

GENERAL/SPECIAL COURT-MARTIAL

U.S. v. _____
(Last, First, MI) *(Rank)* *(EMPLID)*

(Member's Unit)

(CMD of CA)

Trial Date(s)

Sentence Date

Length of confinement

Type of Discharge

Record of Trial Checklist

Item	Present	N/A
1. Article 64, 65 and 69 as per TJAG Memo dtd 10JAN20. Review to be completed by SJA		
2. DD-490 (Cover Sheet & Chronology Sheet)		
3. Statement of Trial Results (STR)		
a. Block 32 indicate a firearm possession prohibition notification (NICS) Yes / No (circle one)		
4. Action of Convening Authority. Date signed: MMM/DD/YYYY		
5. Entry of Judgment- ORGINIAL		
6. CD/DVD of substantially verbatim recording(s) of court-martial proceeding		
7. CD/DVD of substantially verbatim recording(s) sealed proceedings (sealed in an 8 7/8" x 12" envelope with a military judge sealing order attached to the front).		
8. Index of proceedings		
9. DD-458 (Charge Sheet)- ORGINIAL SIGNATURES in blocks 11,13,14		
10. Convening order and amending order (if any)		
11. Request for trial by military judge or for members, (if any) (R.C.M. 903)		
a. Statement by the CA (if unable to fulfill request) (R.C.M. 503(a)(2))		
12. Election for sentencing by members in lieu of sentencing by military judge under R.C.M. 1002(b), if applicable		
13. Prosecution Exhibits (PE)* that were received in evidence. # of PE _____		
14. Defense Exhibits (DE)* that were received in evidence. # of DE _____		
15. Appellate Exhibits (AE)*, # of AE _____, shall include (if applicable):		
a. Plea agreement	<i>a</i>	
b. Motions and responses	<i>b</i>	
c. Written continuance request with ruling	<i>c</i>	
d. Member questionnaires	<i>d</i>	
e. Voir dire questions submitted	<i>e</i>	
f. Members questions	<i>f</i>	
g. Results of the randomly assigned numbers	<i>g</i>	
h. All findings and sentencing worksheets	<i>h</i>	
i. Detailing letters (military judge, trial & defense counsel)(R.C.M. 503)	<i>i</i>	
j. Victim's unsworn statement	<i>j</i>	
k. Sealed exhibits (R.C.M. 701(g)(2))	<i>k</i>	
l. Post-trial/Appellate rights (R.C.M. 1010)	<i>l</i>	
m. Waiver of appellate rights	<i>m</i>	
n. All other AE	<i>n</i>	
16. Court reporter certification		
17. Military judge verification- ORGINIAL		

* May be copies, photographs, or description with permission from the military judge. Follow procedures in R.C.M. 1113 and MJM, Ch. 9 and 21 for sealed exhibits.

*Updated 27JUL21

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Attachments to the ROT for appellate review

Item(s)	Present	N/A
18. Certified transcript of proceedings under (R.C.M. 1114)(if required)** w/transcribers ORGINIAL signature certificate		
19. Preliminary hearing report under Art. 32 (required for GCM only)†		
20. Waiver of Art. 32 (if applicable)†		
21. Pretrial advice under Art. 34†		
22. If trial was a rehearing or new or other trial of the same case, the ROT of the previous hearing(s)†		
23. Written special findings by the military judge (if applicable)†		
24. Exhibits which were marked for and referred to on the record but not received in evidence*		
25. Matters filed by the victim under R.C.M. 1106A or any written waiver/declination of the right to submit such matters		
26. Matters filed by the accused under R.C.M. 1106 or any written waiver/declination of the right to submit such matters		
27. Any rebuttal matter(s) submitted by the accused or defense counsel in response to the victim's matters		
28. Extension requests to submit matters under R.C.M. 1106/1106A and any ruling on such matter		
29. Deferment request (if applicable)		
30. Action on deferment request (if applicable)		
31. Conditions of suspension and proof of service on probationer under R.C.M. 1107 (if applicable)		
32. Records of proceedings in connection with a vacation of suspension of sentence under R.C.M. 1108 (if applicable)		
33. Any waiver or withdrawal of appellate review under R.C.M. 1115 (if applicable)		
34. Modification to judgment (if applicable)		
35. Any redacted materials		
36. Any post-trial motions and record of proceedings (prepared and certified)		

* May be copies, photographs, or description with permission from the military judge.

** A certified transcript of the ROT shall be prepared when the judgment includes a sentence of death, dismissal of commissioned officer or cadet, dishonorable or bad-conduct discharge, confinement for more than six months, or as otherwise ordered.

NOTE: ENSURE DOCUMENTS ARE MARKED APPROPRIATELY (I.E. ENCLOSURES AND/OR EXHIBITS)

Ensure documents are not double sided

ROT MUST be in order and hole punched and held together via two prong holder.

† If **not** used as an exhibit

*Updated 27JUL21

Notes to CG-LMJ Records Custodian:

Coast Guard Legal Technician/Paralegal: _____ Date: _____
(Printed name & legal office)

Trial Counsel: _____ Date: _____
(Printed name & Signature)