

# Naval Court-Martial Reporting System (NCORS)

## Court Reporter / Post-Trial 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	02/10/2023	Ryan Noone, Emily Clemm	WF 7 Submission
1.1.0	11/30/2023	Ryan Noone	Updated for NCORS November and December Release
1.2.0	4/1/2024	Ryan Noone	Updated for the Q3 release
1.3.0	5/17/2024	Ryan Noone	Updated for the Q4 release
1.3.1	7/25/2024	Ryan Noone	Updated based on NABS feedback
1.4.0	7/31/2024	Ryan Noone	Updated for OY1 Q4 Release
1.5.0	9/23/2024	Ryan Noone	Updated for OY1 interim release
1.6.0	11/21/2024	Appian Team	Updated for OY1 Q2 Release

**NCORS**  
**Legal Case Management**  
**Court Reporter / Post-Trial 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, VLC, or Trial Judiciary users. The NCORS system may handle sensitive (CUI) data. NCORS is not capable of marking printed pages with sensitivity level therefore NCORS Users will follow SECNAV Notice 5510 – DON Implementation of CUI Policy.*

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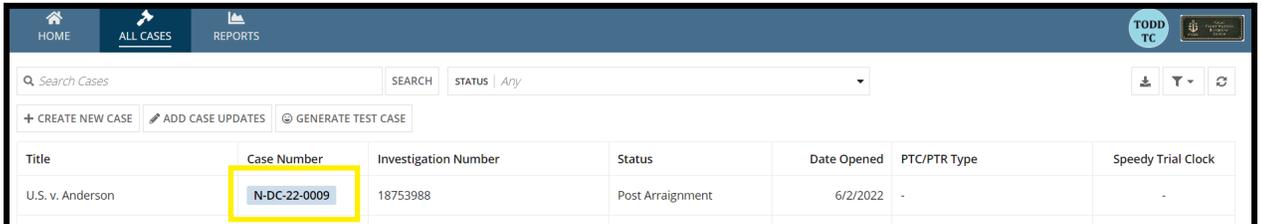
# General Actions

## Case Journal Entry

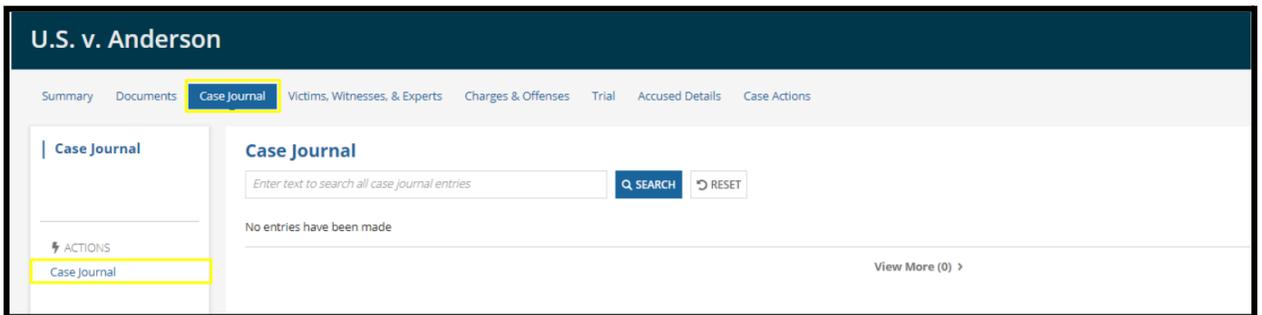
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



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



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

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

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

Journal Entry\*

Entry Text

0/1000

Event Date: 11/29/2023

Public Entry?:  Yes  No

Add and Notify Recipients?:  Yes  No

CANCEL SUBMIT

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

U.S. v. Anderson

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

Case Journal

Enter text to search all case journal entries SEARCH RESET

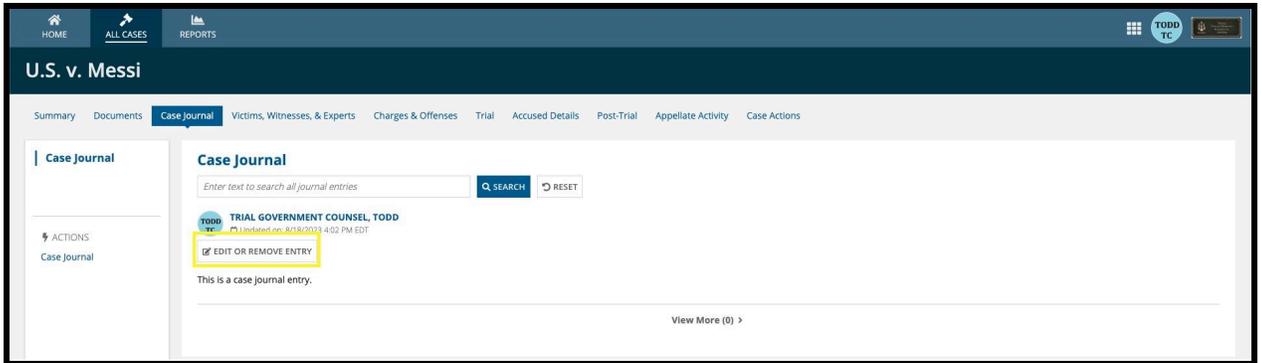
TODD TC TRIAL GOVERNMENT COUNSEL, TODD  
11/16/2022 3:43 PM EST  
Responses to other journal entry

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

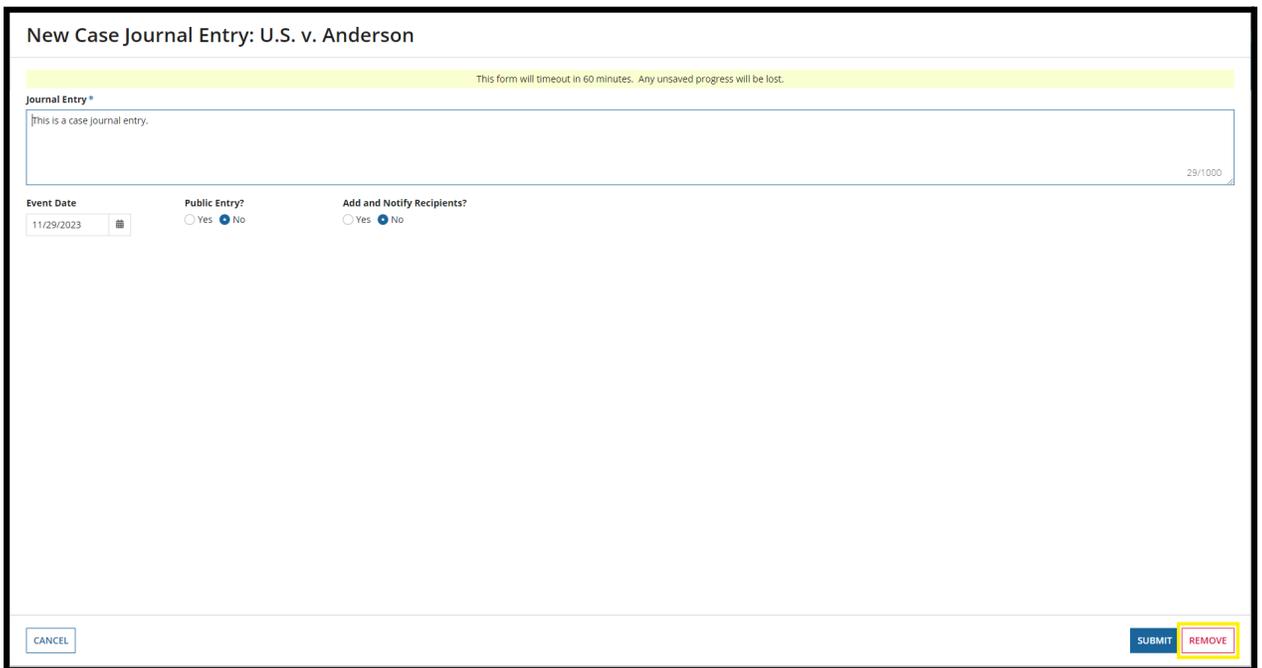
TODD TC TRIAL GOVERNMENT COUNSEL, TODD  
11/16/2022 3:39 PM EST  
Example case journal entry

View More (0) >

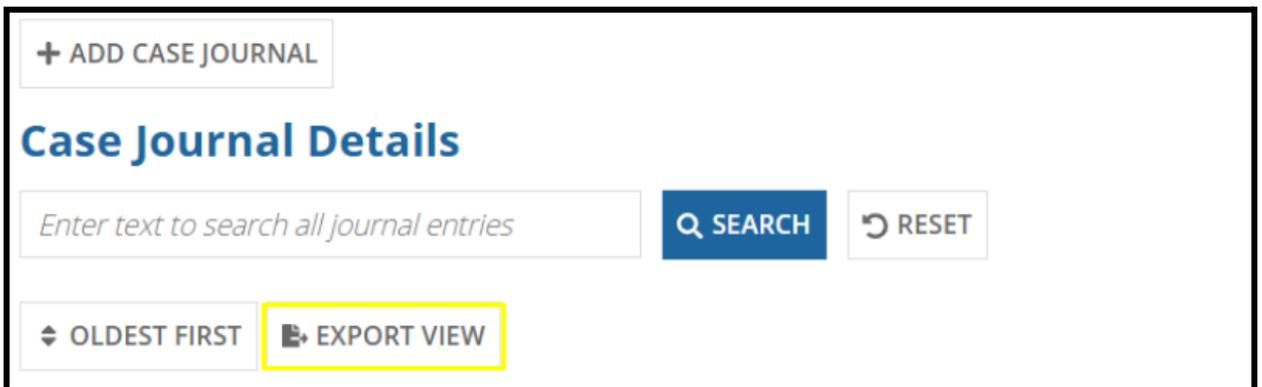
7. Select the button "Edit or Remove Entry" to edit or delete the "Case Journal" from the case.



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



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



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

**Case Journal**

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

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

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

## Upload Case Document

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

HOME ALL CASES REPORTS TODD TC

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

HOME ALL CASES REPORTS TODD TC

Search Cases [SEARCH] STATUS | Any

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

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

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

**U.S. v. Anderson**

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

All Documents

Search Documents [SEARCH] DOCUMENT TYPE | Any [Filter] [Refresh]

CHARACTERISTICS | Any

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

ACTIONS

- Case Document
- Upload RCM 309 Matters
- Reciprocal Discovery
- Discovery Disclosure

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.
  - a. To submit multiple documents, select the “Submit and Add Another Document” button to continue to upload documents.
6. The user can view the uploaded document by navigating to the “Documents” tab and selecting the document.
  - a. User can preview and/or download the document by selecting the document name from the “All Documents” list.

Document	Last Updated	Type
ROI_example_redacted TXT - 3.2 KB	11/16/2022 3:45 PM Todd Trial Government Counsel	Report of Investigation
Attorney Work Product Example TXT - 0 KB	11/16/2022 3:34 PM Todd Trial Government Counsel	Subject Interview
Discovery_example TXT - 10.6 KB	11/16/2022 3:33 PM Todd Trial Government Counsel	Case Notes
Charge Sheet U.S. v. CloseTestNonDocketed 2022_11_09_14_27 PDF - 2.93 MB	11/9/2022 2:27 PM Merced Hoopes	Charge Sheet - Signed and Preferal

# Case Doc Zip Generation and Download

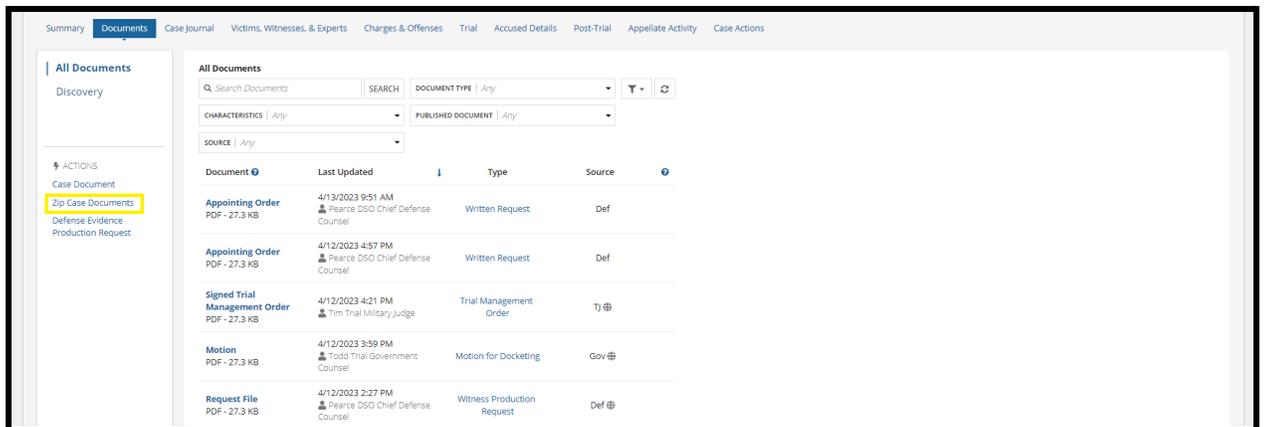
1. From the NCORS Defense Services site, select the "Cases" tab.



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	-	-

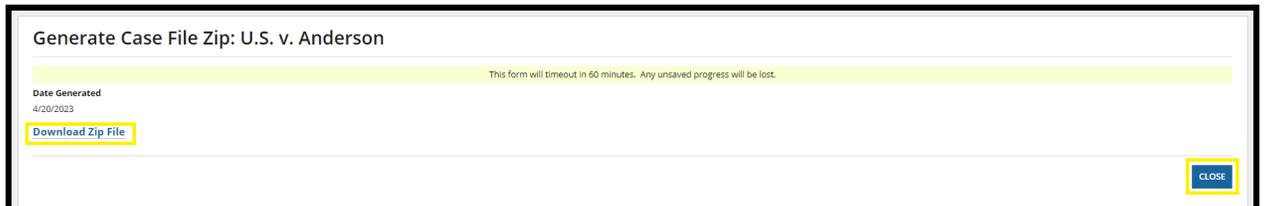
3. From the case summary page, navigate to the "Documents" tab.
4. Select the action link to "Zip Case Documents" to generate and download a zip file of all case documents the user has access to.



5. Select the "Generate Zip File" button.



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

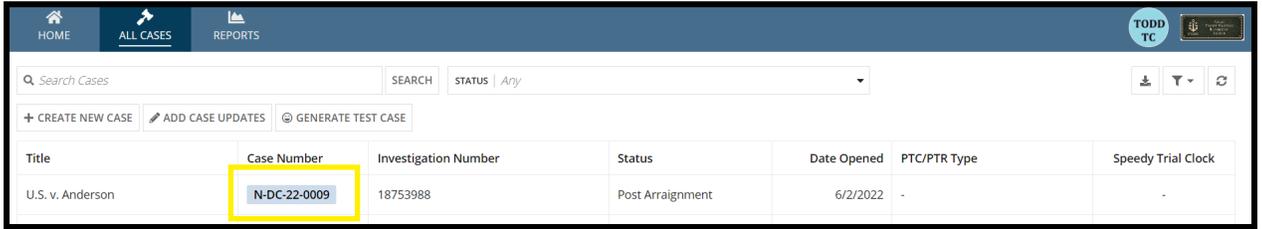


## Assign and Remove Users from Case

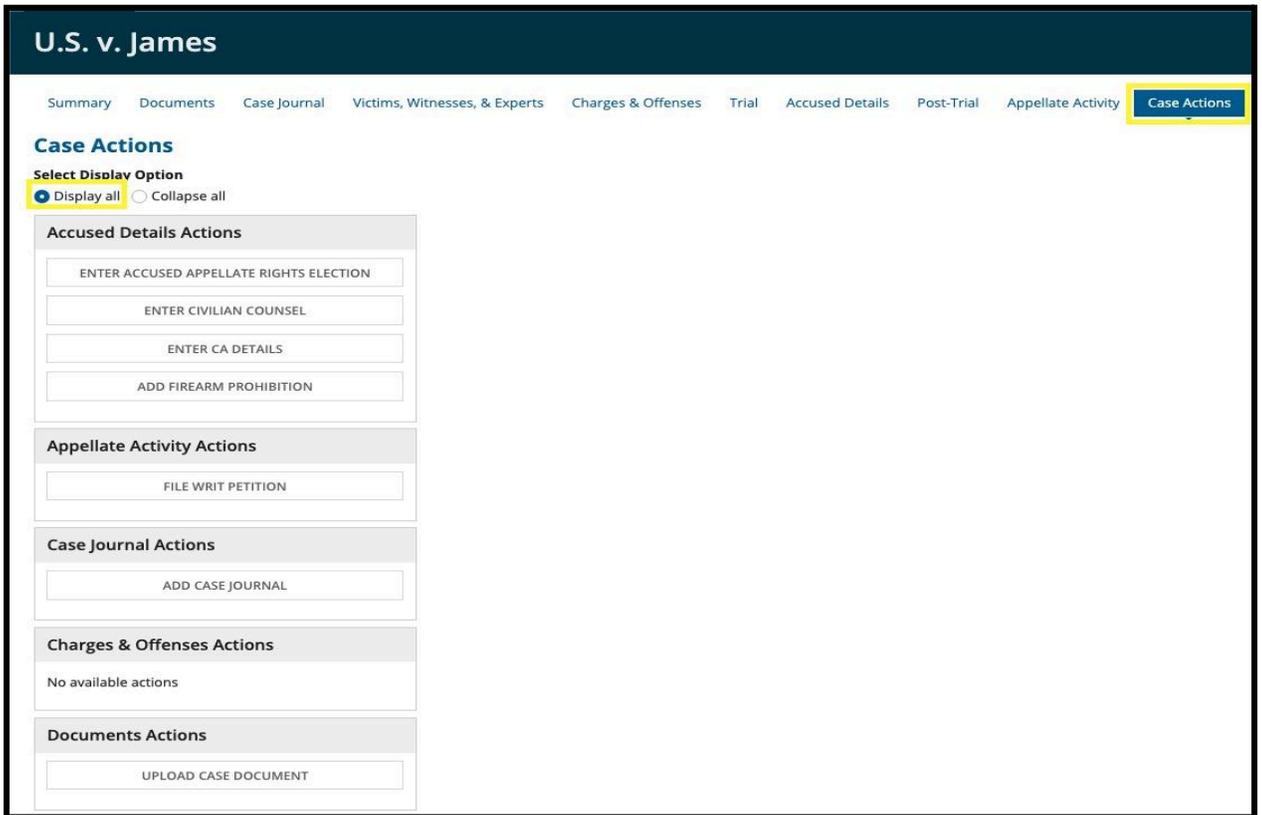
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



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



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



4. In the form, existing assignments are visible with options to add or remove assignments.
- a. **Assign User:** Select the “Add User” button and this will add another row to the grid of case users.

- i. Populate the user to assign and their role on the case using the free text field and dropdown.
- ii. Multiple users may be added at once by repeating this step.

**Assign Users to Case**

Assignments  
Assign users to roles for the selected case.

User	Role	Case	Date Assigned	
Andy Assistant Senior Trial Counsel	Assistant Senior Trial Government Counsel	U.S. v. Anderson	Jul 7, 2022	✗
Shannon Senior Trial Government Counsel	Senior Trial Government Counsel	U.S. v. Anderson	Jul 7, 2022	✗
Todd Trial Government Counsel	Trial Government Counsel	U.S. v. Anderson	Jul 7, 2022	✗

[Add User](#)

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

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

**Assign Users to Case**

Assignments  
Assign users to roles for the selected case.

User	Role	Case	Date Assigned	
Andy Assistant Senior Trial Counsel	Assistant Senior Trial Government Counsel	U.S. v. Anderson	Jul 7, 2022	✗
Shannon Senior Trial Government Counsel	Senior Trial Government Counsel	U.S. v. Anderson	Jul 7, 2022	✗
Todd Trial Government Counsel	Trial Government Counsel	U.S. v. Anderson	Jul 7, 2022	✗

[Add User](#)

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

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

## Mark Cases with Reference to Classified Materials

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

HOME **ALL CASES** REPORTS TODD TC

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

HOME ALL CASES REPORTS TODD TC

Search Cases SEARCH STATUS Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

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

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

The screenshot shows the 'Case Actions' interface for the case 'U.S. v. James'. At the top, a navigation bar includes tabs for Summary, Documents, Case Journal, Victims, Witnesses, & Experts, Charges & Offenses, Trial, Accused Details, Post-Trial, Appellate Activity, and Case Actions (which is highlighted). Below the navigation bar, the 'Case Actions' section has a 'Select Display Option' with radio buttons for 'Display all' (selected) and 'Collapse all'. The main area is divided into several categories of actions, each with a text input field: '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 form, select “Yes” to identify that the case references classified materials.
  - a. Users may optionally flag a case as high visibility within this action.

The screenshot shows a form titled 'Specify References to Classified Materials: U.S. v. Anderson'. It contains two sections of radio button options: 'Flag Reference to Classified Materials?' with 'Yes' selected and 'No' unselected; and 'Flag as High Visibility?' with 'Yes' unselected and 'No' selected. At the bottom left is a 'CANCEL' button and at the bottom right is a 'SUBMIT' button.

5. Select “Submit” to flag the case.

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

**U.S. v. Anderson**

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

DAYS OPEN: 0 (opened 11/21/2022)

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

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

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

**CASE SUMMARY**

Case Number: N-EU-22-0100

Investigation Opened: 11/8/2022

Executive Summary: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure...

**ACCUSED DETAILS**

Name: ANDERSON, STAFF SERGEANT ANDREW ANDY

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

Linked Cases: No entries have been made.

## Pretrial Actions

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

HOME ALL CASES REPORTS TODD TC

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

HOME ALL CASES REPORTS TODD TC

Search Cases SEARCH STATUS | Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

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

- View 309 Matters submissions from the “RCM 309 Matters” subtab under the “Documents” tab.

**U.S. v. Anderson**

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

All Documents RCM 309 Matters Discovery Transcription

ACTIONS Upload Case Document Add Transcription

**RCM 309 Matters**

SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Order for Stored Communications (2703(d))	-	Government	×	7/18/2024 9:11 AM EDT	-	-
Investigative Subpoena	PALMER, ARNOLD	Government	-	7/18/2024 9:11 AM EDT	-	-
Pre-Referral Matters Referred by an Appellate Court	PALMER, ARNOLD	VLC	N/A	7/18/2024 9:12 AM EDT	-	-
The Mental Capacity or Mental Responsibility of an Accused	-	Government	×	7/18/2024 9:31 AM EDT	-	-
Victim Petition for Relief	PRIME, OPTIMUS	VLC	N/A	7/18/2024 9:45 AM EDT	✓	-

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

All Documents  
RCM 309 Matters  
Discovery  
Transcription

RCM 309 Matters  
SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Order for Stored Communications (2703(d))	-	Government	✗	7/18/2024 9:11 AM EDT	-	-
Investigative Subpoena	PALMER, ARNOLD	Government	-	7/18/2024 9:11 AM EDT	-	-
Pre-Referral Matters Referred by an Appellate Court	PALMER, ARNOLD	VLC	N/A	7/18/2024 9:12 AM EDT	-	-

b. Summary View:

**U.S. v. Anderson**

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

All Documents  
RCM 309 Matters  
Discovery  
Transcription

RCM 309 Matters  
SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Order for Stored Communications (2703(d))	-	Government	✗	7/18/2024 9:11 AM EDT	-	-
Investigative Subpoena	PALMER, ARNOLD	Government	-	7/18/2024 9:11 AM EDT	-	-
Pre-Referral Matters Referred by an Appellate Court	PALMER, ARNOLD	VLC	N/A	7/18/2024 9:12 AM EDT	-	-

**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 by expanding the “Request Details” and “Supplemental Documents” sections.

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

This form will timeout in 60 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: mm/dd/yyyy

RCM 309 Matter Decision File  
 UPLOAD Drop file here

Decision Details

CANCEL SUBMIT

6. 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

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

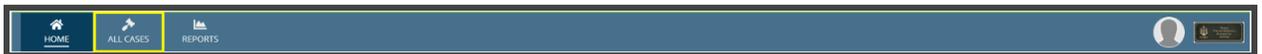
CANCEL SUBMIT

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 “Documents” tab.

## Input Ordered TMO Dates

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



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

Case Title	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	RCM 707 Clock	Location	Case Journal
U.S. v. Daffodil	N-EU-23-0179	DAFFODIL , SEAMAN RECRUIT JANN	32ryh8V5RAIKNO	Pending Arraignment	-	4/21/2023	Conditions on Liberty	230	RLSO EURAFCENT	-

3. From the Case Summary page, navigate to the “Trial” tab and select “TMO Ordered Dates” 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**

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

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

**U.S. v. James**

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

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

- b. This action is 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 \***

#### TMO Dates

<b>a. Arraignment</b>	<p><b>Ordered Date</b></p> <input type="text" value="01/01/2023"/>	<input type="button" value="USE AGREED DATE"/>
	<p><b>Government Offered Date</b></p> <input type="text" value="1/1/2023"/>	<p><b>Defense Offered Date</b></p> <input type="text" value="1/1/2023"/>
	<p><b>VLC Offered Dates</b></p> <input type="text" value="None Provided"/>	
<b>b. Defense request for discovery</b>	<p><b>Ordered Date</b></p> <input type="text" value="mm/dd/yyyy"/>	<input type="button" value="USE AGREED DATE"/>
	<p><b>Government Offered Date</b></p> <input type="text" value="2/1/2023"/>	<p><b>Defense Offered Date</b></p> <input type="text" value="2/1/2023"/>

- 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 \***

#### TMO Dates

<b>a. Arraignment</b>	<p><b>Ordered Date</b></p> <input type="text" value="01/01/2023"/>	<input type="button" value="USE GOVERNMENT DATE"/> <input type="button" value="USE DEFENSE DATE"/>
	<p><b>Government Offered Date</b></p> <input type="text" value="1/2/2023"/>	<p><b>Defense Offered Date</b></p> <input type="text" value="1/1/2023"/>
	<p><b>VLC Offered Dates</b></p> <input type="text" value="None Provided"/>	
<b>b. Defense request for discovery</b>	<p><b>Ordered Date</b></p> <input type="text" value="mm/dd/yyyy"/>	<input type="button" value="USE GOVERNMENT DATE"/> <input type="button" value="USE DEFENSE DATE"/>
	<p><b>Government Offered Date</b></p> <input type="text" value="2/2/2023"/>	<p><b>Defense Offered Date</b></p> <input type="text" value="2/1/2023"/>

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	<a href="#">Remove Additional Hearing (Lines j, k, l)</a>
	<a href="#">+ Add Victim Offered Date</a>		
k. Responses to motions (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	
	<a href="#">+ Add Victim Offered Date</a>		
l. Article 39(a) (Additional Hearing 2)	Government Offered Date mm/dd/yyyy	Defense Offered Date	
	<a href="#">+ Add Victim Offered Date</a>		
<a href="#">+ Add Additional Hearing (Lines j, k, l)</a>			
<a href="#">CANCEL</a>		<a href="#">SUBMIT</a>	

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;"> <span>HOME</span> <span>CIRCUITS</span> <span>ALL CASES</span> <span>REPORTS</span> </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
			<a href="#">USE GOVERNMENT DATE</a>
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
	<a href="#">+ Add Additional Hearing (Lines j, k, l)</a>		<a href="#">Remove Row</a>
	<a href="#">+ Add Other TMO Dates</a>		
<a href="#">CANCEL</a>		<a href="#">SUBMIT</a>	

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

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

<b>j. Motions filed and notice pursuant to M.R.E. 412 (Additional Hearing 2)</b>	<b>Ordered Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Defense Offered Date</b> None Provided
	<b>Government Offered Date</b> None Provided	<b>VLC Offered Dates</b> None Provided

---

<b>k. Responses to motions (Additional Hearing 2)</b>	<b>Ordered Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Defense Offered Date</b> None Provided
	<b>Government Offered Date</b> None Provided	<b>VLC Offered Dates</b> None Provided

---

<b>l. Article 39(a) (Additional Hearing 2)</b>	<b>Ordered Date</b> <input type="text" value="mm/dd/yyyy"/>	<b>Defense Offered Date</b> None Provided
	<b>Government Offered Date</b> None Provided	<b>VLC Offered Dates</b> None Provided

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

CANCEL
SUBMIT

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

**U.S. v. Anderson**

Summary
Trial
Accused Details
Post-Trial
Case Actions

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

⚡ ACTIONS

- Edit Findings
- Edit Pleas
- Trial Details
- TMO Ordered Dates

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

## Add Draft Exhibits

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

HOME
ALL CASES
REPORTS
TODD TC

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

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

3. From the case summary view, navigate to the "Trial" tab and select the "Upload Case Exhibits" action from the "Actions" list.

**U.S. v. Anderson**

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

**Arraignment Request**

Date Request Made: Nov 22, 2022  
Physical Security: Low  
Security Clearance: Unclassified

> Motion for Docketing  
> Risk Assessment Form  
> TMO Dates

**Arraignment Hearing**

ENTER ARRAIGNMENT DETAILS

Arraignment Date and Time: 11/22/2022 9:00 AM EST  
Arraignment Judge: DOCKETING JUDGE, ROBSON  
Arraignment Location: Det Mayport Courtroom

**ACTIONS**

Upload Case Exhibits  
Sentence Suspension

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

**U.S. v. James**

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

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the form, input the details of the exhibit.

**Upload Case Exhibits: U.S. v. Anderson**

Exhibit Details ✕ Remove

Date Added  
 mm/dd/yyyy

Select existing case document or choose to upload a new document

**Upload Exhibit\***

UPLOAD Drop file here

**+ Select existing document**

Exhibit Type Exhibit Source Exhibit File Type

--- Select a Type --- --- Select a Source --- --- Select a File Type ---

Exhibit Description

**+ ADD EXHIBIT**

CANCEL **SUBMIT**

- a. User has the ability to upload new or existing documents.
  - i. “Select existing document” allows the user to select a [previously uploaded case document](#) to add as an exhibit.
    1. If selected, choose the desired exhibit from the grid.
  - ii. For new files, upload the file in the “Upload Exhibit” field.

- b. Multiple exhibits can be added at once by selecting the “Add Exhibit” button in the bottom right of the form.
- c. If taking the action as a Court Reporter, user can input the exhibit number and status of the exhibit.
  - i. Fields are only accessible to Court Reporters.

The screenshot shows a form with the following fields:
 

- Exhibit Type\*: Prosecution
- Exhibit Source: Government
- Exhibit File Type: Physical Evidence
- Exhibit Status: --- Select a Status ---
- Exhibit Number: (empty)

- d. User may remove an exhibit prior to submission by selecting the “Remove” button in the top right corner of each added exhibit.
5. Following submission, the exhibits are visible on the “Exhibits” subtab under the “Trial” tab.

The screenshot shows the "U.S. v. Anderson" case page with the "Trial" tab selected. The "Exhibits" subtab is active, displaying a table of exhibits. The table is organized into three sections: Prosecution, Defense, and Appellate. Each section has a search bar and a table with columns for Source, Exhibit Number, Status, Description, File Type, and Date Added. Action icons (Add, Edit, Remove) are visible for each exhibit row.

Prosecution						
Source	Exhibit Number	Status	Description	File Type	Date Added	
Government	-	-	Red fiber found at scene.	Physical Evidence	11/16/2022	[Add] [Edit] [Remove]
Government	-	-	Shoe print (casting) found at scene.	Physical Evidence	11/16/2022	[Add] [Edit] [Remove]
Government	-	-	Accused hair strand found at the scene.	Physical Evidence	11/16/2022	[Add] [Edit] [Remove]

Defense						
Source	Exhibit Number	Status	Description	File Type	Date Added	
Defense	-	-	Voice recording of victim	Audio	11/15/2022	[Add] [Edit] [Remove]

Appellate						
Source	Exhibit Number	Status	Description	File Type	Date Added	
VLC	-	-	Victim forms.	Document	11/28/2022	[Add] [Edit] [Remove]

- a. Exhibits submitted by Trial Office users are only visible to the submitting party and Court Reporters until officially added to the case by the court reporter.
- b. Exhibits uploaded by Court Reporters with an assigned exhibit number and status are visible to all users with access to the case.
- c. User can edit an exhibit by selecting the “Edit” icon from the grid.
  - i. User can remove an exhibit by selecting “Remove” while editing the exhibit.

**Exhibit Details**  
 Date Added  
 Feb 25, 2023  
 > View Exhibit

Exhibit Type\*  
 Prosecution

Exhibit Source  
 Government

Exhibit File Type  
 Physical Evidence

Exhibit Status  
 --- Select a Status ---

Exhibit Number  
 \_\_\_\_\_

Exhibit Description  
 Shoe print (casting) found at scene.

CANCEL REMOVE SUBMIT

## Assign Exhibit Number and Status (Court Reporters)

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



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

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

Q Anderson SEARCH STATUS Investigation

GENERATE TEST CASE MIGRATE WOLVERINE CASE

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Anderson	N-MW-24-0001	ANDERSON, SA ANDREW	-	Investigation	7/18/2024	-	-

3. From the case summary view, navigate to the "Trial" tab and "Exhibits" subtab.
4. In the grid of exhibits, select the "Edit" icon to assign the selected exhibit a status and exhibit number.

**U.S. v. Anderson**

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

Arraignment  
TMO  
Pretrial Matters  
Motions  
**Exhibits**  
Trial  
Pleas & Findings  
Sentencing  
Sentence Suspensions  
Sentence Deferment  
CA Action

**PROSECUTION**

Q Search Exhibits SEARCH

Source	Exhibit Number	Status	Description	File Type	Date Added	
Government	-	-	Red fiber found at scene.	Physical Evidence	11/16/2022	
Government	-	-	Shoe print (casting) found at scene.	Physical Evidence	11/16/2022	
Government	-	-	Accused hair strand found at the scene.	Physical Evidence	11/16/2022	

**DEFENSE**

Q Search Exhibits SEARCH

Source	Exhibit Number	Status	Description	File Type	Date Added	
Defense	-	-	Voice recording of Victim	Audio	11/15/2022	

**APPELLATE**

Q Search Exhibits SEARCH

Source	Exhibit Number	Status	Description	File Type	Date Added	
VLC	-	-	Victim forms.	Document	11/28/2022	

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension
- Enter Sentence Deferment
- Sentencing

- In the “Upload Case Exhibits” form, assign a status and exhibit number to the defense, prosecution, or appellate exhibit.

**Exhibit Details**

Date Added  
Feb 25, 2023

[View Exhibit](#)

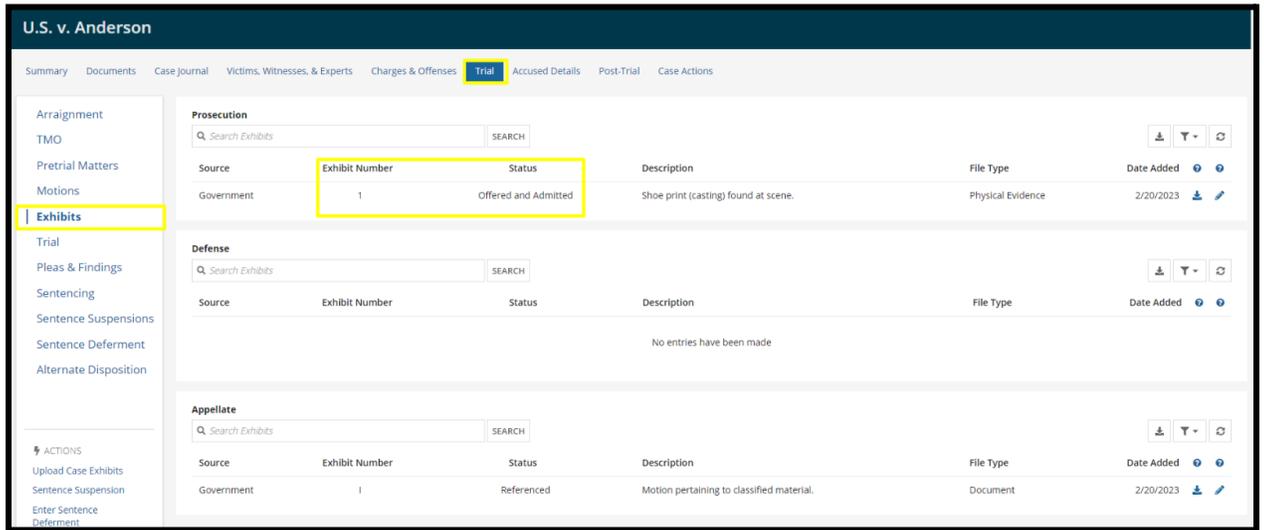
Exhibit Type\* Prosecution Exhibit Source Government Exhibit File Type Physical Evidence

Exhibit Status  Exhibit Number

Exhibit Description  
Shoe print (casting) found at scene.

- Select “Submit” to save the details of the exhibit.

- Following submission, the updated details are available in the “Exhibits” subtab under the “Trial” tab.



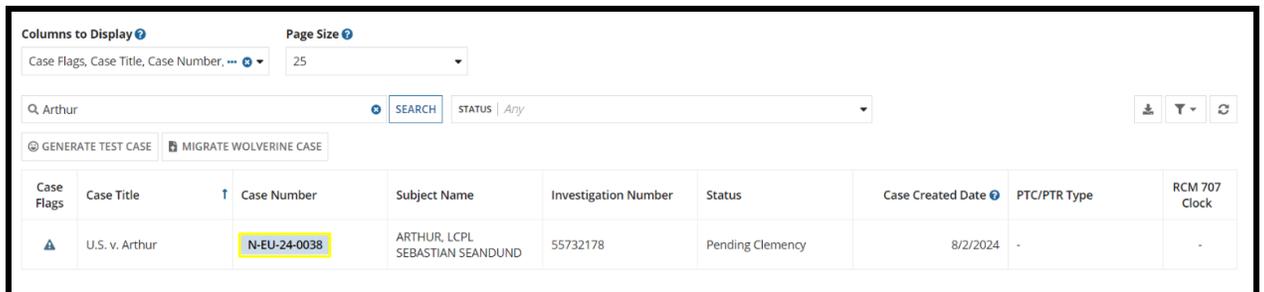
- Updated exhibits are visible to all users with access to the case.
- User can edit an exhibit by selecting the “Edit” icon from the grid.
  - User can remove an exhibit by selecting “Remove” while editing the exhibit.

## Seal Exhibits (Court Reporter)

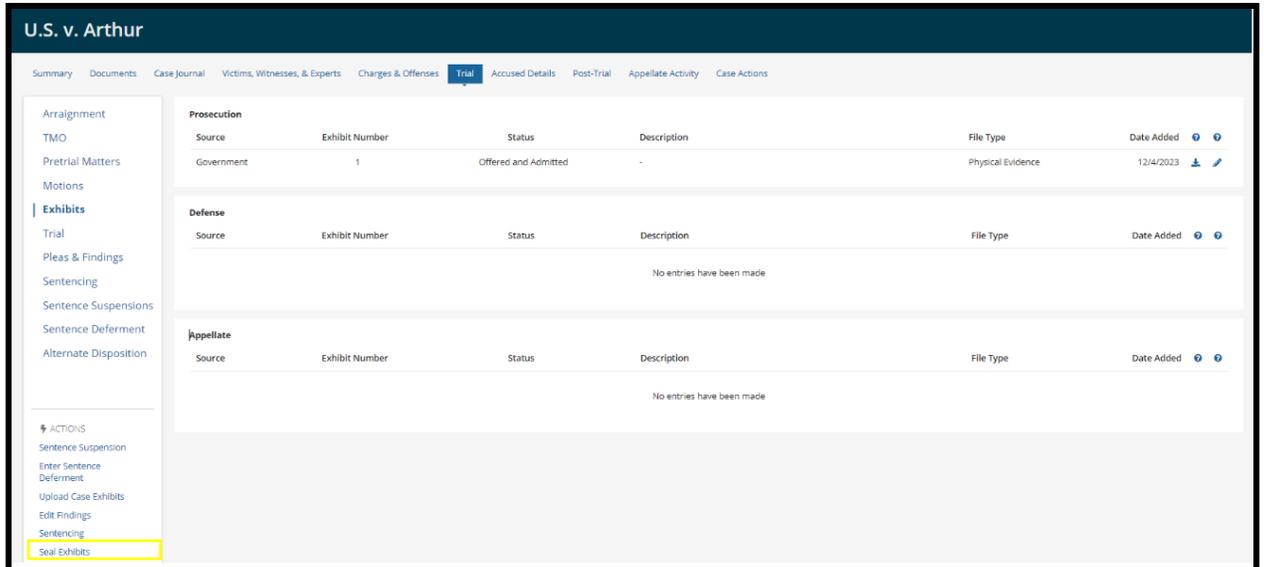
- From the NCORS Legal Case Management site, select the “All Cases” tab.



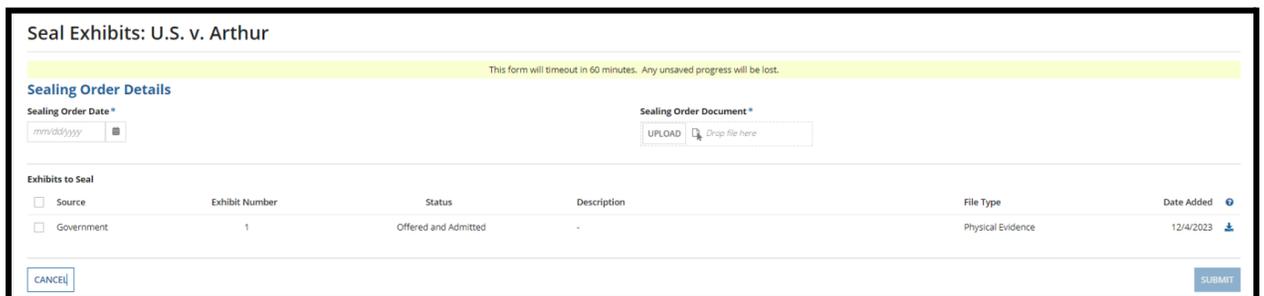
- Select the “Case Number” to navigate to the Case Summary page.



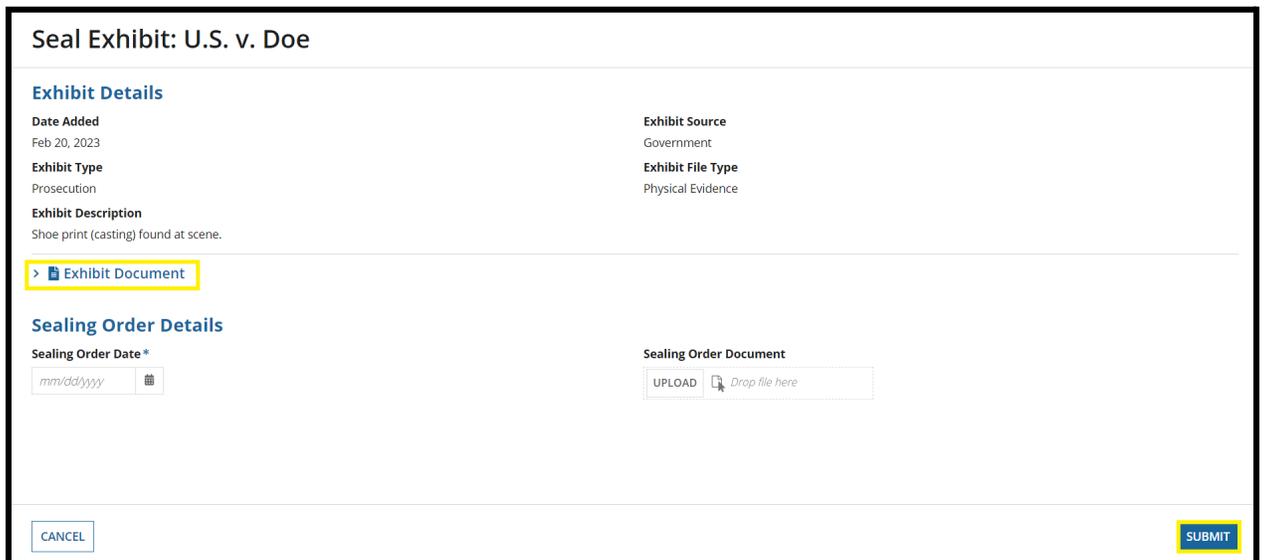
- From the Case Summary page, navigate to the “Trial” tab and select the “Exhibits” subtab.
- Select the action “Seal Exhibits” from the actions list.



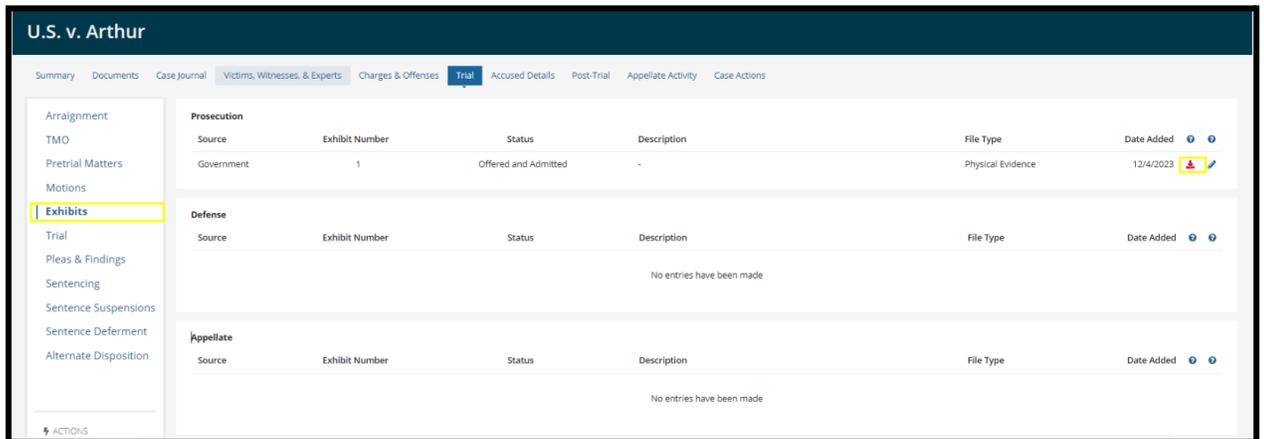
5. In the “Seal Exhibit” form, input the sealing order date and upload a “Sealing Order” document.
  - a. User can select 1 or more exhibits to seal in the grid of exhibits.



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



7. 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.



## Edit Findings 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.
4. Take the action to “Edit Findings” from the actions list.

**U.S. v. Marino**

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

**Arrestment**

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

---

**ACTIONS**

- Upload Case Exhibits
- Sentence Suspension
- Enter Sentence Deferment
- Edit Findings**
- Sentencing

### Arrestment Request

<b>Date Request Made</b>	<b>Physical Security</b>	<b>Security Clearance</b>
	-	-

- > Motion for Docketing
- > Risk Assessment Form
- > TMO Dates

---

### Arrestment Hearing

<b>Arrestment Date and Time</b>	<b>Arrestment Judge</b>	<b>Arrestment Location</b>
11/17/2022 8:00 AM EST	DOCKETING JUDGE, ROBSON	HQ Bremerton Courtroom

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

**U.S. v. James**

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

### Case Actions

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

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

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

5. In the “Enter Findings” form, input the details of the Findings:

**Enter Findings: U.S. v. Marino**

**Pleas to Charges and Specifications**

**Findings Details**

General Nature of Findings: Mixed Findings | Were there any contested specifications?: No | Date of Findings: 01/16/2023

**Charge I: Violation of the UCMJ, Article 82 - Soliciting commission of offenses - WITHDRAWN/DISMISSED**

**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)

**Charge II: Violation of the UCMJ, Article 83 - Malingering - 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**: GUILTY, except for the words  
**Plea Details\***: Guilty except words XYZ

**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**: NOT GUILTY, but GUILTY of the Lesser Included Offense  
**LIO UCMJ Article**: 106 - Spies  
**LIO DIBRS Code**: 087BB1 - Breach of restriction (on/after 1 Jan 19)

**Charge III: Violation of the UCMJ, Article 112 - Drunkenness and other incapacitation offenses - NOT GUILTY only by reason of lack of mental responsibility**

**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**: GUILTY, except for the words  
**Plea Details\***: Guilty except words XYZ

**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**: NOT GUILTY, but GUILTY of the Lesser Included Offense  
**LIO UCMJ Article**: 131g - Wrongful interference with adverse administrative proceeding  
**LIO DIBRS Code**: 112AA3 - Drug offense: possession of marijuana - less than 30 grams

**Specification 3**  
 Language for specification 3: 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**: NOT GUILTY

**Buttons**: CANCEL | SUBMIT

- a. Findings to charges are determined by the findings entered for each specification under the charge.
  - b. User may select that the findings are “Guilty to all charges and specifications” or “Not guilty to all charges and specifications”, or “Mixed findings” in the “General Nature of Findings” dropdown.
    - i. This will auto-populate the findings to all charges and specifications in the form.
  - c. If the user selects that there are no contested specifications, the finding to each specification will auto-populate to match the plea to the specification.
6. Select “Submit” once complete to update the Trial Findings.
  7. The user can view the new inputs by navigating to the “Trial” tab, and selecting the “Pleas & Findings” subtab.

## Edit Sentence

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



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

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Grover	N-EU-22-0104	52664579	Pending Arraignment	10/19/2022	-	-
U.S. v. Anderson	N-EU-22-0103	990-2022	Pending Article 32	11/22/2022	-	0
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Trial	11/8/2022	-	-

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

**U.S. v. Anderson**

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

**Arraignment Request**

Date Request Made: Nov 22, 2022

Physical Security: Low

Security Clearance: Unclassified

> Motion for Docketing

> Risk Assessment Form

> TMO Dates

**Arraignment Hearing**

ENTER ARRAIGNMENT DETAILS

Arraignment Date and Time: 11/22/2022 9:00 AM EST

Arraignment Judge: DOCKETING JUDGE, ROBSON

Arraignment Location: Det Mayport Courtroom

**ACTIONS**

Upload Case Exhibits

Sentence Suspension

Enter Sentence Deferment

**Sentencing**

File Motion

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

4. Input the details of sentencing and select “Submit” to save the details to the case.
  - a. Based on the court composition and the sentencing composition, user will be prompted to input either the adjudged sentences, segmented sentences or both.
    - i. If the sentencing composition is Judge or Magistrate Judge and the case disposition is SPCM or GCM, user may select if the accused opted into segmented sentencing rules to enable entry of the segmented sentence.
  - b. Sentencing composition is input in the “Hearing Details” section of the form.

5. If segmented sentencing is required, input the segmented sentence for each specification with a finding of guilt in the “Segmented Sentencing” step of the form.

- a. For each specification input the specification or specifications the sentence is to be served consecutively and/or concurrently by using the dropdown.
  - i. Select “All Others” or “None Others” if the sentence is to be served consecutively or concurrently with all other segmented sentences.
- b. Once all segmented sentence details are input, select the “Calculate Total” button to view the total of the segmented sentence.
  - i. If required, edit the segmented sentence details and select “Calculate Total” as needed to refresh the result.

**Charge III: Violation of the UCMJ, Article 104 - Public records offenses**

**Specification 1** *Specification does not have guilty finding*  
 Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene...  
 (view more)

---

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

<b>Confinement</b> ?	Months	6	<b>Concurrent With</b> ?*	All Others	<b>Consecutive With</b> ?	None	<b>Fine</b> ?	\$500.00
----------------------	--------	---	---------------------------	------------	---------------------------	------	---------------	----------

---

**Specification 3**  
 Language for specification 3; Lorem ipsum dolor sit amet, consectetur adipiscing

<b>Confinement</b> ?	Months	12	<b>Concurrent With</b> ?*	All Others	<b>Consecutive With</b> ?	None	<b>Fine</b> ?	Fine Amount
----------------------	--------	----	---------------------------	------------	---------------------------	------	---------------	-------------

---

**Segmented Sentence Totals** CALCULATE TOTAL

**Confinement** 1 year **Fines** Fine of \$500.00

6. In the “Sentence Details” step, input the details of the sentence elements by selecting the checkbox and inputting any additional details required.
  - a. For each sentence element included, additional details may be required.

Enter Sentence: U.S. v. Anderson

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

Hearing Details

**Sentence Details**

Notifications

Review

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

Punitive Letter of Reprimand

Reduction in Grade

Forfeitures

Dollars per Month*	Number of Months*	Are forfeitures total?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes

Fine

Restriction to Specified Limits

Hard Labor without Confinement

Confinement

Years	Months	Days
<input type="text" value="2"/>	<input type="text" value="-- Enter Number of Months --"/>	<input type="text" value="-- Enter Number of Days --"/>

**Number of Life Sentences**

**Life without eligibility for parole?**

Yes  No

Punitive Discharge

Death

CANCEL
BACK
NEXT

- b. If segmented sentencing is included in the sentence, user can override the system-calculated segmented totals by selecting the “Override” option for confinement and/or fines.

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

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

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

**Offense Description**  
 Fail 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**  
 Details

8. In the “Confinement Credit” step of the form, verify the confinement credit entered on the case and optionally add confinement credit by selecting the “Add Confinement Credit” button
  - a. Any confinement credit added through this action will be factored into the “Judicially Ordered Credit” and “Total Confinement Credit” fields

Enter Sentence: U.S. v. Anderson

This form will timeout in 23 minutes. Any unsaved progress will be lost.

**Confinement Credit**

**Total Pretrial Confinement**  
 -

**Pretrial Confinement Credit**  
 0 Days

**Judicially Ordered Credit**  
 25 Days

**Total Confinement Credit**  
 25 Days

**Details**  
 This is the reason for ordering confinement credit; Accused was trapped in a man-hole for 10 days

**ADD CONFINEMENT CREDIT**

CANCEL

BACK NEXT

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

Enter Sentence: U.S. v. Anderson

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

**Notifications**

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

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

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

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

**Reference Documents**  
 SECNAV Instruction 5800.14A | DoDI 5505.11p | DoDI 5505.14p | DoD Issuances

**Navigation:** CANCEL BACK NEXT

10. Following entry of data, review the entries and select “Submit” to save the sentence to the case.

Enter Sentence: U.S. v. Anderson

**Hearing Details**

Date Sentence Adjudged \* 11/01/2022

Sentencing Composition \* Judge

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

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

**Confinement Credit**

Total Pretrial Confinement  None

Pretrial Confinement Credit  0

Judicially Ordered Credit  0

Total Confinement Credit 0 Days

**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

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

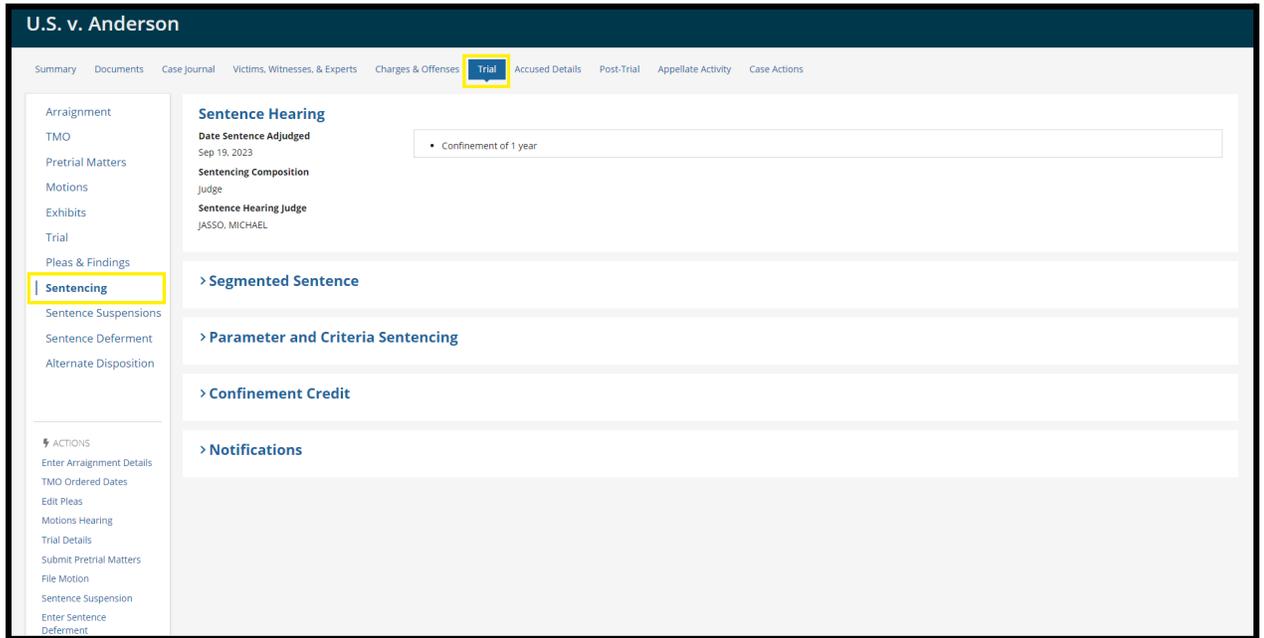
Is DNA collection and submission required in accordance with 10 U.S.C. § 1565 and DoDI 5505.14?  
 Yes  No

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

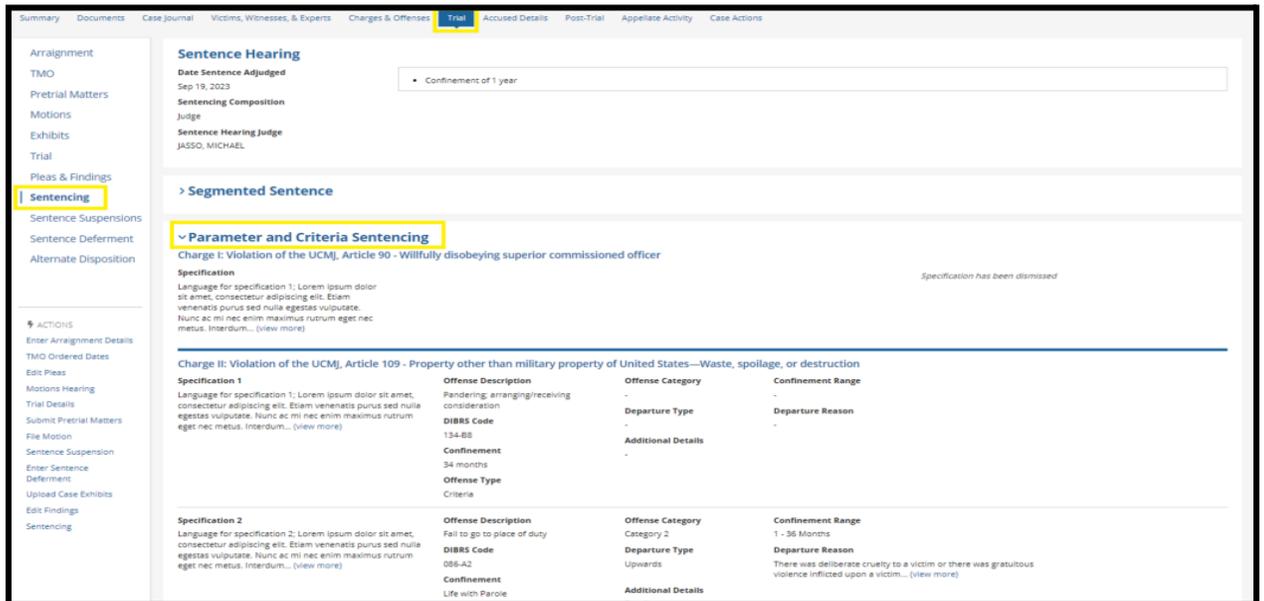
**Reference Documents**  
 SECNAV Instruction 5800.14A | DoDI 5505.11p | DoDI 5505.14p

**Navigation:** CANCEL BACK SUBMIT

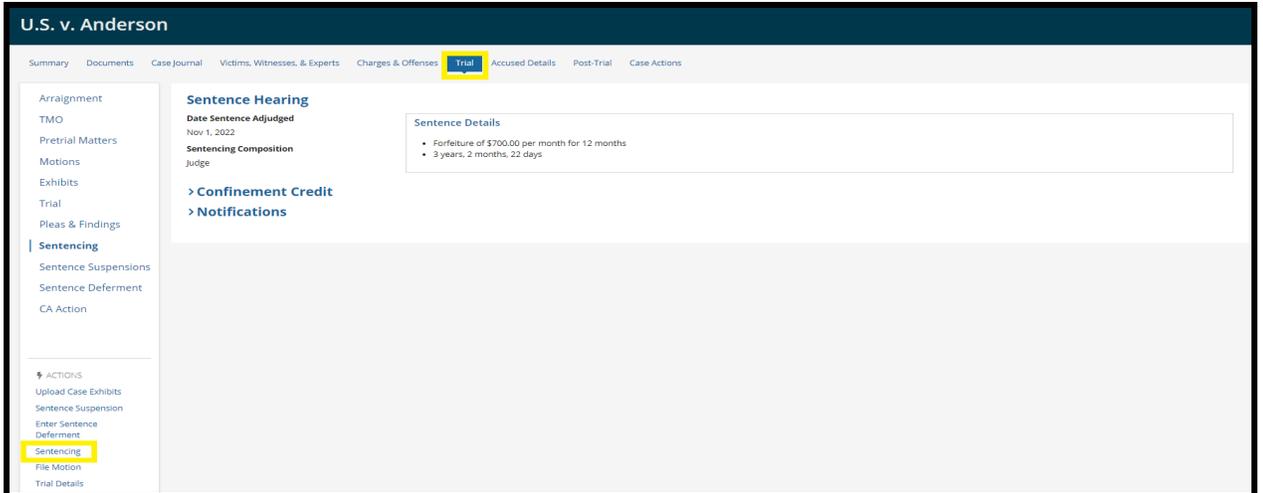
11. Following submission, the sentencing details will be available in the “Sentencing” subtab.



a. Segmented sentencing, parameter and criteria sentencing, confinement credit and notifications are initially collapsed and can be viewed by expanding the section.



b. User can edit the sentence by selecting the “Sentencing” action from the “Actions” list.



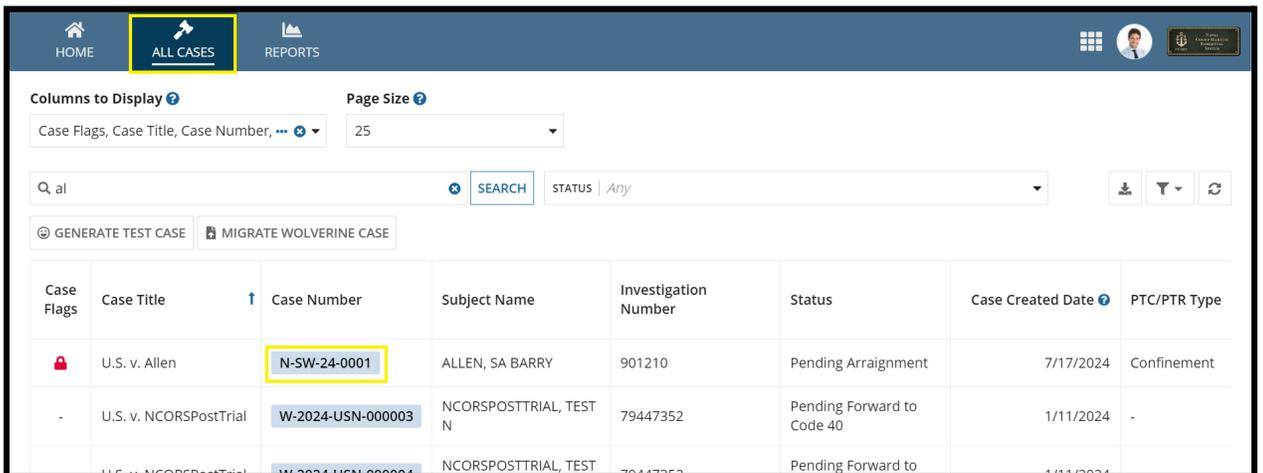
- c. If the accused was actively in PTC/PTR, the active entry will end with a release date that matches the date of sentencing.

## Rule on RCM 309 Matters

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



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



3. View 309 Matters submissions from the "RCM 309 Matters" subtab under the "Documents" tab.

**U.S. v. Allen**

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

All Documents  
**RCM 309 Matters**  
 Discovery  
 Transcription

ACTIONS  
 Upload Case Document  
 Add Transcription

**RCM 309 Matters**

SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Pre-Referral Matters under Subsection (c) of Article 6b	-	Government	N/A	7/17/2024 10:00 AM EDT	✓	7/10/2024
Pre-Referral Matters Referred by an Appellate Court	-	Defense	N/A	7/17/2024 10:04 AM EDT	-	-
Investigative Subpoena	-	Government	✗	7/17/2024 10:06 AM EDT	✓	-

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. Allen**

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

All Documents  
**RCM 309 Matters**  
 Discovery  
 Transcription

ACTIONS

**RCM 309 Matters**

SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Pre-Referral Matters under Subsection (c) of Article 6b	-	Government	N/A	7/17/2024 10:00 AM EDT	✓	7/10/2024
Pre-Referral Matters Referred by an Appellate Court	-	Defense	N/A	7/17/2024 10:04 AM EDT	-	-

Rule on RCM 309 Matter

- b. Summary View:

**U.S. v. Allen**

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

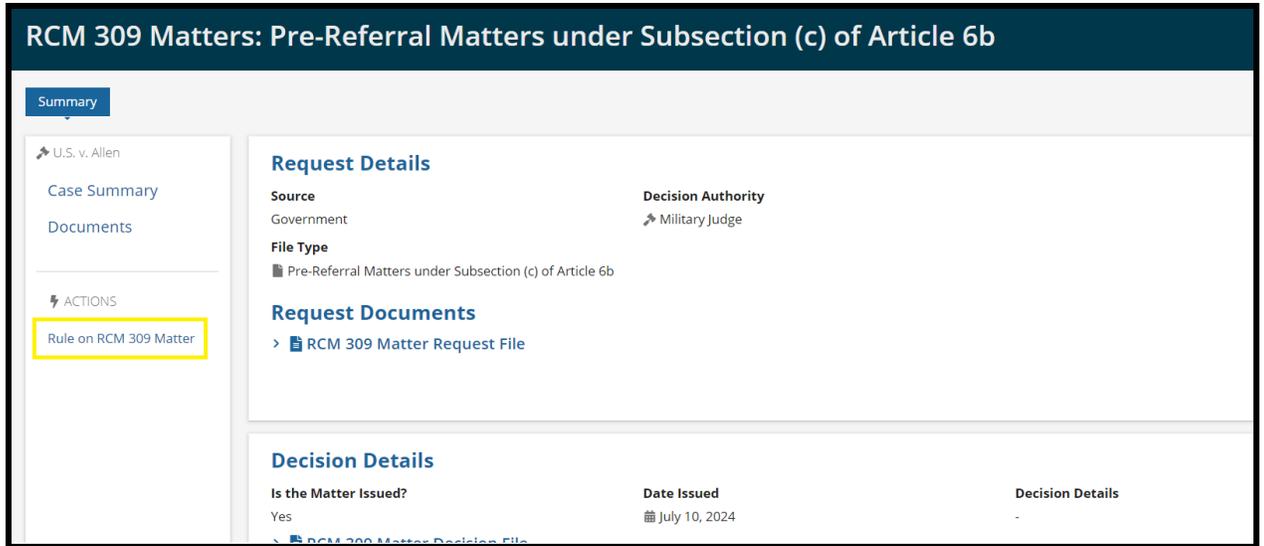
All Documents  
**RCM 309 Matters**  
 Discovery  
 Transcription

ACTIONS

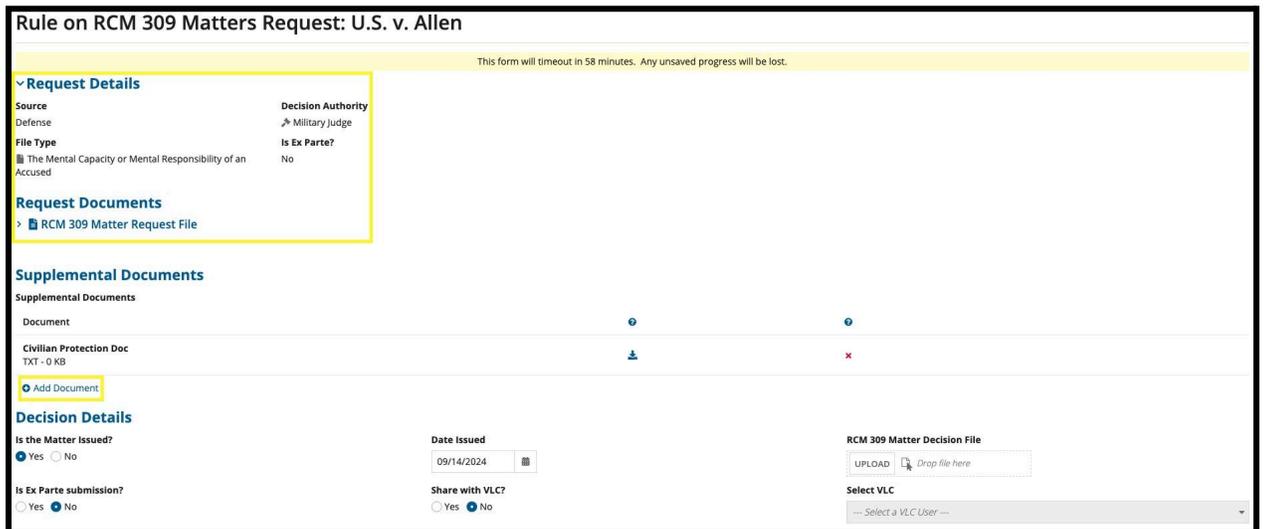
**RCM 309 Matters**

SUBMISSION TYPE | Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Pre-Referral Matters under Subsection (c) of Article 6b	-	Government	N/A	7/17/2024 10:00 AM EDT	✓	7/10/2024
Pre-Referral Matters Referred by an Appellate Court	-	Defense	N/A	7/17/2024 10:04 AM EDT	-	-



5. In the form, review the request details by expanding the “Request Details” and “Supplemental Documents” sections. Input “Decision Details” and select “Submit” to save the ruling to the case.
  - a. Select the “Add Document” link on the “Supplemental Documents” grid to upload a new supplemental document.



- b. 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

RCM 309 Matter Decision File

UPLOAD

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.
  - c. 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 “Documents” tab.

## Rule On Motion

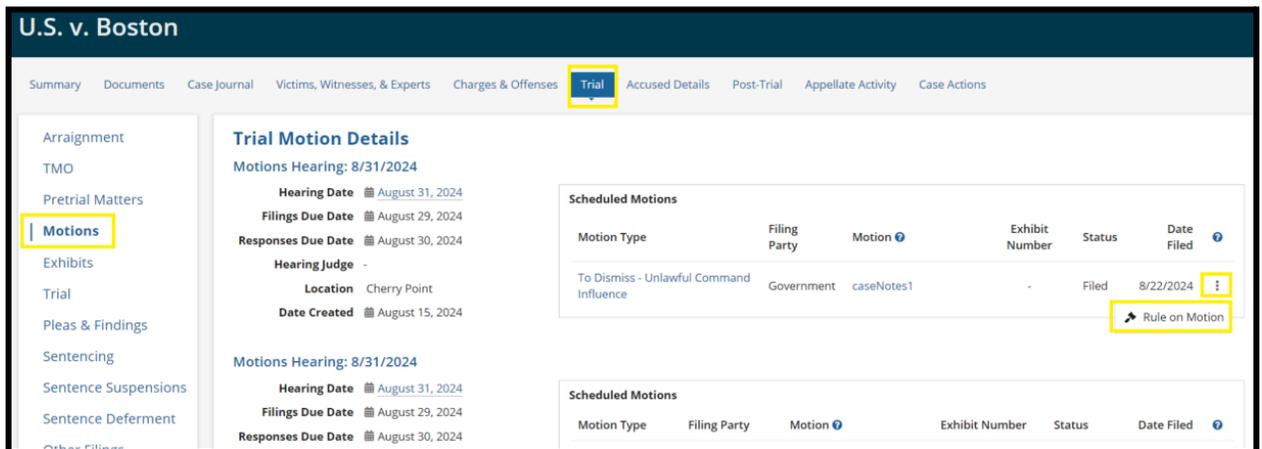
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



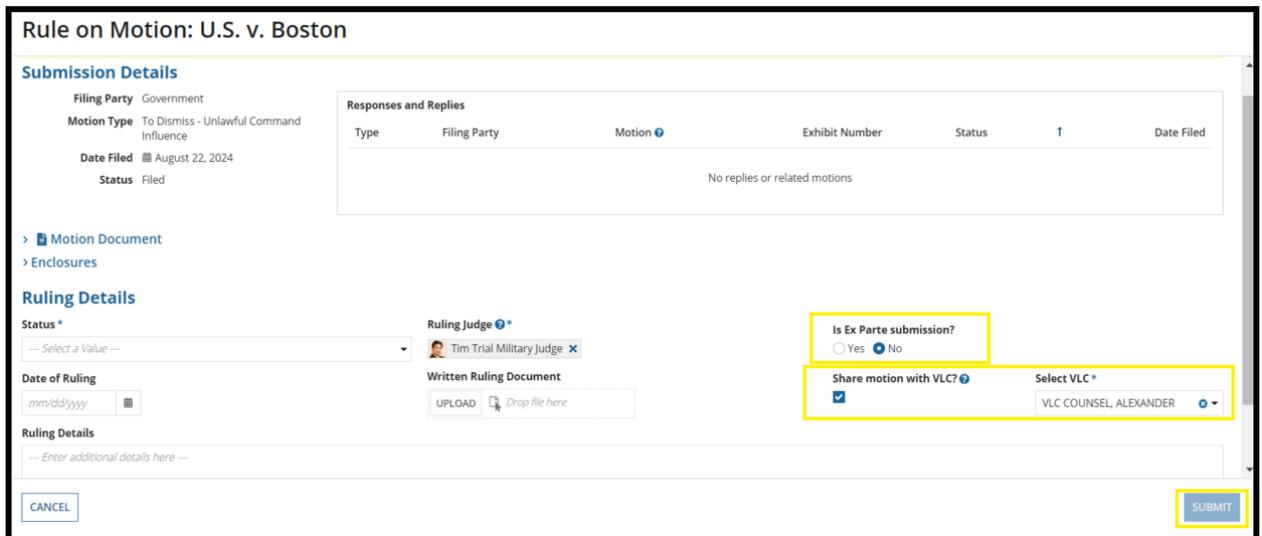
2. Select the “Case Number” to navigate to the case summary view.

Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Grover	N-EU-22-0104	5264579	Pending Arraignment	10/19/2022	-	-
U.S. v. Anderson	N-EU-22-0103	990-2022	Pending Article 32	11/22/2022	-	0
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-	-
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Trial	11/8/2022	-	-
U.S. v. Powell	N-EU-22-0099	73322021	Pending Trial	10/17/2022	-	-

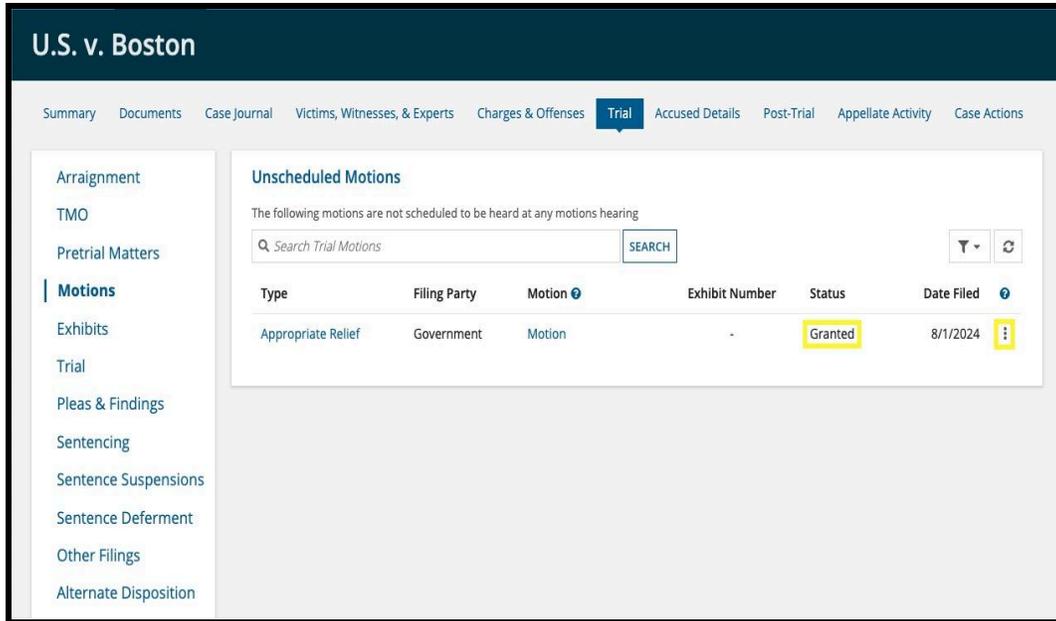
3. Navigate to the “Motions” subtab under the “Trial” tab. Select the actions icon to the right of the entry to see all possible actions to be taken.
  - a. Select the “Rule on Motion” action.



4. Select “Submit” when the user completes the form.
  - a. User can mark the motion as an Ex Parte submission. If the motion is marked as Ex Parte, only users of the filing party, as well as judiciary, court reporter/local post-trial, and power paralegal users can view the submission and its related documents.
  - b. If the user selects “Share motion with VLC?” then a dropdown appears of all possible VLC users to share the motion with.



5. After submission, the user can see the updated “Status” based on the ruling.
  - a. User can take the “Rule on Motion” action again to edit the ruling.
  - b. Existing tasks for this specific motion to “Rule on 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.



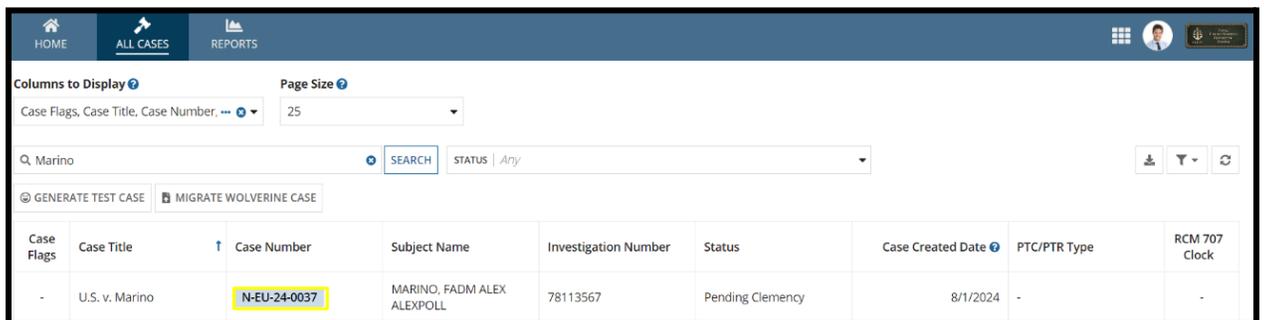
## Post-Trial Verifications and Rights Elections

### Statement of Trial Results Verification

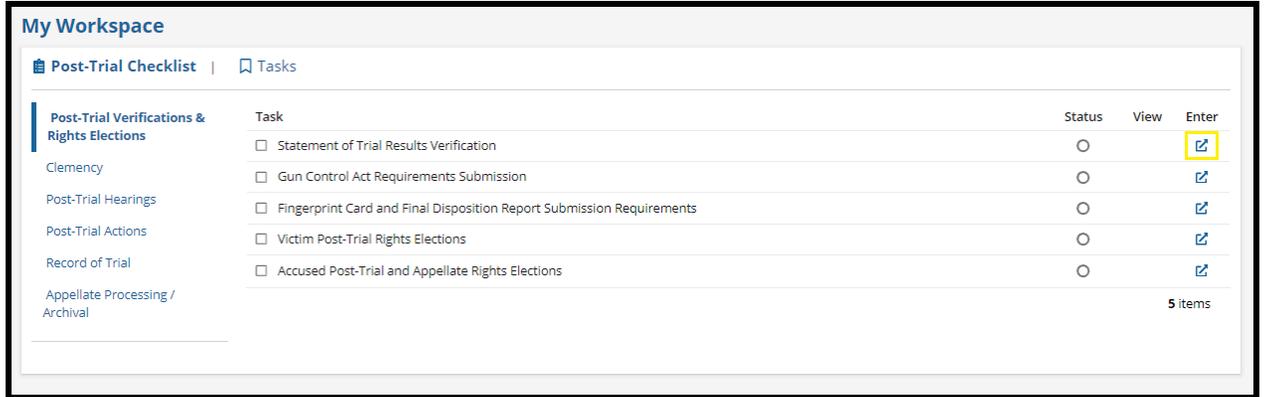
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



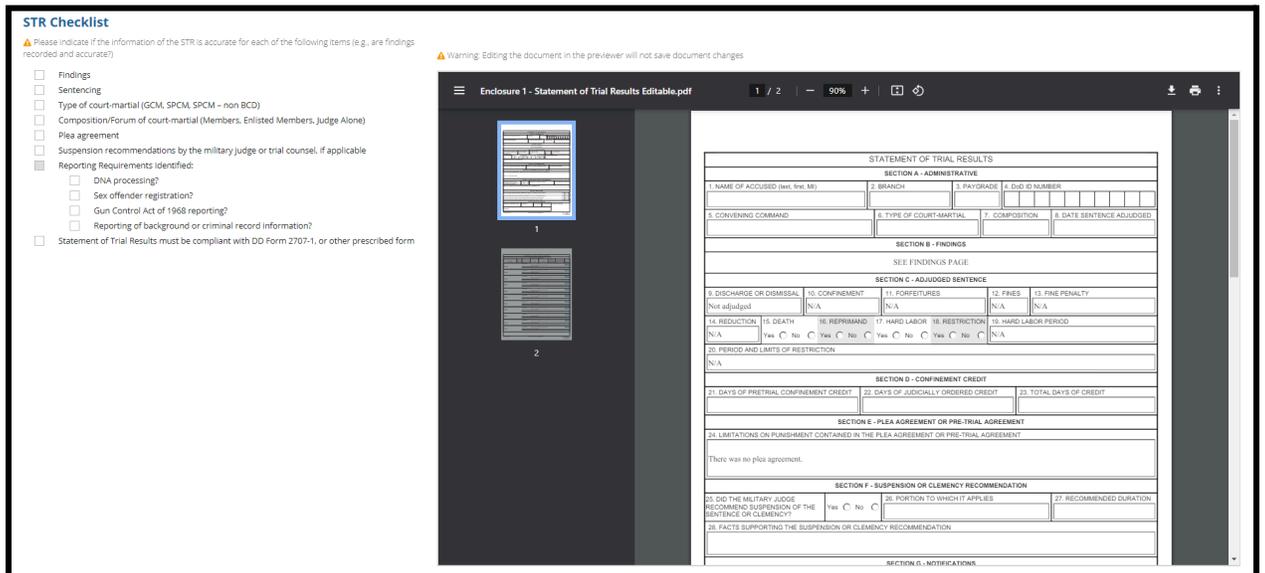
3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
4. Take the action “Statement of Trial Results Verification” from the Post-Trial Checklist.



5. In the “Verify STR” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



- b. If optional journal entry action is taken, user can leave a journal entry on the case.
- c. Complete the STR Checklist by selecting the checkboxes to confirm that the items have been reviewed for accuracy.



- d. User can save progress by selecting “Save” in the form.

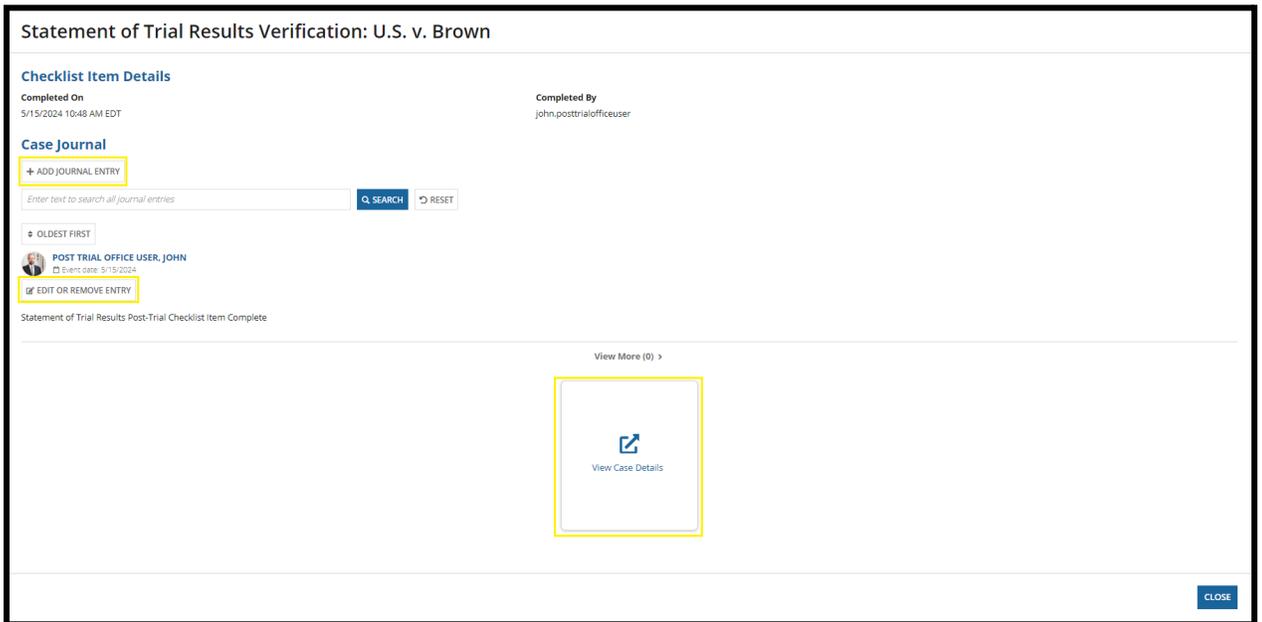
- i. User can return to the form to continue progress by selecting the checklist action.



- e. The form can only be Submitted, once the STR Checklist is complete.
6. Select "Submit" to update the Statement of Trial Results Verification.



7. The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.



- a. User can view all journal entries, as well as add a new one by selecting "Add Journal Entry".
  - i. User can also "Edit or Remove Entry" for the existing journal entry.
- b. User can navigate to the case details by selecting "Case Details".

## Gun Control Acts Requirements Submissions

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 Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Marino	N-EU-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-	-

3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
4. Take the action “Gun Control Acts Requirements Submissions” from the Post-Trial Checklist.

Task	Status	View	Enter
Statement of Trial Results Verification	✓	🔍	🔗
Gun Control Act Requirements Submission	○		🔗
Fingerprint Card and Final Disposition Report Submission Requirements	○		🔗
Victim Post-Trial Rights Elections	○		🔗
Accused Post-Trial and Appellate Rights Elections	○		🔗

5. In the “Firearm Prohibition” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

- b. If optional journal entry action is taken, user can leave a journal entry on the case.
- c. Review list of Firearm Prohibition details and select “Add Firearm Prohibition”.

View More (0) >

**Firearm Prohibition Details**

+ ADD FIREARM PROHIBITION

**Firearm Prohibitions**

Confirmation Number	922 Paragraph	Confirmation Status	Active Status	Submission Date	NICS Submission Form	NICS Confirmation Form
9879790860	2c : 2e : 2h	✓	✓	5/11/2024	📎	📎

CANCEL SAVE SUBMIT

6. Enter Firearm Prohibition details and select “Submit”.

HOME ALL CASES REPORTS

**Enter Firearm Prohibition Details: U.S. v. Marino**

**Prohibition Information**

- 922 Paragraphs
- 2(a) Referral to GCM or indictment for a crime punishable by confinement for longer than 1 year \*\*Charge Sheet Required\*\*
- 2(b) Convicted at a GCM of a crime punishable by confinement for longer than 1 year \*\*Results of Trial Required\*\*
- 2(c) Fugitive from Justice \*\*Charge Sheet and DD Form 553 Required\*\*
- 2(d) Unlawful user of or addicted to any controlled substance \*\*See GENADMIN for further information\*\*
- 2(e) Adjudicated as a mental defective or committed to any mental institution \*\*Supporting Documentation Required\*\*
- 2(f) Illegal Alien
- 2(g) Discharged from the Armed Forces under Dishonorable conditions \*\*Results of Trial Required\*\*
- 2(h) Renounced citizenship
- 2(i) Subject to restraining order related to domestic violence \*\*Civilian Court Order Documentation Required\*\*
- 2(j) Convicted at a SPCM or GCM of a crime of domestic violence \*\*Results of Trial Required\*\*

10 Items

**NICS Submission \*** **Submission Date**

UPLOAD 📎 Drop file here mm/dd/yyyy 📅

**Confirmation Details** **Is this Firearm Prohibition active?\***

**NICS Confirmation** **Confirmation Date**

UPLOAD 📎 Drop file here mm/dd/yyyy 📅

**Confirmation Number** 0/10

CANCEL SUBMIT

- a. Review list of Firearm details.
  - i. If user chooses to edit an existing firearm prohibition, user can edit the details of the firearm prohibition.

View More (0) >

**Firearm Prohibition Details**

+ ADD FIREARM PROHIBITION

**Firearm Prohibitions**

Confirmation Number	922 Paragraph	Confirmation Status	Active Status	Submission Date	NICS Submission Form	NICS Confirmation Form
9879790860	2c : 2e : 2h	✓	✓	5/11/2024	📎	📎

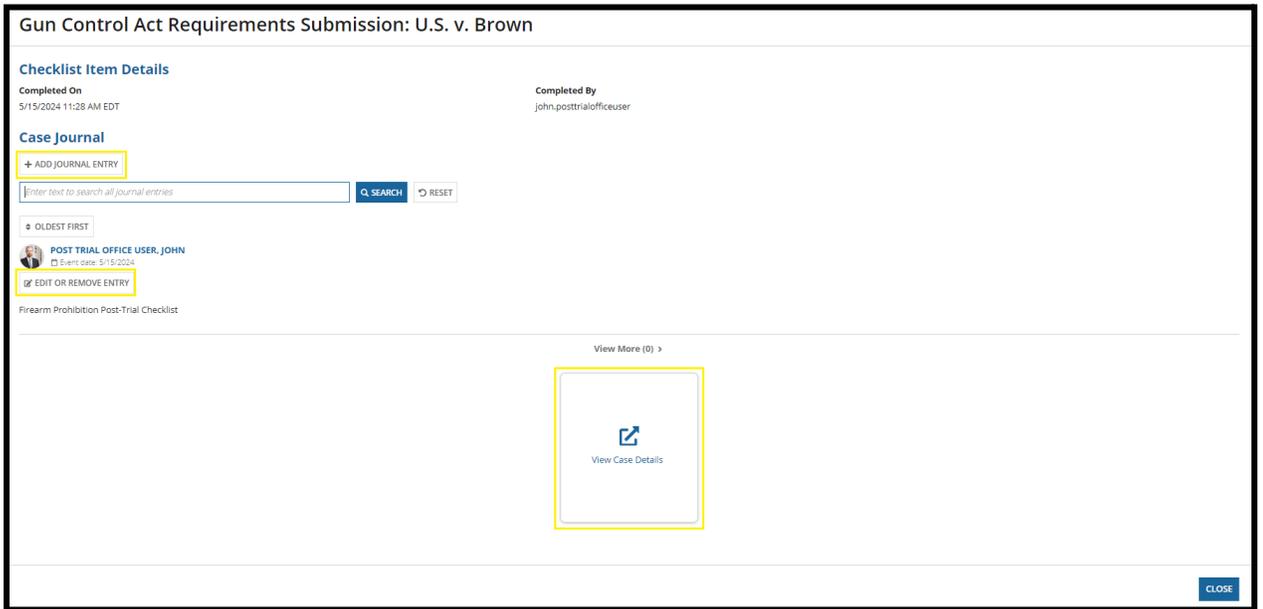
CANCEL SAVE SUBMIT

b. User can save progress by selecting “Save” in the form.

- i. User can return to the form to continue progress by selecting the checklist action.



7. Select "Submit" to update the Firearm Prohibition Details.
8. The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.



- a. User can view all journal entries, as well as add a new one by selecting "Add Journal Entry".
  - i. User can also "Edit or Remove Entry" for the existing journal entry.
- b. User can navigate to the case details by selecting "Case Details".

## Fingerprint Card and Final Disposition

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



2. Select the "Case Number" to navigate to the Case Summary page.

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Marino	N-EU-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-	-

3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
4. Take the action “Fingerprint Card and Final Disposition Report Submission Requirements” from the Post-Trial Checklist.

Task	Status	View	Enter
<input checked="" type="checkbox"/> Statement of Trial Results Verification	✓	🔍	📄
<input checked="" type="checkbox"/> Gun Control Act Requirements Submission	✓	🔍	📄
<input type="checkbox"/> Fingerprint Card and Final Disposition Report Submission Requirements	○		📄
<input type="checkbox"/> Victim Post-Trial Rights Elections	○		📄
<input type="checkbox"/> Accused Post-Trial and Appellate Rights Elections	○		📄

5. In the “Verify Fingerprint Card and Final Disposition Report” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

- b. Verify the “Fingerprint Card and Final Disposition Report Submission Requirements” by selecting the checkbox.

**Verification Details**

Fingerprint Card and Final Disposition Report Submission Requirements - DoDI 5505.11 (series)

Verify with the responsible Staff Judge Advocate that the final disposition of the court-martial is reported to NCS or USMC CD and CMC law enforcement, as appropriate, within five days per NAVADMJN 131718. This information is necessary so that law enforcement personnel can complete the 6-64 final disposition in accordance with DoDI 5505.11 (series).

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

Enclosure 1 - Statement of Trial Results Editable.pdf 1 / 2 80%

STATEMENT OF TRIAL RESULTS

**SECTION A - ADMINISTRATIVE**

1. NAME OF ACCUSED (Last, First, MI) 2. BRANCH 3. PAYGRADE 4. DOJ ID NUMBER

5. CONVENING COMMAND 6. TYPE OF COURT MARTIAL 7. COMPOSITION 8. DATE SENTENCE ADJUDGED

**SECTION B - FINDINGS**

SEE FINDINGS PAGE

**SECTION C - ADJUDGED SENTENCE**

9. DISCHARGE OR DISMISSAL 10. CONFINEMENT 11. FORFEITURES 12. FINES 13. FINE PENALTY  
 Not a Subjod N/A N/A N/A N/A

14. REDUCTION 15. DEATH 16. REPRIMAND 17. HARD LABOR 18. RESTRICTION 19. HARD LABOR PERIOD  
 N/A Yes C No C Yes C No C Yes C No C Yes C No C N/A

20. PERIOD AND LIMITS OF RESTRICTION  
 N/A

**SECTION D - CONFINEMENT CREDIT**

21. DAYS OF PRETRIAL CONFINEMENT CREDIT 22. DAYS OF JUDICIALLY ORDERED CREDIT 23. TOTAL DAYS OF CREDIT

**SECTION E - PLEA AGREEMENT OR PRA TRIAL AGREEMENT**

24. LIMITATIONS ON PUNISHMENT CONTAINED IN THE PLEA AGREEMENT OR PRA TRIAL AGREEMENT  
 There was no plea agreement.

**SECTION F - SUSPENSION OR CLEMENCY RECOMMENDATION**

25. DID THE MILITARY JUDGE RECOMMEND SUSPENSION OF THE SENTENCE OR CLEMENCY? Yes C No C 26. PORTION TO WHICH IT APPLIES 27. RECOMMENDED DURATION  
 28. FACTS SUPPORTING THE SUSPENSION OR CLEMENCY RECOMMENDATION

CANCEL SAVE SUBMIT

- c. User can save progress by selecting “Save” in the form.
- 6. User can return to the form to continue progress by selecting the checklist action.

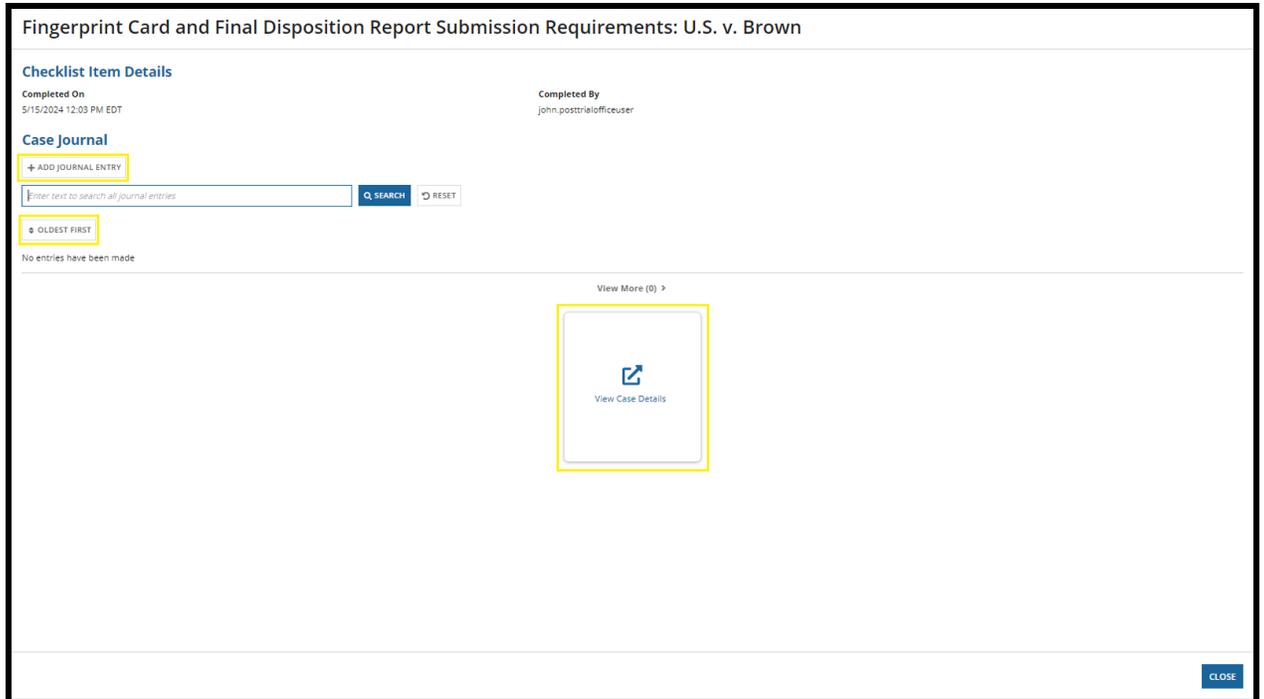
Fingerprint Card and Final Disposition Report Submission Requirements

➤ 🔍 📄

- 7. Select “Submit” to update the Fingerprint Card and Final Disposition Report.
- 8. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

Fingerprint Card and Final Disposition Report Submission Requirements

🟢 🔍



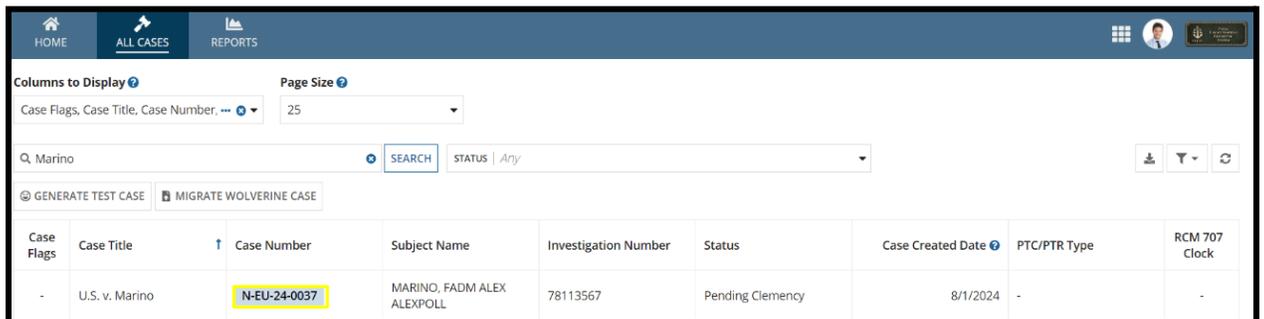
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Victim Post-Trial Rights Elections

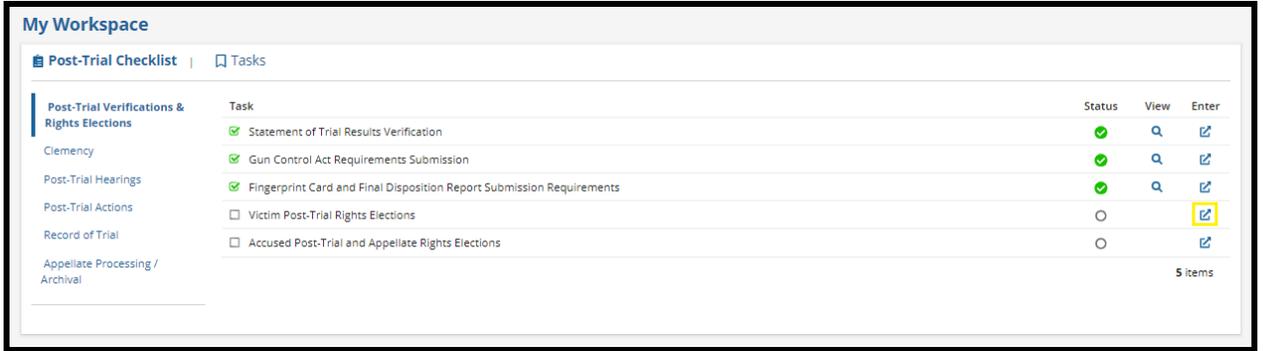
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
4. Take the action “Victim Post-Trial Rights Elections” from the Post-Trial Checklist.



5. In the “Victim Post-Trial Rights Elections” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



6. Review list of Victim Post-Trial Rights Elections.
  - a. There will be a grid row for each victim on the case.
  - b. Select the edit icon to open the “Edit Victim” form and add or edit the Victim Post-Trial Rights.



7. Make elections under “Victim Post Trial Rights” section

Edit Victim: U.S. v. Brown

**Victim Post Trial Rights**

Date Informed of Post Trial Rights

> [Post Trial Rights Statement](#)

**Post Trial Elections**  
Victim's elections made in the in the Acknowledgement section of Enclosure 3 - Victim Post Trial Rights Advisement (JAG/CNLSCINST 5814.1D)

Did the victim waive their rights to all post-trial notifications?  
 Yes  No  No Response

The victim requests a copy of the recording of all open sessions of the court-martial and copies of or access to the evidence admitted at the court-martial and all appellate exhibits be sent to:  
 Victim  Victim's Legal Counsel  Waived

The victim requests a copy of the CA's Action be delivered to:  
 Victim  Victim's Legal Counsel  Waived

The victim requests a copy of the Entry of Judgment be delivered to:  
 Victim  Victim's Legal Counsel  Waived

The victim requests a copy of the certified ROT be delivered to:  
 Victim  Victim's Legal Counsel  Waived

The victim requests notifications of any appellate filings and/or proceedings that occur in the case:  
 Yes

**Victim Representation**

**Trial Preferences**

Was the victim advised of their right to submit a preference regarding jurisdiction?  
 Yes  No

**VLC Services**

Was the victim informed of VLC services?  Yes  No  N/A

Date Informed \*

Did the victim request VLC? \*  Yes  No

Does the victim have VLC? \*  Yes  No

**Civilian Counsel**

Does the victim have civilian counsel?  
 Yes  No

**VLC Contact Information**

- a. Select "Submit".
8. User can save progress by selecting "Save" in the form.

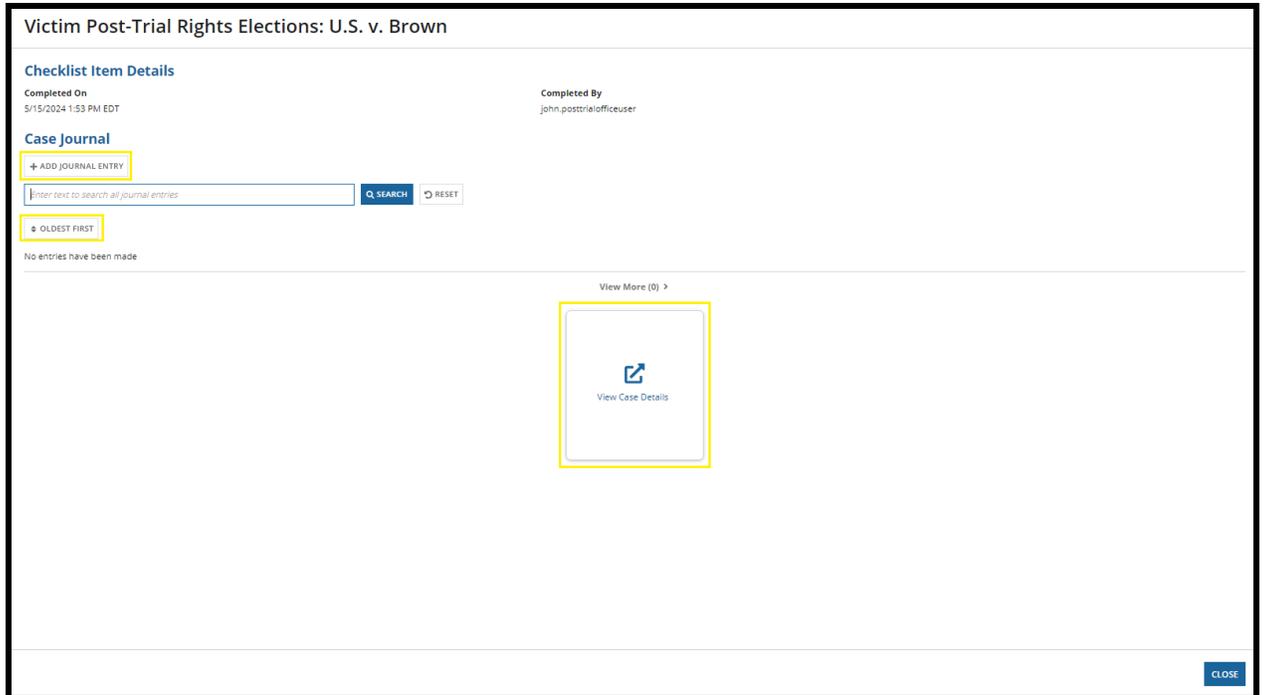
Victim Post-Trial Rights Elections						
Name	Date Informed of Post-Trial Rights	Receive CMR?	Receive CAA?	Receive EOJ?	Receive ROT?	Receive Appellate Information?
STADHEIM, EMMI EMMISTIM	7/22/2024	✓	✗	✗	✓	✗
KUSHNIRUK, ZHADANA ZHNAKUUK	7/22/2024	✓	✓	✓	✓	✓

9. User can return to the form to continue progress by selecting the checklist action.

Victim Post-Trial Rights Elections 🔍 📄

10. Select "Submit" to update the Victim Post-Trial Rights Statement.
11. The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.

Victim Post-Trial Rights Elections



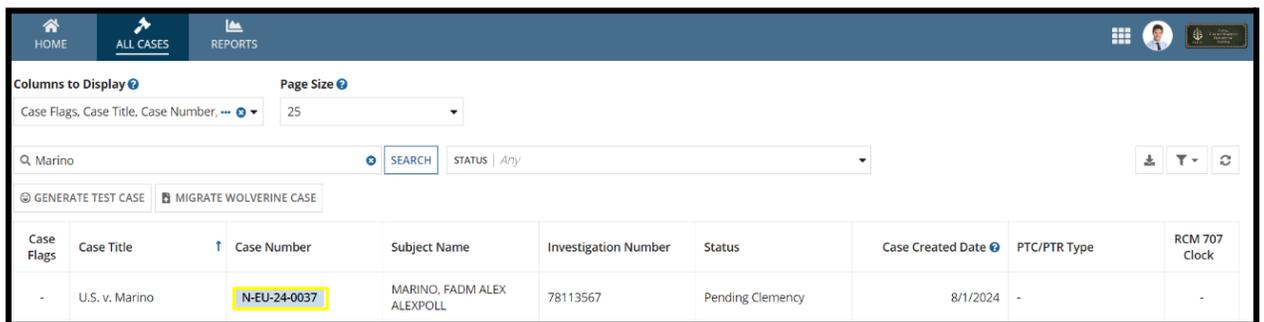
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Accused Post-Trial and Appellate Rights Election

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 Checklist” card.
4. Take the action “Accused Post-Trial and Appellate Rights Statement” from the Post-Trial Checklist.

Post-Trial Checklist		Tasks	Status	View	Enter
<b>Post-Trial Verifications &amp; Rights Elections</b> Clemency Post-Trial Hearings Post-Trial Actions Record of Trial Appellate Processing / Archival	Task				
	<input type="checkbox"/>	Statement of Trial Results Verification	<input type="radio"/>		
	<input type="checkbox"/>	Gun Control Act Requirements Submission	<input type="radio"/>		
	<input type="checkbox"/>	Fingerprint Card and Final Disposition Report Submission Requirements	<input type="radio"/>		
	<input type="checkbox"/>	Victim Post-Trial Rights Elections	<input type="radio"/>		
	<input type="checkbox"/>	Accused Post-Trial and Appellate Rights Elections	<input type="radio"/>		
					5 items

5. In the “Accused Appellate Rights Election” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

Case Journal

**+ ADD JOURNAL ENTRY**

Enter text to search all journal entries

No entries have been made

6. Enter Accused Post Trial and Appellate Rights Election details.
  - a. User can save progress by selecting “Save” in the form.

**Post-Trial Rights Election**

Post-Trial Rights Election Date\*

Accused Appellate Rights Advisement

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

Accused  Defense Counsel  Waived

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

Accused  Defense Counsel  Waived

**Request CA's Action to be delivered to:**

Accused  Defense Counsel  Waived

**Request Entry of Judgment to be delivered to:**

Accused  Defense Counsel  Waived

**Request certified ROT to be delivered to:**

Accused  Defense Counsel  Waived

**Appellate Review**

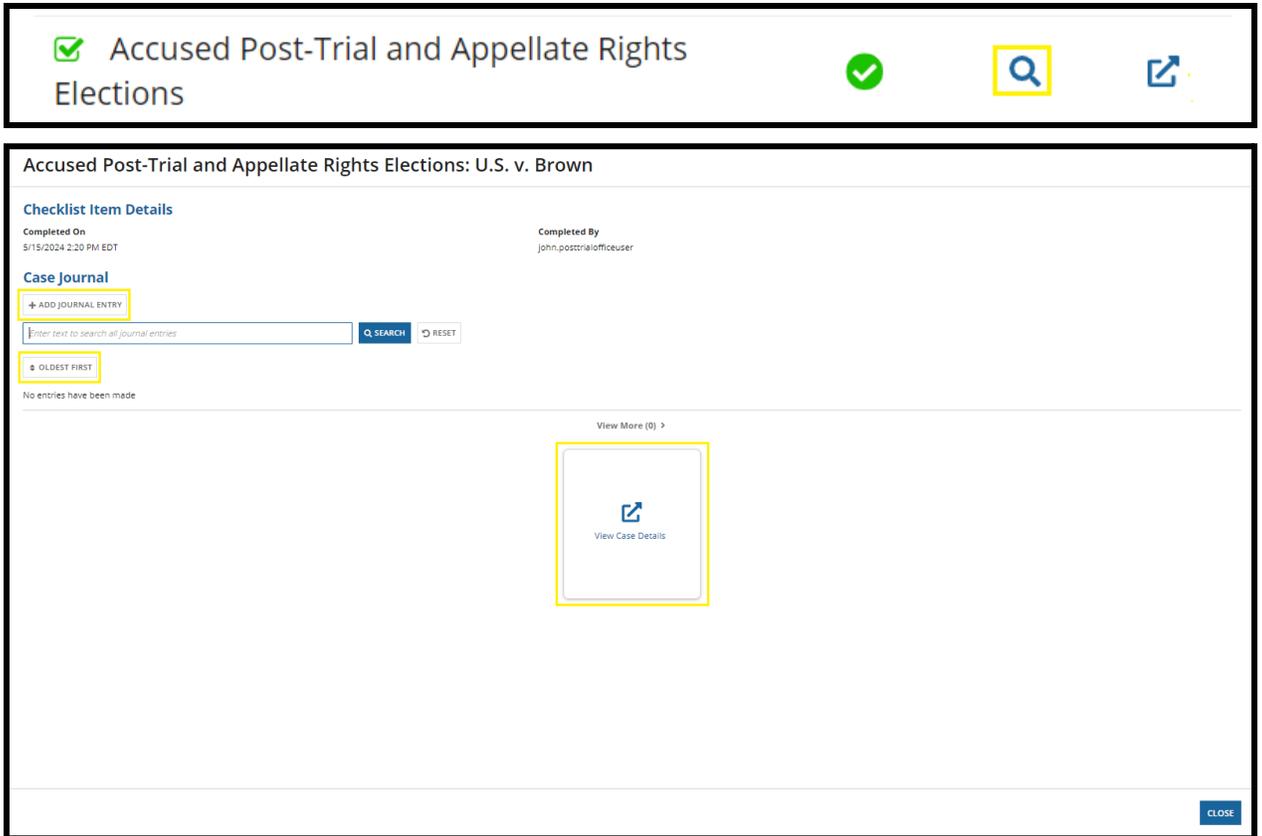
Waive right to appellate review?

Yes  No

12. User can return to the form to continue progress by selecting the checklist action.

Accused Post-Trial and Appellate Rights Elections

13. Select “Submit” to update the Accused Post Trial and Appellate Rights Election.
14. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.



- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Clemency

### Prepare Accused CMR (Checklist)

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 Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Marino	N-EU-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-	-

3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Clemency” tab.
4. Take the action “Prepare Accused CMR” from the Post-Trial Checklist.

Task	Status	View	Enter
<input type="checkbox"/> Prepare Accused CMR	○		
<input type="checkbox"/> Prepare Victim CMR	○		
<input type="checkbox"/> Record 1106 Submissions	○		
<input type="checkbox"/> Record 1106A Submissions	○		

5. In the “Prepare Accused CMR” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

- b. Select “Prepare CMR Letter”.

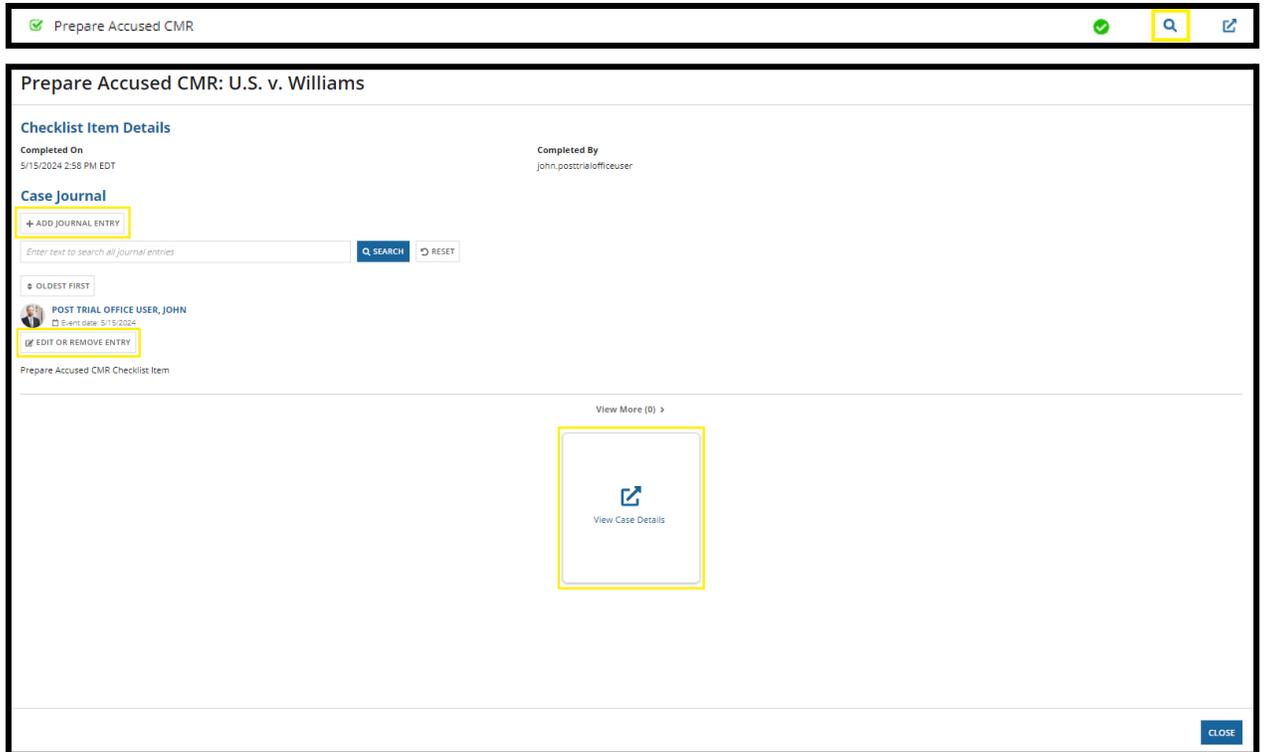
6. Enter CMR details and select “Submit”

7. User can select the link in the text box to edit the prepared CMR.
  - a. User will return to the form used to prepare the CMR and edit the details.

8. User can save progress by selecting “Save” in the form.

9. User can return to the form to continue progress by selecting the checklist action.

10. Select “Submit” to update the Prepare Accused CMR checklist item.
11. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.



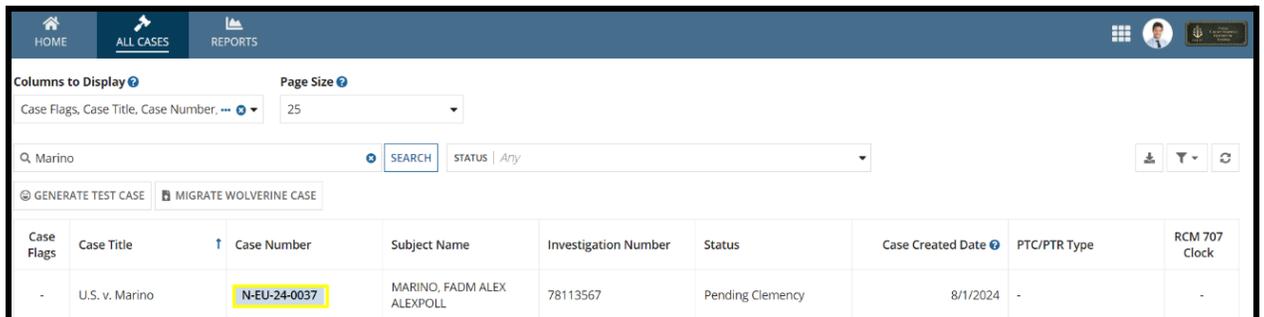
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Prepare Victim CMR (Checklist)

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

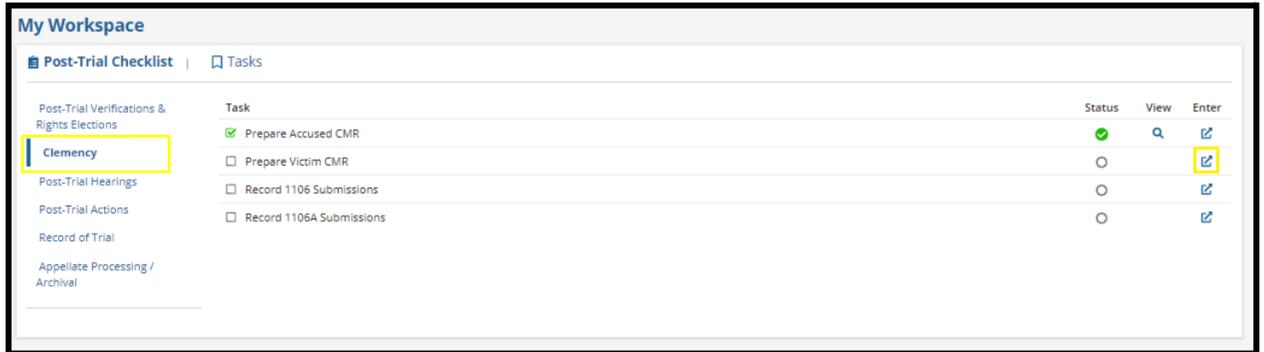


2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Clemency” tab.

4. Take the action “Prepare Victim CMR” from the Post-Trial Checklist.



5. In the “Prepare Victim CMR” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



6. Select “Prepare CMR Letter”.



7. Enter CMR details and select “Submit”

Letter Recipient\*  
 --- Select a Value ---

Date Requested  
 mm/dd/yyyy

Date Provided  
 mm/dd/yyyy

Do you want to select an existing audio document?  
 Yes  No

CMR Audio File  
 UPLOAD Drop file here

Date Audio File Obtained\*  
 mm/dd/yyyy

**Exhibits**

Type	Exhibit #	Document	Description	Method of Availability
No entries have been made				

CMR Signed Receipt  
 UPLOAD Drop file here

CANCEL SUBMIT

8. User can select the link in the text box to edit the prepared CMR.
  - a. User will return to the form used to prepare the CMR and edit the details.

View More (0) >

PREPARE CMR LETTER

**Prepared CMRs**

Prepared CMRs

Letter Recipient	Date Requested	Date Provided	Date Audio File Obtained
Defense/Accused	5/11/2024	5/14/2024	5/14/2024 <i>i</i>

CANCEL SAVE SUBMIT

9. User can save progress by selecting “Save” in the form.

View More (0) >

PREPARE CMR LETTER

**Prepared CMRs**

Prepared CMRs

Letter Recipient	Date Requested	Date Provided	Date Audio File Obtained
Defense/Accused	5/11/2024	5/14/2024	5/14/2024 <i>i</i>

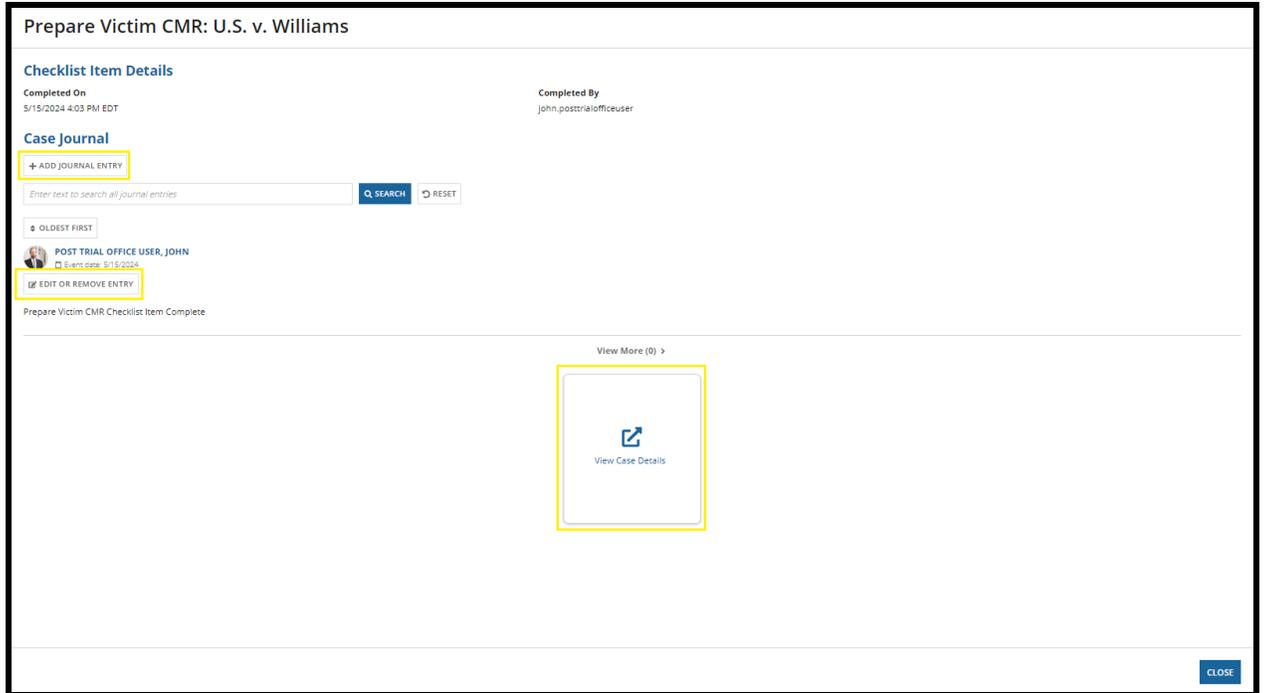
CANCEL SAVE SUBMIT

10. User can return to the form to continue progress by selecting the checklist action.

Prepare Victim CMR

11. Select “Submit” to update the Prepare Victim CMR checklist item.
12. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

Prepare Victim CMR



- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Review Court Martial Record (CMR) Request

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to review a CMR Request is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name, “Prepare CMR”
  - a. User may navigate to the case’s summary page by selecting the case number.

**My Tasks**

Q Search Incomplete Tasks SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Staging	N-EU-23-0416	Review Witness Production Request	9/7/2023

6 - 6 of 6

---

**Location Tasks**

Q Search Incomplete Tasks SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Doe	N-EU-23-0018	Prepare CMR	4/12/2023
U.S. v. Doe	N-EU-23-0018	Forward Clemency Submission to CA	4/18/2023
U.S. v. Doe	N-EU-23-0018	Forward Clemency Submission to CA	4/18/2023
U.S. v. Doe	N-EU-23-0018	Forward Clemency Submission to CA	4/18/2023
U.S. v. JSC2	N-EU-23-0199	Prepare CMR	4/28/2023

1 - 5 of 15

- Upon accepting the task, review the form “Prepare CMR”, and input the details of the CMR:

### Prepare CMR: U.S. v. Marino

**Letter Recipient**  
Defense/Accused

**Date Requested**  
Feb 6, 2023

**Date Provided**  
mm/dd/yyyy

**CMR Audio File**  
UPLOAD Drop file here

**Date Audio File Obtained \***  
mm/dd/yyyy

**Exhibits**

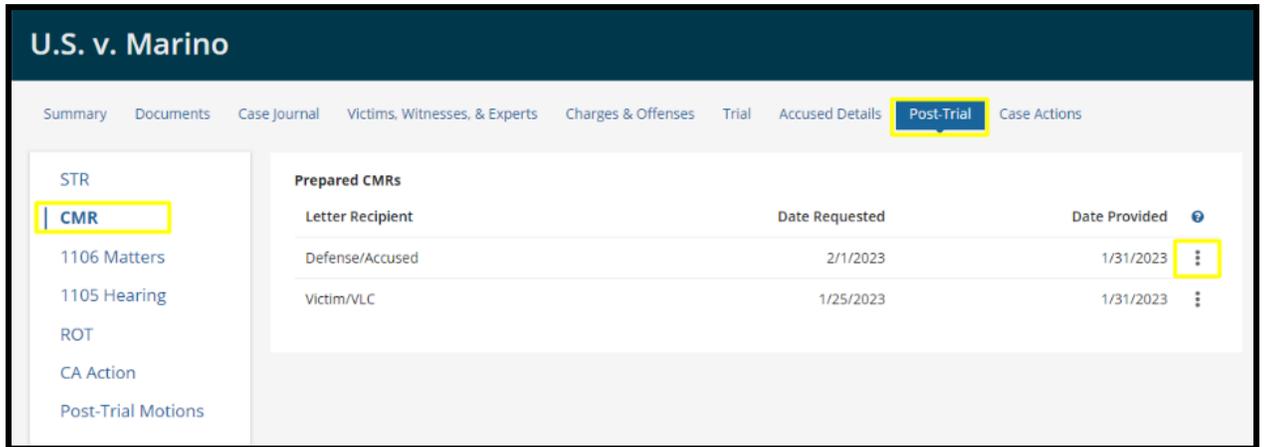
<input type="checkbox"/>	Type	Exhibit #	File Name	Description	Method of Availability
<input checked="" type="checkbox"/>	Prosecution	1A	US v Marino Prosecution Exhibit	US v Marino Prosecution Physical Evidence from ... (view more)	--- Select a Value ---
<input type="checkbox"/>	Defense	2A	US v Marino Defense Exhibit	US v Marino Defense Audio from the Defense	--- Select a Value ---
<input type="checkbox"/>	Appellate	3A	US v Marino Appellate Exhibit	US v Marino Appellate Document from the Court	--- Select a Value ---
<input type="checkbox"/>	Prosecution	1B	US v Marino Prosecution Exhibit	US v Marino Prosecution Document from the VLC	--- Select a Value ---

**CMR Signed Receipt**  
UPLOAD Drop file here

CANCEL SUBMIT

- Input the “Date Audio File Obtained”.
  - Select one or more exhibits from the case record to include by checking the checkbox aligned to the left of the exhibit.
    - For each exhibit selected, choose the Method of Availability: “Copy Provided” or “Made Available”.
- Select “Submit” to prepare the CMR for the recipient.

5. The user can view the details of the CMR by navigating to the Case, under the Post-Trial Tab, and CMR subtab.
  - a. User can edit the prepared CMR by selecting the icon in the grid and choosing to edit the CMR

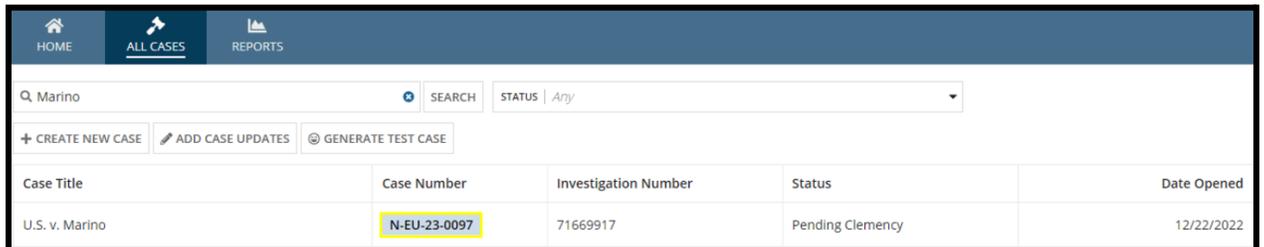


## Prepare Accused/Victim CMR Letter

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



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



3. From the Case Summary page, navigate to the “ Post-Trial” tab.
4. Take the action “Prepare CMR Letter” from the actions list.

**U.S. v. Marino**

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

**STR**

- CMR
- 1106 Matters
- 1105 Hearing
- ROT
- CA Action
- Post-Trial Motions

---

**ACTIONS**

- 1105 Hearing
- Post-Trial Motions
- Hearing
- 1106 Submission
- CA's Action
- Prepare ROT to Victim
- Prepare CMR Letter**

**Statement of Trial Results**

**STR Verified Date**  
Jan 16, 2023

**STR Signed Date**  
Jan 16, 2023

>

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

**U.S. v. James**

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

### Case Actions

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

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

**Appellate Activity Actions**

- FILE WRIT PETITION

**Case Journal Actions**

- ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

5. In the “Prepare CMR” form, input the Letter Recipient:
  - a. The letter can be sent to the “Defense/Accused” or the “Victim/VLC”.
  - b. If victim or VLC, select the victim the CMR who will receive the CMR.

### Prepare CMR: U.S. v. Marino

**Letter Recipient\***  
 --- Select a Value ---

**Date Requested**  
 mm/dd/yyyy

**Date Provided**  
 mm/dd/yyyy

**CMR Audio File**  
 UPLOAD Drop file here

**Date Audio File Obtained\***  
 mm/dd/yyyy

#### Exhibits

<input type="checkbox"/>	Type	Exhibit #	File Name	Description	Method of Availability
<input type="checkbox"/>	Prosecution	1A	US v Marino Prosecution Exhibit	US v Marino Prosecution Physical Evidence from ... (view more)	--- Select a Value ---
<input checked="" type="checkbox"/>	Defense	2A	US v Marino Defense Exhibit	US v Marino Defense Audio from the Defense	--- Select a Value ---
<input type="checkbox"/>	Appellate	3A	US v Marino Appellate Exhibit	US v Marino Appellate Document from the Court	--- Select a Value ---
<input type="checkbox"/>	Prosecution	1B	US v Marino Prosecution Exhibit	US v Marino Prosecution Document from the VLC	--- Select a Value ---

**CMR Signed Receipt**  
 UPLOAD Drop file here

CANCEL SUBMIT

- c. Input the "Date Audio File Obtained".
- d. Select one or more exhibits from the case record to include by checking the checkbox aligned to the left of the exhibit.
  - i. For each exhibit selected, choose the Method of Availability: "Copy Provided" or "Made Available".
6. Select "Submit" to update the CMR Letter.
7. The user can view the details of the CMR by navigating to the Case, under the Post-Trial Tab, and CMR subtab.
  - a. User can edit the prepared CMR by selecting the icon in the grid and choosing to edit the CMR

### U.S. v. Marino

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

STR  
**CMR**  
 1106 Matters  
 1105 Hearing  
 ROT  
 CA Action  
 Post-Trial Motions

**Prepared CMRs**

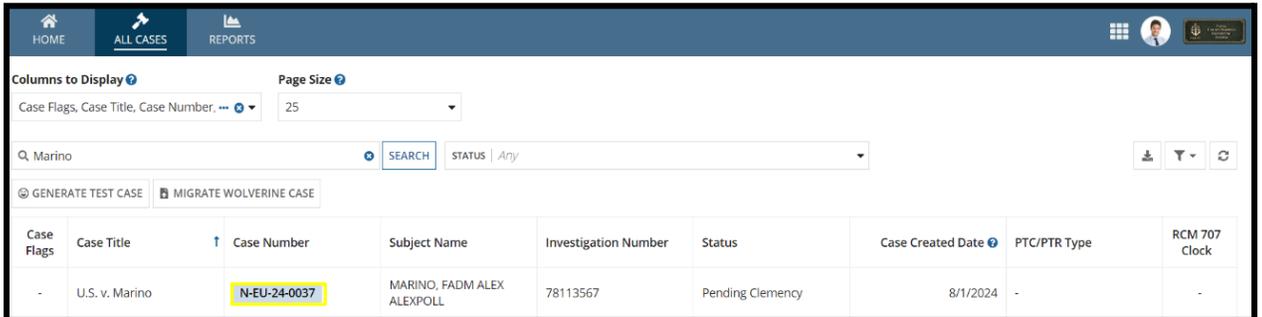
Letter Recipient	Date Requested	Date Provided	
Defense/Accused	2/1/2023	1/31/2023	⋮
Victim/VLC	1/25/2023	1/31/2023	⋮

## Record 1106 Submissions (Checklist)

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



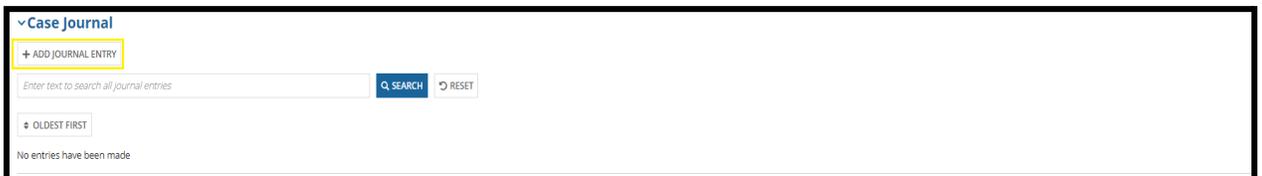
2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Clemency” tab.
4. Take the action “Record 1106 Submissions” from the Post-Trial Checklist.



5. In the “Record 1106 Submission from Accused” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



6. User can enter the “Accused Action regarding submission of matters pursuant RCM 1106”.
  - a. User can enter this field from the checklist form or from the standalone 1106 submission action.

**Accused Submission**

Accused action regarding submission of matters pursuant to RCM 1106  
 --- Select a Value ---

+ RECORD 1106 SUBMISSION

**1106 Submissions**

1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source
No entries have been made					

CANCEL SAVE SUBMIT

7. Select "Record 1106 Submission".

**Accused Submission**

Accused action regarding submission of matters pursuant to RCM 1106  
 --- Select a Value ---

+ RECORD 1106 SUBMISSION

**1106 Submissions**

1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source
No entries have been made					

CANCEL SAVE SUBMIT

8. Enter 1106 Submission Details and select "Submit".

SENTENCE ADJUDGED 5/14/2024 DAYS REMAINING 9 SUBMISSION DEADLINE 5/24/2024

**Submission Details**

Accused action regarding submission of matters pursuant to RCM 1106 \*  
 --- Select a Value ---

Submission Source \*  
 Accused (1106)  Victim (1106A)

Submission Type \*  
 --- Select a Value ---

Submission Date \*  
 05/15/2024

1106 Document  
 UPLOAD Drop file here

CANCEL SUBMIT

9. User can save progress by selecting "Save" in the form.

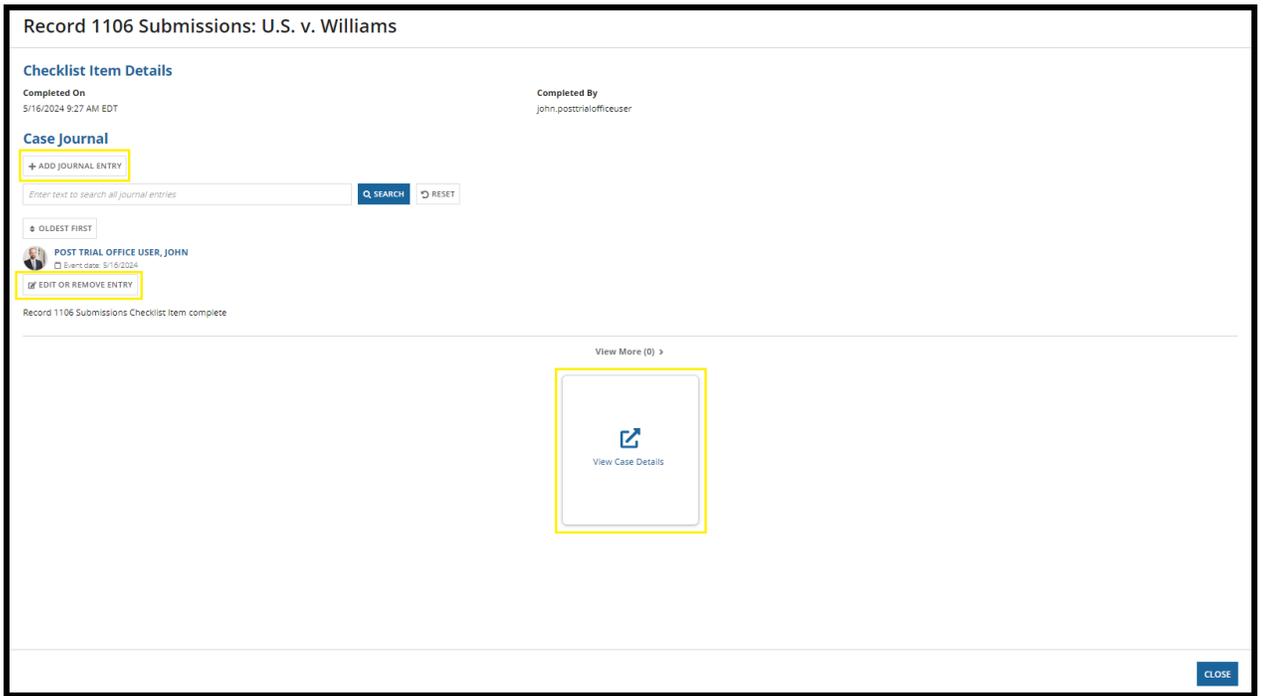


10. User can return to the form to continue progress by selecting the checklist action.



11. Select “Submit” to update the Record 1106 Submissions checklist item.

12. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.



a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.

i. User can also “Edit or Remove Entry” for the existing journal entry.

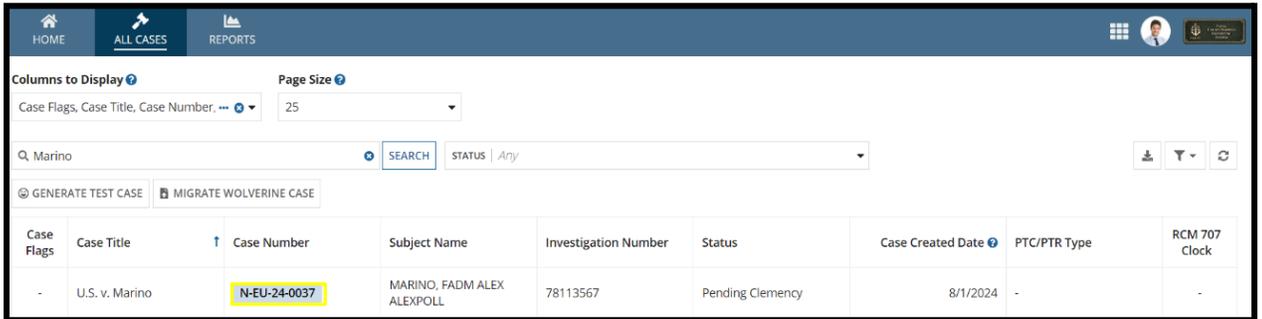
b. User can navigate to the case details by selecting “Case Details”.

# Record 1106A Submissions (Checklist)

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



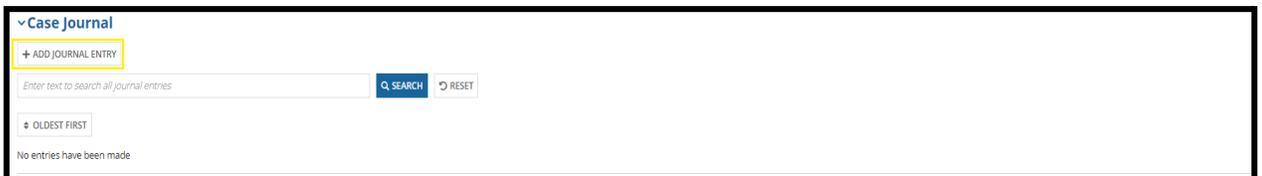
2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Clemency” tab.
4. Take the action “Record 1106A Submissions” from the Post-Trial Checklist.



5. In the “Record 1106A Submission” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



6. Select “Record 1106A Submission”.

View More (0) >

+ RECORD 1106A SUBMISSION

### 1106A Submissions

1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source
No entries have been made					

CANCEL SAVE SUBMIT

7. Enter 1106A Submission Details and select "Submit".

### 1106A Submission: U.S. v. Williams

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

SENTENCE ADJUDGED: 5/14/2024      DAYS REMAINING: 8      SUBMISSION DEADLINE: 5/24/2024

#### Submission Details

Submission Source \*  
 Accused (1106)    Victim (1106A)

Submission Type \*  
 --- Select a Value ---

Victim \*  
 --- Select a Value ---

Submission Date \*  
 05/16/2024

1106A Document  
 UPLOAD  Drop file here

CANCEL SUBMIT

8. User can save progress by selecting "Save" in the form.

View More (0) >

+ RECORD 1106A SUBMISSION

### 1106A Submissions

1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source
Victim	Clemency Submission	5/16/2024	5/16/2024		Government

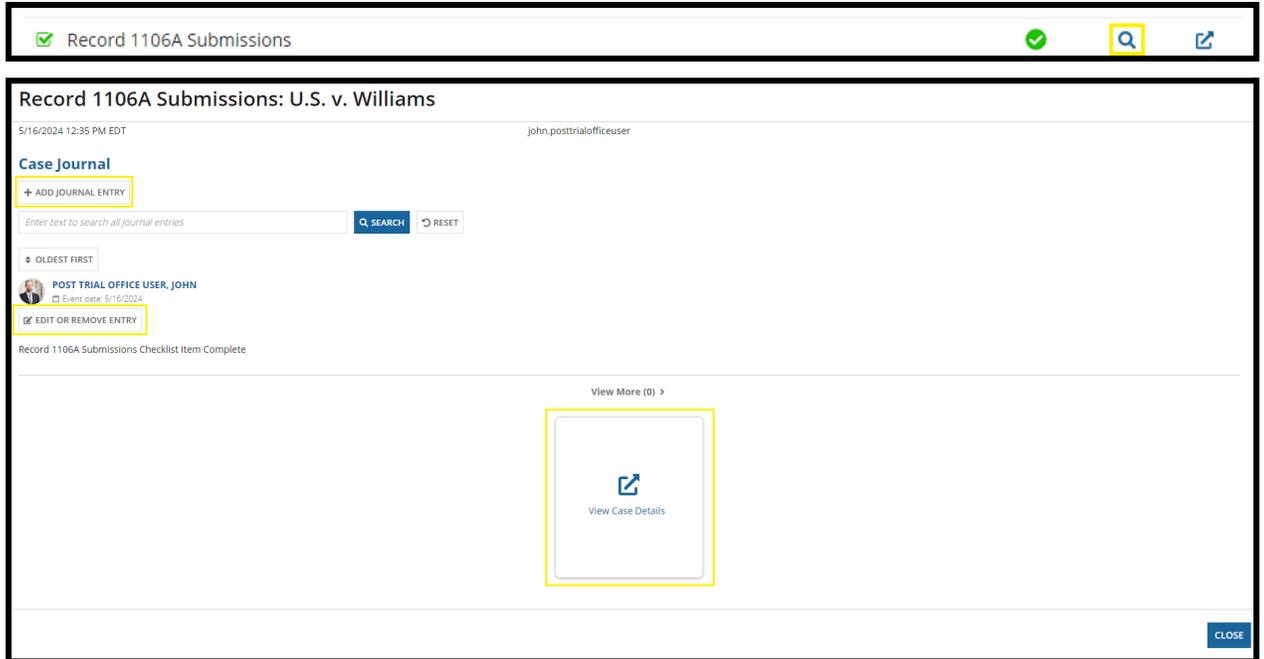
CANCEL SAVE SUBMIT

9. User can return to the form to continue progress by selecting the checklist action.

Record 1106A Submissions

10. Select "Submit" to update the Record 1106A Submissions checklist item.

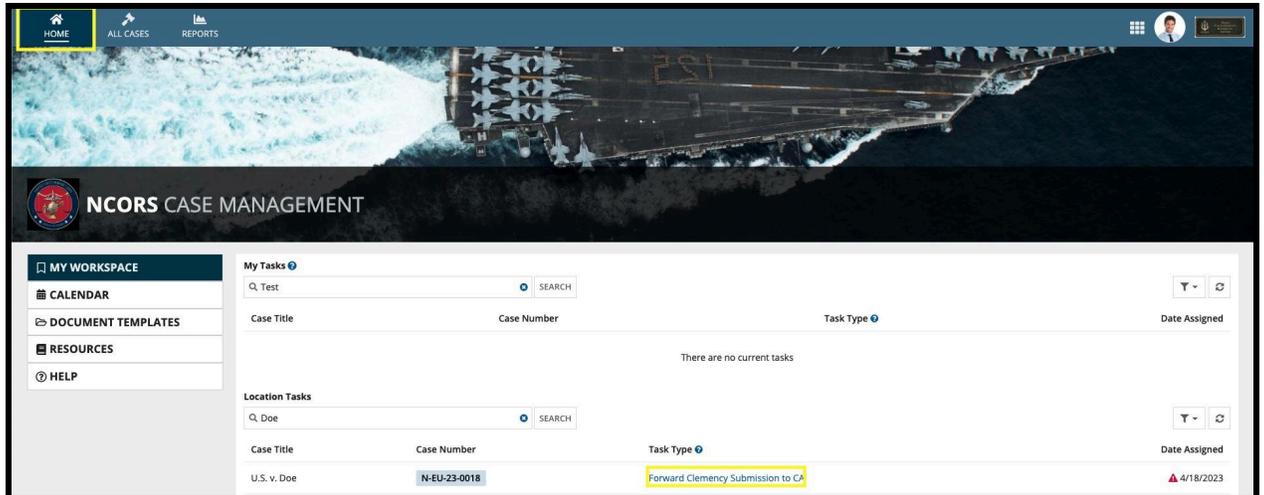
11. The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.



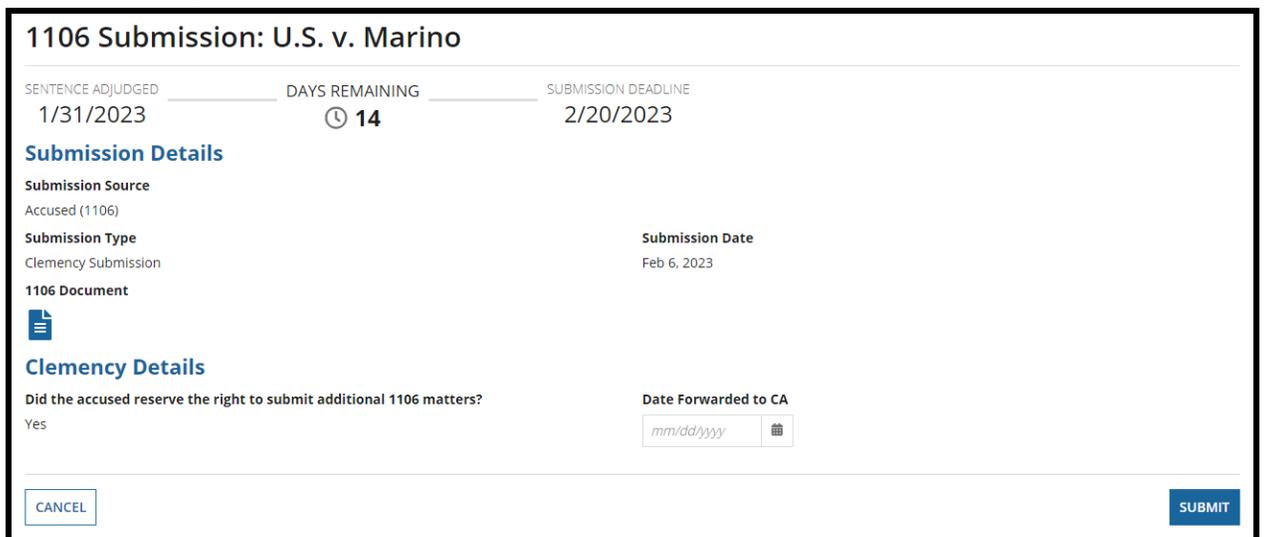
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Review Clemency Submission

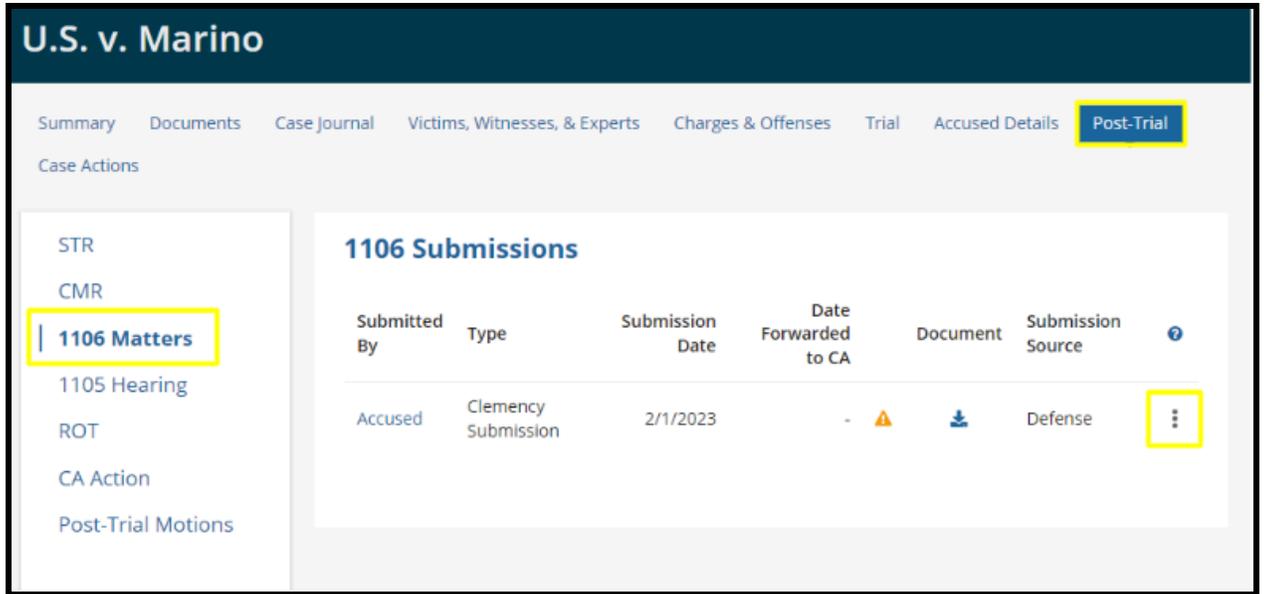
1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to review a Clemency Submission is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name, “Forward Clemency Submission to CA”
  - a. User may navigate to the case’s summary page by selecting the case number.



3. Upon accepting the task, review the details submitted from the defense or VLC:



- a. If forwarded to the CA, input the date forwarded to the CA.
4. Select "Submit" to update the Clemency Submission and complete the task.
5. To view the details of the clemency submission, navigate to the "1106 Matters" subtab of the case.
  - a. To access, select the case from the "All Cases" grid and navigate to the "Post-Trial" tab.



- b. To input that the matter was forwarded to the CA, select the icon in the grid and take the action to forward to the CA.
  - i. Once in the form, input the date forwarded to the CA and select submit.

## Record Clemency Submission

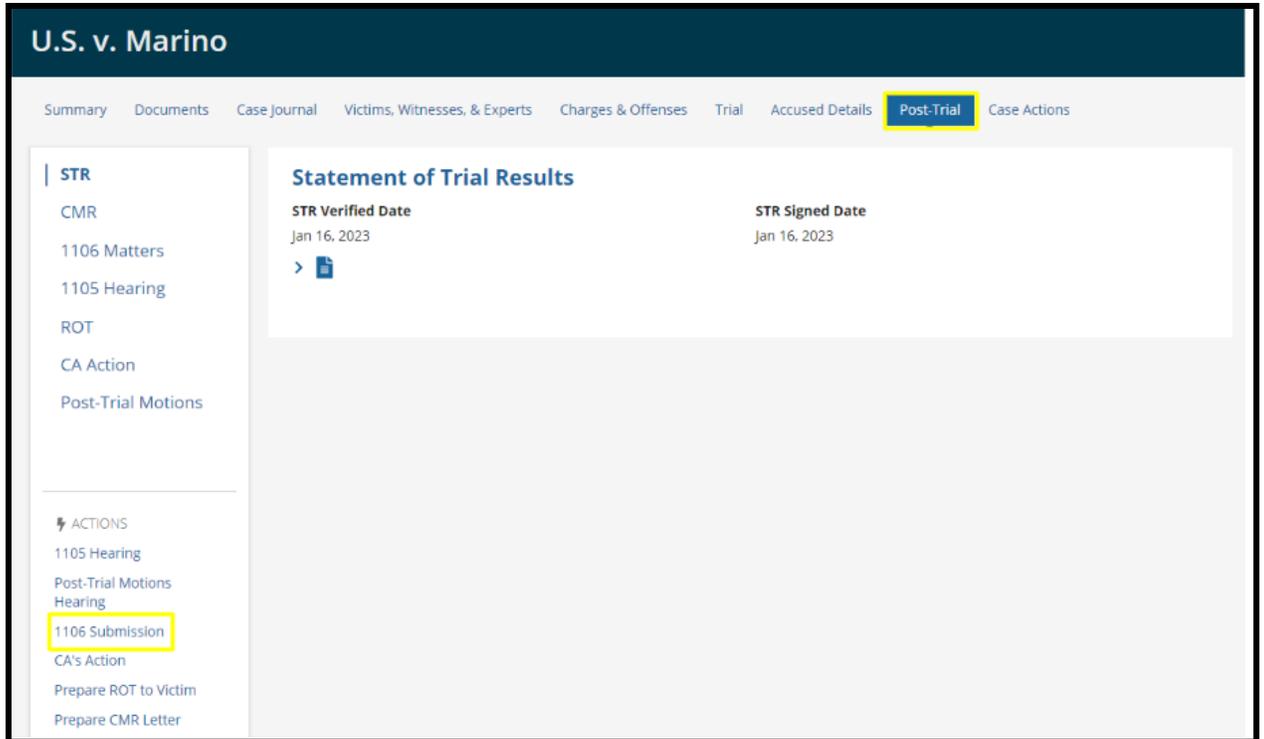
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



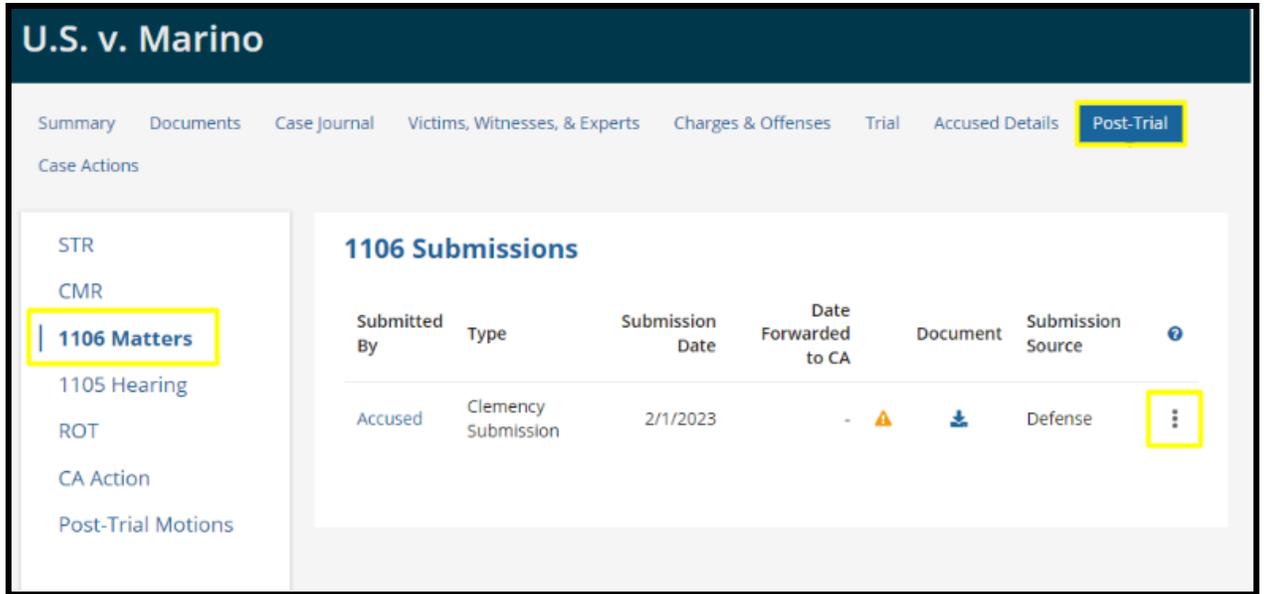
3. From the Case Summary page, navigate to the “Post-Trial” tab.
4. Take the action “1106 Submission” from the actions list.



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

5. In the “Clemency Submission” form, input the Submission Source, Submission Type, Date, and 1106 document:

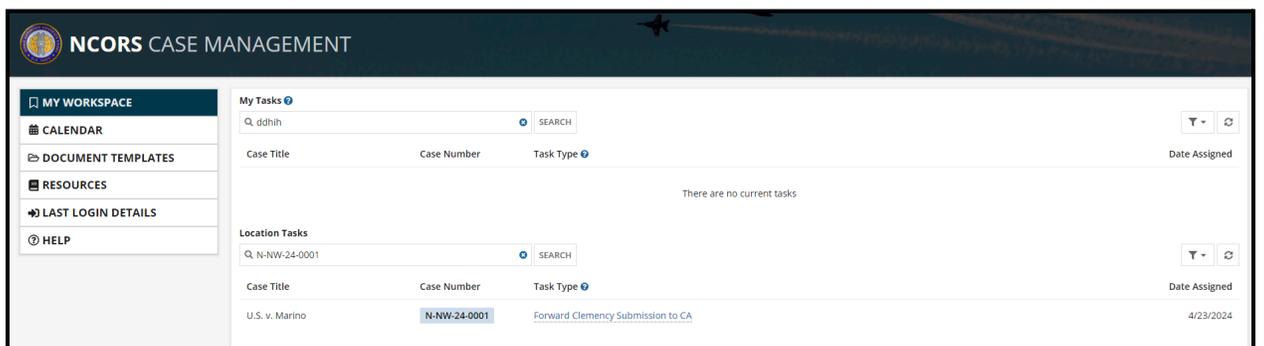
- a. The Submission Source can be 1106 - Accused, or 1106a - Victim.
    - i. If user inputs that the submission is from a victim, user can select the victim who submitted the matter.
  - b. Select “Clemency Submission” for the Submission Type.
  - c. If forwarded to the CA, input the date forwarded to the CA.
6. Select “Submit” to request the Clemency Submission.
  7. The user can view the details of the submission by navigating to the “1106 Matters” subtab under the “Post-Trial” tab.



- a. To input that the matter was forwarded to the CA, select the icon in the grid and take the action to forward to the CA.
  - i. Once in the form, input the date forwarded to the CA and select submit.

## Review Clemency Submission Extension

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to review a Clemency Submission is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name, “Forward Clemency Submission to CA”
  - a. User may navigate to the case’s summary page by selecting the case number.



3. Upon accepting the task, review the details submitted from the defense or VLC:

## 1106 Submission: U.S. v. Marino

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SENTENCE ADJUDGED DAYS REMAINING SUBMISSION DEADLINE  
1/31/2023 🕒 14 2/20/2023

⚠️ Submission timeline does not reflect the number of days approved under the current extension request

### Submission Details

**Submission Source**  
Accused (1106)

**Submission Type** **Submission Date**  
Extension Feb 6, 2023

**1106 Document**

### Extension Details

**Days Requested**  
10

**Date Forwarded to CA \***  
 📅

**Is the Extension Approved?**  
 Yes  No

**CA Decision Date**  
 📅

CANCEL
SUBMIT

- a. Input the “Date Forwarded to CA”.
  - b. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.
4. Select “Submit” to update the Clemency Submission.
  5. To view the details of the clemency submission, navigate to the “1106 Matters” subtab of the case.
    - a. To access, select the case from the “All Cases” grid and navigate to the “Post-Trial” tab.

**U.S. v. Marino**

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

STR  
CMR  
**1106 Matters**  
1105 Hearing  
ROT  
CA Action  
Post-Trial Motions

**1106 Submissions**

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense
Accused	Clemency Submission	2/1/2023	2/1/2023		Government
Accused	Extension	2/1/2023	1/31/2023		Defense

**ACTIONS**  
1105 Hearing  
Post-Trial Motions Hearing  
1106 Submission  
CA's Action  
Prepare ROT to Victim  
Prepare CMR Letter

- b. To input that the matter was forwarded to the CA, select the icon in the grid and take the action to forward to the CA.
  - i. Once in the form, input the date forwarded to the CA and select submit.
  - ii. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.

## Clemency Submission Extension

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

HOME **ALL CASES** REPORTS John

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

HOME **ALL CASES** REPORTS

Marino SEARCH STATUS Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

Case Title	Case Number	Investigation Number	Status	Date Opened
U.S. v. Marino	<b>N-EU-23-0097</b>	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “ Post-Trial” tab.
4. Take the action “1106 Submission” from the actions list.

**U.S. v. Marino**

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

**STR**

CMR

1106 Matters

1105 Hearing

ROT

CA Action

Post-Trial Motions

---

**ACTIONS**

1105 Hearing

Post-Trial Motions

Hearing

**1106 Submission**

CA's Action

Prepare ROT to Victim

Prepare CMR Letter

**Statement of Trial Results**

**STR Verified Date**  
Jan 16, 2023

**STR Signed Date**  
Jan 16, 2023

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

**U.S. v. James**

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

**Case Actions**

**Select Display Option**

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

5. In the “Clemency Submission” form, input the Submission Source, Submission Type, Date, and 1106 document:

1106 Submission: U.S. v. Marino

SENTENCE ADJUDGED 2/9/2023 DAYS REMAINING 9 SUBMISSION DEADLINE 2/19/2023

**Submission Details**

Submission Source \*  
 Accused (1106)  Victim (1106A)

Submission Type \*  
Extension

Submission Date \*  
02/10/2023

1106 Document  
UPLOAD Drop file here

**Extension Details**

Days Requested \*  
[Input field]

Date Forwarded to CA  
mm/dd/yyyy

Is the Extension Approved?  
 Yes  No

CA Decision Date  
mm/dd/yyyy

CANCEL SUBMIT

- a. The submission source can be 1106 - Accused, or 1106a - Victim.
    - i. If user inputs that the submission is from a victim, user can select the victim who submitted the matter.
  - b. Select “Extension” for the Submission Type.
  - c. If forwarded to the CA, input the date forwarded to the CA.
  - d. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.
6. Select “Submit” to request the Clemency Submission Extension.
7. The user can view the details of the Clemency Submission Extension by navigating to the Case, under the Post-Trial Tab, and “1106 Matters” subtab.

**U.S. v. Marino**

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

STR  
CMR  
**1106 Matters**  
1105 Hearing  
ROT  
CA Action  
Post-Trial Motions

**1106 Submissions**

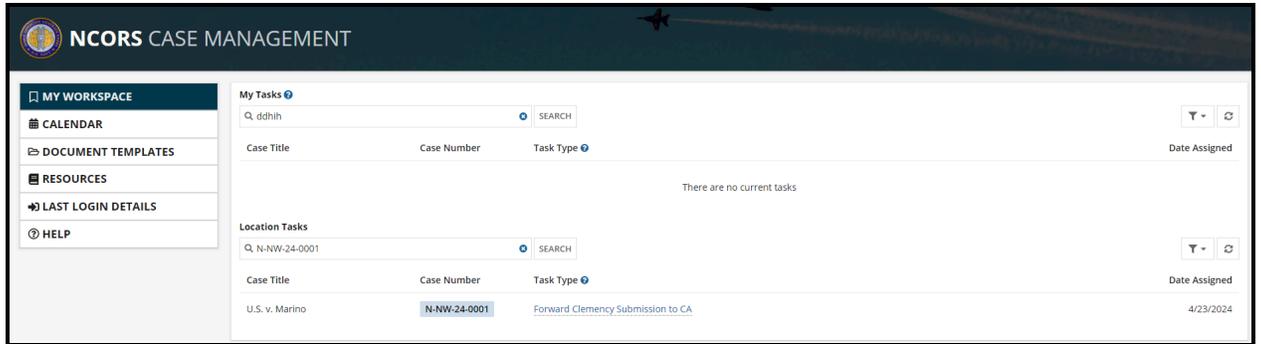
Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense	
Accused	Clemency Submission	2/1/2023	2/1/2023		Government	
Accused	Extension	2/1/2023	1/31/2023		Defense	

**ACTIONS**  
1105 Hearing  
Post-Trial Motions Hearing  
1106 Submission  
CA's Action  
Prepare ROT to Victim  
Prepare CMR Letter

- a. To input that the matter was forwarded to the CA, select the icon in the grid and take the action to forward to the CA.
  - i. Input the date forwarded to the CA and select submit.
  - ii. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.

## Review Rebuttal Submission

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to review a Clemency Submission is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name, “Forward Clemency Submission to CA”
  - a. User may navigate to the case’s summary page by selecting the case number.



3. Upon accepting the task, review the rebuttal details submitted from the defense.

### Rebuttal Submission: U.S. v. Marino

SUBMISSION DATE	DAYS REMAINING	REBUTTAL DEADLINE
2/1/23	🕒 5	2/6/23

#### Submission Details

<p><b>Submission Source</b> Accused (1106)</p> <p><b>Submission Type</b> Rebuttal</p> <p><b>Rebuttal Document</b> </p>	<p><b>Submission Date</b> Feb 1, 2023</p> <p><b>Date Forwarded to CA</b> <input style="width: 80%;" type="text" value="mm/dd/yyyy"/> 📅</p>
--	--

- a. If forwarded to the CA, input the date forwarded to the CA.
4. Select “Submit” to update the Rebuttal Submission.
5. To view the details of the clemency submission, navigate to the “1106 Matters” subtab of the case.
  - a. To access, select the case from the “All Cases” grid and navigate to the “Post-Trial” tab.

**U.S. v. Marino**

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

STR  
CMR  
**1106 Matters**  
1105 Hearing  
ROT  
CA Action  
Post-Trial Motions

**1106 Submissions**

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense	
Accused	Clemency Submission	2/1/2023	2/1/2023		Government	
Accused	Rebuttal	2/1/2023	2/1/2023		Defense	
Accused	Extension	2/1/2023	1/31/2023		Defense	

**ACTIONS**  
1105 Hearing  
Post-Trial Motions Hearing  
1106 Submission  
CA's Action  
Prepare ROT to Victim  
Prepare CMR Letter

- b. To input that the matter was forwarded to the CA, select the icon in the grid and take the action to forward to the CA.
  - i. Input the date forwarded to the CA.

## Rebuttal Submission

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

HOME **ALL CASES** REPORTS John

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

HOME **ALL CASES** REPORTS

Q Marino SEARCH STATUS | Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

Case Title	Case Number	Investigation Number	Status	Date Opened
U.S. v. Marino	<b>N-EU-23-0097</b>	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “Post-Trial” tab, and “1106 Matters” subtab.
4. In the grid of 1106 Matters, identify the submission to submit a rebuttal to and select the icon.
  - a. Select the “Rebuttal Extension”.

**U.S. v. Marino**

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

STR  
CMR  
**1106 Matters**  
1105 Hearing  
ROT  
CA Action  
Post-Trial Motions

**1106 Submissions**

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense	
Accused	Clemency Submission	2/1/2023	2/1/2023		Government	
Accused	Rebuttal	2/1/2023	2/1/2023		Defense	
Accused	Extension	2/1/2023	1/31/2023		Defense	

**ACTIONS**  
1105 Hearing  
Post-Trial Motions Hearing  
1106 Submission  
CA's Action  
Prepare ROT to Victim  
Prepare CMR Letter

5. In the “Rebuttal Submission” form, input the Submission date and 1106 Document.

**Rebuttal Submission: U.S. v. Marino**

SUBMISSION DATE  DAYS REMAINING 5 REBUTTAL DEADLINE

**Submission Details**

Submission Source  
Accused (1106)

Submission Type \*

Submission Date \*

1106 Document \*  
 Drop file here

Date Forwarded to CA

- a. If forwarded to the CA, input the date forwarded to the CA.
6. Select “Submit” to request the Rebuttal Submission.
7. To view the details of the clemency submission, navigate to the “1106 Matters” subtab of the case.
  - a. To access, select the case from the “All Cases” grid and navigate to the “Post-Trial” tab.

**U.S. v. Marino**

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

STR  
CMR  
**1106 Matters**  
1105 Hearing  
ROT  
CA Action  
Post-Trial Motions

ACTIONS  
1105 Hearing  
Post-Trial Motions Hearing  
1106 Submission  
CA's Action  
Prepare ROT to Victim  
Prepare CMR Letter

### 1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense	
Accused	Clemency Submission	2/1/2023	2/1/2023		Government	
Accused	Rebuttal	2/1/2023	2/1/2023		Defense	
Accused	Rebuttal	2/1/2023	2/1/2023		Government	
Accused	Extension	2/1/2023	1/31/2023		Defense	

- b. To edit the rebuttal, select the icon in the grid and take the action to edit the rebuttal.
  - i. Input the date forwarded to the CA.

## Review Rebuttal Extension Submission

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to review a Clemency Submission is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name, “Forward Clemency Submission to CA”
  - a. User may navigate to the case’s summary page by selecting the case number.

**NCORS CASE MANAGEMENT**

MY WORKSPACE  
CALENDAR  
DOCUMENT TEMPLATES  
RESOURCES  
LAST LOGIN DETAILS  
HELP

**My Tasks**

Q, ddhh SEARCH

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

**Location Tasks**

Q, N-NW-24-0001 SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Marino	<a href="#">N-NW-24-0001</a>	<a href="#">Forward Clemency Submission to CA</a>	4/23/2024

3. Upon accepting the task, review the form “Rebuttal Extension Submission”, verify the Rebuttal Extension Submission details, and input the Extension details:

### Rebuttal Extension Submission: U.S. v. Marino

SUBMISSION DATE  DAYS REMAINING  REBUTTAL DEADLINE

**⚠ Submission timeline does not reflect the number of days approved under the current extension request**

#### Submission Details

<b>Submission Source</b> Accused (1106)	
<b>Submission Type</b> Rebuttal Extension	<b>Submission Date</b> Feb 1, 2023
<b>1106 Document</b> -	

#### Extension Details

<b>Days Requested</b> 3	<b>Date Forwarded to CA*</b> <input type="text" value="mm/dd/yyyy"/>
<b>Is the Extension Approved?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>CA Decision Date</b> <input type="text" value="mm/dd/yyyy"/>

- a. If forwarded to the CA, input the date forwarded to the CA.
  - b. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.
4. Select “Submit” to update the Rebuttal Extension Submission.
  5. The user can view the details of the Rebuttal Extension Submission by navigating to the Case, under the Post-Trial Tab, and “1106 Matters” subtab.

**U.S. v. Marino**

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

STR  
CMR  
**1106 Matters**  
1105 Hearing  
ROT  
CA Action  
Post-Trial Motions

ACTIONS  
1105 Hearing  
Post-Trial Motions Hearing  
1106 Submission  
CA's Action  
Prepare ROT to Victim  
Prepare CMR Letter

### 1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense	
Accused	Rebuttal Extension	2/1/2023	1/31/2023	-	Defense	

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/1/2023	2/1/2023		Government	
Accused	Rebuttal	2/1/2023	2/1/2023		Defense	
Accused	Rebuttal	2/1/2023	2/1/2023		Government	

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Extension	2/1/2023	1/31/2023		Defense	

- a. Select the icon in the grid and select the action “Edit Rebuttal Extension”.
  - i. Input the date forwarded to the CA.
  - ii. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.

## Rebuttal Extension Submission

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	Investigation Number	Status	Date Opened
U.S. v. Marino	<b>N-EU-23-0097</b>	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “ Post-Trial” tab, and “1106 Matters” subtab.
4. In the grid of 1106 Matters, identify the submission to submit a rebuttal extension request for and select the icon.
  - a. Select the “Rebuttal Extension”.

**U.S. v. Marino**

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

STR  
CMR  
**1106 Matters**  
1105 Hearing  
ROT  
CA Action  
Post-Trial Motions

**1106 Submissions**

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense	
Accused	Clemency Submission	2/1/2023	2/1/2023		Government	
Accused	Rebuttal	2/1/2023	2/1/2023		Defense	
Accused	Extension	2/1/2023	1/31/2023		Defense	

**ACTIONS**  
1105 Hearing  
Post-Trial Motions Hearing  
1106 Submission  
CA's Action  
Prepare ROT to Victim  
Prepare CMR Letter

5. In the “Rebuttal Extension Submission” form, input the Submission details and Extension Details.

## Rebuttal Extension Submission: U.S. v. Marino

SUBMISSION DATE 2/1/23      DAYS REMAINING **5**      REBUTTAL DEADLINE 2/6/23

### Submission Details

**Submission Source**  
Accused (1106)

**Submission Type\*** Rebuttal Extension      **Submission Date\*** 02/01/2023

**1106 Document**  
UPLOAD Drop file here

### Extension Details

**Days Requested\***

**Date Forwarded to CA** mm/dd/yyyy

**Is the Extension Approved?**  
 Yes    No

**CA Decision Date** mm/dd/yyyy

CANCEL
SUBMIT

- a. If forwarded to the CA, input the date forwarded to the CA.
  - b. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.
6. Select “Submit” to request the Rebuttal Extension Submission.
  7. The user can view the details of the Rebuttal Submission by navigating to the Case, under the Post-Trial Tab, and “1106 Matters” subtab.

## U.S. v. Marino

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

STR

CMR

1106 Matters

1105 Hearing

ROT

CA Action

Post-Trial Motions

### 1106 Submissions

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source	ⓘ
Accused	Clemency Submission	2/1/2023	2/1/2023		Defense	⋮
Accused	Rebuttal Extension	2/1/2023	1/31/2023	-	Defense	⋮
Accused	Rebuttal Extension	2/1/2023	1/31/2023		Government	⋮

- a. Select the icon in the grid and select the action “Edit Rebuttal Extension”.
  - i. Input the date forwarded to the CA.

- ii. If the extension request was approved, enter the number of days approved and the date of the decision from the CA.

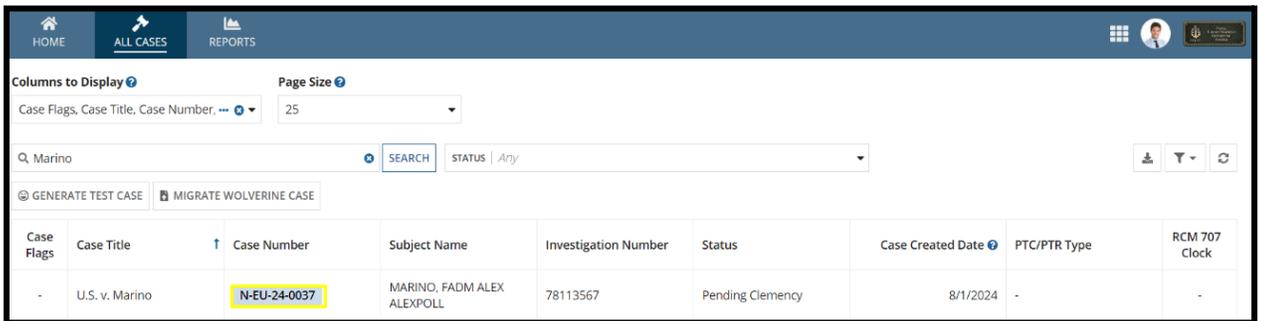
## Post-Trial Hearings

### Record 39(a) Hearing (Checklist)

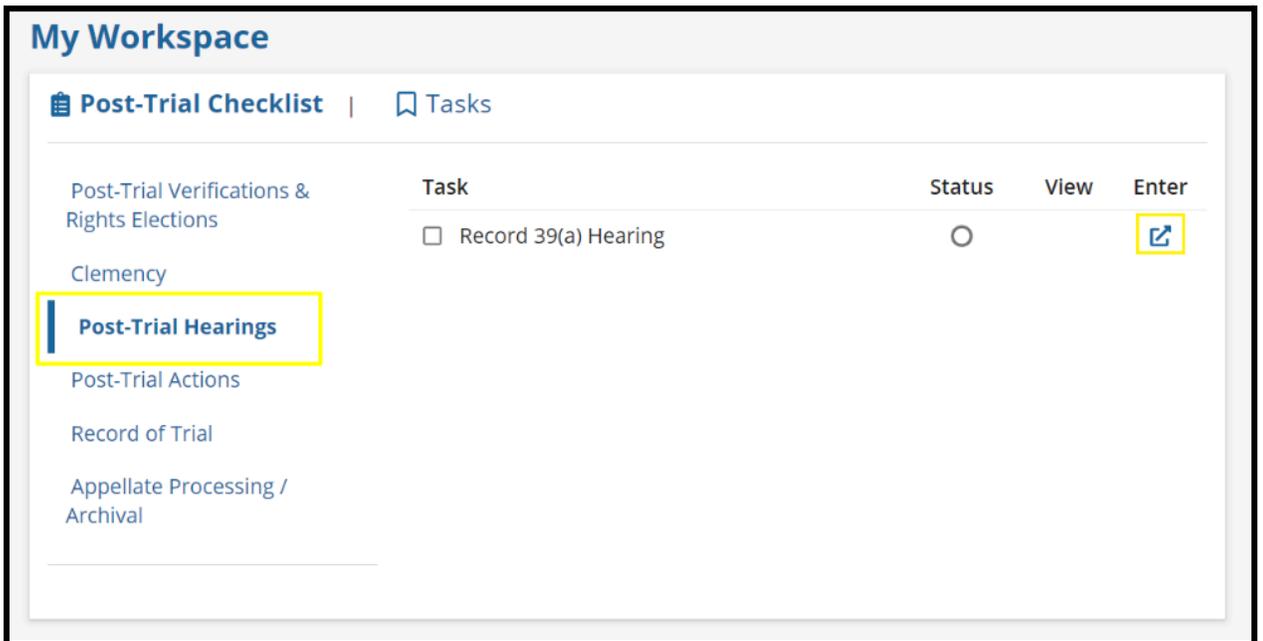
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Post-Trial Hearings” tab.
  - b. Take the action “Record 39(a) Hearing” from the Post-Trial Checklist.

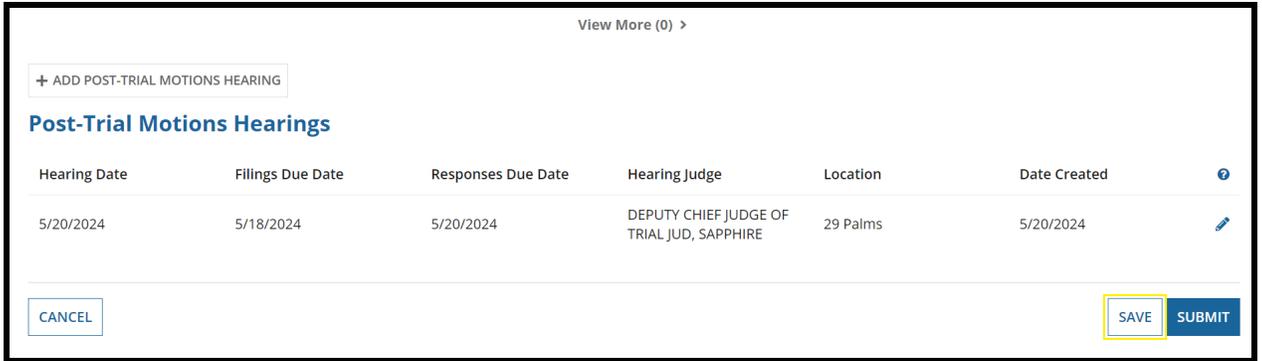


4. In the “Add Post-Trial Motions Hearing” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

5. Select “Add Post-Trial Motions Hearing”.

6. Enter Post-Trial Motion Details and select “Submit”.

7. User can save progress by selecting “Save” in the form.

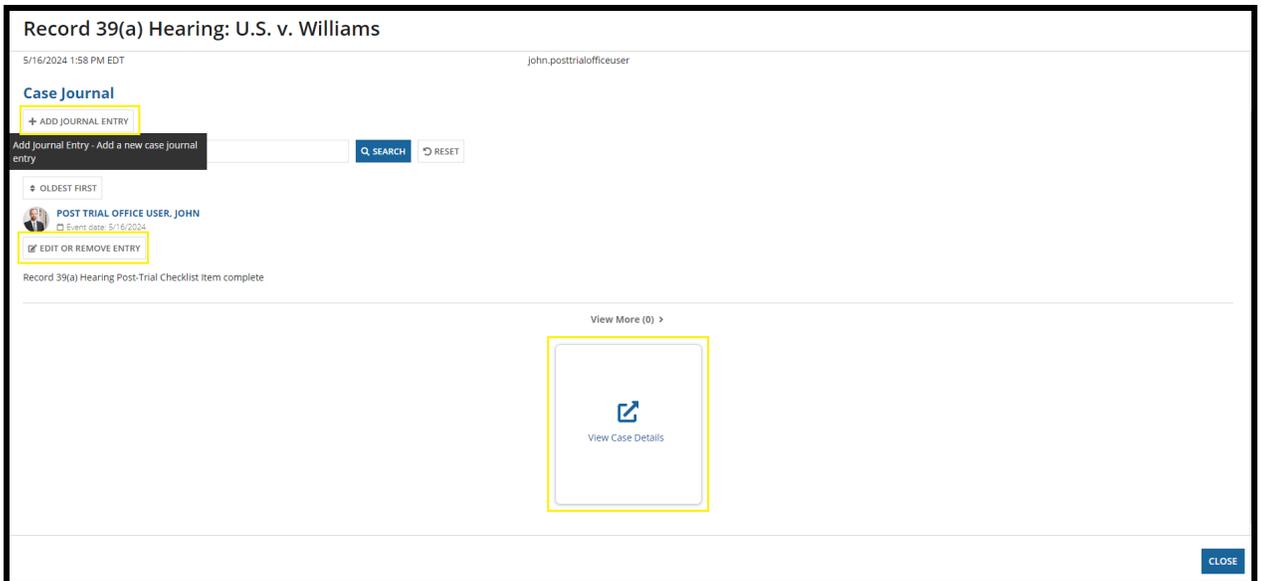


8. User can return to the form to continue progress by selecting the checklist action.



9. Select “Submit” to update the Record 39(a) Hearing checklist item.

10. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.



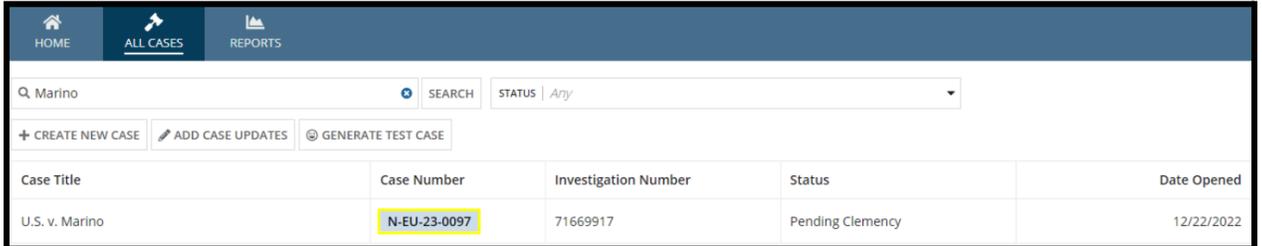
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

# Input the Outcome to Post-Trial Motions Hearings (Post-Trial Office User, Court Reporter, Trial Judiciary)

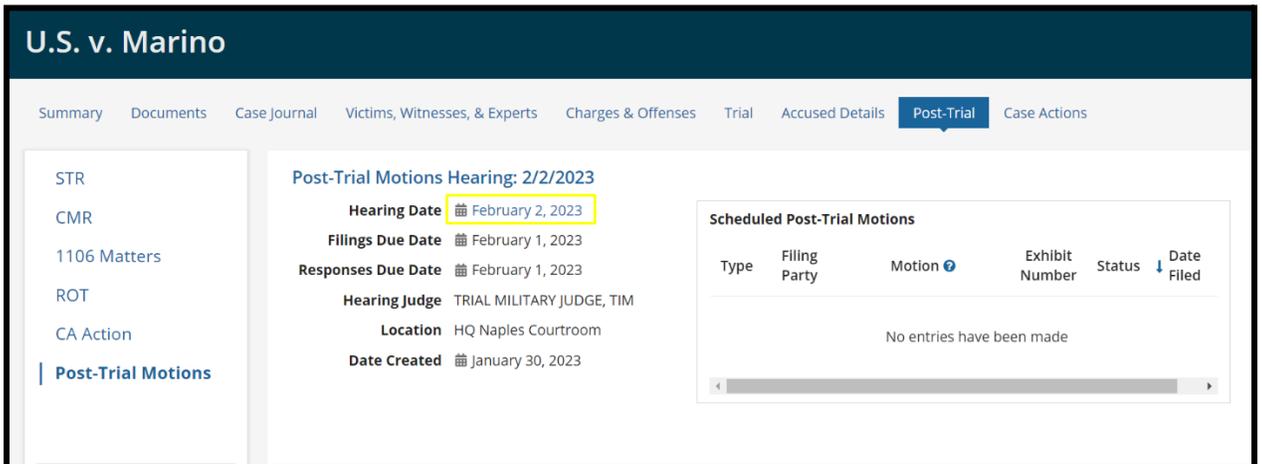
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



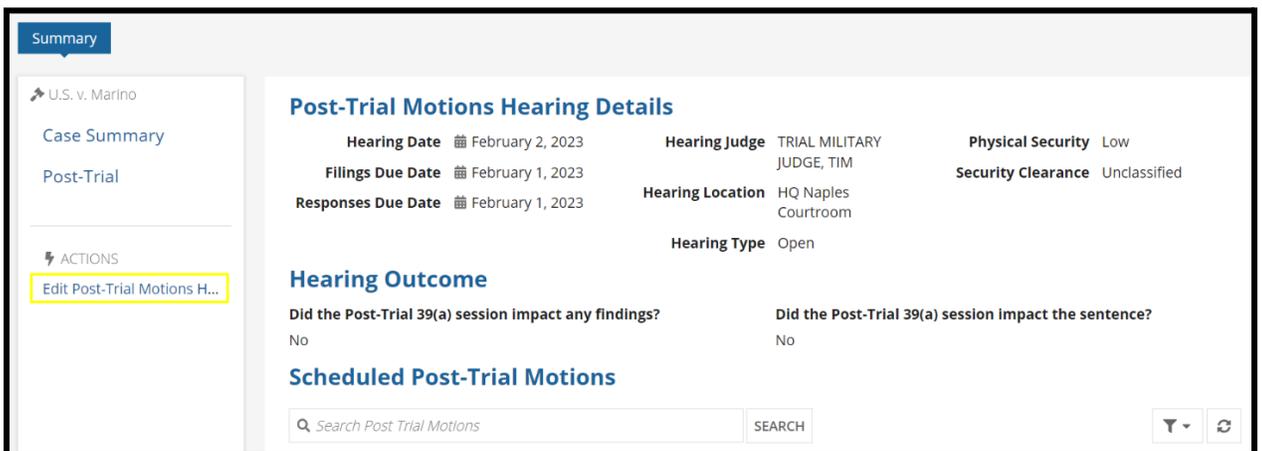
2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial” tab.
4. From the Post-Trial Tab, navigate to the “Post-Trial Motions” subtab.



5. Select the Post-Trial Motions Hearings “Hearing Date” to navigate to the summary view
6. Select the action to “Edit Post-Trial Motions Hearing” in the actions list



- In the “Edit Post-Trial Motions Hearing” form, update the Outcome section:

- Select “Submit” once complete to update the Post-Trial Motion Hearing Outcome.
  - If post-trial motions hearing had an impact on the findings and/or sentence, user can upload the updated STR which will be sent for verification by the military judge.
  - Update the findings and sentence to reflect the changes from the post-trial motions hearing
- The user can view the new inputs by navigating to the “Post-Trial” tab, selecting the “Post-Trial Motions” subtab, and navigating to the summary view of the Motions Hearing.

## Record 1105 Hearing

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

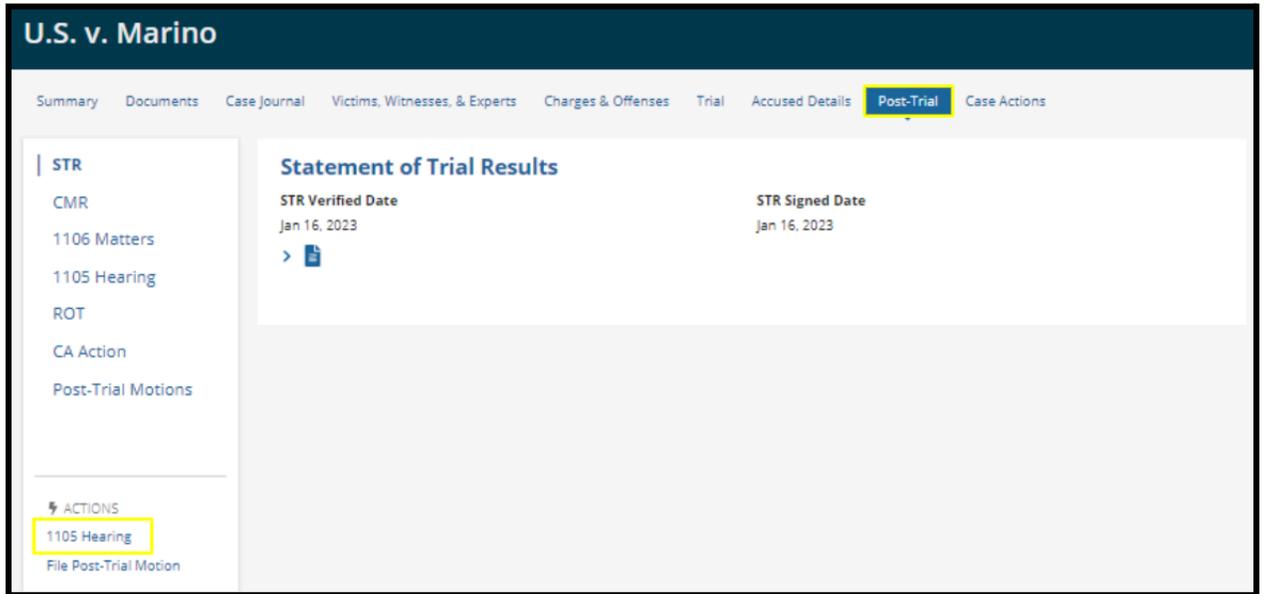


- Select the “Case Number” to navigate to the Case Summary page.

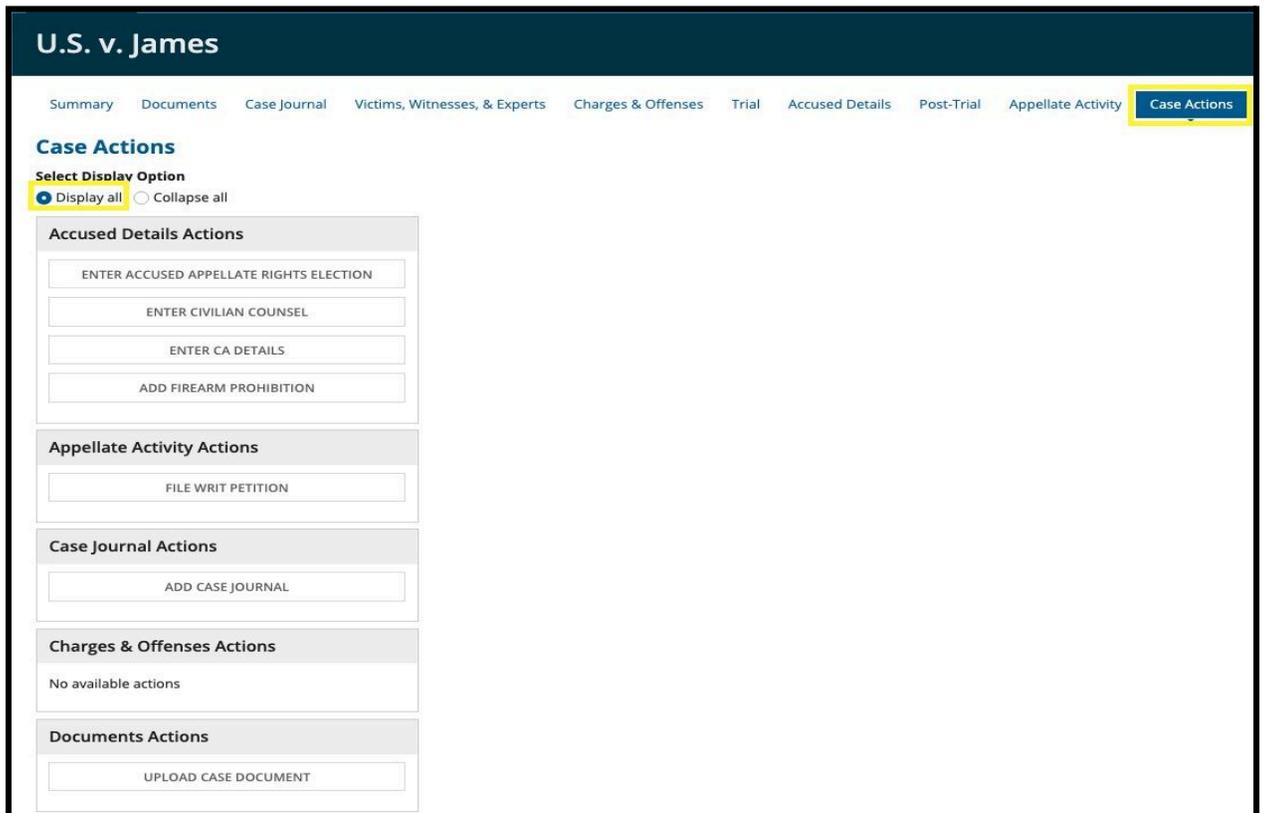
Case Title	Case Number	Investigation Number	Status	Date Opened
U.S. v. Marino	N-EU-23-0097	71669917	Pending Clemency	12/22/2022

- From the Case Summary page, navigate to the “Post-Trial” tab.

4. Take the action “1105 Hearing” 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.



5. In the “Add 1105 Details” form, input the details of the 1105 Hearing:

### Add 1105 Details: U.S. v. Marino

**Hearing Outcome \***  
 --- Select a Value ---

**Hearing Date**  
 mm/dd/yyyy

**Hearing Location**  
 --- Select a Value ---

**Summarized Transcription**  
 UPLOAD Drop file here

**1105 Report**  
 UPLOAD Drop file here

CANCEL SUBMIT

6. Select “Submit” once complete to update the 1105 Hearing.
7. The user can view the new inputs by navigating to the “Post-Trial” tab, and selecting the “1105 Hearing” subtab.

## U.S. v. Marino

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

STR

CMR

1106 Matters

**1105 Hearing**

ROT

CA Action

Post-Trial Motions

---

**ACTIONS**

1105 Hearing

File Post-Trial Motion

### 1105 Hearing Details

**Hearing Outcome**  
Released from Civil Commitment

**Hearing Date**  
Jan 25, 2023

**Hearing Location**  
DSO Annapolis

---

> Summarized Transcription

> 1105 Report

- a. User can take the action “1105 Hearing” in the action list to edit the 1105 Hearing Details

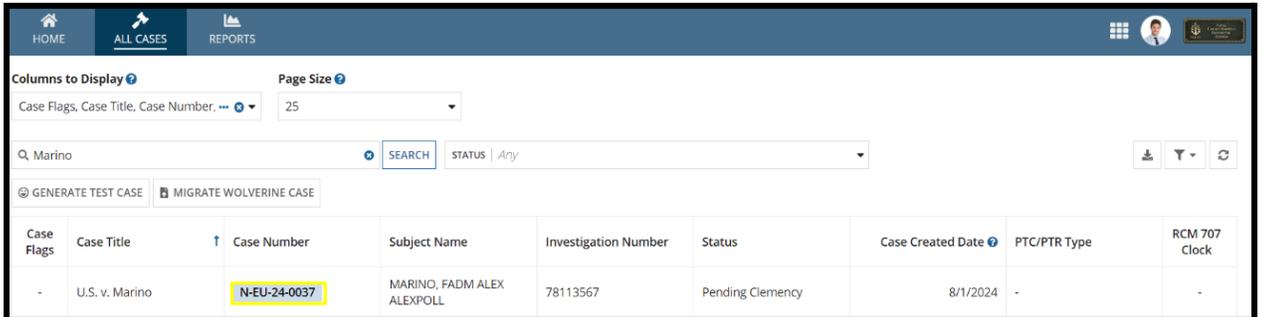
# Record Post-Trial Actions

## Record Sentence Deferment Request (Checklist)

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.



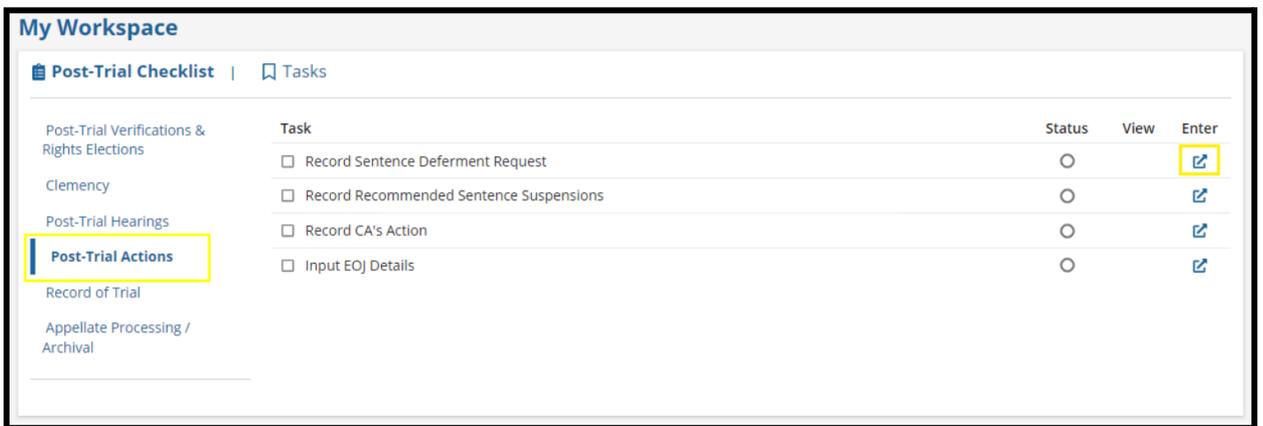
Columns to Display: Case Flags, Case Title, Case Number, -- Page Size: 25

Q, Marino SEARCH STATUS | Any

GENERATE TEST CASE MIGRATE WOLVERINE CASE

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Marino	N-EU-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-	-

3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Post-Trial Actions” tab.
  - b. Take the action “Record Sentence Deferment Request” from the Post-Trial Checklist.



My Workspace

Post-Trial Checklist | Tasks

Task	Status	View	Enter
<input type="checkbox"/> Record Sentence Deferment Request	○		<a href="#">✎</a>
<input type="checkbox"/> Record Recommended Sentence Suspensions	○		<a href="#">✎</a>
<input type="checkbox"/> Record CA's Action	○		<a href="#">✎</a>
<input type="checkbox"/> Input EOJ Details	○		<a href="#">✎</a>

Post-Trial Verifications & Rights Elections

Clemency

Post-Trial Hearings

Post-Trial Actions

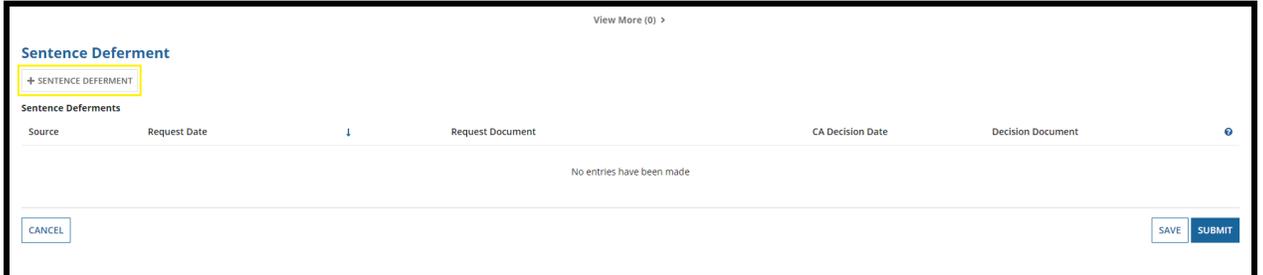
Record of Trial

Appellate Processing / Archival

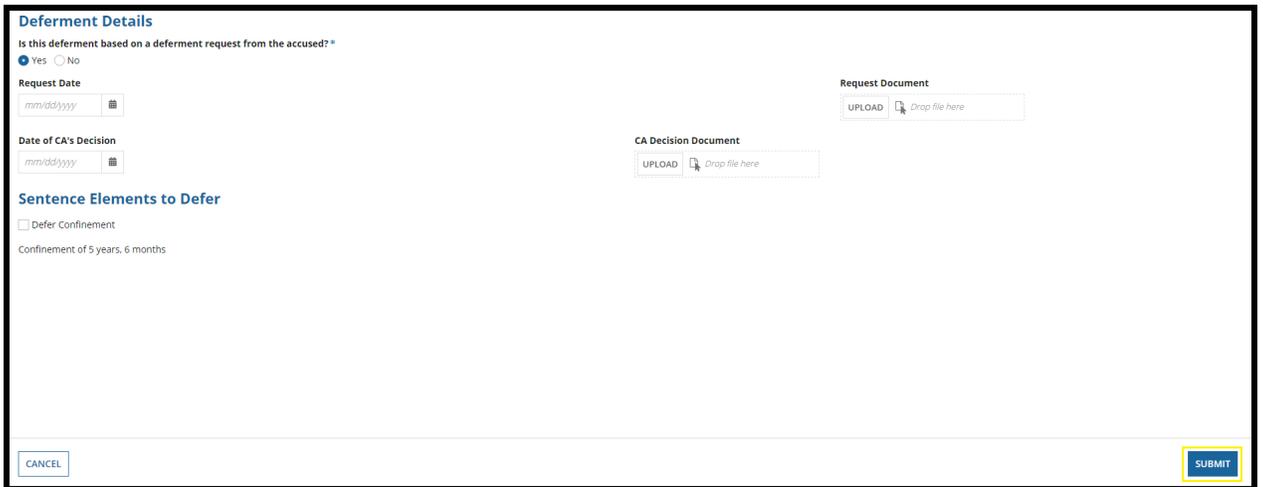
4. In the “Sentence Deferment” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



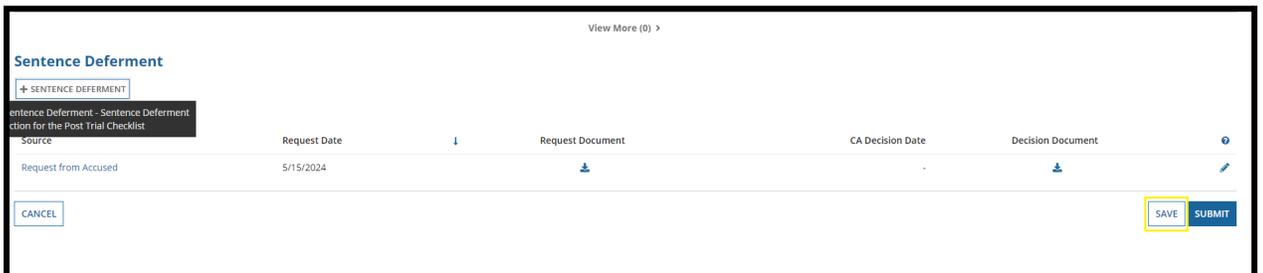
5. Select "Sentence Deferment".



6. Enter "Sentence Deferment" and select "Submit".



7. User can save progress by selecting "Save" in the form.

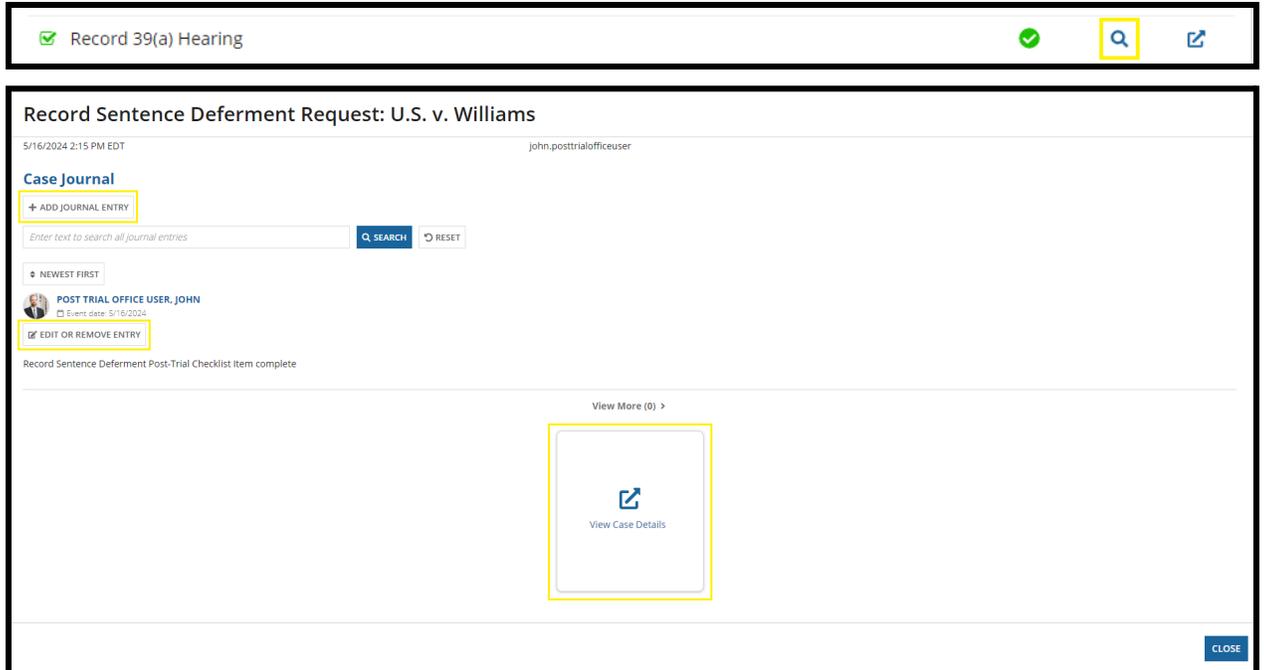


8. User can return to the form to continue progress by selecting the checklist action.



9. Select "Submit" to update the Record Sentence Deferment checklist item.

10. The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.



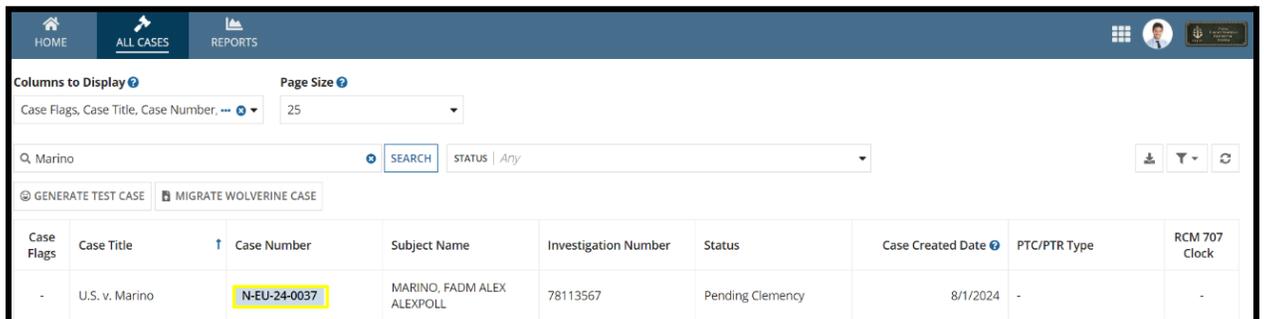
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Record Recommended Sentence Suspensions (Checklist)

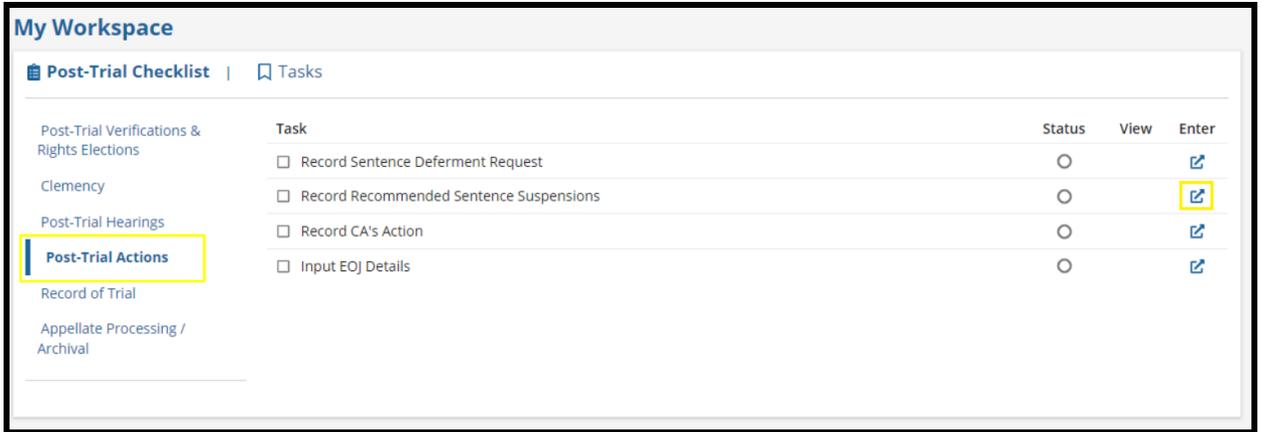
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



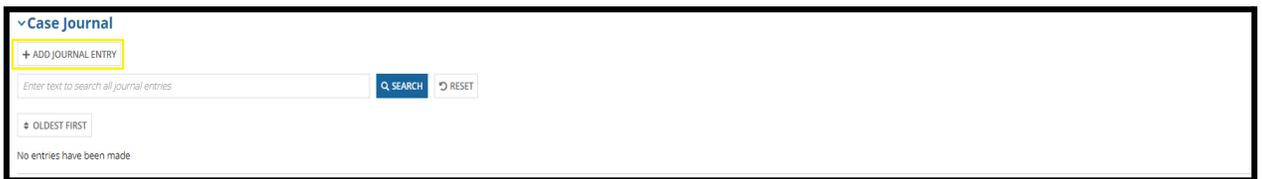
2. Select the “Case Number” to navigate to the Case Summary page.



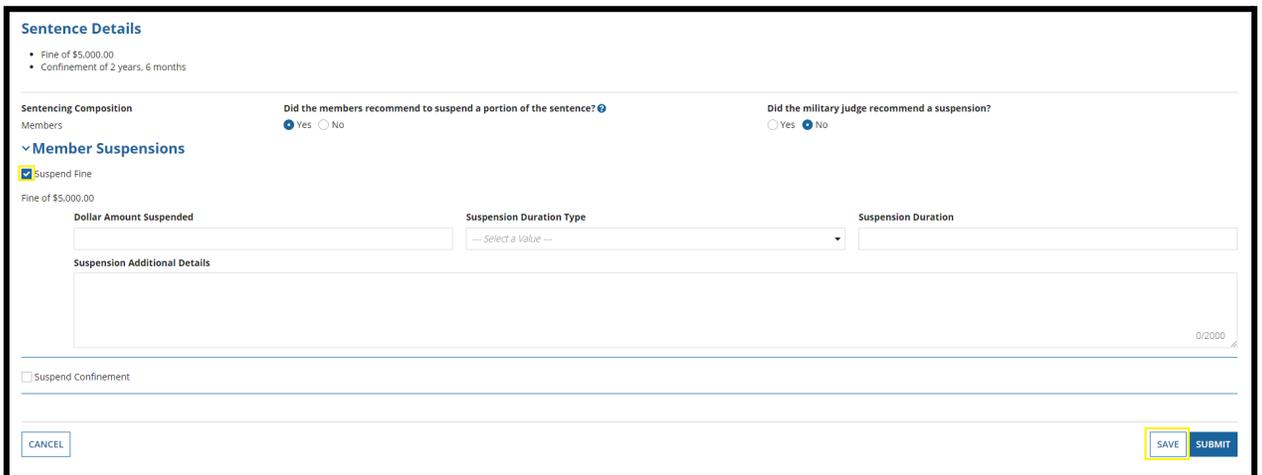
3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Post-Trial Actions” tab.
  - b. Take the action “Record Recommended Sentence Suspensions” from the Post-Trial Checklist.



4. In the “Recommend Sentence Suspension” form.
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



5. Select “Yes” to either “Did the members recommend to suspend a portion of the sentence?” or “Did the military judge recommend a suspension?” to enter sentence suspensions for each sentence element.
  - a. Mark the checkbox for each sentence element to enter sentence suspension details.
  - b. User can save progress by selecting “Save” in the form.



6. User can return to the form to continue progress by selecting the checklist action.

7. Select “Submit” to update the Record 1106 Submissions checklist item.
8. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

Record Recommended Sentence Suspensions: U.S. v. Howie

5/16/2024 2:49 PM EDT john.posttrialofficeuser

**Case Journal**

+ ADD JOURNAL ENTRY

Add Journal Entry - Add a new case journal entry

SEARCH RESET

OLDEST FIRST

POST TRIAL OFFICE USER, JOHN  
Event date: 5/16/2024

EDIT OR REMOVE ENTRY

Record Sentence Suspensions Post-Trial Checklist item complete

View More (0) >

View Case Details

CLOSE

- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Sentence Deferment by CA

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

HOME ALL CASES REPORTS John

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

HOME ALL CASES REPORTS

Q Marino SEARCH STATUS Any

+ CREATE NEW CASE ADD CASE UPDATES GENERATE TEST CASE

Case Title	Case Number	Investigation Number	Status	Date Opened
U.S. v. Marino	N-EU-23-0097	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “Trial” tab.

4. Take the action to “Enter Sentence Deferment” from the actions list.

The screenshot shows the 'U.S. v. Marino' case page. The navigation menu on the left includes 'Arraignment', 'TMO', 'Pretrial Matters', 'Motions', 'Exhibits', 'Trial', 'Pleas & Findings', 'Sentencing', 'Sentence Suspensions', 'Sentence Deferment', and 'Alternate Disposition'. The 'Enter Sentence Deferment' action is highlighted in the 'ACTIONS' section. The main content area displays 'Arraignment Request' and 'Arraignment Hearing' details.

Arraignment Request		
Date Request Made	Physical Security	Security Clearance
<a href="#">&gt; Motion for Docketing</a>		
<a href="#">&gt; Risk Assessment Form</a>		
<a href="#">&gt; TMO Dates</a>		

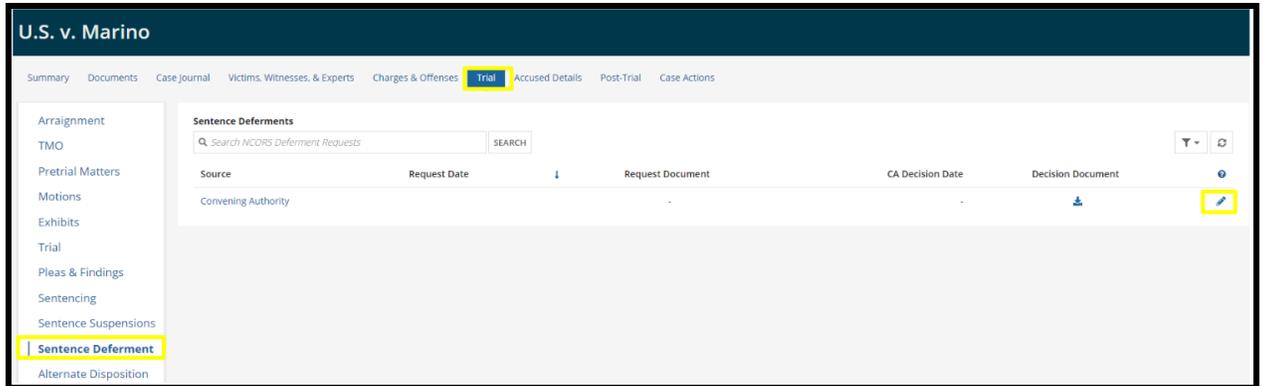
  

Arraignment Hearing		
Arraignment Date and Time	Arraignment Judge	Arraignment Location
11/17/2022 8:00 AM EST	DOCKETING JUDGE, ROBSON	HQ Bremerton Courtroom

- 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.

5. In the “Enter Sentence Deferment” form, input the Deferment Details:

- a. To enter a deferment decision from the CA, input that the deferment did not result from a request from the accused.
  - b. Input the details of the deferment from the CA.
    - i. For each sentence element included in the deferment, input the details of the deferment.
6. Select “Submit” once complete to update the Sentence Deferment.
  7. The user can view the new inputs by navigating to the “Trial” tab, and selecting the “Sentence Deferment” subtab.

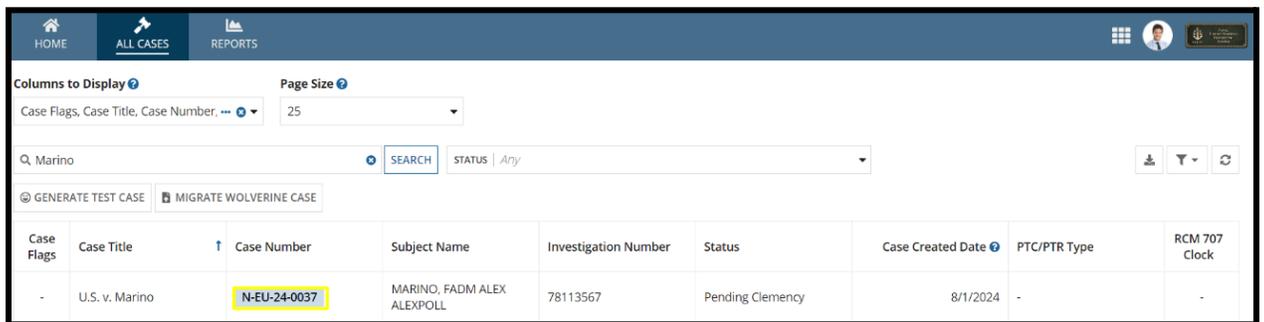


## Record CA's Action (Checklist)

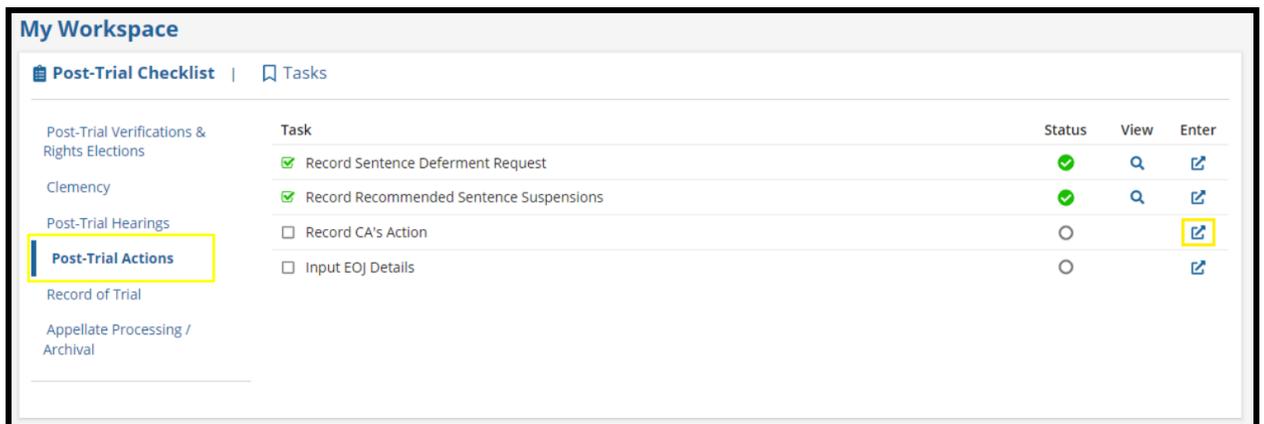
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



2. Select the "Case Number" to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the "Post-Trial Checklist" card.
  - a. Select the "Post-Trial Actions" tab.
  - b. Take the action "Record CA's Action" from the Post-Trial Checklist.



4. In the "CA Action" form:

- a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
  - i. This entry will only be visible for this specific checklist item.
  - ii. Journal entries can be viewed in the form or when viewing the checklist details.

5. Select the “CA Action” action.

6. Enter details of the action taken by the convening authority.

7. Select “Submit”.

8. User can save their progress by selecting “Save”.

The screenshot shows a form with several sections: 'Is rehearing ordered for LIO?' (No), 'Specification 2' (Language for specification 2), 'Plea' (GUILTY, except for the words), 'Finding' (NOT GUILTY), 'Plea Details' (GUILTY except words XYZ), 'CA Action' (Order rehearing), and 'Additional Details'. Below these are sections for 'Action on Sentencings', 'Action on Sentence Suspensions', and 'Vacation Hearing Details'. At the bottom right, the 'SAVE' and 'SUBMIT' buttons are highlighted with a yellow box.

9. User can return to the form to continue progress by selecting the checklist action.

The screenshot shows a checklist item 'Record CA's Action' with a checkbox. To the right of the item are three icons: a yellow arrow, a magnifying glass, and a 'View' icon (a square with an arrow pointing out) which is highlighted with a yellow box.

9. Select “Submit” to update the Record CA’s Action checklist item.

10. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

The screenshot shows a 'Case Journal' entry for 'Record CA's Action: U.S. v. Williams'. The entry is marked as complete with a green checkmark. Below the entry title, there is a 'View More (0) >' link and a 'View Case Details' button with a magnifying glass icon, both highlighted with a yellow box. The 'View Case Details' button is also highlighted with a yellow box. At the bottom right, there is a 'CLOSE' button.

a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.

- i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Input CA Action

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	Investigation Number	Status	Date Opened
U.S. v. Marino	N-EU-23-0097	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “Post-Trial” tab.
4. Take the action to “CA’s 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.

**U.S. v. James**

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

### Case Actions

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

5. In the "CA's Action" form input the CA's Action:

## CA's Action: U.S. v. Marino

- Action Details
- Action on Findings
- Action on Sentence
- Action on Suspensions
- Review

### Convening Authority

<b>First Name *</b>	<b>Last Name *</b>	<b>Middle Name</b>	<b>Suffix</b>
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Suffix"/>

### Service Details

**Service Status**

### Contact Information

<b>Email Address</b>	<b>Phone Number (Work)</b>	<b>Phone Number (Home)</b>	<b>Phone Number (Cell)</b>
<input type="text" value="john.doe@example.com"/>	<input type="text" value="123-456-7890"/>	<input type="text" value="123-456-7890"/>	<input type="text" value="123-456-7890"/>

### Mailing Address

<b>Street Address or PO Box</b>	<b>Apartment or Unit Number</b>
<input type="text" value="Enter Address/PO Box"/>	<input type="text" value="Enter Apartment/Unit Number"/>
<b>City</b>	<b>State</b>
<input type="text" value="Enter City"/>	<input type="text" value="--- Select a State ---"/>
<b>Zip</b>	
<input type="text" value="Enter Zip"/>	

### Action Details

<b>CA's Action File</b>	<b>Date CMR and exhibits were forwarded to CA</b>	<b>Date CA's action received from CA</b>
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>	<input type="text" value="01/17/2023"/> <input type="button" value="📅"/>
<b>Date of CA's action</b>	<b>Date CA's action forwarded to Accused/Victims</b>	
<input type="text" value="01/17/2023"/> <input type="button" value="📅"/>	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>	

- a. Input the Action Details and select "Next".
  - i. User can select "Back" at any point to return to the previous form.

## CA's Action: U.S. v. Marino

- Action Details
- Action on Findings
- Action on Sentence
- Action on Suspensions
- Review

### Action on Findings

**Did the CA take an action impacting a finding of guilty pursuant to R.C.M 1110?**

Yes  No

**Charge I: Violation of the UCMJ, Article 82 - Soliciting commission of offenses - WITHDRAWN/DISMISSED**

**Specification** *Specification has been dismissed*

Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipisicing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)

---

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

<b>Specification 1</b>	<b>Plea</b>	<b>Finding</b>
Language for specification 1: Lorem ipsum dolor sit amet, consectetur adipisicing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum... (view more)	GUILTY, except for the words	GUILTY, except for the words
	<b>Plea Details*</b>	<b>Finding Details*</b>
	Guilty except words XYZ	Guilty except words XYZ

**CA Action**

---

**Specification 2**

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

<b>Plea</b>	<b>Finding</b>
NOT GUILTY, but GUILTY of the Lesser Included Offense	NOT GUILTY, but GUILTY of the Lesser Included Offense
<b>LIO UCMJ Article</b>	<b>LIO DIBRS Code</b>
106 - Spies	087BB1 - Breach of restriction (on/after 1 Jan 19)
<b>LIO UCMJ Article</b>	<b>LIO DIBRS Code</b>
106 - Impersonation of officer, noncommissioned or petty officer, or agent or official	087BB1 - Breach of restriction (on/after 1 Jan 19)

**CA Action**

b. Input the Action on Findings and select “Next”.

CA's Action: U.S. v. Marino

Action Details

Action on Findings

Action on Sentence

Action on Suspensions

Review

**Action on Sentencings**

Did the CA take an action impacting the sentence pursuant to R.C.M 1109 and/or 1110?  
 Yes  No

Forfeiture of \$500.00 per month for 6 months

CA Action  
--- Select a CA Action ---

CANCEL BACK NEXT

c. Input the Action on Sentence and select “Next”.

CA's Action: U.S. v. Marino

Action Details

Action on Findings

Action on Sentence

Action on Suspensions

Review

**Action on Recommended Suspensions - Members**

Suspension Details

Suspend \$500.00 per month from forfeiture of \$500.00 per month for 6 months for a duration of 30 Days

CA Action  
--- Select a CA Action ---

CANCEL BACK NEXT

d. Input the Action on Suspensions and select “Next”.

e. Review the details and select “Submit” to update the CA's Action.

6. The user can view the new inputs by navigating to the “Post-Trial” tab, and selecting the “CA Action” subtab.

a. To edit the details of the action, select the “CA's Action” action from the “Actions” list to return to the form.

U.S. v. Marino

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

STR  
CMR  
1106 Matters  
ROT  
**CA Action**  
Post-Trial Motions

**CONVENING AUTHORITY**

Name  
SMITH, CAPTAIN JORDAN A

Service Details

Service Status  
Active Duty

Service Branch  
USN

Grade  
O-6

Contact Information

Email Address  
-

Address  
-

EDIP / DOD ID  
1234567890

Rank  
Captain

Unit  
Unit 2

Phone Number (Home)  
-

Phone Number (Cell)  
-

**ACTION DETAILS**

CA's Action File  
-

Date of CA's action  
-

Date CMR and exhibits were forwarded to CA  
-

Date CA's action received from CA  
-

Date CA's action forwarded to Accused/Victims  
-

⚡ ACTIONS

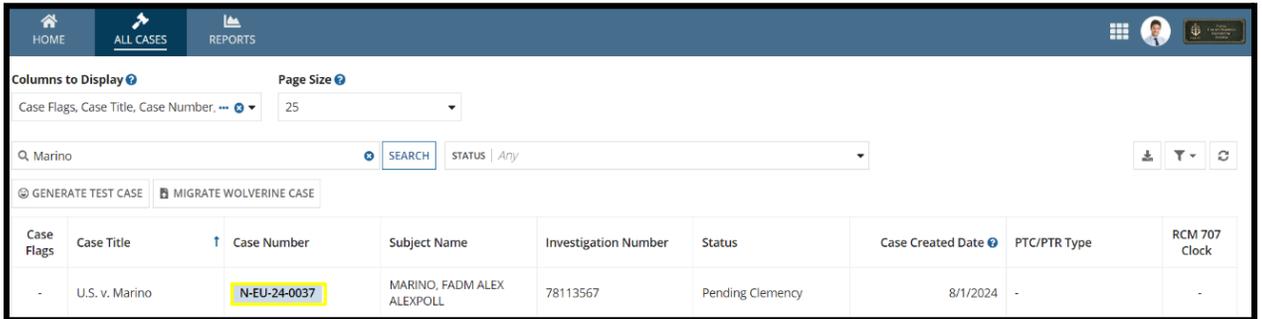
Post-Trial Motions  
Hearing  
1106 Submission  
**CA's Action**  
Prepare ROT  
Prepare CMR Letter

# Input EOJ Details (Checklist)

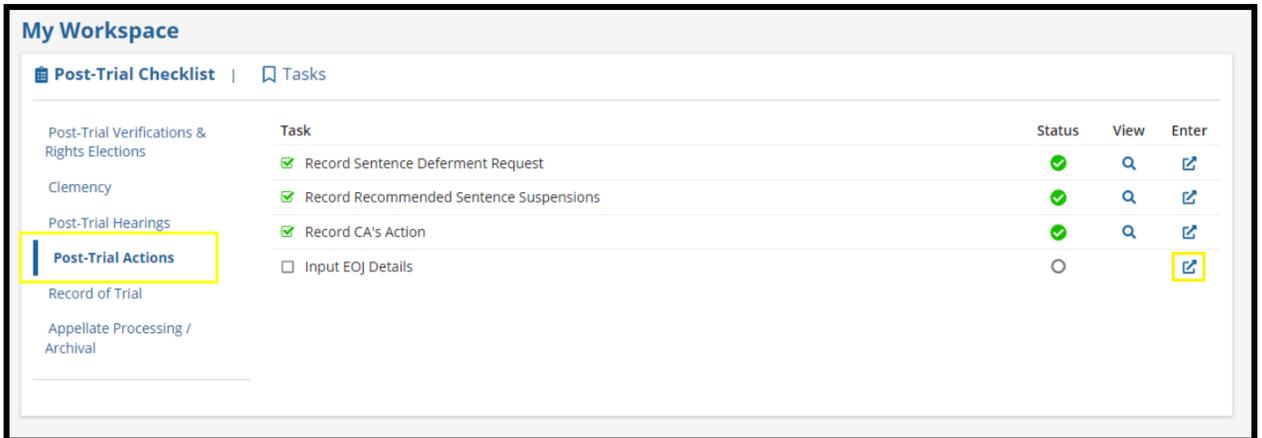
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Post-Trial Actions” tab.
  - b. Take the action “Input EOJ Details” from the Post-Trial Checklist.



4. In the “Input EOJ Details” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



5. Select the “Input EOJ Details” action.

**+ INPUT EOJ DETAILS**

**Entry of Judgement**

Verified By  
-

Date Verified for Accuracy  
-

Date Received from Military Judge  
-

Date Sent to the Accused  
-

Was a copy of the Entry of Judgment provided to any crime victim or crime victim's counsel, upon request?  
-

Date sent to the Accused's Commanding Officer  
-

Date sent to the Convening Authority  
-

Date sent to the MCIO  
-

> **Current Entry of Judgement**

CANCEL SAVE SUBMIT

6. Input EOJ details.
7. Select "Submit".

**Input EOJ Details: U.S. v. Williams**

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

**EOJ Document**

Entry of Judgement \*

UPLOAD Drop file here

⚠ The Entry of Judgement document has not been generated or uploaded to the case file.

**EOJ Details**

Military Judge \*  
Select military judge who reviewed EOJ

Date Verified for Accuracy \*  
mm/dd/yyyy

Date Received from Military Judge  
mm/dd/yyyy

Date Sent to the Accused  
mm/dd/yyyy

Was a copy of the Entry of Judgment provided to any crime victim or crime victim's counsel, upon request?  
 Yes  No

Date sent to the Accused's Commanding Officer  
mm/dd/yyyy

Date sent to the Convening Authority  
mm/dd/yyyy

Date sent to the MCIO  
mm/dd/yyyy

CANCEL SUBMIT

10. User can save progress by selecting "Save".

**+ INPUT EOJ DETAILS**

**Entry of Judgement**

Verified By  
TRIAL MILITARY JUDGE, TIM

Date Verified for Accuracy  
May 14, 2024

Date Received from Military Judge  
May 16, 2024

Date Sent to the Accused  
May 16, 2024

Was a copy of the Entry of Judgment provided to any crime victim or crime victim's counsel, upon request?  
Yes

Date sent to the Accused's Commanding Officer  
May 14, 2024

Date sent to the Convening Authority  
May 16, 2024

Date sent to the MCIO  
May 15, 2024

> **Current Entry of Judgement**

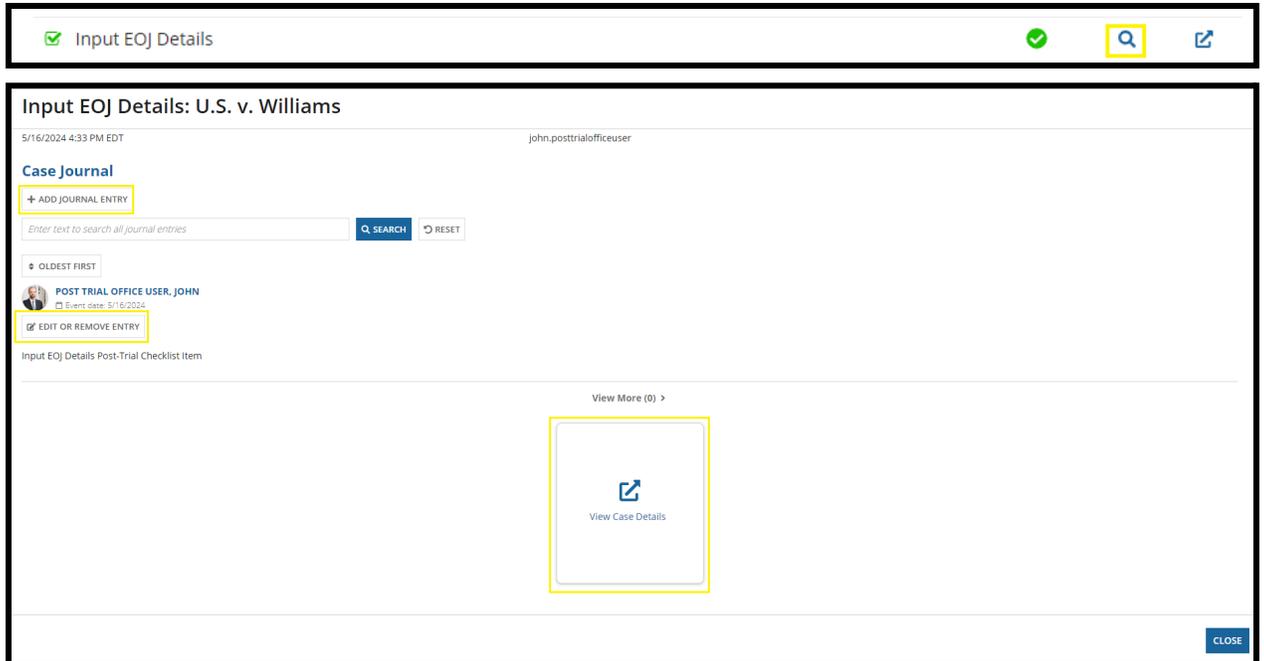
CANCEL SAVE SUBMIT

11. User can return to the form to continue progress by selecting the checklist action.

Input EOJ Details

➔ 🔍 📄

12. Select "Submit" to update the Input EOJ Details checklist item.
13. The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.



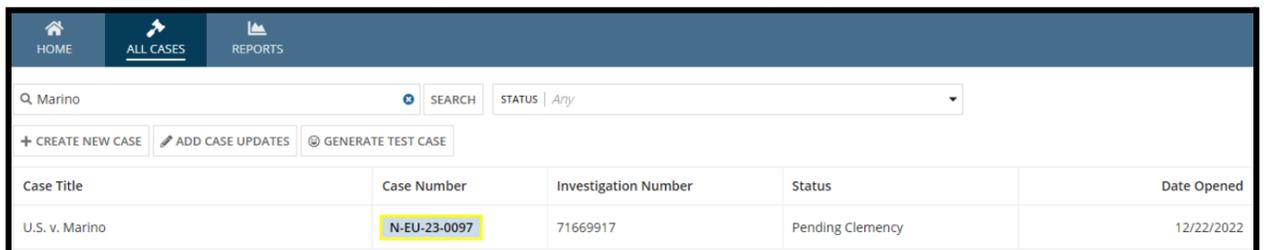
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Generate EOJ

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 take the action to “Generate EOJ”.
  - a. Use the “Display All” option to view all case actions on the case.
  - b. Use CTRL + F to search for an action in the list.

**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

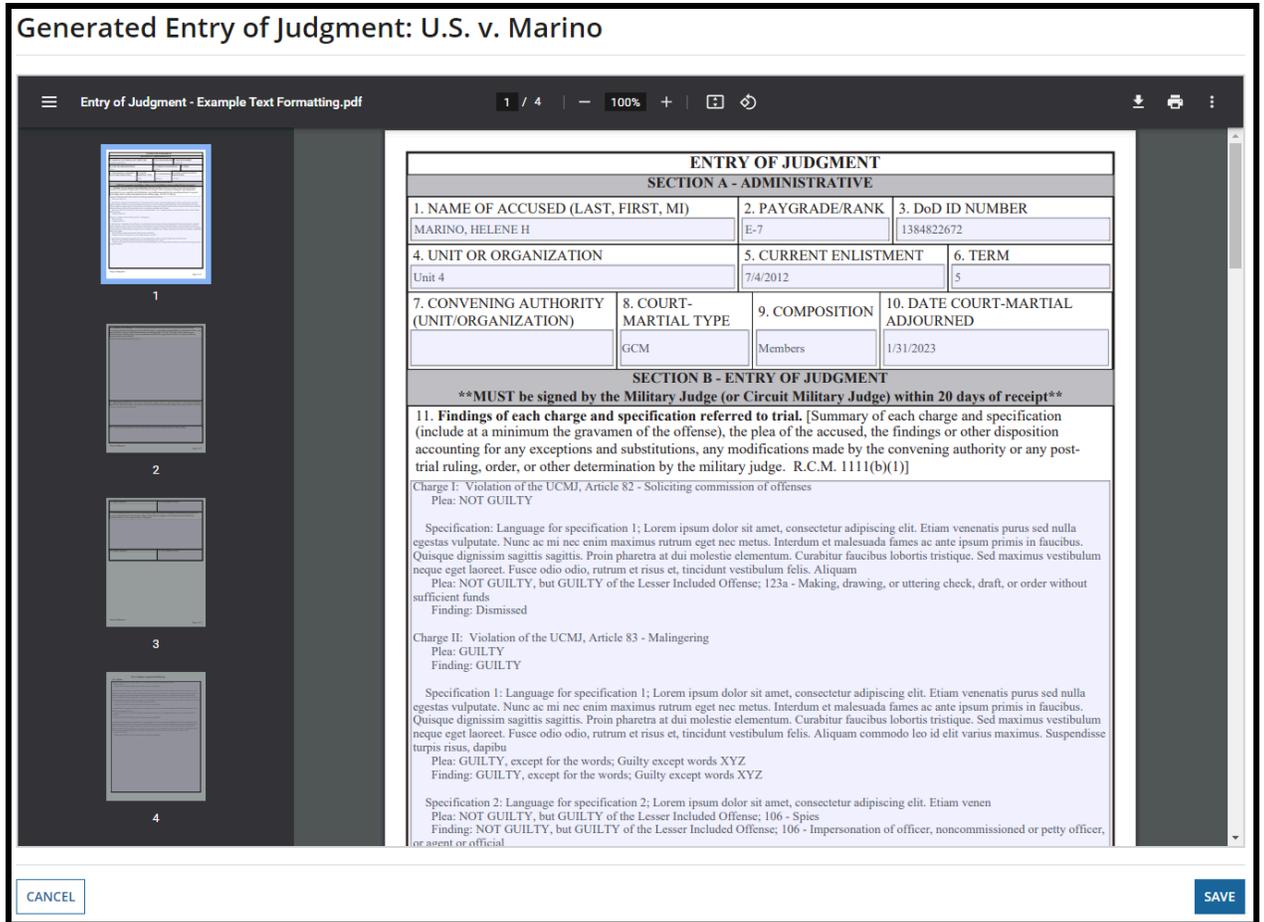
**Charges & Offenses Actions**

No available actions

**Documents Actions**

- UPLOAD CASE DOCUMENT

4. View the generated Entry of Judgment in the document viewer.
  - a. The information in the document is based on the details entered throughout the trial and post-trial process.
  - b. User can edit the generated document and download the edited version by selecting the “download” icon.



- c. Select "Save" to save the EOJ as a document to the case file.
5. The user can view the generated EOJ by navigating to the "Documents" tab.

## Edit EOJ 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.



3. Select the "Post-Trial" tab

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

**WILLIAMS, FR ELENA ELNARIRD**  
Unit 4

EDIFI 1898529994 Service USN Pay Grade \$ E-1

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

**CASE FLAGS** **DAYS OPEN** **POST TRIAL CLOCK I** **DAYS SINCE TRIAL** **PRETRIAL CONFINEMENT**

Warning icon | 2 (Opened 5/14/2024) | - (Clock Not Started) | 18 (Trial Date 4/28/2024) | - (Accused not currently in PTC/PTR)

**Case Summary** **My Workspace**

**Case Number:** N-EU-24-0048 **Status:** Pending EOJ  
**Forum:** GCM **Circuit:** EURAFCENT  
**Investigation Opened:** 4/9/2024 **Investigation Number:** 27788412  
**Date RLSO Contacted / RLS Received:** 5/7/2024 **Investigator:** Ivan Investigator

**Warnings:**  
Firearm Prohibition Requirement Identified: 922 Paragraph 2b.

**Post-Trial Checklist** | Tasks

Post-Trial Verifications & Rights Elections	Task	Status	View	Enter
Clemency	<input type="checkbox"/> Statement of Trial Results Verification	<input type="radio"/>		<a href="#">✎</a>
Post-Trial Hearings	<input type="checkbox"/> Gun Control Act Requirements Submission	<input type="radio"/>		<a href="#">✎</a>
Post-Trial Actions	<input type="checkbox"/> Fingerprint Card and Final Disposition Report Submission Requirements	<input type="radio"/>		<a href="#">✎</a>
Record of Trial	<input type="checkbox"/> Victim Post-Trial Rights Elections	<input type="radio"/>		<a href="#">✎</a>
Appellate Processing / Archival	<input type="checkbox"/> Accused Post-Trial and Appellate Rights Elections	<input type="radio"/>		<a href="#">✎</a>

5 Items

4. Select the “Edit EOJ Details” action

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

**STR**  
CMR  
1106 Matters  
ROT  
CA Action  
EOJ  
Post-Trial Motions  
Article 56(d) Appeal

**ACTIONS**  
1106 Submission  
Post-Trial Motions Hearing  
CA's Action  
Prepare CMR Letter  
**Edit EOJ Details**  
Prepare ROT

**Statement of Trial Results**

**STR Verified Date**  
May 14, 2024  
> Statement of Trial Results

**STR Signed Date**  
May 14, 2024

5. Review and Edit EOJ Details  
a. Select “Submit”

**Input EOJ Details: U.S. v. Williams**

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

**EOJ Document**  
Entry of Judgement > [Current Entry of Judgement](#)

**EOJ Details**

Military Judge \*  
Tim Trial Military Judge

Date Verified for Accuracy \*  
05/14/2024

Date Received from Military Judge  
05/16/2024

Date Sent to the Accused  
05/16/2024

Was a copy of the Entry of Judgment provided to any crime victim or crime victim's counsel, upon request?  
 Yes  No

Date sent to the Accused's Commanding Officer  
05/14/2024

Date sent to the Convening Authority  
05/16/2024

Date sent to the MCIO  
05/15/2024

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

6. Select the EOJ Subtab
  - a. Review updated EOJ Details

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

STR  
CMR  
1106 Matters  
ROT  
CA Action  
**EOJ**  
Post-Trial Motions  
Article 56(d) Appeal

**Entry of Judgement**

Verified By  
TRIAL, MILITARY JUDGE, TIM

Date Verified for Accuracy  
May 14, 2024

Date Received from Military Judge  
May 16, 2024

Date Sent to the Accused  
May 16, 2024

Was a copy of the Entry of Judgment provided to any crime victim or crime victim's counsel, upon request?  
Yes

Date sent to the Accused's Commanding Officer  
May 14, 2024

Date sent to the Convening Authority  
May 16, 2024

Date sent to the MCIO  
May 15, 2024

> [Current Entry of Judgement](#)

**ACTIONS**  
1106 Submission  
Post-Trial Motions Hearing  
CA's Action  
Prepare CMR Letter  
Edit EOJ Details  
Prepare ROT

## Record of Trial Preparation

### Transcription Preparation

#### Prepare Transcript (Checklist)

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



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

Case Flags	Case Title	Case Number	Subject Name	Investigation Number	Status	Case Created Date	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Marino	N-EU-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-	-

- From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - Select the “Record of Trial” tab.
  - Take the action “Prepare Transcript” from the Post-Trial Checklist.

Task	Status	View	Enter
<input type="checkbox"/> Prepare Transcript	<input type="radio"/>		
<input type="checkbox"/> Prepare ROT	<input type="radio"/>		
<input type="checkbox"/> Forward ROT for Verification	<input type="radio"/>		
<input type="checkbox"/> Verify / Certify ROT	<input type="radio"/>		
<input type="checkbox"/> Serve ROT to Accused	<input type="radio"/>		
<input type="checkbox"/> Serve ROT to Victims	<input type="radio"/>		

6 items

- In the “Prepare Transcript” form:
  - Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - This entry will only be visible for this specific checklist item.
    - Journal entries can be viewed in the form or when viewing the checklist details.

Case Journal

+ ADD JOURNAL ENTRY

Enter text to search all journal entries

OLDEST FIRST

No entries have been made

- Review the details of the transcription(s) prepared for the case and select “Add Transcription” action.

**Transcription Details**

[+ ADD TRANSCRIPTION](#)

**Transcriptions**

Transcriptions

Transcribed Hearings	Transcription	Status	Assigned Court Reporter(s)	Uploaded By	Uploaded On
No entries have been made					

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

6. Enter Transcription Details and select “Submit”.
  - a. Transcription Audio File can handle files of up to 3GB.

**Transcription Details: U.S. v. Williams**

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

**Transcription Details**

Transcription File \*  *Drop file here*

Seal Transcription Document?

Date Sent to Transcriptionist

Date Received from Transcriptionist

Assigned Personnel

Court Reporters

Name	Date Assigned
POST TRIAL OFFICE USER, JOHN	5/14/2024

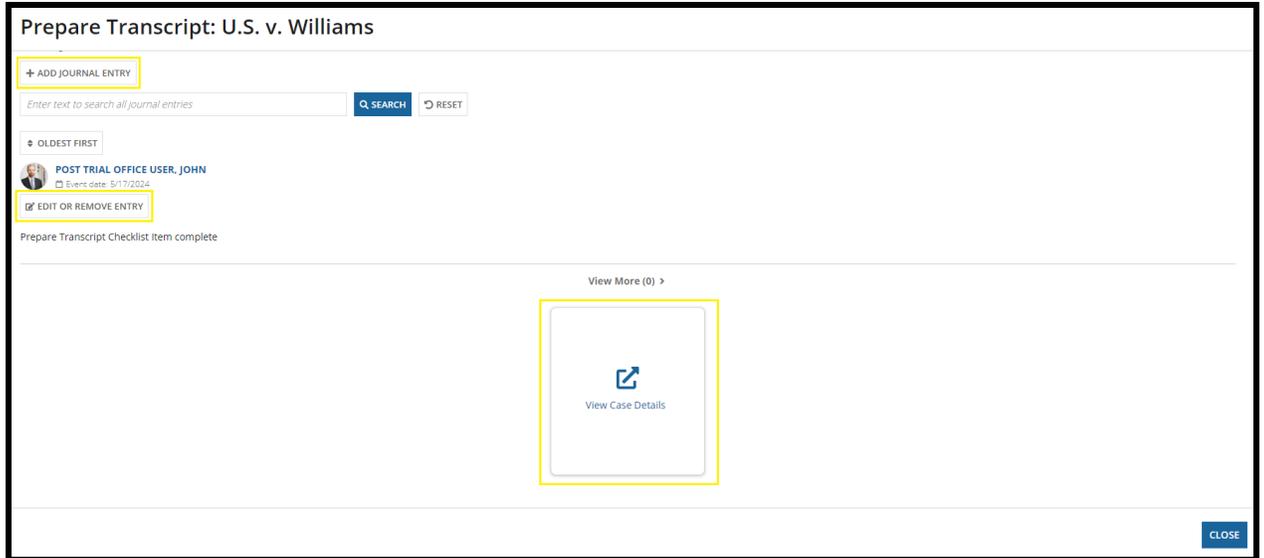
[CANCEL](#) [SUBMIT](#)

7. User can save progress by selecting “Save” in the form.
  - a. User can return to the form to continue progress by selecting the checklist action.

Prepare Transcript

8. Select “Submit” to identify the checklist item as complete.
9. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

Prepare Transcript



- a. User can also “Edit or Remove Entry” for the existing journal entry.
  - i. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
- b. User can navigate to the case details by selecting “Case Details”.

## Prepare Transcription - USN

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	Investigation Number	Status	Date Opened
U.S. v. Marino	N-EU-23-0097	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “Documents” tab.
4. Take the “Transcription” action from the actions list.

**U.S. v. Marino**

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

**All Documents**

RCM 309 Matters  
Discovery  
Transcription

**ACTIONS**  
Case Document  
**Transcription**  
Forward EOJ

**All Documents**

Q Search Documents SEARCH DOCUMENT TYPE | Any

CHARACTERISTICS | Any PUBLISHED DOCUMENT | Any

SOURCE | Any

Document	Last Updated	Type	Source
Document TXT - 0 KB	2/1/2023 10:17 AM John Post Trial Office User	1106 Matters	Gov
Document TXT - 0 KB	2/1/2023 10:04 AM John Post Trial Office User	1106 Matters	Gov
Document TXT - 0 KB	2/1/2023 9:52 AM Marie DSO Senior Defense Counsel	1106 Matters	Def

- 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

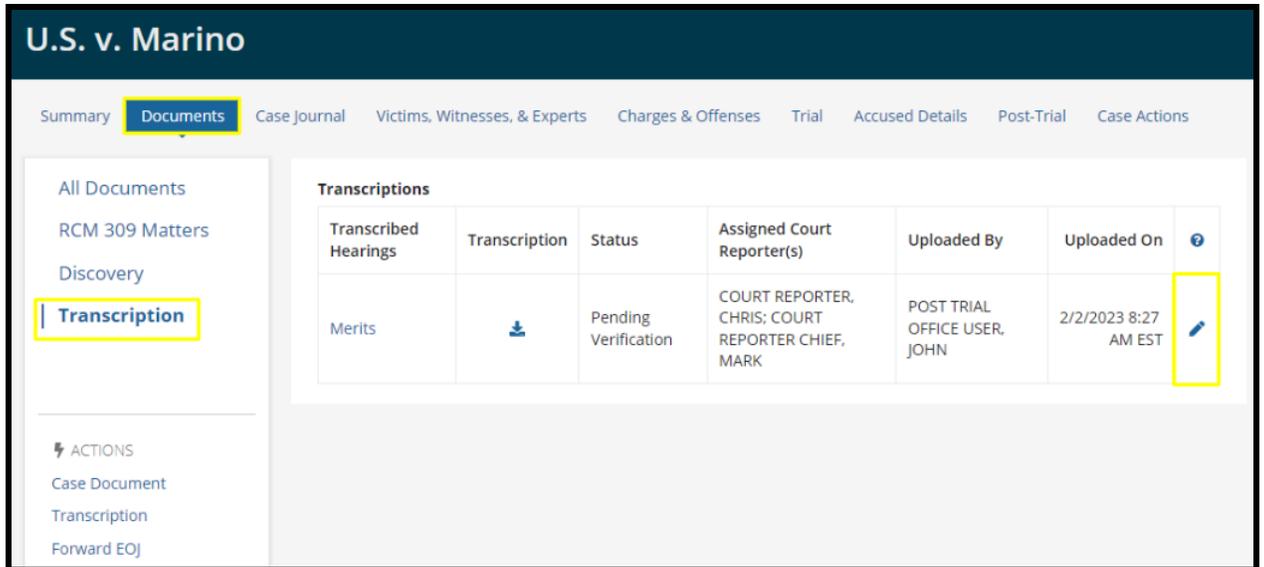
**Documents Actions**

UPLOAD CASE DOCUMENT

5. In the “Transcription Details” form, input the Transcription details and Transcription Hearing Details.

- a. User can seal their “Transcription File” by selecting the checkbox just below the “Transcription File” document upload.
- b. User can select “Add New Transcription Hearing” to add a row to the “Transcription Hearing Details” grid.
  - i. For each hearing added, enter the details of the hearing.
  - ii. User can remove a hearing by selecting the “Remove” icon in the grid.
  - iii. User can seal their “Transcription Audio File” by selecting the “Closed/Sealed Hearing” in its respective row.
- c. If the “Date Received from Transcriptionist” is entered, the user can select a judge to verify the transcription.
  - i. User can select a judge from the circuit in the dropdown to assign a task to verify the transcription.

6. Select “Submit” to upload the Transcription details.
7. The user can view the details of the transcription(s) added to a case by navigating to the “Documents” tab under the “Transcription” subtab.
  - a. To edit the submission, select the “Edit” icon from the grid of transcriptions.

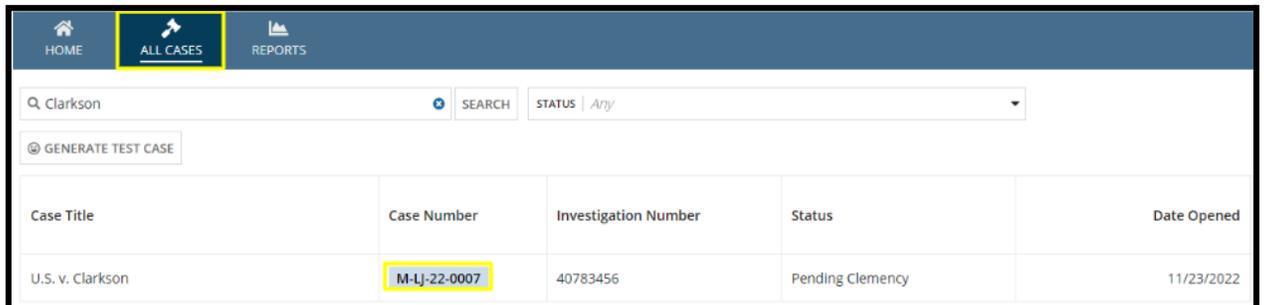


## Prepare Transcription - USMC

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 “Documents” tab.
4. Take the “Transcription” action from the actions list.

**U.S. v. Clarkson**

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

**All Documents**

RCM 309 Matters  
Discovery  
Transcription

**⚡ ACTIONS**  
Case Document  
**Transcription**

**All Documents**

Q Search Documents SEARCH DOCUMENT TYPE | Any

CHARACTERISTICS | Any PUBLISHED DOCUMENT | Any

SOURCE | Any

Document	Last Updated	Type	Source
<b>Case M-LJ-22-0007 Docketing Form</b> PDF - 5.3 KB	12/28/2022 12:15 PM Meredith Hoopes	Motion for Docketing	Gov
<b>Case M-LJ-22-0007 Risk Assessment Form</b> PDF - 5.3 KB	12/28/2022 12:15 PM Meredith Hoopes	Risk Assessment Form	Gov

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

**U.S. v. James**

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

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

5. In the “Transcription Details” form, input the Transcription details and Transcription Hearing Details.

Transcription Details: U.S. v. Clarkson

This form will timeout in 44 minutes. Any unsaved progress will be lost.

### Transcription Details

Transcription File \*  Drop file here

Seal Transcription Document?

Assigned Personnel

Court Reporters

Name	Date Assigned	Task Type	Completed By	Date Completed
COURT REPORTER, CHRIS	3/9/2023			

Work Completed

Completed Tasks

No entries have been made

### Transcription Hearing Details

Hearing Type	Closed/Sealed Hearing	Transcription Audio File	Hours	Minutes	Notes
--- Select a Value ---	<input type="checkbox"/>	<input type="text" value="UPLOAD"/> <small>Drop file here</small>			

[Add New Transcription Hearing](#)

### Task Assignment Details

Assign Transcription work to another?

- User can seal their “Transcription File” by selecting the checkbox just below the “Transcription File” document upload.
- User can select “Add New Transcription Hearing” to add a row to the “Transcription Hearing Details” grid.
  - For each hearing added, enter the details of the hearing.
  - User can remove a hearing by selecting the “Remove” icon in the grid.
  - User can seal their “Transcription Audio File” by selecting the “Closed/Sealed Hearing” in its respective row.
- User can specify whether they want to assign transcription work to another court reporter by selecting the "Assign Transcription work to another" checkbox.
  - If selected, input the type of task to create and select a court reporter to assign to the task.

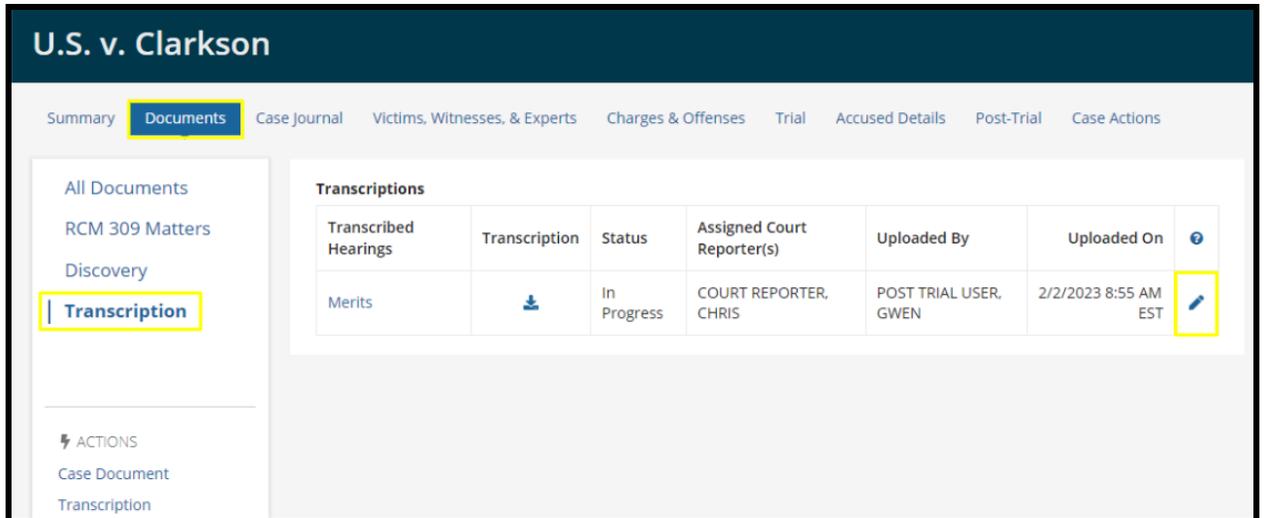
### Task Assignment Details

Assign Transcription work to another?

Type of work? \*  Edit  Proof

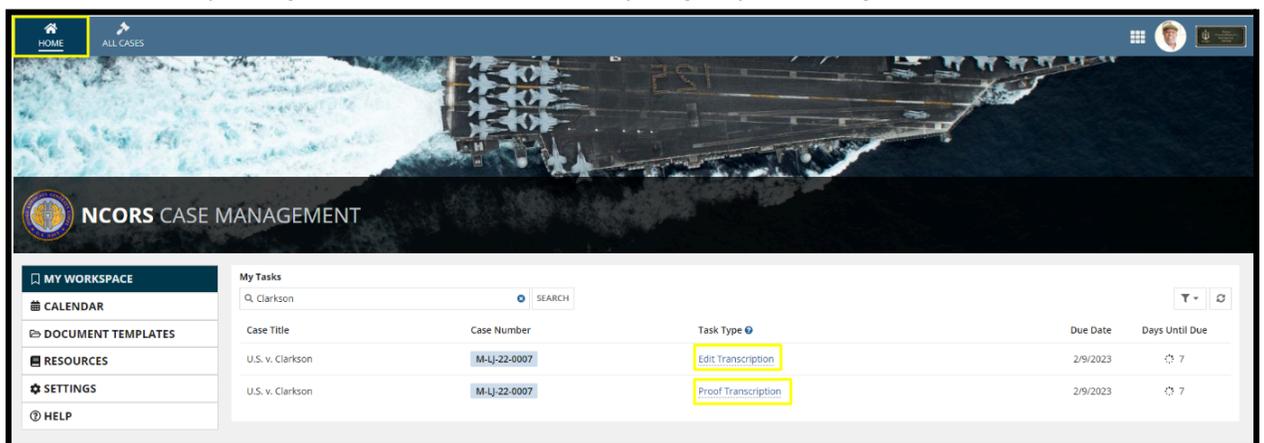
Select Court Reporter to Assign \*

- Select “Submit” to upload the Transcription details.
- The user can view the details of the transcription(s) added to a case by navigating to the “Documents” tab under the “Transcription” subtab.
  - To edit the submission, select the “Edit” icon from the grid of transcriptions.



## Edit/Proof Transcription - USMC

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “My Tasks” grid.
  - a. Based on the inputs from the court reporter who created the transcription, “Edit Transcription” or “Proof Transcription” is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the “Task Type”.
  - a. User may navigate to the case’s summary page by selecting the case number.



3. Upon accepting the task, review the form “Transcription Details”, review the Transcription details and the hearing(s) included in the transcription.
  - a. If proofing a transcription, NCORS displays a warning: “A task to review this proofed transcription will be assigned to the Regional Court Reporter Chief upon submission unless a task for additional work/proofing is created. The Regional CRC is: (Name of Regional Court Reporter)”

Transcription Details: U.S. v. Clarkson

This form will timeout in 35 minutes. Any unsaved progress will be lost.

### Transcription Details

Transcription File \* Date Transcription Started: 01/30/2023  Date Transcription Ended: 01/31/2023

UPLOAD  Drop file here

Seal Transcription Document?

Assigned Personnel

Court Reporters		Work Completed		
Name	Date Assigned	Task Type	Completed By	Date Completed
COURT REPORTER, CHRIS	3/9/2023			
No entries have been made				

### Transcription Hearing Details

Hearing Type	Closed/Sealed Hearing	Transcription Audio File	Hours	Minutes	Notes
Merits	<input checked="" type="checkbox"/>	Document XSD - 4.09 KB	2	1	

Add New Transcription Hearing

### Task Assignment Details

Assign Transcription work to another?

- b. User can specify whether they want to assign transcription work to another court reporter by selecting the "Assign Transcription work to another" checkbox.
  - i. If selected, input the type of task to create and select a court reporter to assign to the task.
  - ii. If proofing a transcription and no additional work is required, do not select a value to send the transcription to the regional court reporter chief for a final review.

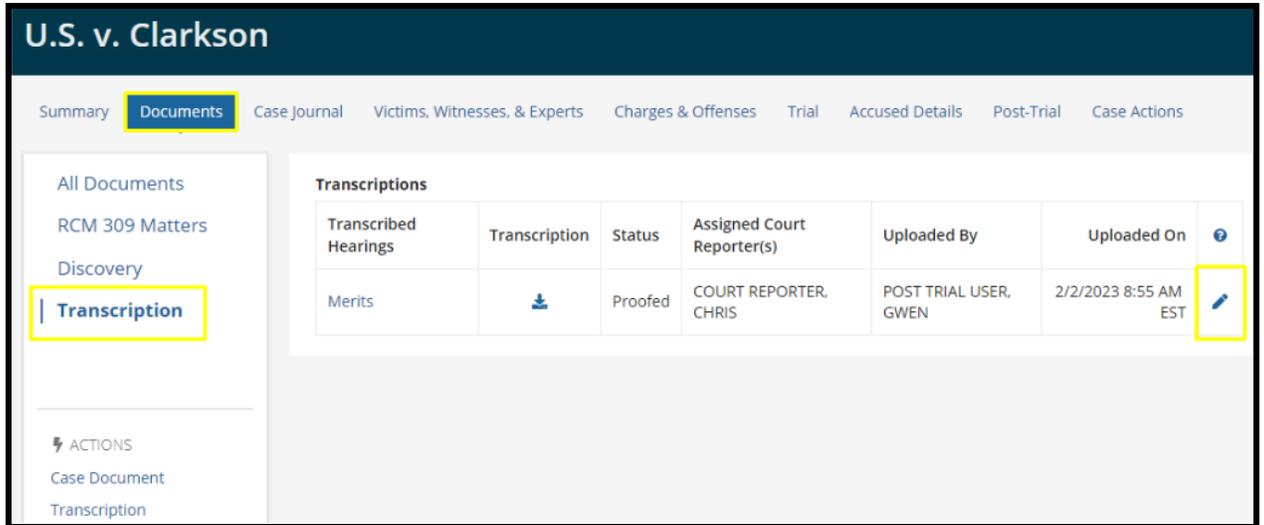
### Task Assignment Details

Assign Transcription work to another?

Type of work? \*  Edit  Proof

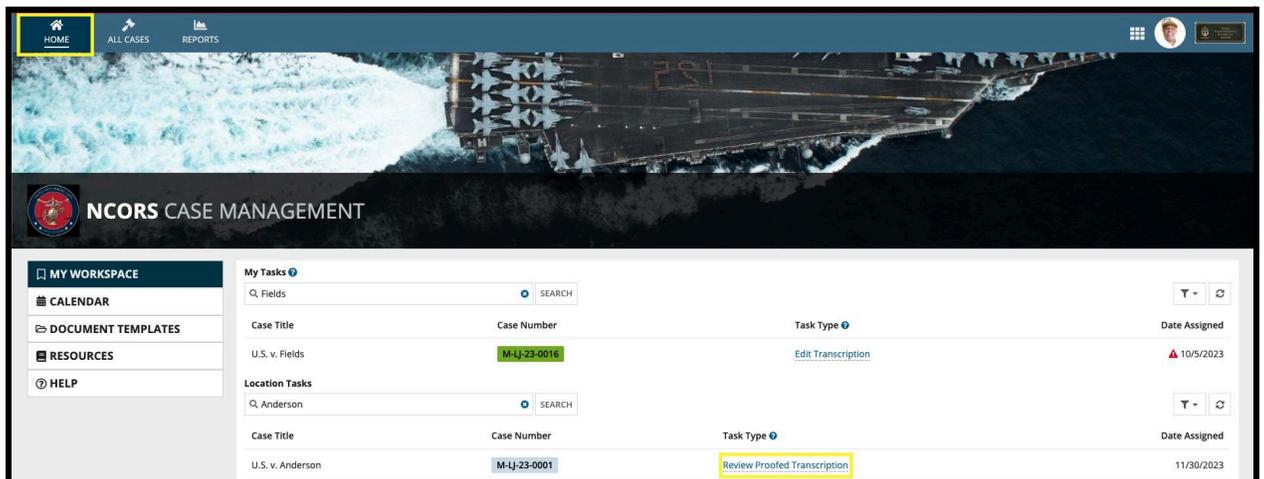
Select Court Reporter to Assign \*

4. Select "Submit" to update the transcription details.
5. The user can view the details of the transcription(s) added to a case by navigating to the "Documents" tab under the "Transcription" subtab.
  - a. To edit the submission, select the "Edit" icon from the grid of transcriptions.
  - b. If the transcription has been proofed, user can select an action to forward the proofed transcription for review by the regional court reporter chief.



## Review Proofed Transcription - USMC

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to review a proofed transcription is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name “Review Proofed Transcription”
  - a. User may navigate to the case’s summary page by selecting the case number.



3. Upon accepting the task, review the form “Review Proofed Transcription”, verify the Transcription details, and the Transcription Hearing details:

Review Proofed Transcription: U.S. v. Clarkson

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

### Transcription Details

Date Transcription Started: - Date Transcription Ended: -

> Transcription

Assigned Personnel

Court Reporters

Name	Date Assigned	Task Type	Completed By	Date Completed
COURT REPORTER, CHRIS	3/9/2023	Proof Transcription	COURT REPORTER, CHRIS	10/19/2023

### Transcription Hearing Details

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

Assign Judge for Verification

Select Military Judge to Assign \*

--- Select a User ---

CANCEL SUBMIT

- a. User can select a judge to verify the transcription.
  - i. User can select a judge from the circuit in the dropdown to assign a task to verify the transcription.
4. Select "Submit" to update the transcription details.
5. The user can view the details of the transcription(s) added to a case by navigating to the "Documents" tab under the "Transcription" subtab.
  - a. To edit the submission, select the "Edit" icon from the grid of transcriptions.

U.S. v. Clarkson

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

All Documents

RCM 309 Matters

Discovery

Transcription

ACTIONS

Case Document

Transcription

### Transcriptions

Transcribed Hearings	Transcription	Status	Assigned Court Reporter(s)	Uploaded By	Uploaded On	
Merits	📎	Proofed	COURT REPORTER, CHRIS	POST TRIAL USER, GWEN	2/2/2023 8:55 AM EST	✎

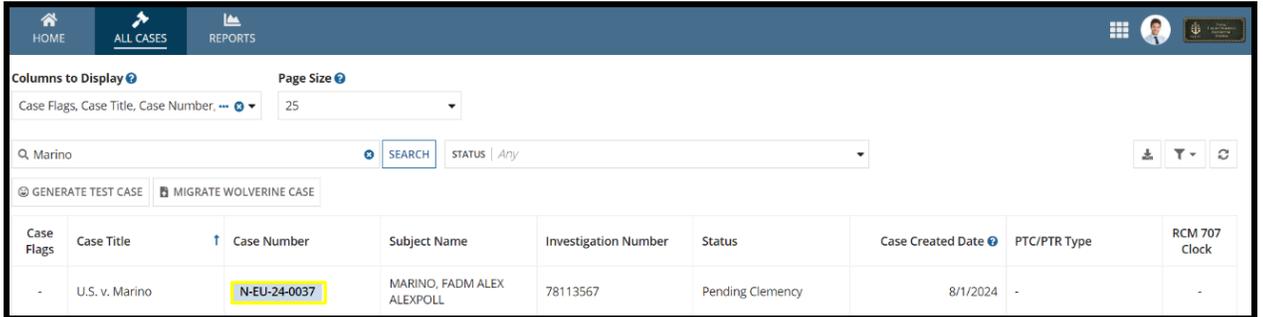
## Prepare ROT

### Prepare ROT (Checklist)

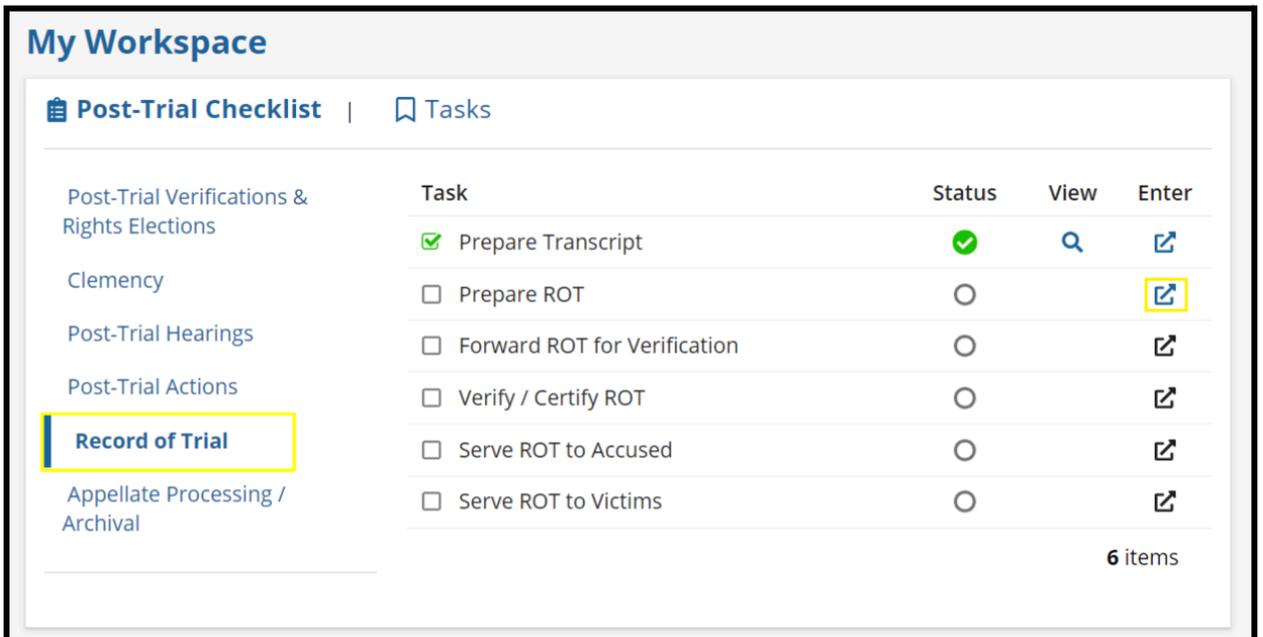
1. From the NCORS Legal Case Management site, select the "All Cases" tab.



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



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Record of Trial” tab.
  - b. Take the action “Prepare ROT” from the Post-Trial Checklist.



4. In the “Prepare ROT” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



5. Select "Prepare ROT" action.

**ROT Details**

**+ PREPARE ROT**

Case ROT

Search ROTs SEARCH

Type Recipient ROT Status

No items available

CANCEL SAVE SUBMIT

6. Select "Prepare ROT".

**Prepare ROT: U.S. v. Williams**

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

How would you like to submit the record of trial?

Upload Complete ROT Prepare ROT

*If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.*

CANCEL

7. Enter ROT Details and add ROT Documents.
  - a. Select "Next" to progress to the next step of the wizard.

### Prepare ROT: U.S. v. Williams



Upload Complete ROT



Prepare ROT

If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.

UPLOAD ROT DOCUMENT UPLOAD EXHIBIT

DD 490

Post-Trial Documents

Preliminary Hearing Docume...

Pretrial Allied Papers

Record of Proceedings

Prosecution Exhibits

Defense Exhibits

Appellate Exhibits

**Other Documents**

Review

#### Other Documents

This grid contains all other case documents

SEARCH

<input checked="" type="checkbox"/> Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/> Case N-EU-24-0048 Docketing Form 	Motion for Docketing	-	5/14/2024 12:53 PM EDT
<input checked="" type="checkbox"/> Case N-EU-24-0048 Risk Assessment Form 	Risk Assessment Form/Security Plan	-	5/14/2024 12:53 PM EDT

CANCEL
BACK **NEXT**

b. Select "Submit".

### Prepare ROT: U.S. v. Williams

UPLOAD ROT DOCUMENT UPLOAD EXHIBIT

DD 490

Post-Trial Documents

Preliminary Hearing Docume...

Pretrial Allied Papers

Record of Proceedings

Prosecution Exhibits

Defense Exhibits

Appellate Exhibits

Other Documents

**Review**

#### DD 490 Form

UPLOAD 

#### Post-Trial Documents

This grid contains: Victim's Post Trial Rights Advisement, 1106 Matters, 1106A Matters, Statement of Trial Results, Entry of Judgement, JAR, Record of Trial Verification, Accused Waiver of Appellate Review, Record of Trial Certification, CAA Document, Deferment, DD 490 Certified ROT Cover Sheet, Accused Appellate Rights Advisement, 1105 Hearing Report, Post-Trial 39(a) STR, Signed ROT Receipt

SEARCH

<input checked="" type="checkbox"/> Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/> Conflicted Documentation 1 	Entry of Judgement	POST TRIAL OFFICE USER, JOHN	5/16/2024 4:27 PM EDT
<input checked="" type="checkbox"/> Conflicted Documentation 2 	Deferment	POST TRIAL OFFICE USER, JOHN	5/16/2024 2:12 PM EDT
<input checked="" type="checkbox"/> Conflicted Documentation 1 	1106A Matters	POST TRIAL OFFICE USER, JOHN	5/16/2024 11:24 AM EDT
<input checked="" type="checkbox"/> Conflicted Documentation 1 	1106 Matters	POST TRIAL OFFICE USER, JOHN	5/15/2024 5:32 PM EDT
<input checked="" type="checkbox"/> Case Generation Sample STR 	Statement of Trial Results	-	5/14/2024 12:54 PM EDT

5 items

#### Preliminary Hearing Documents

This grid contains: Article 32 Waiver, PHO Report, SJA Pretrial Advice Letter, Article 32 Appointing Order

SEARCH

CANCEL
BACK **SUBMIT**

8. User can save progress by selecting "Save" in the form.

Prepare ROT: U.S. v. Williams

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

**Case Journal**

+ ADD JOURNAL ENTRY

Enter text to search all journal entries

OLDEST FIRST

No entries have been made

View More (0) >

**ROT Details**

Case ROT

Search ROTs

Type	Recipient	ROT Status
Official Record of Trial	-	Compiled

9. User can return to the form to continue progress by selecting the checklist action.

Prepare ROT

10. Select “Submit” to identify the checklist item as complete.

11. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

Prepare ROT

Prepare ROT: U.S. v. Williams

+ ADD JOURNAL ENTRY

Enter text to search all journal entries

OLDEST FIRST

POST TRIAL OFFICE USER, JOHN  
Event date: 5/17/2024

Prepare ROT Post-Trial checklist item complete

View More (0) >

- a. User can also “Edit or Remove Entry” for the existing journal entry.
  - i. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
- b. User can navigate to the case details by selecting “Case Details”.

## Prepare ROT

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

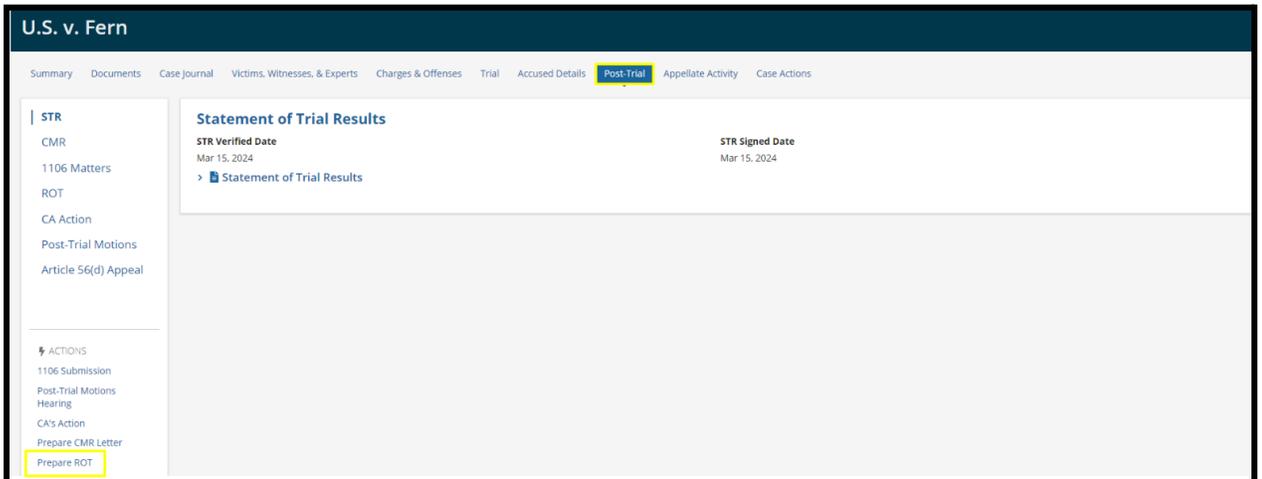


2. Select the “Case Number” to navigate to the Case Summary page.



Case Title	Case Number	Investigation Number	Status	Date Opened
U.S. v. Marino	N-EU-23-0097	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “Post-Trial” tab.
4. Take the action to “Prepare ROT” from the “Actions” list.



U.S. v. Fern

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

**STR**

CMR

1106 Matters

ROT

CA Action

Post-Trial Motions

Article 56(d) Appeal

**ACTIONS**

1106 Submission

Post-Trial Motions

Hearing

CA's Action

Prepare CMR Letter

**Prepare ROT**

**Statement of Trial Results**

STR Verified Date  
Mar 15, 2024

STR Signed Date  
Mar 15, 2024

> Statement of Trial Results

- 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

5. In the “Prepare ROT” form, the user can decide “How would you like to submit the record of trial”?
  - a. Select “Prepare ROT”.
6. The user can enter a journal entry by selecting the “Add Journal Entry” option.
  - a. If action is taken, user can add a journal entry and return to the form.
  - b. The added journal entry is visible in the form.
7. The user can add both documents and exhibits to be included in the ROT by selecting either the “Upload ROT Document” or “Upload Exhibit” option.

**Prepare ROT: U.S. v. Fern**

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

How would you like to submit the record of trial?



Upload Complete ROT



Prepare ROT

*If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.*

**DD 490** + ADD JOURNAL ENTRY

Post-Trial Documents  SEARCH RESET

Preliminary Hearing Document... OLDEST FIRST

Record of Proceedings No entries have been made

Prosecution Exhibits View More (0) >

Defense Exhibits

Appellate Exhibits UPLOAD ROT DOCUMENT UPLOAD EXHIBIT

Other Documents DD 490 Form

Review UPLOAD Drop file here

CANCEL NEXT SAVE

- a. Upload the DD 490 form and select “Next”.
- b. Select the Post-Trial Documents to include in the ROT.

UPLOAD ROT DOCUMENT
UPLOAD EXHIBIT

**Post-Trial Documents**

This grid contains: Victim's Post Trial Rights Advisement, 1106 Matters, 1106A Matters, Statement of Trial Results, Entry of Judgement, JAR, Record of Trial Verification, Accused Waiver of Appellate Review, Record of Trial Certification, CAA Document, Deferment, DD 490 Certified ROT Cover Sheet, Accused Appellate Rights Advisement, 1105 Hearing Report, Post-Trial 39(a) STR, Signed ROT Receipt

SEARCH

<input checked="" type="checkbox"/>	Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/>	Case Generation Sample STR 	Statement of Trial Results	-	3/15/2024 1:34 PM EDT
<input checked="" type="checkbox"/>	Staged Appellate Rights Form 	Victim's Post Trial Rights Advisement	-	3/15/2024 1:33 PM EDT

BACK
NEXT
SAVE

- c. Choose which Post-Trial documents to include and select “Next”.
  - i. User can choose to upload a new document to include in the ROT by selecting the “Upload ROT Document” option.
  - ii. User can input the document details and submit the document to save to the case.
  - iii. Following submission, user can choose to add the document to the ROT.

### Document Upload

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

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

ROT Document Category \* File Upload \*

--- Select a category --- UPLOAD

**Document Attributes**

Redacted File  Discovery

Reciprocal Discovery

- d. Repeat steps for the other ROT document types: “Preliminary Hearing Documents”, “Pretrial Allied Papers”, “Record of Trial Proceedings”, Prosecution Exhibits”, “Defense Exhibits”, “Appellate Exhibits, and “Other Documents”.
  - i. In each section, documents matching the type of document are visible to select to include in the ROT.
  - ii. User can upload a new document or exhibit throughout each step of the form.
8. Review the details and select “Submit” to Prepare the Record of Trial.
9. The user can view the case ROT by navigating to the “Post-Trial” tab, and selecting the “ROT” subtab.
  - a. User can edit the prepared ROT by selecting the “Edit” icon in the grid.

### U.S. v. Fern

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

Prepared ROTs			
Type	Recipient	ROT Status	
Official Record of Trial	-	Compiled	<input type="button" value="⋮"/>

STR  
CMR  
1106 Matters  
**ROT**

## Upload Complete ROT

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

HOME **ALL CASES** REPORTS

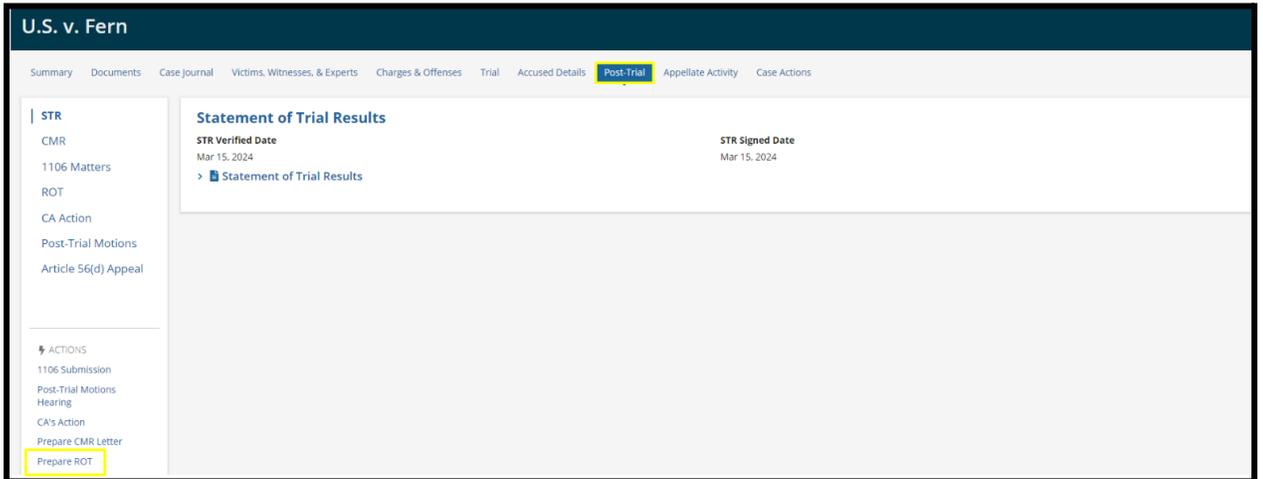
Marino SEARCH STATUS Any

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

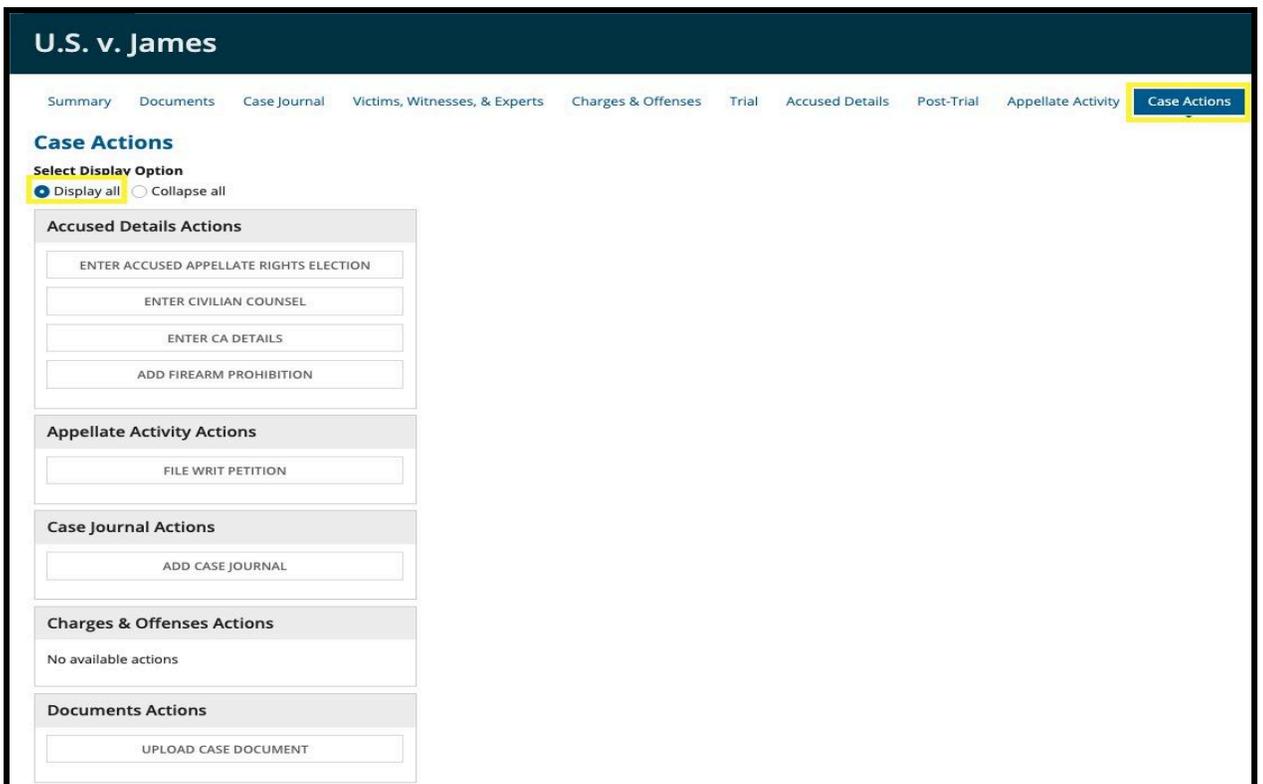
Case Title	Case Number	Investigation Number	Status	Date Opened
U.S. v. Marino	<b>N-EU-23-0097</b>	71669917	Pending Clemency	12/22/2022



2. Select the “Case Number” to navigate to the Case Summary page.
3. From the Case Summary page, navigate to the “Post-Trial” tab.
4. Take the action to “Prepare ROT” from the “Actions” list.



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



6. In the “Prepare ROT” form, the user can decide “How would you like to submit the record of trial”?
  - a. Select “Upload Complete ROT”
7. The user can enter a journal entry by selecting the “Add Journal Entry” option.
  - a. If action is taken, user can add a journal entry and return to the form.
  - b. The added journal entry is visible in the form.
8. The user can add both documents and exhibits to be included in the ROT by selecting either the “Upload ROT Document” or “Upload Exhibit” option.

Prepare ROT: U.S. v. Fern

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

How would you like to submit the record of trial?

Upload Complete ROT | Prepare ROT

If the the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.

Case Journal

+ ADD JOURNAL ENTRY

Enter text to search all journal entries [SEARCH] [RESET]

OLDEST FIRST

No entries have been made

View More (0) >

UPLOAD ROT DOCUMENT | UPLOAD EXHIBIT

Upload Complete ROT

Record of Trial [x]

UPLOAD [Drop file here]

9. Upload the Record of Trial.
10. The User can include any “Other Documents” by selecting the checkbox within the grid.

Other Documents

This grid contains all other case documents

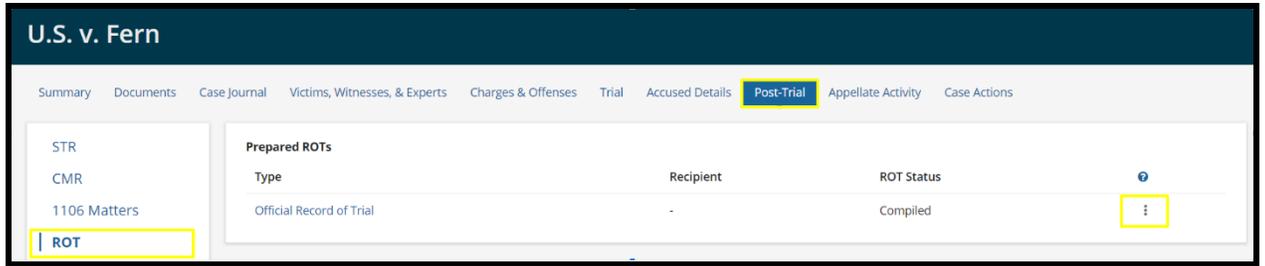
Search Documents [SEARCH]

Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/> Document			
<input checked="" type="checkbox"/> Exhibit <a href="#">Download</a>	Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:53 PM EDT
<input checked="" type="checkbox"/> Example Document <a href="#">Download</a>	Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT
<input checked="" type="checkbox"/> Filing <a href="#">Download</a>	Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT
<input checked="" type="checkbox"/> Case Generation Sample STR <a href="#">Download</a>	Statement of Trial Results	-	3/15/2024 1:34 PM EDT
<input checked="" type="checkbox"/> Case N-EU-24-0135 Docketing Form <a href="#">Download</a>	Motion for Docketing	-	3/15/2024 1:33 PM EDT

1 - 5 of 9 >

CANCEL [SAVE] [SUBMIT]

11. Select “Submit” to Prepare the Record of Trial, or “Save” to save your progress.
12. The user can view the case ROT by navigating to the “Post-Trial” tab, and selecting the “ROT” subtab.
13. User can edit the prepared ROT by selecting the “Edit” icon in the grid.



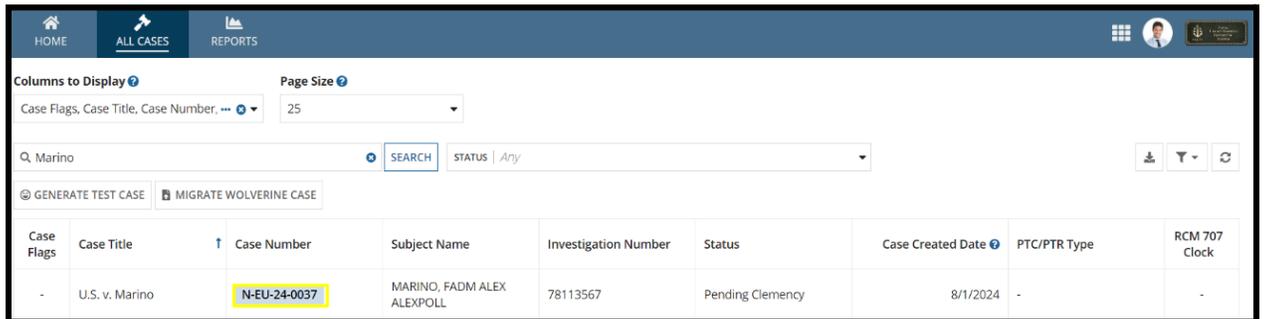
## ROT Verification and Certification

### Forward ROT for Verification

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 Checklist” card.
  - a. Select the “Record of Trial” tab.
  - b. Take the action “Forward ROT for Verification” from the Post-Trial Checklist.

### My Workspace

Post-Trial Checklist | Tasks

	Task	Status	View	Enter
Post-Trial Verifications & Rights Elections	<input checked="" type="checkbox"/> Prepare Transcript	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">Enter</a>
Clemency	<input checked="" type="checkbox"/> Prepare ROT	<input checked="" type="checkbox"/>	<a href="#">View</a>	<a href="#">Enter</a>
Post-Trial Hearings	<input type="checkbox"/> Forward ROT for Verification	<input type="checkbox"/>		<a href="#">Enter</a>
Post-Trial Actions	<input type="checkbox"/> Verify / Certify ROT	<input type="checkbox"/>		<a href="#">Enter</a>
<b>Record of Trial</b>	<input type="checkbox"/> Serve ROT to Accused	<input type="checkbox"/>		<a href="#">Enter</a>
Appellate Processing / Archival	<input type="checkbox"/> Serve ROT to Victims	<input type="checkbox"/>		<a href="#">Enter</a>

6 items

4. In the “Forward ROT for Verification” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

Case Journal

[+ ADD JOURNAL ENTRY](#)

Enter text to search all journal entries  [SEARCH](#) [RESET](#)

[+ OLDEST FIRST](#)

No entries have been made

5. Select “Forward ROT for Verification” action.

### Forward ROT for Verification

[FORWARD ROT FOR VERIFICATION](#)

#### ROT Details

Status

Compiled

#### Physical ROT Details

Number of Volumes	-	All Pages are Included	-
Number of PDF Pages	-	Pages are Sequential	-
Number of Transcribed Pages	-	Validated Index Sheet	-
		Compliant with National Security Requirements	-

6. Select “Forward ROT for Review” card.

### Forward ROT for Review: U.S. v. Williams

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

How would you like to Review the EOJ?



Verify/Certify ROT



Forward ROT for Review

*If the ROT has already been reviewed, please select 'Record ROT Verification/Certification Details' to input those details. If the ROT needs to be reviewed, select 'Forward ROT for Review' to create a task for the assigned judge to review the ROT.*

[CANCEL](#)

7. Review ROT Details and Select “Submit”.

### Forward ROT for Review: U.S. v. Williams



Verify/Certify ROT



Forward ROT for Review

*If the ROT has already been reviewed, please select 'Record ROT Verification/Certification Details' to input those details. If the ROT needs to be reviewed, select 'Forward ROT for Review' to create a task for the assigned judge to review the ROT.*

**ROT Details**

Status  
Compiled

Physical ROT Details

Number of Volumes	-	All Pages are Included	-
Number of PDF Pages	-	Pages are Sequential	-
Number of Transcribed Pages	-	Validated Index Sheet	-
		Compliant with National Security Requirements	-

> Record of Trial

> Entry of Judgment

Upon submission, a task will be assigned to the Military Judge assigned to this case: TRIAL MILITARY JUDGE, TIM

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

8. User can save progress by selecting “Save”.

9. User can return to the form to continue progress by selecting the checklist action.

10. Select “Submit” to identify the checklist item as complete.

11. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

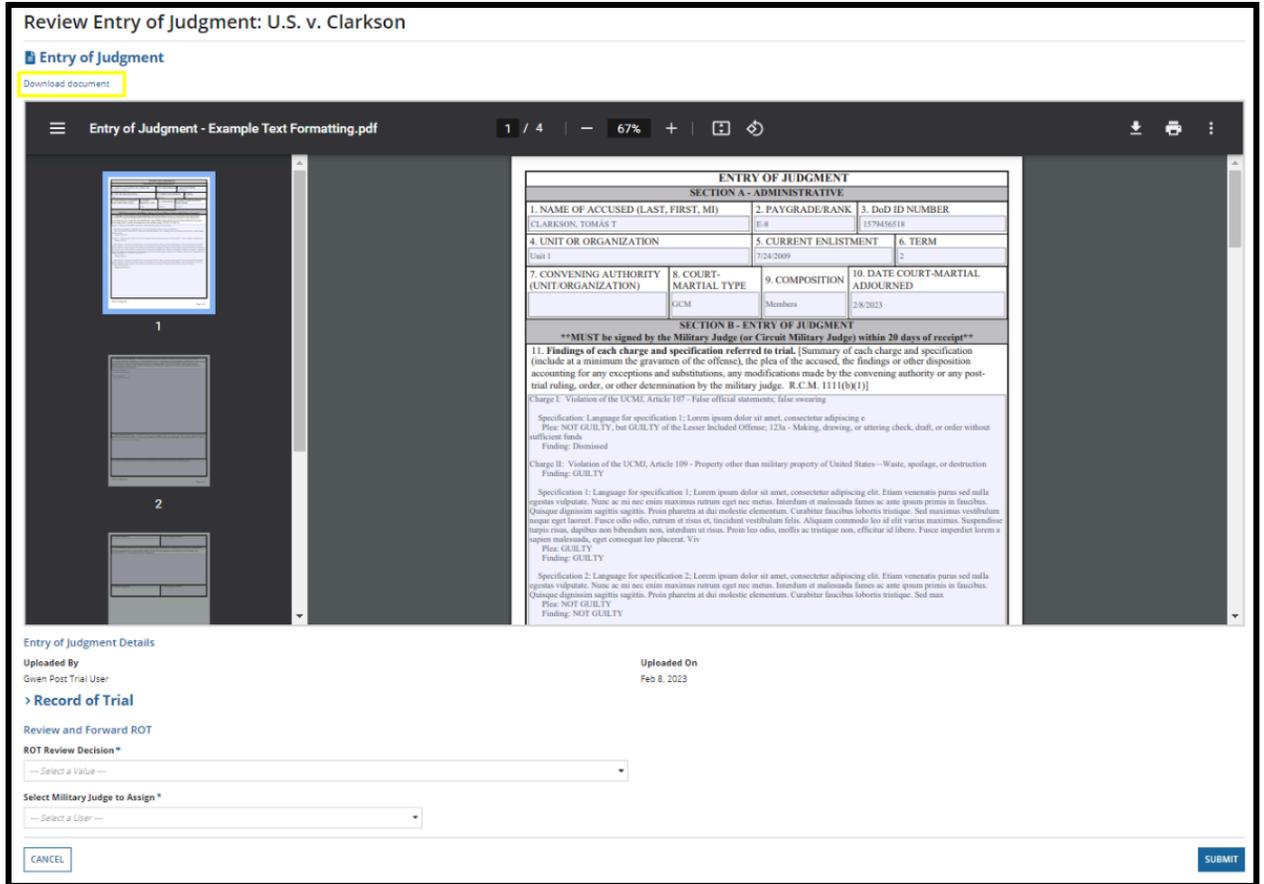
## Review and Forward ROT

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to review and forward the ROT is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name, “Review and Forward ROT”.
  - a. User may navigate to the case’s summary page by selecting the case number.

The screenshot displays the NCORS Case Management web application. At the top, there is a navigation bar with 'HOME', 'ALL CASES', and 'REPORTS' tabs. Below this is a banner image of a river and a bridge. The main content area is titled 'NCORS CASE MANAGEMENT' and features a sidebar on the left with 'MY WORKSPACE', 'CALENDAR', 'DOCUMENT TEMPLATES', 'RESOURCES', and 'HELP'. The main area is divided into 'My Tasks' and 'Location Tasks' sections. The 'My Tasks' section has a search bar for 'Fields' and a table with columns: Case Title, Case Number, Task Type, and Date Assigned. The 'Location Tasks' section has a search bar for 'Anderson' and a table with columns: Case Title, Case Number, Task Type, and Date Assigned. In the 'Location Tasks' table, the task 'Review and Forward ROT' is highlighted in yellow, with its case number 'M-LJ-23-0001' also highlighted. The date assigned is 4/18/2023.

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Fields	M-LJ-23-0016	Edit Transcription	10/5/2023
U.S. v. Anderson	M-LJ-23-0001	Review and Forward ROT	4/18/2023

3. Upon accepting the task, review the form “Review Entry of Judgement”.



- a. User can view the ROT by selecting the “Record of Trial” dropdown.
- b. Enter a ROT Review Decision, either “Forward to Military Judge” or “Reject”.
  - i. If the user chooses to forward for verification, user can select the military judge to assign to verify the ROT by using the dropdown.
- c. Select “Submit” to complete the task and forward or reject the ROT.

## Certify ROT

1. From the NCORS Legal Case Management site, outstanding tasks to complete are available on the “Home” tab in the “Location Tasks” grid.
  - a. The task to certify the ROT is displayed in the “Task Type” column with the case name and case number.
2. Initiate the task by selecting the task name, “ROT Certification”.
  - a. User may navigate to the case’s summary page by selecting the case number.

**MY WORKSPACE**

- CALENDAR
- DOCUMENT TEMPLATES
- RESOURCES
- HELP

**My Tasks**

Q Search Incomplete Tasks SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. Unknown		Edit Transcription	6/5/2023
U.S. v. Fields	M-LJ-23-0016	Edit Transcription	10/5/2023
U.S. v. Transcription1	M-LJ-23-0013	Edit Transcription	10/5/2023
U.S. v. Clarkson	M-LJ-23-0020	Edit Transcription	10/20/2023
U.S. v. Clarkson	M-LJ-23-0020	Edit Transcription	11/2/2023

5 items

**Location Tasks**

Q Search Incomplete Tasks SEARCH

Case Title	Case Number	Task Type	Date Assigned
U.S. v. JSCT	N-EU-23-0198	Prepare CMR	4/28/2023
U.S. v. Forsythia	N-EU-23-0230	ROT Certification	5/22/2023

3. Upon accepting the task, review the ROT details:

### Certify ROT: U.S. v. Marino

▼ ROT Details

**Status**  
Verified

**Physical ROT Details**

Number of Volumes	15	All Pages are Included	✓
Number of Transcribed Pages	98	Pages are Sequential	✓
Number of PDF Pages	111	Validated Index Sheet	✓
		Compliant with National Security Requirements	✓

**Review Process**

Verification	Certification
<b>Verified By</b> TRIAL MILITARY JUDGE, TIM	<b>Certified By</b> -
<b>Verified On</b> Feb 7, 2023	<b>Certified On</b> -

> Record of Trial

**ROT Certification**

**Certification Decision \***

Certify  Reject

CANCEL SUBMIT

- a. User can enter a certification decision to either “Certify” or “Reject” the ROT.
  - i. If user selects “Certify”, user can upload the ROT certification file.

**ROT Certification**

**Certification Decision \***

Certify  Reject

**ROT Certification \***

UPLOAD Drop file here

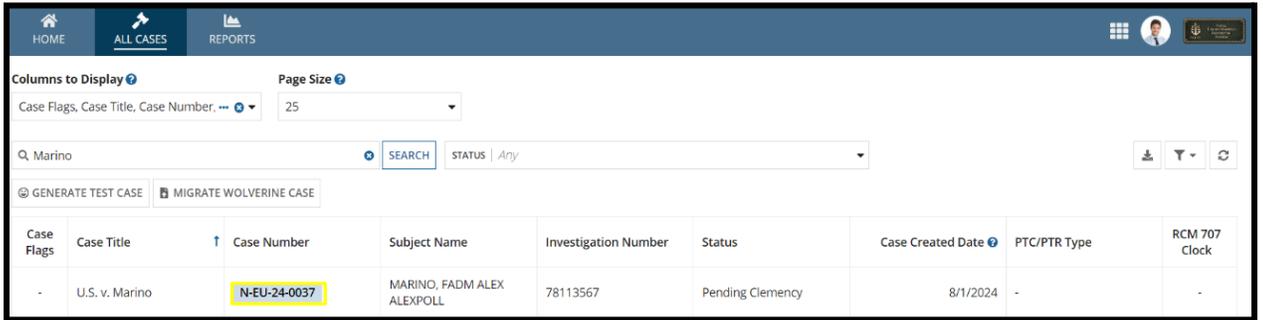
4. Select “Submit” to complete the task.

## Verify/Certify ROT (Checklist)

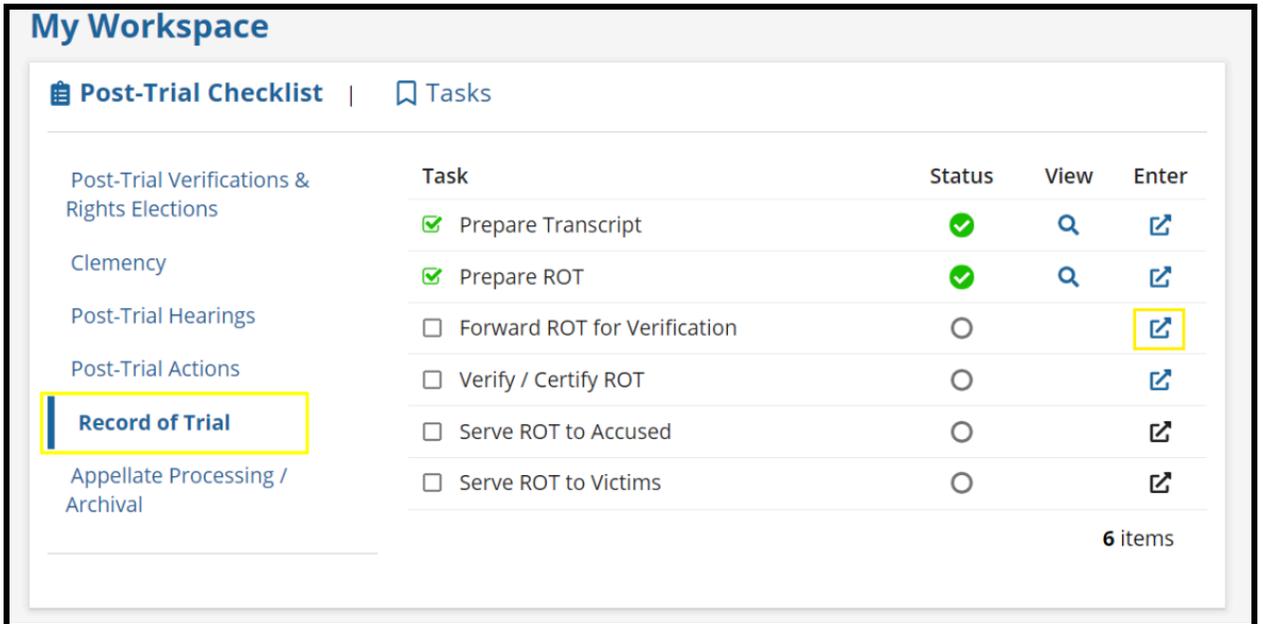
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Record of Trial” tab.
  - b. Take the action “Verify/Certify ROT” from the Post-Trial Checklist.



4. In the “Verify/Certify ROT” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

Case Journal

+ ADD JOURNAL ENTRY

Enter text to search all journal entries

OLDEST FIRST

No entries have been made

5. Select "Verify/Certify ROT".

Verify/Certify ROT

+ VERIFY/CERTIFY ROT

ROT Details

Status  
Compiled

Physical ROT Details

Number of Volumes	-	All Pages are Included	-
Number of PDF Pages	-	Pages are Sequential	-
Number of Transcribed Pages	-	Validated Index Sheet	-
		Compliant with National Security Requirements	-

Review Process

Verification		Certification	
Verified By	Verified On	Certified By	Certified On
-	-	-	-

> Record of Trial

6. Select "Verify/Certify" card.

- Enter ROT Details.
- Select "Submit".

Forward ROT for Review: U.S. v. Williams

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

How would you like to Review the EOJ?



Verify/Certify ROT



Forward ROT for Review

*If the ROT has already been reviewed, please select 'Record ROT Verification/Certification Details' to input those details. If the ROT needs to be reviewed, select 'Forward ROT for Review' to create a task for the assigned judge to review the ROT.*

ROT Details

Status  
Compiled

Physical ROT Details

Number of Volumes	<input type="text"/>	All Pages are Included	<input type="checkbox"/>
Number of PDF Pages	<input type="text"/>	Pages are Sequential	<input type="checkbox"/>
Number of Transcribed Pages	<input type="text"/>	Validated Index Sheet	<input type="checkbox"/>
		Compliant with National Security Requirements	<input type="checkbox"/>

ROT Verification

Military Judge	<input type="text"/>	Verified On	<input type="text"/>
----------------	----------------------	-------------	----------------------

7. User can save progress by selecting "Save".

**Verify/Certify ROT**

+ VERIFY/CERTIFY ROT

Verify/Certify ROT

Status  
Certified

Physical ROT Details

Number of Volumes	3	All Pages are Included	-
Number of PDF Pages	100	Pages are Sequential	-
Number of Transcribed Pages	50	Validated Index Sheet	-
		Compliant with National Security Requirements	-

Review Process

Verification		Certification	
Verified By	Verified On	Certified By	Certified On
TRIAL MILITARY JUDGE, TIM	May 16, 2024	COURT REPORTER, CHRIS	May 17, 2024
		Email Address	Phone (Office)
		emily.denn+Chris@aplan.pro	(123) 456-7890

> Record of Trial

CANCEL SAVE SUBMIT

8. User can return to the form to continue progress by selecting the checklist action.

Verify / Certify ROT

9. Select "Submit" to identify the checklist item as complete.

10. The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.

Verify / Certify ROT

Verify / Certify ROT: U.S. v. Williams

Case Journal

+ ADD JOURNAL ENTRY

Enter text to search all journal entries SEARCH RESET

OLDEST FIRST

POST TRIAL OFFICE USER, JOHN  
Events date: 5/17/2024

EDIT OR REMOVE ENTRY

Verify/Certify ROT Post-Trial Checklist item complete

View More (0) >

View Case Details

CLOSE

a. User can also "Edit or Remove Entry" for the existing journal entry.

i. User can view all journal entries, as well as add a new one by selecting "Add Journal Entry".

- b. User can navigate to the case details by selecting “Case Details”.

## Verify/Certify ROT

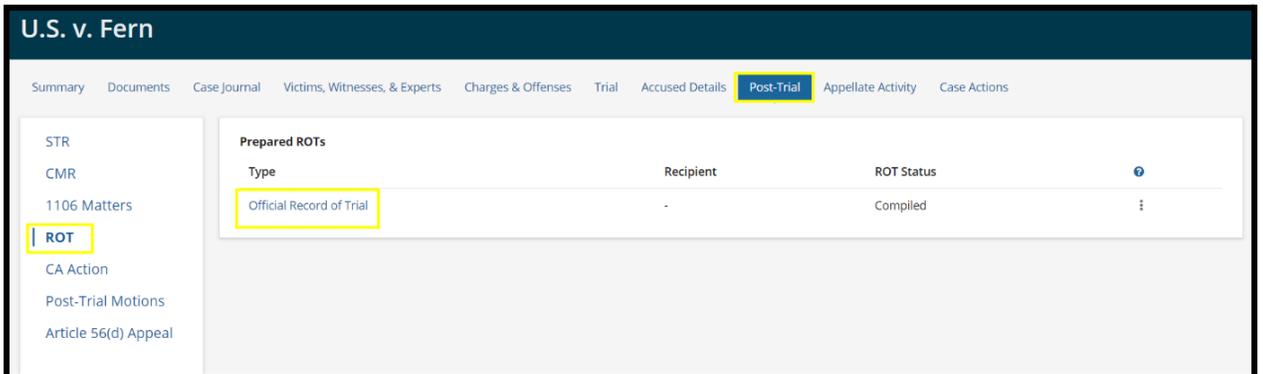
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



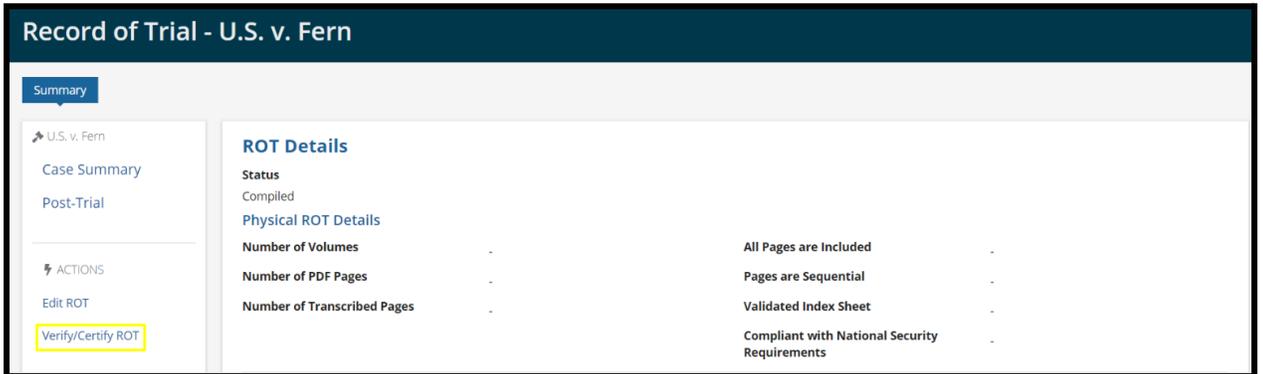
2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial” tab, and “ROT” subtab.
4. Select “Official Record of Trial” to navigate to the ROT summary view.



5. Select “Verify/Certify ROT” from the “Actions” list.



6. In the “Edit ROT Details” form:

**Edit ROT Details: U.S. v. Fern**

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

**▼ ROT Details**

Status  
Completed

**Physical ROT Details**

Number of Volumes	<input type="text"/>	All Pages are Included	<input type="checkbox"/>
Number of PDF Pages	<input type="text"/>	Pages are Sequential	<input type="checkbox"/>
Number of Transcribed Pages	<input type="text"/>	Validated Index Sheet	<input type="checkbox"/>
		Compliant with National Security Requirements	<input type="checkbox"/>

---

**▼ ROT Verification**

Military Judge	<input type="text"/>	Verified On	<input type="text" value="mm/dd/yyyy"/>
----------------	----------------------	-------------	---

---

**▼ ROT Certification**

Court Reporter	<input type="text"/>	Certified On	<input type="text" value="mm/dd/yyyy"/>
----------------	----------------------	--------------	---

- a. User can complete the ROT Details section
  - b. User can input the ROT Verification information
    - i. This will change the ROT status to “Verified”
  - c. User can input the ROT Certification information
    - i. This will change the ROT status to “Certified”
7. Select “Submit” to update the ROT details.
  8. The updated details will appear in the ROT summary.

**Record of Trial - U.S. v. Fern**

**Summary**

U.S. v. Fern

Case Summary

Post-Trial

---

ACTIONS

Edit ROT

Verify/Certify ROT

**ROT Details**

Status  
Certified

**Physical ROT Details**

Number of Volumes	10	All Pages are Included	✓
Number of PDF Pages	100	Pages are Sequential	✓
Number of Transcribed Pages	50	Validated Index Sheet	✓
		Compliant with National Security Requirements	✓

---

**Review Process**

<b>Verification</b>		<b>Certification</b>	
Verified By	Verified On	Certified By	Certified On
TRIAL MILITARY JUDGE, TIM	Mar 15, 2024	COURT REPORTER, CHRIS	Mar 15, 2024
		Email Address	Phone (Office)
		test@gmail.com	123-456-7890

## Prepare Victim/Accused ROT

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	Investigation Number	Status	Date Opened
U.S. v. Marino	N-EU-23-0097	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “Post-Trial” tab.
4. Take the action to “Prepare ROT to Accused” or “Prepare ROT to Victim” from the “Actions” list.
  - a. The Victim/Accused must have opted to receive a ROT for this action to be available

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

**STR**

CMR

1106 Matters

ROT

CA Action

Post-Trial Motions

Article 56(d) Appeal

**ACTIONS**

1106 Submission

Post-Trial Motions

Hearing

CA's Action

Prepare CMR Letter

Prepare ROT to Accused

Prepare ROT to Victim

**Statement of Trial Results**

STR Verified Date  
Mar 15, 2024

STR Signed Date  
Mar 15, 2024

> Statement of Trial Results

5. In the “Prepare ROT” form, the user can decide “How would you like to submit the record of trial?”
  - a. Select “Prepare ROT”
6. The user can enter a journal entry by selecting the “Add Journal Entry” option.
  - a. If action is taken, user can add a journal entry and return to the form.
  - b. The added journal entry is visible in the form.
7. The user can add both documents and exhibits to be included in the ROT by selecting either the “Upload ROT Document” or “Upload Exhibit” option.

**Prepare ROT: U.S. v. Fern**

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

How would you like to submit the record of trial?



Upload Complete ROT



Prepare ROT

If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.

**Case Journal**

**DD 490**

Post-Trial Documents + ADD JOURNAL ENTRY

Preliminary Hearing Document...  SEARCH RESET

Pretrial Allied Papers OLDEST FIRST

Record of Proceedings No entries have been made

Prosecution Exhibits View More (0) >

Defense Exhibits UPLOAD ROT DOCUMENT UPLOAD EXHIBIT

Appellate Exhibits

Other Documents **DD 490 Form** UPLOAD Drop file here

Review

CANCEL NEXT SAVE

View More (0) > UPLOAD ROT DOCUMENT UPLOAD EXHIBIT

**DD 490 Form** UPLOAD Drop file here

**Victim \***

Select a person

- a. For Victim ROTs, select which victim the ROT is being prepared for.
- b. Upload the DD 490 form and select “Next”.
- c. Select the Post-Trial Documents to include in the ROT.

UPLOAD ROT DOCUMENT UPLOAD EXHIBIT

**Post-Trial Documents**

This grid contains: Victim's Post Trial Rights Advisement, 1106 Matters, 1106A Matters, Statement of Trial Results, Entry of Judgement, JAR, Record of Trial Verification, Accused Waiver of Appellate Review, Record of Trial Certification, CAA Document, Deferment, DD 490 Certified ROT Cover Sheet, Accused Appellate Rights Advisement, 1105 Hearing Report, Post-Trial 39(a) STR, Signed ROT Receipt

SEARCH Filter Refresh

<input checked="" type="checkbox"/>	Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/>	Case Generation Sample STR 	Statement of Trial Results	-	3/15/2024 1:34 PM EDT
<input checked="" type="checkbox"/>	Staged Appellate Rights Form 	Victim's Post Trial Rights Advisement	-	3/15/2024 1:33 PM EDT

BACK NEXT SAVE

- d. Choose which Post-Trial documents to include and select “Next”.
  - i. User can choose to upload a new document to include in the ROT by selecting the “Upload ROT Document” option.

- ii. User can input the document details and submit the document to save to the case.
- iii. Following submission, user can choose to add the document to the ROT.

- e. Repeat steps for the other ROT document types: “Preliminary Hearing Documents”, “Pretrial Allied Papers”, “Record of Trial Proceedings”, Prosecution Exhibits”, “Defense Exhibits”, “Appellate Exhibits, and “Other Documents”
    - i. In each section, documents matching the type of document are visible to select to include in the ROT.
    - ii. User can upload a new document or exhibit throughout each step of the form.
10. Review the details and select “Submit” to Prepare the Record of Trial.
11. The user can view the Victim/Accused ROT by navigating to the “Post-Trial” tab, and selecting the “ROT” subtab.
- a. User can edit the prepared ROT by selecting the “Edit” icon in the grid.

Type	Recipient	ROT Status
Official Record of Trial	-	Certified
Victim ROT	FERNANDEZ, ANTONIN ANINFEEZ	Compiled
Accused ROT	FERN, VADM SEAN SEANLANT	Compiled

## Upload Complete Victim/Accused ROT

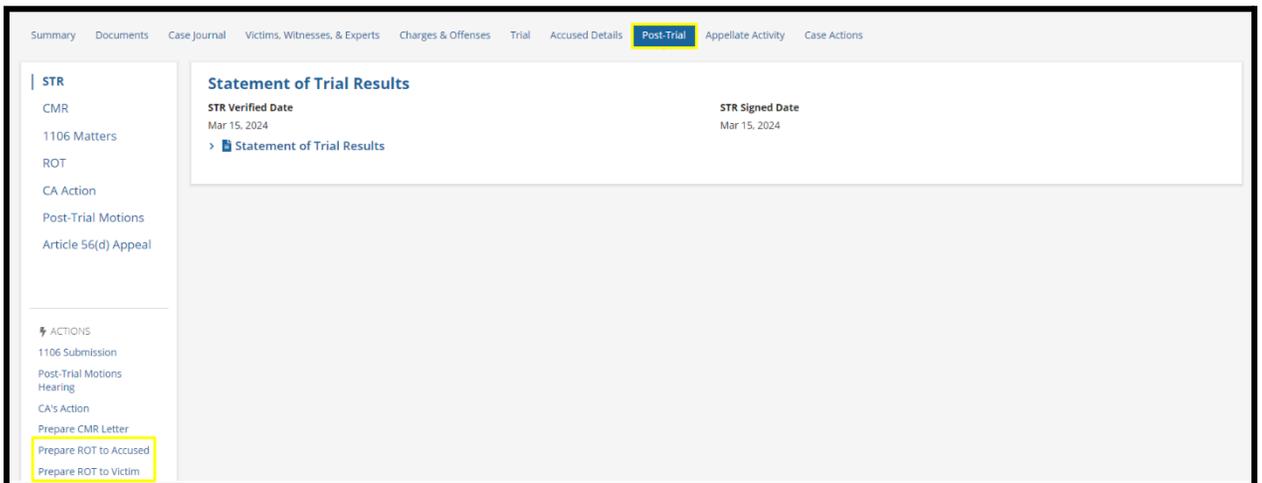
- 1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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

Case Title	Case Number	Investigation Number	Status	Date Opened
U.S. v. Marino	N-EU-23-0097	71669917	Pending Clemency	12/22/2022

3. From the Case Summary page, navigate to the “Post-Trial” tab.
4. Take the action to “Prepare ROT to Accused” or “Prepare ROT to Victim” from the “Actions” list.
  - a. The Victim/Accused must have opted to receive a ROT for this action to be available

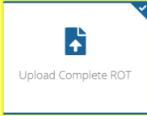


5. In the “Prepare ROT” form, the user can decide “How would you like to submit the record of trial”?
  - a. Select “Upload Complete ROT”
6. The user can enter a journal entry by selecting the “Add Journal Entry” option.
  - a. If action is taken, user can add a journal entry and return to the form.
  - b. The added journal entry is visible in the form.
7. The user can add both documents and exhibits to be included in the ROT by selecting either the “Upload ROT Document” or “Upload Exhibit” option.

**Prepare ROT to Victim: U.S. v. Fern**

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

How would you like to submit the record of trial?



Upload Complete ROT



Prepare ROT

*If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.*

**Case Journal**

Enter text to search all journal entries

No entries have been made

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

**Upload Complete ROT**

Record of Trial

UPLOAD

Victim\*

Select a person

8. Upload the Record of Trial.
  - a. For Victim ROTs, select which victim the ROT is being prepared for.
9. The User can include any “Other Documents” by selecting the checkbox within the grid.

**Other Documents**

This grid contains all other case documents

<input checked="" type="checkbox"/>	Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/>	Exhibit <a href="#">📄</a>	Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:53 PM EDT
<input checked="" type="checkbox"/>	Example Document <a href="#">📄</a>	Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT
<input checked="" type="checkbox"/>	Filing <a href="#">📄</a>	Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT
<input checked="" type="checkbox"/>	Case Generation Sample STR <a href="#">📄</a>	Statement of Trial Results	-	3/15/2024 1:34 PM EDT
<input checked="" type="checkbox"/>	Case N-EU-24-0135 Docketing Form <a href="#">📄</a>	Motion for Docketing	-	3/15/2024 1:33 PM EDT

1 - 5 of 9

10. Select “Submit” to Prepare the Record of Trial.
11. The user can view the case ROT by navigating to the “Post-Trial” tab, and selecting the “ROT” subtab.
12. User can edit the prepared ROT by selecting the “Edit” icon in the grid.

**U.S. v. Fern**

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

STR

CMR

1106 Matters

**ROT**

CA Action

Post-Trial Motions

Article 56(d) Appeal

**Prepared ROTs**

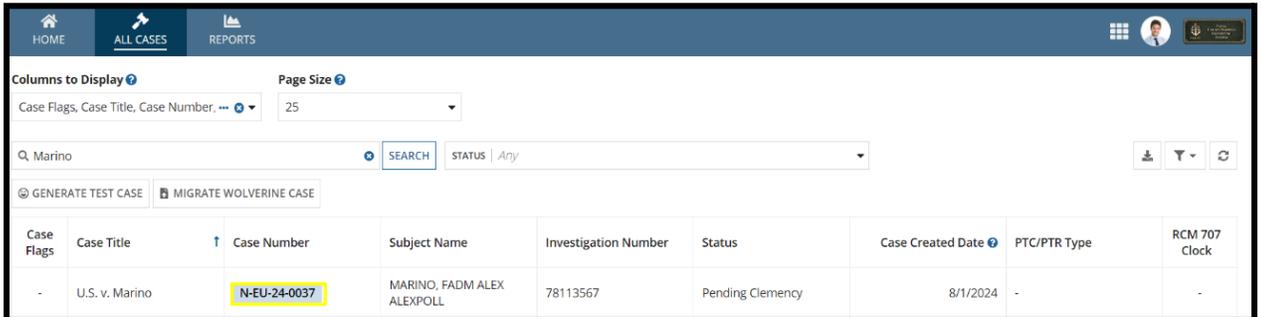
Type	Recipient	ROT Status	<input type="button" value="Edit"/>
Official Record of Trial	-	Certified	<input type="button" value="⋮"/>
Victim ROT	FERNANDEZ, ANTONIN ANINFEEZ	Compiled	<input type="button" value="⋮"/>
Accused ROT	FERN, VADM SEAN SEANLANT	Compiled	<input type="button" value="⋮"/>

## Serve ROT to Accused (Checklist)

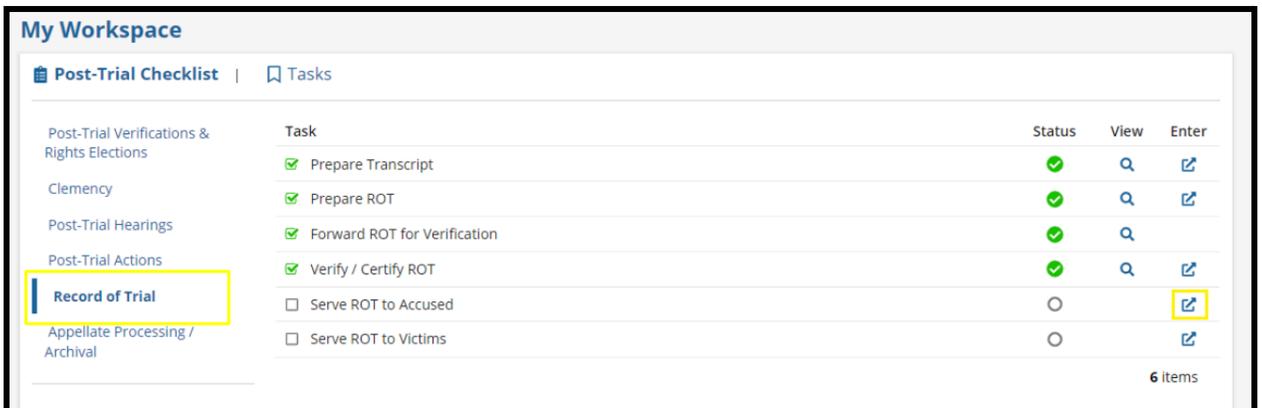
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Record of Trial” tab.
  - b. Take the action “Serve ROT to Accused” from the Post-Trial Checklist.



4. In the “Serve ROT to Accused” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



5. Select “Prepare Accused ROT” .

**ROT Details**

[+ PREPARE ACCUSED ROT](#)

**Accused ROT**

Q Search ROTs

Type Recipient ROT Status

No items available

6. Add ROT Documents on each step of the wizard.
  - a. Select "Next" to move to the next step of the wizard.

**Prepare ROT to Accused: U.S. v. Williams**

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

How would you like to submit the record of trial?



Upload Complete ROT



Prepare ROT

*If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.*

**DD 490**

Post-Trial Documents **DD 490 Form**

Preliminary Hearing Docume...

Pretrial Allied Papers

Record of Proceedings

Prosecution Exhibits

Defense Exhibits

Appellate Exhibits

Other Documents

7. Select Submit.

**Prepare ROT to Accused: U.S. v. Williams**

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

How would you like to submit the record of trial?



Upload Complete ROT



Prepare ROT

*If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.*

**DD 490**

Post-Trial Documents **DD 490 Form**

Preliminary Hearing Docume...

Pretrial Allied Papers

Record of Proceedings

Prosecution Exhibits

Defense Exhibits

Appellate Exhibits

Other Documents

**Post-Trial Documents**

This grid contains: Victim's Post Trial Rights Advisement, 1106 Matters, 1106A Matters, Statement of Trial Results, Entry of Judgement, JAR, Record of Trial Verification, Accused Waiver of Appellate Review, Record of Trial Certification, CAA Document, Deferment, DD 490 Certified ROT Cover Sheet, Accused Appellate Rights Advisement, 1105 Hearing Report, Post-Trial 39(a) STR, Signed ROT Receipt

Q Search Documents

<input checked="" type="checkbox"/>	Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/>	Conflicted Documentation 1 	Entry of Judgement	POST TRIAL OFFICE USER, JOHN	5/16/2024 4:27 PM EDT
<input checked="" type="checkbox"/>	Conflicted Documentation 2 	Deferment	POST TRIAL OFFICE USER, JOHN	5/16/2024 2:12 PM EDT
<input checked="" type="checkbox"/>	Conflicted Documentation 3 	1106 Matters	POST TRIAL OFFICE USER, JOHN	5/16/2024 1:34 PM EDT

8. Enter ROT Service Details.
  - a. User can save progress by selecting “Save”.

9. User can return to the form to continue progress by selecting the checklist item.

10. Select “Submit” to update the “Serve ROT to Accused” checklist item.

11. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

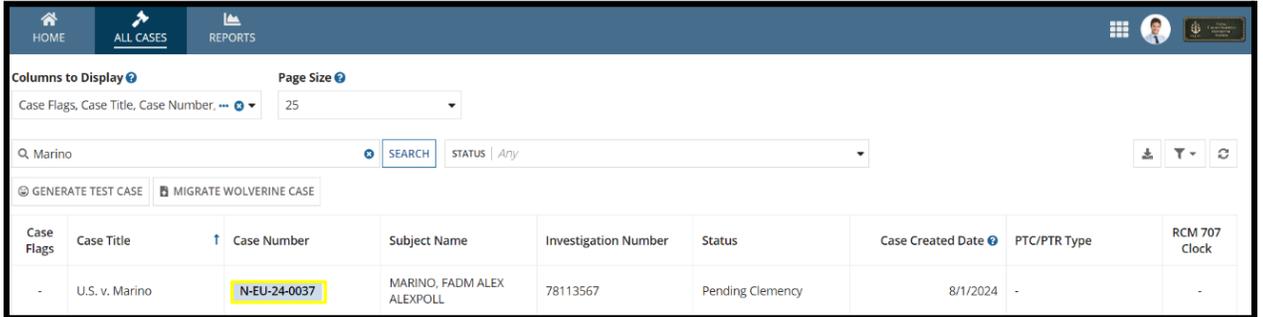
- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Serve ROT to Victim (Checklist)

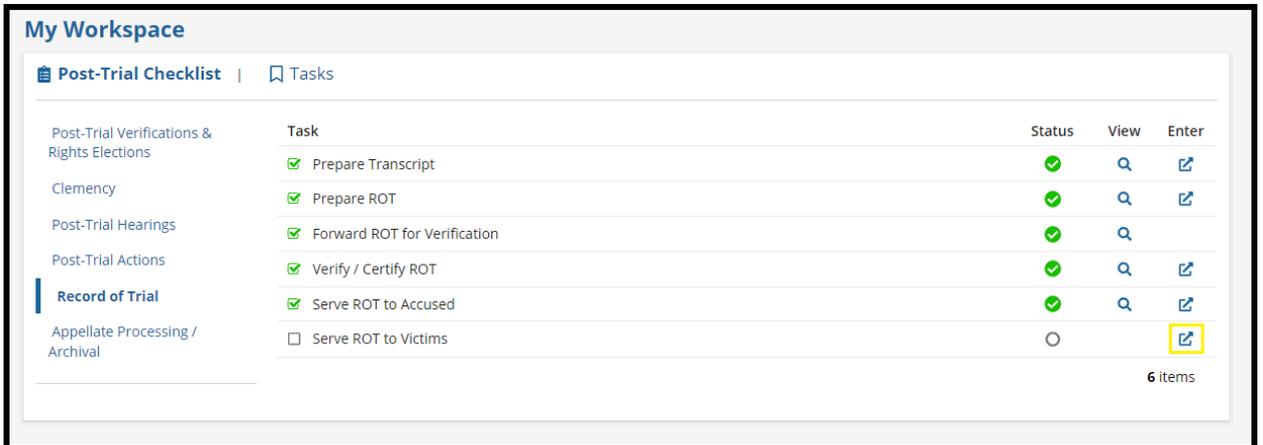
1. From the NCORS Legal Case Management site, select the “All Cases” tab



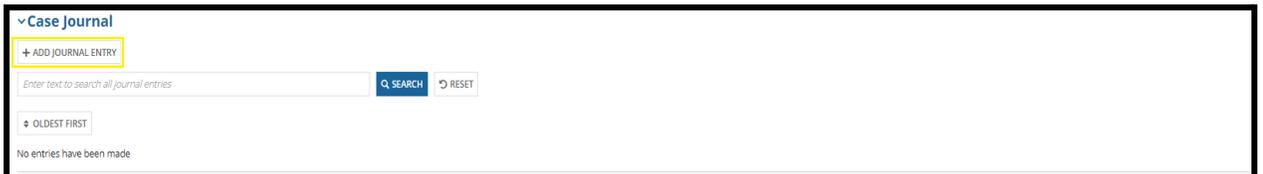
2. Select the “Case Number” to navigate to the Case Summary page.



3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Select the “Record of Trial” tab.
  - b. Take the action “Serve ROT to Victims” from the Post-Trial Checklist.



4. In the “Serve ROT to Victims” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



5. Select “Prepare Victim ROT” .

**ROT Details**

**+ PREPARE VICTIM ROT**

**Victim ROTs**

Q Search ROTs

Type Recipient ROT Status

No items available

6. Add ROT Documents on each step of the wizard.
  - a. Select Victim.
  - b. Select "Next" to move to the next step of the wizard.

**Prepare ROT to Victim: U.S. v. Williams**

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

How would you like to submit the record of trial?

*If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.*

**DD 490**

Post-Trial Documents **DD 490 Form**

Preliminary Hearing Docume...

Pretrial Allied Papers

Record of Proceedings

Prosecution Exhibits

Defense Exhibits

Appellate Exhibits

Other Documents

**Victim\***

7. Select Submit.

Prepare ROT to Victim: U.S. v. Williams

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

How would you like to submit the record of trial?



Upload Complete ROT



Prepare ROT

*If the ROT has already been prepared, please select 'Upload Complete ROT' to upload a single ROT file. If the ROT needs to be prepared, select 'Prepare ROT' to select from case documents and prepare the record of trial.*

DD 490 UPLOAD ROT DOCUMENT UPLOAD EXHIBIT

Post-Trial Documents **DD 490 Form** Victim\*

UPLOAD Drop file here Select a person

Preliminary Hearing Document...

Pretrial Allied Papers

Record of Proceedings **Post-Trial Documents**

This grid contains: Victim's Post Trial Rights Advice, 1106 Matters, 1106A Matters, Statement of Trial Results, Entry of Judgement, JAR, Record of Trial Verification, Accused Waiver of Appellate Review, Record of Trial Certification, CAA Document, Deferment, DD 490 Certified ROT Cover Sheet, Accused Appellate Rights Advice, 1105 Hearing Report, Post-Trial 39(a) STR, Signed ROT Receipt

Prosecution Exhibits  SEARCH ▼ ↻

<input checked="" type="checkbox"/>	Document	Type	Created By	Date Uploaded
<input checked="" type="checkbox"/>	Conflicted Documentation 1 	Entry of Judgement	POST TRIAL OFFICE USER, JOHN	5/16/2024 4:27 PM EDT
<input checked="" type="checkbox"/>	Conflicted Documentation 2 	Deferment	POST TRIAL OFFICE USER, JOHN	5/16/2024 2:12 PM EDT
<input checked="" type="checkbox"/>	Conflicted Documentation 1 	1106A Matters	POST TRIAL OFFICE USER, JOHN	5/16/2024 11:24 AM EDT

CANCEL BACK SUBMIT

8. Enter ROT Service Details.
  - a. User can save progress by selecting “Save”.

**ROT Details**

+ PREPARE VICTIM ROT

▼ PREPARE VICTIM ROT

SEARCH ▼ ↻

Type	Recipient	ROT Status
Victim ROT	DOKIC, MILADIN MIINDOIC	Completed

CANCEL SAVE SUBMIT

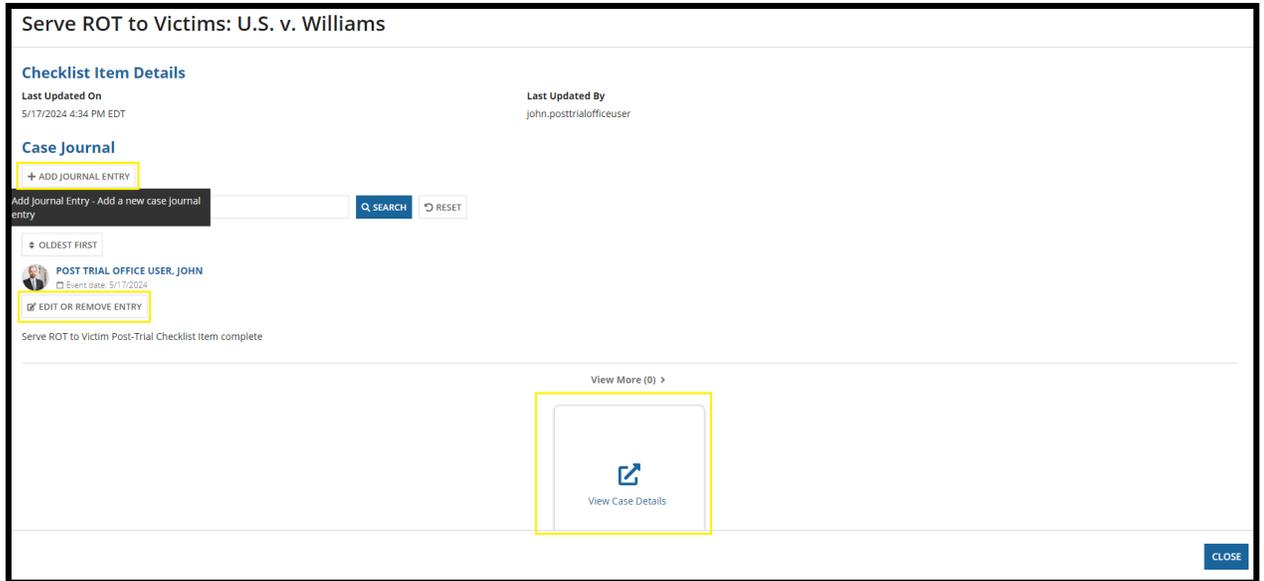
9. User can return to the form to continue progress by selecting the checklist item.

Serve ROT to Victims ▶ 🔍 🔗

10. Select “Submit” to update the “Serve ROT to Victim” checklist item.

11. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.

Serve ROT to Victims ✔ 🔍 🔗



- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

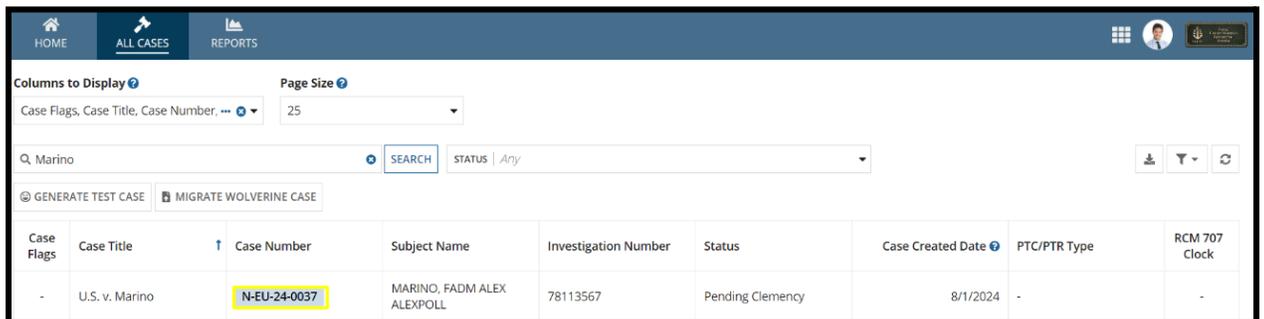
## Appellate Processing / Archival

### Forward to Code 40 (Checklist)

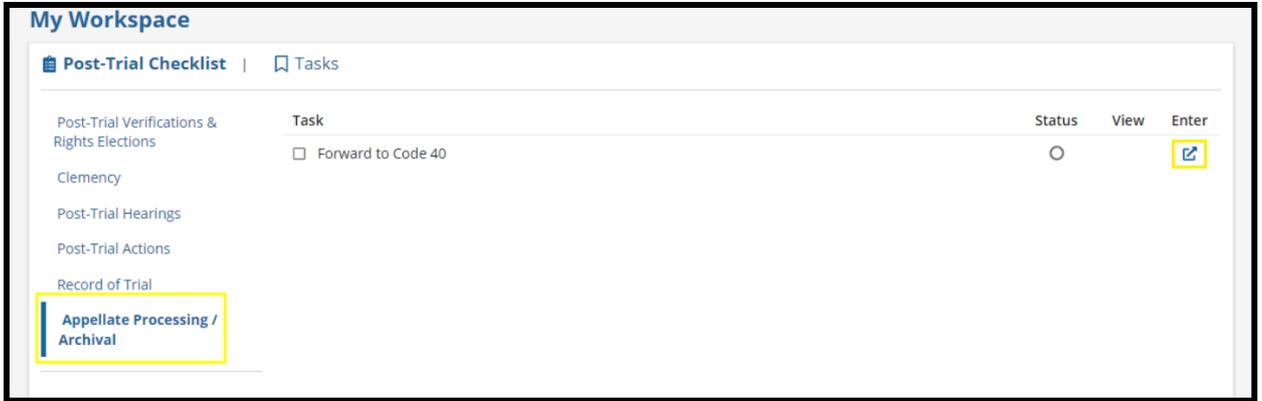
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



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



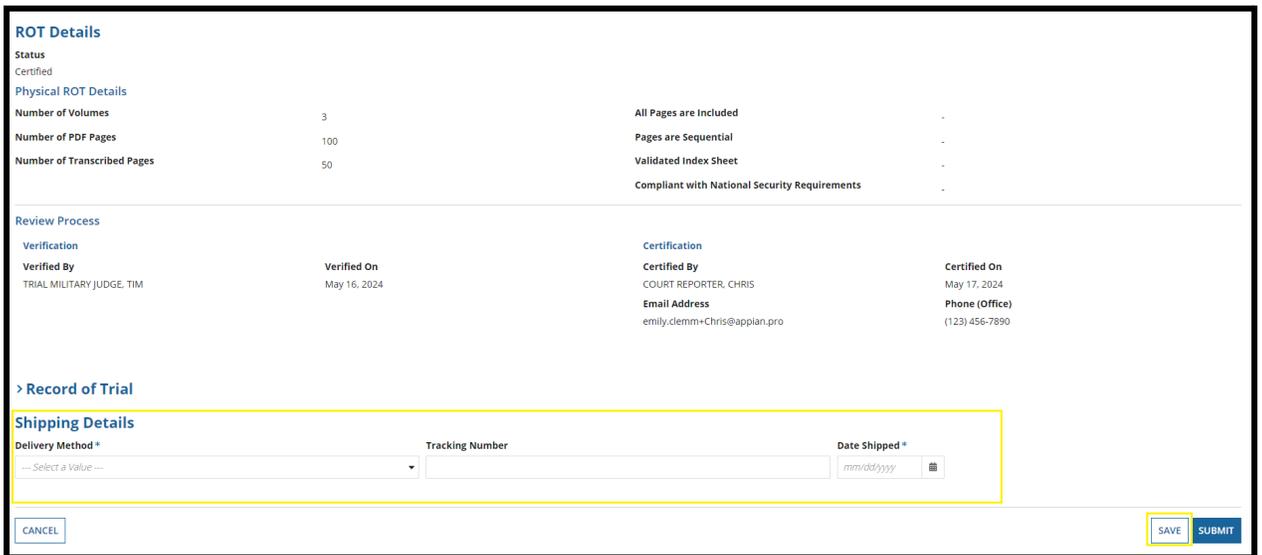
3. From the Case Summary page, navigate to the “Post-Trial Checklist” card.
  - a. Take the action “Forward to Code 40” from the Post-Trial Checklist.



4. In the “Forward for Appellate Review” form:
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”.
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.



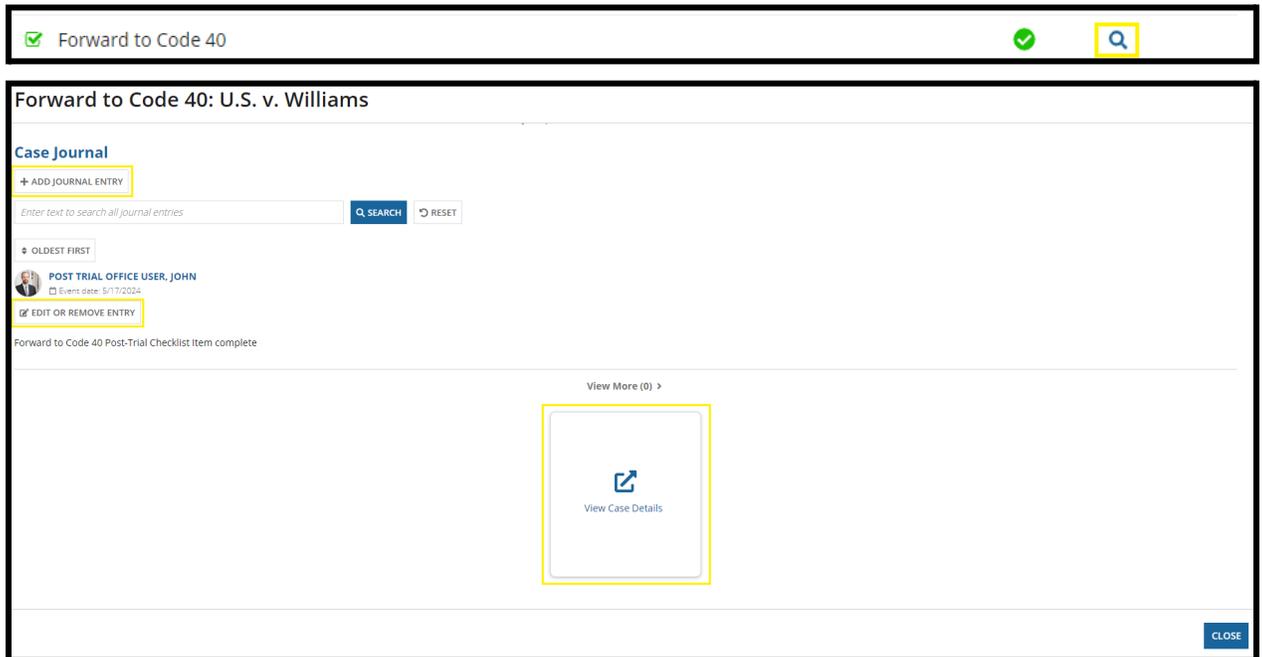
5. Review ROT Details.
  - a. Enter “Shipping Details”.
  - b. Select “Save” to save progress in the form.



6. User can return to the form to continue progress by selecting the checklist item.



7. Select “Submit” to update the “Forward to Code 40” checklist item.
8. The user can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.



- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
  - i. User can also “Edit or Remove Entry” for the existing journal entry.
- b. User can navigate to the case details by selecting “Case Details”.

## Mark for Archival

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 Checklist” card.
4. Click on the arrow five times to navigate to the last page of the Post-Trial Checklist.

- a. Take the action “Mark for Archival” from the Post-Trial Checklist.

Checklist Phase VII: Forward Certified ROT for Appellate Review			
Task	Status	View	Enter
<input type="checkbox"/> Serve ROT to Accused	<input type="radio"/>		
<input type="checkbox"/> Serve ROT to Victim(s)	<input type="radio"/>		
<input type="checkbox"/> Forward for Article 65 Review	<input type="radio"/>		
<input type="checkbox"/> Mark for Archival	<input type="radio"/>		
<input type="checkbox"/> Forward ROT for Appellate Review	<input type="radio"/>		

5 items

- 5. In the “Mark for Archival” form,
  - a. Optional: Create a Journal entry, by selecting “Add Journal Entry”
    - i. This entry will only be visible for this specific checklist item.
    - ii. Journal entries can be viewed in the form or when viewing the checklist details.

**Case Journal**

[+ ADD JOURNAL ENTRY](#)

[SEARCH](#) [RESET](#)

No entries have been made

- iii. If optional journal entry action is taken, user can leave a journal entry on the case.

- b. Input the archival details.

**Mark for Archival: U.S. v. Marino**

**Case Journal**

[+ ADD JOURNAL ENTRY](#)

[SEARCH](#) [RESET](#)

No entries have been made

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

**Record of Trial**

Are all documents included?\*

Yes  No

Is this a permanent file?\*

Yes  No

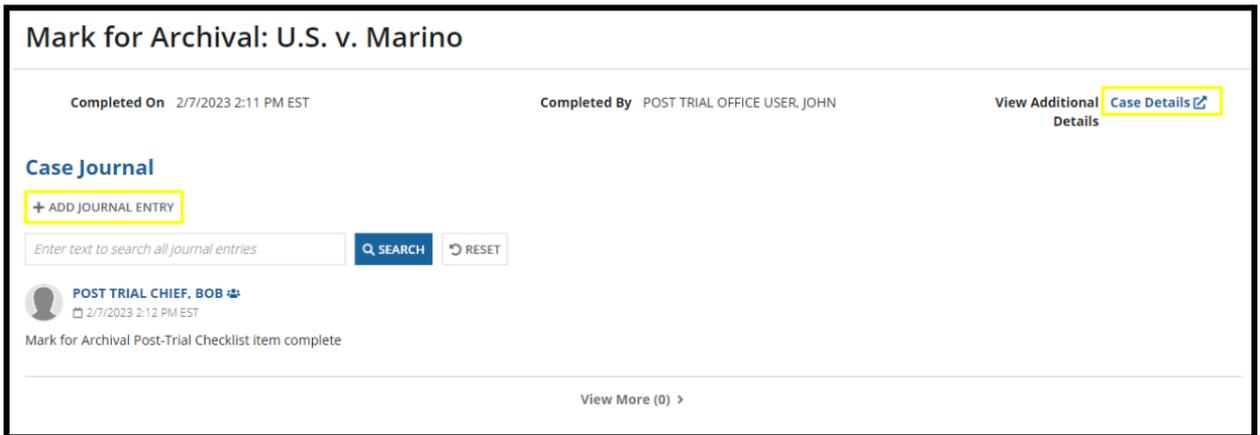
[CANCEL](#) [SAVE](#) [SUBMIT](#)

- c. User can view the ROT by clicking the “Record of Trial” dropdown.

- d. User can save progress by selecting “Save” in the form.
  - i. User can return to the form to continue progress by selecting the checklist action.



- 6. Input the details of the archival and select “Submit”.
  - a. After marking for archival, Post-Trial Chief can view the details of the Post-Trial Checklist item by navigating to the “View” icon on the Post-Trial Checklist.



- a. User can view all journal entries, as well as add a new one by selecting “Add Journal Entry”.
- b. User can navigate to the case details by selecting “Case Details”.

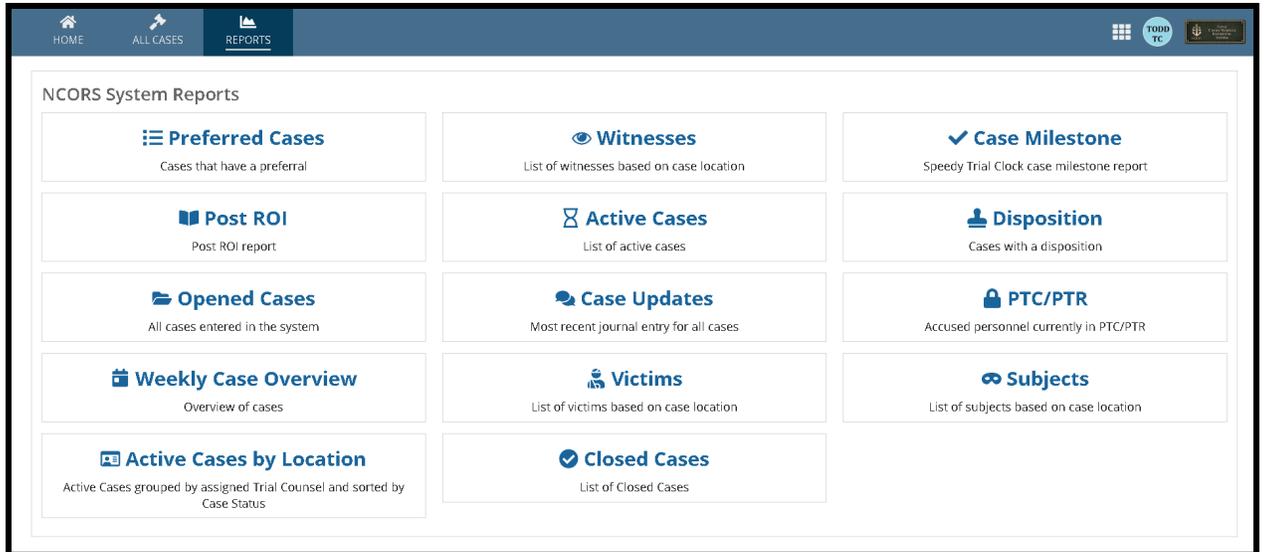
## Reports

### View, Filter, and Export Reports

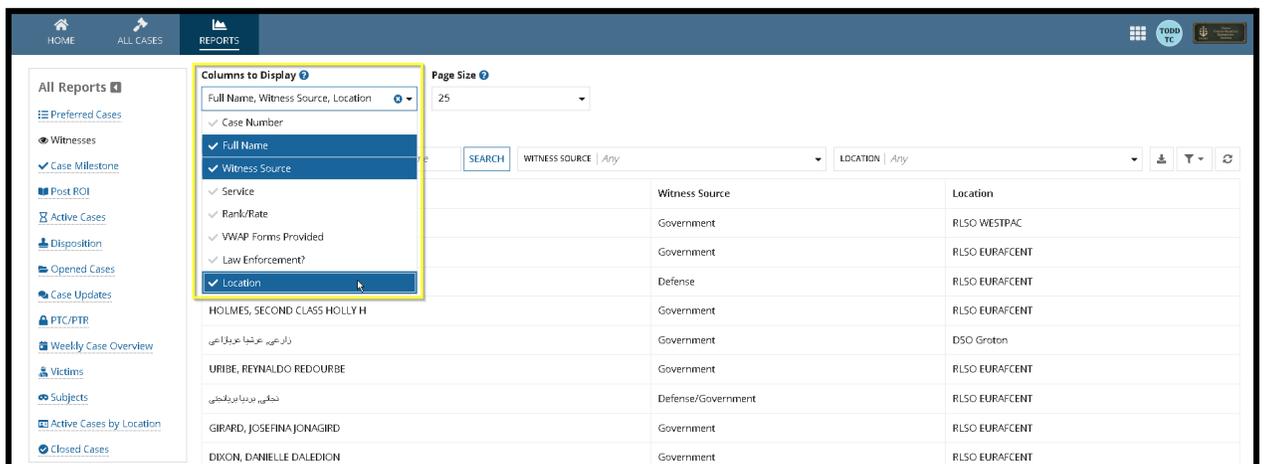
- 1. From the NCORS Legal Case Management site, select the “Reports” tab.



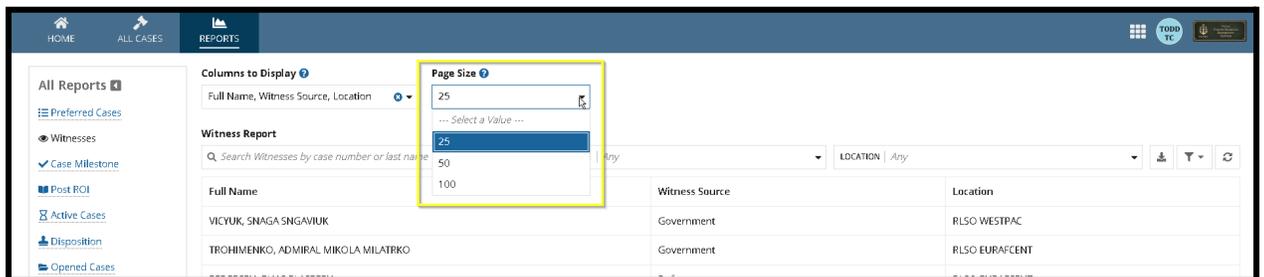
- 2. Select any of the available reports to be navigated to the report
  - a. Report visibility is based on user role so the screenshot below may not accurately reflect the reports available to all users.



3. Filter the report as needed using the available components
  - a. Report columns can be filtered using the “Columns to Display” dropdown



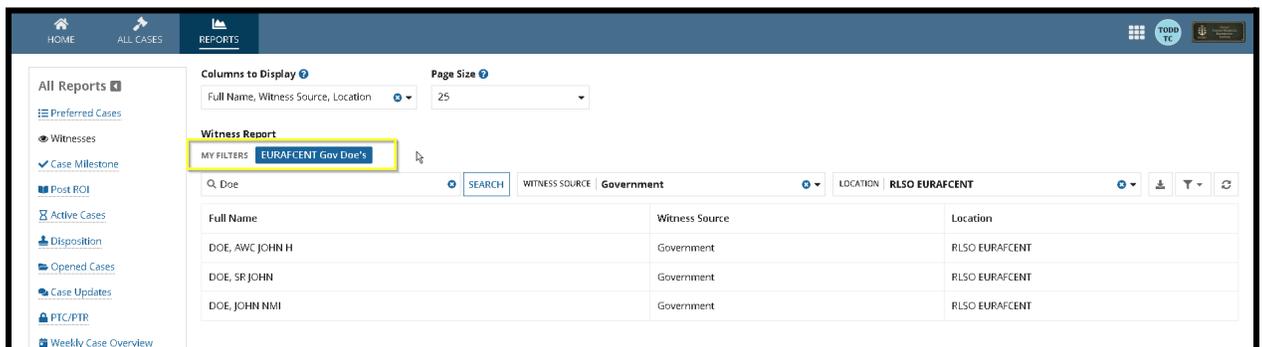
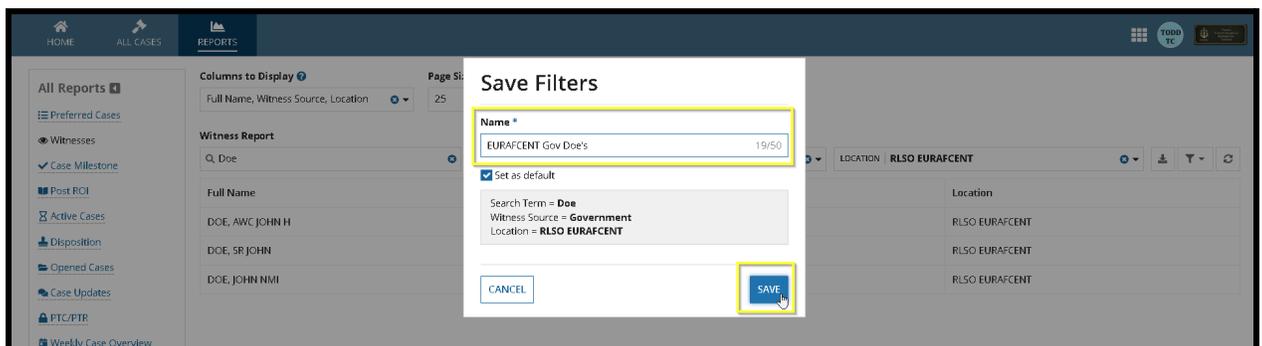
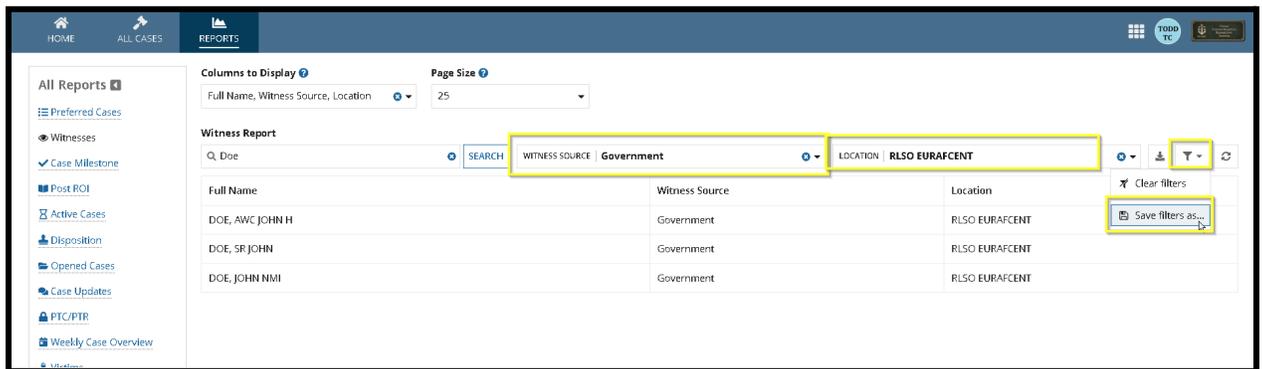
- b. The number of rows that appear for each page can be configured using the “Page Size” dropdown



- c. The report can be further filtered by typing matching criteria into the “Search” bar



d. Additional filters may exist that are specific to each report such as “Location” filters, and can be saved by selecting the “Filter” icon dropdown



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

HOME ALL CASES REPORTS

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

Witness Report

MY FILTERS: EURAFCENT Gov Doe's

SEARCH: Doe WITNESS SOURCE: Government LOCATION: RLSO EURAFCENT

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

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