

Summary Court-Martial Checklist

Name of Accused _____ Rank _____ SSN# _____ Unit _____

Date of Trial (DOT): _____ Date to Review: _____ Div? Y / N

Charges: MULTIPLE OR SINGLE? Articles: _____

The following items must be completed and submitted **IN THIS ORDER**: (*If it's not on this list, do not submit.*)

- ___ ROT (DD 2329) (ORIGINAL REQUIRED)
- ___ Completed Summary of Proceedings with enclosures
- ___ Charge Sheet. (ORIGINAL REQUIRED)
- ___ Convening Order (if it's a separate document)
- ___ Completed Trial Guide (Appendix 9, MCM)
- ___ SCM Waiver of Rights to Counsel
- ___ SCM Acknowledgment of Rights and Waiver (Booker Rights)
- ___ Acknowledgement of RCM 1105 Rights Form
- ___ RCM 1105 matter submitted by the accused (if any)
- ___ Receipt of Authenticated ROT
- ___ Pre-Trial Agreement (PTA) (if any)
- ___ Withdrawal letter from SPCM (if any)
- ___ Deferment of Confinement Request and Response (if submitted)
- ___ Evidence submitted during the court-martial.

1st Review and JAR Draft By _____ ***Date*** _____

Fwd to RO _____ ***RO Rev*** _____ ***Fwd to JA*** _____ ***JAR Signed*** _____

Notes: