

# Government Appellate Division Case Tracking System (GAD)

Version 1.0, March 2011

## DRAFT User Manual

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Information Technology Division (ITD)  
Office of the Judge Advocate General's Corps (OTJAG)  
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## Introduction

**OTJAG** (Office of the Judge Advocate General) **ITD** (Information Technology Division) developed the Government Appellate Division Case Tracking System (GAD) as a secure, web-based tool. The GAD Case Tracking System fulfills the mission-specific requirements of the various **GAD** branches by providing them a highly flexible, user-friendly case tracking system. GAD helps the branches achieve improved operational efficiency and enhanced data accuracy.

### 1. Getting Started

TBD

#### 1.1 *Technical Support*

If you have questions, Contact the ITD service desk at 901 North Stuart Street, Suite 1202, Arlington, VA 22203, telephone. 703.588.2560.

User feedback is welcome. You can email questions, comments or additional requirements to [itdservicedesk@jagc-smtp.army.mil](mailto:itdservicedesk@jagc-smtp.army.mil) for action. Service desk staff will forward them to the GAD sponsor.

#### 1.2 *Credentials*

Before you can use the GAD Case Tracking System, you must first log in to JAGCNet (Judge Advocate General's Corps Network) with an AKO (Army Knowledge Online) username and password or a registered CAC (Common Access Card) and PIN (Personal Identification Number). Contact the ITD service desk for assistance if you do not already have a JAGCNet account. Contact the AKO help desk at 703-704-4357 (DSN 312-654-4357) if you do not already have an AKO username and password.

#### 1.3 *Environment*

Like JAGCNet, the GAD Case Tracking System is best viewed using Internet Explorer 7.0 (or higher) with a 1024 x 768 resolution.



## 2 Getting Started

### 2.1 Accessing the GAD Application

To access the GAD Case Tracking System, perform the following steps from your web browser.

1. Enter **www.jagcnet.army.mil** in your browser's **Address** line.
2. Press the **Enter** key. The JAGCNet Portal Window opens.



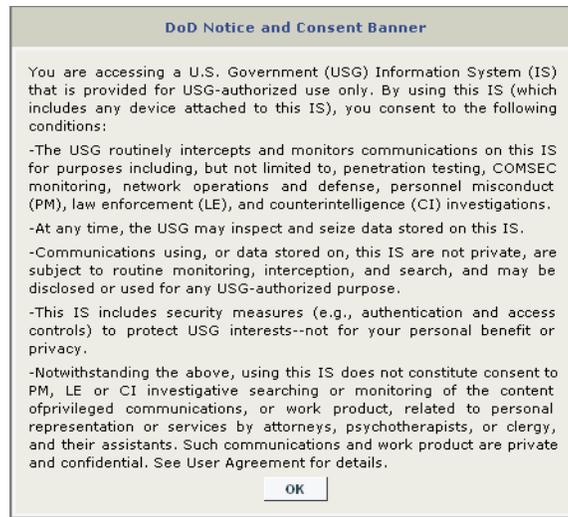
Figure 1: JAGCNet Portal Window

You can log in to the GAD Case Tracking System with a **CAC** login or an **AKO** login from the upper-left corner of the JAGCNet Portal Window. Select your preferred login method and follow the corresponding directions, below.

## 2.2 CAC Login

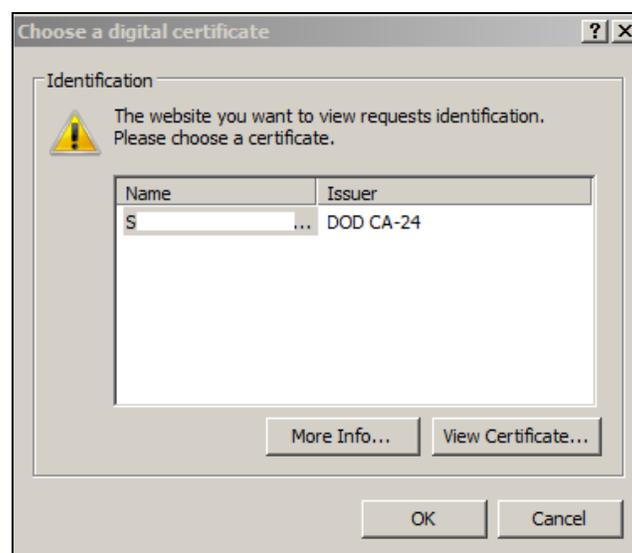
A CAC login is one authentication method. This particular authentication method requires that you have a CAC and a PIN. To use a CAC login, perform the following steps from the **Login** portion of the JAGCNet Portal Page.

1. Click . The DoD Notice and Consent Banner opens.



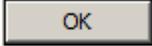
**Figure 2: DoD Notice and Consent Banner**

2. Click  to continue. The Choose a Digital Certificate dialog box opens.



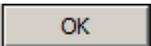
**Figure 3: Choose a Digital Certificate Dialog Box**

1. Select the desired digital certificate if there is more than one.

2. Click  (to continue).

-or-

Click  to return to the JAGCNet Portal Page.

If you click , the ActivClient Login dialog box opens.

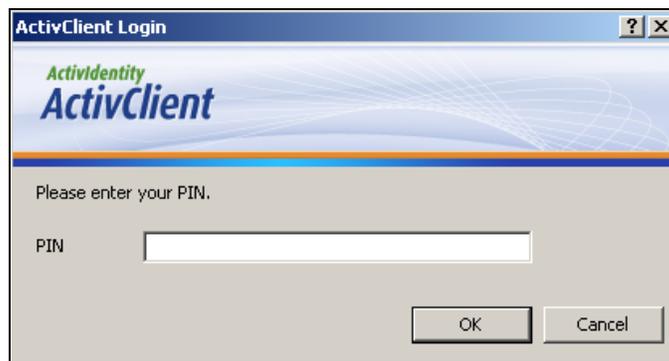
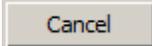


Figure 4: ActivClient Login Dialog Box

3. Enter your **PIN** in the **PIN** field (Note: Press the Num Lock key on your keyboard's keypad to enter numbers from your keypad. Alternatively, you can also use the numbers above your top keyboard row to enter your PIN.).

4. Click  (to continue).

-or-

Click  (to return to the JAGCNet Portal Page).

If you click , the Secure JAGCNet Portal Page opens.

“Home of the JAG Corps Warriors, Diplomats and Legal Experts”

**JAGCNet .army.mil**  
The Judge Advocate General's Corps  
U.S. Army

Home | JAGC History | Sitemap | Feedback | Helpdesk | **App Catalog**  
Make this my homepage

(Search JAGCNet) Search

Welcome Contractor [Name] My Account My Links Sametime Connect DCO

**Members Only Areas**

- Collaboration Center
- e-JAWS (Forms & Pubs)
- JAGC Directory
- Westlaw
- HotDocs
- Discussion Boards/Forums
- JAGC Applications Portal
- JAG Family Portal
- JAGC Supplemental Reading List for Deploying JA's
- JAGC Professional Reading List
- JAGCNet Photo Submission

**Client Services and Links**

- Legal Assistance
- U.S. Army Claims Service
- Trial Defense Service
- OTJAG IT Division
- Other Legal Links

**Special Interest Areas**

- The Year of the NCO
- Regional Councils of Colonels Portal
- Judge Advocate Blogs
- Army Fraud Fighters
- Contract and Fiscal Law
- Ethics

**Public Pages**

- Center for Law and Military Operations (CLAMO)
- U.S. Army Court of Criminal Appeals (ACCA)
- Personnel (PP&TO)
- US Army Legal Services Agency (USALSA)

**ANNOUNCEMENTS**

**Quill & Sword (Jan 10)**  
15-Jan-10  
The Quill and Sword (January 2010) is the official newsletter of the Army JAG Corps. Inside this edition you will find helpful articles on the following topics: [Read More...](#)

[Quill & Sword \(Jan 10\).pdf](#)

**New Regional Housing Availability Discussion Board**  
15-Jan-10  
The Regional Housing Availability discussion board is now live. This new board is a great resource for posting real estate for sale or rent for other members of the JAG Corps to utilize. [Read More...](#)

**JAGC Tenured Positions**  
15-Jan-10  
On behalf of The Judge Advocate General, please join me in congratulating the following officers selected by the December 2009 roundtable for the following tenured positions: [Read More...](#)

**Approved JAGC Five Year Promotion Plan (8 JAN 10)**  
13-Jan-10  
Please see updated 5 year Promotion Plan, to include upcoming board dates.  
[APPROVE 5yr PLAN.pptx](#)

**FY10 (AC) Master Sergeant Selection**  
13-Jan-10  
On behalf of The Judge Advocate General, please join me in congratulating the following Soldiers selected for promotion to MSG in the Judge Advocate General's Corps. [Read More...](#)

**WHAT'S NEW ON JAGCNET?**

- New Military Justice Online Application
- New JAG Family Portal
- New Army Court of Criminal Appeals Portal
- New Criminal Law Discussion Board
- New Legal Assistance Discussion Board

**JUDGE ADVOCATE'S IT SURVIVAL GUIDE**

- Tip #19 - 8 Programs that Can Make Your Computer Run Faster
- Tip #18 - Even more tips for Google Searches and Computer Shortcuts
- Tip #17 - Tips for much better, really efficient, and quick Google Searches!

**JAGC Leadership**

- JAGC Leadership
- Virtual Suggestion Box
- VSF Reports

**Core Functional Areas**

- Administrative & Civil Law
- Claims
- Contract & Fiscal Law
- Legal Assistance
- Military Justice
- International & Operational Law

**JAGC Education and Recruiting**

- TJAG Legal Center & School (TJAGLCS)
- Paralegal Degree Program
- JAG University (Courses, JAGC Training, STPs)
- JAGU (Paralegal and Victim/Witness Training)
- JAGC Information Technology Training
- Join JAG (Recruiting)

**Organizations' Areas on JAGCNet**

- U.S. Army Active Duty/Civilian Pages
- U.S. Army Reserve Pages
- U.S. Army National Guard Pages

**Other Resources**

- IRR Self Certification Form
- Network Security Focus
- Pre-Deployment Preparation Program
- Law of War (LOW) Contractor Training
- My Army Life Too
- USA.gov
- Army Knowledge Online

best viewed in internet explorer 5.5 & above, in 1024 X 768 resolution  
Contact the JAGCNet Help Desk: [itdhelpdesk@jagc-smtp.army.mil](mailto:itdhelpdesk@jagc-smtp.army.mil) / 703-588-2560  
[Copyright Infringement](#) | [Privacy Policy and Security](#) | [FOIA](#)

Figure 5: Secure JAGCNet Portal Page

5. Click **App Catalog** from the upper-right corner of the window. (See area outlined in red in the Figure 5: Secure JAGCNet Portal Page, above.) The Application Catalog Window opens for you to select an application.

6. Select the GAD version for your location.

7. Press the **Enter** key.

Or

Once you are at the JAGCNet Portal Page, enter or paste the link to GAD that you received into your browser's address bar and press **Enter** to open the Home Page.

*(Note: You should bookmark the above link for quicker access during subsequent visits. If you are using an Internet Explorer browser, simply click **Favorites** from the menu bar and then click **Add to Favorites** from the resultant drop-down menu. Last, you should click the **Add** button from the resultant Add a Favorite Window.)*

## 2.3 AKO Login

An **AKO** login is an alternate GAD Case Tracking System authentication method. This authentication method requires that you have an **AKO** username and password. Contact the **AKO** help desk at 703-704-4357 (DSN 312-654-4357) if you do not already have an **AKO** username and password. To use an **AKO** login, perform the following steps from the **Login** portion of the JAGCNet Portal Window.

1. Click . The DoD Notice and Consent Banner opens.

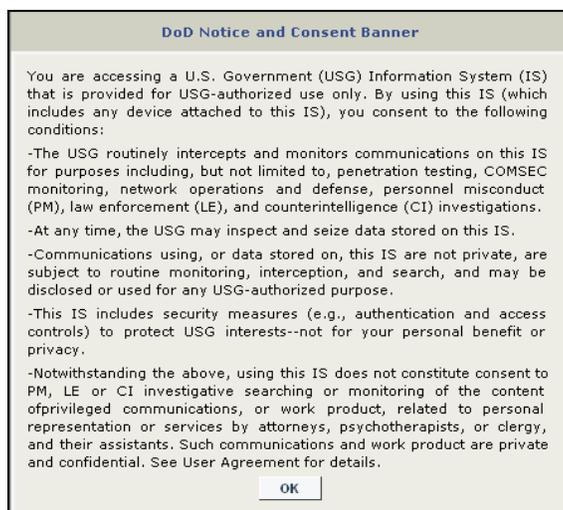


Figure 6: DoD Notice and Consent Banner

2. Click . The Connect to JAGCNet dialog box opens.



Figure 7: Connect to www.jagcnet.army.mil Dialog Box

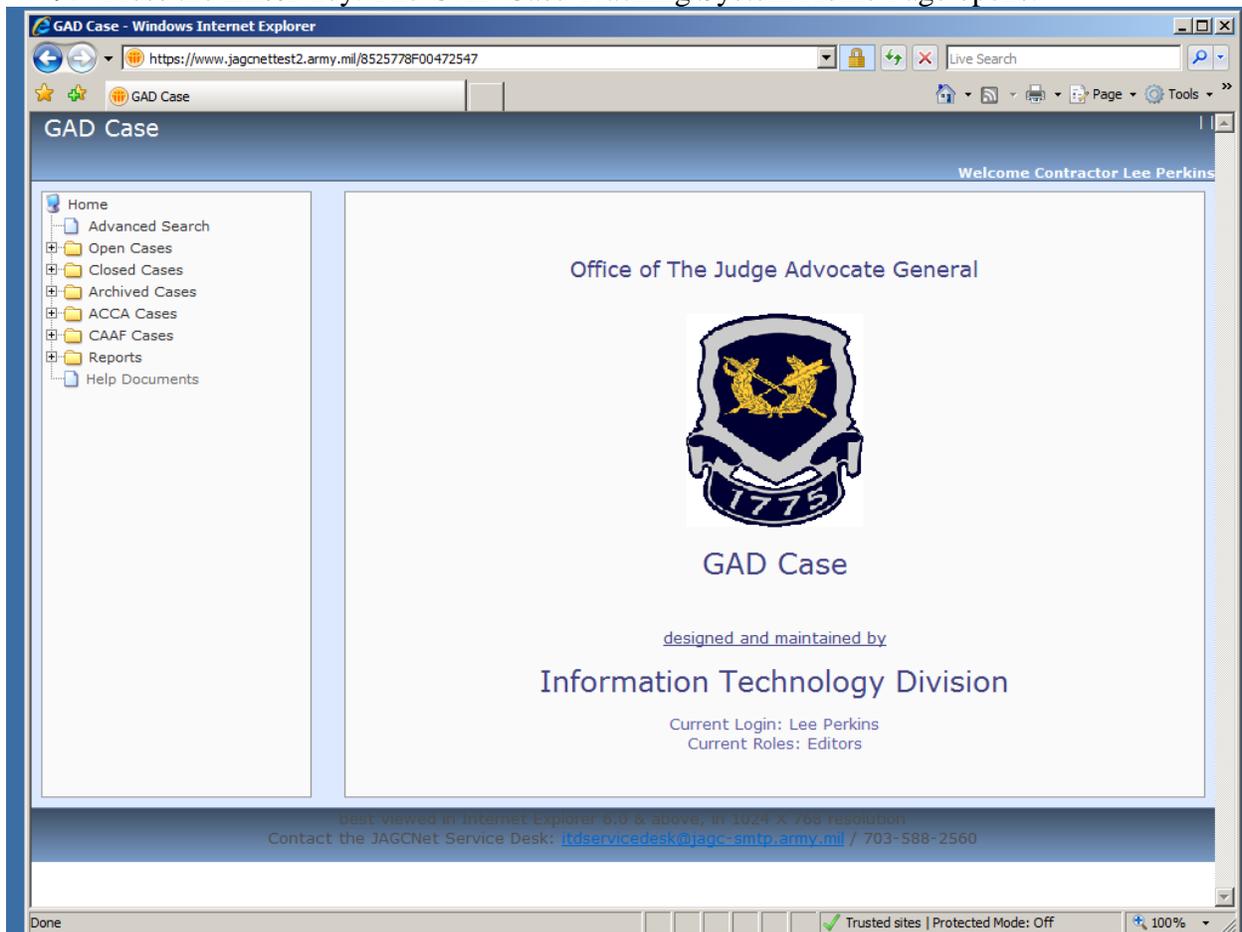
3. Enter your username in the **User name** field.
4. Enter your password in the **Password** field.
5. Click . The Secure JAGCNet Portal Window opens.



Figure 8: Secure JAGCNet Portal Window

6. Click the current **URL** inside your browser's address bar to highlight it.
7. Press the **Backspace** key to delete its current contents.
8. Enter the link to GAD that you received into your browser's address bar.

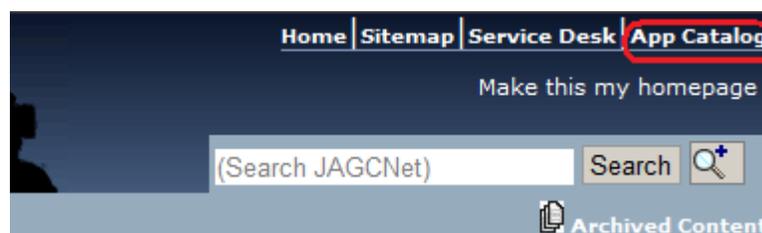
9. Press the **Enter** key. The GAD Case Tracking System Home Page opens.



**Figure 9: GAD Case Tracking System Home Page**

*(Note: Portal Page and Home Page are used interchangeably. You should bookmark your link for quicker access upon subsequent visits. If you are using an Internet Explorer browser, simply click **Favorites** from the menu bar and then click **Add to Favorites** from the resultant drop-down menu. Last, you should click the **Add** button from the resultant Add a Favorite Window.)*

Another method of accessing GAD is to use the App Catalog link at the top right of the JAGCNet homepage,



**Figure 10: App Catalog Link**

1. Click the App Catalog link to open the list of JAGCNet Applications.

2. Scroll to and open the Military Justice link to view the subcategories.
3. Scroll to the GAD link and click to open the GAD home page. See the item outlined in red in Figure 11: GAD Listing in the Military Justice Section.



Figure 11: GAD Listing in the Military Justice Section

## 2.4 Viewing the Home Page

You access the GAD Case Tracking System's functions directly from the GAD Case Tracking System main menu on the left side of the home page. The sections of the GAD Case Tracking System main menu are in

Table 1: GAD Home (Main) Menu.

**Table 1: GAD Home (Main) Menu Sections**

<b>Item</b>	<b>Function</b>
<b>Advanced Search</b>	A search form in which users can enter multiple search parameters
<b>Open Cases Folder</b>	From the <b>Open Cases</b> folder, users can add a case, transfer a case, export a case to Excel, as well as view all open cases by different case types  <i>(Note: A case remains in an <b>Open</b> status until you enter a date in the <b>Date Closed</b> field from any open Case Window, at which time the system then moves that case to the <b>Closed Cases</b> folder.)</i>
<b>Closed Cases Folder</b>	From the <b>Closed Cases</b> folder, users can add a case, transfer a case, export a case to Excel, as well as view all closed cases by different case types. (A case remains in a Closed status for a set interval, at which time the system then moves that case to the Archived Cases folder.)  <i>(Note: As GAD is a new application, the archived cases folder is empty, archiving intervals are unset, and archiving is presently unimplemented.)</i>
<b>Archived Cases Folder</b>	Users can view all archived cases by different case types.  <i>(Note: the archived cases folder is currently empty so there are no archive views in this version of GAD)</i>
<b>ACCA Cases</b>	Users can view and manage ACCA cases
<b>CAAF Cases</b>	Users can view and manage CAAF cases
<b>Reports</b>	Users can generate and print reports and export reports to Excel.
<b>Help</b>	Lets users view the GAD Case Tracking System user manual (this document).

## **2.5 Different Views of the GAD Database**

One can produce different views of GAD data. When you click on menu items, you retrieve a complete list for each category.

### **2.5.1 Numbered Lists**

Where the listing is by number (case number, branch, status, expected cases, extension info) you can refine your search by typing a search string in the search box.



Figure 12: GAD Search Box

Entering a search value returns **all** document from the original search set that contain that search term within **any** field within the documents; that is,. GAD **does not** search or refine the original search to values only within the sort column.

### 2.5.2 Name Lists

In lists by name (counsel and appellant name), there is a search box in each window that lists names that you can use to refine your search. In addition, you can click on letters of the alphabet to restrict the search to names that begin with that letter. Colored letters show active links; black letters show that the category is empty (I.e., no clickable link exists for that letter). For example, in

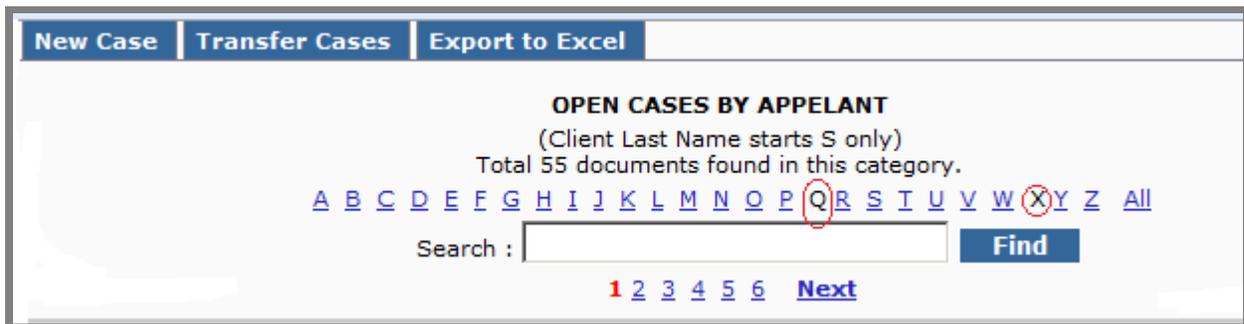


Figure 13: Search Field in GAD Case Listing Windows, Q and X are black, meaning that there are no searchable last names in the Open Cases by Appellant list that begin with Q or X.

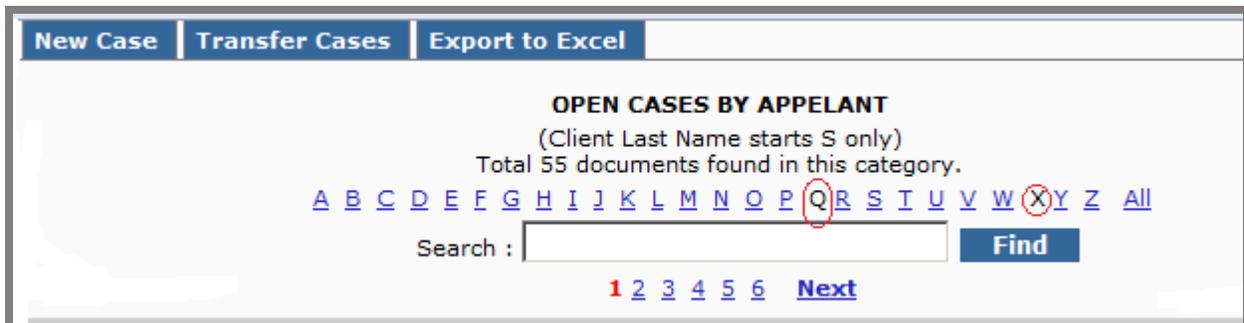


Figure 13: Search Field in GAD Case Listing Windows

The Open Cases listing is part of many actions. Therefore, we do not show it here. Figure 11, shows a listing of closed cases by case number,

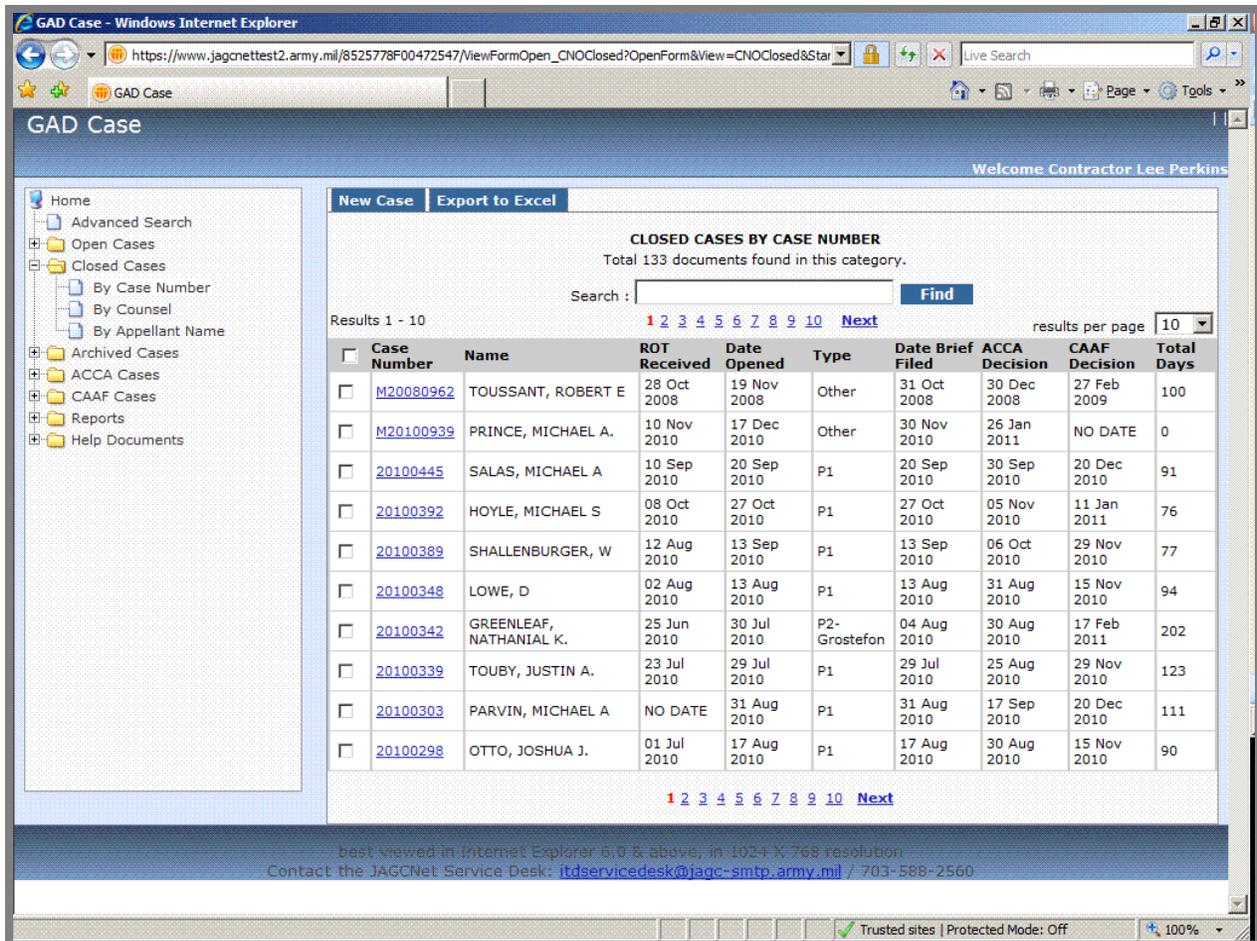


Figure 14: GAD Closed Cases by Case Number

## Closed Cases by Counsel

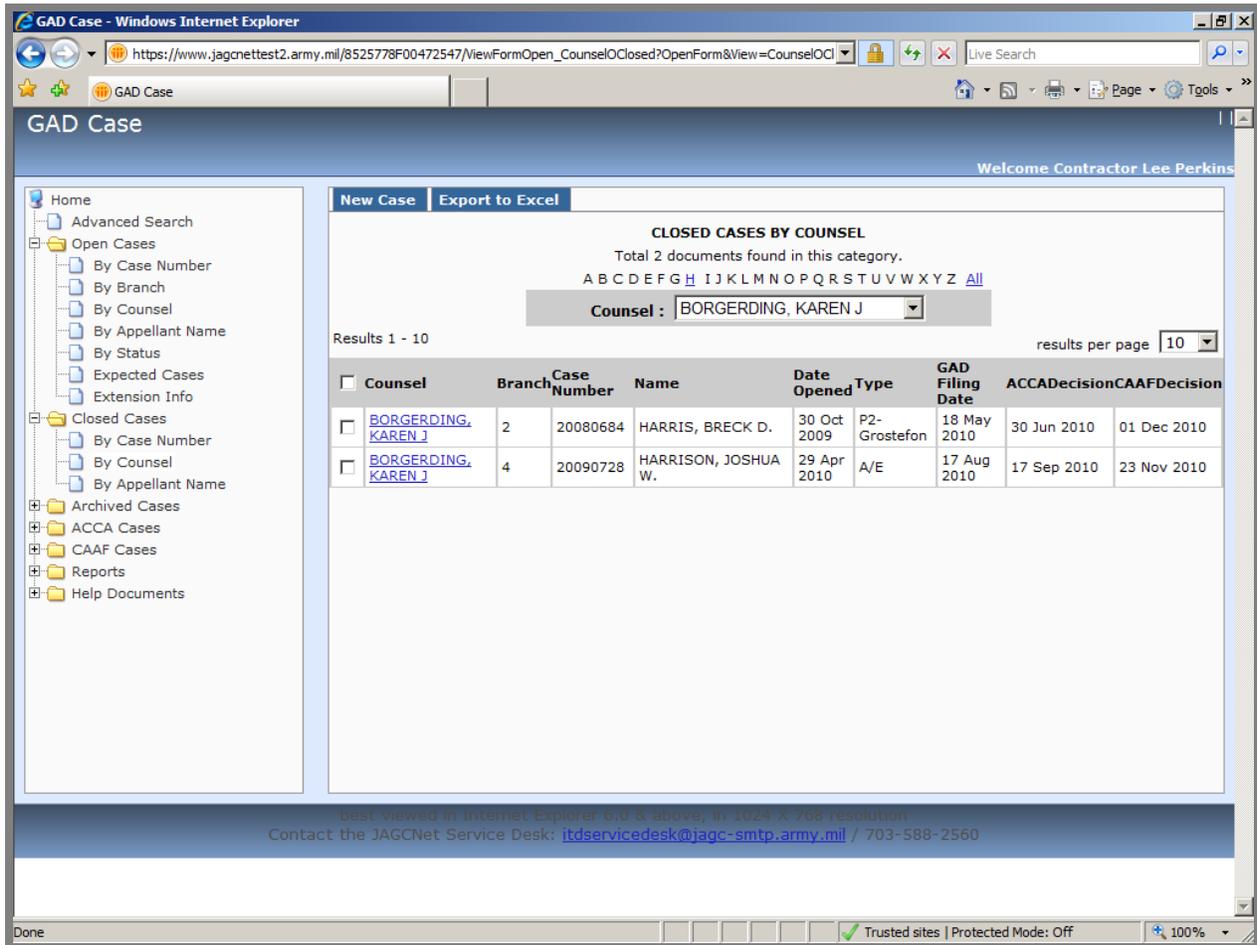


Figure 15, shows closed cases by counsel name. In this case, it shows the results of a search on a specific counsel's name.

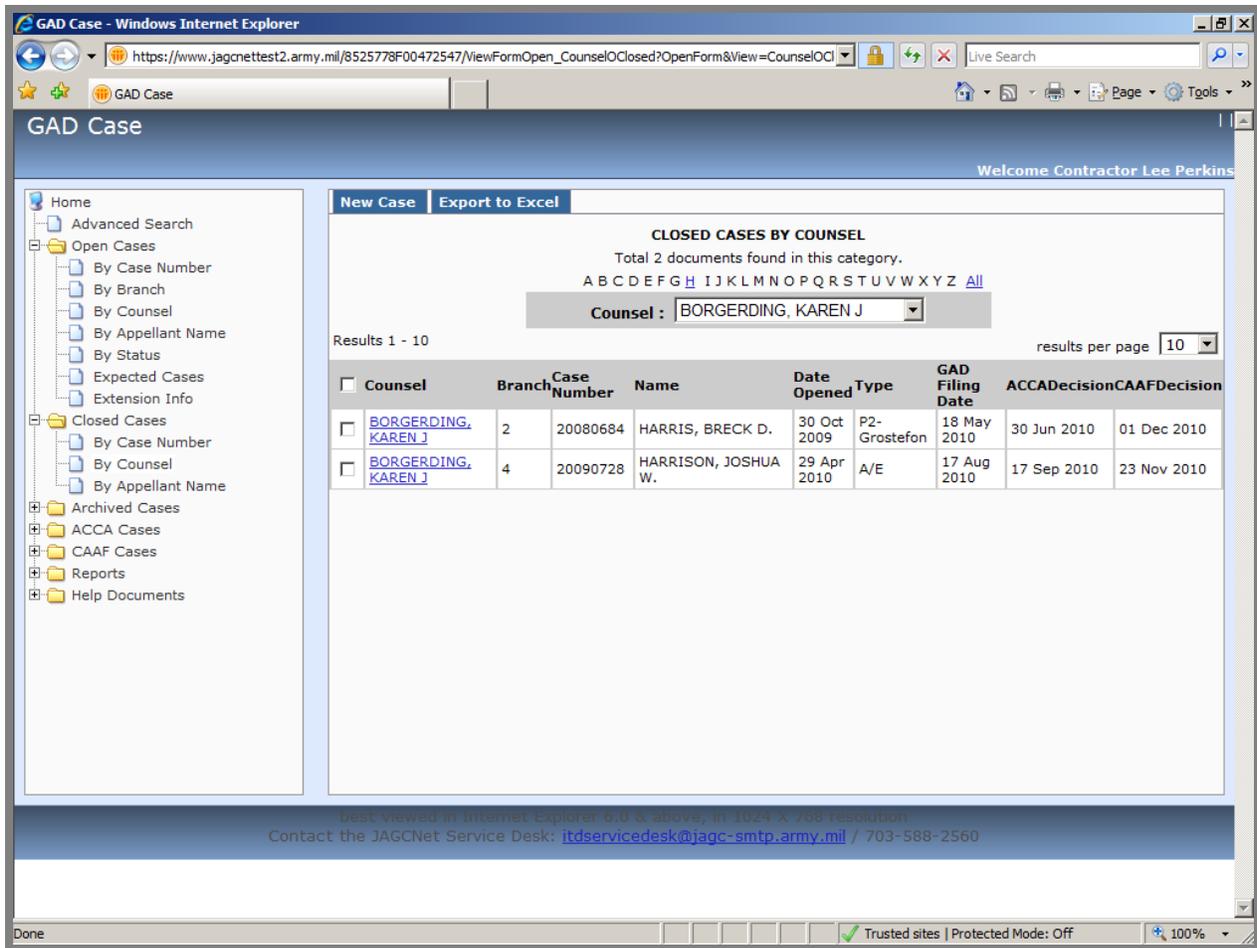


Figure 15: Closed Cases by Counsel

Figure 16: Closed Cases by Appellant, shows closed cases listed by appellant name.

**CLOSED CASES BY APPELLANT**  
(All)  
Total 133 documents found in this category.  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search :  **Find**

Results 1 - 10 results per page 10

<input type="checkbox"/>	Name	Case Number	Date Opened	Type	Branch Counsel	GAD Filing Date	ACCA Decision	CAAF Decision
<input type="checkbox"/>	<a href="#">ALSTON, JOHN C.</a>	20080504	29 May 2009	A/E	3 BURGESS, CHRISTOPHER B	31 Jul 2009	19 Nov 2009	19 Nov 2010
<input type="checkbox"/>	<a href="#">ANDERSON, SHAWN A</a>	20080669	31 Mar 2009	A/E	1 RYKOWSKI, SARAH	23 Nov 2010	10 Sep 2010	07 Dec 2010
<input type="checkbox"/>	<a href="#">BARNES, DAVID A.</a>	20090917	30 Jun 2010	P2-Grosteefon	N/A BURGESS, CHRISTOPHER B	07 Jul 2010	31 Aug 2010	25 Oct 2010
<input type="checkbox"/>	<a href="#">BENEFIEL, KEVIN M.</a>	20090411	23 Feb 2010	A/E	3 MAMMEN, NATHAN	09 Jul 2010	10 Aug 2010	18 Nov 2010
<input type="checkbox"/>	<a href="#">BERNINGER, HUNTER D</a>	20090750	28 Jan 2010	P1	N/A FOSS, MARTHA L	28 Jan 2010	05 Mar 2010	NO DATE
<input type="checkbox"/>	<a href="#">BONET, RICHARD</a>	20091033	30 Jun 2010	P2-Grosteefon	N/A BURGESS, CHRISTOPHER B	07 Jul 2010	27 Aug 2010	18 Nov 2010
<input type="checkbox"/>	<a href="#">BRASINGTON, SHAUN K.</a>	20060033	29 Jun 2007	A/E	3 WILLIAMS, LYNN A	29 Feb 2008	13 Sep 2010	17 Dec 2010
<input type="checkbox"/>	<a href="#">CALDWELL, ANTHONY V</a>	20090881	27 Apr 2010	P1	N/A FOSS, MARTHA L	27 Apr 2010	20 May 2010	22 Jul 2010
<input type="checkbox"/>	<a href="#">CAMPBELL, J</a>	20100237	31 Aug 2010	P1	N/A BURGESS, CHRISTOPHER B	31 Aug 2010	22 Sep 2010	17 Feb 2011
<input type="checkbox"/>	<a href="#">CARRACEDO, JOSE M.</a>	20100236	24 Aug 2010	P2-Grosteefon	N/A BURGESS, CHRISTOPHER B	24 Aug 2010	14 Sep 2010	13 Dec 2010

best viewed in internet Explorer 9.0 & above, in 1024 X 768 resolution  
Contact the JAGCNet Service Desk: [itdservicedesk@jagc-smtp.army.mil](mailto:itdservicedesk@jagc-smtp.army.mil) / 703-588-2560

Figure 16: Closed Cases by Appellant



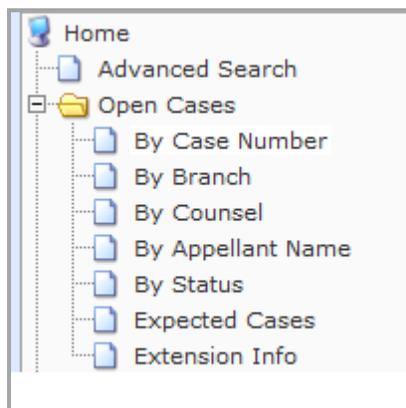
## 3 Actions

The GAD Case Tracking System lets you add a case, transfer a case, export a case to Excel, view a case, and print a case. The following sections explain these functions.

### 3.1 Adding a Case

You can add a case while viewing any open case, closed case or archived case. For illustrative purposes, we show a case added from an Open Case by Case Number Window. To add a case, perform the following steps from the GAD Case Tracking System main menu.

1. Click  to open the Open Cases submenu.



**Figure 17: GAD Open Cases Submenu**

2. Click **By Case Number**. The Open Cases by Case Number Window opens.

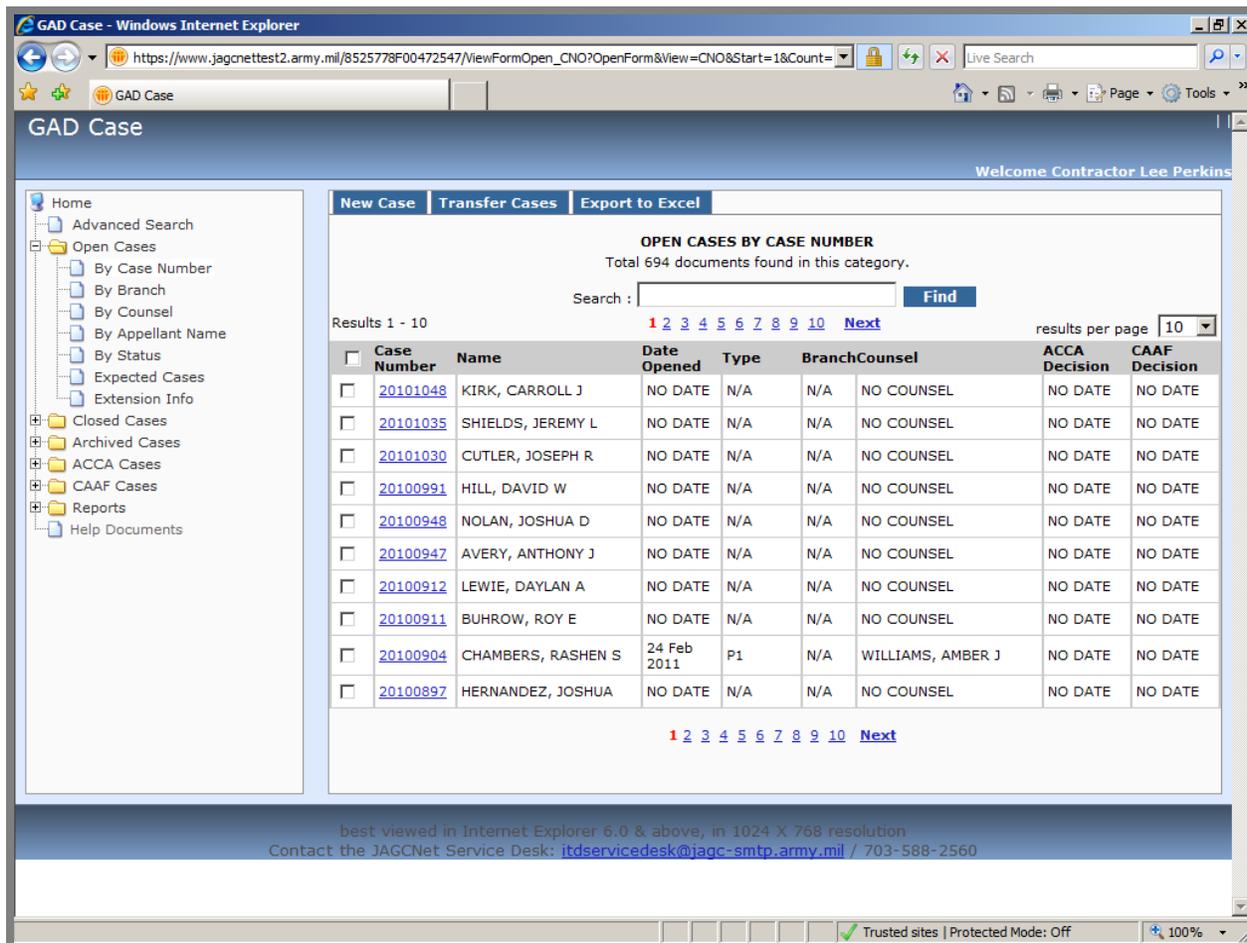


Figure 18: Open Cases by Case Number Window

(Note: Although we reference this window in other sections of this document, we show it only once.)

3. To open a new case, click **New Case**. The New Case Window opens displaying the General Tab.

### 3.1.1 The General Tab

The screenshot shows the 'NEW CASE' window in Internet Explorer. The browser address bar shows the URL: <https://www.jagcnettest2.army.mil/8525778F00472547/DADCF?OpenForm&View=CNO&Sub=Open>. The page title is 'GAD Case'. The main content area is titled 'NEW CASE' and has a 'General' tab selected. The form contains the following fields:

- Case Details:**
  - Case Number: \*
  - Last Name: \*
  - First Name: \*
  - MI:
  - Suffix:
  - Rank:
  - Branch: (radio buttons for 1, 2, 4, CA, A, \*)
  - Counsel:
  - Date Case Closed:
- DAD Information:**
  - Date DAD Brief/Other Action Received:
  - Type: (radio buttons for P1, P2, Grostefon, A/E, O, C, ter, N/A, D)
  - DAD Counsel:
  - Civilian Defense Appellate Counsel:
  - Civilian Counsel Email:
  - Civilian Counsel Phone #:
- Assignment(s) of Error:** (text area)

At the bottom of the form, there is a note: \* = required fields. The footer of the page contains the text: 'best viewed in Internet Explorer 6.0 & above, in 1024 X 768 resolution. Contact the JAGCNet Service Desk: [its@service-desk@jac-army.mil](mailto:its@service-desk@jac-army.mil) / 703-388-2560'.

Figure 19: New Case Window Showing General Tab

4. Enter the case number in the **Case Number** field.

*(Note: When you enter a new case number and exit the "Case Number" field, GAD automatically checks the case number you entered against all existing case numbers in the system. If the case number you entered is present, you see a "Case Number already in use" error message appears. Click OK to close the message. Then enter a unique case number in the "Case Number" field. )*

*(Note: GAD performs no other validation on the "Case Number" field value you entered. You could enter a single digit case number or an alphabetical case number and GAD would accept it as long as it was not a duplicate. The GAD team establishes and enforces the case numbering standards via their internal procedures.)*

5. Enter the last name in the **Last Name** field.

- Enter the first name in the **First Name** field.

*(Note: Although all other fields are optional, you are still strongly encouraged to enter data in as many fields as possible. The G and C radio buttons stand for guilty plea and contested case, respectively.)*

### 3.1.2 The ACCA Tab

- Click **ACCA**. The ACCA Tab opens.

The screenshot shows a web browser window titled "GAD Case - Windows Internet Explorer" with the URL "https://www.jagcnettest2.army.mil/8525778F00472547/DADCF?OpenForm&View=CNO&Sub=Open". The page is titled "GAD Case" and includes a navigation menu on the left with options like "Home", "Advanced Search", "Open Cases", "Closed Cases", "Archived Cases", "ACCA Cases", "CAAF Cases", "Reports", and "Help Documents". The main content area is titled "NEW CASE" and has tabs for "General", "ACCA", "CAAF", and "Companions". The "ACCA" tab is selected, showing a form for "Army Court of Criminal Appeals". The form contains several input fields for dates and times, and a table for "ACCA Filing Motions".

Figure 20: New Case - ACCA Tab

*(Note: Although all fields on this Tab are optional, you are still strongly encouraged to enter data in as many fields as possible.)*

When you create a new case, the date entered in the "Date DAD Brief/Other Action Received" field and the Type selected in the "Type" field will determine what dates are automatically entered in the "1st Extension Request Due", "Filing Due Date", "2nd Extension Request Due", "1st Extension Ends", and the "2nd Extension Ends" fields on the ACCA Tab. For example:

- If you select a "Type" of P1 in the "DAD Information" section on the "General" Tab, GAD automatically enters a date 7 days later in the "Filing Due Date" field on the "ACCA" Tab and the "GAD Filing Date" on the "ACCA" Tab is automatically set to the "Date DAD Brief/Other Action Received" field from the "General" Tab.
- If you select a "Type" of P2 in the "DAD Information" section on the "General" Tab, then GAD automatically enters a date 30 days later in the "Filing Due Date" field on the "ACCA" Tab.
- If you select a "Type" of A/E in the "DAD Information" section on the "General" Tab, then pm on the "ACCA" Tab, GAD automatically enters a date:
  - 20 days later in the "1st Extension Request Due" field
  - 30 days later in the "Filing Due Date" field
  - 60 days later in the "2nd Extension Request Due" field
  - 90 days later in the "1st Extension Ends" field, and
  - 210 days later in the "2nd Extension Ends" field
- If you select "Type" Other or N/A, then GAD enters nothing in the fields on the ACCA Tab.

GAD automatically populates several fields on the "ACCA" Tab with date values based on the value of the "Date DAD Brief/Other Action Received" and the choice selected for the "Type" field on the "General" Tab. You cannot edit most of these fields directly:

- The "Date DAD Brief/Other Action Received" field is a mirror image of the same field on the "General" Tab. You cannot edit it on this Tab.
- The "ACCA Panel #" field is a mirror image of the same field on the "General" Tab. You cannot edit it on this Tab.

The exception is the "Filing Due Date" field. You can edit this field by clicking on it and selecting the date information for the Date popup calendar. If the field previously contained no value, then the date value selected appears in the "Filing Due Date" field after you close the calendar.

If you select a "Type" of A/E on the "General" Tab and a select a date is manually for the "Filing Due Date", then the dates for the "1st Extension Request Due", "2nd Extension Request Due", "1st Extension Ends", and the "2nd Extension Ends" fields on the ACCA Tab are calculated and populated as previously described.

*(IMPORTANT: If the date on the "Filing Due Date" field changes, either by entering or changing the "Date DAD Brief/Other Action Received" field on the General Tab, or manually changing the date via the calendar popup on the "ACCA" Tab, **and** you select a "Type" of "A/E" on the "General" Tab; GAD recalculates the date fields on the "ACCA" Tab. This is important because it means that anyone with edit authority for the document could accidentally change these dates unintentionally at any time.)*

Additional extensions beyond the automatic second extension are sometimes required. The "Additional Extension #" field allows documentation of this condition. Selecting any value other than a blank from the drop down will then allow you to populate the "New Due Date" field via a date picker popup calendar.

If the date in the "New Due Date" field and the "Additional Extension #" field changes to blank, then GAD removes the date in the "New Due Date" field automatically.

2. To enter a new ACCA Filing Motion click on the "Add Motion" button. Enter the text that describes the motion in the under the Motion column heading.
3. Enter the motion date under the Motion Date column heading.
4. Click the green check mark to the right of the Motion Date to save your new ACCA Filing Motion. (Click the red X to the right of the Motion Date if you want to cancel the addition of a new filing motion.)

*(Note that the system does not validate what is (or is not) entered into the Motion and the Motion Date fields.)*

If you must edit the Motion or Motion Date after you saved the motion by clicking on the green check mark, simply click on the field that you want to edit to reopen the motion in edit mode.

If you must delete a motion after saving it, you can click on the gray X to the right of the motion date and then respond OK to the prompt to confirm that you want to remove the motion record.

### 3.1.3 The CAAF Tab

1. Click **CAAF**. The CAAF Tab opens.

Figure 21: New Case – CAAF Tab

*(Note: Although all fields on this tab are optional, you are still strongly encouraged to enter data in as many fields as possible.)*

Changing the "Petition Filed By Soldier" field value from "Yes" to "No" automatically removes any dates previously displayed in the "Docket's Notice Date" and "Pet/Supp Due Date" fields.

The "Docket's Notice Date" field on the CAAF Tab cannot be edited unless the "Petition Filed By Soldier" field is changed from "No" (its default) to "Yes". Changing the value in the "Petition Filed By Soldier" field to "Yes" changes the "Docket's Notice Date" field to a required field and allows the user to click on the field and select the date via a date selector popup. When you select a date for the "Docket's Notice Date" field, GAD automatically places a date 20 days later in the "Pet/Supp Due Date" field.

When you enter a date in the DAD Filing Date field on the CAAF Tab, GAD automatically updates the Filing Due Date field on the CAAF Tab with a date 10 days in the future of the DAD Filing Date field.

You can set the other date fields on the CAAF Tab manually via the date picker pop up.

1. To enter a new CAAF Filing Motion click on the "Add Motion" button.

The screenshot shows the 'CAAF Filing Motions' tab. At the top right is an 'Add Motion' button. Below it is a table with the following data:

# Motion	Motion Date
1 Dismiss	30 Mar 2011

Below the table is a 'Miscellaneous' section with a text area containing 'None' and a 'Misc. CAAF Action Due Date' field set to '30 Mar 2011'.

**Figure 22: CAAF Filing Motions Tab w Add Motion Button**

2. Enter the text describing the motion under the Motion column heading.
3. Enter the motion date under the Motion Date column heading.
4. Click the green check mark to the right of the Motion Date to save your new CAAF Filing Motion. (Alternatively, you may click the red X to the right of the Motion Date if you want to cancel your addition of a new filing motion. )

You can also update the GAD Filing Due Date field on the CAAF Tab manually by clicking on the field and selecting the date from the resulting date picker popup. Note that if the date is manually set for the GAD Filing Due Date field and then the DAD Filing Date field is later changed, then GAD overwrites the manually entered date in the GAD Filing Due Date field with a date 10 days in the future of the new DAD Filing Date.

*(Note: GAD does not validate what is (or is not) entered into the Motion and the Motion Date fields. If you must edit the Motion or Motion Date after you saved the motion by clicking on the green check mark, simply click on the field you need to edit. This reopens the motion for editing.)*

If you must delete a motion after you save it, you can click on the gray X to the right of the motion date and then respond OK to the prompt to confirm you want to remove the motion record.



CAAF Filing Motions

Add New CAAF Filing Motion by clicking on the button to the right ==> Add Motion

#	Motion	Motion Date	
1	Dismiss	30 Mar 2011	<input type="checkbox"/>
2		01 Apr 2011	<input type="checkbox"/>
3	habeas coprpus	30 Mar 2011	<input type="checkbox"/>

**Figure 23: Deleting a CAAF Motion**

2. Click Save.

-or-

Click Close.

If you click **Save**, the associated Case Window opens, with the Document Saved and a green check mark in the upper right corner of the window.

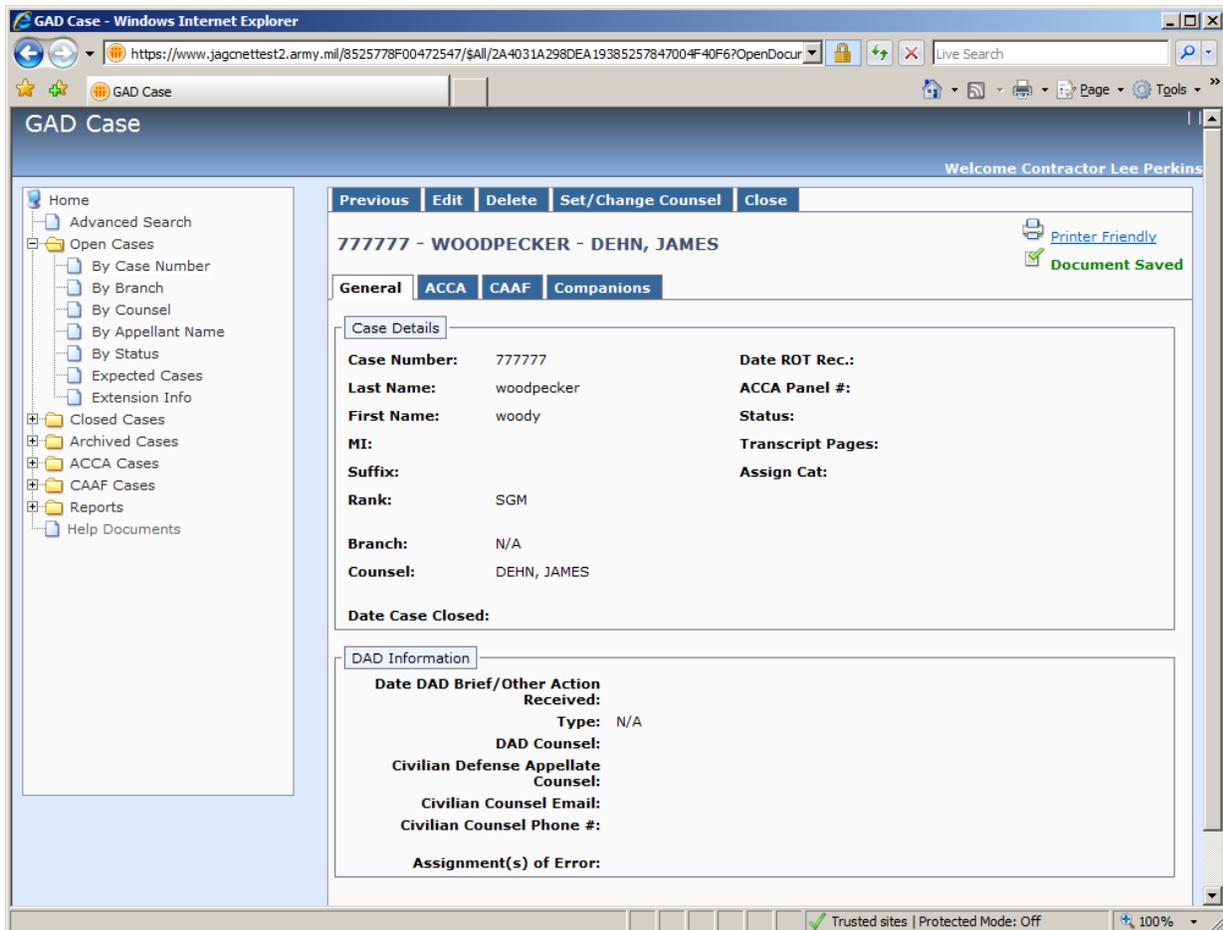


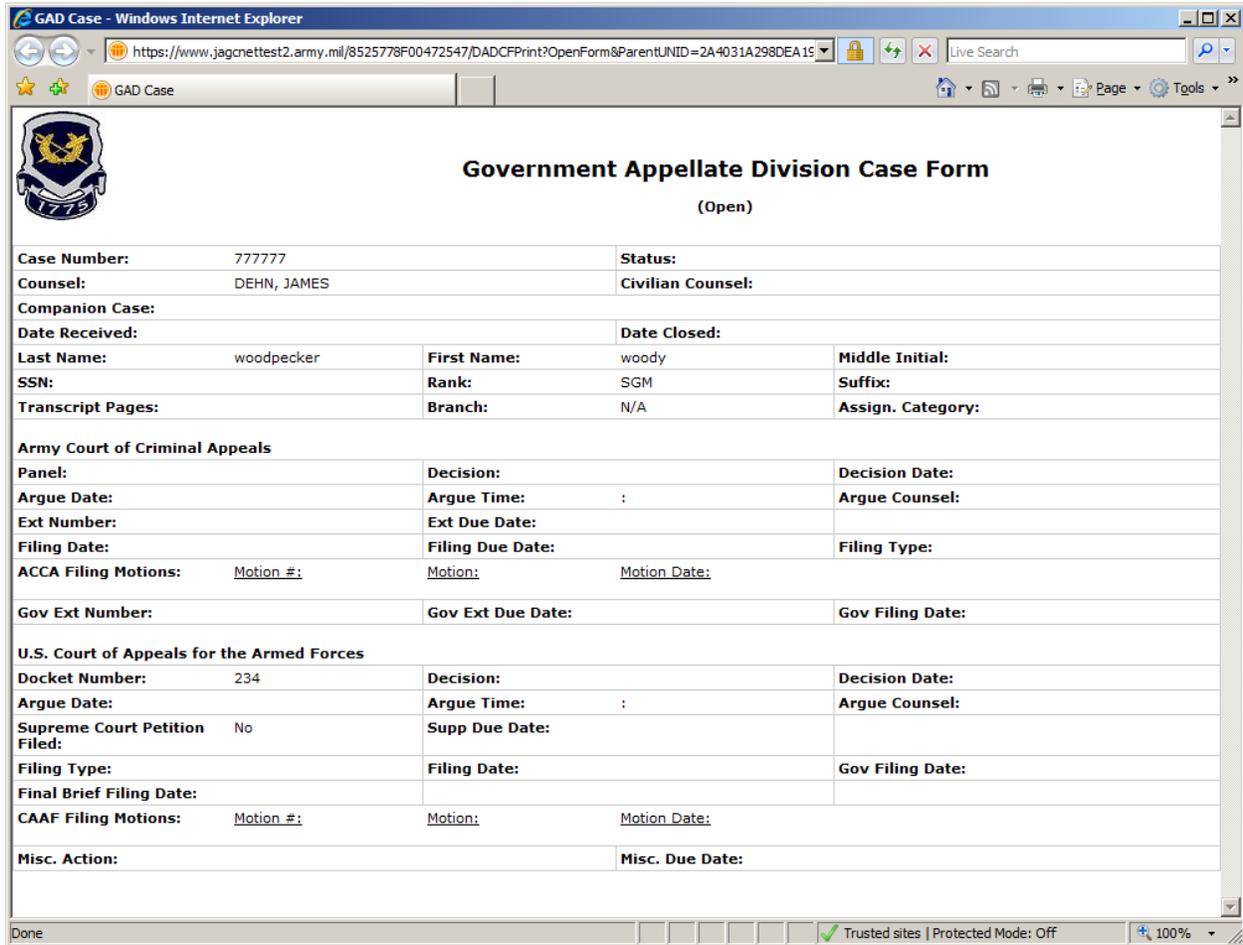
Figure 24: Saved Case Window

1. From this window, you can view the previous case by clicking **Previous**.
2. You can also view the next case by clicking **Next**.
3. You can close the current case by clicking **Close**.

### 3.1.4 Printer-friendly View

1. You can also view the form in printer-friendly form by clicking the  **Printer Friendly** link above the Document Saved message to generate a page for printing.

2. Click the printer icon at the top of the window () to print the page.



**GAD Case - Windows Internet Explorer**

https://www.jagcnettest2.army.mil/8525778F00472547/DADCFPrint?OpenForm&ParentUNID=2A4031A298DEA15

**Government Appellate Division Case Form**  
(Open)

<b>Case Number:</b>	777777	<b>Status:</b>	
<b>Counsel:</b>	DEHN, JAMES	<b>Civilian Counsel:</b>	
<b>Companion Case:</b>			
<b>Date Received:</b>		<b>Date Closed:</b>	
<b>Last Name:</b>	woodpecker	<b>First Name:</b>	woody
<b>SSN:</b>		<b>Rank:</b>	SGM
<b>Transcript Pages:</b>		<b>Branch:</b>	N/A
		<b>Suffix:</b>	
		<b>Assign. Category:</b>	
<b>Army Court of Criminal Appeals</b>			
<b>Panel:</b>		<b>Decision:</b>	
<b>Argue Date:</b>		<b>Argue Time:</b>	:
<b>Ext Number:</b>		<b>Ext Due Date:</b>	
<b>Filing Date:</b>		<b>Filing Due Date:</b>	
<b>ACCA Filing Motions:</b>	<u>Motion #:</u>	<u>Motion:</u>	<u>Motion Date:</u>
<b>Gov Ext Number:</b>		<b>Gov Ext Due Date:</b>	
		<b>Gov Filing Date:</b>	
<b>U.S. Court of Appeals for the Armed Forces</b>			
<b>Docket Number:</b>	234	<b>Decision:</b>	
<b>Argue Date:</b>		<b>Argue Time:</b>	:
<b>Supreme Court Petition Filed:</b>	No	<b>Supp Due Date:</b>	
<b>Filing Type:</b>		<b>Filing Date:</b>	
<b>Final Brief Filing Date:</b>			<b>Gov Filing Date:</b>
<b>CAAF Filing Motions:</b>	<u>Motion #:</u>	<u>Motion:</u>	<u>Motion Date:</u>
<b>Misc. Action:</b>		<b>Misc. Due Date:</b>	

Done Trusted sites | Protected Mode: Off 100%

Figure 25: Printer-friendly Case Window

### 3.2 Setting/ Changing Counsel

To set or change counsel, perform the following steps from any saved Case Window.

1. Click **Set/Change Counsel**. The Case Number Window opens showing a list of names in the right-hand selection pane.

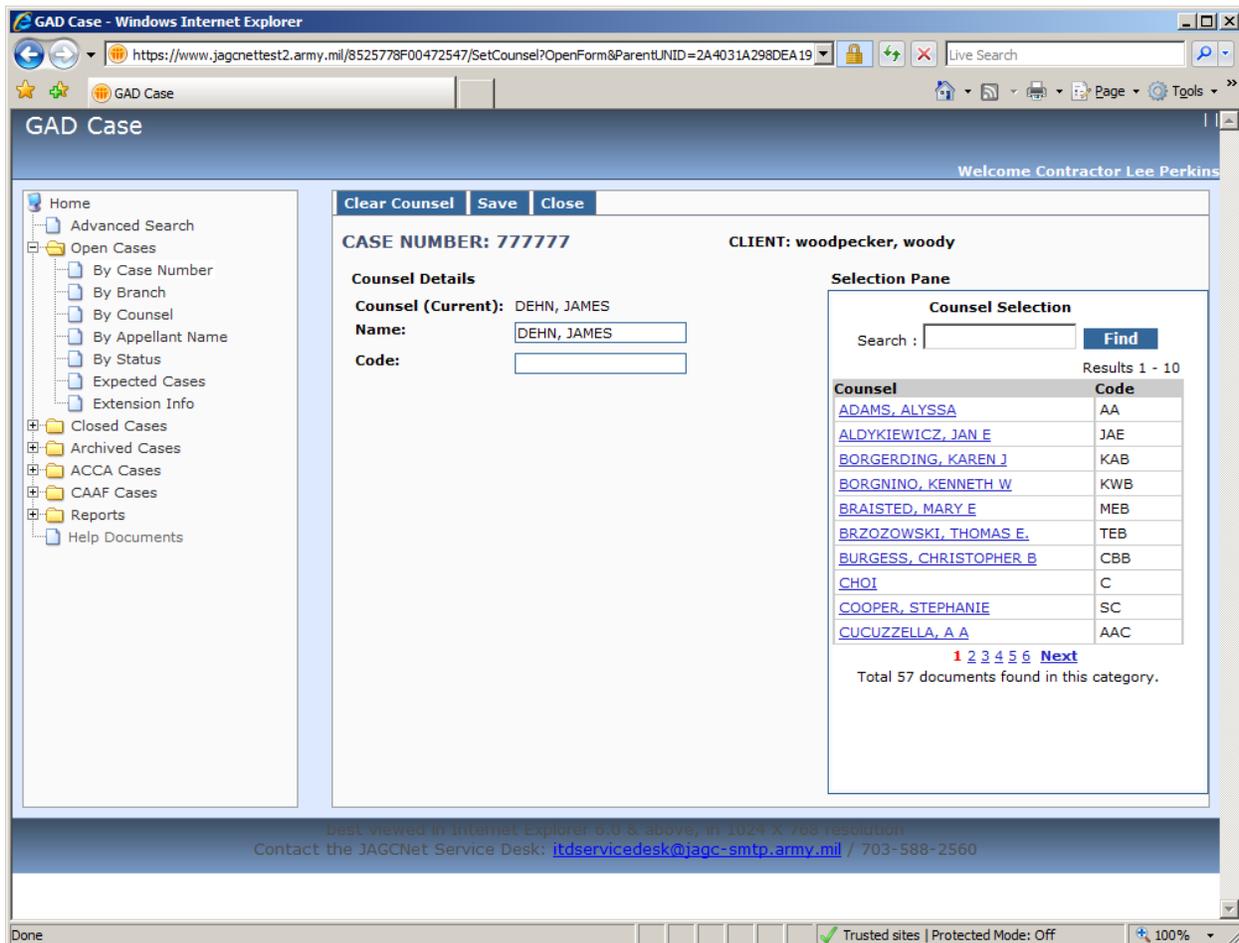


Figure 26: Case Number Window Showing Counsel Names

2. Click a name from the **Selection Pane** portion of the window. The **Name** field and the **Code** field are auto-populated in the corresponding fields in the **Counsel Details** portion of the window; no further action on your part is required. To clear the fields in the Counsel Details portion of the window, click **Clear Counsel**.

3. Click **Save** to continue.

-or-

Click **Close** to return to the previous window.

If you clicked **Save**, the associated Case Window reopens showing the Counsel's name.

### 3.3 Adding a Companion Case

To add a companion case, perform the following steps from any Case Window previously saved. You must save a case before you can enter a companion case. Companion documents are related case documents that might have bearing on the current case. (if two people were being courts-marshaled for being in the same fight, they would have different case documents but their cases are related.)

1. Click **Companions**. The Companion Details Listing Window opens. For a new case, there are no documents.

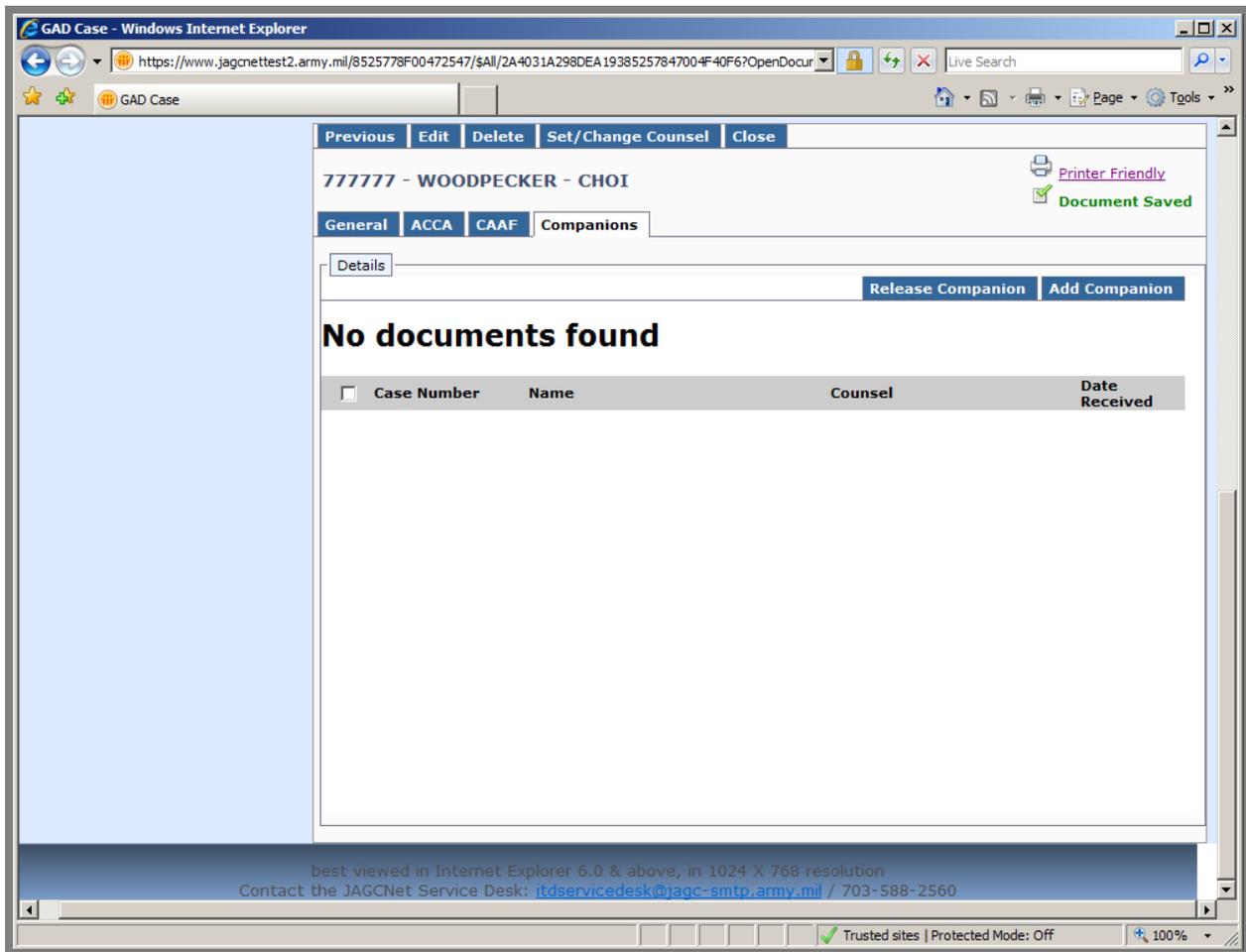
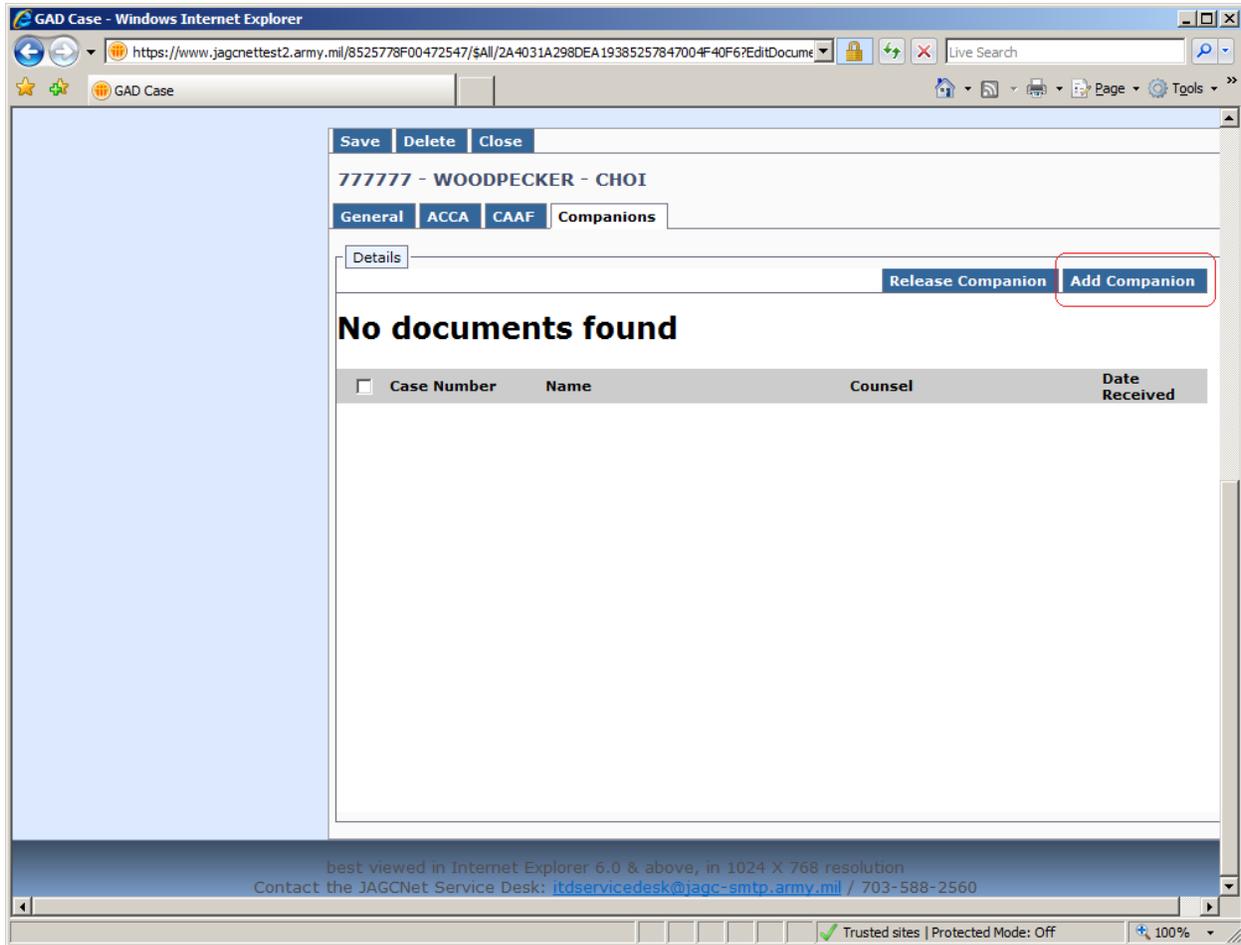


Figure 27: New Companion Details Listing Window

2. Click Edit to open the Case window for editing.
3. Click **Companion**. The Companions Tab opens. In a new case there is no companion listed.



**Figure 28: Companions Tab**

4. Click the **Add Companion** button (circled in red. See Figure 28: Companions Tab) to open an editable Companions Tab.
5. Click a case number from the right-hand Selection Pane. The companion case information is auto-populated in the corresponding fields in the **Details** portion of the window; no further action on your part is required.
6. Click **Set as Companion**. The system returns you to the Companion Details Listing Window, which now shows the companion case number.
7. Repeat for each companion case. In this example, in

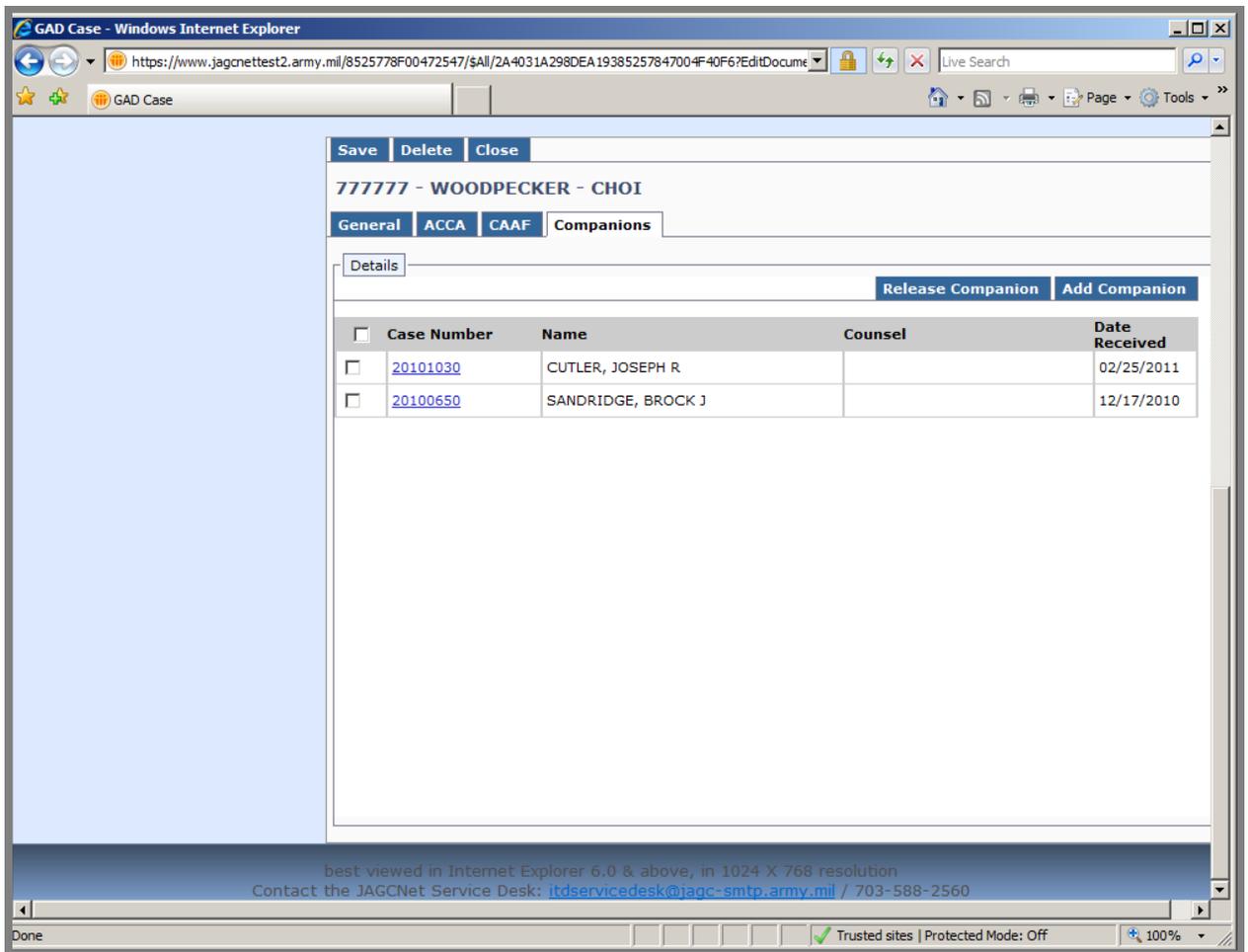
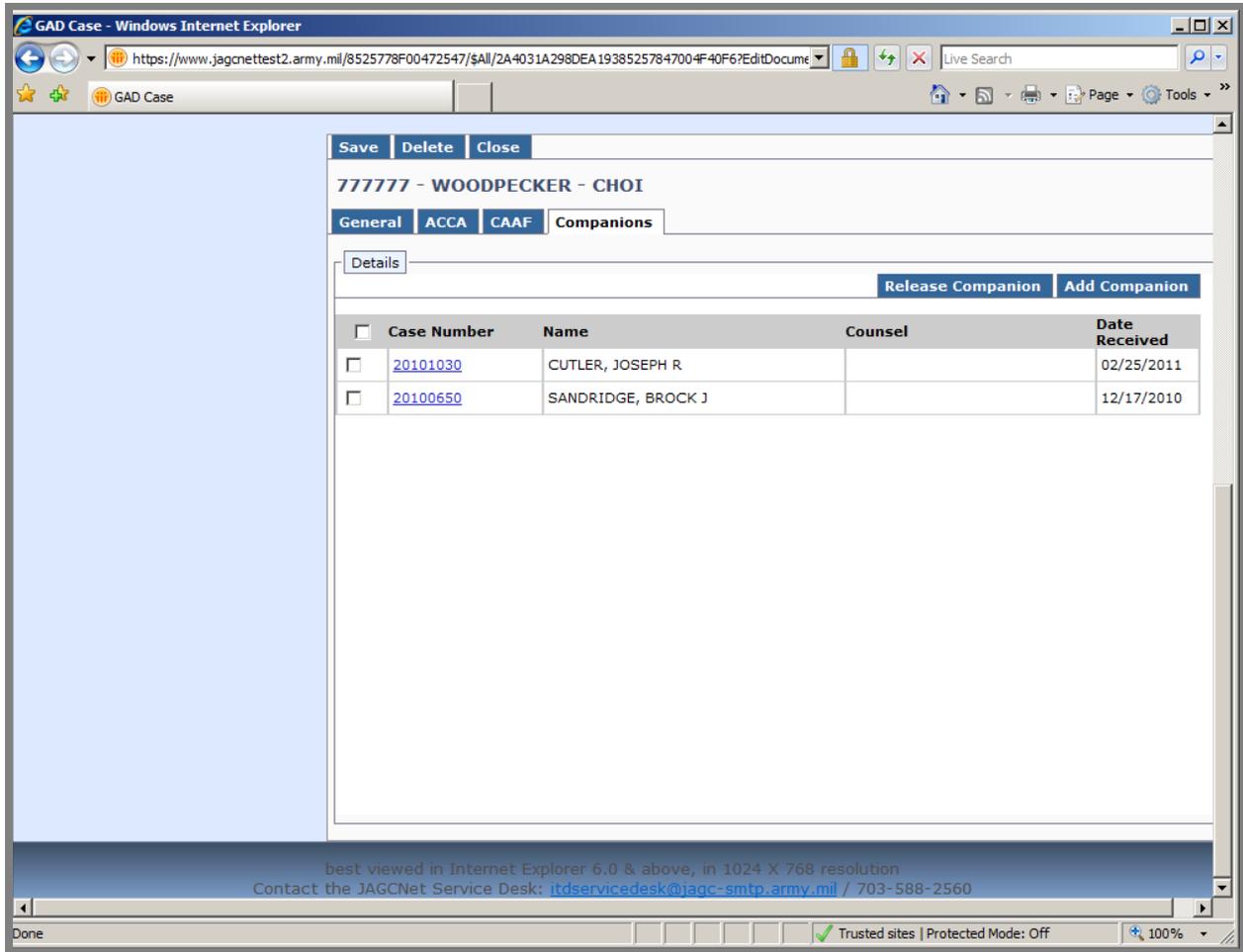


Figure 29, there are two additional related cases.



**Figure 29: Two Companion Cases in Case Number Window**

### 3.4 Releasing a Companion Case

To release a companion case, perform the following steps from any saved Case Window.

1. Click the check box to the left of each desired companion case that you want to release.
2. Click **Release Companion**. The Companion Details Listing Window reappears and the records that you marked for release no longer appear in the list in the Details section of the Case Number Window.

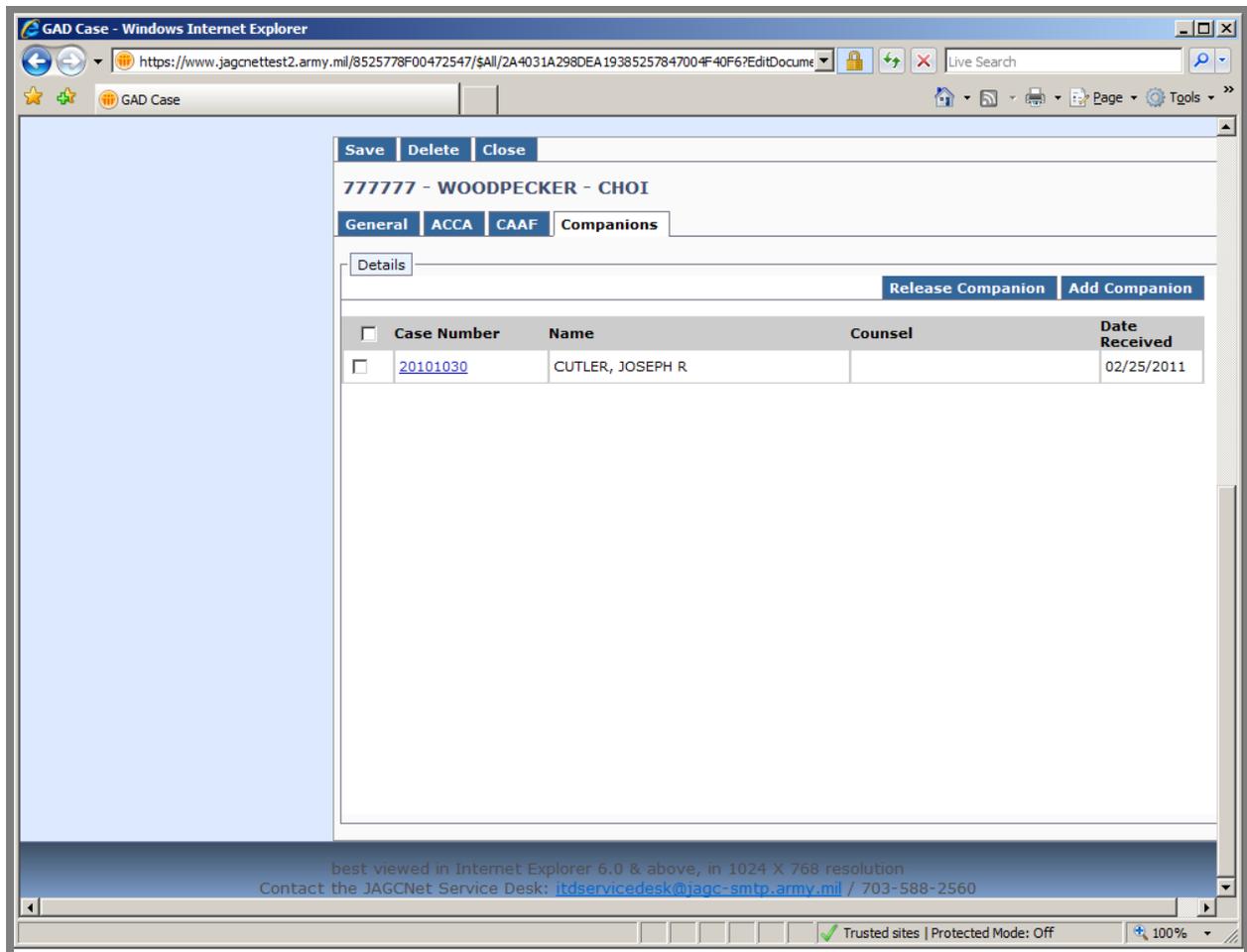


Figure 30: Case Number Window after Deletion of Companion Case

### 3.5 Deleting a Case

To delete a case, perform the following steps from any case window previously saved.

1. Click **Delete**. A Windows Internet Explorer confirmation dialog box opens.

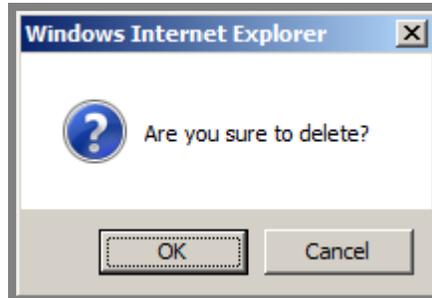


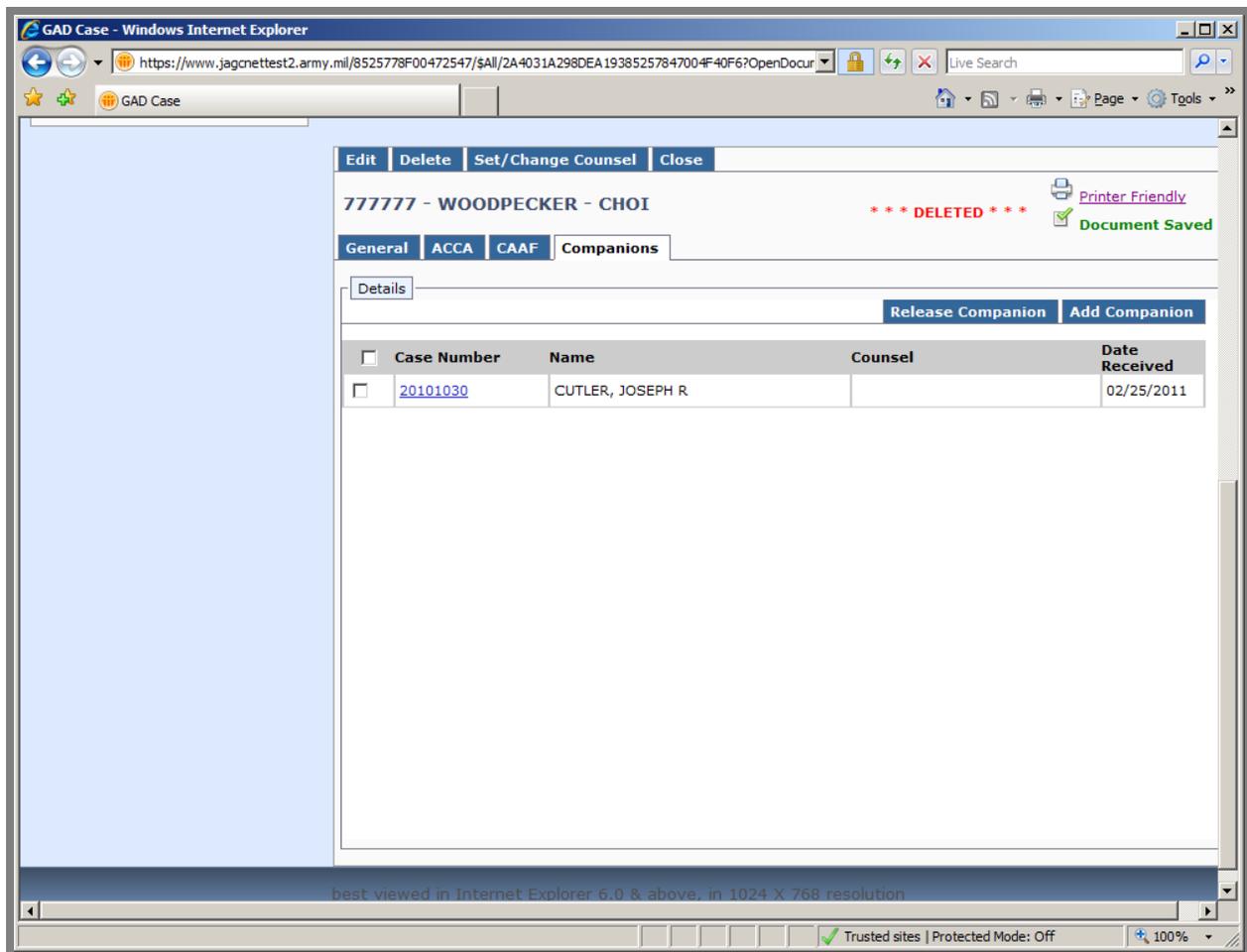
Figure 31: Deletion Confirmation Dialog Box

2. Click **OK** to continue.

*-or-*

Click **Cancel** to return to the previous page.

If you click **OK**, the Companion Case Details Window reopens. In addition, the word **\*\*\* DELETED \*\*\*** now appears to the center right of the window.



**Figure 32: Case Number Window Showing Deleted Case**

*(Note: The confirmation dialog box shown in Figure 31: Deletion Confirmation Dialog Box, is the same throughout the GAD application, but not shown in each delete instruction)*

3. Click **Close** to return to the Open Cases by Case Number Window

### 3.6 Transferring a Case

You can transfer a case between counsels. To illustrate, we transfer a case from the open cases list. See Figure 18: Open Cases by Case Number Window. To transfer a case between counsels, perform the following steps from the **GAD Case Tracking System** main menu.

1. Click  Open Cases
2. Click  By Case Number The Open Cases menu opens. See Figure 18: Open Cases by Case Number Window.
3. Click the check box to the left of each case you want to transfer to another counsel. The Case Transfer Window opens.

*(Note: To transfer all cases at the same time, simply click the check box to the left of the Case Number column header.)*

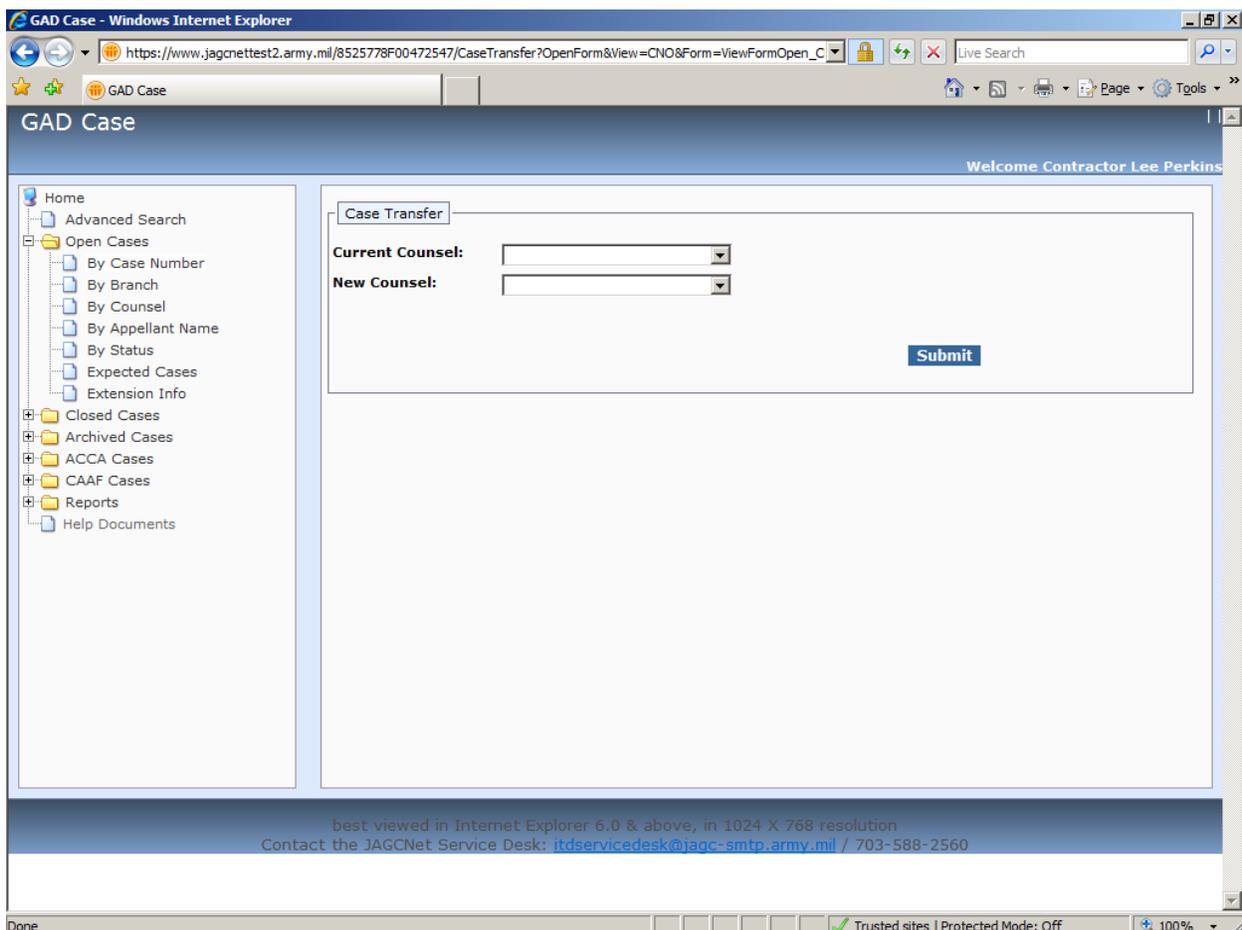
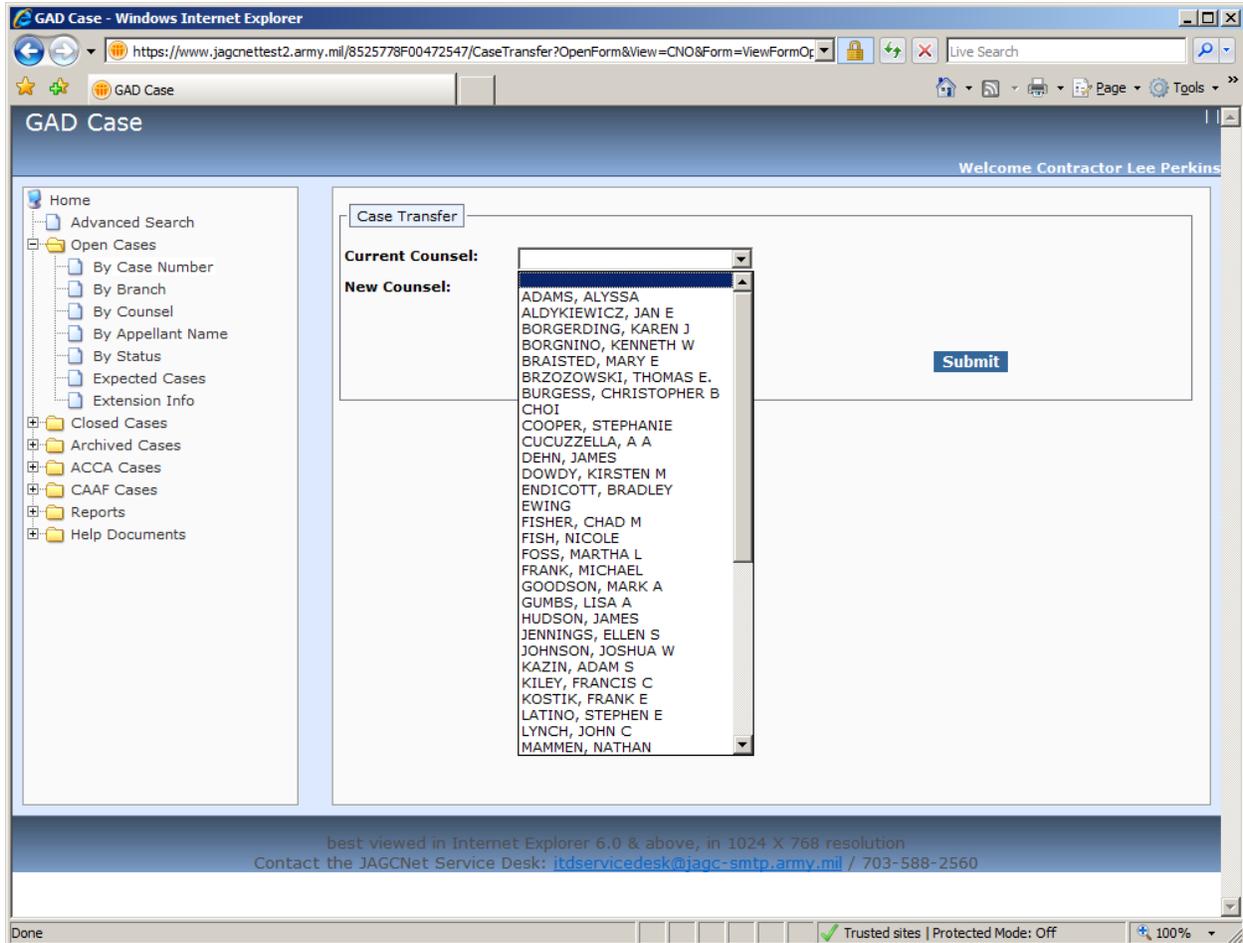


Figure 33: Case Transfer Search Window

4. Click the Current **Counsel** drop-down menu. The Current Counsel List opens.
5. Select the name of the current counsel from the list.



**Figure 34: Current Counsel Menu**

- Click the down-arrow next to the New Counsel field.

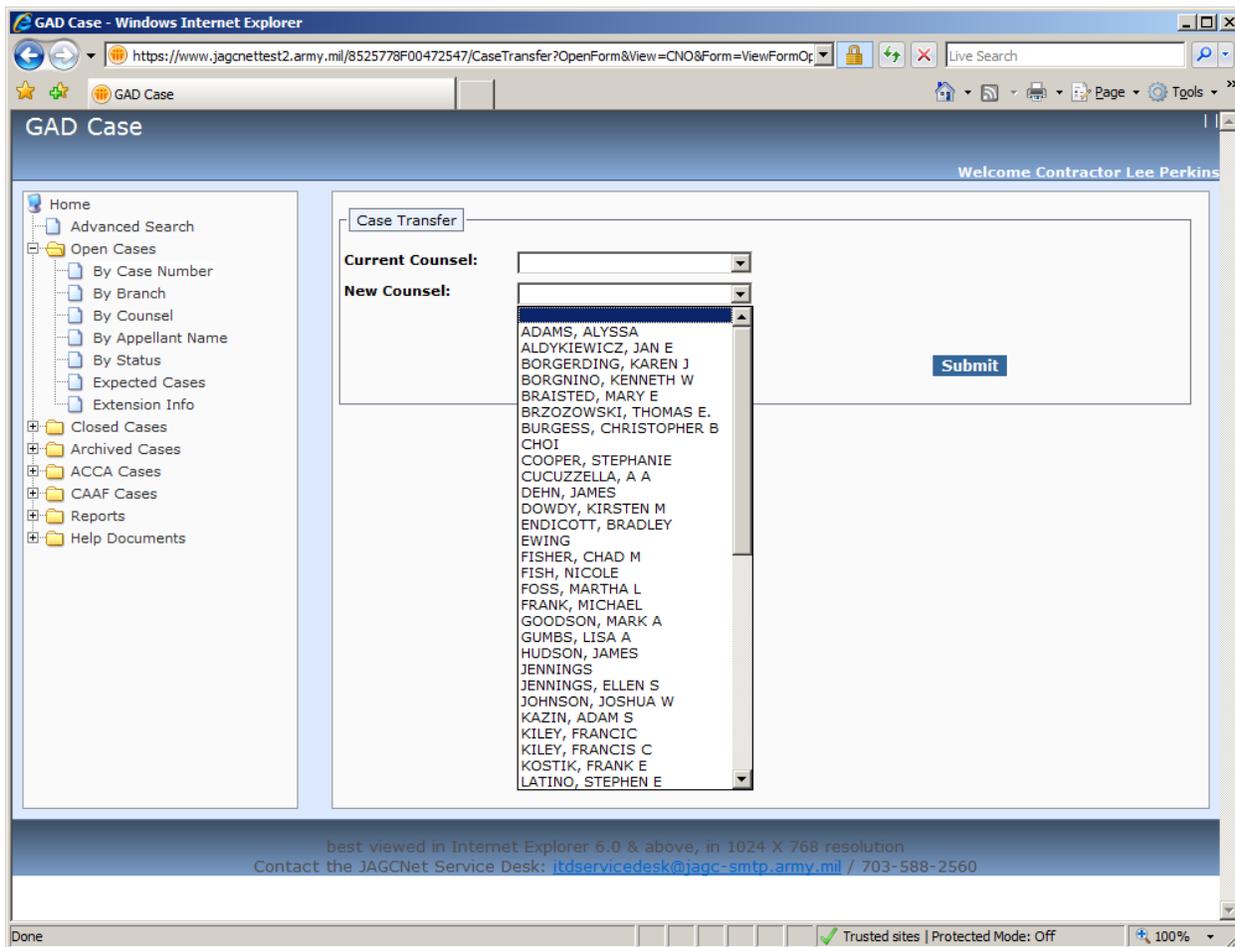
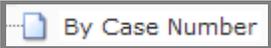


Figure 35: New Counsel Menu

- Select the desired new counsel name from the list.
- Click **Submit**. The Open Cases by Case Number Window reappears and the counsel name you selected now appears in the **Counsel** column.

### 3.7 Exporting a Case to Excel

GAD lets you export cases to Excel. For illustrative purposes, we export a case to MS-Excel from the Open Cases by Case Number Window. To export a case to Excel, perform the following steps from the **GAD Case Tracking System** main menu.

1. Click .
2. Click . The Open Cases by Case Number Window opens. See Figure 18: Open Cases by Case Number Window.
3. Click each case you want to export to Excel (*Note: To export all cases at the same time, simply click the check box to the left of the **Case Number** column.*).
4. Click . The File Download dialog box opens. This box appears only once here, but references to it occur in other parts of this document.

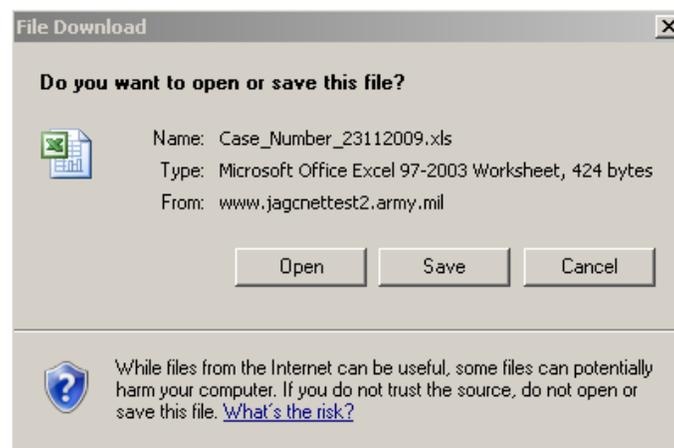
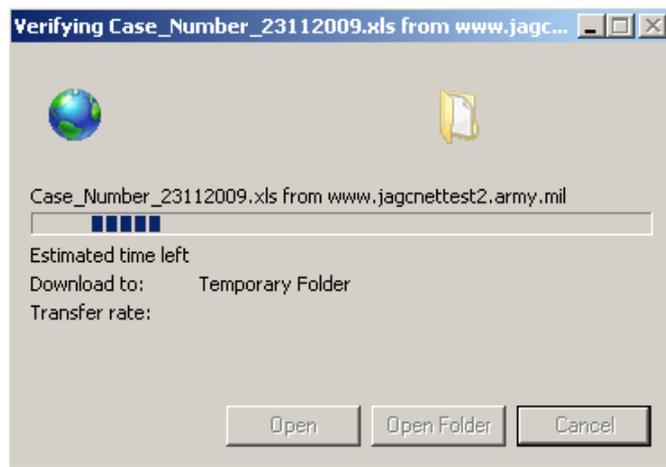


Figure 36: File Download Dialog Box

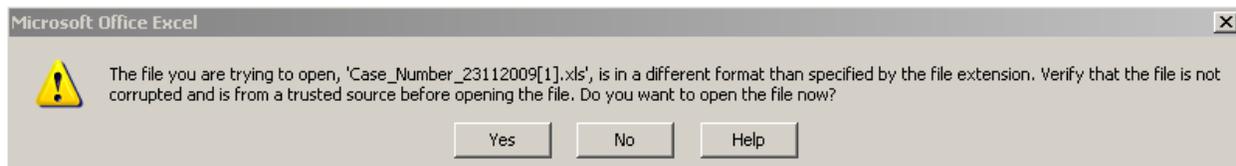
5. Click  to view the spreadsheet.  
-or-  
Click  to save the spreadsheet.  
-or-  
Click  to return to the Open Cases by Case Number window.

If you click  , the Verifying Case Number progress bar appears briefly.



**Figure 37: Verifying Case Number Progress Bar**

The Microsoft Office Excel dialog box then opens. This dialog box, Figure 38: Microsoft Office Excel Dialog Box appears only once, here, but references to it are in other parts of this document wherever there is an Export to Excel instruction. Please use standard Microsoft Excel procedures to print or save this file in the folder of your choice.



**Figure 38: Microsoft Office Excel Dialog Box**

6. Click  to continue.

-or-

Click  to return to the previous page.

If you click  , the Case Number Window opens. See Figure 18: Open Cases by Case Number Window.

### 3.8 Viewing a Case

With the GAD Case Tracking System, you can view the following case types.

- Open cases
- Closed cases
- Archived cases

All case views use the same procedures; therefore, only one case type is described with systematic directions below. To view any case type, perform the following steps from the **GAD Case Tracking System** main menu.

1. Click the desired case type folder. For illustrative purposes, the Open Cases by Case Number Window opens. See Figure 18: Open Cases by Case Number Window.
2. Click the desired case number link from the **Case Number** column header. The associated case window opens. Click **Close** to exit the Case Window when you finish viewing the case.

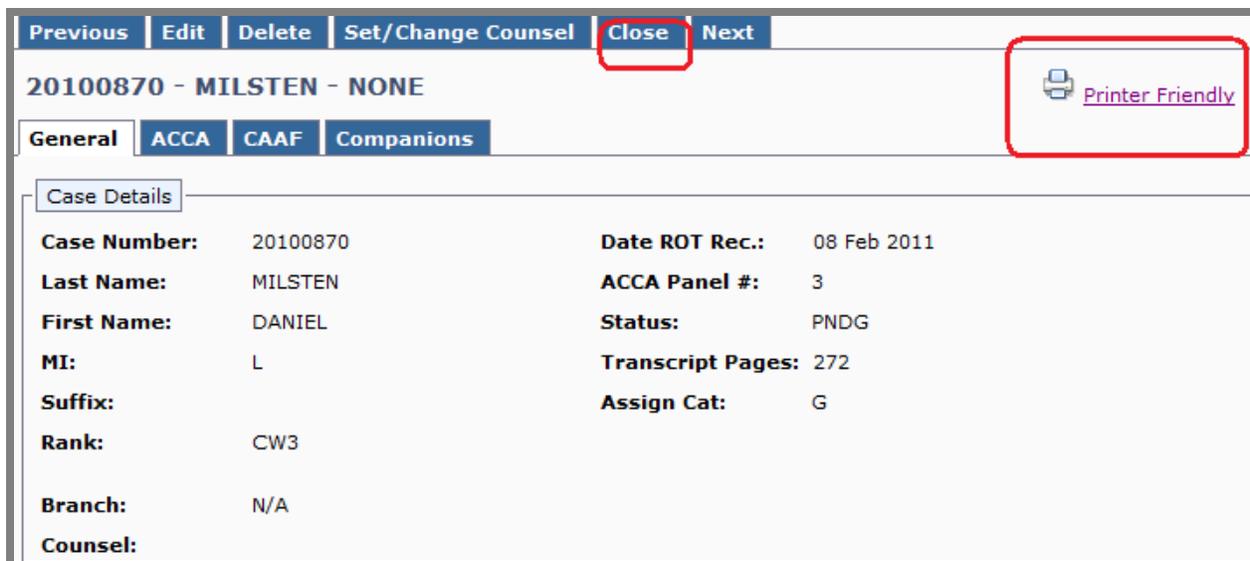


Figure 39: Example Case Information Window

### 3.9 Printing a Case

To print a case, perform the following steps from any open Case Window that you have already saved, for example the appellate case shown in Figure 39: Example Case Information Window.

1. Click [Printer Friendly](#). The Government Appellate Division Case Form opens.

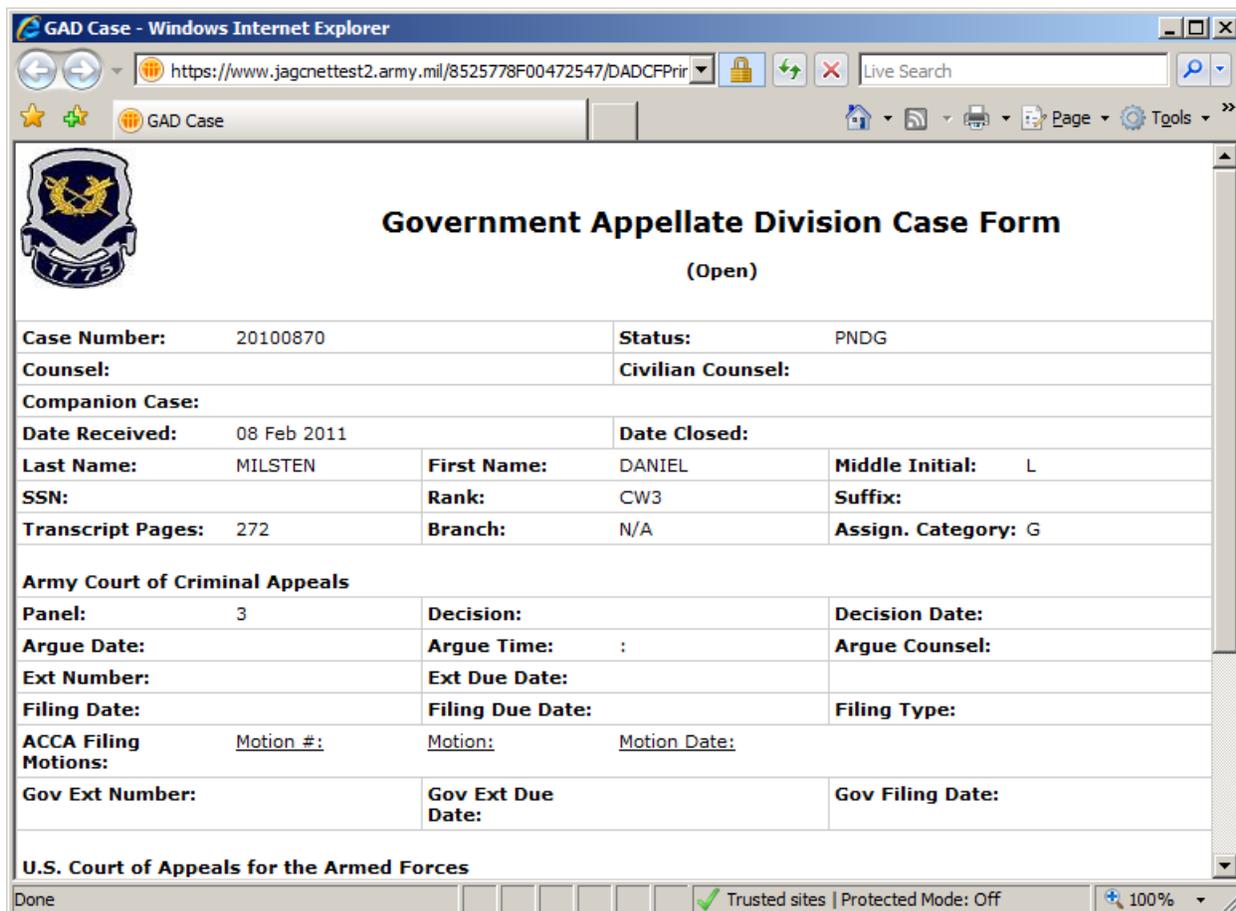


Figure 40: Government Appellate Division Case Form

2. Click  at the top right of the form to open the print menu.

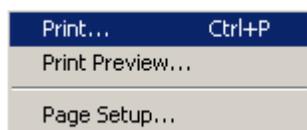
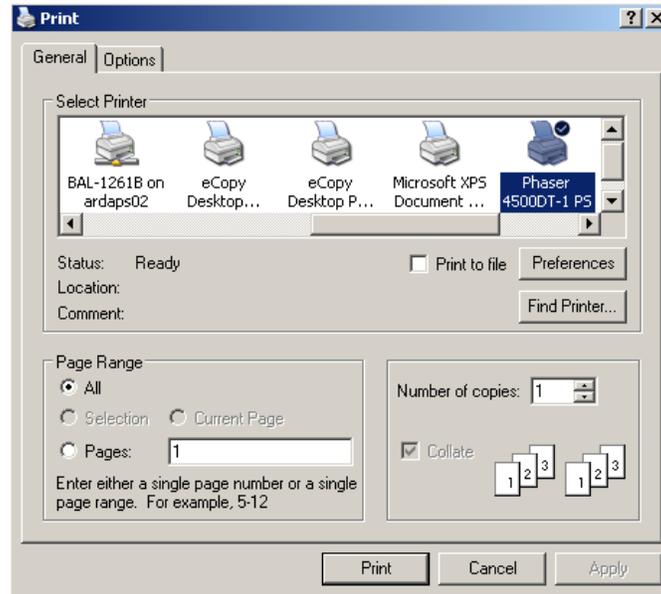


Figure 41: Print Menu

3. Click **Print...** **Ctrl+P**. The Print dialog box opens.



**Figure 42: Print Dialog Box**

4. Click **Print** to continue.

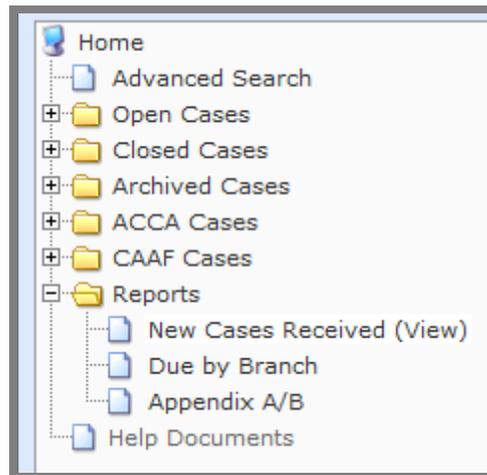
*-or-*

- Click **Cancel** to return to the previous page.

If you click **Print**, your current document would now be printing.



## 4 Reports



**Figure 43: Reports Submenu**

The **Standard Reports** function allows you to generate the following standard report types.

- New cases received (view)
- Due by branch
- Appendix A/B cases

### 4.1 Generating a New Cases Received (View) Report

To generate a **New Cases Received (View)** report, perform the following steps from the **GAD Case Tracking System** main menu.

1. Click .
2. Click . For illustrative purposes, the All Cases in February 2011 by Received Date Window opens.

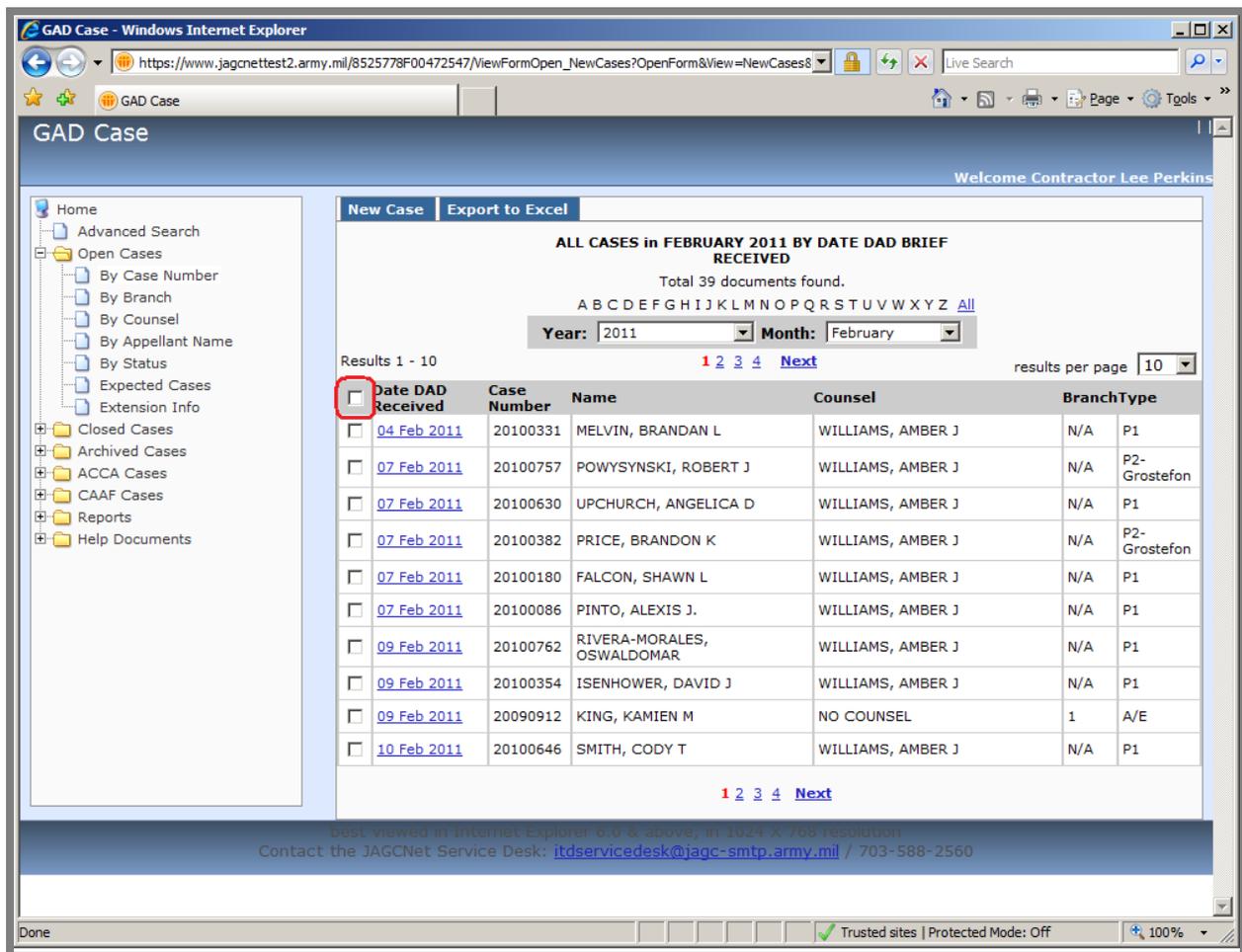


Figure 44: All Cases in February by Date List

## 4.2 Export Reports to MS-Excel

To export all cases to Excel, simply click the check box directly to the left of the Case Number column header to select all available cases. See the check box outlined in red. See Figure 44: All Cases in February by Date List. Otherwise, follow the procedure below

1. Click the check box to the left of each case number in the **Case Number** column that you want to export to Excel. Thereafter, use standard Microsoft Excel procedures to print or save this file. If you do not select a case, you see a reminder message to do so.



2. Click **Export to Excel**. The File Download Dialog Box opens. See Figure 36: File Download Dialog Box.

3. Click **Open** to continue.

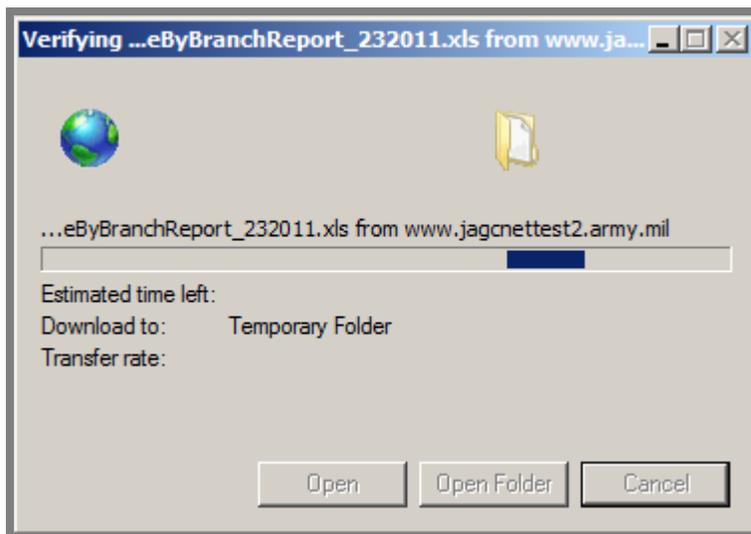
-or-

Click **Save** to save the file.

-or-

Click **Cancel** to return to the previous window.

If you click  , the progress bar appears and then closes.



**Figure 45: Verifying By Branch Report Progress Bar**

If you click  , the Microsoft Office Excel Dialog Box, Figure 38: Microsoft Office Excel Dialog Box, opens.

4. Click  to open the current file.

-or-

Click  to return to the previous window.

If you click  , the associated Excel report, which appears below, opens.

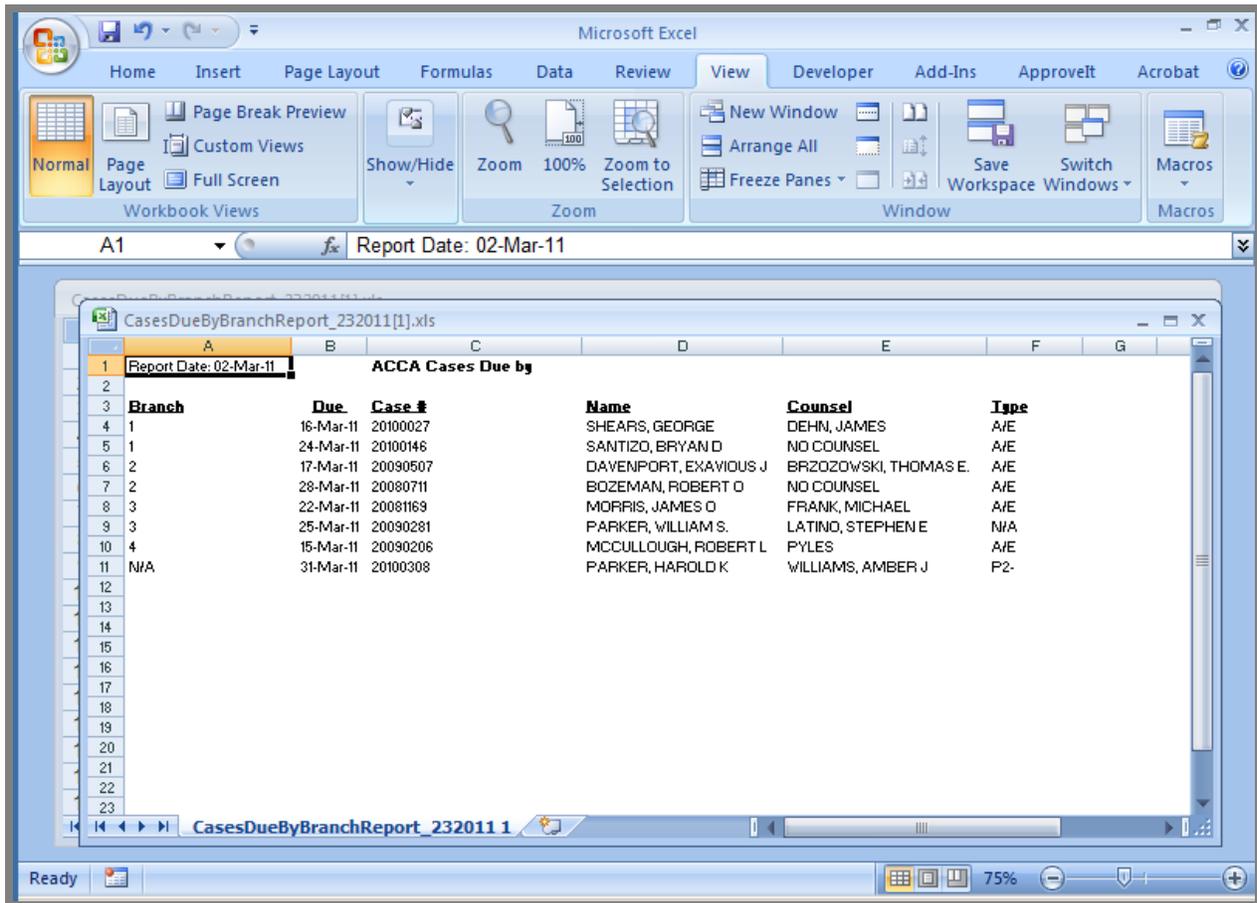
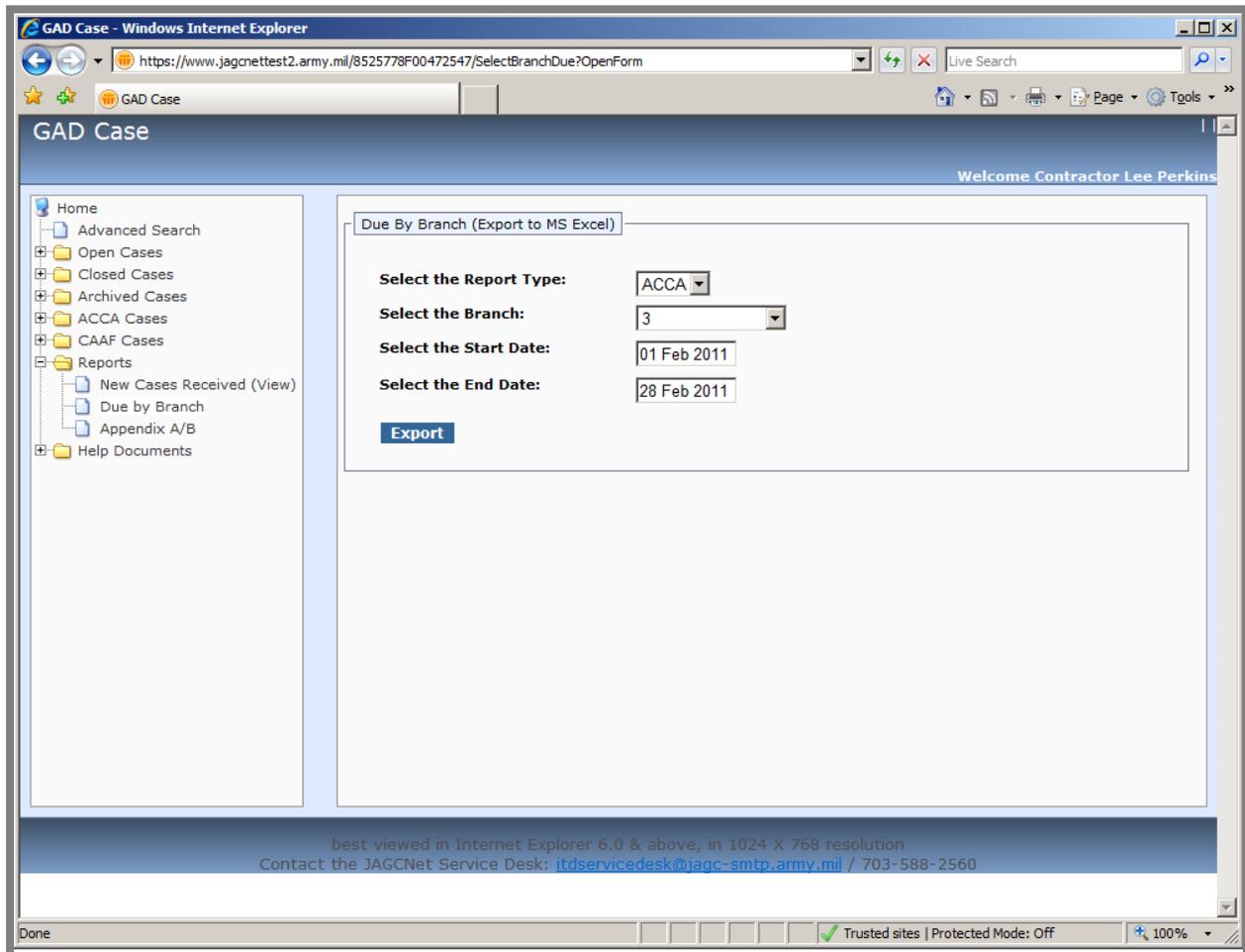


Figure 46: A GAD Report in MS-Excel

### 4.3 Reports Due by Branch

To generate a **Due By Branch** report, perform the following steps from the **GAD Case Tracking System** main menu.

1. Click  to open the Due by Branch report search form.



**Figure 47: Specifying Reports due by Branch**

2. Use the Report Type and Branch drop-down menus to define your report.
3. Click on the Start and End Date fields to open the pop-up calendar to specify a date range for your report. The default start date is today and the end date a month from today, but you can change the date using the calendar.
4. Click the **Export** button. The File Download Dialog Box opens. See Figure 36: File Download Dialog Box.
5. Click  to view the spreadsheet.

-or-

Click  to save the spreadsheet.

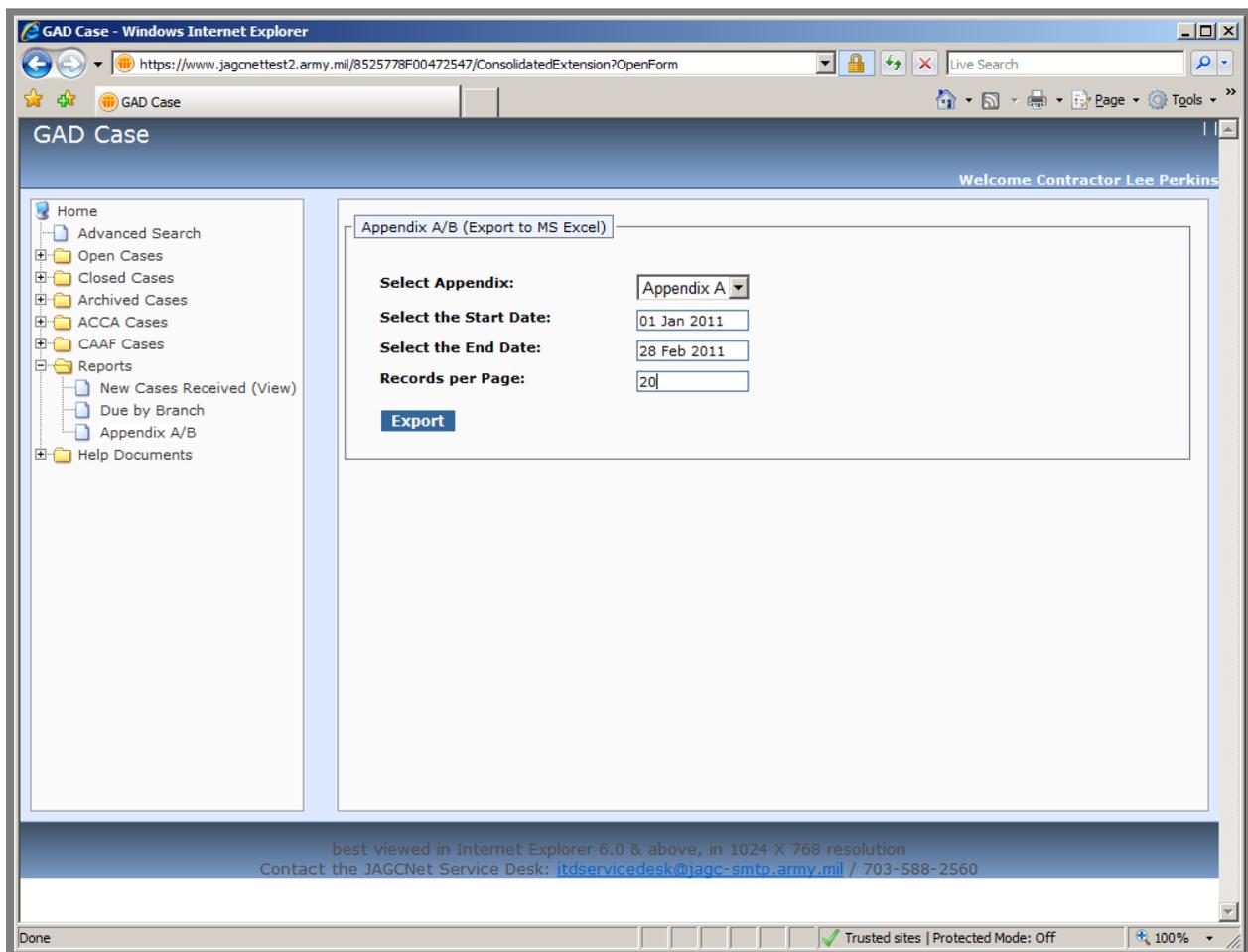
-or-

Click  to return to the Due by Branch report search form.

## 4.4 Appendix A/ B Reports

To generate **Appendix A/ B** reports, perform the following steps from the **GAD Case Tracking System** main menu.

1. Click  and then **Appendix A/B** to open the Appendix A/ B search form.
2. Select the Appendix (A or B), the start and end dates, and the number of records per page for the report.



**Figure 48: Appendix A Report Specification**

3. Click **Export**. The File Download Dialog Box opens. See Figure 36: File Download Dialog Box.

4. Click **Open** to continue.

-or-

Click **Save** to save the file.

-or-

Click **Cancel** to return to the previous window.

If you click **Open**, the Verifying progress bar appears briefly and then the Microsoft Office Excel confirmation dialog box then appears. See Figure 38: Microsoft Office Excel Dialog Box.

If you click **Yes**, the report window opens displaying the spreadsheet.

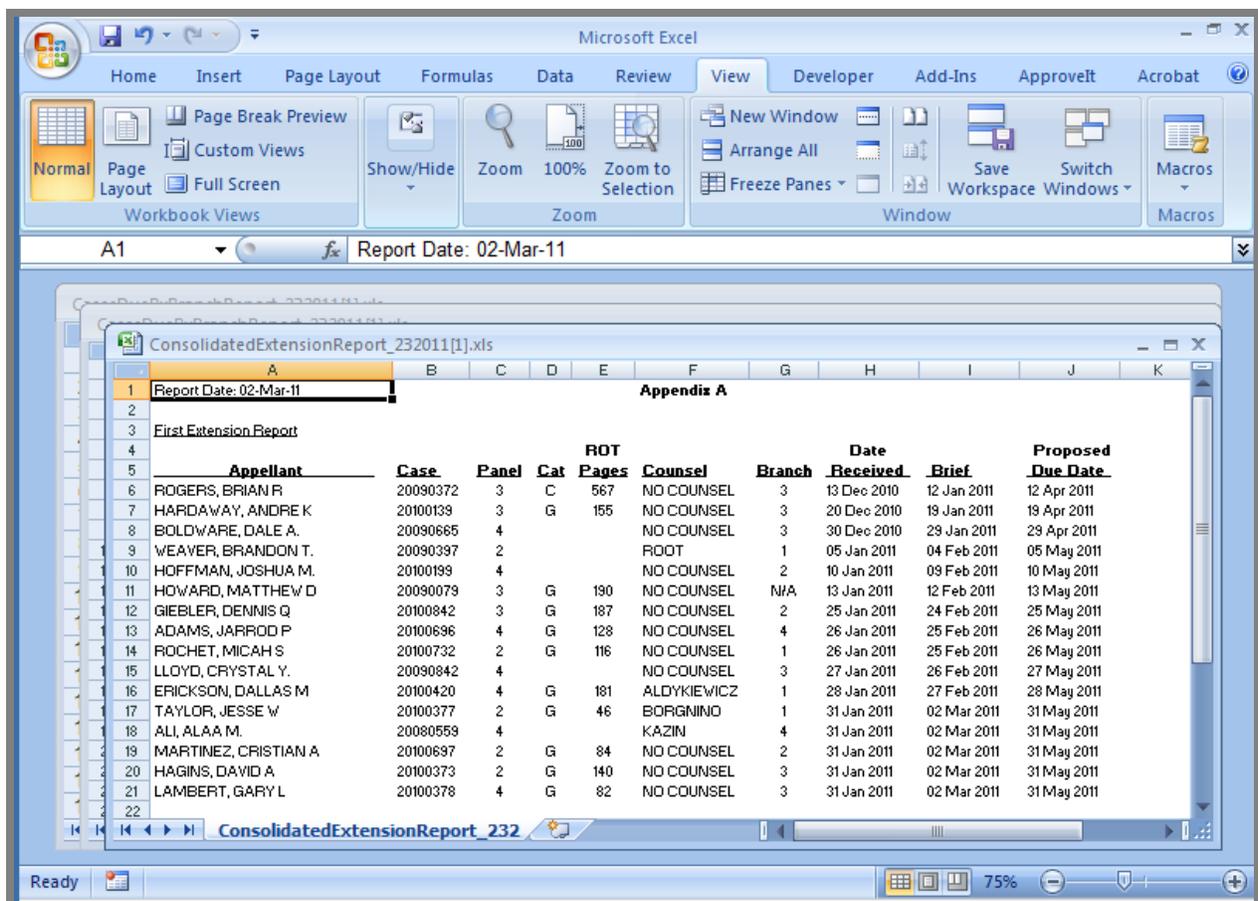


Figure 49: Sample Appendix AB Report Spreadsheet

## 5 Help Documents

The GAD Case Tracking System User Manual (this document) will be first document available under this heading. Other documents will be here as needed.

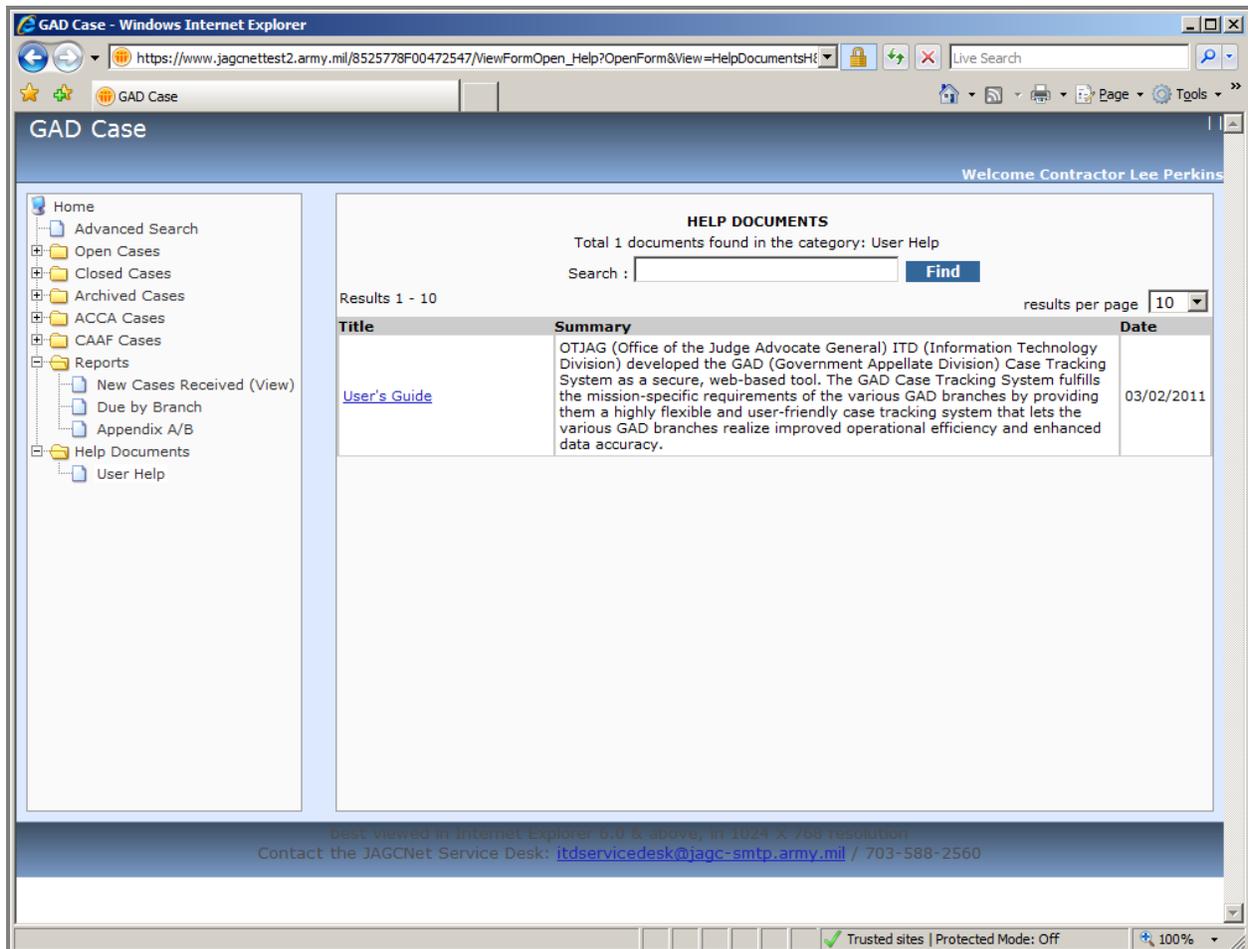


Figure 50: GAD Help Documents Window

### 5.1 User Manual

The GAD Team update and reissue the User Manual as needed.

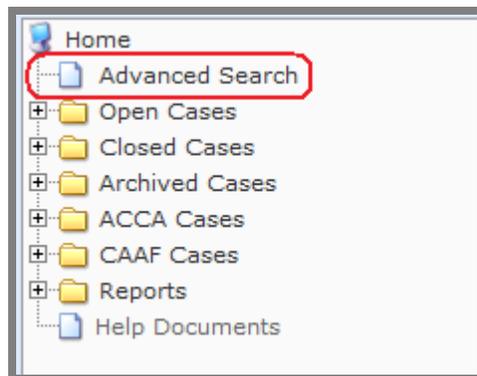
### 5.2 Frequently Asked Questions (FAQ)

The GAD Team will issue and update an FAQ as needed.



## 6 Search

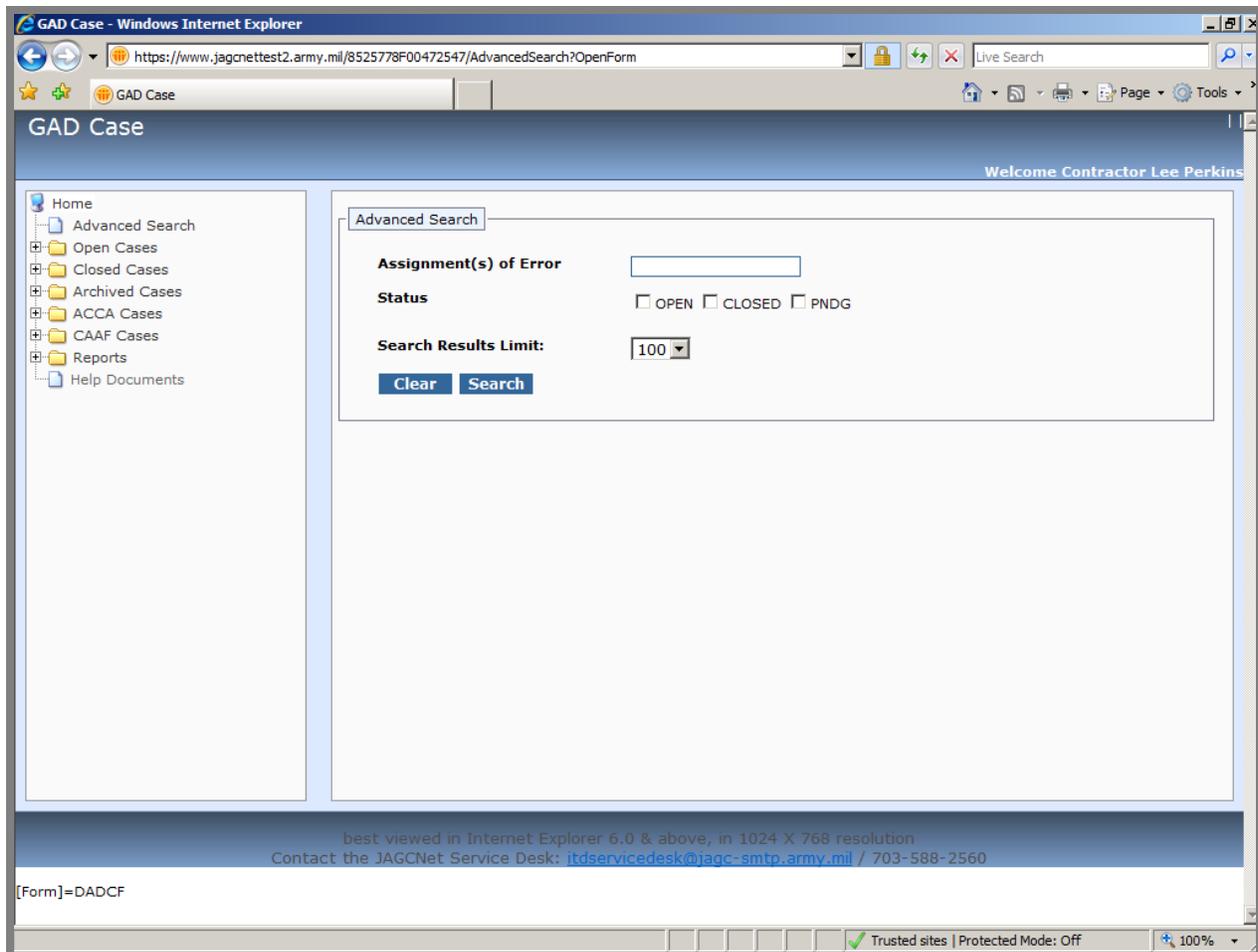
The first item on the GAD Home menu is the Advanced Search document. You can use it to make customized searches of the GAD database.



**Figure 51: GAD Home Menu Showing Advanced Search**

## 6.1 Entering Search Terms

1. Click Advanced Search to open the Advanced Search Window displaying the Advanced Search Tab. The Tab contains the form on which you enter your search criteria.



The screenshot shows a web browser window titled "GAD Case - Windows Internet Explorer". The address bar displays the URL: <https://www.jagcnettest2.army.mil/8525778F00472547/AdvancedSearch?OpenForm>. The page content includes a navigation menu on the left with items like Home, Advanced Search, Open Cases, Closed Cases, Archived Cases, ACCA Cases, CAAF Cases, Reports, and Help Documents. The main content area is titled "Advanced Search" and contains the following form fields:

- Assignment(s) of Error:** A text input field.
- Status:** Three checkboxes labeled OPEN, CLOSED, and PNDG.
- Search Results Limit:** A drop-down menu currently set to 100.
- Buttons:** "Clear" and "Search" buttons.

At the bottom of the page, there is a footer with the text: "best viewed in Internet Explorer 6.0 & above, in 1024 X 768 resolution" and "Contact the JAGCNet Service Desk: [itdservicedesk@jagc-smtp.army.mil](mailto:itdservicedesk@jagc-smtp.army.mil) / 703-588-2560". The browser status bar at the bottom shows "Trusted sites | Protected Mode: Off" and a zoom level of 100%.

**Figure 52: GAD Advanced Search Form**

2. Enter your search term in the search field and click on one or more of the **Status** check boxes.
3. Select any search limits from the **Search Results Limit** drop-down menu.
4. Press the **Search** button to see the results of the search.

## **6.2 Viewing Search Results**

If you selected clicked the Open check box, you see a window similar to the one in **Error! Reference source not found.**



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