

POST-TRIAL CHECKLIST ¹*R.C.M. 1112 and 1114***For Courts-Martial Resulting in a Conviction**

ICO _____

Phase I: Post-Trial Submissions

____ **Statement of Trial Results (STR)** – Obtained and verified for accuracy. Statement of Trial Results must be compliant with DD Form 2707-1, or other prescribed form. Use Enclosure (1) as the template for the STR.

____ Findings

____ Sentencing

____ Type of court-martial (GCM, SPCM, SPCM – non BCD)

____ Composition/Forum of court-martial (Members, Enlisted Members, Judge Alone)

____ Plea agreement

____ Suspension recommendations by the military judge or trial counsel, if applicable

____ Reporting Requirements Identified:

____ Sex offender registration (34 U.S.C. § 20901 et seq., DoDI 1325.07, or DODI 5525.20)?

____ DNA processing (10 U.S.C. § 1565 or DoDI 5505.14)?

____ Crime of domestic violence (DoDI 6400.06)?

____ Gun Control Act of 1968 (18 U.S.C. § 922) reporting?

____ Co-accused, companion, or other related case information included in Notes?

____ **Gun Control Act Requirements** – The RLSO or Law Center responsible for the court-martial shall submit the STR and the accused's full name, including full middle name, and date of birth to NCIS via email at nicssubmission@ncis.navy.mil (for Navy cases) and

¹ In USMC cases, see MCO 5800.16 CH-7 for supplemental guidance regarding the post-trial checklist.

usmccid@ncis.navy.mil (for Marine Corps cases). See reference (h) and enclosure (5) for detailed information about crime reporting requirements under the Gun Control Act of 1968.

____ **Sex Offender Notification Requirements** – In accordance with reference (g), upon conviction of a qualifying sex offense as defined by Appendix 4 to Enclosure 2 of DoDI 1325.07, the RLSO or Law Center, on behalf of the Convening Authority responsible for the court-martial, shall e-mail DD Form 2791 to NCIS at cjidservices@ncis.navy.mil and the U.S. Marshals Service (USMS) National Sex Offender Targeting Center (NSOTC) at iod.nsotc@usdoj.gov.

____ **Fingerprint Card and Final Disposition Report Submission Requirements – DoDI 5505.11 (series)** – Verify with the responsible Staff Judge Advocate that the final disposition of the court-martial is reported to NCIS or USMC CID and CNIC law enforcement, as appropriate, within five days per NAVADMIN 131/18. This information is necessary so that law enforcement personnel can complete the R-84 final disposition in accordance with reference (d) (series).

____ **Victim’s Rights Statement** – Verify the victim or victims’ legal counsel received the Victim’s Rights Statement advising the victim of rights in the post-trial and appellate process. (Enclosure 3)

____ Upload a copy of the victim’s election form (Enclosure (3)) to NCORS. Ensure the victim’s election form is not in the record of trial.

- Date completed: _____

____ **Audio Recording** – Pursuant to R.C.M. 1106(c), UPON REQUEST, the RLSO or Law Center shall provide a copy of the audio recording to the defense counsel or directly to the accused (if the accused is in confinement, a physical copy of the transcript shall be provided), and access to the evidence admitted at the court-martial and the appellate exhibits. Ensure audio is properly redacted to remove all closed sessions. Along with a copy of the recording, the RLSO or Law Center shall include the following instruction: “This CD or DVD contains a copy of the court-martial proceedings in the case of U.S. v. _____ and may contain Personally Identifiable Information (PII). The contents of this CD or DVD are to be used solely for the submission of matters for the convening authority to consider pursuant to R.C.M. 1106. This CD or DVD shall not be distributed to anyone outside the court-martial process.”

- Date provided to the defense counsel or accused: _____
- ____ Include a signed receipt in the ROT.

____ **Audio Recording** – Pursuant to R.C.M. 1106A(d), UPON REQUEST, the RLSO or Law Center shall provide a copy of the audio recording of all open sessions of the court-martial to the victim legal counsel (or directly to the victim if unrepresented) and access to the evidence

admitted at the court-martial and the appellate exhibits. Ensure audio is properly redacted to remove all closed sessions. Along with a copy of the recording, the RLSO or Law Center shall include the following instruction: “This CD or DVD contains a copy of the court-martial proceedings in the case of U.S. v. _____ and may contain Personally Identifiable Information (PII). The contents of this CD or DVD are to be used solely for the submission of matters for the convening authority to consider pursuant to R.C.M. 1106A. This CD or DVD shall not be distributed to anyone outside the court-martial process.”

- Date provided to the victim legal counsel or victim: _____
- ____ Include a signed receipt in the ROT.

____ **Matters submitted by the accused pursuant to R.C.M. 1106** – Obtain, if applicable.

- Date Received: _____
- No matters submitted by the accused _____

____ **Matters submitted by the victim pursuant to R.C.M. 1106A** – Obtain, if applicable.

- Date Received: _____
- No matters submitted by the victim: _____

____ **Rebuttal matters submitted by the accused pursuant to R.C.M. 1106** – Obtain, if applicable.

- Date Received: _____
- No rebuttal matters submitted: _____

Phase II: Send Post-Trial Matters to CA for Action

____ The RLSO or Law Center delivers a recording of the court-martial proceedings, copies of exhibits admitted at trial, copies of appellate exhibits, and all matters submitted by the accused and the victim to the Convening Authority (CA) for action. Ensure audio is properly redacted to remove all closed sessions. (NOTE: IF MAILED, SEND CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR OTHER MOST EXPEDITIOUS, ACCOUNTABLE METHOD. MUST HAVE A TRACKING NUMBER AND TRACKING NUMBER MUST BE PROVIDED TO THE RECIPIENT.)

- Date provided to the CA: _____
- Date received signed/completed CA’s Action: _____

____ Forward a copy of the CA’s action to the accused and/or defense counsel and the crime victim or victim legal counsel, if applicable.

- Date completed: _____

____ The RLSO shall prepare a draft Entry of Judgment for the military judge’s signature based on the CA’s Action. Ensure CA’s Action is documented using Enclosure (6).

____ Forward a copy of the CA’s Action and draft Entry of Judgment to the military judge for review and signature.

- Date completed: _____

Phase III: Prepare the Certified Record of Trial

____ Prepare the verbatim transcript in accordance with R.C.M. 1114. Begin doing this immediately after the announcement of the sentence and simultaneously with the post-trial process. Refer to JAGINST 5813.1G for specific guidance.

- A verbatim transcript will be prepared for all courts-martial that resulted in any guilty finding regardless of forum or sentence adjudged. For all courts-martial resulting in a full acquittal, a summarized report will be prepared.
- The pages of the transcript from any closed hearings are placed inside a sealed manila envelope. The envelope is labeled to indicate the nature of the closed hearing (e.g., M.R.E 412 hearing called to order at (time) on (date)) and a sealing order is attached to the envelope.

____ Send audio out to be transcribed.

- Date audio sent to transcriptionist: _____
- Date received completed transcript: _____

____ Ensure transcriptionist, if different from the court reporter, provided a certification of the accuracy of the transcript. For purposes of certification of a written transcript under R.C.M. 1114, certification of a written transcript means the person who prepared the written transcript attests that it is a true, accurate, and complete copy of that audio or other electronic recording of the court-martial proceeding. This following certification statement will be placed on the cover sheet of the written transcript: “I (name of person preparing and/or certifying the written transcript) certify that this written transcript is a true, accurate, and complete copy of the audio or other electronic recording of the court-martial proceeding in the case of (insert case name, e.g., *U.S. v. Accused*), which was held at (name of location, e.g., Naval Base San Diego), on (dates court-martial was held, e.g., 13-15 March 2019).” The transcriptionist who certifies a written transcript will place their signature and the date of the certification directly below the certification statement.

- Date of transcript certification by the transcriptionist: _____

____ Prepare the certified record of trial pursuant to R.C.M. 1112(b) and (f) using DD Form 490 (Enclosure 6) and Assembly instructions (Enclosure 7) – Include the following:

____ **Post-Trial Documents:**

____ Insert Statement of Trial Results.

____ Insert CA's Action and matters submitted by accused and victim.

____ Upon receipt of CA's Action, review it to ensure compliance with R.C.M. 1109 or 1110 and that Enclosure (6) is used. Also ensure the CA's Action Checklist (Enclosure (4)) is complete.

____ Insert other matters submitted by accused or defense counsel to the record of trial.

____ Deferment requests

____ All clemency requests/recommendations

____ Other matters

____ 10-day waiting period complied with or extension granted (in writing)

____ Declination to submit matters

____ Insert any matters submitted by the victim or victim's counsel.

____ 10-day waiting period complied with or extension granted (in writing)

____ Declination to submit matters

____ Insert any rebuttal matters submitted by the accused or defense counsel in response to the victim's matters.

____ Insert Entry of Judgment (After receipt from Military Judge)

____ Verify information is accurate, in compliance with R.C.M. 1111, and Enclosure (6) is used.

____ Post-trial motions and record of proceedings. The record of post-trial sessions shall be prepared, certified, and provided in accordance with R.C.M. 1112 and shall be included in the record of trial.

____ Post-trial hearing for person found not guilty only by reason of lack of mental responsibility pursuant to R.C.M. 1105. The session shall be prepared and certified and appended to the record of trial.

____ Record from a vacation hearing pursuant to R.C.M. 1108(d).

____ **Preliminary Hearing Documents** - Attach the following items to the record of trial in any case where an Art. 32 preceded referral of charges, whether charges were ultimately referred to a GCM or to a SPCM:

____ Art. 32 appointing order

____ Report of Art. 32 Preliminary Hearing (DD Form 457)

____ SJA's pretrial advice letter or Special Trial Counsel written determination pursuant to Art. 34

____ Waiver of Art. 32, if applicable

____ **Pre-Trial Allied Papers**

____ Insert charge sheet in record of trial. (Confirm all supplemental pages are attached, front and back).

____ Insert convening order in record of trial. (If it is a copy, ensure it is certified true).

____ Insert amending orders, if any. (If it is a copy, ensure it is certified true).

____ A copy of the request, if any, for trial by military judge alone.

____ A copy of the accused's election of trial by enlisted members.

____ Any statement by the convening authority pursuant to R.C.M. 503(a)(2) explaining why it was not possible to comply with request for enlisted members.

____ The accused's election for sentencing by members in lieu of sentencing by military judge under R.C.M. 1002(b), if applicable.

____ **Record of Proceedings**

____ Audio Recording of entire court proceedings except sessions closed for deliberations and voting.

____ If the court-martial contained closed sessions, include one copy of the audio recording with the closed court sessions on a separate CD or DVD. The redacted CD(s) or DVDs shall be marked with a permanent fine point marker "[Redacted] Audio

Recording of U.S. v. _____ # 1 of ____.” Do not place any physical labels on CDs or DVDs as they can make the media unreadable.

____ **All Prosecution Exhibits** – remove classified documents (send classified documents to Code 30).

____ **All Defense Exhibits** – remove classified documents (send classified documents to Code 30).

____ **Sealed exhibits** (e.g. Child pornography, mental health records, contraband, etc.) placed inside a sealed manila envelope.

- A copy of the court order sealing the exhibit is affixed to the top of the sealed envelope containing the exhibit.
- The sealed envelope is labeled on the outside with a general description of the contents.
- Contraband exhibits on electronic media (e.g., child pornography) must be encrypted; the password to unencrypt the files must be sent to the NMCCA Clerk of Court via encrypted email.

____ **All Appellate Exhibits** – Ensure all sealed documents are properly sealed.

____ Plea Agreement

____ Motions and responses

____ Notice of pleas

____ Notice of forum

____ Written continuance request with ruling

____ Written special findings by MJ

____ Members questionnaires

____ Voir dire questions submitted

____ Members questions

____ All findings and sentencing worksheets

____ Appellate rights statement

____ Power of attorney, if any

____ Waiver of appellate review, if any

____ Any written special findings made by the military judge.

___ Other _____

___ Sealed exhibits (e.g. Child pornography, mental health records, contraband, etc.) placed inside a sealed manila envelope.

- A copy of the court order sealing the exhibit is affixed to the top of the sealed envelope containing the exhibit.
- The sealed envelope is labeled on the outside with a general description of the contents.
- Contraband exhibits on electronic media (e.g., child pornography) must be encrypted; the password to unencrypt the files must be sent to the NMCCA Clerk of Court via encrypted email.
- Child pornography may only be transported by either military courier or the United States Postal Service.

___ If trial was a rehearing or new or other trial of the same case, the record of trial of the previous case(s).

___ Complete the record of trial form (DD Form 490)

___ Complete chronology sheet on the back of the cover of the record of trial, document and explain post-trial processing delays.

Phase IV: Court Reporter Reviews ROT (including transcript)

___ Check administrative accuracy of all documents in the record of trial (Name, DODID, Command, dates).

- Page check: ___ Number of pages, ___ Pages are sequential, ___ Front and back of all two-sided documents are included.
- ___ Validate record of trial's index sheet.
- ___ Ensure all attachments are copied and inserted into the record of trial copies.
- ___ Confirm compliance with requirements for National Security and classified information. R.C.M. 1112(e)(3); SECNAVINST 5510.30 (series) and SECNAVINST 5510.36 (series); JAGMAN 0126. Date completed: _____

___ Review the verbatim transcript to ensure it is complete and accurate. The court reporter is ultimately responsible for ensuring the transcript does not contain any errors. A thorough review of the transcript must be performed before the transcript is included in the record of trial and before being provided to the military judge.

Phase V: Entry of Judgment and Verification of Record by Military Judge

___ Within 20 days of receipt of the ROT from the court reporter, the military judge must sign the Entry of Judgment and the verification of the ROT. If the military judge is not available, the circuit military judge shall sign the Entry of Judgment. Use Enclosure (6) as the template.

- Date completed: _____

___ Serve the accused and/or the defense counsel with a copy of the Entry of Judgment.

- Date completed: _____

___ Provide a copy of the Entry of Judgment to the victim, if requested by the victim or victim counsel.

- Date completed: _____

___ Provide a copy of the Entry of Judgment to the accused’s commander/commanding officer.

- Date completed: _____

___ Provide a copy of the Entry of Judgment to the convening authority.

- Date completed: _____

___ Provide a copy of the Entry of Judgment to the responsible Military Criminal Investigation Organization (MCIO).

- Date completed: _____

___ Prepare the verification of the transcript and record of trial for the military judge’s signature.

- Date received completed verbatim transcript: _____

___ Provide MJ with audio record of trial and all attachments prepared in accordance with R.C.M. 1112(f) and the verbatim transcript for the military judge’s verification. Refer to reference (j) for an explanation of the verification process. At this point, the record of trial and the accompanying transcript should be complete and accurate in every respect, and ready for the court reporter to certify the record of trial.

- Although statute, R.C.M. 1112, and R.C.M. 1114 do not require the military judge to review a transcript or record of trial, as a matter of policy a record of trial shall be verified by the military judge and the military judge shall include a statement on the cover of the record of trial that states the following, “This record of trial and transcript were received by the XXX Judicial Circuit on DATE and verified on DATE. I have reviewed the foregoing record of trial and accompanying transcript for completeness. I

hereby verify that this record of trial contains all of the items required under R.C.M. 1112(f), and the pleas, findings, and sentence are accurately reflected in the transcript accompanying the record of trial.”

____ Military judge verifies the transcript and record of trial within 20 days of receipt.

- Date of Verification: _____

Phase VI: Certification of Transcript and Record of Trial

____ Court Reporter must certify the transcript is complete and accurate. For purposes of certification of a written transcript under R.C.M. 1114, certification of a written transcript means that the court reporter attests that it is a true, accurate, and complete copy of that audio or other electronic recording of the court-martial proceeding. This following certification statement will be placed on the cover sheet of the written transcript: “I (name of person certifying the written transcript) certify that this written transcript is a true, accurate, and complete copy of the audio or other electronic recording of the court-martial proceeding in the case of (insert case name, e.g., *U.S. v. Accused*), which was held at (name of location, e.g., Naval Base San Diego), on (dates court-martial was held, e.g., 13-15 March 2019).” The court reporter who certifies a written transcript will place their signature and the date of the certification directly below the certification statement.

- Date of transcript certification by the court reporter: _____
 - If the court reporter and/or military judge make changes to the transcript after the contracted transcriptionist certifies the transcript, it is not necessary to send the transcript back to the original contracted transcriptionist for re-certification.

____ Prepare the certification of the record of trial for the court reporter’s signature.

- A record of trial may be certified by including a statement on the cover of the record of trial that states the following, “I (name of person certifying record of trial) certify that this record of trial contains all of the items required under R.C.M. 1112(b) and (f), and the pleas, findings, and sentence are accurately reflected in the transcript accompanying the record of trial.” The court reporter, or in accordance with R.C.M. 1112, the military judge, who certifies a record of trial will place their signature and the date of the certification directly below the certification statement.

____ Court reporter certifies the record of trial. Certification of the record of trial occurs within 135 days after the completion of trial. Otherwise, the reason for delays must be appended to the Record of Trial.

- Date completed: _____

Phase VII: Forward Certified ROT for Appellate Review

____ **For cases involving appeal under Article 65** – Original certified record of trial and one redacted digital copy of certified record of trial prepared.

- The original certified record of trial and one redacted digital copy of the certified record of trial is sent to the corresponding GCMCA;
- One (1) copy is provided to the defense and/or the accused. [Only provide items listed in R.C.M. 1112(b).]
 - Replace the audio recording of the court-martial proceedings with the verbatim transcript. Ensure the transcript is properly redacted to remove all closed sessions.
 - Date Completed: _____
 - ____ Get a signed receipt of service on defense counsel and/or accused and attach receipt to record of trial (or explanation in lieu of).
- One (1) redacted copy to the victim and/or victim’s legal counsel, unless victim declines to receive a copy. Only provide items listed in R.C.M. 1112(b).
 - “Victim” is defined as a person that is the victim of an offense with which the accused was charged if the victim testified during the proceedings and any victim named in a specification with which the accused was charged, upon request, without regard to the findings of the court-martial. R.C.M. 1112(e)(1)(B) and (C).
 - Replace the audio recording of the court-martial proceedings with the verbatim transcript. Ensure the transcript is properly redacted to remove all closed sessions as well as all Privacy Act information listed below.
 - ____ Ensure the record of trial provided to the victim has the following information redacted, unless it relates to the victim receiving the record of trial.
 - ____ Social Security and tax identification numbers
 - ____ Financial account numbers
 - ____ Home addresses
 - ____ Birth dates
 - ____ Personal email addresses and phone numbers
 - ____ The name of (other) minor witness(es)/victim(s)
 - ____ Any unsealed medical records
 - ____ Remove all closed sessions for other victim(s).
 - (NOTE: IF MAILED, SEND CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR OTHER MOST EXPEDITIOUS, ACCOUNTABLE METHOD. MUST HAVE A TRACKING NUMBER.)
 - Date Completed: _____

- If victim declines to receive a copy of the certified record of trial, attach that to the record of trial.

____ **For all cases eligible for direct or automatic appeal under Art 66** – Original certified record of trial including the audio record on CD or DVD shall be prepared for appellate review. All documents are scanned and saved onto a CD/DVD as well. Also include a copy of the redacted audio in the package sent for appellate review.

- The original (including any sealed exhibits or transcripts and crime reporting documents) along with a digital copy of the original record of trial saved onto a CD/DVD is sent to NAMARA (Code 40) by FedEx/UPS/USPS with tracking. No redactions. If the ROT includes CDs or DVDs that are not sealed, a copy of the CDs and DVDs shall be included with the ROT.

Military Justice Administration Division (Code 40)
 Office of the Judge Advocate General
 1254 Charles Morris St. SE
 Building 58
 Washington Navy Yard, DC 20374-5124

- Date Completed: _____

____ Within 5 days of certification of any general or special court-martial (conviction or acquittal), digital copy of the unredacted record of trial is uploaded to the Code 40 SharePoint or provided via a CD/DVD, if uploading to SharePoint is not practicable.

- Date Completed: _____
- Upload as a separate file an unredacted copy of the Appellate Rights Form and Special Power of Attorney to be used by Appellate Defense. The accused's contact information on the form is essential to the Appellate Defense Counsel.
- One (1) digital redacted copy is sent to SJA/CA;
 - Date Completed: _____
- One (1) copy is provided to the defense counsel and/or the accused. Only provide items listed in R.C.M. 1112(b).
 - Replace the audio recording of the court-martial proceedings with the verbatim transcript. Ensure the transcript is properly redacted to remove all closed sessions.
 - Date Completed: _____
 - ____ Get a signed receipt of service on defense counsel and/or accused and attach receipt to record of trial (or explanation in lieu of).
- One (1) redacted copy is provided to the victim and/or victim legal counsel, unless victim declines to receive a copy. Only provide items listed in R.C.M. 1112(b).

- “Victim” is defined as a person that is the victim of an offense with which the accused was charged if the victim testified during the proceedings and any victim named in a specification with which the accused was charged without regard to the findings of the court-martial. R.C.M. 1112(e)(1)(B) and (C).
- Replace the audio recording of the court-martial proceedings with the verbatim transcript. Ensure the transcript is properly redacted to remove all closed sessions as well as all Privacy Act information listed below.
- ____ Ensure the record of trial provided to the victim has the following information redacted in accordance with JAGINST 5800.7G section 0159b, *unless it relates to the victim receiving the record of trial.*
 - ____ Social Security and tax identification numbers
 - ____ Financial account numbers
 - ____ Home addresses
 - ____ Birth dates
 - ____ Personal email addresses and phone numbers
 - ____ The name of (other) minor witness(es)/victim(s)
 - ____ Any unsealed medical records
 - ____ Remove all closed sessions for other victim(s)
 - (NOTE: IF MAILED, SEND CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR OTHER MOST EXPEDITIOUS, ACCOUNTABLE METHOD. MUST HAVE A TRACKING NUMBER.)
- Date Completed: _____
- If victim declines to receive a copy of the certified record of trial, attach copy of declination to the record of trial.

____ Prepare appropriate service record entries.

____ Retain copy of the certified record of trial. (Note: All documents will be retained until two years after the Completion of Appellate Review (NOCAR) is promulgated.)

____ Include with record of trial appellate court directives (i.e., orders to conduct a rehearing, supplemental orders, etc.).

____ Confirm compliance with requirements for National Security and classified information. R.C.M. 1112(e)(3)(A)); SECNAVINST 5510.30 (series); SECNAVINST 5510.36 (series); and JAGMAN 0126.

For courts-martial resulting in a full acquittal

___ Create a summarized report in accordance with reference (i). A verbatim transcript is not required in full acquittals.

___ Prior to inserting the summarized report into the record of trial, the court reporter must certify the summarized report. The following certification statement will be placed on the cover sheet of the summarized report: "I (name of court reporter) certify that this summarized report is a true, accurate, and complete summary of the audio or other electronic recording of the court-martial proceeding in the case of (insert case name, e.g., *U.S. v. Accused*), which was held at (name of location, e.g., Naval Base San Diego), on (dates court-martial was held, e.g., 13-15 March 2019)." The court reporter who certifies the summarized report will place their signature and the date of the certification directly below the certification statement.

- Date of summarized report certification by the court reporter: _____

___ Create one copy of the certified record of trial that includes the following:

___ Insert charge sheet in record of trial. (Confirm all supplemental pages are attached, front and back.)

___ Insert convening order in record of trial. (If it is a copy, ensure it is certified true.)

___ Insert amending orders, if any. (If it is a copy, ensure it is certified true.)

___ Insert a copy of the request, if any, for trial by military judge alone.

___ Insert a copy of the accused's election of trial by enlisted members.

___ Insert any statement by the convening authority pursuant to R.C.M. 503(a)(2) (why cannot comply with request for enlisted members).

___ Audio Recording of entire court proceedings except sessions closed for deliberations and voting.

___ Summarized Report of court-martial proceedings.

___ All Appellate Exhibits – Ensure all sealed documents are properly sealed.

___ Motions and responses

___ Notice of pleas

___ Notice of forum

___ Written continuance request with ruling

- ___ Written special findings by military judge
- ___ Members questionnaires
- ___ Voir dire questions submitted
- ___ Members questions
- ___ All findings worksheets
- ___ Power of attorney, if any
- ___ Other _____

___ All Prosecution Exhibits – remove classified documents (send classified documents to Code 30).

___ All Defense Exhibits – remove classified documents (send classified documents to Code 30).

___ Insert Statement of Trial Results.

___ Insert Entry of Judgement.

- ___ Verify information is accurate.
- ___ Compare to Statement of Trial Results.
- ___ Distribute the Entry of Judgment to the following:
 - ___ The accused and/or defense counsel
 - ___ A crime victim or victim counsel, upon request
 - ___ The accused’s commander/commanding officer
 - ___ The convening authority

___ Prepare the certification of the record of trial for the court reporter’s signature.

- A record of trial may be certified by including a statement on the cover of the record of trial that states the following, “I (name of person certifying record of trial) certify that this record of trial contains all of the items required under R.C.M. 1112(b), and the pleas, findings, and sentence are accurately reflected in the transcript accompanying the record of trial.” The court reporter, or in accordance with R.C.M. 1112, the military judge in the court reporter’s absence, who certifies a record of trial will place their signature and the date of the certification directly below the certification statement.
- Certification of the record of trial occurs within 135 days after the completion of trial. Otherwise, reason for delays must be appended to the record of trial.

_____ Court reporter certifies the record of trial.

- Date completed: _____

_____ Distribute the certified record of trial as follows:

- The original (including any sealed exhibits or transcripts and crime reporting documents) along with a digital copy of the original record of trial saved onto a CD/DVD is sent to NAMARA (Code 40) by FedEx/UPS/USPS with tracking. No redactions. If the ROT includes CDs or DVDs that are not sealed, three copies of the CDs and DVDs shall be included with the ROT.
 Military Justice Administration Division (Code 40)
 Office of the Judge Advocate General
 1254 Charles Morris St. SE
 Building 58
 Washington Navy Yard, DC 20374-5124
- Date Completed: _____
- One (1) redacted copy is provided to the defense and/or the accused. Only provide items listed in R.C.M. 1112(b).
 - Remove the audio recording of the court-martial proceedings and replace it with the summarized report.
 - Redact in accordance with JAGINST 5800.7G section 0159b.
 - Date Completed: _____
 - _____ Get a signed receipt of service on defense counsel and/or accused and attach receipt to record of trial (or explanation in lieu of).
- One (1) redacted copy to the victim and/or victim's counsel, unless victim declines to receive a copy. Only provide items listed in R.C.M. 1112(b).
 - "Victim" is defined as a person that is the victim of an offense with which the accused was charged if the victim testified during the proceedings and any victim named in a specification with which the accused was charged, upon request, without regard to the findings of the court-martial. R.C.M. 1112(e)(1)(B) and (C).
 - _____ Ensure the record of trial provided to the victim has the following information redacted in accordance with JAGINST 5800.7G section 0159b, unless it relates to the victim receiving the record of trial:
 - _____ Social Security and tax identification numbers
 - _____ Financial account numbers
 - _____ Home addresses
 - _____ Birth dates
 - _____ Personal email addresses and phone numbers
 - _____ The name of (other) minor witness(es)/victim(s)

- ____ Any unsealed medical records
- ____ Remove all closed sessions for other victim(s)
- (NOTE: IF MAILED, SEND CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR OTHER MOST EXPEDITIOUS, ACCOUNTABLE METHOD. MUST HAVE A TRACKING NUMBER.)
- Remove the audio recording of the court-martial proceedings and replace it with the summarized report.
- Date completed: _____
- If victim declines to receive a copy of the certified record of trial, attach copy of declination to the record of trial.