



## INTRODUCTION

It's been months and no one has told you what is going on in the investigation. You have been flagged and extended in Korea. You know you're under investigation for that thing you did but you don't know what is going to happen. Then your First Sergeant tells you to be at the Company at 1700. You meet with him and he tells you that you are to report to the commander.

Your commander calls you into his office. You walk towards his desk render a salute. You stand at attention and wait. He says "the following charges have been preferred against you." He reads in a monotone voice from what appears to be a script. Most of it makes no sense, but you know that this is happening because of the court-martial. He uses words like preferral and specifications that you've never heard of. At the end, he hands you a copy of a charge sheet and tells you that the rest of the packet will be at Trial Defense Services (TDS). You salute and leave. Your commander has just preferred charges against you.

The courts-martial process will be a completely new experience for you. You will become familiar with new terms and procedures. The aim of this packet is to help you through the process. It will explain what a court-martial is and how they work. It will also suggest ways for you to help yourself. In Chapter 9, you will find terms defined. If you come across a word you don't recognize, take a look to see if it is defined for you.

Keep in mind that this book is meant to be guide and a place to start you through this process. All cases vary. This book is not meant to replace the advice of your TDS counsel.



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## CHAPTER 1: The Role of the Commander

To understand the court-martial process, you must understand the role of the commander. They have sole authority to send a case to a court-martial. They also have sole authority to approve a sentence. The higher you go, the more punishment they can approve. This is because each level of court-martial allows different maximum punishments. A commander’s authority does not mean they decide your guilt and your sentence, if any. That is the job of the court-martial. This section will give you an overview of each type of court-martial and some of the rules that apply to them.

Level of Command	Court-Martial Type
Company Commander	None
Battalion Commander	Summary CM
Brigade Commander	Summary CM
Commanding General	Summary CM, BCD Special CM, General CM

### SUMMARY COURT-MARTIAL

A summary court-martial (SCM) is the lowest level court-martial in the military. A case can be referred to one by a battalion commander or higher. They are composed of one officer who is called the Summary Court-Martial Officer. The officer acts as a judge and jury; he is not an actual judge. The convening authority picks this person when he refers the case. This person is usually a battalion staff officer from within the unit. TDS is not authorized to represent you in a SCM. You have the right to object to a SCM. Being found guilty will **not** result in a federal conviction.

The maximum punishment for an SCM is:

- 1) Reduction to one grade (E-5 and above)/Reduction to E-1 (E-4 and below)
- 2) Confinement for 30 days (E-4 and below)
- 3) Forfeiture of two-thirds pay for one month
- 4) Hard labor without confinement (if confinement is not adjudged)
- 5) Restriction for 45 days (if confinement is not adjudged)

To learn more on SCMs, check out DA PAM 27-7.



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## BCD SPECIAL COURT-MARTIAL

This level and above looks more like what you would imagine court to look like. There is a judge, a jury, a prosecutor, and your defense counsel. Think of these as similar to misdemeanor, court in the civilian world (they deal with less serious crimes). You see cases referred to a BCD Special when a crime will be punished by less than a year in jail.

The maximum punishment in a BCD special court-martial is:

- 1) Confinement for 1 year
- 2) 2/3 pay per month for one year
- 3) Reduction to E-1
- 4) Bad Conduct Discharge

Things to know about a BCD Special:

- TDS will represent you in Court
- A military judge will preside over the proceedings
- You can choose to have a jury hear your case, consisting of at least 3 members
- Being found guilty will result in a federal conviction
- No Article 32 investigation required

## GENERAL COURT-MARTIAL

This is the most serious type of court-martial reserved for the most serious types of cases. This court is similar to a civilian felony court.

One difference with this court and a BCD special is that an Article 32 investigation is required. An Article 32 investigation is an investigation into the evidence to determine if the case should move forward and to what type of court-martial. It is a pre-trial investigation. The charges can only be referred after an Article 32 investigation. The recommendations made by the investigating officer are not binding.

Things to know about a General Court-Martial

- Can sentence you to life in prison, take all your pay, reduce you to E-1, and dishonorably discharge you (your TDS attorney will discuss what your actual maximum punishment is).
- Requires an Article 32 investigation
- TDS will represent you
- Judge will preside over proceedings and a panel can hear the evidence (5 members)
- Being found guilty is a federal conviction



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## CHAPTER 2: The Players

There are several different players in a court-martial, each with different roles. To have a basic understanding of the process you need to know what each one does.

### TDS

#### **What is US Army TDS?**

The US Army Trial Defense Service are similar to defenders but we are not the same. Unlike public defenders, all Soldiers are entitled to TDS representation by virtue of being subject to the UCMJ. TDS is a subordinate unit to the US Army Legal Services Agency, located at Fort Belvoir, Virginia and is currently. This means that none of us belong to your chain of command. Note that you can hire civilian defense counsel as well. TDS will still represent you free of charge but you will have to pay out of pocket for a civilian defense attorney.

#### **Who makes up TDS?**

TDS attorneys have taken a state bar exam and are licensed to practice law just like any civilian attorney, except that they have chosen to serve in the Army. Most are senior Captains with significant military justice experience. Prior to joining TDS, most have served as prosecutors. There are 6 TDS attorneys in Japan and Korea.

#### **Why have TDS?**

Prior to the creation of TDS, trial defense attorneys worked directly for the Government. TDS was set up to avoid having defense attorneys under the authority of commanders who are trying to punish our clients. TDS attorneys work independently of the chain of command with the sole focus being on obtaining the best possible outcome for the client. TDS personnel within the Pacific Rim (Korea, Japan, and Okinawa) report to two field grade officers in Yongsan, who report directly to Fort Belvoir.

#### **What is your relationship with your TDS Attorney?**

TDS works for you. We use our skills and experience to fight for the best possible outcome for you. We make the tactical decision on your defense, while you make the strategic decisions. Examples of strategic decision you will have to make include: deciding to plead guilty or not guilty, whether you want a panel or the judge to hear the evidence, and whether you should testify. Examples of tactical decision are things like witness selection, cross exam, and motions. Keep in mind that everything you tell us remains confidential.

### TRIAL COUNSEL

The trial counsel, or TC, is the Government representative in a court-martial. He is the military equivalent of a prosecutor. His job is to present the evidence against you and to argue



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for your conviction. In a court-martial, he has the burden to prove your guilt beyond a reasonable doubt.

### JUDGE

Judges are the referees of a court-martial. They are senior attorneys in the JAG Corps with extensive military justice experience. Like TDS, they also do not belong to your chain of command. A judge’s job is to ensure a fair proceeding. If there is a question of the law in a case, the judge will answer it. For example, if there is a question of whether evidence was obtained improperly, the judge will decide. You have the right to have a judge decide if you are guilty. This is called trial by judge alone, as opposed to having a jury hear the evidence of your case. The decision on who to have hear your case will be discussed in more detail later on.

### PANEL

A panel is the military version of a jury. They listen to the evidence and will decide your guilt or innocence and your sentence. You do not have to have your case heard by a panel. You can choose to have your case heard by a military judge. A panel is made up of military members within your military community. This makes sense when you think about it. In a civilian court, the jury would be made of citizens of your community, but in a court-martial we cannot have civilians on our juries. To create a jury we are left with members of the military community. These individuals are chosen by the CG in a complex and time intensive process. To ensure that the panel is fair, we use voir dire. This allows your attorney and the military judge to ask the members questions. If they show that they cannot be fair, they can be challenged and removed from the case.

There are two types of panels: enlisted and officer. An enlisted panel must be composed of one-third enlisted members. The members vote by secret, written ballot. Two-thirds must agree before you could be found guilty of any offense. If you are found guilty, then two-thirds must also agree in voting on a sentence. Three-fourths must agree if the sentence is greater than 10 years.

### COURT REPORTER

This person records all court proceedings. After the court-martial is over they take the audio and turn it into a written record of the proceedings. They usually sit near the judge. They do not say anything during court.

### ESCORTS

Your unit will assign you escorts during court. These people will take you to and from all court proceedings. Both must be senior in rank to you.

### BAILIFF

Bailiffs are used in court to provide security. In the military, they usually just call the court to attention when the judge enters the room by saying “all rise.” The bailiff will be from your unit



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and will be senior to you. They will be present for all court proceedings. There will be two for contested cases.

### **STAFF JUDGE ADVOCATE (SJA)**

The SJA is the senior attorney on an installation and advises the commanding general. The SJA supervises all legal personnel within the command with the exception of TDS. The SJA provides written advice to the CG about the case. This recommendation is called pre-trial advice.

### **CONVENING AUTHORITY**

This is the person who referred the case and convened the court-martial. In the case of a BCD Special and a General Court-Martial, this person is the CG. The convening authority must approve the sentence on a case. Historically, the convening authority could lessen a sentence but could not increase it. For example, if you are sentenced to a year of confinement, the convening authority could approve a sentence of 6 months but not a sentence of two years. New rules surrounding approval of sentences has led to changes on how this will be done.



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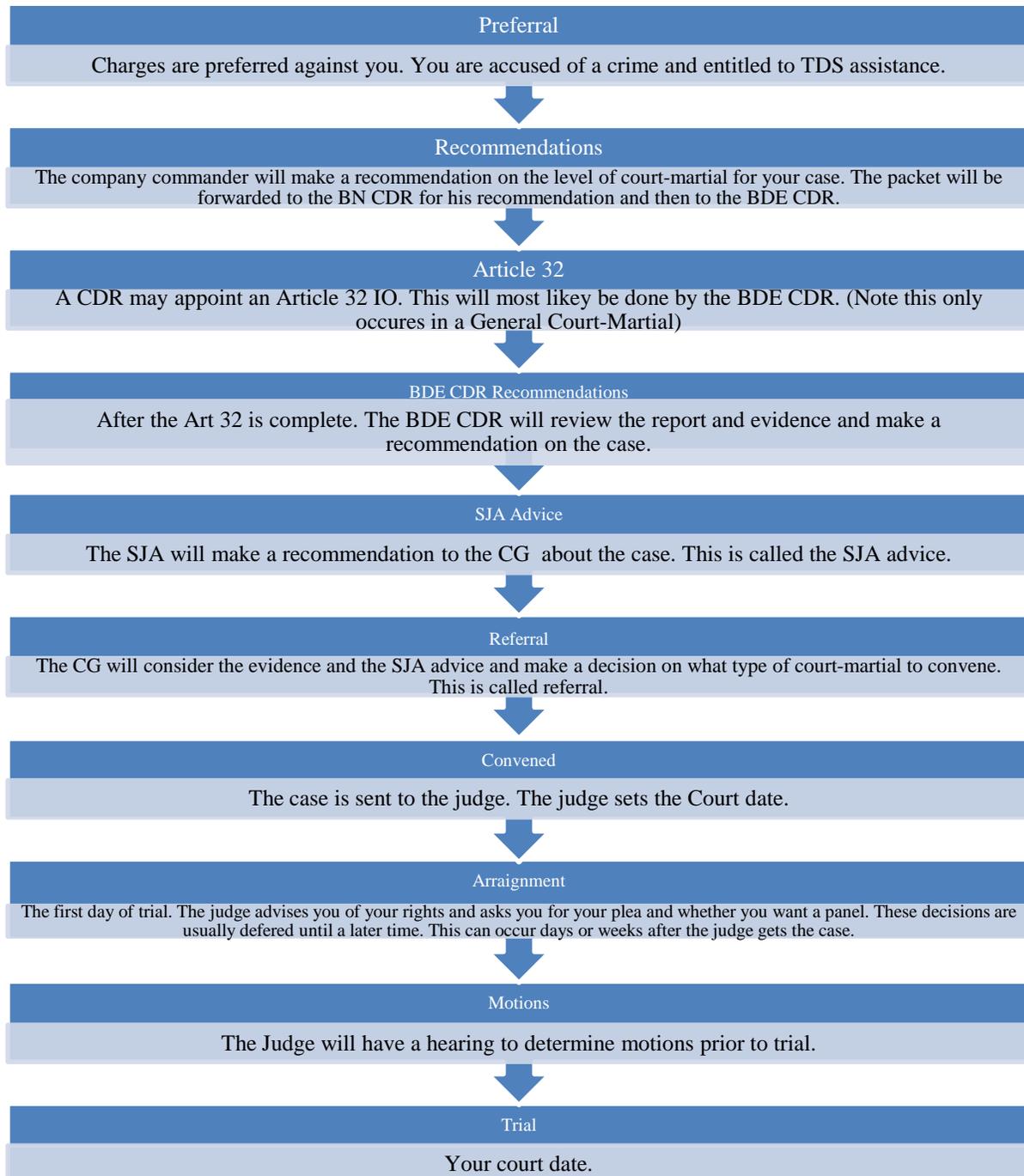
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## CHAPTER 3: THE PROCESS

The court-martial process is complicated and can vary by case. This section will illustrate the general steps that you will encounter along the way. The purpose is to help you understand where your case is at.

### The Steps in a General Court-Martial





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## CHAPTER 4: The Article 32

The Article 32 is the military’s version of a grand jury. There must be one if a case is going to general court-martial. The way they work is the BDE CDR will appoint an investigating officer (IO) to look into the evidence and hear from live witnesses. This person is a JAG officer if you are charged with a violation of Article 120 of the UCMJ (think sexual assault).

The IO will set a date for the Article 32. The IO will determine what evidence he will hear. One issue that typically comes up is whether a witness has to testify or not. The Article 32 does not follow the same strict rules that govern a court-martial. The Defense can present just about anything. The witnesses are sworn and their testimony is recorded. The Government will ask questions first if it is their witness. Then the Defense can ask questions, followed by the IO.

After the IO has heard all of the evidence he will adjourn the proceedings. The Government will create a summarized transcript. The IO will consider all of this prior to making his recommendations. Keep in mind that that the IO’s recommendations are not binding on the command. You can have the situation where the IO says the charges should be dismissed but the command goes forward anyways.

Once his recommendation is made, the case is sent back to the commander that appointed the IO. That commander will review the packet and make his recommendation on the case.

It is hard to say how long the Article 32 process will take. Usually, the IO is given two weeks to schedule and hold the Article 32 and additional time to complete his report. Delays are often involved in scheduling and in obtaining evidence and witnesses.



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## CHAPTER 5: A Contested Court-Martial

For most of you, facing a court-martial is facing the unknown, which can be scary. This section describes how court actually plays out to give you a basic familiarity with the process.

### Arraignment

Arraignment is your first court date. Three things are covered. The judge will tell what your rights are and ask you if you understand them. The judge will read straight from a script that your attorney will show you beforehand. This script is found in the Judges Benchbook (DA PAM 27-9). The judge will ask you for your plea (whether you plead guilty or not guilty) and your forum selection (whether or not you want a jury to hear your case). Your TDS counsel will speak for you and will almost always defer entering pleas and making forum selection. These decisions are deferred because motions can be waived if not filed with the court prior to entry of plea. Motions will be discussed in the next section.

### Motions

Think of motions as prepping the battlefield. They are used to better a party's position in court. There are many types of motions. The decision to file them is your attorney's. Your attorney may file a motion to try keep certain type of evidence out of the proceedings or to ask the court to dismiss charges. What motions are filed will vary by case. The court will hold a motions hearing to decide the motions prior to trial.

Motions are questions of law that are decided by the judge. Think of it as a judge acting as the referee. Her job is to ensure a fair trial. Part of the way she does this is through ruling on motions and settling legal issues so they do not arise during trial.

A motions hearing is called a 39(a), deriving from Article 39(a) of the Uniform Code of Military Justice. They are like mini-trials without the jury. There are often live witnesses who are examined by the Trial Counsel and your Defense Counsel. The side that calls the witness will conduct direct examination. The other side will then cross examine. After the evidence is presented, there are closing arguments on the motion. The judge will either rule then and there or defer her ruling, which occurs on more complicated and tougher decisions.

### Trial

The big day has finally arrived. You will be wearing ASUs. If you haven't entered pleas and forum you will do that first. Then the panel will be seated. Everyone stands at attention when the panel walks into the court room.

Once the panel is seated, the judge, the prosecutor, and your defense counsel will conduct voir dire. This is questioning by all sides to ensure that each panel member will be impartial during the proceedings. The judge asks general questions first to the entire panel. The Government will ask questions next and then your defense counsel. All of these questions are



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directed to the entire panel. After questioning is complete, the panel is excused and the judge asks both parties whether they want to conduct individual voir dire. If so, each side has an opportunity to call in an individual member and ask questions. If a member shows bias, they can be challenged. If successfully challenged, they will be excused from the proceedings.

After voir dire, the panel is seated and things are ready to start in earnest. The judge will ask the Government if they have an opening statement. After the Government goes, the defense will have an opportunity. The Government always goes first because they have the burden to prove your guilt.

Next is trial on the merits or the presentation of the evidence. One party will present evidence then the other. This continues until there is no more evidence. The Government goes first, again because they have the burden to prove your guilt. The Government will question the witness and then Defense will conduct cross examination. The Government can re-direct and the Defense can re-cross. After the questioning by the parties the panel can ask questions. After the Government closes their case, the Defense presents evidence. After the Defense’s case, the Government can call rebuttal witnesses to disprove evidence presented by the Defense. Defense can then offer a sur-rebuttal.

Next is closing arguments. The Government goes first then the Defense. Closing summarizes and offers interpretations of the evidence. After Defense closes, the Government will offer a rebuttal argument. The Government gets the last word because again they have the burden.

After closing arguments, the judge reads the panel instructions. Instructions explain to the panel what and how they can consider the evidence. The panel will then deliberate. Two-thirds must agree to convict you. This is done by secret written ballot. The panel reaches their findings and re-enters the court. The judge will instruct the Defense to rise and the verdict will be read. If you are found not guilty then the case is over. If you are found guilty then the trial will enter the sentencing phase.

The sentencing phase is like a second trial. Instead of determining guilt, the parties present evidence to determine a sentence. The Government will focus on victim and mission impact to show the effect that the crimes had. They hope to show evidence that supports a greater sentence, so they will want to show a lot of victim impact or a lot of mission impact. In other words, they will want to show that the crimes were serious and affected a lot of things. The Defense will offer evidence of mitigation or evidence that tends to minimize the impact of the crime. This can be things like a Soldier’s service record. The goal is to show that while the Accused committed a crime, it didn’t have a severe impact and a large punishment is not warranted. After the evidence on sentencing is complete, each side will argue, the judge will give the panel sentencing instructions, and the panel will deliberate to determine a sentence. Two-thirds must agree on the sentence unless the sentence is greater than 10 years, if more than 10 years, three-fourths must agree. The panel will re-enter the court and announce sentence.



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## CHAPTER 6: Alternative Disposition/Guilty Pleas

Not all cases are contested. Many are disposed of in other ways. This section will focus on one alternative disposition, the Chapter 10, and what happens if you want to plead guilty.

### Chapter 10s

A Chapter 10 is a discharge in lieu of trial by court-martial. It's called a Chapter 10 because it is authorized by Chapter 10 of Army Regulation 635-200. A Soldier can submit one after charges are preferred. You are saying that instead of a court-martial, you can kick me out of the military. The positives about a Chapter 10 are that if accepted it will keep you out of jail and you won't have a federal conviction. The negative is that you will most likely not get an honorable discharge and will most likely receive an Other Than Honorable discharge. Something less than an honorable discharge can adversely affect what benefits you can get from the VA. If you want to submit a Chapter 10, your attorney will explain to you what benefits you stand to lose.

Here's how a Chapter 10 works. Your attorney drafts up the request in a memorandum. He turns it over to the prosecutor who gives it to the SJA. The SJA takes the Chapter 10 to the CG and advises whether it should be accepted or not. If the Chapter 10 is accepted, you will have a few days to out-process from the Army. If it is disapproved, the court proceedings continue.

### Pleading Guilty

Many cases are not contested and the Defense pleads guilty. There are a variety of reasons for pleading guilty and depend on the facts and circumstances of your case. If charges are preferred, you should consider all of the options available to you. This section will help familiarize you with pleading guilty.

If you decide to plead guilty, which is your decision, your attorney can submit an offer to plea or OTP. You are saying “I will plead guilty but I want something in return.” Most often, what you want in return is a limit on the amount of jail you can serve. For example, you submit an OTP saying “I will plead guilty if you promise not to approve confinement over 6 months.” If approved, no matter what you are sentenced to, the most time you can face will be what is agreed to.

If you are pleading guilty and there is an OTP, then trial will only be on the sentencing portion. Since your guilt is decided, there is no need for a trial on the merits. Instead of a trial on your guilt, you have a providence inquiry. This is where the judge asks you questions about what happened to determine whether you committed the offense you are charged with. Your attorney will help you prepare for this process. You tell the judge what happened and answer any questions that she has.

After the providence inquiry, there is a sentencing case just like what is discussed in the Contested Trial section above. Your actual sentence will be lesser of the OTP or the sentence imposed in court. For example, if you agree to plea in return for a maximum sentence of 1 year



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and the judge sentences you to six months, your sentence will be six months. The convening authority cannot approve a sentence greater than the court. It may seem weird that the Convening Authority must approve your sentence, but keep in mind that it is the commander’s authority that makes the whole system work.

### Pleading Naked

You do not have to submit an OTP to plead Guilty. You may also plead naked. The way this works is that when the judge asks you for your plea you say Guilty. There is no plea agreement, which is why this tactic gets the name “pleading naked”. You’re pleading without the benefit of an agreement limiting your sentence. The hope is that you will get credit from the judge for pleading naked, i.e. because you came into court and admitted your guilt you will get some time taken off of a sentence.



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## CHAPTER 7: Post-Trial Matters

Your case is not completed after you are sentenced, unless you are found not guilty. If guilty and sentenced to jail, several things will happen before the sentence is approved. Keep in mind that there are new rules coming on what happens after trial. It is very likely that how things were done will be done differently in the future. The reason for this is that Congress has made changes to approving sentences based on several controversial decisions recently made by commanders on high profile cases. Your attorney will explain all of this to you in detail. This section will give you an overview on how the process has historically played out. Your TDS attorney will continue to represent you through the post-trial process.

Assume that a general court-martial sentenced SPC Smith to five years confinement, reduction to E-1, total forfeitures, and a dishonorable discharge. SPC Smith’s confinement would start immediately. His reduction to E-1 would take effect in 14 days. SPC Smith could ask the convening authority to defer his forfeitures until final action. Final action is when the convening authority signs off on the completed trial report, which can be months after the trial itself.

In the days after the trial, the court reporter creates a verbatim transcript of SPC Smith’s trial. The reporter literally puts every word spoken in court into a giant word document. This document is then reviewed by the Government, Defense, and the Judge. When that is done, everything is put together in one giant file. Attached, are SPC Smith’s clemency matters. SPC Smith asked the convening authority to lessen the sentence the court imposed. The convening authority can either approve the sentence as is or lessen it. This is called final action. Your TDS attorney stops representing after final action. If a deferment was approved after trial, it ends at final action.



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## CHAPTER 8: Where to learn more

There are a tremendous amount of materials for you to learn more about these topics. This section will help you understand two of them: the Manual for Courts-Martial (MCM) and the Judges Benchbook (DA Pam 27-9).

### MCM

This is where you start. If military justice were a religion, this book would be the bible. The first section is a table of contents. Things don't get interesting until Part II, the Rules for Courts-Martial (RCM). The RCM governs the procedures leading up to and after a court-martial. It lays out the entire process. Have a question about Article 32s? Look to RCM 405. Have a question about who can be a panel member? Look to RCM 501. The RCMs tell us how the process should go.

Part III is the Military Rules of Evidence (MRE). Whereas the RCMs deal with the process, this section focuses on the actual court-martial. These rules govern how evidence is introduced in court. For example, you've probably heard the term hearsay. If you haven't, think of it like someone in court testifying about something someone else said. Generally, this isn't allowed. The purpose of the MREs is to provide guidelines on how to present evidence. So if you look at MRE 801, you would find the rules on hearsay. If evidence cannot be presented correctly under the MREs, it won't be admitted into evidence.

Part IV is the Punitive Articles. If you violate one of these Articles then you can be convicted of a crime. For example, if you steal money from another Soldier, you can be charged with violating Article 121. If you look at the charge sheet, it will cite articles in this section of the UCMJ.

Part V is the Uniform Code of Military Justice (UCMJ). This is the foundation of the entire system. There are 146 Articles. Besides punitive articles, they govern a wide variety of military justice issues. Everything branches off from the UCMJ.

### DA Pam 27-9: The Judges Benchbook

Next to the MCM, the benchbook is the most valuable book in military justice. You will probably see your attorney referring to this whenever he is in court. This book is a guide for judges. The judge will read from this book throughout the trial. It lays out exactly what she has to say during trial. There are scripts for every situation that can be encountered in a court-martial. The benchbook is not just a script. It also covers panel instructions. Instructions cover everything from what must be proved to be found guilty of a crime to how to interpret evidence.



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## CHAPTER 9: Terms

39(a): A hearing authorized by the Uniform Code of Military Justice to hear issues that can be settled outside the presence of the jury.

Article 32 Investigation: an impartial investigation usually conducted by either an officer (in non sexual assault cases) or a JAG Officer (in sexual assault cases) who acts as an investigating officer. He will look at the evidence and live testimony to determine whether reasonable grounds exist to believe the offense was committed and what type of court-martial should hear the case. His recommendations are not binding on the command.

Charge: A violation of an Article of the UCMJ. For example, if you are charged with stealing, you would be charged with violating Article 121. Charges are broken up into specification. If you stole multiple things, there could be multiple specifications. The specifications lay out the specifics of the charge – hence the name.

Charge Sheet: Contains your biographical data and all of the charges against you that the Government must prove to convict you.

Clemency: occurs after trial where someone who is convicted asks the convening authority to lessen a sentence.

Closing Argument: Argument at the end of both trial on the merits and the sentencing phase of a court-martial. Government and Defense counsel summarize the evidence and draw conclusion from that evidence. The Government goes first because they have the burden of proof.

Convening Authority: The commander who sends the case to court.

Convening a Court-Martial: calling a court-martial to life. Once a case is over, a court-martial is adjourned and closed, it ceases to be. Once a new case comes up, a new court-martial must be convened.

Cross Examination: The questioning of a witness by the party that did not call the witness. This occurs after direct examination. Cross examinations can use leading questions, such as “You were at the PX on the night of 1 January, correct?”

Deferment: asking the convening authority to postpone part of the sentence until post trial processing is finished. Occurs when a Soldier’s conviction includes forfeitures.

Direct Examination: The questioning of a witness by the party that called the witness. Direct examination must ask open ended questions, such as “Where were you on the night of 1 January?”

Final Action: When the convening authority makes a final decision on a case either approving the sentence as is or lessening it.



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Forum: choosing whether a judge or a panel will hear the evidence in your case.

Judges Benchbook: A resources for judges to assist them in a court-martial. It covers a wide variety of topics, including a script for court proceedings. There are also sections on panel instructions and crimes.

Manual for Courts-Martial: A book that contains the rules for the court-martial process, rules of evidence, the punitive article of the UCMJ, and the UCMJ.

Members: the military equivalent of jurors, we call them members as in members of the panel.

Military Rules of Evidence: the rules governing whether evidence can be admitted into evidence against you.

Offer to Plea (OPT): an offer to the convening authority to plead guilty to one or more crimes in return for something. Most often, an OTP is for a cap on confinement.

Opening Statement: A statement to the panel on what evidence is expected to be presented. This is a parties chance to introduce their case to the panel.

Panel: military justice version of a jury composed of SMs, all of whom are senior to you. There are two types of panels: enlisted and officer.

Plea: stating that you are either guilty or not guilty.

Plead Naked: pleading guilty in court without an approved OTP.

Preferral: Accusing a Soldier of a crime, starting the court-martial process.

Pre-Trial Advice: Written advice by the SJA to the convening authority recommending a referral or dismissing a case.

Punitives Articles: The articles of the UCMJ that if you violate, you can be court-martialed.

Re-direct: Asking a witness questions after cross examination.

Referral: An action taken by a convening authority to send a case to court.

Sentencing: If you are found guilty of an offense, this phase of trial takes place and evidence is presented to determine an appropriate sentence.

Specification: States a crime you are charged with on the Charge Sheet. Each charge is made up of at least one specification.



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Trial by Judge Alone: Requesting that a military judge, and not a panel, determine your guilt and your sentence.

Trial on the merits: the phase of trial establishing whether you are guilty or not.

Uniform Code of Military: the foundation of the military justice system and lays out the rules for the administration of justice. Violations of certain sections can lead to a court-martial.

Verbatim Transcript: A summary of all court proceedings. It is a written document of everything said in court. Defense, Government, and the judge all review it to ensure it accurately states what transpired in court.

Voir Dire: questioning the panel to ensure they are impartial.