Naval Court-Martial Reporting System (NCORS)

Victims’ Legal Counsel User Guide

November 19, 2024
Version 1.7.0

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

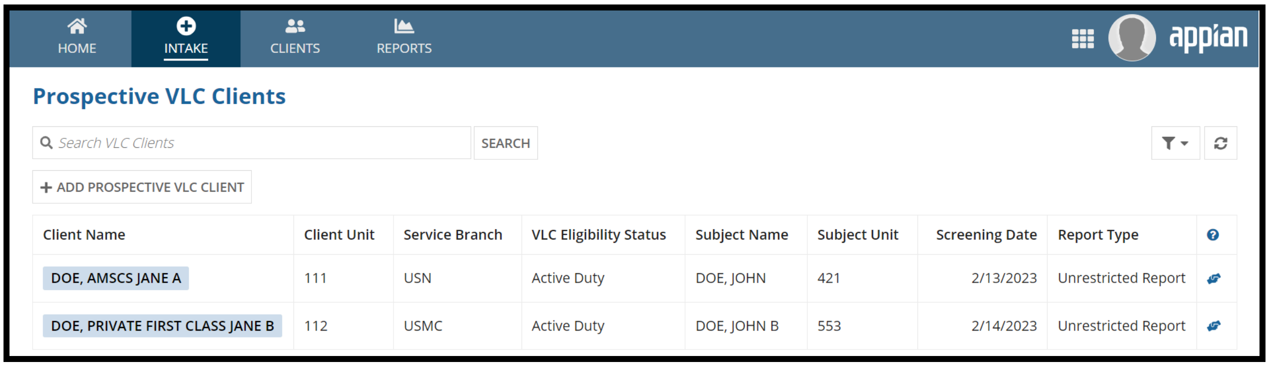
This document is meant to be used as a step-by-step guide for NCORS application legal case management functionality. Certain sections will only be relevant to certain groups, as defined in parentheses beside each section’s name. This user journey is not relevant to Trial Office, DSO, or Trial Judiciary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

Client Intake

View a List of Prospective Clients

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

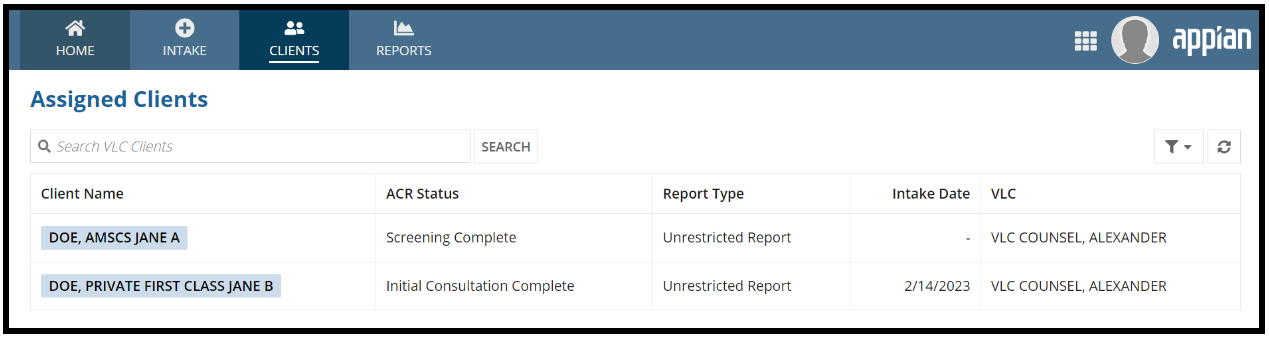
2. On the "Intake" Tab, view the list of prospective clients (Note: these are prospective clients who have been added to the system but are not assigned VLC Counsel).



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.

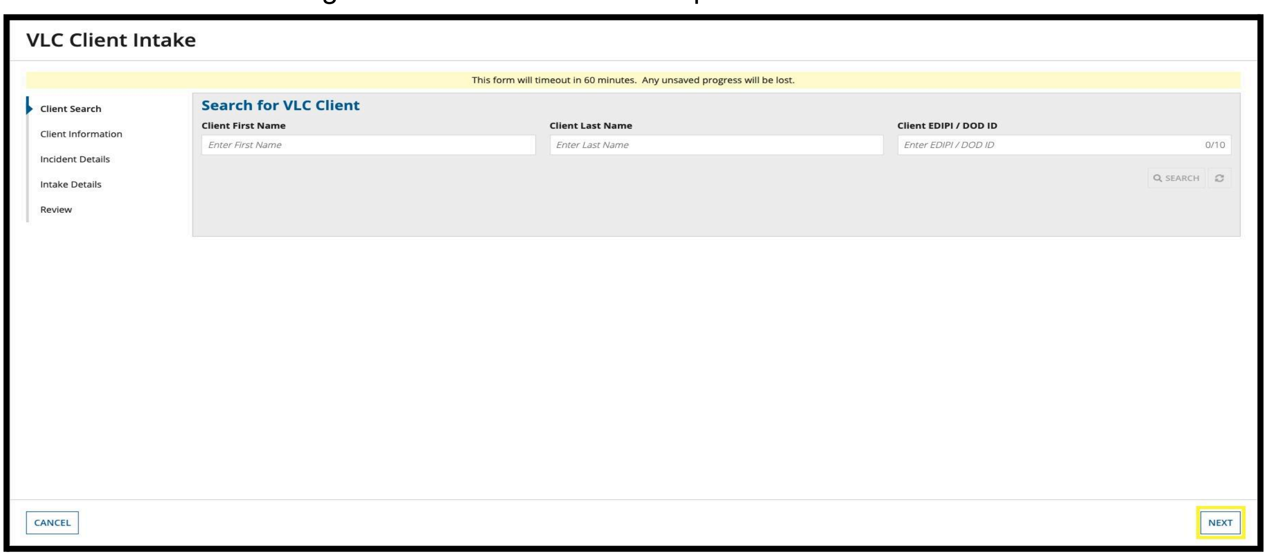


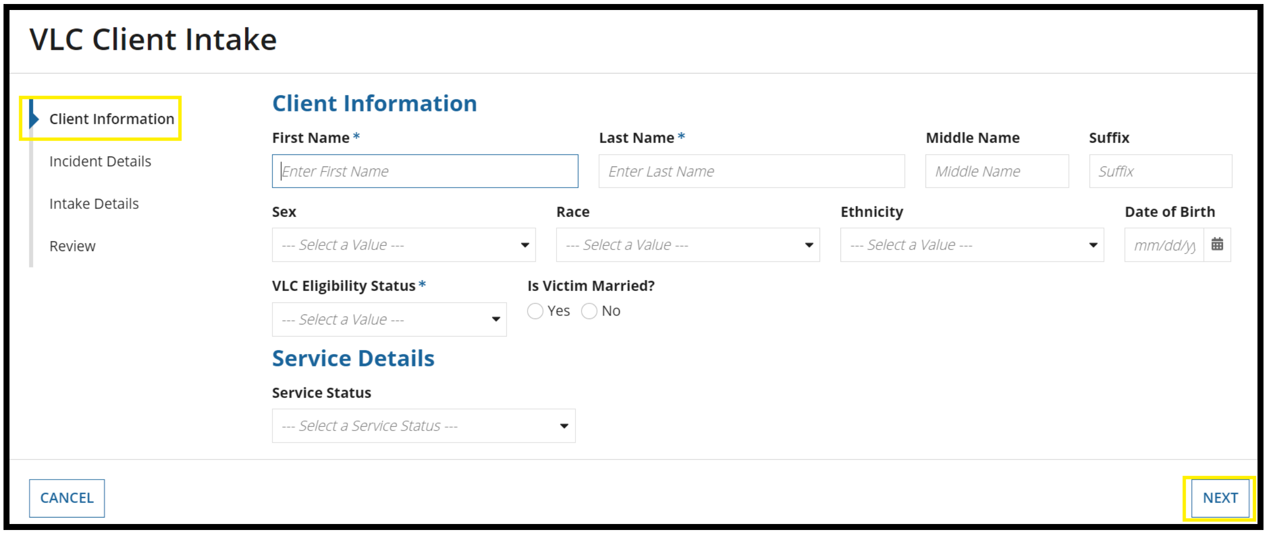
Add Prospective Client

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

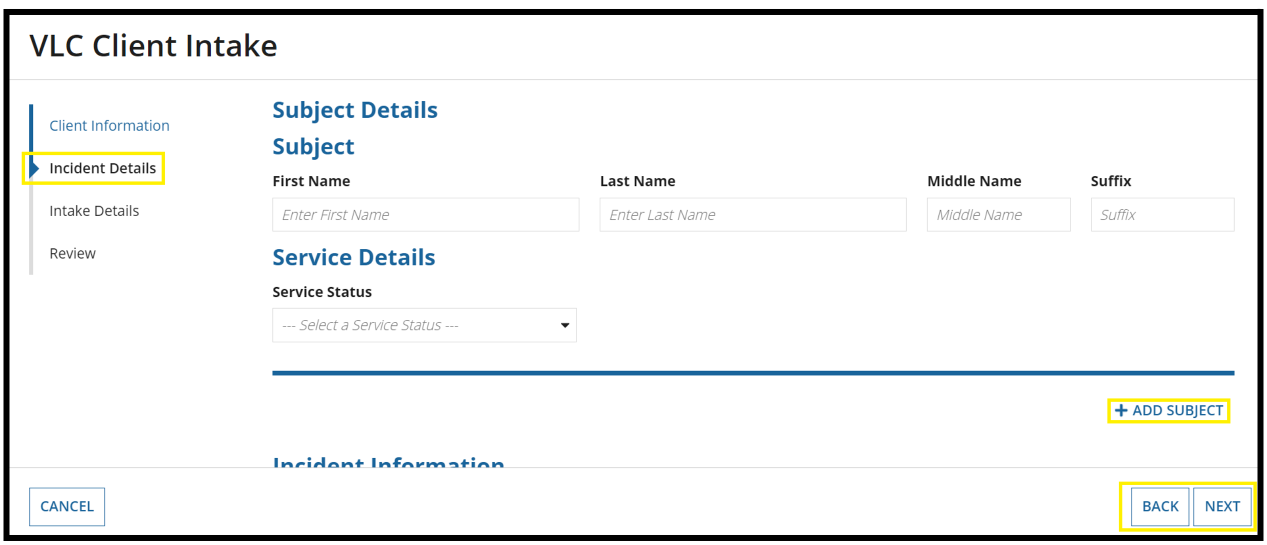
2. Select the "Add Prospective VLC Client" action.

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

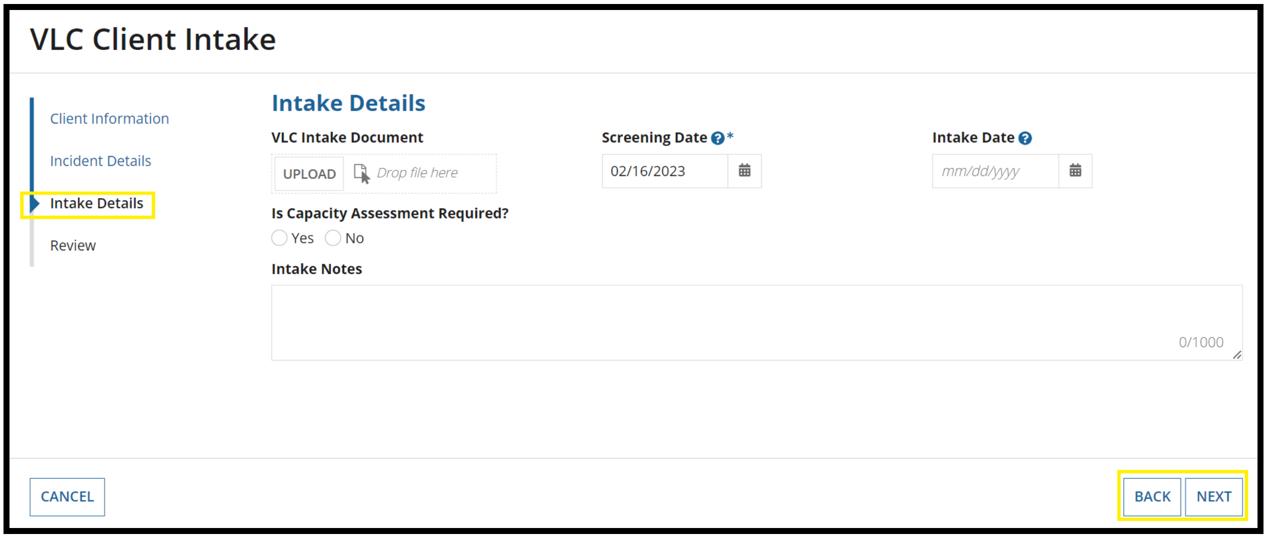




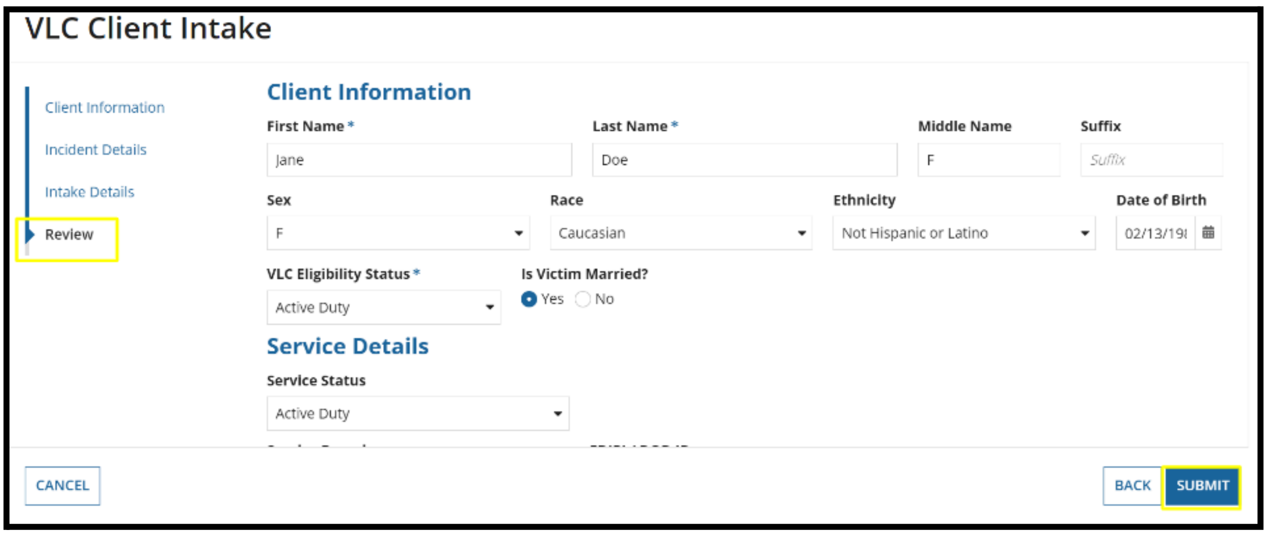
c. Input relevant information relating to the incident, including subject details, in the “Incident Details” step. Select the “Next” button once all necessary information is input. (Note: Multiple subjects can be added to the incident by selecting the “Add Subject” button).



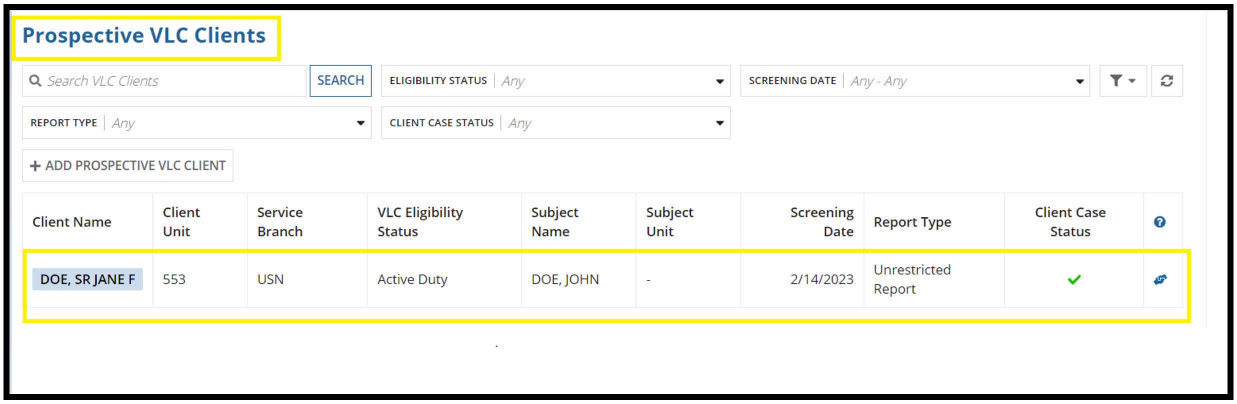
d. Input relevant information relating to the intake process in the “Intake Details” step. Select the “Next” button once all necessary information is input.



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



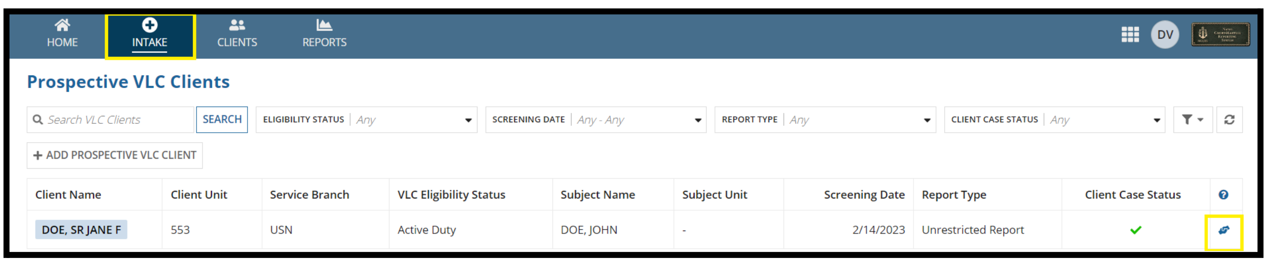
5. The newly added client is available in the “Prospective VLC Clients” grid on the Intake page.
    a. The action to “Assign Counsel” can be taken by selecting the “Handshake” icon in the grid. This action is only visible to Supervising Counsel, Deputy Commanding Officer, and Commanding Officer users.



Assign Counsel to a Prospective Client

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

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

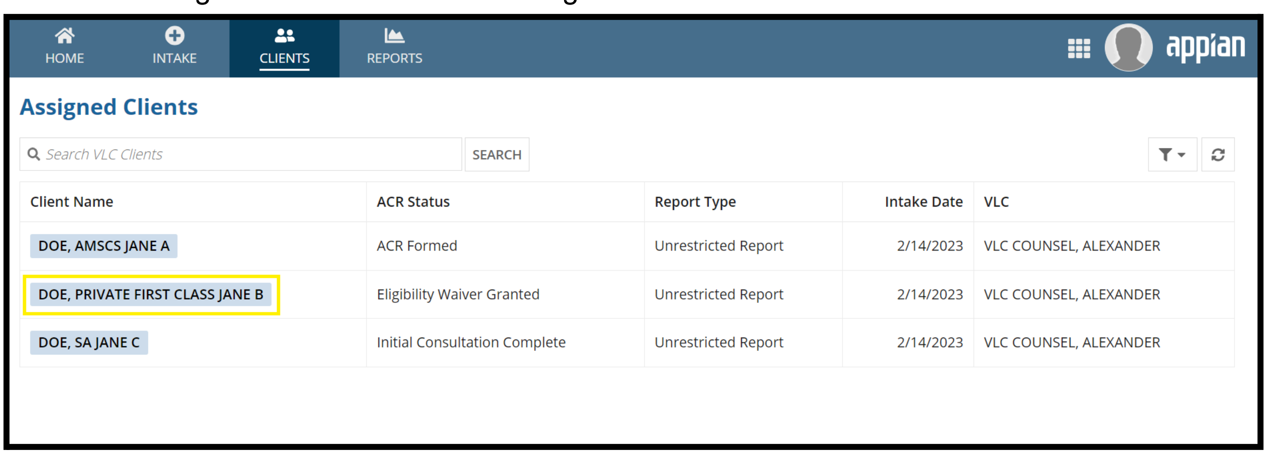


3. In the "Assign Counsel" form, input the assigned counsel, assignment date, and upload the detailing document.
    a. Select the VLC Counsel to assign by typing in the name of the desired user. The user picker component will automatically suggest users as the field is populated.
    b. Once all desired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

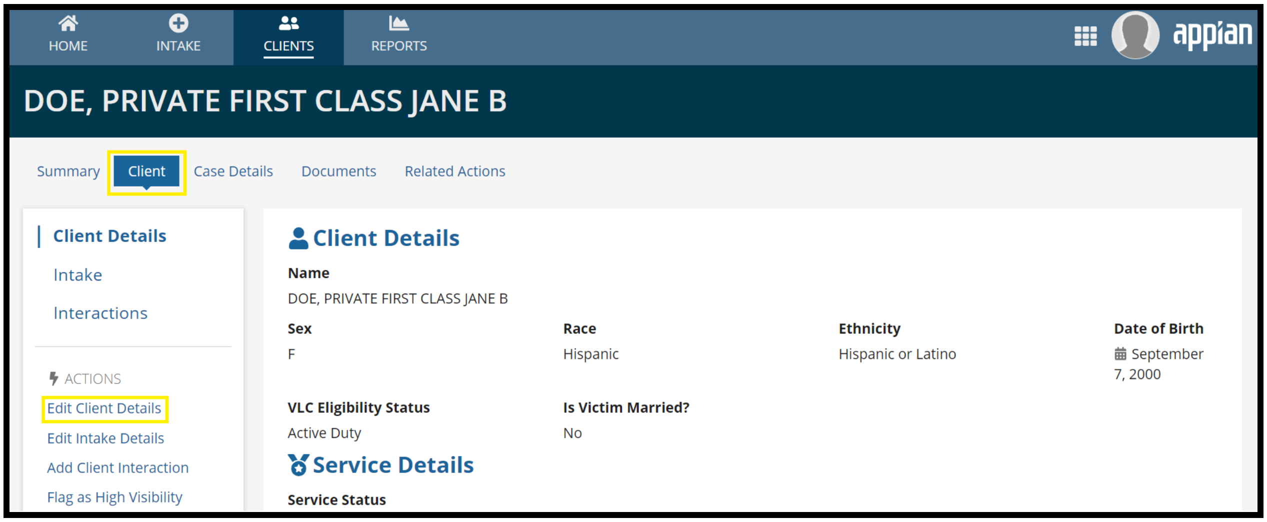
Edit Client Details

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

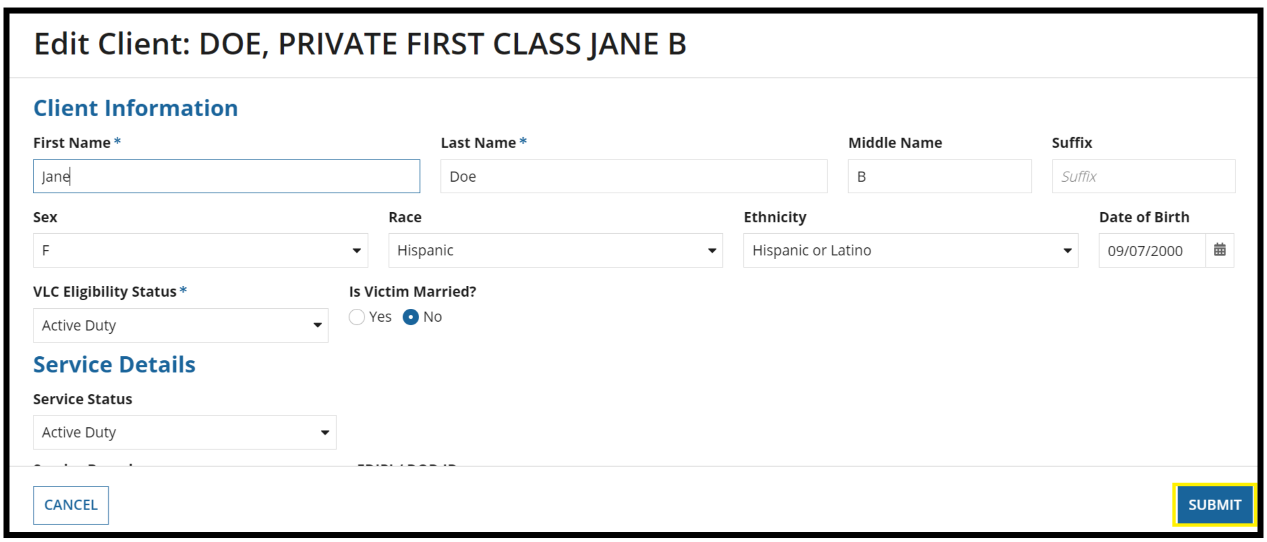
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.
    a. If a client is not assigned counsel, the Client Summary can be accessed by selecting the client's name from the grid on the "Intake" tab.



3. From the Client Summary page, navigate to the "Client" tab and select the "Edit 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

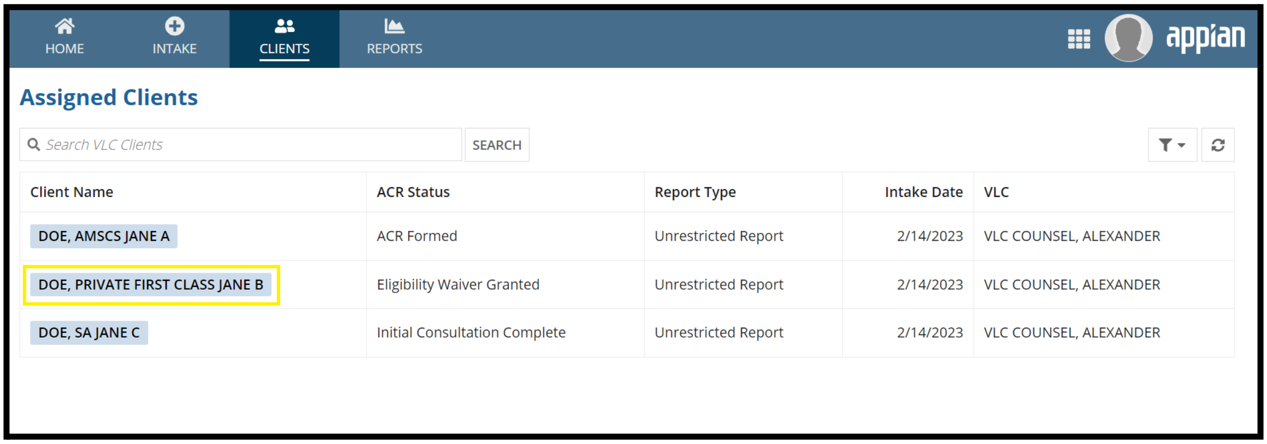


5. Once the desired information has been updated, select the “Submit” button to save the changes.

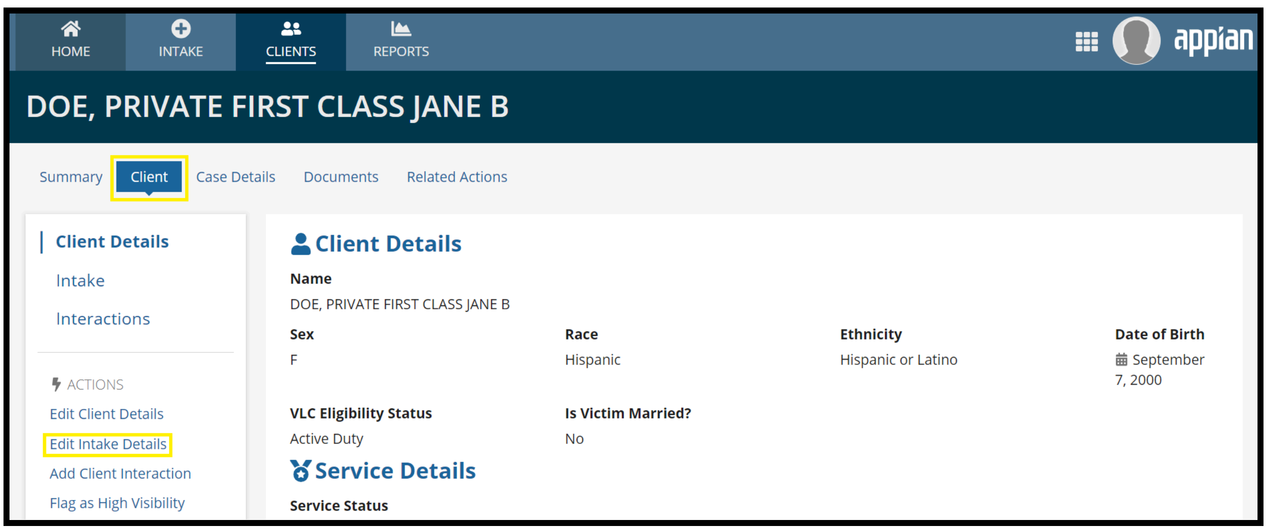
Edit Intake Details

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

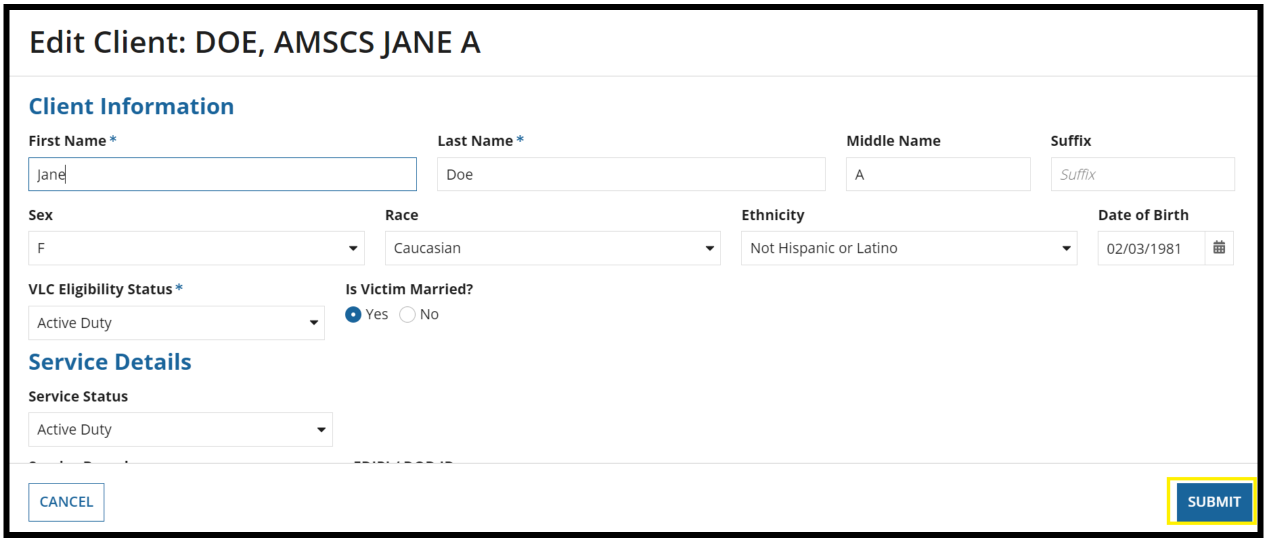
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.
    a. If a client is not assigned counsel, the Client Summary can be accessed by selecting the client’s name from the grid on the “Intake” tab.



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

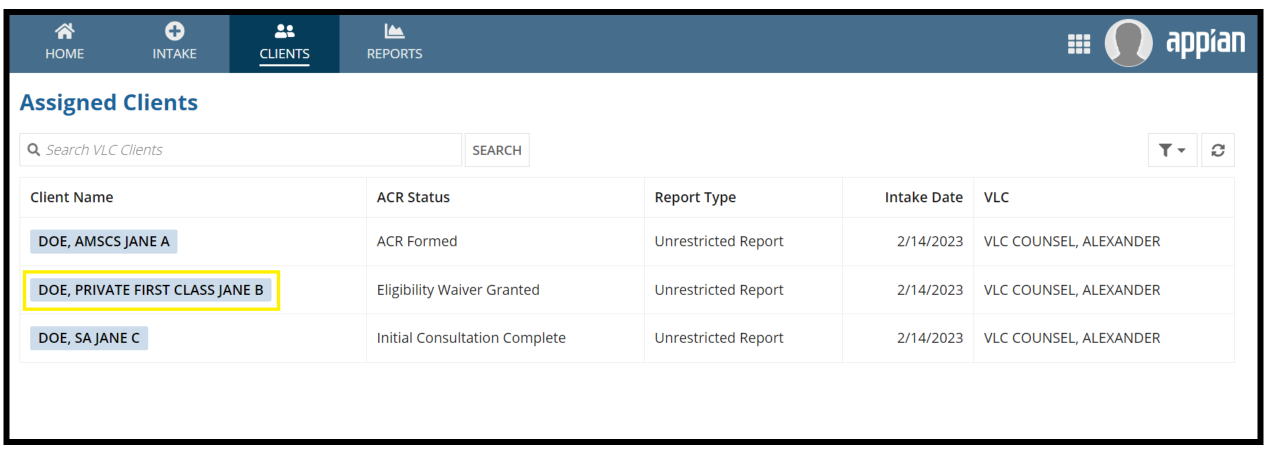


5. Once the desired information has been updated, select the “Submit” button to save the changes.

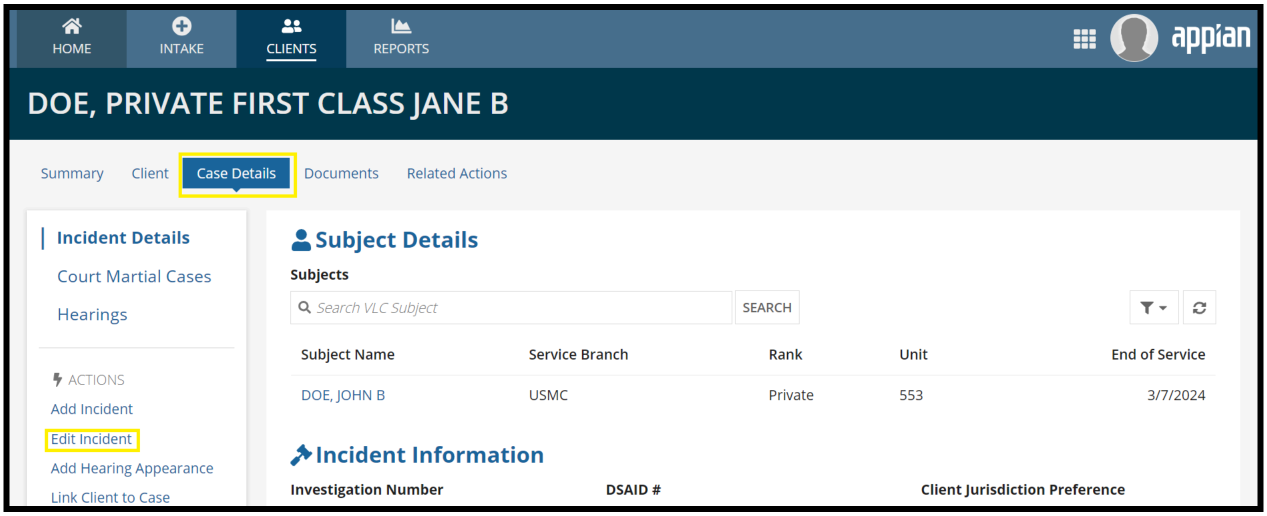
Edit Incident Details

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

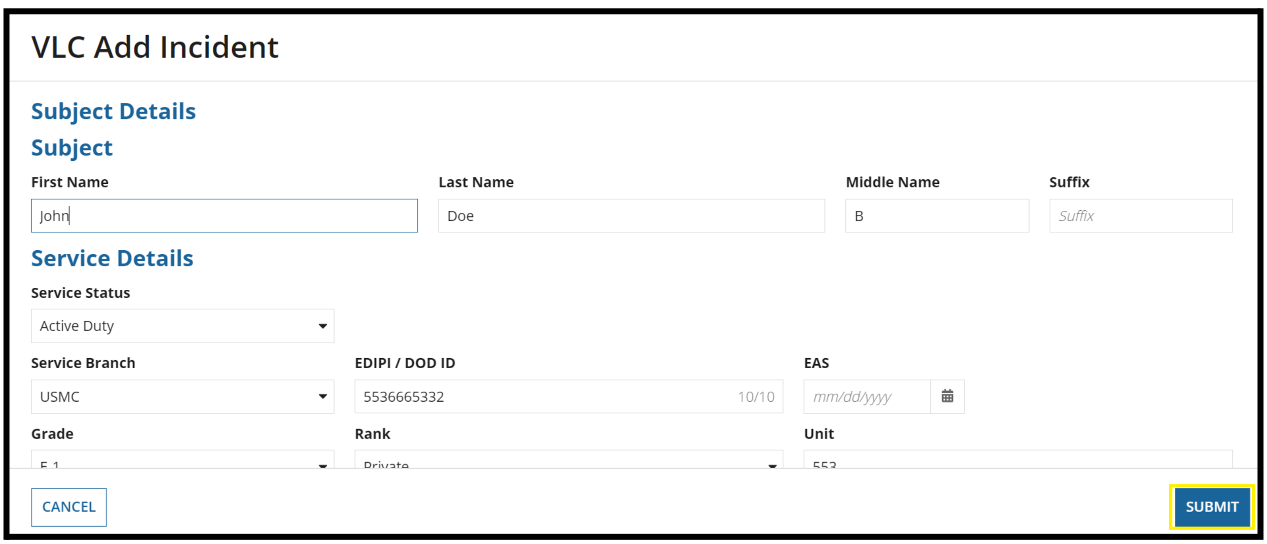
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.
    a. If a client is not assigned counsel, the Client Summary can be accessed by selecting the client’s name from the grid on the “Intake” tab.



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



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



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.

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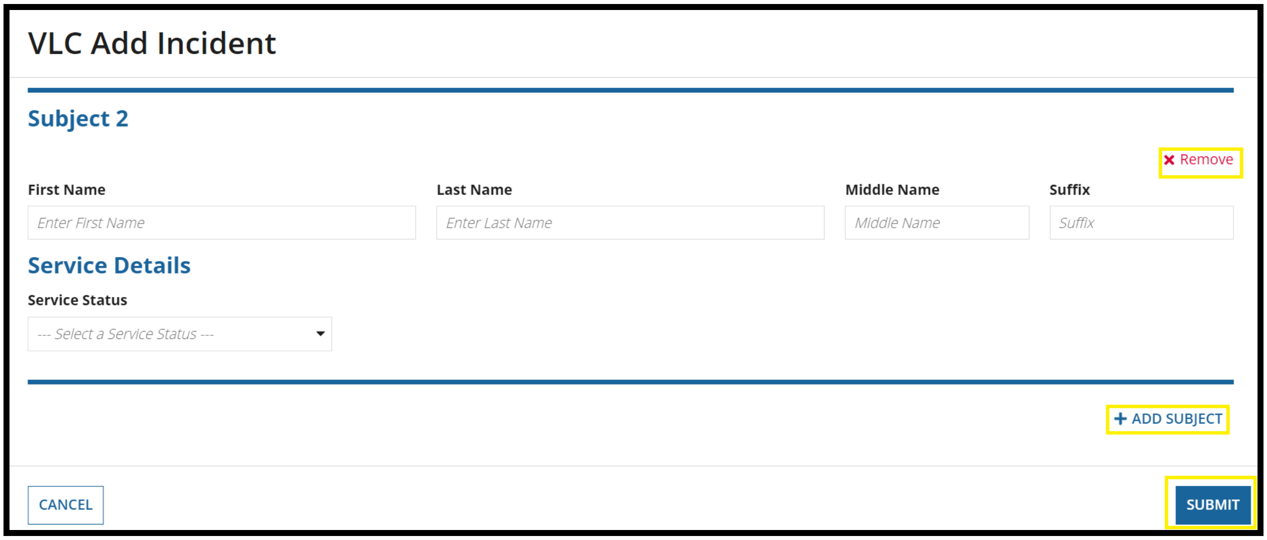


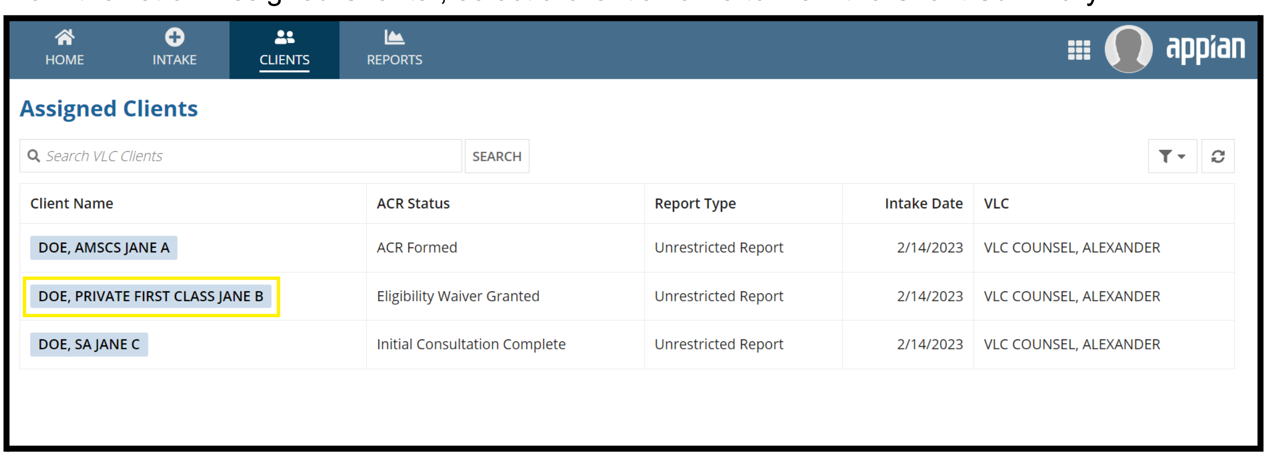
6. Once the desired information has been updated, select the “Submit” button to save the changes.

ACR and Client Management

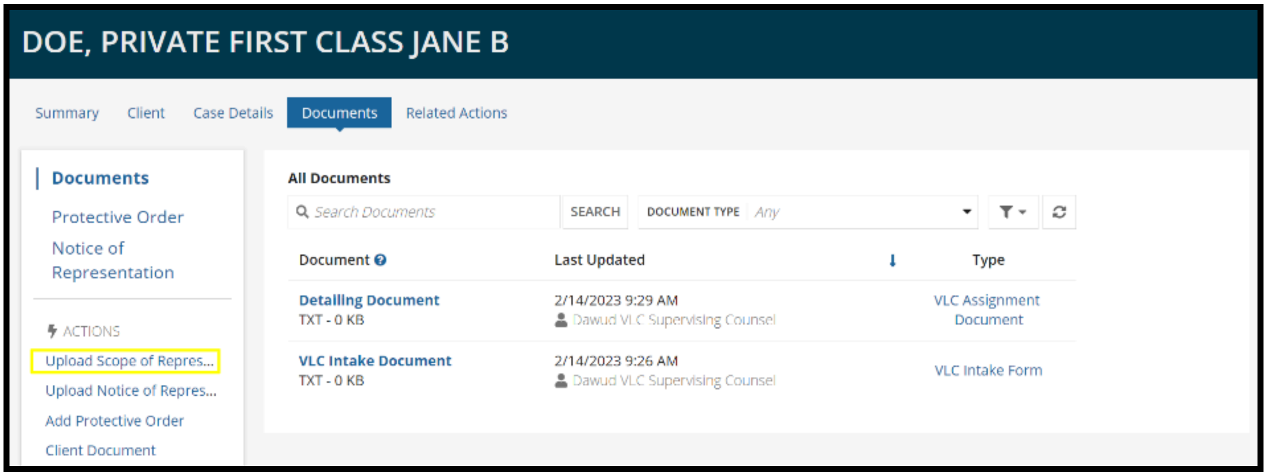
Upload a Signed Scope of Representation Letter

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

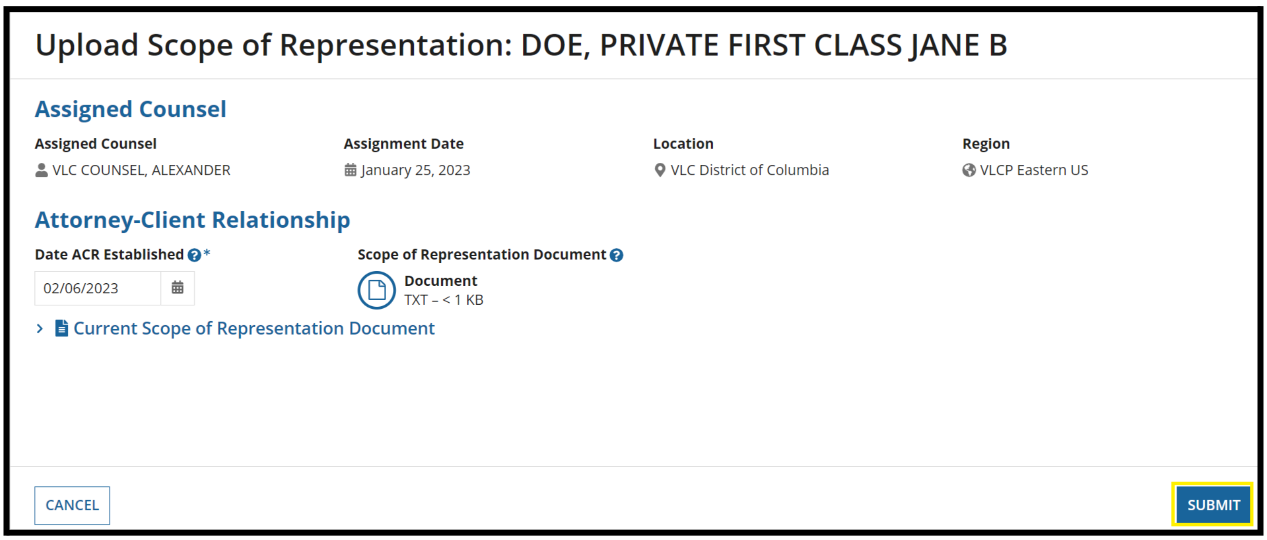
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



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



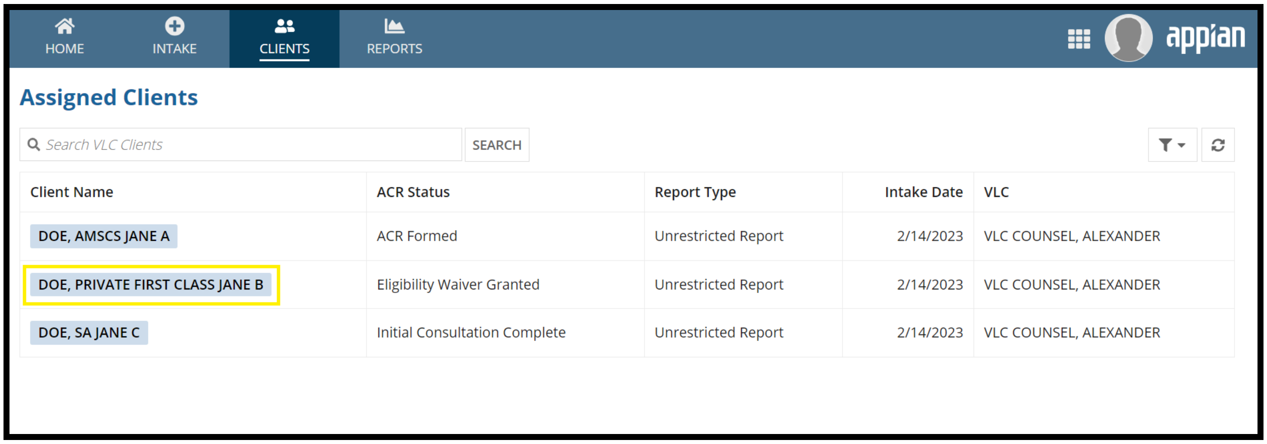
4. In the “Upload Scope of Representation” form, input the date ACR was established and upload a signed Scope of Representation document. Once complete, select the “Submit” button.



Flag a Client as High Visibility (Supervising Counsel)

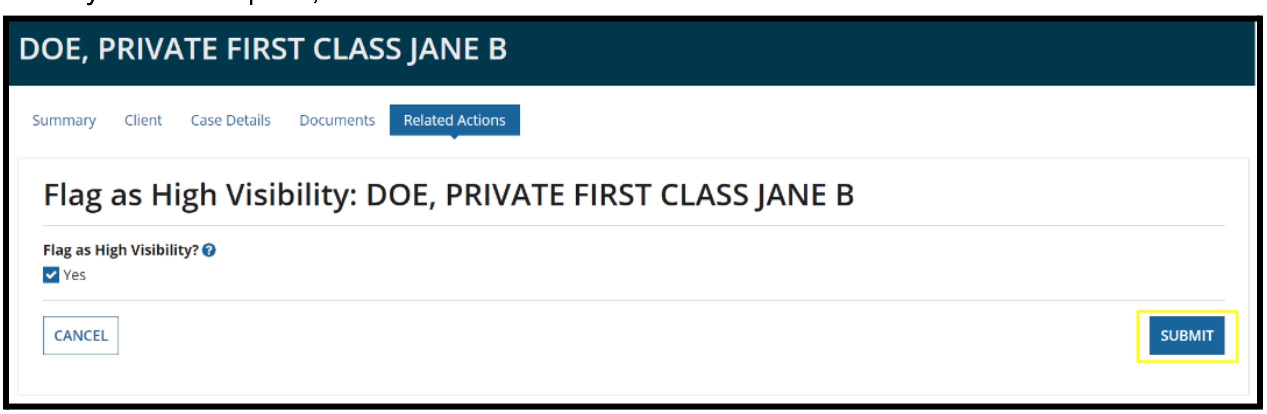
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

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 “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.

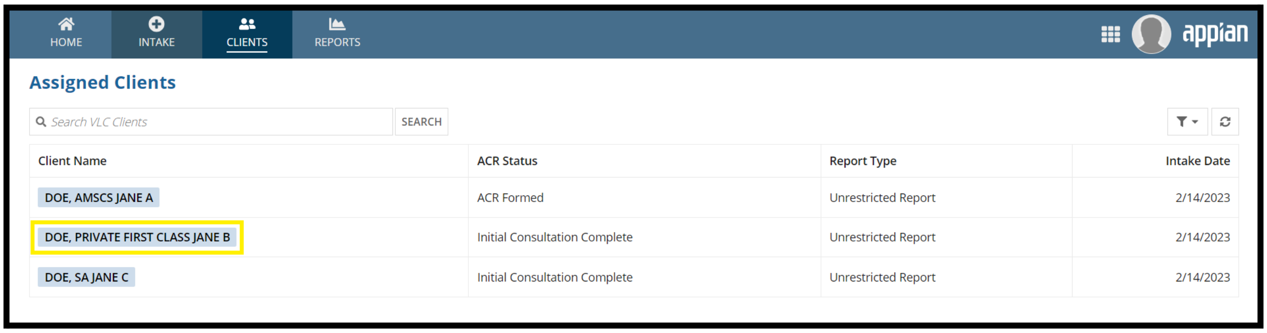
4. In the “Flag as High Visibility” form, select the checkbox to indicate that the client is high visibility. Once complete, select the “Submit” button.



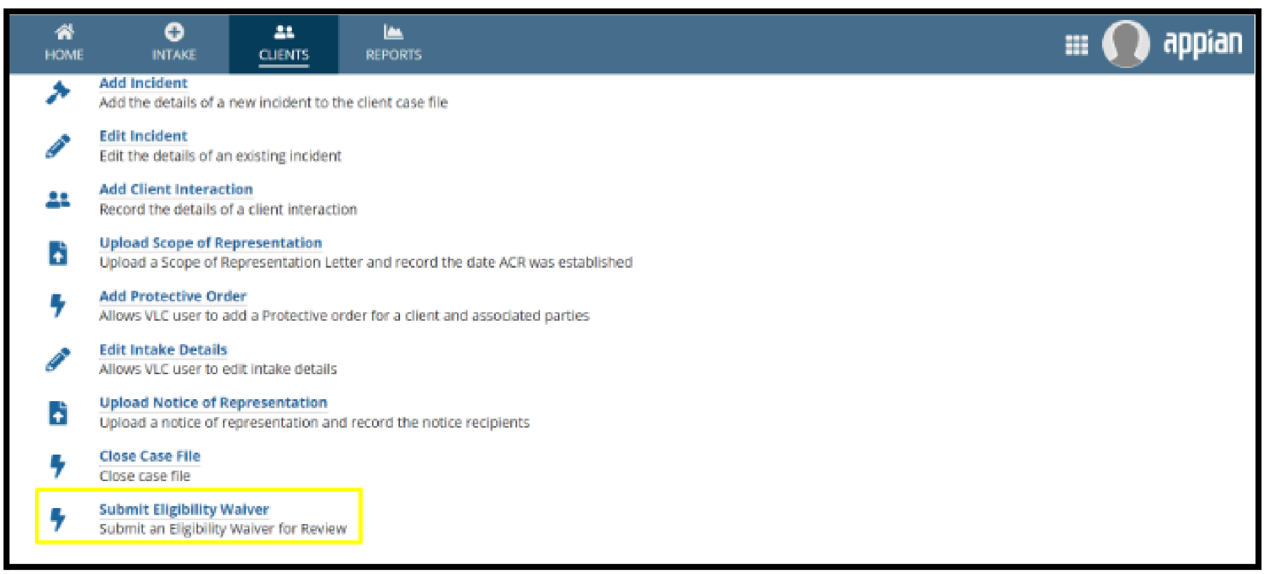
Request Eligibility Waiver

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

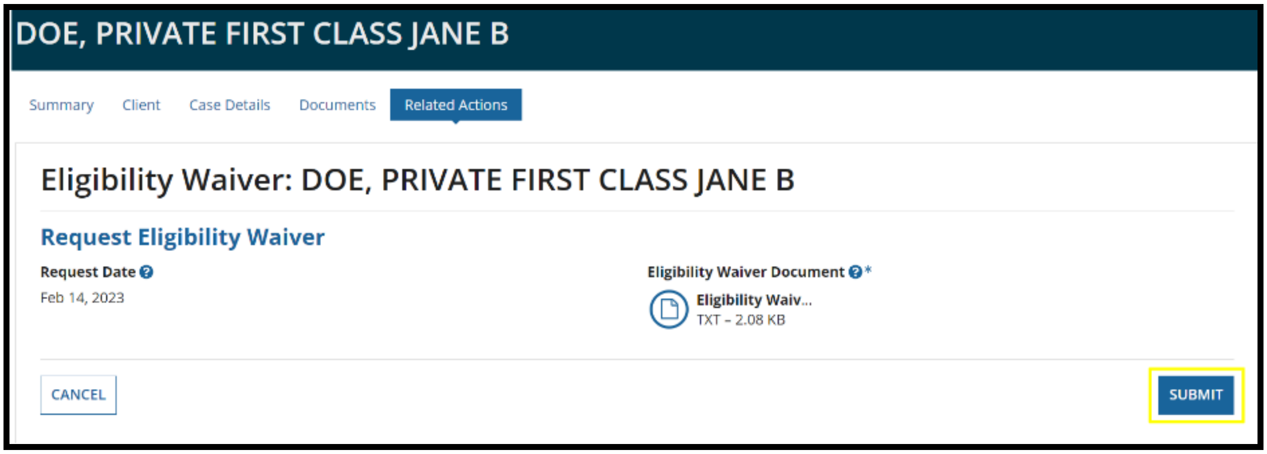
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



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.

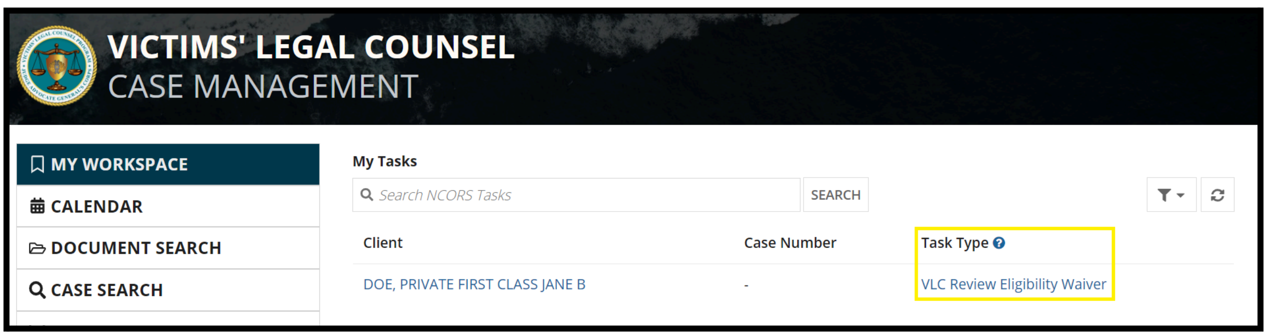


4. In the "Submit Eligibility Waiver" form, upload an Eligibility Waiver document. Once complete, select the "Submit" button.
    a. Submitting the form will create a task for Supervising Counsel users to review the Eligibility Waiver and provide a recommendation.
    b. The client's ACR status will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

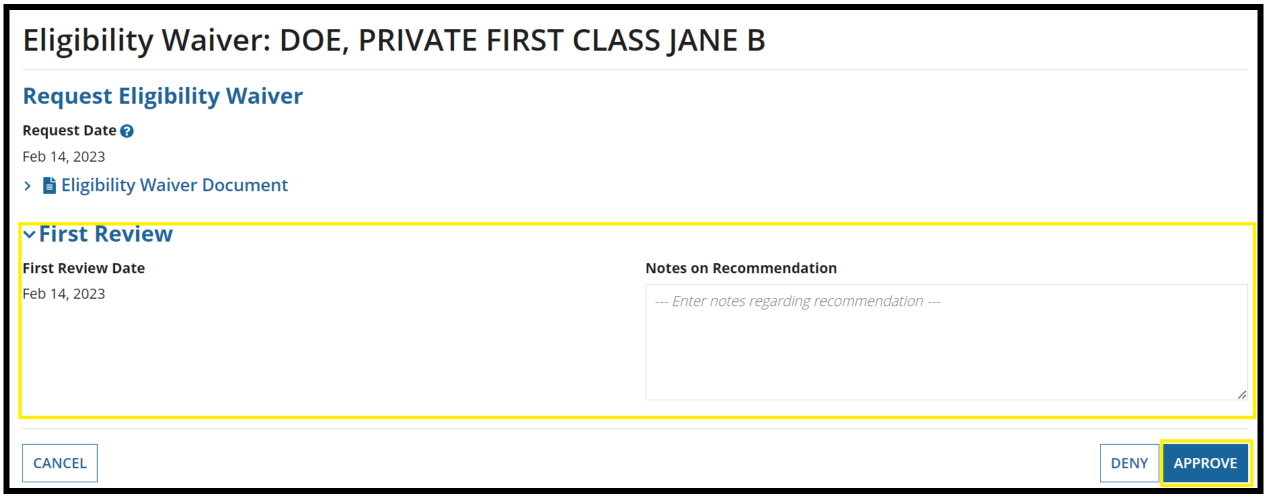


Review Eligibility Waiver (Supervising Counsel)

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.

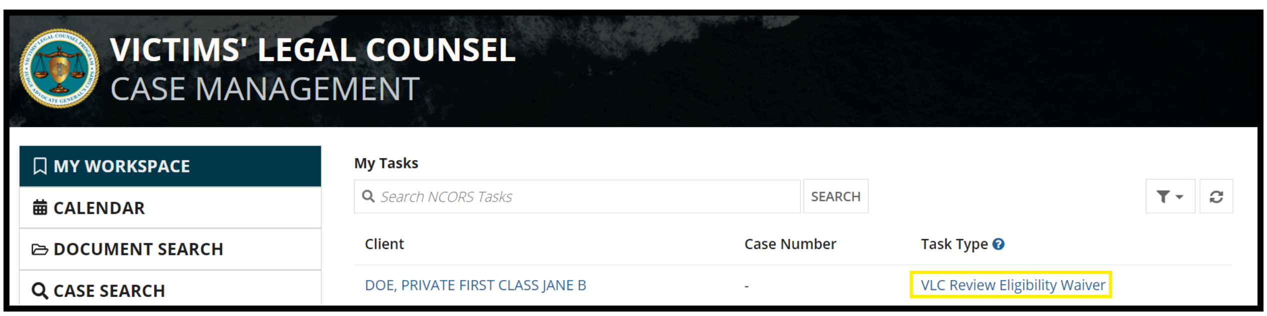


2. After selecting the "VLC Review Eligibility Waiver" task:
    a. Review the Eligibility Waiver request date and uploaded document.
    b. Input notes on the Eligibility Waiver request.
    c. Record a recommendation to approve or deny the Eligibility Waiver request by selecting the "Approve" or "Deny" 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.

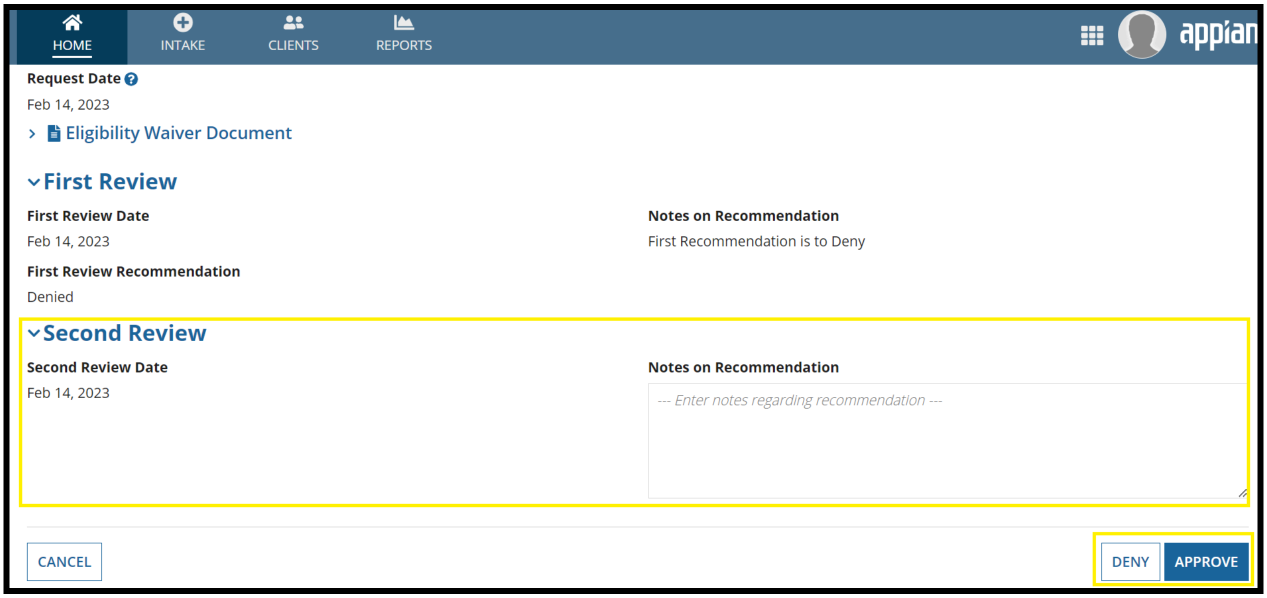


Review Eligibility Waiver (Deputy Commanding Officer)

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.

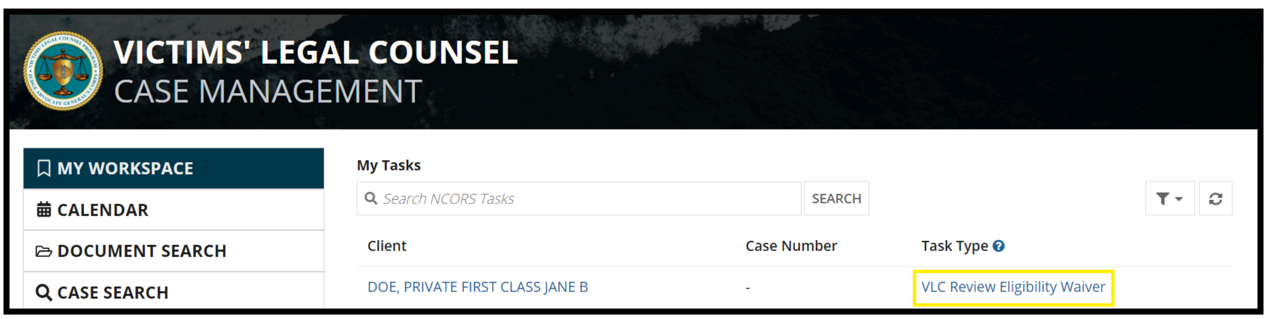


2. After selecting the "VLC Review Eligibility Waiver" task:
    a. Review the Eligibility Waiver request date and uploaded document, as well as the result of the first review.
    b. Input notes on the Eligibility Waiver request.
    c. Record a recommendation to approve or deny the Eligibility Waiver 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.

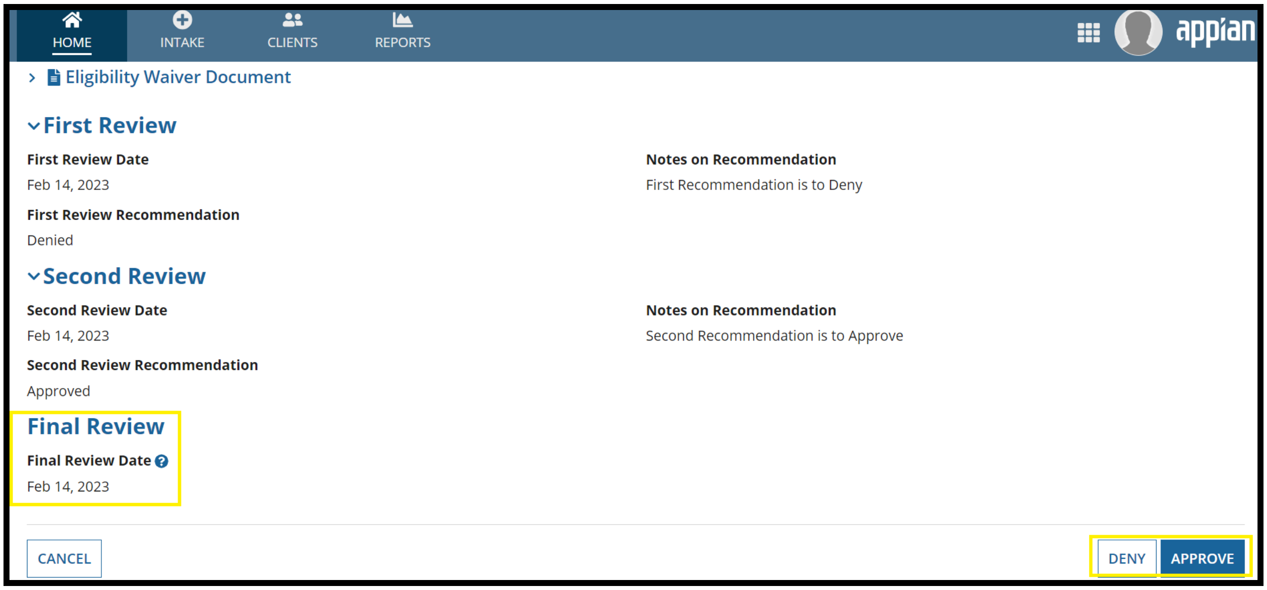


Review Eligibility Waiver (Commanding Officer)

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.



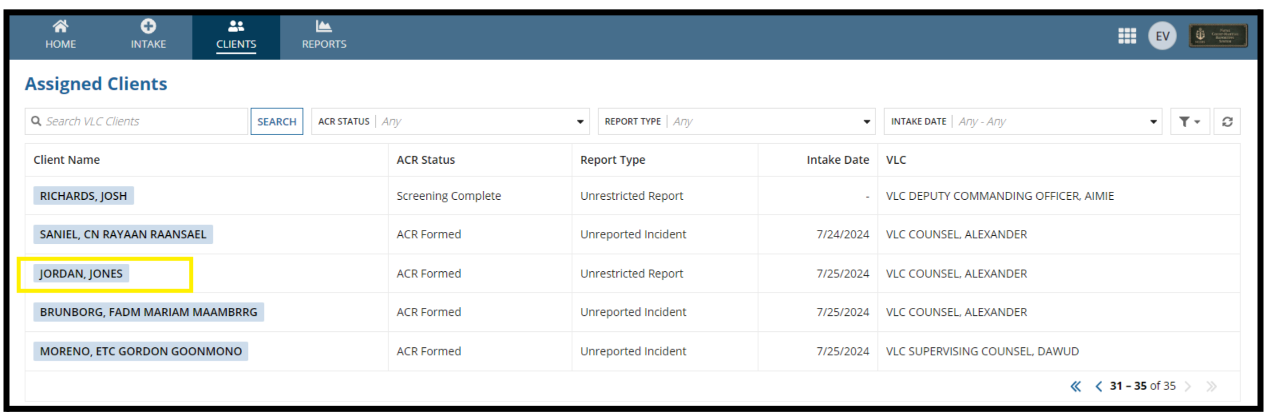
2. After selecting the "VLC Review Eligibility Waiver" task:
    a. Review the Eligibility Waiver request date and uploaded document, as well as the results of the first and second reviews.
    b. Approve or deny the Eligibility Waiver request by selecting the "Approve" or "Deny" buttons. This will submit 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

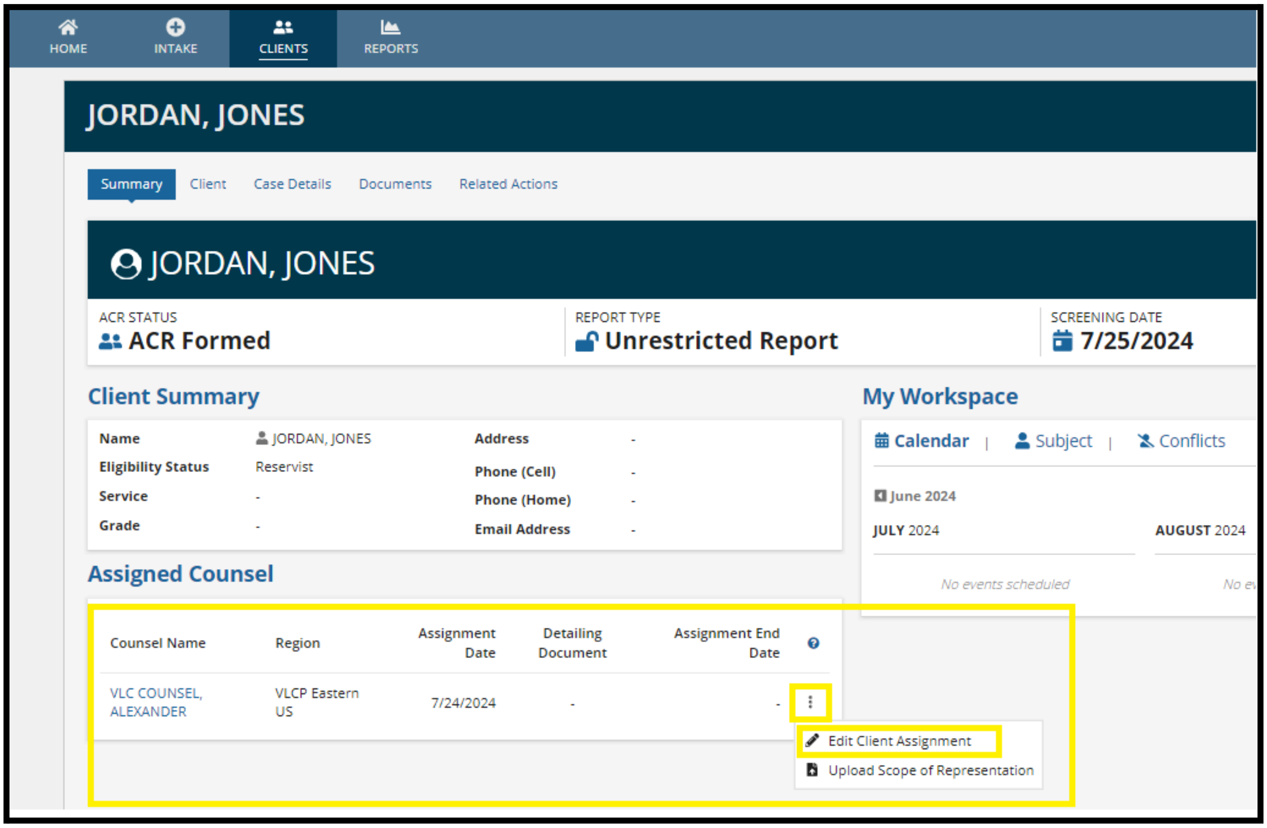
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

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.



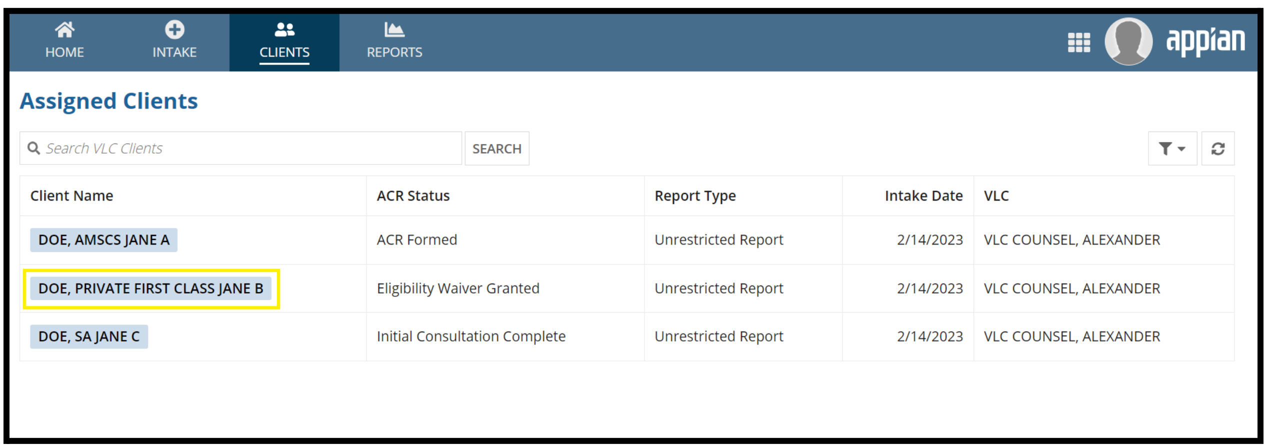
4. In the “Assign Counsel” form, replace the assigned counsel by clearing the existing user and selecting a new user. Update the assignment date and detailing document.
   a. Select the new VLC Counsel to assign by typing in the name of the desired user. The user picker component will automatically suggest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

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

Update a Client’s Location (Supervising Counsel)

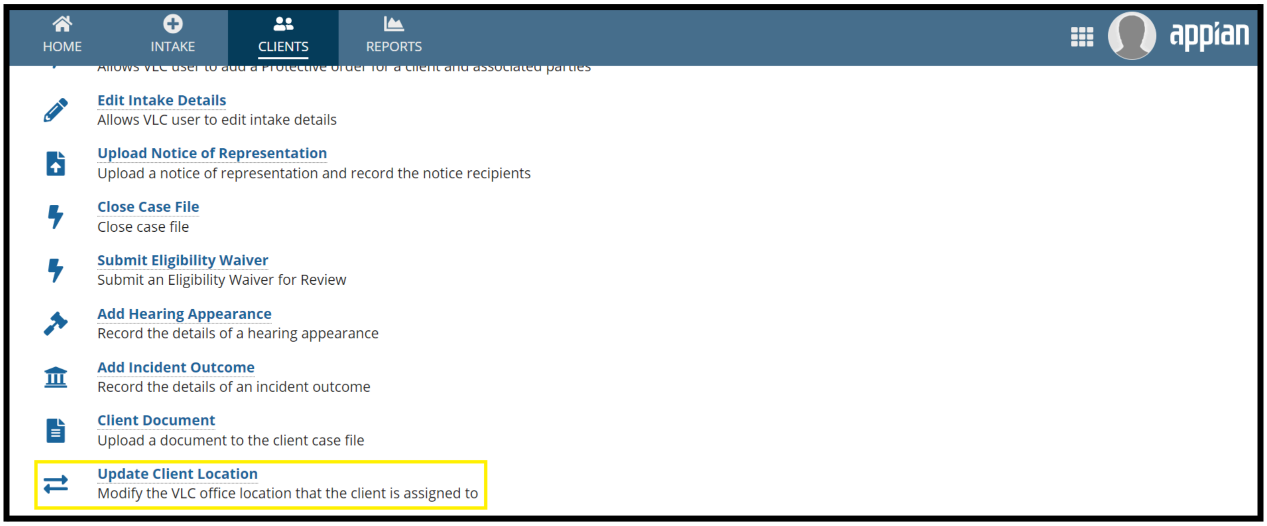
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

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

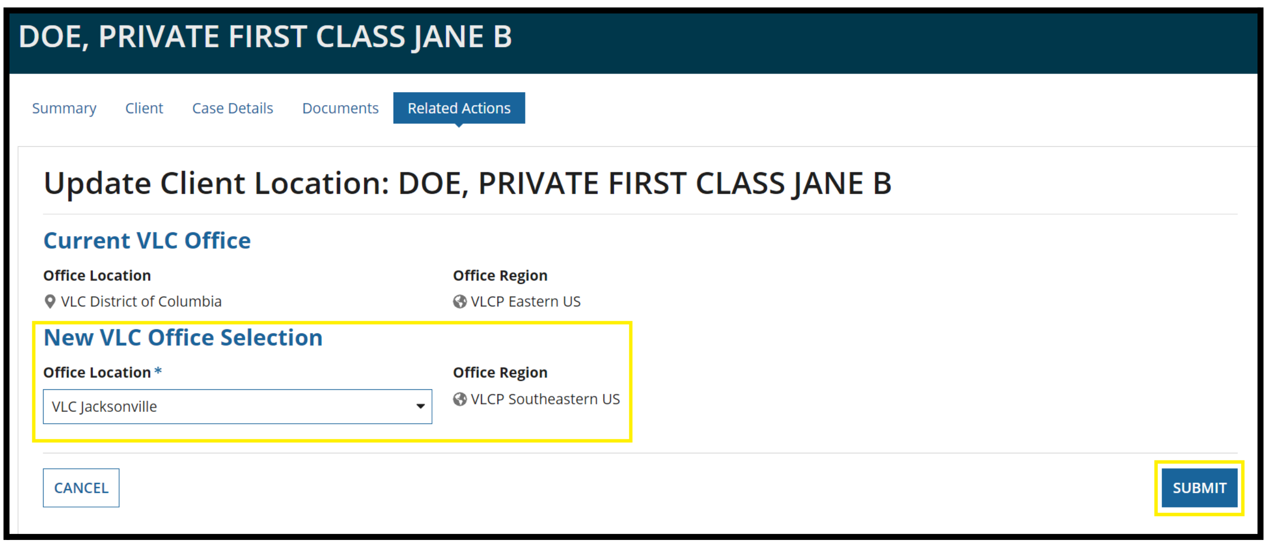


3. From the Client Summary page, navigate to the “Related Actions” tab and select the “Update Client Location” action to modify the VLC office location associated with the client.
    a. The action is only available to Supervising Counsel, Deputy Commanding Officer, and Commanding Officer users.
    b. 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.

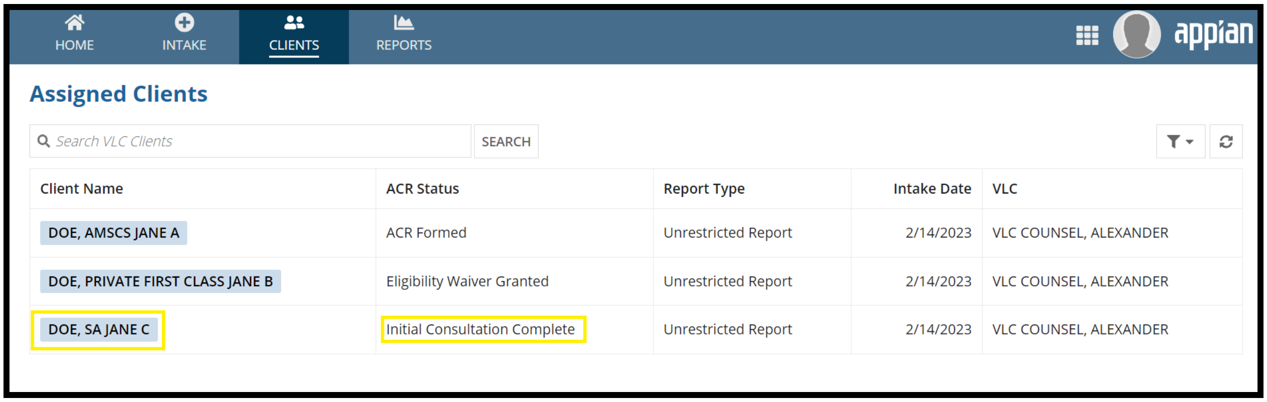


5. Once complete, select the “Submit” button.

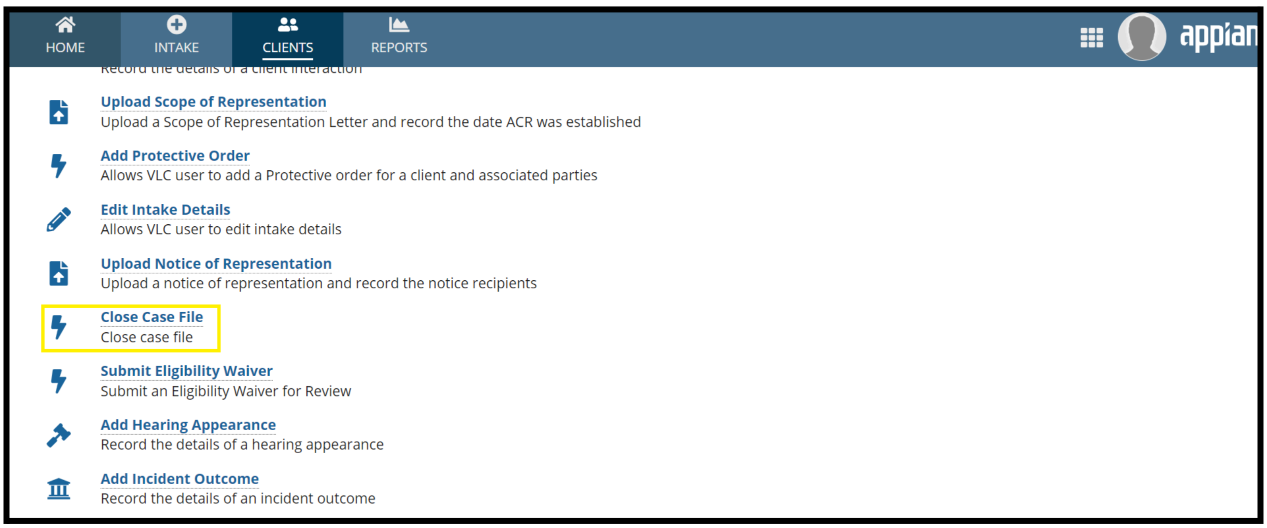
Close a Client Case File

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.



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”.



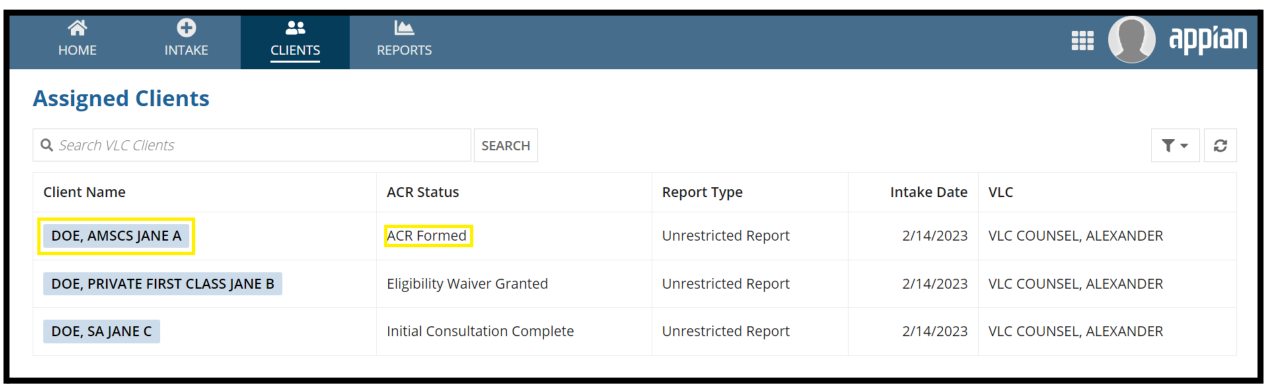
4. In the “Close Case File” form, input the Termination Category, Termination Type, Date Closed, and any relevant details.

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

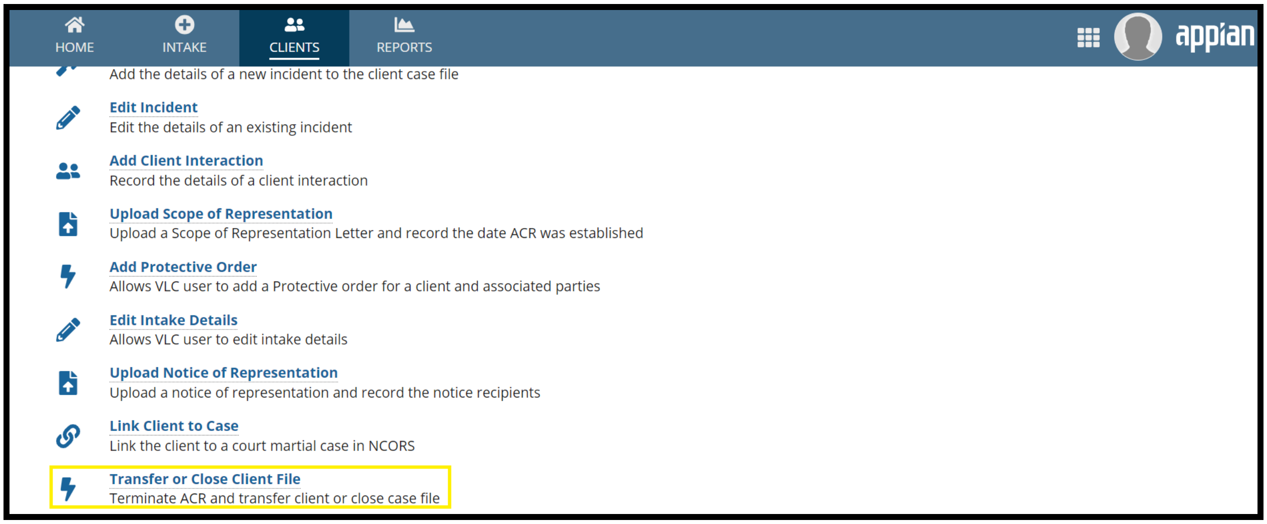
Terminate ACR

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 “Transfer or Close Client File” action to terminate ACR and close the client’s case file.
    a. The action is only available for clients with an ACR status of “ACR Formed”.



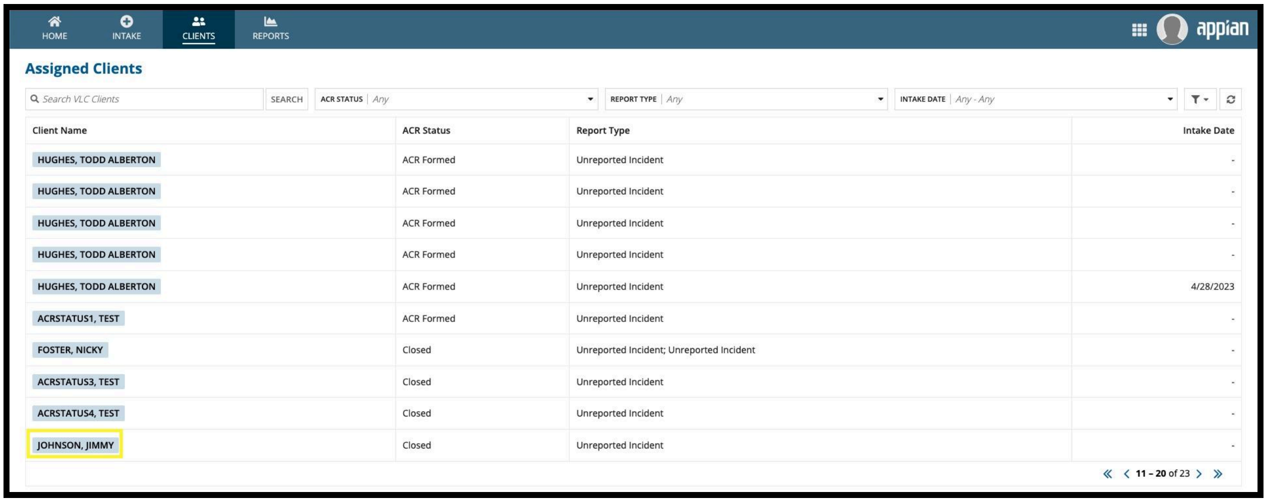
4. In the “Terminate ACR” form, select the “Close Case” termination category from the dropdown. Input other termination details and upload a Signed Termination Letter document.

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

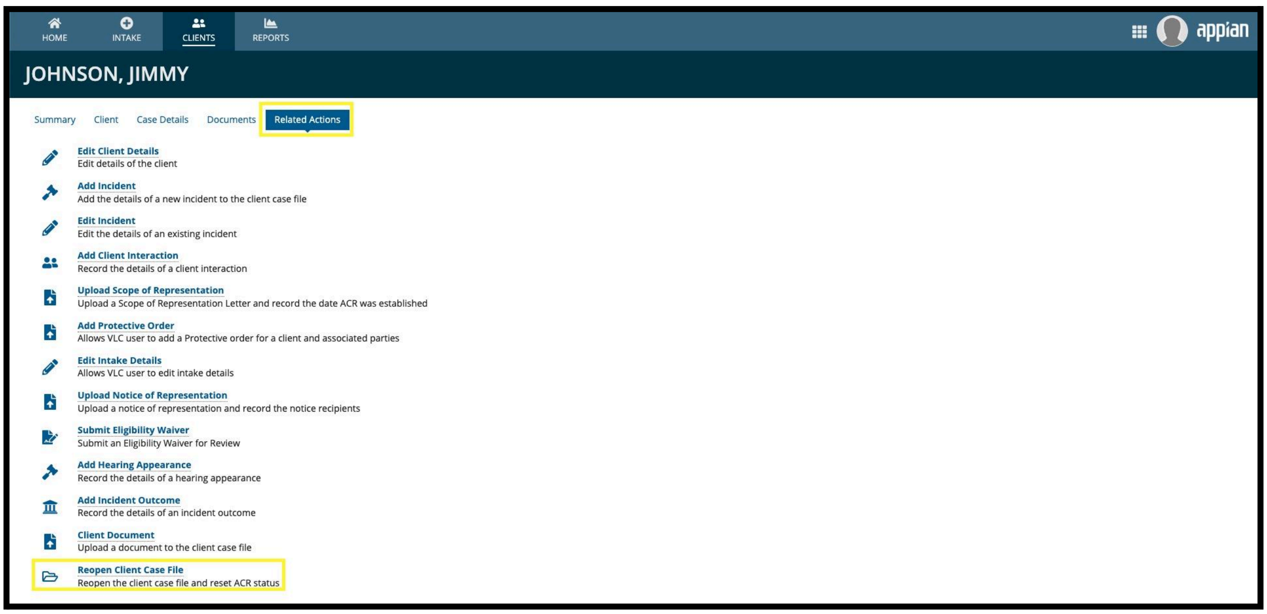
Reopen Client Case

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

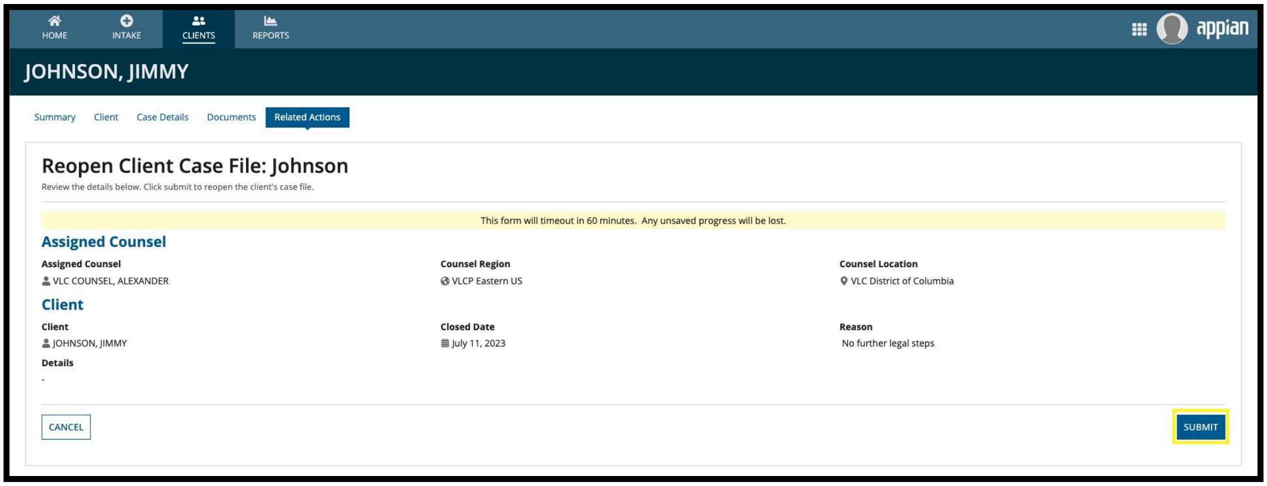
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.
    a. Select a client with the “ACR Status” of “Closed” or “ACR Terminated”.



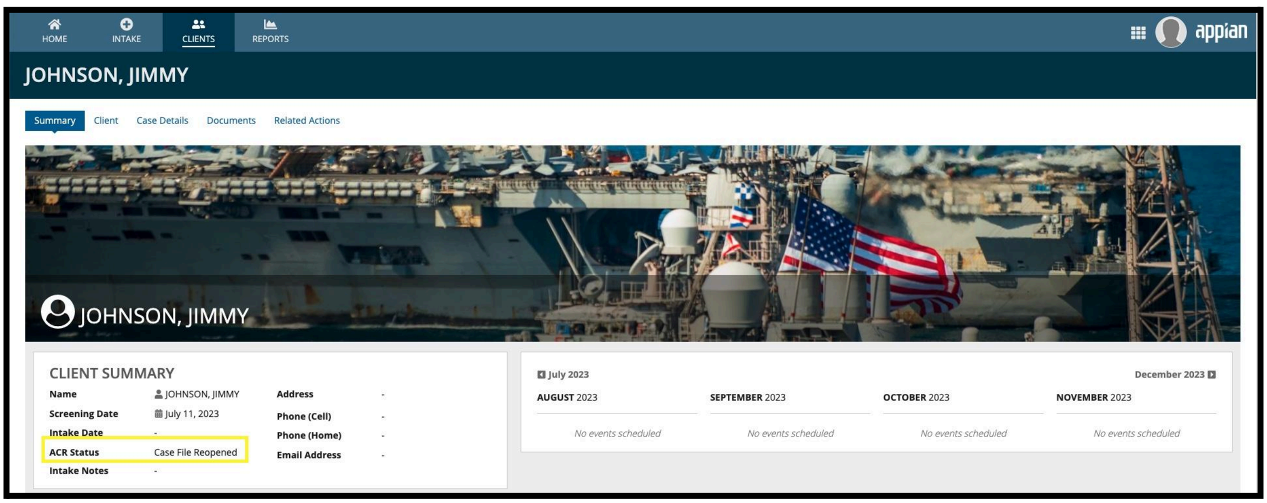
3. Navigate to the “Related Actions” tab and take the action “Reopen Client Case File”.



4. After reviewing the case file, select “Submit” to reopen the case file.
    a. Upon submission you will receive a confirmation message, select “Yes” to continue with the action.



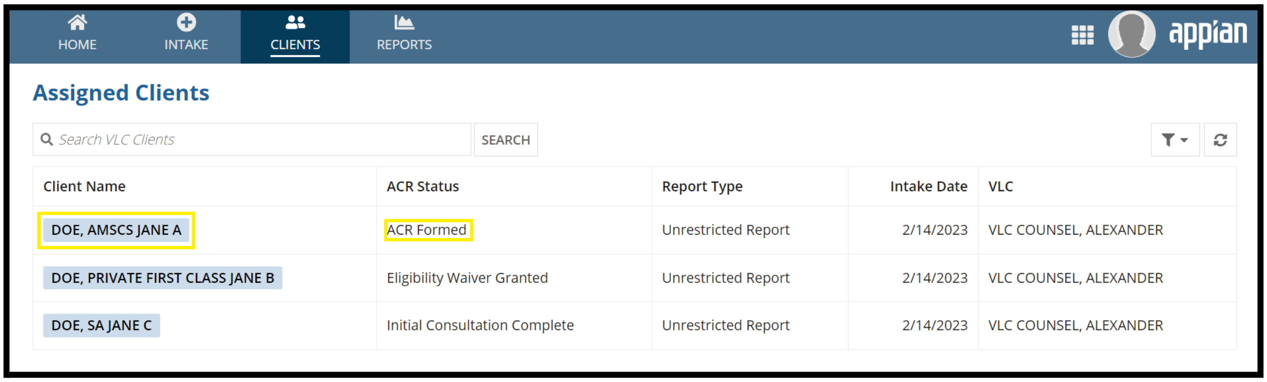
5. Upon submission, navigate to the “Summary” tab and you can see the “ACR Status” is now “Case File Reopened”.



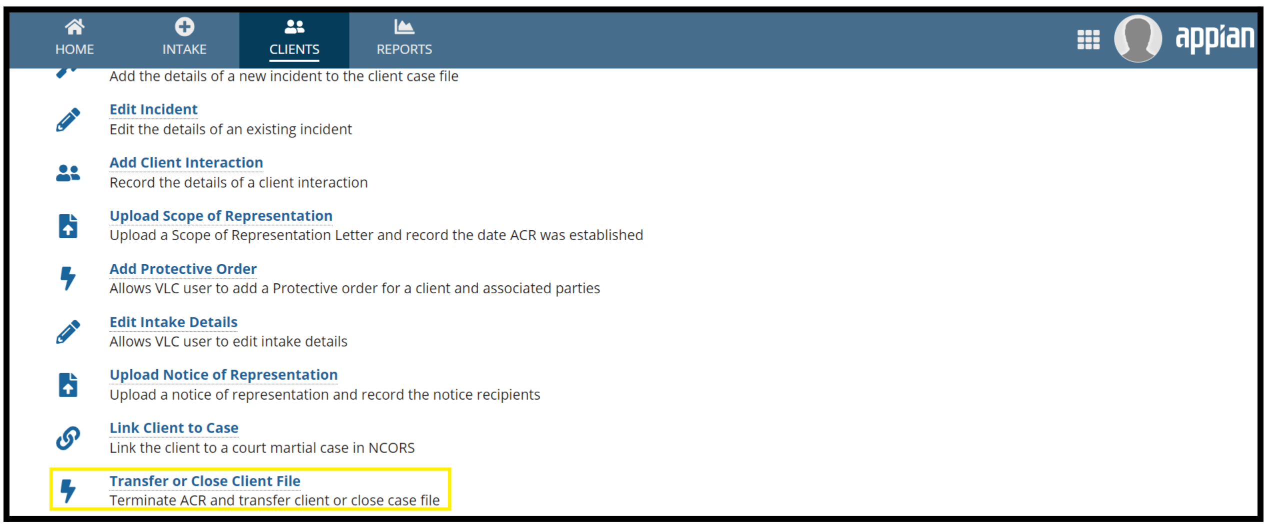
Request a Client Transfer

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

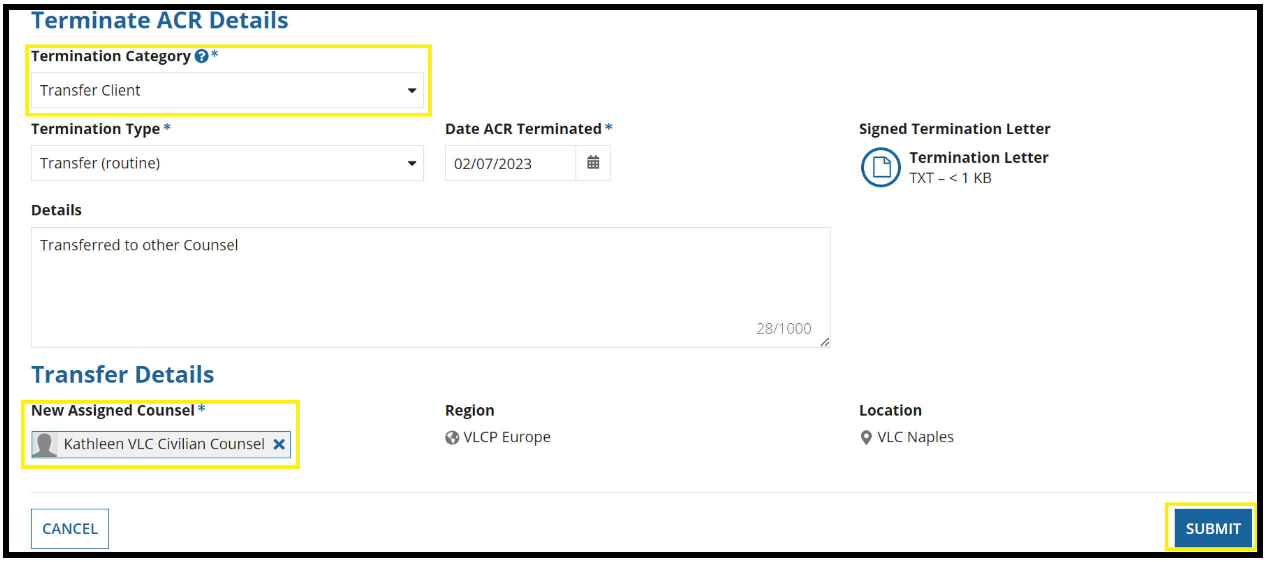
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



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



4. 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.
    a. 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

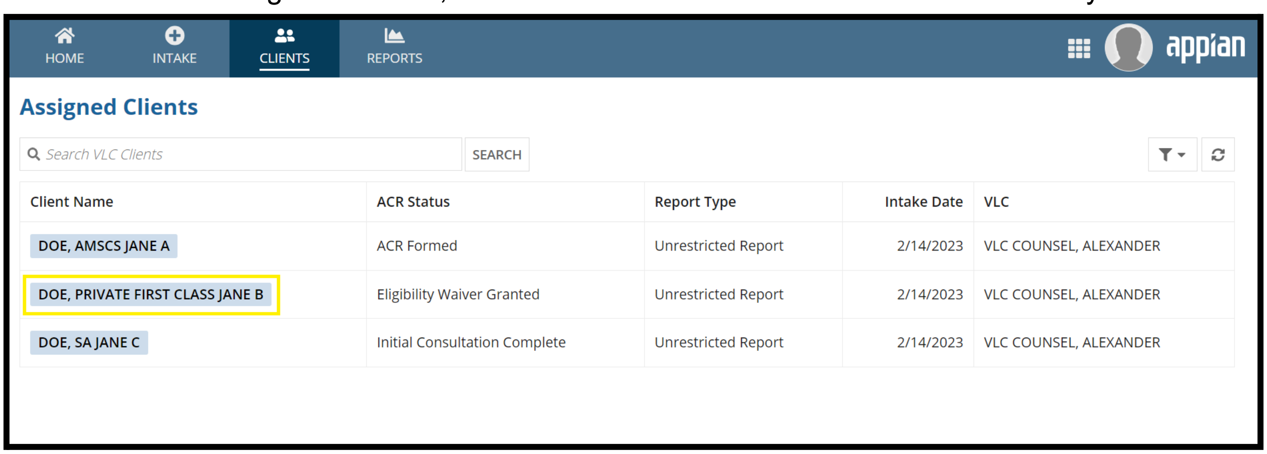


5. Once complete, select the “Submit” button.

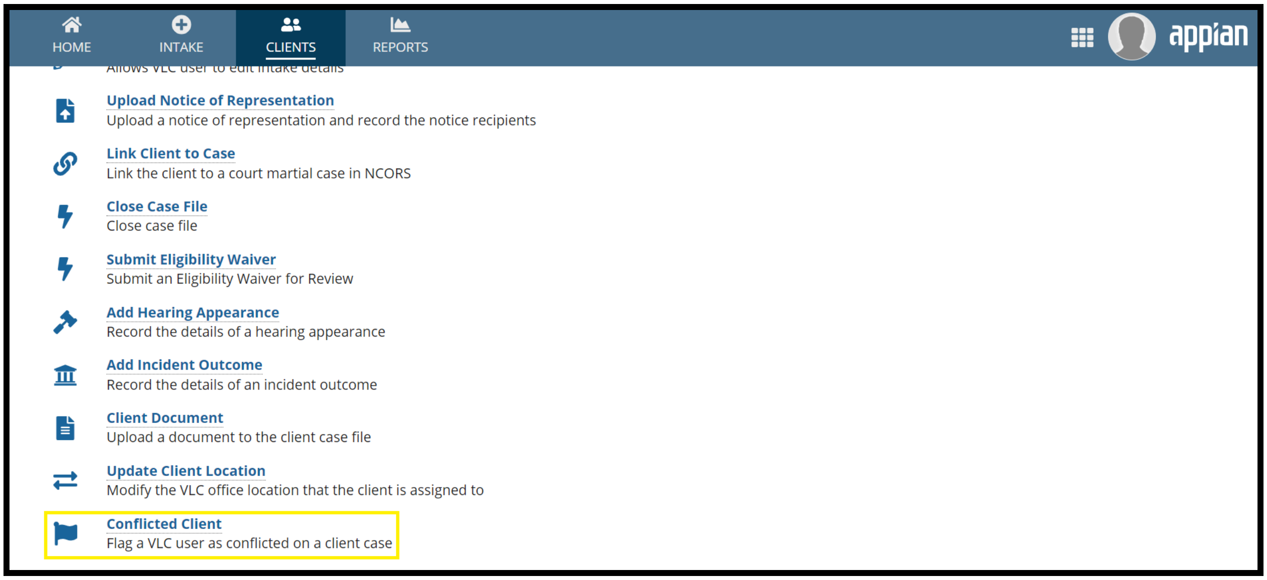
Mark a User as Conflicted

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

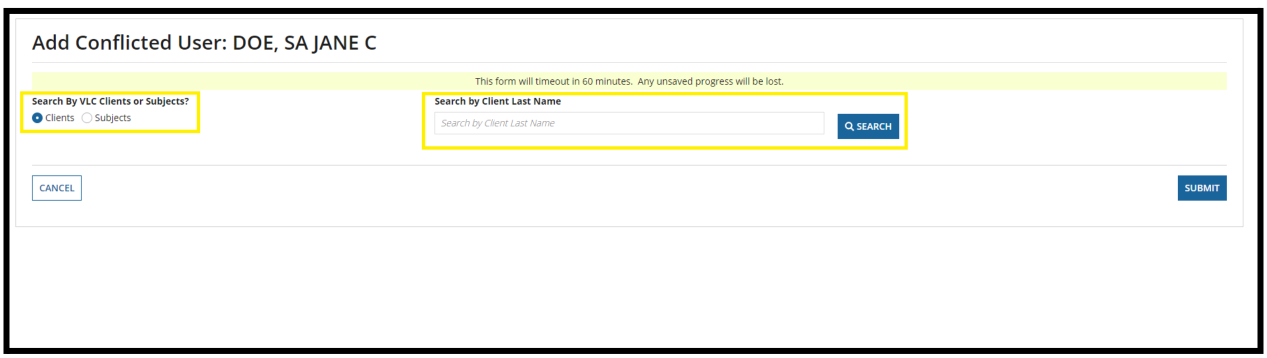
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



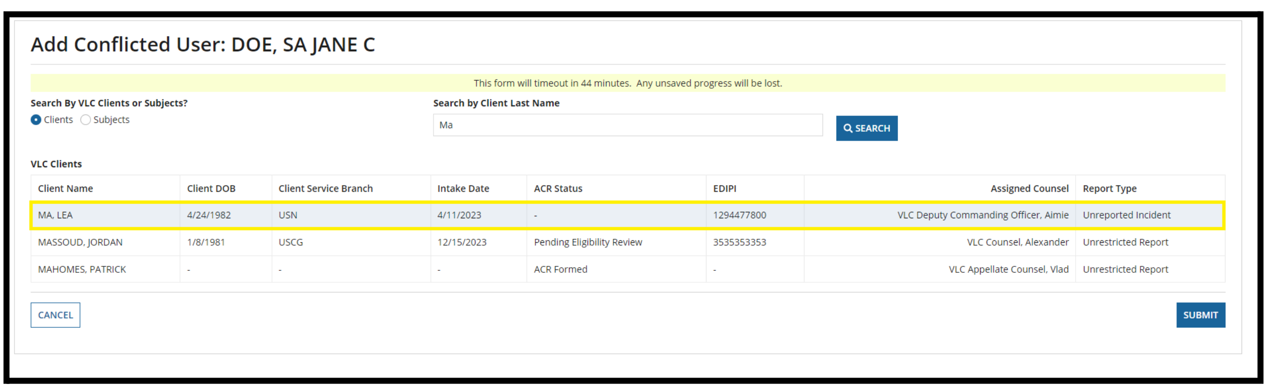
3. From the Client Summary page, navigate to the “Related Actions” tab and select the “Conflicted Client” action to mark a user as conflicted for the selected client.



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.

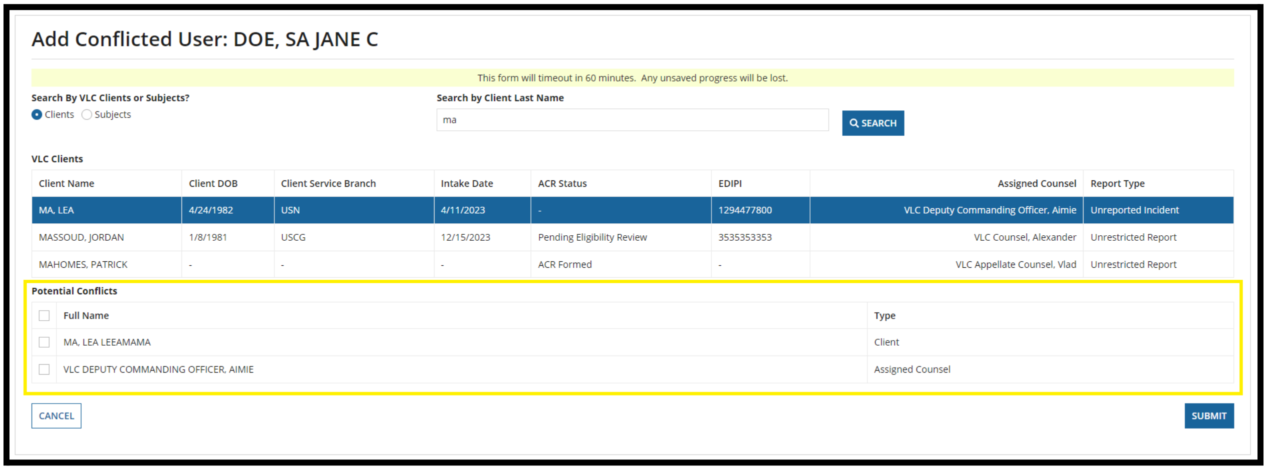


5. After the search completes a selectable grid will be displayed VLC Clients that match the search.

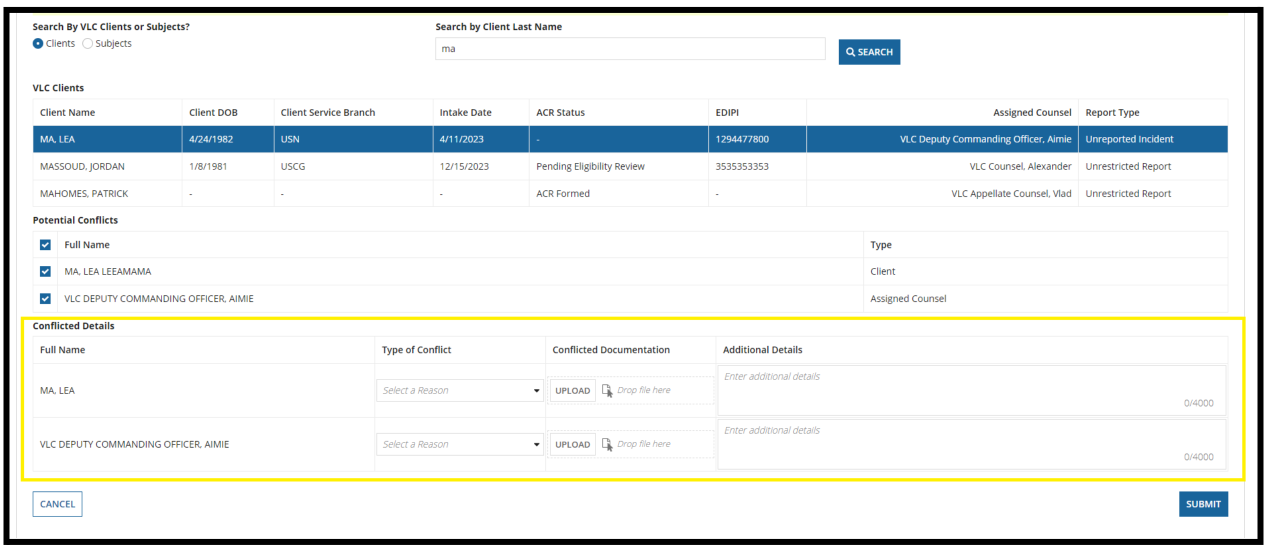


Client Name	Client DOB	Client Service Branch	Intake Date	ACR Status	EDIPI	Assigned Counsel	Report Type
MA, LEA	4/24/1982	USN	4/11/2023	-	1294477800	VLC Deputy Commanding Officer, Aimie	Unreported Incident
MASSOUD, JORDAN	1/8/1981	USCG	12/15/2023	Pending Eligibility Review	3535353353	VLC Counsel, Alexander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

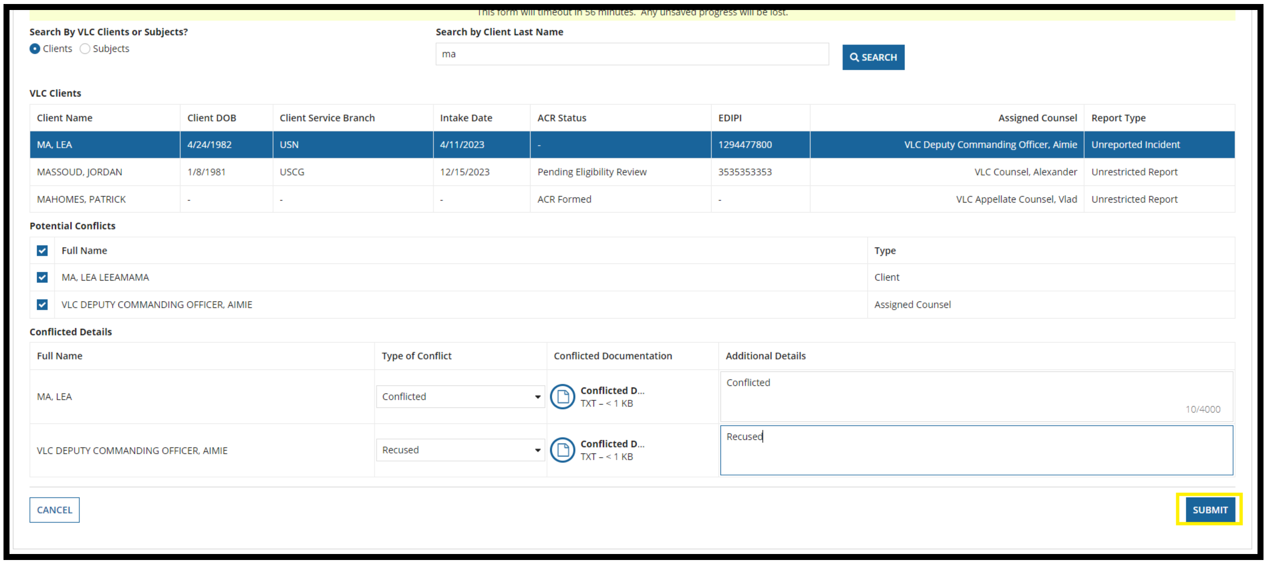
6. User can select a client and will see another grid of potential conflicts (The client, subject, and assigned counsel)



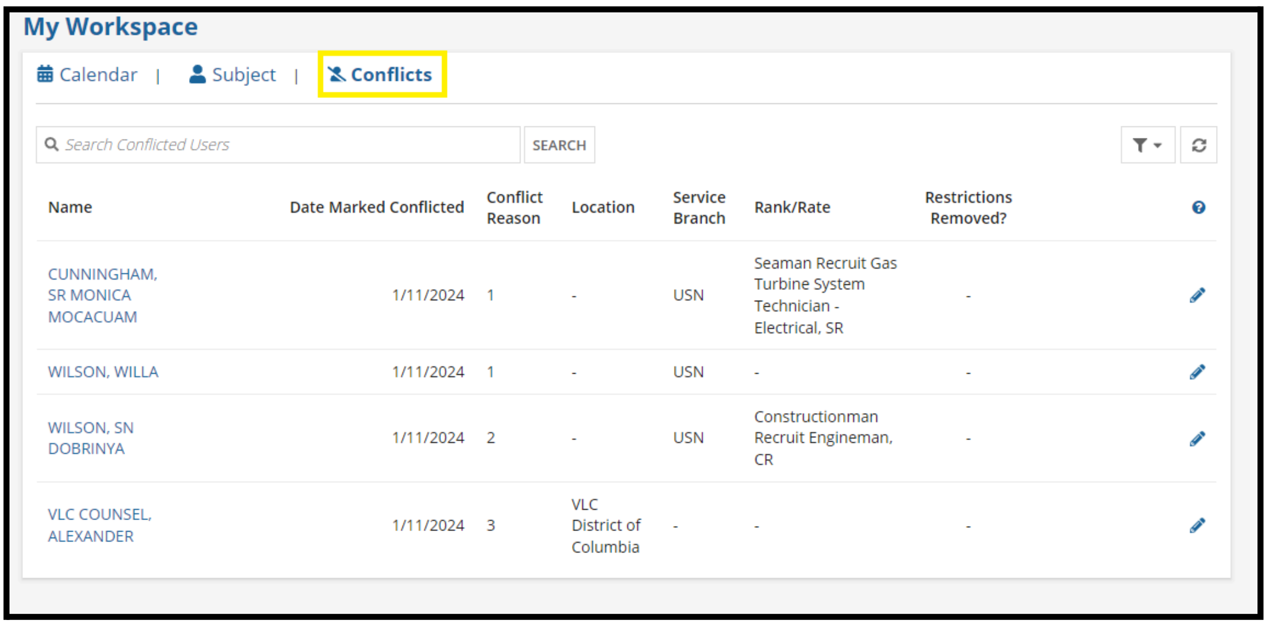
7. For each potential conflict selected a row will appear to enter the Conflicted Details for each potential conflict.



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



9. 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.

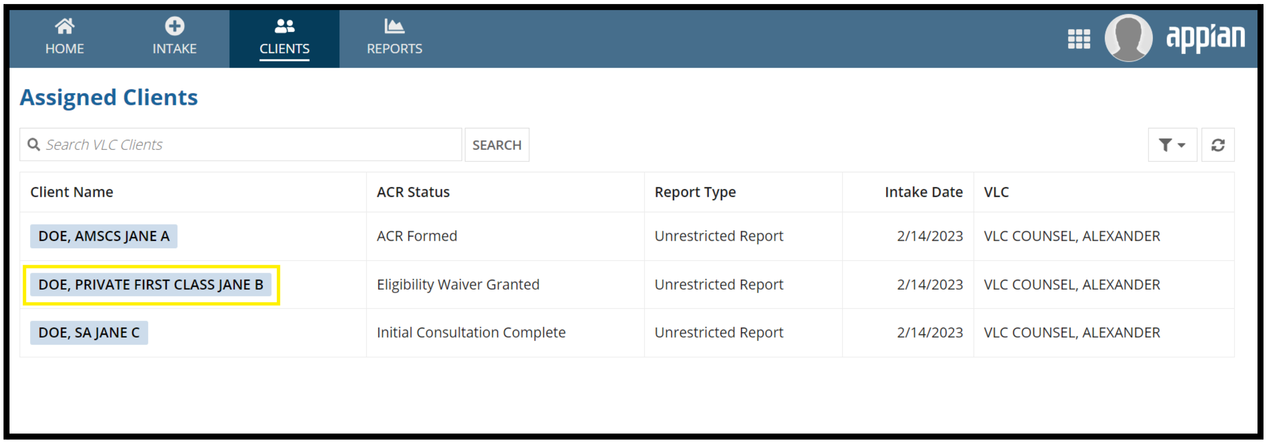


General Client Actions

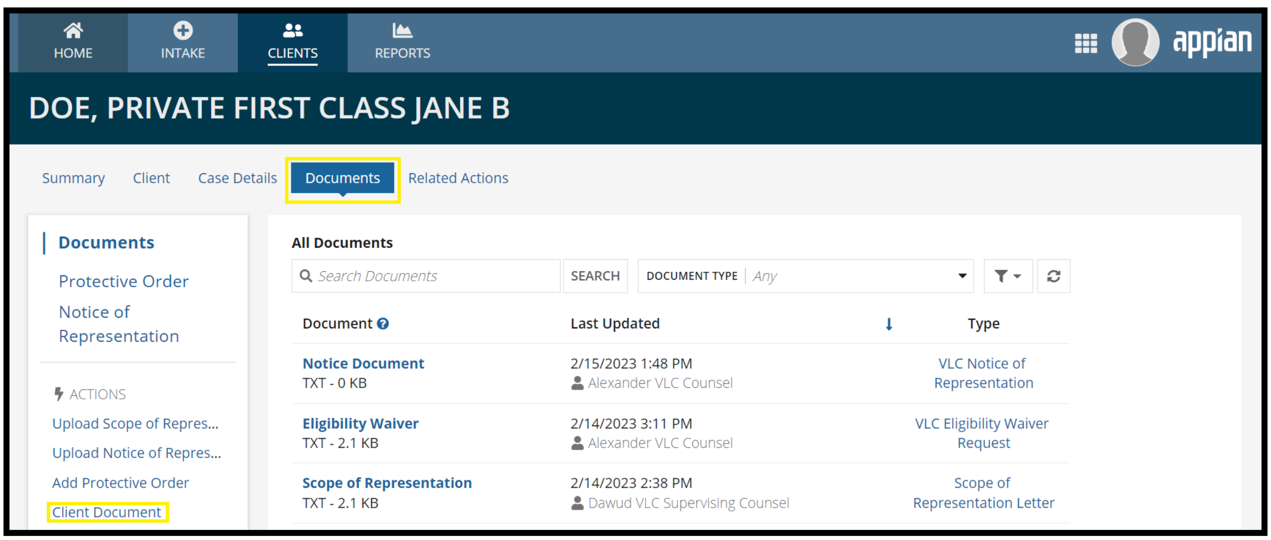
Upload a Client Document

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

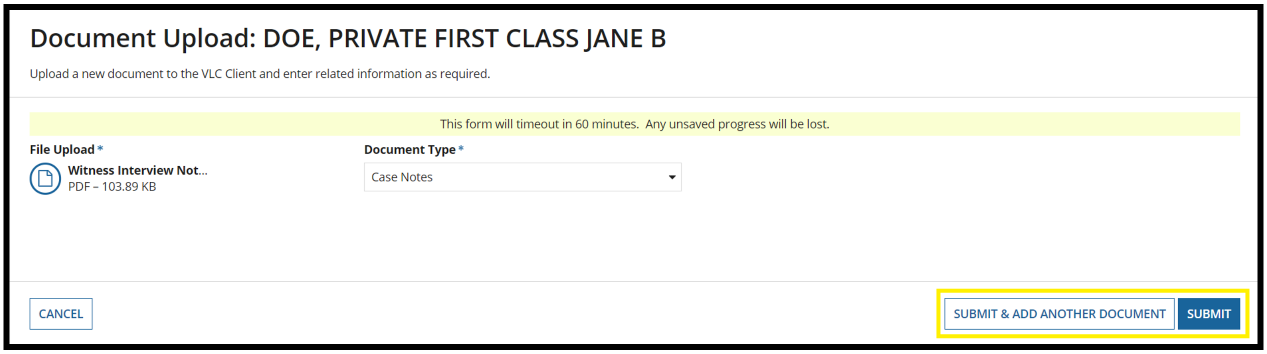
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



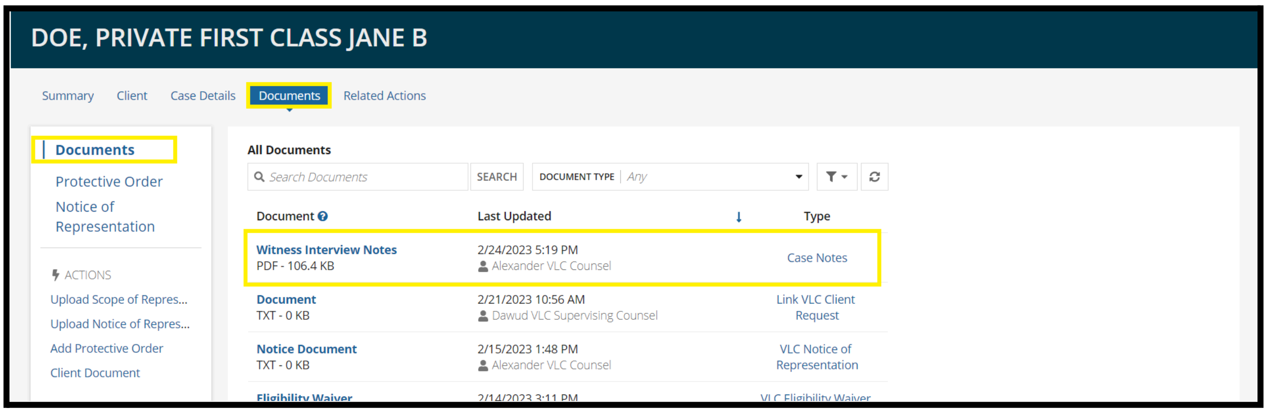
3. From the Client Summary page, navigate to the “Documents” tab and select the “Client Document” action from the “Actions” list.



4. 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.
    a. If multiple document uploads are required, select the “Submit & Add Another Document” button.



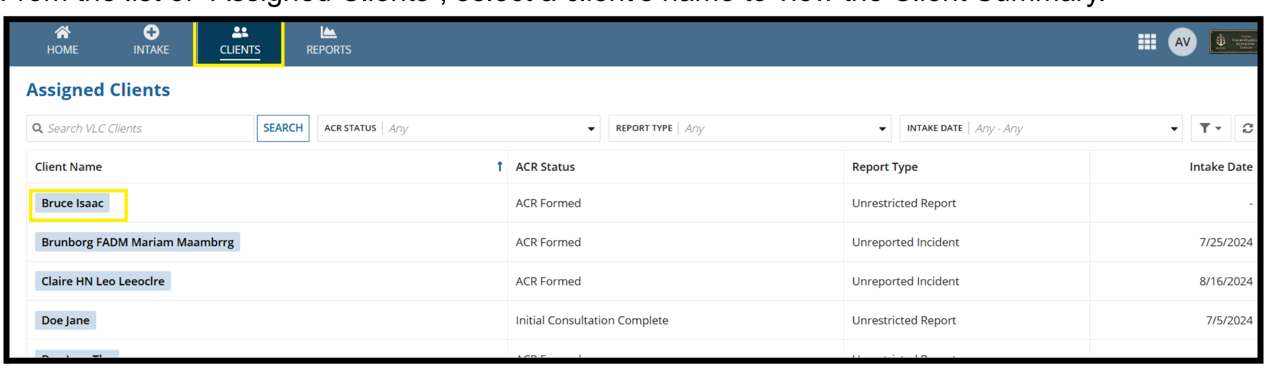
5. Following submission, the uploaded document is visible in the “All Documents” grid on the “Documents” subtab of the “Documents” tab.



Remove a Client Document

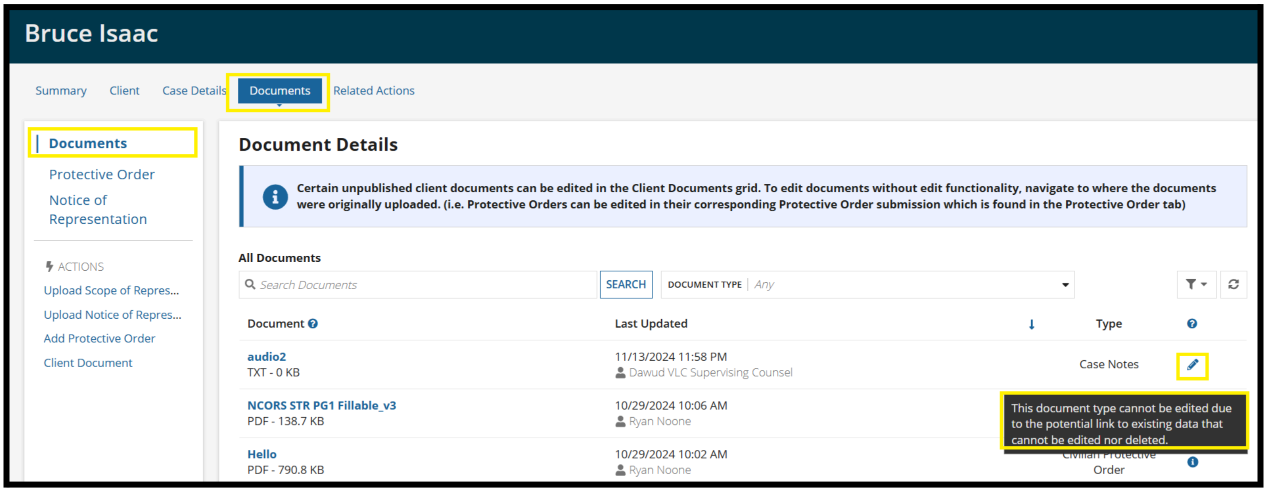
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

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

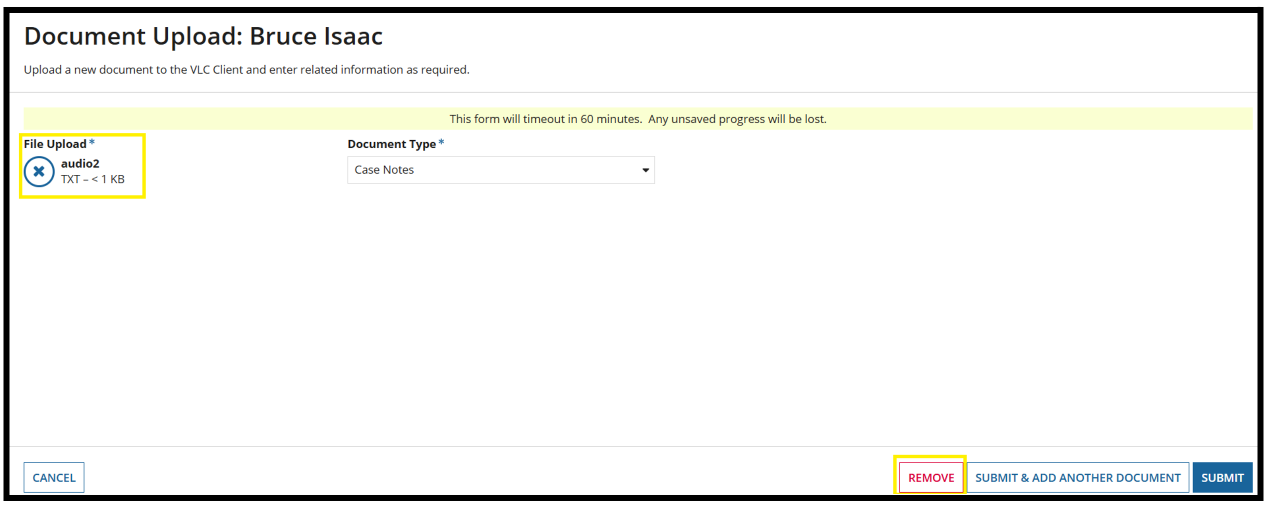


3. From the Client Summary page, navigate to the “Documents” tab and select the edit icon in the All Documents grid for a given document. If an information icon appears next to a

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



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

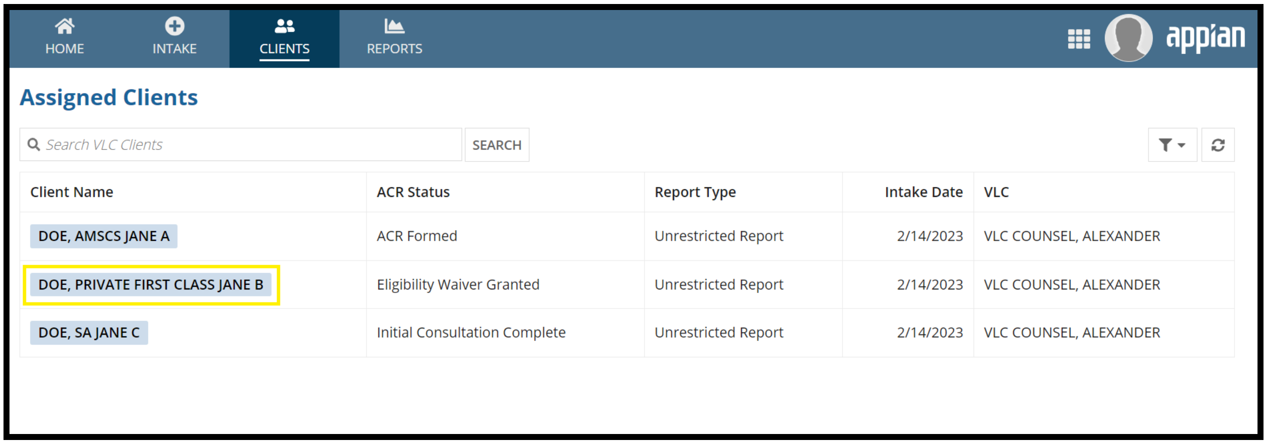


5. Upon submission, the document will no longer be visible in the All Documents grid.

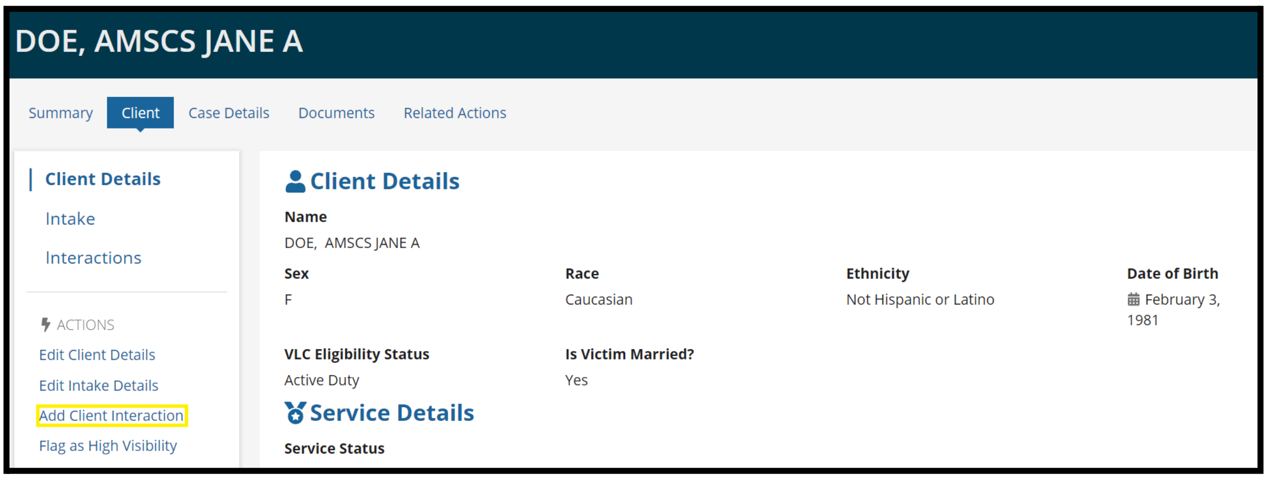
Record a Client Interaction

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

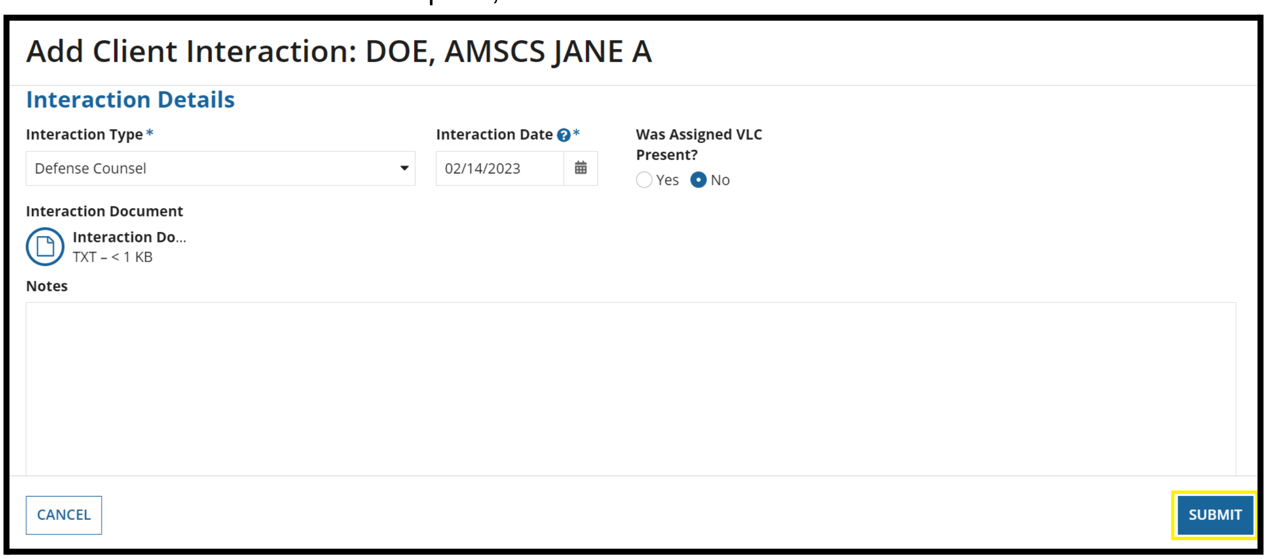
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



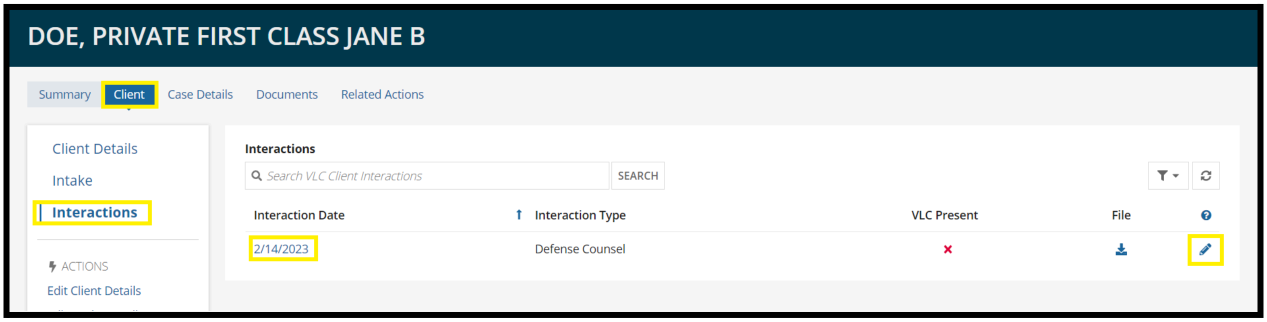
3. From the Client Summary page, navigate to the “Client” tab and select the “Add Client Interaction” action from the “Actions” list.



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



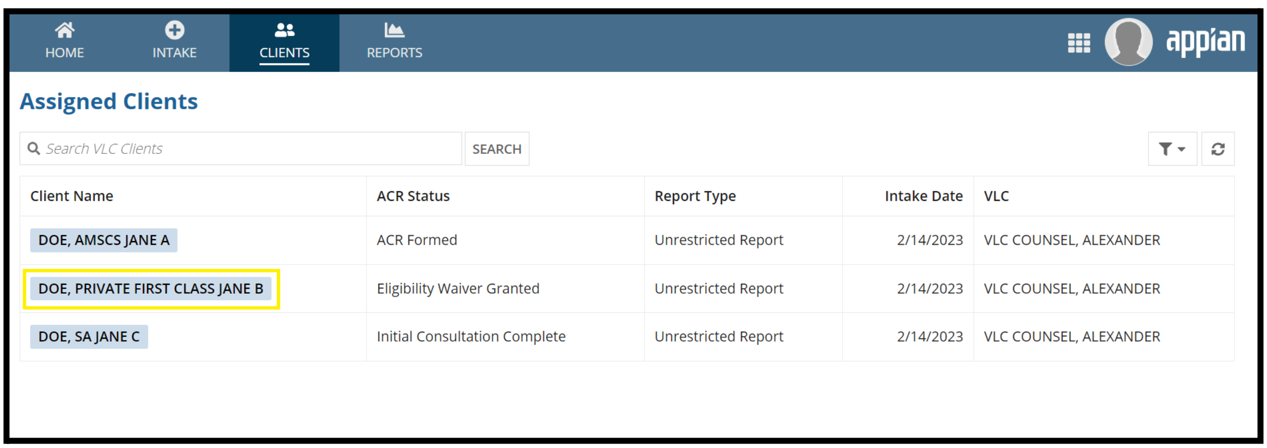
5. Following submission, the entry is visible in the “Interactions” grid on the “Interactions” subtab of the “Client” tab.
    a. A summary of the interaction can be viewed by selecting the “Interaction Date” link.
    b. The entry can be edited by selecting the “Edit” icon in the grid.



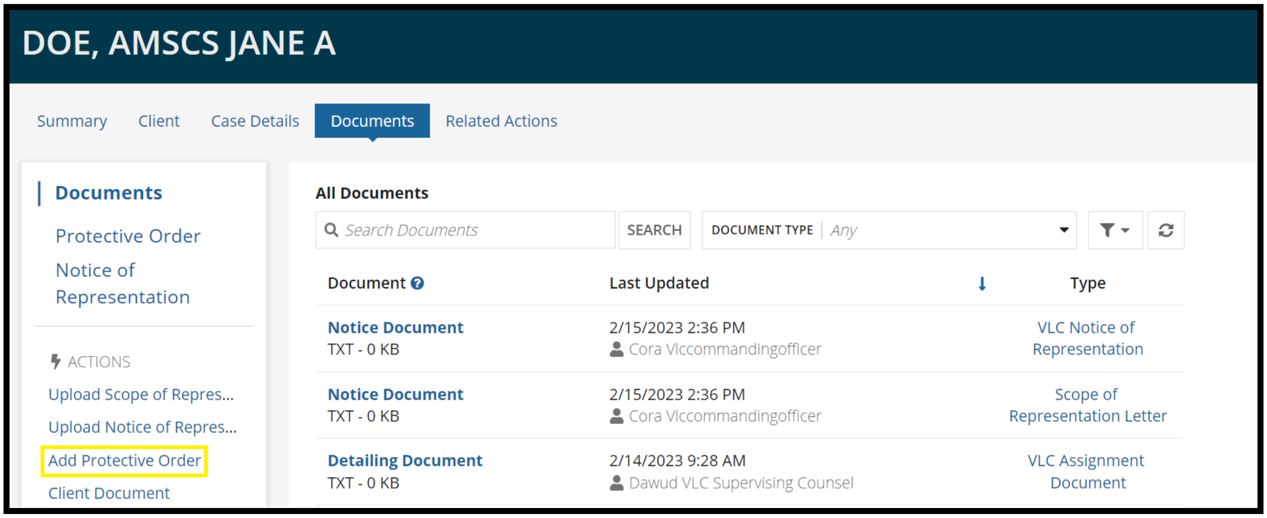
Record a Protective Order

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

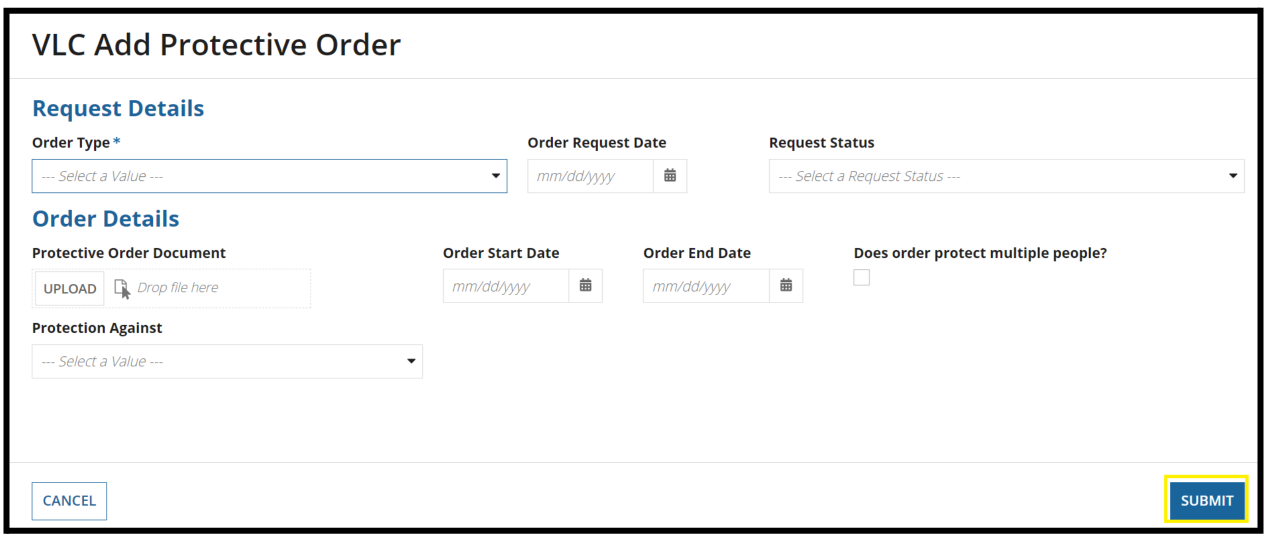
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



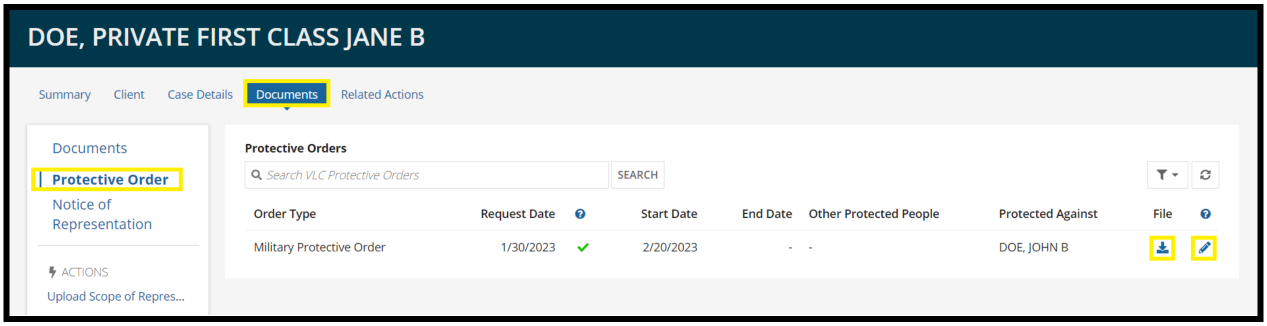
3. From the Client Summary page, navigate to the “Documents” tab and select the “Add Protective Order” action from the “Actions” list.



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.



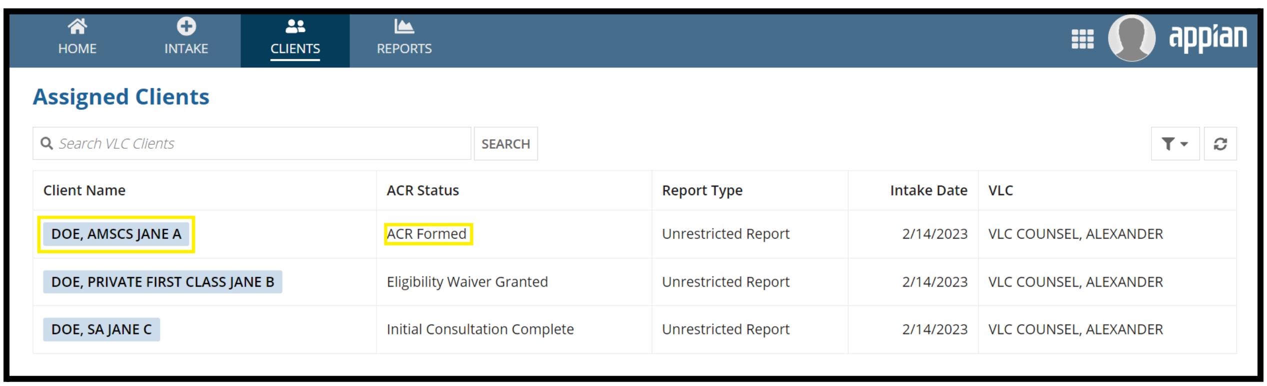
5. Following submission, the entry is visible in the “Interactions” grid on the “Interactions” subtab of the “Client” tab.
    a. The entry can be edited by selecting the “Edit” icon in the grid.
    b. The order document can be downloaded by selecting the “Download” icon in the grid.



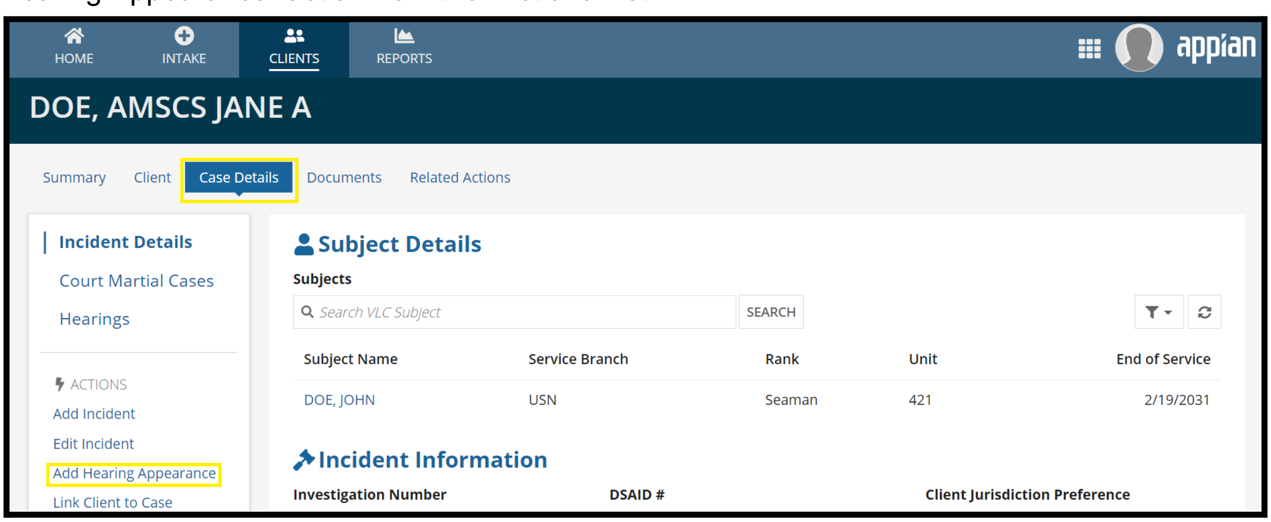
Record a Hearing Appearance

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

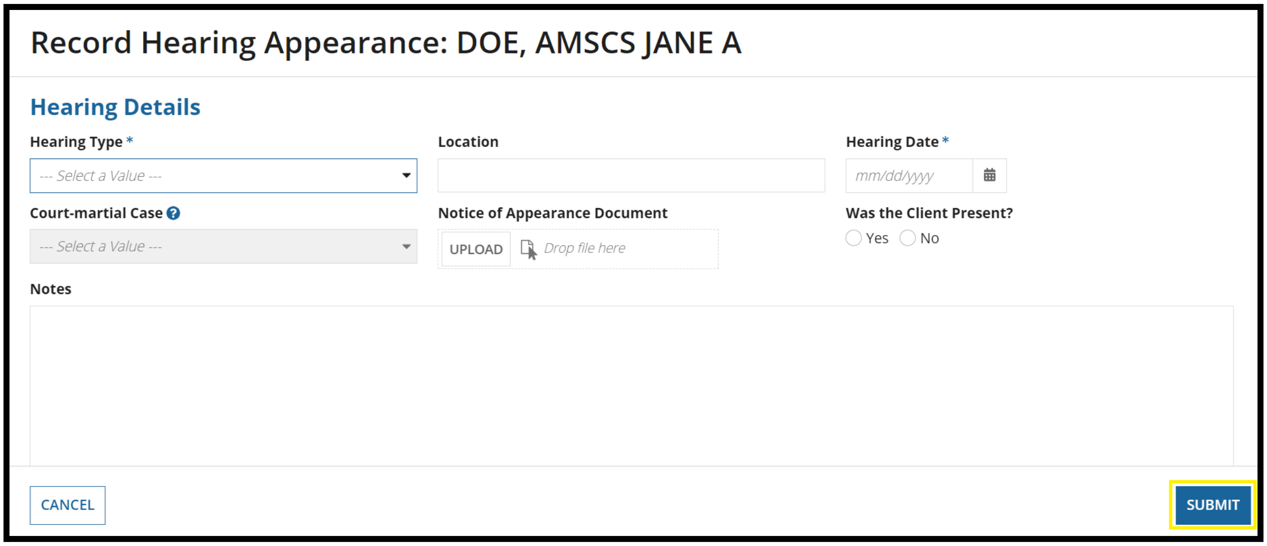
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



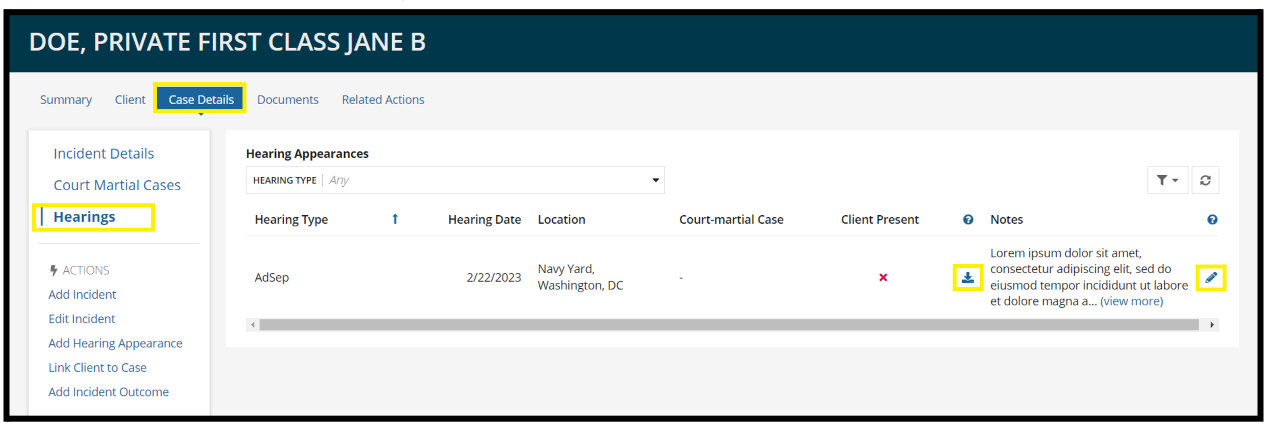
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Add Hearing Appearance" action from the "Actions" list.



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.



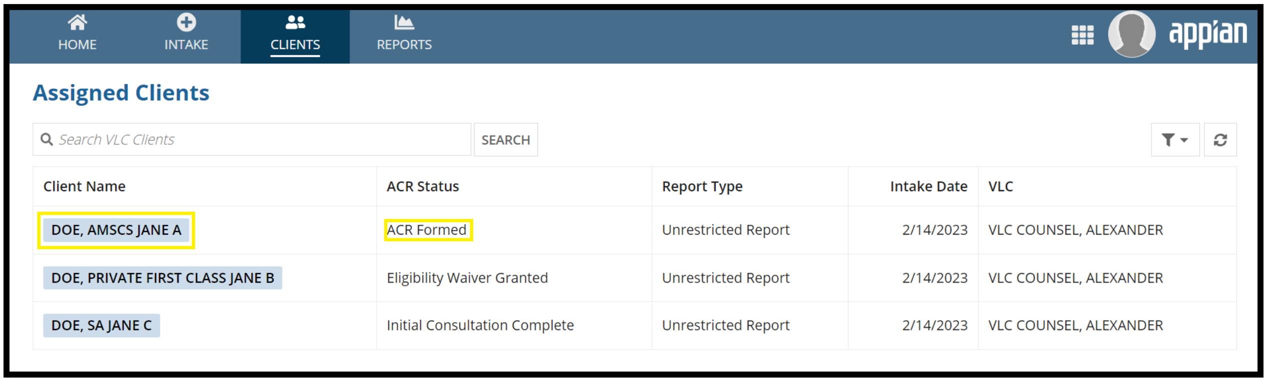
5. Following submission, the entry is visible in the “Hearing Appearances” grid on the “Hearings” subtab of the “Case Details” tab.
    a. The entry can be edited by selecting the “Edit” icon in the grid.
    b. The order Notice of Appearance document can be downloaded by selecting the “Download” icon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



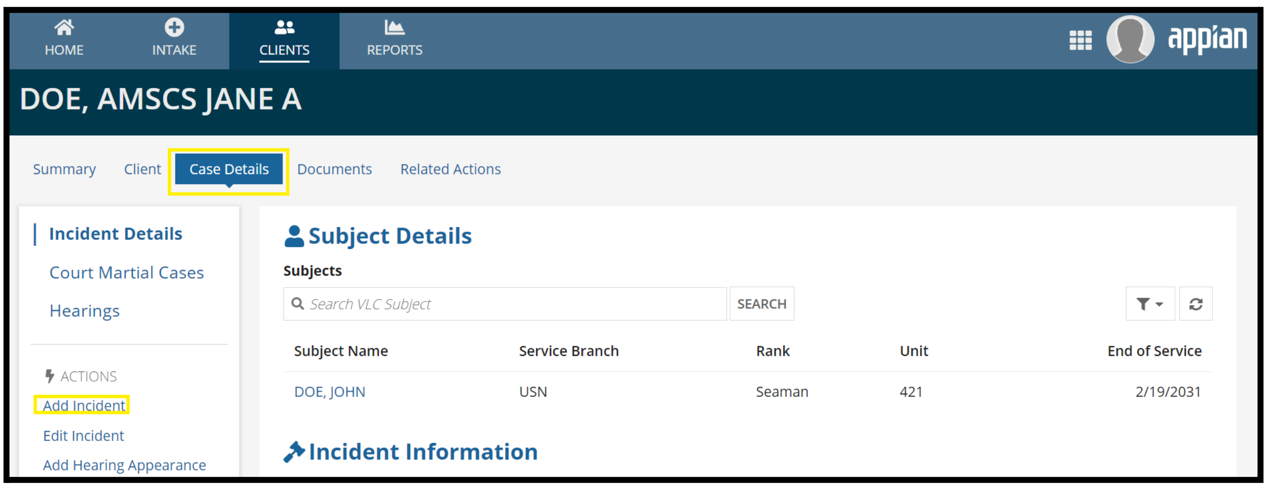
Record the Details of a New Incident

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

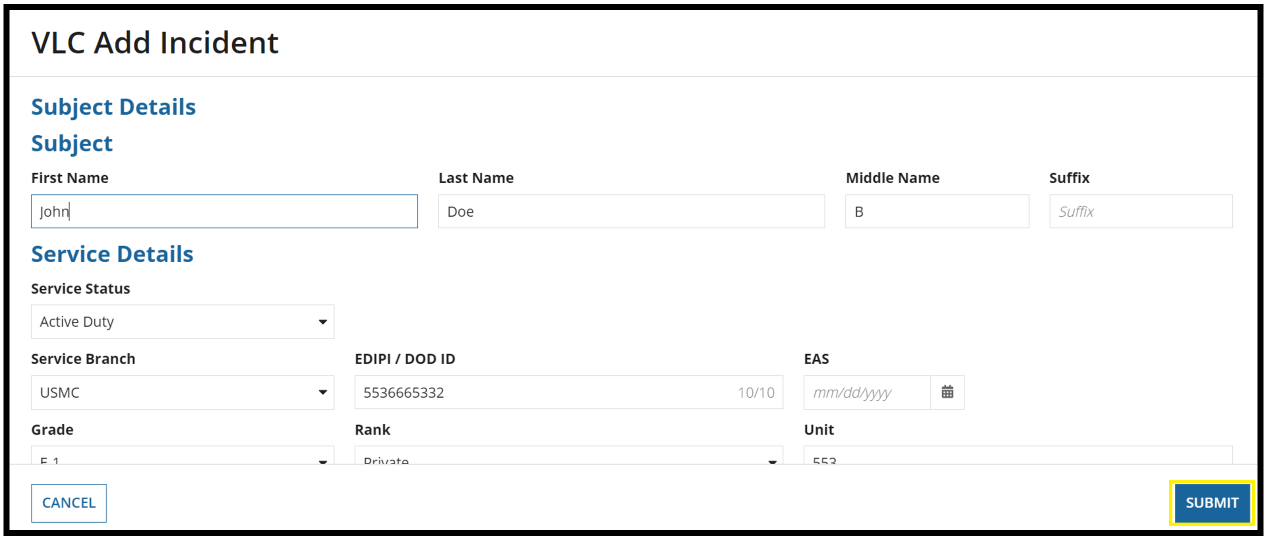
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



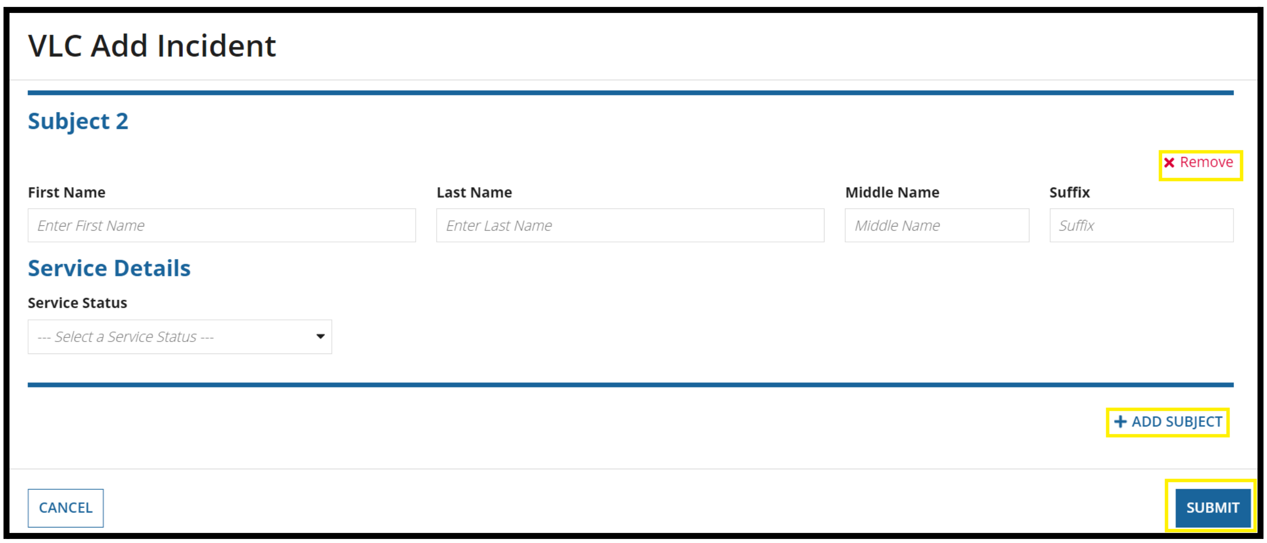
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Add Incident” action from the “Actions” list.



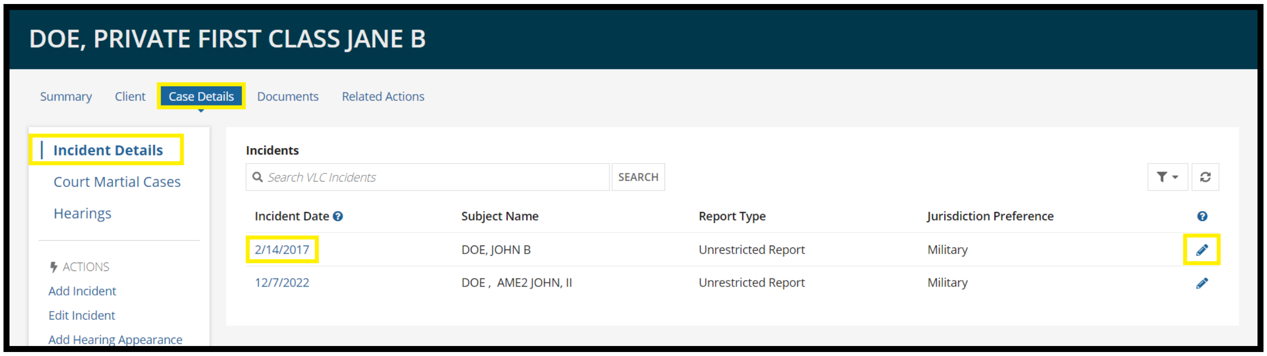
4. In the “Add Incident” form, input the details of a new incident:
    a. Subject name and service details
    b. Incident information
    c. Investigator information
    d. Incident report type



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.



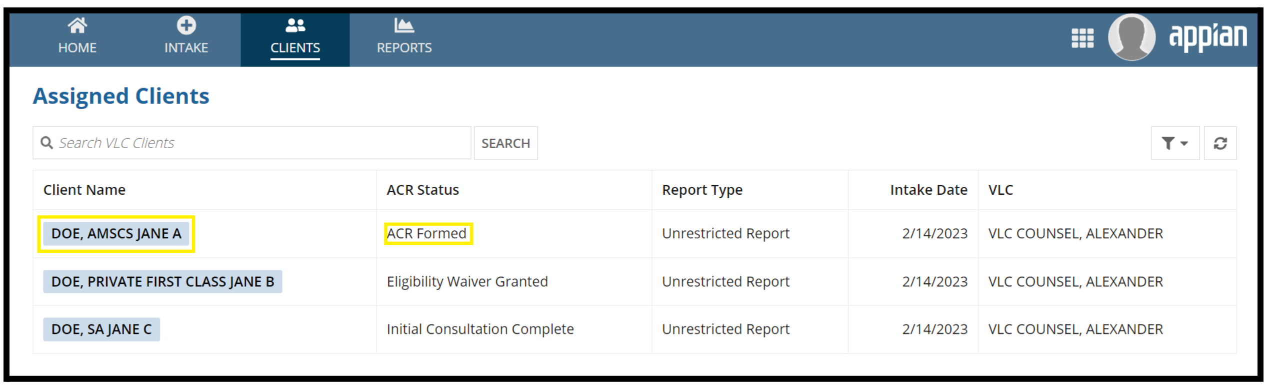
6. Once complete, select the “Submit” button.
7. Following submission, the entry is visible in the “Incidents” grid on the “Incidents” subtab of the “Case Details” tab.
    a. A summary of the incident can be viewed by selecting the “Incident Date” link.
    b. The entry can be edited by selecting the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



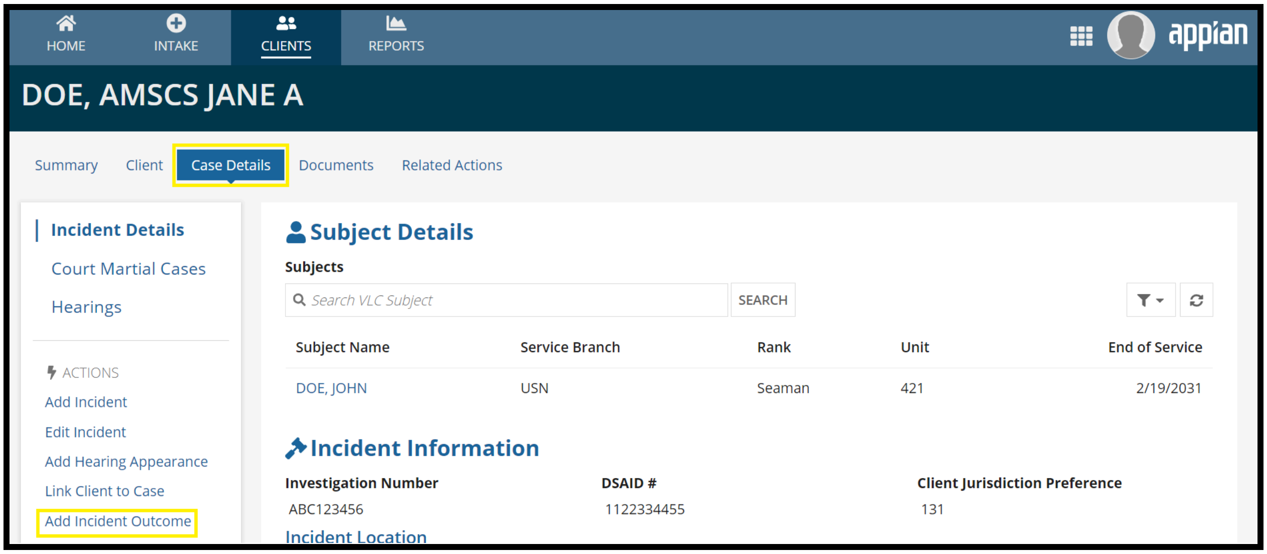
Record an Incident Outcome

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

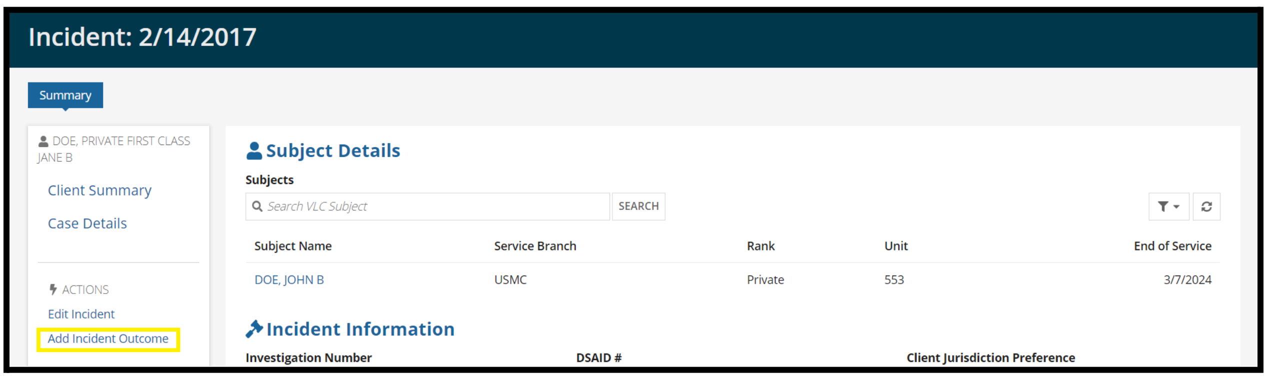
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



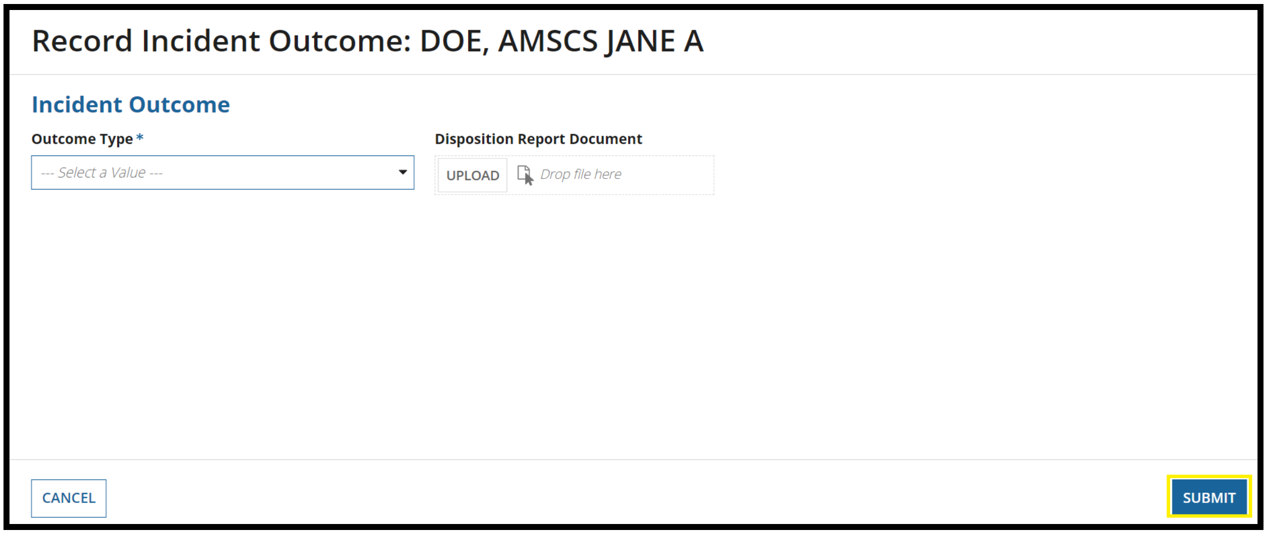
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Add Incident Outcome" action from the "Actions" list.
    a. This action is only available from the "Actions" list on the "Case Details" tab if a single incident has been recorded for the client.



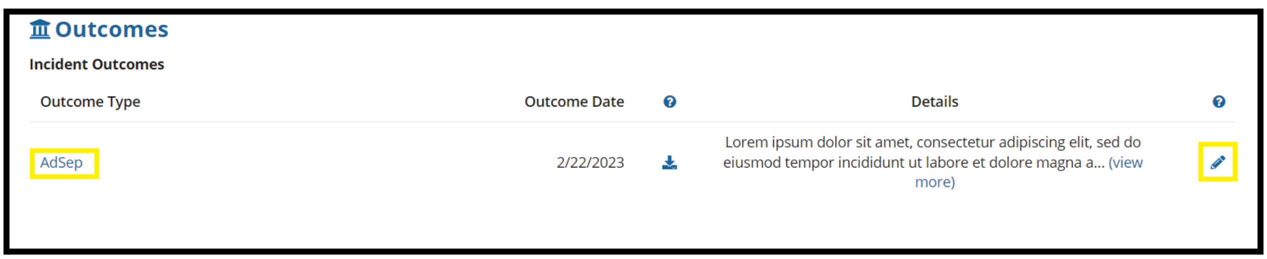
b. If multiple incidents have been recorded for the client, the action is available from the “Actions” list of the Incident Summary.



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.



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.

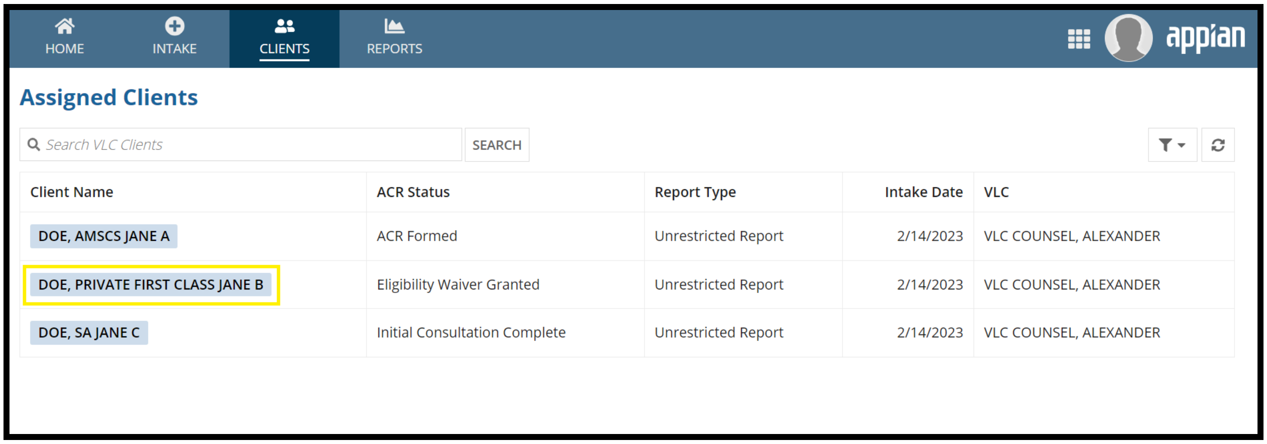


Link Client to Court-martial Case

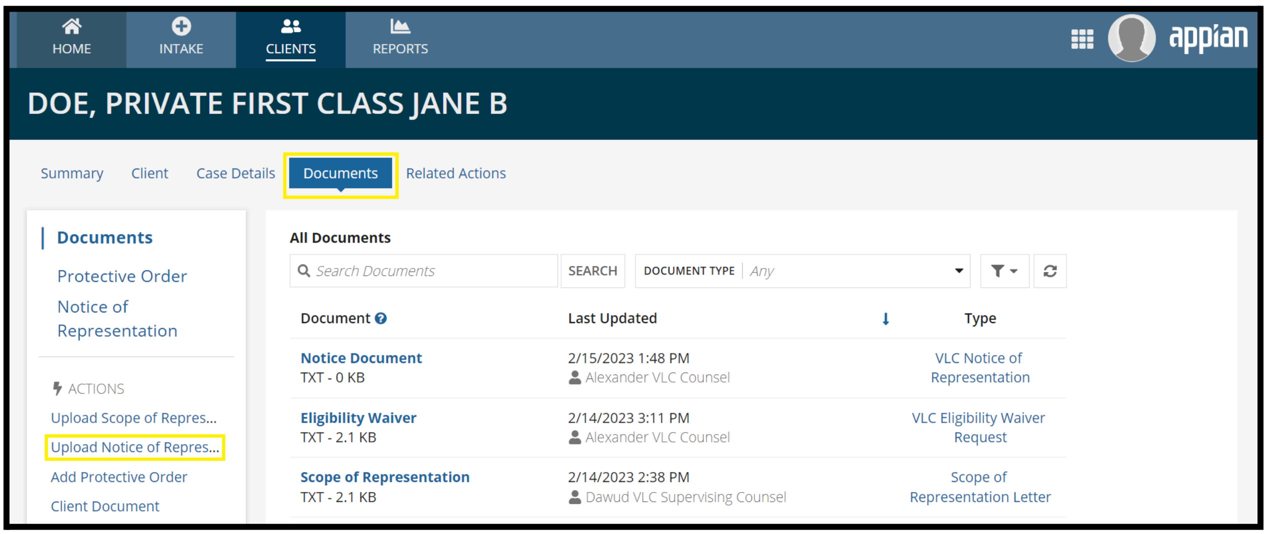
Upload a Notice of Representation

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

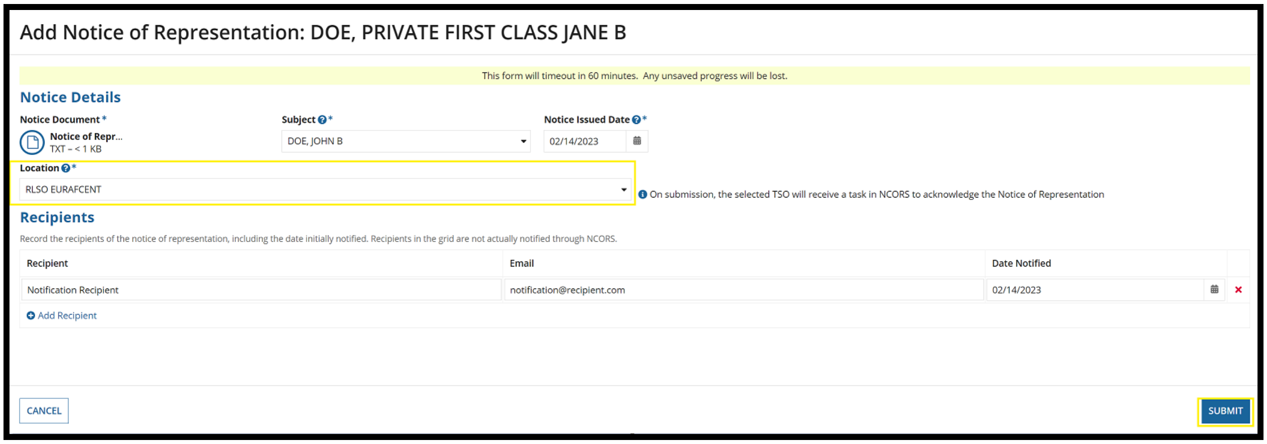
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



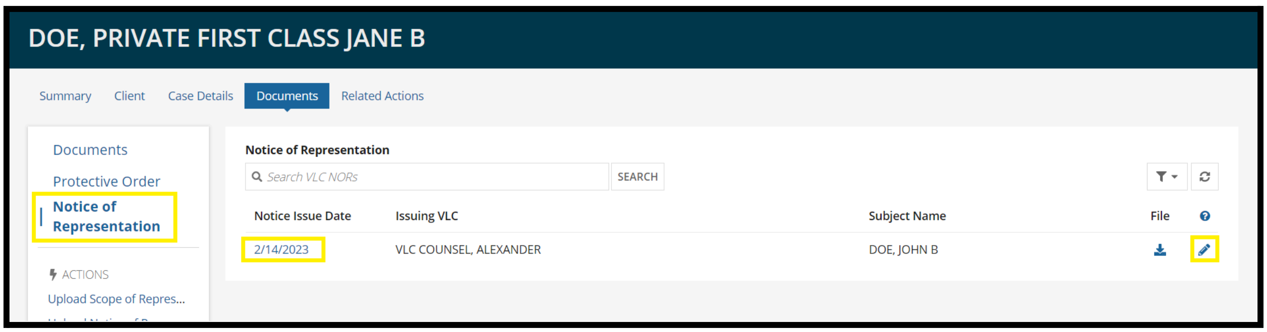
3. From the Client Summary page, navigate to the “Documents” tab and select the “Upload Notice of Representation” action from the “Actions” list.



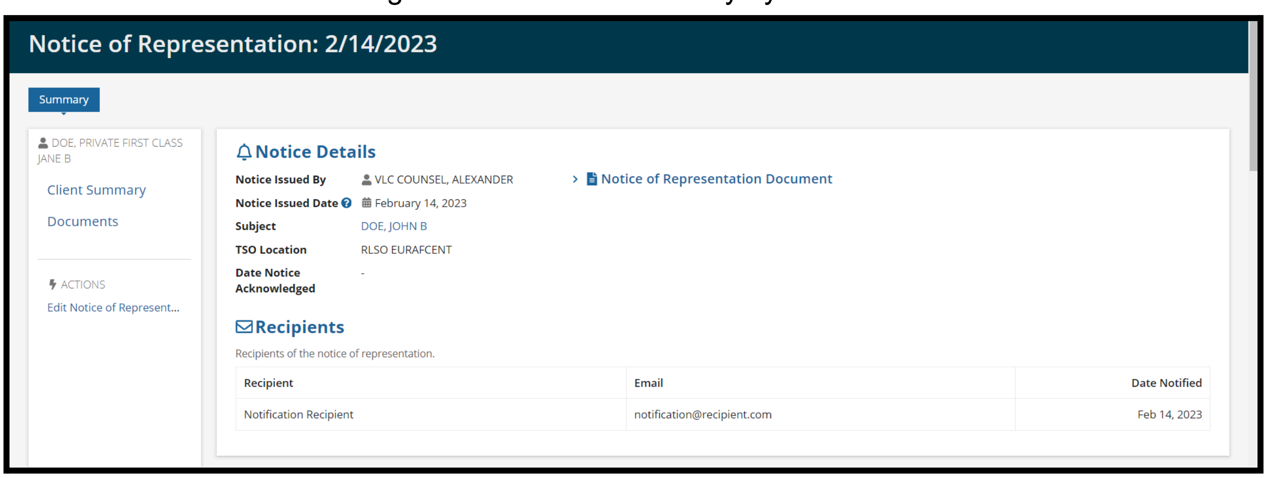
4. In the “Add Notice of Representation” form, upload the Notice Document and input the notice details. Once complete, select “Submit”.
   a. Select the subject named in the Notice of Representation. Users can select from a dropdown of subjects listed in “Unrestricted” incidents in the client case file.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



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.



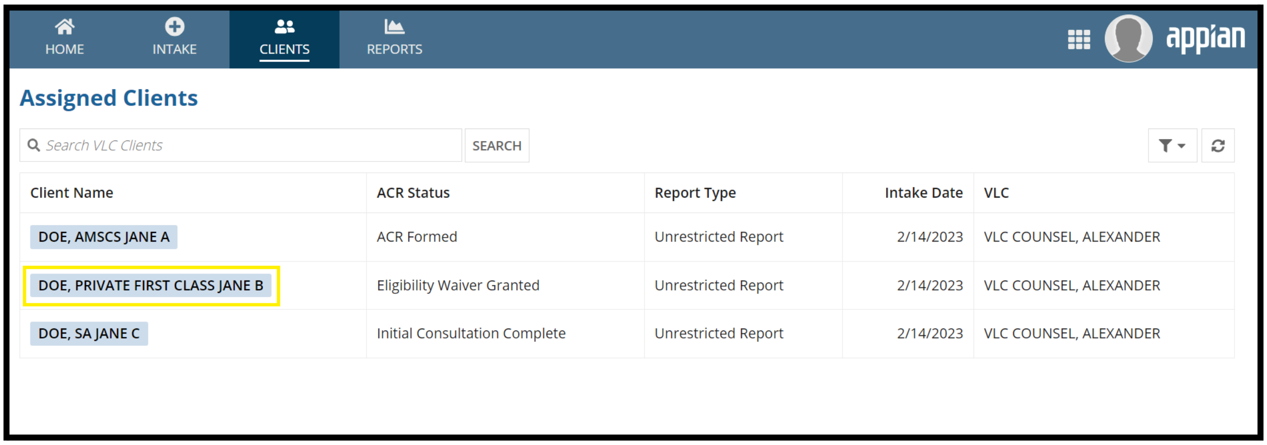
6. In the “Notice of Representation” summary view, the Notice Details and NoR Document are available to view as well as a grid of recipients of the notice of representation.
    a. Note that users in this grid are not notified directly by NCORS.



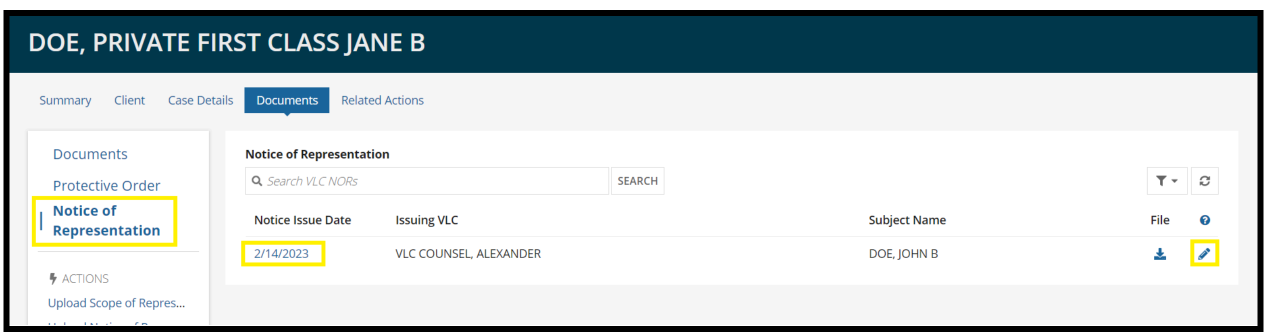
Edit a Notice of Representation

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

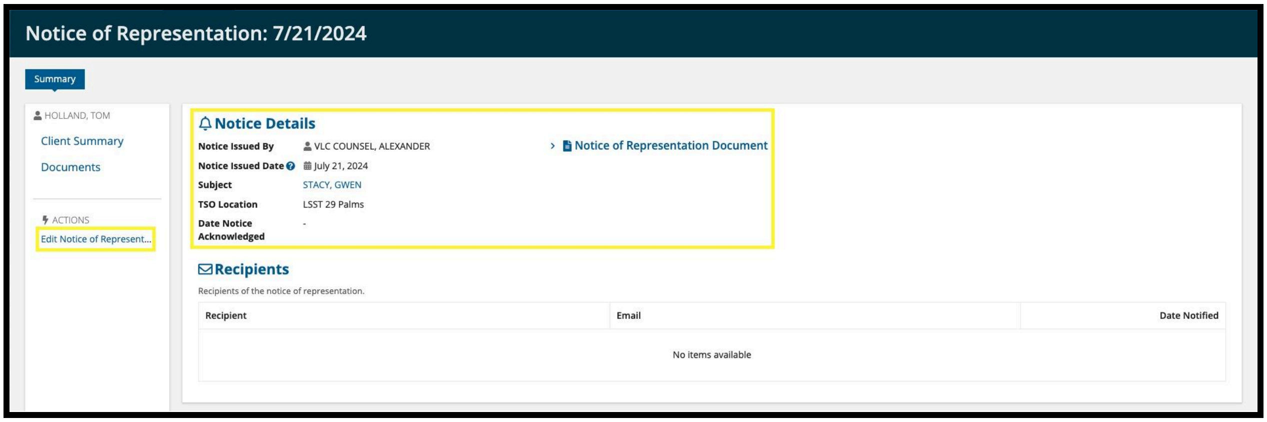
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



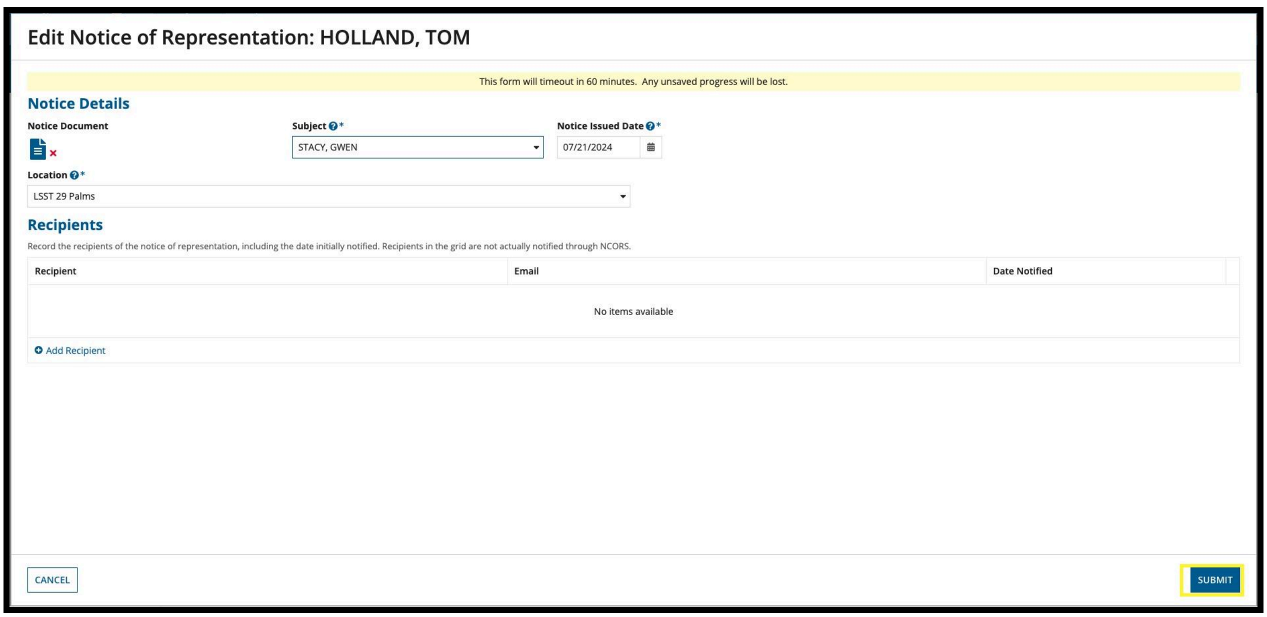
3. From the Client Summary page, navigate to the “Notice of Representation” subtab of the “Documents” tab to view the “Notice of Representation” grid.
   a. A summary of the notice can be viewed by selecting the “Notice Issue Date” link.
   b. The entry can be edited by selecting the “Edit” icon in the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



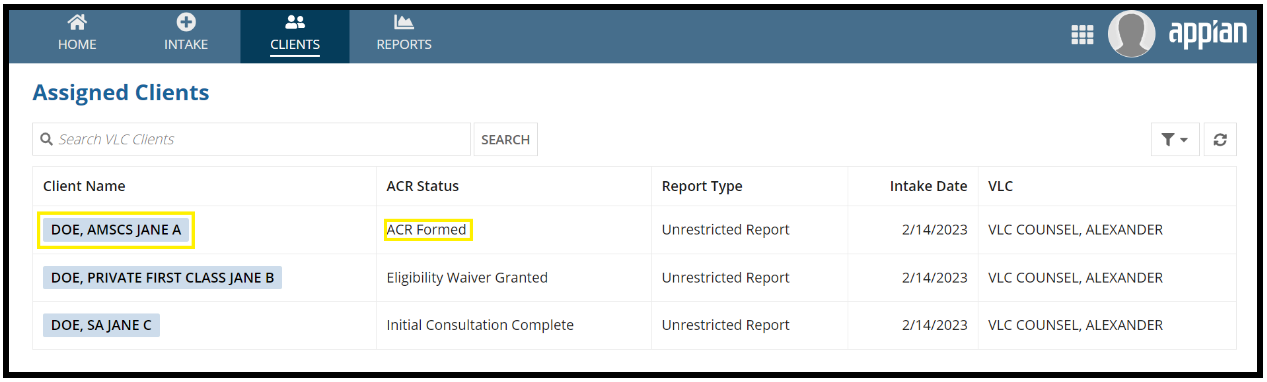
5. From the "Actions" list, users can take the action to "Edit Notice of Representation". This will take the user back to the Notice of Representation form to update details of the notice.
    a. User can select "Submit" when done with the form.
    b. After selecting "Submit" the user will be taken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



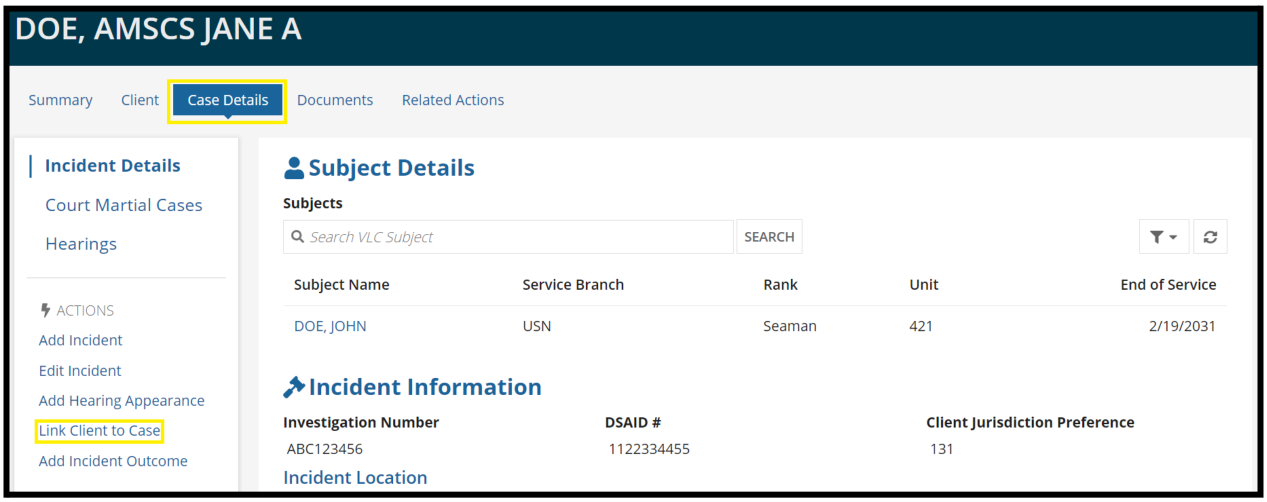
Request to Link a Client to an NCORS Case

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

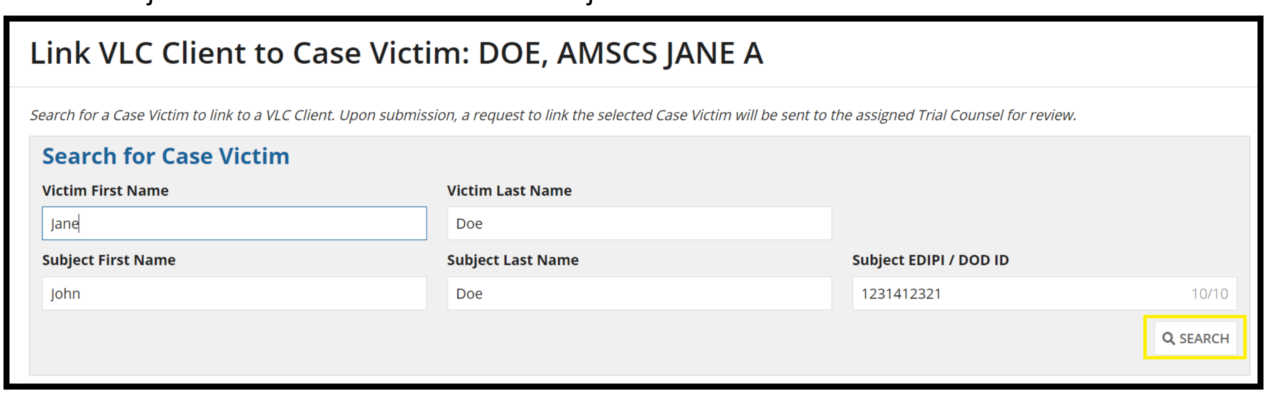
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



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.

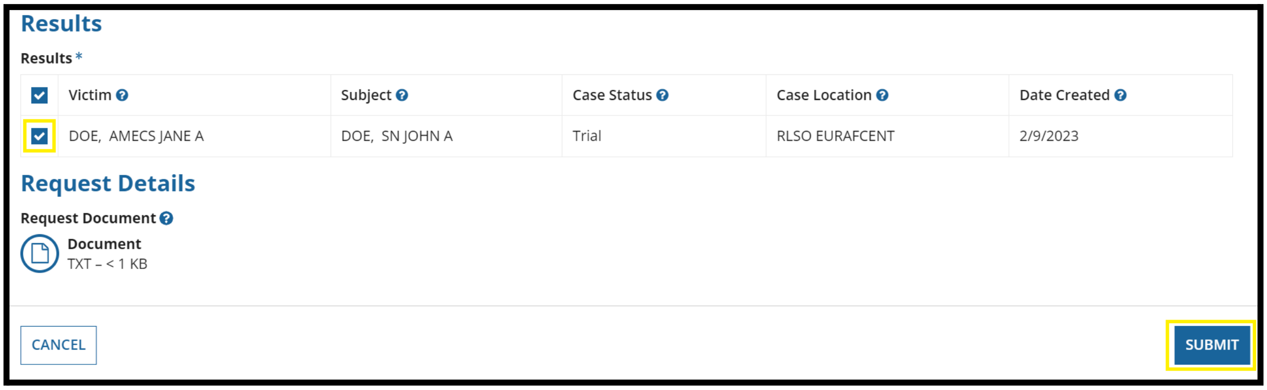


4. In the “Link VLC Client to Case Victim” form, search for a victim in an existing NCORS Court-martial Case by inputting the:
    a. Victim first and last name
    b. Subject first and last name and/or subject EDIPI/DOD ID



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.



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.

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.

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.

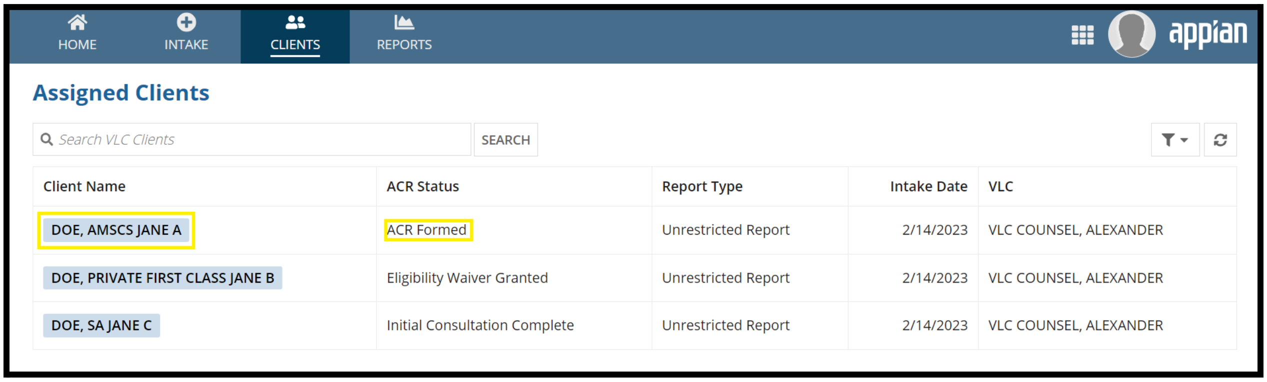
    b. If the request is denied, a notification will be sent to the requesting Trial Counsel user. The VLC client will not be linked to the NCORS Court-martial Case victim.

General Case Actions

Case Journal Entry

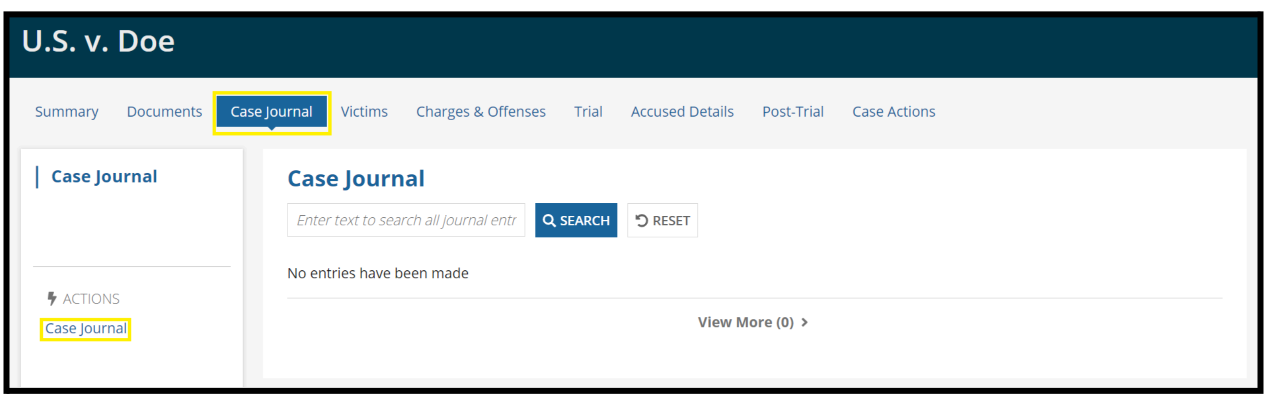
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

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.

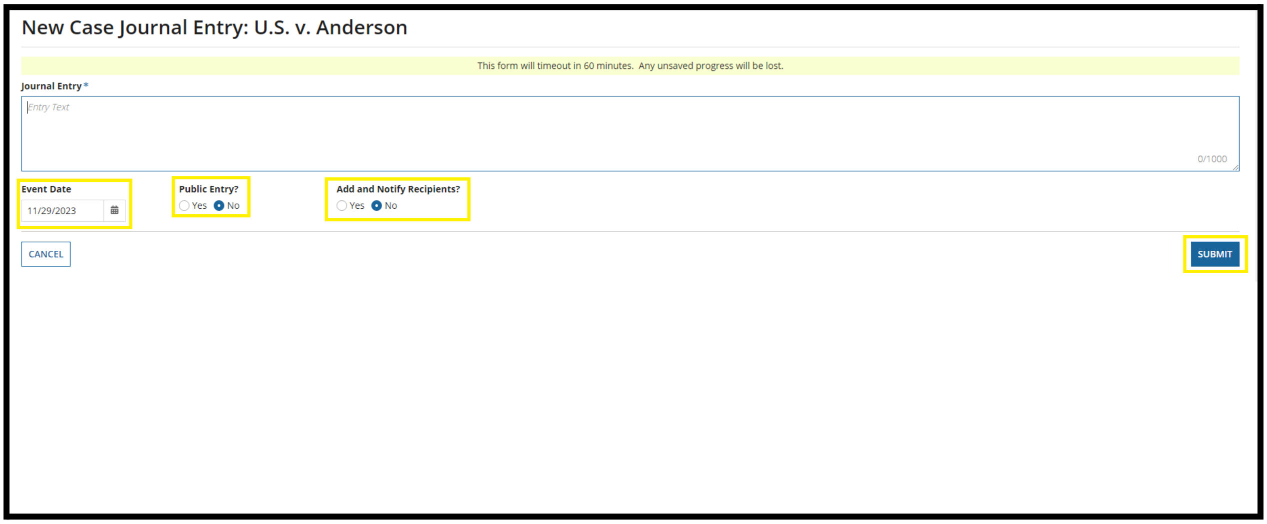
4. From the Case Summary page, navigate to the “Case Journal” tab and select the “Case Journal” action from the “Actions” list.



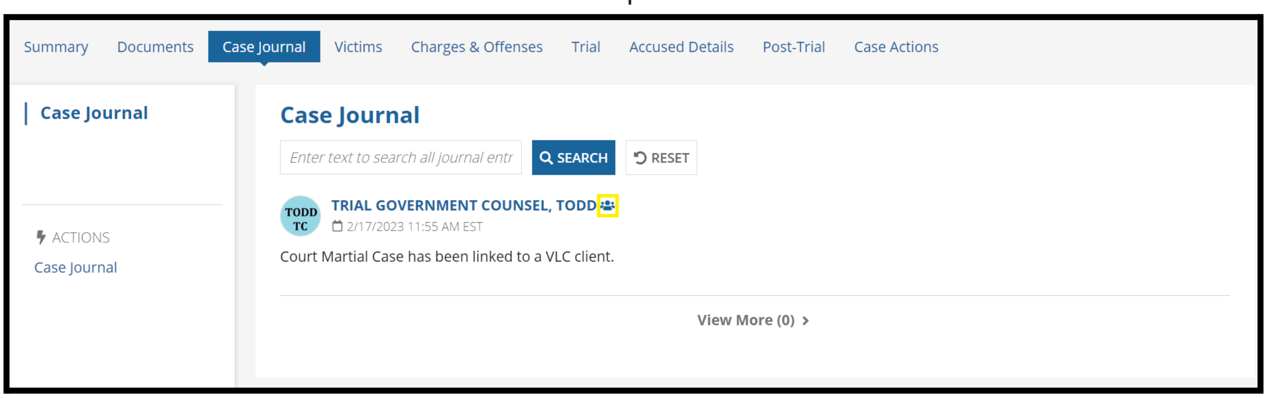
5. In the form, input the journal entry and any additional information:
    a. User may enter the “Event Date” of the Journal entry
        i. The “Event Date” value is used to sort journal entries on the site.

b. User may mark the entry as a “Public Entry” (if desired).
   i. Public entries will be visible to **all** system users with access to the case.
   ii. Non-public entries will only be visible to other Trial Office Users.

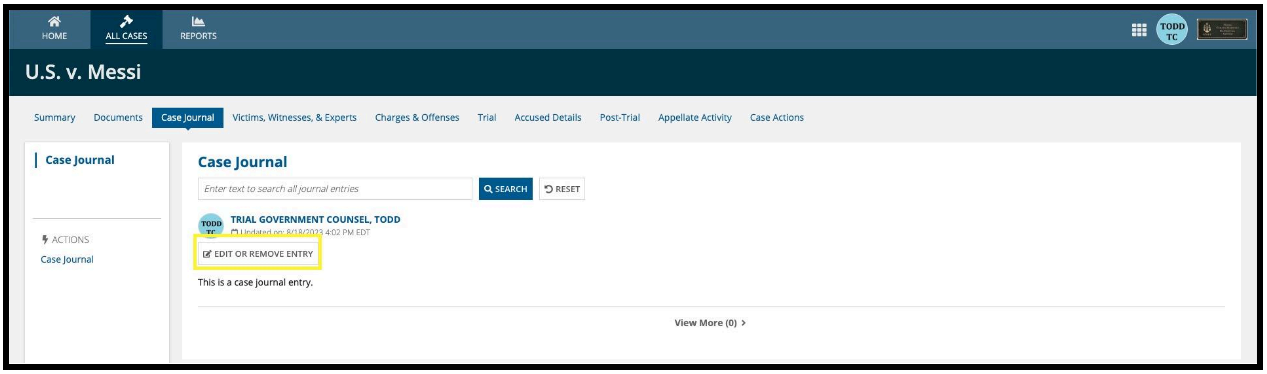
c. User may notify other users by selecting “yes” to the “Add and Notify Recipients” field.
   i. Add one or more recipients to the journal entry by inputting the name of the user to notify.
   ii. Recipients will receive an automated notification upon submission to review the journal entry.



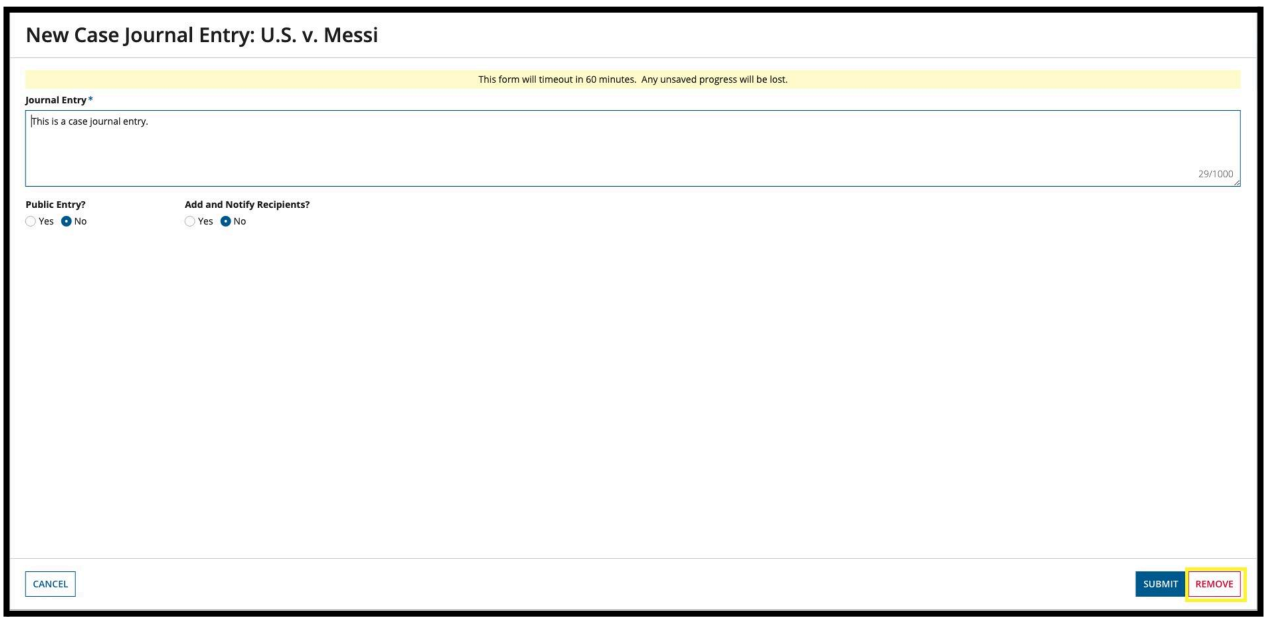
6. Select “Submit” to add the journal entry to the case.
7. Journal entries are displayed on the “Case Journal” tab and can be viewed by the appropriate users.
   a. A maximum of 10 journal entries are displayed on a page. Select the “View More” button to display additional entries.
   b. Public entries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



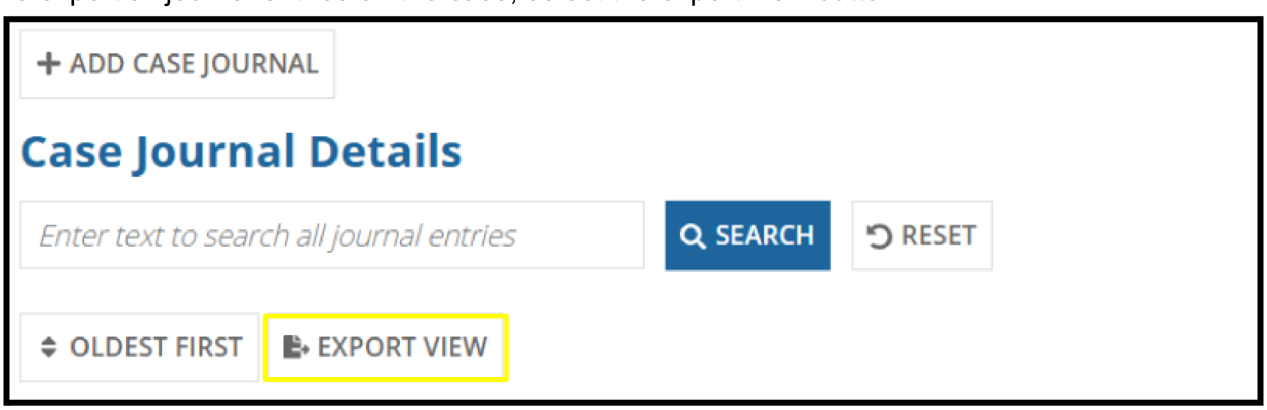
8. Select the button “Edit or Remove Entry” to edit or delete the “Case Journal” from the case.



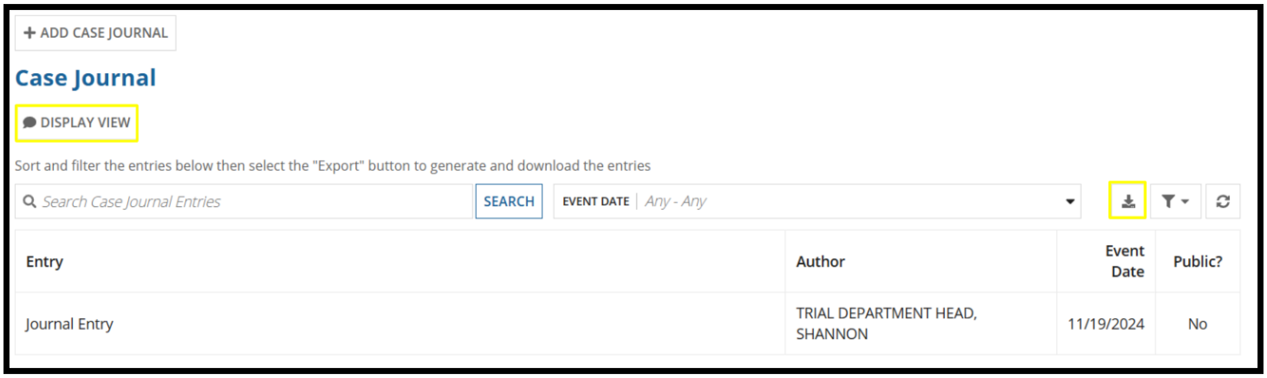
9. Select the “Remove” button at the bottom right to delete the “Case Journal”.
    a. To edit, simply make the changes needed and select “Submit” to save them back to the case.



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



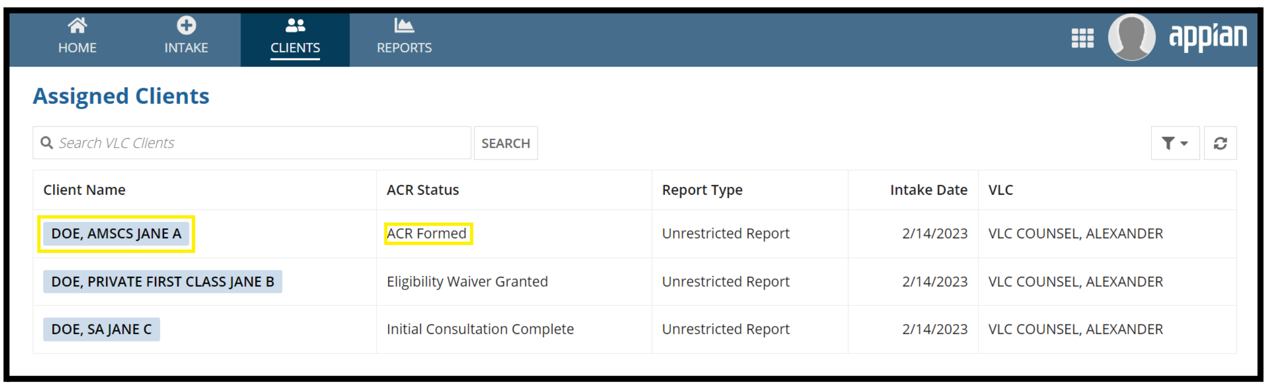
    a. Then select the export icon on the grid.
    b. Select “Display View” to revert back to the original view.



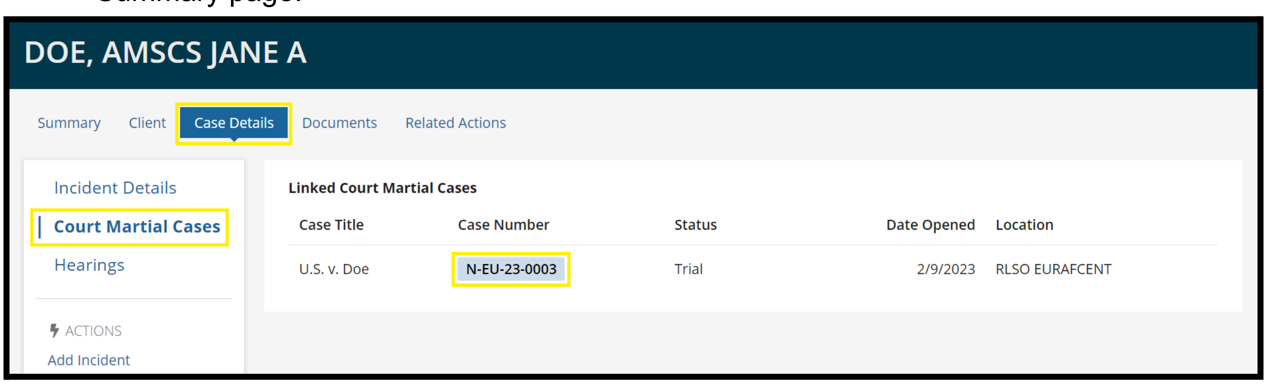
Disclose Documents to Trial Office

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

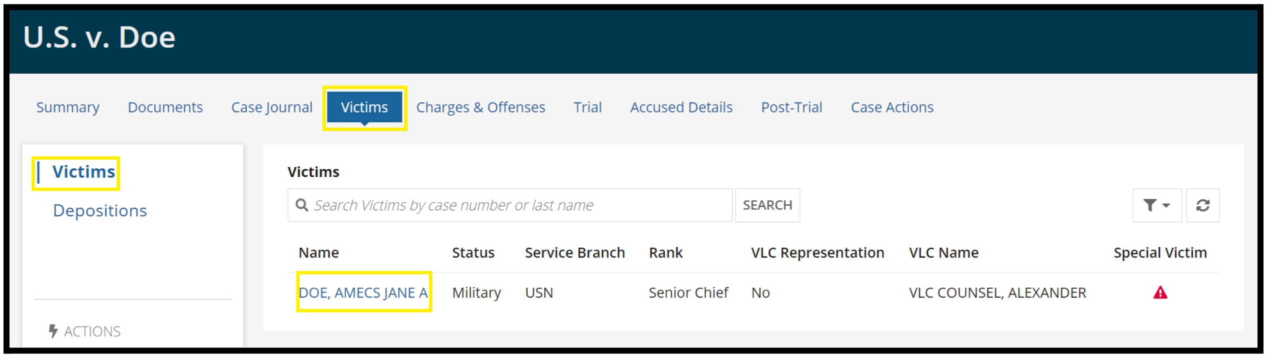
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



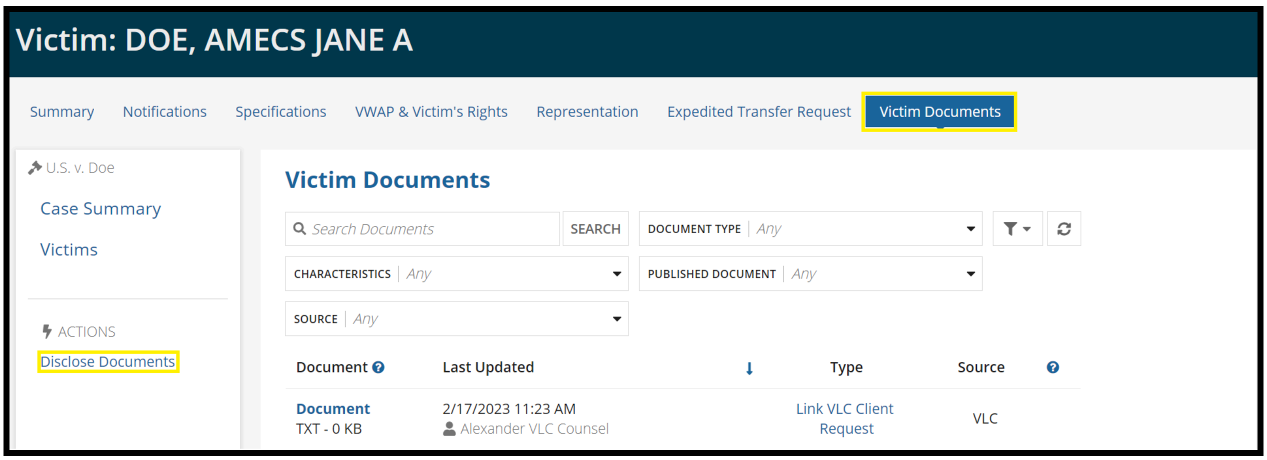
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
    a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



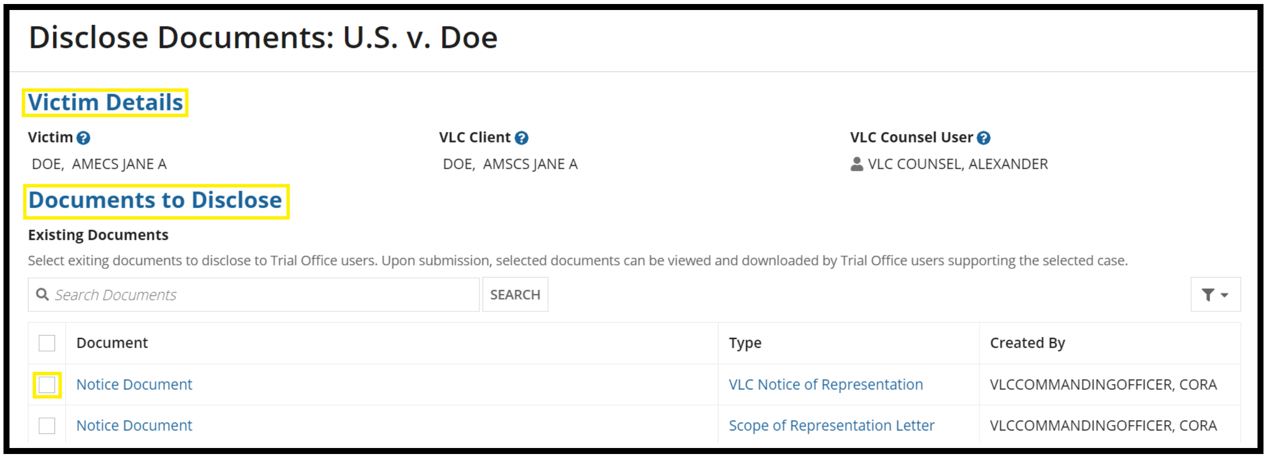
4. From the Case Summary page, navigate to the “Victims” tab and select the “Victims” subtab.
    a. From the “Victims” subtab, select the victim’s “Name” to access the Victim Summary page.



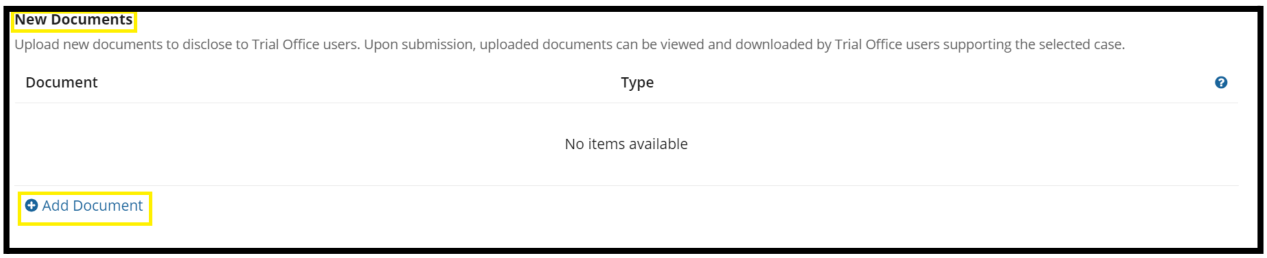
5. From the Victim Summary page, navigate to the “Victim Documents” tab and select the “Disclose Documents” action to disclose documents to the trial counsel.



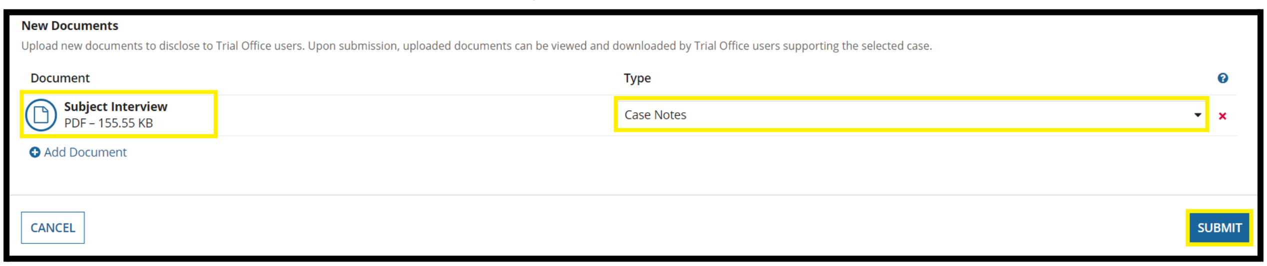
6. In the “Disclose Documents” form, view the victim details and upload and/or select the documents to disclose.
    a. To disclose a document that has already been uploaded to the client case file, select the document from the “Existing Documents” grid.



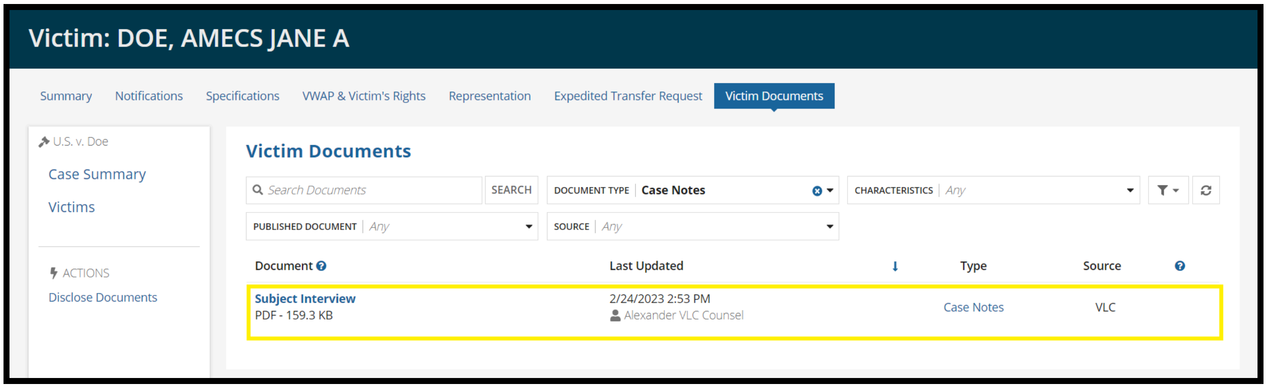
b. To disclose a new document, select the “Add Document” button to add an entry to the “New Documents” grid.



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



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.

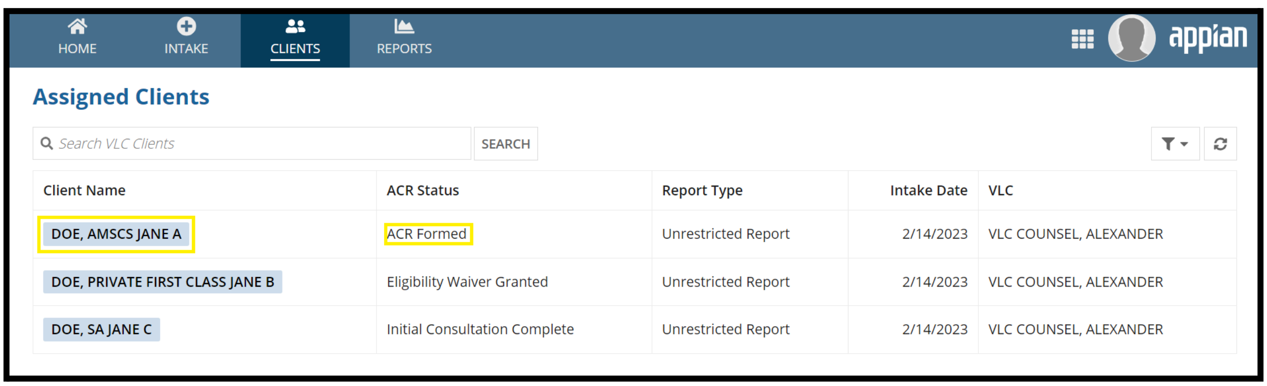


RCM 309 Matters

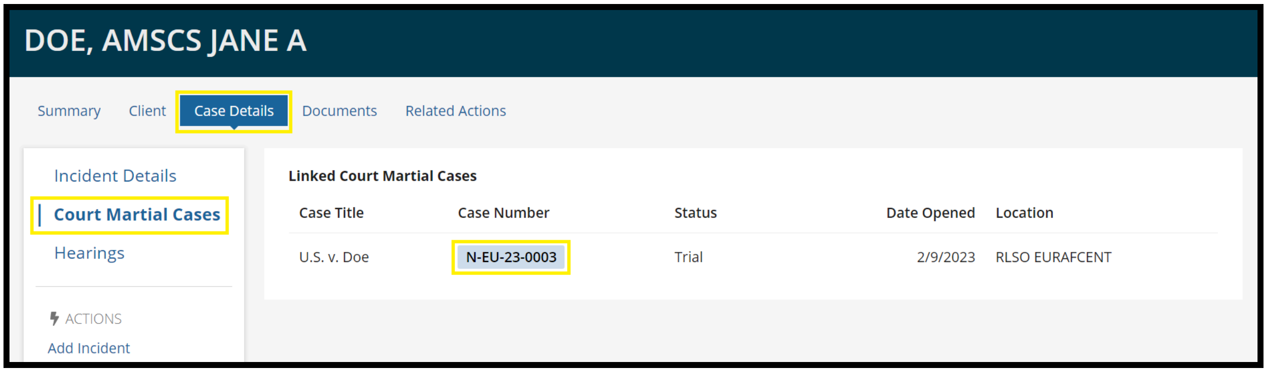
Request RCM 309 Matters

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

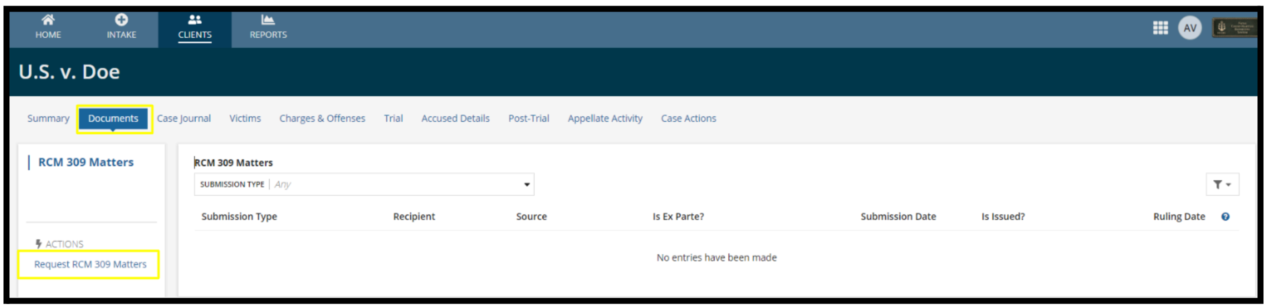
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



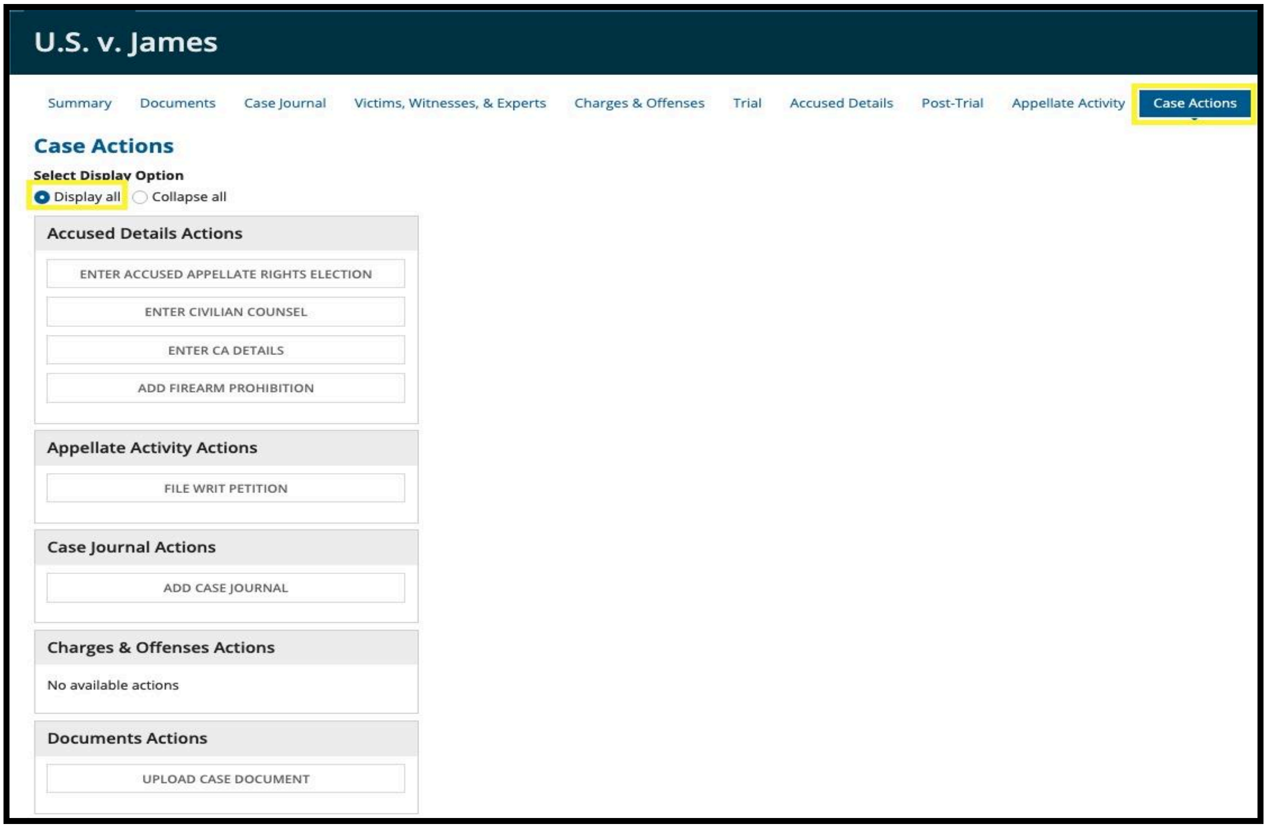
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
    a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



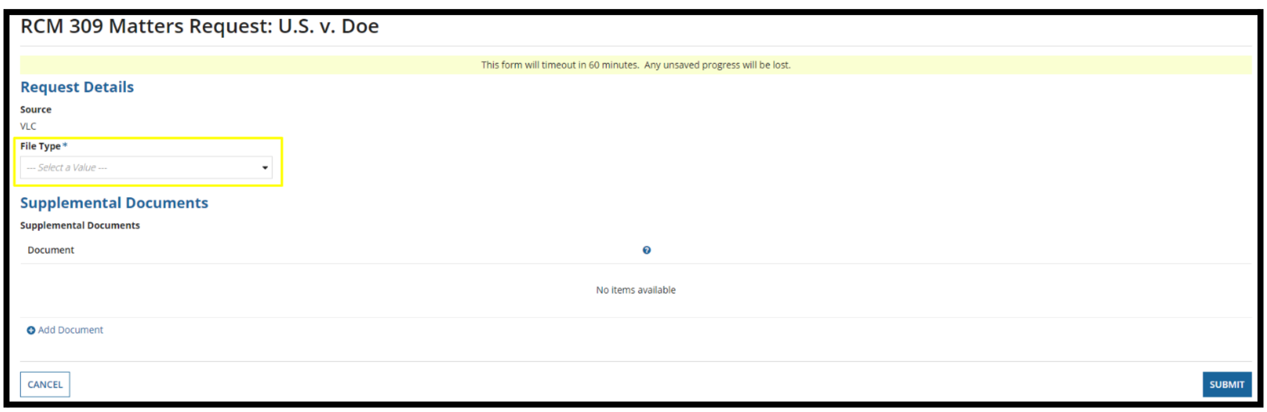
4. From the case summary view, navigate to the “Documents” tab and select the “Request RCM 309 Matters” action from the “Actions” list.



   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.

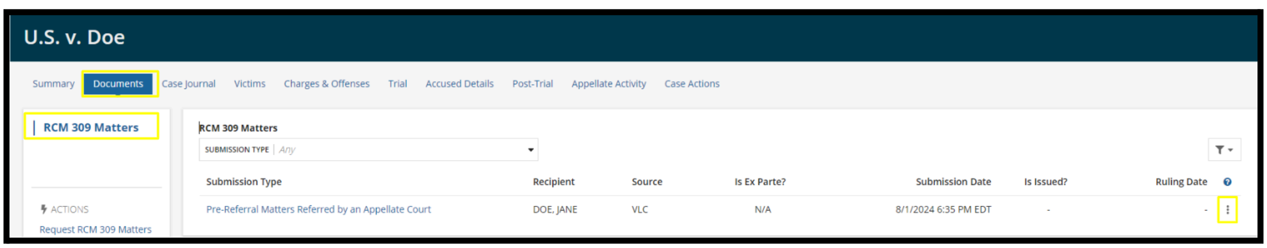


5. In the form, select the “File Type”.



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.

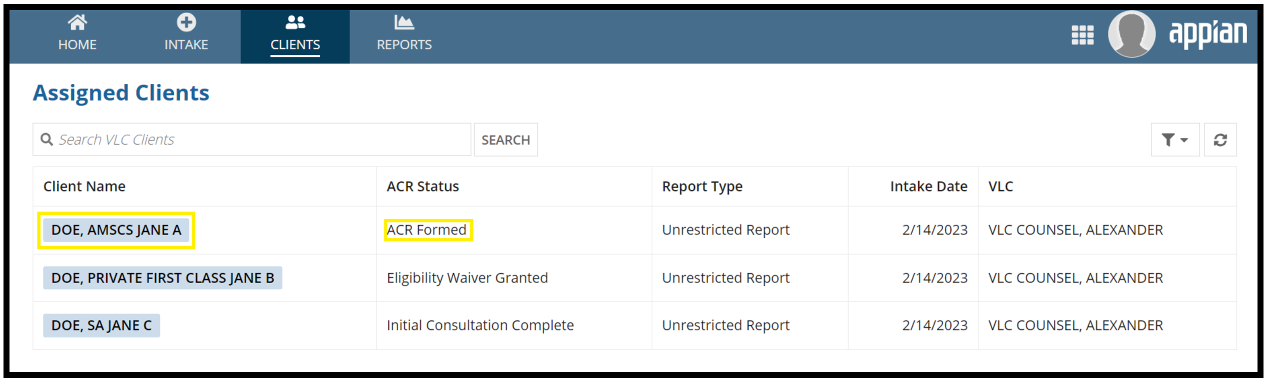
7. Following entry of data, select “Submit” to save the entry to the case.
    a. Following submission, 309 matters will be shared with the judiciary and other parties on the case.
    b. Parties with access to the submission receive a notification of the submission.
    c. Judiciary users receive a 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.



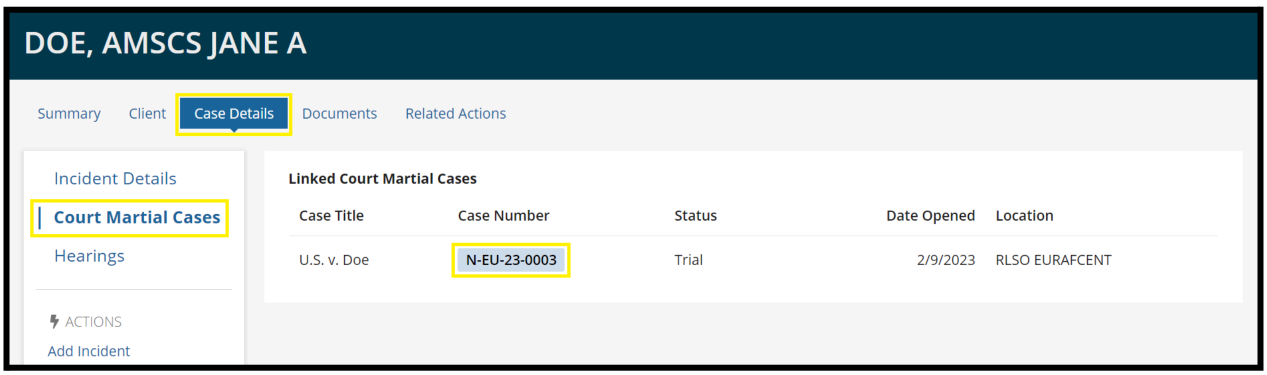
Record Action in Response to Investigative Subpoena

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

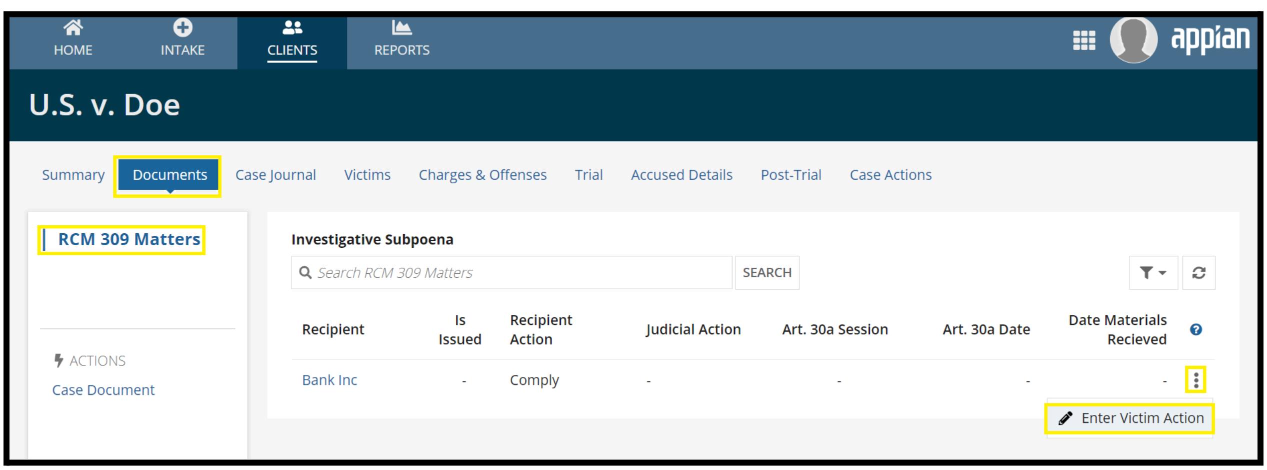
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



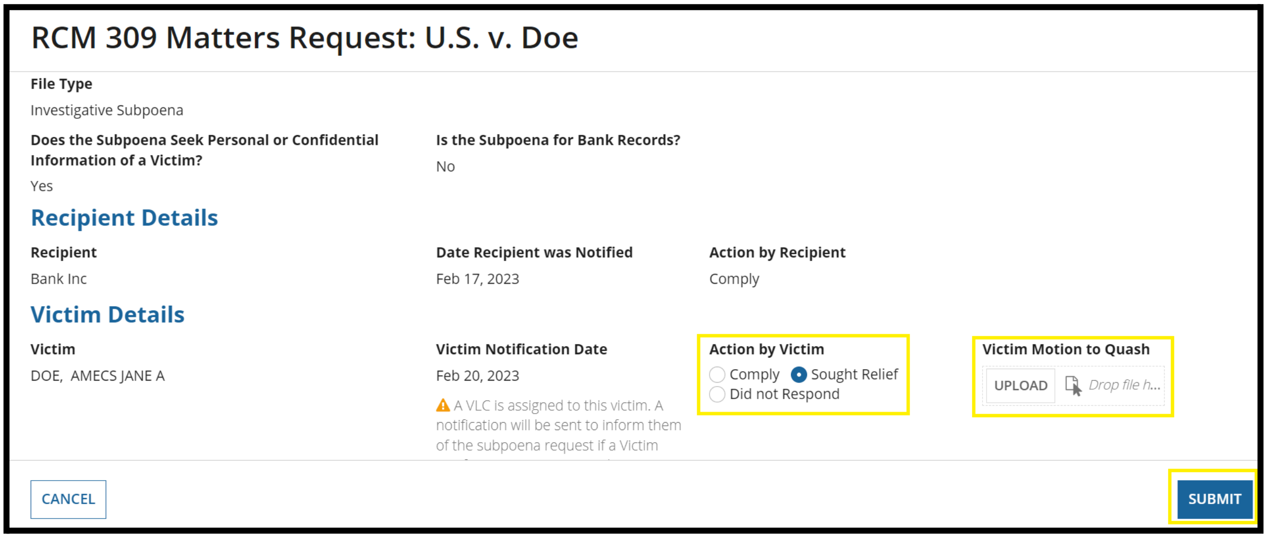
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



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



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.



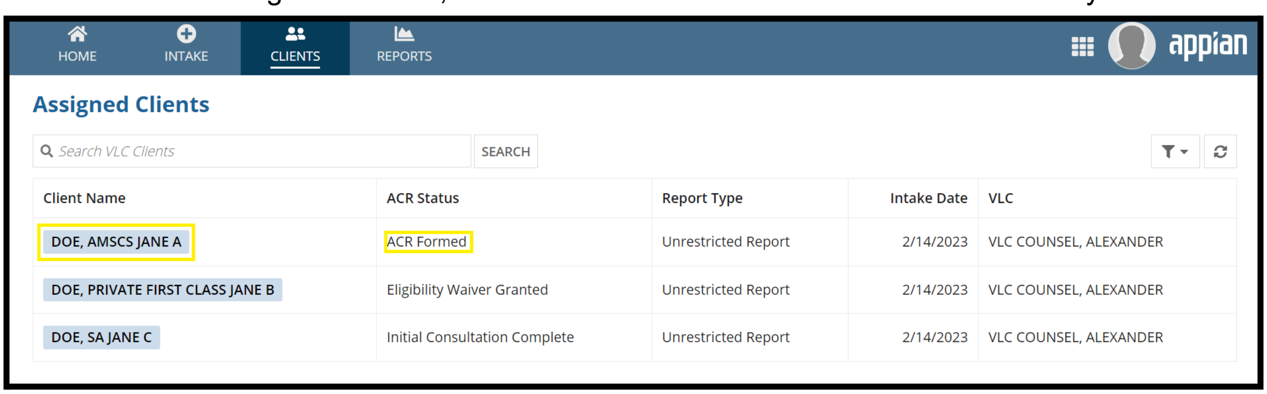
6. Once complete, select the “Submit” button. The selected Action by Victim and uploaded Victim Motion to Quash document will be available for review by the decision authority who reviews the subpoena request.

Plea and Pretrial Agreements

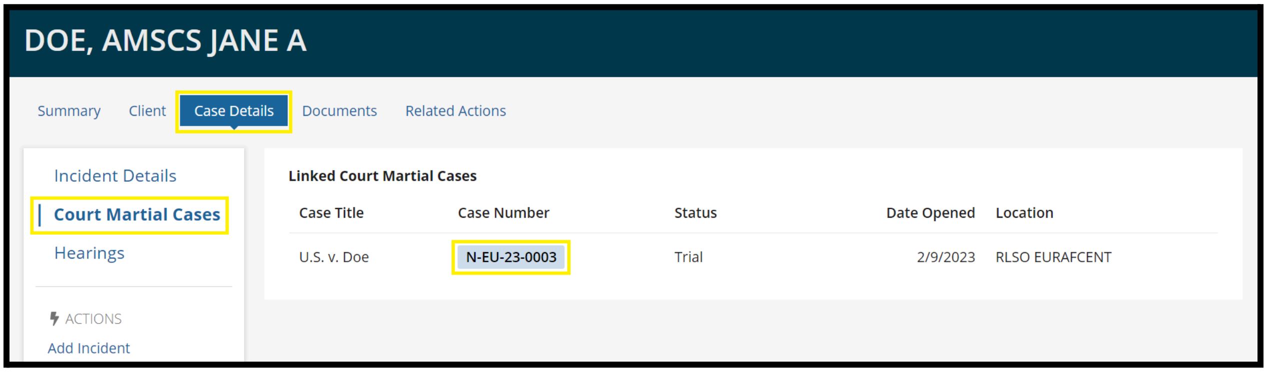
Generate Draft Plea Agreement

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

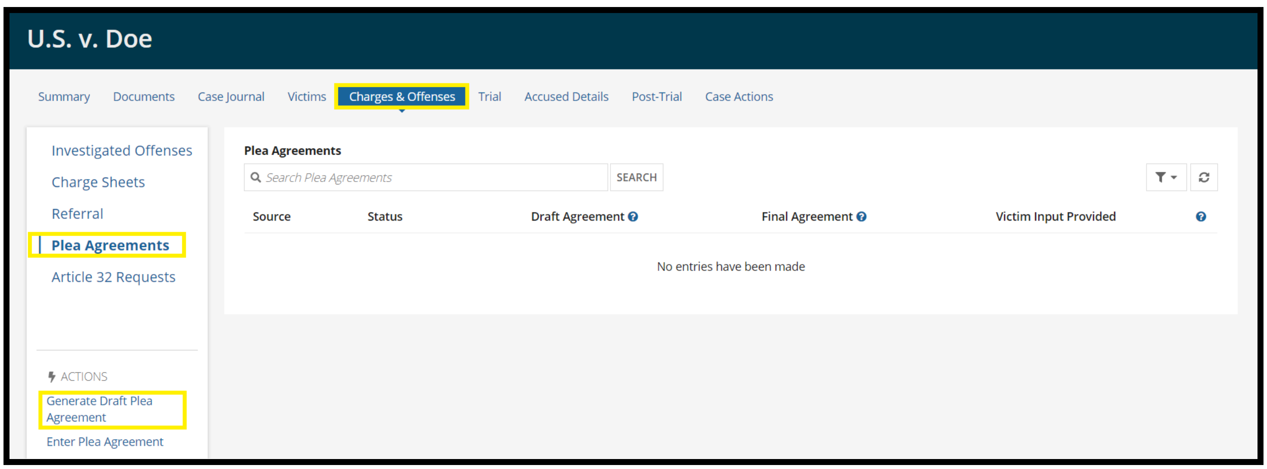
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



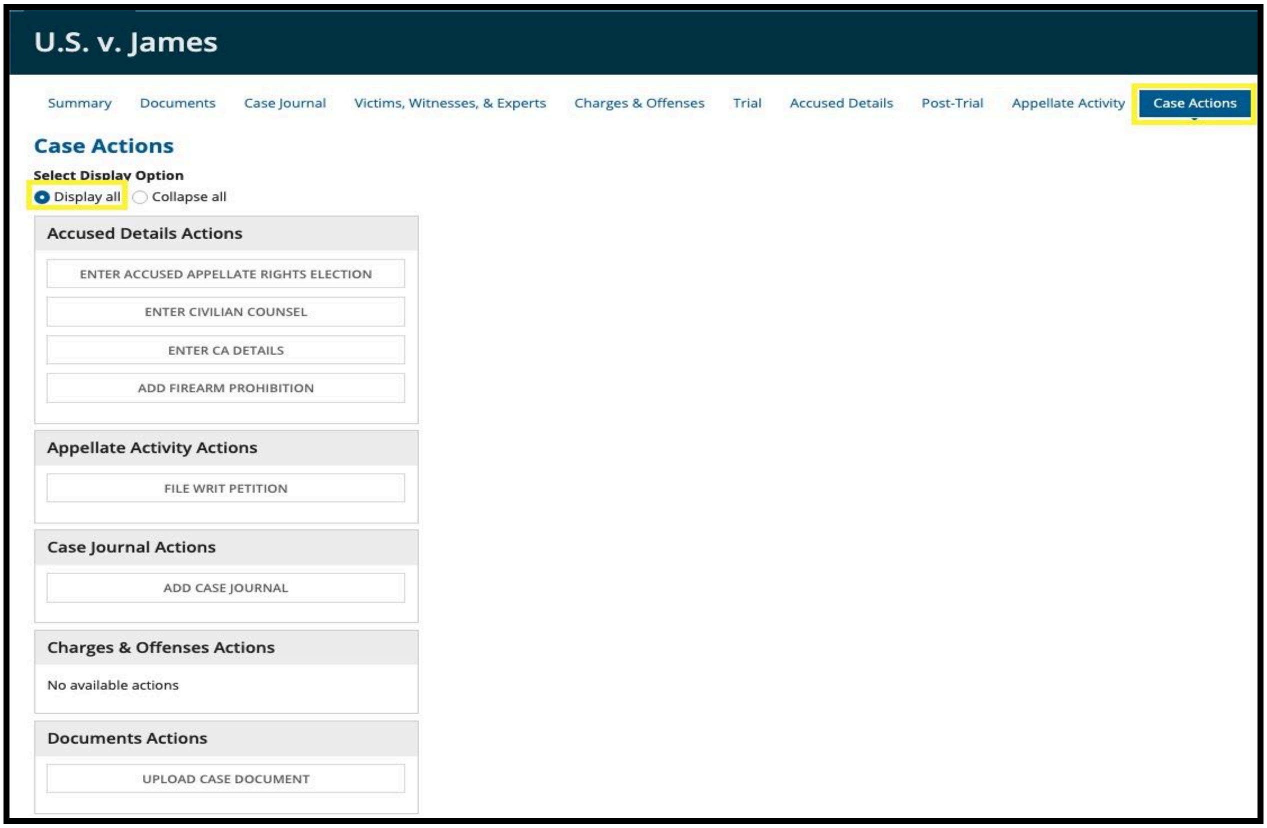
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



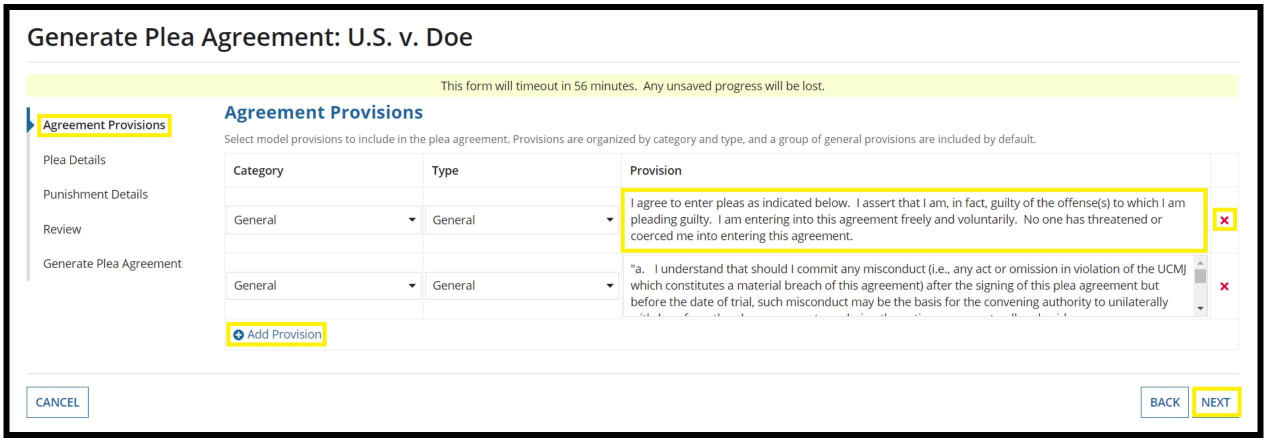
4. From the Case Summary page, navigate to the “Charges and Offenses” tab and select the “Generate Draft Plea Agreement” action.



    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.



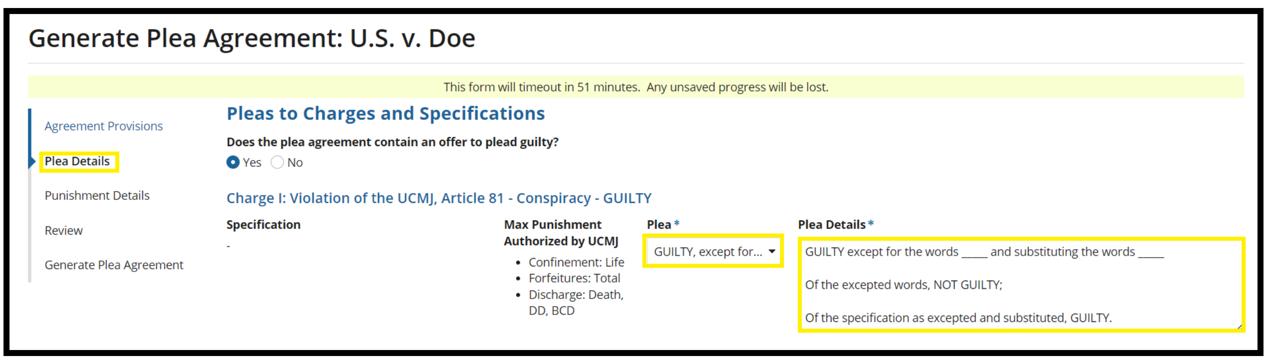
5. In the “Generate Plea Agreement” form, populate the details of the draft plea agreement.
    a. Select stock provision language to include in the plea agreement in the “Agreement Provisions” step. Select the “Next” button once all necessary information is input.
        i. By default, a set of “General” 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.



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.

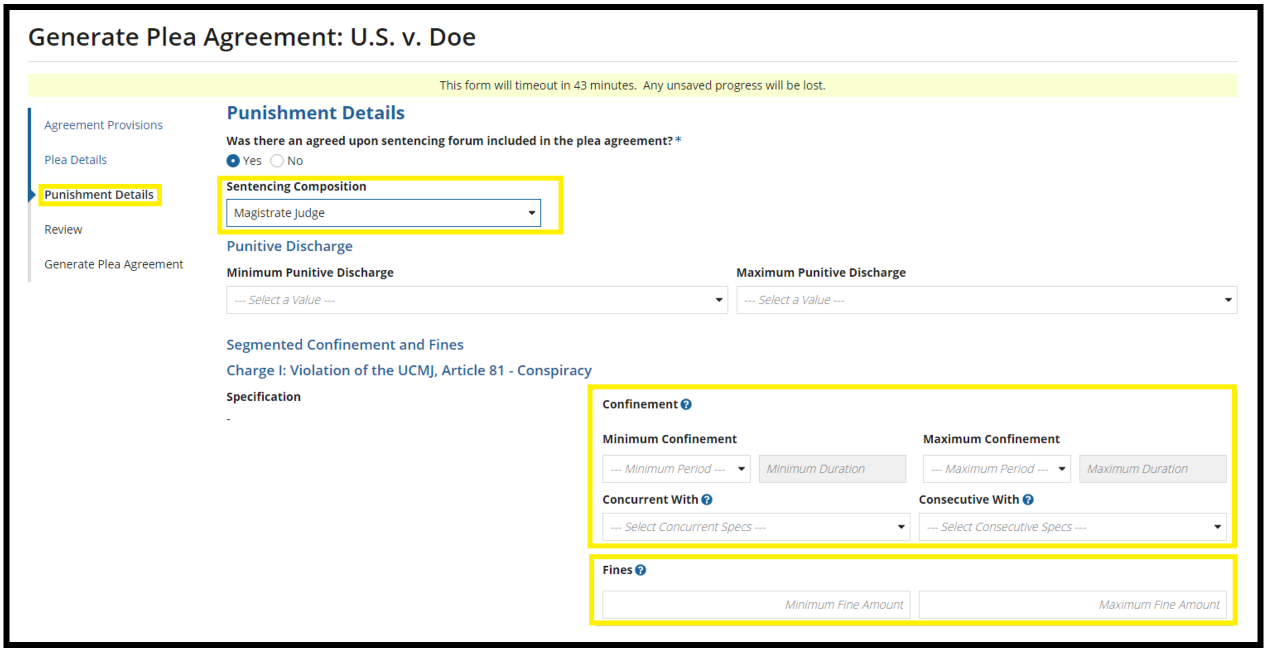
  ii. If “GUILTY, except for the words” is selected as the plea, input the exception details.



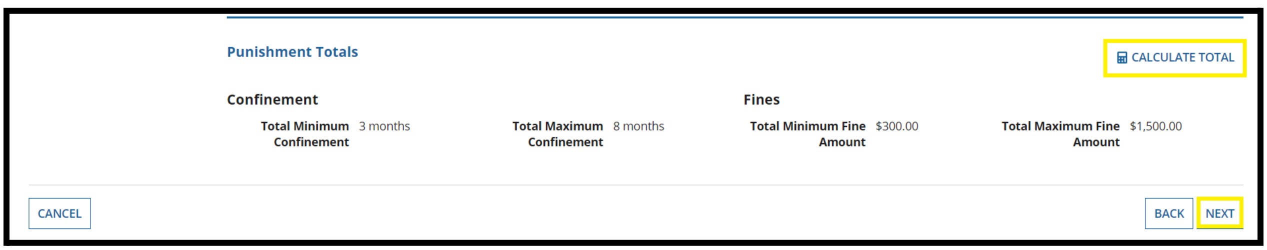
c. Input the agreed upon sentencing forum and minimum and maximum punishment in the “Punishment Details” step. Select the “Next” button once all necessary information is input.

  i. If the agreed upon sentencing composition is “Members”, input the minimum and maximum punitive discharge, confinement, and fine amounts.

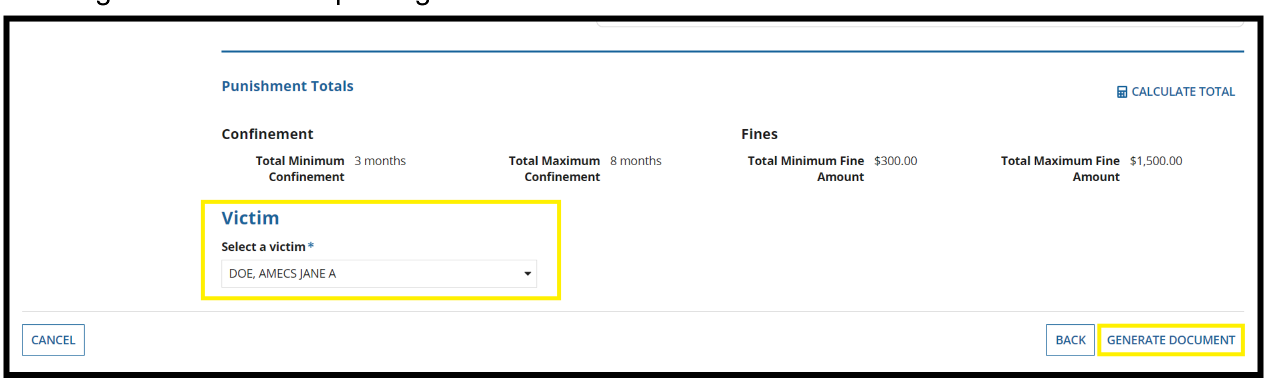
  ii. If the agreed upon sentencing composition is “Judge” or “ Magistrate Judge”, input the minimum and maximum punitive discharge and minimum confinement and fine amounts for each specification under segmented sentencing rules.



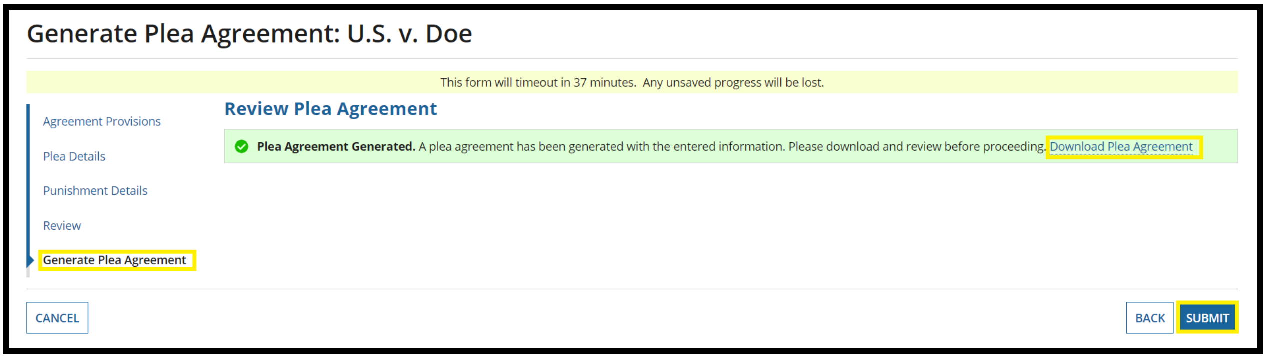
iii. Select the "Calculate Total" button to calculate the total minimum and maximum confinement and fine amounts.



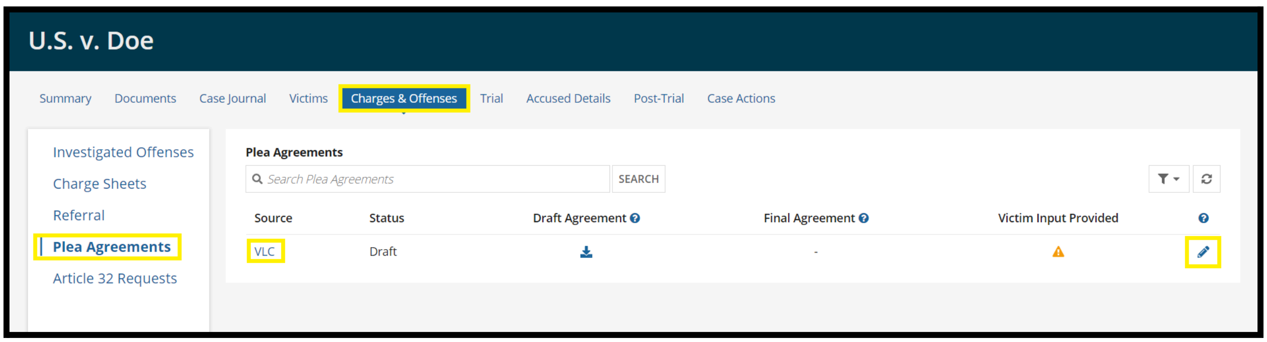
d. In the "Review" step, select a victim to link to the plea agreement. Review the details of the agreement, then select the "Generate Document" button to generate the draft plea agreement document.



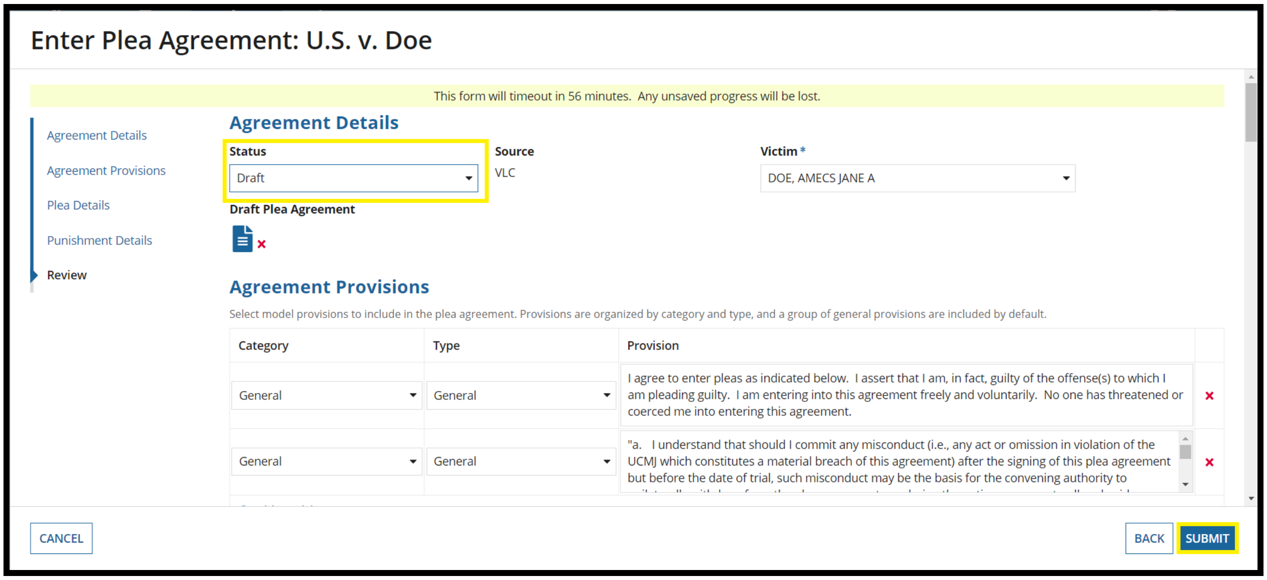
6. The generated plea agreement may be downloaded and previewed prior to submission by selecting the "Download Plea Agreement" link.



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.



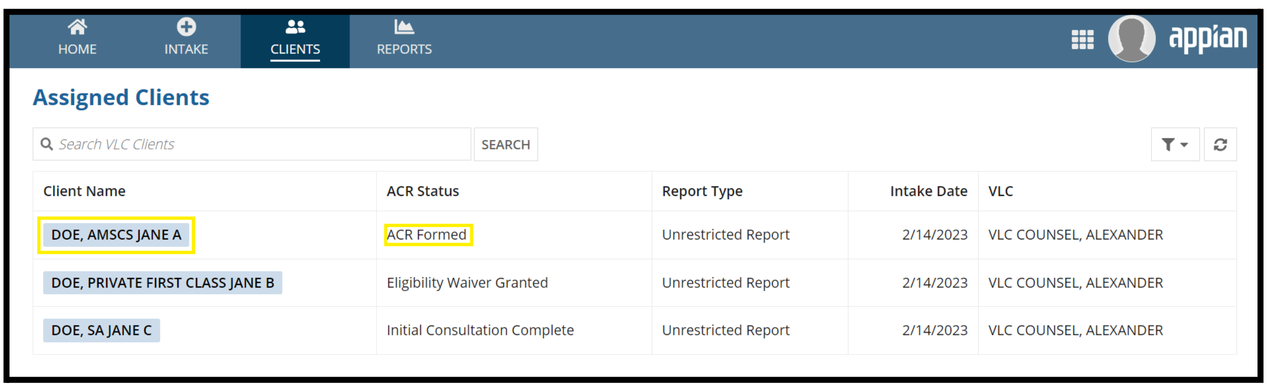
8. When editing the agreement, the "Status" can be updated to disclose the agreement to other users in the system.
    a. If the "Status" is "Draft", the agreement can only be viewed by VLC users.
    b. If the "Status" is "With Government", the agreement can be viewed by VLC users and Trial Office users. 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.



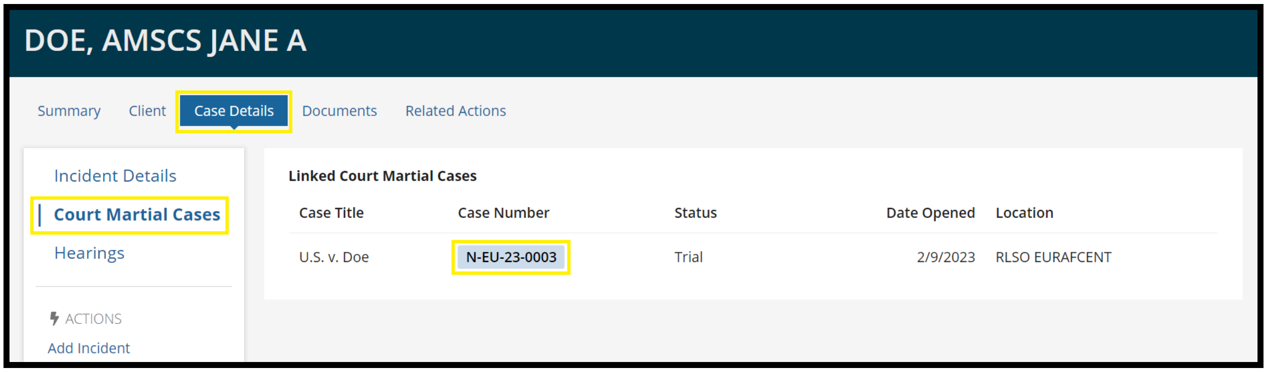
Enter Plea Agreement

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

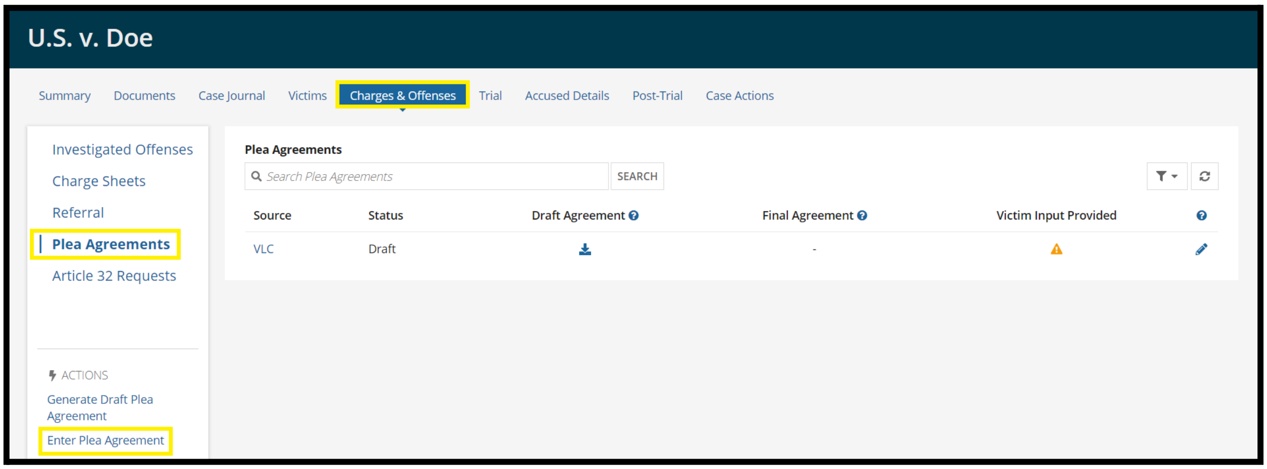
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



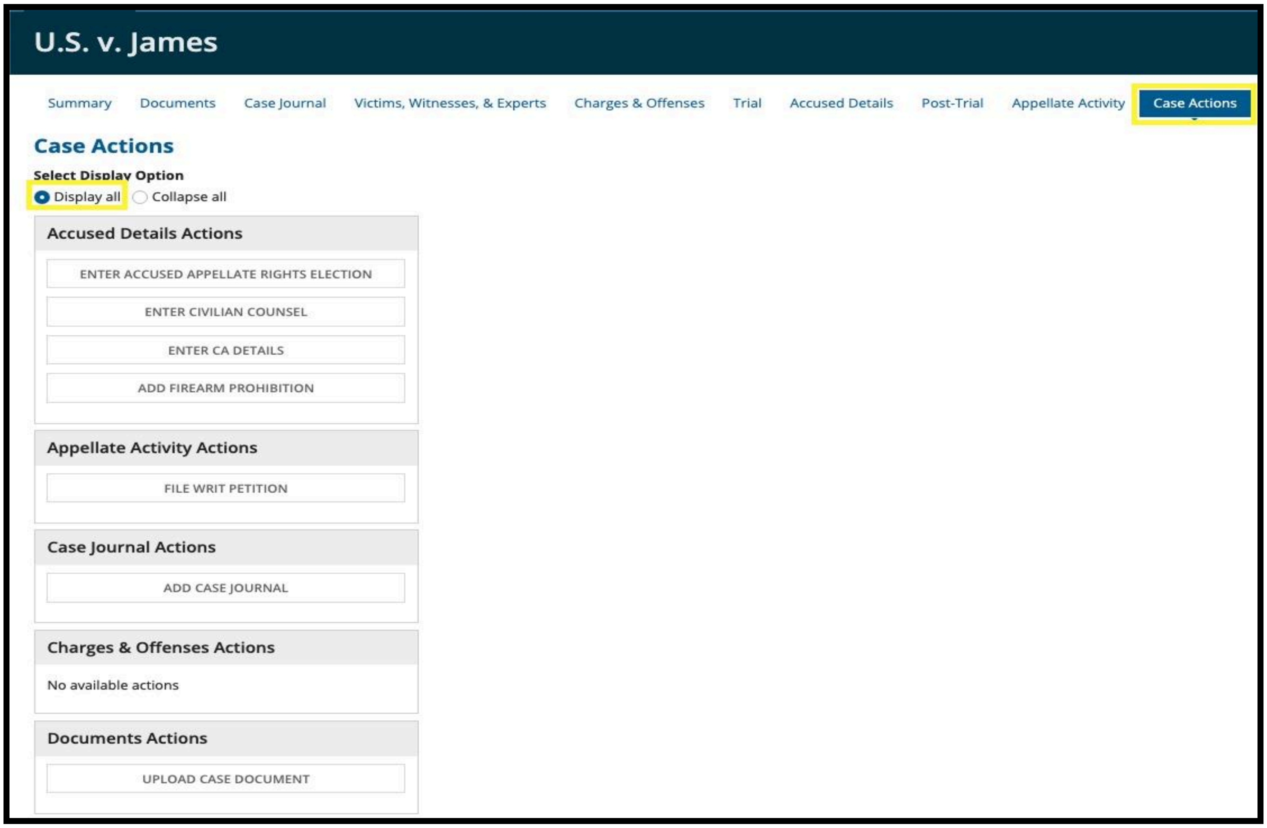
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
    a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



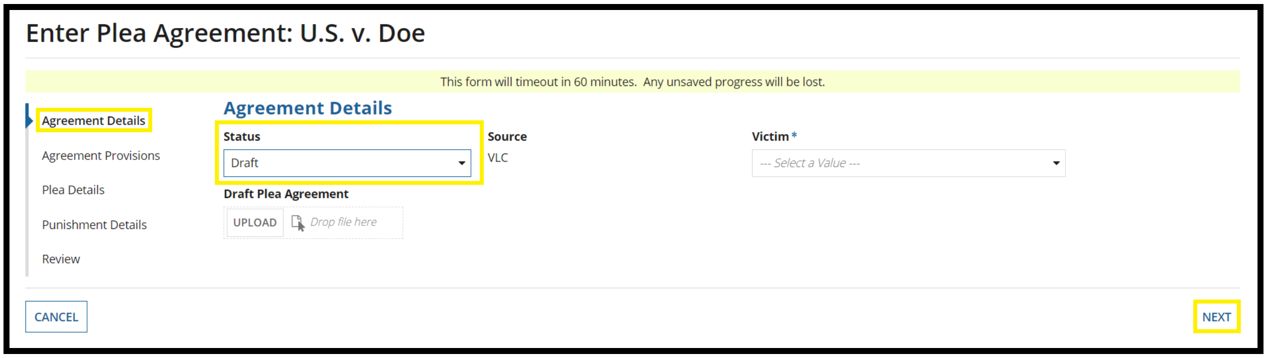
9. From the Case Summary page, navigate to the “Charges and Offenses” tab and select the “Enter Plea Agreement” action.



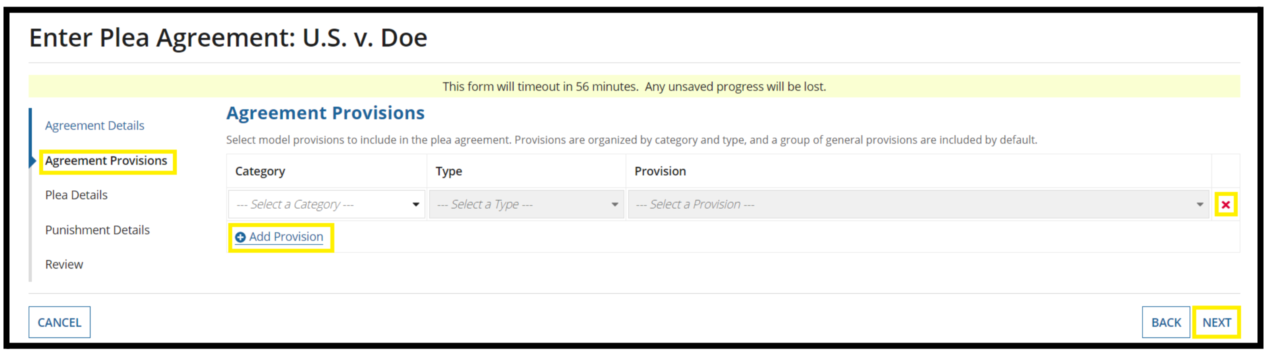
   a. This action is also available from the “Case Actions” tab.
      i. Use the “Display All” option to view all case actions available on the case.
      ii. Use CTRL + F to search for an action in the list.



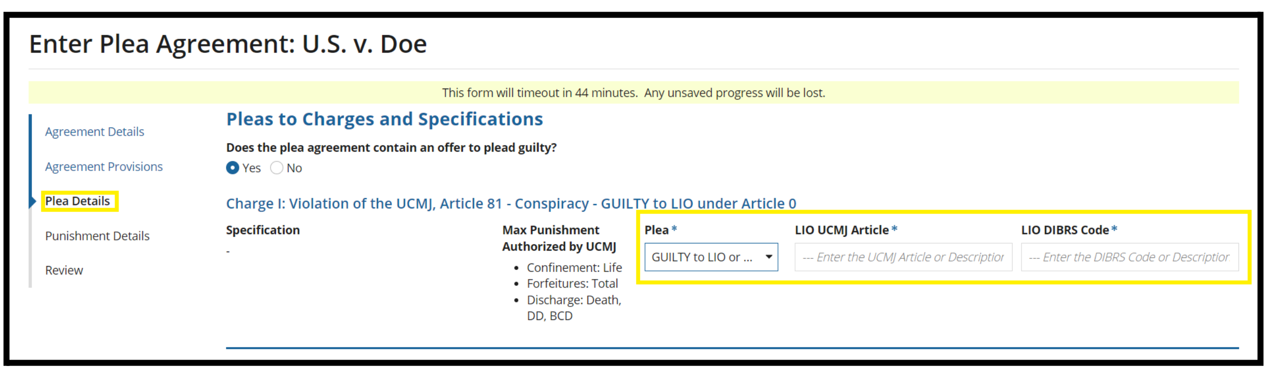
4. In the “Enter Plea Agreement” form, input the details of the plea agreement and select “Submit”.
    a. In the “Agreement Details” step, input the agreement status, select a victim to link the agreement to and upload the Draft Plea Agreement document. Select the “Next” button once all necessary information 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.



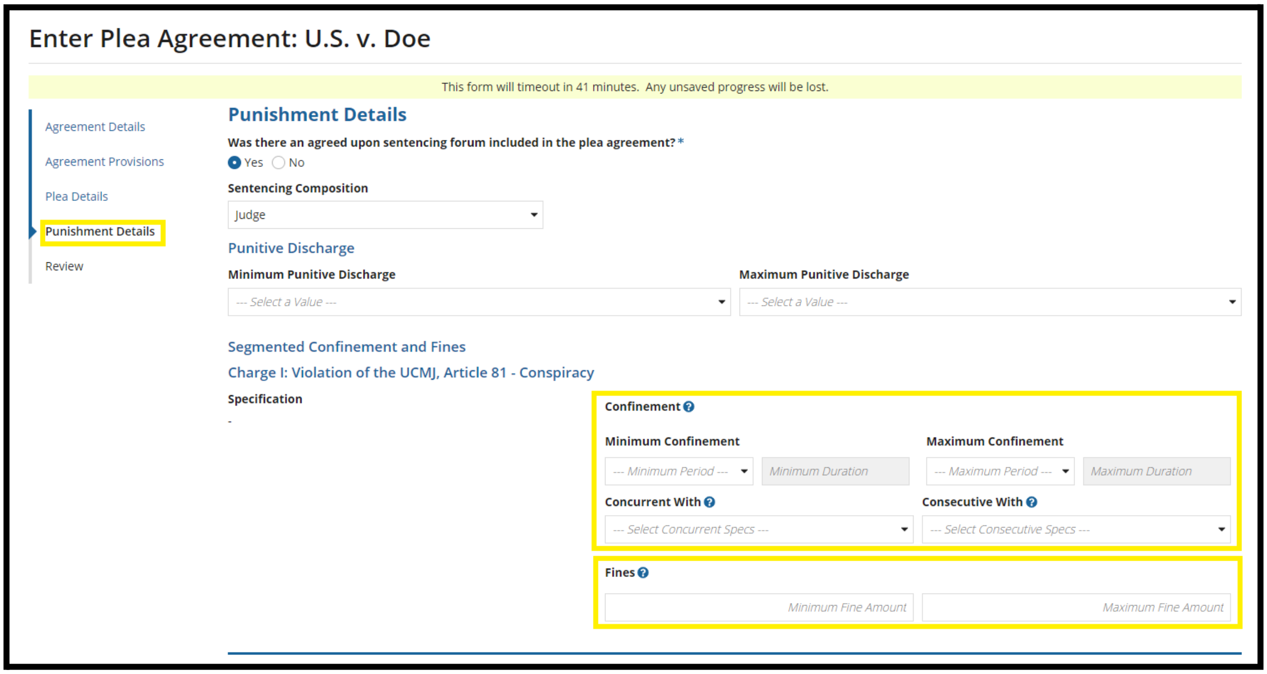
5. Select stock provision language to include in the plea agreement in the “Agreement Provisions” step. Select the “Next” button once all necessary information is input.
    a. By default, a set of “General” provisions will be selected.
    b. Provisions can be added by selecting the “Add Provision” 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.



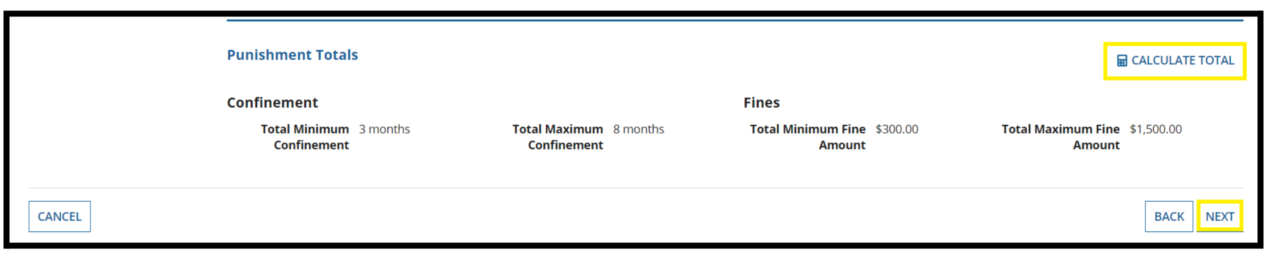
6. Input the offered pleas to charges and specifications in the “Plea Details” step. Select the “Next” button once all necessary information is input.
    a. If “GUILTY to LIO or Other Offense” is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
    b. If “GUILTY, except for the words”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



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.



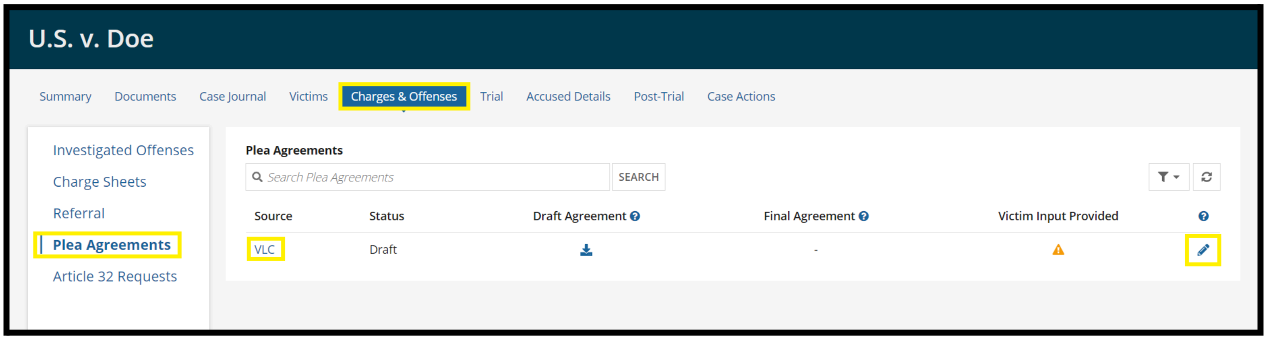
    c. Select the “Calculate Total” button to calculate the total minimum and maximum confinement and fine amounts.



    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.

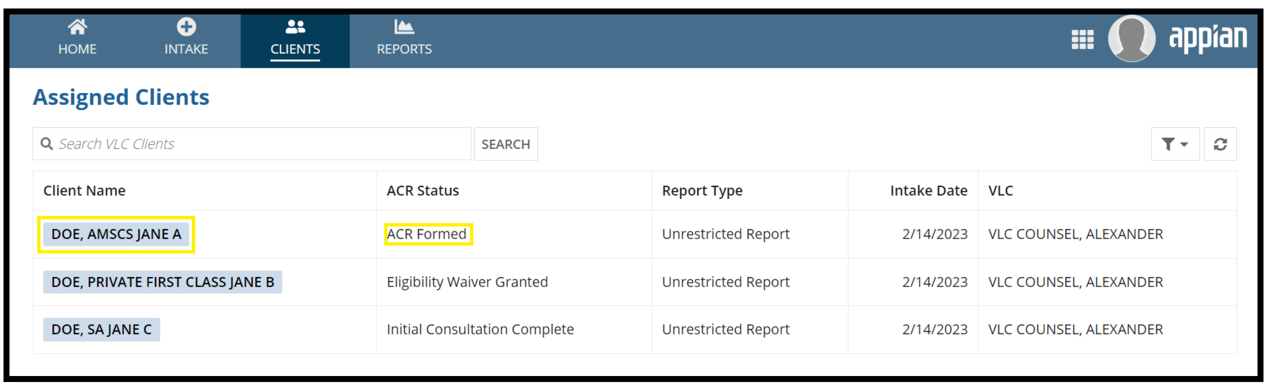
ii. Plea agreements with a status of “Public”.
iii. Plea agreements with a status of “With CA”.
iv. Plea agreements with a status of “Approved”.
v. Plea agreements with a status of “Denied”.



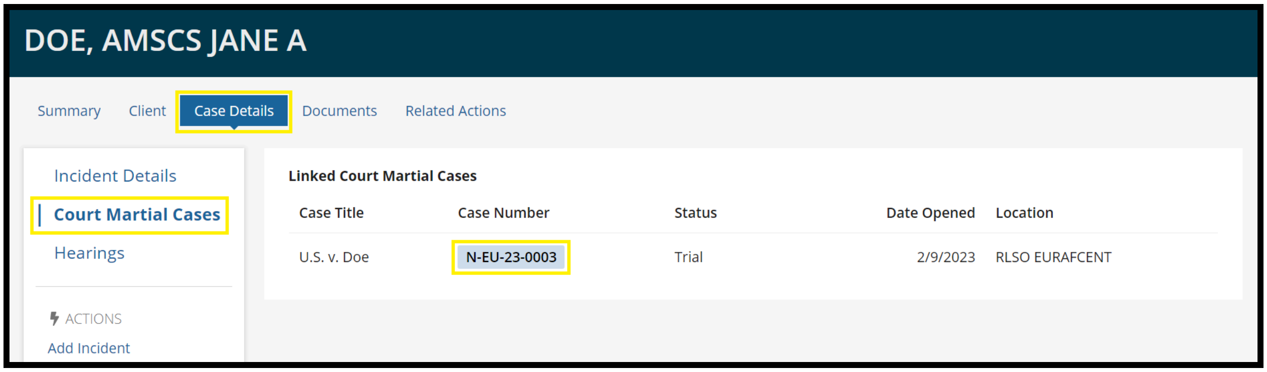
Enter Pretrial Agreement

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

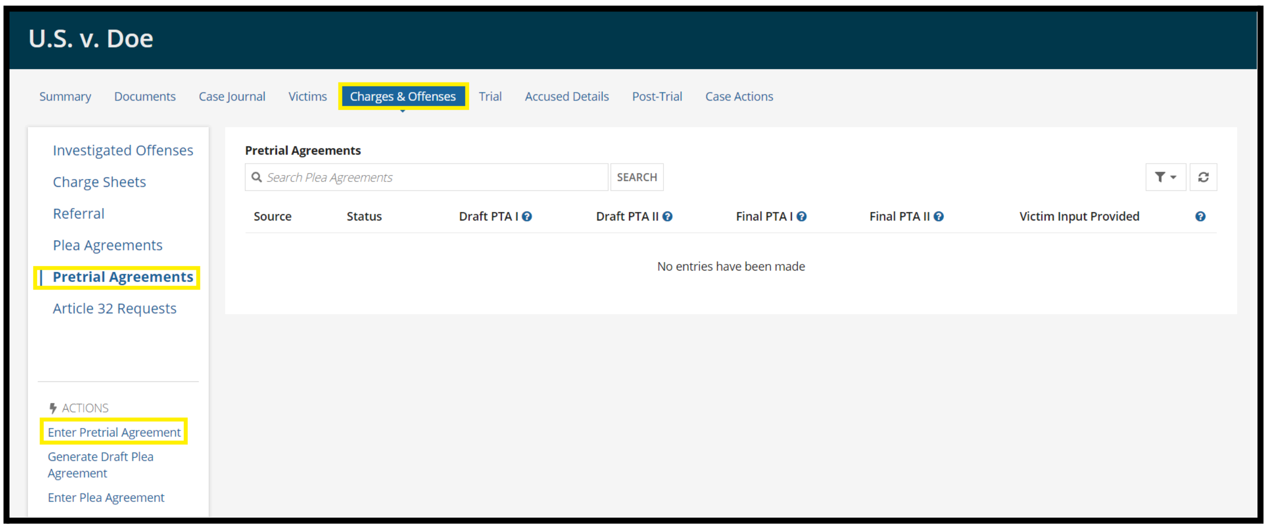
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



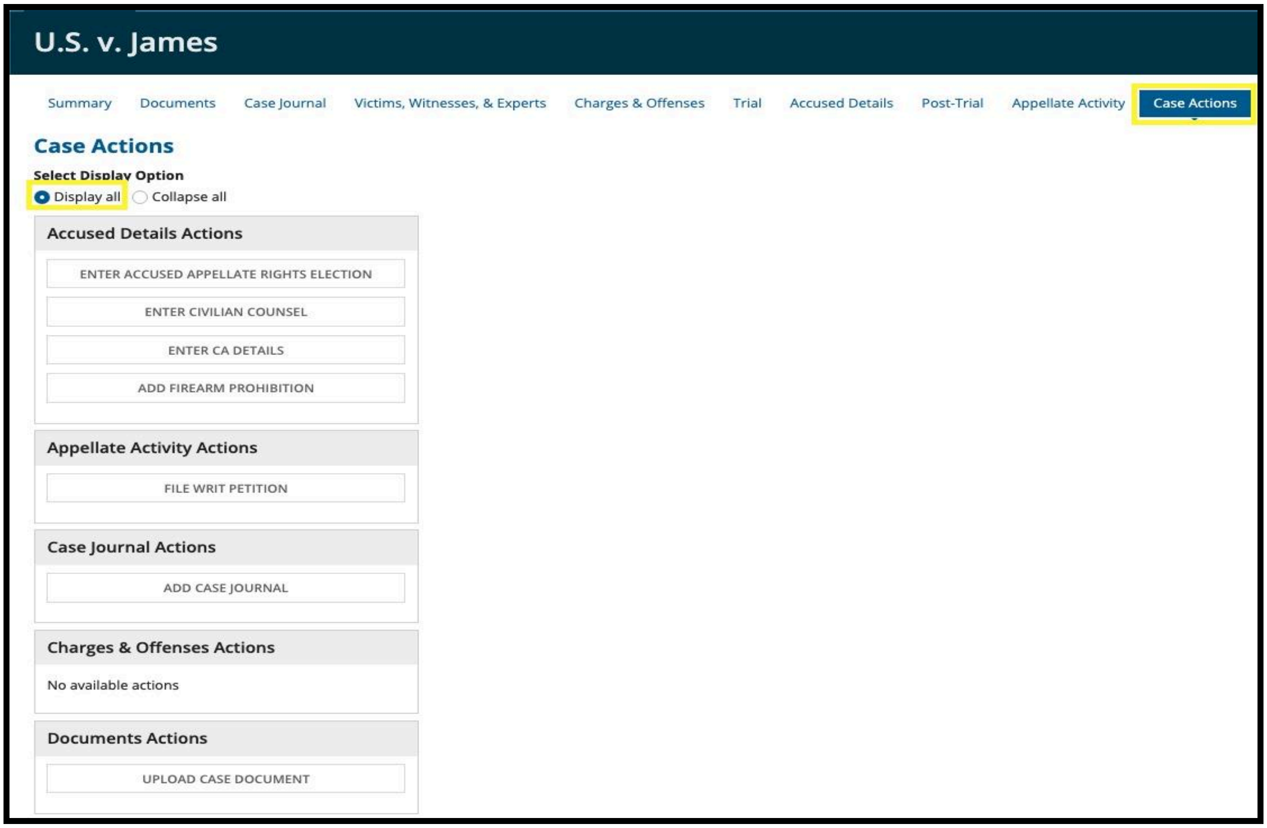
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
   a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



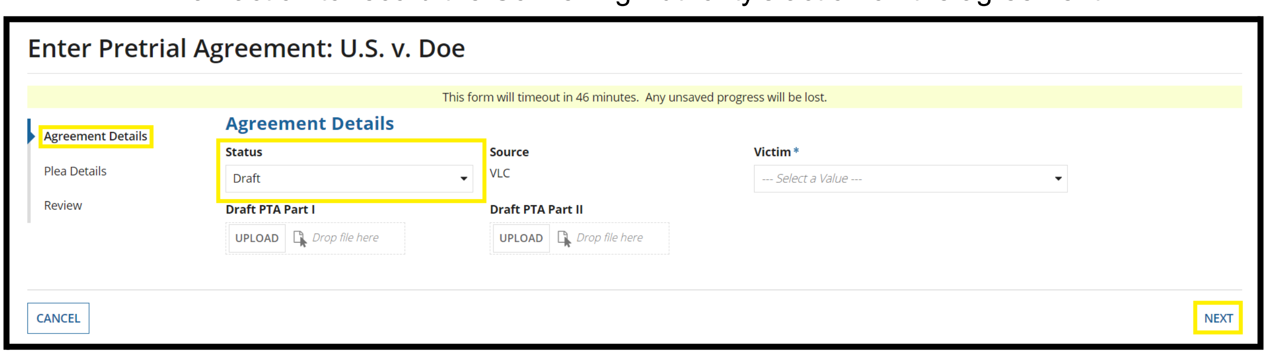
4. From the Case Summary page, navigate to the “Charges and Offenses” tab and select the “Enter Pretrial Agreement” action from the “Actions” list.
    a. Note: Pretrial agreements are only available for pre-MJA 16 cases.



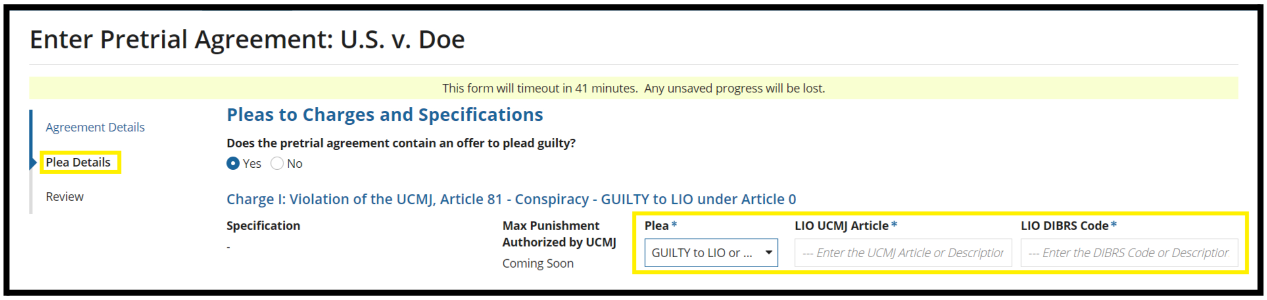
    b. This action is also available from the “Case Actions” tab.
        i. Use the “Display All” option to view all case actions available on the case.
        ii. Use CTRL + F to search for an action in the list.



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.

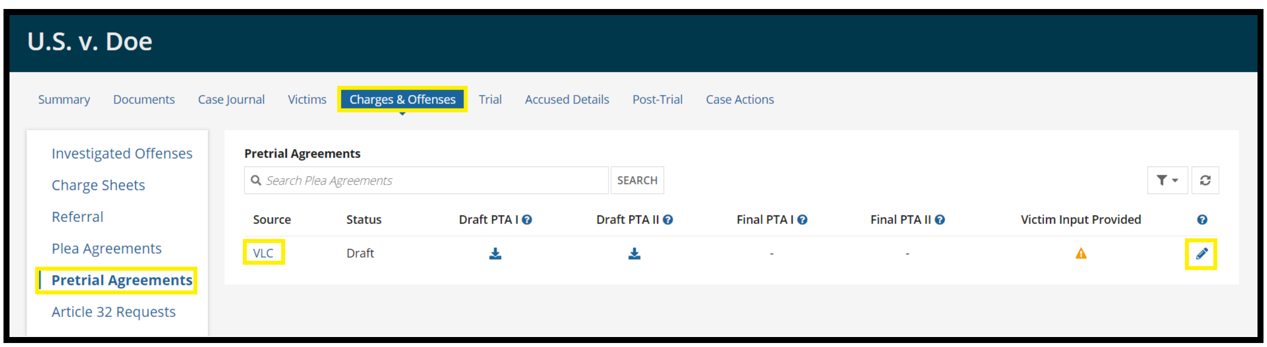


b. Input the offered pleas to charges and specifications in the “Plea Details” step. Select the “Next” button once all necessary information is input.
   i. If “GUILTY to LIO or Other Offense” is selected as the plea, input the LIO UCMJ Article and LIO DIBRS Code.
   ii. If “GUILTY, except for the words”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



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”.

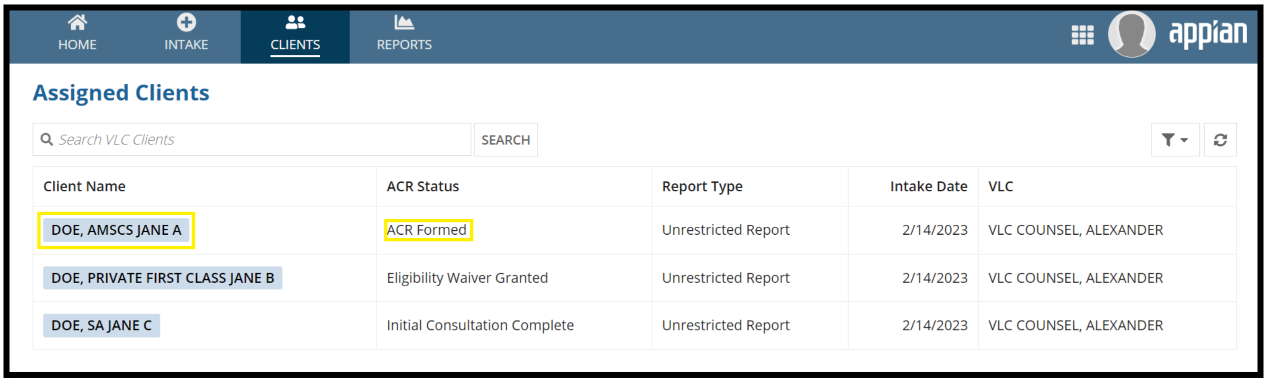


Referral

Upload Allied Papers to Article 32 Hearing

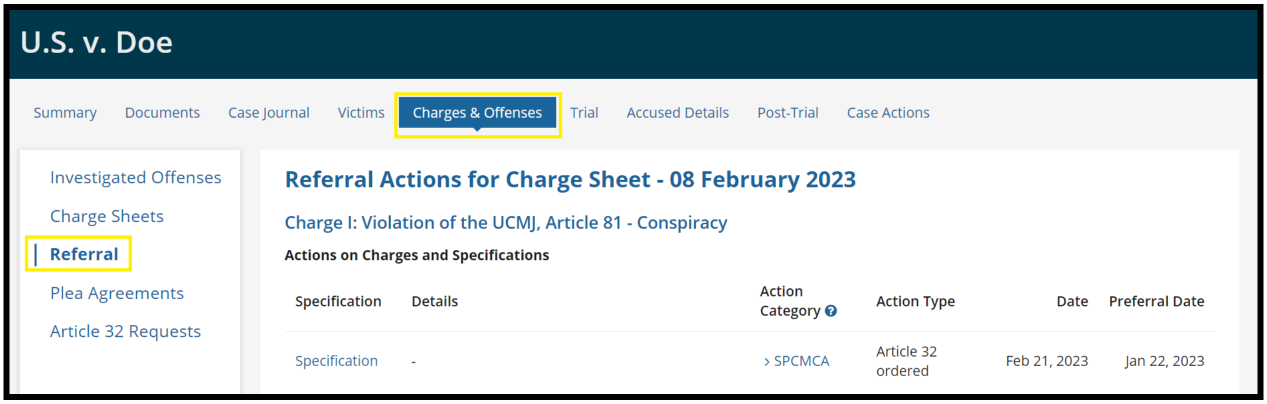
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

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

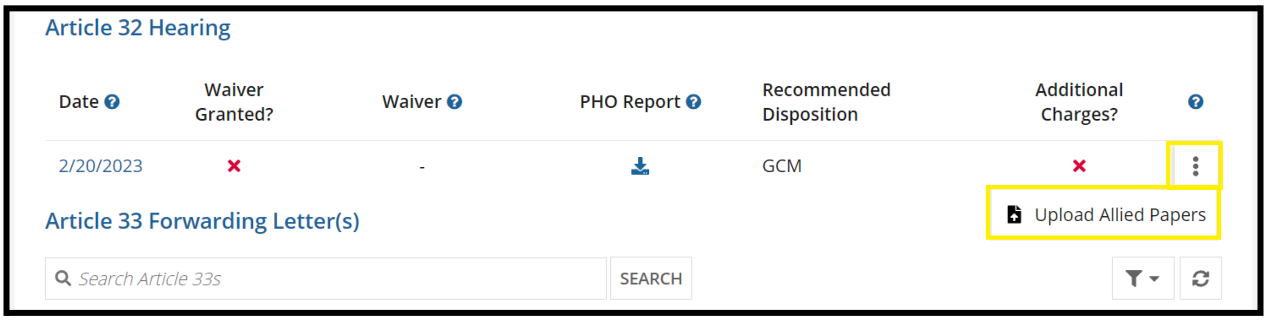


3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
   a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.

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

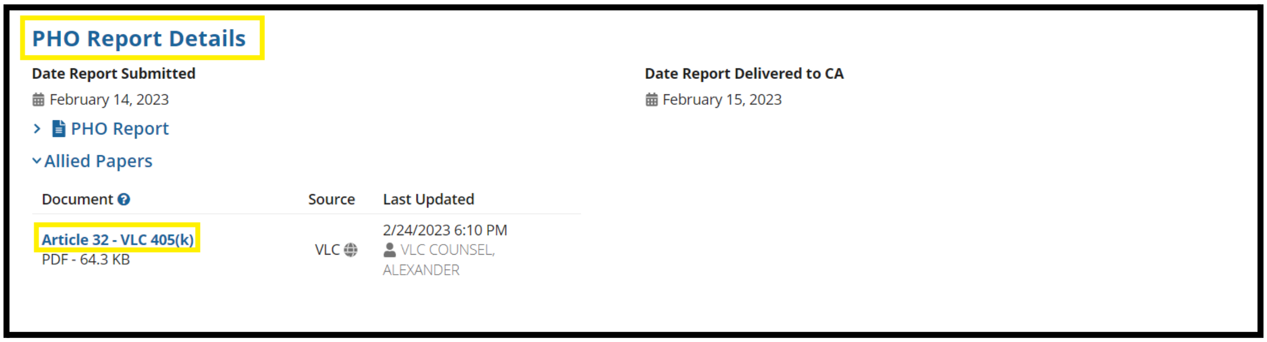


a. On the “Referral” subtab, navigate to the “Article 32 Hearing” grid and select the “Menu” icon, then select the “Upload Allied Papers” action.



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.

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.

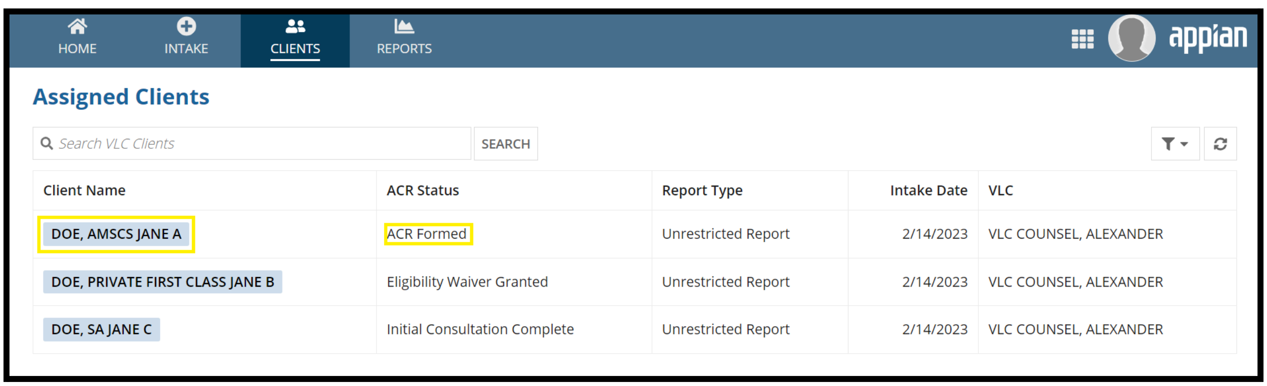


Arraignment

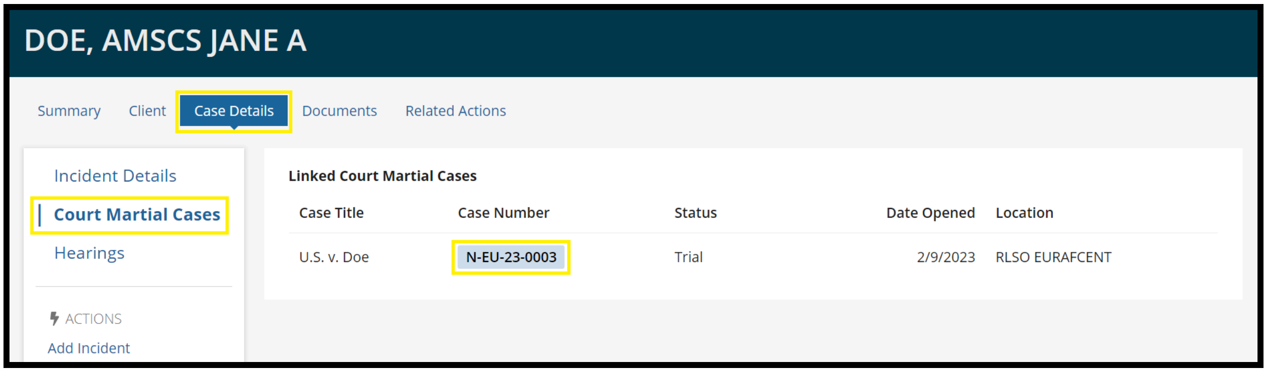
Offer TMO Dates

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

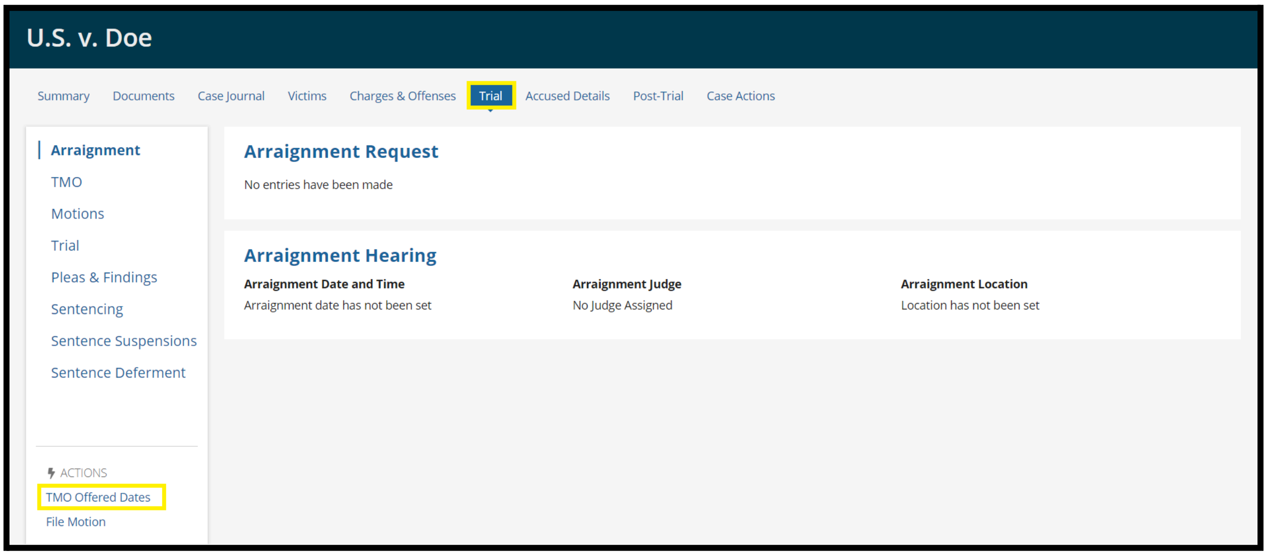
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



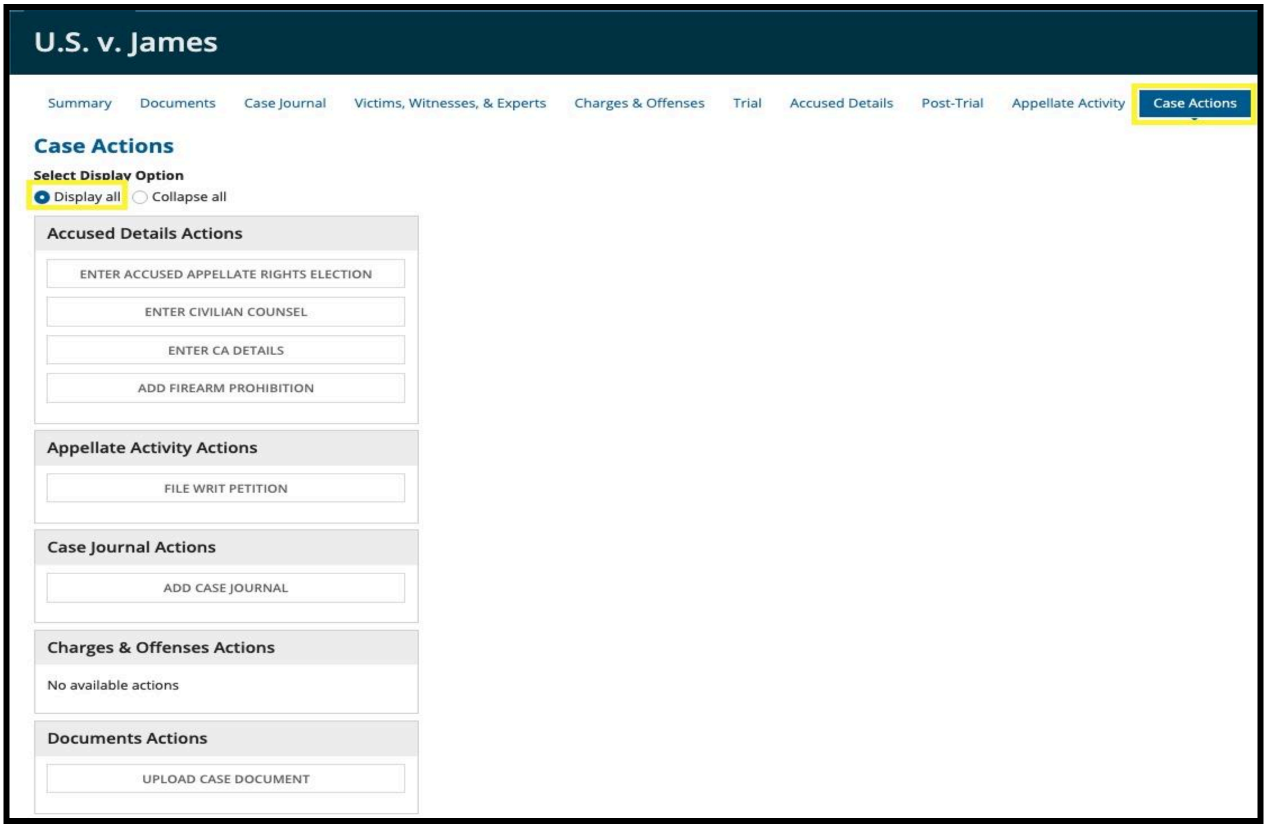
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



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



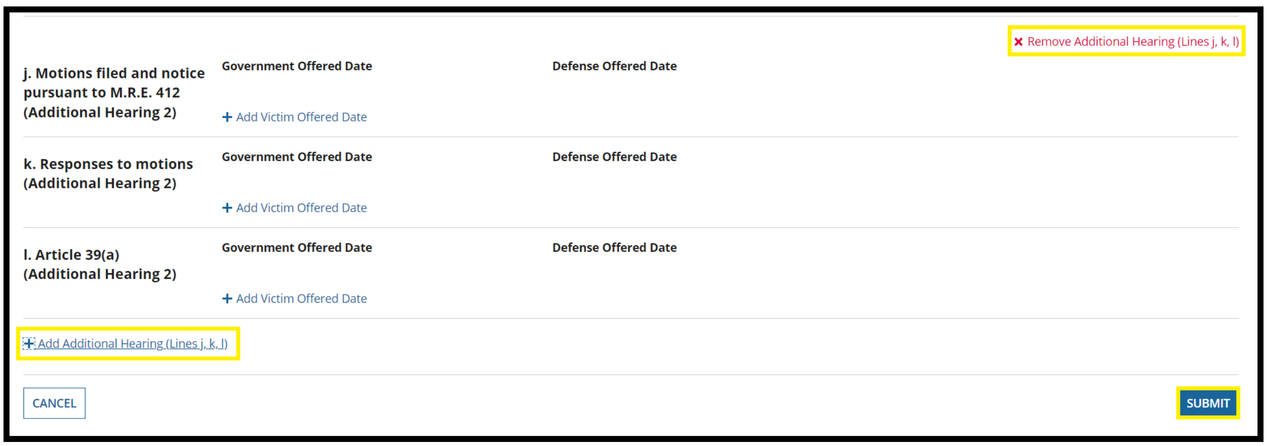
   a. This action is also available from the “Case Actions” tab.
      i. Use the “Display All” option to view all case actions available on the case.
      ii. Use CTRL + F to search for an action in the list.
   b. This action is only available if ordered TMO dates have not been entered by the Trial Judiciary.



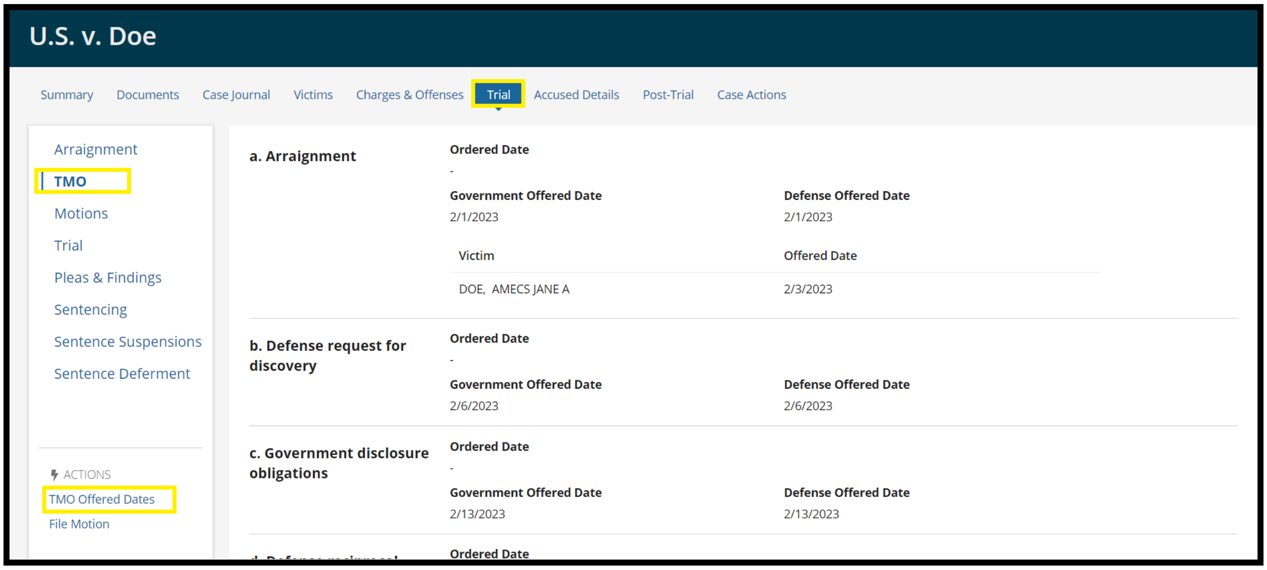
5. In the “Enter TMO Draft Dates” form, input the offered TMO dates and select “Submit” to save the details to the case.
    a. Select the “Add Victim Offered Date” link to input an offered TMO date.
    b. Select a victim from a dropdown of court-martial case victims linked to VLC clients and input 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

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.



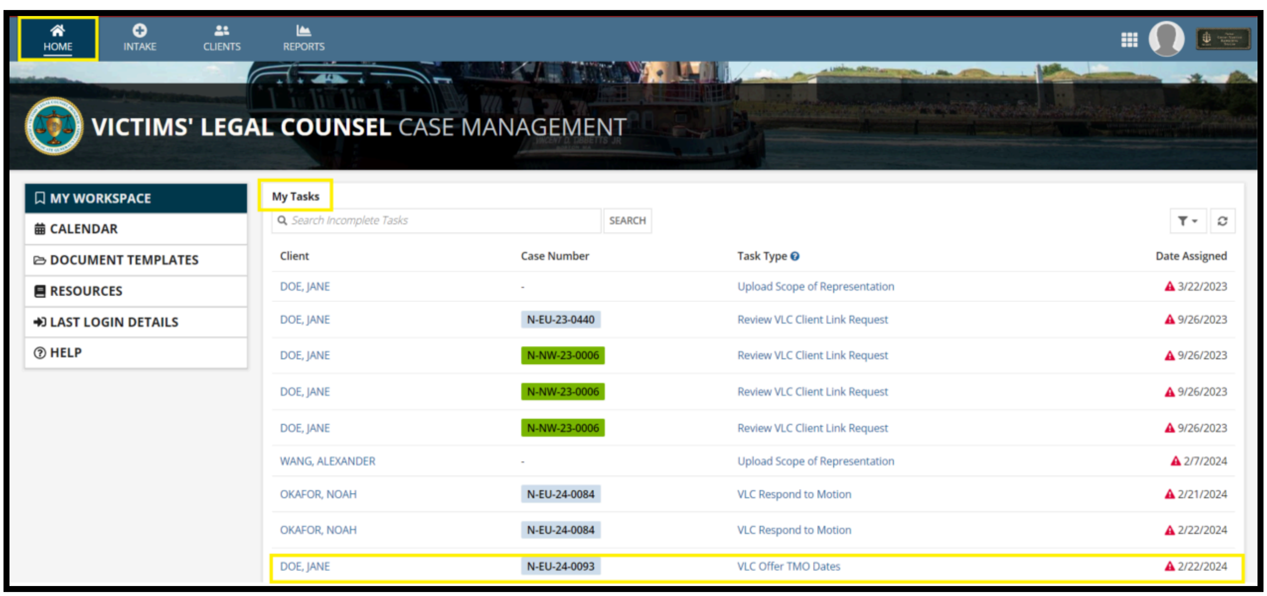
6. Following submission, the TMO offered dates will be available on the “TMO” subtab of the “Trial” tab.



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

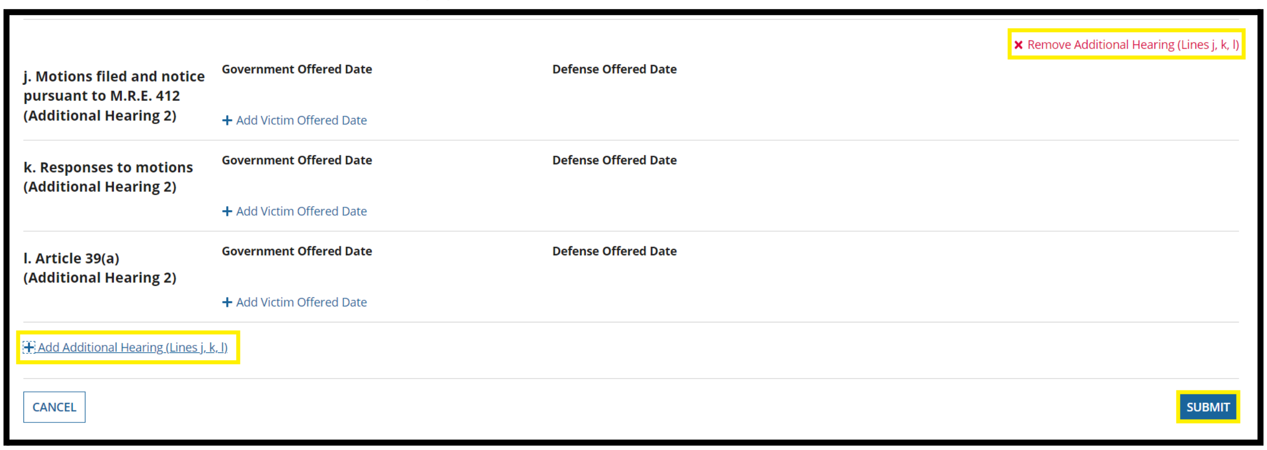
Offer TMO Dates (Task)

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.

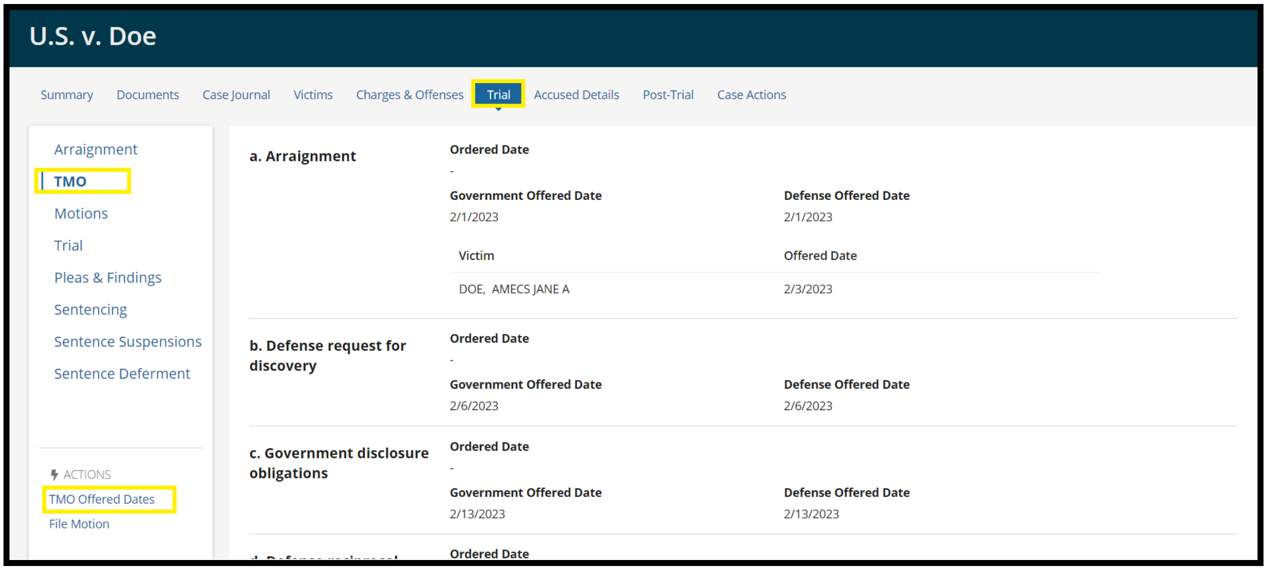


2. In the “Enter TMO Draft Dates” form, input the offered TMO dates and select “Submit” to save the details to the case.
    a. Select the “Add Victim Offered Date” link to input an offered TMO date.
    b. Select a victim from a dropdown of court-martial case victims linked to VLC clients and input 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

    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.



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.

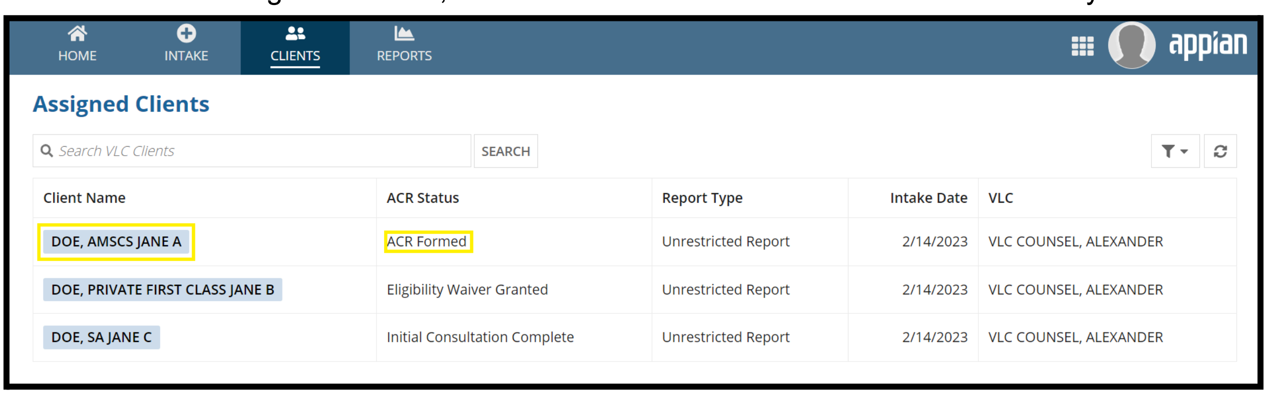


Trial Actions

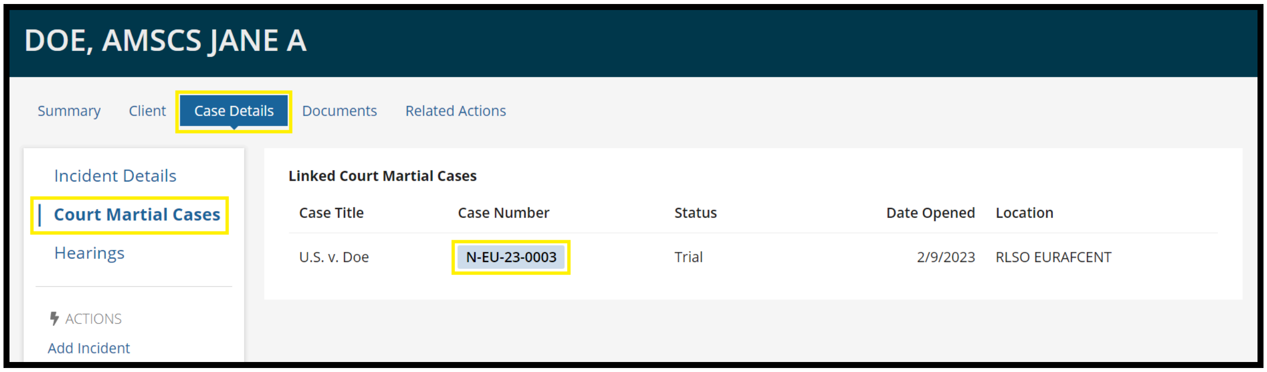
File Motion

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

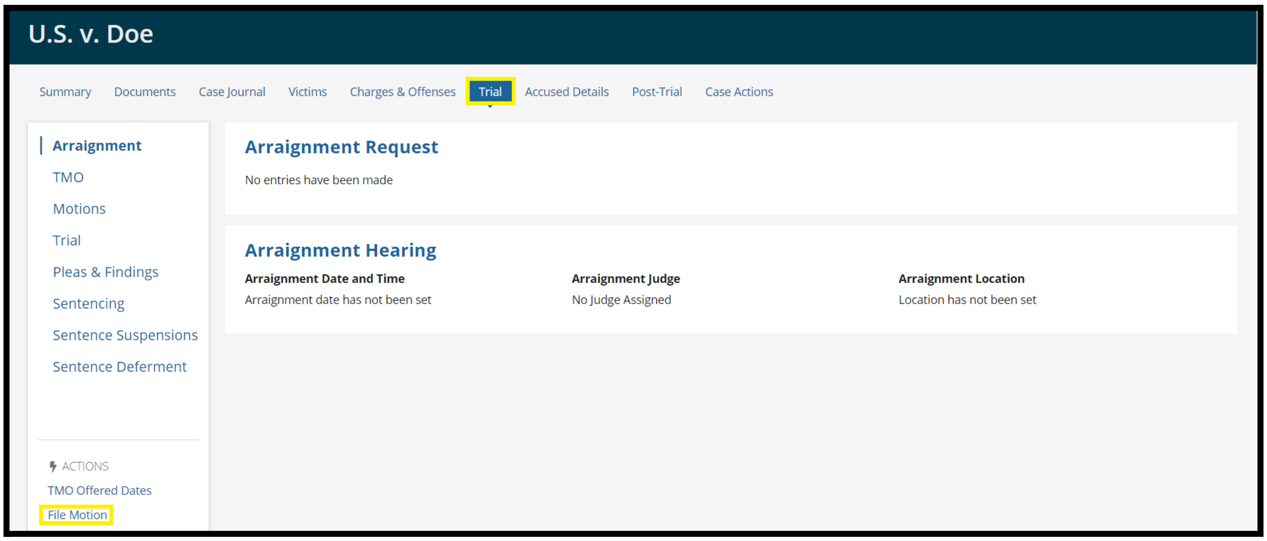
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



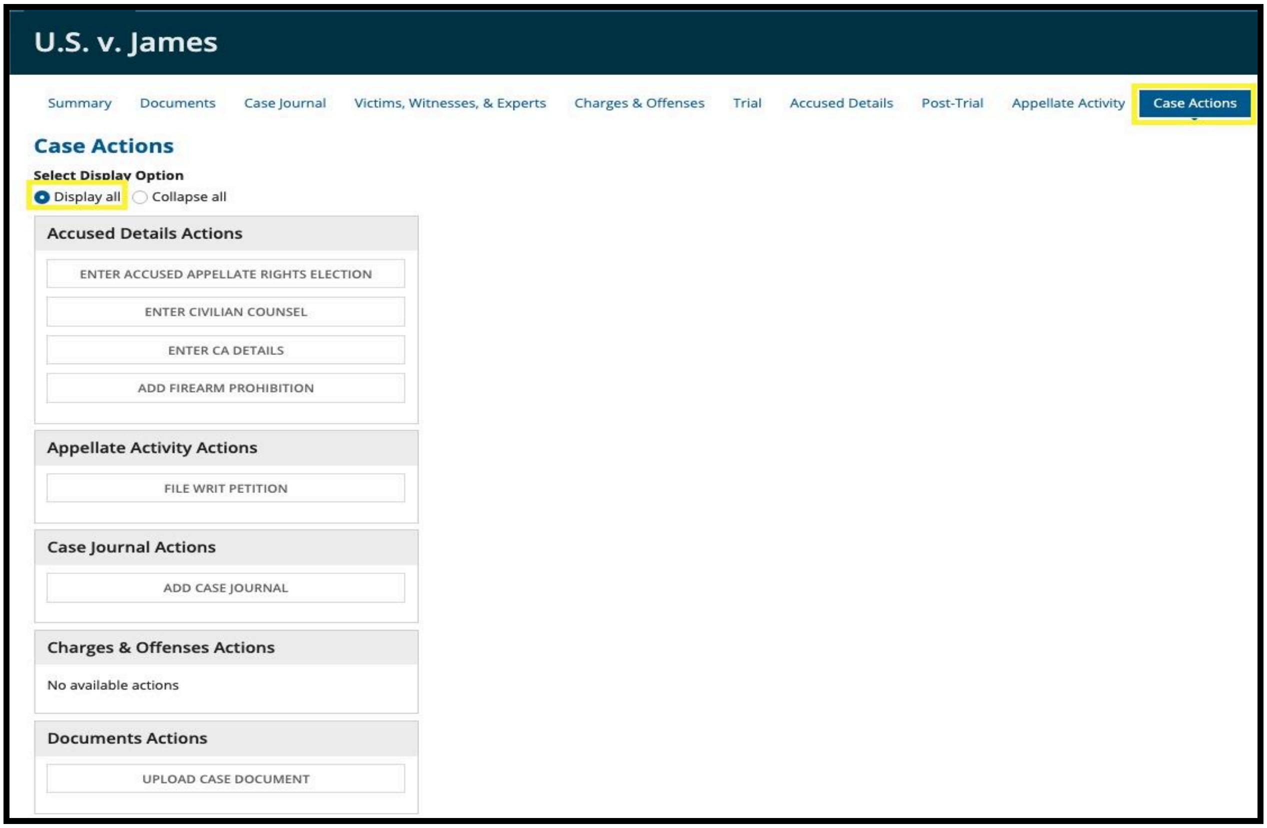
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
   a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



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

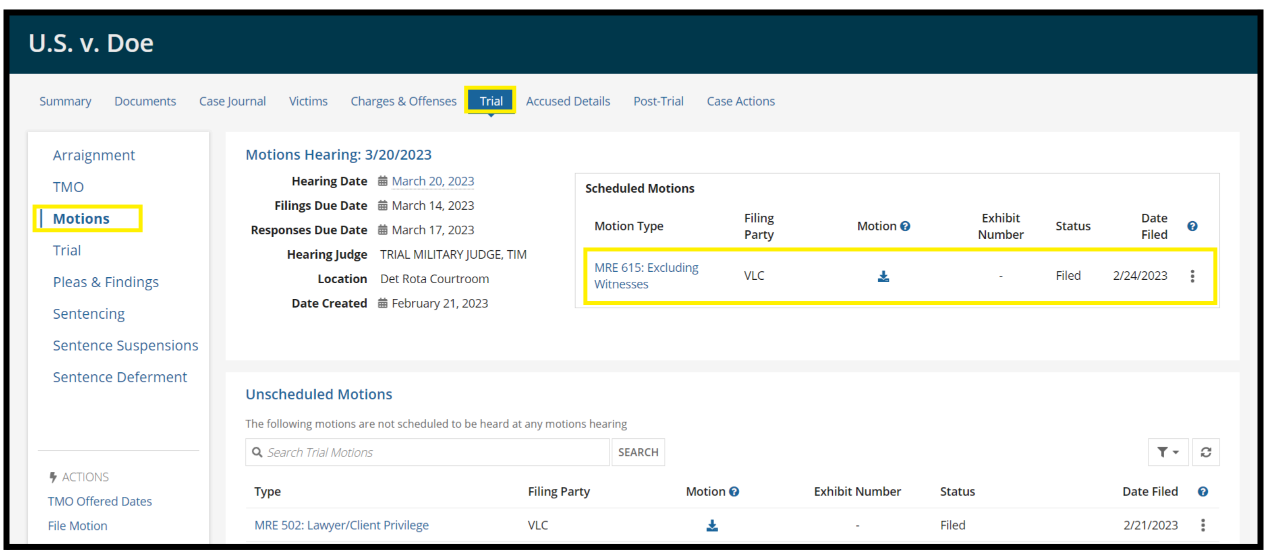


   a. This action is only available after arraignment details have been submitted and the case has a status of “Pending Trial” or "Pending Motions Litigation".
   b. This action is also available from the “Case Actions” tab.
      i. Use the “Display All” option to view all case actions available on the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

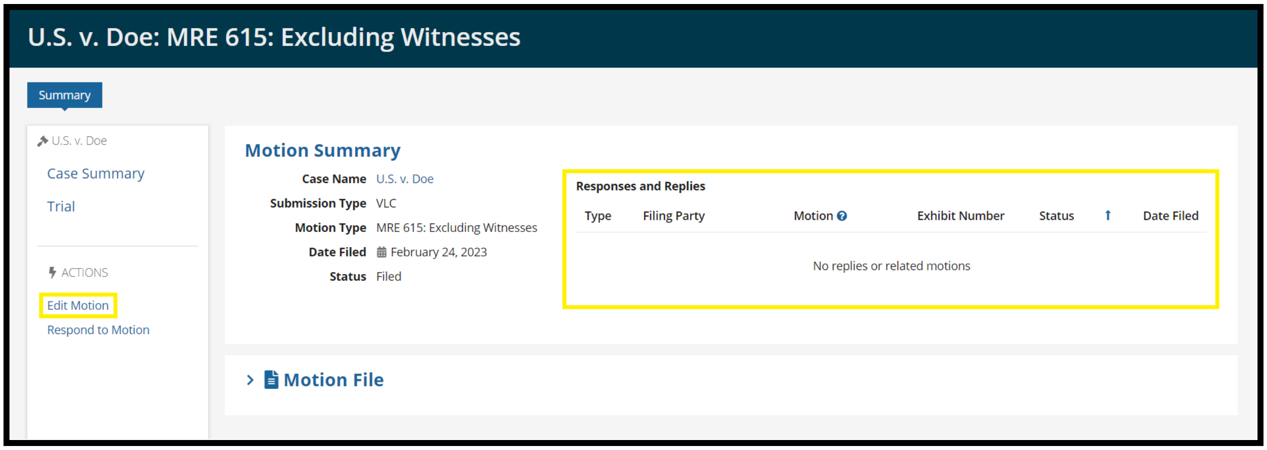


5. In the “File Motion” form, input the details of the motion submission and select the “Submit” button to save the details to the case.
    a. User can mark the motion as an Ex Parte submission. If the motion is marked as Ex Parte, only users of the filing party, as well as judiciary, court reporter/local 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.

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.



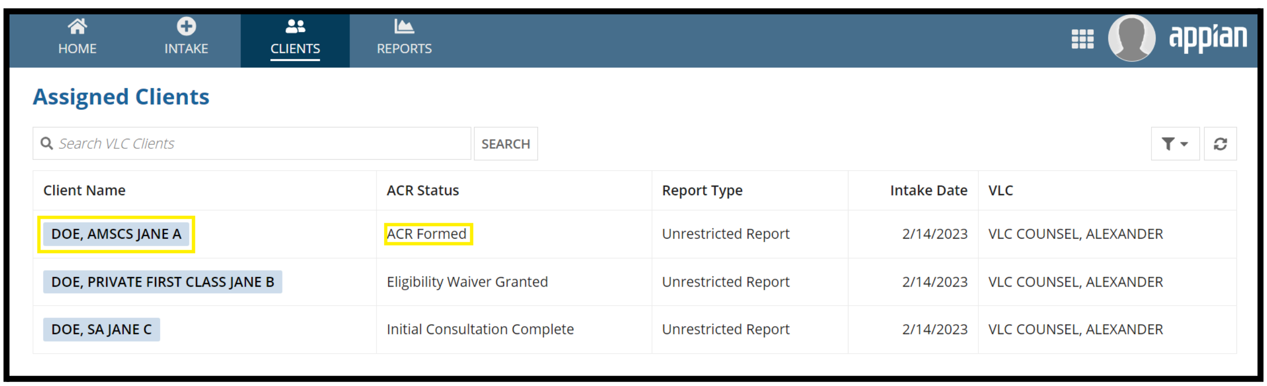
7. Select the “Motion Type” link in the grid to view a summary of the motion submission.
    a. Select the “Type” link in the “Responses and Replies” grid to view the details of any responses or replies.
    b. Select the “Edit Motion” action from the “Actions” list to edit the motion submission.



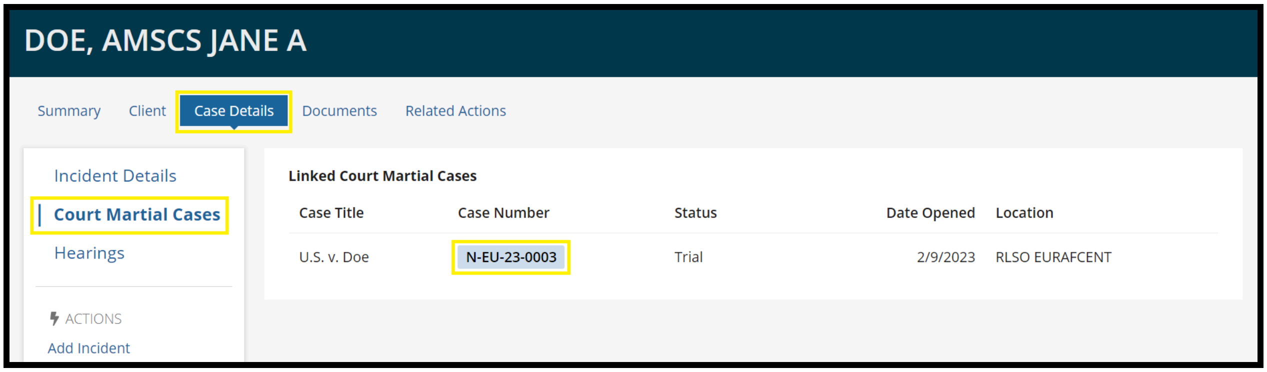
Respond to Motion

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

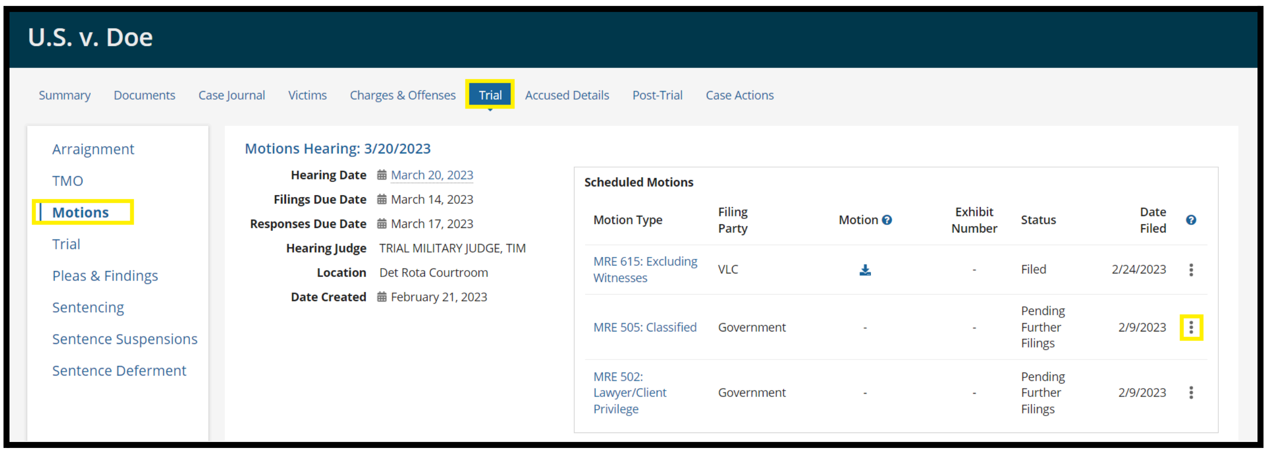
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



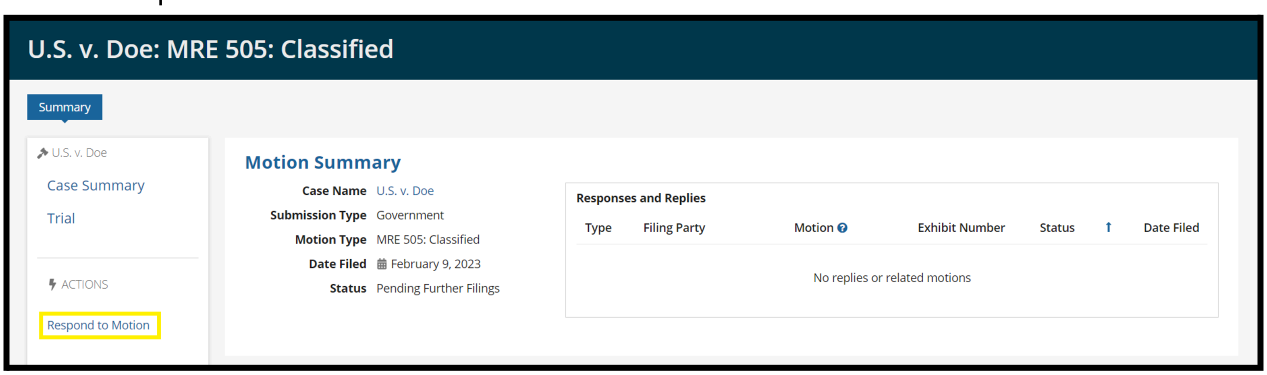
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
    a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



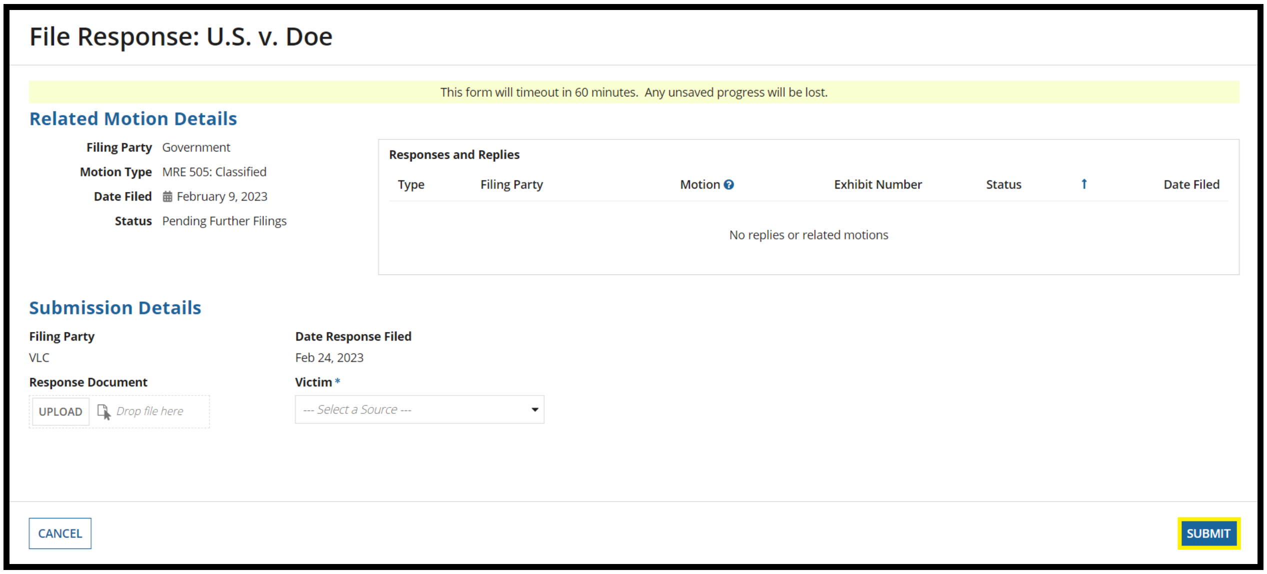
4. From the Case Summary page, navigate to the “Trial” tab and select the “Motions” subtab.
    a. To respond to a motion, select the “Menu” icon in the grid of “Scheduled Motions” or the grid of “Unscheduled Motions” and select the “Respond to Motion” action.

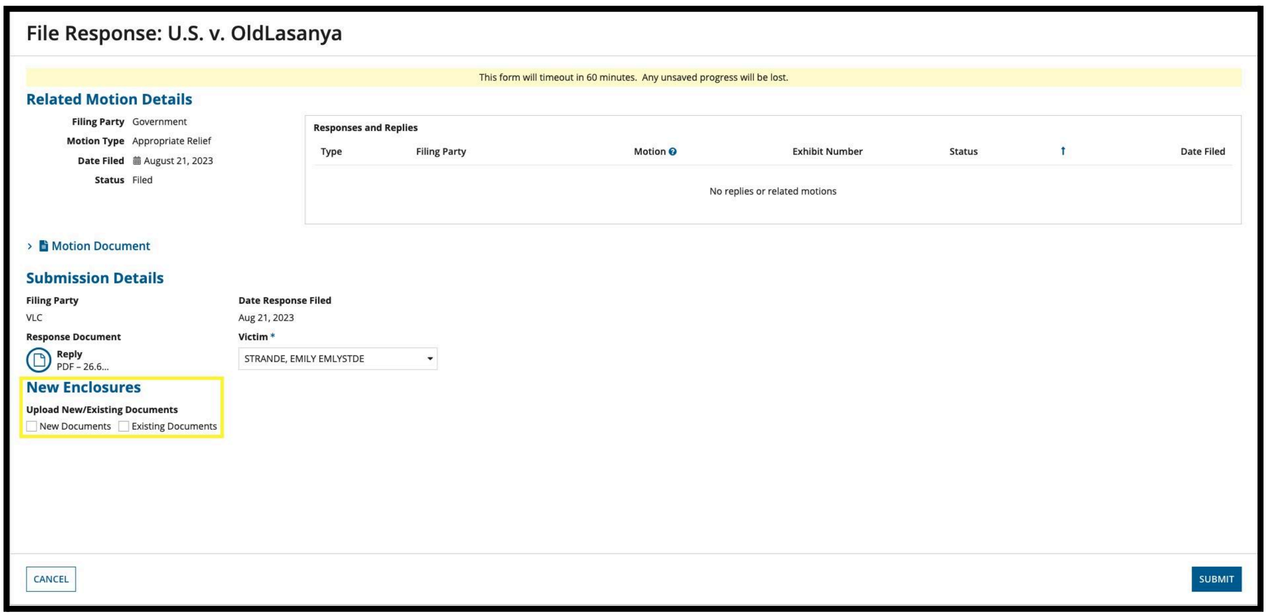


    b. The action is also available from the motion’s summary view by selecting the “Respond to Motion” action in the “Actions” list.

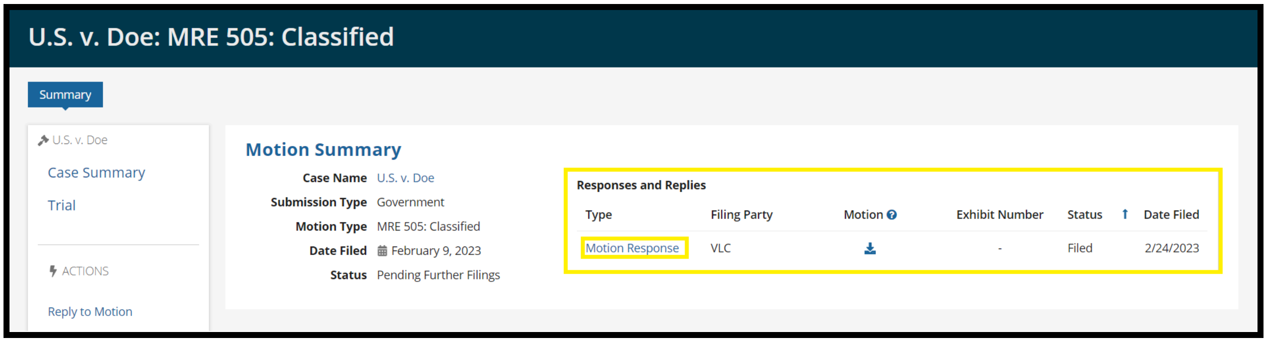


5. In the “File Response” form, input the details of the response and select “Submit” to save the details to the case.
    a. User can add “Enclosures” to a “Reply” or “Response to a motion.



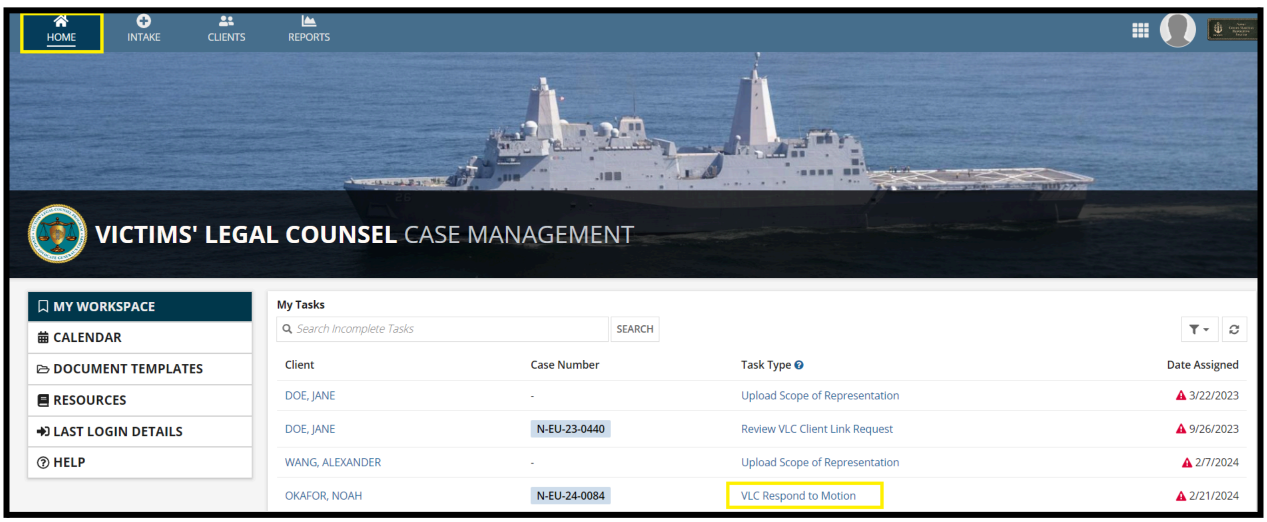


6. Following submission, the response will be available in the “Responses and Replies” grid on the summary of the motion that was responded to.
   a. Assigned Defense Counsel users and assigned Trial Counsel users are notified of the filing and can view the submission in NCORS.
   b. Select the “Type”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

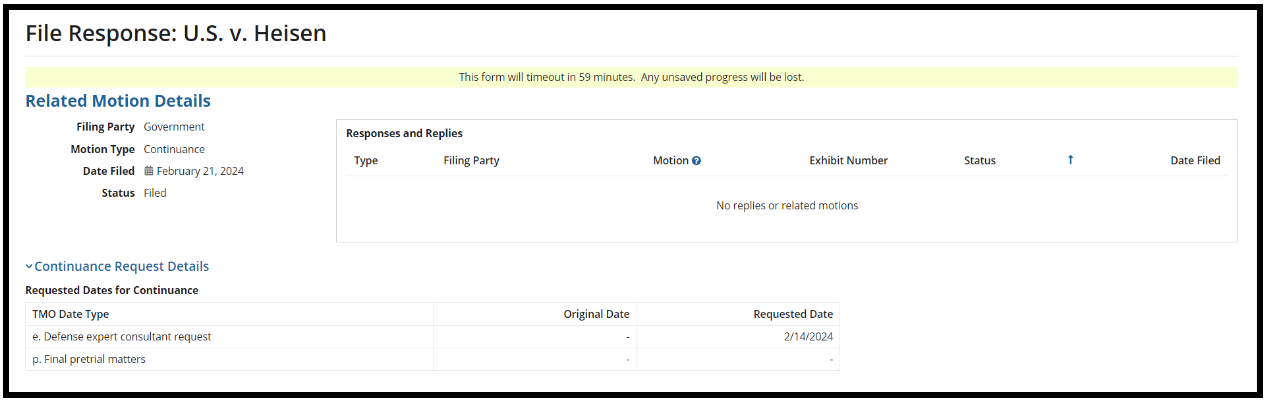


Respond to Motion (Task)

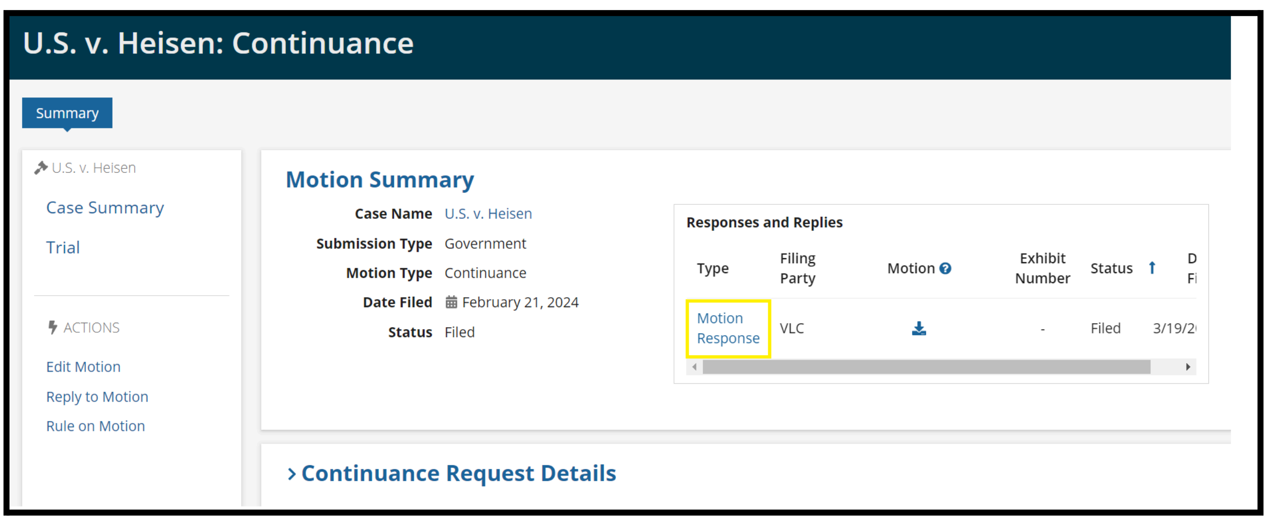
1. On the landing page of the NCORS Victims' Legal Counsel Case Management site, select the "VLC Respond to Motion" task in the "My Tasks" grid.
    a. This task is sent to VLC users with whom the Trial Motion is shared with after submission by Trial Counsel or Defense users.



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.



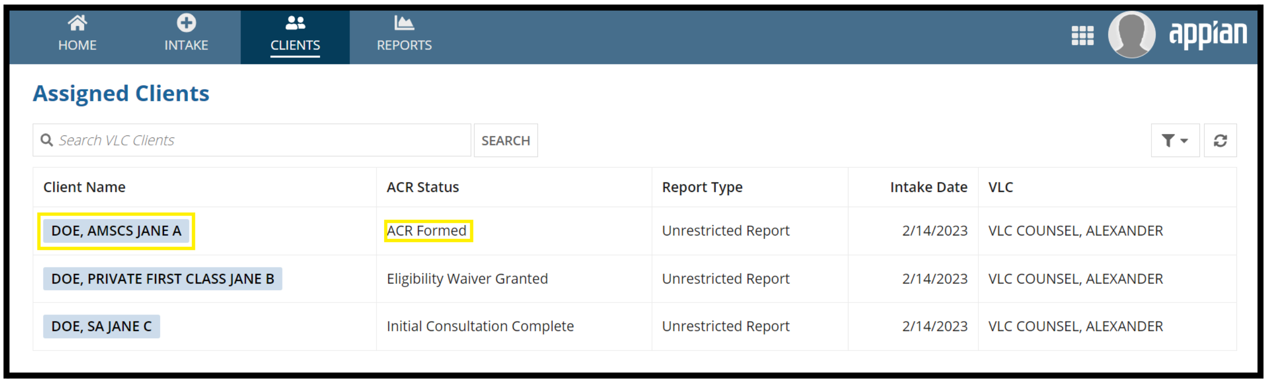
3. Following submission, if the user navigates to the case summary view, the response will be available in the “Responses and Replies” grid on the summary of the motion that was responded to for users who can see the parent motion.
    a. Assigned Defense Counsel users and assigned Trial Counsel users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



Reply to Response to Motion

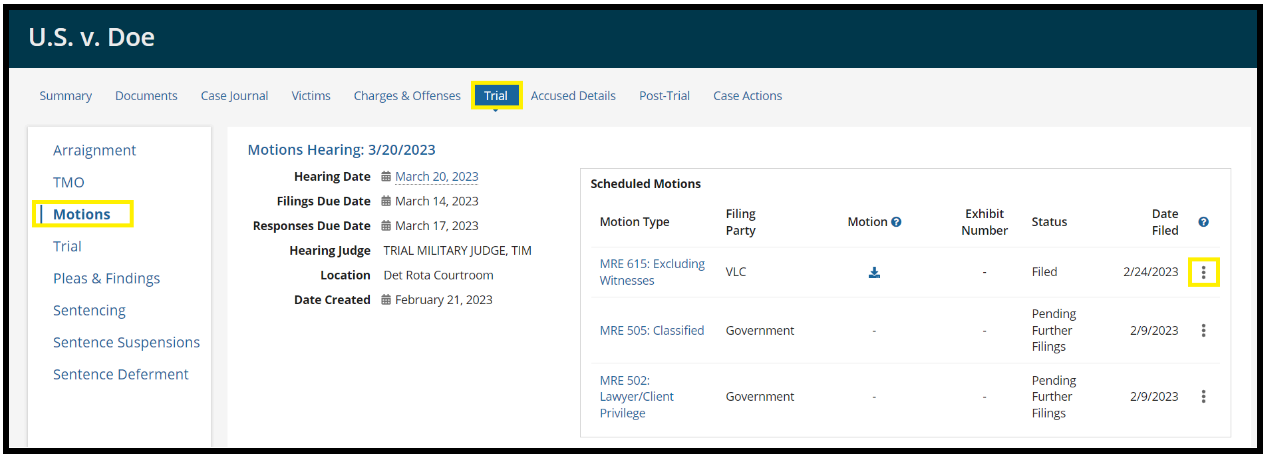
1. From the NCORS Victims’ Legal Counsel Case Management site, select the “Clients” tab.

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

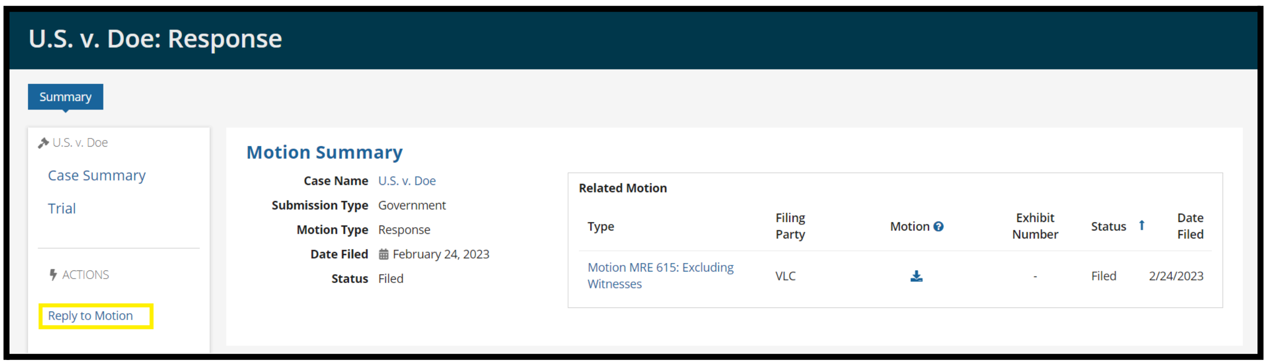


3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
   a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.

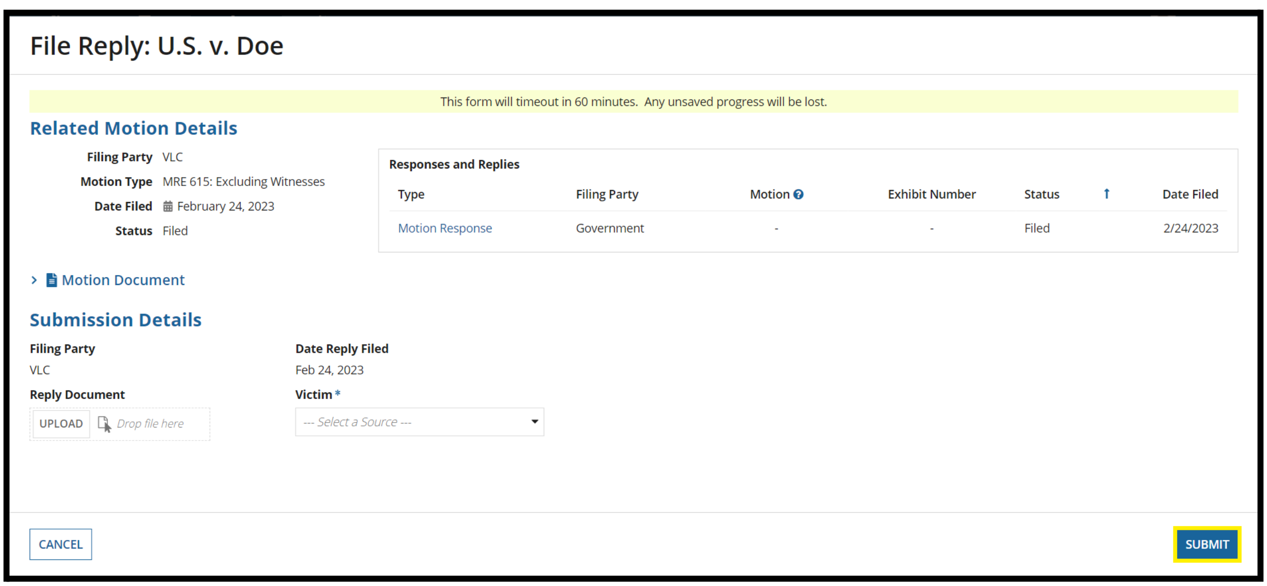
4. From the Case Summary page, navigate to the “Trial” tab and select the “Motions” subtab.
   a. To reply to a motion, select the “Menu” icon in the grid of “Scheduled Motions” or the grid of “Unscheduled Motions” and select the “Reply to Motion” action.
   b. Users can reply to a response to a motion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



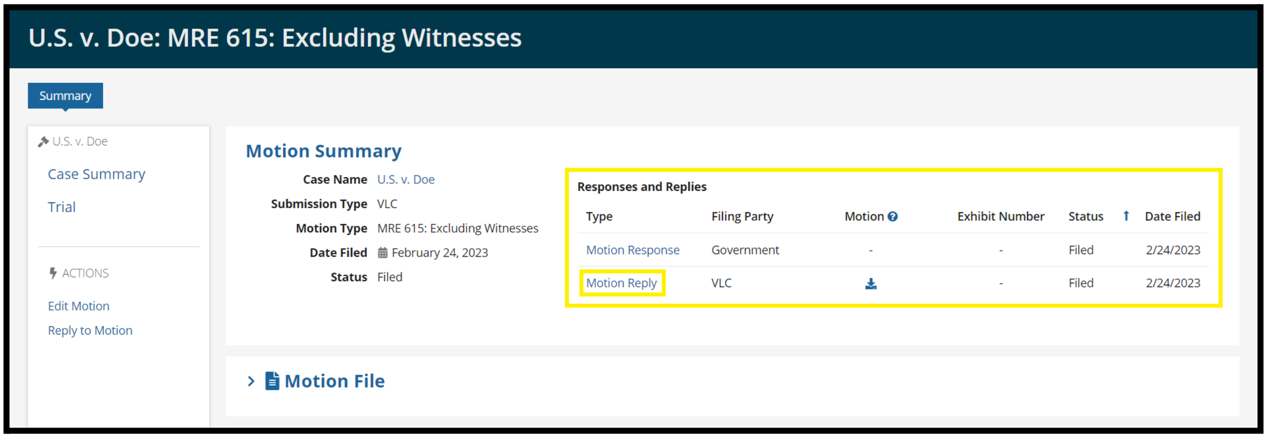
c. The action is also available from the response's summary view by selecting the "Reply to Motion" action in the "Actions" list.



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



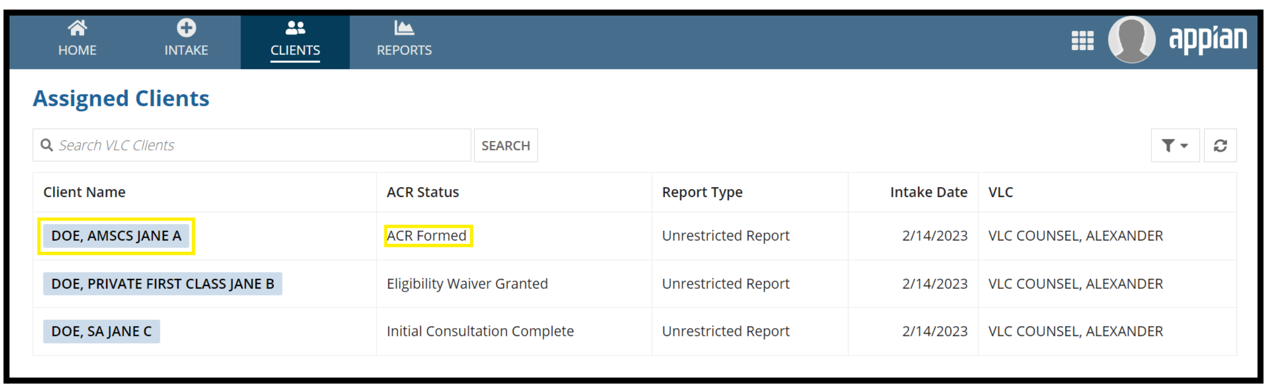
6. Following submission, the reply will be available in the “Responses and Replies” grid on the summary of the motion that was originally responded to.
    a. Assigned Defense Counsel users and assigned Trial Counsel users are notified of the filing and can view the submission in NCORS.
    b. Select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



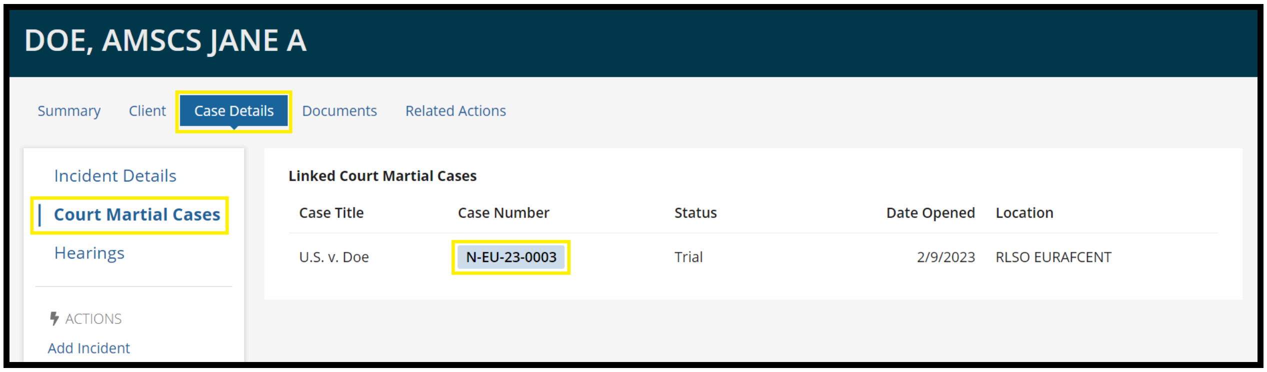
Add Motions to Motions Hearing

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

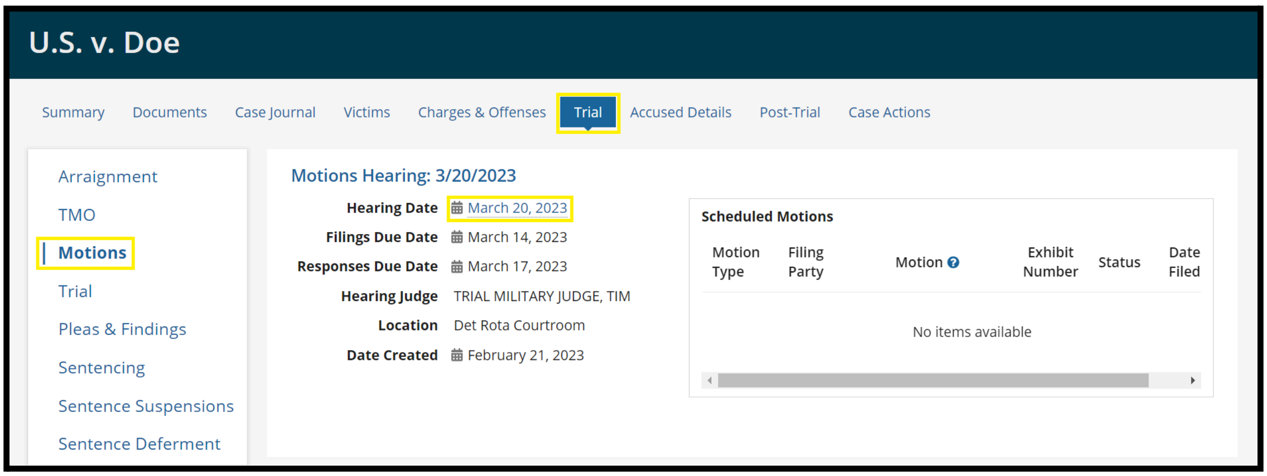
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



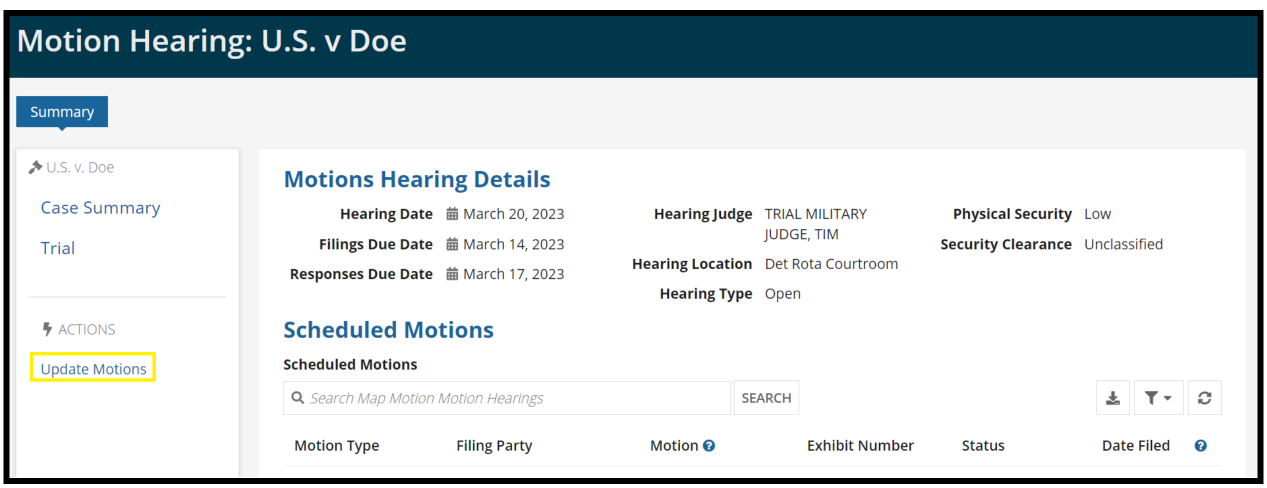
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



4. From the Case Summary page, navigate to the “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.

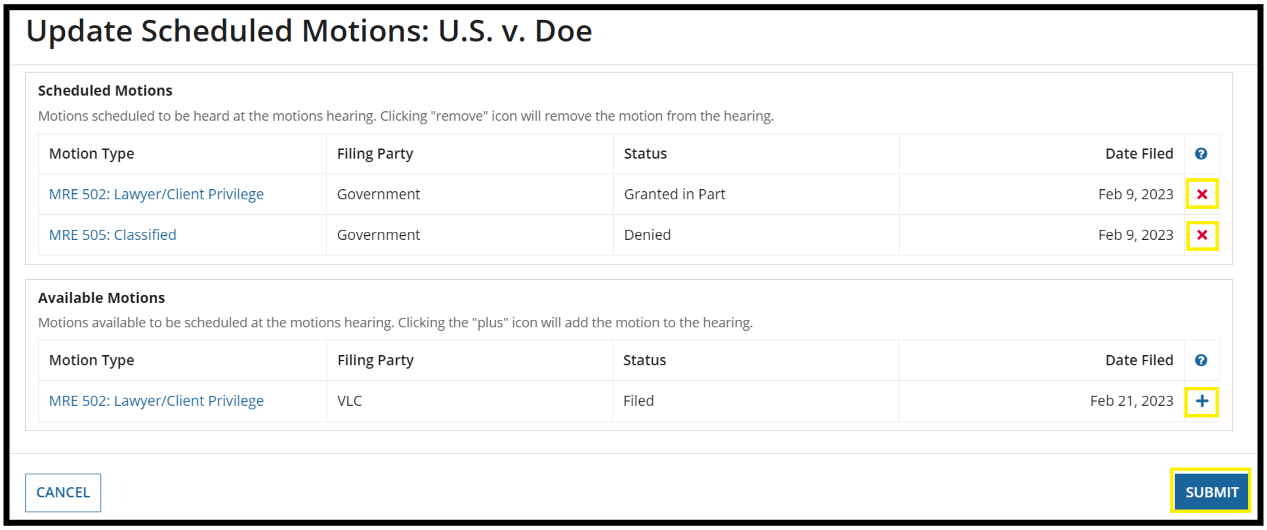


5. From the motions hearing summary page, select the “Update Motions” action from the “Actions” list.

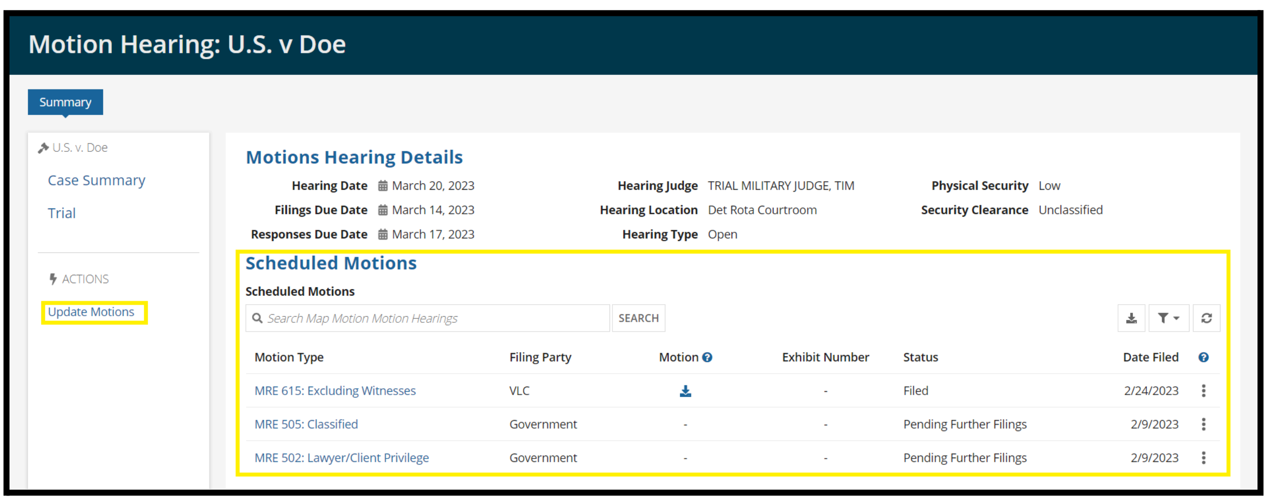


6. In the “Update Scheduled Motions” form, review the motions hearing details and add or remove motions from the hearing. Select “Submit” to save the details to the case.

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.



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.

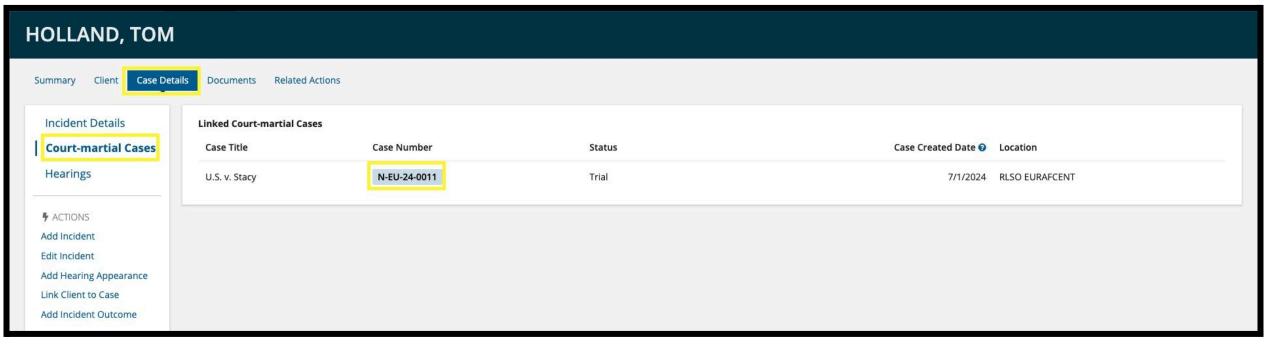


Submit Other Filing

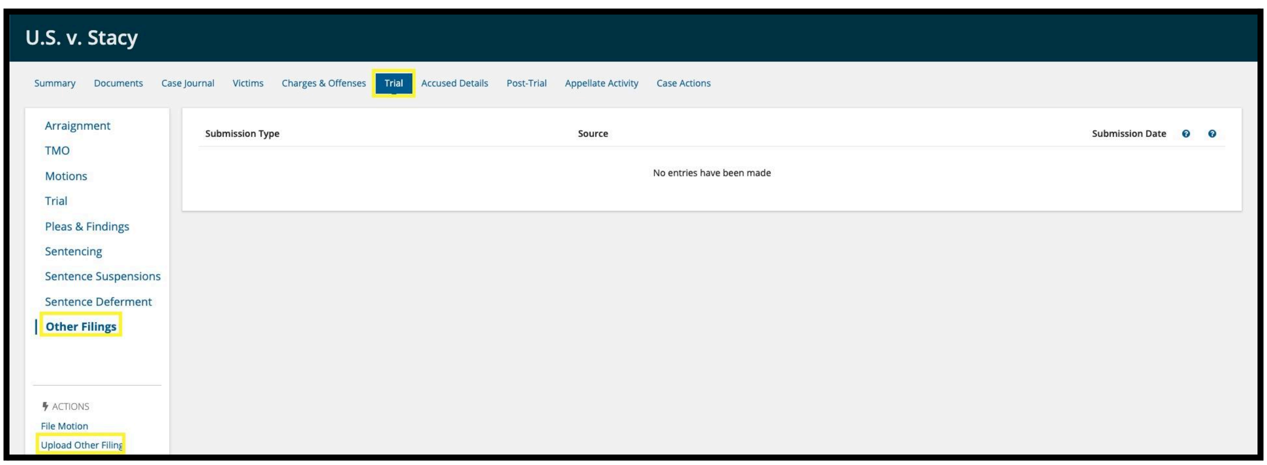
1. From the NCORS Legal Case Management site, select the "Clients" tab.

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

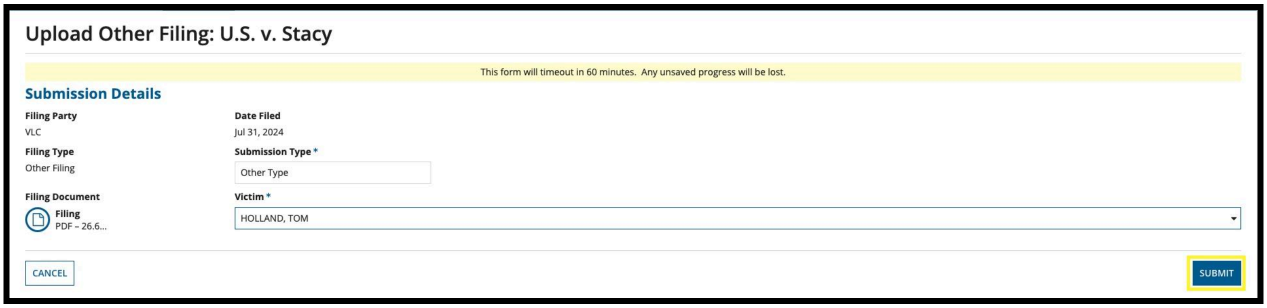
3. From the client summary view, navigate to the “Court-martial Cases” subtab under the “Case Details” tab.



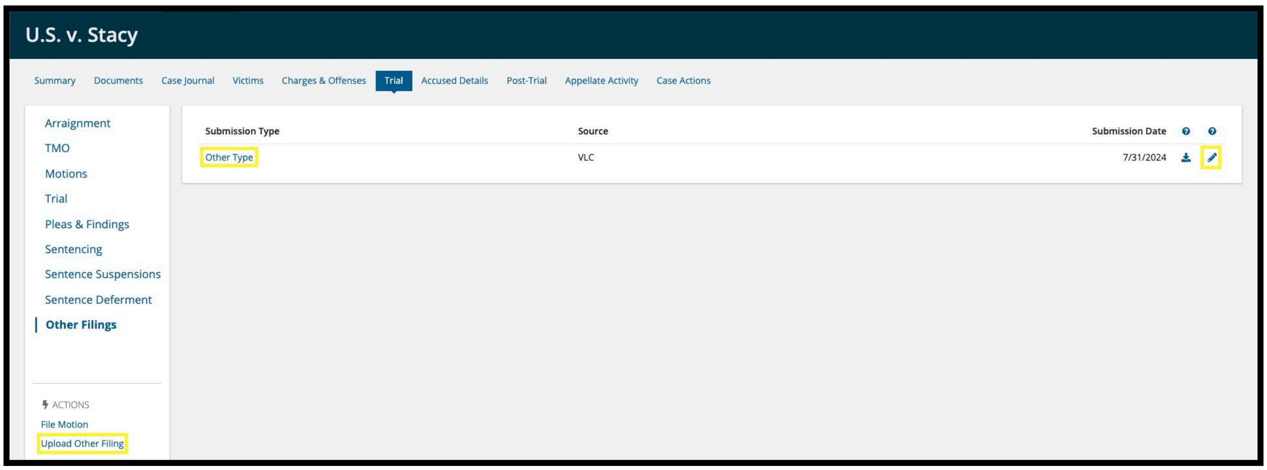
4. From the case summary view, navigate to the “Other Filings” subtab under the “Trial” tab.
    a. Select the “Upload Other Filing” action to add a new filing.



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.



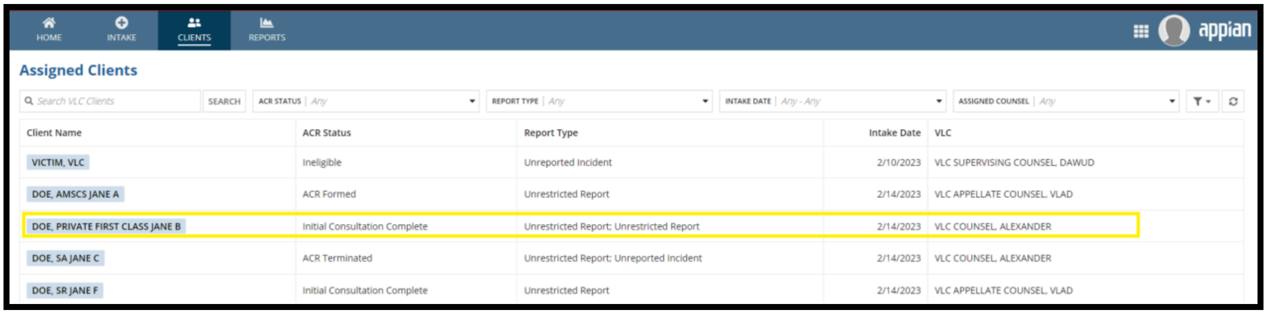
6. After completion of the action the user is taken back to the “Other Filings” subtab where they can see all previously entered “Other Filings”.
    a. User can select the “Submission Type” to navigate to the entry’s summary.
    b. User can select the “Edit action” to the right of the entry to edit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



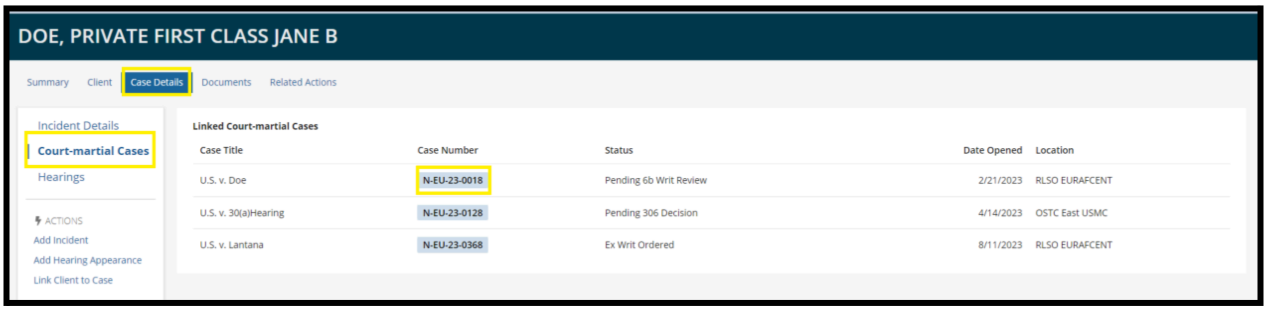
Submit a Writ to NMCCA

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

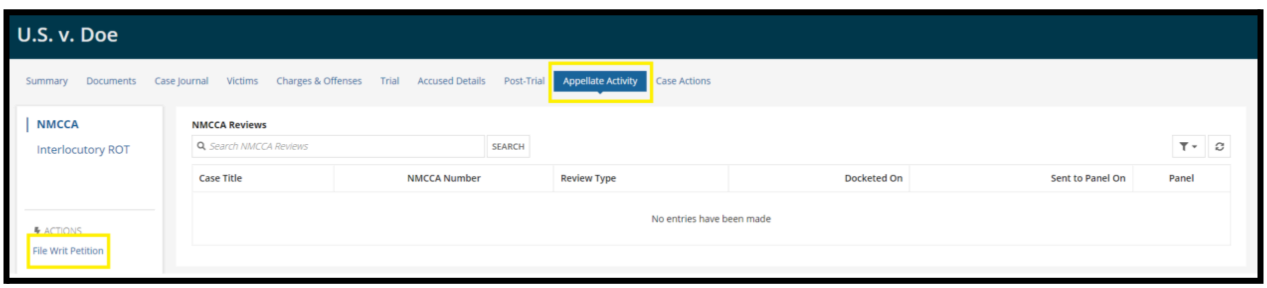
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



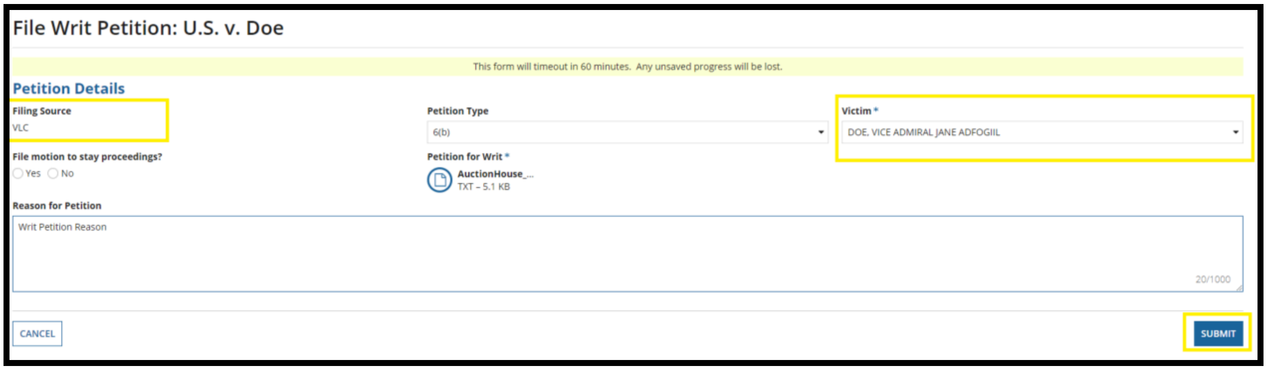
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



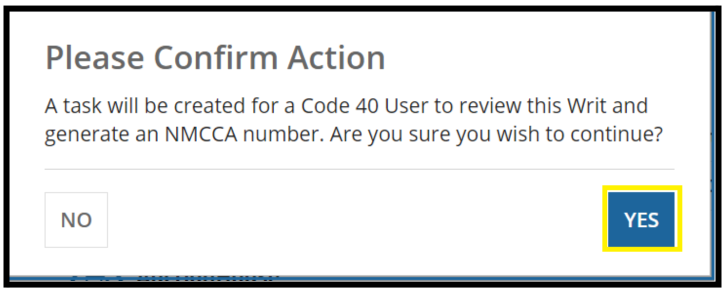
4. From the Case Summary page, navigate to the “Appellate Activity” tab and select the “File Writ Petition” action from the “Actions” list.



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.



6. Confirm the action after submission by selecting “Yes”.



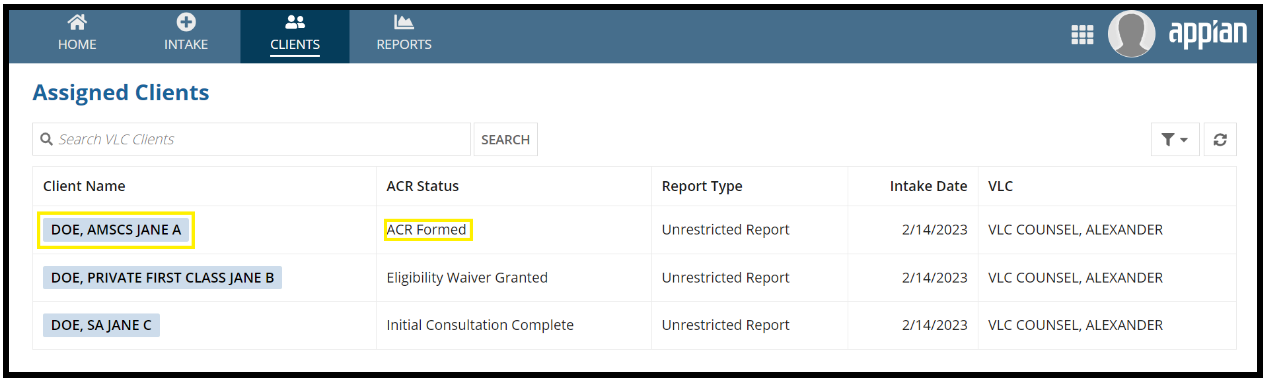
7. Following submission, the task to review the Ex Writ is sent to Code 40 users, and an email notification is sent to the assigned judge, Code 45 and Code 46 Directors/Deputy Directors, and other counsel users detailed to the case.

Post-Trial Motions

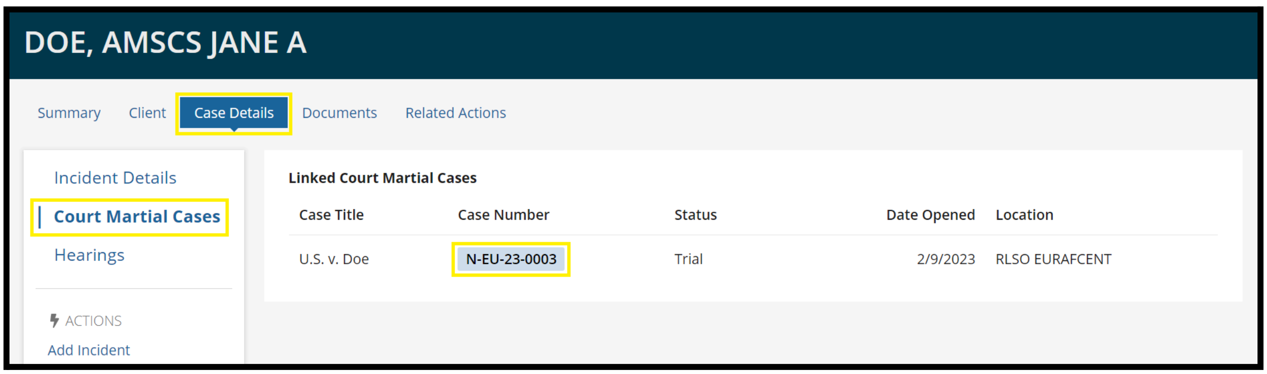
File a Post-Trial Motion

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

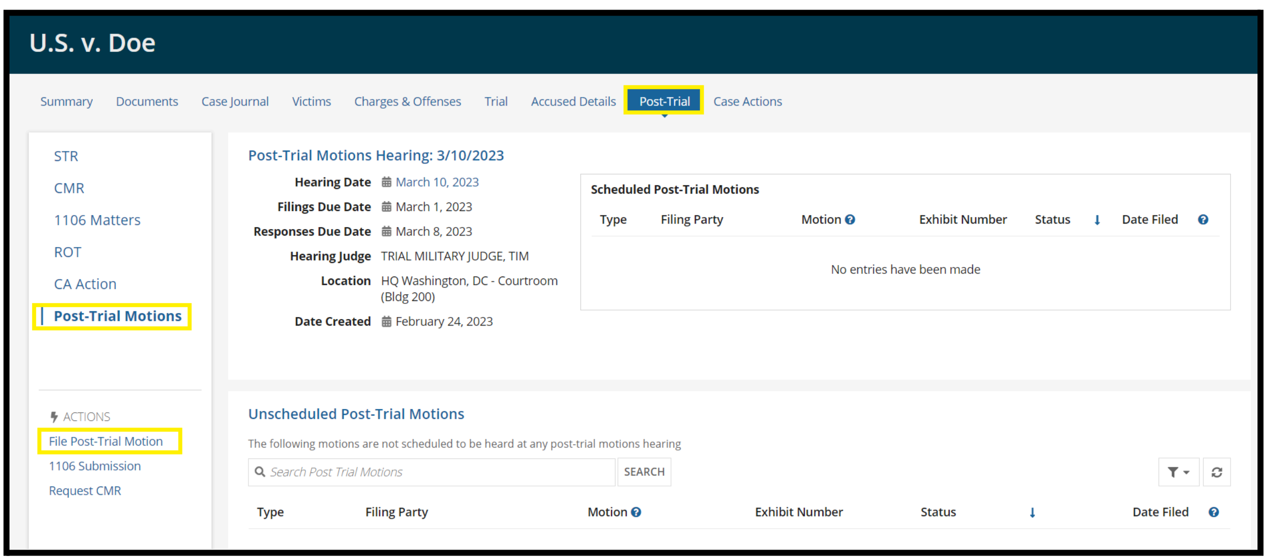
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



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.

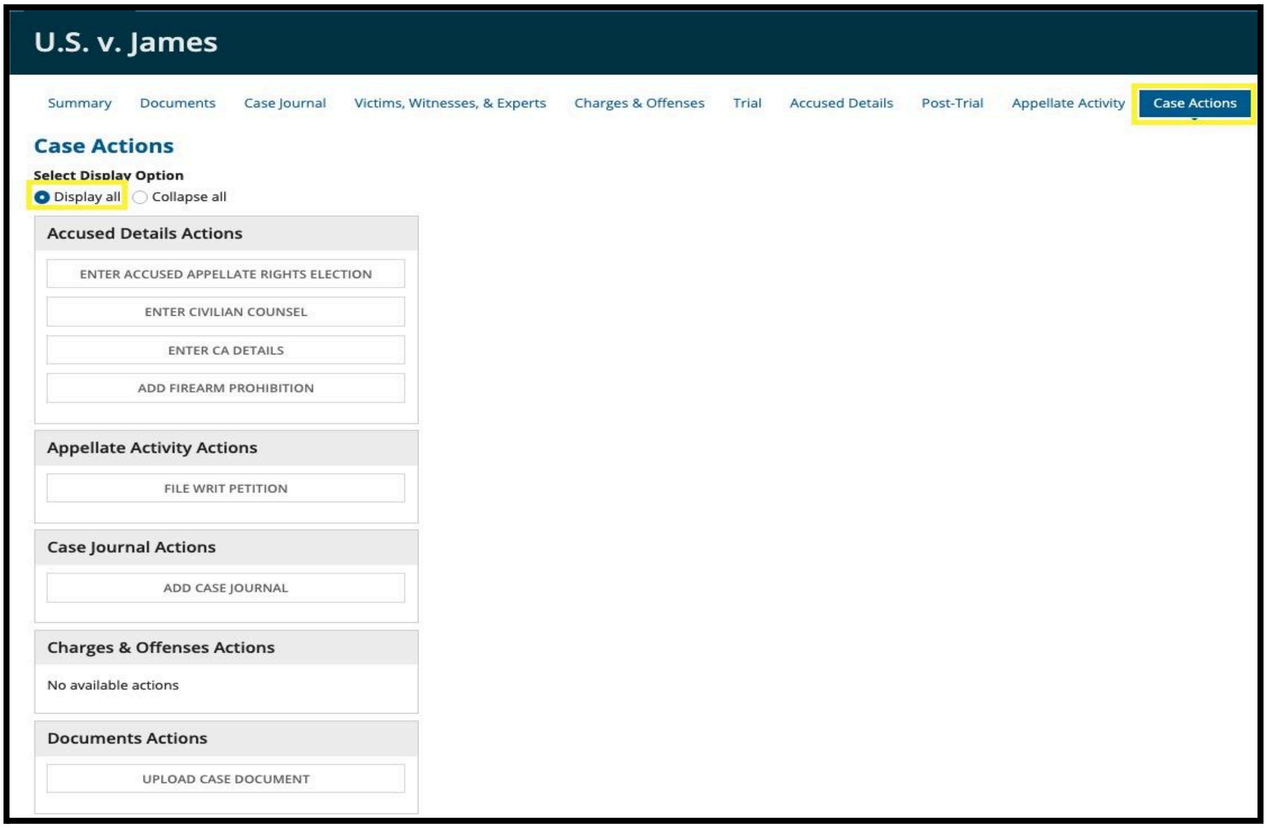


4. From the Case Summary page, navigate to the “Post-Trial” tab and select the “File Post-Trial Motion” action from the “Actions” list.



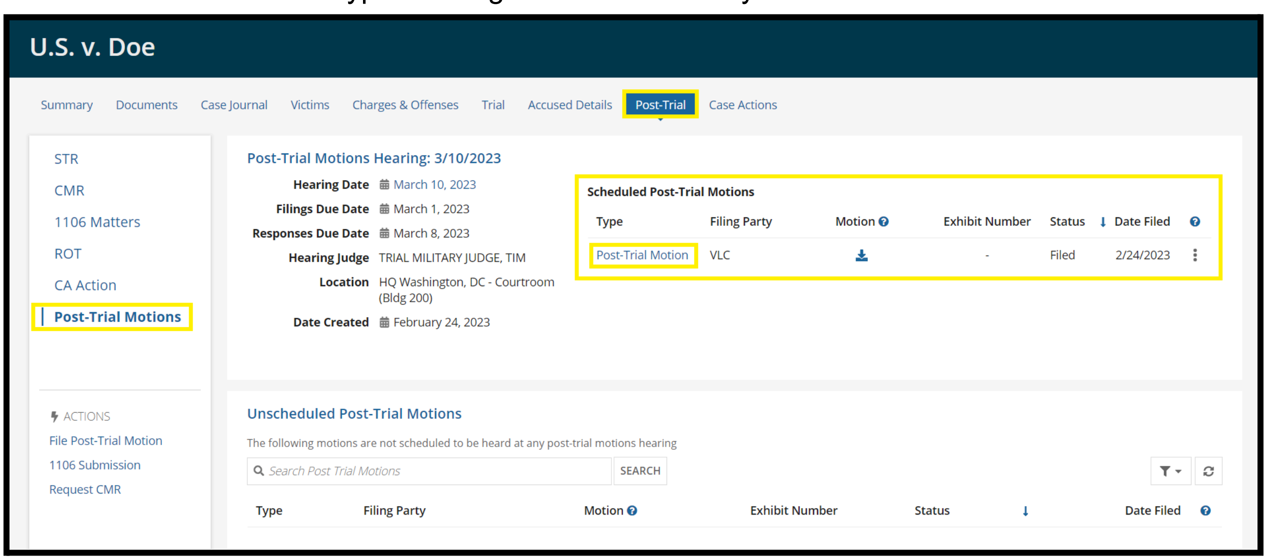
    a. This action is also available from the “Case Actions” tab.
        i. Use the “Display All” option to view all case actions available on the case.

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



5. In the “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.

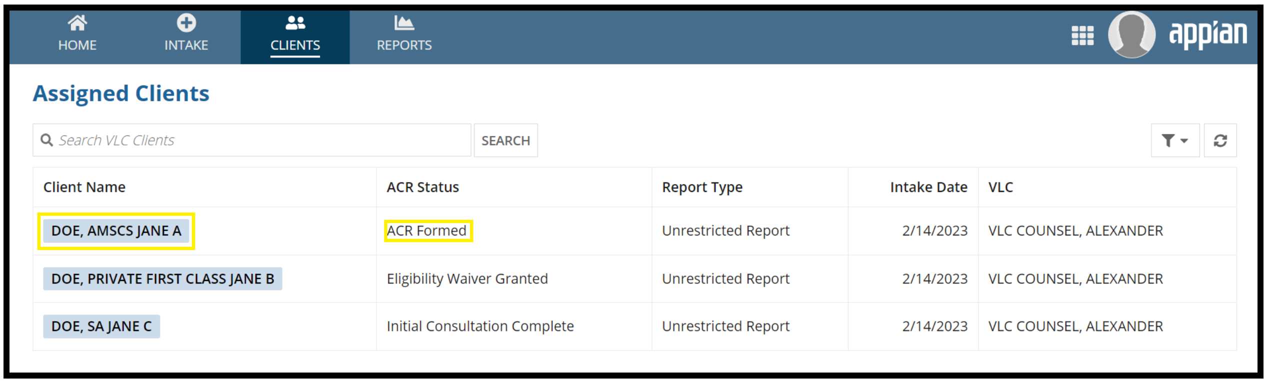
6. Following submission, the motion will be available in the “Scheduled Post-Trial Motions” or “Unscheduled Post-Trial Motions” grids on the “Post-Trial Motions” subtab.
    a. Assigned judge will receive a task to rule on the motion, and a notification of submission of the motion.
    b. If the motion 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.



Respond to a Post-Trial Motion

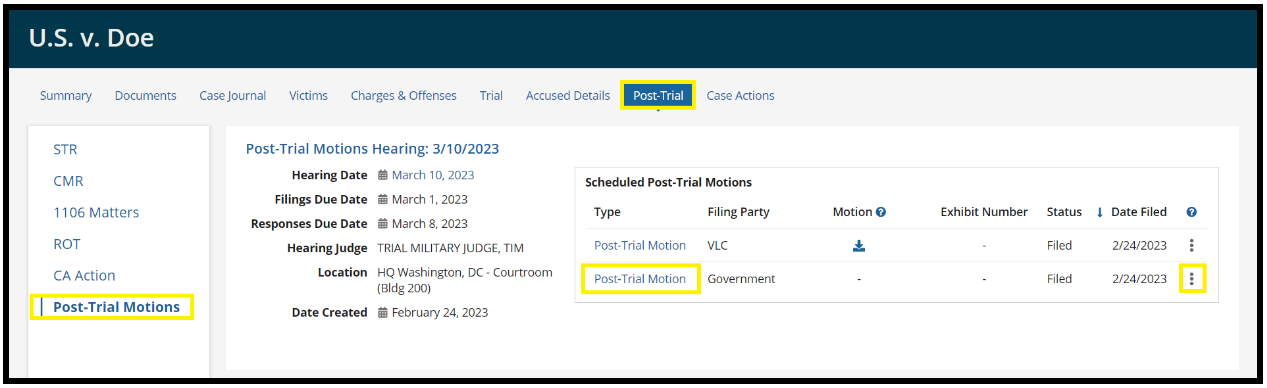
1. From the NCORS Victims' Legal Counsel Case Management site, select the "Clients" tab.

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

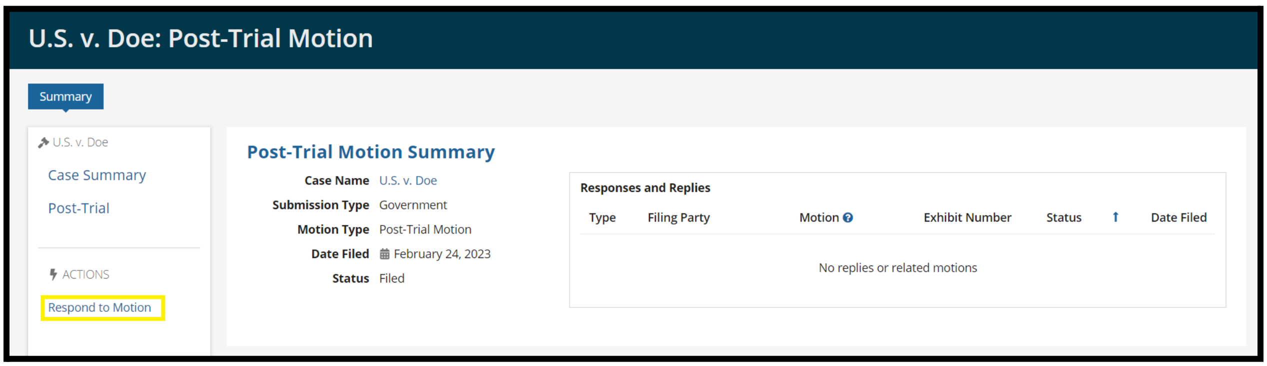


3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
   a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.

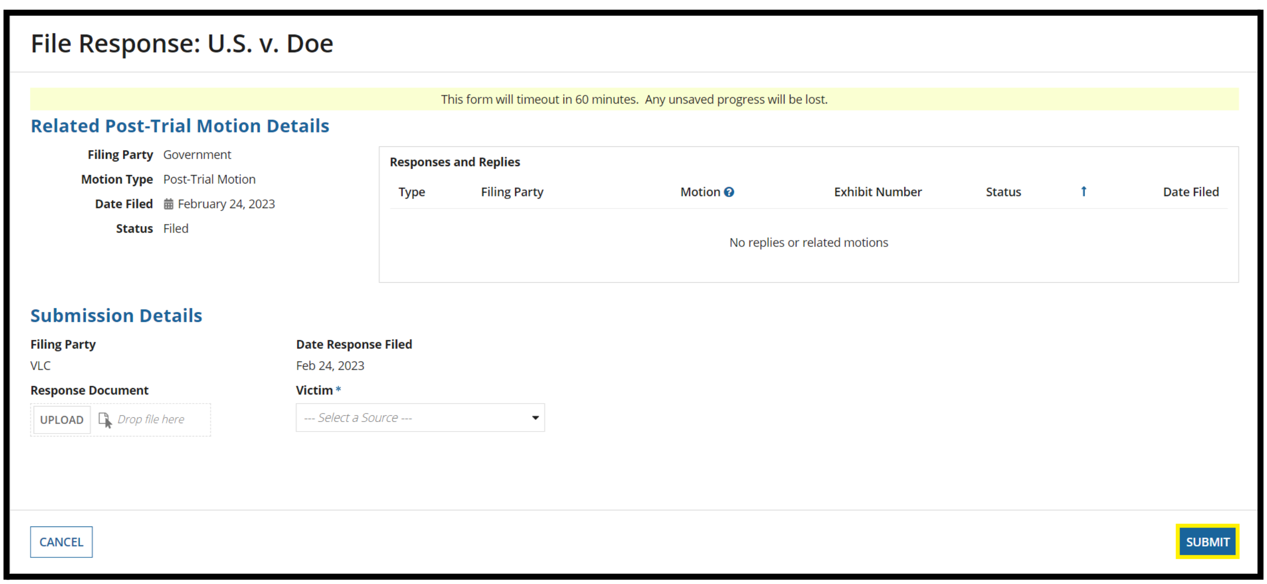
4. From the Case Summary page, navigate to the "Post-Trial" tab and select the "Post-Trial Motions" subtab.
   a. To respond to a post-trial motion, select the "Menu" icon in the grid of "Scheduled Post-Trial Motions" or the grid of "Unscheduled Post-Trial Motions" and select the "Respond to Motion"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



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.



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

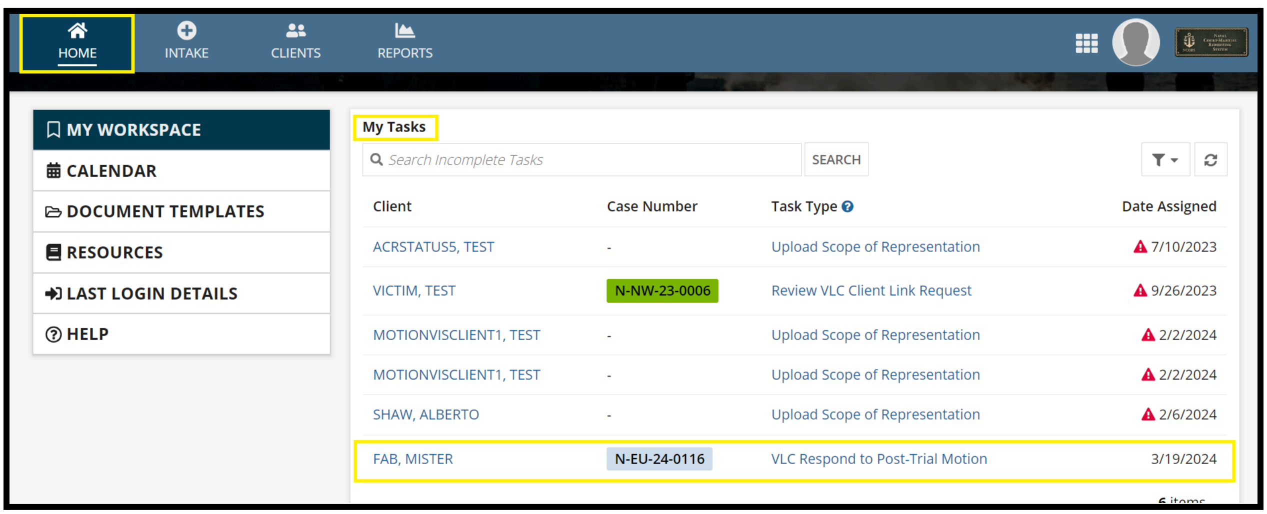


6. Following submission, the response will be available in the "Responses and Replies" grid on the summary of the post-trial motion that was responded to.

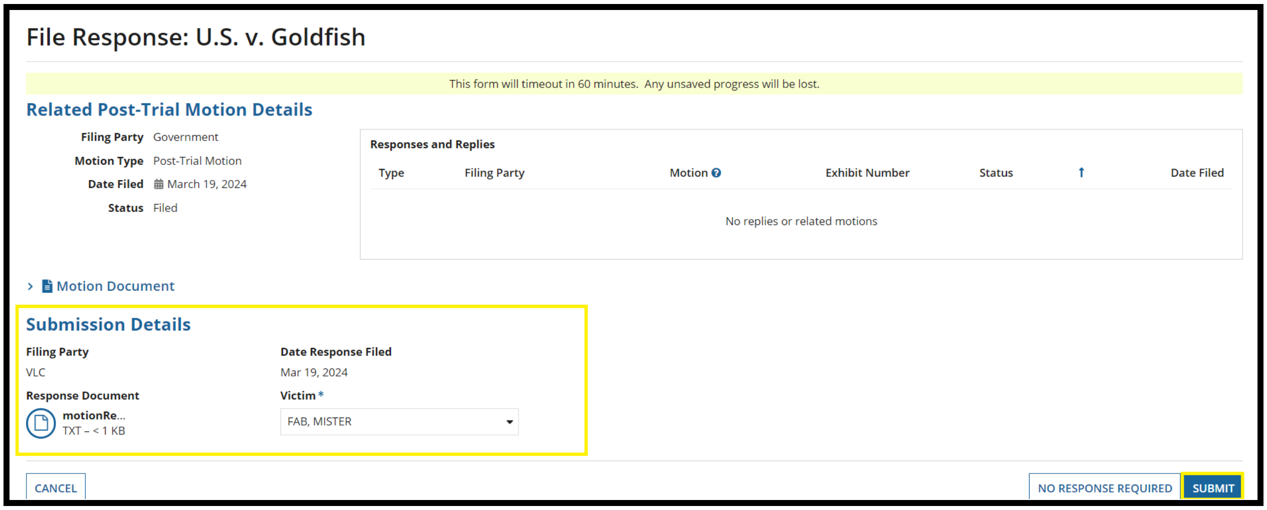
a. Select the “Type” link in the “Responses and Replies” grid to view the details of the response submission.

Respond to Post-Trial Motion (Task)

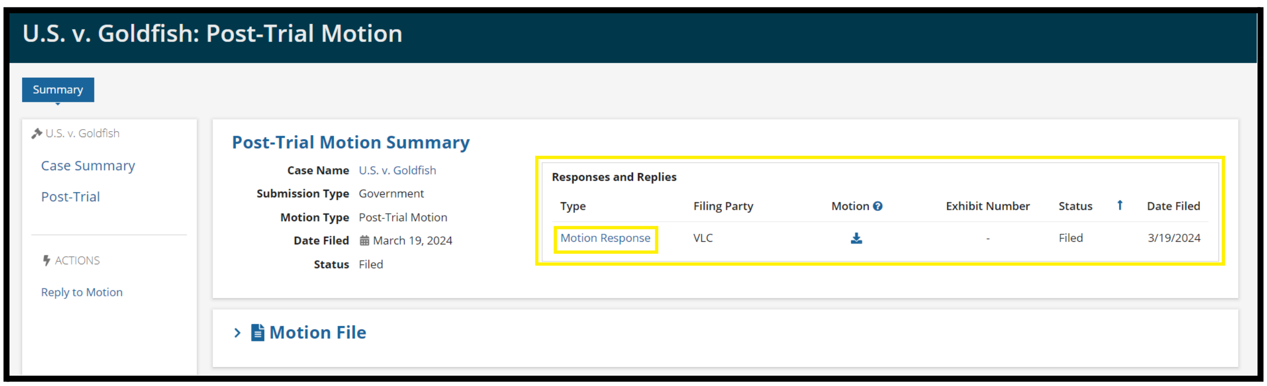
1. On the landing page of the NCORS Victims’ Legal Counsel Case Management site, select the “VLC Respond to Post-Trial Motion” task in the “My Tasks” grid.
    a. This task is sent to VLC users with whom the Post-Trial Motion is shared with after submission by Trial Counsel or Defense users.



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



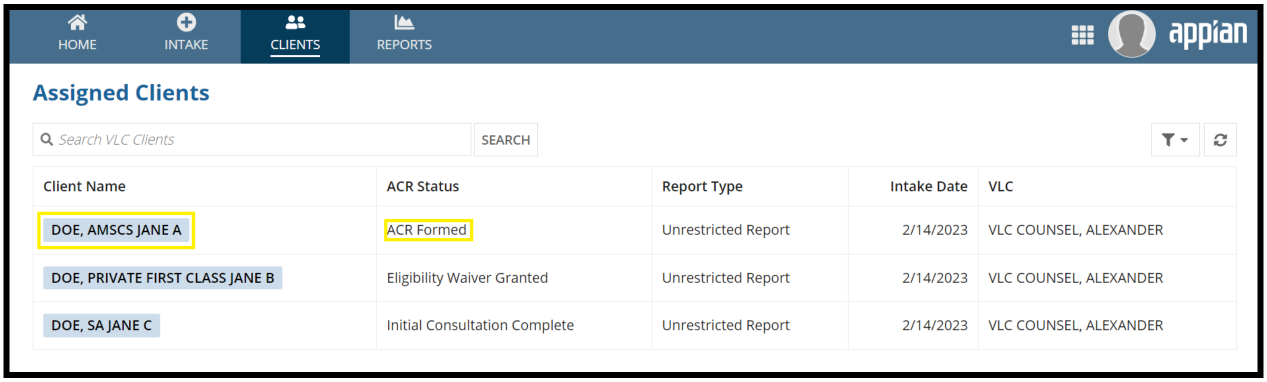
3. Following submission, if the user navigates to that case's "Post-Trial" tab, the response will be available in the "Responses and Replies" grid on the summary of the post-trial motion that was responded to.
    a. Select the "Type" link in the "Responses and Replies" grid to view the details of the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



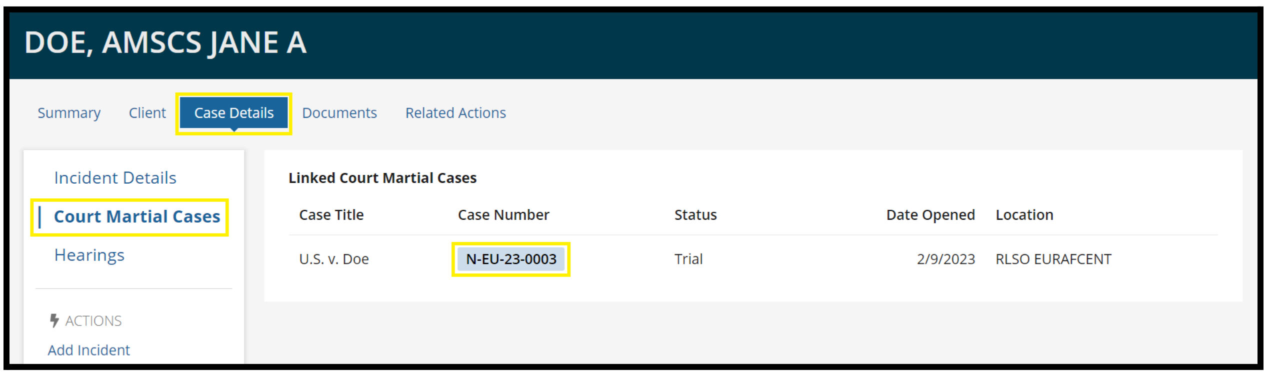
Reply to a Response

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

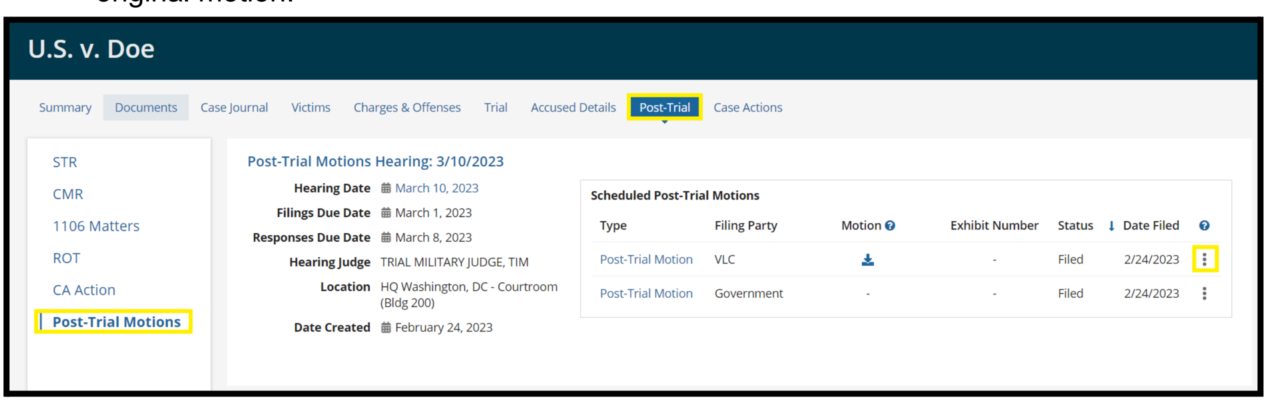
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



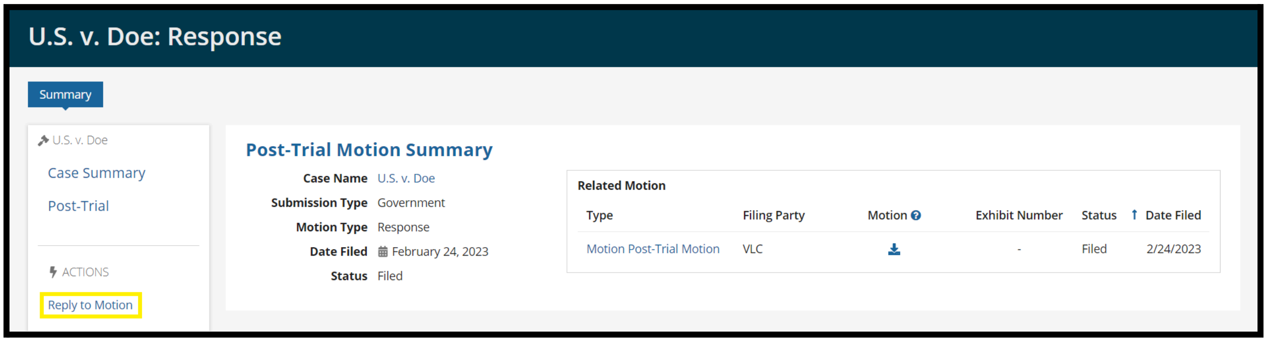
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



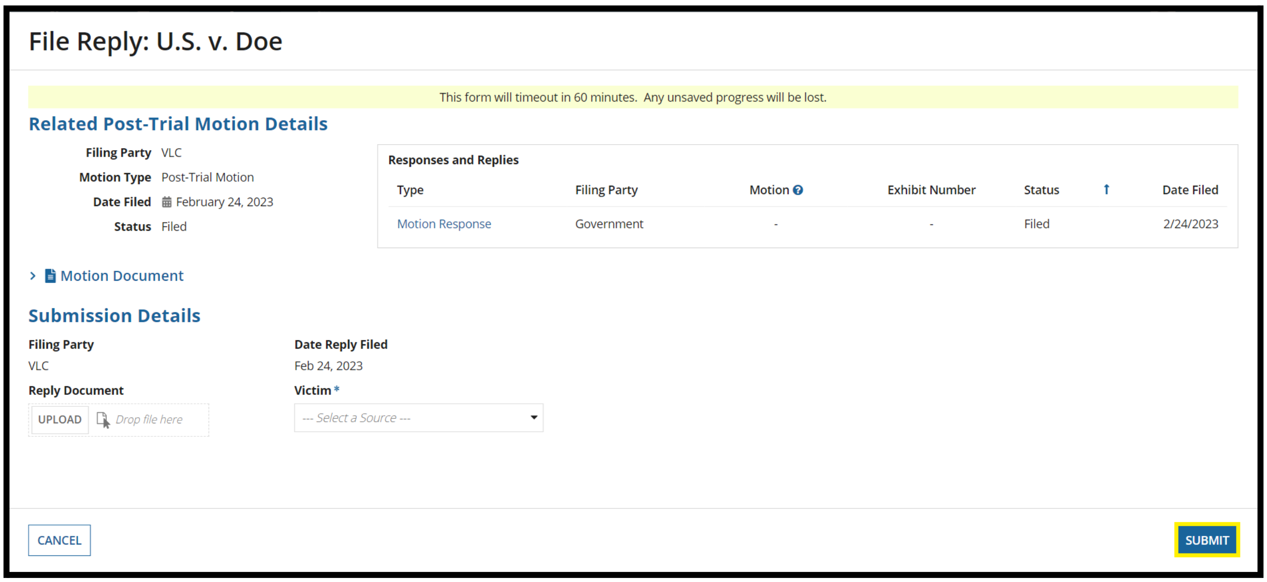
4. From the Case Summary page, navigate to the “Post-Trial” tab and select the “Post-Trial Motions” subtab.
    a. To reply to a post-trial motion, select the “Menu” icon in the grid of “Scheduled Post-Trial Motions” or the grid of “Unscheduled Post-Trial Motions” and select the “Reply to Motion” action.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



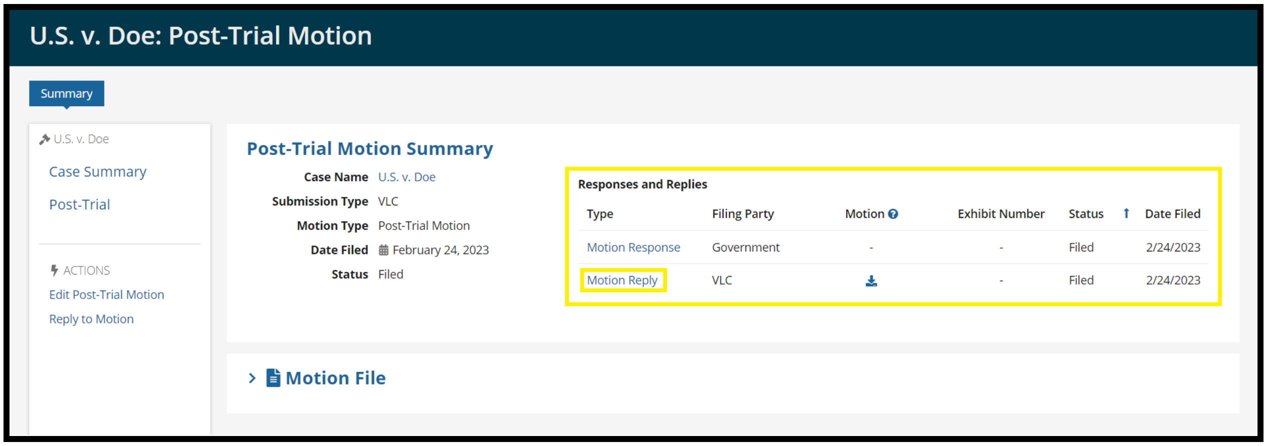
c. The action is also available from the response’s summary view by selecting the “Reply to Motion” action in the “Actions” list.



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



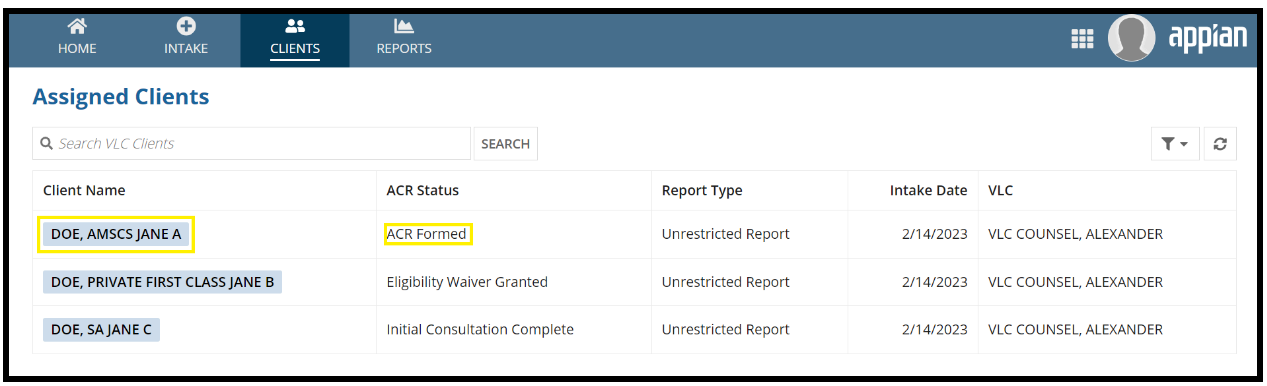
6. Following submission, the reply will be available in the “Responses and Replies” grid on the summary of the post-trial motion that was originally responded to.
   a. Select the “Type” link in the “Responses and Replies” grid to view the details of the reply submission.



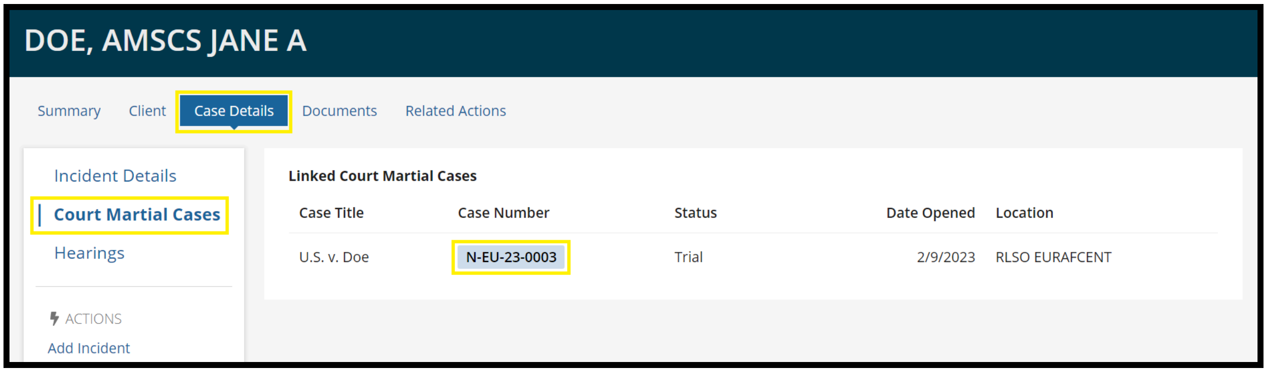
Add Motions to Post-Trial Motions Hearings

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

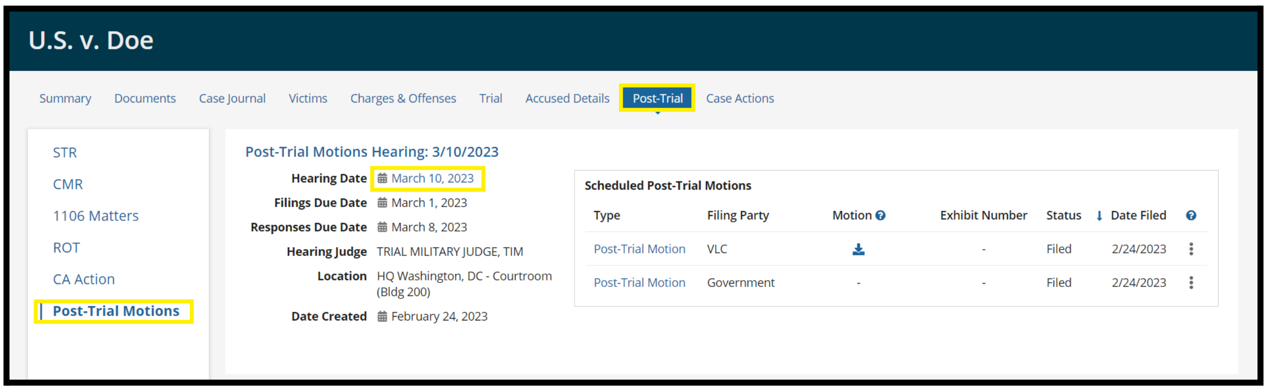
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



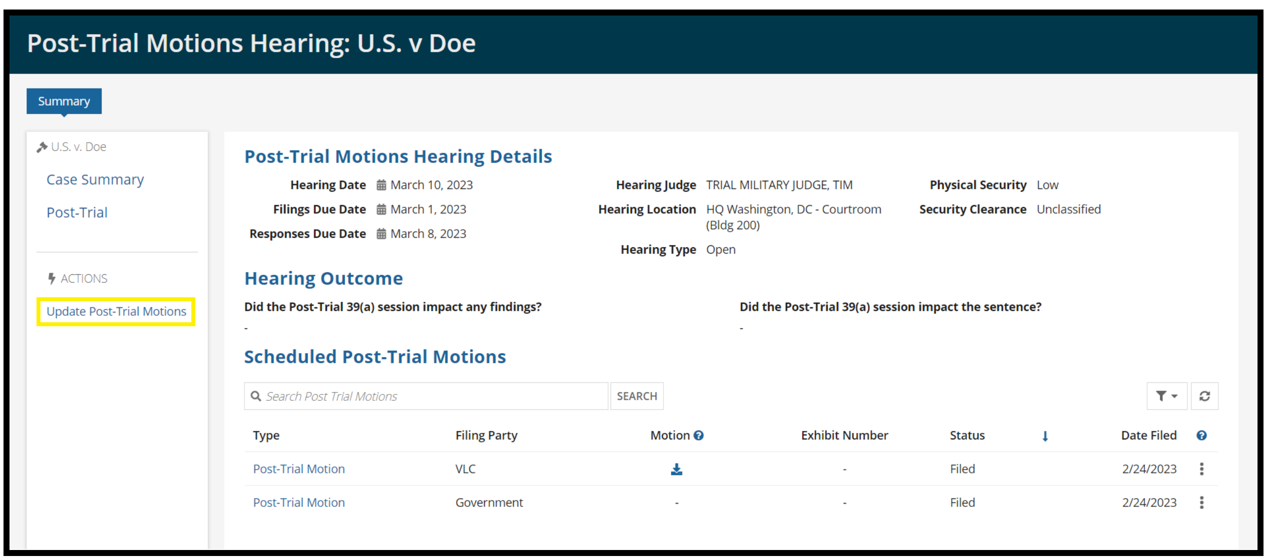
3. From the Client Summary page, navigate to the "Case Details" tab and select the "Court Martial Cases" subtab.
   a. Select the "Case Number" of the linked court-martial case to navigate to the Case Summary page.



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

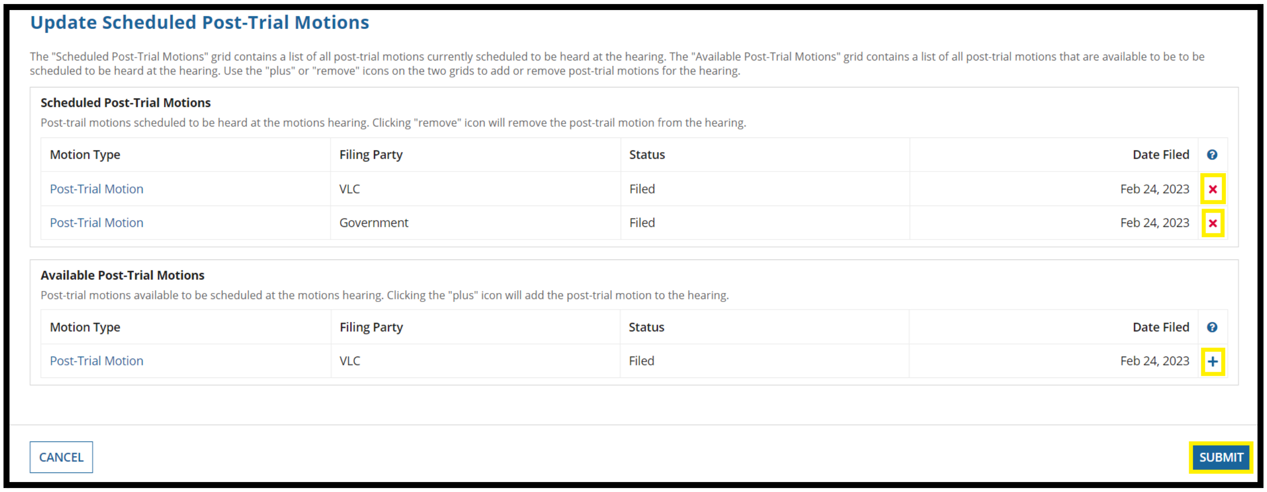


5. From the post-trial motions hearing summary page, select the “Update Post-Trial Motions” action from the “Actions” list.

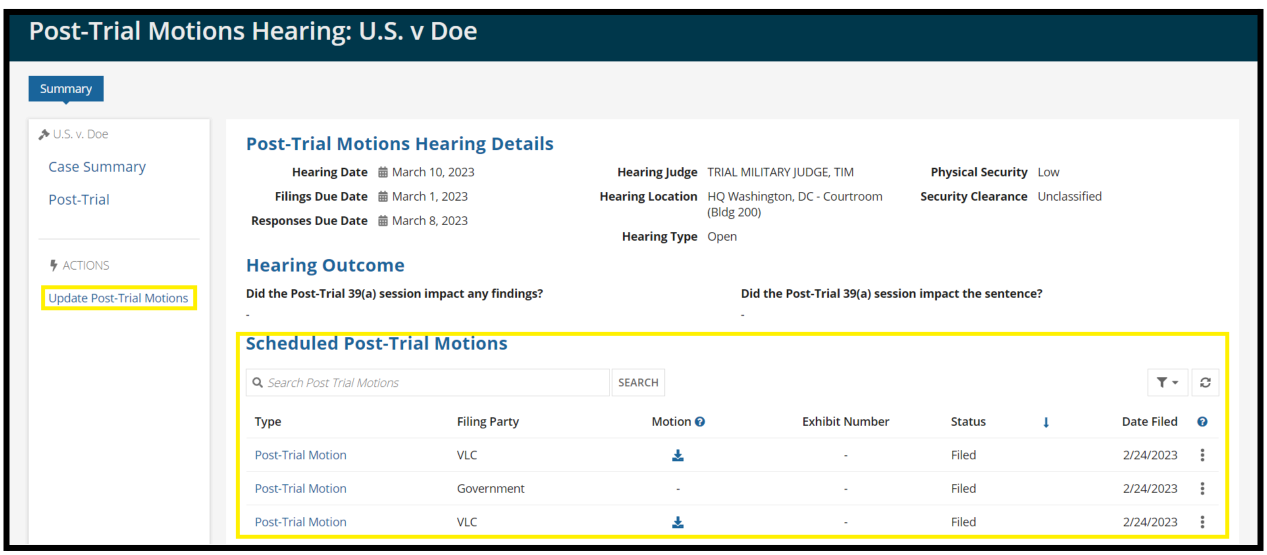


6. In the “Update Scheduled Post-Trial Motions” form, review the post-trial motions hearing details and add or remove motions from the hearing. Select “Submit” to save the details to the case.

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.



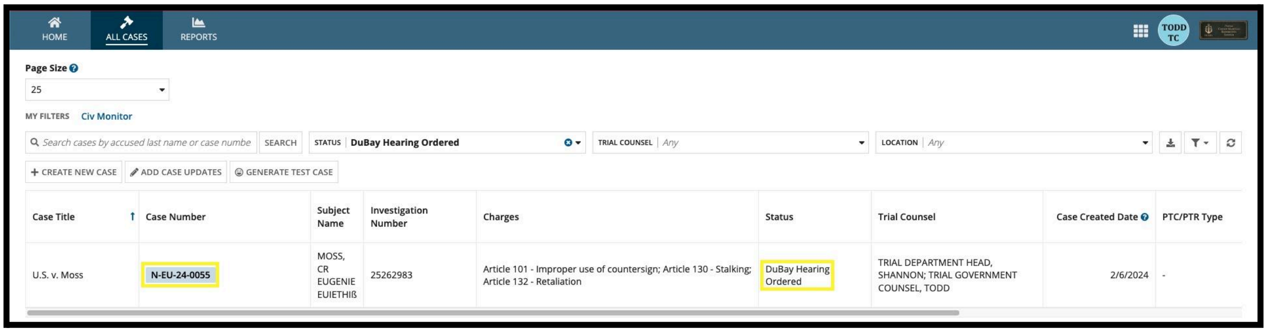
7. Following submission, the added motions will be displayed in the grid of “Scheduled Post-Trial Motions” on the post-trial motions hearing summary.
   a. Select the “Update Post-Trial Motions” action from the “Actions” list to make additional updates.



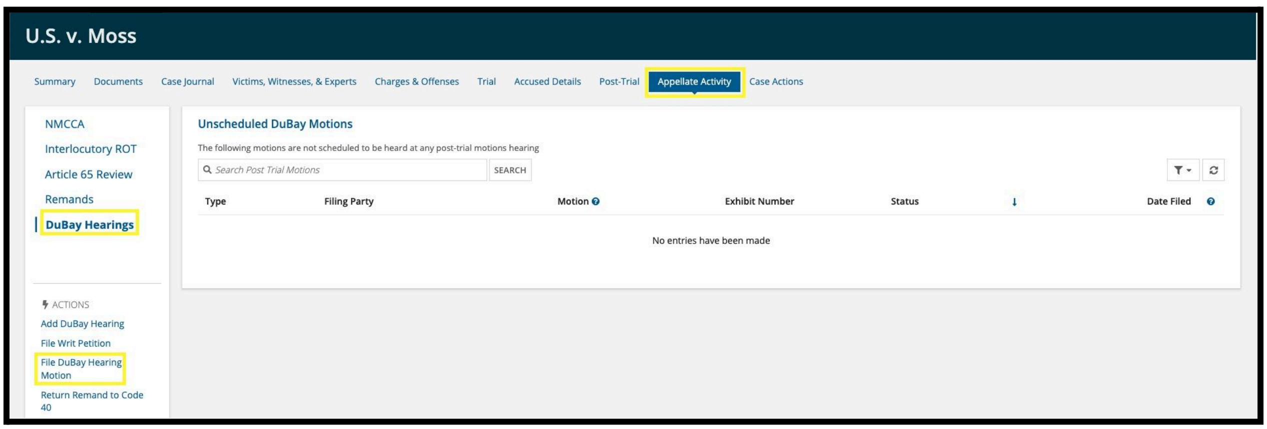
File DuBay Hearing Motion

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

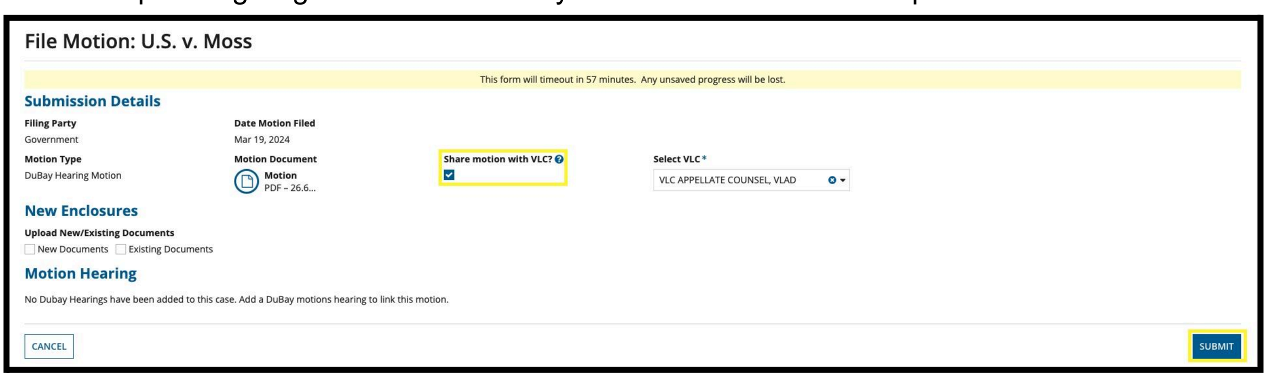
2. Select the "Case Number" of a case in the status “Dubay Hearing Ordered” to navigate to the summary page.



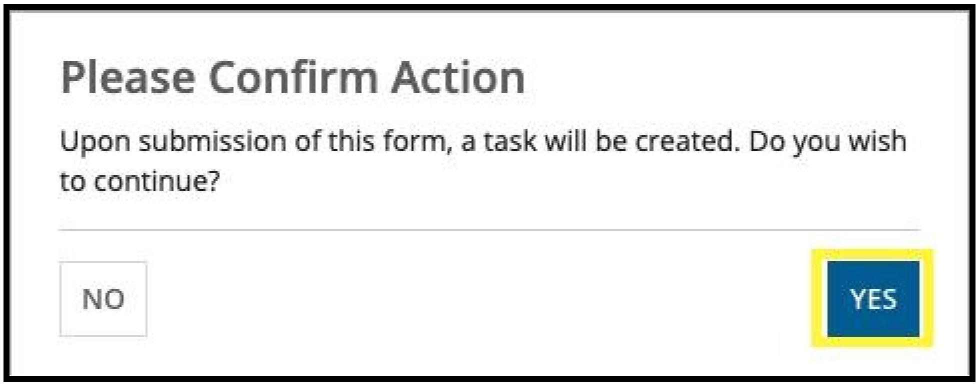
3. Select the “Appellate Activity” tab and navigate to the “Dubay Hearings” subtab. Then select the “File Dubay Hearing Motion” action.



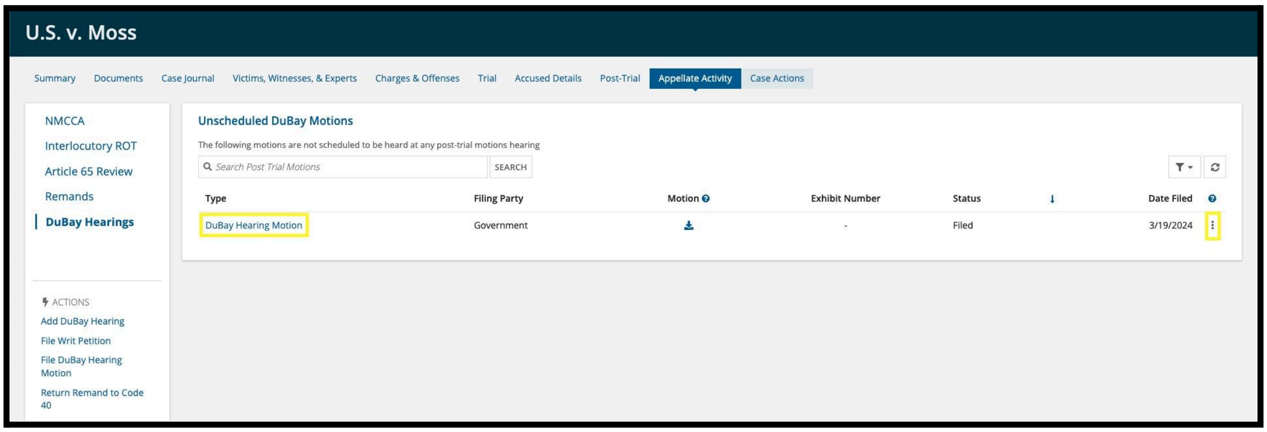
4. Fill out the form and on completion, select “Submit”.
    a. Users can select the “Share motion with VLC” checkbox to display a new dropdown giving the users the ability to share the motion with specific VLC users.



5. Select “Yes” on the confirmation message to complete the action.



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

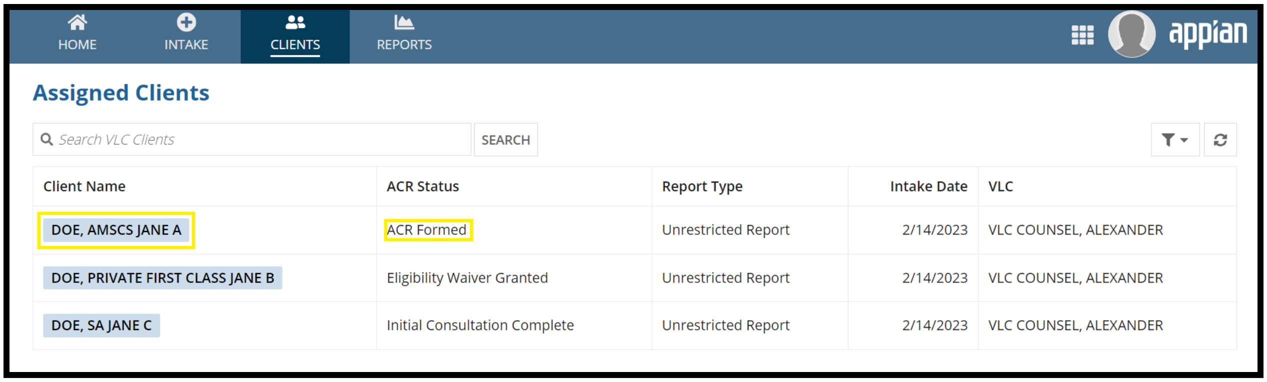


Post-Trial Actions

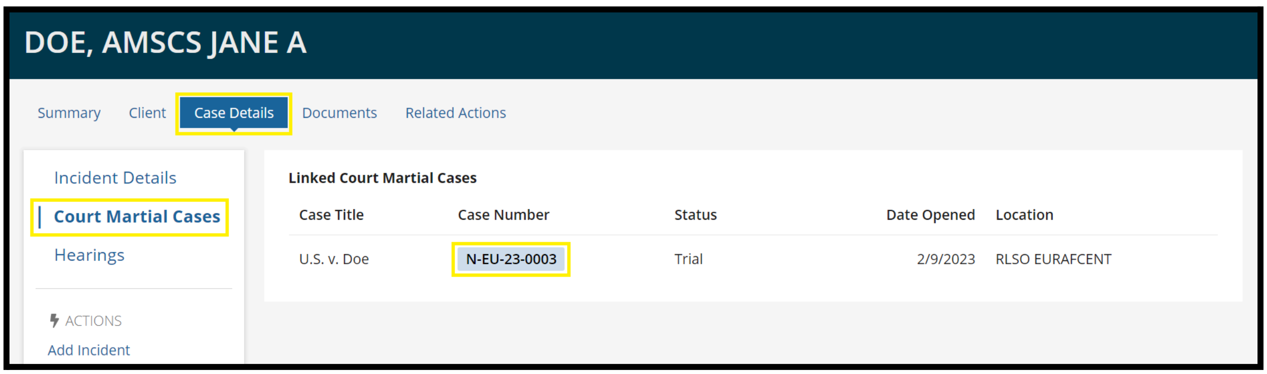
Request CMR

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

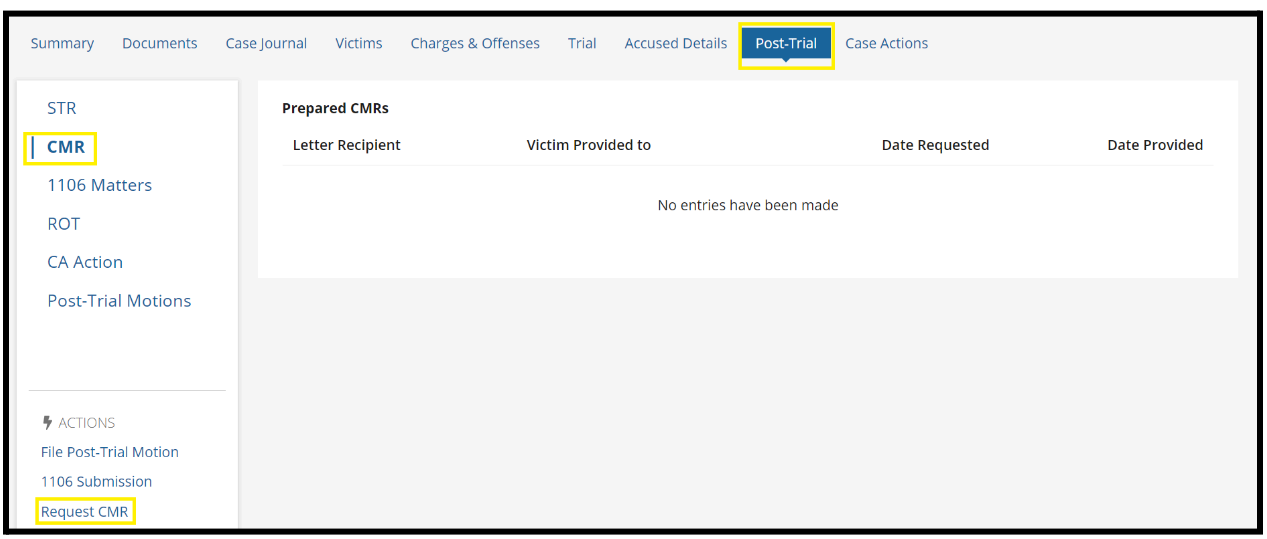
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



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.

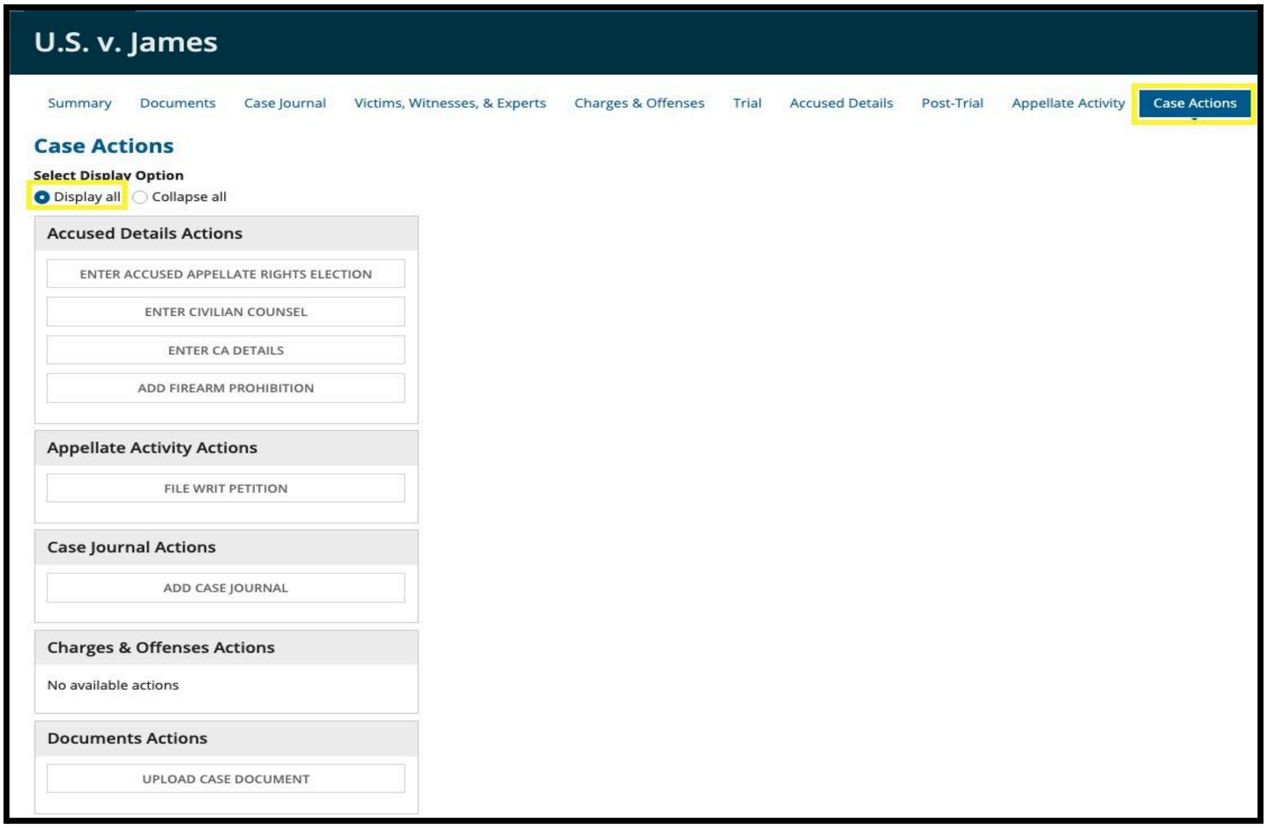


4. From the Case Summary page, navigate to the "Post-Trial" tab and select the "Request CMR" action from the "Actions" list.

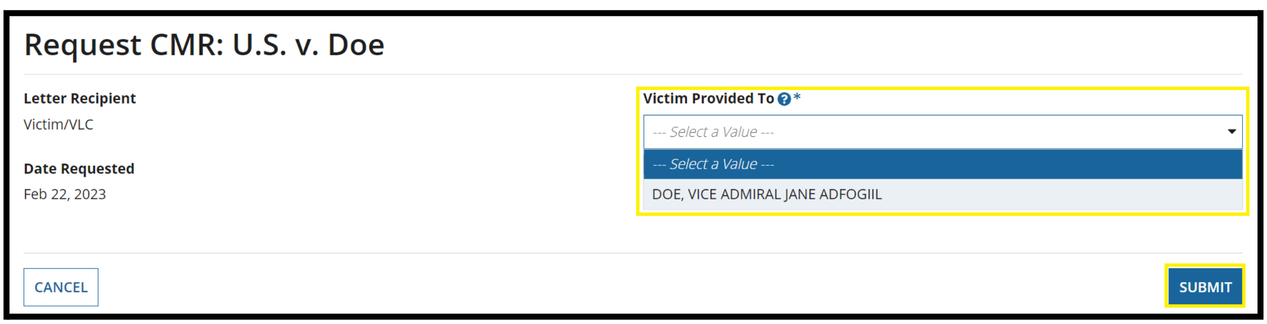


    a. This action is also available from the "Case Actions" tab.
        i. Use the "Display All" option to view all case actions available on the case.

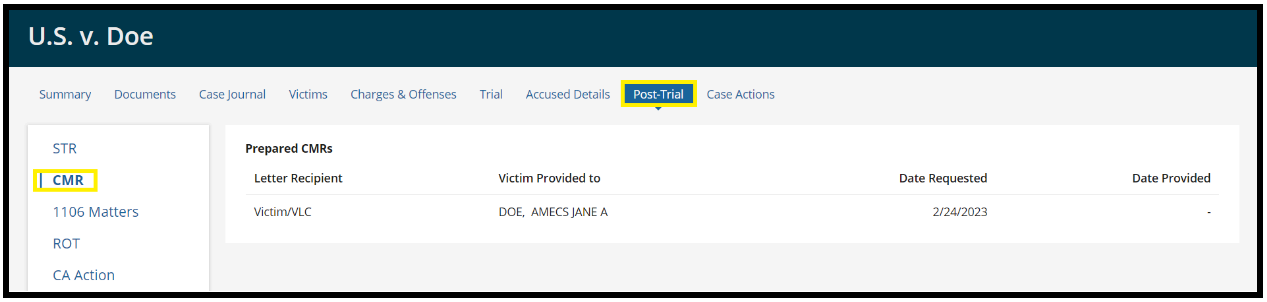
ii. Use CTRL + F to search for an action in the list.



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



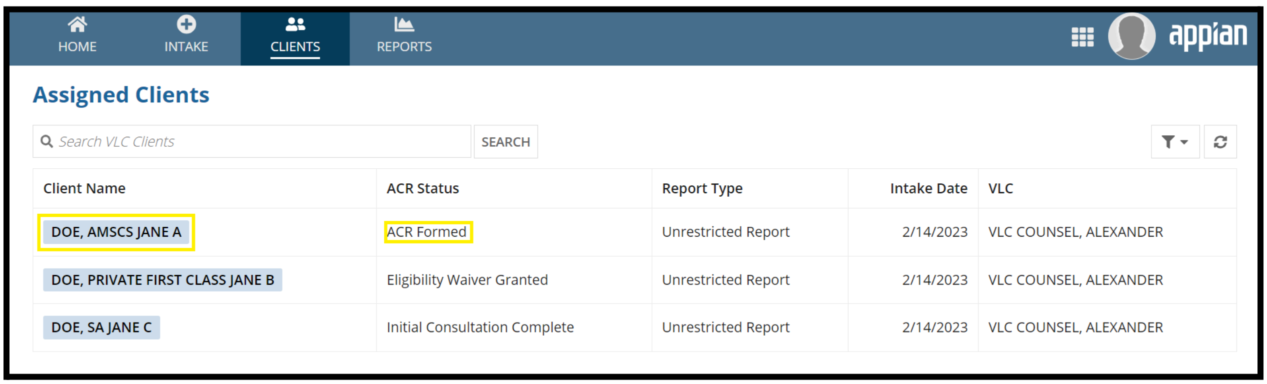
6. Following submission, the request will send a task to provide the CMR to the post-trial office user assigned to the case. The request is visible in the “Prepared CMRs” grid on the “CMR” subtab.



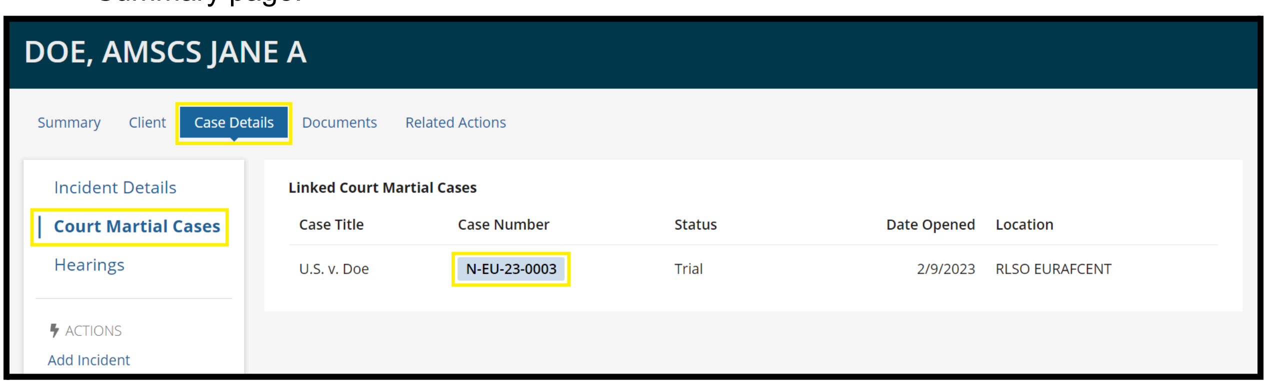
Record 1106A Clemency Submission

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

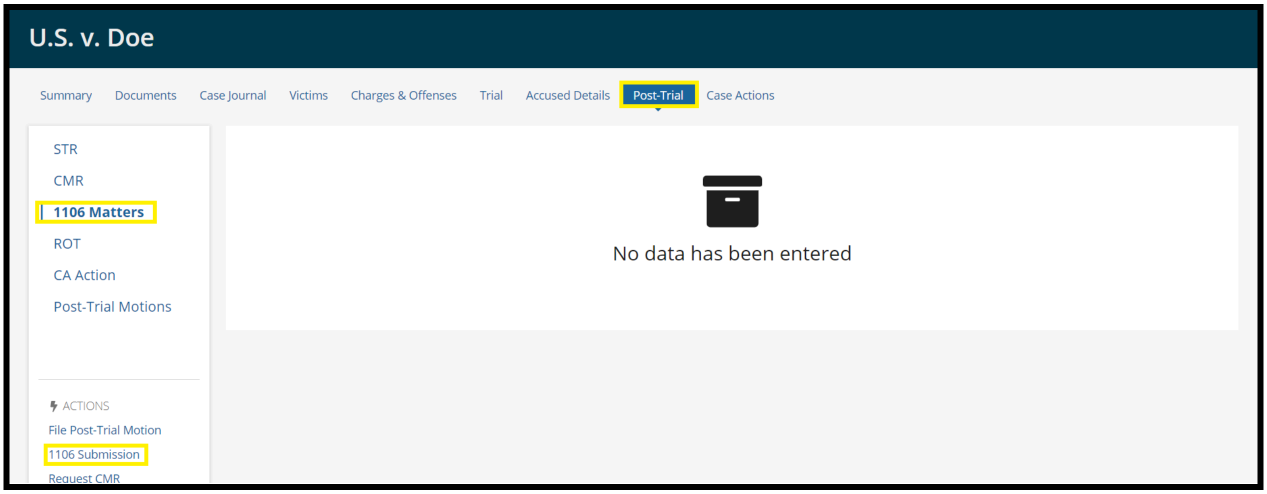
2. From the list of "Assigned Clients", select a client's name to view the Client Summary.



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.



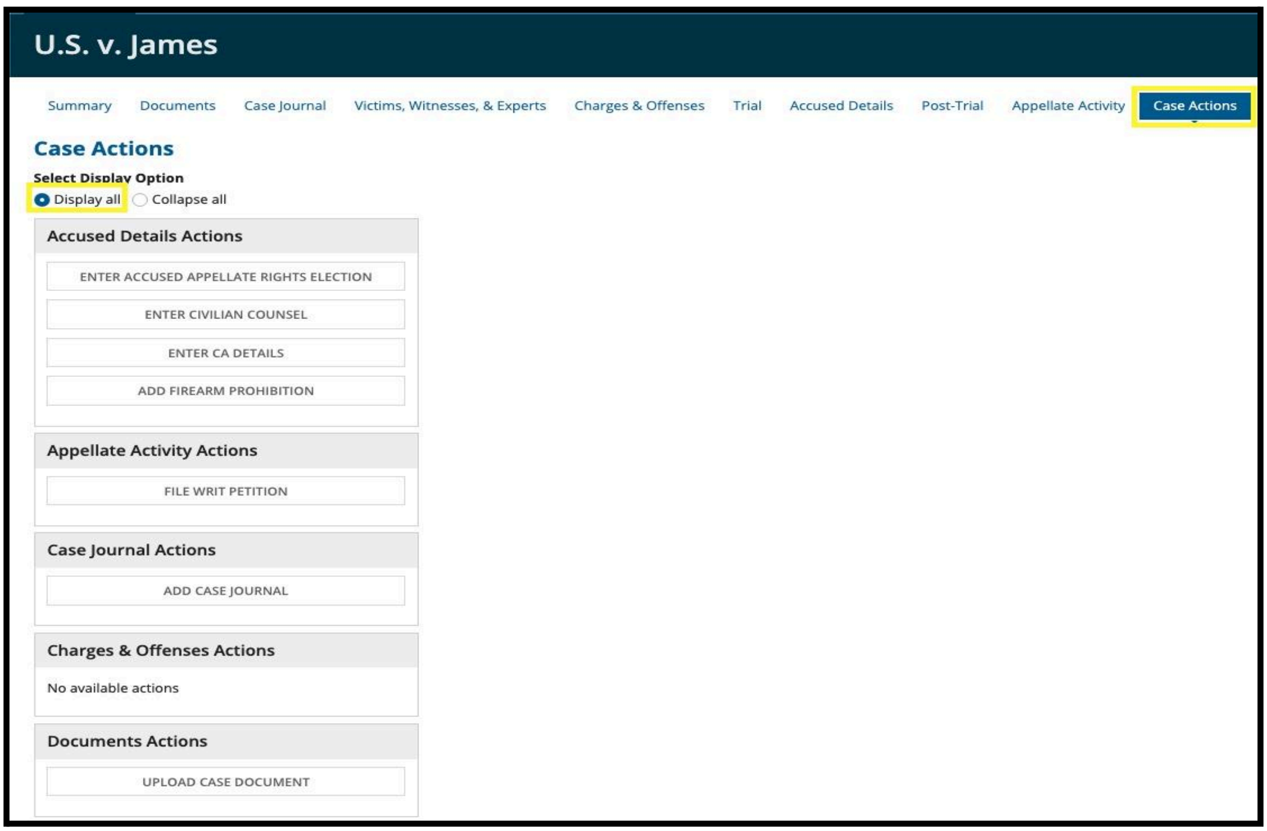
4. From the Case Summary page, navigate to the "Post-Trial" tab and select the "1106 Submission" action from the "Actions" list.



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.



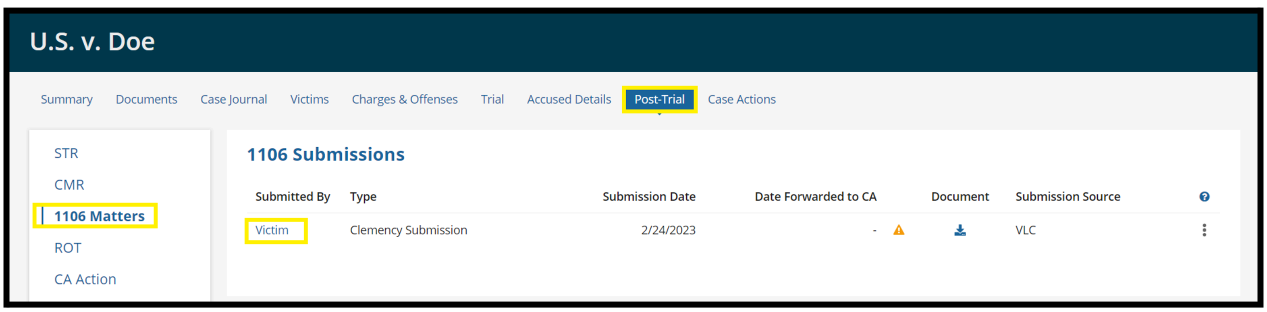
5. In the “Clemency Submission” form, input the submission details and select the “Submit” button to save the details to the case.

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.

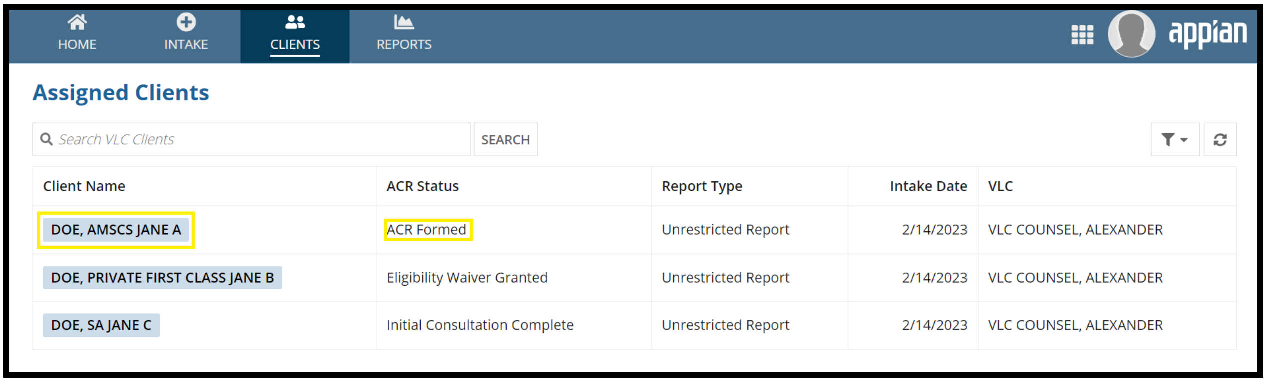
6. Following submission, the submission is visible on the “1106 Matters” subtab of the “Post-Trial” tab.
   a. The submission is visible to Government and Defense users.
   b. Post-Trial Office users can act on the submission to forward it to the Convening Authority.



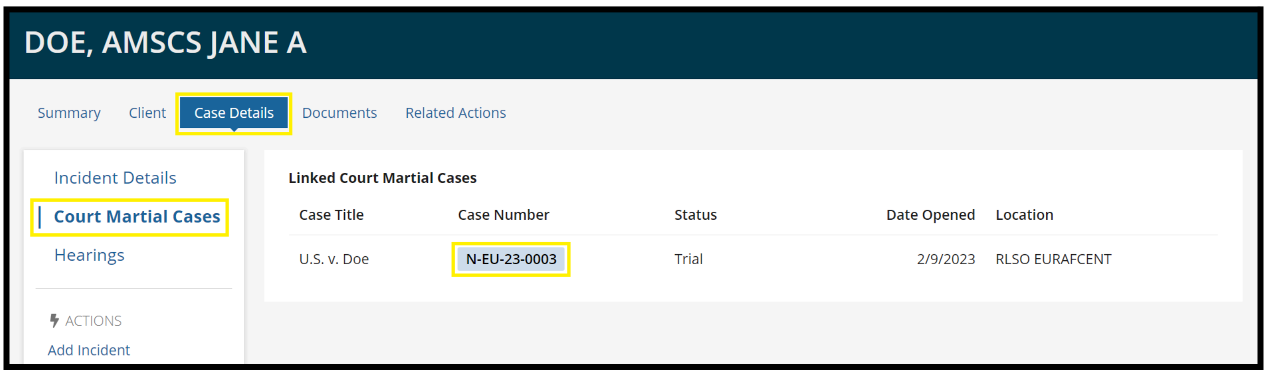
Request Extension for 1106A Clemency Submission

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

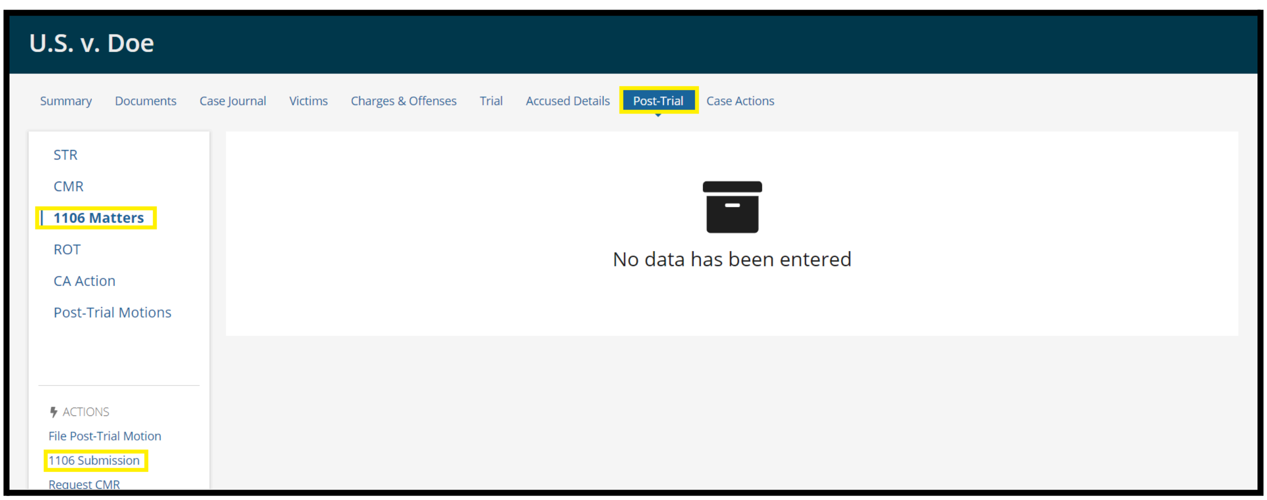
2. From the list of “Assigned Clients”, select a client’s name to view the Client Summary.



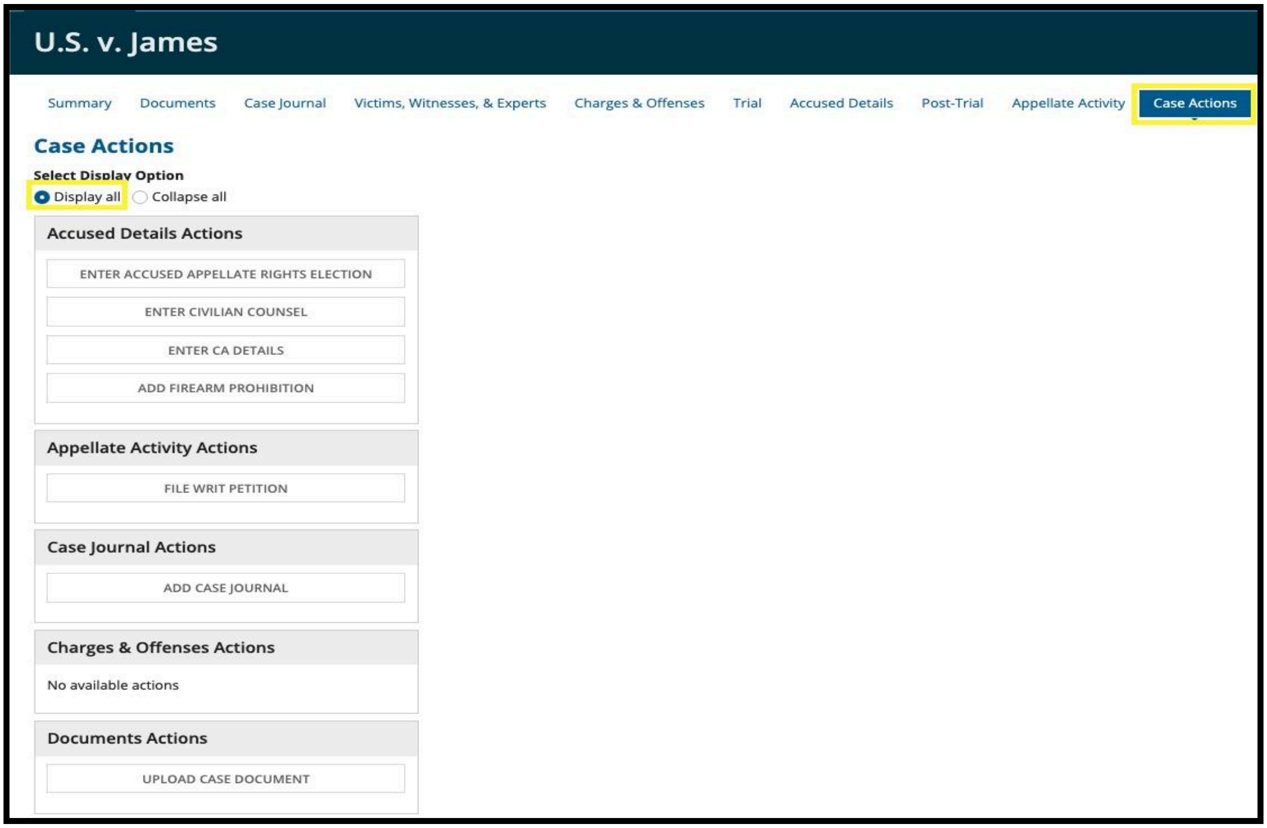
3. From the Client Summary page, navigate to the “Case Details” tab and select the “Court Martial Cases” subtab.
    a. Select the “Case Number” of the linked court-martial case to navigate to the Case Summary page.



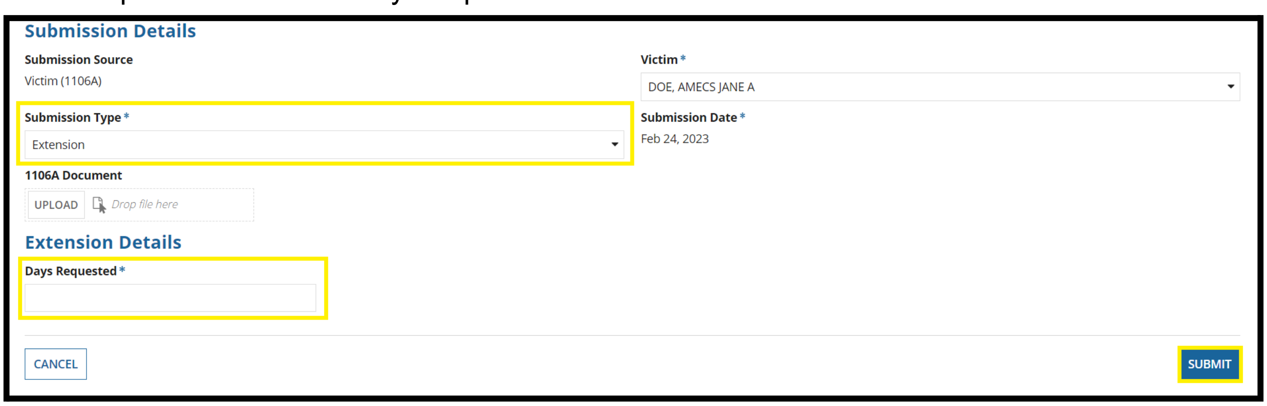
4. From the Case Summary page, navigate to the “Post-Trial” tab and select the “1106 Submission” action from the “Actions” list.



    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.

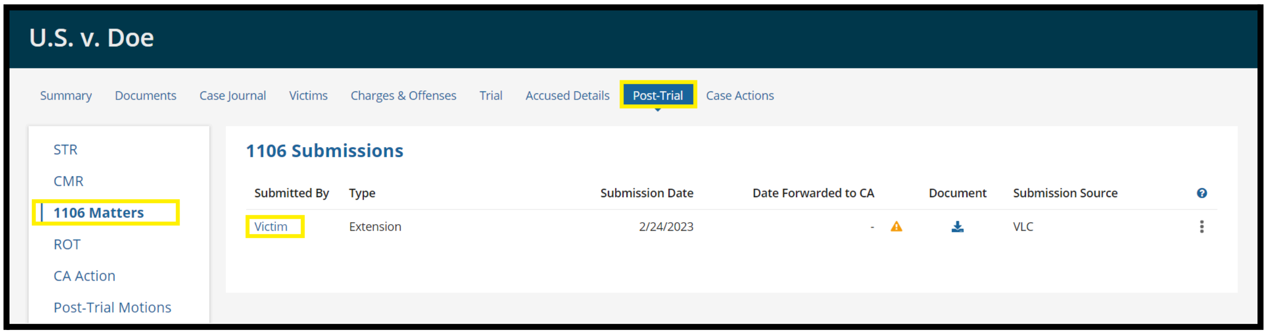


5. In the “Clemency Submission” form, input the submission details and select the “Submit” button to save the details to the case.
    a. The “Submission Source” is set to “Victim (1106A).
    b. Select a “Submission Type” of “Clemency Submission” or “Waiver of Rights to Submit Matters”.
    c. Select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

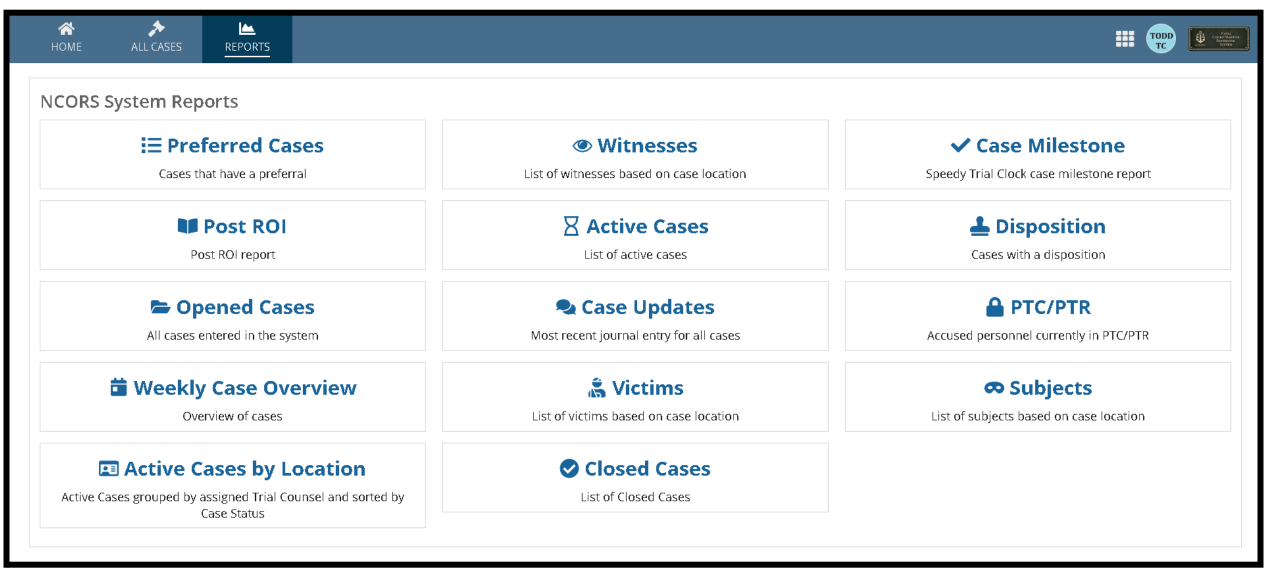


Reports

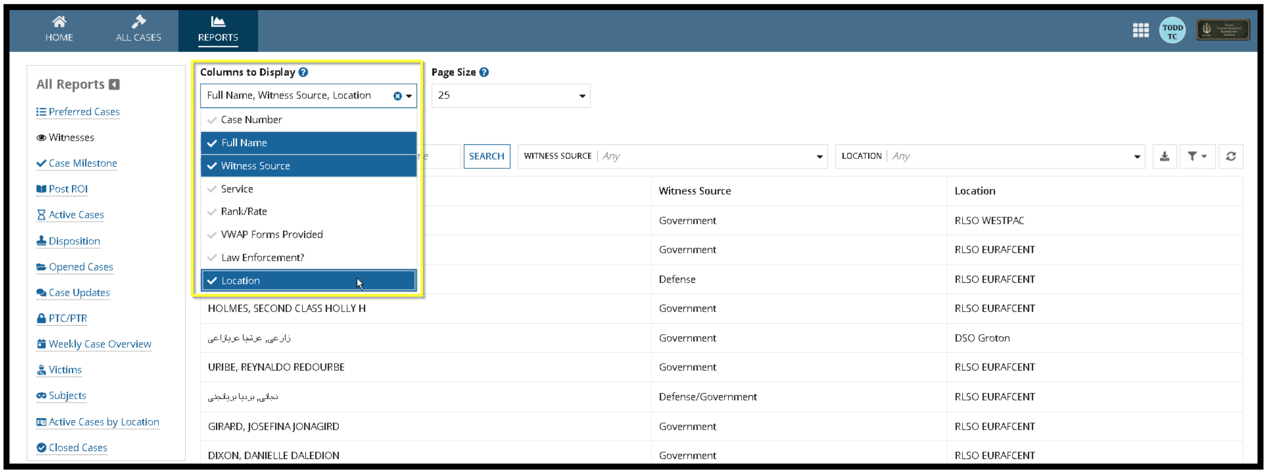
View, Filter, and Export Reports

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

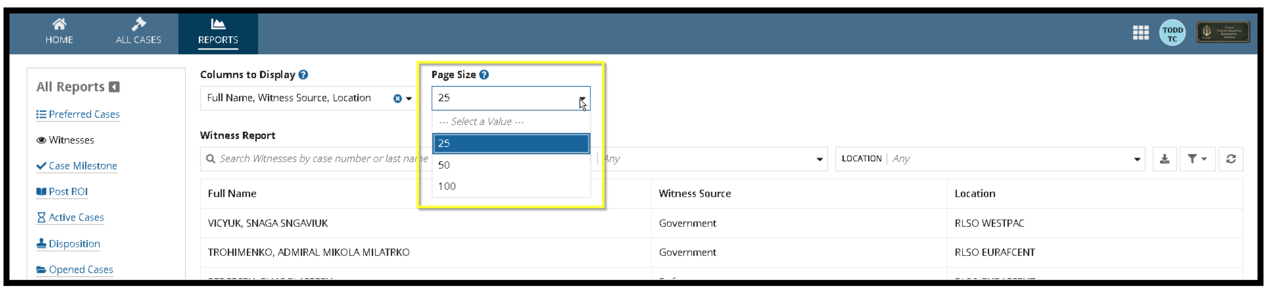
2. Select any of the available reports to be navigated to the report
   a. Report visibility is based on user role so the screenshot below may not accurately reflect the reports available to all users.



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

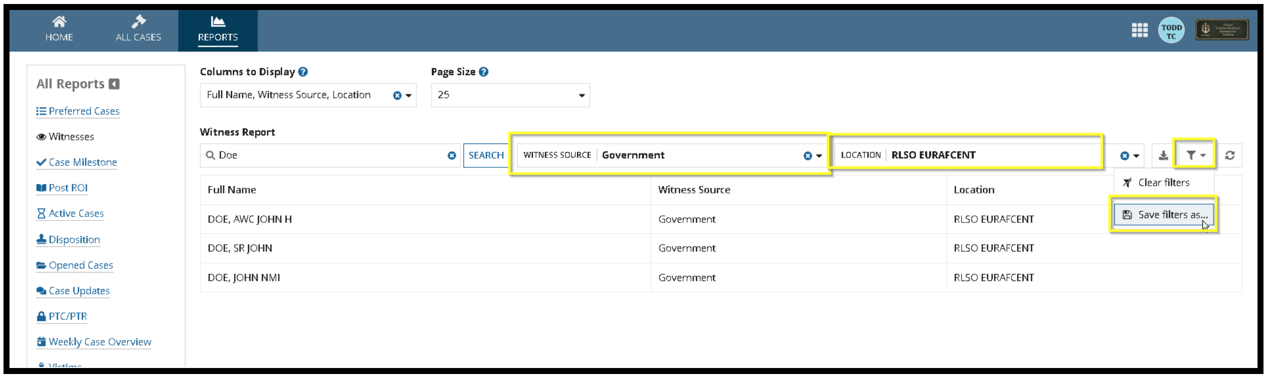


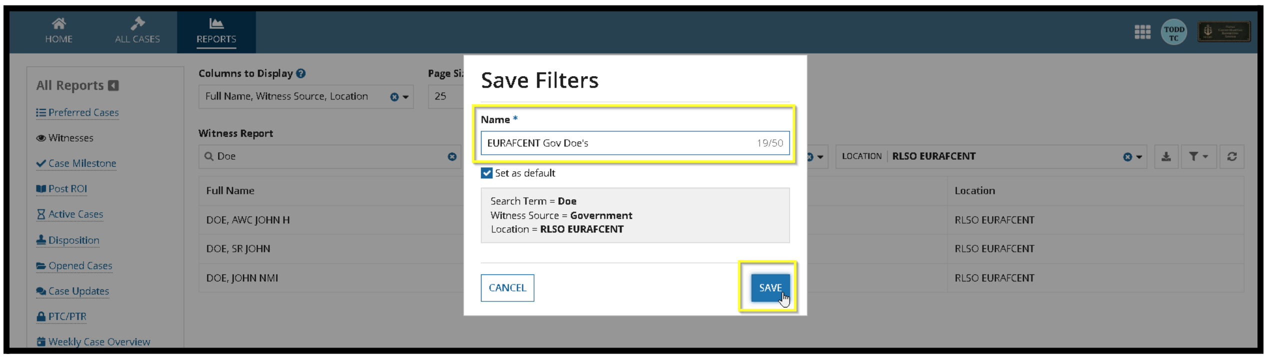
    b. The number of rows that appear for each page can be configured using the “Page Size” dropdown

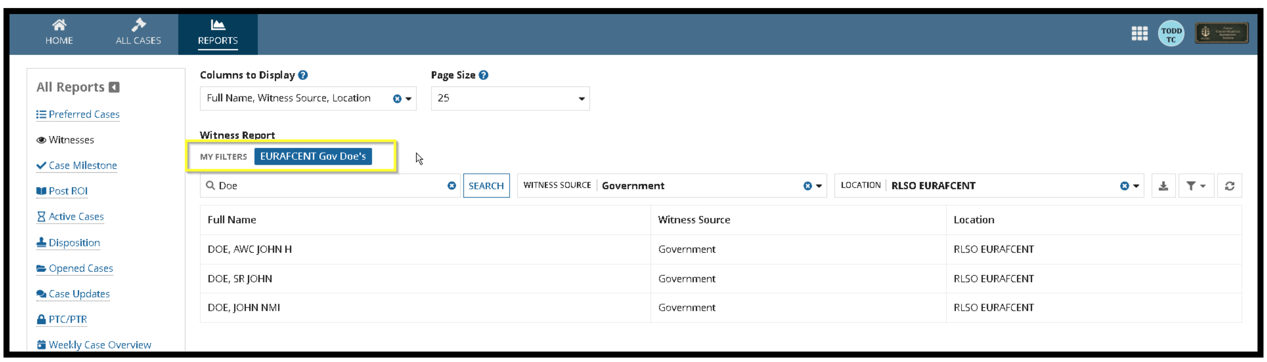


    c. The report can be further filtered by typing matching criteria into the “Search” bar

    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







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