

201

**Judge Advocate Division,
Headquarters US Marine Corps**

**THE Q 8° O° ∞∞@u° V#- CASE
MANAGEMENT SYSTEM (CMSO)
DESKTOP MANUAL**

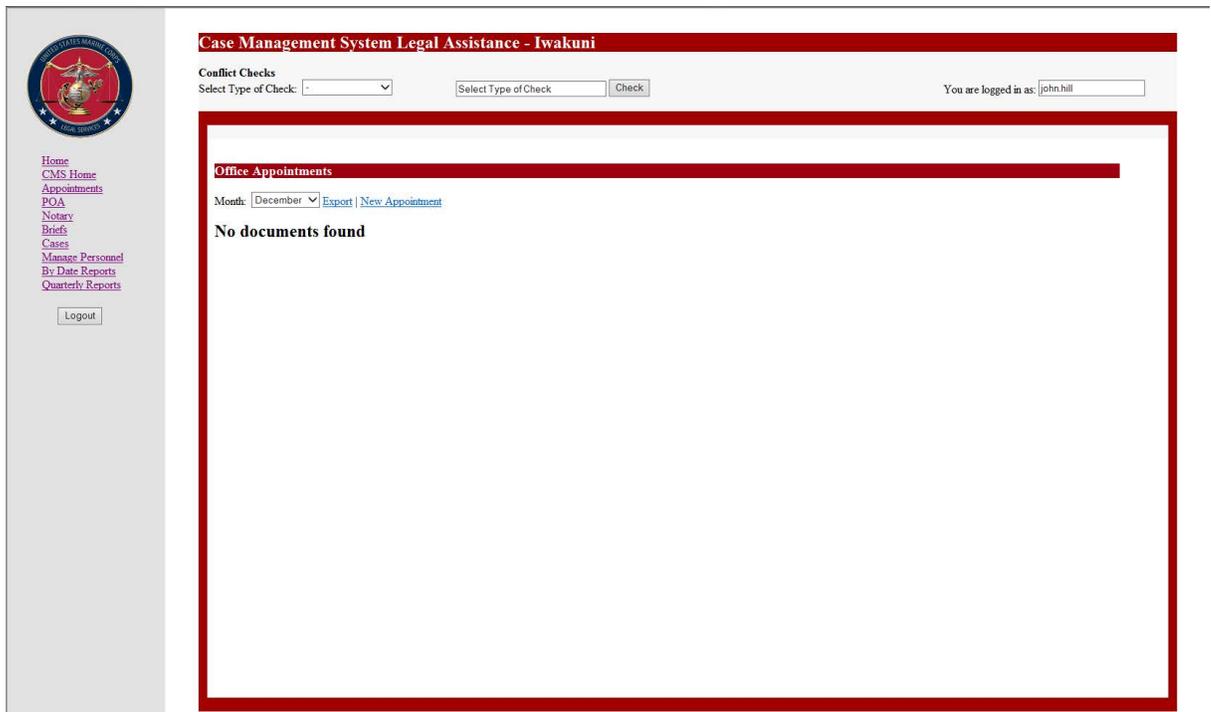
Chapter 1

The Legal Assistance Case Management System Overview

1. **Introduction:** The Legal Assistance Case Management System (CMSLA) is an IBM Lotus Notes, web based program designed to: 1) provide Legal Service Support Sections (LSSS) and Legal Services Support Teams (LSSTs) with an oversight tool for legal assistance cases, 2) To provide Judge Advocate Division (JAD), HQMC oversight of the service level legal assistance mission.

2. Navigating CMSLA and terminology:

- a. **Home page:** When personnel log-on to CMSLA, the home page displays the various sections, reports and forms available to the user. The homepage also displays office appointment for the month. See the screen below:



- b. **CMS Home:** This link takes users to the CMS Home page, where updates are posted and users can report a bug, request an account, read the desktop manual, and submit a change request.

- c. **Appointments:** This link will display the calendar with links to an appointment form.

- d. **POA:** This link opens the Power of Attorney form which tracks the total number of POA's created by the selected attorney. This is tracked by month.

e. Briefs: This link opens the Briefs form which tracks the total number of Briefs given to a particular number of people. This is tracked by month.

f. Cases: This link opens a view of all cases currently open. "Closed Cases" and "All Cases" options are available by the use of a drop down at the top of the page.

g. Manage Personnel: This link opens a form, which allows the user to adding and remove office personnel.

h. Reports: There are two reports in CMSLA are "By Date" and "Quarterly".

The screenshot shows a web application interface for generating reports. On the left is a vertical navigation menu with a logo at the top and links for Home, CMS Home, Appointments, POA, Notary, Briefs, Cases, Manage Personnel, By Date Reports, and Quarterly Reports. A Logout button is also present. The main content area has a red header bar labeled 'Reports by Date'. Below this, there are three input sections: 'Please select Legal Office for Title:' with a dropdown menu, 'Please input the start date of your report:' with a date input field, and 'Please input the end date of your report:' with a date input field. At the bottom of these sections are two buttons: 'Generate Report' and 'Export to Excel'.

i. **Reports:** The Legal Assistance "By Date Report" and the "Quarterly Report" give statistics regarding client frequency, services rendered and other Legal Assistance data. The "By Date Report" is below:



LEGAL ASSISTANCE BY DATE REPORT
Start Date: 1/1/2014 to End Date: 12/11/2014

Legal Assistance Office: Iwakuni

SERVICES	TOTAL
Consumer Protection Law	0
Sexual Assault Victim Assistance	0
Victims of Other Crimes Assistance	0
Estate Planning	0
Family Law	0
Immigration	0
Military Rights and Benefits	0
Notarizations	0
Non-Support Issues	0
Power of Attorney Drafted	0
Property Landlord-Tenant	0
Tax	0
Other	0
TOTAL # OF SERVICES	0
NEW/REPEAT CLIENTS	
Active Duty	0
Family Members	0
Retirees	0
Reservists	0
DoD Civilians (Overseas Only)	0
No Status Selected	2
TOTAL # OF NEW CLIENT VISITS	2
FOLLOW-UP CLIENTS	
Active Duty	0
Family Members	0
Retirees	0
Reservists	0
DoD Civilians (Overseas Only)	0
No Status Selected	0
TOTAL # OF REPEAT CLIENT VISITS	0
ELAP CLIENTS AND PRO BONO REFERRALS	
# of ELAP Clients	0
# of ABA Pro Bono Referrals	0
# of Other Pro Bono Referrals	0
DOCUMENTS PREPARED	
# of Estate Planning Documents	0
# of Family Law Documents	0
# of Immigration Law Documents	0

The Legal Assistance Quarterly Report is below:



LEGAL ASSISTANCE QUARTERLY REPORT FY-2014

Legal Assistance Office: Henderson Hall

SERVICES	1st QTR OCT-DEC	2nd QTR JAN-MAR	3rd QTR APR-JUN	4th QTR JUL-SEP	TOTAL
Consumer Protection Law	7	0	4	3	14
Sexual Assault Victim Assistance	0	0	0	0	0
Victims of Other Crimes Assistance	0	0	0	0	0
Estate Planning	34	31	30	33	128
Family Law	25	9	14	10	58
Immigration	0	0	0	1	1
Military Rights and Benefits	1	0	0	0	1
Notarizations	0	0	0	0	0
Non-Support Issues	4	0	0	0	4
Power of Attorney Drafted	0	0	0	0	0
Property Landlord-Tenant	4	2	1	3	10
Tax	0	0	0	0	0
Other	2	2	1	2	7
TOTAL # OF SERVICES	77	44	50	52	223
NEW/REPEAT CLIENTS					
Active Duty	30	19	12	14	75
Family Members	22	5	8	6	41
Retirees	7	7	3	12	29
Reservists	0	0	1	0	1
DoD Civilians (Overseas Only)	0	1	0	0	1
No Status Selected	0	0	0	1	1
TOTAL # OF NEW CLIENT VISITS	59	32	24	35	148
FOLLOW-UP CLIENTS					
Active Duty	10	7	13	14	44
Family Members	3	1	6	3	13
Retirees	4	3	7	2	16
Reservists	1	0	0	0	1
DoD Civilians (Overseas Only)	0	0	0	0	0
No Status Selected	0	1	0	0	1
TOTAL # OF REPEAT CLIENT VISITS	18	12	26	19	75
ELAP CLIENTS AND PRO BONO REFERRALS					
# of ELAP Clients	0	0	0	0	0
# of ABA Pro Bono Referrals	0	0	0	0	0
# of Other Pro Bono Referrals	0	0	0	0	0
DOCUMENTS PREPARED					
# of Estate Planning Documents	34	31	30	33	128
# of Family Law Documents	25	9	14	10	58
# of Immigration Law Documents	0	0	0	1	1
# of Powers of Attorney	0	0	0	0	0

j. Case Information: Users enter data under the fields displayed in each section. The chapters below provide a detailed list of all of the fields that CMSLA tracks for every case. Some fields are required and must be completed to save the form.

The screenshot shows a web-based form for 'Case Information' under the 'Family Law' category, specifically for 'Adoption'. The form is divided into several sections. The top section contains fields for 'Date Contact Created' (12/11/2014), 'DOD ID' (12345678), 'EAS' (12/10/2015), and 'Gender' (Male). Below this are fields for 'Last Name*' (Smith), 'Maiden Name', 'Divorce/Separation' (none*), 'Middle Name', and 'Duty Status*' (Active Duty). The 'Email address' field contains 'john.smith@usmc.mil' and the 'Branch' is set to 'USMC'. There are also fields for 'Address', 'City', 'Other Family Law', 'Zip Code', 'Telephone', and 'Remarks'. A 'No documents found' message is displayed on the right side. The form is titled 'Adoption' and has buttons for 'Save', 'Save & Close', and 'Create Appointment'. The left sidebar contains navigation links such as 'Home', 'CMS Home', 'Appointments', 'PCA', 'Notary', 'Briefs', 'Cases', 'Manage Personnel', 'By Date Reports', 'Quarterly Reports', and 'Logout'.

3. Workflow:

a. Initial entry:

1. A conflict check must be done on the client before any services are rendered.
2. After the conflict check is complete the user has the option to select the appropriate client or create a new client.

b. Categories

1. **Family Law:** In this section are forms for Adoption, Annulment, Child Custody, Divorce/Separation, Mediation, Name Change, Paternity Matters and Other family law cases.
2. **Consumer Protection Law:** This section includes bankruptcy, Consumer Contact, Credit Report Dispute, Debts, Scams, Identity Theft, Pay Day Lending and Small Claims Court.
3. **Military Rights and Benefits:** This section includes SCRA and USERRA.
4. **More Legal Assistance Options:** This section contains forms for Crime Victim Assistance, Sexual Assault Victim Assistance, Immigration/Naturalization, Non-Support, Property/Lanlord-Tenant, Tax (Non Vita/ELF), Estate Planning, and Other.

Chapter 2

Legal Assistance Reports

Introduction: Legal Assistance consist of two reports, Legal Assistance By Date and Legal Assistance Quarterly Reports.

a. By Date – This report displays the number of cases for legal assistance withing a specified date range. Below is the statistical data associated with each service:

LEGAL ASSISTANCE BY DATE REPORT	
Start Date: 1/1/2014 to End Date: 12/11/2014	
Legal Assistance Office: Iwakuni	TOTAL
SERVICES	
Consumer Protection Law	0
Sexual Assault Victim Assistance	0
Victims of Other Crimes Assistance	0
Estate Planning	0
Family Law	0
Immigration	0
Military Rights and Benefits	0
Notarizations	0
Non-Support Issues	0
Power of Attorney Drafted	0
Property/Landlord-Tenant	0
Tax	0
Other	0
TOTAL # OF SERVICES	0
NEW/REPEAT CLIENTS	
Active Duty	0
Family Members	0
Retirees	0
Reservists	0
DxD Civilians (Overseas Only)	0
No Status Selected	2
TOTAL # OF NEW CLIENT VISITS	2
FOLLOW-UP CLIENTS	
Active Duty	0
Family Members	0
Retirees	0
Reservists	0
DxD Civilians (Overseas Only)	0
No Status Selected	0
TOTAL # OF REPEAT CLIENT VISITS	0
ELAP CLIENTS AND PRO BONO REFERRALS	
# of ELAP Clients	0
# of ABA Pro Bono Referrals	0
# of Other Pro Bono Referrals	0
DOCUMENTS PREPARED	
# of Estate Planning Documents	0
# of Family Law Documents	0
# of Immigration Law Documents	0

1. **Consumer Protection** – The number of Consumer Protection services.
2. **Sexual Assault Victim Assistance** – The number of Sexual Assault services.
3. **Victims of Other Crimes Assistance** – The number of Victims of Other Crimes services.
4. **Estate Planning** – The number of Estate Planning services..
5. **Family Law** – The number of Family Law services.
6. **Immigration** – The number of Immigration services.
7. **Military Rights and Benefits** – The number of Military Rights and Benefits services.
8. **Notarizations** – The number of Notarizations.
9. **Non-Support** – The number of Non-Support services.
10. **Powers of Attorney Drafted** – The number of Powers of Attorney Drafted.
11. **Property/Landlord-Tenant** – The number of Property/Landlord-Tenant services.
12. **Tax** – The number of Tax services.
13. **Other** - The number of Other services provided.

b. Quarterly Reports – This report displays all cases in a local legal assistance office into the four quarters of the fiscal year. It is displayed in the same format as the by Date Report.

The screenshot shows a web application interface for generating quarterly reports. On the left is a vertical sidebar with the United States Marshals Service logo and a list of navigation links: Home, CMS Home, Appointments, POA, Notary, Briefs, Cases, Manage Personnel, By Date Reports, and Quarterly Reports. Below these links is a 'Logout' button. The main content area has a red header bar with the text 'Quarterly Reports'. Below the header, there are two dropdown menus: 'Legal Office:' and 'Choose the fiscal year you want to view:'. At the bottom of the main area are two buttons: 'Generate Report' and 'Export to Excel'.

Chapter 3

Legal Assistance

Introduction: The Legal Assistance forms in CMSLA cover new legal assistance cases, powers of attorney, notary and briefs.

1. **New Legal Assistance Case:** This begins with the conflict check on the home screen. Using the "Select Type of Check" field, select the option you want to search by. Then enter the name, DODID or appointment name in the text field. The home screen is displayed below:

The screenshot shows the 'Case Management System Legal Assistance - Iwakuni' interface. On the left is a navigation menu with links: Home, CMS Home, Appointments, POA, Notary, Briefs, Cases, Manage Personnel, By Date Reports, Quarterly Reports, and a Logout button. The main content area has a red header bar. Below it, the 'Conflict Checks' section contains a 'Select Type of Check' dropdown menu with options: DOD ID Number, Last Name, and Appointment. To the right of this dropdown is a text input field and a 'Check' button. Further right, it says 'You are logged in as: john.hill'. Below the 'Conflict Checks' section is the 'Office Appointments' section, which includes a 'Month' dropdown menu set to 'December', and links for 'Export' and 'New Appointment'. The main content area below this section displays the message 'No documents found'.

2. **Conflict Check Results:** The next screen shows conflict check results on the screen. If the contact name is in the database it will be displayed as a link, if not then the user will need to select "Created a NewClient". The "Conflict Check Results" screen with results is displayed below:

Case Management System Legal Assistance - Iwakuni

Conflict Checks
 Select Type of Check: You are logged in as:

[Create New Client](#)

Search Results

Cases found: 1

Name	Maiden Name	Type	Issue	Service	DOD ID	Date Created
Test. This		Client		USMC	0000000000	21-Nov-14

2.a The 'Conflict Check Results' screen without results is displayed below:

Case Management System Legal Assistance - Iwakuni

Conflict Checks
 Select Type of Check: You are logged in as:

[Create New Client](#)

Search Results

Cases found: 0

Name	Grade	Service	EDIPI	Location	Date Created
No Cases Found					

3. **Case Information:** This form is where a new contact is created. There are two options when saving, either 'Save and Exit' for contact creation only or "Create New Case". "Create New Case" not only saves the contact, but also provides a menu for case creation. The Case Information screen is displayed below:

CMSLA Field Name	Description
DateContact Created	Date of the initial contact. [Calendar Field]
DODID	The 10 digit Electronic Data Interchange Personal Identifier number of the Contact. [Numeric Text Field] (Required Field)
Legal Office	Current Legal Office. [Drop Down Box] (Required Field)
Birth Date	Clients date of birth. [Calendar Field]
Last Name	The last name of the contact. [Text Field] (Required Field)
First Name	The full first name of the Contact. [Text Field] (Required Field)
Middle Name	The middle name or initial of the Contact. [Text Field]
Gender	The gender of the Contact. [Drop Down Box]
EAS	The EAS of the Contact (if any). [Calendar Field]
Duty Status	The duty status of the Contact. [Drop Down Box] (Required Field)
New or Repeat Client	The client status of the Contact. [Drop Down Box] (Required Field)
Branch	The branch of service of the Cotact. [Drop Down Box]
Rank	The rank of the Contact. [Drop Down Box]
Unit	The unit of the Contact. [Text Field]

4. **Case Forms:** Case forms allow users to create a new case. **Once the contact is saved, the top menu will be displayed with all of the case options available.** Select a case type and the form will be displayed in the bottom half of the screen. The Adoption form is displayed below:

4.a **Case Form Links:** There are links along the top of each case form. The first link is 'Save', this link is used to save the case form information without exiting. The Next link is "Save and Close". This link saves the case form and closes it so that information is saved prior to opening another case form. The "Create Appointment" link takes the user to the appointment calendar. From here appointments can be entered in the same manner as from the appointments link on main navigation menu.

CMSLA Button Name	Description
Save	Saves case information. [Stays in current case]
Save and Close	Saves and closes the case [Link]
Create Appointment	Opens the Calendar. [Link Opens New Window]

Chapter 4

Appointments

Introduction: The Appointment Calendar in CMSLA can be used to keep track of appointments, meetings, and events for offices and individuals.

1. **Appointment Calendar:** The Appointment Calendars name database is built via the "Manage Personnel" link attorney name is in the database it will be displayed in the dropdown, if not, select 'Manage Personnel' and add the attorney. The Appointment Calendar screen is displayed below:

December 2014

View by attorney Category: Year: 2014 Month: December Go!

<< December 2014 | January 2015 >>

New Appointment Appointments View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Home
CMS Home
Appointments
POA
Notary
Briefs
Cases
Manage Personnel
By Date Reports
Quarterly Reports
Logout

2. **New Appointment form:** This form contains fields for entry of appointment information. The fields available are for the date, time and drop down for Attorney. There is currently no way to enter recurring appointments. There are three buttons on this form: "Save", "Cancel" and "Delete".

2.a New Appointment Form: The figure below shows the various fields previously mentioned. Appointments can be entered in 15 minute increments. The new appointment will be displayed in the Calendar by attorney, date and time. Hovering over the appointment displays the subject, client and location of the the appointment.

The screenshot shows a web application interface for creating a new appointment. On the left is a sidebar with a logo for the 'UNITED STATES MARINE CORPS' and a list of navigation links: Home, CMS Home, Appointments, POA, Notary, Briefs, Cases, Manage Personnel, By Date Reports, and Quarterly Reports. Below these links is a 'Logout' button. The main content area is titled 'New Appointment' and contains the following fields:

- Client Last Name:
- Client First Name:
- Subject:
- Location:
- Attorney:
- Appointment Date:
- Start Time: (dropdown)
- End Time: (dropdown)
- Comments:

At the bottom of the form are three buttons: 'SAVE', 'Cancel', and 'Delete'.

Chapter 5

Power of Attorney, Notary and Briefs

Introduction: This section covers services provided by Legal Assistance that are not cases. There are three forms for these services with links labeled POA, Notary and Briefs.

1. **Power of Attorney Form:** The figure below shows the POA form. This form has only three required fields, Personnel, Legal Office and Year. There is a number of field for each month. The total field automatically calculates the total number of POAs based on the numbers entered. The name of the attorney and the current number of POAs is displayed at the bottom of the screen.

Power of Attorney

Personnel: Legal Office: Year: Notes:

Power of Attorney Totals

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total

Save

Created By: john.hill Date Created: 12/11/2014
Last Edited By: Date Last Edited:

Click on your name to update your numbers.

Year	Name	Totals
▼2013	Presley, Zane, SSgt, USMC	POA Totals: 62
▼2014	Attorney, Tester, Mai, USMC	POA Totals: 37
	Williams, Mr., Pvt, USMC	POA Totals: 27

Field Name	Description
Personnel	Select the Attorney. [Drop Down Field] (Required Field)
Legal Office	Select the Legal Office. [Drop Down Field] (Required Field)
Year	Select the Year. [Drop Down Field] (Required Field)
Notes	For entering any remarks. [Text Field]
Month fields	For entering monthly totals. [Number Field]

2. **Notary Form:** This form is almost an exact copy of the POA form, except it is used to track Notarys. In function it is the same with the Personnel, Legal Office and Year fields being required. The form also lists all of the totals at the bottom of the form.

Notary

Personnel: [Dropdown] Legal Office: [Dropdown] Year: [Dropdown] Notes: [Text Area]

Notary Totals

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total

Created By: john.hill Date Created: 12/11/2014
Last Edited By: Date Last Edited:

Click on your name to update your numbers.

Year	Name	Totals
▼ 2013	Attorney, Tester, Maj, USMC	Notary Totals: 39
	Williams, Mr., Pvt, USMC	Notary Totals: 23
▼ 2014	Preslev, Zane, SSgt, USMC	Notary Totals: 0

Field Name	Description
Personnel	Select the Attorney. [Drop Down Field] (Required Field)
Legal Office	Select the Legal Office. [Drop Down Field] (Required Field)
Year	Select the Year. [Drop Down Field] (Required Field)
Notes	For entering any remarks. [Text Field]
Month fields	For entering monthly totals. [Number Field]

3. **Briefs and Preventative Law Form:** This form is used to record the number of briefs given on a particular date. The Personnel, Legal Office and Year fields are all required. The form also lists all of the totals at the bottom of the form.

Briefs and Preventative Law

Personnel: Type of Brief: Legal Office: Date of Brief:

Notes:

Total Number of Personnel in Attendance:

[Create New Brief](#)
 Click on your name to edit your numbers for that date.

Name	Date	Type of Brief	Totals
▼ Attorney, Tester, Maj, USMC	10/28/2014	Estate Planning Brief	Personnel Briefed: 50
▼ Presley, Zane, SSgt, USMC	11/17/2014	Estate Planning Brief	Personnel Briefed: 20

Field Name	Description
Personnel	Select the Attorney. [Drop Down Field] (Required Field)
Legal Office	Select the Legal Office. [Drop Down Field] (Required Field)
Date of Brief	Select the Date. [Calendar Field] (Required Field)
Notes	For entering any remarks. [Text Field]
Total Number	For entering Brief Attendance totals. [Number Field]

Chapter 6

Case Tracking

1. Case Tracking: This screen shows case tracking (Open cases). This form displays the Type of Case, Client Name, Case Date, Case Status, Date Closed and Remarks. The Client Name is linked to the contact form. The 'Case Tracking' screen with open cases is displayed below:

Type of Case	Client Name	CaseDate	Case Status	Date Closed	Remarks
1	Adoption				
1	New Client				
1	Active Duty				
	Aubrey Jack	09/18/2014	Open		
4	Annulment				
1	New Client				
1	Active Duty				
	Testorew Jastor	09/04/2014	Open	09/01/2014	
1	Repeat Client				
1	Active Duty				
	Test Test	07/01/2014	Open		
2	(Not Categorized)				
2	Active Duty				
	Test2 Test	10/20/2014	Open		
	Marx Zesoon	10/21/2014	Open		
3	Child Custody				
3	(Not Categorized)				
3	Active Duty				
	Test2 Test	10/20/2014	Open		
	Marx Groucho	10/21/2014	Open		
	Case Test	10/22/2014	Open		
1	Crime Victim Assistance				
1	(Not Categorized)				
1	(Not Categorized)				
	Test Tester	06/06/2014	Open		
1	Divorce/Separation				
1	(Not Categorized)				
1	Active Duty				
	Marx Groucho	10/21/2014	Open		
1	Pay Day Lending				
1	New Client				
1	(Not Categorized)				
	Aubrey Jack	09/03/2014	Open		
11					

2. Personnel Form: This form is for the management of Legal Assistance Personnel. There are five required fields: Last Name, First Name, Service, Rank and Legal Assistance Office. See example below:

Field Name	Description
Last Name	Persons Last Name. [Text Field] (Required Field)
First Name	Persons First Name. [Text Field] (Required Field)
Middle Initial	Persons Middle Initial. [Text Field]
Service	Branch of Service. [Drop Down Field](Required Field)
Rank	Rank or Pay Grade. [Drop Down Field](Required Field)
Legal Office	Persons Legal Office. [Drop Down Field](Required Field)
Status	Persons Duty Status. [Drop Down Field]
Phone	Persons Phone Number. [Drop Down Field]
Email	Persons Email Address. [Drop Down Field]
Billet	Persons Billet Description. [Text Field]
Save	For saving the current record. [Button]

Chapter 7

Report Forms

1. **Introduction:** The Legal Assistance Case Management System (CMSLA) Reports shows data for the legal assistance office for the selected period for services rendered. This allows easier tracking of data for the office.

2. CMSLA Reports:

a. **Reports By Date:** This form is used to capture a particular date range, by selecting your legal office, start date and end date. The report can be generated on screen or exported into an Excel document.

The screenshot shows a web application interface for generating reports. On the left is a sidebar with a logo and navigation links: Home, CMS Home, Appointments, POA, Notary, Briefs, Cases, Manage Personnel, By Date Reports, Quarterly Reports, and a Logout button. The main content area has a red header titled 'Reports by Date'. Below the header are three input fields: 'Please select Legal Office for Title:' with a dropdown menu, 'Please input the start date of your report:' with a date input field containing '02/01/2014', and 'Please input the end date of your report:' with an empty date input field. Below these fields are two buttons: 'Generate Report' and 'Export to Excel'. On the right side of the form is a calendar widget for 'December 2014' with a table of dates. The date '15' is highlighted in blue.

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

b. Quarterly Reports: This report is used to provide statistics for a particular year bases on date range, legal office and fiscal year. This report can be generated on screen or exported into a Excel document.

The screenshot shows a web application interface for generating quarterly reports. On the left is a vertical sidebar with the seal of the United States Marine Corps at the top. Below the seal are several menu items: Home, CMS Home, Appointments, POA, Notary, Briefs, Cases, Manage Personnel, By Date Reports, and Quarterly Reports. At the bottom of the sidebar is a Logout button. The main content area has a red header bar with the text 'Quarterly Reports'. Below the header, there are two dropdown menus: 'Legal Office:' and 'Choose the fiscal year you want to view:'. Below these dropdowns are two buttons: 'Generate Report' and 'Export to Excel'.

Chapter 8

Immigration Form

1. **Introduction:** The Legal Assistance Case Management System (CMSLA) Immigration case form is unique among the case forms. This is the only form that can be viewed by anyone that has access to CMSLA database, anywhere in the Marine Corps.

2. CMSLA Immigration:

a. **Immigration:** This form is used to track immigration cases throughout the Marines Corps. Legal Community. Upon a clients PCS, the case can be continued at the new legal office of the clients new duty station.

Below is the case information page with the immigration form.

Case Information

Family Law | Consumer Protection Law | Military Rights and Benefits | More Legal Assistance Options

Date Contact Created: 12/11/2014 | DOD ID Number: 1234567890 | Birth Date: 12/11/77 | EAS: 12/10/2015 | Gender: Male | Prior Cases: No documents found

Last Name: Smith | Maiden Name/Other: | First Name: John | Middle Name: | Duty Status: Active Duty

Email address: john.smith@usmc.mil | Branch: USMC | Pay Grade: E-7 | Rank: | Unit: | Address: | City: | State: | Zip Code: | Telephone: | Remarks: |

Update Contact

Immigration/Naturalization

Save | Save & Close | Create Appointment

Case Status: | Client Status: Beneficiary | Name of Beneficiary: | Dual Representation Waiver: | Waiver Signed: | Remarks: |

SCRA Issue: | ELAP Client?: | Referral: | Lawyer/Paralegal Assigned: |

State Of Dispute: | Date Case Started: 12/17/2014 | Date Closed: | Date Worksheet Received: |

Spouse's Name: | Opposing Party's Name: |