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Judge Advocate Division,
Headquarters US Marine Corps

THE MILITARY JUSTICE CASE MANAGEMENT SYSTEM (CMS) DESKTOP MANUAL

Case Management System Desktop Manual

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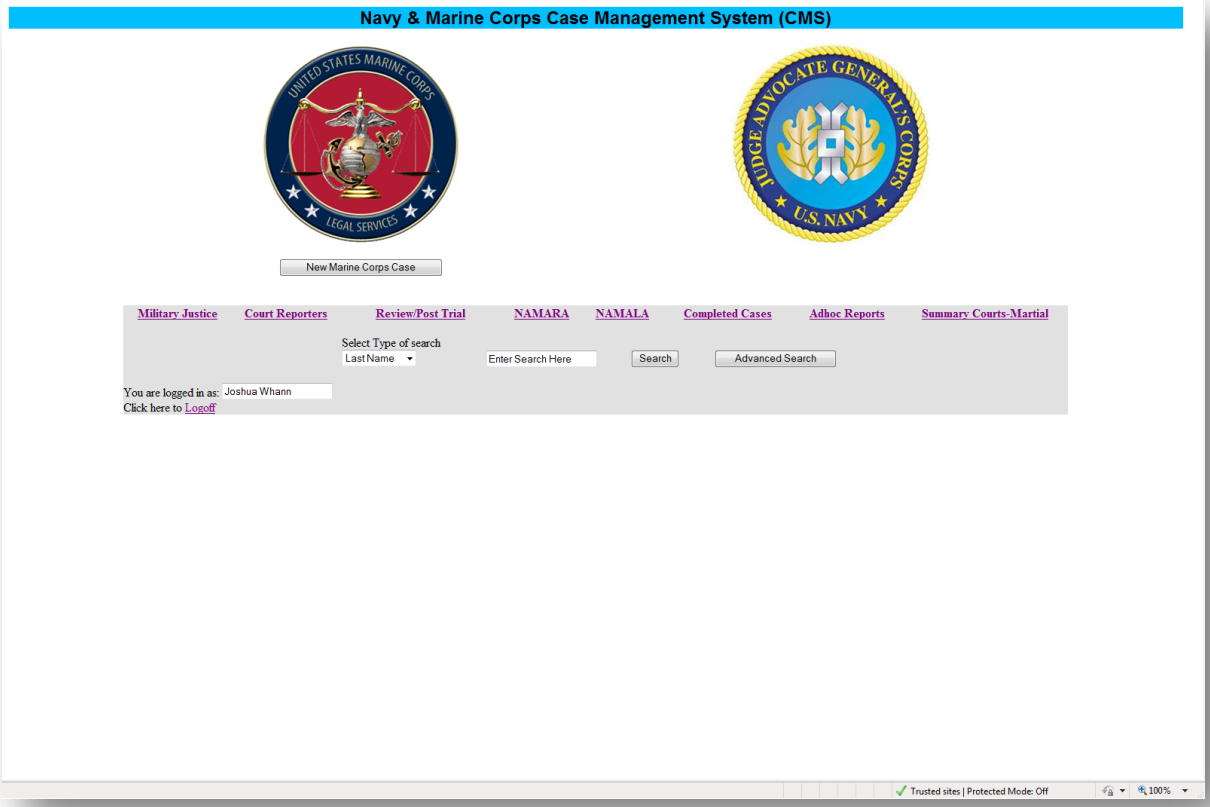
Chapter 1

The Military Justice Case Management System Overview

1. **Introduction:** The Military Justice Case Management System (CMS) is an IBM Lotus Notes, web based program designed to: 1) provide staff judge advocates (SJA), OICs of Legal Service Support Sections (LSSS) and Legal Services Support Teams with an oversight tool for military justice cases, 2) provide Navy Marine Corps Appellate Review Activity (NAMARA) visibility over Navy & Marine military justice cases triggering appellate review by the Navy Marine Corps Court of Criminal Appeals or the Judge Advocate General of the Navy, and 3) provide Judge Advocate Division (JAD), HQMC and the Office of the Judge Advocate General (OJAG), USN oversight of the service level military justice mission from cradle to grave.

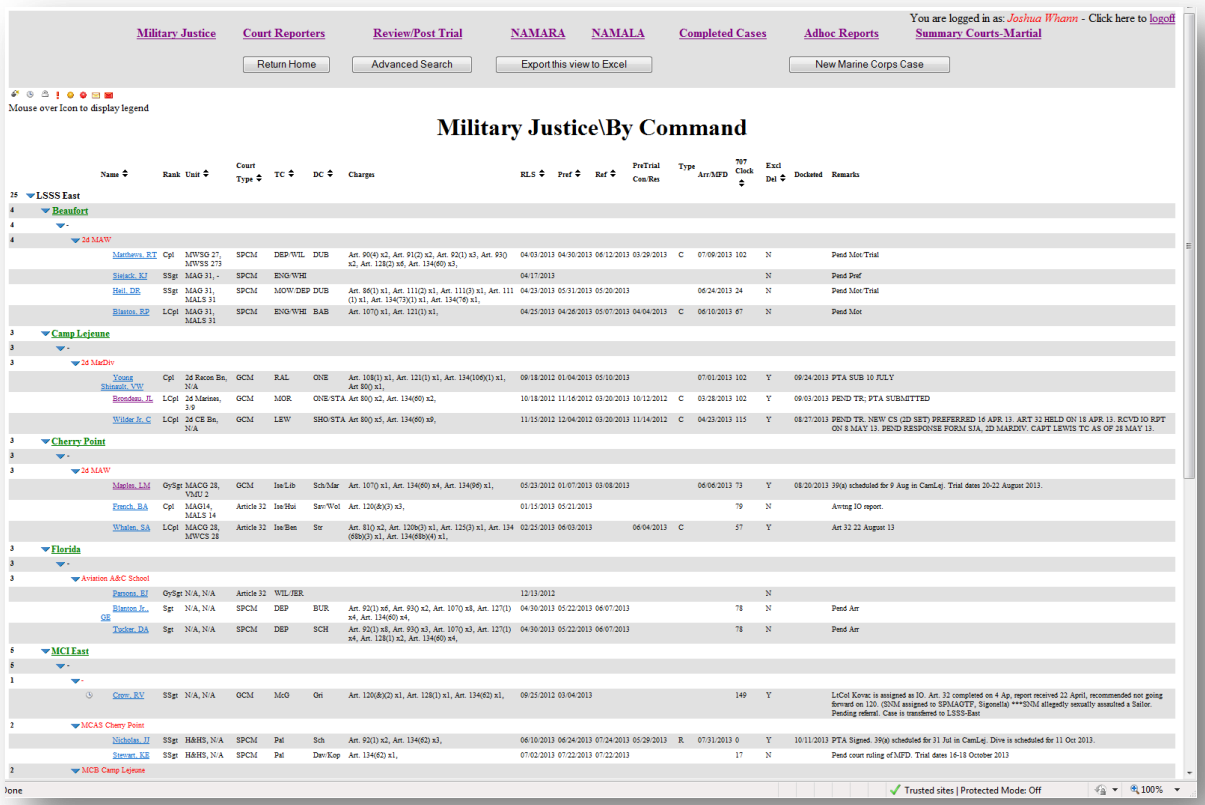
2. **Navigating CMS and terminology:**

a. Home page: When personnel log-on to CMS, the home page displays the various sections, reports and forms available to the user. See the screen below:



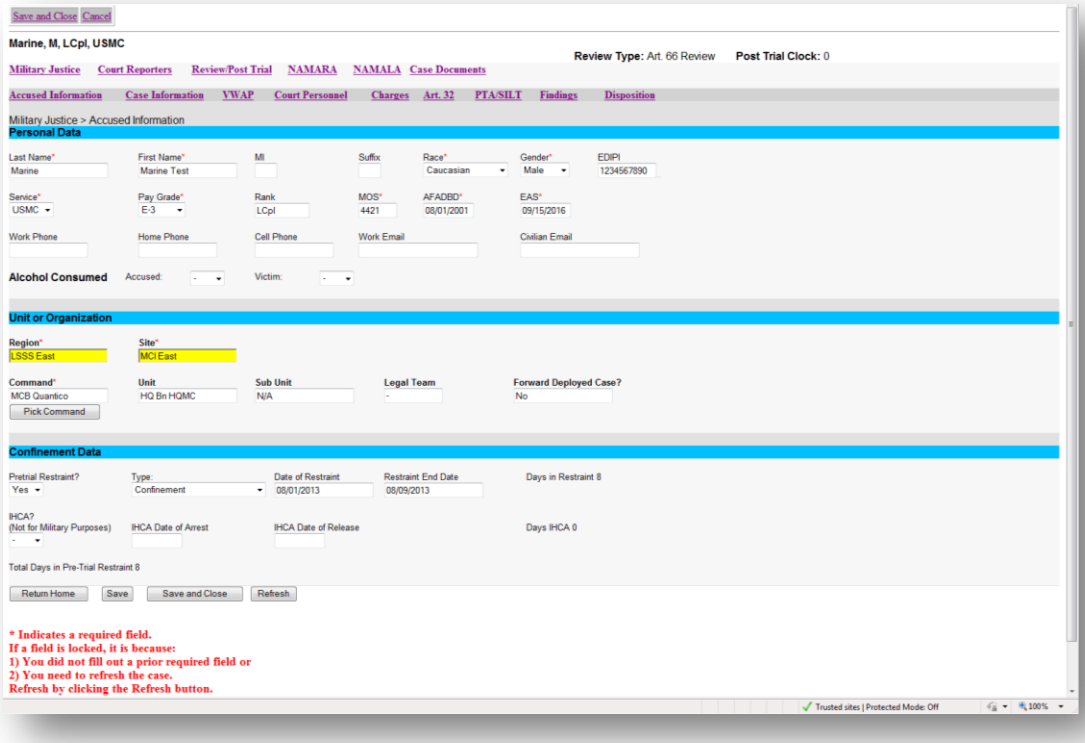
b. Categories: Users may track their cases on CMS by looking at reports under eight different categories: Military Justice, Court Reporter, Review/Post Trial, NAMARA, NAMALA, Completed Cases, Adhoc Reports, and Summary courts-martial, as shown on the screen above.

c. Reports: Each category contains various views. For example, the Military Justice\ By Command Report appears below:



Additionally, there are four adhoc reports that may be generated by entering a date range under the Adhoc Report Category.

d. Forms: Users create a new case by clicking on "New Marine Corps Case" or "Create a New Court Reporter Misc Case," as shown on the screen above, and entering data about the case into the appropriate sections. There are several tabs that open new sections under each category for each new case. The first section for a new military justice case, "**Accused Information,**" appears on the screen below. You must enter all the required information in the first section before proceeding to the follow-on forms. Required fields are listed below in Chapter 3.



f. Fields: Users enter data under the "fields" displayed in each section. The chapters below provide a detailed list of all of the fields that CMS tracks for every case. Some fields are locked due to the requirement for previous fields to be completed. If you cannot fill in a field it is because you did not fill in a prior required field or you need to refresh the window. Refresh the window by clicking the Refresh button.

3. **Workflow:**

a. Initial entry: Local military justice, court reporter and review offices are responsible for assigning and training personnel to provide required data for CMS capture.

b. Categories.

1. **Military Justice:** Most CMS cases start as a new military justice case as detailed in Chapter 2 below. The local military justice office is responsible for accurately entering data immediately upon receipt of a request for legal services (RLS) or information indicating an accused servicemember has been placed in pretrial confinement. Military Justice personnel continue to enter relevant information into CMS for all phases of the trial.

2. **Court Reporter:** At the conclusion of the trial phase, the military justice category will transfer the case to the court reporter section, which has responsibility for the case until the authenticated ROT and the date the court reporter section enters as the date sent to review in the appropriate date field.

3. **Review:** After the court reporter section enters the date the case is sent to review, the Review section is responsible for the case until NAMARA confirms to the Review

section that the case has been received by entering the date Received at NAMARA. The Review Officer, responsible SJA and HQMC are able to monitor the case throughout this process.

4. **NAMARA:** Only NAMARA is permitted to enter data in this category including the Date Received by NAMARA. Once the date received by NAMARA is entered the case moves from the Review report to the NAMARA report. NAMARA then retains responsibility for the case until a supplemental court-martial order is signed.

5. **Summary Courts-Martial:** This category contains three reports: 1) Military Justice (Legal) – captures cases that a unit sends an RLS to the LSSS/Law Center requesting service on a military justice case from its inception through completion (preferral of charges through the review process), the MJO clerks will enter the case as a new Military Justice case under Summary court-martial; 2) Review (Legal) - cases from the first report automatically move to this report when the disposition date is entered. The first report also includes cases originating in other forums.

6. **Post-trial:** There are 9 reports under this category, which capture various data points for efficiency and end of year reporting. These include the Military Justice Oversight Committee (MJOC) Report, the Moreno 1 report, the Moreno 1 and 2 report, the Delay (90 Days report) and the Article 69(a) report.

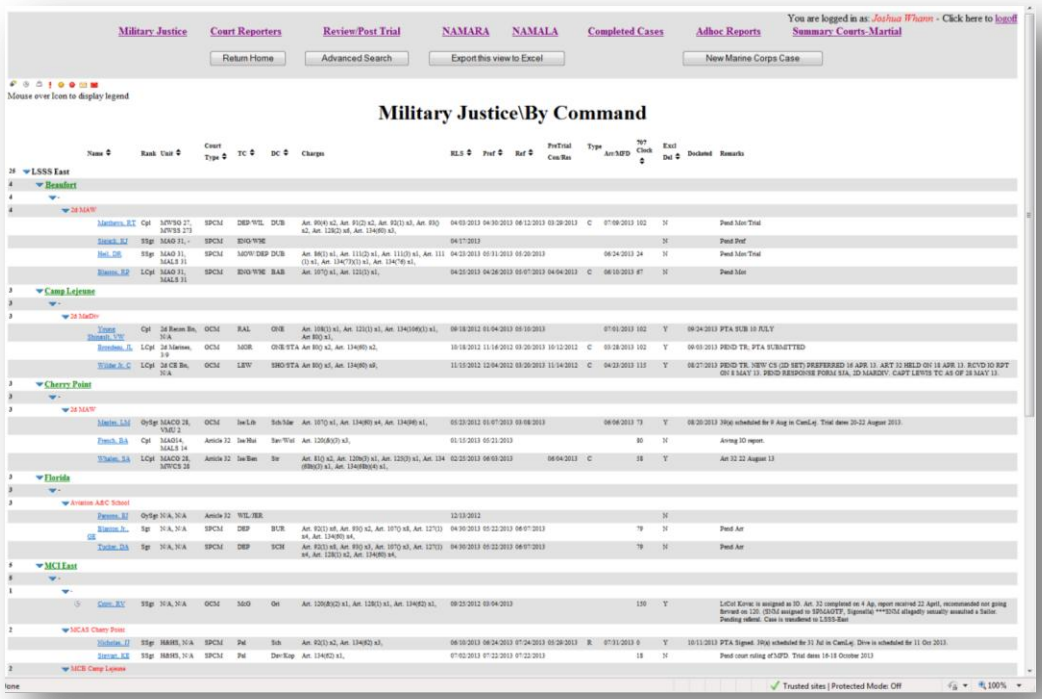
7. **Completed:** This category captures cases where post-trial review or other post-trial actions are complete (acquittal filed, etc.).

Chapter 2

Reports

1. **Military Justice:** The Military Justice category has four reports:

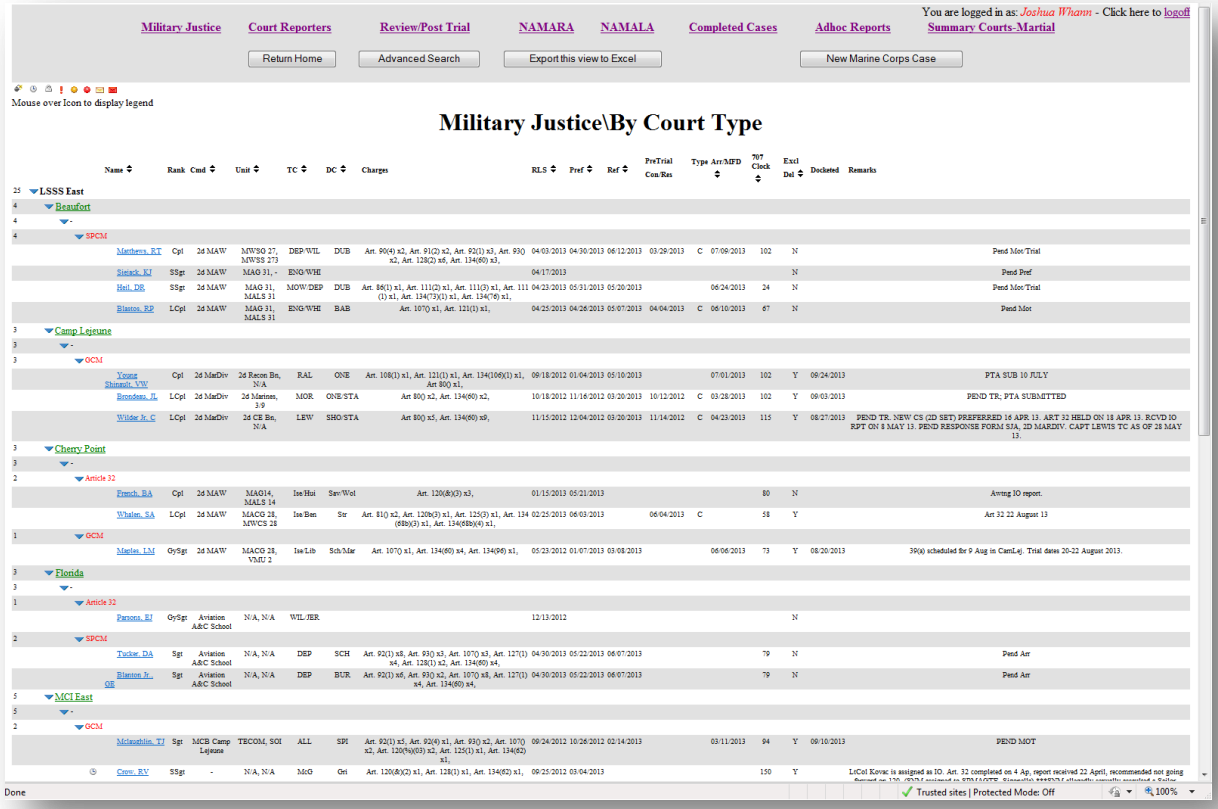
a. By Command – This report displays all cases under the military justice section sorted by the command. The following are the column headers and what each column represents:



1. **Name –** The name of the accused.
2. **Rank –** The rank of the accused.
3. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
4. **Court Type –** The type of court for the case.
5. **TC –** The first three letters of the trial counsel's last name.
6. **DC –** The first three letters of the defense counsel's last name.
7. **Charges –** The charges in the case and number of specifications.
8. **RLS** – The date the request for legal services was received by the military justice office.
9. **Pref –** The date of the preferral.
10. **Ref –** The date of the referral.
11. **PreTrial Con/Res –** The date the accused went into the current restraint. If the accused is released this field will show the date of the initial restraint.
12. **Type –** The type of restraint. "C" is for confinement, "R" is for restriction, "L" is for conditions on liberty, "A" is for Arrest, and "I" is for In the hands of civilian authorities. The type only shows up if the accused is currently restrained.
13. **Arr/MFD -** Enter either the date any motion for docketing (MFD) is approved by the military judge or the date the accused is arraigned, whichever is earlier.

14. **707 Clock** – The Rule for Courts-Martial (RCM) 707 clock in days: date from preferral or entry into pretrial confinement to the current date minus total number of days of excludable delay entered into the system.
15. **Excl Del –** Excludable Delay: "Y" = "yes" there are days of excludable delay. "N" = "no" there are no days of excludable delay. Examples of days which are typically excluded from the RCM 707 clock include continuance time, RCM 706 hearing time, etc. The military justice officer should verify that days count as excludable delay and instruct the clerks to enter the appropriate period of delay.
16. **Docketed –** The date of the trial.
17. **Remarks –** Any remarks made by the military justice section.

b. By Court Type – This report displays all cases in military justice sorted by the type of court-martial. The column headers are the same as the By Command Type report, except the Court Type column appears first.



c. Forward Cases – This report displays cases that are in the military justice section and have been marked in the command section of the Accused information as being tried at the forward unit. Please see the "Military Justice/By Command" report for the explanation of the columns.

d. Dispo Last 7 Days – This report displays cases that had a date of disposition in the last seven days. Please see the "Military Justice/By Command" report for the explanation of the columns. The following icons may appear on the left hand side of the Military Justice reports:

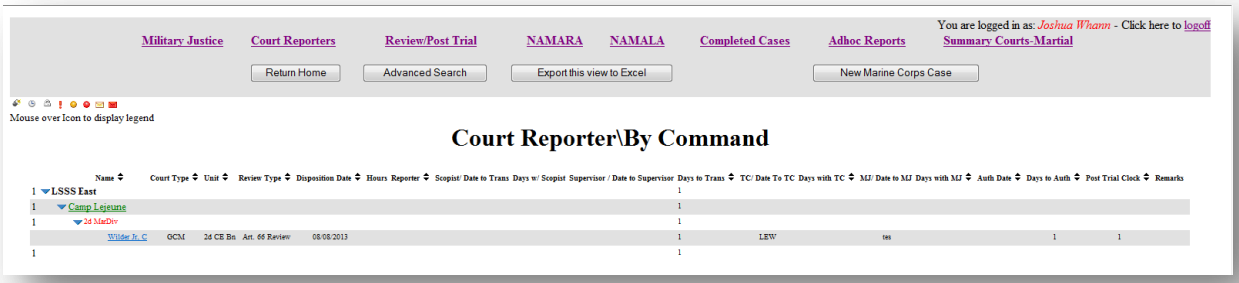
- Forward Deployed (The bomb appears when a case is marked as being handled by a forward deployed LSSS or legal team)

- RCM 707 Clock over 89 Days (The clock appear if the RCM 707 Clock is over 89 Days without an arraignment or motion for docketing)

- Art. 62 Interlocutory Appeal (The lock will appear if the case is marked "yes" as being an interlocutory Appeal Case). This means the government has appealed a ruling from the military judge while the case is in the trial phase.

2. **Court Reporters**: At the completion of a trial, the military justice clerk will enter the case disposition date transferring the case in CMS to the Court Reporter category. There are four reports in the Court Reporters category:

a. By Command – This report displays all cases under the responsibility of the Court Reporter office sorted by the command. The following are the column headers and what each column means:

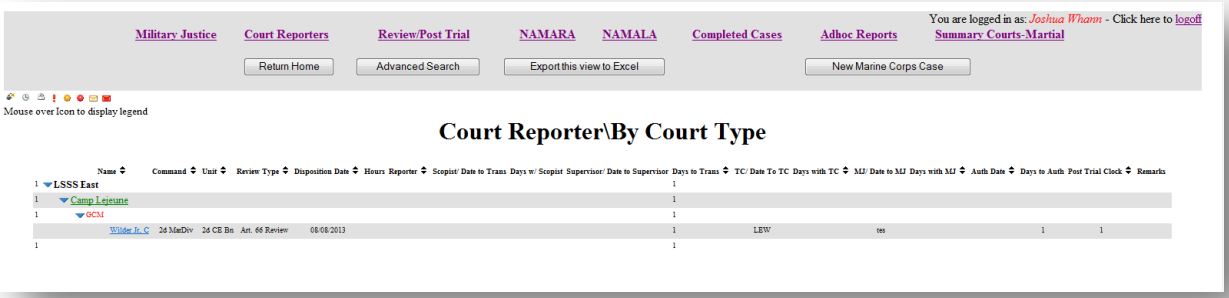


1. Site – The location where the case is being processed.
2. Command – The first gerneral court-martial convening authority (GCMCA) in the accussed's chain of command.
3. Name – The name of the accused.
4. **Court Type –** The type of court for the case.
5. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
6. **Review Type –** The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General.
7. **Disposition Date –** The date of the disposition.
8. **Hours –** The hours in the court room.
9. **Reporter –** The first three letters of the court reporter's last name.
10. **Scopist/Date to Trans** – The first three letters of the scopist/transcriber's last name and the date the scopist/transcriber receives the draft transcript and audio file for transcription.
11. **Days w/ Scopist –** The number of days the case is with the scopist for transcription. This count starts from the day the scopist receives the case for

transcription to the day the scopist passes the draft record of trial to the supervisor.

12. **Supervisor/Date to Supervisor –** The first three letters of the supervisor's last name and the date the supervisor received the draft record of trial for quality check.
13. **Days to Trans –** The total days to transcribe the record of trial from the date of disposition to the date it is sent to the trial counsel.
14. **TC/Date to TC –** The first three letters of the trial counsel's last name and the date the trial counsel received the record of trial for approval.
15. **Days with TC –** The number of days the trial counsel has the record of trial for review.
16. **MJ/Date to MJ –** The first three letters of the military judge's last name and the date the military judge received the record of trial for approval.
17. **Days with MJ –** The number of days the military judge has the record of trial for review.
18. **Auth Date –** The date the record of trial is authenticated.
19. **Days to Auth –** The number of days for the record of trial to be authenticated from the date of disposition.
20. **Post Trial Clock –** The "Moreno 1" day count. This calculates the number of days from the date of disposition until the convening authority's action is signed.
21. **Remarks –** Any remarks made by the court reporters section.

b. By Court Type – This report displays all cases, which currently fall under the responsibility of the Court Reporter's office sorted by the type of court-martial. The following are the column headers and what each column means:



1. **Site** – The location where the case is being processed.
2. **Court Type –** The type of court for the case.
3. **Name –** The name of the accused.
4. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
5. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
6. **Review Type –** The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General.
7. **Disposition Date –** The date of the disposition.
8. **Hours –** The hours in the court room.

9. **Reporter -** The first three letters of the court reporters last name.
10. **Scopist/Date to Trans –** The first three letters of the scopist/transciber's last name and the date the scopist/transciber received the case for transcription.
11. **Days w/ Scopist –** This count starts from the day the scopist receives the case for transcription to the day the scopist passes the draft record of trial to the supervisor.
12. **Supervisor/Date to Supervisor –** The first three letters of the supervisor's last name and the date the supervisor received the draft record of trial for quality check.
13. **Days to Trans –** The total days to transcribe the record of trial from the date of disposition to the date sent to the trial counsel.
14. **TC/Date to TC –** The first three letters of the trial counsel's last name and the date the trial counsel received the record of trial for approval.
15. **Days with TC -** The number of days the trial counsel has the record of trial for review.
16. **MJ/Date to MJ -** The first three letters of the military judge's last name and the date the military judge received the record of trial for approval.
17. **Days with MJ -** The number of days the military judge has the record of trial for review.
18. **Auth Date –** Date the record of trial is authenticated.
19. **Days to Auth –** The number of days is took for the record of trial to be authenticated from the date of disposition.
20. **Post Trial Clock –** The "Moreno 1" day count. This calculates the number of days from the date of disposition until the convening authority's action is signed.
21. **Remarks –** Any remarks made by the court reporters section.

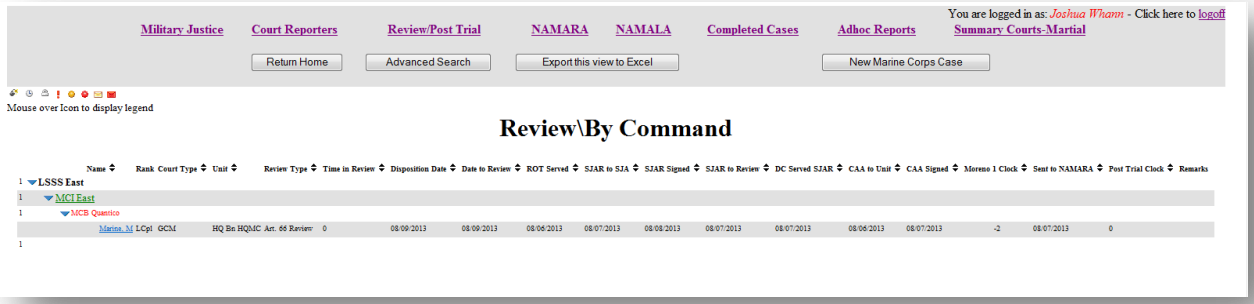
c. Forward Cases – This report displays cases that are in the court reporter category and have been marked as tried at a forward unit. Please see the "Court Reporter/By Command" report for the explanation of the columns.

The following icons will show on the left hand side of the Court Reporter reports:

- Forward Deployed (The bomb will show up if a case is marked as being a forward case)
- Moreno 1 Clock is over 44 days

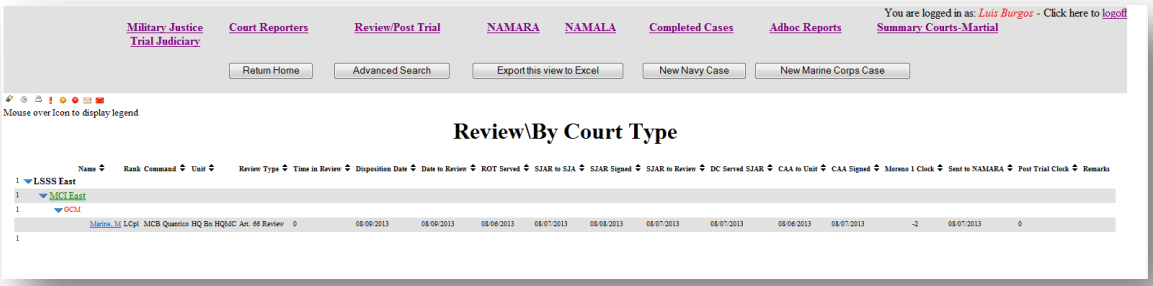
3. **Review**: The Review category has three reports:

a. By Command – This report displays all cases under the review category sorted by the command. The following are the column headers and what each column means:



1. **Site** – The location where the case is being processed.
2. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
3. **Name –** The name of the accused.
4. **Rank –** The rank of the accused.
5. **Court Type –** The type of court.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
7. **Review Type –** The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General.
8. **Time in Review –** The number of days the case spends in the review section before received by NAMARA.
9. **Disposition Date –** The date of the disposition.
10. **Date to Review –** The date the case is sent to review.
11. **ROT Served –** The date the record of trial is served the defense counsel/accused.
12. **SJAR to SJA –** The date the SJAR is sent to the SJA.
13. **SJAR Signed –** The date the SJAR is signed by the SJA.
14. **SJAR to Review –** The date the SJAR is sent to the review section.
15. **DC Served SJAR -** The date the defense counsel is served the SJAR.
16. **CAA to Unit –** The date the convening authority's action is sent to the unit.
17. **CAA Signed –** The date the convening authority's action is signed.
18. **Sent to NAMARA –** The date the case is sent to NAMARA.
19. **Post Trial Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
20. **NAMARA Received –** The date NAMARA physically receives the case.
21. **Remarks –** The remarks made by the review section.

b. By Court Type – This report displays all cases in the review section sorted by the type of court-martial. The following are the column headers and what each column means:



1. **Site** – The location where the case is being processed.
2. **Court Type –** The type of court.
3. **Name –** The name of the accused.
4. **Rank –** The rank of the accused.
5. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
7. **Review Type –** The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General.
8. **Time in Review –** The number of days the case spends in the review section before received by NAMARA.
9. **Disposition Date –** The date of the disposition.
10. **Date to Review –** The date the case is sent to review.
11. **ROT Served –** The date the record of trial is served the defense counsel/accused.
12. **SJAR to SJA –** The date the SJAR is sent to the SJA.
13. **SJAR Signed –** The date the SJAR is signed by the SJA.
14. **SJAR to Review –** The date the SJAR is sent to the review section.
15. **DC Served SJAR -** The date the defense counsel is served the SJAR.
16. **CAA to Unit –** The date the convening authority's action is sent to the unit.
17. **CAA Signed –** The date the convening authority's action is signed.
18. **Sent to NAMARA –** The date the case is sent to NAMARA.
19. **Post Trial Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
20. **NAMARA Received –** The date NAMARA physically receives the case.
21. **Remarks –** The remarks made by the review section.

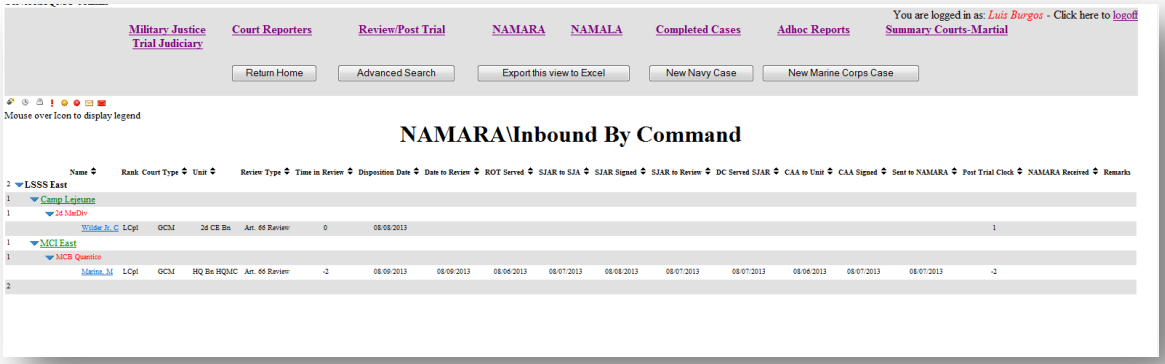
c. Forward Cases – This report displays cases that are in the review section and have been marked tried at the forward unit. Please see the "Review/By Command" report for the explanation of the columns.

The following icons will show on the left hand side of the Review reports:

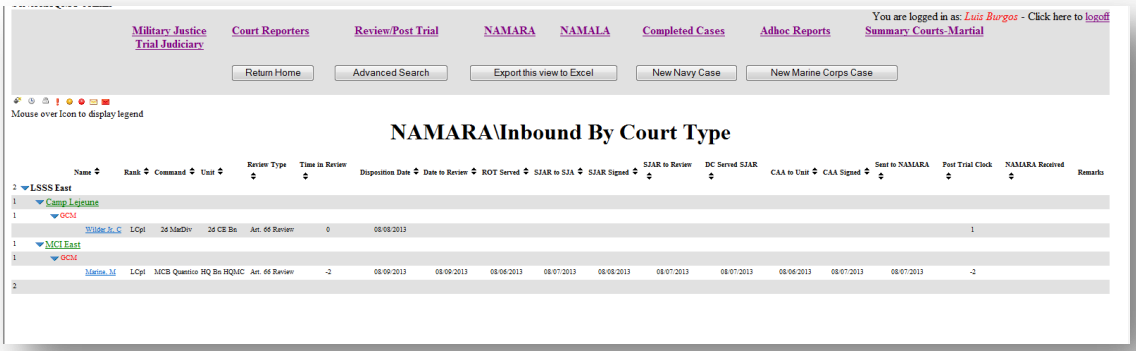
- **Forward Deployed** (The bomb will show up if a case is marked as a forward case)
- Moreno 1 Clock is over 89 days
- Moreno 1 Clock is over 119 days
- Over 14 days after CAA to Receipt at NAMARA
- Over 29 days after CAA to Receipt at NAMARA

4. **NAMARA**: The NAMARA category has ten reports (covering cases that meet the Article 66 and Article 69 review criteria):

a. Inbound By Command – This report displays all cases that require either an Article 66 or 69(a) Review sorted by the command. Once it is determined that the case requires a review it will show up in this report to allow NAMARA to have oversight of inbound cases. See the "Review/By Command" report for the explanation of the columns.



b. Inbound By Court Type – This report displays all cases that require either an Article 66 or 69(a) Review sorted by the court type. Once it is determined that the case requires a review it will show up in this report to allow NAMARA to have sight on inbound cases. Please see the "Review/By Court Type" report for the explanation of the columns.



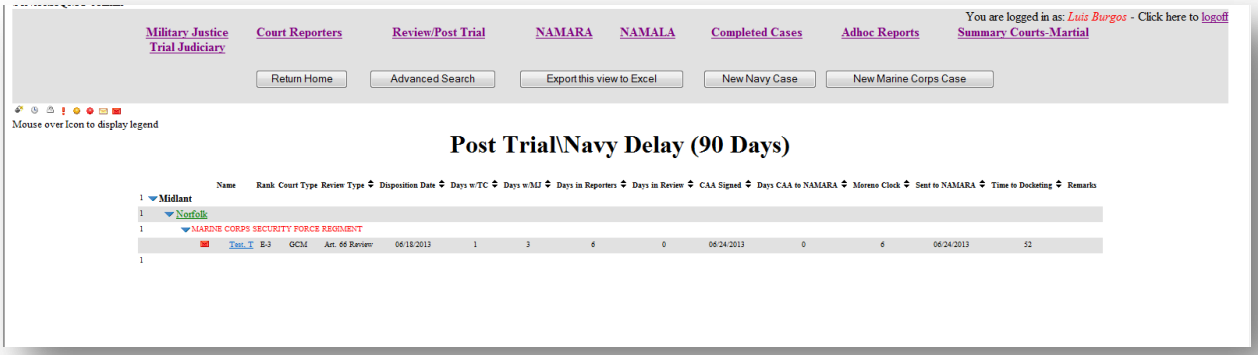
NAMARA can monitor and track the cases through the entire post trial process. LSSS, Law centers and SJA offices may also use this to track cases under their cognizance throughout the post-trial review process.

The following icons will show on the left hand side of the Inbound NAMARA reports:

- Forward Deployed (The bomb will show up if a case is marked as a forward case)
- Moreno 1 Clock is over 89 days
- Moreno 1 Clock is over 119 days
- Over 14 days after CAA to Receipt at NAMARA
- Over 29 days after CAA to Receipt at NAMARA

5. **Review/Post Trial**: The Review/Post-Trial section has nine reports:

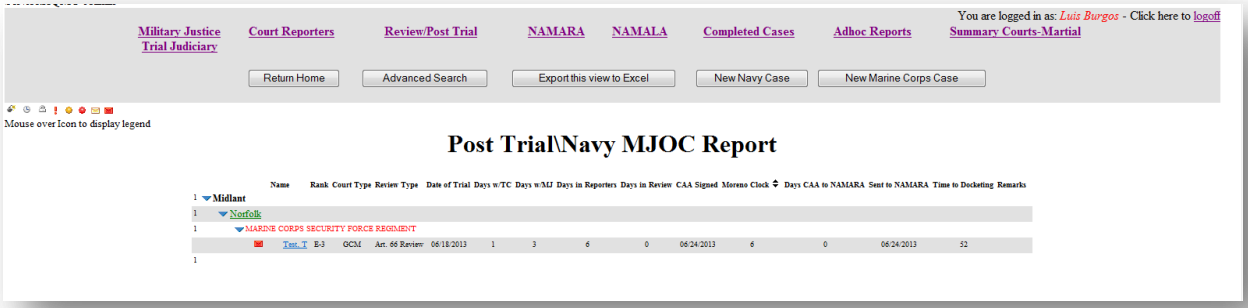
a. Delay (90 Days) – This report displays cases that trigger speedy post-trial review concerns based on the case law set forth in U.S. v. Moreno, and includes all cases that are over 90 days from the date of disposition until the date the convening authority's action is signed. The following are the column headers and what each column means:



1. **Site** – The location where the case is being processed.
2. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
3. **Name –** The name of the accused.
4. **Rank –** The rank of the accused.
5. **Court Type –** The type of court for the case.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
7. **Review Type –** The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General.
8. **Disposition Date –** The date of the disposition.
9. **Days with TC -** The number of days the trial counsel has the record of trial for review.
10. **Days with MJ -** The number of days the military judge has the record of trial for review.

11. **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
12. **Days in Review –** The number of days the case spends in the review section before received by NAMARA.
13. **CAA Signed –** The date the convening authority's action is signed.
14. **Days CAA to NAMARA -** The number of days the case takes to be received by NAMARA after the convening authority's action is signed.
15. **Moreno Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
16. **Sent to NAMARA –** The date the case is sent to NAMARA.
17. **Time to NAMARA –** The number of days the case takes to be received by NAMARA after the date of disposition.
18. **Remarks –** The remarks made by the review section.

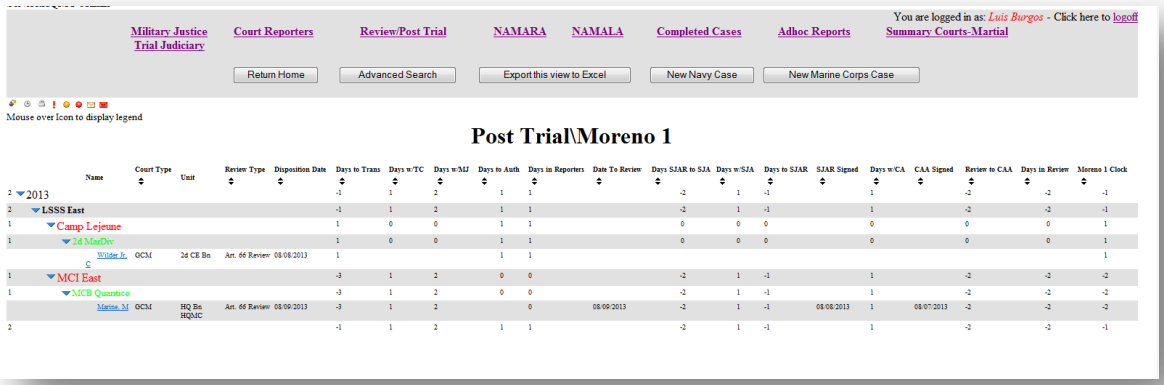
b. MJOC Report – The MJOC report is a list of all cases that require an Article 66 review and have a date of disposition until the record is docketed at NMCCA and has broken Moreno 1 or 2. The following are the column headers and what each column means in this report:



1. **Site** – The location where the case is being processed.
2. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
3. **Name –** The name of the accused.
4. **Rank –** The rank of the accused.
5. **Court Type –** The type of court.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
7. **Disposition –** The type of disposition.
8. **Date of Trial –** The date of disposition.
9. **Days w/TC -** The number of days the trial counsel has the record of trial for review.
10. **Days w/DC -** The number of days the defense counsel has the record of trial for review.
11. **Days w/MJ -** The number of days the military judge has the record of trial for review.

12. **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
13. **Days in Review –** The number of days the case spends in the review section before received by NAMARA.
14. **CAA Signed –** The date the convening authority's action is signed.
15. **Post Trial Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
16. **Days CAA to NAMARA -** The number of days the case takes to be received by NAMARA after the convening authority's action is signed.
17. **Sent to NAMARA –** The date the case is sent to NAMARA.
18. **Time to NAMARA –** The number of days the case takes to be received by NAMARA after the date of disposition.
19. **Remarks –** The remarks made be the review section.

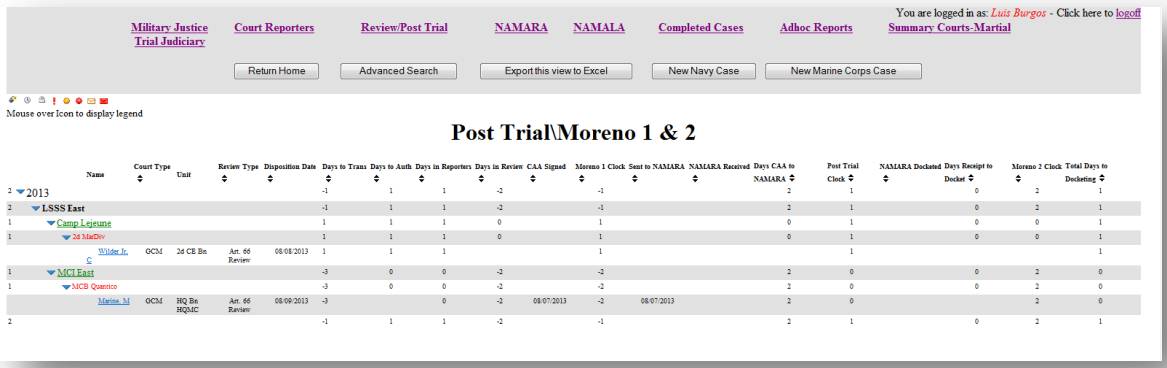
c. Moreno 1 – The Moreno 1 report shows all active cases that have received a date of disposition, but do not have a date the convening authority's action was signed. The following are the column headers and definitions:



1. **Case Year –** The year of the date of the disposition.
2. **Site** – The location where the case is being processed.
3. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
4. **Name –** The name of the accused.
5. **Court Type –** The type of court.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
7. **Review Type –** The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General.
8. **Disposition Date –** The date of the disposition.
9. **Days to Trans –** The days the court reporters took to transcribe the record of trial from the date of disposition.

10. **Days w/TC -** The number of days the trial counsel has the record of trial for review.
11. **Days w/MJ -** The number of days the military judge has the record of trial for review.
12. **Days to Auth –** The number of days the court reporters took to authenticate the record of trial.
13. **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
14. **Date to Review –** The date the review section received the case.
15. **Days SJAR to SJA –** The number of days it take for the SJAR to be sent to the SJA.
16. **Days w/SJA –** The number of days the SJA has the case.
17. **Days to SJAR –** The number of days the SJAR took to be genereated.
18. **SJAR Signed –** The date the SJAR is signed by the SJA.
19. **Days w/CA -** The number of days from the convening authority being sent the case to the date the convening authority's action is signed.
20. **CAA Signed –** The date the convening authority's action is signed.
21. **Review to CAA** – The number of days from the date the case is received in the review section to the date the CAA is signed.
22. **Days in Review –** The number of days the case spends in the review section before received by NAMARA.
23. **Moreno 1 Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.

d. Moreno 1 & 2 – The "Moreno 1 & 2" report shows all active cases that have received a date of disposition, but do not have a date docketed at NMCCA. The following are the column headers and definitions:



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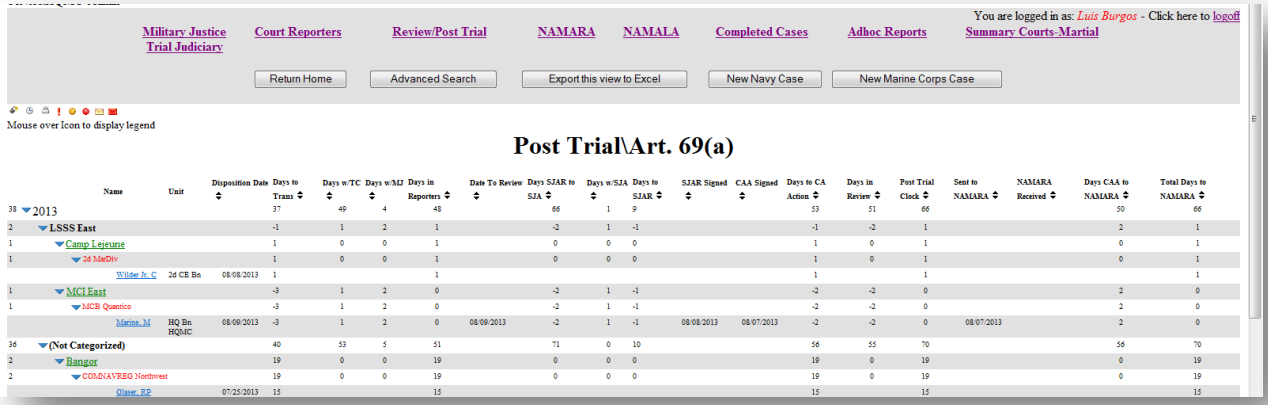
Post Trial\Moreno 1 & 2

	Name	Court Type	Unit	Review Type	Disposition Date	Days to Trans	Days to Auth	Days in Reporters	Days in Review	CAA Signed	Moreno 1 Clock	Sent to NAMARA	NAMARA Received	Days CAA to NAMARA	Post Trial Clock	NAMARA Docketed	Days Receipt to Docket	Moreno 2 Clock	Total Days to Docketing
2	2013					-1	1	1	-2		-1			2	1		0	2	1
2	LSSS East					-1	1	1	-2		-1			2	1		0	2	1
1	Camp Lejeune					1	1	1	0		1			0	1		0	0	1
1	2d MarDiv					1	1	1	0		1			0	1		0	0	1
	Wilder Jr, C	GCM	2d CE Bn	Art. 66 Review	08/08/2013	1	1	1			1				1				1
1	MCI East					-3	0	0	-2		-2			2	0		0	2	0
1	MCB Quantico					-3	0	0	-2		-2			2	0		0	2	0
	Marine, M	GCM	HQ Bn HQMC	Art. 66 Review	08/09/2013	-3		0	-2	08/07/2013	-2	08/07/2013		2	0			2	0
2						-1	1	1	-2		-1			2	1		0	2	1

1. **Case Year –** The year of the date of the disposition.
2. **Site** – The location where the case is being processed.
3. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
4. **Name –** The name of the accused.
5. **Court Type –** The type of court.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.

7. **Review Type –** The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General.
8. **Disposition Date –** The date of the disposition.
9. **Days to Trans –** The days the court reporters took to transcribe the record of trial from the date of disposition.
10. **Days to Auth –** The number of days the court reporters took to authenticate the record of trial.
11. **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
12. **Days in Review –** The number of days the case spends in the review section before received by NAMARA.
13. **CAA Signed –** The date the convening authority's action is signed.
14. **Moreno 1 Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
15. **Sent to NAMARA –** The date the case is sent to NAMARA.
16. **NAMARA Received –** The date NAMARA receives the case from review.
17. **Days CAA to NAMARA –** The number of days it take the case to get to NAMARA once the convening authority's action is signed.
18. **Post Trial Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
19. **NAMARA Docketed –** The date the case is docketed at NMCCA.
20. **Days Receipt to Docket –** The number of days it takes once NAMARA receives the case to be docketed.
21. **Moreno 2 Clock –** Counts the days from the date the convening authority's action is signed until the record is docketed at NMCCA.
22. **Total Days to Docketing –** The total number of days it takes the case to be docketed at NMCCA from the date of disposition.

e. Art. 69(a) – The Art. 69(a) report displays all cases that require an Article 69(a) review and have a disposition date. The following are the column headers and definitions:



	Name	Unit	Disposition Date	Days to Trans	Days w/TC	Days w/MJ	Days in Reporters	Date To Review	Days SJAR to SJA	Days w/SJA	Days to SJAR	SJAR Signed	CAA Signed	Days to CA Action	Days in Review	Post Trial Clock	Sent to NAMARA	NAMARA Received	Days CAA to NAMARA	Total Days to NAMARA
38	2013			37	49	4	48		66	1	9			53	51	66			50	66
2	LSSS East			-1	1	2	1		-2	1	-1			-1	-2	1			2	1
1	Camp Lejeune			1	0	0	1		0	0	0			1	0	1			0	1
1	2d MarDiv			1	0	0	1		0	0	0			1	0	1			0	1
	Wilder Jr. C	2d CE Bn	08/08/2013	1			1							1		1				1
1	MCI East			-3	1	2	0		-2	1	-1			-2	-2	0			2	0
1	MCB Quantico			-3	1	2	0		-2	1	-1			-2	-2	0			2	0
	Marine, M	HQ Bn HQMC	08/09/2013	-3	1	2	0	08/09/2013	-2	1	-1	08/08/2013	08/07/2013	-2	-2	0	08/07/2013		2	0
36	(Not Categorized)			40	53	5	51		71	0	10			56	55	70			56	70
2	Bangor			19	0	0	19		0	0	0			19	0	19			0	19
2	COMNAVREG Northwest			19	0	0	19		0	0	0			19	0	19			0	19
	Glaser, RP		07/25/2013	15			15							15		15				15

1. **Case Year –** The year of the date of the disposition.
2. **Site** – The location where the case is being processed. The exception to this is the Marine Corps Installations, which is the site for the commands.
3. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
4. **Name –** The name of the accused.
5. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
6. **Disposition Date –** The date of the disposition.
7. **Days to Trans –** The days the court reporters took to transcribe the record of trial from the date of disposition.
8. **Days with TC -** The number of days the trial counsel has the record of trial for review.
9. **Days with MJ -** The number of days the military judge has the record of trial for review.
10. **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
11. **Date to Review –** The date the case goes to review.
12. **Days SJAR to SJA –** The number of days it take for the SJAR to be sent to the SJA.
13. **Days w/SJA –** The number of days the SJA has the case.
14. **Days to SJAR –** The number of days the SJAR took to be genereated.
15. **SJAR Signed –** The date the SJAR is signed by the SJA.
16. **CAA Signed –** The date the convening authority's action is signed.
17. **Days to CA Action –** The number of days from the convening authority receiving the case to sign the convening authority's action.
18. **Days in Review –** The number of days the case spends in the review section before received by NAMARA.
19. **Post Trial Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
20. **Sent to NAMARA –** The date the case is sent to NAMARA.
21. **NAMARA Received –** The date NAMARA physically receives the case.
22. **Days CAA to NAMARA –** The number of days from the date the convening authority's action is signed until the case is received at NAMARA.
23. **Total Days to NAMARA –** The number of days from the date of disposition to the date NAMARA receives the case.

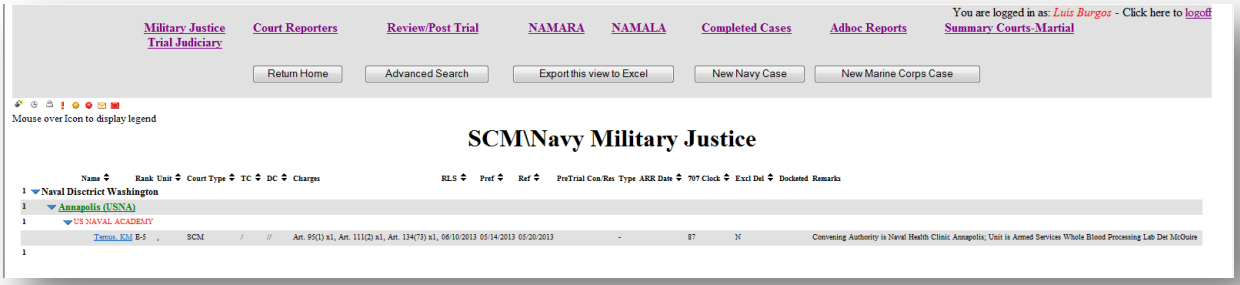
The following icons will show on the left hand side of the NAMARA reports:

- Forward Deployed (The bomb will show up if a case is marked as being a forward case)

- **- Moreno 1 Clock is over 89 days**
- **- Moreno 1 Clock is over 119 days**
- **- Over 14 days after CAA to docketed at NMCCA**
- **- Over 29 days after CAA to docketed at NMCCA**

6. **Summary Courts-Martial**: This section has three reports that capture the various phases of the summary court-martial: trial, post-trial record creation and judge advocate appellate review of summary courts-martial.

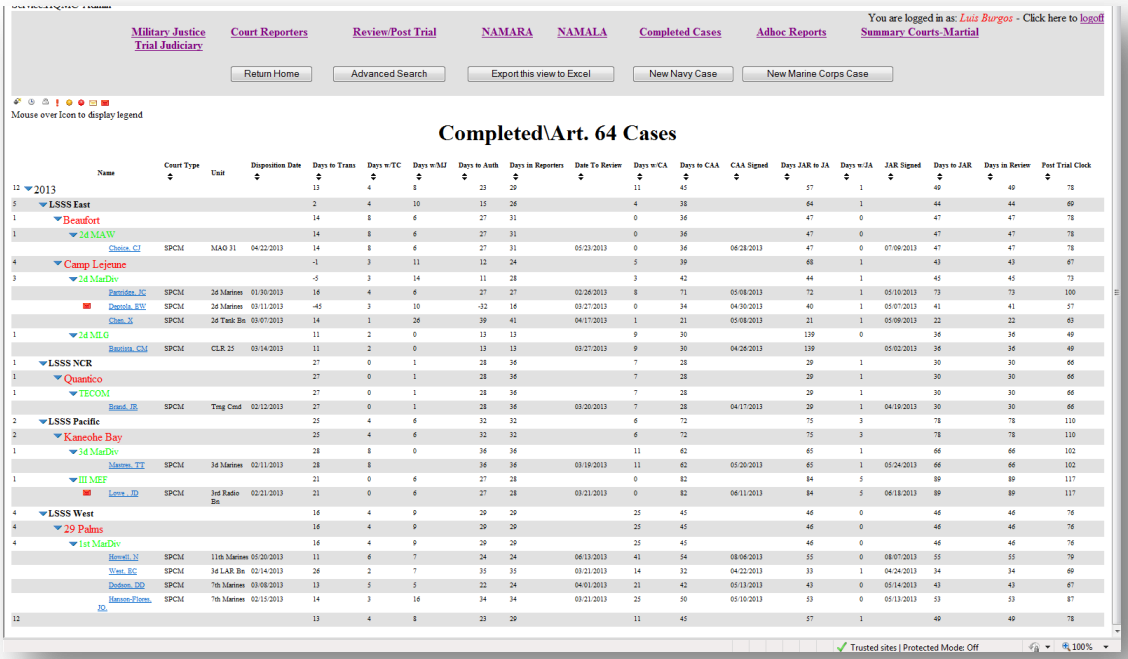
a. Military Justice - By Command – This report displays all cases under the military justice section sorted by the command that are a summary court-martial. See Military Justice\By Command above for column details.



b. Review (Legal) – This report displays all cases under the review section sorted by the command, which were forwarded by the Military Justice Office. See Review\By Command above for column details.

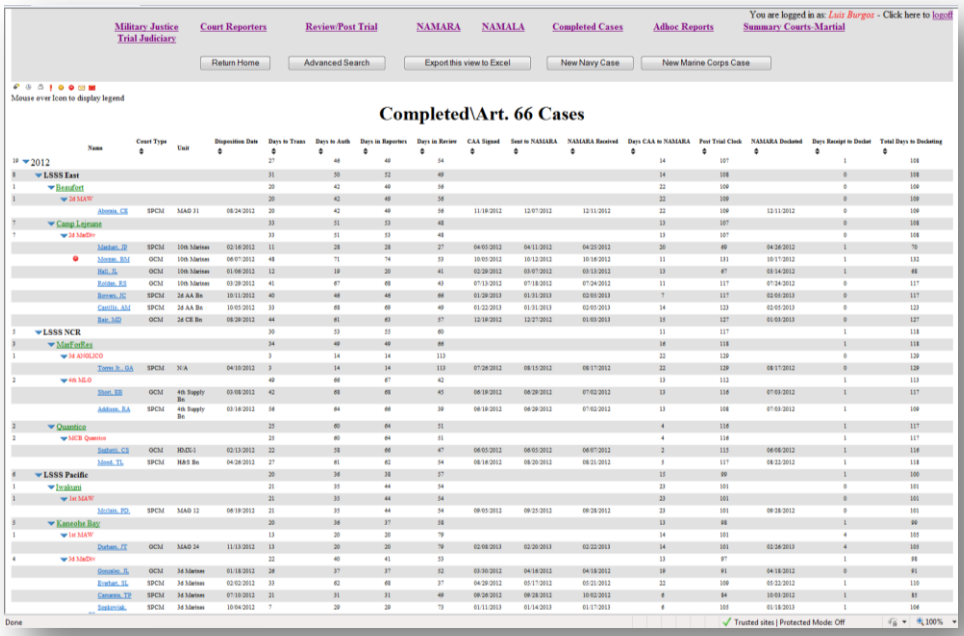
7. **Completed Cases:** The Completed Cases Category has 7 reports.

a. Art. 64 Cases – This report contains all completed cases, which were reviewed pursuant to Article 64, UCMJ (special and summary courts-martial). The following are the column headers and definitions:



1. **Case Year –** The year of the date of the disposition.
2. **Site** – The location where the case is being processed.
3. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
4. **Name –** The name of the accused.
5. **Court Type –** The type of court.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
7. **Disposition Date –** The date of the disposition.
8. **Days to Trans –** The days the court reporters took to transcribe the record of trial from the date of disposition.
9. **Days w/TC -** The number of days the trial counsel has the record of trial for review.
10. **Days w/MJ -** The number of days the military judge has the record of trial for review.
11. **Days to Auth –** The number of days the court reporters took to authenticate the record of trial.
12. **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
13. **Date to Review –** The date the review section received the case.
14. **Days w/CA -** The number of days the convening authority has possession of the case.
15. **Days to CAA –** The number of days from the convening authority receiving the case to sign the convening authority's action.
16. **CAA Signed –** The date the convening authority's action is signed.
17. **Days JAR to JA –** The number of days it take for the JAR to be sent to the JA.
18. **Days w/JA –** The number of days the JA has the case.
19. **JAR Signed –** The date the SJAR is signed by the SJA.
20. **Days to JAR –** The number of days the JAR took to be genereated.
21. **Days in Review –** The number of days the case spends in the review section before received by NAMARA.
22. **Post Trial Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.

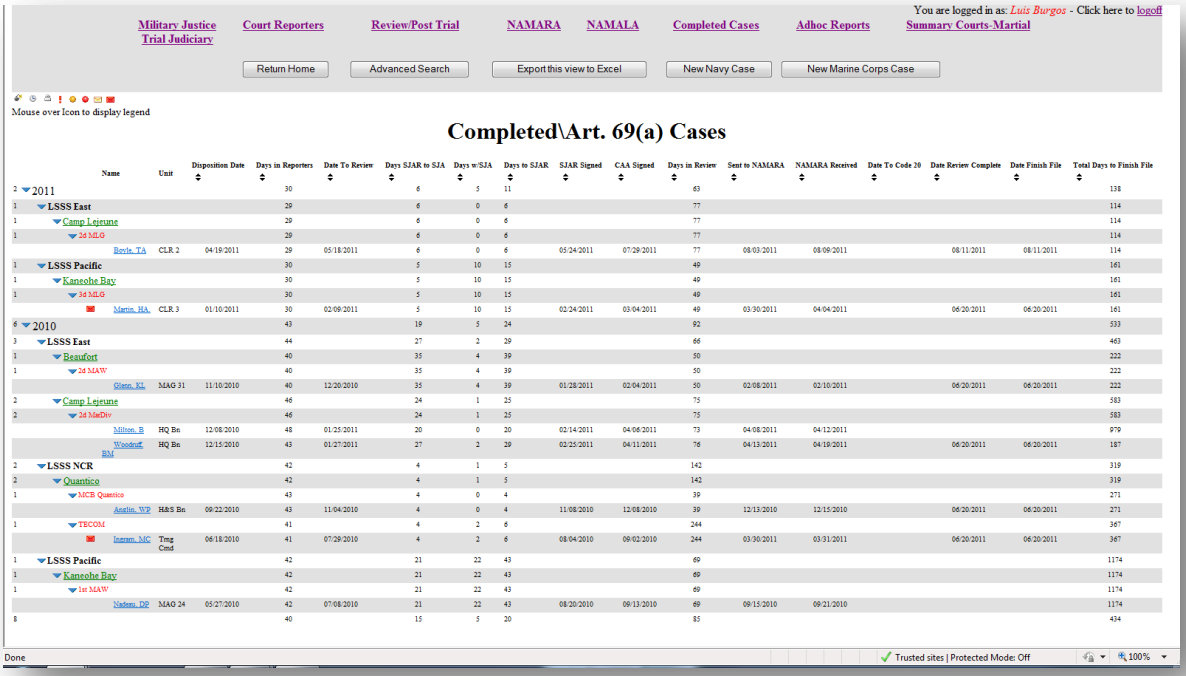
b. Art. 66 Cases – This report contains all cases for which an Article 66, UCMJ appellate review at the NMCCA has been completed and a Supplemental CMO signed. The following are the column headers and definitions:



1. **Case Year –** The year of the date of the disposition.
2. **Site** – The location where the case is being processed.
3. **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
4. **Name –** The name of the accused.
5. **Court Type –** The type of court.
6. **Unit –** The unit of the accused. The Special Court-Martial convening authority.
7. **Disposition Date –** The date of the disposition.
8. **Days to Trans –** The days the court reporters took to transcribe the record of trial from the date of disposition.
9. **Days to Auth –** The number of days the court reporters took to authenticate the record of trial.
10. **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
11. **Days in Review –** The number of days the case spends in the review section before received by NAMARA.
12. **CAA Signed –** The date the convening authority's action is signed.
13. **Sent to NAMARA –** The date the case is sent to NAMARA.
14. **NAMARA Received –** The date NAMARA receives the case from review.
15. **Days CAA to NAMARA –** The number of days it take the case to get to NAMARA once the convening authority's action is signed.
16. **Post Trial Clock –** Counts the days from the date of disposition until the record is docketed at NMCCA.
17. **NAMARA Docketed –** The date the case is docketed at NMCCA.

18. **Days Receipt to Docket –** The number of days it takes once NAMARA receives the case to be docketed.
19. **Total Days to Docketing –** The total number of days it takes the case to be docketed at NMCCA from the date of disposition.

c. Art. 69(a) Cases – This report contains all cases for which an Article 69, UCMJ appellate review at the NMCCA has been completed and a Supplemental CMO signed. For the column details see "Post Trial\Art. 69(a)" report above in the post-trial section.



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Completed\Art. 69(a) Cases

	Name	Unit	Disposition Date	Days in Reporters	Date To Review	Days SJAR to SJA	Days w/SJA	Days to SJAR	SJAR Signed	CAA Signed	Days in Review	Sent to NAMARA	NAMARA Received	Date To Code 20	Date Review Complete	Date Finish File	Total Days to Finish File
2	2011			30		6	5	11			63						138
1	LSSS East			29		6	0	6			77						114
1	Camp Lejeune			29		6	0	6			77						114
1	2d MLG			29		6	0	6			77						114
	Bovie, TA	CLR 2	04/19/2011	29	05/18/2011	6	0	6	05/24/2011	07/29/2011	77	08/03/2011	08/09/2011		08/11/2011	08/11/2011	114
1	LSSS Pacific			30		5	10	15			49						161
1	Kaneohe Bay			30		5	10	15			49						161
1	3d MLG			30		5	10	15			49						161
	Martin, HA	CLR 3	01/10/2011	30	02/09/2011	5	10	15	02/24/2011	03/04/2011	49	03/30/2011	04/04/2011		06/20/2011	06/20/2011	161
6	2010			43		19	5	24			92						533
3	LSSS East			44		27	2	29			66						463
1	Beaufort			40		35	4	39			50						222
1	2d MAW			40		35	4	39			50						222
	Glass, KL	MAG 31	11/10/2010	40	12/20/2010	35	4	39	01/28/2011	02/04/2011	50	02/08/2011	02/10/2011		06/20/2011	06/20/2011	222
2	Camp Lejeune			46		24	1	25			75						583
2	2d MarDiv			46		24	1	25			75						583
	Milton, B	HQ Bn	12/08/2010	48	01/25/2011	20	0	20	02/14/2011	04/06/2011	73	04/08/2011	04/12/2011				979
	Woodruff, BM	HQ Bn	12/15/2010	43	01/27/2011	27	2	29	02/25/2011	04/11/2011	76	04/13/2011	04/19/2011		06/20/2011	06/20/2011	187
2	LSSS NCR			42		4	1	5			142						319
2	Quantico			42		4	1	5			142						319
1	MCB Quantico			43		4	0	4			39						271
	Anglin, WP	H&S Bn	09/22/2010	43	11/04/2010	4	0	4	11/08/2010	12/08/2010	39	12/13/2010	12/15/2010		06/20/2011	06/20/2011	271
1	TECOM			41		4	2	6			244						367
	Ingram, MC	Trng Cmd	06/18/2010	41	07/29/2010	4	2	6	08/04/2010	09/02/2010	244	03/30/2011	03/31/2011		06/20/2011	06/20/2011	367
1	LSSS Pacific			42		21	22	43			69						1174
1	Kaneohe Bay			42		21	22	43			69						1174
1	1st MAW			42		21	22	43			69						1174
	Nadeau, DP	MAG 24	05/27/2010	42	07/08/2010	21	22	43	08/20/2010	09/13/2010	69	09/15/2010	09/21/2010				1174
8				40		15	5	20			85						434

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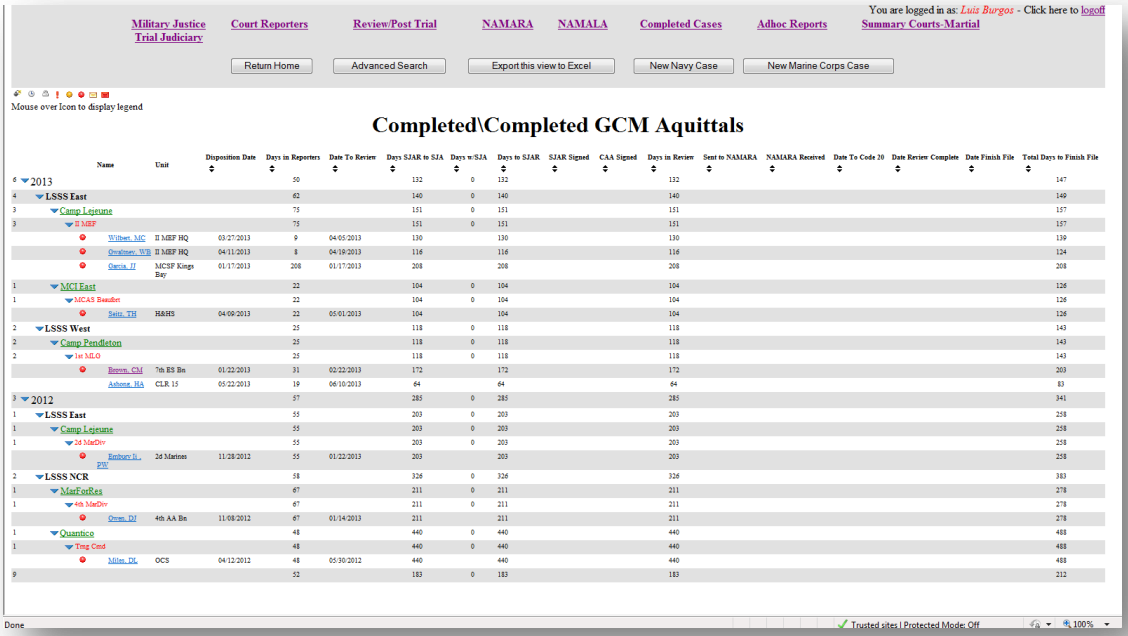
d. Completed GCM Acquittals – This report contains all completed general court-martial Acquittals. See "Post Trial\Moreno 1 & 2" report descriptions above for details about the columns.



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Completed\Completed GCM Aquittals

	Name	Unit	Disposition Date	Days in Reporters	Date To Review	Days SJAR to SJA	Days w/SJA	Days to SJAR	SJAR Signed	CAA Signed	Days in Review	Sent to NAMARA	NAMARA Received	Date To Code 20	Date Review Complete	Date Finish File	Total Days to Finish File
6	2013			50		132	0	132			132						147
4	LSSS East			62		140	0	140			140						149
3	Camp Lejeune			75		151	0	151			151						157
3	II MEF			75		151	0	151			151						157
	Wilbert, MC	II MEF HQ	03/27/2013	9	04/05/2013	130		130			130						139
	Gwalmet, WB	II MEF HQ	04/11/2013	8	04/19/2013	116		116			116						124
	Garcia, JJ	MCSF Kings Bay	01/17/2013	208	01/17/2013	208		208			208						208
1	MCI East			22		104	0	104			104						126
1	MCAS Beaufort			22		104	0	104			104						126
	Seitz, TH	H&HS	04/09/2013	22	05/01/2013	104		104			104						126
2	LSSS West			25		118	0	118			118						143
2	Camp Pendleton			25		118	0	118			118						143
2	1st MLO			25		118	0	118			118						143
	Brown, CM	7th ES Bn	01/22/2013	31	02/22/2013	172		172			172						203
	Ashone, HA	CLR 15	05/22/2013	19	06/10/2013	64		64			64						83
3	2012			57		285	0	285			285						341
1	LSSS East			55		203	0	203			203						258
1	Camp Lejeune			55		203	0	203			203						258
1	2d MarDiv			55		203	0	203			203						258
	Embury II, PW	2d Marines	11/28/2012	55	01/22/2013	203		203			203						258
2	LSSS NCR			58		326	0	326			326						383
1	MarForRes			67		211	0	211			211						278
1	4th MarDiv			67		211	0	211			211						278
	Owen, DJ	4th AA Bn	11/08/2012	67	01/14/2013	211		211			211						278
1	Quantico			48		440	0	440			440						488
1	Trng Cmd			48		440	0	440			440						488
	Miles, DL	OCS	04/12/2012	48	05/30/2012	440		440			440						488
9				52		183	0	183			183						212

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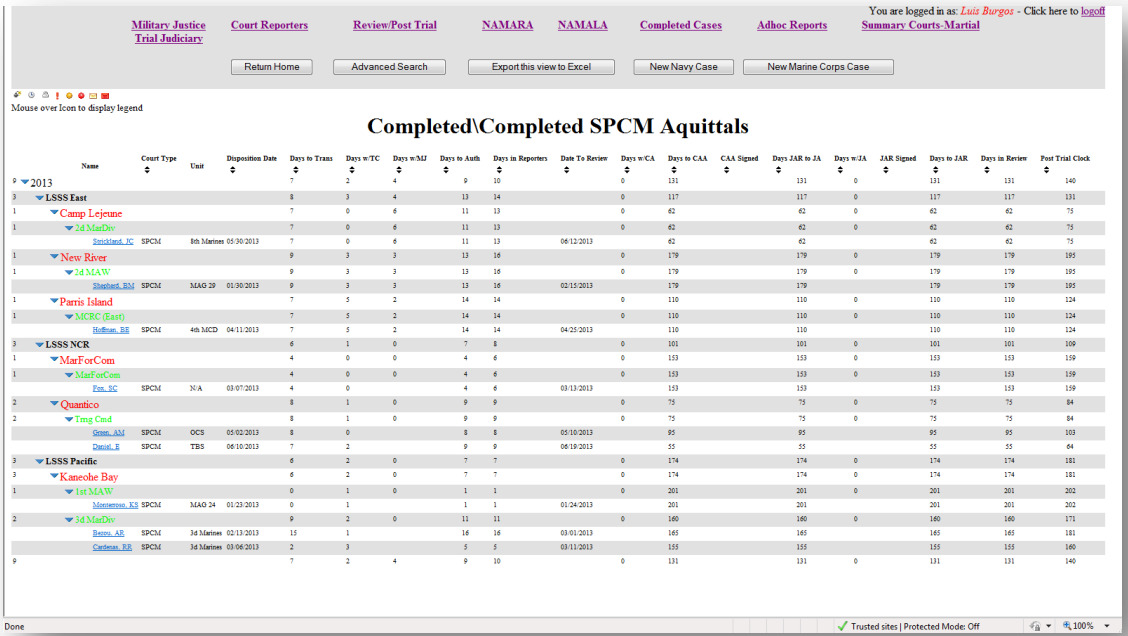
e. Completed SPCM Acquittals – This report contains all completed special court-martial acquittals. See "Post Trial\Moreno 1 & 2" report descriptions above for details about the columns.



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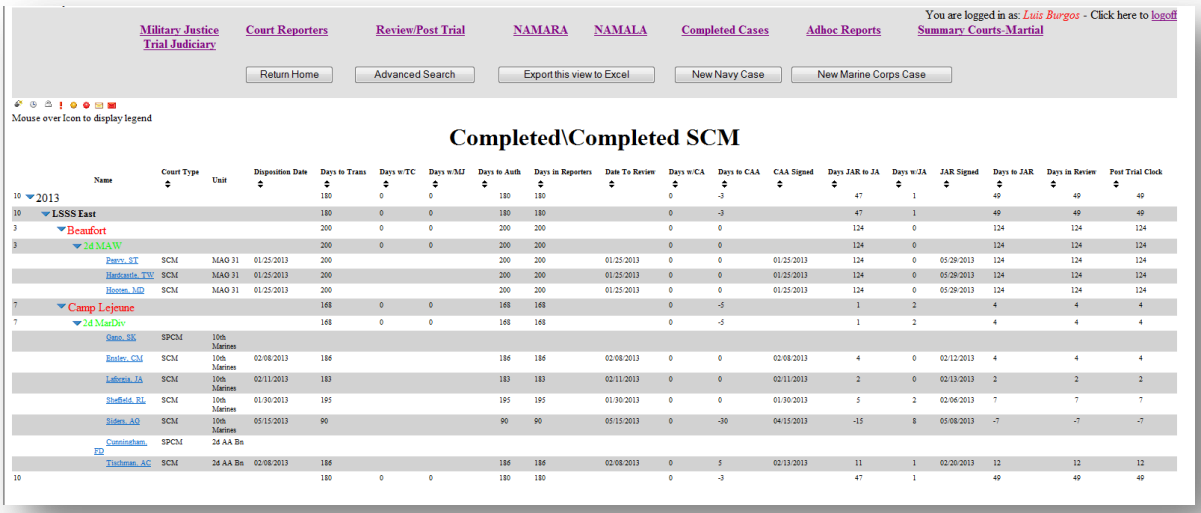
Completed\Completed SPCM Aquittals

	Name	Court Type	Unit	Disposition Date	Days to Trans	Days w/TC	Days w/MJ	Days to Auth	Days in Reporters	Date To Review	Days w/CA	Days to CAA	CAA Signed	Days JAR to JA	Days w/JA	JAR Signed	Days to JAR	Days in Review	Post Trial Clock
9	2013				7	2	4	9	10		0	131		131	0		131	131	140
3	LSSS East				8	3	4	13	14		0	117		117	0		117	117	131
1	Camp Lejeune				7	0	6	11	13		0	62		62	0		62	62	75
1	2d MarDiv				7	0	6	11	13		0	62		62	0		62	62	75
	Strickland, JC	SPCM	8th Marines	05/30/2013	7	0	6	11	13	06/12/2013		62		62			62	62	75
1	New River				9	3	3	13	16		0	179		179	0		179	179	195
1	2d MAW				9	3	3	13	16		0	179		179	0		179	179	195
	Shepherd, BM	SPCM	MAG 29	01/30/2013	9	3	3	13	16	02/15/2013		179		179			179	179	195
1	Parris Island				7	5	2	14	14		0	110		110	0		110	110	124
1	MCRC (East)				7	5	2	14	14		0	110		110	0		110	110	124
	Hoffman, BB	SPCM	4th MCD	04/11/2013	7	5	2	14	14	04/25/2013		110		110			110	110	124
3	LSSS NCR				6	1	0	7	8		0	101		101	0		101	101	109
1	MarForCom				4	0	0	4	6		0	153		153	0		153	153	159
1	MarForCom				4	0	0	4	6		0	153		153	0		153	153	159
	Fox, SC	SPCM	N/A	03/07/2013	4	0		4	6	03/13/2013		153		153			153	153	159
2	Quantico				8	1	0	9	9		0	75		75	0		75	75	84
2	Trng Cmd				8	1	0	9	9		0	75		75	0		75	75	84
	Green, AM	SPCM	OCS	05/02/2013	8	0		8	8	05/10/2013		95		95			95	95	103
	Daniel, E	SPCM	TBS	06/10/2013	7	2		9	9	06/19/2013		55		55			55	55	64
3	LSSS Pacific				6	2	0	7	7		0	174		174	0		174	174	181
3	Kaneohe Bay				6	2	0	7	7		0	174		174	0		174	174	181
1	1st MAW				0	1	0	1	1		0	201		201	0		201	201	202
	Montemoso, KS	SPCM	MAG 24	01/23/2013	0	1		1	1	01/24/2013		201		201			201	201	202
2	3d MarDiv				9	2	0	11	11		0	160		160	0		160	160	171
	Bezou, AR	SPCM	3d Marines	02/13/2013	15	1		16	16	03/01/2013		165		165			165	165	181
	Cardenas, RR	SPCM	3d Marines	03/06/2013	2	3		5	5	03/11/2013		155		155			155	155	160
9					7	2	4	9	10		0	131		131	0		131	131	140

Done | Trusted sites | Protected Mode: Off | 100%

f. Completed SCM – This report contains all completed summary court-martials.



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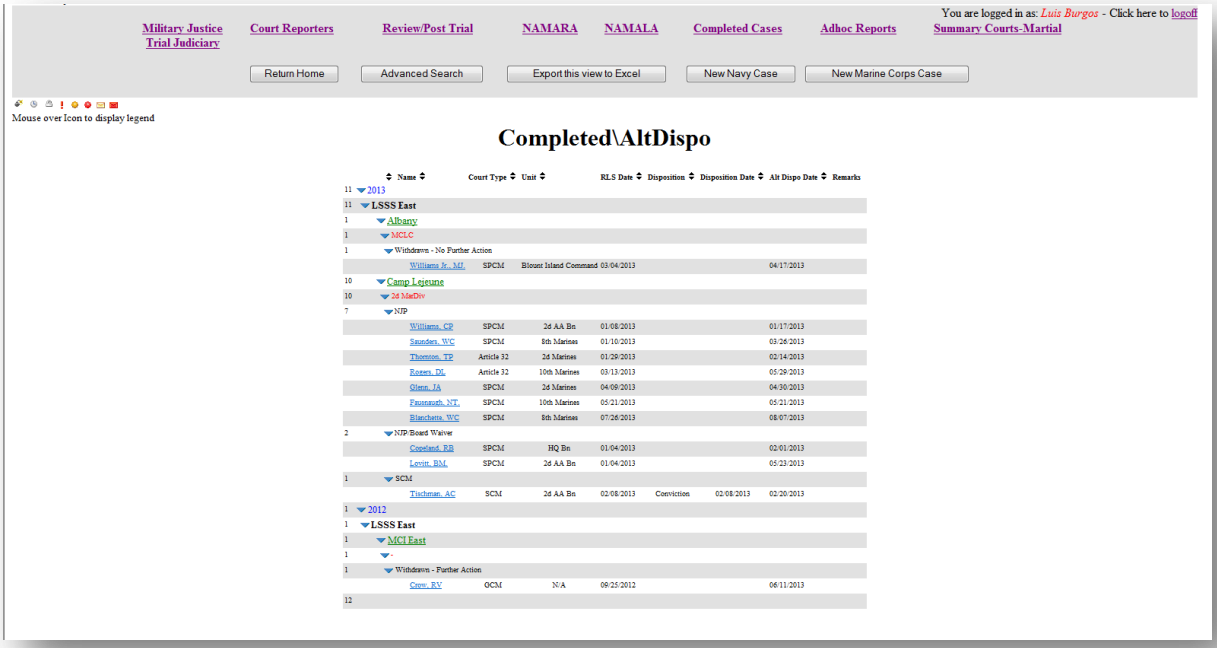
Completed\Completed SCM

	Name	Court Type	Unit	Disposition Date	Days to Trans	Days w/TC	Days w/MJ	Days to Auth	Days in Reporters	Date To Review	Days w/CA	Days to CAA	CAA Signed	Days JAR to JA	Days w/JA	JAR Signed	Days to JAR	Days in Review	Post Trial Clock
10	2013				180	0	0	180	180		0	-3		47	1		49	49	49
10	LSSS East				180	0	0	180	180		0	-3		47	1		49	49	49
3	Beaufort				200	0	0	200	200		0	0		124	0		124	124	124
3	2d MAW				200	0	0	200	200		0	0		124	0		124	124	124
	Peery, ST	SCM	MAG 31	01/25/2013	200			200	200	01/25/2013	0	0	01/25/2013	124	0	05/29/2013	124	124	124
	Hardcastle, TW	SCM	MAG 31	01/25/2013	200			200	200	01/25/2013	0	0	01/25/2013	124	0	05/29/2013	124	124	124
	Hooten, MD	SCM	MAG 31	01/25/2013	200			200	200	01/25/2013	0	0	01/25/2013	124	0	05/29/2013	124	124	124
7	Camp Lejeune				168	0	0	168	168		0	-5		1	2		4	4	4
7	2d MarDiv				168	0	0	168	168		0	-5		1	2		4	4	4
	Gano, SK	SPCM	10th Marines																
	Ensley, CM	SCM	10th Marines	02/08/2013	186			186	186	02/08/2013	0	0	02/08/2013	4	0	02/12/2013	4	4	4
	Lafleres, JA	SCM	10th Marines	02/11/2013	183			183	183	02/11/2013	0	0	02/11/2013	2	0	02/13/2013	2	2	2
	Sheffield, RL	SCM	10th Marines	01/30/2013	195			195	195	01/30/2013	0	0	01/30/2013	5	2	02/06/2013	7	7	7
	Sidey, AG	SCM	10th Marines	05/15/2013	90			90	90	05/15/2013	0	-30	04/15/2013	-15	8	05/08/2013	-7	-7	-7
	Cunningham, FD	SPCM	2d AA Bn																
	Tischman, AC	SCM	2d AA Bn	02/08/2013	186			186	186	02/08/2013	0	5	02/13/2013	11	1	02/20/2013	12	12	12
10					180	0	0	180	180		0	-3		47	1		49	49	49

g. Completed AltDispo – This report contains all completed Alternate Disposition cases.



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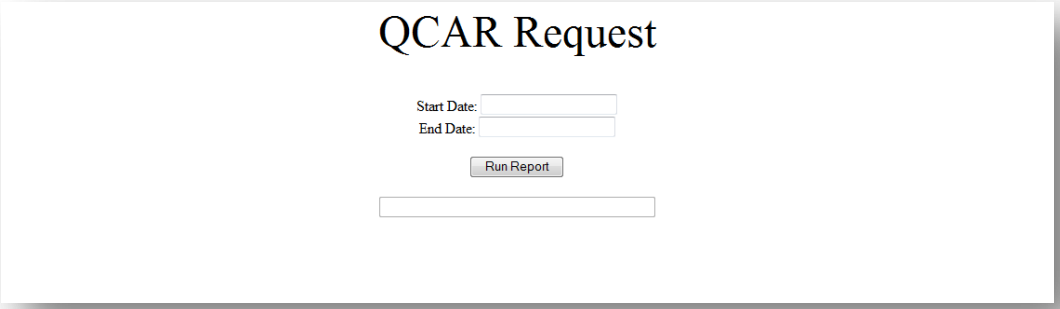
Completed\AltDispo

	Name	Court Type	Unit	RLS Date	Disposition	Disposition Date	Alt Dispo Date	Remarks
11	2013							
11	LSSS East							
1	Albany							
1	MCLC							
1	Withdrawn - No Further Action							
	Williams Jr., MJ	SPCM	Blount Island Command	03/04/2013			04/17/2013	
10	Camp Lejeune							
10	2d MarDiv							
7	NJP							
	Williams, CP	SPCM	2d AA Bn	01/08/2013			01/17/2013	
	Saunders, WC	SPCM	8th Marines	01/10/2013			03/26/2013	
	Thornton, TP	Article 32	2d Marines	01/29/2013			02/14/2013	
	Rogers, DL	Article 32	10th Marines	03/13/2013			05/29/2013	
	Glenn, JA	SPCM	2d Marines	04/09/2013			04/30/2013	
	Faunsaugh, NT	SPCM	10th Marines	05/21/2013			05/21/2013	
	Bianchetta, WC	SPCM	8th Marines	07/26/2013			08/07/2013	
2	NJP/Board Waiver							
	Copeland, RB	SPCM	HQ Bn	01/04/2013			02/01/2013	
	Lovitt, BM	SPCM	2d AA Bn	01/04/2013			05/23/2013	
1	SCM							
	Tischman, AC	SCM	2d AA Bn	02/08/2013	Conviction	02/08/2013	02/20/2013	
1	2012							
1	LSSS East							
1	MCI East							
1	-							
1	Withdrawn - Further Action							
	Crew, RV	GCM	N/A	09/25/2012			06/11/2013	
12								

8. **Adhoc Reports**

a. QCAR Report: The QCAR Report captures the quarterly criminal activity report numbers, required by Departmental regulations. In addition to providing the numbers for the QCAR, users may select any date range to review local military justice statistics. For instance, users input the data as indicated by the example below:



And the report appears as follows:

CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS AND COURTS-MARTIAL REPORT

Report Start Date: 1/1/2011
Report End Date: 6/10/2011

	PERSONNEL CONVICTED		ACQUITTED	
Type of Action	CONUS	OVERSEAS	CONUS	OVERSEAS
General COURTS-MARTIAL	15	5	2	1
Special COURTS-MARTIAL	49	7	3	0

DISCHARGES ADJUDGED BY COURTS-MARTIAL

	CONUS			OVERSEAS		
Type of Court	DD	BCD	OD	DD	BCD	OD
General COURTS-MARTIAL	4	8	0	1	2	0
Special COURTS-MARTIAL	0	46	0	0	7	0

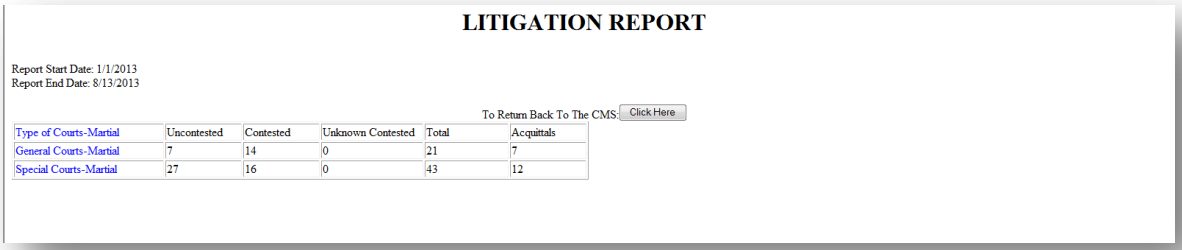
DISPOSITION OF DRUG ABUSE OFFENSES
(total number, not just convictions)

General COURTS-MARTIAL:	4
Special COURTS-MARTIAL:	20

DISPOSITION OF SEXUAL ASSAULT OFFENSES
(total number, not just convictions)
(sexual assault is defined in reference (d))

General COURTS-MARTIAL:	9
Special COURTS-MARTIAL:	0

b. Litigation Report: The Litigation Report displays the number of special and general court-martials, along with acquittals. Users run this report by entering the desired date range. The report pulls all cases which have a disposition date between the dates provided.



LITIGATION REPORT

Report Start Date: 1/1/2013
Report End Date: 8/13/2013

To Return Back To The CMS: Click Here

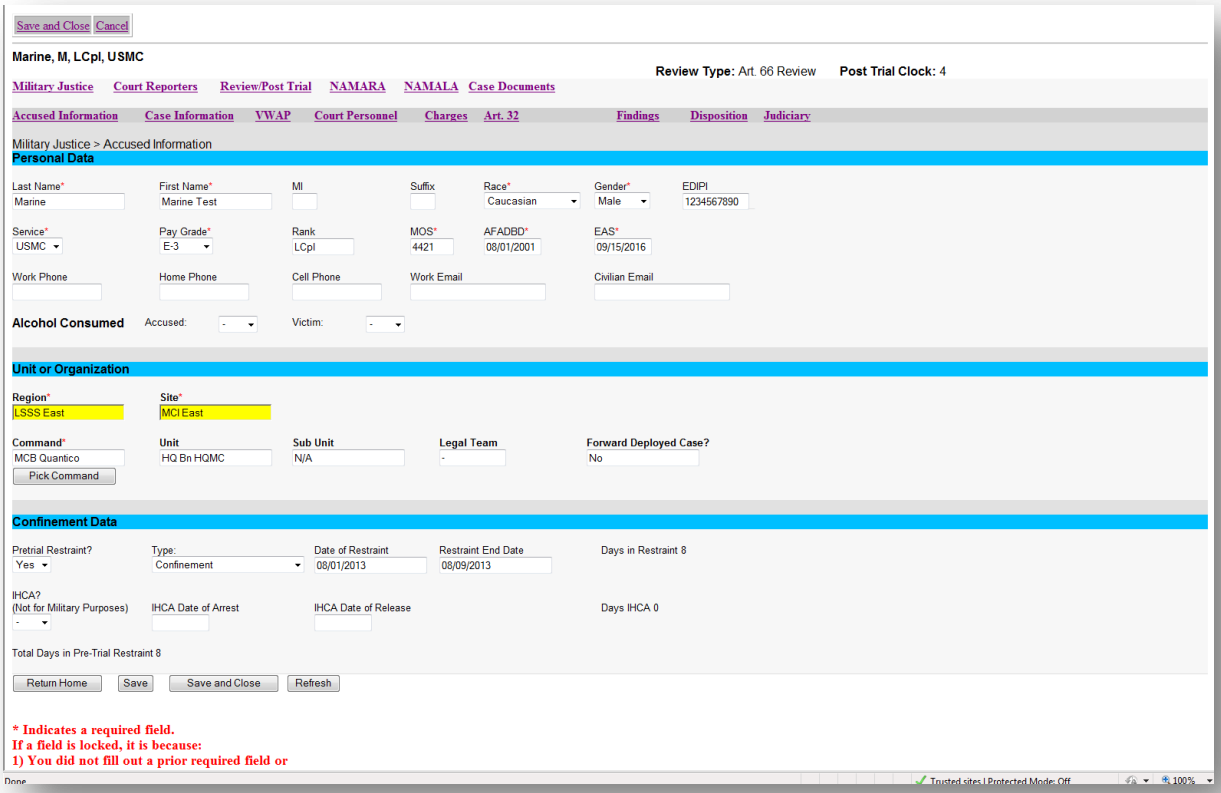
Type of Courts-Martial	Uncontested	Contested	Unknown Contested	Total	Acquittals
General Courts-Martial	7	14	0	21	7
Special Courts-Martial	27	16	0	43	12

Chapter 3

Military Justice

Introduction: The Military Justice section of CMS covers cases in the pretrial and trial phases, from date of receipt of an RLS or other notification of a military justice case through the date of sentencing or alternate disposition of a case.

1. **Accused Information Tab:** This tab covers the accused's personal information including command information, contained in the RLS or in the MCTFS database (3270). Enter the date and type of any pretrial restraint, including pretrial restriction or military or civilian confinement (IHCA for military purposes). The command information identifies who will have oversight over the case. If you are part of a forward LSSS, send the command structure of the units your LSSS supports to JAI. If the units do not fall under your Command structure in CMS, JAI has the ability to add or delete commands.

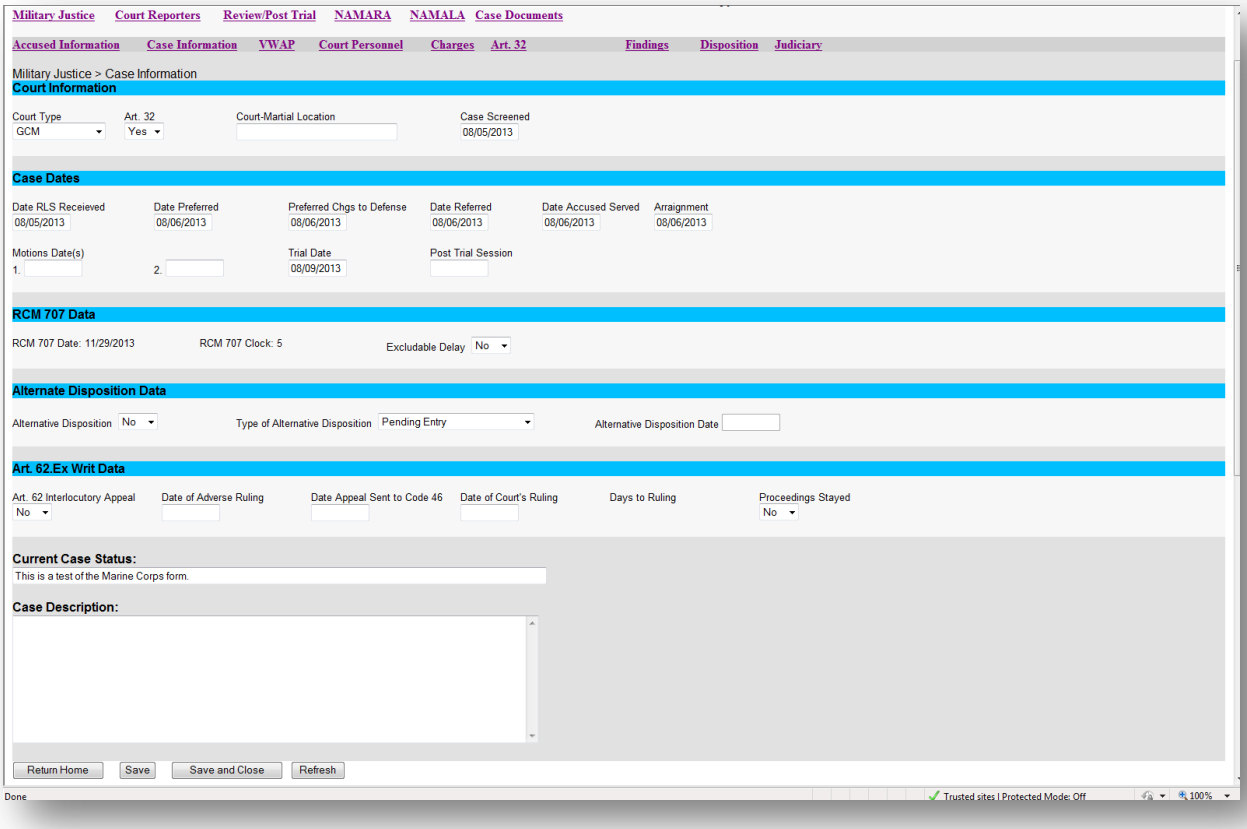


CMS Field Name	Description
Last Name:	The full last name of the Accused. [Text Field] (Required Field)
First Name:	The full first name of the Accused. [Text Field] (Required Field)
Middle Initial:	The middle initial of the Accused. [Text Field]
Suffix	The suffix of the Accused. [Text Field]
Race	The race of the Accused. [Drop Down Box] (Required Field)
Gender	The gender of the Accused. [Drop Down Box] (Required Field)
EDIPI	The 10 digit Electronic Data Interchange Personal Identifier number of the Accused. [Numeric Text Field]

Service	The branch of service of the Accused. [Drop Down Box] (Required Field)
Pay Grade	The pay grade of the Accused. [Drop Down Box] (Required)
Rank	The rank of the Accused. [Text Field]
MOS	The military occupational specialty code of the Accused. [Number Field] (Required Field)
AFADBD	The armed forces active duty base date of the Accused. [Date Field] (Required Field)
EAS	The end of active service date for the Accused. [Text Field] (Required Field)
Work Phone	The work telephone number of the Accused. [Text Field]
Home Phone	The home telephone number of the Accused. [Text Field]
Cell Phone	The cellular telephone number of the Accused. [Text Field]
Work Email	The work/government email address of the accused. [Text Field]
Civilian Email	The civilian email address of the accused. [Text Field]
Alcohol Consumed	Indicate if alcohol was consumed for the case, for the Accused and Victim, if applicable. [Drop Down Box]
Region	The Legal Services Support Section Region where the case is being processed. [Drop Down Box] (Required Field)
Site	The location where the case is being processed. The exception to this is the Marine Corps Installations, which is the site for the commands. [Drop Down Box] (Required Field)
Command	The first general court-martial convening authority (GCMCA) in the accused's chain of command. [Drop DownBox] (Required Field)
Unit	The unit of the accused. The Special Court-Martial convening authority.**If deployed units are outside the command structure contact JAI to add the command to your drop down box.* [Drop Down Box] (Required Field)
Sub Unit	The immediate command of the Accused, such as the company command or section, if applicable. This may also be the special court-martial convening authority. The commands will appear in the drop down box, only if applicable. **If deployed units are outside the command structure,contact JAI to add the command to your drop down box.* [Drop Down Box] (Required Field if there is a command applicable)
Legal Team	The legal team that is processing the case, if applicable. [Drop Down Box]
Forward Deployed Case	Is this case being processed by a forward unit? [Drop Down Box]
Pretrial Restraint	The Accused was placed into pretrial Restraint. [Drop Down Box]
Type	The type of pretrial restraint the Accused was placed in. [Drop Down Box] (Pretrial Restraint field must be "Yes")
Date of Restraint	The date the Accused was placed into pretrial restraint. This starts the RCM 707 clock if 1) there is a date in this field, 2) the type of type of restraint is confinement and 3) the date the accused enters pretrial restraint is before the Preferral Date. [Date Field] (Pretrial Restraint field must be "Yes") **If pretrial restraint is "no", this field will not show up.*
Restraint End Date	The date the Accused was released from pretrial restraint if released

	prior to trial. [Date Field] (Pretrial Restraint field must be "Yes") **If pretrial restraint is "no", this field will not show up.*
Day in Restraint	The number of days the Accused has been in pretrial restraint. This field will give a running number of days the Accused was in pretrial restraint if there is no restraint end date. [Calculated Field] **If pretrial restraint is "no", this field will not show up.*
IHCA	The Accused is in the hands of civilian authorities, not for military purposes. [Drop Down Box]
IHCA Date of Arrest	The date the Accused was placed in the hands of civilian authorities, not for military purposes. [Date Field] (IHCA field must be "Yes")
IHCA Date of Release	The date the Accused was released from the hands of civilian authorities, not for military purposes. [Date Field] (IHCA field must be "Yes")
Days IHCA	The calculated number of days the Accused was in the hands of civilian authorities. This field will give a running number of days the Accused was in pretrial restraint if there is no restraint end date. [Calculated Field]
Total Days in PTR	The calculated number of days the Accused has been in pretrial restraint and in the hands of civilian authorities. This field will give a running number of days the Accused was in both locations if there is no restraint end date. [Calculated Field]

2. **Case Information Tab**: This tab contains fields for entry of essential dates for managing the case, excludable delay time, alternate disposition information, and case notes and allows uploading of case documents. Enter the preferral, referral, arraignment, motions, and trial dates. In this section enter all speedy trial excludable delay time immediately after it is granted. Enter alternative disposition information if applicable. Finally, enter case notes you want to appear on the CMS military justice report and upload documents into the case, if desired.

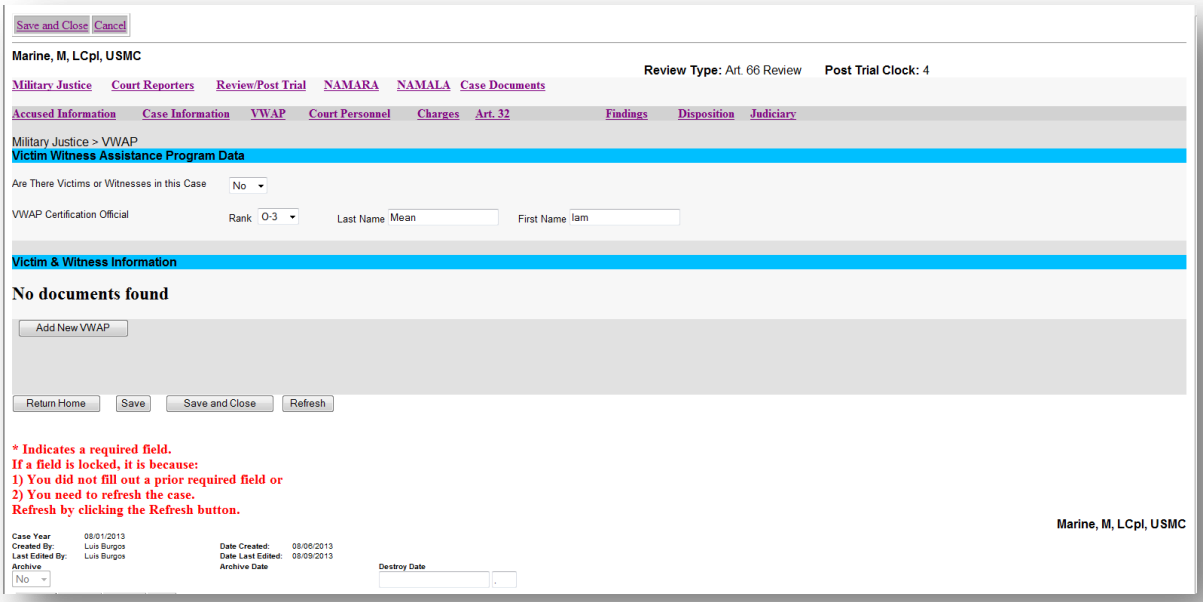


CMS Field Name	**Description**
Court Type	The type of court for this case. [Drop Down Box] (Required Field)
Art. 32	Drop down box allows entry indicating there is an Article 32 hearing and opens the 32 information tab. [Drop Down Box] (This will open up the Article 32 tab)
Court-Martial Location	The physical location of the Court-Martial. [Text Field] (Required Field)
Case Screened	Date the case was screened by the Military Justice Section. [Date Field]
Date RLS Received	The date the law center receives the request for legal service. [Date Field]
Date Preferred	The date the charges are preferred. This starts the RCM 707 clock unless the accused has already been in pretrial confinement. [Date Field] (Date RLS Received field must have a date)

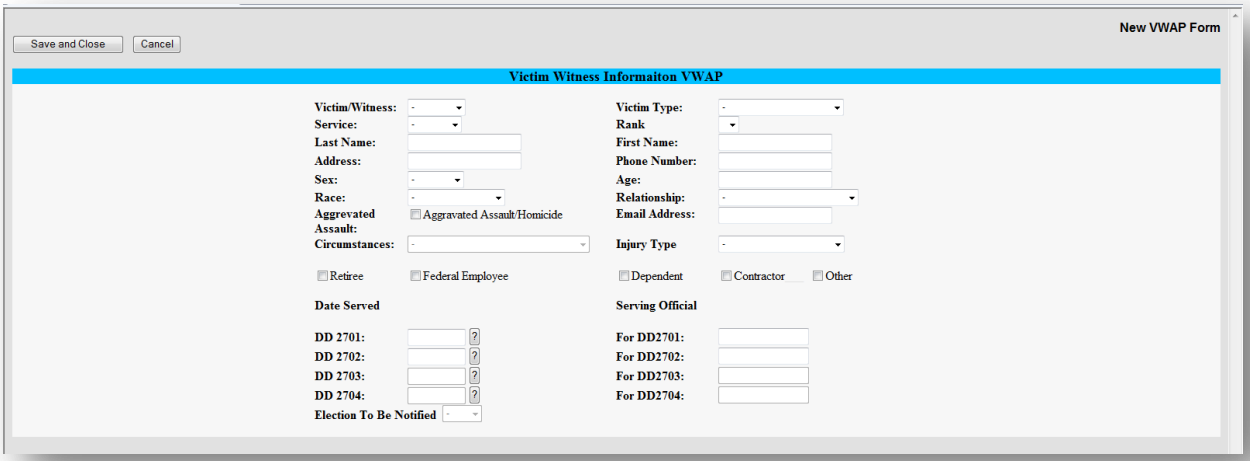
Preferred Chgs to Defense	The date the charge sheet is delivered to the defense. [Date Field] (Date Preferred field must have a date)
Date Referred	The date the charge sheet is referred. [Date Field] (Preferred Charges to Defense field must have a date)
Date Accused Served	The date the charge sheet was served on the accused. [Date Field] (Date Referred field must have a date)
Arraignment	Enter either the date any motion for docketing (MFD) is approved by the military judge or the date the accused is arraigned, whichever is earlier. If a MFD is approved, the actual arraignment date will occur on the date of the first Article 39a hearing or another date as determined by the military judge, but need not be captured here. The point of this field is to stop the RCM 707 speedy trial clock. [Date Field] (Date Accused Served field must have a date)
Motion Date(s)	The dates of any motions hearing(s) for the case. [Date Field] (Date Accused Served field must have a date) **This is a single date field. The field will only show one date for the motion. If Motions Date(s) is populated with a date, a second date box will pop up beneath the Motion(s) Date on page refresh. This is for you to add the second date.*
Trial Date	The date trial begins. To capture the dates of multiple day trials enter the dates in the remarks field. [Date Field] (Date Accused Served field must have a date)(Required Field)
Post Trial Session	The date of any post trial session for this case. [Date Field] (Date Disposition field must have a date)
RCM 707 Date	The last date to arraign the accused for the speedy trial delay. Calculated by 120 days from date of entry into pretrial confinement date, IHCA date, or the Preferral date minus excludable delay. A date entered into the Arraignment/MFD field stops the clock. [Calculated Field]
RCM 707 Clock	The current number of days on the RCM 707 Clock including excludable delay if entered. The clock starts when either the pretrial confinement date, IHCA date, or the date of preferral is entered and stops when the Arraignment/MFD date is entered. This number will be recalculated once excludable delay is entered. [Calculated Field]
Excludable Delay	Captures whether any excludable delay was granted by the convening authority or military judge by a yes or no drop down box. [Drop Down Box] (Required)
Excludable Delay	If there is excludable delay in the case, it must be entered here. The button will bring up a pop-up box that allows the user the ability to add and remove excludable delay. [Button]
Update	This will allow you to update the screen to show the added, removed or modified excludable delay. This will also allow you to update the data for the RCM 707 Date and Clock. [Check Box]
Start Date	The date that the excludable delay started. [Date Field]
End Date	The date that the excludable delay ended. [Date Field]

# of Days	The calculated number of days for the excludable delay. This field will give the total number of days. [Calculated Field]
Responsible Party	The responsible party for requesting the excludable delay. The responsible party can be the TC, DC, MJ, or CA. [Drop Down Box]
Alternative Disposition	Was there an alternative disposition in this case? If so, drop down box allows entry of yes or no. [Drop Down Box]
Type of Alternate Disposition	The type of alternative disposition in this case. [Drop Down Box] Disposition: (Alternative Disposition field must be "Yes")
Alternate Disposition Date	The date of the alternative disposition in this case. [Drop Down Box] (Alternative Disposition field must be "Yes")
Art. 62 Interlocutory Appeal	Was there an Art. 62 Interlocutory Appeal field for the case. [Drop Down Box]
Date of Adverse Ruling	Date of adverse ruling that prompted the Art. 62 Appeals. [Date Field]
Date Appeal Sent to Code 46	Date appeal field with Code 46. [Date Field]
Date of Court's Ruling	Date Court made a ruling on the Art. 62 appeal. [Date Field]
Days to Ruling	Total number of days from date appeal field to date of court's ruling. [Calculated Field]
Proceedings Stayed	Were the proceedings stayed during the Art. 62 appeal. [Drop Down Box]
Current Case Status	Remarks for the Military Justice section for the case. These are the remarks that will show on the Reports. [Text Field]
Case Description	Brief description of the facts and circumstances about the case. [Text Field]

3. **Victim/Witness Assistance Program (VWAP) Tab**: This tab tracks VWAP data required for annual reporting and provides information to track victims and witnesses for later trial or appellate court proceedings, clemency and parole hearings. Enter the victim or witness information for the case, including the victim(s)' or witness(es)' name(s), address(es), and phone number(s), the date the DD Form 2701, DD Form 2702, DD Form 2703, and DD Form 2704 were delivered or signed, and note the serving official for those documents (i.e. the trial counsel).



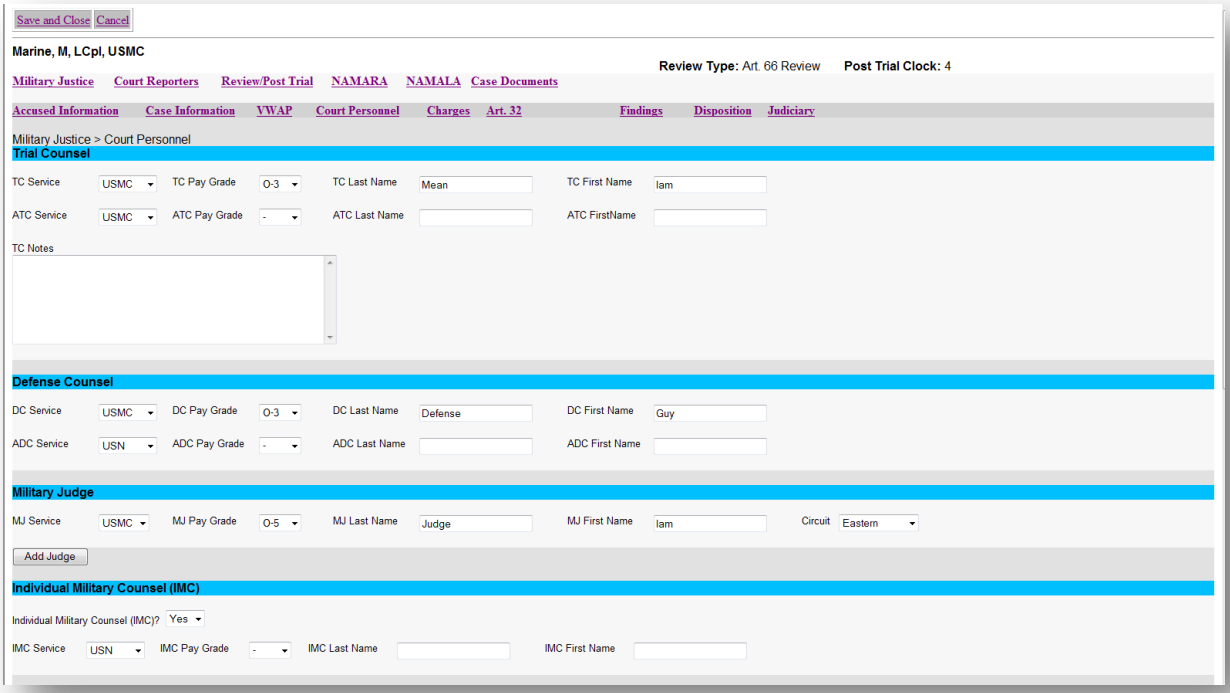
CMS Field Name	Description
Are There Victims or Witnesses in this Case	Was there a victim(s) or witness(es) in this case? [Drop Down Box](Required Field)
VWAP Certification Official	
Rank	The pay grade of the official who certifies whether there is a victim or witness in the case. [Drop Down Box] (Required Field)
Last Name	The last name of the official who certifies whether there is a victim or witness in the case. [Text Box] (Required Field)
First Name	The first name of the official who certifies whether there is a victim or witness in the case. [Text Box] (Required Field)
Add New VWAP	The button that will bring up a pop-up box that will allow the user the ability to select the VWAP Information for the case. [Button]

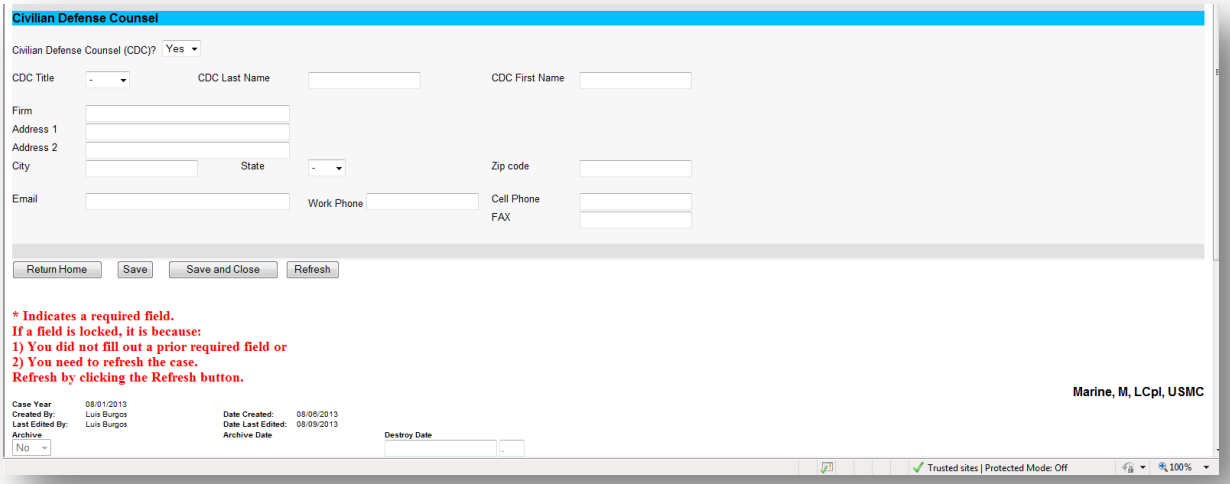


CMS Field Name	**Description**
Victim/Witness	Select if the person was a victim or a witness in the case. [Drop Down Box] (Required Field)
Victim Type	The type of victim they were for this case. [Drop Down Box]
Service	The branch of service of the victim or witness or if they were civilian. [Drop Down Box]
Rank	The rank of the victim or witness if military or their title if civilian. [Drop Down Box]
Last Name	The full last name of the victim or witness. [Text Field] (Required Field)
First Name	The full first name of the victim or witness. [Text Field] (Required Field)
Address	The full address of the victim or witness. [Text Field]
Phone Number	The full phone number of the victim or witness. [Text Field]
Sex	The sex of the victim or witness. [Drop Down Box]
Age	The age of the victim or witness. [Drop Down Box]
Race	The race of the victim or witness. [Drop Down Box]
Relationship	The relationship to the accused. [Drop Down Box]
Aggravated Assault	The case was an aggravated assault case. [Check Box]
Email Address	The e-mail address of the victim or witness. [Text Field]
Circumstances	The circumstance of the aggravated assault. [Drop Down Box]
Injury Type	The type of injury the victim or witness suffered in the case. [Drop Down Box]
Retiree	The victim or witness was a retiree. [Check Box]
Federal Employee	The victim or witness was a federal employee. [Check Box]
Dependent	The victim or witness was a dependant. [Check Box]
Contractor	The victim or witness was a contractor. [Check Box]
Other	The victim or witness was of another category. [Check Box]
DD 2701	The date that the DD 2701 form was served. [Date Field]
DD 2702	The date that the DD 2702 form was served. [Date Field]
DD 2703	The date that the DD 2703 form was served. [Date Field]
DD 2704	The date that the DD 2704 form was served. [Date Field]
Election to be Notified	Whether the victim or witness elected to be notified of confinement

	status. [Drop Down Box]
For DD 2701	The Official that issued the DD 2701 form. Usually an NCIS agent, CID investigator or MP. [Text Field]
For DD 2702	The Official that issued the DD 2702 form, usually the TC. [Text Field]
For DD 2703	The Official that issued the DD 2703 form, usually the TC. [Text Field]
For DD 2704	The Official that issued the DD 2704 form – the TC. [Text Field]
? (Button)	This button will bring up a short description of this document and when this document is supposed to be completed and by whom. [Button]

4. **Court Personnel Tab**: This tab documents the names of essential court personnel, including: the trial counsel (TC), defense counsel (DC) (including detailed DC, civilian DC and/or an individual military counsel (IMC)and military judge. Trial counsel may also input case notes for this case.



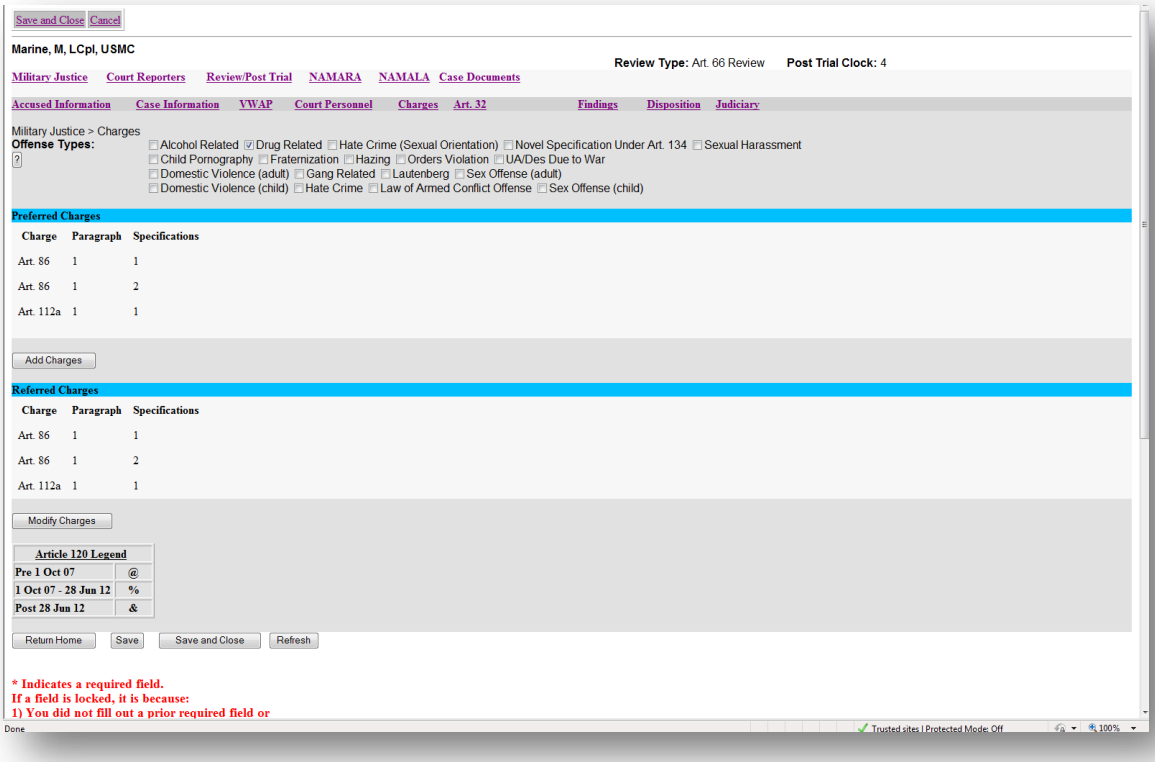


CMS Field Name	Description
TC Service	The trial counsel's service. [Drop Down] (Required Field)
TC Pay Grade	The trial counsel's pay grade. [Drop Down] (Required Field)
TC Last Name	The trial counsel's last name. [Text Field] (Required Field)
TC First Name	The trial counsel's first name. [Text Field]
ATC Service	The assistant trial counsel's service. [Drop Down]

ATC Pay Grade	The assistant trial counsel's pay grade. [Drop Down]
ATC Last Name	The assistant trial counsel's last name, if any. [Text Field]
ATC First Name	The assistant trial counsel's first name, if any. [Text Field]
TC Notes	Trial Counsel notes. [Text Field]
DC Service	The defense counsel's service. [Drop Down] (Required Field)
DC Pay Grade	The defense counsel's pay grade. [Drop Down] (Required Field)
DC Last Name	The defense counsel's last name. [Text Field] (Required Field)
DC First Name	The defense counsel's first name. [Text Field]
ADC Service	The assistant defense counsel's service. [Drop Down]
ADC Pay Grade	The assistant defense counsel's pay grade. [Drop Down]
ADC Last Name	The assistant defense counsel's last name. [Text Field]
ADC First Name	The assistant defense counsel's first name. [Text Field]
MJ Service	The military judge's service. [Drop Down] (Required Field)
MJ Pay Grade	The military judge's pay grade. [Drop Down] (Required Field)
MJ Last Name	The military judge's last name. [Text Field] (Required Field)
MJ First Name	The military judge's first name. [Text Field]
Circuit	The military judge's jurisdictional circuit. [Drop Down Box]
Add Judge	Select to enter additional judge's information. [Button]
IMC	A yes or no field to indicate whether there is a individual military counsel detailed. [Drop Down Box]
IMC Service	The individual military counsel's service. [Text Field] (CDC field must be "Yes")
IMC Pay Grade	The individual military counsel's pay grade. [Text Field] (CDC field must be "Yes")
IMC Last Name	The individual military counsel's last name. [Text Field] (CDC field must be "Yes")
IMC First Name	The individual military counsel's first name. [Text Field] (CDC field must be "Yes")
CDC	A yes or no field to indicate whether there is a civilian defense counsel detailed. [Drop Down Box]
CDC Title	The civilian defense counsel's title. [Drop Down] (CDC field must be "Yes")
CDC Last Name	The civilian defense counsel's last name. [Text Field] (CDC field must be "Yes")
CDC First Name	The civilian defense counsel's first name. [Text Field] (CDC field must be "Yes")
Firm	The civilian defense counsel's firm. [Text Field] (CDC field must be "Yes")
Address 1	The civilian defense counsel's Address. [Text Field] (CDC field must be "Yes")
Address 2	The civilian defense counsel's Address continued. [Text Field] (CDC field must be "Yes")
City	The civilian defense counsel's city. [Text Field] (CDC field must be "Yes")
State	The civilian defense counsel's state. [Text Field] (CDC field must be "Yes")
Zip Code	The civilian defense counsel's zip code. [Text Field] (CDC field must be "Yes")

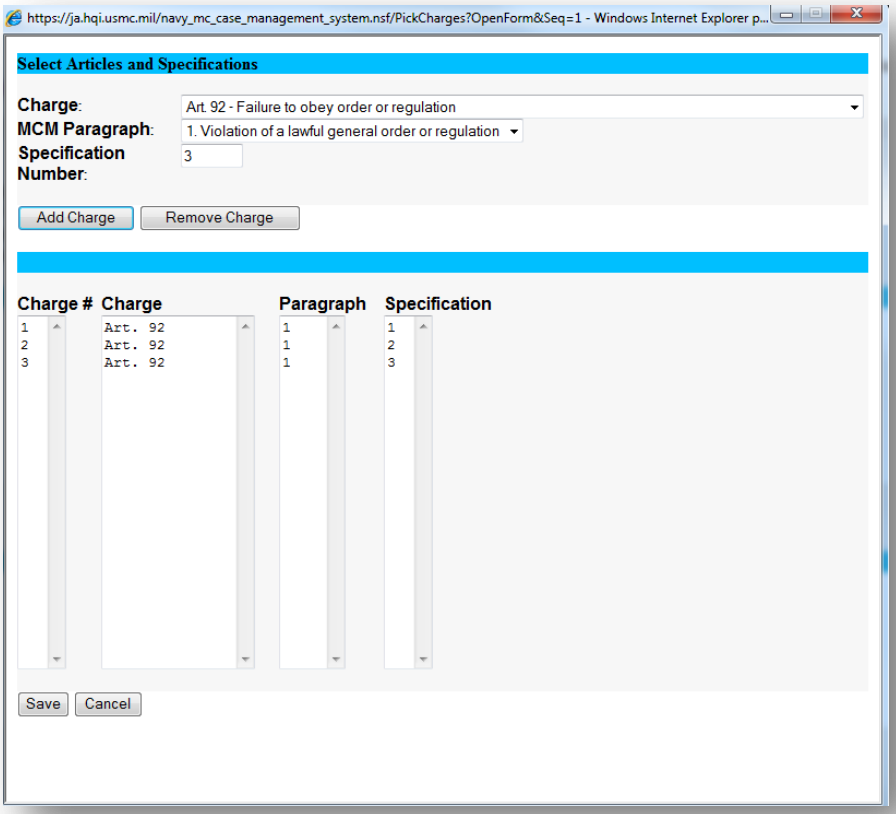
Email	The civilian defense counsel's email address. [Text Field] (CDC field must be "Yes")
Work Phone	The civilian defense counsel's work telephone number. [Text Field] (CDC field must be "Yes")
Cell Phone	The civilian defense counsel's cellular telephone number. [Text Field] (CDC field must be "Yes")
FAX	The civilian defense counsel's fax number. [Text Field] (CDC field must be "Yes")
Summary Court-Martial Officer Data (Court Type must be SCM)	
Unit	The unit of the Summary Court-Martial Officer. [Text Field] (Required Field)
Service	The service of the SCMO. [Drop Down Box] (Required Field)
Pay Grade	The pay grade of the SCMO. [Drop Down Box] (Required Field)
SCMO Last Name	The last name of the SCMO. [Text Field] (Required Field)
SCMO First Name	The first name of the SCMO. [Text Field] (Required Field)

5. **Charges -** This tab documents all the charges that were preferred and referred for the case. Once the trial counsel prefers the charges you must enter each charge and specification here using the drop down fields to capture the number and title of charge(s) and each specification. You should also check one of the blocks for the "offense type" as appropriate (e.g, Alcohol related, Child pornography, Domestic Violence, Sex Offense, etc.) if one of the offense types is applicable to any of the charges or specifications in the case. Consult the TC or MJO if the CMS help list under the question mark icon does not answer your question.



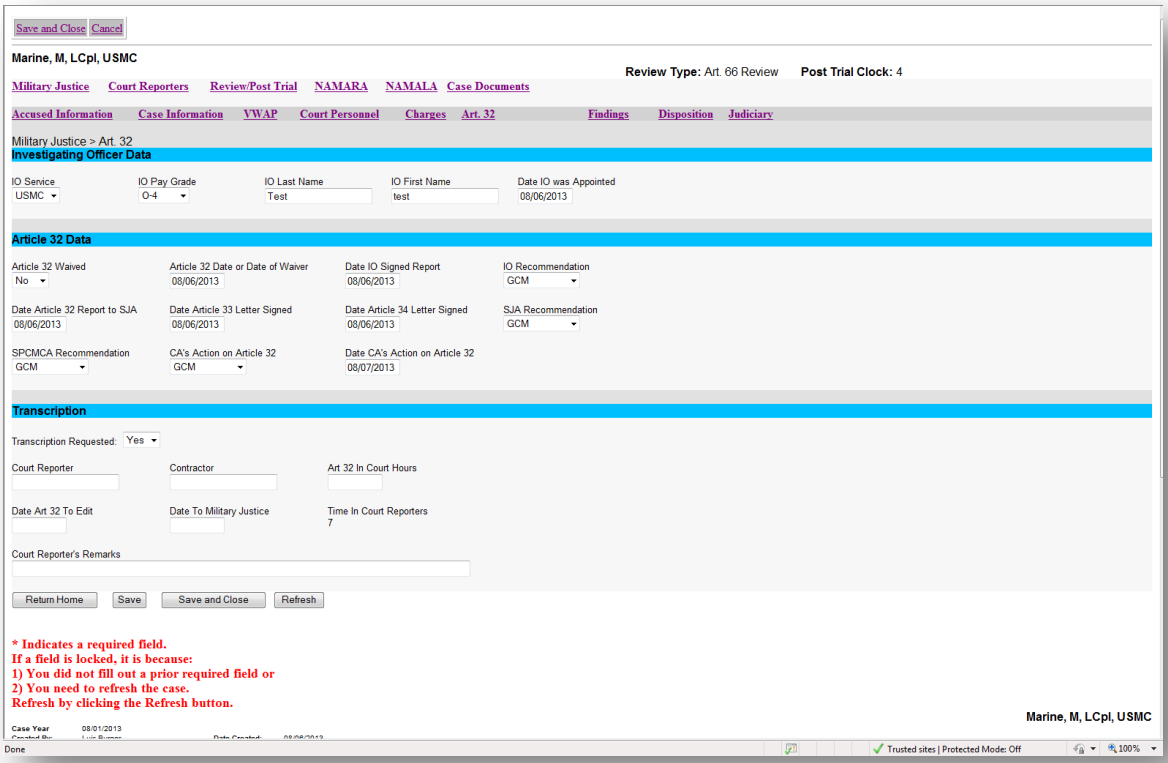
CMS Field Name	**Description**
Offense Types	The type of offenses charged upon preferral. You may choose more than one and must include all. [Check Box]
Offense Type Help	This will bring up definitions for the Offense Types. [Button]
Add Charges	Button for a pop-up box, to select the charge, paragraph, description, and specifications during the preferral of charges. [Button]
Charge	The sequential numbers of the charge in order as you enter the charges. This number is used to remove the charge. [Calculated Field]
Paragraph	Drop down box for entry of the subparagraph for the UCMJ article for each charge. For instance – Article 92, subparagraph 2 – 92(2). [Drop Down Box] and [Calculated Field]
Specification	The specification number for the charge as it appears on the charge sheet. [Calculated Field]
Modify Charges	Opens a new window to enter or modify the charges. [Button]

To add new or modify charges select the “Add Charges”/”Modify Charges” button”. The below form will open in a new window.



CMS Field Name	**Description**
Charge	Drop down box for entry of the appropriate UCMJ article for each charge. [Drop Down Box] and [Calculated Field]
MCM Paragraph	Drop down box for entry of the subparagraph for the UCMJ article for each charge. For instance – Article 92, subparagraph 2 – 92(2). [Drop Down Box] and [Calculated Field]
Specification Number	The specification number for the charge as it appears on the charge sheet. Charges with multiple specifications must be entered separately. For example: for a case with 3 specifications of Art. 92 you must enter the charge and the same MCM Paragraph three separate times, each time updating the specification number. [Text Field]
Add Charge	Adds the select charge, paragraph and specification to the charges list. [Button]
Remove Charge	Opens a new pop-up window. Enter the number of the charge from the Charge # column you would like to remove. Charges must be removed one at a time. [Button]
Save	Saves the charges selected. [Button]
Cancel	Closes the worm without saving the charges. [Button]

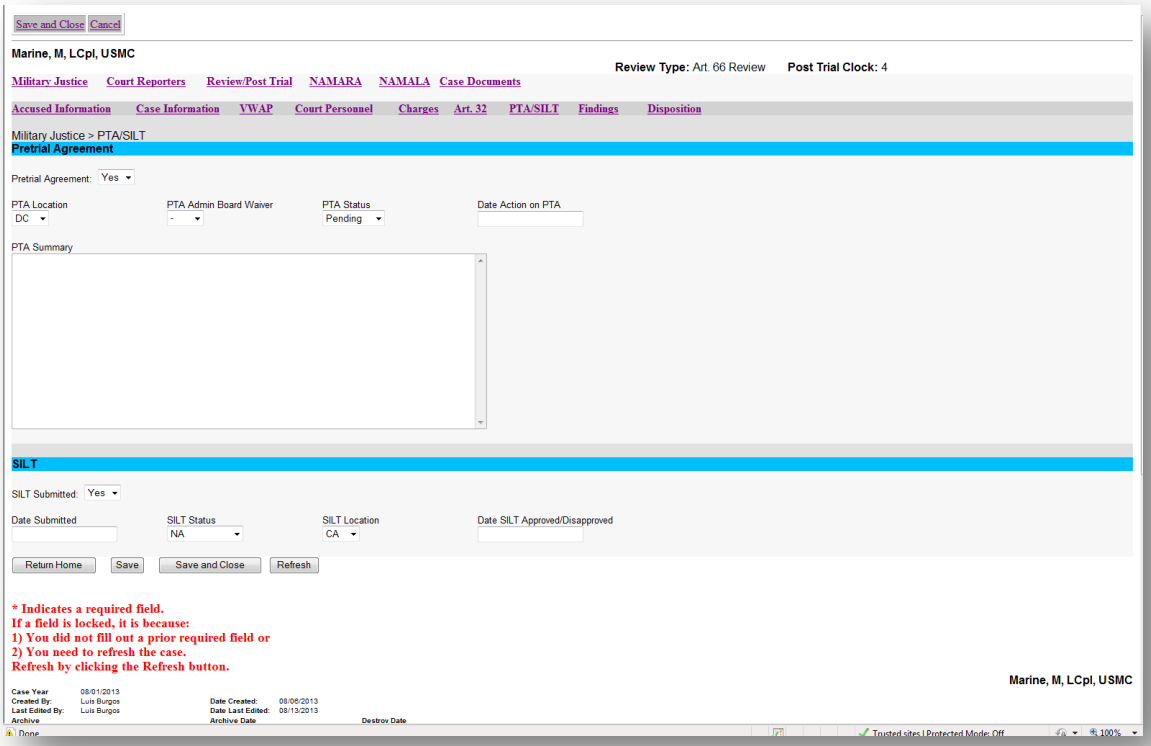
6. **Article 32**: The Article 32 (Art. 32) tab captures dates applicable to the Article 32 process, information about the Investigating Officer (IO), waiver information (if applicable), the date the Article 33 commander's letter is signed, the date the Article 34 SJA advice letter is signed, the IO, SJA and SPCM convening authority recommendations and transcription process (if applicable). *Article 32 Field must be "Yes" to see this area.*



CMS Field Name	**Description**
IO Service	The branch of service of the investigating officer. [Drop Down Box]
IO Pay Grade	The pay grade of the investigating officer. [Drop Down Box]
IO Last Name	The last name of the investigating officer. This should be in initial capitalization. [Text Field]
IO First Name	The first name of the investigating officer. This should be in initial capitalization. [Text Field]
Date IO was Appointed	The date the investigating officer was appointed. [Date Field]
Article 32 Waived	The Article 32 hearing was waived. [Drop Down Box]
Article 32 Date or Date of Waiver	The date of the Article 32 hearing or waiver date. [Date Field]
Date IO Signed Report	The date the IO signed the Article 32 Report. [Date Field] (Article 32 Waived field must be "No")
IO Recommendation	Allows entry of IO's recommendation for disposition of charges. [Drop Down Box] (Article 32 Waived field must

	be “No”)
Date Article 32 Report to SJA	The date the Article 32 report was sent to the SJA. [Date Field] (Date IO Signed field must have a date)
Date Article 33 Letter Signed	The date the SJA signed the Article 33 letter. [Date Field] (Date Article 32 Report to SJA field must have a date)
Date Article 34 Letter Signed	The date the SJA signed the Article 34 advice letter. [Date Field] (Date Article 33 Letter Signed field must have a date)
SJA Recommendation	The recommendation the SJA made in the Article 34 letter. [Drop Down Box]
SPCMCA Recommendation	Allows entry of SPCMCA’s Article 33 letter recommendation regarding disposition in light of the Article 32 report. [Drop Down Box]
CA’s Action on Article 32	Allows entry of GCMCA disposition decision. [Drop Down Box]
Date CA’s Action on Article 32	The date the CA took action on the Article 32. [Date Field]
Transcription Requested	There was a transcription requested. [Drop Down Box]
Court Reporter	The Court Reporter’s Last Name. [Text Field] (Transcription Requested field must be “Yes”)
Contractor	The Contractor’s full name, if applicable. [Text Field] (Transcription Requested field must be “Yes”)
Art. 32 In Court Hours	The time the Article 32 took in hours and fractions of hours by tenths of an hour (6 minute increments per .1). [Number Field] (Transcription Requested field must be “Yes”)
Date Art. 32 to Edit	The date the Article 32 started to be edited. [Date Field] (Transcription Requested field must be “Yes”)
Date to Military Justice	The date the completed Article 32 was sent to the military justice. [Date Field] (Transcription Requested field must be “Yes”)
Time in Court Reporters	The time the Article 32 was in the Court Reporter’s office in days. [Calculated Field]
Court Reporter’s Remarks	Remarks for the Court Reporter’s section for the Article 32. [Text Field]

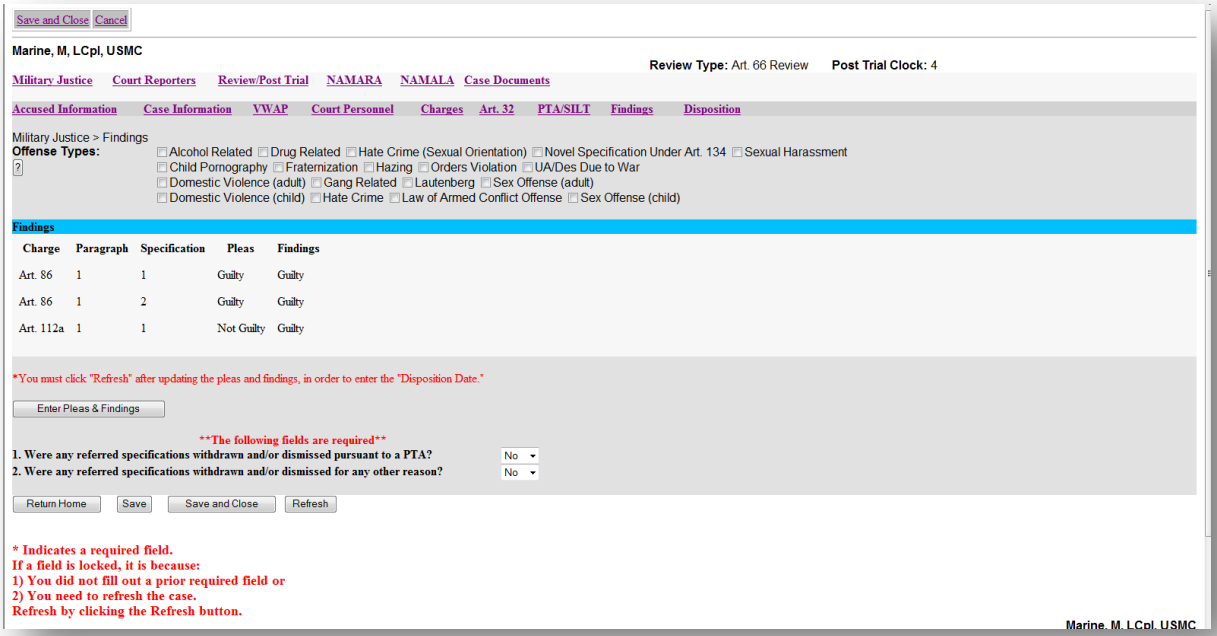
7. **PTA/SILT**: This tab captures information relating to a pretrial agreement (PTA) or Separation in Lieu of Trial (SILT), if applicable. You should enter the following information regarding the PTA: whether a PTA has been offered and approved, the location of the PTA, the date of approval, and a summary of the terms, including board waiver terms. You should enter the following information regarding a SILT: whether a SILT has been submitted by the defense, the date submitted, the current status, location of the SILT request and whether it was approved or disapproved. *Accused Information must be completed to see this Area.*



CMS Field Name	**Description**
Pretrial Agreement	Drop down yes or no box indicating whether there was a pretrial agreement in the case. [Drop Down Box]
PTA Location	The location of the pretrial agreement. [Drop Down Box] (Pretrial Agreement field must be "Yes")
PTA Admin Board Waiver	The pretrial agreement had an administrative separation board waiver. [Drop Down Box] (Pretrial Agreement field must be Separation Board Waiver: "Yes")
PTA Status	Drop down box yes or no box indicating whether the pretrial agreement was approved in the case. [Drop Down Box] (Pretrial Agreement field must be "Yes")
Date Action on PTA	The date action was taken on the pretrial agreement. [Date Field]
PTA Summary	The summary of the pretrial agreement. [Rich Text Field] (Pretrial Agreement field must be "Yes")
SILT Submitted	Drop down yes or no box indicating whether there was a

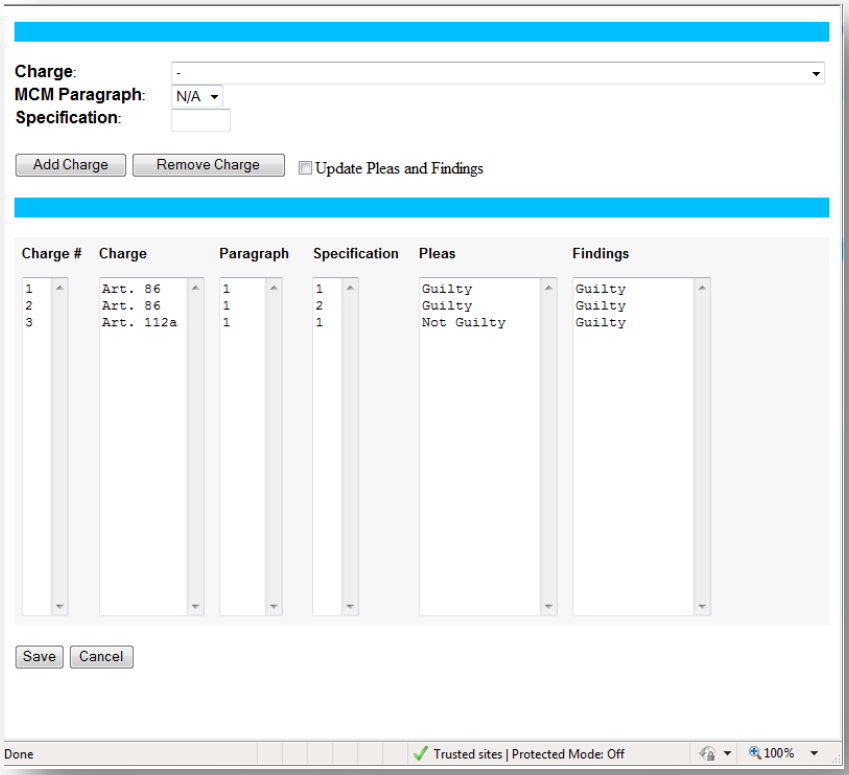
	separation in lieu of trial in the case. [Drop Down Box]
Date Submitted	The date the separation in lieu of trial was submitted in the case. [Drop Down Box] (SILT field must be "Yes")
SILT Status	The status of the separation in lieu of trial. [Drop Down Box] (SILT field must be "Yes")
SILT Location	The location of the separation in lieu of trial. [Drop Down Box] (SILT field must be "Yes")
Date SILT Approved/Disapproved	The date the separation in lieu of trial was approved or disapproved. [Date Field] (SILT field must be "Yes")

8. **Findings**: This tab captures the outcome of the case on the merits (guilty or not guilty). You must enter whether the accused was found guilty or not guilty (whether) by members or military judge) for each charge and specification. You must also update the offense type. *Date of trial and referral must be completed to see this Area.*



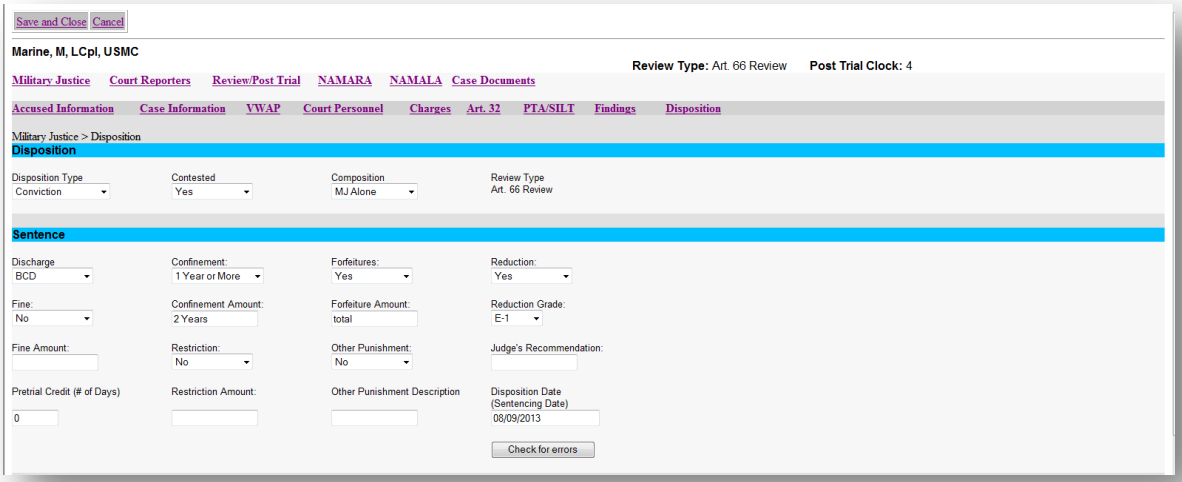
CMS Field Name	**Description**
Offense Types	The type of offenses the accused is charged with during the findings. You may choose more than one. [Check Box]
Offense Type Help [?]	This will bring up definitions for the Offense Types. [Button]
Enter Pleas & Findings	The button that will bring up a pop-up box that will allow the user the ability to select the charge, paragraph, description, occurrences, pleas, and findings during the findings. [Button]
Withdrawal/Dismissal of Charges	Indicate whether a charge was withdrawn or dismissed pursuant to a PTA or other reason. [Drop Down Box] (Required Fields)

Enter pleas and findings.



CMS Field Name	**Description**
Charge #	The type of offenses the accused is charged with during the findings. You may choose more than one. [Check Box]
Charge	This will bring up definitions for the Offense Types. [Button]
MCM Paragraph	The button that will bring up a pop-up box that will allow the user the ability to select the charge, paragraph, description, occurrences, pleas, and findings during the findings. [Button]
Specification	Indicate whether a charge was withdrawn or dismissed pursuant to a PTA or other reason. [Drop Down Box] (Required Fields)
Add Charge	Adds selected charge to the charges list. [Button]
Remove Charge	Opens new pop-up window. Enter Charge # to remove a charge. Charges must be removed one at a time. [Button]
Update Pleas and Findings	Check this to enable the pleas and findings for the case. [Check Box]
Pleas	The pleas the accused made for each charge/specification. [Drop Down Box] and [Calculated Field]
Findings	The findings for each charge/specification. [Drop Down Box] and [Calculated Field]

9. **Disposition**: This tab captures the date of disposition, the composition of the fact finder (members with enlisted, officer members or military judge alone), the sentence adjudged, military judge's clemency recommendation(s), if any, the amount of credit awarded for pretrial confinement, if any, and the date the record is provided to the Court Reporters. Once you enter all of this information, you must enter the date the record is provided to the Court Reporters in order to move the CMS case record electronically to the Court Reporter report. *Date of trial must be completed to see this Area.*



CMS Field Name	**Description**
Disposition Type	The type of disposition in the case. [Drop Down Box] (Required Field)
Contested	Indicate with the case was contested or not. [Drop Down Box] (Required Field)
Composition	The composition of the trial. [Drop Down Box] (Required Field)
Review Type	The review type of the case. [Auto-populated Text Field] **Uses the disposition data to determine what type of post-trial appellate review is required, if any. Art. 66, 69(a), or 64 review.*
Discharge	The type of discharge the accused received. [Drop Down Box] (Required Field)
Confinement	Was there confinement in the case and what was the timeframe of the confinement [Drop Down Box] (Required Field)
Forfeitures	Was there forfeitures in the case? [Drop Down Box] (Required Field)
Reduction	Was there a rank reduction in the case. [Drop Down Box] (Required Field)
Fine	Was there a fine in the case. [Drop Down Box] (Required Field)
Confinement Amount	The actual time in confinement that was adjudged in the case.

	[Text Field] (Confinement field must be “1 Year or More” or “Less than a year”)
Forfeiture Amount	The amount of forfeitures that were adjudged in the case. [Text Field] (Forfeitures field must be “Yes”)
Reduction Grade	The rank the accused was reduced to in the case. [Drop Down Box] (Reduction field must be “Yes”)
Fine Amount	The fine that was adjudged in the case. [Text Field] (Fines field must be “Yes”)
Restriction	Was there restriction in the case. [Drop Down Box] (Required Field)
Other Punishment	Was there another type of punishment in the case. [Drop Down Box] (Required Field)
Judge’s Recommendation	Military judge’s recommendation(s) for clemency, etc. [Text Field]
Pretrial Credit	Amount if pretrial credit awarded, if any. [Text Field]
Restriction Amount	The amount of restriction that was adjudged in the case. [Text Field] (Restriction field must be “Yes”)
Other Punishment Description	Any other punishment adjudged in the case. [Text Field] (Other Punishment field must be “Yes”)
Disposition Date	The date that the accused was sentenced in the case. [Date Field] (VWAP, VWAP Serving Official(s), must be completed) **This field moves the case to the Court Reporters Report.*
Check for errors	When click will check for all required fields in order to open the date disposition field. If errors are found a pop-up box with the errors will appear. [Button]

10. **Miscellaneous**: The information in the footer of the case file is miscellaneous data. This data will show across all tabs of the Case.

CMS Field Name	**Description**
Case Year	The Calendar year that the case occurs. Depending on where it is processing the case year can change. [Calculated Field]
Created By	The user who initially created the case. This will never change. [Calculated Field]
Date Created	The date that the case was created. [Calculated Field]
Last Edited by	The user who last edited the case. This will change every time the user saves and closes the case. [Calculated Field]
Date Last Edited	The date that the case was last edited. [Calculated Field]
Archive	The case is archived. Only cases that don't go to NAMARA for post-trial review will be archived. [Drop Down Box]
Archive Date	The date that the case was archived. This date will be calculated on the date that the Archive field is changed to "Yes"[Calculated Field]
Destroy Date	The date that the case can be destroyed. This is regulated by the Disposal Manual. This will depend on the Court Type Field as to when the date will be generated. [Calculated Field]

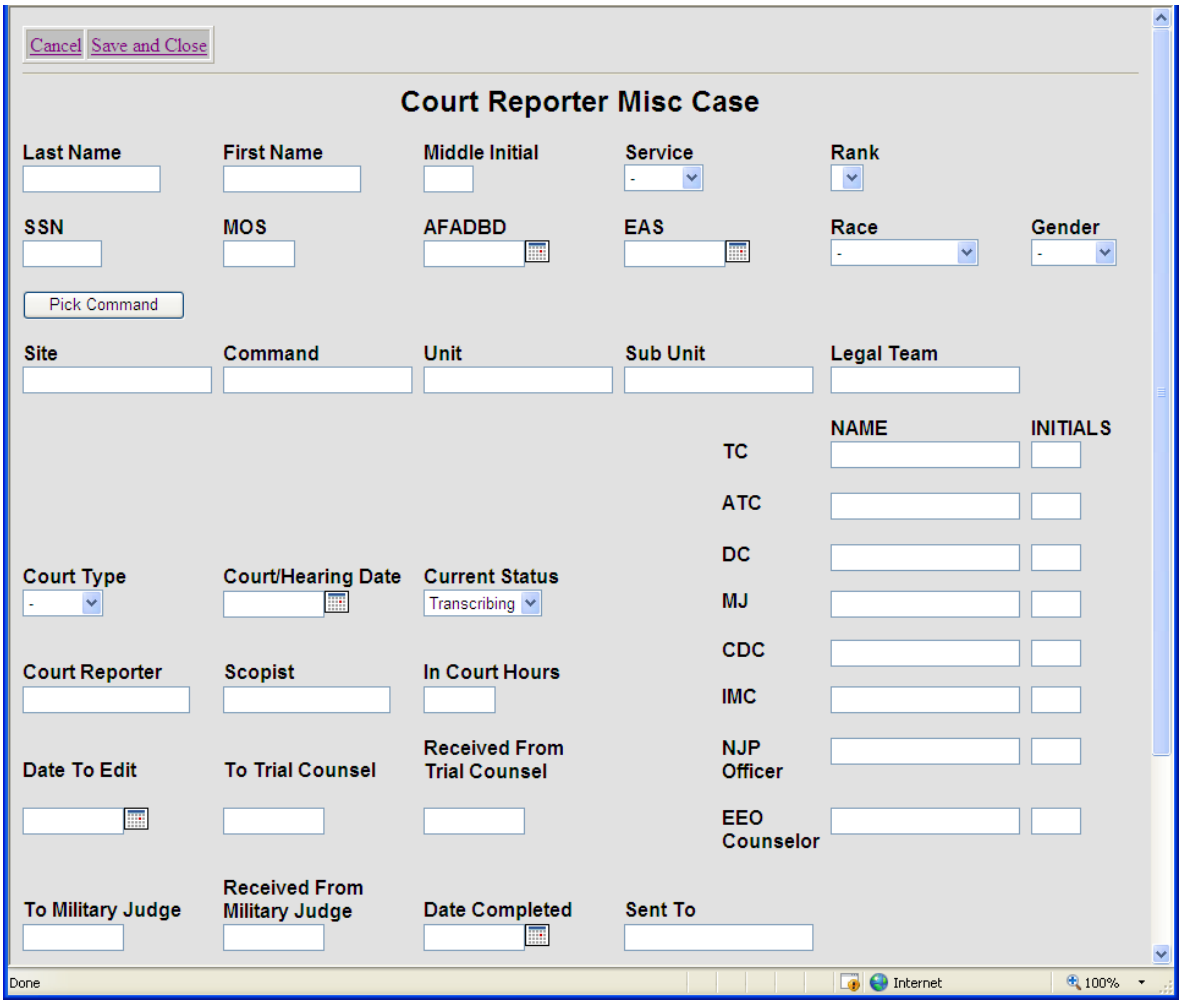
Chapter 4

Court Reporters

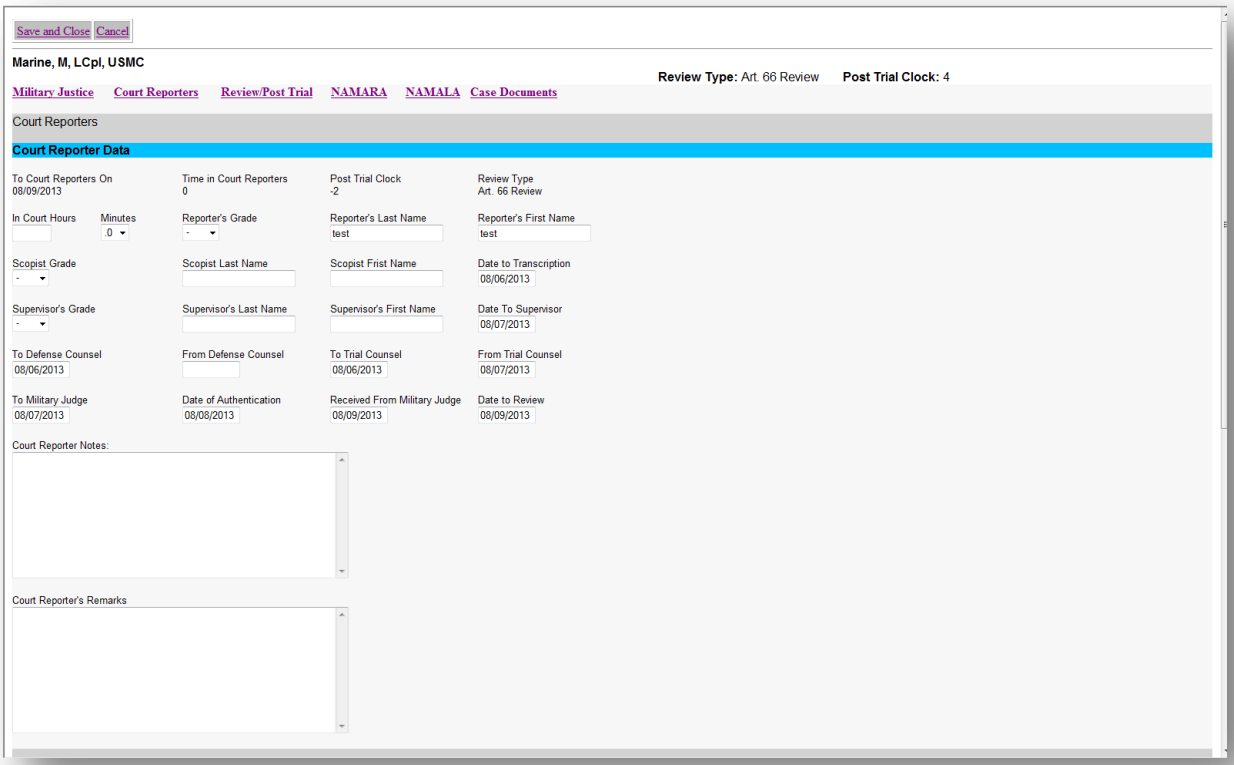
1. **Introduction:** The Court Reporter category captures data relating to the post-trial transcription and authentication of records of trial in preparation for the appellate review process. You will enter, track, and update all data that is relevant to the transcription and authentication process. A complete list of all fields is listed in below.

2. **Post-Trial Clock:** The Post-Trial Clock is based on the timelines established *US v. Moreno*. The government has 120 days from the date of sentencing until the date of the convening authority's action and 30 days from the date of the convening authority's action to the date the NMCCA dockets the case at the Navy Yard. The CMS post-trial clocks starts when a clerk enters the date of disposition and continues through the Review process until appellate review is completed (for our purposes, the review report is only through receipt by NAMARA). The CMS Post-trial clock also triggers icons to assist in tracking case timelines.

3. **Miscellaneous Court Reporter Form**: This form is for court reporters to enter court reporting activities that do not start in the military justice section.



4. **Court Reporter Form**: This form is for court reporters to enter information regarding the authentication of the record of trial.



CMS Field Name	**Description**
To Court Reporters On	The date that the case was received in the Court Reporter Office. [Calculated Field] (Disposition field must have date) **The court reporter gets the case for transcription on the date of the disposition. Auto-populated by entry of the date of disposition.*
Time in Court Reporters	The number of days the case was in the Court Reporter office, calculated from disposition date to date sent to Review. [Calculated Field]
Post Trial Clock	The number of days since the date of disposition. This number is started by the disposition date and ends on the date that NAMARA received the case. [Calculated Field]
Review Type	The type of review required under the Uniform Code of Military Justice (UCMJ) under articles 64, 66, or 69(a). Article 64 cases are reviewed locally by a judge advocate. Article 66 cases are reviewed by the Navy and Marine Corps Court of Criminal Appeals (NMCCA). Article 69(a) cases are reviewed by the Judge Advocate General. [Auto-populated Text Field] **This field will use the selections made throughout the case to determine if the case requires an Art. 66, 69(a), or 64 review.*

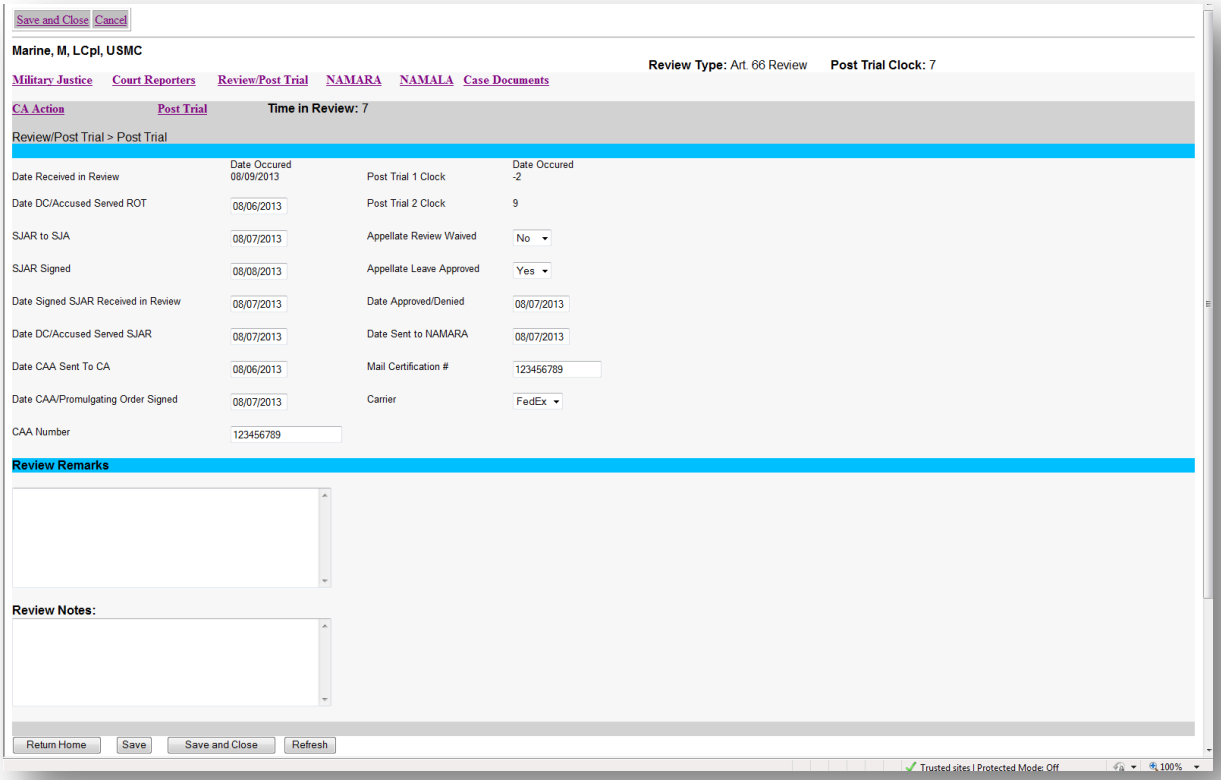
In Court Hours	How long the case took in hours and fractions of hours by tenths of an hour. [Hours block is a Number Field, the minutes block is a Drop Down Box] (Required Field)**Every 1/10 of an hour equals 6 minutes.*
Reporter's Grade	The Court Reporter's pay grade. [Drop Down Box]
Reporter's Last Name	The Court Reporter's last name. [Text Field]
Reporter's First Name	The Court Reporter's first name. [Text Field]
Scopist Grade	The Scopist's pay grade. [Drop Down Box]
Scopist Last Name	The Scopist's last Name. [Text Field]
Scopist First Name	The Scopist's first Name. [Text Field]
Date to Transcription	The date the scopist starts transcribing the record of trial. [Date Field] (Required Field)
Supervisor's Grade	The pay grade of the supervisor performing the quality control check. [Text Field]
Supervisor's Last Name	The last name of the supervisor performing the quality control check. [Text Field]
Supervisor's First Name	The first name of the supervisor performing the quality control check. [Text Field]
Date to Supervisor	The date the case was sent to the supervisor for quality control check. [Date Field] (Required Field) (In Court Hours field and Date to Transcription field must be entered)
To Defense Counsel	The date the case was sent to the defense counsel. [Date Field] (Date to Supervisor field must have a date)
From Defense Counsel	The date the case was received from the defense counsel. [Date Field] (To Defense Counsel field must have a date)
To Trial Counsel	The date the case was sent to the trial counsel. [Date Field] (Required Field) (Date to Supervisor field must have a date)
From Trial Counsel	The date the case was received from the trial counsel. [Date Field] (Required Field) (To Trial Counsel field must have a date)
To Military Judge	The date the case was sent to the military judge. [Date Field] (Required Field) (Received from Trial Counsel field must have a date)
Date of Authentication	The date the case was authenticated by the military judge. [Date Field] (Required Field) (To Military Judge field must have a date)
Received From Military Judge	The date the case was received from the military judge. [Date Field]
Date to Review	The date the case was sent to Review. [Date Field] (Required Field) (Date of Authentication field must have a date) **This field removes the case from Court Reporters report and moves the case to the Review report.*
Court Reporter Notes	Notes for the Court Reporter's section for the case. [Text Field]
Court Reporter's Remarks	Remarks for the Court Reporter's section for the case. These are the remarks that will show on the Reports. [Text Field]

Chapter 5

Review/Post Trial

1. **Introduction:** The Review category covers the post-trial process from receipt of the authenticated record of trial by the Review office until the record is received by NAMARA or filed locally depending on type of review required. A complete list of all fields for this section is listed below.

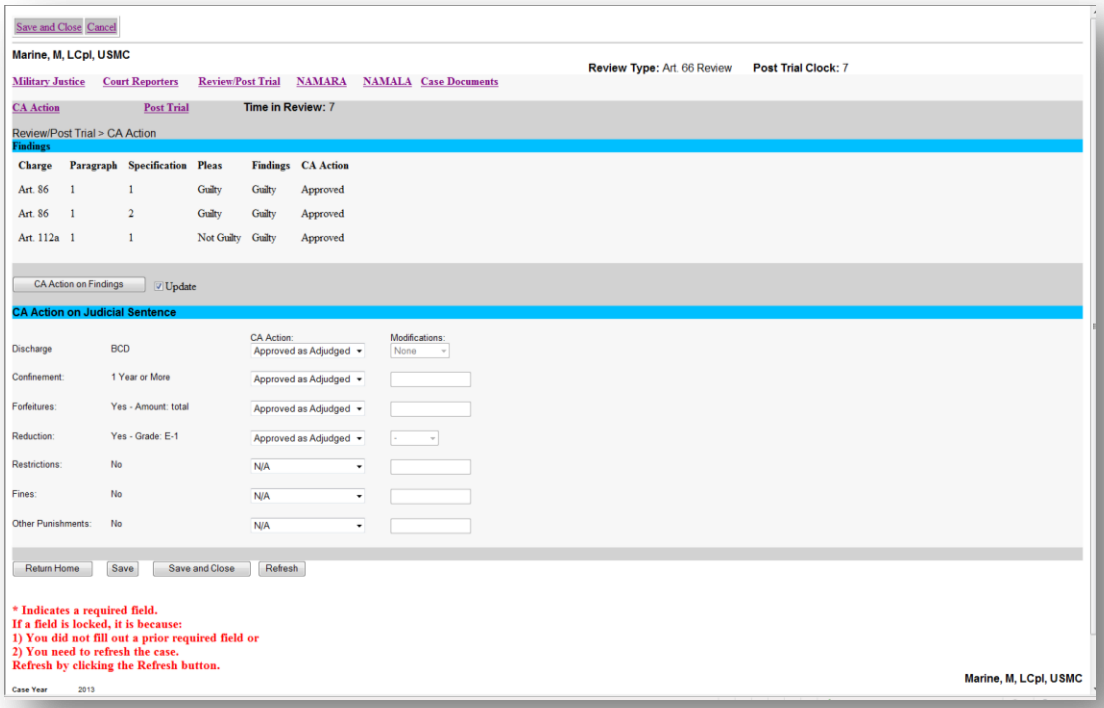
2. **Post-Trial**: The Post-Trial form captures post-trial information for cases that require Article 66 or Article 69 review. In this section, the RCM 1105 and 1106 dates, as well as the convening authority's action dates are tracked.



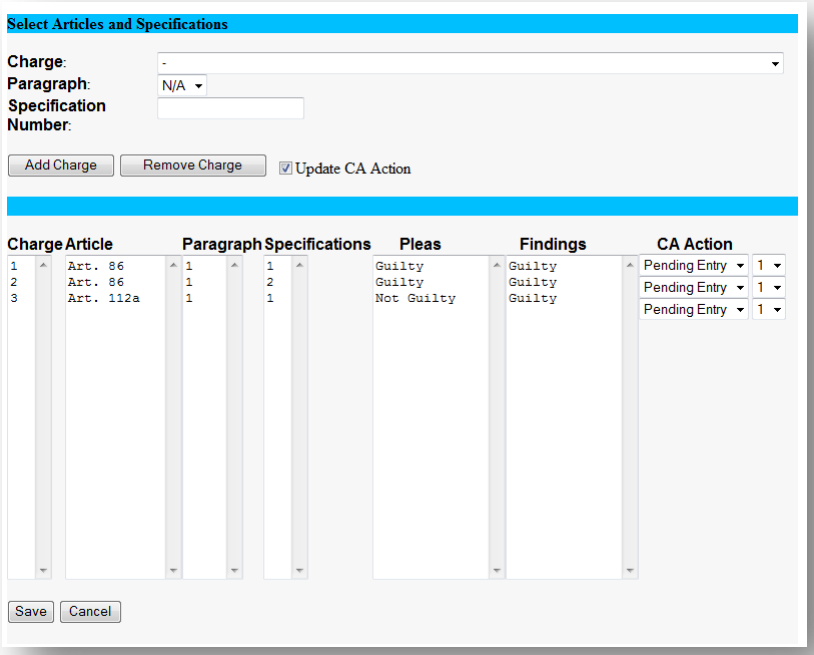
CMS Field Name	Description
Date Received in Review	The date that the case was received in the Review office. [Calculated Field] (Date to Review field must have date)
Post Trial 1 Clock	The calculated number of days since the date of disposition. This (120 Days): number is started by the disposition date and ends on the date that Date CAA Signed. [Calculated Field]
Post Trial 2 Clock	The calculated number of days since the date of disposition. This number is started by the disposition date and ends on the date that NAMARA

	received the case. [Calculated Field]
Date DC/Accused Served ROT	The date the case was served on the accused or defense counsel. [Date Field] (Required Field)
SJAR to SJA	The date the SJAR was sent to the SJA, unless the case is an Art. 64 review. [Date Field] (Required Field) (Date DC/Accused Served ROT field must have date)
SJAR Signed	The date the SJAR was signed by the SJA. [Date Field] (Required Field) (SJAR to SJA field must have date)
Date Signed SJAR Received in Review	The date the signed SJAR was received in the Review office. [Date Field] (Required Field) (SJAR Signed field must have date)
Date DC/Accused served SJAR	The date the signed SJAR was served on the accused or defense counsel. [Date Field] (Required Field) (Date Signed SJAR Received in Review field must have date)
Date CAA Sent to CA	The date the CA Action was sent to the Convening Authority. [Date Field] (Required Field) (Date DC/Accused Served SJAR field must have date)
Date CAA/Promulgating Order Signed	The date the CA Action was signed by the Convening Authority. [Date Field] (Required Field) (Date CAA Sent to CA field and CAA Number must have a date)
CAA Number	The Convening Authorities Action Number. [Text Field]
Appellate Review Waived	Did the accused waive an appellate review? [Drop Down Box]
Appellate Leave Approved	There was appellate leave and if the convening authority approved it. [Drop Down Box]
Date Approved/Denied	The date the appellate leave was approved. [Date Field]
Date Sent to NAMARA	The date the case was sent to NAMARA. [Date Field] (Required Field) (Date CAA Signed field must have date) **This field unlocks the NAMARA Tab.*
Mail Certification #	The mail certification number for the case that was sent to NAMARA. [Text Field] (Date CAA Signed field must have date)
Carrier	The mail carrier for the case that was sent to NAMARA. [Drop Down Box]
Review Remarks	Remarks for the Review's section for the case. [Text Field]
Review Notes	Review Case Notes. [Rich Text Field]

3. **CA Action**: The CA Action form is where you will enter the charges and sentence that the convening authority acted upon. In the Findings section you will enter the charges and the action that the convening authority took on each charge. In the Sentencing section, you will enter the action the convening authority took on each part of the sentence.

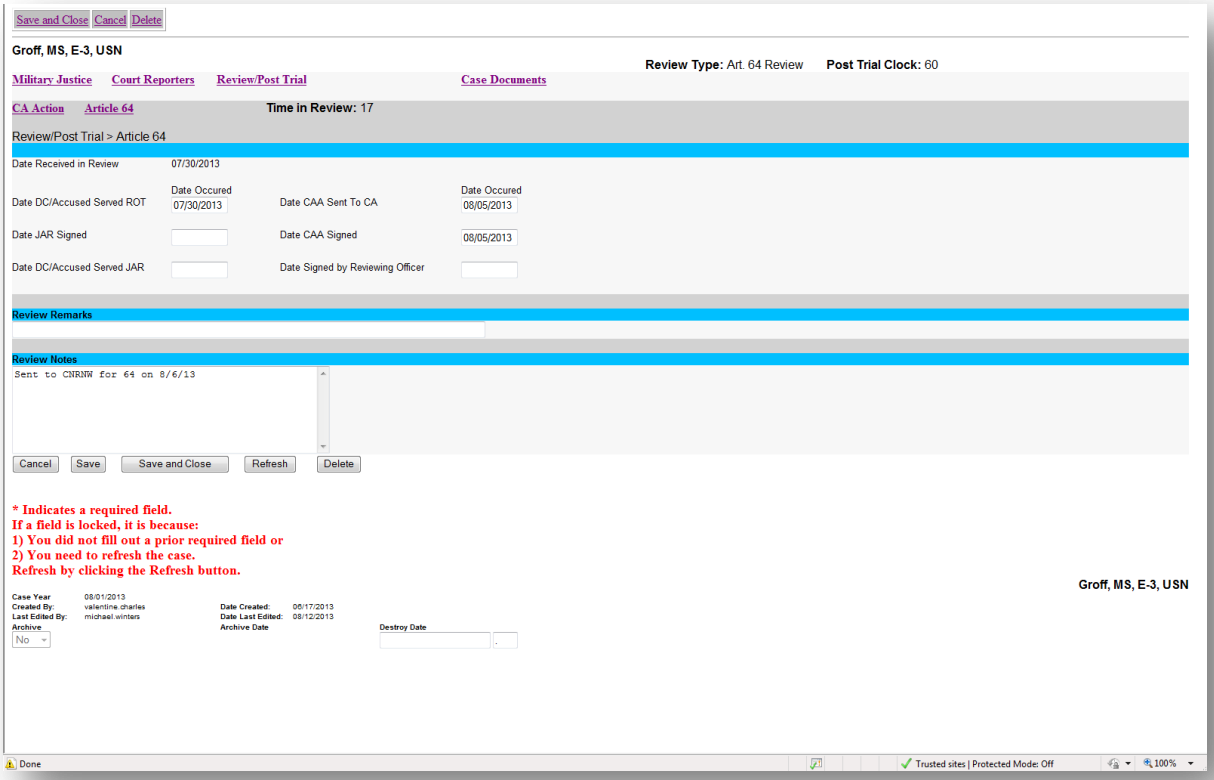


To enter the convening authority's action on the findings, select the "CA Action on Findings" button. The below form will open in a new window:



CMS Field Name	**Description**
Discharge	The type of discharge the accused received. [Calculated Field] - Discharge: [Drop Down Box] The action the convening authority took or recommends taking on the adjudged discharge.
Discharge Modification	The modification the convening authority made to the discharge. [Drop Down Box]
Confinement	The actual time in confinement that was adjudged in the case. [Calculated Field] The action the convening authority took on the confinement. [Drop Down Box]
Confinement Modification	The modification the convening authority made to the confinement. [Text Box](Requires CA Action on Confinement to be "Modified")
Forfeitures	The amount of forfeitures that was adjudged in the case. [Calculated Field]
Forfeitures Modification	The modification the convening authority made to the forfeitures. [Text Box]](Requires CA Action on Forfeitures to be "Modified")
Reduction	The rank the accused was reduced to in the case. [Calculated Field]
Reduction Modification	The modification the convening authority made to the reduction. [Drop Down Box] (Requires CA Action on Reduction to be "Modified")
Restrictions	The amount of restriction that was adjudged in the case. [Calculated Field]
Restrictions Modification	The modification the convening authority made to the restriction. [Text Box] (Requires CA Action on Restriction to be "Modified")
Fines	The fine that was adjudged in the case. [Calculated Field]
Fine Modification	The modification the convening authority made to the fines.[Text Box] (Requires CA Action on Fines to be "Modified")
Other Punishments	The action the convening authority took on the discharge. [Drop Down Box]
Other Punishments Mod	The modification the convening authority made to the discharge. [Text Box] (Requires CA Action on Other Punishment to be "Modified")

Article 64 Section:



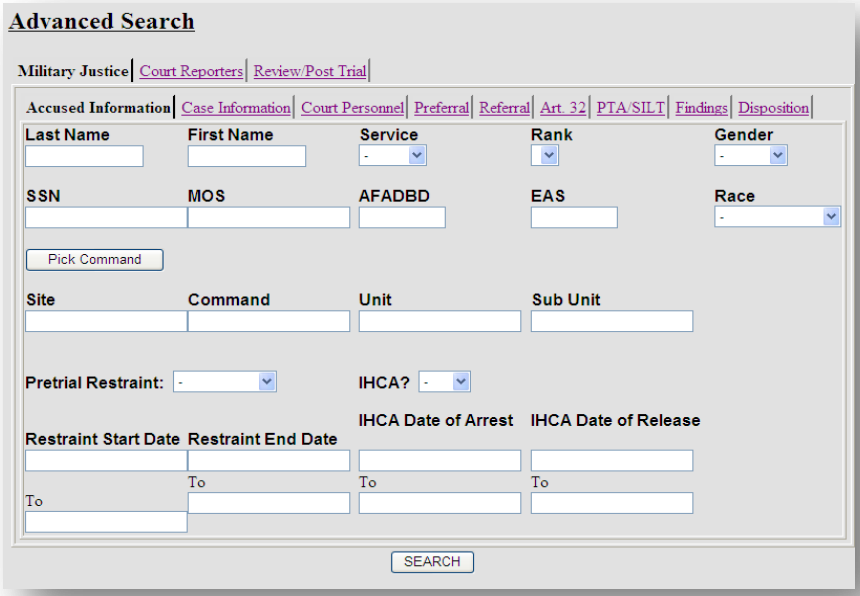
CMS Field Name	**Description**
Date Received in Review	The date that the case was received in the Review office. [Calculated Field] (Date to Review field must have date)
Date DC/Accused Served ROT	The date the case was served on the accused or defense counsel. [Date Field] (Required Field)
Date JAR Signed	The date the JAR was signed by the SJA. [Date Field] (Required Field) (SJAR to SJA field must have date)
Date DC/Accused Served JAR	The date the signed JAR was served on the accused or defense counsel. [Date Field] (Required Field)
Date CAA Sent to CA	The date the CA Action was sent to the Convening Authority. [Date Field] (Required Field) (Date DC/Accused Served SJAR field must have date)
Date CAA Signed	The date the CA Action was signed by the Convening Authority. [Date Field] (Required Field) (Date CAA Sent to CA field and CAA Number must have a date)
Date Signed by Reviewing Officer	The date the review officer completes the judge advocate review. [Date Field]
Review Remarks	Remarks for the Review's section for the case. [Text Field]
Review Notes	Review Case Notes. [Rich Text Field]

Chapter 6

Search Functionality

1. **Simple Search:** A simple search may be conducted from the CMS homepage. You may search by last name or by NMCCA number for cases in appellate review.

2. **Advanced Search:** Is the primary way to search for a single case or a group of cases based on the criteria you enter. With the Advanced Search, you will be able to find any case within your ability to search. The Advanced Search form has the same basic fields that the Military Justice Case form. A search may be conducted for a case by almost any field or group of fields that are relevant to that search. Once you hit the submit button, a standard report that shows basic information for the cases that meet the search criteria will be generated. The fields on this report were selected to provide a broad overview of a case. This report may not show the fields that you selected in your search. This does not mean that the cases shown do not meet your search criteria, but you may have to open the case to find the required data if it is not visible on the report.



Administrative Notes: Text fields are exact field matches. If you type in “Smith” it will find all “Smith” cases. If the case you are looking for is “Smith Jr.” this will not appear in your search. All data that you entered into the Advanced Search form will be used to create the search. The more data that you add to the Advanced Search form, the more narrowly tailored your search results will be.