**Tip: Tab 1 Checklists, Trial Plan & SJA Case Briefs**

- Go to [JAJM MJ Deskbook](https://aflsa.jag.af.mil/apps/jade/collaborate/course/view.php?id=1142), (Ch. 5 for checklists), select the checklist for your type of court-martial, then label and save the document into Tab 1 or your notebook

-- If the link does not work, the Deskbook may be found by searching FLITE or CAPSIL for “Deskbook” or <https://aflsa.jag.af.mil/apps/jade/collaborate/course/view.php?id=1142>

- Label the [Trial Plan](Trial%20Plan.docx) US v. ### and spend 90 seconds looking over its contents. Filling out the trial plan during successive steps in the process takes only a few minutes per week

- Keeping your Trial Notebook and Trial Plan up-to-date:

-- Helps shape the case

-- Highlights the next steps

-- Clarifies roles and responsibilities

-- Increases efficiency by focusing preparation and organization towards advocacy

-- Improves continuity for TC/CP changes or STC assistance

-- Avoids late organization that detracts from trial prep

-- Keeps you ready for SJA review

- For SJA reviews of case, take Trial Notebook and brief off of Trial Plan

-- Notional Brief to SJA

--- Case overview (*e.g.*, charges, key issues, case theory)

--- Current status and progress: (*e.g.*, Motions, Art. 32, scheduling order, etc.)

--- Issues/challenges for guidance or direction: Explain issue and have suggested

courses of action (Do some research or note that you’re are about to do research)

--- Identify next steps: List a few short-term tasks and note key long-term issues

-- Ask for a 20-30 minute Trial Plan/Notebook review @ 1 month after preferral

--- It’s good to know your SJA’s expectations and directions

---- Early course corrections take less effort than later ones

---- When your SJA concurs with you plan, you have top cover

---- Execute with confidence