

NAVY AND MARINE CORPS CASE MANAGEMENT SYSTEM (CMS)

QUICK USER GUIDE

Accessing CMS

From SJA to CMC homepage: <http://www.hqmc.marines.mil/sja/UnitHome.aspx>

From CMS Homepage: https://ja.hqi.usmc.mil/Case_Management_System.nsf

Ensure to select the **DOD Email Certificate** when prompted.

CMS Homepage

Links

Request ESR Access	Use this link to request access to the MOL Electronic Service Record module.
Request a USMC Account	Use this link to request a CMS account for a Marine user.
Change Request Form	This link will take you a SharePoint page where you may enter request to change and or modify CMS.
Request a Navy Account	Use this link to request a CMS account for a Navy user.
Add a Convening Authority	Form to request the addition of new Convening Authorities (Navy use only).
Report a CMS "Bug"	This link will take you to a SharePoint page where you may report "bugs" or issues with CMS.
Forgot Password	Use this link to recover your CMS account. If you have an account your login information will be sent to the email address entered. If no account is found you will need to submit a request for a new account.
CMS Desktop Manual	Link to a in depth user manual for CMS
CMSLA Desktop Manual	Link to a in depth user manual for CMSLA
CMS Suggestion Box	Use this link to submit suggestions for changes/improvements to CMS
Login Area	Select a CMS database from the drop down menu. Enter username and password. If you receive an error page, you may not have access to the selected database.

Create a New Case

New cases may be created from the main CMS homepage after logging in by clicking the “New Marine Corps Case” or “New Navy Case” button. A new case may also be created at any time from the Military Justice drop down menu – “Create New Case”.

Required Fields

Before you can save a new case the following fields (notated by a red asterisk) are required:

Field	Field
Last Name	Race
First Name	Gender
Service	LSSS Region
Pay Grade	LSST
Rate/Designator	Site
AFADBD	Command
EAS	Case Description – Case Information Tab

**Note: New cases must be saved before charges may be entered.*

Required Documents

The following documents, if applicable, are required and must be uploaded to all cases.

Document
Prosecution Merit Memo (PMM)
Sexual Assault Disposition Report (SADR)
Preferred Charge Sheets
Report of Results of Trial (RROT)

CMS Views (“Reports”) – Military Justice

Cases under these views are Pre-Trial cases. Cases will only be displayed if they meet the following criteria: Court type is not Summary Court-Martial, Case is not marked as Alternate Disposition, and Date Disposition is blank.

View Name	Additional Parameters
High-Viz Report	"High-Viz" box is checked or Accused pay grade is E-8/E-9, W4-W5, or O4 and above.
All Cases By Command	If the Court Type is “Board of Inquiry”, then “Date BOI to Defense” must be blank; otherwise the “Date Disposition” must be blank.
Pending Preferral	Cases will appear here when the “Date Preferral” and “Date Disposition” are blank.
Pending Referral	Cases will appear here when the “Date Preferral” is entered, the “Date Referral” is blank and the “Date Disposition” is blank.
Pending Trial	Cases will appear here when the “Date Preferral” and “Date Referral” are entered and the “Date Disposition” is blank.
Sexual Assault Cases	Cases will appear here when the “Date Disposition” is blank and a case involves an Article(s) 120, 125 or attempts of these articles.
By RTC Team	Cases will appear here when the case has assigned to a RTC Team. Cases are group by RTC Team.
SCM	Cases will appear here when the “Court type” or “Alternate Disposition” type is “Summary Court-Martial” and “Date Disposition” is blank.
By RLSO	Cases will appear here when a Navy case involves an accused Marine. The Case will only appear if the Navy RLSO selected the appropriate LSSS.
By Echo & Delta Teams	Cases will appear here when the Region equals "LSSS West", the Legal Team equals "Echo" or "Delta" and “Date Disposition” is blank.
Pending Deletion	Cases will appear here when the cases "Mark for Deletion" box is checked.

CMS Views ("Reports") - Court Reporters

By Command	Cases will appear here when Court Type is not a Summary Court-Martial, the Case is not an Alternate Disposition, the Date Disposition is not blank and the Date to Review is blank. If transcription is requested in the Military Justice - Art. 32 Tab the case will appear in this view until a Date Art 32 to MJ is entered. If the case is a MiscCase it will appear in this view until "Date completed" is entered.
By Court Type	Same as above. Cases in this view are grouped by Court type.
Completed Misc Cases	This view displays only Misc Court Reporter cases with a date of completion.
New Misc Case	This link is to create a new miscellaneous court reporter case.

CMS Views ("Reports") - Review/Post Trial

By Command	Cases will appear here when Court type is not Summary Court-Martial, the case is not an alternate disposition, the date of disposition is not blank, and the "Date to Review" is not blank. If the court type is equal to a "SPCM" and the case resulted in an acquittal, then the case will drop from the view once "Date Acquittal completed" is entered. If the case is an Article 64 Review type case, the case will drop from this view once date Review completed is entered, otherwise the case will drop once date to NAMARA is entered.
By Review Type	Same as above - view is categorized by court type.
SCM	This view will display all Summary Court-Martial cases with a date of trial and a date of disposition. Cases will drop from this view once "date review completed" is entered.
BOI	This view will display all cases where court type is equal to "Board of Inquiry" and "Date BOI to Defense" is blank. Once a date BOI to defense is entered the case will drop from the view.
Victim Tracker	This view displays all documents created with the VWAP Form on or after 1 Aug 2013 and tracks dates concerning the election and service of post-trial documents to the victim.
Cases Tried by RLSO	This view will display Marine Cases tried by Navy RLSO. The Case must have a "Date Disposition". The case will drop once date review is completed or Date to NAMARA is entered.
By Court Type	Same parameters as the "By Command" view. Cases are grouped by LSSS, Site, and court types.
ROT Time Processing	This view will display all cases, except summary courts-martial, with a date of authentication and a date of disposition greater than or equal to 1 Oct 2010.
Delay (90 Days)	This view will display all cases where the type of review is Article 66 and the date NAMARA Docketed is blank. This view tracks all cases with 90 days or less from Date of Disposition to Convening Authority's Action or 30 days or less from date NAMARA receives a case and date NAMARA docketed a case.
Moreno 1	This view will display all Art. 66 Review type cases with a date of disposition, but no date NAMARA docketed.

CMS Views ("Reports") - NAMARA

Inbound Cases	This view displays all cases that require NAMARA review with a date of disposition, a date sent to NAMARA but no date Received by NAMARA. Once the date received by NAMARA is entered the case drops from this view.
Pending Docketing at NMCCA	This view displays all cases in this view that have been received by NAMARA, but not docketed with the Navy Marine Corps Court of Criminal Appeals (NMCCA). Once a case is docketed it will drop from this report.
At NMCCA	Cases in this view have been received by NAMARA and have been docketed

CMS Views ("Reports") - NAMALA

Pending Join	Cases in this view are required to be sent to NAMARA. Cases will be displayed when the Date of Convening Authority's Action is not blank and Date Joined NAMALA is blank. Once the Date joined NAMALA is entered the case will drop from this view.
Pending Discharge	Cases in this view have a date joined to NAMALA, but no Date of Discharge. Once a date of discharge is entered cases will drop from this view.

CMS Views ("Reports") - Completed Cases

Completed Art. 64	This view will display all Article 64 review type cases, except summary courts-martial. In order for cases to appear in this view they must have a date of disposition and the date of review must be complete.
Completed Art. 66	This view will display all Article 66 review type cases. A case must have a date of disposition and a date supplemental court-martial order signed to appear.
Completed Art. 69(a)	This view will display all Article 69(a) review type cases. A Case must have a date of disposition and a date supplemental court-martial order signed to appear.
Completed GCM Acquittals	This view will display all cases where the Court Type= GCM, the Disposition Type=Acquittal and date finish file (NAMARA Section) is entered.
Completed SPCM Acquittals	This view will display all SPCM type cases with a date of disposition, disposition type = Acquittal and with a date Acquittal completed.
Completed SCM	This view will display all summary court-martial cases with a date review completed.
Completed Alt Dispo	This view will display all cases that resulted in an alternate disposition, except summary courts-martial.

CMS Views ("Reports") - Adhoc Reports

VWAP Report	This view will display all VWAP cases grouped by the Accused name.
Disposition Report	This view will display all cases with a date of disposition, except summary courts-martial and a date of disposition greater than 1 Oct 2012.
By Name VWAP View	This view will display all VWAP cases by Name
ROT Time Processing	This view will display all cases, except summary courts-martial, with a date of authentication and a date of disposition greater than or equal to 1 Oct 2010.
Disposition Search	This agent will display all GCM and SPCM dispositions within a date range.
Sexual Assault (All)	This view will display all cases with a date of disposition between 1 Oct 2009 and 30 Sep 2015 involving Article(s) 120 and 125.
VWAP Not Reported	This view will display all SPCM and GCM cases with a date of disposition between 1 Oct 2011 and 30 Sep 2015, involving Article(s) 120, 125, and 128 when the VWAP field does not equal "Yes" and disposition type = "Conviction".

CMS Court-Martial Workflow

