2011

Judge Advocate Division,
Headquarters US Marine Corps

THE MILITARY JUSTICE CASE MANAGEMENT SYSTEM (CMS) DESKTOP MANUAL

Case Management System Desktop Manual

Table of Contents

Chapter 1: Overview **3**
Introduction 3
Navigating CMS and Terminology 3
Workflow 6

Chapter 2: Reports **8**
Military Justice 8
Court Reporters 11
Review 15
NAMARA 19
Post Trial 23
Summary Courts-Martial 33
Completed Cases 34
Adhoc Reports 41

Chapter 3: Military Justice **44**
Introduction 44
Accused Information 44
Case Information 48
Victim/Witness Assistance Program (VWAP) 52
Court Personnel 56
Preferral 59
Referral 62
Article 32 64
PTA/SILT 67
Findings 69
Disposition 72
Miscellaneous 75

Chapter 4: Court Reporters **76**
Introduction 76
Miscellaneous Court Reporter Form 77
Court Reporter Form 78

Chapter 5: Review/Post Trial **81**
Introduction 81
Post Trial 81
CA Action 84
NAMARA 89
Article 64 91

Chapter 6: Advanced Search **93**
Administrative Notes 93

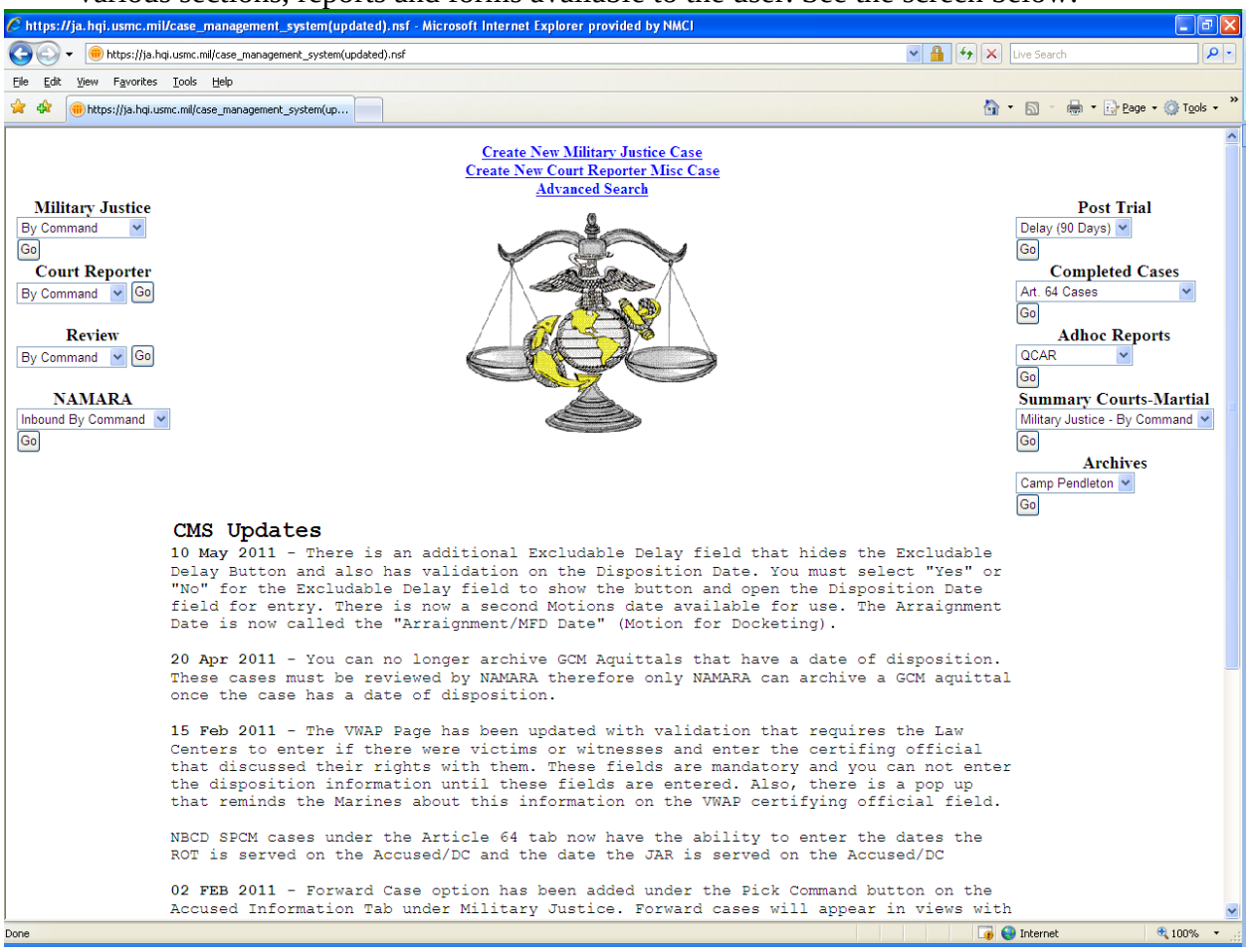
Chapter 1

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 Directors of Law Centers with an oversight tool for military justice cases, 2) provide Navy Marine Corps Appellate Review Activity (NAMARA) visibility over 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 oversight of the service level military justice mission from cradle to grave.

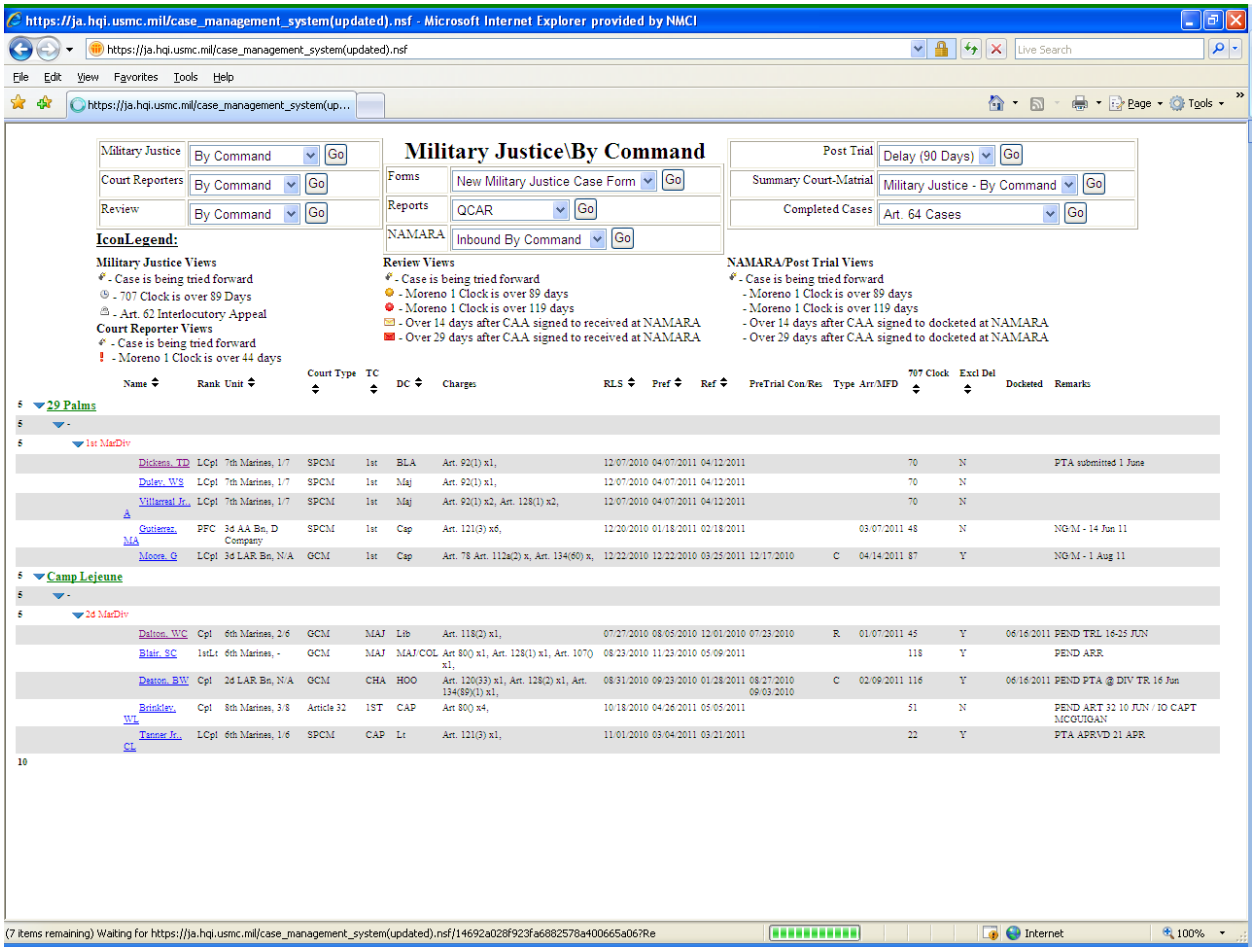
2. Navigating CMS and terminology:

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



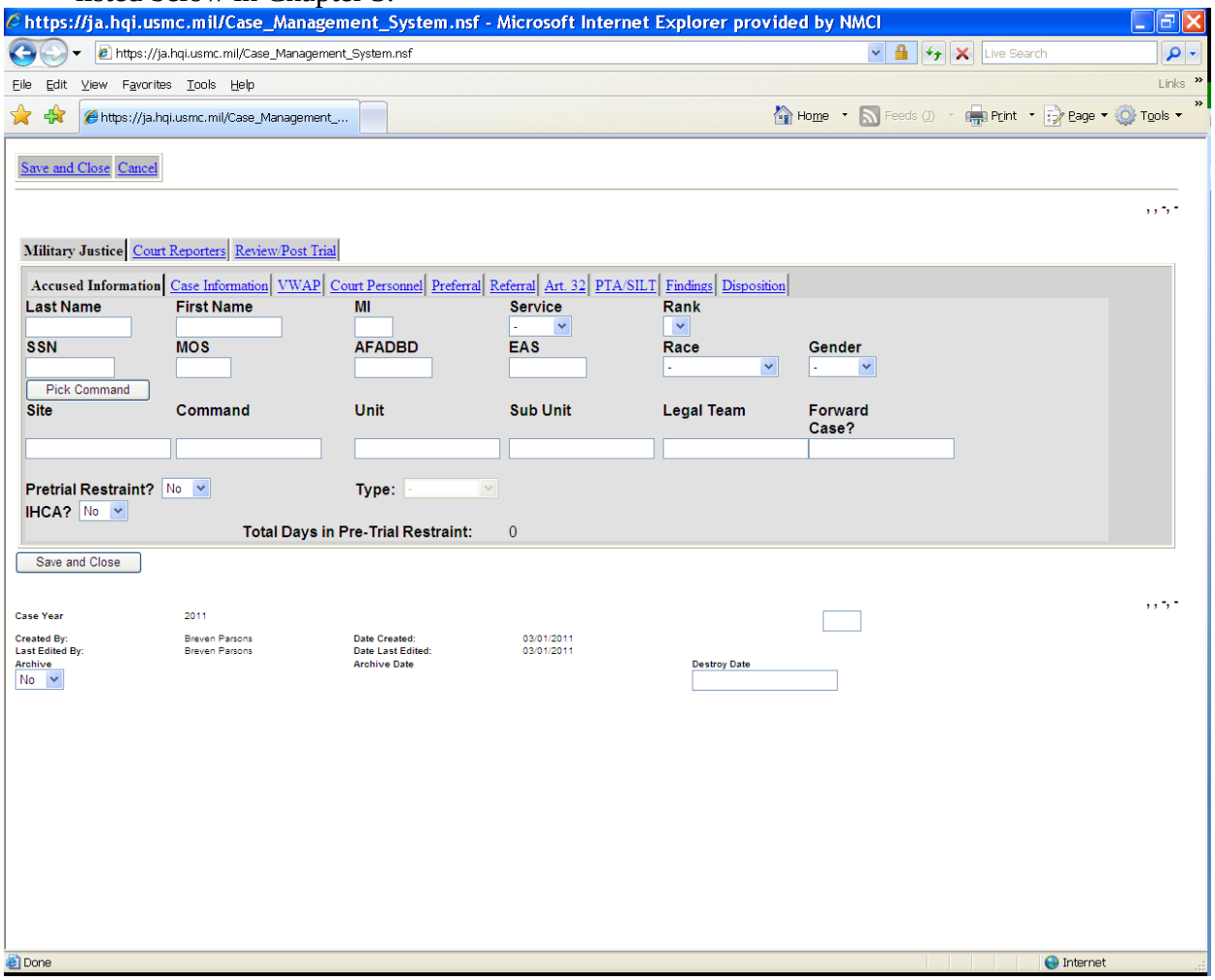
b. Categories: Users may track their cases on CMS by looking at reports under eight different categories: Military Justice, Court Reporter, Review, NAMARA, Post-trial, Summary courts-martial, Reports and Archives, as shown on the screen above.

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



Additionally, there are two ad hoc reports that may be generated by entering a date range under the Ad hoc Report Category.

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



f. Fields: Users enter data under the "fields" displayed on each form. The chapters below provides 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 on a different tab and then re-entering the current tab.

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. Clerks 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; and 3) Review (Unit) – captures cases where a unit is only requesting post-trial review of a summary court-martial (i.e. the unit performed entire pre-trial and trial process without MJO assistance so case was not originally entered by MJO). The first report also includes cases originating in other forums.

6) Post-trial: There are 5 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.).

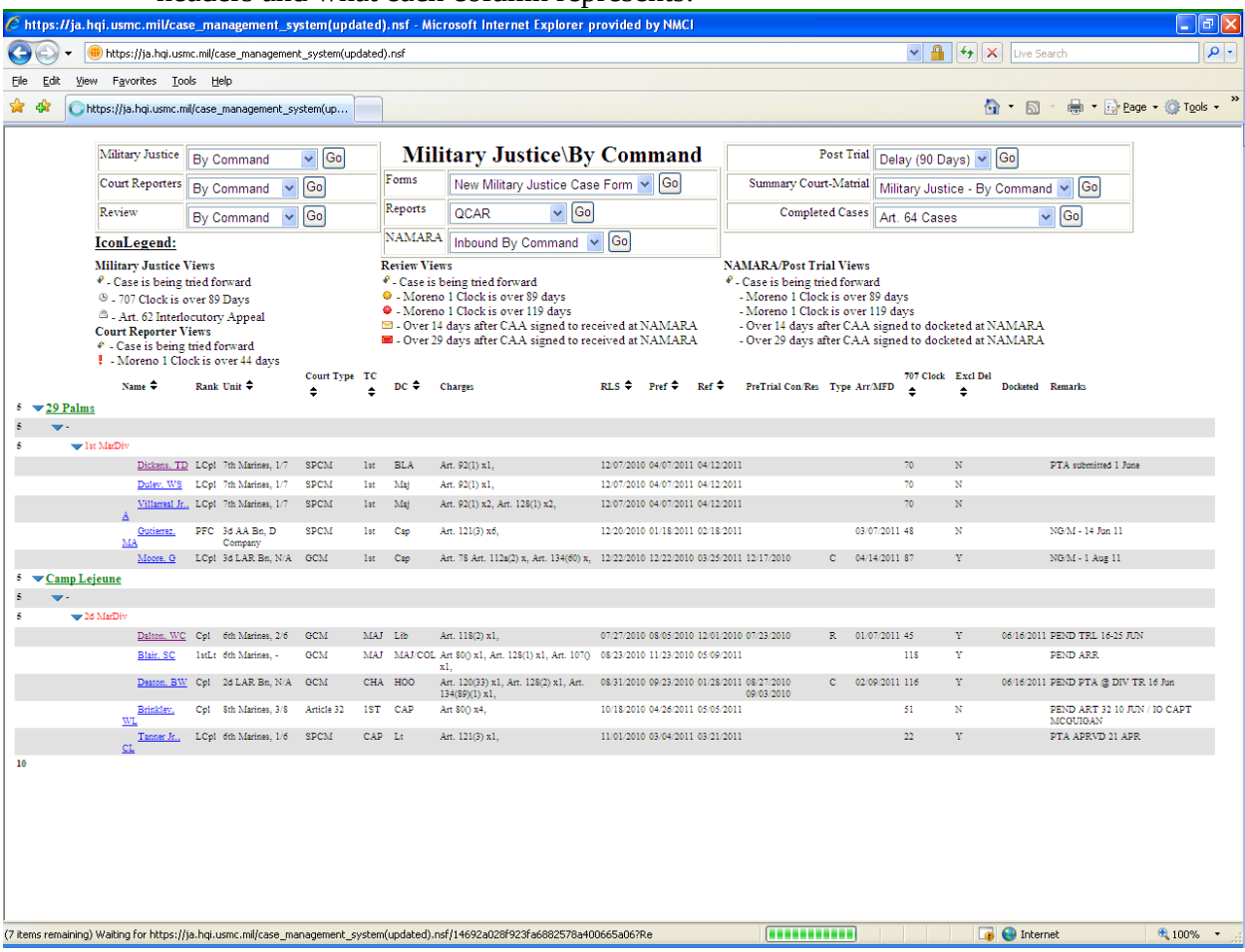
8) Archives: This category is made up of the data previous to the 2010 version of CMS.

Chapter 2

Reports

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

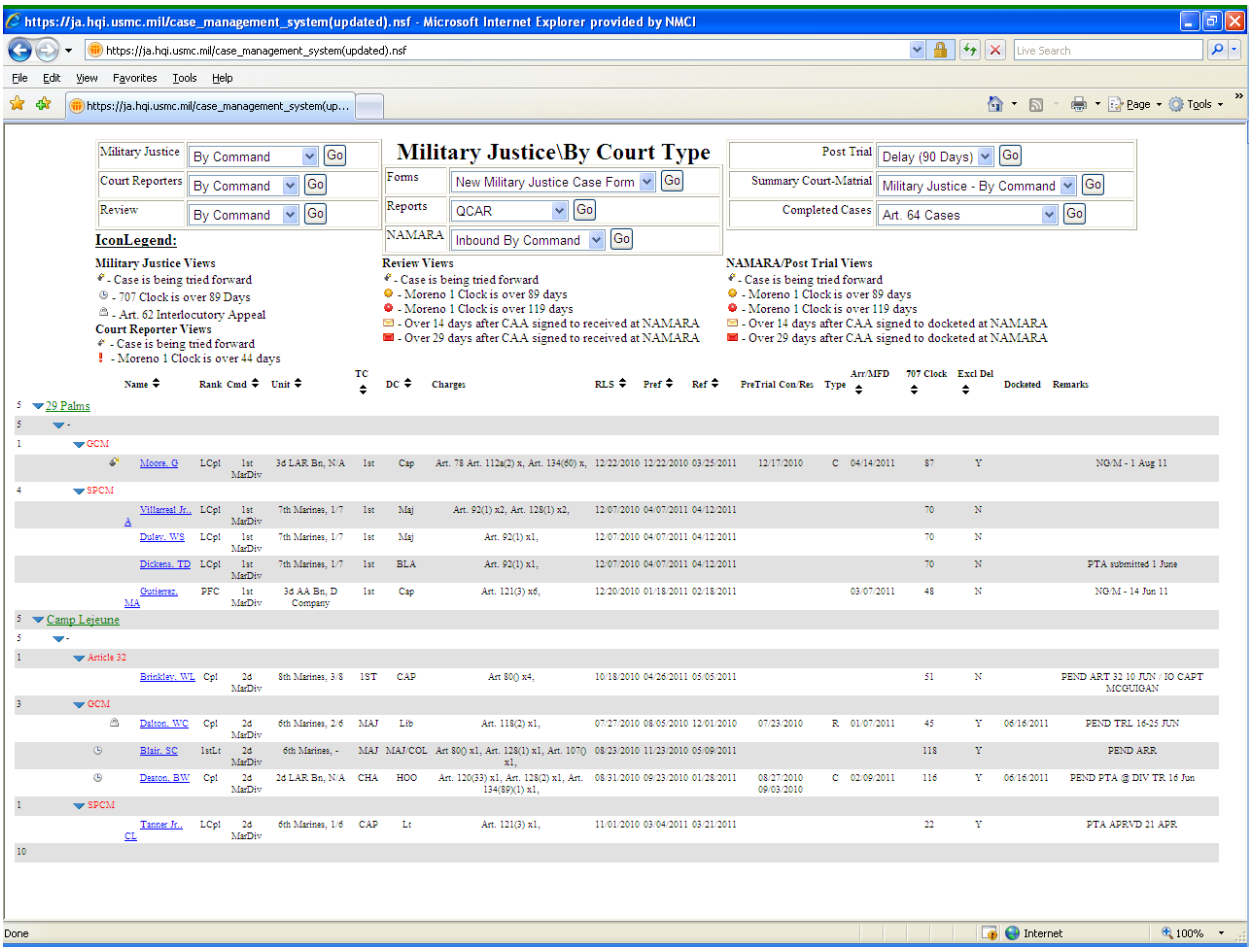
   a. By Command – This report displays all cases under the military justice section sorted by the command. The following are the column headers and what each column represents:



1) **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) **Unit –** The unit of the accused. The Special Court-Martial convening authority.
6) **Court Type –** The type of court for the case.
7) **TC –** The first three letters of the trial counsel's last name.
8) **DC –** The first three letters of the defense counsel's last name.

9) **Charges –** The charges in the case and number of specifications.
10) **RLS** – The date the request for legal services was received by the military justice office.
11) **Pref –** The date of the preferral.
12) **Ref –** The date of the referral.
13) **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.
14) **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.
15) **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.
16) **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.
17) **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.
18) **Docketed –** The date of the trial.
19) **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.

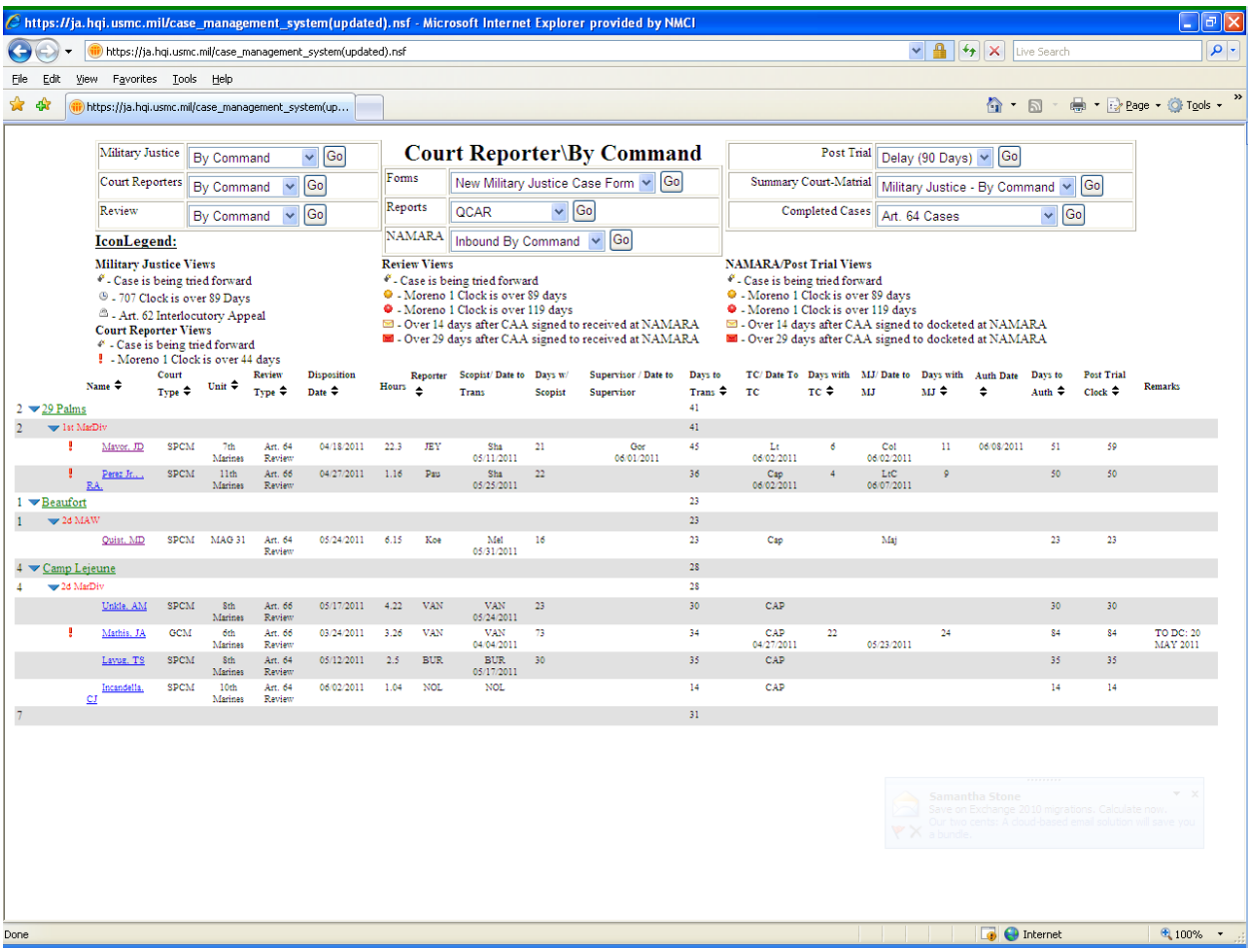
d. Dispo Last 7 Days – This report displays cases that had a date of disposition in the last seven days. Please see the "Military Justice/By Command" report for the explanation of the columns.

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 three reports in the Court Reporters category:

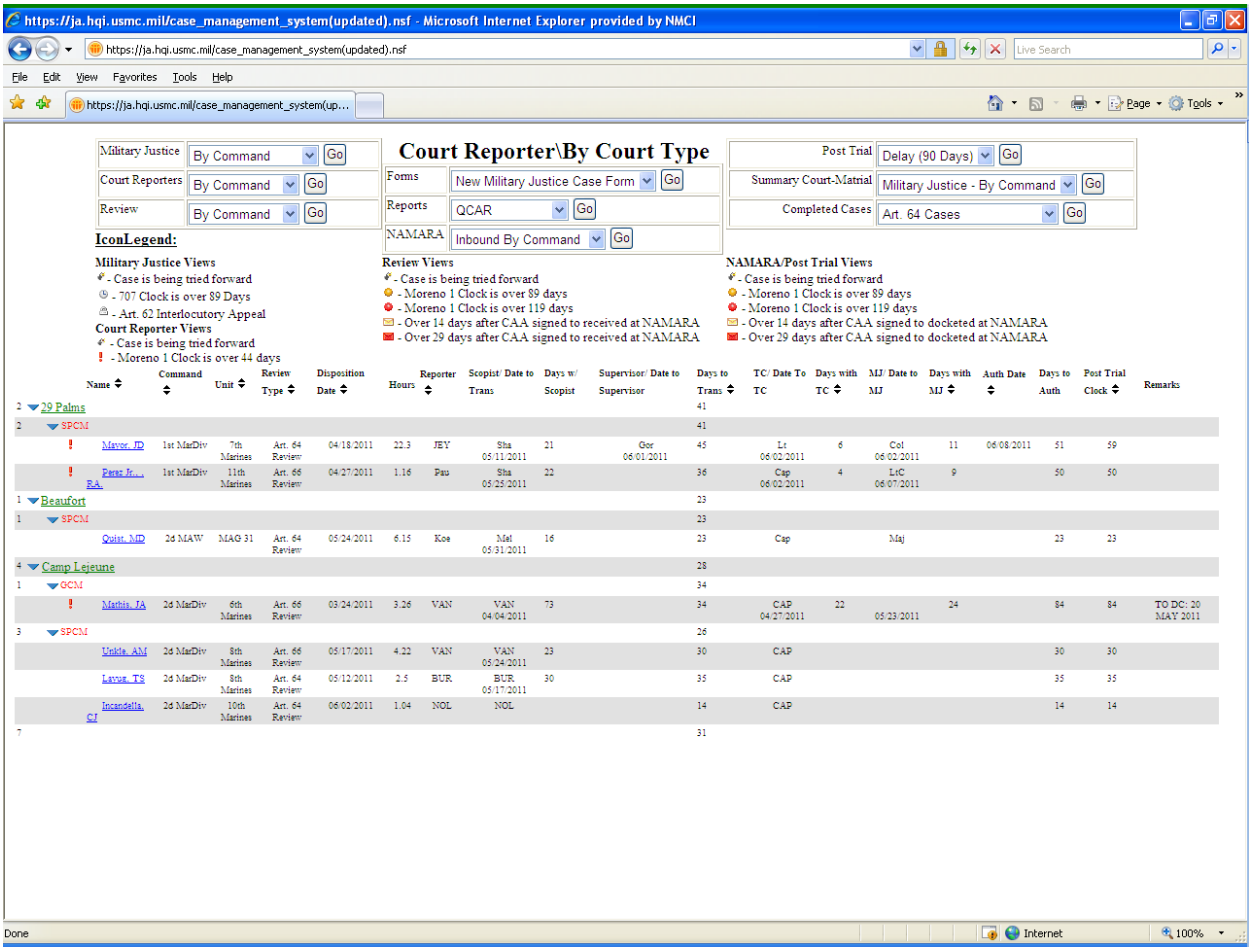
a. By Command – This report displays all cases under the responsibility of the Court Reporter office sorted by the command. The following are the column headers and what each column means:



1) **Site** – The location where the case is being processed.
2) **Command** - The first general court-martial convening authority (GCMCA) in the accused'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.

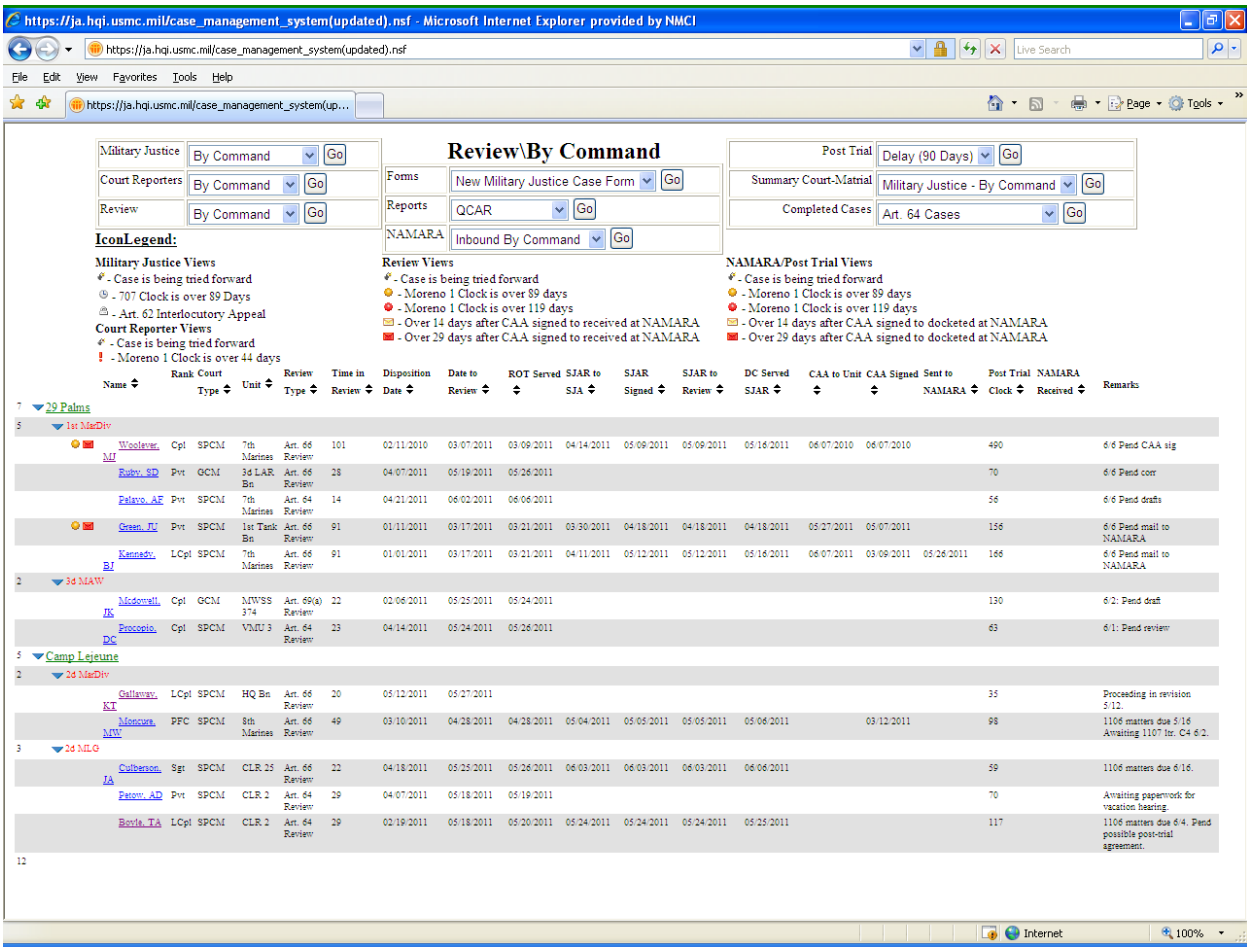
c. Forward Cases – This report displays cases that are in the court reporter category and have been marked as tried at a forward unit. Please see the "Court Reporter/By Command" report for the explanation of the columns.

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:

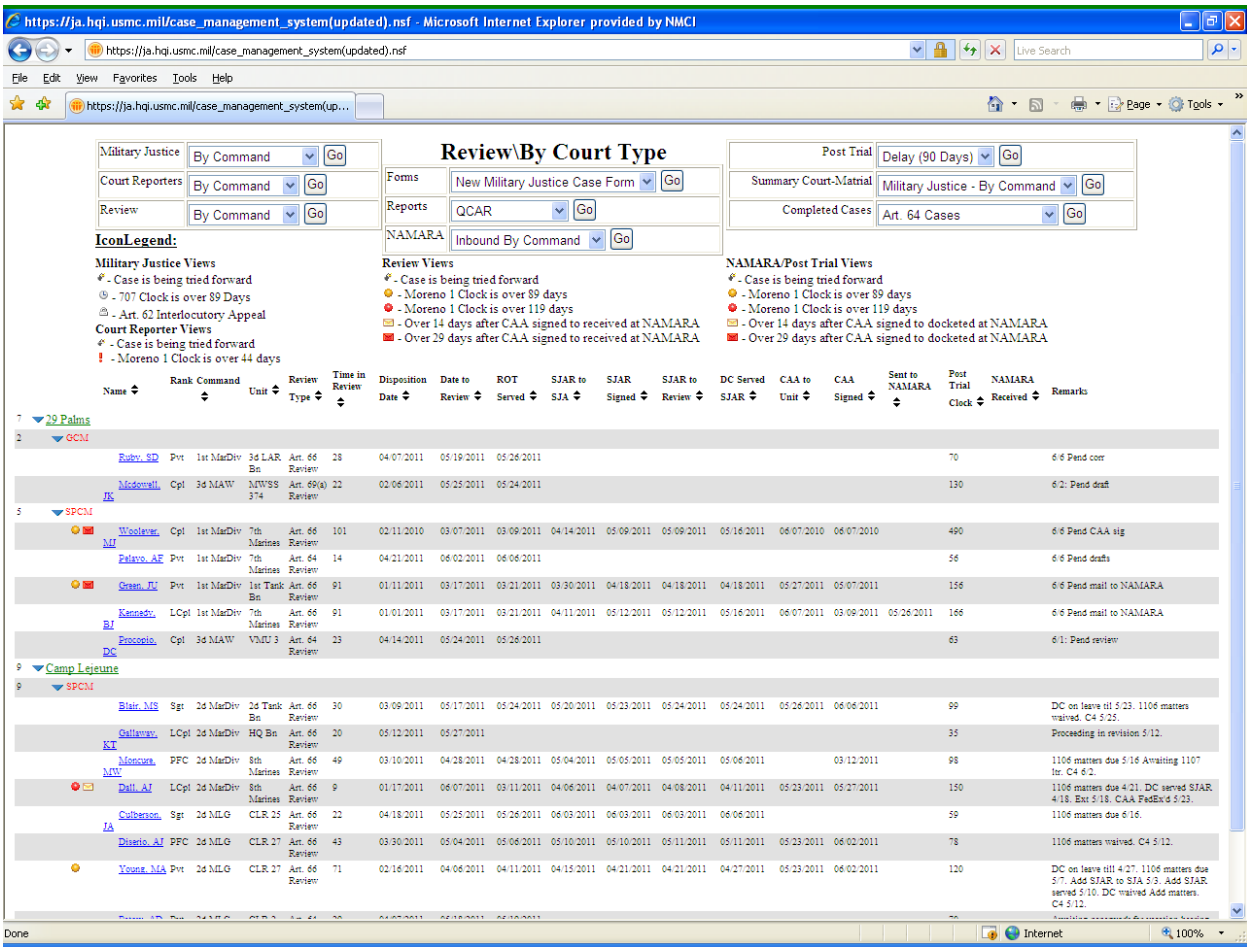
a. By Command – This report displays all cases under the review category sorted by the command. The following are the column headers and what each column means:



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.

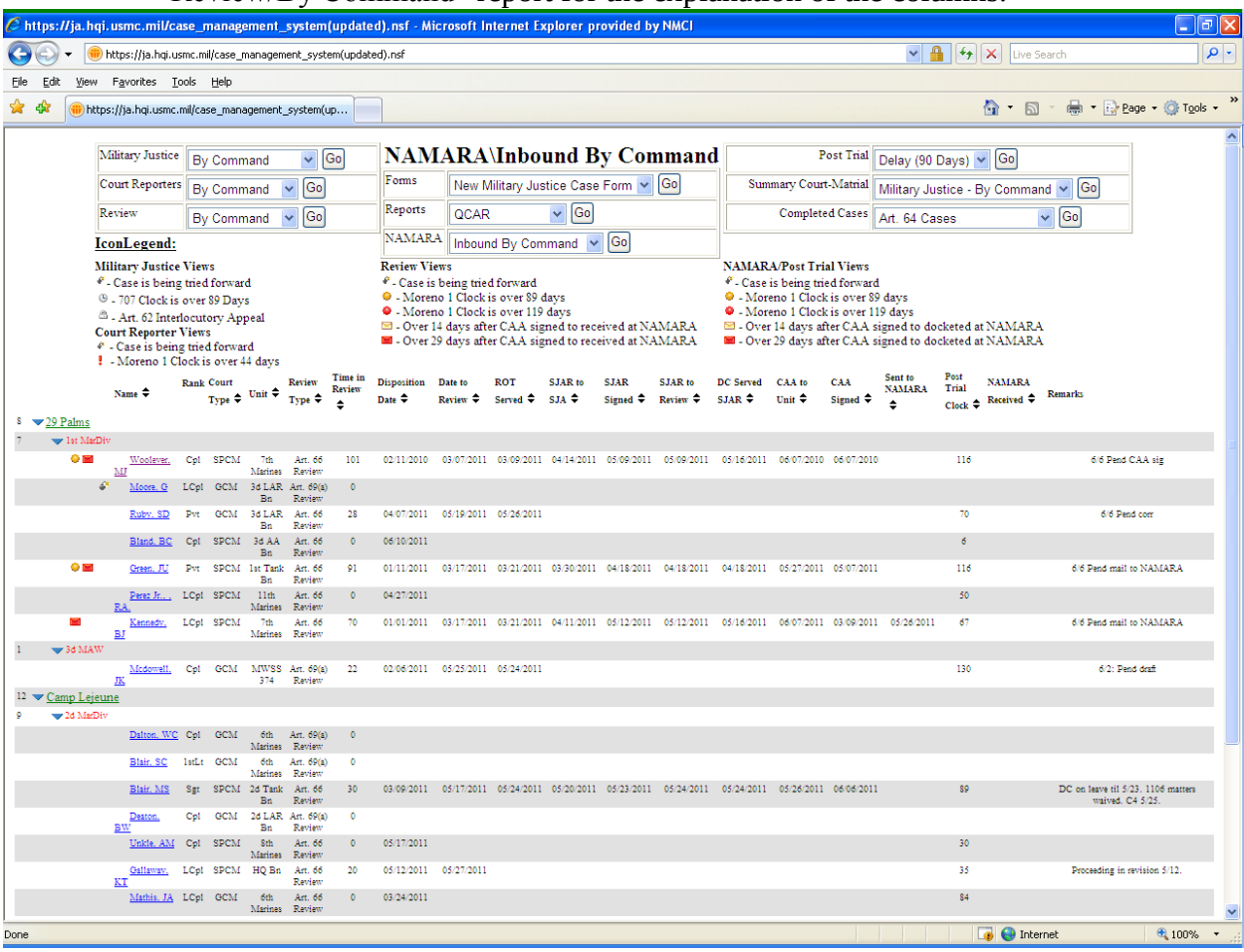
c. Forward Cases – This report displays cases that are in the review section and have been marked tried at the forward unit. Please see the "Review/By Command" report for the explanation of the columns.

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**

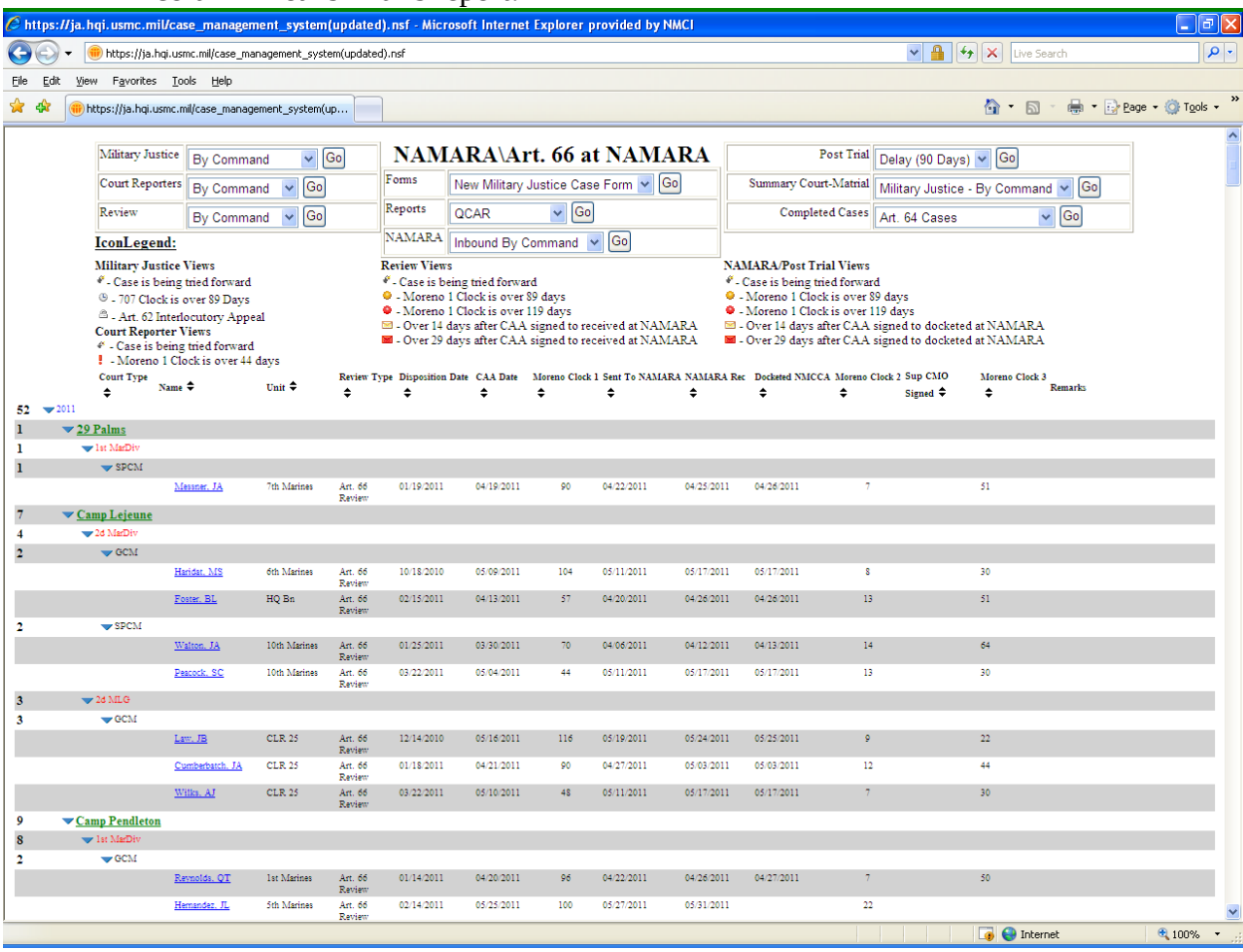
4) NAMARA: The NAMARA category has four reports (covering cases that meet the Article 66 and Article 69 review criteria):

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.

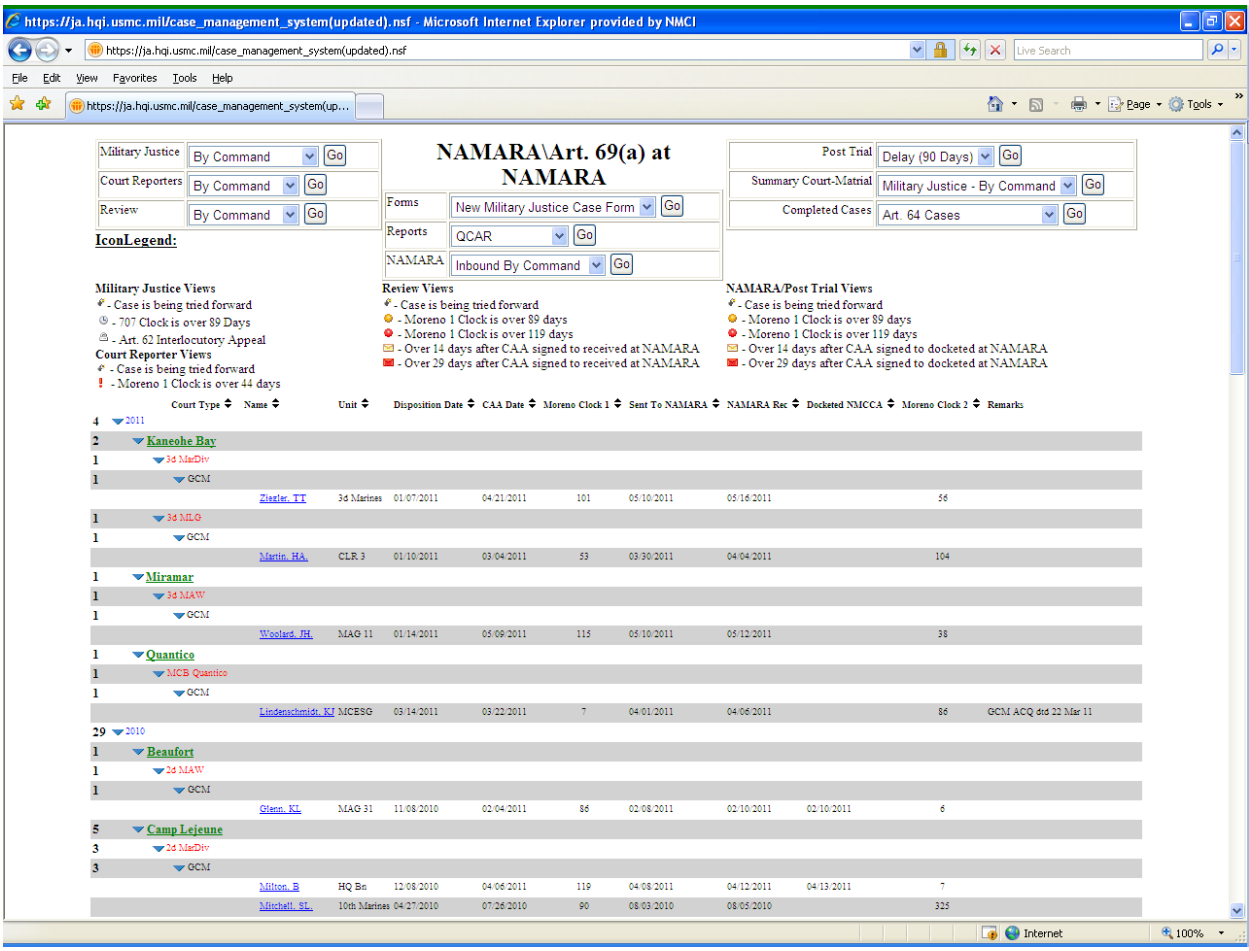
c. Art. 66 at NAMARA – This report captures all cases that require an Article 66 Review after they have been physically received by NAMARA. The following are the column headers and what each column means in this report:



1) **Case Year –** The year the case received a 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) **Court Type –** The type of court.
5) **Name –** The name of the accused.
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) **CAA Date –** The date of the convening authorities action is signed.
10) **Moreno Clock 1 –** The "Moreno 1" day count. This calculates the number of days from the date of disposition until the convening authority's action is signed.
11) **Sent to NAMARA –** The date the case is sent to NAMARA.
12) **NAMARA Received –** The date NAMARA physically receives the case.
13) **Docketed at NMCCA –** The date the case is docketed at NMCCA.
14) **Moreno Clock 2 -** The "Moreno 2" day count. This calculates the number of days from the date the convening authority's action was signed until the date docketed at NMCCA.
15) **Sup CMO Signed –** The date the supplemental court martial convening order is signed.
16) **Moreno Clock 3 –** The "Moreno 3" day count. This calculates the number of days from the date the case is docketed at NMCCA to the date the supplemental court martial convening order is signed.
17) **Remarks -** The remarks made by NAMARA.

d. Art. 69(a) NAMARA – This report captures all cases that require an Article 69(a) Review after they have been physically received by NAMARA. Please see the "NAMARA/Art. 66 at NAMARA" report for the explanation of the columns.



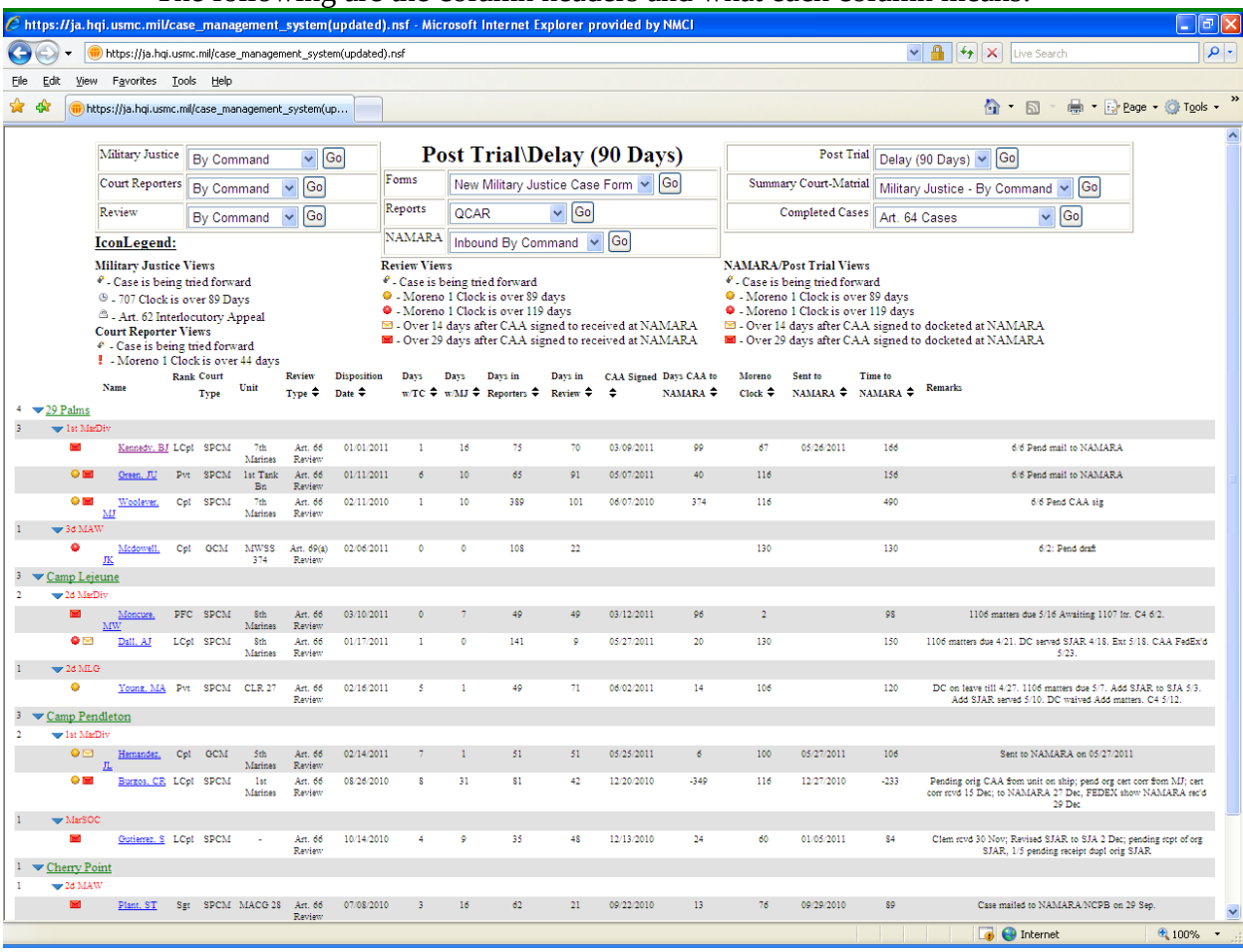
NAMARA can monitor and track the cases through the entire post trial process. LSSS, Law centers and SJA offices may also use this to track cases under their cognizance throughout the post-trial review process.

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) **Post Trial**: The Post-Trial section has five 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:

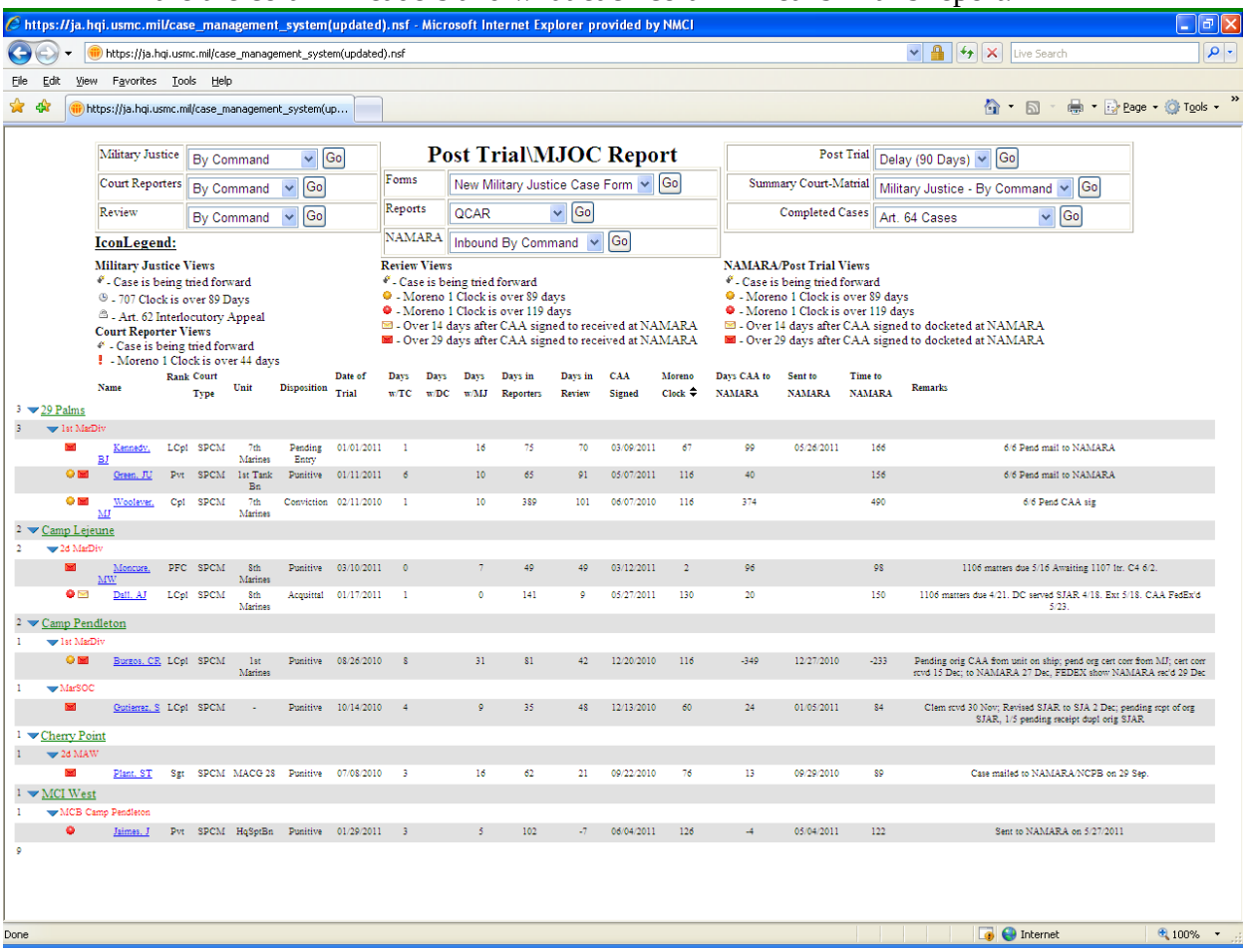


1) **Site** – The location where the case is being processed.
2) **Command** - The first general court-martial convening authority (GCMCA) in the accused's chain of command.
3) **Name** – The name of the accused.
4) **Rank** – The rank of the accused.
5) **Court Type** – The type of court for the case.
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 be the review section.

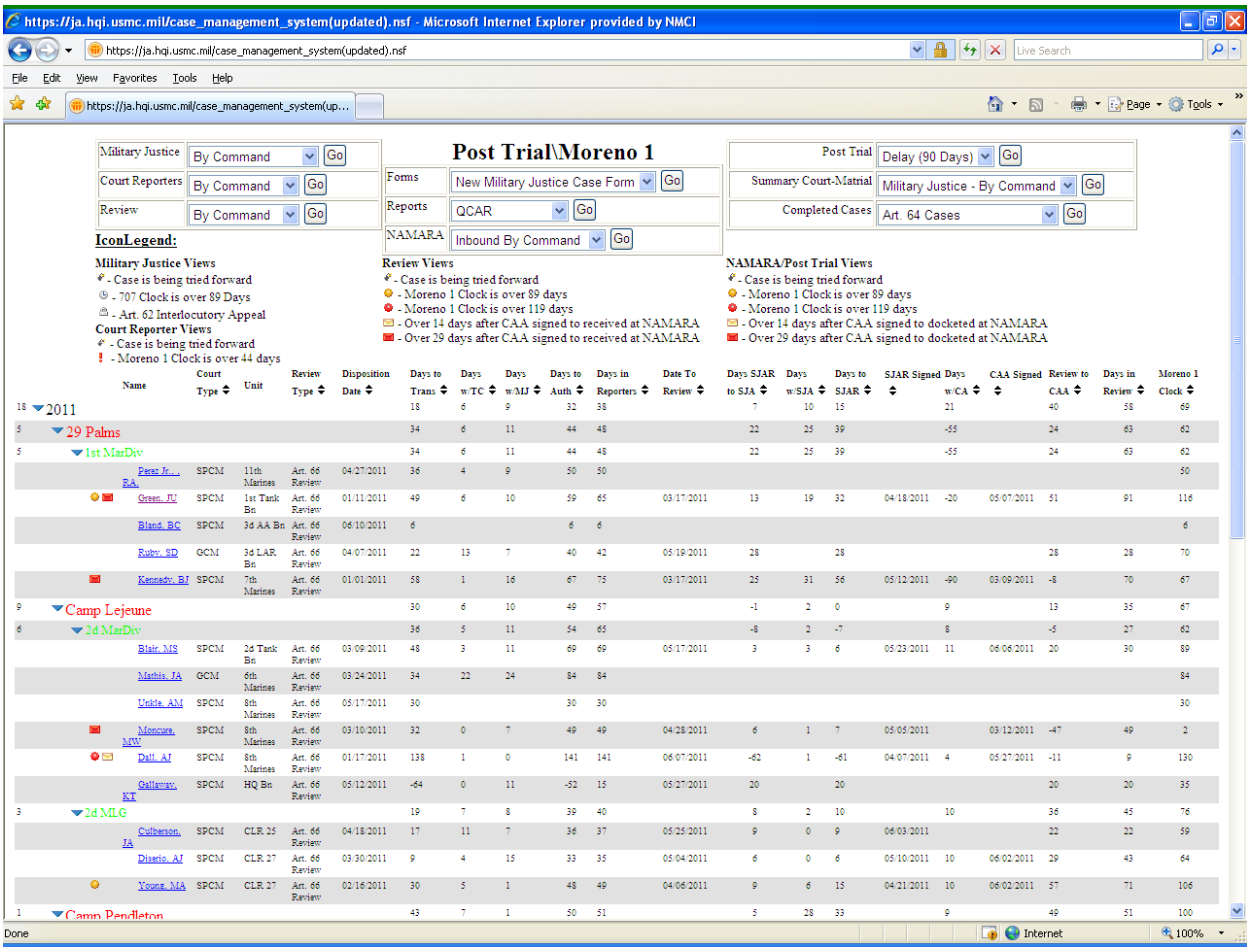
b. MJOC Report – The MJOC report is a list of all cases that require an Article 66 review and have a date of disposition until the record is docketed at NMCCA and has broken Moreno 1 or 2. The following are the column headers and what each column means in this report:



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.

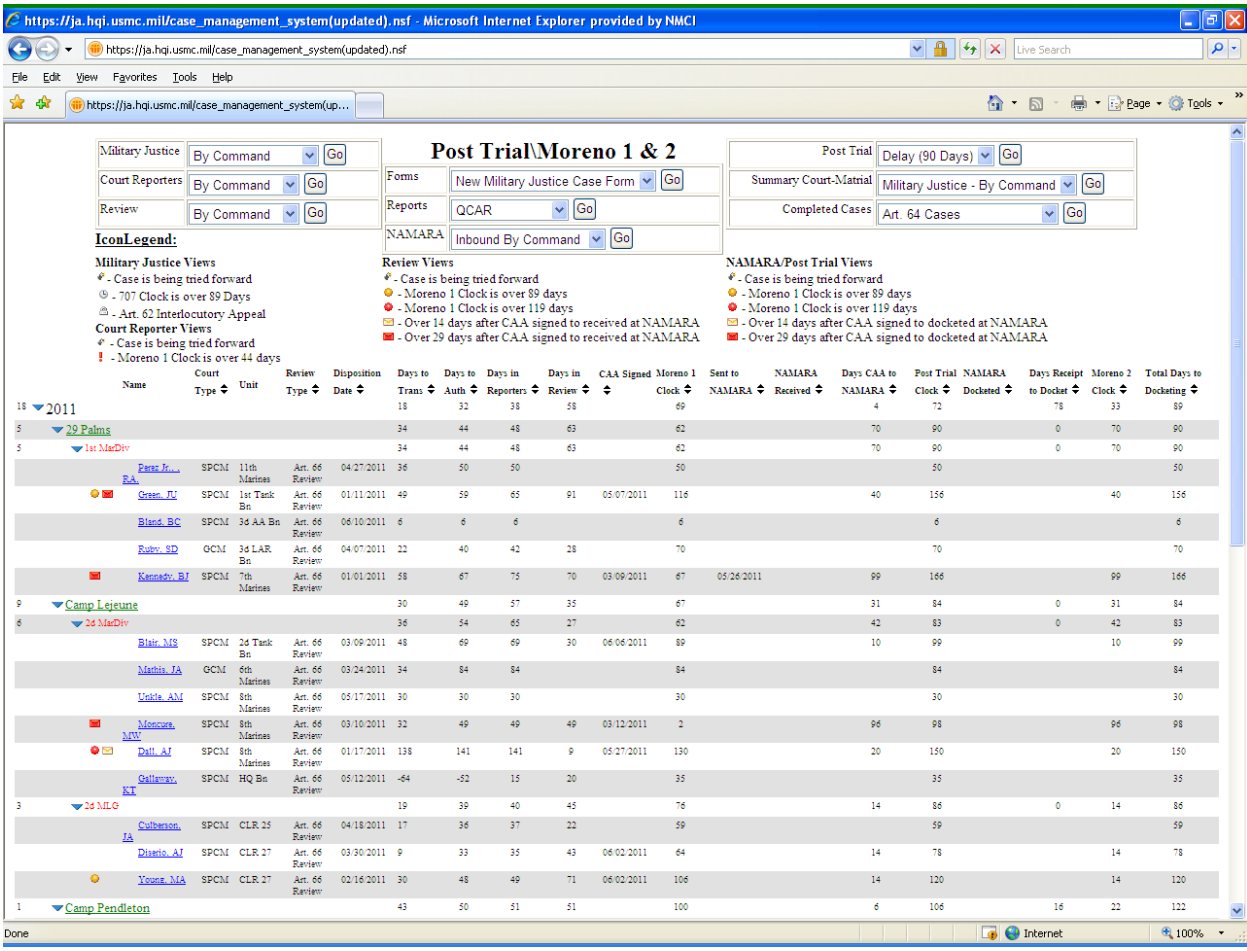
c. Moreno 1 – The Moreno 1 report shows all active cases that have received a date of disposition, but do not have a date the convening authority's action was signed. The following are the column headers and definitions:



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.

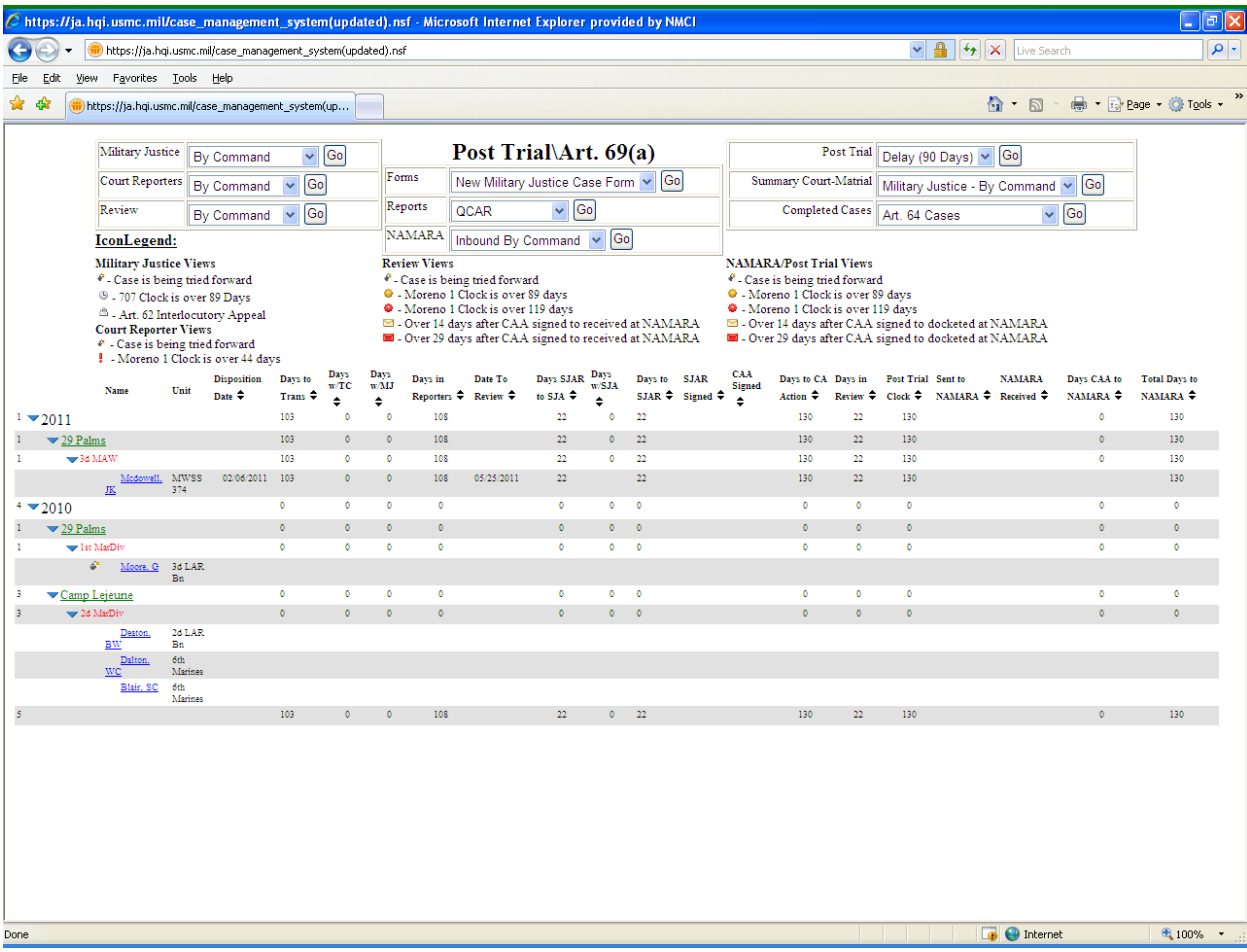
d. Moreno 1 & 2 - – The "Moreno 1 & 2" report shows all active cases that have received a date of disposition, but do not have a date docketed at NMCCA. The following are the column headers and definitions:



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:



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.

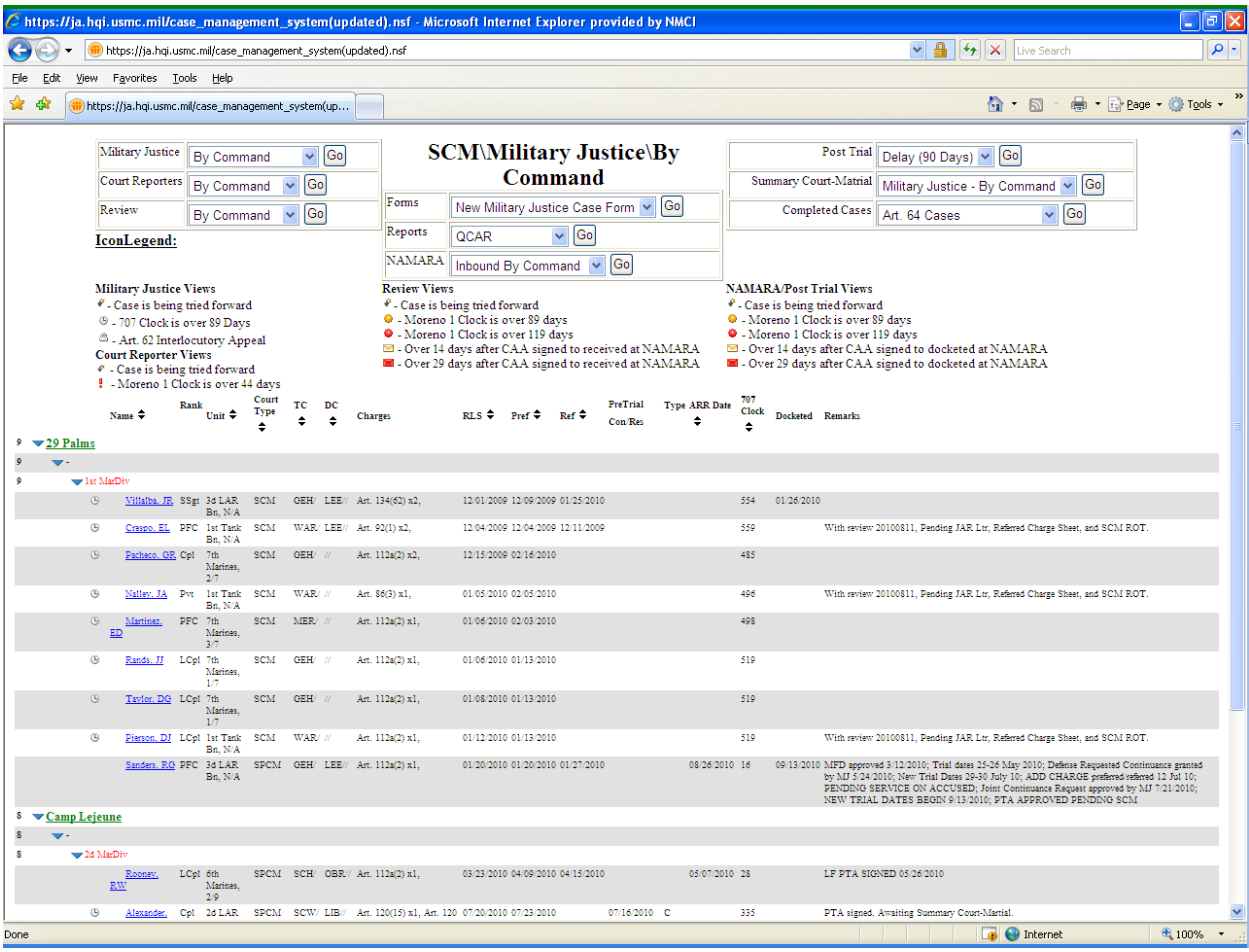
10) **Days in Reporters –** The number of days the court reporters section has possession of the case, this starts at date of disposition until the date the court reporters enter the date to review.
11) **Date to Review –** The date the case goes to review.
12) **Days SJAR to SJA –** The number of days 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.

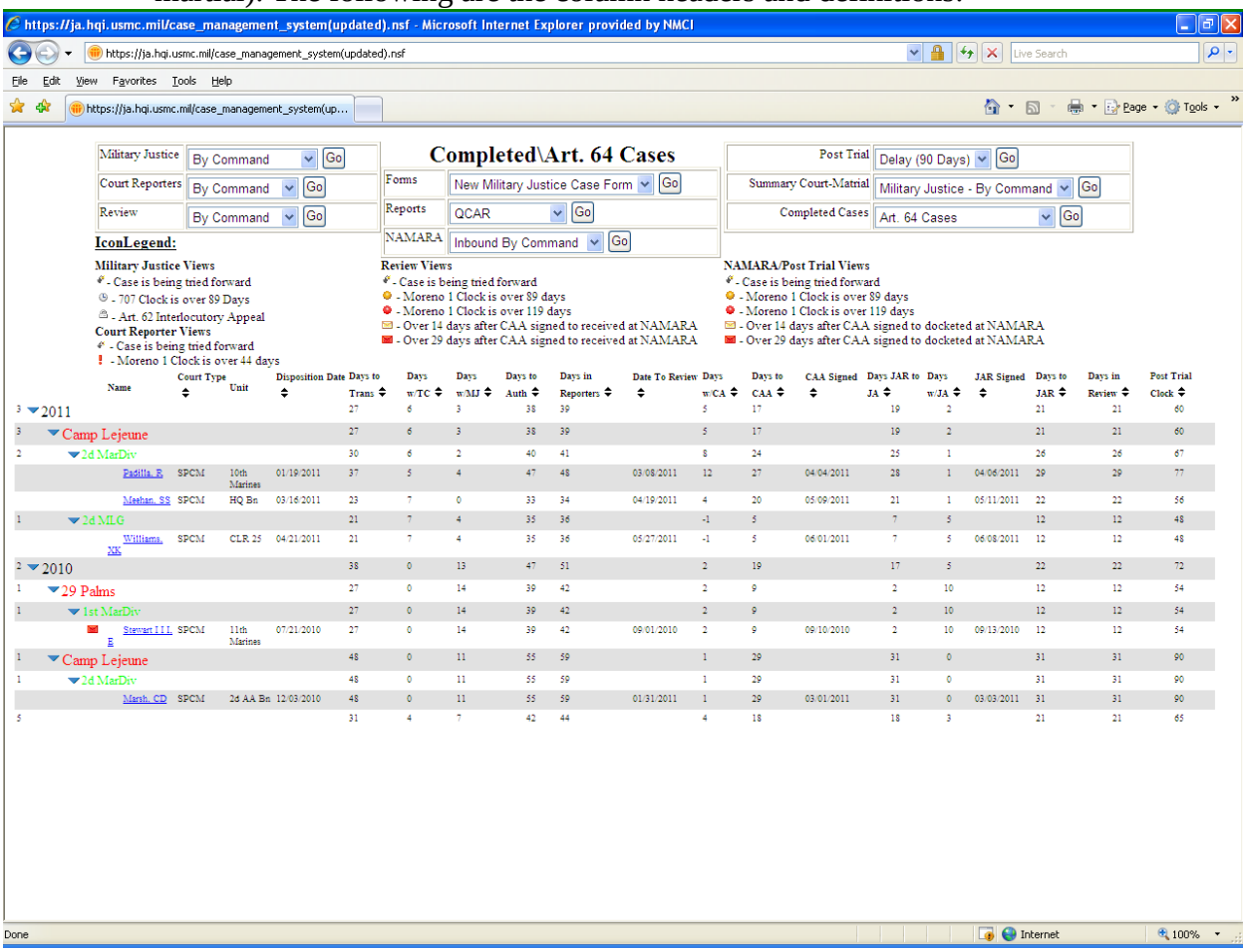


b. Review (Legal) – This report displays all cases under the review section sorted by the command, which were forwarded by the Military Justice Office. See Review\By Command above for column details.

c. Review (Unit) - This report displays all cases under the review section sorted by the command, which were forwarded directly by a unit for the express purpose of a Judge Advocate Review under Article 64, UCMJ.

7) **Completed Cases:** The Completed Cases Category has 5 reports.

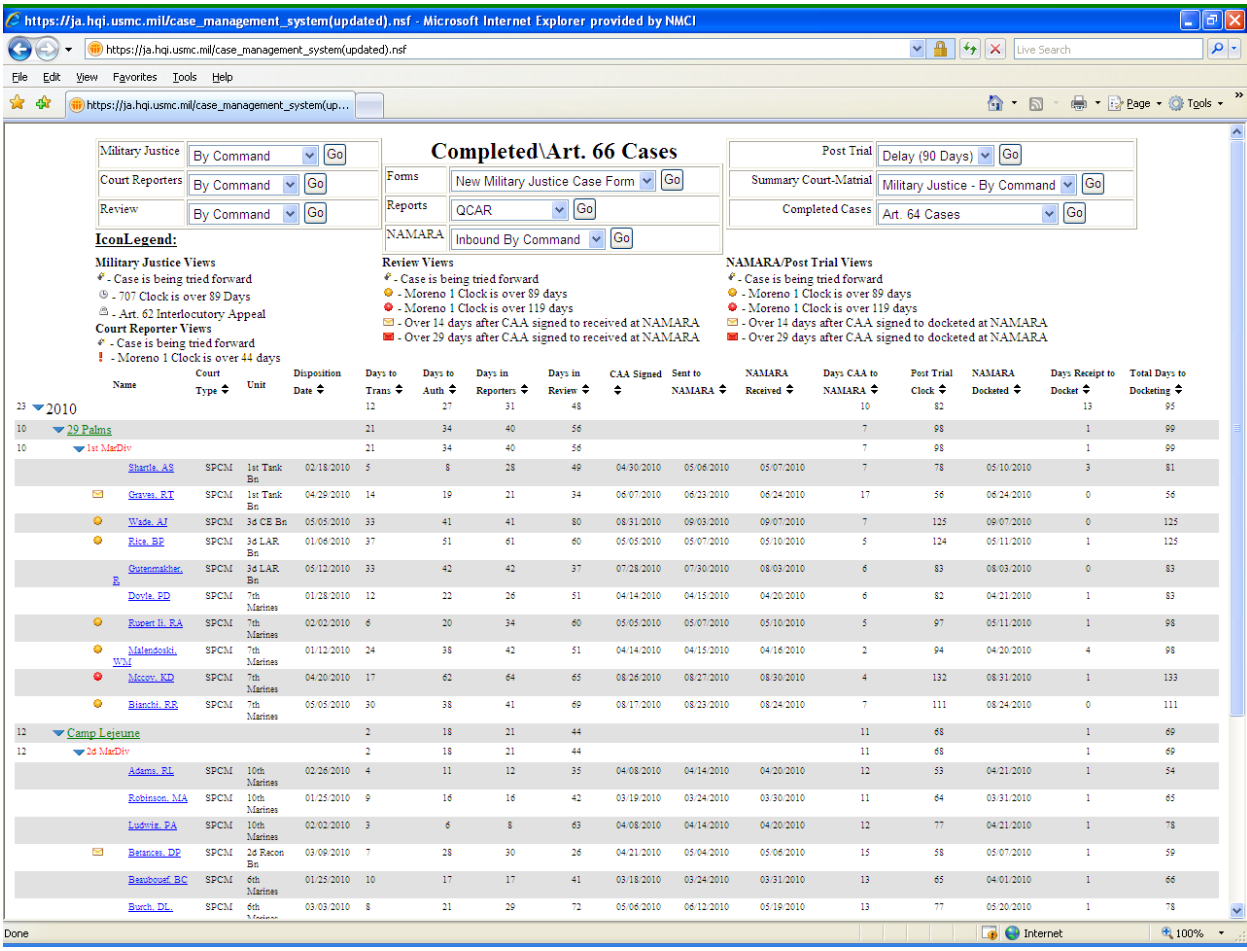
a. **Art. 64 Cases –** This report contains all completed cases, which were reviewed pursuant to Article 64, UCMJ (special and summary courts-martial). The following are the column headers and definitions:



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:

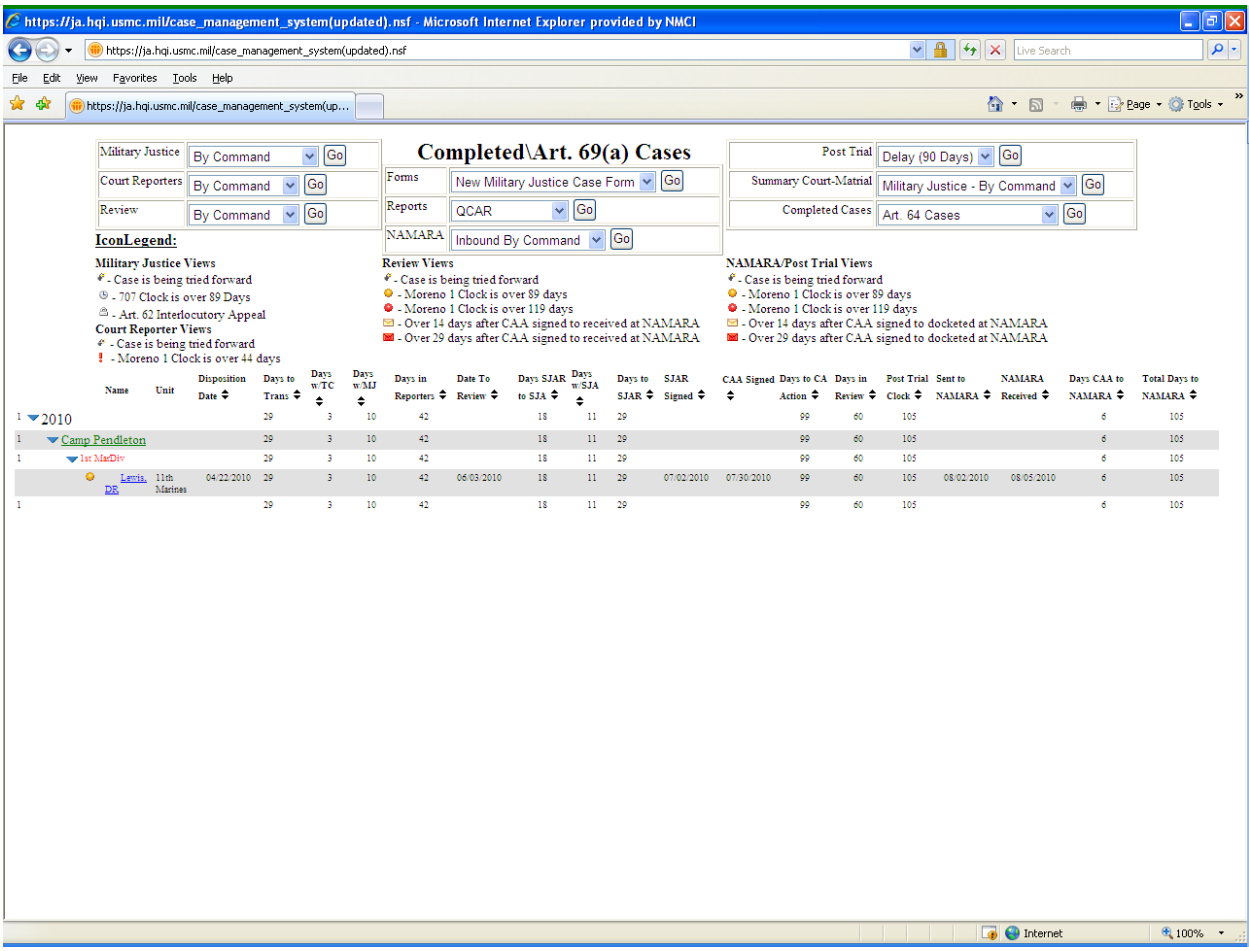


1) **Case Year –** The year of the date of the disposition.
2) **Site** – The location where the case is being processed.
3) **Command -** The first general court-martial convening authority (GCMCA) in the accused's chain of command.
4) **Name –** The name of the accused.
5) **Court Type –** The type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

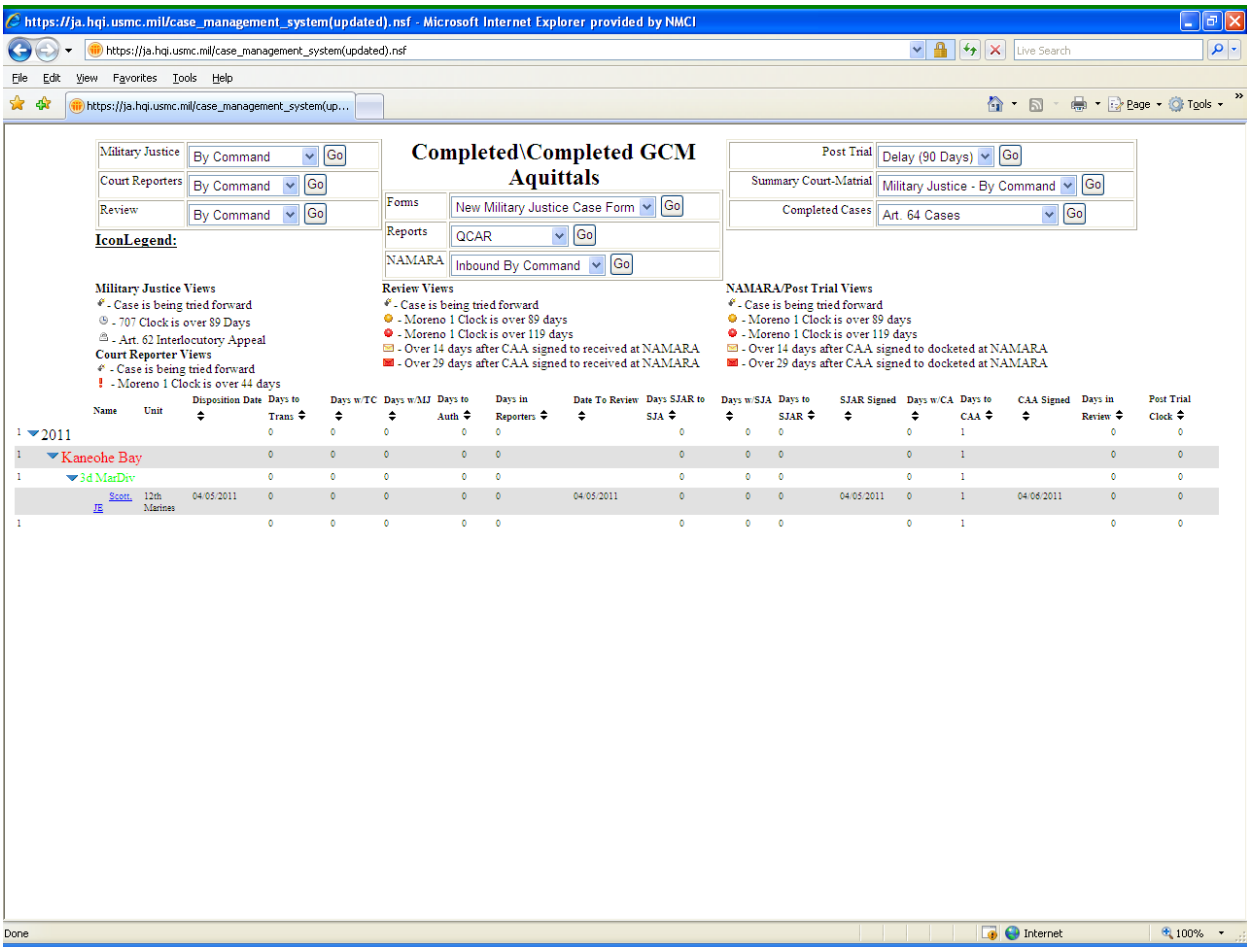
disposition until the date the court reporters enter the date to review.

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.

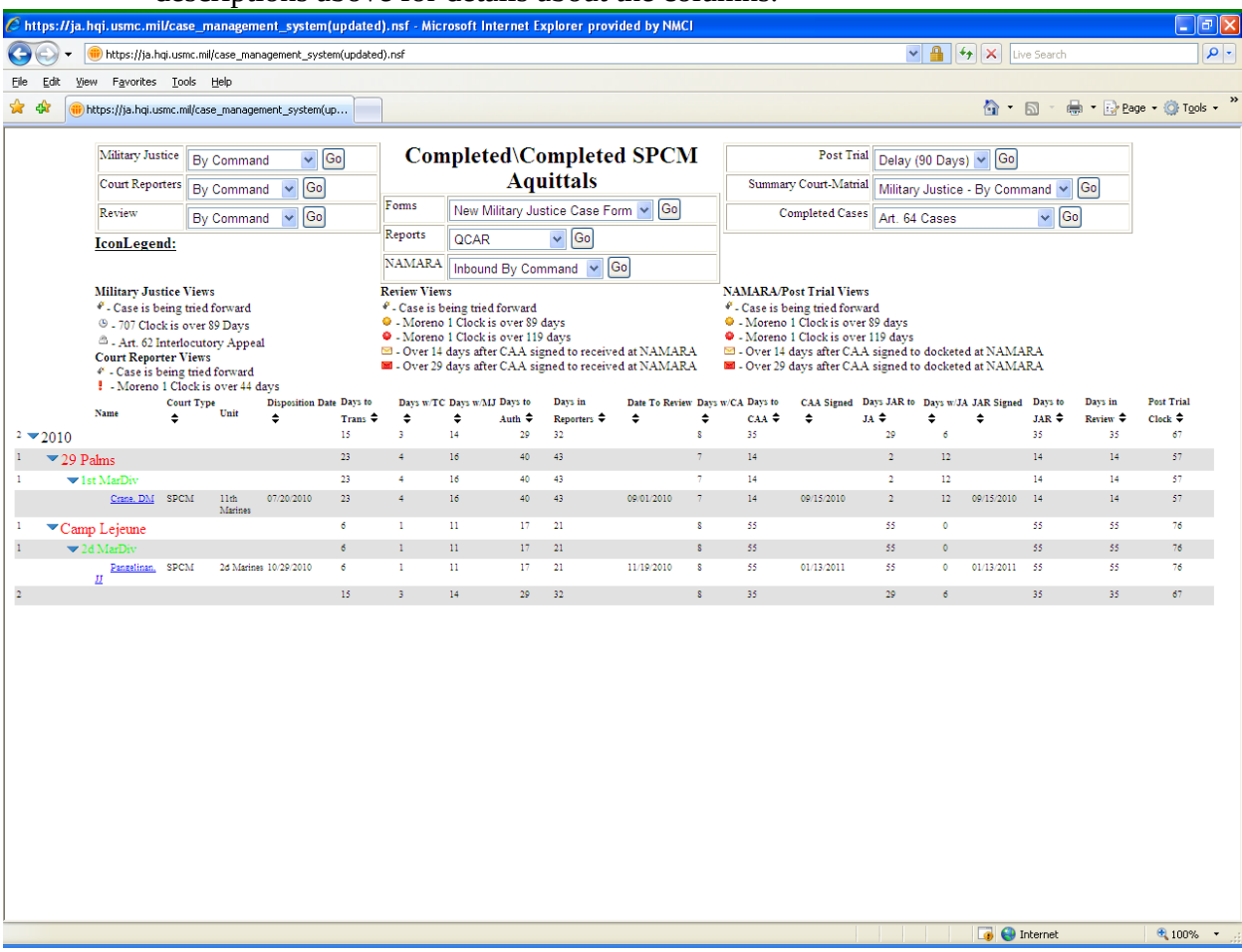
c. Art. 69(a) Cases – This report contains all cases for which an Article 69, UCMJ appellate review at the NMCCA has been completed and a Supplemental CMO signed. For the column details see "Post Trial\Art. 69(a)" report above in the post-trial section.



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.


https://ja.hqi.usmc.mil/case_management_system(updated).nsf - Microsoft Internet Explorer provided by NMCI
https://ja.hqi.usmc.mil/case_management_system(updated).nsf
File Edit View Favorites Tools Help
Page Tools
Military Justice By Command Go
Court Reporters By Command Go
Review By Command Go
Completed\Completed GCM Aquittals
Forms New Military Justice Case Form Go
Reports QCAR Go
NAMARA Inbound By Command Go
Post Trial Delay (90 Days) Go
Summary Court-Matrial Military Justice - By Command Go
Completed Cases Art. 64 Cases Go
IconLegend:
Military Justice Views
- Case is being tried forward
- 707 Clock is over 89 Days
- Art. 62 Interlocutory Appeal
Court Reporter Views
- Case is being tried forward
- Moreno 1 Clock is over 44 days
Review Views
- Case is being tried forward
- Moreno 1 Clock is over 89 days
- Moreno 1 Clock is over 119 days
- Over 14 days after CAA signed to received at NAMARA
- Over 29 days after CAA signed to received at NAMARA
NAMARA/Post Trial Views
- Case is being tried forward
- Moreno 1 Clock is over 89 days
- Moreno 1 Clock is over 119 days
- Over 14 days after CAA signed to docketed at NAMARA
- Over 29 days after CAA signed to docketed at NAMARA
Name Unit Disposition Date Days to Trans Days w/TC Days w/MJ Days to Auth Days in Reporters Date To Review Days SJAR to SJA Days w/SJA Days to SJAR SJAR Signed Days w/CA Days to CAA CAA Signed Days in Review Post Trial Clock
1 2011 0 0 0 0 0 0 0 0 0 1 0 0
1 Kaneohe Bay 0 0 0 0 0 0 0 0 0 1 0 0
1 3d MarDiv 0 0 0 0 0 0 0 0 0 1 0 0
Scott, JE 12th Marines 04/05/2011 0 0 0 0 0 04/05/2011 0 0 0 04/05/2011 0 1 04/06/2011 0 0
1 0 0 0 0 0 0 0 0 0 1 0 0
Done
Internet
100%

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.



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**

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:

https://ja.hqi.usmc.mil/case_management_system(updated).nsf - Microsoft Internet Explorer provided by NMCI

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

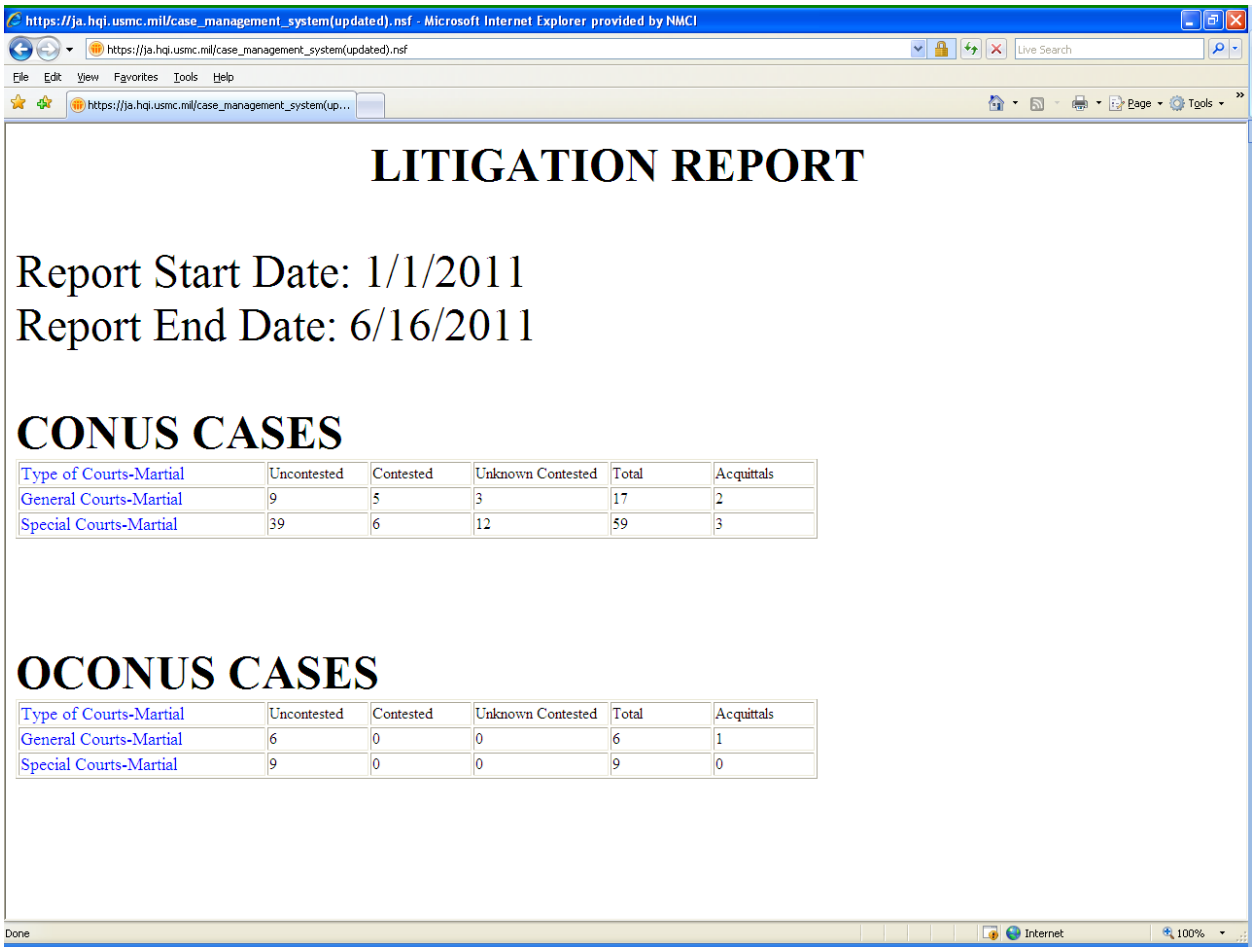
DISPOSITION OF DRUG ABUSE OFFENSES
(total number, not just convictions)

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 broken out into CONUS cases and OCONUS cases. 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: 1/1/2011
Report End Date: 6/16/2011

CONUS CASES

Type of Courts-Martial	Uncontested	Contested	Unknown Contested	Total	Acquittals
General Courts-Martial	9	5	3	17	2
Special Courts-Martial	39	6	12	59	3

OCONUS CASES

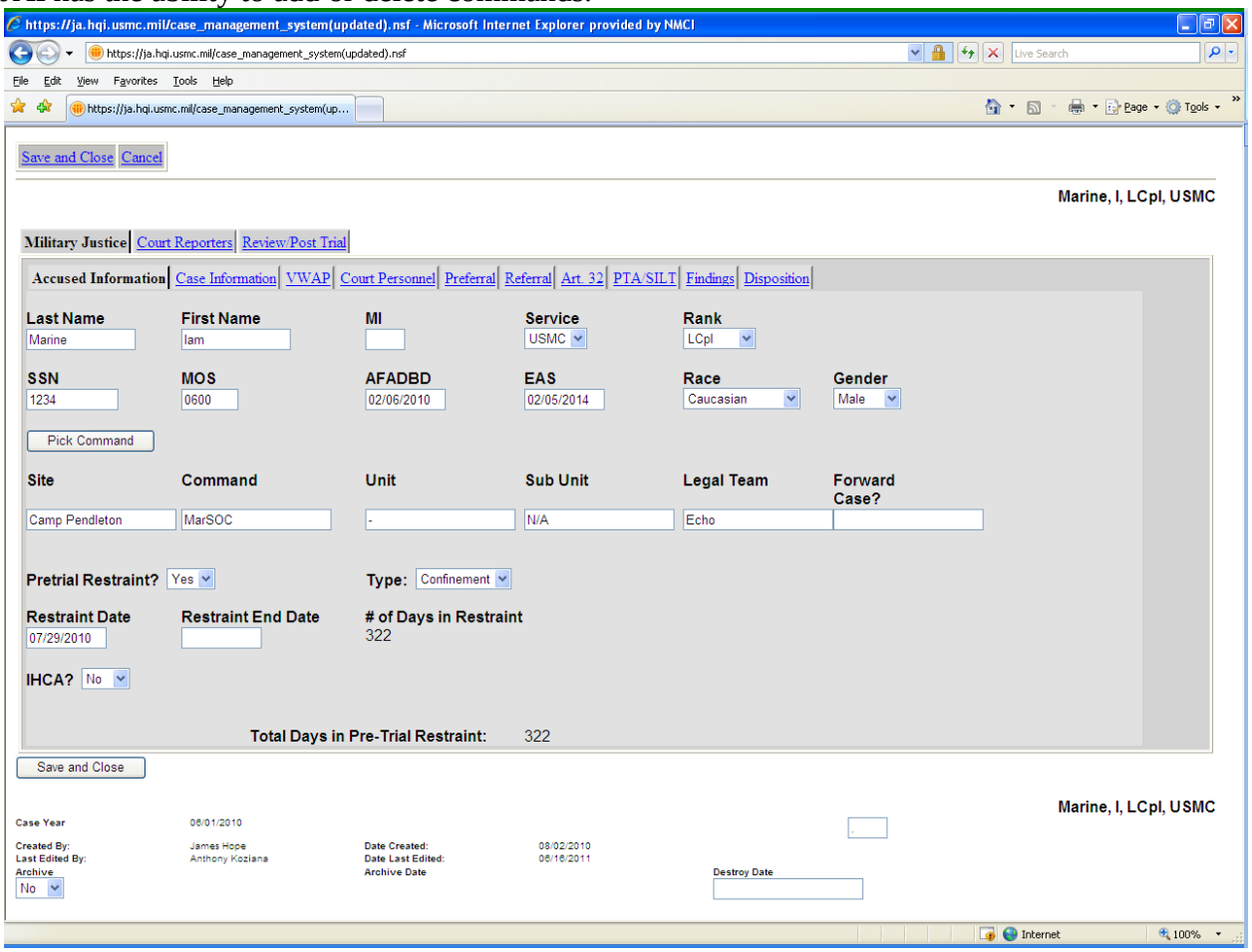
Type of Courts-Martial	Uncontested	Contested	Unknown Contested	Total	Acquittals
General Courts-Martial	6	0	0	6	1
Special Courts-Martial	9	0	0	9	0

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.

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.



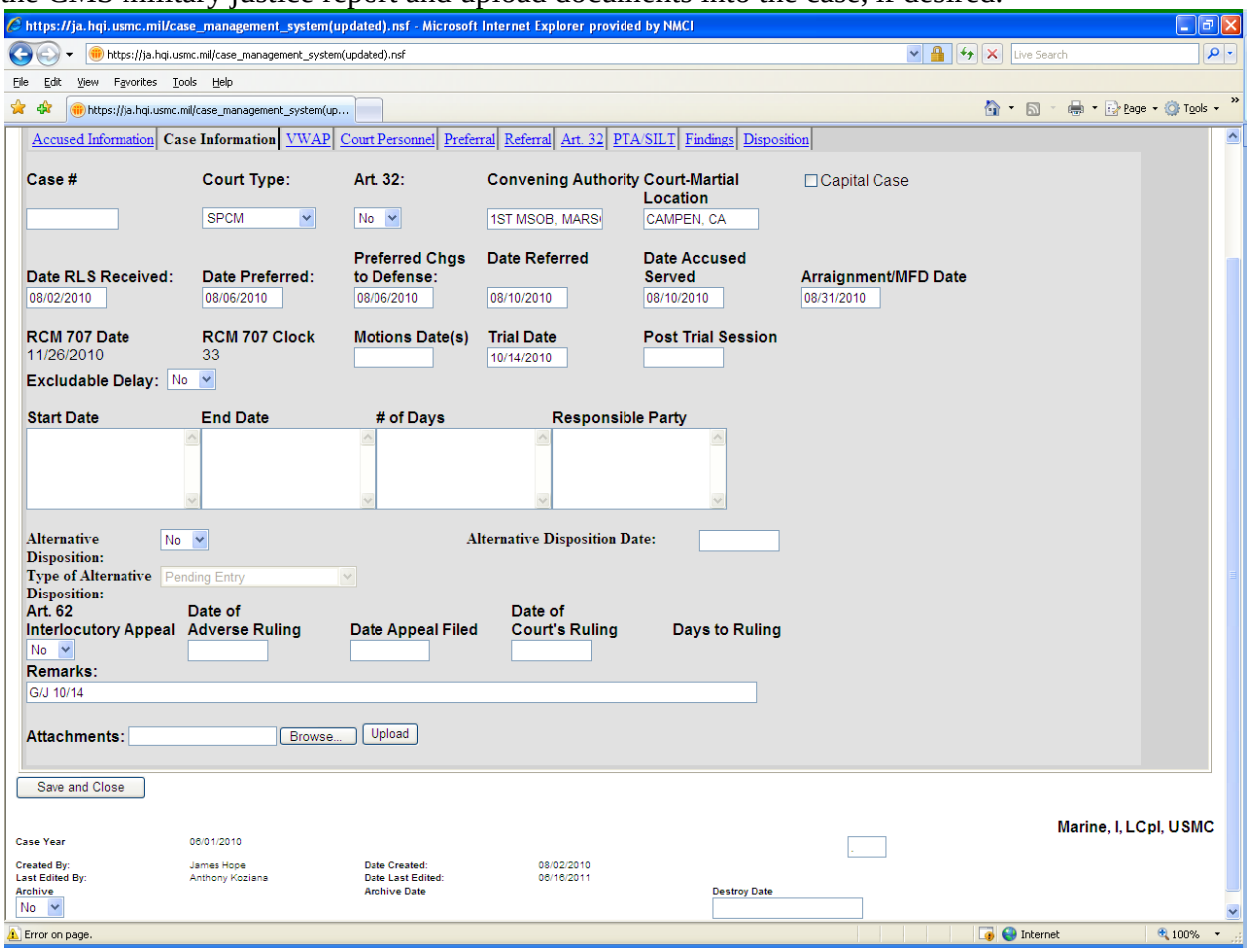
CMS Field Name	Description
Last Name:	The full last name of the Accused. [Text Field] (Required Field)

First Name:	The full first name of the Accused. [Text Field] (Required Field)
Middle Initial:	The middle initial of the Accused. [Text Field]
Service:	The branch of service of the Accused. Changing this field will trigger a refresh of the screen. [Drop Down Box] (Required Field)
Rank:	The rank of the Accused. This is dependent upon the service field. [Drop Down Box] (Required Field)
SSN:	The last four digits of the social security number of the Accused. [Number Field] (Required 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)
Race:	The race of the Accused. [Drop Down Box] (Required Field)
Gender:	The gender of the Accused. [Drop Down Box] (Required Field)
Pick Command:	The button that will bring up a pop-up box that will allow the user the ability to select the site, command, unit, sub-unit, and legal team. [Button]
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 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")
Restraint Date:	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.*
# of days 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")
# of IHCA days:	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 pre-trial restraint:	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]

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.



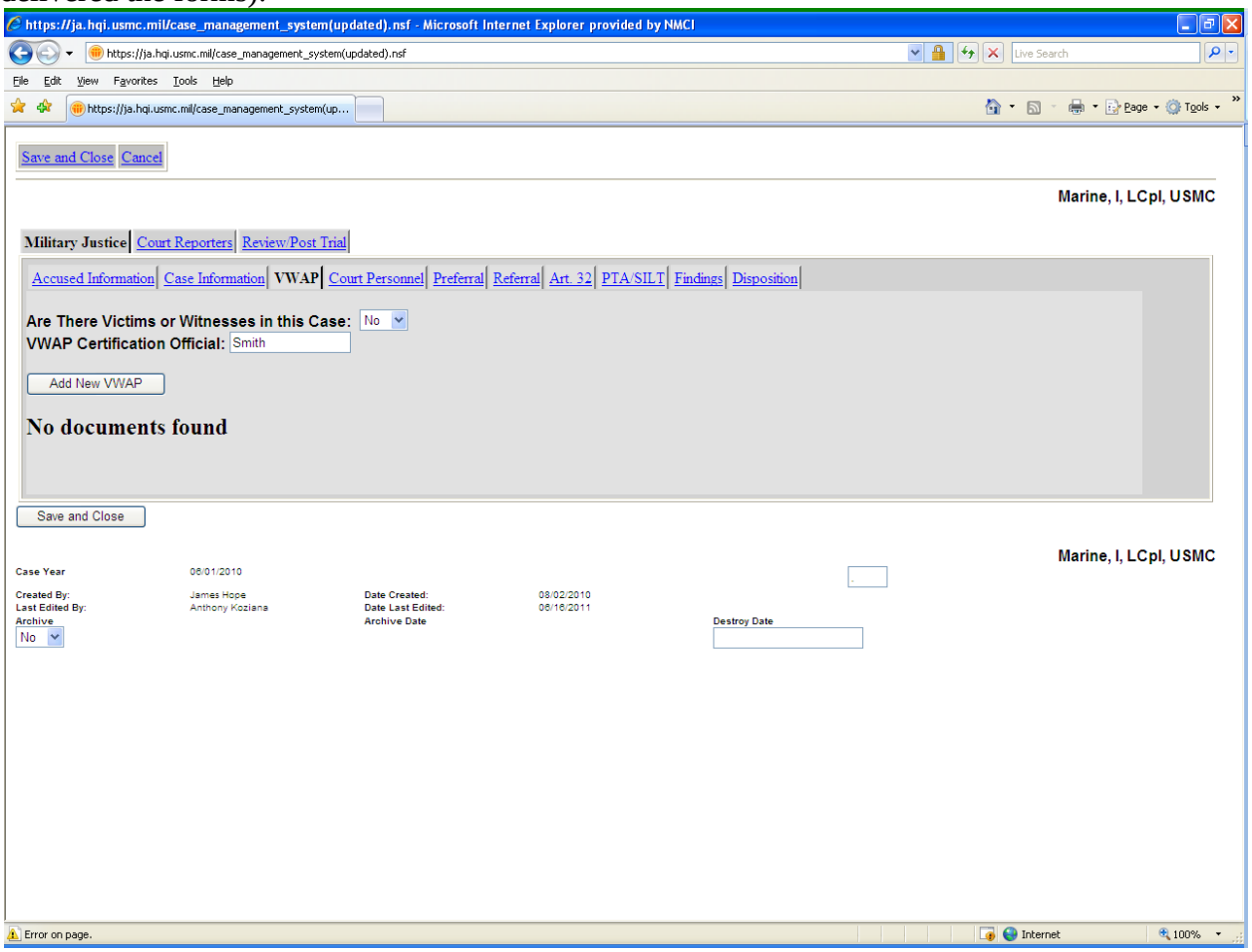
CMS Field Name	Description
Case #:	The case number for the case. [Text Field]
Court Type:	The type of court for this case. [Drop Down Box] (Required Field)
Art. 32:	Drop down box allows entry indicating there is an Article 32 hearing and opens the 32 information tab. [Drop Down Box] (This will open up the Article 32 tab)
Convening Authority:	The name of the command convening the court-martial. [Text Field] (Required Field)
Court-Martial Location:	The physical location of the Court-Martial. [Text Field] (Required Field)

Capital Case:	Allows clerks to check the box indicating the case is referred capital. [Check Box]
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 Charges 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/MFD Date:	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)
Motions 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

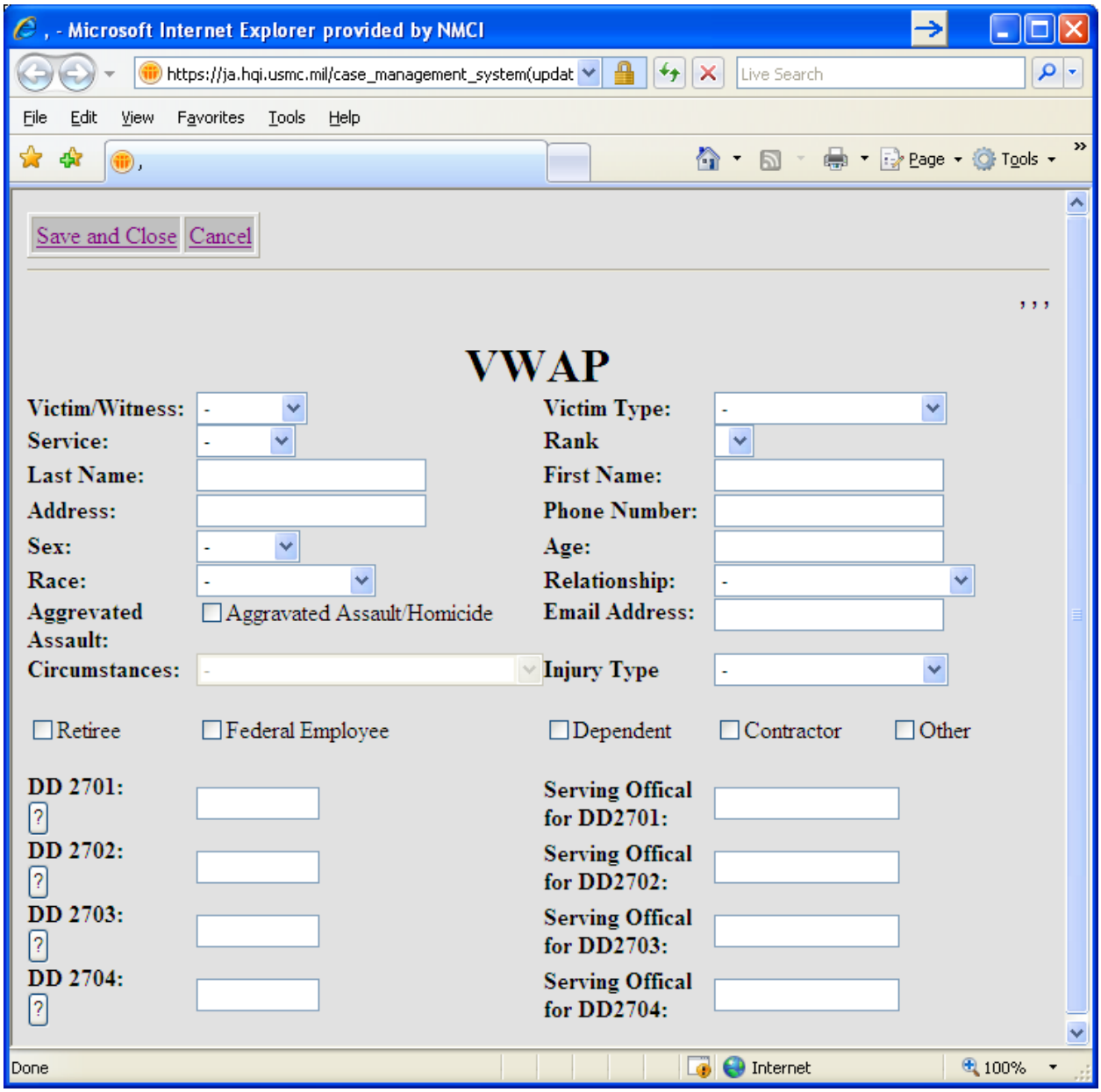
	confinement date, IHCA date, or the Preferral date minus excludable delay. A date entered into the Arraignment/MFD field stops the clock. [Calculated Field]
RCM 707 Clock:	The current number of days on the RCM 707 Clock including excludable delay if entered. The clock starts when either the pretrial 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 Alternative	The type of alternative disposition in this case. [Drop Down Box] Disposition: (Alternative Disposition field must be "Yes")
Alternative Disposition Date:	The date of the alternative disposition in this case. [Drop Down Box] (Alternative Disposition field must be "Yes")

Remarks:	Remarks for the Military Justice section for the case. These are the remarks that will show on the Reports. [Text Field]
Attachments:	There were military justice attachments to be kept for the case. [Upload Button]

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 person who delivered the forms).



CMS Field Name	Description
VWAP:	Was there a victim(s) or witness(es) in this case? [Drop Down Box](Required Field)
VWAP Certification Official:	The last name of the official who certifies whether there is a victim or witness in the case. [Text Box] (Required Field) (VWAP field must be Checked)
Add VWAP Information:	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]

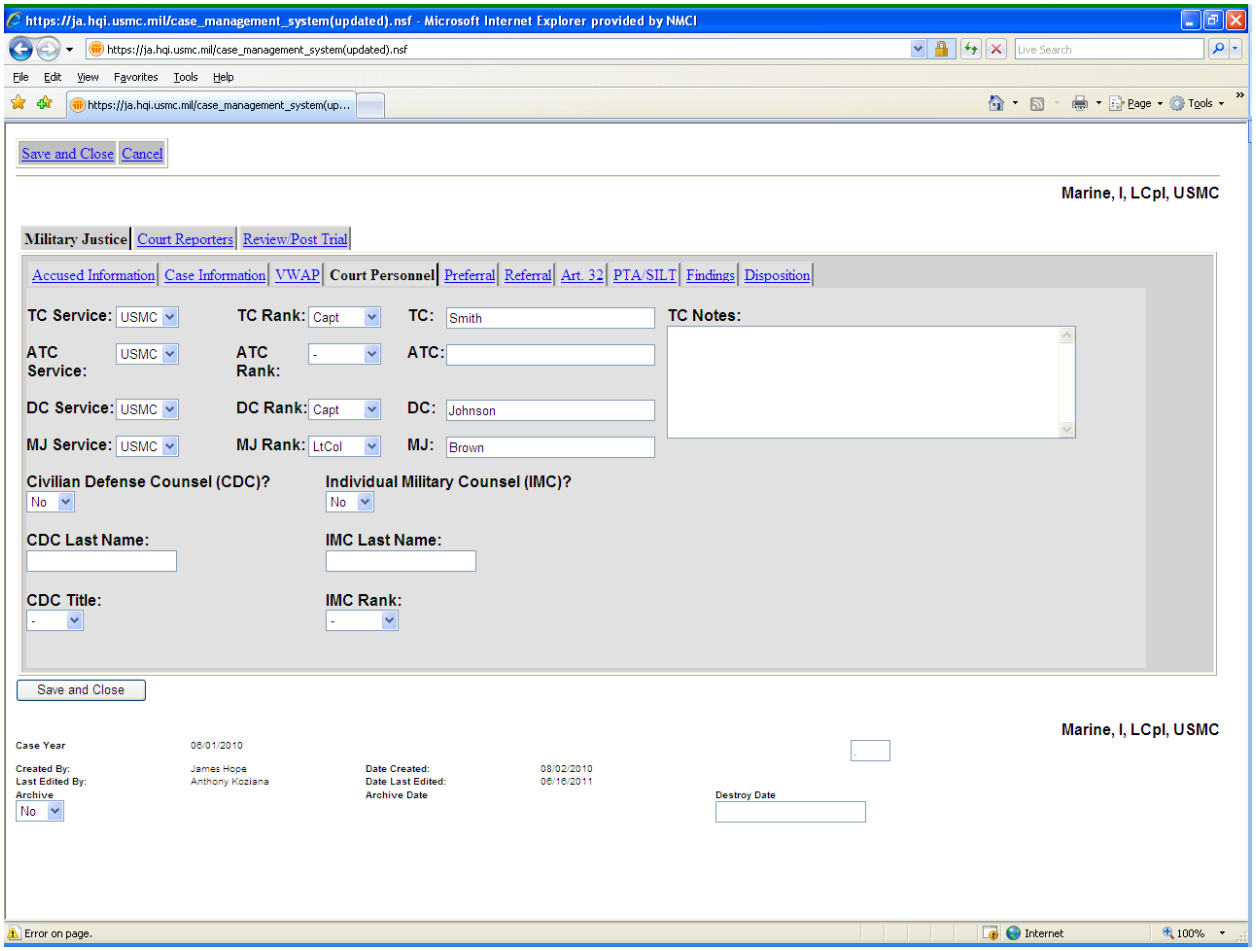


Update:	This will allow you to update the screen to show the added, removed or modified VWAP Information for this case. [Check Box]
Victim/Witness:	They were a victim or a witness in the case. [Drop Down Box] (Required Field)
Victim Type:	The type of victim they were for this case. [Drop Down Box]
Service:	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]
Dependant:	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 Date:	The date that the DD 2701 form was served. [Date Field]
Serving Official for the DD 2701:	The Official that issued the DD 2701 form. Usually an NCIS agent, CID investigator or MP. [Text Field]

DD 2701 Help:	This button will bring up a short description of this document and when this document is supposed to be completed and by whom. [Button]
DD 2702 Date:	The date that the DD 2702 form was served. [Date Field]
Serving Official for the DD 2702:	The Official that issued the DD 2702 form, usually the TC. [Text Field]
DD 2702 Help:	This button will bring up a short description of this document and when this document is supposed to be completed and by whom. [Button]
DD 2703 Date:	The date that the DD 2703 form was served. [Date Field]
Serving Official for the DD 2703:	The Official that issued the DD 2703 form, usually the TC. [Text Field]
DD 2703 Help:	This button will bring up a short description of this document and when this document is supposed to be completed and by whom. [Button]
DD 2704 Date:	The date that the DD 2704 form was completed. [Date Field]
Serving Official for the DD 2704:	The Official that issued the DD 2704 form – the TC. [Text Field]
DD 2704 Help:	This button will bring up a short description of this document and when this document is supposed to be completed and by whom. [Button]

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.

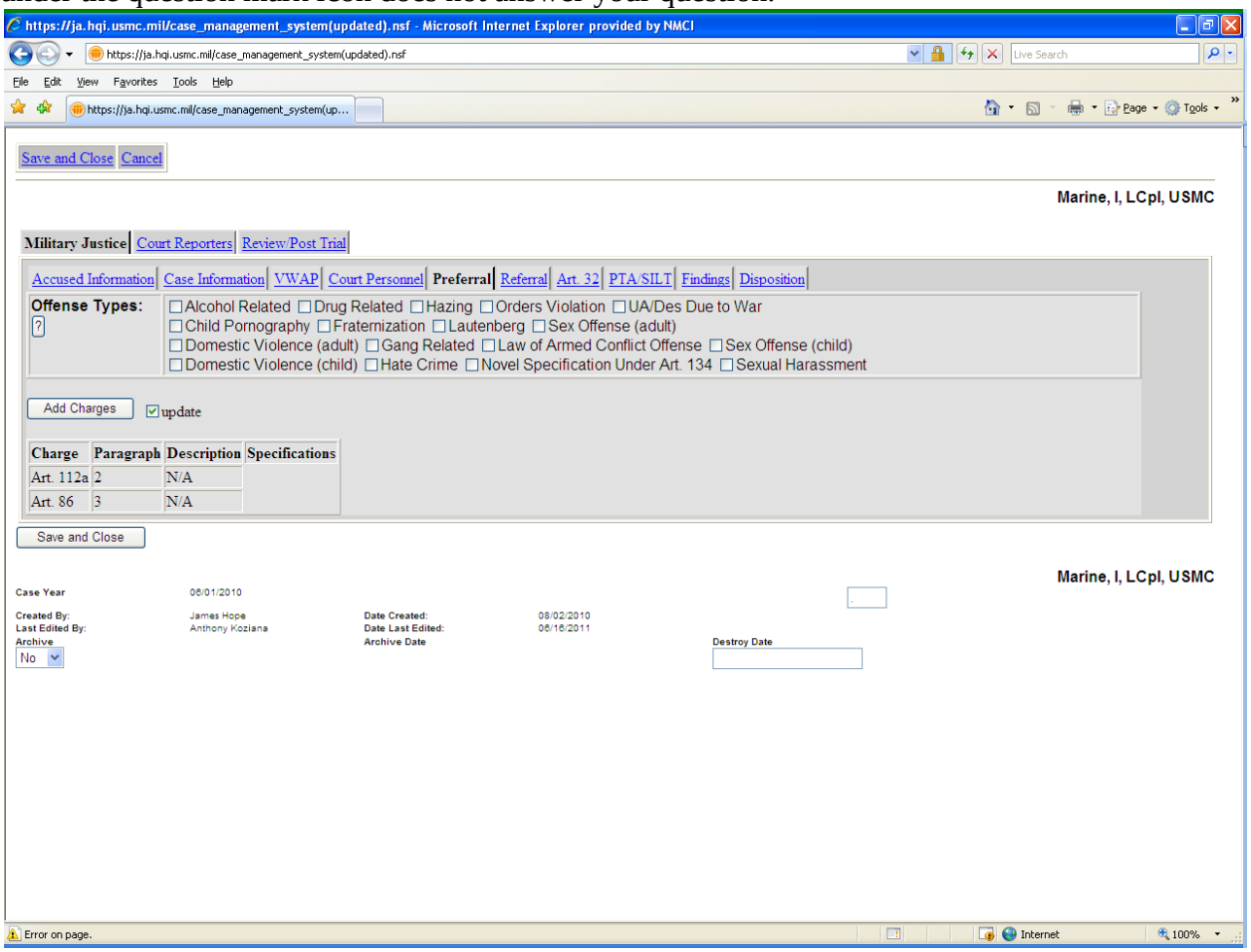


CMS Field Name	Description
TC Service:	The trial counsel's service. [Drop Down] (Required Field)
TC Rank:	The trial counsel's rank. [Drop Down] (Required Field)
TC:	The trial counsel's last name. [Text Field] (Required Field)
ATC Service:	The assistant trial counsel's service. [Drop Down]
ATC Rank:	The assistant trial counsel's rank. [Drop Down]
ATC:	The assistant trial counsel's last name, if any. [Text Field]
DC Service:	The defense counsel's service. [Drop Down] (Required Field)

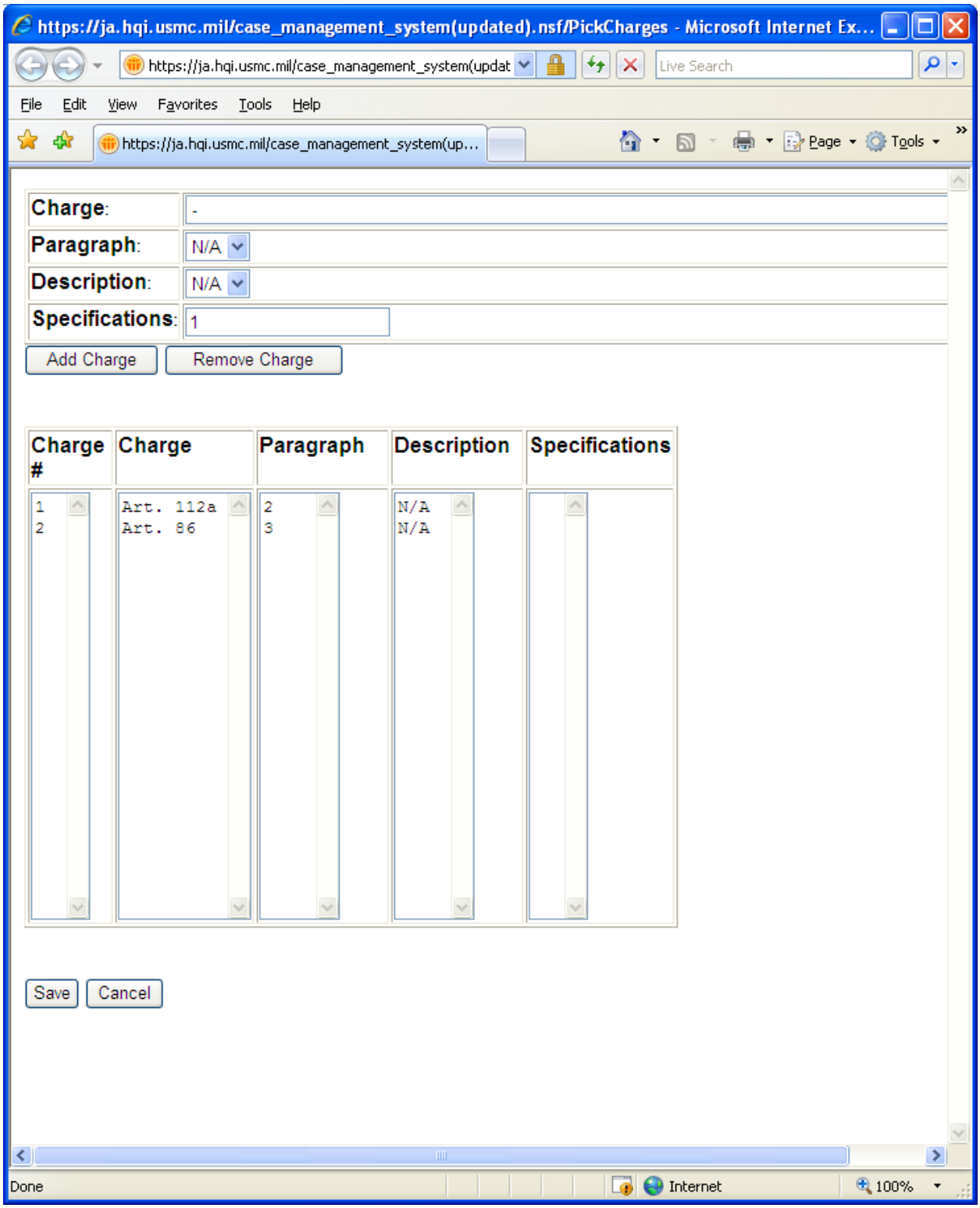
DC Rank:	The defense counsel's rank. [Drop Down] (Required Field)
DC:	The defense counsel's last name. [Text Field] (Required Field)
MJ Service:	The military judge's service. [Drop Down] (Required Field)
MJ Rank:	The military judge's rank. [Drop Down] (Required Field)
MJ:	The military judge's last name. [Text Field] (Required Field)
TC Notes:	Trial Counsel Case Notes. TC may enter any case chronology or other notes about the case – items will not appear in Remarks section on the MilJus Report. [Rich Text Field]
CDC:	A yes or no field to indicate whether there is a civilian defense counsel detailed. [Drop Down Box]
CDC Full Name:	The civilian defense counsel's full name. [Text Field] (CDC field must be "Yes")
CDC Title:	The civilian defense counsel's title. [Drop Down] (CDC field must be "Yes")
IMC:	A yes or no field to indicate whether there is a individual military counsel detailed. [Drop Down Box]
IMC:	The individual military counsel's full name. [Text Field] (CDC field must be "Yes")
IMC Rank:	The individual military counsel's rank. [Drop Down] (CDC field must be "Yes")
SCMO Last Name:	The summary court-martial officer's last name. [Text Field] (Court Type field must be "SCM")
SCMO First Name, MI:	If the court type is SCM, The summary court-martial officer's first name and middle initial. [Text Field] (Court Type field must be "SCM")
Service:	If the court type is SCM, The summary court-martial officer's branch of service. [Drop Down Box] (Court Type field must be "SCM")

Rank:	If the court type is SCM, The summary court-martial officer's rank. [Drop Down Box] (Court Type field must be "SCM")
Unit:	If the court type is SCM, The summary court-martial officer's unit. [Text Field] (Court Type field must be "SCM")

Preferral: This tab documents all the charges that were preferred 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 occurrences during the preferral of charges. [Button]

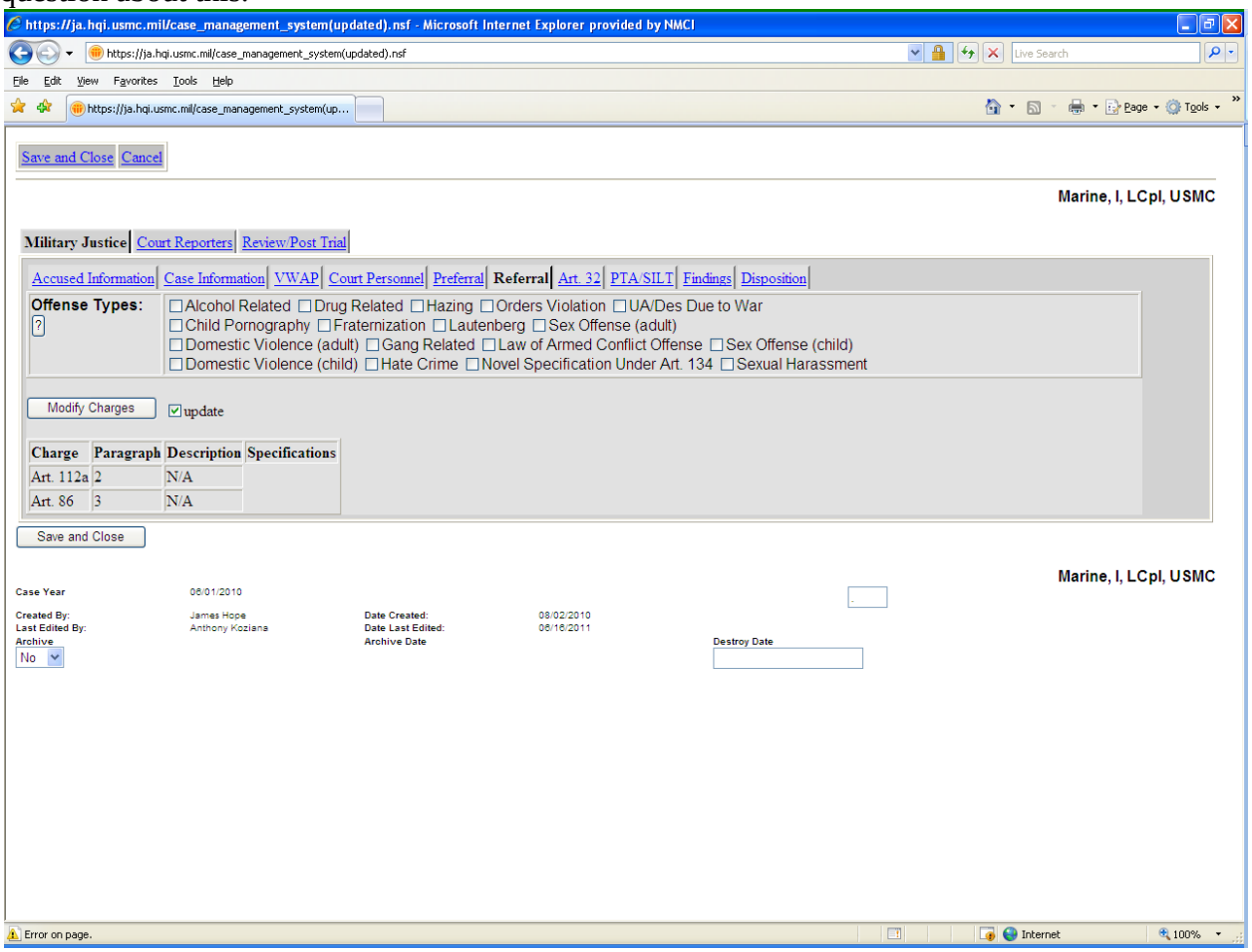


Update: Allows updating of charges and specifications. This will also push the charges entered to the referral tab. [Check Box]

Charge #: The sequential numbers of the charge in order as you enter the charges. This number is used to remove the charge.

	[Calculated Field]
Charge:	Drop down box for entry of the appropriate UCMJ article for each charge. [Drop Down Box] and [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]
Description:	Drop down box with description of the paragraph of the charge. [Drop Down Box] and [Calculated Field]
Specifications:	The number of specifications preferred under the charge. For example, if the accused is charged with 3 specifications of Larceny under Article 121, UCMJ, enter 3 occurrences. [Number] and [Calculated Field]

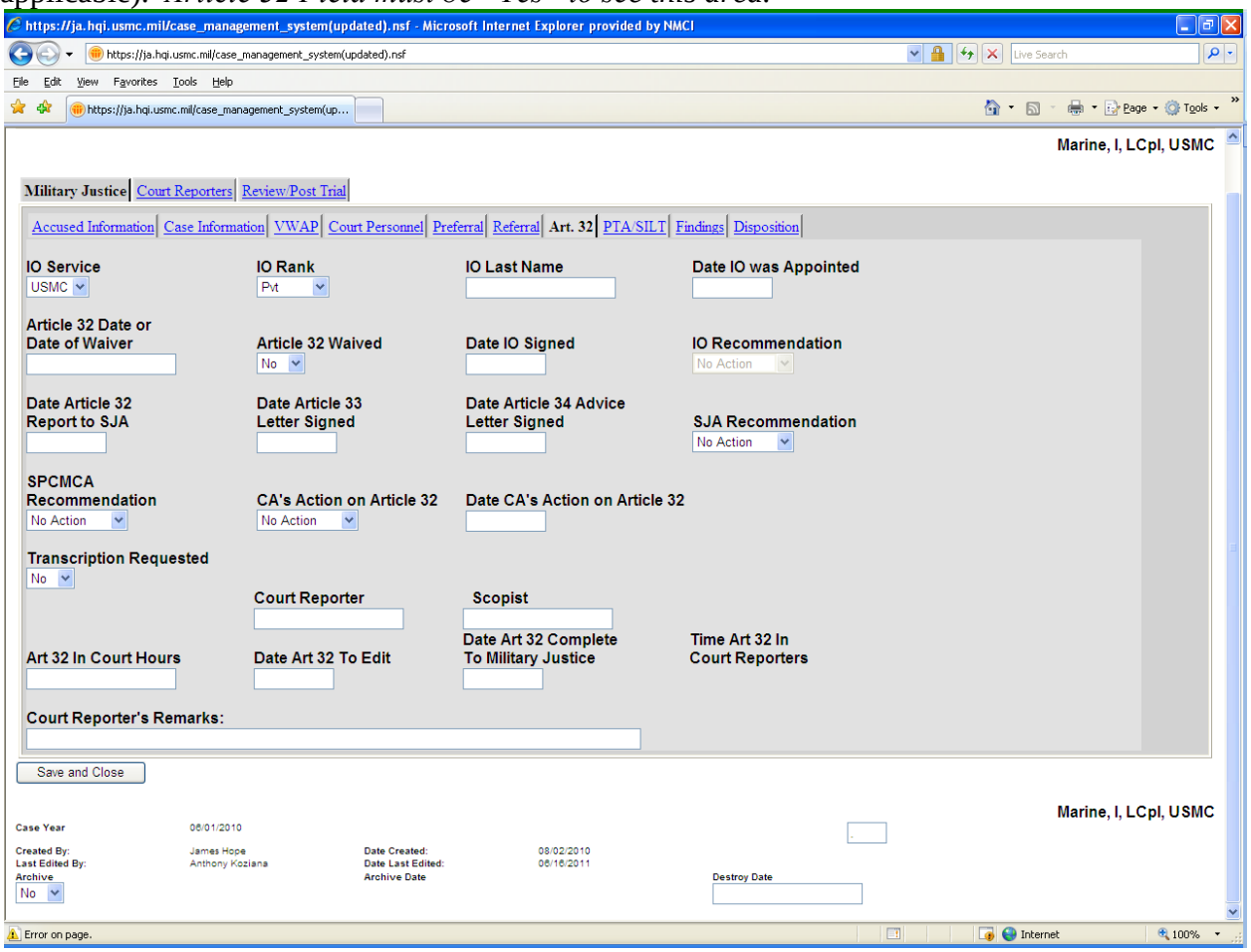
Referral: This tab documents the charges and specifications referred. Once the convening authority refers the charges you must enter each charge and specification here using the drop down fields to capture the number and title of charge(s) and each specification. As with Preferral tab, you should update the offense type(s) if necessary. Consult the TC or MJO if you have a question about this.



CMS Field Name	Description
Offense Types:	The type of offenses charged upon referral. You may choose more than one. [Check Box]
Offense Type Help:	This will bring up definitions for the Offense Types. [Button]
Modify Charges:	Brings up a pop-up box to allow entry of charge, paragraph, description, and occurrences during the referral of charges. [Button]
Update:	Allows updating of charges and specifications and pushes the charges /specifications to the findings tab. [Check Box]
Charge #:	The sequential numbers of the charge in order as you enter the charges. This number is used to remove the charge.

	[Calculated Field]
Charge:	Drop down box for entry of the appropriate UCMJ article for each charge. [Drop Down Box] and [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]
Description:	Drop down box with description of the paragraph of the charge. [Drop Down Box] and [Calculated Field]
Specifications:	The number of specifications preferred under the charge. For example, if the accused is charged with 3 specifications of Larceny under Article 121, UCMJ, enter 3 occurrences. [Number] and [Calculated Field]

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.*

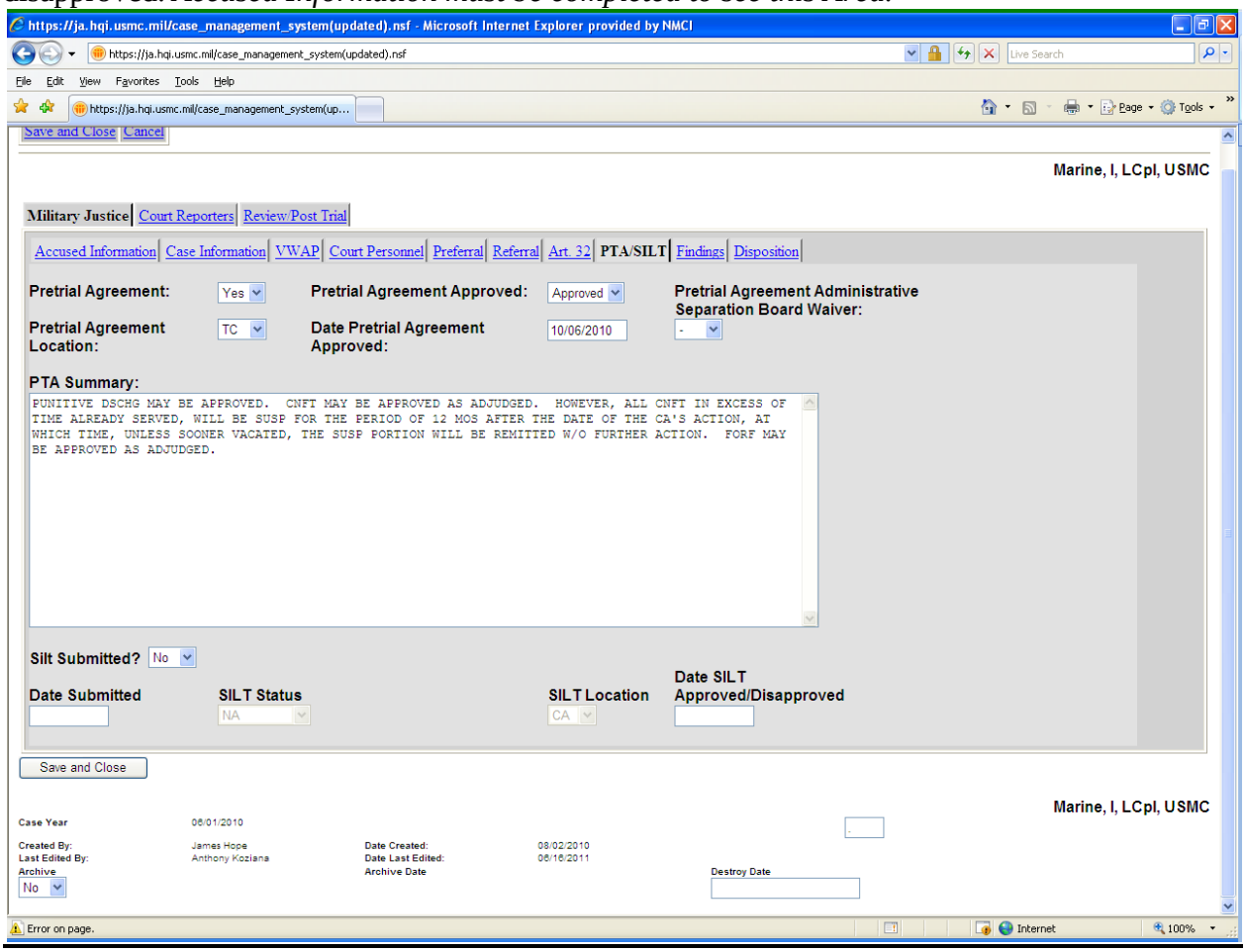


CMS Field Name	Description
IO Service:	The branch of service of the investigating officer. Changing this field will trigger a refresh of the screen. [Drop Down Box]
IO Rank:	The rank of the investigating officer - tied to IO service field. [Drop Down Box]
IO Last Name:	The full last name of the investigating officer. This should be in initial capitalization. [Text Field]
Date IO was Appointed:	The date the investigating officer was appointed. [Date Field]

Article 32 Date or Date of Waiver:	The date of the Article 32 hearing or waiver date. [Date Field]
Article 32 Waived:	The Article 32 hearing was waived. [Drop Down Box]
Date IO Signed:	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 Advice 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")
Scopist:	The Scopist's Last Name. [Text Field] (Transcription Requested field must be "Yes")

Article 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 Article 32 to Edit:	The date the Article 32 started to be edited. [Date Field] (Transcription Requested field must be “Yes”)
Date Article 32 Complete to Military Justice:	The date the completed Article 32 was sent to the military justice. [Date Field] (Transcription Requested field must be “Yes”)
Time Article 32 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]

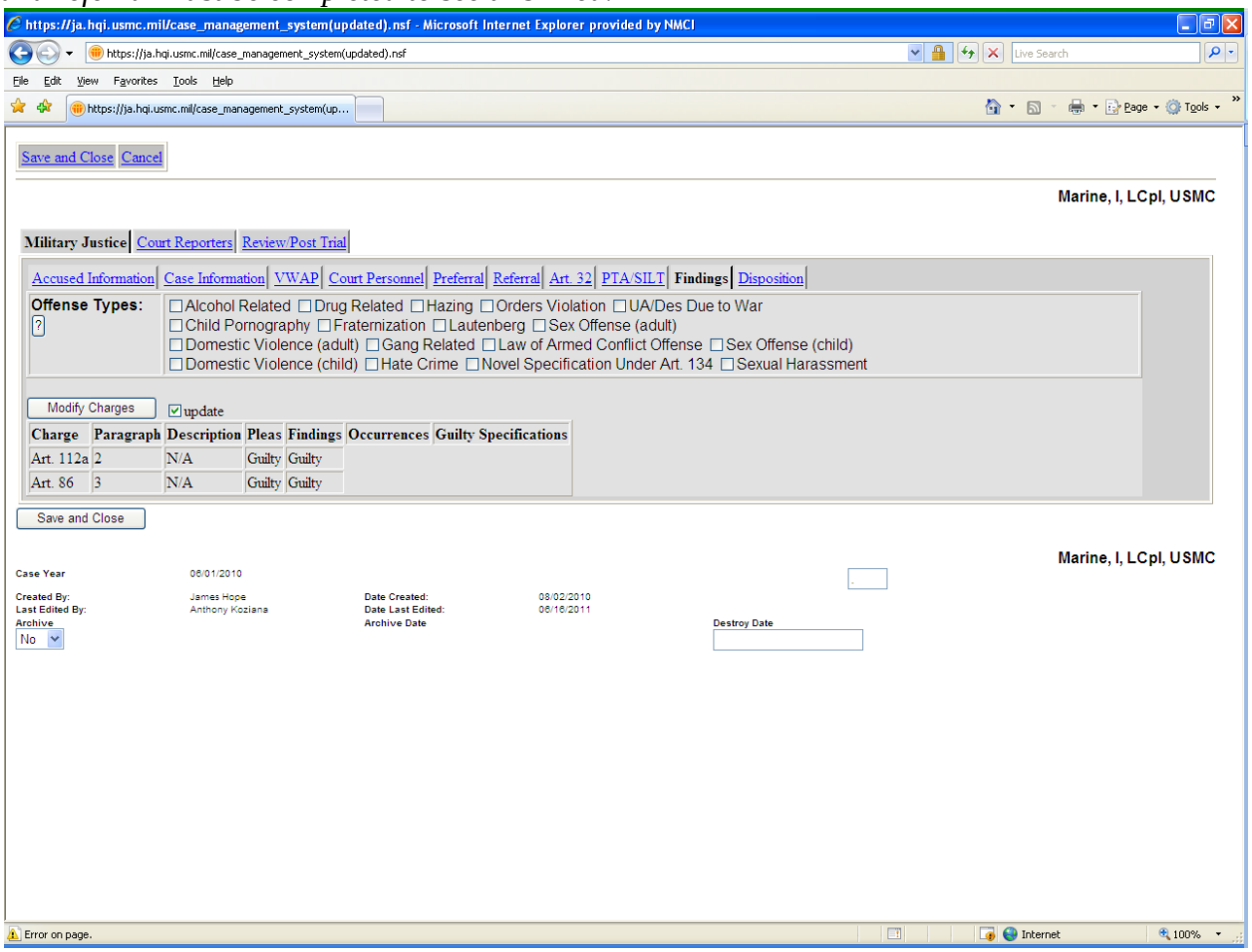
PTA/SILT: This tab captures information relating to a pretrial agreement (PTA) or Separation in Lieu of Trial (SILT), if applicable. You should enter the following information regarding the PTA: whether a PTA has been offered and approved, the location of the PTA, the date of approval, and a summary 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.*



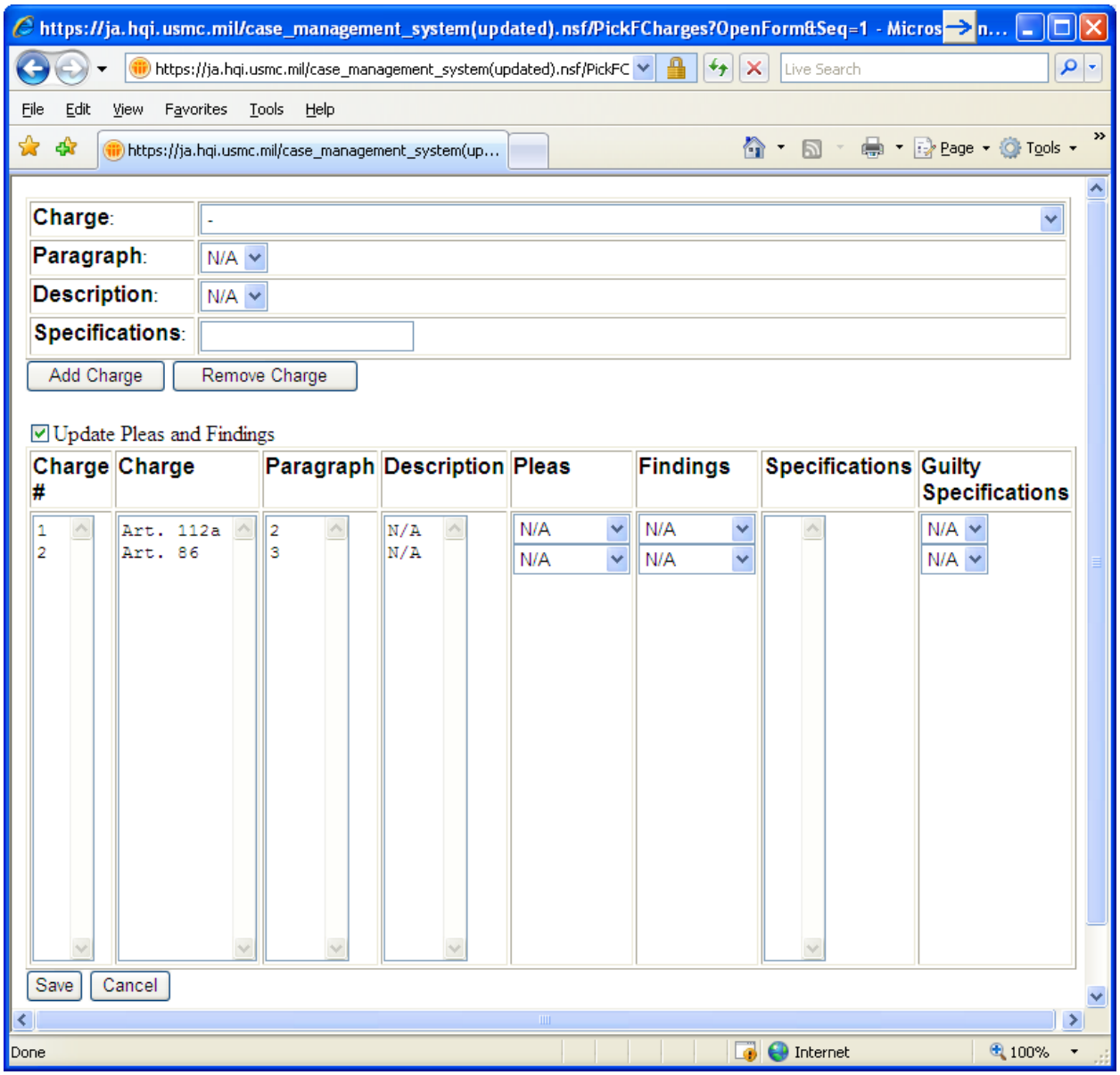
CMS Field Name	Description
Pretrial Agreement?:	Drop down yes or no box indicating whether there was a pretrial agreement in the case. [Drop Down Box]
Pretrial Agreement Approved.	Drop down box yes or no box indicating whether the pretrial agreement was approved in the case. [Drop Down Box] (Pretrial Agreement field must be "Yes")
Pretrial Agreement Location:	The location of the pretrial agreement. [Drop Down Box] (Pretrial Agreement field must be "Yes")
Date Pretrial	The date the pretrial agreement was approved. [Date Field]

Agreement Approved:	(Pretrial Agreement field must be “Yes”)
Pretrial Agreement Administrative	The pretrial agreement had an administrative separation board waiver. [Drop Down Box] (Pretrial Agreement field must be Separation Board Waiver: “Yes”)
PTA Summary:	The summary of the pretrial agreement. [Rich Text Field] (Pretrial Agreement field must be “Yes”)
SILT?:	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”)

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]
Modify Charges:	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]
Update:	This will allow you to update the screen to show the added, removed or modified charges for this case. [Check Box]



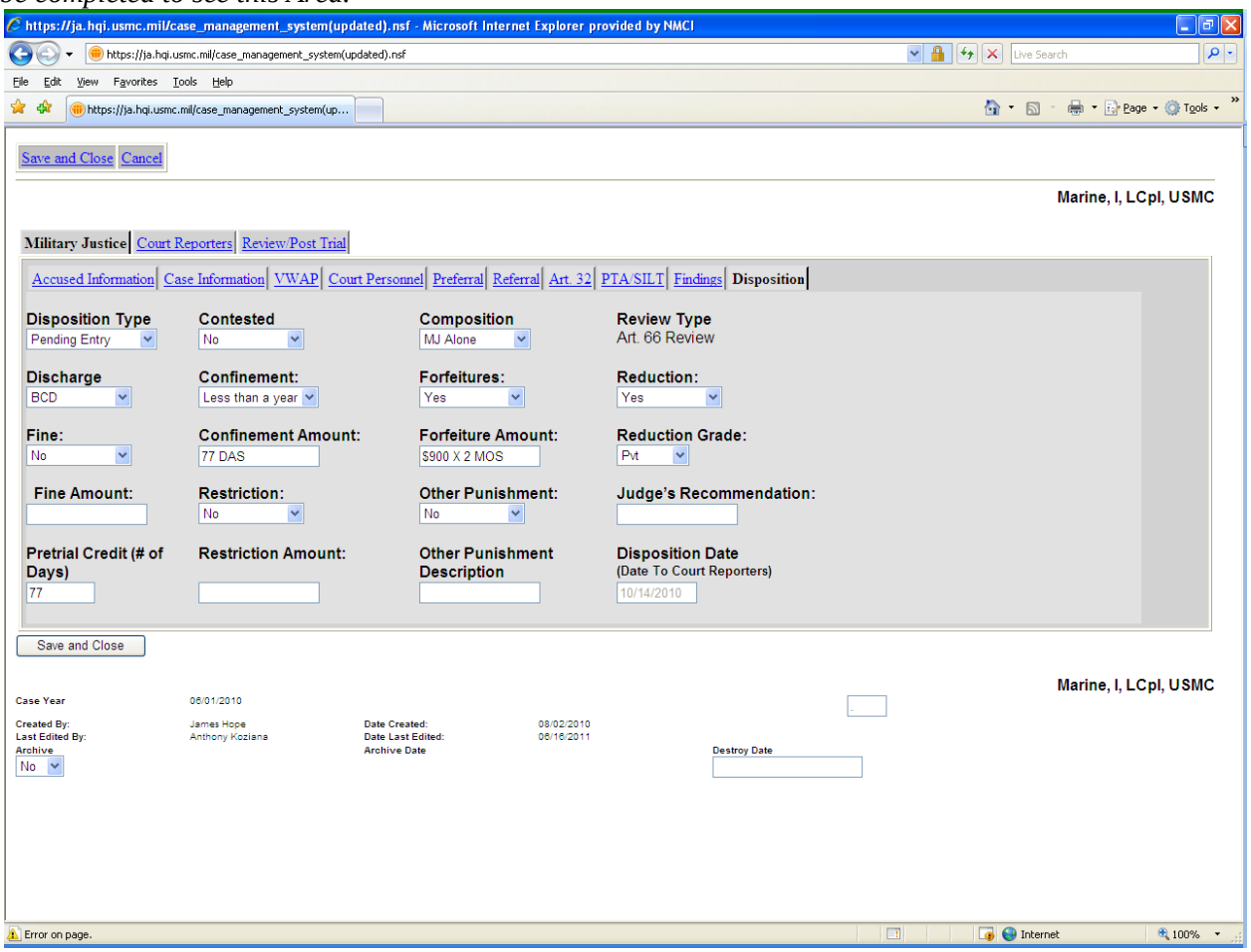
Charge #: The sequential numbers of the charge in order as you enter the charges. This number is used to remove the charge. [Calculated Field]

Charge: The charge or charges that the accused is being tried for. This lists all the punitive articles of the UCMJ. [Drop Down Box] and
[Calculated Field]

Paragraph: The paragraph of the charge that the accused is being tried for. This lists all the paragraphs for the punitive articles of the UCMJ. [Drop Down Box] and [Calculated Field]

Description:	The description of the paragraph of the charge that the accused is being tried for. This lists all the descriptions of the paragraphs for the punitive articles of the UCMJ, if applicable. [Drop Down Box] and [Calculated Field]
Specifications:	The number of specifcations with a finding of guilty. [Number] and [Calculated Field]
Update Plea(s)/Findings:	Check this to enable the pleas and findings for the case. [Check Box]
Plea(s):	The pleas the accused made for each charge. [Drop Down Box] and [Calculated Field]
Findings:	The findings the judge made for each charge. [Drop Down Box] and [Calculated Field]

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:	The case was contested. [Drop Down Box] (Required Field)
Composition:	The composition of the contested case. [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)
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”)
Forfeitures:	Was there forfeitures in the case? [Drop Down Box] (Required Field)
Forfeiture Amount:	The amount of forfeitures that were adjudged in the case. [Text Field] (Forfeitures field must be “Yes”)
Reduction:	Was there a rank reduction in the case. [Drop Down Box] (Required Field)
Reduction Grade:	The rank the accused was reduced to in the case. [Drop Down Box] (Reduction field must be “Yes”)
Fine:	Was there a fine in the case. [Drop Down Box] (Required Field)
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)
Restriction Amount:	The amount of restriction that was adjudged in the case. [Text Field] (Restriction field must be “Yes”)
Other Punishment:	Was there another type of punishment in the case. [Drop Down Box] (Required Field)
Other Punishment Description:	Any other punishment adjudged in the case. [Text Field] (Other Punishment field must be “Yes”)
Judge’s Recommendation:	Military judge’s recommendation(s) for clemency, etc. [Text Field]
Disposition Date:	The date that the accused was sentenced in the case. [Date

(Date to Court Reporters)	Field] (VWAP, VWAP Serving Official(s), must be completed) **This field moves the case to the Court Reporters Report.*

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

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.

Transcription: The first form captures the transcription process, including, Court Reporter and Scopist information and date fields to track the case.

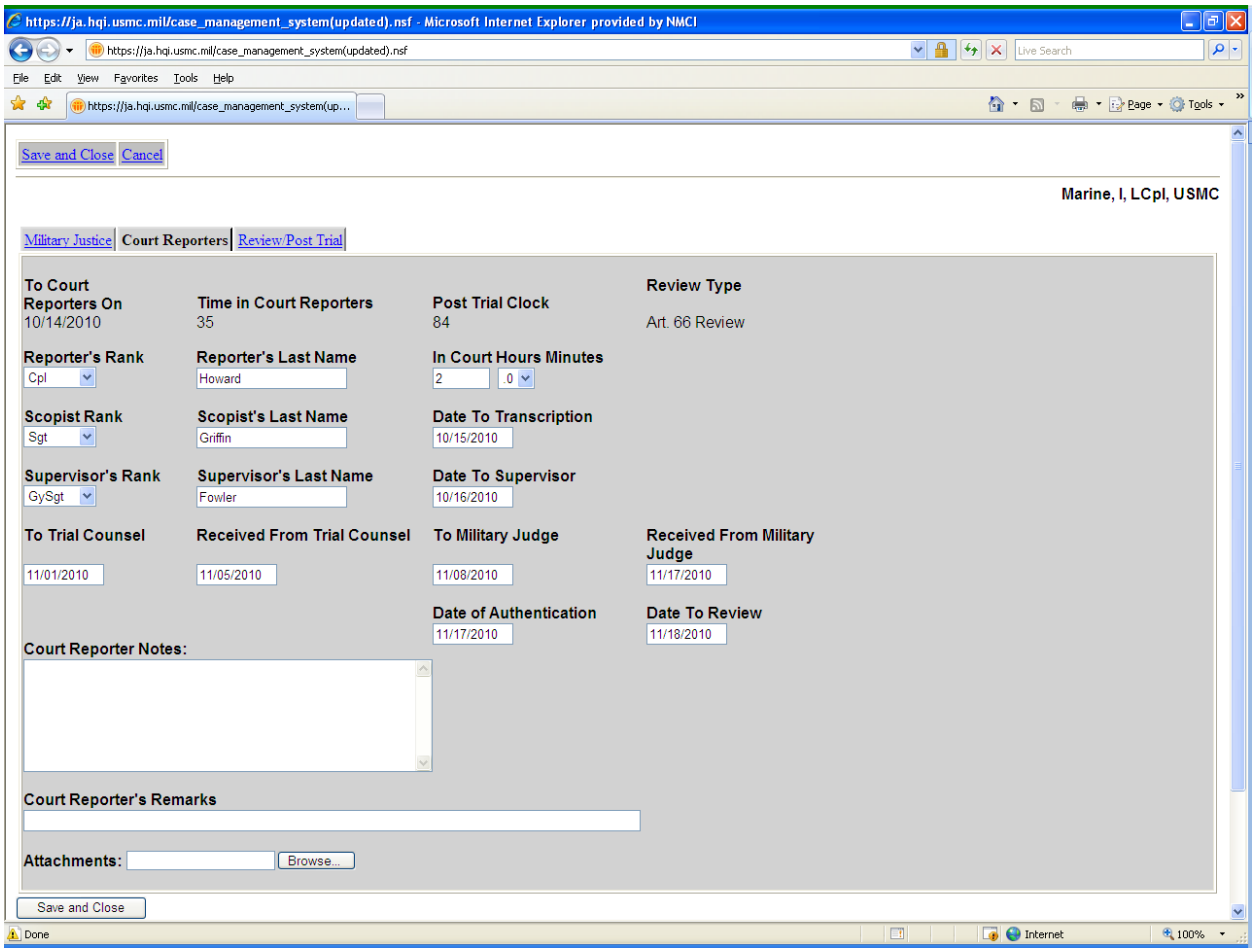
Authentication: The second form captures the authentication process, including the dates the record of trial is sent and received by the Trial Counsel and Military Judge, date of authentication and other key dates.

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.

Summary Courts-Martial: Summary courts-martial (SCM) and Alternative Dispositions do not require transcription or authentication. If the case is a SCM or Alternative Disposition, the Court Reporter section will be hidden and you will be taken to the next appropriate area.

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

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



CMS Field Name	Description
Date Received in Court Reporters:	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.*
Reporter's Rank:	The Court Reporter's Rank. [Drop Down Box]
Reporter's Last Name:	The Court Reporter's last name. [Text Field]
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.*
Scopist Rank:	The Scopist's rank. [Drop Down Box]
Scopist's Last Name:	The Scopist's Last Name. [Text Field]
Date to Transcription:	The date the scopist starts transcribing the record of trial. [Date Field] (Required Field)
Supervisor's Rank:	The rank of the supervisor performing the quality control check. [Text Field]
Supervisor's Last Name:	The 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 Trial Counsel:	The date the case was sent to the trial counsel. [Date Field] (Required Field) (Date to Supervisor field must have a date)
Received 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)
Received from	The date the case was received from the military judge.

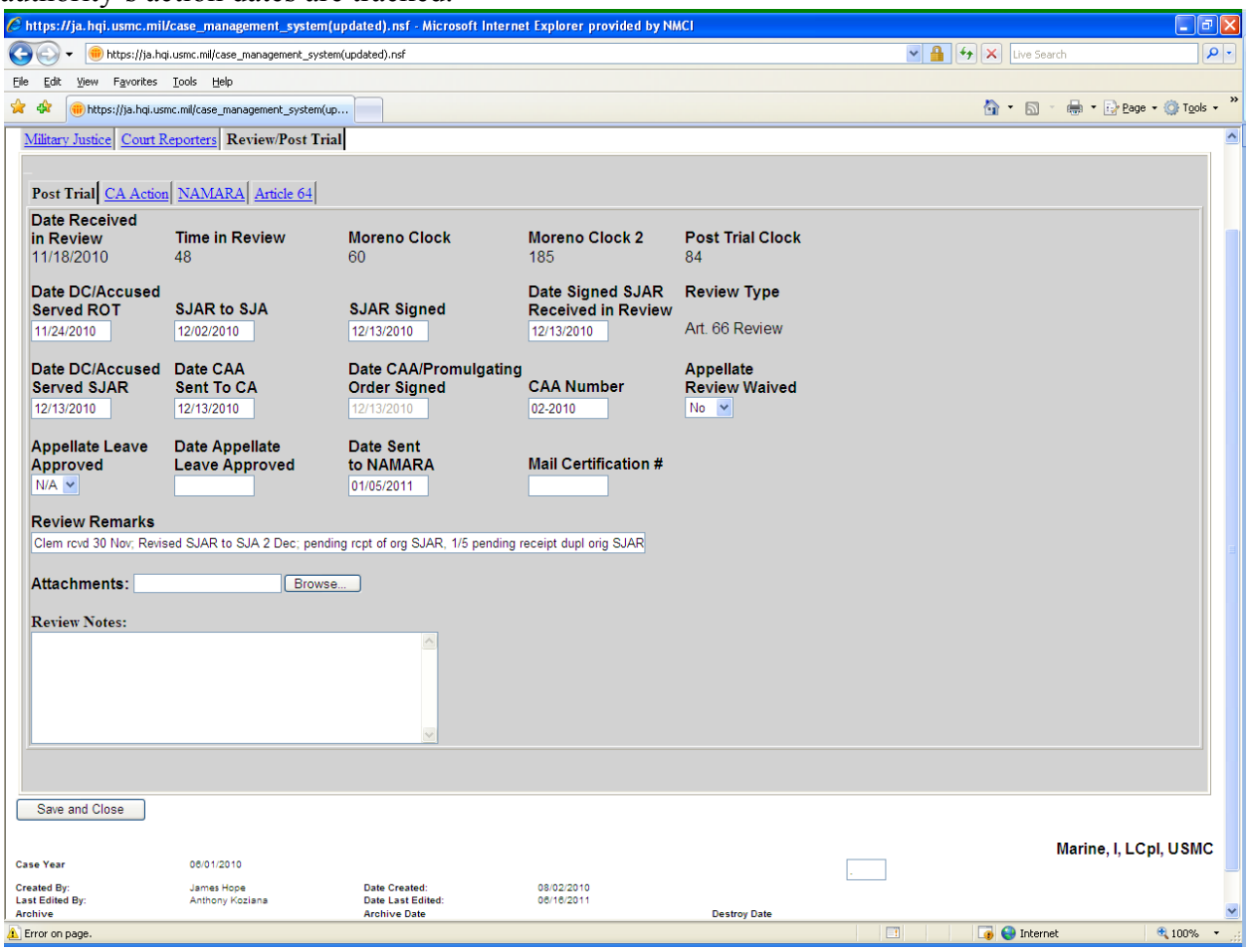
Military Judge:	[Date Field] (Required Field) (To Military Judge field must have a date)
Date of Authentication:	The date the case was authenticated by the military judge. [Date Field] (Required Field) (To Military Judge field must have a date)
Date to Review:	The date the case was sent to Review. [Date 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:	Court Reporter Case Notes. [Rich 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]
Attachments:	There were Court Reporter attachments to be kept for the case. [Upload Button]

Chapter 5

Review/Post Trial

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.

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.

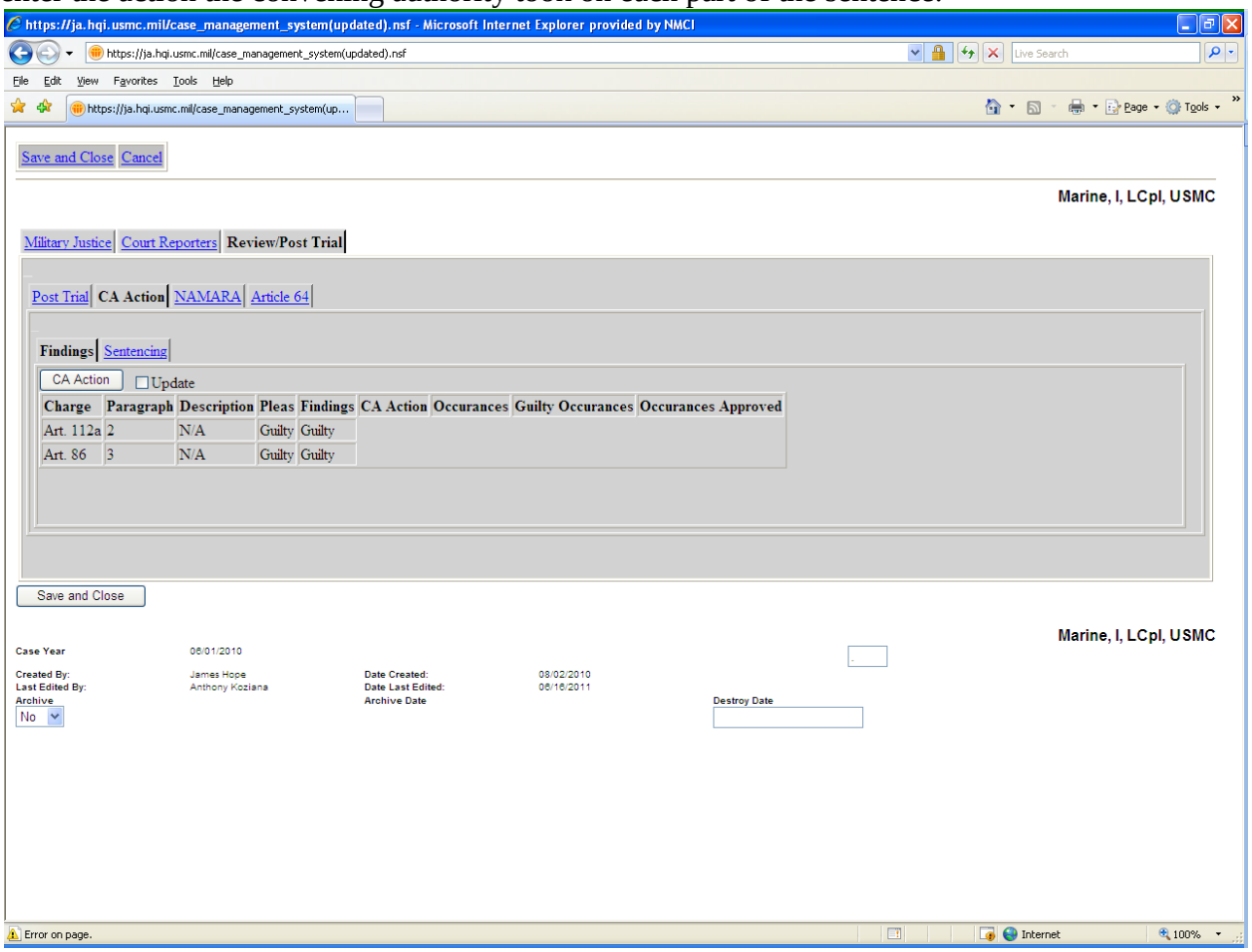


CMS Field Name	Description
Date Received in Review:	The date that the case was received in the Review office. [Calculated Field] (Date to Review field must have date)
Time in Review:	The number of days the case was in the Review office. This number is started by the date received in Review and ends on the date sent to NAMARA. [Calculated Field]

Moreno 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 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)
Appellate Review Waived:	Did the accused waive an appellate review? [Drop Down Box]
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 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 Leave Approved:	There was appellate leave and if the convening authority approved it. [Drop Down Box]
Date Appellate Leave Approved:	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)
Review Remarks:	Remarks for the Review's section for the case. [Text Field]
Attachments:	There were review attachments to be kept for the case. [Upload Button]
Review Notes:	Review Case Notes. [Rich Text Field]

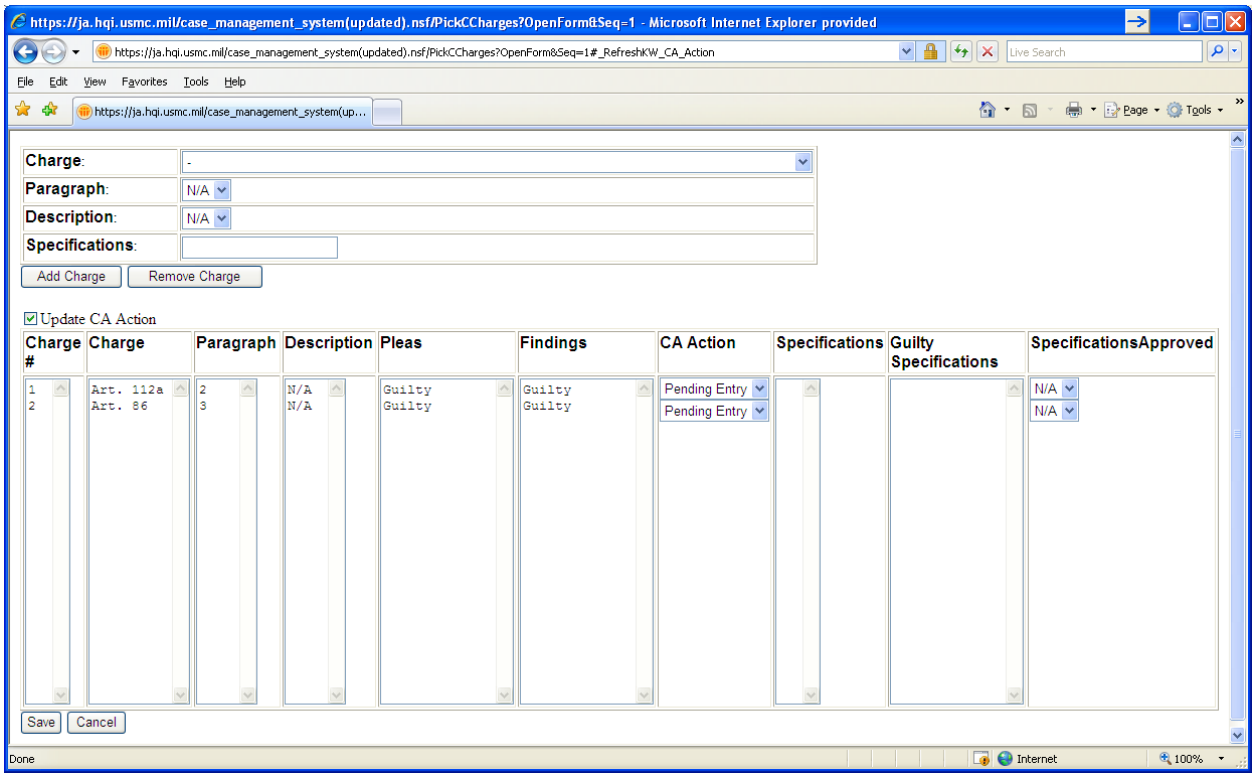
CA Action: The CA Action form is where you will enter the charges and sentence that the convening authority acted upon. In the Findings tab under this form, you will enter the charges and the action that the convening authority took on each charge. In the Sentencing tab, you will enter the action the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



Findings

When the pleas and findings are entered into the Findings form you must save the changes before moving to the disposition form.

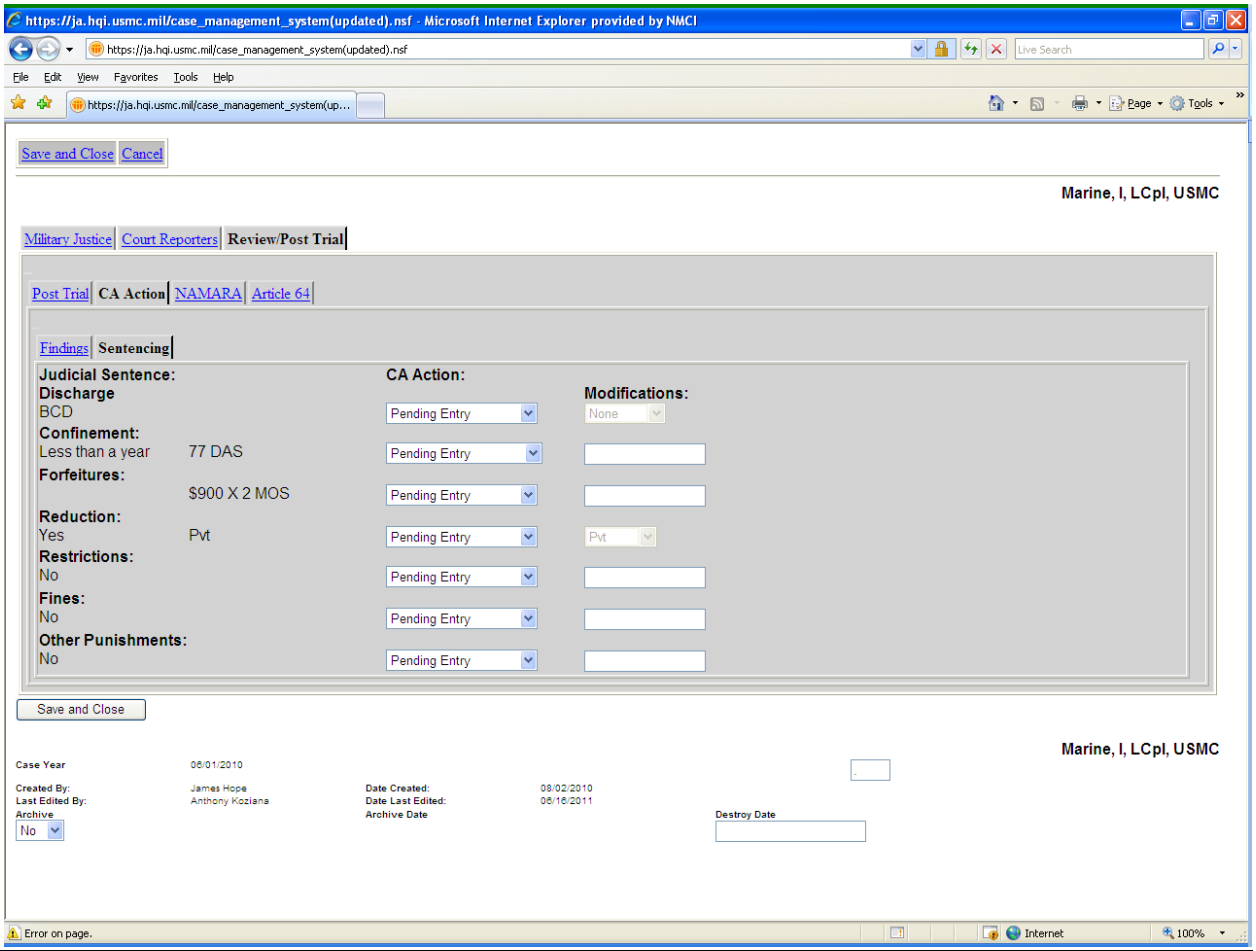
CMS Field Name	Description
CA Action:	The button that will bring up a pop-up box that will allow the user the ability to select the Convening Authorities action for the charges that went to trial [Button]
Update:	This will allow you to update the screen to show the added CA Action for this case. [Check Box]



Charge:	The charge or charges that the accused is being tried for. [Calculated Field]
Paragraph:	The paragraph of the charge that the accused is being tried for. [Calculated Field]
Description:	The description of the paragraph of the charge that the accused is being tried for. [Calculated Field]
Occurrences:	The number of times the Accused committed this specific charge that they are being tried for. [Calculated Field]
Plea(s):	The pleas the accused made for each charge. [Calculated Field]
Finding(s):	The findings the judge made for each charge. [Calculated Field]
Update CA Action:	Check this to enable the CA Action for the case. [Check Box]
CA Action:	The Convening Authorities Action that they took in the case. [Drop Down Box] and [Calculated Field]

CA Action

Sentencing

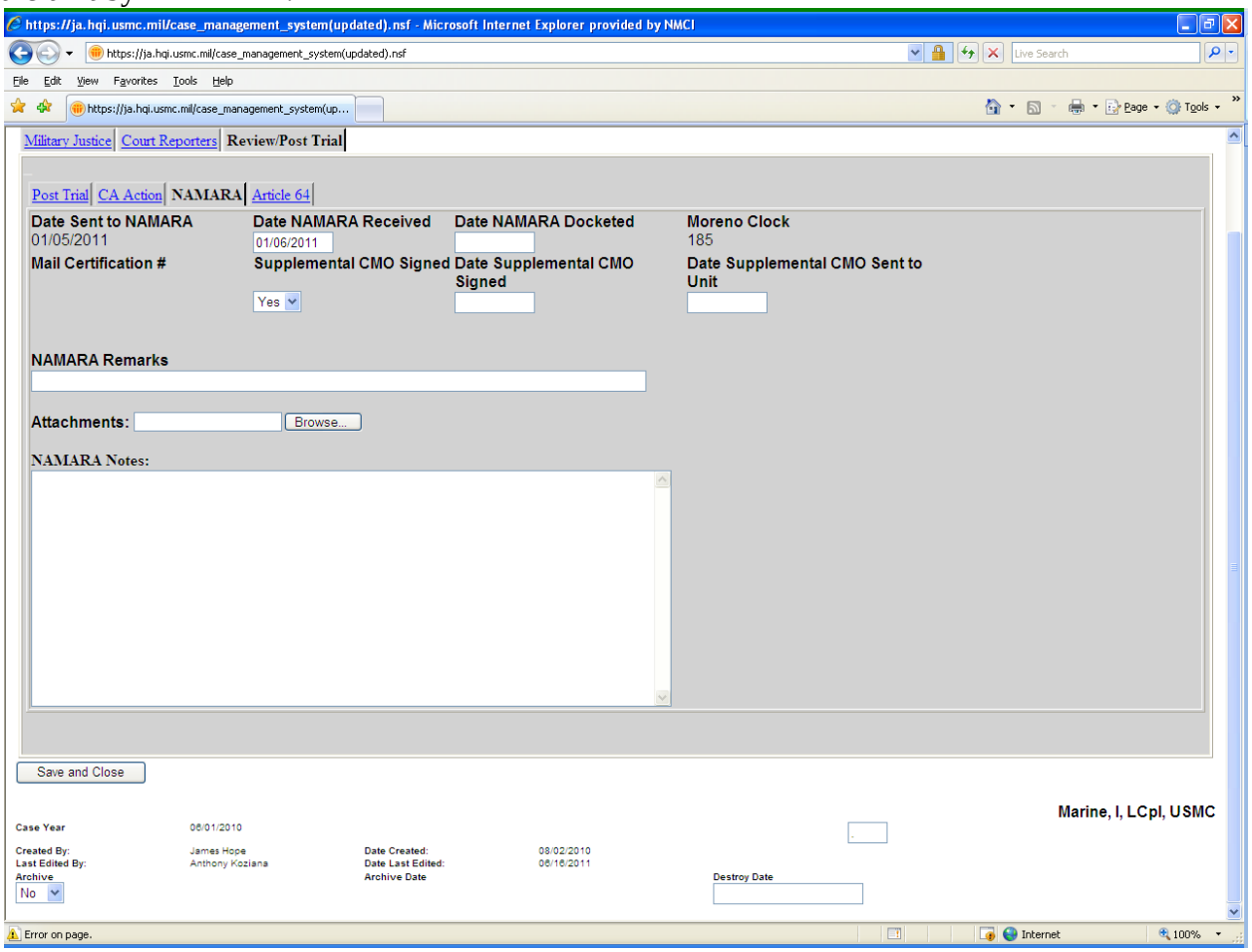


CMS Field Name	Description
Discharge:	The type of discharge the accused received. [Calculated Field]
CA Action on	The action the convening authority took or recommends taking on the adjudged discharge. Discharge: [Drop Down Box]
Modification on Discharge:	The modification the convening authority made to the discharge. [Drop Down Box]
Confinement (1st box):	The timeframe of the confinement in the case. [Calculated Field]
Confinement (2nd box):	The actual time in confinement that was adjudged in the case.

	[Calculated Field]
CA Action on Confinement:	The action the convening authority took on the confinement. [Drop Down Box]
Modification on Confinement:	The modification the convening authority made to the confinement. [Text Box](Requires CA Action on Confinement to be "Modified")
Forfeitures (1st box):	There were forfeitures in the case. [Calculated Field]
Forfeitures (2nd box):	The amount of forfeitures that was adjudged in the case. [Calculated Field]
CA Action on Forfeitures:	The action the convening authority took on the forfeitures. [Drop Down Box]
Modification on Forfeitures:	The modification the convening authority made to the forfeitures. [Text Box]](Requires CA Action on Forfeitures to be "Modified")
Reduction (1st box):	There was reduction in the case. [Calculated Field]
Reduction (2nd box):	The rank the accused was reduced to in the case. [Calculated Field]
CA Action on Reduction:	The action the convening authority took on the reduction. [Drop Down Box]
Modification on Reduction:	The modification the convening authority made to the reduction. [Drop Down Box] (Requires CA Action on Reduction to be "Modified")
Restriction (1st box):	There was restriction in the case. [Calculated Field]
Restriction (2nd box):	The amount of restriction that was adjudged in the case. [Calculated Field]
CA Action on Restriction:	The action the convening authority took on the restriction. [Drop Down Box]
Modification on Restriction:	The modification the convening authority made to the restriction. [Text Box] (Requires CA Action on Restriction to be "Modified")
Fines (1st box):	There was a fine in the case. [Calculated Field]

Fines (2nd box):	The fine that was adjudged in the case. [Calculated Field]
CA Action on Fines:	The action the convening authority took on the fines. [Drop Down Box]
Modification on Fines:	The modification the convening authority made to the fines. [Text Box] (Requires CA Action on Fines to be "Modified")
Other Punishment (1st box):	There was an other type of punishment in the case. [Calculated Field]
Other Punishment (2nd box):	The other punishment that was adjudged in the case. [Calculated Field]
CA Action on Other Punishment:	The action the convening authority took on the discharge. [Drop Down Box]
Modification on Other Punishment:	The modification the convening authority made to the discharge. [Text Box] (Requires CA Action on Other Punishment to be "Modified")

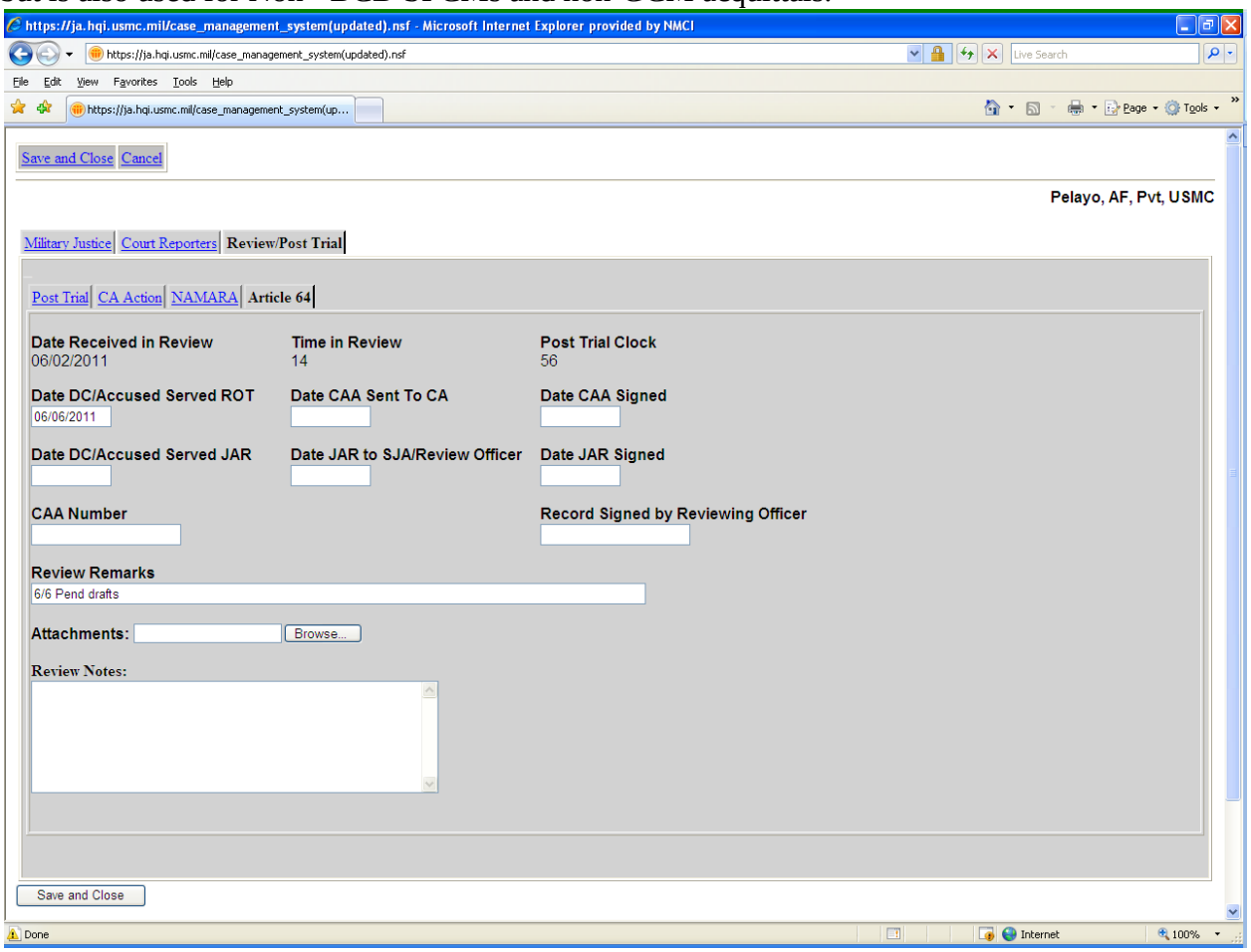
NAMARA: The NAMARA category creates an "accounts receivable" report for the Marine Corps post-trial case load for NAMARA and allows SJAs and HQMC to track cases upon receipt by NAMARA. It also captures the supplemental CMO date and the date the case was returned to the unit by NAMARA.



CMS Field Name	Description
Date Sent to NAMARA:	The date the case is sent to NAMARA. [Calculated Field] (This field is entered in Post Trial Tab)
Date NAMARA Received:	The date the case is received by NAMARA. [Date Field] (Required Field) (Date Sent to NAMARA field must have date)
Date NAMARA Docketed:	The date the case is docketed by NAMARA. [Date Field] (Required Field) (Date NAMARA Received field must have date)
Moreno Clock	The calculated number of days since the date of disposition. This ☹ 30 days – number is started by the disposition date and ends on the date that NAMARA docketed the case. [Calculated Field]

Mail Certification:	The mail certification number for the case that was sent to NAMARA. [Calculated Field] (This field is entered in Post Trial Tab)
Supplemental CMO Signed:	The supplemental court-martial order was signed. [Drop Down Box] (Required Field) (Date NAMARA Docketed field must have date)
Date Supplemental CMO Signed:	The date the supplemental court-martial order was signed. [Date Field] (Required Field) (Date NAMARA Docketed field must have date)
Supplemental CMO Sent to Unit:	The date the supplemental court-martial order was sent back to the unit. [Date Field] (Required Field) (Date NAMARA Docketed field must have date)
NAMARA Remarks:	Remarks for the NAMARA's section for the case. [Text Field]
Attachments:	There were NAMARA attachments to be kept for the case. [Upload Button]
NAMARA Notes:	NAMARA Case Notes. [Rich Text Field]

Article 64: This category captures the post-trial command information for cases that require Article 64 review (and do not require Article 66 or Article 69 review). It is primarily for SCMs but is also used for Non - BCD SPCMs and non-GCM acquittals.

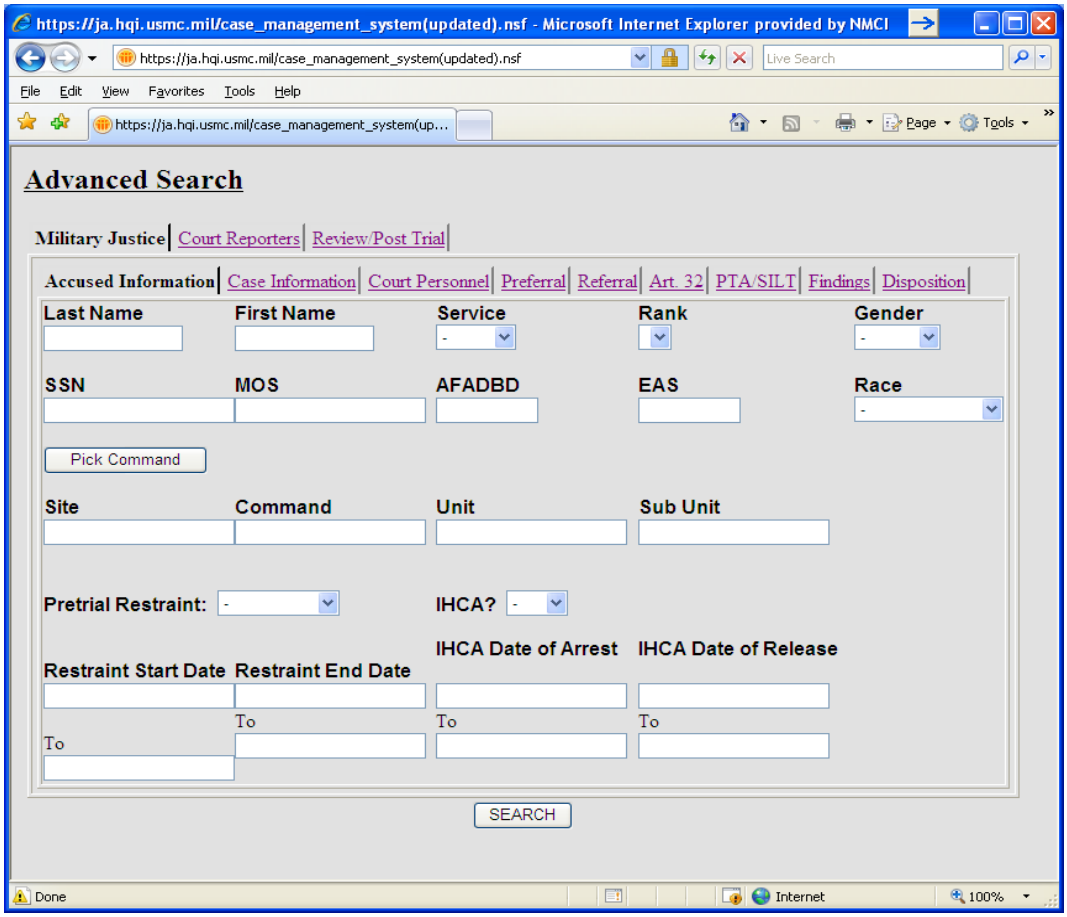


CMS Field Name	Description
Date Received in Review:	The date that the case is received in the Review office. [Calculated Field] (Date to Review field must have date)
Time in Review:	The number of days the case has been in the Review office. Calculated from the date received in Review to date sent to NAMARA. [Calculated Field]
Post Trial Clock:	The calculated number of days since the date of disposition. Starts on the disposition date and ends on the date that CAA is signed. [Calculated Field]
Date DC/Accused Served ROT:	The date the defense counsel or accused are served a copy of the record of trial. [Date Field] (Required Field)

Date CAA Sent to CA:	The date the CA Action is 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 is signed by the Convening Authority. [Date Field] (Required Field) (Date CAA Sent to CA must have a date)
Date DC/Accused Served JAR:	The date the defense counsel or the accused are served a copy of the JAR. [Date Field] (Required Field) (Date CAA Signed must have a date)
Date JAR to SJA/ Review Officer:	The date the JAR is sent to the SJA/Review Officer. [Date Field] (Required Field) (Date DC/Accused Served JAR field must have date)
Date JAR Signed:	The date the JAR is signed by the SJA or Review Officer. [Date Field] (Required Field) (Date JAR to SJA/ Review Officer field must have date)
CAA Number:	The Convening Authorities Action Number. [Text Field]
Record Signed by Review Officer:	The date that the case is signed by the Reviewing Officer. [Text Field]
Review Remarks:	Remarks for the Review's section for the case. [Text Field]
Attachments:	There were review attachments to be kept for the case. [Upload Button]
Review Notes:	Review Case Notes. [Rich Text Field]

Chapter 6

Advanced Search

The 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.