select “Submit” to save the details to the case.
 - a. Select a hearing date from the grid of Article 39(a) hearing dates. These dates reflect the hearing dates input in the ordered TMO dates.
 - b. Select a motions hearing judge from the dropdown. This field will default to the judge assigned to the case.

Add Motions Hearing: U.S. v. Anderson

Motion Hearing Details

Select a motion hearing

<input type="checkbox"/> Hearing Date	Filing Due Date	Response Due Date
<input type="checkbox"/> 3/10/2023	2/1/2023	3/8/2023
<input type="checkbox"/> 3/24/2023	3/13/2023	3/20/2023

Motions Hearing Judge

MILITARY JUDGE, IOANA

Physical Security

--- Select a Level ---

Location of Hearing

--- Select a Location ---

Security Clearance

Unclassified

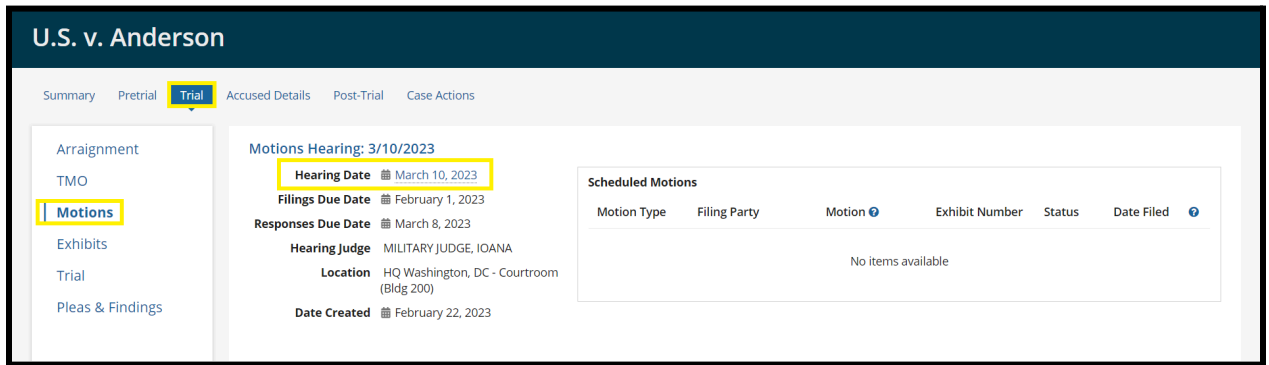
Hearing Type

Open

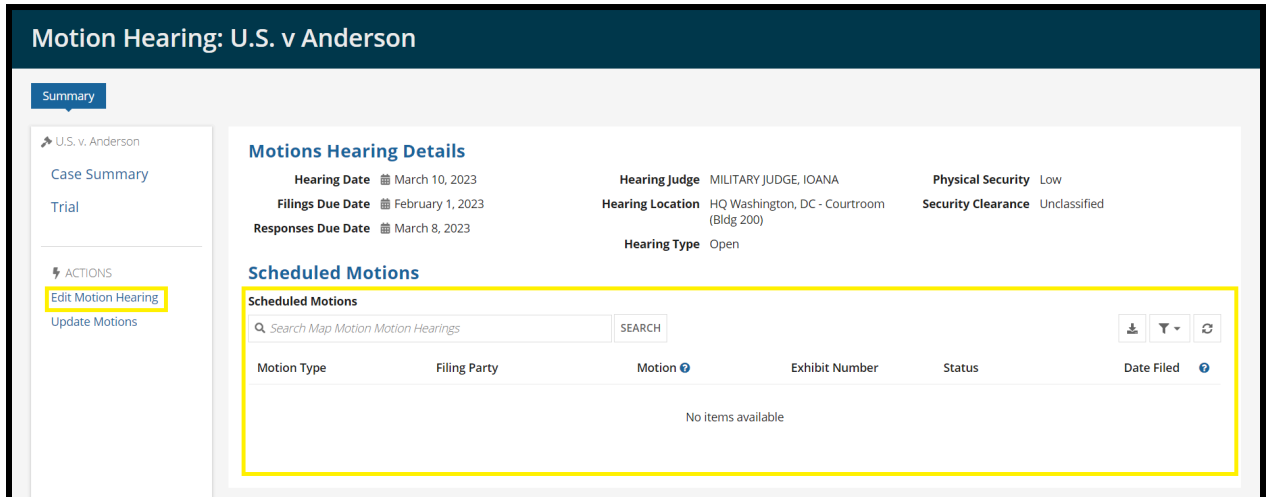
Closed

CANCEL SUBMIT

- Following submission, the motions hearing will be displayed on the “Motions” subtab of the “Trial” tab.



- Select the “Hearing Date” link to view a summary of the motions hearing, as well as a list of motions that are scheduled to be heard.
 - The hearing details may be edited by selecting the “Enter Motion Details” action in the “Actions” list.



Add Motions to Motions Hearings

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



- Select the “Case Number” to navigate to the Case Summary page.

Case Title	Case Number	Status	Arraignment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Trial	1/1/2023	-	MILITARY JUDGE, IOANA	-

- From the Case Summary page, navigate to the “Trial” tab and select the “Motions” subtab. Select the “Hearing Date” link to view a summary of the motions hearing that motions will be added to.

U.S. v. Anderson

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

Arraignment TMO **Motions** Exhibits Trial Pleas & Findings

Motions Hearing: 3/10/2023

Hearing Date March 10, 2023

Filings Due Date February 1, 2023

Responses Due Date March 8, 2023

Hearing Judge MILITARY JUDGE, IOANA

Location HQ Washington, DC - Courtroom (Bldg 200)

Date Created February 22, 2023

Scheduled Motions

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No items available					

Unscheduled Motions

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

Search Trial Motions SEARCH

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 502: Lawyer/Client Privilege	Government		-	Filed	2/22/2023

- Select the “Update Motions” action from the actions list.

Motion Hearing: U.S. v Anderson

Summary

U.S. v. Anderson

Case Summary Trial

ACTIONS

Edit Motion Hearing **Update Motions**

Motions Hearing Details

Hearing Date March 10, 2023

Filings Due Date February 1, 2023

Responses Due Date March 8, 2023

Hearing Judge MILITARY JUDGE, IOANA

Hearing Location HQ Washington, DC - Courtroom (Bldg 200)

Hearing Type Open

Physical Security Low

Security Clearance Unclassified

Scheduled Motions

Scheduled Motions

Search Map Motion Motion Hearings SEARCH

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No items available					

- In the “Update Scheduled Motions” form, review the motions hearing details and add or remove motions from the hearing. Select “Submit” to save the details to the case.

- a. Select the “Add” icon to add a motion from the grid of “Available Motions” to the grid of “Scheduled Motions”.
- b. Select the “Remove” icon to remove a motion from the grid of “Scheduled Motions”. The motion will now be displayed in the “Available Motions” grid.
- c. Select the “Motion Type” link for motions in either grid to view a summary of the motion.

Update Scheduled Motions: U.S. v. Anderson

Motions Hearing Details

Hearing Date 📅 March 10, 2023	Hearing Judge MILITARY JUDGE, IOANA	Physical Security Low
Filings Due Date 📅 February 1, 2023	Hearing Location HQ Washington, DC - Courtroom (Bldg 200)	Security Clearance Unclassified
Responses Due Date 📅 March 8, 2023	Hearing Type Open	

Update Scheduled Motions

The “Scheduled Motions” grid contains a list of all motions currently scheduled to be heard at the hearing. The “Available Motions” grid contains a list of all motions that are available to be scheduled to be heard at the hearing. Use the “plus” or “remove” icons on the two grids to add or remove motions for the hearing.

Scheduled Motions
Motions scheduled to be heard at the motions hearing. Clicking “remove” icon will remove the motion from the hearing.

Motion Type	Filing Party	Status	Date Filed	
MRE 505: Classified	Government	Filed	Feb 23, 2023	✖

Available Motions
Motions available to be scheduled at the motions hearing. Clicking the “plus” icon will add the motion to the hearing.

Motion Type	Filing Party	Status	Date Filed	
MRE 502: Lawyer/Client Privilege	Government	Filed	Feb 22, 2023	+

CANCEL
SUBMIT

6. Following submission, the added motions will be displayed in the grid of “Scheduled Motions” on the motions hearing summary.
 - a. Additional updates to the grid of “Scheduled Motions” can be made by selecting the “Update Motions” action from the actions list.

Motion Hearing: U.S. v Anderson

Summary

U.S. v. Anderson

Case Summary

Trial

ACTIONS

Edit Motion Hearing

Update Motions

Motions Hearing Details

Hearing Date: March 10, 2023

Filings Due Date: February 1, 2023

Responses Due Date: March 8, 2023

Hearing Judge: MILITARY JUDGE, IOANA

Hearing Location: HQ Washington, DC - Courtroom (Bldg 200)

Hearing Type: Open

Physical Security: Low

Security Clearance: Unclassified

Scheduled Motions

Scheduled Motions

Search Map Motion Motion Hearings

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 505: Classified	Government		-	Filed	2/23/2023
MRE 502: Lawyer/Client Privilege	Government		-	Filed	2/22/2023

Review and Rule on Motion

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

HOME CIRCUIT **ALL CASES** REPORTS

2. Select the “Case Number” to navigate to the Case Summary page.

HOME CIRCUIT **ALL CASES** REPORTS

All Cases

Search: N-EU-23-0017

Case Title	Case Number	Status	Arraignment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Trial	1/1/2023	-	MILITARY JUDGE, IOANA	-

3. From the Case Summary page, navigate to the “Trial” tab and select the “Motions” subtab.
 - a. To rule on a motion, select the “Menu” icon in the grid of “Scheduled Motions” or the grid of “Unscheduled Motions” and select the “Rule on Motion” action.

U.S. v. Anderson

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

Arraignment
TMO
Motions
Exhibits
Trial
Pleas & Findings

ACTIONS
Edit Findings
Edit Pleas
Motions Hearing
Trial Details
TMO Ordered Dates

Motions Hearing: 3/10/2023

Hearing Date March 10, 2023
 Filings Due Date February 1, 2023
 Responses Due Date March 8, 2023
 Hearing Judge MILITARY JUDGE, IOANA
 Location HQ Washington, DC - Courtroom (Bldg 200)
 Date Created February 22, 2023

Scheduled Motions

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed	
MRE 505: Classified	Government		-	Filed	2/23/2023	
MRE 502: Lawyer/Client Privilege	Government		-	Filed	2/22/2023	

Unscheduled Motions

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

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed	
Continuance	Defense		-	Filed	2/23/2023	

- b. This action is also available from the summary of a motion. Access the summary by selecting the “Motion Type” link in the grid of “Scheduled Motions” or the grid of “Unscheduled Motions”, then select the “Rule on Motion” action from the actions list.

U.S. v. Anderson: MRE 505: Classified

Summary

U.S. v. Anderson
Case Summary
Trial

ACTIONS
Rule on Motion

Motion Summary

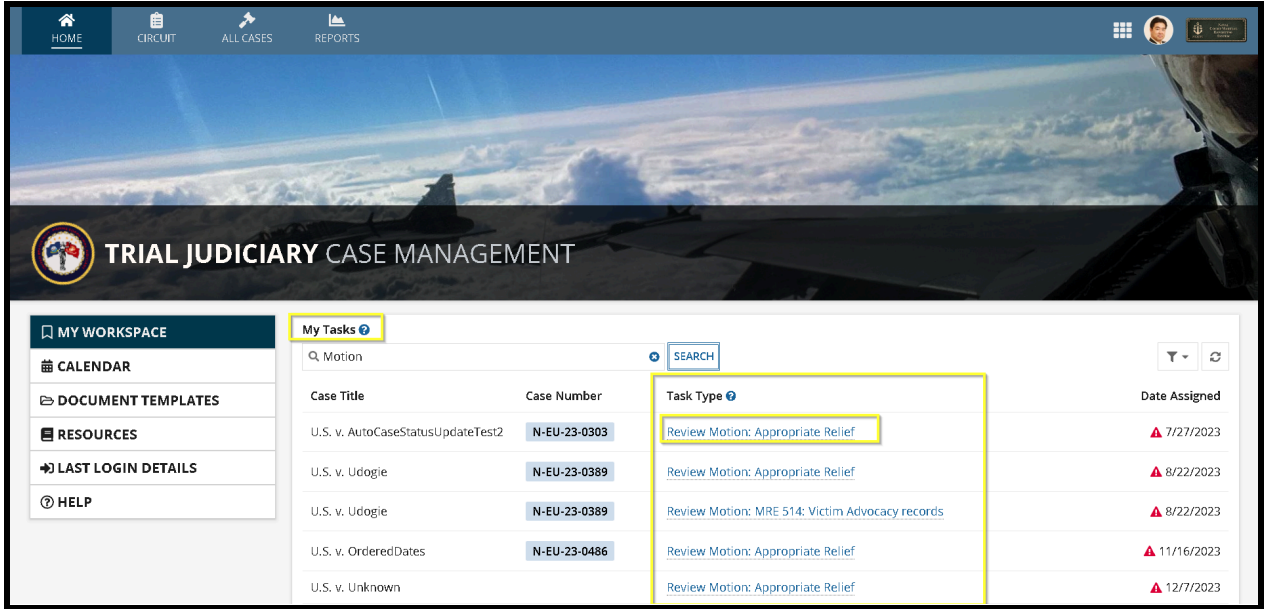
Case Name U.S. v. Anderson
 Submission Type Government
 Motion Type MRE 505: Classified
 Date Filed February 23, 2023
 Status Filed

Responses and Replies

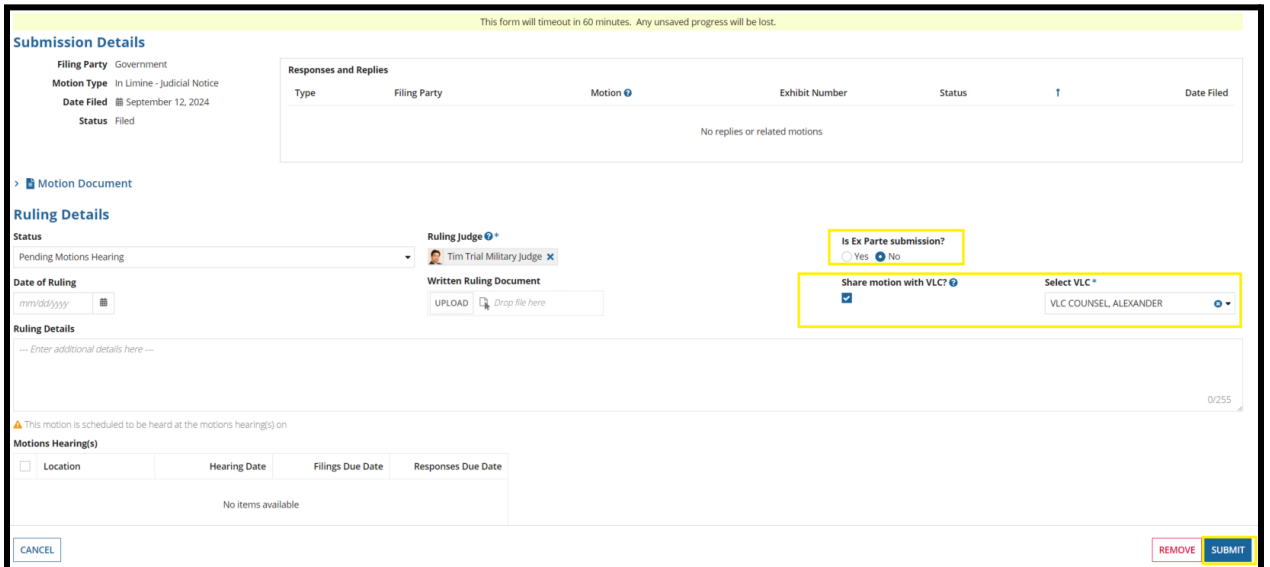
Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No replies or related motions					

> **Motion File**

- c. Ruling on motions can also be done on the “Home” tab by selecting the link in the “Task Type” column of the “My Tasks” grid to accept the task to “Review Motion”.
- i. A task to review a motion is created any time a new motion is filed on a case that the judge is assigned to.
 1. This excludes motion responses and replies.
 - ii. The user can view the type of motion filed in the “Task Type” column.



4. In the “Rule on Motion” form, input the ruling details by selecting the ruling status and upload a Written Ruling Document. Select “Submit” to save the details to the case.
 - a. If a ruling “Status” of “Granted in Part” is selected, an additional field is available to record the “Portions Granted”.
 - b. Mark the motion as an Ex-Parte submission. If the motion is 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. Trial Judiciary users can select or deselect the checkbox to make a motion visible to VLC users who have access to the case.



Rule on Motion: U.S. v. Anderson

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

Submission Details

Filing Party Government
 Motion Type MRE 502: Lawyer/Client Privilege
 Date Filed February 22, 2023
 Status Filed

Responses and Replies

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

> Motion Document

Ruling Details

Status *
 Granted in Part

Date of Ruling
 mm/dd/yyyy

Written Ruling Document
 UPLOAD Drop file here

Portions Granted

CANCEL SUBMIT

- d. If a ruling “Status” of “Pending Motions Hearing” is selected, a grid of “Motions Hearing(s)” is available. Select a motions hearing entry to assign the motion to the hearing.

Rule on Motion: U.S. v. Anderson

This form will timeout in 56 minutes. Any unsaved progress will be lost.

Submission Details

Filing Party Government
 Motion Type MRE 502: Lawyer/Client Privilege
 Date Filed February 22, 2023
 Status Filed

Responses and Replies

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

> Motion Document

Ruling Details

Status *
 Pending Motions Hearing

Date of Ruling
 mm/dd/yyyy

Written Ruling Document
 UPLOAD Drop file here

Motions Hearing(s)

<input type="checkbox"/>	Location	Hearing Date	Filings Due Date	Responses Due Date
<input type="checkbox"/>	HQ Washington, DC - Courtroom (Bldg 200)	3/10/2023	2/1/2023	3/8/2023

CANCEL SUBMIT

- e. If the motion type is “Continuance” and a ruling “Status” of “Granted” or “Granted in Part” is selected, updates to the TMO can be made directly from the “Rule on Motion” form.

Rule on Motion: U.S. v. Anderson

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

Submission Details

Filing Party: Defense
Motion Type: Continuance
 Date Filed: February 23, 2023
 Status: Filed

Responses and Replies

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

> Motion Document
 < Continuance Request Details

Requested Dates for Continuance

TMO Date Type	Original Date	Requested Date
e. Defense expert consultant request	1/25/2023	2/1/2023

Ruling Details

Status*: **Granted** Written Ruling Document:

TMO Ordered Dates

TMO Date Type	Ordered Date
a. Arraignment	01/01/2023
b. Defense request for discovery	01/11/2023
c. Government disclosure obligations	01/20/2023
d. Defense requested disclosure obligations	01/25/2023

- i. The details of the continuance request are displayed in the “Requested Dates for Continuance” grid.
- ii. TMO dates can be modified directly by editing the date fields in the “TMO Ordered Dates Grid”.
- iii. Select the “Populate Request Dates” button to copy all requested dates from the “Requested Dates for Continuance” grid to the corresponding ordered dates in the “TMO Ordered Dates” grid.
- iv. Select the “Populate Original Dates” button to restore the original ordered TMO dates in the “TMO Ordered Dates” grid.

Rule on Motion: U.S. v. Anderson

No replies or related motions

> Motion Document

< Continuation Request Details

Requested Dates for Continuance

TMO Date Type	Original Date	Requested Date
e. Defense expert consultant request	1/25/2023	2/1/2023

Ruling Details

Status* Granted Written Ruling Document

TMO Ordered Dates

TMO Date Type	Ordered Date
a. Arraignment	01/01/2023
b. Defense request for discovery	01/11/2023
c. Government disclosure obligations	01/20/2023
d. Defense reciprocal disclosure obligations	01/25/2023
e. Defense expert consultant request	01/25/2023
f. Government response to Defense expert consultant request	01/25/2023
g. Government notices pursuant to M.R.E. 404(b), 413(b), 414(b)	01/31/2023
h. Defense witness request	01/31/2023

5. Following submission, the motion status will be updated and will be displayed on the “Motions” subtab of the “Trial” tab.
 - a. The ruling may be edited by selecting the “Menu” icon, then selecting the “Rule on Motion” action.
 - b. Existing tasks for this specific motion to “Review Motion” will be marked as complete.
 - c. If the motion is not Ex-Parte, all parties on the case are notified of the ruling. If the motion is Ex-Parte, only the submitting party is notified.

U.S. v. Anderson

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

Arraignment
TMO
Motions
Exhibits
Trial
Pleas & Findings

Motions Hearing: 3/10/2023
 Hearing Date March 10, 2023
 Filings Due Date February 1, 2023
 Responses Due Date March 8, 2023
 Hearing Judge MILITARY JUDGE, IOANA
 Location HQ Washington, DC - Courtroom (Bldg 200)
 Date Created February 22, 2023

Scheduled Motions

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 505: Classified	Government		-	Filed	2/23/2023

UNSCHEDULED MOTIONS

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

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Continuance	Defense		-	Granted	2/23/2023
MRE 502: Lawyer/Client Privilege	Government		-	Filed	2/22/2023

6. Select the “Motion Type” link for motions in either grid to view a summary of the motion and view the uploaded Written Ruling Document.
 - a. The ruling may be edited by selecting the “Rule on Motion” action from the actions list.

U.S. v. Anderson: Continuance

Summary

U.S. v. Anderson
Case Summary
Trial

ACTIONS

Rule on Motion

Motion Summary

Case Name U.S. v. Anderson
 Submission Type Defense
 Motion Type Continuance
 Date Filed February 23, 2023
 Status Granted

Responses and Replies

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

> **Motion File**

> **Continuance Request Details**

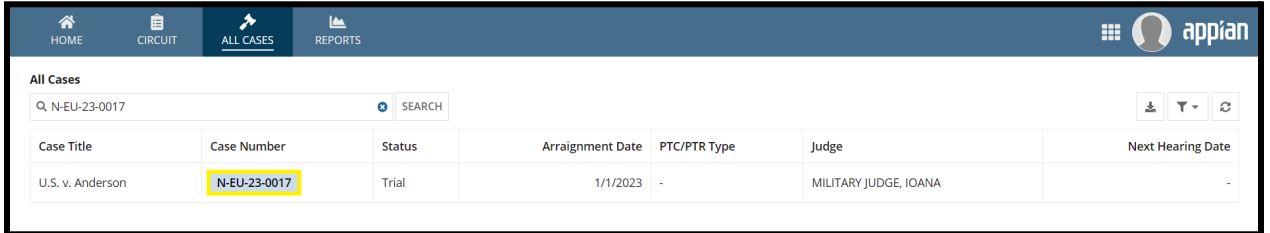
> **Written Ruling Document**

Submit Other Filing

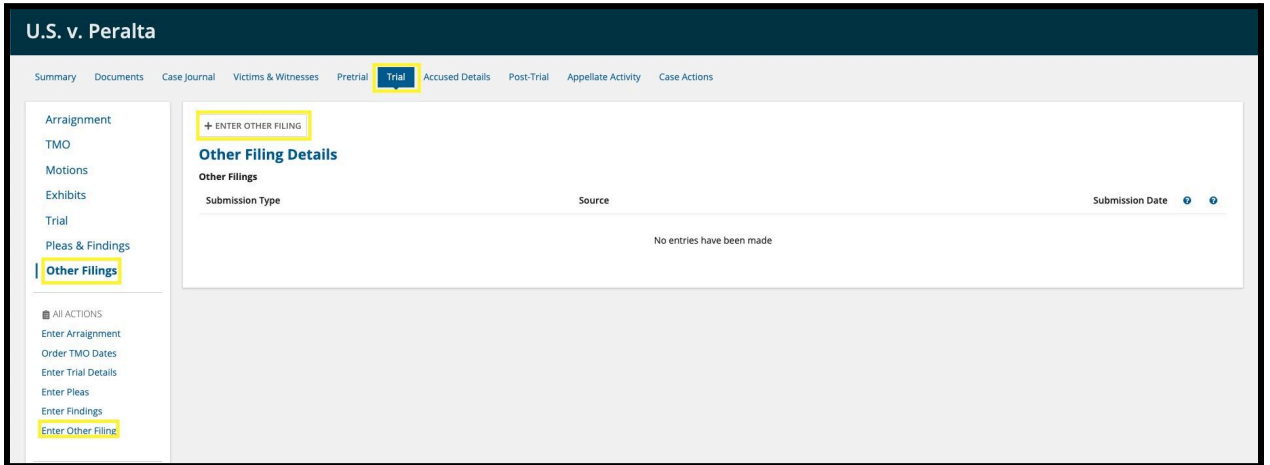
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the Case Summary page.



3. Navigate to the “Trial” tab then to the “Other Filings” subtab. Take the “Enter Other Filing” action with the button on the summary page or under the actions list.



4. Enter the “Submission Type” and upload the associated document if any. After completion of the form select “Submit”.
 - a. Judiciary users can modify VLC visibility by changing the values in the “Share with VLC” and “Select VLC” fields.
 - i. Select the VLC from the dropdown that should have access to the submission, if applicable.
 - ii. If no VLC exists on the case, the fields will be disabled.

Upload Other Filing: U.S. v. Peralta

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

Submission Details

Filing Party
Trial Judiciary

Filing Type
Other Filing

Filing Document
test
TXT - < 1 KB

Date Filed
Oct 1, 2024

Submission Type *
Other Filing

Share with VLC?

Select VLC *
VLC COUNSEL, ALEXANDER

CANCEL SUBMIT

5. Navigate to the “Other Filings” subtab to see all previously uploaded “Other Filings”.
 - a. Select the “Submission Type” to be navigated to the summary for the “Other Filing”.
 - b. Select the pencil icon on the right of the entry to edit an existing “Other Filing”.

U.S. v. Peralta

Summary Documents Case Journal Victims & Witnesses Pretrial **Trial** Accused Details Post-Trial Appellate Activity Case Actions

Arraignment
TMO
Motions
Exhibits
Trial
Pleas & Findings
Other Filings

+ ENTER OTHER FILING

Other Filing Details

Submission Type	Source	Submission Date	
Other Filing	Trial Judiciary	10/1/2024	

Findings and Sentencing

Enter Findings to Charges and Specifications

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



8. Select the “Case Number” to navigate to the Case Summary page.

Case Title	Case Number	Status	Arraignment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Trial	1/1/2023	-	MILITARY JUDGE, IOANA; MILITARY JUDGE, IOANA	-

9. From the Case Summary page, navigate to the “Trial” tab and select the “Edit Findings” action from the actions list.

a. This action is only available after pleas have been entered.

U.S. v. Anderson

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

Arraignment
TMO
Motions
Exhibits
Trial
Pleas & Findings

ACTIONS
Edit Findings
Edit Pleas
Trial Details
TMO Ordered Dates

Charge I: Violation of the UCMJ, Article 89 - Disrespect toward superior commissioned officer - Plea: GUILTY

Specification	Details	DIBRS	Plea	Finding
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)	124-C-	GUILTY	-

Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction - WITHDRAWN/DISMISSED

Specification	Details	DIBRS	Plea	Finding
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)	092-C2	Specification Dismissed	

b. This action is also available from the case actions tab.

- i. Use the “Display All” option to view all case actions available on the case.
- ii. Use CTRL + F to search for an action in the list.

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

10. In the “Pleas to Charges and Specifications” form, input the details of findings and select “Submit” to save the details to the case.
- Findings to charges are determined by the findings entered for each specification under the charge.
 - Use the “General Nature of Findings” dropdown to select “Guilty to all charges and specifications”, “Not guilty to all charges and specifications”, or “Mixed findings”. This will auto-populate the findings to all charges and specifications.
 - If the user selects that there are no contested specifications, the finding to each specification will auto-populate to match the plea to the specification.

Pleas to Charges and Specifications

Findings Details

General Nature of Findings: Were there any contested specifications? Yes No Date of Findings:

Charge I: Violation of the UCMJ, Article 89 - Disrespect toward superior commissioned officer - GUILTY

Specification: Plea: Finding*:

Charge III: Violation of the UCMJ, Article 77 - Principals - GUILTY

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) Plea: Finding*:

Specification 2
 Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more) Plea: Finding*:

Specification 3
 Language for specification 3: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus Plea: Finding*:

11. Following submission, the findings entered will be available in the “Pleas and Findings” subtab of the “Trial” tab.
 - a. The entry may be edited by selecting the “Menu” icon in the grid and selecting the “Edit Findings” action, or by selecting the “Edit Findings” action from the “Actions” list.

U.S. v. Anderson

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

Arraignment TMO Motions Exhibits Trial **Pleas & Findings**

Charge I: Violation of the UCMJ, Article 89 - Disrespect toward superior commissioned officer - Plea: GUILTY - Finding: GUILTY

Specification	Details	DIBRS	Plea	Finding	Edit
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)	124-C	GUILTY	GUILTY	<input type="button" value="⋮"/>

Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction - WITHDRAWN/DISMISSED

Specification	Details	DIBRS	Plea	Finding	Edit
Specification 1	Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	092-C2	Specification Dismissed		
Specification 2	Language for specification 2: Lorem ipsum	123-B	Specification Dismissed		

ACTIONS

Enter Sentence

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



2. Select the “Case Number” to navigate to the Case Summary page.

Case Title	Case Number	Status	Arraignment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Trial	1/1/2023	-	MILITARY JUDGE, IOANA; MILITARY JUDGE, IOANA	-

3. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Sentencing” action from the “Actions” list.
 - a. Action is only available if there is a [finding](#) of guilty on any specification.

U.S. v. Anderson

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

Sentencing

- Sentence Suspension
- Sentence Deferment
- 1105 Hearing
- CA Action
- Post-Trial Motions

ACTIONS

- Sentence Suspension
- Enter Sentence Deferment
- Sentencing**

No data has been entered

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

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 “Enter Sentence” form, input the sentencing details and select “Submit” to save the details to the case.
 - a. Based on the court composition and the sentencing composition, input either the adjudged sentences, segmented sentences or both.
 - i. If the sentencing composition is Judge or Magistrate Judge and the case disposition is SPCM or GCM, input whether the accused opted into segmented sentencing rules to enable entry of the segmented sentence.
 - b. Sentencing composition is input in the “Hearing Details” section of the form.
 - c. Select the “Next” button once all necessary information is input.

The screenshot shows the 'Enter Sentence: U.S. v. Anderson' form. A yellow banner at the top states 'This form will timeout in 15 minutes. Any unsaved progress will be lost.' The left sidebar has 'Hearing Details' selected. The main content area is titled 'Hearing Details' and contains the following fields:

- Date Sentence Adjudged ***: 05/17/2024
- Sentencing Composition ***: Judge
- Sentence Hearing Judge**: CIRCUIT MILITARY JUDG...
- Was a sentence adjudged at the sentencing hearing?**: Yes (selected), No
- Was a sentence adjudged under segmented sentencing rules?**: Yes (selected), No

At the bottom of the form, there are 'CANCEL' and 'NEXT' buttons.

5. In the “Segmented Sentence” step of the form, input the segmented sentence for each specification with a guilty finding.
 - a. For each specification with a term of confinement, input whether the confinement will be served consecutively and/or concurrently with any other term of confinement.
 - b. Once all segmented sentence details are input, select the “Calculate Total” button to view the total confinement and fines input in this step of the form.

The screenshot shows the 'Enter Sentence: U.S. v. Anderson' form. The left sidebar has 'Segmented Sentence' selected. The main content area is titled 'Segmented Sentence' and shows the following details:

- Charge I: Violation of the UCMJ, Article 89 - Disrespect toward superior commissioned officer**
- Specification**: Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen... (view more)
- Confinement**: Months, 3
- Concurrent With**: All Others
- Consecutive With**: None
- Fine**: \$200.00

Below this, there is a section for 'Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction' with a 'Specification 1' that has been dismissed.

- c. Select the “Next” button once all necessary information is input.

Specification 2
Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

Confinement **Confinement Duration** **Concurrent With** **Consecutive With** **Fine**

Specification 3
Language for specification 3: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)

Confinement **Confinement Duration** **Concurrent With** **Consecutive With** **Fine**

Segmented Sentence Totals **CALCULATE TOTAL**

Confinement 6 months **Fines** Fine of \$1,100.00

6. In the “Sentence Details” step of the form, enter the details of the adjudged sentence elements by selecting the appropriate checkbox and inputting any additional details required.
 - a. Select the “Override” option for confinement and/or fine to override the system-calculated segmented sentence totals totals.
 - b. Select the “Next” button once all necessary information is input.

Enter Sentence: U.S. v. Anderson

Sentence Details
Select the applicable sentence elements and enter the details of the adjudged sentence. Mandatory and automatic punishments should not be included as a part of the adjudged sentence.

Punitive Letter of Reprimand

Reduction in Grade

Forfeitures

Fine

Dollars **Override Total Fine?** Yes **Add Confinement Provision?** Yes

Restriction to Specified Limits

Hard Labor without Confinement

Confinement

Override Total Confinement? Yes **Total Confinement**

Punitive Discharge

Death

7. If all non-draft specifications occurred December 27th, 2023, there is an additional step included in the sentencing wizard for "Parameter and Criteria Sentencing".

Enter Sentence: U.S. v. Anderson

This form will timeout in 39 minutes. Any unsaved progress will be lost.

Parameter and Criteria Sentencing

Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

Specification
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen... (view more)

Specification has been dismissed

Parameter and Criteria Sen...

Notifications

Review

Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction

Specification 1
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen... (view more)

Offense Description
Pandering; arranging/receiving consideration

DIBRS Code
134-B8

Confinement
-

Offense Type*
--- Select a Value ---

Offense Category
--- Select a Value ---

Confinement Range
-

Departure Type
--- Select a Value ---

Departure Reason
--- Select a Value ---

Additional Details

0/4000

Specification 2
Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen... (view more)

Offense Description
Fall to go to place of duty

DIBRS Code
086-A2

Confinement
-

Offense Type*
--- Select a Value ---

Offense Category
--- Select a Value ---

Confinement Range
-

Departure Type
--- Select a Value ---

Departure Reason
--- Select a Value ---

Additional Details

0/4000

- If “Parameter” is selected as the “Offense Type” the user can enter “Offense Category”, “Departure Type”, “Departure Reason”, and “Additional Details”. The “Confinement Range” will be calculated.
- Select the “Next” button once all necessary information is input.

Enter Sentence: U.S. v. Anderson

This form will timeout in 53 minutes. Any unsaved progress will be lost.

Parameter and Criteria Sentencing

Charge I: Violation of the UCMJ, Article 90 - Willfully disobeying superior commissioned officer

Specification
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen... (view more)

Specification has been dismissed

Parameter and Criteria Sen...

Notifications

Review

Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction

Specification 1
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen... (view more)

Offense Description
Pandering; arranging/receiving consideration

DIBRS Code
134-B8

Confinement
-

Offense Type*
Parameter

Offense Category
Category 1

Confinement Range
0 - 12 Months

Departure Type
Upwards

Departure Reason
There was an articulable adverse impact on the mission, discipline, or e...

Additional Details
Details

7/4000

Specification 2
Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen... (view more)

Offense Description
Fall to go to place of duty

DIBRS Code
086-A2

Confinement
-

Offense Type*
--- Select a Value ---

Offense Category
--- Select a Value ---

Confinement Range
-

Departure Type
--- Select a Value ---

Departure Reason
--- Select a Value ---

Additional Details

0/4000

- In the “Confinement Credit” step of the form, verify the confinement credit entered on the case and optionally add confinement credit by selecting the “Add Confinement Credit” button

- a. Any confinement credit added through this action will be factored into the “Judicially Ordered Credit” and “Total Confinement Credit” fields

The screenshot shows the 'Enter Sentence: U.S. v. Anderson' form. A yellow banner at the top indicates a 23-minute timeout. The left sidebar has 'Confinement Credit' selected. The main content area is titled 'Confinement Credit' and shows 'Total Pretrial Confinement' as 0 Days, 'Judicially Ordered Credit' as 25 Days, and 'Total Confinement Credit' as 25 Days. A yellow box highlights the 'ADD CONFINEMENT CREDIT' button. The 'Details' section explains that the credit is for 10 days because the accused was trapped in a man-hole. 'CANCEL', 'BACK', and 'NEXT' buttons are visible at the bottom.

9. In the “Notifications” step of the form, input the details of the notifications required.
a. Fields reflect the information captured on the Statement of Trial Results.

The screenshot shows the 'Enter Sentence: U.S. v. Anderson' form at the 'Notifications' step. A yellow banner indicates a 59-minute timeout. The left sidebar has 'Notifications' selected. The main content area contains several notification questions with radio button options: 'Is sex offender registration required...' (No selected), 'Did this case involve a crime of domestic violence...' (No selected), 'Is DNA collection and submission required...' (No selected), and 'Does this case trigger a firearm possession prohibition...' (No selected). A 'Reference Documents' link is provided. 'CANCEL', 'BACK', and 'NEXT' buttons are visible at the bottom.

10. Review the form and select the “Submit” button to save the sentence to the case.

Enter Sentence: U.S. v. Anderson

Hearing Details

Sentence Details

Notifications

Review

Hearing Details

Date Sentence Adjudged * 11/01/2022

Sentencing Composition * Judge

Did the accused opt in to segmented sentencing rules? Yes No

Was there a sentence adjudged at the sentencing hearing? Yes No

Confinement Credit

Total Pretrial Confinement None

Pretrial Confinement Credit 0 Judicially Ordered Credit 0 Total Confinement Credit 0 Days

Details

Sentence Details

Select the applicable sentence elements and enter the details of the adjudged sentence. Mandatory and automatic punishments should not be included as a part of the adjudged sentence.

Punitive Letter of Reprimand

Reduction in Grade

Forfeitures

Fine

Restriction to Specified Limits

Hard Labor without Confinement

Confinement

Punitive Discharge

Death

Notifications

Is sex offender registration required in accordance with appendix 4 to enclosure 2 of DoDI 1325.07? Yes No

Is DNA collection and submission required in accordance with 10 U.S.C. § 1565 and DoDI 5505.14? Yes No

Reference Documents
SECNAV Instruction 5800.14A | DoDI 5505.11p | DoDI 5505.14p

Did this case involve a crime of domestic violence as defined in enclosure 2 of DoDI 6400.06? Yes No

Does this case trigger a firearm possession prohibition in accordance with 18 U.S.C. § 922? Yes No

CANCEL
BACK **SUBMIT**

11. Following submission, the sentencing details will be available in the “Sentencing” subtab of the “Post-Trial” tab.
 - a. Segmented Sentencing, Confinement Credit, and Notifications sections are initially collapsed and can be viewed by selecting the corresponding section label.
 - b. The entry may be edited by selecting the “Sentencing” action from the “Actions” list.

U.S. v. Anderson

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

Sentencing

Sentence Suspension

Sentence Deferment

1105 Hearing

CA Action

Post-Trial Motions

ACTIONS

Sentence Suspension

Enter Sentence

Deferment

Sentencing

Sentence Hearing

Date Sentence Adjudged
Feb 17, 2023

Sentencing Composition
Judge

Sentence Hearing Judge
MILITARY JUDGE, IOANA

> Segmented Sentence

> Confinement Credit

> Notifications

Sentence Details

- 6 months
- Fine of \$1,100.00

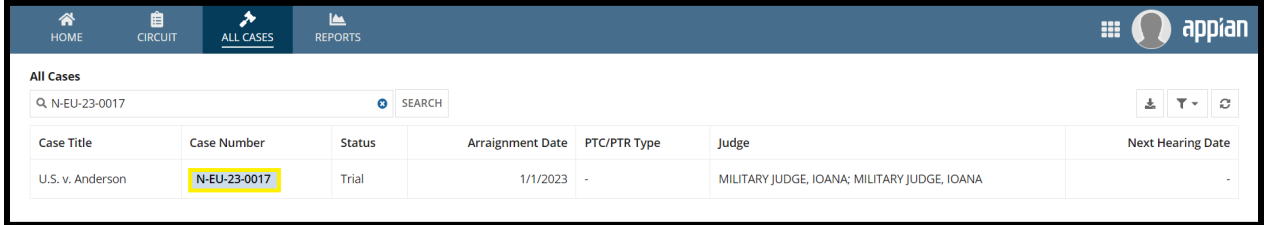
- c. If the accused was actively in PTC/PTR, the active entry will end with a release date that matches the date of sentencing.

Recommend Sentence Suspensions

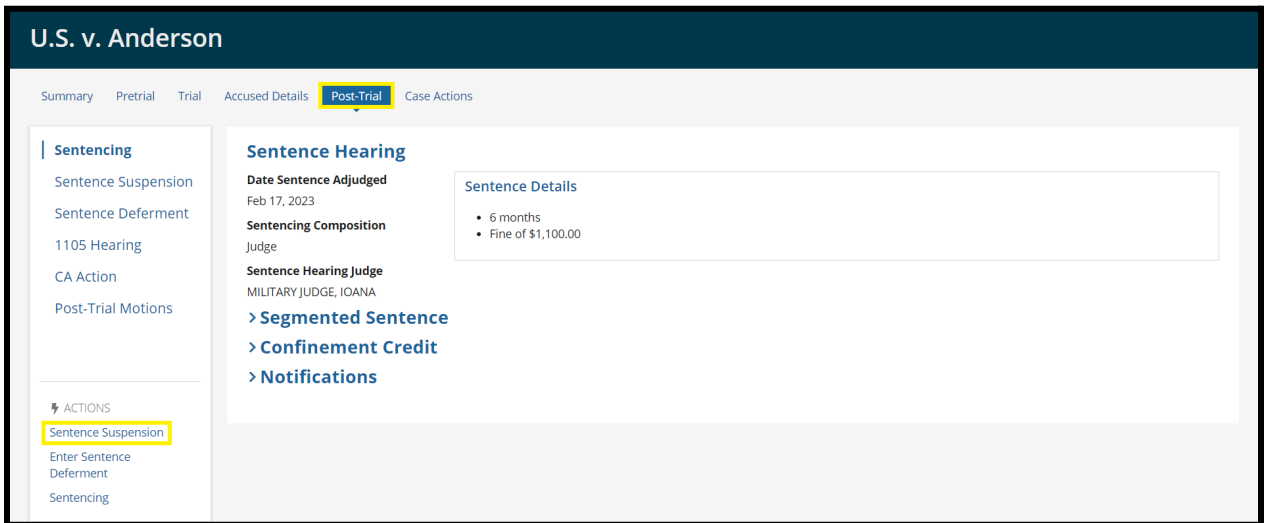
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Sentence Suspension” action from the “Actions” list.



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

4. In the “Recommend Sentence Suspension” form, input the details of recommended sentence suspensions and select “Submit” to save the details to the case.
 - a. In the “Sentencing Details” step of the form, input whether the judge recommended to suspend a portion of the sentence. Select the “Next” button once all necessary information is input.

- b. In the “Military Judge Suspensions” step of the form, enter the portions of the adjudge sentence that are recommended for suspension by selecting the appropriate checkbox and inputting any additional details required. Select the “Next” button once all necessary information is input.

Recommend Sentence Suspension: U.S. v. Anderson

Sentencing Details

Military Judge Suspensions

- 6 months
- Fine of \$1,100.00

Segmented Suspensions

Review

Military Judge Suspensions

Suspend Confinement

6 months

Confinement Suspension Unit: --- Select a Value ---

Suspension Duration Type: --- Select a Value ---

Suspension Duration: []

Suspension Additional Details

Suspend Fine

CANCEL BACK NEXT

- c. In the “Segmented Suspensions” step of the form, enter the portions of the segmented sentence that are recommended for suspension by selecting the appropriate checkbox and inputting any additional details required. Select the “Next” button once all necessary information is input.

Recommend Sentence Suspension: U.S. v. Anderson

Sentencing Details

Military Judge Suspensions

- 6 months
- Fine of \$1,100.00

Segmented Suspensions

Review

Suspend Sentence: Specification

Charge 1: Violation of the UCMJ, Article 89 - Disrespect toward superior commissioned officer

Specification 1	Confinement	Concurrent With	Consecutive With	Fine
Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene... (view more)	6 months	All Others	None	-

Confinement Suspension Unit: --- Select a Value ---

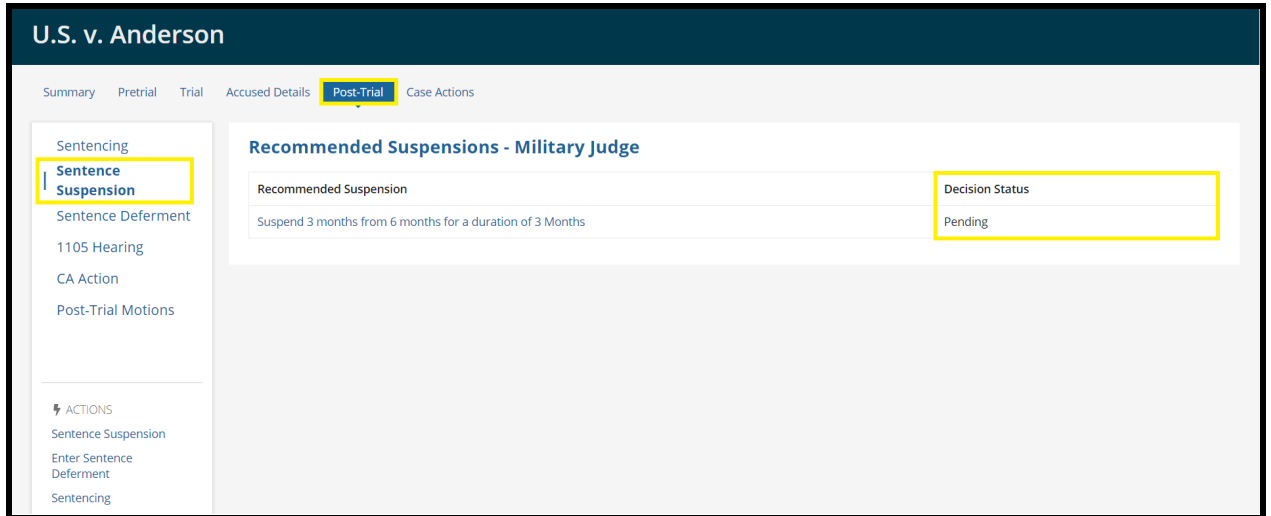
Suspension Duration Type: --- Select a Value ---

Suspension Duration: []

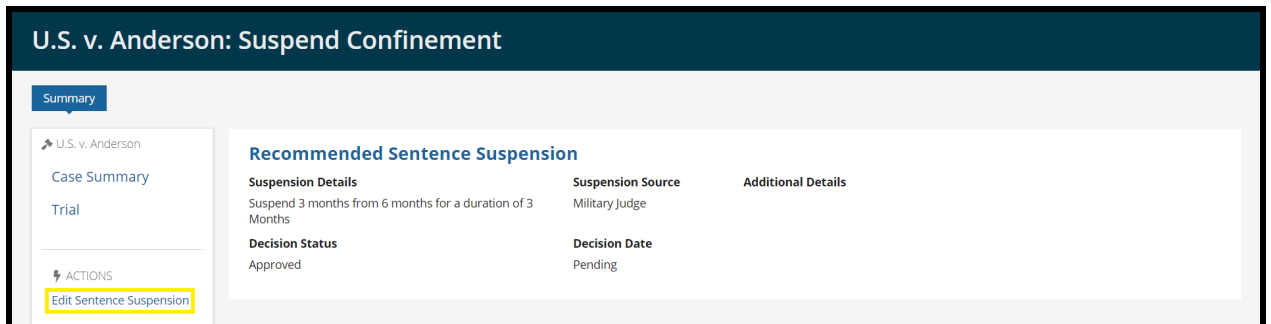
Suspension Additional Details

0/2000

- Review the form and select the “Submit” button to save the sentence to the case.
- Following submission, the sentence suspensions entered will be available on the “Sentence Suspensions” subtab of the “Post-Trial” tab.
 - The suspension “Decision Status” will be set to “Pending” until the Convening Authority’s Action is input as part of the post-trial process.



7. Selecting the “Recommended Suspension” link will display a summary of the recommended sentence suspension entry.
 - a. The entry may be edited by selecting “Edit Sentence Suspension” in the “Actions” list.
 - b. Decision status and decision date will remain “Pending” until action is taken by the Convening Authority.

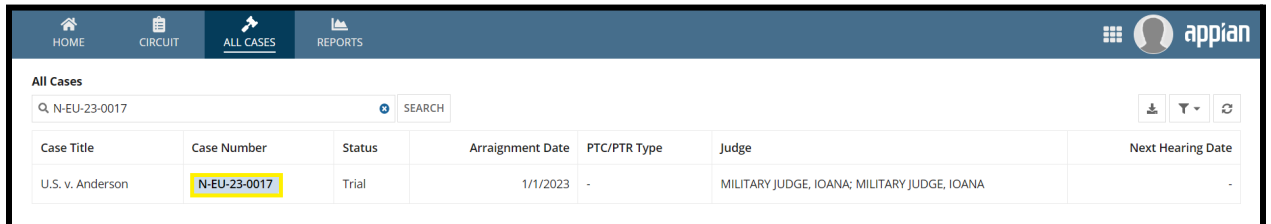


Enter Sentence Deferments

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



2. Select the “Case Number” to navigate to the Case’s Summary page.



3. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Enter Sentence Deferment” action from the “Actions” list.

The screenshot shows the case page for "U.S. v. Anderson". The navigation tabs include Summary, Pretrial, Trial, Accused Details, Post-Trial (highlighted), and Case Actions. On the left, a sidebar lists "Sentencing" options: Sentence Suspension, Sentence Deferment, 1105 Hearing, CA Action, and Post-Trial Motions. Below this is an "ACTIONS" section with "Enter Sentence Deferment" highlighted. The main content area displays "Sentence Hearing" details, including the date (Feb 17, 2023), composition (Judge), and judge (MILITARY JUDGE, IOANA). It also lists "Sentence Details" (6 months, Fine of \$1,100.00) and expandable sections for Segmented Sentence, Confinement Credit, and Notifications.

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

The screenshot shows the case page for "U.S. v. James". The navigation tabs include Summary, Documents, Case Journal, Victims, Witnesses, & Experts, Charges & Offenses, Trial, Accused Details, Post-Trial, Appellate Activity, and Case Actions (highlighted). The "Case Actions" section is active, showing a "Select Display Option" with "Display all" selected. Below this are several categorized action lists: "Accused Details Actions" (ENTER ACCUSED APPELLATE RIGHTS ELECTION, ENTER CIVILIAN COUNSEL, ENTER CA DETAILS, ADD FIREARM PROHIBITION), "Appellate Activity Actions" (FILE WRIT PETITION), "Case Journal Actions" (ADD CASE JOURNAL), "Charges & Offenses Actions" (No available actions), and "Documents Actions" (UPLOAD CASE DOCUMENT).

4. In the “Sentence Deferment” form, input the details of the deferment and select the elements of the adjudged sentence to defer. Select “Submit” to save the details to the case.
 - a. Select the appropriate sentence element to input the details of the deferral of that element.
 - b. If the deferment is based on a deferment request by the accused, the details of the request are available for input.

Enter Sentence Deferment: U.S. v. Anderson
 Select sentence elements to defer, then enter details of the deferment.

Deferment Details

Is this deferment based on a deferment request from the accused? *
 Yes No

Request Date:

Request Document: Drop file here

Date of CA's Decision:

CA Decision Document: Drop file here

Did the Convening Authority waive automatic forfeitures by operation of Article 58(b), UCMJ?

Sentence Elements to Defer

Defer Confinement

6 months

CA Decision: Approved Denied

Effective Deferment Date:

Is the requested end of the deferment the EOJ?

Requested Deferment End Date:

Is the end date of the deferment the EOJ?

Deferment End Date:

- c. If the deferment is not based on a deferment request by the accused, the deferment details can be input directly.

Enter Sentence Deferment: U.S. v. Anderson
 Select sentence elements to defer, then enter details of the deferment.

Deferment Details

Is this deferment based on a deferment request from the accused? *
 Yes No

CA Decision Document: Drop file here

Did the Convening Authority waive automatic forfeitures by operation of Article 58(b), UCMJ?

Sentence Elements to Defer

Defer Confinement

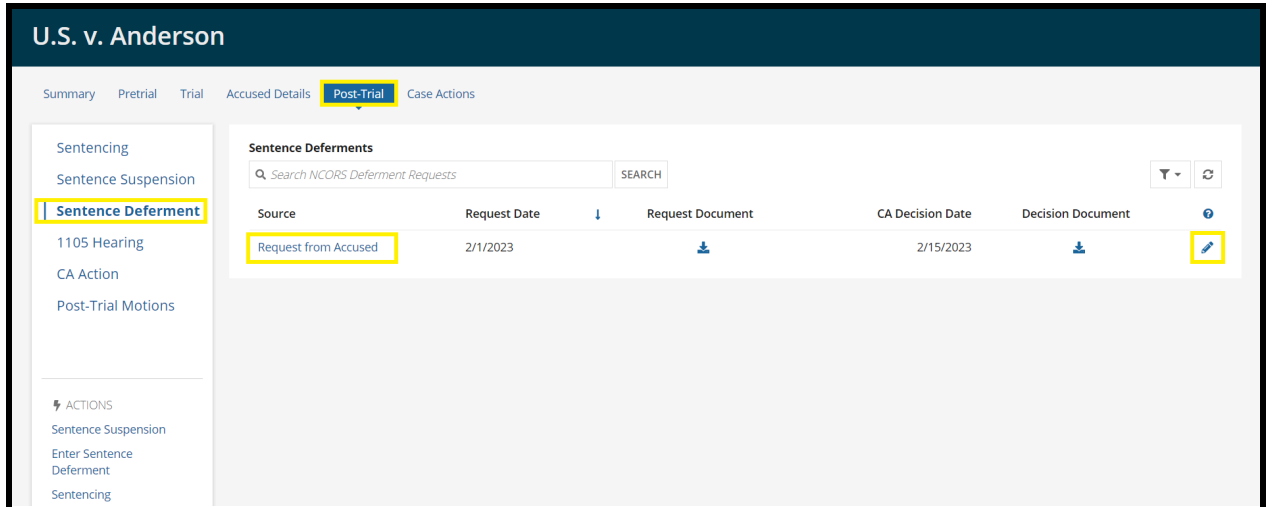
6 months

Effective Deferment Date:

Is the end date of the deferment the EOJ?

Deferment End Date:

5. Following submission, the sentence deferments entered will be available on the “Sentence Deferment” subtab of the “Post-Trial” tab.
 - a. The entry may be edited by selecting the “Edit” icon in the grid.
 - b. Select the deferment “Source” to view a summary sentence deferment.



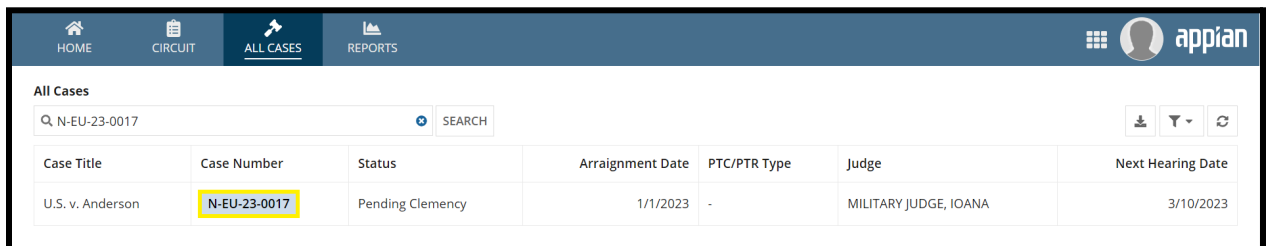
Post-Trial Motions

Add Post-Trial Motion Hearing

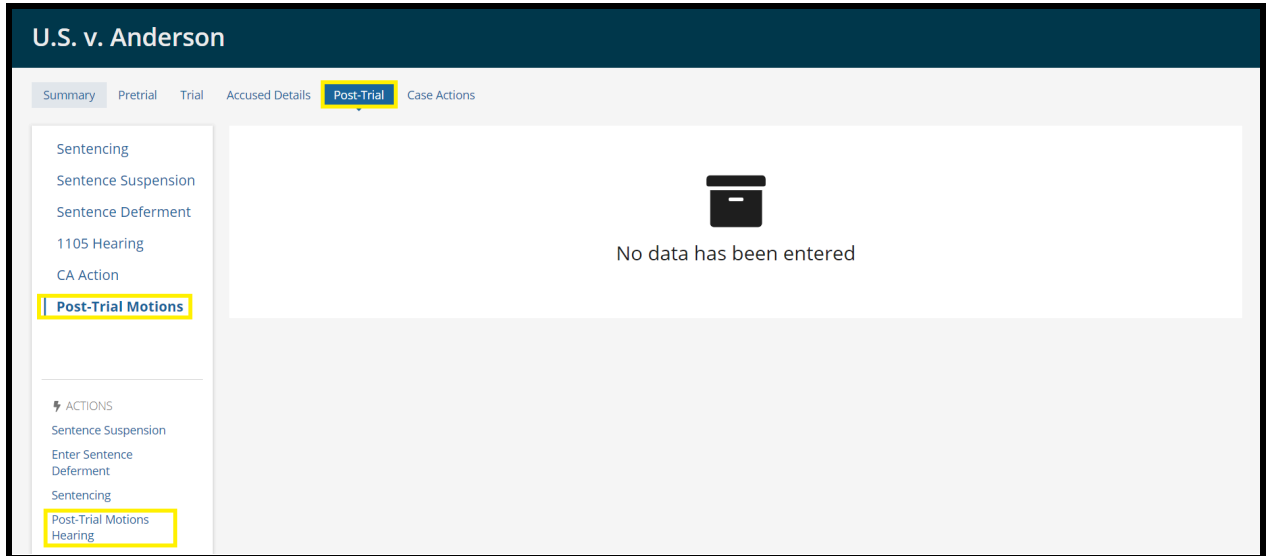
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



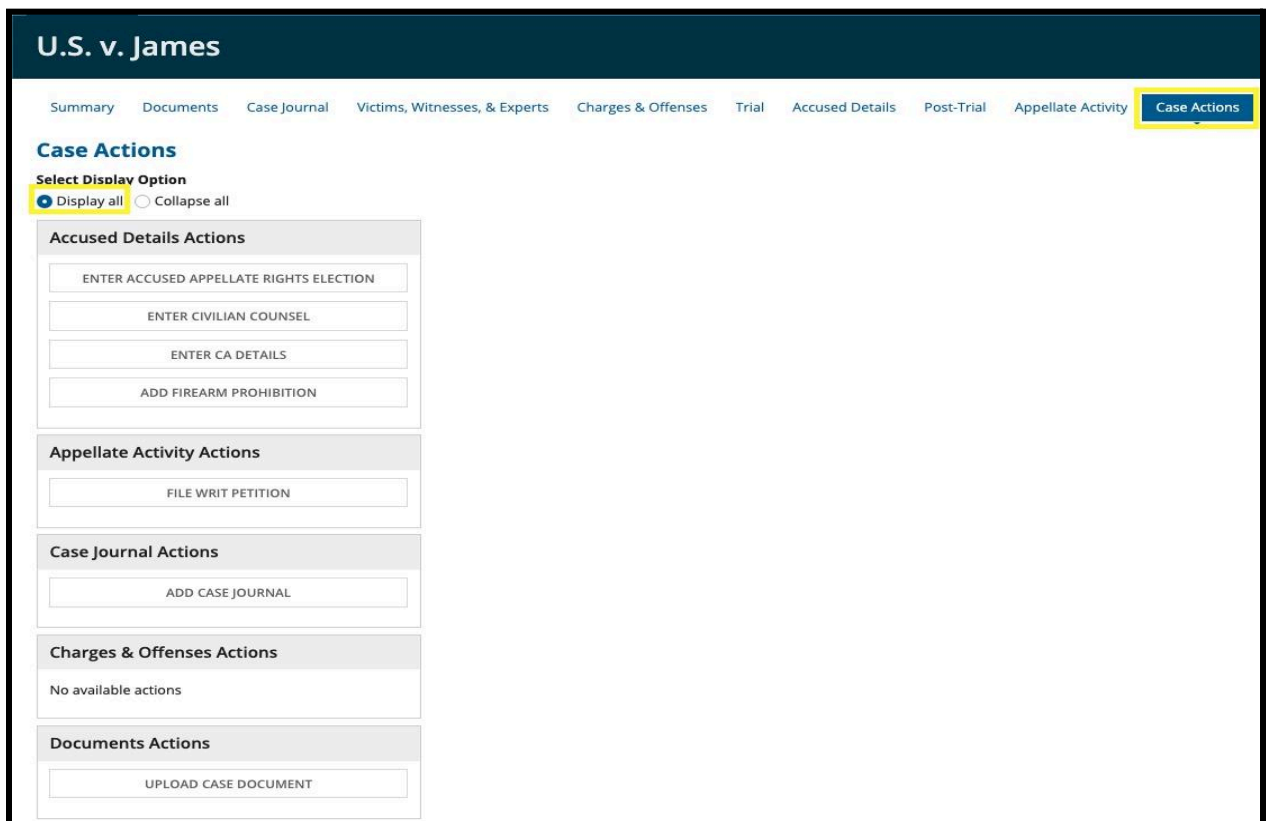
2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Post-Trial Motions Hearing” action from the actions list.
 - a. This action is only available if the case is in a post-trial status.



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



4. In the “Add Post-Trial Motions Hearing” form, input the hearing date and input the details of the post-trial motions hearing. Select “Submit” to save the details to the case.
 - a. Input the hearing date, filing due date, and response due date.

- b. Select a motions hearing judge from the dropdown. This field will default to the judge assigned to the case.
- c. Input the details of the hearing outcome, including whether the Post-Trial 39(a) session impacted any findings or the sentence. This information can be modified later and does not need to be input when the hearing is initially added.

Add Post-Trial Motions Hearing: U.S. v. Anderson

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

Hearing and Due Dates

Hearing Date *

Filing Due Date

Response Due Date

Hearing Details

Motions Hearing Judge: MILITARY JUDGE, IOANA

Physical Security: --- Select a Level ---

Location of Hearing: --- Select a Location ---

Security Clearance: Unclassified

Hearing Type: Open Closed

Outcome

Did the Post-Trial 39(a) session impact any findings?
 Yes No

Did the Post-Trial 39(a) session impact the sentence?
 Yes No

- 5. Following submission, the post-trial motions hearing will be displayed on the “Post-Trial Motions” subtab of the “Post-Trial” tab.

U.S. v. Anderson

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

Sentencing
Sentence Suspension
Sentence Deferment
1105 Hearing
CA Action
Post-Trial Motions

Post-Trial Motions Hearing: 3/6/2023

Hearing Date March 6, 2023

Filings Due Date February 27, 2023

Responses Due Date March 2, 2023

Hearing Judge MILITARY JUDGE, IOANA

Location HQ Washington, DC - Courtroom (Bldg 200)

Date Created February 23, 2023

Scheduled Post-Trial Motions

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

- 6. Select the “Hearing Date” link to view a summary of the post-trial motions hearing, as well as a list of motions that are scheduled to be heard.
 - a. The hearing details may be edited by selecting the “Edit Post-Trial Motions Hearing” action in the “Actions” list.

Post-Trial Motions Hearing: U.S. v Anderson

Summary

U.S. v. Anderson

Case Summary

Post-Trial

ACTIONS

Edit Post-Trial Motions H...

Update Post-Trial Motions

Post-Trial Motions Hearing Details

Hearing Date 📅 March 6, 2023	Hearing Judge 👤 MILITARY JUDGE, IOANA	Physical Security 🔒 Low
Filings Due Date 📅 February 27, 2023	Hearing Location 📍 HQ Washington, DC - Courtroom (Bldg 200)	Security Clearance 🔒 Unclassified
Responses Due Date 📅 March 2, 2023	Hearing Type 📄 Open	

Hearing Outcome

Did the Post-Trial 39(a) session impact any findings? Did the Post-Trial 39(a) session impact the sentence?

-

Scheduled Post-Trial Motions

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

Add Motions to Post-Trial Motions Hearings

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

HOME CIRCUIT **ALL CASES** REPORTS appian

- Select the “Case Number” to navigate to the Case Summary page.

HOME CIRCUIT **ALL CASES** REPORTS appian

All Cases

Q N-EU-23-0017 📄 ⌵ 🔄

Case Title	Case Number	Status	Arrestment Date	PTC/PTR Type	Judge	Next Hearing Date
U.S. v. Anderson	N-EU-23-0017	Pending Clemency	1/1/2023	-	MILITARY JUDGE, IOANA	3/10/2023

- From the Case Summary page, navigate to the “Post-Trial” tab and select the “Post-Trial Motions” subtab. Select the “Hearing Date” link to view a summary of the post-trial motions hearing that motions will be added to.

U.S. v. Anderson

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

Sentencing
Sentence Suspension
Sentence Deferment
1105 Hearing
CA Action
Post-Trial Motions

Post-Trial Motions Hearing: 3/6/2023

Hearing Date 📅 March 6, 2023
Filings Due Date 📅 February 27, 2023
Responses Due Date 📅 March 2, 2023
Hearing Judge MILITARY JUDGE, IOANA
Location HQ Washington, DC - Courtroom (Bldg 200)
Date Created 📅 February 23, 2023

Scheduled Post-Trial Motions

Type	Filing Party	Motion ⓘ	Exhibit Number	Status ↓	Date Filed ⓘ
Post-Trial Motion	Government	📄	-	Filed	2/23/2023

Unscheduled Post-Trial Motions

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

🔍 Search Post Trial Motions SEARCH

Type	Filing Party	Motion ⓘ	Exhibit Number	Status ↓	Date Filed ⓘ
Post-Trial Motion	Defense	📄	-	Filed	2/23/2023

- Select the “Update Post-Trial Motions” action from the actions list.

Post-Trial Motions Hearing: U.S. v Anderson

Summary

U.S. v. Anderson
Case Summary
Post-Trial

Update Post-Trial Motions

Post-Trial Motions Hearing Details

Hearing Date 📅 March 6, 2023
Filings Due Date 📅 February 27, 2023
Responses Due Date 📅 March 2, 2023
Hearing Judge MILITARY JUDGE, IOANA
Hearing Location HQ Washington, DC - Courtroom (Bldg 200)
Hearing Type Open
Physical Security Low
Security Clearance Unclassified

Hearing Outcome

Did the Post-Trial 39(a) session impact any findings?
-

Did the Post-Trial 39(a) session impact the sentence?
-

Scheduled Post-Trial Motions

🔍 Search Post Trial Motions SEARCH

Type	Filing Party	Motion ⓘ	Exhibit Number	Status ↓	Date Filed ⓘ
Post-Trial Motion	Government	📄	-	Filed	2/23/2023

- In the “Update Scheduled Post-Trial Motions” form, review the post-trial motions hearing details and add or remove motions from the hearing. Select “Submit” to save the details to the case.
 - Select the “Add” icon to add a motion from the grid of “Available Post-Trial Motions” to the grid of “Scheduled Post-Trial Motions”.
 - Select the “Remove” icon to remove a motion from the grid of “Scheduled Post-Trial Motions”. The motion will now be displayed in the “Available Post-Trial Motions” grid.

- c. Select the “Motion Type” link for motions in either grid to view a summary of the motion.

Update Scheduled Post-Trial Motions: U.S. v. Anderson

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

Post-Trial Motions Hearing Details

Hearing Date: March 6, 2023 Hearing Judge: MILITARY JUDGE, IOANA Physical Security: Low
 Filings Due Date: February 27, 2023 Hearing Location: HQ Washington, DC - Courtroom (Bldg 200) Security Clearance: Unclassified
 Responses Due Date: March 2, 2023 Hearing Type: Open

Update Scheduled Post-Trial Motions

The "Scheduled Post-Trial Motions" grid contains a list of all post-trial motions currently scheduled to be heard at the hearing. The "Available Post-Trial Motions" grid contains a list of all post-trial motions that are available to be scheduled to be heard at the hearing. Use the "plus" or "remove" icons on the two grids to add or remove post-trial motions for the hearing.

Scheduled Post-Trial Motions
 Post-trial motions scheduled to be heard at the motions hearing. Clicking "remove" icon will remove the post-trial motion from the hearing.

Motion Type	Filing Party	Status	Date Filed
Post-Trial Motion	Government	Filed	Feb 23, 2023

Available Post-Trial Motions
 Post-trial motions available to be scheduled at the motions hearing. Clicking the "plus" icon will add the post-trial motion to the hearing.

Motion Type	Filing Party	Status	Date Filed
Post-Trial Motion	Defense	Filed	Feb 23, 2023

CANCEL SUBMIT

- 6. Following submission, the added motions will be displayed in the grid of “Scheduled Post-Trial Motions” on the motions hearing summary.
 - a. Additional updates to the grid of “Scheduled Post-Trial Motions” can be made by selecting the “Update Post-Trial Motions” action from the actions list.

Post-Trial Motions Hearing: U.S. v Anderson

Summary

U.S. v. Anderson

Case Summary

Post-Trial

ACTIONS

- Edit Post-Trial Motions H...
- Update Post-Trial Motions

Post-Trial Motions Hearing Details

Hearing Date: March 6, 2023 Hearing Judge: MILITARY JUDGE, IOANA Physical Security: Low
 Filings Due Date: February 27, 2023 Hearing Location: HQ Washington, DC - Courtroom (Bldg 200) Security Clearance: Unclassified
 Responses Due Date: March 2, 2023 Hearing Type: Open

Hearing Outcome

Did the Post-Trial 39(a) session impact any findings? Did the Post-Trial 39(a) session impact the sentence?
 - -

Scheduled Post-Trial Motions

Search Post Trial Motions SEARCH

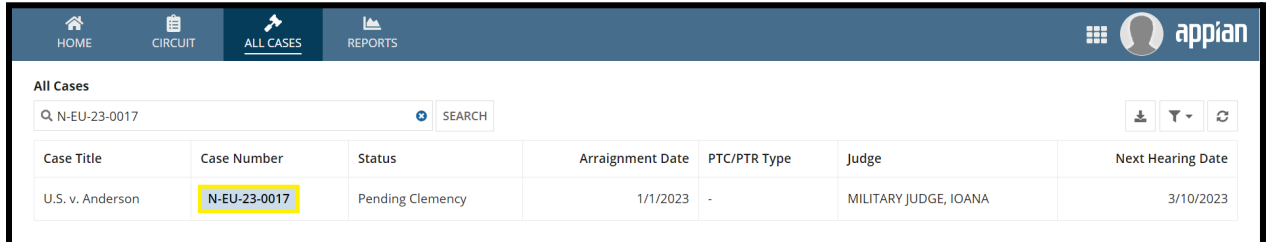
Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	↓	-	Filed	2/23/2023
Post-Trial Motion	Defense	↓	-	Filed	2/23/2023

Review and Rule on Post-Trial Motion

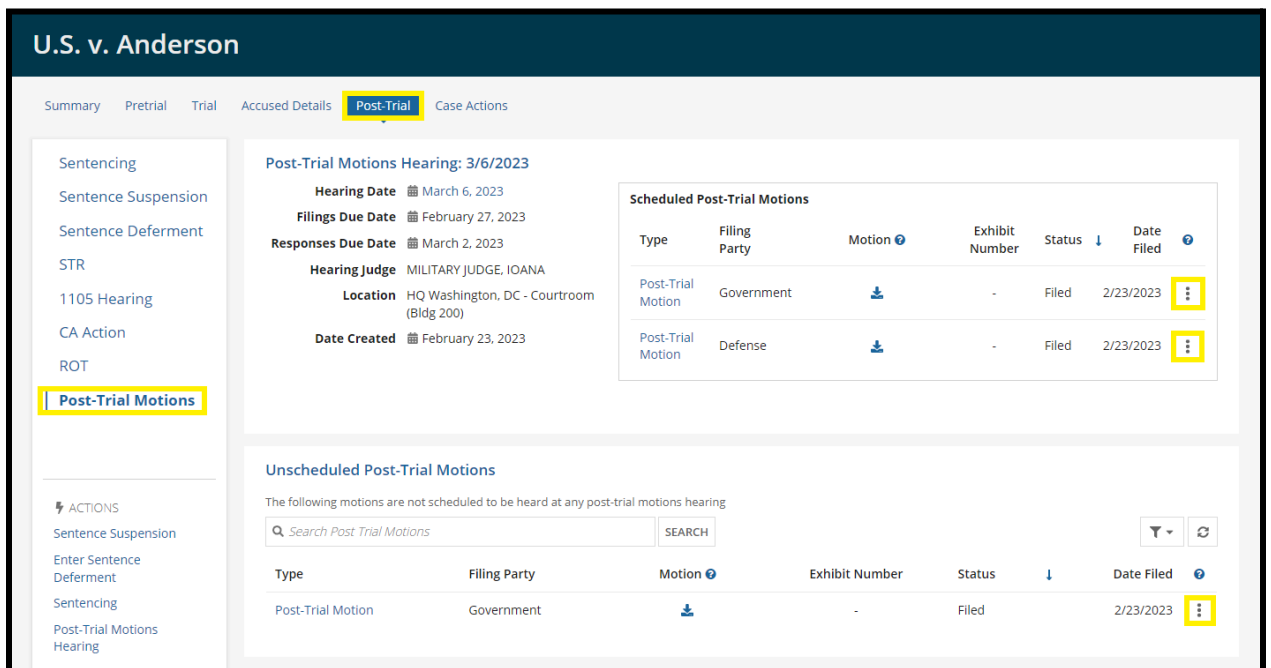
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Post-Trial Motions” subtab.
 - a. To rule on a motion, select the “Menu” icon in the grid of “Scheduled Post-Trial Motions” or the grid of “Unscheduled Post-Trial Motions” and select the “Rule on Motion” action.



- b. This action is also available from the summary of a post-trial motion. Access the summary by selecting the “Motion Type” link in the grid of “Scheduled Post-Trial Motions” or the grid of “Unscheduled Post-Trial Motions”, then select the “Rule on Post-Trial Motion” action from the actions list.

- c. Ruling on motions can also be done on the “Home” tab by select the link in the “Task Type” column of the “My Tasks” grid to accept the task to “Review Motion”
 - i. A task to review a motion is created any time a new motion is filed on a case that the judge is assigned to
 - 1. This excludes motion responses and replies
 - ii. The user can view the type of motion filed in the “Task Type” column

Case Title	Case Number	Task Type	Date Assigned
U.S. v. AutoCaseStatusUpdateTest2	N-EU-23-0303	Review Motion: Appropriate Relief	7/27/2023
U.S. v. Udogie	N-EU-23-0389	Review Motion: Appropriate Relief	8/22/2023
U.S. v. Udogie	N-EU-23-0389	Review Motion: MRE 514: Victim Advocacy records	8/22/2023
U.S. v. OrderedDates	N-EU-23-0486	Review Motion: Appropriate Relief	11/16/2023
U.S. v. Unknown		Review Motion: Appropriate Relief	12/7/2023

- 4. In the “Rule on Post-Trial Motion” form, input the ruling details by selecting the ruling status and upload a written ruling document. Select “Submit” to save the details to the case.
 - a. Mark the motion as an Ex-Parte submission if applicable. 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.

- b. If a ruling “Status” of “Granted” or “Denied” is selected, an additional field is available to record the “Ruling Details”.

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

Submission Details

Filing Party: Government
 Motion Type: Post-Trial Motion
 Date Filed: September 12, 2024
 Status: Filed

Ruling Details

Status: Granted
 Ruling Judge: Tim Trial Military Judge
 Date of Ruling:
 Written Ruling Document:

Is Ex Parte submission? Yes No

Share motion with VLC?

— Enter additional ruling details here —

- c. If a ruling “Status” of “Pending Motions Hearing” is selected, a grid of “Post-Trial Motions Hearings” is available. Select a post-trial motions hearing entry to assign the motion to the hearing.

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

Submission Details

Filing Party: Government
 Motion Type: Post-Trial Motion
 Date Filed: February 23, 2023
 Status: Filed

Ruling Details

Status: Pending Motions Hearing
 Date of Ruling:
 Written Ruling Document:

Post-Trial Motions Hearings				
<input type="checkbox"/>	Location	Hearing Date	Filings Due Date	Responses Due Date
<input type="checkbox"/>	HQ Washington, DC - Courtroom (Bldg 200)	3/6/2023	2/27/2023	3/2/2023

- 5. Following submission, the motion status will be updated and will be displayed on the “Post-Trial Motions” subtab of the “Post-Trial” tab.

- a. The ruling may be edited by selecting the “Menu” icon, then selecting the “Rule on Post-Trial Motion” action.
- b. Existing tasks for this specific motion to “Review Post-Trial Motion” will be marked as complete.
- c. If the motion is not Ex-Parte, all parties on the case are notified of the ruling. If the motion is Ex-Parte, only the submitting party is notified.

U.S. v. Anderson

Summary Pretrial Trial **Post-Trial** Case Actions

Sentencing
Sentence Suspension
Sentence Deferment
STR
1105 Hearing
CA Action
ROT
Post-Trial Motions

Post-Trial Motions Hearing: 3/6/2023

Hearing Date 📅 March 6, 2023
Filings Due Date 📅 February 27, 2023
Responses Due Date 📅 March 2, 2023
Hearing Judge MILITARY JUDGE, IOANA
Location HQ Washington, DC - Courtroom (Bldg 200)
Date Created 📅 February 23, 2023

Scheduled Post-Trial Motions

Type	Filing Party	Motion ⓘ	Exhibit Number	Status ↓	Date Filed ⓘ
Post-Trial Motion	Government	📄	-	Granted	2/23/2023 ⋮
Post-Trial Motion	Defense	📄	-	Filed	2/23/2023 ⋮

6. Select the “Motion Type” link for motions in either grid to view a summary of the motion and view the uploaded written ruling document.
 - a. The ruling may be edited by selecting the “Rule on Post-Trial Motion” action from the actions list.

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

Summary

U.S. v. Anderson
Case Summary
Post-Trial
ACTIONS
Rule on Post-Trial Motion

Post-Trial Motion Summary

Case Name U.S. v. Anderson
Submission Type Government
Motion Type Post-Trial Motion
Date Filed 📅 February 23, 2023
Status Granted

Responses and Replies

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

> **Motion File**

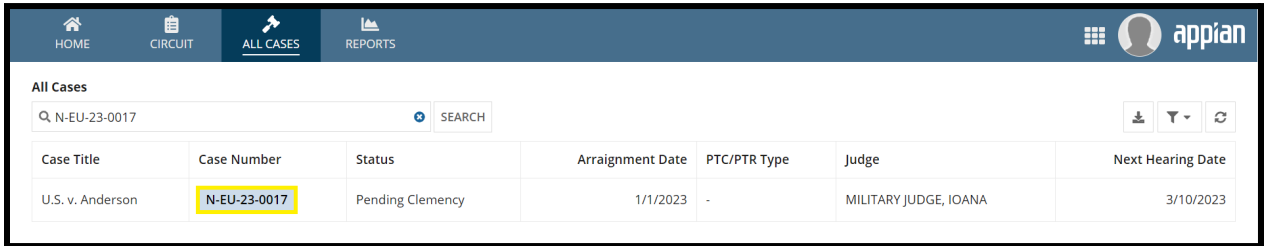
> **Written Ruling Document**

Input the Outcome to Post-Trial Motions Hearings

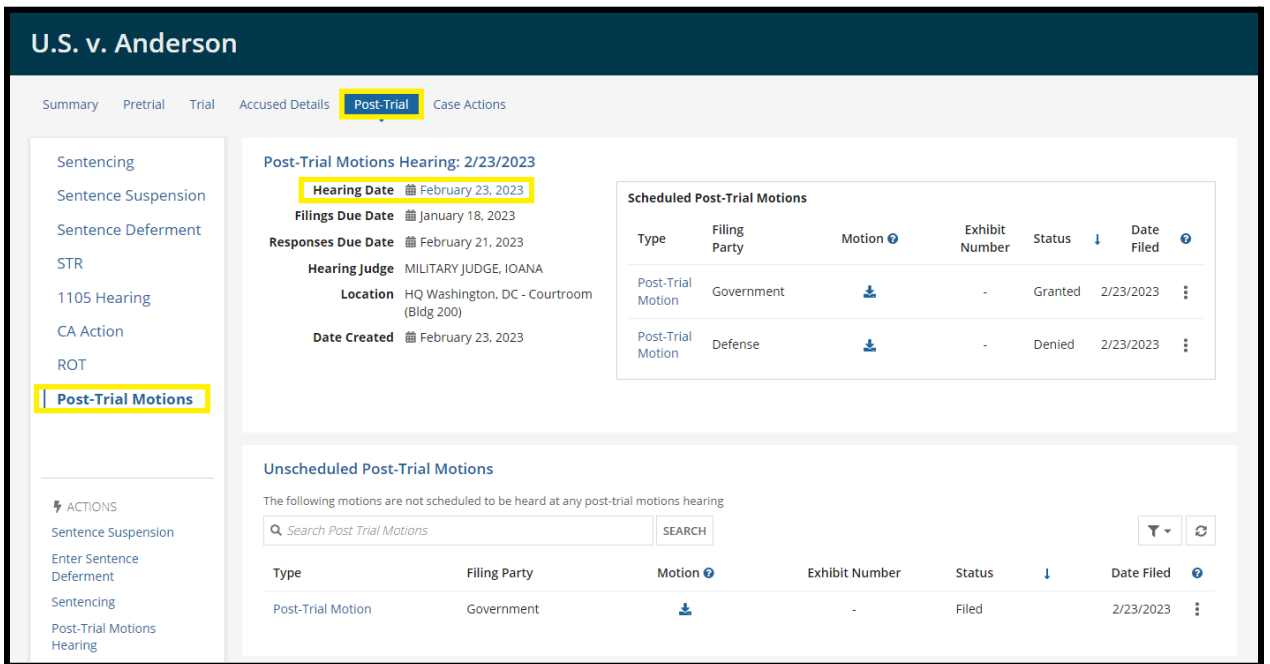
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the “Case Number” to navigate to the Case Summary page.



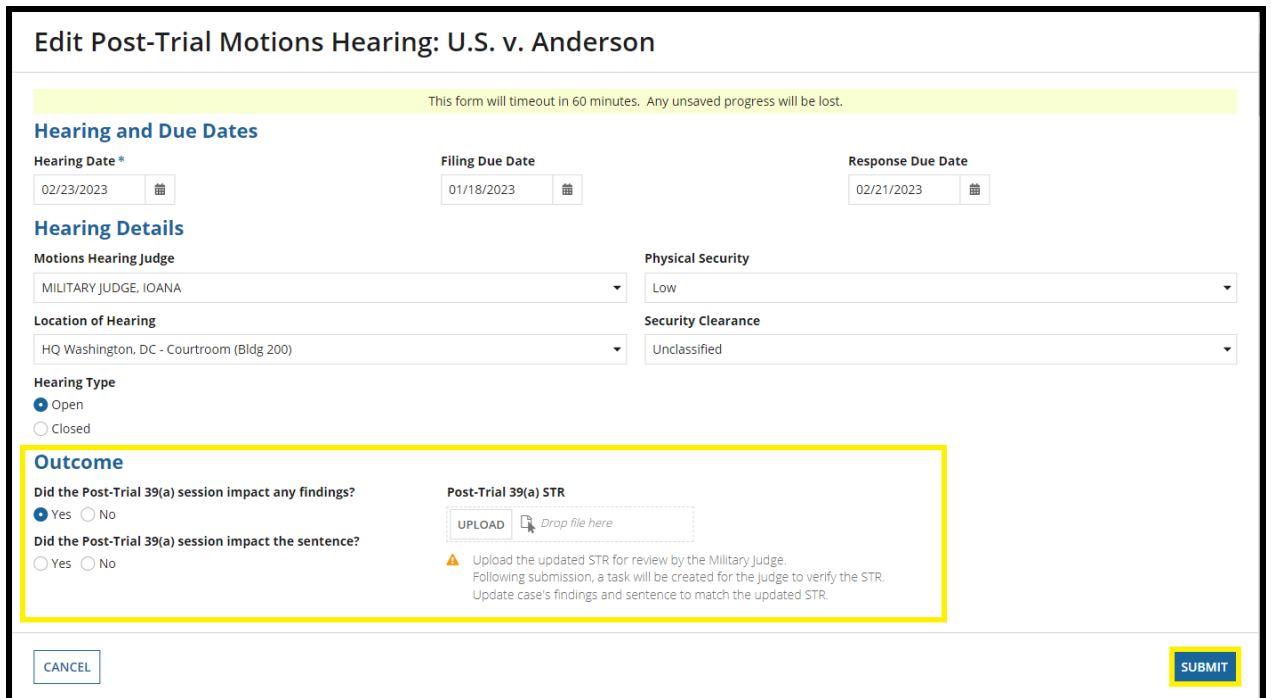
3. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Post-Trial Motions” subtab. Select the “Hearing Date” link to view a summary of the post-trial motions hearing.



4. Select the “Edit Post-Trial Motions Hearing” action from the actions list.



5. In the “Edit Post-Trial Motions Hearing” form, review the post-trial motions hearing details and input the outcome details. Select “Submit” to save the details to the case.
 - a. If the Post-Trial 39(a) session impacted and findings or impacted the sentence, a Post-Trial 39(a) STR document can be uploaded.
 - b. If a Post-Trial 39(a) STR document is uploaded, a task to verify the STR will be assigned to the judge assigned to the case.



6. Following submission, the hearing outcome and uploaded Post-Trial 39(a) STR document will be displayed on the post-trial motions hearing summary.

- a. Additional updates to the hearing outcome can be made by selecting the “Edit Post-Trial Motions Hearing” action from the actions list.

Post-Trial Motions Hearing: U.S. v Anderson

Summary

U.S. v. Anderson

Case Summary

Post-Trial

ACTIONS

Edit Post-Trial Motions H... (highlighted)

Update Post-Trial Motions

Post-Trial Motions Hearing Details

Hearing Date: February 23, 2023

Hearing Judge: MILITARY JUDGE, IDANA

Physical Security: Low

Filings Due Date: January 18, 2023

Hearing Location: HQ Washington, DC - Courtroom (Bldg 200)

Security Clearance: Unclassified

Responses Due Date: February 21, 2023

Hearing Type: Open

Hearing Outcome

Did the Post-Trial 39(a) session impact any findings? Yes

Did the Post-Trial 39(a) session impact the sentence? No

> Post-Trial 39(a) STR (highlighted)

Scheduled Post-Trial Motions

Search Post Trial Motions

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	Government	↓	-	Granted	2/23/2023
Post-Trial Motion	Defense	↓	-	Denied	2/23/2023

Post-Trial Actions

Review STR

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

HOME (highlighted) | CIRCUIT | ALL CASES | REPORTS

appian

2. Select the “Verify and Sign STR” task in the “My Tasks” grid.
 - a. The task will be assigned following an action by the Trial Office to forward the STR for verification.

TRIAL JUDICIARY CASE MANAGEMENT

MY WORKSPACE | CALENDAR | DOCUMENT TEMPLATES | RESOURCES

My Tasks

Search: Verify and Sign STR

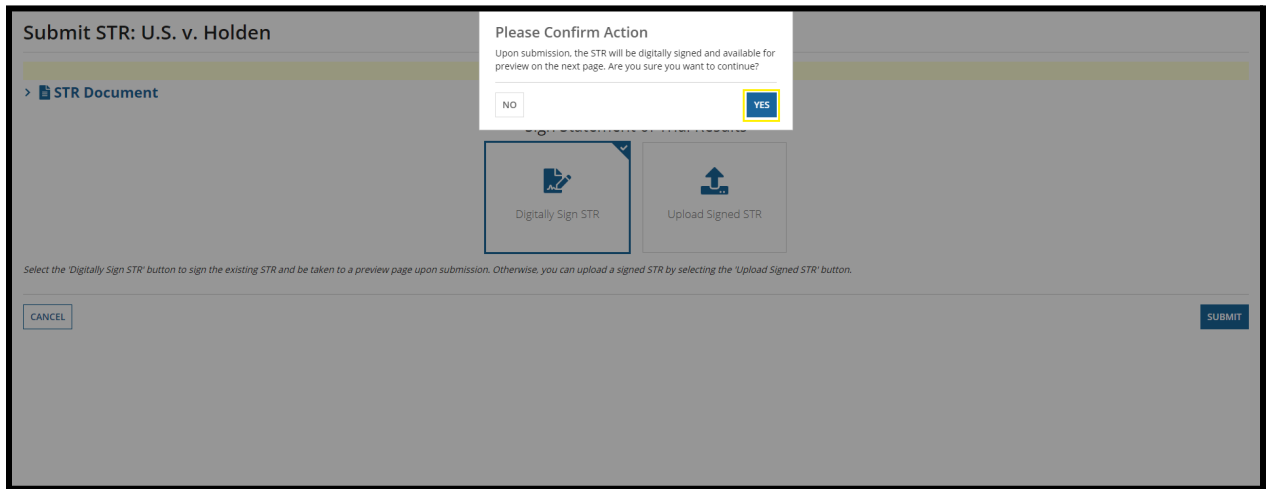
Case Title	Case Number	Task Type	Date Assigned
U.S. v. Holden	N-EU-24-0027	Verify and Sign STR (highlighted)	4/4/2024

3. Select “Digitally Sign STR” from the choice cards and select “Submit”.

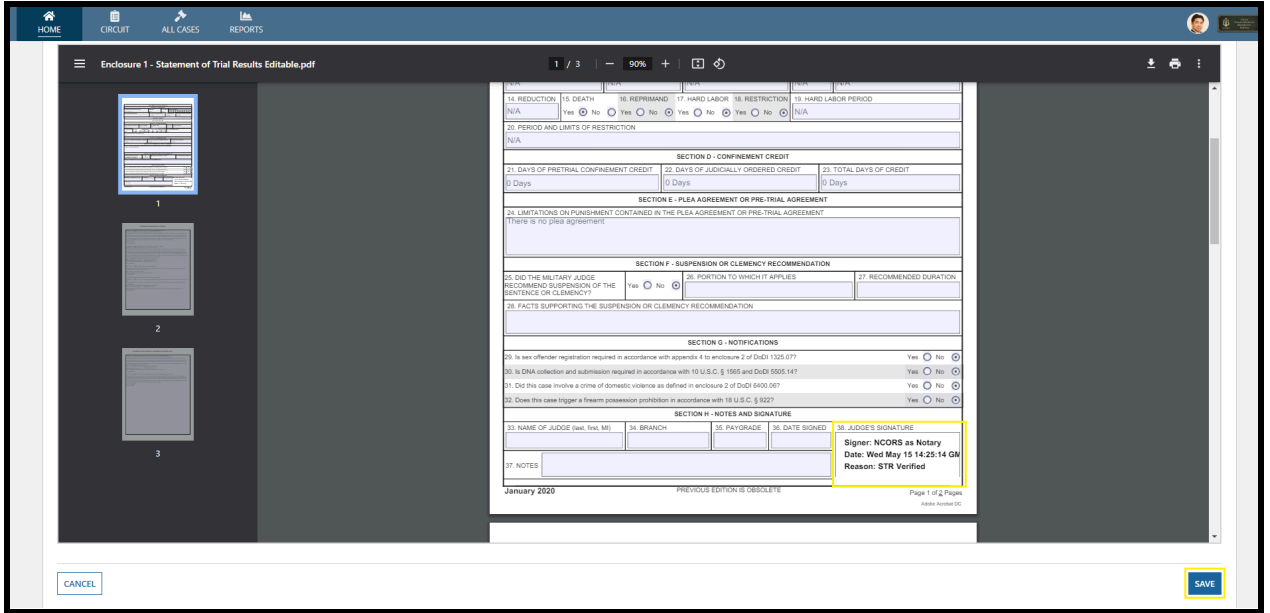
- a. Users can now select to “Digitally Sign the ROT” or to “Upload Signed STR”



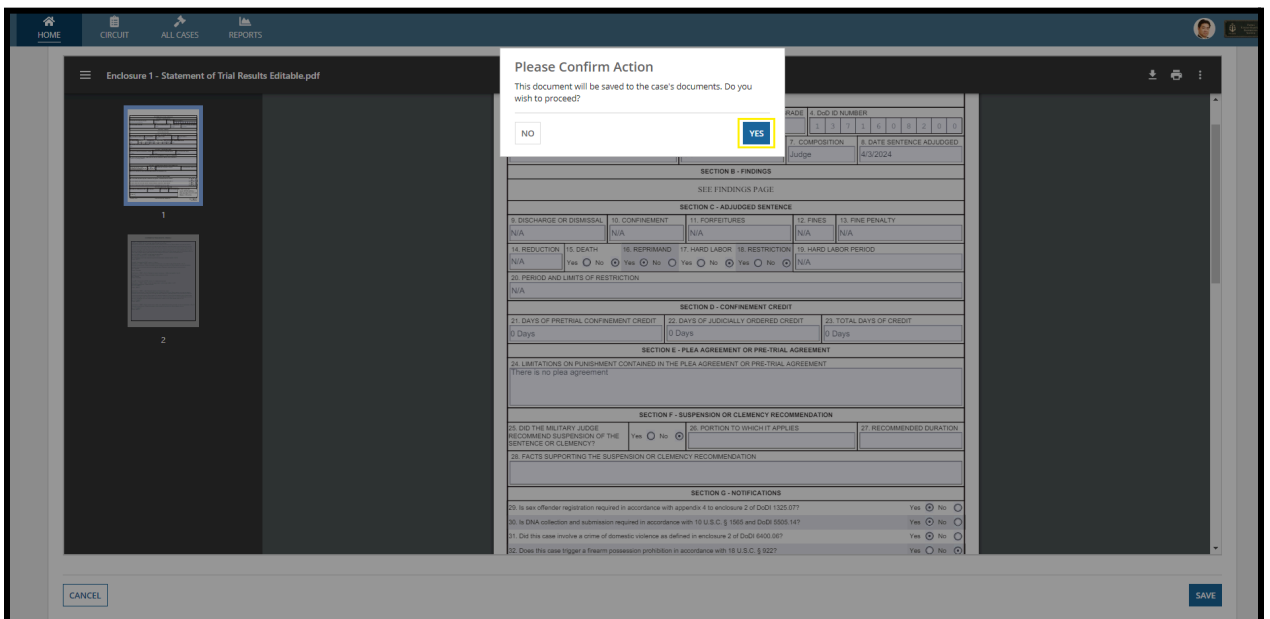
4. Select “Yes” in the confirmation message box to digitally sign the STR



5. Review Digital Signature and select “Save”



6. Select “Yes” in the confirmation message box
 - a. The Digitally signed STR can be viewed from the “Documents” tab of the case



Review Transcription

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



2. Select the “Review Transcription” task in the “My Tasks” grid.
 - a. The task will be assigned following an action by the court reporter to forward the transcription for verification.

TRIAL JUDICIARY CASE MANAGEMENT

MY WORKSPACE

- CALENDAR
- DOCUMENT SEARCH
- CASE SEARCH

My Tasks

Q Review Transcription SEARCH

Case Title	Case Number	Task Type
U.S. v. Kiffin	N-EU-22-0019	Review Transcription

3. In the “Review Proofed Transcription” form, review the Transcription and Transcription Hearing details and input any decision notes.
 - a. Form for USMC:

Review Proofed Transcription: U.S. v. Clarkson

Transcription Details

Date Transcription Started: Jan 30, 2023
Date Transcription Ended: Jan 31, 2023

- > Transcription
- > Redacted Transcription
- > Assigned Personnel

Court Reporters

Name	Date Assigned
COURT REPORTER, CHRIS	12/28/2022

Work Completed

Completed Tasks

Task Type	Completed By	Date Completed
Proof Transcription	COURT REPORTER, CHRIS	2/2/2023

Transcription Hearing Details

Hearing Type	Closed / Sealed?	Transcription Audio	Redacted Audio	Hours	Minutes	Notes
Merits	✓	📎	📎	2	1	-

Decision Notes

CANCEL DENY APPROVE

- b. Form for USN:

Review Proofed Transcription: U.S. v. Kiffin

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

Transcription Details

Date Sent to Transcriptionist: Dec 2, 2022
 Date Received from Transcriptionist: Dec 2, 2022

> Transcription
 > Redacted Transcription
 > Assigned Personnel

Court Reporters

Name	Date Assigned
COURT REPORTER, CHRIS	12/2/2022

Transcription Hearing Details

Hearing Type	Closed / Sealed?	Transcription Audio	Redacted Audio	Hours	Minutes	Notes
Pretrial Article 39(a)	-			2	17	-
Arraignment	-			-	45	-
Merits	-			1	8	-
Sentencing	-			1	38	-

Decision Notes

CANCEL DENY APPROVE

4. Select "Approve" to approve the Transcription. The transcription will be marked as verified.
5. Select "Deny" to deny the Transcription. The transcription will be rejected and a notification will be sent to the court reporter assigned to the case alerting them that the transcription has been denied.
6. If approved, the transcription documents can be viewed from the Record of Trial on the "ROT" subtab of the "Post-Trial" tab.
 - a. Select the Record of Trial "Type" from the grid to view a summary of the record and all included documents.

U.S. v. Kiffin

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

- Sentencing
- Sentence Suspension
- Sentence Deferment
- STR
- 1105 Hearing
- CA Action
- ROT**
- Post-Trial Motions

Prepared ROTs

Type	Recipient	ROT Status
Official Record of Trial	-	Compiled

- b. Transcription documents can be downloaded by selecting the document name in the "Record of Proceedings" grid.

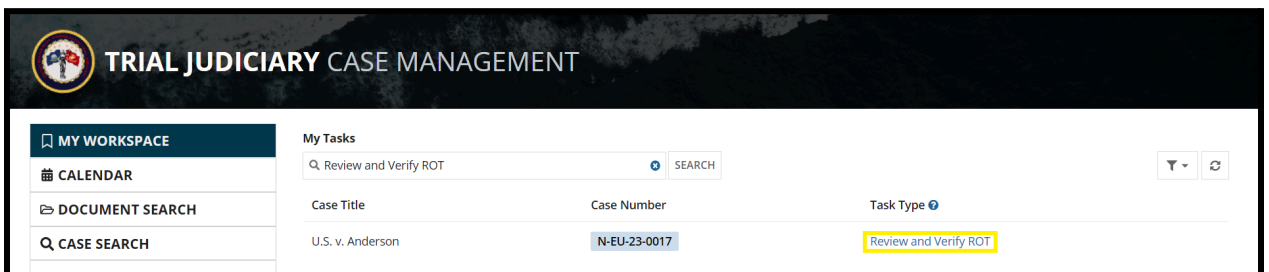
Document	Type	Uploaded By	Date Added to ROT	Date Uploaded
Transcription	Transcription	John Post Trial Office User	2/22/2023	2/22/2023
Transcription (redacted)	Transcription	John Post Trial Office User	2/22/2023	2/22/2023
Merits Hearing Court Audio	Court Audio	John Post Trial Office User	2/22/2023	2/22/2023
Merits Hearing Court Audio (redacted)	Court Audio	John Post Trial Office User	2/22/2023	2/22/2023

Review and Forward ROT

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



- Select the “Review and Verify ROT” task in the “My Tasks” grid.
 - The task will be assigned following an action by the court reporter to forward the ROT for verification.



- In the “Review Entry of Judgment” form, review the details of the Entry of Judgment and the Record of Trial. Select “Submit” to save the details to the case.

Review Entry of Judgment: U.S. v. Anderson

This form will timeout in 49 minutes. Any unsaved progress will be lost.

Entry of Judgment

Download document

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

Entry of Judgment - Example Text Formatting.pdf 1 / 4 100%

ENTRY OF JUDGMENT			
SECTION A - ADMINISTRATIVE			
1. NAME OF ACCUSED (LAST, FIRST, MI) ANDERSON, DULCE MARÍA D	2. PAYGRADE/RANK O-7	3. DoD ID NUMBER 1060981314	
4. UNIT OR ORGANIZATION Unit 5	5. CURRENT ENLISTMENT 3/19/2012	6. TERM 3	
7. CONVENING AUTHORITY (UNIT/ORGANIZATION) Unit 4	8. COURT-MARTIAL TYPE GCM	9. COMPOSITION Judge	10. DATE COURT-MARTIAL ADJOURNED 2/20/2023
SECTION B - ENTRY OF JUDGMENT			
MUST be signed by the Military Judge (or Circuit Military Judge) within 20 days of receipt 11. Findings of each charge and specification referred to trial. [Summary of each charge and specification (include at a minimum the gravamen of the offense), the plea of the accused, the findings or other disposition accounting for any exceptions and substitutions, any modifications made by the convening authority or any post-trial ruling, order, or other determination by the military judge. R.C.M. 111(b)(1)]			

- a. Select the Record of Trial section label to view a list of documents included in the Record of Trial.
- b. If the selected “Review Decision” is “Reject”, the ROT will need to be reviewed and resubmitted to the judge by the court reporter assigned to the case.
- c. If the selected “Review Decision” is “Verify” or “Modify and Verify”, upload a “Signed Entry of Judgement” document and a “ROT Verification” document. Upon submission, the ROT status will be set to “Verified”.

Entry of Judgment Details

Uploaded By: John Post Trial Office User | Uploaded On: Feb 23, 2023

> Record of Trial

ROT Verification

Review Decision *
Verify

Signed Entry of Judgment* | ROT Verification*

UPLOAD Drop file here | UPLOAD Drop file here

CANCEL | SUBMIT

4. Following submission, the reviewed Record of Trial can be accessed from the “ROT” subtab of the “Post-Trial” tab.
 - a. Select the Record of Trial “Type” link from the grid to view a summary of the record and all associated documents, including the uploaded “Signed Entry of Judgement” document and “ROT Verification” document.

U.S. v. Anderson

Summary | Pretrial | Trial | Accused Details | **Post-Trial** | Case Actions

Sentencing
Sentence Suspension
Sentence Deferment
STR
1105 Hearing
CA Action
ROT
Post-Trial Motions

Prepared ROTs

Type	Recipient	ROT Status
Official Record of Trial	-	Verified

DuBay Hearings

Create DuBay Hearing (Task)

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



2. Select the “Set Date of Arraignment” task in the “My Tasks” grid.
 - a. The task will be assigned to the judge selected in a prior task to “Set DuBay Hearing Details”.



3. In the “Add DuBay Hearing” form, input the hearing and Due Dates, Hearing Details, and Outcome.

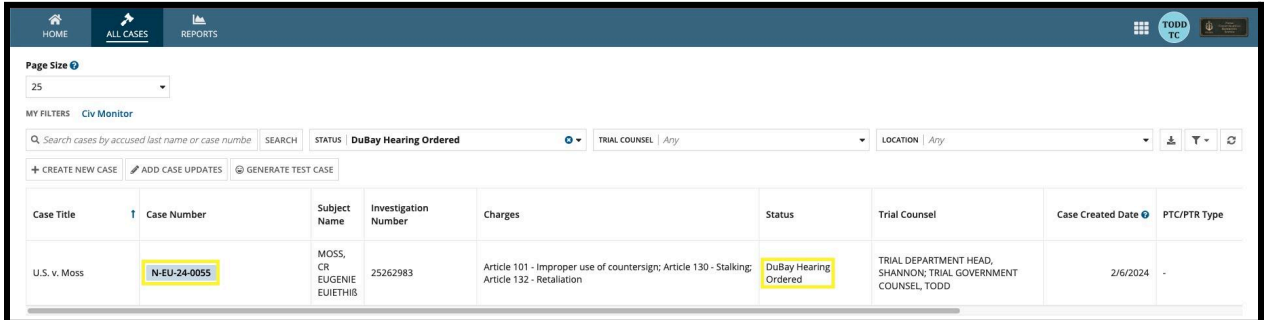
4. Select the “Submit” button to set the DuBay Hearing details.

Rule on DuBay Hearing Motion

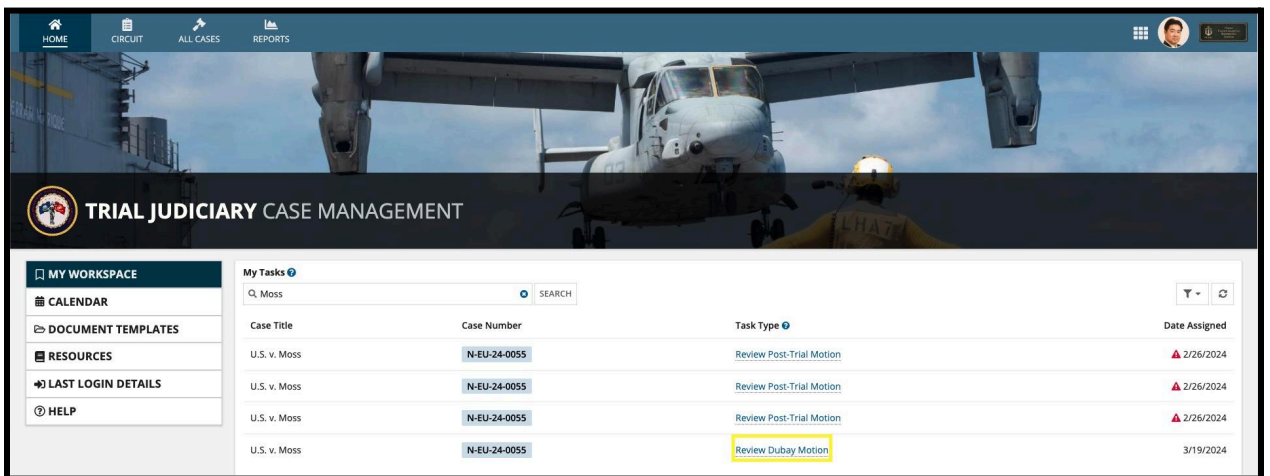
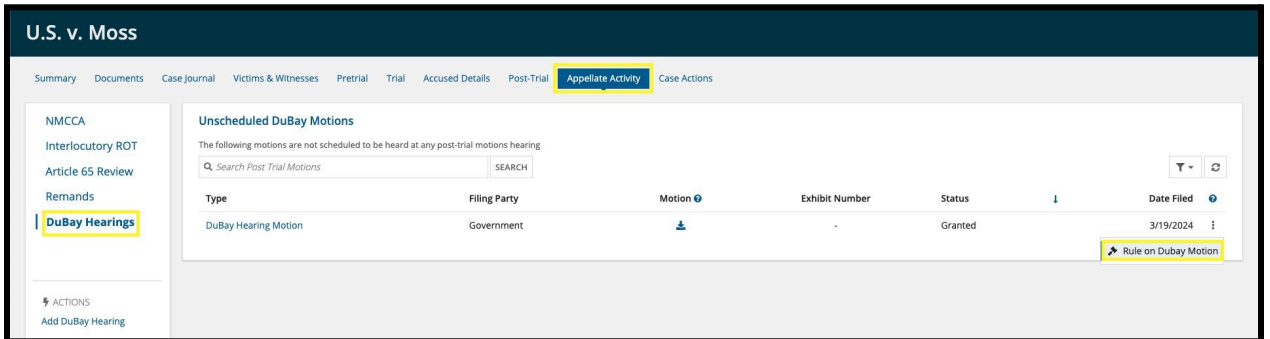
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



3. Select the "Appellate Activity" tab and navigate to the "Dubay Hearings" subtab. Then select the "Rule on Motion" action from the grid.
 - a. Trial Judiciary users can also complete this action as a task in their "My Tasks" grid on the home page.



4. Complete the form and select "Submit" to complete the form.

Rule on Motion: U.S. v. Moss

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

Submission Details

Filing Party: Government
 Motion Type: DuBay Hearing Motion
 Date Filed: March 19, 2024
 Status: Filed

Responses and Replies

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

Ruling Details

Status*: Granted
 Ruling Judge*: Tim Trial Military Judge
 Date of Ruling: mm/dd/yyyy
 Written Ruling Document: UPLOAD Drop file here
 Share motion with VLC?:
 Select VLC*: VLC APPELLATE COUNSEL, VLAD
 Ruling Details: --- Enter additional ruling details here ---
CANCEL SUBMIT

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

Please Confirm Action

Are you sure you want to rule on this motion?

NO
YES

- Verify the updated status based on the ruling on 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

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

Q Search Post Trial Motions SEARCH

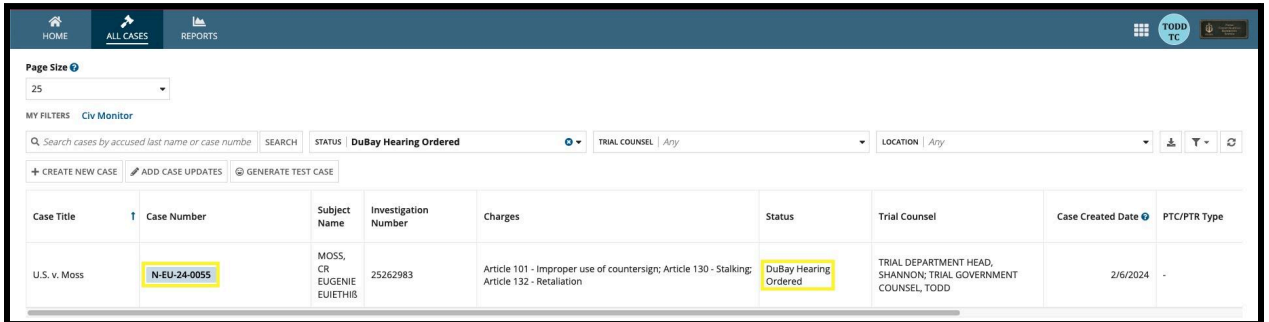
Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
DuBay Hearing Motion	Government		-	Granted	3/19/2024

Add DuBay Hearing

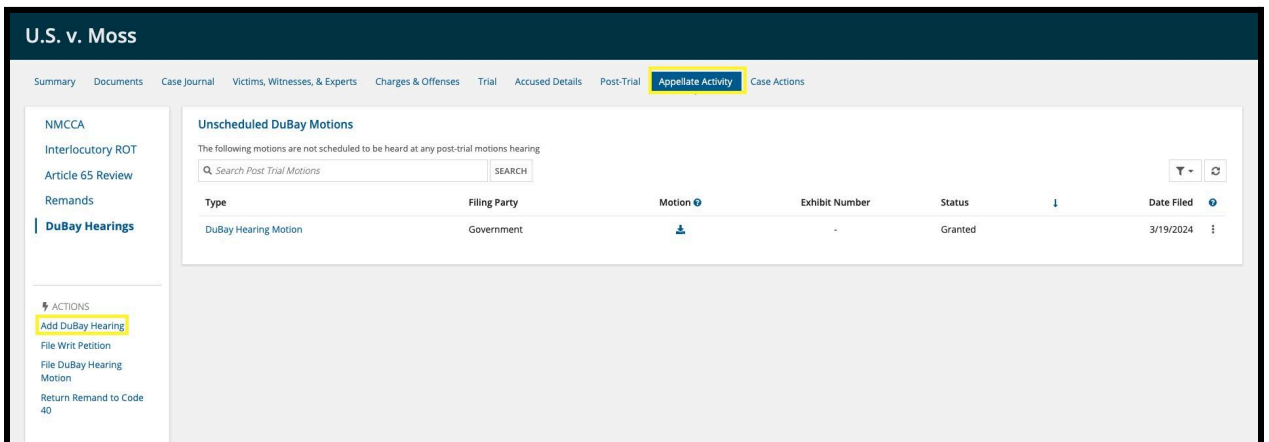
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



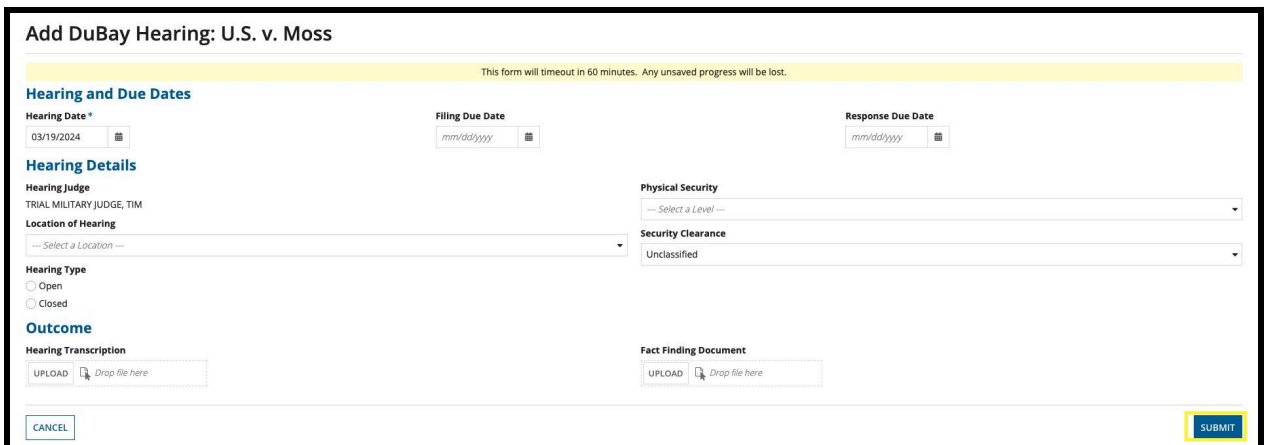
2. Select the "Case Number" of a case in the status “Dubay Hearing Ordered” to navigate to the summary page.



3. Select the “Appellate Activity” tab and navigate to the “Dubay Hearings” subtab. Then select the “Rule on Motion” action from the grid..



4. Enter the details of the ruling and select “Submit” to complete the action.



- After submitting the form, the user can see the newly added “Dubay Hearing” on the dashboard. If the user selects the “Hearing Date” of the hearing, they can be navigated to the summary page of the hearing.

The screenshot shows the 'U.S. v. Moss' case dashboard. The top navigation bar includes tabs for Summary, Documents, Case Journal, Victims, Witnesses, & Experts, Charges & Offenses, Trial, Accused Details, Post-Trial, Appellate Activity (selected), and Case Actions. The left sidebar lists various case management options, with 'DuBay Hearings' selected. The main content area displays 'DuBay Hearing: 3/19/2024' with details for Hearing Date (March 19, 2024), Filings Due Date, Responses Due Date, Hearing Judge (TRIAL MILITARY JUDGE, TIM), Location, and Date Created (March 19, 2024). Below this, there are sections for 'Scheduled DuBay Motions' (currently empty) and 'Unscheduled DuBay Motions'. The 'Unscheduled DuBay Motions' section contains a table with one entry:

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

Reports

View, Filter, and Export Reports

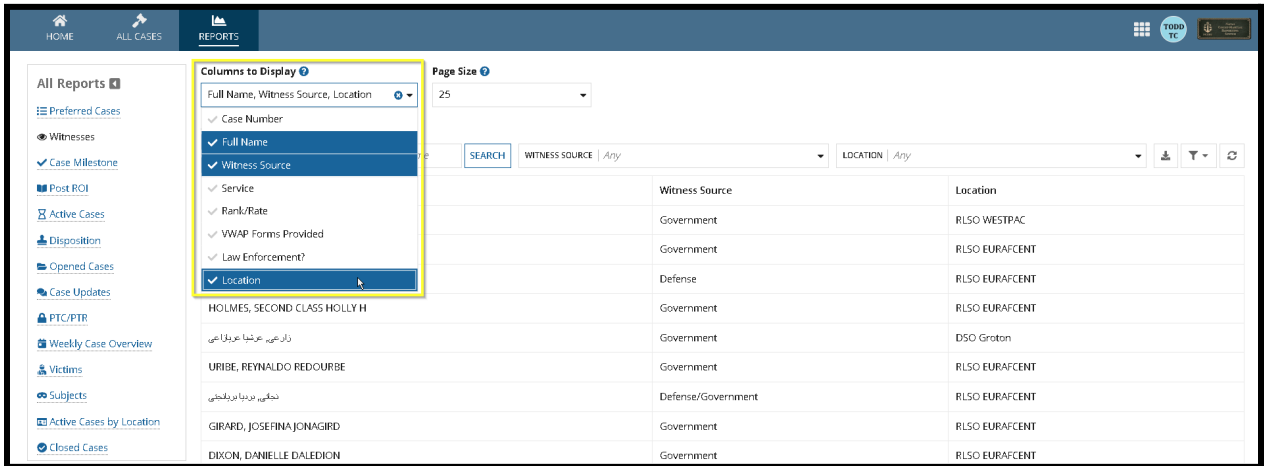
- From the NCORS Legal Case Management site, select the “Reports” tab.



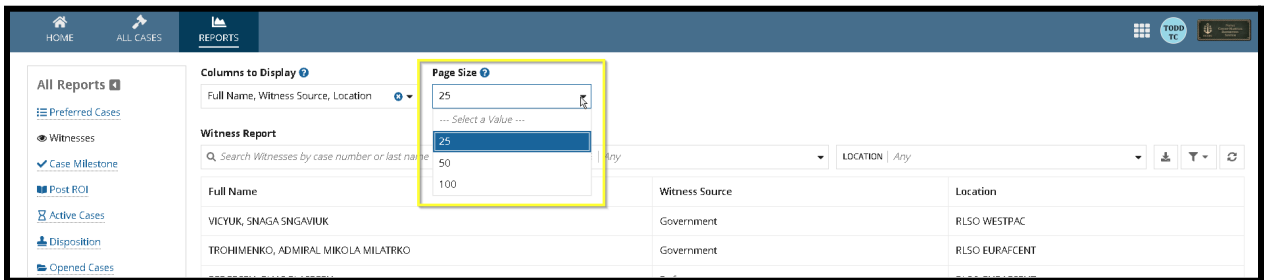
- Select any of the available reports to be navigated to the report
 - Report visibility is based on user role so the screenshot below may not accurately reflect the reports available to all users.



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

The screenshot shows the 'Reports' section of a software interface. On the left, there is a sidebar with 'All Reports' and a list of report types including 'Witnesses', 'Case Milestone', 'Post ROI', 'Active Cases', 'Disposition', 'Opened Cases', 'Case Updates', 'PTC/PTR', and 'Weekly Case Overview'. The main area displays a search for 'Q, Doe' with a 'SEARCH' button. Below the search, there is a table with the following data:

Full Name	Witness Source	Location
DOE, AWC JOHN H	Government	RLSO EURAFCENT
DOE, JANE	Defense	RLSO EURAFCENT
DOE, SR JOHN	Government	RLSO EURAFCENT
DOE, JOHN NMI	Government	RLSO EURAFCENT

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

This screenshot shows the same search results as the previous image, but with additional filters applied. The 'WITNESS SOURCE' filter is set to 'Government' and the 'LOCATION' filter is set to 'RLSO EURAFCENT'. A dropdown menu is open, showing options for 'Clear filters' and 'Save filters as...'. The 'Save filters as...' option is highlighted.

The screenshot shows a 'Save Filters' dialog box. The 'Name' field contains 'EURAFCENT Gov Doe's' and the 'Set as default' checkbox is checked. Below the name field, the search term and filters are displayed: 'Search Term = Doe', 'Witness Source = Government', and 'Location = RLSO EURAFCENT'. The 'SAVE' button is highlighted.

This screenshot shows the search results with the saved filter 'EURAFCENT Gov Doe's' applied. The search bar now displays 'Q, Doe' and the 'SEARCH' button. The table of results is the same as in the previous images.

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

HOME ALL CASES **REPORTS** TODD TC

All Reports Columns to Display: Full Name, Witness Source, Location Page Size: 25

Witness Report

MY FILTERS: EURAFCENT Gov Doe's

Q, Doe WITNESS SOURCE: Government LOCATION: RLSO EURAFCENT

Full Name	Witness Source	Location
DOE, AWC JOHN H	Government	RLSO EURAFCENT
DOE, SR JOHN	Government	RLSO EURAFCENT
DOE, JOHN NMI	Government	RLSO EURAFCENT

Export to Excel - Exports the currently filtered list of records as an Excel file.