

# Naval Court-Martial Reporting System (NCORS)

## Victims' Legal Counsel User Guide



**NABS**  
NAVAL APPLICATIONS & BUSINESS SERVICES

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Prepared By: NCORS Development Team

## Revision History

Version	Date	Author	Summary of Changes
1.0.0	2/24/2023	Campbell Boswell, Richard Catania	Victims' Legal Counsel - Client Management, Court-martial Case Actions V1
1.1.0	8/25/2023	Ryan Noone	Included new actions for "Reopen Client Case File" and "Submit Writ to NMCCA"
1.2.0	11/30/2023	Ryan Noone	Updated for NCORS November and December Releases
1.3.0	4/1/2024	Ryan Noone	Updated for the Q3 release
1.4.0	5/17/2024	Ryan Noone	Updated for the Q4 release
1.4.1	7/25/2024	Ryan Noone	Updated based on NABS feedback
1.5.0	7/31/2024	Ryan Noone	Updated for OY1 Q1 release
1.6.0	09/23/2024	Ryan Noone	Updated for OY1 interim release
1.7.0	11/19/2024	NCORS Development Team	Updated for OY1 Q2 release

# NCORS

## Legal Case Management

### Victims' Legal Counsel User Guide

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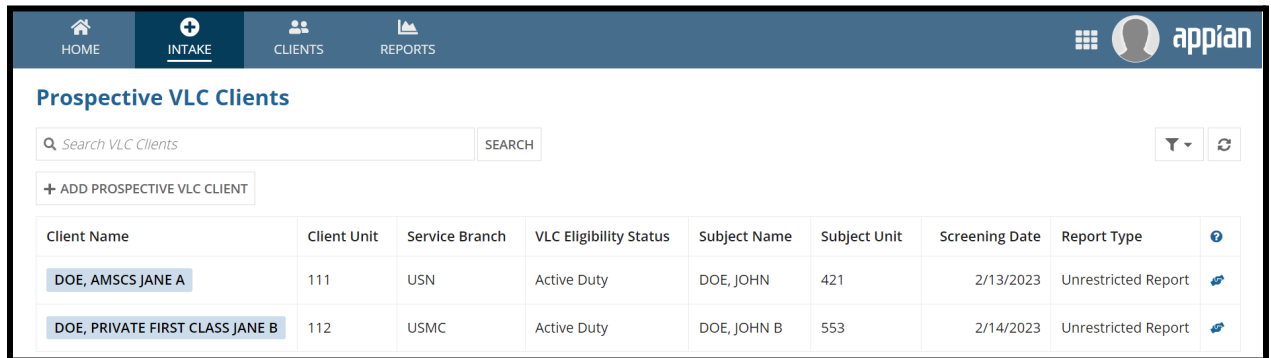
# Client Intake

## View a List of Prospective Clients

1. From the NCORS Victims' Legal Counsel Case Management site, select the "Intake" tab.



2. On the "Intake" Tab, view the list of prospective clients (Note: these are prospective clients who have been added to the system but are not assigned VLC Counsel).



## View a List of Assigned Clients

1. From the NCORS Victims' Legal Counsel Case Management Site, select the "Clients" tab.



2. On the "Clients" Tab, view the list of Assigned clients.
  - a. VLC Counsel users can view the clients they are assigned to.
  - b. Supervising Counsel and Regional Paralegal users can view the clients in their region and view the name of the assigned counsel.
  - c. Commanding Officer, Deputy Commanding Officer, and Command Paralegal users can view clients from all regions in their service and view the name of the assigned counsel.

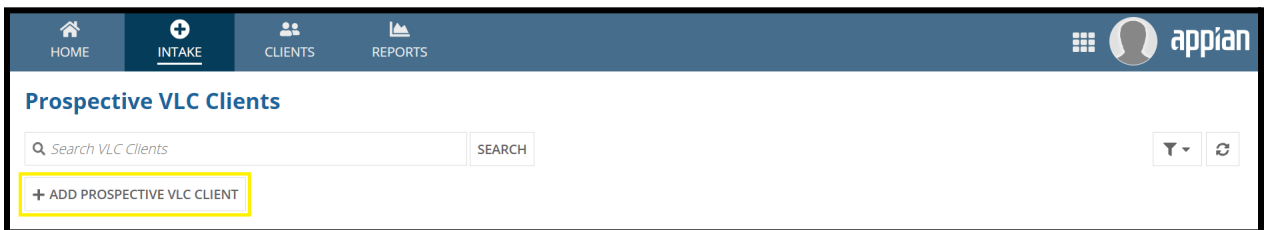
Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	Screening Complete	Unrestricted Report	-	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

## Add Prospective Client

- From the NCORS Victims' Legal Counsel Case Management site, select the "Intake" tab.



- Select the "Add Prospective VLC Client" action.



- Input the details of the prospective client in each step of the form.
  - Input relevant information relating to the client in the "Client Information" step. Select the "Next" button once all necessary information is input.
  - Search for existing VLC Clients on the first step of the "VLC Client Intake" wizard.

**VLC Client Intake**

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

**Client Search**

**Search for VLC Client**

Client First Name:  Client Last Name:  Client EDIPI / DOD ID:  0/10

### VLC Client Intake

- Client Information
- Incident Details
- Intake Details
- Review

#### Client Information

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

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

**VLC Eligibility Status \***  **Is Victim Married?**  Yes  No

#### Service Details

**Service Status**

CANCEL
NEXT

- c. Input relevant information relating to the incident, including subject details, in the “Incident Details” step. Select the “Next” button once all necessary information is input. (Note: Multiple subjects can be added to the incident by selecting the “Add Subject” button).

### VLC Client Intake

- Client Information
- Incident Details
- Intake Details
- Review

#### Subject Details

##### Subject

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

#### Service Details

**Service Status**

---

+ ADD SUBJECT

CANCEL

BACK
NEXT

- d. Input relevant information relating to the intake process in the “Intake Details” step. Select the “Next” button once all necessary information is input.



**VLC Client Intake**

Client Information  
Incident Details  
**Intake Details**  
Review

**Intake Details**

VLC Intake Document  
 *Drop file here*

Screening Date <sup>?</sup>\*

Intake Date <sup>?</sup>

Is Capacity Assessment Required?  
 Yes  No

Intake Notes  
  
0/1000

4. Review the information recorded in the previous steps of the form and select the “Submit” button.

**VLC Client Intake**

Client Information  
Incident Details  
Intake Details  
**Review**

**Client Information**

First Name \*  Last Name \*  Middle Name  Suffix

Sex  Race  Ethnicity  Date of Birth

VLC Eligibility Status \*  Is Victim Married?  Yes  No

**Service Details**

Service Status

5. The newly added client is available in the “Prospective VLC Clients” grid on the Intake page.
  - a. The action to “Assign Counsel” can be taken by selecting the “Handshake” icon in the grid. This action is only visible to Supervising Counsel, Deputy Commanding Officer, and Commanding Officer users.

**Prospective VLC Clients**

Search VLC Clients [SEARCH] ELIGIBILITY STATUS | Any SCREENING DATE | Any - Any

REPORT TYPE | Any CLIENT CASE STATUS | Any

+ ADD PROSPECTIVE VLC CLIENT

Client Name	Client Unit	Service Branch	VLC Eligibility Status	Subject Name	Subject Unit	Screening Date	Report Type	Client Case Status	
DOE, SR JANE F	553	USN	Active Duty	DOE, JOHN	-	2/14/2023	Unrestricted Report	✓	

## Assign Counsel to a Prospective Client

- From the NCORS Victims' Legal Counsel Case Management site, select the "Intake" tab.



- Select the "Handshake" icon in the rightmost column of the "Prospective VLC Clients" grid to take an action to "Assign Counsel".
  - The action is only available to Supervising Counsel, VLC Paralegal, Deputy Commanding Officer, and Commanding Officer users.

HOME INTAKE CLIENTS REPORTS

**Prospective VLC Clients**

Search VLC Clients [SEARCH] ELIGIBILITY STATUS | Any SCREENING DATE | Any - Any REPORT TYPE | Any CLIENT CASE STATUS | Any

+ ADD PROSPECTIVE VLC CLIENT

Client Name	Client Unit	Service Branch	VLC Eligibility Status	Subject Name	Subject Unit	Screening Date	Report Type	Client Case Status	
DOE, SR JANE F	553	USN	Active Duty	DOE, JOHN	-	2/14/2023	Unrestricted Report	✓	

- In the "Assign Counsel" form, input the assigned counsel, assignment date, and upload the detailing document.
  - Select the VLC Counsel to assign by typing in the name of the desired user. The user picker component will automatically suggest users as the field is populated.
  - Once all desired information has been input, select the "Submit" button.

### Assign Counsel to Client: DOE, SR JANE F

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

**Client Details**  
 Name: DOE, SR JANE F  
 Screening Date: February 14, 2023  
 Intake Date: February 14, 2023  
 Region: VLCP Eastern US  
 Location: VLC District of Columbia

**Counsel Details**

Counsel \*  
 Alexander VLC Counsel x  
 Assignment Date \*  
 02/08/2023

**Detailing Document**  
 Detailing Docu...  
 TXT - < 1 KB

CANCEL SUBMIT

## Edit Client Details

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

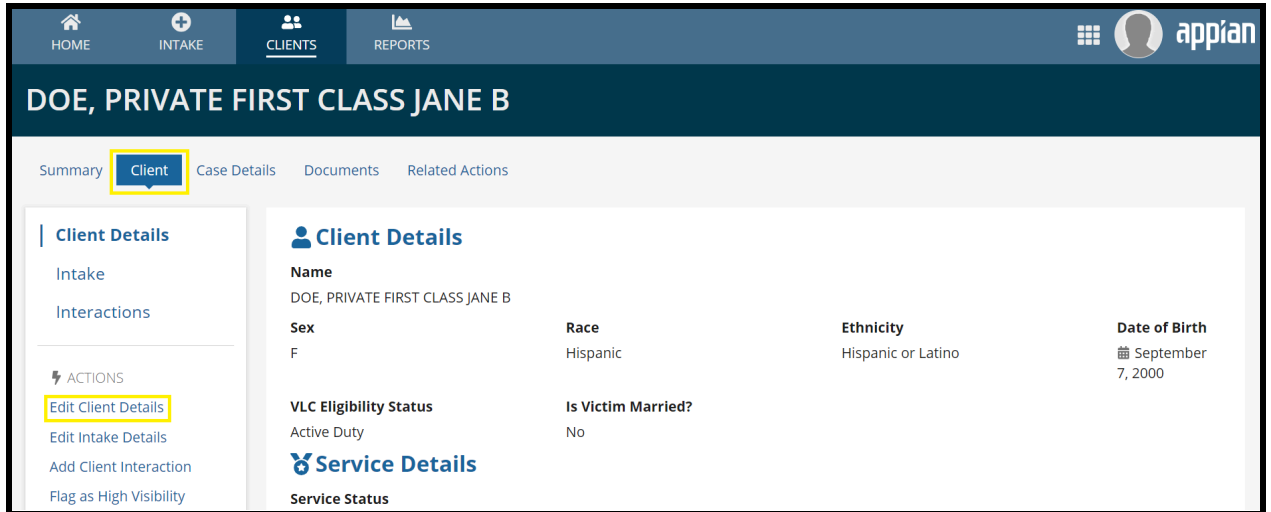


- From the list of "Assigned Clients", select a client's name to view the Client Summary.
  - If a client is not assigned counsel, the Client Summary can be accessed by selecting the client's name from the grid on the "Intake" tab.

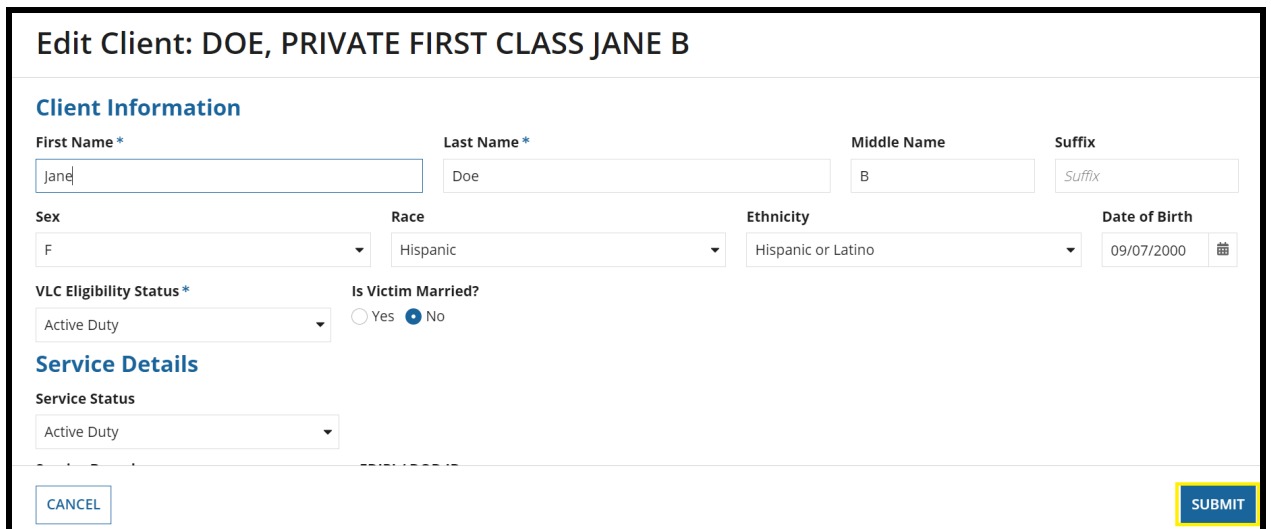
The screenshot shows the 'Assigned Clients' page with a table of client information. The 'CLIENTS' tab is selected in the navigation bar. The table has columns for Client Name, ACR Status, Report Type, Intake Date, and VLC. The row for 'DOE, PRIVATE FIRST CLASS JANE B' is highlighted with a yellow border.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the "Client" tab and select the "Edit Client Details" action to edit client information.



4. The “Edit Client Details” form will allow the user to edit any details that were entered in the “Client Information” section of the “Add Prospective Client” action, including:
  - a. Client name and demographic information
  - b. Client service details
  - c. Client contact information
  - d. An alternate point of contact



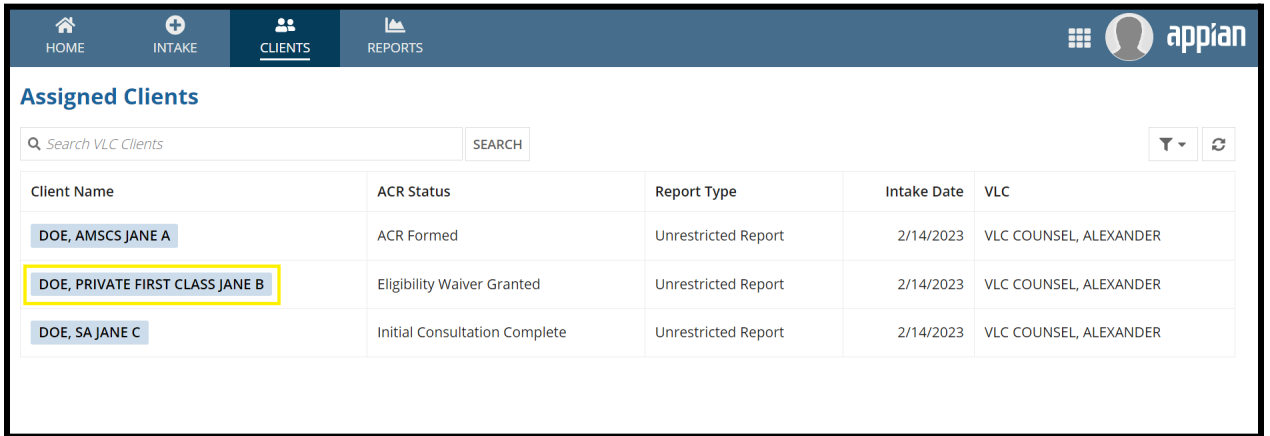
5. Once the desired information has been updated, select the “Submit” button to save the changes.

## Edit Intake Details

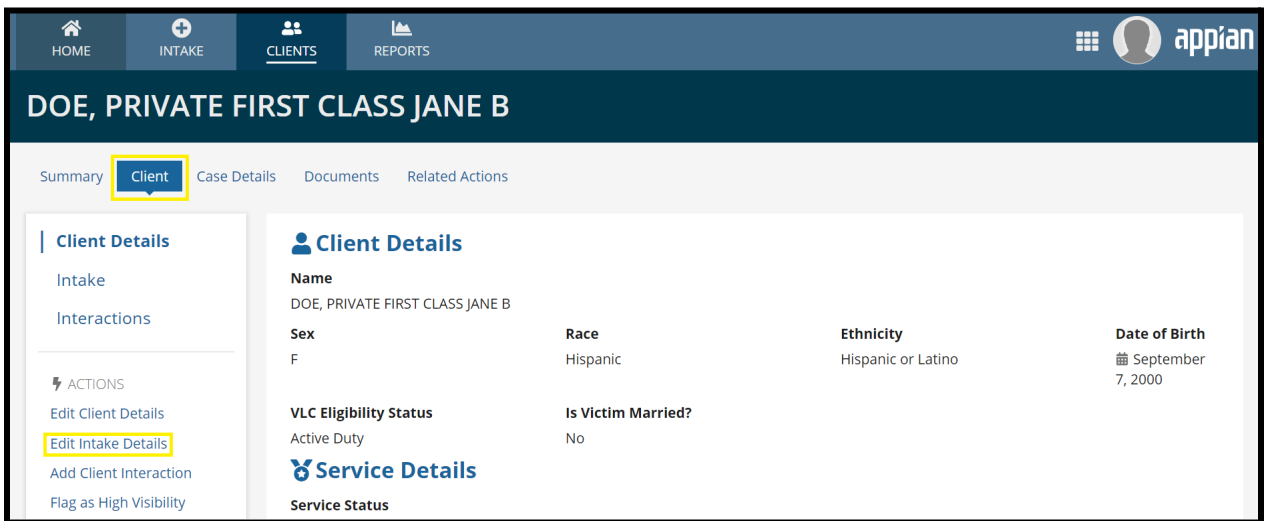
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.
  - a. If a client is not assigned counsel, the Client Summary can be accessed by selecting the client’s name from the grid on the “Intake” tab.



3. From the Client Summary page, navigate to the “Client” tab and select the “Edit Intake Details” action to edit client information.



4. The “Edit Intake Details” form will allow the user to edit any details that were entered in the “Intake Details” section of the “Add Prospective Client” action, including:
  - a. Client intake details
  - b. Client address at the time of intake

### Edit Client: DOE, AMSCS JANE A

**Client Information**

First Name\*  Last Name\*  Middle Name  Suffix

Sex  Race  Ethnicity  Date of Birth

VLC Eligibility Status\*  Is Victim Married?  Yes  No

**Service Details**

Service Status

- Once the desired information has been updated, select the “Submit” button to save the changes.

## Edit Incident Details

- From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.
  - If a client is not assigned counsel, the Client Summary can be accessed by selecting the client’s name from the grid on the “Intake” tab.

The screenshot shows the 'Assigned Clients' page with a search bar and a table of client records. The table has columns for Client Name, ACR Status, Report Type, Intake Date, and VLC. The row for 'DOE, PRIVATE FIRST CLASS JANE B' is highlighted with a yellow box.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the “Case Details” tab and select the “Edit Incident” action to edit incident information.

HOME INTAKE CLIENTS REPORTS appian

## DOE, PRIVATE FIRST CLASS JANE B

Summary Client **Case Details** Documents Related Actions

**Incident Details**

- Court Martial Cases
- Hearings

**ACTIONS**

- Add Incident
- Edit Incident**
- Add Hearing Appearance
- Link Client to Case

**Subject Details**

Subjects

Search VLC Subject SEARCH

Subject Name	Service Branch	Rank	Unit	End of Service
DOE, JOHN B	USMC	Private	553	3/7/2024

**Incident Information**

Investigation Number DSAID # Client Jurisdiction Preference

4. The "Edit Incident" form will allow the user to edit any details that were entered in the "Incident Details" section of the "Add Prospective Client" action, including:
  - a. Subject name
  - b. Subject service details
  - c. Incident information
  - d. Investigator information
  - e. Incident report type

### VLC Add Incident

**Subject Details**

**Subject**

First Name Last Name Middle Name Suffix

John Doe B Suffix

**Service Details**

Service Status

Active Duty

Service Branch EDIPI / DOD ID EAS

USMC 5536665332 10/10 mm/dd/yyyy

Grade Rank Unit

E 1 Private 553

CANCEL SUBMIT

5. Select the "Add Subject" button to add one or more additional subjects to the incident. For each subject added, input the name and service details.
  - a. Remove additional subjects from the incident by selecting the "Remove" link.

### VLC Add Incident

---

**Subject 2** ✖ Remove

First Name 
 Last Name 
 Middle Name 
 Suffix

**Service Details**

Service Status

---

+ ADD SUBJECT

CANCEL SUBMIT

- Once the desired information has been updated, select the “Submit” button to save the changes.

## ACR and Client Management

### Upload a Signed Scope of Representation Letter

- From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



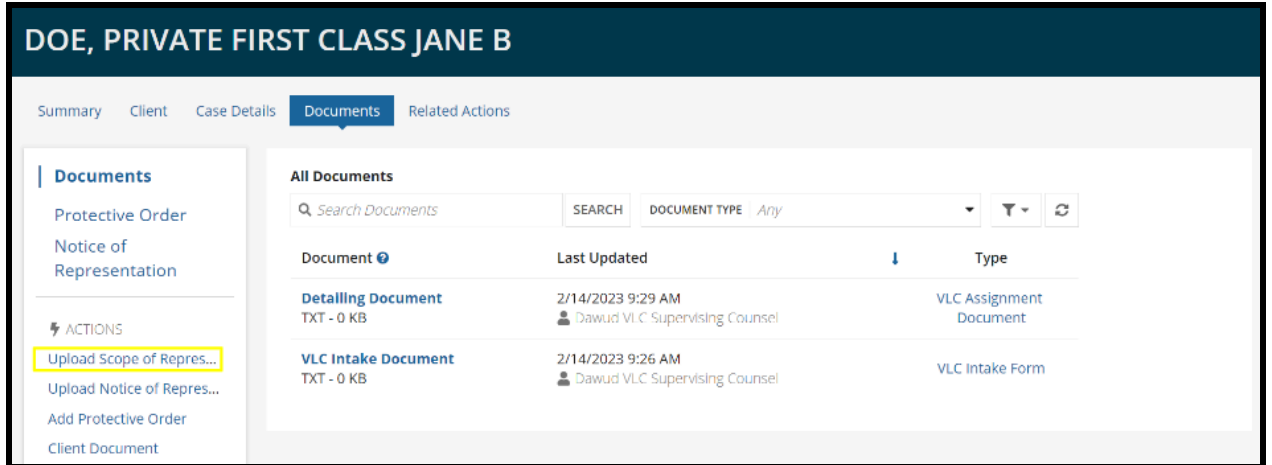
- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

The screenshot shows the 'Assigned Clients' page. It features a search bar and a table with the following data:

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the “Documents” tab and select the “Upload Scope of Representation” action to upload a signed Scope of Representation Document and establish ACR.





- In the “Upload Scope of Representation” form, input the date ACR was established and upload a signed Scope of Representation document. Once complete, select the “Submit” button.



## Flag a Client as High Visibility (Supervising Counsel)

- From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Related Actions” tab and select the “Flag as High Visibility” action to mark a client as high visibility in the system.
  - a. The action is only available to Supervising Counsel, Deputy Commanding Officer, and Commanding Officer users.

Summary Client Case Details Documents **Related Actions**

- Flag as High Visibility**  
Flag a client as high visibility
- Edit Client Details**  
Edit details of the client
- Add Incident**  
Add the details of a new incident to the client case file
- Edit Incident**  
Edit the details of an existing incident
- Add Client Interaction**  
Record the details of a client interaction

4. In the “Flag as High Visibility” form, select the checkbox to indicate that the client is high visibility. Once complete, select the “Submit” button.

**DOE, PRIVATE FIRST CLASS JANE B**

Summary Client Case Details Documents **Related Actions**

**Flag as High Visibility: DOE, PRIVATE FIRST CLASS JANE B**

Flag as High Visibility? ⓘ

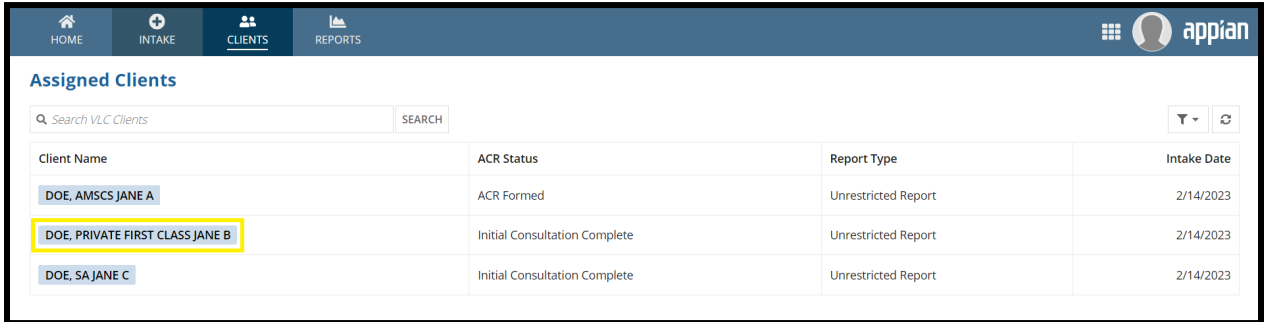
Yes

# Request Eligibility Waiver

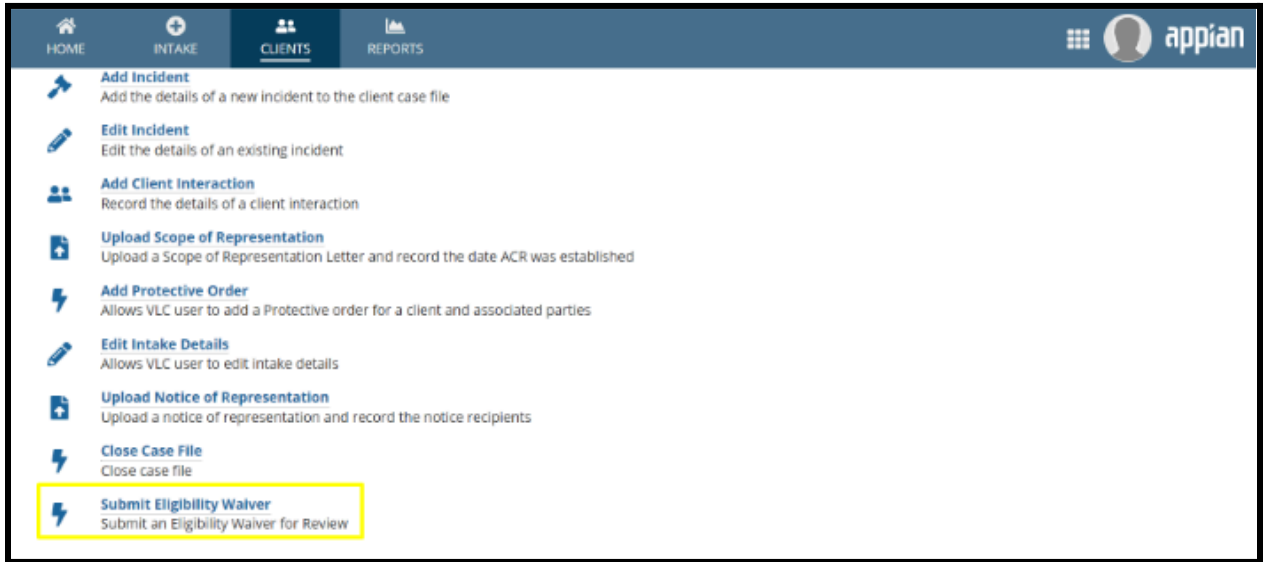
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



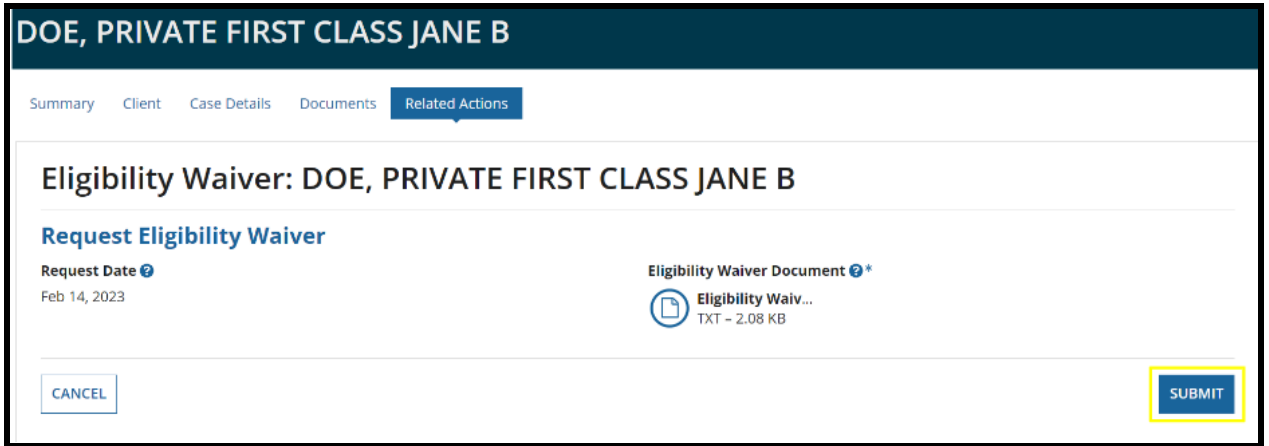
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



3. From the Client Summary page, navigate to the "Related Actions" tab and select the "Submit Eligibility Waiver" action to request a client eligibility waiver.

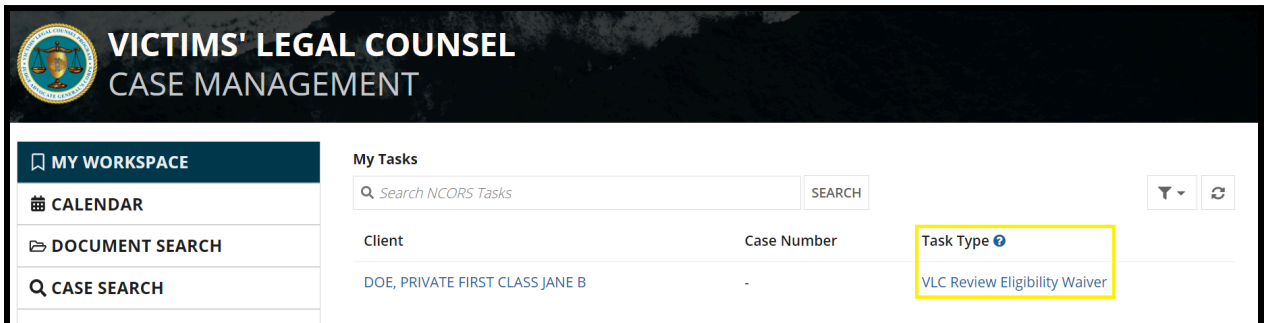


4. In the "Submit Eligibility Waiver" form, upload an Eligibility Waiver document. Once complete, select the "Submit" button.
  - a. Submitting the form will create a task for Supervising Counsel users to review the Eligibility Waiver and provide a recommendation.
  - b. The client's ACR status will be updated to "Pending Eligibility Review".



## Review Eligibility Waiver (Supervising Counsel)

1. On the landing page of the NCORS Victims' Legal Counsel Case Management site, select the "VLC Review Eligibility Waiver" task in the "My Tasks" grid.
  - a. This task is only available to Supervising Counsel users.



2. After selecting the "VLC Review Eligibility Waiver" task:
  - a. Review the Eligibility Waiver request date and uploaded document.
  - b. Input notes on the Eligibility Waiver request.
  - c. Record a recommendation to approve or deny the Eligibility Waiver request by selecting the "Approve" or "Deny" buttons. This will submit the form.
  - d. Submitting the form will create a task for the Deputy Commanding Officer user to review the Eligibility Waiver request and provide a recommendation.

**Eligibility Waiver: DOE, PRIVATE FIRST CLASS JANE B**

**Request Eligibility Waiver**

Request Date ⓘ  
Feb 14, 2023

> Eligibility Waiver Document

---

▼ **First Review**

First Review Date  
Feb 14, 2023

Notes on Recommendation  
--- Enter notes regarding recommendation ---

CANCEL DENY **APPROVE**

## Review Eligibility Waiver (Deputy Commanding Officer)

1. On the landing page of the NCORS Victims' Legal Counsel Case Management site, select the "VLC Review Eligibility Waiver" task in the "My Tasks" grid.
  - a. This task is only available to Deputy Commanding Officer users.

**VICTIMS' LEGAL COUNSEL CASE MANAGEMENT**

MY WORKSPACE

- CALENDAR
- DOCUMENT SEARCH
- CASE SEARCH

My Tasks

Search NCORS Tasks SEARCH

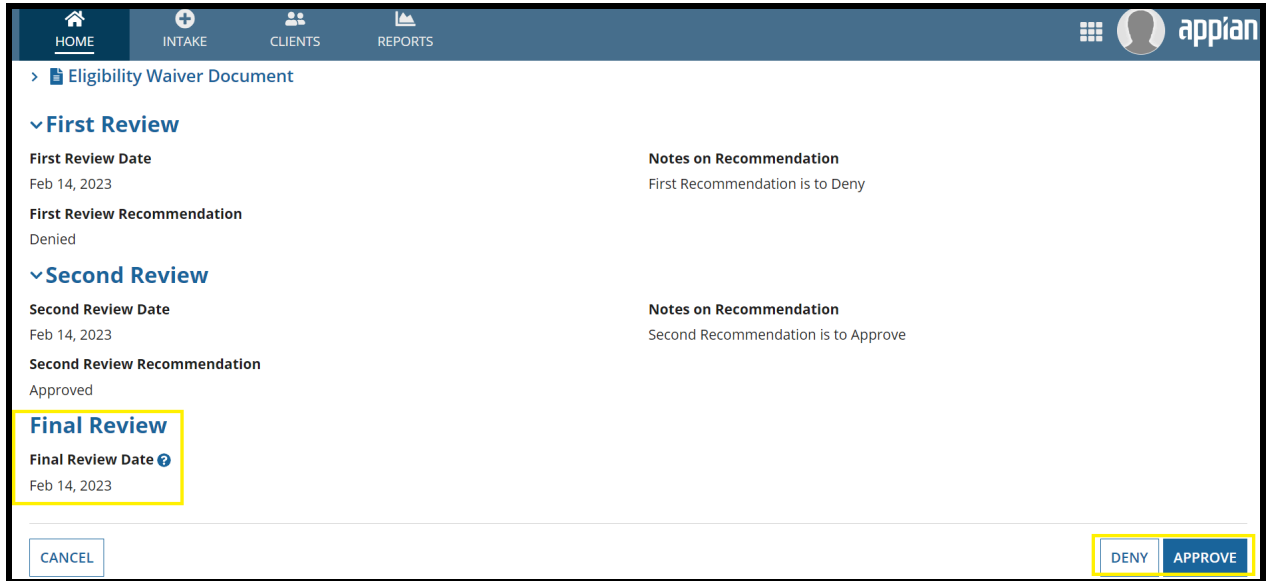
Client	Case Number	Task Type ⓘ
DOE, PRIVATE FIRST CLASS JANE B	-	VLC Review Eligibility Waiver

2. After selecting the "VLC Review Eligibility Waiver" task:
  - a. Review the Eligibility Waiver request date and uploaded document, as well as the result of the first review.
  - b. Input notes on the Eligibility Waiver request.
  - c. Record a recommendation to approve or deny the Eligibility Waiver request by selecting the "Approve" or "Deny" buttons. This will submit the form.
  - d. Submitting the form will create a task for the Commanding Officer user to review the Eligibility Waiver request and provide a final decision.

## Review Eligibility Waiver (Commanding Officer)

1. On the landing page of the NCORS Victims' Legal Counsel Case Management site, select the "VLC Review Eligibility Waiver" task in the "My Tasks" grid.
  - a. This task is only available to Commanding Officer users.

2. After selecting the "VLC Review Eligibility Waiver" task:
  - a. Review the Eligibility Waiver request date and uploaded document, as well as the results of the first and second reviews.
  - b. Approve or deny the Eligibility Waiver request by selecting the "Approve" or "Deny" buttons. This will submit the form.
  - c. Approving the request will update the client's ACR status to "Eligibility Waiver Granted".
  - d. Denying the request will update the client's ACR status to "Ineligible".

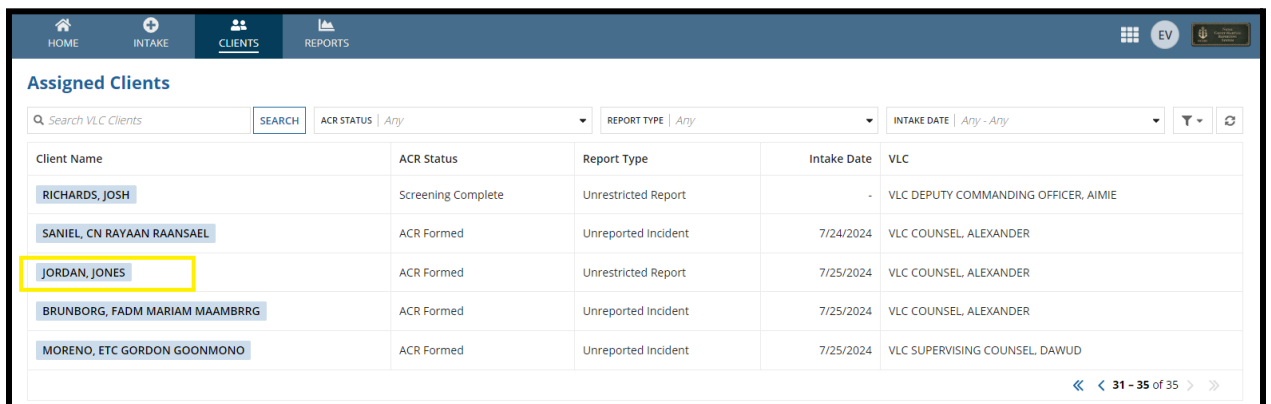


## Edit an Existing VLC Client Assignment

1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



3. Navigate to the "Assigned Counsel" grid on the Client Summary and select the "Edit" icon on the right hand side of the grid.
  - a. The action is only available to Supervising Counsel, VLC Paralegal, Deputy Commanding Officer, and Commanding Officer users.
  - b. Supervising Counsel and Paralegal users can edit counsel assignments for clients in their region.

- c. Commanding Officer and Deputy Commanding Officer users can edit counsel assignments for clients in any region.

The screenshot displays the user interface for a client named JORDAN, JONES. The top navigation bar includes HOME, INTAKE, CLIENTS, and REPORTS. The client's profile is shown with the following details:

- ACR STATUS: ACR Formed
- REPORT TYPE: Unrestricted Report
- SCREENING DATE: 7/25/2024

The 'Client Summary' section provides the following information:

Field	Value
Name	JORDAN, JONES
Eligibility Status	Reservist
Service	-
Grade	-
Address	-
Phone (Cell)	-
Phone (Home)	-
Email Address	-

The 'Assigned Counsel' table shows the following entry:

Counsel Name	Region	Assignment Date	Detailing Document	Assignment End Date
VLC COUNSEL, ALEXANDER	VLCP Eastern US	7/24/2024	-	-

A dropdown menu is open for the assigned counsel entry, showing the following options:

- Edit Client Assignment
- Upload Scope of Representation

4. In the "Assign Counsel" form, replace the assigned counsel by clearing the existing user and selecting a new user. Update the assignment date and detailing document.
- Select the new VLC Counsel to assign by typing in the name of the desired user. The user picker component will automatically suggest users as the field is populated.



**Assign Counsel to Client:**

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

**Client Details**

Name JORDAN, JONES      Screening Date July 25, 2024      Region VLCP Eastern US  
 Intake Date July 25, 2024      Location VLC District of Columbia

**Counsel Details**

Counsel \* Dawud VLC Supervising Counsel x      Assignment Date \* 07/31/2024

Detailing Document  
 Detailing Docu...  
 TXT - < 1 KB

Region VLCP Eastern US  
 Location VLC Great Lakes

CANCEL      SUBMIT

- Once complete, select the “Submit” button.

## Update a Client’s Location (Supervising Counsel)

- From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

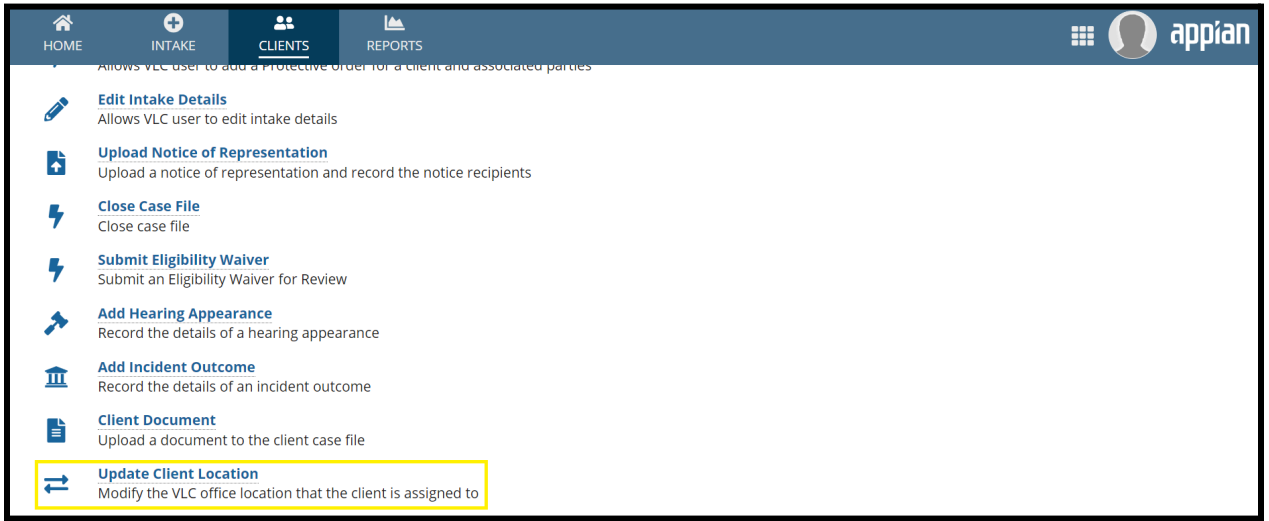
The screenshot shows the 'Assigned Clients' page. At the top, there is a search bar with the text 'Search VLC Clients' and a 'SEARCH' button. Below the search bar is a table with the following data:

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

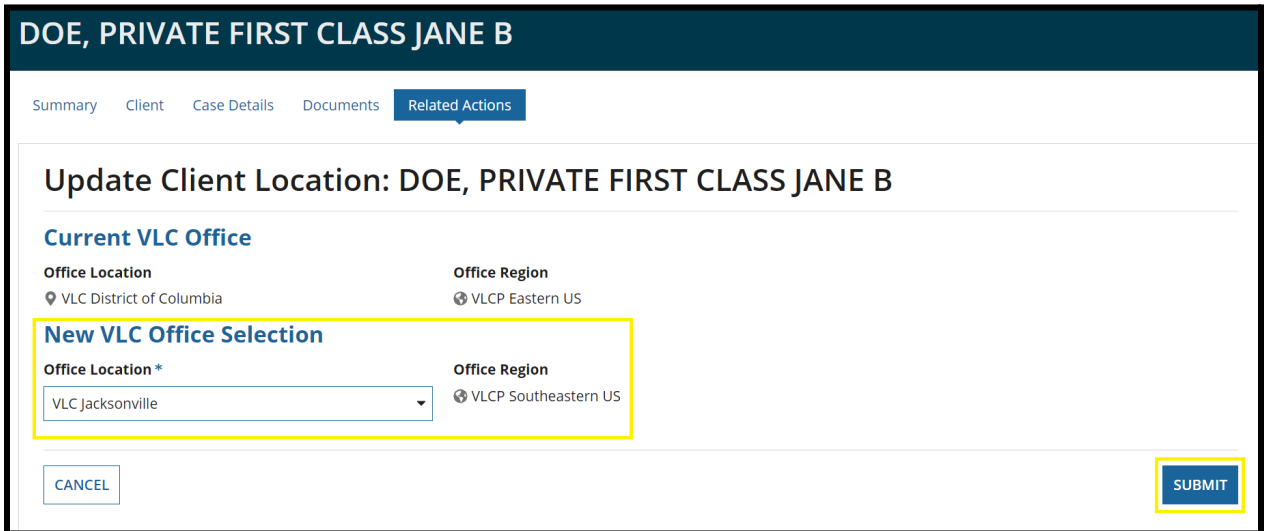
The row for 'DOE, PRIVATE FIRST CLASS JANE B' is highlighted with a yellow box.

- From the Client Summary page, navigate to the “Related Actions” tab and select the “Update Client Location” action to modify the VLC office location associated with the client.
  - The action is only available to Supervising Counsel, Deputy Commanding Officer, and Commanding Officer users.
  - Supervising Counsel users can update the location of clients in their region.

- c. Commanding Officer and Deputy Commanding Officer users can update the location of clients in any region.



4. In the “Update Client Location” form, select the new office location from the list of locations in the dropdown field. The office region field will update based on the selection.



5. Once complete, select the “Submit” button.

## Close a Client Case File

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Related Actions” tab and select the “Close Case File” action to close the client’s case file.
  - a. This action is only available for clients with an ACR status other than “ACR Formed”, “ACR Terminated”, or “Closed”.

- Upload Scope of Representation**  
Upload a Scope of Representation Letter and record the date ACR was established
- Add Protective Order**  
Allows VLC user to add a Protective order for a client and associated parties
- Edit Intake Details**  
Allows VLC user to edit intake details
- Upload Notice of Representation**  
Upload a notice of representation and record the notice recipients
- Close Case File**  
Close case file
- Submit Eligibility Waiver**  
Submit an Eligibility Waiver for Review
- Add Hearing Appearance**  
Record the details of a hearing appearance
- Add Incident Outcome**  
Record the details of an incident outcome

4. In the “Close Case File” form, input the Termination Category, Termination Type, Date Closed, and any relevant details.

### Close Case File

#### Close Case Details

**Termination Category**  
Close Case

**Termination Type \*** Client requests termination **Date Closed \*** 02/15/2023

**Details**

Termination Details

19/1000

CANCEL SUBMIT

- Once complete, select the “Submit” button.

## Terminate ACR

- From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

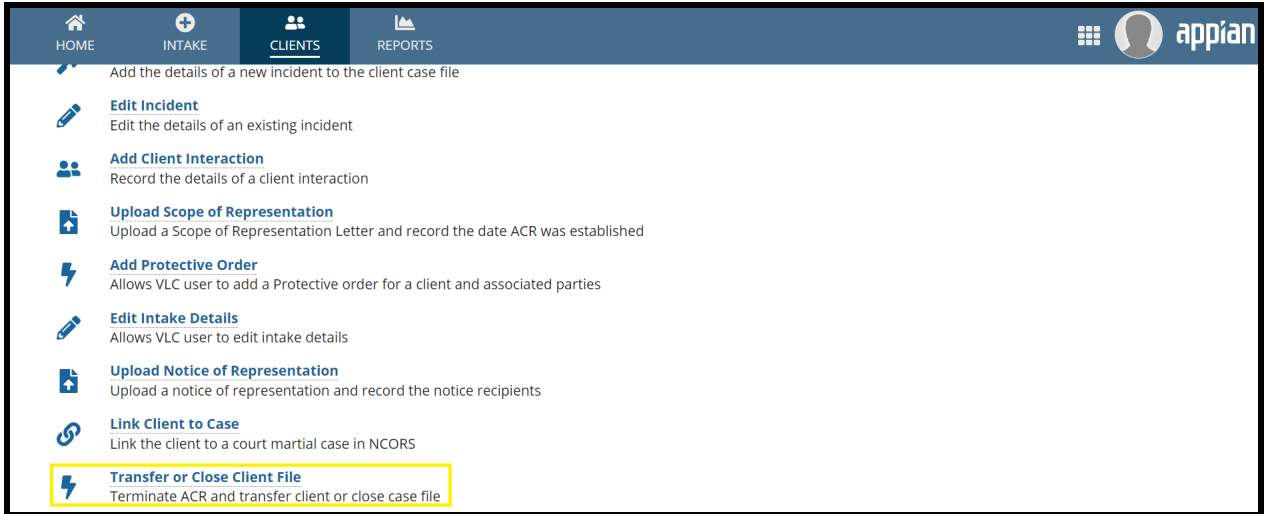


- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

The screenshot shows the 'Assigned Clients' table. The first row is highlighted with a yellow box. The table has columns for Client Name, ACR Status, Report Type, Intake Date, and VLC.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the “Related Actions” tab and select the “Transfer or Close Client File” action to terminate ACR and close the client’s case file.
  - The action is only available for clients with an ACR status of “ACR Formed”.



4. In the “Terminate ACR” form, select the “Close Case” termination category from the dropdown. Input other termination details and upload a Signed Termination Letter document.



5. Once complete, select the “Submit” button.

## Reopen Client Case

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.
  - a. Select a client with the “ACR Status” of “Closed” or “ACR Terminated”.

Client Name	ACR Status	Report Type	Intake Date
HUGHES, TODD ALBERTON	ACR Formed	Unreported Incident	-
HUGHES, TODD ALBERTON	ACR Formed	Unreported Incident	-
HUGHES, TODD ALBERTON	ACR Formed	Unreported Incident	-
HUGHES, TODD ALBERTON	ACR Formed	Unreported Incident	-
HUGHES, TODD ALBERTON	ACR Formed	Unreported Incident	4/28/2023
ACRSTATUS1, TEST	ACR Formed	Unreported Incident	-
FOSTER, NICKY	Closed	Unreported Incident; Unreported Incident	-
ACRSTATUS3, TEST	Closed	Unreported Incident	-
ACRSTATUS4, TEST	Closed	Unreported Incident	-
JOHNSON, JIMMY	Closed	Unreported Incident	-

3. Navigate to the “Related Actions” tab and take the action “Reopen Client Case File”.

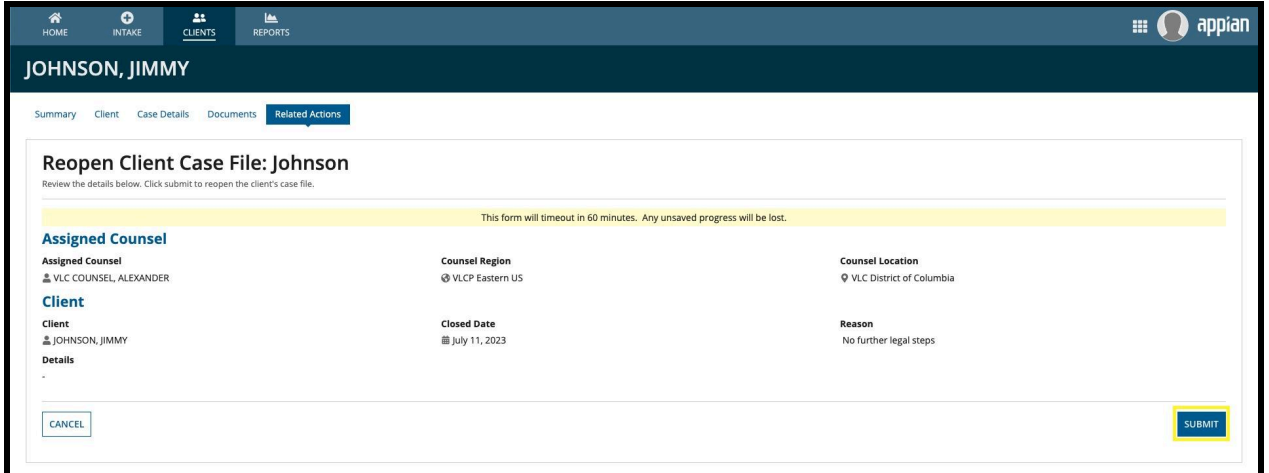
**JOHNSON, JIMMY**

Summary Client Case Details Documents **Related Actions**

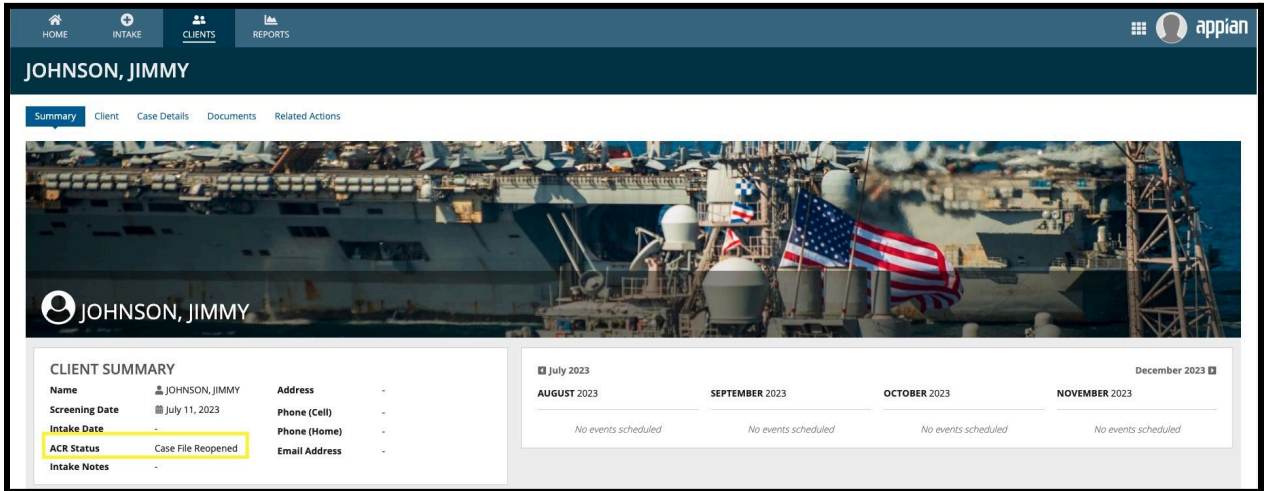
- Edit Client Details**  
Edit details of the client
- Add Incident**  
Add the details of a new incident to the client case file
- Edit Incident**  
Edit the details of an existing incident
- Add Client Interaction**  
Record the details of a client interaction
- Upload Scope of Representation**  
Upload a Scope of Representation Letter and record the date ACR was established
- Add Protective Order**  
Allows VLC user to add a Protective order for a client and associated parties
- Edit Intake Details**  
Allows VLC user to edit intake details
- Upload Notice of Representation**  
Upload a notice of representation and record the notice recipients
- Submit Eligibility Waiver**  
Submit an Eligibility Waiver for Review
- Add Hearing Appearance**  
Record the details of a hearing appearance
- Add Incident Outcome**  
Record the details of an incident outcome
- Client Document**  
Upload a document to the client case file
- Reopen Client Case File**  
Reopen the client case file and reset ACR status

4. After reviewing the case file, select “Submit” to reopen the case file.

- Upon submission you will receive a confirmation message, select “Yes” to continue with the action.



5. Upon submission, navigate to the “Summary” tab and you can see the “ACR Status” is now “Case File Reopened”.



## Request a Client Transfer

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the “Related Actions” tab and select the “Transfer or Close Client File” action to transfer the client to a new VLC.
  - The action is only available for clients with an ACR status of “ACR Formed”.

- Add the details of a new incident to the client case file
- Edit Incident**  
Edit the details of an existing incident
- Add Client Interaction**  
Record the details of a client interaction
- Upload Scope of Representation**  
Upload a Scope of Representation Letter and record the date ACR was established
- Add Protective Order**  
Allows VLC user to add a Protective order for a client and associated parties
- Edit Intake Details**  
Allows VLC user to edit intake details
- Upload Notice of Representation**  
Upload a notice of representation and record the notice recipients
- Link Client to Case**  
Link the client to a court martial case in NCORS
- Transfer or Close Client File**  
Terminate ACR and transfer client or close case file

- In the “Terminate ACR” form, select the “Transfer Client” termination category from the dropdown. Input other termination details and upload a Signed Termination Letter document. Select a new VLC user to assign as counsel.
  - Select the VLC Counsel to assign by typing in the name of the desired user. The user picker component will automatically suggest users as the field is populated



### Terminate ACR Details

**Termination Category \***  
Transfer Client

**Termination Type \***  
Transfer (routine)

**Date ACR Terminated \***  
02/07/2023

**Signed Termination Letter**  
Termination Letter  
TXT - < 1 KB

**Details**  
Transferred to other Counsel  
28/1000

### Transfer Details

**New Assigned Counsel \***  
Kathleen VLC Civilian Counsel

**Region**  
VLCP Europe

**Location**  
VLC Naples

CANCEL SUBMIT

- Once complete, select the "Submit" button.

## Mark a User as Conflicted

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

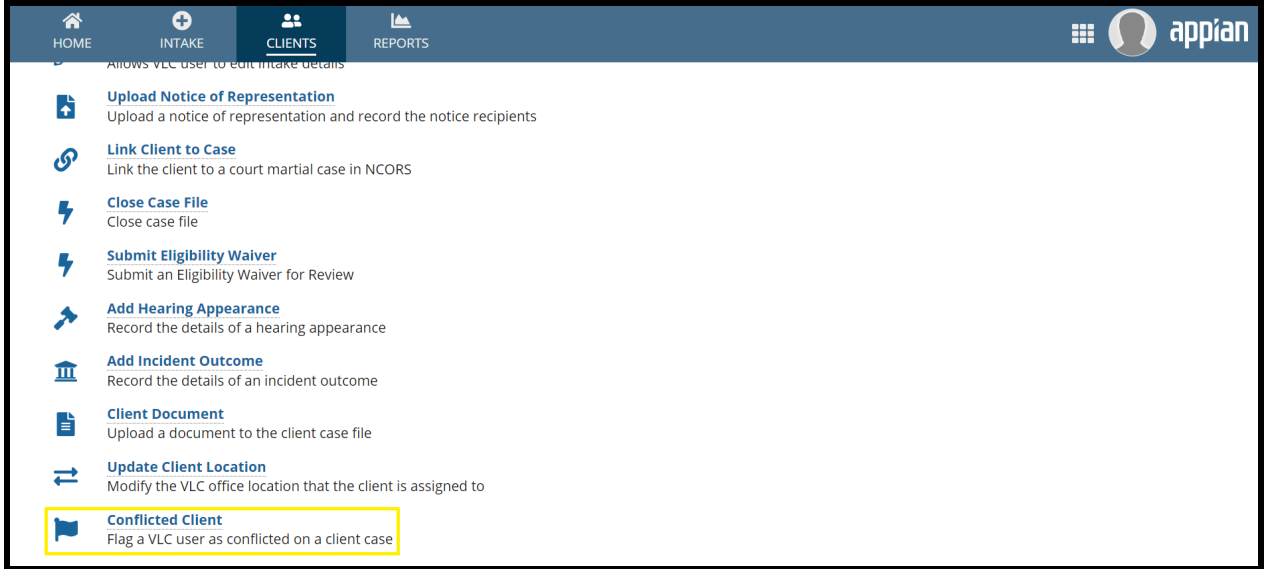


- From the list of "Assigned Clients", select a client's name to view the Client Summary.

The screenshot shows the 'Assigned Clients' table in the appian system. The table has columns for Client Name, ACR Status, Report Type, Intake Date, and VLC. The row for 'DOE, PRIVATE FIRST CLASS JANE B' is highlighted with a yellow box.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the "Related Actions" tab and select the "Conflicted Client" action to mark a user as conflicted for the selected client.



4. In the “Add Conflicted User” form, user can select to search by VLC Clients or Subjects.
  - a. User will then be prompted to search by the last name of the category they selected and select the search button.

5. After the search completes a selectable grid will be displayed VLC Clients that match the search.

Client Name	Client DOB	Client Service Branch	Intake Date	ACR Status	EDIPI	Assigned Counsel	Report Type
MA, LEA	4/24/1982	USN	4/11/2023	-	1294477800	VLC Deputy Commanding Officer, Aimee	Unreported Incident
MASSOUD, JORDAN	1/8/1981	USCG	12/15/2023	Pending Eligibility Review	3535353353	VLC Counsel, Alexander	Unrestricted Report
MAHOMES, PATRICK	-	-	-	ACR Formed	-	VLC Appellate Counsel, Vlad	Unrestricted Report

- User can select a client and will see another grid of potential conflicts (The client, subject, and assigned counsel)

**Add Conflicted User: DOE, SA JANE C**

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

Search By VLC Clients or Subjects?  Clients  Subjects

Search by Client Last Name:

Client Name	Client DOB	Client Service Branch	Intake Date	ACR Status	EDIPI	Assigned Counsel	Report Type
MA, LEA	4/24/1982	USN	4/11/2023	-	1294477800	VLC Deputy Commanding Officer, Aimie	Unreported Incident
MASSOUD, JORDAN	1/8/1981	USCG	12/15/2023	Pending Eligibility Review	3535353353	VLC Counsel, Alexander	Unrestricted Report
MAHOMES, PATRICK	-	-	-	ACR Formed	-	VLC Appellate Counsel, Vlad	Unrestricted Report

**Potential Conflicts**

<input type="checkbox"/> Full Name	Type
<input type="checkbox"/> MA, LEA LEEAMAMA	Client
<input type="checkbox"/> VLC DEPUTY COMMANDING OFFICER, AIMIE	Assigned Counsel

- For each potential conflict selected a row will appear to enter the Conflicted Details for each potential conflict.

Search By VLC Clients or Subjects?  Clients  Subjects

Search by Client Last Name:

Client Name	Client DOB	Client Service Branch	Intake Date	ACR Status	EDIPI	Assigned Counsel	Report Type
MA, LEA	4/24/1982	USN	4/11/2023	-	1294477800	VLC Deputy Commanding Officer, Aimie	Unreported Incident
MASSOUD, JORDAN	1/8/1981	USCG	12/15/2023	Pending Eligibility Review	3535353353	VLC Counsel, Alexander	Unrestricted Report
MAHOMES, PATRICK	-	-	-	ACR Formed	-	VLC Appellate Counsel, Vlad	Unrestricted Report

**Potential Conflicts**

<input checked="" type="checkbox"/> Full Name	Type
<input checked="" type="checkbox"/> MA, LEA LEEAMAMA	Client
<input checked="" type="checkbox"/> VLC DEPUTY COMMANDING OFFICER, AIMIE	Assigned Counsel

**Conflicted Details**

Full Name	Type of Conflict	Conflicted Documentation	Additional Details
MA, LEA	Select a Reason	<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	Enter additional details <span style="float: right;">0/4000</span>
VLC DEPUTY COMMANDING OFFICER, AIMIE	Select a Reason	<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	Enter additional details <span style="float: right;">0/4000</span>

- User can enter the conflicted details for each potential conflict and submit the form.

This form will timeout in 30 minutes. Any Unsaved progress will be lost.

Search By VLC Clients or Subjects?  
 Clients  Subjects

Search by Client Last Name  
 SEARCH

Client Name	Client DOB	Client Service Branch	Intake Date	ACR Status	EDIPI	Assigned Counsel	Report Type
MA, LEA	4/24/1982	USN	4/11/2023	-	1294477800	VLC Deputy Commanding Officer, Aimie	Unreported Incident
MASSOUD, JORDAN	1/8/1981	USCG	12/15/2023	Pending Eligibility Review	353535353	VLC Counsel, Alexander	Unrestricted Report
MAHOMES, PATRICK	-	-	-	ACR Formed	-	VLC Appellate Counsel, Vlad	Unrestricted Report

**Potential Conflicts**

Full Name	Type
<input checked="" type="checkbox"/> MA, LEA LEEAMAMA	Client
<input checked="" type="checkbox"/> VLC DEPUTY COMMANDING OFFICER, AIMIE	Assigned Counsel

**Conflicted Details**

Full Name	Type of Conflict	Conflicted Documentation	Additional Details
MA, LEA	Conflicted	Conflicted D... TXT - < 1 KB	Conflicted 10/4000
VLC DEPUTY COMMANDING OFFICER, AIMIE	Recused	Conflicted D... TXT - < 1 KB	Recused

CANCEL SUBMIT

- Users who have been marked as conflicted will be visible on the “Conflicts” tab of the case Summary “My Workspace” and will not be able to view the client case file.

**My Workspace**

Calendar | Subject | **Conflicts**

Search Conflicted Users  Filter Refresh

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

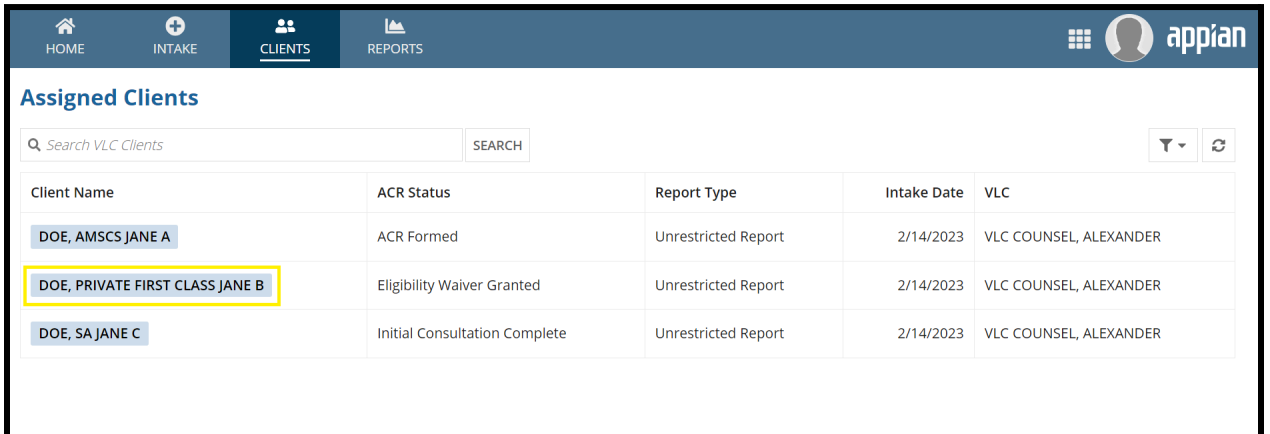
## General Client Actions

### Upload a Client Document

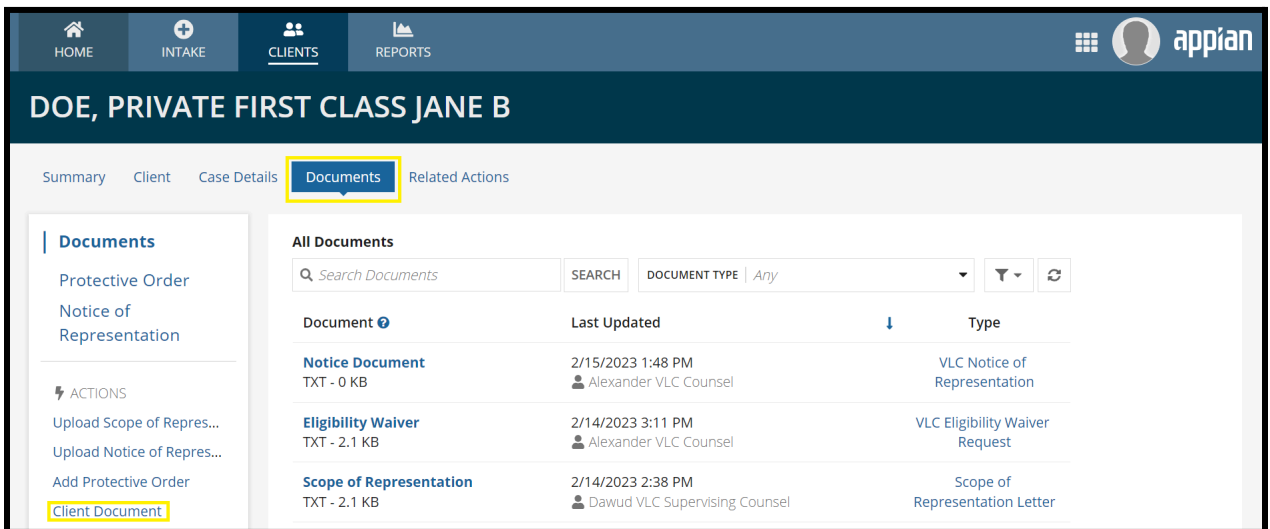
- From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



- From the Client Summary page, navigate to the “Documents” tab and select the “Client Document” action from the “Actions” list.




- In the “Document Upload” form, upload the desired document and select a Document Type from the drop down list. Once complete, select the “Submit” button.
  - If multiple document uploads are required, select the “Submit & Add Another Document” button.

**Document Upload: DOE, PRIVATE FIRST CLASS JANE B**

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

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

**File Upload\*** **Document Type\***

 Witness Interview Not...  
PDF - 103.89 KB

Case Notes

**CANCEL** **SUBMIT & ADD ANOTHER DOCUMENT** **SUBMIT**

- Following submission, the uploaded document is visible in the “All Documents” grid on the “Documents” subtab of the “Documents” tab.

**DOE, PRIVATE FIRST CLASS JANE B**

Summary Client Case Details **Documents** Related Actions

**Documents**

Protective Order  
Notice of Representation

**ACTIONS**

Upload Scope of Repres...  
Upload Notice of Repres...  
Add Protective Order  
Client Document

**All Documents**

Search Documents SEARCH DOCUMENT TYPE | Any

Document	Last Updated	Type
<b>Witness Interview Notes</b> PDF - 106.4 KB	2/24/2023 5:19 PM Alexander VLC Counsel	Case Notes
<b>Document</b> TXT - 0 KB	2/21/2023 10:56 AM Dawud VLC Supervising Counsel	Link VLC Client Request
<b>Notice Document</b> TXT - 0 KB	2/15/2023 1:48 PM Alexander VLC Counsel	VLC Notice of Representation
<b>Eligibility Waiver</b>	2/14/2023 3:11 PM	VLC Eligibility Waiver

## Remove a Client Document

- From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

HOME INTAKE **CLIENTS** REPORTS

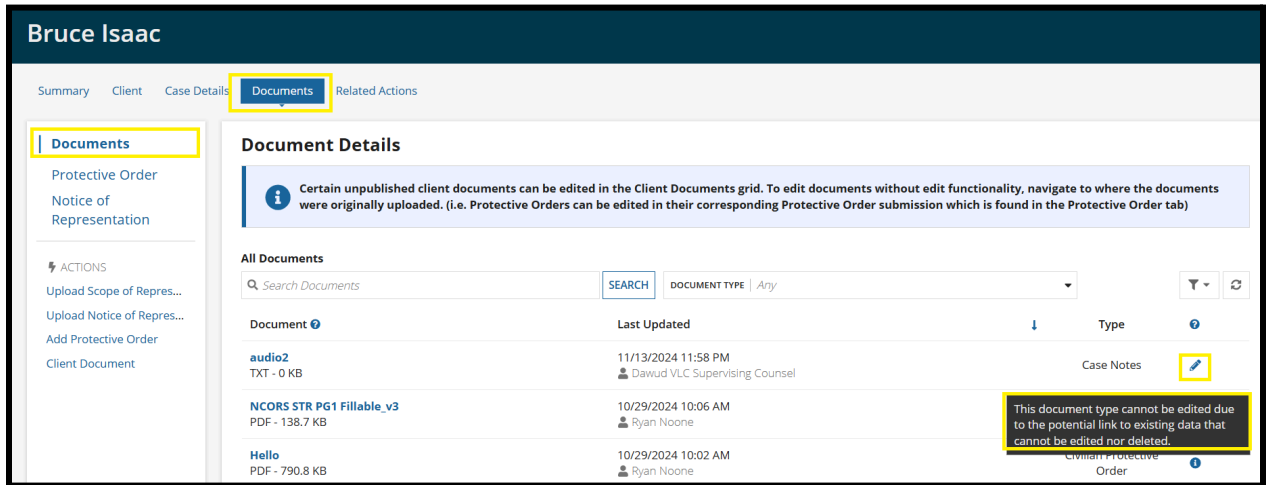
**Assigned Clients**

Search VLC Clients SEARCH ACR STATUS | Any REPORT TYPE | Any INTAKE DATE | Any - Any

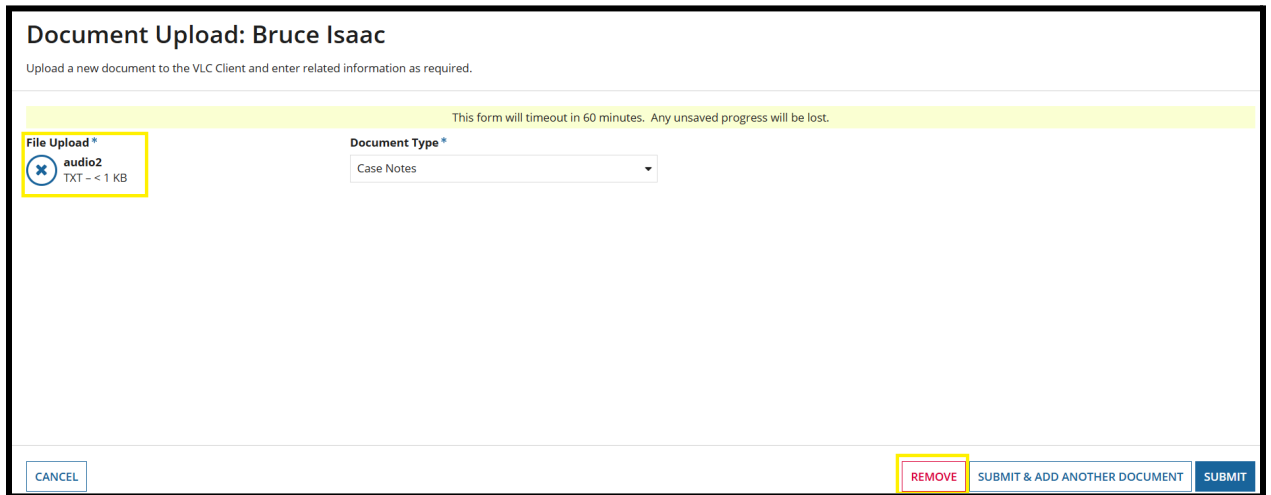
Client Name	ACR Status	Report Type	Intake Date
<b>Bruce Isaac</b>	ACR Formed	Unrestricted Report	-
Brunborg FADM Mariam Maambrg	ACR Formed	Unreported Incident	7/25/2024
Claire HN Leo Leoocdre	ACR Formed	Unreported Incident	8/16/2024
Doe Jane	Initial Consultation Complete	Unrestricted Report	7/5/2024

- From the Client Summary page, navigate to the “Documents” tab and select the edit icon in the All Documents grid for a given document. If an information icon appears next to a

document rather than an edit icon, this means that the document can only potentially be edited or removed from the original data source.



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



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

## Record a Client Interaction

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



- From the list of "Assigned Clients", select a client's name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the “Client” tab and select the “Add Client Interaction” action from the “Actions” list.

**DOE, AMSCS JANE A**

Summary **Client** Case Details Documents Related Actions

**Client Details**

Intake

Interactions

**ACTIONS**

- Edit Client Details
- Edit Intake Details
- Add Client Interaction**
- Flag as High Visibility

**Client Details**

**Name**  
DOE, AMSCS JANE A

**Sex**  
F

**Race**  
Caucasian

**Ethnicity**  
Not Hispanic or Latino

**Date of Birth**  
February 3, 1981

**VLC Eligibility Status**  
Active Duty

**Is Victim Married?**  
Yes

**Service Details**

**Service Status**

- In the “Add Client Interaction” form, input all relevant interaction details and upload an Interaction Document. Once complete, select the “Submit” button.

**Add Client Interaction: DOE, AMSCS JANE A**

**Interaction Details**

Interaction Type\*  
Defense Counsel

Interaction Date\*  
02/14/2023

Was Assigned VLC Present?  
 Yes  No

**Interaction Document**

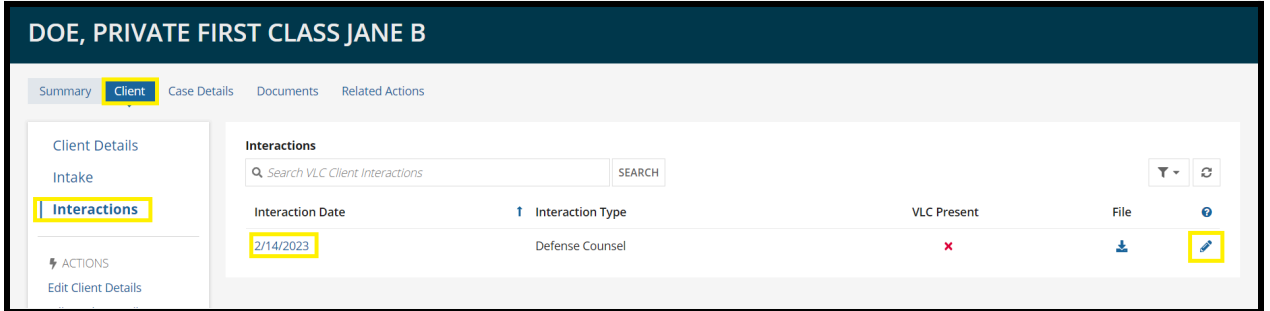
Interaction Do...  
TXT - < 1 KB

**Notes**

CANCEL **SUBMIT**



5. Following submission, the entry is visible in the “Interactions” grid on the “Interactions” subtab of the “Client” tab.
  - a. A summary of the interaction can be viewed by selecting the “Interaction Date” link.
  - b. The entry can be edited by selecting the “Edit” icon in the grid.

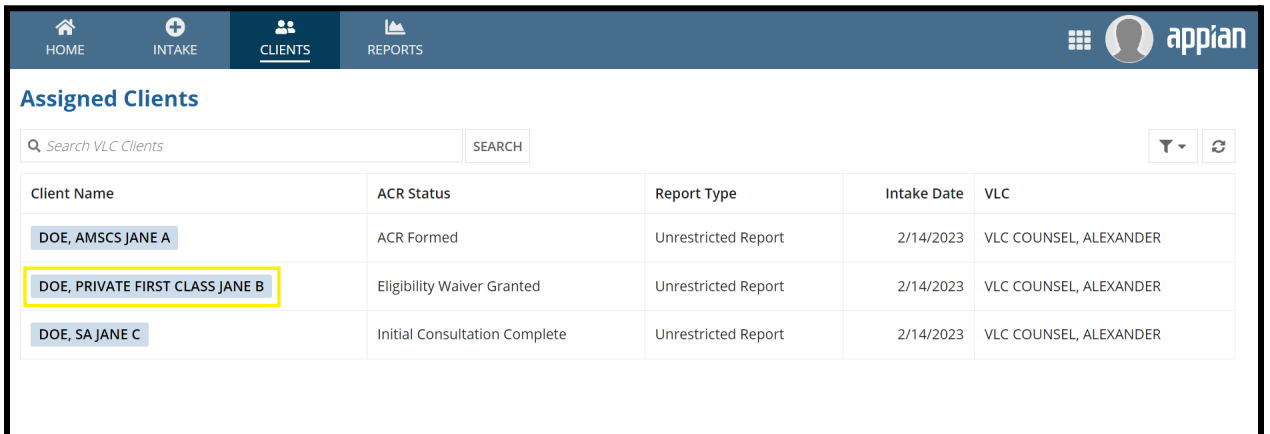


## Record a Protective Order

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



3. From the Client Summary page, navigate to the “Documents” tab and select the “Add Protective Order” action from the “Actions” list.

**DOE, AMSCS JANE A**

Summary Client Case Details **Documents** Related Actions

**Documents**

Protective Order  
Notice of Representation

ACTIONS

Upload Scope of Repres...  
Upload Notice of Repres...  
**Add Protective Order**  
Client Document

**All Documents**

Q Search Documents SEARCH DOCUMENT TYPE Any

Document	Last Updated	Type
<b>Notice Document</b> TXT - 0 KB	2/15/2023 2:36 PM Cora VLcommandingofficer	VLC Notice of Representation
<b>Notice Document</b> TXT - 0 KB	2/15/2023 2:36 PM Cora VLcommandingofficer	Scope of Representation Letter
<b>Detailing Document</b> TXT - 0 KB	2/14/2023 9:28 AM Dawud VLC Supervising Counsel	VLC Assignment Document

4. In the “VLC Add Protective Order” form, input the request details and the order details. Once complete, select the “Submit” button.
  - a. Upload a Protective Order document.
  - b. Select who the order protects against. Users can select from a dropdown of subjects named in incidents linked to the client.

**VLC Add Protective Order**

**Request Details**

Order Type\* --- Select a Value ---

Order Request Date mm/dd/yyyy

Request Status --- Select a Request Status ---

**Order Details**

Protective Order Document

UPLOAD Drop file here

Order Start Date mm/dd/yyyy

Order End Date mm/dd/yyyy

Does order protect multiple people?

Protection Against --- Select a Value ---

CANCEL SUBMIT

5. Following submission, the entry is visible in the “Interactions” grid on the “Interactions” subtab of the “Client” tab.
  - a. The entry can be edited by selecting the “Edit” icon in the grid.
  - b. The order document can be downloaded by selecting the “Download” icon in the grid.

**DOE, PRIVATE FIRST CLASS JANE B**

Summary Client Case Details **Documents** Related Actions

Documents

**Protective Order**

Notice of Representation

ACTIONS

Upload Scope of Repres...

**Protective Orders**

Search VLC Protective Orders SEARCH

Order Type	Request Date	Start Date	End Date	Other Protected People	Protected Against	File
Military Protective Order	1/30/2023	2/20/2023	-	-	DOE, JOHN B	Download Edit

## Record a Hearing Appearance

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

HOME INTAKE **CLIENTS** REPORTS

appian

- From the list of "Assigned Clients", select a client's name to view the Client Summary.

HOME INTAKE **CLIENTS** REPORTS

appian

**Assigned Clients**

Search VLC Clients SEARCH

Client Name	ACR Status	Report Type	Intake Date	VLC
<b>DOE, AMSCS JANE A</b>	<b>ACR Formed</b>	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the "Case Details" tab and select the "Add Hearing Appearance" action from the "Actions" list.

HOME INTAKE **CLIENTS** REPORTS

appian

**DOE, AMSCS JANE A**

Summary Client **Case Details** Documents Related Actions

**Incident Details**

Court Martial Cases

Hearings

ACTIONS

Add Incident

Edit Incident

**Add Hearing Appearance**

Link Client to Case

**Subject Details**

Subjects

Search VLC Subject SEARCH

Subject Name	Service Branch	Rank	Unit	End of Service
DOE, JOHN	USN	Seaman	421	2/19/2031

**Incident Information**

Investigation Number DSAID # Client Jurisdiction Preference

4. In the “Record Hearing Appearance” form, input the hearing details and notes regarding the hearing appearance. Once complete, select the “Submit” button.
  - a. If applicable, select an NCORS Court-martial Case to link to the hearing appearance. The client must be linked to an NCORS Court-martial Case for this field to be enabled.

**Record Hearing Appearance: DOE, AMSCS JANE A**

**Hearing Details**

Hearing Type \*  Location  Hearing Date \*

Court-martial Case  Notice of Appearance Document   Was the Client Present?  Yes  No

Notes

5. Following submission, the entry is visible in the “Hearing Appearances” grid on the “Hearings” subtab of the “Case Details” tab.
  - a. The entry can be edited by selecting the “Edit” icon in the grid.
  - b. The order Notice of Appearance document can be downloaded by selecting the “Download” icon in the grid.

**DOE, PRIVATE FIRST CLASS JANE B**

Summary Client **Case Details** Documents Related Actions

Incident Details Court Martial Cases **Hearings**

ACTIONS  
Add Incident Edit Incident Add Hearing Appearance Link Client to Case Add Incident Outcome

**Hearing Appearances**

HEARING TYPE | Any

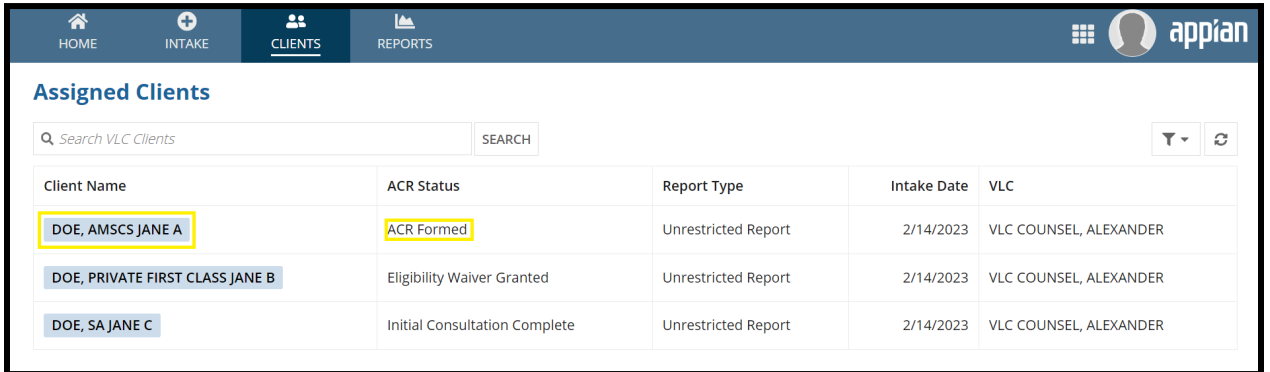
Hearing Type	Hearing Date	Location	Court-martial Case	Client Present	Notes
AdSep	2/22/2023	Navy Yard, Washington, DC	-	x	<input type="button" value="Download"/> <input type="button" value="Edit"/> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna a... (view more)

## Record the Details of a New Incident

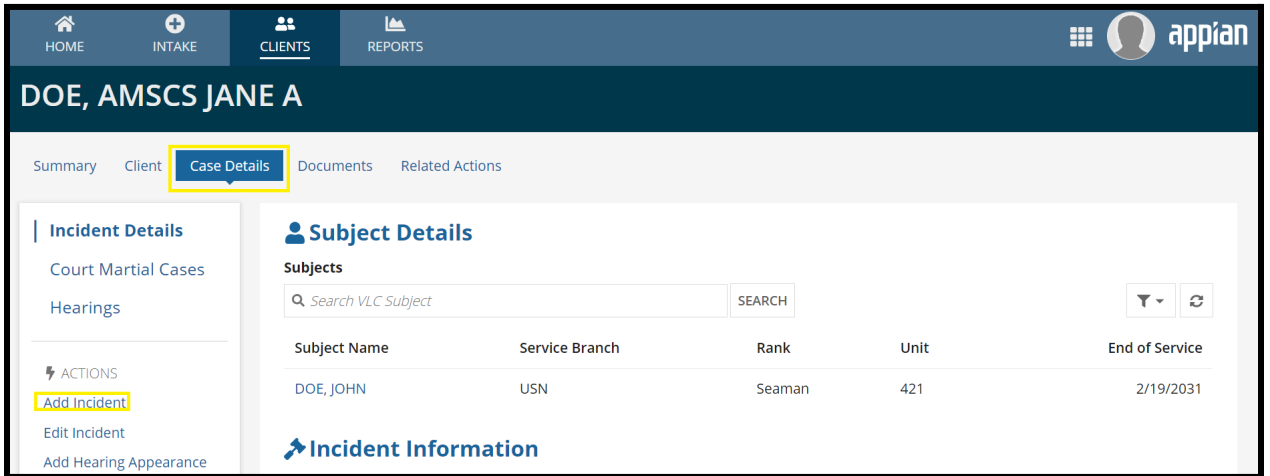
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



3. From the Client Summary page, navigate to the “Case Details” tab and select the “Add Incident” action from the “Actions” list.



4. In the “Add Incident” form, input the details of a new incident:
  - a. Subject name and service details
  - b. Incident information
  - c. Investigator information
  - d. Incident report type

**VLC Add Incident**

**Subject Details**

**Subject**

First Name: John | Last Name: Doe | Middle Name: B | Suffix: Suffix

**Service Details**

Service Status: Active Duty

Service Branch: USMC | EDIPI / DOD ID: 5536665332 | 10/10 | EAS: mm/dd/yyyy

Grade: E-1 | Rank: Private | Unit: 553

CANCEL SUBMIT

5. Select the "Add Subject" button to add one or more additional subjects to the incident. For each subject added, input the name and service details.
  - a. Remove additional subjects from the incident by selecting the "Remove" link.

**VLC Add Incident**

---

**Subject 2**

First Name: Enter First Name | Last Name: Enter Last Name | Middle Name: Middle Name | Suffix: Suffix ✖ Remove

**Service Details**

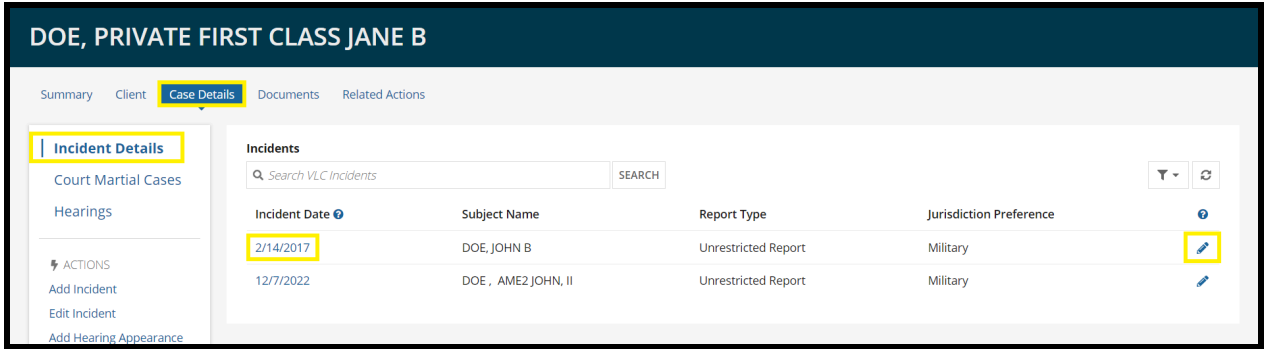
Service Status: --- Select a Service Status ---

---

+ ADD SUBJECT

CANCEL SUBMIT

6. Once complete, select the "Submit" button.
7. Following submission, the entry is visible in the "Incidents" grid on the "Incidents" subtab of the "Case Details" tab.
  - a. A summary of the incident can be viewed by selecting the "Incident Date" link.
  - b. The entry can be edited by selecting the "Edit" icon in the grid.

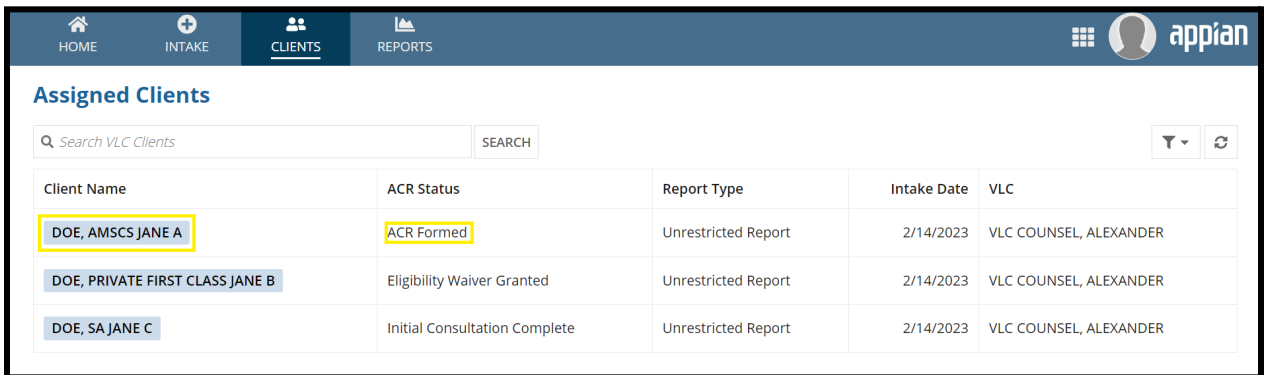


## Record an Incident Outcome

1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



3. From the Client Summary page, navigate to the "Case Details" tab and select the "Add Incident Outcome" action from the "Actions" list.
  - a. This action is only available from the "Actions" list on the "Case Details" tab if a single incident has been recorded for the client.

DOE, AMSCS JANE A

Summary Client **Case Details** Documents Related Actions

**Incident Details**

- Court Martial Cases
- Hearings

**ACTIONS**

- Add Incident
- Edit Incident
- Add Hearing Appearance
- Link Client to Case
- Add Incident Outcome**

**Subject Details**

Subjects

Search VLC Subject SEARCH

Subject Name	Service Branch	Rank	Unit	End of Service
DOE, JOHN	USN	Seaman	421	2/19/2031

**Incident Information**

Investigation Number: ABC123456  
 DSAID #: 1122334455  
 Client Jurisdiction Preference: 131

- b. If multiple incidents have been recorded for the client, the action is available from the “Actions” list of the Incident Summary.

Incident: 2/14/2017

Summary

DOE, PRIVATE FIRST CLASS JANE B

Client Summary

Case Details

**ACTIONS**

- Edit Incident
- Add Incident Outcome**

**Subject Details**

Subjects

Search VLC Subject SEARCH

Subject Name	Service Branch	Rank	Unit	End of Service
DOE, JOHN B	USMC	Private	553	3/7/2024

**Incident Information**

Investigation Number DSAID # Client Jurisdiction Preference

4. In the “Record Incident Outcome” form, input the outcome type and upload the “Disposition Report Document”. Once complete, select the “Submit” button.
  - a. Depending on the “Outcome Type” selected, a different set of fields will be displayed. These fields reflect some of the data points captured in the Uniform Command Disposition Report.



### Record Incident Outcome: DOE, AMSCS JANE A

**Incident Outcome**

Outcome Type\* Disposition Report Document

--- Select a Value ---

5. Following submission, the incident outcome is visible in the “Incident Outcomes” grid.
  - a. If multiple incidents have been recorded for the client, this grid is visible on the Incident Summary page.
  - b. If a single incident has been recorded for the client, this grid is visible on the “Incidents” subtab of the “Case Details” tab.
  - c. A summary of the incident outcome can be viewed by selecting the “Outcome Type” link.
  - d. The entry can be edited by selecting the “Edit” icon in the grid.

Outcomes			
Incident Outcomes			
Outcome Type	Outcome Date		Details
AdSep	2/22/2023		Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna a... (view more)

## Link Client to Court-martial Case

### Upload a Notice of Representation

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

**Assigned Clients**

Search VLC Clients [SEARCH] [Filter] [Refresh]

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
<b>DOE, PRIVATE FIRST CLASS JANE B</b>	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the “Documents” tab and select the “Upload Notice of Representation” action from the “Actions” list.

**DOE, PRIVATE FIRST CLASS JANE B**

Summary Client Case Details **Documents** Related Actions

**Documents**

Protective Order  
Notice of Representation

**ACTIONS**

Upload Scope of Repres...  
**Upload Notice of Repres...**  
Add Protective Order  
Client Document

**All Documents**

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

Document	Last Updated	Type
<b>Notice Document</b> TXT - 0 KB	2/15/2023 1:48 PM Alexander VLC Counsel	VLC Notice of Representation
<b>Eligibility Waiver</b> TXT - 2.1 KB	2/14/2023 3:11 PM Alexander VLC Counsel	VLC Eligibility Waiver Request
<b>Scope of Representation</b> TXT - 2.1 KB	2/14/2023 2:38 PM Dawud VLC Supervising Counsel	Scope of Representation Letter

- In the “Add Notice of Representation” form, upload the Notice Document and input the notice details. Once complete, select “Submit”.
  - Select the subject named in the Notice of Representation. Users can select from a dropdown of subjects listed in “Unrestricted” incidents in the client case file. Subjects from “Restricted” or “Unreported” incidents cannot be selected.
  - Select the location for privileged TSO users to be notified of a Notice of Representation.
    - Based on the location set, a task will be sent to TSO users in the same region or location to Acknowledge the NoR.
  - Record notice recipients by selecting the “Add Recipient” link in the “Recipients” grid. Input the recipient’s name, email address, and date notified.

**Add Notice of Representation: DOE, PRIVATE FIRST CLASS JANE B**

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

**Notice Details**

Notice Document\* Notice of Repr... TXT - <1 KB Subject\* DOE,JOHN B Notice Issued Date\* 02/14/2023

Location\* RLSO EURAFCENT On submission, the selected TSO will receive a task in NCORS to acknowledge the Notice of Representation

**Recipients**

Record the recipients of the notice of representation, including the date initially notified. Recipients in the grid are not actually notified through NCORS.

Recipient	Email	Date Notified
Notification Recipient	notification@recipient.com	02/14/2023

[Add Recipient](#)

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

5. Following submission, the entry is visible in the “Notice of Representation” grid on the “Notice of Representation” subtab of the “Documents” tab.
  - a. A summary of the notice can be viewed by selecting the “Notice Issue Date” link.
  - b. The entry can be edited by selecting the “Edit” icon in the grid.

**DOE, PRIVATE FIRST CLASS JANE B**

Summary Client Case Details **Documents** Related Actions

Documents

Protective Order

**Notice of Representation**

Search VLC NORs  SEARCH

Notice Issue Date	Issuing VLC	Subject Name	File
<a href="#">2/14/2023</a>	VLC COUNSEL, ALEXANDER	DOE, JOHN B	<a href="#">Download</a> <a href="#">Edit</a>

ACTIONS

Upload Scope of Repres...

6. In the “Notice of Representation” summary view, the Notice Details and NoR Document are available to view as well as a grid of recipients of the notice of representation.
  - a. Note that users in this grid are not notified directly by NCORS.

**Notice of Representation: 2/14/2023**

Summary

DOE, PRIVATE FIRST CLASS JANE B

Client Summary

Documents

ACTIONS

[Edit Notice of Represent...](#)

**Notice Details**

Notice Issued By VLC COUNSEL, ALEXANDER [Notice of Representation Document](#)

Notice Issued Date February 14, 2023

Subject DOE, JOHN B

TSO Location RLSO EURAFCENT

Date Notice Acknowledged -

**Recipients**

Recipients of the notice of representation.

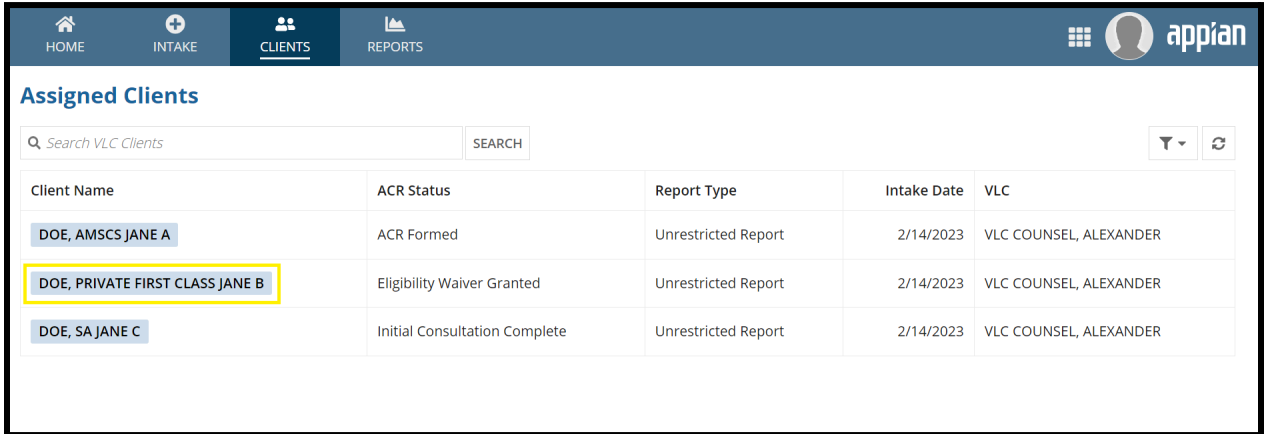
Recipient	Email	Date Notified
Notification Recipient	notification@recipient.com	Feb 14, 2023

## Edit a Notice of Representation

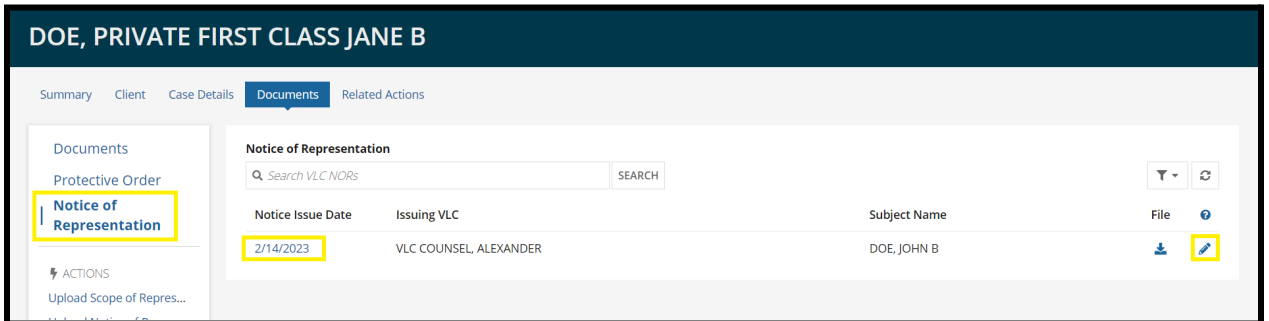
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



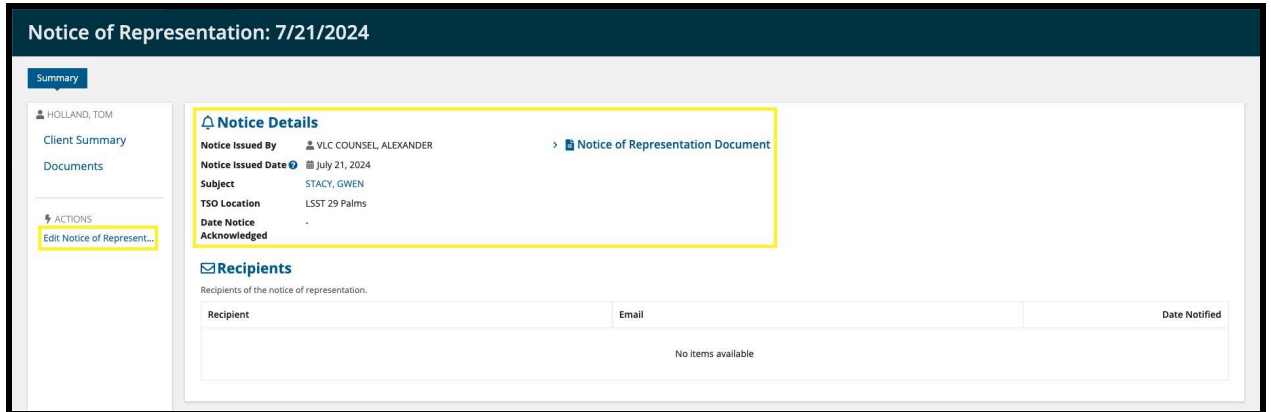
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



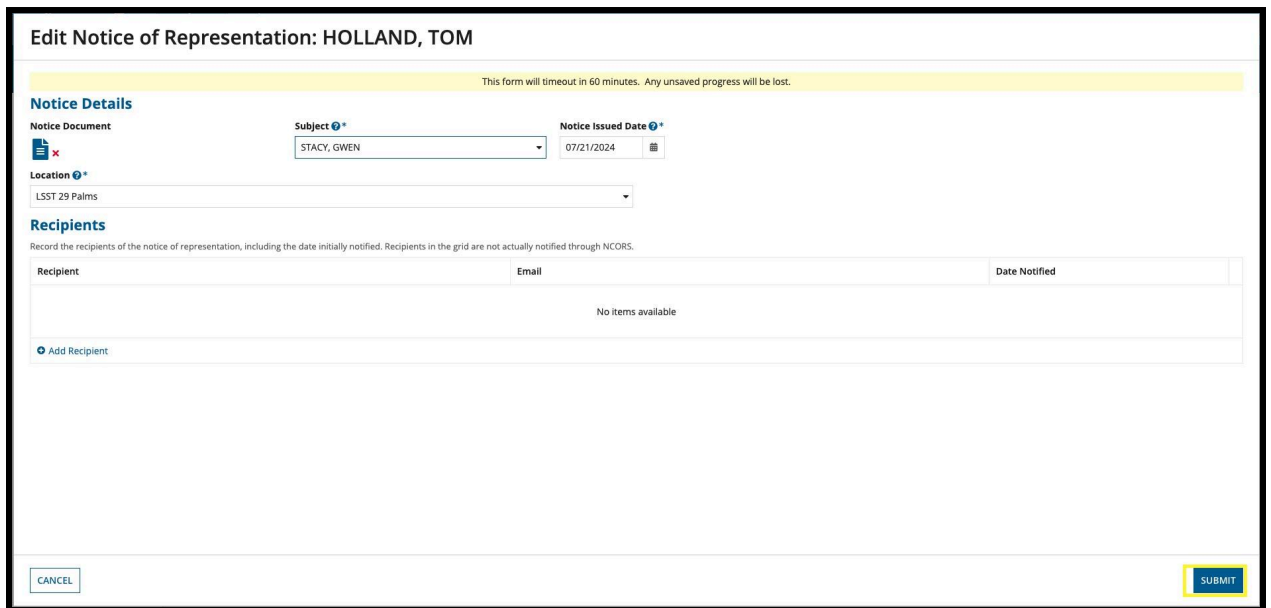
3. From the Client Summary page, navigate to the "Notice of Representation" subtab of the "Documents" tab to view the "Notice of Representation" grid.
  - a. A summary of the notice can be viewed by selecting the "Notice Issue Date" link.
  - b. The entry can be edited by selecting the "Edit" icon in the grid.



4. In the "Notice of Representation" summary view, the Notice Details and NoR Document are available to view as well as a grid of recipients of the notice of representation. Note that users in this grid were not sent the NoR within the NCORS system.



5. From the “Actions” list, users can take the action to “Edit Notice of Representation”. This will take the user back to the Notice of Representation form to update details of the notice.
  - a. User can select “Submit” when done with the form.
  - b. After selecting “Submit” the user will be taken back to the summary view of the Notice of Representation.



## Request to Link a Client to an NCORS Case

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Case Details” tab and select the “Link Client to Case” action from the “Actions” list.
  - a. This action is only available if a Notice of Representation has been uploaded.

Subject Name	Service Branch	Rank	Unit	End of Service
DOE, JOHN	USN	Seaman	421	2/19/2031

**Incident Information**

Investigation Number	DSAID #	Client Jurisdiction Preference
ABC123456	1122334455	131

4. In the “Link VLC Client to Case Victim” form, search for a victim in an existing NCORS Court-martial Case by inputting the:
  - a. Victim first and last name
  - b. Subject first and last name and/or subject EDIPI/DOD ID

Search for a Case Victim to link to a VLC Client. Upon submission, a request to link the selected Case Victim will be sent to the assigned Trial Counsel for review.

**Search for Case Victim**

Victim First Name: Jane  
 Victim Last Name: Doe  
 Subject First Name: John  
 Subject Last Name: Doe  
 Subject EDIPI / DOD ID: 1231412321

SEARCH

5. The search result will be displayed below the search input box. Select the corresponding victim from a list of victims named in NCORS Court-martial Cases.

- a. Upload a Request Document. This document will be sent to the Trial Counsel user assigned to the selected NCORS Court-martial Case.

**Results**

Results \*

<input checked="" type="checkbox"/>	Victim <a href="#">?</a>	Subject <a href="#">?</a>	Case Status <a href="#">?</a>	Case Location <a href="#">?</a>	Date Created <a href="#">?</a>
<input checked="" type="checkbox"/>	DOE, AMECS JANE A	DOE, SN JOHN A	Trial	RLSO EURAFCENT	2/9/2023

**Request Details**

Request Document [?](#)

Document  
TXT - < 1 KB

6. Once complete, select “Submit”. Submitting this form will create a task to review the request. The task will be sent to the Trial Counsel user assigned to the selected NCORS Court-martial Case.
  - a. An email notification will be sent to the requesting VLC Counsel user when the task has been completed.

## Review a Request to Link a Client to an NCORS Case

1. On the landing page of the NCORS Victims’ Legal Counsel Case Management site, select the “Review VLC Client Link Request” task in the “My Tasks” grid.
  - a. This task is only available to the client’s assigned VLC Counsel user.
  - b. This task is assigned when a Trial Counsel user assigned to an NCORS Court-martial Case requests to link a case victim to a VLC client.

**VICTIMS' LEGAL COUNSEL**  
CASE MANAGEMENT

**MY WORKSPACE**

- CALENDAR
- DOCUMENT SEARCH
- CASE SEARCH

**My Tasks**

Search NCORS Tasks

Client	Case Number	Task Type <a href="#">?</a>
<span style="border: 1px solid yellow;">DOE, AMSCS JANE A</span>	<span style="border: 1px solid blue;">N-EU-23-0003</span>	<span style="border: 1px solid yellow;">Review VLC Client Link Request</span>

2. In the “Request to Link VLC Client” form, review the requesting Trial Counsel user’s name and contact information, the request details, and the request document.

### Request to Link VLC Client: U.S. v. Doe

*Review the request to link a VLC client to a victim in a court martial case. Approving this request will allow VLC counsel to view the court martial case record and take various system actions including the ability to offer TMO dates and submit motions on behalf of their client. Once approved, this action CANNOT be undone. Contact the requesting counsel listed below for additional information.*

**Requesting Counsel**

Requesting Counsel	Email	Phone (Work)	Phone (Cell)
TRIAL GOVERNMENT COUNSEL, TODD	@ kehinde.odusanya@appian.pro	-	-

**Request Details**

VLC Client	DOE, AMSCS JANE A	> <a href="#">Request Document</a>
Case Victim	DOE, AMECS JANE A	
Case Subject	DOE, SN JOHN A	
Subject EDIPI	1231412321	

CANCEL DENY APPROVE

3. Select the “Approve” or “Deny” button to approve or deny the request.
  - a. If the request is approved, the VLC client will be linked to the NCORS Court-martial Case victim and VLC users will have access to the NCORS Case Summary.
    - i. Navigate to the Client Summary page of the newly linked client.
    - ii. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    - iii. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

### DOE, AMSCS JANE A

Summary Client **Case Details** Documents Related Actions

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0003	Trial	2/9/2023	RLSO EURAFCENT

- b. If the request is denied, a notification will be sent to the requesting Trial Counsel user. The VLC client will not be linked to the NCORS Court-martial Case victim.

## General Case Actions

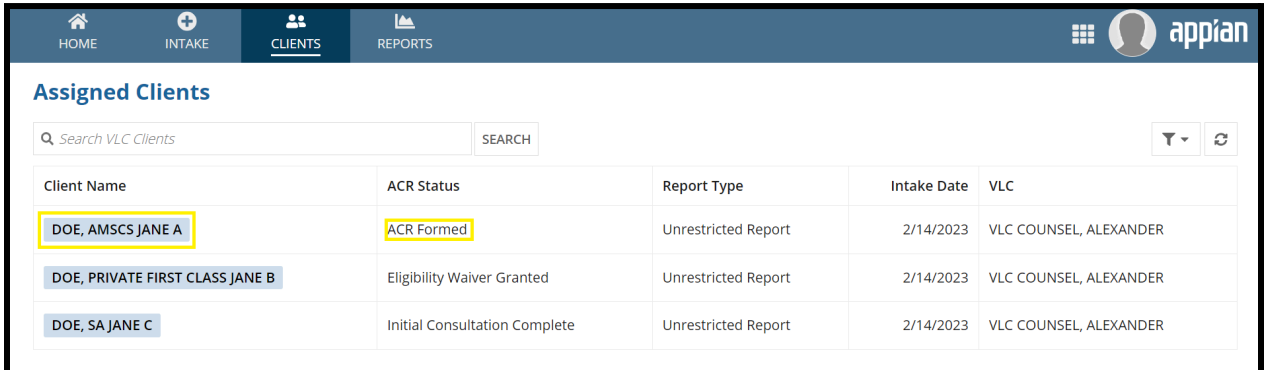
### Case Journal Entry

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

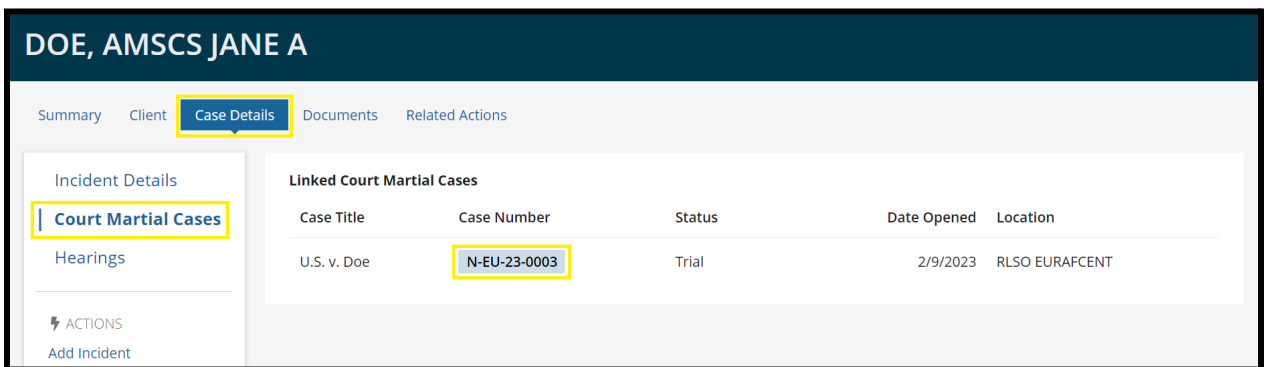




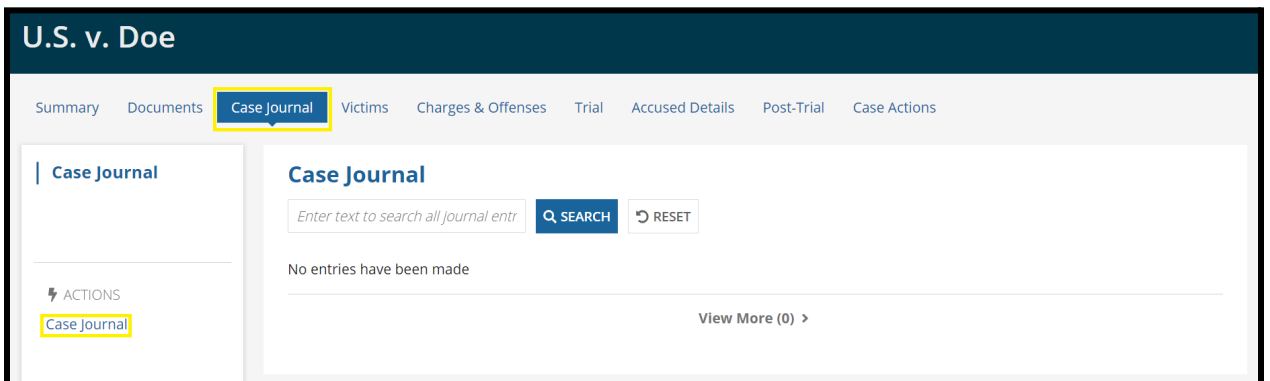
- From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



- From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



- From the Case Summary page, navigate to the “Case Journal” tab and select the “Case Journal” action from the “Actions” list.



- In the form, input the journal entry and any additional information:
  - User may enter the “Event Date” of the Journal entry
    - 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\*

Event Date: 11/29/2023

Public Entry?  Yes  No

Add and Notify Recipients?  Yes  No

CANCEL SUBMIT

- 6. Select “Submit” to add the journal entry to the case.
- 7. Journal entries are displayed on the “Case Journal” tab and can be viewed by the appropriate users.
  - a. A maximum of 10 journal entries are displayed on a page. Select the “View More” button to display additional entries.
  - b. Public entries are indicated with the “People” icon.

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

Case Journal

Enter text to search all journal entr SEARCH RESET

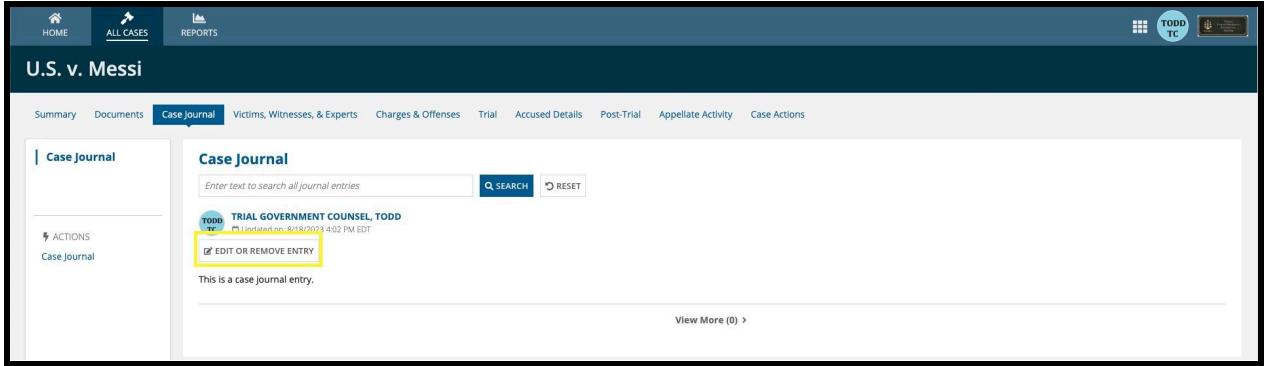
TODD TC TRIAL GOVERNMENT COUNSEL, TODD

2/17/2023 11:55 AM EST

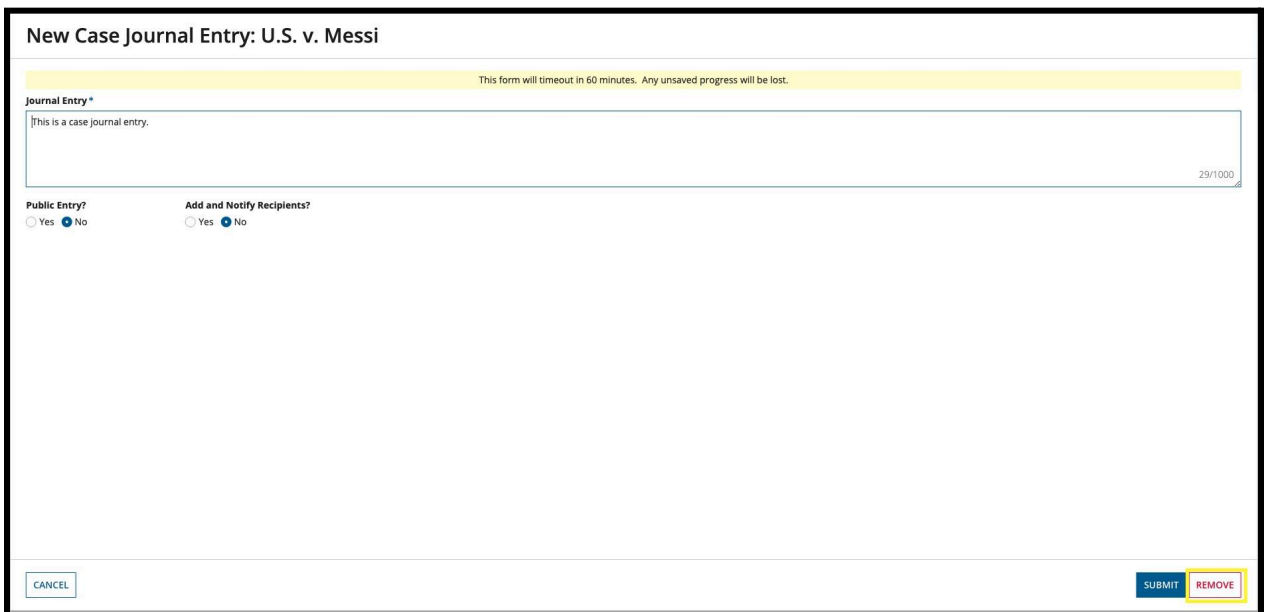
Court Martial Case has been linked to a VLC client.

View More (0) >

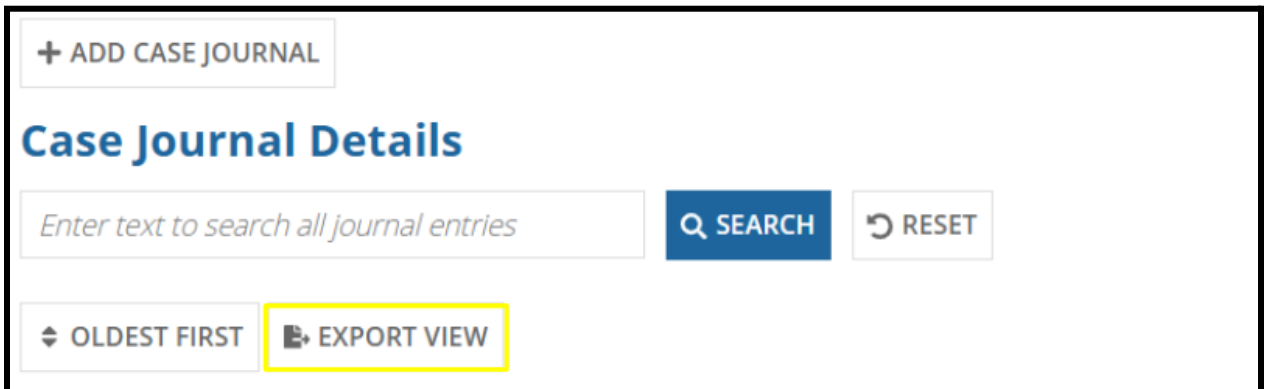
- 8. Select the button “Edit or Remove Entry” to edit or delete the “Case Journal” from the case.



9. Select the “Remove” button at the bottom right to delete the “Case Journal”.
  - a. To edit, simply make the changes needed and select “Submit” to save them back to the case.



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



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

[+ ADD CASE JOURNAL](#)

## Case Journal

[DISPLAY VIEW](#)

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

Search Case Journal Entries   EVENT DATE | Any - Any

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

## Disclose Documents to Trial Office

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

HOME INTAKE **CLIENTS** REPORTS appian

- From the list of "Assigned Clients", select a client's name to view the Client Summary.

HOME INTAKE CLIENTS REPORTS appian

### Assigned Clients

Search VLC Clients

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.

## DOE, AMSCS JANE A

Summary Client **Case Details** Documents Related Actions

Incident Details

**Court Martial Cases**

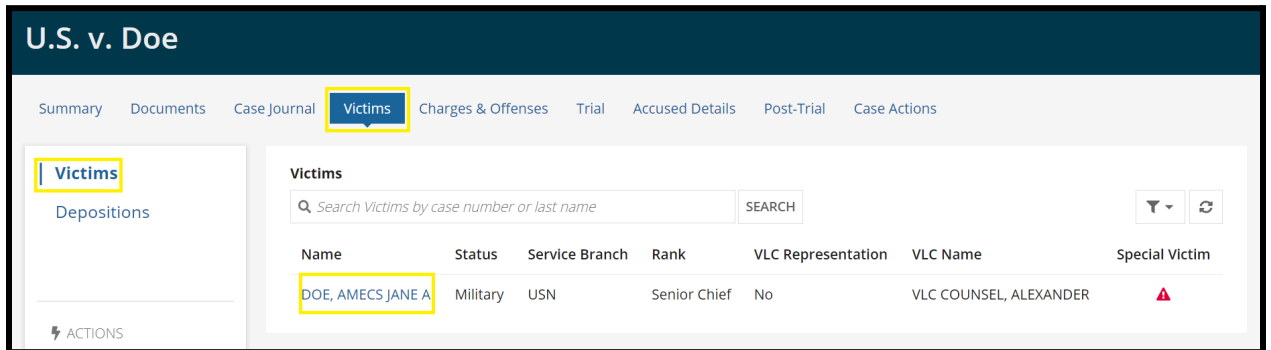
Hearings

ACTIONS  
Add Incident

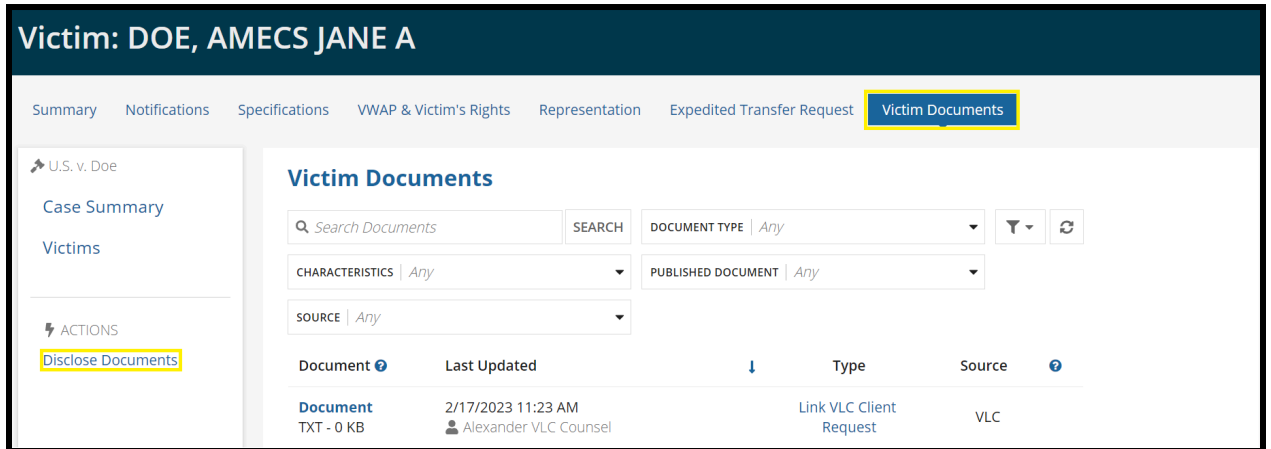
### Linked Court Martial Cases

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0003	Trial	2/9/2023	RLSO EURAFCENT

4. From the Case Summary page, navigate to the “Victims” tab and select the “Victims” subtab.
  - a. From the “Victims” subtab, select the victim’s “Name” to access the Victim Summary page.



5. From the Victim Summary page, navigate to the “Victim Documents” tab and select the “Disclose Documents” action to disclose documents to the trial counsel.



6. In the “Disclose Documents” form, view the victim details and upload and/or select the documents to disclose.
  - a. To disclose a document that has already been uploaded to the client case file, select the document from the “Existing Documents” grid.

### Disclose Documents: U.S. v. Doe

**Victim Details**

Victim DOE, AMECS JANE A

VLC Client DOE, AMSCS JANE A

VLC Counsel User VLC COUNSEL, ALEXANDER

**Documents to Disclose**

**Existing Documents**

Select exiting documents to disclose to Trial Office users. Upon submission, selected documents can be viewed and downloaded by Trial Office users supporting the selected case.

Search Documents  SEARCH

<input type="checkbox"/>	Document	Type	Created By
<input checked="" type="checkbox"/>	Notice Document	VLC Notice of Representation	VLCCOMMANDINGOFFICER, CORA
<input type="checkbox"/>	Notice Document	Scope of Representation Letter	VLCCOMMANDINGOFFICER, CORA

- b. To disclose a new document, select the “Add Document” button to add an entry to the “New Documents” grid.

**New Documents**

Upload new documents to disclose to Trial Office users. Upon submission, uploaded documents can be viewed and downloaded by Trial Office users supporting the selected case.

Document	Type
No items available	

Add Document

- c. In the “New Documents” grid, upload a document using the file upload field and select the appropriate document type.

**New Documents**

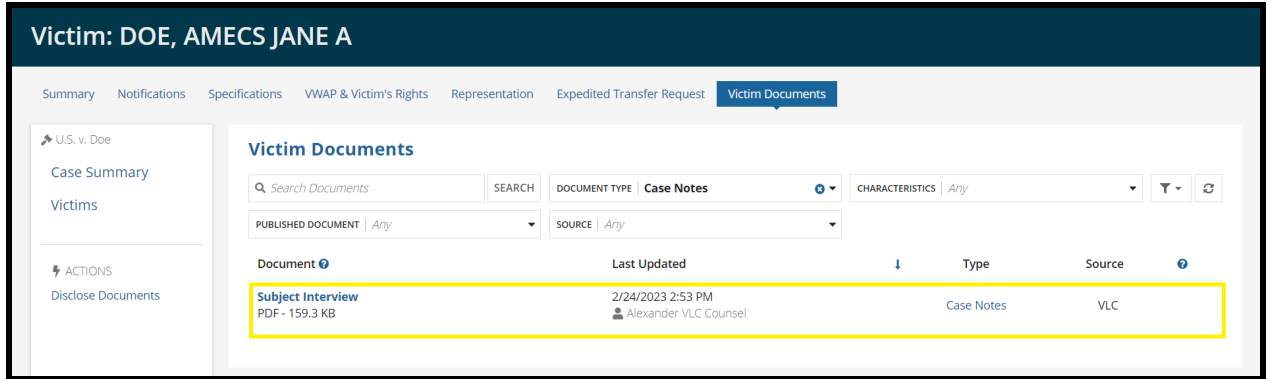
Upload new documents to disclose to Trial Office users. Upon submission, uploaded documents can be viewed and downloaded by Trial Office users supporting the selected case.

Document	Type
Subject Interview PDF - 155.55 KB	Case Notes

Add Document

CANCEL  SUBMIT

7. Once complete, select the “Submit” button. The disclosed document(s) will be visible in the “Victim Documents” grid.
- a. The disclosed document(s) can be viewed by VLC users and Trial Office users who have access to the case.



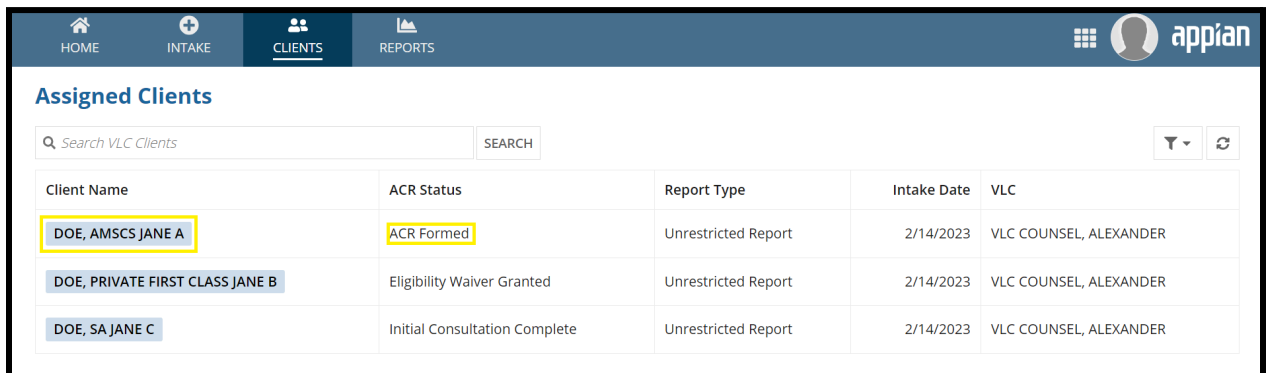
## RCM 309 Matters

### Request RCM 309 Matters

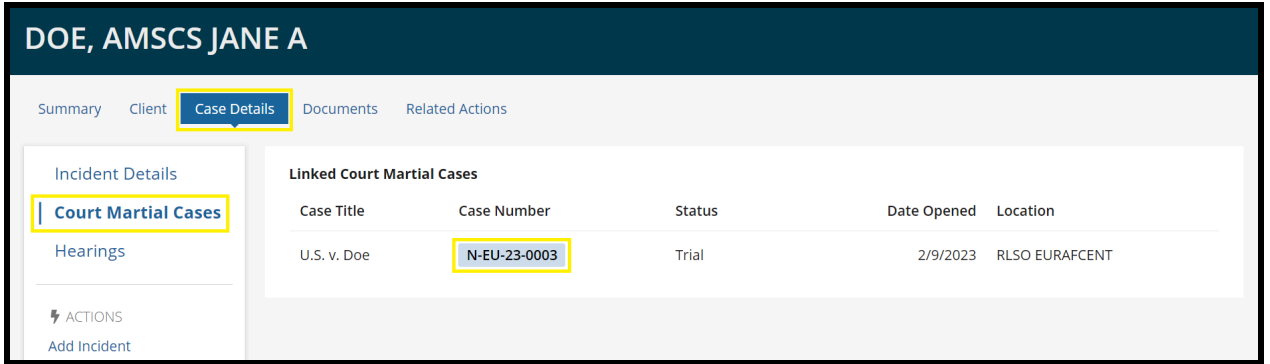
- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



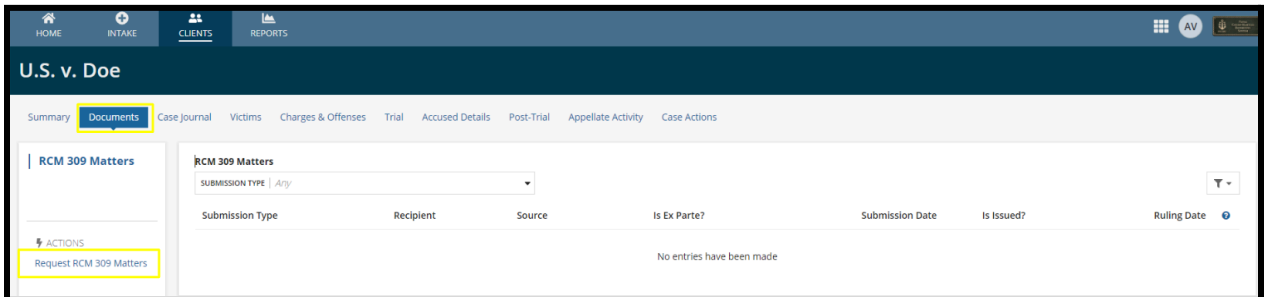
- From the list of "Assigned Clients", select a client's name to view the Client Summary.



- From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



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



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



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

6. Upload the request file and input applicable data.
  - a. Input appropriate details and upload supplemental documents in the grid to include with the submission.
    - i. Use the “Add Document” field to add supplemental files to the submission.

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

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

**Request Details**

Source  
VLC

File Type\* **RCM 309 Matter Request File**

Pre-Referral Matters Referred by an Appellate Court

UPLOAD Drop file here

**Supplemental Documents**

Supplemental Documents

Document

No items available

Add Document

CANCEL SUBMIT

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

U.S. v. Doe

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

RCM 309 Matters

RCM 309 Matters

SUBMISSION TYPE Any

Submission Type	Recipient	Source	Is Ex Parte?	Submission Date	Is Issued?	Ruling Date
Pre-Referral Matters Referred by an Appellate Court	DOE, JANE	VLC	N/A	8/1/2024 6:35 PM EDT	-	-

ACTIONS Request RCM 309 Matters

## Record Action in Response to Investigative Subpoena

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0003	Trial	2/9/2023	RLSO EURAFCENT

4. From the Case Summary page, navigate to the “Documents” tab and select the “RCM 309 Matters” subtab.
  - a. Select the “Menu” icon in the “Investigative Subpoena” grid and select the action to “Enter Victim Action”.

Recipient	Is Issued	Recipient Action	Judicial Action	Art. 30a Session	Art. 30a Date	Date Materials Received
Bank Inc	-	Comply	-	-	-	-

5. In the “RCM 309 Matters Request” form, review the details of the investigative subpoena request. In the “Victim Details” section of the form:
  - a. Select the Action by Victim.
  - b. If “Sought Relief” is selected, upload a Victim Motion to Quash document.

### RCM 309 Matters Request: U.S. v. Doe

**File Type**  
Investigative Subpoena

**Does the Subpoena Seek Personal or Confidential Information of a Victim?** Yes  
**Is the Subpoena for Bank Records?** No

**Recipient Details**

<b>Recipient</b> Bank Inc	<b>Date Recipient was Notified</b> Feb 17, 2023	<b>Action by Recipient</b> Comply
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**Victim Details**

<b>Victim</b> DOE, AMECS JANE A	<b>Victim Notification Date</b> Feb 20, 2023	<div style="border: 1px solid yellow; padding: 5px;"> <b>Action by Victim</b>  <input type="radio"/> Comply <input checked="" type="radio"/> Sought Relief  <input type="radio"/> Did not Respond         </div>	<div style="border: 1px solid yellow; padding: 5px;"> <b>Victim Motion to Quash</b>  <input type="button" value="UPLOAD"/> <input type="text" value="Drop file h..."/> </div>
------------------------------------	---	--	---

⚠️ A VLC is assigned to this victim. A notification will be sent to inform them of the subpoena request if a Victim

6. Once complete, select the “Submit” button. The selected Action by Victim and uploaded Victim Motion to Quash document will be available for review by the decision authority who reviews the subpoena request.

## Plea and Pretrial Agreements

### Generate Draft Plea Agreement

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

The screenshot shows a table titled "Assigned Clients" with a search bar and a search button. The table has five columns: Client Name, ACR Status, Report Type, Intake Date, and VLC. The first row is highlighted with a yellow box.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

**DOE, AMSCS JANE A**

Summary Client **Case Details** Documents Related Actions

Incident Details  
**Court Martial Cases**  
 Hearings

⚡ ACTIONS  
Add Incident

**Linked Court Martial Cases**

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	<b>N-EU-23-0003</b>	Trial	2/9/2023	RLSO EURAFCENT

4. From the Case Summary page, navigate to the “Charges and Offenses” tab and select the “Generate Draft Plea Agreement” action.

**U.S. v. Doe**

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

Investigated Offenses  
 Charge Sheets  
 Referral  
**Plea Agreements**  
 Article 32 Requests

⚡ ACTIONS  
**Generate Draft Plea Agreement**  
 Enter Plea Agreement

**Plea Agreements**

🔍 Search Plea Agreements SEARCH

Source	Status	Draft Agreement	Final Agreement	Victim Input Provided
No entries have been made				

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

5. In the “Generate Plea Agreement” form, populate the details of the draft plea agreement.
  - a. Select stock provision language to include in the plea agreement in the “Agreement Provisions” step. Select the “Next” button once all necessary information is input.
    - i. By default, a set of “General” provisions will be selected.
    - ii. Provisions can be added by selecting the “Add Provision” link.
    - iii. Provisions can be removed by selecting the “Remove” icon.
    - iv. Provision language can be edited in the “Provision” field. Changes to the provision language will be reflected in the generated plea agreement document.

**Generate Plea Agreement: U.S. v. Doe**

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

**Agreement Provisions**

Select model provisions to include in the plea agreement. Provisions are organized by category and type, and a group of general provisions are included by default.

Category	Type	Provision
General	General	I agree to enter pleas as indicated below. I assert that I am, in fact, guilty of the offense(s) to which I am pleading guilty. I am entering into this agreement freely and voluntarily. No one has threatened or coerced me into entering this agreement.
General	General	"a. I understand that should I commit any misconduct (i.e., any act or omission in violation of the UCMJ which constitutes a material breach of this agreement) after the signing of this plea agreement but before the date of trial, such misconduct may be the basis for the convening authority to unilaterally

[Add Provision](#)

[CANCEL](#) [BACK](#) [NEXT](#)

- b. Input the offered pleas to charges and specifications in the “Plea Details” step. Select the “Next” button once all necessary information is input.
- If “GUILTY to LIO or Other Offense” is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
  - If “GUILTY, except for the words” is selected as the plea, input the exception details.

**Generate Plea Agreement: U.S. v. Doe**

This form will timeout in 51 minutes. Any unsaved progress will be lost.

**Plea Details**

Does the plea agreement contain an offer to plead guilty?  
 Yes  No

**Charge I: Violation of the UCMJ, Article 81 - Conspiracy - GUILTY**

Specification	Max Punishment Authorized by UCMJ	Plea *	Plea Details *
-	<ul style="list-style-type: none"> <li>Confinement: Life</li> <li>Forfeitures: Total</li> <li>Discharge: Death, DD, BCD</li> </ul>	GUILTY, except for...	GUILTY except for the words ____ and substituting the words ____ Of the excepted words, NOT GUILTY; Of the specification as excepted and substituted, GUILTY.

- c. Input the agreed upon sentencing forum and minimum and maximum punishment in the “Punishment Details” step. Select the “Next” button once all necessary information is input.
- If the agreed upon sentencing composition is “Members”, input the minimum and maximum punitive discharge, confinement, and fine amounts.
  - If the agreed upon sentencing composition is “Judge” or “Magistrate Judge”, input the minimum and maximum punitive discharge and minimum confinement and fine amounts for each specification under segmented sentencing rules.

**Generate Plea Agreement: U.S. v. Doe**

This form will timeout in 43 minutes. Any unsaved progress will be lost.

**Punishment Details**

Was there an agreed upon sentencing forum included in the plea agreement? \*  
 Yes  No

**Sentencing Composition**  
 Magistrate Judge

**Punitive Discharge**  
 Minimum Punitive Discharge: --- Select a Value ---  
 Maximum Punitive Discharge: --- Select a Value ---

**Segmented Confinement and Fines**  
 Charge I: Violation of the UCMJ, Article 81 - Conspiracy  
 Specification: -

**Confinement**  
 Minimum Confinement: --- Minimum Period --- Minimum Duration  
 Maximum Confinement: --- Maximum Period --- Maximum Duration  
 Concurrent With: --- Select Concurrent Specs ---  
 Consecutive With: --- Select Consecutive Specs ---

**Fines**  
 Minimum Fine Amount: \_\_\_\_\_  
 Maximum Fine Amount: \_\_\_\_\_

iii. Select the “Calculate Total” button to calculate the total minimum and maximum confinement and fine amounts.

**Punishment Totals** CALCULATE TOTAL

<b>Confinement</b>		<b>Fines</b>	
Total Minimum Confinement 3 months	Total Maximum Confinement 8 months	Total Minimum Fine Amount \$300.00	Total Maximum Fine Amount \$1,500.00

CANCEL BACK NEXT

d. In the “Review” step, select a victim to link to the plea agreement. Review the details of the agreement, then select the “Generate Document” button to generate the draft plea agreement document.

**Punishment Totals** CALCULATE TOTAL

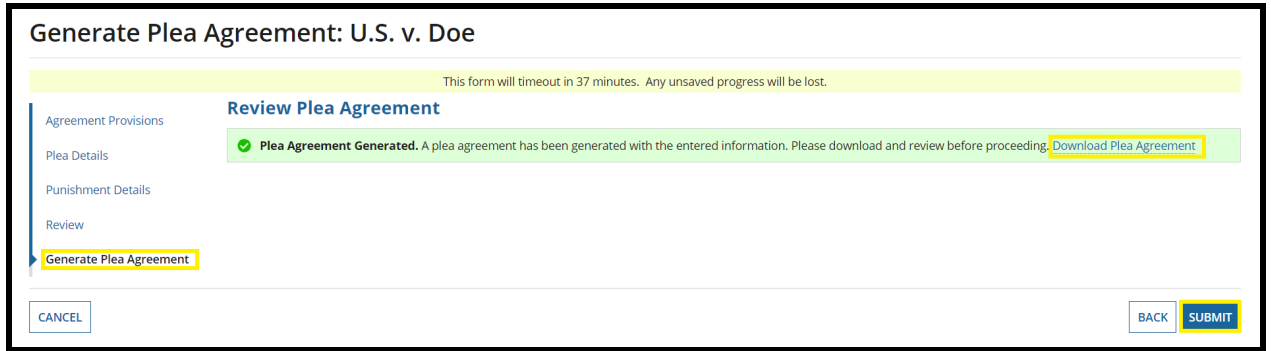
<b>Confinement</b>		<b>Fines</b>	
Total Minimum Confinement 3 months	Total Maximum Confinement 8 months	Total Minimum Fine Amount \$300.00	Total Maximum Fine Amount \$1,500.00

**Victim**  
 Select a victim \*  
 DOE, AMECS JANE A

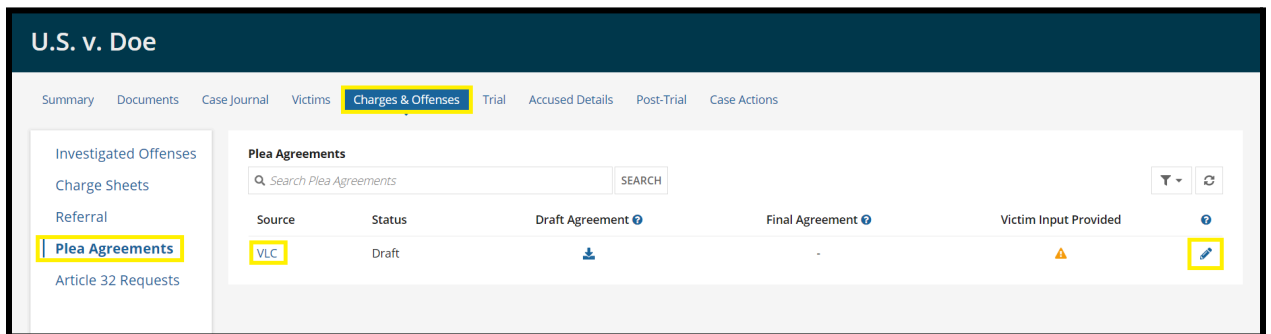
CANCEL BACK GENERATE DOCUMENT

6. The generated plea agreement may be downloaded and previewed prior to submission by selecting the “Download Plea Agreement” link.





7. Following submission, the draft plea agreement is available on the “Plea Agreement” subtab of the “Charges and Offenses” tab.
  - a. A summary of the agreement can be viewed by selecting the “Source” link.
  - b. The agreement can be edited by selecting the “Edit” icon in the grid.



8. When editing the agreement, the “Status” can be updated to disclose the agreement to other users in the system.
  - a. If the “Status” is “Draft”, the agreement can only be viewed by VLC users.
  - b. If the “Status” is “With Government”, the agreement can be viewed by VLC users and Trial Office users. Trial Office users can take an action to record the Convening Authority’s action on the agreement.
  - c. If the “Status” is “With Public”, the agreement can be viewed by VLC users, Trial Office users, and Defense users. Trial Office users can take an action to record the Convening Authority’s action on the agreement.

**Enter Plea Agreement: U.S. v. Doe**

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

**Agreement Details**

Status: **Draft** Source: VLC Victim\*: DOE, AMECS JANE A

**Agreement Provisions**

Select model provisions to include in the plea agreement. Provisions are organized by category and type, and a group of general provisions are included by default.

Category	Type	Provision
General	General	I agree to enter pleas as indicated below. I assert that I am, in fact, guilty of the offense(s) to which I am pleading guilty. I am entering into this agreement freely and voluntarily. No one has threatened or coerced me into entering this agreement.
General	General	"a. I understand that should I commit any misconduct (i.e., any act or omission in violation of the UCMJ which constitutes a material breach of this agreement) after the signing of this plea agreement but before the date of trial, such misconduct may be the basis for the convening authority to

CANCEL BACK SUBMIT

## Enter Plea Agreement

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



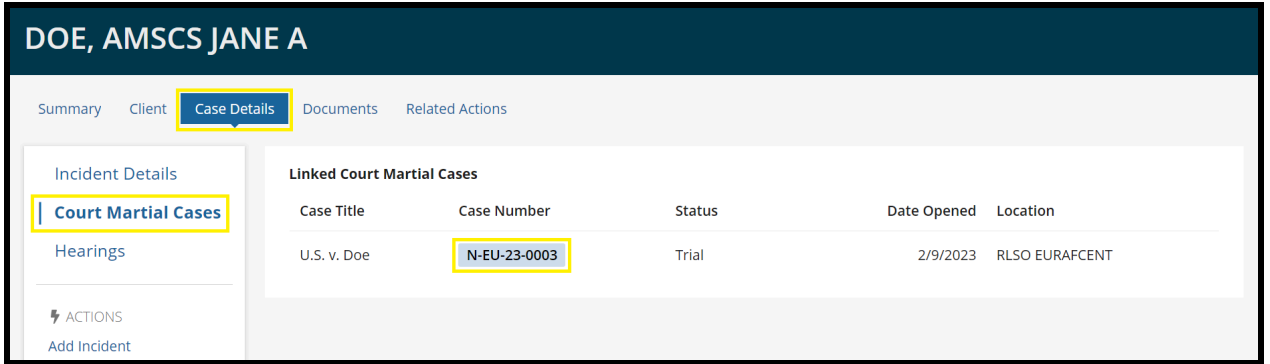
- From the list of "Assigned Clients", select a client's name to view the Client Summary.

**Assigned Clients**

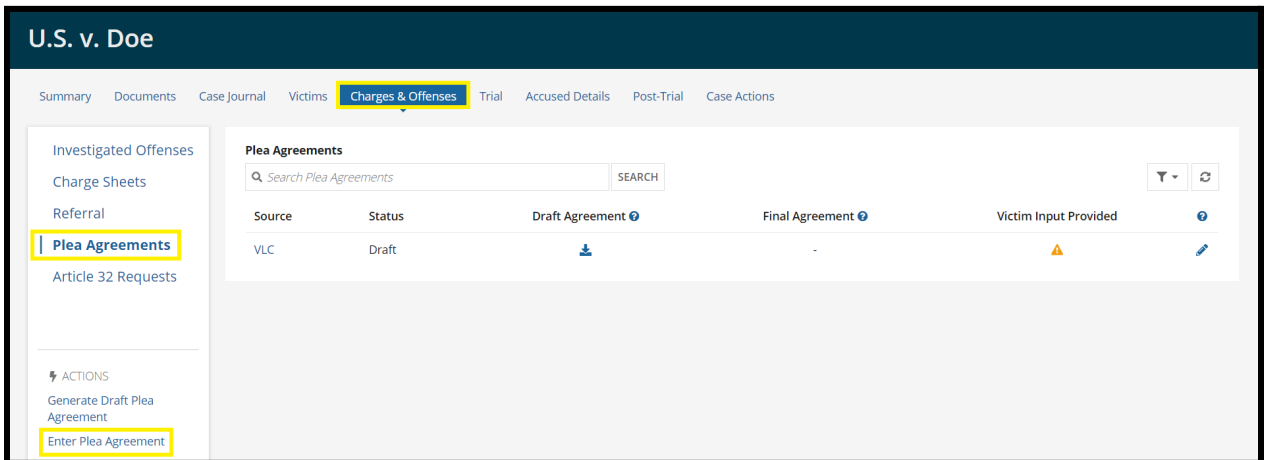
Search VLC Clients SEARCH

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



9. From the Case Summary page, navigate to the “Charges and Offenses” tab and select the “Enter Plea Agreement” action.



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

**U.S. v. James**

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

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

4. In the “Enter Plea Agreement” form, input the details of the plea agreement and select “Submit”.
  - a. In the “Agreement Details” step, input the agreement status, select a victim to link the agreement to and upload the Draft Plea Agreement document. Select the “Next” button once all necessary information is input.
    - i. If the “Status” is “Draft”, the agreement can only be viewed by VLC users.
    - ii. If the “Status” is “With Government”, the agreement can be viewed by VLC users and Trial Office users. Trial Office users can take an action to record the Convening Authority’s action on the agreement.
    - iii. If the “Status” is “With Public”, the agreement can be viewed by VLC users, Trial Office users, and Defense users. Trial Office users can take an action to record the Convening Authority’s action on the agreement.

Enter Plea Agreement: U.S. v. Doe

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

**Agreement Details**

Agreement Provisions: Status (Draft) Source: VLC Victim\*: --- Select a Value ---

Draft Plea Agreement

UPLOAD Drop file here

CANCEL NEXT

5. Select stock provision language to include in the plea agreement in the “Agreement Provisions” step. Select the “Next” button once all necessary information is input.
  - a. By default, a set of “General” provisions will be selected.
  - b. Provisions can be added by selecting the “Add Provision” link.
  - c. Provisions can be removed by selecting the “Remove” icon.
  - d. Provision language can be edited in the “Provision” field. Changes to the provision language will be reflected in the generated plea agreement document.

Enter Plea Agreement: U.S. v. Doe

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

**Agreement Provisions**

Select model provisions to include in the plea agreement. Provisions are organized by category and type, and a group of general provisions are included by default.

Category	Type	Provision
--- Select a Category ---	--- Select a Type ---	--- Select a Provision ---

Add Provision

CANCEL BACK NEXT

6. Input the offered pleas to charges and specifications in the “Plea Details” step. Select the “Next” button once all necessary information is input.
  - a. If “GUILTY to LIO or Other Offense” is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
  - b. If “GUILTY, except for the words” is selected as the plea, input the exception details.

Enter Plea Agreement: U.S. v. Doe

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

**Pleas to Charges and Specifications**

Does the plea agreement contain an offer to plead guilty?  
 Yes  No

Charge I: Violation of the UCMJ, Article 81 - Conspiracy - GUILTY to LIO under Article 0

Specification: -

Max Punishment Authorized by UCMJ

- Confinement: Life
- Forfeitures: Total
- Discharge: Death, DD, BCD

Plea \* LIO UCMJ Article \* LIO DIBRS Code \*

GUILTY to LIO or ... --- Enter the UCMJ Article or Descriptor --- Enter the DIBRS Code or Descriptor

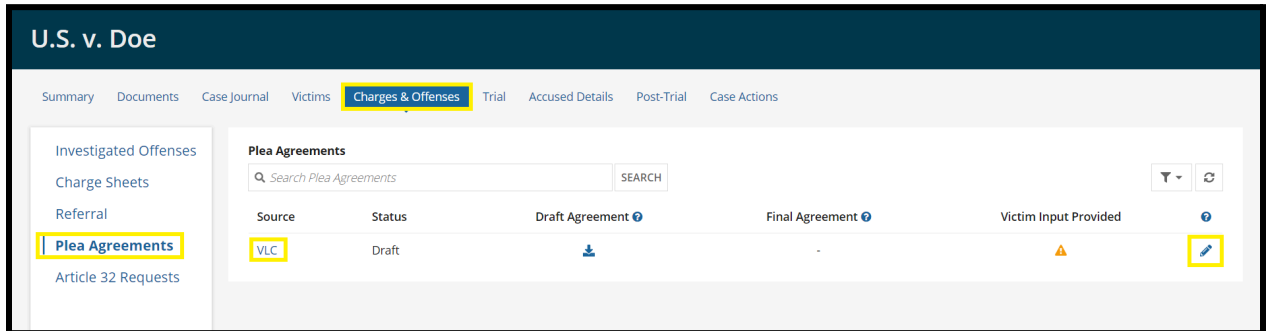
7. Input the agreed upon sentencing forum and minimum and maximum punishment in the “Punishment Details” step. Select the “Next” button once all necessary information is input.
  - a. If the agreed upon sentencing composition is “Members”, input the minimum and maximum punitive discharge, confinement, and fine amounts.
  - b. If the agreed upon sentencing composition is “Judge” or “Magistrate Judge”, input the minimum and maximum punitive discharge and minimum confinement and fine amounts for each specification under segmented sentencing rules.

- c. Select the “Calculate Total” button to calculate the total minimum and maximum confinement and fine amounts.

Confinement		Fines	
Total Minimum Confinement	3 months	Total Minimum Fine Amount	\$300.00
Total Maximum Confinement	8 months	Total Maximum Fine Amount	\$1,500.00

- d. In the “Review” step, review the information input in the previous steps.
8. Following submission, the plea agreement is available on the “Plea Agreement” subtab of the “Charges and Offenses” tab.
  - a. A summary of the agreement can be viewed by selecting the “Source” link.
  - b. The agreement can be edited by selecting the “Edit” icon in the grid.
  - c. Plea agreement visibility is based on the source and status of the plea agreement. VLC users can view:
    - i. Plea agreements with a status of “Draft” and “VLC” as the source.

- ii. Plea agreements with a status of “Public”.
- iii. Plea agreements with a status of “With CA”.
- iv. Plea agreements with a status of “Approved”.
- v. Plea agreements with a status of “Denied”.

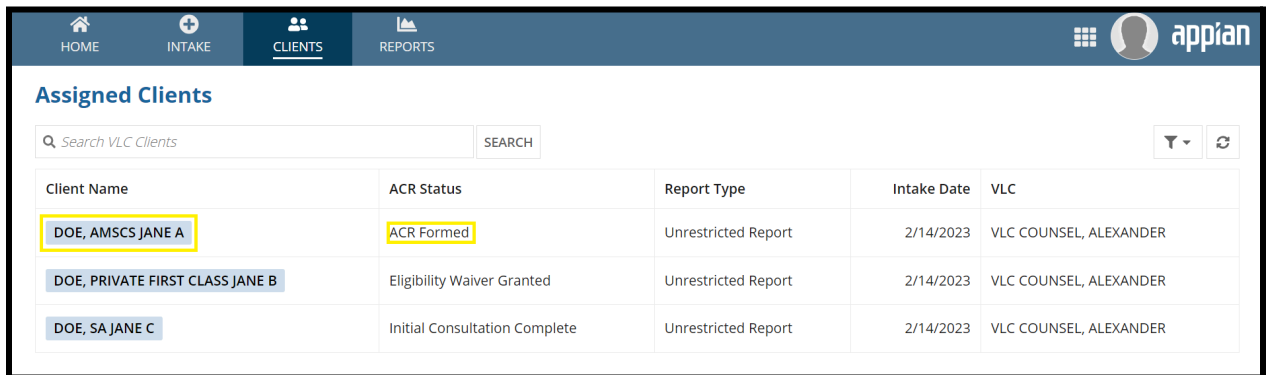


## Enter Pretrial Agreement

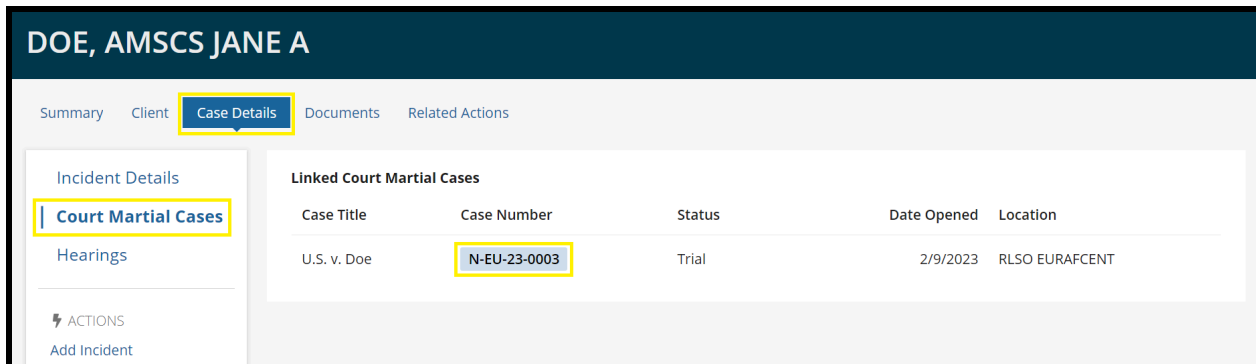
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



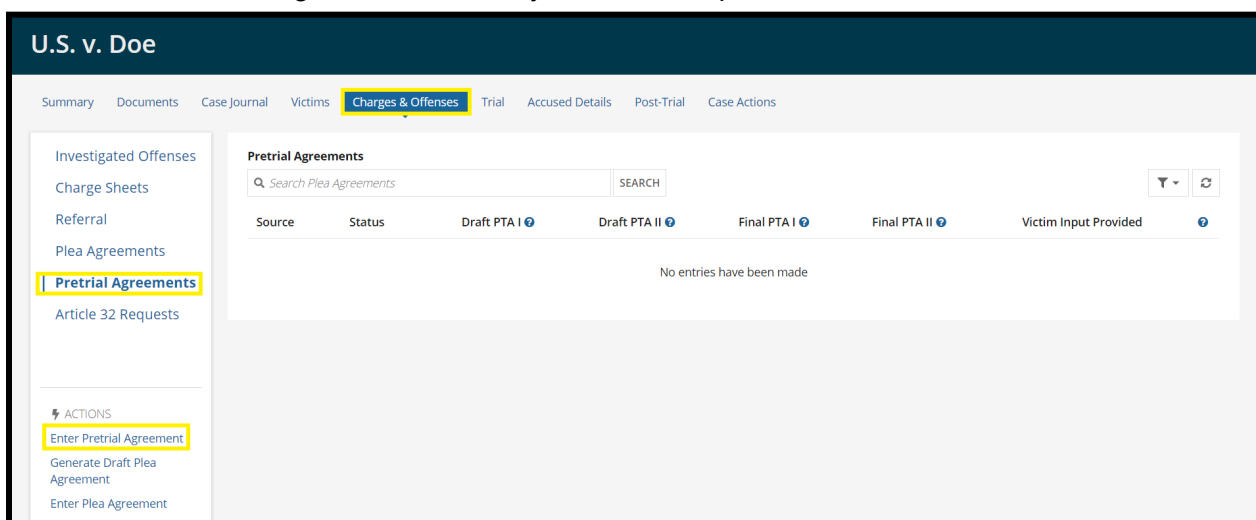
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

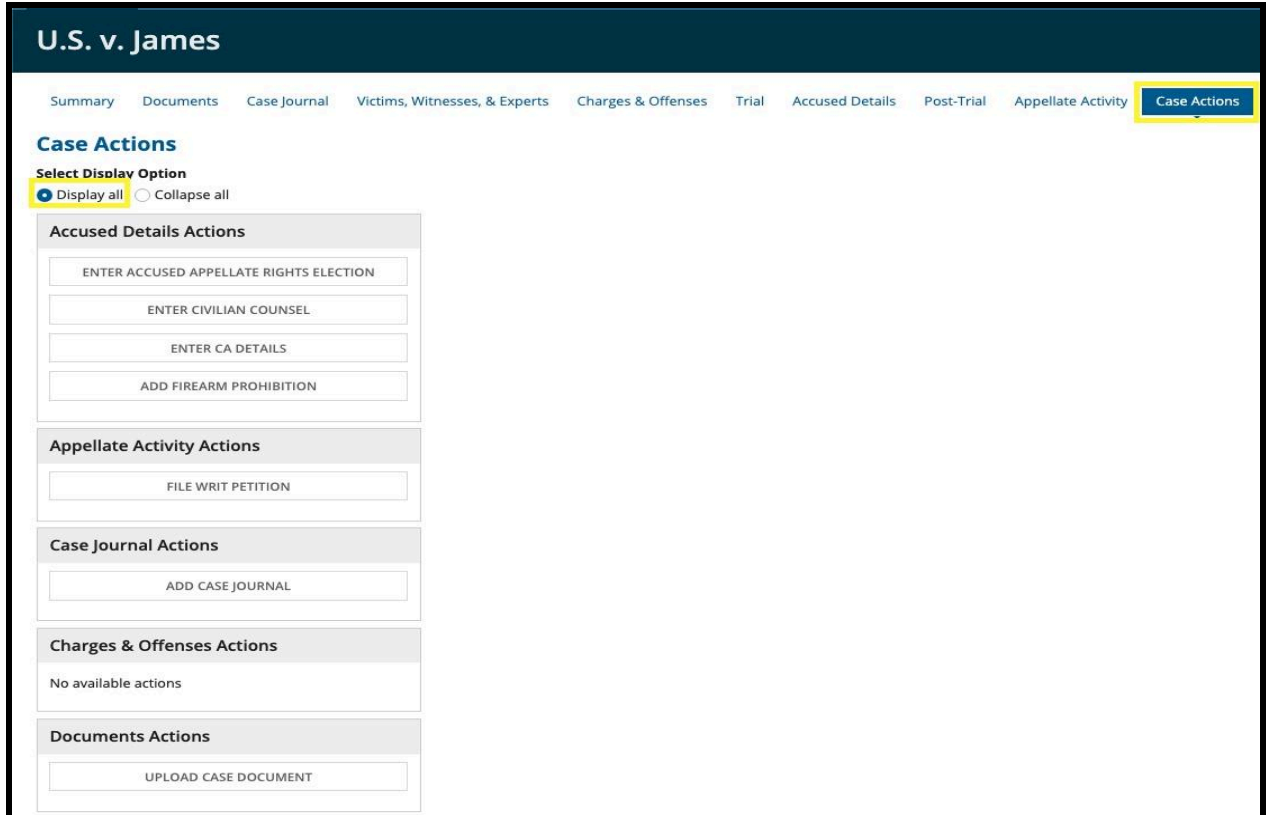


4. From the Case Summary page, navigate to the “Charges and Offenses” tab and select the “Enter Pretrial Agreement” action from the “Actions” list.
  - a. Note: Pretrial agreements are only available for pre-MJA 16 cases.

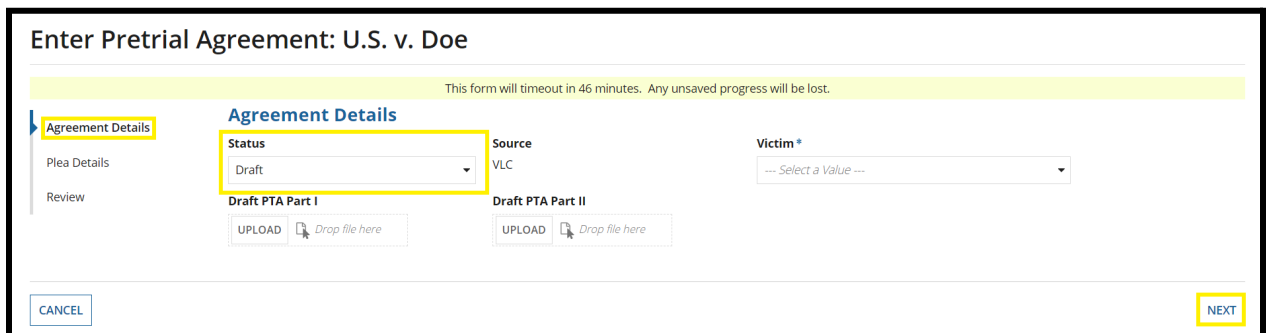


- b. This action is also available from the “Case Actions” tab.
      - i. Use the “Display All” option to view all case actions available on the case.
      - ii. Use CTRL + F to search for an action in the list.





5. In the “Enter Pretrial Agreement” form, input the details of the pretrial agreement and select “Submit”.
  - a. In the “Agreement Details” step, input the agreement status, select a victim to link the agreement to, and upload the Draft PTA Part I and Draft PTA Part II documents. Select the “Next” button once all necessary information is input.
    - i. If the “Status” is “Draft”, the agreement can only be viewed by VLC users.
    - ii. If the “Status” is “With Government”, the agreement can be viewed by VLC users and Trial Office users. Trial Office users can take an action to record the Convening Authority’s action on the agreement.
    - iii. If the “Status” is “With Public”, the agreement can be viewed by VLC users, Trial Office users, and Defense users. Trial Office users can take an action to record the Convening Authority’s action on the agreement.



- b. Input the offered pleas to charges and specifications in the “Plea Details” step. Select the “Next” button once all necessary information is input.
  - i. If “GUILTY to LIO or Other Offense” is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
  - ii. If “GUILTY, except for the words” is selected as the plea, input the exception details.

**Enter Pretrial Agreement: U.S. v. Doe**

This form will timeout in 41 minutes. Any unsaved progress will be lost.

**Pleas to Charges and Specifications**

Does the pretrial agreement contain an offer to plead guilty?  
 Yes  No

Charge I: Violation of the UCMJ, Article 81 - Conspiracy - GUILTY to LIO under Article 0

Specification	Max Punishment Authorized by UCMJ	Plea *	LIO UCMJ Article *	LIO DIBRS Code *
-	Coming Soon	GUILTY to LIO or ...	--- Enter the UCMJ Article or Descriptor	--- Enter the DIBRS Code or Descriptor

- c. In the “Review” step, review the information input in the previous steps.
6. Following submission, the pretrial agreement is available on the “Pretrial Agreement” subtab of the “Charges and Offenses” tab.
  - a. A summary of the agreement can be viewed by selecting the “Source” link.
  - b. The agreement can be edited by selecting the “Edit” icon in the grid.
  - c. Pretrial agreement visibility is based on the source and status of the plea agreement. VLC users can view:
    - i. Pretrial agreements with a status of “Draft” and “VLC” as the source.
    - ii. Pretrial agreements with a status of “Public”.
    - iii. Pretrial agreements with a status of “With CA”.
    - iv. Pretrial agreements with a status of “Approved”.
    - v. Pretrial agreements with a status of “Denied”.

**U.S. v. Doe**

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

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

**Pretrial Agreements**

Q Search Plea Agreements SEARCH

Source	Status	Draft PTA I	Draft PTA II	Final PTA I	Final PTA II	Victim Input Provided	
VLC	Draft			-	-		

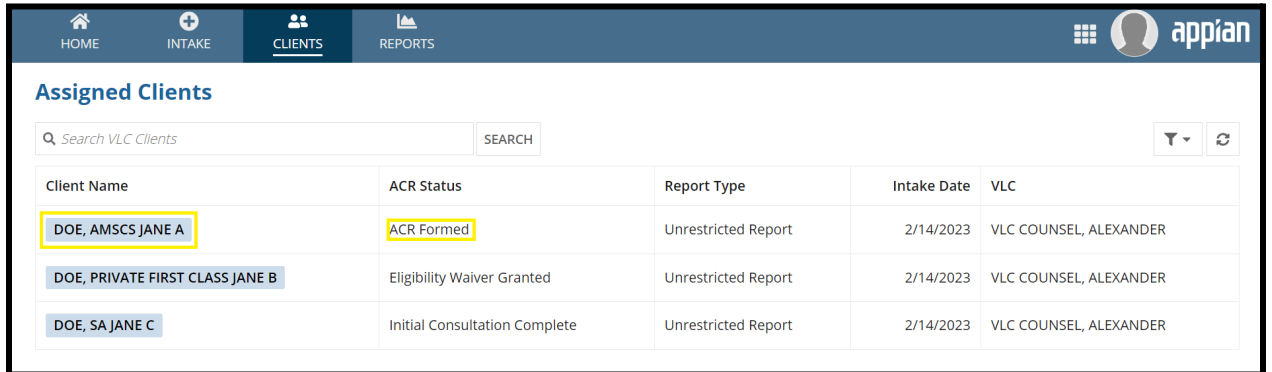
# Referral

## Upload Allied Papers to Article 32 Hearing

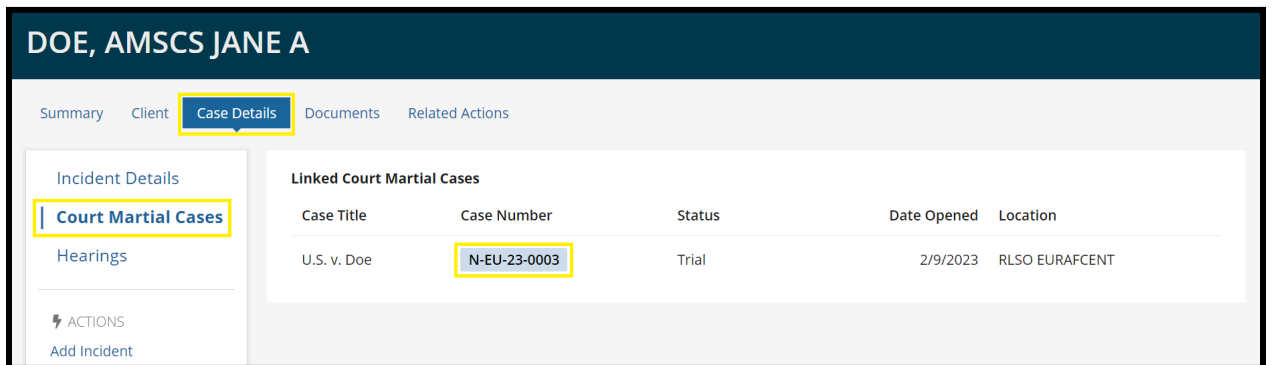
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



4. From the Case Summary page, navigate to the "Documents" tab and select the "Referral" subtab.

**U.S. v. Doe**

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

Investigated Offenses  
Charge Sheets  
**Referral**  
Plea Agreements  
Article 32 Requests

### Referral Actions for Charge Sheet - 08 February 2023

Charge I: Violation of the UCMJ, Article 81 - Conspiracy

Actions on Charges and Specifications

Specification	Details	Action Category	Action Type	Date	Referral Date
Specification	-	> SPCMA	Article 32 ordered	Feb 21, 2023	Jan 22, 2023

- a. On the “Referral” subtab, navigate to the “Article 32 Hearing” grid and select the “Menu” icon, then select the “Upload Allied Papers” action.

**Article 32 Hearing**

Date	Waiver Granted?	Waiver	PHO Report	Recommended Disposition	Additional Charges?
2/20/2023	✗	-	↓	GCM	✗

Article 33 Forwarding Letter(s)

Upload Allied Papers

Search Article 33s SEARCH

5. In the “Upload Allied Papers” form, view the hearing details and upload Allied Papers documents. Select the “Submit” button to save the details to the case.
  - a. Select the “Add Document” button to add a document to the grid. Upload a document file and select a victim to link the submission to. Users can select a victim from a dropdown of court-martial case victims linked to VLC clients.
  - b. Select the “X” icon to remove a document from the grid.

**Upload Article 32 Allied Papers: U.S. v. Doe**

**Hearing Details**

Hearing Date: February 20, 2023  
Did the Accused Waive their Right to an Article 32 Hearing? No

> Appointing Order

**Allied Papers**

Use the grid to upload documents to include as Allied Papers for the selected Article 32 Hearing. Allied Papers include 405k uploads.

Document	Last Updated	Download	Victim
<input type="button" value="UPLOAD"/> Drop file here	2/21/2023 7:00 PM	-	--- Select a Value ---

6. Following submission, the allied papers are visible on the “Pho Report Details” section of the Article 32 Hearing Summary page.
  - a. Select the name of the uploaded document to view and download the file.

**PHO Report Details**

Date Report Submitted: February 14, 2023  
 Date Report Delivered to CA: February 15, 2023

> PHO Report

▼ Allied Papers

Document	Source	Last Updated
Article 32 - VLC 405(k) PDF - 64.3 KB	VLC	2/24/2023 6:10 PM VLC COUNSEL, ALEXANDER

## Arraignment

### Offer TMO Dates

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

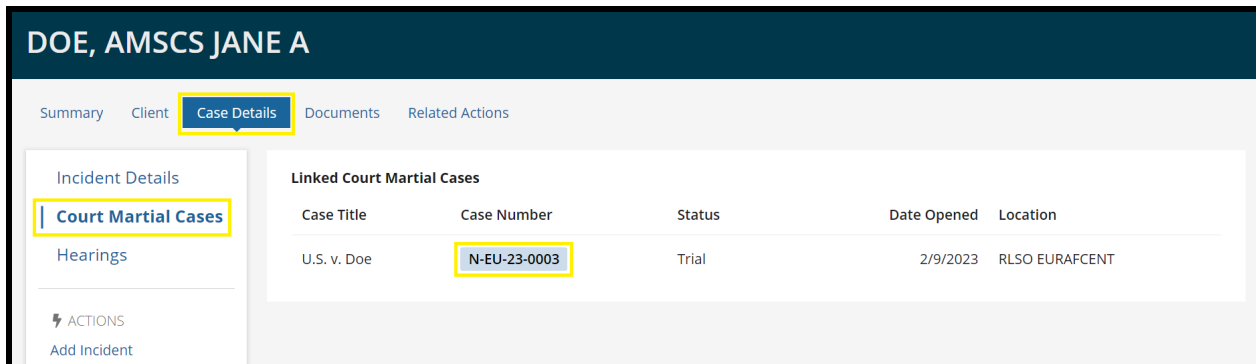
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

**Assigned Clients**

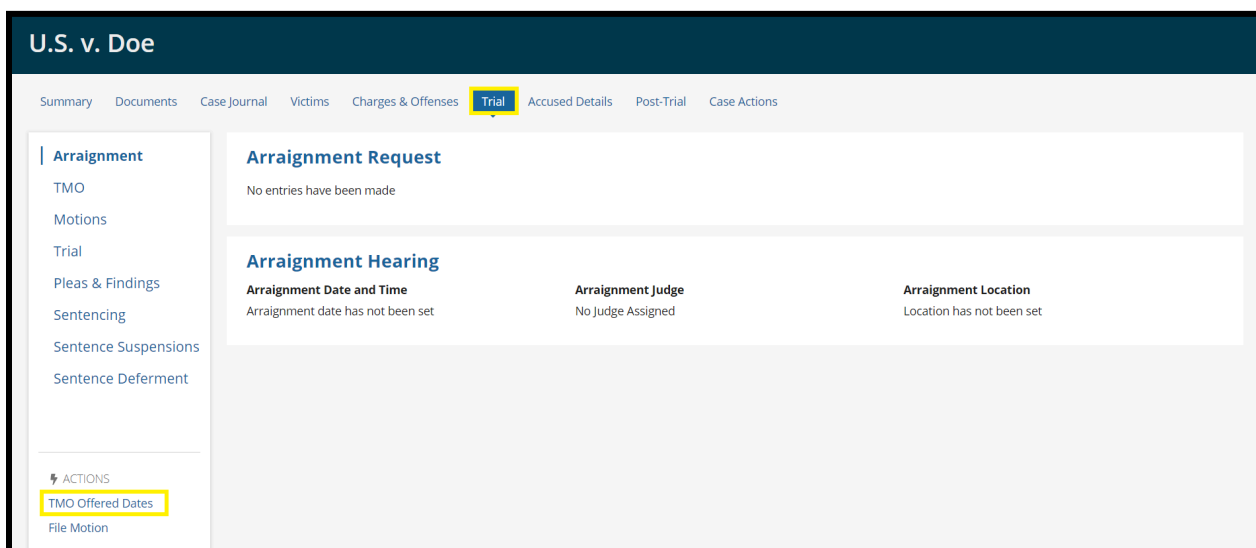
Search VLC Clients [SEARCH]

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

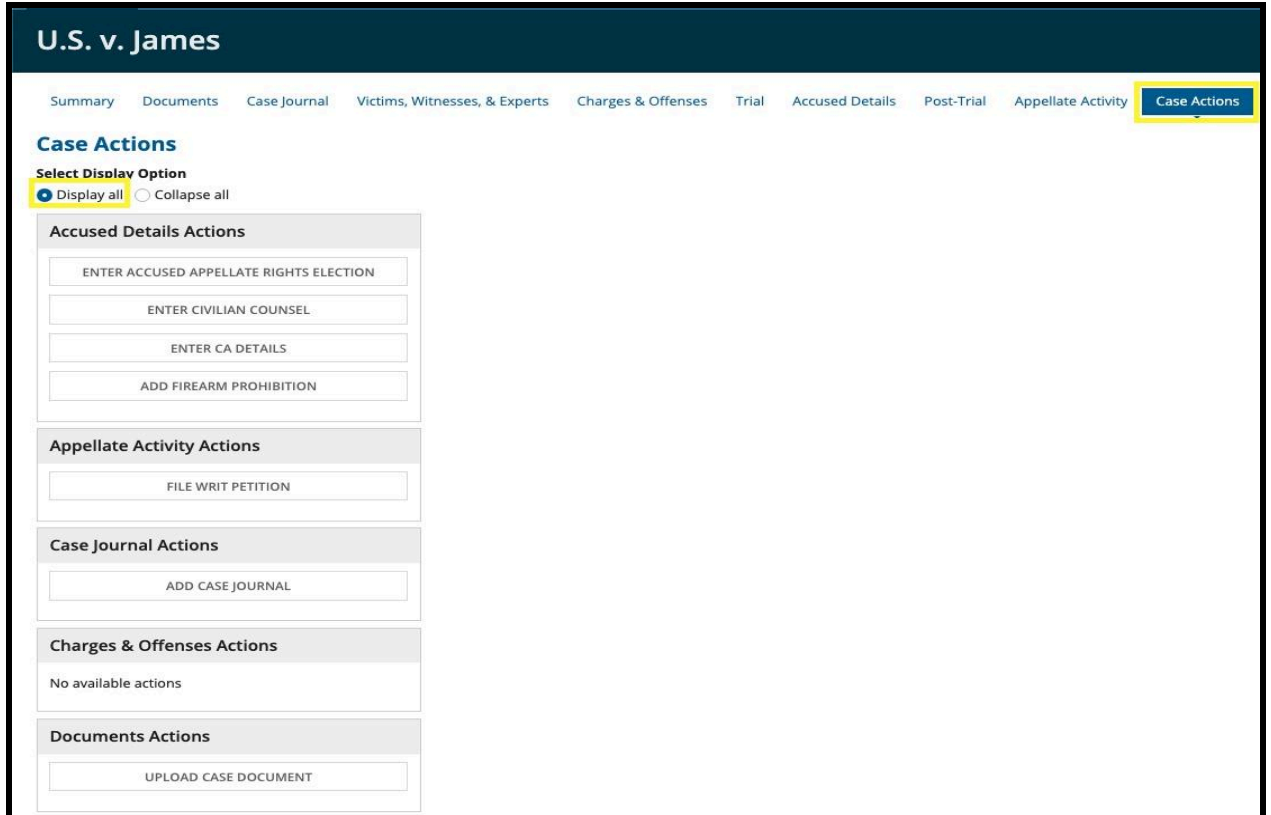
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



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



- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.
- b. This action is only available if ordered TMO dates have not been entered by the Trial Judiciary.



5. In the “Enter TMO Draft Dates” form, input the offered TMO dates and select “Submit” to save the details to the case.
  - a. Select the “Add Victim Offered Date” link to input an offered TMO date.
  - b. Select a victim from a dropdown of court-martial case victims linked to VLC clients and input the offered TMO date.
  - c. VLC users can offer TMO dates for the following trial events and deadlines:
    - i. Arraignment
    - ii. Motions filed and notice pursuant to M.R.E. 412
    - iii. Responses to motions
    - iv. Article 39(a) hearings
    - v. Trial start and end dates

<b>j. Motions filed and notice pursuant to M.R.E. 412</b>	<b>Government Offered Date</b> Feb 27, 2023 <a href="#">+ Add Victim Offered Date</a>	<b>Defense Offered Date</b> Feb 27, 2023
<b>k. Responses to motions</b>	<b>Government Offered Date</b> Mar 3, 2023 <b>Victim</b> --Select a Victim--	<b>Defense Offered Date</b> Mar 3, 2023 <b>Victim Offered Date</b> mm/dd/yyyy
<b>l. Article 39(a)</b>	<b>Government Offered Date</b> Mar 6, 2023 <a href="#">+ Add Victim Offered Date</a>	<b>Defense Offered Date</b> Mar 6, 2023
<b>m. Written notice of certain defenses</b>	<b>Government Offered Date</b> Mar 8, 2023	<b>Defense Offered Date</b> Mar 8, 2023

d. Select the “Add Additional Hearing (Lines j, k, l)” link to offer dates for an additional 39(a) hearing.

i. Select the “Remove Additional Hearing (Lines j, k, l)” link to remove an added hearing 39(a) hearing dates.

<b>j. Motions filed and notice pursuant to M.R.E. 412 (Additional Hearing 2)</b>	<b>Government Offered Date</b> <a href="#">+ Add Victim Offered Date</a>	<b>Defense Offered Date</b>	<a href="#">✖ Remove Additional Hearing (Lines j, k, l)</a>
<b>k. Responses to motions (Additional Hearing 2)</b>	<b>Government Offered Date</b> <a href="#">+ Add Victim Offered Date</a>	<b>Defense Offered Date</b>	
<b>l. Article 39(a) (Additional Hearing 2)</b>	<b>Government Offered Date</b> <a href="#">+ Add Victim Offered Date</a>	<b>Defense Offered Date</b>	
<a href="#">⚙ Add Additional Hearing (Lines j, k, l)</a>			
<a href="#">CANCEL</a>		<a href="#">SUBMIT</a>	



6. Following submission, the TMO offered dates will be available on the “TMO” subtab of the “Trial” tab.

**U.S. v. Doe**

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

Arraignment  
**TMO**  
 Motions  
 Trial  
 Pleas & Findings  
 Sentencing  
 Sentence Suspensions  
 Sentence Deferment

**a. Arraignment**

Ordered Date	-	
Government Offered Date	2/1/2023	Defense Offered Date 2/1/2023
Victim	DOE, AMECS JANE A	Offered Date 2/3/2023

**b. Defense request for discovery**

Ordered Date	-	
Government Offered Date	2/6/2023	Defense Offered Date 2/6/2023

**c. Government disclosure obligations**

Ordered Date	-	
Government Offered Date	2/13/2023	Defense Offered Date 2/13/2023

ACTIONS  
**TMO Offered Dates**  
 File Motion

- a. Offered TMO dates can be viewed by Government, Defense, and Trial Judiciary users.

## Offer TMO Dates (Task)

1. On the landing page of the NCORS Victims’ Legal Counsel Case Management site, select the “VLC Review Eligibility Waiver” task in the “My Tasks” grid.
  - a. This task is sent to each VLC user with a client on the case after the Trial Counsel inputs TMO Offered Dates.

HOME INTAKE CLIENTS REPORTS

**VICTIMS' LEGAL COUNSEL CASE MANAGEMENT**

MY WORKSPACE  
 CALENDAR  
 DOCUMENT TEMPLATES  
 RESOURCES  
 LAST LOGIN DETAILS  
 HELP

**My Tasks**

Search Incomplete Tasks SEARCH

Client	Case Number	Task Type	Date Assigned
DOE, JANE	-	Upload Scope of Representation	3/22/2023
DOE, JANE	N-EU-23-0440	Review VLC Client Link Request	9/26/2023
DOE, JANE	N-NW-23-0006	Review VLC Client Link Request	9/26/2023
DOE, JANE	N-NW-23-0006	Review VLC Client Link Request	9/26/2023
DOE, JANE	N-NW-23-0006	Review VLC Client Link Request	9/26/2023
WANG, ALEXANDER	-	Upload Scope of Representation	2/7/2024
OKAFOR, NOAH	N-EU-24-0084	VLC Respond to Motion	2/21/2024
OKAFOR, NOAH	N-EU-24-0084	VLC Respond to Motion	2/22/2024
DOE, JANE	N-EU-24-0093	VLC Offer TMO Dates	2/22/2024

2. In the “Enter TMO Draft Dates” form, input the offered TMO dates and select “Submit” to save the details to the case.
  - a. Select the “Add Victim Offered Date” link to input an offered TMO date.
  - b. Select a victim from a dropdown of court-martial case victims linked to VLC clients and input the offered TMO date.
  - c. VLC users can offer TMO dates for the following trial events and deadlines:
    - i. Arraignment
    - ii. Motions filed and notice pursuant to M.R.E. 412
    - iii. Responses to motions
    - iv. Article 39(a) hearings
    - v. Trial start and end dates

<b>j. Motions filed and notice pursuant to M.R.E. 412</b>	Government Offered Date Feb 27, 2023 <a href="#">+ Add Victim Offered Date</a>	Defense Offered Date Feb 27, 2023
<b>k. Responses to motions</b>	Government Offered Date Mar 3, 2023	Defense Offered Date Mar 3, 2023
	Victim --Select a Victim--	Victim Offered Date mm/dd/yyyy
<b>l. Article 39(a)</b>	Government Offered Date Mar 6, 2023 <a href="#">+ Add Victim Offered Date</a>	Defense Offered Date Mar 6, 2023
<b>m. Written notice of certain defenses</b>	Government Offered Date Mar 8, 2023	Defense Offered Date Mar 8, 2023

- d. Select the “Add Additional Hearing (Lines j, k, l)” link to offer dates for an additional 39(a) hearing.
  - i. Select the “Remove Additional Hearing (Lines j, k, l)” link to remove an added hearing 39(a) hearing dates.

<b>j. Motions filed and notice pursuant to M.R.E. 412 (Additional Hearing 2)</b>	Government Offered Date <a href="#">+ Add Victim Offered Date</a>	Defense Offered Date	<a href="#">✖ Remove Additional Hearing (Lines j, k, l)</a>
<b>k. Responses to motions (Additional Hearing 2)</b>	Government Offered Date <a href="#">+ Add Victim Offered Date</a>	Defense Offered Date	
<b>l. Article 39(a) (Additional Hearing 2)</b>	Government Offered Date <a href="#">+ Add Victim Offered Date</a>	Defense Offered Date	
<a href="#">✚ Add Additional Hearing (Lines j, k, l)</a>			
<input type="button" value="CANCEL"/>		<input type="button" value="SUBMIT"/>	

3. Following submission, the TMO offered dates will be available on the “TMO” subtab of the “Trial” tab for the case.
  - a. Offered TMO dates can be viewed by Government, Defense, and Trial Judiciary users.

**U.S. v. Doe**

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

Arraignment  
**TMO**  
 Motions  
 Trial  
 Pleas & Findings  
 Sentencing  
 Sentence Suspensions  
 Sentence Deferment

⚡ ACTIONS  
**TMO Offered Dates**  
 File Motion

**a. Arraignment**

Ordered Date	-
Government Offered Date	2/1/2023
Defense Offered Date	2/1/2023
Victim	DOE, AMECS JANE A
Offered Date	2/3/2023

**b. Defense request for discovery**

Ordered Date	-
Government Offered Date	2/6/2023
Defense Offered Date	2/6/2023

**c. Government disclosure obligations**

Ordered Date	-
Government Offered Date	2/13/2023
Defense Offered Date	2/13/2023

## Trial Actions

### File Motion

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

HOME INTAKE **CLIENTS** REPORTS appian

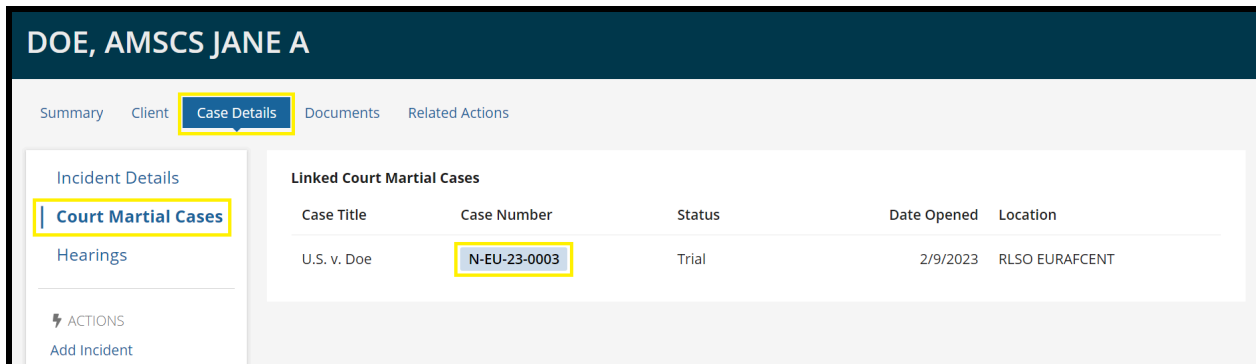
- From the list of "Assigned Clients", select a client's name to view the Client Summary.

**Assigned Clients**

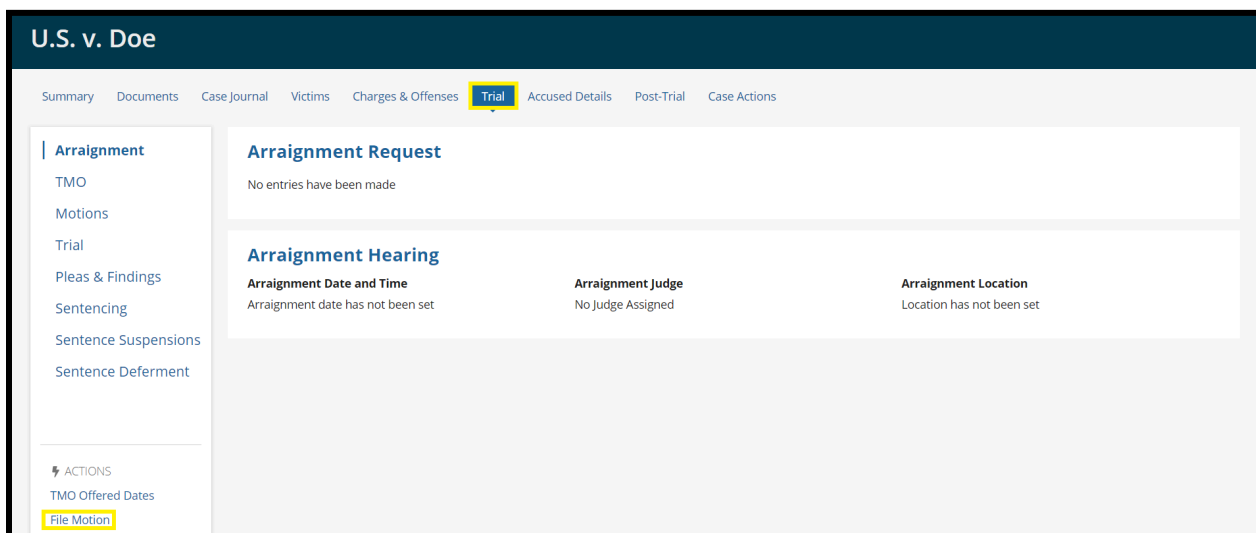
Search VLC Clients [SEARCH] [Filter] [Refresh]

Client Name	ACR Status	Report Type	Intake Date	VLC
<b>DOE, AMSCS JANE A</b>	<b>ACR Formed</b>	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

- From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



4. From the Case Summary page, navigate to the “Trial” tab and select the “File Motion” action from the “Actions” list.



- a. This action is only available after arraignment details have been submitted and the case has a status of “Pending Trial” or “Pending Motions Litigation”.
- b. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

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

**Case Actions**

Select Display Option

Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

5. In the “File Motion” form, input the details of the motion submission and select the “Submit” button to save the details to the case.
  - 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. Enclosure(s) may be uploaded in addition to the motion file.
  - c. Users may add the motion directly to a scheduled motions hearing by selecting a scheduled hearing from the “Motions Hearing(s)” grid.
    - i. Available hearings are ordered by the judge in the TMO.

**Submission Details**

Filing Party: VLC

Date Motion Filed: Sep 12, 2024

Motion Type:

Motion Document:

Is Ex Parte submission?  Yes  No

Victim:

**New Enclosures**

Upload New/Existing Documents  New Documents  Existing Documents

**Motion Hearing**

Add this Motion to a Motions Hearing?  Yes  No

6. Following submission, the motion will be available in the “Scheduled Motions” or “Unscheduled Motions” grids on the “Motions” subtab.
  - a. Assigned judge will receive a task to rule on the motion and be notified of the submission.
  - b. If the motion is not Ex Parte, a task will be sent out for Trial Counsel users on the case, as well as Defense users on the case, to “Respond to Motion” for the motion submitted by the VLC user.
  - c. If the motion is not Ex Parte, assigned Defense Counsel users and assigned Trial Counsel users are notified of the filing and can view the submission in NCORS.
  - d. The entry may be edited by selecting the “Menu” icon in the grid and selecting the “Edit Motion” action.

**U.S. v. Doe**

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

Arraignment TMO **Motions** Trial Pleas & Findings Sentencing Sentence Suspensions Sentence Deferment

**Motions Hearing: 3/20/2023**

Hearing Date: March 20, 2023

Filings Due Date: March 14, 2023

Responses Due Date: March 17, 2023

Hearing Judge: TRIAL MILITARY JUDGE, TIM

Location: Det Rota Courtroom

Date Created: February 21, 2023

**Scheduled Motions**

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 615: Excluding Witnesses	VLC	<a href="#">Motion</a>	-	Filed	2/24/2023

**Unscheduled Motions**

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

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 502: Lawyer/Client Privilege	VLC	<a href="#">Motion</a>	-	Filed	2/21/2023

7. Select the “Motion Type” link in the grid to view a summary of the motion submission.
  - a. Select the “Type” link in the “Responses and Replies” grid to view the details of any responses or replies.
  - b. Select the “Edit Motion” action from the “Actions” list to edit the motion submission.

**U.S. v. Doe: MRE 615: Excluding Witnesses**

Summary

U.S. v. Doe

Case Summary

Trial

ACTIONS

**Edit Motion**

Respond to Motion

**Motion Summary**

Case Name U.S. v. Doe

Submission Type VLC

Motion Type MRE 615: Excluding Witnesses

Date Filed February 24, 2023

Status Filed

**Responses and Replies**

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

> **Motion File**

## Respond to Motion

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

HOME INTAKE **CLIENTS** REPORTS

appian

- From the list of "Assigned Clients", select a client's name to view the Client Summary.

HOME INTAKE **CLIENTS** REPORTS

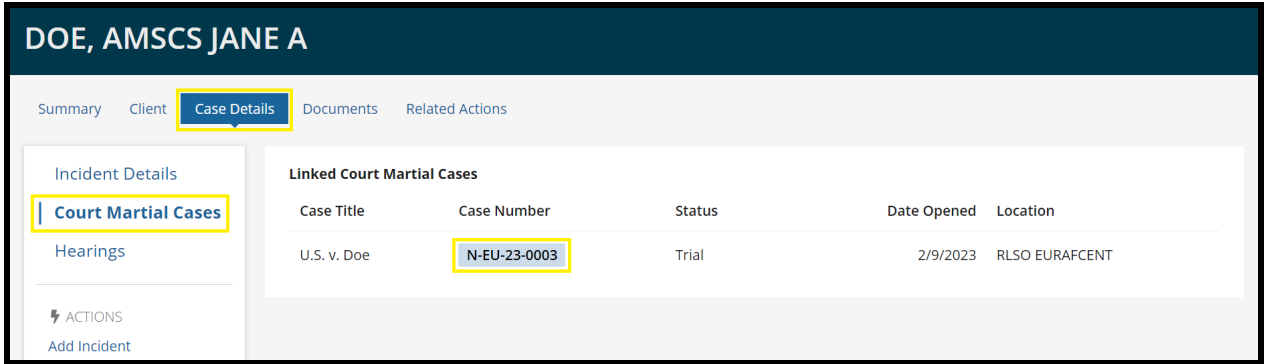
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**Assigned Clients**

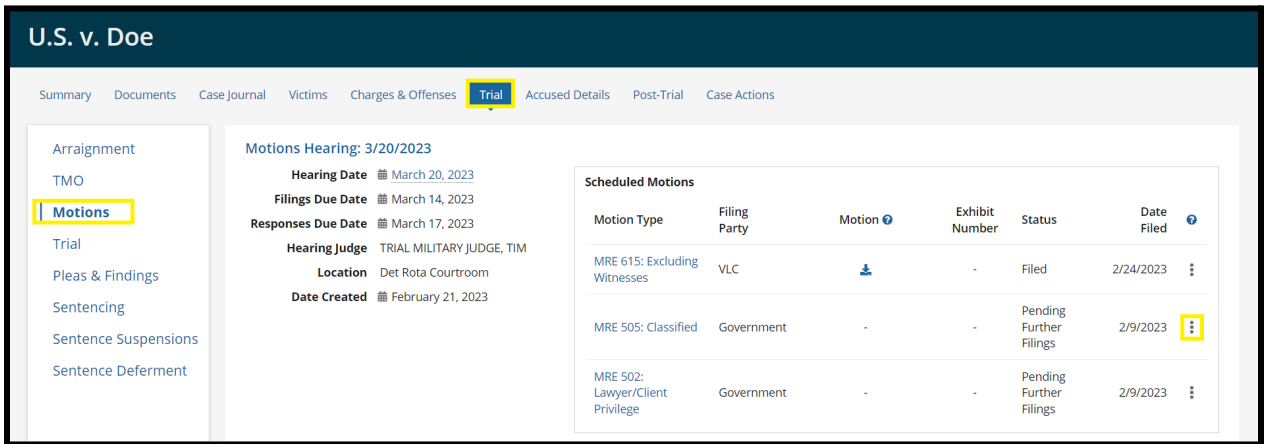
Search VLC Clients SEARCH

Client Name	ACR Status	Report Type	Intake Date	VLC
<b>DOE, AMSCS JANE A</b>	<b>ACR Formed</b>	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

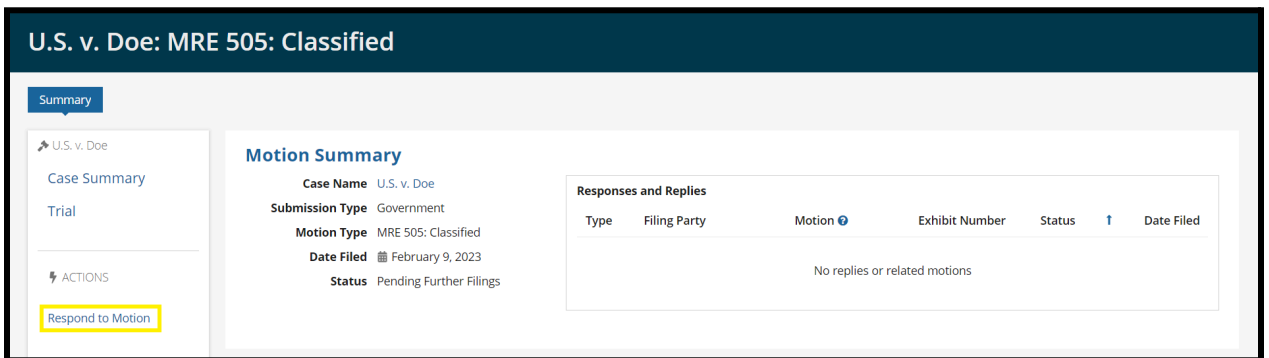
- From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



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



- b. The action is also available from the motion’s summary view by selecting the “Respond to Motion” action in the “Actions” list.



5. In the “File Response” form, input the details of the response and select “Submit” to save the details to the case.
  - a. User can add “Enclosures” to a “Reply” or “Response to a motion.”



### File Response: U.S. v. Doe

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

**Related Motion Details**

Filing Party Government  
 Motion Type MRE 505: Classified  
 Date Filed February 9, 2023  
 Status Pending Further Filings

**Responses and Replies**

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

**Submission Details**

Filing Party VLC  
 Date Response Filed Feb 24, 2023  
 Response Document    
 Victim \*

### File Response: U.S. v. OldLasanya

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

**Related Motion Details**

Filing Party Government  
 Motion Type Appropriate Relief  
 Date Filed August 21, 2023  
 Status Filed

**Responses and Replies**

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

> **Motion Document**

**Submission Details**

Filing Party VLC  
 Date Response Filed Aug 21, 2023  
 Response Document  Reply PDF - 26.6...  
 Victim \* STRANDE, EMILY EMLYSTDE

**New Enclosures**

Upload New/Existing Documents  
 New Documents  Existing Documents

6. Following submission, the response will be available in the “Responses and Replies” grid on the summary of the motion that was responded to.
  - a. Assigned Defense Counsel users and assigned Trial Counsel users are notified of the filing and can view the submission in NCORS.
  - b. Select the “Type” link in the “Responses and Replies” grid to view the details of the response submission.

**U.S. v. Doe: MRE 505: Classified**

**Summary**

U.S. v. Doe

Case Summary

Trial

ACTIONS

Reply to Motion

**Motion Summary**

Case Name U.S. v. Doe

Submission Type Government

Motion Type MRE 505: Classified

Date Filed February 9, 2023

Status Pending Further Filings

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	VLC		-	Filed	2/24/2023

## Respond to Motion (Task)

1. On the landing page of the NCORS Victims' Legal Counsel Case Management site, select the "VLC Respond to Motion" task in the "My Tasks" grid.
  - a. This task is sent to VLC users with whom the Trial Motion is shared with after submission by Trial Counsel or Defense users.

HOME INTAKE CLIENTS REPORTS

**VICTIMS' LEGAL COUNSEL CASE MANAGEMENT**

MY WORKSPACE

CALENDAR

DOCUMENT TEMPLATES

RESOURCES

LAST LOGIN DETAILS

HELP

**My Tasks**

Search Incomplete Tasks SEARCH

Client	Case Number	Task Type	Date Assigned
DOE, JANE	-	Upload Scope of Representation	3/22/2023
DOE, JANE	N-EU-23-0440	Review VLC Client Link Request	9/26/2023
WANG, ALEXANDER	-	Upload Scope of Representation	2/7/2024
OKAFOR, NOAH	N-EU-24-0084	VLC Respond to Motion	2/21/2024

2. In the "File Response" form, input the details of the response and select "Submit" to save the details to the case.
  - a. User can add "Enclosures" to a "Reply" or "Response to a motion."

### File Response: U.S. v. Heisen

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

#### Related Motion Details

Filing Party: Government  
 Motion Type: Continuance  
 Date Filed: February 21, 2024  
 Status: Filed

#### Responses and Replies

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

#### Continuance Request Details

Requested Dates for Continuance

TMO Date Type	Original Date	Requested Date
e. Defense expert consultant request	-	2/14/2024
p. Final pretrial matters	-	-

#### Submission Details

Filing Party: VLC  
 Date Response Filed: Mar 19, 2024  
 Response Document: motionRe... TXT - < 1 KB  
 Victim\*: OKAFOR, NOAH

#### New Enclosures

Upload New/Existing Documents  
 New Documents  Existing Documents

CANCEL NO RESPONSE REQUIRED SUBMIT

3. Following submission, if the user navigates to the case summary view, the response will be available in the “Responses and Replies” grid on the summary of the motion that was responded to for users who can see the parent motion.
  - a. Assigned Defense Counsel users and assigned Trial Counsel users are notified of the filing and can view the submission in NCORS.
  - b. Select the “Type” link in the “Responses and Replies” grid to view the details of the response submission.

### U.S. v. Heisen: Continuance

#### Summary

U.S. v. Heisen

Case Summary  
 Trial

ACTIONS  
 Edit Motion  
 Reply to Motion  
 Rule on Motion

#### Motion Summary

Case Name: U.S. v. Heisen  
 Submission Type: Government  
 Motion Type: Continuance  
 Date Filed: February 21, 2024  
 Status: Filed

#### Responses and Replies

Type	Filing Party	Motion	Exhibit Number	Status	↑	D	FI
Motion Response	VLC	↓	-	Filed		3/19/2	

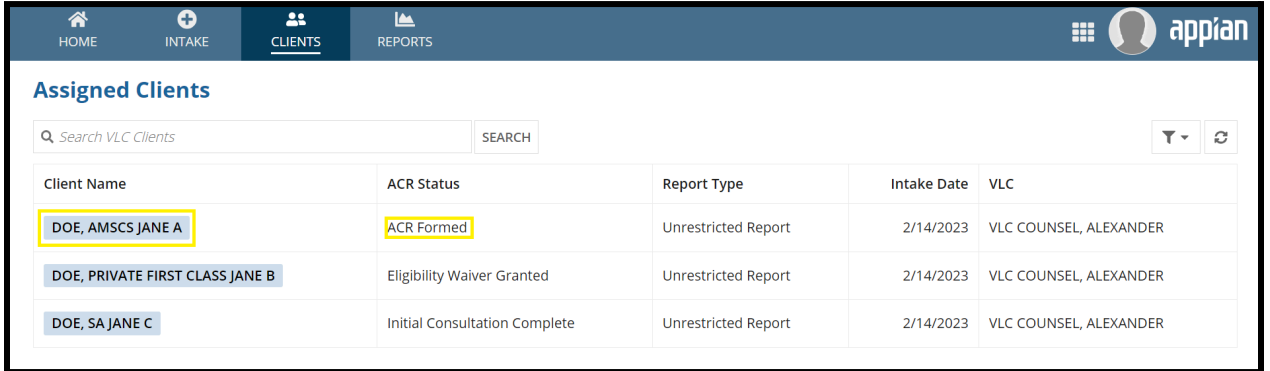
> Continuance Request Details

# Reply to Response to Motion

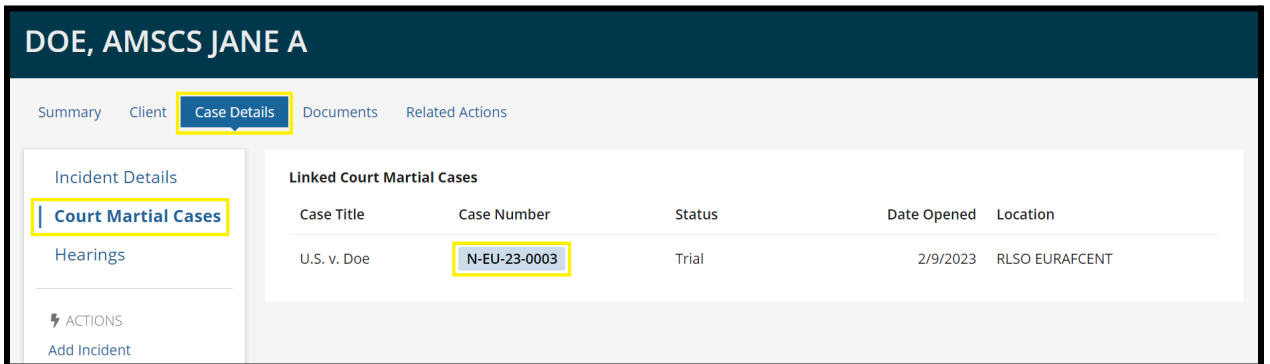
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



4. From the Case Summary page, navigate to the "Trial" tab and select the "Motions" subtab.
  - a. To reply to a motion, select the "Menu" icon in the grid of "Scheduled Motions" or the grid of "Unscheduled Motions" and select the "Reply to Motion" action.
  - b. Users can reply to a response to a motion submission by acting directly on the original motion.

**U.S. v. Doe**

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

Arraignment  
TMO  
**Motions**  
Trial  
Pleas & Findings  
Sentencing  
Sentence Suspensions  
Sentence Deferment

Motions Hearing: 3/20/2023  
Hearing Date March 20, 2023  
Filings Due Date March 14, 2023  
Responses Due Date March 17, 2023  
Hearing Judge TRIAL MILITARY JUDGE, TIM  
Location Det Rota Courtroom  
Date Created February 21, 2023

**Scheduled Motions**

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
MRE 615: Excluding Witnesses	VLC	↓	-	Filed	2/24/2023
MRE 505: Classified	Government	-	-	Pending Further Filings	2/9/2023
MRE 502: Lawyer/Client Privilege	Government	-	-	Pending Further Filings	2/9/2023

- c. The action is also available from the response’s summary view by selecting the “Reply to Motion” action in the “Actions” list.

**U.S. v. Doe: Response**

Summary

U.S. v. Doe  
Case Summary  
Trial

**Motion Summary**  
Case Name U.S. v. Doe  
Submission Type Government  
Motion Type Response  
Date Filed February 24, 2023  
Status Filed

**Related Motion**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion MRE 615: Excluding Witnesses	VLC	↓	-	Filed	2/24/2023

ACTIONS  
**Reply to Motion**

5. In the “File Reply” form, input the details of the reply and select “Submit” to save the details to the case.

**File Reply: U.S. v. Doe**

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

**Related Motion Details**  
Filing Party VLC  
Motion Type MRE 615: Excluding Witnesses  
Date Filed February 24, 2023  
Status Filed

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government	-	-	Filed	2/24/2023

> Motion Document

**Submission Details**  
Filing Party VLC  
Date Reply Filed Feb 24, 2023  
Reply Document  
Victim \*  
UPLOAD Drop file here  
--- Select a Source ---

CANCEL SUBMIT

6. Following submission, the reply will be available in the “Responses and Replies” grid on the summary of the motion that was originally responded to.
  - a. Assigned Defense Counsel users and assigned Trial Counsel users are notified of the filing and can view the submission in NCORS.
  - b. Select the “Type” link in the “Responses and Replies” grid to view the details of the reply submission.

**U.S. v. Doe: MRE 615: Excluding Witnesses**

**Motion Summary**

Case Name: U.S. v. Doe  
 Submission Type: VLC  
 Motion Type: MRE 615: Excluding Witnesses  
 Date Filed: February 24, 2023  
 Status: Filed

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government	-	-	Filed	2/24/2023
Motion Reply	VLC	↓	-	Filed	2/24/2023

> [Motion File](#)

## Add Motions to Motions Hearing

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

HOME INTAKE **CLIENTS** REPORTS appian

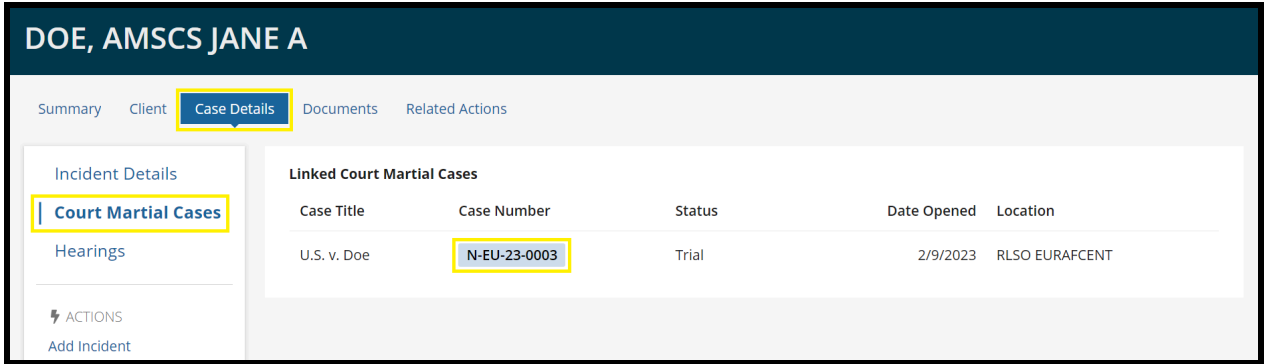
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

**Assigned Clients**

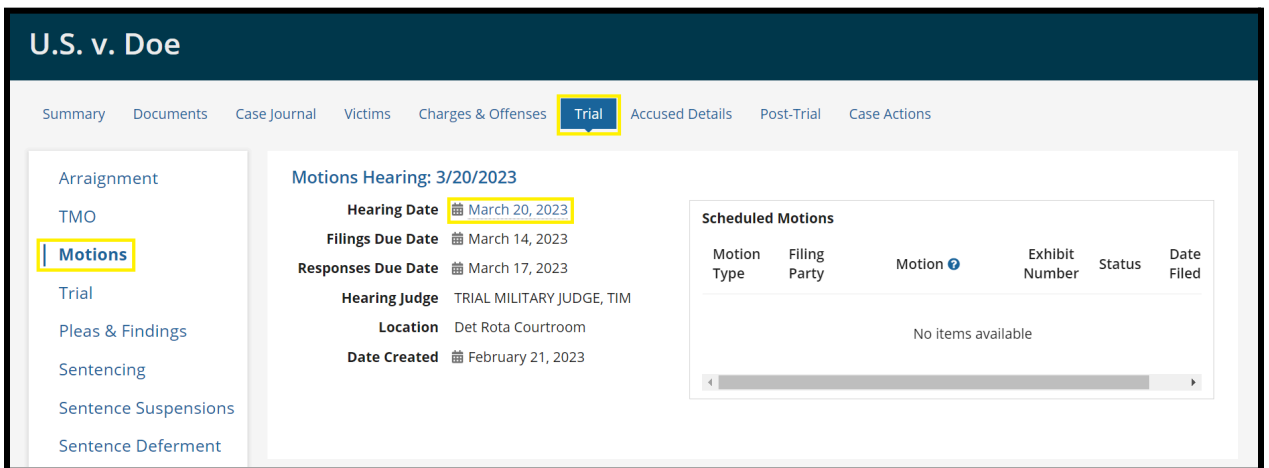
Search VLC Clients SEARCH

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

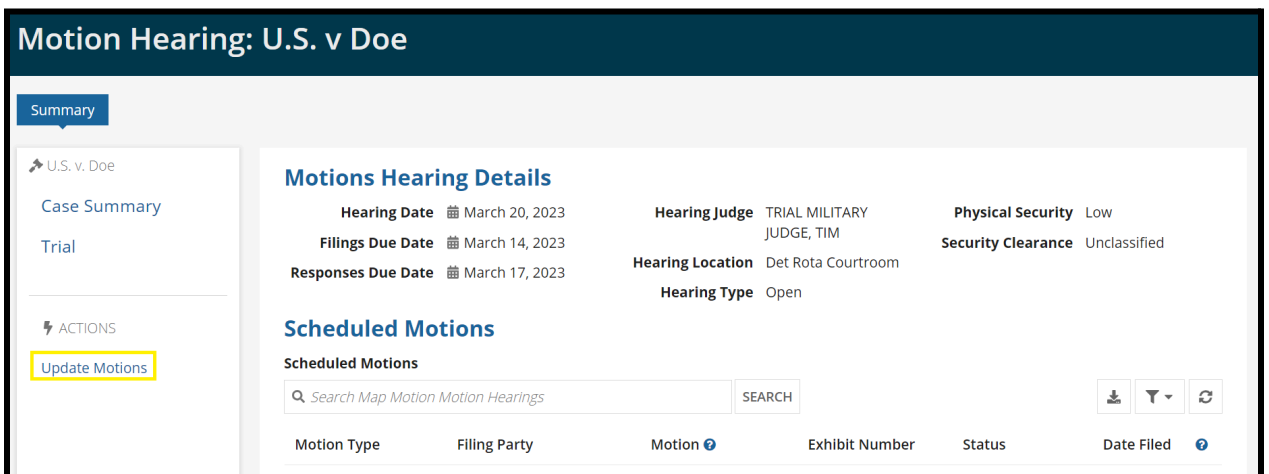
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



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



- From the motions hearing summary page, select the “Update Motions” action from the “Actions” list.



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

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

### Update Scheduled Motions: U.S. v. Doe

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

Motion Type	Filing Party	Status	Date Filed
<a href="#">MRE 502: Lawyer/Client Privilege</a>	Government	Granted in Part	Feb 9, 2023
<a href="#">MRE 505: Classified</a>	Government	Denied	Feb 9, 2023

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

Motion Type	Filing Party	Status	Date Filed
<a href="#">MRE 502: Lawyer/Client Privilege</a>	VLC	Filed	Feb 21, 2023

7. Following submission, the added motions will be displayed in the grid of “Scheduled Motions” on the motions hearing summary.
  - a. Select the “Update Motions” action from the “Actions” list to make additional updates.

### Motion Hearing: U.S. v Doe

**Summary**

U.S. v. Doe

Case Summary

Trial

ACTIONS

[Update Motions](#)

---

**Motions Hearing Details**

Hearing Date: March 20, 2023      Hearing Judge: TRIAL MILITARY JUDGE, TIM      Physical Security: Low

Filings Due Date: March 14, 2023      Hearing Location: Det Rota Courtroom      Security Clearance: Unclassified

Responses Due Date: March 17, 2023      Hearing Type: Open

**Scheduled Motions**

Search Map Motion Motion Hearings

Motion Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
<a href="#">MRE 615: Excluding Witnesses</a>	VLC		-	Filed	2/24/2023
<a href="#">MRE 505: Classified</a>	Government	-	-	Pending Further Filings	2/9/2023
<a href="#">MRE 502: Lawyer/Client Privilege</a>	Government	-	-	Pending Further Filings	2/9/2023

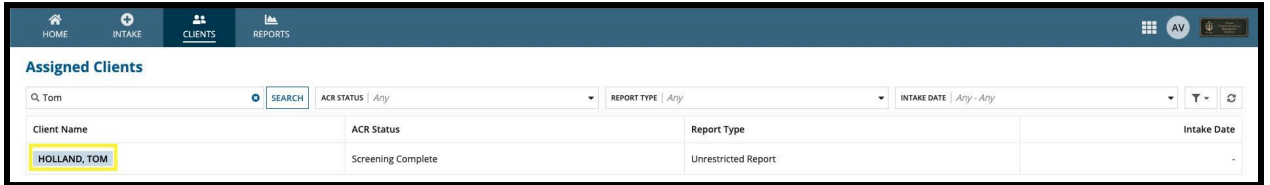
## Submit Other Filing

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

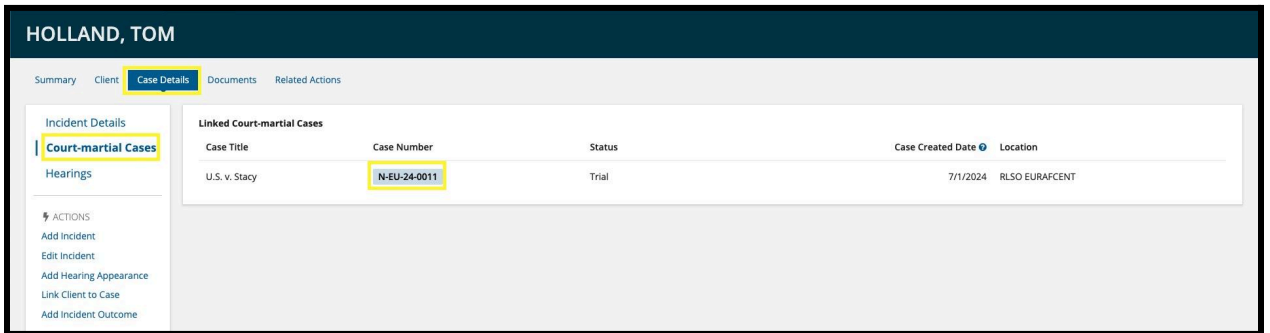




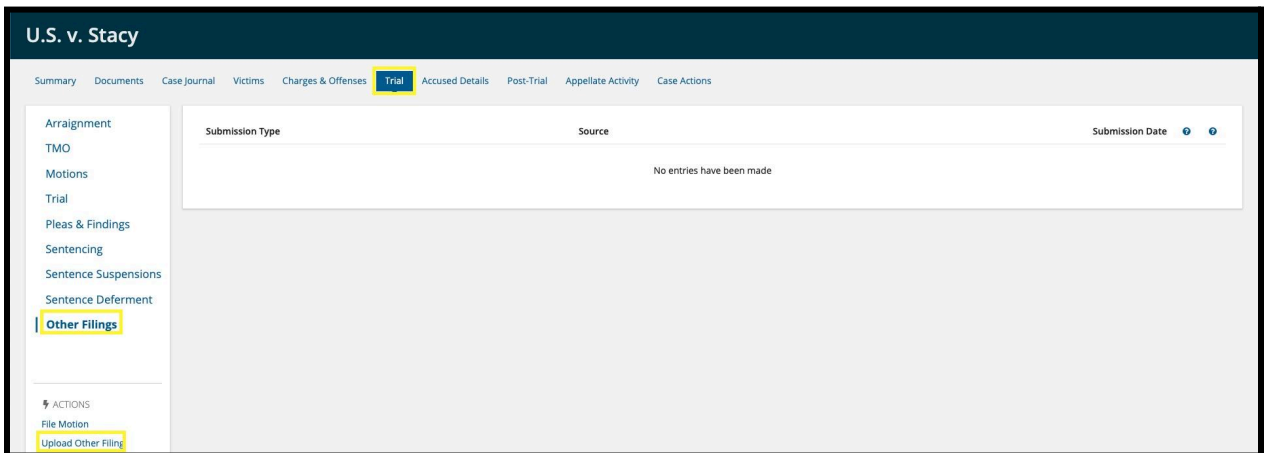
2. Select the "Client Name" to navigate to the client summary view.



3. From the client summary view, navigate to the "Court-martial Cases" subtab under the "Case Details" tab.



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



5. After completion of the form select "Submit" to complete the action.
  - a. The filing party is automatically defaulted to the source of the currently logged in user.

**Upload Other Filing: U.S. v. Stacy**

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

**Submission Details**

Filing Party: VLC  
 Date Filed: Jul 31, 2024

Filing Type: Other Filing  
 Submission Type \*: Other Type

Filing Document: Filing PDF - 26.6...  
 Victim \*: HOLLAND, TOM

6. After completion of the action the user is taken back to the “Other Filings” subtab where they can see all previously entered “Other Filings”.
  - a. User can select the “Submission Type” to navigate to the entry’s summary.
  - b. User can select the “Edit action” to the right of the entry to edit the specific entry.

**U.S. v. Stacy**

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

Submission Type	Source	Submission Date
Other Type	VLC	7/31/2024

**ACTIONS**  
 File Motion  
 Upload Other Filing

## Submit a Writ to NMCCA

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
VICTIM, VLC	Ineligible	Unreported Incident	2/10/2023	VLC SUPERVISING COUNSEL DAWUD
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC APPELLATE COUNSEL VLAD
DOE, PRIVATE FIRST CLASS JANE B	Initial Consultation Complete	Unrestricted Report: Unrestricted Report	2/14/2023	VLC COUNSEL ALEXANDER
DOE, SA JANE C	ACR Terminated	Unrestricted Report: Unreported Incident	2/14/2023	VLC COUNSEL ALEXANDER
DOE, SR JANE F	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC APPELLATE COUNSEL VLAD

3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0018	Pending 60 Writ Review	2/21/2023	RLSO EURAFCENT
U.S. v. 30(a)Hearing	N-EU-23-0128	Pending 306 Decision	4/14/2023	OSTC East USMC
U.S. v. Lantana	N-EU-23-0368	Ex Writ Ordered	8/11/2023	RLSO EURAFCENT

4. From the Case Summary page, navigate to the “Appellate Activity” tab and select the “File Writ Petition” action from the “Actions” list.

Case Title	NMCCA Number	Review Type	Docketed On	Sent to Panel On	Panel
No entries have been made					

5. Input the petition details of the writ petition being filed.
  - a. Note that the “Filing Source” auto-populates as VLC, and the “Victim” is set to the client as default. Select Submit after entering details.

**File Writ Petition: U.S. v. Doe**

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

**Petition Details**

Filing Source  
YLC

File motion to stay proceedings?  
 Yes  No

Reason for Petition  
 Write Petition Reason  
 20/1000

Petition Type  
6(b)

Petition for Writ\*  
 AuctionHouse\_...  
 TXT - 5.1 KB

Victim\*  
DOE, VICE ADMIRAL JANE ADFOGIIL

CANCEL SUBMIT

6. Confirm the action after submission by selecting "Yes".

**Please Confirm Action**

A task will be created for a Code 40 User to review this Writ and generate an NMCCA number. Are you sure you wish to continue?

NO YES

7. Following submission, the task to review the Ex Writ is sent to Code 40 users, and an email notification is sent to the assigned judge, Code 45 and Code 46 Directors/Deputy Directors, and other counsel users detailed to the case.

## Post-Trial Motions

### File a Post-Trial Motion

1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



2. From the list of "Assigned Clients", select a client's name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0003	Trial	2/9/2023	RLSO EURAFCENT

4. From the Case Summary page, navigate to the “Post-Trial” tab and select the “File Post-Trial Motion” action from the “Actions” list.

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

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
The following motions are not scheduled to be heard at any post-trial motions hearing					

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.

- ii. Use CTRL + F to search for an action in the list.

**U.S. v. James**

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

**Case Actions**

Select Display Option  
 Display all  Collapse all

**Accused Details Actions**

ENTER ACCUSED APPELLATE RIGHTS ELECTION

ENTER CIVILIAN COUNSEL

ENTER CA DETAILS

ADD FIREARM PROHIBITION

**Appellate Activity Actions**

FILE WRIT PETITION

**Case Journal Actions**

ADD CASE JOURNAL

**Charges & Offenses Actions**

No available actions

**Documents Actions**

UPLOAD CASE DOCUMENT

5. In the “File Motion” form, input the details of the motion submission and select the “Submit” button to save the details to the case.
  - 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. Enclosure(s) may be uploaded in addition to the post-trial motion file.
  - c. Users may add the post-trial motion directly to a scheduled post-trial motions hearing by selecting a scheduled hearing from the “Motions Hearing(s)” grid.
    - i. Available hearings are ordered by the judge assigned to the case.

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

### Submission Details

**Filing Party**  
VLC

**Date Motion Filed**  
Sep 12, 2024

**Motion Type**  
Post-Trial Motion

**Motion Document**

**Is Ex Parte submission?**  
 Yes  No

**Victim \***  
 --- Select a Source ---

### New Enclosures

**Upload New/Existing Documents**  
 New Documents  Existing Documents

### Motion Hearing

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

6. Following submission, the motion will be available in the “Scheduled Post-Trial Motions” or “Unscheduled Post-Trial Motions” grids on the “Post-Trial Motions” subtab.
  - a. Assigned judge will receive a task to rule on the motion, and a notification of submission of the motion.
  - b. If the motion is not Ex Parte, a task will be sent out for Trial Counsel users on the case, as well as Defense users on the case, to “Respond to Post-Trial Motion” for the motion submitted by the VLC user.
  - c. If the motion is not Ex Parte, assigned Defense Counsel users and assigned Trial Counsel users are notified of the filing and can view the submission in NCORS.
  - d. The entry may be edited by selecting the “Menu” icon in the grid and selecting the “Edit Post-Trial Motion” action.
  - e. Select the Motion Type to navigate to the summary view.

### U.S. v. Doe

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

STR

CMR

1106 Matters

ROT

CA Action

**Post-Trial Motions**

---

ACTIONS

File Post-Trial Motion

1106 Submission

Request CMR

**Post-Trial Motions Hearing: 3/10/2023**

**Hearing Date** 📅 March 10, 2023

**Filings Due Date** 📅 March 1, 2023

**Responses Due Date** 📅 March 8, 2023

**Hearing Judge** TRIAL MILITARY JUDGE, TIM

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

**Date Created** 📅 February 24, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	VLC	📄	-	Filed	2/24/2023

**Unscheduled Post-Trial Motions**

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

🔍 Search Post Trial Motions

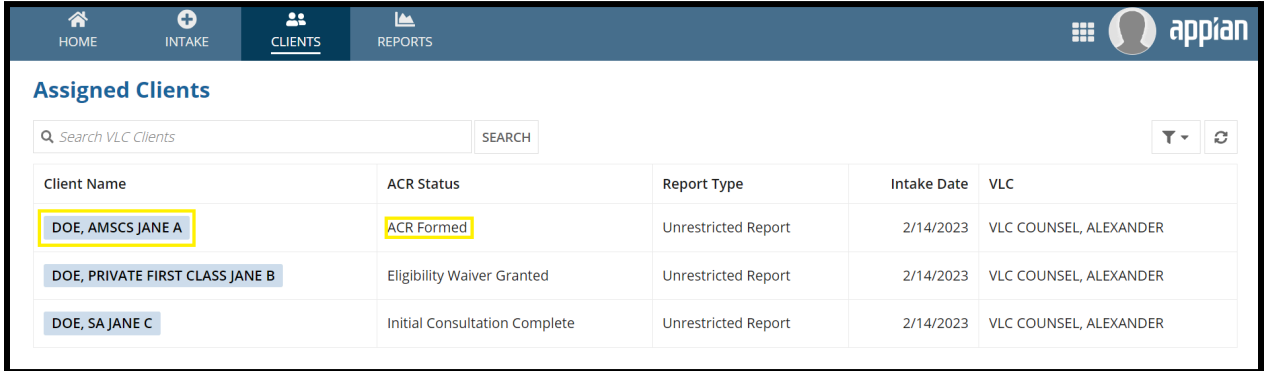
Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
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## Respond to a Post-Trial Motion

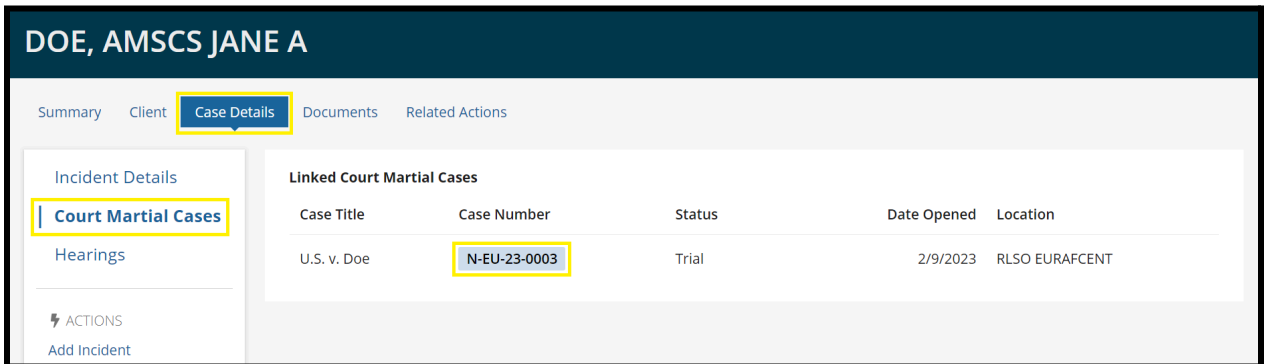
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



4. From the Case Summary page, navigate to the "Post-Trial" tab and select the "Post-Trial Motions" subtab.
  - a. To respond to a post-trial motion, select the "Menu" icon in the grid of "Scheduled Post-Trial Motions" or the grid of "Unscheduled Post-Trial Motions" and select the "Respond to Motion" action.



**U.S. v. Doe**

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

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

**Post-Trial Motions Hearing: 3/10/2023**  
**Hearing Date** 📅 March 10, 2023  
**Filings Due Date** 📅 March 1, 2023  
**Responses Due Date** 📅 March 8, 2023  
**Hearing Judge** TRIAL MILITARY JUDGE, TIM  
**Location** HQ Washington, DC - Courtroom (Bldg 200)  
**Date Created** 📅 February 24, 2023

**Scheduled Post-Trial Motions**

Type	Filing Party	Motion ⓘ	Exhibit Number	Status	Date Filed	
Post-Trial Motion	VLC	📄	-	Filed	2/24/2023	⋮
<b>Post-Trial Motion</b>	Government	-	-	Filed	2/24/2023	<b>⋮</b>

b. The action is also available from the post-trial motion’s summary view by selecting the “Respond to Motion” action in the “Actions” list.

**U.S. v. Doe: Post-Trial Motion**

Summary

U.S. v. Doe  
Case Summary  
Post-Trial  
⚡ ACTIONS  
**Respond to Motion**

**Post-Trial Motion Summary**

**Case Name** U.S. v. Doe  
**Submission Type** Government  
**Motion Type** Post-Trial Motion  
**Date Filed** 📅 February 24, 2023  
**Status** Filed

**Responses and Replies**

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

5. In the “File Response” form, input the details of the response and select “Submit” to save the details to the case.

**File Response: U.S. v. Doe**

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

**Related Post-Trial Motion Details**

**Filing Party** Government  
**Motion Type** Post-Trial Motion  
**Date Filed** 📅 February 24, 2023  
**Status** Filed

**Responses and Replies**

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

**Submission Details**

**Filing Party** VLC  
**Response Document**  
 UPLOAD 📄 Drop file here

**Date Response Filed** Feb 24, 2023  
**Victim \*** --- Select a Source ---

CANCEL **SUBMIT**

6. Following submission, the response will be available in the “Responses and Replies” grid on the summary of the post-trial motion that was responded to.

- a. Select the “Type” link in the “Responses and Replies” grid to view the details of the response submission.

**U.S. v. Doe: Post-Trial Motion**

**Summary**

U.S. v. Doe

Case Summary

Post-Trial

ACTIONS

Reply to Motion

**Post-Trial Motion Summary**

Case Name U.S. v. Doe

Submission Type Government

Motion Type Post-Trial Motion

Date Filed February 24, 2023

Status Filed

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	VLC		-	Filed	2/24/2023

## Respond to Post-Trial Motion (Task)

1. On the landing page of the NCORS Victims’ Legal Counsel Case Management site, select the “VLC Respond to Post-Trial Motion” task in the “My Tasks” grid.
  - a. This task is sent to VLC users with whom the Post-Trial Motion is shared with after submission by Trial Counsel or Defense users.

HOME INTAKE CLIENTS REPORTS

**MY WORKSPACE**

CALENDAR

DOCUMENT TEMPLATES

RESOURCES

LAST LOGIN DETAILS

HELP

**My Tasks**

Search Incomplete Tasks SEARCH

Client	Case Number	Task Type	Date Assigned
ACRSTATUS5, TEST	-	Upload Scope of Representation	7/10/2023
VICTIM, TEST	N-NW-23-0006	Review VLC Client Link Request	9/26/2023
MOTIONVISCLIENT1, TEST	-	Upload Scope of Representation	2/2/2024
MOTIONVISCLIENT1, TEST	-	Upload Scope of Representation	2/2/2024
SHAW, ALBERTO	-	Upload Scope of Representation	2/6/2024
FAB, MISTER	N-EU-24-0116	VLC Respond to Post-Trial Motion	3/19/2024

2. In the “File Response” form, input the details of the response and select “Submit” to save the details to the case.

**File Response: U.S. v. Goldfish**

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

**Related Post-Trial Motion Details**

Filing Party: Government  
 Motion Type: Post-Trial Motion  
 Date Filed: March 19, 2024  
 Status: Filed

**Responses and Replies**

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

> **Motion Document**

**Submission Details**

Filing Party: VLC  
 Date Response Filed: Mar 19, 2024  
 Response Document: motionRe... TXT -< 1 KB  
 Victim \*: FAB, MISTER

CANCEL NO RESPONSE REQUIRED **SUBMIT**

3. Following submission, if the user navigates to that case's "Post-Trial" tab, the response will be available in the "Responses and Replies" grid on the summary of the post-trial motion that was responded to.
  - a. Select the "Type" link in the "Responses and Replies" grid to view the details of the response submission.

**U.S. v. Goldfish: Post-Trial Motion**

**Summary**

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

**Post-Trial Motion Summary**

Case Name: U.S. v. Goldfish  
 Submission Type: Government  
 Motion Type: Post-Trial Motion  
 Date Filed: March 19, 2024  
 Status: Filed

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	↑	Date Filed
<b>Motion Response</b>	VLC		-	Filed		3/19/2024

> **Motion File**

## Reply to a Response

1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



2. From the list of "Assigned Clients", select a client's name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

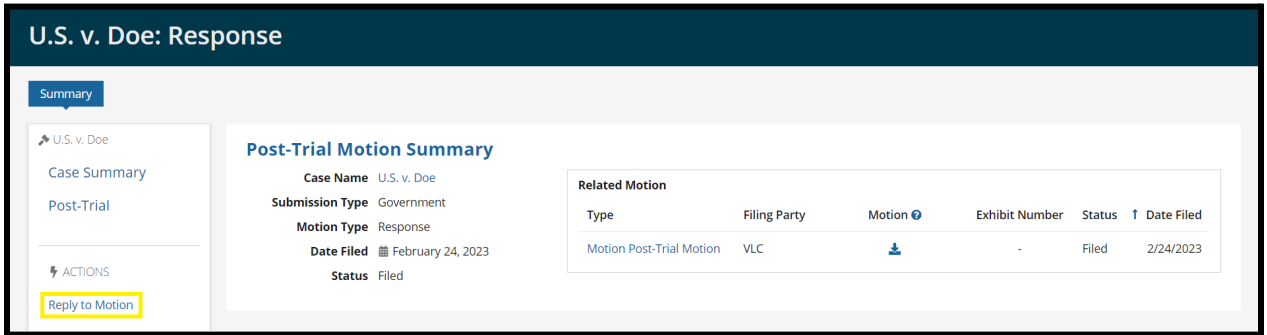
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0003	Trial	2/9/2023	RLSO EURAFCENT

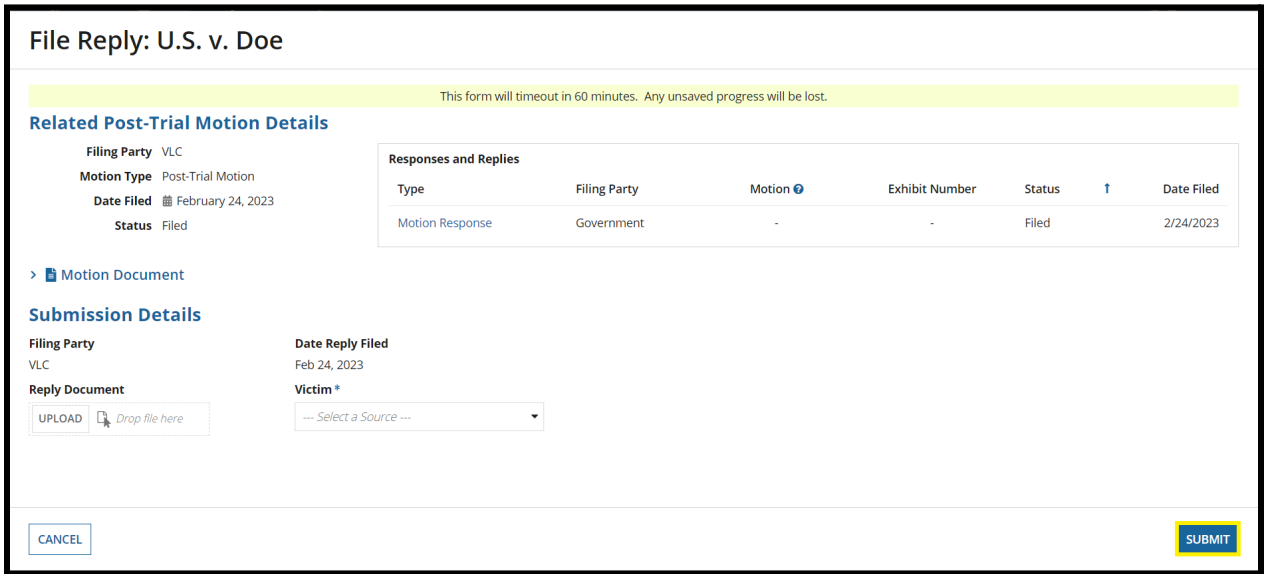
4. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Post-Trial Motions” subtab.
  - a. To reply to a post-trial motion, select the “Menu” icon in the grid of “Scheduled Post-Trial Motions” or the grid of “Unscheduled Post-Trial Motions” and select the “Reply to Motion” action.
  - b. Users can reply to a response to a motion submission by acting directly on the original motion.

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	VLC	↓	-	Filed	2/24/2023
Post-Trial Motion	Government	-	-	Filed	2/24/2023

- c. The action is also available from the response’s summary view by selecting the “Reply to Motion” action in the “Actions” list.



- 5. In the “File Reply” form, input the details of the reply and select “Submit” to save the details to the case.



- 6. Following submission, the reply will be available in the “Responses and Replies” grid on the summary of the post-trial motion that was originally responded to.
  - a. Select the “Type” link in the “Responses and Replies” grid to view the details of the reply submission.

**U.S. v. Doe: Post-Trial Motion**

**Summary**

U.S. v. Doe

Case Summary

Post-Trial

**ACTIONS**

Edit Post-Trial Motion

Reply to Motion

**Post-Trial Motion Summary**

Case Name U.S. v. Doe

Submission Type VLC

Motion Type Post-Trial Motion

Date Filed February 24, 2023

Status Filed

**Responses and Replies**

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Motion Response	Government	-	-	Filed	2/24/2023
Motion Reply	VLC		-	Filed	2/24/2023

> **Motion File**

## Add Motions to Post-Trial Motions Hearings

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

HOME INTAKE **CLIENTS** REPORTS

- From the list of "Assigned Clients", select a client's name to view the Client Summary.

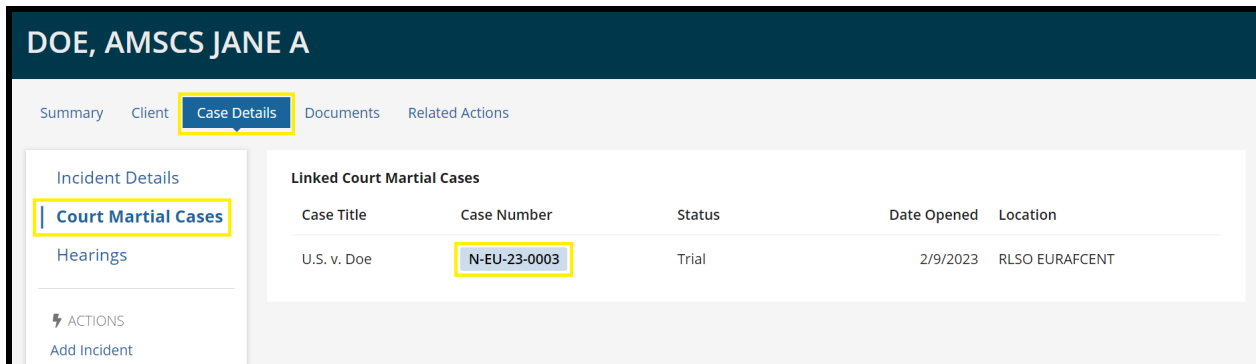
HOME INTAKE **CLIENTS** REPORTS

**Assigned Clients**

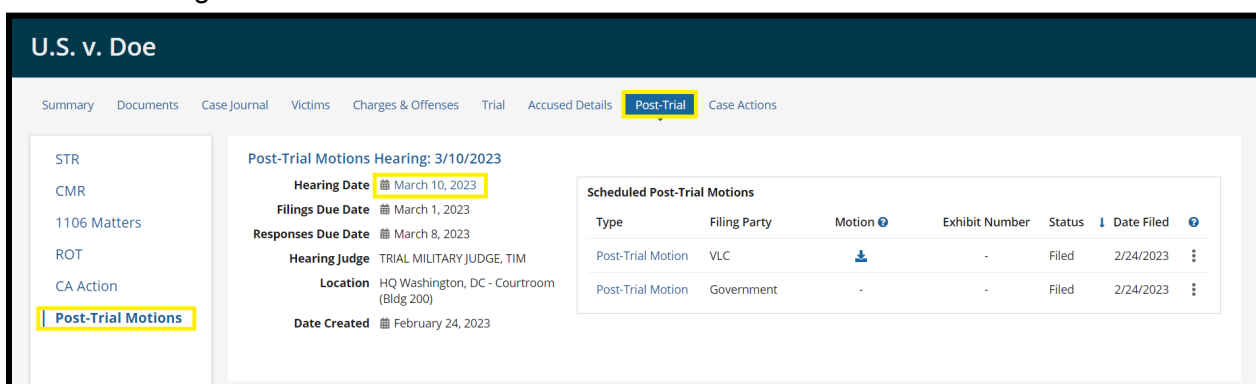
Search VLC Clients SEARCH

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

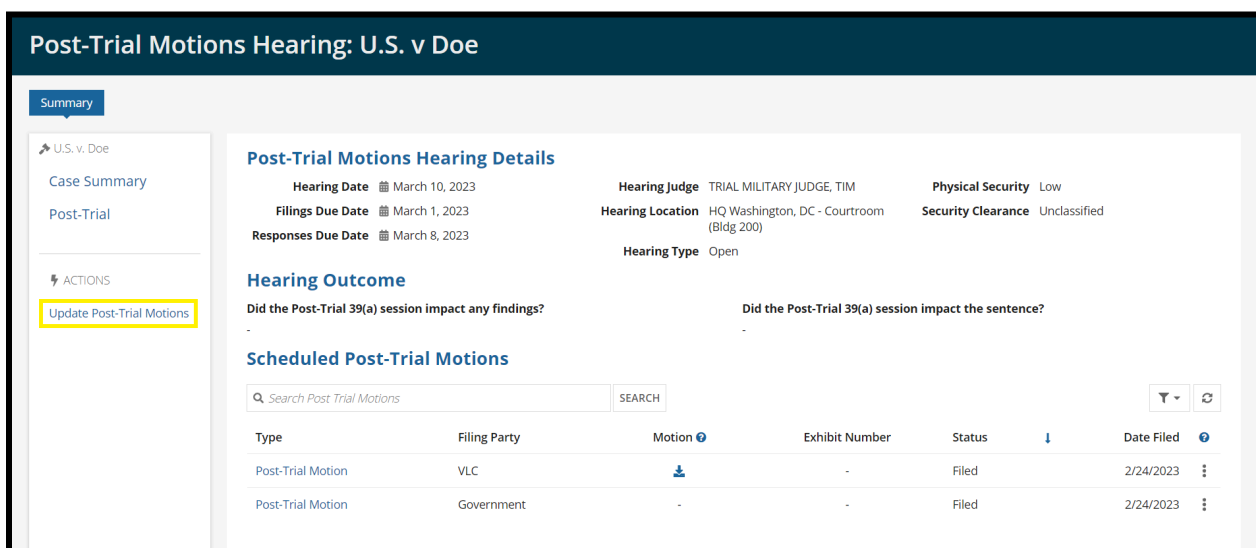
- From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



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



- From the post-trial motions hearing summary page, select the “Update Post-Trial Motions” action from the “Actions” list.



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

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

**Update Scheduled Post-Trial Motions**

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

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

Motion Type	Filing Party	Status	Date Filed	
Post-Trial Motion	VLC	Filed	Feb 24, 2023	
Post-Trial Motion	Government	Filed	Feb 24, 2023	

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

Motion Type	Filing Party	Status	Date Filed	
Post-Trial Motion	VLC	Filed	Feb 24, 2023	

CANCEL
SUBMIT

7. Following submission, the added motions will be displayed in the grid of “Scheduled Post-Trial Motions” on the post-trial motions hearing summary.
  - a. Select the “Update Post-Trial Motions” action from the “Actions” list to make additional updates.

**Post-Trial Motions Hearing: U.S. v Doe**

Summary

U.S. v. Doe

Case Summary

Post-Trial

ACTIONS

**Update Post-Trial Motions**

**Post-Trial Motions Hearing Details**

Hearing Date: March 10, 2023  
 Filings Due Date: March 1, 2023  
 Responses Due Date: March 8, 2023

Hearing Judge: TRIAL MILITARY JUDGE, TIM  
 Hearing Location: HQ Washington, DC - Courtroom (Bldg 200)  
 Hearing Type: Open

Physical Security: Low  
 Security Clearance: Unclassified

**Hearing Outcome**

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

**Scheduled Post-Trial Motions**

Search Post Trial Motions [SEARCH]

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
Post-Trial Motion	VLC		-	Filed	2/24/2023
Post-Trial Motion	Government	-	-	Filed	2/24/2023
Post-Trial Motion	VLC		-	Filed	2/24/2023

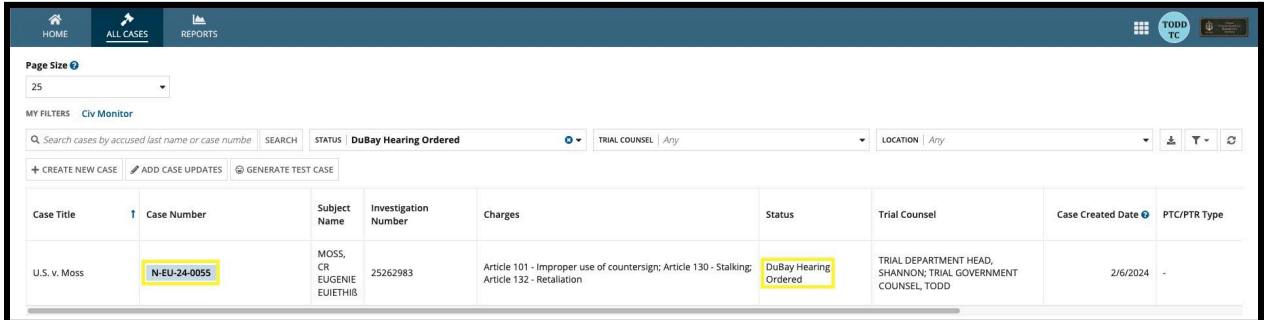
## File DuBay Hearing Motion

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

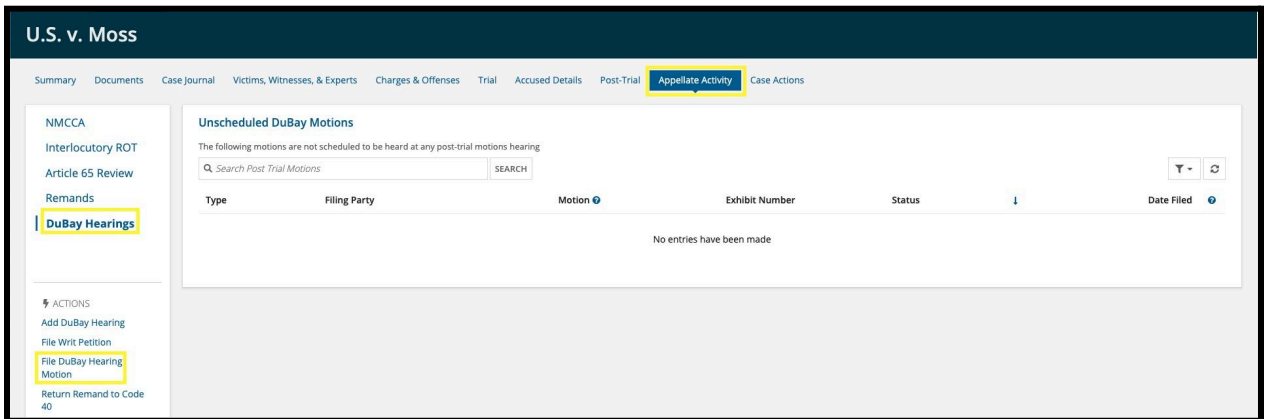




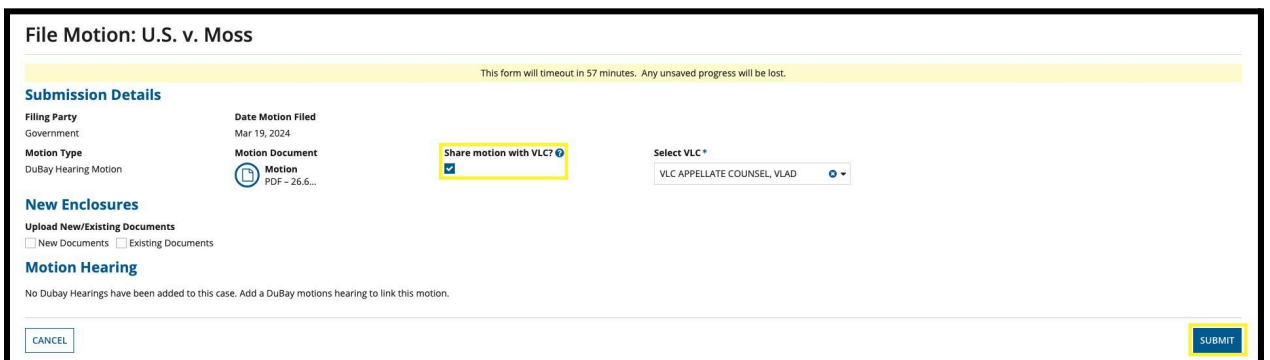
2. Select the "Case Number" of a case in the status "Dubay Hearing Ordered" to navigate to the summary page.



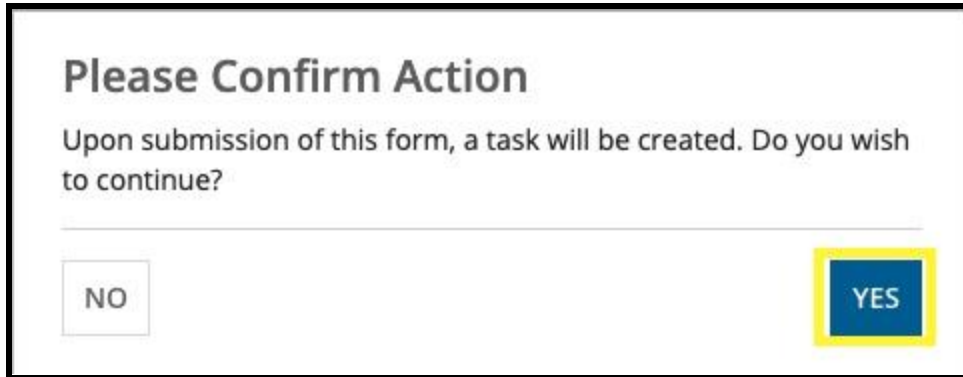
3. Select the "Appellate Activity" tab and navigate to the "Dubay Hearings" subtab. Then select the "File Dubay Hearing Motion" action.



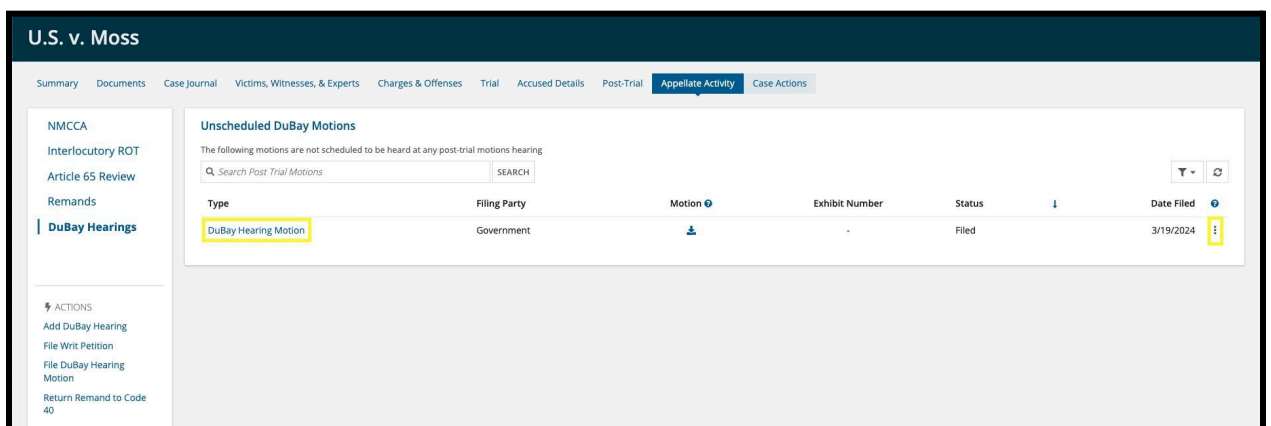
4. Fill out the form and on completion, select "Submit".
  - a. Users can select the "Share motion with VLC" checkbox to display a new dropdown giving the users the ability to share the motion with specific VLC users.



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



- Users can select the type of the newly added motion to be navigated to the motion summary page. The user can also select the action menu on the right side of the grid to take available actions on this specific motion.



## Post-Trial Actions

### Request CMR

- From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



- From the list of "Assigned Clients", select a client's name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0003	Trial	2/9/2023	RLSO EURAFCENT

4. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Request CMR” action from the “Actions” list.

Letter Recipient	Victim Provided to	Date Requested	Date Provided
No entries have been made			

- a. This action is also available from the “Case Actions” tab.
  - i. Use the “Display All” option to view all case actions available on the case.

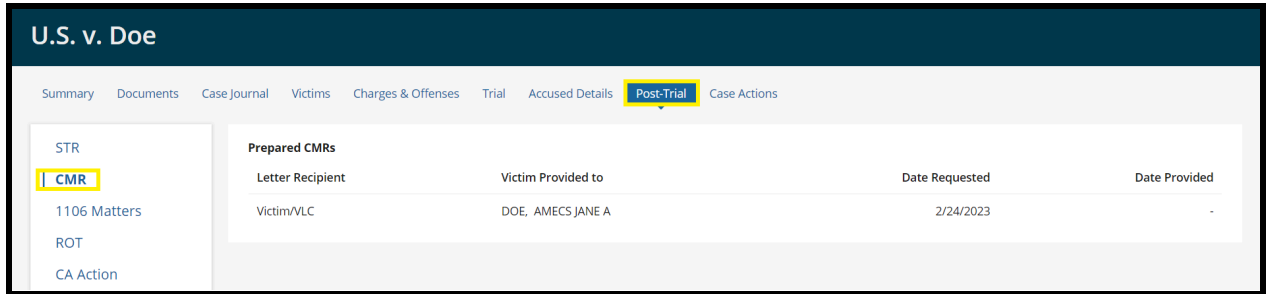
- ii. Use CTRL + F to search for an action in the list.

The screenshot shows the 'Case Actions' page for the case 'U.S. v. James'. The page has a dark blue header with the case name. Below the header is a navigation bar with tabs for 'Summary', 'Documents', 'Case Journal', 'Victims, Witnesses, & Experts', 'Charges & Offenses', 'Trial', 'Accused Details', 'Post-Trial', 'Appellate Activity', and 'Case Actions'. The 'Case Actions' tab is highlighted. Below the navigation bar is the 'Case Actions' section. It has a 'Select Display Option' section with 'Display all' selected and 'Collapse all' unselected. Below this are five sections of actions: 'Accused Details Actions' with four input fields for 'ENTER ACCUSED APPELLATE RIGHTS ELECTION', 'ENTER CIVILIAN COUNSEL', 'ENTER CA DETAILS', and 'ADD FIREARM PROHIBITION'; 'Appellate Activity Actions' with one input field for 'FILE WRIT PETITION'; 'Case Journal Actions' with one input field for 'ADD CASE JOURNAL'; 'Charges & Offenses Actions' with the text 'No available actions'; and 'Documents Actions' with one input field for 'UPLOAD CASE DOCUMENT'.

- 5. In the "Request CMR" form, input the victim requesting the CMR and select the "Submit" button to save the details to the case.

The screenshot shows the 'Request CMR: U.S. v. Doe' form. It has a white background with a dark blue header. The form has two main sections: 'Letter Recipient' and 'Date Requested'. The 'Letter Recipient' section has a text input field with 'Victim/VLC' entered. The 'Date Requested' section has a text input field with 'Feb 22, 2023' entered. To the right of these sections is a 'Victim Provided To' dropdown menu with a blue border. The dropdown menu is open, showing three options: '--- Select a Value ---', '--- Select a Value ---', and 'DOE, VICE ADMIRAL JANE ADFOGIIL'. Below the form are two buttons: 'CANCEL' and 'SUBMIT'.

- 6. Following submission, the request will send a task to provide the CMR to the post-trial office user assigned to the case. The request is visible in the "Prepared CMRs" grid on the "CMR" subtab.

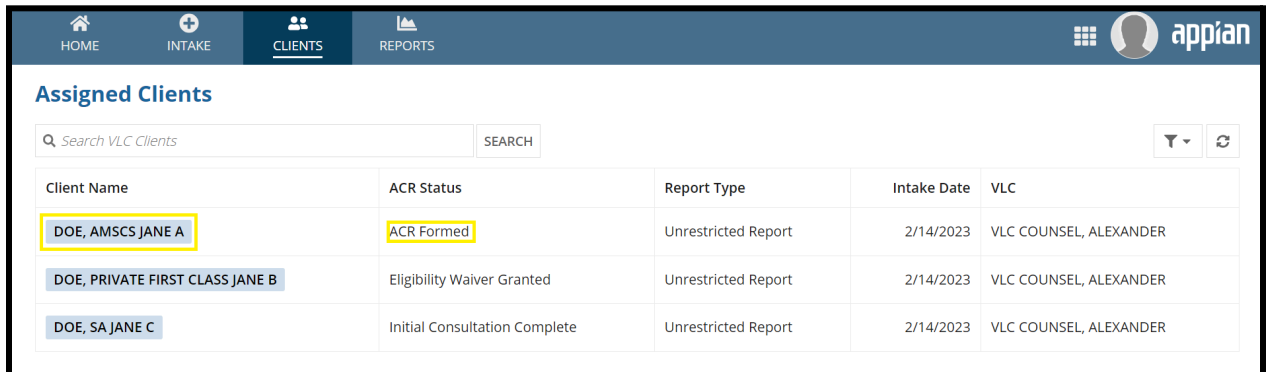


## Record 1106A Clemency Submission

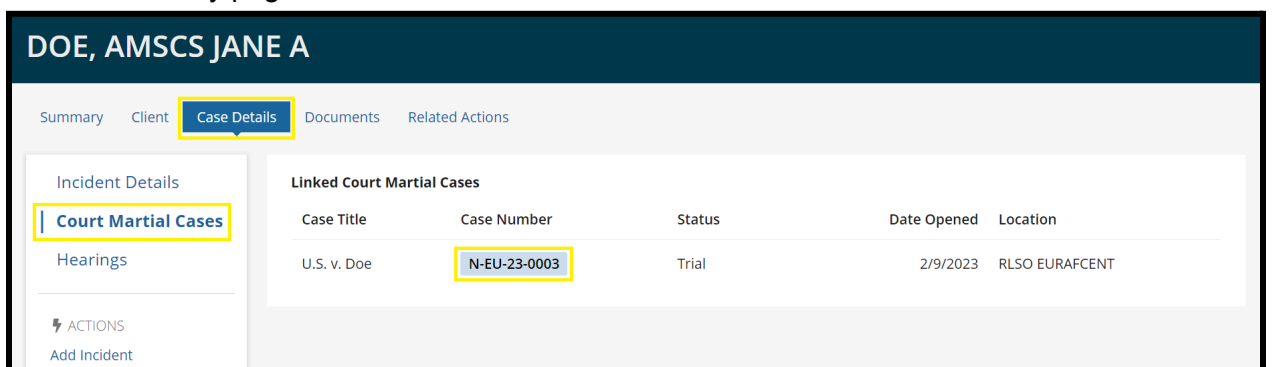
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.



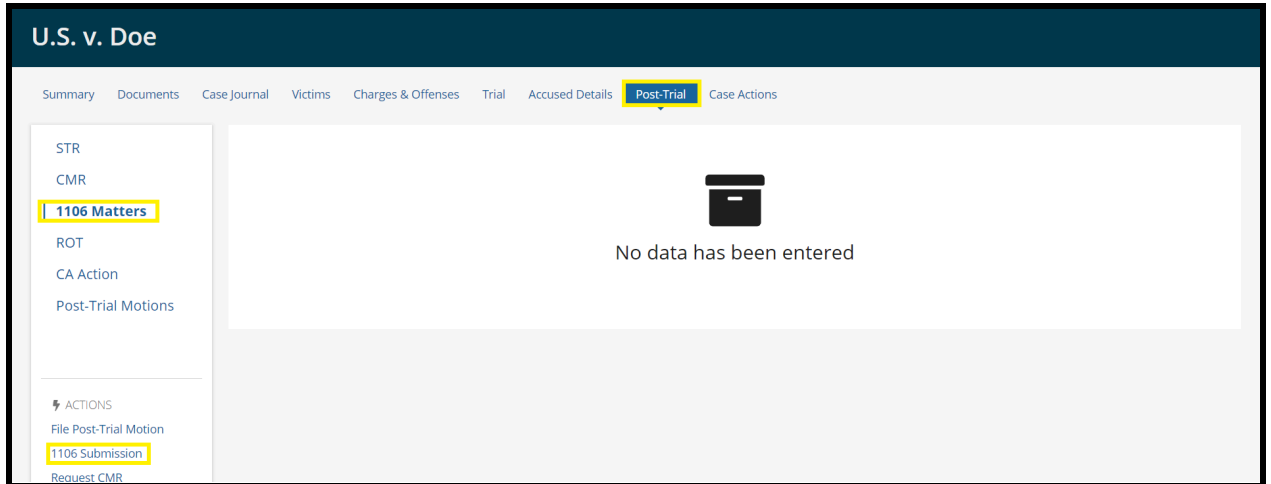
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



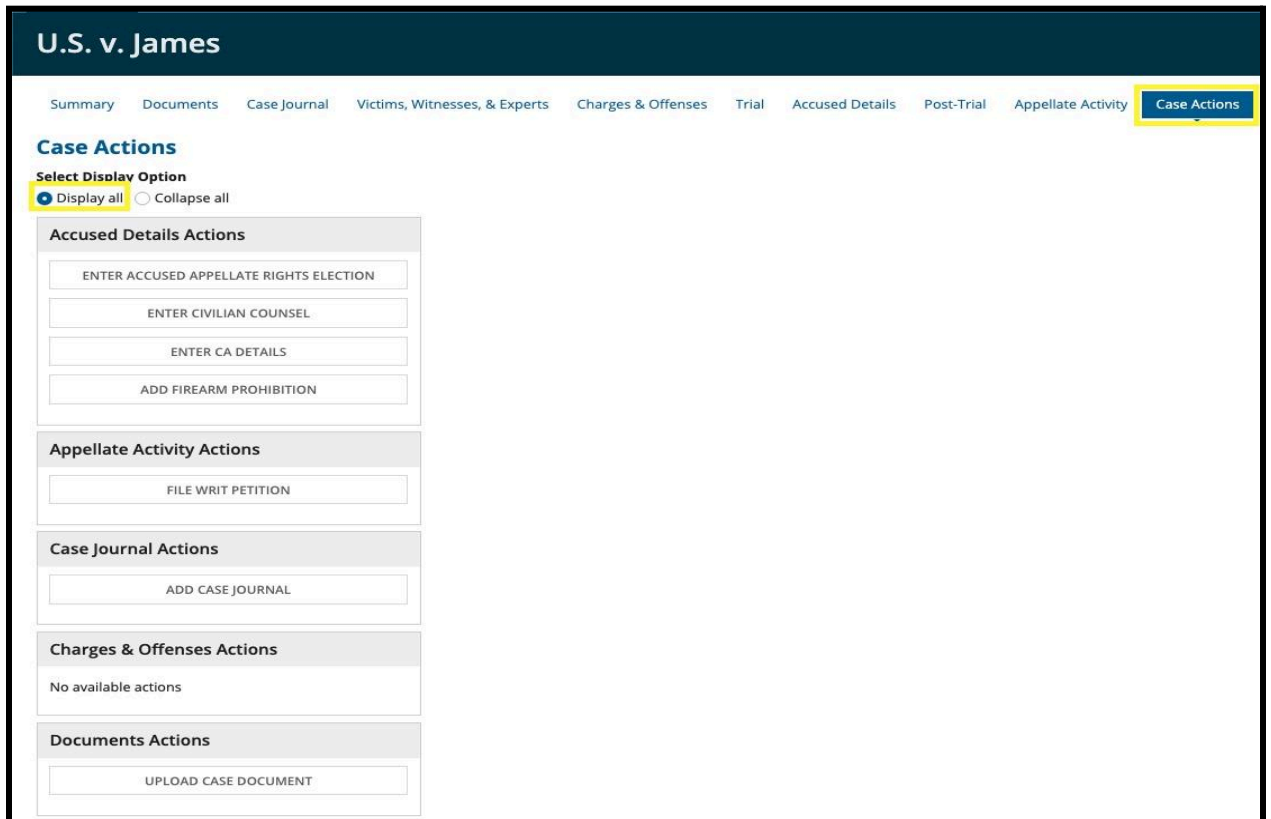
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
  - a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



4. From the Case Summary page, navigate to the "Post-Trial" tab and select the "1106 Submission" action from the "Actions" list.



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



5. In the “Clemency Submission” form, input the submission details and select the “Submit” button to save the details to the case.
  - a. The “Submission Source” is set to “Victim (1106A).”
  - b. Select a “Submission Type” of “Clemency Submission” or “Waiver of Rights to Submit Matters”.

- c. Select the victim to link to the submission.
- d. Upload an 1106A Document and record whether the victim reserved the right to submit additional 1106A matters.

6. Following submission, the submission is visible on the “1106 Matters” subtab of the “Post-Trial” tab.
  - a. The submission is visible to Government and Defense users.
  - b. Post-Trial Office users can act on the submission to forward it to the Convening Authority.

Submitted By	Type	Submission Date	Date Forwarded to CA	Document	Submission Source
Victim	Clemency Submission	2/24/2023	-	📄	VLC

## Request Extension for 1106A Clemency Submission

1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.



2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.

Client Name	ACR Status	Report Type	Intake Date	VLC
DOE, AMSCS JANE A	ACR Formed	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, PRIVATE FIRST CLASS JANE B	Eligibility Waiver Granted	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER
DOE, SA JANE C	Initial Consultation Complete	Unrestricted Report	2/14/2023	VLC COUNSEL, ALEXANDER

3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
  - a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

Case Title	Case Number	Status	Date Opened	Location
U.S. v. Doe	N-EU-23-0003	Trial	2/9/2023	RLSO EURAFCENT

4. From the Case Summary page, navigate to the “Post-Trial” tab and select the “1106 Submission” action from the “Actions” list.

Action
STR
CMR
<b>1106 Matters</b>
ROT
CA Action
Post-Trial Motions
<b>1106 Submission</b>
Request CMR

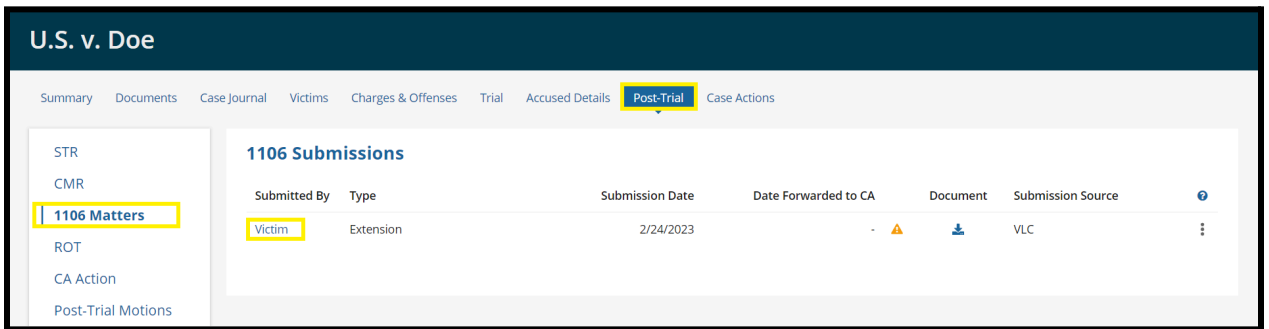
- a. This action is also available from the case actions tab.
  - i. Use the “Display All” option to view all case actions available on the case.
  - ii. Use CTRL + F to search for an action in the list.



5. In the “Clemency Submission” form, input the submission details and select the “Submit” button to save the details to the case.
  - a. The “Submission Source” is set to “Victim (1106A).”
  - b. Select a “Submission Type” of “Clemency Submission” or “Waiver of Rights to Submit Matters”.
  - c. Select the victim to link to the submission.
  - d. Upload an 1106A Document.
  - e. Input the number of days requested.

6. Following submission, the extension request is visible on the “1106 Matters” subtab of the “Post-Trial” tab.

- a. The extension request is visible to Government and Defense users.
- b. Post-Trial Office users can act on the extension request to forward it to the Convening Authority.



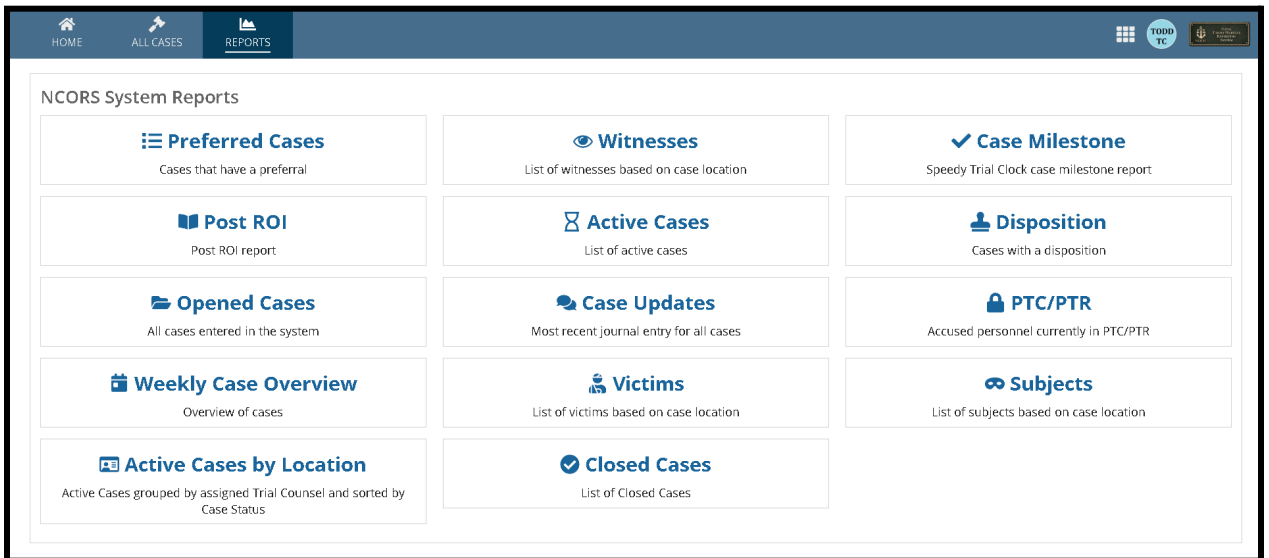
## Reports

### View, Filter, and Export Reports

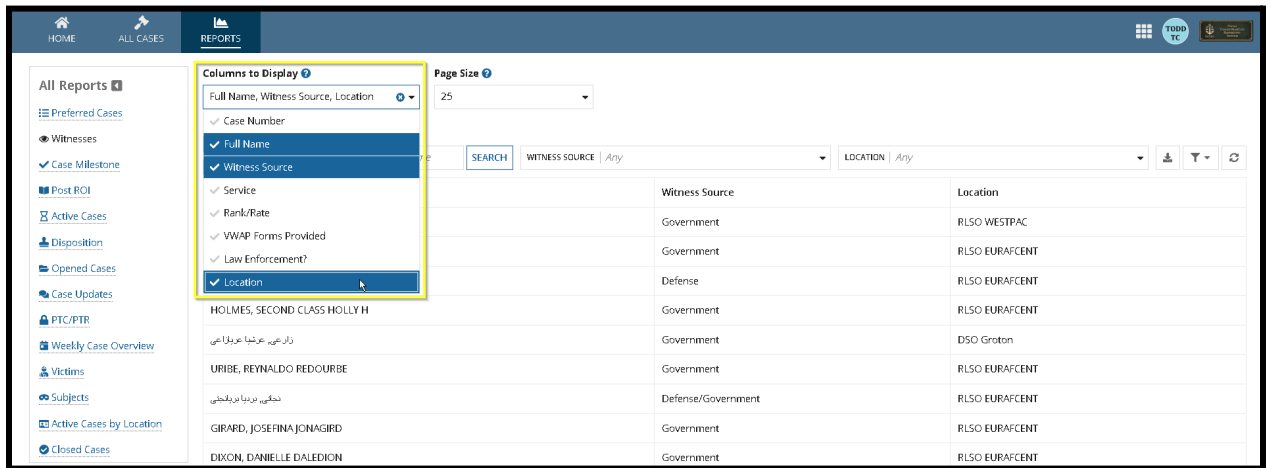
1. From the NCORS Legal Case Management site, select the “Reports” tab.



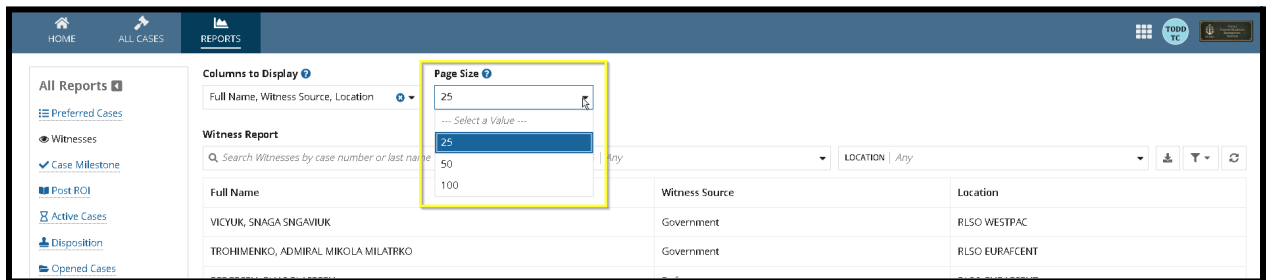
2. Select any of the available reports to be navigated to the report
  - a. Report visibility is based on user role so the screenshot below may not accurately reflect the reports available to all users.



3. Filter the report as needed using the available components
  - a. Report columns can be filtered using the “Columns to Display” dropdown



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



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



- d. Additional filters may exist that are specific to each report such as “Location” filters, and can be saved by selecting the “Filter” icon dropdown

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

Witness Report

Q, Doe | SEARCH | WITNESS SOURCE | Government | LOCATION | RLSO EURAFCENT

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

Clear filters | Save filters as...

Save Filters

Name \* EURAFCENT Gov Doe's 19/50

Set as default

Search Term = Doe  
Witness Source = Government  
Location = RLSO EURAFCENT

CANCEL | SAVE

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

Witness Report

MY FILTERS EURAFCENT Gov Doe's

Q, Doe | SEARCH | WITNESS SOURCE | Government | LOCATION | RLSO EURAFCENT

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

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

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

Witness Report

MY FILTERS EURAFCENT Gov Doe's

Q, Doe | SEARCH | WITNESS SOURCE | Government | LOCATION | RLSO EURAFCENT

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

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