

# Naval Court-Martial Reporting System (NCORS)

## Code 46 User Guide



**NABS**  
NAVAL APPLICATIONS & BUSINESS SERVICES

April 1, 2024  
Version 1.2.0

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# Revision History

Version	Date	Author	Summary of Changes
1.0.0	5/5/2023	Emily Clemm, Ryan Noone	Initial Delivery
1.1.0	11/30/2023	Ryan Noone	Updated for NCORS November Release
1.2.0	4/1/2024	Ryan Noone	Updated for the Q3 release

**NCORS**  
**Legal Case Management**  
**Code 46 User Guide**

*This document is meant to be used as a step-by-step guide for NCORS application legal case management functionality. Certain sections will only be relevant to certain groups, as defined in parentheses beside each section's name. This user journey is not relevant to users outside of Code 46. The NCORS system may handle sensitive (CUI) data. NCORS is not capable of marking printed pages with sensitivity level therefore NCORS Users will follow SECNAV Notice 5510 – DON Implementation of CUI Policy.*

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# General Actions

## Case Journal

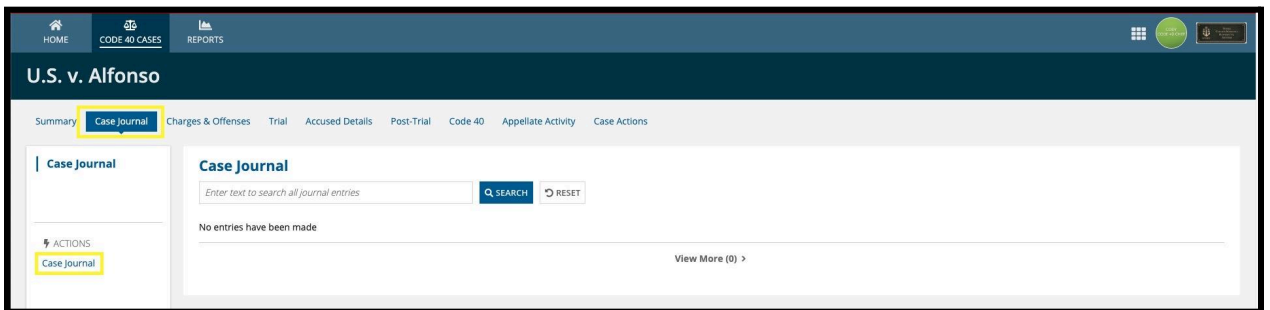
1. From the NCORS Legal Case Management site, navigate to the "Code 40 Cases" tab.



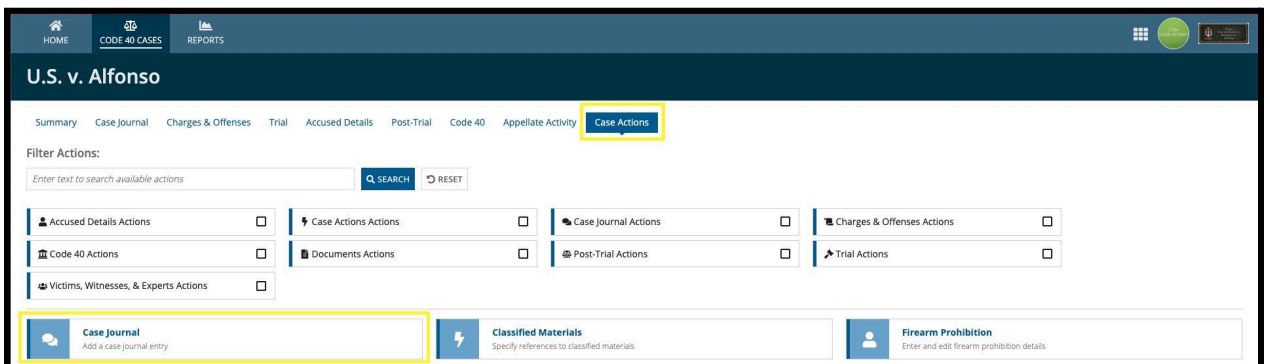
2. Select the "NMCCA Number" to navigate to the case summary view.



3. From the case summary view, navigate to the "Case Journal" tab and select "Case Journal" action from the "Actions" list to add a case journal entry.



- a. This action is also available from the "Case Actions" list.



1. In the form, input the journal entry and any additional information:
  - a. User may enter the "Event Date" of the Journal entry
    - i. The "Event Date" value is used to sort journal entries on the site.
  - b. User may mark the entry as a "Public Entry" (if desired).
    - i. Public entries will be visible to **all** system users with access to the case.
    - ii. Non-public entries will only be visible to other Trial Office Users.

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

**New Case Journal Entry: U.S. v. Anderson**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Journal Entry\***

Entry Text 0/1000

**Event Date**  
11/29/2023

**Public Entry?**  
 Yes  No

**Add and Notify Recipients?**  
 Yes  No

2. Select “Submit” to add the journal entry to the case.
3. Following submission, journal entries are visible in the “Case Journal” log.
  - a. A maximum of 10 entries are displayed on a page, to view more select the “View More” button.
  - b. Public entries are indicated with the “Public” icon as pictured below.


**U.S. v. Anderson**

Summary Documents **Case Journal** Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Case Actions

**Case Journal**

Enter text to search all case journal entries

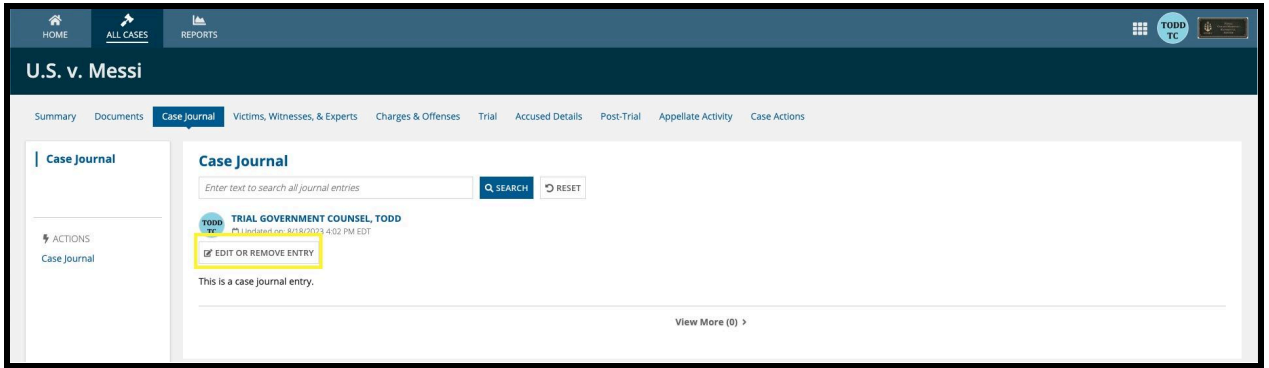
**TODD TC** TRIAL GOVERNMENT COUNSEL, TODD  
11/16/2022 3:43 PM EST  
Responses to other journal entry

**TODD TC** TRIAL GOVERNMENT COUNSEL, TODD   
11/16/2022 3:39 PM EST  
New Journal Entry

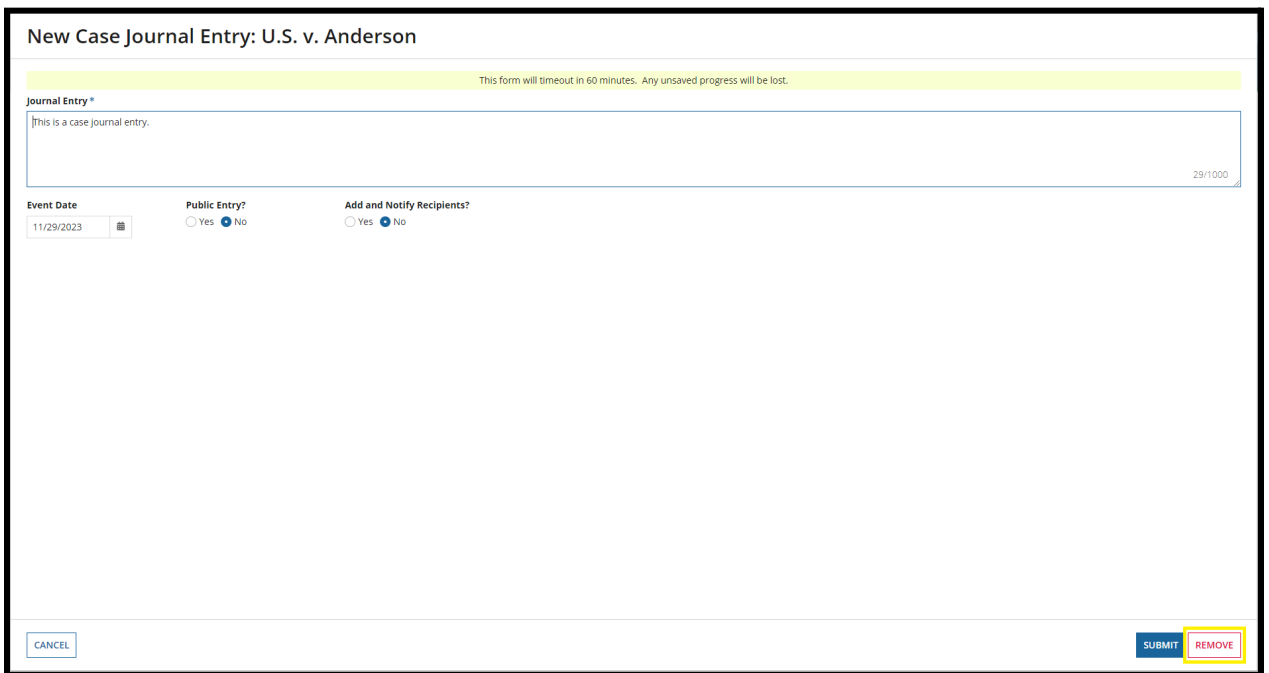
**TODD TC** TRIAL GOVERNMENT COUNSEL, TODD  
11/16/2022 3:39 PM EST  
Example case journal entry

[View More \(0\) >](#)

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



5. Select the “Remove” button at the bottom right to delete the “Case Journal”.
  - a. Edited journal entries will update for all users with access to the journal entry following submission.



## Case Access and Assignment

### View Docketed and Pre-Docketed Cases

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



2. Select “Docketed Cases” to view all docketed cases at the CCA.

- a. User can navigate to a summary view of the review at the NMCCA by selecting the “NMCCA Number”.

3. Select “Pre-Docketed Cases” to view all pre-docketed cases.

- a. User can navigate to a summary view of the case prior to being docketed at the NMCCA by selecting the “NMCCA Number”.
  - i. If no NMCCA Number has been assigned at Code 40, the field will display “Pending Assignment”
  - ii. Users can view “pre-docketed cases” with a status of:
    1. ROT Forwarded to Code 40
    2. Pending ROT Review
    3. Pending Forward to the NMCCA
    4. Trial

## Assign/Remove Code 46 User

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



2. Select the NMCCA Number to navigate to the NMCCA Review summary view.

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	-	12	1st motion for Enlargement on Brief	6

3. Navigate to the “Related Actions” tab.

**Appellate Review: 2023000115**

Summary   NMCCA   CAAF   SCOTUS   **Related Actions**

- Upload Motion**  
Upload NMCCA Motion
- Assign Detailed Counsel**  
Assign detailed counsel to case
- Add Conflicted User**  
Mark user as conflicted on case

4. Select the “Assign Detailed Counsel” action to enter and edit the Code 46 counsel.
  - a. This action is only available to docketed cases.
5. In the form, select “Add User”.

**Assign Users to Case: U.S. v. Buttercup**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Assignments**  
The following roles can be detailed to cases: Senior Appellate Counsel and Appellate Counsel.

User	Role	Date Assigned
Albert Code 46 Appellate Counsel ✕	Code 46 Appellate Counsel	Apr 27, 2023 ✕
Alvin Code 46 Appellate Counsel ✕	Code 46 Senior Appellate Counsel	Apr 27, 2023 ✕

**Add User**

**CANCEL** **SUBMIT**

- a. Input the “User” and select the “Role” to assign using the dropdown.
  - b. Remove a user by selecting the red “X”.
  - c. Senior Appellate Counsel must be assigned in order to “Submit”.
6. Select “Submit” to assign the Code 46 counsel.
7. Following submission, the newly added Code 46 Senior Appellate Counsel will be available from the “Summary” tab, on the “Key Personnel” card.

**Appellate Review: 2023000115**

Summary NMCCA CAAF SCOTUS Related Actions

**U.S. v. Buttercup**

DAYS SINCE DOCKETING  
6  
Docketing Date 4/21/2023

## KEY PERSONNEL

**Trial Military Judge** TRIAL MILITARY JUDGE, TIM

**Trial Military Judge** TRIAL MILITARY JUDGE, TIM

**Lead Appellate Defense Counsel** CODE 45 LEAD COUNSEL, JIMMY

**Code 46 Senior Appellate Counsel** CODE 46 APPELLATE COUNSEL, ALVIN

### Mark Conflicted Code 46 User

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

HOME ALL CASES REPORTS appian

2. Select the NMCCA Number to navigate to the NMCCA Review summary view.

DOCKETED CASES PRE-DOCKETED CASES

Buttercup SEARCH

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	-	12	1st motion for Enlargement on Brief	6

3. Navigate to the “Related Actions” tab.

# Appellate Review: 2023000115

Summary
NMCCA
CAAF
SCOTUS
Related Actions

⚡

**Upload Motion**

Upload NMCCA Motion

⚡

**Assign Detailed Counsel**

Assign detailed counsel to case

⚡

**Add Conflicted User**

Mark user as conflicted on case

4. Select the “Add Conflicted User” action to mark a user as conflicted on the case.
5. In the form, input the “Conflicted User”.

## Add Conflicted User to: U.S. v. Buttercup

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Conflicted User \***

Enter name of existing NCORS User

**Reason for Conflict**

Enter reason for NCORS User conflict

0/1000

CANCEL

SUBMIT

6. Select “Submit” to mark the user as conflicted.
7. Following submission, the newly conflicted user will be available from the “Summary” tab, on the “Conflicted User” card.

## Appellate Review: 2023000115

Summary
NMCCA
CAAF
SCOTUS
Related Actions

U.S. v. Buttercup


DAYS SINCE DOCKETING

6

Docketing Date 4/21/2023

## CONFLICTED USERS

Search Conflicted Users SEARCH Filter Refresh

Name	Date Marked Conflicted	Conflict Reason	
CODE 46 DEPUTY DIRECTOR, DANIEL	4/27/2023	Conflict Reason	

- a. Select the pencil icon to edit a conflicted user.

HOME **ALL CASES** appian

DOCKETED CASES PRE-DOCKETED CASES

Search Buttercup SEARCH Filter Refresh

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	CODE 46 APPELLATE COUNSEL, ALVIN	12	1st motion for Enlargement on Brief	6

- b. Conflicted users will see a grayed out NMCCA Number and will not have access to the case.

## Motions and Pleadings

### File Enlargement to Answer/Reply

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

HOME **ALL CASES** REPORTS appian

2. Select the NMCCA Number to navigate to the NMCCA Review summary view.

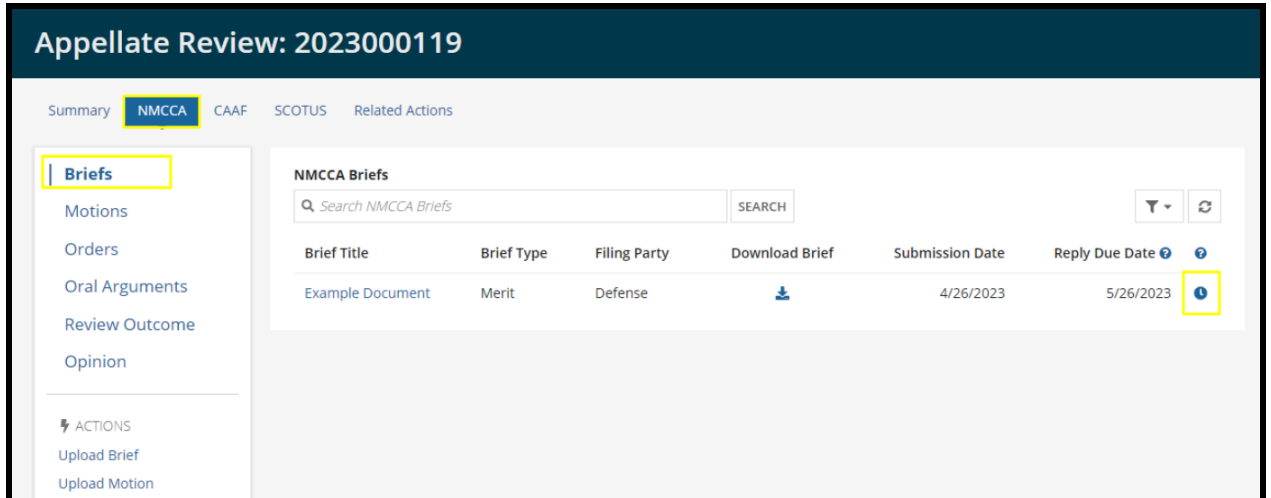
HOME **ALL CASES** REPORTS appian

DOCKETED CASES PRE-DOCKETED CASES

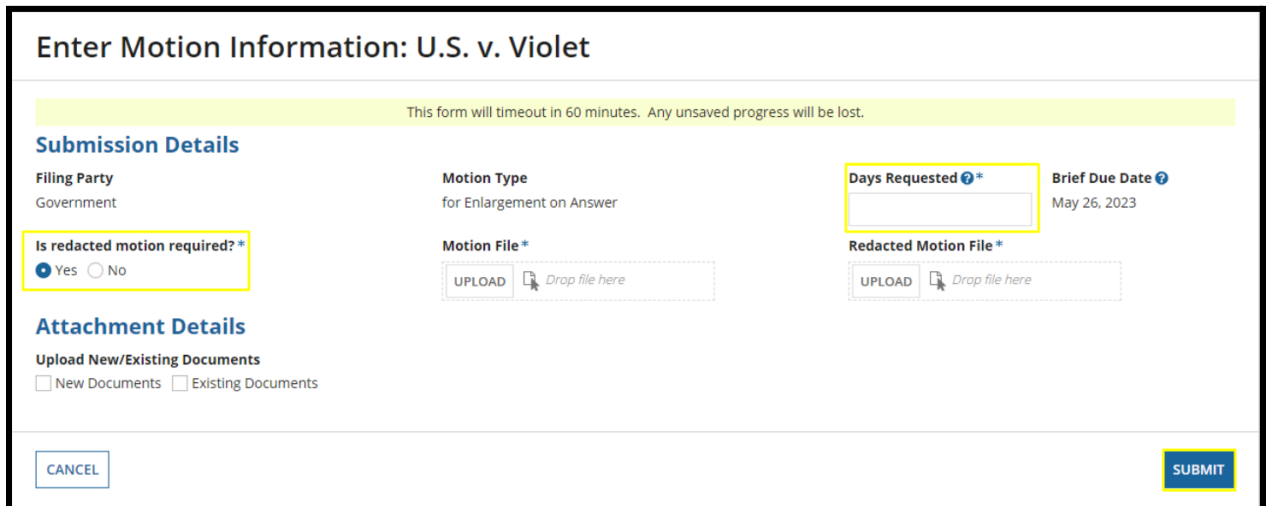
Search Buttercup SEARCH LEAD COUNSEL | Any Filter Refresh

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	CODE 45 LEAD COUNSEL, JIMMY	12	1st motion for Enlargement on Brief	5

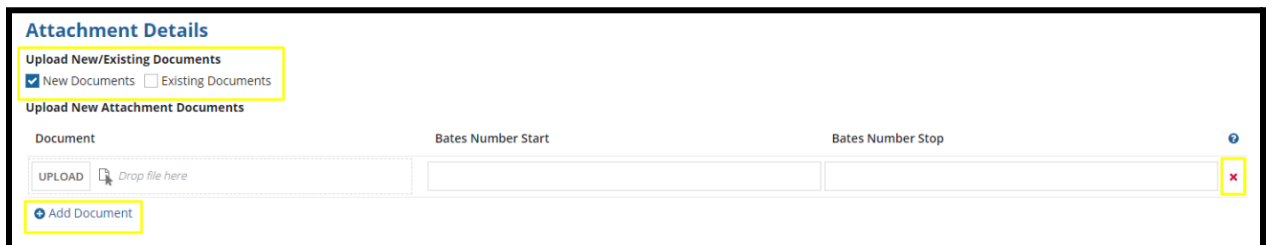
3. Navigate to the “NMCCA” tab, and “Briefs” subtab.



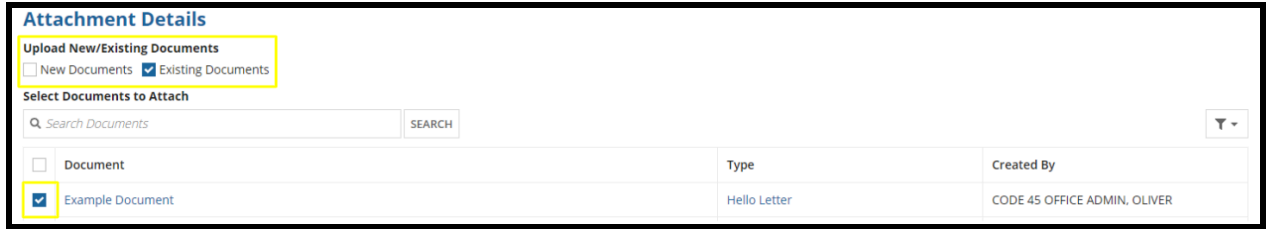
4. Select the clock icon to submit motion for enlargement on brief answer/reply.
5. In the form, upload the "Motion File".



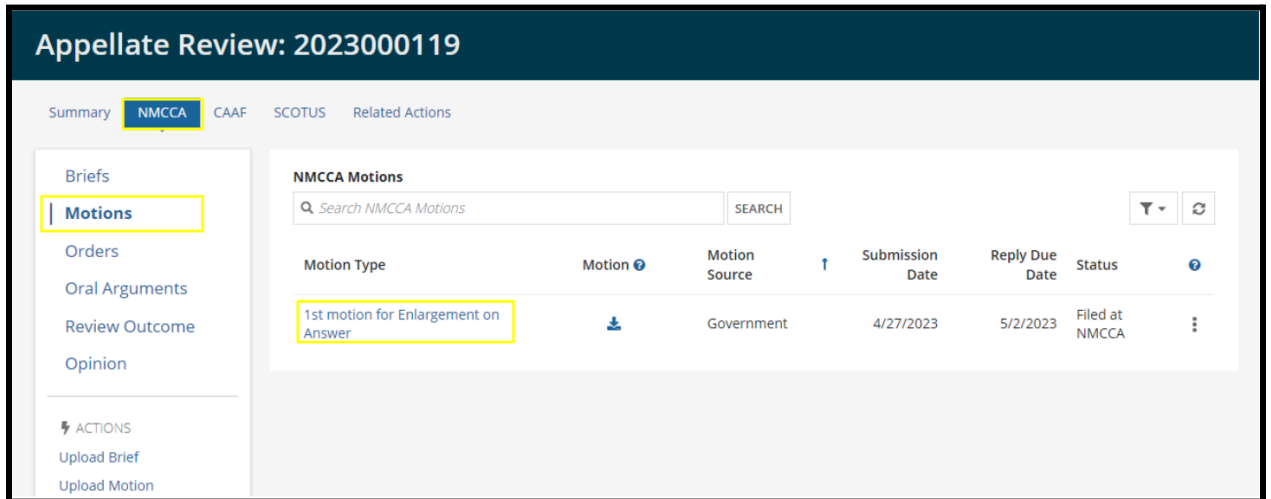
- a. Input if a redacted motion is required.
    - i. If "Yes", user must upload the "Redacted Motion File".
  - b. Input the "Days Requested".
6. User may also upload New/Existing Documents:



- a. To upload new documents: select the "New Documents" checkbox.
- b. Select "Add Document" and input the document details.
- c. To remove a document select the red "X".



- d. To upload existing documents: select the “Existing Documents” checkbox.
  - e. Select from the list of documents by clicking the checkbox.
  - f. To remove a document from the attachments, deselect the checkbox.
7. Select “Submit” to upload the motion for enlargement to answer/reply.
  8. Following submission, the newly added motion will be available from the “Motions” subtab.
    - a. A task is created for the NMCCA panel to review the motion.
    - b. A notification is sent to the other parties on the case of the filing.



- c. To view the motion summary, select the “Motion Type” hyperlink.



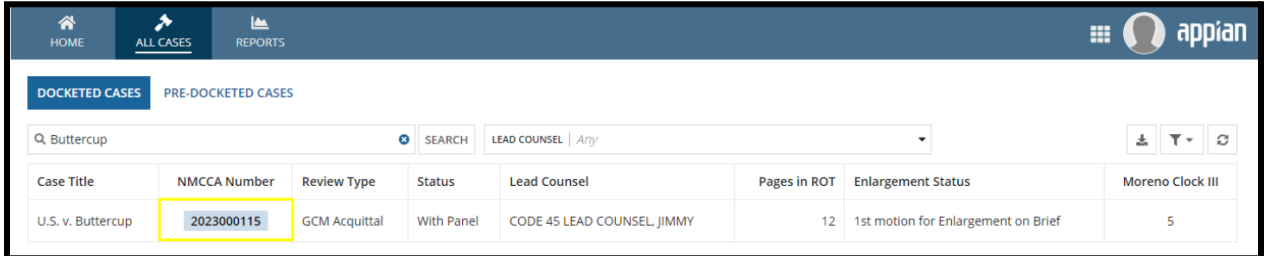
- d. Select “Edit Motion” from the “Actions” list to edit the motion.

# File Answer or Reply Brief

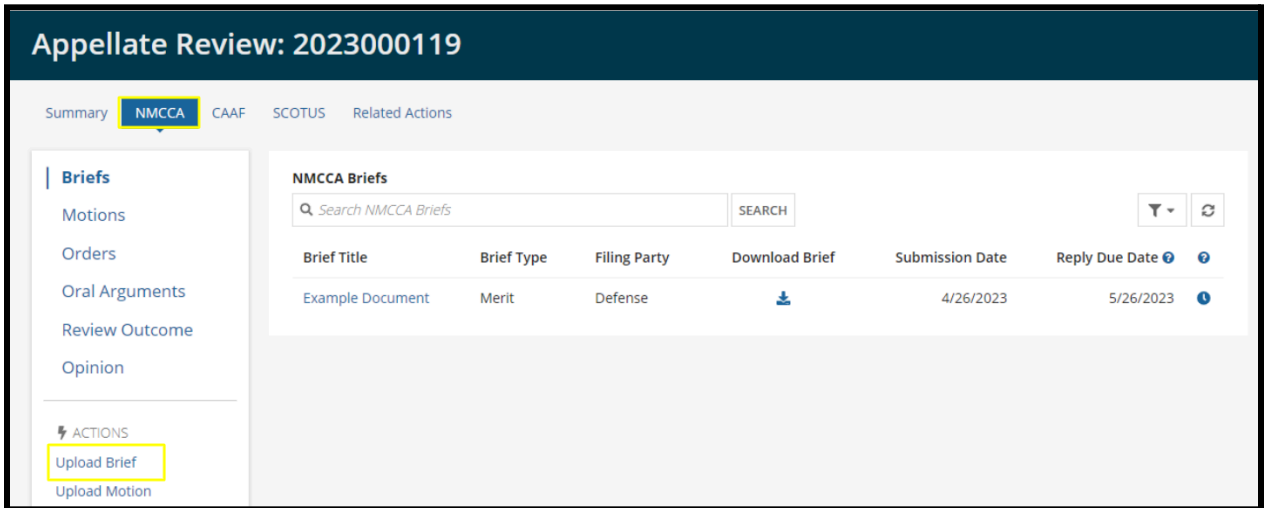
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



2. Select the NMCCA Number to navigate to the NMCCA Review summary view.



3. Navigate to the “NMCCA” tab.



4. Select the “Upload Brief” action from the “Actions” list to file a brief answer/reply.
  - a. This action is also available from the “Related Actions” tab.



5. In the form, upload the “Brief File”.

### Upload Brief: U.S. v. Violet

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Brief Information**

**Filing Party**  
Government

**Brief Type**  
Answer

**Brief File \***

UPLOAD Drop file here

**Defense Brief Due Date**  
May 26, 2023

**Redacted Brief File**

UPLOAD Drop file here

CANCEL
SUBMIT

- a. Upload the “Redacted Brief File”.
6. Select “Submit” to upload the brief answer/reply.
7. Following submission, the newly added brief will be available from the “Briefs” subtab.
  - a. A notification is sent to the other parties on the case of the filing.

### Appellate Review: 2023000119

Summary
NMCCA
CAAF
SCOTUS
Related Actions

Briefs

Motions

Orders

Oral Arguments

Review Outcome

Opinion

---

⚡ ACTIONS

Upload Brief

Upload Motion

**NMCCA Briefs**

🔍 Search NMCCA Briefs SEARCH

Brief Title	Brief Type	Filing Party	Download Brief	Submission Date	Reply Due Date
<a href="#">Example Document</a>	Merit	Defense	📄	4/26/2023	5/26/2023
<a href="#">Example Answer</a>	Answer	Government	📄	4/27/2023	5/27/2023
<a href="#">Example Reply</a>	Reply	Government	📄	4/27/2023	5/4/2023

- a. To view the brief summary, select the Brief Title hyperlink.

### Government Brief: Example Answer

Summary

🏠 Violet

Review Summary

NMCCA

---

⚡ ACTIONS

**Brief Summary**

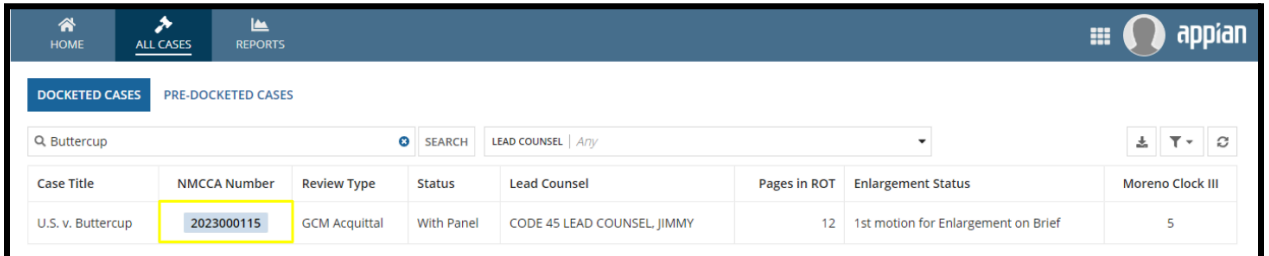
<p><b>NMCCA Number</b> 2023000119</p> <p><b>Filing Party</b> Government</p> <p><b>Brief Type</b> Answer</p>	<p><b>Uploaded By</b> CODE 46 DIRECTOR, DAVE</p> <p><b>Submission Date</b> 📅 April 27, 2023</p> <p><b>Reply Due Date</b> 📅 May 27, 2023</p>
---	---

## File Motion

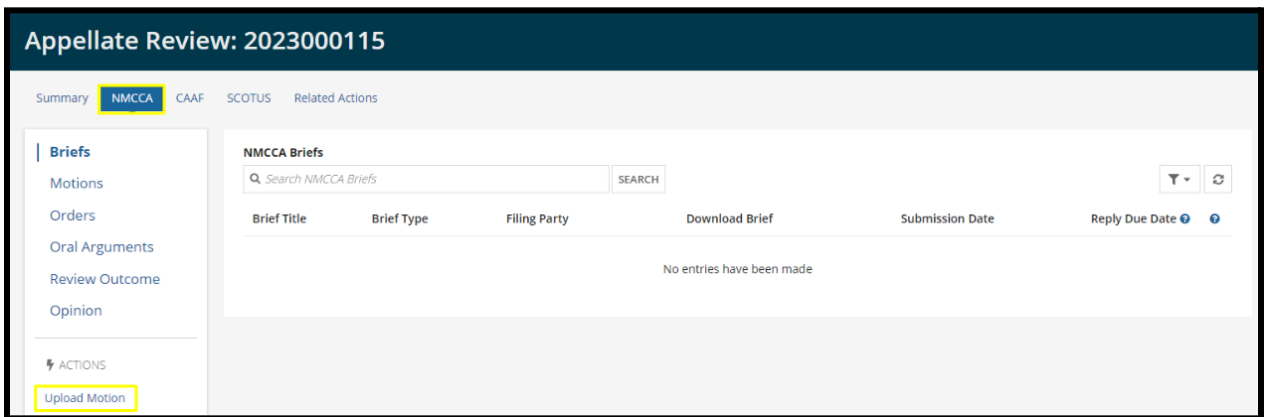
1. From the NCORS Legal Case Management site, select the “All Cases” tab.



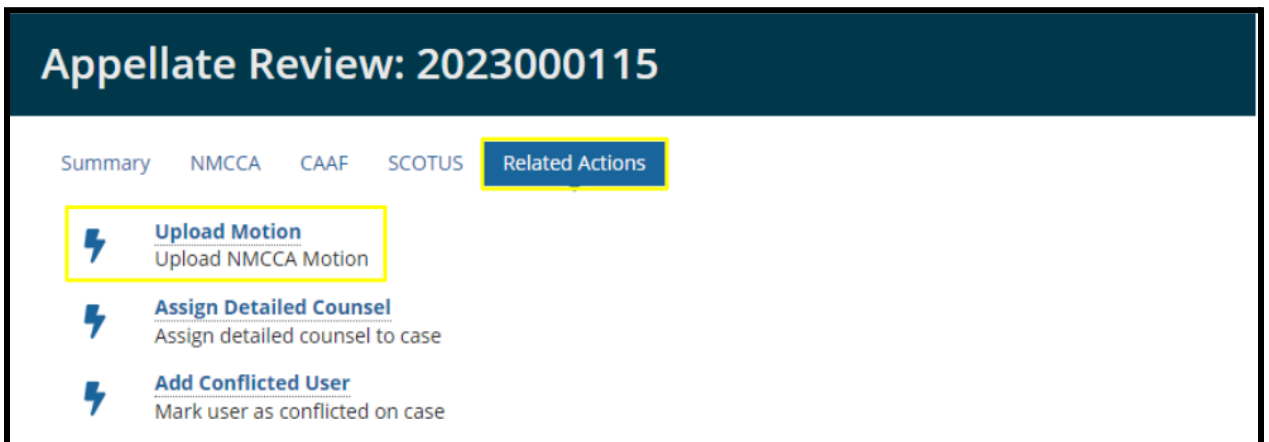
2. Select the NMCCA Number to navigate to the NMCCA Review summary view.



3. Navigate to the “NMCCA” tab.



4. Select the “Upload Motion” action from the “Actions” list to file a motion.
  - a. This action is also available from the “Related Actions” tab.



5. In the form, input the Motion Type.

**Enter Motion Information: U.S. v. Buttercup**

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Submission Details**

Filing Party  
Defense

Motion Type \*  
--- Select a Motion Type ---

Motion File \*  
[UPLOAD] Drop file here

Redacted Motion File \*  
[UPLOAD] Drop file here

Is redacted motion required? \*  
 Yes  No

**Attachment Details**

Upload New/Existing Documents  
 New Documents  Existing Documents

[CANCEL] [SUBMIT]

- a. Upload the "Motion File".
  - b. Input if a redacted motion is required.
    - i. If "Yes", user must upload the "Redacted Motion File".
  - c. If Motion Type "to Withdraw from Appellate Review", user must upload an "Appellant Declaration".
6. User may also upload New/Existing Documents:

**Attachment Details**

Upload New/Existing Documents  
 New Documents  Existing Documents

Upload New Attachment Documents

Document	Bates Number Start	Bates Number Stop
[UPLOAD] Drop file here		

[Add Document] [X]

- a. To upload new documents: select the "New Documents" checkbox.
- b. Select "Add Document" and input the document details.
- c. To remove a document select the red "X".

**Attachment Details**

Upload New/Existing Documents  
 New Documents  Existing Documents

Select Documents to Attach

Q Search Documents [SEARCH] [Filter]

<input type="checkbox"/>	Document	Type	Created By
<input checked="" type="checkbox"/>	Example Document	Hello Letter	CODE 45 OFFICE ADMIN, OLIVER

- d. To upload existing documents: select the "Existing Documents" checkbox.
  - e. Select from the list of documents by clicking the checkbox.
  - f. To remove a document from the attachments, deselect the checkbox.
7. Select "Submit" to upload the motion.

8. Following submission, the newly added motion will be available from the “Motions” subtab.
  - a. A task is created for the NMCCA panel to review the motion.
  - b. A notification is sent to the other parties on the case of the filing.

**Appellate Review: 2023000115**

Summary **NMCCA** CAAF SCOTUS Related Actions

Briefs  
**Motions**  
 Orders  
 Oral Arguments  
 Review Outcome  
 Opinion

**NMCCA Motions**

Search NMCCA Motions SEARCH

Motion Type	Motion	Motion Source	Submission Date	Reply Due Date	Status
1st motion for Enlargement on Brief	↓	Defense	4/26/2023	5/1/2023	Filed at NMCCA
to Withdraw from Appellate Review	↓	Defense	4/26/2023	5/3/2023	Filed at NMCCA
<b>for New Trial</b>	↓	Government	4/26/2023	5/3/2023	Filed at NMCCA

ACTIONS  
 Upload Motion

- a. To view the motion summary, select the “Motion Type” hyperlink.

**Government Motion: for New Trial**

Summary

U.S. v. Buttercup

Review Summary  
 NMCCA

ACTIONS  
**Edit Motion**

**Motion Summary**

Filing Party Government  
 Motion Type for New Trial  
 Filed Date April 26, 2023  
 Motion Reply Due Date May 3, 2023

> Motion Document

**Oppositions and Replies**

Type	Filing Party	Motion	Status	Date Filed
for Enlargement on Motion Opposition	Defense	↓	Filed at NMCCA	4/26/2023
Opposition	Defense	↓	Filed at NMCCA	4/26/2023

- b. Select “Edit Motion” from the “Actions” list to edit the motion.

## File Motion for Enlargement on Opposition

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

HOME **ALL CASES** REPORTS

appian

2. Select the NMCCA Number to navigate to the NMCCA Review summary view.

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	CODE 45 LEAD COUNSEL, JIMMY	12	1st motion for Enlargement on Brief	5

3. Navigate to the “NMCCA” tab, and “Motions” subtab.

### Appellate Review: 2023000115

Summary **NMCCA** CAAF SCOTUS Related Actions

Briefs  
**Motions**  
Orders  
Oral Arguments  
Review Outcome  
Opinion

ACTIONS  
Upload Motion

#### NMCCA Motions

Search NMCCA Motions

Motion Type	Motion	Motion Source	Submission Date	Reply Due Date	Status
1st motion for Enlargement on Brief		Defense	4/26/2023	5/1/2023	Filed at NMCCA
to Withdraw from Appellate Review		Defense	4/26/2023	5/3/2023	Filed at NMCCA
for New Trial		Government	4/26/2023	5/3/2023	Filed at NMCCA

4. Select the three dot icon, then select “File Motion for Enlargement”.

5. In the form, input the motion details.

### File for Enlargement on Motion Opposition: U.S. v. Buttercup

This form will timeout in 60 minutes. Any unsaved progress will be lost.

#### Related Motion Details

Filing Party: Defense  
 Motion Type: for Reconsideration of Order  
 Filed Date: April 27, 2023  
 Motion Reply Due Date: May 4, 2023

#### Oppositions and Replies

Type	Filing Party	Motion	Status	Date Filed
No replies or related motions				

> Motion Document

#### Submission Details

Filing Party: Government

Motion Document \*

Date Filed \*

Days Requested \*

a. Upload the “Motion Document”, “Date Filed”, and “Days Requested”.

6. Select “Submit” to upload the motion for enlargement on motion opposition.

7. Following submission, the newly added motion will be available from the “Motions” subtab.
  - a. A task is created for the NMCCA panel to review the motion.
  - b. A notification is sent to the other parties on the case of the filing.

**Appellate Review: 2023000115**

Summary **NMCCA** CAAF SCOTUS Related Actions

Briefs  
**Motions**  
Orders  
Oral Arguments  
Review Outcome  
Opinion

ACTIONS  
Upload Motion

**NMCCA Motions**

Search NMCCA Motions SEARCH

Motion Type	Motion	Motion Source	Submission Date	Reply Due Date	Status	
Opposition: to Withdraw from Appellate Review	<a href="#">↓</a>	Government	4/26/2023	5/1/2023	Filed at NMCCA	⋮
Reply: to Withdraw from Appellate Review	<a href="#">↓</a>	Defense	4/26/2023	5/1/2023	Filed at NMCCA	⋮
for Reconsideration of Order	<a href="#">↓</a>	Defense	4/27/2023	5/4/2023	Filed at NMCCA	⋮
<b>1st motion for Enlargement on Motion Opposition</b>	<a href="#">↓</a>	Government	4/27/2023	5/2/2023	Filed at NMCCA	⋮

< 6 - 9 of 9 >

- c. To view the motion summary, select the “Motion Type” hyperlink.

**Government Motion: for Enlargement on Motion Opposition**

Summary

U.S. v. Buttercup  
Review Summary  
NMCCA

ACTIONS  
**Edit Child Motion**

**Motion Summary**

**Filing Party** Government  
**Motion Type** for Enlargement on Motion Opposition  
**Filed Date** April 27, 2023  
**Motion Reply Due Date** May 1, 2023  
**Days Requested** 10  
> [Motion Document](#)

**Related Motions**

Type	Filing Party	Motion	Status	Date Filed
for Enlargement on Brief	Defense	<a href="#">↓</a>	Filed at NMCCA	4/26/2023

- d. Select “Edit Child Motion” from the “Actions” list to edit the motion.

## File Opposition

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

HOME **ALL CASES** REPORTS

appian

2. Select the NMCCA Number to navigate to the NMCCA Review summary view.

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	CODE 45 LEAD COUNSEL, JIMMY	12	1st motion for Enlargement on Brief	5

3. Navigate to the “NMCCA” tab, and “Motions” subtab.

### Appellate Review: 2023000115

Summary **NMCCA** CAAF SCOTUS Related Actions

Briefs  
**Motions**  
Orders  
Oral Arguments  
Review Outcome  
Opinion

ACTIONS  
Upload Motion

#### NMCCA Motions

Search NMCCA Motions

Motion Type	Motion	Motion Source	Submission Date	Reply Due Date	Status
1st motion for Enlargement on Brief		Defense	4/26/2023	5/1/2023	Filed at NMCCA
to Withdraw from Appellate Review		Defense	4/26/2023	5/3/2023	Filed at NMCCA
for New Trial		Government	4/26/2023	5/3/2023	Filed at NMCCA

4. Select the three dot icon, then select “File Opposition to Motion”.

5. In the form, input the motion details.

### File Opposition: U.S. v. Buttercup

This form will timeout in 60 minutes. Any unsaved progress will be lost.

#### Related Motion Details

Filing Party Defense  
 Motion Type for Enlargement on Brief  
 Filed Date April 26, 2023  
 Motion Reply Due Date May 1, 2023  
 Brief Due Date -  
 Days Requested 10

> Motion Document  
 > Attachments

#### Submission Details

Filing Party Government

Motion Document\*

Date Filed\*

a. Upload the “Motion Document” and “Date Filed”.

6. Select “Submit” to upload the motion for enlargement on motion opposition.

7. Following submission, the newly added motion will be available from the “Motions” subtab.
  - a. A task is created for the NMCCA panel to review the motion.
  - b. A notification is sent to the other parties on the case of the filing.

**Appellate Review: 2023000115**

Summary **NMCCA** CAAF SCOTUS Related Actions

Briefs  
**Motions**  
Orders  
Oral Arguments  
Review Outcome  
Opinion

ACTIONS  
Upload Motion

**NMCCA Motions**

Search NMCCA Motions

Motion Type	Motion	Motion Source	Submission Date	Reply Due Date	Status
Opposition: to Withdraw from Appellate Review	<a href="#">↓</a>	Government	4/26/2023	5/1/2023	Filed at NMCCA
Reply: to Withdraw from Appellate Review	<a href="#">↓</a>	Defense	4/26/2023	5/1/2023	Filed at NMCCA
for Reconsideration of Order	<a href="#">↓</a>	Defense	4/27/2023	5/4/2023	Filed at NMCCA
1st motion for Enlargement on Motion Opposition	<a href="#">↓</a>	Government	4/27/2023	5/2/2023	Filed at NMCCA
<b>Opposition: for Reconsideration of Order</b>	<a href="#">↓</a>	Government	4/27/2023	5/2/2023	Filed at NMCCA

< 6 - 10 of 10 >

8. To view the motion summary, select the “Motion Type” hyperlink.

**Government Motion: Opposition**

Summary

U.S. v. Buttercup

Review Summary  
NMCCA

ACTIONS  
**Edit Child Motion**

**Motion Summary**

Filing Party: Government  
Motion Type: Opposition  
Filed Date: April 27, 2023  
Motion Reply Due Date: May 2, 2023

[Motion Document](#)

**Related Motions**

Type	Filing Party	Motion	Status	Date Filed
for Reconsideration of Order	Defense	<a href="#">↓</a>	Filed at NMCCA	4/27/2023

9. Select “Edit Child Motion” from the “Actions” list to edit the motion.

## File Reply Motion

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

HOME **ALL CASES** REPORTS

appian

2. Select the NMCCA Number to navigate to the NMCCA Review summary view.

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	CODE 45 LEAD COUNSEL, JIMMY	12	1st motion for Enlargement on Brief	5

3. Navigate to the “NMCCA” tab, and “Motions” subtab.

### Appellate Review: 2023000115

Summary **NMCCA** CAAF SCOTUS Related Actions

Briefs  
**Motions**  
Orders  
Oral Arguments  
Review Outcome  
Opinion

ACTIONS  
Upload Motion

#### NMCCA Motions

Search NMCCA Motions

Motion Type	Motion	Motion Source	Submission Date	Reply Due Date	Status
1st motion for Enlargement on Brief	↓	Defense	4/26/2023	5/1/2023	Filed at NMCCA
to Withdraw from Appellate Review	↓	Defense	4/26/2023	5/3/2023	Filed at NMCCA
for New Trial	↓	Government	4/26/2023	5/3/2023	Filed at NMCCA
1st motion for Enlargement on Motion Opposition	↓	Defense	4/26/2023	5/1/2023	Filed at NMCCA
Opposition: for New Trial	↓	Defense	4/26/2023	5/1/2023	Filed at NMCCA

< 1 - 5 of 10 >

4. Select the three dot icon, then select “File Reply to Motion”.

5. In the form, input the motion details.

### File Reply: U.S. v. Buttercup

This form will timeout in 60 minutes. Any unsaved progress will be lost.

#### Related Motion Details

Filing Party: Government  
 Motion Type: for New Trial  
 Filed Date: April 26, 2023  
 Motion Reply Due Date: May 3, 2023

#### Oppositions and Replies

Type	Filing Party	Motion	Status	Date Filed
for Enlargement on Motion Opposition	Defense	↓	Filed at NMCCA	4/26/2023
Opposition	Defense	↓	Filed at NMCCA	4/26/2023

> Motion Document

#### Submission Details

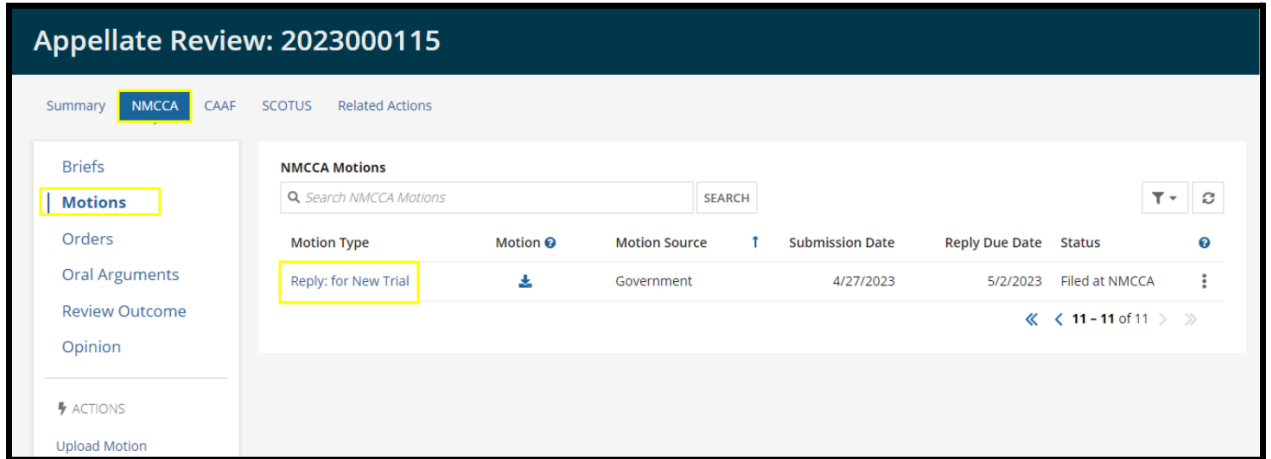
Filing Party: Government

Motion Document\*  
 UPLOAD Drop file here

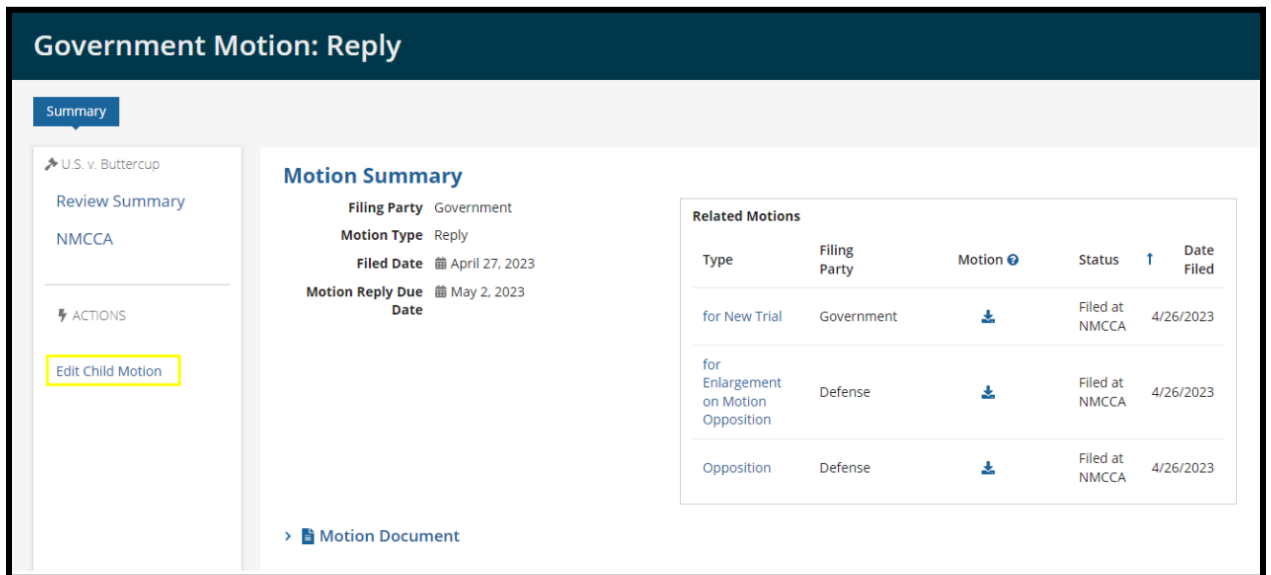
Date Filed\*  
 04/27/2023

CANCEL SUBMIT

- a. Upload the “Motion Document” and “Date Filed”.
6. Select “Submit” to upload the motion reply.
7. Following submission, the newly added motion will be available from the “Motions” subtab.
  - a. A task is created for the NMCCA panel to review the motion.
  - b. A notification is sent to the other parties on the case of the filing.



8. To view the motion summary, select the “Motion Type” hyperlink.



9. Select “Edit Child Motion” from the “Actions” list to edit the motion.

## Motion for Reconsideration

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



2. Select the NMCCA Number to navigate to the NMCCA Review summary view.

Case Title	NMCCA Number	Review Type	Status	Lead Counsel	Pages in ROT	Enlargement Status	Moreno Clock III
U.S. v. Buttercup	2023000115	GCM Acquittal	With Panel	CODE 45 LEAD COUNSEL, JIMMY	12	1st motion for Enlargement on Brief	5

3. Navigate to the “NMCCA” tab.

Appellate Review: 2023000115

Summary **NMCCA** CAAF SCOTUS Related Actions

**Briefs**

- Motions
- Orders
- Oral Arguments
- Review Outcome
- Opinion

**ACTIONS**

- Upload Motion**

NMCCA Briefs

Search NMCCA Briefs

Brief Title	Brief Type	Filing Party	Download Brief	Submission Date	Reply Due Date
No entries have been made					

4. Select the “Upload Motion” action from the “Actions” list to file a motion for enlargement to brief.
  - a. This action is also available from the “Related Actions” tab.

Appellate Review: 2023000115

Summary NMCCA CAAF SCOTUS **Related Actions**

- Upload Motion**  
Upload NMCCA Motion
- Assign Detailed Counsel**  
Assign detailed counsel to case
- Add Conflicted User**  
Mark user as conflicted on case

5. In the form, input the Motion Type as “for Reconsideration of Order”.

### Enter Motion Information: U.S. v. Buttercup

This form will timeout in 60 minutes. Any unsaved progress will be lost.

**Submission Details**

Filing Party  
Defense

Motion Type \*  
for Reconsideration of Order

Is redacted motion required? \*  
 Yes  No

Motion File \*

Redacted Motion File \*

**Attachment Details**

Upload New/Existing Documents  
 New Documents  Existing Documents

- a. Upload the "Motion File".
  - b. Input if a redacted motion is required.
    - i. If "Yes", user must upload the "Redacted Motion File".
6. User may also upload New/Existing Documents:

**Attachment Details**

Upload New/Existing Documents  
 New Documents  Existing Documents

Upload New Attachment Documents

Document	Bates Number Start	Bates Number Stop
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>		

- a. To upload new documents: select the "New Documents" checkbox.
- b. Select "Add Document" and input the document details.
- c. To remove a document select the red "X".

**Attachment Details**

Upload New/Existing Documents  
 New Documents  Existing Documents

Select Documents to Attach

<input type="checkbox"/>	Document	Type	Created By
<input checked="" type="checkbox"/>	Example Document	Hello Letter	CODE 45 OFFICE ADMIN. OLIVER

- d. To upload existing documents: select the "Existing Documents" checkbox.
  - e. Select from the list of documents by clicking the checkbox.
  - f. To remove a document from the attachments, deselect the checkbox.
7. Select "Submit" to upload the motion for reconsideration of order.
8. Following submission, the newly added motion will be available from the "Motions" subtab.
  - a. A task is created for the NMCCA panel to review the motion.

b. A notification is sent to the other parties on the case of the filing.

The screenshot shows the 'Appellate Review: 2023000115' page. The 'NMCCA' tab is selected in the top navigation. On the left sidebar, 'Motions' is highlighted. The main content area displays a table of 'NMCCA Motions' with columns for Motion Type, Motion, Motion Source, Submission Date, Reply Due Date, and Status. Two rows are visible: 'Reply: for New Trial' and 'for Reconsideration of Order'. The 'for Reconsideration of Order' row is highlighted with a yellow box.

Motion Type	Motion	Motion Source	Submission Date	Reply Due Date	Status
Reply: for New Trial	<a href="#">↓</a>	Government	4/27/2023	5/2/2023	Filed at NMCCA
for Reconsideration of Order	<a href="#">↓</a>	Government	4/27/2023	5/4/2023	Filed at NMCCA

c. To view the motion summary, select the “Motion Type” hyperlink.

The screenshot shows the 'Government Motion: for Reconsideration of Order' page. The 'Summary' tab is selected. The left sidebar shows 'U.S. v. Buttercup' and 'Review Summary' under 'NMCCA'. The 'Edit Motion' link is highlighted in the 'ACTIONS' section. The main content area displays the 'Motion Summary' with details: Filing Party (Government), Motion Type (for Reconsideration of Order), Filed Date (April 27, 2023), and Motion Reply Due Date (May 4, 2023). There is also a 'Motion Document' link and an 'Oppositions and Replies' table which is currently empty.

d. Select “Edit Motion” from the “Actions” list to edit the motion.

## File DuBay Hearing Motion

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

The screenshot shows the navigation bar of the NCORS Legal Case Management site. The 'ALL CASES' tab is highlighted with a yellow box. Other tabs include 'HOME' and 'REPORTS'. A user profile icon for 'TODD TC' is visible on the right.

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

Case Title	Case Number	Subject Name	Investigation Number	Charges	Status	Trial Counsel	Case Created Date	PTC/PTR Type
U.S. v. Moss	N-EU-24-0055	MOSS, CR EUGENIE EUJETHIB	25262983	Article 101 - Improper use of countersign; Article 130 - Stalking; Article 132 - Retaliation	DuBay Hearing Ordered	TRIAL DEPARTMENT HEAD, SHANNON; TRIAL GOVERNMENT COUNSEL, TODD	2/6/2024	-

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

**U.S. v. Moss**

Summary Documents Case Journal Victims, Witnesses, & Experts Charges & Offenses Trial Accused Details Post-Trial **Appellate Activity** Case Actions

NMCCA  
Interlocutory ROT  
Article 65 Review  
Remands  
**DuBay Hearings**

**Unscheduled DuBay Motions**  
The following motions are not scheduled to be heard at any post-trial motions hearing

Type	Filing Party	Motion	Exhibit Number	Status	Date Filed
No entries have been made					

**ACTIONS**  
Add DuBay Hearing  
File Writ Petition  
**File DuBay Hearing Motion**  
Return Remand to Code 40

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

**File Motion: U.S. v. Moss**

This form will timeout in 57 minutes. Any unsaved progress will be lost.

**Submission Details**

**Filing Party**  
Government

**Date Motion Filed**  
Mar 19, 2024

**Motion Document**  
Motion PDF - 26.6...

**Share motion with VLC?**

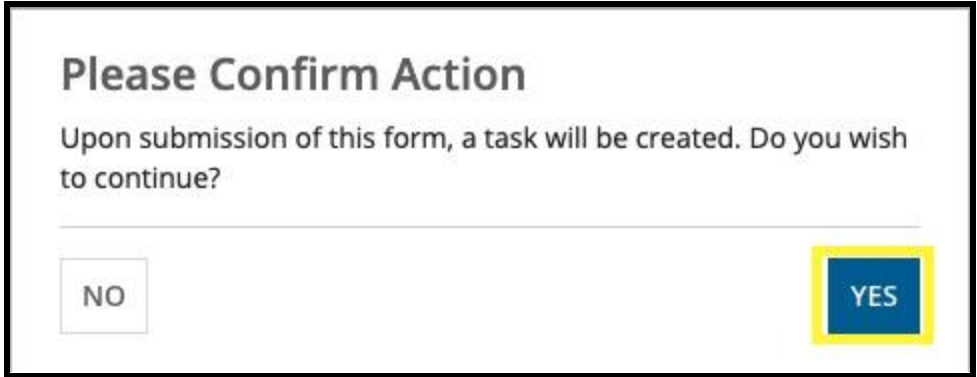
**Select VLC\***  
VLC APPELLATE COUNSEL, VLAD

**New Enclosures**  
Upload New/Existing Documents  
 New Documents  Existing Documents

**Motion Hearing**  
No Dubay Hearings have been added to this case. Add a DuBay motions hearing to link this motion.

CANCEL SUBMIT

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



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

