Naval Court-Martial Reporting System (NCORS)

Court Reporter / Post-Trial User Guide





November 21, 2024 Version 1.6.0

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

<u>NCORS</u> <u>Legal Case Management</u> <u>Court Reporter / Post-Trial User Guide</u>

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

А НОМЕ	ALL CASES	KEPORTS	University of the second secon

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

HOME ALL CASES RE	EPORTS					TODD TC
Q Search Cases		SEARCH STATUS Any		•		± ▼• 2
+ CREATE NEW CASE ADD CASE U	JPDATES GENERATE T	EST CASE				
Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022		

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

U.S. v. Anderso	U.S. v. Anderson				
Summary Documents	sse Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions				
Case Journal	Case Journal Enter text to search all case journal entries Q SEARCH O RESET				
• ACTIONS Case Journal	View More (0) >				

- 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 *	
formy Text	
	0/1000
Event Date Public Entry? Add and Notify Recipients? 11/29/2023 Yes O No Yes O 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. Anders	U.S. v. Anderson					
Summary Documents	Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions					
Case Journal	Case Journal Enter text to search all case journal entries Q SEARCH					
🕈 ACTIONS Case Journal	TRIAL GOVERNMENT COUNSEL, TODD					
	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.

HOME ALL CASES	ter Reports	# 💬 🔤
U.S. v. Messi		
Summary Documents	ase journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate	Activity Case Actions
Case Journal	Case journal Enter text to search all journal entrites Q. SEARCK D. RESET TO LINGUESCONSEL, TODD TO LINGUESCONSEL 400 PM EDT CF EDIT OR REMOVE ENTRY This is a case journal entry.	
	View	More (0) >

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

New Case Jour	nal Entry: U.S.	v. Anderson		
			This form will timeout in 60 minutes. Any unsaved progress will be lost.	
Journal Entry *				
This is a case journal entry.				
			29/1	000
Event Date	Public Entry?	Add and Notify Recipients?		
CANCEL			SUBMIT	NOVE

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

+ ADD CASE JOURNA	L			
Case Journal	Details			
Enter text to search a	all journal entries	Q SEARCH	") RESET	
🗢 OLDEST FIRST 📑	• EXPORT VIEW			

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

+ ADD CASE JOURNAL									
Case Journal									
DISPLAY VIEW	DISPLAY VIEW								
Sort and filter the entries below then select the "Export" button to genera	ite and dowi	nload the entries							
Q Search Case Journal Entries	SEARCH	EVENT DATE Any - Any		• 🕹	T - 2				
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.

А Номе	ALL CASES	Lee Reports	

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

HOME ALL CASES R	EPORTS					TODD TC
Q , Search Cases		SEARCH STATUS Any		•		± ▼ - <i>C</i>
+ CREATE NEW CASE 🖋 ADD CASE	UPDATES 🐵 GENERATE T	EST CASE				
Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

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

.S. v. Anderson	I.					
ummary Documents Cas	e Journal Victims, Witnesses, & Experts	Charges 8	Offenses Trial Accused	l Details	Case Actions	
All Documents	All Documents					
RCM 309 Matters	Q , Search Documents	SEARCH	DOCUMENT TYPE Any		• T •	C
Discovery	CHARACTERISTICS Any	•				
Transcription	Document 🕢	L	ast Updated	1	Туре	0
	Attorney Work Product Example TXT - 0 KB	1	1/16/2022 3:34 PM Todd Trial Government Couns	el	Subject Interview	B
ACTIONS	Discovery_example TXT - 10.6 KB	1	1/16/2022 3:33 PM Todd Trial Government Couns	el	Case Notes	
Case Document	Charge Sheet U.S. v.		4/0/2022 2:27 214	-	have cheet closed	
Reciprocal Discovery	CloseTestNonDocketed 2022_11_09_1 PDF - 2.93 MB	14_27	Meredith Hoopes	C	and Preferral	
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.

HOME ALL CASES	LEE REPORTS	
Document Up	oad and enter related informat	tion as required.
File Upload *		Document Type *
UPLOAD		Select a document type
Document Attributes		
Redacted File	Discovery	Reciprocal Discovery
Attorney Case File	Sealed	
CANCEL		

- 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.

ry Documents Ca	se Journal Victims, Witnesses, & Experts Charg	tes & Offenses Trial Accused Det	tails Case Actions				
ocuments I 309 Matters	All Documents Q. Search Documents SEAI	CH DOCUMENT TYPE Any	• T •	<i>c</i> =	DD Form 458, Charge	1 / 2	- 55% + 🖸 \land 💆 🖶
overy	CHARACTERISTICS Any	•					CHARGE SHEET
	ROI_example_redacted	Last Updated 1 11/16/2022 3:45 PM	Type Report of Investigation	0 ø			L SARE OF ACCERDE Las Francesco and L CONSTECTI-NODOCITECE. LOCS DAL BOOR E UNITO ORGANIZATION 1 STREMM 1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1
nons	Attorney Work Product Example	11/16/2022 3:34 PM	Subject Interview	в			596.427.00 517.855.00 511.4282.00 Basilidari în Liau d'Annat 03 Aug 32 - Presant 10 6 Cranduz and peconicarione 0
d RCM 309 Matters	Discovery_example TXT - 10.6 KB	11/16/2022 3:33 PM Todd Trial Government Counsel	Case Notes				
very Disclosure	Charge Sheet U.S. v. CloseTestNonDocketed 2022_11_09_14_27 PDF - 2.93 MB	11/9/2022 2:27 PM	Charge Sheet - Signed and Preferral				
					2		AND VIO DIMENS N Memory Colspan="2">N Memory Colspan="2"
							spread to advance some ad concert final to the final sector of the final sector o

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.

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

- 3. From the case summary page, navigate to the "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.

Summary Documents C	ase Journal Victims, Witnesses	& Experts Charges & Offense	es Trial Accused Details	Post-Trial	Appellate Activity	Case Actions			
All Documents	All Documents								
Discovery	Q , Search Documents	SEARCH DOCU	MENT TYPE Any	-	▼ • 0				
	CHARACTERISTICS Any	- PUBLIS	SHED DOCUMENT Any	-					
	SOURCE Any	-							
F ACTIONS	Document 📀	Last Updated	↓ Type	Source	ø				
Case Document Zip Case Documents Defense Evidence Production Request	Appointing Order PDF - 27.3 KB	4/13/2023 9:51 AM Pearce DSO Chief Defense Counsel	Written Request	Def					
Production Request	Appointing Order PDF - 27.3 KB	4/12/2023 4:57 PM Pearce DSO Chief Defense Counsel	Written Request	Def					
	Signed Trial Management Order PDF - 27.3 KB	4/12/2023 4:21 PM	Trial Management Order	T) 🕀					
	Motion PDF - 27.3 KB	4/12/2023 3:59 PM Todd Trial Government Counsel	Motion for Docketing	Gov 🌐					
	Request File PDF - 27.3 KB	4/12/2023 2:27 PM Pearce DSO Chief Defense Counsel	Witness Production Request	Def⊕					

5. Select the "Generate Zip File" button.

Generate Case File Zip: U.S. v. Anderson	
This form will import in 50 minutes. An unequind program will be lest	
This form will directed in 15 minutes. Any disaved progress will be rost.	
Date Generated	
4/20/2023	
	GENERATE ZIP FILE

- 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.

HOME ALL CASES REPORTS

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

HOME ALL CASES REF	PORTS					
Q. Search Cases SEARCH STATUS Any						
+ CREATE NEW CASE	PDATES © GENERATE TE	ST 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 "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.

U.S. v. James						
Summary Documents Case Journal Victims, Witnesses, & Expert Case Actions Select Display Option	s Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
O Display all Collapse all						
Accused Details Actions						
ENTER ACCUSED APPELLATE RIGHTS ELECTION						
ENTER CIVILIAN COUNSEL						
ENTER CA DETAILS						
ADD FIREARM PROHIBITION						
Appellate Activity Actions						
FILE WRIT PETITION						
Case Journal Actions						
ADD CASE JOURNAL						
Charges & Offenses Actions						
No available actions						
Documents Actions						
UPLOAD CASE DOCUMENT						

- 4. In the 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.

HOME ALL CASES REPORTS			TODD E	
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	×
sume 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	×
O Add User				
CANCEL			SU	вміт

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

HOME ALL CASES REPORTS			TODD	
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, 202	2 🗙
Shannon Senior Trial Government Counsel	Senior Trial Government Counsel	U.S. v. Anderson	Jul 7, 202	2 🗙
Todd Trial Government Counsel	Trial Government Counsel	U.S. v. Anderson	Jul 7, 202	:2 🗙
O Add User				
CANCEL			s	ОВМІТ

- 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.

А Номе	ALL CASES	I REPORTS	TODD	Here and Andrew Street

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

HOME ALL CASES RI	EPORTS					
Q Search Cases		SEARCH STATUS Any		•		± ▼ - S
+ CREATE NEW CASE ADD CASE U	JPDATES © GENERATE T	EST CASE				
Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

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

U.S. v. James						
Summary Documents Case Journal Victims, Witnesses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions Select Display Option O Display all Collapse all						
Accused Details Actions						
ENTER ACCUSED APPELLATE RIGHTS ELECTION						
ENTER CIVILIAN COUNSEL						
ENTER CA DETAILS						
ADD FIREARM PROHIBITION						
Appellate Activity Actions						
FILE WRIT PETITION						
Case Journal Actions						
ADD CASE JOURNAL						
Charges & Offenses Actions						
No available actions						
Documents Actions						
UPLOAD CASE DOCUMENT						

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

Specify References to Classified Materials: U.S. v. Anderson	
Flag Reference to Classified Materials? ● ● Yes No Flag as High Visibility? ● ● Yes ● No	
CANCEL	SUBMIT

5. Select "Submit" to flag the case.

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



Pretrial Actions

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

	TODD
HOME ALLCASES REPORTS	TC MARK

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

HOME ALL CASES	REPORTS					
Q Search Cases		SEARCH STATUS Any		•		± ▼ - S
+ CREATE NEW CASE 🖋 ADD CASE	E UPDATES 🐵 GENERATE T	EST CASE				
Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Anderson	N-DC-22-0009	18753988	Post Arraignment	6/2/2022	-	-

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

U.S. v. Andersor	U.S. v. Anderson							
Summary Documents Ca:	se Journal Victims, Witnesses, & Experts Charges & Offenses	Trial Accused Details	Post-Trial Appellate Acti	vity Case Actions				
All Documents	RCM 309 Matters	Ŧ					۲	
Discovery	Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date 🛛 🔞	
Transcription	Order for Stored Communications (2703(d))	-	Government	×	7/18/2024 9:11 AM EDT	-	- 1	
	Investigative Subpoena	PALMER, ARNOLD	Government		7/18/2024 9:11 AM EDT		- 1	
	Pre-Referral Matters Referred by an Appellate Court	PALMER, ARNOLD	VLC	N/A	7/18/2024 9:12 AM EDT	-	- 1	
ACTIONS	The Mental Capacity or Mental Responsibility of an Accused		Government	×	7/18/2024 9:31 AM EDT		- 1	
Add Transcription	Victim Petition for Relief	PRIME, OPTIMUS	VLC	N/A	7/18/2024 9:45 AM EDT	×	- 1	

- 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	h						
Summary Documents Cas	se journal Victims, Witnesses, & Experts Charges & Offen	ses Trial Accused Details F	Post-Trial Appellate Activ	ity Case Actions			
All Documents	RCM 309 Matters	•					T.
Discovery	Submission Type	Perinlent	Source	ls Ex Darte?	Submission Date	In Issued?	Puling Date
Transcription	Order for Stored Communications (2703(d))	-	Government	×	7/18/2024 9:11 AM EDT	-	- 1
	Investigative Subpoena	PALMER, ARNOLD	Government		Rule on RCM 309 Matter - Ru Matter	ile on RCM 309	Rule on RCM 309 Matter
· · · · · · · · · · · · · · · · · · ·	Pre-Referral Matters Referred by an Appellate Court	PALMER, ARNOLD	VLC	N/A	7/18/2024 9:12 AM EDT		
b. Summ	ary View:						
U.S. v. Anderson							
Summary Documents Case J	Journal Victims, Witnesses, & Experts Charges & Offense RCM 309 Matters	es Trial Accused Details Po	ost-Trial Appellate Activit	y Case Actions			
RCM 309 Matters	SUBMISSION TYPE Any	-					Τ-
Discovery	Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date 🕢
Transcription	Order for Stored Communications (2703(d))	-	Government	×	7/18/2024 9:11 AM EDT	-	- 1
	Investigative Subpoena	PALMER, ARNOLD	Government		7/18/2024 9:11 AM EDT	-	- 1
I	Pre-Referral Matters Referred by an Appellate Court	PALMER, ARNOLD	VLC	N/A	7/18/2024 9:12 AM EDT	-	· 1
RCM 309 Matters	: Warrant						
tu.S. v. Anderson	Request Details						
Case Summary	Source	Decision Authority					
Pretrial	Government File Type	Military Judge Is Ex Parte?					
	Warrant	No					
ACTIONS	Recipient Details						
Rule on RCM 309 Matter	Recipient	Date Recipient was Notified illuly 30, 2024	Act C/	tion by Recipient			
	Request Documents > RCM 309 Matter Request File						
	Decision Details Is the Matter Issued?	Date Issued	D.	ecision Details			

5. Review the request details by expanding the "Request Details" and "Supplemental Documents" sections.

Rule on RCM 309 Matters I	Request: U.S. v.	Doe			
		This form will timeout in 60 minu	tes. Any unsaved progress will be lost.		
~Request Details					
Source	Decision Authority				
VLC	A Military Judge				
File Type	Victim				
Pre-Referral Matters Referred by an Appellate Court					
Request Documents					
> Supplemental Documents					
Decision Details					
Is the Matter Issued?		Date Issued		RCM 309 Matter Decision File	
⊖Yes ⊖No		mm/dd/yyyy		UPLOAD Drop file here	
Decision Details					
					0/1000
					h
CANCEL					SUBMIT

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

Rule on RCM 309 Matters F	Request: U.S. v. l	Doe		
		This form will timeout in 57 minutes. Any unsaved progress will be lost.		
~Request Details				
Source VLC	Decision Authority A Military Judge			
File Type Pre-Referral Matters Referred by an Appellate Court	Victim -			
Request Documents				
> Supplemental Documents				
Decision Details				
Is the Matter Issued?		Date Issued	RCM 309 Matter Decision File	
• Yes O No		08/02/2024	Sample File PDF – 2.96 KB	
Decision Details				
Example ruling				
				14/1000
CANCEL				SUBMIT

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

Rule on RCM 309 Matters Request: U.S. v. Anderson					
	This form will timeout in 60 minutes. Any unsaved progress will be lost.				
> Request Details > Supplemental Documents					
Decision Details					
Is the Matter Issued?	Date Issued	RCM 309 Matter Decision File			
○ Yes ○ No	mm/dd/yyyy 🗰	UPLOAD L Drop file here			
Is Ex Parte submission?	Share with VLC?	Select VLC*			
Yes O No	O Yes ○ No	VLC COUNSEL, ALEXANDER			
Decision Details					
		0/1000			

i. Ex Parte submissions are only visible to the submitting party and the judiciary.

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

A HOME	ALL CASES	REPORTS	

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

HOME	LSES REPORTS									TODD [Entropy Control Street
Q, daffodil	SE	ARCH STAT	US Pending Arraignmen	it 🛛 🕶	TRIAL COUNSEL	Any		1y	•	± ₹	- C
+ CREATE NEW CASE	ADD CASE UPDATES	GENERA	TE TEST CASE								
Case Title 1	Case Number	Subject Name	Investigation Number	Status	Trial Counsel	Date Opened	PTC/PTR Type	RCM 707 Clock	Location	Case Jou	urnal
U.S. v. Daffodil	N-EU-23-0179	DAFFODIL , SEAMAN RECRUIT JANN	32ryh8VSRAIKNO	Pending Arraignmen	it -	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. Andersor	U.S. v. Anderson							
Summary Pretrial Trial	Summary Pretrial Trial Accused Details Post-Trial Case Actions							
Arraignment TMO Motions Exhibits	a. Arraignment	Ordered Date 1/1/2023 Government Offered Date 1/1/2023 Offered Dates	Defense Offered Date 1/1/2023					
Pleas & Findings	b. Defense request for discovery	Ordered Date - Government Offered Date 2/1/2023	Defense Offered Date 2/1/2023					
ACTIONS Edit Findings Edit Pleas Trial Details	c. Government disclosure obligations	Ordered Date - Government Offered Date 2/3/2023	Defense Offered Date 2/3/2023					
TMO Ordered Dates	d. Defense reciprocal disclosure obligations	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, V	Witnesses, & Experts Charges & Offenses	Trial Accused Details	Post-Trial	Appellate Activity Case Actions
Case Actions Select Display Option O Display all Collapse all				
Accused Details Actions				
ENTER ACCUSED APPELLATE RIGHTS ELECTION				
ENTER CIVILIAN COUNSEL				
ENTER CA DETAILS				
ADD FIREARM PROHIBITION				
Appellate Activity Actions				
FILE WRIT PETITION				
Case Journal Actions				
ADD CASE JOURNAL				
Charges & Offenses Actions				
No available actions				
Documents Actions				
UPLOAD CASE DOCUMENT				
	1			

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 Ord Upload a signed Trial Management uploaded any time the TMO dates in	ered Dates: U.S. v. Anc Order document and record the associated TMO date the system are modified.	derson es 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
TMO Document		
Signed Trial Management Orde	r*	
UPLOAD 📮 Drop file here		
TMO Dates		
a. Arraignment	Ordered Date	USE AGREED DATE
a. Arraignment	01/01/2023 🛱	
	Government Offered Date	Defense Offered Date
	1/1/2023	1/1/2023
	VLC Offered Dates	
	None Provided	
b. Defense request for	Ordered Date	USE AGREED DATE
discovery	mm/dd/yyyy	
	Government Offered Date	Defense Offered Date
	2/1/2023	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 Ord Upload a signed Trial Management uploaded any time the TMO dates in	ered Dates: U.S. v. And Order document and record the associated TMO date the system are modified.	derson es 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
TMO Document		
Signed Trial Management Orde	r*	
UPLOAD 🔓 Drop file here		
TMO Dates		
a. Arraignment	Ordered Date	USE GOVERNMENT DATE USE DEFENSE DATE
-	01/01/2023 🛱	
	Government Offered Date	Defense Offered Date
	1/2/2023	1/1/2023
	VLC Offered Dates	
	None Provided	
b. Defense request for	Ordered Date	USE GOVERNMENT DATE USE DEFENSE DATE
discovery	mm/dd/yyyy	
	Government Offered Date	Defense Offered Date
	2/2/2023	2/1/2023

- 5. Select the "Add Additional Hearing (Lines j, k, I)" 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	Defense Offered Date		X Remove Additional Hearing (Lines j. k. I)
k. Responses to motions (Additional Hearing 2)	Government Offered Date	Defense Offered Date		
l. Article 39(a) (Additional Hearing 2)	Government Offered Date	Defense Offered Date		
+ Add Additional Hearing (Lines j, H	ç ()			
CANCEL				SUBMIT

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

A IE HOME CIRCUITS	ALL CASES REPORTS		🎫 🌔 appian
and forum	08/18/2023		
	Government Offered Date None Provided	Defense Offered Date None Provided	
o. Final pretrial matters	Ordered Date	USE GOVERNMENT DATE	
	08/18/2023	Defence Offered Date	
	8/18/2023	None Provided	
p. Trial Start/End Dates	Ordered Start Date	USE GOVERNMENT DATES	
	08/18/2023		
	Ordered End Date 09/08/2023		
	Government Offered Dates	Defense Offered Dates	
	8/18/2023 - 9/8/2023	No Start Date -	
	VLC Offered Dates None Provided		
			× Remove Row
TMO Item Name*	Ordered Date		
Enter TMO Item Name	mm/dd/yyyy		
	None Provided	None Provided	
+ Add Additional Hearing (Lines + Add Other TMO Dates	j, k, I)		
CANCEL			SUBMIT

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

			× Remove Additional Hearing (Lines J, k, l)
j. Motions filed and notice	Ordered Date		
pursuant to M.R.E. 412	mm/dd/yyyy		
(Additional Hearing 2)	Government Offered Date	Defense Offered Date	
	None Provided	None Provided	
	VLC Offered Dates		
	None Provided		
k. Responses to motions	Ordered Date		
(Additional Hearing 2)	mm/dd/yyyy 🗰		
	Government Offered Date	Defense Offered Date	
	None Provided	None Provided	
	VLC Offered Dates		
	None Provided		
l. Article 39(a)	Ordered Date		
(Additional Hearing 2)	mm/dd/yyyy		
	Government Offered Date	Defense Offered Date	
	None Provided	None Provided	
	VLC Offered Dates		
	None Provided		
	_		
Add Additional Hearing (Lines j.	k)		
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 Pretrial Trial	Summary Pretrial True Accused Details Post-Trial Case Actions							
Arraignment TMO Motions Exhibits Trial	a. Arraignment	Ordered Date 1/1/2023 Government Offered Date 1/2/2023 Offered Dates	Defense Offered Date 1/1/2023					
Pleas & Findings	b. Defense request for discovery	Ordered Date 1/11/2023 Government Offered Date 2/2/2023	Defense Offered Date 2/1/2023					
ACTIONS Edit Findings Edit Pleas Trial Details	c. Government disclosure obligations	Ordered Date 1/20/2023 Government Offered Date 2/3/2023	Defense Offered Date 2/3/2023					
TMO Ordered Dates	d. Defense reciprocal disclosure obligations	Ordered Date 1/25/2023 Government Offered Date 2/4/2023	Defense Offered Date 2/4/2023					

Add Draft Exhibits

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



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



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. Andersor	U.S. v. Anderson						
Summary Documents Ca	ise Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details Case Actions					
Arraignment TMO Pretrial Matters Motions Exhibits Trial	Arraignment Request Date Request Made Nov 22, 2022 > Motion for Docketing > Risk Assessment Form > TMO Dates	Physical Security Low	Security Clearance Unclassified				
Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment CA Action	Arraignment Hearing	Arraignment Judge DOCKETING JUDGE, ROBSON	Arraignment Location Det Mayport Courtroom				
ACTIONS Upload Case Exhibits Sentence Suspension							

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

U.S. v. James					
Summary Documents Case Journal Victims, Wit	tnesses, & Experts Charges & Offenses	Trial Accused Details	Post-Trial	Appellate Activity Case Actio	ns
Case Actions Select Display Option O Display all Collapse all					
Accused Details Actions					
ENTER ACCUSED APPELLATE RIGHTS ELECTION					
ENTER CIVILIAN COUNSEL					
ENTER CA DETAILS					
ADD FIREARM PROHIBITION					
Appellate Activity Actions					
FILE WRIT PETITION					
Case Journal Actions					
ADD CASE JOURNAL					
Charges & Offenses Actions					
No available actions					
Documents Actions					
UPLOAD CASE DOCUMENT					

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

Exhibit Details				× Remove
Date Added				
mm/dd/yyyy 🗰				
Select existing case document or choose to upload a	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

- a. User has the ability to upload new or existing documents.
 - i. "Select existing document" allows the user to select a <u>previously uploaded</u> <u>case document</u> 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.

Exhibit Type *	Exhibit Source 😮			Đ	xhibit File Type	
Prosecution	Government		•		Physical Evidence	•
Exhibit Status			Exhibit Number			
Select a Status		•				

- 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.

U.S. v. Anderson							
Summary Documents Case	e Journal Victims, Witnesse	s, & Experts Charges & Offense	Trial Accused Details Post-tr	ial Case Actions			
Arraignment TMO	Prosecution Q. Search Exhibits		SEARCH				± ₹• S
Pretrial Matters	Source	Exhibit Number	Status	Description	File Type	Date Added	0 0
Motions	Government			Red fiber found at scene.	Physical Evidence	11/16/2022	± /
Exhibits	Government			Shoe print (casting) found at scene.	Physical Evidence	11/16/2022	± /
Trial	Government	÷	-	Accused hair strand found at the scene.	Physical Evidence	11/16/2022	± 1
Pleas & Findings							_
Sentencing	Defense						
Sentence Suspensions	Q Search Exhibits		SEARCH				± ▼• C
Sentence Deferment	Source	Exhibit Number	Status	Description	File Type	Date Added	0 0
CAACUOI	Defense			Voice recording of Victim	Audio	11/15/2022	± /
	Appellate						
ACTIONS Upload Case Exhibits	Q , Search Exhibits		SEARCH				± ₹• C
Sentence Suspension	Source	Exhibit Number	Status	Description	File Type	Date Added	0 0
Enter Sentence Deferment	VLC		-	Victim forms.	Document	11/28/2022	± /
Sentencing							

- 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 *	Exhibit Source 🕜		Exhibit File Type	
Prosecution -	Government	•	Physical Evidence	-
Exhibit Status	Exhibit Number			
Select a Status	•			
Exhibit Description				
Shoe print (casting) found at scene.				
				li.
CANCEL				

Assign Exhibit Number and Status (Court Reporters)

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

HOME	ALL CASES		lumbo	r" to i	ovigata ta t		manuiow			TCDD TC
olumns t Case Flag	to Display @	se Number,	Page S	LO I	·		ninary view.			
Q Anders	son ATE TEST CASE	MIGRATE V	VOLVERINE CASE	0	SEARCH STATUS Invest	igation	0	•		± ₹• 2
Case Flags	Case Title	t	Case Number		Subject Name	Investigation Number	Status	Case Created Date 🚱	PTC/PTR Type	RCM 707 Clock
-	U.S. v. Anders	on	N-MW-24-000	1	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.

2.

J.S. v. Anderson							
Summary Documents Case;	Journal Victims, Witnesse	es, & Experts Charges & Offenses	Trial Accused Details Post-	trial Case Actions			
Arraignment	Prosecution						
TMO Pretrial Matters	Source	Exhibit Number	Status	Description	File Type	Date Added	≗ T• 0 0 0
Motions	Government			Red fiber found at scene.	Physical Evidence	11/16/2022	± /
Exhibits	Government	-		Shoe print (casting) found at scene.	Physical Evidence	11/16/2022	± /
Trial Pleas & Findings	Government			Accused hair strand found at the scene.	Physical Evidence	11/16/2022	± /
Sentencing	Defense						
Sentence Suspensions	Q , Search Exhibits		SEARCH				± ₹• 8
Sentence Deferment	Source	Exhibit Number	Status	Description	File Type	Date Added	0 0
CAAction	Defense			Voice recording of Victim	Audio	11/15/2022	± /
	Appellate						
ACTIONS Jpload Case Exhibits	Q , Search Exhibits		SEARCH				± ₹• 0
entence Suspension	Source	Exhibit Number	Status	Description	File Type	Date Added	0 0
Inter Sentence Deferment	VLC	-	-	Victim forms.	Document	11/28/2022	± /

5. 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 *	Exhibit Source 🕑		Exhibit File Type	
Prosecution -	Government	•	Physical Evidence	•
Exhibit Status		Exhibit Number		
Select a Status	•			
Exhibit Description				
Shoe print (casting) found at scene.				
CANCEL				REMOVE SUBMIT

6. Select "Submit" to save the details of the exhibit.

7. Following submission, the updated details are available in the "Exhibits" subtab under the "Trial" tab.

U.S. v. Anderson						
Summary Documents Case	e Journal Victims, Witne	ises, & Experts Charges & Offe	nses Trial Accused Details	Post-Trial Case Actions		
Arraignment	Prosecution					
ТМО	Q , Search Exhibits		SEARCH			± T- S
Pretrial Matters	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 🚱
Motions	Government	1	Offered and Admitted	Shoe print (casting) found at scene.	Physical Evidence	2/20/2023 🛓 🥖
Exhibits						
Trial	Defense					
Pleas & Findings	Q , Search Exhibits		SEARCH			± T- S
Sentencing	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 🚱
Sentence Suspensions						
Sentence Deferment				No entries have been made		
Alternate Disposition						
	Appellate					
	Q , Search Exhibits		SEARCH			± T- S
ACTIONS	Source	Exhibit Number	Status	Description	File Type	Date Added 💿 💿
Sentence Suspension	Government	I.	Referenced	Motion pertaining to classified material.	Document	2/20/2023 🛓 🧪
Enter Sentence Deferment						

- a. Updated exhibits are visible to all users with access to the case.
- b. 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.

Seal Exhibits (Court Reporter)

2.

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

HOME ALL CASES REPORTS									
the "C	Case N	Numbe	er" to i	navigate to t	the Case Su	mmary page			
o Display 🕜		Page	Size 🕜						
s, Case Title, Ca	ise Number, 🚥	• 🛛 🕶 25		•					
			8	SEARCH STATUS Any			•		± T. C
ATE TEST CASE	MIGRATE V	WOLVERINE CAS	E						
Case Title	t	Case Number		Subject Name	Investigation Number	Status	Case Created Date 🕑	PTC/PTR Type	RCM 707 Clock
U.S. v. Arthur		N-EU-24-003	8	ARTHUR, LCPL SEBASTIAN SEANDUND	55732178	Pending Clemency	8/2/2024		
S	ALL CASE the "C consplay ? case Title, Case TE TEST CASE Case Title	the "Case N case Title, Case Number, + case Title, Case Number, + case Title, Case Number, + case Title 1 U.S. v. Arthur	ALCOSES REPORTS	ALCOSS REPORTS	ALCOSS REPORTS Case Number" to navigate to to to navigate to	ALCORES Performs the "Case Number" to navigate to the Case Supervision of the Case Supervision	Page Size @ 2 Display @ Page Size @ 3 Display @ Page Size @ 4: Case Title, Case Number, @ 25 25 • EEST CASE MIGRATE WOLVERINE CASE Case Title 1 Case Title 2 Discover 2 Discover 3 Case Title 1	Page Size @ 1 Case Number" to navigate to the Case Summary page. 2 Display @ Page Size @ 1 Case Title, Case Number, 0 25 • SEARCH STATUS • STATUS Status • Case Created Date @ Status U.S. v. Arthur NEU-24-0038 • SEARSTIAN SEANDUND S5732178 • Pending Clemency 8/2/2024	Page Size @ Case Title, Case Number @ Page Size @ Status Any TE TEST CASE MIGRATE WOLVERINE CASE Case Title Case Number Subject Name Investigation Number Status Case Created Date @ PTC/PTR Type U.S. v. Arthur NEU-240038 ARTHUR, LCPL SEMATIAN SEANDUND S5732178 Pending Clemency 8/2/2024 -

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

U.S. v. Arthur						
Summary Documents Case	e Journal Victims, Witness	ses, & Experts Charges & Offenses	Trial Accused Details Post-Tria	al Appellate Activity Case Actions		
Arraignment	Prosecution					
TMO	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 🚱
Pretrial Matters Motions	Government	1	Offered and Admitted		Physical Evidence	12/4/2023 🛓 🥒
Exhibits	Defense					
Trial	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 🚱
Pleas & Findings Sentencing				No entries have been made		
Sentence Suspensions						
Sentence Deferment	Appellate					
Alternate Disposition	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 😧
				No entries have been made		
ACTIONS						
Sentence Suspension Enter Sentence Deferment						
Upload Case Exhibits						
Sentencing						
Seal Exhibits						

- 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.

Seal Exhibits: U.	.S. v. Arthur					
		This form will ti	meout in 60 minute:	Any unsaved progress will be lost.		
Sealing Order Details	s					
Sealing Order Date*				Sealing Order Document *		
mm/dd/yyyy				UPLOAD		
Exhibits to Seal						
Source	Exhibit Number	Status	Description		File Type	Date Added 🛛 🚱
Government	1	Offered and Admitted			Physical Evidence	12/4/2023 🛓
CANCEL						SUBMIT

6. Select the "Submit" button to mark the exhibit as sealed.

Seal Exhibit: U.S. v. Doe	
Exhibit Details	
Date Added	Exhibit Source
Feb 20, 2023	Government
Exhibit Type	Exhibit File Type
Prosecution	Physical Evidence
Exhibit Description	
Shoe print (casting) found at scene.	
Sealing Order Details Sealing Order Date*	Sealing Order Document
mm/dd/yyyy 🗰	UPLOAD L Drop file here
CANCEL	SUBMIT

- 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.

U.S. v. Arthur						
Summary Documents Cas	e Journal Victims, Witnes	ses, & Experts Charges & Offenses	Trial Accused Details Post-Tria	Appellate Activity Case Actions		
Arraignment	Prosecution					
тмо	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 😧
Pretrial Matters	Government	1	Offered and Admitted	-	Physical Evidence	12/4/2023 🛓 🥒
Motions						_
Exhibits	Defense					_
Trial	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 😧
Pleas & Findings				No antries have been made		_
Sentencing				NO ENDIES HAVE DEEL HIBDE		_
Sentence Suspensions						_
Sentence Deferment	Appellate					_
Alternate Disposition	Source	Exhibit Number	Status	Description	File Type	Date Added 🛛 😧
				No entries have been made		_
ACTIONS						

Edit Findings to Charges and Specifications

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

Select the "C	Select the "Case Number" to navigate to the Case Summary page.							
	ASES REPORTS							
Q Marino	Q. Marino SEARCH STATUS Arty							
+ CREATE NEW CASE	+ CREATE NEW CASE IPDATES 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 "Edit Findings" from the actions list.

2.

U.S. v. Marino			
Summary Documents Case	Journal Victims, Witnesses, & Experts	Charges & Offenses Trial	Accused Details Post-Trial Case Actions
ArraignmentTMOPretrial MattersMotionsExhibitsTrial	Arraignment Request Date Request Made > Motion for Docketing > Risk Assessment Form > TMO Dates	Physical Security -	Security Clearance -
Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment Alternate Disposition	Arraignment Hearing Arraignment Date and Time 11/17/2022 8:00 AM EST	Arraignment Judge DOCKETING JUDGE, ROBSON	Arraignment Location HQ Bremerton Courtroom
ACTIONS Upload Case Exhibits Sentence Suspension Enter Sentence Deferment Edit Findings Sentencing			

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

U.S. v. James					
Summary Documents Case Journal Victims, W	itnesses, & Experts Charges & Offense	s Trial Ac	cused Details Post-Tria	al Appellate Activity	Case Actions
Case Actions Select Display Option					
O Display all 🔿 Collapse all					
Accused Details Actions					
ENTER ACCUSED APPELLATE RIGHTS ELECTION					
ENTER CIVILIAN COUNSEL					
ENTER CA DETAILS					
ADD FIREARM PROHIBITION					
Appellate Activity Actions					
FILE WRIT PETITION					
Case Journal Actions					
ADD CASE JOURNAL					
Charges & Offenses Actions					
No available actions					
Documents Actions					
UPLOAD CASE DOCUMENT					

5. 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	Were there any contested specifications?		Date of Findings	
Mixed Findings 👻	🔾 Yes 💿 No		01/16/2023	
Charge I: Violation of the UCMJ, Article 82 - Soliciting commission of offenses - Specification Language for specification 1: Lorem ipsum dolor sit amet, consectatur adipiscing alic. Etiam venenatis purus aed nulla egetas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum (view more)	NITHDRAWN/DISMISSED	s been dismissed		
Charge II: Violation of the UCM), Article 83 - Malingering - GUILTY Specification 1 Language for specification 1: Earem ipsum dolor sit amet, consecteur adipiscing elit. Eliam veneratis purposed and a general volpuste. 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		Finding * GUILTY, except for the words Finding Details * Guilty except words XVZ	•
Specification 2 Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venen	Plea NOT GUILTY, but GUILTY of the Lesser Included Offense LIO UCMJ Article LIO DIBRS Code 106 - Spies 07281 - Bireach of restriction (on/after 1 Jan 13)		Finding * NOT GUILTY, but GUILTY of the Lesser Included LIO UCMJ Article * 106 - Impersonation of officer, noncom X	Offense
Charge III: Violation of the UCMJ, Article 112 - Drunkenness and other incapacit Specification 1 Language for specification 1; Lorem ipsum dolor sit amet, consecteur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum (view more)	ation offenses - NOT GUILTY only by reas Plea GUILTY, except for the words Plea Details * Guilty except words XYZ	son of lack of mental responsibility	Finding* NOT GUILTY only by reason of lack of mental n	esponsibility •
Specification 2 Language for specification 2: Lorem insum dolor sits met, consecteur adipiscing elit. Etiam venenatis purus sed nulla egestas vulputate. Nunc ac	Plea NOT GUILTY, but GUILTY of the Lesser Included (LIO UCMJ Article 131g - Wrongful Interference with adverse administrative proceeding	Dffense LIO DIBRS Code 112AA3 - Drug offense: possession of marijuana - less than 30 grams	Finding* NOT GUILTY only by reason of lack of mental re	esponsibility •
Specification 3 Language for specification 3: Lorem ipsum dolor sit amet, consectatur 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		Finding* NOT GUILTY only by reason of lack of mental re	esponsibility •
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.

REPORTS TODD

Court Reporter / Post-Trial User Guide Version 1.6.0, November 21, 2024

ALL CASES

CUI/SP-CTI/FEDCON/DON/NAVWAR

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

HOME ALL CASES REPORTS								
Q. Search cases by accused last name or case number SEARCH STATUS Any								
+ CREATE NEW CASE ADD CASE UPDATES G GENERATE TEST CASE								
Title	Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock		
U.S. v. Grover	N-EU-22-0104	52664579	Pending Arraignment	10/19/2022				
U.S. v. Anderson	N-EU-22-0103	990-2022	Pending Article 32	11/22/2022	-	0		
U.S. v. Weah	N-EU-22-0102	71715852	Motions Litigation	10/17/2022	Conditions on Liberty	1		
U.S. v. Reyna	N-EU-22-0101	67608811	Motions Litigation	10/17/2022	-			
U.S. v. Anderson	N-EU-22-0100	8883-2022	Pending Trial	11/8/2022				
U.S. v. PoswallPoetTrialStatus?	N EU 22 0000	12222021	Pending Trial	10/17/2022				

- 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 <u>finding of guilty to any specification</u>.

U.S. v. Anderson	1		
Summary Documents Cas	e Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details Post-trial Case Actions	
Arraignment TMO Pretrial Matters Motions Exhibits Trial	Arraignment Request Date Request Made Nov 22, 2022 > Motion for Docketing > Risk Assessment Form > TMO Dates	Physical Security Low	Security Clearance Unclassified
Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment CA Action	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.

U.S. v. James						
Summary Documents Case Journal Victims, Witnesses, & E	xperts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions Select Display Option O Display all Collapse all						
Accused Details Actions						
ENTER ACCUSED APPELLATE RIGHTS ELECTION						
ENTER CIVILIAN COUNSEL						
ENTER CA DETAILS						
ADD FIREARM PROHIBITION						
Appellate Activity Actions						
FILE WRIT PETITION						
Case Journal Actions						
ADD CASE JOURNAL						
Charges & Offenses Actions						
No available actions						
Documents Actions						
UPLOAD CASE DOCUMENT						

- 4. 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.

Enter Sentence: U.S. v. Anderson						
			This form will timeout in	15 minutes. Any unsaved progre	ss will be lost.	
Hearing Details	Hearing De	atails				
loaning became	Date Sentence /	Adjudged *	Sentencing Composition *	Sentence Hearing Judge	Was a sentence adjudged at the	Was a sentence adjudged under
egmented Sentence	05/17/2024	曲	Judge 👻	CIRCUIT MILITARY JUDG 👻	sentencing hearing?	segmented sentencing rules?
entence Details						
arameter and Criteria Sent.	i					
onfinement Credit						
otifications						
₹eview						
ANCEL						NE

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.

Specification 1 Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene (view more)				
Confinement 🚱		Concurrent With 🔗 *	Consecutive With 🕢	Fine 🝞
Months •	6	All Others 🛛 S 🗸	None 😒 🗸	\$500.00
Confinement 🕢		Concurrent With 🔗 *	Consecutive With 🕢	Fine 🝞
Months -	12	All Others 🛛 🛪 🕶	None 🛚 🐱 🕶	Fine Amount
	Confinement ? Months • Confinement ? Months •	Confinement ✓ 6 Months ✓ 6 Confinement ✓ 12	Confinement ? Concurrent With ?* Months 6 All Others ~ Confinement ? Concurrent With ?* Months 12 All Others ~	Confinement ? Consecutive With ? Months • Confinement ? • Months • Months • 12 All Others Image: Specification does not have guilty finding Consecutive With ? * Confinement ? Consecutive With ? Months • 12 All Others Image: Specification does not have guilty finding Consecutive With ? * Months • 12 All Others Image: Specification does not have guilty finding

- 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 Sentend	e: U.S. v. Anderson								
		This form will timeout in 60 minut	tes. Any unsaved progress will be lost.						
Hearing Details Sentence Details	Sentence Details Select the applicable sentence elements and enter th Punitive Letter of Reprimand	ne details of the adjudged sentence. Mandatory and	d automatic punishments should not be included	as a part of the adjudged sentence.					
Notifications	Reduction in Grade								
Review	✓ Forfeitures								
	Dollars per Month*	Number of Months*	Are forfeitures total?						
			Yes						
	Fine								
	Restriction to Specified Limits								
	Hard Labor without Confinement								
	Confinement								
	Years	Months	Days						
	2	Enter Number of Months	Enter Number of Days						
	Number of Life Sentences	Life without eligibility for parole?							
	Enter Number of Life Sentences	○ Yes ○ No							
	Punitive Discharge								
	Death								
CANCEL					BACK				
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.

Hearing Details	Sentence Details		
Heating Details	Select the applicable sentence elements and enter the d ϵ	stails of the adjudged sentence. Manda	atory and automatic punishments should not be included as a part of the adjudged sentence.
Segmented Sentence	Punitive Letter of Reprimand		
Sentence Details	😢 📃 Reduction in Grade		1
Notifications	Forfeitures		
Review	✓ Fine		
	Dollars 🥑 *	Override Total Fine? 😯	Add Confinement Provision? 🕢
	\$500.00	Yes	Yes
	Restriction to Specified Limits		
	Hard Labor without Confinement		
	Confinement Override Total Confinement? Ves Total Confinement 1 year		
	Punitive Discharge Discharge Select a Discharge]

- 7. If all non-draft specifications occurred after December 27th, 2023, there is an additional step included in the sentencing wizard for "Parameter and Criteria Sentencing".
 - 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				
	Thi	s form will timeout in 39 minutes. Any unsaved pro	gress will be lost.		
Hearing Details Segmented Sentence Sentence Details Parameter and Criteria Sen	Parameter and Criteria Sentencing Charge I: Violation of the UCMJ, Article 90 - Willfully disobe Specification Language for specification 1: Lorem ipsum dolor sit amet. consecteur adipiscing elit. Etiam vene (view more)	ying superior commissioned officer		Specification has been dismissed	
Notifications Review	Charge II: Violation of the UCMJ, Article 109 - Property othe Specification 1 Language for specification 1: Lorem Ipsum dolor sit amet, consectetur adipiscing elit. Etiam vene (view more)	er than military property of United States Offense Description Pandering: arranging/receiving consideration DIBRS Code 134-88 Confinement •	Waste, spoilage, or destruction Offense Category Select a Value Departure Type Select a Value	Confinement Range - Departure Reason a Select a Value	Ť
		Offense Type *	Additional Details		0/4000
	Specification 2 Language for specification 2: Lorem ipsum dolor sit amet. consectetur adipiscing elit. Etiam vene (view more)	Offense Description Failt to go to place of duty DIBRS code 066-A2 Confinement © - Offense Type * - Select a Value •	Offense Category Select a Value Departure Type Select a Value Additional Details	Confinement Range - Departure Reason ? Select a Value	0/4000

Enter Sentence	:: U.S. v. Anderson				
	Thi	is form will timeout in 53 minutes. Any unsaved pro-	gress will be lost.		
Hearing Details Segmented Sentence Sentence Details Parameter and Criteria Sen	Parameter and Criteria Sentencing Charge I: Violation of the UCMJ, Article 90 - Willfully disobe Specification Language for specification 1: Lorem (psum dolor sit amet, consectetur adipiscing elit. Etiam vene (view more)	ying superior commissioned officer			Specification has been dismissed
Notifications	Charge II: Violation of the UCMJ, Article 109 - Property othe	er than military property of United States	—Waste, spoilage, or destruct	ion	
Review	Specification 1	Offense Description	Offense Category		Confinement Range
	Language for specification 1; Lorem ipsum dolor sit amet, consectetur adiniscing elit. Ftiam vene (view more)	Pandering; arranging/receiving consideration	Category 1	-	0 - 12 Months
1	subscripting care cover encoder more)	DIBRS Code	Departure Type		Departure Reason 🕢
1		Confinement 🚱	Upwards	•	There was an articulable adverse impact on the mission, discipline, or e 👻
1			Additional Details		
		Offense Type * Parameter	Details		
i					7/4000
	Specification 2	Offense Description	Offense Category		Confinement Range
	Language for specification 2: Lorem ipsum dolor sit amet, consectetur adiniscing elit. Etiam vene (view more)	Fail to go to place of duty	Select a Value	*	
1	dupiscing encloser versus (new more)	DIBRS Code	Departure Type		Departure Reason 🕢
		Confinement 😧	Select a Value	*	Select a Value 💌
			Additional Details		
1		Offense Type *			
1		Select a Value •			
					0/4000
4				_	

- 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	e: U.S. v. Andersor	ı		
		This form will timeout in 23 m	inutes. Any unsaved progress will be lost.	
Hearing Details Sentence Details	Confinement Credit Total Pretrial Confinement @			
Confinement Credit	Pretrial Confinement Credit 😯	Judicially Ordered Credit 😮	Total Confinement Credit	
	0 Days	25 Days	25 Days	
Notifications	Details	5 ADD CONFINEMENT CREDIT		
Review	This is the reason for ordering confinement credit; Accused was trapped in a man-hole for 10 days			
CANCEL				BACK

- 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 un	saved progress will be lost.	
Hearing Details	Notifications		
Segmented Sentence	Is sex offender registration required in accordance with appendix 4 to enclosure 2 of DoDI 1325.07? Ves No	Did this case involve a crime of domestic violence as defined in enclosure 2 of DoDI 6400.06?	
Sentence Details	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	
Parameter and Criteria Sent	Reference Documents		
Notifications	SECNAV Instruction 5800.14A DoDI 5505.11p DoDI 5505.14p DoD Issuances 🗹		
Review			
CANCEL			BACK NEXT

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

Hearing Details	Hearing Details Date Sentence Adjudged *	Sentencing Composition *		Did the accused opt in to	Was there a sentence adjudged	
Sentence Details	11/01/2022	Judge	-	segmented sentencing rules? 😧	at the sentencing hearing? Yes No	
lotifications	Confinement Credit					
eview	Total Pretrial Confinement 🕢 None					
	Pretrial Confinement Credit 😮	Judicially Ordered Credit 😮	Total Confinement Cre	dit		
	0	0	0 Days			
	Details					
						ſ
	Sentence Details					
	Select the applicable sentence eler	ments and enter the details of the a	djudged sentence. Mandator	y and automatic punishments shou	uld not be included as a part of the adjudged sentence.	
	Punitive Letter of Repriman	d				
	Reduction in Grade					
	Forfeitures					
	Fine					
	Restriction to Specified Limit	ts				
	Hard Labor without Confine	ment				
	Confinement					
	Punitive Discharge					
	Death					
	Notifications					
	Is sex offender registration requ O Yes O No	ired in accordance with appendix	4 to enclosure 2 of DoDI 1	325.07?	Did this case involve a crime of domestic violence as defined in enclosure 2 of DoDI 6400.06? Yes No	
	Is DNA collection and submissio	n required in accordance with 10	U.S.C. § 1565 and DoDI 550	5.14?	Does this case trigger a firearm possession prohibition in accordance with 18 U.S.C. § 922?	
	O Yes 🔿 No				O Yes ○ No	
	Reference Documents					
		NDESSUS 110 F DODESSUS 140				

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

U.S. v. Anderson	
Summary Documents Casr	e journal Victims, Witnesses, & Experts Charges & Offenses mail Accused Details Post-Trial Appellate Activity Case Actions
Arraignment TMO	Sentence Hearing Date Sentence Adjudged Confinement of 1 year
Pretrial Matters Motions	Sep 19, 2023 Sentencing Composition Judge
Exhibits Trial	Sentence Hearing Judge JASSO, MICHAEL
Pleas & Findings	> Segmented Sentence
Sentence Suspensions Sentence Deferment Alternate Disposition	> Parameter and Criteria Sentencing
Sentence Suspensions Sentence Deferment Alternate Disposition	> Confinement Credit
ACTIONS Enter Arraignment Details THO Ordered Dates	> Notifications
Edit Pleas Motions Hearing	
Trial Details Submit Pretrial Matters	
File Motion Sentence Suspension Enter Sentence Deferment	

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

Summary Documents Case	e Journal Victims, Witnesses, & Experts Charges & Offenses	Accused Details Post-Trial	Appellate Activity Case Acti	lons
Arraignment TMO Pretrial Matters Motions Exhibits Trial	Sentence Hearing Date Sentence Adjudged Sentencing Composition Judge Judge Judge Sentence Hearing Judge JUSSO, MICHAEL	Confinement of 1 year		
Pleas & Findings Sentencing	> Segmented Sentence			
Sentence Suspensions Sentence Deferment Alternate Disposition Alternate Disposition Actions Enter Arraignment Details	Parameter and Criteria Sentencing Charge I: Violation of the UCMJ, Article 90 - Willfu Specification Language for specification 1: Lorem (assum dolor as emet, consecteur adjocing elit. Eisim Nuna car mine elim maximus curuum gest nec metur. Interdum (view more)	lly disobeying superior commission	ned officer	Specification has been diamissed
TMO Ordered Dates Edit Pleas Motons Hearing Trial Details Submit Pretrial Matters File Motion Sentence Suspension Enter-Sentence Deferment Upload Case Exhibits	Charge II: Violation of the UCMJ, Article 109 - Proj Specification 1 Language for specification 1: Lorem (assum dolor sit amet, consecteur) adipticing ells. Etam venenatis purus sed rulla egetas violates. Nivia en in exa enim maximum autrum eget nec metud. Interdum (view more)	perty other than military property Offense Description Pandering: arranging/receiving consideration DIBBS Code 13488 Contement 34 months Offense Type Criteria	of United States—Waste, sp Offense Category - Departure Type - Additional Details -	pollage, or destruction Confinement Bange - Departure Reason -
Edit Findings Sentencing	Specification 2 Language for specification 2; Lorem (psum dolor sit amer, consecteur adjoicing eit: Etiam venenatis purus sed nulla egestas vulpuste. Nunc ac mi nec enim maximus nutrum eget nec metua. Interdum (New more)	Offense Description Fail to go to place of duty DIBRS Code 066-A2 Confinement Life with Parole	Offense Category Category 2 Departure Type Upwards Additional Details	Confinement Range 1 - 36 Months Departure Reason There was deliberate envelop to a victim or there was gratuitous violence inflicted upon a victim (view more)

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

U.S. v. Anderson	n .
Summary Documents Cas	ie Journal Victims, Witnesses, & Experts Charges & Offenses Inal Accused Details Post-Trial Case Actions
Arraignment TMO Pretrial Matters Motions	Sentence Hearing Sentence Details Nov 1, 2022 • Forfeture of \$700.00 per month for 12 months • 2 years, 2 months, 22 days
Exhibits Trial Pleas & Findings	> Confinement Credit > Notifications
Sentencing Sentence Suspensions Sentence Deferment CA Action	
ACTIONS Upload Case Exhibits Sentence Suspension Enter Sentence Deferment Sentencing File Motion Trai Details	

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.

A HOME	ALL CASES	Lee Reports	TODD 🙂 🐨

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

😭 номі	E <u>ALL CASES</u>	REPORTS					Restance of the second
Columns	to Display 🕜	Page Size 💡)				
Case Fla	ags, Case Title, Case Numl	ber, 😮 🔻 25	•				
Q, al			SEARCH STATUS	Any		-	± ▼• S
© GENE	RATE TEST CASE 🚦 MIGI	RATE WOLVERINE CASE					
Case Flags	Case Title	1 Case Number	Subject Name	Investigation Number	Status	Case Created Date 🕄	PTC/PTR Type
A	U.S. v. Allen	N-SW-24-0001	ALLEN, SA BARRY	901210	Pending Arraignment	7/17/2024	Confinement
-	U.S. v. NCORSPostTrial	W-2024-USN-000003	NCORSPOSTTRIAL, TEST N	79447352	Pending Forward to Code 40	1/11/2024	-
	U.C NCODEDeetTriel	W/ 2024 USN 000004	NCORSPOSTTRIAL, TEST	70447252	Pending Forward to	1/11/2024	

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

U.S. v. Allen								
Summary Documents Ca	se Journal Victims, Witnesses, & Expe	erts Charges 8	Offenses Trial	Accused D	etails Post-Trial	Appellate Ac	tivity Case A	ction
All Documents	RCM 309 Matters		•				T -	
Discovery	Submission Type	Recipient	Source	ls Ex Parte?	Submission Date	ls Issued?	Ruling Date	0
ACTIONS Upload Case Document Add Transcription	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, & Expe	erts Charges &	Offenses Trial	Accused D	etails Post-Trial	Appellate Activit	ty Case Actions
All Documents RCM 309 Matters	RCM 309 Matters			•			T -
Discovery	Submission Type	Recipient	Source	ls Ex Parte?	Submission Date	ls Issued?	Ruling Date ?
nansciption	Pre-Referral Matters under Subsection (c) of Article 6b	-	Government	N/A	7/17/2024 10:00 AM EDT	~	7/10/2024
ACTIONS	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 Jou	ırnal Victims, Witnesses, & Ex	perts Charges &	& Offenses Trial	Accused D	Details Post-Trial	Appellate Activit	y Case A	Actions
All Documents		RCM 309 Matters							
RCM 309 Matters		SUBMISSION TYPE Any			•				T -
Discovery		Submission Type	Recipient	Source	ls Ex Parte?	Submission Date	ls Issued?	Ruling Date	Ø
Transcription		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	-	-	:

RCM 309 Matt	ers: Pre-Referral Matters เ	under Subsection (c) of A	Article 6b
Summary			
tu.s. v. Allen	Request Details		
Case Summary	Source	Decision Authority	
Documents	Government	A Military Judge	
Documento	File Type		
	Pre-Referral Matters under Subsection (c) of	Article 6b	
ACTIONS	Poquest Desuments		
Dula an DCM 200 Matter	Request Documents		
Rule on RCM 309 Matter	> 🖹 RCM 309 Matter Request File		
	Decision Details		
	Is the Matter Issued?	Date Issued	Decision Details
	Yes	i July 10, 2024	-
	N B DCM 200 Matter Decision File		

- 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.

Rule on RCM 309 Matters F	Request: U.S. v. A	Allen		
		This form will timeout in 58 minutes. Any	unsaved progress will be lost.	
~ Request Details				
Source Defense File Type The Mental Capacity or Mental Responsibility of an	Decision Authority A Military Judge Is Ex Parte? No			
Accused Request Documents B RCM 309 Matter Request File				
Supplemental Documents Supplemental Documents Document		Ø		Ø
Civilian Protection Doc TXT - 0 KB		Ŧ		×
• Add Document Decision Details				
Is the Matter Issued? Yes No		Date Issued 09/14/2024		RCM 309 Matter Decision File UPLOAD Ch. Drop file here Extended Ch. Control Co
Yes No		Yes SNo		Select a VLC User *

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.

	This form will timeout in 60 minutes. Any unsay	ed progress will be lost,	
> Request Details			
> Supplemental Documents			
Decision Details			
Is the Matter Issued?	Date Issued	RCM 309 Matter Decision File	
○ Yes ○ No	mm/dd/yyyy 🗰	UPLOAD	
Is Ex Parte submission?	Share with VLC?	Select VLC *	
🔾 Yes 💿 No	O Yes ◯ No	VLC COUNSEL, ALEXANDER	0 -
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.

А НОМЕ	ALL CASES	REPORTS							
			-						

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

номе	ALL CASES							TODD I TODD
Q. Search cas	ses by accused last r	ame or case number	SEARCH STATUS Argy		-			± T- 0
+ CREATE NE	W CASE ADD C	ASE UPDATES @ GENERATE TES	T CASE					
Title			Case Number	Investigation Number	Status	Date Opened	PTC/PTR Type	Speedy Trial Clock
U.S. v. Grove	er.		N-EU-22-0104	52664579	Pending Arraignment	10/19/2022		
U.S. v. Ander	rson		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. Ander	rson		N-EU-22-0100	8883-2022	Pending Trial	11/8/2022		
U.S.y. Bonne	ellPostTrialStatus2		N.EU.22.0099	12122021	Panding Trial	10/17/2022		

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- 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.

l	J.S. v. Boston						
	Summary Documents Cas	e Journal Victims, Witnesses, & I	Experts Charges & Offenses	Trial Accused Details Post-	Trial Appellate Activity	Case Actions	
	Arraignment	Trial Motion Detai	ils				
	TMO Pretrial Matters	Hearing Date 🛱 Au	2024 Jgust 31, 2024	Scheduled Motions			
	Motions	Filings Due Date Au	igust 29, 2024 igust 30, 2024	Motion Type	Filing Motion 🔗 Party	Exhibit Status	Date Filed
	Trial	Hearing Judge - Location Cherr	rry Point	To Dismiss - Unlawful Command Influence	Government caseNotes1	- Filed	8/22/2024
	Pleas & Findings	Date Created 🗰 Au	igust 15, 2024			L	Rule on Motion
	Sentence Suspensions	Motions Hearing: 8/31/2 Hearing Date Au	2024 Igust 31, 2024	Scheduled Motions			
	Sentence Deferment	Filings Due Date	igust 29, 2024 igust 30, 2024	Motion Type Filing Party	Motion 🛛	Exhibit Number Status	Date Filed 🛛 😧

- 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.

Rule on Motion: U.S. v. Bosto	'n								
Submission Details									
Filing Party Government	Responses ar	nd Replies							
Motion Type To Dismiss - Unlawful Command Influence	Туре	Filing Party	Motion 😧		Exhibit Number	Status	t	Date Fil	ed
Date Filed 📾 August 22, 2024									_
Status Filed				No replies or relat	ted motions				
> 🖹 Motion Document									
> Enclosures									
Ruling Details									
Status *		Ruling Judge 🚱 *			Is Ex Parte submiss	sion?			
Select a Value	•	🤶 Tim Trial Military Judge 🗙			🔾 Yes 💿 No				
Date of Ruling		Written Ruling Document			Share motion with	VLC? 🔞	Select VLC *		
mm/dd/yyyy		UPLOAD Drop file here			V		VLC COUNSEL, A	LEXANDER	0 -
Ruling Details									
Enter additional details here									
CANCEL									SUBMIT

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.

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U.S. v. Boston								
Summary Documents Case	e Journal Victims, Witnesse	es, & Experts Char	ges & Offenses	Trial Accu	ised Details Post-	Trial Ap <mark>pella</mark> te	Activity Case A	ctions
Arraignment TMO	Unscheduled Motion	ns not scheduled to be he	ard at any motions h	nearing				
Pretrial Matters	Q Search Trial Motions			SEARCH			▼-	Ø
Motions	Туре	Filing Party	Motion 😧		Exhibit Number	Status	Date Filed	0
Exhibits Trial	Appropriate Relief	Government	Motion			Granted	8/1/2024	1
Pleas & Findings								
Sentencing								
Sentence Suspensions								
Sentence Deferment								
Other Filings								
Alternate Disposition								

Post-Trial Verifications and Rights Elections

Statement of Trial Results Verification

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

М НОМЕ	ALL CASES REPORTS							
Selec	t the "Case	Number" t	o navigate to	the Case Su	mmary page			
А Номе	ALL CASES REI	Les Ports						
Columns t	to Display 😧	Page Size 😮						
Case Flag	s, Case Title, Case Number, •	- 25	-					
Q Marino	D		SEARCH STATUS Any			•	ż	▼ • 2
GENER	ATE TEST CASE	WOLVERINE CASE						
Case Flags	Case Title t	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 "Statement of Trial Results Verification" from the Post-Trial Checklist.

2.

My Workspace			
Post-Trial Checklist	□ Tasks		
Post-Trial Verifications &	Task	Status View	v Enter
Rights Elections	Statement of Trial Results Verification	0	Ľ
Clemency	Gun Control Act Requirements Submission	0	Ľ
Post-Trial Hearings	Fingerprint Card and Final Disposition Report Submission Requirements	0	Ľ
Post-Trial Actions	Victim Post-Trial Rights Elections	0	Ľ
Record of Trial	Accused Post-Trial and Appellate Rights Elections	0	Ľ
Appellate Processing / Archival			5 items

- 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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH D RESET
♦ OLDEST FIRST	
No entries have been made	

- 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.

STR Checklist			
▲ Please indicate if the information of the STR is accurate for each of the following items (e.g., are findings recorded and accurate?)	A Warning: Editing the document in the previewer will not save docum	nent changes	
Pease indicate if the information of the STR is accurate for each of the following items (e.g., are findings [Indings] Gradings Gra	Varing: Editing the document in the previewer will not take adocument of trial Results Editable part of trial Results Ed		
		SECTION F - SUSPENSION OR CLEMENCY RECOMMENDATION	
		25. DID THE MILITARY JUDDE RECOMMENDE SUPERVISION OF THE SENTENCE OR CLEMENCY?	
		28. FACTS SUPPORTING THE SUSPENSION OR CLEMENCY RECOMMENDATION	
		section g - NOTIFICATIONS	÷

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.

Statement of Trial Results Verification	Ð	Q	Ľ
Statement of Trial Results Verification	Ø	Q	Ľ

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

✓ 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.

Statement of Trial Results Verification: U.S. v. Brown	
Checklist Item Details Completed On 5/15/2024 10:48 AM EDT Case Journal + ADD JOURNAL ENTRY Enter teat to search all journal entries © OLDEST FIRST © OLDEST FIRST © OLDEST FIRST © CLEST FIRST	Completed By John postfrialofficeuser
	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".

Gun Control Acts Requirements Submissions

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

HOME ALL CASS REPORTS

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

А Номе	ALL CASES	REPC	⊾ RTS						٢	
Columns	to Display 😮		Page Size 😮							
Case Flag	gs, Case Title, Case Num	ber,	25	-						
Q Marin	0			SEARCH STATUS Any			•		Ŧ	▼ • 3
GENER	RATE TEST CASE	RATE W	OLVERINE CASE							
Case Flags	Case Title	t	Case Number	Subject Name	Investigation Number	Status	Case Created Date 🚱	PTC/PTR Type	1	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.

My Workspace				
Post-Trial Checklist	☐ Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	Statement of Trial Results Verification	0	Q	Ľ
Clemency	Gun Control Act Requirements Submission	0		Ľ
Post-Trial Hearings	Fingerprint Card and Final Disposition Report Submission Requirements	0		Ľ
Post-Trial Actions	Victim Post-Trial Rights Elections	0		Ľ
Record of Trial	Accused Post-Trial and Appellate Rights Elections	0		Ľ
Appellate Processing / Archival			5	5 items

- 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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH D RESET
OLDEST FIRST	
No entries have been made	

- 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	0
9879790860	2c; 2e; 2h		~	~	5/11/2024	*	۸	1
CANCEL							SAVE SU	BMIT

6. Enter Firearm Prohibition details and select "Submit".

	ASES REPORTS			
Enter Firea	rm Prohibition Details: U.S. v. N	Marino		
Prohibition In	ormation			
922 Paragraphs				
2(a) Referral to G	EM 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 us	r of or addicted to any controlled substance **See GENADMIN for fi	urther information**		
2(e) Adjudicated	as a mental defective or committed to any mental institution **Supp	orting Documentation Required**		
2(f) Illegal Alien				
2(g) Discharged	rom the Armed Forces under Dishonorable conditions **Results of T	Trial Required**		
2(h) Renounced	itizenship			
2(i) Subject to re	training order related to domestic violence **Civilian Court Order D	ocumentation Required**		
2(j) Convicted at	SPCM or GCM of a crime of domestic violence **Results of Trial Re	quired**		
				10 items
NICS Submission*		Submission Date	Is this Firearm Prohibition active?*	
UPLOAD	here	mm/dd/yyyy 🗰	⊖ Yes ⊖ No	
Confirmation	Details			
NICS Confirmation		Confirmation Date	Confirmation Number	
UPLOAD Drop file	here	mm/dd/yyyy		0/10
1				
CANCEL				ѕивміт

- 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	0
9879790860	2c;2e;2h		×	×	5/11/2024	±	¥	1
CANCEL							SAVE S	UBMIT

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.

🗆 Gun Control Act Requirements Submission 📀 **Q**

- 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.

Gun Control Act Requirements Submission: U.S. v. Brown	Gun Control Act Requirements S	ubmission	0	۹	
Checklist tem Details Subject 1128 AM EDT Case Journal ADD/URMAN LINTY For tent to search alg/ournal verters Courses Trail Constructions Peet Trail Checklist Foreurne Prohibition Peet Trail Checklist Verw More (0) >	Gun Control Act Requirements Submission	: U.S. v. Brown			
View More (0) > View Case Details	Checklist Item Details completed on 5/15/2024 11:28 AM EDT Case Journal + ADD JOURNAL ENTRY Forter toot to search all journal entries © GLEAST FIRST POT TRAL OFFICE USER, JOHN Chemicides 5/15/2024 Prearm Prohibition Post-Trial Checklist	Completed By john.posttrialofficeuser			
		View More (0) > View Case Details			

- 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.



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А Номе	ALL CASES	REPORTS							٢	
Columns	to Display 🕜		Page Size 🚱							
Case Flag	gs, Case Title, Case Numb	er, 😮 🔻	25	•						
Q. Marine	D		٥	SEARCH STATUS Any			•		¥ 1	r. 3
GENER	ATE TEST CASE	ATE WOLVER	RINE CASE							
Case Flags	Case Title	1 Case	Number	Subject Name	Investigation Number	Status	Case Created Date 😧	PTC/PTR Type	R	CM 707 Clock
-	U.S. v. Marino	N-EL	J-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.

ly Workspace				
曽 Post-Trial Checklist	☐ Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	☑ Statement of Trial Results Verification	o	Q	Ľ
Clemency	Gun Control Act Requirements Submission	0	Q	Ľ
Post-Trial Hearings	Fingerprint Card and Final Disposition Report Submission Requirements	0		Ľ
Post-Trial Actions	Victim Post-Trial Rights Elections	0		Ľ
Record of Trial	Accused Post-Trial and Appellate Rights Elections	0		Ľ
Appellate Processing / Archival			:	5 items

- 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.

≺Case Journal		
+ ADD JOURNAL ENTRY		
Enter text to search all journal er	ntries Q	SEARCH "D RESET
OLDEST FIRST		
No entries have been made		

b. Verify the "Fingerprint Card and Final Disposition Report Submission Requirements" by selecting the checkbox.

Verification Details			
Elegendist Card and Elegi Disposition Report Submission Requirements - DoDI 5505-11 (ceries)			
Verify with the responsible Staff ludge Advocate that the final disposition of the court-martial is reported to	A Warning: Editing the document in the previewer will not save document changes		
NCIS or USMC CID and CNIC law enforcement, as appropriate, within five days per NAVADMIN 131/18. This			
information is necessary so that law enforcement personnel can complete the R-84 final disposition in accordance with DoDI 5505.11 (series).	Enclosure 1 - Statement of Trial Results Editable.pdf	1 / 2 - 80% + 🗄 \delta	± 0 :
			^
		STATEMENT OF TRIAL RESULTS	
		SECTION A - ADMINISTRATIVE	
	Terration of the second s	1. NAME OF ACCUSED (sal, finit, M) 2. BRANCH 3. PAYGRADE 4. DoD ID NUMBER	
		5. CONVENING COMMAND 6. TYPE OF COURT-MARTIAL 7. COMPOSITION 8. DATE SENTENCE ADJUDGED	
	1	SECTION B - FINDINGS	
		SEE FINDINGS PAGE	
		SECTION C - ADJUDGED SENTENCE	
		9. DISCHARGE OR DISMISSAL 10. CONFINEMENT 11. FORFEITURES 12. FINES 13. FINE PENALTY	
		Not adjudged NA NA NA NA	
		14. REDUCTION 15. DEATH 16. REPRIMAND 17. HARD LABOR 18. RESTRICTION 19. HARD LABOR PERIOD	
		20 PERCO AND LIMITS OF RESTRICTION	
		NA	
		SECTION D - CONTINEMENT CREDIT	
	2	21. DAYS OF PRETRIAL CONFINEMENT CREDIT 22: DAYS OF JUDICIALLY ORDERED CREDIT 23: TOTAL DAYS OF CREDIT	
		SECTION E - PLEA AGREEMENT OR PRE-TRIAL AGREEMENT	
		24. LIMITATIONS ON PUNISHMENT CONTAINED IN THE PLEA AGREEMENT OR PRE-TRIAL AGREEMENT	
		There was no ploa agreement.	
		SECTION F - SUSPENSION OR CLEMENCY RECOMMENDATION	
		25. DD THE MILITARY JUDGE 27. RECOMMENDED DURATION 25. PORTION TO WHICH IT APPLIES 27. RECOMMENDED DURATION SUBTENCE OF CLEMENCY	
		28. FACTS SUPPORTING THE SUSPENSION OR CLEMENCY RECOMMENDATION	
			, in the second se
			C11/2 C1171-17
UNINCEL			SHARE SUBWILL

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- 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

Fingerprint Card and Final Disposition Report Submission	Requirements: U.S. v. Brown
Checklist Item Details Completed On 5/15/2024 12:03 PM EDT	Completed By John posttrialofficeuser
Case journal + ADD jOURNAL ENTRY Free rest to search all journal entries C SEARCH C RESET O OLDEST RESET	
No entries have been made	
	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".

Victim Post-Trial Rights Elections

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

2.	Select the "Case	e Number" to	navigate to t	he Case S	ummarv page.
	001000 110 0000		nangalo lo l		anninal y page.

А Номе		ES P								٢	<u>•</u>	
Columns t	to Display 🕜			Page Size 😧]
Case Flag	;s, Case Title, Case	e Number,	🖸 🕶	25	•							1
Q Marino	D			¢	SEARCH STATUS Any			-		Ŧ.	۳.	C
GENER:	ATE TEST CASE	MIGRAT	E WOLVERI	INE CASE								
Case Flags	Case Title		Case N	lumber	Subject Name	Investigation Number	Status	Case Created Date 🕑	PTC/PTR Type	F	CM 70 Clock)7 (
-	U.S. v. Marino		N-EU-	-24-0037	MARINO, FADM ALEX ALEXPOLL	78113567	Pending Clemency	8/1/2024	-			

John 🔮

- 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.

My Workspace				
📋 Post-Trial Checklist 🛛	∏ Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	𝞯 Statement of Trial Results Verification	0	۹	Ľ
Clemency	𝞯 Gun Control Act Requirements Submission	O	۹	C.
Post-Trial Hearings	☞ Fingerprint Card and Final Disposition Report Submission Requirements	S	Q	R.
Post-Trial Actions	Victim Post-Trial Rights Elections	0		Ľ
Record of Trial	Accused Post-Trial and Appellate Rights Elections	0		R.
Appellate Processing / Archival			:	5 items

- 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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH D RESET
¢ OLDEST FIRST	
No entries have been made	

- 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.

Victim Post-Trial Rights Elections							
Name	Date Informed of Post-Trial Rights	Receive CMR?	Receive CAA?	Receive EOJ?	Receive ROT?	Receive Appellate Information?	Ø
STADHEIM, EMMI EMMISTIM	7/22/2024	×	×	×	×	×	
KUSHNIRUK, ZHADANA ZHNAKUUK	7/22/2024	×	×	~	~	×	
CANCEL						SAVE SU	вміт

7. Make elections under "Victim Post Trial Rights" section

Edit Victim: U	J.S. v. Brown				
	Victim Post Trial Rights				
	Date Informed of Post Trial Rights				
	04/22/2024 🗰				
	> 🖹 Post Trial Rights Statement				
	Post Trial Elections Victim's elections made in the in the Acknowledgement se	ection of Enclosure 3 - Victim Post Trial Rights Advisem	ent (JAG/CNLSCINST 5814.1D)		
	Did the victim waive their rights to all post-trial notifie Yes No ON Response	cations?			
	The victim requests a copy of the recording of all open Victim Victim's Legal Counse	n sessions of the court-martial and copies of or acc	ess to the evidence admitted at the court-martial and all appe	llate exhibits be sent to:	
	The victim requests a copy of the CA's Action be delive	ered to:			
	The victim requests a copy of the Entry of Judgment be	e delivered to:			
	The victim requests a copy of the certified ROT be dell Victim Victim's Legal Counse	lvered to:			
	The victim requests notifications of any appellate film	ngs and/or proceedings that occur in the case:			
	Victim Representation				
	Trial Preferences				
	Was the victim advised of their right to submit a prefe jurisdiction?	erence regarding			
	VEC Services	Parts Informed 8			
	● Yes ○ No ○ N/A	04/25/2024	• Yes No	• Yes No	
	Civilian Counsel				
	Does the victim have civilian counsel?				
	VLC Contact Information				
CANCEL		•• ••		BA	ск ѕивміт

- 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?	Ø
STADHEIM, EMMI EMMISTIM	7/22/2024	×	×	×	~	×	ø
KUSHNIRUK, ZHADANA ZHNAKUUK	7/22/2024	~	~	~	~	×	ø
CANCEL						SAVE SU	ЈВМІТ

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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	Q	Ľ
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Victim Post-Trial Rights Elections: U.S. v. Brown	
Checklist Item Details Completed On 5/15/2024 1:53 PM EDT Case Journal + ADD JOURNAL ENTRY Enter text to search all fournal entries • OLDEST FIRET No entries have been made	Completed By john postrialofficeuser
	View More (0) >
	Vew 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".

Accused Post-Trial and Appellate Rights Election

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

М НОМЕ	ALL CASES	LEE REPORTS			(
	"	<u> </u>	 	 2		

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

А Номе	ALL CASES								(Caracteristics Caracteristics Caracteristics
Columns	to Display 😮		Page Size 😧							
Case Flag	gs, Case Title, Case Numb	er, 😮 🔻	25	•						
Q Marin	D		٥	SEARCH STATUS Any			•		¥ T.	C
GENER	ATE TEST CASE	ATE WOLVERI	INE CASE							
Case Flags	Case Title	† Case N	lumber	Subject Name	Investigation Number	Status	Case Created Date 🚱	PTC/PTR Type	RCM Clo	707 ck
-	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 "Accused Post-Trial and Appellate Rights Statement" from the Post-Trial Checklist.

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Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	Statement of Trial Results Verification	0		Ľ
Clemency	Gun Control Act Requirements Submission	0		Ľ
Post-Trial Hearings	Fingerprint Card and Final Disposition Report Submission Requirements	0		Ľ
Post-Trial Actions	Victim Post-Trial Rights Elections	0		Ľ
Record of Trial	Accused Post-Trial and Appellate Rights Elections	0		Ľ
Appellate Processing /			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	Q SEARCH "D RESET
OLDEST FIRST	
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
mm/dd/yyyy	UPLOAD Drop file here
Request copy of Court-Martial Proceedings pursuant to	RCM 1106 to be delivered to:
Accused	Defense Counsel
Request copy of victim(s) matters to be delivered to:	
Accused	Defense Counsel
Request CA's Action to be delivered to:	
Accused	Defense Counsel
Request Entry of Judgment to be delivered to:	
Accused	Defense Counsel
Accused	Defense Counsel
Accused	Defense Courser
Appellate Review	
Waive right to appellate review?	
⊖ Yes ⊖ No	
CANCEL	

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

Accused Post-Trial and Appellate Rights Elections

o a 🗹

- 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.

Court Reporter / Post-Trial User Guide Version 1.6.0, November 21, 2024

 Accused Post Elections 	t-Trial and Appellate Rights	0	Q	Ľ
Accused Post-Trial and Appella	ate Rights Elections: U.S. v. Brown			
Checklist Item Details Completed On SITS/2024 2:20 PM EDT Case Journal + ADD (JOURNAL ENTRY [There tex: to search all journal entries 0 OLOEST FIRST	Completed By John postrialofficeuser			
No entries have been made	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".

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.

А Номе	ALL CASES RE							
Columns	o Display 🕜	Page Size 🕢						
Case Flag	s, Case Title, Case Number,	8 -	•					
Q Marino)	0	SEARCH STATUS Any			•		± T. C
GENER	ATE TEST CASE 🖪 MIGRATE	WOLVERINE CASE						
Case Flags	Case Title 1	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.
 a. Select the "Clemency" tab.
- 4. Take the action "Prepare Accused CMR" from the Post-Trial Checklist.

My Workspace	My Workspace							
Post-Trial Checklist	☐ Tasks							
Post-Trial Verifications &	Task	Status Vie	w Enter					
Rights Elections	Prepare Accused CMR	0	Ľ					
Clemency	Prepare Victim CMR	0	Ľ					
Post-Trial Hearings Post-Trial Actions Record of Trial	Record 1106 Submissions	0	Ľ					
	Record 1106A Submissions	0	Ľ					
Appellate Processing / Archival								

- 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.

~ Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH D RESET
OLDEST FIRST	
No entries have been made	

b. Select "Prepare CMR Letter".

	View More (0) >		
+ PREPARE CARL LETTER Prepared CMRS Frepared CMIs			
Letter Recipient	Date Requested	Date Provided	Date Audio File Obtained 🛛 🔞
	No entries have been made		
CANCEL			SAVE SUBMIT

6. Enter CMR details and select "Submit"

Letter Recipient*					
Select a Value					
Date Requested			Date Provided		
mm/dd/yyyy			mm/dd/yyyy 🛍		
Do you want to select an existing audio document?					
🔾 Yes 🗿 No					
CMR Audio File			Date Audio File Obtained *		
UPLOAD Drop file here			mm/dd/yyyy 🛱		
Exhibits					
Туре	Exhibit #	Document	Description	Method of Availability	
		No entries have	e been made		
CMP Signed Percent					
GEORD LA PROPAGATION					
CANCEL				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.

		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
CANCEL			SAVE SUBMIT

8. 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
CANCEL			SAVE

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

Prepare Accused CMR Q Z

- 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.

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CUI/SP-CTI/FEDCON/DON/NAVWAR

✓ Prepare Accused CMR	٥	٩	. 🖻
Prepare Accused CMR: U.S. v. Williams			
Checklist Item Details Completed On SY15/2024 2:58 PM EDT Case Journal ADD JOURNAL ENTRY Enter tent to search all journal entries O CLOEST PINST O CLOEST PINST O TITAL OFFICE USER, JOHN D RESET O CLOEST PINST O STITUL OFFICE USER, JOHN D RESET O CLOEST PINST O STITUL OFFICE USER, JOHN D RESET	Completed By John postrialofficeuser		
Prepare Accused CMR Checklist Item	View More (0) >		
			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".

Prepare Victim CMR (Checklist)

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

	М НОМЕ	ALL CASES	KEPORTS							John
2. Se	Select the "Case Number" to navigate to the Case Summary page.									
	HOME ALL CASES REPORTS EPORTS									
Co	Columns to Display Page Size Case Flags, Case Title, Case Number 25									
c	ک Marino)		c	SEARCH STATUS Any			•		± ▼• 0
G	GENER	ATE TEST CASE	MIGRATE	WOLVERINE CASE						
	Case Flags	Case Title	t	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 Victim CMR" from the Post-Trial Checklist.

My Workspace	My Workspace								
Post-Trial Checklist	☐ Tasks								
Post-Trial Verifications &	Task	Status	View	Enter					
Rights Elections	S Prepare Accused CMR	o	Q	Ľ					
Clemency	Prepare Victim CMR	0		Ľ					
Post-Trial Hearings	Record 1106 Submissions	0		2					
Post-Trial Actions	Record 1106A Submissions	0		2°					
Record of Trial									
Appellate Processing / Archival									

- 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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH "D RESET
OLDEST FIRST	
No entries have been made	

6. Select "Prepare CMR Letter".

	View More (0) >		
+ PREPARE CARL LITTER Prepared CMRs Prepared CMBs			
Letter Recipient	Date Requested	Date Provided	Date Audio File Obtained 🛛 \\ \\ 0
	No entries have been made		
CANCEL			SAVE SUBMIT

7. Enter CMR details and select "Submit"

Letter Recipient*				
Select a Value		-		
Date Requested			Date Provided	
mm/dd/yyyy 🗎			mm/dd/yyyy 🛍	
Do you want to select an existing audio document?				
🔾 Yes 🗿 No				
CMR Audio File			Date Audio File Obtained *	
UPLOAD Drop file here			mm/dd/yyyy 🗰	
Exhibits				
П Туре	Exhibit #	Document	Description	Method of Availability
		No entries have	e been made	
CMD Signad Dessign				
CMR signed Receipt				
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
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 1
CANCEL			SAVE SUBMIT

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

Prepare Victim CMR	0	۹	Ľ

Ø

Q

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- 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

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CUI/SP-CTI/FEDCON/DON/NAVWAR

Prepare Victim CMR: U.S. v. Williams	
Checklist Item Details Completed On 5/15/2024-403 PM EDT	Completed By John postrialofficeuser
Case Journal + ADD JOURNAL ENTRY Enter text to search all journal entries • OLDEST FIRST • OLDEST FIRST • DEstration of the USER JOHN Destrations of SUB2024.	
ge EDIT OR REMOVE ENTRY Prepare Victim CMR Checklist Item Complete	
	View More (d) >
	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".

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	S	EARCH	T - 2
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	S	EARCH	T - <i>S</i>
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	A 4/18/2023
U.S. v. Doe	N-EU-23-0018	Forward Clemency Submission to CA	A 4/18/2023
U.S. v. Doe	N-EU-23-0018	Forward Clemency Submission to CA	A 4/18/2023
U.S. v. JSC2	N-EU-23-0199	Prepare CMR	▲ 4/28/2023
			< < 1-5 of 15 >

3. Upon accepting the task, review the form "Prepare CMR", and input the details of the CMR:

Prepa	are CMR: U.S.	v. Marin	10		
Letter Recip Defense/Acc	pient used			Date Provided	
Feb 6, 2023				mm/dd/yyyy 🗰	
CMR Audio	File		ſ	Date Audio File Obtained *	
UPLOAD	Drop file here			mm/dd/yyyy	
Exhibits	S		L		
🗌 Туре		Exhibit #	File Name	Description	Method of Availability
Prose	ecution	1A	US v Marino Prosecution Exhibit	US v Marino Prosecution Physical Evidence from (view more)	Select a Value 👻
Defe	nse	2A	US v Marino Defense Exhibit	US v Marino Defense Audio from the Defense	Select a Value 👻
Appe	llate	ЗA	US v Marino Appellate Exhibit	US v Marino Appellate Document from the Court	Select a Value 👻
Prose	ecution	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

- a. Input the "Date Audio File Obtained".
- b. 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".
- 4. 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

U.S. v. Marino					
Summary Documents	Case Journal Victims, Witnesses, & Experts	Charges & Offenses Tria	l Accused Details	Post-Trial Case Actions	
STR	Prepared CMRs				
CMR	Letter Recipient		Date Requested	Date Provided	0
1106 Matters	Defense/Accused		2/1/2023	1/31/2023	÷
1105 Hearing	Victim/VLC		1/25/2023	1/31/2023	:
ROT					
CA Action					
Post-Trial Motions					

Prepare Accused/Victim CMR Letter

2.

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

HOME ALL CASES REPORTS				
Select the "Case Number" to	navigate to th	ne Case Summary	page.	
HOME ALL CASES REPORTS				
Q. Marino	SEARCH STATUS	Any	•	
+ CREATE NEW CASE ADD CASE UPDATES General	TE 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 "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	Statement of Trial Results STR Verified Date Jan 16, 2023	IITS STR Signed Date Jan 16, 2023	
CA Action Post-Trial Motions			
 ACTIONS 1105 Hearing Post-Trial Motions Hearing 1106 Submission CA's Action Prepare ROT to Victim Prepare CMR Letter 			

- 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						
O Display all Collapse all						
Accused Details Actions						
ENTER ACCUSED APPELLATE RIGHTS ELECTION						
ENTER CIVILIAN COUNSEL						
ENTER CA DETAILS						
ADD FIREARM PROHIBITION						
Appellate Activity Actions						
FILE WRIT PETITION						
Case Journal Actions						
ADD CASE JOURNAL						
Charges & Offenses Actions						
No available actions						
Documents Actions						
UPLOAD CASE DOCUMENT						

- 5. 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.

Lette	r Recipient*				
S	elect a Value		-		
Date	Requested		I	Date Provided	
mm	/dd/yyyy 💼			mm/dd/yyyy 🗰	
CMR	Audio File		t.	Date Audio File Obtained *	
UPL	OAD 🔓 Drop file here			mm/dd/yyyy 🗰	
Exh	ibits				
	Туре	Exhibit #	File Name	Description	Method of Availability
	Prosecution	1A	US v Marino Prosecution Exhibit	US v Marino Prosecution Physical Evidence from (view more)	Select a Value
~	Defense	2A	US v Marino Defense Exhibit	US v Marino Defense Audio from the Defense	Select a Value
	Appellate	ЗА	US v Marino Appellate Exhibit	US v Marino Appellate Document from the Court	Select a Value
	Prosecution	1B	US v Marino Prosecution Exhibit	US v Marino Prosecution Document from the VLC	Select a Value
CMR	Signed Receipt				
UPL	OAD 🖳 Drop file here				

- 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	Prepa	ared CMRs			Date Requested	Date Provided		
CMIK	Lett	er keupient			Date Requested	Date Flovided		
1106 Matters	Defe	ense/Accused			2/1/2023	1/31/2023	:	
1105 Hearing	Victi	im/VLC			1/25/2023	1/31/2023	:	
ROT								
CA Action								
Post-Trial Motions								

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Record 1106 Submissions (Checklist)

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

ASES		

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

А Номе	ALL CASES R							
Columns	to Display 😧	Page Size 🚱						
Case Flag	s, Case Title, Case Number,	8 - 25	•					
Q Marine	D	G	SEARCH STATUS Any			•		± ▼· C
© GENER	ATE TEST CASE	WOLVERINE CASE						
Case Flags	Case Title 1	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.
 a. Select the "Clemency" tab.
- 4. Take the action "Record 1106 Submissions" from the Post-Trial Checklist.

My Worksp	ace				
Post-Trial	Checklist	📮 Tasks			
Post-Trial Verif	fications &	Task	Status	View	Enter
Rights Election:	5	Prepare Accused CMR	0	۹	Ľ
Clemency		Prepare Victim CMR	0	Q	R,
Post-Trial Hear	rings	Record 1106 Submissions	0		Ľ
Post-Trial Actio	ons	Record 1106A Submissions	0		Ľ
Record of Trial					
Appellate Proc Archival	essing /				

- 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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH "D RESET
OLDEST FIRST	
No entries have been made	

- 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.

•	g submission of matters pursuant to RCM 1106
Submission Date	•
	·

7. Select "Record 1106 Submission".

Accused Submission	l iission of matters pursuant to RCM 1106						
Select a Value		•					
+ RECORD 1106 SUBMISSION							
1106 Submissions							
1106 Submissions	Tune		Submission Date	Date Forwarded to CA	Document	Submission Source	
Submitted by	iype	· · · · · · · · · · · · · · · · · · ·	Jubilission 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	DAYS REMAINING	SUBMISSION DEADLINE		
Submission Details	0,			
Accused action regarding submission	of matters pursuant to RCM 1106*			
···· Select a Value ····		•		
Submission Source*				
Accused (1106) Victim (1106A)				
Submission Type *			Submission Date *	
Select a Value		•	05/15/2024	
1106 Document				
UPLOAD				
CANCEL				SUBMIT

9. User can save progress by selecting "Save" in the form.
| | | View More (0) > | | | | <u></u> |
|------------------------------------|--|-----------------|----------------------|----------|-------------------|---------|
| Accused Submission | ገ
nission of matters pursuant to RCM 1106 | | | | | |
| Submitted + RECORD 1106 SUBMISSION | | | | | | |
| 1106 Submissions | | | | | | |
| Submitted By | Туре | Submission Date | Date Forwarded to CA | Document | Submission Source | Ð |
| Accused | Clemency Submission | 5/15/2024 | 5/14/2024 | ٤ | Government | 1 |
| CANCEL | | | | | | SAVE |

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

Record 1106 Submissions

o q 🗹

- 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.

✓ Record 1106 Submissions	0	۹	Ľ
Record 1106 Submissions: U.S. v. Williams			
Checklist Item Details Completed By 5/16/0224 927 AM EDT Completed By john postraiofficeuser Case Journal + AbD jOURNAL ENTRY Enter text to search all pound entries © 0.IDEST FIRST © 0.IDEST FIRST © 0.IDEST FIRST POST TRAL OFFICE USER, JOHN Enter text FIRED POST TRAL OFFICE USER, JOHN Enter text FIRED POST TRAL OFFICE USER, JOHN Enter text FIRED Record 1106 Submissions Checklist Item complete			
View More (6) 5			
			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".

Record 1106A Submissions (Checklist)

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

★ CASES	Lee Reports	John 💵 🚞

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

А Номе	ALL CASES R							
Columns	to Display 😧	Page Size 🚱						
Case Flag	s, Case Title, Case Number,	8 - 25	•					
Q Marine	D	G	SEARCH STATUS Any			•		± ▼· C
© GENER	ATE TEST CASE	WOLVERINE CASE						
Case Flags	Case Title 1	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.
 a. Select the "Clemency" tab.
- 4. Take the action "Record 1106A Submissions" from the Post-Trial Checklist.

My Workspace				
Post-Trial Checklist	□ Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	S Prepare Accused CMR	•	۹	E.
Clemency	S Prepare Victim CMR	•	۹	Ľ
Post-Trial Hearings	✓ Record 1106 Submissions	0	Q	Ľ
Post-Trial Actions Record of Trial	Record 1106A Submissions	0		Ľ
Appellate Processing / Archival				

- 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.

Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH "D RESET
OLDEST FIRST	
No entries have been made	

6. Select "Record 1106A Submission".

		View More (0) >				
+ RECORD 1106A SUBM	IISSION					
1106A Submiss	sions					
1106 Submissions						
Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Θ
		No entries have been made				
CANCEL						SAVE SUBMIT

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

1106A Submission	n: U.S. v. William	S			
		This form will tir	neout in 60 minute:	nutes. Any unsaved progress will be lost.	
SENTENCE ADJUDGED	DAYS REMAINING	SUBMISSION DEADLINE			
Submission Details					
Submission Source*				Victim *	
Accused (1106) Viculi (1106A)				Select a Value	•
Submission Type *				Submission Date *	
Select a Value			•	• 05/16/2024	
1106A Document					
OPLOAD Chop me nere					
					7
CANCEL				SUBMIT	

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

		View More (0) >			
+ RECORD 1106A SUBMI	SSION					
1106A Submiss	ions					
1106 Submissions Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Θ
Victim	Clemency Submission	5/16/2024	5/16/2024	¥	Government	÷
CANCEL						SAVE

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

Record 1106A Submissions

o 🤉 🕑

- 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.

☑ Record 1106A Submissions			Q	Ľ
Record 1106A Submissions: U.S. v. Williams				
5/16/2024 12:35 PM EDT	john.posttrialofficeuser			
Case Journal ADD JOURNAL ENTRY Enter text to search all journal entries O. OLDEST FIRST O OLDEST FIRST POST TRAL OFFICE USER. JOHN Event ares \$F16204 W EDIT OR REMOVE ENTRY Record 1106A Submissions 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".

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.

HOME ALCASES REPORT				II
	My Tasks 🚱			
葡 CALENDAR	Q. Test	SEARCH		T - <i>D</i>
B DOCUMENT TEMPLATES	Case Title	Case Number	Task Type 😡	Date Assigned
			There are no current tasks	
() HELP				
	Location Tasks			
	Q, Doe	SEARCH		τ- Ω
	Case Title	Case Number	Task Type 😡	Date Assigned
	U.S. v. Doe	N-EU-23-0018	Forward Clemency Submission to CA	A 4/18/2023

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

SENTENCE ADJUDGED	DAYS REMAINING	SUBMISSION DEADLINE	
1/31/2023	() 14	2/20/2023	
Submission Details	i		
ubmission Source			
Accused (1106)			
Submission Type		Submission Date	
lemency Submission		Feb 6, 2023	
106 Document			
Clemency Details			
Did the accused reserve the r	ght to submit additional 1106 matters?	Date Forwarded to CA	
'es		mm/dd/yyyy	

- 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.

U.S. v. Marino								
Summary Documents Case Joi Case Actions	urnal Victim	ns, Witnesses, & E	xperts Charges &	& Offenses	Trial	Accused D	Oetails Post-	Trial
STR	1106 Sub	omissions						
CMR	Submitted By	Туре	Submission Date	Date Forwarded to CA		Document	Submission Source	Ø
ROT CA Action	Accused	Clemency Submission	2/1/2023	-	4	¥	Defense	:
Post-Trial Motions								

- 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

2.

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

HOME ALL CASES	Le REPORTS					John 🖉 🚟		
Select the "Case Number" to navigate to the Case Summary page.								
HOME ALL CA	SES REPORTS							
Q Marino		0	SEARCH STATUS	Any	•			
+ CREATE NEW CASE	+ CREATE NEW CASE ADD CASE UPDATES SEGNERATE TEST CASE							
Case Title		Case N	umber	Investigation Number	Status	Date Opened		
U.S. v. Marino		N-EU-2	23-0097	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 Case Actions
STR CMR 1106 Matters 1105 Hearing ROT	Statement of Trial Results STR Verified Date Jan 16, 2023 Jan 16, 2023
CA Action Post-Trial Motions	
1105 Hearing Post-Trial Motions Hearing 1106 Submission CA's Action Prepare ROT to Victim Prepare CMR Letter	

- 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.

U.S. v. James				
Summary Documents Case Journal Victims, W	Vitnesses, & Experts Charges & Offer	nses Trial Accus	ed Details Post-Trial	Appellate Activity Case Actions
Case Actions Select Display Option Olisplay all Collapse all				
Accused Details Actions				
ENTER ACCUSED APPELLATE RIGHTS ELECTION				
ENTER CIVILIAN COUNSEL				
ENTER CA DETAILS				
ADD FIREARM PROHIBITION				
Appellate Activity Actions				
FILE WRIT PETITION				
Case Journal Actions				
ADD CASE JOURNAL				
Charges & Offenses Actions				
No available actions				
Documents Actions				
UPLOAD CASE DOCUMENT				

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

1106 Submissi	on: U.S. v. Marino			
SENTENCE ADJUDGED	DAYS REMAINING	SUBMISSION DEADLINE		
Submission Details	3			
Submission Source*	(1054)			
Submission Type*				Submission Date *
Clemency Submission			•	• 02/10/2023
1106 Document*				
UPLOAD 🔓 Drop file here				
Clemency Details				
Did the accused reserve the rig Yes No	ight to submit additional 1106 matters?			Date Forwarded to CA 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 "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.

U.S. v. Marino									
Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial									
STR	1106 Sul	omissions							
CMR	Submitted By	Туре	Submission Date	Date Forwarded to CA		Document	Submission Source	0	
ROT CA Action	Accused	Clemency Submission	2/1/2023		A	¥	Defense	÷	
Post-Trial Motions									

- 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.

NCORS CASE I	MANAGEMENT			- A start and a start and a start a start of the start of	
	My Tasks 🚱				
⇔ CALENDAR	Q ddhih		SEARCH		▼ - <i>S</i>
DOCUMENT TEMPLATES	Case Title	Case Number	Task Type 😧		Date Assigned
				There are no current tasks	
LAST LOGIN DETAILS					
@ HELP	Location Tasks				
	Q, N-NW-24-0001		SEARCH		₹- ∅
	Case Title	Case Number	Task Type 😧		Date Assigned
	U.S. v. Marino	N-NW-24-0001	Forward Clemency Sul	bmission to CA	4/23/2024

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

1106 Submission	n: U.S. v. Marino		
SENTENCE ADJUDGED	DAYS REMAINING	SUBMISSION DEADLINE	
A Submission timeline does n	ot reflect the number of days appro	ved under the current extension request	
Submission Details Submission Source Accused (1106) Submission Type Extension 1106 Document Extension Details		Submission Date Feb 6, 2023	
Days Requested		Date Forwarded to CA *	
10 Is the Extension Approved?		mm/dd/yyyy 🇰	
⊖Yes ⊖No		CA Decision Date	
		mm/dd/yyyy	
CANCEL		su	ІВМІТ

- 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 C	Case Journal Victim	s, Witnesses, & Experts	Charges & Offenses	Trial Accused Details	Post-Trial	ase Actions	
STR	1106 Sub	1106 Submissions					
CMR 1106 Matters	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Θ
1105 Hearing	Accused	Clemency Submission	2/1/2023	2/1/2023	¥	Defense	:
ROT CA Action	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Ð
Post-Trial Motions	Accused	Clemency Submission	2/1/2023	2/1/2023	¥	Government	:
ACTIONS	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
1105 Hearing	Accused	Extension	2/1/2023	1/31/2023	¥	Defense	:
Post-Trial Motions Hearing							
1106 Submission							
CA's Action							
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.

		Lee Reports							
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 "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 Case Actions
CMR CMR 1106 Matters 1105 Hearing ROT	Statement of Trial Results STR Verified Date STR Signed Date Jan 16, 2023 Jan 16, 2023 > E
CA Action Post-Trial Motions	
ACTIONS 1105 Hearing Post-Trial Motions Hearing 1106 Submission CA's Action Prepare ROT to Victim Prepare CMR Letter	

- 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, Wi	itnesses, & Experts Charges & Offense	Trial Accused D	etails Post-Trial	Appellate Activity Case Actions
Case Actions Select Display Option Opisplay 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:



- 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	s, Witnesses, & Experts	Charges & Offenses	Trial Accused Details	Post-Trial	ase Actions	
STR	110)6 Sub	missions					
CMR 1106 Matters	Sub By	mitted	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Ø
1105 Hearing	Acc	used	Clemency Submission	2/1/2023	2/1/2023	¥	Defense	:
ROT CA Action	Sub By	omitted	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	ø
Post-Trial Motions	Acc	used	Clemency Submission	2/1/2023	2/1/2023	¥	Government	:
ACTIONS	Sub By	omitted	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
1105 Hearing	Acc	used	Extension	2/1/2023	1/31/2023	¥	Defense	:
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.

NCORS CASE	MANAGEMENT				
	My Tasks 😧				
箇 CALENDAR	Q ddhih		SEARCH		▼ - <i>©</i>
B DOCUMENT TEMPLATES	Case Title	Case Number	Task Type 🕑		Date Assigned
				There are no current tasks	
D LAST LOGIN DETAILS					
() HELP	Location Tasks				
-	Q. N-NW-24-0001		SEARCH		▼ - 2
	Case Title	Case Number	Task Type 🚱		Date Assigned
	U.S. v. Marino	N-NW-24-0001	Forward Clemency S	ubmission to CA	4/23/2024

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

Rebuttal Submiss	sion: U.S. v. Mariı	no	
SUBMISSION DATE	DAYS REMAINING	REBUTTAL DEADLINE	
Submission Details Submission Source Accused (1106) Submission Type Rebuttal		Submission Date Feb 1, 2023	
Rebuttal Document		Date Forwarded to CA mm/dd/yyyy	
CANCEL			SUBMIT

- 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.

J.S. v. Marino								
Summary Documents	Case Journal	Victims	s, Witnesses, & Experts	Charges & Offenses	Trial Accused Details	Post-Trial	Case Actions	
STR	110)6 Sub	missions					
CMR 1106 Matters	Sub By	bmitted	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
1105 Hearing	Acc	cused	Clemency Submission	2/1/2023	2/1/2023	£	Defense	:
ROT	_							
CA Action	Sub By	omitted	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
Post-man would be	Acc	cused	Clemency Submission	2/1/2023	2/1/2023	*	Government	:
	Acc	aused	Rebuttal	2/1/2023	2/1/2023	¥	Defense	÷
ACTIONS	_							
1105 Hearing	Sub By	omitted	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
Post-Trial Motions Hearing	Acc	cused	Extension	2/1/2023	1/31/2023	Ł	Defense	:
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.

М НОМЕ	ALL CASES	Lee Reports	ooto 💵

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

HOME ALL	CASES REPORTS						
Q Marino		0	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 "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".

S. V. Marino							
immary Documents Cas	se Journal Victims	s, Witnesses, & Experts	Charges & Offenses T	rial Accused Details	Post-Trial Ca	ase Actions	
STR	1106 Sub	missions					
CMR 1106 Matters	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
1105 Hearing	Accused	Clemency Submission	2/1/2023	2/1/2023	÷	Defense	:
ROT							
CA Action	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
Post-mai motions	Accused	Clemency Submission	2/1/2023	2/1/2023	Ł	Government	:
	Accused	Rebuttal	2/1/2023	2/1/2023	٤	Defense	:
F ACTIONS							
1105 Hearing	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
Post-Trial Motions Hearing	Accused	Extension	2/1/2023	1/31/2023	Ł	Defense	:
1106 Submission							
CA's Action							
Prepare ROT to Victim							

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

Rebuttal Submi	ssion: U.S. v. Marir)	
SUBMISSION DATE		REBUTTAL DEADLINE	
Submission Details		2, 0, 20	
Submission Source Accused (1106)			
Submission Type *		Submission Date *	
Rebuttal		▼ 02/01/2023 🛱	
1106 Document *		Date Forwarded to CA	
UPLOAD Drop file here		mm/dd/yyyy	
CANCEL			SUBMIT

- 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 J	ournal Victim	s. Witnesses, & Experts	Charges & Offenses Trial	Accused Details Post-	Trial Case Ac	tions	
STR	1106 Sub	missions					
CMR	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Θ
1105 Hearing	Accused	Clemency Submission	2/1/2023	2/1/2023	×.	Defense	:
ROT CA Action	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Ø
Post-I rial Motions	Accused	Clemency Submission	2/1/2023	2/1/2023	Ł	Government	1
	Accused	Rebuttal	2/1/2023	2/1/2023	Ł	Defense	:
F ACTIONS	Accused	Rebuttal	2/1/2023	2/1/2023	*	Government	:
1105 Hearing Post-Trial Motions Hearing	Submitted	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Ø
1106 Submission CA's Action	Accused	Extension	2/1/2023	1/31/2023	¥	Defense	:
Prepare ROT to Victim Prepare CMR Letter							

- 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			to start in the second se	
	My Tasks 😧				
曲 CALENDAR	Q ddhih		SEARCH		τ- Θ
DOCUMENT TEMPLATES	Case Title	Case Number	Task Type 🛿		Date Assigned
				There are no current tasks	
LAST LOGIN DETAILS					
⑦ HELP	Location Tasks				
	Q N-NW-24-0001		SEARCH		T- 0
	Case Title	Case Number	Task Type 🔞		Date Assigned
	U.S. v. Marino	N-NW-24-0001	Forward Clemency	Submission to CA	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 Extensio	n Submission: L	J.S. v. Marino	
SUBMISSION DATE	DAYS REMAINING	REBUTTAL DEADLINE	
A Submission timeline does not r	eflect the number of days appro	oved under the current extension request	
Submission Details Submission Source Accused (1106) Submission Type Rebuttal Extension 1106 Document		Submission Date Feb 1, 2023	
Days Requested 3 Is the Extension Approved? Yes No CANCEL		Date Forwarded to CA*mm/dd/yyyymm/dd/yyyyCA Decision Datemm/dd/yyyymm/dd/yyyy	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.
- 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.

J.S. v. Marino									
Summary Documents	Case Journal	Victims	s, Witnesses, & Experts	Charges & Offenses	Trial	Accused Details Post-	Trial Case Ac	tions	
STR	110	06 Sub	missions						
CMR 1106 Matters	Sul By	bmitted	Туре	Submissior	Date	Date Forwarded to CA	Document	Submission Source	Ø
1105 Hearing	Acc	cused	Clemency Submission	2/1	/2023	2/1/2023	¥	Defense	:
ROT	Acc	cused	Rebuttal Extension	2/1	/2023	1/31/2023	-	Defense	:
CA Action									
Post-Trial Motions	Sul By	bmitted	Туре	Submission	Date	Date Forwarded to CA	Document	Submission Source	ø
	Acc	cused	Clemency Submission	2/1	/2023	2/1/2023	¥	Government	:
E ACTIONS	Acc	cused	Rebuttal	2/1	/2023	2/1/2023	¥	Defense	:
Y ACTIONS	Acc	cused	Rebuttal	2/1	/2023	2/1/2023	Ŧ	Government	:
Post-Trial Motions Hearing									
1106 Submission	Sul	bmitted /	Туре	Submission	Date	Date Forwarded to CA	Document	Submission Source	0
CA's Action	Aci	rused	Extension	2/1	/2023	1/31/2023		Defense	:
Prepare ROT to Victim		cuscu	Extension	271	2025	115172025		berense	
Prepare CMR Letter									

- 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

А НОМЕ	ALL CASES			
'oloo	t the "	bor" to povid	note to the Case Summer Lease	

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

А Номе	ALL CASES	LEAN REPORTS							
Q Marino	V CASE 🖋 ADD	CASE UPDATES 🐵 GEN	SEA	ARCH	STATUS	Any		•	
Case Title			Case Num	ber		Investigation Number	Status		Date Opened
U.S. v. Marino)		N-EU-23-0	0097		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".

J.S. v. Marino							
Summary Documents	Case Journal Vict	ms, Witnesses, & Experts	Charges & Offenses T	rial Accused Details	Post-Trial C	ase Actions	
STR	1106 Su	Ibmissions					
CMR 1106 Matters	Submittee By	^ј Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	0
1105 Hearing	Accused	Clemency Submission	2/1/2023	2/1/2023	£	Defense	:
CA Action	Submitted By	Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	Ø
Post-Trial Motions	Accused	Clemency Submission	2/1/2023	2/1/2023	Ł	Government	÷
	Accused	Rebuttal	2/1/2023	2/1/2023	¥	Defense	:
ACTIONS 1105 Hearing	Submittee By	і Туре	Submission Date	Date Forwarded to CA	Document	Submission Source	ø
Post-Trial Motions Hearing	Accused	Extension	2/1/2023	1/31/2023	Ł	Defense	:
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	on Submission: l	J.S. v. Marino	
SUBMISSION DATE	DAYS REMAINING	REBUTTAL DEADLINE	
Submission Details			
Submission Source Accused (1106)			
Submission Type *		Submission Date *	
Rebuttal Extension		v 02/01/2023 🛱	
1106 Document			
UPLOAD			
Extension Details			
Days Requested *		Date Forwarded to CA	
		mm/dd/yyyy 🛱	
Is the Extension Approved?		CA Decision Date	
○ Yes ○ No		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 C	ase Journal Victim	s, Witnesses, & Experts	Charges & Offense	s Trial Accused	Details Po	st-Trial Case A	ctions
STR	1106 Sub	missions					
CMR	Submitted		Cubaciacian Data	Date Forwarded		Submission	~
1106 Matters	Ву	Туре	Submission Date	to CA	Document	Source	e
1105 Hearing	Accused	Clemency Submission	2/1/2023	2/1/2023	¥	Defense	:
ROT	Accused	Rebuttal Extension	2/1/2023	1/31/2023	-	Defense	:
CA Action Post-Trial Motions	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.



М Номе	ALL CASES RE								٢	
Columns	to Display 😮		Page Size 😧							
Case Flag	gs, Case Title, Case Number,	0 -	25	•						
Q Marin	D		0	SEARCH STATUS Any			•		Ŧ	T - 2
GENER	ATE TEST CASE	WOLVERI	INE CASE							
Case Flags	Case Title 1	Case N	lumber	Subject Name	Investigation Number	Status	Case Created Date 😧	PTC/PTR Type	F	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 Hearings" tab.
 - b. Take the action "Record 39(a) Hearing" from the Post-Trial Checklist.

Ny Workspace			
📋 Post-Trial Checklist 🏼 🛛	📮 Tasks		
Post-Trial Verifications &	Task	Status View	Enter
Rights Elections	Record 39(a) Hearing	0	Ľ
Clemency			
Post-Trial Hearings			
Post-Trial Actions			
Record of Trial			
Appellate Processing / Archival			

- 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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH "O RESET
OLDEST FIRST	
No entries have been made	

5. Select "Add Post-Trial Motions Hearing".

			View More (0) >			
+ ADD POST-TRIAL MOTIONS HEAD	RING					
Post-Trial Motions H	earings					
Hearing Date	Filings Due Date	Responses Due Date	Hearing Judge	Location	Date Created	Ø
			No entries have been made			
CANCEL						SAVE SUBMIT

6. Enter Post-Trial Motion Details and select "Submit".

Add Post-Trial Motions Hearing: U.S. v.	Williams			
	This form will timeout in 59 m	inutes. Any unsaved progress will be lost.		
Hearing and Due Dates Hearing Date * Immodygy	This form will timeout in 59 m	Physical Security Select a Love! Security Clearance Unclassified	Response Due Date	
CANCEL				SUBMIT

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

		Vie	w More (0) >			
+ ADD POST-TRIAL MOTIC	DNS HEARING					
Post-Trial Motio	ons Hearings					
Hearing Date	Filings Due Date	Responses Due Date	Hearing Judge	Location	Date Created	0
5/20/2024	5/18/2024	5/20/2024	DEPUTY CHIEF JUDGE OF TRIAL JUD, SAPPHIRE	29 Palms	5/20/2024	ø
CANCEL					SAVE	SUBMIT

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

🗆 Record 39(a) Hearing 📀 🔍 🗹	Record 39(a) Hearing	0	۹	Ľ
------------------------------	----------------------	---	---	---

- 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.

☑ Record 39(a) Hearing		ସ ଅ
Record 39(a) Hearing: U.S. v. Wil	liams	
5/16/2024 1:58 PM EDT	john.posttrialofficeuser	
Case Journal Add Journal Entry - Add a new case journal entry old Journal Entry - Add a new case journal entry old Journal Entry - Add a new case journal entry old Journal Entry - Add a new case journal entry Post TRAL OFFICE USER, JOHN Generates Friedoxa Generates Friedoxa Generates Friedoxa Record 39(a) Hearing Post-Trial Checklist item complete	Q SEARCH D RESET	
	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".

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.

		-	-
AE	ALL CASES	Lee Reports	Sohn 💷

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

HOME ALL CASES REPORTS						
Q. Marino SEARCH STATUS Any						
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. From the Post-Trial Tab, navigate to the "Post-Trial Motions" subtab.

U.S. v. Marino									
Summary Documents	Case Journal Victims, Witnes	ses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Case Actions		
STR	Post-Trial Motions	Hearing: 2/2/	2023						
CMR	Hearing Date	苗 February 2, 2	2023	Schedul	ed Post-Trial Mot	tions			
1106 Matters	Filings Due Date	🛱 February 1, 2	2023		Filing		Fyhihit		Date
1100 Watters	Responses Due Date	🛗 February 1, 2	2023	Туре	Party	Motion 🕜	Number	Status	Filed
ROT	Hearing Judge	TRIAL MILITARY	JUDGE, TIM						
CA Action	Location	HQ Naples Cou	rtroom			No entries have	been made		
Post-Trial Motions	Date Created	🛱 January 30, 2	2023						
1				4					•

- 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

Summary								
tu.s. v. Marino	Post-Trial Motions Hearing De	etails						
Case Summary	Hearing Date i February 2, 2023	Hearing Judge	TRIAL MILITARY	Physical Security	Low			
Post-Trial	Filings Due Date 🛗 February 1, 2023		JUDGE, TIM	Security Clearance	Unclassified			
	Responses Due Date 🛗 February 1, 2023	Hearing Locatior	HQ Naples Courtroom					
		Hearing Type	e Open					
Edit Post-Trial Motions H	Hearing Outcome							
	Did the Post-Trial 39(a) session impact any find	lings?	Did the Post-Trial 39(a) session impact the sentence?					
	No		No					
	Scheduled Post-Trial Motions							
	Q Search Post Trial Motions	S	EARCH		▼ - <i>€</i>			

7. In the "Edit Post-Trial Motions Hearing" form, update the Outcome section:

Edit Post-Trial Motions Hearing: U.S. v. Marino						
Hearing and Due Dates Hearing Date* 02/02/2023 Hearing Details Motions Hearing Judge TRIAL MILITARY JUDGE, TIM	Filing Due Date	曲	Physical Security	Response Due D 02/01/2023	ate 蕭	
Location of Hearing			Low			·
HQ Naples Courtroom		•	Unclassified			
Hearing Type Open Closed Outcome Did the Post-Trial 39(a) session impact any findings? Yes No						
Did the Post-Trial 39(a) session impact the sentence? ○ Yes ● No						
CANCEL						SUBMIT

- 8. Select "Submit" once complete to update the Post-Trial Motion Hearing Outcome.
 - a. 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.
 - b. Update the findings and sentence to reflect the changes from the post-trial motions hearing
- 9. 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

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

А НОМЕ	ALL CASES	I REPORTS	

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

М НОМЕ	ALL CASES							
Q Marino				SEARCH	STATUS	Any	•	
+ CREATE NEW C	ASE 🥒 ADD (ASE UPDATES	GENERATE TES	T CASE				
Case Title			Cas	e 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 "1105 Hearing" from the actions list.

U.S. v. Marino								
Summary Documents C	ase Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Case Actions							
CMR	Statement of Trial Results STR Verified Date Jan 16, 2023 Jan 16, 2023							
1105 Hearing ROT								
CA Action Post-Trial Motions								
 ACTIONS 1105 Hearing File Post-Trial Motion 								

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

J.S. v. James							
Summary Documents Case Journal V	ictims, Witnesses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions							
elect Display Option Display all Collapse all							
Accused Details Actions							
ENTER ACCUSED APPELLATE RIGHTS ELECTIO	N						
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 "Add 1105 Details" form, input the details of the 1105 Hearing:

learing Outcome *		
Select a Value		-
learing Date	Hearing Location	
mm/dd/yyyy 🗰	Select a Value	
ummarized Transcription	1105 Report	
UPLOAD	UPLOAD	

- 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 C	ase Journal Victims, Witnesses, & Experts Charge	s & Offenses Trial Accused Details Post-Trial Case Actions
STR CMR 1106 Matters 1105 Hearing ROT CA Action Post-Trial Motions	1105 Hearing Details Hearing Outcome Released from Civil Commitment Hearing Date Jan 25, 2023 Summarized Transcription Signal 1105 Report	Hearing Location DSO Annapolis
 ACTIONS 1105 Hearing File Post-Trial Motion 		

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.

А Номе	ALL CASES	Leen Reports	iom 速 💳

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

А Номе	ALL CASES RE	PORTS					III 🤇	
Columns	to Display 😮	Page Size 😮						
Case Flag	gs, Case Title, Case Number,	8 - 25	•					
Q Marin	D		SEARCH STATUS Any			•	*	T- 3
GENER	ATE TEST CASE	WOLVERINE CASE						
Case Flags	Case Title 1	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		
Post-Trial Verifications &	Task	Status View	Enter
Rights Elections	Record Sentence Deferment Request	0	Ľ
Clemency	Record Recommended Sentence Suspensions	0	Ľ
Post-Trial Hearings	Record CA's Action	0	B
Post-Trial Actions	Input EOJ Details	0	Ľ
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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH "D RESET
OLDEST FIRST	
No entries have been made	

5. Select "Sentence Deferment".

				View More (0) >			
+ SENTENCE DEFERMEN	rment भा						
Sentence Deferments							
Source	Request Date	4	Request Document		CA Decision Date	Decision Document	Θ
				No entries have been made			
CANCEL							SAVE SUBMIT

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

Deferment Details			
Is this deferment based on a deferment request from the accused?*			
Request Date		Request Document	
mm/dd/yyyy 🗰		UPLOAD Drop file here	
Date of CA's Decision	CA Decision Document		
mm/dd/yyyy 🗰	UPLOAD Drop file here		
Sentence Elements to Defer			
Defer Confinement			
Confinement of 5 years, 6 months			
CANCEL			SUBMIT

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

			View More (0) >			
Sentence Deferment + SENTENCE DEFERMENT entence Deferment - Sentence Deferment tion for the Post Trial Checklist						
Source	Request Date	1	Request Document	CA Decision Date	Decision Document	0
Request from Accused	5/15/2024		Ł		¥	1
CANCEL						SAVE

Ø

Q

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

Record Sentence Deferment Request

- 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.

☑ Record 39(a) Hearing		0	Q	Ľ
Record Sentence Deferment Request: U.S. v. William	ns			
S/16/2024 2:15 PM EDT Case Journal ADD JOURNAL ENTRY Proter text to search all journal entries NEWEST FIRST NEWEST FIRST POST TRALO FIFLE USER, JOHN Exercise ENfectuate Record Sentence Deferment Post-Trial Checklist litem complete Record Sentence Deferment Post-Trial Checklist litem complete	john posttrialofficeuser			
	View More (0) >			

- 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.

А Номе	ALL CASES	Leen Reports	Jain 💽 🗮

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

А Номе	ALL CASES R	EPORTS							٢		News Frank Barther Franker Franker Franker
Columns	to Display 🕢	P	Page Size 🝞								
Case Flag	gs, Case Title, Case Number,	··· O -	25	•							
Q Marin	D		0	SEARCH STATUS Any			•		*	۳.	C
☺ GENER	ATE TEST CASE	E WOLVERINE	E CASE								
Case Flags	Case Title 1	Case Nur	mber	Subject Name	Investigation Number	Status	Case Created Date 🚱	PTC/PTR Type		RCM 70 Clock	0 7
-	U.S. v. Marino	N-EU-24	4-0037	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 Recommended Sentence Suspensions" from the Post-Trial Checklist.

My Workspace			
📋 Post-Trial Checklist 🏼	☐ Tasks		
Post-Trial Verifications &	Task	Status View	Enter
Rights Elections	Record Sentence Deferment Request	0	Ľ
Clemency	Record Recommended Sentence Suspensions	0	Ľ
Post-Trial Hearings	Record CA's Action	0	Ľ
Post-Trial Actions	Input EOJ Details	0	Ľ
Record of Trial			
Appellate Processing / Archival			

- 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.

~ Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH "D RESET
¢ OLDEST FIRST	
No entries have been made	

- 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.

Sentence Details		
Fine of \$5,000.00 Confinement of 2 years, 6 months		
Sentencing Composition	Did the members recommend to suspend a portion of the sentence?	Did the military judge recommend a suspension?
Member Suspensions	Vites O NO	
Suspend Fine		
Fine of \$5,000.00		
Dollar Amount Suspended	Suspension Duration Type	Suspension Duration
	Select a Value	•
Suspension Additional Details		
		0/20
Suspend Confinement		
CANCEL		SAVE SUB

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

Record Recommended Sentence Suspensions

👂 Q 🗹

- 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 Su	spensions	 ସ୍ଥାଇଥିଲେ ।
Record Recommended Sentence Su	spensions: U.S. v. Howie	
5/16/2024 2:49 PM EDT	john.posttrialofficeuser	
Case Journal + ADD JOURNAL ENTRY dd Journal Entry o OLDEST FIRST OT TRIAL OFFICE USER. JOHN C Entern date: D16/2024 C EDIT OR REMOVE ENTRY Record Sentence Suspensions Post-Trial Checklist Item complete	D RESET	
	View More (0) > View Case Details	
1		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.

KEPORTS			

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

А Номе	ALL CASES	Lee 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.

U.S. v. Marino			
Summary Documents Case	Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details	Post-Trial Case Actions
ArraignmentTMOPretrial MattersMotionsExhibitsTrial	Arraignment Request Date Request Made > Motion for Docketing > Risk Assessment Form > TMO Dates	Physical Security -	Security Clearance -
Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment	Arraignment Hearing Arraignment Date and Time 11/17/2022 8:00 AM EST	Arraignment Judge DOCKETING JUDGE, ROBSON	Arraignment Location HQ Bremerton Courtroom
Alternate Disposition Alternate Disposition Actions Sentence Suspension Enter Sentence Deferment			

- 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, W	Vitnesses, & Experts Charges & Offenses	Trial Accused Details	Post-Trial	Appellate Activity Case Actions
Case Actions Select Display Option O Display all Collapse all				
Accused Details Actions				
ENTER ACCUSED APPELLATE RIGHTS ELECTION				
ENTER CIVILIAN COUNSEL				
ENTER CA DETAILS				
ADD FIREARM PROHIBITION				
Appellate Activity Actions				
FILE WRIT PETITION				
Case Journal Actions				
ADD CASE JOURNAL				
Charges & Offenses Actions				
No available actions				
Documents Actions				
UPLOAD CASE DOCUMENT				

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

Enter Sentence Deferment: U.S. v. Ma Select sentence elements to defer, then enter details of the deferment.	rino		
Deferment Details Is this deferment based on a deferment request from the accused? * Yes No			
CA Decision Document			
UPLOAD			
Did the Convening Authority waive automatic forfeitures by operation of Artic	ile 58(b), UCMJ?		
Sentence Elements to Defer			
C Defer Confinement			
2 years, 2 months			
Effective Deferment Date	Is the end date of the deferment the EOJ?	Deferment End Date	
mm/dd/yyyy		mm/dd/yyyy	
CANCEL			SUBMIT

- 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.
| U.S. v. Marino | | | | | | | | |
|-----------------------|--|-------------------|-----------------|-------------------------|------------------|-------------------|----------------|---|
| Summary Documents Cas | se Journal Victims, Witnesses, & Experts C | harges & Offenses | Accused Details | Post-Trial Case Actions | | | | |
| Arraignment | Sentence Deferments | | | | | | | |
| тмо | Q Search NCORS Deferment Requests | SEARG | ЭН | | | | ۳ | ø |
| Pretrial Matters | Source | Request Date | 1 | Request Document | CA Decision Date | Decision Document | | 0 |
| Motions | Convening Authority | | | - | | ¥ | <mark>ا</mark> | 1 |
| Exhibits | | | | | | | | |
| Trial | | | | | | | | |
| Pleas & Findings | | | | | | | | |
| Sentencing | | | | | | | | |
| Sentence Suspensions | | | | | | | | |
| Sentence Deferment | | | | | | | | |
| Alternate Disposition | | | | | | | | |

Record CA's Action (Checklist)

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

К	ALL CASES	REPORTS	and the second sec

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

											_
М Номе	ALL CASES	REPORTS							۲		3
Columns	to Display 😮		Page Size 😮								
Case Flag	gs, Case Title, Case Numbe	r 🛛 🔻	25	•							
Q. Marino	D		٥	SEARCH STATUS Any			•		*	T - 0	1
GENER	ATE TEST CASE	TE WOLVER	INE CASE								
Case Flags	Case Title	t Case N	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 CA's Action" from the Post-Trial Checklist.

🛔 Post-Trial Checklist 🏼	☐ Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	☑ Record Sentence Deferment Request	o	Q	Ľ
Clemency	☑ Record Recommended Sentence Suspensions	0	Q	Ľ
Post-Trial Hearings	Record CA's Action	0		Ľ
Post-Trial Actions	Input EOJ Details	0		Ľ
Record of Trial				
Appellate Processing / Archival				

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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH D RESET
OLDEST FIRST	
No entries have been made	

5. Select the "CA Action" action.

CA Action Details		
+ CA ACTION		
Convening Authority		
Name		
-		
Service Details		
Service Status		
•		
Contact Information		
Email Address	Phone Number (Primary)	Phone Number (Alternate)
- Address		-
-		
Action Details		
Date CMR and exhibits were forwarded to CA	Date CA's action received from CA	
	•	
Date of CA's action	Date CA's action forwarded to Accused/Victims	
~Action on Findings		
No Action on Findings Entered		
~Action on Sentencings		
No Action on Sentences Entered		
Action on Sentence Suspensions		
No Sentence Suspensions have been entered		

- 6. Enter details of the action taken by the convening authority.
- 7. Select "Submit".

CA's Action: U.S	5. v. Williams								
	This	form wi	Il timeout in 58 minutes. Any unsaved progress will be lost.						Í
Action Details	Convening Authority		First Name *			Middle Name	Suffix		
Action on Findings	Enter Last Name		Enter First Name			Middle Name	Suffix		
Action on Sentence	Sex	Race		E	Ethnicity			Date of Birth	1
Action on Suspensions	Select a Value	Sele	ect a Value 👻		Select a Value		•	mm/dd/yyyy	
P Review	Service Details Service Status 								
	inhn doe@example.com		123-456-7890			123-456-7890			
	Mailing Address								
	Street Address or PO Box					Apartment or Unit Number			
	Enter Address/PO Box					Enter Apartment/Unit Number			
	City		State			Zip			
	Enter City		Select a State		•	Enter Zip			
	Action Details								
	CA's Action File		Date CMR and exhibits were forwarded to CA			Date CA's action received from CA			•
CANCEL								BACK	т

8. User can save their progress by selecting "Save".

Is rehearing ordered for LIO? No			
Specification 2 Language for specification 2: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla egestas culputate. Nunc ac mi ne cenim maximus rutrum eget nec metus. Interdum (view more)	Plea GUILTY, except for the words Plea Details Guilty except words XYZ	Finding NOT GUILTY	
CA Action	Additional Details		
Order rehearing			
Is rehearing ordered for LIO?			
No			
~Action on Sentencings			
Did the CA take an action impacting the sentence pursu	uant to R.C.M 1109 and/or 1110?		
No			
No	es by operation of Article 58(b), UCM]?		
~Action on Sentence Suspensions			
No Sentence Suspensions have been entered			
Vacation Hearing Details			
If the convening authority suspended any portion of th	e sentence, was that suspension later vacated (R .C.M. 1108)?		
- Were any victims of the underlying offense(s) for which -	the probationer received a suspended sentence, or any victim of the alleged offense that is the subject o	f the vacation hearing, provided notice of the vacation hearing?	
CANCEL			SAVE SUBMIT

Ø

Q

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

Record CA's Action

- 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.

Record CA's Action: U.S. v. Williams sreated at 3 PM EDT case Journal + AD JOURNAL KITY For Each of Search at Journal entres e OLDEST RRET Come Stread Case Action Checklist item as complete View More (0) 5 View More (0) 5 View Case Details	☑ Record CA's Action		0	۹	Ľ
srueved 4:13 PM EDT john postrialofficeuser Case journal	Record CA's Action: U.S. v. Williams				
Case journal + Aog journal entries Conset refer Conset	5/16/2024 4:13 PM EDT	john.posttrialofficeuser			
View More (0) > View Case Details	Case Journal				
		View More (0) > View Case Details			

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.
 - HOME ALLOSES REPORTS
- 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 "CA's Action" from the "Actions" list.

U.S. v. Marino	
Summary Documents Ca	ase Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions
STR CMR 1106 Matters 1105 Hearing ROT	Statement of Trial Results STR Verified Date STR Signed Date Jan 16, 2023 Jan 16, 2023 The State Stat
CA Action Post-Trial Motions	
ACTIONS 1105 Hearing Post-Trial Motions Hearing 1106 Submission CA's Action Prepare ROT to Victim Prepare CMR Letter	

- 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, Witnes	s, & Experts Charges & Offenses	Trial A	ccused Details	Post-Trial	Appellate Activity	Case Actio
Case Actions						
elect Display Option						
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	Convening Authority First Name *		Last Name *		Middle Na	ame	Suffix
Action on Findings	Enter First Name		Enter Last Name		Middle N	ame	Suffix
Action on Sentence	Service Details						
Action on Suspensions	Service Status						
Review	Select a Service Status	•					
	Contact Information						
	Email Address	Phone N	umber (Work)	Phone Number (Home)	Phone Nu	mber (Cell)
	john.doe@example.com	123-456	5-7890	123-456-7890		123-456-	7890
	Mailing Address						
	Street Address or PO Box				Apartment	t or Unit Nun	nber
	Enter Address/PO Box				Enter Apai	rtment/Unit N	umber
	City		State		Zip		
	Enter City		Select a State	•	Enter Zip		
	Action Details CA's Action File UPLOAD C Drop file here Date of CA's action		Date CMR and exhil mm/dd/yyyy Date CA's action for mm/dd/yyyy	warded to Accused/Victims	Date CA's 01/17/20	action receiv	ved from CA
CANCEL							NEX

a. Input the Action Details and select "Next".

i. User can select "Back" at any point to return to the previous form.

Action Details	Action on Findings					
Action on Findings	Did the CA take an action impacting a finding of guilty p O Yes O No	oursuant to R.C.M 1110?				
Action on Sentence	Charge I: Violation of the UCMJ, Article 82 - Solic	iting commission of offense	s - WITHDRAWN/DISMISSED			
action on Suspensions	Specification	Specification	has been dismissed			
teview	Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing eilit. Etiam venenatis purus sed nulla egestas vulputate. Nunca car in ece nim maximus rutrum eget nec metus. Interdum (view more)					
	Charge II: Violation of the UCMJ, Article 83 - Mal	ingering - GUILTY				
	Specification 1	Plea		Finding		
	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)	GUILTY, except for the words Plea Details* Guilty except words XYZ		GUILTY, except for the words Finding Details * Guilty except words XYZ		
	CA Action					
	Action on Findings					
	Specification 2	Plea		Finding		
	Language for specification 2; Lorem ipsum dolor sit amet,	NOT GUILTY, but GUILTY of the L	esser Included Offense	NOT GUILTY, but GUILTY of the Less	ser Included Offense	
	consected dopisenty end edunivenen	LIO UCMJ Article	LIO DIBRS Code	LIO UCMJ Article	LIO DIBRS Code	
		106 - Spies	087BB1 - Breach of restriction (on/after 1 Jan 19)	noncommissioned or petty officer, or agent or official	(on/after 1 Jan 19)	
	CA Action					

b. Input the Action on Findings and select "Next".

CA's Action: U	CA's Action: U.S. v. Marino				
Action Details	Action on Sentencing	zs			
Action on Findings	Did the CA take an action impact	ting the sentence pursuant to R.C.M 1109 and/or 11	1110?		
Action on Sentence Forfeiture of \$500.00 per month		CA Action			
Action on Suspensions	for 6 months	Select a CA Action	•		
Review					
CANCEL					

c. Input the Action on Sentence and select "Next".

CA's Action: U	.S. v. Marino	
Action Details	Action on Recommended Suspensions - Members	
	Suspension Details	CA Action
Action on Findings	Suspend \$500.00 per month from forfeiture of \$500.00 per month for 6 months for a duration of 30 Days	Select a CA Action 👻
Action on Sentence		
Action on Suspensions		
Review		
CANCEL		BACK

- 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 Ca	se Journal Victims, Witnesses, & Experts C	harges & Offenses Trial Accuse	ed Details Post-Trial Case Actions	
STR CMR 1106 Matters ROT CA Action Post-Trial Motions	Convening Authority Name SMITH, CAPTAIN JORDAN A Service Status Active Duty Service Branch USN Grade 0-6	EDIPI / DOD ID 1234567890 Rank Captain		Unit Unit 2
ACTIONS Post-Trial Motions Hearing 1106 Submission CA's Action Prepare ROT Prepare CMR Letter	Contact Information Email Address - Address - Action Details		Phone Number (Home) -	Phone Number (Cell) -
rrepare controlletter	Action Details CA's Action File - Date of CA's action		Date CMR and exhibits were forwarded to CA Date CA's action forwarded to Accused/Victims	Date CA's action received from CA

Input EOJ Details (Checklist)

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

	*	
l	ALL CASES	REPORTS

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

А Номе	ALL CASES	RE	PORTS									•	÷
Columns	to Display 😧			Page Size 😮									
Case Flag	s, Case Title, Case Nu	imber, •	- 0 -	25		•							
Q, Marino	0			٥	SEARCH	STATUS Any			•		*	۲.	C
© GENER	ATE TEST CASE	IGRATE	WOLVERIN	IE CASE									
Case Flags	Case Title	t	Case Nu	umber	Subject N	lame	Investigation Number	Status	Case Created Date 🕑	PTC/PTR Type		RCM 7 Clock	07 k
-	U.S. v. Marino		N-EU-2	24-0037	MARINO, Alexpol	FADM ALEX	78113567	Pending Clemency	8/1/2024	-			

John 🕸

- 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.

My Workspace				
Post-Trial Checklist	☐ Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	✓ Record Sentence Deferment Request	S	Q	Ľ
Clemency	✓ Record Recommended Sentence Suspensions	0	۹	Ľ
Post-Trial Hearings	☑ Record CA's Action	0	Q	Ľ
Post-Trial Actions	Input EOJ Details	0		Ľ
Record of Trial				_
Appellate Processing / Archival				

- 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.

~Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH D RESET
¢ OLDEST FIRST	
No entries have been made	

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 provid	- led 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. \	Villiams	
		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 gener case file.	ated or uploaded to the	
EOJ Details		
Military Judge *	Date Verified for Accuracy *	Date Received from Military Judge
Select military judge who reviewed EOJ	mm/dd/yyyy	mm/dd/yyyy 🛱
Date Sent to the Accused	Was a copy of the Entry of Judgment pr	rovided to any crime victim or crime victim's counsel, upon request?
mm/dd/yyyy 🗰	○ Yes ○ No	
Date sent to the Accused's Commanding Officer	Date sent to the Convening Authority	Date sent to the MCIO
mm/dd/yyyy 🗰	mm/dd/yyyy 🗰	mm/dd/yyyy 🗎
CANCEL		SUBMI

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

Entry of Judgement		
Verified By	Date Verified for Accuracy	Date Received from Military Judge
TRIAL MILITARY JUDGE, TIM	May 14, 2024	May 16, 2024
Date Sent to the Accused	Was a copy of the Entry of Judgment prov	ided to any crime victim or crime victim's counsel, upon request?
May 16, 2024	Yes	
Date sent to the Accused's Commanding Officer	Date sent to the Convening Authority	Date sent to the MCIO
May 14, 2024	May 16, 2024	May 15, 2024
E Current Entry of Judgement		
CANCEL		
CANCEL		

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

	Input EOJ Details		0	Q	Ľ
--	-------------------	--	---	---	---

- 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.

☑ Input EOJ Details		0	Q	Ľ
Input EOJ Details: U.S. v. Williams				
5/16/2024 4:33 PM EDT	john.posttrialofficeuser			
Case Journal				
	View Mare (1) >			
	View 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".

Generate EOJ

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

М НОМЕ	ALL CASES	Le REPORTS				

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

А НОМЕ	ک ALL CASES					
Q Marino			SEARCH STATUS	Any	•	
+ CREATE NEW	CASE ADD	CASE UPDATES SenerA	ATE 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 "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
Select Display Option O Display all Collapse all						
Accused Details Actions						
ENTER ACCUSED APPELLATE RIGHTS ELECTION						
ENTER CIVILIAN COUNSEL						
ENTER CA DETAILS						
ADD FIREARM PROHIBITION						
Appellate Activity Actions						
FILE WRIT PETITION						
Case Journal Actions						
ADD CASE JOURNAL						
Charges & Offenses Actions						
No available actions						
Documents Actions						
UPLOAD CASE DOCUMENT						

- 4. 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.

of Judgment - Example Text Formatting.pdf	1 / 4 - 1	00% + 🕄 <	গ			Ŧ	ē
		ENTRY SECTION A - A	OF JUDGMENT	_			
	1. NAME OF ACCUSED (LAST, MARINO, HELENE H	FIRST, MI)	2. PAYGRADE/RANK E-7	3. DoD	ID NUMBER		
	4. UNIT OR ORGANIZATION		5. CURRENT ENLIST	MENT	6. TERM		
	Unit 4		7/4/2012	10 DAT	5		
	7. CONVENING AUTHORITY (UNIT/ORGANIZATION)	8. COURT- MARTIAL TYPE	9. COMPOSITION	ADJOUR	NED		
		GCM	Members	1/31/2023			
		SECTION B - EN	TRY OF JUDGMENT	Γ			
	(include at a minimum the gravan accounting for any exceptions and trial ruling, order, or other determ (Charge I: violation of the UCM, Articl Plen: NOT GULLTY Specification: Language for specificat gestas vulputate. Nunc ae min accemin Quisque dignissim sagittis spatitis. Perion neque eget laorect. Fusce odio odio, rutr Plen: NOT GULLTY, but GULLTY o sufficient funds Finding: Dismissed	een of the offense), the substitutions, any mo ination by the military set 2 - Soliciting commission on 1; Lorem ipsum dolors + aximus rutmus eget neen pharetra at dui molestie ed me t risus et, tincidunt vess the Lesser Included Offen	e plea of the accused, th diffeations made by the judge. R.C.M. 1111(b on of offenses it amet, consectetur adipisci etus. Interdum et malesuad ementum, Curabitur fauebau tibulum felis. Aliquam see, 123a - Making, drawing	e findings convenin)(1)] ng elit. Etian fames ac an s lobortis tri , or uttering	or other disposition g authority or any post- m venenatis purus sed nulla nte ipsum primis in faucibus. stique. Sed maximus vestibulum check, draft, or order without		
	Charge II: Violation of the UCMJ, Artic Plea: GUILTY Finding: GUILTY Specification 1: Language for specific:	le 83 - Malingering ation 1; Lorem ipsum dolor	r sit amet, consectetur adipis	cing elit. Eti	iam venenatis purus sed nulla		
	egestas vulputate. Num ac mi nec enim Quisque dignissim sagittis sagittis, Proin neque egel laoreet. Fusce odio odio, rutri turpis rsus, dapibu Piers. GULLTY, except for the words; Finding: GULLTY, except for the words Specification 2: Language for specific Piers. WOT GULLTY, but GULLTY or anent or Gificial	naximus rutrum eget nec m pharetra at dui molestie el um et risus et, tincidunt ves Guilty except words XYZ rds; Guilty except words X attion 2; Lorem ipsum dolor if the Lesser Included Offen d' of the Lesser Included Offen	netus. Interdum et malesuad ementum. Curabitur faucibu tibulum felis. Aliquam comu YZ r sit amet, consectetur adipis tse; 106 - Spies ffense; 106 - Impersonation	a fames ac an s lobortis tri nodo leo id cing elit. Eti of officer, n	nte ipsum primis in faucibus, stique. Sed maximus vestibulum elit varius maximus. Suspendisse iam venen oncommissioned or petty officer,		

- 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

	А Номе	ALL CASES	REPORTS	in 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 199
--	------------------	-----------	---------	---

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

HOME ALL CASES REF	les Ports					
Q Search Cases		SEARCH STATUS Any		-		± ▼ - <i>C</i>
+ CREATE NEW CASE	PDATES	ST 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. Select the "Post-Trial" tab

WILLIAMS, FR E	LENA ELNARIRD			EDIPI S na 1898529994 (J	ervice P B-USN S	Pay Grade \$ E-1	
Executive Summary Lorem ipsum dolor sit amet, consectetur ad Vestibulum mattis, ligula id venenatis tincidu	ipiscing elit. In lacinia mattis tortor ac u unt, diam tortor congue enim, at gravid	ltricies. Donec eu euismod elit, ut fringilla leo. Ut a nisl neque quis lorem. Sed erat mauris, auctor i	gravida arcu ac varlus aliquet. Morbi et mauris nequ incidunt consectetur sed, mattis suscipit eros.	e. Donec et lacinia elit. Morbi bibendum consectetur arcu v	vitae hendrerit. Mor	rbi sed mag	gna lac
CASE FLAGS	DAYS OPEN 2 Opened 5/14/2024	POST TRIAL CLOCK I Clock Not Started	DAYS SINCE TRIAL 18 18 18 10 10 10 10 10 10 10 10 10 10	PRETRIAL CONFINEMENT			
ase Summary		My Workspace	Tasks				
N-EU-24-0048	Status Pending EOJ	Post-Trial Verifications &	Task		Status	View	Ent
GCM	EURAFCENT	Rights Elections	Statement of Trial Results Verification		0		R
Investigation Opened	Investigation Number	Clemency	Gun Control Act Requirements Submission		0		Ľ
4/9/2024	27788412	Post-Trial Hearings	 Fingerprint Card and Final Disposition Report 	t Submission Requirements	0		e
Date RLSO Contacted / RLS Received	Investigator	Post-Trial Actions	 Victim Post-Trial Rights Elections 		0		e
5/7/2024	Ivan Investigator	Record of Trial	 Accused Post-Trial and Appellate Rights Elect 	ions	0		Z
Warnings	ed: 922 Paragraph 2b	Appellate Processing / Archival				5	item

4. Select the "Edit EOJ Details" action

Summary Documents Ca	ase Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions
STR CMR 1106 Matters ROT	Statement of Trial Results STR Verified Date May 14, 2024 May 14, 2024 Statement of Trial Results
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	

- 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 Entr	ry of judgement
EOJ Details	Data Varified for Accuracy	Data Baselind from Million Judeo
Tim Trial Military Judge X	05/14/2024 m	05/16/2024
Date Sent to the Accused	Was a copy of the Entry of Judgment pro Yes No	ovided 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
05/14/2024	05/16/2024 🗰	05/15/2024
CANCEL		SUB

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

STR	Entry of Judgement			
CMR	Verified By	Date Verified for Accuracy	Date Received from Military Judge	
1106 Matters	TRIAL MILITARY JUDGE, TIM	May 14, 2024	May 16, 2024	
1100 Matters	Date Sent to the Accused	Was a copy of the Entry of Judgment prov	ided to any crime victim or crime victim's counsel, upon request?	
ROT	May 16, 2024	Yes		
CA Action	Date sent to the Accused's Commanding Officer	Date sent to the Convening Authority	Date sent to the MCIO	
EOI	May 14, 2024	May 16, 2024	May 15, 2024	
	Current Entry of Judgement			
Post-Trial Motions				
Article 56(d) Appeal				
ACTIONS				
106 Submission				
ost-Trial Motions learing				
A's Action				
repare CMR Letter				
lit EOJ Details				

Record of Trial Preparation

Transcription Preparation

Prepare Transcript (Checklist)

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

А Номе	ALL CASES	REPORTS	anio (

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

М Номе	ALL CASES	Lee Reports							٢	
Columns t	to Display 😮		Page Size 🚱							
Case Flag	s, Case Title, Case Numbe	r O -	25	•						
Q. Marino	0		8	SEARCH STATUS Any			•		*	T - 2
© GENERATE TEST CASE ► MIGRATE WOLVERINE CASE										
Case Flags	Case Title	t Case N	Number	Subject Name	Investigation Number	Status	Case Created Date 😧	PTC/PTR Type	1	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 "Record of Trial" tab.
 - b. Take the action "Prepare Transcript" from the Post-Trial Checklist.

epare Transcript epare ROT	Status O O	View Enter
epare Transcript epare ROT	Status O O	View Enter
epare Transcript epare ROT	0	Ľ Ľ
epare ROT	0	Ľ
ward ROT for Verification		
	0	Ľ
rify / Certify ROT	0	Ľ
rve ROT to Accused	0	Ľ
rve ROT to Victims	0	Ľ
		6 items
r	rve ROT to Accused	ve ROT to Accused O ve ROT to Victims O

- 4. In the "Prepare Transcript" 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	Q SEARCH "D RESET
♦ OLDEST FIRST	
No entries have been made	

5. 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 *	Seal Transcription Document? 🥑
UPLOAD Drop file here	
Date Sent to Transcriptionist	Date Received from Transcriptionist
mm/dd/yyyy	mm/dd/yyyy 🗰
~Assigned Personnel	
Court Reporters 😧	
Name	Date Assigned
POST TRIAL OFFICE USER, JOHN	5/14/2024
CANCEL	SUBMI

- 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		۹	Ľ
8.	Select "Submit" to identify the checklist item as complete.			
0	The year can view the datails of the Deat Trial Checklist item by povigating t	a tha "\/	o"	

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

Q \mathbf{Z} ✓ Prepare Transcript

Prepare Transcript: U.S. v. Willia	ms			
+ ADD JOURNAL ENTRY				
Enter text to search all journal entries	Q SEARCH "O RESET			
OLDEST FIRST				
POST TRIAL OFFICE USER, JOHN DEvent date: 5/17/2024				
₽ EDIT OR REMOVE ENTRY				
Prepare Transcript 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".

Prepare Transcription - USN

2.

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

A HOME	ALL CASES REPOR	лъ	(met
Select	the "Cas	se Number" to	navigate to the Case Summary page.
А НОМЕ	ALL CASES	REPORTS	

Q Marino	SEARCH STATUS Any							
+ CREATE NEW CASE INDUCASE 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 "Documents" tab.
- 4. Take the "Transcription" action from the actions list.

U.S. v. Marino							
Summary Documents Case	ournal Victims, Wi	tnesses, & Experts	Charges &	Offenses Trial	Accused Details	Post-Trial Case	e Actions
All Documents	All Documents	ents	SEARCH	DOCUMENT TYPE	Any	• T•	0
Discovery	CHARACTERISTICS	-	PUBLISHED DOCUME	NT Any	•		
Transcription	SOURCE Any		•				
	Document 🚱	Last Updated		4	Туре	Source	0
F ACTIONS	Document TXT - 0 KB	2/1/2023 10:17 Al	M Office User		1106 Matters	Gov 🌐	ource O Sov (#)
Case Document Transcription	Document TXT - 0 KB	2/1/2023 10:04 Al	M Office User		1106 Matters	Gov	
Forward EOJ	Document TXT - 0 KB	2/1/2023 9:52 AM	ior 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, & Expe	ts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions						
Display 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. Marino										
		This form will timeout in 60 minu	tes. Any unsaved progress will be	lost.						
Transcription Details Transcription File *		Date Sent to Transcriptionist		Date Received from Transcriptionist						
Seal Transcription Document? @ Assigned Personnel Court Reporters @										
Name	Name Date Assigned									
COURT REPORTER, CHRIS		2/9/2023								
Transcription Hearing Detai	Transcription Hearing Details									
Hearing Type Closed/Sealed H	learing Transcription Audio File	Hours	Minutes Notes		0					
Select a Value 💌	UPLOAD Crop file here				×					
Add New Transcription Hearing										
CANCEL	CANCEL									

- 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.

Task Assignment Details							
lect Military Judge to Review Transcription							
Select a User	-						

- 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.

U.S. v. Marino								
Summary Documents Ca	se Journal Victims, W	/itnesses, & Expert	ts Charges & C	Offenses Trial Accu	used Details Post-T	Trial Case Actio	ns	
All Documents	Transcriptions							
RCM 309 Matters Discovery Transcription	Transcribed Hearings	Transcription	Status	Assigned Court Reporter(s)	Uploaded By Uploaded		0	
	Merits	¥	Pending Verification	COURT REPORTER, CHRIS; COURT REPORTER CHIEF, MARK	POST TRIAL OFFICE USER, JOHN	2/2/2023 8:27 AM EST	,	
							_	
ACTIONS								
Case Document								
Transcription								
Forward EOJ								

Prepare Transcription - USMC

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

A HOME	ALL CASES)	Para Para Para Para Para Para Para Para
		 			-	-						

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

HOME ALL CASES REPORTS							
Q. Clarkson SEARCH STATUS Any Image: Search matrix Status Any							
Case Title	Case Number	Investigation Number	Status	Date Opened			
U.S. v. Clarkson	M-LJ-22-0007	40783456	Pending Clemency	11/23/2022			

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

U.S. v. Clarkso	n			
Summary Documents	Case Journal Victims, Witnesses, & Experts	Charges & Offenses Trial	Accused Details Post-Tri	al Case Actions
All Documents	All Documents			
RCM 309 Matters	Q Search Documents	SEARCH DOCUMENT TYPE An	<i>y</i>	• • • Ø
Discovery	CHARACTERISTICS Any	▼ PUBLISHED DOCUMENT	Any	•
Transcription	SOURCE Any	•		
	Document 😧	Last Updated	↓ Туре	Source 🚱
F ACTIONS	Case M-LJ-22-0007 Docketing Form PDF - 5.3 KB	12/28/2022 12:15 PM	Motion for Docketing	Gov
Case Document Transcription	Case M-LJ-22-0007 Risk Assessment F PDF - 5.3 KB	iorm 12/28/2022 12:15 PM	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, & Exp	rts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Action
Case Actions						
elect Display Option						
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.

Transcriptio	on Details: U.S. v	v. Clarkson							
			This form will timeout in 4	44 minute	es. Any uns	aved progress will be lost.			
Transcription D	Details								
Transcription File*			Date Transcription Started				Date Transcription Ended		
UPLOAD Drop file I	here		mm/dd/yyyy				mm/dd/yyyy 🗰		
Seal Transcription Docu	iment? 🕢								
~Assigned Personne	el					Vork Completed			
Court Reporters 🕜					Comple				
Name		Date Assigned			Task T	уре	Completed By	Date Completed	
COURT REPORTER, CHR	115	3/9/2023					No entries have been made		
Transcription H	learing Details								
Hearing Type	Closed/Sealed Hearing	Transcription Audio File	ŀ	Hours	Minutes	Notes		0	
Select a Value 🔻		UPLOAD 🖳 Drop file here						×	
Add New Transcription	on Hearing								
Task Assignme Assign Transcription wo	Task Assignment Details Assign Transcription work to another?								
CANCEL								SUBMIT	

- 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. 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.

Task Assignment Details	Task Assignment Details								
Assign Transcription work to another?	Type of work? *	Select Court Reporter to Assign *							
Y	🔵 Edit 🔘 Proof	Select a User 👻							

- 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.

U.S. v. Clarkson								
Summary Documents Cas	e Journal Victims, Wi	tnesses, & Experts	Charges &	Offenses Trial Acc	used Details Post-T	rial Case Actions		
All Documents	Transcriptions							
RCM 309 Matters	Transcribed Hearings	Transcription	Status	Assigned Court Reporter(s)	Uploaded By	Uploaded On	0	
Transcription	Merits	Ŧ	In Progress	COURT REPORTER, CHRIS	POST TRIAL USER, GWEN	2/2/2023 8:55 AM EST	1	
ACTIONS								
Case Document								
Transcription								

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.

HOME ALL CASES					III 💿 💷
NCORS CASE	MANAGEMENT		1251		
	My Tasks				
₩ CALENDAR	Q. Clarkson	SEARCH			▼ - Ø
DOCUMENT TEMPLATES	Case Title	Case Number	Task Type 😡	Due Date	Days Until Due
	U.S. v. Clarkson	M-LJ-22-0007	Edit Transcription	2/9/2023	÷. 7
SETTINGS	U.S. v. Clarkson	M-LJ-22-0007	Proof Transcription	2/9/2023	(† 7
⑦ HELP					_

- 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)"

Trans	cription Deta	ils: U.S. v. Clarkson							
			This form will	timeout	in 35 minute	s. Any unsaved progress will be lost.			
Transcr	ription Details								
Transcriptio	on File*		Date Transcription Star	rted			Date Transcription Ended		
UPLOAD	Drop file here		01/30/2023			01/31/2023			
Seal Transc	ription Document? 🕜								
~Assigned	d Personnel					VWork Completed			
Court Repo	orters 🔞					Completed Tasks			
Name				Date	Assigned	Task Type Co	ompleted By	Date Complete	ted
COURT RE	PORTER, CHRIS				3/9/2023		No entries have been made		
Transcr	ription Hearing De	etails							
Hearing Type	Closed/Sealed Hearin	g Transcription Audio File		Hours	Minutes	Notes			0
Merits 💌		Document XSD – 4.09 KB		2	1				×
Add Nev	w Transcription Hearing								
Task As Assign Tran	ssignment Details							SUBM	міт

- 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? *	Select Court Reporter to Assign *						
	◯ Edit ◯ Proof	Select a User 💌						

- 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.

U.S. v. Clarkson	I						
Summary Documents Co	ase Journal Victims, Wit	nesses, & Experts	Charges	& Offenses Trial Ad	ccused Details Post-T	rial Case Actions	
All Documents	Transcriptions						
RCM 309 Matters	Transcribed Hearings Transcription Status Assigned Court Reporter(s) Uploaded By		Uploaded By	Uploaded On	0		
Transcription	Merits	¥	Proofed	COURT REPORTER, CHRIS	POST TRIAL USER, GWEN	2/2/2023 8:55 AM EST	1
ACTIONS							
Case Document							
Transcription							

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.

HOME ALL CASES REPORTS				III 🔞 💷
NCORS CASE	MANAGEMENT			
曲 CALENDAR	Q. Fields	SEARCH		T - 2
B DOCUMENT TEMPLATES	Case Title	Case Number	Task Type 😧	Date Assigned
	U.S. v. Fields	M-LJ-23-0016	Edit Transcription	▲ 10/5/2023
() HELP	Location Tasks			
E cos	Q Anderson	SEARCH		T - S
	Case Title	Case Number	Task Type 🕑	Date Assigned
	U.S. v. Anderson	M-LJ-23-0001	Review Proofed Transcription	11/30/2023

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 simeout in 60 minutes. Any unsaved progress will be loss.									
Transcription Details									
Date Transcription Started			Date Transcription End	ed					
-			-						
~Assigned Personnel			✓Work Completed						
Court Reporters 🛿			Completed Tasks						
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	~	٤	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 C	ase Journal Victims, With	esses, & Experts	Charges	& Offenses Trial Ac	cused Details Post-T	rial Case Actions				
All Documents	Transcriptions									
RCM 309 Matters	Transcribed Hearings	Transcription	Status	Assigned Court Reporter(s)	Uploaded By	Uploaded On	0			
Transcription	Merits	¥	Proofed	COURT REPORTER, CHRIS	POST TRIAL USER, GWEN	2/2/2023 8:55 AM EST	1			
ACTIONS										
Case Document										
Transcription										

Prepare ROT

Prepare ROT (Checklist)

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

MARKAN CASES REPORTS

John 💷 🐜

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

A Home	ALL CASES	RE	PORTS								I		And the second s
Columns t	:o Display 😧			Page Size 🕑									
Case Flag	s, Case Title, Case N	Number, ••	• 🖸 🔻	25		-							ļ
Q Marino	2			8	SEARCH	STATUS Any			•		±.	۳.	C
GENER/	ATE TEST CASE	MIGRATE	WOLVERIN	NE CASE									
Case Flags	Case Title	t	Case Nu	umber	Subject N	vame	Investigation Number	Status	Case Created Date 🚱	PTC/PTR Type		RCM 7	707 :k
-	U.S. v. Marino		N-EU-2	24-0037	MARINO, ALEXPOL	FADM ALEX	78113567	Pending Clemency	8/1/2024	-		-	

- 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.

自 Post-Trial Checklist □ □ Tasks									
Post-Trial Verifications &	Task	Status	View	Enter					
Rights Elections	☑ Prepare Transcript	S	Q	Ľ					
Clemency	Prepare ROT	0		Ľ					
Post-Trial Hearings	Forward ROT for Verification	0		Ľ					
Post-Trial Actions	Verify / Certify ROT	0		Ľ					
Record of Trial	Serve ROT to Accused	0		Ľ					
Appellate Processing /	Serve ROT to Victims	0		Ľ					
Archivai			6	items					

- 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.

∽Case Journal		
+ ADD JOURNAL ENTRY		
Enter text to search all journal ent	C, SEAR	CH "D RESET
OLDEST FIRST		
No entries have been made		

5. Select "Prepare ROT" action.

ROT Details + PREPARE ROT Case ROT		SEADCH		×.	9
Scaren Nors		SEARCH		•	<i>N</i>
Туре	Recipient		ROT Status		0
			No items available		
CANCEL				SAVE	ЈВМІТ

6. Select "Prepare ROT".

Prepare ROT: U.S. v. Williams									
This form will timeout in 60 minutes. Any uncaved progress will be lost									
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	L 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	C Prepare ROT				
If the ROT has already been prepare	ed, plea	ise select 'Upload Complete ROT' to upload a single RO	T file. If the ROT needs to be prepared, select '	Prepare ROT' to select from case docume	ents and prepare the record of trial.			
DD 490					±.∪	PLOAD ROT DOCUMENT	UPLOAD E	XHIBIT
Post-Trial Documents	Otł	er Documents						
Preliminary Hearing Docume	This g	rid contains all other case documents						
Pretrial Allied Papers	Q, 5	earch Documents	SEARCH				Τ-	C
Record of Proceedings	~	Document		Туре	Created By	Date Uploaded		
Prosecution Exhibits	~	Case N-EU-24-0048 Docketing Form 🛓		Motion for Docketing		5/14/2024 12:53 PM	EDT	
Defense Exhibits	~	Case N-EU-24-0048 Risk Assessment Form 🛓		Risk Assessment Form/Security Plan -		5/14/2024 12:53 PM EDT		
Appellate Exhibits								
Other Documents								
Review								
CANCEL							BACK	NEXT
							JACK	

b. Select "Submit".

Prepare ROT: U	Prepare ROT: U.S. v. Williams												
DD 490						L UPLOAD ROT DOCUMENT	1 UPLO	AD EXHI	BIT				
Post-Trial Documents	DD 49	0 Form											
Desliminers Useries Desume	UPLO	DAD Drop file here											
Preliminary Hearing Docume	Pos	t-Trial Documents											
Pretrial Allied Papers	This gr	id contains: Victim's Post Trial Rights Advisement, 1106	Matters, 1106A Matters, Statement of Trial Results, F	Entry of Judgement, JAR, Record of Trial Verifi	cation, Accused Waiver of Appell	ate Review, Record of Trial Certific	cation, CA4	Docum	ient,				
Record of Proceedings	Defern	nent, DD 490 Certified ROT Cover Sheet, Accused Appel	late Rights Advisement, 1105 Hearing Report, Post-Tr	rial 39(a) STR, Signed ROT Receipt				_	_				
Prosecution Exhibits	Q Se	earch Documents	SEARCH					τ	C				
Defense Exhibits	~	Document		Туре	Created By	Date Uploaded							
Appellate Exhibits	~	Conflicted Documentation 1 🛓		Entry of Judgement	POST TRIAL OFFICE USER, JO	DHN 5/16/2024 4:27 PN	VI EDT						
Other Documents	~	Conflicted Documentation 2 🛓		Deferment	POST TRIAL OFFICE USER, JO	DHN 5/16/2024 2:12 PN	VI EDT						
Review	~	Conflicted Documentation 1 🛓		1106A Matters	POST TRIAL OFFICE USER, JC	DHN 5/16/2024 11:24 A	AM EDT						
1	~	Conflicted Documentation 1 🛓		1106 Matters	POST TRIAL OFFICE USER, JC	DHN 5/15/2024 5:32 PN	VI EDT						
	~	Case Generation Sample STR 🛓		Statement of Trial Results		5/14/2024 12:54 P	PM EDT						
								5 items	5				
	Pre	liminary Hearing Documents											
	This gr	This grid contains: Article 32 Walver, PHO Report, SJA Pretrial Advice Letter, Article 32 Appointing Order											
	Q 56	earch Documents	SEARCH				•	. .	C				
CANCEL							BACK	SU	вміт				

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	Q SEARCH D RESET			
		View More (0) >		
ROT Details Case ROT Q. Search ROTs	SEARCH			▼ • 2
Туре		Recipient	ROT Status	Θ
Official Record of Trial		•	Compiled	1
CANCEL				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.

☑ Prepare ROT	ତ <mark>ହ</mark> ା ଅ
Prepare ROT: U.S. v. Williams ADD JOURNAL ENTRY Enter text to search all journal entries OLEST FIRST OLEST FIRST CEnter date S172024 CE EVIT OR REMOVE ENTRY	
Prepare RUI Post-Irial cheokist 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".

Prepare ROT

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

ALLOSSS REPORTS

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 Gener	ATE 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 "Post-Trial" tab.
- 4. Take the action to "Prepare ROT" from the "Actions" list.

U.S. v. Fern									
Summary Documents Ca	Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions								
STR CMR 1106 Matters ROT	Statement of Trial Results STR Signed Date STR Verified Date Mar 15, 2024 Mar 15, 2024 Mar 15, 2024 > 🚡 Statement of Trial Results Statement of Trial Results								
CA Action Post-Trial Motions Article 56(d) Appeal									
ACTIONS 1106 Submission Post-Trial Motions Hearing CA's Action Prepare CMR Letter Prepare ROT									

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

U.S. v. James						
Summary Documents Case Journal Victims, Witnesses, & E	xperts Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions Select Display Option O Display all Collapse all						
Accused Details Actions						
ENTER ACCUSED APPELLATE RIGHTS ELECTION						
ENTER CIVILIAN COUNSEL						
ENTER CA DETAILS						
ADD FIREARM PROHIBITION						
Appellate Activity Actions						
FILE WRIT PETITION						
Case Journal Actions						
ADD CASE JOURNAL						
Charges & Offenses Actions						
No available actions						
Documents Actions						
UPLOAD CASE DOCUMENT						

- 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?		
f the POT has already been seen as	Upload Complete ROT Prepare ROT		
If the ROT has already been prepare	sa, please select Upload complete KUT to upload a single KUT nie. If the KUT needs to be prepared, select vrepare KUT to select iron case occurrents and prepare the record of that.		
DD 490			
Post-Trial Documents			
Preliminary Hearing Docume	Enter text to search all journal entries Q SEARCH D RESET		
Pretrial Allied Papers	\$ OLDEST FIRST		
Record of Proceedings	No entries have been made		
Prosecution Exhibits	View More (0) >		
Defense Exhibits			
Appellate Exhibits		1 UPLOAD ROT DOCUMENT	1 UPLOAD EXHIBIT
Other Documents	DD 490 Form		
Review	UICOD UICOD		
1			
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 DOC	UMENT	🗙 UPLOAD	EXHI	IBIT	
Pos	Post-Trial Documents									
This g Recor	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 S	earch Documents	SEARCH					т	•	C	
~	Document		Туре	Created By Date U		ate Upload	Uploaded			
~	Case Generation Sample STR 🕹		Statement of Trial Results	- 3/15/2024		/15/2024 1:	4 1:34 PM EDT			
~	Staged Appellate Rights Form 🛓		Victim's Post Trial Rights Advisement	-	3/	/15/2024 1:	:33 PM ED	г		
						BACK	NEXT	SA	VE	

- 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 info	rmation as re	quired.			
		This form will timeout in 58 minutes. Any unsa	aved progress will be lost.		
ROT Document Category *	File Uploa	d *			
Select a category 💌	UPLOAD	🛱 Drop file here			
Document Attributes					
Redacted File 🕢		Discovery 😮			
		Pasiprosal Discovery			
CANCEL				SUBMIT & ADD ANOTHER DOCUMENT	SUBMIT

- 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	
STR	Prepared ROTs				
CMR	Туре		Recipient	ROT Status	0
1106 Matters	Official Record of Trial		-	Compiled	÷
ROT					

Upload Complete ROT

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

А НОМЕ	کم ALL CASES	LAAN REPORTS					
Q. Marino SEARCH STATUS Any							
+ CREATE NEW	V CASE 🖋 ADD	CASE UPDATES	GENERATE	E 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



John 💷

- 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.

U.S. v. Fern							
Summary Documents Case	e journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions						
STR CMR 1106 Matters ROT	Statement of Trial Results STR Signed Date STR Verified Date STR Signed Date Mar 15, 2024 Mar 15, 2024 > Statement of Trial Results Statement of Trial Results						
CA Action Post-Trial Motions Article 56(d) Appeal							
ACTIONS 1106 Submission Post-Trial Motions Hearing CN's Action Prepare CMR Letter Prepare ROT							

- 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.

U.S. v. James							
Summary Documents Case Journal Vi	ictims, Witnesses, & Experts	Charges & Offenses	Trial	Accused Details	Post-Trial	Appellate Activity	Case Actions
Case Actions Select Display Option O Display all Collapse all							
Accused Details Actions							
ENTER ACCUSED APPELLATE RIGHTS ELECTION	N						
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							

- 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 Q SEARCH Q RESET		
OLDEST FIRST		
No entries have been made		
View More (0) >		
	LIPLOAD ROT DOCUMENT	T UPLOAD EXHIBIT
Inlead Complete ROT	a constant bocoment	an of cond campin
Record of Trial @*		
UPLOAD Charles De Crop Ide 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						
Q. Search Documents SEARCH		· · · · · · · · · · · · · · · · · · ·			▼ - 2	
	Document		Туре	Created By	Date Uploaded	
~	Exhibit 🛓		Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:53 PM EDT	
	Example Document 🛓		Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT	
~	Filing 🛓		Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT	
~	Case Generation Sample STR 🛓		Statement of Trial Results	-	3/15/2024 1:34 PM EDT	
~	Case N-EU-24-0135 Docketing Form 📥		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.
| U.S. v. Fern | | | | | | |
|-------------------|--|--------------------|-------|-----------------|--|---|
| Summary Documents | Case Journal Victims, Witnesses, & Experts | Charges & Offenses | Trial | Accused Details | Post-Trial Appellate Activity Case Actions | |
| STR | Prepared ROTs | | | | | |
| CMR | Туре | | | Recipient | ROT Status | 0 |
| 1106 Matters | Official Record of Trial | | | | Compiled | ÷ |
| | | | | | | |

ROT Verification and Certification

Forward ROT for Verification

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

*	*	<u>la.</u>	
HOME	ALL CASES	REPORTS	

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

А Номе	ALL CASES	REPORT:	S						٢	
Columns	to Display 😧		Page Size 🕢							
Case Flag	gs, Case Title, Case Num	nber, 😮 •	- 25	•						
Q Marine	D		0	SEARCH STATUS Any			•		ᆂ	T - 2
GENER	ATE TEST CASE	RATE WOL	VERINE CASE							
Case Flags	Case Title	† Cas	se 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 "Record of Trial" tab.
 - b. Take the action "Forward ROT for Verification" from the Post-Trial Checklist.

Post-Trial Checklist	📮 Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	Prepare Transcript	S	Q	Ľ
Clemency	Prepare ROT	0	Q	Ľ
Post-Trial Hearings	Forward ROT for Verification	0		Ľ
Post-Trial Actions	Verify / Certify ROT	0		Ľ
Record of Trial	Serve ROT to Accused	0		Ľ
Appellate Processing /	Serve ROT to Victims	0		Ľ
Archival			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	Q SEARCH "D RESET
OLDEST FIRST	
No entries have been made	

5. Select "Forward ROT for Verification" action.

Forward ROT for Verifica	ation		
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	e to Review the EOJ?			
	Verify/Certify ROT	Forward ROT for Review			
<i>If the ROT has already been reviewed, please select 'Rec to create a task for the assigned judge to review the ROT</i>	ord ROT Verificaton/Certification Del r.	ails' to input those details. If the RO1	needs to be reviewed, select 'Forward ROT for Review'		
CANCEL					

7. Review ROT Details and Select "Submit".

Forward ROT for Review: U.S. v. Williams	
If the ROT has already been reviewed, please select 'Record ROT Verification/certification Details' to input those details. If the R	Forward ROT for Review
ROT Details	
Status Compiled Diversi DOT 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	зивит

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

Forward ROT for Verification				
FORWARD ROT FOR VERIFICATION				
ROT Details				
Status				
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				
CANCEL				SAVE SUBMIT

Ø

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

Forward ROT for Verification

- 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.

Sorward ROT for Verification		0	Q
Forward ROT for Verification: U.S. v. Williams			
Case journal + ADD JOURNAL ENTRY Add Journal Entry-Add a new case journal entry • OLDEST FIRST • OLDEST FIRST • OLDEST FIRST • CLDEST FIRST			
	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".

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.

HOME ALL CASES REPORTS				III 💿 💷
	MANAGEMENT	and the two lades		
	Q Fields	SEARCH		T- 3
DOCUMENT TEMPLATES	Case Title	Case Number	Task Type 🕢	Date Assigned
	U.S. v. Fields	M-LJ-23-0016	Edit Transcription	A 10/5/2023
() HELP	Location Tasks			
	Q. Anderson	SEARCH		T - 2
	Case Title	Case Number	Task Type 😡	Date Assigned
	U.S. v. Anderson	M-LJ-23-0001	Review and Forward ROT	A 4/18/2023

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

Review Entry of Judgment: U.S. v. Clarkson		
Entry of Judgment		
Download document		
	1 / 4 - 67% + 🗄 💠	± 🖶 :
	ENTRY OF JUDGMENT	
	SECTION A - ADMINISTRATIVE	
	1. NAME OF ACCUSED (LAST, FIRST, MI) 2. PAYORADE/RANK [3. DoD ID NUMBER CLARKSON, TOMÁS T E-8 1579456518	
The second secon	4. UNIT OR ORGANIZATION 5. CURRENT ENLISTMENT 6. TERM	
	Unit 1 7/24/2009 2	
	7. CONVENING AUTHORITY (UNIT/ORGANIZATION) MARTIAL TYPE 9. COMPOSITION 10. DATE COURT-MARTIAL ADJOURNED	
Arrent Arr	GCM Members 28/2023	
1	SECTION B - ENTRY OF JUDGMENT	
	MUST be signed by the Military Judge (or Circuit Military Judge) within 20 days of receipt 11. Findings of each charge and specification referred to trial, [Summary of each charge and specification	
	(include at a minimum the gravamen of the offense), the plea of the accused, the findings or other disposition accounting for any exceptions and substitutions, any modifications made by the conversion authority or any part	
	trial ruling, order, or other determination by the military judge. R.C.M. 1111(b)(1)]	
	Charge E: Violation of the UCMJ, Article 107 - False official statements; false swearing	
	Specification: Language for specification 1; Lorem insum dolor sit amet, consecteur adaptscing e Plea: NOT GUILTY, but GUILTY of the Lesser Included Offense; 123a - Making, drawing, or uttering check, draft, or order without sufficient funde	
	Finding: Dismissed	
	Charge II: Violation of the UCMJ, Article 109 - Property other than military property of United States—Waste, spoilage, or destruction Finding: GUIL TY	
	Specification 1: Language for specification 1; Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam venenatis purus sed nulla	
2	egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malesuada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur fiaucibus lobortis tristique. Sed maximus vestibulum	
	neque eget laoreet. Pusce odio odio, rutrum et risus et, tincidunt vestibulum felis. Aliquam commodo leo id elit varius maximus. Suspendisse turpis risus, dapibus non bibendum non, interdum ut risus. Proin leo odio, mollis ac tristique non, efficitur id libero. Fusce imperdiet lorem a	
	sapien matesuada, eget consequat leo placerat. Viv Plea: GULTY Einden: GULTY	
	Prinang: 001111 Specification 2: Language for specification 2: Lorem insum dolor sit anet, consectetur adipiscing elit. Etiam veneratis purus sed nulla	
	egestas vulputate. Nunc ac mi nec enim maximus rutrum eget nec metus. Interdum et malessada fames ac ante ipsum primis in faucibus. Quisque dignissim sagittis sagittis. Proin pharetra at dui molestie elementum. Curabitur faucibus lobortis tristique. Sed max	
•	Piez: NOT GUILTY Finding: NOT GUILTY	•
Entry of Judgment Details	· · · · · · · · · · · · · · · · ·	
Uploaded By	Uploaded On	
Gwen Post Trial User	Feb 8, 2023	
> Record of Trial		
Review and Forward ROT		
ROT Review Decision *		
Select a Value	•	
Select Military Judge to Assign *		
Select a User •		
		_
CANCEL		SUBMIT

- 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.

HOME ALL CASES REPOR	TS				· · · · · · · · · · · · · · · · · · ·
	MANAGEMENT				
	My Tasks 🕖				
曲 CALENDAR	Q. Search Incomplete Tasks	SEARCH			T - 0
B DOCUMENT TEMPLATES	Case Title		Case Number	Task Type 😧	Date Assigned
	U.S. v. Unknown			Edit Transcription	▲ 6/5/2023
() HELP	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			T - 0
	Case Title	Case Number	Task Type 🕑		Date Assigned
	U.S. v. JSC1	N-EU-23-0198	Prepare CMR		A 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	<i>ı</i> . 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		
Verified By	Verified On	Certified By	Certified On	
TRIAL MILITARY JUDGE, TIM	Feb 7, 2023	-		
> 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*	ROT Certification *
• Certify Ceject	UPLOAD L Drop file here

Court Reporter / Post-Trial User Guide Version 1.6.0, November 21, 2024 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.

А Номе	ALL CASES								٢		9
Columns t	to Display 😮		Page Size 😧								
Case Flag	s, Case Title, Case Num	ber, 🔻	25	•							
Q Marino	c		0	SEARCH STATUS Any			•		*	۲. ۵]
© GENER	© GENERATE TEST CASE ■ MIGRATE WOLVERINE CASE										
Case Flags	Case Title	t Case t	Number	Subject Name	Investigation Number	Status	Case Created Date 🚱	PTC/PTR Type		RCM 707 Clock	
-	U.S. v. Marino	N-EU	J-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 "Record of Trial" tab.
 - b. Take the action"Verify/Certify ROT" from the Post-Trial Checklist.

Post-Trial Checklist	📮 Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	🕝 Prepare Transcript	9	Q	Ľ
Clemency	Prepare ROT	0	Q	Ľ
Post-Trial Hearings	Forward ROT for Verification	0		Ľ
Post-Trial Actions	Verify / Certify ROT	0		Ľ
Record of Trial	Serve ROT to Accused	0		Ľ
Appellate Processing /	Serve ROT to Victims	0		്
Archivar			6	items

- 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	Q SEARCH	/ RESET
♦ 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				
·				
CANCEL				SAVE SUBMIT

- 6. Select "Verify/Certify" card.
 - a. Enter ROT Details.
 - b. Select "Submit".

Forward ROT for Review: U.S. v. Williams							
This form will timeout in 60 minu	tes any unsaved progress will be lost						
How would you in	te to Review the EOJ?						
Verify/Certify ROT	Forward ROT for Review						
If the ROT has already been reviewed, please select 'Record ROT Verificaton/Certification Details' to input those details. If the ROT new	is to be reviewed, select 'Forward ROT for Review' to create a task for the assigned judge to review the ROT.						
~ROT Details							
Status							
Compiled							
	All Pages are included						
Number of Volumes	Pages are Sequential						
Number of PDF Pages	Validated Index Sheet						
Number of	Compliant with National Security Requirements						
Transcribed Pages							
× ROT Verification							
Military ludge	Verified On						
CANCEL	зивміт						

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

	AIGA	More (0) 2		
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.clemm+Chris@appian.pro	(123) 456-7890	
> Record of Trial				
CANCEL				SAVE SUBMIT

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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	0	Q 🗹
Verify / Certify ROT: U.S. v. Williams		
Case Journal A ADD JOURNAL ENTRY Enter text to search all journal entries O. G. SEARCH C. SEA		
View More (0) > View Case Details		
		CLO

- 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.

А Номе	ALL CASES	LAAN REPORTS						
Q Marino	CASE 🖋 ADD	CASE UPDATES	8 ⊜ generate tes	SEARCH	STATUS	Any	•	
Case Title			Case	Number		Investigation Number	Status	Date Opened
U.S. v. Marino			N-E	U-23-0097		71669917	Pending Clemency	12/22/2022

- 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.

U.S. v. Fern					
Summary Documents Ca	se Journal Victims, Witnesses, & Experts	Charges & Offenses Trial	Accused Details Post-Trial A	opellate Activity Case Actions	
STR	Prepared ROTs				
CMR	Туре		Recipient	ROT Status	Ø
1106 Matters	Official Record of Trial			Compiled	:
ROT					
CA Action					
Post-Trial Motions					
Article 56(d) Appeal					

5. Select "Verify/Certify ROT" from the "Actions" list.

Record of Tria	Record of Trial - U.S. v. Fern								
Summary									
 U.S. v. Fem Case Summary Post-Trial 	ROT Details Status Compiled Physical ROT Details								
ACTIONS Edit ROT Verify/Certify ROT	Number of Volumes . Number of PDF Pages . Number of Transcribed Pages .	All Pages are Included _ Pages are Sequential _ Validated Index Sheet _ Compliant with National Security _ Requirements _							

6. In the "Edit ROT Details" form:

Edit ROT Details: U.S. v. Fern							
This form will timeout in 58 minute	es. Any unsaved progress will be lost. All Pages are Included Pages are Sequential Validated Index Sheet Compliant with National Security Requirements						
Transcribed Pages ROT Verification Military Judge </th <th>Verified On mmvidd99999</th>	Verified On mmvidd99999						
Court Reporter	Certified On mm/dd/3559						
CANCEL	SUBMIT						

- 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 	ROT Details status Certified Physical ROT Details			
ACTIONS Edit ROT Verify/Certify ROT	Number of Volumes Number of PDF Pages Number of Transcribed Pages	10 100 50	All Pages are included Pages are Sequential Validated Index Sheet Compliant with National Security Requirem	✓ ✓ ✓
	Review Process Verification Verified By TRIAL MILITARY JUDGE, TIM	Verified On Mar 15, 2024	Certification Certified By COURT REPORTER, CHRIS Email Address test@gmail.com	Certified On Mar 15, 2024 Phone (Office) 123-456-7890

Prepare Victim/Accused ROT

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

ALL CASES LEM REPORTS	John 💷
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Court Reporter / Post-Trial User Guide Version 1.6.0, November 21, 2024 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 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 Ca	ase Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial Appellate Activity Case Actions
 STR CMR 1106 Matters ROT	Statement of Trial Results STR Signed Date STR Verified Date Mar 15, 2024 Mar 15, 2024 Mar 15, 2024 Statement of Trial Results Mar 15, 2024
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	

- 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 prepar	red, 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	Case Journal					
Post-Trial Documents	+ ADD JOURNAL ENTRY					
Preliminary Hearing Docume	Enter text to search all journal entries Q SEARCH CRESET					
Pretrial Allied Papers	♦ OLDEST FIRST					
Record of Proceedings	No entries have been made					
Prosecution Exhibits	View More (0) >					
Defense Exhibits	± UPLOAD ROT DOCUMENT					
Appellate Exhibits	DD 490 Form					
Other Documents	UPLOAD D D Drop file here					
Review						
CANCEL	NEXT SAVE					
	View More (0) >					
	▲ UPLOAD ROT DOCUMENT ▲ UPLOAD EXHIBIT					
DD 400 Form	Victim #					
DD 490 FORM						
UPLOAD L Drop file	e here Select a person					
a. For V	ictim ROIs, select which victim the ROT is being prepared for.					
b. Uploa	ad the DD 490 form and select "Next".					
c Selec	t the Post-Trial Documents to include in the ROT					

					1 UPLOAD ROT DOCUMENT	📩 UPLOAD	EXHIBIT
Pos	t-Trial Documents						
This g Recor	rid contains: Victim's Post Trial Rights Advisement, 1106 Matters, 11 d of Trial Certification, CAA Document, Deferment, DD 490 Certified	106A Matters, Statem d ROT Cover Sheet, Ac	ent of Trial Results, Entry of Judgeme cused Appellate Rights Advisement,	nt, JAR, Record of Tr 1105 Hearing Repor	rial Verification, Accused Waive t, Post-Trial 39(a) STR, Signed R	r of Appellate OT Receipt	Review,
Q 5	earch Documents	SEARCH				T	• C
~	Document		Туре	Created By	Date Uplo	aded	
~	Case Generation Sample STR 🚣		Statement of Trial Results	-	3/15/2024	1:34 PM EDT	
V	Staged Appellate Rights Form 🛓		Victim's Post Trial Rights Advisement	-	3/15/2024	1:33 PM EDT	
					BAC	K 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.

Document Upload						
Upload a new document to the case and enter	related inforr	mation as red	quired.			
				1		
			This form will timeout in 58 minutes. Any	y unsaved progress will be lost.		
ROI Document Category *		File Uploa	d *			
Select a category	•	UPLOAD	🛱 Drop file here			
Document Attributes						
Redacted File 😧			Discovery 2			
			Reciprocal Discovery 😮			
CANCEL					SUBMIT & ADD ANOTHER DOCUMENT	SUBMIT

- 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.

U.S. v. Fern				
Summary Documents Ca	ise Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details Post-Trial	Appellate Activity Case Actions	
STR	Prepared ROTs			
CMR	Туре	Recipient	ROT Status	0
1106 Matters	Official Record of Trial	-	Certified	:
ROT	Victim ROT	FERNANDEZ, ANTONIN ANINFEEZ	Compiled	:
CA Action	Accused ROT	FERN, VADM SEAN SEANLANT	Compiled	1
Post-Trial Motions				
Article 56(d) Appeal				

Upload Complete Victim/Accused ROT

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

ME ALL CASES REPORTS

John 💷

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

А Номе	ALL CASES	REPORTS							
Q Marino				0	SEARCH	STATUS	Any	•	
+ CREATE NEW	/ CASE 🥒 ADD	CASE UPDATES	GENERATE	E TEST C	CASE				
Case Title				Case N	lumber		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 Ca	se Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post Trial Appellate Activity Case Actions
STR CMR 1106 Matters ROT	Statement of Trial Results STR Signed Date STR Verified Date STR Signed Date Mar 15, 2024 Mar 15, 2024 Statement of Trial Results Mar 15, 2024
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 	

- 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.

Pepare ROT to Victim: U.S. v. Fern	
This form will timeout in 60 minut	es. 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	t 'Prepare ROT' to select from case documents and prepare the record of trial.
Case Journal	
Enter text to search all journal entries Q SEARCH D RESET	
OLDEST FIRST	
No entries have been made	
View I	tore (0) >
	± UPLOAD ROT DOCUMENT ± UPLOAD EXHIBIT
Upload Complete ROT	
Record of Trial @ *	Victim*
UPLOAD C Arop file here	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	rid contains all other case documents					
Q, :	earch Documents	SEARCH				▼ - 2
	Document		Туре	Created By	Date Uploaded	
	Exhibit 🛓		Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:53 PM EDT	
	Example Document 🛓		Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT	
	Filing 🛓		Exhibit	COURT REPORTER, CHRIS	3/15/2024 1:52 PM EDT	
	Case Generation Sample STR 🛓		Statement of Trial Results	-	3/15/2024 1:34 PM EDT	
	Case N-EU-24-0135 Docketing Form 🛓		Motion for Docketing	-	3/15/2024 1:33 PM EDT	
						< 1-5 of 9 >
СА	NCEL					SAVE SUBMIT

- 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 Cas	se Journal Victims, Witnesses, & Experts	Charges & Offenses Trial Accused Details Post-Trial Appell	ate Activity Case Actions	
STR	Prepared ROTs			
CMR	Туре	Recipient	ROT Status	0
1106 Matters	Official Record of Trial		Certified	1
ROT	Victim ROT	FERNANDEZ, ANTONIN ANINFEEZ	Compiled	1
CA Action	Accused ROT	FERN, VADM SEAN SEANLANT	Compiled	1
Post-Trial Motions				
Article 56(d) Appeal				

Serve ROT to Accused (Checklist)

ALL C

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

• NSES	and the second sec

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

A Home	ALL CASES RE								?	
Columns	to Display 😧		Page Size 😮							
Case Flag	s, Case Title, Case Number,	··· O •	25	•						
Q Marino	2		ø	SEARCH STATUS Any			•		¥ 1	r- 2
© GENER	ATE TEST CASE	WOLVERIN	VE CASE							
Case Flags	Case Title 1	Case Nu	umber	Subject Name	Investigation Number	Status	Case Created Date 😧	PTC/PTR Type	R	CM 707 Clock
-	U.S. v. Marino	N-EU-2	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 "Record of Trial" tab.
 - b. Take the action "Serve ROT to Accused" from the Post-Trial Checklist.

My Workspace	y Workspace						
Post-Trial Checklist Tasks							
Post-Trial Verifications &	Task		View	Enter			
Rights Elections	☑ Prepare Transcript	S	Q	Ľ			
Clemency	☑ Prepare ROT	S	Q	Ľ			
Post-Trial Hearings	Generation Forward ROT for Verification	O	Q				
Post-Trial Actions	☑ Verify / Certify ROT	⊘	Q	Ľ			
Record of Trial	Serve ROT to Accused	0		Ľ			
Appellate Processing / Archival	Serve ROT to Victims	0		Ľ			
			(5 items			

- 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.

×Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH "D RESET
¢ OLDEST FIRST	
No entries have been made	

5. Select "Prepare Accused ROT" .

ROT Details			
+ PREPARE ACCUSED ROT			
Accused ROT			
Q. Search ROTs	SEARCH		▼ - 2
Туре	Recipient	ROT Status	Θ
		No items available	
CANCEL			SAVE SUBMIT

- 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	1 UPLOAD ROT DOCUMENT	1 UPLOAD EXHIBIT				
Post-Trial Documents D0 490 Form Preliminary Hearing Docume UPLOAD Pretrial Allied Papers Record of Proceedings Prosecution Exhibits Defense Exhibits Appellate Exhibits Other Documents						
CANCEL		NEXT				

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?									
if the ROT has already been prepare	d, please select Upload Complete ROT to upl	Upload Complete ROT	Prepare ROT	ind prepare the record of trial.					
DD 490				۵.	UPLOAD ROT DOCUMENT	t. UPLOAD EXH	HIBIT		
Post-Trial Documents	DD 490 Form UPLOAD								
Pretrial Allied Papers	Post-Trial Documents	amont 1106 Matters 11066 Matters Statement of Trial Posuits Entry	of Judgement IAP Record of Trial Verification	a Arrusari Waiver of Appallate Review R	Perord of Trial Certification CA	A Document			
Record of Proceedings	Deferment, DD 490 Certified ROT Cover Sheet, Ad	ccused Appellate Rights Advisement, 1105 Hearing Report, Post-Trial 3	19(a) STR, Signed ROT Receipt	, recurso more or repense rever, i	active of the certification, ex	- Document,			
Prosecution Exhibits	Q Search Documents	SEARCH				₹ *	C		
Defense Exhibits	Document		Туре	Created By	Date Uploaded				
Appellate Exhibits	Conflicted Documentation 1 🛓		Entry of Judgement POST TRIAL OFFICE USER, JOHN		5/16/2024 4:27 PM E	DT			
Other Documents	Conflicted Documentation 2 🛓		Deferment	POST TRIAL OFFICE USER, JOHN	5/16/2024 2:12 PM E	DT			
	Conflicted Documentation 1		110CA Mottors	DOCT TRUM, OFFICE LICED LOUN	E/16/2024 14/24 AM	-DT			
CANCEL						BACK SU	ивміт		

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- 8. Enter ROT Service Details.
 - a. User can save progress by selecting "Save".

	ALC AN IN	lore (o) >		
ROT Details Accused ROT	SEADTH			Tr C
Туре	Recipient		ROT Status	Ø
Accused ROT	WILLIAMS, FR ELENA ELNARIRD		Compiled	1
ROT Service Details Subject Name		ROT Recipient		
WILLIAMS, FR ELENA ELNARIRD				
Date ROT Provided		UPLOAD Image: Comp file here		
CANCEL				SAVE SUBMIT

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

	Serve ROT to Accused	0	Q	Ľ
--	----------------------	---	---	---

- 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.

☑ Serve ROT to Accused	0	Q	Ľ
Serve ROT to Accused: U.S. v. Williams			
Case Journal Add Journal Entry Add Journal Entry - Add a new case Journal or Case Thist or Clear date 617/2024 Case date 617/20			
View More (0) >			
			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".

Serve ROT to Victim (Checklist)

ALL CASES

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

John 🕸

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

М НОМЕ	ALL CASES	REP	PORTS								ę	<u>.</u>	
Columns t	:o Display 😧		ſ	Page Size 😧									
Case Flag	s, Case Title, Case Nun	nber,	• 🛛 🗕	25		•							
Q. Marino	2			0	SEARCH	STATUS Any			-		*	۳	C
© GENER	ATE TEST CASE	GRATE \	WOLVERIN	E CASE									
Case Flags	Case Title	t	Case Nui	mber	Subject N	ame	Investigation Number	Status	Case Created Date 😯	PTC/PTR Type		RCM 70 Clock)7 (
-	U.S. v. Marino		N-EU-24	4-0037	MARINO, F ALEXPOLL	FADM ALEX	78113567	Pending Clemency	8/1/2024	-			

- 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.

Post-Trial Checklist	📮 Tasks			
Post-Trial Verifications &	Task	Status	View	Enter
Rights Elections	☑ Prepare Transcript	O	Q	Ľ
Clemency	☑ Prepare ROT	Ø	Q	Ľ
Post-Trial Hearings	☑ Forward ROT for Verification	0	Q	
Post-Trial Actions	☑ Verify / Certify ROT	0	Q	Ľ
Record of Trial	☑ Serve ROT to Accused	Ø	Q	Ľ
Appellate Processing / Archival	Serve ROT to Victims	0		Ľ
			(s items

- 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.

∽Case Journal		
+ ADD JOURNAL ENTRY		
Enter text to search all journal entries	Q SEARCH	් RESET
♦ OLDEST FIRST		
No entries have been made		

5. Select "Prepare Victim ROT" .

ROT Details + PREPARE VICTIM ROT Victim ROTs Q. Search ROTs	SEARCH		۲· ۵
Туре	Recipient	ROT Status	Ø
		No items available	
CANCEL			SAVE

- 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	5		
	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 aiready been prepared, please select 'Upload Complete ROT' to uploa	Upload Complete ROT Upload Complete ROT	ı	
DD 490		2 UPLOAD ROT DOCUMENT	1. UPLOAD EXHIBIT
Post-Trial Documents Preliminary Hearing Docume Pretrial Allied Papers Record of Proceedings Prosecution Exhibits Defense Exhibits Appellate Exhibits Other Documents	Victim * Select a person		
CANCEL			NEXT

7. Select Submit.

Prepare ROT to	Victim: U.S. v. W	illiams					
		This f	form will timeout in 58 minutes.	Any unsaved progress will be lost.			
		How w	ould you like to su	bmit the record of tri	ial?		
If the POT has already been greens	ad place select "Inhad Complete	L	Jpload Complete ROT	Prepare ROT	sse documents and orenare the record of trial		
in the normal an easy been prepar	ea, preuse server oproud comprete	to r to aplead a single rior nic. Il a	ne no mecus to be preparea, st		se accuments and prepare the record of than	1. UPLOAD ROT DOCUMENT	1 UPLOAD EXHIBIT
DD 490	DD 490 Form	Victim*				_	
Post-Trial Documents	UPLOAD 🛱 Drop file here	Select a person					
Preliminary Hearing Docume	Post-Trial Document	s					
Pretrial Allied Papers	This grid contains: Victim's Post Trial	Rights Advisement, 1106 Matters, 110	6A Matters, Statement of Trial Res	ults, Entry of Judgement, JAR, Record of	f Trial Verification, Accused Waiver of Appellate Re	view, Record of Trial Certification, C/	AA Document,
Record of Proceedings	Q. Search Documents	ver sneet, Accused Appenate Rights Ac	SEARCH	ost-mai 59(a) 516, signed KOT Ketelpt			T- 0
Prosecution Exhibits	Document	L		Туре	Created By	Date Uploaded	
Appellate Subikits	Conflicted Documentation	1 🛓		Entry of Judgement	POST TRIAL OFFICE USER, JOH	HN 5/16/2024 4:27 PM E	EDT
Appenate exhibits	Conflicted Documentation	2 🛓		Deferment	POST TRIAL OFFICE USER, JOH	HN 5/16/2024 2:12 PM E	EDT
Other Documents	Conflicted Documentation	4 k		110CA Matters	POST TRIAL OFFICE LISER IO	E/4C/2024.44-24.444	LEDT
CANCEL							BACK SUBMIT

8. Enter ROT Service Details.

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

ROT Details			
+ PREPARE VICTIM ROT			
Y Prepare Victim ROT Search ROTs	SEARCH		T- 3
Туре	Recipient	ROT Status	0
Victim ROT	DOKIĆ, MILADIN MIINDOIĆ	Compiled	1
CANCEL			SAVE

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

Serve ROT to Victims **Q**

- 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: U.S. v. Williams	
Checklist Item Details Last Updated On 5/17/2024 4:34 PM EDT Case Journal + ADD JOURNAL ENTRY Add Journal Entry - Add a new case Journal entry • OLDEST FIRST • OLDEST FIRST • OLDEST FIRST • OLDEST FIRST • OLDEST FIRST • OT TO REMOVE ENTRY Serve ROT to Victim Post-Trial Checklist Item complete	Last Updated By john.posttralofficeuser
	View More (0) >
	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".

Appellate Processing / Archival

Forward to Code 40 (Checklist)

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

	А НОМЕ	ALL CASES	KEPORTS								John	
2. 3	Selec	t the "	Case	Number" t	o navię	gate to t	he Case Su	mmary page				
	А Номе	ALL CA	SES RE	PORTS							?	terrer and terrer
	Columns Columns	to Display 🕑 gs, Case Title, Ca	ase Number, •	Page Size		•						
	Q Marine	D			SEARCH	STATUS Any			•		Ŧ	- C
	GENER	ATE TEST CASE	MIGRATE	WOLVERINE CASE								
	Case Flags	Case Title	t	Case Number	Subject	Name	Investigation Number	Status	Case Created Date 😧	PTC/PTR Type	RC (IM 707 Clock
	-	U.S. v. Marino)	N-EU-24-0037	MARINO	, FADM ALEX .L	78113567	Pending Clemency	8/1/2024	-		

- 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.

Post-Trial Checklist	☐ Tasks		
Post-Trial Verifications &	Task	Status V	ew Ente
Rights Elections	Forward to Code 40	0	Ľ
Clemency			
Post-Trial Hearings			
Post-Trial Actions			
Record of Trial			
Appellate Processing /			

- 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.

× Case Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries	Q SEARCH D RESET
OLDEST FIRST	
No entries have been made	

- 5. Review ROT Details.
 - a. Enter "Shipping Details".
 - b. Select "Save" to save progress in the form.

ROT Details ^{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	1
		Email Address	Phone (Offic	e)
		emily.clemm+Chris@appian.pro	(123) 456-789	10
>Record of Trial				
Shipping Details				
Delivery Method *	Tracking Number	Date Shipped *		
Select a Value	•	mm/dd/yyyy		
CANCEL				SAVE

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

Forward to Code 40	0	Q	Ľ
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Court Reporter / Post-Trial User Guide Version 1.6.0, November 21, 2024

- 7. Select "Submit" to update the "Forward to Code 40" checklist item.
- The user can view the details of the Post-Trial Checklist item by navigating to the "View" icon on the Post-Trial Checklist.

☑ Forward to Code 40		0	Q
Forward to Code 40: U.S. v. Williams			
Case journal + ADD JOURNAL ENTRY Enter tex to search all journal entries • OLDEST FIRST • OLDEST FIRST • OLDEST FIRST • DIST TRAL OFFICE USER, JOHN D Bend date, S177024 • EDIT OR REMOVE ENTRY Forward to Code 40 Post-trial Checklist Item complete			
	View More (0) >		
			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".

Mark for Archival

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

С НОМЕ	ALL CASES	lea Reports	2010 💽

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

HOME All CASES						
Q. Marino		SEARCH STATUS	Any	•		
+ CREATE NEW CASE	+ CREATE NEW CASE ADD CASE UPDATES S 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 "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 V	/iew Enter			
Serve	ROT to Accused	0	Ľ			
Serve	ROT to Victim(s)	0	2			
🗌 Forwa	rd for Article 65 Review	0	2			
🗆 Mark f	for Archival	0	Ľ			
🗌 Forwa	rd ROT for Appellate Review	0	Ľ			
			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			
Enter text to search all journ	al entries	Q 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	
YCase Journal	
+ ADD JOURNAL ENTRY	
Enter text to search all journal entries Q SEARCH C RESET	
No entries have been made	
View More (0) >	
>Record of Trial	
Are all documents included?*	
Is this a permanent file?*	
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.

☑ Mark for Archival		୦
Mark for Archival: U.S. v. Marino		
Completed On 2/7/2023 2:11 PM EST	Completed By POST TRIAL OFFICE USER, JOHN	View Additional Case Details 🖒 Details
Case Journal Add Journal Entry Enter text to search all journal entries O SEARCH C		
	View More (0) >	

- 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

HOME ALL CASES						
All Reports All Reports Image: Preferred Cases Image: Witnesses	Columns to Display 🕢 Full Name, Witness Source, Location 🔹 🗸 Case Number V Full Name	Page Size 🕢 25 🔹				
✓ Case Milestone	✓ Witness Source	e SEARCH WITNESS SOURCE Any	•	LOCATION Any		• ± T• S
Dost ROI	√ Service		Witness Source		Location	
X Active Cases	√ Rank/Rate		Government		RLSO WESTPAC	
Lisposition	VWAP Forms Provided		Government		RUSO EURAFCENT	
Dened Cases	✓ Law Enforcement?		D (
🗣 Case Updates	Location		Detense		RESU EUKAFCENI	
A PTC/PTR	HOLMES, SECOND CLASS HOLLY H		Government		RLSO EURAFCENT	
Weekly Case Overview	زارعی, عرشبا عربازا عی		Government		DSO Groton	
🌲 Victims	URIBE, REYNALDO REDOURBE		Government		RLSO EURAFCENT	
🗢 Subjects	نجائى برديا بريانجنى		Defense/Government		RLSO EURAFCENT	
Active Cases by Location	GIRARD, JOSEFINA JONAGIRD		Government		RLSO EURAFCENT	
Closed Cases	DIXON, DANIELLE DALEDION		Government		RLSO EURAFCENT	

b. The number of rows that appear for each page can be configured using the "Page Size" dropdown

HOME ALL CASES	REPORTS				
All Reports ■ I Preferred Cases	Columns to Display Full Name, Witness Source, Location	Page Size 25Select a Value 25 25		NATAN L day	
Case Milestone	Full Name	e 50 100	Witness Source	Location	
Active Cases	VICYUK, SNAGA SNGAVIUK TROHIMENKO, ADMIRAL MIKOLA MILATRKO		Government	RLSO WESTPA	KC ENT
Dened Cases					

c. The report can be further filtered by typing matching criteria into the "Search" bar

HOME ALL CASES			
All Reports	Columns to Display Page Size Full Name, Witness Source, Location Vitness Recort		
✓ Case Milestone	Q. Doe SEARCH WITNESS SOURCE Any	LOCATION Any	• ± T • S
Post ROI	Full Name	Witness Source	Location
X Active Cases	DOE, AWC JOHN H	Government	RLSO EURAFCENT
Lisposition	DOE, JANE	Defense	RLSO EURAFCENT
Opened Cases	DOE, SR JOHN	Government	RLSO EURAFCENT
PTC/PTR	DOE, JOHN NMI	Government	RLSO EURAFCENT
Weekly Case Overview			

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

All Reports Columns to Display () Page Size () Image: Preferred Cases Full Name, Witness Source, Location () 25	
Witnesses Witness Report	Lear filters
HOME ALL CASES REPORTS	
Calumns to Display @ Page St. All Reports E Full Name, Witness Source, Location • • 25 Witness Report 25 Witness Report EDreferred Cases Witness Report EDref RCI Post RCI Full Name B Active Cases DoE, AWC JOHN H DEposition DoE, SR JOHN Opened Cases DoE, JOHN NMI Cake Updates DEE, JOHN NMI ArtCEL Exception Wethy Case Overview RLSO EURAFCENT	± T- 2
HOME ALL CASES REPORTS	
All Reports Columns to Display ② Page Size ③ Full Name, Witness Source, Location ○ 25 Witnesses Witness Report Cale Milestone MY FILTERS EURAFCENT Gov Dae's	
BPost ROI Q. Doe O SEARCH WITNESS SOURCE Government O ▼ LOCATION RLSO EURAFCENT O ▼	± T- C
E Active Cases Full Name Writness Source Location	
Lisposition DOE, AWC JOHN H Government RLSO EURAFCENT	
DOE, SR JOHN Government RLSO EURAFCENT	
DOE, JOHN NWI Government RLSO EURAFCENT	
Weekly Case Overview	

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

HOME ALL CASES	REPORTS				
All Reports	Columns to Display 🕢 Full Name, Witness Source, Location 🛛 V Witness Report	Page Size 🕢 25 🔹			
✓ Case Milestone III Post ROI ☑ Active Cases	MY FILTERS EURAFCENT Gov Doe's Q. Doe Full Name	SEARCH WITNESS SOURCE Governm	ent O - LOO Witness Source	ATION RLSO EURAFCENT	O • a • C • C Export to Excel - Exports the currently filtered list of records as an Excel file.
Disposition Opened Cases Case Updates	DOE, AWC JOHN H DOE, SR JOHN		Government	RLSO EURAFCENT RLSO EURAFCENT	
PTC/PTR Weekly Case Overview Kictims	DOE, JOHN NMI		Government	KISO EUKAFLENI	